



# COUNTY of VENTURA

## Department of Airports

555 Airport Way, Suite B  
Camarillo, CA 93010  
Phone: (805) 388-4372  
Fax: (805) 388-4366  
[www.ventura.org/airports](http://www.ventura.org/airports)

NOTICE IS HEREBY GIVEN  
that the Regular Meeting of the  
Camarillo Airport Authority and Oxnard Airport Authority  
will be held on:

**Thursday**

**June 9, 2022**

**6:30 P.M.**

**DEPARTMENT OF AIRPORTS  
ADMINISTRATION OFFICE  
CONFERENCE ROOM  
555 AIRPORT WAY, SUITE B  
CAMARILLO, CA**

**IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54953(e)(1)(A) AND IN RESPONSE TO THE DECLARED STATE AND LOCAL EMERGENCIES DUE TO THE NOVEL CORONAVIRUS AND LOCAL HEALTH OFFICER RECOMMENDATION REGARDING SOCIAL DISTANCING, THE AIRPORT ADMINISTRATION CONFERENCE ROOM IS CURRENTLY CLOSED TO THE PUBLIC.**

**THIS MEETING IS BEING CONDUCTED ELECTRONICALLY. TO FIND OUT HOW YOU MAY ELECTRONICALLY ATTEND THE MEETING AND PROVIDE PUBLIC COMMENT, PLEASE REFER TO THE INSTRUCTIONS BELOW.**

1. You may join the meeting via **Zoom**. See last page for detailed instructions about participating in the meeting via Zoom.
2. You may observe the meeting via the **Department of Airports YouTube channel**  
[https://www.youtube.com/channel/UC4jLWASMGn4wTrEPdT8BOTQ?view\\_as=subscriber](https://www.youtube.com/channel/UC4jLWASMGn4wTrEPdT8BOTQ?view_as=subscriber)
3. Public Comment Options
  - a. **Email** – You may submit your comment, limited to 250 words or less, via email by 6:00 p.m. on Thursday, June 9, 2022 to Airport Staff at [AirportInfo@ventura.org](mailto:AirportInfo@ventura.org). Please indicate in the Subject Line, the Agenda item number (e.g., Item No. 6.A.). When the Authorities reach your item of interest on the agenda, Airport Staff will read your comment during the time for public comments.
  - b. **Zoom** – You may provide verbal comments during the meeting. See last page for detailed instructions about participating in the meeting via Zoom.

## **AGENDA**

1. **CALL to ORDER and PLEDGE of ALLEGIANCE**
2. **ROLL CALL**
3. **AGENDA REVIEW**
4. **APPROVAL of MINUTES – May 12, 2022 (Pages 6-13)**
5. **PUBLIC COMMENT PERIOD**

**Comments will be limited to a maximum of three minutes per item. The public comment period is reserved for issues NOT on the agenda.**

If you wish to make a public comment on Agenda Item #5, please press the raise hand button, or if you are calling in, press star (\*) then 9 to be added to the speaker queue when prompted by the Chair of the Airport Authority.

## **6. NEW BUSINESS**

### **OXNARD AIRPORT AUTHORITY**

- A. Subject: Receive and File a Presentation on the Campus Park Project; Recommendation Regarding the Compatibility of the Campus Park Project with the Airport Comprehensive Land Use Plan (Pages 14-19)**

#### **Recommendations:**

Staff requests that your Airport Authority:

1. Receive and file a presentation on the Campus Park project; and
2. Make a recommendation to the City of Oxnard that the Campus Park project be found compatible with the adopted Airport Comprehensive Land Use Plan if all conditions are met.

- B. Subject: Consider Adoption of Resolution #11 Authorizing Remote Teleconference Meetings of the Oxnard Airport Authority Pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act (Pages 20-26)**

#### **Recommendation:**

Consider adoption of Resolution #11 (Exhibit 1) authorizing remote teleconference meetings of the Oxnard Airport Authority pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act.

### **CAMARILLO AIRPORT AUTHORITY**

**C. Subject: Consider Adoption of Resolution #11 Authorizing Remote Teleconference Meetings of the Camarillo Airport Authority Pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act (Pages 27-33)**

**Recommendation:**

Consider adoption of Resolution #11 (Exhibit 1) authorizing remote teleconference meetings of the Camarillo Airport Authority pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act.

**D. Subject: Approval of, and Authorization for the Director of Airports or Designee to Sign, the Second Amendment to Lease with Channel Islands Aviation, Inc. and the Third Amendment to Lease with Aviation Partners, LLC, for Premises at 305 and 265 Durley Ave, Camarillo, California, to Add a Leasehold Mortgage Provision (Pages 34-45)**

**Recommendation:**

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

Approve, and authorize the Director of Airports or his designee to sign, the Second Amendment to the lease with Channel Islands Aviation, Inc. (Exhibit 1) and the Third Amendment to the lease with Aviation Partners, LLC, (Exhibit 2) to add a leasehold mortgage provision.

**CAMARILLO & OXNARD AIRPORT AUTHORITY**

**E. Subject: Review of Fiscal Year 2022-23 Proposed Budget (Pages 46-49)**

**Recommendation:**

Staff requests that your Commission and Authorities review and comment on the Department of Airports (DOA) proposed FY 2022-23 budget for Camarillo and Oxnard Airports; and Camarillo Roads and Lighting Enterprise Fund, as attached, and recommend approval of the Board of Supervisors.

**7. DIRECTOR'S REPORT**

**8. REPORTS (Pages 50-64)**

**Report items listed below are presented to the Airport Authorities for information only, at this time. The report items require no action or are not ready for the Airport Authorities' consideration. The Airport Authorities may refer these items to the Department of Airports for investigation and report back on a future agenda.**

Monthly Activity Report – April 2022  
Monthly Noise Complaints – April 2022  
Consultant Reports – April 2022

## **9. CORRESPONDENCE (Pages 65-67)**

**Correspondence items listed below are presented to the Airport Authorities for information only, at this time. The correspondence items require no action or are not ready for the Airport Authorities' consideration. The Airport Authorities may refer these items to the Department of Airports for investigation and report back on a future agenda.**

Article dated April 30, 2022 re: Airport Director Keith Freitas gives overview of Camarillo Airport

**10. AUTHORITY COMMENTS** – Comments by Authority members on matters deemed appropriate.

## **11. ADJOURNMENT**

The next regular Authority meeting will be on Thursday, July 14, 2022 at 6:30 p.m. Location to be determined.

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IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT ANA CASTRO AT (805) 388-4211. NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE THE DEPARTMENT OF AIRPORTS TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.



## Webinar Instructions

Public link to Zoom webinar:

<https://us06web.zoom.us/j/89962435198?pwd=S0h1ckxoK1ZpOWtEZTBzUDNPTXVBQT09>

**Webinar ID:** 899 6243 5198  
**Passcode:** 150244  
**Phone Numbers:** 1-669-900-6833  
1-253-215-8782

**Cell Phone or Computer with Audio (Microphone) Feature:** Click on the link above and enter passcode. Enter your name so we may call on you when it is your turn to speak.

The Chairperson will ask if anyone wishes to speak to the item. At that time, raise your hand by clicking the Raise Hand button. Follow the instructions below regarding Speaking.

**Computer without Audio (Microphone) Feature:** Click on the link above and enter passcode. This will allow you to view and listen to the meeting. In order to speak, follow the instructions below for Telephone.

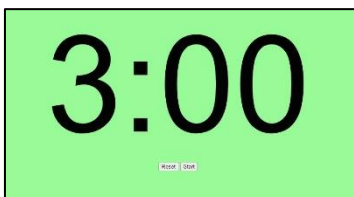
**Telephone:** You may observe the meeting via the Department of Airports YouTube channel. If you are interested in speaking to an item, you can call into one of the phone lines listed above, and when prompted enter the Webinar ID and Passcode shown above. Once in the meeting, you will be listening to the meeting through your phone handset.

The Chairperson will ask if anyone wishes to speak to the item. At that time, raise your hand by dialing \*9. Follow the instructions below regarding Speaking.

## Speaking

When it is your turn to speak, the Chairperson will call your name or the last 4 digits of your phone number if you are calling from a phone, and you will have 3 minutes to speak. Please ensure that all background noise is muted (TV, radio, etc.). You will be prompted to unmute your microphone/phone. Unmute and begin speaking; start by stating your name.

The timer on the screen will count down your 3 minutes. The timer starts green indicating you have 3 minutes; when the time hits 1 minute remaining, the timer will change to yellow; when the 3 minutes have elapsed, the timer will turn red. At that time, your microphone will be muted and we will move onto the next speaker. If you called in on one of the phone lines listed above, you will not be able to see the timer. Instead, you will be prompted when the 3 minutes has begun; when the time hits 1 minute remaining; when the 3 minutes have elapsed.





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### CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY

#### MINUTES

May 12, 2022

#### 1. CALL to ORDER and PLEDGE of ALLEGIANCE

OAA Chair, Vianey Lopez, called the meeting to order at 6:32 p.m. and lead the pledge of allegiance.

#### 2. ROLL CALL

##### CAA PRESENT

Kelly Long  
Carmen Ramirez  
Shawn Mulchay  
Susan Santangelo  
Scott Barer

##### CAA ABSENT

##### OAA PRESENT

Kelly Long  
Carmen Ramirez  
Bert Perello  
Vianey Lopez  
Eugene Fussell

##### OAA ABSENT

*Excused (E)*

*Late (L)*

*Alternate (Alt)*

##### AIRPORT STAFF

Keith Freitas, Director  
Dave Nafie, Deputy Director  
Erin Powers, Projects Administrator  
Madeline Herrle, Lease Manager  
Jamal Ghazaleh, Accounting Manager  
Ana Castro, Program Administrator  
Lia Vega, Management Assistant

#### 3. AGENDA REVIEW

No changes to the agenda.

#### **4. APPROVAL OF MINUTES – April 14, 2022**

***Oxnard Airport Authority: Supervisor Kelly Long moved to approve the April 14, 2022 meeting minutes and Councilmember Bert Perello seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

***Camarillo Airport Authority: Supervisor Kelly Long moved to approve the April 14, 2022 meeting minutes and Mayor Shawn Mulchay seconded the motion. All members voted in favor and the motion passed unanimously 4-0. Chair Susan Santangelo was absent for the vote.***

#### **5. PUBLIC COMMENT PERIOD**

Public comments heard. Supervisor Kelly Long reminded the Airport Authorities that the public comment period is usually for the public to comment and Authority members to listen, and that comments made by Authority members should be saved for the Director's report. Supervisor Long stated that she wants to ensure the Brown Act rules and regulations are being followed. Councilmember Bert Perello sought clarification for the record as to whether the public comments made by Walter Hagedohm were made as the Chair of the Oxnard Shores Neighborhood Council or as a private citizen. Mr. Hagedohm responded that a letter was sent from the Oxnard Shores Neighborhood Council in reference to the EIR for the Teal Club Development and his comments reflected that letter and were made to remind the Authority of that letter and the Neighborhood Council's concerns.

#### **6. NEW BUSINESS**

##### **OXNARD AIRPORT AUTHORITY**

**A. Subject: Receive and File a Presentation on the Teal Club Specific Plan; Make a Recommendation Regarding the Teal Club Specific Plan to the City of Oxnard Pursuant to City of Oxnard Code**

##### **Recommendation:**

Staff requests that your Airport Authority:

1. Receive and file a presentation on the Teal Club Specific Plan; and
2. Make a recommendation to the City of Oxnard as to whether the Teal Club Specific Plan is consistent with the adopted Airport Comprehensive Land Use Plan.

Deputy Director Dave Nafie introduced Jay Dobrowalski, Senior Planner for the City of Oxnard who reviewed a PowerPoint presentation. At the conclusion of the presentation,



Mr. Dobrowalski and Dennis Hardgrave, one of the project designers, received and responded to Authority comments and concerns. Authority members had a discussion regarding having County Counsel or a City Attorney present at future meetings.

***Oxnard Airport Authority: Supervisor Carmen Ramirez moved to recommend that the Teal Club Specific Plan is an acceptable land use and consistent with the adopted Airport Comprehensive Land Use Plan, and to receive and file a presentation on the Teal Club Specific Plan. Councilmember Vianey Lopez seconded the motion. All members voted and the motion passed 3-2.***

***Yes: Kelly Long, Carmen Ramirez, Vianey Lopez***

***No: Bert Perello, Eugene Fussell***

**B. Subject: Consider Adoption of Resolution #10 Authorizing Remote Teleconference Meetings of the Oxnard Airport Authority for a 30-Day Period**

**Recommendation:**

Consider adoption of Resolution #10 (Exhibit 1) authorizing remote teleconference meetings of the Oxnard Airport Authority for a 30-day period pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act.

***Oxnard Airport Authority: Councilmember Bert Perello moved to approve staff's recommendation and Supervisor Carmen Ramirez seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

**CAMARILLO AIRPORT AUTHORITY**

**C. Subject: Consider Adoption of Resolution #10 Authorizing Remote Teleconference Meetings of the Camarillo Airport Authority for a 30-Day Period**

**Recommendation:**

Consider adoption of Resolution #10 (Exhibit 1) authorizing remote teleconference meetings of the Camarillo Airport Authority for a 30-day period pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act.

***Camarillo Airport Authority: Mayor Shawn Mulchay moved to approve staff's recommendation and Public Member Scott Barer seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***



**D. Subject: Approval of, and Authorization for the Director of Airports or Designee to Sign, the First Amendment to Lease with Kim & Bill Burr Family Trust for 65C Durley Avenue at the Camarillo Airport**

**Recommendation:**

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

Approve, and authorize the Director of Airports or his designee to sign, the First Amendment to the lease with the Kim & Bill Burr Family Trust for 65C Durley Avenue at the Camarillo Airport.

Director Keith Freitas and Lease Manager Madeline Herrle provided staff's report.

***Camarillo Airport Authority: Supervisor Kelly Long moved to approve staff's recommendation and Public Member Scott Barer seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

**CAMARILLO & OXNARD AIRPORT AUTHORITY**

**E. Subject: Approval of the Six-Year Capital Improvement Plan (CIP) for Camarillo and Oxnard Airports; Authorization for the Director of Airports or Designee, to Apply for Grants to Fund Projects Scheduled for Federal Fiscal Years 2022 and 2023 Outlined in the CIP upon Notification from the Federal Aviation Administration and the California Department of Transportation Aeronautics Program That Funds Are Available**

**Recommendation:**

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

1. Approve the six-year capital improvement plan (CIP) for Camarillo and Oxnard Airports (Exhibit 1); and
2. Authorize the Director of Airports or his designee, to apply for grants to fund the projects scheduled for federal fiscal years (FFY) 2022 and 2023 outlined in the CIP upon notification from the Federal Aviation Administration (FAA) and the California Department of Transportation Aeronautics Program (Caltrans) that funds are available.

Projects Administrator Erin Powers reviewed a PowerPoint presentation and received Authority comments and concerns.

***Oxnard Airport Authority: Supervisor Kelly Long moved to approve staff's recommendation and Councilmember Bert Perello seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

***Camarillo Airport Authority: Supervisor Kelly Long moved to approve staff's recommendation and Mayor Shawn Mulchay seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

**F. Subject: Approval of the Department of Airports' Fiscal Year 2022-23 Rent and Fee Schedule, Effective July 1, 2022; Adoption of a Resolution Establishing Rents, Fees, and Insurance Requirements for the Department of Airports; Delegation of Authority to the County Executive Officer and the Director of Airports to Execute Leases, Subleases, Licenses, Permits, Special Use/Activity Permits, Operation Agreements, Extensions, Amendments, Consents, Termination Notices, and Unlawful Detainer Complaints in Accordance with the Provisions of the Schedule**

**Recommendations:**

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

1. Approve the Department of Airports' ("Department") FY 2022-23 Rent and Fee Schedule (Exhibit 1 is a clean version and Exhibit 2 is a legislative version with track changes), with an effective date of July 1, 2022; and
2. Authorize the County Executive Officer and the Director of Airports to execute certain leases, subleases, licenses, permits, special use/activity permits, operation agreements, extensions, amendments, consents, termination notices, and unlawful detainer complaints as described in section III of the attached resolution (pages 30-37 of Exhibit 1); and
3. Approve, adopt, and execute the resolution (pages 30-37 of Exhibit 1) establishing rents, fees, and insurance requirements for the Department.

***Oxnard Airport Authority: Supervisor Kelly Long moved to approve staff's recommendation and Public Member Eugene Fussell seconded the motion. All members voted and the motion passed unanimously 5-0.***

***Councilmember Bert Perello made a motion to amend the original motion. The motion made by Councilmember Perello was to replace the second made by Public***

***Member Eugene Fussell to reflect a second by Councilmember Perello. The original motion was amended as follows:***

***Supervisor Kelly Long moved to approve staff's recommendation and Councilmember Bert Perello seconded the motion. All members voted and the motion passed 4-0 with one abstention from Public Member Eugene Fussell.***

***Yes: Kelly Long, Carmen Ramirez, Vianey Lopez, Bert Perello***  
***Abstain: Eugene Fussell***

***Camarillo Airport Authority: Supervisor Kelly Long moved to approve staff's recommendation and Mayor Shawn Mulchay seconded the motion. All members voted and the motion passed 4-0 with one abstention from Public Member Scott Barer.***

***Yes: Kelly Long, Carmen Ramirez, Shawn Mulchay, Susan Santangelo***  
***Abstain: Scott Barer***

## **7. DIRECTOR'S REPORT**

- The Private Hangar Lease Amendment is scheduled to go before the Board of Supervisors on Tuesday, May 24<sup>th</sup> at 10:30 a.m.
- Construction is underway for the Cloud Nine project and expected to open in the first or second quarter of 2023.
- The solicitation for the five-acre parcel and seven-acre parcel at Oxnard Airport closed on May 6<sup>th</sup> and there are four interested parties. Three parties are interested in the five-acre and a couple are interested in the seven-acre. Staff will ask for a round of more detail and will probably go into some sort of ranking process.
- Bids for the Taxiway Connector project at Oxnard came in, there was one bidder, and the bid was 1.5 million over the engineer's estimate. Staff will work with the FAA to see if they can find additional funding to get the project moving forward.
- The department has entered into an agreement with an entity for security camera systems to be installed at both Camarillo and Oxnard. Construction is expected to begin the third or fourth quarter of this year.
- Work is being done to move forward with the new PIO (Public Information Officer) position; this position would be focused on handling noise concerns and community relations. The department is hoping to have someone on staff in the next 60 days.

- Staff continues to work on installing new flight tracking system software and it looks like the software will be installed in the third or fourth quarter this year.

***Report was received and filed.***

## **8. REPORTS**

**Report items listed below are presented to the Airport Authorities for information only, at this time. The report items require no action or are not ready for the Airport Authorities' consideration. The Airport Authorities may refer these items to the Department of Airports for investigation and report back on a future agenda.**

Monthly Activity Report – March 2022  
Monthly Noise Complaints – March 2022  
Consultant Reports – March 2022  
Airport Tenant Project Status – April 2022  
Project Status – April 2022  
Financial Statements Third Quarter – FY 2021/2022  
Meeting Calendar

***Reports were received and filed.***

## **9. CORRESPONDENCE**

**Correspondence items listed below are presented to the Airport Authorities for information only, at this time. The correspondence items require no action or are not ready for the Airport Authorities' consideration. The Airport Authorities may refer these items to the Department of Airports for investigation and report back on a future agenda.**

Letter dated April 14, 2022 from Madeline Herrle to Doug Tauber re: Public Records Request dated April 7, 2022

Article dated April 20, 2022 re: 90-unit Condo Project near Oxnard Airport

***Correspondence was received and filed.***

## **10. AUTHORITY COMMENTS**

Earlier in the meeting, Supervisor Carmen Ramirez requested that the question of whether alternate Public Members should vote when the regular Public Members abstain from a vote be asked of County Counsel and a response brought forth to the Authorities at a future date.

Councilmember Bert Perello commented that it was a good meeting and thanked Director Keith Freitas and County Counsel for responding to his inquiry from the previous meeting.

Mr. Perello also shared that he attended a meeting of the Ventura County Council of Governments at which a presentation was given by the Calleguas, Casitas, and United Water Districts. Mr. Perello commented on how extremely drastic the water situation is going to get.

Councilmember Vianey Lopez thanked airport staff for all the work that is done behind the scenes to prepare for the meeting.

## **11. ADJOURNMENT**

There being no further business, the May 12, 2022 Camarillo Airport Authority and Oxnard Airport Authority meeting was adjourned at 9:04 p.m.

KEITH FREITAS, A.A.E., C.A.E.  
Administrative Secretary



# COUNTY of VENTURA

## Department of Airports

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June 9, 2022

Oxnard Airport Authority  
555 Airport Way, Suite B  
Camarillo, CA 93010

**Subject:** Receive and File a Presentation on the Campus Park Project;  
Recommendation Regarding the Compatibility of the Campus Park  
Project with the Airport Comprehensive Land Use Plan

**Recommendations:**

Staff requests that your Airport Authority:

1. Receive and file a presentation on the Campus Park project; and
2. Make a recommendation to the City of Oxnard that the Campus Park project be found compatible with the adopted Airport Comprehensive Land Use Plan if all conditions are met.

**Fiscal/Mandates Impact:**

There are no fiscal impacts associated with this action.

**Discussion:**

The applicant seeks a recommendation from the Oxnard Airport Authority regarding the Campus Park project, to be constructed on the former Oxnard High School campus located east of Oxnard Airport. The project is sponsored by the City of Oxnard and has been in the planning/permitting stage for several years. The proposed park would be constructed on the 33-acre site and include numerous subareas that feature various activities. A fact sheet about the project is attached as Exhibit 1.

Although visioning for the park has taken several years to take root, the City of Oxnard received a Prop. 68 Park Grant providing \$8.5 million toward the design and construction of the park, which provided the means to move forward with a plan and its implementation. A master plan for Campus Park has been under development since the Fall of 2021 and a Conceptual Schematic Design (Exhibit 2) has emerged for your Airport Authority's recommendation. Following this action, approvals will be sought from the Federal Aviation Administration (FAA), as well as CEQA (Mitigated Negative Declaration), California Natural Resources Agency, and the normal City plan check approval process.

The Campus Park site is located east of Oxnard Airport within two zones of concern. The first is the Departure Runway Protection Zone (D-RPZ). An existing parking lot lies within the D-RPZ, which is proposed to be retained. The Department of Airports furnished the design consultant and City with direction that the parking lot may not be improved, nor could any other new development within D-RPZ be permitted. The concept reflects that this direction has been followed.

The other zone is the Outer Safety Zone (OSZ), which is defined in the Airport Compatible Land Use Plan (ACLUP). Most of the Campus Park project is within the OSZ, although a portion of the park adjacent to 5<sup>th</sup> Street lies outside of both zones. Parks are conditionally acceptable within the OSZ when an Avigation Easement to the County of Ventura is recorded. Outdoor Amphitheaters are unacceptable within the OSZ. The concept shows a "Pavilion" situated outside of the OSZ, however it would require that patrons for events held at the pavilion would be on the grass area inside the OSZ.

Neither the governing Joint Powers Agreement nor the Oxnard Airport Authority bylaws specifically address application procedures or provide for how your Authority is to review and reach a determination regarding the type of recommendation to be provided. The Parks land use provided in the ACLUP is included among uses conditionally acceptable with Oxnard Airport. (ACLUP, **Table 6B**).

Because a portion of the Campus Park project is proposed for development within the Oxnard Airport OSZ as defined in the ACLUP, the City of Oxnard would need to meet the conditions provided in **Table 6B** of the ACLUP that would make the proposed uses conditionally acceptable. The conditions are:

1. Structural coverage no more than 25 percent - Footnote [a]
2. Grant an Avigation Easement to County – Footnote [e]
3. File FAA Form 7460-1 (and adhere to any recommendations)
4. Meet all mitigation measures identified in FAA NEPA and CEQA Mitigated Negative Declaration findings.

The Department of Airports staff acknowledge that the project's design along with the conditions as proposed would make the land use conditionally acceptable. City of Oxnard Planning staff will provide a presentation and ask your Authority for a recommendation. If all conditions are met, the staff recommendation is to make a recommendation to the City of Oxnard that the project be found compatible with the ACLUP.

If you have any questions regarding this item, please call Dave Nafie at 388-4201, or me at 388-4200.

A handwritten signature in blue ink, appearing to read 'Keith Freitas', is written over the printed name.

KEITH FREITAS, A.A.E., C.A.E.  
Director of Airports



**Attachments:**

Exhibit 1 – Campus Park Fact Sheet  
Exhibit 2 – Emergent Concept

# Campus Park

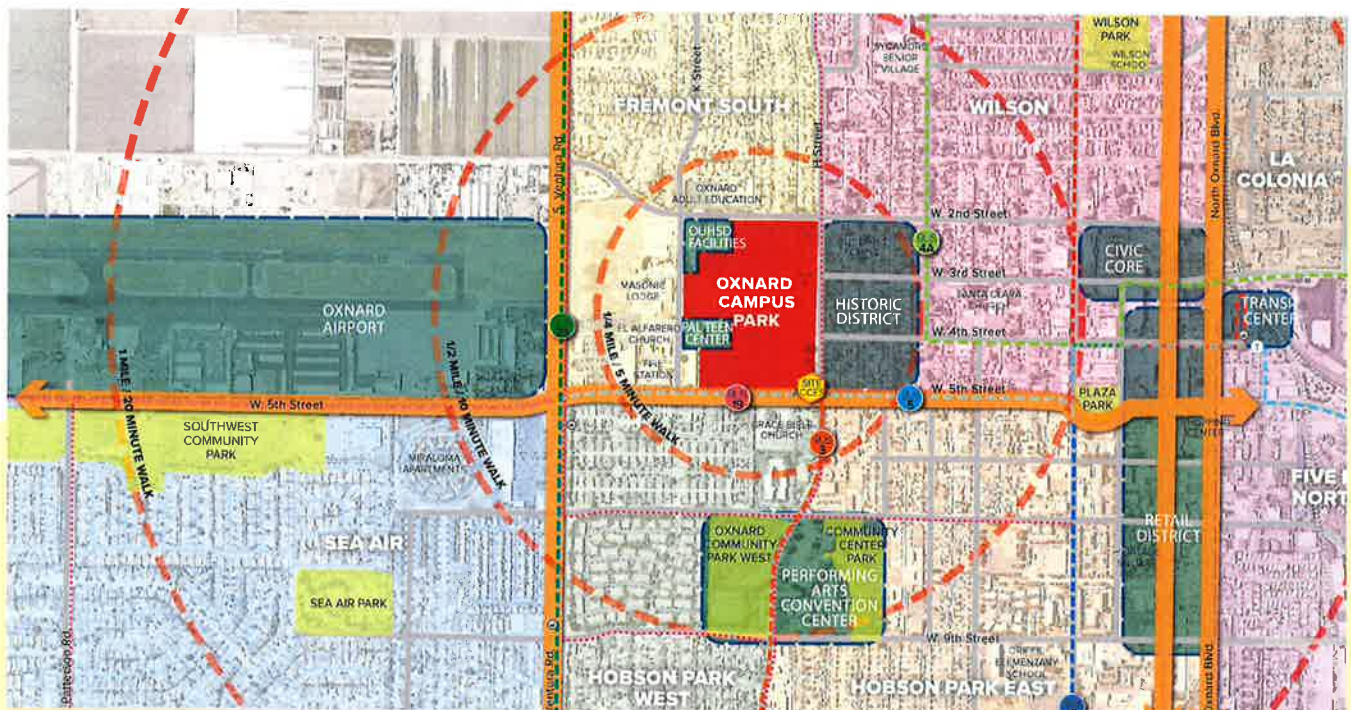
## Campus Park Design

A design development is underway for Campus Park—a signature greenspace for Oxnard, unique in amenities and activities. Since 1995 when Oxnard High School relocated, the city acquired the 33-acre site with a vision for transforming it into a park. Through extensive community collaboration—and several iterations over the years—consensus emerged for a park space influenced by nature and natural materials, gardens, and Oxnard’s unique culture. That community collaboration led the city to apply to the State of California Prop. 68 Park Grants Program. The highly selective program awarded the City of Oxnard \$8.5 million toward the design and construction of the park.



## A Civic Corridor

A fundamental goal in this project is to re-orient the energy of the site toward downtown, the neighborhoods, and other key civic locations. This involves pedestrian re-connection and re-stitching of the urban fabric, and iconic gateways—particularly at the corner of 5th Street—that ensure a new central role as an anchor for Oxnard’s civic corridor.



2021

2022

2023

2024

FALL  
Concept  
Alternatives

WINTER  
Preferred  
Design

SUMMER  
Construction  
Documents

Construction

Park opens

EXHIBIT 1

CITY OF  
**OXNARD**  
CALIFORNIA



## Park Elements

The Prop. 68 Parks Grant application requires implementation of the following specific elements\*:



### Walking Path

A walking path will be a crucial unifying element that will activate the park. A main accessible pathway and smaller trails will interconnect and guide users through gardens, artwork, and cultural amenities.



### Meadow

A natural meadow will be planted with California native plants and perennial grasses. The meadow will provide habitat for urban wildlife, educational opportunities on local ecology, and passive recreation such as picnics.



### Seasonal Dry Creek

A seasonal dry creek will run through the park, offering opportunities for stormwater benefits and crucial habitat for local ecology and wildlife. Walking trails will provide users an interactive experience as they run alongside the creek and at various crossings.



### Nature Themed Playground

From nature play in the meadow and the dry creek, children will easily transition to a nature-themed inclusive playground full of imaginative play opportunities with natural materials that work to inspire curiosity, agility, and fun!



### Gardens

Various types of lush and picturesque gardens are envisioned for Campus Park such as landscaping, trees, and a community garden. Walking paths will guide park visitors through natural spaces that will ultimately help improve the ecology of the area.



### Amphitheater

An intimate amphitheater will be a focal point for cultural and performing arts, and for community and local events. From movie nights to local music and performances, a small versatile venue is envisioned as a cultural hub for the park.

### Pelota Mixteca Court and Multi-use Space

An ancient game originating from Oaxaca, Pelota Mixteca has a fervent group of enthusiasts that travel across California to play in ad hoc tournaments. The game is played on a long rectangular gravel court that will double as a multi-use venue for classes, activities, and other community gatherings and events.



### Skate Park

A 20,000 square foot skate park will be Oxnard's second facility for small-wheeled devices. Some areas are planned to encourage beginners and other sections will be more complex to keep advanced users interested.



### Bicycle Pump Track

A bicycle pump track is a loop with a set of berms and banked curves for bicycles and other wheeled devices. These are designed to maximize a rider's momentum by pumping up and over berms, so pedaling is minimized.



### Refurbished Courts

After much use over generations of P.E. classes and PAL activities, the basketball courts and the multi-use blacktop will be resurfaced in their existing locations.



### Existing Amenities

The existing dog park will also be included in the design, although it might be relocated. Most of the area devoted to parking on K Street and along 5th Street will be resurfaced and will continue as the park's designated parking lots.



\*Please note that the precedent images are intended only for visioning and inspiration. Actual plans and design for Campus Park are underway.

For more information, please reach  
Nik Boas at (805) 385-7999






# EMERGENT CONCEPT (MASTER PLAN)

- ① WALKING PATH
- ② ALLUVIAL WASH
- ③ RECREATION CORE
- ④ MULTI-PURPOSE LAWN
- ⑤ INCLUSIVE PLAYGROUND
- ⑥ PAVILION
- ⑦ PELOTA MIXTECA
- ⑧ MEADOW
- ⑨ COMMUNITY GARDEN
- ⑩ RESTROOM
- ⑪ DOG PARK
- ⑫ AIRPLANE VIEWING MOUND
- ⑬ CULTURAL GARDEN
- ⑭ ENTRY GARDEN
- ⑮ COMMUNITY GATEWAY
- ⑯ PERIMETER LANDSCAPING



## EXHIBIT 2

			
DATE: 10/11/2011 TIME: 10:00 AM BY: [Signature] FOR: [Signature]		REVISIONS: [Table with 3 columns: No., Description, Date] 1. [Description] [Date] 2. [Description] [Date]	
SCALE: 1" = 240' NORTH: [Arrow pointing up]		SHEET: [Table with 3 columns: No., Description, Date] 1. [Description] [Date] 2. [Description] [Date]	

	PREPARED BY: [Signature] CHECKED BY: [Signature] DATE: 10/11/2011
COMMUNITY DEVELOPMENT / TRAFFIC ENGINEERING DIVISION	



# COUNTY of VENTURA

## Department of Airports

555 Airport Way, Suite B

Camarillo, CA 93010

Phone: (805) 388-4372

Fax: (805) 388-4366

[www.ventura.org/airports](http://www.ventura.org/airports)

June 9, 2022

Oxnard Airport Authority  
555 Airport Way, Suite B  
Camarillo, CA 93010

**Subject:** Consider Adoption of Resolution #11 Authorizing Remote Teleconference Meetings of the Oxnard Airport Authority Pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act

**Recommendation:**

Consider adoption of Resolution #11 (Exhibit 1) authorizing remote teleconference meetings of the Oxnard Airport Authority pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act.

**Fiscal/Mandates Impact:**

There are no fiscal impacts associated with this action.

**Discussion:**

In the time that has elapsed since your May 12, 2022 meeting, Public Health has continued to monitor COVID-19 conditions in the County and there have been some noted increases in hospitalization, case rate and positivity rates. The statewide health order regarding indoor masking has been lifted, however, masks are strongly recommended to be worn indoors by the California Department of Public Health. Although the Centers for Disease Control and Prevention ("CDC") indicate that the community transmission level is "medium" in Ventura County, the CDC also explains that "some people and communities, such as our oldest citizens, people who are immunocompromised, and people with disabilities, are at higher risk for serious illness and face challenging decisions navigating a world with COVID-19."

**Background:**

Governor Gavin Newsom signed Assembly Bill 361 ("AB 361") into law on September 16, 2021. AB 361 is an urgency measure effective immediately that authorizes legislative bodies to meet remotely in any of three circumstances, as set forth in Government Code section 54953, subdivision (e):

- “The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.” (Gov. Code, § 54953(e)(1)(A).)
- “The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.” (Gov. Code, § 54953(e)(1)(B).)
- “The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.” (Gov. Code, § 54953(e)(1)(C).)

Governor Newsom declared a State of Emergency in response to the COVID-19 pandemic on March 4, 2020. Dr. Robert Levin, Ventura County Health Officer, issued a recommendation regarding social distancing and continued remote meetings of legislative bodies on November 15, 2021 (Exhibit 2). Dr. Levin’s recommendation states in part, “I continue to recommend that physical/social distancing measures be practiced throughout our Ventura County communities to minimize the spread of COVID-19, including at meetings of the Board of Supervisors and meetings of other legislative bodies in the County of Ventura.” The Governor’s Proclamation of State of Emergency and Dr. Levin’s recommendation remain in place.

Airport staff ensures that all virtual meetings are held in compliance with the Government Code as it relates to posting requirements, public accessibility to the meeting, and public comments. Although your Airport Authority, as a legislative body in the County, may continue to meet virtually, to do so, your Airport Authority must now make the following findings by majority vote every 30 days, or until the Airport Authority’s next regularly scheduled meeting:

- Your Airport Authority has reconsidered the circumstances of the state of emergency, and
- One or both of the following circumstances exist:
  - The state of emergency continues to directly impact the ability of your Airport Authority’s members to meet safely in person, or
  - State or local officials continue to impose or recommend measures to promote social distancing. (Gov. Code, § 54953(e)(3).)

Attached for consideration is Resolution #11, that if adopted, authorizes your Airport Authority to meet remotely for a 30-day period, or until the Airport Authority’s next

regularly scheduled meeting. Additionally, if Resolution #11 is approved, your Airport Authority would have the option to hold the regular meeting scheduled for Thursday, July 14, 2022 at 6:30 p.m. remotely.

If you have any questions regarding this item, please call me at (805) 388-4200.

A handwritten signature in blue ink, appearing to read 'Keith Freitas', with a stylized, cursive script.

KEITH FREITAS, A.A.E., C.A.E.  
Director of Airports

Attachments:

Exhibit 1 – Resolution #11

Exhibit 2 – Letter from Dr. Robert Levin dated November 15, 2021



**RESOLUTION #11 OF THE OXNARD AIRPORT AUTHORITY AUTHORIZING  
CONTINUED REMOTE TELECONFERENCE MEETINGS OF THE OXNARD  
AIRPORT AUTHORITY PURSUANT TO GOVERNMENT CODE SECTION 54953,  
SUBDIVISION (e), OF THE RALPH M. BROWN ACT**

**WHEREAS**, the County of Ventura ("County") is committed to preserving and nurturing public access and participation in meetings of the Oxnard Airport Authority ("Airport Authority");

**WHEREAS**, Government Code section 54953, subdivision (e), of the Brown Act, authorizes the legislative body of a local agency to use remote teleconferencing in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953, subdivision (b)(3), subject to the existence of certain conditions;

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558;

**WHEREAS**, it is further required that state or local officials have imposed or recommended measures to promote social distancing;

**WHEREAS**, such conditions now exist in Ventura County, specifically, Governor Gavin Newsom declared a state of emergency in response to the COVID-19 pandemic on March 4, 2020 ("State of Emergency");

**WHEREAS**, on September 21, 2021 and November 15, 2021, Dr. Robert Levin, Ventura County Health Officer, issued recommendations to continue practicing social distancing measures throughout Ventura County communities, including to continue to implement 100 percent remote meetings of all legislative bodies in Ventura County, to prevent and minimize the spread of COVID-19 ("Recommendation to Promote Social Distancing");

**WHEREAS**, on October 14, 2021, November 10, 2021, December 9, 2021, January 5, 2022, January 13, 2022, February 10, 2022, March 10, 2022, April 8, 2022, April 14, 2022, and May 12, 2022, the Airport Authority considered the circumstances of the State of Emergency and Dr. Levin's Recommendation to Promote Social Distancing and resolved to continue remote teleconference meetings for thirty days;

**WHEREAS**, the Centers for Disease Control and Prevention ("CDC") indicate that the community transmission level is "medium," the CDC also explains that "some people and communities, such as our oldest citizens, people who are immunocompromised, and people with disabilities, are at higher risk for serious illness and face challenging decisions navigating a world with COVID-19";

**WHEREAS**, the Airport Authority does hereby find that it has reconsidered the circumstances of the State of Emergency, the State of Emergency remains active and continues to directly impact the ability of its members and attendees to meet safely in person, and that the Ventura County Health Officer, Dr. Robert Levin, continues to recommend measures to promote social distancing to minimize the spread of COVID-19 including that all legislative bodies in Ventura County continue to meet remotely, as further explained in his Recommendation to Promote Social Distancing, which has not been rescinded and remains in effect;

**WHEREAS**, the Airport Authority does hereby find that it shall conduct its meetings without compliance with Government Code section 54953, subdivision (b)(3), as authorized by subdivision (e), of Government Code section 54953, and that the Airport Authority shall comply with the requirements set forth in Government Code section 54953, subdivision (e)(2); and

**NOW, THEREFORE, BE IT RESOLVED**, by the Airport Authority as follows:

Section 1. The foregoing recitals are true and correct.

Section 2. Staff supporting the Airport Authority are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including conducting open and public meetings of the Airport Authority in accordance with Government Code section 54953, subdivision (e), and other applicable provisions of the Brown Act.

Section 3. This Resolution shall take effect immediately upon its adoption and shall be effective until July 9, 2022 or until the Airport Authority's next regularly scheduled meeting after July 9, 2022 and at such meeting the Airport Authority adopts a subsequent resolution in accordance with Government Code section 54953, subdivision (e)(3), to extend the time during which the Airport Authority may continue to teleconference without compliance with Government Code section 54953, subdivision (b)(3).

Upon motion of Airport Authority member \_\_\_\_\_, seconded by Airport Authority member \_\_\_\_\_, and duly carried, the Oxnard Airport Authority hereby adopts this resolution on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

---

Vianey Lopez, Chair  
Oxnard Airport Authority

To: Board of Supervisors  
County Executive Office  
Clerk of the Board

From: Dr. Robert Levin, Ventura County Health Officer



Date: November 15, 2021

Re: Recommendation regarding Social Distancing and Continued Remote Meetings of  
Legislative Bodies

I continue to recommend that physical/social distancing measures be practiced throughout our Ventura County communities to minimize the spread of COVID-19, including at meetings of the Board of Supervisors and meetings of other legislative bodies in the County of Ventura.

The California Department of Public Health ("CDPH") and the Centers for Disease Control and Prevention ("CDC") caution that the Delta variant of COVID-19, currently the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations (<https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>). While the Delta variant is the currently circulating variant, the Delta-2 variant, its likely successor, is 10 to 15% more transmissible. Current case and hospitalization rates have remained stubbornly higher than they were in the days leading up to the most recent surge. In some counties in our state, these rates are starting to climb again. We are facing the winter holidays and the opportunities these holidays present to promote transmission of COVID-19 infection. The winter season and its associated cold weather drives people indoors and provides another opportunity to spread the highly transmissible COVID-19 virus. Associated with these events last year our county experienced a surge in COVID-19 cases.

Whether vaccinated or not, positive individuals are contracting the Delta variant and infecting others in our communities. Social distancing and masking are crucial mitigation measures to prevent the disease's spread. Remote meetings of legislative bodies in the County, including but not limited to the Board of Supervisors are a recommended form of social distancing that allows for the participation of the community, county staff, presenters, and legislative body members in a safe environment, with no risk of contagion. It is recommended that legislative bodies in the County continue to implement 100% remote meetings. Just as it is likely that the current County order requiring the use of face coverings indoors will be in place beyond the first of the year,

though driven by good intentions, lifting the remote meetings policy at this time would be premature.

If you have any questions regarding this recommendation, please do not hesitate to contact me.



# COUNTY of VENTURA

## Department of Airports

555 Airport Way, Suite B  
Camarillo, CA 93010  
Phone: (805) 388-4372  
Fax: (805) 388-4366  
[www.ventura.org/airports](http://www.ventura.org/airports)

June 9, 2022

Camarillo Airport Authority  
555 Airport Way, Suite B  
Camarillo, CA 93010

**Subject:** Consider Adoption of Resolution #11 Authorizing Remote Teleconference Meetings of the Camarillo Airport Authority Pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act

**Recommendation:**

Consider adoption of Resolution #11 (Exhibit 1) authorizing remote teleconference meetings of the Camarillo Airport Authority pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act.

**Fiscal/Mandates Impact:**

There are no fiscal impacts associated with this action.

**Discussion:**

In the time that has elapsed since your May 12, 2022 meeting, Public Health has continued to monitor COVID-19 conditions in the County and there have been some noted increases in hospitalization, case rate and positivity rates. The statewide health order regarding indoor masking has been lifted, however, masks are strongly recommended to be worn indoors by the California Department of Public Health. Although the Centers for Disease Control and Prevention ("CDC") indicate that the community transmission level is "medium" in Ventura County, the CDC also explains that "some people and communities, such as our oldest citizens, people who are immunocompromised, and people with disabilities, are at higher risk for serious illness and face challenging decisions navigating a world with COVID-19."

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If you have any questions regarding this item, please call me at (805) 388-4200.

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KEITH FREITAS, A.A.E., C.A.E.  
Director of Airports

Attachments:

Exhibit 1 – Resolution #11

Exhibit 2 – Letter from Dr. Robert Levin dated November 15, 2021



**RESOLUTION #11 OF THE CAMARILLO AIRPORT AUTHORITY AUTHORIZING  
CONTINUED REMOTE TELECONFERENCE MEETINGS OF THE CAMARILLO  
AIRPORT AUTHORITY PURSUANT TO GOVERNMENT CODE SECTION 54953,  
SUBDIVISION (e), OF THE RALPH M. BROWN ACT**

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**NOW, THEREFORE, BE IT RESOLVED**, by the Airport Authority as follows:

Section 1. The foregoing recitals are true and correct.

Section 2. Staff supporting the Airport Authority are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including conducting open and public meetings of the Airport Authority in accordance with Government Code section 54953, subdivision (e), and other applicable provisions of the Brown Act.

Section 3. This Resolution shall take effect immediately upon its adoption and shall be effective until July 9, 2022 or until the Airport Authority's next regularly scheduled meeting after July 9, 2022 and at such meeting the Airport Authority adopts a subsequent resolution in accordance with Government Code section 54953, subdivision (e)(3), to extend the time during which the Airport Authority may continue to teleconference without compliance with Government Code section 54953, subdivision (b)(3).

Upon motion of Airport Authority member \_\_\_\_\_, seconded by Airport Authority \_\_\_\_\_, and duly carried, the Camarillo Airport Authority hereby adopts this resolution on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

---

Susan Santangelo, Chair  
Camarillo Airport Authority

To: Board of Supervisors  
County Executive Office  
Clerk of the Board

From: Dr. Robert Levin, Ventura County Health Officer



Date: November 15, 2021

Re: Recommendation regarding Social Distancing and Continued Remote Meetings of  
Legislative Bodies

I continue to recommend that physical/social distancing measures be practiced throughout our Ventura County communities to minimize the spread of COVID-19, including at meetings of the Board of Supervisors and meetings of other legislative bodies in the County of Ventura.

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though driven by good intentions, lifting the remote meetings policy at this time would be premature.

If you have any questions regarding this recommendation, please do not hesitate to contact me.



# COUNTY of VENTURA

## Department of Airports

555 Airport Way, Suite B

Camarillo, CA 93010

Phone: (805) 388-4372

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[www.ventura.org/airports](http://www.ventura.org/airports)

June 6, 2022

Aviation Advisory Commission  
Camarillo Airport Authority  
555 Airport Way, Suite B  
Camarillo, CA 93010

**Subject:** Approval of, and Authorization for the Director of Airports or Designee to Sign, the Second Amendment to Lease with Channel Islands Aviation, Inc. and the Third Amendment to Lease with Aviation Partners, LLC, for Premises at 305 and 265 Durley Ave, Camarillo, California, to Add a Leasehold Mortgage Provision

**Recommendation:**

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

Approve, and authorize the Director of Airports or his designee to sign, the Second Amendment to the lease with Channel Islands Aviation, Inc. (Exhibit 1) and the Third Amendment to the lease with Aviation Partners, LLC, (Exhibit 2) to add a leasehold mortgage provision.

**Fiscal/Mandates Impact:**

There are no fiscal impacts associated with this action.

**Discussion:**

Channel Islands Aviation, Inc. and related entity Aviation Partners, LLC have two separate lease agreements with the Department of Airports which have different terms and premises. The tenants desire to finance improvements to both premises and request language be added to the lease agreement allowing for leasehold mortgaging by Tenant. Similar language is found in existing airport leases with Sun Air, and RKR, Inc.

There is no change to the overall rent or term of the leases.

If you have any questions regarding this item, please call Madeline Herrle at 388-4243, or me at 388-4200.

A handwritten signature in blue ink, appearing to read 'Keith Freitas', with a stylized, cursive script.

KEITH FREITAS, A.A.E., C.A.E.  
Director of Airports

Attachments:

Exhibit 1 – Second Amendment to Lease for Channel Islands Aviation, Inc.

Exhibit 2 – Third Amendment to Lease for Aviation Partners, LLC

**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
SECOND AMENDMENT TO LEASE  
CHANNEL ISLANDS AVIATION, INC.**

THIS SECOND AMENDMENT is made and entered into by and between COUNTY OF VENTURA ("County"), and CHANNEL ISLANDS AVIATION, INC. ("Tenant").

**RECITALS**

WHEREAS, County and Tenant entered into a lease dated June 1, 2016, and an Amendment To Lease dated April 17, 2020 (collectively referred to as the "Lease"), for certain property at Camarillo Airport (the "Premises"), more particularly described in said Lease, and

WHEREAS, the parties hereto are mutually desirous of amending the Lease as hereinafter provided in this Amendment,

NOW, THEREFORE, in consideration of the mutual promises herein contained and good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, County and Tenant agree as follows:

1. **AMENDMENT CONTROLLING.** County and Tenant hereby acknowledge and reaffirm all their respective rights, duties and obligations under the Lease. Should anything in this Second Amendment conflict with anything in the Lease, the terms of this Second Amendment shall control. Except as expressly modified by this Second Amendment, the Lease remains unchanged and continues in full force and effect.

2. ***The Lease is hereby amended to add the following:***

**Paragraph 49. ENCUMBRANCE OF LEASEHOLD INTEREST BY TENANT**

Tenant may encumber its interest in this Agreement in the following manner:

A. The provisions herein shall apply to any leasehold mortgaging by Tenant occurring without subordination of County's interest.

1. Tenant and each subsequent County-approved legal holder of the leasehold estate created hereby (Legal Holder), for so long as it is not in default under this Agreement, may at any time and from time to time encumber its interest in this leasehold estate by mortgage, deed of trust, conditional or unconditional assignment, security agreement or other instrument of the same effect (Mortgage); provided, however, that no mortgagee, trustee or secured party (Mortgagee) or anyone claiming through such Mortgagee shall acquire any greater rights in the Premises than the Legal Holder then had under this Agreement; and provided further that such Mortgage shall be subject to this Agreement and the rights of County hereunder.

2. The Mortgagee under any such Mortgage and the owners of the indebtedness secured by said Mortgage shall not become liable under this Agreement unless and until they shall become the owners of the legal title to this leasehold estate and the improvements.

**EXHIBIT 1**

**INITIALS:**        /        .  
Tenant / County .



**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
SECOND AMENDMENT TO LEASE  
CHANNEL ISLANDS AVIATION, INC.**

3. There shall be no limitation on the number of times Tenant may mortgage its leasehold interest under the terms hereof, provided that Tenant shall not be in default under this Agreement at the time of the encumbrance and all costs thereof shall be borne by Tenant.

B. The provisions herein shall apply to leasehold mortgaging occurring with subordination of County's interest. By "subordination of County's interest," the parties mean a first lien deed of trust or mortgage encumbering Tenant's leasehold estate in the Premises, as established by this Agreement. County agrees to subordinate its interest in the Premises to a first deed of trust or mortgage in favor of a construction and/or permanent lender providing funds for the construction of the buildings, facilities and improvements on the Premises, subject, however to the following terms and conditions:

1. Subordination shall be limited to deeds of trusts or mortgages that secure construction or permanent loans.

2. Subordination shall be limited to ninety percent (90%) of the construction costs.

3. County shall be provided in advance with copies of the following:

- a) The construction contracts showing the construction price;
- b) The note and deed of trust or mortgage instruments. County shall have the right to approve the proposed loan documents, which approval shall not be unreasonably withheld; and
- c) Such other information as is reasonably necessary to assure compliance with the provisions hereof.

4. County shall, at or prior to the closing on any construction and/or permanent loan, execute, acknowledge, and deliver such instruments and documents, including any subordination agreement, as shall be required by and in the form reasonably satisfactory to the lender; provided, however, County shall have no liability under any of said documentation. County shall permit a separate deed of trust or mortgage to be placed on the Premises.

5. The permanent loan shall be made only by an institutional lender. The term "institutional lender" as used herein shall include a national or a state bank, savings and loan institution, insurance company, pension fund, endowment fund, foundation, or any other non-profit organization similar to those enumerated herein or any trust with professional management or a fund created by County-approved tax exempt financing.

6. A default by Tenant under the terms of any note and deed of trust or mortgage to which County has subordinated its interest shall be considered an event of default under this Agreement.

7. Any deed of trust or mortgage to which County has subordinated its interest shall provide that:

**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
SECOND AMENDMENT TO LEASE  
CHANNEL ISLANDS AVIATION, INC.**

1 a) Notice of any default shall be given by the lender to County.

2 b) County may (but shall not be required to) cure any default by Tenant under  
3 the terms of the note and deed of trust or mortgage within a period of fifteen (15)  
4 days following the receipt by County of notice of such default. If County elects to cure  
5 any default, any sums expended by County to cure any such default shall be  
6 deemed advances made for the benefit of Tenant, which sums shall bear interest at  
7 the rate which is the greater of two percent (2%) per month or ten percent (10%)  
8 over the prime rate published in the Wall Street Journal on the date of default, from  
9 the date of such advance until repaid, and shall be payable by Tenant to County as  
10 additional rent hereunder within ten (10) days after notice of payment is given to  
11 Tenant by County. Should County not exercise its right to cure within the time  
12 provided, the Mortgagee shall be free to exercise any rights or remedies allowed  
13 under the note and deed of trust or mortgage. If the Mortgagee in fact cures Tenant's  
14 defaults under the note and deed of trust or mortgage, the amount needed to cure  
15 shall not include additional rent which was paid by County to cure the default, and  
16 County shall continue to have the right to collect this additional rent directly from  
17 Tenant.

18 c) Following any repossession by County of the Premises, County may (but  
19 shall not be required to) assume the existing note and deed of trust or mortgage  
20 without penalty, provided only that the said instruments are not in default or, if in  
21 default, that such default is cured within fifteen (15) days of repossession or notice of  
22 default given under (b) above, whichever occurs first, and that County would then  
23 meet the standards of the holder of the note and deed of trust or mortgage with  
24 respect to the assumption of like or similar instruments. County agrees to execute  
25 and deliver any documents as shall be reasonably required by the holder of the note  
26 and deed of trust or mortgage to effectuate and carry out such assumption, and  
27 assumption by County shall not result in the release of any borrower or guarantor of  
28 the indebtedness secured by the deed of trust or mortgage.

29  
30 8. The Mortgagee under any such mortgage or deed of trust and the owners of the  
31 indebtedness secured by said mortgage or deed of trust shall not become liable  
32 under this Agreement unless and until they shall become the owners of the legal title  
33 to this leasehold estate and the improvements.  
34

35 9. There shall be no limitation on the number of times Tenant may mortgage its  
36 leasehold interest under the terms hereof, provided that Tenant shall not be in  
37 default under this Agreement at the time of the request to subordinate and all costs  
38 thereof shall be borne by Tenant.  
39

40 C. Subject to the rights of the construction and/or permanent lender, in the event of  
41 any default under this Agreement, County shall be entitled to exercise all or any of its  
42 remedies as provided under this Agreement.  
43

**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
SECOND AMENDMENT TO LEASE  
CHANNEL ISLANDS AVIATION, INC.**

1    **3. ENTIRE AGREEMENT.** This Second Amendment contains the entire agreement  
2    between County and Tenant with respect to the matters stated herein and both  
3    parties acknowledge that neither relies upon any statements or    representations  
4    by the other not contained herein.

5  
6    This Second Amendment cannot be modified orally but only in writing signed by both  
7    parties hereto.  
8  
9

10  
11                    \*\*\* SIGNATURES NEXT PAGE \*\*\*\*\*

**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
SECOND AMENDMENT TO LEASE  
CHANNEL ISLANDS AVIATION, INC.**

1 IN WITNESS WHEREOF, the parties hereto have executed the Amendment on the  
2 date first above written.  
3  
4

5 **COUNTY OF VENTURA, DEPARTMENT OF AIRPORTS**  
6  
7

8 Dated: \_\_\_\_\_ By: \_\_\_\_\_  
9 Director  
10  
11  
12  
13  
14  
15  
16

17 **CHANNEL ISLANDS AVIATION, INC.**  
18  
19  
20

21 Dated: \_\_\_\_\_  
22 "Tenant"  
23  
24  
25

26 If Tenant is a corporation, a certified copy of the Board of Directors' resolution or  
27 other authority for execution of this Agreement is attached hereto.

**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
THIRD AMENDMENT TO LEASE  
AVIATION PARTNERS, LLC**

THIS THIRD AMENDMENT is made and entered into by and between COUNTY OF VENTURA ("County"), and AVIATION PARTNERS, LLC, successor in interest to Channel Islands Aviation, Inc. ("Tenant").

**RECITALS**

WHEREAS, County and Tenant's predecessor in interest entered into a lease dated October 15, 1999, and a First Amendment to Lease dated August 15, 2001 and a Second Amendment to Lease dated April 30, 2004 (collectively referred to as the "Lease"), for certain property at Camarillo Airport (the "Premises"), more particularly described in said Lease, and

WHEREAS, the parties hereto are mutually desirous of amending the Lease as hereinafter provided in this Third Amendment,

NOW, THEREFORE, in consideration of the mutual promises herein contained and good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, County and Tenant agree as follows:

1. **AMENDMENT CONTROLLING.** County and Tenant hereby acknowledge and reaffirm all their respective rights, duties and obligations under the Lease including this Third Amendment. Should anything in this Third Amendment conflict with anything in the Lease, the terms of this Third Amendment shall control. Except as expressly modified by this Third Amendment, the Lease remains unchanged and continues in full force and effect.

2. The Lease is hereby amended to add the following paragraph:

**Paragraph 49. ENCUMBRANCE OF LEASEHOLD INTEREST BY TENANT.**

Tenant may encumber its interest in this Agreement in the following manner:

A. The provisions herein shall apply to any leasehold mortgaging by Tenant occurring without subordination of County's interest.

1. Tenant and each subsequent County-approved legal holder of the leasehold estate created hereby (Legal Holder), for so long as it is not in default under this Agreement, may at any time and from time to time encumber its interest in this leasehold estate by mortgage, deed of trust, conditional or unconditional assignment, security agreement or other instrument of the same effect (Mortgage); provided, however, that no mortgagee, trustee or secured party (Mortgagee) or anyone claiming through such Mortgagee shall acquire any greater rights in the Premises than the Legal Holder then had under this Agreement; and provided further that such Mortgage shall be subject to this Agreement and the rights of County hereunder.

2. The Mortgagee under any such Mortgage and the owners of the indebtedness secured by said Mortgage shall not become liable under this Agreement unless and until they shall become the owners of the legal title to this leasehold estate and the improvements.

**EXHIBIT 2**

**INITIALS:** \_\_\_\_\_ / \_\_\_\_\_  
Tenant / County

**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
THIRD AMENDMENT TO LEASE  
AVIATION PARTNERS, LLC**

3. There shall be no limitation on the number of times Tenant may mortgage its leasehold interest under the terms hereof, provided that Tenant shall not be in default under this Agreement at the time of the encumbrance and all costs thereof shall be borne by Tenant.

B. The provisions herein shall apply to leasehold mortgaging occurring with subordination of County's interest. By "subordination of County's interest," the parties mean a first lien deed of trust or mortgage encumbering Tenant's leasehold estate in the Premises, as established by this Agreement. County agrees to subordinate its interest in the Premises to a first deed of trust or mortgage in favor of a construction and/or permanent lender providing funds for the construction of the buildings, facilities and improvements on the Premises, subject, however to the following terms and conditions:

1. Subordination shall be limited to deeds of trusts or mortgages that secure construction or permanent loans.

2. Subordination shall be limited to ninety percent (90%) of the construction costs.

3. County shall be provided in advance with copies of the following:

- a) The construction contracts showing the construction price;
- b) The note and deed of trust or mortgage instruments. County shall have the right to approve the proposed loan documents, which approval shall not be unreasonably withheld; and
- c) Such other information as is reasonably necessary to assure compliance with the provisions hereof.

4. County shall, at or prior to the closing on any construction and/or permanent loan, execute, acknowledge, and deliver such instruments and documents, including any subordination agreement, as shall be required by and in the form reasonably satisfactory to the lender; provided, however, County shall have no liability under any of said documentation. County shall permit a separate deed of trust or mortgage to be placed on the Premises.

5. The permanent loan shall be made only by an institutional lender. The term "institutional lender" as used herein shall include a national or a state bank, savings and loan institution, insurance company, pension fund, endowment fund, foundation, or any other non-profit organization similar to those enumerated herein or any trust with professional management or a fund created by County-approved tax exempt financing.

6. A default by Tenant under the terms of any note and deed of trust or mortgage to which County has subordinated its interest shall be considered an event of default under this Agreement.

7. Any deed of trust or mortgage to which County has subordinated its interest shall provide that:



**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
THIRD AMENDMENT TO LEASE  
AVIATION PARTNERS, LLC**

a) Notice of any default shall be given by the lender to County.

b) County may (but shall not be required to) cure any default by Tenant under the terms of the note and deed of trust or mortgage within a period of fifteen (15) days following the receipt by County of notice of such default. If County elects to cure any default, any sums expended by County to cure any such default shall be deemed advances made for the benefit of Tenant, which sums shall bear interest at the rate which is the greater of two percent (2%) per month or ten percent (10%) over the prime rate published in the Wall Street Journal on the date of default, from the date of such advance until repaid, and shall be payable by Tenant to County as additional rent hereunder within ten (10) days after notice of payment is given to Tenant by County. Should County not exercise its right to cure within the time provided, the Mortgagee shall be free to exercise any rights or remedies allowed under the note and deed of trust or mortgage. If the Mortgagee in fact cures Tenant's defaults under the note and deed of trust or mortgage, the amount needed to cure shall not include additional rent which was paid by County to cure the default, and County shall continue to have the right to collect this additional rent directly from Tenant.

c) Following any repossession by County of the Premises, County may (but shall not be required to) assume the existing note and deed of trust or mortgage without penalty, provided only that the said instruments are not in default or, if in default, that such default is cured within fifteen (15) days of repossession or notice of default given under (b) above, whichever occurs first, and that County would then meet the standards of the holder of the note and deed of trust or mortgage with respect to the assumption of like or similar instruments. County agrees to execute and deliver any documents as shall be reasonably required by the holder of the note and deed of trust or mortgage to effectuate and carry out such assumption, and assumption by County shall not result in the release of any borrower or guarantor of the indebtedness secured by the deed of trust or mortgage.

8. The Mortgagee under any such mortgage or deed of trust and the owners of the indebtedness secured by said mortgage or deed of trust shall not become liable under this Agreement unless and until they shall become the owners of the legal title to this leasehold estate and the improvements.

9. There shall be no limitation on the number of times Tenant may mortgage its leasehold interest under the terms hereof, provided that Tenant shall not be in default under this Agreement at the time of the request to subordinate and all costs thereof shall be borne by Tenant.

C. Subject to the rights of the construction and/or permanent lender, in the event of any default under this Agreement, County shall be entitled to exercise all or any of its remedies as provided under this Agreement.



**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
THIRD AMENDMENT TO LEASE  
AVIATION PARTNERS, LLC**

1     **3.     ENTIRE AGREEMENT.** This Third Amendment contains the entire agreement  
2     between County and Tenant with respect to the matters stated herein and both  
3     parties acknowledge that neither relies upon any statements or representations by  
4     the other not contained herein.

5  
6     This Third Amendment cannot be modified orally but only in writing signed by both  
7     parties hereto.

8  
9  
10  
11                   \*\*\*\*\* SIGNATURES NEXT PAGE\*\*\*\*\*

**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
THIRD AMENDMENT TO LEASE  
AVIATION PARTNERS, LLC**

IN WITNESS WHEREOF, the parties hereto have executed the Amendment  
on the date first above written.

**COUNTY OF VENTURA, DEPARTMENT OF AIRPORTS**

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Director

**AVIATION PARTNERS, LLC**

Dated: \_\_\_\_\_

\_\_\_\_\_  
"Tenant"



# COUNTY of VENTURA

## Department of Airports

555 Airport Way, Suite B  
Camarillo, CA 93010  
Phone: (805) 388-4372  
Fax: (805) 388-4366  
[www.ventura.org/airports](http://www.ventura.org/airports)

June 6, 2022

Aviation Advisory Commission  
Camarillo Airport Authority  
Oxnard Airport Authority  
555 Airport Way, Suite B  
Camarillo, CA 93010

**Subject: Review of Fiscal Year 2022-23 Proposed Budget**

**Recommendation:**

Staff requests that your Commission and Authorities review and comment on the Department of Airports (DOA) proposed FY 2022-23 budget for Camarillo and Oxnard Airports; and Camarillo Roads and Lighting Enterprise Fund, as attached, and recommend approval of the Board of Supervisors.

**Discussion:**

From a budget perspective looking forward, DOA has prepared a budget with a conservative approach that anticipates impacts to revenues received from tenant leases and other fee related sources.

In summary, the FY 2022-23 proposed budget funds airport operations, on-going and previously planned and funded capital improvements, and projects a reasonable cash balance. The budget provides the funds necessary to maintain and improve the airports within the guidelines and policies followed by the DOA. The Airport Enterprise Fund (AEF) expects to maintain a reserve balance equal to at least 12 months of operating expenses throughout the year. As such, the Department is examining increased capital investment in key areas of both airports to ensure budget units are well maintained and avoid unexpected costs as infrastructure ages.

This budget represents a continued effort by staff to analyze the operating budget through a hybrid "line item" and "zero-based" approach and to integrate the capital budget needs of both airports in a manner sustainable through the currently approved rent and fee schedule.

- The revenue section shows an increase in property and investment revenue. The property revenue increases are primarily due to new leases in the business park at Camarillo Airport, leases in the airside of the airports, and rate adjustments to

various leaseholds. Other revenue sources such as percentage rent and miscellaneous fees continue to perform to the current year's level.

- Camarillo Airport is projected to realize a gain during the fiscal year.
- While Oxnard Airport currently projects an operating loss (excluding depreciation), the Department is actively seeking development and redevelopment proposals for two airside parcels.
- The Enterprise Fund E300 is projected to realize a gain during the fiscal year.
- The DOA anticipates being staffed at 37 FTE's.

The budget book is divided into sections for purposes of review, as follows:

**TAB #1: "Camarillo/Oxnard Combined":**

1. A cash flow analysis for the five-year period July 1, 2022 – June 30, 2027, supports the FY 2022-23 budget as sustainable with an estimated \$14.1M cash balance that would begin with the new fiscal year. The highlights are as follows:
  - a. Depreciation is excluded in the cash flow calculation since it is not a true cash expense.
  - b. Reserve levels beginning FY 2022-23 are \$14.1 million and \$11.8 million beginning FY 2023-24, which are sustainable. These levels are expected to decrease as the DOA completes capital projects in the coming years. However, this excludes new revenue from new development leases. A large part of the Department's projects are grant based, and therefore, much of the grant-related expenditures will be reimbursed, if within FAA guidelines. However, reserve levels remain adequate to provide a sufficient cash base for planned operations and other capital projects. The target/projected reserve level can be adjusted by adding or subtracting projects in the Capital Improvement Plan (CIP).
2. The FY 2022-23 Preliminary Budget depicts the proposed budget's impact on operating expenditures compared to the current year's Adopted Budget.
3. The "Operating Gain" without depreciation for operating the DOA is \$621,473.
4. Line-item budgets depict all non-capital expenses and revenues. The "Total Expenditures" on **page 7** reflects an amount like the previous adopted budget, however it reflects projected performance-based salary increases, safety retirement for Airport Operations Officers, and other labor expense associated costs.

5. The Department of Airports is an Enterprise Fund. As such, all operating costs are derived from airport operations. No funding is received from County funds, taxes, or outside loans.

**TAB #2: "Camarillo":**

1. Camarillo's "Operating Gain" without depreciation is positive at \$1,237,969. Please note that Camarillo Airport administrative salaries and benefits are allocated 80% to Camarillo administration and 20% to Oxnard administration to present a more realistic picture of the costs for each airport.
2. Services and supplies budget (**page 13, accounting code 2000**), reflects an increase of \$794,528 (38.7%), this is primarily due to an effort to continue to improve the business park area by creating a more attractive space for potential tenants, but considering that other improvements were performed in the previous year.
3. Camarillo administration, operations, and maintenance sub-budgets are also found in this section for a more detailed listing of expenditures and revenue.

**TAB #3: "Oxnard":**

1. Oxnard's "Operating Loss" without depreciation is \$616,497. 20% of salaries and benefits from DOA administration are allocated to Oxnard Airport to give a truer picture of costs.
2. Salaries and benefits increase by \$99,863 (**page 32, accounting code 1000**), primarily due to the filling of the Supervisor of Airport Operations position, and other labor expense associated costs.
3. Services and supplies budget (**page 33, accounting code 2000**), increased \$223,180 mainly due to perimeter security fencing at the airport, PFAS cost recovery remediation, hangar structural repairs and increased Camarillo administrative support.
4. Oxnard administration, operations, and maintenance sub-budgets are also found in this section for a more detailed listing of expenditures and revenue.

**TAB #4: "Capital":**

This budget is for capital expenses and revenue associated with federal and state grants and non-grant projects. The "Net Cost" of proposed projects is \$2,842,027. The projects are listed for your review on two tables and are consistent with the DOA's five-year Capital Improvement Plan. The Department of Airports is an Enterprise Fund. As such, all operating costs are derived from airport operations. No funding is received from County funds, constituent taxes or fees, or outside loans.



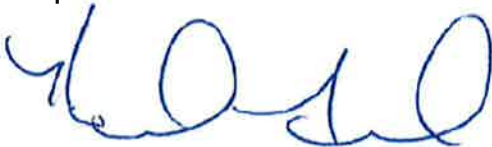
Highlights of the capital budget are:

1. For Camarillo (**page 49**), the grant eligible project scheduled for Camarillo Airport includes a FAA Part 150 Noise Study and planning/environmental studies for the 2025 runway and taxiway connector reconstruction. Non-grant eligible project includes the completion of HVAC Replacements for 555 Airport Way. Financing is available within the Airports enterprise fund to cover net cost.
2. For Oxnard (**page 52**), The grant eligible projects anticipated for Oxnard airport include the reconstruction of connector taxiways A-E and a FAA Part 150 Noise Study, ARFF truck replacement. Financing is available within the Airports enterprise fund to cover net cost.

**TAB #5: "Camarillo Roads and Lighting":**

Otherwise known as the Camarillo Utility Enterprise (CUE), this budget is for the maintenance of streets, street lighting and storm drains at the Camarillo Airport. The budget is funded through assessments to the eight owners of developed property on the airport campus, of which the DOA represents a share of approximately 66%. The CUE project schedule has no new projects scheduled for this fiscal year.

Staff realizes that there is a tremendous amount of information in the budget, and we have tried to organize it in a way that makes it accessible for discussion. Please feel free to contact Jamal Ghazaleh at 388-4207 or me at 388-4200 should you have any questions.



KEITH FREITAS, A.A.E., C.A.E.  
Director of Airports



# COUNTY of VENTURA

## Department of Airports

### MONTHLY ACTIVITY REPORT

Month ending April 30, 2022

#### Hangars and Tie-downs:

Camarillo				Oxnard					
		Inventory	Occupied	Available			Inventory	Occupied	Available
Hangars				Hangars					
Private	170	170	0	Private	79	79	0		
County	160	160	0	County	66	63	3		
Out of Service	16	0	0	Out of Service	6	0	0		
Total	346	330	0	Total	151	142	3		
Tie-downs				Tie-downs					
County	96	47	49	County	7	1	6		
AVEX	25	18	7	Goldenwest Jet Center	15	11	4		
Channel Island Aviation	35	30	5	Oxnard Jet Center	8	6	2		
Visitor	35			Visitor	11				
Total	191	95	61	Total	41	18	23		

#### Airport Operations:

	Camarillo	Oxnard
Current year for the month	19,054	8,864
Last year for the month	14,626	9,039
% Change	30%	-2%
Current year to date	63,114	32,896
Last year to date	53,427	30,923
% Change	18%	6%

#### Aircraft Incidents:

	Camarillo	Oxnard
Current Month	5	2
Current year to date	20	4

CMA - Flat Tire  
 CMA - Precautionary Landing - Electrical  
 CMA - Precautionary Landing - Electrical  
 CMA - Precautionary Landing - Rough Engine  
 CMA - Precautionary Landing - Electrical  
 OXR - Accident - Landed Short of Threshold (no injuries)  
 OXR - Precautionary Landing - Rough Engine

#### Other:

	Camarillo	Oxnard
Airside Citations Issued	0	0
Landside Citations issued	0	0
Cards issued to transient overnight aircraft	46	0
Noise/nuisance complaints	11	77
Other aircraft ** (Estimate)	120	15
Hangar Waiting List	20	1

\*\* Includes approximate number of aircraft occupying space in both large and small hangars by agreement with lessee or licensee





**APRIL 2022**

## **CAMARILLO AIRPORT – AIRPORT MASTER PLAN UPDATE**

Note: Per direction from airport staff, the Consultant has been advised to pause the master plan as of May 25, 2021. Certain elements related to the AGIS and environmental surveys will still be moving forward as they relate to information needed for FAA coordination and other project needs outside the master plan study process.

### **Status Update:**

- The AGIS survey is ongoing and includes tasks associated with project management, FAA AGIS coordination, field-survey coordination, and mapping/obstruction surveys.
- The preparation of biological and cultural resource evaluations continues. The Subconsultant associated with the environmental surveys has recently been contacted to re-start work associated with these environmental surveys.
- The Consultant has provided a draft scope and cost proposal for an ALP Update/Narrative Report to airport staff. Airport staff has, in turn, coordinated the scope and cost proposal with the FAA.
- The Consultant has coordinated a project scheduled for the ALP Update/Narrative Report with airport staff.

### **Upcoming Action Items:**

- Airport staff is currently working with the FAA to determine a path moving forward to initiate an ALP Update/Narrative Plan approach to the study process.

**Project Percent Complete:** The project is 41.8 percent complete through April 2022.

## **CAMARILLO AIRPORT – AIRFIELD GEOMETRY AND DRAINAGE STUDY**

### **Status Update:**

- Airport staff and the Consultant team have prepared an airfield development concept to be used for the airfield drainage study.
- A Subconsultant is moving forward with drainage evaluations for further input into the study. Infiltration testing was conducted during the month of April.

### **Upcoming Action Items:**

- Coordination as needed with airport staff and the FAA to determine course of action in relationship to future environmental documentation needed for the runway reconstruction process.
- Recommended airfield drainage enhancements pending the drainage study.

**Project Percent Complete:** The project is 45.0 percent complete through April 2022.

## **OXNARD AIRPORT – AIRPORT LAYOUT PLAN UPDATE / NARRATIVE REPORT**

### **Status Update:**

- The FAA conditionally approved the ALP Drawing Set in a letter dated February 14, 2022.

- Electronic copies of the signed/approved ALP Drawing Set have been distributed to the FAA and airport staff.

**Upcoming Action Items:**

- The Consultant has coordinated with airport staff and is in the process of preparing final documents related to the ALP Update/Narrative Report. This includes hard copy prints of the Narrative Report and signed/approved ALP Drawing Set.

**Project Percent Complete:** The project is at 100 percent per Invoice #18MP01-24 dated July 6, 2021, for airport staff to coordinate with the FAA to close out the AIP grant.

## **ANNUAL CONSULTING SERVICES CONTRACT (AEA No. 22-01)**

**Status Update:**

- The Consultant has prepared a draft pilot guide for Camarillo Airport further coordination with airport staff.
- The Consultant prepared and coordinated a draft land use analysis with airport staff the focused on approximately 11 acres of land at Oxnard Airport. The report evaluated the study area based on FAA design criteria and looked at alternative uses that could occur on the property.

**Upcoming Action Items:**

- Coordination as needed to follow-up previous items and assist with new items at the direction of airport staff.

**Project Percent Complete:** 24.1% of the not-to-exceed amount of \$100,000 has been completed through April 2022.



**PROJECT STATUS REPORT**  
Ventura County, Department of Airports

Prepared by Mead & Hunt, Inc  
Revision Date 2022-05-24



Mead & Hunt No. County No. Grant No.	Airport	Description	Status	Percent Complete	Action Item
3168900- 132415.05 AEA 18-06 AIP - 036	CAMARILLO	<b>CONSTRUCTION SERVICES NORTHEAST HANGAR DEVELOPMENT, PHASE 1</b> Construction of the Phase 1 project, which includes 3 rows of hangars and surrounding pavement/drainage and the extension of water, sewer, and electrical services.	a) Construction commenced on 12-5-19. b) Contract work complete. c) Contract Amendment No. 2 processed on 10-5-21. d) Mead & Hunt submitted final pay application in December 2021.	100%	a) County processing final Mead & Hunt invoice.
3168900- 190121.02 AEA 20-03 AIP - 037	CAMARILLO	<b>CONSTRUCTION SERVICES TAXIWAYS H PAVEMENT REHABILITATION</b> Surface treatment and remarking of Taxiway H.	a) Construction was completed after application of second coat of pavement markings performed February 24, 25 and 26. b) As-Built version of the plans has been prepared. c) Balancing change order and final pay estimates submitted to County. c) The Final Closeout Report (FCR) submitted to the County.	100%	a) Mead & Hunt to send final invoice in early June. Project complete.
22069-181879.01 AEA 18-13 AIP - N/A	CMA & OXR	<b>DESIGN SERVICES OXR AND CMA DBE UPDATES (2020-2021)</b> Develop DBE program and goals as well as prepare yearly reports.	a) CMA & OXR i) Programs and goals submitted and approved. ii) Programs and goals reporting. iii) Submitted 2020 year end reports (FAA accepted). iv) Submitted 2021 year end reports (FAA accepted).	100%	a) Final invoice paid in full - project complete.
2206900- 220887.01 AEA 22-03 AIP - N/A	CMA & OXR	<b>DESIGN SERVICES ON-CALL SERVICES (2021-2022)</b> On-call services at the request of the County. Period is effective through June 30, 2022.	a) Contract executed. b) Updated graphic (draft) prepared for hangar development area based on topographic survey. c) Mead & Hunt assisting with CMA NE Hangar Project Certified Payroll audit.	3%	a) County review of draft hangar development graphic based on topographic survey.

May 2, 2022

Mrs. Erin Powers  
Projects Administrator  
County of Ventura Department of Airports  
555 Airport Way, Suite B  
Camarillo, CA 93010

Re: Monthly Airport Project Status Update – April 2022

Dear Mrs. Powers,

Below is a summary of the tasks completed during the month of April 2022, by Jviation, for the Camarillo Airport:

**Conceptual Design for 2025 Runway/Taxiway Reconstruction (AIP Project No. 3-06-0339-039-2022)**

- Throughout the month of April, the County and Jviation discussed this project during coordination meetings on April 21 and 28, 2022.
- On April 28, 2022, the County indicated they will be contacting the FAA to check on the status of this project and if they will be approving the project to start.
- **Upcoming:**
  - FAA approval of the project description.
  - FAA approval of the scope of work and fees from Jviation and Coffman Associates.
  - County executes the contract with Jviation for this project.

**Runway 8-26 and Taxiway A Pavement Improvements (Jviation Project No. CMA LOC 21-01)**

- Throughout the month of April, the County and Jviation discussed this project during coordination meetings on April 21 and 28, 2022.
- On April 28, 2022, the County indicated they will be discussing this project to determine how they would like to proceed with the pavement improvements on Taxiway A.
- **Upcoming:**
  - County will confirm how to proceed with the improvements on the Runway 8-26 centerline and Taxiway A.
  - County approval of the proposed scope of work and engineering fees from Jviation.
  - County executes the contract with Jviation for this project.

**Airport Pavement Management System (APMS) Update**

- Throughout the month of April, the County and Jviation discussed this project during coordination meetings on April 21 and 28, 2022.
- On April 28, 2022, the County indicated they are working on responses to the list of questions Jviation submitted to assist with the preparation of the scope of work.
- **Upcoming:**
  - County will provide responses to the list of questions Jviation submitted.
  - Jviation will coordinate with subconsultants to assist with the completion of this project.
  - Jviation will prepare a scope of work and will submit it to the County for review.

**Airport Capital Improvement Plan (ACIP) Update**

- There is no update on this task from April 2022.
- **Upcoming:**
  - Jviation will wait for direction from the County on any future tasks.

If you have any comments, please do not hesitate to contact me.

Sincerely,

Jviation, a Woolpert Company



Matt Gilbreath, P.E.  
Project Manager

cc: Mr. Keith Freitas, Mr. Dave Nafie – County of Ventura Department of Airports  
Mr. Travis Vallin, Mr. JD Ingram, Mr. Jason Virzi, Mr. Mike Quinn, Mrs. Marisa Fluhr, Ms. Amanda Gross – Jviation, a Woolpert Company  
File

May 6, 2022

Mrs. Erin Powers  
Projects Administrator  
County of Ventura Department of Airports  
555 Airport Way, Suite B  
Camarillo, CA 93010

Re: Monthly Airport Project Status Update – April 2022

Dear Mrs. Powers,

Below is a summary of the tasks completed during the month of April 2022, by Jviation and our subconsultants for the Oxnard Airport:

**AIP Project No. 03-06-0179-038-2021 (Construction) – Runway 7-25 Reconstruction**

- Throughout the month of April, the County and Jviation discussed this project during coordination meetings on April 21 and 28, 2022.
- Throughout the month of April, Jviation and the County coordinated with the Prime Contractor, Sully-Miller, on construction closeout and scheduling work on punch list work items.
- Throughout the month of April, Jviation worked on the Construction Closeout Report.
- On April 5, 19, and 25 2022, the County, Jviation, and Sully-Miller met to discuss the outstanding items needed for project closeout, punch list items, and contractor warranty items.
- On April 12, 2022, Jviation and Sully-Miller met to discuss the outstanding items needed for project closeout, punch list items, and contractor warranty items.
- On April 14, 2022, Jviation was on-site monitoring Sully-Miller while they were completing work on punch list items.
- On April 15, 2022, Jviation and Sully-Miller met to discuss pavement marking quantities.
- On April 24 and 28, 2022, Jviation submitted the record drawings and AutoCAD files for MALSF work to James Hensley with FAA Engineering Services group.
- On April 29, 2022, the County, Jviation, and Sully-Miller met to discuss the relocation of the excess asphalt millings from the contractor staging area to the northwest corner of the airport. Sully-Miller committed to complete this work by May 13, 2022.
- On May 2, 2022, Jviation was on-site reviewing the excess asphalt millings in the contractor staging area and the location the excess millings will be relocated to in the northwest corner of the airport.
- **Upcoming:**
  - Jviation will continue project coordination with the County, FAA, and Sully-Miller.
  - Jviation will coordinate with Sully-Miller and the County on the schedule to relocate the excess asphalt millings from the contractor staging area to the northwest corner of the airport.

**AIP Project No. 03-06-0179-040-2022 (Design) – Connector Taxiways A-E Reconstruction**

- Throughout the month of April, the County and Jviation discussed this project during coordination meetings on April 21 and 28, 2022.
- On April 4, 2022, Jviation and the County practiced a run through of the pre-bid meeting.

- On April 5, 2022, Jviation and the County held a virtual pre-bid meeting.
- On April 6, 2022, Jviation issued Addendum No. 1 to all plan holders, and it included the pre-bid meeting agenda and the attendees list.
- On April 6, 2022, Jviation provided the County with the Issued for Bid document files.
- On April 8, 2022, the County provided escorts to the project site for interested contractors.
- On April 11, 2022, Jviation issued Addendum No. 2 to all plan holders, and it included the contractor questions received and responses to those questions.
- On April 13, 2022, the project was advertised in the Ventura County Star.
- On April 18, 2022, Jviation issued Addendum No. 3 to all plan holders, and it included the contractor questions received and responses to those questions. This was the final addendum.
- On April 26, 2022, the bid opening was held and attended by the County and Jviation. One formal bid was received from Granite Construction.
- **Upcoming:**
  - Prepare letter of recommendation and issue it to the County.

#### **Airport Pavement Management System (APMS) Update**

- Throughout the month of April, the County and Jviation discussed this project during coordination meetings on April 21 and 28, 2022.
- On April 28, 2022, the County indicated they are working on responses to the list of questions Jviation submitted to assist with the preparation of the scope of work.
- **Upcoming:**
  - County will provide responses to the list of questions Jviation submitted.
  - Jviation will coordinate with subconsultants to assist with the completion of this project.
  - Jviation will prepare a scope of work and will submit it to the County for review.

#### **Federal Contract Tower (FTC) Improvements**

- Throughout the month of April, the County and Jviation discussed this project during coordination meetings on April 21 and 28, 2022.
- On April 18, 2022, the County requested Jviation's assistance with the Federal grant application.
- On April 22, 2022, the County provided emails from the FAA LA ADO on the FTC Federal grant process.
- On May 3, 2022, the County provided emails, drawings, and information on issues with the existing FTC and potential improvements to be included in the Federal grant application.
- On May 4, 2022, the FAA LA ADO requested a brief project description and estimated cost from the County to be provided later the same day. Jviation provided the County with brief project description and estimated cost
- **Upcoming:**
  - Coordinate with the County on the Federal grant application.
  - Provide Federal grant application to County so it can be submitted by May 16, 2022.

#### **Airport Capital Improvement Plan (ACIP) Update**

- There is no update on this task from April 2022.
- **Upcoming:**
  - Jviation will wait for direction from the County on any future tasks.



**Miscellaneous**

- On April 28, 2022, the County requested Jviation to keep an eye on opportunities for air mobility charging stations associated with U.S. House of Representatives Bill 6720 (H.R. 6720).
- **Upcoming:**
  - Jviation will provide the County with news on opportunities for air mobility charging stations.

If you have any comments, please do not hesitate to contact me.

Sincerely,

Jviation, a Woolpert Company



Matt Gilbreath, P.E.  
Project Manager

cc: Mr. Keith Freitas, Mr. Dave Nafie – County of Ventura Department of Airports  
Mr. Travis Vallin, Mr. JD Ingram, Mr. Jason Virzi, Mr. Mike Quinn, Mrs. Marisa Fluhr, Ms. Amanda Gross, Ms. Tracey Salazar – Jviation, a Woolpert Company  
File

# **AIRPORT TENANT PROJECT STATUS May 26, 2022**

## **CAMARILLO**

- ➔ Airport Properties Limited (APL) Row I plans and revised Construction Safety Phasing Plan under review for final Airport approval. FAA required NEPA review underway.
- ➔ CloudNine Development project construction in progress.

## **OXNARD**

- ➔ Phase 1 proposals received for 5 and 7 acre parcel redevelopment RFP; Phase 2, proposal review and requests for further information underway.

## **OTHER**

- ➔ None

**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
NON GRANT PROJECTS**

**May 2022**

Sup. Dist.	Project Name Spec. Number	Estimate Low Bid	CCO's Claims	Design Engr. Contractor	Scheduled or Actual Dates				% Compl Design / Const.	Remarks
					Bid Date	Contract Award	Const Start	Const Comp		
5	CMA RWY Centerline and TWY Alpha Repair	TBD		Jviation	TBD	TBD	TBD	TBD	TBD	Jviation submitted SOW and cost proposal for design and bid process. Construction management proposal TBD after design identifies construction phasing/schedule.
5 & 3	OXR/CMA Pavement Management Plan Updates	TBD		Jviation	TBD	TBD	TBD	TBD	TBD	Jviation submitted questions for SOW development. County to review and respond.
3	OXR PFAS Supplemental Plan/Sampling & Monitoring	\$6,500 137,000	\$226,018	Ninyo & Moore	N/A	1/19/21	N/A	3/29/21	100 75	The CA State Water Board requires Part 139 Airports that have discharged firefighting foam to develop a work plan and perform testing. After two rounds of testing, the State Water Board has expanded the work plan to include additional areas. Latest round of sampling was completed in mid-May. Test results and report to be submitted to the State Water Board once complete.

Note: Shaded boxes indicate changes from previous month  
CMA – Camarillo Airport  
OXR – Oxnard Airport  
TBD – To be determined  
CCO – Contract Change Orders  
CUE – Camarillo Utility Enterprise

**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
FAA GRANT PROJECTS**

**May 2022**

Sup. Dist.	Project Name Spec. Number	Estimate Low Bid	CCO's Claims	Design Engr. Contractor	Estimated Schedule or Actual Dates			% Compl Design / Const.	Remarks
					Bid Date	Contract Award	Const Start	Const Comp	
5	CMA Airfield Geometry Study and Drainage Study for RWY & TWY Reconstruction	\$147,300		<u>Coffman Assoc.</u>	<u>N/A</u>	<u>1/24/19</u>	<u>N/A</u>	<u>TBD</u>	Draft forecasts for geometry study to be refreshed with the Airport Layout Plan Update. Drainage survey for RWY reconstruction underway to allow for 2025 planned construction. Infiltration testing recently completed. Report due soon.
5	TWY H Pavement Rehabilitation (Seal Coat)	<u>\$273,576</u> \$213,351		<u>Mead &amp; Hunt, Maxwell Asphalt</u>	<u>6/25/19</u>	<u>8/15/19</u>	<u>4/20/20</u>	<u>TBD</u>	Closeout paperwork underway.
5	CMA System Master Plan Update	<u>\$741,094</u>		<u>Coffman Associates</u>	<u>N/A</u>	<u>9/24/20</u>	<u>9/30/20</u>	<u>TBD</u>	On 5/20/22, FAA approved the transition of the Master Plan to an Airport Layout Plan (ALP) Update to allow for community concerns, like noise, to be addressed first, with a master plan update to be revisited in a future year, should it be warranted.
3	OXR RWY & TWY Connector Transitions Reconstruction	<u>\$12,832,636</u> \$12,274,001	\$124,906	<u>Mead Hunt Sully-Miller Inc.</u>	<u>4/29/21</u>	<u>7/20/21</u>	<u>7/23/21</u>	<u>2/28/22</u>	Final punchlist items schedule of completion updated to be completed by 5/31/22. Waiting on State Water Board to approve storm water permit termination. Final project closeout documents remain.

Sup. Dist.	Project Name Spec. Number	Estimate Low Bid	CCO's Claims	Design Engr. Contractor	Estimated Schedule or Actual Dates			% Compl Design / Const.	Remarks
					Bid Date	Contract Award	Const Start	Const Comp	
3	OXR TWY Connector Reconstruction Design/Repackage	\$335,960 TBD		Jviation	4/26/22	12/17/21	TBD	TBD	FAA instructed the project be bid with a base bid and a bid alternate based on funding availability. The bid period began March 30, 2022 with bids due April 26, 2022. Bid information has been submitted to the FAA for review and grant funding determination.

Note: Shaded boxes indicate changes from previous month

CMA – Camarillo Airport

OXR – Oxnard Airport

TBD – To be determined

CCO – Contract Change Orders

# DEPARTMENT OF AIRPORTS 2022 MEETING SCHEDULES

## AAC/CAA/OAA

<i>AVIATION ADVISORY COMMISSION</i>	<i>CAMARILLO &amp; OXNARD AUTHORITIES</i>
January 3	January 13
February 7	February 10
March 7	March 10
April 4	April 14
May 2	May 12
June 6	June 9
July 11 (DUE TO HOLIDAY)	July 14
August 1	August 11
September TBD (DUE TO HOLIDAY)	September 8
October 3	October 13
November 7	November 10
December 5	December 8

The Aviation Advisory Commission meets on the first Monday of the month (exceptions are noted above in yellow highlight) at 7:00 p.m. in the Department of Airports Administration Office, 555 Airport Way, Suite B, Camarillo, CA 93010, unless otherwise noted on the agenda. Changes or cancellations may occur.

The Camarillo & Oxnard Airport Authorities meet jointly on the second Thursday of the month (exceptions are noted above in green highlight) at 6:30 p.m. in the Department of Airports Administration Office, 555 Airport Way, Suite B, Camarillo, CA 93010, unless otherwise noted on the agenda. Changes or cancellations may occur.





## **Airports director gives an overview of Camarillo Airport**

| April 30, 2022

By Makena Huey  
[makena@theacorn.com](mailto:makena@theacorn.com)



Keith Freitas

Keith Freitas, the county's director of airports, gave a 10-minute presentation about the Camarillo Airport at the West Ventura County Business Alliance's business and economic outlook luncheon April 14 at Spanish Hills Country Club.

The keynote speech, which was followed by questions from those in attendance, provided a brief overview of the airport, which Freitas said remains relatively unknown to the general public.

“There are so many different entities at the airport that do great things that we don’t broadcast,” Freitas said during his keynote speech. “We need to do a better job of connecting with the community.”

From an economic standpoint, the Camarillo Airport creates 1,750 jobs, and generates \$115 million in payroll and \$230 million in revenue for the county per year, said Freitas, who is six months into his role as airports director.

More than 60 businesses operate on the airport’s 650 acres, Freitas said.

The number includes aviation related companies, such as flight schools and hangars, as well as non-aviation businesses like the Big Brothers Big Sisters of Ventura County and Waypoint Cafe. The airport is also home to the county fire department’s headquarters and the agricultural commissioner’s office.

Freitas dispelled rumors that Amazon plans to use the airport for cargo jet traffic.

“There was a lot of turmoil, and anybody that has been in this community has heard (the rumors),” he said. “There has been, in the six months I’ve been here, no discussion within the county or the airport staff about Amazon coming into the Camarillo Airport.”

He also said there are no plans for any other commercial service to use the airport.

Private aircraft take off and land at the airport daily, and Freitas said the number continues to grow.

He said the airport’s main development project is CloudNine, a group of private aircraft hangars and office suites.

The \$34-million project, proposed by Westlake Village-based developer RKR Inc., consists of four 25,000-square-foot hangars. Each will be leased to a corporation or airplane owner and will have an additional 5,000 square feet of office space.

Construction began last May, and the hangars—expected to generate about 360 to 600 flights—will likely be ready for tenants this summer, according to previous *Acorn* coverage.

Freitas said CloudNine cleared the city’s process last month and recently received the final permit from the county.

Drones and electric aircraft, Freitas said, are also on the horizon and could potentially take off from and land at the Camarillo Airport.

Drones can be used to deliver packages, monitor wildfires and determine the health of crops, while electric planes that can take off and land vertically are not only less harmful to the environment, but also quieter than fuel-powered planes.

“The great thing from an airport standpoint is that it’s community friendly,” he said.

Freitas said he is still in no rush to update Camarillo’s airport master plan. Cities, he said, typically revise the plans every 10 to 20 years, and Camarillo’s was completed nearly 11 years ago.

“We have one in place that is just fine, and that’s what we’re working off right now,” Freitas told the audience.

Last year, an airport master plan update process was started and stopped amid widespread opposition to the possibility of commercial flights.

Freitas said he would rather conduct a noise compatibility study and revisit the master plan update in two or three years.