



COUNTY of VENTURA
Department of Airports

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AVIATION ADVISORY COMMISSION

MINUTES

November 7, 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 Weiss
Steve Tannehill

Excused (E)

Late (L)

AIRPORT STAFF

Keith Freitas, Director
Erin Powers, Projects Administrator
Jannette Jauregui, Public Information Officer
Ana Castro, Program Administrator

ABSENT

James Flickinger
Robert Trimborn (E)

3. AGENDA REVIEW

No changes to the agenda.

4. APPROVAL OF MINUTES – October 3, 2022

Maggie Bird moved to approve the October 3, 2022 minutes and Steve Weiss seconded the motion. All Commissioners voted in favor and the motion passed unanimously 5-0, with abstentions by Nanette Metz, Steve Weiss and Steve Tannehill.

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 #16 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 #16 (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.

Director Keith Freitas provided staff's report. It was pointed out that the Governor Newsom's State of Emergency order will be terminated on February 28, 2023. After this date, all meetings will be in person. All Commissioners will meet at the Department of Airports Administration Office in Camarillo and the public can continue to attend via Zoom or in person.

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

B. Subject: Approval and Award of a Consultant Services Contract to Jviation, a Woolpert Company, in the Lump Sum Amount of \$150,440, for a Facility Assessment of the Air Traffic Control Tower at Oxnard Airport; Authorization for the Director of Airports, or Designee, to Execute the Subject Contract; and Authorization for the Auditor-Controller to Process the Necessary Budgetary Transactions

Recommendations:

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

1. Approve and award a consultant services contract (Exhibit 1) to Jviation, a Woolpert Company, in the lump sum amount of \$150,440, for a facility assessment of the Air Traffic Control Tower (ATCT) at Oxnard Airport;
2. Authorize the Director of Airports, or his designee, to execute the subject contract; and
3. Authorize the Auditor-Controller to Process the Necessary Budgetary Transactions;

Budget Unit 5041 Airport Capital Projects

Increase Unit 5041 Buildings and Improvements	\$150,440
Increase Fund E300 Transfer Out an Expense Budget	\$150,440
Increase Fund E300 Transfer In an Expense Budget	\$150,440
Decrease Fund E300 Unrestricted Net Position	\$150,440

Project Administrator Erin Powers provided staff's report.

Steve Weiss moved to approve staff's recommendations and Maggie Bird seconded the motion. All Commissioners voted in favor and the motion passed unanimously 8-0.

C. Subject: Consider Effectiveness of the Aviation Advisory Commission and the Camarillo/Oxnard Airport Authority

Recommendation:

Consider the effectiveness and use of resources in continuing to have both an Aviation Advisory Commission (Commission) and a Camarillo/Oxnard Airport Authority

(Authority).

Director Keith Freitas provided staff's report and recommended meeting every other month due to the fact that many items on the meeting agendas are carried over from previous months. If an urgent item comes up during the off months then a meeting would be schedule. Commissioner Steve Weiss expressed his concern regarding the request made by the Board of Supervisors to the Department of Airports to consider the effectiveness and efficiency of the Aviation Advisory Commission and the Camarillo/Oxnard Airport Authority. He stated bylaws were created to outline the goals of the Aviation Advisory Commission. Commissioner Steve Tannehill expressed the importance of meeting once a month to update the public and to allow the public to voice their opinions and concerns.

D. Subject: Receive and File a Presentation on Current Airport Planning Projects for Camarillo and Oxnard Airports

Recommendation:

Receive and file a presentation on current airport planning projects for Camarillo and Oxnard Airports.

Project Administrator Erin Powers provided staff's report.

Steve Weiss moved to receive and file staff's update.

E. Subject: Receive and File a Staff Update Regarding Fly Friendly VC and Noise Management System (VNOMS)

Recommendation:

Receive and file a staff update regarding Fly Friendly VC and noise management system (VNOMS).

Public Information Officer Jannette Jauregui provided staff's report.

Steve Weiss moved to receive and file staff's update.

F. Subject: Receive and File a Staff Update Regarding Aviation Leaded Fuel

Recommendation:

Receive and file a staff update regarding aviation leaded fuel.

Director Keith Freitas provided staff's report.

Staff's update was received and filed.

7. DIRECTOR'S REPORT

- The Department of Airports' electric vehicle charging stations will have level two EV chargers and there will be a fee to use the charging stations.
- The Department of Airports has started inspections for private hangar ground leases and corresponding transition documentation. The department anticipates completing this project by June of 2023.
- Regarding an update on the security cameras at both airports, Convergent is still working on a timeline of having the installation completed.
- The self-serve fuel island continues to be an issue at Camarillo Airport. AVEX is working on getting repairs done from the manufacturer but have been encountering challenges with the supply chain. AVEX anticipates this issue will be resolved mid-December.
- Streets of Vintage will be hosting an event at the Oxnard Airport parking lot. The event will be held on Saturday, November 26, 2022.
- The newly appointed tower manager was expected to start in the middle of October but it did not work out. For now, Lee Westfall will remain as interim tower manager.
- Coulson Helicopters were used during the month of October to do some fire training. Positive feedback was received from a member of the community.
- A community member requested "Avoid Residential Overflights" signs be placed at Oxnard Airport. Airport maintenance crews were able to install the signs over the last couple of weeks.
- An Aviation Advisory Commission meeting is not expected for the month of December due to a lack of agenda items.
- Commissioner Bobby Williams is officially resigning from the Aviation Advisory Commission as a member from the fourth district effective December 31, 2022.

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 – September 2022
Monthly Noise Complaints – September 2022
Consultant Reports (Coffman Associates) – September 2022
Consultant Reports (Aviation – Camarillo Airport) – September 2022
Consultant Reports (Aviation – Oxnard Airport) – September 2022
Consultant Reports (Mead & Hunt) – September 2022
Airport Tenant Project Status – October 2022
Project Status – October 2022
Financial Statements First Quarter – FY 2022/2023
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 September 3, 2022 from Camarillo Acorn re: High Flying Airshow Fun

Article dated September 3, 2022 from Camarillo Acorn re: Raise the Roof

Article dated September 16, 2022 from VC Star re: Small Plane Lands at Marina Park

Letter dated September 28, 2022 from Deputy Director Dave Nafie re: Camarillo Airport Hours of Operation Departures Between 12:00am and 5:00am

Letter dated October 12, 2022 from Communications & Engagement Manager Jannette Jauregui re: Camarillo Airport Hours of Operation Departures Between 12:00am and 5:00am

Letter dated October 12, 2022 from Communications & Engagement Manager Jannette Jauregui re: Camarillo Airport Hours of Operation Departures Between 12:00am and 5:00am

Department of Airports Announcement dated October 16, 2022 re: Increased Helicopter Activity

Correspondence was received and filed.

10. COMMISSION COMMENTS

Steve Tannehill stated that he would like to be considered for Chair of the Aviation Advisory Commission in 2023. He shared that he is familiar with Robert's Rules of Order as well as the Brown Act. He also mentioned he has twelve (12) years of experience running a similar board.

11. ADJOURNMENT

Steve Weiss moved to adjourn the meeting and Bobby Williams seconded the motion. All Commissioners voted in favor and the motion passed unanimously 8-0.

There being no further business, the November 7, 2022 meeting of the Aviation Advisory Commission was adjourned by Chair Adriana Van der Graaf at 9:14 p.m.



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