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AVIATION ADVISORY COMMISSION

MINUTES

September 8, 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
Bruce Hamous
Bobby Williams

Excused (E)
Late (L)

ABSENT

Gary Jacobs (E)
Adriana Van der Graaf (E)
Julie Mino (E)
James Flickinger

AIRPORT STAFF

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

3. APPROVAL OF MINUTES – July 6, 2020

Robert Trimborn moved to approve the July minutes and Bruce Hamous seconded the motion. 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 whether Air 7 is being developed as an Amazon air cargo facility and whether all or part of the CloudNine hangars will be used by Amazon. Mr. Sullivan is concerned about the impact to the public if there were to be an increase in cargo operations at Camarillo Airport. He requested that the Commission seek answers to his inquiries.

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.

Director Kip Turner introduced the item and stated that projects administrator Erin Powers would provide additional information. Ms. Powers shared that Mead & Hunt, Inc. led the tenant workshop that took place on August 25, 2020. The purpose of today's presentation is to share a summary of the workshop including feedback that was received, and to answer any questions Commission members may have about the project. Ms. Powers introduced Chuck McCormick who is the project manager with Mead & Hunt, Inc. Mr. McCormick introduced his team at Mead & Hunt, Inc. who includes Jeff Leonard/Principal-in-Charge, Jannet Loera/Civil Design Lead, and Alex Radovanovich/Civil Engineer. Mr. McCormick and team went over a PowerPoint presentation outlining the project

overview/description and phasing options. Mr. McCormick and team, and airport staff responded to general questions posed by Commission members. Mr. McCormick shared that future workshops are planned in the October and January timeframe.

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

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.

Director Kip Turner introduced the item and stated that lease manager Madeline Herrle would provide additional information. Ms. Herrle shared that the lease amendment allows the Waypoint Café located at Camarillo Airport the ability to expand their outdoor seating area. The expansion is needed to comply with social distancing requirements related to the COVID-19 pandemic.

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

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.

Director Kip Turner introduced the item and he reported back on two action items that Commission members requested further clarification on during the December 2019 meeting. Commissioner Robert Trimborn provided background on the bylaws revision process. Mr. Trimborn shared that the revised bylaws document in the meeting packet is essentially the same document that was reviewed by the Commission during the December 2019 meeting but he pointed out that the formatting has changed. He also pointed out that procedural language was added which can be seen in the redlined version in the packet.

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

7. DIRECTOR'S REPORT

Director Kip Turner shared an updated on the Aspen Option Agreement which was approved by the Aviation Advisory Commission on July 6, 2020 and by the Oxnard Airport Authority on July 9, 2020. The Option Agreement was scheduled to go before the Board of Supervisors on July 28, 2020 however Mr. Turner pulled the item from the Board's agenda for further vetting. Mr. Turner also shared that RKR, Inc. experienced delays with the CloudNine Project related to COVID-19, and their current Option Agreement was set to expire on September 10, 2020. Due to the time-sensitive nature of this matter, an extension to the current Option Agreement went before the Board of Supervisors on September 1, 2020. The Board approved an extension to March 10, 2021.

Director Turner shared that he anticipates bringing the hangar lease item before the Commission on November 2, 2020, the Camarillo and Oxnard Airport Authorities on November 12, 2020, and the Board of Supervisors on December 8, 2020. Mr. Turner reminded the Commission about the Department of Airports' plan to move forward with the master plan study for both Camarillo and Oxnard airports. The department has now received a full grant in the amount of \$750,000 for this effort. There will be extensive public outreach including public workshops. More information will be shared at future meetings.

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

Reports were received and filed.

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

Correspondence was received and filed.

10. MISCELLANEOUS

Information was received and filed.

11. COMMISSION COMMENTS

Commissioner Bobby Williams commented that the Northeast Hangar Development at Camarillo Airport is coming along. Mr. Williams inquired about when the hangars will be available to rent and also what the process will be regarding the hangar waitlist. Director Turner responded that he hopes to have more information about these items in the near future.

Commissioner Steve Weiss thanked airport staff and Commissioners for a good meeting.

12. ADJOURNMENT

There being no further business, the September 8, 2020 meeting of the Aviation Advisory Commission was adjourned at 8:14 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