



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

September 9, 2019

1. CALL to ORDER and PLEDGE of ALLEGIANCE

Chair, Gary Jacobs, called the meeting to order at 7:08 p.m. and led the pledge of allegiance.

2. ROLL CALL

PRESENT

Gary Jacobs
Steve Weiss
Nanette Metz
Robert Trimborn
James Flickinger
Adriana Van der Graaf
Bruce Hamous
Bobby Williams

Excused (E)
Late (L)

ABSENT

Maggie Bird (E)

AIRPORT STAFF

Kip Turner, Director
Jorge Rubio, Deputy Director
Madeline Herrle, Lease Manager
John Feldhans, Operations Supervisor
Byron Hamilton, Maintenance Supervisor
Ana Castro, Management Assistant

3. APPROVAL OF MINUTES – July 1, 2019

Steve Weiss moved to approve the July minutes and Bobby Williams seconded the motion. Adriana Van der Graaf, Nanette Metz and James Flickinger 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:** Approval of, and Authorization for the Director of Airports, or His Designee, to Modify the Required Minimum Standards for Aeronautical Service for Ventura County Airports, Section 5.2 Aircraft Maintenance and Repair, Minimum Standards paragraph 3. Minimum On-Airport Hangar Area Requirement from 5,000 Square Feet to 2,500 Square Feet and Additional Language.

Recommendation:

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

Approve, and adopt the attached amendment (Attachment 1) to the Required Minimum Standards for Aeronautical Services for Ventura County Airports, effective October 1, 2019.

Lease Manager Madeline Herrle provided staff's report on this item. Commissioner Steve Weiss pointed out a typo on the Attachment 1, #7. Ms. Herrle indicated that the typo would be corrected. Ms. Herrle responded to general questions from the Commission.

Robert Trimborn moved to approve staff's recommendation and Steve Weiss seconded the motion. 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 First Amendment to the License and Use Agreement with T-Mobile West, LLC, a Delaware Limited Liability Company, Successor in Interest to Pacific Bell Wireless, LLC, for a Cellular Tower at Oxnard Airport, to Provide for Additional Optional Extensions, Increase Rent, and Make Other Changes.

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 First Amendment to the license and use agreement with T-Mobile West, LLC, (Attachment 1) for a cellular tower at Oxnard Airport, to provide for additional optional extensions, increase rent, and make other changes.

Lease Manager Madeline Herrle provided staff's report on this item. Ms. Herrle responded to general questions from the Commission.

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

7. DIRECTOR'S REPORT

Director Kip Turner shared that two individuals from out-of-state passed away in a plane crash that occurred on August 7th at Camarillo Airport. Mr. Turner also shared that two local residents from Santa Barbara also passed away in a plane crash that occurred on August 11th in Idaho. He stated that County staff met with representatives from the hangar owners' association on August 14th to discuss the hangar leases and there will be a follow-up meeting on September 26th. Mr. Turner stated that the Department of Airports finished the fiscal year very strong.

He also shared that the Northeast Hangar Development project at Camarillo Airport is on a temporary pause due to a change order that is being negotiated. He also stated that the Oxnard runway design scope is being worked out with the Federal Aviation Administration (FAA) and the department's consultant. Additionally, the FAA is requesting that department staff include in the design for the Oxnard runway project, the ability to possibly do bid alternates for the taxiway connector work that was originally planned for the following year, and possibly the Taxiway F realignment that would be required for the department to meet minimum standards. A draft of the Airport Layout Plan for Oxnard Airport is being prepared for FAA review and a couple of sheets have already been submitted to the FAA. Airport staff will be meeting with the FAA next week on September 18th to continue moving these items forward. Mr. Turner shared that he is still looking into

updating the master plans for both Camarillo and Oxnard airports. He is hoping to make progress on the master plans by January, 2020. The grant for the Taxiway H project at Camarillo Airport has been received by the department. A Notice to Proceed for the project will be issued and the work will begin soon.

Mr. Turner stated that the department is currently assessing the structural integrity of the County-owned hangars at both airports. Many hangars are in need of maintenance and repairs. Mr. Turner congratulated deputy director Jorge Rubio for being selected as the second vice president of the Southwest Chapter of the American Association of Airport Executives. Mr. Turner shared that the Camarillo Air Show was a huge success and thanked everyone involved. He also shared that a developer has purchased the land at Camarillo Airport where the water tower stands. The land is going to be redeveloped so the water tower will need to be removed as well as the rotating beacon that is atop the tower. A new location for the beacon will be determined after a site study has been completed. Mr. Turner shared that the FAA issued their written report regarding the Part 139 inspection that occurred at Oxnard Airport. Mr. Turner is currently negotiating some of the recommendations with the FAA. Director Turner shared that he is averaging one and a half to two days a week at his satellite office located at Oxnard Airport. He plans to work out of the satellite office two days a week and once the schedule is established he will post his office hours. He also stated that the department hired a consultant to do a catchment leakage study to explore airline service needs.

He provided a personnel update regarding the vacancies in the department's maintenance division. There are still four regular vacancies and one temporary vacancy for which interviews will be scheduled soon. Director Turner shared that he has been participating in a LEAP leadership program through the County and he is serving on the County's sustainability committee. He is also serving as a board member for the Oxnard Convention & Visitors Bureau.

8. REPORTS

- Monthly Activity Report – June, July 2019
- Monthly Noise Complaints – June, July 2019
- Consultant Reports – June, July 2019
- Airport Tenant Project Status – July, August 2019
- Project Status – July, August 2019
- Financial Statements Period Ended – June 30, 2019
- Financial Statements Fourth Quarter – FY 2018/2019
- Rotation Schedule
- Meeting Calendar

Reports were received and filed.

9. CORRESPONDENCE

Letter dated June 19, 2019 from Erin Powers to Mike Barrow, Toro Enterprises, Inc. re: Approval of Contractor Request for Substitution of Subcontractor for Cause for the 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

Letter dated June 19, 2019 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 CINDY TRUMP INC.

Letter dated June 26, 2019 from Kip Turner to Joel Kirschenstein, Sage Realty Group re: Interest in Properties located in RPZ for Oxnard Airport

Letter dated June 28, 2019 from John Feldhans re: Camarillo Hangar Waitlist

Letter dated July 3, 2019 from Jorge Rubio to Rosemarie Gaglione, City of Oxnard re: Comments on Campus Park Development, Oxnard, CA

Letter dated July 8, 2019 from Madeline Herrle to Peter Yune, T-Mobile West LLC re: T Mobile ID SV00504A; Site Address: 2889 W. 5th St., Oxnard, CA 93030; Consent request for modifications to equipment

Notice dated July 12, 2019 from Camarillo Airport Operations Supervisor to East End Hangar Tenants at Camarillo Airport re: Construction Start Date – Northeast Hangar Development, Phase 1

Letter dated July 18, 2019 from Madeline Herrle to Mark Sullivan re: June 24, 2019 Public Records Request #1 on behalf of your client Gerald Alves

Letter dated July 18, 2019 from Madeline Herrle to Mark Sullivan re: June 24, 2019 Public Records Request #2 on behalf of your client Gerald Alves

Letter dated July 18, 2019 from Madeline Herrle to Mark Sullivan re: June 24, 2019 Public Records Request #3 on behalf of your client Gerald Alves

Letter dated July 18, 2019 from Madeline Herrle to Mark Sullivan re: June 24, 2019 Public Records Request #4 on behalf of your client Gerald Alves

Letter dated July 18, 2019 from Madeline Herrle to Mark Sullivan re: June 24, 2019 Public Records Request #5 on behalf of your client Gerald Alves

Letter dated July 19, 2019 from Erin Powers to Lemuel Del Castillo, Federal Aviation Administration re: Camarillo Airport – Taxiway H Pavement Rehabilitation; CONTRACTOR SELECTION RECOMMENDATION; Future AIP Grant No. 03-06-0339-37-2019

Notice dated July 29, 2019 from Camarillo Airport Operations Supervisor to East End Hangar Tenants at Camarillo Airport re: Construction Start Date – Northeast Hangar Development, Phase 1 – Update

Notice dated August 6, 2019 from Camarillo Airport Operations Supervisor to Camarillo Airport Tenants – Tie-Down Rows 14, 15, 16, and 17 re: Temporary Aircraft Relocation for Wings Over Camarillo Air Show

Letter dated August 26, 2019 from Madeline Herrle to Sheila Sannadan, Adams Broadwell Joseph & Cardozo re: Public Records Request – Silverstrand Grid Project

Letter dated August 26, 2019 from Erin Powers to Lemuel Del Castillo, Federal Aviation Administration re: AIRPORT IMPROVEMENT PROGRAM CAMARILLO AIRPORT – AIP 3-06-0339-037-2019

Letter dated August 26, 2019 from Erin Powers to Shannon Montano, California Department of Transportation re: Application for State Matching Funds – Federal Aviation Administration (FAA) Grant AIP 3-06-0339-037-2019 – Camarillo Airport

Correspondence was received and filed.

10. MISCELLANEOUS

Information was received and filed.

11. COMMISSION COMMENTS

Commissioner Steve Weiss wanted to remember Michael Miller, a member of the aviation community, who recently passed away. Mr. Miller previously served in the British Navy as a submariner and had a hangar at Oxnard Airport.

12. ADJOURNMENT

There being no further business, the September 9, 2019 meeting of the Aviation Advisory Commission was adjourned at 7:49 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