

## AVIATION ADVISORY COMMISSION

### MINUTES

April 1, 2019

#### 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Vice-Chair, Steve Weiss, called the meeting to order at 7:00 p.m. and led the pledge of allegiance.

#### 2. ROLL CALL

##### PRESENT

Steve Weiss  
Maggie Bird  
Robert Trimborn  
James Flickinger  
Adriana Van der Graaf  
Bobby Williams  
Harvey Paskowitz

*Excused (E)*

*Late (L)*

##### AIRPORT STAFF

Jorge Rubio  
Jamal Ghazaleh  
Madeline Herrle  
John Feldhans  
Ana Castro

##### ABSENT

Gary Jacobs (E)  
Nanette Metz (E)  
Bruce Hamous (E)

#### 3. APPROVAL OF MINUTES – March 4, 2019

***Maggie Bird moved to approve the March minutes and Harvey Paskowitz seconded the motion. Steve Weiss abstained. All others voted in favor and the motion passed unanimously.***

- 4. 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.*

None.

**5. UNFINISHED BUSINESS**

None.

**6. NEW BUSINESS**

**A. Subject: Review of Fiscal Year 2019-20 Proposed Budget**

**Recommendation:**

Staff requests that your Commission/Authorities review and comment on the Department of Airports proposed FY 2019-20 budget for Camarillo and Oxnard airports; and Camarillo Roads and Lighting Enterprise Fund, as attached, and recommend approval of the Board of Supervisors.

Acting Director Jorge Rubio provided staff's report on this item and went over a PowerPoint presentation detailing the proposed budget.

***Robert Trimborn moved to approve staff's recommendation and Maggie Bird seconded the motion. All others voted in favor and the motion passed unanimously.***

- B. Subject: Approval of the Department of Airports' Fiscal Year 2019-20 Rent and Fee Schedule, Effective July 1, 2019; Adoption of a Resolution Establishing Rents, Fees, and Insurance Requirements for the Department of Airports; Approval of, and 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, Notices of Intent to Terminate 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:

1. Approve the Department of Airports' ("Department") FY 2019-20 Rent and Fee Schedule (Attachment 1 is the DRAFT with highlighted changes), with an effective date of July 1, 2019; and
2. Authorize the County Executive Officer and the Director of Airports to Execute Certain Leases and Licenses as described in Section III of the Resolution (Section III of Resolution in Attachment 1); and
3. Approve, Adopt, and Execute the Resolution (Pages 30-37 of Attachment 1) establishing rents, fees, and insurance requirements for the Department.

Acting Director Jorge Rubio provided staff's report on this item and reviewed key changes to the Rent & Fee Schedule. Mr. Rubio shared that every two years the rates for hangars and tie-downs are adjusted based on Consumer Price Index. Last year there was no increase to the rates for hangars and tie-downs but this year the rates increased by 6.971%. Mr. Rubio reviewed current rates and proposed rates for hangars, tie-downs, landing fees, land rates, aviation activity permits, and taxi/shuttle permits. Mr. Rubio pointed out that the rates for aviation activity permits decreased. Mr. Rubio responded to general questions posed by the Commission.

***Robert Trimborn moved to approve staff's recommendations and Adriana Van der Graaf seconded the motion. All others voted in favor and the motion passed unanimously.***

**7. DIRECTOR'S REPORT**

Acting Director Jorge Rubio shared that Kip Turner was selected as the new airport director and he starts on April 8, 2019.

Mr. Rubio also shared that the department is in a lease disagreement with a commercial tenant at the airport. Mr. Rubio could not disclose much information about this matter in the event that it goes to litigation however he wanted to bring it to the Commission's attention.

## **8. REPORTS**

Monthly Activity Report – February 2019  
Monthly Noise Complaints – February 2019  
Airport Tenant Project Status – March 2019  
Project Status – March 2019  
Financial Statements Period Ended – December 31, 2018  
Financial Statements Second Quarter – FY 2018/2019  
Rotation Schedule  
Meeting Calendar

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

## **9. CORRESPONDENCE**

Letter dated February 28, 2019 from Madeline Herrle to Jerry Alves, Airport Properties Limited, LLC re: Request of Records Request

Letter dated March 7, 2019 from Madeline Herrle to Charlie McLaughlin, Aspen Helicopters re: Midfield Facility Assessment Report

Letter dated March 7, 2019 from Madeline Herrle to MaryAnn Manolas, SBA Communications Corporation re: Amendment of Lease and Use Agreement, CA-45569-A, Oxnard Airport

Letter dated March 14, 2019 from Jorge Rubio to Stephen Maloney, Sun Air Jets

Letter dated March 15, 2019 from Jorge Rubio to Gerald Alves, Airport Properties Limited, LLC re: Public Records Request ("Request #2"), County N. Hangar Development

Letter dated March 15, 2019 from Jorge Rubio to Gerald Alves, Airport Properties Limited, LLC re: Public Records Request ("Request #3"), Revised Airport Plan

Letter dated March 15, 2019 from Jorge Rubio to Gerald Alves re: Notice of Intent to Terminate Option Properties

Letter dated March 19, 2019 from Jorge Rubio to Gerald Alves, Airport Properties Limited, LLC re: Public Records Request ("Request #5")

Letter dated March 22, 2019 from Madeline Herrle to James Wilkey, Wagon Train Productions, Inc. re: Storage Lease Agreement – Camarillo Airport Business Park

***Correspondence was received and filed.***

## **10. MISCELLANEOUS HANDOUTS**

None.

## 11. INFORMATION

Miscellaneous articles of interest.

*Information was received and filed.*

## 12. COMMISSION COMMENTS

Commissioner Steve Weiss shared his thoughts regarding the process of reviewing the Commission's bylaws. It is his understanding that the Commission can make recommendations to the Board of Supervisors but cannot change the bylaws. Mr. Weiss commented that County Counsel does not represent the Commission, they represent the Department of Airports. Mr. Weiss believes the Commission should seek advice from other sources if the Commission has a problem with something.

Commissioner Harvey Paskowitz also commented on the process of reviewing the Commission's bylaws. Mr. Paskowitz believes a review of the bylaws is necessary to clarify whether or not the Commission can make recommendations to the Board of Supervisors. Mr. Paskowitz stated that the bylaws contain no language to support that the Commission makes recommendations to the Board of Supervisors. Mr. Paskowitz explained that this is one of the reasons he requested that a committee be established to review the bylaws. The committee will also consider whether additional changes to the bylaws are needed. The proposed changes would then be presented to the Board of Supervisors to see if they would like to adopt the changes.

## 13. ADJOURNMENT

There being no further business, the April 1, 2019 meeting of the Aviation Advisory Commission was adjourned at 8:05 p.m.



JORGE E. RUBIO, A.A.E.  
Administrative Secretary