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

**Monday** **July 6, 2020** **7:00 P.M.**

**CITY OF CAMARILLO  
COUNCIL CHAMBERS  
601 CARMEN DRIVE  
CAMARILLO, CA**

**IN RESPONSE TO THE DECLARED STATE AND LOCAL EMERGENCIES DUE TO THE NOVEL CORONAVIRUS, THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE CALIFORNIA GOVERNOR'S EXECUTIVE ORDER AND THE COUNTY OF VENTURA HEALTH OFFICER'S LOCAL ORDER.**

**IN ORDER TO MINIMIZE THE SPREAD OF THE NOVEL CORONAVIRUS, THE COUNCIL CHAMBERS WILL NOT BE OPEN TO THE PUBLIC. THE FOLLOWING PROVIDES INFORMATION ABOUT HOW TO OBSERVE AND/OR PARTICIPATE IN THE MEETING:**

1. Observe the Aviation Advisory Commission meeting via live broadcast on the Local Government Channels – Spectrum Channel 10 and Frontier Channel 29, or 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)
2. Public Comment Options
  - a. You may contact the Department of Airports office at (805) 388-4211, or by email at [AirportInfo@ventura.org](mailto:AirportInfo@ventura.org), by 5:00 p.m. on Monday, July 6, 2020, and provide your name, your phone number and your item of interest. When the Commission reaches your item of interest on the agenda, Airport Staff will call you at the phone number you provided during the time for public comments. Your comments will be limited to three minutes.
  - b. If you wish to make a comment on a specific agenda item, please submit your comment, limited to 250 words or less, via email by 5:00 p.m. on Monday, July 6, 2020 to Airport Staff at [AirportInfo@ventura.org](mailto:AirportInfo@ventura.org). Please indicate in the Subject Line, the Agenda item number (e.g., Item No. 6.A.). When the Commission reaches your item of interest on the agenda, Airport Staff will read your comment during the time for public comments.

- c. If you are watching the live broadcast of the meeting and would like to make either a general public comment (Item 4) for airport related items not on the agenda or to comment on a specific agenda item as it is being heard, please submit your comment, limited to 250 words or less, via email to Airport Staff at [AirportInfo@ventura.org](mailto:AirportInfo@ventura.org). Please indicate in the Subject Line, the Agenda item number (e.g., Item No. 6.A.). Every effort will be made to read your comment during the time for public comments when the Commission reaches your item of interest on the agenda.

## **AGENDA**

- 1. CALL to ORDER and PLEDGE of ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL of MINUTES – March 2, 2020**
- 4. PUBLIC COMMENT PERIOD**
- 5. UNFINISHED BUSINESS – None**
- 6. NEW BUSINESS**

**A. Subject: Authorization for the Director of Airports or Designee to Award Annual Consulting-Services Contracts for FY 2020-2021 and to Issue Work Orders Against These Contracts**

### **Recommendations:**

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

1. Authorize the Director of Airports, or his designee, to award annual consulting-services contracts for fiscal year 2020-2021 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 the Board, and for up to \$200,000 each work order for other services.

**B. Subject: Authorization for the Director of Airports to Execute Federal Aviation Administration Reimbursable Agreement AJW-FN-WSA-09-0843 in the Estimated Amount of \$300,000 for Oxnard Airport Improvements; and Authorization for County Counsel to Execute the Certificate of Sponsor's Attorney**

**Recommendations:**

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

1. Authorize the Director of Airports to execute the Federal Aviation Administration ("FAA") Non-Federal Reimbursable Agreement AJW-FN-WSA-09-0843 ("FAA Agreement") in the estimated amount of \$300,000; and
2. Authorize County Counsel to execute the Certificate of Sponsor's Attorney, if required.

**C. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Execute, the Option Agreement for Real Estate Lease with Aspen Helicopters, Inc. for Approximately 1.3 Acres at the Oxnard Airport**

**Recommendation:**

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

Approve, and authorize the Director of Airports or his designee, to execute the Option Agreement for Real Estate Lease (Exhibit 1) with Aspen Helicopters, Inc. (Aspen) for approximately 1.3 acres at the Oxnard Airport for potential development of a commercial hangar facility and associated vehicle and aircraft parking and taxiways.

**7. DIRECTOR'S REPORT**

**8. REPORTS**

Monthly Activity Report – February, March, April, May 2020  
Monthly Noise Complaints – February, March, April, May 2020  
Consultant Reports – February, March, April, May 2020  
Airport Tenant Project Status – May, June 2020  
Project Status – May, June 2020  
Financial Statements Period Ended – March 31, 2020  
Financial Statements Third Quarter – FY 2019/2020  
Rotation Schedule  
Meeting Calendar

**9. CORRESPONDENCE**

Letter dated March 2, 2020 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Airport Properties Limited, LLC; Public Records Request dated January 29, 2020

Letter dated March 10, 2020 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Airport Properties Limited, LLC; Public Records Request dated January 29, 2020

Letter dated March 10, 2020 from Madeline Herrle to Jackie Rose, Ventura County Animal Services re: Lease/MOU Renewal – Camarillo Airport Business Park

Letter dated March 17, 2020 from Madeline Herrle to Gregory Peacock, Tactical Communications re: Lease Renewal Proposal

Letter dated March 20, 2020 from Madeline Herrle to Scott Barer re: Public Records Request dated March 17, 2020

Letter dated March 24, 2020 from Kip Turner and Byron Hamilton to Assemblymember Jacqui Irwin re: N95 Masks

Letter dated March 30, 2020 from Madeline Herrle to Scott Barer re: Public Records Request dated March 17, 2020

Letter dated April 2, 2020 from Kip Turner to Ventura County Airport Commission, Airport Authorities, & Tenants re: Update on Coronavirus Impact and Actions at Department of Airports

Notice dated April 7, 2020 from Camarillo Airport Operations Supervisor to Camarillo Airport Tenants re: Taxiways Closed April 20 through April 24

Letter dated April 9, 2020 from Madeline Herrle to John Battle, Lee & Associates re: Rancho Victoria Development Oxnard, California

Memorandum dated April 10, 2020 from Madeline Herrle to Airport Hangar Tenants re: Hangar Improvement Work

Letter dated May 13, 2020 from Kip Turner to Rhonda Rance, U.S. General Services Administration re: Written Notice of Incompatibility

Letter dated May 13, 2020 from Kip Turner to Rick Etter, Federal Aviation Administration re: Notice of Interest

Letter dated May 19, 2020 from Kip Turner to David Haase, U.S. General Services Administration re: Notice of Interest for Negotiated Sale

Letter dated June 23, 2020 from Ana Castro to Mark Sullivan re: Public Records Request dated June 16, 2020

## **10. MISCELLANEOUS**

**11. COMMISSION COMMENTS** - Comments by Commission members on matters deemed appropriate.

## **12. ADJOURNMENT**

The next regular Commission meeting will be on Tuesday, September 8, 2020 at 7:00 p.m. in the City of Camarillo Council Chambers, 601 Carmen Drive, 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 THE CITY OF CAMARILLO CLERK AT (805) 388-5353 OR ANA CASTRO AT (805) 388-4211. NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE THE CITY/DEPARTMENT OF AIRPORTS TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.

## AVIATION ADVISORY COMMISSION

### MINUTES

March 2, 2020

#### 1. CALL to ORDER and PLEDGE of ALLEGIANCE

Vice-Chair, Robert Trimborn, called the meeting to order at 7:03 p.m. and led the pledge of allegiance.

#### 2. ROLL CALL

##### PRESENT

Robert Trimborn  
Nanette Metz  
James Flickinger  
Adriana Van der Graaf  
Bruce Hamous  
Julie Mino

*Excused (E)*  
*Late (L)*

##### AIRPORT STAFF

Kip Turner, Director  
Erin Powers, Projects Administrator  
John Feldhans, Operations Supervisor  
Sean Herder, Operations Supervisor  
Ana Castro, Management Assistant

##### COUNTY STAFF

Tom Temple, Assistant County Counsel

##### ABSENT

Steve Weiss (E)  
Gary Jacobs (E)  
Maggie Bird (E)  
Bobby Williams (E)

#### 3. APPROVAL OF MINUTES – February 3, 2020

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***Bruce Hamous moved to approve the February minutes and Nanette Metz seconded the motion. Adriana Van der Graaf 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.*

Sheila Anne Haskins commented about the first page of the hangar lease document. Her concern is that too much personal information is requested and the document is subject to the Freedom of Information Act. She stated that some pilots still use their social security number for their pilot's license. She understands the airport needs the information so she suggested that tenants complete an application but she is not comfortable with personal information being listed on the first page of the lease document.

Mark Sullivan stated that a couple of items on tonight's agenda are going to directly involve the interests of anyone that owns/rents a hangar and anyone that is an airport user. He shared that at a previous Commission meeting approximately two years ago he provided information to Commissioners about the *Lexin v. Superior Court – Supreme Court* case. His opinion is that if a Commissioner has a hangar, for example, the Commissioner can vote on it if their interests are no different than that of any other general member of the public. He also shared that an opinion from the Attorney General has not been sought if there is a residual doubt about voting.

**5. UNFINISHED BUSINESS**

None.

**6. NEW BUSINESS**

- A. Subject: Authorization for the Director of Airports, or His Designee, to Accept and Sign Federal Aviation Administration Grant No. 3-06-0339-038-2020, When Offered, in an Estimated Amount of \$600,000, Which Will Provide Funds for a Master Plan Update for Camarillo Airport; Authorization for the Director of Airports, or His 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.**

**Recommendations:**

Staff requests 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. 3-06-0339-038-2020, when offered, in an estimated amount of \$600,000, which will provide funds for a Master Plan Update for Camarillo Airport; and
2. Authorize the Director of Airports, or his designee, to apply for, accept, and sign for a matching grant from Caltrans, if offered; and
3. Authorize County Counsel to execute the Certificate of Sponsor's Attorney required by FAA Grant Agreements.

Director Kip Turner went over a PowerPoint presentation detailing the purpose of the master plan and various phases of the master plan process. Mr. Turner stated that the entire process will take 12-18 months to complete. He highlighted that a special website and social media platform will be created specifically for this effort so people can be well informed and weigh in at any time throughout the process. The current master plan is approximately 10 years old and typically master plans are updated every 8-10 years.

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

**B. Subject: Approval and Award of a Planning Services Contract with Coffman Associates, Inc., in the Amount of \$741,094, to Update the Camarillo Airport Master Plan and Authorization for the Director of Airports, or His Designee, to Sign the Contract.**

**Recommendations:**

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

1. Approve and award a planning services contract (Exhibit 1) to Coffman Associates, Inc., in the amount of \$741,094, to update the Camarillo Airport Master Plan; and

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2. Authorize the Director of Airports, or his designee, to execute the contract; and
3. Authorize the Auditor-Controller to process the necessary budgetary transactions to revise the following appropriations:

Budget Unit 5040 Airports Capital Projects:

Increase Unit 5041 Airports Capital Projects	\$741,094
Decrease Fund E300 Unrestricted Net Position	\$741,094

Director Turner stated that this item is related to the master plan item that was just discussed. Specifically, this item is to award a contract to Coffman Associates in the amount of \$741,094 to update the master plan. The department anticipates receiving a \$600,000 grant from the FAA and a small Caltrans grant to go towards the cost of this effort. The balance would come out of the Airport Enterprise Fund.

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

**C. Subject: Approval of the Revised Form Hangar Lease Agreement for Privately Owned Hangars at the Camarillo and Oxnard Airports to Replace Month-to-Month Leases with Term Leases; Authorization for the Director of Airports or His Designee to Terminate All Existing Month-to-Month Hangar Lease Agreements for Privately Owned Hangars and to Sign the Revised Form Lease Agreement with Tenants of Existing Hangars.**

**Recommendations:**

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

1. Approve the revised form hangar lease agreement for privately owned hangars at the Camarillo and Oxnard Airports (Exhibit 2), to replace the current month-to-month leases with term leases; and
2. Authorize the Director of Airports or his designee to terminate all existing month-to-month lease agreements for privately owned hangars and to sign the revised form lease agreement in Attachment 2 with tenants of existing privately owned hangars.

Director Turner provided a brief history on the hangar lease agreements and shared that department staff believes the agreements are ready to move forward through the public process. A lengthy discussion took place about the lease agreements. In reference to a

public comment made earlier in the meeting about the first page of the lease agreement containing personal information, Tom Temple of County Counsel clarified that personal identifying information would be redacted if the document was requested pursuant to the Freedom of Information Act. Scott Barer, President of the Camarillo Oxnard Hangar Owners and Tenants Association (COHOTA) went over a PowerPoint presentation detailing a timeline of lease negotiations and COHOTA's objections to the proposed hangar lease agreements. COHOTA requested that the Commission not approve the lease in its present form to allow time for airport staff to work with COHOTA and resolve the disputed areas of the lease. Commissioner Bruce Hamous stated that he would like to see airport staff work out the last few items of concern with COHOTA. Commissioner Adriana Van der Graaf stated that she would also like to see airport staff work out the major areas of concern with COHOTA. Director Turner stated that the lease agreement before the Commission already includes concessions that the department is able to make at this time. Commissioner Robert Trimborn stated that the matter of subleasing appeared to be a recurrent theme during public comments. Director Turner clarified that tenants will have the full right to sublease in the new agreement.

***Bruce Hamous moved to approve staff's recommendations and Robert Trimborn seconded the motion. Yes: Robert Trimborn, Adriana Van der Graaf, Julie Mino. No: Nanette Metz, James Flickinger, Bruce Hamous. Tie vote 3-3 so motion did not pass.***

**D. Subject: Certification of Board Review of the Final Mitigated Negative Declaration (MND) for the CloudNine Hangar Development Project at Camarillo Airport; Find There Is no Substantial Evidence the Project Will Have a Significant Effect on the Environment; Approval of the Project and Adoption of the Final MND and Mitigation Monitoring Plan; and Authorization for the Director of Airports or Designee to Sign and File the Notice of Determination; Designate the Clerk of the Board as the Custodian of Records for the Proceedings.**

***(Exhibit 1 available for review on the Department of Airports website [www.ventura.org/airports](http://www.ventura.org/airports))***

**Recommendations:**

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

1. Certify that the Board has reviewed and considered the information contained in the CloudNine Hangar Development Project (Project) Final Mitigated Negative Declaration (MND) and the Mitigation Monitoring Program (MMP) (Exhibit 1) and has considered all comments received.

2. Find that, on the basis of the whole record before the Board, including the Initial Study and public comments received, there is no substantial evidence the Project, as mitigated, will have a significant effect on the environment, and the Final MND reflects the independent analysis and judgment of the Board.
3. Approve and adopt the Final MND and MMP (Exhibit 1) and incorporate the Final MND mitigation measures into the Project.
4. Certify that the Final MND has been completed in compliance with the California Environmental Quality Act (CEQA) and the County of Ventura Administrative Supplement to the State CEQA Guidelines.
5. Designate the Clerk of the Board as the Custodian of Records for the proceedings in this matter.
6. Authorize the Director of Airports or designee to sign and file the Notice of Determination.

Projects Administrator Erin Powers went over a PowerPoint presentation which described the CloudNine project at Camarillo Airport. Ms. Powers introduced Judi Krauss who is an associate with Coffman Associates. Ms. Krauss went over a PowerPoint presentation detailing the findings of the Mitigated Negative Declaration and Initial Study for the CloudNine project. Ms. Krauss stated that for this project there are a few potentially significant impacts but with the mitigation measures proposed in the mitigation monitoring and reporting program, the impacts would be below a level of significance. Commissioner Adriana Van der Graaf stated that although airport staff stated in their presentation that Boeing Business Jets are not coming to Camarillo Airport as a result of the CloudNine project, Ms. Van der Graaf mentioned that it does not seem like the word got out to residents therefore Mr. Van der Graaf suggested better messaging occur about this topic.

***Bruce Hamous moved to approve staff's recommendations and Robert Trimborn seconded the motion. All others voted in favor and the motion passed unanimously.***

## **7. DIRECTOR'S REPORT**

Director Kip Turner shared that pilots can now access the terminal from the airside at Oxnard Airport. He shared photos of signage and the passcode device that has been installed. He also shared photos of a walk path that has been put in place at Oxnard Airport.

Director Turner also shared that department staff is assisting in the census effort which is an important effort for the county, the state and the nation.

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Mr. Turner provided a projects update. The Northeast Hangar Development project at Camarillo Airport is approximately 26% complete. The Taxiway H project at Camarillo Airport is set to begin on April 20, 2020.

Mr. Turner shared that the agenda for the Commission meeting in April would include the following items: 1) Oxnard runway and taxiway design contract; 2) Five-year airport capital improvement plan; and, 3) Budget review for fiscal year 2020-21.

## **8. REPORTS**

Monthly Activity Report – January 2020  
Monthly Noise Complaints – January 2020  
Consultant Reports – January 2020  
Airport Tenant Project Status – February 2020  
Project Status – February 2020  
Rotation Schedule  
Meeting Calendar

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

## **9. CORRESPONDENCE**

Letter dated January 27, 2020 from Madeline Herrle to Kevin Douglass, Douglass Design and Build, Inc. re: Lease for Yard Space – Eubanks Road and Aviation Way Lot

Letter dated January 29, 2020 from Madeline Herrle to Joe Vacca, City of Camarillo re: General Plan Amendment & Referral Request – Richard Darling and Oxnard Union High School District – Change of Skyway Drive Property from RE to M-1 Zoning

Letter dated January 30, 2020 from Erin Powers to Brenda Perez, Federal Aviation Administration re: 5 Year Airport Capital Improvements Plan (ACIP); CMA – NPIAS NO. 06-0339; OXR – NPIAS NO. 06-0179

Letter dated January 31, 2020 from Madeline Herrle to Gregory Peacock, Tactical Communications re: 473 Post St. Camarillo, CA – Tactical Communications Lease

Letter dated February 6, 2020 from Erin Powers to Gary Adams, The Adams Companies re: Notice to Proceed, AEA No. 20-09; Independent Fee Estimate for Design Engineering Services for Camarillo Airport – Airport Master Plan Update

Letter dated February 7, 2020 from Madeline Herrle to Steve Scaroni, Fresh Harvest re: Office Lease at 295 Willis Avenue, Suite H-1, Camarillo, CA Security Deposit

Letter dated February 7, 2020 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Airport Properties Limited, LLC; Public Records Request dated January 29, 2020

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

**10. MISCELLANEOUS**

***Information was received and filed.***

**11. COMMISSION COMMENTS**

Commissioner Adriana Van der Graaf inquired about whether gate 4 was functional at Oxnard Airport as there were problems with gate cards not working last weekend. Oxnard Airport Operations Supervisor Sean Herder stated that it was up and running today.

**12. ADJOURNMENT**

There being no further business, the March 2, 2020 meeting of the Aviation Advisory Commission was adjourned at 9:15 p.m.

KIP TURNER, C.M.  
Administrative Secretary

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July 6, 2020

Aviation Advisory Commission  
Camarillo Airport Authority  
Oxnard Airport Authority  
555 Airport Way, Suite B  
Camarillo, CA 93010

**Subject: Authorization for the Director of Airports or Designee to Award Annual Consulting-Services Contracts for FY 2020-2021 and to Issue Work Orders Against These Contracts**

**Recommendations:**

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

1. Authorize the Director of Airports, or his designee, to award annual consulting-services contracts for fiscal year 2020-2021 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 the Board, and for up to \$200,000 each work order for other services.

**Fiscal/Mandates Impact:**

Mandatory: *No*

Source of Funding: *Airport Enterprise Fund*

Impact on Other Departments: *None*

This action does not result in an immediate fiscal impact, as there is no obligation to issue any work orders against these annual contracts during the term of the contracts. A fiscal impact will occur only when work orders are issued. The Department of Airport's ("Department") proposed FY 2020-2021 budget reflects a total of \$140,000 programmed for these type of contracts.

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**Discussion:**

To obtain professional consulting services for projects at Camarillo and Oxnard Airports for fiscal year 2020-2021, the Department reviewed previous year annual contract work, consultant performance, and anticipated future professional services requirements in order to determine which consultants and services should be retained under an annual contract arrangement. Based on this analysis, select consultants were invited to express their interest in forming an annual contract with the County. Invited consultants submitted proposed fee schedules which were reviewed and negotiated, and a list of proposed consultants was developed as shown in Exhibit 1.

The proposed contract form (Exhibit 2) has been negotiated in compliance with the County of Ventura Public Works Agency Project Processing Procedures Manual for Class II annual contracts. Class II annual contracts are approved by the Board each year. They are general contracts utilized for specific professional services when needed. Once an annual contract is in place, work orders are issued against the annual contract for specific services. No single work order can exceed \$200,000. The contracted services include, but are not limited to, engineering and plan review, specification writing, construction estimation, project oversight and inspection.

Consultants recommended for contracts have demonstrated qualifications required by the County. Negotiations have resulted in fee schedules considered fair and reasonable for the qualifications. Entering into an annual consulting-services contract does not guarantee any work for, or obligate the County to engage the services of, a consultant.

If you have any questions regarding this item, please call Erin Powers at 388-4205, or me at 388-4372.



KIP TURNER, C.M.  
Director of Airports

Attachments:

- Exhibit 1 - Annual Consultant Services Contracts Summary
- Exhibit 2 - Contract

**Department of Airports**  
**Annual Services Contracts by Consultant for FY2020-2021**

**Coffman & Associates, AEA 21-01**

**Inc. Limit: \$75,000**

Scottsdale, AZ

**Services Under Contract**

Environmental Planning

Environmental Review Services

Grant Support Administration Services

Planning

**Mead & Hunt, AEA 21-02**

**Inc. Limit: \$100,000**

Windsor, CA

**Services Under Contract**

Civil Engineering

Design Review Services

Specification Writing

Grant Support Administration Services

Disadvantage Business Enterprise  
Support

Cost Engineer/Estimator

**Adams Companies, AEA 21-03**

**LLC Limit: \$15,000**

Gilbert, AZ

**Services Under Contract**

Independent Fee Estimation



**ANNUAL CONSULTING SERVICES CONTRACT**

**AE No. AEA 21-XX**

**PROFESSIONAL SERVICES CONTRACT  
for Oxnard and Camarillo Airports**

This is an annual contract, made and entered into this July 1, 2020, by and between the COUNTY OF VENTURA, (COUNTY), and [INSERT NAME AND ADDRESS OF CONSULTANT] (CONSULTANT).

This contract (Contract) shall be administered for the COUNTY by the COUNTY's Department of Airports. Claims, disputes, or complaints to the COUNTY under this Contract must be addressed to the Projects Coordinator located at 555 Airport Way, Suite B, Ventura, CA 93010 by certified mail return receipt requested. This Contract constitutes the entire agreement between the parties regarding its subject matter and supersedes all previous and contemporaneous agreements, understandings and negotiations regarding the subject matter of this Contract. No modification, waiver, amendment or discharge of this Contract is valid unless the same is in writing and signed by duly authorized representatives of both parties.

The parties hereto agree as follows:

1. COUNTY hereby retains CONSULTANT to perform services on an "as needed / as requested" basis, during the period from July 1, 2020 to June 30, 2021, as provided in the "Scope of Work and Services", attached hereto as "Exhibit A", and the "COUNTY of Ventura, Public Works Agency, CONSULTANT's Guide to Ventura COUNTY Procedures" as amended from time to time, which is on file with the Public Works Agency, and which by reference is made a part hereof. This contract shall take precedence over the Guide in case of conflicting provisions, otherwise they shall be interpreted together.
2. All work under this Contract, and any portion thereof separately identified, shall be completed within the time provided in the "Time Schedule", attached hereto as "Exhibit B". COUNTY shall issue a suspension of the contract time whenever CONSULTANT is delayed by action or inaction of COUNTY and CONSULTANT promptly notifies COUNTY of such delays.
3. COUNTY will make payment only for services actually rendered. CONSULTANT is not entitled to payment for having been retained under this Contract. CONSULTANT is not entitled to perform work under this Contract except as requested by COUNTY, and COUNTY is not obligated to request any work under this Contract. Payment for services rendered shall be made bi-weekly, within 30 days from when the COUNTY receives an invoice, in accordance with "Fees and Payment," attached hereto as "Exhibit C."
4. COUNTY or any duly authorized representative shall have the right to review the work being performed by CONSULTANT under this Contract at any time during COUNTY's usual working hours. A review of the work in progress shall not relieve the CONSULTANT of responsibility for the accuracy and completeness of the work performed under this Contract.

**EXHIBIT 2**

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5. This Contract is for the professional services of CONSULTANT and is non-assignable by CONSULTANT without prior consent by COUNTY in writing except that CONSULTANT may assign money due or which will accrue to CONSULTANT under this Contract. If given written notice, COUNTY will recognize such assignment to the extent permitted by law, but any assignment of money shall be subject to all proper setoffs and withholdings in favor of the COUNTY and to all deductions provided for in this Contract. All money withheld, whether assigned or not, shall be subject to being used by COUNTY for completion of the work, should the Contract be in default. Such professional services shall be actually performed by, or shall be immediately supervised by CONSULTANT or a principal of the firm.

In performing these professional services, CONSULTANT is an independent contractor and is not acting as an agent or employee of COUNTY.

6. COUNTY retains the right to terminate this Contract for any reason prior to completion by notifying CONSULTANT in writing, and by paying charges accumulated prior to such termination. Such charges shall be limited to the maximum fee specified in "Exhibit C" for completion of any separately identified phase of the work which, at the time of termination, has been started by request of COUNTY, plus a pro-rata share of any percentage retention specified.

7. On completion or termination of Contract, COUNTY shall be entitled to immediate possession of, and CONSULTANT shall furnish on request, all computations, plans, correspondence and other pertinent data gathered or computed by CONSULTANT for this particular project prior to any termination. No documents prepared pursuant to this Contract or any modifications thereof shall be copyrighted by CONSULTANT or by COUNTY. CONSULTANT may retain copies of said original documents for CONSULTANT'S files.

8. CONSULTANT owes COUNTY an undivided duty of loyalty in performing the services under this Contract. During the term of this agreement CONSULTANT shall not employ or compensate personnel currently employed by COUNTY. CONSULTANT shall promptly inform COUNTY of any contract, arrangement, or interest that CONSULTANT may enter into or have (other than this Contract) related to the COUNTY's subject project. This includes contracts and arrangements with manufacturers, suppliers, contractors or other third parties which possess or seek to obtain a financial interest related to the County's subject project. In performing services under this Contract, CONSULTANT acknowledges that it may be subject to laws addressing financial conflicts of interest such as the Political Reform Act ("Act"), Government Code section 81000 et seq. CONSULTANT shall comply with financial disclosure requirements under the Act as directed by COUNTY, and shall not engage in activities that may constitute a conflict of interest under applicable law.

9. a. CONSULTANT shall, throughout the term of this Contract and any extensions thereof, carry one or more insurance policies that provide the following minimum coverage:

- 1) Commercial General Liability insurance shall provide minimum of \$1,000,000 coverage for each occurrence and \$2,000,000 aggregate coverage.
- 2) Worker's Compensation insurance in full compliance with California law for all employees of CONSULTANT in the minimum amount of \$500,000, if applicable.
- 3) Professional Liability (Errors and Omissions) insurance shall provide a minimum of \$1,000,000.00 coverage for each occurrence and \$2,000,000.00 in annual aggregate coverage. Professional Liability insurance is not required if the CONSULTANT does not provide design services including the preparation of plans or specifications, or survey services as part of design or project layout during the completion of this Contract.

b. CONSULTANT shall notify COUNTY immediately if the CONSULTANT'S general aggregate of insurance is exceeded by valid litigated claims and purchase additional levels of insurance to maintain the above stated requirements. Each type of insurance mentioned herein shall be written by a financially responsible company or companies authorized to do business in the State of California. CONSULTANT agrees to provide COUNTY with copies of certificates of all policies written and each shall contain an endorsement that they are not subject to cancellation without 30 days prior written notice being given to COUNTY by the insurance company or companies writing such insurance. CONSULTANT agrees to name County of Ventura and its officials employees and agents as additional insured ("Additional Insureds") on CONSULTANT'S general and automobile liability insurance policies. All required insurance shall be primary coverage as respects the Additional Insureds, and any insurance or self-insurance maintained by the Additional Insureds shall be in excess of CONSULTANT's insurance coverage and shall not contribute to it. CONSULTANT agrees to waive all rights of subrogation against the Additional Insureds for losses arising directly or indirectly from the activities or work performed by CONSULTANT hereunder.

10. CONSULTANT shall defend, indemnify and hold harmless COUNTY, including all of its boards, agencies, departments, officers, employees, agents and volunteers, against any and all claims, lawsuits, judgments, debts, demands or liabilities that arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of CONSULTANT in the performance of this Contract.

CONSULTANT:

COUNTY: COUNTY OF VENTURA

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Kip Turner, Director of Airports

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Taxpayer I.D. No.

bab

EXHIBIT A

**SCOPE OF WORK AND SERVICES**

Consultant shall provide professional consulting services during the period from July 1, 2020 to June 30, 2021, as requested by the Director of Airports or his designated representative. Such services shall include, but are not limited to management consulting services, civil engineering, design review services, specification writing, grant support administration services, disadvantage business enterprise support, cost engineering/estimating, planning, environmental planning, environmental review services.

County retains the right to terminate any work requested for any reason by notifying Consultant in writing 60 days in advance and by paying all charges accumulated prior to such termination.

Consultant agrees to complete all work accepted by Consultant during the term of this contract.

All work performed under this contract shall be done under the general direction of the Director of Airports and the direction of the Deputy Director of Airports or his designated representative.

At the Agency's discretion, the Agency may provide Consultant with office space, telephone, computer, supplies and secretarial services at the Department of Airports Administrative Offices, Camarillo Airport, for use solely for the performance of services for the County.

END OF EXHIBIT A

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EXHIBIT B

**TIME SCHEDULE**

All work under this contract shall be completed by June 30, 2021.

END OF EXHIBIT B

-----  
EXHIBIT C

**FEES and PAYMENT**

On presentation of invoice, payment shall be made for work completed, delivered and accepted at the following rates:

1. Fee Schedule (See Exhibit C-1)

County shall compensate Consultant at the above rate, but not to exceed the sum of **[INSERT CONTRACT AMOUNT]** for all assigned work completed.

END OF EXHIBIT C

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July 6, 2020

Aviation Advisory Commission  
 Oxnard Airport Authority  
 555 Airport Way, Suite B  
 Camarillo, CA 93010

**Subject: Authorization for the Director of Airports to Execute Federal Aviation Administration Reimbursable Agreement AJW-FN-WSA-09-0843 in the Estimated Amount of \$300,000 for Oxnard Airport Improvements; and Authorization for County Counsel to Execute the Certificate of Sponsor's Attorney**

**Recommendations:**

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

1. Authorize the Director of Airports to execute the Federal Aviation Administration ("FAA") Non-Federal Reimbursable Agreement AJW-FN-WSA-09-0843 ("FAA Agreement") in the estimated amount of \$300,000; and
2. Authorize County Counsel to execute the Certificate of Sponsor's Attorney, if required.

**Fiscal/Mandates Impact:**

Mandatory: *No*

Source of funding: *Federal Aviation Administration (90%)  
 Caltrans (4.5%)*

Funding match required: *Airport Enterprise Fund (5.5%)*

Impact on other departments: *None*

**Summary of Revenue and Total Costs**

**FY 2020-21**

Revenue: FAA (90%)	\$ 270,000*
Caltrans (4.5% of FAA)	13,500*
Direct Costs	<u>300,000</u>
Net Costs – Airport Enterprise Fund	<u>\$ (16,500)</u>

*\*Revenue anticipated to be received from a FY 2020-2021 construction grant.*

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**Current Fiscal Year Budget Projections:**

FY 2019-20 Budget Projection for Airports Capital Projects – Division 5040 – Unit 5041				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	\$2,930,048	\$11,970,001	\$7,256,589	\$4,713,412
Revenue	1,816,369	4,832,686	1,657,874	(3,174,812)
Net Cost	\$1,113,679	\$ 7,137,315	\$5,598,715	\$1,538,600

*As an enterprise fund, capital asset acquisitions are capitalized as appropriate, and as a result, the Airports will recognize no net loss.*

**Discussion:**

In June 2020, the Oxnard Airport Authority recommended approval of an FAA grant to help fund a final design services contract for the reconstruction of the runway, connector taxiways and Taxiway F at Oxnard Airport (“Oxnard Airport Project”). On June 16, 2020, the Board approved the final design services contract and authorized the Airport to accept a grant from the FAA to help fund the design. The Oxnard Airport Project involves modifications to the FAA’s Airport Landing System, including adjusting the Medium Approach Light System with Flashers and possible adjustments to the Instrument Landing System, along with testing of these systems.

Whenever an airport owner requires modification or replacement of FAA facilities, the FAA requires the execution of a reimbursable agreement. The Department of Airports (“Department”) expects that the FAA Agreement will have substantially the same terms as the sample agreement attached as Exhibit 1. Under the FAA Agreement, the County is required to provide the entire amount of funds required for completion of the project to the Facilities Branch of the FAA (“FAA Facilities Branch”) up front. The FAA Facilities Branch will use these funds to provide design and construction review services. The Department will then seek reimbursement of the funds expended by the Department from the Airports Branch of the FAA under a future construction grant. In essence, the County is required to hire the FAA Facilities Branch as a consultant/inspector to complete portions of the Oxnard Airport Project.

The FAA has a very tight design timeline for the Oxnard Airport Project to be eligible for a construction grant in FY 2021, and it is likely that the final FAA Agreement will need to be executed before the Board could review it this summer. Therefore, we are seeking the Board’s authorization for the Director of Airports or designee to execute a reimbursable agreement with substantially the same terms as the sample agreement in Exhibit A, in an estimated amount of \$300,000, but the actual amount will be determined by the FAA after further scope development. The Department has adequate cash reserves to provide the upfront funding.

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If you have any questions regarding this item, please call Erin Powers at 388-4205, or me at 388-4372

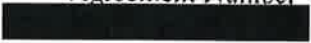
A handwritten signature in blue ink, appearing to read "Kip Turner", with a long horizontal flourish extending to the right.

KIP TURNER, C.M.  
Director of Airports

Attachment:

Exhibit 1 – FAA Reimbursable Agreement Example

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**NON-FEDERAL REIMBURSABLE AGREEMENT**

**BETWEEN**

**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

**AND**

**COUNTY OF VENTURA  
OXNARD AIRPORT  
OXNARD, CA**

**WHEREAS**, the Federal Aviation Administration (FAA) can furnish directly or by contract, material, supplies, equipment, and services which the **County of Ventura** (Sponsor) requires, has funds available for, and has determined should be obtained from the FAA;

**WHEREAS**, it has been determined that competition with the private sector for provision of such material, supplies, equipment, and services is minimal; the proposed activity will advance the FAA's mission; and the FAA has a unique capability that will be of benefit to the Sponsor while helping to advance the FAA's mission;

**WHEREAS**, the authority for the FAA to furnish material, supplies, equipment, and services to the Sponsor upon a reimbursable payment basis is found in 49 U.S.C. 106 (1)(6) on such terms and conditions as the Administrator may consider necessary;

**NOW THEREFORE**, the FAA and the Sponsor mutually agree as follows:

**ARTICLE 1. Parties**

The Parties to this Agreement are the FAA and **County of Ventura**

**ARTICLE 2. Type of Agreement**

This Agreement is an "other transaction" authorized under 49 USC 106(1)(6). It is not intended to be, nor will it be construed as, a partnership, corporation, joint venture or other business organization.

**ARTICLE 3. Scope**

A. Purpose. The purpose of this reimbursable agreement between the FAA and Sponsor is to relocate existing FAA owned equipment aligned on Runway 25 at Oxnard Airport (OXR), so the sponsor can relocate the runway threshold and re-establish airport services, equivalent to those now existing. This entails removing the Medium Approach Light System with Rails (MALSR) and reinstalling a Medium Approach Light System, with sequenced flashers (MALSF), aligned to the new threshold location, and, if needed,

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relocating the existing ILS glide slope (GS) facility, as required to establish a three degree slope/glide path angle with an in tolerance threshold crossing height. The relocated runway threshold will provide a minimum landing distance of 5500 feet, and will better serve existing and planned aircraft operations at the airport. With is in mind, the project is titled:

**Relocation of the Oxnard Runway 25 Medium Approach Light System and, if required for flight certification, the ILS Glide Slope.**

B. The FAA will perform the following activities:

1. Perform the engineering design work necessary for the relocation and replacement of the FAA Approach Lighting System and, if necessary, the ILS GS.
2. Provide design information for the flush mounted MALSF foundations and associated raceways required for the MALSF threshold station, station two (2), and station four (4). Information will be provided in ".pdf" format.
3. Coordinate an approved window for the impacted FAA's NAS facilities (SSC).
4. Receive the removed Rwy 25 MALSR equipment and support structures (poles) from the airport and/or Engineering services and dispose of assets as coordinated with the FAA depot (SSC).
5. Procure a new MALSF system using funds provided via this reimbursable agreement. Electronic equipment, light fixtures, supports, and associated equipment building will also be purchased through this reimbursable agreement.
6. Construct the new MALSF system per the coordinated design.
7. Relocate the existing Runway 25 ILS GS equipment and shelter to a new location if necessary to provide a 3.0 degree glide path and an acceptable threshold crossing height.
8. The FAA will de-energize FAA facilities prior to any work being done on the equipment.
9. Provide the Engineering review, construction oversight, inspection, and approval for the airport's or its agent's installation of the foundation for the MALSF threshold bar, station 2, station 4, and associated raceways/ducting.
10. Perform any necessary systems checks to insure the systems are operational and in compliance with FAA standards, conduct the required flight checks, complete all documentation for facility publication, and validate systems ready to be returned to service. *Note: flight inspection of the ILS GS with the new threshold location will define the actual threshold crossing height and glide path angle. If*

*these and other parameters are found to meet standards, relocation of the ILS GS will not be necessary.*

11. Document the reinstalled systems and conduct a JAI for transfer to the FAA O&M unit responsible for systems maintenance.

C. The Sponsor will perform the following activities:

1. Provide a no cost lease for the property on which the FAA systems are sited, in accordance with Article 6A of this agreement.
2. Provide a full set of plans, including scaled electronic drawings showing the proposed airport work where FAA facilities are impacted.
3. Provide survey information, coordinates and elevations for the ultimate Runway 25 configuration. This includes final topography along the runway centerline throughout the touch-down zone, and along the extended runway centerline out to 1600 feet beyond the runway's landing threshold (to the East), as well as for existing FAA and/or airport owned facilities or infrastructure.
4. Complete an aeronautical survey and report results through A-GIS, to facilitate any necessary instrument procedure amendments. *Note: FAA Engineering service will submit required ILS and MALSF facility site data.*
5. Provide for vehicular site/airfield access (roads) to the relocated FAA facilities and equipment buildings.
6. Provide a new power service and maintain any existing connectivity (control) to any relocated equipment buildings.
7. Allow independent airfield access to FAA Engineering Service personnel who are associated with the project. This includes necessary airport gate access, any required stickers or placards needed for Government owned or leased vehicles (vehicle may be continuously changing), and provisions for any required training necessary for access badging.
8. Ensure any relocated FAA facilities are included in the sponsor's environmental assessments and mitigations strategy.
9. Provide grading and compaction as required to accommodate relocated FAA facilities.
10. Work with the FAA (Operations Engineering Group and the local maintenance group (SSC)) to insure that the existing operational FAA facilities are not impacted by the Airport's planned construction work.



**Revision D**

11. The Sponsor shall coordinate directly with the local FAA Santa Barbara (SBA) Systems Support center (SSC), any work that may affect existing FAA operational facilities. This includes any work in the vicinity of existing FAA operational facilities and/or within its critical or grading area. Any resulting facility shutdowns and the need for mediation and/or flight checks for facility restoration shall be at the discretion of the SBA SSC.
12. In coordination with the FAA Project Engineer and the SBA SSC, remove the existing MALSR light lane (non-sheltered) equipment, after an SBA SSC coordinated system shutdown is approved. Give the removed MALSR components to SBA SSC for equipment disposition.
13. Provide any additional design and contractual information (beyond the FAA's provided information) necessary to acquire a construction contractor; and construct the foundations and associated raceways for the MALSF threshold, station 2, and station 4. All newly installed or relocated FAA facilities shall comply with the most current versions of FAA specifications 1217F, and 1391b, and FAA Standard 019c. All material not otherwise indicated to be Government Furnished, shall be furnished by the Airport. Work on the FAA facilities shall be consolidated so that the FAA oversight can be continuous and interrupted. All work shall be done to the approval of the FAA.
14. Remove all structural debris from the demolition/removal of equipment/facilities including but not limited to concrete footings.
15. Provide a full schedule showing periods where the existing FAA equipment will be impacted.
16. Sponsor provided drawings shall be delivered directly via PDF format (as opposed to access via a web site) and include only those that are relevant to the FAA work.

**ARTICLE 4. Points of Contact**

**A. FAA Points of Contact:**

1. The **NAVAIDS Engineering Center - Seattle** will perform the Scope of Work included in this Agreement. [REDACTED] is the **System Engineer** and liaison with the Sponsor and can be reached at [REDACTED] or via email at [REDACTED]. [REDACTED] is the **FAA Lead Planner** and liaison with the Sponsor and can be reached at [REDACTED]. Neither of these liaisons are authorized to make any commitment, or otherwise obligate the FAA, or authorize any changes which affect the estimated cost, period of performance, or other terms and conditions of this Agreement.

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[REDACTED]

Revision D

- 2. **FAA Contracting Officer:** The execution, modification, and administration of this Agreement must be authorized and accomplished by the Contracting Officer, [REDACTED] who can be reached at [REDACTED] or via email at [REDACTED]

B. Sponsor Point(s) of Contact

COUNTY OF VENTURA

[REDACTED]

555 AIRPORT WAY  
CAMARILLO, CA 93010  
Phone 805-388-4200

[REDACTED]

**ARTICLE 5. Non-Interference with Operations**

The Sponsor understands and hereby agrees that any relocation, replacement, or modification of any existing or future FAA facility, system, and/or equipment covered by this Agreement during its term or any renewal thereof made necessary by Sponsor improvements, changes, or other actions which in the FAA's opinion interfere with the technical and/or operations characteristics of an FAA facility, system, and/or piece of equipment will be at the expense of the Sponsor, except when such improvements or changes are made at the written request of the FAA. In the event such relocations, replacements, or modifications are necessitated by causes not attributable to either the Sponsor or the FAA, the FAA parties will determine funding responsibility.

**ARTICLE 6. Transfer Agreement**

- A. To the extent that the Sponsor provides any material associated with the project, all such material (buildings, equipment, systems, components, cable enclosures, etc.) will become the property of the FAA. The Sponsor will enter into a transfer agreement with the FAA for all real and personal property being transferred to the FAA for conveyance of ownership. The Sponsor will provide a line item property listing in tabular format, consisting of all real and personal property that will be included in the Project. Real property will be identified by each line item and cost (e.g., foundation size, building type and dimensions, systems, composition of access road and parking, linear feet of fencing and cabling, etc.). Personal property listing will include the bar code number (where applicable), manufacturer, full item description, part number and/or serial number, quantity, model number, cost, funding appropriation, etc. The cost data for each item will be supported by a copy of the original invoice or billing statement and a copy of the construction contract along with verification of the contract acceptance date.
- B. The itemized cost data will be compiled into FAA Form 4650-12(1/99), Material Transfer/Receipt Document. This completed document provides an opportunity for the FAA (whenever possible) to verify equipment accountability; to assign national or

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local stock numbers; to determine the breakout of installed facility equipment; to establish line item accountable property; and to assign bar codes to specific equipment prior to it being recorded in property records. Joint signatures are required from both the Sponsor and the FAA Property Custodian on the FAA Form 4650-12(1/99) prior to recordation of the assets in the FAA's property systems.

**ARTICLE 7. Estimated Costs**

The estimated FAA costs associated with this project are as follows:

Description of Reimbursable Item	Estimated Cost
Engineering WB4020	[REDACTED]
Construction - WB4050 (Includes ILS-GS, MALSF & Tower)	[REDACTED]
Equipment WB4050	[REDACTED]
Flight Check WB4060	[REDACTED]
Joint Acceptance Agreement WB4070	[REDACTED]
Subtotal	[REDACTED]
Overhead @ 2.5 %	[REDACTED]
Total Estimated Cost	[REDACTED]

**ARTICLE 8. Period of Agreement - Effective Date**

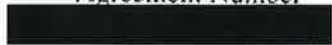
This Agreement supersedes and nullifies any previous agreements between the parties on the subject matter. The effective date of this Agreement is the date of the last signature. This Agreement is considered complete when the final invoice is provided to the Sponsor and a refund is sent or payment is received as provided for in Article 9, Section A of this Agreement. This agreement's expected period of performance is 18 months. Under no circumstances will this Agreement extend five years beyond its effective date.

**ARTICLE 9. Reimbursement and Accounting Arrangements**

- A. The Sponsor agrees to prepay the entire estimated cost of the Agreement. The Sponsor will send a copy of the executed Agreement and full advance payment in the amount stated in Article 7 to the Accounting Division listed in Section C of this Article. The advance payment will be held as a non-interest bearing deposit. Such advance payment by the Sponsor must be received before the FAA incurs any obligation to implement this Agreement. In addition, in the event that a contractor performing work pursuant to the scope of this Agreement brings a claim against the FAA and the FAA incurs additional costs as a result of the claim, the sponsor agrees to reimburse the FAA for the additional costs incurred whether or not a final bill or a refund has been sent.
- B. The Sponsor certifies that arrangements for sufficient funding have been made to cover the estimated costs of the Agreement.

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- C. The Accounting Division is identified by the FAA as the billing office for this Agreement. The Sponsor will send a copy of the executed Agreement and the full advance payment to the Accounting Division shown below. All payments must include the Agreement number, Agreement name, Sponsor name, and project location.

The mailing address is:

FAA - [Redacted]  
 ATTN: [Redacted] Reimbursable Project Team  
 P.O. Box 25082  
 Oklahoma City OK 73125  
 Telephone [Redacted]

The overnight mailing address is:

DOT/FAA [Redacted] Aeronautical Center  
 Attn: [Redacted] Reimbursable Project Team  
 6500 S. MacArthur Blvd.  
 Oklahoma City OK 73159  
 Telephone [Redacted]

The Sponsor hereby identifies the office to which the FAA will render bills for the project costs incurred as:

COUNTY OF VENTURA  
 555 AIRPORT WAY  
 CAMARILLO, CA 93010  
 Phone 805-388-4200

- D. The FAA will provide updates at least quarterly of costs incurred against the advance payment. A Reimbursable Bill Support List (a summary of costs by object class) will accompany all updates.
- E. The cost estimates contained in Article 7 are expected to be the maximum costs associated with this Agreement, but may be modified to recover the FAA's actual costs. If during the course of this Agreement actual costs are expected to exceed the estimated costs, the FAA will notify the Sponsor immediately. The FAA will also provide the Sponsor a modification to the Agreement which includes the FAA's additional costs. The Sponsor agrees to prepay the entire estimated cost of the modification. The Sponsor will send a copy of the executed amendment to the Agreement to the FAA- [Redacted] Aeronautical Center with the additional advance payment. Work identified in the amendment cannot start until receipt of the additional advance payment. In addition, the FAA reserves the right to request additional funding in the event that a contractor brings a claim against the FAA resulting in additional costs. More so, the sponsor agrees to reimburse the FAA for the additional costs incurred whether or not a final bill or a refund has been sent.

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**ARTICLE 10. Changes and Modifications**

Changes and/or modifications to this Agreement will be formalized by an appropriate written amendment that will outline in detail the exact nature of the change. Any amendment to this Agreement will be executed in writing and signed by the authorized representative of each party. The parties signing this Agreement and any subsequent amendment(s) represent that each has the authority to execute the same on behalf of their respective organizations. No oral statement by any person will be interpreted as amending or otherwise affecting the terms of the Agreement. Any party to this Agreement may request that it be amended, whereupon the parties will consult to consider such amendments.

**ARTICLE 11. Termination**

In addition to any other termination rights provided by this Agreement, either party may terminate this Agreement at any time prior to its expiration date, with or without cause, and without incurring any liability or obligation to the terminated party other than payment of amounts due and owing and performance of obligations accrued, in each case on or prior to the termination date, by giving the other party at least thirty (30) days prior written notice of termination. Payment of amounts due and owing may include all costs reimbursable under this Agreement, not previously paid, for the performance of this Agreement before the effective date of the termination; the total cost of terminating and settling contracts entered into by the FAA for the purpose of this Agreement; and any other costs necessary to terminate this Agreement. Upon receipt of a notice of termination, the receiving party will take immediate steps to stop the accrual of any additional obligations which might require payment. All amounts due after termination will be netted against the advance payment and, as appropriate, a refund or bill will be issued.

**ARTICLE 12. Order of Precedence**

If attachments are included in this Agreement and in the event of any inconsistency between the attachments and the terms of this Agreement, the inconsistency will be resolved by giving preference in the following order:

- A. This Agreement
- B. The attachments

**ARTICLE 13. Legal Authority**

This Agreement is entered into under the authority of 49 U.S.C. 106(l)(6), which authorizes the Administrator of the FAA to enter into and perform such contracts, leases, cooperative agreements and other transactions as may be necessary to carry out the functions of the Administrator and the Administration on such terms and conditions as the Administrator may consider appropriate. Nothing in this Agreement will be construed as incorporating by reference or implication any provision of Federal acquisition law or regulation.

**ARTICLE 14. Disputes**

Where possible, disputes will be resolved by informal discussion between the parties. In the event the parties are unable to resolve any dispute through good faith negotiations, the dispute will be resolved by alternative dispute resolution using a method to be agreed upon by the parties. The outcome of the alternative dispute resolution will be final unless it is timely appealed to the Administrator, whose decision is not subject to further administrative review and, to the extent permitted by law, is final and binding (see 49 USC 46110).

**ARTICLE 15. Warranties**

The FAA makes no express or implied warranties as to any matter arising under this Agreement, or as to the ownership, merchantability, or fitness for a particular purpose of any property, including any equipment, device, or software that may be provided under this Agreement.

**ARTICLE 16. Insurance**

The Sponsor will arrange by insurance or otherwise for the full protection of itself from and against all liability to third parties arising out of, or related to, its performance of this Agreement. The FAA assumes no liability under this Agreement for any losses arising out of any action or inaction by the Sponsor, its employees, or contractors, or any third party acting on its behalf.

**ARTICLE 17. Limitation of Liability**

To the extent permitted by law, the Sponsor agrees to indemnify and hold harmless the FAA, its officers, agents and employees from all causes of action, suits or claims arising out of the work performed under this Agreement. However, to the extent that such claim is determined to have arisen from the act or omission by an employee of the FAA acting within the scope of his or her employment, this hold harmless obligation will not apply and the provisions of the Federal Tort Claims Act, 28 USC, Section 2671, et seq., will control. The FAA assumes no liability for any losses arising out of any action or inaction by the Sponsor, its employees, or contractors, or any third party acting on its behalf. In no event will the FAA be liable for claims for consequential, punitive, special and incidental damages, claims for lost profits, or other indirect damages.

**ARTICLE 18. Civil Rights Act**

The Sponsor will comply with Title VI of the Civil Rights Act of 1964 relating to nondiscrimination in federally assisted programs.

**ARTICLE 19. Protection of Information**

The parties agree that they will take appropriate measures to identify and protect





proprietary, privileged, or otherwise confidential information that may come into their possession as a result of this Agreement.

**ARTICLE 20. Security**

In the event that the security office determines that the security requirements under FAA Order 1600.72A applies to work under this Agreement, the FAA is responsible for ensuring that security requirements, including compliance with AMS clause 3.14-2, Contractor Personnel Suitability Requirements (January 2009) are met.

**ARTICLE 21. Entire Agreement**

This document is the entire Agreement of the parties, who accept the terms of this Agreement as shown by their signatures below. In the event the parties duly execute any amendment to this Agreement, the terms of such amendment will supersede the terms of this Agreement to the extent of any inconsistency. Each party acknowledges participation in the negotiations and drafting of this Agreement and any amendments thereto, and that, accordingly, the Agreement will not be construed more stringently against one party than against the other. If this Agreement is not executed by the Sponsor within 100 calendar days after the FAA transmits it to the Sponsor, the terms contained and set forth in this Agreement shall be null and void.

AGREED:

**FEDERAL AVIATION  
ADMINISTRATION**

**COUNTY OF VENTURA**

SIGNATURE \_\_\_\_\_  
NAME \_\_\_\_\_  
TITLE Contracting Officer  
DATE \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE \_\_\_\_\_  
NAME \_\_\_\_\_  
TITLE \_\_\_\_\_  
DATE \_\_\_\_\_  
Tax ID \_\_\_\_\_

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July 6, 2020

Aviation Advisory Commission  
 Oxnard Airport Authority  
 555 Airport Way, Suite B  
 Camarillo, CA 93010

**Subject:** Approval of, and Authorization for the Director of Airports or His Designee to Execute, the Option Agreement for Real Estate Lease with Aspen Helicopters, Inc. for Approximately 1.3 Acres at the Oxnard Airport

**Recommendation:**

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

Approve, and authorize the Director of Airports or his designee, to execute the Option Agreement for Real Estate Lease (Exhibit 1) with Aspen Helicopters, Inc. (Aspen) for approximately 1.3 acres at the Oxnard Airport for potential development of a commercial hangar facility and associated vehicle and aircraft parking and taxiways.

**Fiscal/Mandates Impact:**

Mandatory: *No*

Source of funding: *Aspen Helicopters, Inc.*

Funding match required: *None*

Impact on other departments: *None – No impact on General Fund*

**Summary of Revenues and Costs**

	<u>FY 2020-21</u>	<u>FY 2021-22</u>
Revenue:	\$ 46,024	\$ 50,208
Costs:		
Direct	0	0
Total Costs	<u>\$ 0</u>	<u>\$ 0</u>
Net Costs – Airport Enterprise Fund	<u>\$ 46,024</u>	<u>\$ 50,208</u>

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**Current Fiscal Year Budget Projection:**

FY 2020-21 Budget Projection for Oxnard Administration – Division 5020 Unit 5021				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	\$ 2,848,850	\$ 2,848,850	\$ 2,848,850	\$ 0
Revenue	4,696,552	4,696,552	4,696,552	0
Net Cost/(Credit)	\$(1,847,702)	\$(1,847,702)	\$(1,847,702)	\$ 0

*Revenue and appropriations are included in the FY 2020-21 adopted budget.*

**Discussion:**

Aspen is a commercial tenant and aeronautical service provider. Aspen currently leases and operates a facility at the Oxnard Airport. Aspen seeks to expand said facility and develop an approximately 1.3-acre (57,375 square-foot) unimproved area adjacent to its current facility. Proposed expansion will include the following: (a) a commercial hangar facility consisting of hangar, shop, and office space of approximately 28,000 square feet; (b) parking; (c) a tie-down area of approximately 22,500 square feet; and (d) all required apron and taxiways to access the existing runway, under a lease to be negotiated. Aspen desires an option agreement for the purpose of conducting due diligence investigations of the property in anticipation of the lease.

The proposed option terms are summarized below.

**Premises:** An approximately 57,375 square-foot unimproved area, bordered by Aspen's current facility to the east, the main taxiway to the north, an unimproved County-owned lot to the south, and a privately owned storage lot to the west.

**Term:** Up to 24 months. Subject to the Board's approval of the lease, the County must execute the lease within 30 days of Aspen's exercise of its option to lease.

**Option Fee:** \$4,184.00 monthly (\$.875 per square foot per year).

If you have any questions regarding this item, please call Madeline Herrle at 388-4243, or me at 388-4372.



KIP TURNER, C.M.  
Director of Airports

Attachment:

Exhibit 1 – Option Agreement for Real Estate Lease between County of Ventura and Aspen Helicopters, Inc.

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## OPTION AGREEMENT FOR REAL ESTATE LEASE

THIS OPTION AGREEMENT (Agreement) is entered into as of this \_\_\_th day of \_\_\_\_\_ (Effective Date) by and between Aspen Helicopters, Inc., a California corporation (Aspen), and the County of Ventura, a political subdivision of the State of California (County) (each a Party and collectively the Parties).

### RECITALS

County holds fee simple title to the Property, consisting of approximately 5 acres of real property at the Oxnard Airport (Airport). Aspen intends to develop a portion of the Property, an approximate area of 57,375 square feet (Premises), shown as "Premises" on Exhibit A, attached hereto and made a part hereof by reference.

Aspen desires to lease the Premises to construct (a) a commercial hangar facility consisting of hangar, shop, and office space of approximately 28,000 square feet, (b) parking, (c) a tie-down area of approximately 22,500 square feet and (d) all required apron and taxiways to access the existing runway, and thereafter operate the hangar facility, under the terms and conditions of a lease agreement (Lease) to be negotiated between the parties.

Aspen desires to use the term of this Agreement for the purpose of conducting due diligence investigations of the Property in anticipation of the Lease.

### AGREEMENT

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, County and Aspen agree as follows:

**Grant of Option.** County hereby grants to Aspen, during the Term of this Agreement, an exclusive option to lease the Property (Option) pursuant to the Lease.

#### **Option Payment.**

Aspen must pay to County the current aviation land rate as published in the then current Rent and Fee Schedule, which is currently \$.0729/sf/month = \$4,184 per month, on the first of day each month, in advance. A \$4,184 payment for the period from July 1, 2020, to July 31, 2020, must be paid on or before July 1, 2020. These payments, and all payments made under this Agreement, are known as the "Option Payments." Every Option Payment is nonrefundable and fully earned by County when received, except as provided below.

In the event that this Agreement is terminated for an uncured breach by County, then County must refund to Aspen all but the first Option Payment.

#### **Term; Exercise of Option.**

The term of this Agreement (Term) is twenty-four (24) months from the Effective Date unless terminated earlier as provided in this Agreement. Aspen may exercise the Option as to the Property at any time during the Term, by written notice to County (Exercise Notice) delivered no later than the last day of the Term (Expiration Date).

Aspen and County intend to negotiate in good faith the terms and conditions of the Lease, which is subject to approval by County's Board of Supervisors. Subject to approval of the Lease by the Board of Supervisors, the Parties must execute the Lease within thirty (30) days of

**EXHIBIT 1**

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County's receipt of the Exercise Notice. If the term of the Lease commences before the Expiration Date, this Agreement terminates upon commencement of the term of the Lease.

In the event that the Option is not exercised by Aspen in the manner provided herein on or before the Expiration Date, then (i) this Option Agreement, without further action of either Party, shall automatically terminate and thereafter be null and void and with no further force or effect, and (ii) County shall retain all Option Payments made by Aspen. In addition, Aspen shall provide County with copies of all reports and findings from its investigations and consultants made during the Term.

**County's Covenants.** County hereby covenants and agrees that, during the Term, County will not negotiate with a third party over, or enter into any, license, lease, or agreement to lease, the Property without the prior written consent of Aspen. County will continue to operate and manage the Property in accordance with County's past customary practices and procedures.

**Government Inclusions.** This Agreement shall be subordinate to the provisions of any existing or future agreements between County and the United States of America or other governmental authority, relative to the operation or maintenance of the Airport, the execution of which has been or will be required as a condition precedent to the granting of federal or other governmental funds for the development of the Airport, to the extent of the conditions of any existing or future funds, County agrees to provide Aspen written advance notice of any provisions that would adversely modify the material terms of the Agreement.

**Federal Government Emergency Clause.** All provisions of the Agreement shall be subordinate to the rights of the United States of America to operate the Airport or any portion thereof during time of war or national emergency. Such rights shall supersede any provisions of this Agreement inconsistent with the operations of the Airport by the United States of America.

**Permitting and Land Use Regulations.** County agrees to cooperate with, and to provide reasonable assistance to Aspen as reasonably required to facilitate any application to governmental authorities for: (a) a special use permit or conditional use permit to allow Aspen's development of hangar facilities on the Property; and (b) modifications to land use regulations affecting the Property. County's cooperation and assistance under this section are limited as follows: County must not incur any costs or liability in connection with its cooperation or assistance, and Aspen must pay all expenses incurred in connection with any application under this section; no permit or modification under this section will become effective until after the Lease has become effective; Aspen must indemnify and hold County harmless from any loss, liability, expense, or damage (including reasonable attorneys' fees) in connection with any application under this section, including any required inspections; and County's cooperation and assistance under this section will be provided only by County's Department of Airports, acting in its capacity as landlord over the Property, and County makes no warranty or commitment that any governmental authority, including any County agency, will review, process, or grant any application under this section.

**Inspection; Access to Property.** Aspen has the right, at all reasonable times during the Term, to (i) inspect the Property; (ii) review any plans and specifications, surveys, title reports, engineering reports, environmental reports, and other materials in County's possession or control relating to the Property; (iii) discuss the Property with, and attempt to obtain additional information from, third-party sources, including, without limitation, governmental agencies (including, without limitation, applicable County zoning administrators), tenants, and any property manager; and (iv) subject to County's permission as to the type and timing thereof, conduct engineering and geophysical feasibility tests of the Property and an environmental audit or audits of the Property, including sampling. During the Term, Aspen has reasonable access to the Property

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for the purpose of making such tests, inspections, and investigations, but must undertake its activities so as to limit interference with current tenants or invitees of the Property to the extent commercially practicable.

**Notices.** Any notice or other communication required or desired to be given hereunder must be in writing and must be given by personal delivery, by overnight courier service, or by certified or registered United States mail (or its international equivalent), postage prepaid and return receipt requested; and addressed to the Parties as follows, or as may be otherwise designated thereby in writing; and are deemed given/delivered as follows: (a) if by personal delivery, upon actual receipt; or (b) if by overnight courier service, one (1) business day after so sending; in each case addressed as follows:

If to Aspen: Aspen Helicopters, Inc.  
ATTN: Charlie McLaughlin, President  
2899 W. Fifth St.  
Oxnard, CA 93030

If to County: Kip Turner, Director of Airports  
Ventura County Department of Airports  
555 Airport Way, Suite B  
Camarillo, CA 93010-8530

**Recitals.** The recitals set forth above are, by this reference, incorporated into and deemed a part of this Agreement.

**Successors and Assigns.** All the terms and conditions hereof are binding upon and inure to the benefit of the Parties hereto and their respective heirs, representatives, successors, and assigns. County may not assign or transfer its rights and interest in the Property during the term of this Agreement except as permitted by section 5 of this Agreement. Aspen may not assign or transfer any right or obligation under this Agreement in whole or in part.

**Authority & Non-Contravention.** Each Party has the full unrestricted right, power, and authority to enter into this Agreement, and to perform its obligations hereunder. The execution, delivery, and performance of this Agreement by each Party will not violate, conflict with, require consent under, or result in any breach or default under (a) any of each Party's organizational documents; (b) any applicable law; or (c) the provisions of any contract or agreement to which either Party is a party or to which any of its assets are bound.

**Severability.** In the event that any term or provision of this Agreement, or the application thereof to any particular party or circumstance, is found by a court of competent jurisdiction to be invalid or unenforceable (in whole or in its application to a particular party or circumstance), the remaining terms and provisions of this Agreement or the application thereof to different parties or circumstances, as the case may be, are not affected thereby and this Agreement will remain in full force and effect in all other respects.

**No Merger.** The terms and provisions of this Agreement will not merge or be deemed to merge into the Lease.

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**Counterparts.** This Agreement may be executed in any number of identical counterparts, each of which is an original, but all of which constitute one and the same instrument. A signed copy of this Agreement delivered by facsimile, e-mail, or other means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy of this Agreement. Either Party may copy this completed Agreement for electronic storage in a non-editable format, at which time the paper form of this Agreement may be destroyed. Each Party agrees that following the electronic storage of this Agreement, any hardcopy printout of that electronically stored information will constitute an original of this Agreement.

**Applicable Law & Jurisdiction.** This Agreement and all amendments thereof are governed by and construed in accordance with the law of the State of California. Any legal suit, action, or proceeding arising out of or relating to this Agreement or the transactions contemplated hereby must be instituted in the Superior Court of the State of California in the County of Ventura, and each Party irrevocably submits to the exclusive jurisdiction of such court in any such suit, action, or proceeding. The Parties irrevocably and unconditionally waive any objection to venue of any suit, action, or proceeding in such court and irrevocably waive and agree not to plead or claim in any such court that any such suit, action, or proceeding brought in any such court has been brought in an inconvenient forum.

**Termination for Cause.** Either Party may terminate this Agreement in the event all of the following occur: the other Party has breached any material representation, warranty, or covenant contained in this Agreement in any material respect; the non-breaching Party has notified the breaching Party in writing of the details of the breach; and the breach has continued without cure by the non-breaching Party for a period of 30 days after the notice of breach.

*[Signature Page Follows]*

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement as of the Effective Date.

**COUNTY:**

County of Ventura,  
a political subdivision of the State of California

**Aspen Helicopters:** Aspen Helicopters, Inc.,  
a California corporation

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

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**DESCRIPTION OF PROPERTY**



## MONTHLY ACTIVITY REPORT

Month ending February 29, 2020

### Hangars and Tie-downs:

Camarillo				Oxnard			
	Inventory	Occupied	Available		Inventory	Occupied	Available
<b>Hangars</b>				<b>Hangars</b>			
Private	170	170	0	Private	55	55	0
County	125	112	13	County	69	62	7
<b>Total</b>	<b>295</b>	<b>282</b>	<b>13</b>	<b>Total</b>	<b>124</b>	<b>117</b>	<b>7</b>
<b>Tie-downs</b>				<b>Tie-downs</b>			
County	96	84	12	County	7	4	3
Western Cardinal	25	18	7	Goldenwest Jet Center	15	11	4
Channel Island Aviation	35	30	5	Oxnard Jet Center	8	6	2
Visitor	35			Visitor	7		
<b>Total</b>	<b>191</b>	<b>132</b>	<b>24</b>	<b>Total</b>	<b>37</b>	<b>21</b>	<b>16</b>

### Airport Operations:

	Camarillo	Oxnard
Current year for the month	13,465	6,307
Last year for the month	10,384	4,932
% Change	30%	28%
Current year to date	28,071	13,485
Last year to date	21,755	10,269
% Change	29%	31%

### Aircraft Incidents:

	Camarillo	Oxnard
Current Month	2	0
Current year to date	3	1

### Other:

	Camarillo	Oxnard
Citations issued	0	0
Cards issued to transient overnight aircraft	28	3
Noise/nuisance compliants	1	0
Other aircraft ** (Estimate)	120	15
Hangar Waiting List	111	27

\*\* Includes approximate number of aircraft occupying space in both large and small hangars by agreement with lessee or licensee

8a1

## MONTHLY ACTIVITY REPORT

Month ending March 31, 2020

### Hangars and Tie-downs:

Camarillo				Oxnard			
	Inventory	Occupied	Available		Inventory	Occupied	Available
<b>Hangars</b>				<b>Hangars</b>			
Private	170	170	0	Private	55	55	0
County	125	112	13	County	69	62	7
<b>Total</b>	<b>295</b>	<b>282</b>	<b>13</b>	<b>Total</b>	<b>124</b>	<b>117</b>	<b>7</b>
<b>Tie-downs</b>				<b>Tie-downs</b>			
County	96	84	12	County	7	4	3
Western Cardinal	25	18	7	Goldenwest Jet Center	15	11	4
Channel Island Aviation	35	30	5	Oxnard Jet Center	8	6	2
Visitor	35			Visitor	7		
<b>Total</b>	<b>191</b>	<b>132</b>	<b>24</b>	<b>Total</b>	<b>37</b>	<b>21</b>	<b>16</b>

### Airport Operations:

### Aircraft Incidents:

	Camarillo	Oxnard		Camarillo	Oxnard
Current year for the month	10,890	5,159	Current Month	1	0
Last year for the month	12,220	6,460	Current year to date	4	1
% Change	-11%	-20%			
Current year to date	38,961	18,644			
Last year to date	33,975	16,729			
% Change	15%	11%			

### Other:

	Camarillo	Oxnard
Citations issued	0	7
Cards issued to transient overnight aircraft	13	3
Noise/nuisance compliants	0	2
Other aircraft ** (Estimate)	120	15
Hangar Waiting List	111	27

\*\* Includes approximate number of aircraft occupying space in both large and small hangars by agreement with lessee or licensee

8a2

## MONTHLY ACTIVITY REPORT

Month ending April 30, 2020

### Hangars and Tie-downs:

Camarillo				Oxnard			
	Inventory	Occupied	Available		Inventory	Occupied	Available
<b>Hangars</b>				<b>Hangars</b>			
Private	170	170	0	Private	55	55	0
County	125	112	13	County	69	62	7
Total	295	282	13	Total	124	117	7
<b>Tie-downs</b>				<b>Tie-downs</b>			
County	96	84	12	County	7	4	3
Western Cardinal	25	18	7	Goldenwest Jet Center	15	11	4
Channel Island Aviation	35	30	5	Oxnard Jet Center	8	6	2
Visitor	35			Visitor	7		
Total	191	132	24	Total	37	21	16

### Airport Operations:

### Aircraft Incidents:

	Camarillo	Oxnard		Camarillo	Oxnard
Current year for the month	8,758	3,719	Current Month	0	0
Last year for the month	13,365	5,778	Current year to date	4	1
% Change	-34%	-36%			
Current year to date	47,719	23,217			
Last year to date	47,340	22,507			
% Change	1%	3%			

### Other:

	Camarillo	Oxnard
Citations issued	0	5
Cards issued to transient overnight aircraft	14	2
Noise/nuisance compliants	2	3
Other aircraft ** (Estimate)	120	15
Hangar Waiting List	111	27

\*\* Includes approximate number of aircraft occupying space in both large and small hangars by agreement with lessee or licensee

8a3

## MONTHLY ACTIVITY REPORT

Month ending May 31, 2020

### Hangars and Tie-downs:

Camarillo				Oxnard			
	Inventory	Occupied	Available		Inventory	Occupied	Available
<b>Hangars</b>				<b>Hangars</b>			
Private	170	170	0	Private	55	55	0
County	125	112	13	County	69	62	7
<b>Total</b>	<b>295</b>	<b>282</b>	<b>13</b>	<b>Total</b>	<b>124</b>	<b>117</b>	<b>7</b>
<b>Tie-downs</b>				<b>Tie-downs</b>			
County	96	84	12	County	7	4	3
Western Cardinal	25	18	7	Goldenwest Jet Center	15	11	4
Channel Island Aviation	35	30	5	Oxnard Jet Center	8	6	2
Visitor	35			Visitor	7		
<b>Total</b>	<b>191</b>	<b>132</b>	<b>24</b>	<b>Total</b>	<b>37</b>	<b>21</b>	<b>16</b>

### Airport Operations:

### Aircraft Incidents:

	Camarillo	Oxnard
Current year for the month	11,094	6,812
Last year for the month	12,792	6,270
% Change	-13%	9%
Current year to date	58,813	28,756
Last year to date	60,132	28,777
% Change	-2%	0%

	Camarillo	Oxnard
Current Month	0	0
Current year to date	4	1

### Other:

	Camarillo	Oxnard
Citations issued	0	3
Cards issued to transient overnight aircraft	14	2
Noise/nuisance compliants	4	6
Other aircraft ** (Estimate)	120	15
Hangar Waiting List	111	31

\*\* Includes approximate number of aircraft occupying space in both large and small hangars by agreement with lessee or licensee

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**MONTHLY NOISE COMPLAINT SUMMARY  
CAMARILLO AIRPORT**

Date/Time & weather of complaint(s)	Type of complaint	Mode of flight	Type of aircraft	Location of complaint	Number of calls regarding this aircraft (this month)	Number of calls from this person (this month)	Pilot contacted	Complainant contacted
2/14 3:45pm Clear, Calm	Noise	T&G	North American	200 Block Marker Avenue, Camarillo, CA	1	1	***	N/R

\* Unable to identify aircraft

\*\* Pilot aware of noise procedures and/or directed by ATC for separation

\*\*\* A normal approach or pattern was observed by Operations and/or ATC approved – Pilot not contacted

\*\*\*\* Complaint not related to noise

N/R Not Required (Complainant does not wish to be called back)

Mode of Flight – "T" Takeoff, "L" Landing, "M" Missed approach, "A" Multiple Approaches, "T & G" Touch and Go's (pattern), "O" Other



**MONTHLY NOISE COMPLAINT SUMMARY  
OXNARD AIRPORT**

<b>Date/Time &amp; weather of complaint(s)</b>	<b>Type of complaint</b>	<b>Mode of flight</b>	<b>Type of aircraft</b>	<b>Location of complaint</b>	<b>Number of calls regarding this aircraft (this month)</b>	<b>Number of calls from this person (this month)</b>	<b>Pilot contacted</b>	<b>Complainant contacted</b>
NONE								

\* Unable to identify aircraft

\*\* Pilot aware of noise procedures and/or directed by ATC for separation

\*\*\* A normal approach or pattern was observed by Operations and/or ATC approved – Pilot not contacted

\*\*\*\* Complaint not related to noise

N/R Not Required (Complainant does not wish to be called back)

Mode of Flight – "T" Takeoff, "L" Landing, "M" Missed approach, "A" Multiple Approaches, "T & G" Touch and Go's (pattern), "O" Other

**MONTHLY NOISE COMPLAINT SUMMARY  
CAMARILLO AIRPORT**

Date/Time & weather of complaint(s)	Type of complaint	Mode of flight	Type of aircraft	Location of complaint	Number of calls regarding this aircraft (this month)	Number of calls from this person (this month)	Pilot contacted	Complainant contacted
NONE								

\* Unable to identify aircraft

\*\* Pilot aware of noise procedures and/or directed by ATC for separation

\*\*\* A normal approach or pattern was observed by Operations and/or ATC approved – Pilot not contacted

\*\*\*\* Complaint not related to noise

N/R Not Required (Complainant does not wish to be called back)

Mode of Flight – "T" Takeoff, "L" Landing, "M" Missed approach, "A" Multiple Approaches, "T & G" Touch and Go's (pattern), "O" Other

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**MONTHLY NOISE COMPLAINT SUMMARY  
OXNARD AIRPORT**

<b>Date/Time &amp; weather of complaint(s)</b>	<b>Type of complaint</b>	<b>Mode of flight</b>	<b>Type of aircraft</b>	<b>Location of complaint</b>	<b>Number of calls regarding this aircraft (this month)</b>	<b>Number of calls from this person (this month)</b>	<b>Pilot contacted</b>	<b>Complainant contacted</b>
3/22 7:00am Cloudy	Noise/ Low Flying	O	HELO AG#4	2200 Block Bermuda Dunes, Oxnard, CA	1	1	**	No Answer
3/30 11:30am Clear	Noise/ Low Flying	T&G	Beech	900 Block Catamaran Street, Oxnard, CA	1	1	***	N/R

\* Unable to identify aircraft

\*\* Pilot aware of noise procedures and/or directed by ATC for separation

\*\*\* A normal approach or pattern was observed by Operations and/or ATC approved – Pilot not contacted

\*\*\*\* Complaint not related to noise

N/R Not Required (Complainant does not wish to be called back)

Mode of Flight – “T” Takeoff, “L” Landing, “M” Missed approach, “A” Multiple Approaches, “T & G” Touch and Go’s (pattern), “O” Other

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March, 2020

**MONTHLY NOISE COMPLAINT SUMMARY  
CAMARILLO AIRPORT**

Date/Time & weather of complaint(s)	Type of complaint	Mode of flight	Type of aircraft	Location of complaint	Number of calls regarding this aircraft (this month)	Number of calls from this person (this month)	Pilot contacted	Complainant contacted
4/17 2:27pm Clear, Calm	Noise	O	Bell	2800 Block Sailor Avenue, Camarillo, CA	1	1	**	N/R
4/30 4:10pm Clear, Calm	Noise	L	Gulfstream	100 Block Oak Street, Camarillo, CA	1	1	***	N/R

\* Unable to identify aircraft

\*\* Pilot aware of noise procedures and/or directed by ATC for separation

\*\*\* A normal approach or pattern was observed by Operations and/or ATC approved – Pilot not contacted

\*\*\*\* Complaint not related to noise

N/R Not Required (Complainant does not wish to be called back)

Mode of Flight – “T” Takeoff, “L” Landing, “M” Missed approach, “A” Multiple Approaches, “T & G” Touch and Go’s (pattern), “O” Other

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07 April, 2020

**MONTHLY NOISE COMPLAINT SUMMARY  
OXNARD AIRPORT**

<b>Date/Time &amp; weather of complaint(s)</b>	<b>Type of complaint</b>	<b>Mode of flight</b>	<b>Type of aircraft</b>	<b>Location of complaint</b>	<b>Number of calls regarding this aircraft (this month)</b>	<b>Number of calls from this person (this month)</b>	<b>Pilot contacted</b>	<b>Complainant contacted</b>
4/15 5:00pm Clear, Calm	Noise	O	UKN	Ventura Harbor	1	1	*	N/R
4/19 12:00pm Clear, Calm	Noise	T&G	Beech	1700 Block, Emerald Isle Way, Oxnard, CA	1	1	***	N/R
4/19 12:30pm Clear, Calm	Noise	T&G	Cessna	3700 Block Monte Carlo Drive, Oxnard, CA	1	1	***	N/R

\* Unable to identify aircraft

\*\* Pilot aware of noise procedures and/or directed by ATC for separation

\*\*\* A normal approach or pattern was observed by Operations and/or ATC approved – Pilot not contacted

\*\*\*\* Complaint not related to noise

N/R Not Required (Complainant does not wish to be called back)

Mode of Flight -- "T" Takeoff, "L" Landing, "M" Missed approach, "A" Multiple Approaches, "T & G" Touch and Go's (pattern), "O" Other

866 April, 2020

**MONTHLY NOISE COMPLAINT SUMMARY  
CAMARILLO AIRPORT**

<b>Date/Time &amp; weather of complaint(s)</b>	<b>Type of complaint</b>	<b>Mode of flight</b>	<b>Type of aircraft</b>	<b>Location of complaint</b>	<b>Number of calls regarding this aircraft (this month)</b>	<b>Number of calls from this person (this month)</b>	<b>Pilot contacted</b>	<b>Complainant contacted</b>
5/6 11:00am Clear, Windy	Low Flying	L	Jet	200 Block Geneive Circle, Camarillo, CA	1	1	*	N/R
5/7 3:15pm Clear	Low Flying	L	Jet	200 Block Geneive Circle, Camarillo, CA	1	1	*	N/R
5/10 8:00pm Overcast	Low Flying	L	Jet	200 Block Geneive Circle, Camarillo, CA	1	2	*	N/R
5/27 3:20pm Clear	Low Flying	L	Jet	3100 Block Old Coach Road, Camarillo, CA	1	1	*	N/R

\* Unable to identify aircraft

\*\* Pilot aware of noise procedures and/or directed by ATC for separation

\*\*\* A normal approach or pattern was observed by Operations and/or ATC approved – Pilot not contacted

\*\*\*\* Complaint not related to noise

N/R Not Required (Complainant does not wish to be called back)

Mode of Flight – "T" Takeoff, "L" Landing, "M" Missed approach, "A" Multiple Approaches, "T & G" Touch and Go's (pattern), "O" Other



May, 2020



**MONTHLY NOISE COMPLAINT SUMMARY  
OXNARD AIRPORT**

<b>Date/Time &amp; weather of complaint(s)</b>	<b>Type of complaint</b>	<b>Mode of flight</b>	<b>Type of aircraft</b>	<b>Location of complaint</b>	<b>Number of calls regarding this aircraft (this month)</b>	<b>Number of calls from this person (this month)</b>	<b>Pilot contacted</b>	<b>Complainant contacted</b>
5/15 10:00am Clear, Calm	Noise	T&G	C-182	900 Block Catamaran Street, Oxnard, CA	1	2	***	N/R
5/16 5:35pm Clear, Calm	Noise	T&G	C-172	5200 Block Whitecap Street, Oxnard, CA	2	2	***	N/R
5/16 5:30pm Clear, Calm	Noise	T&G	C-172	5500 Block West 5 <sup>th</sup> Street, Oxnard, CA	1	1	***	N/R
5/17 11:00am Clear, Calm	Noise	T&G	Cessna	3500 Block Leeward Way, Oxnard, CA	1	1	***	N/R
5/17 11:10am Clear, Calm	Noise	T&G	Cessna	5200 Block Whitecap Street, Oxnard, CA	1	2	***	N/R
5/20 4:15pm Clear, Calm	Noise	T&G	C-172	900 Block Catamaran Street, Oxnard, CA	1	2	***	N/R

\* Unable to identify aircraft

\*\* Pilot aware of noise procedures and/or directed by ATC for separation

\*\*\* A normal approach or pattern was observed by Operations and/or ATC approved – Pilot not contacted

\*\*\*\* Complaint not related to noise

N/R Not Required (Complainant does not wish to be called back)

Mode of Flight – “T” Takeoff, “L” Landing, “M” Missed approach, “A” Multiple Approaches, “T & G” Touch and Go’s (pattern), “O” Other

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May, 2020



## **CAMARILLO AIRPORT – AIRFIELD GEOMETRY AND DRAINAGE STUDY**

### **Status Update:**

- “Draft” aviation demand forecasts have been prepared and were coordinated with airport staff on July 5, 2019.
- On-site surveying has been conducted by a Subconsultant for further input in the airfield drainage study.

### **Upcoming Action Items:**

- Coordinate the aviation demand forecasts with the FAA pending airport staff review and comment.
- Evaluation of airfield geometry improvements pending forecast review/FAA approval.
- Recommended airfield drainage enhancements pending the proposed airfield geometry improvements.

**Project Percent Complete:** The study is 41 percent complete through February 2020.

## **OXNARD AIRPORT – AIRPORT LAYOUT PLAN UPDATE / NARRATIVE REPORT**

### **Status Update:**

- The “draft” Narrative Report, “draft” ALP Drawing Set, and associated ALP SOP 2.00 Checklist and Exhibit A SOP 3.00 Checklist were submitted to the FAA for review on January 31, 2020.

### **Upcoming Action Items:**

- Appropriate revisions will be made to the Narrative Report and ALP Drawing Set pending comments from the FAA.
- Final documents will be prepared upon review and approval of the ALP Drawing Set.

**Project Percent Complete:** The study is 96 percent complete through February 2020.

## **ANNUAL CONSULTING SERVICES CONTRACT (AEA No. 20-01)**

### **Status Update:**

- N/A for February 2020.

### **Upcoming Action Items:**

- Coordination as needed to follow-up previous items and assist with new items at the direction of airport staff.

**Percent Complete:** The Annual Consultant Services Contract is 15.8 percent complete through February 2020.

801

**PROJECT STATUS REPORT**  
Ventura County, Department of Airports

Prepared by Mead & Hunt, Inc  
Revision Date 2020-02-07

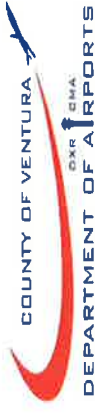


Mead & Hunt No. County No. Grant No.	Airport	Description	Status	Percent Complete	Action Item
3138400-181115.01 AEA 18-14 AIP TBD	OXNARD	<b>DESIGN SERVICES PRELIMINARY DESIGN SERVICES FOR THE OXNARD RUNWAY AND TAXIWAY REHABILITATION / RECONSTRUCTION</b> Preliminary design includes topographic survey, geotechnical investigation, and evaluation of preliminary design alternatives.	a) Draft Preliminary Design Concept Report and Preliminary Plans submitted for County review on November 1, 2019.	95%	a) County review of draft deliverable documents. b) County to prepare an amendment for contract change of scope (overall deductive amendment).
3138400-181115.03 AEA 20-05 AIP TBD	OXNARD	<b>DESIGN SERVICES PRELIMINARY SITE INVESTIGATION SERVICES FOR THE OXNARD TAXIWAY F IMPROVEMENTS</b> Preliminary site investigation includes geotechnical investigation and topographic survey for the proposed improvement limits.	a) Field work for geotechnical investigation and topographic survey completed in October. Laboratory analysis for geotechnical investigation underway. Processing of topographic survey analysis complete with deliverables provided to the County on 12-23-2019.	85%	a) Design team to continue performing laboratory analysis of material samples for submission of draft report.
3168900-132415.05 AEA 18-06	CAMARILLO	<b>CONSTRUCTION SERVICES NORTHEAST HANGAR DEVELOPMENT, PHASE 1</b> Construction of the Phase 1 project, which includes 3 rows of hangars and surrounding pavement/drainage and the extension of water, sewer, and electrical services.	a) Construction commenced on 12-5-19.	36%	a) Continue to perform construction administration and observation for ongoing construction. b) Mead & Hunt prepared draft amendment request for County review on 8-26-19 and provided breakdown of hours to support.
3168900-182312.01 AEA 19-05 AIP - N/A	CAMARILLO	<b>DESIGN SERVICES TAXIWAYS A, E, F, AND RUN-UP AREA PAVEMENT MARKING IMPROVEMENTS</b> Remarking of associated taxiway centerlines, edge markings, and run-up apron markings.	a) Draft plans and specs submitted 10/16/18. b) Updated plans and cost estimate, submitted 3/14/19, reflect additional scope of work and project phasing aligned with County's pavement removal contractor.	75%	a) Mead & Hunt to prepare final contract documents and advise for bidding after receipt of County comments.
3168900-190121.02 AEA 20-03 AIP - N/A	CAMARILLO	<b>CONSTRUCTION SERVICES TAXIWAYS H PAVEMENT REHABILITATION</b> Surface treatment and remarking of Taxiway H.	a) Coordinate execution of contract with construction contractor.	5%	a) Coordination for construction kickoff and preconstruction meeting; reviewing project submittals.
2206900-170271.03 AEA 20-02 AIP - N/A	CMA & OXR	<b>DESIGN SERVICES ON-CALL SERVICES (2019-2020)</b> On-call services at the request of the County. Period is effective through June 30, 2020.	a) Contract executed. b) County authorized work for analysis of Oxnard ILS pavement markings. c) Investigate repairs for CMA runway slurry seal delamination. d) Complete OXR and CMA ACIPs	14%	a) Continue preparation of OXR ILS Marking Updates after County confirmation of design extents. b) Discuss repair alternatives with County.

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**PROJECT STATUS REPORT**  
Ventura County, Department of Airports

Prepared by Mead & Hunt, Inc  
Revision Date 2020-02-07



Mead & Hunt No. County No. Grant No.	Airport	Description	Status	Percent Complete	Action Item
3138400-181115.01 AEA 18-14 AIP TBD	OXNARD	<b>DESIGN SERVICES PRELIMINARY DESIGN SERVICES FOR THE OXNARD RUNWAY AND TAXIWAY REHABILITATION / RECONSTRUCTION</b>  Preliminary design includes topographic survey, geotechnical investigation, and evaluation of preliminary design alternatives.	a) Draft Preliminary Design Concept Report and Preliminary Plans submitted for County review on November 1, 2019.	95%	a) County review of draft deliverable documents. b) County to prepare an amendment for contract change of scope (overall deductive amendment).
3138400-181115.03 AEA 20-05 AIP TBD	OXNARD	<b>DESIGN SERVICES PRELIMINARY SITE INVESTIGATION SERVICES FOR THE OXNARD TAXIWAY F IMPROVEMENTS</b>  Preliminary site investigation includes geotechnical investigation and topographic survey for the proposed improvement limits.	a) Field work for geotechnical investigation and topographic survey completed in October. Laboratory analysis for geotechnical investigation underway. Processing of topographic survey analysis complete with deliverables provided to the County on 12-23-2019.	85%	a) Design team to continue performing laboratory analysis of material samples for submission of draft report.
3168900-132415.05 AEA 18-06	CAMARILLO	<b>CONSTRUCTION SERVICES NORTHEAST HANGAR DEVELOPMENT, PHASE 1</b>  Construction of the Phase 1 project, which includes 3 rows of hangars and surrounding pavement/drainage and the extension of water, sewer, and electrical services.	a) Construction commenced on 12-5-19.	36%	a) Continue to perform construction administration and observation for ongoing construction. b) Mead & Hunt prepared draft amendment request for County review on 8-26-19 and provided breakdown of hours to support.
3168900-182312.01 AEA 19-05 AIP - N/A	CAMARILLO	<b>DESIGN SERVICES TAXIWAYS A, E, F, AND RUN-UP AREA PAVEMENT MARKING IMPROVEMENTS</b>  Remarking of associated taxiway centerlines, edge markings, and run-up apron markings.	a) Draft plans and specs submitted 10/16/19. b) Updated plans and cost estimate, submitted 3/14/19, reflect additional scope of work and project phasing aligned with County's pavement removal contractor.	75%	a) Mead & Hunt to prepare final contract documents and advertise for bidding after receipt of County comments.
3168900-190121.02 AEA 20-03 AIP - N/A	CAMARILLO	<b>CONSTRUCTION SERVICES TAXIWAYS H PAVEMENT REHABILITATION</b>  Surface treatment and remarking of Taxiway H.	a) Coordinate execution of contract with construction contractor.	5%	a) Coordination for construction kickoff and preconstruction meeting, reviewing project submittals.
2206900-170271.03 AEA 20-02 AIP - N/A	CMA & OXR	<b>DESIGN SERVICES ON-CALL SERVICES (2019-2020)</b>  On-call services at the request of the County. Period is effective through June 30, 2020.	a) Contract executed. b) County authorized work for analysis of Oxnard ILS pavement markings. c) Investigate repairs for CMA runway slurry seal delamination. d) Complete OXR and CMA ACIPs	14%	a) Continue preparation of OXR ILS Marking Updates after County confirmation of design extents. b) Discuss repair alternatives with County.

803

<p>22069-181879.01 AEA 18-13 AIP - N/A</p>	<p>CMA &amp; OXR</p>	<p><b>DESIGN SERVICES OXR AND CMA DBE UPDATES (2018-2019)</b></p> <p>Develop DBE program and goals as well as prepare yearly reports.</p>	<p>a) CMA</p> <ul style="list-style-type: none"> <li>i) Program submitted and approved.</li> <li>ii) Goal submitted and approved.</li> <li>iii) Misc. annual reporting. All have been submitted into the FAA Civil Rights System and are in the Queue for FAA approval.</li> <li>iv) Next annual report due in December.</li> </ul> <p>b) OXR</p> <ul style="list-style-type: none"> <li>i) Program submitted to FAA for approval. This report includes both CMA and OXR, and, since CMA is approved, OXR approval should be forthcoming.</li> <li>ii) Goal submitted to FAA for approval.</li> <li>iii) Misc. annual reporting. All have been submitted into the FAA Civil Rights System and are in the queue for FAA approval.</li> <li>iv) The next annual report is due in December.</li> </ul>	<p>56%</p>	<p>a) Assembling year end reporting data for submission/upload to the FAA</p>
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## **CAMARILLO AIRPORT – AIRFIELD GEOMETRY AND DRAINAGE STUDY**

### **Status Update:**

- “Draft” aviation demand forecasts have been prepared and were coordinated with airport staff on July 5, 2019.
- On-site surveying has been conducted by a Subconsultant for further input in the airfield drainage study.

### **Upcoming Action Items:**

- Coordinate the aviation demand forecasts with the FAA pending airport staff review and comment.
- Evaluation of airfield geometry improvements pending forecast review/FAA approval.
- Recommended airfield drainage enhancements pending the proposed airfield geometry improvements.

**Project Percent Complete:** The study is 41 percent complete through March 2020.

## **OXNARD AIRPORT – AIRPORT LAYOUT PLAN UPDATE / NARRATIVE REPORT**

### **Status Update:**

- The “draft” Narrative Report, “draft” ALP Drawing Set, and associated ALP SOP 2.00 Checklist and Exhibit A SOP 3.00 Checklist were submitted to the FAA for review on January 31, 2020.

### **Upcoming Action Items:**

- Appropriate revisions will be made to the Narrative Report and ALP Drawing Set pending comments from the FAA.
- Final documents will be prepared upon review and approval of the ALP Drawing Set.

**Project Percent Complete:** The study is 96 percent complete through March 2020.

## **ANNUAL CONSULTING SERVICES CONTRACT (AEA No. 20-01)**

### **Status Update:**

- The Consultant worked with airport staff to prepare an exhibit and presentation slide that analyzed the existing airfield system at Camarillo Airport for utilization of a Boeing Business Jet in response to the Cloud Nine Project.

### **Upcoming Action Items:**

- Coordination as needed to follow-up previous items and assist with new items at the direction of airport staff.

**Percent Complete:** The Annual Consultant Services Contract is 16.6 percent complete through March 2020.



**PROJECT STATUS REPORT**  
Ventura County, Department of Airports

Prepared by Mead & Hunt, Inc  
Revision Date 2020-04-08



Mead & Hunt No. County No. Grant No.	Airport	Description	Status	Percent Complete	Action Item
3138400-181115.01 AEA 18-14 AIP TBD	OXNARD	<b>DESIGN SERVICES PRELIMINARY DESIGN SERVICES FOR THE OXNARD RUNWAY AND TAXIWAY REHABILITATION / RECONSTRUCTION</b>  Preliminary design includes topographic survey, geotechnical investigation, and evaluation of preliminary design alternatives.	a) Draft Preliminary Design Concept Report and Preliminary Plans submitted for County review on November 1, 2019.	95%	a) County review of draft deliverable documents. b) County to prepare an amendment for contract change of scope (overall deductive amendment).
3138400-181115.03 AEA 20-05 AIP TBD	OXNARD	<b>DESIGN SERVICES PRELIMINARY SITE INVESTIGATION SERVICES FOR THE OXNARD TAXIWAY F IMPROVEMENTS</b>  Preliminary site investigation includes geotechnical investigation and topographic survey for the proposed improvement limits.	a) Field work for geotechnical investigation and topographic survey completed in October. Processing of topographic survey analysis complete with deliverables provided to the County on 12-23-2019.	95%	a) Draft geotechnical report submitted on 2-21-2020 for County review.
3168900-132415.05 AEA 18-06	CAMARILLO	<b>CONSTRUCTION SERVICES NORTHEAST HANGAR DEVELOPMENT, PHASE 1</b>  Construction of the Phase 1 project, which includes 3 rows of hangars and surrounding pavement/drainage and the extension of water, sewer, and electrical services.	a) Construction commenced on 12-5-19.	46%	a) Continue to perform construction administration and observation for ongoing construction.
3168900-182312.01 AEA 19-05 AIP - N/A	CAMARILLO	<b>DESIGN SERVICES TAXIWAYS A, E, F, AND RUN-UP AREA PAVEMENT MARKING IMPROVEMENTS</b>  Remarking of associated taxiway centerlines, edge markings, and run-up apron markings.	a) Draft plans and specs submitted 10/16/18. b) Updated plans and cost estimate, submitted 3/14/19, reflect additional scope of work and project phasing aligned with County's pavement removal contractor.	75%	a) Mead & Hunt to prepare final contract documents and advertise for bidding after receipt of County comments.
3168900-190121.02 AEA 20-03 AIP - N/A	CAMARILLO	<b>CONSTRUCTION SERVICES TAXIWAYS H PAVEMENT REHABILITATION</b>  Surface treatment and remarking of Taxiway H.	a) Coordinate execution of contract with construction contractor.	13%	a) Coordination for construction kickoff and preconstruction meeting; reviewing project submittals.
2206900-170271.03 AEA 20-02 AIP - N/A	CMA & OXR	<b>DESIGN SERVICES ON-CALL SERVICES (2019-2020)</b>  On-call services at the request of the County. Period is effective through June 30, 2020.	a) Contract executed. b) County authorized work for analysis of Oxnard ILS pavement markings. c) Investigate repairs for CMA runway slurry seal delamination. d) Complete OXR and CMA ACIPs	25%	a) None to note, all action items complete

8cb

<p>22069-181879.01 AEA 18-13 AIP - N/A</p>	<p>CMA &amp; OXR</p>	<p><b>DESIGN SERVICES OXR AND CMA DBE UPDATES (2018-2019)</b></p> <p>Develop DBE program and goals as well as prepare yearly reports.</p>	<p>a) CMA</p> <ul style="list-style-type: none"> <li>i) Program submitted and approved.</li> <li>ii) Goal submitted and approved.</li> <li>iii) Misc. annual reporting. All have been submitted into the FAA Civil Rights System and are in the Queue for FAA approval.</li> <li>iv) Next annual report due in December.</li> </ul> <p>b) OXR</p> <ul style="list-style-type: none"> <li>i) Program submitted to FAA for approval. This report includes both CMA and OXR, and, since CMA is approved, OXR approval should be forthcoming.</li> <li>ii) Goal submitted to FAA for approval.</li> <li>iii) Misc. annual reporting. All have been submitted into the FAA Civil Rights System and are in the queue for FAA approval.</li> <li>iv) The next annual report is due in December.</li> </ul>	<p>56%</p>	<p>a) Assembling year end reporting data for submission/upload to the FAA upon receipt of County items for planning grants and drawdowns</p>
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8c7



## **CAMARILLO AIRPORT – AIRFIELD GEOMETRY AND DRAINAGE STUDY**

### **Status Update:**

- “Draft” aviation demand forecasts have been prepared and were coordinated with airport staff on July 5, 2019.
- On-site surveying has been conducted by a Subconsultant for further input in the airfield drainage study.

### **Upcoming Action Items:**

- Coordinate the aviation demand forecasts with the FAA pending airport staff review and comment.
- Evaluation of airfield geometry improvements pending forecast review/FAA approval.
- Recommended airfield drainage enhancements pending the proposed airfield geometry improvements.

**Project Percent Complete:** The study is 41 percent complete through April 2020.

## **OXNARD AIRPORT – AIRPORT LAYOUT PLAN UPDATE / NARRATIVE REPORT**

### **Status Update:**

- The “draft” Narrative Report, “draft” ALP Drawing Set, and associated ALP SOP 2.00 Checklist and Exhibit A SOP 3.00 Checklist were submitted to the FAA for review on January 31, 2020.

### **Upcoming Action Items:**

- Appropriate revisions will be made to the Narrative Report and ALP Drawing Set pending comments from the FAA.
- Final documents will be prepared upon review and approval of the ALP Drawing Set.

**Project Percent Complete:** The study is 96 percent complete through April 2020.

## **ANNUAL CONSULTING SERVICES CONTRACT (AEA No. 20-01)**

### **Status Update:**

- N/A for April 2020.

### **Upcoming Action Items:**

- Coordination as needed to follow-up previous items and assist with new items at the direction of airport staff.

**Percent Complete:** The Annual Consultant Services Contract is 16.6 percent complete through April 2020.

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**PROJECT STATUS REPORT**  
Ventura County, Department of Airports

Prepared by Mead & Hunt, Inc  
Revision Date 2020-05-13



Mead & Hunt No. County No. Grant No.	Airport	Description	Status	Percent Complete	Action Item
3138400-181115.01 AEA 18-14 AIP TBD	OXNARD	<b>DESIGN SERVICES PRELIMINARY DESIGN SERVICES FOR THE OXNARD RUNWAY AND TAXIWAY REHABILITATION / RECONSTRUCTION</b>  Preliminary design includes topographic survey, geotechnical investigation, and evaluation of preliminary design alternatives.	a) Draft Preliminary Design Concept Report and Preliminary Plans submitted for County review on November 1, 2019.	95%	a) County review of draft deliverable documents. b) County to prepare an amendment for contract change of scope (overall deductive amendment).
3138400-181115.03 AEA 20-05 AIP TBD	OXNARD	<b>DESIGN SERVICES PRELIMINARY SITE INVESTIGATION SERVICES FOR THE OXNARD TAXIWAY F IMPROVEMENTS</b>  Preliminary site investigation includes geotechnical investigation and topographic survey for the proposed improvement limits.	a) Field work for geotechnical investigation and topographic survey completed in October. Processing of topographic survey analysis complete with deliverables provided to the County on 12-23-2019.	95%	a) Draft geotechnical report submitted on 2-21-2020 for County review.
3168900-132415.05 AEA 18-06 AIP - 036	CAMARILLO	<b>CONSTRUCTION SERVICES NORTHEAST HANGAR DEVELOPMENT, PHASE 1</b>  Construction of the Phase 1 project, which includes 3 rows of hangars and surrounding pavement/drainage and the extension of water, sewer, and electrical services.	a) Construction commenced on 12-5-19.	55%	a) Continue to perform construction administration and observation for ongoing construction.
3168900-192312.01 AEA 19-05 AIP - N/A	CAMARILLO	<b>DESIGN SERVICES TAXIWAYS A, E, F, AND RUN-UP AREA PAVEMENT MARKING IMPROVEMENTS</b>  Remarking of associated taxiway centerlines, edge markings, and run-up apron markings.	a) Draft plans and specs submitted 10/16/18. b) Updated plans and cost estimate, submitted 3/14/19, reflect additional scope of work and project phasing aligned with County's pavement removal contractor.	75%	a) Mead & Hunt to prepare final contract documents and advertise for bidding after receipt of County comments.
3168900-190121.02 AEA 20-03 AIP - 037	CAMARILLO	<b>CONSTRUCTION SERVICES TAXIWAYS H PAVEMENT REHABILITATION</b>  Surface treatment and remarking of Taxiway H.	a) Construction complete with the exception of the final application of pavement markings	70%	a) Pay application processing, final application of pavement markings in 3 weeks, and project closeout
2206900-170271.03 AEA 20-02 AIP - N/A	CMA & OXR	<b>DESIGN SERVICES ON-CALL SERVICES (2019-2020)</b>  On-call services at the request of the County. Period is effective through June 30, 2020.	a) Contract executed. b) County authorized work for analysis of Oxnard ILS pavement markings. c) Investigate repairs for CMA runway slurry seal delamination. d) Complete OXR and CMA ACIPs. e) Aircraft operation analysis.	29%	a) None to note, all action items complete
22069-181879.01 AEA 18-13 AIP - N/A	CMA & OXR	<b>DESIGN SERVICES OXR AND CMA DBE UPDATES (2018-2019)</b>  Develop DBE program and goals as well as prepare yearly reports.	a) CMA & OXR i) Programs and goals submitted and approved. ii) Programs and goals reporting.	56%	a) Reports completed and up to date, submitted/ filed with the FAA.

809



## **CAMARILLO AIRPORT – AIRFIELD GEOMETRY AND DRAINAGE STUDY**

### **Status Update:**

- “Draft” aviation demand forecasts have been prepared and were coordinated with airport staff on July 5, 2019.
- On-site surveying has been conducted by a Subconsultant for further input in the airfield drainage study.

### **Upcoming Action Items:**

- Coordinate the aviation demand forecasts with the FAA pending airport staff review and comment.
- Evaluation of airfield geometry improvements pending forecast review/FAA approval.
- Recommended airfield drainage enhancements pending the proposed airfield geometry improvements.

**Project Percent Complete:** The study is 41 percent complete through May 2020.

## **OXNARD AIRPORT – AIRPORT LAYOUT PLAN UPDATE / NARRATIVE REPORT**

### **Status Update:**

- The “draft” Narrative Report, “draft” ALP Drawing Set, and associated ALP SOP 2.00 Checklist and Exhibit A SOP 3.00 Checklist were submitted to the FAA for review on January 31, 2020.

### **Upcoming Action Items:**

- Appropriate revisions will be made to the Narrative Report and ALP Drawing Set pending comments from the FAA.
- Final documents will be prepared upon review and approval of the ALP Drawing Set.

**Project Percent Complete:** The study is 96 percent complete through May 2020.

## **ANNUAL CONSULTING SERVICES CONTRACT (AEA No. 20-01)**

### **Status Update:**

- N/A for May 2020.

### **Upcoming Action Items:**

- Coordination as needed to follow-up previous items and assist with new items at the direction of airport staff.

**Percent Complete:** The Annual Consultant Services Contract is 16.6 percent complete through May 2020.

8c10

**PROJECT STATUS REPORT**  
Ventura County, Department of Airports

Prepared by Mead & Hunt, Inc  
Revision Date 2020-06-23



Mead & Hunt No. County No. Grant No.	Airport	Description	Status	Percent Complete	Action Item
3138400-181115.01 AEA 18-14 AIP TBD	OXNARD	<b>DESIGN SERVICES PRELIMINARY DESIGN SERVICES FOR THE OXNARD RUNWAY AND TAXIWAY REHABILITATION / RECONSTRUCTION</b> Preliminary design includes topographic survey, geotechnical investigation, and evaluation of preliminary design alternatives.	a) Draft Preliminary Design Concept Report and Preliminary Plans submitted for County review on November 1, 2019.	95%	a) County review of draft deliverable documents. b) County to prepare an amendment for contract change of scope (overall deductive amendment)
3138400-181115.03 AEA 20-05 AIP TBD	OXNARD	<b>DESIGN SERVICES PRELIMINARY SITE INVESTIGATION SERVICES FOR THE OXNARD TAXIWAY F IMPROVEMENTS</b> Preliminary site investigation includes geotechnical investigation and topographic survey for the proposed improvement limits.	a) Field work for geotechnical investigation and topographic survey completed in October. Processing of topographic survey analysis complete with deliverables provided to the County on 12-23-2019.	95%	a) Draft geotechnical report submitted on 2-21-2020 for County review.
3168900-132415.05 AEA 18-06 AIP - 036	CAMARILLO	<b>CONSTRUCTION SERVICES NORTHEAST HANGAR DEVELOPMENT, PHASE 1</b> Construction of the Phase 1 project, which includes 3 rows of hangars and surrounding pavement/drainage and the extension of water, sewer, and electrical services.	a) Construction commenced on 12-5-19.	59%	a) Continue to perform construction administration and observation for ongoing construction.
3168900-192312.01 AEA 19-05 AIP - N/A	CAMARILLO	<b>DESIGN SERVICES TAXIWAYS A, E, F, AND RUN-UP AREA PAVEMENT MARKING IMPROVEMENTS</b> Remarking of associated taxiway centerlines, edge markings, and run-up apron markings.	a) Draft plans and specs submitted 10/16/18. b) Updated plans and cost estimate, submitted 3/14/19, reflect additional scope of work and project phasing aligned with County's pavement removal contractor.	75%	a) Mead & Hunt to prepare final contract documents and advertise for bidding after receipt of County comments.
3168900-190121.02 AEA 20-03 AIP - 037	CAMARILLO	<b>CONSTRUCTION SERVICES TAXIWAYS H PAVEMENT REHABILITATION</b> Surface treatment and remarking of Taxiway H.	a) Construction complete with the exception of the final application of pavement markings	70%	a) Pay application processing, final application of pavement markings in early July, and project closeout
2206900-170271.03 AEA 20-02 AIP - N/A	CMA & OXR	<b>DESIGN SERVICES ON-CALL SERVICES (2019-2020)</b> On-call services at the request of the County. Period is effective through June 30, 2020.	a) Contract executed. b) Aircraft operation analysis.	29%	a) None to note, all action items complete
22069-181879.01 AEA 18-13 AIP - N/A	CMA & OXR	<b>DESIGN SERVICES OXR AND CMA DBE UPDATES (2018-2019)</b> Develop DBE program and goals as well as prepare yearly reports.	a) CMA & OXR i) Programs and goals submitted and approved. ii) Programs and goals reporting.	56%	a) Reports completed and up to date, submitted/ filed with the FAA.
3138400-181115.02 AEA-20-06 AIP - TBD	OXNARD	<b>FINAL DESIGN OXR RUNWAY 7-25 RECONSTRUCTION</b> Taxiway Connectors A, B, C, D & E - Bid Alt 1 Parallel Taxiway F - Bid Alt 2	a) Contract executed. (Received executed contract and NTP 6/22/2020)	<1%	a) Target date for Preliminary submittal (Bid Alts 1 & 2) July 14, 2020

8c11



**AIRPORT TENANT  
PROJECT STATUS  
May 28, 2020**

**CAMARILLO**

- CloudNine Development Final Initial Study and Mitigated Negative Declaration (IS/MND) public hearing currently scheduled for June 16<sup>th</sup> before the County Board of Supervisors. The proposed final IS/MND and public comments received are available for viewing on the Airport project website.

**OXNARD**

- None

**OTHER**

- None

8d1

**AIRPORT TENANT  
PROJECT STATUS  
June 23, 2020**

**CAMARILLO**

- Airport Properties Limited Row I plan currently under review by County Building and Safety. Plans require final approval by Airport before permits can be issued.
- Able Grid battery storage project design submitted to Airport for review and final approval. Project will go through the City of Camarillo for permits.
- CloudNine Development Final Initial Study and Mitigated Negative Declaration (IS/MND) was approved and certified by the Ventura County Board of Supervisors on June 16th. Tenant plans to submit design plans for Airport review and approval.

**OXNARD**

- None

**OTHER**

- None

8d2

**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
NON GRANT PROJECTS**

**May 2020**

Sup. Dist.	Project Name Spec. Number	Estimate Low Bid	CCO's Claims	Design Engr. Contractor	Scheduled or Actual Dates				% Compl Design / Const.	Remarks
					Bid Date	Contract Award	Const Start	Const Comp		
5	CMA 295 Willis HVAC Replacement	\$264,565		County GSA	N/A	N/A	1/6/20	2/20/20	$\frac{100}{80}$	Work nearing completion.
5	CMA TWYs A, E, F, and Run-up Area Pavement Marking Improvements	\$18,285		Mead & Hunt	TBD	TBD	TBD	TBD	75	Airport marking project at TWY A budgeted for FY 20-21 to comply with FAA marking adjustments at TWY A. Other pavement markings due for refresh will be addressed at a later date.
3 & 5	OXR & CMA Disadvantaged Business Enterprise Program Goal Updates and Annual Reports	\$17,985		Mead & Hunt	N/A	8/14/18	N/A	N/A	95	CMA & OXR plans approved by FAA. Annual accomplishment reports submitted for FAA approval.
3	OXR PFAS Work Plan & Testing	\$7,950 \$104,531	\$17,894	Ninvo & Moore	N/A	6/6/19	N/A	TBD	$\frac{100}{98}$	The CA State Water Board requires Part 139 Airports that have discharged firefighting foam to develop a work plan and perform testing. Soil sampling and report submitted to State Water Board. Awaiting any feedback or next steps.
	TWY Marking Re-stripe & ILS Adjustment	\$46,051		Super Seal & Stripe	3/6/20	3/19/20	3/16/20	3/30/20		Faded markings on taxiways to be refreshed, per Part 139 inspection. All work completed 3/31/20.

8e1

Note: Shaded boxes indicate changes from previous month

CMA – Camarillo Airport

OXR – Oxnard Airport

TBD – To be determined

CCO – Contract Change Orders

CUE – Camarillo Utility Enterprise

8e2

**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
FAA GRANT PROJECTS**

**May 2020**

Sup. Dist.	Project Name Spec. Number	Estimate Low Bid	CCO's Claims	Design Engr. Contractor	Estimated Schedule or Actual Dates				% Compl Design / Const.	Remarks
					Bid Date	Contract Award	Const Start	Const Comp		
5	NE Hangar Development, Phase 1	\$7,126,202 \$7,950,236	\$110,234 2,199,101	<u>Mead &amp; Hunt Toro Enterprises</u>	<u>8/15/17</u>	<u>10/17/17</u>	<u>12/5/19</u>	<u>12/1/20</u>	<u>100</u> <u>55</u>	Construction began 12/5/19. Grading and utility work complete. Hangar pads underway. Total construction time allowed is 319 calendar days.
5	CMA Airfield Geometry Study and Drainage Study for RWY & TWY Reconstruction	<u>\$147,300</u>		<u>Coffman Assoc.</u>	<u>N/A</u>	<u>1/24/19</u>	<u>N/A</u>	<u>TBD</u>	<u>41</u>	Work underway. Consultant coordinating draft forecasts with Airport. Drainage survey information under consultant review.
5	TWY H Pavement Rehabilitation (Seal Coat)	<u>\$47,640</u> <u>\$213,351</u>		<u>Mead &amp; Hunt, Maxwell Asphalt</u>	<u>6/25/19</u>	<u>8/15/19</u>	<u>4/20/20</u>	<u>6/30/20</u>	<u>100</u> <u>70</u>	Work nearly complete. Final striping to be scheduled.
3	OXR Airport Layout Plan Update	<u>\$246,176</u>		<u>Coffman Assoc.</u>	<u>N/A</u>	<u>10/17/17</u>	<u>N/A</u>	<u>12/30/19</u>	<u>94</u>	Work underway. FAA approved revised forecast on 12/3/19. Draft full ALP set submitted to FAA on 2/3/20 for review and comment.
3	OXR TWY F Site Investigation	<u>\$96,770</u>		<u>Mead &amp; Hunt</u>	<u>N/A</u>	<u>10/17/19</u>	<u>N/A</u>	<u>2/15/20</u>	<u>95</u>	Geotechnical and survey work completed. Draft report under County review.

8e3

Sup. Dist.	Project Name Spec. Number	Estimate Low Bid	CCO's Claims	Design Engr. Contractor	Estimated Schedule or Actual Dates			% Compl Design / Const.	Remarks	
					Bid Date	Contract Award	Const Start			
3	OXR Preliminary Design for RWY/TWY Rehab./Reconst.	\$264,360		Mead & Hunt	N/A	10/9/18	N/A	11/30/19	95	Preliminary design report for runway to be finalized soon. Plan to enter into contract modification to separate the runway design work from the taxiway design work to facilitate design discussions with FAA. Taxiway design will be included in a final runway-taxiway design contract.

Note: Shaded boxes indicate changes from previous month

CMA – Camarillo Airport

OXR – Oxnard Airport

TBD – To be determined

CCO – Contract Change Orders

8e4

**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
NON GRANT PROJECTS**

**June 2020**

Sup. Dist.	Project Name Spec. Number	Estimate Low Bid	CCO's Claims	Design Engr. Contractor	Scheduled or Actual Dates			% Compl Design / Const.	Remarks
					Bid Date	Contract Award	Const Start		
5	CMA 295 Willis HVAC Replacement	\$ <u>264,565</u>		<u>County GSA</u>	N/A	N/A	1/6/20	2/20/20	Work nearing completion.
5	CMA TWY's A, E, F, and Run-up Area Pavement Marking Improvements	\$ <u>18,285</u>		<u>Mead &amp; Hunt</u>	TBD	TBD	TBD	TBD	Airport marking project at TWY A budgeted for FY 20-21 to comply with FAA marking adjustments at TWY A. Other pavement markings due for refresh will be addressed at a later date.
3 & 5	OXR & CMA Disadvantaged Business Enterprise Program Goal Updates and Annual Reports	\$ <u>17,985</u>		<u>Mead &amp; Hunt</u>	N/A	8/14/18	N/A	N/A	CMA & OXR plans approved by FAA. Annual accomplishment reports submitted for FAA approval.
3	OXR PFAS Work Plan & Testing	\$ <u>7,950</u> \$ <u>104,531</u>	\$ <u>17,894</u>	<u>Ninyo &amp; Moore</u>	N/A	6/6/19	N/A	TBD	The CA State Water Board requires Part 139 Airports that have discharged firefighting foam to develop a work plan and perform testing. Soil sampling and report submitted to State Water Board. Awaiting any feedback or next steps.
	TWY Marking Re-stripe & ILS Adjustment	\$ <u>46,051</u>		<u>Super Seal &amp; Stripe</u>	3/6/20	3/19/20	3/16/20	3/30/20	Faded markings on taxiways to be refreshed, per Part 139 inspection. All work completed 3/31/20.

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Note: Shaded boxes indicate changes from previous month

CMA – Camarillo Airport

OXR – Oxnard Airport

TBD – To be determined

CCO – Contract Change Orders

CUE – Camarillo Utility Enterprise

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**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
FAA GRANT PROJECTS**

**June 2020**

Sup. Dist.	Project Name Spec. Number	Estimate Low Bid	CCO's Claims	Design Engl. Contractor	Estimated Schedule or Actual Dates			% Compl Design / Const.	Remarks
					Bid Date	Contract Award	Const Start		
5	NE Hangar Development, Phase 1	\$7,126,202 \$7,950,236	\$113,413 2,199,101	Mead & Hunt Toro Enterprises	8/15/17	10/17/17	12/5/19	100 60	Construction began 12/5/19. Grading and utility work complete. Erection of hangar structures underway. Total construction time allowed is 319 calendar days.
5	CMA Airfield Geometry Study and Drainage Study for RWY & TWY Reconstruction	\$147,300		Coffman Assoc.	N/A	1/24/19	N/A	41	Work underway. Consultant coordinating draft forecasts with Airport. Drainage survey information under consultant review.
5	TWY H Pavement Rehabilitation (Seal Coat)	\$47,640 \$213,351		Mead & Hunt, Maxwell Asphalt	6/25/19	8/15/19	4/20/20	100 80	Work nearly complete. Final striping to be scheduled.
3	OXR Airport Layout Plan Update	\$246,176		Coffman Assoc.	N/A	10/17/17	N/A	96	Work underway. FAA approved revised forecast on 12/3/19. Draft full ALP set submitted to FAA on 2/3/20 for review and comment.
3	OXR TWY F Site Investigation	\$96,770		Mead & Hunt	N/A	10/17/19	N/A	95	Geotechnical and survey work completed. Draft report under County review.

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Sup. Dist.	Project Name Spec. Number	Estimate Low Bid	CCO's Claims	Design Eng. Contractor	Estimated Schedule or Actual Dates			% Compl Design / Const.	Remarks	
					Bid Date	Contract Award	Const Start / Const Comp			
3	OXR Preliminary Design for RWY/TWY Rehab./Reconst.	\$264,360		Mead & Hunt	N/A	10/9/18	N/A	11/30/19	95	Preliminary design report for runway to be finalized soon. Plan to enter into contract modification to separate the runway design work from the taxiway design work to facilitate design discussions with FAA. Taxiway design will be included in a final runway-taxiway design contract.

Note: Shaded boxes indicate changes from previous month

CMA – Camarillo Airport

OXR – Oxnard Airport

TBD – To be determined

CCO – Contract Change Orders

8e8

**County of Ventura**  
**Department of Airports**  
**Fund: E300**  
**Statement of Net Assets**  
**As of March 31, 2020**  
**(Unaudited)**

**ASSETS**

Cash	\$	18,359,200
Cash - petty cash/change fund		500
Receivables:		
Accounts receivable net of allowance for Uncollectable accounts of \$20,000		121,700
Interest receivable		145,800
Grants receivable		-
Capital assets:		
Easements		848,800
Land		9,362,500
Land improvements		48,410,800
Building & Improvements		18,344,400
Equipment		1,163,600
Vehicle		989,700
Construction in Progress		3,636,400
Accumulated depreciation		(45,222,000)
Deferred outflows related to pensions		875,600
<b>Total assets</b>	<b>\$</b>	<b><u><u>57,912,300</u></u></b>

**LIABILITIES**

Accounts payable	\$	67,700
Accrued liabilities		87,700
Short-term compensated absences		98,700
Due to other funds - GSA, ITS, PWA		-
Unearned revenue (prepayments)		71,300
Security deposit		643,700
Unreserved overpayments		160,300
Long-term compensated balances		72,100
Net pension liability		1,662,800
Deferred inflows related to pensions		277,300
<b>Total liabilities</b>	<b>\$</b>	<b><u><u>3,229,300</u></u></b>

**NET ASSETS**

Invested in capital assets net of related debt	\$	37,534,200
Unrestricted Net Assets		<u>17,148,800</u>
<b>Total net assets</b>		<b><u><u>54,683,000</u></u></b>
<b>Total liabilities and net assets</b>	<b>\$</b>	<b><u><u>57,912,300</u></u></b>

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**County of Ventura**  
 Department of Airports  
 Fund: E300  
 Statement of Cash Flows  
 July 1, 2019 thru March 31, 2020  
 (Unaudited)

**Operating Activities:**

Permits	\$	36,986
Fines and penalties		9,149
Rents and concessions		2,024,260
Percentage lease rent		236,056
Tiedown rents		105,582
Hangar rents		676,996
Land rent - hangars		389,719
Transient tiedown rents		3,486
Landing fees		50,767
Parking fees		20,067
Gas & oil fuel flow percentage		218,117
% rent-all other gross rec		1,605,704
Insurance claims		
Miscellaneous		9,752
Salaries & Benefits		(2,424,154)
Service & Supplies		(1,319,992)
Interest Received		234,425
Interest Paid		-
Prepay/Security Deposit/Refunds		(160,958)
CUE tax assessment		(59,617)

**Cash Provided by Operating Activities** \$ 1,656,346

**Investing Activities:**

State and federal grants		229,325
Fixed asset sales/(purchases)		
Capital Expenditures		(2,234,760)

**Cash Used in Investing Activities** (2,005,435)

**Financing Activities:**

Transfers out to other funds **		
Principal Payment on Short & Long Term Debt		

**Cash Provided by Financing Activities** -

**Increase (Decrease) in Cash & Equivalents** \$ (349,090)

**Cash & Equivalents-Beginning of Year** \$ 18,708,291

**Cash & Equivalents-End of Period** \$ 18,359,201

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**County of Ventura**  
**Airport Enterprise-Camarillo Oxnard**  
**Statement of Revenues and Expenses**  
**July 1, 2019 thru March 31, 2020**  
**(Rounded to the nearest hundred)**  
**(Unaudited)**

	Camarillo	Oxnard	Total
<b>Revenues:</b>			
Permits	\$ 33,600	\$ 3,700	\$ 37,300
Fines and penalties	8,800	1,800	10,600
Rents and concessions	1,832,000	206,400	2,038,400
Percentage lease rent	114,900	126,800	241,700
Tiedown rents	102,600	3,000	105,600
Hangar rents	426,100	252,900	679,000
Land rent - hangars	307,800	82,200	390,000
Transient tiedown rents	3,200	300	3,500
Landing fees	41,300	9,500	50,800
Parking fees	-	20,100	20,100
Gas & oil fuel flow percentage	177,200	40,900	218,100
% rent-all other gross rec	1,224,400	383,900	1,608,300
Miscellaneous	7,800	2,200	10,000
Total operating revenues	<u>\$ 4,279,700</u>	<u>\$ 1,133,700</u>	<u>\$ 5,413,400</u>
<b>Expenditures:</b>			
Current:			
Salaries and wages	\$ 1,048,200	\$ 250,700	\$ 1,298,900
Benefits	816,600	257,300	1,073,900
Admin salaries allocated to Oxnard Airport	(198,800)	198,800	-
Agricultural	3,800	-	3,800
Uniforms and clothing	7,500	4,000	11,500
Communications	67,300	15,700	83,000
Household expense	5,300	24,600	29,900
Insurance	14,200	7,700	21,900
Indirect county costs	33,700	13,700	47,400
Maintenance-equipment	38,100	14,900	53,000
Maintenance-building and improvements	119,600	133,300	252,900
Memberships and dues	6,700	1,100	7,800
Miscellaneous expense	29,700	16,300	46,000
Office expense	25,400	2,700	28,100
Professional and specialized services	328,700	37,700	366,400
Rents and leases - equipment	27,800	4,500	32,300
Small tools and equipment	57,600	-	57,600
Transportation charges	73,200	47,100	120,300
Conference and seminars	24,500	1,000	25,500
Utilities	126,300	61,300	187,600
Education, books and training	19,900	2,100	22,000
Taxes and licenses	59,600	-	59,600
Bad debts	-	-	-
Depreciation	751,500	726,600	1,478,100
Total operating expenditures	<u>\$ 3,486,400</u>	<u>\$ 1,821,100</u>	<u>\$ 5,307,500</u>
Operating income (loss)	<u>\$ 793,300</u>	<u>\$ (687,400)</u>	<u>\$ 105,900</u>

**County of Ventura**  
 Airport Enterprise-Camarillo Oxnard  
 Statement of Revenues and Expenses  
 July 1, 2019 thru March 31, 2020  
 (Rounded to the nearest hundred)  
 (Unaudited)

	<b>Camarillo</b>	<b>Oxnard</b>	<b>Total</b>
<b>Non-operating revenues (expenses):</b>			
State and federal grants	\$ 46,600	\$ -	\$ 46,600
Prior Year Revenue	-	-	-
Contribution to Outside Agency	-	-	-
Gain/Loss Disposal Fixed Asset	-	-	-
Interest income	316,300	-	316,300
Insurance proceeds	-	-	-
Other Loan Interest Payment	-	-	-
<b>Total non-operating revenues (expenses)</b>	<u>362,900</u>	<u>-</u>	<u>362,900</u>
Income (loss) before transfers	1,156,200	(687,400)	468,800
Other financing sources (uses):			
Transfers in	-	-	-
Transfers Out	-	-	-
<b>Increase (decrease) in net assets</b>	<u>\$ 1,156,200</u>	<u>\$ (687,400)</u>	<u>\$ 468,800</u>
<b>Increase (decrease) in net assets before depreciation</b>	<u>\$ 1,907,700</u>	<u>\$ 39,200</u>	<u>\$ 1,946,900</u>

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**County of Ventura**  
**Airport Enterprise-Camarillo**  
**Budget to Actual**  
**July 1, 2019 thru March 31, 2020**  
**(Rounded to the nearest hundred)**  
**(Unaudited)**

	<b>Adopted Budget as of Mar 2020</b>	<b>Adjusted Budget as of Mar 2020</b>	<b>YTD Actuals &amp; Accruals thru Mar 2020</b>	<b>% Variance</b>
<b>Revenues:</b>				
Permits	\$ 6,316	\$ 6,316	\$ 33,600	532%
Fines and penalties	10,062	10,062	8,800	87%
Rents and concessions	2,164,000	2,164,000	1,832,000	85%
Percentage lease rent	131,500	131,500	114,900	87%
Tiedown rents	86,800	86,800	102,600	118%
Hangar rents	625,900	625,900	426,100	68%
Land rent - hangars	416,000	416,000	307,800	74%
Transient tiedown rents	4,500	4,500	3,200	71%
Landing fees	66,900	66,900	41,300	62%
Parking fees	-	-	-	0%
Gas & oil fuel flow percentage	236,100	236,100	177,200	75%
% rent-all other gross rec	1,860,100	1,860,100	1,224,400	66%
Miscellaneous	30,695	30,695	7,800	25%
Total operating revenues	<u>\$ 5,638,873</u>	<u>\$ 5,638,873</u>	<u>\$ 4,279,700</u>	<u>76%</u>
<b>Expenditures:</b>				
<b>Current:</b>				
Salaries and wages	\$ 1,576,651	\$ 1,576,651	\$ 1,048,200	66%
Benefits	1,216,960	1,216,960	816,600	67%
Admin Salary allocated to Oxnard Airport	(303,100)	(303,100)	(198,800)	66%
Agricultural	17,180	17,180	3,800	22%
Uniforms and clothing	15,040	15,040	7,500	50%
Communications	58,546	77,586	67,300	87%
Household expense	30,100	30,136	5,300	18%
Insurance	36,594	36,594	14,200	39%
Indirect county costs	67,332	67,332	33,700	0%
Maintenance-equipment	74,750	76,628	38,100	50%
Maintenance-building and improvements	363,394	404,413	119,600	30%
Medical	2,580	2,580	-	0%
Memberships and dues	20,420	20,420	6,700	33%
Miscellaneous	31,699	36,001	29,700	82%
Office expense	52,323	52,337	25,400	49%
Professional and specialized services	399,155	500,427	328,700	66%
Rents and leases - equipment	27,500	27,500	27,800	101%
Small tools and equipment	26,927	36,168	57,600	159%
Transportation charges	82,560	82,560	73,200	89%
Conference and seminars	63,140	63,140	24,500	39%
Utilities	192,404	192,404	126,300	66%
Education, books and training	15,160	15,160	19,900	131%
Taxes and licenses	59,617	59,617	59,600	100%
Bad debts	20,000	20,000	-	0%
Depreciation	992,903	992,903	751,500	76%
Total operating expenditures	<u>\$ 5,139,835</u>	<u>\$ 5,316,637</u>	<u>\$ 3,486,400</u>	<u>66%</u>
Operating income (loss)	<u>\$ 499,038</u>	<u>\$ 322,236</u>	<u>\$ 793,300</u>	<u>246%</u>

**County of Ventura**  
**Airport Enterprise-Camarillo**  
**Budget to Actual**  
**July 1, 2019 thru March 31, 2020**  
**(Rounded to the nearest hundred)**  
**(Unaudited)**

	<b>Adopted Budget as of Mar 2020</b>	<b>Adjusted Budget as of Mar 2020</b>	<b>YTD Actuals &amp; Accruals thru Mar 2020</b>	<b>% Variance</b>
<b>Non-operating revenues (expenses):</b>				
State and federal grants	\$ -	\$ -	\$ 46,600	
Prior Year Revenue	-	-	-	
Contribution to Outside Agency	(5,000)	(5,000)	-	
Gain/Loss Disposal Fixed Asset	-	-	-	
Interest income	297,435	297,435	316,300	106%
Interest expense	-	-	-	
Other loan payments	-	-	-	
Total non-operating revenues (expenses)	<u>292,435</u>	<u>292,435</u>	<u>362,900</u>	<u>124%</u>
Income (loss) before transfers	791,473	614,671	1,156,200	188%
<b>Other financing sources (uses):</b>				
Transfers in	-	-	-	-
Transfers Out	-	-	-	-
<b>Increase (decrease) in net assets</b>	<u><b>\$ 791,473</b></u>	<u><b>\$ 614,671</b></u>	<u><b>\$ 1,156,200</b></u>	<u><b>188%</b></u>
<b>Increase (decrease) in net assets before depreciation</b>	<u><b>\$ 1,784,376</b></u>	<u><b>\$ 1,607,574</b></u>	<u><b>\$ 1,907,700</b></u>	<u><b>119%</b></u>

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**County of Ventura**  
**Airport Enterprise-Oxnard**  
**Budget to Actual**  
**July 1, 2019 thru March 31, 2020**  
**(Rounded to the nearest hundred)**  
**(Unaudited)**

	<b>Adopted Budget as of Mar 2020</b>	<b>Adjusted Budget as of Mar 2020</b>	<b>YTD Actuals &amp; Accruals thru Mar 2020</b>	<b>% Variance</b>
<b>Revenues:</b>				
Permits	\$ 3,072	\$ 3,072	\$ 3,700	120%
Fines and penalties	3,674	3,674	1,800	49%
Rents and concessions	92,400	92,400	206,400	223%
Percentage lease rent	143,200	143,200	126,800	89%
Tiedown rents	3,300	3,300	3,000	91%
Hangar rents	333,800	333,800	252,900	76%
Land rent - hangars	109,700	109,700	82,200	75%
Transient tiedown rents	100	100	300	300%
Landing fees	19,500	19,500	9,500	49%
Parking fees	19,000	19,000	20,100	106%
Gas & oil fuel flow percentage	56,700	56,700	40,900	72%
% rent-all other gross rec	532,400	532,400	383,900	72%
Miscellaneous	2,400	2,400	2,200	92%
<b>Total operating revenues</b>	<b>\$ 1,319,246</b>	<b>\$ 1,319,246</b>	<b>\$ 1,133,700</b>	<b>86%</b>
<b>Expenditures:</b>				
<b>Current:</b>				
Salaries and wages	\$ 402,355	\$ 402,355	\$ 250,700	62%
Benefits	415,769	415,769	257,300	62%
Admin salaries allocated from Camarillo Airport	293,100	293,100	198,800	68%
Agricultural	3,080	3,080	-	0%
Uniforms and clothing	20,691	20,691	4,000	19%
Communications	10,855	10,855	15,700	145%
Household expense	13,800	13,800	24,600	178%
Insurance	7,177	7,177	7,700	107%
Indirect county costs	27,403	27,403	13,700	0%
Maintenance-equipment	44,800	44,800	14,900	33%
Maintenance-building and improvements	110,952	127,691	133,300	104%
Medical	650	650	-	0%
Memberships and dues	4,300	4,300	1,100	26%
Miscellaneous expense	24,510	24,510	16,300	67%
Office expense	9,223	9,223	2,700	29%
Professional and specialized services	101,090	116,144	37,700	32%
Rents and leases - equipment	11,780	11,780	4,500	38%
Small tools and equipment	9,353	9,353	-	0%
Transportation charges	38,880	38,880	47,100	121%
Conference and seminars	33,150	33,150	1,000	3%
Utilities	101,148	101,148	61,300	61%
Education, books and training	1,300	1,300	2,100	0%
Bad debts	15,000	15,000	-	0%
Depreciation	956,962	956,962	726,600	76%
<b>Total operating expenditures</b>	<b>\$ 2,657,328</b>	<b>\$ 2,689,121</b>	<b>\$ 1,821,100</b>	<b>68%</b>
<b>Operating income (loss)</b>	<b>\$ (1,338,082)</b>	<b>\$ (1,369,875)</b>	<b>\$ (687,400)</b>	<b>50%</b>

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**County of Ventura**  
 Airport Enterprise-Oxnard  
 Budget to Actual  
 July 1, 2019 thru March 31, 2020  
 (Rounded to the nearest hundred)  
 (Unaudited)

	Adopted Budget as of Mar 2020	Adjusted Budget as of Mar 2020	YTD Actuals & Accruals thru Mar 2020	% Variance
<b>Non-operating revenues (expenses):</b>				
State and federal grants	\$ -	\$ -	\$ -	
Prior Year Revenue	-	-	-	
Contribution to Outside Agency	-	-	-	
Gain/Loss Disposal Fixed Asset	-	-	-	
Insurance Proceeds	-	-	-	
Other Loan Interest Payment	-	-	-	
Total non-operating revenues (expenses)	-	-	-	
Income (loss) before transfers	(1,338,082)	(1,369,875)	(687,400)	50%
<b>Other financing sources (uses):</b>				
Transfers in	-	-	-	-
Transfers Out	-	-	-	-
<b>Increase (decrease) in net assets</b>	<b>\$ (1,338,082)</b>	<b>\$ (1,369,875)</b>	<b>\$ (687,400)</b>	<b>50%</b>
<b>Increase (decrease) in net assets before depreciation</b>	<b>\$ (381,120)</b>	<b>\$ (412,913)</b>	<b>\$ 39,200</b>	<b>9%</b>

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# AVIATION ADVISORY COMMISSION

## 2020

### ROTATION LIST

MEETING	MEMBER
JANUARY	GARY JACOBS
FEBRUARY	MAGGIE BIRD
MARCH	NANETTE METZ
APRIL	ROBERT TRIMBORN
MAY	ADRIANA VAN DER GRAAF
JUNE	BRUCE HAMOUS
JULY	BOBBY WILLIAMS
AUGUST	JULIE MINO
SEPTEMBER	STEVE WEISS
OCTOBER	JAMES FLICKINGER
NOVEMBER	GARY JACOBS
DECEMBER	MAGGIE BIRD

IF YOU CANNOT ATTEND ON YOUR APPOINTED MEETING DATE, PLEASE ARRANGE WITH ANOTHER MEMBER TO SUBSTITUTE FOR YOU.

THANK YOU!

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**DEPARTMENT OF AIRPORTS  
2020 MEETING SCHEDULES**

**AAC/CAA/OAA**

<b>AVIATION ADVISORY COMMISSION</b>	<b>CAMARILLO &amp; OXNARD AUTHORITIES</b>
January 6	January 9 (CANCELED)
February 3	February 13
March 2	March 12
April 6 (CANCELED)	April 9 (CANCELED)
May 4 (CANCELED)	May 14 (CANCELED)
June 1 (CANCELED)	June 11
July 6	July 9
August 3	August 13
September 8 (DUE TO HOLIDAY)	September 10
October 5	October 8
November 2	November 12
December 7	December 10

The Aviation Advisory Commission meets on the first Monday of the month (exceptions are noted above in yellow highlight) at 7:00 p.m. in the Camarillo City Council Chambers, 601 Carmen Drive, Camarillo.

The Camarillo & Oxnard Airport Authorities meet jointly on the second Thursday of the month at 7:00 p.m. in the Camarillo City Council Chambers, 601 Carmen Drive, Camarillo.

8i



555 AIRPORT WAY, SUITE B  
CAMARILLO, CA 93010  
PHONE: (805) 388-4274  
FAX: (805) 388-4366  
[WWW.VENTURA.ORG/AIRPORTS](http://WWW.VENTURA.ORG/AIRPORTS)  
[WWW.IFLYOXNARD.COM](http://WWW.IFLYOXNARD.COM)

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March 2, 2020

Mr. Mark Sullivan  
The Law Office of Mark F. Sullivan  
2625 Townsgate Rd., Suite 330  
Westlake Village, CA 91361

RE: Airport Properties Limited, LLC; Public Records Request dated  
January 29, 2020

Dear Mark,

Attached are a partial fulfillment of the materials relating to your Public Records  
Request dated January 29, 2020, with the balance to be provided by Friday, March 6,  
2020.

Sincerely,

A handwritten signature in black ink that reads "Madeline Herrle". The signature is written in a cursive, flowing style.

Madeline Herrle

Lease Manager

[Madeline.Herrle@Ventura.org](mailto:Madeline.Herrle@Ventura.org)

805.388.4243

Enclosures

9a





555 AIRPORT WAY, SUITE B  
GAMARILLO, CA 93010  
PHONE: (805) 388-4274  
FAX: (805) 388-4366  
[WWW.VENTURA.ORG/AIRPORTS](http://WWW.VENTURA.ORG/AIRPORTS)  
[WWW.IFLYOXNARD.COM](http://WWW.IFLYOXNARD.COM)

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March 10, 2020

Mr. Mark Sullivan  
The Law Office of Mark F. Sullivan  
2625 Townsgate Rd., Suite 330  
Westlake Village, CA 91361

RE: Airport Properties Limited, LLC; Public Records Request dated  
January 29, 2020

Dear Mark,

Attached are the balance of the materials relating to your Public Records Request dated  
January 29, 2020.

Sincerely,

A handwritten signature in blue ink that reads "Madeline Herrle". The signature is fluid and cursive, with the first name being more prominent.

Madeline Herrle  
Lease Manager  
[Madeline.Herrle@Ventura.org](mailto:Madeline.Herrle@Ventura.org)  
805.388.4243

Enclosures

9b

March 10, 2020

Ms. Jackie Rose, Director  
Ventura County Animal Services  
600 Aviation Drive  
Camarillo, CA 93010

RE: Lease/MOU renewal – Camarillo Airport Business Park

Dear Jackie:

On behalf of the Department of Airports (DOA), for your consideration, we have outlined a lease/MOU renewal proposal for the Animal Services Facility located in the Camarillo Airport Business Park. The existing lease/MOU is due to expire on June 30, 2020 and no renewal options remain.

**Renewal Term & Option:** Five years, commencing on July 1, 2020, together with five one-year renewal options with DOA approval. Either party may terminate the lease during any of the option periods, with at least 3 months' advance notice.

**Premises:** Existing land premises of 204,166 square feet.

**Rent:** The Monthly Rent during the initial term shall be the equivalent of the then-current ground rent for aviation properties published in the Rent & Fee Schedule, as approved by the Board of Supervisors for fiscal year 2020-2021.

The current aviation rental rate is \$.875/square foot/year. (Animal Services' rent for the period 7/1/2016-6/30/2020 is \$.83/square foot/year = \$14,121/month. Based on the current ground rental rate for aviation property, the monthly charge would be \$14,887/month).

**Rent Adjustments:** Monthly rent will be adjusted at the beginning of each option term to the then-current aviation ground rental rate.

9c1

Use of Property:

In addition to its normal program services, Animal Services shall continue to provide emergency shelter services during local emergencies, evacuations, and other events requiring animal transport, rescue and shelter.

All other conditions in the existing lease/MOU shall remain the same.

Thank you for the opportunity to offer Animal Services a renewal proposal, and we look forward to working with you.

Sincerely,



Madeline Herrle

Lease Manager

[Madeline.Herrle@Ventura.org](mailto:Madeline.Herrle@Ventura.org)

805.388.4243

Cc: Kip Turner, CM, - Director of Airports

902

March 17, 2020

Mr. Gregory Peacock  
Tactical Communications  
473 Post Street  
Camarillo, CA 93010

RE: Lease renewal proposal

Dear Greg:

Thank you for your proposal dated January 30, 2020 to renew your lease for an extended period, as you noted for a 2-3 year period.

After review of the lease history and in consideration of the structure of other leases at the Airport Business Park, we propose an adjustment to your lease such that it conforms more closely with the other office leases in the business park, either as a multi-tenant building with a load factor added to the useable square footage for common area facilities (which methodology was used in the past in the early 2000s as a Voiceboard lease), or as a single occupancy-occupied building in entirety.

Pending an updated appraisal of the office premises, we can minimally rely upon the office rental value used in 2016 by appraisal at \$1.20 per square foot per month as a starting point. Prior to finalizing an extension agreement, we will want to inspect the premises including the second floor and seek a market opinion of value.

We have outlined below a renewal proposal based on your existing arrangement leasing the entire building. Although required by your lease to provide them to the Landlord, we do not have copies of your subleases and do not control those relationships.

On behalf of the Department of Airports, we are pleased to present the following proposal to lease space at the Camarillo Airport Business Park under the following proposed terms and conditions:

**Tenant:** Tactical Communications Corporation

**Premises:** 13,990 square feet of office space located at 473 Post St., Camarillo, CA together with 22 reserved parking spaces and 3 reserved handicap parking spaces surrounding building.

**Term:** Three years, commencing April 1, 2020 and ending March 31, 2023.

9d1

Gregory Peacock  
March 17, 2020  
Page two

**Rent:** Monthly rent shall be payable in advance at the rate of \$1.20 per square foot per month (\$16,788.00 per month). Tenant to pay its own direct utilities (electricity and trash), janitorial, interior repairs and maintenance (light bulbs, window coverings, plumbing and electrical repairs, water heaters, HVAC distribution/balancing, thermostats, etc.), security system including exterior doors and locks, internet, cable and telephone.

**Rent Adjustments:** The Monthly Rent shall be adjusted annually based on the change in the Consumer Price Index (Los Angeles index – All Urban Consumers CPI-U 1982-84 = 100) with a minimum annual adjustment of three percent (3%).

**Maintenance:** Landlord to be responsible for roof, gutters and downspouts and exterior maintenance, including landscaping, utilities repair up to the point of connection to the building, and HVAC maintenance and replacements, elevator maintenance and repair, and parking lot maintenance.

**Additional charges:** Tenant shall pay a Possessory Interest Tax, which is assessed directly by the County Assessor's office.

**Aquarium/Fish tank:** Tenant may remove the fish tank and its components and parts at any time and restore the area. If Tenant retains the fish tank, Tenant agrees to continue to be responsible for all parts, costs, and maintenance, including water use, and Tenant shall continue to pay for 70% of the water bill for the entire building. If Tenant removes the fish tank, Landlord shall pay all water/sewer expenses allocable to 473 Post.

This proposal shall remain valid for two weeks, to expire March 31, 2020. If the parties have not reached agreement for a lease extension prior to March 31, 2020, then in accordance with the holdover and rental clause, your monthly rent will be adjusted by three percent increase and subject to a thirty day notice of cancellation. Keep in mind that the holdover provision applies to your entire leased premises, and these premises cannot be partially surrendered.

The above represents a summary of lease provisions to be incorporated into the lease, however it shall be non-binding upon Tenant and Landlord until such time that the parties execute a lease.

9d2

Gregory Peacock  
March 17, 2020  
Page three

This Lease Proposal is an outline of the major contemplated lease provisions only and is not a legally binding agreement to lease. Neither Landlord nor Tenant shall have any legal obligation or liability to the other with respect to the matters set forth in this Lease Proposal unless and until both parties execute a definitive lease. Neither party shall have any obligation to continue discussions or negotiations for any such lease.

Thank you for your consideration and please let us know if you have additional questions regarding this proposal.

Sincerely,



Madeline Herrle

Lease Manager

[Madeline.Herrle@Ventura.org](mailto:Madeline.Herrle@Ventura.org)

805.388.4243

Cc: Kip Turner, CM  
Director of Airports

9d3

March 20, 2020

Mr. Scott Barer  
6303 Owensmouth Ave., 10<sup>th</sup> Floor  
Woodland Hills, CA 91367

RE: Public Records request dated March 17, 2020

Dear Mr. Barer,

Attached is the cost estimate for fulfilling the records request of your email communication to me dated March 17, 2020 which total \$58.95 (12 requests).

The Department of Airports will process this request upon payment, and the documents will be ready to be picked up within 14 days after such payment is received.

Sincerely,



Madeline Herrle

Lease Manager

[Madeline.Herrle@Ventura.org](mailto:Madeline.Herrle@Ventura.org)

805.388.4243

Enclosure



March 24, 2020

Assemblymember Jacqui Irwin  
2301 East Daily Drive, Suite 200  
Camarillo, CA 93010

**Subject: N95 Masks**

Dear Ms. Irwin,

The Department of Airports would like to assist in the need for Personal Protective Equipment by donating 1,440 pieces of N95 masks. Please feel free to distribute to frontline and emergency responders as needed.

We hope our contribution will help protect those on the frontline.

Sincerely,



Kip Turner, C.M.  
Director of Airports



Byron Hamilton, A.C.E.  
Airport Maintenance Supervisor

March 30, 2020

Mr. Scott Barer  
6303 Owensmouth Ave., 10<sup>th</sup> Floor  
Woodland Hills, CA 91367

RE: Public Records request dated March 17, 2020

Dear Mr. Barer,

Attached are the documents in response to your Public Records Request, which total 381 pages.

Sincerely,



Madeline Herrle  
Lease Manager  
[Madeline.Herrle@Ventura.org](mailto:Madeline.Herrle@Ventura.org)  
805.388.4243

Enclosures

April 2, 2020

TO: Ventura County Airport Commission, Airport Authorities, & Tenants

FROM: Director of Airports – Ventura County Department of Airports (DOA)

**RE: Update on Coronavirus Impact and Actions at Department of Airports**

With the fallout from the 2019 novel coronavirus (COVID-19), airports worldwide are now faced with many unique challenges that had not been contemplated.

We continue to monitor the impact of COVID-19 and the effect it is having on airports. Regular updates will be provided as the crisis evolves.

The health and well-being of the public and our employees is always the top priority while we maintain critical operations.

**Some of the measures taken by DOA related to COVID-19 include the following:**

- Closed offices to public
- Operating with essential personnel only
- Some essential employees teleworking from home to help with social distancing
- Cancelled April Airport Commission & Authority meetings
- Authorized additional land for Ventura County Emergency Medical Services Agency
- Authorized County Foodshare non-profit location at CMA for weekly food distributions
- Requested commercial operators on both airports to report their 'essential operations'
- Initiated hiring freeze on all open positions at DOA
- Initiated baseline budgeting projections for next fiscal year
- Evaluating capital project timelines due to impacts from COVID-19
- DOA transferred 1,440 N95 masks to County OES
- Working on possible temporary relief for those that can demonstrate, with documentation, substantial financial hardship caused by COVID-19
- Tracking operations numbers daily to help determine overall impact to airports
- Implemented new practices within facilities to ensure employee safety
- Tracking industry impacts and correlation to Ventura Airports
- Working with industry associations to help strategize recovery options

9h1

COVID-19 is having devastating effects on the aviation industry overall. We are closely monitoring to what extent the crisis is impacting our airports. Initial operations at both airports dropped approximately 45-50% for a short time, however operations did appear to pick back up within the past few days. We are now averaging a daily decrease in operations closer to 25-30%.

As noted above, we are evaluating all capital projects that were planned for this calendar year and next calendar year to try and determine if those projects need to be delayed or rescheduled. The department maintains a strong cash reserve in anticipation for several major capital projects that are on the near horizon, however this crisis may require prudent financial planning for the next 12-24 months while the industry and the world recovers.

We are exploring ways to help support our airport business partners to include preparing a potential temporary rent deferment option for those that can demonstrate, with documentation, substantial financial hardship caused by COVID-19. We anticipate having a proposal that can be presented to the County Board of Supervisors early this month.

The department has posted signs at the public access buildings with directions on how to continue conducting business with the department during this crisis and while offices are closed to the public. Pretty much everything that users and/or tenants need in terms of continued service can be done either on our website or by phone.

If you have any questions, please contact me at 805-388-4200.

Sincerely,

A handwritten signature in black ink, appearing to read "Kip Turner", with a long horizontal flourish extending to the right.

Kip Turner, C.M., C.A.E.  
Director of Airports

# NOTICE

To: Camarillo Airport Tenants  
From: Camarillo Airport Operations Supervisor  
Date: April 7, 2020  
Re: **Taxiways Closed April 20 through April 24**

The following taxiways at the Camarillo Airport will be closed due to a pavement maintenance to Taxiway H. The closure dates are as follows:

**April 20, 7AM to April 21, 7AM (Phase 1, see attached)**  
**Closed: Taxiway A, Taxiway H (between taxiway A and B), Taxiway G (west of Taxiway B)**

**April 21, 7AM to April 24, 7AM (Phase 2, see attached)**  
**Closed: Taxiways B, C, D, H**

**April 24, 7AM to April 24, 5PM (Phase 3, see attached)**  
**Closed: Taxiway C (between taxiway F and H), Taxiway D (between taxiway F and H, Taxiway E, Taxiway F (west of taxiway C), Taxiway H (between taxiway D and E)**

**All times are in local time.**

**Please note the schedule is subject to adjustment for weather.**

Please contact John Feldhans at (805) 402-9971 for any questions about this project. Thank you for your understanding and cooperation.

Sincerely,



John Feldhans  
Camarillo Airports Operations Supervisor

*Airport Operations on duty 24 hours: Cell: 805-947-6804*

9i

April 9, 2020

Mr. John Battle, Managing Director  
Lee & Associates  
26050 Mureau Rd. #101  
Calabasas, CA 91302

RE: Rancho Victoria Development  
Oxnard, California

Dear Mr. Battle,

Airport Director Kip Turner asked me to respond to the recent email you sent him regarding the marketing work you are doing at the proposed Rancho Victoria development, specifically you mentioned a client interested in developing a day care center on one of the development lots and requested feedback on the use from the Airport Department.

This area and the development to the east which you referenced are in the Traffic Pattern Zone of the airport and thus in a zone subject to all the risks of locating in an area where airplanes circle and make approaches and take offs from the airport. Any use which encourages groups of people such as churches, gyms, schools, retirement living, residential, etc. is not a recommended compatible use to locate near an airport, particularly in the traffic pattern zone, and a day care would be an unapproved use according to the Ventura County Airport Comprehensive Airport Land Use Plan.

The residential development to the east did not receive Airports' approval through density reduction and we have not commented formally on its plans. Projects in the traffic pattern zone require an Avigation Easement and may also be subject to additional requirements for noise reduction.

As you may know, school districts have been successful in siting in areas which otherwise would be deemed not compatible with zoning and land use restrictions because California state law permits school districts to override local land use restrictions by a two-thirds vote. I am not sure what happened with the elementary school in 2009 but you can be confident that the Department of Airports objected to the proposed use at the time.

9/1

John Battle  
April 9, 2020  
Page two

Hopefully the above has been a guide to assisting you in evaluating how the Department of Airports would view proposed uses around the airport, but please don't hesitate to contact me if you have additional questions.

Sincerely

Madeline Herrle, CSM, RPA  
Lease Manager  
[Madeline.Herrle@Ventura.org](mailto:Madeline.Herrle@Ventura.org)  
805.388.4243

Cc: Dave Nafie, Deputy Director  
Kip Turner, CM - Director of Airports

9j2



## MEMORANDUM

TO: Airport Hangar Tenants  
FROM: Madeline Herrle, Lease Manager  
DATE: April 10, 2020  
RE: Hangar improvement work

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This is just a reminder that as many of you wish to make modifications, repairs or improvements to your hangars, please make sure you first run your plans by the Department of Airports for approval.

These can be in the form of a sketch or just a written description of what you plan to do, so that the Department can review them for the change, and keep a records in your file, or to advise if a building permit will be necessary. Section 15 or 16 (depending upon if County of Private hangar lease) notes this requirement.

We also have a list on the website of those mobile mechanics or tradesfolks who have current Activity permits to work on the airfield, as those without a permit or without DOA approval are not allowed to work on improvements. The contractors that you may hire for specific work have to have a contractor's license and provide the County with evidence of insurance.

Thanks for your assistance in making sure your hangars are well maintained. Following these guidelines helps when you go to sell your hangar for the new buyer to know your improvements have been permitted and won't need to be removed or brought up to code if they were not permitted, and ensures the safety of your neighbors on the airfield.

May 13, 2020

Ms. Rhonda Rance, Senior Realty Specialist  
Real Property Utilization and Disposal (9PZ)  
U.S. General Services Administration  
Via email: [rhonda.rance@gsa.gov](mailto:rhonda.rance@gsa.gov)

**RE: WRITTEN NOTICE OF INCOMPATIBILITY**

DHS ICE Office Space – Notice of Determination of Homeless Suitability & Availability  
275 Skyway Drive, Camarillo, Ventura County, California 93010  
GSA Control No. 9-X-CA-0410-AO  
HUD Property No. 54202020001

Dear Ms. Rance:

On behalf of the Ventura County Department of Airports, please consider this communication as a **Written Notice of Incompatibility** for the above-referenced Notice of Determination of Homeless Suitability and Availability with respect to the above-referenced site located at the Camarillo Airport and Business Park in Camarillo, California, known as the "DHS ICE OFFICE".

We cite the following reasons for our objections to this determination:

1. **Use incompatible with existing Land Use and impact on the Federal Aviation Administration (FAA) Grant Assurances for Airport Sponsor (Ventura County Department of Airports)**

In order to obtain vital funding for capital improvements and planning assistance, the County of Ventura has entered into grant agreements with the FAA under the Airport Improvement Program. As a condition of receiving these grants, the FAA requires Airport Sponsors to comply with a number of Grant Assurances. One in particular applies to this subject property and potential use as a homeless shelter:

**Grant Assurance No. 21: Compatible Land Use.**

*It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.*

Ms. Rhonda Rance  
U.S. General Services Administration  
Written Notice of Incompatibility  
GSA Control No. 9-X-CA-0410-AO  
May 13, 2020  
Page 2

The General Plan for the City of Camarillo (Updated 12/2017) and the Ventura County Airport Comprehensive Land Use Plan designates only uses considered to be compatible with normal airport operations be allowed within the vicinity of the Airport. The current designation of the subject property is Public. The use of the subject property for residential use could require a General Plan amendment that the Department of Airports would be compelled to oppose per Grant Assurance No. 21. Any residential use is considered to be an unacceptable use pursuant to the Ventura County Airport Comprehensive Land Use Plan. For these reasons, the Department of Airports objects to any proposed use, including as a homeless shelter, which would reduce the property's compatibility with the Camarillo Airport.

2. This site is within the Airport Traffic Pattern Zone subject to aircraft hazards. The FAA has determined that congregation of people for overnight sleeping/residential use, services such as training, senior and child care and schools are incompatible in the Airport Traffic Pattern Zone.

For the above reasons, we strongly object to the use of this site for Homeless Services.

Thank you for your consideration of our objection and please feel free to contact me at (805) 388-4200 should you have any additional questions.

Sincerely,



KIP TURNER, C.M.  
Director of Airports

9L2

May 13, 2020

Mr. Rick Etter  
U.S. Department of Transportation  
Airport Improvement Branch  
Federal Aviation Administration  
Via email: [Rick.Etter@faa.gov](mailto:Rick.Etter@faa.gov)

**RE: NOTICE OF INTEREST**  
DHS ICE Office Space  
275 Skyway Drive, Camarillo, Ventura County, California 93010  
GSA Control No. 9-X-CA-0410-AO

Dear Mr. Etter:

Please consider this letter as a Notice of Interest from the Ventura County Department of Airports in the above-captioned surplus property.

The Ventura County Department of Airports is expressing interest in adding this property to its Camarillo Airport Business Park development. The property is ideally situated adjacent to County Airport property and associated infrastructure, and would also augment Camarillo Airport's ability to meet its requirement under Federal Aviation Administration (FAA) grant assurances to be self-sustaining.

Camarillo Airport Business Park is a vital part of the Ventura County Airports' business environment, which contributes over \$232 million in economic impact annually. The Camarillo Airport is home to four Fixed Base Operation businesses, and numerous other commercial businesses that support both the airport and the community.

Pursuant to Statute 49 U.S.C. 47151 for use as a Public Airport, the Ventura County Department of Airports requests, through the FAA, to acquire the property at 275 Skyway. We believe a formal application process may take approximately six months, although this is speculative since the COVID-19 pandemic may affect the ability to work with colleagues at the FAA who may also be similarly displaced from their usual work environment.

The Department of Airports also wishes to register our objection to contemplation of the use of the property for Homeless Services. Residential uses on an airport are incompatible per Federal Aviation Regulations, as well as having significant disadvantages of being distant from health and social services, and not served by local public transportation (bus). Please see separate correspondence attached to this letter from the Department of Airports detailing our objections.

9ml

Mr. Rick Etter  
U.S. Department of Transportation  
Notice of Interest  
GSA Control No. 9-X-CA-0410-AO  
May 13, 2020  
Page 2

Thank you for your consideration and we look forward to hearing back from you.

Sincerely,



KIP TURNER, C.M.  
Director of Airports

Attachment:

Department of Airports Written Notice of Incompatibility dated May 13, 2020

cc: Rhonda Rance, Senior Realty Specialist via email: [rhonda.rance@gsa.gov](mailto:rhonda.rance@gsa.gov)  
Real Property Utilization and Disposal (9PZ)  
U.S. General Services Administration  
Sue Hughes, County Executive Office

9m2



555 AIRPORT WAY, SUITE B  
CAMARILLO, CA 93010  
PHONE: (805) 388-4274  
FAX: (805) 388-4366  
[WWW.VENTURA.ORG/AIRPORTS](http://WWW.VENTURA.ORG/AIRPORTS)  
[WWW.IFLYOXNARD.COM](http://WWW.IFLYOXNARD.COM)

May 13, 2020

Ms. Rhonda Rance, Senior Realty Specialist  
Real Property Utilization and Disposal (9PZ)  
U.S. General Services Administration  
Via email: [rhonda.rance@gsa.gov](mailto:rhonda.rance@gsa.gov)

**RE: WRITTEN NOTICE OF INCOMPATIBILITY**

DHS ICE Office Space – Notice of Determination of Homeless Suitability & Availability  
275 Skyway Drive, Camarillo, Ventura County, California 93010  
GSA Control No. 9-X-CA-0410-AO  
HUD Property No. 54202020001

Dear Ms. Rance:

On behalf of the Ventura County Department of Airports, please consider this communication as a **Written Notice of Incompatibility** for the above-referenced Notice of Determination of Homeless Suitability and Availability with respect to the above-referenced site located at the Camarillo Airport and Business Park in Camarillo, California, known as the "DHS ICE OFFICE".

We cite the following reasons for our objections to this determination:

1. **Use incompatible with existing Land Use and impact on the Federal Aviation Administration (FAA) Grant Assurances for Airport Sponsor (Ventura County Department of Airports)**

In order to obtain vital funding for capital improvements and planning assistance, the County of Ventura has entered into grant agreements with the FAA under the Airport Improvement Program. As a condition of receiving these grants, the FAA requires Airport Sponsors to comply with a number of Grant Assurances. One in particular applies to this subject property and potential use as a homeless shelter:

**Grant Assurance No. 21: Compatible Land Use.**

*It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.*

**ATTACHMENT**

9m3

Ms. Rhonda Rance  
U.S. General Services Administration  
Written Notice of Incompatibility  
GSA Control No. 9-X-CA-0410-AO  
May 13, 2020  
Page 2

The General Plan for the City of Camarillo (Updated 12/2017) and the Ventura County Airport Comprehensive Land Use Plan designates only uses considered to be compatible with normal airport operations be allowed within the vicinity of the Airport. The current designation of the subject property is Public. The use of the subject property for residential use could require a General Plan amendment that the Department of Airports would be compelled to oppose per Grant Assurance No. 21. Any residential use is considered to be an unacceptable use pursuant to the Ventura County Airport Comprehensive Land Use Plan. For these reasons, the Department of Airports objects to any proposed use, including as a homeless shelter, which would reduce the property's compatibility with the Camarillo Airport.

2. This site is within the Airport Traffic Pattern Zone subject to aircraft hazards. The FAA has determined that congregation of people for overnight sleeping/residential use, services such as training, senior and child care and schools are incompatible in the Airport Traffic Pattern Zone.

For the above reasons, we strongly object to the use of this site for Homeless Services.

Thank you for your consideration of our objection and please feel free to contact me at (805) 388-4200 should you have any additional questions.

Sincerely,



KIP TURNER, C.M.  
Director of Airports

**ATTACHMENT**

9m4





555 AIRPORT WAY, SUITE B  
CAMARILLO, CA 93010  
PHONE: (805) 388-4274  
FAX: (805) 388-4366  
[WWW.VENTURA.ORG/AIRPORTS](http://WWW.VENTURA.ORG/AIRPORTS)  
[WWW.IFLYQXNARD.COM](http://WWW.IFLYQXNARD.COM)

May 19, 2020

Mr. David Haase, Director  
Real Property Utilization and Disposal (9PZ)  
U.S. General Services Administration  
Via email: [david.haase@gsa.gov](mailto:david.haase@gsa.gov)

**RE: NOTICE OF INTEREST FOR NEGOTIATED SALE**  
DHS ICE Office Space  
275 Skyway Drive, Camarillo, Ventura County, California 93010  
GSA Control No. 9-X-CA-0410-AO

Dear Mr. Haase:

Please consider this letter as a Notice of Interest from the Ventura County Department of Airports in the above-captioned surplus property.

The Ventura County Department of Airports is expressing interest in adding this property to its Camarillo Airport Business Park development. The property is ideally situated adjacent to County Airport property and associated infrastructure, and would also augment Camarillo Airport's ability to meet its requirement under Federal Aviation Administration (FAA) grant assurances to be self-sustaining.

Camarillo Airport Business Park is a vital part of the Ventura County Airports' business environment, which contributes over \$232 million in economic impact annually. The Camarillo Airport is home to four Fixed Base Operation businesses, and numerous other commercial businesses that support both the airport and the community.

Pursuant to Statute 40 U.S.C. 545(b)(8), the Ventura County Department of Airports requests, through FAA funding, to acquire the property at 275 Skyway. We believe a formal application process may take approximately six months, although this is speculative since the COVID-19 pandemic may affect the ability to work with colleagues at the FAA who may also be similarly displaced from their usual work environment.

The Department of Airports also wishes to register our objection to contemplation of the use of the property for Homeless Services. Residential uses on an airport are incompatible per Federal Aviation Regulations, as well as having significant disadvantages of being distant from health and social services, and not served by local public transportation (bus). Please see separate correspondence attached to this letter from the Department of Airports detailing our objections.

9n1

Mr. David Haase  
U.S. General Services Administration  
Notice of Interest for Negotiated Sale  
GSA Control No. 9-X-CA-0410-AO  
May 19, 2020  
Page 2

Thank you for your consideration and we look forward to hearing back from you.

Sincerely,



KIP TURNER, C.M.  
Director of Airports

Attachment:

Department of Airports Written Notice of Incompatibility dated May 13, 2020

cc: Rhonda Rance, Senior Realty Specialist via email: [rhonda.rance@gsa.gov](mailto:rhonda.rance@gsa.gov)  
Real Property Utilization and Disposal (9PZ)  
U.S. General Services Administration  
Sue Hughes, County Executive Office

9n2

May 13, 2020

Ms. Rhonda Rance, Senior Realty Specialist  
Real Property Utilization and Disposal (9PZ)  
U.S. General Services Administration  
Via email: [rhonda.rance@gsa.gov](mailto:rhonda.rance@gsa.gov)

**RE: WRITTEN NOTICE OF INCOMPATIBILITY**

DHS ICE Office Space – Notice of Determination of Homeless Suitability & Availability  
275 Skyway Drive, Camarillo, Ventura County, California 93010  
GSA Control No. 9-X-CA-0410-AO  
HUD Property No. 54202020001

Dear Ms. Rance:

On behalf of the Ventura County Department of Airports, please consider this communication as a **Written Notice of Incompatibility** for the above-referenced Notice of Determination of Homeless Suitability and Availability with respect to the above-referenced site located at the Camarillo Airport and Business Park in Camarillo, California, known as the "DHS ICE OFFICE".

We cite the following reasons for our objections to this determination:

1. **Use incompatible with existing Land Use and impact on the Federal Aviation Administration (FAA) Grant Assurances for Airport Sponsor (Ventura County Department of Airports)**

In order to obtain vital funding for capital improvements and planning assistance, the County of Ventura has entered into grant agreements with the FAA under the Airport Improvement Program. As a condition of receiving these grants, the FAA requires Airport Sponsors to comply with a number of Grant Assurances. One in particular applies to this subject property and potential use as a homeless shelter:

*Grant Assurance No. 21: **Compatible Land Use.***

*It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.*

**ATTACHMENT**

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Ms. Rhonda Rance  
U.S. General Services Administration  
Written Notice of Incompatibility  
GSA Control No. 9-X-CA-0410-AO  
May 13, 2020  
Page 2

The General Plan for the City of Camarillo (Updated 12/2017) and the Ventura County Airport Comprehensive Land Use Plan designates only uses considered to be compatible with normal airport operations be allowed within the vicinity of the Airport. The current designation of the subject property is Public. The use of the subject property for residential use could require a General Plan amendment that the Department of Airports would be compelled to oppose per Grant Assurance No. 21. Any residential use is considered to be an unacceptable use pursuant to the Ventura County Airport Comprehensive Land Use Plan. For these reasons, the Department of Airports objects to any proposed use, including as a homeless shelter, which would reduce the property's compatibility with the Camarillo Airport.

2. This site is within the Airport Traffic Pattern Zone subject to aircraft hazards. The FAA has determined that congregation of people for overnight sleeping/residential use, services such as training, senior and child care and schools are incompatible in the Airport Traffic Pattern Zone.

For the above reasons, we strongly object to the use of this site for Homeless Services.

Thank you for your consideration of our objection and please feel free to contact me at (805) 388-4200 should you have any additional questions.

Sincerely,



KIP TURNER, C.M.  
Director of Airports

**ATTACHMENT**

9n4

June 23, 2020

Mr. Mark Sullivan  
The Law Office of Mark F. Sullivan  
2625 Townsgate Road, Suite 330  
Westlake Village, CA 91361

RE: Public Records Request dated June 16, 2020

Dear Mr. Sullivan,

Attached is the cost estimate for fulfilling the records request of your letter dated June 16, 2020 which totals \$0.09 (3 requests).

The Department of Airports will process this request upon payment, and the documents will be ready to be picked up within 14 days after such payment is received.

Sincerely,



Ana Castro  
Management Assistant  
[Ana.Castro@ventura.org](mailto:Ana.Castro@ventura.org)  
(805) 388-4211

Enclosure



## Council clears the air on jets

Seeks to ensure no 737s at hangar

*March 06, 2020*

By Hector Gonzalez  
hector@theacorn.com



IN WRITING—Camarillo City Council members passed a resolution Feb. 26 calling for a jet hangars project by Westlake Village-based RKR Inc. to comply with a joint powers agreement the city and county have had for the operation of Camarillo Airport since 1976. That pact includes the stipulation that “an aircraft weight limitation of 115,000 pounds shall be in effect.” Courtesy of RKR Inc.

Any final lease agreement between Ventura County and a Westlake Village company seeking to build jet hangars at Camarillo Airport must make mention of the city’s original operating agreement with the county, which includes a weight restriction, the Camarillo City Council has decided.

On Feb. 26 council members unanimously passed a resolution calling for the proposed project by RKR Inc. to comply with a joint powers agreement the city and county have had for the operation of Camarillo Airport since 1976.

That pact includes the stipulation that “an aircraft weight limitation of 115,000 pounds shall be in effect.”

Members of the Camarillo Oxnard Hangar Owners and Tenants Association worry that RKR’s proposed CloudNine jet hangar facility will open the airport to arrivals and takeoffs of big

10a1

commercial jets like Boeing's 737 class of business jets, which have a maximum weight limit of 171,000 pounds.

"It's a quality-of-life issue," Scott Barer, president of the hangar association, told council members. "The people who live on the eastern side of the airport, the seniors in Camarillo Springs, they don't need big 737 jets flying overhead."

Specifically, the resolution calls on the county to amend the proposed lease with RKR "to require that the project comply with the 1976 agreement," including the weight restrictions, and that it amend the environmental review statement for the project, called a mitigated negative declaration, in the same way. Both documents were prepared by county officials.

RKR is seeking the county's permission to build four jet hangars and offices at the northeast quadrant of the airport. In all, the project's total building area includes 100,800 square feet of hangar space and 20,650 square feet of office space.

Nick Martino, operations manager for RKR, sought to reassure the council that his company has no plans to let Boeing 737-size jets operate from the proposed hangar facility.

"RKR has repeatedly gone on record to publicly address this misinformation. These hangars are not physically designed to accommodate 737-type aircraft," he said. "The geometry of the hangars would prevent their use by 737-type aircraft."

Martino said the resolution unfairly singles out RKR's project.

"The resolution is discriminatory in nature," Martino said. "A better way would be for the city to work with the county on updating the Camarillo Airport master plan and joint powers agreement. We have been informed that such an update is slated for the near future. The master plan process allows the city and county and other interested stakeholders to have a voice, where each party can contribute to a sustainable growth plan through joint governance."

Mayor Tony Trembley said the resolution is directed at the county's approval process to date, specifically at the fact that the original operating agreement—with its weight stipulations—is not included in the county's proposed lease or in the mitigated negative declaration.

He repeatedly questioned Kip Turner, director of county airports, about the omissions.

"Just generally speaking, as a matter of principle, would you agree that when two parties enter into a contract it's because they want some certainty to that agreement?" Trembley said. "Would you also say that the two parties ought to respect that certainty? Would you also say it's fair to say that when two parties enter into a contract it protects both parties' rights?"

Turner said it would be difficult for the county to change a proposed lease agreement that was worked out months ago with RKR officials. Further, he said, "there's no need" to amend or



change the lease because RKR has shown a willingness to be a good community partner “by voluntarily offering not to have 737-type aircraft” at the proposed CloudNine facility.

Although county supervisors tentatively agreed to the project in September 2018, they have not yet signed a final lease for CloudNine.

According to the project’s mitigated negative declaration, the jet hangars would be accessed by an 84,000-square-foot ramp. In describing the ramp, the negative declaration document says its size “can accommodate an aircraft such as the Boeing Business Jet 737-800 or a Gulfstream G650, two of the largest types of aircraft that are anticipated to use the airport.”

It’s that wording that has prompted concerns by city officials and hangar association leaders. The latter wrote a letter to their members about the CloudNine project in November.

That same month, RKR CEO Ronald Rasak sent a letter to the county saying Boeing 737s will not operate from CloudNine.

“To be clear, RKR is not and has no intention now or in the future to allow Boeing 737 aircraft to operate from the CloudNine location,” Rasak wrote.

Even so, in November the city sent a letter to Erin Powers, project manager for the county airport department, noting that the original agreement and weight restriction were left out of both the proposed lease and the mitigated negative declaration.

In January, Steve Mattas, the general counsel for the Ventura County Transportation Commission, wrote a memorandum to the commission acknowledging the weight limit of 115,000 pounds in the 1976 agreement.

In its role as the county’s airport land-use commission, the VCTC will determine if RKR’s project is consistent with the county’s master plan for Camarillo Airport, which is slated to be updated later this month.

“The proposed lease terms arguably require the project to comply with the weight restrictions in the 1976 agreement, but for clarity it could be revised to expressly require compliance with the weight limit,” Mattas wrote to the commission.

# Plane experiences rough landing at Camarillo Airport

Staff reports Published 11:08 a.m. PT March 18, 2020 | Updated 1:07 p.m. PT March 18, 2020



A plane sits with its nose on the runway at Camarillo Airport on Wednesday after a crash. (Photo: ANTHONY PLASCENCIA/THE STAR)

A single-engine airplane experienced a rough landing at Camarillo Airport Wednesday morning but the pilot walked away uninjured, according to airport officials.

Ventura County Fire received reports of a plane down from the Camarillo tower at 10:37 a.m. at 275 W. Pleasant Valley Road, according to fire reports.

Kip Turner, director of airports for Ventura County, said the plane's nose wheel failed during landing and the aircraft hit the runway.



A plane gets towed from the runway at Camarillo Airport on Wednesday after a crash. (Photo: ANTHONY PLASCENCIA/THE STAR)

Only the pilot was aboard the craft and was uninjured, Turner said. The plane did leak some fuel.

"The fuel leak was not anything major of any kind," he said.

The plane and debris were removed from the scene. The airport runway was reopened at about 12:45 p.m., Turner said.

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Multiple fire crews and a helicopter were initially called to the scene but most were called off. Fire crews did remain on scene to assist with occupants and the fuel leak.

10b2



## Pantries pop up to meet growing demand

April 17, 2020



FOOD Share, Ventura County's food bank, is coordinating a countywide effort to provide pop-up pantries in response to the closure of multiple food pantries.

More than 20 pantries in the county have closed their doors due to the COVID-19 pandemic.

"We are working on providing alternative locations for low-income people experiencing food

insecurity to be able to access nutritious food," said Monica White, president and CEO of FOOD Share.

"We are immensely grateful to everyone who is working with us to provide temporary distribution sites, including the Conejo Recreation and Park District, the Camarillo Airport and the Ventura County Fairgrounds," White said.

Food boxes will be available for low-income families and individuals, but will be limited to one box per household.

For updated information on the new distribution sites along with pantry closures, go to [www.foodshare.com/covid19](http://www.foodshare.com/covid19).

FOOD Share continues to recruit volunteers, donors and food. For details, visit [foodshare.com](http://foodshare.com). For information on free Senior Food Kit distributions, go to [www.foodshare.com/seniorkits](http://www.foodshare.com/seniorkits).

## Coronavirus cancels Wings Over Camarillo air show

**Megan Diskin** Ventura County Star USA TODAY NETWORK

The August Wings Over Camarillo air show has been canceled due to the coronavirus, event officials said Tuesday.

The show would have celebrated its 40th anniversary this summer, but instead the two-day event slated for Aug. 17 and 18 will not be held for the first time in its history. Financial concerns and uncertainty about when social distancing measures might be lifted caused the Camarillo Wings Association to postpone, said John Lowe, the association's president.

"We're three months and a couple of weeks away and with the planning and the financial commitments there was just too much reluctance," Lowe said. "It wasn't an easy decision. It was not a quick decision."

Lowe is a longtime member of the nonprofit organization that leads the effort to put on the event, and this is his first year as president. The event celebrates all things science, math and aviation, Lowe said.

Instead of waiting it out and possibly having to cancel weeks beforehand, the association said it would hold its 40-year anniversary Aug. 21-22, 2021, Lowe said. The financial risk for those involved in the event, include the association, was too big, he said.

Additionally, the stay-at-home orders across the state and county may be lifted or slightly relaxed by August but that doesn't mean people will be comfortable in crowds right away, Lowe said. The volunteers who work the event may be reluctant too, he said.

The show relies on volunteers from local groups like the Rotary Club of Camarillo and the Conejo Valley Masonic Lodge, which in turn get a share of the event proceeds, Lowe said. Performers and food truck vendors were also wondering if they could rely on the gig, which also relies on sponsors, Lowe said.

Over the past 10 years, about \$430,000 has been donated to local charities from the proceeds of the event, and those charities rely on those funds when looking at their own budgets, Lowe said. The association keeps a portion of the event proceeds as a nest egg for the next year's event, Lowe said.

over two days last year, he said.

The 2019 show had tickets for adults priced at \$20 each, with little kids entering for free. Ticket prices for the 2020 show would have likely been the same, Lowe said.

Tickets for the 2020 show had not yet gone on sale, Lowe said.

The association's board members and some of the main volunteers for the event also expressed concern that attendees might not show up, Lowe said.

There was talk of doing a scaled-down celebration with a smaller number of sponsors, but that didn't seem like the right answer either, Lowe said.

"This was to be our 40th anniversary and we wanted to make it a big deal and that didn't feel right," Lowe said.

The association hopes the event's regulars miss the show this year so that when it comes back in 2021 there'll be no doubt in people's minds about attending, Lowe said.

*Megan Diskin is a courts and breaking news reporter with The Star. Reach her at [megan.diskin@vcstar.com](mailto:megan.diskin@vcstar.com) or 805-437-0258.*



**Drawing a crowd of spectators, the Wings Over Camarillo air show got underway Saturday by commemorating the 75th anniversary of D-Day with a show of wartime air combat and planned**

10d1



But the economic downturn due to the pandemic has produced dire financial straits for many, Lowe said. That includes the people who come from all over to attend the show, Lowe said. About 17,000 people attended the show

**explosions, as well as other demonstrations. The air show, now in its 39th year, continues Sunday at the Camarillo Airport, 555 Airport Way, with gates opening at 9 a.m. and the air demonstration starting at noon. For more information, visit [wingsovercamarillo.com](http://wingsovercamarillo.com).** JUAN CARLO/THE STAR

# Local News

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## Pilot Killed as Small Plane Crashes at Orcutt Elementary School

*Single-engine Cirrus S20 aircraft reportedly was on approach to Santa Maria Airport when it went down on the playground at Ralph Dunlap School*



Emergency personnel responded Wednesday to a small plane that crashed at Ralph Dunlap School in Orcutt, killing the pilot. The schools was to in session due to the stay-at-home orders.. (Patricia Martellotti / KCOY News photo)

By Tom Bolton,  
Noozhawk  
Executive Editor

| [@tombol](#) |

UPDATED 3:55

p.m.

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May 20, 2020  
10:52 a.m.

Emergency personnel responded Wednesday to a small plane that crashed at Ralph Dunlap School in Orcutt, killing the pilot.

The incident was reported at about 10:45 a.m. at the elementary school at 1220 Oak Knoll Road.

The pilot and the sole occupant of the plane died in the crash, according to Capt. Daniel Bertucelli of the [Santa Barbara County Fire Department](#).

"We initially started a single-alarm response, which was upgraded to a second-alarm response. We did have smoke showing from the station," Bertucelli said.

The plane was a Cirrus S20 single-engine aircraft registered in Newport Beach that had departed Van Nuys Airport at about 9:45 a.m. en route to the [Santa Maria Public Airport](#), according to the [FlightRader24 website](#).

The aircraft, which came to rest upside down on the school's basketball courts, was on approach to the airport at the time of the crash, according to emergency radio traffic.

10e2

It caught fire after the crash, putting up a large column of black smoke, but the flames were quickly doused once firefighters got on scene.



The wreckage of a small plane that crashed Wednesday at Ralph Dunlap School in Orcutt, killing the pilot. (Mike Eliason / Santa Barbara County Fire Department photo)

"There was a significant header of smoke coming from this area," Bertucelli said. "The first responding engine company was reporting heavy smoke from a significance distance away."

Emergency dispatchers received multiple 9-1-1 calls about the incident, which created a large explosion heard by several Orcutt residents.

The exteriors of metal storage containers at the campus had minor damage due to the fire, but the school was not damaged, Bertucelli said.

No one on the ground was injured in the incident.



The pilot appears to have deployed an aircraft parachute system prior to hitting the ground.



A parachute was deployed prior to the crash of a small plane Wednesday at Ralph Dunlap School in Orcutt. (Mike Eliason / Santa Barbara County Fire Department photo)

"There is a parachute that is coming out of the back end of the aircraft right now, so there was a parachute associated with this aircraft," Bertucelli said, adding he was unable to say if it was linked to the pilot or a safety feature of the plane.

"We don't know any of that right now. It is currently under investigation," he added.

A large crowd of adults, youths and dogs gathered to watch the activity involving firefighters, sheriff's deputies and California Highway Patrol officers at the campus.

Due to shelter-at-home orders, students were not on campus, but a handful of staff members were at the school at the time of the crash, according to Orcutt Union School District Superintendent Deborah Blow.

"I'm very grateful that none of my staff were injured during this. I guess this is a small silver lining to the COVID-19 pandemic, because we would have had children on campus when that occurred," Blow said, expressing condolences to pilot's family and friends.

10e4





Emergency personnel at Ralph Dunlap School in Orcutt after a small plane crashed onto the playground on Wednesday, killing the pilot. (Janene Scully / Noozhawk photo)

The metal container belonged to the school's Parent-Teacher-Association, and held assorted supplies, including those used for fundraisers, Blow said.

"We just are so thankful that schools weren't in session even though we haven't been happy that schools weren't in session," Blow added.

The Santa Barbara County Sheriff's Office, the National Transportation Safety Board and the Federal Aviation Administration will investigate the incident.

Anyone with information about the crash is asked to contact the Sheriff's Department at 805.681.4100.

Coincidentally, the crash occurred as Santa Maria firefighters, along with counterparts from other agencies, have gathered this week at the Santa Maria Public Airport for training related to extinguishing fires sparked by crashed planes.

Check back with Noozhawk for updates to this story.

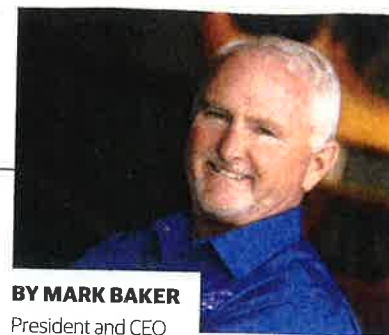
— *Noozhawk* executive editor Tom Bolton can be reached at [tbolton@noozhawk.com](mailto:tbolton@noozhawk.com). Follow Noozhawk on Twitter: [@noozhawk](https://twitter.com/noozhawk), [@NoozhawkNews](https://twitter.com/NoozhawkNews) and [@NoozhawkBiz](https://twitter.com/NoozhawkBiz). Connect with Noozhawk on Facebook.

10e5



Two neighbors found a vantage point to which the activity at Ralph Dunlap School in Orcutt after a small plane crashed onto the playground on Wednesday, killing the pilot. (Janene Scully / Noozhawk photo)





BY MARK BAKER  
President and CEO

# An industry rallying together

General aviation responds to the pandemic

**THE LAST TIME I CLEARED TSA**, breezed past a sea of travelers, and patiently waited for my airline flight to board from Gate A34, I didn't expect it to be the last time for a while. But in a matter of weeks, the aviation industry has been turned upside down, and today, walking through an international airport is more reminiscent of a ghost town.

The year 2020 has proven to be a chaotic and challenging time for us in the age of COVID-19. Many businesses and industries across the country have collapsed or are a shell of what they were—a far cry from the booming economy we were experiencing just months ago. It's hard to argue that any industry has been hit harder than the travel and tourism sector—especially commercial airlines that have been forced to ground aircraft; reduce flight frequency; and, in more extreme cases, furlough much of their workforce.

In the past month alone, we have seen some unprecedented developments. Some of the nation's busiest air traffic control towers temporarily switched to CTAF frequencies, many flying clubs and flight schools have suspended operations, and nearly all aviation events and airshows have been postponed or canceled.

The long-term effects of the COVID-19 pandemic remain largely unknown. As a CEO, I never would have expected a staff of more than 200 AOPA employees to all be sheltering in place and working remotely to keep the machine running—very successfully, I might add. However, there is a lot of good coming out of this crisis. In times of turmoil, GA comes together, and the generosity of the aviation industry never ceases to amaze me.

Many aerospace companies have stepped up assistance efforts through humanitarian flights, transporting medical resources, and even getting involved in the production aspect. Piper Aircraft was one of the first to start aiding in COVID-19 efforts with the production of personal protective equipment such as face shields in its Vero Beach, Florida, factory. The aircraft manufacturer has since produced thousands of shields for hospitals and has donated more than 1,000 N95 masks.

Cirrus Aircraft, Textron Aviation, Appareo, and Duncan Aviation also have shifted gears from aircraft production, avionics, and aircraft mods to healthcare. Textron began manufacturing medical face shields and is planning to make cloth masks and fabric coverings for medical professionals. Appareo is working to manufacture nearly

2,000 emergency ventilators in the state of North Dakota. Upholsterers at Duncan Aviation switched from crafting beautiful aircraft interiors to stitching face masks. And in Michigan, pilots are volunteering their aircraft and time to deliver much-needed medical resources to front-line professionals—just a few examples of GA's contributions in the face of a national emergency.

AOPA and its partner organizations have been working with Congress, the FAA, and stakeholders to highlight the value and benefits of GA flying, especially during this trying time. According to a PricewaterhouseCoopers LLP study, GA contributes 1.2 million jobs and \$247 billion in economic activity to the U.S. economy, making it a vital part of our transportation infrastructure and public good.

Many of our members have been affected by COVID-19 and its impact on pilot certification, proficiency requirements, knowledge test expirations, and insurance complications, leading AOPA and industry organizations to go to battle. We have called on the FAA to implement a special federal aviation regulation to address expiring certifications, currency, and training requirements (see "Action: GA is Vital to Economy," p. 12). There's been frustration with the slow pace, however I'm happy to see progress being made.

Of course, much about this pandemic and its effect on our economy remains unknown, and we are left with a wait-and-see scenario. In the meantime, AOPA is working to keep our members informed and offers distractions to the 24-hour COVID-19 news cycle. We've recently launched a new YouTube video series called "Pilot Lounge" where we discuss all things aviation from inside a virtual hangar. And we continue to put out new content every day to keep members informed and engaged as we navigate through this trying time. Others are doing the same—Sporty's Pilot Shop, for example, conducted a virtual fly-in to help keep pilots in the aviation spirit.

As we enter another month of this global pandemic, it's clear that our daily lives have changed drastically, and none of us know when we will be back to normal, although that day *will* come. If there's one good thing to take out of this crisis, it's that we can't take anything for granted—family, friends, or flying.

AOPA

EMAIL [mark@aopa.org](mailto:mark@aopa.org)

Normally an avid general aviation traveler, **MARK BAKER** is hunkered down at home, with occasional solo flights in his Piper Super Cub.

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# Bolen Urges Congress to Expand Support as GA Grapples With COVID-19

**T**he National Business Aviation Association (NBAA) President and CEO Ed

Bolen asked Congress to build on the CARES Act in calling for continued, targeted relief for the nation's general aviation (GA) industry, including business aviation, in written testimony submitted before the U.S. Senate Committee on Commerce, Science, and Transportation.

"Since early March, general aviation operations have declined more than 70 percent, resulting in severe economic consequences for a wide variety of businesses, from aircraft operators to airports and aviation manufacturers," reads the testimony submitted for the hearing, "The State of the Aviation Industry: Examining the Impact of the COVID-19 Pandemic," convened May 6 by committee chairman Sen. Roger Wicker (R-MS).

Among the relief measures requested by NBAA include expanding the temporary suspension of certain air transportation excise taxes to include non-commercial GA fuel taxes. Bolen explained that measure will serve, "as a catalyst to help small general aviation businesses recover once the immediate crisis begins to recede," with the resulting boost in traffic bolstering the nation's GA airports and a variety of small businesses including flight schools

and fixed based operators.

"Your efforts to provide near and mid-term relief for air carriers and small businesses under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) injected much-needed funds into general aviation businesses," Bolen continued. "Still, we believe additional assistance will be necessary. The uncertainty as to the longer-term prospects for aviation requires us to think creatively."

Bolen also thanked lawmakers for championing payroll support measures, including the Paycheck Protection Program (PPP), under the original CARES Act and subsequent expansions, but also called on lawmakers to ensure that payroll support funds to air cargo operators and eligible contractors are distributed in a timely manner by the Treasury Department. He further expressed concerns that payroll support applications have not yet been approved for some Part 135 air charter operators and requested that Treasury officials continue to show flexibility in working with these small businesses.

"This uncertainty as to potential support presents significant challenges to general aviation businesses that are already struggling to survive," Bolen wrote. "As Congress continues its oversight of CARES Act programs, we respectfully

request that you work with the Treasury Department to provide additional details on the timeline for a decision on payroll support payments to applicants."

Despite these challenges, Bolen also emphasized that GA and business aviation operators continue to link communities through a network of more than 5,000 airports and provide critical support to communities of all sizes through a broad variety of relief efforts, including missions coordinated through NBAA's Humanitarian Emergency Response Operator (HERO) database.

"Business and general aviation are resilient, and we will recover from this crisis; however, the road ahead will be very challenging," he concluded. "The CARES Act helped respond to some of the immediate challenges our community is facing, but additional long-term relief will be necessary over the coming months."

Contact: Dan Hubbard, (202) 783-9360, [dhubbard@nbaa.org](mailto:dhubbard@nbaa.org)\*



For more information:

[www.nbaa.org/coronavirus](http://www.nbaa.org/coronavirus)

10g





## **Fire department to host June 18 blood drive**

*May 29, 2020*

The Ventura County Fire Department and Vitalant will host a blood drive from 8 a.m. to 12:30 p.m. Thurs., June 18 in the Bloodmobile at the Camarillo Airport, 555 Airport Way, at the corner of Airport Way and Durley Avenue.

VCFD and Vitalant are operating within the CDC and county health guidelines to ensure public safety. Blood donations are more vital than ever, the agencies said.

Safety precautions in place to ensure a safe donation include changing the setup to meet social distancing requirements and following safety and disinfection protocols at blood drives and donation centers. Vitalant is also taking temperatures upon entry of the donation center/ blood drive.

Vitalant is one of the nation's oldest and largest nonprofit community blood service providers, including in Ventura County. It depends on volunteer blood donors to maintain adequate supplies to meet the needs of the communities it serves.

All blood types are needed.

To make an appointment, visit [blood4life.org](http://blood4life.org); use sponsor code 8425. Donors can also contact VCFD coordinator Crystal Stratton at (805) 389-9745 or [Crystal.Stratton@Ventura.org](mailto:Crystal.Stratton@Ventura.org).

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# CloudNine jet hangar project at Camarillo Airport headed for construction

Mike Harris, Ventura County Star Published 2:18 p.m. PT June 23, 2020

The Ventura County Board of Supervisors has approved the final environmental study for a proposed \$32 million jet hangar project at Camarillo Airport, clearing the way for the venture to be built despite concerns by the city of Camarillo.

"We're very pleased," Nick Martino, vice president of operations for Westlake Village-based RKR Inc., the CloudNine project's developer, said Monday. "The next step is for us to continue working with the city and the county and build it."

Groundbreaking for the project near Las Posas Road and Ventura Boulevard could come as early as August, he said.

The \$32 million jet hangar venture calls for the development of about seven acres of open land on the northeast quadrant of the airport with four private commercial luxury hangars and offices, under a lease with the county, according to a report from Ventura County Department of Airports Director Kip Turner.



Artist's conception of proposed \$32 million CloudNine jet hangar project at Camarillo Airport. (Photo: CONTRIBUTED PHOTO/RKR INC.)

Camarillo officials and some residents are concerned that the project could lead to violations of a 1976 agreement between the city and the county that limits the weight of aircraft using the airport to 115,000 pounds.

According to the project's environmental study, the planned aircraft ramp can accommodate a Boeing Business Jet 737-800, which can weigh more than 170,000 pounds, then-Camarillo City Manager Dave Norman said in a staff report earlier this year.

But Ronald Rasak, RKR's CEO, said in a letter to Turner that the developer "has no intention now or in the future to allow Boeing 737 aircraft to operate from the CloudNine location."

Martino said Boeing 737s are simply too big to fit in the project's hangars.

Turner says Boeing business jets may currently operate at the airport provided they comply with the 115,000-pound weight limit.

The Board of Supervisors approved the final environmental study last week on a 3-1 vote with Supervisor Linda Parks dissenting.

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The study concludes "it has been determined that this proposed project may have a significant effect on the environment," including air quality and biological resources. "However, mitigation measures are available which would reduce the impacts to less-than-significant levels."

Supervisor John Zaragoza said at the board's June 16 meeting that as a longtime board member of the Camarillo Airport Authority, he remembers Camarillo City Council members also sitting on the authority's board "who really loved the project.

"They said it was really going to be great for Camarillo," he said. " ... I believe we should approve this project."

Parks, concurring with members of the current Camarillo City Council, expressed concerns that the project could accommodate Boeing Business Jet 737-800s.

"The concern is primarily noise," she said.

Parks asked for RKR to formalize its voluntary promise not to allow 737s to be part of the project.

"I think we should have more than a handshake agreement," she said. "It should be part of the conditions. Because that will alleviate the concerns of the city of Camarillo."

But County Counsel Leroy Smith said he didn't think that would be appropriate.

"It's totally inconsistent with the idea that it's voluntary (if you) ask a developer to ... agree to something under threat that you're going to deny the environmental review" if the developer doesn't, he said.

In a June 10 memo to the board, Camarillo Interim City Manager Carmen Nichols asked the board to add language to the environmental study stating that the project must comply with the restrictions of the 1976 agreement, a request Parks supported.

Camarillo City Attorney Brian Pierik told the board last week that the 1976 agreement, designed to preserve the city's quality of life, is "still valid. It has not been amended. It has not been rescinded. And it still has legally enforceable obligations."

The board, however, did not add the language.

In a memo to the board, Turner said the Department of Airports does not support the city's request because it would appear to violate "the Airport Noise Control Act of 1990, its implementing regulations, FAA grant assurances, and the Camarillo Airport's deed restrictions."

That, in turn, would threaten the county's eligibility for federal funding under the Airport Improvement Program, Turner's memo states.

Assistant County Counsel Tom Temple, meanwhile, said "imposing a restriction on a single tenant (RKR) at the airport "among many who operate with similar types of aircraft would constitute unjust discrimination."

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An airplane passes the control tower as it lands at Camarillo Airport. A proposed jet hangar project at Camarillo Airport is raising concerns that it might violate a 1976 agreement between the city of Camarillo and Ventura County that limits the weight of jets at the airport to 115,000 pounds. (Photo: JUAN CARLO/THE STAR)

Camarillo Mayor Tony Trembley said Monday that the "city's interest is in making sure that the county complies with the restrictions in the 1976 agreement."

He said the matter is now "under review by the city" but declined to elaborate.

Norman said in March said that the City Council could take "legal action it deems necessary to protect its citizens under terms of the 1976 agreement."

Norman has since retired.

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