



**COUNTY of VENTURA**  
Department of Airports

555 Airport Way, Suite B  
Camarillo, CA 93010  
Phone: (805) 388-4372  
Fax: (805) 388-4366  
<https://vcairports.org>

NOTICE IS HEREBY GIVEN  
that the Regular Meeting of the Aviation Advisory Commission  
will be held on:

**Thursday**                      **July 13, 2023**                      **12:00 P.M.**

**DEPARTMENT OF AIRPORTS  
ADMINISTRATION OFFICE  
CONFERENCE ROOM  
555 AIRPORT WAY, SUITE B  
CAMARILLO, CA**

Public Participation Options and Instructions:

1. Attend in-person at the address listed above.
2. You may observe the meeting via the **Department of Airports YouTube channel**  
[https://www.youtube.com/channel/UC4jLWASMGn4wTrEPdT8BOTQ?view\\_as=subscriber](https://www.youtube.com/channel/UC4jLWASMGn4wTrEPdT8BOTQ?view_as=subscriber)
3. Participate and provide public comment via Zoom:

**WEBINAR:**

<https://us06web.zoom.us/j/81751789939?pwd=dnA2WmdZMmxieEJwVEZLakNDaUI1Zz09>

**TELEPHONE:** 1-669-444-9171

**MEETING ID:** 817 5178 9939

**MEETING PASSCODE:** 618031

Click on the link above and enter your name so we may call on you when it is your turn to speak. Members of the public who wish to comment should use the “Raise Hand” function in Zoom when the Chair of the Commission calls for public comment. The secretary will call your name when it is your turn to speak. You will be prompted to unmute your microphone. Unmute and begin speaking; start by stating your name.

If joining by telephone, press star (\*) then 9 on their touch-tone phone when the Chair of the Commission calls for public comment. The secretary will call the last 4 digits of your phone number when it is your turn to speak. You will be prompted to unmute your phone. Unmute and begin speaking; start by stating your name.

Public members will have 3 minutes to speak on an agenda item. Please ensure that all background noise is muted (TV, radio, etc.).

#### 4. E-mail or Mail Public Comment in Advance of the Meeting:

Public comments may be submitted in writing by e-mail or mail. Comments must be received by 12:00 p.m. on the day prior to the meeting. All written comments received prior to the meeting will be circulated to the Commission members. Please note that all comments in writing are public record and subject to disclosure. Comments will not be read aloud at the meeting, but will be made public upon the approval of the meeting minutes. Please do not submit personal contact information you do not want to be made public.

Submission comments by e-mail can be sent to [airportinfo@ventura.org](mailto:airportinfo@ventura.org). In the subject line please indicate **"AAC Meeting Comment"** then proceed with your comment in the body of the e-mail.

Submission comments by mail can be mailed to 555 Airport Way, Ste. B, Camarillo, CA 93010, **Attention: "AAC Meeting Comment"**.

## AGENDA

1. **CALL to ORDER and PLEDGE of ALLEGIANCE**
2. **ROLL CALL**
3. **AGENDA REVIEW**
4. **APPROVAL of MINUTES – June 8, 2023 (Pages 10-13)**
5. **PUBLIC COMMENT PERIOD**

**Airport related comments will be limited to a maximum of three minutes per item. The public comment period is reserved for issues NOT on the agenda.**

In-Person Public Comment:

Speakers must fill out a speaker card and submit it to the secretary 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.

Zoom Public Comment:

Speakers should press the raise hand button, or if joining by telephone, press star (\*) then 9 to be added to the speaker queue when the Chair of the Commission calls for public comment.

E-mail or Mail Public Comment:

Public comments may be submitted in writing by e-mail or mail. Comments must be received by 12:00 p.m. on the day prior to the meeting. All written comments received prior to the meeting will be circulated to the Commission members. Please note that all comments in writing are public record and subject to disclosure. Comments will not be read aloud at the meeting, but will be made public upon the approval of the meeting minutes. Please do not submit personal contact information you do not want to be made public.

### **6. NEW BUSINESS**

**A. Subject: Aviation Advisory Commission Bylaw Review (Pages 14-21)**

**Recommendation:**

Receive and file the presentation providing an overview of the Aviation Advisory Commission's (AAC) Bylaws, which were approved by the Ventura County Board of Supervisors on November 17, 2020.

**B. Subject: Approval of, and Authorization for the Director of Airports or Designee to Sign, the Third Amendment to Lease with Airport Properties Limited, LLC for Development of a Hangar Complex at the Camarillo Airport. (Pages 22-49)**

**Recommendation:**

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

Approve, and authorize the Director of Airports or his designee to sign, the attached Third Amendment to Lease with Airport Properties Limited, LLC (APL) for development of a hangar complex at the Camarillo Airport (Exhibit 1).

**C. Subject: Authorization for the Director of Airports or Designee to Award Annual Consulting-Services Contracts for FY 2023-2024 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. (Page50-56)**

**Recommendations:**

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

1. Authorize the Director of Airports, or his designee, to award annual consulting-services contracts for fiscal year 2023-2024 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 your Board, and for up to \$200,000 each work order for other services.

**D. Subject: Authorization for the Director of Airports or his designee to Accept on Behalf of the County an Aircraft Rescue and Firefighting (ARFF) emergency response vehicle from Burbank-Glendale-Pasadena Airport Authority, with an estimated value of \$30,000; Approval of, and Authorization for the Director of Airports or his designee to sign, a Sale Agreement with the City and County of San Francisco to purchase a surplus ARFF vehicle for \$14,000. (Pages 57-64)**

**Recommendation:**

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

1. Approve, and authorize the Director of Airports or his designee to accept on behalf of the County a surplus ARFF emergency response vehicle from Burbank-Glendale-Pasadena Airport Authority with an estimated value of \$30,000.

2. Approve, and authorize the Director of Airports or his designee to sign and execute a Sale Agreement (Exhibit 1) with the City and County of San Francisco to purchase a surplus ARFF vehicle for \$14,000.

**E. Subject: Receive and File an Update on Current Airport Layout Plan (ALP) Update for Camarillo Airport (Page 65)**

**Recommendation:**

Receive and file an update on the current ALP Update for Camarillo Airport.

**F. Subject: Authorization for the Director of Airports or Designee, to Accept and Sign Federal Aviation Administration Grant No. 3-06-0179-043-2023, When Offered, in an Estimated Amount of \$19,000,000, Which Will Provide Funds for the Taxiway F Reconstruction 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 (Pages 66-99)**

**Recommendations:**

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

1. Authorize the Director of Airports or his designee, to accept and sign Federal Aviation Administration (FAA) Grant No. 3-06-0179-043-2023, when offered, in an estimated amount of \$19,000,000, which will provide funds for the Taxiway F Reconstruction at Oxnard Airport;
2. Authorize the Director of Airports or his designee, to apply for, accept, and sign for a matching grant from California Department of Transportation (Caltrans), if offered; and
3. Authorize County Counsel to execute the Certificate of Sponsor's Attorney required by FAA Grant Agreements.

**G. Subject: Receive and File an Update on the Oxnard Airport Taxiway Connectors A-E Reconstruction Project (Page 100)**

**Recommendation:**

Receive and file an update on the Oxnard Airport Taxiway Connectors A-E Reconstruction Project

**H. Subject: Receive and File an Update on Current Part 150 Noise Compatibility Studies for Camarillo and Oxnard Airports (Page 101)**

**Recommendation:**

Receive and file an update on current Part 150 airport noise compatibility studies for Camarillo and Oxnard Airports

**I. Subject: Aviation Advisory Commission Meeting Day and Time (Pages 102-103)**

**Recommendation:**

In an effort to provide the broadest public outreach and public access for the Department of Airports and the County, the Department of Airports is recommending that the Aviation Advisory Commission (AAC) meetings consider and vote for one of three options for holding their monthly meetings:

1. Continue to hold meetings at 12 noon on the same day as the Airport Authorities' meetings, which are currently held on the second Thursday of each month.
2. Hold meetings at 12 noon on Tuesday or Wednesday the same week as the Airport Authorities' meetings.
3. Hold meetings at 6:30pm on Tuesday or Wednesday the same week as the Airport Authorities' meetings.

**J. Subject: Receive and File a Staff Update Regarding Fly Friendly VC Progress Report (Pages 104-105)**

**Recommendation:**

Receive and file a staff update regarding Fly Friendly VC Progress Report

**K. Subject: Receive and File a Presentation on the Wings Over Camarillo Air Show at Camarillo Airport (Page 106)**

**Recommendation:**

Receive and file a presentation on the Wings Over Camarillo Air Show taking place on August 19-20, 2023 at Camarillo Airport

**7. DIRECTOR'S REPORT**

**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. (Pages 107-142)**

- Monthly Activity Report – April, May 2023
- Monthly Noise Complaints – April, May 2023
- Consultant Reports (Coffman Associates) – April, May 2023
- Consultant Reports (Jviation – Camarillo Airport) – April, May 2023
- Consultant Reports (Jviation – Oxnard Airport) – April, May 2023

Consultant Reports (Mead & Hunt) – April 2023  
Consultant Reports (Mead & Hunt) – May, June 2023  
Airport Tenant Projects – July 2023  
Project Status Report – April 2023  
Financial Statements Third Quarter – FY 2023/2024  
Meeting Calendar

## 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. (Pages 143-159)**

Letter to customer dated April 18, 2023 from Lease Manager Madeline Herrle re: Public Records Request with estimate for public records request

Department of Airports Announcement dated April 25, 2023 re: Ventura County Department of Airports Undergoes Taxiway Reconstruction, Addresses Concerns Related to the Project

Letter to customer dated May 1, 2023 from Lease Manager Madeline Herrle re: Notice of Rent Adjustment June 1, 2023

Letter to customer dated May 1, 2023 from Lease Manager Madeline Herrle re: Letter of Credit Number S100410, Amendment Number 001 dated April 14, 2023 Golden West Terminals

Letter to Top Flight Aviation dated May 11, 2023 from Communications & Engagement Officer Jannette Jauregui re: Camarillo Airport Hours of Operation Departures Between 12:00 a.m. and 5:00 a.m.

Letter to customer dated May 14, 2023, from Lease Manager Madeline Herrle re: FAA MOA No. 690EG4-20-L-00090 CMA – Camarillo Airport, Camarillo California

Letter to 24/7 Jet, Inc., dated May 29, 2023 from Communications & Engagement Officer Jannette Jauregui re: Camarillo Hours of Operation

Letter to Director of Ventura County Animal Services, Jackie Rose, dated June 1, 2023 from Deputy Director, Dave Nafie re: Clear the Shelter Event – August 26, 2023

Letter to Director of Ventura County Animal Services, Jackie Rose, dated June 1, 2023 from Deputy Director, Dave Nafie re: Modification to side yard area at NWC of Aviation Drive and Convair Street (with attachment)

Letter to Ryan Smith, Senior Real Estate Officer, dated June 1, 2023, from Lease Manager Madeline Herrle re File no. 6375-001 Department of Food & Agriculture 295 Durley Ave, Suites A & B, Camarillo CA 93010 – Notice of Lease Termination

Letter to Channel Islands Aviation, Inc., dated June 11, 2023 from Communications & Engagement Officer Jannette Jauregui re: Camarillo Hours of Operation Departures Between 12:00 a.m. and 5:00 a.m.

Letter to President – Board of Directors – NAMI Ventura County dated June 13, 2023 from Lease Manager Madeline Herrle re: Early Lease Termination – Camarillo Office

Article dated June 17, 2023 from Camarillo Acorn re: Airports Set Second Phase of Noise Study

Letter to pilot with registration pending dated June 23, 2023 from Communications & Engagement Officer Janette Jauregui re: Camarillo Hours of Operation Departures Between 12:00 a.m. and 5:00 a.m.

**10. COMMISSION COMMENTS** – Comments by Commission members on matters deemed appropriate.

## **11. ADJOURNMENT**

The next regular Commission meeting will be on Thursday, August 10, 2023 at 12:00 p.m. in the Department of Airports Administration Office Conference Room, 555 Airport Way, Suite B, Camarillo, California.

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IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT DENISE ARREOLA (805) 388-4372. NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE THE DEPARTMENT OF AIRPORTS TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.





## Webinar Instructions

Public link to Zoom webinar:

<https://us06web.zoom.us/j/81751789939?pwd=dnA2WmdZMmxieEJwVEZLakNDaUI1Zz09>

**Webinar ID:** 817 5178 9939  
**Passcode:** 618031  
**Phone Numbers:** 1-669-444-9171

**Cell Phone or Computer with Audio (Microphone) Feature:** Click on the link above and enter passcode. Enter your name so we may call on you when it is your turn to speak.

The Chairperson will ask if anyone wishes to speak to the item. At that time, raise your hand by clicking the Raise Hand button. Follow the instructions below regarding Speaking.

**Computer without Audio (Microphone) Feature:** Click on the link above and enter passcode. This will allow you to view and listen to the meeting. In order to speak, follow the instructions below for Telephone.

**Telephone:** You may observe the meeting via the Department of Airports YouTube channel. If you are interested in speaking to an item, you can call into one of the phone lines listed above, and when prompted enter the Webinar ID and Passcode shown above. Once in the meeting, you will be listening to the meeting through your phone handset.

The Chairperson will ask if anyone wishes to speak to the item. At that time, raise your hand by dialing \*9. Follow the instructions below regarding Speaking.

## Speaking

When it is your turn to speak, the Chairperson will call your name or the last 4 digits of your phone number if you are calling from a phone, and you will have 3 minutes to speak. Please ensure that all background noise is muted (TV, radio, etc.). You will be prompted to unmute your microphone/phone. Unmute and begin speaking; start by stating your name.

The timer on the screen will count down your 3 minutes. The timer starts green indicating you have 3 minutes; when the time hits 1 minute remaining, the timer will change to yellow; when the 3 minutes have elapsed, the timer will turn red. At that time, your microphone will be muted and we will move onto the next speaker. If you called in on one of the phone lines listed above, you will not be able to see the timer. Instead, you will be prompted when the 3 minutes has begun; when the time hits 1 minute remaining; when the 3 minutes have elapsed.

