



AVIATION ADVISORY COMMISSION

MINUTES

July 10, 2024

1. CALL to ORDER and PLEDGE of ALLEGIANCE

Vice Chair, John Corneau, called the meeting to order at 6:33 p.m. and Commissioner Matthew Johnston led the pledge of allegiance.

2. ROLL CALL

PRESENT

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

ABSENT

Steve Weiss (E)
James Flickinger (E)
Sean Colvin (E)

Excused (E)

Late (L)

Absent (A)

AIRPORT STAFF

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

PRESENTERS

William "Bill" Thomas, Wings Over Camarillo
Air Boss

3. AGENDA REVIEW

No changes to the agenda.

4. APPROVAL OF MINUTES – June 12, 2024

Action: *Commissioner Shane Warburton moved to approve the June 12, 2024, minutes and Commissioner Matthew Johnston seconded the motion. All members voted and the motion passed 4-0 with one abstention from Commissioner Steve Tannehill.*

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 the Department of Airports ninth feature story. The segment featured a story highlighting the annual Wings Over Camarillo Air Show that is scheduled for August 17th and 18th 2024.

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

B. Subject: Receive and File Staff Update Regarding Video Surveillance and Access Control System Installation at Camarillo and Oxnard Airports

Recommendation:

Receive and file staff update regarding the installation of a new video surveillance and access control system at Camarillo and Oxnard Airports.

Casey Pullman, Deputy Director, provided the Commission with the project history and an update as to future of the video surveillance and access control system at both Camarillo and Oxnard Airports. Questions regarding gate card transitions and levels of security were addressed.

Action: Without motion, the Commission receives the staff update regarding video surveillance and access control system installation at Camarillo and Oxnard Airports.

C. Subject: Support Recommendation by the Director of Airports to Expedite the Review of the Camarillo Airport Part 150 Noise Study Flight Path Alternative Analysis

Recommendation:

Staff requests that your Commission/Authorities support the Director of Airports recommendation to expedite the review of the Camarillo Airport flight path alternative analysis.

Keith Freitas, Director of Airports, presented this item for its recommended support from the Commission. The presentation provided detailed visuals explaining the next steps for Camarillo Airport and its Part 150 Noise Study flight path alternative analysis. Questions and comments from the Commission were welcomed and addressed.

Action: Vice Chair John Corneau moved to support the Director of Airports recommendation to expedite the review of the Camarillo Airport Part 150 Noise Study flight path alternative analysis and Commissioner Jerrold Abramson seconded the motion of support. All members voted and the motion passed unanimously 7-0.

D. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Sign, Amendment No. 2 to the Consulting Services Contract for the Camarillo Airport - Airport Layout Plan Update with Coffman Associates, Inc., Increasing the Total Amount of the Contract by \$126,759 to \$812,791, and Increasing the Airport's Cost Share of the Contract from \$333,573 to \$460,332

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, Amendment No. 2 to the Consulting Services Contract for the Camarillo Airport - Airport Layout Plan Update with Coffman Associates, Inc., increasing the total amount of the contract by \$126,759 to \$812,791, and increasing the Airport's cost share of the contract from \$333,573 to \$460,332 (Exhibit 1).

Erin Powers, Projects Administrator, presented this item for its recommended approval by the Board of Supervisors. The presentation explained the Department's necessity of the second amendment to the consulting services contract with Coffman Associates.

Action: Commissioner Shane Warburton 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, Amendment No. 2 to the Consulting Services Contract for the Camarillo Airport - Airport Layout Plan Update with Coffman Associates, Inc., increasing the total amount of the contract by \$126,759 to \$812,791, and increasing the Airport's cost share of the contract from \$333,573 to \$460,332 All members voted and the motion passed unanimously 7-0.

E. Subject: Receive and File a Presentation on the Wings Over Camarillo Air Show at Camarillo Airport

Recommendation:

Receive and file a presentation on the Wings Over Camarillo Air Show taking place on August 17th and 18th, 2024, at Camarillo Airport.

William "Bill" Thomas, Wings Over Camarillo Air Boss, provided a thorough presentation to the Commission on the 43rd annual Wings Over Camarillo Air Show – "Saluting Test Pilots". Comments from the Commission, including the parking situation, were welcomed, and heard.

Action: Without motion, the Commission receives the presentation on the Wings Over Camarillo Air Show at Camarillo Airport.

7. DIRECTOR'S REPORT

Director Freitas opens the Directors Report with a follow up from the May 8, 2024, Aviation Advisory Commission meeting addressing Commissioner Steve Tannehill inquiry as to sale of leaded and unleaded fuel at Oxnard Airport. It is shared that 450-gallons of unleaded fuel was sold compared to 35,000-gallons of leaded fuel sold, which is approximately 1%.

The Department of Airports Accounting Team, Jamal, Corey, Tara, Jeanette and Shannon, is recognized for their hard work closing out this fiscal season. As a team they were able to pull together the Department of Airports complex budget and process through timely.

The Helimax CH-47 Chinook is onsite at Camarillo Airport to assist the two Ventura County Fire Department Firehawk helicopters. The 3,000-gallon tank will contribute their part to protect Ventura County residents during the fire season.

The second phase of the Taxiway A Asphalt Re-Pavement Project at Oxnard Airport is in its final stages as of July 9, 2024. The walk-through was completed by the Projects Team, Erin Powers and Sujin Beck, confirmed more than two-thirds of the pavement is complete and updated. The third phase has an estimated completion time frame through the end of July 2024. A fourth phase has been added that will carry the project to completion during the first week of August.

The Department of Airports has completed its Strategic Planning document. Together, staff worked to establish their ongoing commitment to the Department for the next five-to-ten years. The document which will be posted throughout the Department emphasizes staff's Mission, Vision, and Values to both Airports and service to our customers.

A portion of Taxiway A at Camarillo Airport will unfortunately be temporarily shut down. The 8 x 14 – feet wide asphalt damage done to the Taxiway was caused by various factors including aircraft weight, weather, and wear and tear. The temporary closure will bring some unusual ground traffic. The Department hoped to address the Taxiway asphalt damage after the Wings Over Camarillo Air Show, but the project will require a temporary fix approximately \$3-million, and six weeks out.

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 – May 2024

Monthly Noise Complaints – May 2024

Consultant Reports (Coffman Associates) – May 2024

Consultant Reports (Woolpert – Camarillo Airport) – May 2024

Consultant Reports (Woolpert – Oxnard Airport) – May 2024

Consultant Reports (Mead & Hunt) – June 2024

Airport Tenant Projects – July 2024

Project Status Report – June 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.

Ventura County Star article dated June 3, 2024, re: Local events honor D-Day's 80th anniversary

Letter from Madeline Herrle, Lease Manager, to Mary Otten, Pleasant Valley Parks and Recreation District General Manager dated June 13, 2024, re: Camarillo – Airport Business Park

Department of Airports News dated June 17, 2024, re: Final Camarillo Airport – Airport Layout Plan Document Now Available

Department of Airports News dated June 21, 2024, re: Update on Stockpile Soil at Oxnard Airport

Correspondence was received and filed.

10. COMMISSION COMMENTS

Commissioner Shane Warburton advises this will be his last Aviation Advisory Commission meeting as he has been accepted into the Navy Flight Program.

11. ADJOURNMENT

There being no further business, a motion to adjourn the July 10, 2024, meeting of the Aviation Advisory Commission was made by Vice Chair John Corneau and Commissioner Jerrold Abramson seconded the motion in favor at 7:40 p.m.

The next regular Commission meeting is scheduled on **Wednesday, August 7, 2024, at 6:30 p.m.** in the Department of Airports Administration Office Conference Room, 555 Airport Way, Suite B, Camarillo, California.



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