



COUNTY of VENTURA
Department of Airports

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AVIATION ADVISORY COMMISSION

MINUTES

May 11, 2023

1. CALL to ORDER and PLEDGE of ALLEGIANCE

Chair, Maggie Bird, called the meeting to order at 12:02 p.m. and Commissioner Steve Tannehill led the pledge of allegiance.

2. ROLL CALL

PRESENT

Maggie Bird
Shane Warburton
Adriana Van der Graaf
Jerrold Abramson
John Corneau
Steve Tannehill

Excused (E)

Late (L)

AIRPORT STAFF

Keith Freitas, Director
Dave Nafie, Deputy Director
Erin Powers, Projects Administrator
Madeline Herrle, Lease Manager
Jamal Ghazaleh, Fiscal Manager
Jannette Jauregui, Communications &
Engagement Manager

ABSENT

Matthew Johnston (E)
Buzz Patterson (E)
James Flickinger
Steve Weiss (E)

3. AGENDA REVIEW

No changes to the agenda.

4. APPROVAL OF MINUTES – March 9, 2023

Action: Steve Tannehill moved to approve the March 9, 2023, minutes and Jerrold Abramson seconded the motion. Adriana Van der Graaf and John Corneau abstained. The motion passed 4-0 with two abstentions.

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.

No public comments.

6. NEW BUSINESS

- A. **Subject: Selection of Vice-Chair for Remainder of Calendar Year 2023 Term.**

Recommendation:

Nominate and select a Vice-Chair to serve the remainder of the Calendar Year 2023 term.

Action: Chair Maggie Bird moved to nominate Adriana Van der Graaf as Vice-Chair for the remainder of the calendar year 2023 term. Jerrold Abramson seconded the motion. No other nominations named. After discussion, all members voted, and the motion passed 4-1 with one abstention from John Corneau. Steve Tannehill voted no.

- B. **Subject: Receive and File a Staff Update Regarding the Camarillo Airport Layout Plan Update. (ALP Update)**

Recommendation:

Staff requests that your Commission/Authority receive and file a staff presentation on the progress of the ALP Update for Camarillo Airport.

Action: Steve Tannehill moved to receive and file the staff presentation. Shane Warburton seconded the motion. All members voted and the motion passed unanimously 6-0.

C. Subject: Receive and File a staff Update Regarding the Camarillo and Oxnard FAR Part 150 Noise Compatibility Studies.

Recommendation:

Staff requests that your Commission/Authority receive and file a staff presentation on the progress of the FAR Part 150 Noise Compatibility Studies for Camarillo and Oxnard Airports.

Action: Shane Warburton moved to receive and file the staff presentation. Jerrold Abramson seconded the motion. All members voted and the motion passed unanimously 6-0.

D. Subject: Authorization for the Director of Airports or Designee to Terminate the Month-to-Month Lease with the State of California, Department of Food and Agriculture at 295 Durley Ave., Camarillo, CA.

Recommendation:

Authorize the Director of Airports or his designee to terminate the month-to-month lease with the State of California, Department of Food and Agriculture at 295 Durley Avenue, Camarillo.

Action: Jerrold Abramson moved approve staff's recommendation. Shane Warburton seconded the motion. All members voted and motion passed 5-0 with one abstention from John Corneau.

E. Subject: Review of Fiscal Year 2023-24 Proposed Budget.

Recommendation:

Staff requests that your Commission and Authorities review and comment on the Department of Airports (DOA) proposed FY 2023-24 budget for Camarillo and Oxnard Airports; and Camarillo Roads and Lighting Enterprise Fund, as attached, and recommend approval of the Board of Supervisors.

Action: After discussion, Steve Tannehill moved to defer action on this item and table for June 8, 2023 AAC meeting. John Corneau seconded the motion. All members voted, and the motion to defer passed unanimously 6-0.

F. Subject: Approval of the Department of Airports' Fiscal Year 2023-24 Rent and Fee Schedule, Effective July 1, 2023; 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 2023-24 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, 2023; 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 31-38 of Exhibit 1); and
3. Approve, adopt, and execute the resolution (pages 31-38 of Exhibit 1) establishing rents, fees, and insurance requirements for the Department.

Action: Steve Tannehill moved to approve staff's recommendation. Jerrold Abramson seconded the motion. All members voted and the motion passed unanimously 6-0.

G. Subject: Approval of the Five-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 2023 and 2024 Outlined in the CIP upon Notification from the Federal Aviation Administration and the California Department of Transportation Aeronautics Program That Funds Are Available.

Recommendations:

1. Approve the five-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) 2023 and 2024 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.

Action: Vice-Chair Adriana Van der Graaf moved to approve staff's recommendation. Shane Warburton seconded the motion. All members voted and the motion passed unanimously 6-0.

H. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Sign, Amendment No. 1 to the Consulting Services Contract for the Camarillo Airport Part 150 Noise Compatibility Study with Coffman Associates, Inc., Increasing the Total Amount of the Contract by \$35,000 to \$805,943, and Increasing the Airport's Cost Share of the Contract from \$42,402 to \$77,402.

Recommendation:

Staff requests that your Board: Approve and authorize the Director of Airports or his designee to sign, Amendment No. 1 to the Consulting Services Contract with Coffman Associates, Inc., for the Camarillo Airport Part 150 Noise Compatibility Study, increasing the total amount of the contract by \$35,000 to \$805,943, and Increasing the Airport's Cost Share of the Contract from \$42,402 to \$77,402 (Exhibit 1).

Action: Steve Tannehill moved to approve staff's recommendation. Jerrold Abramson seconded the motion. All members voted and the motion passed unanimously 6-0.

I. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Sign, Amendment No. 1 to the Consulting Services Contract for the Oxnard Airport Part 150 Noise Compatibility Study with Coffman Associates, Inc., Increasing the Total Amount of the Contract by \$35,000 to \$805,943, and Increasing the Airport's Cost Share of the Contract from \$42,402 to \$77,402.

Recommendation:

Staff requests that your Board: Approve and authorize the Director of Airports or his designee to sign, Amendment No. 1 to the Consulting Services Contract with Coffman Associates, Inc., for the Oxnard Airport Part 150 Noise Compatibility Study, increasing the total amount of the contract by \$35,000 to \$805,943, and Increasing the Airport's Cost Share of the Contract from \$42,402 to \$77,402 (Exhibit 1).

Action: Steve Tannehill moved to approve staff's recommendation. Jerrold Abramson seconded the motion. All members voted and the motion passed unanimously 6-0.

7. DIRECTOR'S REPORT

- After over 18-months out of service, the self-serve fuel island is back in service at Avex Aviation.
- Appreciation and special thanks to Barb Filkins, who was gracious enough to do 9 touch-and-go flight tracks after concerns raised in flight tracking system of new VNOM's. All 9 on target and verified by Keith Freitas and Janette Jauregui.
- Special acknowledgement to Eric Nelson for working with Barb Filkins to develop a new Fly Friendly VC Flight video. The video will provide pilot perspective when flying our recommended touch and go flight tracks and will also be viewable on the Airport website. More information to follow.
- Cloud-9 Hangar is in its final stages of completion and will have their first operational tenant June 2023.
- Golden West Aviation recognized for officially selling unleaded aviation fuel at the Oxnard Airport.
- Special thanks to the Department of Airports maintenance team for completing 3 safety upgrades to the fuel farm at Camarillo Airport, that include new fencing, K-rails, and lighting.
- The progression of private hangar inspections continues with 189 inspections completed and transitioned from a month-to-month to 20-year leases. Approximately 35 private hangar inspections remain.
- Complaints as to noise and stockpiling of soil at the project to reconstruct taxiway connectors A-E from Oxnard residents were addressed. Residents were provided helpful information and airport staff continues to work with contractors to reduce the noise and keep majority of operation at night. State Water Board has advised soil must be tested before being hauled off.

Director's 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 – February, March 2023

Monthly Noise Complaints – February, March 2023

Consultant Reports (Coffman Associates) – February, March 2023

Consultant Reports (Aviation – Camarillo Airport) – February, March 2023

Consultant Reports (Aviation – Oxnard Airport) – February, March 2023

Consultant Reports (Mead & Hunt) – February, March 2023

Airport Tenant Project Status – April 2023

Project Status – April 2023

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.

Article dated March 23, 2023 from VC Star re: Oxnard residents voice airport noise complaints.

Letter dated March 24, 2023 to Granite Construction providing Notice to Proceed on Oxnard Taxiway connectors A-E.

Event summary from Oxnard Chapter of EAA promoting a Young Eagles Rally at Oxnard Airport on March 25, 2023.

Press Release dated March 29, 2023 from AVEX re: AVEX hosts Aircraft Safety Seminar at CMA – March 29, 2023. Department of Airports.

Advertisement for the ALP Update Public Information Workshop held on April 18 at the Camarillo Public Library.

Press Release from Department of Airports re: OXR Taxiway Construction, addressing concerns.

Article from Camarillo Acorn re: Officials ground airport disinformation.

Correspondence was received and filed.

10. COMMISSION COMMENTS

Steve Tannehill further recognizes Barb Filkins for taking her plane, flying the patterns, working with the AAC, and for her continuous great service to the community.

11. ADJOURNMENT

There being no further business, a motion to adjourn the May 11, 2023, meeting of the Aviation Advisory Commission was made by Jerrold Abramson and seconded by Steve Tannehill at 1:21 p.m.

The next regular Commission meeting will be on Thursday, June 8, 2023 in the Department of Airports Administration Office Conference Room, 555 Airport Way, Suite B, Camarillo, California.

A handwritten signature in blue ink, appearing to read 'Keith Freitas', written in a cursive style.

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