



**COUNTY of VENTURA**  
Department of Airports

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**AVIATION ADVISORY COMMISSION**

**MINUTES**

**July 13, 2023**

**1. CALL to ORDER and PLEDGE of ALLEGIANCE**

Chair, Maggie Bird, called the meeting to order at 12:00 p.m. and Commissioner Buzz Patterson led the pledge of allegiance.

**2. ROLL CALL**

**PRESENT**

Maggie Bird  
Shane Warburton  
Jerrold Abramson  
Buzz Patterson  
Steve Tannehill

*Excused (E)*

*Late (L)*

**AIRPORT STAFF**

Keith Freitas, Director  
Dave Nafie, Deputy Director  
Erin Powers, Projects Administrator  
Madeline Herrle, Lease Manager  
Jannette Jauregui, Communications & Engager  
Manager  
Denise Arreola, Management Assistant

**ABSENT**

Matthew Johnston (E)  
Adriana Van der Graaf (E)  
Steve Weiss (E)  
John Corneau (E)  
James Flickinger (A)

### **3. AGENDA REVIEW**

Director, Keith Freitas addresses the amendment to agenda item 6.B that was sent to the commission.

Chair Maggie Bird moved to hear agenda item 6.K, Receive and File Presentation on the Wings Over Camarillo Airshow at Camarillo Airport as the first agenda item.

### **4. APPROVAL OF MINUTES – June 8, 2023**

***Action: Steve Tannehill moved to approve the June 8, 2023, minutes and Jerrold Abramson seconded the motion. All members voted and the motion passed unanimously 5-0.***

- 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.*

***No public comments.***

### **6. NEW BUSINESS**

**K. Subject: Receive and File a Presentation on the Wings Over Camarillo Air Show at Camarillo Airport**

#### **Recommendation:**

Receive and file a presentation by Bob Trimborn and Bill Thomas on the Wings Over Camarillo Air Show taking place on August 19-20, 2023, at Camarillo Airport

Bob Trimborn, Operations Director and Bill Thomas, Air Boss of the Wings Over Camarillo presented a detailed Power Point and answered various questions from the Commissioners in regard to the event. Bob and Bill welcomed the positive feedback and addressed concerns from the Commission on their presentation and the annual event.

***Action: All Commission members were in favor to receive and file this presentation***

**A. Subject: Aviation Advisory Commission Bylaw Review**

**Recommendation:**

Receive and file the presentation providing an overview of the Aviation Advisory Commission's (AAC) Bylaws, which were approved by the Ventura County Board of Supervisors on November 17, 2020

Director Keith Freitas presented the AAC Bylaw Review Power Point Presentation and welcomed comments from Commissioners.

***Action: Shane Warburton moved to receive and file the Commission Bylaw Review and Buzz Patterson seconded the motion. All members voted and the motion passed unanimously 5-0.***

**B. Subject: Approval of, and Authorization for the Director of Airports or Designee to Sign, the Third Amendment to Lease with Airport Properties Limited, LLC for Development of a Hangar Complex at the Camarillo Airport.**

**Recommendation:**

Staff requests that your Commission/Authority recommend that the Board of Supervisors:

Approve, and authorize the Director of Airports or his designee to sign, the attached Third Amendment to Lease with Airport Properties Limited, LLC (APL) for development of a hangar complex at the Camarillo Airport (Exhibit 1).

Lease Manager Madeline Herrle provided staff's report.

***Action: Steve Tannehill moved to approve staff's recommendation and Jerrold Abramson seconded the motion. All members voted and the motion passed unanimously 5-0.***

**C. Subject: Authorization for the Director of Airports or Designee to Award Annual Consulting-Services Contracts for FY 2023-2024 to Coffman Associates, Inc., Jviation, a Woolpert Company, Mead and Hunt, Inc., and The Adams Companies, LLC, and to Issue Work Orders Against These Contracts.**

## **Recommendations:**

Staff requests that your Commission/Authority recommend that the Board of Supervisors:

1. Authorize the Director of Airports, or his designee, to award annual consulting- services contracts for fiscal year 2023-2024 to the consultants listed in the Annual Consultant Services Contracts Summary (Exhibit 1) using a contract form negotiated in compliance with the County of Ventura Public Works Agency Project Processing Procedures Manual (an exemplar contract form is attached as Exhibit 2); and
2. Authorize the Director of Airports, or his designee, to issue work orders against such contracts for up to \$35,000 each project for planning of construction projects not yet approved by your Board, and for up to \$200,000 each work order for other services.

Projects Administrator Erin Powers presented the item and responded to questions from Commissioners.

***Action: Steve Tannehill moved to approve staff's recommendations and Buzz Patterson seconded the motion. All members voted and the motion passed unanimously 5-0.***

**D. Subject: Authorization for the Director of Airports or his designee to Accept on Behalf of the County an Aircraft Rescue and Firefighting (ARFF) emergency response vehicle from Burbank-Glendale-Pasadena Airport Authority, with an estimated value of \$30,000; Approval of, and Authorization for the Director of Airports or his designee to sign, a Sale Agreement with the City and County of San Francisco to purchase a surplus ARFF vehicle for \$14,000.**

## **Recommendations:**

Staff requests that your Commission/Authority recommend that the Board of Supervisors:

1. Approve, and authorize the Director of Airports or his designee to accept on behalf of the County a surplus ARFF emergency response vehicle from Burbank-Glendale-Pasadena Airport Authority with an estimated value of \$30,000.
2. Approve, and authorize the Director of Airports or his designee to sign and execute a Sale Agreement (Exhibit 1) with the City and County of San Francisco to purchase a surplus ARFF vehicle for \$14,000.

Director Keith Freitas presented the item and addressed the comments and concerns of the Commissioners.

***Action: Jerrold Abramson moved approve staff's recommendations and Shane Warburton seconded the motion. All members voted and the motion passed 5-0.***

**E. Subject: Receive and File an Update on Current Airport Layout Plan (ALP) Update for Camarillo Airport**

**Recommendation:**

Receive and file staff update from Projects Administrator on the current ALP Update for Camarillo Airport

Project Administrator Erin Powers provided the staff's report.

***Action: Shane Warburton moved to receive and file the update and Steve Tannehill seconded the motion. All members voted and the motion passed 5-0.***

**F. Subject: Authorization for the Director of Airports or Designee, to Accept and Sign Federal Aviation Administration Grant No. 3-06-0179-043-2023, When Offered, in an Estimated Amount of \$19,000,000, Which Will Provide Funds for the Taxiway F Reconstruction at Oxnard Airport; Authorization for the Director of Airports or Designee, to Apply for, Accept, and Sign for a Matching Grant from Caltrans, if Offered; and Authorization for County Counsel to Execute the Certificate of Sponsor's Attorney Required by Federal Aviation Administration Grant Agreements**

**Recommendations:**

Staff requests that your Commission/Authority recommend that the Board of Supervisors:

1. Authorize the Director of Airports or his designee, to accept and sign Federal Aviation Administration (FAA) Grant No. 3-06-0179-043-2023, when offered, in an estimated amount of \$19,000,000, which will provide funds for the Taxiway F Reconstruction at Oxnard Airport;
2. Authorize the Director of Airports or his designee, to apply for, accept, and sign for a matching grant from California Department of Transportation (Caltrans), if offered; and

3. Authorize County Counsel to execute the Certificate of Sponsor's Attorney required by FAA Grant Agreements.

Projects Administrator Erin Powers reviewed a Power Point presentation and received comments and addressed concerns from the Commissioners. Director Keith Freitas assisted in providing additional remarks as to the cost increase of materials and labor since the pandemic.

***Action: After discussion concerning the timeline and costs, Jerrold Abramson moved to approve the recommendation to the Board of Supervisors for the Director of Airports to accept and sign the FAA Grant in the estimated amount of \$19,000,000 apply, accept, and sign for a matching grant from Caltrans, and County Counsel to execute the Certificate of Sponsor's Attorney required by the FAA Grant agreements and Buzz Patterson seconded the motion. All members voted and the motion passed 4-0 with one abstention from Steve Tannehill.***

**G. Subject: Receive and File an Update on the Oxnard Airport Taxiway Connectors A-E Reconstruction Project**

**Recommendation:**

Receive and file an update on the Oxnard Airport Taxiway Connectors A-E Reconstruction Project

Project Administrator Erin Powers provided the staff's update.

***Action: Steve Tannehill moved to receive and file the update and Buzz Patterson seconded the motion. All members voted and the motion passed unanimously 5-0.***

**H. Subject: Receive and File an Update on Current Part 150 Noise Compatibility Studies for Camarillo and Oxnard Airports**

**Recommendation:**

Receive and file an update on current Part 150 airport noise compatibility studies for Camarillo and Oxnard Airports

Project Administrator Erin Powers provided the staff's update.

***Action: Shane Warburton moved to receive and file the update and Jerrold Abramson seconded the motion. All members voted and the motion passed unanimously 5-0.***

**I. Subject: Aviation Advisory Commission Meeting Day and Time**

**Recommendation:**

In an effort to provide the broadest public outreach and public access for the Department of Airports and the County, the Department of Airports is recommending that the Aviation Advisory Commission (AAC) meetings consider and vote for one of three options for holding their monthly meetings:

1. Continue to hold meetings at 12 noon on the same day as the Airport Authorities' meetings, which are currently held on the second Thursday of each month.
2. Hold meetings at 12 noon on Tuesday or Wednesday, the same week as the Airport Authorities' meetings.
3. Hold meetings at 6:30pm on Tuesday or Wednesday, the same week as the Airport Authorities' meetings.

Director Keith Freitas provided information that would benefit the Commission, the public and Department to change the meeting time. Various opinions and comments from the Commission were received. Overall, the Commission confirmed night meetings would be preferred.

***Action: Jerrold Abramson moved to approve staff's recommendation for the AAC to hold their monthly meetings at 6:30 p.m. on Wednesdays of the same week as the Camarillo/Oxnard Airport Authorities' meeting and Steve Tannehill seconded the motion. All members voted and the motion passed 4-0 with one abstention from Chair, Maggie Bird.***

**J. Subject: Receive and File a Staff Update Regarding Fly Friendly VC Progress Report**

**Recommendation:**

Receive and file a staff update regarding Fly Friendly VC Progress Report

Communication & Engagement Manager Jannette Jauregui provided the staff's report.

***Action: Steve Tannehill moved to receive and file the update and Shane Warburton seconded the motion. All members voted and the motion passed unanimously 5-0.***

## **7. DIRECTOR'S REPORT**

Director Keith Freitas addresses the methods on how the public, who are unable to appear in person or zoom, can submit their comments to the AAC. Members of the public may submit their comment by 12:00 p.m. the day before the meeting by mail, or e-mail. Once received, comments will be circulated to commission members and then added to record.

The Department of Airports has, for the first time, set up a payment app for tenants to pay online. Tenants appreciate another option on how they can make payments for the hangars/tiedowns. Tenants have mentioned it is easy to navigate on the site, and it has helped staff in the office.

Deputy Director, Dave Nafie, is set to attend the Channel Islands Neighborhood Council on July 27, 2023, and will be discussing the Oxnard Airport construction project along with any other airport related topics.

The Department of Airports is proud to announce their on-going support of the annual Department of Animal Services "Clear the Shelters" event on August 26, 2023, located at the Camarillo Airport.

Oxnard Airport staff recognized by Director Keith Freitas for their involvement in hosting the "Career Exploration" Field Trip organized by the Boys and Girls Club of Oxnard on July 17, 2023. Staff to give a tour of Oxnard Airport to the kids while discussing careers in aviation.

On July 1, 2023, Oxnard Airport opened its parking lot to the first Artisan Market. This event included over 22 vendors and food trucks. The next Artisan Market event will be August 5, 2023, at Oxnard Airport.

Barbara Filkins was congratulated for the submission and the acceptance of her topic to the National Association of Flight Instructors. The topic is an abstract on improving air traffic patterns and how those will help communities with noise. She will be working with airport staff on this.

Cloud Nine is in the process of phasing in tenants. Their first tenant has officially moved in two aircrafts. Planes are Praetor mid-sized jets.



Camarillo Airport was honored to have Congresswoman Julia Brownley on June 28, 2023. The Congresswoman and her staff received a tour of the Airport, including a ride in a Sheriff helicopter. The Department of Airports is appreciative of her continuous support of both airports.

Ojai Valley School Summer Camp to participate in field trip on July 14, 2023, at Oxnard Airport. The children will take a tour of the Oxnard Airport control tower, an ARFF truck, and wrap up their field trip at Aspen Helicopters.

***Director's 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 – April, May 2023  
Monthly Noise Complaints – April, May 2023  
Consultant Reports (Coffman Associates) – April, May 2023  
Consultant Reports (Jviation – Camarillo Airport) – April, May 2023  
Consultant Reports (Jviation – Oxnard Airport) – April, May 2023  
Consultant Reports (Mead & Hunt) – April 2023  
Consultant Reports (Mead & Hunt) – May, June 2023  
Airport Tenant Projects – July 2023  
Project Status Report – April 2023  
Financial Statements Third Quarter – FY 2023/2024  
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.**

Letter to customer dated April 18, 2023, from Lease Manager Madeline Herrle re: Public Records Request with estimate for public records request

Department of Airports Announcement dated April 25, 2023 re: Ventura County Department of Airports Undergoes Taxiway Reconstruction, Addresses Concerns Related to the Project

Letter to customer dated May 1, 2023 from Lease Manager Madeline Herrle re: Notice of Rent Adjustment June 1, 2023

Letter to customer dated May 1, 2023, from Lease Manager Madeline Herrle re: Letter of Credit Number S100410, Amendment Number 001 dated April 14, 2023 Golden West Terminals

Letter to Top Flight Aviation dated May 11, 2023 from Communications & Engagement Officer Jannette Jauregui re: Camarillo Airport Hours of Operation Departures Between 12:00 a.m. and 5:00 a.m.

Letter to customer dated May 14, 2023, from Lease Manager Madeline Herrle re: FAA MOA No. 690EG4-20-L-00090 CMA – Camarillo Airport, Camarillo California

Letter to 24/7 Jet, Inc., dated May 29, 2023 from Communications & Engagement Officer Jannette Jauregui re: Camarillo Hours of Operation

Letter to Director of Ventura County Animal Services, Jackie Rose, dated June 1, 2023, from Deputy Director, Dave Nafie re: Clear the Shelter Event – August 26, 2023

Letter to Director of Ventura County Animal Services, Jackie Rose, dated June 1, 2023, from Deputy Director, Dave Nafie re: Modification to side yard area at NWC of Aviation Drive and Convair Street (with attachment)

Letter to Ryan Smith, Senior Real Estate Officer, dated June 1, 2023, from Lease Manager Madeline Herrle re File no. 6375-001 Department of Food & Agriculture 295 Durley Ave, Suites A & B, Camarillo CA 93010 – Notice of Lease Termination

Letter to Channel Islands Aviation, Inc., dated June 11, 2023, from Communications & Engagement Officer Jannette Jauregui re: Camarillo Hours of Operation Departures Between 12:00 a.m. and 5:00 a.m.

Letter to President – Board of Directors – NAMI Ventura County dated June 13, 2023, from Lease Manager Madeline Herrle re: Early Lease Termination – Camarillo Office

Article dated June 17, 2023, from Camarillo Acorn re: Airports Set Second Phase of Noise Study

Letter to pilot with registration pending dated June 23, 2023, from Communications & Engagement Officer Janette Jauregui re: Camarillo Hours of Operation Departures Between 12:00 a.m. and 5:00 a.m.

***Correspondence was received and filed.***

## **10. COMMISSION COMMENTS**

**No Commission comments.**

## **11. ADJOURNMENT**

There being no further business, a motion to adjourn the July 13, 2023, meeting of the Aviation Advisory Commission was made by Steve Tannehill and seconded by Jerrold Abramson at 2:28 p.m.

The next regular Commission meeting is scheduled on **Thursday, August 10, 2023, at 12:00 p.m.** in the Department of Airports Administration Office Conference Room, 555 Airport Way, Suite B, Camarillo, California.



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