

AVIATION ADVISORY COMMISSION

MINUTES

January 7, 2019

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Chair, Maggie Bird, called the meeting to order at 7:00 p.m. and requested that Bruce Hamous lead the pledge of allegiance.

2. ROLL CALL

PRESENT

Maggie Bird
Harvey Paskowitz
Adriana Van der Graaf
Steve Weiss
Bobby Williams
Jerry Miller
Bruce Hamous
James Flickinger
Nanette Metz
Gary Jacobs (L)

ABSENT

Excused (E)
Late (L)

AIRPORT STAFF

Jorge Rubio
Madeline Herrle
John Feldhans
Ana Castro

3. APPROVAL OF MINUTES – October 1, 2018

Jerry Miller moved to approve the October minutes and Bruce Hamous 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.

A tenant explained that he is in the middle of an eviction process involving the Department of Airports and he expressed his displeasure about the entire process.

Eleven members of the public shared their concerns about the tenant that is going through the eviction process.

David Timms, President of the Hangar Owners Association and Gene Barlowe, Vice-President of the Hangar Owners Association stated that they were both members of the Ad Hoc Committee which reviewed the hangar leases. They shared that as the representatives of the Hangar Owners Association, they advocated for an appeals process by which tenants could come forward and address issues. They assert they were informed during the Ad Hoc Committee meetings that tenants could appeal their issues to the Commission, Airport Authorities, and Board of Supervisors.

5. **UNFINISHED BUSINESS**

None.

6. **NEW BUSINESS**

A. Subject: Selection of Chair and Vice-Chair for Calendar Year 2019

Recommendation:

Nominate and select the 2019 Chairman and Vice-Chairman.

Adriana Van der Graaf moved to nominate Gary Jacobs for Chair. Steve Weiss seconded the motion. All others voted in favor and the motion passed unanimously.

Bruce Hamous moved to nominate Steve Weiss for Vice-Chair. Maggie Bird seconded the motion. All others voted in favor and the motion passed unanimously.

2019 Seats: Mr. Gary Jacobs, Chair
Mr. Steve Weiss, Vice-Chair

B. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Execute, a Lease Amendment Agreement with SBA 2012 TC Assets, LLC, for the tower location of cellular equipment at the Oxnard Airport for a Renewal Period of Five Years, commencing January 1, 2021, with three optional Five-Year Extensions, with an Initial Monthly Rent of \$3,000

Recommendation:

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

Approve, and authorize the Director of Airports or his designee to execute, a lease amendment agreement with SBA 2012 TC Assets, LLC, (Attachment) to extend its lease at 2889 W. 5th Street, Oxnard Airport, Oxnard, for a period of five years, with three optional five-year extensions, with an initial monthly rent of \$3,000, commencing January 1, 2021, along with advance rental payment of \$15,000 paid upon lease amendment execution.

Lease Manager Madeline Herrle provided staff's report on this item and explained the terms of the lease amendment agreement. Ms. Herrle responded to general questions from the Commission.

Steve Weiss moved to approve staff's recommendation and Jerry Miller seconded the motion. All others voted in favor and the motion passed unanimously.

7. DIRECTOR'S REPORT

Acting Director Jorge Rubio shared that the CEO of Southwest Airlines, Herb Kelleher, recently passed away and it is a great loss to the aviation community.

Mr. Rubio provided a staff update for the Department of Airports. He shared that the County Executive Office is conducting a nationwide recruitment to fill the director position and a candidate should be selected in the next one to two months. He also shared that the department has a new maintenance supervisor, Byron Hamilton, and operations supervisor, Nick Martino, is no longer with the department.

Mr. Rubio also provided an update on the hangar leases. The department has provided VCHOTA with a proposal and a follow-up meeting is scheduled on January 22, 2019.

8. REPORTS

Monthly Activity Report – September, October, November 2018
Monthly Noise Complaints – September, October, November 2018
Airport Tenant Project Status – December 2018
Project Status – December 2018
Financial Statements Period Ended – September 30, 2018
Financial Statements First Quarter – FY 2018/2019
Rotation Schedule
Meeting Calendar

Reports were received and filed.

9. CORRESPONDENCE

Letter dated October 2, 2018 from Erin Powers to Jim Harris, Coffman Associates, Inc. re: Notice to Proceed; Oxnard and Camarillo Airports - Professional Services Contract; AEA No. 19-02

Letter dated October 11, 2018 from Jorge Rubio to Caryn Sherman, SBA Communications Corporation re: Plan Review of AT&T equipment at SBA Communications' Telecommunications Facility at 2889 West 5th St., Oxnard, CA 93030

Letter dated October 15, 2018 from Erin Powers to Mead & Hunt, Inc. re: Notice to Proceed; Camarillo Airport – Consulting Service Contract for the Design and Construction Support Services for Taxiway E and F Pavement Marking Improvements; AEA No. 19-04

Letter dated October 15, 2018 from Erin Powers to Mead & Hunt, Inc. re: Notice to Proceed; Oxnard Airport – Consulting Service Contract for the Preliminary Design Services for Runway 7-25 and Taxiway Connectors; AEA No. 18-14

Letter dated October 31, 2018 from Erin Powers to Brenda Perez, Federal Aviation Administration re: Oxnard Airport ALP Update/Narrative Report – Forecast Submittal

Letter dated November 2, 2018 from Madeline Herrle to Thomas Klingler, Enterprise Rent a Car Company of Los Angeles, LLC re: Oxnard Airport location – 2889 W. Fifth St.

Letter dated November 5, 2018 from Erin Powers to Sam Landry re: Conceptual Approval for Proposed Interior Hangar Improvements to Hangar P-160E at Camarillo Airport; DR 18-05

Request for Proposal dated November 20, 2018 from Erin Powers to Landscape Contractors re: Project No. CMA-207; Storage Yard Irrigation and Landscape

Letter dated November 26, 2018 from Jorge Rubio to Mark Oberman, Channel Islands Aviation, Inc. re: Improvements and Alterations for Buildings 213 and 233 Lease at Camarillo Airport

Letter dated December 7, 2018 from Madeline Herrle to Ken Obi, Orbic Helicopters, Inc. re: Notice of Property Reversion Notice and Modification to Rental Fees

Letter dated December 14, 2018 from Jorge Rubio to Charlie McLaughlin, Aspen Helicopters re: Expansion plans – vacant parcel

Letter dated December 14, 2018 from Madeline Herrle to Ken Obi, Orbic Helicopters re: Exercise of Option – Camarillo Airport

Letter dated December 17, 2018 from Madeline Herrle to Brian Simmons, Harold Lee, Golden West Air Terminals, Inc. re: Oxnard Airport asphalt improvements (airside/landside)

Letter dated December 18, 2018 from Madeline Herrle to Jason Somes, Commemorative Air Force re: Trailers/RVs on CAF premises

Correspondence was received and filed.

10. MISCELLANEOUS HANDOUTS

None.

11. INFORMATION

Miscellaneous articles of interest.

Information was received and filed.

12. COMMISSION COMMENTS

During the meeting, a lengthy discussion took place about the procedures the Department of Airport follows to terminate a lease. There was a sense of the Commission that more information on this topic was warranted. ***Bruce Hamous moved to request that staff report back next month on the procedures for terminating a lease and Steve Weiss seconded the motion. All others voted in favor and the motion passed unanimously.***

Commissioner Steve Weiss shared his concerns about the lack of transparency by the Department of Airports towards the Commission regarding airport matters.

Commissioner Adriana Van der Graaf commented that there appears to be a decrease in communication and transparency by the Department of Airports which hinders the Commission's ability to support the aviation community. Ms. Van der Graaf also requested further guidance on the restraints of the Commission regarding the Brown Act.

Commissioner Gary Jacobs suggested the Commission have a closed session review with County Counsel on the Brown Act and the Fair Political Practices Act.

13. ADJOURNMENT

There being no further business, the January 7, 2019 meeting of the Aviation Advisory Commission was adjourned at 8:25 p.m.

A handwritten signature in blue ink, appearing to read 'J. Rubio', with a period at the end.

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