



COUNTY of VENTURA
Department of Airports

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AVIATION ADVISORY COMMISSION

MINUTES

September 12, 2022

1. CALL to ORDER and PLEDGE of ALLEGIANCE

Chair, Adriana Van der Graaf, called the meeting to order at 7:01 p.m. and led the pledge of allegiance.

2. ROLL CALL

PRESENT

Adriana Van der Graaf
Bobby Williams
Maggie Bird
Matthew Johnston
Nanette Metz
Jerrold Abramson
Steve Tannehill
Robert Trimborn (L)

Excused (E)

Late (L)

AIRPORT STAFF

Keith Freitas, Director
Dave Nafie, Deputy Director
Erin Powers, Projects Administrator
Madeline Herrle, Lease Manager
Ana Castro, Program Administrator

ABSENT

James Flickinger
Steve Weiss (E)

3. AGENDA REVIEW

No changes to the agenda.

4. APPROVAL OF MINUTES – July 11, 2022

Steve Tannehill moved to approve the July 11, 2022 minutes and Maggie Bird seconded the motion. All Commissioners voted in favor and the motion passed unanimously 7-0. Robert Trimborn was absent for the vote.

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

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

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

Public comments heard.

6. NEW BUSINESS

- A. **Subject: Consider Adoption of Resolution #14 Authorizing Remote Teleconference Meetings of the Aviation Advisory Commission Pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act**

Recommendation:

Consider adoption of Resolution #14 (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.

Matthew Johnston moved to approve staff's recommendation and Steve Tannehill seconded the motion. All Commissioners voted in favor and the motion passed unanimously 8-0.

- B. **Subject: Receive and File Regarding Planned Pavement Repairs in 2023 for the Camarillo Airport Runway 8-26 Centerline and Taxiway A**

Recommendation:

Receive and file this notice regarding the planned pavement repairs in 2023 for the Camarillo Airport Runway 8-26 Centerline and Taxiway A project.

Project Administrator Erin Powers provided staff's report.

Steve Tannehill moved to receive and file the update and Nanette Metz seconded the motion. All Commissioners voted in favor and the motion passed unanimously 8-0.

C. Subject: Approval of, and Authorization for the Director of Airports or Designee to Sign, the Third Amendment to Lease with Studio Wings, a California Corporation, for 65A 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 Third Amendment to the lease with Studio Wings for 65A Durley Avenue at the Camarillo Airport (Exhibit 1).

Lease Manager Madeline Herrle provided staff's report.

Maggie Bird moved to approve staff's recommendation and Nanette Metz seconded the motion. All Commissioners voted in favor and the motion passed unanimously 8-0.

D. Subject: Approval of, and Authorization for the Director of Airports or Designee to Sign, the Third Amendment to Lease with Brett & Tina Marie Lee for 65B 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 Third Amendment to the lease with Brett & Tina Marie Lee for 65B Durley Avenue at the Camarillo Airport (Exhibit 1).

Lease Manager Madeline Herrle provided staff's report.

Matthew Johnston moved to approve staff's recommendation and Steve Tannehill seconded the motion. All Commissioners voted in favor and the motion passed unanimously 8-0.

E. Subject: Approval of, and Authorization for the Director of Airports or Designee to Sign, the Lease Agreement with Sky 805, LLC for 265, 275 and 305 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 Lease Agreement with Sky 805, LLC at 265, 275 and 305 Durley Avenue at the Camarillo Airport (Exhibit 1).

Lease Manager Madeline Herrle provided staff's report.

Robert Trimborn moved to approve staff's recommendation and Steve Tannehill seconded the motion. All Commissioners voted in favor and the motion passed unanimously 8-0.

F. Subject: Receive and File Regarding Updated Construction Schedule for the Oxnard Airport Taxiway Connectors A, B, C, D and E Reconstruction Project

Recommendation:

Receive and file an update regarding the construction schedule planned for the reconstruction of Taxiway Connectors A, B, C, D and E at Oxnard Airport.

Projects Administrator Erin Powers provided staff's report.

Bobby Williams moved to receive and file the update.

G. Subject: Approval and Award of a Construction Administration Services Contract to Jviation, a Woolpert Company, in the Not-to-Exceed Amount of \$716,589, for the Taxiway Connectors Pavement

Reconstruction Project at Oxnard Airport; Authorization for the Director of Airports, or Designee, to Execute the Subject Contract

Recommendations:

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

1. Approve and award a construction administration services contract (Exhibit 1) to Jviation, a Woolpert Company, in the not-to-exceed amount of \$716,589, for the Taxiway Connectors Pavement Reconstruction at Oxnard Airport; and
2. Authorize the Director of Airports, or his designee, to execute the subject contract.

Projects Administrator Erin Powers provided staff's report.

Robert Trimborn moved to approve staff's recommendations and Nanette Metz seconded the motion. All Commissioners voted in favor and the motion passed unanimously 8-0.

H. Subject: Receive and File Report on Potential Development of Two Aviation Parcels at Oxnard Airport

Recommendation:

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

Receive and file a report on potential development of a 5-acre parcel by Fly 805, LLC, and a 7-acre parcel by Urban Air Mobility, LLC, at the Oxnard Airport.

Lease Manager Madeline Herrle provided staff's report.

Steve Tannehill moved to receive and file the report.

I. Subject: Approval of Voluntary Noise Abatement Procedure Pilot Guides for Camarillo and Oxnard Airports

Recommendation:

Approve Voluntary Noise Abatement Procedure Pilot Guides for Camarillo and Oxnard Airports.

Deputy Director Dave Nafie and Director Keith Freitas provided staff's report.

Robert Trimborn moved to approve staff's recommendation and Matthew Johnston seconded the motion. All Commissioners voted in favor and the motion passed unanimously 7-0. Nanette Metz was absent for the vote.

7. DIRECTOR'S REPORT

- Staff is working with COHOTA's leadership on the transition to the new private hangar leases. This will include a hangar inspection and staff will test the transition process with some of COHOTA's board members starting this month and hope to start the process with the rest of the members in October. The transition of all 220 leases will run through June 2023.
- The FAA has approved GAMI unleaded fuel for all piston airplanes in the fleet. There is a transition period to get this into the system, but one FBO at Oxnard and one in Camarillo are working on bringing in unleaded fuel to the two airports as soon as they can.
- The security camera system contract is in place and staff expect to have installation wrapped up by the end of the year.
- The Airport's Communications and Engagement Manager has been hired and her name is Jannette Jauregui. She will be attending the Noise Forum and kicking off the noise program and the Airport's social media. The Fly Friendly Program is set to kick off tomorrow at Oxnard Airport and 35 flight schools who use Oxnard on a regular basis have been invited.
- Director Keith Freitas presented an overview of the airports and talked about the noise program at the September 6th Oxnard City Council meeting.
- The Part 150 noise compatibility studies have been approved for both airports. Each study is about \$800,000 and will be an analysis on noise impacts and what things can be done to be better neighbors.
- The Wings Over Camarillo Air Show on August 20th was a success with a record 20,000 attendees.
- The Cloud Nine project continues to move forward, consisting of four 25,000 square foot hangars and some office space for corporate private aircraft.

- Recognition of the Coulson fire helicopter which was based at Oxnard Airport for a period of time. The helicopter supported by Southern California Edison arrived in June and will stay on watch to protect Ventura County through December.
- EAA Chapter 723 was recognized for 30 consecutive years of doing the young eagles program. The program offers free rides with costs supplemented by the pilots for ages 8 to 17 to try to get folks interested in aviation.
- County CEO's office and General Services has been working with the Airport and has selected Oxnard Airport for six electric vehicle charging stations that will go in place in the next few months.
- Staff will be sending out to each of the members a request to confirm their residency and update contact information. It will be a flyer or form to confirm that the primary residency is still where they were selected by their elected official, that it's still consistent and there haven't been any changes.

Report was received and filed.

8. REPORTS

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 – June, July 2022

Monthly Noise Complaints – June, July 2022

Consultant Reports (Coffman Associates) – June, July 2022

Consultant Reports (Aviation – Camarillo Airport) – June, July 2022

Consultant Reports (Aviation – Oxnard Airport) – June, July, August 2022

Consultant Reports (Mead & Hunt) – August, 2022

Airport Tenant Project Status – August 2022

Project Status – August 2022

Meeting Calendar

Reports were received and filed.

9. CORRESPONDENCE

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.

Article dated July 2, 2022 from Camarillo Acorn re: Hangar Development Purchases Channel Islands Aviation

Letter dated July 11, 2022 from Director Keith Freitas to Master Plan Public Advisory Committee Members re: Transition of the Camarillo Airport – Master Plan to an Airport Layout Plan Update & Narrative Report

Letter dated July 12, 2022 from Lease Manager Madeline Herrle to Charles McLaughlin, Fly805 LLC re: Development Project – 5 acre parcel – Oxnard Airport

Letter dated July 12, 2022 from Lease Manager Madeline Herrle to Mark Scott, Urban Air Mobility, LLC re: Development Project – 7 acre parcel – Oxnard Airport

Article dated July 20, 2022 from VC Reporter re: Friendlier Skies? Airport Director Hopes Layout Plan, Improved Communication Will Settle Turbulent Relations with Camarillo Officials

Letter dated August 3, 2022 from Deputy Director Dave Nafie re: Camarillo Airport Hours of Operation Departures Between 12:00am and 5:00am

Notice dated August 4, 2022 from Camarillo Airport Operations Supervisor to Camarillo Airport Tenants – Tie Down Rows 13, 14, 15, 16 & 17 re: Temporary Aircraft Relocation for Wings Over Camarillo Air Show

Article dated August 18, 2022 from VC Star re: Ultralight Crash at Camarillo Airport

Article dated August 20, 2022 from Camarillo Acorn re: Sky's the Limit at Camarillo Air Show

Letter dated September 1, 2022 from Deputy Director Dave Nafie re: Camarillo Airport Hours of Operation Departures Between 12:00am and 5:00am

Correspondence was received and filed.

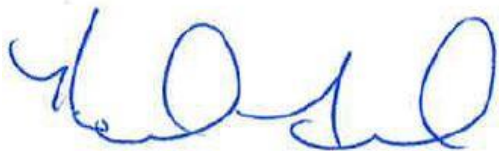
10. COMMISSION COMMENTS

No Commission comments.

11. ADJOURNMENT

Maggie Bird moved to adjourn the meeting and Steve Tannehill seconded the motion.

There being no further business, the September 12, 2022 meeting of the Aviation Advisory Commission was adjourned by Chair Adriana Van der Graaf at 9:05 p.m.

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

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