



COUNTY of VENTURA
Department of Airports

555 Airport Way, Suite B
Camarillo, CA 93010
Phone: (805) 388-4372
Fax: (805) 388-4366
www.ventura.org/airports

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.

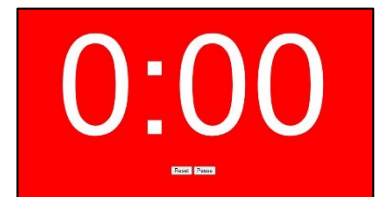
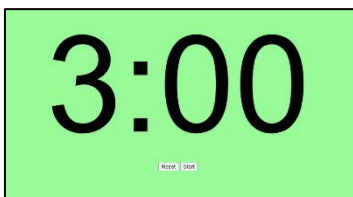
Telephone: You may observe the meeting via the Department of Airports YouTube channel. If you are interested in speaking to an item, you can call into one of the phone lines listed above, and when prompted enter the Webinar ID and Passcode shown above. Once in the meeting, you will be listening to the 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.





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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



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Department of Airports

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January 9, 2023

Aviation Advisory Commission
555 Airport Way, Suite B
Camarillo, CA 93010

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

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.

Fiscal/Mandates Impact:

There are no fiscal impacts associated with this action.

Discussion:

In the time that has elapsed since your November 7, 2022 meeting, COVID hospitalization rates have increased slightly along with corresponding increases in case and positivity rates in Ventura County. Public Health continues to monitor conditions and masks are recommended to be worn indoors by the California Department of Public Health. The public health situation remains stable, but it should be noted that the Centers for Disease Control and Prevention ("CDC") indicated that that community transmission level in the County has moved from "low" to "medium". The CDC also explains that "some people and communities, such as our oldest citizens, people who are immunocompromised, and people with disabilities, are at higher risk for serious illness and face challenging decisions navigating a world with COVID-19."

Background:

Governor Gavin Newsom signed Assembly Bill 361 ("AB 361") into law on September 16, 2021. AB 361 is an urgency measure effective immediately that authorizes legislative bodies to meet remotely in any of three circumstances, as set forth in Government Code section 54953, subdivision (e):

- “The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.” (Gov. Code, § 54953(e)(1)(A).)
- “The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.” (Gov. Code, § 54953(e)(1)(B).)
- “The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.” (Gov. Code, § 54953(e)(1)(C).)

Governor Newsom declared a State of Emergency in response to the COVID-19 pandemic on March 4, 2020. Dr. Robert Levin, Ventura County Health Officer, issued a recommendation regarding social distancing and continued remote meetings of legislative bodies on November 15, 2021 (Exhibit 2). Dr. Levin’s recommendation states in part, “I continue to recommend that physical/social distancing measures be practiced throughout our Ventura County communities to minimize the spread of COVID-19, including at meetings of the Board of Supervisors and meetings of other legislative bodies in the County of Ventura.” The Governor’s Proclamation of State of Emergency and Dr. Levin’s recommendation remain in place.

Airport staff ensures that all virtual meetings are held in compliance with the Government Code as it relates to posting requirements, public accessibility to the meeting, and public comments. Although your Commission, as a legislative body in the County, may continue to meet virtually, to do so, your Commission must now make the following findings by majority vote every 30 days, or until the Commission’s next regularly scheduled meeting:

- Your Commission has reconsidered the circumstances of the state of emergency, and
- One or both of the following circumstances exist:
 - The state of emergency continues to directly impact the ability of your Commission’s members to meet safely in person, or
 - State or local officials continue to impose or recommend measures to promote social distancing. (Gov. Code, § 54953(e)(3).)

Attached for consideration is Resolution #17, that if adopted, authorizes your Commission to meet remotely for a 30-day period, or until the Commission’s next regularly scheduled meeting.

If you have any questions regarding this item, please call me at (805) 388-4200.

A handwritten signature in blue ink, appearing to read 'Keith Freitas', written in a cursive style.

KEITH FREITAS, A.A.E., C.A.E.
Director of Airports

Attachments:

Exhibit 1 – Resolution #17

Exhibit 2 – Letter from Dr. Robert Levin dated November 15, 2021

RESOLUTION #17 OF THE AVIATION ADVISORY COMMISSION AUTHORIZING CONTINUED REMOTE TELECONFERENCE MEETINGS OF THE AVIATION ADVISORY COMMISSION PURSUANT TO GOVERNMENT CODE SECTION 54953, SUBDIVISION (e), OF THE RALPH M. BROWN ACT

WHEREAS, the County of Ventura ("County") is committed to preserving and nurturing public access and participation in meetings of the Aviation Advisory Commission ("Commission");

WHEREAS, Government Code section 54953, subdivision (e), of the Brown Act, authorizes the legislative body of a local agency to use remote teleconferencing in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953, subdivision (b)(3), subject to the existence of certain conditions;

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558;

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing;

WHEREAS, such conditions now exist in Ventura County, specifically, Governor Gavin Newsom declared a state of emergency in response to the COVID-19 pandemic on March 4, 2020 ("State of Emergency");

WHEREAS, on September 21, 2021 and November 15, 2021, Dr. Robert Levin, Ventura County Health Officer, issued recommendations to continue practicing social distancing measures throughout Ventura County communities, including to continue to implement 100 percent remote meetings of all legislative bodies in Ventura County, to prevent and minimize the spread of COVID-19 ("Recommendation to Promote Social Distancing");

WHEREAS, on October 4, 2021, November 1, 2021, November 15, 2021, December 6, 2021, January 3, 2022, January 31, 2022, February 7, 2022, March 7, 2022, April 4, 2022, May 2, 2022, May 23, 2022, June 6, 2022, July 11, 2022, September 12, 2022, October 3, 2022, and November 7, 2022, the Commission considered the circumstances of the State of Emergency and Dr. Levin's Recommendation to Promote Social Distancing and resolved to continue remote teleconference meetings for thirty days, or until the Commission's next regularly scheduled meeting;

WHEREAS, the Centers for Disease Control and Prevention ("CDC") indicate that the community transmission level is "low," the CDC also explains that "some people and communities, such as our oldest citizens, people who are immunocompromised, and people with disabilities, are at higher risk for serious illness and face challenging decisions navigating a world with COVID-19";

WHEREAS, the Commission does hereby find that it has reconsidered the circumstances of the State of Emergency, the State of Emergency remains active and continues to directly impact the ability of its members and attendees to meet safely in person, and that the Ventura County Health Officer, Dr. Robert Levin, continues to recommend measures to promote social distancing to minimize the spread of COVID-19 including that all legislative bodies in Ventura County continue to meet remotely, as further explained in his Recommendation to Promote Social Distancing, which has not been rescinded and remains in effect;

WHEREAS, the Commission does hereby find that it shall conduct its meetings without compliance with Government Code section 54953, subdivision (b)(3), as authorized by subdivision (e), of Government Code section 54953, and that the Commission shall comply with the requirements set forth in Government Code section 54953, subdivision (e)(2); and

NOW, THEREFORE, BE IT RESOLVED, by the Commission as follows:

Section 1. The foregoing recitals are true and correct.

Section 2. Staff supporting the Commission are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including conducting open and public meetings of the Commission in accordance with Government Code section 54953, subdivision (e), and other applicable provisions of the Brown Act.

Section 3. This Resolution shall take effect immediately upon its adoption and shall be effective until February 8, 2023 or until the Commission's next regularly scheduled meeting after February 8, 2023, and at such meeting the Commission adopts a subsequent resolution in accordance with Government Code section 54953, subdivision (e)(3), to extend the time during which the Commission may continue to teleconference without compliance with Government Code section 54953, subdivision (b)(3).

Upon motion of Commissioner _____, seconded by Commissioner _____, and duly carried, the Aviation Advisory Commission hereby adopts this resolution on this _____ day of _____, 2023.

Chair
Aviation Advisory Commission

To: Board of Supervisors
County Executive Office
Clerk of the Board

From: Dr. Robert Levin, Ventura County Health Officer



Date: November 15, 2021

Re: Recommendation regarding Social Distancing and Continued Remote Meetings of
Legislative Bodies

I continue to recommend that physical/social distancing measures be practiced throughout our Ventura County communities to minimize the spread of COVID-19, including at meetings of the Board of Supervisors and meetings of other legislative bodies in the County of Ventura.

The California Department of Public Health ("CDPH") and the Centers for Disease Control and Prevention ("CDC") caution that the Delta variant of COVID-19, currently the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations (<https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>). While the Delta variant is the currently circulating variant, the Delta-2 variant, its likely successor, is 10 to 15% more transmissible. Current case and hospitalization rates have remained stubbornly higher than they were in the days leading up to the most recent surge. In some counties in our state, these rates are starting to climb again. We are facing the winter holidays and the opportunities these holidays present to promote transmission of COVID-19 infection. The winter season and its associated cold weather drives people indoors and provides another opportunity to spread the highly transmissible COVID-19 virus. Associated with these events last year our county experienced a surge in COVID-19 cases.

Whether vaccinated or not, positive individuals are contracting the Delta variant and infecting others in our communities. Social distancing and masking are crucial mitigation measures to prevent the disease's spread. Remote meetings of legislative bodies in the County, including but not limited to the Board of Supervisors are a recommended form of social distancing that allows for the participation of the community, county staff, presenters, and legislative body members in a safe environment, with no risk of contagion. It is recommended that legislative bodies in the County continue to implement 100% remote meetings. Just as it is likely that the current County order requiring the use of face coverings indoors will be in place beyond the first of the year,

EXHIBIT 2

though driven by good intentions, lifting the remote meetings policy at this time would be premature.

If you have any questions regarding this recommendation, please do not hesitate to contact me.



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January 9, 2023

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555 Airport Way, Suite B
Camarillo, CA 93010

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

Recommendation:

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

Discussion:

The Airport is working with Coffman Associates to kick-off three planning projects approved and funded by the Federal Aviation Administration (FAA): Camarillo Airport Layout Plan Update, Camarillo Airport Part 150 Noise Compatibility Study, Oxnard Airport Part 150 Noise Compatibility Study. Coffman will share additional information about each study, including initial public coordination dates and study website availability.

If you have any questions regarding this item, please call Erin Powers at 388-4205, or me at 388-4200.

KEITH FREITAS, A.A.E., C.A.E.
Director of Airports



COUNTY of VENTURA

Department of Airports

555 Airport Way, Suite B
Camarillo, CA 93010
Phone: (805) 388-4372
Fax: (805) 388-4366
www.ventura.org/airports

January 9, 2023

Aviation Advisory Commission
Camarillo Airport Authority
555 Airport Way, Suite B
Camarillo, CA 93010

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

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).

Fiscal/Mandates Impact:

Mandatory: *No*

Source of funding: *Federal Aviation Administration (90% of eligible items)*

Funding match required: *Airport Enterprise Fund (10% plus non-eligible items)*

Impact on other departments: *None*

<u>Summary of Revenue and Project Costs</u>	<u>FY 2022/23</u>	<u>FY 2023/24</u>
Revenue: FAA (90% of eligible items)*	\$ 306,000*	\$ 46,459*
Direct Costs	\$ 500,032	\$ 186,000
Net Costs – Airport Enterprise Fund	\$ 194,032	\$ 139,541

**Note: FAA grant total for the Airport Layout Plan Update is \$352,458.90. Remainder of contract costs will be paid out-of-pocket from the Airport Enterprise Fund.*

Current Fiscal Year Budget Projection:

FY 2022-23 Budget Projection for Airports Capital Projects Division 5040 - Unit 5041				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	\$11,782,232	\$13,755,185	\$13,755,185	\$0
Revenue	8,940,205	8,940,205	8,940,205	0
Net Cost	\$ 2,842,027	\$ 4,814,980	\$ 4,814,980	\$0

Revenue and appropriations are not included in the FY 2022-2023 capital budget.

Discussion:

On April 7, 2020, the Board authorized the Department of Airports (DOA) to enter into a consulting services contract with Coffman Associates, Inc., for a Master Plan Update at Camarillo Airport in the amount of \$741,094 (Exhibit 2). The original project included significant analysis of the future role of Camarillo Airport. The initial public meetings revealed the need for the Airport to better address outreach to the City of Camarillo and surrounding community ahead of a full master plan, which has been underway for more than a year with good effect.

Following a course of action that has received approval from the Federal Aviation Administration (FAA), DOA seeks the Board's approval to transition the Master Plan Airport Study to an Airport Layout Plan (ALP) Update. The ALP Update will allow the Airport to maintain its current 2010-11 Master Plan, while updating near-term planning goals and bringing the ALP plan set into compliance with FAA standards. The ALP Update assumes there will be no change to the current role of the airport (General Aviation – Reliever) and would continue to operate under the guidance of the Joint Powers Agreement.

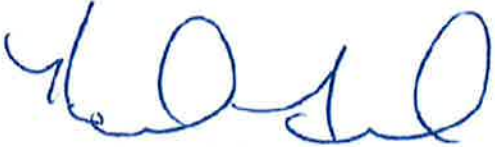
The proposed Amendment No. 1, in the amount of \$686,032, is requested for the transition to an ALP Update. The amendment will allow DOA to meet grant obligations and accomplish essential planning ahead of projects in the near-term (3-10 years). A full Master Plan may follow later once other planning elements, like a noise study and an environmental inventory, for Camarillo Airport have been accomplished.

While the amended contract amount is reduced under the transition from a Master Plan to an ALP Update, the overall share of out-of-pocket costs for DOA will be increased compared to the original contract. In small part, this is attributed to costs already incurred that are no longer eligible for reimbursement under an ALP Update that the DOA must cover. However, the majority of the increased out-of-pocket costs of approximately \$228,017, come from the significant commitment and investment in communication and transparency. Added elements to the scope of work, not normally a part of ALP Updates, will include providing Spanish language translation of narratives

AAC/CAA
Approval of Amendment No. 1 to the
Consulting Services Contract with Coffman Associates
January 9, 2023
Page 3

and providing live meeting interpretation with Spanish/Mixteco interpretation. Sufficient appropriations are available in the FY 2022-23 capital budget to cover the net costs.

If you have any questions regarding this item, please call Erin Powers at 388-4205, or me at 388-4200.

A handwritten signature in blue ink, appearing to read 'Keith Freitas', written in a cursive style.

KEITH FREITAS, A.A.E., C.A.E.
Director of Airports

Attachments:

- Exhibit 1 – Amendment No. 1
- Exhibit 2 – Master Plan Contract

**CONSULTING SERVICES CONTRACT: AEA 20-08
AMENDMENT of CONTRACT NO. 1**

Camarillo Airport – MASTER PLAN UPDATE

The County of Ventura (County), and Coffman Associates, Inc., (Consultant) enter into this agreement (Amendment No. 1) to amend the existing consulting services contract between them, entered into on September 24, 2020, for planning services to update the airport master plan (Contract).

County and Consultant desire to amend the terms of said existing Contract to allow for the transition of the master plan to an airport layout plan update and to add in language translation and interpreter services to support the project.

NOW THEREFORE, County and Consultant agree as follows:

1. All provisions of the existing Contract and Amendment No. 1 remain in full force and effect except as expressly modified by this Amendment.
2. The following changes are made to the Contract:
 - a. EXHIBIT A, SCOPE OF SERVICES, is deleted and replaced in its entirety with the following:

See Attached Exhibit A Scope of Services

- b. EXHIBIT B, TIME SCHEDULE, the first paragraph is deleted and replaced in its entirety with the following paragraph:

The CONSULTANT shall complete the work as described in Exhibit A Scope of Services within Forty-eight (48) months from the official written notice to proceed issued by the COUNTY.

- c. EXHIBIT C, FEES and PAYMENT, Paragraph I.A is deleted and replaced in its entirety with the following paragraph:

A. The COUNTY shall compensate CONSULTANT at the Not-to-Exceed amount of six hundred eighty-six thousand thirty-two dollars (\$686,032) to complete all services as detailed in Exhibit A Scope of Services.

- d. EXHIBIT C, FEES and PAYMENT, Paragraph II.A is deleted and replaced in its entirety with the following paragraph:

- A. Progress payments for fees due under Paragraph 1.A above will be made monthly on a presentation of an invoice for work actually completed on authorized Exhibit A Scope of Services. Payments will be processed within thirty (30) days of receipt of invoice by the Department of Airports or ten (10) days from receipt of the Department of Airport's approved invoice by the Auditor-Controller's office. Each pay element will be limited to 80% of the element total until all work for that element is complete.

EXHIBIT 1

Exhibit C, Paragraph 1.A, Payment Schedule for Exhibit A Scope of Services:

ITEM	80%	100%
Element 1-Narrative Report	\$161,154	\$201,442
Element 2-Airport Layout Plan Drawing Set	\$152,143	\$190,179
Element 3-Airport Alternatives	\$12,928	\$16,160
Element 4-Environmental Considerations	\$40,187	\$50,234
Element 5-Public Coordination and Communication	\$182,414	\$228,017
Total:	\$548,826	\$686,032

Note: Majority of Elements 1 and 2 are grant eligible under the transition to an Airport Layout Plan Update. Elements 3, 4 and 5 will be out-of-pocket costs for the County.

- By this Amendment, the current Contract amount of seven hundred forty-one thousand ninety-four dollars (\$741,094) is decreased by fifty-five thousand sixty-two dollars (\$55,062), to a total of six hundred eighty-six thousand thirty-two dollars(\$686,032).

CONSULTANT: COFFMAN ASSOCIATES, INC.

Taxpayer No.: _____

Dated: _____

Print Name and Title

Dated: _____

Print Name and Title

COUNTY: County of Ventura

Dated: _____

Keith Freitas Director of Airports

CONSULTING SERVICES CONTRACT: AEA 20-08
 AMENDMENT of CONTRACT NO. 1
 Camarillo Airport – MASTER PLAN UPDATE

EXHIBIT A
SCOPE OF SERVICES
FOR A
NARRATIVE REPORT
AND
AIRPORT LAYOUT PLAN (ALP) DRAWING SET UPDATE
(INCLUDING AGIS AERONAUTICAL SURVEY PER FAA AC 150/5300-18B)
FOR
CAMARILLO AIRPORT
VENTURA COUNTY, CALIFORNIA

Introduction

The objective of this effort is to update the Camarillo Airport (the Airport) Airport Layout Plan (ALP) drawing set and provide a Narrative Report supporting the proposed changes and/or revisions to the ALP. The study will provide systematic guidelines for the Airport's overall maintenance, development, and operation. In contrast with an Airport Master Plan, the study will not include an analysis to examine whether the Airport's role could change over time. The ALP Update and Narrative Report is concerned only with identifying strategies that will sustain the Airport within the same role it has had since its inception as a General Aviation Airport.

The ALP Update and Narrative Report is a proactive document which identifies and plans for future facility needs well in advance of the actual need for the facilities. This is done to ensure that Airport management can coordinate project approvals, design, financing, and construction to avoid experiencing detrimental effects due to inadequate facilities.

Coffman Associates (the Consultant) will prepare the Narrative Report and the ALP drawing set update in accordance with Federal Aviation Administration (FAA) requirements, including Advisory Circular (AC) 150/5070-6B, *Airport Master Plans* (as amended), AC 150/5300-13B, *Airport Design* (as amended), and guidelines for the preparation of an ALP as defined by the FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans* (October 1, 2013) and SOP 3.00 *Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps* (October 1, 2013).

In addition, an aeronautical survey is being undertaken that is compliant with FAA Airport (FAA) Geographic Information System (AGIS) standards and includes airspace and obstruction information submitted to and approved by the FAA.

Translation and interpretation services are included as part of this Scope of Services for the ALP Update and Narrative Report. Various project materials will be hosted on a custom project

specific website developed by the Consultant to allow public access to both English and Spanish project materials. Translation services include providing the study website, narrative report, and meeting notices in Spanish. Interpretation services include providing Spanish/Mixteco interpretations at three (3) public information workshops. These services will be funded internally by the County.

1.0 NARRATIVE REPORT

Task 1.1 – Evaluate Existing Documents

Description: Evaluate existing documents and previous planning efforts for their adaptability or use in the Narrative Report and ALP update process. These documents will include previous master plans, area development plans, terminal area plans, and such other documentation as available.

Task 1.2 – Obtain new Color Aerial Photograph and Mapping

Description: The Consultant will assemble new digital electronic color aerial photography and new topographic/planimetric and obstruction mapping of the Airport and its environs in accordance with FAA Advisory Circulars 150/5300-16A, *General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey*; 150/5300-17C, *General Guidance and Specifications for Aeronautical Survey Airport Imagery Acquisition and Submission to the National Geodetic Survey*; and 150/5300-18B, *General Guidance And Specifications For Submission Of Aeronautical Surveys To NGS: Field Data Collection And Geographic Information System (GIS) Standards*. Topographic and planimetric mapping of the surrounding area and aerial photography of the airport including existing airport property, as well as the inner approach surface areas, will be obtained by the Consultant. The digital color aerial photography will be used for base mapping and exhibits. The horizontal datum will be NAD83 and the vertical datum will be NAVD88.

Submit a Statement of Work, Survey and Quality Control Plan, and an Imagery Acquisition Plan to the FAA Planner via the Airports Geographic Information System (AGIS) website at <https://airports-gis.faa.gov/public/index.html> for review and approval. Tie the airport survey to the National Spatial Reference System (NSRS) according to AC 150/5300-16A. The survey and planimetric data collected during this task will be formatted to allow the data to be loaded directly into the FAA's Airports GIS system via the FAA's web portal.

Task 1.3 – Inventory Airport Physical Facilities

Description: Perform an inventory of physical facilities and land uses which presently exist within the boundaries of the Airport. The inventory will include an examination of plans and documents as well as a thorough on-site inspection of each physical facility to determine its type and size and use. The work effort will make maximum use of existing information available in the airport and Sponsor offices. The following relevant areas are included as a minimum:

Airfield: Record of pavement strengths (including PCN's), conditions, and dates of rehabilitations or overlays (all runways, taxiways, and aprons); lighting and navigational aid systems.

Fixed Base Operator (FBO) / General Aviation Services Complex: Square footage of structures and use; fuel storage capacity (by fuel grade) and location of tanks.

Ancillary Facilities: Other businesses on airport (define type of business and building size); Aircraft Rescue and Firefighting (ARFF) and maintenance facilities and description of equipment.

Task 1.4 – Inventory Air Traffic Activity, Airspace, Air Traffic Control, and Regional Airports

Description: Air traffic activity data for the airport will be assembled and organized from various sources such as local airport traffic control tower (ATCT) records, FAA's Traffic Flow Management System Count (TFMSC), FAA's National Based Aircraft Inventory Program (www.basedaircraft.com), and GCR's Airport IQ. Relevant data on general aviation (private and corporate), air taxi, and military activity will be collected. Data will be obtained from the Sponsor, the FAA Regional and District Offices, FBOs, etc. The assembled data will include, as available:

- a) Historical operations, including local (touch-and-go) and itinerant operational splits.
- b) Based aircraft by type, as available.
- c) Estimated use (by percentage) of each runway.

Review and perform inventories of airspace and air traffic procedures at the airport. Conduct interviews with airport officials, FAA representatives, pilots, and others as necessary or appropriate to develop a complete description of the existing airspace environment and current airport traffic procedures. Basic inventory items will include:

- a) Airport traffic patterns.
- b) Approach and departure procedures.
- c) Military airspace near the airport.
- d) National Parks/Wilderness Areas.

Identify and describe existing public airport facilities within a 30-nautical mile radius of Camarillo Airport. Basic inventory items will include:

- a) Runway length and width.
- b) Instrument approach procedures.
- c) Airline/tour operator services
- d) General aviation services
- e) Total based aircraft, annual operations, and annual enplaned passengers as appropriate.

Task 1.5 – Inventory Socioeconomic Data

Description: Obtain available statistical data on historical and forecast socioeconomic factors for the Camarillo Airport service area as well as Ventura County and the greater regional area. These factors will include, at a minimum, employment, income, and population, with emphasis placed

upon the identification of specific socioeconomic characteristics of the developed areas in the local environs, as well as trends that have been established for future development and habitation.

Task 1.6 – Review Regional Aviation and Airport Area Socioeconomic Forecasts

Description: Review and analyze current local and regional socioeconomic forecasts. Similarly, review the forecasts and assumptions of the aviation forecasts prepared by the California Department of Transportation – Aeronautics Division (CALTRANS) for the *California Aviation System Plan*, and by the FAA for its *Terminal Area Forecasts*. The forecasts prepared for the most recent Master Plan will also be reviewed and analyzed. In consultation with State, Regional, and local planning agencies and other local agency participants, select the forecasts which seem most representative of expected future trends.

Task 1.7 – Prepare Aviation Demand Forecasts

Description: Develop aviation demand forecasts using both simple and more complex methodologies taking into consideration forecasts from other sources such as the FAA. Historical general aviation activity statistics for the Airport will be organized to evaluate airport peaking characteristics and fleet mix ratios. The methodology used in this analysis will involve a variety of techniques that will factor in national general aviation transportation statistics, local socioeconomic factors as well as the independent airport data. Correlation analysis techniques will include relative simple graphical comparisons as well as more complex regression analysis. A final refinement of activity forecasts will be conducted to integrate the effects of changing technology in general aviation and will result in estimates of aviation demand for 5-, 10-, and 20-year periods which will be presented as follows:

- a) Based aircraft totals and mix.
- b) Annual general aviation, air taxi, and military operations (local vs. itinerant).
- c) Operational mix by type and Airport Reference Code/Runway Design Code
- d) Peak hour operations.
- e) Annual instrument approaches (AIAs).
- f) Critical design aircraft.

Task 1.8 – Establish/Validate Airport Physical Planning Criteria

Description: Identify physical facility planning criteria for use in assessing the adequacy of various airport facilities to meet forecast demands. These criteria shall be based upon the latest FAA requirements and standards as they apply to the level of activity identified, new technology, and role of the airport. These criteria shall include dimensional standards for safety including runway safety, runway length, runway separation, height restrictions, etc. In addition, these criteria shall include requirements to maintain airspace/air traffic control including approach and runway protection zones, safety areas, and other general physical area requirements such as apron, access circulation and parking, hangars and services, administrative, and other airport service and support facilities.

Task 1.9 – Prepare Airfield Facility Requirements

Description: Using the results of the forecasts, as well as relevant information from other tasks, determine and prepare a list of facility requirements needed to meet projected demands for the airport for existing, short term (1-5 years), intermediate term (6-10 years, and long term (11-20 years) time frames. These facility requirements will be used in the later comparative evaluations and will be based upon both the airport physical planning criteria and the aviation forecasts.

Facility requirements to meet aviation demand for the airfield will include (but not be limited to) runways, taxiways, lighting, navigational aids, and marking and signage. These facility requirements will be developed in the form of gross areas and basic units and will be compared to those that presently exist to identify the future development items needed to maintain adequate service, function and operations of the Airport. In addition, airfield design standards deficiencies will be identified and corrective actions evaluated and recommended.

Task 1.10 – Prepare Landside Facility Requirements

Description: Using information provided by the aviation planning criteria established under preceding tasks, develop a set of facility requirements addressing the landside facilities necessary to support the airfield and its related activity. Requirements for facilities such as fuel/fuel farm areas, airport maintenance, general aviation terminal facilities, hangars, FBO areas, general aviation terminal facilities, and automobile parking lots will be developed under this task.

Task 1.11 – Recommended Airport Development Concept

Description: Based on the information developed in the airport alternatives element as well as comments provided by airport staff, a single recommended development concept for development of the airport facilities will be prepared. The recommendation for the most prudent and feasible development concept will become the basis for the development of airport plans, costs, and scheduling.

Task 1.12 – Prepare Airport Development Schedules and Cost Estimates

Description: Based upon the previous evaluations and technical meetings, prepare the airport development schedules to reflect economic feasibility and operational requirements of the recommended airport development concept. The developments schedules will include the short term (1-5 years) and long term (6-10 years). The schedule for each airport development project will be identified. In addition, prepare airport development cost estimates to reflect the requirements and schedule of development associated with the recommended development concept.

Task 1.13 – Prepare Capital Improvement Program

Description: Prepare a recommended 10-year airport capital improvement program which includes estimates of the amount of funds available from federal and state grant-in-aid programs to determine the net amount of capital funds required by the Sponsor to accomplish each proposed stage of improvements for the Airport.

Task 1.14 – Draft Narrative Report

Description: Information prepared in the preceding tasks will be incorporated into the Draft Narrative Report. Up to ten (10) copies of the Draft Final Narrative Report will be submitted to the Sponsor for this preliminary review.

Note: Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences. Materials will be translated into Spanish.

Task 1.15 – Coordination Meetings

Description: Up to three (3) coordination meetings are budgeted for the project. The meetings can be used for coordination with, or presentations to, Ventura County and/or FAA or other agencies as necessary. One meeting is anticipated to review the Draft Narrative Report.

Task 1.16 – Final Narrative Report

Description: Upon completion of review of the draft final report and the incorporation of appropriate revisions, a Final Narrative Report will be printed. Up to fifteen (15) copies of the Final Narrative Report will be submitted. In addition, a flash drives containing a PDF copy of the Narrative Report will be provided to the Sponsor.

Note: Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences. Materials will be translated into Spanish.

2.0 AIRPORT LAYOUT PLAN DRAWING SET

The purpose of this study element is to update the ALP drawing set for Camarillo Airport. All plans will be prepared in a format which complies with the content contained within FAA's current guidelines for the preparation of an ALP as defined by the FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)* and SOP 3.00 *Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps (October 1, 2013)*, and which is readily acceptable to the FAA and can be utilized by the Sponsor in carrying out implementation. The drawings, in a version acceptable to the Sponsor and the FAA, will be a deliverable item to the Sponsor at the completion of this project. The ALP drawing set will be included as an appendix in the final Narrative Report document. A narrative will also be included in the appendix to better describe the intended functions of the proposed drawings. The ALP will be updated to reflect any new approach and/or departure obstacle clearance surfaces (OCS) that may result from instrument flight procedures that are analyzed as part of this study, as well as any other resultant changes in airport design standards.

Task 2.1 – Airport Layout Plan Drawing

Description: Following the recommended development concept developed under the preceding element and FAA AC 150/5070-6B, an ALP drawing for the airport will be prepared. The ALP will reflect updated physical features, location of airfield facilities (runways, taxiways, navigational

aids), and existing landside development. Development of recommended landside and airfield facilities, including runways and taxiways; property and runway protection zone boundaries; and revenue support areas will also be shown. Guidelines for the preparation of an ALP as defined by the FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)* will be followed. A Title Sheet and Airport Data Sheet will also be prepared and included with the full ALP set.

Task 2.2 – Terminal Area Drawing(s)

Description: Prepare Terminal Area Drawing(s) reflecting development resulting from the recommendations of this study. Depending on the future recommended development for the general aviation areas, more than one drawing may be required to adequately reflect the detail of development within the area. The drawing(s) will include detailed planning level information such as access taxiways, apron areas, hangar layouts, aircraft tie-down areas, parking areas, and vehicular circulation and access for the short, intermediate, and long-term planning periods.

Task 2.3 – Part 77, Approach and Inner Approach Surface Plans

Description: Prepare Part 77, Approach and Inner Approach Surface plans in conformance with FAR Part 77 and FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)*. As necessary, height of potential obstructions will be researched and identified on the drawing along with an obstruction chart/table indicating the obstruction description, their top elevation, affected Part 77 surface, the penetration, and disposition or corrective action to eliminate or mitigate the obstruction.

Task 2.4 – Departure Surface Drawings

Description: Prepare new departure surface drawings in accordance with guidelines as defined by the FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)*. Obstruction information will be obtained from existing obstruction surveys in Task 2.2, approach plans, and the current Airport Obstruction (OC) chart (as available).

Task 2.5 – Airport Property Map – Exhibit A

Description: Update the Exhibit A - Airport Property Map, including the appropriate graphics and information to indicate the type of acquisition (i.e., federal funds, surplus property, local funds only, etc.) of various land areas within the Airport's boundaries. The primary intent of the drawing is to identify and/or delineate all designated airport property owned or to be acquired by the airport owner. The drawing will inventory all of the parcels, which currently make up the airport, or are proposed for acquisition by the airport sponsor. In addition, the drawing will also show any property that has been disposed of by the Sponsor in the past. Details will be limited to the depiction of existing and future facilities (i.e., runways, taxiways, runway protection zones, and terminal facilities) which would indicate aeronautical need for airport property. This work effort will utilize information obtained from the current "Exhibit A - Property Map" as well as other sources. The Property Map will be updated in conformance with the guidelines outlined in FAA Airports ARP SOP 3.00 *Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A'*

Airport Property Inventory Maps (October 1, 2013). The Sponsor will provide historical information, recorded documents, and FAA grant information regarding the acquisition of existing airport property, easements, and releases, as well as boundary surveys, as needed. In the event a boundary survey and/or title search is needed to gather more information for the preparation of the Exhibit A – Airport Property Map, the associated expenses will be covered by the Sponsor.

Task 2.6 – On-Airport Land Use Plan/Off-Airport Land Use Plan

Description: A Land Use Plan for the area within the boundaries of the Airport will be developed based on the identified overall development concept. This will include general aviation areas, terminal complex, ground access and vehicular circulation system service areas, industrial/commercial development areas, and distinctions between aeronautical and non-aeronautical uses. An Off-Airport Land Use Plan will also be prepared for property in the immediate vicinity of the airport. The plan will depict existing and planned land uses.

Task 2.7 – Preparation of Draft ALP Drawing Set

Description: Preparation of up to twelve (12) copies of the “Draft” ALP drawing set for submission to the Sponsor, and subsequent comprehensive agency review by FAA and CALTRANS. The ALP Drawing Set will be prepared in conformance with FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)* and ARP SOP 3.00 *Standard Operating Procedure (SOP) for FAA Review of Exhibit ‘A’ Airport Property Inventory Maps (October 1, 2013)*. Drawings will be a minimum size of 24” x 36”. FAA and CALTRANS reviews will be concurrent. Drawings will be submitted with or prior to publication of the Draft Narrative Report.

Note: Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences. Materials will be translated into Spanish.

Task 2.8 – Preparation of Final ALP Drawing Set

Description: Revise the Draft ALP drawings prepared in Task 1.7 to reflect comments received from the FAA and CALTRANS review. Upon approval from the Sponsor, provide up to twelve (12) copies of the revised full ALP drawing sets to the Sponsor for their signature. The Sponsor will forward the signed drawings to the FAA for final approval.

Note: Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences. Materials will be translated into Spanish.

3.0 AIRPORT ALTERNATIVES (Internal – Not Eligible for FAA Funding)

Task 3.1 – Identify Alternative Development Issues

Description: Based on the results of the demand/capacity relationships and the facility requirements necessary to meet those demands, identify the various issues which will impact the development of alternatives for the various functional areas of the Airport. This task will provide

insights into the potentials for and policies constraining the development of specific land uses within the existing or future airport boundaries, including those areas which are unconstrained and meet current functional potential, thereby requiring no additional development.

Task 3.2 – Prepare Airport Development Alternatives

Description: Propose airfield and landside development alternatives that can accommodate all the proposed improvements based on the forecasts and facility requirements developed in earlier tasks. This analysis will consider all reasonable solutions to understanding that do-nothing options could be selected.

4.0 ENVIRONMENTAL CONSIDERATIONS (Internal – Not Eligible for FAA Funding)

Task 4.1 – Environmental Inventory and Overview (NEPA)

Description: The purpose of this task is to (1) obtain the existing conditions in order to provide baseline data for future NEPA analysis of proposed or potential projects recommended in the Narrative Report, and (2) identify potential environmental issues associated with the recommended development concept, including mitigation measures that may be needed for proposed projects.

Concurrent with the preparation of the Narrative Report inventory working paper, known existing environmental conditions at the Airport and its immediate vicinity (area of potential affect) will be inventoried. The purpose of this task is to obtain information regarding environmental sensitivities on or near airport property. Sources of information will include past environmental documents, agency maps, existing literature, and the internet. The environmental inventory will address all the resource categories contained within FAA Orders 1050.1F and 5050.4B. Informal consultation with various federal and state agencies will occur only if needed information is not available through the resources listed above. This task will identify environmental resources prior to the alternatives evaluation process to expedite the environmental review for potential project development. This task will include both a biological resources assessment that includes an aquatic resources delineation and preliminary jurisdiction delineation as well as a cultural resource survey of the airport property. Results of the environmental inventory will be included in the Inventory working papers.

Once a recommended development concept has been developed, a preliminary environmental overview will be conducted using the information collected to identify any potential environmental concerns that must be addressed prior to program implementation. This evaluation will be structured in a table format and will include an analysis of potential impacts on environmental resources as defined within FAA's Order 1050.1F and its accompanying Desk Reference. Projects which may require further NEPA analysis (i.e., Environmental Assessment or Environmental Impact Statement) will be identified. This evaluation is not intended to serve as a formal Environmental Assessment under NEPA. This task will include both existing and future aircraft noise contours.

Note: The biological resource assessment that includes an aquatic resources delineation and preliminary jurisdiction delineation as well as a cultural resource survey of the airport property is internal and not eligible for FAA funding.

ELEMENT 5.0 PUBLIC COORDINATION AND COMMUNICATION (Internal – Not Eligible for FAA Funding)

Task 5.1 – Prepare Scope of Services and Budget

Description: Detailed descriptions of each item of work required for completion of the Narrative Report and ALP update for Camarillo Airport will be prepared. Guidelines provided by the Sponsor and those drawn from the FAA will be integrated into the scope of services. Initial and final draft copies of the work program will be prepared and delivered to the Sponsor for comments. The final product of this task will be the scope of services which will be attached and made a part of the project contract documents. Each item of work outlined under this task will be evaluated to estimate the number of person-days necessary to accomplish the work efforts and the cost per person-day based on the billing classifications of the planning professionals assigned. Expenses for travel, subsistence, materials, computer time, reproduction and printing, and miscellaneous study-related costs will also be estimated. When estimated person-days have been established, they will provide input to the development of a project schedule identifying allowable time frames for major phases of the study. This schedule will also identify milestones for deliverables of each element to be submitted for review. A task-by-task itemization of project person-days and costs with a final project time schedule in graphic form will be attached to all copies of the final scope of services.

Task 5.2 – Establish Planning Advisory Committee

Description: *Potential members will be identified and asked to serve on a Planning Advisory Committee (PAC) for the Master Plan Update. The PAC will be composed of (a) representatives of FAA, as well as other local, Regional, State, or Federal agencies; (b) airport users and tenants; (c) local community representatives; and (d) members of the advisory groups that provide guidance to the Ventura County Board of Supervisors in relation to Ventura County Airports. The PAC, which is a non-voting body, will advise the Consultant on the content and recommendations of the Master Plan Update through meetings and review of “draft” working papers. The PAC will not exceed twenty (20) members.*

Note: *This task was completed under the Master Plan scope. There is not a PAC associated with the Narrative Report and ALP update. A portion of the fee that was originally part of this task is shown and has been paid to Coffman Associates previously.*

Task 5.3 – Prepare Study Workbooks

Description: Provide up to five (5) standard three-ring notebooks for distribution to the Sponsor for their use during the Narrative Report and ALP update. The workbook format will be

developed with sections for inserting working papers, notes, and other pertinent information. The workbook format and all follow-up materials will also be offered electronically.

Task 5.4 – General Background Information, Document Goals and Objectives, Outline Baseline Assumptions and Specific Study Issues

Description: General background information summarizing why the Narrative Report and ALP update is being conducted will be prepared and outlined in the introduction section of the study. Prepare a list of goals and objectives for the Narrative Report and ALP update that clearly identifies the primary expectations of the study process. The list will be included in the introduction section of the study. The listing will also be used to make sure the study adequately covers the key issues associated with the future development of the Airport. General assumptions that will be utilized for the study effort will be developed and outlined. These assumptions will be coordinated with the Sponsor and the FAA and included in the introduction section of the study. Specific planning issues will also be identified.

Task 5.5 – Prepare Study Initiation Brochures

Description: Provide the Sponsor with a Study Initiation Brochure for general distribution to the public and interested parties. The brochure will be designed in color and will provide an overview of the important elements of the Master Plan Update, goals and objectives of the study, and answer the most often asked questions about the process of conducting Master Plan studies.

Note: This task was completed under the Master Plan scope. Study Initiation Brochures are not included with the Narrative Report and ALP update. A portion of the fee that was originally part of this task is shown and has been paid to Coffman Associates previously.

Task 5.6 – Planning Advisory Committee (PAC) Meetings

Description: Prepare graphic displays and handout materials as necessary to describe the evaluations and findings of working papers prepared for the Master Plan Update. Meet with the PAC to review working papers and to discuss study findings. Comments received during these meetings will be considered in preparing the final documents. Up to four (4) PAC meetings have been budgeted over the course of the study.

Note: This task was included under the Master Plan scope. One PAC Meeting was conducted as part of the Master Plan. PAC Meetings are not included with the Narrative Report and ALP update. A portion of the fee that was originally part of this task is shown and has been paid to Coffman Associates previously.

Task 5.7 – General Project Coordination

Description: The Narrative Report and ALP update process involves coordination between the Consultant, Subconsultants, Sponsor, FAA, and other groups and agencies. Therefore, adequate time and budget must be provided to ensure that the necessary coordination can be carried out. This scope of services includes project coordination by the Consultant throughout the study process.

Task 5.8 – Public Information Workshops

Description: The working papers prepared for the Narrative Report will be presented to the general public in public workshops. Advertising for the workshops will be accomplished using press releases, newspaper advertising, social media, and direct mailings to neighborhood associations. Up to four (4) workshops have been budgeted over the course of the study.

Note: One Public Workshop was conducted as part of the Master Plan. Up to three (3) Public Workshops are included for the Narrative Report and ALP update.

Arellano Associates will arrange and pay for placement of ads in three local newspapers. It is assumed that the advertisements will be published on two days in each of the three newspapers prior to the scheduled meeting. Arellano Associates will facilitate the meetings to include staffing the sign-in table and will prepare summary minutes of the meetings. Materials will be translated into Spanish. An interpreter will be present to facilitate communication between English and Spanish/Mixteco speakers.

Task 5.9 – Study Website

Description: Various project materials will be hosted on a project specific website developed by the Consultant in order to allow public access to project materials. Materials which could be available on the website include the primary contact information for the project lead(s), project work flow process and study timeline, “draft” working papers, presentations from various meetings, questions and answers received, and the opportunity to submit study comments electronically. During the planning process, all “draft” working papers will be available for review on the website. The public will be able to utilize the website to make comments on the contents of the study reports.

Note: A Study Website specific to the Master Plan has been prepared. It will be updated/revised for purposes of conveying information for the Narrative Report and ALP update study process.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences. Materials will be translated into Spanish.

CONSULTING SERVICES CONTRACT
AEA No. 20-08
Camarillo Airport – MASTER PLAN UPDATE

COPY

This is a Contract, made and entered into this September 24, 2020, by and between the County of Ventura, hereinafter referred to as COUNTY, and Coffman Associates, Inc., 4835 E. Cactus Road, Suite 235, Scottsdale, AZ 85254, hereinafter referred to as CONSULTANT.

This Contract shall be administered for the COUNTY by the COUNTY's Department of Airports. Claims, disputes, or complaints to the COUNTY under this contract must be addressed to the Projects Coordinator located at 555 Airport Way, Suite B, Ventura, CA 93010 by certified mail return receipt requested. This Contract constitutes the entire agreement between the parties regarding its subject matter and supersedes all previous and contemporaneous agreements, understandings and negotiations regarding the subject matter of this Contract. No modification, waiver, amendment or discharge of this Contract is valid unless the same is in writing and signed by duly authorized representatives of both parties.

The parties hereto agree as follows:

1. COUNTY hereby retains CONSULTANT to perform services as provided in the "Scope of Work and Services", attached hereto as "Exhibit A", and the "County of Ventura, Public Works Agency, Consultant's Guide to Ventura County Procedures" as amended, which is on file with the County of Ventura, Public Works Agency, and which by reference is made a part hereof. This Contract shall take precedence over the Guide in case of conflicting provisions, otherwise they shall be interpreted together.
2. All work under this Contract, and any portion thereof separately identified, shall be completed within the time provided in the "Time Schedule", attached hereto as "Exhibit B". COUNTY shall issue a suspension of the contract time whenever CONSULTANT is delayed by action or inaction of COUNTY and CONSULTANT promptly notifies COUNTY of such delays.
3. Payment shall be made monthly, within 30 days from when the COUNTY receives an invoice along with a COUNTY claim form, or 10 days from when the Auditor-Controller's office receives the invoice and COUNTY claim form, in accordance with the "Fees and Payment", attached hereto as "Exhibit C".
4. COUNTY, Federal Aviation Administration (FAA), Comptroller General of the United States or any duly authorized representative shall have the right to review the work being performed by CONSULTANT under this Contract at any time during COUNTY's usual working hours. A review of the work in progress shall not relieve the CONSULTANT of responsibility for the accuracy and completeness of the work performed under this Contract.

EXHIBIT 2

5. COUNTY or any duly authorized representative shall have the right to review the work being performed by CONSULTANT under this Contract at any time during COUNTY's usual working hours. A review of the work in progress shall not relieve the CONSULTANT of responsibility for the accuracy and completeness of the work performed under this Contract.

6. This Contract is for the professional services of CONSULTANT and is non-assignable by CONSULTANT without prior consent by COUNTY in writing except that CONSULTANT may assign money due or which will accrue to CONSULTANT under this Contract. If given written notice, COUNTY will recognize such assignment to the extent permitted by law, but any assignment of money shall be subject to all proper setoffs and withholdings in favor of the COUNTY and to all deductions provided for in this Contract. All money withheld, whether assigned or not, shall be subject to being used by COUNTY for completion of the work, should the Contract be in default. Such professional services shall be actually performed by, or shall be immediately supervised by a Vice President of CONSULTANT.

In performing these professional services, CONSULTANT is an independent contractor and is not acting as an agent or employee of COUNTY.

7. COUNTY retains the right to terminate this Contract for any reason prior to completion by notifying CONSULTANT in writing, and by paying charges accumulated prior to such termination. Such charges shall be limited to the maximum fee specified in "Exhibit C" for completion of any separately identified phase of the work which, at the time of termination, has been started by request of COUNTY.

8. On completion or termination of Contract, COUNTY shall be entitled to immediate possession of, and CONSULTANT shall furnish on request, all computations, plans, correspondence and other pertinent data gathered or computed by CONSULTANT for this particular project prior to any termination. No documents prepared pursuant to this Contract or any modifications thereof shall be copyrighted by CONSULTANT or by COUNTY. CONSULTANT may retain copies of said original documents for CONSULTANT's files.

9. CONSULTANT is authorized to place the following statement on the drawings or specifications prepared pursuant to this Contract:

"This drawing (or These specifications), including the designs incorporated herein, is (are) an instrument of professional service prepared for use in connection with the project identified hereon under the conditions existing on date. Any use, in whole or in part, for any other project without written authorization of Coffman Associates, Inc., shall be at user's sole risk."

10. CONSULTANT owes COUNTY an undivided duty of loyalty in performing the services under this contract. During the term of this agreement CONSULTANT shall not employ or compensate personnel currently employed by COUNTY.

CONSULTANT shall promptly inform COUNTY of any contract, arrangement, or interest that CONSULTANT may enter into or have (other than this Contract) related to the

COUNTY's subject project. This includes contracts and arrangements with manufacturers, suppliers, contractors or other third parties which possess or seek to obtain a financial interest related to the COUNTY's subject project. In performing services under this Contract, CONSULTANT acknowledges that it may be subject to laws addressing financial conflicts of interest such as the Political Reform Act ("Act"), Government Code section 81000 et seq.

CONSULTANT shall comply with financial disclosure requirements under the Act as directed by COUNTY, and shall not engage in activities that may constitute a conflict of interest under applicable law.

11. This Contract may be funded in part by a Federal Aviation Administration (FAA), Airport Improvement Program (AIP) grant. Personnel performing services in the field during construction are required in accordance with Section 1770 et. seq. of the California Labor Code and the Code of Federal Regulations (Davis-Bacon Act) to be paid the higher of determinations of the general prevailing wages for various classes of workers in Ventura County as made by the California Director of Industrial Relations or the U.S. Secretary of Labor.

12. CONSULTANT shall defend, indemnify and hold harmless COUNTY, including the COUNTY's boards, agencies, departments, officers, employees and agents (collectively "Indemnitee"), against any and all claims, lawsuits, judgments, debts, demands or liabilities that arise out of, pertain to, or relate to the CONSULTANT's negligence, recklessness or willful misconduct in the performance of this Contract.

13. Insurance Requirements

a. Without limiting CONSULTANT's duty to indemnify and defend COUNTY as required herein, CONSULTANT shall, at CONSULTANT'S sole cost and expense and throughout the term of this Contract and any extensions thereof, carry one or more insurance policies that provide the following minimum coverage:

- 1) Commercial General Liability insurance shall provide a minimum of \$1,000,000 coverage for each occurrence and \$2,000,000 aggregate coverage.
- 2) Automobile Liability insurance shall provide a minimum of either a combined single limit of \$300,000 for each accident or all of the following: \$100,000 bodily injury per person, \$300,000 bodily injury per accident and \$50,000 property damage
- 3) Worker's Compensation insurance in full compliance with California law for all employees of CONSULTANT in the minimum amount of \$500,000.
- 4) Professional Liability (Errors and Omissions) insurance shall provide a minimum of \$1,000,000 coverage for each occurrence or \$2,000,000 in annual aggregate coverage.

b. CONSULTANT shall notify COUNTY immediately if the CONSULTANT'S general aggregate of insurance is exceeded by valid litigated claims and purchase additional levels of insurance to maintain the above stated requirements. Each type of insurance mentioned herein shall be written by a financially responsible company or companies authorized to do business in the State of California. CONSULTANT agrees to provide

**AEA No. 20-08
CONTRACT**

COUNTY with copies of certificates of all policies written and each shall contain an endorsement that they are not subject to cancellation without 30 days prior written notice being given to COUNTY by the insurance company or companies writing such insurance. CONSULTANT agrees to name County of Ventura and its officials employees and agents as additional insured ("Additional Insureds") on CONSULTANT'S general and automobile liability insurance policies.

All required insurance shall be primary coverage as respects the Additional Insureds, and any insurance or self-insurance maintained by the Additional Insureds shall be in excess of CONSULTANT's insurance coverage and shall not contribute to it. CONSULTANT agrees to waive all rights of subrogation against the Additional Insureds for losses arising directly or indirectly from the activities or work performed by CONSULTANT hereunder.

c. Notwithstanding subparagraph 13.a., if the Professional Liability coverage is "claims made", CONSULTANT must, for a period of five (5) years after the date when Contract is terminated, completed or non-renewed, maintain insurance with a retroactive date that is on or before the start date of contract services or purchase an extended reporting period endorsement (tail coverage). COUNTY may withhold final payments due until satisfactory evidence of the tail coverage is provided by CONSULTANT to COUNTY,

14. CONSULTANT shall sign and comply with the statement as set forth in "Exhibit D" hereto. Where the word Contractor is used in "Exhibit D" it shall mean "CONSULTANT".

15. Disputes arising under or related to the performance of the Contract shall be resolved by arbitration unless the COUNTY and the CONSULTANT agree in writing, after the dispute has arisen, to waive arbitration and to have the claim or dispute litigated in a court of competent jurisdiction. Arbitration shall be pursuant to Article 7.1 (commencing with Section 10240) of Chapter 1 of Part 2 of the Public Contract Code and implementing regulations at Chapter 4 (commencing with Section 1300) of Division 2 of Title 1 of the California Code of Regulations.

The arbitration decision shall be decided under and in accordance with California law, supported by substantial evidence and, in writing, contain the basis for the decision, findings of fact, and conclusions of law.

Arbitration shall be initiated by a Complaint in Arbitration made in compliance with the requirements of section 1300 et seq. of Title 1 of the California Code of Regulations.

Where an election is made by either party to use the Simplified Claims Procedure provided under Sections 1340 – 1346 of Title 1 of the California Code of Regulations, the parties may mutually agree to waive representation by Counsel.


Prior to filing a Complaint in Arbitration, the CONSULTANT shall exhaust his administrative remedies by attempting to resolve his dispute with COUNTY's staff in the following sequence:

Project Coordinator
Director of Airports (Director)

CONSULTANT shall initiate the administrative review process no later than thirty (30) days after the dispute has arisen by submitting a written statement describing the dispute and request for relief, along with supporting argument and evidence, to the Project Coordinator. CONSULTANT may appeal the Project Coordinator's decision in writing to the Director not later than seven (7) days after receipt of the Project Coordinator's decision. The Project Coordinator's and Director's decision shall be in writing. The Director's decision shall be the final decision.


CONSULTANT: COFFMAN ASSOCIATES, INC. Taxpayer No.: 43-1201450

Dated: 09/17/2020



Matt Quick, Principal
Print Name and Title

Dated: 09/17/2020



Judi Krauss, Associate
Print Name and Title

COUNTY: County of Ventura

Dated: 9/24/20



Kip Turner, Director of Airports

EXHIBIT A

Planning Scope of Services Airport Master Plan Update For Camarillo Airport

GENERAL PROJECT DESCRIPTION

The Camarillo Airport Master Plan Update Scope of Services is being prepared pursuant to initiation of the Master Plan Update (study), to establish the goals of the project and framework from which all parties to the project may participate. The objective of the Master Plan Update is to provide the County of Ventura (Sponsor) with proper guidance for future Airport(s) development which will satisfy aviation demands within the County and the greater regional area and be wholly compatible with the environment and the communities which surround and support the Airport.

Additionally, this Master Plan Update study will evaluate Camarillo Airport in relationship to the system of airports serving Ventura County (Camarillo Airport and Oxnard Airport), and considerations will be given to both its existing role as well as the role of Oxnard Airport. Regional perspective will be provided when evaluating the airports in order to identify how aviation demand can best be met throughout the region served by Ventura County Airports.

Coordination between the Sponsor, Regional, State, and Federal agencies, County leadership, the communities, tenants, and users of the Airport, the advisory groups that play an instrumental role in the overall guidance of the Airport, and the Consultant will be essential to bringing together all facts and data relevant to the project and to developing a mutual agreement regarding future development of the airport. A Planning Advisory Committee will be established for the study and the public at-large will be directly engaged at key points during the study process.

The goal of this Master Plan Update is to provide the framework needed to guide future airport development that will cost-effectively satisfy aviation demand, while considering potential environmental and socioeconomic impacts. The Master Plan will meet the following general objectives.

- Determine and plan for future growth opportunities and development at the Camarillo Airport in all segments of aviation to include: light general aviation, corporate, business, training, and commercial aviation forecasts and needs.
- Document the issues that the proposed development will address.
- Justify the proposed development through the technical, economic, and environmental investigation of concepts and alternatives.

- Provide an effective graphic presentation of the development of the airport and anticipated land uses in the vicinity of the airport.
- Establish a realistic schedule for the implementation of the development proposed in the plan, particularly the short-term capital improvement program.
- Provide sufficient project definition and detail for subsequent environmental evaluations that may be required before a project is approved.
- Present a plan that adequately addresses the issues and satisfies local, State, and Federal regulations.
- Document policies and future aeronautical demand to support municipal or local deliberations on spending, debt, land use controls, and other policies necessary to preserve the integrity of the airport and its surroundings.
- Set the stage and establish the framework for a continuing planning process. Such a process should monitor key conditions and permit changes in plan recommendations as required.

Other specific objectives to be addressed in this Scope of Services include:

- To research and evaluate socioeconomic factors likely to affect the air transportation demand (general aviation and commercial passenger service) in the region.
- To review and discuss potential opportunities, economic benefits, and concerns for Ventura County in relation to the exploration of having commercial passenger service potentially return to Ventura County Airports
- To discuss alternatives, opportunities, and concerns associated with each Ventura County Airport if it is determined that commercial passenger service should be offered by Ventura County Airports.
- To determine the projected facility needs of airport users through the year 2040, by which to support airport development alternatives.
- To recommend improvements that will enhance the airport's safety capabilities to the maximum extent possible.
- To recommend improvements that will enhance airport capacity to the maximum extent.
- To produce current and accurate airport base maps and Airport Layout Plan (ALP) drawings.

- To establish a schedule of development priorities and a program for the improvements proposed in the Master Plan.
- To prioritize the airport capital improvement program and develop a detailed financial plan.
- To develop a robust and productive public involvement throughout the planning process.
- To conduct an aeronautical survey that is compliant with Federal Aviation Administration Airport (FAA) Geographic Information System (AGIS) standards and includes airspace and obstruction information submitted to and approved by the FAA.

This Master Plan Update, once completed, reviewed, and adopted by both the FAA and the Ventura County Board of Supervisors, will provide recommendations from which the Sponsor may then take action to improve the airport and all associated services important to public needs, convenience, and economic growth. The Master Plan Update study will benefit all residents of the regional area by providing a comprehensive plan which supports and balances continued growth of aviation activities and the environmental preservation of the surrounding communities.

It is important to note that Camarillo Airport is currently conducting an Airfield Geometry and Drainage Study. Certain elements associated with this study will be used for further input into the Master Plan Update.

BASIC SERVICES

ELEMENT 1 – INITIATION

This study element defines the steps taken to initialize the Master Plan Update. This includes tasks associated with the preparation of a detailed scope of services and cost proposal, coordination with key stakeholders associated with the Ventura County airport system, and development of study material to aid in the study process. An introduction to the Master Plan Update is essential in order to successfully define the goals and objectives and identify key issues that should be analyzed during the study process.

Task 1.1 – Prepare Scope of Services and Budget

Description: Detailed descriptions of each item of work required for completion of the Master Plan Update for Camarillo Airport will be prepared. Guidelines provided by the Sponsor and those drawn from the Federal Aviation Administration (FAA) will be integrated into the scope of services. Initial and final draft copies of the work program will be prepared and delivered to the Sponsor for comments. The final product of this task will be the scope of services which will be attached and made a part of the project contract documents. Each item of work outlined under this Task will be evaluated to estimate the number of person-days necessary to accomplish the work efforts and the cost per person-day based on the billing classifications of the planning professionals assigned. Expenses for travel, subsistence,

materials, computer time, reproduction and printing, and miscellaneous study-related costs will also be estimated. When estimated person-days have been established, they will provide input to the development of a project schedule identifying allowable time frames for major phases of the study. This schedule will also identify milestones for deliverables of each element to be submitted for review. A task-by-task itemization of project person-days and costs with a final project time schedule in graphic form will be attached to all copies of the final scope of services.

Responsibilities:

Consultant: Develop the scope of services, budget, and schedule from which contract terms will be based.

Sponsor: Review and negotiate the scope of services, budget, and schedule to ensure proper attention is paid to critical areas.

Product: A detailed scope of services and task-by-task itemization of the project person-days, costs, and project schedule.

Task 1.2 – Establish Planning Advisory Committee

Description: Potential members will be identified and asked to serve on a Planning Advisory Committee (PAC) for the Master Plan Update. The PAC will be composed of (a) representatives of FAA, as well as other local, Regional, State, or Federal agencies; (b) airport users and tenants; (c) local community representatives; and (d) members of the advisory groups that provide guidance to the Ventura County Board of Supervisors in relation to Ventura County Airports. The PAC, which is a non-voting body, will advise the Consultant on the content and recommendations of the Master Plan Update through meetings and review of “draft” working papers. The PAC will not exceed twenty (20) members.

Responsibilities:

Consultant: Assist Sponsor in the identification of potential PAC members. Prepare a “draft” invitation letter for the Sponsor to send to potential committee members.

Sponsor: Establish a final list of names and addresses of chosen PAC members. Send an invitation to each member.

Product: A non-voting PAC (not to exceed 20 members) which will meet during the course of the Master Plan Update.

Task 1.3 – Prepare Study Workbooks

Description: Provide up to twenty (20) standard three-ring notebooks for distribution to the PAC and Sponsor for their use during the Master Plan Update. The workbook format will be developed with sections for inserting working papers, notes, and other pertinent information. The workbook format and all follow-up materials will also be offered electronically.

Responsibilities:

Consultant: Design and prepare workbooks for the PAC and Sponsor.

Sponsor: Review and comment prior to distribution.

Product: Up to twenty (20) study workbooks.

Task 1.4 – General Background Information, Document Goals and Objectives, Outline Baseline Assumptions and Specific Master Plan Issues

Description: General background information summarizing why the Master Plan Update is being conducted will be prepared and outlined in the introduction section of the study. Prepare a list of goals and objectives for the Master Plan Update that clearly identifies the primary expectations of the study process. The list will be included in the introduction section of the study and will be presented to the PAC at the first committee meeting. The goals and objectives may be modified or revised based on input provided by the PAC. This overview will be important in determining such agenda as the role of the airport and level of service provided to the public. The listing will also be used to make sure the study adequately covers the key issues associated with the future development of the airport. General assumptions that will be utilized for the study effort will be developed and outlined. These assumptions will be coordinated with the Sponsor and the FAA and included in the introduction section of the study. Specific master planning issues will also be identified. A full collaborative Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis will be completed to better assess the study outcomes, goals, and objectives established.

Responsibilities:

Consultant: Develop an introduction section which provides background information and the basis for conducting the Master Plan Update. Organize and coordinate the development of a listing of the goals and objectives. Prepare a list of study assumptions and master planning issues. Help facilitate a SWOT analysis with the PAC.

Sponsor: Review and comment. Assist the Consultant in identifying and coordinating the primary goals and objectives of the study.

Product: Background information for inclusion in the study's introduction section. Goals and objectives for the Master Plan Update and a list of study assumptions and master planning issues.

ELEMENT 2 – INVENTORY

The purpose of this study element is to assemble and organize relevant information, data, and mapping to be used throughout the study in support of various analyses. This element will maximize the use of existing information and will prepare new data and documentation only when existing information is unavailable, incomplete or outdated. Narrative prepared as part of this element will highlight the changes since the completion of the previous Master Plan. Information gathered and narrative prepared will also focus on the interrelationship of Camarillo and Oxnard Airports and the roles they serve to provide framework for the roles they will play in meeting future aviation demand segments.

Task 2.1 – Evaluate Existing Documents

Description: Evaluate existing documents and previous planning efforts for their adaptability or use in the Master Plan process. These documents will include previous master plans, area development plans, terminal area plans, and such other documentation as available. Where possible, revise or adapt existing documents or working formats for the Master Plan Update.

Responsibilities:

Consultant: Review and evaluation of existing planning documents.

Sponsor: The Sponsor staff shall assist the Consultant in the procurement of existing documents.

Product: Compilation of previous study efforts and existing documents for input to future tasks.

Task 2.2 – Obtain new Color Aerial Photograph and Mapping

Description: The Consultant will assemble new digital electronic color aerial photography and new topographic/planimetric and obstruction mapping of the Airport and its environs in accordance with FAA Advisory Circulars 150/5300-16A, *General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey*; 150/5300-17C, *General Guidance and Specifications for Aeronautical Survey Airport Imagery Acquisition and Submission to the National Geodetic Survey*; and 150/5300-18B, *General Guidance And Specifications For Submission Of Aeronautical Surveys To NGS: Field Data Collection And Geographic Information System (GIS) Standards*. Topographic and planimetric mapping of the surrounding area and aerial photography of the airport including existing airport property, as well as the inner approach surface areas, will be obtained by the Consultant. The digital color aerial photography will be used for base mapping and exhibits. The horizontal datum will be NAD83 and the vertical datum will be NAVD88.

Submit a Statement of Work, Survey and Quality Control Plan, and an Imagery Acquisition Plan to the FAA Planner via the Airports Geographic Information System (AGIS) website at <https://airports-gis.faa.gov/public/index.html> for review and approval. Tie the airport survey to the National Spatial Reference System (NSRS) according to AC 150/5300-16A. The survey and planimetric data collected during this task will be formatted to allow the data to be loaded directly into the FAA's Airports GIS system via the FAA's web portal.

Responsibilities:

Consultant: Obtain new digital color aerial photography and topographic/planimetric and obstruction mapping. Upload the data into FAA's Airports GIS system.

Sponsor: Coordinate with the Consultant.

Product: New digital color aerial photography and topographic/planimetric and obstruction mapping for use in preparing base maps, airport layout plan, and airspace and inner approach surface drawings. Survey data uploaded into FAA's Airports GIS system.

Task 2.3 – Inventory Airport Physical Facilities

Description: Perform an inventory of physical facilities and land uses which presently exist within the boundaries of the airport. The inventory will include an examination of plans and documents as well as a thorough on-site inspection of each physical facility to determine its type and size and use. The work effort will make maximum use of existing information available in the airport and Sponsor offices. The following relevant areas are included as a minimum:

Airfield: Record of pavement strengths (including PCN's), conditions, and dates of rehabilitations or overlays (all runways, taxiways, and aprons); lighting and navigational aid systems.

Fixed Base Operator (FBO) / General Aviation Services Complex: Square footage of structures and use; fuel storage capacity (by fuel grade) and location of tanks.

Ancillary Facilities: Other businesses on airport (define type of business and building size); Aircraft Rescue and Firefighting (ARFF) and maintenance facilities and description of equipment.

Responsibilities:

Consultant: Conduct an inventory of the airport facilities to accumulate pertinent data.

Sponsor: Provide the Consultant access to the airport property and airport records as necessary.

Product: Tabulated airport facilities inventory for input to later tasks.

Task 2.4 – Inventory Airport Access and Parking

Description: Making maximum use of existing information, perform an inventory of airport access system with special emphasis on ease of circulation and use of the airport and vicinity roadway system. A series of inventory subtasks will be conducted to obtain the following information, at a minimum, and included in graphic form as appropriate:

- a) Roadway system circulation and traffic flow, including number of lanes and turn lanes.
- b) Automobile parking lots (location, condition, and number of spaces).
- c) Perimeter and ancillary roadway systems.
- d) Existing and future transportation plans occurring beyond airport property and their potential impact/effect on the airport and its surrounding environment.

Responsibilities:

Consultant: Conduct an inventory of the airport access and parking to accumulate pertinent data.

Sponsor: Assist the Consultant in obtaining existing available airport data relating to access and parking.

Product: Base data input to subsequent tasks.

Task 2.5 – Inventory Air Traffic Activity, Airspace, Air Traffic Control, and Regional Airports

Description: Air traffic activity data for the airport will be assembled and organized from various sources such as local airport traffic control tower (ATCT) records, FAA's Traffic Flow Management System Count (TFMSC), FAA's National Based Aircraft Inventory Program (www.basedaircraft.com), and GCR's Airport IQ. Relevant data on general aviation (private and corporate), air taxi, and military activity will be collected. Data will be obtained from the Sponsor, the FAA Regional and District Offices, FBOs, etc. The assembled data will include, as available:

- a) Historical operations, including local (touch-and-go) and itinerant operational splits.
- b) Based aircraft by type, as available.
- c) Estimated use (by percentage) of each runway.

Review and perform inventories of airspace and air traffic procedures at the airport. Conduct interviews with airport officials, FAA representatives, pilots, and others as necessary or appropriate to develop a complete description of the existing airspace environment and current airport traffic procedures. Basic inventory items will include:

- a) Airport traffic patterns.

- b) Approach and departure procedures.
- c) Military airspace near the airport.
- d) National Parks/Wilderness Areas.

Identify and describe existing public airport facilities within a 30-nautical mile radius of Camarillo Airport. Basic inventory items will include:

- a) Runway length and width.
- b) Instrument approach procedures.
- c) Airline/tour operator services
- d) General aviation services
- e) Total based aircraft, annual operations, and annual enplaned passengers as appropriate.

Responsibilities:

Consultant: Assemble data.

Sponsor: Assist Consultant in obtaining available airport records. Assist in arranging interviews as necessary.

Product: Input to subsequent tasks.

Task 2.6 – Inventory Socioeconomic Data

Description: Obtain available statistical data on historical and forecast socioeconomic factors for the Camarillo and Oxnard Airport service areas as well as Ventura County and the greater regional area. These factors will include, at a minimum, employment, income, and population, with emphasis placed upon the identification of specific socioeconomic characteristics of the developed areas in the local environs, as well as trends that have been established for future development and habitation.

Responsibilities:

Consultant: Assemble data based on latest available information. Identify data source in Master Plan documents.

Sponsor: Assist in collection of data.

Product: Input to later analysis.

Task 2.7 – Obtain Tabulated Wind Data

Description: The Consultant will obtain the most current ten years of wind data for the airport from the National Oceanic and Atmospheric Administration National Climatic Center for use in preparing an updated wind rose for the Airport Layout Plan (ALP).

Responsibilities:

Consultant: Obtain tabulated wind data.

Sponsor: Coordinate with the Consultant as necessary.

Product: Tabulated wind data for use in preparing updated wind rose.

Task 2.8 – Inventory Vicinity Land Use and Controls

Description: Review existing local, Regional, and State planning and land use regulations, including the existing local comprehensive land use plans, in order to (1) ensure that the resultant Master Plan will be compatible with local, Regional, and State long-range planning goals, objectives, and policies; and (2) determine the strengths and weaknesses of local and state regulatory controls with regards to ensuring compatibility of the surrounding area with the airport.

Responsibilities:

Consultant: Assemble data based on latest information available.

Sponsor: Assist in collection of data.

Product: Input to later analysis.

Task 2.9 – Inventory Airport Financial Data

Description: In consultation with airport staff, develop a detailed understanding of the type, format and level of detail that will be most beneficial as a part of the capital improvement/financial plan developed in the Master Plan. Identify the specific financial data and information necessary to help prepare the capital improvement program for the proposed development resulting from the planning process. This information will pertain primarily to the following, as it is available:

- a) Financial statistics of the airport.
- b) Airport management policies and guidelines
- c) Airport leases, user fees, and other sources.
- e) Capital improvement projects planned or in progress.
- f) Previous FAA and State grants.

Responsibilities:

Consultant: Assemble data.

Sponsor: Provide and review available financial data with Consultant.

Product: Input data to subsequent tasks.

Task 2.10 – Prepare Inventory Working Paper

Description: Prepare a working paper which will provide up-to-date information in tabular, narrative, and graphic format. This will include information on the airport facilities, applicable air traffic activity, access and parking data, present planning efforts, an overview of airspace, air traffic characteristics, and

an operations data summary describing aircraft activity for use in subsequent analyses. This task involves the use of existing data for the airport.

Responsibilities:

Consultant: Develop complete narrative and graphics for the working paper. Distribute working papers to the PAC members.

Sponsor: Review and comment.

Product: Up to twenty (20) copies of a working paper covering the items outlined in the inventory element. This working paper will become a chapter in the final report.

ELEMENT 3 – AVIATION DEMAND FORECASTS

This study element is intended to determine an estimate of future levels of air traffic by quantity and by characteristics that will identify the demand that must be met by Camarillo Airport. Consideration will also be given to forecasts of aviation demand needed to meet the system of airports established in Ventura County. The forecast models will be conducted in conformance with forecasting standards outlined in Chapter 7 of FAA Advisory Circular 150/5070-6B, *Airport Master Plans*. The FAA will approve the 5- and 10-year forecasts as part of the Master Plan Update. The work tasks to be carried out as part of the element include the following:

Task 3.1 – Review Regional and Airport Area Socioeconomic Forecasts

Description: Review and analyze current local and regional socioeconomic forecasts obtained in the inventory element. In consultation with State, Regional, and local planning agencies and other local agency participants, select the forecasts which seem most representative of expected future trends.

Responsibilities:

Consultant: Review all socioeconomic material pertaining to the study and the region.

Sponsor: Identify potential sources of information and assist the Consultant in obtaining socioeconomic material.

Product: Forecasts of expected socioeconomic trends.

Task 3.2 – Prepare General Aviation, Air Taxi, and Military Demand Forecasts

Description: Develop general aviation, air taxi, and military demand forecasts using both simple and more complex methodologies taking into consideration forecasts from other sources such as the FAA. Historical general aviation activity statistics for the airport will be organized to

evaluate airport peaking characteristics and fleet mix ratios. The methodology used in this analysis will involve a variety of techniques that will factor in national general aviation transportation statistics, local socioeconomic factors as well as the independent airport data. Correlation analysis techniques will include relative simple graphical comparisons as well as more complex regression analysis. A final refinement of activity forecasts will be conducted to integrate the effects of changing technology in general aviation and will result in estimates of aviation demand for 5-, 10-, and 20-year periods which will be presented as follows:

- a) Based aircraft totals and mix.
- b) Annual general aviation, air taxi, and military operations (local vs. itinerant).
- c) Peak hour operations.
- d) Annual instrument approaches (AIAs).

A 5-, 10-, and 20-year forecast for general aviation, air taxi, and military demand have been prepared as part of the Camarillo Airport Airfield Geometry and Drainage Study. These forecasts will be re-visited and refined as appropriate for input into the Master Plan Update.

Responsibilities:

Consultant: Review/refine general aviation demand forecasts prepared as part of the Camarillo Airport Airfield Geometry and Drainage Study.

Sponsor: Assist the Consultant in obtaining available airport records.

Product: Refine/complete general aviation forecasts for 5-, 10-, and 20- year periods. These forecasts will be coordinated with airport staff, the FAA, and other interests at this point to ensure that the study proceeds on the basis of generally supported assumptions.

Task 3.3 – Prepare Potential Commercial Service Demand Forecasts

Description: Using the information and data acquired or developed as a result of previous tasks, evaluate the historical significance and interrelationship of the area-wide economy with commercial service forecast demands. The methodology will employ a variety of techniques that will factor in national air transportation statistics and local economic characteristics. Oxnard Airport has historically been served by regularly scheduled commercial passenger services; however, it is not currently accommodating these services. This analysis will re-examine more recent trends and opportunities for commercial passenger services and other niche market opportunities that could be supported by the Ventura County system of airports. The forecast update shall result in estimates of aviation demand for 5-, 10-, and 20-year periods as follows:

- a) Annual enplaned passenger volumes.
- b) Annual commercial service aircraft operations.
- c) Commercial service aircraft mix.

Responsibilities:

Consultant: Prepare commercial service demand forecasts.

Sponsor: Assist the Consultant in obtaining available airport records.

Product: Complete commercial services forecasts for 5-, 10-, and 20-year periods. These forecasts will be coordinated with airport staff, the FAA, and other interests at this point to ensure that the study proceeds on the basis of generally supported assumptions.

Task 3.4 – Identify Existing and Future Airport Design Critical Aircraft

Description: Utilizing data provided by the airport and that obtained from FAA database resources, identify the current critical and future aircraft for the airport. The aircraft identified will be the most demanding aircraft, or family of aircraft, conducting a minimum of 500 annual operations. The analysis will include a projection of aircraft operations by runway design code (RDC) and airport reference code (ARC) to determine future planning design standards.

As part of the Camarillo Airport Airfield Geometry and Drainage Study, a determination of the existing and future critical design aircraft has been made. This determination will be re-visited and refined as appropriate for input into the Master Plan Update.

Responsibilities:

Consultant: Review/determine current critical aircraft and projection of future critical aircraft by RDC and ARC as part of the Camarillo Airport Airfield Geometry and Drainage Study.

Sponsor: Assist the Consultant in obtaining available airport records.

Product: Determination of existing and future critical aircraft for airfield design. This task will be coordinated with the FAA during the forecast review and approval process.

Task 3.5 – Prepare Forecasts Working Paper

Description: A working paper detailing the results of the forecasts (based aircraft, annual aircraft operations, commercial service activities, and critical aircraft) will be compiled. The forecasts will also be compared to FAA's current 5- and 10- year forecasts as presented in the FAA's *Terminal Area Forecasts* (TAF). Since this data will become an important parameter for input into the remaining elements of the study, it will be submitted to representatives of the airport and the FAA for review and approval before dependent tasks will be finalized.

Responsibilities:

Consultant: Develop complete graphics and narrative for the working paper. Distribute working papers to the PAC members.

Sponsor: Review and comment. The Sponsor will formally transmit the completed forecast of aviation demand chapter to FAA for their review and approval.

Product: Up to twenty (20) copies of a working paper covering the items outlined in the forecast element. This working paper will become a chapter in the final report.

ELEMENT 4 – FACILITY REQUIREMENTS

The purpose of this study element is to convert basic capacity needs into types and volumes of actual physical facilities required to meet forecast demands in aviation activity and to identify short-term corrective strategies for problems that demand immediate attention.

Task 4.1 – Establish Airport Physical Planning Criteria

Description: Identify physical facility planning criteria for use in assessing the adequacy of various airport facilities to meet forecast demands. These criteria shall be based upon the latest FAA requirements and standards as they apply to the level of activity identified, new technology, and role of the airport. These criteria shall include dimensional standards for safety including runway safety, runway length, runway separation, height restrictions, etc. In addition, these criteria shall include requirements to maintain airspace/air traffic control including approach and runway protection zones, safety areas, and other general physical area requirements such as apron, terminal/operations, access circulation and parking, hangars and services, administrative, ARFF, and other airport service and support facilities.

As part of the Camarillo Airport Airfield Geometry and Drainage Study, airfield facility planning has been evaluated based on the determination of the critical design aircraft. This evaluation will be revisited and refined as appropriate for input into the Master Plan Update.

Responsibilities:

Consultant: Review/evaluate physical planning criteria to meet forecast demands.

Sponsor: Review.

Product: Detailed criteria for airport physical planning.

Task 4.2 – Determine Airfield Capacity

Description: Using the FAA's airfield capacity/delay model, estimate current and future levels of airfield capacity (annual service volume) for Camarillo Airport. This analysis will be based on the existing airfield configuration, aviation demand forecasts, and an analysis of airspace capacity potentials and constraints, and will involve the investigation of management and operational procedures in order to optimize the use of the total airside (runways, taxiways, and aprons).

Responsibilities:

Consultant: Estimate airfield capacity utilizing FAA guidance.

Sponsor: Review and comment.

Product: Detailed description of the annual service volume for the current, 5-, 10-, and 20-year time frames.

Task 4.3 – Prepare Airfield Facility Requirements

Description: Using the results of the forecasts (Element 3), as well as relevant information from other tasks, determine and prepare a list of facility requirements needed to meet projected demands for the airport for existing, short term (1-5 years), intermediate term (6-10 years, and long term (11-20 years) time frames. These facility requirements will be used in the later comparative evaluations and will be based upon both the airport physical planning criteria and the aviation forecasts.

Facility requirements to meet aviation demand for the airfield will include (but not be limited to) runways, taxiways, lighting, navigational aids, and marking and signage. These facility requirements will be developed in the form of gross areas and basic units and will be compared to those that presently exist to identify the future development items needed to maintain adequate service, function and operations of the airport. In addition, airfield design standards deficiencies will be identified and corrective actions evaluated and recommended. In subsequent tasks, the above facility requirements will be translated into alternative plans for further evaluation in relation to established planning criteria.

Responsibilities:

Consultant: Identify specific airfield facility needs.

Sponsor: Review and comment.

Product: Detailed description of all airfield facilities required to meet aviation demands at the airport through the 20-year planning period.

Task 4.4 – Prepare Landside Facility Requirements

Description: Using information provided by the aviation planning criteria established under preceding tasks, develop a set of facility requirements addressing the landside facilities necessary to support the airfield and its related activity. Requirements for facilities such as fuel/fuel farm areas, ARFF, airport maintenance, passenger terminal building, general aviation terminal facilities, hangars, FBO areas, general aviation terminal facilities, and automobile parking lots (public and rental cars) will be developed under this task.

Responsibilities:

Consultant: Identify specific landside area facility needs.

Sponsor: Review and comment.

Product: Detailed description of facility requirements necessary for landside development to support forecast aviation demand through the 20-year planning period.

Task 4.5 – Prepare Facility Requirements Working Paper

Description: Organize background information, analysis, and findings of the facility requirements work effort and prepare a detailed working paper in narrative and graphical format.

Responsibilities:

Consultant: Develop complete graphics and narrative for the working paper. Distribute working papers to the PAC members.

Sponsor: Review and comment.

Product: Up to twenty (20) copies of a working paper covering the items outlined in the facility requirements element. This working paper will become a chapter in the final report.

ELEMENT 5 – AIRPORT ALTERNATIVES

Using the facility requirements determined under the previous element, alternative development scenarios, including the “no-build” scenario, for Camarillo Airport will be identified. These scenarios must take into account the development needs of the airport to meet projected aviation demand levels as determined in the forecasting element and meet airfield, including terminal building, general aviation area, revenue support area, and other airport capacity needs established under the facility requirements element. Upon completion of preliminary development scenarios, a PAC meeting will be held to determine the most feasible development alternatives and the resulting concepts for development of airfield, landside, general aviation, potential commercial service, revenue support, and other airport areas will be refined. Throughout the analyses of alternatives, the highest and best use of various parcels of land will be considered when two or more functional areas may be well-applied to a specific piece of property.

Task 5.1 – Identify Alternative Development Issues

Description: Based on the results of the demand/capacity relationships and the facility requirements necessary to meet those demands, identify the various issues which will impact the development of alternatives for the various functional areas of the airport. This task will provide insights into the potentials for and policies constraining the development of specific land uses within the existing or future airport boundaries, including those areas which are unconstrained and meet current functional potential, thereby requiring no additional development.

Responsibilities:

- Consultant:** Identify and compile issues relating to airport development.
- Sponsor:** Provide input as to any known airport or community policies, agreements, or issues that could have an effect on future airport development opportunities.
- Product:** A listing of the various policies and guidelines impacting the development and placement of various airport alternatives.

Task 5.2 – Identify Potential Airfield Alternatives

Description: On the basis of the forecasts and facility requirements established in preceding elements, formulate preliminary airfield development alternatives. These alternatives will be based on concepts for development within existing airport boundaries or with the expansion of airport boundaries which show all necessary development during the planning period and beyond. This task will be conducted simultaneously with following tasks and result in a series of overall development options for the airport.

Responsibilities:

- Consultant:** Develop up to three (3) airfield development options, one being the “no-build” concept alternative.
- Sponsor:** Review and comment.
- Product:** A series of development options, each of which meets the forecast airfield facility demands.

Task 5.3 – Identify Potential Landside Alternatives

Description: Based on the forecasts and facility requirements determined under the previous elements, formulate preliminary development alternatives. These alternatives will be based on concepts for development within or beyond existing airport boundaries which show all necessary development during the planning period and beyond. This task will be conducted simultaneously with other tasks in this element and result in a series of overall development options for the airport.

Responsibilities:

- Consultant:** Develop up to three (3) landside development options, one being the “no-build” concept alternative.
- Sponsor:** Review.
- Product:** A series of landside alternatives which fulfill the facility requirements to meet forecast demand levels.

Task 5.4 – Prepare Airport Alternatives Working Paper

Description: A working paper describing the various airfield and landside development alternatives will be prepared for submission to the PAC for review and comment. The working paper will detail the analysis involved in the assessment of the alternatives and outline the advantages and disadvantages of each to enable the logical and systematic evaluation of each alternative concept.

Responsibilities:

Consultant: Develop complete graphics and narrative for the working paper. Distribute working papers to the PAC members.

Sponsor: Review and comment.

Product: Up to twenty (20) copies of a working paper covering the items outlined in the airport alternatives element. This working paper will become a chapter in the final report.

ELEMENT 6 – RECOMMENDED MASTER PLAN CONCEPT AND CAPITAL PLAN

The purpose of this study element is to establish a capital implementation program to provide the airport development requirements necessary to meet aviation activity demands during the forecast period.

Task 6.1 – Recommended Master Plan Concept

Description: Based on the information developed in the airport alternatives element as well as comments provided by airport staff, PAC members, and the general public, a single recommended Master Plan concept for development of the airport facilities will be prepared. The recommendation for the most prudent and feasible Master Plan concept will become the basis for the development of airport plans, costs, and scheduling.

Responsibilities:

Consultant: Develop a refined Master Plan concept for review by the Sponsor, PAC, and other interested parties.

Sponsor: Review and comment.

Product: A recommended Master Plan concept.

Task 6.2 – Prepare Airport Development Schedules

Description: Based upon the previous evaluations and technical meetings, prepare the airport development schedules to reflect economic feasibility and operational requirements of the recommended airport concept. The developments schedules will include the short term (1-5 years),

intermediate term (6-10 years), and long term (11-20 years). The schedule for each airport development project will be identified.

Responsibilities:

Consultant: Prepare an airport development schedule.

Sponsor: Review.

Product: Development schedules for the improvements proposed as a part of the selected Master Plan concept.

Task 6.3 – Prepare Airport Development Cost Estimates

Description: Based upon the previous evaluations and technical meetings, prepare airport development cost estimates to reflect the requirements and schedule of development associated with the recommended airport concept.

Responsibilities:

Consultant: Prepare airport development cost estimates.

Sponsor: Review.

Product: Cost estimates for the improvements proposed as a part of the selected Master Plan concept.

Task 6.4 – Prepare Capital Improvement/Financial Program

Description: Prepare a recommended airport capital improvement program which includes estimates of the amount of funds available from federal and state grant-in-aid programs to determine the net amount of capital funds required by the Sponsor to accomplish each proposed stage of improvements for the airport.

Responsibilities:

Consultant: Develop a capital improvement/financial program.

Sponsor: Provide review and input.

Product: Capital improvement/financial program for the selected Master Plan concept.

Task 6.5 – Prepare Master Plan Concept and Capital Financial Plan Working Paper

Description: Prepare a working paper which outlines the overall airport capital improvement program for the selected airport Master Plan concept. Organize narrative and graphical presentations of the

information in this working paper to allow for a final review and adjustment of the overall Master Plan concept.

Responsibilities:

Consultant: Develop complete graphics and narrative for the working paper. Distribute working papers to the PAC members.

Sponsor: Review and comment.

Product: Up to twenty (20) copies of a working paper covering the items outlined in the recommended Master Plan concept and capital financial plan element. This working paper will become a chapter in the final report.

ELEMENT 7 – AIRPORT PLANS

The purpose of this study element is to prepare a new ALP set for Camarillo Airport. All plans will be prepared in a format which complies with the content contained within FAA's current guidelines for the preparation of an airport layout plan as defined by the FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)*, and which is readily acceptable to the FAA and can be utilized by the Sponsor in carrying out implementation. All plans will be produced utilizing digital software appropriate for the FAA and California Department of Transportation – Division of Aeronautics (CALTRANS). The drawings, in a version acceptable to the Sponsor, will be a deliverable item to the Sponsor at the completion of this project. The ALP drawing set will be included as an appendix in the Master Plan documents. **(Note: This effort does not include the development of an electronic Airport Layout Plan (eALP)).**

Task 7.1 – Airport Layout Plan Drawing

Description: Following the recommended Master Plan concept developed under the preceding element and FAA AC 150/5070-6B, an ALP drawing for the airport will be prepared. The ALP will reflect updated physical features, location of airfield facilities (runways, taxiways, navigational aids), and existing landside development. Development of recommended landside and airfield facilities, including runways and taxiways; property and runway protection zone boundaries; and revenue support areas will also be shown. Guidelines for the preparation of an ALP as defined by the FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)* will be followed. A Title Sheet and Airport Data Sheet will also be prepared and included with the full Airport Layout Plan set.

Responsibilities:

Consultant: Prepare a new ALP for the airport.

Sponsor: Review and comment.

Product: A new ALP drawing for the airport which meets federal guidelines.

Task 7.2 – Terminal Area Drawing(s)

Description: Prepare Terminal Area Drawing(s) reflecting development resulting from the recommendations of this study. Depending on the future recommended development for the general aviation areas, more than one drawing may be required to adequately reflect the detail of development within the area. The Drawing(s) will include detailed planning level information such as access taxiways, apron areas, hangar layouts, aircraft tie-down areas, customer and employee parking areas, and vehicular circulation and access for the short, intermediate, and long-term planning periods.

Responsibilities:

Consultant: Prepare Terminal Area Drawing(s).

Sponsor: Review and comment.

Product: Terminal Area Drawing(s) reflecting the selected development alternative for these facilities at the airport.

Task 7.3 – Part 77, Approach and Inner Approach Surface Plans

Description: Prepare Part 77, Approach and Inner Approach Surface plans in conformance with FAR Part 77 and FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)*. As necessary, height of potential obstructions will be researched and identified on the drawing along with an obstruction chart/table indicating the obstruction description, their top elevation, affected Part 77 surface, the penetration, and disposition or corrective action to eliminate or mitigate the obstruction.

Responsibilities:

Consultant: Prepare a new Part 77, Approach and Inner Approach Surface plans for the airport.

Sponsor: Review and comment.

Product: Part 77, Approach and Inner Approach Surface plans for the airport to meet federal guidelines. Product will include aerial photography of the inner approach surfaces and runway protection zones.

Task 7.4 – Departure Surface Drawings

Description: Prepare new departure surface drawings in accordance with guidelines as defined by the FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)*. Obstruction information will be obtained from existing obstruction surveys in Task 2.2, approach plans, and the current Airport Obstruction (OC) chart (as available).

Responsibilities:

Consultant: Prepare new departure surface drawings for the airport.

Sponsor: Review and comment.

Product: Departure surface drawings for the airport which meet federal guidelines.

Task 7.5 – Airport Property Map – Exhibit A

Description: Update the Exhibit A - Airport Property Map, including the appropriate graphics and information to indicate the type of acquisition (i.e., federal funds, surplus property, local funds only, etc.) of various land areas within the airport's boundaries. The primary intent of the drawing is to identify and/or delineate all designated airport property owned or to be acquired by the airport owner. The drawing will inventory all of the parcels, which currently make up the airport, or are proposed for acquisition by the airport sponsor. In addition, the drawing will also show any property that has been disposed of by the Sponsor in the past. Details will be limited to the depiction of existing and future facilities (i.e., runways, taxiways, runway protection zones, and terminal facilities) which would indicate aeronautical need for airport property. This work effort will utilize information obtained from the current "Exhibit A - Property Map" as well as other sources. The Property Map will be updated in conformance with the guidelines outlined in FAA Airports ARP SOP 3.00 *Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps (October 1, 2013)*. The Sponsor will provide historical information regarding the acquisition of existing airport property and easements, as well as boundary surveys, as needed.

Responsibilities:

Consultant: Update the Airport Property Map – Exhibit A for the airport.

Sponsor: Provide appropriate historical data and review Property Map.

Product: Updated Airport Property Map – Exhibit A for the airport.

Task 7.6 – On-Airport Land Use Plan/Off-Airport Land Use Plan

Description: A Land Use Plan for the area within the boundaries of the airport will be developed based on the identified overall development concept. This will include general aviation areas, terminal complex, ground access and vehicular circulation system service areas, industrial/commercial development areas, and distinctions between aeronautical and non-aeronautical uses. An Off-Airport Land Use Plan will also be prepared for property in the immediate vicinity of the airport. The plan will depict existing and planned land uses.

Responsibilities:

Consultant: Prepare On-Airport Land Use Plan and Off-Airport Land Use Plan.

Sponsor: Review and comment.

Product: On-Airport Land Use Plan and Off-Airport Land Use Plan.

Task 7.7 – Preparation of Draft ALP and Draft ALP Drawing Set

Description: Preparation of up to twelve (12) copies of the “Draft” ALP drawing set for submission to the Sponsor, and subsequent comprehensive agency review by FAA and CALTRANS. The ALP Drawing Set will be prepared in conformance with FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)*. Drawings will be a minimum size of 24” x 36”. FAA and CALTRANS reviews will be concurrent. Drawings will be submitted with or prior to publication of the Draft Master Plan report.

Responsibilities:

Consultant: Provide up to twelve (12) copies of the full Airport Layout Plan drawing sets, depicting the sponsor selected “Recommended Plan”.

Sponsor: Provide up to eight (8) unsigned copies of ALP drawing set to FAA for review. Include signed transmittal letter indicating the changes from the last approved ALP drawing. Provide one (1) full set of drawings to CALTRANS for review.

Product: Up to twelve (12) copies of the full ALP drawing set as well as a completed FAA ALP Checklist.

Task 7.8 – Preparation of Final ALP and Final ALP Drawing Set

Description: Revise the Draft Airport Layout Plans and Drawings prepared in Task 7.7 to reflect comments received from the FAA and CALTRANS review. Upon approval from the Sponsor, provide up to twelve (12) copies of the revised full ALP drawing sets to the Sponsor for their signature. The Sponsor will forward the signed drawings to the FAA for final approval.

Responsibilities:

Consultant: Provide up to twelve (12) revised copies of the full Airport Layout Plan drawing sets.

Sponsor: Review and sign all drawings. Forward all drawings to the FAA for final approval.

Product: Up to twelve (12) copies of full ALP drawing set.

ELEMENT 8 – ENVIRONMENTAL CONSIDERATIONS

The objective of this study element is to provide the Sponsor, community, and public officials with environmental information to assist in the evaluation of airport development alternatives and to provide information that will help to expedite subsequent environmental review under the *National Environmental Policy Act (NEPA)*.

This study element will also consist of a recycling plan. The recycling plan explores existing recycling efforts at the airport and outlines opportunities to improve the diversion of waste from landfills. The recycling plan element will be included in the Master Plan as a standalone chapter or appendix.

Task 8.1 – Environmental Inventory and Overview (NEPA)

Description: The purpose of this task is to (1) obtain the existing conditions in order to provide baseline data for future NEPA analysis of proposed or potential projects recommended in the Master Plan, and (2) identify potential environmental issues associated with the airport development alternatives and recommended development concept, including mitigation measures that may be needed for proposed projects.

Concurrent with the preparation of the Master Plan Update inventory working paper, known existing environmental conditions at Camarillo Airport and its immediate vicinity (area of potential affect) will be inventoried. The purpose of this task is to obtain information regarding environmental sensitivities on or near airport property. Sources of information will include past environmental documents, agency maps, existing literature, and the internet. The environmental inventory will address all the resource categories contained within FAA Orders 1050.1F and 5050.4B. Informal consultation with various federal and state agencies will occur only if needed information is not available through the resources listed above. This task will identify environmental resources prior to the alternatives evaluation process to expedite the environmental review for potential project development. This task will include both a biological resources assessment that includes an aquatic resources delineation and preliminary jurisdiction delineation as well as a cultural resource survey of the airport property. Results of the environmental inventory will be included either in the Inventory Chapter or as an appendix to the Master Plan report.

Once a recommended Master Plan concept has been developed, a preliminary environmental overview will be conducted using the information collected to identify any potential environmental concerns that must be addressed prior to program implementation. This evaluation will be structured in a table format and will include an analysis of potential impacts on environmental resources as defined within FAA's Order 1050.1F and its accompanying Desk Reference. Projects which may require further NEPA analysis (i.e., Environmental Assessment or Environmental Impact Statement) will be identified. This evaluation is not intended to serve as a formal Environmental Assessment under NEPA. This task will include both existing and future aircraft noise contours.

Responsibilities:

Consultant: Develop narrative and graphics to outline the results of the environmental reconnaissance inventory to be included as an appendix or chapter of the Master Plan report. Evaluate potential for environmental effects of proposed projects and alternatives.

Sponsor: Provide and/or assist in collection of data. Provide review and input.

Product: Environmental inventory, including biological and cultural resources surveys report. Environmental overview of the proposed improvements identified in the Master Plan,

including noise contours.

Task 8.2 – Recycling Plan

Description: A requirement for Master Plans established by the FAA Modernization and Reform Act of 2012 includes addressing recycling by:

- Evaluating the feasibility of solid waste recycling,
- Minimizing the generation of waste,
- Identifying operations & maintenance requirements,
- Reviewing of waste management contracts, and
- Identifying the potential for cost savings or revenue generation.

To meet this requirement:

1. *Collect baseline information on the Airport's existing waste management program.* Collect information such as waste collection contracts, monthly waste/recycling invoices, and costs for waste and recycling (containers, hauling, disposal, and labor).
2. *Assess existing waste management program.* To understand the sources, composition, and quantities of waste generated at the Airport, conduct a facility walk-through, an examination of monthly waste/recycling invoices, and a waste audit (as available from airport records).
3. *Assess opportunities for expansion of recycling program.* Review current waste collection contracts and conduct research on current market conditions to determine whether there are any logistical limitations to expanding the recycling program.
4. *Develop recommendations for improving the recycling program.* Based on the above assessment of the Airport's waste and recycling program, develop recommendations for improving the recycling program as well as minimizing waste generated. Recommendations will include identification of potential cost savings or revenue generation.

Responsibilities:

Consultant: Assemble data based on latest information available.

Sponsor: Assist in collection of data.

Product: A recycling plan, which will be included in the Master Plan Update as either a standalone chapter or appendix.

ELEMENT 9 – PUBLIC COORDINATION AND COMMUNICATION

A robust and inclusive public outreach effort is paramount to the success of the Master Plan Update and will be well-devised as part of this study. This element includes methods for public coordination and communication during the study process. It includes meetings for the PAC, internal coordination, and

opportunities to inform the general public. An active messaging platform utilizing social media and websites will be undertaken to encourage open lines of communication throughout the entirety of the Master Plan process.

Task 9.1 – Prepare Study Initiation Brochures

Description: Provide the Sponsor with a Study Initiation Brochure for general distribution to the public and interested parties. The brochure will be designed in color and will provide an overview of the important elements of the Master Plan Update, goals and objectives of the study, and answer the most often asked questions about the process of conducting Master Plan studies.

Responsibilities:

Consultant: Design a Study Initiation Brochure and print up to 250 copies. Distribute the Study Initiation brochure to the PAC participants.

Sponsor: Distribute the remaining Study Initiation Brochure to others outside of the PAC.

Product: Up to 250 copies of the Study Initiation Brochure and a flash drive containing a PDF file of the Study Initiation Brochure.

Task 9.2 – Planning Advisory Committee (PAC) Meetings

Description: Prepare graphic displays and handout materials as necessary to describe the evaluations and findings of working papers prepared for the Master Plan Update. Meet with the PAC to review working papers and to discuss study findings. Comments received during these meetings will be considered in preparing the final documents. Up to four (4) PAC meetings have been budgeted over the course of the study.

Responsibilities:

Consultant: Distribute meeting notices to PAC. Provide presentations and necessary graphics at the meetings.

Sponsor: Arrange for meeting room. Coordinate jointly with Consultant.

Product: Up to four (4) PAC meetings.

Task 9.3 – Coordination Meetings

Description: Meet with and give presentations to airport staff, County officials, the Airport Advisory Commission, Airport Authorities, the FAA, or other local groups as directed by the Sponsor. Meetings are expected to involve status reports on the study and presentations of final recommendations. Up to eleven (11) coordination meetings have been budgeted over the course of the study including meetings with the Sponsor and FAA.

Responsibilities:

Consultant: Lead meetings and/or provide presentations and necessary graphics at the meetings.

Sponsor: Coordinate jointly with Consultant.

Product: Up to eleven (11) coordination meetings.

Task 9.4 – General Project Coordination

Description: The Master Plan Update process involves coordination between the Consultant, Subconsultants, Sponsor, FAA, and other groups and agencies. Therefore, adequate time and budget must be provided to ensure that the necessary coordination can be carried out. This scope of services includes project coordination by the Consultant throughout the study process.

Responsibilities:

Consultant: Take lead in ongoing coordination with various entities related to the Master Plan Update.

Sponsor: Coordinate jointly with Consultant.

Product: Coordination and collaboration regarding the study process.

Task 9.5 – Public Information Workshops

Description: The working papers prepared for the Master Plan Update will be presented to the general public in public workshops. The workshops will be held after the PAC meetings (on the same day). Advertising for the workshops will be accomplished using press releases, newspaper advertising, social media, and direct mailings to neighborhood associations. Up to four (4) workshops have been budgeted over the course of the study.

Responsibilities:

Consultant: Provide background, technical presentations, and necessary graphics for the meetings, prepare mock-ups of newspaper ads. Advertise as appropriate and collect public comments from workshops.

Sponsor: Arrange for workshop location. Coordinate jointly with Consultant.

Product: Up to four (4) public information workshops.

Task 9.6 – Airport Master Plan Web Site

Description: Various project materials will be hosted on a project specific website developed by the Consultant in order to allow public access to project materials. Materials which could be available on the website include the primary contact information for the project lead(s), project work flow process

and study timeline, "draft" working papers, presentations from various meetings, questions and answers received, and the opportunity to submit study comments electronically. During the planning process, all "draft" working papers will be available for review on the website. The public will be able to utilize the website to make comments on the contents of the study reports.

Responsibilities:

Consultant: Prepare a project-specific website that can host study details and "draft" working papers.

Sponsor: Review and comment.

Product: Website access to the "draft" working papers and "draft" final report.

ELEMENT 10 – FINAL REPORTS AND APPROVALS

The purpose of this element is to provide documents which depict all the findings of the study effort and to present the study and its recommendations to appropriate local organizations.

Task 10.1 – Draft Final Master Plan Report

Description: Upon completion of a review of all "draft" working papers and the incorporation of appropriate revisions, a Draft Final Master Plan report will be printed. Up to twenty (20) copies of the Draft Final Master Plan report will be submitted to the Sponsor for use during the local approval process.

Responsibilities:

Consultant: Prepare and print copies of the Draft Final Master Plan report.

Sponsor: Review and comment prior to printing.

Product: Draft Final Master Plan report (up to 20 copies)

Task 10.2 – Obtain Master Plan Approvals

Description: The Master Plan will be presented to the Sponsor for approval. This will include presentations to the Airport Advisory Commission, Airport Authorities, and the Board of Supervisors. This task includes attendance at up to four (4) meetings. Attendance at each meeting will be pre-approved by the Sponsor.

Responsibilities:

Consultant: Attend up to four (4) meetings as outlined above.

Sponsor: Approve/adopt the Master Plan and associated ALP drawing set. Authorize the Consultant to attend each meeting as necessary.

Product: Approved Master Plan and ALP drawing set.

Task 10.3 – Final Master Plan Report

Description: Upon completion of review of the draft final report and the incorporation of appropriate revisions, a Final Master Plan report will be printed. Up to twenty (20) copies of the Final Master Plan report will be submitted. In addition, up to five (5) flash drives containing a PDF copy of the Master Plan will be provided to the Sponsor.

Responsibilities:

Consultant: Prepare and print copies of the Final Master Plan report.

Sponsor: Coordinate distribution of final report to appropriate Sponsor, State and Federal officials.

Product: Final Master Plan Report (up to 20 printed copies and 5 flash drives).

Task 10.4 – Prepare Master Plan Summary Brochure

Description: Prepare a summary brochure that provides a brief overview of the Master Plan Update report. The brochure will be prepared in color with graphics intended to summarize the study process and its findings and recommendations. It will be designed to be printed on two-sided 11 x 17 brochure stock with either a bi-fold or tri-fold. Provide a mock-up brochure for client review, and incorporate comments before finalizing.

Responsibilities:

Consultant: Design a Master Plan Summary Brochure and print up to 250 copies.

Sponsor: Review and comment. Distribute the Master Plan Summary Brochure.

Product: Up to 250 copies of the Master Plan Summary Brochure and a flash drive containing a PDF file of the Study Initiation Brochure.

ELEMENT 11 – CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) DOCUMENTATION FOR MASTER PLAN APPROVAL

Description: The Camarillo Airport Master Plan Update CEQA documentation element has been prepared to provide a detailed element and task description of the environmental study efforts required to comply with CEQA. The objective of the Environmental Review and Documentation is to provide the Sponsor, community, and public officials with proper guidance regarding CEQA environmental documentation for the future development as outlined in the Airport Master Plan. Coordination between the Sponsor, State of California, FAA, and the Consultant will be essential to bringing together

all facts and data relevant to the project and to developing a mutual agreement regarding the extent of the required CEQA environmental documentation.

(Note: Element 11 is not eligible for AIP funding as part of the Master Plan Update)

Task 11.1 - Initial Study (CEQA)

Description: Prepare an Initial Study, per the Sponsor's guidance, as the basis for the Sponsor's determination whether the Master Plan qualifies for a Negative Declaration, a Mitigated Negative Declaration, or will require the preparation of an Environmental Impact Report (EIR). Utilizing the aviation forecasts developed under a previous task, identify potential operational issues associated with the alternatives. Prepare an assessment of biological, wetland, noise, traffic, and air quality impacts. The air quality emissions will be determined using the most current version of the EPA-approved Emissions Dispersion Modeling System. (Note: a dispersion analysis is specifically not proposed under this task; should a dispersion analysis be required, it will be prepared under Task 11.4, Special Studies. In addition, additional environmental studies may be required to support adoption of a Mitigated Negative Declaration, as well as preparation of an EIR. It is not possible to determine the scope or nature of such additional studies at this time.)

Responsibilities

Consultant: Develop narrative and graphics for Initial Study.

Sponsor: Provide Initial Study checklist and format. Review and comment on the Initial Study prior to submission.

Product: Initial Study.

Task 11.2 - Determine Environmental Documentation (CEQA)

Description: Based on the Initial Study, the Sponsor will determine the appropriate form of CEQA documentation for the proposed Master Plan Update. In the event that the completed Initial Study shows that there is no substantial evidence that the proposed Master Plan may have a significant impact on the environment, or that mitigation measures incorporated into the Master Plan or agreed to by the applicant would avoid any significant impacts, the Sponsor may adopt a Negative Declaration or Mitigated Negative Declaration. If the Sponsor determines on the basis of the completed Initial Study that there is substantial evidence the Master Plan may have significant environmental effects, or that it is unclear whether the Master Plan would have such effects and there is serious public controversy and/or disagreement among experts concerning potential significant effects, a Notice of Preparation will be distributed indicating that an EIR will be prepared for the project.

Responsibilities:

Consultant: Assist Sponsor in determining and distributing the Initial Study and any Notice of Determination (for Negative Declaration or Mitigated Negative Declaration) or Notice of Preparation (for Environmental Impact Report). Prepare twenty (20) copies of the combined Initial Study and Notice of Determination or Notice of Preparation.

Sponsor: Determine whether to adopt a Negative Declaration or Mitigated Negative

Declaration, or to prepare an Environmental Impact Report.

Product: Twenty (20) copies of the Initial Study and Notice of Determination or Notice of Preparation.

Task 11.3 - Additional Environmental Documentation (CEQA)

Description: This task allows for the preparation of an EIR for the Master Plan Update as determined under Task 11.2. The EIR document may be focused to address a limited number of potentially significant impacts, as may have been identified in the Initial Study. The final scope of services and cost for this task will be based on additional negotiations between the Sponsor and the Consultant.

Responsibilities:

Consultant: Prepare an EIR as appropriate.

Sponsor: Negotiate the final scope of services and cost for the preparation of the additional environmental documentation.

Product: An EIR.

Task 11.4 - Special Studies

Description: During the course of the preparation of the Initial Study, consideration of the required CEQA documentation, or preparation of an EIR (should either prove necessary), the need for special studies may be identified. These may potentially include a biological assessment, air emissions dispersion analysis, aesthetics analysis, socioeconomic (demographics) analysis, and traffic analysis. This section of the Scope is intended to accommodate the preparation of these special studies, should they be required. Prior to initiation of any of these studies, the Consultant will notify the Sponsor, providing justification for work to be performed and a statement of reasonable cost to allow the Sponsor to evaluate the need for the special study and its necessity. Subsequent to this determination, the Consultant will obtain the written authorization of the Sponsor prior to proceeding with each study. The final scope of services and cost for each special study prepared under this task will be based on negotiations between the Sponsor and the Consultant.

Responsibilities:

Consultant: Identify the need and scope of each special study. Contract with a qualified individual or firm for the preparation of each special study. Coordinate the preparation of the special study.

Sponsor: Suggest/recommend qualified individual or firms. Negotiate the final scope of services and cost for the preparation of each special study. Authorize the preparation of each special study.

Product: Special studies as required.

END OF EXHIBIT A

EXHIBIT B

TIME SCHEDULE

The CONSULTANT shall complete the work on the Project Basic Services within Twenty-Four (24) Months from the official written notice to proceed issued by the County.

Time, during which the CONSULTANT is delayed by any public agency reviewing the Contract Documents, or by the COUNTY for any reason and not occasioned by acts or omissions of the CONSULTANT, shall not be included in the above time limitations if the CONSULTANT gives prompt notice of delays when they occur.

END OF EXHIBIT B

EXHIBIT C
FEES and PAYMENT

I. FEES

- A. The COUNTY shall compensate CONSULTANT at the Not to Exceed amount of Seven Hundred Forty-One Thousand Ninety-Four Dollars (\$741,094) to complete all services outlined in the Scope of Work and Services as detailed in EXHIBIT A. The schedule of hourly rates is fixed for the entire length of the contract period and changes or adjustments to the rates will not be allowed.

II. PAYMENTS. The COUNTY will make payments to the CONSULTANT as follows:

- A. Progress payments for fees due under Paragraph 1.A above will be made monthly on a presentation of an invoice for work actually completed on authorized Project Basic Services. Payments will be processed within thirty (30) days of receipt of invoice by the Department of Airports or ten (10) days from receipt of the Department of Airport's

approved invoice by the Auditor-Controller's office. Each pay element will be limited to 80% of the element total until all work for that element is complete.

Exhibit C, Paragraph 1.A, Payment Schedule for Project Basic Services:

ITEM	80% Pay	100% Pay
Element 1- Initiation	\$11,739	\$14,674
Element 2 - Inventory	\$130,425	\$163,031
Element 3- Aviation Demand Forecasts	\$24,277	\$30,346
Element 4- Facility Requirements	\$23,618	\$29,522
Element 5- Airport Alternatives	\$35,160	\$43,950
Element 6- Recommended MP Concept and Capital Plan	\$42,178	\$52,723
Element 7- Airport Plans	\$50,451	\$63,064
Element 8- Environmental Considerations NEPA	\$47,058	\$58,822
Element 9- Public Coordination and Comm.	\$137,829	\$172,286
Element 10- Final Reports and Approvals	\$50,570	\$63,212
Element 11- CEQA MP Approval	\$39,571	\$49,464
Total:		\$741,094

END OF EXHIBIT C

EXHIBIT C-1
FEE SCHEDULE
Coffman Associates, Inc.

<u>Employee Category</u>	<u>Hourly Rate</u>
Principal	\$300.00
Sr. Professional	\$222.00
Professional	\$190.00
Technical / Support	\$130.00

END OF EXHIBIT C-1

**EXHIBIT D
FEDERAL CONTRACT PROVISIONS
FOR PROFESSIONAL SERVICES (A/E) CONTRACTS**

The following provisions, if applicable, are hereby included in and made part of the attached Contract between COUNTY OF VENTURA DEPARTMENT OF AIRPORTS (COUNTY) and COFFMAN ASSOICATES, INC. (CONSULTANT).

It is understood by the COUNTY and the Consultant that the FAA is not a part of this Agreement and will not be responsible for Project costs except as should be agreed upon by COUNTY and the FAA under a Grant Agreement for the Project.

1. ACCESS TO RECORDS AND REPORTS. (Reference: 2 CFR § 200.326, 2 CFR § 200.333)

The CONSULTANT must maintain an acceptable cost accounting system. The CONSULTANT agrees to provide the COUNTY, the Federal Aviation Administration and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers, and records of the CONSULTANT which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The CONSULTANT agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

2. BREACH OF CONTRACT TERMS. (Reference 49 CFR part 18.36(i)(1))

Any violation or breach of terms of this contract on the part of the CONSULTANT or its subconsultants may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement. The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

3. BUY AMERICAN PREFERENCE. (Reference: 49 USC § 50101)

The CONSULTANT agrees to comply with 49 USC § 50101, which provides that Federal funds may not be obligated unless all steel and manufactured goods used in AIP-funded projects are produced in the United States, unless the FAA has issued a waiver for the product; the product is listed as an Excepted Article, Material Or Supply in Federal Acquisition Regulation subpart 25.108; or is included in the FAA Nationwide Buy American Waivers Issued list.

A bidder or offeror must submit the appropriate Buy America certification (below) with all bids or offers on AIP funded projects. Bids or offers that are not accompanied by a completed Buy America certification must be rejected as nonresponsive.

Type of Certification is based on Type of Project:

There are two types of Buy American certifications.

- For projects for a facility, the Certificate of Compliance Based on Total Facility (Terminal or Building Project) must be submitted.

- For all other projects, the Certificate of Compliance Based on Equipment and Materials Used on the Project (Non-building construction projects such as runway or roadway construction; or equipment acquisition projects) must be submitted.

Certificate of Buy American Compliance for Total Facility

(Buildings such as Terminal, SRE, ARFF, etc.)

As a matter of bid responsiveness, the bidder or offeror must complete, sign, date, and submit this certification statement with their proposal. The bidder or offeror must indicate how they intend to comply with 49 USC § 50101 by selecting one of the following certification statements. These statements are mutually exclusive. Bidder must select one or the other (i.e. not both) by inserting a checkmark (✓) or the letter "X".

- Bidder or offeror hereby certifies that it will comply with 49 USC. 50101 by:
- a) Only installing steel and manufactured products produced in the United States; or
 - b) Installing manufactured products for which the FAA has issued a waiver as indicated by inclusion on the current FAA Nationwide Buy American Waivers Issued listing; or
 - c) Installing products listed as an Excepted Article, Material or Supply in Federal Acquisition Regulation Subpart 25.108.

By selecting this certification statement, the bidder or offeror agrees:

1. To provide to the Owner evidence that documents the source and origin of the steel and manufactured product.
2. To faithfully comply with providing US domestic products
3. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

The bidder or offeror hereby certifies it cannot comply with the 100% Buy American Preferences of 49 USC § 50101(a) but may qualify for either a Type 3 or Type 4 waiver under 49 USC § 50101(b). By selecting this certification statement, the apparent bidder or offeror with the apparent low bid agrees:

1. To submit to the Owner within 15 calendar days of the bid opening, a formal waiver request and required documentation that support the type of waiver being requested.
2. That failure to submit the required documentation within the specified timeframe is cause for a non-responsive determination may results in rejection of the proposal.
3. To faithfully comply with providing US domestic products at or above the approved US domestic content percentage as approved by the FAA.
4. To furnish US domestic product for any waiver request that the FAA rejects.
5. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

Required Documentation

Type 3 Waiver - The cost of components and subcomponents produced in the United States is more that 60% of the cost of all components and subcomponents of the "facility". The required documentation for a type 3 waiver is:

- a) Listing of all manufactured products that are not comprised of 100% US domestic content (Excludes products listed on the FAA Nationwide Buy American Waivers Issued listing and products excluded by Federal Acquisition Regulation Subpart 25.108; products of unknown origin must be considered as non-domestic products in their entirety)

- b) Cost of non-domestic components and subcomponents, excluding labor costs associated with final assembly and installation at project location.
- c) Percentage of non-domestic component and subcomponent cost as compared to total "facility" component and subcomponent costs, excluding labor costs associated with final assembly and installation at project location.

Type 4 Waiver – Total cost of project using US domestic source product exceeds the total project cost using non-domestic product by 25%. The required documentation for a type 4 of waiver is:

- a) Detailed cost information for total project using US domestic product
- b) Detailed cost information for total project using non-domestic product

False Statements: Per 49 USC § 47126, this certification concerns a matter within the jurisdiction of the Federal Aviation Administration and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code.

Date	Signature
Company Name	Title

Certificate of Buy American Compliance for Manufactured Products
(Non-building construction projects, equipment acquisition projects)

As a matter of bid responsiveness, the bidder or offeror must complete, sign, date, and submit this certification statement with their proposal. The bidder or offeror must indicate how they intend to comply with 49 USC § 50101 by selecting one on the following certification statements. These statements are mutually exclusive. Bidder must select one or the other (not both) by inserting a checkmark (✓) or the letter "X".

- Bidder or offeror hereby certifies that it will comply with 49 USC § 50101 by:
 - a) Only installing steel and manufactured products produced in the United States, or;
 - b) Installing manufactured products for which the FAA has issued a waiver as indicated by inclusion on the current FAA Nationwide Buy American Waivers Issued listing, or;
 - c) Installing products listed as an Excepted Article, Material or Supply in Federal Acquisition Regulation Subpart 25.108.

By selecting this certification statement, the bidder or offeror agrees:

1. To provide to the Owner evidence that documents the source and origin of the steel and manufactured product.
2. To faithfully comply with providing US domestic product
3. To furnish US domestic product for any waiver request that the FAA rejects
4. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

The bidder or offeror hereby certifies it cannot comply with the 100% Buy American Preferences of 49 USC § 50101(a) but may qualify for either a Type 3 or Type 4 waiver under 49 USC § 50101(b). By selecting this certification statement, the apparent bidder or offeror with the apparent low bid agrees:

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1. To submit to the Owner within 15 calendar days of the bid opening, a formal waiver request and required documentation that support the type of waiver being requested.
2. That failure to submit the required documentation within the specified timeframe is cause for a non-responsive determination may result in rejection of the proposal.
3. To faithfully comply with providing US domestic products at or above the approved US domestic content percentage as approved by the FAA.
4. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

Required Documentation


Type 3 Waiver - The cost of the item components and subcomponents produced in the United States is more than 60% of the cost of all components and subcomponents of the "item". The required documentation for a type 3 waiver is:

- a) Listing of all product components and subcomponents that are not comprised of 100% US domestic content (Excludes products listed on the FAA Nationwide Buy American Waivers Issued listing and products excluded by Federal Acquisition Regulation Subpart 25.108; products of unknown origin must be considered as non-domestic products in their entirety)
- b) Cost of non-domestic components and subcomponents, excluding labor costs associated with final assembly at place of manufacture.
- c) Percentage of non-domestic component and subcomponent cost as compared to total "item" component and subcomponent costs, excluding labor costs associated with final assembly at place of manufacture.

Type 4 Waiver - Total cost of project using US domestic source product exceeds the total project cost using non-domestic product by 25%. The required documentation for a type 4 of waiver is:

- a) Detailed cost information for total project using US domestic product
- b) Detailed cost information for total project using non-domestic product

False Statements: Per 49 USC § 47126, this certification concerns a matter within the jurisdiction of the Federal Aviation Administration and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code.

<u>09/17/2020</u> Date	<u></u> Signature
<u>Coffman Associates</u> Company Name	<u>Principal</u> Title

4. CIVIL RIGHTS PROVISIONS- GENERAL. (Reference: 49 USC § 47123)

The CONSULTANT agrees that it will comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision binds the contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.

This provision also obligates the tenant/concessionaire/lessee or its transferee for the period during which Federal assistance is extended to the airport through the Airport Improvement Program, except where Federal assistance is to provide, or is in the form of personal property; real property or interest therein; structures or improvements thereon.

In these cases the provision obligates the party or any transferee for the longer of the following periods:

- (a) the period during which the property is used by the airport sponsor or any transferee for a purpose for which Federal assistance is extended, or for another purpose involving the provision of similar services or benefits; or
- (b) the period during which the airport sponsor or any transferee retains ownership or possession of the property.

5. CIVIL RIGHTS – TITLE VI ASSURANCES

Title VI Clauses for Compliance with Nondiscrimination Requirements

(Source: Appendix A of Appendix 4 of FAA Order 1400.11, Nondiscrimination in Federally-Assisted Programs at the Federal Aviation Administration)

During the performance of this contract, the CONSULTANT, for itself, its assignees, and successors in interest (hereinafter referred to as the "CONSULTANT") agrees as follows:

- 1). **Compliance with Regulations:** The CONSULTANTS will comply with the **Title VI List of Pertinent Nondiscrimination Statutes and Authorities**, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
- 2). **Non-discrimination:** The CONSULTANT, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The CONSULTANT will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
- 3). **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the CONSULTANT for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the CONSULTANT of the CONSULTANT's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
- 4). **Information and Reports:** The CONSULTANT will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the COUNTY or the Federal Aviation Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a CONSULTANT is

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in the exclusive possession of another who fails or refuses to furnish the information, the CONSULTANT will so certify to the COUNTY or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

- 5). **Sanctions for Noncompliance:** In the event of a CONSULTANT's noncompliance with the Non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the CONSULTANT under the contract until the CONSULTANT complies; and/or
 - b. Cancelling, terminating, or suspending a contract, in whole or in part.

- 6). **Incorporation of Provisions:** The CONSULTANT will include the provisions of paragraphs 7.1 through 7.6 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The CONSULTANT will take action with respect to any subcontract or procurement as the COUNTY or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the CONSULTANT becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the CONSULTANT may request the COUNTY to enter into any litigation to protect the interests of the COUNTY. In addition, the CONSULTANT may request the United States to enter into the litigation to protect the interests of the United States.

Title VI List of Pertinent Nondiscrimination Authorities

(Source: Appendix E of Appendix 4 of FAA Order 1400.11, Nondiscrimination in Federally-Assisted Programs at the Federal Aviation Administration)

During the performance of this contract, the CONSULTANT, for itself, its assignees, and successors in interest (hereinafter referred to as the "CONSULTANT") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- 1). Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 2). 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
- 3). The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- 4). Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- 5). The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- 6). Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);

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- 7). The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- 8). Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
- 9). The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- 10). Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- 11). Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- 12). Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

6. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The CONSULTANT, by administering each lower tier subcontract that exceeds \$25,000 as a "covered transaction", must verify each lower tier participant of a "covered transaction" under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. The CONSULTANT will accomplish this by:

- 1). Checking the System for Award Management at website: <http://www.sam.gov>
- 2). Collecting a certification statement similar to the Certificate Regarding Debarment and Suspension (Bidder or Offeror), above.
- 3). Inserting a clause or condition in the covered transaction with the lower tier contract

If the FAA later determines that a lower tier participant failed to tell a higher tier that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedy, including suspension and debarment.

7. CLEAN AIR AND WATER POLLUTION CONTROL.

(Reference: 49 CFR § 18.36(i)(12)) Note, when the DOT adopts 2 CFR 200, this reference will change to 2 CFR § 200 Appendix II(G))

CONSULTANT and subcontractors agree:

- 1). That any facility to be used in the performance of the contract or subcontract or to benefit from the contract is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities;
- 2). To comply with all the requirements of Section 114 of the Clean Air Act, as amended, 42 U.S.C. 1857 et seq. and Section 308 of the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in Section 114 and Section 308 of the Acts, respectively, and all other regulations and guidelines issued thereunder;
- 3). That, as a condition for the award of this contract, the CONSULTANT or subcontractor will notify the awarding official of the receipt of any communication from the EPA indicating that a facility to be used for the performance of or benefit from the contract is under consideration to be listed on the EPA List of Violating Facilities;
- 4). To include or cause to be included in any construction contract or subcontract which exceeds \$100,000 the aforementioned criteria and requirements.

8. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT REQUIREMENTS.

(Reference: 2 CFR § 200 Appendix II (E))

- 1). Overtime Requirements.

The CONSULTANT or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic, including watchmen and guards, in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

- 2). Violation; Liability for Unpaid Wages; Liquidated Damages.

In the event of any violation of the clause set forth in paragraph (1) above, the CONSULTANT and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, CONSULTANT and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph 1 above, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph 1 above.

- 3). Withholding for Unpaid Wages and Liquidated Damages.

The Federal Aviation Administration or the Sponsor shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any monies payable on account of work performed by the CONSULTANT or

**AEA No. 20-08
CONTRACT
Exhibit D**

subcontractor under any such contract or any other Federal contract with the same CONSULTANT, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same CONSULTANT, such sums as may be determined to be necessary to satisfy any liabilities of such CONSULTANT or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph 2 above.

4). Subcontractors.

The CONSULTANT or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs 1 through 4 and also a clause requiring the subcontractor to include these clauses in any lower tier subcontracts. The prime CONSULTANT shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs 1 through 4 of this section.

9. DISADVANTAGED BUSINESS ENTERPRISES

- 1). **Contract Assurance** (§26.13) - The CONSULTANT and their subcontractors shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The CONSULTANT shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the CONSULTANT to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.
- 2). **Prompt Payment** (§26.29) - The CONSULTANT agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty days from the receipt of each payment the CONSULTANT receives from COUNTY. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the COUNTY. This clause applies to both DBE and non-DBE subcontractors.

10. FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE) (Reference: 29 USC § 201, et seq.)

All contracts and subcontracts that result from this solicitation incorporate the following provisions by reference, with the same force and effect as if given in full text. The CONSULTANT has full responsibility to monitor compliance to the referenced statute or regulation. The CONSULTANT must address any claims or disputes that pertain to a referenced requirement directly with the Federal Agency with enforcement responsibilities.

Requirement	Federal Agency with Enforcement Responsibilities
Federal Fair Labor Standards Act (29 USC 201)	U.S. Department of Labor – Wage and Hour Division

11. LOBBYING AND INFLUENCING FEDERAL EMPLOYEES. (Reference:49 CFR part 20, Appendix A)

**AEA No. 20-08
CONTRACT
Exhibit D**

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the CONSULTANT, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

12. OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 (Reference 20 CFR part 1910)

All contracts and subcontracts that result from this solicitation incorporate the following provisions by reference, with the same force and effect as if given in full text. The CONSULTANT has full responsibility to monitor compliance to the referenced statute or regulation. The CONSULTANT must address any claims or disputes that pertain to a referenced requirement directly with the Federal Agency with enforcement responsibilities.

Requirement	Federal Agency with Enforcement Responsibilities
Occupational Safety and Health Act of 1970 (20 CFR Part 1910)	U.S. Department of Labor – Occupational Safety and Health Administration

13. RIGHT TO INVENTIONS (Reference 49 CFR part 18.36(i)(8))

All rights to inventions and materials generated under this contract are subject to requirements and regulations issued by the FAA and the COUNTY of the Federal grant under which this contract is executed.

14. TERMINATION OF CONTRACT (Reference: 49 CFR § 18.36(i)(2))

- a. The COUNTY may, by written notice, terminate this contract in whole or in part at any time, either for the COUNTY's convenience or because of failure to fulfill the contract obligations. Upon receipt of such notice services must be immediately discontinued (unless the notice directs otherwise) and all materials as may have been accumulated in performing this contract, whether completed or in progress, delivered to the COUNTY.

**AEA No. 20-08
CONTRACT
Exhibit D**

- b. If the termination is for the convenience of the COUNTY, an equitable adjustment in the contract price will be made, but no amount will be allowed for anticipated profit on unperformed services.
- c. If the termination is due to failure to fulfill the CONSULTANT's obligations, the COUNTY may take over the work and prosecute the same to completion by contract or otherwise. In such case, the CONSULTANT is be liable to the COUNTY for any additional cost occasioned to the COUNTY thereby.
- d. If, after notice of termination for failure to fulfill contract obligations, it is determined that the CONSULTANT had not so failed, the termination will be deemed to have been effected for the convenience of the COUNTY. In such event, adjustment in the contract price will be made as provided in paragraph 2 of this clause.
- e. The rights and remedies of the COUNTY provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

15. TRADE RESTRICTION (Reference: 49 CFR part 30)

The CONSULTANT or subcontractor, by submission of an offer and/or execution of a contract, certifies that it:

- a. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
- b. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
- c. has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a CONSULTANT or subcontractor who is unable to certify to the above. If the CONSULTANT knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the Federal Aviation Administration may direct through the COUNTY cancellation of the contract at no cost to the Government.

Further, the CONSULTANT agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in each contract and in all lower tier subcontracts. The CONSULTANT may rely on the certification of a prospective subcontractor unless it has knowledge that the certification is erroneous.

The CONSULTANT shall provide immediate written notice to the COUNTY if the CONSULTANT learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The subcontractor agrees to provide written notice to the CONSULTANT if at any time it learns that its certification was erroneous by reason of changed circumstances.

This certification is a material representation of fact upon which reliance was placed when making the award. If it is later determined that the CONSULTANT or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the COUNTY cancellation of the contract or subcontract for default at no cost to the Government.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a CONSULTANT is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

16. TEXTING WHEN DRIVING (References: Executive Order 13513, and DOT Order 3902.10)

In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving" (10/1/2009) and DOT Order 3902.10 "Text Messaging While Driving" (12/30/2009), FAA encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or sub-grant.

The CONSULTANT must promote policies and initiatives for employees and other work personnel that decrease crashes by distracted drivers, including policies to ban text messaging while driving. The CONSULTANT must include these policies in each third party subcontract involved on this project.

17. VETERAN'S PREFERENCE (Reference: 49 USC § 47112(c))

In the employment of labor (except in executive, administrative, and supervisory positions), preference must be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in Title 49 United States Code, Section 47112. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

Date: 09/17/2020 Executed at (city/state): Scottsdale / Arizona

I declare under penalty of perjury, pursuant to the laws of the State of California, that the foregoing is true and correct to the best of my knowledge.

Matt Quinn / Principal
Signature / Title (Company Representative)



COUNTY of VENTURA

Department of Airports

555 Airport Way, Suite B
Camarillo, CA 93010
Phone: (805) 388-4372
Fax: (805) 388-4366
www.ventura.org/airports

January 9, 2023

Aviation Advisory Commission
Camarillo Airport Authority
Oxnard Airport Authority
555 Airport Way, Suite B
Camarillo, CA 93010

Subject: Realignment of the Aviation Advisory Commission

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.

Fiscal/Mandates Impact:

The fiscal impacts associated with this item involve the number of hours that airport staff spends every month to prepare for meetings of the Commission and Airport Authorities. It is estimated that the Department of Airports may realize a minor savings of approximately 2-4 staff hours per month by holding both the Commission and Airport Authorities' meetings on the same day.

Discussion:

During the Board of Supervisors meeting that took place on February 1, 2022, airport staff was directed to evaluate whether the Commission and Airport Authorities' meetings should be combined or if there is another effective and efficient option for both meetings (Exhibit 1). It has been noted that there is significant redundancy between the AAC and the Airport Authorities' meeting agendas and public comments. During subsequent Airport Authorities' meetings, the question regarding whether the Aviation Advisory Commission should be dissolved has also been raised.

Dissolution of Advisory Bodies

The AAC was established in 1967 by the County when there was only one airport operated by the County, Oxnard Airport. The AAC's purpose has been to advise both the County Board of Supervisors and the Director of Airports on matters pertaining to the

promotion, advancement, operations, financial, and policy of the airports. However, when the County acquired the Camarillo Airport, formerly the Oxnard Air Force Base, from the Air Force in 1976 they established the Camarillo Airport Authority through a Joint Powers Agreement with the City of Camarillo. In 1980 the County established the Oxnard Airport Authority also through a Joint Powers Agreement with the City of Oxnard. Since the Camarillo and Oxnard Airport Authorities are each tied to Joint Powers Agreements (JPA) between the respective cities and the County **they should not be considered for dissolution.**

Combined Meetings

Staff examined the increased efficiency of holding meetings of the AAC together with the Airport Authorities. Currently, the Commission meets on the first Monday of the month at 7:00 p.m. except for when a national holiday falls on the first Monday. The Airport Authorities meet on the second Thursday of the month at 6:30 p.m. except for when a national holiday falls on the second Thursday.

It is estimated that airport staff collectively spends twenty (25) hours per month preparing for the Commission and Airport Authorities' meetings, depending on the complexity of the agenda items. This does not include the amount of time staff, typically multiple, attend each of the respective meetings. Since the AAC and the Airport Authorities review, discuss, provide input, provide recommendations, and allow public comment on the same topics it is reasonable to make changes to better utilize the efforts of the committee members, airport staff, and members of the public.

While there are benefits to holding one monthly meeting instead of two, significant extra time would be needed to allow all members to participate and provide input, which could include as many as 18 members. Moreover, the meeting space that would accommodate a panel that size is not currently available.

Meeting Separately, Same Day

Staff also considered holding meetings the same day, with the Commission meeting during business hours. While changing the meeting time and day of the Commission might be inconvenient for some members, there are advantages to this approach.

During the past year, the Department of Airports has been working to rebuild trust, develop consistent lines communication, and provide more transparency with community members, neighboring cities, pilots, and airport businesses. The commitment started with many face to face meetings with all stakeholders; the hiring of the Department's first Communications and Engagement Manager; and now the implementation of the public input focused FAR Part 150 Noise Studies and Airport Layout Plan Update processes.

The Department of Airports was recently awarded three Federal Aviation Administration grants to perform two FAR Part 150 Noise Studies and an Airport Layout Plan update. Because these three studies will each include 2-3 public input night meetings to be held over the next 18-24 months (Exhibit 2), it is important to note given the number of public

input opportunities, during night meetings, that are already offered at each of the Commission and the Airport Authorities' meetings. Providing new opportunities to hold meetings of the Commission during the day will expand the reach of engagement. It should be noted that the industry standard for an airport committee/commission in the Southern California region is one (Exhibit 3).

Conclusion

The Bylaws of the Aviation Advisory Commission states, "The commission shall hold meetings once each month at a time and place selected by a majority vote of the Commission." This change would also expand the public comment opportunities, which do not currently exist, for those individuals that are unable to attend night meetings. Accordingly, staff is recommending that the Commission change their meetings to the same day as the Airport Authorities and hold those meetings in the morning or at lunchtime beginning February 9, 2023, or at a meeting date determined by the Commission.

If you have any questions regarding this item, please call me at (805) 388-4200.

A handwritten signature in blue ink, appearing to read 'Keith Freitas', written in a cursive style.

KEITH FREITAS, A.A.E., C.A.E.
Director of Airports

Attachments:

- Exhibit 1 – Minute Order dated February 1, 2022
- Exhibit 2 – CMA/OXR FAR Part 150 and ALP Update Schedule
- Exhibit 3 – Regional Advisory Committee/Commission List



**BOARD MINUTES
BOARD OF SUPERVISORS, COUNTY OF VENTURA, STATE OF CALIFORNIA**

**SUPERVISORS MATT LAVERE, LINDA PARKS,
KELLY LONG, ROBERT O. HUBER AND CARMEN RAMIREZ
February 1, 2022 at 8:30 a.m.**

COUNTY EXECUTIVE OFFICE - Receive and File the Report on Various Boards, Commissions, and Committees; and Provide Further Direction to Staff Regarding Additional Analysis or Follow-Up.

- (X) All Board members are present.

- (X) The following person is heard: Mia Martinez.

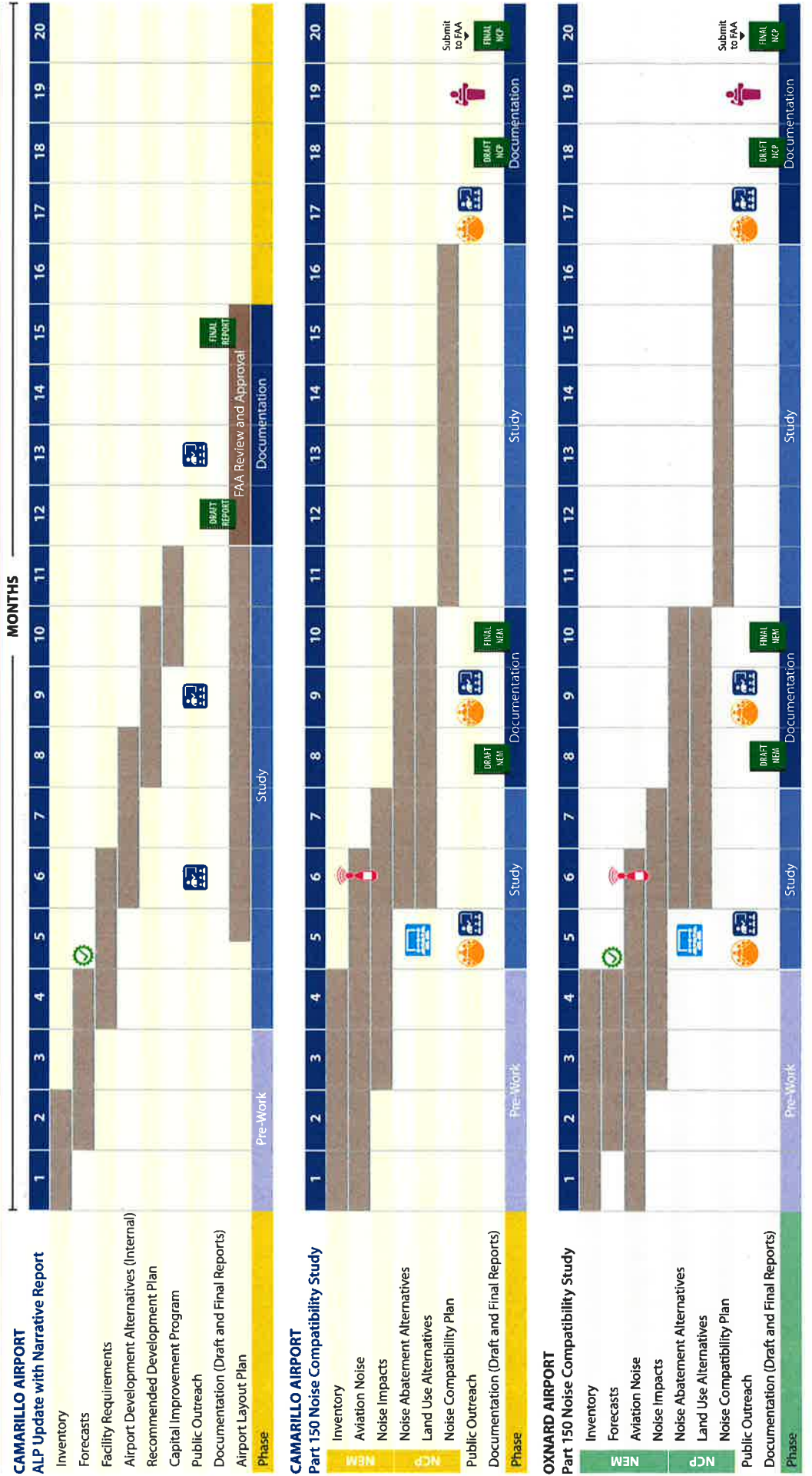
- (X) Upon motion of Supervisor Parks, seconded by Supervisor Long, and duly carried, the Board hereby approves as recommended by staff with the following additions:
 1. Direct Planning staff to include in the Cultural Heritage Ordinance update a modification of the appointment process for the at-large Cultural Heritage Board (CHB) members to have them appointed by the Board of Supervisors, and that Board appointment of the at-large members occur within six months of adoption of the updated ordinance, and that the CHB bylaws be updated to reflect this ordinance amendment upon adoption.
 2. Direct Staff to evaluate and report back on the effectiveness and use of resources in continuing to have both an Airport Advisory Commission and Airport Authority, evaluating whether the two should be combined or if there is another effective and efficient option for both.

By: 
Lori Key
Deputy Clerk of the Board

EXHIBIT 1

Item #18
2/1/22

VENTURA COUNTY AIRPORT PLANNING PROJECTS



LEGEND

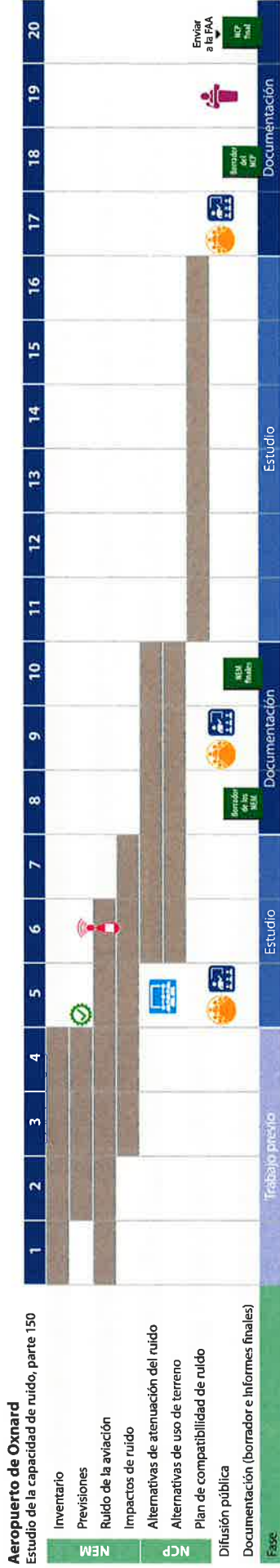
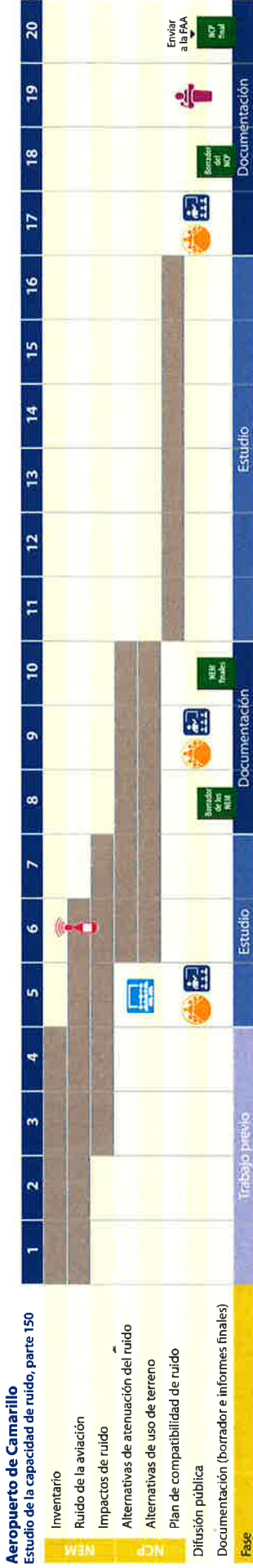
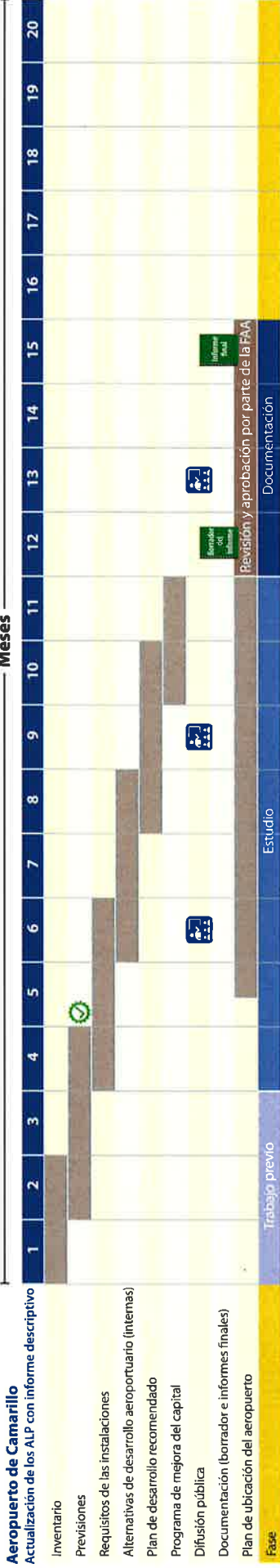
- FAA Approval of Forecasts
- Noise Measurements
- Planning Advisory Committee
- Public Information Workshop
- Aviation & Land Use Technical Conferences
- Public Hearing and/or Information Workshop
- Print/Electronic Document
- NEM - Noise Exposure Maps
- NCP - Noise Compatibility Plan

EXHIBIT 2

Proyectos de planificación de aeropuertos del condado de Ventura



Meses



LEYENDA

- Aprobación de previsiones por parte de la FAA
- Mediciones de ruido
- Comité Asesor de Planificación
- Taller de información pública
- Conferencias técnicas sobre aviación y uso de terreno
- Documento impreso/electrónico
- Audiencia pública y/o taller informativo
- NEM - Mapas de exposición al ruido
- NCP - Plan de compatibilidad de ruido

Airports Commission Contact List

Airport	Airport Advisory Commission	# of Advisory Bodies	Commission Link	City	State	Phone Number
Brackett Field Airport	Los Angeles Aviation Commission	1	Aviation Airports (lacounty.gov)	La Verne	CA	(909) 593-1395
Fullerton Municipal Airport	N/A	0	N/A	Fullerton	CA	(714) 738-6323
Hawthorne Municipal Airport	KHHR Communities Network Committee	1	KHHR Communities Network Committee Hawthorne, CA (cityofhawthorne.org)	Hawthorne	CA	(310) 349-1637
Hollywood Burbank Airport	Burbank-Glendale-Pasadena Airport Authority	1	Commissioners & Staff - Hollywood Burbank Airport	Hollywood	CA	(818) 840-8840
John Wayne Airport	Orange County Airport Commission, John Wayne Airport Arts Commission	2	Commissions John Wayne Airport, Orange County (ocair.com)	Santa Ana	CA	(949) 252-5200
Long Beach Airport	Airport Advisory Commission	1	Advisory Commission (longbeach.gov)	Long Beach	CA	(562) 570-2619
Los Angeles International Airport	Board of Airport Commissioners (BOAC)	1	LAWA Official Site Airport Commissioners	Los Angeles	CA	(855) 463-5252
Ontario International Airport	Airport Board	1	Airport Leadership Ontario International Airport (flvontario.com)	Ontario	CA	(909) 544-5300
Riverside Municipal Airport	Airport Commission	1	Airport Commission City Clerk (riversideca.gov)	Riverside	CA	(951) 351-6113
San Bernardino County Airports	Airports Commission	1	Airport Commission - Airports (sbcounty.gov)	San Bernardino	CA	(909) 387-8810
San Gabriel Valley Airport	Los Angeles Aviation Commission	1	Aviation Airports (lacounty.gov)	El Monte	CA	(626) 448-6129
Santa Barbara Airport	Airport Commission	1	Airport Commission Fiv SBA (santabarabara.gov)	Santa Barbara	CA	(805) 967-7111
Santa Maria Airport	SMX Board of Directors	1	Board of Directors & Meetings Santa Maria Public Airport District (SMX) (santamariaairport.com)	Santa Maria	CA	(805) 922-1726
Santa Monica Airport	Airport Commission	1	Airport Commission Meeting Documents SMO: Santa Monica Municipal Airport (smgov.net)	Santa Monica	CA	(310) 458-8591
Santa Paula Airport	N/A	0	N/A	Santa Paula	CA	(805) 933-1155
Van Nuys Airport	Citizens Advisory Council	1	Citizens Advisory Council (flvnuys.com)	Van Nuys	CA	(818) 442-6500
Whiteman Airport	Los Angeles Aviation Commission	1	Aviation Airports (lacounty.gov)	Pacoima	CA	(818) 896-5271



COUNTY of VENTURA
Department of Airports

555 Airport Way, Suite B
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www.ventura.org/airports

January 9, 2023

Aviation Advisory Commission
555 Airport Way, Suite B
Camarillo, CA 93010

Subject: Selection of Chair and Vice-Chair for Calendar Year 2023

Recommendation:

Nominate and select the 2023 Chair and Vice-Chair.

Discussion:

Article 7 of the Commission bylaws states in part, "The Commission shall select from its membership a Chair, and a Vice-Chair. Each shall serve for one calendar year beginning on the first meeting in January."

It is recommended that your Commission take action at this meeting to select those officers who will oversee and direct Commission functions during the year 2023.

If you have any questions regarding this item, please call me at (805) 388-4200.

KEITH FREITAS, A.A.E., C.A.E.
Director of Airports



COUNTY of VENTURA

Department of Airports

MONTHLY ACTIVITY REPORT

Month ending October 31, 2022

Hangars and Tie-downs:

Camarillo				Oxnard					
		Inventory	Occupied	Available			Inventory	Occupied	Available
Hangars				Hangars					
Private	170	170	0	Private	79	79	0		
County	160	160	0	County	66	65	1		
Out of Service	16	0	0	Out of Service	6	0	0		
Total	346	330	0	Total	151	144	1		
Tie-downs				Tie-downs					
County	96	56	40	County	7	1	6		
AVEX	25	18	7	Goldenwest Jet Center	15	11	4		
Channel Island Aviation	35	30	5	Oxnard Jet Center	8	6	2		
Visitor	35			Visitor	11				
Total	191	104	52	Total	41	18	23		

Airport Operations:

Aircraft Incidents:

	Camarillo	Oxnard		Camarillo	Oxnard
Current year for the month	15,890	6,799	Current Month	4	0
Last year for the month	16,734	269	Current year to date	37	6
% Change	-5%	2428%	CMA - (1) TWY Lgt Prop Strike, (2) Bird Strike, (3) Plane veered off RWY, (4) Flat Tire TWY "C", (5) Flat Tire on RWY		
Current year to date	161,079	75,484			
Last year to date	149,594	54,927			
% Change	8%	37%			

Other:

	Camarillo	Oxnard
Airside Citations Issued	0	0
Landside Citations issued	0	8
Cards issued to transient overnight aircraft	20	0
Other aircraft ** (Estimate)	120	15
Hangar Waiting List	20	1

** Includes approximate number of aircraft occupying space in both large and small hangars by agreement with lessee or licensee



COUNTY of VENTURA

Department of Airports

MONTHLY ACTIVITY REPORT

Month ending November 30, 2022

Hangars and Tie-downs:

Camarillo				Oxnard			
	Inventory	Occupied	Available		Inventory	Occupied	Available
Hangars				Hangars			
Private	170	170	0	Private	79	79	0
County	160	160	0	County	66	65	1
Out of Service	16	0	0	Out of Service	6	0	0
Total	346	330	0	Total	151	144	1
Tie-downs				Tie-downs			
County	96	56	40	County	7	1	6
AVEX	25	18	7	Goldenwest Jet Center	15	11	4
Channel Island Aviation	35	30	5	Oxnard Jet Center	8	6	2
Visitor	35			Visitor	11		
Total	191	104	52	Total	41	18	23

Airport Operations:

Aircraft Incidents:

	Camarillo	Oxnard		Camarillo	Oxnard
Current year for the month	13,798	6,896	Current Month	2	0
Last year for the month	13,874	5,424	Current year to date	39	6
% Change	-1%	27%	CMA - (1) Aircraft lost electrical power, (2) Flat tire TWY "A" run-up area		
Current year to date	174,877	82,380			
Last year to date	163,468	60,351			
% Change	7%	37%			

Other:

	Camarillo	Oxnard
Airside Citations Issued	0	0
Landside Citations issued	2	7
Cards issued to transient overnight aircraft	22	0
Other aircraft ** (Estimate)	120	15
Hangar Waiting List	21	0

** Includes approximate number of aircraft occupying space in both large and small hangars by agreement with lessee or licensee



Camarillo Noise Comment Report October 2022

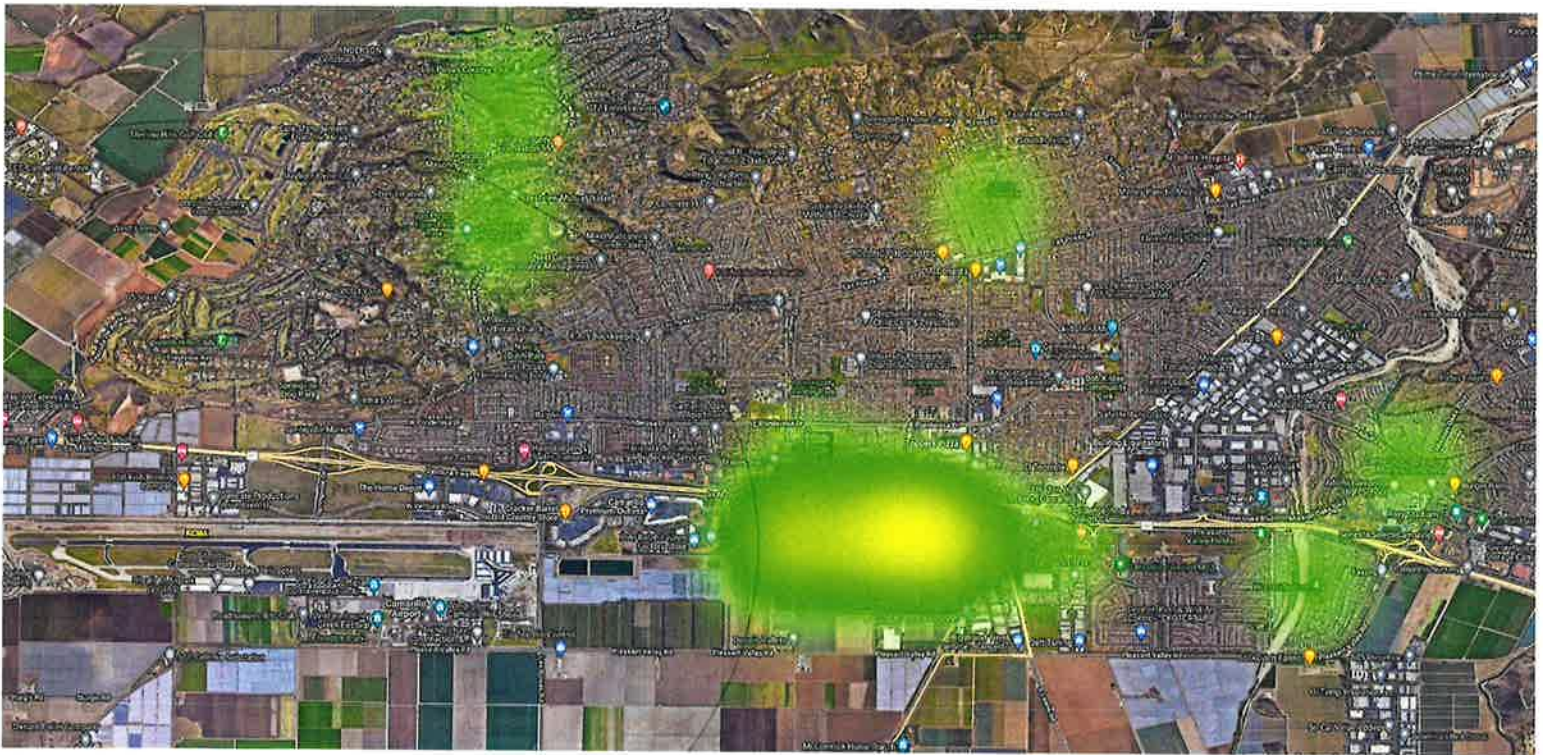
Comments by Location	Number of Comments	Total Number of Households
East Neighborhoods	3	3
Midtown/Old Town	25	8
North Neighborhoods	2	2
Unspecified	0	0

Total Comments = 30

Type of Operation	
Takeoff/Departure	0
Landing/Arrival	0
Traffic Pattern	0
Unspecified	30

Time of Day	
5 a.m. – 12 p.m.	1
12 p.m. – 12 a.m.	27
12 a.m. – 5 a.m.	2
Unspecified	0

Type of Aircraft	
Single Engine Piston	0
Multi-Engine Piston	0
Turboprop	0
Turbo Jet	30
Helicopter	0
Unspecified	0



Oxnard Noise Comment Report October 2022

Comments by Location	Number of Comments	Total Number of Households
West of Victoria & South of 5 th (Channel Islands, Oxnard Shores, Seabridge, etc.)	192	24
South Neighborhoods (Via Marina, etc.)	45	4
East Neighborhoods	0	0
North Neighborhoods	0	0
Other/Unspecified	109	Unknown

Total Comments = 346

Type of Operation	
Takeoff/Departure	0
Landing/Arrival	0
Traffic Pattern	284
Unspecified	62

Please note that an accurate account of the time of day and aircraft type for each comment is not available for October based on information provided via noise comment submissions.

The Vector Noise Operations and Management System (VNOMS) was launched on November 1st, 2022, and more accurately captures the time of day and aircraft time, which will be reflected in future reports.

Please also note that the map below showcases neighborhoods from which noise comments originate. The area highlighted in the center of the map represents the 109 "unspecified" or anonymous submissions for which "Oxnard" was provided as the location (versus a physical address).



Fly Friendly VC Progress Report October 2022

- Updated pilot guides to reflect the following:
 - (a) Red markings over residential communities
 - (b) Clarified distance to fly beyond Oxnard shoreline to **at least ½ mile**
[Click here to learn more](#)
- Produced and published the following videos:
 - (a) Interview with OXR tower manager, Lee Westfall, discussing tower implementation of Fly Friendly VC
[Click here to learn more](#)
 - (b) Fly Friendly VC Flight School Implementation Part 1 (CIA and CAU)
[Click here to learn more](#)
- Announced November 1 launch of Vector Noise and Operations Management System
[Click here to learn more](#)
- Communicated increased helicopter activity due to VCFC and USFS training
[Click here to learn more](#)
- Sent **27** e-mail communications to community members regarding concerns related to air traffic for CMA and/or OXR
- Completed a follow-up mailing to all regional flight schools with FFVC materials and implementation survey.
- Mailed **1** letter regarding after-hour flights out of CMA
- Provided **2** community presentations
- Began redesign of vairports.org homepage and development of FFVC webpage



Camarillo Noise Comment Report November 2022

Comments by Location	Number of Comments	Total Number of Households
East Neighborhoods	2	2
Midtown/Old Town	1	1
North Neighborhoods	1	1
Unspecified	2	2

Total Comments = 6

Type of Operation	
Takeoff/Departure	1
Landing/Arrival	0
Traffic Pattern	1
Unspecified	4

Time of Day	
5 a.m. – 12 p.m.	3
12 p.m. – 12 a.m.	2
12 a.m. – 5 a.m.	1
Unspecified	0

Type of Aircraft	
Single Engine Piston	0
Multi-Engine Piston	0
Turboprop	0
Turbo Jet	4
Helicopter	0
Unspecified	2



**Oxnard Noise Comment Report
November 2022**

Comments by Location	Number of Comments	Total Number of Households
West of Victoria & South of 5 th (Channel Islands, Oxnard Shores, Seabridge, etc.)	289	27
South Neighborhoods (Via Marina, etc.)	60	3
East Neighborhoods	0	0
North Neighborhoods	3	3
Other/Unspecified	57	Unknown

Total Comments = 409

Type of Operation	
Takeoff/Departure	0
Landing/Arrival	0
Traffic Pattern	163
Unspecified	246

Time of Day	
5 a.m. – 12 p.m.	164
12 p.m. – 12 a.m.	244
12 a.m. – 5 a.m.	1
Unspecified	0

Type of Aircraft	
Single Engine Piston	154
Multi-Engine Piston	0
Turboprop	0
Turbo Jet	0
Helicopter	9
Unspecified	246



Fly Friendly VC Progress Report November 2022

- Launched Vector Noise and Operations Management System public portals
[Click here to learn more](#)
- Announced installation of noise taxiway signage at OXR
- Communicated increased helicopter activity due to So Cal Gas survey work
- Communicated precautionary landing of general aviation aircraft at CMA due to electrical problems mid-flight
- Produced and published the following video:
 - (a) Fly Friendly VC Flight School Implementation Part 2 (CP Aviation and Clipper)
[Click here to learn more](#)
- Developed and published ALP and Part 150 Noise Compatibility Study Update
[Click here to learn more](#)
- Sent **30** e-mail communications to community members regarding concerns related to air traffic for CMA and/or OXR
- Completed **2** Fly Friendly VC Trainings to regional flight schools.
- Completed **1** in-person meeting with concerned community members
- Completed **1** virtual meeting with concerned community members
- Launched redesign of vairports.org homepage and FFVC webpage
- Began development of general FFVC community communication pieces





NOVEMBER 2022

CAMARILLO AIRPORT – AIRPORT LAYOUT PLAN UPDATE/NARRATIVE REPORT

Status Update:

- The AGIS survey has been completed and coordinated with the FAA's Airport Data and Information Portal (ADIP).
- The preparation of biological and cultural resource evaluations continues as scoped in the previous Master Plan contract.
- The re-purposed ALP Update/Narrative Report has been initiated. Data collection is underway for the inventory element. Initial draft writing of the inventory chapter has begun. Exhibits and graphics for the inventory chapter are under development.
- Data collection is underway for the forecasting element.

Upcoming Action Items:

- Continued preparation of the inventory and forecasting elements.
- Inventory trip scheduled for January 9-13 to include meetings with airport staff.

Project Percent Complete: The project is 29.8% complete through November 2022. The majority of this percentage is tied to work tasks that have been completed as part of the previous Master Plan contract and carried forward into the ALP Update/Narrative Report study.

CAMARILLO AIRPORT – AIRFIELD GEOMETRY AND DRAINAGE STUDY

Status Update: *No change.*

- A Subconsultant submitted the draft Drainage Study to airport staff for internal review on June 10, 2022.

Upcoming Action Items:

- Follow-up with the Subconsultant regarding the draft Drainage Study.

Project Percent Complete: The project is 68.7 percent complete through November 2022.

CAMARILLO AIRPORT – PART 150 NOISE COMPATIBILITY STUDY

Status Update:

- Data collection has been initiated for the inventory.
- Establishing a study area based on the FAA's Part 150 mapping requirements. Mapping associated with zoning and general land uses has begun. Initiated coordination with Ventura County Assessor's office to get parcel data for existing land uses.
- Prepared study cover options and coordinated with staff on revisions.
- Coordinating with airport staff to retrieve radar flight track data to develop noise modeling assumptions.
- Work has been initiated on the preparation of the study website.
- Preparing presentation for January meetings.

Upcoming Action Items:

- Inventory trip scheduled for January 9-13 to include meetings with airport staff.

Project Percent Complete: The project is 3.4% complete through November 2022.

OXNARD AIRPORT – PART 150 NOISE COMPATIBILITY STUDY

Status Update:

- Data collection has been initiated for the inventory.
- Establishing a study area based on the FAA's Part 150 mapping requirements. Mapping associated with zoning and general land uses has begun. Initiated coordination with Ventura County Assessor's office to get parcel data for existing land uses.
- Prepared study cover options and coordinated with staff on revisions.
- Coordinating with airport staff to retrieve radar flight track data to develop noise modeling assumptions.
- Work has been initiated on the preparation of the study website.
- Preparing presentation for January meetings.

Upcoming Action Items:

- Inventory trip scheduled for January 9-13 to include meetings with airport staff.

Project Percent Complete: The project is 3.4% complete through November 2022.

ANNUAL CONSULTING SERVICES CONTRACT (AEA No. 23-01)

Status Update:

- N/A for November 2022.

Upcoming Action Items:

- Coordination as needed to follow-up previous items and assist with new items at the direction of airport staff.

Project Percent Complete: 9.7% of the not-to-exceed amount of \$200,000 has been completed through November 2022.

November 15, 2022

Mrs. Erin Powers
Projects Administrator
County of Ventura Department of Airports
555 Airport Way, Suite B
Camarillo, CA 93010

Re: Monthly Airport Project Status Update – October 2022

Dear Mrs. Powers,

Below is a summary of the tasks completed during the month of October 2022, by Jviation, for the Camarillo Airport:

Conceptual Design for 2025 Runway/Taxiway Reconstruction (AIP Project No. 3-06-0339-039-2022)

- Throughout the month of October, the County and Jviation discussed this project during coordination meetings on October 6 and 20, 2022.
- On October 11, 2022, the FAA confirmed they received the CATEX environmental documentation that the County submitted on September 28, 2022.
- **Upcoming:**
 - Continued coordination on this project with the County and with the FAA and Coffman Associates as needed.
 - County and Jviation will discuss the FAA's requirements for this project regarding the existing runway not having a crowned pavement section.

Runway 8-26 and Taxiway A Pavement Improvements (County Project No. AEA 22-08)

- Throughout the month of October, the County and Jviation discussed this project during coordination meetings on October 6 and 20, 2022.
- On October 6 and 20, 2022, the County and Jviation coordinated on the presentation slides to be used during the Airport Commission and Authority meetings.
- **Upcoming:**
 - Coordination on this project with the County.
 - Jviation will provide the County with a summary of the options for phasing and construction durations for this project.
 - Jviation will continue to work on the design tasks.

Airport Pavement Management System (APMS) Update

- Throughout the month of October, the County and Jviation discussed this project during coordination meetings on October 6 and 20, 2022.
- Throughout the month of October, Jviation coordinated with Applied Pavement Technology (APT) on this project and their scope of work.
- On October 14, 2022, Jviation provided the County with an updated Pavement Section Identification Map for CMA which shows the pavement areas to be included in the APMS Update. The County approved the updated Pavement Section Identification Map on October 31, 2022.

- **Upcoming:**
 - Jviation will coordinate with subconsultants to assist with the completion of this project.
 - Jviation will prepare a scope of work and will submit it to the County for review.

Airport Capital Improvement Plan (ACIP) Update

- On October 13, 2022, the County coordinated with Jviation and Coffman Associates on dates and times to schedule the ACIP meeting with the FAA.
- On October 20, 2022, the County coordinated with Jviation and Coffman Associates on revised dates and times to schedule the ACIP meeting with the FAA.
- **Upcoming:**
 - County to provide updates to the ACIP spreadsheet and exhibits.
 - ACIP update meeting with the County, FAA, Jviation, and Coffman Associates on November 30, 2022.

On-Call Services: Cloud Nine Development

- On October 14, 2022, Jviation and the County coordinated on the review comments Jviation provided on the Construction Safety and Phasing Plan (CSPP) that was prepared by others for this development.
- On October 17, 2022, the County provided the plan set for this development to aid Jviation's review of the CSPP.
- On October 18, 2022, Jviation informed the County that there were no additional review comments on the CSPP.
- **Upcoming:**
 - Jviation will wait for direction from the County on any future tasks.

If you have any comments, please do not hesitate to contact me.

Sincerely,

Jviation, a Woolpert Company



Matt Gilbreath, P.E.
Project Manager

cc: Mr. Keith Freitas, Mr. Dave Nafie – County of Ventura Department of Airports
Mr. Travis Vallin, Mr. JD Ingram, Mr. Jason Virzi, Mrs. Marisa Fluhr, Ms. Amanda Gross – Jviation,
a Woolpert Company
File

January 3, 2023

Mrs. Erin Powers
Projects Administrator
County of Ventura Department of Airports
555 Airport Way, Suite B
Camarillo, CA 93010

Re: Monthly Airport Project Status Update – November 2022

Dear Mrs. Powers,

Below is a summary of the tasks completed during the month of November 2022, by Jviation, for the Camarillo Airport:

Conceptual Design for 2025 Runway/Taxiway Reconstruction (AIP Project No. 3-06-0339-039-2022)

- Throughout the month of November, the County and Jviation discussed this project during coordination meetings on November 3 and 17, 2022.
- On November 22, 2022, Jviation provided the County with preliminary construction cost estimates based on the runway width, pavement section with a crown and without a crown, and shoulder material options.
- On November 29, 2022, Jviation provided the County with a summary of the preliminary construction cost estimates.
- **Upcoming:**
 - Continued coordination on this project with the County and with the FAA as needed.
 - County and Jviation will discuss the FAA's requirements for this project regarding the existing runway not having a crowned pavement section.

Runway 8-26 and Taxiway A Pavement Improvements (County Project No. AEA 22-08)

- Throughout the month of November, the County and Jviation discussed this project during coordination meetings on November 3 and 17, 2022.
- **Upcoming:**
 - Continued coordination on this project with the County.
 - Jviation will provide the County with a summary of the options for phasing and construction durations for this project.

Airport Pavement Management System (APMS) Update

- Throughout the month of November, the County and Jviation discussed this project during coordination meetings on November 3 and 17, 2022.
- Throughout the month of November, Jviation coordinated with Applied Pavement Technology (APT) on this project and their scope of work.
- **Upcoming:**
 - County will request the PaveAIR database files from their previous consultant.

- County will research the use of PavAIR versus PAVER database files for the APMS update.
- Jviation will coordinate with subconsultants to assist with the completion of this project.
- Jviation will prepare a scope of work and will submit it to the County for review.

Airport Capital Improvement Plan (ACIP) Update

- Throughout the month of November, the County and Jviation discussed this task during coordination meetings on November 3 and 17, 2022.
- On November 3, 2022, the County provided Jviation with direction on the revisions to the ACIP spreadsheet and exhibits.
- On November 18, 2022, Jviation provided the County with an updated ACIP package for review.
- On November 29, 2022, the County and Jviation had a meeting to discuss the ACIP packages and revisions needed for the upcoming meeting with the FAA.
- On November 29, 2022, Jviation provided the County with an updated ACIP summary.
- On November 30, 2022, the County met with the FAA to discuss the ACIP updates.
- **Upcoming:**
 - County to provide revisions to the ACIP spreadsheet and exhibits following the meeting with the FAA.

On-Call Services: Cloud Nine Development

- There were no updates in November 2022 from Jviation on this task.
- **Upcoming:**
 - Jviation will wait for direction from the County on any future tasks.

If you have any comments, please do not hesitate to contact me.

Sincerely,

Jviation, a Woolpert Company



Matt Gilbreath, P.E.
Project Manager

cc: Mr. Keith Freitas, Mr. Dave Nafie – County of Ventura Department of Airports
Mr. Travis Vallin, Mr. JD Ingram, Mr. Jason Virzi, Mrs. Marisa Fluhr, Ms. Amanda Gross – Jviation,
a Woolpert Company
File

November 14, 2022

Mrs. Erin Powers
Projects Administrator
County of Ventura Department of Airports
555 Airport Way, Suite B
Camarillo, CA 93010

Re: Monthly Airport Project Status Update – October 2022

Dear Mrs. Powers,

Below is a summary of the tasks completed during the month of October 2022, by Jviation and our subconsultants for the Oxnard Airport:

AIP Project No. 03-06-0179-038-2021 (Construction) – Runway 7-25 Reconstruction

- Throughout the month of October, the County and Jviation discussed this project during coordination meetings on October 6 and 20, 2022.
- Throughout the month of October, Jviation and the County coordinated with the Prime Contractor, Sully-Miller, on construction closeout items.
- Throughout the month of October, Jviation coordinated with Coffman Associates on the updates to the Airport Layout Plan (ALP) from this project.
- On October 4, 2022, Jviation sent out Change Order No. 6, County and FAA forms, for signature. Sully-Miller did not sign the change order forms so it was sent back out for signature on October 20, 2022.
- On October 21, 2022, Coffman Associates provided the County with updated ALP drawings and a transmittal letter for the County to use with the submission to the FAA LA ADO.
- **Upcoming:**
 - Jviation will continue project coordination with the County, FAA, and Sully-Miller.
 - Change Order No. 6, County and FAA forms, signed by all parties.
 - County to provide Jviation with the Sponsor items needed for the Construction Closeout Report.

AIP Project No. 03-06-0179-042-2022 (Design) – Connector Taxiways A-E Reconstruction

- Throughout the month of October, the County and Jviation discussed this project during coordination meetings on October 6 and 20, 2022.
- Throughout the month of October, Jviation coordinated with Granite Construction (Granite) on material submittals and proposed construction schedule.
- Throughout the month of October, Jviation coordinated with the County, FAA, and Granite on the electrical handhole size change being requested by the FAA Engineering Services Infrastructure Group.
- On October 6, 2022, the County received the independent fee estimate (IFE) for Jviation's scope of work for construction management services. Jviation submitted the proposed engineering fee for this project.
- On October 18, 19, and 20, 2022, Jviation and the County coordinated on the cost of the electrical handhole size change.
- On October 24, 2022, the County coordinated the FAA Engineering Services Infrastructure Group and Jviation provided information to the County as requested.

- **Upcoming:**
 - Jviation will continue project coordination with the County, FAA, and Granite.
 - County provides review comments or approval of the SPCD.
 - County and Jviation complete negotiations on the engineering fee for construction management services.

Airport Pavement Management System (APMS) Update

- Throughout the month of October, the County and Jviation discussed this project during coordination meetings on October 6 and 20, 2022.
- Throughout the month of October, Jviation coordinated with Applied Pavement Technology (APT) on this project and their scope of work.
- On October 14, 2022, Jviation provided the County with an updated Pavement Section Identification Map for OXR which shows the pavement areas to be included in the APMS Update.
- **Upcoming:**
 - County to approve the pavement areas shown on the Pavement Section Identification Map.
 - Jviation will coordinate with subconsultants on this project.
 - Jviation will prepare a scope of work and will submit it to the County for review.

Federal Contract Tower (FCT) Improvements

- Throughout the month of October, the County and Jviation discussed this project during coordination meetings on October 6 and 20, 2022.
- On October 5, 2022, the County and Jviation coordinated on the FAA's response on their non-review of the scope of work and the Sponsor completing an IFE for this project.
- On October 7, 2022, the County requested a blank fee spreadsheet from Jviation which will be used for the independent fee estimate (IFE) and Jviation provided it.
- On October 11, 2022, the County requested Jviation to respond to questions for the IFE preparer and Jviation provided responses on October 12, 2022.
- On October 19, 2022, the County received the independent fee estimate (IFE) for Jviation's scope of work for this project and requested Jviation to submit the fee. Jviation submitted the proposed fee for this project on October 20, 2022.
- **Upcoming:**
 - Coordinate with the County on this project.
 - County to review the scope of work for a facility assessment of the existing ATCT.

Airport Capital Improvement Plan (ACIP) Update

- On October 13, 2022, the County coordinated with Jviation and Coffman Associates on dates and times to schedule the ACIP meeting with the FAA.
- On October 20, 2022, the County coordinated with Jviation and Coffman Associates on revised dates and times to schedule the ACIP meeting with the FAA.
- **Upcoming:**
 - County to provide updates to the ACIP spreadsheet and exhibits.
 - ACIP update meeting with the County, FAA, Jviation, and Coffman Associates.

On-Call Services: Runway 7-25 Published Weight Update

- There is no update to this task for October 2022 so it will be removed from the next status update.

If you have any comments, please do not hesitate to contact me.

Sincerely,

Jviation, a Woolpert Company



Matt Gilbreath, P.E.
Project Manager

cc: Mr. Keith Freitas, Mr. Dave Nafie – County of Ventura Department of Airports
Mr. Travis Vallin, Mr. JD Ingram, Mr. Jason Virzi, Mr. Mike Quinn, Mrs. Marisa Fluhr, Ms. Amanda Gross, Ms. Tracey Salazar – Jviation, a Woolpert Company
File

January 3, 2022

Mrs. Erin Powers
Projects Administrator
County of Ventura Department of Airports
555 Airport Way, Suite B
Camarillo, CA 93010

Re: Monthly Airport Project Status Update – November 2022

Dear Mrs. Powers,

Below is a summary of the tasks completed during the month of November 2022, by Jviation and our subconsultants for the Oxnard Airport:

AIP Project No. 03-06-0179-038-2021 (Construction) – Runway 7-25 Reconstruction

- Throughout the month of November, the County and Jviation discussed this project during coordination meetings on November 3 and 17, 2022.
- Throughout the month of November, Jviation and the County coordinated with the Prime Contractor, Sully-Miller, on construction closeout items.
- On November 7, 2022, Jviation provided the County with an email to send to Sully-Miller discussing Change Order No. 6 that still needs to be signed, the remaining construction closeout items that need to be submitted, and the retainage to be paid once all the construction closeout items are received. The County sent this email to Sully-Miller on November 16, 2022.
- On December 6, 2022, the County format of Change Order No. 6 was signed and distributed to all parties.
- **Upcoming:**
 - Jviation will continue project coordination with the County, FAA, and Sully-Miller.
 - County to provide Jviation with the Sponsor items needed for the Construction Closeout Report.
 - Sully-Miller to provide Jviation with the Prime Contractor items needed for the Construction Closeout Report.

AIP Project No. 03-06-0179-042-2022 (Design) – Connector Taxiways A-E Reconstruction

- Throughout the month of November, the County and Jviation discussed this project during coordination meetings on November 3 and 17, 2022.
- Throughout the month of November, Jviation coordinated with Granite Construction (Granite) on material submittals and proposed construction schedule.
- Throughout the month of November, Jviation coordinated with the County, FAA, and Granite on the electrical handhole size change being requested by the FAA Engineering Services Infrastructure Group.
- On November 3, 2022, Jviation provided the Safety Plan Compliance Document (SPCD) to the County for review and approval. Jviation reviewed the SPCD prepared by Granite and the revised SPCD was provided to the County for review.
- On November 7, 2022, the County provided a minor review comment on the SPCD to Jviation.
- On November 8, 2022, Jviation provided the County and Granite with the Issued for Construction plan set.

- On November 9, 2022, Jviation provided the County with an email discussing the change order needed for the electrical handhole size change being requested by the FAA Engineering Services Infrastructure Group. A draft of the change order forms, FAA and County formats, were provided with the email.
- On November 9, 2022, Jviation provided the Storm Water Pollution Prevention Plan (SWPPP) to the County for review, and it included Jviation's review comments. The SWPPP was prepared by a subcontractor to Granite.
- On November 14 and 18, 2022, Jviation provided the County with draft exhibits of the Taxiway A-E Reconstruction Project Excavation Boundary Map for the Los Angeles Water Board. The final exhibit was provided to the County on December 2, 2022.
- On November 18, 2022, the County and Jviation discussed the engineering fee for construction management services.
- On November 21, 2022, the County and Jviation coordinated on the change order needed for the electrical handhole size change. The County provided Jviation with the FAA's change order approval letter.
- On November 21, 2022, Jviation sent out Change Order No. 1 for signature. This change order is for the electrical handhole size change.
- On November 21, 2022, Jviation submitted a revised engineering fee for construction management services to the County for review.
- **Upcoming:**
 - Jviation will continue project coordination with the County, FAA, and Granite.
 - County to complete Jviation's contract for construction management services.

Airport Pavement Management System (APMS) Update

- Throughout the month of November, the County and Jviation discussed this project during coordination meetings on November 3 and 17, 2022.
- Throughout the month of November, Jviation coordinated with Applied Pavement Technology (APT) on this project and their scope of work.
- **Upcoming:**
 - County will request the PaveAIR database files from their previous consultant.
 - County will research the use of PaveAIR versus PAVER database files for the APMS update.
 - Jviation will coordinate with subconsultants to assist with the completion of this project.
 - Jviation will prepare a scope of work and will submit it to the County for review.

Federal Contract Tower (FCT) Improvements

- Throughout the month of November, the County and Jviation discussed this project during coordination meetings on November 3 and 17, 2022.
- **Upcoming:**
 - Jviation will continue project coordination with the County.
 - County to complete Jviation's contract for this project.

Airport Capital Improvement Plan (ACIP) Update

- Throughout the month of November, the County and Jviation discussed this task during coordination meetings on November 3 and 17, 2022.

- On November 3, 2022, the County provided Jviation with direction on the revisions to the ACIP spreadsheet and exhibits.
- On November 18, 2022, Jviation provided the County with an updated ACIP package for review.
- On November 29, 2022, the County and Jviation had a meeting to discuss the ACIP packages and revisions needed for the upcoming meeting with the FAA.
- On November 29, 2022, Jviation provided the County with an updated ACIP summary.
- On November 30, 2022, the County met with the FAA to discuss the ACIP updates.
- **Upcoming:**
 - County to provide revisions to the ACIP spreadsheet and exhibits following the meeting with the FAA.

If you have any comments, please do not hesitate to contact me.

Sincerely,

Jviation, a Woolpert Company



Matt Gilbreath, P.E.
Project Manager

cc: Mr. Keith Freitas, Mr. Dave Nafie – County of Ventura Department of Airports
Mr. Travis Vallin, Mr. JD Ingram, Mr. Jason Virzi, Mr. Mike Quinn, Mrs. Marisa Fluhr, Ms. Amanda Gross, Ms. Tracey Salazar – Jviation, a Woolpert Company
File



Mead & Hunt No. County No. Grant No.	Airport	Description	Status	Percent Complete	Action Item
3168900-132415.05 AEA 18-06 AIP - 036	CAMARILLO	CONSTRUCTION SERVICES NORTHEAST HANGAR DEVELOPMENT, PHASE 1 Construction of the Phase 1 project, which includes 3 rows of hangars and surrounding pavement/drainage and the extension of water, sewer, and electrical services.	a) Construction commenced on 12-5-19. b) Contract work complete. c) Contract Amendment No. 2 processed on 10-5-21. d) Mead & Hunt submitted final pay application in December 2021.	100%	a) Final warranty work negotiations complete and release executed. Final payment to all parties within 30 days.
2206900-221833.01 AEA 23-03 AIP - N/A	CMA & OXR	DESIGN SERVICES ON-CALL SERVICES (2022-2023) On-call services at the request of the County. Period is effective through June 30, 2023.	a) Contract executed. b) Mead & Hunt finalized and submitted beacon study at CMA. c) Mead & Hunt submitted revised Base Part 26 DBE Program for County review on October 5, 2022. d) Mead & Hunt assisting the Wings Over Camarillo team with graphics; preparing overall and focused graphics. e) Mead & Hunt preparing final OXR SWPPP mapping (scheduled for submission to the County by 11-29-22). f) Mead & Hunt final design for CMA beacon: Project setup complete, and preparing design plans, schedule site visit and kickoff meeting the week of December 5.	17%	a) Mead & Hunt working on items "e-f". b) County review of item "c".
2206900-221958.01 CT 5020FY23000000000022 AIP - N/A	CMA & OXR	DESIGN SERVICES GENERAL SERVICES AGENCY PURCHASE ORDER (2022-2023) On-call services at the request of the County. Period is effective through June 30, 2023.	a) Fully executed contract received. b) Mead & Hunt submitted final plan for perimeter road alignment. c) Mead & Hunt prepared leasehold graphic for OXR. d) Mead & Hunt prepared CMA leasing maps for County review on 11-17-22.	22%	a) County review of item "d".

PROJECT STATUS REPORT
Ventura County, Department of Airports
 Prepared by Mead & Hunt, Inc
 Revision Date 2022-12-22



Mead & Hunt No. County No. Grant No.	Airport	Description	Status	Percent Complete	Action Item
2206900-221833.01 AEA 23-03 AIP - N/A	CIMA & OXR	DESIGN SERVICES ON-CALL SERVICES (2022-2023) On-call services at the request of the County. Period is effective through June 30, 2023.	a) Contract executed. b) Mead & Hunt finalized and submitted beacon study at CMA. c) Mead & Hunt submitted revised Base Part 26 DBE Program for County review on October 5, 2022. d) Mead & Hunt assisted the Wings Over Camarillo team with graphics; draft graphics submitted to Air Show staff. e) Mead & Hunt prepared final OXR and CMA SWPPP mapping for County submission. f) Mead & Hunt final design for CMA beacon. Project setup complete, preparing design plans, schedule site visit and kickoff meeting was held 12/14/22.	18%	a) Mead & Hunt working on item "f". b) County review of item "c".
2206900-221958.01 CT 5020F-Y23000000000022 AIP - N/A	CIMA & OXR	DESIGN SERVICES GENERAL SERVICES AGENCY PURCHASE ORDER (2022-2023) On-call services at the request of the County. Period is effective through June 30, 2023.	a) Fully executed contract received. b) Mead & Hunt submitted final plan for perimeter road alignment. c) Mead & Hunt prepared leasehold graphic for OXR and CMA.	22%	a) County review of item "c" an advise if any additional items are needed.

AIRPORT TENANT PROJECT STATUS December 23, 2022

CAMARILLO

- Airport Properties Limited (APL) Row I final project approval underway. FAA required NEPA review continues.
- CloudNine Development project construction in progress. Construction estimated for completion within the first or second quarter of 2023.

OXNARD

- 5 and 7 acre RFP parcel developments in discussion, preliminary concept phase.

OTHER

- None

**COUNTY OF VENTURA
DEPARTMENT OF AIRPORTS
NON GRANT PROJECTS**

December 2022

Sup. Dist.	Project Name Spec. Number	Estimate Low Bid	CCO's Claims	Design Engr. Contractor	Scheduled or Actual Dates				% Compl Design / Const.	Remarks
					Bid Date	Contract Award	Const Start	Const Comp		
5	CMA RWY Centerline and TWY Alpha Repair	<u>116,505</u>		<u>Jviation</u>		9/13/22	TBD	TBD	25%	Design underway with representative tenant and ATCT group coordination 12/15/22. Bid and construction estimated for April-May of 2023. Construction management proposal TBD after design identifies construction phasing/schedule.
5	CMA Beacon Siting Study and Relocation Design	<u>8,500</u> <u>52,544</u>		<u>Mead & Hunt</u>	N/A	On-call	N/A	N/A	<u>100</u>	Beacon siting study initiated due to developer purchase of CMA Water Tower and adjacent property. Recommended relocation identified and Airport executed contract for relocation design and held kick-off meeting.
3	OXR PFAS Supplemental Plan/Sampling & Monitoring	<u>\$6,500</u> <u>137,000</u>	\$226,018	<u>Ninyo & Moore</u>	N/A	1/19/21	N/A	3/29/21	<u>100</u> <u>75</u>	The CA State Water Board requires Part 139 Airports that have discharged firefighting foam to develop a work plan and perform testing. Airport working with the State Water Board to satisfy workplan and sampling/monitoring goals. The State is requiring new quarterly monitoring and additional work plan development.

CMA – Camarillo Airport
OXR – Oxnard Airport
TBD – To be determined
CCO – Contract Change Orders
CUE – Camarillo Utility Enterprise

**COUNTY OF VENTURA
DEPARTMENT OF AIRPORTS
FAA GRANT PROJECTS**

December 2022

Sup. Dist.	Project Name Spec. Number	Estimate Low Bid	CCO's Claims	Design Engl. Contractor	Estimated Schedule or Actual Dates				% Compl Design / Const.	Remarks
					Bid Date	Contract Award	Const Start	Const Comp		
5	CMA Airfield Geometry Study and Drainage Study for RWY & TWY Reconstruction	\$ <u>147,300</u>		<u>Coffman Assoc.</u>	<u>N/A</u>	<u>1/24/19</u>	<u>N/A</u>	<u>TBD</u>	<u>69</u>	Draft forecasts for geometry study to be refreshed with the Airport Layout Plan Update process. Draft drainage study for RWY reconstruction (2025) being finalized.
5	TWY H Pavement Rehabilitation (Seal Coat)	\$ <u>273,576</u> \$ <u>213,351</u>		<u>Mead & Hunt, Maxwell Asphalt</u>	<u>6/25/19</u>	<u>8/15/19</u>	<u>4/20/20</u>	<u>TBD</u>	<u>100</u> <u>99</u>	Grant closeout paperwork underway.
5	CMA Airport Layout Plan Update	\$ <u>391,621</u>		<u>Coffman Associates</u>	<u>N/A</u>	<u>9/24/20</u>	<u>9/30/20</u>	<u>TBD</u>	<u>30%</u>	The Airport received FAA approval to transition the Master Plan to an Airport Layout Plan (ALP) Update to allow for community concerns, like noise, to be addressed, with a master plan update to be revisited in a future year, should it be warranted. ALP schedule under development with first public information meeting date to be announced in January.
5	CMA Conceptual Design for 2025 RWY and TWY Reconstruction	\$ <u>187,260</u>		<u>Jviation</u>	<u>N/A</u>	<u>9/19/22</u>	<u>N/A</u>	<u>N/A</u>	<u>20</u>	The Airport executed a contract for the conceptual design and coordinated with consultants to provide the FAA a CatEx document on the future project. Design work to

Sup. Dist.	Project Name Spec. Number	Estimate Low Bid	CCO's Claims	Design Engr. Contractor	Estimated Schedule or Actual Dates				% Compl Design / Const.	Remarks
					Bid Date	Contract Award	Const Start	Const Comp		
										proceed in coordination with the FAA.
5	CMA Part 150 Noise Compatibility Study	\$770,943		Coffman Associates	N/A	9/30/22	N/A	N/A	0	Coordination with consultant is underway to develop the schedule, develop study website and begin data collection.
3	OXR RWY & TWY Connector Transitions Reconstruction	\$12,832,636 \$12,274,001	\$124,906	Mead Hunt Sully-Miller Inc.	4/29/21	7/20/21	7/23/21	2/28/22	100 95	Final project closeout underway.
3	OXR TWY Connector Reconstruction	\$335,960 7,706,536		Jviation Granite Construction	4/26/22	12/17/21 TBD	1/9/23	4/28/23	100	Construction start confirmed for January 9 th . Reminders to tenants and coordination with FAA underway.
3	OXR TWY Connector Reconstruction Construction Management Services	\$674,799		Jviation	N/A	12/21/21	1/9/23	4/28/23		Construction start confirmed for January 9 th . Reminders to tenants and coordination with FAA underway.
3	OXR Part 150 Noise Compatibility Study	\$770,943		Coffman Associates	N/A	9/30/22	N/A	N/A	0	Coordination with consultant is underway to develop the schedule, develop study website and begin data collection.
3	OXR ATCT Facility Assessment	\$150,440		Jviation	N/A	12/21/22	N/A	N/A	0	Contract executed and NTP issued for assessment. Kick-off to begin in January to coordinate work.

Note: Shaded boxes indicate changes from previous month

CMA – Camarillo Airport

OXR – Oxnard Airport

TBD – To be determined

CCO – Contract Change Orders

Fans flock to Wings Over Camarillo

By Hayman Tam · December 1, 2022 · 1 Comment



Warbirds pass over the Wall of Fire: Representing the Pacific theater were a PBJ-1J Mitchell bomber, a Vought F4U Corsair, Grumman F6F Hellcat, and a very rare Mitsubishi A6M3 Zero.

One of my favorite air shows is [Wings Over Camarillo](#) at Camarillo Airport ([KCMA](#)) in California — and I'm not the only one, judging by the fans who attended the 41st show in 2022.

One reason is the fly-in ambience found with smaller scale events. Without the overwhelming presence of a headliner jet team, local talent get their day in the sun.

With the [Planes of Fame airshow cancelled](#) in 2022, Camarillo was the next best thing for warbird fans. Camarillo Airport is home to the Southern California chapter of the Commemorative Air Force (CAF), so there was no shortage of historic aircraft in the sky, especially with several Planes of Fame aircraft joining the fun.



“Pretty Polly” is a Bell P-63 Kingcobra, a fighter that was not accepted for combat use by the United States Army Air Forces, seeing combat with the Soviet Air Force instead. This is one of five airworthy survivors.



The Planes of Fame Lockheed P-38J Lightning "23 Skidoo" on final approach after the World War II flight demonstration. Of the 10,000 produced, this is one of 10 airworthy examples.

The completion of the warbird flight demonstrations was punctuated with the much-anticipated Wall of Fire.



A quartet of T-34 Mentors perform during the 2022 Wings Over Camarillo airshow.

For 2022, the slate of performers was 100% civilian, including John Collver, Vicky Benzing, Judy Phelps, and Red Bull's Aaron Fitzgerald.

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John Collver soars overhead in his 1944 North American SNJ-5 Texan "War Dog."

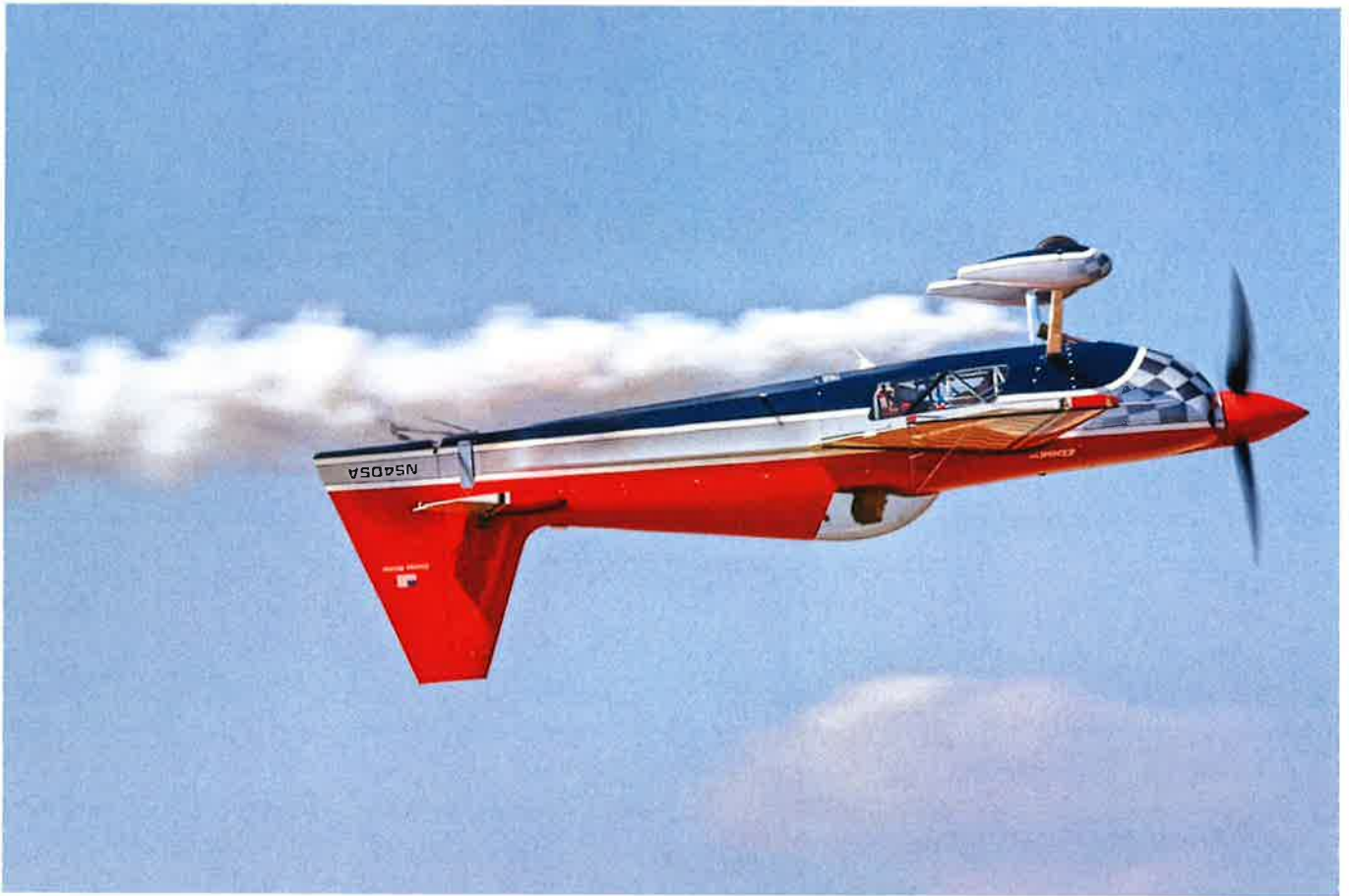


Judy Phelps brings her Pitts S-2B past show center during the 2022 Wings Over Camarillo airshow. Judy flew her very first airshow performance here in 2011.



Aaron Fitzgerald in a controlled inverted descent with the Red Bull MBB Bo-105 helicopter.

It's always a treat to see a performer for the first time or with a revamp, like Sammy Mason, having upgraded from a Pitts Special to a new Edge 540.



Sammy Mason makes an inverted pass in his new Edge 540 during the 2022 Wings Over Camarillo.



Sammy Mason flies his Edge 540 past a fireball, note the dust kicked up from the shock wave from the explosion.

Sammy also performed with Edan Shalev as a dissimilar duo called the Clipper Aviation Aerobatic Team, making their debut at this show.



The Clipper Aviation Aerobatic Team made their airshow debut in Camarillo, comprised of Sammy Mason in the red Edge 540 and Edan Shalev in the blue GB1 Gamebird.

Tom Larkin also performed in his diminutive Subsonex jet.



Former F-15 pilot Tom Larkin performs in the Subsonex jet, inspired by watching BD-5J performances as a child.

The Ventura County Sheriffs did an impressive water drop demonstration with one of its new Firehawk helicopters.



The Ventura County Fire Department's new Sikorsky Firehawk.

Another notable premiere was Jason Somes piloting his latest acquisition, a huge chunky AN-2 Soviet-era biplane. Jason returned later in the day in his fan-favorite scarlet MiG-17F fighter.



Jason Some rumbles past show center in "Big Panda II," a huge Soviet-era Antonov An-2.



Jason Somes roars by the hometown crowd during a high-speed afterburner fly-by in his Polish-built MiG-17F. Jason is type rated in 17 aircraft, many of them warbirds.

You can always count on a strong kit plane presence at Camarillo, with fly-bys of general aviation aircraft including the Dawn Patrol RV Formation Team with seven RVs.



The Chino-based Dawn Patrol RV Formation Team performs with a variety of Van's RV aircraft during the 2022 Wings Over Camarillo airshow.

The last flight performance was by the Condor Squadron, a group of T-6 Texan pilots who performed a Missing Man tribute to veterans.



Founded in 1962, the Condor Squadron is a nonprofit group honoring veterans through flight demonstrations with their collection of AT-6/SNJ Texans.

A good variety of aircraft were on static display, including one of NASA's T-34 Mentor chase planes, which was interesting to visit.

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A NASA operated T-34C Mentor, used for pilot proficiency and low-speed chase duties.

The weekend airshow not only featured skydivers and aerial demonstrations, but there were also science, technology, engineering and math exhibits, as well as a classic car show and a World War II re-enactment camp, among the many displays and activities.

More Photos From The Show



Looking like a scene from an action movie, a Robinson R44 Raven lifts off and approaches a Thorp T-18 Tiger on the taxiway.



With a smile and a wave, this pilots departs the show in his Magni Gyro M16 gyroplane.



Sammy Mason recovers from a tailslide in his new Edge 540 during the 2022 Wings Over Camarillo.



This deHavilland Canada UV-18B Twin Otter is the jump aircraft for the USAF Academy Wings Of Blue parachute team.



Vicky Benzing taxis by prior to her flight demonstration in her pristine 1940 Boeing Stearman.



A rare 1931 Buhl LA-1 Bull Pup, a cheap aircraft that Buhl banked on to help the company survive the Great Depression. It didn't, only 100 were sold.



A Spanish-built version of the 1930's Bucker BU-131 Jungmann basic trainer. This type would be the last biplane built in Germany. Production continued in Spain until the early 1960s, and served as the Spanish Air Force's primary basic trainer until 1968.



Only six of these 1929 Travel Air D-4-D aircraft were built. This one wears a striking Art Deco livery.



This pairing of a Czechoslovakian Aero L-39C Albatros jet trainer with a 1970 McClaren M8C race car was begging to be photographed. (All Photos by Hayman Tam)

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Comments

Norman P. Claxon says
December 2, 2022 at 7:03 am

Great Photos !

Reply

Leave a Reply

Department of Airports Partners with University of Alaska Fairbanks for Unmanned Aircraft Systems Integration

December 1, 2022



The Ventura County Department of Airports is excited to announce a partnership with the University of Alaska Fairbanks's Alaska Center for Unmanned Aircraft Systems Integration (ACUASI), which is also known as the Pan-Pacific UAS Test Range Complex. This partnership will actively market the County's airports as test sites for companies engaged in developing new aviation and aviation related technologies.

Historically, the County's airports' clientele has been aircraft hangar developers, pilots, flight schools and providers of aviation-related services. In recent years however, a new market for airport use has emerged. Airports are now sought after for use as test sites for emerging aeronautical and aeronautical related technologies. This demand is being driven by a variety of factors. One is the ever-increasing interest with the aviation community of using UAS (unmanned aircraft systems or drones) for public safety, transportation, and other commercial purposes. Another is the interest on the part of the Federal Aviation Administration (FAA) in promoting research in technological advancement in the interest of policy formation and improved safety.

To capitalize on this market trend, the Department of Airports has established a working relationship with the University of Alaska Fairbanks. In doing so, the County could benefit from (i) increased rent revenues, (ii) the ability to be an early adopter of technologies that improve airport operations, safety and noise reduction, and (iii) establishing a more diverse tenant population, diminishing the impact of economic downturns. Other benefits include the potential for new capital investment and additional jobs in Ventura County. This partnership will accompany existing relationships with new technology companies including Ampaire and Skyrise.

"The Department of Airports is committed to continuously exploring new ways to strengthen our existing economic contributions to Ventura County," said Director of Airports, Keith Freitas. "This partnership will bring jobs and new investment, and is example of our commitment to become better neighbors by bringing state of the art aviation technology that is quieter and utilizes more environmentally friending fuels and battery technology."

Any new technology-related testing operations conducted at these facilities would be mandated to comply with existing FAA operating rules and regulations. As a result, the safety risks would be the same as those that currently exist. It is important to note that adding different types of flight operations at the Airports would likely result in fewer standard training operations, such as fewer touch and go operations that have caused noise complaints, due to the added activity at the airport.

To learn more about the partnership with the University of Alaska Fairbanks and other Department of Airport programs visit vcairports.org.



COUNTY of VENTURA
Department of Airports

555 Airport Way, Suite B
Camarillo, CA 93010
Phone: (805) 388-4372
Fax: (805) 388-4366
<https://vcairports.org>

December 2nd, 2022

105 LEASING 5250038 LLC
[REDACTED]

**Subject: Camarillo Airport Hours of Operation
Departures Between 12:00 a.m. and 5:00 a.m.**
[REDACTED]

Dear Operator,

On November 23rd, 2022, an aircraft we believe is owned and/or operated by 105 LEASING 5250038 LLC departed Camarillo Airport (KCMA) at 1:03 a.m. The Federal Aviation Administration publishes a Supplement document which provides information to flight crews regarding local rules and restrictions. Crews must review this information prior to conducting flight operations. The Supplement states that takeoffs between 0800Z-1300Z (12:00 a.m. and 5:00 a.m. local time) are not allowed, without prior permission.

This restriction arises from a Joint Powers Agreement between the City of Camarillo and the County of Ventura, which has been in effect since Camarillo Airport opened as a civilian airport in 1976. The purpose of the restriction was, and continues to be, the reasonable quiet enjoyment of neighboring residents.

The County of Ventura requests that you and your flight crews assist us by not scheduling flight operations at Camarillo Airport between 12:00 a.m. and 5:00 a.m. Your compliance will help ensure that Camarillo Airport remains a good neighbor and continues to meet the air transportation needs of the region.

Sincerely,

Jannette Jauregui
Communications & Engagement Manager
Ventura County Department of Airports



COUNTY of VENTURA
Department of Airports

555 Airport Way, Suite B
Camarillo, CA 93010
Phone: (805) 388-4372
Fax: (805) 388-4366
<https://vcairports.org>

December 2nd, 2022

R Consulting & Sales Inc.


**Subject: Camarillo Airport Hours of Operation
Departures Between 12:00 a.m. and 5:00 a.m.**


Dear Operator,

On November 20th, 2022, an aircraft we believe is owned and/or operated by R Consulting & Sales Inc. departed Camarillo Airport (KCMA) at 3:20 a.m. The Federal Aviation Administration publishes a Supplement document which provides information to flight crews regarding local rules and restrictions. Crews must review this information prior to conducting flight operations. The Supplement states that takeoffs between 0800Z-1300Z (12:00 a.m. and 5:00 a.m. local time) are not allowed, without prior permission.

This restriction arises from a Joint Powers Agreement between the City of Camarillo and the County of Ventura, which has been in effect since Camarillo Airport opened as a civilian airport in 1976. The purpose of the restriction was, and continues to be, the reasonable quiet enjoyment of neighboring residents.

The County of Ventura requests that you and your flight crews assist us by not scheduling flight operations at Camarillo Airport between 12:00 a.m. and 5:00 a.m. Your compliance will help ensure that Camarillo Airport remains a good neighbor and continues to meet the air transportation needs of the region.

Sincerely,



Jannette Jauregui
Communications & Engagement Manager
Ventura County Department of Airports

Department of Airports Committed to Transparency, Open Communication with Community

December 5, 2022



COUNTY *of* **VENTURA**

Department of Airports

Many longtime residents of Ventura County remember Camarillo (CMA) and Oxnard (OXR) airports as local hubs for general aviation. For decades they've served as unique sources of energy for locals and out-of-towners alike who sought a quick flight to Vegas out of Oxnard, or lunch with a view at Camarillo's Waypoint Café, or for those who simply wanted to fulfill their love of flying either aboard a plane or as an

observer from the ground. CMA has also served as the hosting site for the annual Camarillo Air Show, drawing thousands of aviation enthusiasts of all ages from near and far to see everything from World War II era planes to incredible aerobatics.

For some, earlier memories include time spent at both airports when they served as bases for the United States Air Force during the Korean conflict, Cold War, and Vietnam War. Some of the young airmen stationed at Oxnard Air Force Base (now CMA) became professional pilots and remained connected to the airports in their retirement. It's where love stories started as was the case for Camarillo residents Ted and Vicky Daniel, and it's where wings were earned and proudly showcased in skies that boast some of the best coastal and mountain views any pilot or passenger can ask for.

In recent years, however, those fond memories of the airports have shifted (for some) to frustrations over noise, misunderstandings over expansion or rumored new tenants, and gaps in communication from the Ventura County Department of Airports that has understandably resulted in a lack of trust.

So how do we fix that?

It's simple, really. And it starts with tackling the gaps in communication.

Camarillo Airport Growth

While there may be many reasons Camarillo residents have concerns with Ventura County's management of Camarillo Airport, a major theme centers around plans for growth. Let's start with some of the biggest elephants in the room:

Amazon or Prime Air: Amazon cargo flights are not coming to Camarillo Airport.

Cloud Nine: The four hangars under construction on the airport's northeast side will provide individual aircraft owners with private storage for their aircraft. Several other hangars on the airport, some that are larger than Cloud Nine's units or in shared arrangements, already provide this same capability. Cloud Nine's business plan anticipates some tenants will be moving from other shared facilities elsewhere on the airport.

Commercial Activity: Scheduled airline service is not coming to Camarillo Airport. The private jets noted above are not large, commercial airliners. CMA is simply not physically capable of accommodating scheduled passenger or large cargo service (due to weight limits of runway pavement) and there are no plans to change that reality. CMA will continue to fulfil its role as a general aviation airport as it has for the past 46 years, a role that has always included the ability for people to access our region on chartered or corporately owned aircraft.

Previous Airport leadership launched a master plan in 2019 that failed in two key areas. First, the initial public meeting held virtually was poorly conceived. Rather than introducing a multi-year open conversation of the future opportunities for CMA featuring significant public involvement, attendees were shown images of airliners, provided summary facts about the airline industry, and given survey questions that would have left anyone thinking the airport was about to embark on massive expansion. Separately, former leadership directly challenged the validity of the 1976 Joint Powers Agreement between the County and the City of Camarillo that, among other things, does not allow commercial airline service and includes limitations on late night departures. Taken together, along with other rumors and fears swirling on social media, moving forward with the master plan would have only deepened the communication gap and mistrust with the Department of Airports.

The master plan was one of the first items current Department of Airports director, Keith Freitas, eliminated when he came to Ventura County last year. It has since been replaced with an Airport Layout Plan (ALP) that does not change the current operating structure of Camarillo Airport, but instead serves as a 20-year framing of what operations out of CMA will look like and at the same time spells out what is required to sustain this critical infrastructure for future generations. The ALP process will launch in 2023 and will include several community-based meetings. Be sure to check in with the Department of Airports for more details when they become available.

While some growth to a certain degree is inevitable for any industry, the focus of the ALP is on maintaining CMA's current vitality and to ensure that it can successfully adapt to changes in aviation technology – changes that will improve noise (electric/battery operated aircraft) and will minimize the environmental impact of a plane. The more immediate future includes unleaded fuel options that are currently in the process of being distributed. And beyond that? Think of the "Jetsons" and vertical take offs and landings. Think electric air-based taxis from Ventura County to Burbank and LAX Airports. It's all coming and will eliminate many of the current concerns, particularly those surrounding noise.

Fly Friendly VC

It's no secret that noise-related issues have neighbors in both Oxnard and Camarillo struggling to find peace. In Oxnard, the biggest issue is repeated takeoffs and landings to obtain or maintain proficiency within the airport's traffic pattern, also known as touch-and-go operations. From its founding nearly 90 years ago, Oxnard Airport has always been a training-focused airport, however more recent residential development and changing patterns like working from home has neighbors looking for relief. CMA's air traffic is much more diverse, but it is the jet traffic that has neighbors frustrated.

The Department of Airports takes community concerns seriously and has armed itself with methods to better engage our neighborhoods to tackle these concerns, including the launch of Fly Friendly VC and upcoming FAA-sponsored Part 150 Noise Compatibility Studies for both Oxnard and Camarillo Airports.

Launched in September, Fly Friendly VC addresses the communication gap among pilots and instructors, neighborhoods, air traffic controllers, and our department. For pilots, updated pilot guides for both CMA and OXR were redesigned to communicate preferred traffic patterns with a focus on pilot awareness and avoidance of noise sensitive areas. The program has rolled out with an educational focus, which the Department of Airports is proactively leading. This includes meetings and trainings directly with flight schools all over the region to ensure the successful implementation of the program. The Department also keeps a posture of accountability and will initiate phone calls and letters to flight schools and pilots when a pattern of activity shows that a review of Fly Friendly VC is warranted.

Additionally, the Department of Airports has invested in a Vector Noise Management and Operations System (VNOMS), an online aircraft flight tracking and noise operations management system that provides staff with new tools aimed at improving the efficiency and efficacy of identifying flights of concern.

In 2023 the Department of Airports will launch Part 150 Noise Compatibility Studies for both Oxnard and Camarillo Airports that will coincide with Camarillo's ALP process. Both studies will take nearly two years to complete and will include an in-depth process of investigating and studying current operations to determine existing impacts of noise and then identify any possible remedies. Once the noise exposure maps are accepted, the focus shifts to the analysis of alternatives that could offer relief. The studies, among other items, will include a comprehensive analysis of both jet traffic in Camarillo and helicopter flight paths/touch and go training in Oxnard. Be sure to check vcairports.org for more information and updates.

Airport Finances

It's hard to challenge the contributions the airports make to the community both economically and educationally. CMA and OXR are operated as one enterprise fund and are self-sufficient. The airports generate approximately \$9 million annually in revenues from the various businesses and tenants operating at the two airports. The airports consistently generate a budget surplus of more than \$2 million and currently have a reserve totaling \$19 million. Additionally, as part of the national aviation transportation system, the airports also receive grant funding for most capital projects, which are funded by various national aviation user fees. When you purchase an airline ticket or purchase aviation fuel, a percentage of that is put into the national aviation trust fund (user fee).

More impressive is that the airports are responsible for more than 2,000 jobs, nearly \$135 million in local salaries, and are home to 75 businesses and counting, and \$300 million in local economic impact.

Perhaps the greatest contribution, however, is that of the airports' dedication to youth aviation discovery via Young Eagles and Experimental Aircraft Association programs at both OXR and CMA, not to mention a strong connection to several other organizations such as the Ventura County Ninety-Nines whose focus is on providing countless resources for female pilots through trainings and scholarships. Additionally, CMA is home to the Commemorative Air Force Museum and has a rich connection to local veterans stemming back to World War II.

Transparency

Trust and communication: The Department of Airports is committed to establishing and maintaining both.

How?

1. Community presentations
2. Individual meetings
3. Increased social media presence
4. Community e-mail blasts
5. Improvements to the website
6. Added accessibility to information through multi-lingual communication pieces

These efforts are already in place and will continue for the foreseeable future. CMA and OXR are vital components of the national public transportation system, but they are also vital to the community. That means that the priority of the Ventura County Department of Airports lies equally in the safety and well-being of pilots, airport-based businesses, and the surrounding communities as a whole. Our goal is that our neighbors achieve renewed pride in the history of the airports and confidence in what the future will bring. Visit us on social media or at vcairports.org to learn more and to sign-up for the e-mail communication list.

Soaring spirits! Team which restores vintage aircraft in Ventura County makes toys for kids in need

KCLU | By Lance Orozco

Published December 6, 2022 at 2:23 PM PST



KCLU /

Volunteers making toy jet planes for kids.

Commemorative Air Force volunteers using woodworking skills to make toy aircraft.

In a hangar at Camarillo Airport, a team of workers is sanding, painting, and putting the final touches on some planes they're building. Some members of this crew have decades of experience in the aerospace industry.

They're members of an all-volunteer group called the Commemorative Air Force. It's a non-profit organization which restores, and flies World War Two vintage airplanes. But, the planes they're working on will fit in your hand, and are intended for kids.

"We build parts for planes, we built parts for maintenance guys...but we're taking the opportunity to use the shop we've developed, and the talent that

some of members have developed over their lifetime to do a project to give back..and have some fun doing it." said Bob Fischer, who worked for decades as an engineer on manufacturing lines.

Now, he helped design a line at in the CAF's workshop to build wooden jet plane toys, which will be given to kids in need during the holidays.



KCLU/

CAF's Bob Fisher helped design the building process for the toy airplanes being built by volunteers at Camarillo Airport.

In another part of the shop area, Gene O'Neill is sanding the nose of one of the nearly finished wooden toys. "It needed some repair," he said as he sanded it.

The Camarillo man says it fun making the toys. He admits it's also a lot easier then the technology-heavy aircraft he used to work on for McDonald-Douglas:

It's a big twist for the Commemorative Air Force Team, which usually uses this shop area to make wooden parts for rare historical aircraft.

CAF's Southern California Wing has 15 aircraft at Camarillo Airport, including a dozen which fly, as well as a World War li museum. Lucien Pillai is with the wing.

"We are an all volunteer organization. The passion we have is to restore, and maintain World War II era aircraft."

As the volunteers put the finishing touches on the toy planes, Fisher, who helped set up the operation, walks us over to some tables covered with some of the wooden toys.

"What you see on these tables over here are the finished planes. There are about three dozen of them," said Fisher. He point to another table, where there are another dozen waiting for final sanding and a finish coat.

Dozens of the planes will go to the Ventura County Fire Department for distribution through its annual toy drive.

The crew is excited about the CAF's latest project, even though it's a very non-traditional one. They say while these wooden planes won't fly, they hope they will make some young hearts soar during the holidays.



COUNTY of VENTURA

Department of Airports

555 Airport Way, Suite B
Camarillo, CA 93010
Phone: (805) 388-4372
Fax: (805) 388-4366
vcairports.org

[REDACTED]
Above All Aviation

[REDACTED]
Santa Barbara, Ca.
[REDACTED]

December 9th, 2022

Dear [REDACTED],

Thank you again for taking the time to meet with me and Keith to discuss the implementation of Fly Friendly VC. We appreciate your time and commitment to the program and to helping us ensure that we are collectively working to be the best possible neighbors to Ventura County residents.

Enclosed you will find the additional Fly Friendly VC materials you requested during our meeting. Please do not hesitate to reach out to me with any questions. We ask that you share photos of these materials on display in your office area, lobbies, or classrooms so that we can highlight your work toward the success of Fly Friendly VC. You may e-mail photos of the information displayed to me at Jannette.Jauregui@ventura.org.

I thank you again for your commitment to Fly Friendly VC. We know this program would not be a success without your help.

Wishing you well,

Jannette Jauregui
Communications and Engagement Manager/PIO
County of Ventura Department of Airports



COUNTY of VENTURA

Department of Airports

555 Airport Way, Suite B
Camarillo, CA 93010
Phone: (805) 388-4372
Fax: (805) 388-4366
vcairports.org

[REDACTED]
ATP Flight School

[REDACTED]
Long Beach, Ca.
[REDACTED]

December 9th, 2022

Dear [REDACTED]

Thank you again for taking the time to meet with me and Keith to discuss the implementation of Fly Friendly VC. We appreciate your time and commitment to the program and to helping us ensure that we are collectively working to be the best possible neighbors to Ventura County residents.

Enclosed you will find the additional Fly Friendly VC materials you requested during our meeting. Please do not hesitate to reach out to me with any questions. We ask that you share photos of these materials on display in your office area, lobbies, or classrooms so that we can highlight your work toward the success of Fly Friendly VC. You may e-mail photos of the information displayed to me at Jannette.Jauregui@ventura.org.

I thank you again for your commitment to Fly Friendly VC. We know this program would not be a success without your help.

Wishing you well,

Jannette Jauregui
Communications and Engagement Manager/PIO
County of Ventura Department of Airports



COUNTY of VENTURA
Department of Airports

555 Airport Way, Suite B
Camarillo, CA 93010
Phone: (805) 388-4372
Fax: (805) 388-4366
vcairports.org

[REDACTED]
First Take Aviation

[REDACTED]
Van Nuys, Ca.
[REDACTED]

December 9th, 2022

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[REDACTED]
Proteus Air Services

[REDACTED]
Santa Monica, Ca.
[REDACTED]

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Oxnard Airport Youth Discovery Day a Success December 14, 2022



The Experimental Aircraft Association (EAA) chapters of Oxnard and Camarillo airports hosted a Youth Discovery Day on December 10th at Oxnard Airport and welcomed nearly 50 local families with an opportunity to explore the world of aviation.

Joined by volunteers from the Ventura County Ninety-Nines, Commemorative Air Force, Whiteman Airport Aviation Explorers, California Aeronautical University, Camarillo's Flying Circus, and Aero Vironment, Inc., the EAA event offered a variety of opportunities for children of all ages to experience flight simulation, remote controlled aircraft simulation, a static display of unique aircraft, and a

demonstration of the Mars Ingenuity Helicopter. In addition, five EAA pilots provided free flights in small aircraft to 41 local children ranging in age from 8 to 17 years old as part of the national EAA Young Eagles Program. All participants were awarded Young Eagle wings, pilot certificate, and flight logbook.

The event concluded with a reception honoring local pilot and Navy veteran, Mark Swaney, as the 2022 Wright Brothers Master Pilot Award, which recognizes exceptional performance of pilots with at least 50 years of experience.

Special thanks is extended to the team from the Oxnard Air Tower and Aspen Helicopters who provided fuel at a discounted rate for the Young Eagles flights.

Held in partnership with the County of Ventura's Department of Airports, the Youth Discovery Day was just one example of the local aviation community's commitment to youth educational and development opportunities.

[Click here](#) to watch a video showcasing the event.

For more information, visit vairports.org.

NEWS

New state-of-the-art helicopter arrives at Ventura County Aviation Unit



Jeremy Childs

Ventura County Star

Published 4:09 p.m. PT Dec. 21, 2022 | Updated 8:11 p.m. PT Dec. 21, 2022

A brand new, state-of-the-art helicopter buzzed into the Ventura County Aviation Unit's fleet this week, the latest equipment upgrade for the county's public safety team.

The copter, a 2022 Bell 412EPX, replaces the former Copter 9, a 1969 Bell UH-1 Iroquois, also known as a "Huey." The new helicopter now bears the Copter 9 designation and will be the primary aircraft used during search-and-rescue missions by the Aviation Unit, a joint venture of the county sheriff's office and fire department.

Sheriff's Capt. Randy Downard, who oversees the air unit, said the new helicopter will upgrade the technology used by his team to modern standards.

"We're set to bring the Aviation Unit into the future," Downard said.

Although both Bell helicopters are manufactured by the same company, the two models have several notable differences. For instance, the new Bell 412EPX has four blades instead of two and runs on dual engines instead of one.

These features allow the helicopter to not only fly faster, but run smoother with greater stability, according to Alex Keller, a helicopter pilot with the air unit. This is especially important when performing tasks like hovering close to the ground and hoisting up patients, Keller said.

Other upgrades include a larger fuel tank, lighter materials and an updated transmission system co-developed with Subaru.

James McGuire, another helicopter pilot with the unit, has already flown the Bell 412EPX and noted the cockpit display features touchscreens instead of circle track gauges.

"It's like going from a 1970 Chevy truck to a 2022 Chevy," McGuire said.

Downard said the copter cost \$11.5 million for the base unit plus \$2 million in upgrades to make it suitable for search-and-rescue missions, plus an additional \$1 million in tax, bringing the total cost to \$14.5 million. The craft was paid for via a combination of general fund reserves from the county and Proposition 172 public safety funds.

The Bell 412EPX is the latest acquisition for the air unit, which also added two larger Firehawk helicopters to its arsenal last year. With multiple aircraft on its roster, the air unit can still operate even if one of its copters is out of commission or undergoing maintenance.

"Our goal is to always have a Firehawk and a rescue Huey up and running," Keller said.

Despite the aircraft's arrival this week, Downard estimates it will be another four to six weeks before it can be used on a mission.

In the meantime, crews will work to fully install medical equipment on board, then complete two weeks of flight training and take the aircraft on multiple test runs before it can be added to the rotation.

Jeremy Childs is a general assignment reporter covering courts, crime and breaking news for the Ventura County Star. He can be reached at 805-437-0208, jeremy.childs@vcstar.com, and on Twitter @Jeremy_Childs.

Members of the Ventura County Aviation Unit place their older helicopter next to the new Bell 412EXP, at right, for comparison at the Camarillo Airport on Wednesday, Dec. 21, 2022.

ANTHONY PLASCENCIA/THE STAR

