



AVIATION ADVISORY COMMISSION

MINUTES

June 8, 2023

1. CALL to ORDER and PLEDGE of ALLEGIANCE

Chair, Maggie Bird, called the meeting to order at 12:01 p.m. and led the pledge of allegiance.

2. ROLL CALL

PRESENT

Maggie Bird
Adriana Van der Graaf
Matthew Johnston
Shane Warburton
James Flickinger
Jerrold Abramson
John Corneau
Steve Tannehill

Excused (E)

Late (L)

AIRPORT STAFF

Keith Freitas, Director
Dave Nafie, Deputy Director
Jamal Ghazaleh, Fiscal Manager
Denise Arreola, Management Assistant

ABSENT

Buzz Patterson (E)
Steve Weiss (E)

3. AGENDA REVIEW

No changes to the agenda.

4. APPROVAL OF MINUTES – May 11, 2023

Deputy Director, Dave Nafie, stated Commissioner Steve Weiss’s absence at the May 11, 2023, meeting was excused, and inadvertently omitted by Airport staff.

Action: Adriana Van der Graaf moved to approve the May 11, 2023, minutes with the amendment, and Shane Warburton seconded the motion. All members voted in favor and the motion passed unanimously 8-0.

5. PUBLIC COMMENT - Comments will be limited to a maximum of three (3) minutes per item.

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.

E-mail or Mail Public Comment:

Public comments may be submitted in writing by e-mail or mail. Comments must be received by 12:00 p.m. on the day prior to the meeting. All written comments received prior to the meeting will be circulated to the Commission members. Please note that all comments in writing are public record and subject to disclosure. Comments will not be read aloud at the meeting but will be made public upon the approval of the meeting minutes. Please do not submit personal contact information if you do not want to be made public.

No public comments.

6. NEW BUSINESS

No new business.

7. OLD BUSINESS

A. Subject: Review of Fiscal Year 2023-24 Proposed Budget.

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.

Action: After some discussion with Airport Director, Keith Freitas, Chair Maggie Bird moved to approve the recommendation and Vice Chair Adriana Van der Graaf seconded the motion. All members voted, and the motion passed unanimously 8-0.

10. COMMISSION COMMENTS

Commissioner Steve Tannehill proposed the motion that a review/study session of the AAC Bylaws be presented to the Aviation Advisory Commissioners for educational purposes. Chair Maggie Bird stated the AAC Bylaws were recently updated and suggested that Commissioners propose their questions for clarification of the Bylaws rather than a review of the entire document. Vice Chair Adriana Van der Graaf further stated that the AAC Bylaws were updated in November of 2020 consisting of long hours and work by 3 commissioners and was presented to the Board of Supervisors.

Commissioner Steve Tannehill clarified his intention of this motion is not to re-write the Bylaws, but simply a review/study session to ensure all Commissioners are aware of their expectation as AAC Commissioners in accordance with the Bylaws. Commissioner Shane Warburton agreed and seconded the proposed motion. He further provided his input on how these study sessions/workshops have assisted him and other committee/commission members in their board meetings that are ran similarly.

All members voted on the proposed motion of the review/study session of the AAC Bylaws be presented to the Aviation Advisory Commissioners for educational purposes and the motion passed 6-2. Airport Director Keith Freitas shall present the session at the July 13, 2022, meeting.

Yes: Matthew Johnston, Shane Warburton, James Flickinger, Jerrold Abramson, John Corneau, and Steve Tannehill.

No: Maggie Bird and Adriana Van der Graaf.

Airport Director, Keith Freitas, will give the report during the July 13, 2022, meeting.

11. ADJOURNMENT

There being no further business, a motion to adjourn the June 8, 2023, meeting of the Aviation Advisory Commission was made by Jerrold Abramson and seconded by Matthew Johnston at 1:21 p.m.

The next regular Commission meeting will be on Thursday, July 13, 2023, in the Department of Airports Administration Office Conference Room, 555 Airport Way, Suite B, Camarillo, California.

A handwritten signature in blue ink, appearing to read 'K. Freitas', with a stylized flourish at the end.

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