



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>

CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY

MINUTES

July 13, 2023

1. CALL to ORDER and PLEDGE of ALLEGIANCE

CAA Chair, Scott Barer, called the meeting to order at 6:32 p.m. and OAA Chair Eugene Fussell led the pledge of allegiance.

2. ROLL CALL

CAA PRESENT

Kelly Long
Vianey Lopez
Susan Santangelo
Martita Martinez-Bravo
Scott Barer

CAA ABSENT

OAA PRESENT

Kelly Long
Vianey Lopez
Bert Perello (L)
Gabe Teran
Eugene Fussell

OAA ABSENT

Excused (E)

Late (L)

Alternate (Alt)

AIRPORT STAFF

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

3. AGENDA REVIEW

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

CAA Chair Scott Barer moved to hear agenda item 6.I, Receive and File Presentation on the Wings Over Camarillo Airshow at Camarillo Airport, as the first agenda item.

4. APPROVAL OF MINUTES – May 11, 2023

Camarillo Airport Authority: Councilmember Martita Martinez-Bravo moved to approve the May 11, 2023, meeting minutes and Mayor Susan Santangelo seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

Oxnard Airport Authority: Supervisor Kelly Long moved to approve the May 11, 2023, meeting minutes and Councilmember Gabe Teran seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

5. PUBLIC COMMENT PERIOD

No public comments.

6. NEW BUSINESS

CAMARILLO AND OXNARD AIRPORT AUTHORITY

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

Recommendation:

Receive and file a presentation 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 Authorities in regard to the event.

Camarillo Airport Authority: Supervisor Kelly Long moved to receive and file the presentation and Chair Scott Barer seconded the motion. All members voted and the motion passed unanimously 5-0.

Oxnard Airport Authority: Supervisor Vianey Lopez moved to receive and file the presentation and Supervisor Kelly Long seconded the motion. All members voted and the motion passed unanimously 5-0.

CAMARILLO AIRPORT AUTHORITY

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

Recommendation:

Receive and file a staff update on current ALP Update for Camarillo Airport

Projects Administrator Erin Powers provided staff's report.

Action: Chair Scott Barer moved to receive and file the update and Mayor Susan Santangelo seconded the motion. All members voted in favor 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: Councilmember Martita Martinez-Bravo moved to approve staff's recommendation and Mayor Susan Santangelo seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

OXNARD AIRPORT AUTHORITY

C. 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

Projects Administrator Erin Powers provided staff's report. Director Keith Frietas assisted in providing further updates and remarks regarding questions from the Authorities.

Action: Councilmember Bert Perello moved to receive and file staff's update and Councilmember Gabe Teran seconded the motion. All members voted in favor 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. 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; and
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 welcomed the Authorities comments where he provided a complete description of the ARFF vehicle.

Action: Councilmember Bert Perello moved to approve staff's recommendation and Councilmember Gabe Teran seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

E. 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; and;
2. Authorize the Director of Airports or his designee, to apply for, accept, and sign for a matching grant from 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 Authorities.

Action: Supervisor Vianey Lopez moved to approve staff's recommendations and Councilmember Gabe Teran seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

CAMARILLO AND OXNARD AIRPORT AUTHORITY

F. 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 committee, and for up to \$200,000 each work order for other services.

Projects Administrator Erin Powers provided staff's report. Director Keith Frietas assisted in providing additional updates and remarks on questions from the Authorities.

Camarillo Airport Authority: Councilmember Martita Martinez-Bravo moved to approve staff's recommendations and Chair Scott Barer seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

Oxnard Airport Authority: Councilmember Bert Perello moved to approve staff's recommendations and Supervisor Vianey Lopez seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

G. 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

Projects Administrator Erin Powers provided staff's report. Communications & Engagement Manager Janette Jauregui assisted in providing responses to questions from Supervisor Vianey Lopez. Councilmember Gabe Terran provided further comment on how he can further relay messages to the community.

Camarillo Airport Authority: Mayor Susan Santangelo moved to receive and file the update and Councilmember Martita Martinez-Bravo seconded the motion. All members voted and the motion passed unanimously 5-0.

Oxnard Airport Authority: Councilmember Gabe Teran moved to receive and file the update and Councilmember Bert Perello seconded the motion. All members voted and the motion passed unanimously 5-0.

H. 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

Communications & Engagement Manager Jannette Jauregui provided staff's report.

Camarillo Airport Authority: Chair Scott Barer moved to receive and file the update and Councilmember Martita Martinez-Bravo seconded the motion. All members voted and the motion passed unanimously 5-0.

Oxnard Airport Authority: Councilmember Gabe Teran moved to receive and file the update and Councilmember Bert Perello 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 Authorities meeting. Members of the public may submit their comment by 12:00 p.m. the day before the meeting by mail, or e-mail. The Department of Airports method mirrors the Board of Supervisors' process.

The Department of Airports introduced an online payment portal option for tenants to utilize. In addition to paying in person at the office or mailing a check, tenants can now easily pay online. The payment portal has received positive feedback from tenants.

The Department was invited to speak by Channel Islands Neighborhood Council. Staff will attend (Deputy Director, Dave Nafie) on July 27, 2023, and will be discussing the Oxnard Airport construction project and 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 will 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.

Cloud Nine is in the process of phasing in tenants. Their first tenant has officially moved in two aircrafts. The four 25,000 square foot hangars are dedicated to private individuals and small corporate companies.

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 Airport Authorities for information only, at this time. The report items require no action or are not ready for the Airport Authorities' consideration. The Airport Authorities 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 Airport Authorities for information only, at this time. The correspondence items require no action or are not ready for the Airport Authorities' consideration. The Airport Authorities 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 TopFlight 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. AUTHORITY COMMENTS

Supervisor Kelly Long expressed her gratitude to the Department of Airports for addressing the concerns of the community after several citizens met with her and Chief of Staff, Brian Miller, to discuss their concerns of and desires for the Airports. Supervisor Long emphasizes how valuable it is for all Board, Authority and Commission members to listen to the public concerns and get to know the community to better respond to their concerns. Supervisor Long further stated the community was very thankful for the noise study done by the Department. Finally, Supervisor Long addressed the topic of members of the public comments during meetings. Public comments for the meeting today were received and appreciated. She assures the public that their comments are being heard.

Councilmember Gabe Teran compliments the Airport staff for being proactive and transparent in their handling of the soil stored at Oxnard Airport regarding the taxiway reconstruction project. He reiterates to the public currently watching or streaming later, that if there are questions, the Department has made themselves available to address those concerns. Councilmember Teran further thanked member of the public, Pat Thomas, for her comment during the meeting regarding the speaking/microphone issues.

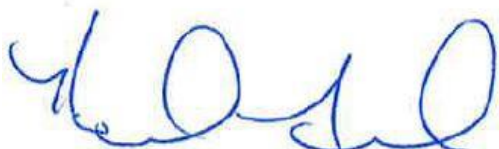
Councilmember Bert Perrello credits the Department with a first-class job for the fielding and fencing job at the Oxnard Airport reconstruction project site. He commented that this is a tremendous improvement and good-looking fencing to the area.

Chair Scott Barer gives Barb Filkins in the audience a heartfelt thank you for being a tireless advocate and supporter of Fly Friendly VC. Chair Barer states his appreciation to Barb Filkins and the importance of providing her plane, fuel, and time to fly the patterns.

11. ADJOURNMENT

There being no further business, the July 13, 2023, meeting of the Camarillo Airport Authority and Oxnard Airport Authority was adjourned with all Authorities in favor at 8:43 p.m.

The next regular Authority meeting is scheduled on **Thursday, August 10, 2023, at 6:30 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