



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>

CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY

MINUTES

September 5, 2024

1. CALL to ORDER and PLEDGE of ALLEGIANCE

CAA Chair Kelly Long, called the meeting to order at 6:33 p.m. OAA Councilmember Bert Perello then led the pledge of allegiance.

2. ROLL CALL

CAA PRESENT

Vianey Lopez
Kelly Long
Tony Trembley
Scott Barer
Susan Santangelo
Excused (E)
Late (L)
Alternate (Alt)

CAA ABSENT

OAA PRESENT

Vianey Lopez
Kelly Long
Barbara Filkins
Bert Perello

OAA ABSENT

Gabe Teran (E)

AIRPORT STAFF

Keith Freitas, Director
Dave Nafie, Deputy Director
Erin Powers, Projects Administrator
Jannette Jauregui, Communications & Engagement Manager
Ana Castro, Program 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 Chairs of both Camarillo and Oxnard Airport Authority are supportive of the changed format.

4. APPROVAL OF MINUTES – July 11, 2024

Camarillo Airport Authority: Upon the motion of Public Member Scott Barer and seconded by Councilmember Susan Santangelo, the Authority hereby approves the July 11, 2024, minutes. All members voted and the motion passed unanimously 5-0.

Oxnard Airport Authority: Upon the motion of Councilmember Bert Perello and seconded by Chair Vianey Lopez, the Authority hereby approves the July 11, 2024, minutes. All members voted and the motion passed unanimously 4-0.

5. PUBLIC COMMENT PERIOD

Citizens wishing to speak to the Authorities 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 comments 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 Authorities on the Regular Agenda. Consent items are heard at the Authorities discretion and may be heard at any time during the meeting.

CAMARILLO AIRPORT AUTHORITY

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.

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.

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.

OXNARD AIRPORT AUTHORITY

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.

CAA Public Member Scott Barer inquired as to County Counsel's involvement on the Consent agenda items, and it is clarified by Director Keith Freitas that County Counsel reviews all agenda letters requiring Board of Supervisor approval. OAA Councilmember Bert Perello shared his appreciation to Mayor Tony Trembley on a similar topic.

Camarillo Airport Authority: Upon the motion of Public Member Scott Barer and seconded by Councilmember Susan Santangelo, the Authority hereby approves the recommendations as stated in the respective agenda letters for Consent items 6.A, 6.B, and 6.C. All members voted and the motions passed unanimously 5-0.

Oxnard Airport Authority: Upon the motion of Supervisor Kelly Long and seconded by Public Member Barbara Filkins, the Authority hereby approves the recommendation as stated in the respective agenda letter for Consent item 6.D. All members voted and the motion passed unanimously 4-0.

7. REGULAR AGENDA

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

CAMARILLO AIRPORT AUTHORITY

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. Public Member Scott Barer, Vice Chair Tony Trembley, and Councilmember Susan Santangelo shared their comments of appreciation on the transparency and hard work accomplished by the Department on this item.

Camarillo Airport Authority: Upon the motion of Public Member Scott Barer and seconded by Vice Chair Tony Trembley, the Authority hereby approves the recommendations as stated in the respective agenda letter for Regular item 7.E. All members voted and the motion passed unanimously 5-0.

CAMARILLO AND OXNARD AIRPORT AUTHORITY

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 Authorities. The Assessor's Office representatives explained their role in assessing taxable possessory interest and why tenants received the bill. The Authorities and the Assessor's Office representatives discussed in length various topics including, but not limited to, double taxation clarification, tax and revenue codes, appeal filing options with the Board of Equalization, and the Auditor's role in the process. The Assessor's Office will follow up with the Department of Airports to provide tenants with an FAQ page and full response and documentation from the Board of Equalization.

Camarillo Airport Authority: Without motion, the Authority receives the presentation by the Ventura County Assessor's Office regarding possessory interest assessments.

Oxnard Airport Authority: Without motion, the Authority 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. Director Freitas addressed the various questions from the Authorities.

Camarillo Airport Authority: Upon the motion of Vice Chair Tony Trembley and seconded by Councilmember Susan Santangelo, the Authority hereby approves the recommendations as stated in the respective agenda letter for Regular item 7.G. All members voted and the motion passed unanimously 5-0.

Oxnard Airport Authority: Upon the motion of Public Member Barbara Filkins and seconded by Councilmember Bert Perello, the Authority hereby approves the recommendations as stated in the respective agenda letter for Regular item 7.G. All members voted and the motion passed unanimously 4-0.

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.

Camarillo Airport Authority: Without motion, the Authorities receive the staff update from Communications and Engagement Manager regarding Ventura County Airports.

Oxnard Airport Authority: Without motion, the Authorities receive the staff update from Communications and Engagement Manager regarding Ventura County Airports.

8. DIRECTOR'S REPORT

Casey Pullman, Deputy Director, attended 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".

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, a Ventura County Fire Helicopter and corporate hangar Air 7.

The temporary pavement repairs on Runway 8-26 at Camarillo Airport started right after the Air Show. The five-week project is on schedule to be completed as expected.

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.

The upcoming Part 150 Noise Study public meetings are approaching in October. 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 are encouraged to attend for the opportunity to walk and talk aviation with various professionals and enter a glider competition.

With respect to the Assessor's Office presentation, Director Freitas adds the Airport Enterprise Funds receives none of the possessory interest tax collected from airport tenants. The Department of Airports will work hard with the Assessor's Office to help our tenants understand this issue.

Lastly, with regard to Chair Kelly Long's question about the Wings Over Camarillo event statistics, no details have been provided to the Department of Airports as of yet. It was a fabulous, well-attended event with positive feedback. Animal Services had no issues to share, and the Department received only three (3) noise calls between Thursday and Monday.

Director's Report was received and filed.

9. REPORTS

Report items listed below are presented to the Airport Authorities for information only, at this time. The report items require no action or are not ready for the Airport Authorities' consideration. The Airport Authorities 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.

10. CORRESPONDENCE

Correspondence items listed below are presented to the Airport Authorities for information only, at this time. The correspondence items require no action or are not ready for the Airport Authorities' consideration. The Airport Authorities 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.

11. AUTHORITY COMMENTS

Councilmember Bert Perello thanks the Department of Airports staff for reaching out to Diana Velzy, Chair of the Inter-Neighborhood Council Organization, with respect to issues about the soil and its potential contaminants. The surrounding neighborhoods, including the Sierra neighborhood, received the information shared to her from the Department of Airports.

Vice Chair Tony Trembley gives a great kudos again to Bill Thomas, all Wings Over Camarillo volunteers, and Department of Airports staff. His experience working the Rotary

Beer Booth on Sunday varied differently from when he worked the same booth in the past on Saturdays. Vice Chair Trembley requested that the PowerPoint presentation of the Assessor's Office presentation be sent to all Authority members. Finally, the host of an event Vice Chair Trembley attended the evening prior insisted he take with him a box of Porto's pastries. The box is in the kitchen area for all in attendance this evening.

Chair Kelly Long thanked the Wings Over Camarillo volunteers. It's such a highlight for the County of Ventura and Camarillo Airport. The vendor booths/businesses, the STEM pavilion and those in attendance were just phenomenal. Those working the pyrotechnics did an outstanding job at giving the public a realistic depiction of historic battles.

12. ADJOURNMENT

There being no further business, the September 5, 2024, meeting of the Camarillo Airport Authority and Oxnard Airport Authority was adjourned with all Authority members in favor at 8:04 p.m.

The next regular Authority meeting is scheduled on **Thursday, October 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