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AVIATION ADVISORY COMMISSION

MINUTES

June 3, 2019

1. CALL to ORDER and PLEDGE of ALLEGIANCE

Vice-Chair, Steve Weiss, called the meeting to order at 7:00 p.m. and requested that Bobby Williams lead the pledge of allegiance.

2. ROLL CALL

PRESENT

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

Excused (E)

Late (L)

AIRPORT STAFF

Kip Turner, Director
Jorge Rubio, Deputy Director
Erin Powers, Projects Administrator
John Feldhans, Airport Operations Supervisor
Ana Castro, Management Assistant

ABSENT

Gary Jacobs

3. APPROVAL OF MINUTES – April 1, 2019

Bobby Williams moved to approve the April minutes and Adriana Van der Graaf seconded the motion. Bruce Hamous and Nanette Metz 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.

David Timms, a member of the Hangar Owners Association, recommended that the Department of Airports share the hangar waiting list with owners that are trying to sell their private hangars.

Mark Sullivan prepared an 11-page document regarding his client, Gerald Alves, who is the managing member of Airport Properties Limited. Mr. Sullivan stated that Mr. Alves has invested \$22 million in Camarillo Airport and believes he has not been treated fairly compared to RKR Properties as it pertains to lease terms. The document was provided to the Commissioners.

Chuck Ryan, hangar owner at Oxnard Airport, requested access to the hangar waiting list that is maintained by the Department of Airports. He is considering selling his hangar and would like to contact individuals on the wait list. He also stated that his hangar rent increased however he was not notified about the increase in advance. Lastly, Mr. Ryan requested to be provided with the amount of revenue generated from the car storage and he also wanted to know how the money was spent.

5. UNFINISHED BUSINESS

None.

6. PRESENTATION

- A.** Presentation from the Sheriff's Office Aviation Unit about the potential operations of Blackhawk helicopters to and from the west ramp of Hangar 3 at Camarillo Airport.

Recommendation:

Staff requests that your Commission/Authorities receive a verbal report from the Sheriff's

Office Aviation Unit.

Alex Keller, pilot with the Aviation Unit, presented a PowerPoint reviewing the Blackhawk helicopter operations. He also provided a comparison between the Bell Huey and Firehawk helicopters. Mr. Keller responded to general questions posed by Commissioners.

7. NEW BUSINESS

A. Subject: Authorization for the Director of Airports or Designee to Award Annual Consulting-Services Contracts for FY 2019-2020 and to Issue Work Orders Against These Contracts

Recommendations:

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

1. Authorize the Director of Airports to award annual consulting-services contracts for fiscal year 2019-2020 to the consultants listed in the Annual Consultant Services Contracts Summary (Attachment 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 Attachment 2); and
2. Authorize the Director of Airports and/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 \$100,000 each work order for other services.

Projects Administrator Erin Powers provided staff's report on this item. A discussion took place about the current limits of each contract. Ms. Powers explained that if this item is approved the department will be authorized to issue work orders against the contract up to the approved amount. Commissioner Adriana Van der Graaf recommended that in the future Ms. Powers provide the total amount budgeted for contracts for the year. Deputy Director Jorge Rubio referred Commissioners to a letter in the packet regarding this item. At the bottom of page 7a1 and continuing on page 7a2 there is a sentence that states, "The Airport's proposed FY 2019-2020 budget reflects a total of \$175,000 programmed for these types of contracts." Commissioner Bruce Hamous stated that the language used in the letter for this item is causing confusion because it sounds like the Commission is giving the department the authority to spend up to \$100,000 on any number of contracts. Ms. Powers clarified that the Commission is only approving two contracts with two consultants, as outlined in Attachment 1 (page 7a3) and Attachment 2 (pages 7a4-7a7) of the meeting packet for this agenda item.

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.

8. DIRECTOR'S REPORT

Director Kip Turner shared that he has conducted introductory meetings with staff, tenants, and members of the different groups that provide insight to the Ventura County airport system which include County management, Board of Supervisors, Aviation Advisory Commission, both Airport Authorities, Federal Aviation Administration (FAA), and other community leaders. He is getting up to speed on airport projects including the Northeast Hangar Development, Oxnard Airport Layout Plan, both runway projects, and others. He is currently assessing needs for both Camarillo and Oxnard airports, including tenant issues. Mr. Turner shared that project reports from our engineers will be included in next month's packet and also available on the department website. He also shared that he plans to establish office hours at Oxnard Airport once the office is set up. The department is working on website enhancements so the public can view presentation materials. The Oxnard Airport had a Part 139 inspection by the FAA. Airport staff is working to address the items noted in the inspection within the timeframes given by the FAA. The Camarillo Airport was inspected by the Department of Transportation and airport staff is working to address the items noted in the inspection. Lastly, Mr. Turner provided an update on the new hangars that are being built at Camarillo Airport. Specifically, he shared that the pricing of the new hangars are competitive with the rates that are charged by nearby airports and he also shared that the department is compiling an interest list for the new development.

9. REPORTS

Monthly Activity Report – March, April 2019
Monthly Noise Complaints – March, April 2019
Airport Tenant Project Status – May 2019
Project Status – May 2019
Rotation Schedule
Meeting Calendar

Reports were received and filed.

10. CORRESPONDENCE

Letter dated March 29, 2019 from Erin Powers to Ron Rasak, RKR Incorporated re: Conceptual Approval for Proposed RKR, Incorporated Hangar Development for Early Coordination with Planning Agencies, DR 19-04

Letter dated March 29, 2019 from Jorge Rubio to Gerald Alves, Airport Properties Limited, LLC re: Public Records Request (“Request #8”), Communication between County and Ron Rasak/RKR Development, etc.

Letter dated April 8, 2019 from Madeline Herrle to Gregory Peacock, Tactical Communications re: Exterior Building Painting Coming Up, HVAC Repairs
Letter dated April 12, 2019 from Jorge Rubio to Gerald Alves, Airport Properties Limited, LLC re: Request of Records Request #1

Letter dated April 12, 2019 from Jorge Rubio to Jerry Alves, Airport Properties Limited, LLC re: Request of Records Request #9

Letter dated April 12, 2019 from Jorge Rubio to Jerry Alves, Airport Properties Limited, LLC re: Request of Records Request #10

Letter dated April 17, 2019 from Jorge Rubio to Jerry Alves, Airport Properties Limited, LLC re: Request of Records Request #12

Letter dated May 2, 2019 from Erin Powers to Art Galindo, Superior Fire, Inc. re: Notification of Contractor Request for Substitution of Subcontractor for Cause for the Camarillo Airport – NE Hangar Development, Phase 1 Construction Project, FAA AIP No.: 3-06-0339-036-2017, Spec. No. DOA 17-01; Proj. No. CMA-195

Letter dated May 15, 2019 from Kip Turner to Daniel Gargas re: California Department of Transportation Inspection of Camarillo Airport

Correspondence was received and filed.

11. MISCELLANEOUS

Information was received and filed.

12. COMMISSION COMMENTS

Commissioner Robert Trimborn shared that the subcommittee continues to work on the Commission bylaws. Commissioner Adriana Van der Graaf added that a first draft should be available at next month’s meeting for Commission review. Commissioner Trimborn also pointed out that the 75th anniversary of D-Day is coming up on June 6, 2019.

Commissioner Bobby Williams shared that a tenant at Camarillo Airport had a cable snap in his hangar. Mr. Williams suggested that the department inform tenants, by way of gate notices, to inspect the cables in their hangars.

Commissioner Bruce Hamous inquired as to the process if a member of the public were to inform the department that they are interested in purchasing a hangar. Director Kip

Turner responded that staff would direct them to various resources where they could possibly find hangars for sale.

Commissioner Steve Weiss shared his thoughts regarding the role of the Commission. His understanding is that the Commission as a body makes recommendations to the Board of Supervisors and Commissioners as individuals report to the specific Supervisor that appointed them.

13. ADJOURNMENT

There being no further business, the June 3, 2019 meeting of the Aviation Advisory Commission was adjourned at 8:22 p.m. in memory of Lorin Henry.

A handwritten signature in black ink, appearing to read "Kip Turner". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

KIP TURNER, C.M.
Administrative Secretary