



COUNTY of VENTURA
Department of Airports

555 Airport Way, Suite B
Camarillo, CA 93010
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<https://vcairports.org>

NOTICE IS HEREBY GIVEN
that the Regular Meeting of the Aviation Advisory Commission
will be held on:

Wednesday May 8, 2024 6:30 P.M.

**DEPARTMENT OF AIRPORTS
ADMINISTRATION OFFICE
CONFERENCE ROOM
555 AIRPORT WAY, SUITE B
CAMARILLO, CA**

Public Participation Options and Instructions:

1. Attend in-person at the address listed above.
2. You may observe the meeting via the **Department of Airports YouTube channel**
https://www.youtube.com/channel/UC4jLWASMGn4wTrEPdT8BOTQ?view_as=subscriber
3. Participate and provide public comment via Zoom:

WEBINAR:

<https://us06web.zoom.us/j/83206491662?pwd=shx6bVsiELBvc5BKFSwczepjsRRyG.1>

TELEPHONE: 1-669-444-9171

WEBINAR ID: 832 0649 1662

WEBINAR PASSCODE: 473823

Click on the link above and enter your name so we may call on you when it is your turn to speak. Members of the public who wish to comment should use the "Raise Hand" function in Zoom when the Chair of the Commission calls for public comment. The secretary will call your name when it is your turn to speak. You will be prompted to unmute your microphone. Unmute and begin speaking; start by stating your name.

If joining by telephone, press star (*) then 9 on their touch-tone phone when the Chair of the Commission calls for public comment. The secretary will call the last 4 digits of your phone number when it is your turn to speak. You will be prompted to unmute your phone. Unmute and begin speaking; start by stating your name.

Public members will have 3 minutes to speak on an agenda item. Please ensure that all background noise is muted (TV, radio, etc.).

4. Email or Mail Public Comment in Advance of the Meeting:

If you wish to make a written comment on a specific agenda item by email or mail, please submit your comment by 12:00 p.m. on the day prior to the meeting. Your written comment will be distributed to Commission members and made part of the permanent meeting record. Written comments will be made available to the public and can be viewed online at vcairports.org/meeting-archives or in person at the Airport Administration Office located at 555 Airport Way, Suite B, Camarillo, CA 93010.

Public comments submitted in writing are public record and subject to disclosure. An unredacted version is made available when records are requested by a Public Records Act request. Please do not submit personal contact information you do not want to be made public.

Comments submitted by email can be sent to airportmeetings@ventura.org. In the **Subject Line** of the email please indicate “**AAC Meeting Comment**” and the **Agenda item number** on which you are commenting (e.g., AAC Meeting Comment – Agenda Item No. 5) then proceed with your comment in the body of the e-mail.

Comments submitted by mail can be sent to 555 Airport Way, Ste. B, Camarillo, CA 93010, Attention: Denise Arreola. In the **Subject Line** of the correspondence please indicate “**AAC Meeting Comment**” and the **Agenda item number** on which you are commenting (e.g., AAC Meeting Comment – Agenda Item No. 5) then proceed with your comment in the body of the correspondence.

AGENDA

1. **CALL to ORDER and PLEDGE of ALLEGIANCE**
2. **ROLL CALL**
3. **AGENDA REVIEW**
4. **APPROVAL of MINUTES – March 13, 2024** Pages 8-15
5. **PUBLIC COMMENT PERIOD**

Airport related comments will be limited to a maximum of three minutes per item. The public comment period is reserved for issues NOT on the agenda.

In-Person Public Comment:

Speakers must fill out a speaker card and submit it to the secretary 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.

Zoom Public Comment:

Speakers should press the raise hand button, or if joining by telephone, press star (*) then 9 to be added to the speaker queue when the Chair of the Commission calls for public comment.

Email or Mail Public Comment:

If you wish to make a written comment on a specific agenda item by email or mail, please submit your comment by 12:00 p.m. on the day prior to the meeting. Your written comment will be distributed to Commission members and made part of the permanent meeting record. Written comments will be made available to the public and can be viewed online at vcairports.org/meeting-archives or in person at the Airport Administration Office located at 555 Airport Way, Suite B, Camarillo, CA 93010.

Public comments submitted in writing are public record and subject to disclosure. An unredacted version is made available when records are requested by a Public Records Act request. Please do not submit personal contact information you do not want to be made public.

6. NEW BUSINESS

- A. **Subject: Receive and File a Status Report on the Five-Acre and Seven-Acre Development Parcels at Oxnard Airport (Presentation by Developers)**

Recommendation:

Receive and file a status report on the developments planned at Oxnard Airport on the five-acre and seven-acre parcels, which were awarded to developers Fly 805, LLC., and Urban Air Mobility, LLC., respectively, in the Fall of 2022. Presentations by the developers of the current project status and preliminary/conceptual plans for layout will be presented via Zoom and in person. Pages 16-17

B. Subject: Review of Fiscal Year 2024-25 Proposed Budget (*Exhibit 1 is available for review on the Department of Airports website vcairports.org/meeting-calendar/*)

Recommendation:

Staff requests that your Commission and Authorities review and comment on the Department of Airports (DOA) proposed FY 2024-25 budget for Camarillo and Oxnard Airports; and Camarillo Roads and Lighting Enterprise Fund, as attached, and recommend approval of the Board of Supervisors. **Pages 18-22**

C. Subject: Approval of the Department of Airports' Fiscal Year 2024-25 Rent and Fee Schedule, Effective July 1, 2024; Adoption of a Resolution Establishing Rents, Fees, and Insurance Requirements for the Department of Airports; Delegation of Authority to the County Executive Officer and the Director of Airports to Execute Leases, Subleases, Licenses, Permits, Special Use/Activity Permits, Operation Agreements, Extensions, Amendments, Consents, Termination Notices, and Unlawful Detainer Complaints in Accordance with the Provisions of the Schedule

Recommendations:

Staff requests that your Commission/Authorities recommend that the Board of Supervisors (Board):

1. Approve the Department of Airports' ("Department") FY 2024-25 Rent and Fee Schedule (Exhibit 1 is a clean version and Exhibit 2 is a legislative version with track changes), with an effective date of July 1, 2024; and
2. Authorize the County Executive Officer and the Director of Airports to execute certain leases, subleases, licenses, permits, special use/activity permits, operation agreements, extensions, amendments, consents, termination notices, and unlawful detainer complaints as described in section III of the attached resolution (pages 31-38 of Exhibit 1) (requires 4/5ths vote); and
3. Approve, adopt, and execute the resolution (pages 31-38 of Exhibit 1) establishing rents, fees, and insurance requirements for the Department. **Pages 23-114**

7. DIRECTOR'S REPORT

8. REPORTS Pages 115-134

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

9. CORRESPONDENCE Pages 135-145

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.

Ventura County Star article dated February 28, 2024, re: Plane lost power before Camarillo crash, report says

Department of Airports News dated March 15, 2024, re: Public Review and Comment Period Now Open for Camarillo Airport Layout Plan

Department of Airports News dated March 15, 2024, re: Ventura County Ninety-Nines: Celebrating Women in Aviation

Department of Airports Memorandum from Deputy Director, Casey Pullman, dated March 20, 2024, re: New Engine Run-Up Area at Eastern End of Abandoned Runway (26)

Department of Airports Project Schedule Announcement dated March 21, 2024 re: Oxnard Airport – Taxiway A (formerly Taxiway F) Reconstruction Project

Camarillo Acorn article dated March 23, 2024, re: Airport layout plan available for review

Department of Airports News dated March 26, 2024, re: Increased Helicopter Activity Expected in Camarillo

10. COMMISSION COMMENTS – Comments by Commission members on matters deemed appropriate.

11. ADJOURNMENT

The next regular Commission meeting will be on **Wednesday, June 12, 2024, at 6:30 p.m.** in the Department of Airports Administration Office Conference Room, 555 Airport Way, Suite B, Camarillo, California.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT DENISE ARREOLA (805) 388-4372. NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE THE DEPARTMENT OF AIRPORTS TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.



Webinar Instructions

Public link to Zoom webinar:

<https://us06web.zoom.us/j/83206491662?pwd=shx6bVsiELBvc5BKFSwcgzepjsRRyG.1>

Webinar ID: 832 0649 1662
Passcode: 473823
Phone Numbers: 1-669-444-9171

Cell Phone or Computer with Audio (Microphone) Feature: Click on the link above and enter passcode. Enter your name so we may call on you when it is your turn to speak.

The Chairperson will ask if anyone wishes to speak to the item. At that time, raise your hand by clicking the Raise Hand button. Follow the instructions below regarding Speaking.

Computer without Audio (Microphone) Feature: Click on the link above and enter passcode. This will allow you to view and listen to the meeting. In order to speak, follow the instructions below for Telephone.

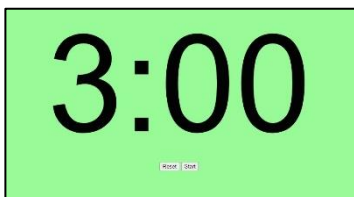
Telephone: You may observe the meeting via the Department of Airports YouTube channel. If you are interested in speaking to an item, you can call into one of the phone lines listed above, and when prompted enter the Webinar ID and Passcode shown above. Once in the meeting, you will be listening to the meeting through your phone handset.

The Chairperson will ask if anyone wishes to speak to the item. At that time, raise your hand by dialing *9. Follow the instructions below regarding Speaking.

Speaking

When it is your turn to speak, the Chairperson will call your name or the last 4 digits of your phone number if you are calling from a phone, and you will have 3 minutes to speak. Please ensure that all background noise is muted (TV, radio, etc.). You will be prompted to unmute your microphone/phone. Unmute and begin speaking; start by stating your name.

The timer on the screen will count down your 3 minutes. The timer starts green indicating you have 3 minutes; when the time hits 1 minute remaining, the timer will change to yellow; when the 3 minutes have elapsed, the timer will turn red. At that time, your microphone will be muted and we will move onto the next speaker. If you called in on one of the phone lines listed above, you will not be able to see the timer. Instead, you will be prompted when the 3 minutes has begun; when the time hits 1 minute remaining; when the 3 minutes have elapsed.





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 vairports.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



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<https://vcairports.org>

May 8, 2024

Aviation Advisory Commission
555 Airport Way, Suite B
Camarillo, CA 93010

Subject: Receive and File a Status Report on the Five-Acre and Seven-Acre Development Parcels at Oxnard Airport (Presentation by Developers)

Recommendation:

Receive and file a status report on the developments planned at Oxnard Airport on the five-acre and seven-acre parcels, which were awarded to developers Fly 805, LLC., and Urban Air Mobility, LLC., respectively, in the Fall of 2022. Presentations by the developers of the current project status and preliminary/conceptual plans for layout will be presented via Zoom and in person.

Fiscal/Mandates Impact:

This item is presented for information only and it does not require consideration by the Board of Supervisors at this time. There are no fiscal impacts associated with the recommended action.

Discussion:

In May 2022 the Department of Airports issued an RFP (Request for Proposals) for development of two sites at the Oxnard Airport; a five-acre site to the west of the terminal building and a seven-acre site for development of the area west of Golden West FBO. Comprising the present location of aged hangars 2 and 3 and the large ramp area in front of those two hangars.

In June 2022 the award was made to Fly 805, LLC., for the five-acre parcel and to Urban Air Mobility, LLC., for the seven-acre site. Surveys were prepared and Letters of Intent were negotiated and then finalized in late 2023.

Development/Option Agreements and Lease Agreements are being negotiated for presentation to your body at an upcoming meeting. The developers will present an update of their preliminary plans for project layout and details of market driven decisions influencing their project plans.

If you have any questions regarding this item, please call Madeline Herrle at (805) 388-4243, or me at (805) 388-4200.

A handwritten signature in blue ink, appearing to read 'Keith Freitas', with a stylized, cursive script.

KEITH FREITAS, A.A.E., C.A.E.
Director of Airports



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May 8, 2024

Aviation Advisory Commission
555 Airport Way, Suite B
Camarillo, CA 93010

Subject: Review of Fiscal Year 2024-25 Proposed Budget (*Exhibit 1 is available for review on the Department of Airports website vcairports.org/meeting-calendar/*)

Recommendation:

Staff requests that your Commission and Authorities review and comment on the Department of Airports (DOA) proposed FY 2024-25 budget for Camarillo and Oxnard Airports; and Camarillo Roads and Lighting Enterprise Fund, as attached, and recommend approval of the Board of Supervisors.

Discussion:

From a budget perspective looking forward, DOA has prepared a budget with a conservative approach that anticipates impacts to revenues received from tenant leases and other fee related sources.

In summary, the FY 2024-25 proposed budget funds airport operations, on-going and previously planned and funded capital improvements, and projects a reasonable cash balance. The budget provides the funds necessary to maintain and improve the airports within the guidelines and policies followed by the DOA. The Airport Enterprise Fund (AEF) expects to maintain a reserve balance equal to at least 12 months of operating expenses throughout the year. As such, the Department is examining increased capital investment in key areas of both airports to ensure budget units are well maintained and avoid unexpected costs as infrastructure ages.

This budget represents a continued effort by staff to analyze the operating budget through a hybrid “line item” and “zero-based” approach and to integrate the capital budget needs of both airports in a manner sustainable through the currently approved rent and fee schedule.

DOA funds the maintenance and/or replacement of major infrastructure assets such as the runway and other airfield pavements through federal grants from the Airport Improvement Program (AIP). The local match requirement for these projects is typically

10% or less. As such, the standard depreciation schedule significantly inflates the depreciation expense.

The following are high level summary overall statements of the Airport Enterprise Fund:

- The Enterprise Fund E300 is projected to realize a gain during the fiscal year.
- The revenue section shows an increase in property and investment revenue. The property revenue increases are primarily due to new leases in the business park at Camarillo Airport, leases in the airside of the airports, and rate adjustments to various leaseholds. Other revenue sources such as percentage rent, landing fees and other miscellaneous fees continue to perform to the current year's level.
- Camarillo Airport is projected to realize a gain during the fiscal year.
- While Oxnard Airport currently projects an operating loss (excluding depreciation). One-time only expenses PFAS consulting and ARFF vehicle PFAS cleaning and disposal. Additionally, the Department is actively seeking development and redevelopment proposals for two airside parcels.
- The DOA anticipates a staffing level of 38 FTE's.

The budget book is divided into sections for purposes of review, as follows:

TAB #1: "Camarillo/Oxnard Combined":

1. A cash flow analysis for the five-year period July 1, 2024 – June 30, 2029, supports the FY 2024-25 budget as sustainable with an estimated \$18,300,000 cash balance that would begin with the new fiscal year. The highlights are as follows:
 - a. Depreciation is excluded in the cash flow calculation since it is not a true cash expense.
 - b. Cash reserves levels beginning FY 2024-25 are \$18.3 million and \$15.2 million beginning FY 2025-26, which are sustainable and well above the 12-month operating expenses target. The Department has been accumulating reserves beyond the 12-month operating expenses level in anticipation of major capital projects that are expected to require cash more than operating surpluses in the next five years. This cash is primarily for matching federal grants to accomplish critically required capital projects in the coming years. A large part of the Department's projects are grant based, and therefore, up to 90% of the grant-related expenditures will be reimbursed, subject to grant availability. At all times, reserve levels remain adequate to provide a sufficient cash base for planned operations and other capital projects. The target/projected reserve level can be adjusted by deferring projects in the Capital Improvement Plan (CIP) to align with grant funding.

2. The FY 2024-25 Preliminary Budget depicts the proposed budget's impact on operating expenditures compared to the current year's Adopted Budget.
3. The "Operating Gain" without depreciation for operating the DOA is \$227,176.
4. Line-item budgets depict all non-capital expenses and revenues. The "Total Expenditures" reflects an amount like the previously adopted budget; however, it reflects projected performance-based salary increases, safety retirement for Airport Operations Officers, and other labor expense associated costs.
5. The Department of Airports is an Enterprise Fund. As such, all operating costs are derived from airport operations and is a self-sustaining enterprise. No funding is received from County funds, local, state, or federal taxes, or outside loans.

TAB #2: "Camarillo":

1. Camarillo's "Operating Gain" without depreciation is positive at \$1,002,112. Please note that Camarillo Airport administrative salaries and benefits are allocated 90% to Camarillo administration and 10% to Oxnard administration to present a more realistic picture of the costs for each airport.
2. Services and supplies budget, reflects an increase of 6.7%, this is primarily due to an effort to continue to maintain airport costs concurrent with prior year estimates.
3. Camarillo administration, operations, and maintenance sub-budgets are also found in this section for a more detailed listing of expenditures and revenue.

TAB #3: "Oxnard":

1. Oxnard's "Operating Loss" without depreciation is \$774,936. An increase to 10.9% of salaries and benefits from DOA administration are allocated to Oxnard Airport to give a truer picture of costs.
2. Salaries and benefits increased by \$45,145, primarily due to the percent transfer increase from CMA Administration personnel costs and performance based and cost of living salary increases.
3. The services and supplies budget decreased \$151,432 primarily due to lower projected maintenance and improvement costs at the airport. PFAS cost recovery remediation remains a significant expense. Additionally, ARFF vehicle high pressure washing expense to remove the PFAS "forever" chemical residue.
4. Oxnard administration, operations, and maintenance sub-budgets are also found in this section for a more detailed listing of expenditures and revenue.

TAB #4: “Capital”:

This budget is for capital expenses and revenue associated with federal and state grants and non-grant projects. The “Net Cost” of proposed projects is \$1,515,449. The projects are listed for your review on two tables and are consistent with the DOA’s five-year Capital Improvement Plan. The Department of Airports is an Enterprise Fund. As such, all operating costs are derived from airport operations. No funding is received from County funds, constituent taxes or fees, or outside loans.

Highlights of the capital budget are:

1. There are no new grant eligible projects scheduled for Camarillo Airport in FY 2024-25.
2. For Oxnard, the grant eligible projects anticipated for Oxnard airport include:
 - a) Additional grant costs related to the reconstruction of Taxiway F/A
 - b) Rehabilitation of the Air Traffic Control Tower
 - c) Design for the Reconstruction of the Terminal Apron

Project costs are estimated to be \$6,403,750. Anticipated grant revenue to cover those costs is estimated to be \$5,787,844. Financing is available within the Airports enterprise fund to cover net cost.

TAB #5: “Camarillo Roads and Lighting”:

Otherwise known as the Camarillo Utility Enterprise (CUE), this budget is for the maintenance of streets, street lighting and storm drains at the Camarillo Airport. The budget is funded through assessments to the eight owners of developed property on the airport campus, of which the DOA represents a share of approximately 66%.

The CUE has no new projects scheduled for FY 2024-25.

Staff realizes that there is a tremendous amount of information in the budget, and we have tried to organize it in a way that makes it accessible for discussion. Please feel free to contact Jamal Ghazaleh at (805) 388-4207 or me at (805) 388-4200 should you have any questions.

A handwritten signature in blue ink, appearing to read 'K. Freitas', written in a cursive style.

KEITH FREITAS, A.A.E., C.A.E.
Director of Airports

Attachments:

Exhibit 1 – Fiscal Year 2024-25 Proposed Budget (*available for review on the Department of Airports website vcairports.org/meeting-calendar/*)



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>

May 8, 2024

Aviation Advisory Commission
555 Airport Way, Suite B
Camarillo, CA 93010

Subject: Approval of the Department of Airports' Fiscal Year 2024-25 Rent and Fee Schedule, Effective July 1, 2024; Adoption of a Resolution Establishing Rents, Fees, and Insurance Requirements for the Department of Airports; Delegation of Authority to the County Executive Officer and the Director of Airports to Execute Leases, Subleases, Licenses, Permits, Special Use/Activity Permits, Operation Agreements, Extensions, Amendments, Consents, Termination Notices, and Unlawful Detainer Complaints in Accordance with the Provisions of the Schedule

Recommendations:

Staff requests that your Commission/Authorities recommend that the Board of Supervisors (Board):

1. Approve the Department of Airports' ("Department") FY 2024-25 Rent and Fee Schedule (Exhibit 1 is a clean version and Exhibit 2 is a legislative version with track changes), with an effective date of July 1, 2024; and
2. Authorize the County Executive Officer and the Director of Airports to execute certain leases, subleases, licenses, permits, special use/activity permits, operation agreements, extensions, amendments, consents, termination notices, and unlawful detainer complaints as described in section III of the attached resolution (pages 31-38 of Exhibit 1) (requires 4/5ths vote); and
3. Approve, adopt, and execute the resolution (pages 31-38 of Exhibit 1) establishing rents, fees, and insurance requirements for the Department.

Fiscal/Mandates Impact:

Mandatory: No

Source of funding: *The rents and fees provide the primary source of funding for the airport enterprise fund other than federal grants.*

Funding match required: None

Impact on other departments: *Several other departments are tenants at the airports and subject to paying rent. The established rents are based upon building replacement and/or fair market appraisals conducted by the Real Estate Services Division of the Public Works Agency or by outside, independent appraisers.*

<u>Summary of Revenues and Costs</u>	<u>FY 2024-25 Requested (Note B)</u>
Revenue (see Note A):	\$ 9,738,000
Costs:	
Direct (see Note A)	8,547,000
Indirect	<u>964,000</u>
Total Costs	<u>9,511,000</u>
Net Airports' Revenue	<u><u>\$ 227,000</u></u>

Note A: *Revenue excludes investment income and grant revenue; cost excludes depreciation expense and capital projects.*

Note B: *Following fiscal year is not shown since the Rent and Fee Schedule is re-evaluated annually.*

Discussion:

At the recommendation of the Auditor-Controller, the Department's rents and fees are reviewed annually for appropriate adjustment in accordance with those policies set forth in that resolution establishing airports' rents and fees. Proposed changes are discussed below:

1. Per Rent & Fee Policy 3.b., there are no rate adjustments for hangars and tie-downs this year. During this Fiscal Year, the Department of Airports will conduct the five-year market study of storage rates for inclusion in the FY 25/26 budget.
2. To continue to create an incentive for our six Aviation Service Providers to offer a new unleaded aviation fuel alternative, the Department of Airports proposes to again this year temporarily waive the Fuel Flowage Fee and the Storage Fee (applies to unleaded fuel stored in County-owned tanks). An incentive is appropriate because this fuel formulation is new in the marketplace and, due to the extremely low volumes and other supply chain considerations, comes at a higher price and lower margins. Despite the economics, having an unleaded fuel product available at our airports is very much in the interest of the Department to help reduce and eventually eliminate lead emissions from aviation. This waiver will be reevaluated next fiscal year to determine if the incentive is still needed.
3. To continue to encourage compliance with the requirement for Mobile Mechanics, Independent Flight Instructors, and Self-Fuelers to obtain and/or maintain Aviation Commercial Activity Permits, the Department of Airports will retain the annual fee of \$750.00. In addition, we propose to continue the new discounted fee to renew an active permit is proposed to encourage permit holders to remain in good standing and in compliance with this requirement.

4. We have made a significant change to the fees charged for filming at the airport, specifically for commercial filming/ feature films, from \$1,100 per day to \$15,000 for the first day and \$10,000 per day thereafter. These projects require significant investment in time and logistics and the charges are more in line with industry standards.
5. The waiver of the 2% transfer fee outlined in VIII. B. for the transfer/sale of the Private hangars will continue to apply to new term leases signed and transferred on or before June 30, 2025, which is the last and final waiver for this category.
6. Rates have been adjusted for personnel where time is charged to grants, tenant requested maintenance, and/or tenant requested operations that are not part of our day-to-day business. Rates are adjusted to reflect cost recovery only.
7. The Department recently implemented a new ePay option. The following fees apply: Credit Cards: 2.15% of transaction amount (minimum of \$1.00 fee); Electronic Checks (eChecks) \$1.50 per transaction. As a continuing incentive to encourage tenant acceptance of the new payment option, ePay transaction fees will be waived until June 30, 2025.
8. We have modified the Policy section 3.d. on page 35 to remove the requirement for Private hangar owners to first offer their hangar to the County if the owner wants to improve or modify its hangar. This reflects the changes made with the recent long-term private hangar lease agreement. Moreover, County does not have the capacity to repair or restore general aviation hangars and retain those in its inventory.

The proposed Department of Airports' Rent and Fee Schedule, to become effective July 1, 2024, is recommended for the Board's approval and contains the adjustments noted above.

If you have any questions regarding this item, please call Dave Nafie at (805) 388-4201, or me at (805) 388-4200.



KEITH FREITAS, A.A.E., C.A.E.
Director of Airports

Attachments:

- Exhibit 1 – FY 2024-25 Rent and Fee Schedule - Proposed Clean Version
- Exhibit 2 – FY 2024-25 Rent and Fee Schedule - Proposed Track Changes Version

RENT AND FEE SCHEDULE
DEPARTMENT OF AIRPORTS

Rents and Fees Common to
Camarillo and Oxnard Airports

Effective July 1, 2024

Summary of Rent & Fees

FY 2024-25

CHARGE	Rent or Fee
Administration Fee - Applies to each new lease processing action by Department	\$ 150.00
Transient Tie-downs - Per Overnight (Not on Corporate Ramp)	
Single Engine	\$ 8.00
Multi Engine	\$ 10.00
Large Aircraft over 12,500 LBS	Equal to Landing Fee
Transient Ramp Area - Day Use (24 hrs or any portion)	
Commercial / FBO / Overflow Use - Fee Per Day or Portion- under 12,500 lbs	\$ 25.00
Commercial / FBO / Overflow Use - Fee Per Day or Portion 12,500 - 40,000 lbs	\$ 50.00
Commercial / FBO / Overflow Use - Fee Per Day or Portion - over 40,000 lbs	\$ 100.00
Commercial / FBO / Overflow Use - Fee Per Day or Portion - Helicopters	\$ 50.00
Government/Contract Fire Fighting Aircraft	No charge
Leased Tiedowns - Per Space, Month to Month Basis	
Standard	\$ 112.00
Pull-through	\$ 153.00
Large Aircraft over 12,500 LBS (See also Exhibit B)	10x Landing Fee
Ground Rent - With Private Hangars - Per SF, Per Month	\$ 0.150
County Owned Hangar Rent - Per SF, Per Month	
Constructed Prior to 2019	\$ 0.400
Constructed After 2019	\$ 0.540
Electric Service - Per Month (if applicable)	\$ 11.000
AIRCRAFT OPERATIONS	
Landing Fees	
Air Carriers - Minimum Fee / Fee per 1,000 LBS MTOW	\$ 15.49
Air Carriers - Fee per 1,000 LBS MTOW (Rounded to nearest thousand pounds)	\$ 1.44
Lighter-than-air Aircraft Daily Use Fee	\$ 113.00
Small Aircraft under 12,500 LBS (Non-Commercial)	No charge
Fuel Flowage/Storage	
Fuel Flowage per delivered gallon (Except Unleaded Fuels in FY24-25)	\$ 0.06

Summary of Rent & Fees

FY 2024-25

CHARGE	Rent or Fee
Facility Fee - For Use of County Fuel Farm	\$ 0.02
Oil Flowage	\$ 0.15
Fuel Tank Rental - For Storage of Fuel in County Fuel Farm (Except Unleaded Fuels in FY24-25)	\$ 0.046

GOVERNMENT AIRCRAFT - WITHOUT CHARGE*

AIRPORT BUILDINGS/IMPROVEMENTS (County-Owned)

Rent (Non-Aviation) - Per SF, Per Month
 Storage Lots/Units (Including storage units on ends of hangar buildings)

Market Rate Per Appraisal
Market Rate Per Appraisal

Rent (Aviation) - Per SF, Per Month
 Hangar
 Shop
 Office
 Ramp
 Term of Lease (Non-Aviation) - Improvements Per Acre, Per Year
 Term of Lease (Aviation) - Improvements Per Acre, Per Year

\$ 0.40
\$ 0.40
\$ 0.50
\$ 0.0886
\$ 20,000.00

Full Service ASP
 Limited Service ASP
 Single Service ASP

\$ 20,000.00
\$ 20,000.00
\$ 20,000.00

AIRPORT LAND/GROUND AREAS

Ground Rent (Aviation & Non-Aviation) - Per SF, Per Year
 Ground Leases (Non-Aviation)
 Ground Leases (Aviation)
 Percentage Rent
 Term of Lease (Aviation and Non-Aviation) - Improvements Per Acre, Per Year
 Month to Month Ground Lease

\$ 1.50
\$ 0.975
As negotiated
\$ 20,000.00
Minimum Rent

Summary of Rent & Fees

FY 2024-25

CHARGE	Rent or Fee
AUTO PARKING	
Oxnard Terminal Pay Lot	
0-4 HRS	Free
4-6 HRS	\$ 4.00
6-12 HRS	\$ 6.00
12-24 HRS	\$ 15.00
Each Additional Day	\$ 15.00
Permit Parking	
Rent-A-Cars - Per Month, Per Space	\$ 20.00
All Others - Per Month, Per Space	\$ 25.00
Permit Replacement Fee	\$ 5.00
AIRPORT PERMITS	
Commercial Activity Permits	
Permit Fee - Aviation Commercial	
Daily Permit	\$ 199.00
Additional Consecutive Days	\$ 35.00
Annual Permit - Mobile Mechanic, Independent Flight Instructor, Self-Fueler	\$ 750.00
Annual Permit Renewal - Mobile Mechanic, Independent Flight Instructor, Self-Fueler	\$ 500.00
Permit Fee - Non-Aviation Commercial	
Daily Permit	\$ 436.00
Additional Consecutive Days	\$ 100.00
Monthly	\$ 871.00
Annual	\$ 2,438.00
Commercial Film/Photography Permits (on Non-Leased Property)	
Feature/TV/Commercial/Movie Filming per day (1-20 Cast/Crew)	\$ 15,000 day 1; \$10,000/next
Feature/TV/Commercial/Movie Filming per day (21+ Cast/Crew)	\$ 20,000 day 1; \$10,000/next
Commercial Photography per day	\$ 800.00

Summary of Rent & Fees

FY 2024-25

CHARGE	Rate or Fee
<i>Activity on Leasehold per day</i>	\$ 262.00
Special Use Permit Fee - Non-Commercial, Individual, and/or Community/Club Activity	
<i>Daily Fee</i>	\$ 436.00
<i>Additional Consecutive Days</i>	\$ 100.00
<i>Annual Fee</i>	\$ 2,438.00
Use Permit for Promotion of Aviation/Non-profit Community Activity	Fee Waiver Required
Special Uses Requiring Extra or Overtime Operations Personnel	Use Fee Plus Personnel Costs
Aircraft Repair Work Areas (Wash Racks)	
<i>Aircraft Owner Use (Non-Commercial) - Per 4 Hour period</i>	\$ 25.00
Taxi-Cab Stand/Scheduled Shuttle Operations/Courtesy Vehicles	
<i>Taxi/Shuttle Permit Fee - Annual (Intra-County Services)</i>	\$ 1,527.00
<i>Taxi/Shuttle Permit Fee - Annual (Outside of County Services)</i>	\$ 2,438.00
<i>Taxi/Shuttle Permit Fee - Monthly (Director of Airports Approval Required)</i>	\$ 127.25
<i>Courtesy Vehicle Permit Fee - Annual</i>	\$ 184.00
<i>Off-Airport Rental Cars (Separate License Required)</i>	8.5% Attributable Gross
<i>Restaurant - Major Operation - Base Rent</i>	As negotiated
<i>Restaurant - Major Operation - Percentage Rent</i>	As negotiated
<i>Restaurant - Minor Operation - Base Rent</i>	Minimum Base Rent
<i>Restaurant - Minor Operation - Percentage Rent</i>	6% of Gross
Disabled Aircraft Fees	
<i>Runway/Taxiway Closure Hourly Fee - First two hours free then:</i>	\$ 1,000.00
<i>Ramp or Tiedown Storage Daily Fee - First 90 days</i>	\$ 25.00
<i>Ramp or Tiedown Storage Daily Fee - After 90 days</i>	\$ 50.00
<i>Ramp or Tiedown Storage Monthly Fee - After 90 days</i>	\$ 1,500.00
<i>County-Owned Hangar Storage Daily Fee (if available)</i>	\$ 100 per day, max 90 days
MISCELLANEOUS CHARGES	
Electronic Payment Convenience Fee (per transaction, except in FY 2024-25)	
<i>Credit/Debit Cards on ePay</i>	2.15%
<i>Electronic Checks (eChecks)</i>	\$ 1.50

Summary of Rent & Fees

FY 2024-25

CHARGE	Rent or Fee
Document Processing Fee	
Documents executed by Director of Airports	\$ 50.00
Documents executed by Board of Supervisors	\$ 250.00
Documents reviewed by County Counsel	\$ 250.00
Transfer Fee for Long Term Lease, Private Hangar Sales (except private hangars in FY 2024-25)	2%
Document Copying Fee - Per Page	\$ 0.040
Bad Check Charge	\$ 25.00
Security Gate Cards - New	\$ 20.00
Security Gate Cards - Lost Card Replacement	\$ 16.00
Airfield Infractions/Citations (1st/2nd/3rd violations)	\$ 100/200/500
Parking Citations	\$ 50.00
Late Fee (of Unpaid Balance imposed on 11th calendar day of month)	10%
Airport Sweeper Service Fee - Per Hour or Portion of Hour	\$ 118.00
Other Hourly Rates	
Private Development Review / Permitting / CEQA Lead Agency - Projects Administrator	\$ 169.27
Private Development Review / Permitting / CEQA Lead Agency - Projects Specialist	\$ 118.57
Private Development Review / Permitting / CEQA Lead Agency - Deputy Director	\$ 202.97
Private Development Review / Permitting / CEQA Lead Agency - Director of Aviation	\$ 254.47
Private Development Review / Permitting / CEQA Lead Agency - Lease Manager	\$ 151.70
Grant Billing - Federal Grants - Projects Administrator	\$ 169.27
Grant Billing - Federal Grants - Senior Accounting Tech	\$ 101.61
Grant Billing - Federal Grants - Office Assistant III	\$ 86.45
Maintenance Workers - Supervisor	\$ 127.04
Maintenance Workers - Lead	\$ 107.46
Maintenance Workers - Senior	\$ 93.38
Operations Workers - Supervisor	\$ 122.36
Operations Workers - Officer	\$ 106.86

LEASE/LICENSE AGREEMENTS

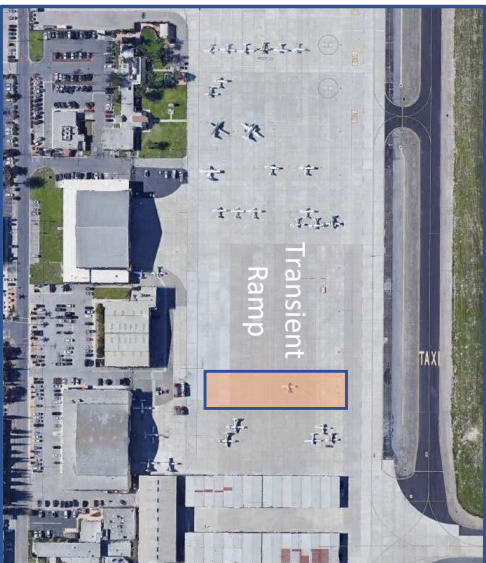
Full Service Aeronautical Service Provider

As Negotiated

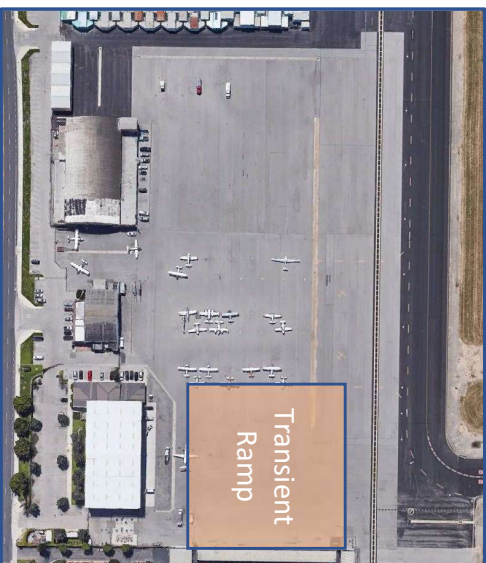
Exhibit B

Transient Ramp Areas (also known as “Corporate Ramp”)

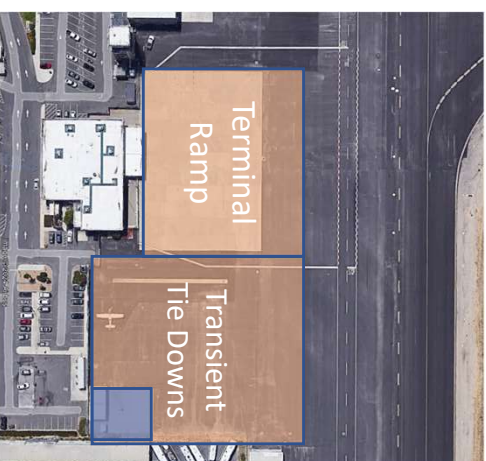
Camarillo Transient Ramp



Oxnard Transient Ramp



Oxnard Transient & Terminal Ramp



 Ramps Subject to
Commercial Day-Use Fee
(Approx. Extents)

 Aircraft Work Area
Permit Fees Apply

**DEPARTMENT OF AIRPORTS
RENT AND FEE SCHEDULE
INDEX**

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I. AIRCRAFT STORAGE

No aircraft shall be allowed to remain as tenants in/on assigned aircraft storage space on either Camarillo or Oxnard Airport without having first registered with the Director of Airports, or his representative, and having obtained a valid permit, Lease Agreement, or License Agreement as required and having paid the fees as set forth below:

The following shall apply to all aircraft storage Lease and License Agreements:

Fee: All fee calculations listed under this section will be rounded to the nearest whole dollar.

Late Fee: Storage Hangar Lease and License Fees are due and payable on or before the first of each month and if not received before the 16th day of each month a late charge of \$15 shall be added.

Security Deposit: Tenant shall provide County with and thereafter maintain a refundable cash security deposit in an amount equal to one (1) month's rent in effect at the time of initial license sign-up.

Transient aircraft shall be charged fees as set forth below in A:

A. Transient Tie-downs (overnight) 12,500 lb. or less

1. Single Engine - \$8/day
2. Multi Engine - \$10/day
3. Aircraft over 12,500 lb. refer to section C below

(Note: see Section II. A. Landing Fees count as first night daily fee)

B. Tie-downs (month to month)

1. Push in/out - \$112/month
2. Taxi in/out - \$153/month

C. Large Aircraft (over 12,500 lb.)

Unless parked by a commercial operator, Tie-down/Monthly and Transient/Daily Fees: Daily fee \$1.44 per 1,000 lbs. of Max. gross take-off weight. Monthly fee is 10 times the daily fee. Fees are rounded to the nearest whole dollar. The first 24-hour period is included in landing fee. Statements will be sent to the aircraft owner listed in FAA registry.

D. Transient Ramp Area – Commercial Day-Use and Overflow Parking Fee.

Commercial operators that park aircraft on a Transient Ramp Area that is owned and managed by the Department of Airports (also known as “Corporate Ramp”) will be billed to the commercial operator according to the following schedule (piston aircraft should be parked on a tiedown leased or licensed to the operator). Refer

to the Rent and Fee Schedule Index for a depiction of the Transient Ramp Area.

1. Jets and Turboprops less than 12,500 pounds maximum gross take-off weight - \$25/day or any portion thereof.
2. Jets and Turboprops between 12,500 – 40,000 pounds maximum gross takeoff weight - \$50/day or any portion thereof.
3. Jets and Turboprops over 40,000 pounds maximum gross take-off weight - \$100/day or any portion thereof.
4. Helicopters - \$50/day or any portion thereof.

- NOTES:
- a) Taxi in/out spaces limited to aircraft too heavy to manually maneuver.
 - b) Light Aircraft (12,500 lb. and under) with wingspans exceeding normal tie-down dimensions must rent two or more spaces to accommodate aircraft size.

E. Ground Rent - Private Hangars

1. The rent for Privately owned hangars is based upon \$0.15 per square foot per month.

NOTES:

- a) See Exhibit B for the areas of various hangars calculated from actual measurements and rounded down to the next increment of 10 square feet.
- b) Privately owned hangars to which electrical service was installed at no cost to County and connected to a non-County metered account are exempt from the electrical service rate.
- c) Hangars served with electricity through an independent meter, paid by County, shall be charged an additional estimated \$11 per month electrical energy charge. The actual vs. estimated energy costs will be evaluated annually and adjustments made accordingly.
- d) Upon termination of the Lease Agreement for cause, Lessee shall be placed on a daily rate equivalent to two times the monthly rate divided by 30 and rounded to the next highest dollar.

F. County Owned Hangars (Examples of area - not all inclusive)

1. The rent for County owned hangars built/installed prior to 2019 is based upon \$0.40 per square foot per month. The rent for County owned hangars built/installed in or after 2019 is based upon \$0.54 per square foot per month.

NOTES:

- a) Hangars served with electricity through an independent meter, paid by County, shall be charged an additional estimated \$11 per month electrical energy charge. The actual vs. estimated energy costs will be evaluated annually and adjustments made accordingly.
- b) Upon termination of the Lease Agreement for cause, Lessee shall be placed on a daily rate (Daily Hangar Fee) equivalent to two times the monthly rate divided by 30 and rounded to the next highest dollar.
- c) The following are examples of hangar areas – not all inclusive:

<u>Inventory installed prior to 2019:</u>	<u>Inventory installed in or after 2019:</u>
1. Port-A-Port (750,800,850,900 S.F.)	1. Tee Hangars (1,130 S.F.)
2. Fixed T (1,000 S.F.)	2. Tee Hangars (1,300 S.F.)
3. Port-A-Port (1,050 S.F.)	3. Tee Hangars (1,500 S.F.)
4. NUNNO (1,100 S.F.)	4. Tee Hangars (2,770 S.F.)
5. NUNNO (1,400 S.F.)	
6. Port-A-Port (2,000 S.F.)	

II. AIRCRAFT OPERATIONS

A. Landing Fees

- 1. Air Carriers (scheduled commercial – non-based) and Air Taxis (non-scheduled commercial – non-based) shall be charged a minimum landing fee of \$15.49 or \$1.44 per 1,000 pounds of gross weight, rounded to the nearest whole dollar, whichever is greater. The term "gross weight" shall be the certified maximum gross takeoff weight specified by FAA for the type of aircraft.

NOTE: Landing Fee includes first overnight parking fee.

- 2. Privately owned or leased aircraft (non-based), not used for hire or compensation, shall be exempt from landing fees up to 12,499 pounds. However, heavier aircraft shall be charged at the rate in 1. above if 12,500 pounds or heavier.
- 3. Lighter-than-air Aircraft Use Fee. Lighter-than-air aircraft such as airships, dirigibles, blimps and balloons shall be charged a daily use fee of \$113. The payment of this fee shall entitle the operator to a mooring location on a site assigned by the airport, as well as parking for support vehicles. Prior permission of the Director of Airports is required.

B. Fuel Flowage/Storage

1. Fuel Flowage - All vendors and Self-Fueling Operators who dispense aviation fuel upon County Airports shall pay the County a Fuel Flowage Fee of \$0.06 per delivered gallon.
2. Facility Fee – (For use of County Fuel Farm Facilities) vendors and Self-Fueling Operators who dispense aviation fuel upon County Airports shall pay the County a Facility Fee of \$0.02 per delivered gallon.

NOTE: Tenant will pay actual cost of utilities on a pro rata basis and will be billed quarterly for those costs. An annual adjustment will be made at the end of each year.

3. Oil Flowage - All vendors who dispense aviation oil upon County Airports shall pay the County an Oil Flowage Fee of \$0.15 per delivered gallon.
4. Fuel Tank Rental - Whenever County owned tanks are utilized to store fuel, a Fuel Storage Fee of \$0.046 per delivered gallon shall be paid to County.

NOTE: Flowage and Storage Fees are due with submission of Quarterly Fuel Flowage Reports and are in addition to all other rents due.

- a) Late fees of 10% are applicable to flowage and storage fees when not paid by the thirtieth day following the end of each quarter.
- b) Fuel/Petroleum Vendors and Self-Fueling Operators shall obtain and maintain all permits and associated fees.
- c) An exception for FY 2024-25 is the Fuel Flowage Fee and Storage Fee for qualifying Unleaded AvGas formulations will be waived.

III. GOVERNMENT AIRCRAFT

Airport facilities shall be made available to government aircraft (state or federal) without charge except if the use by government aircraft is substantial. Substantial use shall be considered to exist when during any calendar month:

- A. Five (5) or more government aircraft are regularly based at the airport or on land adjacent thereto; or
- B. The total number of movements (counting each landing as a movement) of government aircraft is 300 or more, or the gross accumulative weight of government aircraft using the airport (the total movements of government aircraft multiplied by gross weights of such aircraft) is in excess of five million pounds.
- C. Government aircraft are based or use airport(s) in excess of any 90-day period.

This is in conformance with those assurances given under the Federal Airport Act or the Airport and Airway Development Act of 1970.

IV. AIRPORT BUILDINGS/IMPROVEMENTS

A. Rent (Non-Aviation)

The lease rental rate for airport-owned non-aviation buildings and improvements, including storage areas and facilities, shall be based on Fair Market Value, including percentage rents, as established by an appraisal by the Real Estate Services Division of the Public Works Agency or an outside, independent appraiser. The appraisal and subsequent rental rates shall reflect whether or not one or more utilities may be included. The rental rate shall also reflect if any other services such as maintenance or janitorial are included. Rent increases, as often as annually, may be negotiated between the parties.

B. Rent (Aviation)

Per Policy 3, the lease rental rate for airport-owned aviation buildings and improvements shall be based on Fair Market Value.

Current rates per square ft. per month are:

	<u>Camarillo</u>	<u>Oxnard</u>
Hangar	\$0.40	\$0.40
Shop	\$0.40	\$0.40
Office	\$0.50	\$0.50
Ramp	\$0.0886	\$0.0886

C. Term of Lease (Minimum Qualifications) Non-Aviation

A capital investment of \$20,000 per acre, per year of lease, may be required, as approved by the Director of Airports, and such improvements shall be completed within two years or less, or as negotiated in the lease.

D. Term of Lease (Minimum Qualifications) Aviation

1. Full Service ASP- A minimum capital investment of \$20,000 per acre, per year, is required, as approved by the Director of Airports. All agreed-upon improvements shall be completed within the first two years or less, or as approved by the Board of Supervisors.
2. Limited Service ASP- A capital investment of \$20,000 per acre, per year, is required, as approved by the Director of Airports, and all agreed-upon improvements shall be completed within the first two years or less, or as negotiated in the lease.

3. Single Service ASP- A capital investment of \$20,000 per acre, per year, is required, as approved by the Director of Airports, and such improvements shall be completed within one year or less, or as negotiated in the lease.

NOTES: Tenant shall maintain leased premises in as good or better condition, to include:

Repainting at least once every 10 years
Maintain roof free of leaks
Maintain landscaping in clean and healthy condition (free of trash)

E. Leases up to Five Years Term may be executed by the Director of Airports, or his/her designee.

V. AIRPORT LAND/GROUND AREAS

A. Rent (Non-Aviation and Aviation)

1. Ground Leases: (Oxnard and Camarillo) All Ground Leases are subject to a minimum base rent and/or percentage rent, and Board of Supervisors approval. All ground leases are subject to a 5-year rent review and adjustment.

(NOTE: Formula Minimum Rent: 10% of the Fair Market Value and/or appraised value of land per annum or as otherwise approved by Board of Supervisors. Land to be reappraised as often as yearly but at a minimum every two years, and Rental Value to be adjusted per Lease language, but not less than every 5 years.)

- a) Non-Aviation Land Rent Rate is \$1.50 per square ft. per year based on 10% ROI using February 2022, appraisal stating land value at \$15.00 per square foot.
- b) Aviation Land Rent Rate is \$0.975 per square ft. per year based on Non-Aviation Land rate and discounted 35% due to use being restricted to aviation only.

Percentage Rent: Applicable Rate of all gross receipts from Tenants subject to percentage.

2. "Month to Month" Ground Leases: All Month to Month Ground Leases are subject to formula minimum base rent or negotiated rent, whichever is greater, and may be executed by the Director of Airports. All month-to-month ground leases are subject to annual review and adjustment.

(NOTE: Formula Minimum Rent: 10% of the Fair Market Value and/or appraised value of land per annum or as otherwise approved by Board of Supervisors. Land to be appraised and Rental Value adjusted periodically with Director of Airports' discretion).

NOTES:

- a) All improvements constructed by the Tenant on the Airport shall, at the option of the County, be removed and the ground area returned as nearly as practicable to its original condition or may be vested with the County upon termination of the Lease.
- b) Tenant shall maintain leased premises in as good or better condition, to include:

Repainting at least once every 10 years (or as needed)
Maintain roof free of leaks
Maintain landscaping in clean and healthy condition (free of trash).
- c) Agricultural leases are handled as special situations and are exempted from the foregoing guidelines and minimums. Rents shall be established by market comparisons as determined by the Director of Airports.
- d) Not-for-profit aviation museums are handled as special situations and are exempted from the foregoing formula minimum rent requirements. Land rent shall be as negotiated with the Director of Airports and approved by the Board of Supervisors.

B. Term of Lease (Non-Aviation and Aviation)

1. Ground Leases: One (1) year or more leases. In order to secure a long-term ground lease beyond one (1) year, lessee shall invest \$20,000 per acre, per year, as approved by the Director of Airports. All agreed-upon improvements shall be completed within the first year or less, or as approved by the Board of Supervisors. All improvements (excluding fueling apparatus) shall transfer to County at end of 20th year, regardless of term, or as negotiated with Airport Director and approved by the Board of Supervisors, and rent assessed for all improvements by category (example, office, storage, ramp, shop space, etc).
2. "Month to Month" Ground or Office Leases: Renewable until terminated (no options to extend).
3. Commercial leases in Airport Business Park. One (1) year or more.

C. Leases up to Five Years Term may be executed by the Director of Airports or his/her designee

VI. AUTO PARKING. Overnight camping and RVs are expressly prohibited in all areas (aviation side and non-aviation side)

A. Terminal Area Parking (Oxnard Terminal Building)

0-4 hours free
4-6 hours \$4
6-12 hours \$6
12-24 hours \$15
Each additional 24 hours \$15/day

B. Permit Parking (Excludes Oxnard Airport Terminal Parking)

1. Rent-a-Car Company - \$20/month/space
2. All others - \$25/month/space
3. Permit replacement fee - \$5

VII. AIRPORT PERMITS

A. Commercial Activity Permits

No person or business entity other than current lessee or licensee shall sell or publicly solicit the sale of merchandise, conduct or operate a business or service for hire or compensation, or advertise or solicit business or utilize airport land area upon property under the jurisdiction of the Department of Airports unless a permit is first obtained from the Director of Airports. In order to encourage compliance with this requirement, permit holders in good standing will qualify for reduced annual rates.

To qualify for a Commercial Activity Permit, the following is required:

1. Permit Fee, Aviation Commercial uses/activities and aircraft mobile detailing
 - a) Daily Permit \$199; ea. additional consecutive day \$35
 - b) Annual Permit
 1. Mobile Mechanic \$750 for the first year and \$500 for annual permit renewals, if permit is not allowed to expire.
 2. Independent Flight Instructor \$750 for the first year and \$500 for annual permit renewals, if the permit is not allowed to expire.
 3. Self-Fueler \$750 for the first year and \$500 for annual permit renewals, if permit is not allowed to expire.
2. Permit Fee, Non-Aviation Commercial uses/activities
 - a) Daily Permit \$436; ea. additional consecutive day \$100 (up to 3 days)

- b) Monthly Permit \$871 (as allowed)
 - c) Annual Permit \$2,438 (as allowed)
3. A Certificate of Insurance naming the County of Ventura and/or Department of Airports as Additional Insured with coverage as specified in Exhibit "A."
 4. A \$20 fee will be collected on all first issue gate access cards. Broken, damaged, or lost cards will be replaced for a fee of \$16 each card.
 5. Evidence of the applicable City business license.

NOTE: Permit does not allow Permittee to enter upon lessee's premises without approval of lessee. Commercial activity permit fees may be adjusted at the discretion of the Director of Airports if deemed necessary for the provision of services. One-Year Permit is subject to 30-day termination.

B. Commercial Film/Photography Permits

No person or business entity shall conduct any commercial filming, photography or demonstrations upon County airports without first obtaining a permit from the Director of Airports. Commercial Filming and Commercial Photography is defined as filmmaking or photography for compensation. For the purposes of definition, the "Day" rate is for a 12-hour period.

To qualify for a Commercial Film/Photography Permit, the following is required:

1. Permit Fee
 - a) Feature/TV/Commercial/Movie Filming \$15,000 for first day, then \$10,000 each additional day thereafter (includes location and basecamp 1-20 cast/crew)
 - b) Feature/TV/Commercial/Movie Filming \$20,000 for first day, then \$10,000 each additional day thereafter (includes location and basecamp 21+ cast/crew)
 - c) Commercial Photography \$800/day
2. Certificate of Insurance naming the County of Ventura as Additional Insured with coverage as specified in Exhibit "A."
3. Security/clean up deposit equal to ½ of the initial per-day fee may be required if determined by the Director of Airports to be justified by the planned activity.

NOTES:

- a) The above fees apply to all or part of a facility under the jurisdiction of the Department of Airports.

- b) Maximum permit term is seven (7) days including setup and disassembly time, without advance approval of the Director of Airports.
- c) Commercial Filming and Commercial Photography Activity on leased property still requires a County permit; however, County charge for such Permit shall be limited to \$262 per day.

C. Special Use (Non-commercial) Activity Permit

No person or entity shall conduct a non-commercial, individual and/or community/club activity upon County airports without first obtaining a permit from the Director of Airports.

To qualify for a Special Use Permit, the following is required:

- 1. Permit Fee
 - a) Daily fee \$436; ea. additional consecutive day \$100
 - b) Annual fee \$2,438
- 2. Certificate of Insurance naming the County of Ventura as Additional Insured with coverage as specified in Exhibit "A" if determined by the Director of Airports to be justified by the planned activity. Any event involving alcohol, if approved, will require insurance and appropriate alcohol license from the Alcohol Beverage Control.
- 3. Security/cleanup deposit equal to the per day fee, if determined by the Director of Airports to be justified by the planned activity.

D. Use of Airport for Promotion of Aviation and/or a Non-Profit/Community Activity

Aviation related and/or community oriented one-time events considered to be of public interest, non-profit, and/or having a value to the aviation community, may request in writing a waiver of fees, which may be approved at the discretion of the Director of Airports. Examples: National Aviation Day, special Aircraft fly-ins, and special aviation group activities.

E. Special Uses Requiring Extra or Overtime Personnel

Special uses requiring extra County personnel shall be charged, in addition to use fee, an hourly rate for personnel for each hour or portion thereof required (two (2) hours minimum for Airport Operations Officers).

F. Aircraft Repair Work Areas

The use of aircraft repair work areas is available only on a reservation basis, and is limited to aircraft owners, notwithstanding commercial activity provided for

herein. Reservations are required through the Department of Airports.

No automobile washing is allowed.

Fee: \$25.00 for each four (4) hour block of time or portion thereof. No user may use the work area in a single visit in excess of 12 hours. No overnight storage of an aircraft in this area.

G. Taxi-Cab Stand/Scheduled Shuttle Operations/Courtesy Vehicles/Ridesharing Services

Taxicabs, scheduled shuttles, ridesharing services (such as Uber, Lyft, and related services), and courtesy vehicles may enter airport property without charge for the purpose of dropping off passengers. However, no taxicab, ridesharing service, scheduled shuttle, or courtesy vehicle shall be allowed to pick up or await passengers or to remain in the designated taxi stand or shuttle area without first having obtained a permit. Permits are valid for both airports.

The following is required for a permit:

1. For services confined to Ventura County: Taxi/Shuttle Permit Fee \$1,527 per year; (at discretion of Director, may be payable \$127.25 per month in advance). For services which include travel outside of Ventura County, Taxi/Shuttle Permit Fee of \$2,438 per year (no monthly installment payment).
2. Courtesy Vehicle Permit Fee (Hotel/Motel vehicle to which no fee for service is charged to the customer) \$184 per year each company.
3. Certificate of Insurance naming the County of Ventura as Additional Insured, with coverage as specified in Exhibit "A."
4. Evidence of the applicable City Business License.

H. Removal and Storage of Disabled Aircraft

Aircraft that become disabled at either airport due to unforeseen circumstances such as an accident must be removed expeditiously from any movement area (County of Ventura Ordinance 6506-4). If a disabled aircraft causes the closure of any runway or taxiway for more than 2 hours, the aircraft owner shall be charged \$1,000 each hour until the runway and/or taxiway surfaces can be reopened. In addition, disabled aircraft that must be stored while awaiting repairs or salvage shall be subject to special disabled aircraft storage fees. If the disabled aircraft is placed on a tiedown or apron area, the owner shall be charged a tiedown fee of \$25 per day for the first 90 days. After 90 days the fee increases to \$50 per day or \$1,500 per month. The use of a vacant and available County-owned hangar for disabled aircraft storage shall be charged \$100 per day up to 90 days, after which the agreement is terminated.

VIII. MISCELLANEOUS CHARGES

A. Document Processing Fee/Document Review Fee by County Counsel

A fee shall be paid to County in advance for "Tenant-initiated" and/or public requested drafting and/or processing each Amendment, Assignment, Concurrence, Change of Ownership, Approval of Sublease, Extension of Terms, Option to Lease, or other modifications of month-to-month or long-term leases or research of public documents. This processing fee shall be deemed earned by County when paid and shall not be refundable. Fee is construed as reimbursement of administrative costs pursuant to transaction or research. (County or mutually initiated documents are exempted.) Document review fee for documents not on County standard forms shall require a one-time up-front fee of \$250.00 to reimburse DOA for County Counsel fees for legal review.

1. Documents executed by Director of Airports \$50.
2. Documents executed by Board of Supervisors \$250.
3. Document review fee by County Counsel \$250.

B. Transfer Fee for Long Term Lease (Term exceeding 1 year)

2% of sales price, based on appraisal and/or purchase agreement. Term ground leases for privately owned aircraft storage hangars that were previously month-to-month leases, signed on or before June 30, 2025, are exempt from this fee, but only if the hangar is transferred on or before June 30, 2025.

C. Document Copying Fee

A fee of \$0.04 per page shall be charged for reproducing all documents not associated with the conduct of routine airport business.

D. Bad Check Charge

A "bad check" charge of \$25 will be added to that amount owed for all checks returned for insufficient funds or any other reason.

E. Security Gate Cards

Parking and security gate cards for entrance to parking and general aviation areas (hangar and tie-down) will be issued by the Director of Airports to authorized persons (see current Gate Card policy on file at the Department of Airports for "authorized persons"). A \$20 fee will be collected on all first issue cards. Broken, damaged, or lost cards will be replaced for a fee of \$16 each card.

F. Parking Citations

Civil penalty citations issued for vehicular parking violations under Ventura County Ordinance Codes 6508-21 and 6508-22 are set at \$50 per violation.

G. Airfield Infractions/Citations

Per Section 6503-4 of the Ventura County Ordinance Code, citations may be issued for violations “Infractions” of the Airports Ordinance Code (Ventura County Ordinance Code section 6501 et seq). First violation is \$100; second violation for same activity is \$200 and third violation is up to but not in excess of \$500.

H. Late Fee

10% of unpaid balance (not compounded) on all leases, and licenses, including percentage rents and fees if not received before the 11th day of each month. Tiedowns/hangars refer to Section I.

I. Airport Sweeper Service Fee

\$118/hour (or partial hour) for use of airport sweeper on airport. Fee includes airport personnel as sweeper operator.

J. Other Hourly Rates

Project Permitting and Plan Reviews; Department of Airports as CEQA Lead Agency

Projects Administrator \$169.27/hour
Projects Specialist \$118.57/hour
Deputy Director \$202.97/hour
Director of Airports \$254.47/hour
Lease Manager \$151.70/hour

Grant Billing – Federal Grants

Projects Administrator \$169.27/hour
Senior Accounting Tech \$101.61/hour
Office Assistant III \$86.45/hour

Maintenance Workers

Maintenance Supervisor \$127.04/hour
Senior Maintenance Worker \$93.38/hour
Lead Maintenance Worker \$107.46/hour

Operations Workers

Operations Supervisor \$122.36/hour
Operations Officer \$106.86/hour

K. Administration Fee

A charge of \$150 for each new lease processing action including but not limited to the following examples: a new lease sign up, change of hangar, sale of private hangar, refund of waitlist deposits if before notice of removal.

L. Electronic Payment Fees using ePay

The following fees apply to transactions using the electronic payment portal (ePay).

Credit/Debit Cards: 2.15% of transaction amount (Minimum Fee \$1.00)
Electronic Checks (eChecks): \$1.50 per transaction.

As an incentive to encourage tenant acceptance of the new payment option, ePay transaction fees will be waived for all transactions occurring on or before June 30, 2025.

IX. LEASE/LICENSE AGREEMENTS

A. Types of Tenancy/Use

1. Full-Service Aeronautical Service Provider (ASP): An operator that provides a full range of aviation services as identified in the lease agreement.
2. Limited Service Aeronautical Service Provider (ASP): Specialized aircraft business and services, excluding fueling services, as identified in the lease agreement.
3. Specialty Aviation Operations: (Single-Service ASP), Air taxi, charter, (non-scheduled) air carrier, aircraft sales, aircraft leasing, and non-profit flying clubs and flight schools.
4. Industrial or Non-Aviation Business: Business of a type whose operations are not dependent on runway access or airport orientation.
5. Land Leases: Tenant constructs a building or makes improvements on County owned land.

NOTE: Refer to Minimum Aeronautical Standards for commercial leases.

B. Improved Areas - Hangar, Office, Shop, Tie-downs, etc.

1. Base Rent Leases - No Percentage

Base rents are established by Fair Market Value comparisons.

2. Percentage Rent Leases

All percentage rent leases, as determined by the Director of Airports, are subject to a fixed minimum rent based on the square footage of the premises (hangar, shop, and office space) and/or a predetermined percentage of the gross receipts for various uses.

3. Tie-Down Spaces - Full Service and Limited ASP

Tie-down spaces may be assigned to the ASP in their respective leases based upon the following criteria only:

- a) Tie-down spaces requested by the ASP may be obtained through execution of a tie-down License Agreement and the payment of fees as shown in Section I, B and will be considered as additional rent.

4. Options

The rent at the beginning of an option term shall be adjusted to reflect the rate as set forth in the Board-approved Rent and Fee Schedule that is in effect on the date that the option becomes effective, or at the end of every fifth year of term, or as specified in lease.

C. Terminal Areas - Building and Parking (Oxnard)

1. Air Carrier
2. Air Taxi and Air Charter (Non-scheduled)
3. Auto Rental (Rent-a-Car)
4. Aviation and Non-Aviation User
5. Lobby Concessionaire or Licensee

- a) Term: Up to 5 years
- b) Minimum Rents: Established at Fair Market Value based on comparisons.
- c) Percentage Rents: Amount by which specified percentage rent exceeds minimum for counter, office, and cargo area (and fee for parking spaces if included in lease agreement).

NOTES:

- 1) In addition to space rental, auto rental tenants shall pay quarterly 10% of gross receipts. Assigned parking shall be at \$20/month per space (5 spaces minimum).
- 2) Specialty aviation services tenants in addition to space rental, 1/2% on first \$250,000 gross sales and 1% over.

D. Air Space Testing

In addition to any ground rental (if area required on airport property) \$250 per day for the use of the airport for operations testing.

E. Off-Airport Auto Rental (Rent-A-Car)

Shall report and pay 8.5% of gross receipts attributed to airport pick-ups and execute a license and use agreement with the County.

F. Restaurant

1. Major operation – Base and/or percentage rent as prescribed in lease contract, based on market rents, with Board of Supervisors approval. (Longer than 5-year lease.)
2. Minor operation – The greater of minimum base rent and/or 6% gross receipts. (5 years or less.)

X. ACCESS TO AIRPORT FROM ADJACENT PRIVATE PROPERTY

- A. All requests for company/private aircraft oriented uses shall be considered as a special situation and must be approved on an individual basis by the Director of Airports.
- B. Authorization for access to the Airports will be given on County's License Agreement format.
- C. The applicant for access to the Airport shall be required to pay for all improvements on Airports' property that are necessary and prerequisite, in the opinion of the Director of Airports, to accommodate the applicant's access needs. If Licensee is not required by County to remove all such improvements and restore the property to its original condition, the improvements shall become the property of the County.
- D. Minimum rents and percentages for access may be negotiated based on type and intensity of airport use.

XI. INSURANCE REQUIREMENTS FOR AIRPORT LESSEES, LICENSEES AND PERMITTEES

See Exhibit "A" attached.

EXHIBIT "A"

INSURANCE REQUIREMENTS FOR AIRPORTS LESSEES, LICENSEES AND PERMITTEES

I. LESSEES

These are prescribed minimum limits; however, good business indicates that higher limits should be used for most businesses. In any given year, all lessees, licensees, and permittees shall maintain, or increase to maintain, the minimum insurance requirements as stipulated in the then current year Board-approved Rent and Fee Schedule. (Minimum insurance limits are subject to possible adjustment annually). Current year refers to the present County fiscal year and not the year a lease was signed.

A. Aeronautical Service Providers: Tenant offers full range of ASP services, as defined in the Minimum Aeronautical Standards.

1. Commercial General Liability: "Occurrence" coverage in the minimum amount of \$2,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/ completed operations, broad form blanket contractual and \$100,000 fire legal liability.
2. Aircraft and Airport Operations, including passengers, products and completed operations: Combined single limit for bodily injury and property damage of \$2,000,000 each occurrence.
3. Hangar Keepers Liability: \$100,000 per aircraft, but not less than the replacement value of all aircraft in the care, custody and control of tenant.
4. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$500,000 for each occurrence. Exception: fuel trucks (see below).
5. Fuel Truck: \$1,000,000 per vehicle.
6. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Tenant and Employer's Liability in the minimum amount of \$1,000,000.
7. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County of Ventura must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

NOTE: The WC requirement is waived only if the Tenant is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

B. Air Carriers:

1. Commercial General Liability: "Occurrence" coverage in the minimum amount of \$50,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$50,000,000 aggregate, including personal injury, broad form property damage, products/ completed operations, broad form blanket contractual and \$100,000 fire legal liability.
2. Aircraft and Airport Operations, including passengers, products and completed operations: Combined single limit for bodily injury and property damage of \$50,000,000.
3. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$1,000,000 for each occurrence.
4. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Tenant and Employer's Liability in the minimum amount of \$1,000,000.
5. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

C. Specialty Aviation Operations: Includes air taxi/charter (Part 135), aircraft leasing, and any aircraft operating under a Special Airworthiness Certificate.

1. Commercial General Liability: "Occurrence" coverage in the minimum amount of \$2,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/ completed operations, broad form blanket contractual and \$100,000 fire legal liability.
2. Aircraft and Airport Operations, including passengers, products and completed operations: Combined single limit for bodily injury and property damage of \$2,000,000 each occurrence.
3. Hangar Keepers Liability: \$100,000 per aircraft, but not less than the replacement value of all aircraft in the care, custody and control of tenant.

4. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$500,000 for each occurrence.
5. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Tenant and Employer's Liability in the minimum amount of \$1,000,000.
6. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

NOTE:

- a) The WC requirement is waived only if the Tenant is a sole proprietor with no employees, volunteers or family members working in the business. Proof of personal medical insurance will be required instead.
 - b) Only paragraphs 1, 2, and 6 above would apply to an experimental aircraft operating under a Special Airworthiness Certificate.
- D. Flying Clubs: (As defined in the Minimum Aeronautical Standards)
1. Commercial General Liability, including contractual, products and completed operations and owner's and contractors' protective: Combined single limits for bodily injury and property damage of \$1,000,000 each occurrence.
 2. Aircraft and Airport Operations, including passengers, products and completed operations: Combined single limit for bodily injury and property damage of \$1,000,000 each occurrence.
 3. Owned and Non-Owned Auto Liability: (if applicable) Limits of \$500,000 for each occurrence.
 4. Hangar Keepers Liability: (if applicable) \$100,000 per aircraft, but not less than the replacement value of all aircraft in the care, custody and control of tenant.
 5. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the

general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

E. Industrial and Non-Aviation Business:

1. Commercial General Liability: "Occurrence" coverage in the minimum amount of \$2,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/ completed operations, broad form blanket contractual and \$100,000 fire legal liability.
2. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$500,000 for each occurrence.
3. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Tenant and Employer's Liability in the minimum amount of \$1,000,000.
4. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.
5. If Lessee is self-insured for any or all of the required insurance coverages, Lessee agrees to provide Lessor with written confirmation that Lessee is a duly authorized and funded self-insured entity for those coverage's under the laws of the State of California. Lessor agrees to accept Lessee's status as a self-insured entity as satisfactory compliance with Lessor's normal insurance requirements as listed above.

Any insurance limits required that exceed the Lessee's self-insured coverage shall be in compliance with the insurance requirements listed above. In the event Lessee decides to no longer be self-insured, Lessee agrees to provide Lessor with thirty (30) days advance written notice of the effective date of this change in status. Thereafter, Lessee agrees to provide Lessor with appropriate evidence of insurance coverage(s) as listed above.

NOTE: The WC requirement is waived only if the Tenant is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

II. LESSEES AND LICENSEES (Includes all based aircraft, as well as ultra-lights, occupying tiedowns, County and/or private hangars)

- A. Aircraft Liability: Bodily injury including occupants and property damage liability, \$100,000 each person, \$100,000 property damage, \$500,000 each accident. Seats may be excluded.
- B. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. For aircraft, which are out of License, not airworthy, a signed statement to that fact with a promise to obtain the required insurance before operating said aircraft shall be filed in lieu of the certificate. The County of Ventura Department of Airports must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

III. PERMITTEES

A. Commercial Activity Permit - Non-Aircraft:

- 1. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage of \$2,000,000 to \$5,000,000 each occurrence, depending upon the type of activity proposed.
- 2. Owned and Non-owned Auto Liability: Limits of \$500,000 for each occurrence.
- 3. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.
- 4. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

NOTE: The WC requirement is waived only if the Permittee is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

B. Commercial Activities Permit - Aircraft:

- 1. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective:

Combined single limits for bodily injury and property damage of \$2,000,000 each occurrence.

2. Aircraft and airport operations, including passengers, products and completed operations or Premises Liability (whichever is deemed appropriate by the County): Combined single limit for bodily injury and property damage \$1,000,000 each occurrence.
3. Owned and Non-owned Auto Liability: Limits of \$500,000 for each occurrence.
4. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.
5. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate insurance is exceeded and additional coverage must be purchased to meet the above requirements.

NOTE: The WC requirement is waived only if the Permittee is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

C. Commercial Activities Permit – Aircraft Mobile Mechanics:

1. Commercial General Liability: Combined single limits for bodily injury and property damage of \$1,000,000 each occurrence.
2. Products Liability and Completed Operations Coverage: Combined single limit liability coverage \$500,000 each occurrence.
3. Hangar Keepers Legal Liability, ground coverage, including taxi coverage: \$100,000 each aircraft, \$100,000 each occurrence.
4. Owned and Non-owned Auto Liability: Limits of \$500,000 for each occurrence.
5. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.

6. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate insurance is exceeded and additional coverage must be purchased to meet the above requirements.

NOTE: The WC requirement is waived only if the Permittee is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

D. Special Use Permits:

1. Movie and Commercial Filming:

- a. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage, \$2,000,000 to \$5,000,000 or higher each occurrence, depending upon the type of activity proposed.
- b. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$2,000,000 to \$5,000,000 for each occurrence, depending upon the type of activity proposed.
- c. Indemnification and Hold Harmless Clause - All activities: Each permit/license/lease shall contain a clause requiring that all activities and/or work set forth within the agreement shall be at the risk of the permittee/licensee/lessee alone. Permittee/Licensee/Lessee/Tenant must agree to defend (at County's request), indemnify and save harmless the Department of Airports and the County of Ventura, its boards, agencies, departments, officers, employees, agents and volunteers (hereinafter referred to as County), from and against any and all claims, lawsuits – whether against Permittee, County or others, judgments, debts, demands and liability, including, without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of Tenant's use or occupancy of the Leased Premises or out of operations conducted or subsidized in whole or in part by Permittee.
- d. Workers' Compensation (WC) coverage, in full compliance

with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.

- e. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

2. Commercial Photography:

- a. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage, \$1,000,000 to \$2,000,000 or higher each occurrence, depending upon the type of activity proposed.
- b. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$1,000,000 to \$2,000,000 for each occurrence, depending upon the type of activity proposed.
- c. Indemnification and Hold Harmless Clause - All activities: Each permit/license/lease shall contain a clause requiring that all activities and/or work set forth within the agreement shall be at the risk of the permittee/licensee/lessee alone. Permittee/Licensee/Lessee/Tenant must agree to defend (at County's request), indemnify and save harmless the Department of Airports and the County of Ventura, its boards, agencies, departments, officers, employees, agents and volunteers (hereinafter referred to as County), from and against any and all claims, lawsuits – whether against Permittee, County or others, judgments, debts, demands and liability, including, without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of Tenant's use or occupancy of the Leased Premises or out of operations conducted or subsidized in whole or in part by Permittee.
- d. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.

- e. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

3. Permitted Public Events/Non-Air Shows:

- a. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage of \$1,000,000 to \$2,000,000 or higher each occurrence, depending upon the type of activity proposed.
- b. Commercial Auto Policy: Including all autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$500,000 for each occurrence.
- c. Indemnification and Hold Harmless Clause - All activities: Each permit/license/lease shall contain a clause requiring that all activities and/or work set forth within the agreement shall be at the risk of the permittee/licensee/lessee alone. Permittee/Licensee/Lessee/Tenant must agree to defend (at County's request), indemnify and save harmless the Department of Airports and the County of Ventura, its boards, agencies, departments, officers, employees, agents and volunteers (hereinafter referred to as COUNTY), from and against any and all claims, lawsuits – whether against Permittee/Licensee/Lessee/Tenant, COUNTY or others, judgments, debts, demands and liability, including, without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of Tenant's use or occupancy of the Leased Premises or out of operations conducted or subsidized in whole or in part by Permittee/Licensee/Lessee/Tenant.
- d. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee/Licensee/Lessee/Tenant and Employer's Liability in the minimum amount of \$1,000,000.
- e. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed

immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

4. Permitted Aeronautical Events: (Air shows, fly-ins, air meets, contests or exhibitions).
 - a. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage of \$2,000,000 to \$5,000,000 each occurrence.
 - b. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$1,000,000 for each occurrence
 - c. Indemnification and Hold Harmless Clause - All activities: Each permit/license/lease shall contain a clause requiring that all activities and/or work set forth within the agreement shall be at the risk of the permittee/licensee/lessee alone. Permittee/Licensee/Lessee/Tenant must agree to defend (at County's request), indemnify and save harmless the Department of Airports and the County of Ventura, its boards, agencies, departments, officers, employees, agents and volunteers (hereinafter referred to as COUNTY), from and against any and all claims, lawsuits – whether against Permittee/Licensee/Lessee/Tenant, COUNTY or others, judgments, debts, demands and liability, including, without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of Permittee/Licensee/Lessee/Tenant's use or occupancy of the Leased Premises or out of operations conducted or subsidized in whole or in part by Permittee/Licensee/Lessee/Tenant.
 - d. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee/Licensee/Lessee/Tenant and Employer's Liability in the minimum amount of \$1,000,000.
 - e. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

- f. In addition to obtaining the above required insurance, the sponsor shall pay the additional premium charged to the Department of Airports by their insurance carrier, if any.

NOTE: Limits for specific events may be negotiated with the insurance carrier on a case-by-case basis. Requests for such consideration must be submitted to the Director of Airports for referral to Risk Management.

IV. CONTRACTORS

A. Airport Contractors:

1. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage for each occurrence shall be as prescribed by County of Ventura Risk Management/ Board of Supervisors.
2. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$1,000,000 for each occurrence, but Public Works insurance segment may increase limits.
3. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Contractor and Employer's Liability in the minimum amount of \$1,000,000.
4. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

The foregoing insurance requirements of Exhibit "A" may be amended for special circumstances as approved by County Risk Manager.

EXHIBIT "B"

PRIVATE HANGARS - GROUND AREA

The hangars listed below are identified by general brand name/type and by square footage. The square footage was obtained by actual measurement (outside) and rounded to the next increment of 10 sq. ft. to allow for minor irregularities:

<u>BRAND NAME/TYPE</u>	<u>SQUARE FOOTAGE</u>
Port-A-Port Standard	800
Port-A-Port Expando/Executive	850
Fixed T, Port-A-Port Double Expando, and Fleetwood	1,000
Port-A-Port Executive I	1,050
H & F Box	1,250
Fleetwood Rectangular and Port-A-Port Executive II	1,350
Port-A-Port Large T	1,400
Port-A-Port, Nunno, Craftsman Rectangular	1,500
Fleetwood Box	1,800
H & F, Pasco Box, Straun	2,000
H & F	2,250
Port-A-Port	2,250
Waffle Crete	2,750
Port-A-Port Box	2,900
Port-A-Port Box	3,000
Waffle Crete	4,740

Hangars not falling within categories identified above or hangars which have been altered, will pay rents calculated at the rate listed in Section I, E. And will be rounded up to next increment of 10 sq. ft.

**RESOLUTION OF THE BOARD OF SUPERVISORS
ESTABLISHING RENTS, FEES, AND INSURANCE
REQUIREMENTS FOR THE COUNTY,
DEPARTMENT OF AIRPORTS, AND DELEGATING
AUTHORITY FOR EXECUTION OF CERTAIN
AGREEMENTS SUBJECT TO SPECIFIED GUIDELINES**

THE VENTURA COUNTY BOARD OF SUPERVISORS HEREBY ORDERS AND RESOLVES THE FOLLOWING:

I. RENTS, FEES, AND INSURANCE REQUIREMENTS

The Rents, Fees, and Insurance Requirements prescribed in the attached Schedule are hereby approved and adopted, and all prior inconsistent schedules are repealed.

II. POLICY FOR ESTABLISHING RENTS, RATES AND FEES

The Rent and Fee Schedules embrace a myriad of facilities and services which require different adjustment emphasis for establishing fair market rents or appropriate fees. In the event that there is a disagreement between the County and a Tenant or Vendor regarding the imposition of rents and fees under this Rent and Fee Schedule, the parties may, but are not required to, submit to either binding arbitration or non-binding mediation. All Department of Airports' properties, facilities, and services have been placed into five categories for the purpose of defining rent and fee setting policies which have been historically used. They are outlined as follows:

Policy 1:

It shall be County policy that those properties and/or facilities unrelated to the fundamental "public services" afforded by the Oxnard and Camarillo Airports shall be appraised for fair market rental values including percentage rents, with adjustment emphasis on comparative data from the private sector. This approach will produce a fair return to the County. Examples: industrial/office buildings, proposed industrial park, agriculture land leases.

NOTE: Excess revenues derived from leases identified above shall not be used to subsidize user rents and fees related to specific facilities and services (aircraft tiedowns and storage hangars), but may be used for financial support of planned capital improvement projects, and those public-use facilities and services (airfield, visitor parking, common roads, etc.) for which a total recapture of costs is recognized to be unrealistic.

Policy 2:

It shall be County policy that those properties and/or facilities directly related to the public services afforded by the Department of Airports but operated, however, by lessees or concessionaires, shall be appraised for fair market value including percentage rents with adjustment emphasis on comparable data from other publicly controlled facilities operated by lessees or concessionaires. It is the intention of the County to have a policy whereby properties and/or facilities controlled by the Department of Airports, not being used by the County for public services, will be leased or licensed. The rental charges or fees will be based upon the then fair market value, taking into consideration comparable properties owned by other public entities. This approach will also provide a fair return or profit to the County. Examples of such leases/licenses: scheduled air carrier agreements (for terminal space), rental car agencies and restaurants.

Policy 2a:

It shall be County policy to recover all costs of any infrastructure required to develop a Lease parcel from the benefited Lessee through either Lease rents or assessment, when practical. Such costs shall not be borne by existing tenants or users of the airports.

Policy 3:

It shall be County policy that the rents and fees for those properties and/or facilities directly related to the aviation-use public services afforded by the Department of Airports but operated, however, by lessees or concessionaires, shall be adjusted to cause an ultimate recapture of the total costs, both direct and indirect, when practical. Adjustments shall be compared to Market Rate to ensure the cost will not cause a loss of business. Examples: full, limited and single service providers of aeronautical services.

Policy 3a:

It shall be County policy that the rents and fees for those properties and/or facilities that are not-for-profit aviation museums and are operated consistent with the fundamental public services afforded by the Department of Airports, may be adjusted to cause less than an ultimate recapture of the totals costs, both direct and indirect, through reduced rental rates and fees in recognition of the tangible or intangible benefits to the airport.

Policy 3b:

It shall be County policy that the rents and fees for those properties and/or facilities, which are County owned and County operated consistent with the fundamental public services afforded by the Department of Airports, shall be adjusted to cause

an ultimate recapture of the total costs, both direct and indirect, when practical. This approach will result in competitive pricing of County services and serve to constrain the migration of outside County aircraft operators seeking lower fares. Adjustments to these rates shall be by cost-recovery analysis every five (5) years, with interim adjustments calculated by applying the Consumer Price Index (CPI) every other year. Examples: aircraft tie-down, aircraft storage hangars. In calculating the costs of the above services (Policies 3 and 3a), that depreciation attributed to donated assets shall be specifically excluded from such costs. This is consistent with and in conformance with assurances given under the Federal Airport Act or the Airport and Airway Development Act of 1970 which states that “no part of the Federal share of an airport development project shall be included in the rate base in establishing fees, rates, and charges for users of that airport.”

Policy 3c:

It shall be County policy that the provision by the County of aircraft storage facilities and/or property for the same purpose, shall be for the exclusive purpose of storing aircraft deemed to be in an airworthy condition. Temporary exceptions to this requirement may be granted by the Director of Airports on a case-by-case basis, upon the demonstration of visible and reasonable progress to bring an aircraft to airworthy status, consistent with the FAA’s “Policy on the Non-Aeronautical Use of Airport Hangars,” Docket No. FAA 2014-0463, 81 FR 38906, § II.b. The Director of Airports may make such determinations based on periodic inspections of such facilities and/or property as frequently as once every 90 calendar days. The intent of this policy is to ensure compliance with the aircraft storage license agreements with regard to storage of aircraft that are in airworthy condition and/or aircraft that are being brought to airworthy condition versus non-airworthy aircraft being stored, in parts or in whole, or non-aviation storage including vehicles, to obtain storage space that is considered less expensive than commercially available non-aviation storage space. Examples: aircraft tie-down, county-owned storage hangars, privately-owned storage hangars.

Policy 4:

It shall be County policy that those services, offered and administered by the Department of Airports for which a total recapture of costs is recognized to be inconceivable, be established by comparing fees with other publicly owned and operated facilities with adjustments emphasizing the recapture of as much of County costs as possible. However, fees shall be maintained at reasonable levels so that the preponderance of the general public can avail themselves of the service. This type of service will continue to reflect a loss; however, it is deemed to be an appropriate public service. Examples: runways, taxiways, roads, rest rooms, visiting aircraft parking, and other public use areas.

Policy 5:

It shall be County policy that those services, and/or supplies furnished to the public

by the Department of Airports and regulated by law or by Administrative procedure, shall be compensated for by charging fees and deposits calculated to reimburse all of the administrative and material costs of furnishing same. Annual adjustment emphasis shall be based upon cost analysis and shall not be subject to fair market or profit considerations. Examples: commercial activity permits, aircraft towing and impound fee, document processing fee, and paper material reproduction fee.

III. AUTHORIZATION TO EXECUTE.

The County Executive Officer or the Director of the Department of Airports or his/her designee are authorized to execute Leases, Subleases, Licenses, Permits, Special Use/Activity Permits, Operation Agreements, Extensions, Amendments, Consents, and Notices of Intent to Terminate and cause Unlawful Detainer Complaints to be filed on behalf of the County of Ventura as are hereafter defined and in accordance with the provisions of the attached schedule.

A. DEFINITIONS.

1. LEASE OR SUBLEASE: A conveyance of real property rights for occupancy or use of land, improvements, or a combination thereof. Under this authority, the Term shall not exceed five (5) years including options to extend, except that the Director of Airports may execute a form ground lease for a privately owned aircraft storage hangar with a term that exceeds five years, if the form ground lease has been previously approved by the Board of Supervisors. Examples: leasing of land for improvements, leasing of a building or portion of a building to tenant or concessionaire.
2. LICENSE. A conveyance of "personal" rights for occupancy or use of property under this authority, limited to one (1) year. License may be extended subject to specified time with prior Notice of Termination. Examples: Aircraft tie-downs, storage, portable hangars, ground use, vending machines, food or merchandise catering truck, carousel sign use, and land encroachments.
3. PERMIT. A personal right to occupy or use property under this authority, limited to maximum term of one (1) year. Permit may be extended subject to 30-day Notice of Termination. Examples: Temporary occupancy for fixing of premises, aircraft repair work or wash/wax activities.
4. SPECIAL USE/ACTIVITY PERMIT. A personal right to occupy, use, or conduct a specified "activity", limited under this authority to a maximum of seven (7) days. (Longer periods must be renewed daily.) Examples: Air shows, movie or TV filming, photography or commercial demonstration.

5. OPERATIONAL AGREEMENTS. Mutually agreed upon procedures pertaining to operational matters established between the Department of Airports and other governmental agencies.

6. EXTENSION/AMENDMENT/CONSENT/AND NOTICE OF INTENT TO TERMINATE.

a) An Extension is a continuation of an existing Board-approved agreement without change, or limited to changes authorized by this Authority.

b) An Amendment is a change of one or more of the terms, conditions, or covenants consistent with authorized terms and amounts specified in Board- approved rent and fee schedules.

c) A Consent is a ratification of a term, condition, or covenant in an existing agreement executed by the Board made subject to "County approval". The Director of Airports may issue Consent after determining proper compliance. This includes an Assignment of Lease. The Director of Airports or his/her designee may also approve a "sublease" or "additional use" by lessee but limited to five (5) years.

d) Notice of Intent to Terminate is a notice by which the Director or his/her designee expresses intent to terminate a Board-approved Agreement pursuant to a breach or default. On a Board-approved Agreement, final termination shall be subject to Board approval. Leases executed by Director of Airports or his/her designee under authority delegated by this resolution may be terminated by the Director of Airports or his/her designee.

B. SECURITY DEPOSIT. All tenants shall provide County with, and at all times maintain, a Security Deposit in an amount prescribed by this Resolution. Said amount shall be based on rent and adjusted periodically. Public entities governed by the Board shall be exempt. Said deposit shall guarantee tenants' full and faithful performance of all terms and conditions of their agreement. The following forms of deposit are acceptable: cash, Time Certificate of Deposit (CD), Irrevocable Letter of Credit, and assigned Savings Passbook. The following shall be the basis of the amount of the Deposit unless otherwise stated in the Rent and Fee Schedule:

License and GA Hangar Agreement - The deposit shall be equal to one (1) month's rental rate.

Commercial Lease Agreement - The deposit shall be equal to three (3)

month's rental rate.

After three (3) years of good and faithful lease performance (defined as no defaults or delinquencies), deposits on leases of five (5) years or less may be reduced to one (1) month, subject however, to a Lease Amendment providing for the following Liquidated Damages:

Liquidated Damages

County shall have the right to demand, and Lessee agrees to pay Liquidated Damages in the sum of one percent (1%) of the security deposit required of Lease, (but not less than \$10.00), for each day a violation exists of any of the following lease conditions and/or lease articles:

LEASE CONDITIONS AND/OR ARTICLES

USES AND SERVICES
OPERATING SCHEDULE AND CONTROLLED PRICES
IMPROVEMENTS AND INVESTMENTS
CONSTRUCTION
INSURANCE
OPERATIONS
FINANCIAL REPORTS AND RECORDS
MAINTENANCE AND REPAIR
FAA SPECIAL PROVISIONS

- C. NEGOTIATIONS, PREPARATIONS, AND LEGAL APPROVAL. The Leases, Subleases, Licenses, Permits, Special Use/ Activity Permits, Extensions, Amendments, Consents, and Notices of Intent to Terminate shall be negotiated and prepared by the Department of Airports or, by request of the Director of Airports, negotiated and/or prepared by the Public Works Agency, Real Property Services or County Counsel's office. All Agreements shall be submitted to County Counsel's Office for approval as to legal sufficiency prior to final execution excepting pre-approved, routine "form" documents.
- D. TERMINATION DUE TO "REPEATED" VIOLATIONS. The Board of Supervisors hereby authorizes the Director of Airports to include in selected agreements the right to issue a "Notice of Termination for Breach of Good Faith" which would allow termination of an Agreement after tenants repeating the same violation three (3) times or more within any twelve (12) month period, regardless of tenants' cure, remedy, or diligent pursuit to correct violations.
- E. BACKGROUND DETERMINATION AND GUIDELINES. No agreement will

be executed under the authority of this RESOLUTION if the County Executive Officer or the Director of Airports of the Department of Airports determines that: (1) The proposed use or occupancy is in conflict with the County's adopted plans for development; (2) The other party(s) to a proposed Agreement has a reputation, character, or background which could be detrimental to County's interest; or (3) Such other party(s) does not have technical knowledge, management ability, or financial capability to fulfill the purpose and provisions of the Agreement.

F. RENTAL POLICY. It shall continue to be Department of Airports' Policy to require "ALL" tenants or users of County Airports property to pay rents established by Board-approved Rent and Fee Schedules; however, the Director of Airports may determine that certain special services including labor and/or materials may be accepted in lieu of cash payment of rent where all other guidelines are consistent with Director of Airports' Authority. Director of Airports is authorized to adjust rents incrementally to current rate to ensure the cost will not cause a loss of business.

G. CONTROVERSIAL OR POLICY SETTING AGREEMENTS. Any transaction authorized by this Resolution, considered significantly controversial or policy-setting in the opinion of the County Executive Officer or the Director of Airports, shall be submitted first to the Aviation Advisory Commission and appropriate Airport Authority for recommendation and then to the Board of Supervisors for approval and execution.

IV. AUTHORIZATION TO ESTABLISH FEES

The County Executive Officer, or the Director of Airports is hereby granted limited authority to establish fees for other uses of airport property not specifically provided for in the attached schedule. Such other fees shall be reasonable and consistent with the policies and fees established herein. Any such fee considered to be significant, controversial or policy-setting shall first be submitted to the Aviation Advisory Commission and appropriate Airport Authority, for recommendation, and finally to the Board of Supervisors for appropriate action.

THE FOREGOING RECITALS and attached Rent and Fee Schedule are passed, approved, and adopted by the Board of Supervisors, effective July 1, 2024.

COUNTY OF VENTURA

Date _____ By _____
Chair, Board of Supervisors

ATTEST: SEVET JOHNSON,
Clerk of the Board of Supervisors
County of Ventura, State of California

By _____
Deputy Clerk of the Board

**RENT AND FEE SCHEDULE
DEPARTMENT OF AIRPORTS**

Rents and Fees Common to
Camarillo and Oxnard Airports

Effective July 1, 202~~4~~³

Summary of Rent & Fees

CHARGE	FY 2023-24	FY 2024-25
Administration Fee - Applies to each new lease processing action by Department	\$ 150.00	
Transient Tie-downs - Per Overnight (Not on Corporate Ramp)		
Single Engine	\$ 8.00	
Multi Engine	\$ 10.00	
Large Aircraft over 12,500 LBS	Equal to Landing Fee	
Transient Ramp Area - Day Use (24 hrs or any portion)		
Commercial / FBO / Overflow Use - Fee Per Day or Portion- under 12,500 lbs	\$ 25.00	
Commercial / FBO / Overflow Use - Fee Per Day or Portion 12,500 - 40,000 lbs	\$ 50.00	
Commercial / FBO / Overflow Use - Fee Per Day or Portion - over 40,000 lbs	\$ 100.00	
Commercial / FBO / Overflow Use - Fee Per Day or Portion - Helicopters	\$ 50.00	
Private Aircraft - Not affiliated with FBO	\$25.00 / Equal to Landing Fee	
Government/Contract Fire Fighting Aircraft	No charge	
Leased Tiedowns - Per Space, Month to Month Basis		
Standard	\$ 112.00	
Pull-through	\$ 153.00	
Large Aircraft over 12,500 LBS (See also Exhibit B)	10x Landing Fee	
Ground Rent - With Private Hangars - Per SF, Per Month	\$ 0.150	
County Owned Hangar Rent - Per SF, Per Month		
Constructed Prior to 2019	\$ 0.400	
Constructed After 2019	\$ 0.540	
Electric Service - Per Month (if applicable)	\$ 11.00	
AIRCRAFT OPERATIONS		
Landing Fees		
Air Carriers - Minimum Fee / Fee per 1,000 LBS MTOW	\$ 15.49	
Air Carriers - Fee per 1,000 LBS MTOW (Rounded to nearest thousand pounds)	\$ 1.44	
Lighter-than-air Aircraft Daily Use Fee	\$ 113.00	
Small Aircraft under 12,500 LBS (Non-Commercial)	No charge	
Fuel Flowage/Storage		
Fuel Flowage per delivered gallon (Except Unleaded Fuels in FY 2024-25)	\$ 0.06	
Facility Fee - For Use of County Fuel Farm	\$ 0.02	
Oil Flowage	\$ 0.15	
Fuel Tank Rental - For Storage of Fuel in County Fuel Farm	\$ 0.046	
		Changes

Removed from RFS

Summary of Rent & Fees

CHARGE	FY 2023-24	FY 2024-25
	Rent or Fee	Changes

GOVERNMENT AIRCRAFT - WITHOUT CHARGE*

AIRPORT BUILDINGS/IMPROVEMENTS (County-Owned)

Rent (Non-Aviation) - Per SF, Per Month

Storage Lots/Units (including storage units on ends of hangar buildings)

Rent (Aviation) - Per SF, Per Month

Hangar

Shop

Office

Ramp

Term of Lease (Non-Aviation) - Improvements Per Acre, Per Year

Term of Lease (Aviation) - Improvements Per Acre, Per Year

Full Service ASP

Limited Service ASP

Single Service ASP

AIRPORT LAND/GROUND AREAS

Ground Rent (Aviation & Non-Aviation) - Per SF, Per Year

Ground Leases (Non-Aviation)

Ground Leases (Aviation)

Percentage Rent

Term of Lease (Aviation and Non-Aviation) - Improvements Per Acre, Per Year

Month to Month Ground Lease

Established by Appraisal

Market Rate per Appraisal
 Market Rate per Appraisal

\$	0.40
\$	0.40
\$	0.50
\$	0.0886
\$	20,000.00

\$	20,000.00
\$	20,000.00
\$	20,000.00

\$	1.50
\$	0.975
	As negotiated
\$	20,000.00
	Minimum Rent

Summary of Rent & Fees

CHARGE	RY 2023-24	FY 2024-25
	Rent or Fee	Changes
AUTO PARKING		
Onnard Terminal Pay Lot		
0-4 HRS	Free	
4-6 HRS	\$ 4.00	\$ 6.00
6-12 HRS	\$ 5.00	\$ 15.00
12-24 HRS	\$ 10.00	\$ 15.00
Each Additional Day	\$ 10.00	
Monthly	100.00	line removed (no monthly option)
Permit Parking		
Rent-A-Cars - Per Month, Per Space	\$ 20.00	
All Others - Per Month, Per Space	\$ 25.00	
Permit Replacement Fee	\$ 5.00	
AIRPORT PERMITS		
Commercial Activity Permits		
Permit Fee - Aviation Commercial		
Daily Permit	\$ 199.00	
Additional Consecutive Days	\$ 35.00	
Annual Permit - Mobile Mechanic, Independent Flight Instructor, Self-Fueler	\$ 750.00	
Annual Permit Renewal - Mobile Mechanic, Independent Flight Instructor, Self-Fueler	\$ 500.00	
Permit Fee - Non-Aviation Commercial		
Daily Permit	\$ 436.00	
Additional Consecutive Days	\$ 100.00	
Monthly	\$ 871.00	
Annual	\$ 2,438.00	
Commercial Film/Photography Permits (on Non-Leased Property)		
Feature/TV/Commercial/Movie Filming per day (1-20 Cast/Crew)	\$ 1,100.00	\$15K 1st day, \$10K/day thereafter
Feature/TV/Commercial/Movie Filming per day (21+ Cast/Crew)	\$ 3,000.00	\$20K 1st day, \$10K/day thereafter
Commercial Photography per day	\$ 800.00	
Activity on Leasehold per day	\$ 262.00	
Special Use Permit Fee - Non-Commercial, Individual, and/or Community/Club Activity		
Daily Fee	\$ 436.00	
Additional Consecutive Days	\$ 100.00	
Annual Fee	\$ 2,438.00	

Summary of Rent & Fees

CHARGE	FY 2023-24		FY 2024-25
	Rent or Fee	Fee Waiver Required	Changes
Use Permit for Promotion of Aviation/Non-profit Community Activity	Use Fee Plus Personnel Costs		
Special Uses Requiring Extra or Overtime Operations Personnel			
Aircraft Repair Work Areas (Wash Racks)			
Aircraft Owner Use (Non-Commercial) - Per Hour	\$ 6.00	\$ 25.00	
Taxi-Cab Stand/Scheduled Shuttle Operations/Courtesy Vehicles			
Taxi/Shuttle Permit Fee - Annual (Intra-County Services)	\$ 1,466.00	\$ 1,527.00	
Taxi/Shuttle Permit Fee - Annual (Outside of County Services)	\$ -	\$ 2,438.00	
Taxi/Shuttle Permit Fee - Annual (Outside of County Services)	\$ 134.00	\$ 127.25	
Courtesy Vehicle Permit Fee - Annual	\$ 149.00	\$ 184.00	
Off-Airport Rental Cars (Separate License Required)	8.5% Attributable Gross		
Restaurant - Major Operation - Base Rent	As negotiated		
Restaurant - Minor Operation - Percentage Rent	As negotiated		
Restaurant - Minor Operation - Base Rent	Minimum Base Rent		
Restaurant - Minor Operation - Percentage Rent	7% of Gross		6% of gross
Disabled Aircraft Fees			
Runway/Taxiway Closure Hourly Fee - First two hours free then:	\$ 1,000.00		
Ramp or Tiedown Storage Daily Fee - First 90 days	\$ 25.00		
Ramp or Tiedown Storage Daily Fee - After 90 days	\$ 50.00		
Ramp or Tiedown Storage Monthly Fee - After 90 days	\$ 1,500.00		\$100 per day, max 90 days
County-Owned Hangar Storage Daily Fee (if available)	as negotiated		
MISCELLANEOUS CHARGES			
Electronic Payment Convenience Fee (per transaction, except in FY 2024-25)	Waived in FY 2024-25		
Credit/Debit Cards on ePay	2.75%	2.15%	
Electronic Checks (eChecks)	\$ 1.50		
Document Processing Fee			
Documents executed by Director of Airports	\$ 50.00		
Documents executed by Board of Supervisors	\$ 250.00		
Documents reviewed by County Counsel	\$ 250.00		
Transfer Fee for Long Term Lease, Private Hangar Sales (except private hangars in FY 2024-25)	2%		
Document Copying Fee - Per Page	\$ 0.035	\$ 0.04	this line deleted due to change in policy by County Counsel
Document Copying Fee—Staff Time (First 2 HRS No Charge)			
Bad Check Charge	\$ 25.00		
Security Gate Cards - New	\$ 20.00		
Security Gate Cards - Lost Card Replacement	\$ 16.00		
Parking Citations	\$ 50.00		
Airfield Infractions/Citations (1st/2nd/3rd violations)	new (added)	\$ 100/200/500	
Late Fee (of Unpaid Balance imposed on 11th calendar day of month)	10%		
Airport Sweeper Service Fee - Per Hour or Portion of Hour	\$ 118.00		
Other Hourly Rates			
Private Development Review / Permitting / CEQA Lead Agency - Projects Administrator	\$ 159.04	\$ 169.27	
Private Development Review / Permitting / CEQA Lead Agency - Projects Specialist	new (added)	\$ 118.57	
Private Development Review / Permitting / CEQA Lead Agency - Deputy Director	\$ 198.50	\$ 202.97	
Private Development Review / Permitting / CEQA Lead Agency - Director of Aviation	\$ 247.95	\$ 254.47	
Private Development Review / Permitting / CEQA Lead Agency - Lease Manager	\$ 147.89	\$ 151.70	
Grant Billing - Federal Grants - Projects Administrator	\$ 159.04	\$ 169.27	
Grant Billing - Federal Grants - Senior Accounting Tech	\$ 80.70	\$ 101.61	
Grant Billing - Federal Grants - Office Assistant III	\$ 76.34	\$ 86.45	
Maintenance Workers - Supervisor	\$ 132.68	\$ 127.04	
Maintenance Workers - Lead	\$ 108.50	\$ 107.46	

Summary of Rent & Fees

CHARGE	FY 2023-24
Maintenance Workers - Senior	\$ 94.05
Operations Workers - Supervisor	\$ 114.37
Operations Workers - Officer	\$ 83.17

FY 2024-25
Changes
\$ 93.38
\$ 122.36
\$ 106.86

LEASE/LICENSE AGREEMENTS

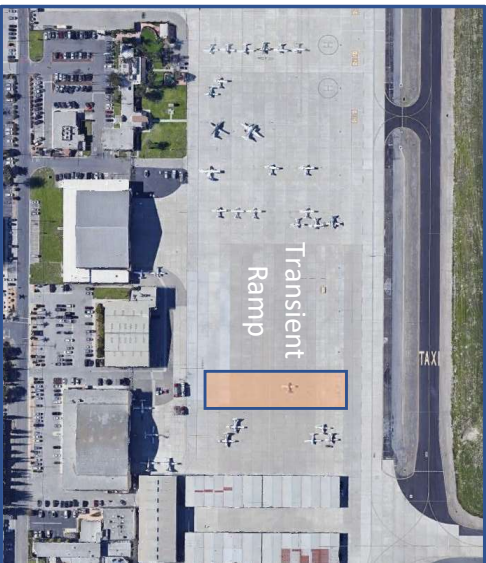
Full Service Aeronautical Service Provider

As Negotiated

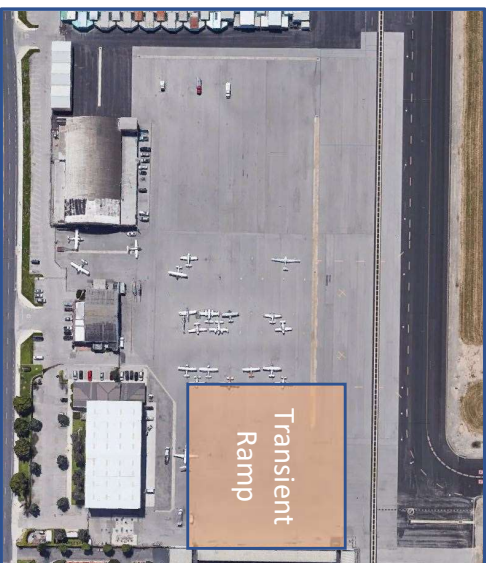
Exhibit B

Transient Ramp Areas (also known as “Corporate Ramp”)

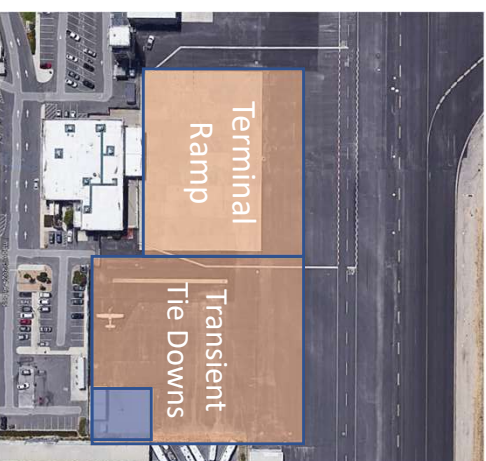
Camarillo Transient Ramp



Oxnard Transient Ramp



Oxnard Transient & Terminal Ramp



 Ramps Subject to
Commercial Day-Use Fee
(Approx. Extents)

 Aircraft Work Area
Permit Fees Apply

**DEPARTMENT OF AIRPORTS
RENT AND FEE SCHEDULE
INDEX**

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I. AIRCRAFT STORAGE

No aircraft shall be allowed to remain as tenants in/on assigned aircraft storage space on either Camarillo or Oxnard Airport without having first registered with the Director of Airports, or his representative, and having obtained a valid permit, Lease Agreement, or License Agreement as required and having paid the fees as set forth below:

~~Transient aircraft shall be charged fees as set forth below:~~

The following shall apply to all aircraft storage Lease and License Agreements:

Fee: All fee calculations listed under this section will be rounded to the nearest whole dollar.

Late Fee: Storage Hangar Lease and License Fees are due and payable on or before the first of each month and if not received before the 16th day of each month a late charge of \$15 shall be added.

Security Deposit: Tenant shall provide County with and thereafter maintain a refundable cash security deposit in an amount equal to one (1) month's rent in effect at the time of initial license sign-up.

Transient aircraft shall be charged fees as set forth below in A:

A. Transient Tie-downs (overnight) 12,500 lb. or less

1. Single Engine - \$8/day
2. Multi Engine - \$10/day
3. Aircraft over 12,500 lb. refer to section C below

(Note: see Section II. A. Landing Fees count as first night daily fee)

B. Tie-downs (month to month)

1. Push in/out - \$112/month
2. Taxi in/out - \$153/month

C. Large Aircraft (over 12,500 lb.)

Unless parked by a commercial operator, Tie-down/Monthly and Transient/Daily Fees: Daily fee \$1.44 per 1,000 lbs. of Max. gross take-off weight. Monthly fee is 10 times the daily fee. Fees are rounded to the nearest whole dollar. The first 24-hour period is included in landing fee. Statements will be sent to the aircraft owner listed in FAA registry.

D. Transient Ramp Area – Commercial Day-Use and Overflow Parking Fee. Commercial operators that park aircraft on a Transient Ramp Area that is owned

and managed by the Department of Airports (also known as “Corporate Ramp”) will be billed to the commercial operator according to the following schedule (piston aircraft should be parked on a tiedown leased or licensed to the operator). Refer to the Rent and Fee Schedule Index for a depiction of the Transient Ramp Area.

1. Jets and Turboprops less than 12,500 pounds maximum gross take-off weight - \$25/day or any portion thereof.
2. Jets and Turboprops between 12,500 – 40,000 pounds maximum gross takeoff weight - \$50/day or any portion thereof.
3. Jets and Turboprops over 40,000 pounds maximum gross take-off weight - \$100/day or any portion thereof.
4. Helicopters - \$50/day or any portion thereof.

- NOTES:
- a) Taxi in/out spaces limited to aircraft too heavy to manually maneuver.
 - b) Light Aircraft (12,500 lb. and under) with wingspans exceeding normal tie-down dimensions must rent two or more spaces to accommodate aircraft size.

ED. Ground Rent - Private Hangars

1. The rent for Privately owned hangars is based upon \$0.15 per square foot per month.

NOTES:

- a) See Exhibit B for the areas of various hangars calculated from actual measurements and rounded down to the next increment of 10 square feet.
- b) Privately owned hangars to which electrical service was installed at no cost to County and connected to a non-County metered account are exempt from the electrical service rate.
- c) Hangars served with electricity through an independent meter, paid by County, shall be charged an additional estimated \$~~119~~ per month electrical energy charge. The actual vs. estimated energy costs will be evaluated annually and adjustments made accordingly.
- d) Upon termination of the Lease Agreement for cause, Lessee shall be placed on a daily rate equivalent to two times the monthly rate divided by 30 and rounded to the next highest dollar.

FE. County Owned Hangars (Examples of area - not all inclusive)

1. The rent for County owned hangars built/installed prior to 2019 is based upon \$0.40 per square foot per month. The rent for County owned hangars

built/installed in or after 2019 is based upon \$0.54 per square foot per month.

NOTES:

- a) Hangars served with electricity through an independent meter, paid by County, shall be charged an additional estimated \$11 per month electrical energy charge. The actual vs. estimated energy costs will be evaluated annually and adjustments made accordingly.
- b) Upon termination of the Lease Agreement for cause, Lessee shall be placed on a daily rate (Daily Hangar Fee) equivalent to two times the monthly rate divided by 30 and rounded to the next highest dollar.
- c) The following are examples of hangar areas – not all inclusive:

<u>Inventory installed prior to 2019:</u>	<u>Inventory installed in or after 2019:</u>
1. Port-A-Port (750,800,850,900 S.F.)	1. Tee Hangars (1,130 S.F.)
2. Fixed T (1,000 S.F.)	2. Tee Hangars (1,300 S.F.)
3. Port-A-Port (1,050 S.F.)	3. Tee Hangars (1,500 S.F.)
4. NUNNO (1,100 S.F.)	4. Tee Hangars (2,770 S.F.)
5. NUNNO (1,400 S.F.)	
6. Port-A-Port (2,000 S.F.)	

II. AIRCRAFT OPERATIONS

A. Landing Fees

- 1. Air Carriers (scheduled commercial – non-based) and Air Taxis (non-scheduled commercial – non-based) shall be charged a minimum landing fee of \$15.49 or \$1.44 per 1,000 pounds of gross weight, rounded to the nearest whole dollar, whichever is greater. The term "gross weight" shall be the certified maximum gross takeoff weight specified by FAA for the type of aircraft.

NOTE: Landing Fee includes first overnight parking fee.

- 2. Privately owned or leased aircraft (non-based), not used for hire or compensation, shall be exempt from landing fees up to 12, ~~499,500~~ pounds. However, heavier aircraft shall be charged at the ~~above~~ rate in 1. above if 12,500 pounds or heavier.
- 3. Lighter-than-air Aircraft Use Fee. Lighter-than-air aircraft such as airships, dirigibles, blimps and balloons shall be charged a daily use fee of \$113. The payment of this fee shall entitle the operator to a mooring location on a site

assigned by the airport, as well as parking for support vehicles. Prior permission of the Director of Airports is required.

B. Fuel Flowage/Storage

1. Fuel Flowage - All vendors and Self-Fueling Operators who dispense aviation fuel upon County Airports shall pay the County a Fuel Flowage Fee of \$0.06 per delivered gallon.
2. Facility Fee – (For use of County Fuel Farm Facilities) vendors and Self-Fueling Operators who dispense aviation fuel upon County Airports shall pay the County a Facility Fee of \$0.02 per delivered gallon.

NOTE: Tenant will pay actual cost of utilities on a pro rata basis and will be billed quarterly for those costs. An annual adjustment will be made at the end of each year.

3. Oil Flowage - All vendors who dispense aviation oil upon County Airports shall pay the County an Oil Flowage Fee of \$0.15 per delivered gallon.
4. Fuel Tank Rental - Whenever County owned tanks are utilized to store fuel, a Fuel Storage Fee of \$0.046 per delivered gallon shall be paid to County.

NOTE: Flowage and Storage Fees are due with submission of Quarterly Fuel Flowage Reports and are in addition to all other rents due.

- a) Late fees of 10% are applicable to flowage and storage fees when not paid by the thirtieth day following the end of each quarter.
- b) Fuel/Petroleum Vendors and Self-Fueling Operators shall obtain and maintain all permits and associated fees.
- c) An exception for FY 202~~43~~-2~~54~~ is the Fuel Flowage Fee and Storage Fee for qualifying Unleaded AvGas formulations will be waived.

III. GOVERNMENT AIRCRAFT

Airport facilities shall be made available to government aircraft (state or federal) without charge except if the use by government aircraft is substantial. Substantial use shall be considered to exist when during any calendar month:

- A. Five (5) or more government aircraft are regularly based at the airport or on land adjacent thereto; or
- B. The total number of movements (counting each landing as a movement) of government aircraft is 300 or more, or the gross accumulative weight of government aircraft using the airport (the total movements of government aircraft multiplied by gross weights of such aircraft) is in excess of five million pounds.

C. Government aircraft are based or use airport(s) in excess of any 90-day period.

This is in conformance with those assurances given under the Federal Airport Act or the Airport and Airway Development Act of 1970.

IV. AIRPORT BUILDINGS/IMPROVEMENTS

A. Rent (Non-Aviation)

The lease rental rate for airport-owned non-aviation buildings and improvements, including storage areas and facilities, shall be based on Fair Market Value, including percentage rents, as established by an appraisal by the Real Estate Services Division of the Public Works Agency or an outside, independent appraiser. The appraisal and subsequent rental rates shall reflect whether or not one or more utilities may be included. The rental rate shall also reflect if any other services such as maintenance or janitorial are included. Rent increases, as often as annually, may be negotiated between the parties.

B. Rent (Aviation)

Per Policy 3, the lease rental rate for airport-owned aviation buildings and improvements shall be based on ~~cost recovery, as compared to~~ Fair Market Value.

Current rates per square ft. per month are:

	<u>Camarillo</u>	<u>Oxnard</u>
Hangar	\$0.40	\$0.40
Shop	\$0.40	\$0.40
Office	\$0.50	\$0.50
Ramp	\$0.0886	\$0.0886

C. Term of Lease (Minimum Qualifications) Non-Aviation

A capital investment of \$20,000 per acre, per year of lease, may be required, as approved by the Director of Airports, and such improvements shall be completed within two years or less, or as negotiated in the lease.

D. Term of Lease (Minimum Qualifications) Aviation

1. Full Service ASP- A minimum capital investment of \$20,000 per acre, per year, is required, as approved by the Director of Airports. All agreed-upon improvements shall be completed within the first two years or less, or as approved by the Board of Supervisors.
2. Limited Service ASP- A capital investment of \$20,000 per acre, per year, is required, as approved by the Director of Airports, and all agreed-upon improvements shall be completed within the first two years or less, or as

negotiated in the lease.

3. Single Service ASP- A capital investment of \$20,000 per acre, per year, is required, as approved by the Director of Airports, and such improvements shall be completed within one year or less, or as negotiated in the lease.

NOTES: Tenant shall maintain leased premises in as good or better condition, to include:

Repainting at least once every 10 years

Maintain roof free of leaks

Maintain landscaping in clean and healthy condition (free of trash)

E. Leases up to Five Years Term may be executed by the Director of Airports, or his/her designee.

V. AIRPORT LAND/GROUND AREAS

A. Rent (Non-Aviation and Aviation)

1. Ground Leases: (Oxnard and Camarillo) All Ground Leases are subject to a minimum base rent and/or percentage rent, and Board of Supervisors approval. All ground leases are subject to a 5-year rent review and adjustment.

(NOTE: Formula Minimum Rent: 10% of the Fair Market Value and/or appraised value of land per annum or as otherwise approved by Board of Supervisors. Land to be reappraised as often as yearly but at a minimum every two years, and Rental Value to be adjusted per Lease language, but not less than every 5 years.)

- a) Non-Aviation Land Rent Rate is \$1.50 per square ft. per year based on 10% ROI using February 2022, appraisal stating land value at \$15.00 per square foot.
- b) Aviation Land Rent Rate is \$0.975 per square ft. per year based on Non-Aviation Land rate and discounted 35% due to use being restricted to aviation only.

Percentage Rent: Applicable Rate of all gross receipts from Tenants subject to percentage.

2. "Month to Month" Ground Leases: All Month to Month ~~(no options)~~ Ground Leases are subject to formula minimum base rent or negotiated rent, whichever is greater, and may be executed by the

Director of Airports. All month-to-month ground leases are subject to annual review and adjustment.

(NOTE: Formula Minimum Rent: 10% of the Fair Market Value and/or appraised value of land per annum or as otherwise approved by Board of Supervisors. Land to be appraised and Rental Value adjusted periodically with Director of Airports' discretion).

NOTES:

- a) All improvements constructed by the Tenant on the Airport shall, at the option of the County, be removed and the ground area returned as nearly as practicable to its original condition or may be vested with the County upon termination of the Lease.
- b) Tenant shall maintain leased premises in as good or better condition, to include:

Repainting at least once every 10 years (or as needed)
Maintain roof free of leaks
Maintain landscaping in clean and healthy condition (free of trash).
- c) Agricultural leases are handled as special situations and are exempted from the foregoing guidelines and minimums. Rents shall be established by market comparisons as determined by the Director of Airports.
- d) Not-for-profit aviation museums are handled as special situations and are exempted from the foregoing formula minimum rent requirements. Land rent shall be as negotiated with the Director of Airports and approved by the Board of Supervisors.

B. Term of Lease (Non-Aviation and Aviation)

1. Ground Leases: One (1) year or more leases. In order to secure a long-term ground lease beyond one (1) year, lessee shall invest \$20,000 per acre, per year, as approved by the Director of Airports. All agreed-upon improvements shall be completed within the first year or less, or as approved by the Board of Supervisors. All improvements (excluding fueling apparatus) shall transfer to County at end of 20th year, regardless of term, or as negotiated with Airport Director and approved by the Board of Supervisors, and rent assessed for all improvements by category (example, office, storage, ramp, shop space, etc).
2. "Month to Month" Ground or Office Leases: Renewable until terminated (no options to extend).

3. Commercial leases in Airport Business Park. One (1) year or more.

C. Leases up to Five Years Term may be executed by the Director of Airports or his/her designee

VI. AUTO PARKING. Overnight camping and RVs are expressly prohibited in all areas (aviation side and non-aviation side)

A. Terminal Area Parking (Oxnard Terminal Building)

0-4 hours free

4-6 hours \$4

6-12 hours ~~\$65~~

12-24 hours ~~\$150~~

Each additional 24 hours ~~\$150~~/day

~~(Note: \$100.00 monthly rates available)~~

B. Permit Parking (Excludes Oxnard Airport Terminal Parking)

1. Rent-a-Car Company - \$20/month/space

2. All others - \$25/month/space

3. Permit replacement fee - \$5

VII. AIRPORT PERMITS

A. Commercial Activity Permits

No person or business entity other than current lessee or licensee shall sell or publicly solicit the sale of merchandise, conduct or operate a business or service for hire or compensation, or advertise or solicit business or utilize airport land area upon property under the jurisdiction of the Department of Airports unless a permit is first obtained from the Director of Airports. In order to encourage compliance with this requirement, permit holders in good standing will qualify for reduced annual rates.

To qualify for a Commercial Activity Permit, the following is required:

1. Permit Fee, Aviation Commercial uses/activities and aircraft/~~auto~~ mobile detailing

a) Daily Permit \$199; ea. additional consecutive day \$35

b) Annual Permit

1. Mobile Mechanic \$750 for the first year and \$500 for annual permit renewals, if permit is not allowed to expire.

2. Independent Flight Instructor \$750 for the first year and \$500 for annual permit renewals, if the permit is not allowed to expire.

3. Self-Fueler \$750 for the first year and \$500 for annual permit

renewals, if permit is not allowed to expire.

2. Permit Fee, Non-Aviation Commercial uses/activities
 - a) Daily Permit \$436; ea. additional consecutive day \$100 (up to 3 days)
 - b) Monthly Permit \$871 (as allowed)
 - c) Annual Permit \$2,438 (as allowed)
3. A Certificate of Insurance naming the County of Ventura and/or Department of Airports as Additional Insured with coverage as specified in Exhibit "A."
4. A \$20 fee will be collected on all first issue gate access cards. Broken, damaged, or lost cards will be replaced for a fee of \$16 each card.
5. Evidence of the applicable City business license.

NOTE: Permit does not allow Permittee to enter upon lessee's premises without approval of lessee. Commercial activity permit fees may be adjusted at the discretion of the Director of Airports if deemed necessary for the provision of services. One-Year Permit is subject to 30-day termination.

B. Commercial Film/Photography Permits

No person or business entity shall conduct any commercial filming, photography or demonstrations upon County airports without first obtaining a permit from the Director of Airports. Commercial Filming and Commercial Photography is defined as filmmaking or photography for compensation. For the purposes of definition, the "Day" rate is for a 12-hour period.

To qualify for a Commercial Film/Photography Permit, the following is required:

1. Permit Fee
 - a) Feature/TV/Commercial/Movie Filming \$15,000 for first day, then \$10,000 each additional day thereafter1,100/day (includes location and basecamp 1-20 cast/crew)
 - b) Feature/TV/Commercial/Movie Filming \$20,000 for first day, then \$10,000 each additional day thereafter3,000/day (includes location and basecamp 21+ cast/crew)
 - c) Commercial Photography \$800/day
2. Certificate of Insurance naming the County of Ventura as Additional Insured with coverage as specified in Exhibit "A."
3. Security/clean up deposit equal to ~~the~~ ½ of the initial per-day fee may be required if determined by the Director of Airports to be justified by the planned activity.

NOTES:

- a) The above fees apply to all or part of a facility under the jurisdiction of the Department of Airports.
- b) Maximum permit term is seven (7) days including setup and disassembly time, without advance approval of the Director of Airports.
- c) Commercial Filming and Commercial Photography Activity on leased property still requires a County permit; however, County charge for such Permit shall be limited to \$262 per day.

C. Special Use (Non-commercial) Activity Permit

No person or entity shall conduct a non-commercial, individual and/or community/club activity upon County airports without first obtaining a permit from the Director of Airports.

To qualify for a Special Use Permit, the following is required:

1. Permit Fee
 - a) Daily fee \$436; ea. additional consecutive day \$100
 - b) Annual fee \$2,438
2. Certificate of Insurance naming the County of Ventura as Additional Insured with coverage as specified in Exhibit "A" if determined by the Director of Airports to be justified by the planned activity. Any event involving alcohol, if approved, will require insurance and appropriate alcohol license from the Alcohol Beverage Control.
3. Security/cleanup deposit equal to the per day fee, if determined by the Director of Airports to be justified by the planned activity.

D. Use of Airport for Promotion of Aviation and/or a Non-Profit/Community Activity

Aviation related and/or community oriented one-time events considered to be of public interest, non-profit, and/or having a value to the aviation community, may request in writing a waiver of fees, which may be approved at the discretion of the Director of Airports. Examples: National Aviation Day, special Aircraft fly-ins, and special aviation group activities.

E. Special Uses Requiring Extra or Overtime Personnel

Special uses requiring extra County personnel shall be charged, in addition to use fee, an hourly rate for personnel for each hour or portion thereof required (two (2) hours minimum for Airport Operations Officers).

F. Aircraft Repair Work Areas

The use of aircraft repair work areas is available only on a reservation basis, and is limited to aircraft owners, notwithstanding commercial activity provided for herein. Reservations are required through the Department of Airports.

No automobile washing is allowed.

Fee: \$256.00 for each four (4) hour block of time or portion thereof. No user may use the work area in a single visit in excess of 12 hours. No overnight storage of an aircraft in this area.

G. Taxi-Cab Stand/Scheduled Shuttle Operations/Courtesy Vehicles/Ridesharing Services

Taxicabs, scheduled shuttles, ridesharing services (such as Uber, Lyft, and related services), and courtesy vehicles may enter airport property without charge for the purpose of dropping off passengers. However, no taxicab, ridesharing service, scheduled shuttle, or courtesy vehicle shall be allowed to pick up or await passengers or to remain in the designated taxi stand or shuttle area without first having obtained a permit. Permits are valid for both airports.

The following is required for a permit:

1. For services confined to Ventura County: Taxi/Shuttle Permit Fee \$1,527,466 per year; (at discretion of Director, may be payable \$127,2534 per month in advance). For services which include travel outside of Ventura County, Taxi/Shuttle Permit Fee of \$2,438 per year (no monthly installment payment).
2. Courtesy Vehicle Permit Fee (Hotel/Motel vehicle to which no fee for service is charged to the customer) \$18449 per year each company.
3. Certificate of Insurance naming the County of Ventura as Additional Insured, with coverage as specified in Exhibit "A."
4. Evidence of the applicable City Business License.

H. Removal and Storage of Disabled Aircraft

Aircraft that become disabled at either airport due to unforeseen circumstances such as an accident must be removed expeditiously from any movement area (County of Ventura Ordinance 6506-4). If a disabled aircraft causes the closure of any runway or taxiway for more than 2 hours, the aircraft owner shall be charged \$1,000 each hour until the runway and/or taxiway surfaces can be reopened. In addition, disabled aircraft that must be stored while awaiting repairs or salvage shall be subject to special disabled aircraft storage fees. If the disabled aircraft is placed on a tiedown or apron area, the owner shall be charged a tiedown fee of \$25 per day for the first 90 days. After 90 days the fee increases to \$50 per day or \$1,500 per month. The use of a vacant and available County-owned hangar for disabled aircraft storage shall be charged \$100 per day

~~up to 90 days, after which the agreement is terminated~~
~~negotiated on a case-by-case basis.~~

VIII. MISCELLANEOUS CHARGES

A. Document Processing Fee/Document Review Fee by County Counsel

A fee shall be paid to County in advance for "Tenant-initiated" and/or public requested drafting and/or processing each Amendment, Assignment, Concurrence, Change of Ownership, Approval of Sublease, Extension of Terms, Option to Lease, or other modifications of month-to-month or long-term leases or research of public documents. This processing fee shall be deemed earned by County when paid and shall not be refundable. Fee is construed as reimbursement of administrative costs pursuant to transaction or research. (County or mutually initiated documents are exempted.) Document review fee for documents not on County standard forms shall require a one-time up-front fee of \$250.00 to reimburse DOA for County Counsel fees for legal review.

1. Documents executed by Director of Airports \$50.
2. Documents executed by Board of Supervisors \$250.
3. Document review fee by County Counsel \$250.

B. Transfer Fee for Long Term Lease (Term exceeding 1 year)

2% of sales price, based on appraisal and/or purchase agreement. Term ground leases for privately owned aircraft storage hangars that were previously month-to-month leases, signed on or before June 30, 2025, are exempt from this fee, but only if the hangar is transferred on or before June 30, 2025.

C. Document Copying Fee

A fee of \$0.0~~4~~³⁵ per page shall be charged for reproducing all documents not associated with the conduct of routine airport business. ~~There will be no staff time charged for the first two hours of retrieval and copying time. For the third hour and longer, the charge will be the lower of: (1) the actual hourly rate of the employee(s) doing the retrieval and copying; or (2) \$24.00 per hour.~~

D. Bad Check Charge

A "bad check" charge of \$25 will be added to that amount owed for all checks returned for insufficient funds or any other reason.

E. Security Gate Cards

Parking and security gate cards for entrance to parking and general aviation areas (hangar and tie-down) will be issued by the Director of Airports to authorized persons (see current Gate Card policy on file at the Department of Airports for

“authorized persons”). A \$20 fee will be collected on all first issue cards. Broken, damaged, or lost cards will be replaced for a fee of \$16 each card.

F. Parking Citations

Civil penalty citations issued for vehicular parking violations under Ventura County Ordinance Codes 6508-21 and 6508-22 are set at \$50 per violation.

G. Airfield Infractions/Citations

Per Section 6503-4 of the Ventura County Ordinance Code, citations may be issued for violations “Infractions” of the Airports Ordinance Code (Ventura County Ordinance Code section 6501 et seq). First violation is \$100; second violation for same activity is \$200 and third violation is up to but not in excess of \$500.

HG. Late Fee

10% of unpaid balance (not compounded) on all leases, and licenses, including percentage rents and fees if not received before the 11th day of each month. Tiedowns/hangars refer to Section I.

I. Airport Sweeper Service Fee

\$118/hour (or partial hour) for use of airport sweeper on airport. Fee includes airport personnel as sweeper operator.

J. Other Hourly Rates

Project Permitting and Plan Reviews; Department- of Airports as CEQA Lead Agency

Projects Administrator \$~~169.2759.04~~/hour
Projects Specialist \$118.57/hour
Deputy Director \$~~202.97498.50~~/hour
Director of Airports \$~~254.4747.95~~/hour
Lease Manager \$~~51.7047.89~~/hour

Grant Billing – Federal Grants

Projects Administrator \$~~169.2759.04~~/hour
Senior Accounting Tech \$~~101.6180.70~~/hour
Office Assistant III \$~~86.4576.34~~/hour

Maintenance Workers

Maintenance Supervisor \$~~127.0432.68~~/hour

Senior Maintenance Worker \$~~93.384.05~~/hour
Lead Maintenance Worker \$~~107.468.50~~/hour

Operations Workers

Operations Supervisor \$~~122.3644.37~~/hour
Operations Officer \$~~106.8683.47~~/hour

KJ. Administration Fee

A charge of \$150 for each new lease processing action including but not limited to the following examples: a new lease sign up, change of hangar, sale of private hangar, refund of waitlist deposits if before notice of removal.

LK. Electronic Payment Fees using ePay

The following fees apply to transactions using the electronic payment portal (ePay).

Credit/~~Debit~~ Cards: ~~2.17~~5% of transaction amount (Minimum Fee \$1.00)
Electronic Checks (eChecks): \$1.50 per transaction.

As an incentive to encourage tenant acceptance of the new payment option, ePay transaction fees will be waived for all transactions occurring on or before~~until~~ June 30, 202~~5~~4.

IX. LEASE/LICENSE AGREEMENTS

A. Types of Tenancy/Use

1. Full-Service Aeronautical Service Provider (ASP): An operator that provides a full range of aviation services as identified in the lease agreement.
2. Limited Service Aeronautical Service Provider (ASP): Specialized aircraft business and services, excluding fueling services, as identified in the lease agreement.
3. Specialty Aviation Operations: (Single-Service ASP), Air taxi, charter, (non-scheduled) air carrier, aircraft sales, aircraft leasing, and non-profit flying clubs and flight schools.
4. Industrial or Non-Aviation Business: Business of a type whose operations are not dependent on runway access or airport orientation.
5. Land Leases: Tenant constructs a building or makes improvements on County owned land.

NOTE: Refer to Minimum Aeronautical Standards for commercial leases.

B. Improved Areas - Hangar, Office, Shop, Tie-downs, etc.

1. Base Rent Leases - No Percentage

Base rents are established by Fair Market Value comparisons.

2. Percentage Rent Leases

All percentage rent leases, as determined by the Director of Airports, are subject to a fixed minimum rent based on the square footage of the premises (hangar, shop, and office space) and/or a predetermined percentage of the gross receipts for various uses.

3. Tie-Down Spaces - Full Service and Limited ASP

Tie-down spaces may be assigned to the ASP in their respective leases based upon the following criteria only:

- a) Tie-down spaces requested by the ASP may be obtained through execution of a tie-down License Agreement and the payment of fees as shown in Section I, B and will be considered as additional rent.

4. Options

~~All rents and fees for option tenancy~~ The rent at the beginning of an option term shall be adjusted to reflect the rate as set forth in the Board-approved Rent and Fee Schedule that is in effect on the date that the option becomes effective, or at the end of every fifth year of term, or as specified in lease.

C. Terminal Areas - Building and Parking (Oxnard)

1. Air Carrier
2. Air Taxi and Air Charter (Non-scheduled)
3. Auto Rental (Rent-a-Car)
4. ~~Travel Agency~~ Aviation and Non-Aviation User
5. Lobby Concessionaire or Licensee

- a) Term: Up to 5 years
- b) Minimum Rents: Established at Fair Market Value based on comparisons.
- c) Percentage Rents: Amount by which specified percentage rent exceeds minimum for counter, office, and cargo area (and fee for

parking spaces if included in lease agreement).

NOTES:

- 1) In addition to space rental, auto rental tenants shall pay quarterly 10% of gross receipts. Assigned parking shall be at \$20/month per space (5 spaces minimum).
- 2) ~~Travel Agency~~ Specialty aviation services tenants in addition to space rental, shall pay \$100 minimum or more per month vs. 1/2% on first \$250,000 gross sales and 1% over.

D. Air Space Testing

In addition to any ground rental (if area required on airport property) \$250 per day for the use of the airport for operations testing.

~~ED.~~ Off-Airport Auto Rental (Rent-A-Car)

Shall report and pay 8.5% of gross receipts attributed to airport pick-ups and execute a license and use agreement with the County.

~~FE.~~ Restaurant

1. Major operation – Base and/or percentage rent as prescribed in lease contract, based on market rents, with Board of Supervisors approval. (Longer than 5-year lease.)
2. Minor operation – The greater of mMinimum base rent and/or 67% gross receipts. (5 years or less.)

X. ACCESS TO AIRPORT FROM ADJACENT PRIVATE PROPERTY

- A. All requests for company/private aircraft oriented uses shall be considered as a special situation and must be approved on an individual basis by the Director of Airports.
- B. Authorization for access to the Airports will be given on County's License Agreement format.
- C. The applicant for access to the Airport shall be required to pay for all improvements on Airports' property that are necessary and prerequisite, in the opinion of the Director of Airports, to accommodate the applicant's access needs. If Licensee is not required by County to remove all such improvements and restore the property to its original condition, the improvements shall become the property of the County.

D. Minimum rents and percentages for access may be negotiated based on type and intensity of airport use.

XI. INSURANCE REQUIREMENTS FOR AIRPORT LESSEES, LICENSEES AND PERMITTEES

See Exhibit "A" attached.

EXHIBIT "A"

INSURANCE REQUIREMENTS FOR AIRPORTS LESSEES, LICENSEES AND PERMITTEES

I. LESSEES

These are prescribed minimum limits; however, good business indicates that higher limits should be used for most businesses. In any given year, all lessees, licensees, and permittees shall maintain, or increase to maintain, the minimum insurance requirements as stipulated in the then current year Board-approved Rent and Fee Schedule. (Minimum insurance limits are subject to possible adjustment annually). Current year refers to the present County fiscal year and not the year a lease was signed.

- A. Aeronautical Service Providers: Tenant offers full range of ASP services, as defined in the Minimum Aeronautical Standards.
1. Commercial General Liability: "Occurrence" coverage in the minimum amount of \$2,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/ completed operations, broad form blanket contractual and \$100,000 fire legal liability.
 2. Aircraft and Airport Operations, including passengers, products and completed operations: Combined single limit for bodily injury and property damage of \$2,000,000 each occurrence.
 3. Hangar Keepers Liability: \$100,000 per aircraft, but not less than the replacement value of all aircraft in the care, custody and control of tenant.
 4. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$500,000 for each occurrence. Exception: fuel trucks (see below).
 5. Fuel Truck: \$1,000,000 per vehicle.
 6. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Tenant and Employer's Liability in the minimum amount of \$1,000,000.
 7. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County of Ventura must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

NOTE: The WC requirement is waived only if the Tenant is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

B. Air Carriers:

1. Commercial General Liability: "Occurrence" coverage in the minimum amount of \$50,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$50,000,000 aggregate, including personal injury, broad form property damage, products/ completed operations, broad form blanket contractual and \$100,000 fire legal liability.
2. Aircraft and Airport Operations, including passengers, products and completed operations: Combined single limit for bodily injury and property damage of \$50,000,000.
3. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$1,000,000 for each occurrence.
4. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Tenant and Employer's Liability in the minimum amount of \$1,000,000.
5. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

C. Specialty Aviation Operations: Includes air taxi/charter (Part 135), aircraft leasing, and any aircraft operating under a Special Airworthiness Certificate.

1. Commercial General Liability: "Occurrence" coverage in the minimum amount of \$2,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/ completed operations, broad form blanket contractual and \$100,000 fire legal liability.
2. Aircraft and Airport Operations, including passengers, products and completed operations: Combined single limit for bodily injury and property damage of \$2,000,000 each occurrence.
3. Hangar Keepers Liability: \$100,000 per aircraft, but not less than the

replacement value of all aircraft in the care, custody and control of tenant.

4. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$500,000 for each occurrence.
5. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Tenant and Employer's Liability in the minimum amount of \$1,000,000.
6. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

NOTE:

- a) The WC requirement is waived only if the Tenant is a sole proprietor with no employees, volunteers or family members working in the business. Proof of personal medical insurance will be required instead.
- b) Only paragraphs 1, 2, and 6 above would apply to an experimental aircraft operating under a Special Airworthiness Certificate.

D. Flying Clubs: (As defined in the Minimum Aeronautical Standards)

1. Commercial General Liability, including contractual, products and completed operations and owner's and contractors' protective: Combined single limits for bodily injury and property damage of \$1,000,000 each occurrence.
2. Aircraft and Airport Operations, including passengers, products and completed operations: Combined single limit for bodily injury and property damage of \$1,000,000 each occurrence.
3. Owned and Non-Owned Auto Liability: (if applicable) Limits of \$500,000 for each occurrence.
4. Hangar Keepers Liability: (if applicable) \$100,000 per aircraft, but not less than the replacement value of all aircraft in the care, custody and control of tenant.
5. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured

endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

E. Industrial and Non-Aviation Business:

1. Commercial General Liability: “Occurrence” coverage in the minimum amount of \$2,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/ completed operations, broad form blanket contractual and \$100,000 fire legal liability.
2. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$500,000 for each occurrence.
3. Workers’ Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Tenant and Employer’s Liability in the minimum amount of \$1,000,000.
4. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.
5. If Lessee is self-insured for any or all of the required insurance coverages, Lessee agrees to provide Lessor with written confirmation that Lessee is a duly authorized and funded self-insured entity for those coverage’s under the laws of the State of California. Lessor agrees to accept Lessee’s status as a self-insured entity as satisfactory compliance with Lessor’s normal insurance requirements as listed above.

Any insurance limits required that exceed the Lessee’s self-insured coverage shall be in compliance with the insurance requirements listed above. In the event Lessee decides to no longer be self-insured, Lessee agrees to provide Lessor with thirty (30) days advance written notice of the effective date of this change in status. Thereafter, Lessee agrees to provide Lessor with appropriate evidence of insurance coverage(s) as listed above.

NOTE: The WC requirement is waived only if the Tenant is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

II. LESSEES AND LICENSEES (Includes all based aircraft, as well as ultra-lights, occupying tiedowns, County and/or private hangars)

- A. Aircraft Liability: Bodily injury including occupants and property damage liability, \$100,000 each person, \$100,000 property damage, \$500,000 each accident. Seats may be excluded.
- B. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. For aircraft, which are out of License, not airworthy, a signed statement to that fact with a promise to obtain the required insurance before operating said aircraft shall be filed in lieu of the certificate. The County of Ventura Department of Airports must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

III. PERMITTEES

- A. Commercial Activity Permit - Non-Aircraft:
 - 1. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage of \$2,000,000 to \$5,000,000 each occurrence, depending upon the type of activity proposed.
 - 2. Owned and Non-owned Auto Liability: Limits of \$500,000 for each occurrence.
 - 3. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.
 - 4. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

NOTE: The WC requirement is waived only if the Permittee is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

B. Commercial Activities Permit - Aircraft:

1. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage of \$2,000,000 each occurrence.
2. Aircraft and airport operations, including passengers, products and completed operations or Premises Liability (whichever is deemed appropriate by the County): Combined single limit for bodily injury and property damage \$1,000,000 each occurrence.
3. Owned and Non-owned Auto Liability: Limits of \$500,000 for each occurrence.
4. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.
5. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate insurance is exceeded and additional coverage must be purchased to meet the above requirements.

NOTE: The WC requirement is waived only if the Permittee is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

C. Commercial Activities Permit – Aircraft Mobile Mechanics:

1. Commercial General Liability: Combined single limits for bodily injury and property damage of \$1,000,000 each occurrence.
2. Products Liability and Completed Operations Coverage: Combined single limit liability coverage \$500,000 each occurrence.
3. Hangar Keepers Legal Liability, ground coverage, including taxi coverage: \$100,000 each aircraft, \$100,000 each occurrence.
4. Owned and Non-owned Auto Liability: Limits of \$500,000 for each occurrence.
5. Workers' Compensation (WC) coverage, in full compliance with

California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.

6. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate insurance is exceeded and additional coverage must be purchased to meet the above requirements.

NOTE: The WC requirement is waived only if the Permittee is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

D. Special Use Permits:

1. Movie and Commercial Filming:

- a. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage, \$2,000,000 to \$5,000,000 or higher each occurrence, depending upon the type of activity proposed.
- b. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$2,000,000 to \$5,000,000 for each occurrence, depending upon the type of activity proposed.
- c. Indemnification and Hold Harmless Clause - All activities: Each permit/license/lease shall contain a clause requiring that all activities and/or work set forth within the agreement shall be at the risk of the permittee/licensee/lessee alone. Permittee/Licensee/Lessee/Tenant must agree to defend (at County's request), indemnify and save harmless the Department of Airports and the County of Ventura, its boards, agencies, departments, officers, employees, agents and volunteers (hereinafter referred to as County), from and against any and all claims, lawsuits – whether against Permittee, County or others, judgments, debts, demands and liability, including, without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of Tenant's use or occupancy of the Leased Premises or out of operations conducted or

subsidized in whole or in part by Permittee.

- d. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.
- e. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

2. Commercial Photography:

- a. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage, \$1,000,000 to \$2,000,000 or higher each occurrence, depending upon the type of activity proposed.
- b. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$1,000,000 to \$2,000,000 for each occurrence, depending upon the type of activity proposed.
- c. Indemnification and Hold Harmless Clause - All activities: Each permit/license/lease shall contain a clause requiring that all activities and/or work set forth within the agreement shall be at the risk of the permittee/licensee/lessee alone. Permittee/Licensee/Lessee/Tenant must agree to defend (at County's request), indemnify and save harmless the Department of Airports and the County of Ventura, its boards, agencies, departments, officers, employees, agents and volunteers (hereinafter referred to as County), from and against any and all claims, lawsuits – whether against Permittee, County or others, judgments, debts, demands and liability, including, without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of Tenant's use or occupancy of the Leased Premises or out of operations conducted or subsidized in whole or in part by Permittee.
- d. Workers' Compensation (WC) coverage, in full compliance

with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.

- e. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

3. Permitted Public Events/Non-Air Shows:

- a. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage of \$1,000,000 to \$2,000,000 or higher each occurrence, depending upon the type of activity proposed.
- b. Commercial Auto Policy: Including all autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$500,000 for each occurrence.
- c. Indemnification and Hold Harmless Clause - All activities: Each permit/license/lease shall contain a clause requiring that all activities and/or work set forth within the agreement shall be at the risk of the permittee/licensee/lessee alone. Permittee/Licensee/Lessee/Tenant must agree to defend (at County's request), indemnify and save harmless the Department of Airports and the County of Ventura, its boards, agencies, departments, officers, employees, agents and volunteers (hereinafter referred to as COUNTY), from and against any and all claims, lawsuits – whether against Permittee/Licensee/Lessee/Tenant, COUNTY or others, judgments, debts, demands and liability, including, without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of Tenant's use or occupancy of the Leased Premises or out of operations conducted or subsidized in whole or in part by Permittee/Licensee/Lessee/Tenant.
- d. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee/Licensee/Lessee/Tenant and Employer's Liability in the minimum amount of \$1,000,000.

- e. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.
4. Permitted Aeronautical Events: (Air shows, fly-ins, air meets, contests or exhibitions).
- a. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage of \$2,000,000 to \$5,000,000 each occurrence.
 - b. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$1,000,000 for each occurrence
 - c. Indemnification and Hold Harmless Clause - All activities: Each permit/license/lease shall contain a clause requiring that all activities and/or work set forth within the agreement shall be at the risk of the permittee/licensee/lessee alone. Permittee/Licensee/Lessee/Tenant must agree to defend (at County's request), indemnify and save harmless the Department of Airports and the County of Ventura, its boards, agencies, departments, officers, employees, agents and volunteers (hereinafter referred to as COUNTY), from and against any and all claims, lawsuits – whether against Permittee/Licensee/Lessee/Tenant, COUNTY or others, judgments, debts, demands and liability, including, without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of Permittee/Licensee/Lessee/Tenant's use or occupancy of the Leased Premises or out of operations conducted or subsidized in whole or in part by Permittee/Licensee/Lessee/Tenant.
 - d. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee/Licensee/Lessee/Tenant and Employer's Liability in the minimum amount of \$1,000,000.
 - e. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a

30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

- f. In addition to obtaining the above required insurance, the sponsor shall pay the additional premium charged to the Department of Airports by their insurance carrier, if any.

NOTE: Limits for specific events may be negotiated with the insurance carrier on a case-by-case basis. Requests for such consideration must be submitted to the Director of Airports for referral to Risk Management.

IV. CONTRACTORS

A. Airport Contractors:

1. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage for each occurrence shall be as prescribed by County of Ventura Risk Management/ Board of Supervisors.
2. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$1,000,000 for each occurrence, but Public Works insurance segment may increase limits.
3. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Contractor and Employer's Liability in the minimum amount of \$1,000,000.
4. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

The foregoing insurance requirements of Exhibit "A" may be amended for special circumstances as approved by County Risk Manager.

EXHIBIT "B"

PRIVATE HANGARS - GROUND AREA

The hangars listed below are identified by general brand name/type and by square footage. The square footage was obtained by actual measurement (outside) and rounded ~~down~~ to the next increment of 10 sq. ft. to allow for minor irregularities:

<u>BRAND NAME/TYPE</u>	<u>SQUARE FOOTAGE</u>
Port-A-Port Standard	800
Port-A-Port Expando/Executive	850
Fixed T, Port-A-Port Double Expando, and Fleetwood	1,000
Port-A-Port Executive I	1,050
H & F Box	1,250
Fleetwood Rectangular and Port-A-Port Executive II	1,350
Port-A-Port Large T	1,400
Port-A-Port, Nunno, Craftsman Rectangular	1,500
Fleetwood Box	1,800
H & F, Pasco Box, Straun	2,000
H & F	2,250
Port-A-Port	2,250
Waffle Crete	2,750
Port-A-Port Box	2,900
Port-A-Port Box	3,000
Waffle Crete	4,740

Hangars not falling within categories identified above or hangars which have been altered, will pay rents calculated at the rate listed in Section I, ED. And will be rounded up to next increment of 10 sq. ft.

**RESOLUTION OF THE BOARD OF SUPERVISORS
ESTABLISHING RENTS, FEES, AND INSURANCE
REQUIREMENTS FOR THE COUNTY,
DEPARTMENT OF AIRPORTS, AND DELEGATING
AUTHORITY FOR EXECUTION OF CERTAIN
AGREEMENTS SUBJECT TO SPECIFIED GUIDELINES**

THE VENTURA COUNTY BOARD OF SUPERVISORS HEREBY ORDERS AND RESOLVES THE FOLLOWING:

I. RENTS, FEES, AND INSURANCE REQUIREMENTS

The Rents, Fees, and Insurance Requirements prescribed in the attached Schedule are hereby approved and adopted, and all prior inconsistent schedules are repealed.

II. POLICY FOR ESTABLISHING RENTS, RATES AND FEES

The Rent and Fee Schedules embrace a myriad of facilities and services which require different adjustment emphasis for establishing fair market rents or appropriate fees. In the event that there is a disagreement between the County and a Tenant or Vendor regarding the imposition of rents and fees under this Rent and Fee Schedule, the parties may, but are not required to, submit to either binding arbitration or non-binding mediation. All Department of Airports' properties, facilities, and services have been placed into five categories for the purpose of defining rent and fee setting policies which have been historically used. They are outlined as follows:

Policy 1:

It shall be County policy that those properties and/or facilities unrelated to the fundamental "public services" afforded by the Oxnard and Camarillo Airports shall be appraised for fair market rental values including percentage rents, with adjustment emphasis on comparative data from the private sector. This approach will produce a fair return to the County. Examples: industrial/office buildings, proposed industrial park, agriculture land leases.

NOTE: Excess revenues derived from leases identified above shall not be used to subsidize user rents and fees related to specific facilities and services (aircraft tiedowns and storage hangars), but may be used for financial support of planned capital improvement projects, and those public-use facilities and services (airfield, visitor parking, common roads, etc.) for which a total recapture of costs is recognized to be unrealistic.

Policy 2:

It shall be County policy that those properties and/or facilities directly related to the public services afforded by the Department of Airports but operated, however, by lessees or concessionaires, shall be appraised for fair market value including percentage rents with adjustment emphasis on comparable data from other publicly controlled facilities operated by lessees or concessionaires. It is the intention of the County to have a policy whereby properties and/or facilities controlled by the Department of Airports, not being used by the County for public services, will be leased or licensed. The rental charges or fees will be based upon the then fair market value, taking into consideration comparable properties owned by other public entities. This approach will also provide a fair return or profit to the County. Examples of such leases/licenses: scheduled air carrier agreements (for terminal space), rental car agencies and restaurants.

Policy 2a:

It shall be County policy to recover all costs of any infrastructure required to develop a Lease parcel from the benefited Lessee through either Lease rents or assessment, when practical. Such costs shall not be borne by existing tenants or users of the airports.

Policy 3:

It shall be County policy that the rents and fees for those properties and/or facilities directly related to the aviation-use public services afforded by the Department of Airports but operated, however, by lessees or concessionaires, shall be adjusted to cause an ultimate recapture of the total costs, both direct and indirect, when practical. Adjustments shall be compared to Market Rate to ensure the cost will not cause a loss of business. Examples: full, limited and single service providers of aeronautical services.

Policy 3a:

It shall be County policy that the rents and fees for those properties and/or facilities that are not-for-profit aviation museums and are operated consistent with the fundamental public services afforded by the Department of Airports, may be adjusted to cause less than an ultimate recapture of the totals costs, both direct and indirect, through reduced rental rates and fees in recognition of the tangible or intangible benefits to the airport.

Policy 3b:

It shall be County policy that the rents and fees for those properties and/or facilities, which are County owned and County operated consistent with the fundamental public services afforded by the Department of Airports, shall be adjusted to cause

an ultimate recapture of the total costs, both direct and indirect, when practical. This approach will result in competitive pricing of County services and serve to constrain the migration of outside County aircraft operators seeking lower fares. Adjustments to these rates shall be by cost-recovery analysis every five (5) years, with interim adjustments calculated by applying the Consumer Price Index (CPI) every other year. Examples: aircraft tie-down, aircraft storage hangars. In calculating the costs of the above services (Policies 3 and 3a), that depreciation attributed to donated assets shall be specifically excluded from such costs. This is consistent with and in conformance with assurances given under the Federal Airport Act or the Airport and Airway Development Act of 1970 which states that “no part of the Federal share of an airport development project shall be included in the rate base in establishing fees, rates, and charges for users of that airport.”

Policy 3c:

It shall be County policy that the provision by the County of aircraft storage facilities and/or property for the same purpose, shall be for the exclusive purpose of storing aircraft deemed to be in an airworthy condition. Temporary exceptions to this requirement may be granted by the Director of Airports on a case-by-case basis, upon the demonstration of visible and reasonable progress to bring an aircraft to airworthy status, consistent with the FAA’s “Policy on the Non-Aeronautical Use of Airport Hangars,” Docket No. FAA 2014-0463, 81 FR 38906, § II.b. The Director of Airports may make such determinations based on periodic inspections of such facilities and/or property as frequently as once every 90 calendar days. The intent of this policy is to ensure compliance with the aircraft storage license agreements with regard to storage of aircraft that are in airworthy condition and/or aircraft that are being brought to airworthy condition versus non-airworthy aircraft being stored, in parts or in whole, or non-aviation storage including vehicles, to obtain storage space that is considered less expensive than commercially available non-aviation storage space. Examples: aircraft tie-down, county-owned storage hangars, privately-owned storage hangars.

Policy 3d:

~~It shall be County policy that private hangar owners subject to an existing Privately-Owned Aircraft Storage Hangar Lease Agreement who seek approval to expand/build out resulting in additional square footage or volume, or replace the hangar, shall offer the County a right of first refusal to purchase the hangar at such a time the owner proceeds to sell the hangar in place. County will respond to hangar owner in writing within five (5) calendar days of its intent to purchase or not purchase the hangar. Should the County decline to purchase a hangar, and upon a request to transfer a hangar to a private party, a month-to-month Privately-Owned Aircraft Storage Hangar Lease Agreement for privately-owned aircraft storage hangars may be approved and executed by the Director of Airports with the buyer, provided the purchase price is no more than 15% less than the price first offered to the County. Failure on the part of the hangar owner to act in good~~

~~faith may result in the transfer not being approved. The intent is to prevent the tenant from offering the expanded/built-out/replaced hangar to the County for an unrealistically high price only to prevent the County from being a viable purchaser of the hangar. Example: Hangar valuation is \$100 (including value of the land). Tenant offers it to the County for \$200 (unrealistically high). The Tenant cannot then offer the sale to another party for less than \$170 (85% of \$200) without first offering it to the County again at the reduced price.~~

Policy 4:

It shall be County policy that those services, offered and administered by the Department of Airports for which a total recapture of costs is recognized to be inconceivable, be established by comparing fees with other publicly owned and operated facilities with adjustments emphasizing the recapture of as much of County costs as possible. However, fees shall be maintained at reasonable levels so that the preponderance of the general public can avail themselves of the service. This type of service will continue to reflect a loss; however, it is deemed to be an appropriate public service. Examples: runways, taxiways, roads, rest rooms, ~~auto parking lots~~, visiting aircraft parking, and other public use areas.

Policy 5:

It shall be County policy that those services, and/or supplies furnished to the public by the Department of Airports and regulated by law or by Administrative procedure, shall be compensated for by charging fees and deposits calculated to reimburse all of the administrative and material costs of furnishing same. Annual adjustment emphasis shall be based upon cost analysis and shall not be subject to fair market or profit considerations. Examples: commercial activity permits, aircraft towing and impound fee, document processing fee, and paper material reproduction fee.

III. AUTHORIZATION TO EXECUTE.

The County Executive Officer or the Director of the Department of Airports or his/her designee are authorized to execute Leases, Subleases, Licenses, Permits, Special Use/Activity Permits, Operation Agreements, Extensions, Amendments, Consents, and Notices of Intent to Terminate and cause Unlawful Detainer Complaints to be filed on behalf of the County of Ventura as are hereafter defined and in accordance with the provisions of the attached schedule.

A. DEFINITIONS.

1. LEASE OR SUBLEASE: A conveyance of real property rights for occupancy or use of land, improvements, or a combination thereof. Under this authority, the Term shall not exceed five (5) years including options to extend, except that the Director of Airports may execute a form ground lease for a privately owned aircraft storage hangar with a term that exceeds five years, if the form ground lease

has been previously approved by the Board of Supervisors. Examples: leasing of land for improvements, leasing of a building or portion of a building to tenant or concessionaire.

2. LICENSE. A conveyance of "personal" rights for occupancy or use of property under this authority, limited to one (1) year. License may be extended subject to specified time with prior Notice of Termination. Examples: Aircraft tie-downs, storage, portable hangars, ground use, vending machines, food or merchandise catering truck, carousel sign use, and land encroachments.
3. PERMIT. A personal right to occupy or use property under this authority, limited to maximum term of one (1) year. Permit may be extended subject to 30-day Notice of Termination. Examples: Temporary occupancy for fixing of premises, aircraft repair work or wash/wax activities.
4. SPECIAL USE/ACTIVITY PERMIT. A personal right to occupy, use, or conduct a specified "activity", limited under this authority to a maximum of seven (7) days. (Longer periods must be renewed daily.) Examples: Air shows, movie or TV filming, photography or commercial demonstration.
5. OPERATIONAL AGREEMENTS. Mutually agreed upon procedures pertaining to operational matters established between the Department of Airports and other governmental agencies.
6. EXTENSION/AMENDMENT/CONSENT/AND NOTICE OF INTENT TO TERMINATE.
 - a) An Extension is a continuation of an existing Board-approved agreement without change, or limited to changes authorized by this Authority.
 - b) An Amendment is a change of one or more of the terms, conditions, or covenants consistent with authorized terms and amounts specified in Board- approved rent and fee schedules.
 - c) A Consent is a ratification of a term, condition, or covenant in an existing agreement executed by the Board made subject to "County approval". The Director of Airports may issue Consent after determining proper compliance. This includes an Assignment of Lease. The Director of Airports or his/her designee may also approve a "sublease" or "additional use" by lessee but limited to five (5) years.

- d) Notice of Intent to Terminate is a notice by which the Director or his/her designee expresses intent to terminate a Board-approved Agreement pursuant to a breach or default. On a Board-approved Agreement, final termination shall be subject to Board approval. Leases executed by Director of Airports or his/her designee under authority delegated by this resolution may be terminated by the Director of Airports or his/her designee.

- B. SECURITY DEPOSIT. All tenants shall provide County with, and at all times maintain, a Security Deposit in an amount prescribed by this Resolution. Said amount shall be based on rent and adjusted periodically. Public entities governed by the Board shall be exempt. Said deposit shall guarantee tenants' full and faithful performance of all terms and conditions of their agreement. The following forms of deposit are acceptable: cash, Time Certificate of Deposit (CD), Irrevocable Letter of Credit, and assigned Savings Passbook. The following shall be the basis of the amount of the Deposit unless otherwise stated in the Rent and Fee Schedule:

License and GA Hangar Agreement - The deposit shall be equal to one (1) month's rental rate.

Commercial Lease Agreement - The deposit shall be equal to three (3) month's rental rate.

After three (3) years of good and faithful lease performance (defined as no defaults or delinquencies), deposits on leases of five (5) years or less may be reduced to one (1) month, subject however, to a Lease Amendment providing for the following Liquidated Damages:

Liquidated Damages

County shall have the right to demand, and Lessee agrees to pay Liquidated Damages in the sum of one percent (1%) of the security deposit required of Lease, (but not less than \$10.00), for each day a violation exists of any of the following lease conditions and/or lease articles:

LEASE CONDITIONS AND/OR ARTICLES

USES AND SERVICES
OPERATING SCHEDULE AND CONTROLLED PRICES
IMPROVEMENTS AND INVESTMENTS
CONSTRUCTION
INSURANCE
OPERATIONS

FINANCIAL REPORTS AND RECORDS
MAINTENANCE AND REPAIR
FAA SPECIAL PROVISIONS

- C. NEGOTIATIONS, PREPARATIONS, AND LEGAL APPROVAL. The Leases, Subleases, Licenses, Permits, Special Use/ Activity Permits, Extensions, Amendments, Consents, and Notices of Intent to Terminate shall be negotiated and prepared by the Department of Airports or, by request of the Director of Airports, negotiated and/or prepared by the Public Works Agency, Real Property Services or County Counsel's office. All Agreements shall be submitted to County Counsel's Office for approval as to legal sufficiency prior to final execution excepting pre-approved, routine "form" documents.
- D. TERMINATION DUE TO "REPEATED" VIOLATIONS. The Board of Supervisors hereby authorizes the Director of Airports to include in selected agreements the right to issue a "Notice of Termination for Breach of Good Faith" which would allow termination of an Agreement after tenants repeating the same violation three (3) times or more within any twelve (12) month period, regardless of tenants' cure, remedy, or diligent pursuit to correct violations.
- E. BACKGROUND DETERMINATION AND GUIDELINES. No agreement will be executed under the authority of this RESOLUTION if the County Executive Officer or the Director of Airports of the Department of Airports determines that: (1) The proposed use or occupancy is in conflict with the County's adopted plans for development; (2) The other party(s) to a proposed Agreement has a reputation, character, or background which could be detrimental to County's interest; or (3) Such other party(s) does not have technical knowledge, management ability, or financial capability to fulfill the purpose and provisions of the Agreement.
- F. RENTAL POLICY. It shall continue to be Department of Airports' Policy to require "ALL" tenants or users of County Airports property to pay rents established by Board-approved Rent and Fee Schedules; however, the Director of Airports may determine that certain special services including labor and/or materials may be accepted in lieu of cash payment of rent where all other guidelines are consistent with Director of Airports' Authority. Director of Airports is authorized to adjust rents incrementally to current rate to ensure the cost will not cause a loss of business.
- G. CONTROVERSIAL OR POLICY SETTING AGREEMENTS. Any transaction authorized by this Resolution, considered significantly controversial or policy-setting in the opinion of the County Executive Officer or the Director of Airports, shall be submitted first to the Aviation Advisory Commission and appropriate Airport Authority for recommendation and then to the Board of Supervisors for approval and execution.

IV. AUTHORIZATION TO ESTABLISH FEES

The County Executive Officer, or the Director of Airports is hereby granted limited authority to establish fees for other uses of airport property not specifically provided for in the attached schedule. Such other fees shall be reasonable and consistent with the policies and fees established herein. Any such fee considered to be significant, controversial or policy-setting shall first be submitted to the Aviation Advisory Commission and appropriate Airport Authority, for recommendation, and finally to the Board of Supervisors for appropriate action.

THE FOREGOING RECITALS and attached Rent and Fee Schedule are passed, approved, and adopted by the Board of Supervisors, effective July 1, 2023.

COUNTY OF VENTURA

Date _____ By _____
Chair, Board of Supervisors

ATTEST: SEVET JOHNSON,
Clerk of the Board of Supervisors
County of Ventura, State of California

By _____
Deputy Clerk of the Board



COUNTY of VENTURA

Department of Airports

MONTHLY ACTIVITY REPORT

Month ending February 29, 2024

Hangars and Tie-downs:

Camarillo				Oxnard			
	Inventory	Occupied	Available		Inventory	Occupied	Available
Hangars				Hangars			
Private	170	170	0	Private	79	79	0
County	160	160	0	County	66	66	0
Out of Service	16	0	0	Out of Service	6	0	0
Total	346	330	0	Total	151	145	0
Tie-downs				Tie-downs			
County	96	56	40	County	7	1	6
AVEX	25	18	7	Goldenwest Jet Center	15	11	4
Channel Island Aviation	35	30	5	Oxnard Jet Center	8	6	2
Visitor	35			Visitor	11		
Total	191	104	52	Total	41	18	23

Airport Operations:

Aircraft Incidents:

	Camarillo	Oxnard		Camarillo	Oxnard
Current year for the month	13,950	9,238	Current Month	4	1
Last year for the month	12,181	6,370	Current year to date	5	1
% Change	15%	45%	CMA: 02/10 - Ultralight crash off airport 2/13 - AC in infield stuck 2/13 - Disabled AC twy A flat tire 2/23 - Disabled AC twy C Flat tire OXR: 2/11 - Disabled AC on rwy. Nose strut collapsed.		
Current year to date	27,702	14,875			
Last year to date	23,712	12,169			
% Change	17%	22%			

Other:

	Camarillo	Oxnard
Airside Citations Issued	0	0
Landside Citations issued	0	18
Cards issued to transient overnight aircraft	20	2
Other aircraft ** (Estimate)	120	15
Hangar Waiting List	29	1

** Includes approximate number of aircraft occupying space in both large and small hangars by agreement with lessee or licensee

Camarillo Noise Comment Report February 2024

Comments by Location	Number of Comments	Total Number of Households
East Neighborhoods	0	0
Midtown/Old Town	179	7
North Neighborhoods	0	0
Unspecified/Other	1	Unknown

Type of Operation	
Takeoff/Departure	0
Landing/Arrival	140
Traffic Pattern	13
Unspecified	27

Total Comments = 180

Time of Day	
12 a.m. – 5 a.m.	5
5 a.m. – 8 a.m.	12
8 a.m. – 6 p.m.	145
6 p.m. – 12 a.m.	18

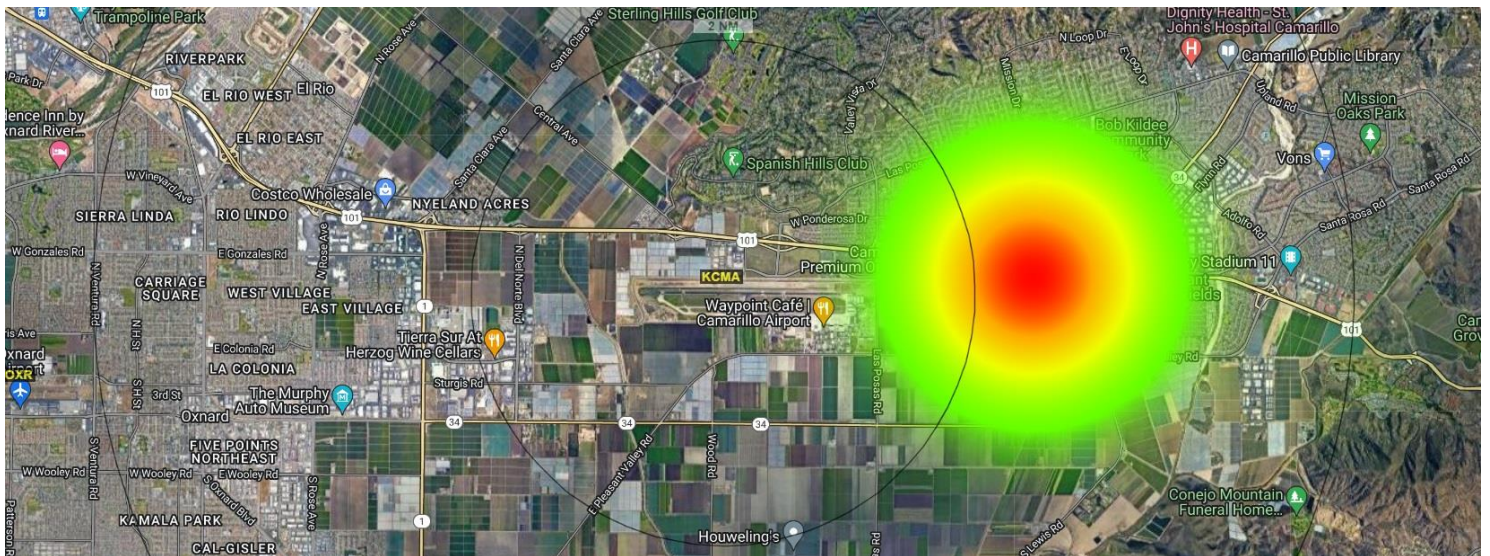
Comment Breakdown:

Household #1:
115 (64%)

Household #2:
11 (6%)

Household #3:
5 (3%)

Type of Aircraft	
Single Engine Piston	175
Multi-Engine Piston	3
Turboprop	0
Turbo Jet	0
Helicopter	1
Unspecified	1



Oxnard Noise Comment Report February 2024

Comments by Location	Number of Comments	Total Number of Households
West of Victoria & South of 5 th (Channel Islands, Oxnard Shores, Seabridge, etc.)	440	22
South Neighborhoods (Via Marina, etc.)	125	6
East Neighborhoods	0	0
North Neighborhoods	9	3
Other/Unspecified	82	Unknown

Type of Operation	
Takeoff/Departure	14
Landing/Arrival	0
Traffic Pattern	237
Unspecified	405

Total Comments = 656

Time of Day	
12 a.m. – 5 a.m.	0
5 a.m. – 8 a.m.	4
8 a.m. – 6 p.m.	589
6 p.m. – 12 a.m.	63

Comment Breakdown:

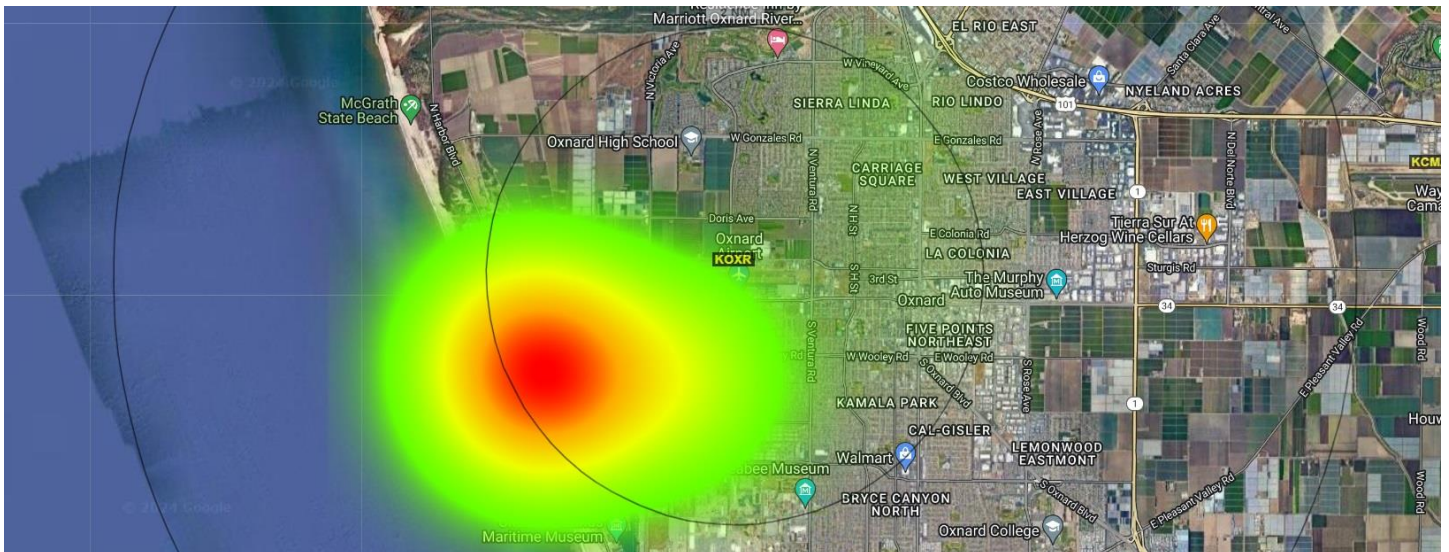
Household #1:
333 (51%)

Household #2:
114 (17%)

Household #3:
37 (6%)

Type of Aircraft	
Single Engine Piston	150
Multi-Engine Piston	111
Turboprop	0
Turbo Jet	2
Helicopter	7
Unspecified	386

**Please note that data includes comments received during the 13 days of radar outage at Naval Base Point Mugu.*





JANUARY 2024

CAMARILLO AIRPORT – AIRPORT LAYOUT PLAN UPDATE/NARRATIVE REPORT

Status Update:

- Consultant completed draft Chapter Five for the Narrative Report related to the capital improvement program.
- Airport staff reviewed draft Chapter Five and provided feedback to Consultant team.
- Consultant team (Coffman Associates and Arellano) conducted internal coordination with airport staff regarding logistics for the February 20th ALP Community Q&A Meeting (Public Meeting #3).
- Consultant working on drawings associated with the ALP Drawing Set.

Upcoming Action Items:

- Continued coordination with airport staff on material associated with Narrative Report.
- Continued work on draft ALP Drawing Set.
- Continued coordination with airport staff on logistics for Public Meeting #3 set for February 20, 2024.

Project Percent Complete: The project is 73.9% complete through January 2024.

CAMARILLO AIRPORT – PART 150 NOISE COMPATIBILITY STUDY

Status Update:

- Preparation for Noise Compatibility Program listening session and technical conference.

Upcoming Action Items:

- Translate meeting summaries and responses from second PAC and PIW.
- Conduct Noise Compatibility Program listening session and technical conference.

Project Percent Complete: The project is 43.0% complete through January 2024.

OXNARD AIRPORT – PART 150 NOISE COMPATIBILITY STUDY

Status Update:

- Preparation for Noise Compatibility Program listening session and technical conference.

Upcoming Action Items:

- Translate meeting summaries and responses from second PAC and PIW.
- Conduct Noise Compatibility Program listening session and technical conference.

Project Percent Complete: The project is 45.1% complete through January 2024.

ANNUAL CONSULTING SERVICES CONTRACT (AEA No. 24-01)

Status Update:

- N/A for January 2024.

Upcoming Action Items:

- Coordination as needed to follow-up previous items and assist with new items at the direction of airport staff.

Project Percent Complete: 8.9% of the not-to-exceed amount of \$125,000 has been completed through January 2024.



FEBRUARY 2024

CAMARILLO AIRPORT – AIRPORT LAYOUT PLAN UPDATE/NARRATIVE REPORT

Status Update:

- Public Meeting #3 (ALP Community Q&A Meeting) was conducted on February 20, 2024, at the Ventura County Board of Education Facility. At the meeting, Airport staff and the Consultant team (Coffman Associates and Arellano) gave a presentation on the ALP Update/Narrative Report and answered questions regarding the study process, status of airport development, noise issues, etc.
- Consultant has since been working with Airport staff on the preparation of draft material associated with the Narrative Report and ALP Drawing Set.

Upcoming Action Items:

- Continued coordination with Airport staff and Consultant on material associated with the Narrative Report and ALP Drawing Set.
- Dissemination of revised draft material associated with the Narrative Report and ALP to the general public in March 2024.
- Ultimate coordination of draft ALP Drawing Set with the FAA in Spring 2024 timeframe.

Project Percent Complete: The project is 79.1% complete through February 2024.

CAMARILLO AIRPORT – PART 150 NOISE COMPATIBILITY STUDY

Status Update:

- Preparation for Noise Compatibility Program listening session and technical conference.

Upcoming Action Items:

- Translate meeting summaries and responses from second PAC and PIW.
- Conduct Noise Compatibility Program listening session and technical conference.

Project Percent Complete: The project is 44.7% complete through February 2024.

OXNARD AIRPORT – PART 150 NOISE COMPATIBILITY STUDY

Status Update:

- Preparation for Noise Compatibility Program listening session and technical conference.

Upcoming Action Items:

- Translate meeting summaries and responses from second PAC and PIW.
- Conduct Noise Compatibility Program listening session and technical conference.

Project Percent Complete: The project is 46.8% complete through February 2024.

ANNUAL CONSULTING SERVICES CONTRACT (AEA No. 24-01)

Status Update:

- Translation services for the Camarillo ALP Update/Narrative Report for Chapter Five associated with the capital improvement program and Public Meeting #3.

- Consultant coordinated the Oxnard Terminal and ARFF Apron Documented CatEx with Airport staff on February 29, 2024.

Upcoming Action Items:

- Coordination as needed to follow-up previous items and assist with new items at the direction of Airport staff.

Project Percent Complete: 14.5% of the not-to-exceed amount of \$125,000 has been completed through February 2024.



March 14, 2024

Mrs. Erin Powers
Projects Administrator
County of Ventura Department of Airports
555 Airport Way, Suite B
Camarillo, CA 93010

Re: Monthly Airport Project Status Update – February 2024

Dear Mrs. Powers,

Below is a summary of the tasks completed during the month of February 2024, by Woolpert, for the Camarillo Airport:

Conceptual Design for Runway/Taxiway Reconstruction (County Project No. AEA 22-10)

- Throughout the month of February, the County and Woolpert discussed this project during coordination meetings on February 8 and 22, 2024.
- **Upcoming:**
 - Continued coordination on this project with the County and FAA as needed.

Final Design for Runway/Taxiway Reconstruction (AIP Project No. 3-06-0339-044-2024)

- Throughout the month of February, the County and Woolpert discussed this project during coordination meetings on February 8 and 22, 2024.
- On February 1, 2024, Woolpert provided an updated grant exhibit to the County based on received comments.
- On February 9, 2024, the County forward the FAA’s request to Woolpert to fill out an RSAI sheet for the project. The County then forwarded the request to Coffman Associates to complete and Woolpert will assist as needed.
- On February 26, 2024, the County forwarded questions received from the FAA to Woolpert regarding the percentage of funding breakdown, PCIs of the existing pavement, and lengths of the taxiways. Woolpert provided the County with responses the same day and a follow-up response on ACN/PCN values on March 1, 2024.
- **Upcoming:**
 - Continued coordination on this project with the County as needed.

Runway 8-26 and Taxiway A Pavement Improvements (County Project No. AEA 22-08)

- Throughout the month of February, the County and Woolpert discussed this project during coordination meetings on February 8 and 22, 2024.
- On February 2, 2024, Woolpert, the County, and Granite held a follow-up meeting to discuss the received project bid and potential negotiations. Granite forwarded their proposed options for

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potential cost savings the same day. The options proposed extending the project schedule, shifting the portion of the project consisting of the repair of Taxiway A outside of the RSA to daytime construction, introducing 25% RAP into the asphalt mix, and removing the runway centerline rehabilitation portion of the project. Woolpert provided a review summary of the options to the County on February 9, 2024.

- On February 16, 2024, Woolpert provided the County with the Letter of Recommendation. The County and Woolpert held a follow-up meeting the same day to modify some of the language regarding bid cost and project interest. Woolpert provided a revised Letter of Recommendation the same day.
- On February 23, 2024, the County informed Granite that the project will move forward as bid.
- On February 28, 2024, the County provided Woolpert with comments on the Scope of Work for CM Services. Woolpert provided a revised Scope of Work for CM Services and the engineering fee proposal to the County on March 4, 2024.
- **Upcoming:**
 - Continued coordination on this project with the County.
 - County to review Woolpert's revised Scope of Work for CM Services and engineering fee proposal.

Airport Pavement Management System (APMS) Update

- Throughout the month of February, the County and Woolpert discussed this project during coordination meetings on February 8 and 22, 2024.
- **Upcoming:**
 - Woolpert will coordinate with subconsultants to assist with the completion of this project.
 - County to provide comments on Woolpert's scope of work.

If you have any comments, please do not hesitate to contact me.

Sincerely,

Woolpert, Inc.



Matt Gilbreath, P.E.

Project Manager, Aviation

cc: Mr. Keith Freitas, Mr. Dave Nafie, Ms. Sujin Beck – County of Ventura Department of Airports
Mr. Travis Vallin, Mr. JD Ingram, Mr. Jason Virzi, Mrs. Marisa Fluhr, Ms. Amanda Gross – Woolpert, Inc.
File

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March 14, 2024

Mrs. Erin Powers
Projects Administrator
County of Ventura Department of Airports
555 Airport Way, Suite B
Camarillo, CA 93010

Re: Monthly Airport Project Status Update – February 2024

Dear Mrs. Powers,

Below is a summary of the tasks completed during the month of February 2024, by Woolpert and our subconsultants for the Oxnard Airport:

AIP Project No. 03-06-0179-038-2021 – Runway 7-25 Reconstruction

- Throughout the month of February, the County and Woolpert discussed this project during coordination meetings on February 8 and 22, 2024.
- **Upcoming:**
 - Woolpert will continue project coordination with the County.
 - County to provide the Sponsor items needed for the Construction Closeout Report.

AIP Project No. 03-06-0179-042-2022 – Connector Taxiways A-E Reconstruction

- Throughout the month of February, the County and Woolpert discussed this project during coordination meetings on February 8 and 22, 2024.
- On February 2, 2024, Woolpert forwarded the LimnoTech lab questions regarding the Tier II or IV summary and GeoTracker requirement for the PFAS stockpile sampling to the County.
- On February 14, 2024, Contractor Pay Application No. 8 was signed by and distributed to all parties.
- On February 14, 2024, the County provided Woolpert with the warranty work survey completed by airport operations.
- On February 22, 2024, Woolpert provided the County with the preliminary results from the soil stockpile sampling testing of PFAS, Title 22 Metals, Total Petroleum Hydrocarbons, and Volatile Organic Compounds. Contaminants were detected in Taxiways A, D, and E, but the results will be discussed and explained further in the final report. The results were clarified to the County in terms of units and volume of stockpiled soils on February 28, 2024.
- On February 22, 2024, the Notice of Termination (NOT) for the project Stormwater Pollution Prevention Plan (SWPPP) was terminated.
- On February 23, 2024, Woolpert completed a site visit to verify warranty work items with airport operations.
- **Upcoming:**
 - Woolpert will continue project coordination with the County, FAA, and Granite as needed.
 - FAA to sign the FAA version of Change Order No. 4.
 - Woolpert to provide soil stockpile testing report and exhibit of excavation limits once received.

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AIP Project No. 03-06-0179-044/045-2023 – Taxiway F Reconstruction (Construction Management (CM))

- Throughout the month of February, the County and Woolpert discussed this project during coordination meetings on February 8 and 22, 2024.
- Throughout the month of February, Woolpert and Security Paving coordinated on submittal reviews.
- On February 28, 2024, the County informed Woolpert that they would like to seek a County Change Order (CCO) proposal from Security Paving to have their electrical subcontractor replace the REIL lights and assist with any concrete pad adjustments as needed.
- **Upcoming:**
 - Woolpert will continue project coordination with the County and Ninyo & Moore.
 - County to provide comments on RFI No. 1 regarding the subcontractor tax exemption.
 - County to complete IFE review and comparison to the Woolpert submitted fee estimate for CM services.
 - Woolpert will coordinate with the County regarding the contract for CM services and scheduling Ninyo & Moore to complete the sampling of the subgrade soils for testing of PFAS, Title 22 Metals, Total Petroleum Hydrocarbons, and Volatile Organic Compounds.
 - County to coordinate with FAA and provide comments on Security Paving’s proposed construction schedule start date.
 - Woolpert to draft the CCO for the REIL light replacement.

AIP Project No. 03-06-0179-046-2023 – Reconstruction of Terminal and ARFF Apron (Design)

- Throughout the month of February, the County and Woolpert discussed this project during coordination meetings on February 8 and 22, 2024.
- On February 23, 2024, Woolpert completed the topographic survey of the project area.
- **Upcoming:**
 - County to review the Scope of Work for design services.

Air Traffic Control Tower (ATCT) Facility Assessment

- Throughout the month of February, the County and Woolpert discussed this project during coordination meetings on February 8 and 22, 2024.
- **Upcoming:**
 - Woolpert will continue project coordination with the County.

Airport Pavement Management System (APMS) Update

- Throughout the month of February, the County and Woolpert discussed this project during coordination meetings on February 8 and 14, 2024.
- **Upcoming:**
 - Woolpert will coordinate with subconsultants to assist with the completion of this project.
 - County to provide comments on Woolpert’s scope of work.

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If you have any comments, please do not hesitate to contact me.

Sincerely,

Woolpert, Inc.



Matt Gilbreath, P.E.

Project Manager, Aviation

cc: Mr. Keith Freitas, Mr. Dave Nafie, Ms. Sujin Beck – County of Ventura Department of Airports
Mr. Travis Vallin, Mr. JD Ingram, Mr. Jason Virzi, Mr. Mike Quinn, Mrs. Marisa Fluhr, Ms.
Amanda Gross, Ms. Tracey Salazar –Woolpert, Inc.

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PROJECT STATUS REPORT

Ventura County, Department of Airports

Prepared by Mead & Hunt, Inc

Revision Date 2024-03-29



Mead & Hunt No. County No. Grant No.	Airport	Description	Status	Percent Complete	Action Item
2206900-221833.01 AEA 23-03 AIP - N/A	CMA & OXR	DESIGN SERVICES ON-CALL SERVICES (2022-2023) On-call services at the request of the County. Period is effective through June 30, 2023.	<ul style="list-style-type: none"> a) Contract executed. b) Mead & Hunt finalized and submitted beacon study at CMA. c) Base Part 26 DBE Program Consultation complete, goals computed and approved, and public notice of goals underway for County to post for 30-day review period (Mead & Hunt provided May 30th). d) Mead & Hunt assisting the Wings Over Camarillo team with graphics; draft graphics submitted to Air Show staff. e) Mead & Hunt prepared final OXR and CMA SWPPP mapping for County submission. f) Mead & Hunt final design for CMA beacon; Mead and Hunt provided and posted bid documentation. Bid process began September 14, with bids due October 3rd, 2023. g) Mead & Hunt assisted with grant closeout documentation for CMA AIP -037 and OXR AIP - 037. 	60%	a) None
2206900-221958.01 CT 5020F-Y2300000000022 AIP - N/A	CMA & OXR	DESIGN SERVICES GENERAL SERVICES AGENCY PURCHASE ORDER (2022-2023) On-call services at the request of the County. Period is effective through June 30, 2023.	<ul style="list-style-type: none"> a) Fully executed contract received. b) Mead & Hunt submitted final plan for perimeter road alignment. c) Mead & Hunt prepared leasehold graphic for OXR and CMA. d) Mead & Hunt to assist the County with lease graphics and lease area calculations for Airport Properties Limited. 	37%	a) None
2206900-221958.02 CT 5020F-Y2400000000022 AIP - N/A	CMA & OXR	DESIGN SERVICES GENERAL SERVICES AGENCY PURCHASE ORDER (2023-2024) On-call services at the request of the County. Period is effective from July 1, 2023 through June 30, 2024.	<ul style="list-style-type: none"> a) Fully executed contract received. 	0%	a) None

AIRPORT TENANT PROJECT STATUS April 2024

CAMARILLO

- Airport Properties Limited (APL) Row I project received updated Airport Final Approval for minor changes required by Building & Safety. Construction cleared to begin April 1, 2024.

OXNARD

- 5 and 7 acre RFP parcel developments concepts under discussion, preliminary concept phase continues.

OTHER

- None

April 2024

COUNTY OF VENTURA
DEPARTMENT OF AIRPORTS
FAA GRANT PROJECTS

Sup. Dist.	Project Name Spec. Number	Estimate Low Bid	CCO's Claims	Design Engr. Contractor	Estimated Schedule or Actual Dates				% Compl Design / Const.	Remarks
					Bid Date	Contract Award	Const Start	Const Comp		
5	CMA Airport Layout Plan Update	\$391,621		Coffman Associates	N/A	9/24/20	9/30/20	TBD	79.1	The Airport received FAA approval to transition the Master Plan to an Airport Layout Plan (ALP) Update to allow for community concerns, like noise, to be addressed, with a master plan update to be revisited in a future year, should it be warranted. Second ALP workshop meeting held November 14, 2023. Final ALP workshop held February 20, 2024. Public comments on final draft due by May 10, 2024. FAA submission of ALP Update to follow.
5	CMA Conceptual Design for 2026 RWY and TWY Reconstruction	\$187,260		Jviation	N/A	9/19/22	N/A	N/A	95	The Airport executed a contract for the conceptual design and coordinated with consultants to provide the FAA a CatEx document on the future project. FAA provided feedback on design standard requirements and consultant will provide draft documents. Additionally, the Airport submitted a Modification to Standard request to address phasing/funding concerns. Currently, FAA does not support a modification to standards. The Airport continues to

Sup. Dist.	Project Name Spec. Number	Estimate Low Bid	CCO's Claims	Design Engr. Contractor	Estimated Schedule or Actual Dates				% Compl Design / Const.	Remarks
					Bid Date	Contract Award	Const Start	Const Comp		
5	CMA Part 150 Noise Compatibility Study	\$770,943		Coffman Associates	N/A	9/30/22	N/A	N/A	44.7	FAA aviation forecast approval has allowed for next chapter development for the Noise Exposure Map (NEM) element of the study. The draft noise contour maps and noise impact chapters were shared with the PAC and with the public at a public meeting on September 26 th and comments received by October 15 th helped inform the study if any adjustments to the draft chapters were required. The NEMs were then submitted to the FAA for approval in December. Once FAA review/comments are received, the Airport will finalize the NEM portion of the study and focus on the second half of the study, the Noise Compatibility Plan (NCP) to explore options to deal with noise concerns raised by some of the community. NCP listening session scheduled for June 3, 2024. Details to follow soon.
										work with the FAA to find a path forward.

Sup. Dist.	Project Name Spec. Number	Estimate Low Bid	CCO's Claims	Design Engr. Contractor	Estimated Schedule or Actual Dates				% Compl Design / Const.	Remarks
					Bid Date	Contract Award	Const Start	Const Comp		
3	OXR RWY & TWY Connector Transitions Reconstruction	\$12,832,636 \$12,274,001	\$124,906	Mead Hunt Sully-Miller Inc.	4/29/21	7/20/21	7/23/21	2/28/22	100 100	Construction/contract complete.
3	OXR TWY A-E Connector Reconstruction	\$335,960 7,706,536		Jviation Granite Construction	4/26/22	12/17/21 TBD	4/3/23	9/13/23	100 95	Construction completed in September 2023. Final pay application for retention and liquidated damages complete. Preliminary testing information on stockpiles indicates a mix of PFAS detect and non-detect. Final report pending. Notice of Termination for project SWPPP was approved.
3	OXR TWY Connector Reconstruction Construction Management Services	\$674,799		Jviation	N/A	12/21/21	4/3/23	8/15/23	98	Construction began April 3, 2023. Project was completed in September. Jviation will be working on final project and grant closeout items. Pay App #8 (F) which contains retention and LD's was issued and paid.
3	OXR TWY F (A) Reconstruction	\$16,142,731 \$17,365,010		Jviation Security Paving	6/27/23	10/20/23	5/9/24	TBD	100	Contract awarded to Security Paving. Contract executed and coordination underway. Submittal coordination underway. CCO initiated to replace REIL lights. Soil characterization samples were taken on 3/19 and 3/20.
3	OXR Part 150 Noise Compatibility Study	\$770,943		Coffman Associates	N/A	9/30/22	N/A	N/A	46.8	FAA aviation forecast approval has allowed for next chapter development for the Noise Exposure Map (NEM) element of the

Sup. Dist.	Project Name Spec. Number	Estimate Low Bid	CCO's Claims	Design Engr. Contractor	Estimated Schedule or Actual Dates				% Compl Design / Const.	Remarks
					Bid Date	Contract Award	Const Start	Const Comp		
3	OXR ATCT Facility Assessment	\$150,440		Aviation	N/A	12/21/22	N/A	N/A	100	Site assessment completed in March. Final document complete. Grant application submitted.
										study. The draft noise contour maps and noise impact chapters were shared with the PAC and with the public at a public meeting on September 25 th , and comments received by October 15 th helped inform the study if any adjustments to the draft chapters were required. The NEMs were then submitted to the FAA for approval in December. Once FAA review/comments are received, the Airport will finalize the NEM portion of the study and focus on the second half of the study, the Noise Compatibility Plan (NCP) to explore options to deal with noise concerns raised by some of the community. NCP listening session scheduled for June 4, 2024. Details to follow soon.

Note: Shaded boxes indicate changes from previous month

CMA – Camarillo Airport

OXR – Oxnard Airport

TBD – To be determined

**COUNTY OF VENTURA
DEPARTMENT OF AIRPORTS
NON-GRANT PROJECTS**

April 2024

Sup. Dist.	Project Name Spec. Number	Estimate Low Bid	CCO's Claims	Design Engr. Contractor	Scheduled or Actual Dates				% Compl Design / Const.	Remarks
					Bid Date	Contract Award	Const Start	Const Comp		
5	CMA RWY Centerline and TWY Alpha Repair	<u>116,505</u>		<u>Jviation</u>		9/13/22	TBD	TBD	100%	Project bid review complete and construction contract scheduled for advisory body and Board approval in April 2024.
3	OXR PFAS Supplemental Plan/Sampling & Monitoring	<u>\$6,500</u> <u>137,000</u>	\$226,018	<u>Ninyo & Moore</u>	N/A	1/19/21	N/A	3/29/21	<u>100</u> <u>90</u>	The CA State Water Board requires Part 139 Airports that have discharged firefighting foam to develop a work plan and perform testing to assist in the State's PFAS investigation. Coordination with the State Water Board to satisfy workplan and sampling/monitoring goals continues.

Note: Shaded boxes indicate changes from previous month

- CMA – Camarillo Airport
- OXR – Oxnard Airport
- TBD – To be determined
- CCO – Contract Change Orders
- CUE – Camarillo Utility Enterprise

2024 Meeting Schedules

<h2>Aviation Advisory Commission</h2>	<h2>Camarillo & Oxnard Airport Authorities</h2>
<p>The Aviation Advisory Commission meets on the Wednesday preceding the second Thursday of the month at 6:30 p.m. in the Department of Airports Administration Office, 555 Airport Way, Suite B, Camarillo, CA 93010, unless otherwise noted on the agenda. Changes or cancellations may occur.</p>	<p>The Camarillo & Oxnard Airport Authorities meet jointly on the second Thursday of the month at 6:30 p.m. in the Department of Airports Administration Office, 555 Airport Way, Suite B, Camarillo, CA 93010, unless otherwise noted on the agenda. Changes or cancellations may occur.</p>
January 10	January 11
February 7 CANCELED	February 8 CANCELED
March 13	March 14 CANCELED
April 10 CANCELED	April 11
May 8	May 9
June 12	June 13
July 10	July 11
August 7	August 8
September 11	September 12
October 9	October 10
November 13	November 14
December 11	December 12



LOCAL

Plane lost power before Camarillo crash, report says

Staff reports Ventura County Star

Published 4:27 p.m. PT Feb. 28, 2024

A preliminary report on the Jan. 30 crash of an amateur-built experimental plane in a Camarillo field indicated the pilot lost electrical and engine power just before the forced landing.

Two people aboard were injured but survived.

The accident involved a Raptor Junior 540 that departed from Santa Monica Municipal Airport, the preliminary report from the National Transportation Safety Board said.

The pilot and a pilot-rated passenger were headed to Camarillo Airport to do touch-and-go-landings. The plane had been scheduled to return to Santa Monica.

Shortly after 1:15 p.m., about 5 miles southeast of the Camarillo Airport, the pilot saw a warning indication on the avionics display alerting him to a loss of electrical power. Seconds later, the pilot told NTSB investigators, all electrical avionics except the primary flight display went blank. A total loss of engine power followed.

The pilot tried unsuccessfully to restore engine and electrical power. He then carried out a forced landing in a field about 4.5 miles southeast of the Camarillo Airport, in the 100 block of Howard Road. The crash site was near a water treatment facility in a mostly agricultural area. The airplane hit terrain and landed upright with substantial damage to the fuselage, canards and both wings, the report noted.

The pilot suffered serious injuries and the passenger suffered minor injuries. The plane was taken to a facility for further examination.

No other details were immediately available.

This story may be updated.



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Public Review and Comment Period Now Open for Camarillo Airport Layout Plan



The Ventura County Department of Airports is pleased to announce that the full draft of the Final Camarillo Airport – Airport Layout Plan (ALP) Narrative is now available for public review.

The comment period for this document is now open and will remain open through May 10th, 2024.

Click on the link below to access the final draft of the Final Draft ALP Narrative:
CMA ALP Update Draft Final – 031424.pdf | Powered by Box
(<https://app.box.com/s/0jmzpj3gqgf3kpw1cwl1ok11znph5w3>)

Click on the link below to access all ALP documents:
<https://cma-alp-update.airportstudy.net/plan-documents/> (<https://cma-alp-update.airportstudy.net/plan-documents/>)

Please note that comments related to the ALP have been, and will continue to be, accepted throughout the entire study period.

Comments for any ALP documents may be submitted here:

Comments/Comentarios – Camarillo Airport ALP Update (airportstudy.net) (<https://cma-alp-update.airportstudy.net/comments/>)

We understand how vital it is for the community, and particularly our neighbors, to have ample time to review, and comment on, the material. For that reason, we have extended the traditional 30-day comment period to a full eight-week period (**Comment period open March 15, 2024 through May 10, 2024.**)

Thank you for your continued interest in Camarillo Airport. Your input is incredibly valuable to this study.

Important to Note:

The Camarillo Airport – Airport Layout Plan (ALP) is a separate and unrelated process from the ongoing Part 150 Noise Compatibility Studies for both Camarillo and Oxnard airports. The next phase of the Part 150 studies is arguably most important for those concerned with noise and is dependent upon public involvement and feedback. The next community meeting for the Part 150 will be held in June 3, 2024. Information for that will be forthcoming.

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Department of Airports News: March 15, 2024

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Ventura County Ninety-Nines: Celebrating Women in Aviation



November 2, 1929. Curtiss Field, New York. More than 100 licensed women pilots gather to make a move. A big move. One that would change the course of aviation history.

Just nine years after the ratification of the nineteenth amendment, which gave women in the United States the right to vote, women were now fortifying their role in aviation. It was still a young industry but one that was already dominated by a legacy of men. Finding a name for the group would be a challenge, and the final decision fell on the number of chartered members. First the 86s, then the 97s, with the final vote sticking with the 99s.

Amelia Earhart was elected as the group's first president in 1931. Today, the now international organization has more than 150 chapters all dedicated to supporting and inspiring women in aviation.

Locally, the Ventura County Ninety-Nines stands as one of the largest chapters in the organization with more than 110 members from a variety of backgrounds. They are general aviation pilots, corporate and commercial pilots, flight instructors, and student pilots. They are award-winning aerobatic pilots and hot air balloon pilots. They fly out of Camarillo, Oxnard, Santa Paula, and Point Mugu.

They are all pursuing a dream.

Martha Phillips joined the Ventura County Ninety-Nines in the 1990s after having earned her pilots license in 1986.

"It had always been a secret ambition of mine to learn to fly," she said. "But between raising kids and everything, it was difficult and I really didn't know how to go about it."

Phillips then met and married her husband, Art, who was a pilot. He inspired her to pursue her ambition.

The Phillips flew their Cessna 172 out of Camarillo Airport, all while Martha became more involved with the Ninety-Nines, first as chapter chairman, then treasurer and governor of the Southwest Section, then finally as treasurer and president at the international level.

“What inspires me is the access we provide to programs that have been traditionally male focused,” Phillips said. “And we help provide the ability to fly and afford the ability to fly.”

That access and ability comes in the form of flight training, guidance, and support. And, arguably of most importance, through scholarships the 99’s give annually to young, aspiring women pilots.

“The fact is that we have a lot of women instructors,” Phillips said. “That shows young women that not only can they learn to fly, but they can then turn around and teach someone else.”

Additionally, the 99’s are dedicated to supporting the communities they serve through volunteer work and educational programs. They are regularly involved in Wings Over Camarillo and the Young Eagles programs at Camarillo, Oxnard, and Santa Paula airports. They were instrumental in visualizing and solidifying the viewport outside of the Waypoint Café at Camarillo Airport, a project they completed in partnership with the Waypoint team and the Department of Airports. The group also secured representation of women in aviation at the Commemorative Air Force Museum at Camarillo Airport, and will be relaunching their Aviation Career Day, an annual event that was put on hold when the COVID-19 crisis hit Ventura County.

“We are just women celebrating women,” Phillips said.

In 2023, the VC 99’s celebrated their 50th anniversary and are preparing to join the 100th anniversary celebration of the international organization in 2029. Though a century has nearly come and gone since the group’s inception, the goal to pave the way for new generations of women pilots remains the same.

“I just hope that we can continue to help people achieve those dreams,” Phillips said. “That we can continue to serve as mentors and a source of inspiration. Our whole purpose is to be here to encourage those who were like me. The ones who have a dream but aren’t sure how to go about it.”

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Department of Airports News: March 15, 2024




COUNTY of VENTURA

Department of Airports

555 Airport Way, Suite B
Camarillo, CA 93010
Phone: (805) 388-4372
Fax: (805) 388-4366
www.vcairports.org

MEMORANDUM

TO: Camarillo Airport tenants
FROM:  Casey Pullman, C.M., Deputy Director of Airports
DATE: March 20, 2024
RE: New Engine Run-Up Area at Eastern End of Abandoned Runway (26)

We are pleased to announce the addition of two new engine run-up spots located at the eastern end of the abandoned runway (26). These spots have been strategically positioned to enhance safety and convenience during engine run-up procedures.

Following are the key details:

Location: The new run-up area is situated at the eastern end of runway 26.

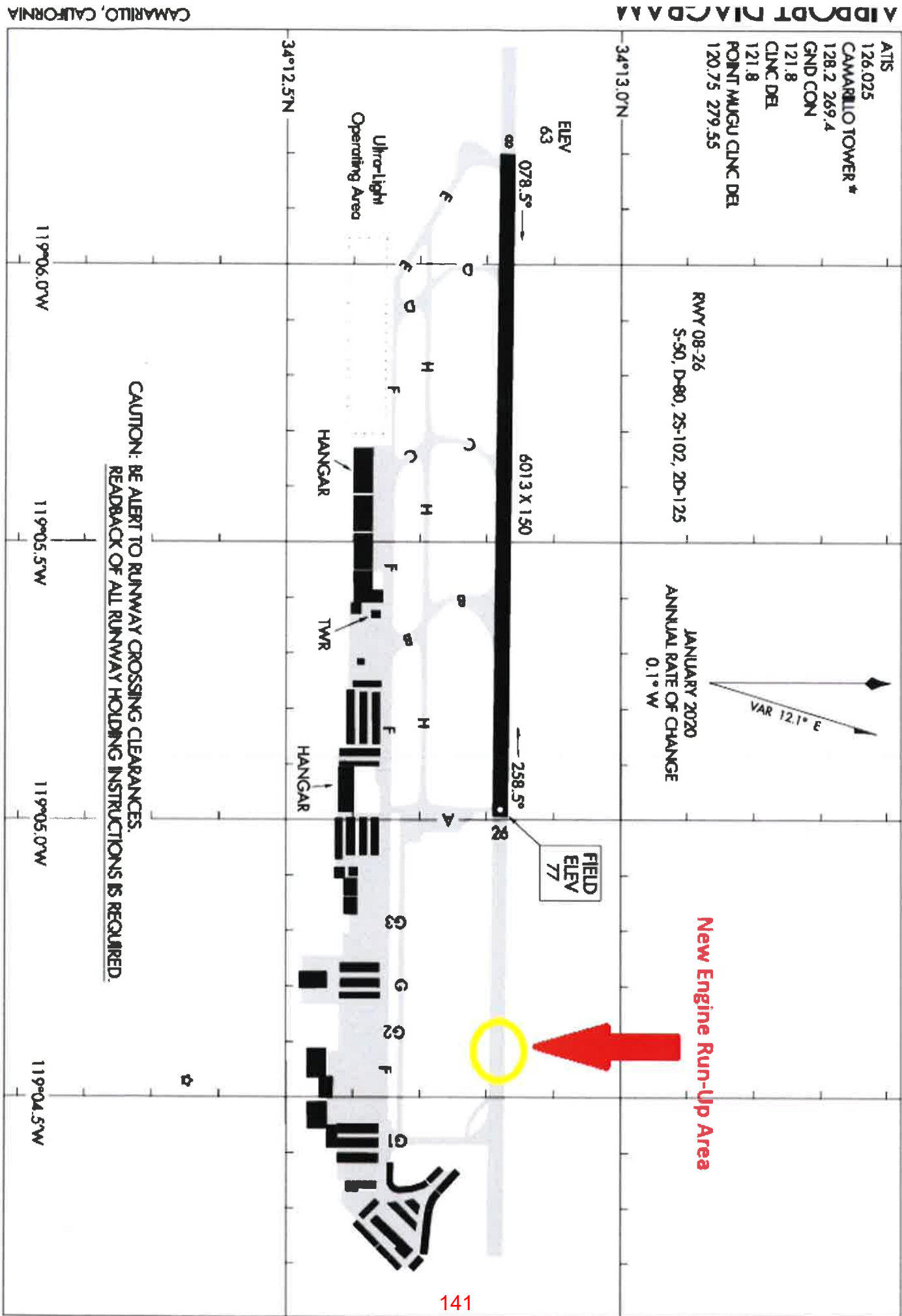
Multi-Directional: The run-up spots are multi-directional, allowing pilots to choose the direction based on the prevailing wind conditions.

Safety First: Pilot awareness is crucial. Always be aware of your surroundings during engine runs. Prior to running up an aircraft, first determine that there are no parked or taxiing aircraft, property or persons behind your position that you could damage by your prop blast.

ATCT Authorization: Since this area falls within a non-movement area, ATCT authorization is not required for ingress and egress at this location.

For your reference, diagrams illustrating the location of new run-up area are attached:

Please note that the provided diagram is a visual reference to help you locate the new run-up area. If you have any further questions or need additional information, contact CMA Airport Operations at 805-947-6803.





PROJECT SCHEDULE ANNOUNCEMENT

OXNARD AIRPORT

TAXIWAY A (FORMERLY TAXIWAY F) RECONSTRUCTION PROJECT

MARCH 21, 2024

The Taxiway A (formerly Taxiway F) Reconstruction Project is expected to begin on **April 29, 2024** with an anticipated project completion date of **July 27, 2024**.

Oxnard Airport will remain open for normal daily operations utilizing Runway 7-25. Reconstruction of Taxiway A will be phased to occur during the hours of 0700 to 1900 each day, with sections of Taxiway A and Taxiway Connectors A1, A2, A3, A4, and A5 closed in phases to facilitate construction activities. Please refer to the table below for more information about the planned closures for Runway 7-25, Taxiway A, and Taxiway Connectors A1, A2, A3, A4, and A5.

The reconstruction of Taxiway A will include the removal of the existing pavement section and the full depth construction of the new pavement section, including subgrade stabilization to improve pavement longevity. This project will also consist of the installation of underdrain and storm drain infrastructure, improvements to electrical infrastructure, and application of pavement markings.



COUNTY of VENTURA
Department of Airports

	MOBILIZATION PHASE RUNWAY 7-25	PHASE 1 TAXIWAY A FROM TAXIWAY A1 TO TAXIWAY A2, INCLUDING TAXIWAY A1 AND TAXIWAY A2	PHASE 2 TAXIWAY A FROM TAXIWAY A2 TO TAXIWAY A5, INCLUDING TAXIWAY A3 AND TAXIWAY A4	PHASE 3 TAXIWAY A FROM TAXIWAY A4 TO TAXIWAY A5, INCLUDING TAXIWAY A5
Estimated Date of Closure	MAY 7, 2024 (NIGHT ONLY)	MAY 9, 2024	JUNE 6, 2024	JULY 8, 2024
Estimated Duration of Closure	1 CALENDAR NIGHT (2200 TO 0600)	28 CALENDAR DAYS	32 CALENDAR DAYS	20 CALENDAR DAYS





Airport layout plan available for review

March 23, 2024

Residents now have the opportunity to review and comment on the full draft of the Camarillo Airport layout plan, which the Ventura County Department of Airports has been working on since January.

The 234-page document prepared by Coffman Associates Airport Consultants outlines the existing facilities and planned improvements for 555 Airport Way. Such a document is required to receive federal funding for maintenance projects.

The comment period for the plan will remain open through May 10. Comments related to the document have been, and will continue to be, accepted throughout the entire study period, according to Public Information Officer Jannette Jauregui.

Typically, the public is only given 30 days to review such a plan, but the department agreed an eight-week review period was warranted.

"We understand how vital it is for the community, and particularly our neighbors, to have ample time to review, and comment on, the material," said Jauregui.

The final draft of the airport layout plan is available under the Projects tab at vcairports.org.

The airport layout plan is a separate study from the unrelated, ongoing Part 150 Noise Compatibility Study. For residents concerned about noise, it will be imperative that they become involved and provide feedback during the next phase of the Part 150 study, Jauregui said.

The next community meeting for the Part 150 noise study will be held June 3. Further details will be announced in the coming months.

— *Zia Zografos*



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Increased Helicopter Activity Expected in Camarillo



So Cal Gas has contracted English Air Service to complete survey work on area gas lines this week. The survey work is expected to last through March 30th and will be primarily in the Camarillo area. Increased helicopter activity can be expected from 8 a.m. – 5 p.m. at an altitude of approximately 500 feet and flying in a grid pattern.

Department of Airports News: March 26, 2024