



**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>

**AVIATION ADVISORY COMMISSION**

**MINUTES**

**November 8, 2023**

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

Chair, Maggie Bird, called the meeting to order at 6:38 p.m. and Commissioner Steve Tannehill led the pledge of allegiance.

**2. ROLL CALL**

**PRESENT**

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

*Excused (E)*

*Late (L)*

*Absent (A)*

**AIRPORT STAFF**

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

**ABSENT**

Buzz Patterson (A)  
James Flickinger (A)

**OTHER**

Kory Lewis, Coffman Associates  
(remotely)

### 3. AGENDA REVIEW

No changes to the agenda.

### 4. APPROVAL OF MINUTES – October 11, 2023

**Action:** Steve Tannehill moved to approve the October 11, 2023, minutes and Jerrold Abramson seconded the motion. All members voted and the motion passed 5-0 with 3 abstentions from Shane Warburton, Adriana Van de Graaf and Steve Weiss.

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: Rejection of Bids Opened on October 3, 2023, for the Airport Rotating Beacon Replacement Project at Camarillo Airport, Specification No. DOA 23-01, Project No. CMA-235; Authorization for the Director of Airports to Readvertise for Bids; Authorization for the Director of Airports to Furnish Contract Documents to Previous Purchasers Without Charge, If Appropriate**

#### **Recommendations:**

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

1. Reject all bids received for the Airport Rotating Beacon Replacement Project at Camarillo Airport opened on October 3, 2023, Specification No. DOA 23-01, Project No. CMA-235;
2. Authorize the Director of Airports or designee to readvertise the project at a later date to be determined by the Director of Airports.
3. Authorize the Director of Airports or designee to distribute contract documents at no charge to all persons who purchased such documents for the previous advertisement, if appropriate.

Erin Powers, Projects Administrator, provided a presentation regarding the relocation bid and addressed brief questions from the Commission.

***Action: Steve Weiss moved to approve staff's recommendation to the Board of Supervisors to reject all bids received for the Airport Rotating Beacon Project, Authorize Director of Airports or his designee to readvertise the project and distribute contract documents at no charge to all persons who purchased such documents for the previous advertisement and Jerrold Abramson seconded the motion. All members voted and the motion passed unanimously 8-0.***

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

**Recommendation:**

Receive and file a staff update on the current Airport Layout Plan (ALP) for Camarillo Airport.

Erin Powers, Project Administrator, provided a staff update on the current Airport Layout Plan (ALP) for Camarillo Airport and addressed brief questions from the Commission.

***Action: Without motion, the Commission receives the staff update on the current Airport Layout Plan (ALP) for Camarillo Airport.***

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

**Recommendation:**

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

Kory Lewis from Coffman Associates remotely presented the update regarding Part 150 airport noise compatibility studies with a detailed Power Point presentation. Various dialogue from all commissioners was received and addressed by Kory Lewis.

***Action: Without motion, the Commission receives the staff update on current Part 150 Noise Compatibility Studies for Camarillo and Oxnard Airports.***

**D. Subject: Receive and File Staff Report Regarding Annual Wings Over Camarillo Air Show and Future Military Jet Aircraft Demonstration Flights at Camarillo Airport**

**Recommendation:**

Receive and file a staff report regarding the 2023 annual Wings Over Camarillo Air Show and the use of FA-18 military jet, and similar aircraft, during future air show demonstration performances at Camarillo Airport. The Department of Airports is working with Wings Over Camarillo (WOC) leadership to determine if current generation military fighter jets, i.e. FA-18, F-16, F-22, and F-35, should be included in future air show performances.

Keith Freitas, Director of Airports presented the item. Questions and comments regarding the Wings Over Camarillo Airshow demonstration performances were welcomed and addressed.

***Action: Without motion, the Commission receives the staff report regarding the annual Wings Over Camarillo Air Show and future military jet aircraft demonstration flights at Camarillo Airport.***

**E. Subject: Receive and File Staff Update Regarding Security Upgrades at Camarillo and Oxnard Airports**

**Recommendation:**

Receive and file a staff update regarding the modernization of access control, security cameras, and associated equipment currently being installed at Camarillo Airport and Oxnard Airport.

Dave Nafie, Deputy Director of Airports presented the item regarding security upgrades at Camarillo and Oxnard Airports. Brief questions regarding security updates were addressed.

***Action: Without motion, the Commission receives the staff update regarding security upgrades at Camarillo and Oxnard Airports.***

**F. 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.

Jeanette Jauregui, Communications and Engagement Manager, presented the item with a feature story about Camarillo and Oxnard Airport chapters of Experimental Aircraft Association (EAA) and The Young Eagles programs.

***Action: Without motion, the Commission receives the staff update from Communications and Engagement Manager regarding Ventura County Airports.***

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

The Department will begin a 6-week pavement improvement project for Taxiway A and Runway 8-26 at Camarillo Airport. An 8-foot-wide centerline will be repainted and repaved. Runway closures will be during the evening hours, and the runway will be operational during the daytime. Smaller airplanes will be able to do an intersection departure at Taxiway B. However, larger airplanes will have to back taxi for a period of time. Keith emphasizes this is not the main runway improvement project for Camarillo Airport. That main project will include planned closures and will occur approximately in the year 2027.

The Oxnard Airport Terminal construction project from the fire that ensued in January 2023 is now complete. A presentation with pictures showing the terminal before the fire, fire aftermath, and after construction completion, showed the improvements of the terminal. Insurance to cover the estimated costs of \$700,000 for the repairs.

On October 29, 2023, a brush fire erupted north of Camarillo Airport. Coulson Aviation, who is paid by Southern California Edison to be on standby, assisted in putting the fire out. In addition, Ventura County Fire Department and Los Angeles County Fire Department assisted in terminating the fire.

The County of Ventura held its 150<sup>th</sup> year anniversary with the “Mountains to the Sea Jubilee” in Santa Paula. The Department of Airports participated in the event with a booth hosted by Deputy Director Dave Nafie, and Communications and Engagement Manager Jannette Jauregui. Staff engaged with the community and handed out promotional items from the airport. Keith addresses that Santa Paula Airport is in the County of Ventura, but not a part of the Department of Airports.

The Department announces the appointment of a new Deputy Director, Casey Pullman. Casey will oversee the maintenance and operations divisions. Deputy Director Dave Nafie will continue to oversee administration and business divisions.

Vacancies for two public member positions and the two alternate public member positions are now open for both the Camarillo and Oxnard Airport Authority. The applications and timeline are available on the Department website. Applications must be submitted by December 31<sup>st</sup>. One public member and one alternate public member will be selected for each Authority. Interviews for the four vacancies will be conducted at the January 11<sup>th</sup> Camarillo/Oxnard Airport Authority meeting.

***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 – September 2023

Monthly Noise Complaints – September 2023

Consultant Reports (Coffman Associates) – September 2023

Consultant Reports (Aviation – Camarillo Airport) – September 2023

Consultant Reports (Aviation – Oxnard Airport) – September 2023

Consultant Reports (Mead & Hunt) – August, September 2023

Airport Tenant Projects – October 2023

Project Status Report – October 2023

Meeting Calendars – 2023 and 2024

***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.**

Article dated October 7, 2023, from Camarillo Acorn re: Residents cautiously optimistic about airport noise study

Letter to Fly Like A G6 LLC dated October 19, 2023, from Communications and Engagement Manager Jannette Jauregui re: Camarillo Airport Hours of Operations Departures Between 12:00 a.m. and 5:00 a.m.

Letter to HBFC Inc. dated October 19, 2023, from Communications and Engagement Manager Jannette Jauregui re: Camarillo Airport Hours of Operations Departures Between 12:00 a.m. and 5:00 a.m.

Letter to NetJets Aviation Inc. dated October 19, 2023, from Communications and Engagement Manager Jannette Jauregui re: Camarillo Airport Hours of Operations Departures Between 12:00 a.m. and 5:00 a.m.

Letter to Plus One Flyers Inc. dated October 19, 2023, from Communications and Engagement Manager Jannette Jauregui re: Camarillo Airport Hours of Operations Departures Between 12:00 a.m. and 5:00 a.m.

Letter to Southwest Aircraft Charter dated October 19, 2023, from Communications and Engagement Manager Jannette Jauregui re: Camarillo Airport Hours of Operations Departures Between 12:00 a.m. and 5:00 a.m.

Letter to FALCONRL LLC dated October 19, 2023, from Communications and Engagement Manager Jannette Jauregui re: Camarillo Airport Hours of Operations Departures Between 12:00 a.m. and 5:00 a.m.

Department of Airport News dated October 19, 2023, re Camarillo Based Pilot One of Many to Help Save Lives One Flight at a Time

Department of Airports announcement re Mark Your Calendars the Ventura County Department of Airports will be hosting a community meeting for the Camarillo Airport Layout Plan (ALP) on November 14, 2023, from 5:30 p.m. to 7:30 p.m. at Camarillo Public Library (Spanish version included)

Article dated October 28, 2023, from Camarillo Acorn re: Fighter jets land at Camarillo Airport

Article dated October 29, 2023, from Ventura County Star re: Civil Air Patrol to celebrate 75 years of search and rescue efforts at Camarillo Airport

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

## **10. COMMISSION COMMENTS**

Commissioner Jerrold Abramson questions if Oxnard Airport will be leasing the area where the buses and old hangars are located. Keith advises he hopes to see this topic as a future agenda item once the processes is discussed with developers.

Commissioner Steve Tannehill read aloud a section from a previous Part 150 study done by Coffman Associates regarding the issue of noise complaints. After reading aloud, he encourages all to think about the noise complaints from the community not as individuals, but as canaries in coal mines. As Coffman states in their study and Commissioner Tannehill read aloud, many people can feel affected by noise but for a wide variety of reasons may not feel comfortable making a complaint.

Commissioner Steve Weiss commends the Airport on community engagement from Airport staff, specifically Jannette Jauregui. While Commissioner Weiss is aware of the noise comments from the community, he also questions if the community takes the same time to go up against development of local roads and highways.

## **11. ADJOURNMENT**

There being no further business, a motion to adjourn the November 8, 2023, meeting of the Aviation Advisory Commission was made by Jerrold Abramson and seconded by Steve Tannehill at 8:06 p.m.

The next regular Commission meeting is scheduled on **Wednesday, December 13, 2023, at 6:30 p.m.** 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', written in a cursive style.

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