



**COUNTY of VENTURA**  
Department of Airports

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Camarillo, CA 93010  
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NOTICE IS HEREBY GIVEN  
that the Regular Meeting of the Aviation Advisory Commission  
will be held on:

**Thursday**                      **May 11, 2023**                      **12:00 P.M.**

**DEPARTMENT OF AIRPORTS  
ADMINISTRATION OFFICE  
CONFERENCE ROOM  
555 AIRPORT WAY, SUITE B  
CAMARILLO, CA**

Public Participation Options and Instructions:

1. Attend in-person at the address listed above.
2. You may observe the meeting via the **Department of Airports YouTube channel**  
[https://www.youtube.com/channel/UC4jLWASMGn4wTrEPdT8BOTQ?view\\_as=subscriber](https://www.youtube.com/channel/UC4jLWASMGn4wTrEPdT8BOTQ?view_as=subscriber)
3. Participate and provide public comment via Zoom:

**WEBINAR:**

<https://us06web.zoom.us/j/81153001768?pwd=aVY5UHc3TmVzcW5uVmNtMU5BVkJOdz09>

**TELEPHONE:** 1-669-444-9171

**MEETING ID:** 886 6007 3764

**MEETING PASSCODE:** 628924

Click on the link above and enter your name so we may call on you when it is your turn to speak. Members of the public who wish to comment should use the "Raise Hand" function in Zoom when the Chair of the Commission calls for public comment. The secretary will call your name when it is your turn to speak. You will be prompted to unmute your microphone. Unmute and begin speaking; start by stating your name.

If joining by telephone, press star (\*) then 9 on their touch-tone phone when the Chair of the Commission calls for public comment. The secretary will call the last 4 digits of your phone number when it is your turn to speak. You will be prompted to unmute your phone. Unmute and begin speaking; start by stating your name.

Public members will have 3 minutes to speak on an agenda item. Please ensure that all background noise is muted (TV, radio, etc.).

## AGENDA

1. CALL to ORDER and PLEDGE of ALLEGIANCE
2. ROLL CALL
3. AGENDA REVIEW
4. APPROVAL of MINUTES – March 9, 2023 (Page 7)
5. PUBLIC COMMENT PERIOD

Airport related comments will be limited to a maximum of three minutes per item. The public comment period is reserved for issues NOT on the agenda.

### In-Person Public Comment:

Speakers must fill out a speaker card and submit it to the secretary 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.

### Zoom Public Comment:

Speakers should press the raise hand button, or if joining by telephone, press star (\*) then 9 to be added to the speaker queue when the Chair of the Commission calls for public comment.

## 6. NEW BUSINESS

A. Subject: Selection of Vice-Chair for Remainder of Calendar Year 2023 Term (Page 14)

### Recommendation:

Nominate and select a Vice-Chair to serve the remainder of the Calendar Year 2023 term.

B. Subject: Receive and File a Staff Update Regarding the Camarillo Airport Layout Plan Update (ALP Update) (Page 15)

### Recommendation:

Staff requests that your Commission/Authority receive and file a staff presentation on the progress of the ALP Update for Camarillo Airport.

C. Subject: Receive and File a staff Update Regarding the Camarillo and Oxnard FAR Part 150 Noise Compatibility Studies (Page 16)

### Recommendations:

Staff requests that your Commission/Authority receive and file a staff presentation on the progress of the FAR Part 150 Noise Compatibility Studies for Camarillo and Oxnard Airports.

**D. Subject: Authorization for the Director of Airports or Designee to Terminate the Month-to-Month Lease with the State of California, Department of Food and Agriculture at 295 Durley Ave., Camarillo, CA (Page 17)**

**Recommendation:**

Authorize the Director of Airports or his designee to terminate the month-to-month lease with the State of California, Department of Food and Agriculture at 295 Durley Avenue, Camarillo (Exhibit 1).

**E. Subject: Review of Fiscal Year 2023-24 Proposed Budget (Page 30)**

**Recommendation:**

Staff requests that your Commission and Authorities review and comment on the Department of Airports (DOA) proposed FY 2023-24 budget for Camarillo and Oxnard Airports; and Camarillo Roads and Lighting Enterprise Fund, as attached, and recommend approval of the Board of Supervisors.

**F. Subject: Approval of the Department of Airports' Fiscal Year 2023-24 Rent and Fee Schedule, Effective July 1, 2023; Adoption of a Resolution Establishing Rents, Fees, and Insurance Requirements for the Department of Airports; Delegation of Authority to the County Executive Officer and the Director of Airports to Execute Leases, Subleases, Licenses, Permits, Special Use/Activity Permits, Operation Agreements, Extensions, Amendments, Consents, Termination Notices, and Unlawful Detainer Complaints in Accordance with the Provisions of the Schedule (Page 91)**

**Recommendation:**

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

1. Approve the Department of Airports' ("Department") FY 2023-24 Rent and Fee Schedule (Exhibit 1 is a clean version and Exhibit 2 is a legislative version with track changes), with an effective date of July 1, 2023; and
2. Authorize the County Executive Officer and the Director of Airports to execute certain leases, subleases, licenses, permits, special use/activity permits, operation agreements, extensions, amendments, consents, termination notices, and unlawful detainer complaints as described in section III of the attached resolution (pages 31-38 of Exhibit 1); and
3. Approve, adopt, and execute the resolution (pages 31-38 of Exhibit 1) establishing rents, fees, and insurance requirements for the Department.

**G. Subject: Approval of the Five-Year Capital Improvement Plan (CIP) for Camarillo and Oxnard Airports; Authorization for the Director of Airports or Designee, to Apply for Grants to Fund Projects Scheduled for Federal Fiscal Years 2023 and 2024 Outlined in the CIP upon Notification from the Federal Aviation Administration and the California Department of Transportation Aeronautics Program That Funds Are Available. (Page 182)**

**Recommendations:**

1. Approve the five-year capital improvement plan (CIP) for Camarillo and Oxnard Airports (Exhibit 1); and
2. Authorize the Director of Airports or his designee, to apply for grants to fund the projects scheduled for federal fiscal years (FFY) 2023 and 2024 outlined in the CIP upon notification from the Federal Aviation Administration (FAA) and the California Department of Transportation Aeronautics Program (Caltrans) that funds are available.

**H. 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 Part 150 Noise Compatibility Study with Coffman Associates, Inc., Increasing the Total Amount of the Contract by \$35,000 to \$805,943, and Increasing the Airport's Cost Share of the Contract from \$42,402 to \$77,402. (Page 231)**

**Recommendation:**

Staff requests that your 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 Part 150 Noise Compatibility Study, increasing the total amount of the contract by \$35,000 to \$805,943, and Increasing the Airport's Cost Share of the Contract from \$42,402 to \$77,402 (Exhibit 1).

**I. 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 Oxnard Airport Part 150 Noise Compatibility Study with Coffman Associates, Inc., Increasing the Total Amount of the Contract by \$35,000 to \$805,943, and Increasing the Airport's Cost Share of the Contract from \$42,402 to \$77,402. (Page 294)**

**Recommendation:**

Staff requests that your 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 Oxnard Airport Part 150 Noise Compatibility Study, increasing the total amount of the contract by \$35,000 to \$805,943, and Increasing the Airport's Cost Share of the Contract from \$42,402 to \$77,402 (Exhibit 1).

## 7. DIRECTOR'S REPORT

## 8. REPORTS (Page 358)

**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 – February, March 2023  
Monthly Noise Complaints – February, March 2023  
Consultant Reports (Coffman Associates) – February, March 2023  
Consultant Reports (Aviation – Camarillo Airport) – February, March 2023  
Consultant Reports (Aviation – Oxnard Airport) – February, March 2023  
Consultant Reports (Mead & Hunt) – February, March 2023  
Airport Tenant Project Status – April 2023  
Project Status – April 2023

## 9. CORRESPONDENCE (Page 380)

**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 March 23, 2023 from VC Star re: Oxnard residents voice airport noise complaints.

Letter dated March 24, 2023 to Granite Construction providing Notice to Proceed on Oxnard Taxiway connectors A-E.

Event summary from Oxnard Chapter of EAA promoting a Young Eagles Rally at Oxnard Airport on March 25, 2023.

Press Release dated March 29, 2023 from AVEX re: AVEX hosts Aircraft Safety Seminar at CMA – March 29, 2023. Department of Airports.

Advertisement for the ALP Update Public Information Workshop held on April 18 at the Camarillo Public Library.

Press Release from Department of Airports re: OXR Taxiway Construction, addressing concerns.

Article from Camarillo Acorn re: Officials ground airport disinformation.

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

## 11. ADJOURNMENT

The next regular Commission meeting will be on Thursday, June 8, 2023 in the Department of Airports Administration Office Conference Room, 555 Airport Way, Suite B, Camarillo, California.

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IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT ANA CASTRO (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.