



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

AVIATION ADVISORY COMMISSION

MINUTES

January 6, 2020

1. CALL to ORDER and PLEDGE of ALLEGIANCE

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

2. ROLL CALL

PRESENT

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

Excused (E)

Late (L)

AIRPORT STAFF

Kip Turner, Director
John Feldhans, Operations Supervisor
Ana Castro, Management Assistant

ABSENT

James Flickinger

3. APPROVAL OF MINUTES – December 2, 2019

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

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

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

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

Mark Sullivan inquired about the overall impact the Northeast Hangar project will have on the Department of Airports' budget. He did his own calculations on the project and he is concerned it will cause a deficit in the budget. He is also concerned the financial burden would be shifted to airport users by way of rent increases and facility fee increases.

5. UNFINISHED BUSINESS

None.

6. NEW BUSINESS

A. Subject: Selection of Chair and Vice-Chair for Calendar Year 2020

Recommendation:

Nominate and select the 2020 Chairman and Vice-Chairman.

Gary Jacobs moved to nominate Steve Weiss as Chair. Maggie Bird seconded the motion. All others voted in favor and the motion passed unanimously.

Adriana Van der Graaf moved to nominate Robert Trimborn as Vice-Chair. Gary Jacobs seconded the motion. All others voted in favor and the motion passed unanimously.

2020 Seats: Mr. Steve Weiss, Chair
Mr. Robert Trimborn, Vice-Chair

B. Subject: Recommendation that the Board of Supervisors Approve, and Authorize the Director of Airports or His Designee to Sign, Amendment Number 1 to the Consulting Services Contract for the Camarillo Airport Northeast Hangar Development with Mead and Hunt, Inc., Raising the Total Amount of the Contract by \$143,051 to \$1,455,601.

Recommendation:

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

Approve, and Authorize the Director of Airports or His Designee to Sign, Amendment Number 1 to the Consulting Services Contract for the Camarillo Airport Northeast Hangar Development with Mead and Hunt, Inc., raising the total amount of the contract by \$143,051 to \$1,455,601 (Attachment 1).

Chair Steve Weiss announced that this item was removed from the agenda.

7. DIRECTOR'S REPORT

Director Kip Turner provided a projects update. Regarding the Northeast Hangar Development at Camarillo Airport, a kick-off meeting took place on December 4th and a Notice to Proceed was issued on December 5th. Regarding the Taxiway H project at Camarillo Airport, the grants have been executed and a contract was awarded to Maxwell Asphalt. The department is working out some final contract details but it is anticipated that a Notice to Proceed will go out very soon. Regarding the private RKR project (also known as CloudNine) at Camarillo Airport, the public comment period for the environmental review ended on November 20th. Comments are currently under review and this matter will come before the Commission, Airport Authorities, and the Board of Supervisors for final approval. 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. Staff is working with the FAA on what the final design will look like. Regarding the runway project at Oxnard Airport, the design scope is being worked out with the FAA. It is anticipated that construction for this project would take place in June, 2021. Regarding the discrepancies noted in the Part 139 inspection that occurred at Oxnard Airport, the runway markings were completed in December and the taxiway sign panels have been replaced. There are one or two other discrepancies that staff continues to work on in partnership with the FAA. Regarding the master plans/system plans for both Camarillo and Oxnard airports, it is anticipated the FAA will contribute \$600,000 towards this effort. The department will kick off this project very soon and an award of contract will likely come before the Commission as an agenda item in March.

Mr. Turner shared that the recruitment for the vacant deputy director position has been open for four weeks. County Human Resources will review applications that have been submitted and refer potential candidates to the department for consideration. Lastly, he welcomed Julie Mino to the Aviation Advisory Commission.

8. REPORTS

Monthly Activity Report – November 2019
Monthly Noise Complaints – November 2019
Consultant Reports – November 2019
Airport Tenant Project Status – December 2019
Project Status – December 2019
Rotation Schedule
Meeting Calendar

Reports were received and filed.

9. CORRESPONDENCE

Letter dated November 21, 2019 from Madeline Herrle to Mark and Janie Oberman, Channel Islands Aviation re: Lease Amendment Proposal

Notice dated November 21, 2019 from Camarillo Airport Operations Supervisor to Airport Tenants at Camarillo Airport re: Construction Start Date – Northeast Hangar Development, Phase 1 – Update

Letter dated November 22, 2019 from Erin Powers to Super Seal & Stripe, Inc. re: NOTICE TO PROCEED; Oxnard Airport – PART 139 RUNWAY MARKING COMPLIANCE; Specification No: DOA 19-03(N); Project No: OXR-144

Notice dated December 3, 2019 from Airport Operations Supervisor to Oxnard Airport Tenants re: Runway Closure December 16 through December 20

Letter dated December 3, 2019 from Madeline Herrle to David Tushin, Liberty Aviation, LLC re: Suite 104 Lease

Letter dated December 5, 2019 from Madeline Herrle to Michael Phillips, Aviation Instruction, LLC re: Camarillo Lease Renewal

Letter dated December 6, 2019 from Madeline Herrle to Sharon Evans, Sharon Evans Aviation Research, LLC re: Public Records Request for Airport FBO Lease Information & Airport Fuel Data

Letter dated December 6, 2019 from Madeline Herrle to Robert Kwong, Arnold Laroche Mathews Vanconas & Zirbel, LLP re: Public Records Request dated November 12, 2019

Letter dated December 10, 2019 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Airport Properties Limited, LLC; Public Records Request dated November 27, 2019

Letter dated December 11, 2019 from John Zaragoza to Scott Kolwitz, City of Oxnard Planning Division re: Letter Objecting to the Annexation of the Oxnard School District's Property for the Purpose of Constructing Two Schools at the Intersection of Doris Avenue and Patterson Road

Letter dated December 19, 2019 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Airport Properties Limited, LLC; Public Records Request dated November 27, 2019

Letter dated December 27, 2019 from Madeline Herrle to Sheila Sannadan, Adams Broadwell Joseph & Cardozo re: December 13, 2019 Letter Public Records Request

Correspondence was received and filed.

10. MISCELLANEOUS

Information was received and filed.

11. COMMISSION COMMENTS

Commissioner Gary Jacobs shared that he was in contact with a gentleman by the name of Cliff Brady who is a Human Resources officer for United Airlines. Mr. Jacobs and Mr. Brady discussed air service at Oxnard Airport. Mr. Brady is open to having a conversation with the Department of Airports and potentially looping in other representatives from United Airlines. Mr. Jacobs provided Director Kip Turner with the contact information for Mr. Brady and stated that he hopes to hear a report on this.

Commissioner Robert Trimborn requested that department staff send an email to Commissioners with the rotation list and schedule of meetings for the Aviation Advisory Commission.

Commissioner Bruce Hamous inquired about status of the Commission bylaws. Commissioner Robert Trimborn referred Mr. Hamous to page 3a3 of the meeting packet wherein the action items pertaining to the bylaws are outlined. Mr. Trimborn proceeded to read the action items aloud and concluded that the Commission is awaiting additional information from the Department of Airports.

Commissioner Bobby Williams inquired as to the reason the Silverstand electric energy storage item did not go forward at the Board of Supervisors meeting. Director Turner

shared that the folks from Silverstand decided to gather additional information and return to the Board of Supervisors in January or February.

12. ADJOURNMENT

There being no further business, the January 6, 2020 meeting of the Aviation Advisory Commission was adjourned at 7:26 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