



AVIATION ADVISORY COMMISSION

MINUTES

March 13, 2024

1. CALL to ORDER and PLEDGE of ALLEGIANCE

Chair, Maggie Bird, called the meeting to order at 6:32 p.m. and Commissioner Steve Weiss led the pledge of allegiance.

2. ROLL CALL

PRESENT

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

Excused (E)

Late (L)

Absent (A)

ABSENT

John Corneau (E)
Steve Tannehill (E)
James Flickinger (E)

AIRPORT STAFF

Keith Freitas, Director of Airports
Dave Nafie, Deputy Director
Erin Powers, Projects Administrator
Jannette Jauregui, Communications & Engagement
Manager
Ana Castro, Program Administrator
Sujin Back, Projects Specialist

3. AGENDA REVIEW

No changes to the agenda.

4. APPROVAL OF MINUTES – January 10, 2024

Action: *Commissioner Steve Weiss moved to approve the January 10, 2024, minutes and Commissioner Adriana Van der Graaf seconded the motion. All members voted in favor 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.

Public comments heard.

6. NEW BUSINESS

- A. **Subject:** Receive and File a Staff Update on the 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, Projects Administrator, presented the item with a PowerPoint to the Commission.

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

- B. **Subject:** Approval of Plans and Specifications for the Runway 8-26 Centerline and Taxiway A Pavement Improvements at Camarillo Airport, Including Addenda Nos. 1-3; Find That the Project is Categorically Exempt from the California Environmental Quality Act (CEQA) Under CEQA Guidelines Section 15301(c); Waiver of Any Minor Irregularities in the Bid; Award a Contract for the Base Bid Schedule I and Schedule II to Granite Construction Company, in the Amount of \$2,995,393, on

the Basis of the Lowest Responsive Bid; Authorization for the Director of Airports, or His Designee, to Execute the Subject Contract, if Awarded (*Exhibit 1 is available for review on the Department of Airports website vcairports.org/meeting-calendar/*)

Recommendations:

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

1. Approve the plans and specifications (Exhibit 1) for the Runway 8-26 Centerline and Taxiway A Pavement Improvements at Camarillo Airport, including Addenda Nos. 1-3 (Exhibit 2);
2. Find that the project is categorically exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301(c);
3. Waive any minor irregularities in the bids;
4. Award a Contract for the Base Bid Schedule I and Schedule II to Granite Construction Company, in the Amount of \$2,995,393, on the basis of the lowest responsive bid; and
5. Authorize the Director of Airports, or his designee, to execute the subject Contract if awarded (Exhibit 3).

Erin Powers, Projects Administrator, presented the item with a PowerPoint presentation to the Commission. A brief round of questioning was welcomed and addressed by staff.

Action: Commissioner Matthew Johnston moved to approve the staff's recommendation to the Board of Supervisors to approve the plans and specifications for Runway 8-26 Centerline and Taxiway A pavement improvements at Camarillo Airport; project is categorically exempt from CEQA; award a contract base bid schedule I and II to Granite Construction in the amount of \$2,995,393; and authorize the Director of Airports or his designee to execute subject contract if awarded, and Commissioner Jerrold Abramson seconded the motion. All members voted and the motion passed unanimously 6-0.

C. Subject: Approval and Award of a Construction Administration Services Contract to Woolpert Company, in the Not to Exceed Amount of \$190,486 for the Runway 8-26 Centerline and Taxiway A Pavement Improvements at Camarillo Airport; Authorization for the Director of Airports, or His Designee, to Sign the Subject Contract

Recommendations:

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

1. Approve and award of a construction administration services contract (Exhibit 1) to Woolpert Company, in the not to exceed amount of \$190,486, for the Runway 8-26

- Centerline and Taxiway A Pavement Improvements at Camarillo Airport; and
2. Authorize the Director of Airports, or his designee, to sign the subject contract.

Erin Powers, Projects Administrator, presented the item with a PowerPoint presentation to the Commission.

Action: Commissioner 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, in the not to exceed amount of \$190,486 for Runway 8-26 Centerline and Taxiway A pavement improvements at Camarillo Airports; and authorize the Director of Airports, or his designee to sign the subject contract, and Commissioner Adriana Van der Graaf seconded the motion. All members voted and the motion passed unanimously 6-0.

D. Subject: Receive and File a Staff Update on the Oxnard Airport Taxiway A Reconstruction Project

Recommendation:

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

Erin Powers, Projects Administrator, presented the item with a PowerPoint presentation to the Commission with highlights of the project. Director Freitas addresses the inquiry from Commissioner Matthew Johnston regarding the vehicle access road.

Action: Without motion, the Commission receives the staff update on Oxnard Airport Taxiway A Reconstruction Project.

E. Subject: Approval of the Five-Year Capital Improvement Plan (CIP) for Camarillo and Oxnard Airports; Authorization for the Director of Airports or His Designee, to Apply for Grants to Fund Projects Scheduled for Federal Fiscal Years 2024 and 2025 Outlined in the CIP Upon Notification from the Federal Aviation Administration and the California Department of Transportation Aeronautics Program That Funds Are Available

Recommendations:

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

1. Approve the five-year capital improvement plan (CIP) for Camarillo and Oxnard Airports (Exhibit 1); and
2. Authorize the Director of Airports or his designee, to apply for grants to fund the projects scheduled for federal fiscal years (FFY) 2024 and 2025 outlined in the CIP upon notification from the Federal Aviation Administration (FAA) and the California Department of Transportation Aeronautics Program (Caltrans) that funds are

available. ***These projects are subject to approval in the County budget process, as explained below.***

Erin Powers, Projects Administrator, presented the item with a PowerPoint presentation to the Commission. A brief round of questioning was welcomed and addressed by staff.

Action: Commissioner Steve Weiss moved to approve the staff's recommendation to the Board of Supervisors to approve the five-year capital improvement plan for Camarillo and Oxnard Airport; and authorize Director of Airports or his designee, to apply for grants to fund the projects scheduled for federal fiscal years (FFY) 2024 and 2025 outlined in the CIP upon notification from the Federal Aviation Administration (FAA) and the California Department of Transportation Aeronautics Program (Caltrans) that funds are available, and Commissioner Jerrold Abramson seconded the motion. All members voted and the motion passed unanimously 6-0.

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 three items. First, an overview of the radar outage that affected the Camarillo and Oxnard Airport towers. Second, for February and in honor of Black History Month, a feature story on the legacy of the Tuskegee Airmen. Lastly, for March and in celebration of Women's History Month, a feature story regarding the Ventura County Chapter of the Ninety-Nines.

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

7. DIRECTOR'S REPORT

Director, Keith Freitas, reports back to this Board regarding Commissioner Weiss's inquiry during the January meeting as to the cost that the Department incurs when tenants pay their rent with a credit card. The cost is 2.15% and the Department currently absorbs that cost. In dollars, it's roughly \$1,000 a month.

Ana Castro, Program Administrator, was identified by the County of Ventura Management Council on January 25, 2024, as one of the up-and-coming managers for the County. Out of the estimated 9,000 County employees, Ana was recognized as one of the few Rising Stars.

The Department of Airports welcomes its newest employee, Sujin Beck. Sujin will be directly working with Erin Powers and assisting her as a Projects Specialist.

Commissioner Jerrold Abramson asked about commercial areas for mechanics. Director Freitas advises that this topic could be placed on a future agenda if more detailed information is required and refers to the analysis of the Airport Layout Plan in progress. The Department is working on meeting some of those demands. However, it is preferred that tenants do not operate out of their hangars while the Department is working to address those concerns.

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 – December 2023 & January 2024
Monthly Noise Complaints – December 2023 & January 2024
Consultant Reports (Coffman Associates) – December 2023
Consultant Reports (Jviation – Camarillo Airport) – December 2023 & January 2024
Consultant Reports (Jviation – Oxnard Airport) – December 2023 & January 2024
Consultant Reports (Mead & Hunt) – December 2023, January – February 2024
Airport Tenant Projects – February 2024
Project Status Report – February 2024
Meeting Calendars – 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.

Camarillo Acorn article dated December 30, 2023, re: Soothing airport concerns

Department of Airports News dated January 11, 2024, re: Pilots N Paws Saves Lives of Abandoned Pets Through Volunteer Work of Local Pilots

Department of Airports News dated January 15, 2024, re: Increased Helicopter Activity Expected

Department of Airports E-mail Notification from Communications & Engagement Manager, Jannette Jauregui, dated January 18, 2024, re: Ventura County Department of Airports: Mark Your Calendars! Camarillo Airport – Airport Layout Plan Final Project Review and Q&A

Department of Airports News dated January 26, 2024, re: Ventura County Department of Airports: Increased Military Jet Activity

Department of Airports News dated January 30, 2024, re: Airport Information Alert

Ventura County Star article dated January 30, 2024, re: Small plane crashes in field near Camarillo Airport

Department of Airports News dated February 1, 2024, re: Presidential Temporary Flight Restriction

Department of Airports News dated February 15, 2024, re: Reminder: Ventura County Department of Airports to Host Camarillo Airport – Airport Layout Plan Community Meeting

Department of Airports News dated February 19, 2024, re: Notice of Government Temporary Flight Restriction (TFR)

Camarillo Acorn article dated February 24, 2024, re: Balance wanted in airport coverage

Department of Airports News dated February 29, 2024, re: Honoring the Legacy of the Tuskegee Airmen

Department of Airports News dated March 1, 2024, re: New E-mail Address for AAC/Airport Authority Meetings

Camarillo Acord article dated March 2, 2024, re: Residents speak out at airport layout meeting

Department of Airports News dated March 4, 2024, re: Increased Helicopter Activity Expected

Correspondence was received and filed.

10. COMMISSION COMMENTS

Commissioner Shane Warburton thanks the Camarillo and Oxnard Airport Tower controllers during the radar outage. He shared that as a flight instructor during that time, it was challenging and scary. Pilots were using reporting points which commanded the tower controllers to use increased safety margins and binoculars to see us. At times, accurate position reports were not always given by pilots, but the tower controllers handled them successfully. Additionally, Commissioner Warburton thanks the Department for their presentation on the feature story about the VC Ninety-Nines. He further stated he had the honor of being the flight instructor for the winner of their Winter scholarship and she recently had her first solo.

11. ADJOURNMENT

There being no further business, a motion to adjourn the March 13, 2024, meeting of the Aviation Advisory Commission was made by Commissioner Matthew Johnston and seconded by Commissioner Jerrold Abramson at 7:47 p.m.

The next regular Commission meeting is scheduled on **Wednesday, April 10, 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