



AVIATION ADVISORY COMMISSION

MINUTES

July 11, 2022

1. CALL to ORDER and PLEDGE of ALLEGIANCE

Chair, Adriana Van der Graaf, called the meeting to order at 7:01 p.m. and led the pledge of allegiance.

2. ROLL CALL

PRESENT

Adriana Van der Graaf
Bobby Williams
Maggie Bird
Robert Trimborn
James Flickinger
Jerrold Abramson
Steve Weiss
Steve Tannehill

Excused (E)

Late (L)

AIRPORT STAFF

Keith Freitas, Director
Dave Nafie, Deputy Director
Erin Powers, Projects Administrator
Madeline Herrle, Lease Manager
Lia Vega, Management Assistant

ABSENT

Nanette Metz (*E*)

3. AGENDA REVIEW

No changes to the agenda.

4. APPROVAL OF MINUTES – June 6, 2022

Steve Weiss moved to approve the June 6, 2022 minutes and James Flickinger seconded the motion. All Commissioners voted in favor and the motion passed unanimously 7-0 with one abstention by Robert Trimborn.

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: Receive and File an Update Regarding the Transition of the Camarillo Airport – Master Plan to an Airport Layout Plan Update**

Recommendation:

Receive and file an update regarding the transition of the Camarillo Airport – Master Plan to an Airport Layout Plan Update.

Director Keith Freitas provided staff's report.

Robert Trimborn moved to receive and file the update and Maggie Bird seconded the motion.

- B. **Subject: Consider Adoption of Resolution #13 Authorizing Remote Teleconference Meetings of the Aviation Advisory Commission Pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act**

Recommendation:

Consider adoption of Resolution #13 (Exhibit 1) authorizing remote teleconference meetings of the Aviation Advisory Commission pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act.

Steve Weiss moved to approve staff's recommendation and Steve Tannehill seconded the motion. All Commissioners voted in favor and the motion passed unanimously 7-0 with Chair Adriana Van der Graaf absent from the vote.

C. Subject: Approval of, and Authorization for the Director of Airports or Designee to Sign, the Sixth Amendment to Lease with Fresh Concepts, Inc. at 325 Durley Ave, Camarillo, California

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 attached Sixth Amendment to Lease with Fresh Concepts, Inc.

Lease Manager Madeline Herrle provided staff's report.

Steve Weiss moved to approve staff's recommendation and Maggie Bird seconded the motion. All Commissioners voted in favor and the motion passed unanimously 8-0.

D. Subject: Authorization for the Director of Airports or Designee, to Accept and Sign Federal Aviation Administration Grant Nos. 3-06-0179-041-2022 and 3-06-0339-041-2022, When Offered, in an Estimated Amount of \$795,944 Each, Which Will Provide Funds for a Part 150 Noise Compatibility Study for Oxnard and Camarillo Airports; Authorization for the Director of Airports or Designee, to Apply for, Accept, and Sign for Matching Grants from Caltrans, if Offered; and Authorization for County Counsel to Execute the Certificates of Sponsor's Attorney Required by Federal Aviation Administration Grant Agreements; and Approval and Award of Consultant Services Contracts to Coffman Associates, Inc., in the Lump Sum Amount of \$770,944, for a Part 150 Noise Compatibility Study for Oxnard Airport, and in the Lump Sum Amount of \$770,944, for a Part 150 Noise Compatibility Study for Camarillo Airport, Conditioned Upon Receipt of Federal Aviation

Administration and/or CalTrans Grants Sufficient to Fund No Less than 85 percent of the Study Costs; Authorization for the Director of Airports, or Designee, to Execute the Subject Contracts

Recommendations:

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

1. Authorize the Director of Airports or his designee, to accept and sign Federal Aviation Administration (FAA) Grant Nos. 3-06-0179-041-2022 and 3-06-0339-041-2022, when offered, in an estimated amount of \$795,944 each, which will provide funds for a Part 150 Noise Compatibility Study for Oxnard and Camarillo Airports; and
2. Authorize the Director of Airports or his designee, to apply for, accept, and sign for matching grants from Caltrans, if offered; and
3. Authorize County Counsel to execute the Certificates of Sponsor's Attorney required by FAA Grant Agreements; and
4. Approval and award of consultant services contracts to Coffman Associates, Inc. (Coffman) in the lump sum amount of \$770,944, for a Part 150 Noise Compatibility Study for Oxnard Airport (Exhibit 1), and in the lump sum amount of \$770,944, for a Part 150 Noise Compatibility Study for Camarillo Airport (Exhibit 2), conditioned upon receipt of Federal Aviation Administration and/or CalTrans grants sufficient to fund no less than 85 percent of the study costs; and
5. Authorization for the Director of Airports, or designee, to execute the subject contracts.

Projects Administrator Erin Powers provided staff's report.

Steve Tannehill moved to approve staff's recommendations and Steve Weiss seconded the motion. All Commissioners voted in favor and the motion passed unanimously 8-0.

E. Subject: Authorization for the Director of Airports or Designee, to Accept and Sign Federal Aviation Administration Grant No. 3-06-0179-040-2022, When Offered, in an Estimated Amount of \$9,057,126, Which Will Provide Funds for the Taxiway Connectors Reconstruction and Relocation of an FAA Powerline at Oxnard Airport; Authorization for

the Director of Airports or Designee, to Apply for, Accept, and Sign for a Matching Grant from Caltrans, if Offered; and Authorization for County Counsel to Execute the Certificate of Sponsor's Attorney Required by Federal Aviation Administration Grant Agreements

Recommendations:

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

1. Authorize the Director of Airports or his designee, to accept and sign Federal Aviation Administration (FAA) Grant No. 3-06-0179-040-2022, when offered, in an estimated amount of \$9,057,126, which will provide funds for the taxiway connectors reconstruction and relocation of an FAA powerline at Oxnard Airport; and
2. Authorize the Director of Airports or his designee, to apply for, accept, and sign for a matching grant from Caltrans, if offered; and
3. Authorize County Counsel to execute the Certificate of Sponsor's Attorney required by FAA Grant Agreements.

Projects Administrator Erin Powers provided staff's report.

Steve Weiss moved to approve staff's recommendations and Robert Trimborn seconded the motion. All Commissioners voted in favor and the motion passed unanimously 8-0.

F. Subject: Approval of Plans and Specifications for the Taxiway Connectors Pavement Reconstruction at Oxnard Airport, Including Addenda Nos. 1-3; Waiver of Any Minor Irregularities in the Bid; Award a Contract for the Base Bid Schedule I and Schedule II and/or Bid Alternate 1 to Granite Construction Company, in an Amount Not to Exceed of \$7,706,536, on the Basis of the Lowest Responsive Bid, Conditioned Upon Receipt of a Federal Aviation Administration and/or CalTrans Grants Sufficient to Fund No Less than 85 percent of the Project Costs; Authorization for the Director of Airports, or Designee, to Execute the Subject Contract, if Awarded
(Exhibit 1 is available for review on the Department of Airports website www.vcairports.org)

Recommendations:

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

1. Approve the plans and specifications (Exhibit 1) for the Taxiway Connectors Pavement Reconstruction at Oxnard Airport, including Addenda Nos. 1-3 (Exhibit 2);
2. Waive any minor irregularities in the bids;
3. Award a Contract for the Base Bid Schedule A and Base Bid Transition Schedule B to Granite Construction Company, in the Amount of \$7,706,536, on the basis of the lowest responsive bid, conditioned upon receipt of a Federal Aviation Administration and/or CalTrans grants sufficient to fund no less than 85 percent of the project costs; and
4. Authorize the Director of Airports, or his designee, to execute the subject Contract if awarded (Exhibit 3).

Projects Administrator Erin Powers provided staff's report.

Steve Tannehill moved to approve staff's recommendations and Robert Trimborn seconded the motion. All Commissioners voted in favor and the motion passed unanimously 8-0.

G. Subject: Authorization for the Director of Airports or Designee to Award Annual Consulting-Services Contracts for FY 2022-2023 to Coffman Associates, Inc., Aviation, a Woolpert Company, Mead and Hunt, Inc., and The Adams Companies, LLC, and to Issue Work Orders Against These Contracts

Recommendations:

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

1. Authorize the Director of Airports, or his designee, to award annual consulting-services contracts for fiscal year 2022-2023 to the consultants listed in the Annual Consultant Services Contracts Summary (Exhibit 1) using a contract form negotiated in compliance with the County of Ventura Public Works Agency Project Processing Procedures Manual (an exemplar contract form is attached as Exhibit 2); and
2. Authorize the Director of Airports, or his designee, to issue work orders against such

contracts for up to \$35,000 each project for planning of construction projects not yet approved by the Board, and for up to \$200,000 each work order for other services.

Projects Administrator Erin Powers provided staff's report.

Maggie Bird moved to approve staff's recommendations and Steve Weiss seconded the motion. All Commissioners voted in favor and the motion passed unanimously 8-0.

H. Subject: Review Draft Voluntary Noise Abatement Procedure Pilot Guides for Camarillo and Oxnard Airports

Recommendation:

Review draft Voluntary Noise Abatement Procedure Pilot Guides for Camarillo and Oxnard Airports and provide input to staff.

Director Keith Freitas and Deputy Director Dave Nafie provided staff's report.

I. Subject: Approval of, and Authorization for the Director of Airports or Designee to Sign, the Master Administrative Agreement between the County of Ventura and the University of Alaska Fairbanks to Establish a Working Relationship for Unmanned Aircraft Systems Related Testing, Research, and Education

Recommendation:

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

Approve, and authorize the Director of Airports or his designee to sign, the Master Administrative Agreement between the County of Ventura and the University of Alaska Fairbanks (Exhibit 1), to establish a working relationship for Unmanned Aircraft Systems (UAS) related testing, research, and education.

Director Keith Freitas provided staff's report.

Maggie Bird moved to approve staff's recommendation and Steve Weiss seconded the motion. All Commissioners voted in favor and the motion passed unanimously 8-0.

J. Subject: Receive and File a Presentation on the Wings Over Camarillo Air Show at Camarillo Airport

Recommendation:

Receive and file a presentation on the Wings Over Camarillo Air Show taking place on August 20-21, 2022 at Camarillo Airport.

Robert Trimborn, Director of Operations for Wings Over Camarillo Airshow, reviewed a PowerPoint presentation.

7. DIRECTOR'S REPORT

- At tomorrow's Board of Supervisors' meeting, Supervisor LaVere placed an agenda item before the Board to appoint Matt Johnston who is the president, owner, and operator at California Aeronautical University out of Oxnard as a replacement for Mr. Jacobs, who was on the Aviation Advisory Commission for many years.
- Private Hangar Leases were approved by the Board of Supervisors during their May 24th meeting, and staff is working on the process to change over 220 private hangar leases to the new lease agreement at both airports. Staff is also working with COHOTA's leadership, bringing them in the loop on what our process is, and what has worked well over the years. Part of changing over to the new agreement will include a hangar inspection. There will be a written process so everybody can understand what the process looks like and what the department is expecting. Staff is anticipating that this will probably be a nine-month process.
- Deputy Director Dave Nafie secured the purchase order for the security camera system through the purchasing department, and installation is expected to be completed by the end of the year.
- Airport noise items are a big issue. The Public Information Officer's working title is Communications and Engagement Manager, and the position was announced on June 28th. Sometime this week staff will pull the first round of applications to see what kind of interest there is. It will be kept open as continuous and as soon as there is a good number of applicants, staff will start the interview process. Staff is also working on the flight tracking system which is expected to be completed and in place by the end of the year.

- After a discussion with local pilot, Mark King, about what could be done to help pilots understand where staff wants them to fly at Oxnard, Mr. King has taken some video footage that can be posted on the airport website so that a pilot can see a visual of where staff wants them to turn before the canal or out past the shoreline. Mr. King has cameras out on the wing and inside the cockpit so that if you've never flown to the area you know exactly what staff is looking for you to do.
- In regard to the 5-acre and 7-acre development at Oxnard, the department only had one entity interested in the seven acres and two parties interested in the five acres. One of the two parties interested in the five acres was the same one that was interested in the seven acres. Staff selected a company called MS Construction Urban Air Mobility for the 7-acre development. The company's focus is the new technology kind of campus and that is what they hope to develop where the two old hangars are situated. Aspen Helicopters and a group of other entities are leading for the five acres a multi-development, with multiple hangars, and there is even an included proposal for a museum, with the possibility of a museum and a restaurant. Staff will ultimately be going to the Board of Supervisors for approval to start negotiations but staff is happy that there are two interested parties.
- The Cloud Nine project has some vertical steel going up and two of the four hangars are starting to be erected on the property.
- Project Administrator Erin Powers mentioned the emergency pavement repairs at Oxnard Airport, but kudos to Erin, operations staff, and maintenance staff for a fabulous job done. There was some failed pavement and Ms. Powers started the process while she was on vacation, working with the Public Works department to figure out the contracts that were available to pull, and within a week's time had to repair this before the Fourth of July holiday. It was a large patch, about a 5,000 square foot area, where three inches of asphalt was removed and laid back down.

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 Noise Complaints – May 2022
Consultant Reports – May 2022
Airport Tenant Project Status – June 2022
Project Status – June 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 May 31, 2022 from Director Keith Freitas to Greg Ramirez, City of Camarillo re: Transition of the Camarillo Airport – Master Plan to an Airport Layout Plan Update

Article dated June 10, 2022 re: Plane Crash in Oxnard Field near Camarillo Airport

Letters dated June 17, 2022 from Deputy Director Dave Nafie re: Departures between 12:00am and 5:00am from Camarillo Airport

Letter dated June 24, 2022 from Director Keith Freitas to Jackie Rose, Ventura County Animal Services re: Clear the Shelter Event – August 27, 2022

Letter dated June 27, 2022 from Lease Manager Madeline Herrle to Jeri Rouse Looney, Skyryse, Inc. re: 555 Airport Way, Suite “A”, Camarillo, CA – Office Lease Agreement

10. COMMISSION COMMENTS

Chair Van der Graaf commented on COHOTA’s arranged fire extinguisher check event. Ms. Van der Graaf felt it went very well, the product and price was reasonable, and the service was quick. She wanted to note to COHOTA that the service they provided for the yearly check of fire extinguishers went very, very well.

Commissioner Steve Weiss reflected back on the increased costs that are being encountered and the lack of bidding. Mr. Weiss mentioned that it’s a reminder for all that actions have consequences, the old Ying and Yang, every negative has a positive, and these increased costs are right there before our eyes. Mr. Weiss doesn’t believe it takes

a genius to figure out why costs have increased so much and hopes that folks out in the community and nationwide are aware of what's going on.

Commissioner Steve Tannehill shared that his Zoom background was the first picture from the James Webb telescope and that additional images would be released at 7:30 a.m. the next day. Mr. Tannehill also commented on what an exciting time it is in space exploration and encouraged everyone to turn on NASA TV and see what's out there.

11. ADJOURNMENT

Chair Adriana Van der Graaf declared the meeting adjourned.

There being no further business, the July 11, 2022 meeting of the Aviation Advisory Commission was adjourned at 9:04 p.m.



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