



COUNTY of VENTURA
Department of Airports

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

AVIATION ADVISORY COMMISSION

MINUTES

June 12, 2024

1. CALL to ORDER and PLEDGE of ALLEGIANCE

Chair, Maggie Bird, called the meeting to order at 6:32 p.m. and Vice Chair John Corneau led the pledge of allegiance.

2. ROLL CALL

PRESENT

Maggie Bird
Adriana Van der Graaf
Jerrold Abramson
Matthew Johnston
John Corneau
Sean Colvin

ABSENT

Steve Weiss (E)
James Flickinger (E)
Steve Tannehill (E)
Shane Warburton (E)

Excused (E)

Late (L)

Absent (A)

AIRPORT STAFF

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

3. AGENDA REVIEW

No changes to the agenda.

4. APPROVAL OF MINUTES – May 8, 2024

Action: Commissioner Jerrold Abramson moved to approve the May 8, 2024, minutes and Commissioner Matthew Johnston seconded the motion. All members voted and the motion passed unanimously 6-0.

5. **PUBLIC COMMENT** - Citizens wishing to speak to the Commission on an airport related item must fill out a speaker card and submit it to the secretary. Comments will be limited to a maximum of **three** minutes per item.

Speaker cards for issues NOT on the agenda must be submitted before the end of the public comment period.

Speaker cards for issues listed on the agenda must be presented before the item is up for consideration. Speakers will be called when the item is presented.

No public comment made.

6. NEW BUSINESS

- A. **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.

Jannette Jauregui, Communications and Engagement Manager, presented three items. First, a summary of the annual VC Fly Friendly Fly-In event held on May 22, 2024. The second item highlighted the Commemorative Air Force Museum and its involvement at the Camarillo Airport. Finally, the segment concluded with a feature story highlighting the life and aviation career of former Oxnard Airport Authority public member, Dr. Eugene Fussell.

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

B. Subject: Authorization for the Director of Airports or His Designee to Award Four (4) Annual Consulting Services Contracts for Fiscal Year 2024-2025 to Assist the Department of Airports with the Following Services: Engineering, Environmental Review, Environmental Planning, Grant Support Administration, Planning, Design Review Services, Specification Writing, Disadvantage Business Enterprise Support, Cost Engineering/Estimating Inspection, Materials Testing, Surveying, Construction Management, Independent Fee Estimation and to Issue Work Orders Against These Contracts

Recommendations:

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

1. Authorize the Director of Airports, or his designee, to award annual consulting-services contracts for fiscal year 2024-2025 to the consultants listed in the Annual Consultant Services Contracts Summary (Exhibit 1) using a contract form negotiated in compliance with the County of Ventura Public Works Agency Project Processing Procedures Manual (an exemplar contract form is attached as Exhibit 2); final contract language is subject to review and approval as to form by County Counsel; and
2. Authorize the Director of Airports, or his designee, to issue work orders against such contracts for up to \$35,000 each project for planning of construction projects not yet approved by your Board, and for up to \$200,000 each work order for other services.

Erin Powers, Projects Administrator, presented this item for its recommended approval by the Board of Supervisors. The presentation included a summation of the four consultant contracts up for award and approval.

Action: Commissioner Jerrold Abramson moved to approve the staff's recommendations and Vice Chair John Corneau seconded the motion to authorize the Director of Airports or his designee to award annual consulting-services contracts for fiscal year 2024-25; and to issue work orders against such contracts for up the \$35,000 each project for planning of construction projects not yet approved by your board; and for up to \$200,000 each work order for other services. All members voted and the motion passed unanimously 6-0.

C. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Sign, Contract Amendments to Extend the Contract Expiration Dates of Four (4) Contracts through June 30, 2025; No Change in Total Cost of Contracts

Recommendation:

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

Approval of, and authorization for the Director of Airports or his designee to sign, contract amendments to extend the contract expiration dates of four contracts through June 30, 2025 (Exhibits 1-4). No change in total cost of contracts.

VENDOR	CONTRACT NO.	CONTRACT TITLE	CONTRACT EXPIRATION	REVISED CONTRACT EXPIRATION	CHANGE IN TOTAL CONTRACT COST
Jviation, a Woolpert Company	AEA 21-07	Oxnard Airport – Construction Administration Services for RWY 7-25, Connector Taxiways and Parallel Taxiway Pavement Reconstruction	6/30/2022	6/30/25	\$0
Coffman Associates	AEA 22-06	Camarillo Airport – Part 150 Noise Compatibility Study	10/12/2024	6/30/25	\$0
Coffman Associates	AEA 22-07	Oxnard Airport – Part 150 Noise Compatibility Study	10/12/2024	6/30/25	\$0
Jviation, a Woolpert Company	AEA 23-05	Oxnard Airport – Repackage and Construction Phasing Design for the Reconstruction of Taxiway F	12/31/2023	6/30/25	\$0

Erin Powers, Projects Administrator, presented this item for its recommended approval by the Board of Supervisors. The presentation explained the Department’s necessity of expiration date extensions of the four contracts.

Action: Commissioner Matthew Johnston moved to approve staff’s recommendation and Commissioner Adriana Van der Graaf seconded the motion to approve and authorize the Director of Airports or his designee to sign, contract amendments to extend the contract expiration dates of four contracts through June 30, 2025, with no change in total cost of contracts. All members voted and the motion passed unanimously 6-0.

D. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Sign, Contract Change Order No. 1 in the Amount of \$173,284 with Security Paving Company, Inc. for the Reconstruction of Taxiway F (renamed A) at Oxnard Airport, Raising the Total Contract Amount from \$17,365,009.50 to a Total Amount of \$17,538,293.50; Project Specification DOA 23-03 and Project No. OXR-150

Recommendation:

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

Approve and authorize the Director of Airports or his designee to sign, Contract Change Order No. 1 (Exhibit 1) in the amount of \$173,284 with Security Paving Company, Inc. for the reconstruction of Taxiway F (renamed A) at Oxnard Airport, raising the total contract amount from \$17,365,009.50 to a total amount of \$17,538,293.50.

Erin Powers, Projects Administrator, presented this item for its recommended approval by the Board of Supervisors. The presentation explained the Department's request for contract change order no. 1 for the reconstruction at Taxiway F (renamed A) and for the work to be completed at the reconstruction site.

Action: Commissioner Jerrold Abramson moved to approve staff's recommendation and Vice Chair John Corneau seconded the motion to approve and authorize the Director of Airports or his designee to sign, Contract Change Order No. 1 in the amount of \$173,284 with Security Paving Company, Inc. for the reconstruction of Taxiway F (renamed A) at Oxnard Airport, raising the total contract amount from \$17,365,009.50 to a total amount of \$17,538,293.50. All members voted and the motion passed unanimously 6-0.

7. DIRECTOR'S REPORT

The Oxnard Airport Taxiway A reconstruction project which started on May 9, 2024, is on target for completion. Phase one is complete, and phase two began on June 9, 2024. The three-month reconstruction project is scheduled to conclude on or around July 31, 2024.

The Department of Airport Maintenance and Operations staff are congratulated and recognized for a job well done, and their outstanding work this year. Earlier this year, both Oxnard and Camarillo Airports passed their annual Caltrans inspection with zero discrepancies. More recently, Oxnard Airport, that maintains their Part 139 Certification, passed their annual FAA inspection.

June 3rd and 4th, 2024 the Department held its third public meeting on the Part 150 Noise Study for Oxnard and Camarillo Airports. The Camarillo public meeting was held at the Ventura County Office of Education with approximately 71 people in attendance. The Oxnard public meeting was held at the Courtyard Marriot – Oxnard with approximately 21

people in attendance. The focus of the third public meeting(s) served as a listening session for the community. The Department welcomed ideas from the community that they would like us to consider regarding noise mitigation. The second phase, known as the Noise Compatibility Program (“NCP”), will serve as what noise mitigation measures, both the Department and the community want to see at the end of the study. The last of these public meetings will be held in early October. The final noise study and its complete draft will consider the noise study report, public meetings and comments, letters from stakeholders, the City of Camarillo and Oxnard, specifically.

The Department wrapped up the final phase of its Strategic Plan. We hope to display the final posters in the next 30-60 days. The objective of the posters is to share the hard work of Airport staff completed in the last six months.

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 – March – April 2024
- Monthly Noise Complaints – March – April 2024
- Consultant Reports (Coffman Associates) – March - April 2024
- Consultant Reports (Woolpert – Camarillo Airport) – March – April 2024
- Consultant Reports (Woolpert – Oxnard Airport) – March – April 2024
- Consultant Reports (Mead & Hunt) – May 2024
- Airport Tenant Projects – May 2024
- Project Status Report – May 2024
- Financial Statements – Third and Fourth Quarter
- 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.

Ventura County Star article dated April 9, 2024, re: Camarillo Airport noise study, planning document topics for City Council meeting

Department of Airports Request for Proposals dated April 11, 2024, Selection Process of a Master Developer for Commercial Development of Approximately 5.1 Acres at the Oxnard Airport

Letter from Andrea Ozdy, Deputy Executive Officer of Ventura Local Agency Formation Commission dated April 12, 2024, re: Camarillo Airport Layout Plan

City of Camarillo News Release dated April 15, 2024, re: City Council Confirms Commitment to Preserving Camarillo's Quality of Life During Update on Camarillo Airport

Department of Airports News dated April 18, 2024, re: SoCal Gas Survey Work Being Conducted April 22 – April 27

Camarillo Acorn article dated April 20, 2024, re: Answers from an airport attorney

Department of Airports Project Schedule Update dated April 23, 2024, re: Oxnard Airport Taxiway A (formerly Taxiway F) Reconstruction Project

Ventura County Star article dated April 23, 2024, re: Two car dealerships proposed for Camarillo near airport

Letter from City of Camarillo Manager, Greg Ramirez, dated May 10, 2024, re: Camarillo Airport Layout Plan Update

Department of Airports News dated May 16, 2024, re: Community Update Regarding Taxiway A Reconstruction Project

Ventura County Star article dated May 16, 2024, re: Ventura County Fire headquarters moves to Thousand Oaks. Here's what to know

Department of Airports E-Mail Announcement from Communications and Engagement Manager, Jannette Jauregui, dated May 17, 2024, re: Ventura County Department of Airports: Listening Sessions Now Scheduled for Part 150 Noise Compatibility Studies

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

Letter from City of Camarillo Mayor, Tony Trembley, dated May 22, 2024, re: Part 150 Noise Compatibility Study

Department of Airports News dated May 27, 2024, re: Commemorative Air Force Museum Preserves History of Camarillo's Former Air Force Base

Department of Airports News dated June 3, 2024, re: Veteran, Doctor, Pilot: Honoring Dr. Eugene Fussell

Correspondence was received and filed.

10. COMMISSION COMMENTS

Commissioner Adriana Van der Graaf shares community concerns regarding the air traffic noise and travel coming from the Point Mugu Naval Base. Communications and Engagement Manager, Jannette Jauregui, will gladly share this information with the Point Mugu Naval Base Public Information Officer. Director Freitas further states the Department of Airports shares Naval Base communication with the public as it comes in.

11. ADJOURNMENT

There being no further business, a motion to adjourn the May 8, 2024, meeting of the Aviation Advisory Commission was made by Commissioner Matthew Johnston and all Commissioners voted in favor at 7:17p.m.

The next regular Commission meeting is scheduled on **Wednesday, July 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