

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

Tuesday September 8, 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 PUBLIC 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

2. Public Comment Options

- a. You may contact the Department of Airports office at (805) 388-4211, or by email at AirportInfo@ventura.org, by 5:00 p.m. on Tuesday, September 8, 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 Tuesday, September 8, 2020 to Airport Staff at 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. 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 – July 6, 2020**
4. **PUBLIC COMMENT PERIOD**
5. **NEW BUSINESS**

- A. **Subject: Receive and File a Summary of the Tenant Workshop Held on August 25, 2020 for the Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction Project.**

Recommendation:

Staff requests that your Commission/Authority receive and file a summary of the tenant workshop held on August 25, 2020 for the Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction Project.

- B. **Subject: Approval of, and Authorization for the Director of Airports or his Designee to Execute, the Fifth Amendment to Lease with Fresh Concepts, LLC to Expand the Leased Premises.**

Recommendation:

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

Approve, and authorize the Director of Airports or his designee to execute, the Fifth Amendment to Lease with Fresh Concepts, LLC (Fresh Concepts) for additional area to be added to the leased premises.

6. **UNFINISHED BUSINESS**

- A. **Subject: Review Proposed Amended Bylaws of the Ventura County Aviation Advisory Commission and Recommend Adoption by Board of Supervisors.**

Recommendation:

Staff requests that your Commission review proposed Amended Bylaws of the Ventura County Aviation Advisory Commission and recommend to the Board of Supervisors that it adopt by Resolution the proposed Amended Bylaws.

7. DIRECTOR'S REPORT

8. REPORTS

Monthly Activity Report – June, July 2020
Monthly Noise Complaints – June, July 2020
Consultant Reports – June, July 2020
Airport Tenant Project Status – August 2020
Project Status – August 2020
Rotation Schedule
Meeting Calendar

9. CORRESPONDENCE

Letter dated June 25, 2020 from Dave Nafie to Charlotte Jones, Federal Aviation Administration Western-Pacific Region re: OXR Airport Operating Certificate – Class III; Annual Tabletop Exercise; Request for Extension

Letter dated June 25, 2020 from Erin Powers to Mike Barrow, Toro Enterprises, Inc. re: Camarillo Airport – NE Hangar Development, Phase 1 Construction Project; FAA AIP No.: 3-06-0339-036-2017; Spec. No. DOA 17-01; Proj. No. CMA-195; Utilization of Unlisted Subcontractor; D & D Laser Screed

Letter dated June 29, 2020 from Madeline Herrle to Jackie Rose, Ventura County Animal Services re: Memorandum of Understanding – Camarillo Airport Business Park

Letter dated July 1, 2020 from Madeline Herrle to Mario Pena, Dba N & N Transport re: Parking Lot Lease – Camarillo Airport Business Park

Letter dated July 8, 2020 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Public Records Request dated June 16, 2020

Letter dated July 31, 2020 from John Feldhans to Airport Response Partner re: Annual Oxnard Airport Table Top Exercise

Letter dated August 12, 2020 from Kip Turner to Lucila Arango re: Arango Letter of Intent / Oxnard Airport

Notice re: Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Reconstruction Project Tenant Workshop

10. MISCELLANEOUS

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

12. ADJOURNMENT

The next regular Commission meeting will be on Monday, October 5, 2020 at 7:00 p.m. in the City of Camarillo Council Chambers, 601 Carmen Drive, Camarillo, California.

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

July 6, 2020

1. CALL to ORDER and PLEDGE of ALLEGIANCE

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

2. ROLL CALL

PRESENT

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

Excused (E)

Late (L)

AIRPORT STAFF

Kip Turner, Director
Erin Powers, Projects Administrator
Madeline Herrle, Lease Manager
John Feldhans, Operations Supervisor
Ana Castro, Management Assistant

ABSENT

Gary Jacobs (E)
James Flickinger
Julie Mino

3. APPROVAL OF MINUTES – March 2, 2020

Adriana Van der Graaf moved to approve the March minutes and Robert Trimborn seconded the motion. Steve Weiss, Maggie Bird and Bobby Williams 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.

Mark Sullivan commented about statements made by airport director Kip Turner and assistant county counsel Tom Temple at a Board of Supervisors meeting that took place on June 16, 2020. Mr. Turner and Mr. Temple stated that heavy aircraft similar to Boeing 737's operate out of Camarillo Airport. Mr. Sullivan commented that to his knowledge there have only been on or two extraordinary times when heavy aircraft such as a 737 came in and they were always federal aircraft. Mr. Sullivan commented that the Commission should ask Mr. Turner and Mr. Temple what the basis is for their statements made at the meeting of June 16, 2020 regarding heavy aircraft operating out of Camarillo Airport.

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

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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.

Director Kip Turner stated that projects administrator Erin Powers will provide staff's report. Mr. Powers stated that this is an annual item which authorizes the department to enter into general on-call service contracts to support projects at Camarillo and Oxnard airports. Ms. Powers provided examples of the types of services allowed under the contracts and explained that although contracts will be in place, no work is guaranteed to consultants and the airport is not obligated to issue work orders against the contracts. A work order is only issued when actual services are provided.

Maggie Bird moved to approve staff's recommendations and Adriana Van der Graaf seconded the motion. Steve Weiss abstained. All others voted in favor and the motion passed unanimously.

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.

Director Kip Turner stated that projects administrator Erin Powers will provide staff's report. Ms. Powers stated that this item is related to the final design services contract for the runway and taxiway reconstruction project at Oxnard Airport that was approved by the Board of Supervisors on June 16, 2020. The reconstruction project involves modifications to the FAA's Airport Landing System. Ms. Powers explained that the FAA requires execution of a reimbursable agreement whenever modification or replacement of FAA

facilities is required as part of a project. The airport will front the money needed to complete the project and seek reimbursement from the FAA under a future construction grant.

Robert Trimborn moved to approve staff's recommendations and Maggie Bird seconded the motion. Steve Weiss abstained. All others voted in favor and the motion passed unanimously.

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.

Director Kip Turner stated that lease manager Madeline Herrle will provide staff's report. Ms. Herrle stated that Aspen Helicopters is looking to expand their current facility at Oxnard Airport. The expansion area is depicted in the exhibit of the option agreement provided in the meeting packet. The option agreement allows Aspen Helicopters up to two years to conduct environmental testing and any other investigations before they sign a lease. During the option period, Aspen Helicopters will pay approximately \$4,184 per month. It was clarified that during the option period Aspen Helicopters will not use the land however they can access the land to conduct necessary testing.

Maggie Bird moved to approve staff's recommendation and Adriana Van der Graaf seconded the motion. Steve Weiss abstained. All others voted in favor and the motion passed unanimously.

7. DIRECTOR'S REPORT

Director Kip Turner provided a COVID-19 update. Mr. Turner shared that County airports were considered essential therefore both airports remained open for business. However, the administration offices were closed to the public as per state and local orders. Staff was able to offer the same services while the offices were closed. The department operated with essential personnel only and reassigned other personnel to County agencies as needed. Certain employees were authorized to telework. A hiring freeze was implemented

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for all open positions. The April and May meetings of the Commission and Authorities were canceled due to state and local orders. Director Turner authorized additional land for the Ventura County Office of Emergency Services to use at the beginning of the crisis for some elements related to the County response. He also authorized temporary storage space for the Ventura County Sheriff's Department to store emergency supplies. The department transferred almost 1,500 N95 masks to the Office of Emergency Services. Commercial operators at both airports were asked to report their essential operations. Mr. Turner began daily tracking of operations and industry trends to try and determine what the impacts would be for the department. The Board of Supervisors approved a rent relief package for tenants. Specifically, tenants suffering substantial financial hardship due to COVID-19 can defer rent payments for April and May, 2020, they have up to 12 months to repay the deferred rent and no late fees will be applied. Fuel flowage was down in late March, April and May however the department believes fuel flowage will begin to trend in a positive direction. The FAA reduced tower hours at Camarillo Airport on a temporary basis. Operations are rebounding and there is an upward trend from April and May, 2020 as reflected in the monthly activity reports. The department is operating at a baseline budget and the budget will be reevaluated after the first quarter of fiscal year 20-21. Airport projects have been reviewed to evaluate which projects can move forward and which ones have to be placed on hold. Currently, administration offices are open to the public with safety protocols implemented, and most airport staff has returned to their normal work assignments.

Mr. Turner shared that the vertical construction is now going up regarding the Northeast Hangar Development project at Camarillo Airport (CMA). Also, the Taxiway H improvements were completed at CMA. The final design contract for the runway and taxiway reconstruction project at Oxnard Airport was approved by the Board of Supervisors on June 16, 2020. Regarding the reconstruction project, work is anticipated to begin in summer of next year. He also shared that the Part 139 discrepancies from the inspection of Oxnard Airport in 2019 have been addressed. The department still plans to move forward with the master plans for both Camarillo and Oxnard airports and the FAA indicated that the grant is on the way. Also, the Silverstrand Grid lease was approved by the Board of Supervisors on April 21, 2020. Mr. Turner welcomed Deputy Director Dave Nafie. His first day with the department was March 16, 2020. Mr. Turner shared that the August meetings of the Commission and Authorities will be canceled.

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

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Financial Statements Period Ended – March 31, 2020
Financial Statements Third Quarter – FY 2019/2020
Rotation Schedule
Meeting Calendar

Reports were received and filed.

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

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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

Correspondence was received and filed.

10. MISCELLANEOUS

Information was received and filed.

11. COMMISSION COMMENTS

Commissioner Robert Trimborn shared that the 40th Annual Wings Over Camarillo Air Show was rescheduled from August 15-16, 2020 to August 21-22, 2021 due to concerns related to COVID-19. Commissioner Trimborn inquired about the status of the Commission bylaws. Director Turner shared that there is still work to be done and he anticipates bringing this item back before the Commission at the September meeting.

12. ADJOURNMENT

There being no further business, the July 6, 2020 meeting of the Aviation Advisory Commission was adjourned at 7:45 p.m.

KIP TURNER, C.M.
Administrative Secretary

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September 8, 2020

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

Subject: Receive and File a Summary of the Tenant Workshop Held on August 25, 2020 for the Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction Project.

Recommendation:

Staff requests that your Commission/Authority receive and file a summary of the tenant workshop held on August 25, 2020 for the Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction Project.

Discussion:

On June 16, 2020, the Board of Supervisors authorized the Department of Airports to enter into a contract with Mead & Hunt, Inc. for the final design of the Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction Project. On August 25, 2020 Mead & Hunt, Inc. led a tenant workshop to share project information, including a project overview, phasing alternatives, and an opportunity to answer questions and solicit tenant feedback on the project. Mead & Hunt, Inc. will make an oral presentation summarizing highlights from the workshop.

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

September 8, 2020

Aviation Advisory Commission
 Camarillo 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 Fifth Amendment to Lease with Fresh Concepts, LLC to Expand the Leased Premises.

Recommendation:

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

Approve, and authorize the Director of Airports or his designee to execute, the Fifth Amendment to Lease with Fresh Concepts, LLC (Fresh Concepts) for additional area to be added to the leased premises.

Fiscal/Mandates Impact:

Mandatory: *No*

Source of Funding: *Fresh Concepts, LLC*

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: | \$ 3,780 | \$ 5,040 |
| Costs: | | |
| Direct | 0 | 0 |
| Total Costs | <u>\$ 0</u> | <u>\$ 0</u> |
| Net Costs – Airport Enterprise Fund | <u>\$ (3,780)</u> | <u>\$ (5,040)</u> |

Current Fiscal Year Budget Projection:

| FY 2020-21 Budget Projection for Camarillo Administration - Division 5020 Unit 5021 | | | | |
|--|-------------------|--------------------|---------------------|--------------------------------|
| | Adopted Budget | Adjusted Budget | Projected Budget | Estimated Savings/(Deficit) |
| Appropriations | \$2,848,852 | \$2,848,852 | \$2,848,852 | \$0 |
| Revenue | 4,696,552 | 4,696,552 | 4,696,552 | 0 |
| Operating Gain/(Loss) | \$1,847,700 | \$1,847,700 | \$1,847,700 | \$0 |

Revenue and appropriations are included in the FY 2020-21 Adopted Budget.

Discussion:

Fresh Concepts, LLC is the parent company which manages and operates the Waypoint Café at the Camarillo Airport. Due to COVID-19 restrictions requiring restaurant operators to provide outdoor seating and service with social distancing, Fresh Concepts desires to expand its outdoor seating area.

Fresh Concepts has determined it requires an additional 5,757 square feet of patio area as shown in Exhibit A to the Fifth Amendment (Exhibit 1) which comprises existing outdoor improved areas and patios adjacent to the Viewport at the Camarillo Airport. The proposed amendment to the lease Agreement making this change is attached as Exhibit 1.

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 – Fifth Amendment to Lease between County of Ventura and Fresh Concepts, LLC

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**COUNTY OF VENTURA
DEPARTMENT OF AIRPORTS
FIFTH AMENDMENT TO LEASE
FRESH CONCEPTS, LLC**

1
2 This Fifth Amendment ("Amendment") is made and entered into by and between
3 COUNTY OF VENTURA ("County"), and Fresh Concepts, LLC ("Tenant").
4

5 On September 14, 1993, County and McCarthy's Food Shops Inc. entered into a
6 five-year lease with two optional five-year extension periods ("Primary Lease") for certain
7 property at the Camarillo Airport (the "Premises"), more particularly described in the
8 Primary Lease.
9

10 The Primary Lease was first amended on October 3, 1995, to add two five-year
11 option periods to the Primary Lease, for a total of four five-year option periods ("First
12 Amendment").
13

14 The Primary Lease was again amended on November 6, 2002, to adjust the
15 parcel size and to add a three-year option period to the four five-year option periods
16 ("Second Amendment").
17

18 Tenant assumed the Lease from McCarthy's Food Shops Inc. on May 29, 2008.
19

20 The Primary Lease was again amended on November 5, 2010, to add two five-
21 year option periods (for a total of six five-year option periods and one three-year option
22 period) and maintenance responsibilities ("Third Amendment").
23

24 The Primary Lease was again amended on December 6, 2017 to modify the
25 remaining option periods so that a total of four five-year option periods remained, and
26 required additional investment by the Tenant ("Fourth Amendment")
27

28 The Primary Lease, the First Amendment, the Second Amendment, the Third
29 Amendment, and the Fourth Amendment constitute the "Lease",
30

31 County and Tenant wish to amend the Lease to provide additional outside patio
32 area to the Premises as provided in this Amendment.
33

34 In consideration of the mutual promises herein contained and for good and
35 valuable consideration, the receipt and sufficiency of which are hereby acknowledged by
36 the parties, County and Tenant agree as follows:
37

38 1. **AMENDMENT CONTROLLING.** County and Tenant hereby acknowledge and
39 reaffirm all their respective rights, duties and obligations under the Lease, and
40 the Lease continues in full force and effect except as explicitly modified by this
41 Amendment. Should anything in this Amendment conflict with anything in the
42 Primary Lease, the terms of this Amendment shall control.
43

44 2. **Paragraph I. Property Leased** is deleted in its entirety and replaced with the
45 following:
46

47 County hereby leases to Tenant and Tenant hereby rents from County the
48 property, hereinafter called "Premises," located on the Camarillo Airport, and
49 hereinafter called "Airport." The Premises are described as follows:

**COUNTY OF VENTURA
DEPARTMENT OF AIRPORTS
FIFTH AMENDMENT TO LEASE
FRESH CONCEPTS, LLC**

1 Approximately 2,400 square feet of building area within Building 233 and an
2 approximate 1,350 square feet of patio area, to which is added an approximate
3 5,757 square feet of additional patio, walkway and landscaped area (the
4 "Additional Patio"), for a total of 2,400 square feet of building and 7,107 square
5 feet of patio/landscape area. The "Additional Patio" area is shown on the
6 attached Exhibit "A".
7

8 **3. Paragraph VI. Rent.**
9

10 **A. Minimum Rent, subparagraph 1:** The following is added to the end of
11 subparagraph 1: "Rent for the Additional Patio shall be initially set at the
12 aviation land rate of \$.0729 per square foot per month, which equals \$420.00
13 per month, and shall be adjusted annually in accordance with the Rent and
14 Fee Schedule as approved by the Board of Supervisors.
15

16 **4. ENTIRE AGREEMENT.** This Amendment, together with the Lease, contains the
17 entire agreement between County and Tenant with respect to the matters stated
18 herein and both parties acknowledge that neither relies upon any statements or
19 representations by the other not contained herein.
20

21 This Amendment may be modified only in a writing signed by both parties hereto.
22

23 IN WITNESS WHEREOF, the parties hereto have executed the Amendment on:
24
25

26 **COUNTY OF VENTURA**
27

28
29 Dated: _____
30 _____
31 Director of Airports
32

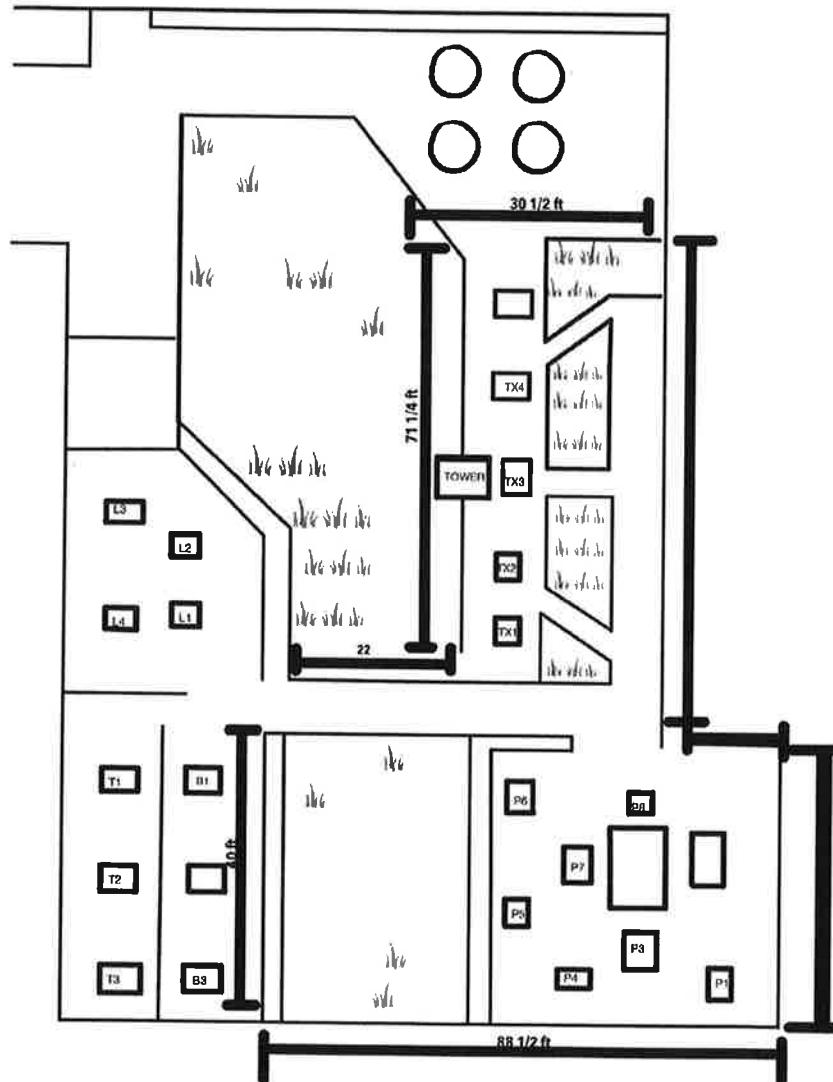
33 **FRESH CONCEPTS, LLC**
34

35
36
37 Dated: _____
38 _____
39 "Tenant"

40
41 Dated: _____
42 _____
43 "Tenant"
44

COUNTY OF VENTURA
DEPARTMENT OF AIRPORTS
FIFTH AMENDMENT TO LEASE
FRESH CONCEPTS, LLC

EXHIBIT "A"



September 8, 2020

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

Subject: Review Proposed Amended Bylaws of the Ventura County Aviation Advisory Commission and Recommend Adoption by Board of Supervisors.

Recommendation:

Staff requests that your Commission review proposed Amended Bylaws of the Ventura County Aviation Advisory Commission and recommend to the Board of Supervisors that it adopt by Resolution the proposed Amended Bylaws.

Discussion:

At your February 2019 meeting, your Commission requested a review of its Bylaws. This item was agendaized and further discussed at your March 2019 meeting. During the March meeting, Chair Gary Jacobs created a subcommittee to review the Bylaws. The subcommittee convened on multiple occasions and members of the subcommittee provided a draft of the proposed Amended Bylaws for your Commission's review in the December 2019 meeting. During the December 2019 meeting, it was requested that Department of Airport staff seek further clarification on the following action items:

- Staff to report back with recommendations as to how Commission actions should be transmitted to the County of Ventura Board of Supervisors.
- Staff to seek clarity from legal counsel as to how a minority vote or matters of dissension should be conveyed to the County of Ventura Board of Supervisors.

Staff has continued working with the Airport Advisory Commission Chairman and Vice-Chair on the aforementioned items and will be ready to further discuss.

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



KIP TURNER, C.M.
Director of Airports

Attachments:

- Exhibit 1 – Original Amended Bylaws Ventura County Aviation Advisory Commission
Exhibit 2 – Draft Proposed Amended Bylaws Ventura County Aviation Advisory Commission

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RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF VENTURA, STATE OF CALIFORNIA, CONCERNING THE AMENDED BY-LAWS OF THE VENTURA COUNTY AVIATION ADVISORY COMMISSION

WHEREAS, the Ventura County Board of Supervisors has adopted by-laws for the Ventura County Aviation Advisory Commission; and

WHEREAS, the Board of Supervisors wishes to amend those by-laws;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Supervisors of the County of Ventura, State of California, as follows:

1. The following provisions shall constitute the by-laws of the Ventura County Aviation Advisory Commission:

ARTICLE 1. NAME - The Commission shall be called "The Ventura County Aviation Advisory Commission" hereinafter referred to as "Commission". The Commission shall be subordinate to, and directly accountable to, the Ventura County Board of Supervisors, hereinafter referred to as "Board".

ARTICLE 2. PURPOSE - The Commission shall advise the Board on matters pertaining to the County owned airports, and on matters of promotion and advancement of the orderly development of air transportation in Ventura County. The Commission shall advise the Department of Airports on technical and operational matters pertaining to the airports. The Commission from time to time may seek information from airport users, lessees, the general public, and agencies of the Federal, State, and local government on County airport operational and administrative

EXHIBIT 1

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matters and on air transportation concerns in general for the purpose of formulating recommendations to the Board. It shall be the purpose of the Commission to act in an unbiased manner, representing the people of Ventura County, the users of County airport facilities, and all those directly concerned with aviation activities. The Commission in its deliberation shall consider in all matters the socio-economic-environmental effects of its actions, decisions, and recommendations.

ARTICLE 3. DUTIES AND RESPONSIBILITIES - The Commission's primary duty is to act in an advisory capacity to the Board. The Commission shall have the responsibility to review and research information and to formulate recommendations to be sent to the Board for consideration and action. The Commission shall not take any action or conduct any activity which is inconsistent with these by-laws. Except for urgency and emergency matters and any other matters requiring immediate action by the Board, all matters concerning the County airports or the air transportation system within Ventura County requiring Board action shall first be referred to the Commission for its study and consideration prior to submission to the Board for action. Department of Airports staff shall provide assistance, including obtaining legal and other technical assistance, necessary in the development of information required by the Commission in formulating its recommendations. The Administrator, Department of Airports, may request the Commission to review and to make recommendations on matters under its jurisdiction which would normally not require Board action or approval. All disputes

with the Commission's decisions, or recommendations counter to those of the Commission by County staff, the public, or other parties of interest shall be referred to the Board for consideration. The Commission shall, at all of its meetings, set aside time for public comment and input on the matters at hand. It shall hear all complaints, suggestions, and viewpoints from airport users, lessees, and parties of interest. The Commission shall give fair, open-minded consideration to public comment and make its dispositions public in all matters brought before it. The Commission may hold public hearings when necessary to serve the public interest. Correspondence containing representations and/or recommendations of the Commission being sent to the Board, individuals of the public, or other agencies of the County shall first be approved by a majority vote of the Commission, and such materials shall be transmitted under the signature of the Chairman of the Commission or his designee. Correspondence containing County policy or representations being sent to Federal, State or other non-county agencies shall be sent to the Board for approval and signature.

ARTICLE 4. MEMBERSHIP - The Commission shall be composed of ten (10) members. Each supervisor will nominate two candidates who reside within his supervisorial district. Approval of each candidate for membership shall be by a majority vote of the Board. Members of the Commission shall possess a knowledge of aviation matters, and have some experience in administrative proceedings. Members must be reasonably free to attend the regular meetings, and on occasion to serve on committees

requiring additional time. In the event a member of the Commission has been absent for three consecutive meetings without an excused absence, the Chairman may request the Board to remove the member and to appoint a replacement to fill the vacancy.

ARTICLE 5. COMPENSATION - No compensation shall be paid for serving as a member of the Commission. Members of the Commission may be reimbursed out-of-pocket costs for expenses incurred on Commission business when previously approved by the Commission and the Board and when funds for expense reimbursement have been approved by the Board of Supervisors in the operational budget or otherwise.

ARTICLE 6. OFFICERS - The Commission shall select from its membership a Chairman, and a Vice-Chairman. Each shall serve for one calendar year beginning on the first meeting in January. The Chairman shall be responsible for conducting the meetings and may be guided by Robert's Rules of Order, Revised. The Administrator of the Department of Airports shall act as the Commission's Administrative Secretary. The Administrative Secretary shall be directly responsible to the Chairman and the Commission for the administrative and secretarial needs of the Commission. From time to time the Chairman will assign members to committees for purposes of special studies and pursuits. Each committee will be headed by a committee chairman. The committee chairman shall be responsible to the Commission for carrying out its assigned task.

ARTICLE 7. TERM - Commissioners shall be appointed to serve on the Commission for a term which is concurrent with the nominating supervisor's term of office. The term of a Commissioner shall immediately terminate at the end of the nominating supervisor's term of office.

ARTICLE 8. MEETINGS - The Commission shall hold meetings once each month at a time and place selected by the Commission. Meetings shall be open to the public. The Administrative Secretary shall prepare and publish the agenda for each meeting and have it distributed to Commission members and all interested parties after it has been approved by the Chairman or his designee. Meetings may be cancelled only on approval of the Chairman. Special meetings may be called by the Chairman. In the absence or unavailability of the Chairman, the Vice-Chairman shall assume all duties and responsibilities of the Chairman. In the absence of both officers, the next most senior member in terms of service on the Commission shall assume the duties and responsibilities of the Chairman. No action shall be taken except by a majority of a quorum of the Commission. A quorum shall exist when at least five (5) Commissioners are present. Voting shall normally take place by voice vote unless ballot vote is requested by any one member. The secretary shall poll each member and record his or her vote on all motions acted upon by voice vote, and record the results of all ballot votes. An accurate record of each regular and special meeting shall be kept and published as appropriate.

ARTICLE 9. AMENDMENTS - Recommendations for amendments to these by-laws may be made by the Commission at any time by a majority vote of the full Commission. The number of members appointed at the time shall constitute the full Commission. Recommended amendments adopted by the Commission shall be sent to the Board for approval and enactment.

ARTICLE 10. EFFECTIVE DATE - These by-laws shall take effect upon approval. All prior versions of these by-laws are hereby repealed.

Upon motion of Supervisor Trickson, seconded by Supervisor Lacey, and duly carried, the foregoing resolution was approved on April 2, 1986.

James R. [Signature]
Chairman, Board of Supervisors.

ATTEST:

RICHARD D. DEAN, County Clerk,
County of Ventura, State of California, and ex officio Clerk of
The Board of Supervisors thereof

By James Willard
Deputy Clerk



**RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF VENTURA, STATE OF CALIFORNIA,
~~CONCERNING THE AMENDING~~ **THE** BYLAWS OF THE
VENTURA COUNTY AVIATION ADVISORY COMMISSION**

WHEREAS, the Ventura County Board of Supervisors has adopted Bylaws for the Ventura County Aviation Advisory Commission; and

WHEREAS, the Board of Supervisors wishes to amend those Bylaws;

NOW, THEREFORE, ~~IT IS HEREBY BE IT~~ RESOLVED by the Board of Supervisors of the County of Ventura, State of California, as follows that the existing Bylaws of the Ventura County Aviation Advisory Commission are hereby repealed;

BE IT FURTHER RESOLVED that the following Bylaws of the Ventura County Aviation Advisory Commission are hereby adopted.:

1. The following provisions shall constitute the Bylaws of the Ventura County Aviation Advisory Commission:

**ARTICLE 1
NAME**

The Commission shall be called "The Ventura County Aviation Advisory Commission" hereinafter referred to as "Commission." The Commission shall be subordinate to, and directly accountable to, the Ventura County Board of Supervisors, hereinafter referred to as "Board."

**ARTICLE 2
MEMBERSHIP**

The Commission shall be composed of ten (10) Aviation Advisory Commission members (Members). Each supervisor will nominate two candidates who reside within his supervisorial district. Approval of each candidate for membership shall be by a majority vote of the Board. Members shall possess a knowledge of aviation matters and have some experience in administrative proceedings. Members must be reasonably free to attend the regular meetings, and on occasion to serve on committees requiring additional time. In the event a Member has been absent for three consecutive meetings without an excused absence, the Chair may request the Board to remove the Member and to appoint a replacement to fill the vacancy.

Members must complete AB 1234 Ethics Training within one year from the first day of service and every two years thereafter. In addition to AB 1234 Ethics Training, Members must also educate themselves on, and must comply with, the provisions of the California Political Reform Act of 1974, as may be amended from time to time (Gov. Code, § 81000 et seq.; Title 2, California Code of Regulations, § 18110 et seq.) and Government Code section 1090, et seq. Individual Members must seek their own legal counsel on conflict-of-interest questions that arise in the conduct of their duties.

ARTICLE 3
COMPENSATION

No compensation shall be paid for serving as a member of the Commission. Commissioners may be reimbursed out-of-pocket costs for expenses incurred on Commission business when previously approved by the Commission and the Board and when funds for expense reimbursement have been approved by the Board in the operational budget or otherwise.

ARTICLE 4
TERM

Commissioners shall be appointed to serve on the Commission for a term which is concurrent with the nominating supervisor's term of office. The term of a Commissioner shall immediately terminate at the end of the nominating supervisor's term of office.

ARTICLE 5
PURPOSE

The Commission shall advise the Board on matters pertaining to the County owned airports (Airports), and on matters of promotion and advancement of the orderly development of air transportation in Ventura County.

The Commission shall advise the Director of the Department of Airports (Airports Director) or designee on technical, operational, financial, and policy matters pertaining to the Airports.

The Commission from time to time may seek and receive information from Airport users, lessees, the general public, and agencies of the federal, state, and local government, on County airport operational and administrative matters and on aeronautical concerns in general for the purpose of formulating recommendations to the Board.

It shall be the purpose of the Commission to act in an unbiased manner, representing the people of Ventura County, the users of Airports, and all those directly concerned with aviation and Airport activities.

The Commission in its deliberation shall thoughtfully consider, in all matters, the social, economic, and environmental effects of its actions, decisions, and recommendations.

ARTICLE 6
DUTIES AND RESPONSIBILITIES

The Commission's primary duty is to act in an advisory capacity to the Board.

The Commission shall not take any action or conduct any activity that is inconsistent with these Bylaws.

The Commission shall have the responsibility to review and research information and to formulate recommendations to be sent to the Board for consideration and action.

Except for urgency and emergency matters and any other matters requiring immediate action by the Board, all matters concerning the Airports or the air transportation system within Ventura County

requiring Board action, shall first be referred to the Commission for its study, consideration, and recommendation or advice prior to submission to the Board for action.

Relationship to the Camarillo and Oxnard Airport Authorities (Authorities) – the Commission is not subordinate or accountable to the Authorities. When requested by the Airports Director, the Commission may make recommendations to the Board, Airports Director, or both on matters under consideration by the Authorities.

When the Commission makes a recommendation to the Board, Airports Director, or both, the Commission may also communicate that recommendation to the Authorities in writing or via an oral report to the Authorities.

Department of Airports staff shall provide assistance, including obtaining legal and other technical assistance, necessary in the development of information required by the Commission in formulating its recommendations.

On matters not requiring Board action or approval, the Airports Director may request the Commission to review and to make recommendations to the Board, Airports staff, or both, on matters under the Commission's jurisdiction, including, but not limited to the following:

- a) Airport and aviation related noise and environmental issues
- b) Airspace issues affecting the Airports and the residents of Ventura County
- c) Land use issues that impact the operation of the Airports (on & off the Airports)
- d) Issues related to the County's Airport Land Use Commission (ALUC)
- e) Issues affecting all other airports and helipads located within the county
- f) A policy, rule, or regulation, applicable to the public generally and related to the Airports and aviation proposed by the Airports Director or the Board.
- g) Initiatives and actions proposed by the Camarillo Airport Authority, the Oxnard Airport Authority, or both.
- h) Special events proposed to occur on the Airports, or in the general vicinity of the Airports, that might affect their operation or have an impact on the communities in the vicinity of the Airports
- i) Proposed initiatives and actions by the Airports staff that affect the Airports or the communities in the vicinity of the Airports.

Disputes

If Airports staff wishes to dispute a Commission recommendation Airports staff may refer the matter to the Board for consideration.

Correspondence

Correspondence containing representations and/or recommendations of the Commission being sent to the Board, individuals of the public, or other agencies of the County, shall first be approved by a majority vote of the Commission, and such materials shall be transmitted under the signature of the Chair of the Commission or his designee.

Correspondence containing County policy or representations intended to be sent to Federal, State or other non-county agencies, shall first be sent to the Board for approval and signature.

ARTICLE 7
OFFICERS

The Commission shall select from its membership a Chair, and a Vice-Chair. Each shall serve for one calendar year beginning on the first meeting in January. The Chair shall be the Presiding Officer responsible for conducting the Commission meeting and shall be guided by Robert's Rules of Order, as may be revised from time to time.

The Airports Director shall act as the Commission's Administrative Secretary (Secretary). The Secretary shall be directly responsible to the Chair and the Commission for the administrative and secretarial needs of the Commission.

From time to time, the Chair may assign up to four Commissioners to an ad hoc committee for purposes of special studies and pursuits. An ad hoc committee shall not be comprised of a quorum of the Commission. Each ad hoc committee will be headed by a committee chair. The committee chair shall be responsible for carrying out its assigned task. An ad hoc committee shall be dissolved after the completion of its task or achievement of its objective.

ARTICLE 8
MEETINGS

Ralph M. Brown Act

Commissioners must comply with the Ralph M. Brown Act (Brown Act) which governs open meetings for local government bodies. The Brown Act is contained in section 54950 et seq. of the California Government Code.

Frequency of Meetings

The Commission shall hold meetings once each month at a time and place selected by a majority vote of the Commission. Meetings shall be open to the public. Meetings may be cancelled only on approval of the Chair or in the Chair's absence, the Vice Chair.

Meeting Agenda

The Secretary shall prepare and publish the agenda for each meeting, and have it distributed to Members and all interested parties after it has been approved by the Chair or designee.

Powers and Duties of Presiding Officer

The Chair shall act as the Presiding Officer and shall preserve order at all meetings of the Commission. In the absence or unavailability of the Chair, the Vice-Chair shall assume all duties and responsibilities of the Chair. In the absence of both officers, the next most senior Commissioner in terms of service on the Commission, shall assume the duties and responsibilities of the Chair.

Quorum Required

No action shall be taken except by a majority of a quorum of the Commission. A quorum shall exist when at least five (5) Commissioners are present.

Public Participation

The Commission shall, at all of its meetings, set aside time for public comment and input related to matters within the jurisdiction of the Commission. Persons wishing to address the Commission regarding items on

the agenda must submit a Request to Speak form to the Secretary prior to public discussion of the item. Members of the public may address the Commission on matters not on the agenda by submitting a Request to Speak form to the Secretary prior to the commencement of public comment. The Commission shall allow public comment prior to acting on an agenda item. It shall allow all complaints, suggestions, and viewpoints from Airport users, lessees, and parties of interest. The Commission shall give fair, open-minded consideration to public comment and make its dispositions public in all matters on the agenda.

Voting

Voting shall normally take place by voice vote unless ballot vote is requested by any one Member. The Secretary shall poll each Member and record each Member's vote on all motions acted upon by voice vote and shall record the results of all ballot votes.

Rules of Debate

Every Commissioner desiring to speak or address the staff shall have ample opportunity to do so and shall confine himself or herself to the question or topic under debate. A Commissioner desiring to speak shall not be interrupted when speaking unless called to order by the Presiding Officer. The Presiding Officer shall determine all points of order except that the Commission members may determine any point of order by majority vote. Members of the public shall not engage in debate with Commissioners, staff or other members of the public.

Rules of Order

Except as otherwise provided herein; the Ventura County Ordinance Code; other rules adopted by the County; or applicable provisions of state law, the procedures of the Commission shall be governed by the latest revised edition of Robert's Rules of Order.

Special Meetings

Special meetings may be called by the Chair or by regular motion at any time during the open session of a meeting that has been called to order, if approved by the majority vote of a quorum.

When not in session, the Presiding Officer, with the assent of at least one other Commissioner, may call for and set a special meeting by way of a written request to staff, where said meeting shall be held not sooner than 3 business days from staff's receipt of the request. The request, which shall include the reasons for the special meeting and any business which the Commission is to consider, shall be made available to the public along with the meeting agenda in accordance with the Brown Act.

Notice of the time, place, and purpose of any special meeting must be provided 24 hours in advance of the meeting to the general public and individually to all members of the Commission.

Notice of the meeting must be posted in a location freely accessible to the public. The Commission may only consider the business stated in the notification.

Minutes

The Secretary shall keep and publish, as required by law and County policy, an accurate record of the minutes of each regular and special meeting.

**ARTICLE 9
AMENDMENTS**

These Bylaws may be amended by the Board. Recommendations for amendments to these Bylaws may be made by the Commission at any time by majority vote of the full Commission. The number of Members appointed at the time shall constitute the full Commission. Amendments recommended by the Commission shall be sent to the Board for approval and enactment.

**ARTICLE 10
EFFECTIVE DATE**

These Bylaws shall take effect upon approval. All prior versions of these Bylaws are hereby repealed.

Upon motion of Supervisor _____, seconded by Supervisor _____, and duly carried, the foregoing resolution was approved on _____, 19862020.

Chairman, Board of Supervisors

ATTEST:

MICHAEL POWERS
Clerk of the Board of Supervisors
County of Ventura, State of California

RICHARD D. DEAN, County Clerk, County of Ventura,
State of California, and ex-officio Clerk of The
Board of Supervisors thereof

By _____
____ Deputy Clerk of the Board



MONTHLY ACTIVITY REPORT

Month ending June 30, 2020

Hangars and Tie-downs:

| Camarillo | | | | Oxnard | | | |
|-------------------------|------------|------------|-----------|-----------------------|------------|------------|-----------|
| | Inventory | Occupied | Available | | Inventory | Occupied | Available |
| Hangars | | | | Hangars | | | |
| Private | 170 | 170 | 0 | Private | 55 | 55 | 0 |
| County | 125 | 112 | 13 | County | 69 | 62 | 7 |
| Total | 295 | 282 | 13 | Total | 124 | 117 | 7 |
| Tie-downs | | | | Tie-downs | | | |
| 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 |
|----------------------------|-----------|--------|
| Current year for the month | 14,033 | 7,023 |
| Last year for the month | 11,258 | 5,335 |
| % Change | 25% | 32% |
| Current year to date | 72,846 | 35,779 |
| Last year to date | 71,390 | 34,112 |
| % Change | 2% | 5% |

| | Camarillo | Oxnard |
|----------------------|-----------|--------|
| Current Month | 3 | 0 |
| Current year to date | 7 | 1 |

Other:

| | Camarillo | Oxnard |
|--|-----------|--------|
| Citations issued | 0 | 7 |
| Cards issued to transient overnight aircraft | 33 | 2 |
| Noise/nuisance compliants | 0 | 6 |
| 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

8al

MONTHLY ACTIVITY REPORT

Month ending July 31, 2020

Hangars and Tie-downs:

| Camarillo | | | | Oxnard | | | |
|-------------------------|------------|------------|-----------|-----------------------|------------|------------|-----------|
| | Inventory | Occupied | Available | | Inventory | Occupied | Available |
| Hangars | | | | Hangars | | | |
| Private | 170 | 170 | 0 | Private | 55 | 55 | 0 |
| County | 112 | 112 | 0 | County | 62 | 62 | 0 |
| Total | 282 | 282 | 0 | Total | 117 | 117 | 0 |
| Tie-downs | | | | Tie-downs | | | |
| 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 |
|----------------------------|-----------|--------|
| Current year for the month | 15,573 | 6,717 |
| Last year for the month | 14,349 | 6,841 |
| % Change | 9% | -2% |
| Current year to date | 88,419 | 42,496 |
| Last year to date | 85,739 | 40,953 |
| % Change | 3% | 4% |

| | Camarillo | Oxnard |
|----------------------|-----------|--------|
| Current Month | 1 | 0 |
| Current year to date | 8 | 1 |

Other:

| | Camarillo | Oxnard |
|--|-----------|--------|
| Citations issued | 0 | 2 |
| Cards issued to transient overnight aircraft | 24 | 3 |
| Noise/nuisance compliants | 4 | 5 |
| 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 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**

| 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 |
|-------------------------------------|-------------------|----------------|------------------|--|--|---|-----------------|-----------------------|
| 6/2 11:45am Clear | Noise | T&G | Cessna | 2300 Block Foster Avenue, Ventura, CA | 1 | 1 | *** | N/R |
| 6/3 2:00pm Clear | Noise | T&G | Cirrus | 3500 Block Leeward Way, Oxnard, CA | 1 | 2 | *** | N/R |
| 6/6 11:14am Scattered | Noise | T&G | Cessna | 5500 Block West 5 th Street, Oxnard, CA | 1 | 3 | *** | N/R |
| 6/7 12:30pm Clear | Noise | T&G | Cessna | 5500 Block West 5 th Street, Oxnard, CA | 1 | 3 | *** | N/R |
| 6/19 11:35am Cloudy | Noise | T&G | Multi | 3500 Block Leeward Way, Oxnard, CA | 1 | 2 | *** | N/R |
| 6/30 12:14pm Clear | Noise | T&G | Cessna | 5500 Block West 5 th Street, Oxnard, CA | 1 | 3 | *** | 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

June, 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 |
|--|--------------------------|-----------------------|-------------------------|---|---|--|------------------------|------------------------------|
| 7/11 11:15pm Clear, Calm | Low Flying | O | Helicopter | 3100 Block Somis Road, Somis, CA | 1 | 1 | **** | N/R |
| 7/15 4:45pm Clear, Calm | Noise | L | Eclipse Jet | 200 Block Geneive Circle, Camarillo, CA | 1 | 1 | ** | N/R |
| 7/18 3:47pm Clear, Calm | Noise | O | UNK | 2100 Block Almanor Street, Oxnard, CA | 1 | 2 | * | N/R |
| 7/19 5:01pm Clear, Calm | Noise | O | UNK | 2100 Block Almanor 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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July, 2020

**MONTHLY NOISE COMPLAINT SUMMARY
OXNARD 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 |
|--|--------------------------|-----------------------|-------------------------|--|---|--|------------------------|------------------------------|
| 7/7 5:58pm Clear, Calm | Noise | T&G | UNK | 5500 Block West 5 th Street, Oxnard, CA | 1 | 4 | *** | N/R |
| 7/10 11:30am Clear, Calm | Noise | T&G | Piper | 5500 Block West 5 th Street, Oxnard, CA | 2 | 4 | *** | N/R |
| 7/12 10:21am Clear, Calm | Noise | T&G | UNK | 3500 Block Pier Walk Street, Oxnard, CA | 1 | 1 | *** | N/R |
| 7/16 11:30am Overcast | Noise | T&G | Piper | 5500 Block West 5 th Street, Oxnard, CA | 2 | 4 | *** | N/R |
| 7/23 4:45pm Clear, Windy | Noise | T&G | 2 Cessnas | 5500 Block West 5 th Street, Oxnard, CA | 1 | 4 | *** | 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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July, 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:

- Coordination as needed with airport staff to determine course of action in relationship to upcoming master plan process.
- 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 June 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:

- Coordination as needed with airport staff to discuss appropriate revisions to the ALP Drawing Set.
- 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 June 2020.

OXNARD AIRPORT – TAXIWAY F RELOCATION CATEX

Status Update:

- The Documented CatEx is being prepared and coordinated with airport staff.
- A runway safety area (RSA) determination was prepared as part of the study.

Upcoming Action Items:

- Coordinate the Documented CatEx with airport staff for submittal to the FAA.

Project Percent Complete: The study is 77 percent complete through June 2020.

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

Status Update:

- N/A for June 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 June 2020.

8cl

PROJECT STATUS REPORT
Ventura County, Department of Airports

Prepared by Mead & Hunt, Inc
Revision Date 2020-07-20



| Mead & Hunt No. County No. Grant No. | Airport | Description | Status | Percent Complete | Action Item |
|---|-----------|--|---|------------------|---|
| 3138400-181115.01 AEA 18-14 AIP TBD | OXNARD | DESIGN SERVICES PRELIMINARY DESIGN SERVICES FOR THE OXNARD RUNWAY AND TAXIWAY REHABILITATION / RECONSTRUCTION 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. | 97% | a) Mead & Hunt finalizing report based on County comments received 6-25-20. b) County to prepare an amendment for contract change of scope (overall deductive amendment). |
| 3138400-181115.03 AEA 20-05 AIP TBD | OXNARD | DESIGN SERVICES PRELIMINARY SITE INVESTIGATION SERVICES FOR THE OXNARD TAXIWAY F IMPROVEMENTS 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. | 97% | a) Geotechnical report being finalized based on County comments received 6-25-20. |
| 3168900-132415.05 AEA 18-06 AIP - 036 | CAMARILLO | CONSTRUCTION SERVICES NORTHEAST HANGAR DEVELOPMENT, PHASE 1 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. | 62% | a) Continue to perform construction administration and observation for ongoing construction. |
| 3168900-182312.01 AEA 19-05 AIP - N/A | CAMARILLO | DESIGN SERVICES TAXIWAYS A, E, F, AND RUN-UP AREA PAVEMENT MARKING IMPROVEMENTS 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 - 037 | CAMARILLO | CONSTRUCTION SERVICES TAXIWAYS H PAVEMENT REHABILITATION 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, Mead & Hunt reaching out to Contractor to schedule final application of pavement markings, and project closeout. |
| 2206900-170271.03 AEA 20-02 AIP - N/A | CMA & OXR | DESIGN SERVICES ON-CALL SERVICES (2019-2020) 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 | DESIGN SERVICES OXR AND CMA DBE UPDATES (2018-2019) 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 | FINAL DESIGN OXR RUNWAY 7-25 RECONSTRUCTION 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). b) FAA is reviewing the reimbursable agreement. c) Bid Alts 1 and 2 30% submittal, submitted on 7/14/2020. This included Plans, Preliminary Design Report, and Preliminary Cost Estimate. | 20% | a) After 7/20/2020 bi-weekly meeting Mead & Hunt to discuss with Client 30% submittal, comments, and questions. b) Mead & Hunt to schedule additional topographic survey. c) Mead & Hunt to discuss with the County the timeline and format of first outreach workshop. d) County to provide comments on 30% submittal by 7/29/20. |



8c2



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:

- Coordination as needed with airport staff to determine course of action in relationship to upcoming master plan process.
- 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 July 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.
- The Consultant and airport staff discussed current airfield issues that could relate to revisions to the “draft” ALP Drawing Set.

Upcoming Action Items:

- Coordination as needed with airport staff to discuss appropriate revisions to the ALP Drawing Set.
- 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 July 2020.

OXNARD AIRPORT – TAXIWAY F RELOCATION CATEX

Status Update:

- The Documented CatEx has been prepared and was submitted to airport staff on July 15, 2020.

Upcoming Action Items:

- Airport staff to sign/submit the Documented CatEx to the FAA.

Project Percent Complete: The study is 100 percent complete through July 2020.

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

Status Update:

- N/A for June 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 July 2020.

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PROJECT STATUS REPORT
Ventura County, Department of Airports

Prepared by Mead & Hunt, Inc
Revision Date 2020-08-10



| Mead & Hunt No. County No. Grant No. | Airport | Description | Status | Percent Complete | Action Item |
|---|-----------|--|---|------------------|---|
| 3138400-181115.01 AEA 18-14 AIP TBD | OXNARD | DESIGN SERVICES PRELIMINARY DESIGN SERVICES FOR THE OXNARD RUNWAY AND TAXIWAY REHABILITATION / RECONSTRUCTION Preliminary design includes topographic survey, geotechnical investigation, and evaluation of preliminary design alternatives. | a) Final Preliminary Design Concept Report and Preliminary Plans submitted to the County on 07/24/2020. | 100% | a) County to prepare an amendment for contract change of scope (overall deductive amendment), |
| 3138400-181115.03 AEA 20-05 AIP TBD | OXNARD | DESIGN SERVICES PRELIMINARY SITE INVESTIGATION SERVICES FOR THE OXNARD TAXIWAY F IMPROVEMENTS Preliminary site investigation includes geotechnical investigation and topographic survey for the proposed improvement limits. | a) Final geotechnical report submitted on 07/24/2020. | 100% | a) None to note. |
| 3168900-132415.05 AEA 18-06 AIP - 036 | CAMARILLO | CONSTRUCTION SERVICES NORTHEAST HANGAR DEVELOPMENT, PHASE 1 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. | 65% | a) Continue to perform construction administration and observation for ongoing construction. |
| 3168900-182312.01 AEA 19-05 AIP - N/A | CAMARILLO | DESIGN SERVICES TAXIWAYS A, E, F, AND RUN-UP AREA PAVEMENT MARKING IMPROVEMENTS 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 | CONSTRUCTION SERVICES TAXIWAYS H PAVEMENT REHABILITATION 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. Mead & Hunt reaching out to Contractor to schedule final application of pavement markings. and project closeout. |
| 2206900-170271.03 AEA 20-02 AIP - N/A | CMA & OXR | DESIGN SERVICES ON-CALL SERVICES (2019-2020) 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 | DESIGN SERVICES OXR AND CMA DBE UPDATES (2018-2019) 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/filled with the FAA. |
| 3138400-181115.02 AEA-20-06 AIP - TBD | OXNARD | FINAL DESIGN OXR RUNWAY 7-25 RECONSTRUCTION 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). b) FAA submitted the reimbursable agreement to the County. County to submit signed RA and payment to FAA. c) Bid Alts 1 and 2 30% submittal, submitted on 7/14/2020. This included Plans, Preliminary Design Report, and Preliminary Cost Estimate. | 30% | a) After 7/20/2020 bi-weekly meeting Mead & Hunt to discuss with Client 30% submittal, comments, and questions. b) Mead & Hunt to schedule additional topographic survey. c) Mead & Hunt discussed with the County the time/date and format of first outreach workshop which is schedule for 8/25/2020. There will be a rehearsal for the public workshop on 8/20/2020... d) County to provide comments on 30% submittal by 7/29/20. |



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**AIRPORT TENANT
PROJECT STATUS
August 30, 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/Silverstrand battery storage project design submitted to Airport for review and final approval. Project will go through the City of Camarillo for permits.
- CloudNine Development project design submitted to Airport for review and final approval.

OXNARD

- None

OTHER

- None

8d

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

August 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 complete. Closeout remains. |
| 5 | CMA TWY's A, E, F, and Run-up Area Pavement Marking Improvements | <u>\$18,285</u> | | <u>Mead & 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 & 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 Supplemental Plan | <u>6,500</u> | | <u>Ninyo & Moore</u> | N/A | 7/15/20 | 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. New order requires additional workplan and future sampling/monitoring. |

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**

August 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 | Const Award | Const Start | | |
| 5 | NE Hangar Development, Phase 1 | \$7,126,202 \$7,950,236 | \$45,658 2,199,101 | Mead & Hunt Toro Enterprises | 8/15/17 | 10/17/17 | 12/5/19 | 12/19/20 | 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 | TBD | 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 | TBD | 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 | 12/30/19 | 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 | 2/15/20 | Geotechnical and survey work completed. Final report submitted to FAA. |

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 | 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 | 100 | 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. |
| 3 | OXR Final Design for the RWY-TWY Connector - Parallel TWY F Reconstruction | \$1,507,310 | | Mead & Hunt | N/A | 6/22/20 | N/A | TBD | 30 | NTP issued and first tenant workshop scheduled for August 25 th . |

Note: Shaded boxes indicate changes from previous month

CMA - Camarillo Airport

OXR - Oxnard Airport

TBD - To be determined

CCO - Contract Change Orders

8e4

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!

jf

**DEPARTMENT OF AIRPORTS
2020 MEETING SCHEDULES**

AAC/CAA/OAA

| AVIATION ADVISORY COMMISSION | CAMARILLO & OXNARD AUTHORITIES |
|-------------------------------------|---|
| 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 (CANCELED) | August 13 (CANCELED) |
| 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.

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

June 25, 2020

Charlotte Jones, Lead Airport Certification Safety Inspector
FAA Western-Pacific Region
Via Email

Subject: OXR Airport Operating Certificate – Class III
Annual Tabletop Exercise
Request for Extension

Hello Charlotte,

Given the difficulty in conducting larger meetings in person, OXR has not been able to conduct a tabletop review of the AEP within the past 12 months. The date of our last tabletop exercise was June 7, 2019. It seems likely that social distancing protocols will continue to restrict the ability to hold such an exercise in person in the near term. As such, we are exploring options to hold this exercise virtually but have not established the means or date that this could occur. We are hopeful that OXR can conduct the exercise either in person or virtually, if appropriate, by the end of September.

To that end, we would request an extension to September 30, 2020 in order to conduct the tabletop review.

Respectfully,

A handwritten signature in black ink, appearing to read "DNafie". The signature is written over the typed name and title of the sender.

Dave Nafie, Deputy Director of Airports
County of Ventura

Cc: Kip Turner, Director of Airports

9a



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June 25, 2020

Toro Enterprises, Inc.
Attn: Mike Barrow
P.O. Box 6285
Oxnard, CA 93031

**Subject: Camarillo Airport – NE Hangar Development, Phase 1 Construction Project
FAA AIP No.: 3-06-0339-036-2017
Spec. No. DOA 17-01; Proj. No. CMA-195
UTILIZATION OF UNLISTED SUBCONTRACTOR
D & D Laser Screed**

Dear Mr. Barrow,

We are in receipt of your email dated June 3, 2020 with a copy of an agreement and a subsequent email on June 15, 2020, in which Toro Enterprises, Inc. (Toro) outlined the circumstances under which Toro did not list the planned use of a subcontractor in the original Proposal's List of Subcontractors.

Your June 3 email said: "Toro's initial intent was to perform in-house the majority of laser screed scope. However, the COVID-19 crisis complicated the situation and impacted adversely Toro's ability to retain the necessary qualified personnel for this task. In order to proceed with the work with minimum interruption to the construction schedule, Toro had no alternative but to retain the services of D&D Laser Screed."

Toro's actions are covered by section 4106 of the Public Contract Code (PCC) which specifies:

"If a prime contractor fails to specify a subcontractor or if a prime contractor specifies more than one subcontractor for the same portion of work to be performed under the contract in excess of one-half of 1 percent of the prime contractor's total bid, the prime contractor agrees that he or she is fully qualified to perform that portion himself or herself, and that the prime contractor shall perform that portion himself or herself.

If after award of contract, the prime contractor subcontracts, except as provided for in Sections 4107 or 4109, any such portion of the work, the prime contractor shall be subject to the penalties named in Section 4111."

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When the original bid does not designate a subcontractor for a portion of the work, PCC section 4107(c) allows later subcontracting of that work, but only "in the performance of 'change orders' causing changes or deviations from the original contract."

Even then, PCC section 4109 requires a finding of an emergency or necessity before a subcontractor may be added: "Subletting or subcontracting of any portion of the work in excess of one-half of 1 percent of the prime contractor's total bid as to which no subcontractor was designated in the original bid shall only be permitted in cases of public emergency or necessity, and then only after a finding reduced to writing as a public record of the awarding authority setting forth the facts constituting the emergency or necessity."

Toro provided the following response via email on June 15 to the inquiry as to why the County was not notified about the unlisted subcontractor for consideration:

"The COVID-19 pandemic disrupted the labor market, and made it difficult for Toro to retain qualified personnel for this task. The new safety measures implemented specifically for COVID, burdened Toro's work force, with some not working due to the virus or not working at all until these special safety measures are removed. It was a simple oversight not to notify the County prior to using an unlisted sub, and we apologize for this lapse. Toro's primary goal in these unrepresented [sic] hard times is to stay on schedule and provide the best quality product to the County."

Whether or not the current pandemic created an emergency or necessity requiring Toro to subcontract work Toro intended to perform itself, Toro failed to obtain prior approval to do so, in violation of PCC sections 4106, 4107, and 4109. Since this is not the first instance of a similar issue on this contract, the County feels this situation should have been brought forth in a timely manner and Toro's claim of mere oversight is not supported.

The County of Ventura Department of Airports (DOA) therefore finds that it is appropriate to impose a penalty, as prescribed by PCC section 4110:

"A prime contractor violating any of the provisions of this chapter violates his or her contract and the awarding authority may exercise the option, in its own discretion, of (1) canceling his or her contract or (2) assessing the prime contractor a penalty in an amount of not more than 10 percent of the amount of the subcontract involved, and this penalty shall be deposited in the fund out of which the prime contract is awarded. In any proceedings under this section the prime contractor shall be entitled to a public hearing and to five days' notice of the time and place thereof."

The DOA does not consider Toro's violations to be grounds for canceling the contract. Therefore, the DOA must assess what we consider a significant yet reasonable penalty of 8% of the amount of your subcontract with D&D Laser Scream.

If you are willing to accept the above penalty, you are requested to provide all of the following: (1) copies of the full subcontract, including labor, equipment, and materials; (2) agreements for

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services performed by third party firm(s) under the direction of D&D Laser Screed; (3) the full contract amount paid to D&D Laser Screed; and (4) the state contractor license number and Department of Industrial Relations number. When DOA receives the above, a Contract Change Order will be written that will impose the penalty. The DOA will consider the item closed after you have signed the change order, at which time the work performed by D&D Laser Screed will be eligible for acceptance and payment.

If you are not willing to accept the penalty proposed above, you may contest it at a public hearing before the Ventura County Board of Supervisors under PCC section 4110 by submitting a written request for a hearing to me at the address shown on this letter.

If you have any questions concerning this matter, please contact me at erin.powers@ventura.org.

Sincerely,

Erin Powers

Erin Powers
Projects & Programs Administrator

9b3

June 29, 2020

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

RE: Memorandum of Understanding – Camarillo Airport Business Park

Dear Jackie:

Enclosed for your records is one original fully executed Memorandum of Understanding agreement for Ventura County Animal Shelter at the Camarillo Airport Business Park.

Thank you for your cooperation during this process and we look forward to continuing to work with you and your team.

Sincerely,



Madeline Herrle
Lease Manager

Madeline.Herrle@Ventura.org
805.388.4243

Enclosure

9c

July 1, 2020

Mario Pena
Dba N & N Transport
2124 Olga St.
Oxnard, CA 93036

RE: Parking lot lease – Camarillo Airport Business Park

Dear Mario:

Enclosed for your records is one original fully executed lease agreement for your business in the parking area at Aviation Way at the Camarillo Airport Business Park.

Thank you for your cooperation during this process and we look forward to working with you.

Sincerely,



Madeline Herrle
Lease Manager

Madeline.Herrle@Ventura.org
805.388.4243

Enclosure

9d



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WWW.IFLYQXNARD.COM

July 8, 2020

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

RE: Public Records Request dated June 16, 2020

Dear Mark,

Attached are the documents fulfilling your public records request from your letter dated June 16, 2020.

Sincerely,

A handwritten signature in black ink, appearing to read "Madeline Herrle". The signature is fluid and cursive, with a large loop at the end.

Madeline Herrle
Lease Manager

Madeline.Herrle@Ventura.org
805.388.4243

Enclosures

9e



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July 31, 2020

Dear Airport Response Partner:

On behalf of the County of Ventura Department of Airports, I would like to cordially invite you to attend our annual Oxnard Airport Table Top exercise. This simulated emergency exercise is conducted every year to promote safety, practice integration of mutual aid response, and maintain federal compliance with the Federal Aviation Administration regulations.

The tabletop exercise this year contains a mass causality incident evaluation in which participation from all local mutual aid agencies is requested. The technical insight that your agency provides during emergency operations is critical and valuable, and we encourage you and your staff to attend. This year we are doing things a little differently by allowing people to join remotely via Zoom.

The Oxnard Table Top will be held in the Aircraft Rescue Fire Fighting building immediately west of the air traffic control tower. Parking is highlighted in yellow arrows. Door entry is circled. Please see attached diagram for location details.

Event Details:

Date: August 20, 2020

Time: 10:30 AM

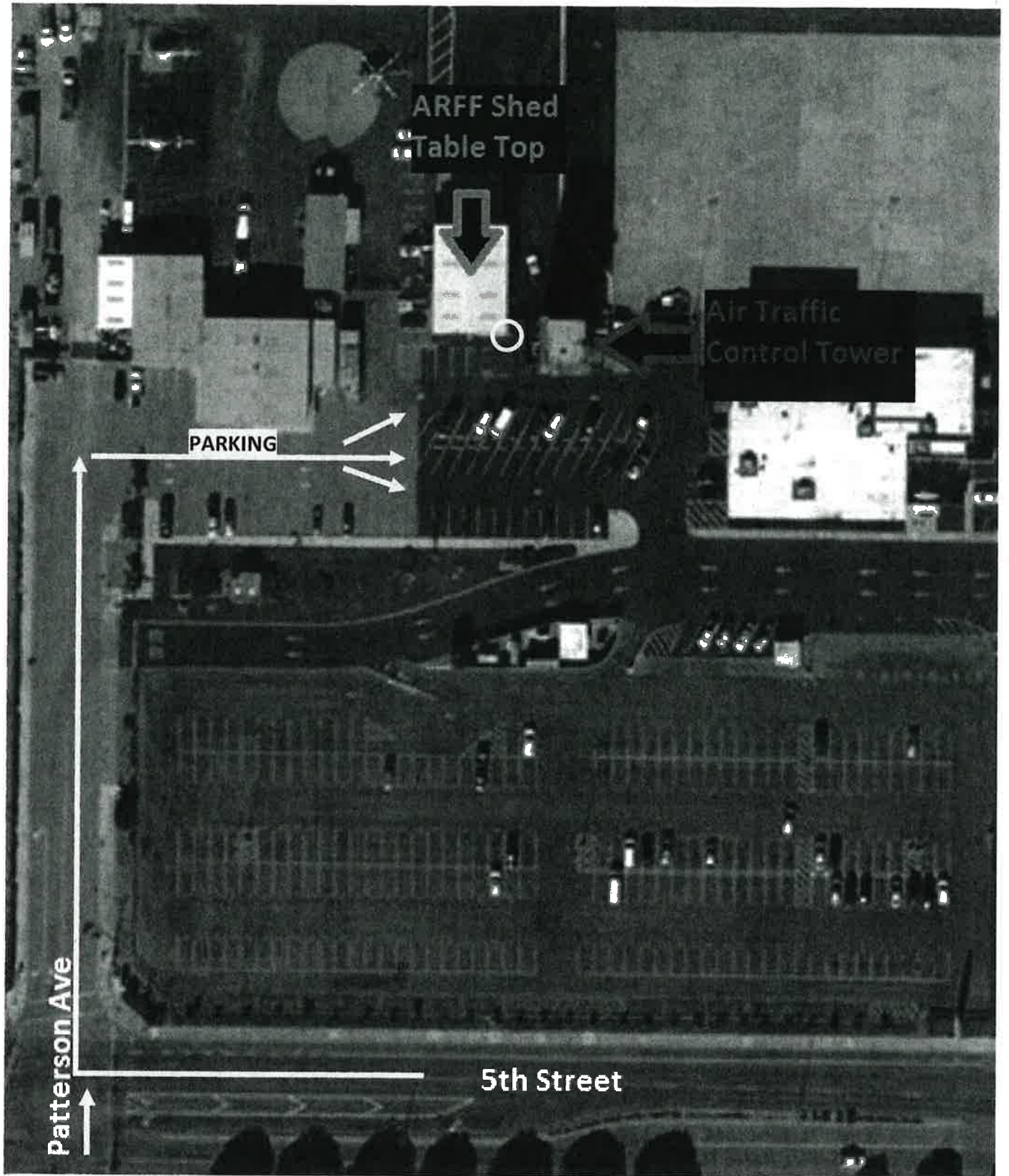
Address: Oxnard Airport
2889 W. 5th Street
Oxnard, CA 93030

Please confirm your attendance or address any questions to john.feldhans@ventura.org, and confirm if you will be attending in person or on Zoom.

Thank you,

John Feldhans, CM
Airport Operations Supervisor

9f1



9f2

August 12, 2020

Ms. Lucila Arango
10877 Wilshire Blvd., Suite 660
Los Angeles, CA 90024

RE: Arango Letter of Intent / Oxnard Airport

Dear Ms. Arango:

Thank you for your interest to develop a hangar at the Oxnard Airport (OXR) as proposed in your Letter of Intent (LOI) dated May 19, 2020. The Ventura County Department of Airports (Department or Airport), is excited to work with you in hopes that we can ultimately meet your desires and expectations.

As your letter stated in the first sentence, and as Department of Airport staff have reiterated during the many different conversations that have taken place with the various individuals claiming to represent your development interest at OXR, your letter is non-binding as are the Department's good faith efforts. Please be aware that the Department of Airports is not in any position to grant you any property or contractual interest in airport land without the express approval of a written agreement by the Ventura County Board of Supervisors. (E.g., *Katsura v. City of San Buenaventura* (2007) 155 Cal.App.4th 104,109-110.)

The most recent conference call with your team concerning this matter occurred on June 29, 2020. Liz DeStaffany, Andrew Pierson and Jon Wenrich, again all of which claim to represent your interests in the proposed development, were included in that call. An additional request soon followed from Jimmy Severson to further discuss the same items that we had discussed previously in the group call. I sent him an email on July 2, 2020 recapping that same information as discussed with the group.

In both the call and the email that followed, your team was informed of the Airport's current position in relation to your preferred location for development along with the reasoning that supports that position. Furthermore, in both the call and the email, a suggested potential alternative was discussed which would meet the development needs as thus far illustrated. It was stated in these conversations and correspondence that the preferred location as illustrated by your team, was still a potential option but would not be something the Department would be able to act on until a Master Plan Study is completed.

The Department has now been asked by your attorney, Rebecca Mares to provide a summary of these discussions to date, including the Departments position concerning the preferred location in writing.

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In short, the Department of Airports has recently learned that it will be receiving a full Airport Improvement Program grant from the FAA to fully fund a Master Plan Study (Study), which when complete will further define a pathway for how both Ventura County airports continue growing and evolving. Both County airports work together as a system of airports serving the entire region and the many different communities and economies that support our County.

In conjunction with this effort, the Oxnard Airport has simultaneously been working on an Airport Layout Plan Update for the past year or so which remains in draft format as it continues to evolve. Because this effort is still underway and continuously changing as the process continues, the Department is not able to publish copies until we have a final County and FAA approved document that is ready for release. These support efforts, when completed will include the necessary feedback and desires of the communities and business leaders that reside in our County and will ultimately provide direction to staff and local leaders as to how the Airports should continue developing and growing for the next decade and beyond.

As I'm sure you're aware, the Airports provide services to the entire region and are two of the largest economic engines in the County. The parcel that your representatives have expressed interest in as the preferred hangar location for your development at OXR, will require additional study to ensure it is being advanced in a manner that fully meets the future aeronautical needs of the County and region.

The Oxnard Airport has limited new development opportunities remaining, particularly for properties that may have the ability to serve different components of aeronautical activities or services. More specifically, the southern portion of the five-acre undeveloped parcel that your team has expressed interest in, is one of those areas.

We anticipate receiving the grant for the Study within the next 30 days or so and have already processed a contract for services which will include a notice to proceed once the grant is in hand. The Study itself is estimated to be completed within 12-18 months following the notice to proceed. It is possible that the Department will have the answers it needs from examining this area of the Airport prior to having the full Study completed.

Throughout the entire time that the Department has been in good faith discussions with your team regarding your desired development at OXR, the Department kept your team informed that it was also in discussions with a second party that has interest in expanding their current operation on the northern portion of the same undeveloped five-acre parcel.

To further clarify, the Airport has a roughly five-acre undeveloped parcel of which your team has expressed interest in developing the southern portion of said parcel while all along the second interested party has expressed interest in the northern portion of said parcel. Hopefully your team has kept you abreast of these discussions and actions to date.

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There are not any current known concerns related to the future use or development of the northern portion of this undeveloped parcel, which is the area proposed to be utilized by the existing tenant or otherwise herein known as the second party.

Regarding the southern portion of the undeveloped parcel, which again is where your team has expressed the most interest, in order to ensure it has the ability to be developed as deemed appropriate by the Study, it is the Airport's intention to preserve a section on the northern end wide enough to provide aircraft access including a possible private taxilane thereby accommodating up to an Airplane Design Group III type aircraft (at least 140' wide).

This preservation of access will allow maximum flexibility for potential future airport development including the ability to support private hangar development in this area should that be the outcome or strategic vision of the Study once completed. Your team has included conceptual design thoughts as to how this would work towards your development goals if it is determined that you are able to develop in this location.

Again, as previously noted, and discussed in numerous telephone conversations with your representatives, the Department suggested a potential secondary location that we could further explore if interested that would most likely not require waiting on the Study to be completed.

The potential alternative location would provide a similar size area which could be configured to your proposed plan, would eliminate the requirement to construct a private taxilane to your development, and has existing access coming from Fifth Street which your team had expressed as an interest.

We appreciate continuing a dialogue with you regarding your proposed development project at the Oxnard airport. We value your current presence and economic benefits to the Oxnard community and hope that we can work with you towards that goal.

Sincerely,



Kip Turner
Director of Airports

Enclosure

Cc:

Rebecca A. Mares
Lane Powell
1420 Fifth Avenue, Suite 4200
Seattle, WA 98101

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Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction Project

Project Description

The Runway 7-25, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction Project consists of reconstructing the runway, taxiway connectors, and parallel taxiway at the Oxnard Airport located at 2889 W 5th Street, Oxnard, California 93030.

The minimum acceptable level of serviceability for the Oxnard Airport runway has been reached or is no longer cost-effective to perform maintenance activities on the pavement.

To bring the Oxnard Airport's runway to current standards will require reconstructing the runway, taxiway connectors and parallel taxiway.

This effort will require the removal of existing pavement surface, construction of new pavement, shoulder work, application of pavement markings, installation of underdrain system, electrical facilities, new edge and MALSF lights, and new signage, as well as modifications to the existing storm drains.

Tenant Workshop

For more information, join us for a virtual online meeting via Zoom on:

August 25, 2020 from 3:00 PM - 4:30 PM

Remote Meeting Link:

<https://zoom.us/j/95474172892?pwd=eFp0bjZkdWdCM2VHeKx5MWREY3laQT09>

Webinar ID: 954 7417 2892

Passcode: 5851

Phone In Only: 669-900-6833

Visit www.ventura.org/airports for more details. For questions, contact us at 909-313-0549 or OxnardAirportRunway@arellanoassociates.com.



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CAMARILLO Acorn

Plane lands without landing gear at Camarillo Airport

August 07, 2020



Ventura County Fire Department firefighters help airport staff lift the plane onto its wheels Thursday afternoon. Courtesy photo.

A single-engine plane slid across the Camarillo Airport runway on its belly Thursday afternoon after its landing gear failed to deploy, officials said.

The Ventura County Fire Department responded to reports of a plane down that went out just before 3 p.m. Capt. Brian McGrath said the four-passenger plane was still intact when firefighters arrived.

“Luckily the pilot was able to safely slide it into the area just off the runway,” McGrath said.

None of the three people on board were injured, he said.

According to flight records, the Rockwell Commander 114 departed from Brackett Field Airport in La Verne at 12:26 p.m. en route for the Camarillo Airport. Records show the plane had made the same trip multiple times before.

The reason for the malfunction of the plane’s landing gear had not been determined as of Friday.

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After the landing, firefighters helped airport staff raise the plane onto its wheels and bring the plane to a hangar.

—Brooke Stanley



Airport taking off after COVID turbulence

Air travel has rebounded at Camarillo hub

August 28, 2020

By Brooke Stanley
brooke@theacorn.com



READY TO GO—Over the last couple of months, the Camarillo Airport has logged more takeoffs and landings than it did the same time last year, which has signaled a rebound in private aviation since the pandemic began.

Air travel has been one of the industries hit hardest by the pandemic. When the federal government announced travel restrictions earlier this year, commercial airlines saw their passenger counts plummet, leading to mass layoffs and financial impacts that are still reverberating throughout the industry.

While the Camarillo Airport was no exception to the impacts of the pandemic, the county-owned general aviation airport seems to be rebounding quickly from the hit in operations it took in March and April, during the strictest stay-at-home orders.

The Camarillo Airport, home to over 600 general aviation aircraft and more than 145,000 takeoffs and landings each year, receives much of its income from leased airport property, fees from the dozens of businesses that operate at the airport and landing fees.

When the lockdown was ordered, the airport continued running, as it's considered an essential business. Most planes, however, stayed on the ground, and nonessential businesses were temporarily closed, leading to decreases in income for the airport.

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"When the pandemic first set in for California and Ventura County, the airport took a pretty good hit on our operations right away," said Kip Turner, Ventura County director of airports.

The last couple of months, however, the airport has been logging more takeoffs and landings than it did the same time last year—which has helped its total count get back up near what it would have been if there wasn't a pandemic, Turner said.

While the airport director can't say for sure why airport travel is up, he believes it's because CMA is a general aviation airport that serves mostly private plane owners and pilots.

There are far fewer people in the small private planes that frequent the local airport than there are aboard huge commercial airliners, he added.

"We're just blessed in the fact that general aviation rebounded much quicker," Turner said. "At least thus far. . . . The pandemic's not over yet, and no one knows what lies ahead."

Since the pandemic began, the airport has been able to operate, though with added health and safety precautions. Many employees work from home, and meetings are often held virtually. The administration office was closed to the public for a few months but has since opened for appointments only.

Despite the drop in income, Turner said, the county did not lay off any of the more than 1,000 people employed by the airport, though there were a few furloughs of employees that were considered nonessential.

For more information about the Camarillo Airport, go to www.ventura.org/airports/camarillo airport.

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