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AVIATION ADVISORY COMMISSION

MINUTES

December 7, 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. A moment of silence was observed in recognition of National Pearl Harbor Remembrance Day.

2. ROLL CALL

PRESENT

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

Excused (E)
Late (L)

ABSENT

Gary Jacobs (E)
Bruce Hamous (E)

AIRPORT STAFF

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

3. APPROVAL OF MINUTES – September 8, 2020

Maggie Bird moved to approve the September minutes and Nanette Metz seconded the motion. Steve Weiss and Adriana Van der Graaf abstained. All others voted in favor and the motion passed unanimously.

- 4. PUBLIC COMMENT** - Citizens wishing to speak to the Commission on an airport related item must fill out a speaker card and submit it to the secretary. Comments will be limited to a maximum of **three** minutes per item.

Speaker cards for issues NOT on the agenda must be submitted before the end of the public comment period.

Speaker cards for issues listed on the agenda must be presented before the item is up for consideration. Speakers will be called when the item is presented.

None.

- 5. UNFINISHED BUSINESS – None**

- 6. NEW BUSINESS**

- A. Subject: Receive and File an Update on the Follow-up Requested by the Oxnard Airport Authority During its September Meeting Regarding FAA Consultation of Alternative 4 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 an update on the follow-up requested by the Oxnard Airport Authority during its September meeting regarding Federal Aviation Administration consultation of Alternative 4 for the Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction Project.

Director Kip Turner introduced the item and explained that the Oxnard Airport Authority previously requested that the Department of Airports make an inquiry to the Federal Aviation Administration (FAA) as to the feasibility of Alternative 4 regarding the Oxnard Airport runway and taxiway project. Mr. Turner shared that staff will report back to the Oxnard Airport Authority but he also wanted to share the information with the Commission. Mr. Turner then introduced projects administrator Erin Powers who shared that correspondence about this item can be found in section 9 of the meeting packet. Ms. Powers then introduced Chuck McCormick with Mead & Hunt, Inc. Mr. McCormick stated

that he is the project manager for the design project. He went on to state that his office contacted the FAA regarding Alternative 4 and the FAA indicated that utilizing the parallel as a temporary runway would significantly increase the likelihood of runway incursions and decrease safety. The FAA also indicated that Alternative 4 as proposed was unacceptable based on their review of the information provided.

Robert Trimborn 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.

B. Subject: Receive and File a Summary of the Second Tenant Workshop Held on November 17, 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 second tenant workshop held on November 17, 2020 for the Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction Project.

Director Kip Turner introduced the item and stated that the public workshop held on November 17, 2020 was the second of three workshops. The third and final public workshop will take place in the latter part of January or the first part of February. Mr. Turner then introduced projects administrator Erin Powers. Ms. Powers shared that the workshop was well-attended with a robust question and answer session. Ms. Powers stated that Mead & Hunt, Inc. led the workshop and would provide a summary. Chuck McCormick, project manager for the design project, shared that he and Jannet Loera, civil design lead, would present the summary. Mr. McCormick announced key staff involved in the project and went over a PowerPoint presentation outlining the purpose of the project, an overview/description, proposed airfield changes, and phasing alternatives. Jannet Loera shared that Mead & Hunt's team was able to narrow down the phasing options to Alternative 1 and Alternative 2. Ms. Loera shared the analysis of Alternative 1 which is a full runway closure with no arrivals or departures. Construction would take three to four months plus two weeks of additional night closure for runway grooving and pavement markings. Ms. Loera also shared the analysis of Alternative 2 which is a two-phase construction with limited runway availability. Construction would take five to five and a half months with up to three one-to-two week full runway closures. There will also be two weeks of night closure for runway grooving and pavement markings. Alternative 2 increases construction costs by approximately 1.2 million as compared to Alternative 1. Ms. Loera also shared results of a tenant survey that was taken during the workshop. One of the survey questions was whether tenants preferred Alternative 1 or Alternative 2. 64% of

tenants chose Alternative 1 and 36% of tenants chose Alternative 2. Mr. McCormick reiterated that the next public workshop will take place in late January or early February. Commissioner Adriana Van der Graaf inquired about accommodations for tenants of Oxnard Airport that will be impacted by the project. Director Turner responded that since it appears tenants have selected Alternative 1 which would require a full runway closure, the Department of Airports will propose waiving rent for up to four months subject to approval by the Board of Supervisors. This would apply to tenants affected by the closure. He believes this is the best course of action because there are no available hangars at Camarillo Airport that can be offered to tenants of Oxnard Airport for the purpose of housing their aircraft. It is also unknown if tie downs will be available at Camarillo Airport that can be offered to tenants of Oxnard Airport when construction begins.

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

7. DIRECTOR'S REPORT

Director Kip Turner announced that Commissioner Julie Mino resigned due to relocating to another state. Another person should join the Commission after the first of the year subject to appointment by a County Supervisor. Director Turner shared an updated timeline to bring back the hangar lease item. Mr. Turner anticipates bringing forth this item to the Aviation Advisory Commission, Camarillo and Oxnard Airport Authorities, and the Board of Supervisors in March. He also plans to disseminate the proposed hangar lease template to all advisory bodies, the Camarillo Oxnard Hangar Owners and Tenants Association, and tenants prior to March. Mr. Turner reminded the Commission that the Department of Airports received a grant in the amount of \$750,000 towards the master plan study for both Camarillo and Oxnard airports. Mr. Turner shared that Coffman & Associates is the consultant for the study and the effort kicked off on November 18th. The study will be approximately 12-18 months and there will be extensive public involvement. Public outreach including workshops will begin in the new year. Mr. Turner shared that the Northeast Hangar Development project at Camarillo Airport is scheduled for completion on December 18th. An opening ceremony for the hangar complex will be scheduled once public gatherings are allowed. Lastly, Mr. Turner shared photos of improvements made to the parking lot and terminal lobby at Oxnard Airport.

8. REPORTS

Monthly Activity Report – August, September, October 2020

Monthly Noise Complaints – August, September, October 2020

Consultant Reports – August, September, October 2020

Airport Tenant Project Status – September, October, November 2020

Project Status –September, October, November 2020
Financial Statements Period Ended – June 30, 2020
Financial Statements Fourth Quarter – FY 2019/2020
Rotation Schedule
Meeting Calendar

Reports were received and filed.

9. CORRESPONDENCE

Memorandum dated August 26, 2020 from Dave Nafie to Tenants at Camarillo and Oxnard Airports re: Dispute Resolution and the Role of Airport Operations Staff

Letter dated August 31, 2020 from Madeline Herrle to Jeff Weinstein, Oxnard Union High School District re: OUHSD Properties at 220 and 309 S. “K” Street, Oxnard

Letter dated August 31, 2020 from Kip Turner to David Haase, U.S. General Services Administration re: Application for Airport Surplus Property; DHS ICE Office Space; 275 Skyway Drive, Camarillo, Ventura County, California, 93010; GSA Control No 9-X-CA-0410 – AO

Letter dated September 8, 2020 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Airport Properties Limited, LLC; Public Records Request dated September 4, 2020

Email dated September 15, 2020 from Jannet Loera, Mead & Hunt to Al Richardson, Sam Samad, Carlos Mora, Timothy Hester, Federal Aviation Administration re: Oxnard Airport – Construction Phasing Input

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

Email dated September 18, 2020 from Al Richardson, Federal Aviation Administration to Jannet Loera, Mead & Hunt and Sam Samad, Carlos Mora, Timothy Hester, Federal Aviation Administration re: Oxnard Airport – Construction Phasing Input

Letter dated September 22, 2020 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Public Records Request dated September 4, 2020

Letter dated September 30, 2020 from Dave Nafie to David Moe, City of Camarillo re: Tentative Tract 6018 (TT-6018), Darling Development Group Subdivision, Determination of Completeness/Incompleteness Department of Airports Comments/Agency Review

Letter dated October 1, 2020 from Kip Turner to Rob Davidson, Ventura County Sheriff's Office re: Sheriff's Firearms Range / CHP Shared Use of Facility Camarillo Airport Business Park

Letter dated October 30, 2020 from Madeline Herrle to Cathryn Cason, Federal Aviation Administration re: GSA Control No 9-X-CA-0410 – AO; 275 Skyway Drive, Camarillo, California; DHS ICE PROPERTY; Application for Surplus Property / Public Benefit Conveyance

Notice re: Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Reconstruction Project Tenant Workshop #2 on November 17, 2020

Correspondence was received and filed.

10. MISCELLANEOUS

Information was received and filed.

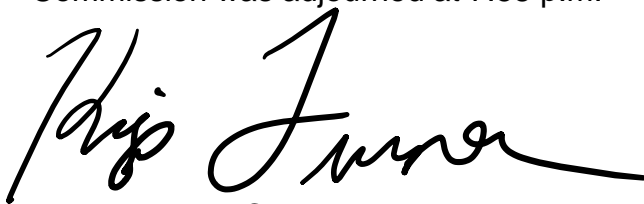
11. COMMISSION COMMENTS

Commissioner Robert Trimborn shared that the Aviation Advisory Commission has a new set of bylaws that were adopted by the Board of Supervisors on November 17, 2020. Airport staff indicated that the bylaws will be made available on the Department of Airports' website.

Commissioner Steve Weiss wished everyone the very best during the holiday season and he looks forward to seeing everyone in the new year.

12. ADJOURNMENT

There being no further business, the December 7, 2020 meeting of the Aviation Advisory Commission was adjourned at 7:58 p.m.

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

KIP TURNER, C.M.
Administrative Secretary