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AVIATION ADVISORY COMMISSION

MINUTES

December 2, 2019

1. CALL to ORDER and PLEDGE of ALLEGIANCE

Ad Hoc Chair, Adriana Van der Graaf, called the meeting to order at 7:00 p.m. and led the pledge of allegiance.

2. ROLL CALL

PRESENT

Gary Jacobs (L)
Nanette Metz
Robert Trimborn
James Flickinger
Adriana Van der Graaf
Bruce Hamous
Bobby Williams

Excused (E)

Late (L)

AIRPORT STAFF

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

ABSENT

Steve Weiss (E)
Maggie Bird (E)
Julie Mino (E)

3. APPROVAL OF MINUTES – September 9, 2019

Robert Trimborn moved to approve the September minutes and James Flickinger seconded the motion. 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 representing Airport Properties Limited stated concerns about a request for public records he submitted with the Department of Airports. He also stated a concern about large aircraft exceeding 115,000 pounds being allowed to operate out of Camarillo Airport. Mr. Sullivan commented on the Northeast Hangar project and inquired about traffic impacts due to construction. He stated a concern about whether the change order from Toro and the other contractors would negatively impact the Department of Airport's budget.

5. **UNFINISHED BUSINESS**

None.

6. **NEW BUSINESS**

- A. **Subject: Approval of, and Authorization for the Director of Airports, or His Designee, to Execute, a Lease with Silverstrand Grid, LLC, for a Battery Storage Facility at the Camarillo Airport Business Park.**

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 lease with Silverstrand Grid, LLC (Attachment 1) for a battery storage facility at Camarillo Airport Business Park.

Director Kip Turner introduced Dustin Pulciani, Director of Real Estate for Able Grid Energy Solutions. Mr. Pulciani introduced two other staff members from Able Grid Energy Solutions, Eric Stoutenburg, Chief Development Officer, and Jason Knedlhans, Director of Energy Storage Solutions. Staff from Able Grid Energy Solutions went over a PowerPoint presentation and responded to questions posed by Commission members about the battery storage facility.

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

B. 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.

Commissioner Robert Trimborn went over a PowerPoint presentation and he also outlined the proposed changes to the Bylaws. A lengthy discussion took place about the Commission's role and responsibilities. Mr. Trimborn informed Commission members that they are welcomed to send any additional changes they would like to see in the Bylaws. Commissioner Gary Jacobs requested that any changes be sent to the airport director. Commission members requested that the airport director seek clarification in several areas and report staff's findings back to them. Specifically, it was requested that 1) staff report back with recommendations as to how Commission actions can be transmitted to the Board of Supervisors; 2) staff report back with County Counsel's recommendations regarding Article 6 of the Bylaws and the type of matters that must be referred to the Commission; and 3) staff report back with County Counsel's recommendations as to how a minority vote or matters of dissension should be conveyed to the Board of Supervisors.

Robert Trimborn moved to table this item to a future meeting and Adriana Van der Graaf seconded the motion. All others voted in favor and the motion passed unanimously.

7. DIRECTOR'S REPORT

Director Kip Turner shared that John Lewis passed away in a plane crash that occurred on October 8th at Camarillo Airport. Mr. Turner also shared that there were aircraft incidents on September 23rd, September 25th and September 29th at Oxnard Airport however there were no injuries. He stated that County staff had a follow-up meeting with representatives from the hangar owners' association on September 26th to discuss the hangar leases. He also stated that a letter went out to tenants on October 3rd which provides an update on the status of the hangar leases. Mr. Turner shared that staff is preparing templates for the new leases which he anticipates will go through the public process in early 2020.

Director Turner provided a projects update. Regarding the Northeast Hangar Development at Camarillo Airport, a kick-off meeting is scheduled on December 4th with an anticipated Notice to Proceed on December 5th. Regarding the Taxiway H project at Camarillo Airport, the grants have been executed and a contract has been awarded to Maxwell Asphalt. It is anticipated that a Notice to Proceed will go out by the end of the year once the department works out a final bond issue. Regarding the private RKR project (also known as CloudNine) at Camarillo Airport, the public comment period for the environmental review ended on November 20th. Once the comments have been reviewed, this matter will come before the Commission, Airport Authorities, and the Board of Supervisors for final approval in early 2020. Regarding the Airport Layout Plan for Oxnard Airport, a draft of the plan was submitted to the Federal Aviation Administration (FAA) for review on October 8th. Regarding the runway project at Oxnard Airport, the design scope is being worked out with the FAA and the department's consultant. It is anticipated that construction for this project would take place in June, 2021. Mr. Turner also shared that staff is still working on the discrepancies noted in the Part 139 inspection that occurred at Oxnard Airport. Regarding the master plans for both Camarillo and Oxnard airports, it is anticipated the FAA will contribute \$600,000 towards this effort and the department will contribute the rest of the funds. He anticipates kicking off this project in early 2020 and stated this will be a 12-18 month process.

Director Turner shared that Julie Mino has been appointed to the Aviation Advisory Commission. Mr. Turner also shared that approval for the Silverstrand Grid lease, which was presented at tonight's meeting, is scheduled to go before the Airport Authorities on December 12th followed by the Board of Supervisors on December 17th. In regards to the Commission bylaws, this item will go before the Board of Supervisors once the Commission has approved a final version. In regards to the design scope for the runway project at Oxnard Airport, this item will go before the Board of Supervisors once the design is finalized with the FAA. He then provided a personnel update regarding vacancies in the department. In the maintenance division, the department hired three people so only two vacancies for a regular position and a temporary position remain. In the administration division, Jorge Rubio is no longer with the department so there is a vacancy for the deputy director position. There is also a vacancy for an engineer position and an operations supervisor position. Mr. Turner stated that his goal is to be fully staffed by end of first quarter in 2020. He shared that he is serving as a board member for the Oxnard Chamber of Commerce and the Camarillo Chamber of Commerce. Lastly, he requested that lease manager Madeline Herrle provide an update on the County of Ventura's census efforts.

8. REPORTS

- Monthly Activity Report – August, September, October 2019
- Monthly Noise Complaints – August, September, October 2019

Consultant Reports – August, September, October 2019
Airport Tenant Project Status – September, November 2019
Project Status – September, November 2019
Financial Statements Period Ended – September 30, 2019
Financial Statements First Quarter – FY 2019/2020
Rotation Schedule
Meeting Calendar

Reports were received and filed.

9. CORRESPONDENCE

Memorandum dated August 29, 2019 from Erin Powers to Distribution List re: Environmental Document Review – County Project

Letter dated September 11, 2019 from Erin Powers to Shannon Montano, California Department of Transportation re: State Matching Funds – Federal Aviation Administration Grant AIP 3-06-0339-037-2019 – Camarillo Airport

Letter dated September 12, 2019 from Madeline Herrle to Sheila Sannadan, Adams Broadwell Joseph & Cardozo re: Public Records Request – Silverstrand Grid Project

Letter dated September 17, 2019 from Erin Powers to G. Adams, The Adams Companies re: Notice to Proceed, AEA No. 20-04; INDEPENDENT FEE ESTIMATE for Design Engineering Services for Oxnard Airport – Runway, Taxiway Connectors and Taxiway F Reconstruction

Letter dated September 17, 2019 from Erin Powers to Mead & Hunt, Inc. re: Notice to Proceed; Oxnard Airport – Consulting Service Contract; Preliminary Site Investigation Services for Taxiway F Improvements; AEA No. 20-05

Letter dated September 18, 2019 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Airport Properties Limited, LLC; Public Records Request dated September 9, 2019

Letter dated September 19, 2019 from Madeline Herrle to John Neustadt re: Public Records Request dated September 9, 2019

Letter dated September 25, 2019 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Airport Properties Limited, LLC; Public Records Request dated September 9, 2019

Letter dated September 26, 2019 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Airport Properties Limited, LLC; Public Records Request dated September 13, 2019

Letter dated October 3, 2019 from Erin Powers to James Harris, Coffman Associates, Inc. re: Notice to Proceed; Oxnard and Camarillo Airports – Professional Services Contract; AEA No. 20-01

Letter dated October 3, 2019 from Kip Turner to Hangar Owners and Tenants

Letter dated October 4, 2019 from Madeline Herrle to Sharon Evans, Sharon Evans Aviation Research, LLC re: Public Records Request dated September 26, 2019 for Airport FBO Lease Information and Airport Fuel Data

Letter dated October 7, 2019 from Madeline Herrle to Ron Rasak, RKR, Inc. re: Project Signs at Las Posas

Letter dated October 8, 2019 from Madeline Herrle to John Neustadt re: Public Records Request dated September 9, 2019

Letter dated October 8, 2019 from Erin Powers to Maxwell Asphalt, Inc. re: Contract for Camarillo Airport – Taxiway H Pavement Rehabilitation, FAA AIP No. 3-06-0339-037-2019; Specification No: DOA 19-02; Project No: CMA-236

Letter dated October 9, 2019 from Madeline Herrle to Gerald Alves, Airport Properties Limited, LLC re: Camarillo Airport / Row “H” Security Deposit

Letter dated October 9, 2019 from Madeline Herrle to Ron Rasak, RKR, Inc. re: Project Signs at Las Posas

Letter dated October 10, 2019 from Madeline Herrle to Gerald Alves, Airport Properties Limited, LLC re: Evidence of Insurance

Notice of Availability and Intent to Adopt a Mitigated Negative Declaration dated October 21, 2019 re: CloudNine at Camarillo

Letter dated October 21, 2019 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Airport Properties Limited, LLC; Public Records Request dated September 13, 2019

Letter dated October 22, 2019 from Erin Powers to Jeff Leonard, Mead and Hunt, Inc. re: Notice to Proceed, AEA No. 20-02; Professional Services Contract for Oxnard and Camarillo Airports

Letter dated October 22, 2019 from Erin Powers to Mead & Hunt, Inc. re: Notice to Proceed; Camarillo Airport – Consulting Service Contract; Construction Administration Services for Taxiway H Pavement Rehabilitation; AEA No. 20-03

Letter dated October 25, 2019 from Madeline Herrle to Gregory Peacock, Tactical Communications re: Your Letter dated October 10, 2019

Letter dated October 25, 2019 from Madeline Herrle to Randy Michel re: Oxnard Airport Hangars

Letter dated October 30, 2019 from Madeline Herrle to Ron Rasak, RKR, Inc. re: Your Letter dated October 28, 2019

Letter dated November 6, 2019 from Madeline Herrle to Cathy Ramos Marquez, Blackdot re: T Mobile Lease Amendment – Oxnard Airport; 2889 West 5th Street, Oxnard CA

Letter dated November 7, 2019 from Mark Sullivan, Law Office of Mark F. Sullivan to Kip Turner re: Conflict Between Taxilane Design for Cloud 9 Hangars and the Camarillo Joint Powers Agreement of 1977

Letter dated November 12, 2019 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Airport Properties Limited, LLC; Public Records Request dated October 10, 2019

Letter dated November 14, 2019 from Erin Powers to Brenda Perez, Federal Aviation Administration (FAA) re: Support for a Categorical Exclusion for the Preparation of an Airport Master Plan for the Camarillo Airport (CMA), Camarillo, California

Letter dated November 15, 2019 from Kip Turner to Mark Sullivan re: Letter Received Concerning Potential Conflict Between Taxilane Design for Cloud 9 Hangars and the Camarillo Joint Powers Agreement of 1977

Letter dated November 15, 2019 from Kip Turner to Ronald Rasak re: Project Signs at Las Posas

Letter dated November 19, 2019 from Ronald Rasak, RKR Incorporated to Kip Turner re: Boeing 737 Operations from CloudNine

Correspondence was received and filed.

10. MISCELLANEOUS

Information was received and filed.

11. COMMISSION COMMENTS

Commissioner Robert Trimborn stated that he has been appointed as the director of the Wings Over Camarillo Air Show.

Commissioner Bruce Hamous thanked the subcommittee for their efforts in reviewing the Commission's bylaws. Commissioner Bobby Williams also thanked the subcommittee.

12. ADJOURNMENT

There being no further business, the December 2, 2019 meeting of the Aviation Advisory Commission was adjourned at 9:11 p.m.

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

KIP TURNER, C.M.
Administrative Secretary