



## AGENDA

1. CALL to ORDER and PLEDGE of ALLEGIANCE
2. ROLL CALL
3. AGENDA REVIEW
4. APPROVAL of MINUTES – June 6, 2022 (Pages 8-13)
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 Commission.

### 6. NEW BUSINESS

- A. **Subject: Receive and File an Update Regarding the Transition of the Camarillo Airport – Master Plan to an Airport Layout Plan Update (Pages 14-17)**

#### **Recommendation:**

Receive and file an update regarding the transition of the Camarillo Airport – Master Plan to an Airport Layout Plan Update.

- B. **Subject: Consider Adoption of Resolution #13 Authorizing Remote Teleconference Meetings of the Aviation Advisory Commission Pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act (Pages 18-24)**

#### **Recommendation:**

Consider adoption of Resolution #13 (Exhibit 1) authorizing remote teleconference meetings of the Aviation Advisory Commission pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act.

- C. **Subject: Approval of, and Authorization for the Director of Airports or Designee to Sign, the Sixth Amendment to Lease with Fresh Concepts, Inc. at 325 Durley Ave, Camarillo, California (Pages 25-33)**

#### **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 attached Sixth Amendment to Lease with Fresh Concepts, Inc.

**D. Subject: Authorization for the Director of Airports or Designee, to Accept and Sign Federal Aviation Administration Grant Nos. 3-06-0179-041-2022 and 3-06-0339-041-2022, When Offered, in an Estimated Amount of \$795,944 Each, Which Will Provide Funds for a Part 150 Noise Compatibility Study for Oxnard and Camarillo Airports; Authorization for the Director of Airports or Designee, to Apply for, Accept, and Sign for Matching Grants from Caltrans, if Offered; and Authorization for County Counsel to Execute the Certificates of Sponsor's Attorney Required by Federal Aviation Administration Grant Agreements; and Approval and Award of Consultant Services Contracts to Coffman Associates, Inc., in the Lump Sum Amount of \$770,944, for a Part 150 Noise Compatibility Study for Oxnard Airport, and in the Lump Sum Amount of \$770,944, for a Part 150 Noise Compatibility Study for Camarillo Airport, Conditioned Upon Receipt of Federal Aviation Administration and/or CalTrans Grants Sufficient to Fund No Less than 85 percent of the Study Costs; Authorization for the Director of Airports, or Designee, to Execute the Subject Contracts (Pages 34-185)**

**Recommendations:**

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

1. Authorize the Director of Airports or his designee, to accept and sign Federal Aviation Administration (FAA) Grant Nos. 3-06-0179-041-2022 and 3-06-0339-041-2022, when offered, in an estimated amount of \$795,944 each, which will provide funds for a Part 150 Noise Compatibility Study for Oxnard and Camarillo Airports; and
2. Authorize the Director of Airports or his designee, to apply for, accept, and sign for matching grants from Caltrans, if offered; and
3. Authorize County Counsel to execute the Certificates of Sponsor's Attorney required by FAA Grant Agreements; and
4. Approval and award of consultant services contracts to Coffman Associates, Inc. (Coffman) in the lump sum amount of \$770,944, for a Part 150 Noise Compatibility Study for Oxnard Airport (Exhibit 1), and in the lump sum amount of \$770,944, for a Part 150 Noise Compatibility Study for Camarillo Airport (Exhibit 2), conditioned upon receipt of Federal Aviation Administration and/or CalTrans grants sufficient to fund no less than 85 percent of the study costs; and
5. Authorization for the Director of Airports, or designee, to execute the subject contracts.

**E. Subject: Authorization for the Director of Airports or Designee, to Accept and Sign Federal Aviation Administration Grant No. 3-06-0179-040-2022, When Offered, in an Estimated Amount of \$9,057,126, Which Will Provide Funds for**

**the Taxiway Connectors Reconstruction and Relocation of an FAA Powerline at Oxnard Airport; Authorization for the Director of Airports or Designee, to Apply for, Accept, and Sign for a Matching Grant from Caltrans, if Offered; and Authorization for County Counsel to Execute the Certificate of Sponsor's Attorney Required by Federal Aviation Administration Grant Agreements (Pages 186-219)**

**Recommendations:**

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

1. Authorize the Director of Airports or his designee, to accept and sign Federal Aviation Administration (FAA) Grant No. 3-06-0179-040-2022, when offered, in an estimated amount of \$9,057,126, which will provide funds for the taxiway connectors reconstruction and relocation of an FAA powerline at Oxnard Airport; and
2. Authorize the Director of Airports or his designee, to apply for, accept, and sign for a matching grant from Caltrans, if offered; and
3. Authorize County Counsel to execute the Certificate of Sponsor's Attorney required by FAA Grant Agreements.

**F. Subject: Authorization for the Director of Airports or Designee to Award Annual Consulting-Services Contracts for FY 2022-2023 to Coffman Associates, Inc., Aviation, a Woolpert Company, Mead and Hunt, Inc., and The Adams Companies, LLC, and to Issue Work Orders Against These Contracts (Pages 220-226)**

**Recommendations:**

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

1. Authorize the Director of Airports, or his designee, to award annual consulting-services contracts for fiscal year 2022-2023 to the consultants listed in the Annual Consultant Services Contracts Summary (Exhibit 1) using a contract form negotiated in compliance with the County of Ventura Public Works Agency Project Processing Procedures Manual (an exemplar contract form is attached as Exhibit 2); and
2. Authorize the Director of Airports, or his designee, to issue work orders against such contracts for up to \$35,000 each project for planning of construction projects not yet approved by the Board, and for up to \$200,000 each work order for other services.

**G. Subject: Review Draft Voluntary Noise Abatement Procedure Pilot Guides for Camarillo and Oxnard Airports (Pages 227-232)**

**Recommendation:**

Review draft Voluntary Noise Abatement Procedure Pilot Guides for Camarillo and Oxnard Airports and provide input to staff.

- H. Subject: Approval of, and Authorization for the Director of Airports or Designee to Sign, the Master Administrative Agreement between the County of Ventura and the University of Alaska Fairbanks to Establish a Working Relationship for Unmanned Aircraft Systems Related Testing, Research, and Education (Pages 233-239)**

**Recommendation:**

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

Approve, and authorize the Director of Airports or his designee to sign, the Master Administrative Agreement between the County of Ventura and the University of Alaska Fairbanks (Exhibit 1), to establish a working relationship for Unmanned Aircraft Systems (UAS) related testing, research, and education.

- I. Subject: Receive and File a Presentation on the Wings Over Camarillo Air Show at Camarillo Airport (Page 240)**

**Recommendation:**

Receive and file a presentation on the Wings Over Camarillo Air Show taking place on August 20-21, 2022 at Camarillo Airport.

**7. DIRECTOR'S REPORT**

**8. REPORTS (Pages 241-254)**

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

Monthly Activity Report – May 2022  
Monthly Noise Complaints – May 2022  
Consultant Reports – May 2022  
Airport Tenant Project Status – June 2022  
Project Status – June 2022  
Meeting Calendar

**9. CORRESPONDENCE (Pages 255-262)**

Correspondence items listed below are presented to the Aviation Advisory Commission for information only, at this time. The correspondence items require no action or are not

**ready for the Commission’s consideration. The Commission may refer these items to the Department of Airports for investigation and report back on a future agenda.**

Letter dated May 31, 2022 from Director Keith Freitas to Greg Ramirez, City of Camarillo re: Transition of the Camarillo Airport – Master Plan to an Airport Layout Plan Update

Article dated June 10, 2022 re: Plane Crash in Oxnard Field near Camarillo Airport

Letters dated June 17, 2022 from Deputy Director Dave Nafie re: Departures between 12:00am and 5:00am from Camarillo Airport

Letter dated June 24, 2022 from Director Keith Freitas to Jackie Rose, Ventura County Animal Services re: Clear the Shelter Event – August 27, 2022

Letter dated June 27, 2022 from Lease Manager Madeline Herrle to Jeri Rouse Looney, Skyrise, Inc. re: 555 Airport Way, Suite “A”, Camarillo, CA – Office Lease Agreement

**10. COMMISSION COMMENTS** – Comments by Commission members on matters deemed appropriate.

**11. ADJOURNMENT**

The next regular Commission meeting will be on Monday, August 1, 2022 at 7:00 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 LIA VEGA AT (805) 388-4372. 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/81138166066?pwd=Z3o0Nk9DV2hESEhSMW5mQU5MV3grZz09>

**Webinar ID:** 811 3816 6066  
**Passcode:** 845911  
**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.

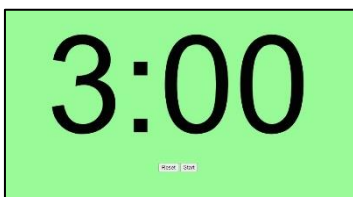
**Telephone:** You may observe the meeting via the Department of Airports YouTube channel. If you are interested in speaking to an item, you can call into one of the phone lines listed above, and when prompted enter the Webinar ID and Passcode shown above. Once in the meeting, you will be listening to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





**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)

**AGENDA**  
**ADDENDUM**

For the Regular Meeting of the Aviation Advisory Commission  
to be held on:

**Monday**                      **July 11, 2022**                      **7:00 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 6:30 p.m. on Monday, July 11, 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.F.). When the Commission reaches 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**  
**ADDENDUM**

***Add the following items to Agenda Item 6. NEW BUSINESS:***

**F. Subject: Approval of Plans and Specifications for the Taxiway Connectors Pavement Reconstruction at Oxnard Airport, Including Addenda Nos. 1-3; Waiver of Any Minor Irregularities in the Bid; Award a Contract for the Base Bid Schedule I and Schedule II and/or Bid Alternate 1 to Granite Construction Company, in an Amount Not to Exceed of \$7,706,536, on the Basis of the Lowest Responsive Bid, Conditioned Upon Receipt of a Federal Aviation Administration and/or CalTrans Grants Sufficient to Fund No Less than 85 percent of the Project Costs; Authorization for the Director of Airports, or Designee, to Execute the Subject Contract, if Awarded**  
***(Exhibit 1 is available for review on the Department of Airports website [www.vcairports.org](http://www.vcairports.org))***

**Recommendations:**

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

1. Approve the plans and specifications (Exhibit 1) for the Taxiway Connectors Pavement Reconstruction at Oxnard Airport, including Addenda Nos. 1-3 (Exhibit 2);
2. Waive any minor irregularities in the bids;
3. Award a Contract for the Base Bid Schedule A and Base Bid Transition Schedule B to Granite Construction Company, in the Amount of \$7,706,536, on the basis of the lowest responsive bid, conditioned upon receipt of a Federal Aviation Administration and/or CalTrans grants sufficient to fund no less than 85 percent of the project costs; and
4. Authorize the Director of Airports, or his designee, to execute the subject Contract if awarded (Exhibit 3).

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