



AVIATION ADVISORY COMMISSION

MINUTES

September 13, 2023

1. CALL to ORDER and PLEDGE of ALLEGIANCE

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

2. ROLL CALL

PRESENT

Maggie Bird
Shane Warburton
Jerold Abramson
John Corneau
Steve Tannehill

Excused (E)

Late (L)

Absent (A)

ABSENT

Matthew Johnston (E)
Adriana Van der Graaf (E)
Steve Weiss (E)
Buzz Patterson (E)
James Flickinger (A)

AIRPORT STAFF

Dave Nafie, Deputy Director
Erin Powers, Projects Administrator
Madeline Herrle, Lease Manager
Jannette Jauregui, Communications & Engagement
Manager
Jamal Ghazaleh, Accounting Manager
Denise Arreola, Management Assistant
Josh Cox, Airport Operations Officer

3. AGENDA REVIEW

No changes to the agenda.

4. APPROVAL OF MINUTES – July 13, 2023

Action: *Shane Warburton moved to approve the July 13, 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

- A. **Subject:** Review and Approval of the Aviation Advisory Commission Meeting Calendar for the Remainder of 2023

Recommendation:

Staff requests that your Commission review and approve the Aviation Advisory Commission meeting calendar for the remainder of 2023.

Deputy Director Dave Nafie presented with a Power Point that displayed the remaining 2023 Aviation Advisory meetings to the Commission.

Action: *The Commission reviewed the Aviation Advisory calendar for the remainder of 2023, and it was unanimously approved 5-0.*

- B. **Subject:** Receive and File a Monthly Staff Update from Communications and Engagement Manager Regarding Ventura County Airports

Recommendation:

Receive and file a monthly staff update from Communications and Engagement Manager regarding Ventura County Airports.

Communications and Engagement Manager Jannette Jauregui presented the item with a feature story about Barb Filkins. Comments were welcomed from the Commissioners.

Action: Shane Warburton moved to receive and file the monthly staff update and John Corneau seconded the motion. All members voted and the motion passed unanimously 5-0.

C. Subject: Receive and File a Staff Presentation Regarding a New Payment Portal Application for Camarillo and Oxnard Airport Tenants

Recommendation:

Receive and file a staff presentation regarding a new Payment Portal Application for Camarillo and Oxnard Airport tenants.

Accounting Manager Jamal Ghazaleh presented the item with a Power Point. Questions regarding the Payment Portal Application were received from Commissioners and addressed by staff.

Action: Steve Tannehill moved to receive and file staff's presentation and John Corneau seconded the motion. All members voted and the motion passed unanimously 5-0.

D. Subject: Receive and File a Staff Presentation on Current Airport Planning Projects for Camarillo and Oxnard Airports

Recommendation:

Receive and file a staff presentation on current airport planning projects for Camarillo and Oxnard Airports.

Projects Administrator Erin Powers presented the item. Comments were received from the Commissioners.

Action: John Corneau moved approve staff's presentation and Steve Tannehill seconded the motion. All members voted and the motion passed unanimously 5-0.

E. Subject: Approval of Plans and Specifications for the Reconstruction of Taxiway F (renamed A) at Oxnard Airport, Including Addenda Nos. 1-2; Waiver of Any Minor Irregularities in the Bid; Award a Contract for the Base Bid Schedule I to Security Paving Company, Inc., in the Amount of \$17,365,009.50, on the Basis of the Lowest Responsive Bid, Conditioned Upon Receipt of a Federal Aviation Administration and/or CalTrans Grants and/or Airport Enterprise Funds Sufficient to Fund Project Costs; Authorization for the Director of Airports, or Designee, to Execute the Subject Contract, if Awarded (*Exhibit 1 is available for review on the Department of Airports website www.vcairports.org*)

Recommendations:

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

1. Approve the plans and specifications (Exhibit 1) for the Reconstruction of Taxiway F (renamed A) at Oxnard Airport, including Addenda Nos. 1-2 (Exhibit 2);
2. Waive any minor irregularities in the bids;
3. Award a Contract for the Base Bid Schedule I to Security Paving Company, Inc., in the Amount of \$17,365,009.50, on the basis of the lowest responsive bid, conditioned upon receipt of a Federal Aviation Administration and/or CalTrans grants and/or Airport Enterprise Funds sufficient to fund project costs; and
4. Authorize the Director of Airports, or his designee, to execute the subject Contract if awarded (Exhibit 3).

Projects Administrator Erin Powers presented the item for review and approval and welcomed comments and responded to questions from the Commissioners.

Action: Jerrold Abramson moved approve staff's requested recommendation of Plans and Specifications to Reconstruction of Taxiway F (renamed A); waive any minor irregularities, award a contract for the base bid schedule I to Security Paving Company, Inc., in the amount of \$17,365,009.50; and authorize the Director of Airports or his designee to execute the subject contract and Shane Warburton seconded the motion. All members voted and the motion passed 4-1. The single no vote was related to discomfort approving this project spending FAA Grant (taxpayer) funds at Oxnard Airport given his assessment that passenger airline service was unlikely to return.

F. Subject: Receive and File a Staff Update on the Oxnard Airport Taxiway Connectors A-E Reconstruction Project

Recommendation:

Receive and file a staff update on the Oxnard Airport Taxiway Connectors A-E Reconstruction Project.

Projects Administrator Erin Powers provided the staff's update and welcomed comments from Commissioners.

Action: Steve Tannehill moved receive and file staff's update and Jerrold Abramson seconded the motion. All members voted and the motion passed unanimously 5-0.

G. Subject: Receive and File a Status Report and a Proposed Timeline to Complete the Private Hangar Lease Transition from a Month-to-Month Agreement to a Long Term (20-year) Ground Lease for Camarillo and Oxnard Airport Tenants

Recommendation:

Receive and file an update on current status of the transition for Private Hangar owners at the Oxnard and Camarillo Airports from the month-to-month lease to the long term (20-year) ground lease, and the proposed timeline and actions to complete the transition.

Lease Manager Madeline Herrle provided a short history and the future timeline of the private hangar lease transitions and welcomed comments from the Commission.

Action: John Corneau moved to receive and file the status report and Shane Warburton seconded the motion. All members voted and the motion passed unanimously 5-0.

7. DIRECTOR'S REPORT

Deputy Director Dave Nafie provided the Director's Report.

On July 26, 2023, the Oxnard Airport hosted a Table Top Exercise conducted by the Oxnard Airport Operations team. This annual Part 139 FAA requirement simulates the roles of Airport Operations, Fire and Police Departments on how they would respond to various emergencies. It was a great opportunity for all Departments to refamiliarize themselves with exactly how to respond in an emergency. It was a very successful event, and the Department is thankful to the mutual agencies that participated.

The Department thanks Congresswoman Julia Brownley and her staff on their latest interactions with both Airports in the last few months. Congresswoman Brownley serves on the Transportation and Infrastructure Committee of the House, and provided a statement when the House passed the 2023 FAA Reauthorization Bill (which is a bipartisan bill), and it read: *"The FAA Reauthorization bill also addresses the needs of our*

general aviation airports - including the Oxnard and Camarillo airports in Ventura County - and has important provisions to improve consumer protections, address aviation noise concerns, and advance the integration of unmanned aerial systems and urban air mobility in the national airspace.” The Department is delighted to have Congresswoman Brownley’s continued support of the Airports and of the Committee she serves on.

On July 18, 2023, the Department welcomed County Supervisor Jeff Gorrell and his staff to tour the Camarillo Airport. Additionally, the Department also welcomed County Supervisor Janice Parvin and her staff on September 5, 2023, for a tour of Camarillo Airport. Both tours provided an opportunity for the Department to address concerns and to discuss airport issues with the Supervisors. The Department was delighted to host both Supervisors and their staff, and we appreciate their support.

The Department of Airports was honored to open its parking lot to Vitalant for a blood drive. The event co-hosted with Ventura County Fire was held on August 1, 2023, and was open to airport employees, tenants of the Camarillo Airport, employees of the business park and to the public.

The County of Ventura hosted a Career and Resource Expo at the Ventura County Government Center on August 2, 2023, and provided the Department of Airports an opportunity to participate in the event. Staff promoted three newly upcoming positions with the Department such as an office assistant, leasing assistant and projects assistant. Staff had a great time participating in this event. (Commissioner Steve Tannehill provides comment regarding the need of Air Traffic Controller Jobs and questioned if the FAA was present at the Career Expo to promote those jobs. Deputy Director Dave Nafie confirms there were inquiries as to FAA level jobs, and the Department referred job seekers to the appropriate Federal hiring agency).

On August 5, 2023, the last Artisan Market of the summer was held in the parking lot at the Oxnard Airport. The event had over 22 vendors.

Members of the public for the Cabrillo Neighborhood Council Meeting invited the Department of Airports to speak at their next meeting on October 12, 2023. Deputy Director Dave Nafie will likely be the point of contact that evening to interact with the public and engage in conversation. The Cabrillo neighborhood is in the area of the Oxnard Airport.

A link for public comment regarding the 500-year floodplain is currently live on the Department of Airports website. The Camarillo Airport is located within a floodplain area and it is the requirement of the FAA to allow for public comment. The deadline to submit a public comment is September 23, 2023.

During the Wings Over Camarillo Air Show Coulson Aviation graciously relocated their Chinook CH-47 Helitankers from the Camarillo Airport to the Oxnard Airport.

Ventura County Sheriff's Department will be using the Camarillo Airport to host their annual "Coppers and Choppers" event on Saturday, September 23, 2023. Another community outreach event that the Department is proud to have occur on our grounds.

Deputy Director Dave Nafie opened the floor to any comments or questions as to the Director's Report. Commissioner Shane Warburton provided positive feedback on the Air Show. Though due to weather driven cancellation on Sunday, he questioned the language regarding the postponement of the Air Show and what value Sunday ticket holders have. Deputy Director clarified that Sunday ticket holders may use their un-used Wings Over Camarillo Air Show tickets on either day next year. Commissioner Jerrold Abramson further added that Wings Over Camarillo offered refunds for those individuals who requested one.

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 – June, July 2023
- Monthly Noise Complaints – June, July 2023
- Consultant Reports (Coffman Associates) – June, July 2023
- Consultant Reports (Aviation – Camarillo Airport) – June, July 2023
- Consultant Reports (Aviation – Oxnard Airport) – June, July 2023
- Consultant Reports (Mead & Hunt) – June 2023
- Airport Tenant Projects – August 2023
- Project Status Report – August 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.

Department of Airports News dated July 20, 2023, re: Increase in Military Traffic from NBVC Point Mugu

Department of Airports News dated July 26, 2023, re Update: 2023 Wings Over Camarillo

Letter to Hui Manchung dated July 31, 2023, from Communications & Engagement Manager Janette Jauregui re Camarillo Airport Hours of Operation Departures Between 12:00 a.m. and 5:00 a.m.

Letter to Mustang Sally Aviation LLC dated July 31, 2023, from Communications & Engagement Manager Janette Jauregui re Camarillo Airport Hours of Operation Departures Between 12:00 a.m. and 5:00 a.m.

Department of Airports Notice to Move Your Aircraft for Air Show dated August 3, 2023 to Camarillo Airport Tenants – Tie Down Rows 13-17 from Ventura County Department of Airports re Temporary Aircraft Relocation for Wings Over Camarillo Air Show (and map).

Department of Airports Notice of Air Show Hangar Restrictions dated August 3, 2023 to Camarillo Airport Tenants from Ventura County Department of Airports re Temporary Restrictions for CMA Hangar Access

Article dated August 5, 2023, by Camarillo Acorn re County Fire headquarters may leave Camarillo Airport

Letter to Nakamura Hajime, Trustee dated August 5, 2023, from Communications & Engagement Manager Janette Jauregui re Camarillo Airport Hours of Operation Departures Between 12:00 a.m. and 5:00 a.m.

Article dated August 9, 2023, by Ventura County Star re Oxnard Airport runway, other airfield roadways get \$41 million rehab

Article dated August 12, 2023, by Camarillo Acorn re Air show honors Korean War Veteran

Letter to Air Discovery LA LLC dated August 12, 2023, from Communications & Engagement Manager Janette Jauregui re Camarillo Airport Hours of Operation Departures Between 12:00 a.m. and 5:00 a.m.

Letter to R Consulting & Sales Inc. dated August 20, 2023, from Communications & Engagement Manager Janette Jauregui re Camarillo Airport Hours of Operation Departures Between 12:00 a.m. and 5:00 a.m.

Article dated August 20, 2023, by Ventura County Star re Thousands show up for 42nd annual Wings Over Camarillo air show

Article dated August 26, 2023, by Camarillo Acorn re Wings Clipped

Department of Airport News dated August 28, 2023, re Ventura County Department of Airports Update to Taxiway Reconstruction Soil Storage

Correspondence was received and filed.

10. COMMISSION COMMENTS

Commissioner Jerrold Abramson inquired about the parking lot near the park with mostly Tesla's and its connection to the Camarillo Airport. Deputy Director Dave Nafie responded that it is an incentive opportunity for the Department to accommodate parking activity. Commissioner Steve Tannehill questioned what stipulations or limitations there are of parking lot use outside of airport functions. Deputy Director Dave Nafie confirmed that the Department is permitted to use the Camarillo Airport property as long as its use it is at fair market value.

11. ADJOURNMENT

There being no further business, a motion to adjourn the September 13, 2023, meeting of the Aviation Advisory Commission was made by Jerrold Abramson and seconded by Steve Tannehill at 7:42 p.m.

The next regular Commission meeting is scheduled on **Wednesday, October 11, 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