



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 **January 9, 2023** **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
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, January 9, 2023 to Airport Staff at 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 – November 7, 2022 (Pages 7-13)
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:** Consider Adoption of Resolution #17 Authorizing Remote Teleconference Meetings of the Aviation Advisory Commission Pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act (Pages 14-20)

Recommendation:

Consider adoption of Resolution #17 (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:** Receive and File a Presentation from Coffman Associates Regarding the Airport Layout Plan Update and Part 150 Noise Compatibility Study for Camarillo Airport and the Part 150 Noise Compatibility Study for Oxnard Airport (Pages 21)

Recommendation:

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

- C. **Subject:** Approval of, and Authorization for the Director of Airports or His Designee to Sign, Amendment No. 1 to the Consulting Services Contract for the Camarillo Airport Master Plan to Transition it to an Airport Layout Plan Update with Coffman Associates, Inc., Decreasing the Total Amount of the Contract by \$50,062 to \$686,032, and Increasing the Airport's Cost Share of

the Contract from \$0 to \$333,573 (Pages 22-88)

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, Amendment No. 1 to the Consulting Services Contract with Coffman Associates, Inc., for the Camarillo Airport Master Plan to transition it to an Airport Layout Plan Update with additional language translation and interpretation services included, decreasing the total amount of the contract by \$50,062 to \$686,032, and increasing the Airport's cost share of the Contract from \$0 to \$333,573 (Exhibit 1).

D. Subject: Realignment of the Aviation Advisory Commission (Pages 89-95)

Recommendation:

In an effort to broaden public outreach and transparency for the Department of Airports and the County, the Department of Airports is recommending that the Aviation Advisory Commission (AAC) meetings be changed from nighttime to morning or lunchtime. It is also recommended that the meetings be held on the same day as the Airport Authorities' meetings, which are currently held on the second Thursday of each month.

E. Subject: Selection of Chair and Vice-Chair for Calendar Year 2023 (Pages 96)

Recommendation:

Nominate and select the 2023 Chair and Vice-Chair.

7. DIRECTOR'S REPORT

8. REPORTS (Pages 97-124)

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 – October, November 2022

Monthly Noise Complaints – October, November 2022

Consultant Reports (Coffman Associates) – October through November 2022

Consultant Reports (Aviation – Camarillo Airport) – October, November 2022

Consultant Reports (Aviation – Oxnard Airport) – October, November 2022

Consultant Reports (Mead & Hunt) – October, November 2022

Airport Tenant Project Status – December 2022

Project Status – December 2022

9. CORRESPONDENCE (Pages 125-165)

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 December 1, 2022 from General Aviation News re: Fans Flock to Wings over Camarillo

Department of Airports Announcement dated December 1, 2022 re: Department of Airports Partner with University of Alaska Fairbanks for Unmanned Aircraft Systems Integration

Letter dated December 2, 2022 from Communications & Engagement Officer Jannette Jauregui to 105 Leasing 5250038 LLC re: Camarillo Airport Hours of Operation Departures Between 12:00 a.m. and 5:00 a.m.

Letter dated December 2, 2022 from Communications & Engagement Officer Jannette Jauregui to R Consulting & Sales Inc. re: Camarillo Airport Hours of Operation Departures Between 12:00 a.m. and 5:00 a.m.

Department of Airports Announcement dated December 5, 2022 re: Department of Airports Committed to Transparency, Open Communication with Community

Article dated December 6, 2022 from KCLU re: Commemorative Air Force Volunteers Using Woodworking Skills to Make Toy Aircraft

Letter dated December 9, 2022 from Communications & Engagement Officer Jannette Jauregui to Above All Aviation re: Fly Friendly VC

Letter dated December 9, 2022 from Communications & Engagement Officer Jannette Jauregui to ATP Flight School re: Fly Friendly VC

Letter dated December 9, 2022 from Communications & Engagement Officer Jannette Jauregui to First Take Aviation re: Fly Friendly VC

Letter dated December 9, 2022 from Communications & Engagement Officer Jannette Jauregui to Proteus Air Services re: Fly Friendly VC

Department of Airports Announcement dated December 14, 2022 re: Oxnard Airport Youth Discovery Day a Success

Article dated December 21, 2022 from VC Star re: New State-of-the-Art Helicopter Arrives at Ventura County Aviation Unit

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

11. ADJOURNMENT

The next regular Commission meeting will be on Monday, February 6, 2023 at 7:00 p.m. Location to be determined.

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/88331417127?pwd=Z3RrTFdYRFIPZFdrWEQxZVA4SzFlZz09>

Webinar ID: 883 3141 7127
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.

