



CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY

MINUTES

July 14, 2022

1. CALL to ORDER and PLEDGE of ALLEGIANCE

CAA Chair, Susan Santangelo, called the meeting to order at 6:32 p.m. and requested that Mayor, Shawn Mulchay, lead the pledge of allegiance.

2. ROLL CALL

CAA PRESENT

Kelly Long
 Carmen Ramirez
 Shawn Mulchay
 Susan Santangelo
 Scott Barer

CAA ABSENT

OAA PRESENT

Kelly Long
 Carmen Ramirez
 Bert Perello
 Vianey Lopez (L)
 Mark King (Alt)

OAA ABSENT

Eugene Fussell

Excused (E)

Late (L)

Alternate (Alt)

AIRPORT STAFF

Keith Freitas, Director
 Dave Nafie, Deputy Director
 Erin Powers, Projects Administrator
 Madeline Herrle, Lease Manager
 Ana Castro, Program Administrator

3. AGENDA REVIEW

Director Keith Freitas announced a change to Agenda Item 6.E., in which the estimated grant amount of \$9,057,126 was corrected to \$8,151,414.

4. APPROVAL OF MINUTES – June 9, 2022

Camarillo Airport Authority: Supervisor Kelly Long moved to approve the June 9, 2022 meeting minutes and Mayor Shawn Mulchay seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

Oxnard Airport Authority: Supervisor Carmen Ramirez moved to approve the June 9, 2022 meeting minutes and Councilmember Bert Perello seconded the motion. All members voted in favor and the motion passed unanimously 4-0. Councilmember Vianey Lopez was absent for the vote.

5. PUBLIC COMMENT PERIOD

Public comments heard.

6. NEW BUSINESS

CAMARILLO AIRPORT AUTHORITY

A. **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.

Camarillo Airport Authority: Public Member Scott Barer moved to approve staff's recommendation and Supervisor Kelly Long seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

B. **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.

Camarillo Airport Authority: Supervisor Kelly Long moved to approve staff's recommendation and Mayor Shawn Mulchay seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

C. Subject: Consider Adoption of Resolution #12 Authorizing Remote Teleconference Meetings of the Camarillo Airport Authority Pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act

Recommendation:

Consider adoption of Resolution #12 (Exhibit 1) authorizing remote teleconference meetings of the Camarillo Airport Authority pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act.

Camarillo Airport Authority: Supervisor Kelly Long moved to approve staff's recommendation and Public Member Scott Barer seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

OXNARD AIRPORT AUTHORITY

D. Subject: Consider Adoption of Resolution #12 Authorizing Remote Teleconference Meetings of the Oxnard Airport Authority Pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act

Recommendation:

Consider adoption of Resolution #12 (Exhibit 1) authorizing remote teleconference meetings of the Oxnard Airport Authority pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act.

Oxnard Airport Authority: Supervisor Carmen Ramirez moved to approve staff's recommendation and Councilmember Bert Perello seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

CAMARILLO & OXNARD AIRPORT AUTHORITY

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. Staff reiterated that the estimated grant amount should reflect \$8,151,414 instead of \$9,057,126.

Oxnard Airport Authority: Supervisor Kelly Long moved to approve staff's recommendations and Councilmember Bert Perello seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

F. Subject: Authorization 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.

Oxnard Airport Authority: Councilmember Bert Perello moved to approve staff's recommendations and Supervisor Kelly Long seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

CAMARILLO & OXNARD AIRPORT AUTHORITY

G. 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.

Camarillo Airport Authority: Public Member Scott Barer moved to staff's recommendation and Supervisor Kelly Long seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

Oxnard Airport Authority did not vote on this item.

H. 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. A member of the public, Mr. Ben Di Benedetto, requested that the 1997 noise abatement study that was part of the last land use study for Oxnard Airport be made available to the public, and that for future development projects access to all plans, reports, and documents be given to the neighborhood councils. Councilmember Bert Perello recommended that the information Mr. Di Benedetto provided be given to the neighborhood council chairs. Councilmember Perello also requested that direction be given to management to get the information out, maybe even put the information on the website, with respect to what Mr. Di Benedetto requested.

Camarillo Airport Authority: Supervisor Kelly Long moved to approve staff's recommendations and Public Member Scott Barer seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

Oxnard Airport Authority: Councilmember Bert Perello moved to approve staff's recommendations with an amendment that the requests he made for the sharing of information be included in the motion and Supervisor Carmen Ramirez seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

- I. **Subject: Authorization for the Director of Airports or Designee to Award Annual Consulting-Services Contracts for FY 2022-2023 to Coffman Associates, Inc., Jviation, 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.

Camarillo Airport Authority: Supervisor Kelly Long moved to approve staff's recommendations and Public Member Scott Barer seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

Oxnard Airport Authority: Supervisor Carmen Ramirez moved to approve staff's recommendations and Councilmember Vianey Lopez seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

J. 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.

Deputy Director Dave Nafie provided staff's report. Public member Scott Barer suggested moving the 877 MSL flag to the turn just below where it's depicted now. Mr. Barer also thought there should be a notation on the exit departure procedure that pilots need to be aware of Oxnard's airspace ahead and they need to be either cleared through Oxnard's airspace or 2000 feet or above. Councilmember Bert Perello suggested having a key to explain some of the terminology. Supervisor Carmen Ramirez emphasized the need for a glossary for better communication. Public Member Mark King recommended having another version designed around the general public in regards to terminology.

K. 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.

Camarillo Airport Authority: Supervisor Kelly Long moved to approve staff's recommendation and Public Member Scott Barer seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

Oxnard Airport Authority: Supervisor Carmen Ramirez moved to approve staff's recommendation and Councilmember Bert Perello seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

7. DIRECTOR'S REPORT

- Since the Board of Supervisors does not meet in August there will most likely not be any items for an August Airport Authorities meeting.
- The Board of Supervisors approved the Private Hangar Lease Agreement at their May 24th meeting. Staff is in the process of working with COHOTA and their board members to do a test group as staff works to transition the 220 tenants between Oxnard and Camarillo Airports. The transition will be done in phases and is expected to be a nine month transition. The test group will allow staff the ability to iron out all the things that need to be done and that the pilots understand what staff is looking for and what the process looks like before staff transitions all tenants.
- The security camera system is finally funded and there is a vendor on board. They estimate a completion for both airports in the fourth quarter of this year.
- The public information officer position has been advertised and the working title will be along the lines of Communication & Engagement Manager. Staff is working with HR and it's a continuous announcement until there are enough candidates to interview, but the expectation is that a candidate will be selected and in place by August. The key with this position will be the focus on noise, community members, pilots, and flight schools. Staff has to get this person on board to go out to those flight schools in Santa Monica, Whiteman, all of those in the LA Basin and educate those flight instructors and those students on what we're looking for them to do, specifically at Oxnard and Camarillo Airports.
- There is also the flight tracking system that should be installed by the fourth quarter of this year. The system will let you know where a plane is flying, what altitude, and who the owner is. Those kinds of things will help the new public information officer position do some analysis of where staff needs to target the education.
- The noise subcommittee met to revamp the noise reports for both Airport Authorities and the Advisory Commission The first meeting happened today and there were some good ideas that would be helpful, not only to airport staff but the community when those are published. The committee will probably see a first draft either in

September or October as staff works through some of the recommendations that have been proposed.

- A discussion with Mark King, member of the Oxnard Authority, led to an idea. Mr. King has an airplane set up to show what it looks like from the pilot's perspective, when we want the pilot to turn before the canal or out past the water. Staff can put the recording on a video link to the website so when pilots are coming into the area, or the new person is doing education with the flight schools they know visually what it looks like. Thanks to Mr. King for that work and for donating his time.
- Proposals were received for the five-acres and the vacant seven-acres at Oxnard Airport. There was only one for the seven-acres and Urban Air Mobility has been selected, that's right next to Golden West at Oxnard Airport. For the five acres, the team that's led by Aspen Helicopter has been selected and they've included some hangar developments, a museum and restaurant in their proposal if they can make that work. Moving forward staff will take the proposals to the Board to get authorization to start negotiations, probably in September.
- The Cloud Nine project is progressing and now they've got some verticals coming up, some of the large steel project is happening for the four 25,000 square foot hangars. These are the first two going up in the last couple of weeks.
- Coulson, the emergency rescue fire helicopter has been in the news media the last couple of weeks. It's stationed at Camarillo Airport in coordination with County Fire Department to be at Camarillo through the entire fire season. This is one of the largest helicopters in operation, carrying 3,000 gallons of water to help firefighters if something should pop up in the County. It's based in Camarillo and is a ready resource for the entire County, very beneficial.
- There was an emergency pavement repair at Camarillo. Recognizing airport staff, Projects Administrator Erin Powers in particular who managed to pull this all together right before the fourth of July holiday weekend.
- In a previous discussion, Supervisor Carmen Ramirez asked that in the September or October meeting an agenda item be added regarding the leaded fuel, 100 low lead issue. Staff is looking to do some preparation for data and more than likely October.

Report was received and filed.

8. REPORTS

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

Monthly Activity Report – May 2022
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 Airport Authorities for information only, at this time. The correspondence items require no action or are not ready for the Airport Authorities' consideration. The Airport Authorities 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

Correspondence was received and filed.

10. AUTHORITY COMMENTS

Supervisor Carmen Ramirez asked for clarity in regard to the accident in Oxnard with the pilot hitting the fence before the runway. Supervisor Ramirez is aware of the National Transportation Safety Board investigation, but mentioned that one of the public speakers

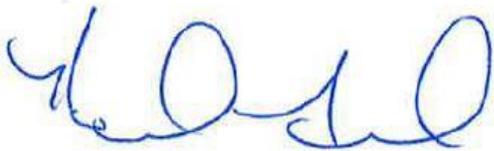
mentioned that the plane went into a spiral and she hadn't heard that before. Director Freitas confirmed that from looking at the incident he did not see a spiral, it looked like a direct fly into the fence.

Councilmember Bert Perello asked whether the plane involved in the incident was going to be repaired where it's flyable again, is it a total loss, is it just a matter of some body work or is that off the table. Director Freitas clarified that the decision was out of the realm of the department and that the NTSB or FAA would require that it be held so they could do their investigation. He further mentioned that afterwards it would be between the owner and the insurance company to determine whether the plane is totaled or not and Director Freitas does not know the damage well enough to give an answer.

Chair Vianey Lopez asked that when the reports regarding the incident are made available perhaps a greater discussion could be had on how an incident like this is addressed and what happens. Director Freitas thought it was a great idea and important to know that these were certified pilots and that the most recent accident in Oxnard wasn't a plane flying to the airport, it was flying overhead and had an engine malfunction and then used the Oxnard Airport as an emergency landing, so very unique situations.

11. ADJOURNMENT

There being no further business, the July 14, 2022 Camarillo Airport Authority and Oxnard Airport Authority meeting was adjourned at 9:27 p.m.



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