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**AVIATION ADVISORY COMMISSION**

**MINUTES**

**May 2, 2022**

**1. CALL to ORDER and PLEDGE of ALLEGIANCE**

Chair, Adriana Van der Graaf, called the meeting to order at 7:00 p.m. and led the pledge of allegiance.

**2. ROLL CALL**

**PRESENT**

Adriana Van der Graaf  
Bobby Williams  
Robert Trimborn  
Nanette Metz  
James Flickinger  
Steve Weiss

*Excused (E)*

*Late (L)*

**ABSENT**

Maggie Bird (E)  
Gary Jacobs (E)  
Steve Tannehill (E)

**AIRPORT STAFF**

Keith Freitas, Director  
Dave Nafie, Deputy Director  
Erin Powers, Projects Administrator  
Jamal Ghazaleh, Accounting Manager  
Ana Castro, Program Administrator

### 3. AGENDA REVIEW

No changes to the agenda. Commissioner Steve Weiss voiced his concerns regarding the timeliness of the posting of the agenda and receiving the meeting packet. Director Keith Freitas mentioned that staff was meeting the publishing requirement of 72 hours set forth by the Brown Act and discussed some of the challenges with getting the packet out sooner, such as last-minute items. Mr. Weiss stated that he would like to see the packet sent out a week before the meeting. Director Freitas clarified that the expectation would be to have the packet sent out the Monday before the scheduled meeting and the Commissioners confirmed that this would be ideal.

### 4. APPROVAL OF MINUTES – April 4, 2022

***Steve Weiss moved to approve the April 4, 2022 minutes and James Flickinger seconded the motion. All Commissioners voted in favor and the motion passed unanimously 6-0.***

5. **PUBLIC COMMENT** - Citizens wishing to speak to the Commission on an airport related item must fill out a speaker card and submit it to the secretary. Comments will be limited to a maximum of **three** minutes per item.

*Speaker cards for issues NOT on the agenda must be submitted before the end of the public comment period.*

*Speaker cards for issues listed on the agenda must be presented before the item is up for consideration. Speakers will be called when the item is presented.*

Public comments heard.

### 6. NEW BUSINESS

- A. **Subject: Consider Adoption of Resolution #10 Authorizing Remote Teleconference Meetings of the Aviation Advisory Commission for a 30-Day Period**

#### **Recommendation:**

Consider adoption of Resolution #10 (Exhibit 1) authorizing remote teleconference meetings of the Aviation Advisory Commission for a 30-day period pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act.

***Robert Trimborn moved to approve staff's recommendation and Bobby Williams seconded the motion. Commissioner Steve Weiss requested that the motion be amended to adopt the Resolution for a 40-day period. Commissioner Robert Trimborn rejected Commissioner Weiss' proposed amendment to the motion. All Commissioners voted and the motion passed 5-1.***

***Yes: Adriana Van der Graaf, Bobby Williams, Robert Trimborn, Nanette Metz, James Flickinger***

***No: Steve Weiss***

**B. Subject: Approval of, and Authorization for the Director of Airports or Designee to Sign, the First Amendment to Lease with Kim & Bill Burr Family Trust for 65C Durley Avenue at the Camarillo Airport**

**Recommendation:**

Staff requests that your Commission/Authority recommend that the Board of Supervisors (Board):

Approve, and authorize the Director of Airports or his designee to sign, the First Amendment to the lease with the Kim & Bill Burr Family Trust for 65C Durley Avenue at the Camarillo Airport.

Deputy Director Dave Nafie provided staff's report.

***Steve Weiss moved to approve staff's recommendation and Robert Trimborn seconded the motion. All Commissioners voted in favor and the motion passed unanimously 6-0.***

**C. Subject: Approval of the Six-Year Capital Improvement Plan (CIP) for Camarillo and Oxnard Airports; Authorization for the Director of Airports or Designee, to Apply for Grants to Fund Projects Scheduled for Federal Fiscal Years 2022 and 2023 Outlined in the CIP upon Notification from the Federal Aviation Administration and the California Department of Transportation Aeronautics Program That Funds Are Available**

**Recommendations:**

Staff requests that your Commission/Authorities recommend that the Board of Supervisors (Board):

1. Approve the six-year capital improvement plan (CIP) for Camarillo and Oxnard Airports (Exhibit 1); and
2. Authorize the Director of Airports or his designee, to apply for grants to fund the projects scheduled for federal fiscal years (FFY) 2022 and 2023 outlined in the CIP upon notification from the Federal Aviation Administration (FAA) and the California Department of Transportation Aeronautics Program (Caltrans) that funds are available.

Projects Administrator Erin Powers provided staff's report and reviewed a PowerPoint presentation.

***Steve Weiss moved to approve staff's recommendations and Nanette Metz seconded the motion. All Commissioners voted in favor and the motion passed unanimously 6-0.***

**D. Subject: Approval of the Department of Airports' Fiscal Year 2022-23 Rent and Fee Schedule, Effective July 1, 2022; Adoption of a Resolution Establishing Rents, Fees, and Insurance Requirements for the Department of Airports; Delegation of Authority to the County Executive Officer and the Director of Airports to Execute Leases, Subleases, Licenses, Permits, Special Use/Activity Permits, Operation Agreements, Extensions, Amendments, Consents, Termination Notices, and Unlawful Detainer Complaints in Accordance with the Provisions of the Schedule**

**Recommendations:**

Staff requests that your Commission/Authorities recommend that the Board of Supervisors (Board):

1. Approve the Department of Airports' ("Department") FY 2022-23 Rent and Fee Schedule (Exhibit 1 is a clean version and Exhibit 2 is a legislative version with track changes), with an effective date of July 1, 2022; and
2. Authorize the County Executive Officer and the Director of Airports to execute certain leases, subleases, licenses, permits, special use/activity permits, operation agreements, extensions, amendments, consents, termination notices, and unlawful detainer complaints as described in section III of the attached resolution (pages 30-37 of Exhibit 1); and

3. Approve, adopt, and execute the resolution (pages 30-37 of Exhibit 1) establishing rents, fees, and insurance requirements for the Department.

***Steve Weiss moved to approve staff's recommendation and Robert Trimborn seconded the motion. All Commissioners voted in favor and the motion passed unanimously 6-0.***

## **7. DIRECTOR'S REPORT**

- City of Oxnard staff will have a presentation regarding the Teal Club Specific Plan during the May 12<sup>th</sup> Airport Authorities meeting.
- The Private Hangar Lease Agreement is scheduled to go before the Board of Supervisors on Tuesday, May 24<sup>th</sup> at 10:30 a.m.
- Construction is underway for the Cloud Nine project and expected occupancy is the first half of 2023 at Camarillo Airport.
- Staff put out a solicitation for two separate development parcels at Oxnard Airport. A five-acre parcel that is adjacent to the air traffic control tower and a seven-acre parcel which currently occupies hangars two and three. The interest for solicitation is closing on May 6<sup>th</sup> and there are three letters of interest so far.
- Bids for the Taxiway Connector project at Oxnard Airport opened last week, but due to the tough construction market the department only had one bidder. The bid was about a million and a half over the engineer's estimate. Staff will work with the FAA to see about obtaining additional funding for these various projects.
- Staff is working with County Purchasing to finalize a payment with the buyer for the security camera system at both Oxnard and Camarillo Airports. Construction is expected to begin the third quarter of this year.
- There is a rough draft of the Oxnard Airport Pilot Guide and staff is working on the first draft for Camarillo Airport. Both drafts will be brought forth at the June or July meeting to get input from the Airport Authorities and the Commission. Staff will also be working with the pilot groups and air traffic control folks to get their input.
- Staff continues to work on installing a new flight tracking system software and it looks like the software will be installed in the third quarter of this year.

- Work is being done to move forward with the new Public Information Officer position; this position would be focused on community relations, and noise abatement training with flight schools and pilots.

***Report was received and filed.***

## **8. REPORTS**

**Report items listed below are presented to the Aviation Advisory Commission for information only, at this time. The report items require no action or are not ready for the Commission's consideration. The Commission may refer these items to the Department of Airports for investigation and report back on a future agenda.**

Monthly Activity Report – March 2022  
Monthly Noise Complaints – March 2022  
Consultant Reports – March 2022  
Airport Tenant Project Status – April 2022  
Project Status – April 2022  
Financial Statements Third Quarter – FY 2021/2022  
Meeting Calendar

***Reports were received and filed.***

## **9. CORRESPONDENCE**

**Correspondence items listed below are presented to the Aviation Advisory Commission for information only, at this time. The correspondence items require no action or are not ready for the Commission's consideration. The Commission may refer these items to the Department of Airports for investigation and report back on a future agenda.**

Letter dated April 14, 2022 from Madeline Herrle to Doug Tauber re: Public Records Request dated April 7, 2022

Article dated April 20, 2022 re: 90-unit Condo Project near Oxnard Airport

## **10. COMMISSION COMMENTS**

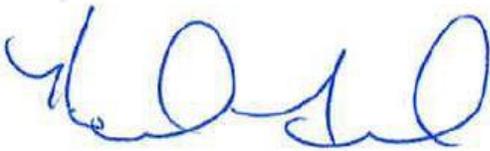
Commissioner Robert Trimborn mentioned that Wings Over Camarillo would be hosting the Air Show on August 20<sup>th</sup> and 21<sup>st</sup> and that car show registration would start mid-May.

Earlier in the meeting, Commissioner Steve Weiss commented on the resolution authorizing remote teleconference meetings. Mr. Weiss believes the Commission can request of the County to make a motion to do a blanket resolution for all commissions and committees, similar to what Contra Costa County has done. Mr. Weiss went on to state that the next time around, the resolution be worded such that the Commission recommends the County extend a 30-day period. Mr. Weiss requested that Director Keith Freitas reach out to the County Executive Officer about said wording in his capacity as the Director of Airports. Chair Van der Graaf asked that Mr. Weiss' request be added as an agenda item for the next meeting.

Commissioner Steve Weiss asked that the Commission set a date for the next Special Meeting. Commissioners had a discussion and agreed to hold the Special Meeting on Monday, May 23<sup>rd</sup> at 9:00 a.m.

## **11. ADJOURNMENT**

There being no further business, the May 2, 2022 meeting of the Aviation Advisory Commission was adjourned at 8:22 p.m.

A handwritten signature in blue ink, appearing to read 'Keith Freitas', is written over a light blue circular stamp.

KEITH FREITAS, A.A.E., C.A.E.  
Administrative Secretary