



COUNTY of VENTURA
Department of Airports

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AVIATION ADVISORY COMMISSION

MINUTES

September 4, 2024

1. CALL to ORDER and PLEDGE of ALLEGIANCE

Chair, Maggie Bird, called the meeting to order at 6:33 p.m. and Commissioner Steve Tannehill led the pledge of allegiance.

2. ROLL CALL

PRESENT

Maggie Bird
Matthew Johnston
Jerrold Abramson
Steve Weiss
Steve Tannehill
Sean Colvin

ABSENT

John Corneau (E)
James Flickinger (E)
Adriana Van der Graaf (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
Denise Arreola, Management Assistant

PRESENTERS

Keith Taylor and Travis Ekema, Ventura
County Assessor's Office

3. AGENDA REVIEW

Keith Freitas, Director of Airports, advised the format change to the agenda. In order to be consistent with the County of Ventura Board of Supervisors, the Department of Airports is implementing a consent agenda for non-controversial items. The public will still have an opportunity to make public comments for items not on the agenda during item number five (5), also during the Consent and Regular agenda.

4. APPROVAL OF MINUTES – July 10, 2024

Action: Upon the motion of Commissioner Matthew Johnston and seconded by Commissioner Steve Tannehill, the Commission hereby approves the July 10, 2024, minutes. All members voted and the motions passed 5-0 with one abstention from Commissioner Steve Weiss.

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. CONSENT AGENDA

Consent Agenda items are routine and non-controversial. Items are reviewed and approved together as recommended and without discussion unless an item is pulled for a separate action by the Commission on the Regular Agenda. Consent items are heard at the Commission's discretion and may be heard at any time during the meeting.

- A. Subject: Find That the Airport Rotating Beacon Replacement Project is Categorically Exempt from the California Environmental Quality Act**

Recommendation:

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

Find that the Airport Rotating Beacon Replacement Project is categorically exempt from

the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15303 and Section 15311.

C. Subject: Approval of Airport Properties Limited, LLC., - Fourth Amendment to Lease – Correction of the Typographical Error in the Third Amendment to Lease of the Leased Square Footage for Option Property 7 (Hangar M)

Recommendation:

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

Approve the proposed modification to the square footage description for Option Property 7 as outlined in the attached Fourth Amendment to lease with Airport Properties Limited, LLC.

During the Consent agenda Commissioner Steve Tannehill requested agenda items 6.B and 6.D be heard for separate consideration on the Regular agenda. Chair Maggie Bird approved the agenda items 6.B and 6.D be pulled from the Consent agenda and now be heard on the Regular agenda before item 7.E.

Action: Upon the motion of Commissioner Steve Weiss and seconded by Commissioner Matthew Johnston, the Commission hereby approves the recommendations as stated in the respective agenda letters for Consent items 6.A and 6.C. All members voted and the motions passed unanimously 6-0.

7. REGULAR AGENDA

Regular Agenda items are heard at the Commission's discretion and may be heard at any time during the meeting.

6.B. Subject: Authorization for the Director of Airports or His Designee, to Accept and Sign Federal Aviation Administration Grant, When Offered, in an Estimated Amount of \$1,830,218, Which Will Provide Funds for the Final Design of Runway 8-26 Reconstruction at Camarillo Airport; Authorization for the Director of Airports or His Designee, to Apply for, Accept, and Sign for a Matching Grant from Caltrans, if Offered; and Authorization for County Counsel to Execute the Certificate of Sponsor's Attorney Required by Federal Aviation Administration Grant Agreements; and Approval and Award of Consultant Services Contract to Woolpert, Inc., in the Not to Exceed Amount of \$1,928,510, for Final Design of Runway 8-26 Reconstruction at Camarillo Airport, Conditioned Upon Receipt of Federal Aviation Administration and/or Caltrans Grants Sufficient to Fund No Less than 85 percent of the Design Costs; Authorization for the Director of Airports, or His Designee, to Execute the Subject 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 accept and sign a Federal Aviation Administration (FAA) Grant, when offered, in an estimated amount of \$1,830,218, Final Design of Runway 8-26 Reconstruction at Camarillo Airport; and
2. Authorize the Director of Airports or his designee, to apply for, accept, and sign for matching grants from Caltrans, if offered; and
3. Authorize County Counsel to execute the Certificate of Sponsor's Attorney required by FAA Grant Agreements; and
4. Approval and award of consultant services contracts to Woolpert, Inc. (Woolpert) in the not to exceed sum amount of \$1,928,510, for the Final Design of Runway 8-26 Reconstruction at Camarillo Airport, (Exhibit 1), conditioned upon receipt of Federal Aviation Administration and/or Caltrans grants sufficient to fund no less than 85 percent of the study costs; and
5. Authorization for the Director of Airports, or his designee, to execute the subject contract.

Keith Frietas, Director of Airports, presented this item for its recommended approval by the Board of Supervisors. Camarillo Airport is in need of new runways, connectors, and parallel taxiway repaving. The importance of this project approval has been a topic of discussion with this Board and on the Capital Improvement Project for years. Questions and comments from the Commission were welcomed and addressed.

Action: Upon the motion of Commissioner Steve Tannehill and seconded by Commissioner Steve Weiss, the Commission hereby approves the recommendations as stated in the respective agenda letter for Regular agenda item 6.B. All members voted and the motion passed unanimously 6-0.

6.D. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Sign, Contract Change Order No. 3 in the Amount of \$774,691 with Security Paving Company, Inc. for the Reconstruction of Taxiway F (renamed A) at Oxnard Airport, Raising the Total Contract Amount from \$17,538,294 to a Total Amount of \$18,433,589; Project Specification DOA 23-03 and Project No. OXR-150

Recommendation:

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

Approve and authorize the Director of Airports or his designee to sign, Contract Change

Order No. 3 (Exhibit 1) in the amount of \$774,691 with Security Paving Company, Inc. for the Reconstruction of Taxiway F (renamed A) at Oxnard Airport, raising the total contract amount from \$17,538,294 to a total amount of \$18,433,589.

Keith Freitas, Director of Airports, presented this item for its recommended approval by the Board of Supervisors. The necessity of the project was explained with a brief description of the area requiring repaving.

Action: Upon the motion of Commissioner Jerrold Abramson and seconded by Commissioner Steve Weiss, the Commission hereby approves the recommendation as stated in the respective agenda letter for Regular agenda item 6.D. All members voted and the motion passed 5-0 with one abstention from Commissioner Matthew Johnston.

E. Subject: Approval and Award of Consultant Services Contract to Coffman Associates, Inc., in the Lump Sum Amount of \$268,400, for Approach and Procedure Analysis and Implementation if Needed at Camarillo Airport; Authorization for the Director of Airports, or His Designee, to Sign the Subject Contracts

Recommendations:

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

1. Approve and award of consultant services contracts to Coffman Associates, Inc. in the lump sum amount of \$268,400, for Approach and Procedure Analysis and implementation if needed at Camarillo Airport, (Exhibit 1); and
2. Authorization for the Director of Airports, or his designee, to sign the subject contracts.

Dave Nafie, Deputy Director of Airports, presented this item for its recommended approval by the Board of Supervisors. The presentation provided detailed visuals explaining the approach and procedure analysis work to be done by Coffman Associates and LEAN Engineering. Comments and questions from the Commission were welcomed and addressed.

Action: Upon the motion of Commissioner Matthew Johnston and seconded by Commissioner Jerrold Abramson, the Commission hereby approves the recommendations as stated in the respective agenda letter for Regular item 7.E. All members voted and the motion passed unanimously 6-0.

F. Subject: Receive and File a Presentation by the County of Ventura Assessor's Office Regarding Possessory Interest Assessments

Recommendation:

Receive and file a presentation by the County of Ventura Assessor's Office regarding

possessory interest assessments.

Keith Taylor and Travis Ekema, Ventura County Assessor's Office, presented this item for its recommended support from the Commissioners. The Assessor's Office representatives explained their role in assessing taxable possessory interest and why tenants received the bill. Questions and comments from the Commissioners were welcomed and addressed.

Action: Without motion, the Commission receives the presentation by the Ventura County Assessor's Office regarding possessory interest assessments.

G. Subject: Approval of, and Authorization for the Director of Airports or Designee to Sign, an Updated Master Administrative Agreement with the University of Alaska Fairbanks to Continue a Working Relationship for Unmanned Aircraft Systems Related Testing, Research, and Education; Authorization for Director of Airports or Designee to Sign a Task Order Agreement with the University of Alaska Fairbanks in the Not-to-Exceed Amount of \$53,691.48 for Consulting Services in Support of Development and Maintenance of a Flight Testing Area to and from the Oxnard and Camarillo Airports

Recommendations:

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

1. Approve, and authorize the Director of Airports or his designee to sign, the revised Master Administrative Agreement between the County of Ventura and the University of Alaska Fairbanks (Exhibit 1), to continue our working relationship for Unmanned Aircraft Systems (UAS) related testing, research, and education; and
2. Authorize the Director of Airports or his designee to sign the first Task Order with the University of Alaska Fairbanks (Exhibit 2), not to exceed \$53,691.48, to provide consulting services in support of the development and maintenance of flight-testing area to and from the Oxnard and Camarillo Airports.

Keith Freitas, Director of Airports, presented this item for its recommended approval by the Board of Supervisors. The relationship history between the Department of Airports and University of Alaska Fairbanks, and the importance of maintaining that relationship was communicated.

Action: Upon the motion of Commissioner Matthew Johnston and seconded by Commissioner Steve Tannehill, the Commission hereby approves the recommendations as stated in the respective agenda letter for Regular item 7.G. All members voted and the motion passed unanimously 6-0 with.

H. 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 tenth feature story. The segment highlighted the Ventura County Aviation Unit.

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

7. DIRECTOR'S REPORT

Casey Pullman, Deputy Director, represented the Department of Airports by attending the 146th Airlift Wing celebration on Sunday, August 4th. The 146th Airlift Wing is home to the Ventura County's Air National Guard C-130J unit – "Hollywood Guard". This year marked the 100th year ceremony celebration honoring the Airlift Wing's rich aviation history and serving the State of California.

On July 17th, the Department of Airports provided tours at Camarillo Airport to Port of Hueneme Executive Staff and students-interns of the County of Ventura Summer Intern Program. Both groups toured various locations on the Airport including Air 7. We are so grateful to have had the opportunity to introduce just some of elements that make up Camarillo Airport and the Ventura County Department of Airports.

Clear the Shelters, a free pet adoption event is Saturday, September 7th between 11:00 a.m. and 5:00 p.m. at the Ventura County Animal Services facility at Camarillo Airport.

Save the Date e-mail from Jannette Jauregui, Communications and Engagement Manager, was sent on August 30th for the upcoming Part 150 Noise Study meetings. The Camarillo public meeting will be held at the Ventura County Office of Education (VCOE) on Monday, October 7th at 6:00 p.m. and the Oxnard public meeting will be held at the Courtyard by Marriott – Oxnard on Tuesday, October 8th at 6:00 p.m.

Aviation career day at the Commemorative Air Force West Hangar is scheduled for Friday, October 18th for all Ventura County High School and Middle School students from 9:00 a.m. to 1:00 p.m. Students will have the opportunity to walk and talk aviation with various professionals and enter contests for prizes.

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 – June, July 2024

Monthly Noise Complaints – June, July 2024

Consultant Reports (Coffman Associates) – June, July 2024

Consultant Reports (Woolpert – Camarillo Airport) – June, July 2024

Consultant Reports (Woolpert – Oxnard Airport) – June, July 2024

Consultant Reports (Mead & Hunt) – July 2024

Airport Tenant Projects – August 2024

Project Status Report – August 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 Briefs dated June 1, 2024, re: replacing the bridge at Las Posas Road and Ventura Boulevard in Camarillo

Department of Airports News dated June 26, 2024, re: Increase in Helicopter Activity and Wildfire Preparation

Camarillo Acorn article dated June 29, 2024, re: Helicopter activity linked to fire training

Department of Airports News dated July 23, 2024, re: Wings Over Camarillo Slated for August 17th, 18th

Department of Airports News dated July 24, 2024, re: Notice of Increased Helicopter Activity

Ventura County Star article dated July 25, 2024, re: Small plane crashes at Camarillo Airport; pilot unharmed

Letter from Erin Powers, Projects Administrator, dated August 2, 2024, to Gail Campos, FAA Environmental Protection Specialist – Western Pacific Region, re: OXR Part 150 NEMs – Revision No. 2 Per FAA Comments

Ventura County Star article dated August 13, 2024, re: Wings Over Camarillo Air Show launches into action this weekend. Here's what to know

Department of Airports News dated August 14, 2024, re: What to Expect from the 2024 Wings Over Camarillo Air Show

Department of Airports feature story by Jannette Jauregui, Communications and Engagement Manager, re: Wings Over Camarillo Leaves Audiences in Awe While Giving Back to Non-Profits

Camarillo Acorn article dated August 17, 2024, re: Noise concern leads to change at air show

Ventura County Star article dated August 19, 2024, re: Crowds wowed at Wings over Camarillo air show

Department of Airports Project Schedule Announcement dated August 19, 2024, re: Camarillo Airport Runway 8-26 and Taxiway A Pavement Repair Project

Camarillo Acorn article dated August 24, 2024, re: Wings Over Camarillo gives back to nonprofits

Camarillo Acorn article dated August 24, 2024, re: SKY'S NO LIMIT

Department of Airports News dated August 24, 2024, re: Precautionary Aircraft Landing in Santa Paula Riverbed

Department of Airports News dated August 25, 2024, re: Aircraft Reported Down in Santa Paula – August 25, 2024

Correspondence was received and filed.

10. COMMISSION COMMENTS

Chair Maggie Bird inquired if attendance statistics are available from the Air Show. Director Freitas advised the preliminary statistics showed the attendance was approximately thirteen thousand (13,000) attendees. Not as high as two years ago, but still a well-attended event. The attendance calculation is unclear since the carry over tickets from the canceled event last year were included. Additionally, Director Freitas shared that the Department received only three (3) noise complaints the whole weekend. Lastly, Animal Services informed staff they were pleased with the changes made by the Wings Over Camarillo staff.

Jerold Abramson's sought clarification as to the Ventura County Assessor's presentation this evening. Director Freitas shared that the Department of Airports acknowledged the calls from tenants regarding the possessory interest tax bill they received. The Assessor's Office was invited by the Department of Airports to clarify the possessory interest tax bill and be available to answer any questions from tenants. Director Freitas further shared that the Department of Airports does not benefit from possessory interest tax collection nor

does the Airport Enterprise Fund, the taxes collected go straight to the County of Ventura. The average cost increase of the tenant's property is approximately \$30.

11. ADJOURNMENT

There being no further business, a motion to adjourn the September 4, 2024, meeting of the Aviation Advisory Commission was made by Commissioner Jerrold Abramson at 7:31 p.m.

The next regular Commission meeting is scheduled on **Wednesday, October 9, 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