



AVIATION ADVISORY COMMISSION

MINUTES

January 10, 2024

1. CALL to ORDER and PLEDGE of ALLEGIANCE

Chair, Maggie Bird, called the meeting to order at 6:31 p.m. and Commissioner Jerrold Abramson led the pledge of allegiance.

2. ROLL CALL

PRESENT

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

Excused (E)

Late (L)

Absent (A)

ABSENT

Buzz Patterson (E)
Shane Warburton (E)
Steve Tannehill (E)
James Flickinger (A)

AIRPORT STAFF

Dave Nafie, Deputy Director
Casey Pullman, Deputy Director
Erin Powers, Projects Administrator
Madeline Herrle, Lease Manager
Jannette Jauregui, Communications & Engagement
Manager
Jamal Ghazaleh, Accounting Manager
Denise Arreola, Management Assistant

3. AGENDA REVIEW

No changes to the agenda.

4. APPROVAL OF MINUTES – November 8, 2023

Action: *Matthew Johnston moved to approve the November 8, 2023, minutes and Jerrold Abramson seconded the motion. All members voted and the motion passed unanimously 6-0.*

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:** Selection of Chair and Vice-Chair for Calendar Year 2024

Recommendation:

Nominate and select the 2024 Chair and Vice-Chair of the Aviation Advisory Commission.

Commissioners briefly discussed the item proposed their nominations for Maggie Bird as Chair and John Corneau as Vice-Chair. Matthew Johnston was nominated but declined his nomination.

Action: *Vice Chair Adriana Van der Graaf nominated Maggie Bird for 2024 Chair and Steve Weiss seconded the nomination. All members voted in favor of Maggie Bird as Chair for the 2024 calendar year of the Aviation Advisory Commission, and the motion passed 6-0. Maggie Bird accepted the role as 2024 Chair.*

Matthew Johnston nominated John Corneau for Vice-Chair, and Jerrold Abramson seconded the nomination. All members voted in favor of John Corneau as Vice-Chair for the 2024 calendar year of the Aviation Advisory Commission, and the motion passed 6-0. John Corneau accepted the role as 2024 Vice-Chair.

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.

Jeanette Jauregui, Communications and Engagement Manager, presented the item with a feature story about Pilots-n-Paws.

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

C. Subject: Receive and File Staff Update Regarding Private Hangar Lease Conversion to Long Term Lease

Recommendation:

Receive and file a staff update regarding the process to transition all private hangar leases at Oxnard and Camarillo Airports from the prior month-to-month agreement format to the term lease (20 years) form approved by the Board of Supervisors in May 2022.

Madeline Herrle, Lease Manager presented the item with an update of the five (5) remaining private hangar lease conversions. At the request of Chair Maggie Bird, the letter in the agenda packet was read aloud to the Commissioners for those live streaming. A brief round of questioning was addressed.

Action: Without motion, the Commission receives the staff update regarding private hangar lease conversion to long term lease.

D. Subject: Receive and File Staff Update Regarding Per and Polyfluoroalkyl Substances (PFAS) Soil and Groundwater Investigation at Oxnard Airport

Recommendation:

Receive and file a staff update regarding the ongoing investigation regarding Per and Polyfluoroalkyl Substances (PFAS), a chemical component of the firefighting foam, mandated by FAA at Oxnard Airport and all other airports certificated under 14 CFR Part 139.

Dave Nafie, Deputy Director presented the item with an update regarding PFAS, soil and groundwater investigation. Deputy Director Nafie addresses the questions from the Commission specifically regarding public notification regarding the stockpiles at Oxnard Airport.

Action: Without motion, the Commission receives the staff update regarding per and polyfluoroalkyl substances (PFAS) and soil and groundwater investigation at Oxnard Airport.

E. Subject: Approval and Award of a Construction Administration Services Contract to Woolpert Company, in the Not-to-Exceed Amount of \$1,017,587 for the Taxiway F (renamed A) Pavement Reconstruction Project at Oxnard Airport; Authorization for the Director of Airports, or Designee, to Execute the Subject Contract

Recommendations:

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

1. Approve and award a construction administration services contract (Exhibit 1) to Woolpert Company, in the not-to-exceed amount of \$1,017,587, for the Taxiway F (renamed A) Pavement Reconstruction Project at Oxnard Airport; and
2. Authorize the Director of Airports, or his designee, to execute the subject contract.

Erin Powers, Project Administrator, presented the item with a brief power point.

Action: Steve Weiss moved to approve the staff's recommendation to the Board of Supervisors to approve and award a construction administration services contract to Woolpert Company and to authorize Director of Airports, or his designee to execute the subject contract, and Matthew Johnston seconded the motion. All members voted and the motion passed unanimously 6-0.

F. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Sign, Amendment No. 1 to the Consulting Services Contract AEA 22-09 for the Oxnard Airport Construction Administrative Services for Connector Taxiways Pavement Reconstruction with Jviation, a Woolpert Company, Extending Contract Time and Increasing the Total Amount of the Contract by \$145,994 to \$820,793

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, Amendment No.1 to the Consulting Services Contract AEA 22-09 with Jviation, a Woolpert Company, for the Oxnard Airport Construction Administrative Services for Connector Taxiways Pavement Reconstruction, extending contract time and increasing the total amount of the contract by \$145,994 to \$820,793 (Exhibit 1).

Erin Powers, Project Administrator, presented the item with a brief power point. Questioning from the Commission was heard and addressed.

Action: Steve Weiss moved to approve staff's recommendation to the Board of Supervisors to approve and authorize the Director of Airports or his designee to sign Amendment No. 1 to the Consulting Services Contract AEA 22-09 and Matthew Johnston seconded the motion. All members voted and the motion passed unanimously 6-0.

7. DIRECTOR'S REPORT

Dave Nafie, Deputy Director provided the Director's Report.

The Department of Airports prepared for a Presidential Temporary Flight Restriction (TFR) over the Los Angeles basin during the weekend of December 8, 2023. Camarillo expected and received additional aircraft operations/parking due to the TFR and provided a news blast to notify our stakeholders.

On December 13, 2023, Director Keith Freitas made a presentation at the City of Camarillo Council meeting providing updates regarding the ALP Studies and FAR Part 150 Noise Study. Director Freitas shared current and reliable information on the studies after mixed reviews from the last public meeting at the Camarillo Library. Director Freitas had a good interaction with the public and responded to questions from the Camarillo City Council.

A CalTrans Aviation Safety Officer visited Oxnard Airport on December 5, 2023, for its annual inspection and found zero discrepancies. The Department is pleased to highlight the critical roles of Airport Operations and Airport Maintenance, and the dedication they share to keeping Oxnard Airport safe and in top condition.

Deputy Director, Dave Nafie presented Jamal Ghazaleh, Accounting Manager, to provide the update regarding the tenant payment portal. Accounting Manager Ghazaleh advises the software is designed to match a payment with an outstanding monthly balance. Therefore, the tenant payment portal does not have the capability to offer pre-payments or auto-payments to tenants. However, in addition to paying online, tenants may continue to make their rent payment in the office by check or credit card, check by mail or at the dropbox. Tenants may also arrange for an auto-pay feature with their financial institution. Additionally, to encourage online payments, the credit card fee is waived for the first year and the credit card fee waiver is in discussion to be waived for an additional year. The one-year credit card fee waiver mark is April of 2024.

Lastly, the Department will host a public meeting update on the Camarillo Airport Layout Plan (ALP) on February 20, 2024, at the Ventura County Office of Education located at 5100 Adolfo Road, in Camarillo 93012. The meeting will offer full presentations from the ALP study team, and a panel led by primarily senior Airport staff and Airport consultants.

We'll listen to comments, take questions and provide every opportunity for the public to let us know their thoughts about Camarillo Airport. Adriana Van der Graaf states that she understands that the frustration of the public is the feeling of not being heard by the Department. She feels that public concern is incorrect and knows that Jannette Jauregui does a beautiful job at community outreach. However, it appears the message is not coming across that way to the public. Deputy Director Dave Nafie recognizes the public frustration and responds to Adriana's comment. He confirms that Jannette is continuously establishing relationships with the community by creating a structure for listening. In 2024, the Department will be working on the second piece for the Part 150 Study meeting for both Airports. The Department will continue working with the noise groups and collaborating with the public.

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 – October, November 2023
- Monthly Noise Complaints – October, November 2023
- Consultant Reports (Coffman Associates) – October, November 2023
- Consultant Reports (Aviation – Camarillo Airport) – October, November 2023
- Consultant Reports (Aviation – Oxnard Airport) – October, November 2023
- Airport Tenant Projects – November – December 2023
- Project Status Report – December 2023
- Financial Statements – First Quarter FY 23/24
- Meeting Calendar – 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 29, 2023, by Ventura County Star re: Fire crews wrangle smoky fire in Camarillo near Home Depot

Letter to Noel Air dated November 1, 2023, from Communications and Engagement Manager Jannette Jauregui re: Camarillo Airport Hours of Operation

Letter to Rise & Shine Air dated November 1, 2023, from Communications and Engagement Manager Jannette Jauregui re: Camarillo Airport Hours of Operation

Article dated November 4, 2023, by Camarillo Acorn re County hosts third airport workshop

Article dated November 14, 2023, by Ventura County Star re: Camarillo Airport plan meeting to address aviation noise, impacts

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

Letter to San Joaquin Door & Supply Inc., dated November 29, 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 Mav 4 LLC dated November 29, 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 Joel Kirschenstein – Sage Realty Group dated December 4, 2023, from Lease Manager Madeline Herrle re: Oxnard Union School District – Surplus Property 309 South “K” St. – Oxnard

Article dated December 6, 2023, by Ventura County Star re: Costco to open in Camarillo next fall

Department of Airports News dated December 6, 2023, re Ventura County Department of Airports: Temporary Changes Air Traffic Out of CMA and OXR

Article dated December 9, 2023, by Camarillo Acorn re Santa Anas cause planes to change course

Department of Airport News dated December 7, 2023, re Ventura County Department of Airports: Presidential TFR Announcement

Correspondence was received and filed.

10. COMMISSION COMMENTS

Steve Weiss makes the request to Airport staff to provide this Board with the amount of fees the Department incurs for the use of credit cards.

Matthew Johnston shares his appreciation to Airport staff and their cooperation during the recent storm that occurred. The storm caused structure damage to some Oxnard and Camarillo Airport hangars, including water damage. While he's unsure of the extent of the damage, he knows the damage was significant to some hangars.

Steve Weiss followed up on Matthew Johnston's comment and shared a personal story during his travel in Australia. A rainstorm bringing 3-feet of rain an hour caused the airport to shut down for four (4) days. He was impressed at how quickly the airports were back up and running and how much the community values their airport.

11. ADJOURNMENT

There being no further business, a motion to adjourn the January 10, 2024, meeting of the Aviation Advisory Commission was made by Matthew Johnston and seconded by Jerrold Abramson at 7:33 p.m.

The next regular Commission meeting is scheduled on **Wednesday, February 7, 2024, 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