



**COUNTY of VENTURA**  
Department of Airports

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NOTICE IS HEREBY GIVEN  
that the Regular Meeting of the Aviation Advisory Commission  
will be held on:

**Monday** **November 7, 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, November 7, 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. 5). 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

1. CALL to ORDER and PLEDGE of ALLEGIANCE
2. ROLL CALL
3. AGENDA REVIEW
4. APPROVAL of MINUTES – October 3, 2022 (Pages 6-10)
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: 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 (Pages 11-17)**

#### **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.

- 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 (Pages 18-43)**

#### **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

**C. Subject: Consider Effectiveness of the Aviation Advisory Commission and the Camarillo/Oxnard Airport Authority (Pages 44-46)**

**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).

**D. Subject: Receive and File a Presentation on Current Airport Planning Projects for Camarillo and Oxnard Airports (Pages 47)**

**Recommendation:**

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

**E. Subject: Receive and File a Staff Update Regarding Fly Friendly VC and Noise Management System (VNOMS) (Pages 48-49)**

**Recommendation:**

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

**F. Subject: Receive and File a Staff Update Regarding Aviation Leaded Fuel (Pages 50-52)**

**Recommendation:**

Receive and file a staff update regarding aviation leaded fuel.

**7. DIRECTOR'S REPORT**

**8. REPORTS (Pages 53-76)**

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

## 9. CORRESPONDENCE (Pages 77-87)

**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

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

## 11. ADJOURNMENT

The next regular Commission meeting will be on Monday, December 5, 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 CASSANDRA JUARES 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/82006555679?pwd=L1c1a2pLZFB0dWp2dHZEMGlRZUIGUT09>

**Webinar ID:** 820 0655 5679  
**Passcode:** 303052  
**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.

