



**COUNTY of VENTURA**  
Department of Airports

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**AVIATION ADVISORY COMMISSION**

**MINUTES**

**October 3, 2022**

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

Chair, Adriana Van der Graaf, called the meeting to order at 7:00 p.m. and led the pledge of allegiance.

**2. ROLL CALL**

**PRESENT**

Adriana Van der Graaf  
Bobby Williams  
Maggie Bird  
Matthew Johnston  
Jerrold Abramson

*Excused (E)*

*Late (L)*

**AIRPORT STAFF**

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

**ABSENT**

Robert Trimborn (E)  
Nanette Metz (E)  
Steve Weiss (E)  
Steve Tannehill (E)  
James Flickinger

### 3. AGENDA REVIEW

No changes to the agenda.

### 4. APPROVAL OF MINUTES – September 12, 2022

***Maggie Bird moved to approve the September 12, 2022 minutes and Bobby Williams seconded the motion. All Commissioners voted in favor and the motion passed unanimously 5-0.***

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 #15 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 #15 (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.

***Bobby Williams moved to approve staff's recommendation and Matthew Johnston seconded the motion. All Commissioners voted in favor and the motion passed unanimously 5-0.***

**B. Subject: Approval of, and Authorization for the Director of Airports or Designee to Sign, Amendment No. 1 to the Agreement with the Camarillo Sanitary District Regarding Out-of-Agency Service to and Annexation of Certain Property at the Camarillo Airport, to Extend the Agreement by Five Years; Authorization for the Director of Airports to Sign Future Amendments Extending the Agreement, Upon Approval by County Counsel**

**Recommendations:**

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

1. Approve, and authorize the Director of Airports or the Director's designee to sign, Amendment No. 1 (Exhibit 1) to the Agreement Affecting Real Property Regarding Out of Agency Service and Annexation (Agreement) between the Camarillo Sanitary District (District) and the County of Ventura for the provision of sewer services to the Camarillo Airport's northeast hangar development and the potential annexation to the District of all property containing the Airport's sewer system.
2. Authorize the Director of Airports or the Director's designee to sign future amendments to extend the Agreement, upon approval by County Counsel.

Project Administrator Erin Powers provided staff's report.

***Bobby Williams moved to approve staff's recommendations and Maggie Bird seconded the motion. All Commissioners voted in favor and the motion passed unanimously 5-0.***

**C. Subject: Receive and File a Staff Update Regarding Draft Updated Monthly Noise Report Format and Fly Friendly VC Program**

**Recommendation:**

Receive and file a staff update regarding draft updated monthly noise report format and Fly Friendly VC program.

Deputy Director Dave Nafie provided staff's report.

***Staff's update was received and filed.***

## 7. DIRECTOR'S REPORT

- Staff is kicking off the new private hangar lease agreement process with seven members of COHOTA's leadership, who have offered up their hangars for the first test inspections. There will be a hangar inspection followed by documentation starting on Wednesday, October 5<sup>th</sup>. There is a sampling at Oxnard Airport and Camarillo Airport of the total seven.
- Regarding an update on the security cameras at both airports, Convergent is still working on a timeline of having the installation completed by the fourth quarter of this year.
- Serco, the contract tower facility at Oxnard Airport, has found a new tower manager. Joshua is expected to start in the middle of October.
- Jannette Jauregui, the Communications & Engagement Manager, is working on upgrading all the Airport social media outlets which include Facebook, Instagram, Twitter, and the Airport website. Jannette is moving forward to get important information out to the community, pilots, and businesses. This is a small sampling of the great work she is doing.

***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 – August 2022

Monthly Noise Complaints – August 2022

Consultant Reports (Coffman Associates) – August 2022

Consultant Reports (Aviation – Camarillo Airport) – August 2022

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

Consultant Reports (Mead & Hunt) – August 2022

Airport Tenant Project Status – September 2022

Project Status – September 2022

Financial Statements Fourth Quarter – FY 2021/2022

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 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 20, 2022 from Projects Administrator Erin Powers to Jim Magglos, Waypoint Café re: Conceptual Approval of the Proposed Waypoint Café North Patio Improvements Located at Camarillo Airport; DR 22-08

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

## 10. COMMISSION COMMENTS

Vice-Chair Bobby Williams commented on the feedback issue with Chair Adriana Van der Graaf's connection.

## 11. ADJOURNMENT

***Bobby Williams moved to adjourn the meeting and Matthew Johnston seconded the motion. All Commissioners voted in favor and the motion passed unanimously 5-0.***

There being no further business, the October 3, 2022 meeting of the Aviation Advisory Commission was adjourned by Chair Adriana Van der Graaf at 7:42 p.m.



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