



# COUNTY of VENTURA

## Department of Airports

555 Airport Way, Suite B  
Camarillo, CA 93010  
Phone: (805) 388-4372  
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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** **November 13, 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](https://www.youtube.com/channel/UC4jLWASMGn4wTrEPdT8BOTQ?view_as=subscriber)
3. Participate and provide public comment via Zoom:

**WEBINAR:**

<https://us06web.zoom.us/j/86565301576?pwd=P60gMq817aTFNgjhbsD0lad1Sg9hGg.1>

**TELEPHONE:** 1-669-444-9171

**WEBINAR ID:** 865 6530 1576

**WEBINAR PASSCODE:** 851922

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.

Members of the public are allotted three (3) minutes per item or a cumulative total of five (5) minutes for multiple items at a single meeting unless the time allotment is increased or

decreased by the Chair depending on the number of speakers. 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](http://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](mailto: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](mailto: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 – September 4, 2024** Pages 9-18
5. **PUBLIC COMMENT PERIOD**

**Airport related comments are allotted three (3) minutes per item or a cumulative total of five (5) minutes for multiple items at a single meeting unless the time allotment is increased or decreased by the Chair depending on the number of speakers. 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](http://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. 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: Approval of the Proposed Commemorative Air Force Museum Hangar Seventh Amendment to Lease and Commemorative Air Force West Hangar First Amendment to Lease** Pages 19-34

**Recommendations:**

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

Approve the proposed amendments to lease for the Commemorative Air Force Museum lease and West Hangar lease which 1.) modifies the square footage allocated to each premises and 2.) modifies the rent and fees calculation based on non-profit status for each lease.

**B. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Sign, Amendment No. 1 to the Consulting Services Contract AEA 25-05 with Woolpert Inc., for the Final Design of Runway 8-26 Reconstruction at Camarillo Airport, Adding Federal Contract Provisions; No Change in Total Cost of Contract** Pages 35-79

**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. 1 to the Consulting Services Contract AEA 25-05 with Woolpert Inc., for the final design of Runway 8-26 reconstruction at Camarillo Airport, adding Federal contract provisions (Exhibit 1). No change in total cost of contracts.

**C. Subject: Review and Approval of the 2025 Aviation Advisory Commission Meeting Calendar** Pages 80-81

**Recommendation:**

Staff requests that your Commission review and approve the 2025 Aviation Advisory Commission meeting calendar.

**D. Subject: Approval and Award of a Consultant Services Contract to Woolpert Inc., in the Not to Exceed Amount of \$478,734 for the Development of an Airport Pavement Management System for the Camarillo and Oxnard Airports; Authorization for the Director of Airports, or His Designee, to Sign the Subject Contract AEA 25-07** Pages 82-100

**Recommendations:**

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

1. Approve and award a consultant services contract to Woolpert Inc., in the not to exceed amount of \$478,734, for the Development of an Airport Pavement Management System for the Camarillo and Oxnard Airports; and
2. Authorize the Director of Airports, or his designee, to sign the subject contract AEA 25-07.

## 7. REGULAR AGENDA

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

**A. Subject: Receive and File a Monthly Staff Update from Communications and Engagement Manager Regarding Ventura County Airports** Pages 101-102

**Recommendation:**

Receive and file a monthly staff update from Communications and Engagement Manager regarding Ventura County Airports.

**B. Subject: Receive and File Staff Report Regarding Annual Wings Over Camarillo Air Show** Page 103

**Recommendation:**

Receive and file a staff report regarding the annual Wings Over Camarillo Air Show at Camarillo Airport. The Department of Airports worked successfully with Wings Over Camarillo (WOC) leadership to successfully develop an excellent balance of air show acts that were embraced by event guests, the local neighbors, and the Ventura County Animal Shelter.

**C. Subject: Receive and File a Staff Report Outlining Skydiving Operation Tests and Potential Future Operations at Oxnard Airport** Pages 104-105

**Recommendation:**

Receive and file staff report outlining skydiving operation tests and potential future operations at Oxnard Airport.

**D. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Sign, Contract Change Order No. 4 in the Not to Exceed Amount of \$1,000,000 with Security Paving Company for the Reconstruction of Taxiway F (renamed A) at Oxnard Airport, Raising the Total Contract Amount from \$18,433,590 to the Not to Exceed Total Amount of \$19,433,590; Project Specification DOA 23-03 and Project No. OXR-150**

Pages 106-111

**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. 4 (Exhibit 1) in the not to exceed amount of \$1,000,000 with Security Paving Company for the reconstruction of Taxiway F (renamed A) at Oxnard Airport, raising the total contract amount from \$18,433,590 to the not to exceed total amount of \$19,433,590.

## 8. DIRECTOR'S REPORT

## 9. 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. Pages 112-158**

Monthly Activity Report – August, September 2024

Monthly Noise Complaints – August, September 2024

Consultant Reports (Coffman Associates) – August, September 2024

Consultant Reports (Woolpert – Camarillo Airport) – August – October 2024

Consultant Reports (Woolpert – Oxnard Airport) – August – October 2024

Consultant Reports (Mead & Hunt) – August, September 2024

Airport Tenant Projects – November 2024

Project Status Report – September 2024

Financial Statements – 4<sup>th</sup> Quarter FY 23/24

Meeting Calendars – 2024 and Proposed 2025 Meeting Calendar

## 10. CORRESPONDENCE Pages 159-188

**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.**

Department of Airports announcement dated September 17, 2024, re: Mark Your Calendars! Ventura County Department of Airports Part 150 Noise Compatibility Program Meetings

Department of Airports News dated September 17, 2024, re: Final Public Meetings for Part 150 Noise Compatibility Studies

Department of Airports News dated September 18, 2024, re: Follow-Up on Increase in Military Aircraft Activity

Response Letter from Director of Airports, Keith Freitas, dated September 24, 2024, to City of Camarillo Mayor, Tony Trembley's initial letter dated May 22, 2024, re: Camarillo Airport FAR Part 150 Noise Study (Mayor Tony Trembley's May 22<sup>nd</sup> letter is included in this packet for reference.)

Camarillo Acorn article dated September 28, 2024, re: Day in the life – At "Coppers and Choppers" day at Camarillo Airport on September 21, 2024

Ventura County Star snapshots dated October 1, 2024, re: Check out Oxnard Airport

Ventura County Star article dated October 1, 2024, re: Public can weigh in on noise at Camarillo, Oxnard airports at community meetings

Department of Airports announcement dated October 10, 2024, re: Project Schedule Update – Camarillo Airport Runway 8-26 and Taxiway A Pavement Repair Project

Camarillo Acorn article dated October 12, 2024, re: Living history lands in Camarillo – Doc is one of only two airworthy B-29s

Camarillo Acorn article dated October 12, 2024, re: FLYING FORTRESS

Camarillo Acorn article dated October 26, 2024, re: Sky high ambition – Students explore aviation careers at the Camarillo Airport

Department of Airports e-mail announcement from Communications and Engagement Manager, Jannette Jauregui, dated November 7, 2024, re: Ventura County Department of Airports CMA Closure and TFR for Ventura County Airspace (map attachment follows the announcement.)

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

## **12. ADJOURNMENT**

The next regular Commission meeting will be on **Wednesday, December 11, 2024, at 6:30 p.m.** in the Department of Airports Administration Office Conference Room, 555 Airport Way, Suite B, Camarillo, California.

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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/86565301576?pwd=P60gMq817aTFNgjhbsD0lad1Sg9hGg.1>

**Webinar ID:** 865 6530 1576  
**Passcode:** 851922  
**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.

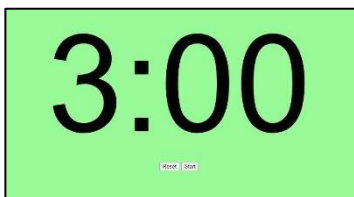
**Telephone:** You may observe the meeting via the Department of Airports YouTube channel. If you are interested in speaking to an item, you can call into one of the phone lines listed above, and when prompted enter the Webinar ID and Passcode shown above. Once in the meeting, you will be listening to 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 are allotted three (3) minutes per item or a cumulative total of five (5) minutes for multiple items at a single meeting. 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 (or 5 minutes if you multiple items to speak on). The timer starts green indicating you have 3 or 5 minutes; when the time hits 1 minute remaining, the timer will change to yellow; when the 3 or 5 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 or 5 minutes has begun; when the time hits 1 minute remaining; when the 3 or 5 minutes have elapsed.





**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 also 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 4<sup>th</sup>. The 146<sup>th</sup> Airlift Wing is home to the Ventura County's Air National Guard C-130J unit – "Hollywood Guard". This year marked the 100<sup>th</sup> year ceremony celebration honoring the Airlift Wing's rich aviation history and serving the State of California.

On July 17<sup>th</sup>, 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 7<sup>th</sup> 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 30<sup>th</sup> 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 7<sup>th</sup> at 6:00 p.m. and the Oxnard public meeting will be held at the Courtyard by Marriott – Oxnard on Tuesday, October 8<sup>th</sup> at 6:00 p.m.

Aviation career day at the Commemorative Air Force West Hangar is scheduled for Friday, October 18<sup>th</sup> 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 17<sup>th</sup>, 18<sup>th</sup>

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.

Jerrold 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

November 13, 2024

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

**Subject: Approval of the Proposed Commemorative Air Force Museum Hangar Seventh Amendment to Lease and Commemorative Air Force West Hangar First Amendment to Lease**

**Recommendations:**

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

Approve the proposed amendments to lease for the Commemorative Air Force Museum lease and West Hangar lease which 1.) modifies the square footage allocated to each premises and 2.) modifies the rent and fees calculation based on non-profit status for each lease.

**Fiscal/Mandates Impact:**

Mandatory: *No*  
Source of funding: *Commemorative Air Force*  
Funding match required: *None*  
Impact on other departments: *None – No impact on General Fund*

<b><u>Summary of Revenue and Total Costs</u></b>	<b><u>FY 2024-25</u></b>	<b><u>FY 2025-26</u></b>
Revenue	\$ (45,555)	\$ (68,333)
Direct Costs	<u>0</u>	<u>0</u>
Net Cost – Airport Enterprise Fund	<u>\$ 45,555</u>	<u>\$ 68,333</u>

**Current Fiscal Year Budget Projection:**

FY 2024-25 Budget Projection for Airports Administration Division 5020 - Unit 5021				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/ (Deficit)
Appropriations	\$ 4,307,001	\$ 4,307,001	\$ 4,307,001	\$0
Revenue	6,238,817	6,238,817	6,238,817	0
Net Cost	\$(1,931,816)	\$(1,931,816)	\$(1,931,816)	\$0

**Strategic Priority:**

Approval of these amendments support the Fiscal Responsibility and Economic Vitality priority of the County’s Strategic Plan in several areas; by supporting the contributions of the Commemorative Air Force to aviation education, scholarship and mentorship of future aviators and aviation support careers, this action supports the goal of fostering a thriving business ecosystem to create jobs, increase wages and strengthening the local economy, and further, by creating a business-friendly environment while stimulating entrepreneurship and industry growth.

In addition, the strategic priority of Diverse and Innovative Workforce Dedicated to Service Excellence is supported with these proposed amendments, by the fostering and training of the next generation of County staff connected with the Department of Airports and those serving at Commemorative Air Force, Civil Air Patrol and Experimental Aircraft Association (EAA)

**Discussion:**

The Commemorative Air Force (“CAF”) is a nonprofit organization and operates a museum facility and storage hangar at the Camarillo Airport since 1996. In 2014 CAF constructed an additional hangar called the “West Hangar” on an area that was formerly occupied by a small hangar operated by the Experimental Aircraft Association, or “EAA”. EAA then entered into a sublease with CAF for a portion of the West Hangar facility. The survey of the finished West Hangar revealed that the hangar structure was built partially on premises allocated to ramp area for the Museum lease. These amendments seek to correct the lease premises description for both leases in order to reflect their actual occupied and allocated space.

In addition, several modifications to the museum hangar lease were made in the past to reflect a reduced rent structure due to the nonprofit status and operation as an Air Museum, as allowed by the FAA. A fee structure was created to provide for a percentage of activities at the museum facility to be paid as an alternative to a portion of the ground rent. CAF receives revenue from events they host from their facilities, which are both

non-aviation and aviation related events. Because events are held at both leaseholds, and because the West Hangar functions as an extension of the museum, CAF seeks to reconcile fees and rents to reduce the overall rent obligation for both leases and streamline the fee process for their events. With these modifications, CAF will realize a rent reduction for both leases of approximately \$68,000 annually.

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



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

Attachments:

- Exhibit 1 – Commemorative Air Force Seventh Amendment to Lease
- Exhibit 2 – Commemorative Air Force First Amendment to West Hangar Lease

**COUNY OF VENTURA  
DEPARTMENT OF AIRPORTS  
SEVENTH AMENDMENT TO LEASE  
THE COMMEMORATIVE AIR FORCE, A TEXAS CORPORATION**

THIS AMENDMENT (Seventh Amendment) is made and entered into by and between COUNTY OF VENTURA (“County”) and Commemorative Air Force, a non profit corporation incorporated in Texas (“Tenant”).

**WITNESSETH:**

WHEREAS, County and Tenant entered into a lease dated November 5, 1996 as amended on six previous occasions, (collectively the “Lease”) for certain property at the Camarillo airport commonly known as the “Museum,” more particularly described in said Lease, and

WHEREAS, County and Tenant are also parties to a separate lease (“West Hangar Lease”) of an adjacent parcel (“West Hangar Parcel”), including a hangar building and other improvements, immediately to the west of the property described in the Lease, and

WHEREAS the parties hereto are mutually desirous of amending the Lease as hereinafter provided in this Seventh Amendment for the following purposes: (1) clarifying the extent of the leased premises; (2) providing Tenant, a non-profit corporation, with reduced rent, on the conditions that Tenant remain in compliance with both the Lease as amended and the West Hangar Lease and that Tenant refrain from subleasing the Premises or the West Hangar Parcel (or both) to a for-profit enterprise; and (3) providing for County’s collection of percentage rent.

NOW THEREFORE, in consideration of the mutual promises herein contained and good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, County and Tenant agree as follows:

1. **AMENDMENT CONTROLLING.** County and Tenant hereby acknowledge and reaffirm all their respective rights, duties, and obligations under the Lease. Should anything in this Amendment conflict with anything in the Lease, the terms of this Amendment control. Except as modified by this Seventh Amendment, all terms of the Lease remain in full force and effect.

2. **Paragraph 1. PROPERTY LEASED:** Delete the following:

County hereby leases to Tenant and Tenant hereby rents from County the property, hereinafter called "Premises", located on the Camarillo Airport, hereinafter called "Airport". The Premises are briefly described as follows: A parcel of land containing approximately 3.151 acres, presently including Building 339 which is to be removed by tenant and replaced with a new hangar or hangars in accordance with provisions of Article 8 hereof. The Premises are more particularly shown on Exhibit "A" which is attached hereto and made a part hereof by reference. An additional parcel of land containing approximately 0.278 acres directly adjacent and to the east of the existing parcel specifically for the purpose of constructing a third hangar 150' X 75' in size. The Premises are more particularly shown in Exhibit "B" and "C" which are attached hereto and made a part hereof by reference.

Insert the following:

*County hereby leases to Tenant and Tenant hereby rents from County the property, hereinafter called "Premises", located on the Camarillo Airport, hereinafter called "Airport". The Premises are briefly described as follows: A parcel of land containing approximately 3.312 acres (144,273 square feet) upon which two hangars are situated: one for the CAF Museum and a separate storage hangar. The Premises are more particularly shown on Exhibit "A" and a legal description attached as Exhibit "B" which are attached hereto and made a part hereof by reference.*

3. Exhibits "A", "B" and "C" are deleted and replaced with the attached Exhibit "A" and Exhibit "B".

4. **Paragraph 6. RENT A.:** Delete the following:

For a period of sixty months beginning August 1, 2006 and ending July 31, 2011, minimum rent shall be \$2,614, plus percentage rent based on the calculations summarized below:

Insert the following:

*Commencing upon the first day of the month following the Effective Date of the Seventh Amendment to this Agreement, and ending upon the expiration of the*



*lease on June 30, 2026 (or as extended per the valid exercise of the lease option outlined in paragraph 2.B herein), the monthly land rent for the Premises will be 25% of the aviation land rate specified by the then-current Rent and Fee Schedule, multiplied by 144,273 square feet, and will continue to be adjusted each five years of the lease term according to the then-current aviation land rate noted in the Rent and Fee Schedule. In addition to any other remedies available to County pursuant to this Agreement as a result of Tenant's default of the Agreement, the monthly land rent will, automatically and without further notice or action, become 50% of the then-current Rent and Fee Schedule's aviation land rate and adjusted each five years as noted above, in the event of either or both of the following: (1) Tenant's lease default or breach of either this Agreement or the West Hangar Lease, followed by Tenant's failure to remedy such default or breach within thirty days of the notice required by Paragraph 28 of this Agreement; or (2) Tenant or any subtenant under a sublease takes possession of the Premises, the West Hangar Parcel, or any portion thereof, while the Tenant or that subtenant is engaged in the operation of a for-profit commercial enterprise.*

**5. Paragraph 6. RENT.B. 1.** Delete the following in subparagraph 1:

In addition to the minimum rent, Tenant shall pay the amount of the total of the following percentages of gross/net receipts for sales and services as described herein:

15% of gift shop gross receipts

20% of admissions gross receipts

20% of special events net receipts.

Insert the following language as new subparagraph 1:

- 1. In addition to the monthly rent described above in this Paragraph 6, Tenant must also pay percentage rent ("Percentage Rent") for all non – aviation special events taking place on the Premises or on the West Hangar Parcel. Percentage Rent is calculated as 15% of the face amount of the contract for the special event, regardless of whether Tenant, outside of the contract for the special event, discounts or reduces that amount for any reason. Tenant must pay County for other uses, services, or privileges, including, but not limited to, use of County personnel or off-Premises parking, at the rate provided in the then-current Rent and Fee Schedule. For purposes of this Agreement, an event is an "aviation"*

*event if it serves to promote, support, educate about, commemorate, or celebrate aircraft, flying, or aviators, and includes, but is not limited to, all of the Community Service activities required of Tenant in this Agreement. All other events are non-aviation events.*

**6. Paragraph 6. RENT.B. PERCENTAGE RENT** Add the following subparagraphs, immediately following the existing subparagraph 3:

*4. The acceptance by County of any statement of Gross Receipts made by Tenant as herein provided shall not preclude County from thereafter questioning the accuracy or completeness thereof. If County finds that any such statement is inaccurate or incomplete, County will make adjustments in accordance with the true Gross Receipts for that month, and, upon notice of such adjustments, Tenant must forthwith pay any additional Percentage Rent due based on such adjustments.*

**5. FINANCIAL REPORTS.** *To insure complete and timely receipts of rents (Minimum and Percentage Rent, unadjusted and adjusted) by County from Tenant during the term of this Agreement, Tenant must install and maintain a system of accounts and records for the business conducted at, on, and from the leased Premises and must keep true, accurate, and complete accounts and records and must require its concessionaires and licensees to do the same as is required to be done by Tenant.*

**6. BUSINESS RECORDS.** *Tenant must install and maintain a system of accounts and records that conforms to generally accepted accounting principles (“GAAP”).*

*a. Source Documents. The business records must be supported by source documents such as sales slips, unbilled accounting documents, ledgers, bank deposit receipts, sales tax returns, cash register tapes, sales books, bank books, purchase invoices, and other records and documents reasonably necessary to verify the Gross Receipts reported by Tenant. All retail sales and charges must be properly documented and recorded promptly by means of cash registers or other comparable devices which display to the customer the amount of the transaction and automatically issue a receipt, or by an alternate method acceptable to County. The registers must be equipped with devices which lock in the sales totals and other transaction records, or with counters which are not resettable and which record transaction numbers and sales details. Totals registered must be read and recorded at the beginning of each business day. For transactions not recorded by means of cash registers or other comparable devices, Tenant must issue serially numbered tickets or invoices for each such transaction and must keep adequate records of such tickets or invoices both issued and unissued.*

*b. Location of Records. All records required to be kept by this Lease must be kept and maintained within seventy-five (75) miles of the County Government Center, County of Ventura, and all such records must be kept and maintained for not less than three years after delivery of the required annual reports for such year unless the prior written approval*

of the County be first obtained, provided, however, that Tenant may at reasonable times remove any or all the records for legal or accounting purposes or for other purposes promotive of and consistent with these provisions and this Agreement.

c. County's Access to Records. County and its officers, agents, and employees, have the right, at any reasonable time and from time to time after giving reasonable notice, to do any or all of the following:

to audit the records;

to cause an audit of the records to be made;

to make abstracts from the records;

to make copies of any or all of the records;

to examine any or all licenses, and concession agreements;

to make copies of any or all licenses, concession agreements, and other appropriate documents;

to examine and make copies of Tenant's articles of incorporation, bylaws, partnership agreement, list of shareholders and any other documents pertinent to determining the form of an ownership in Tenant and any amendments to any of such documents; and

to examine and make copies of sales tax reports.

Tenant must make all records specified in the notice available at the time specified in the notice, if reasonable, and at the place where the records are to be kept, provided, however, that County may remove any or all records to a place or places reasonable for the purpose.

**7. Understatement of Gross Receipts.** If the examination and audit of the records of Tenant by County discloses that the Gross Receipts were understated by more than five percent (5%) for the period covered by such audit, Tenant must pay the full cost of the audit, as determined by the County, within thirty (30) days after written demand and Tenant must immediately pay the additional Percentage Rent due, if any, plus interest, if any, at the then legal rate in the State of California from the date when such Percentage Rent was due. Otherwise, County will bear the cost of such audits. Such payment by Tenant will be without prejudice to the right of Tenant to recover back the amounts of such payments to the extent that the same are unwarranted and were not due from Tenant to County. Tenant must provide County notice of any such claim within 60 days after such payment in the manner provided in this Agreement for default or breach of the Agreement.

**7. Paragraph 44. OPERATING HOURS.** At a minimum, Tenant must provide normal Operating/ Open hours for the Commemorative Air Force Museum on Fridays and Saturdays from 10:00 AM to 4:00 PM and on Sundays from 12:00 PM to 4:00 PM ("Normal Operating Hours"). Any deviation from the Normal Operating Hours requires that Tenant provide County with a written notice by the 5<sup>th</sup> day of the month following the occurrence of said deviation of Normal Operating Hours, providing an explanation of the reason for the deviation.

**8. Paragraph 45. COMMUNITY SERVICE BENEFITS.**

To justify its nonprofit status, Tenant must provide the community service benefit programs, events, scholarships, and activities listed below (“Community Service Benefits”). Tenant must provide a minimum of seven of the Community Service Benefits listed below, or as otherwise agreed in writing by County (“Minimum Community Service Benefits”).

- A. Scholarships through CAF and subtenant EAA
- B. Young Eagles Program (through subtenant EAA) minimum 6 per year
- C. Spark of Love or other community project
- D. Volunteer hours in Air Shows and Wings over Camarillo Air Show – minimum 100 hours.
- E. “Warbird” rides – 4 per year
- F. Conduct public education programs – 7-8 per year – through CAF & subtenant EAA
- G. CAF So Cal Cadet program for kids ages 13-17
- H. At least 4 flyovers for holidays/memorials/special events
- I. An educational program coordinated with local high schools

To confirm provision of the Minimum Community Service Benefits, Tenant must submit to County, no later than December 1 of each calendar year, a written report containing both of the following: (1) A list of all Community Service Benefits Tenant has provided during the then-current calendar year, through December 1; and (2) A list of all Community Service Benefits planned for the upcoming calendar year, which must include the Minimum Community Service Benefits required above, .

County, in its sole discretion, will approve or reject Tenant’s list of planned Community Service Benefits in writing by December 31, of each year.

On no less than a calendar quarterly basis, Tenant must notify County in writing if events or actions by others, not within the control of the Tenant, prevent the Tenant’s compliance with the Minimum Community Service Benefits requirement described above, and any interruptions to Normal Operating Hours events, per paragraph 7 above, and the Tenant must propose in writing replacement Community Service Benefits or similar services to meet the Minimum Community Services Benefits and Normal Operating Hours and to justify the Tenant’s continuing non-profit status. If mutually

agreed upon by County and Tenant, proposed Minimum Community Services Benefits and Normal Operating Hours may be modified.

9. **ENTIRE AGREEMENT.** This Seventh Amendment, together with the Lease, contains the entire Agreement between County and Tenant with respect to the matters stated herein and both parties acknowledge that neither relies upon any statements or representations by the other not contained herein.

This Seventh Amendment cannot be modified orally but only in writing signed by both parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Seventh Amendment, which becomes effective on the latest date written below (Effective Date).

**COUNTY OF VENTURA, DEPARTMENT OF AIRPORTS**

By: \_\_\_\_\_

Keith Freitas, Director of Airports

Date:

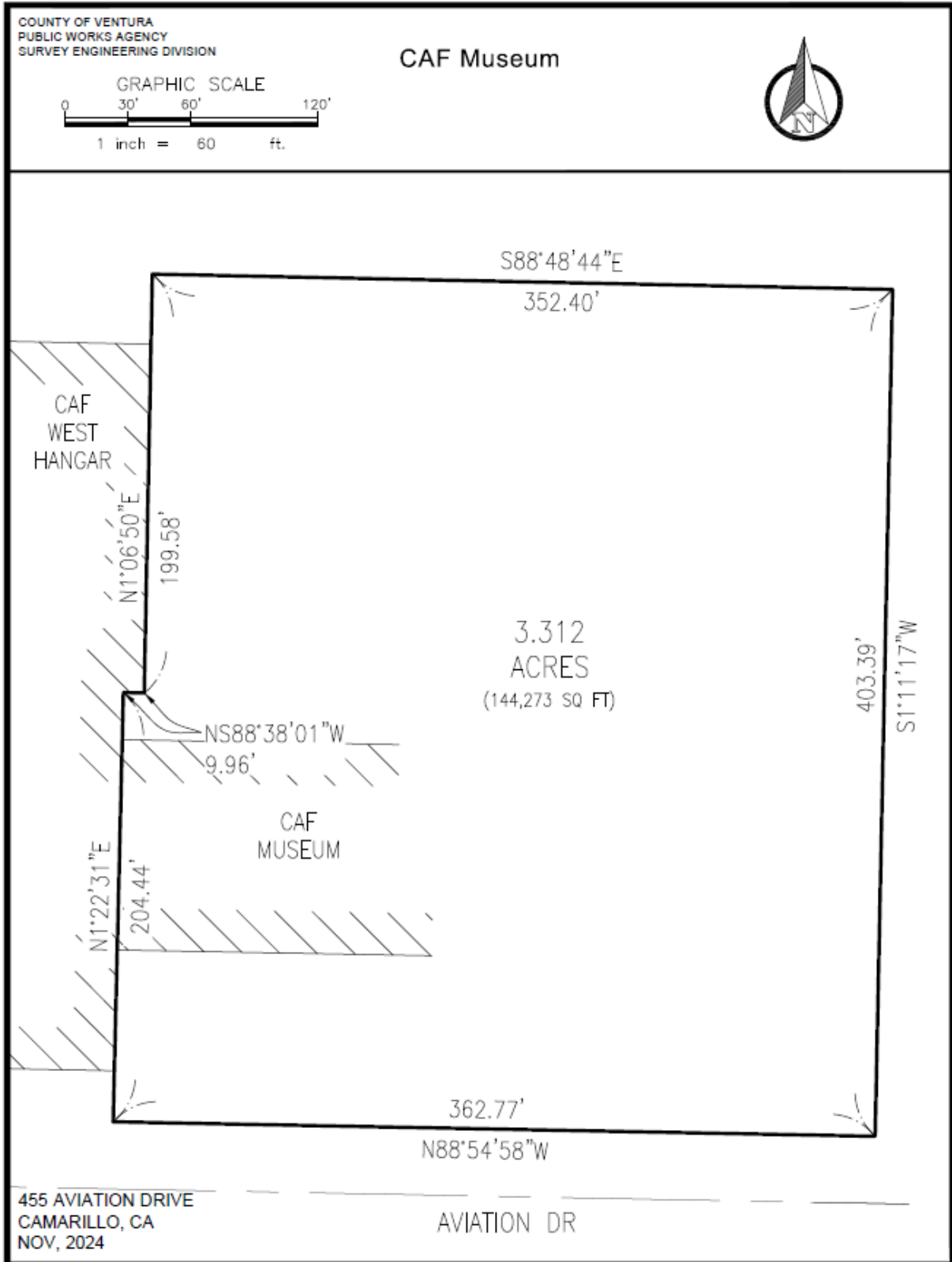
**COMMEMORATIVE AIR FORCE, A TEXAS CORPORATION**

By: \_\_\_\_\_

Date:

If Tenant is a corporation, a certified copy of the Board of Director's resolution or other authority for execution of this Agreement is attached hereto.

EXHIBIT "A"



**EXHIBIT “B” – LEGAL DESCRIPTION**



**COUNY OF VENTURA  
DEPARTMENT OF AIRPORTS  
FIRST AMENDMENT TO LEASE  
THE COMMEMORATIVE AIR FORCE, A TEXAS CORPORATION**

THIS AMENDMENT (“First Amendment”) is made and entered into by and between COUNTY OF VENTURA (“County”) and Commemorative Air Force, a nonprofit corporation incorporated in Texas (“Tenant”).

**WITNESSETH:**

WHEREAS, County and Tenant entered into a lease dated December 20, 2014, (the “Original Lease”) for certain property at the Camarillo airport commonly known as the “West Hangar” more particularly described in said Lease and in this First Amendment as the “Premises,” and

WHEREAS, County and Tenant are also parties to a separate lease (“Museum Lease”) of an adjacent parcel (“Museum Parcel”), including a ramp (“Museum Ramp”), two hangar buildings, and other improvements, immediately to the east of the West Hangar, and

WHEREAS the parties to this first Amendment are mutually desirous of amending the Original Lease as hereinafter provided in this Amendment, for the following purposes: (1) clarifying the extent of the leased premises; (2) providing Tenant, a non-profit corporation, with reduced rent, on the conditions that Tenant remain in compliance with both the Original Lease as amended and the Museum Lease and that Tenant refrain from subleasing the Premises or the Museum Parcel (or both) to a for-profit enterprise; and (3) providing for County’s collection of percentage rent .

NOW THEREFORE, in consideration of the mutual promises herein contained and good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, County and Tenant agree as follows:

1. **AMENDMENT CONTROLLING.** County and Tenant hereby acknowledge and reaffirm all their respective rights, duties, and obligations under the Original Lease. Should anything in this First Amendment conflict with anything in the Original Lease,

the terms of this First Amendment control. Except as modified by this First Amendment, all terms of the Original Lease remain in full force and effect.

2. **Paragraph 1. PROPERTY LEASED.** This paragraph is deleted in its entirety and replaced with the following:

*County hereby leases to Tenant and Tenant hereby rents from County the property(“Premises”) located on the Camarillo Airport (“Airport”). The Premises are described as follows:*

*A parcel of land containing 1.335 acres (58,155 SF) as shown on the attached Exhibit “A”, and a hangar building measuring 32,895 SF.*

3. **Exhibits.** Exhibit “A” of the lease is deleted and the attached Exhibit “A” is substituted; Exhibit “B” is deleted.

4. **Paragraph 6. RENT.** Insert the following language at the end of the existing paragraph:

*Notwithstanding the above, commencing upon the first day of the calendar month following the Effective Date of the First Amendment to this Agreement, and ending upon the expiration of the lease of the Museum Parcel (the “Museum Lease) on June 30, 2026 (or as extended per the validly exercised Option to Renew in Section 2.B. of the Museum Lease), the monthly land rent for the Premises will be 25% of the aviation land rate specified by the then-current Rent and Fee Schedule, and will be adjusted each five years as noted above. In the event of either or both of the following: (1) Tenant’s default or breach of either this Agreement or the Museum Lease, followed by Tenant’s failure to remedy such default or breach within thirty days of the notice required by Paragraph 32 of this Agreement; or (2) Tenant or any subtenant under a sublease takes possession of the Premises, the Hangar Parcel, or any portion thereof, while the Tenant or subtenant is engaged in the operation of a for-profit commercial enterprise, the monthly land rent will, automatically and without further notice or action, become 100% of the then-current Rent and Fee Schedule’s aviation land rate and adjusted each five years as noted above.*

5. **Paragraph 6. RENT.** Insert the following new paragraph after the above new language:

In addition to the monthly rent described above in this Paragraph 6, Tenant must also pay percentage rent (“Percentage Rent”) for all non – aviation special events taking place on the Premises or on the Museum Parcel, including but not limited to, the Museum Ramp. Percentage Rent is calculated as 15% of the face amount of the contract for the special event, regardless of whether Tenant, outside of the contract for the special event, discounts or reduces that amount for any reason. Tenant must pay County for other uses, services, or privileges, including, but not limited to, use of County personnel or off-Premises parking, at the rate provided in the then-current Rent and Fee Schedule.

6. **ENTIRE AGREEMENT.** This First Amendment, together with the Lease, contains the entire Agreement between County and Tenant with respect to the matters stated herein and both parties acknowledge that neither relies upon any statements or representations by the other not contained herein.

This First Amendment cannot be modified orally but only in writing signed by both parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment, which becomes effective on the latest date written below (Effective Date).

**COUNTY OF VENTURA, DEPARTMENT OF AIRPORTS**

By: \_\_\_\_\_

Keith Freitas, Director of Airports

Date:

**COMMEMORATIVE AIR FORCE, A TEXAS CORPORATION**

By: \_\_\_\_\_

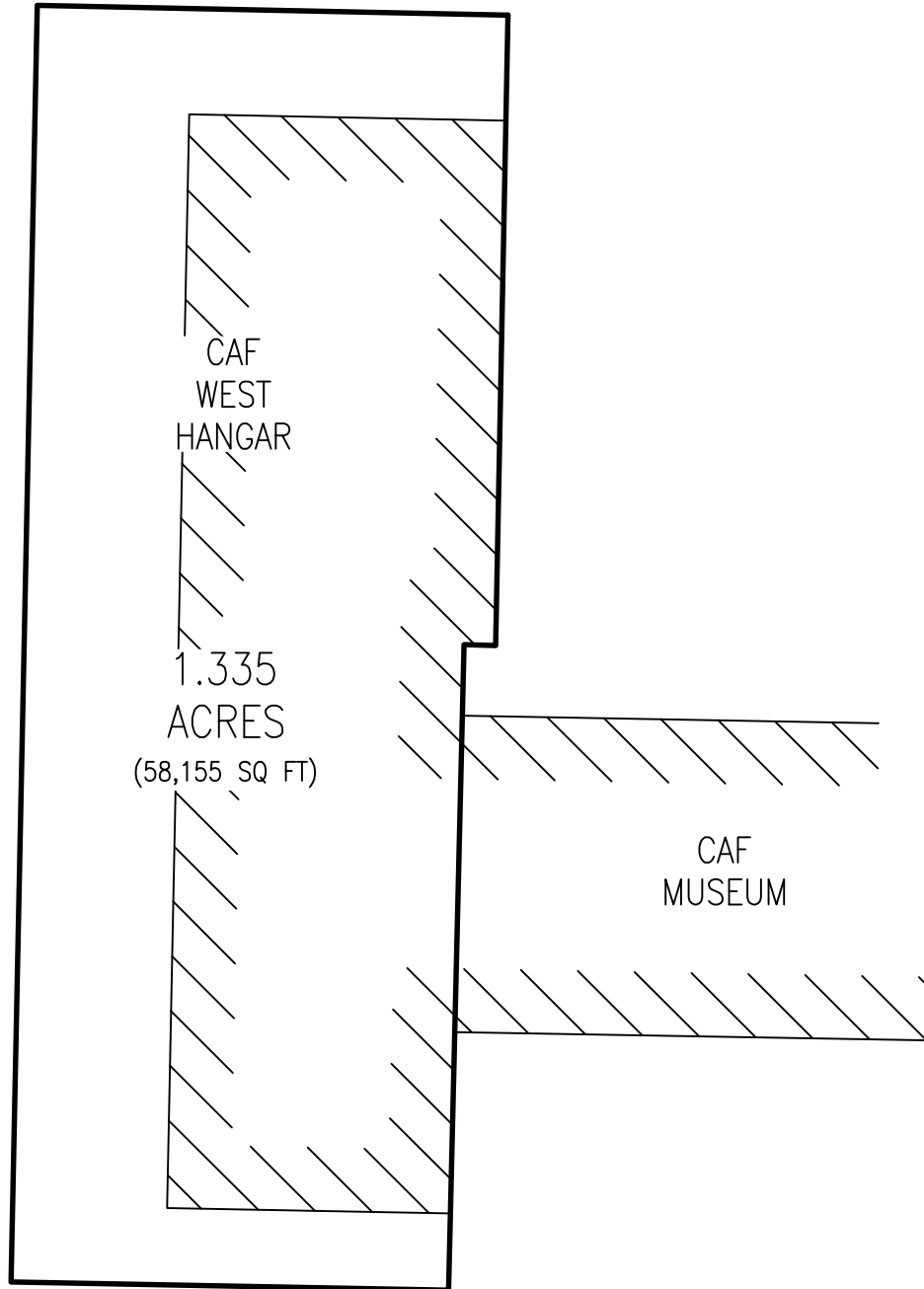
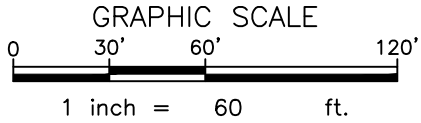
Date:

If Tenant is a corporation, a certified copy of the Board of Director’s resolution or other authority for execution of this Agreement is attached hereto.

Exhibit "A"

COUNTY OF VENTURA  
PUBLIC WORKS AGENCY  
SURVEY ENGINEERING DIVISION

CAF Museum West  
Hangar



455 AVIATION DRIVE  
CAMARILLO, CA  
AUG, 2024

AVIATION DR



**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>

November 13, 2024

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

**Subject: Approval of, and Authorization for the Director of Airports or His Designee to Sign, Amendment No. 1 to the Consulting Services Contract AEA 25-05 with Woolpert Inc., for the Final Design of Runway 8-26 Reconstruction at Camarillo Airport, Adding Federal Contract Provisions; No Change in Total Cost of Contract**

**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. 1 to the Consulting Services Contract AEA 25-05 with Woolpert Inc., for the final design of Runway 8-26 reconstruction at Camarillo Airport, adding Federal contract provisions (Exhibit 1). No change in total cost of contracts.

**Fiscal/Mandates Impact:**

Mandatory: *No*

Source of funding: *Federal Aviation Administration (90%)  
Caltrans (up to 4.5%)*

Funding match required: *Airport Enterprise Fund (5.5%)*

Impact on other departments: *None*

**Strategic Priority:**

This project supports the County's Strategic Priorities to support fiscal responsibility, economic vitality, reliable infrastructure, and sustainability.

**Discussion:**

On September 10, 2024, the Board authorized a consulting contract with Woolpert Inc., for the final design of Runway 8-26 reconstruction project at Camarillo Airport. Subsequently, Airport staff realized that some federal contract provisions were inadvertently left out of the contract. To ensure federal grant eligibility, the Airport and Woolpert Inc., wish to include them by contract amendment. Therefore, staff requests your recommendation for Board approval to authorize the Department of Airports to execute a contract amendment. This amendment does not change the total cost of the contract.

If you have any questions regarding this item, please call Erin Powers at (805) 388-4205, or me at (805) 388-4200.



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

Attachments:

- Exhibit 1 – AEA 25-05 Contract Amendment No. 1
- Exhibit 2 – AEA 25-05 Contract for CMA Final Design Grant for RWY 8-26 Reconstruction

**CONSULTING SERVICES CONTRACT: AEA 25-05  
AMENDMENT of CONTRACT NO. 1  
Camarillo Airport – FINAL DESIGN SERVICES FOR  
RUNWAY 8-26 RECONSTRUCTION**

The County of Ventura (County), and Woolpert Inc., (Consultant) enter into this agreement (Amendment No. 1) to amend the existing consulting services contract between them, entered into on September 10, 2024, for final design services for the Runway 8-26 Reconstruction at Camarillo Airport (Contract).

County and Consultant desire to amend the terms of said existing Contract to add additional federal contract provisions to ensure federal grant eligibility.

NOW THEREFORE, County and Consultant agree as follows:

1. All provisions of the existing Contract remain in full force and effect except as expressly modified by this Amendment.
2. The following changes are made to the Contract:
  - a. ADD: EXHIBIT D, FEDERAL CONTRACT PROVISIONS, attached hereto and incorporated by this reference.

CONSULTANT: WOOLPERT INC. Taxpayer No.: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

Dated: \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

COUNTY: County of Ventura

Dated: \_\_\_\_\_

Exhibit 1

\_\_\_\_\_  
Keith Freitas Director of Airports

**EXHIBIT D**  
**FEDERAL CONTRACT PROVISIONS**  
**FOR PROFESSIONAL SERVICES (A/E) CONTRACTS**

The following provisions, if applicable, are hereby included in and made part of the attached Contract between COUNTY OF VENTURA DEPARTMENT OF AIRPORTS (COUNTY) and WOOLPERT INC. (CONSULTANT).

It is understood by the COUNTY and the Consultant that the FAA is not a part of this Agreement and will not be responsible for Project costs except as should be agreed upon by COUNTY and the FAA under a Grant Agreement for the Project.

**1. ACCESS TO RECORDS AND REPORTS.** (Reference: 2 CFR § 200.326, 2 CFR § 200.333))

The CONSULTANT must maintain an acceptable cost accounting system. The CONSULTANT agrees to provide the COUNTY, the Federal Aviation Administration and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers, and records of the CONSULTANT which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The CONSULTANT agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

**2. BREACH OF CONTRACT TERMS.** (Reference 49 CFR part 18.36(i)(1))

Any violation or breach of terms of this contract on the part of the CONSULTANT or its subconsultants may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement. The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

**3. BUY AMERICAN PREFERENCE.** (Reference: 49 USC § 50101)

The CONSULTANT agrees to comply with 49 USC § 50101, which provides that Federal funds may not be obligated unless all steel and manufactured goods used in AIP-funded projects are produced in the United States, unless the FAA has issued a waiver for the product; the product is listed as an Excepted Article, Material Or Supply in Federal Acquisition Regulation subpart 25.108; or is included in the FAA Nationwide Buy American Waivers Issued list.

A bidder or offeror must submit the appropriate Buy America certification (below) with all bids or offers on AIP funded projects. Bids or offers that are not accompanied by a completed Buy America certification must be rejected as nonresponsive.



**Type of Certification is based on Type of Project:**

There are two types of Buy American certifications.

- For projects for a facility, the Certificate of Compliance Based on Total Facility (Terminal or Building Project) must be submitted.
- For all other projects, the Certificate of Compliance Based on Equipment and Materials Used on the Project (Non-building construction projects such as runway or roadway construction; or equipment acquisition projects) must be submitted.

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**Certificate of Buy American Compliance for Total Facility**

(Buildings such as Terminal, SRE, ARFF, etc.)

As a matter of bid responsiveness, the bidder or offeror must complete, sign, date, and submit this certification statement with their proposal. The bidder or offeror must indicate how they intend to comply with 49 USC § 50101 by selecting one of the following certification statements. These statements are mutually exclusive. Bidder must select one or the other (i.e. not both) by inserting a checkmark (☐) or the letter "X".

- Bidder or offeror hereby certifies that it will comply with 49 USC. 50101 by:
  - a) Only installing steel and manufactured products produced in the United States; or
  - b) Installing manufactured products for which the FAA has issued a waiver as indicated by inclusion on the current FAA Nationwide Buy American Waivers Issued listing; or
  - c) Installing products listed as an Excepted Article, Material or Supply in Federal Acquisition Regulation Subpart 25.108.

By selecting this certification statement, the bidder or offeror agrees:

1. To provide to the Owner evidence that documents the source and origin of the steel and manufactured product.
2. To faithfully comply with providing US domestic products
3. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

The bidder or offeror hereby certifies it cannot comply with the 100% Buy American Preferences of 49 USC § 50101(a) but may qualify for either a Type 3 or Type 4 waiver under 49 USC § 50101(b). By selecting this certification statement, the apparent bidder or offeror with the apparent low bid agrees:

1. To the submit to the Owner within 15 calendar days of the bid opening, a formal waiver request and required documentation that support the type of waiver being requested.
2. That failure to submit the required documentation within the specified timeframe is cause for a nonresponsive determination may results in rejection of the proposal.
3. To faithfully comply with providing US domestic products at or above the approved US domestic content percentage as approved by the FAA.
4. To furnish US domestic product for any waiver request that the FAA rejects.

5. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

Required Documentation

**Type 3 Waiver** - The cost of components and subcomponents produced in the United States is more than 60% of the cost of all components and subcomponents of the "facility". The required documentation for a type 3 waiver is:

- a) Listing of all manufactured products that are not comprised of 100% US domestic content (Excludes products listed on the FAA Nationwide Buy American Waivers Issued listing and products excluded by Federal Acquisition Regulation Subpart 25.108; products of unknown origin must be considered as nondomestic products in their entirety)
- b) Cost of non-domestic components and subcomponents, excluding labor costs associated with final assembly and installation at project location.
- c) Percentage of non-domestic component and subcomponent cost as compared to total "facility" component and subcomponent costs, excluding labor costs associated with final assembly and installation at project location.

**Type 4 Waiver** – Total cost of project using US domestic source product exceeds the total project cost using non-domestic product by 25%. The required documentation for a type 4 of waiver is:

- a) Detailed cost information for total project using US domestic product
- b) Detailed cost information for total project using non-domestic product

**False Statements:** Per 49 USC § 47126, this certification concerns a matter within the jurisdiction of the Federal Aviation Administration and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code.

Date

Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

\* \* \* \* \*

**Certificate of Buy American Compliance for Manufactured Products**

(Non-building construction projects, equipment acquisition projects)

As a matter of bid responsiveness, the bidder or offeror must complete, sign, date, and submit this certification statement with their proposal. The bidder or offeror must indicate how they intend to comply with 49 USC § 50101 by selecting one on the following certification statements. These statements are mutually exclusive. Bidder must select one or the other (not both) by inserting a checkmark (☐) or the letter "X".

- Bidder or offeror hereby certifies that it will comply with 49 USC § 50101 by:

- a) Only installing steel and manufactured products produced in the United States, or;
- b) Installing manufactured products for which the FAA has issued a waiver as indicated by inclusion on the current FAA Nationwide Buy American Waivers Issued listing, or;
- c) Installing products listed as an Excepted Article, Material or Supply in Federal Acquisition Regulation Subpart 25.108.

By selecting this certification statement, the bidder or offeror agrees:

- 1. To provide to the Owner evidence that documents the source and origin of the steel and manufactured product.
- 2. To faithfully comply with providing US domestic product
- 3. To furnish US domestic product for any waiver request that the FAA rejects
- 4. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

□ The bidder or offeror hereby certifies it cannot comply with the 100% Buy American Preferences of 49 USC § 50101(a) but may qualify for either a Type 3 or Type 4 waiver under 49 USC § 50101(b). By selecting this certification statement, the apparent bidder or offeror with the apparent low bid agrees:

- 1. To the submit to the Owner within 15 calendar days of the bid opening, a formal waiver request and required documentation that support the type of waiver being requested.
- 2. That failure to submit the required documentation within the specified timeframe is cause for a nonresponsive determination may result in rejection of the proposal.
- 3. To faithfully comply with providing US domestic products at or above the approved US domestic content percentage as approved by the FAA.
- 4. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

#### Required Documentation

**Type 3 Waiver** - The cost of the item components and subcomponents produced in the United States is more that 60% of the cost of all components and subcomponents of the “item”. The required documentation for a type 3 waiver is:

- a) Listing of all product components and subcomponents that are not comprised of 100% US domestic content (Excludes products listed on the FAA Nationwide Buy American Waivers Issued listing and products excluded by Federal Acquisition Regulation Subpart 25.108; products of unknown origin must be considered as non-domestic products in their entirety)
- b) Cost of non-domestic components and subcomponents, excluding labor costs associated with final assembly at place of manufacture.
- c) Percentage of non-domestic component and subcomponent cost as compared to total “item” component and subcomponent costs, excluding labor costs associated with final assembly at place of manufacture.

**Type 4 Waiver** – Total cost of project using US domestic source product exceeds the

total project cost using non-domestic product by 25%. The required documentation for a type 4 of waiver is: a) Detailed cost information for total project using US domestic product  
b) Detailed cost information for total project using non-domestic product

**False Statements:** Per 49 USC § 47126, this certification concerns a matter within the jurisdiction of the Federal Aviation Administration and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Company Name

\_\_\_\_\_

Title

#### 4. *CIVIL RIGHTS PROVISIONS– GENERAL. (Reference: 49 USC § 47123)*

The CONSULTANT agrees that it will comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision binds the contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.

This provision also obligates the tenant/concessionaire/lessee or its transferee for the period during which Federal assistance is extended to the airport through the Airport Improvement Program, except where Federal assistance is to provide, or is in the form of personal property; real property or interest therein; structures or improvements thereon.

In these cases the provision obligates the party or any transferee for the longer of the following periods:

- (a) the period during which the property is used by the airport sponsor or any transferee for a purpose for which Federal assistance is extended, or for another purpose involving the provision of similar services or benefits; or
- (b) the period during which the airport sponsor or any transferee retains ownership or possession of the property.

#### 5. CIVIL RIGHTS – TITLE VI ASSURANCES

##### **Title VI Clauses for Compliance with Nondiscrimination Requirements**

(Source: Appendix A of Appendix 4 of FAA Order 1400.11, Nondiscrimination in Federally-Assisted Programs at the Federal Aviation Administration)

During the performance of this contract, the CONSULTANT, for itself, its assignees, and

successors in interest (hereinafter referred to as the "CONSULTANT") agrees as follows:

- 1). **Compliance with Regulations:** The CONSULTANTs will comply with the **Title VI List of Pertinent Nondiscrimination Statutes and Authorities**, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
- 2). **Non-discrimination:** The CONSULTANT, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The CONSULTANT will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
- 3). **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the CONSULTANT for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the CONSULTANT of the CONSULTANT's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.
- 4). **Information and Reports:** The CONSULTANT will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the COUNTY or the Federal Aviation Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a CONSULTANT is in the exclusive possession of another who fails or refuses to furnish the information, the CONSULTANT will so certify to the COUNTY or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
- 5). **Sanctions for Noncompliance:** In the event of a CONSULTANT's noncompliance with the Nondiscrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the CONSULTANT under the contract until the CONSULTANT complies; and/or
  - b. Cancelling, terminating, or suspending a contract, in whole or in part.

- 6). **Incorporation of Provisions:** The CONSULTANT will include the provisions of paragraphs 7.1 through 7.6 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The CONSULTANT will take action with respect to any subcontract or procurement as the COUNTY or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the CONSULTANT becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the CONSULTANT may request the COUNTY to enter into any litigation to protect the interests of the COUNTY. In addition, the CONSULTANT may request the United States to enter into the litigation to protect the interests of the United States.

**Title VI List of Pertinent Nondiscrimination Authorities**

(Source: Appendix E of Appendix 4 of FAA Order 1400.11, Nondiscrimination in Federally-Assisted Programs at the Federal Aviation Administration)

During the performance of this contract, the CONSULTANT, for itself, its assignees, and successors in interest (hereinafter referred to as the "CONSULTANT") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

- 1). Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 2). 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
- 3). The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- 4). Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- 5). The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- 6). Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- 7). The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- 8). Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by



Department of Transportation regulations at 49 CFR parts 37 and 38;

- 9). The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- 10). Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- 11). Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- 12). Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

#### **6. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**

The CONSULTANT, by administering each lower tier subcontract that exceeds \$25,000 as a "covered transaction", must verify each lower tier participant of a "covered transaction" under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. The CONSULTANT will accomplish this by:

- 1). Checking the System for Award Management at website: <http://www.sam.gov>
- 2). Collecting a certification statement similar to the Certificate Regarding Debarment and Suspension (Bidder or Offeror), above.
- 3). Inserting a clause or condition in the covered transaction with the lower tier contract

If the FAA later determines that a lower tier participant failed to tell a higher tier that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedy, including suspension and debarment.

#### **7. CLEAN AIR AND WATER POLLUTION CONTROL.**

(Reference: 49 CFR § 18.36(i)(12)) Note, when the DOT adopts 2 CFR 200, this reference will change to 2 CFR § 200 Appendix II(G))

CONSULTANT and subcontractors agree:

- 1). That any facility to be used in the performance of the contract or subcontract or to benefit from the contract is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities;

- 2). To comply with all the requirements of Section 114 of the Clean Air Act, as amended, 42 U.S.C. 1857 et seq. and Section 308 of the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in Section 114 and Section 308 of the Acts, respectively, and all other regulations and guidelines issued thereunder;
- 3). That, as a condition for the award of this contract, the CONSULTANT or subcontractor will notify the awarding official of the receipt of any communication from the EPA indicating that a facility to be used for the performance of or benefit from the contract is under consideration to be listed on the EPA List of Violating Facilities;
- 4). To include or cause to be included in any construction contract or subcontract which exceeds \$100,000 the aforementioned criteria and requirements.

**8. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT REQUIREMENTS.**

(Reference: 2 CFR § 200 Appendix II (E))

- 1). Overtime Requirements.

The CONSULTANT or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic, including watchmen and guards, in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

- 2). Violation; Liability for Unpaid Wages; Liquidated Damages.

In the event of any violation of the clause set forth in paragraph (1) above, the CONSULTANT and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, CONSULTANT and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph 1 above, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph 1 above.

- 3). Withholding for Unpaid Wages and Liquidated Damages.

The Federal Aviation Administration or the Sponsor shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any monies payable on account of work performed by the CONSULTANT or subcontractor under any such contract or any other Federal contract with the same CONSULTANT, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same CONSULTANT, such sums as may be determined to be necessary to satisfy any liabilities of such



CONSULTANT or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph 2 above. 4).

Subcontractors.

The CONSULTANT or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs 1 through 4 and also a clause requiring the subcontractor to include these clauses in any lower tier subcontracts. The prime CONSULTANT shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs 1 through 4 of this section.

**9. DISADVANTAGED BUSINESS ENTERPRISES**

- 1). **Contract Assurance** (§26.13) - The CONSULTANT and their subcontractors shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The CONSULTANT shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the CONSULTANT to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.
- 2). **Prompt Payment** (§26.29) - The CONSULTANT agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty days from the receipt of each payment the CONSULTANT receives from COUNTY. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the COUNTY. This clause applies to both DBE and non-DBE subcontractors.

**10. FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE)**

(Reference: 29 USC §

201, et seq.)

All contracts and subcontracts that result from this solicitation incorporate the following provisions by reference, with the same force and effect as if given in full text. The CONSULTANT has full responsibility to monitor compliance to the referenced statute or regulation. The CONSULTANT must address any claims or disputes that pertain to a referenced requirement directly with the Federal Agency with enforcement responsibilities.

<b>Requirement</b>	<b>Federal Agency with Enforcement Responsibilities</b>
Federal Fair Labor Standards Act (29 USC 201)	U.S. Department of Labor – Wage and Hour Division

**11. LOBBYING AND INFLUENCING FEDERAL EMPLOYEES.** (Reference:49 CFR part 20, Appendix A)

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the CONSULTANT, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
  
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**12. OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 (Reference 20 CFR part 1910)**

All contracts and subcontracts that result from this solicitation incorporate the following provisions by reference, with the same force and effect as if given in full text. The CONSULTANT has full responsibility to monitor compliance to the referenced statute or regulation. The CONSULTANT must address any claims or disputes that pertain to a referenced requirement directly with the Federal Agency with enforcement responsibilities.

<b>Requirement</b>	<b>Federal Agency with Enforcement Responsibilities</b>
Occupational Safety and Health Act of 1970 (20 CFR Part 1910)	U.S. Department of Labor – Occupational Safety and Health Administration

**13. RIGHT TO INVENTIONS (Reference 49 CFR part 18.36(i)(8))**

All rights to inventions and materials generated under this contract are subject to requirements and regulations issued by the FAA and the COUNTY of the Federal grant under which this contract is executed.

**14. TERMINATION OF CONTRACT** (Reference: 49 CFR § 18.36(i)(2))

- a. The COUNTY may, by written notice, terminate this contract in whole or in part at any time, either for the COUNTY's convenience or because of failure to fulfill the contract obligations. Upon receipt of such notice services must be immediately discontinued (unless the notice directs otherwise) and all materials as may have been accumulated in performing this contract, whether completed or in progress, delivered to the COUNTY.
- b. If the termination is for the convenience of the COUNTY, an equitable adjustment in the contract price will be made, but no amount will be allowed for anticipated profit on unperformed services.
- c. If the termination is due to failure to fulfill the CONSULTANT's obligations, the COUNTY may take over the work and prosecute the same to completion by contract or otherwise. In such case, the CONSULTANT is be liable to the COUNTY for any additional cost occasioned to the COUNTY thereby.
- d. If, after notice of termination for failure to fulfill contract obligations, it is determined that the CONSULTANT had not so failed, the termination will be deemed to have been effected for the convenience of the COUNTY. In such event, adjustment in the contract price will be made as provided in paragraph 2 of this clause.
- e. The rights and remedies of the COUNTY provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

**15. TRADE RESTRICTION** (Reference: 49 CFR part 30)

The CONSULTANT or subcontractor, by submission of an offer and/or execution of a contract, certifies that it:

- a. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
- b. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
- c. has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a CONSULTANT or subcontractor who is unable to certify to the above. If the CONSULTANT knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the Federal Aviation Administration may direct through the COUNTY cancellation of the contract at no cost to the Government.

Further, the CONSULTANT agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in each contract and in all lower tier subcontracts. The CONSULTANT may rely on the certification of a prospective subcontractor unless it has knowledge that the certification is erroneous.

The CONSULTANT shall provide immediate written notice to the COUNTY if the CONSULTANT learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The subcontractor agrees to provide written notice to the CONSULTANT if at any time it learns that its certification was erroneous by reason of changed circumstances.

This certification is a material representation of fact upon which reliance was placed when making the award. If it is later determined that the CONSULTANT or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the COUNTY cancellation of the contract or subcontract for default at no cost to the Government.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a CONSULTANT is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

**16. TEXTING WHEN DRIVING** (References: Executive Order 13513, and DOT Order 3902.10)

In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving" (10/1/2009) and DOT Order 3902.10 "Text Messaging While Driving" (12/30/2009), FAA encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or sub-grant.

The CONSULTANT must promote policies and initiatives for employees and other work personnel that decrease crashes by distracted drivers, including policies to ban text messaging while driving. The CONSULTANT must include these policies in each third party subcontract involved on this project.

**17. VETERAN'S PREFERENCE** (Reference: 49 USC § 47112(c))

In the employment of labor (except in executive, administrative, and supervisory positions), preference must be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns

owned and controlled by disabled veterans as defined in Title 49 United States Code, Section 47112. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

Date: \_\_\_\_\_ Executed at  
(city/state): \_\_\_\_\_

I declare under penalty of perjury, pursuant to the laws of the State of California, that the foregoing is true and correct to the best of my knowledge.

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Signature / Title (Company Representative)

**CONSULTING SERVICES CONTRACT  
AEA No. 25-05  
Camarillo Airport – FINAL DESIGN SERVICES FOR  
RUNWAY 8-26 RECONSTRUCTION**

This is a Contract, made and entered into this September 10, 2024, by and between the COUNTY OF VENTURA, (COUNTY), and WOOLPERT INC., 4454 Idea Center Blvd, Dayton, OH 45230 (CONSULTANT).

This Contract shall be administered for the COUNTY by the COUNTY's Department of Airports. Claims, disputes, or complaints to the COUNTY under this contract must be addressed to the Projects Coordinator located at 555 Airport Way, Suite B, Ventura, CA 93010 by certified mail return receipt requested. This Contract constitutes the entire agreement between the parties regarding its subject matter and supersedes all previous and contemporaneous agreements, understandings and negotiations regarding the subject matter of this Contract. No modification, waiver, amendment or discharge of this Contract is valid unless the same is in writing and signed by duly authorized representatives of both parties.

The parties hereto agree as follows:

1. COUNTY hereby retains CONSULTANT to perform services as provided in the "Scope of Work and Services", attached hereto as "Exhibit A", and the "County of Ventura, Public Works Agency, Consultant's Guide to Ventura County Procedures" as amended, which is on file with the County of Ventura, Public Works Agency, and which by reference is made a part hereof. This Contract shall take precedence over the Guide in case of conflicting provisions, otherwise they shall be interpreted together.
2. All work under this Contract, and any portion thereof separately identified, shall be completed within the time provided in the "Time Schedule", attached hereto as "Exhibit B". COUNTY shall issue a suspension of the contract time whenever CONSULTANT is delayed by action or inaction of COUNTY and CONSULTANT promptly notifies COUNTY of such delays.
3. Payment shall be made monthly, within 30 days from when the COUNTY receives an invoice along with a COUNTY claim form, or 10 business/working days from when the Auditor-Controller's office receives the invoice and COUNTY claim form, in accordance with the "Fees and Payment", attached hereto as "Exhibit C".
4. COUNTY, Federal Aviation Administration (FAA), Comptroller General of the United States or any duly authorized representative shall have the right to review the work being performed by CONSULTANT under this Contract at any time during COUNTY's usual working hours. A review of the work in progress shall not relieve the CONSULTANT of responsibility for the accuracy and completeness of the work performed under this Contract.



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5. COUNTY or any duly authorized representative shall have the right to review the work being performed by CONSULTANT under this Contract at any time during COUNTY's usual working hours. A review of the work in progress shall not relieve the CONSULTANT of responsibility for the accuracy and completeness of the work performed under this Contract.
6. This Contract is for the professional services of CONSULTANT and is non-assignable by CONSULTANT without prior consent by COUNTY in writing except that CONSULTANT may assign money due or which will accrue to CONSULTANT under this Contract. If given written notice, COUNTY will recognize such assignment to the extent permitted by law, but any assignment of money shall be subject to all proper setoffs and withholdings in favor of the COUNTY and to all deductions provided for in this Contract. All money withheld, whether assigned or not, shall be subject to being used by COUNTY for completion of the work, should the Contract be in default. Such professional services shall be actually performed by, or shall be immediately supervised by a Vice President of CONSULTANT.

In performing these professional services, CONSULTANT is an independent contractor and is not acting as an agent or employee of COUNTY.

7. COUNTY retains the right to terminate this Contract for any reason prior to completion by notifying CONSULTANT in writing, and by paying charges accumulated prior to such termination. Such charges shall be limited to the maximum fee specified in "Exhibit C" for completion of any separately identified phase of the work which, at the time of termination, has been started by request of COUNTY.
8. On completion or termination of Contract, COUNTY shall be entitled to immediate possession of, and CONSULTANT shall furnish on request, all computations, plans, correspondence and other pertinent data gathered or computed by CONSULTANT for this particular project prior to any termination. No documents prepared pursuant to this Contract or any modifications thereof shall be copyrighted by CONSULTANT or by COUNTY. CONSULTANT may retain copies of said original documents for CONSULTANT's files.
9. CONSULTANT is authorized to place the following statement on the drawings or specifications prepared pursuant to this Contract:

"This drawing (or These specifications), including the designs incorporated herein, is (are) an instrument of professional service prepared for use in connection with the project identified hereon under the conditions existing on date. Any use, in whole or in part, for any other project without written authorization of JVIATION, shall be at user's sole risk."

10. CONSULTANT owes COUNTY an undivided duty of loyalty in performing the services under this contract. During the term of this agreement CONSULTANT shall not employ or compensate personnel currently employed by COUNTY.

CONSULTANT shall promptly inform COUNTY of any contract, arrangement, or interest that CONSULTANT may enter into or have (other than this Contract) related to the COUNTY's subject project. This includes contracts and arrangements with manufacturers, suppliers,

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contractors or other third parties which possess or seek to obtain a financial interest related to the COUNTY's subject project. In performing services under this Contract, CONSULTANT acknowledges that it may be subject to laws addressing financial conflicts of interest such as the Political Reform Act ("Act"), Government Code section 81000 et seq.

CONSULTANT shall comply with financial disclosure requirements under the Act as directed by COUNTY, and shall not engage in activities that may constitute a conflict of interest under applicable law.

11. This Contract is funded in part by a Federal Aviation Administration (FAA), Airport Improvement Program (AIP) grant. Personnel performing services in the field during construction are required in accordance with Section 1770 et. seq. of the California Labor Code and the Code of Federal Regulations (Davis-Bacon Act) to be paid the higher of determinations of the general prevailing wages for various classes of workers in Ventura County as made by the California Director of Industrial Relations or the U.S. Secretary of Labor.

12. CONSULTANT shall defend, indemnify and hold harmless COUNTY, including the COUNTY's boards, agencies, departments, officers, employees and agents (collectively "Indemnitee"), against any and all claims, lawsuits, judgments, debts, demands or liabilities that arise out of, pertain to, or relate to the CONSULTANT's negligence, recklessness or willful misconduct in the performance of this Contract.

13. Insurance Requirements

a. Without limiting CONSULTANT's duty to indemnify and defend COUNTY as required herein, CONSULTANT shall, at CONSULTANT'S sole cost and expense and throughout the term of this Contract and any extensions thereof, carry one or more insurance policies that provide the following minimum coverage:

- 1) Commercial General Liability insurance shall provide a minimum of \$1,000,000 coverage for each occurrence and \$2,000,000 aggregate coverage.
- 2) Automobile Liability insurance shall provide a minimum of either a combined single limit of \$300,000 for each accident or all of the following: \$100,000 bodily injury per person, \$300,000 bodily injury per accident and \$50,000 property damage
- 3) Worker's Compensation insurance in full compliance with California law for all employees of CONSULTANT in the minimum amount of \$500,000.
- 4) Professional Liability (Errors and Omissions) insurance shall provide a minimum of \$1,000,000 coverage for each occurrence or \$2,000,000 in annual aggregate coverage.

b. CONSULTANT shall notify COUNTY immediately if the CONSULTANT'S general aggregate of insurance is exceeded by valid litigated claims and purchase additional levels of insurance to maintain the above stated requirements. Each type of insurance mentioned herein shall be written by a financially responsible company or companies authorized to do business in the State of California. CONSULTANT agrees to provide COUNTY with copies of certificates of all policies written and each shall contain an endorsement that they are not subject to cancellation without 30 days prior written notice being given to COUNTY by the insurance company or companies writing such insurance. CONSULTANT agrees to name County of



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Ventura and its officials employees and agents as additional insured (“Additional Insureds”) on CONSULTANT’S general and automobile liability insurance policies.

All required insurance shall be primary coverage as respects the Additional Insureds, and any insurance or self insurance maintained by the Additional Insureds shall be in excess of CONSULTANT’S insurance coverage and shall not contribute to it. CONSULTANT agrees to waive all rights of subrogation against the Additional Insureds for losses arising directly or indirectly from the activities or work performed by CONSULTANT hereunder.

c. Notwithstanding subparagraph 13.a., if the Professional Liability coverage is “claims made”, CONSULTANT must, for a period of five (5) years after the date when Contract is terminated, completed or non-renewed, maintain insurance with a retroactive date that is on or before the start date of contract services or purchase an extended reporting period endorsement (tail coverage). COUNTY may withhold final payments due until satisfactory evidence of the tail coverage is provided by CONSULTANT to COUNTY,

14. CONSULTANT shall sign and comply with the statement as set forth in “Exhibit D” hereto. Where the word Contractor is used in “Exhibit D” it shall mean “CONSULTANT”.

15. Disputes arising under or related to the performance of the Contract shall be resolved by arbitration unless the COUNTY and the CONSULTANT agree in writing, after the dispute has arisen, to waive arbitration and to have the claim or dispute litigated in a court of competent jurisdiction. Arbitration shall be pursuant to Article 7.1 (commencing with Section 10240) of Chapter 1 of Part 2 of the Public Contract Code and implementing regulations at Chapter 4 (commencing with Section 1300) of Division 2 of Title 1 of the California Code of Regulations.

The arbitration decision shall be decided under and in accordance with California law, supported by substantial evidence and, in writing, contain the basis for the decision, findings of fact, and conclusions of law.

Arbitration shall be initiated by a Complaint in Arbitration made in compliance with the requirements of section 1300 et seq. of Title 1 of the California Code of Regulations.

Where an election is made by either party to use the Simplified Claims Procedure provided under Sections 1340 – 1346 of Title 1 of the California Code of Regulations, the parties may mutually agree to waive representation by Counsel.

Prior to filing a Complaint in Arbitration, the CONSULTANT shall exhaust his administrative remedies by attempting to resolve his dispute with COUNTY’S staff in the following sequence:

Project Coordinator  
Director of Airports (Director)

CONSULTANT shall initiate the administrative review process no later than thirty (30) days after the dispute has arisen by submitting a written statement describing the dispute and request for relief, along with supporting argument and evidence, to the Project Coordinator. CONSULTANT may appeal the Project Coordinator’s decision in writing to the Director not later than seven (7)

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days after receipt of the Project Coordinator's decision. The Project Coordinator's and Director's decision shall be in writing. The Director's decision shall be the final decision.

CONSULTANT: WOOLPERT, INC.

Taxpayer No.: 20-1391406

Dated: 9/10/2024

DocuSigned by:  
*Jason Virzi*  
88C6604FF188434...

Jason Virzi Vice President

Print Name and Title

Dated: \_\_\_\_\_

\_\_\_\_\_

Print Name and Title

COUNTY: County of Ventura

Dated: 9/10/2024



Keith Freitas, Director of Airports

**EXHIBIT A**

**Scope of Services  
Camarillo Airport – Design Services  
Final Design of Runway 8-26 Reconstruction**

**I. PROJECT DESCRIPTION**

This project shall consist of preparing Construction Plans, Contract Documents, Technical Specifications, and Engineer’s Design Report, along with Design Survey for the Final Design of the Runway 8-26 Reconstruction Project. This scope of work is for the consulting services provided by the Consultant for the County. See Exhibit No. 1 below for the project location.



**EXHIBIT NO. 1**

This project shall consist of the final design of the reconstruction of the 6,013-foot-long Runway 8-26 and approximately 200-foot-long transitional pavement along Taxiways A through E each. The 200-foot-long east and west blast pads will also be reconstructed and the additional paved Runway Safety Area (RSA) and abandoned pavement (2,500 feet in length on the east end and 800 feet in length on the west end) will be removed and graded. During design, the pavement removals required for safety or per FAA design standards will be determined and included in the base bid; additional pavement removals will be considered for a bid alternate. Based on initial investigations, this final design presumes a full-depth reconstruction is the recommended pavement rehabilitation, but this will be confirmed following additional geotechnical testing and pavement design analysis. The reconstruction will correct non-standard runway geometry and address failing pavement areas. The existing

pavement along the runway is showing signs of distress and failure and is creating foreign object debris (FOD) which is hazardous to aircraft and airport users. The improvements to the existing runway are necessary to improve the safety at the airport and increase the useful life of these pavements, as well as to support the current and future fleet mix of the airport.

Runway 8-26 was initially constructed between 1942 and 1958, with overlays in 1955 and 1998. In its existing condition, the runway has a cross-slope from the north edge of pavement to the south edge of pavement. The proposed project will determine if the cross-slope pavement will be maintained or if a crown along the runway centerline will be established. The existing runway is 150-foot wide; however, the runway width will be shortened to 100-foot wide with recommended 20-foot shoulders to meet the current geometry design standards per FAA Advisory Circular 150/5300-13B *Airport Design* given the existing fleet mix. The fleet mix will be analyzed during the final design to determine if any major changes have warranted an increase to the proposed runway width.

The proposed project will also consist of drainage improvements and underdrain infrastructure to meet regional, state, and federal water quality standards. If it is determined that a runway crown will need to be established in design, a drainage system will be implemented on the north side of the runway to convey runoff to the existing catch basin infrastructure on the south side of the runway. Infiltration chambers will then need to be incorporated in design on the south side of the runway to mitigate the stormwater quality to meet MS4 requirements. The establishment of a runway crown will also require the design for the relocation of the Runway End Identifier Lights (REILS) and Precision Approach Path Indicators (PAPIs). Any work on FAA owned equipment will be handled through a reimbursable agreement with the FAA.

A preliminary geotechnical investigation performed by Earth Systems Pacific in 2017 consisted of six (6) bores along Runway 8-26 and revealed that the runway consists of three different pavement sections; the eastern portion is comprised of 8-10-inches of asphalt concrete over 3.5-7-inches of base course, the central portion consists of 9.5-10-inches of asphalt concrete, and the western portion is composed of 2.75-inches of asphalt concrete over 11.25-inches of Portland cement concrete. The existing subgrade California Bearing Ratio (CBR) values along Runway 8-26 based on existing soil density and moisture content ranged from 1 to 22, with the values ranging from 1-3 estimated since the existing soil moisture content and/or density at subgrade was out of the data range. Based on the results of the limited bores, Earth Systems recommended a lime treatment of subgrade soils to reduce the design section and increase the subgrade CBR values. The preliminary geotechnical report also recommended mixing the milled existing asphalt and base course with the subgrade in addition to 4-6% lime treatment to increase the CBR of the subgrade soils to a value of 9. However, additional testing and an updated recommendation will be conducted during the final design to finalize the CBR values, pavement rehabilitation recommendation, and subgrade treatment recommendation with the additional bores. The proposed project will also standardize the pavement section along the runway and ensure FAA design standards are met for the existing and proposed fleet mix.

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The results of the PCN evaluation performed by Dynatest Consulting, Inc. in 2016 was utilized to evaluate the existing pavement conditions. The ACN/PCN ratio was calculated utilizing the COMFAA software and ranged from 1.3 through 0.9 for Runway 8-26, 4.9 for Taxiway A, 1.1 for Taxiway B, 0.1 to 33.0 for Taxiway C, 0.3 to 3.3 for Taxiway D, and 1.1 for Taxiway E. Generally, a ratio above 1.1 is considered problematic for the proposed aircraft mix. The results thus indicated that the existing pavement section is insufficient to support the proposed fleet mix and that a full-depth reconstruction is recommended. The PCN evaluation will be updated to an ACR-PCR value to comply with the newest version of AC 150/5335-5D *Standardized Method of Reporting Airport Pavement Strength – PCR* in the final design utilizing the new geotechnical data.

The full-depth pavement section will be removed and replaced with a traditional pavement section consisting of: P-209 Crushed Aggregate Base and P-401 Bituminous Surface Course. The runway will also be grooved due to the jet operation frequency to meet current FAA design standards, and temporary and permanent pavement markings will be applied.

Due to the decrease in pavement width from 150-feet to 100-feet, the existing runway edge and in-pavement lighting system and airfield guidance signs will need to be removed and replaced, as well as updated to current electrical systems. The electrical vault equipment, including the Constant Current Regulator (CCR), may also need to be updated following an inspection during the design phase.

A topographical and aeronautical survey will be completed for the project area consisting of approximately 195 acres to develop the base files for design, determine utility locations, and map elevations of existing infrastructure. This survey will be utilized to develop the project grading plan, plan set, and project quantities.

This project will be designed assuming it will be funded and constructed in one year; however, if it is determined that funding is not available for construction in one year, then the project will need to be further phased based on available funding and will be incorporated into an additional scope of work. If it is determined that a crowned centerline is required to be established along Runway 8-26, then approximately 1000-foot-long pavement sections along the runway would need to be temporarily constructed in order to tie the transverse grades to the new crowned pavement edges, as well as the new 100-foot-wide pavement to the existing 150-foot-wide pavement, at the end of each construction phase. Temporary electrical infrastructure and stormwater infrastructure may also need to be established due to the decrease in width of the runway pavement section.

The engineering fees for this project will be categorized under **Basic Services**, which includes; 1) Preliminary Design Phase, 2) Design Phase, and Reimbursable Costs During Design, and **Special Services**, which includes; 3) Design Survey Phase and Reimbursable Costs During Survey. Additional services that will be completed by subconsultants to the Consultant, including the proposed geotechnical investigation and aerial imagery acquisition will also be included under **Special Services**. Parts A and B and the three phases are described in more detail below.

**II. SCOPE OF SERVICES**



**BASIC SERVICES** consists of the Preliminary Design Phase and Design Phase (invoiced on a lump sum basis), and On-Site Construction Coordination Phase (invoiced on a cost plus fixed fee basis). Also included are direct subcontract costs for quality assurance testing during construction.

**1.0 Preliminary Design Phase**

**1.01 Coordinate and Attend Meetings with the County and FAA.** Meetings with the County and the FAA will take place to determine critical project dates, establish the proposed design schedule and AIP development schedule, review environmental component(s), determine the feasibility of the proposed project and to establish the need for topographical surveying, pavement investigation and/or geotechnical testing. Various meetings during the design phase will also be conducted to review the progress of the design, discuss construction details and proposed time frame of construction and identify any special requirements for the project. One of these meetings will also include meeting with tenants to obtain feedback on the proposed project phasing.

**1.02 Prepare Project Scope of Work and Coordinate Contract.** This task includes establishing the scope of work through meetings outlined above. Fees will be negotiated with the County and may be subject to an independent fee estimate conducted by a third party hired by the County. This task also includes coordinating with the County on the contract for this project.

**1.03 Prepare Preliminary Cost Estimating.** Not Applicable. The preliminary cost estimate from the conceptual design will be utilized and refined under Task 2.14.

**1.04 Provide Project Management and Coordination.** The Consultant shall provide project management and coordination services to ensure the completion of the design. These duties include:

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- Time the Consultant spends planning, organizing, securing and scheduling resources, and providing instruction to staff to meet project objectives as defined in the approved scope of work.
- The Consultant will analyze the budget semi-monthly to ensure budget and staffing needs are on track to meet design schedules within budget.
- Additional items to be accomplished include compiling and sending additional information requested from the office to related parties, maintaining project files as necessary and other items necessary in day-to-day project coordination.
- The Consultant will prepare and submit monthly invoicing.

The Consultant will complete the following tasks:

- Provide the County with a monthly Project Status Report (PSR), in writing, reporting on Consultant's progress and any problems that may arise while performing the work. The PSR must include an update of the project schedule, as described in this section, when schedule changes are expected.
- Submit for acceptance and maintain, a design schedule detailing the scheduled performance of the work.
- Create and maintain a Quality Control Checklist (QCC) for the project. The QCC shall include personnel, project milestone checking and peer review procedures at each phase of the project.

**1.05 Review Existing Documents.** Not Applicable. The existing documents that were reviewed during the conceptual design will be utilized during final design.

**1.06 Coordinate Topographical and Aeronautical Survey.** This task includes preparing the requirements, establishing the limits of the survey area, and scheduling time for the survey to be completed. Survey will be performed in-house under Tasks 3.01 and 3.02. The Deputy Project Manager is expected to visit the project site to coordinate the survey activities with the County and the survey team.

**1.07 Coordinate Geotechnical Investigation.** This task includes preparing the requirements for soils testing, establishing the limits of work, and scheduling a time for testing to be completed. The requirements of the geotechnical investigation shall be established in accordance with FAA AC 150/5320-6 (current edition), *Airport Pavement Design and Evaluation*. Negotiating with the geotechnical engineering firm for a cost to perform the work is also included in this task. The Deputy Project Manager is expected to visit the project site to coordinate the geotechnical investigation activities with the County and the geotechnical team.

**1.08 Coordinate Utility Locating and Potholing.** This task includes coordinating with a utility locating/potholing company to locate utilities that might impact this project. Negotiating with the utility locating/potholing firm for a cost to perform the work and providing an on-site representative of the Consultant during the locates/potholing is also included in this task.

**1.09 Prepare State Grant Application.** This task consists of coordinating with the County on the state grant application, which includes the following:

- Prepare Project Financial Information.
- Prepare Project Sketch (11" x 17").

The County will submit the grant application to the CALTRANS Aeronautics' Division.

**1.10 Prepare Federal Grant Application.** This task consists of preparing the federal grant application. The application will be submitted during the initial portion of the project. Preparation of the application includes the following:

- Prepare Federal 424 form.
- Prepare Federal Form 5100 – II thru IV.
- Prepare project funding summary.
- Prepare program narrative, discussing the purpose and need of the work and the method of accomplishment.
- Project sketch (11" x 17").
- Include preliminary cost estimate.
- Include the existing Exhibit "A" Property Map.
- Include the Sponsor's certifications.
- Attach the current grant assurances.
- Include DOT Title VI assurances.
- Include certification for contract, grants and cooperative agreements.
- Include Title VI pre-award checklist.
- Include current FAA advisory circulars required for use in AIP funded projects.

The Consultant shall submit the grant application to the County for approval and signatures. After obtaining the necessary signatures, the County or Consultant shall forward a copy of the signed application to the FAA for further processing.

**1.11 Prepare Environmental Documentation.** Not Applicable. The FAA has determined that a Categorical Exclusion (CATEX) applies to the project according to FAA orders 1050.1F and 5050.4B. A documented CATEX following current FAA guidance that addressed potential environmental effects resulting from the proposed project was submitted on September 28, 2022 by a different consultant to the County and is awaiting approval. The environmental conditions and scope of the project have not changed since original environmental determination. The environmental exhibit created as part of the previously approved CATEX will be reviewed for accuracy and referenced throughout this project.

**1.12 Prepare Disadvantaged Business Enterprise (DBE) Program and Goal.** Not applicable. The approved DBE program and goal is from 2021-2024 and the County will prepare the 2025-2028 DBE program and goal.

**1.13 Coordinate County/FAA Reimbursable Agreement.** A reimbursable agreement is a contractual agreement between the County and FAA for materials, supplies, equipment and services the FAA provides to the County. This task includes providing information to the County for the administration and completion of the reimbursable agreement between the County and FAA, including diagrams/sketches, ROM cost estimates, project schedules, etc.

The process to establish a reimbursable agreement can take on average up to 10-12 months. To avoid unnecessary delays, it is recommended the County initiate this process



during the planning and project formulation phases of the project. The costs necessary to mitigate any impacts to FAA owned equipment caused by a County's AIP funded development project are eligible for reimbursement under the AIP.

**1.14 Prepare Quarterly Performance Reports – Design.** Federal Regulation 49 CFR Part 18 establishes uniform administrative requirements for grants to State and Local Governments. Subpart 18.40 addresses monitoring and reporting requirements for the County. The Consultant will assist the County in managing grant activities to ensure compliance with applicable Federal requirements. The Consultant will submit a quarterly performance report while the grant is active. It is estimated there will be four quarterly performance reports completed during the design phase of this project.

<b>TASK 1 DELIVERABLES</b>	<b>TO FAA</b>	<b>TO COUNTY</b>
1.01 Meeting Agendas, AIP Development Schedule and Meeting Minutes from Pre-Design Meeting	✓	✓
1.02 Scope of Work and Coordinate Contract with County	✓	✓
1.04 Design Schedule, PSR, and Monthly Invoicing		✓
1.09 State Grant Application		✓
1.10 Federal Grant Application		✓
1.14 Quarterly Performance Reports		✓

<b>TASK 1 MEETINGS/SITE VISITS</b>	<b>LOCATION/ATTENDEES/DURATION</b>
1.01 Meetings with County and FAA	<ul style="list-style-type: none"> <li>• Camarillo, CA</li> <li>One (1) Project Manager and (1) Deputy Project Manager</li> <li>Assume One (1) hour via teleconference (10 meetings)</li> </ul>
1.02 Prepare Project Scope of Work and Coordinate Contract	<ul style="list-style-type: none"> <li>• Camarillo, CA</li> <li>One (1) Project Manager and (1) Deputy Project Manager</li> <li>Assume One (1) hour via teleconference (2 meetings)</li> </ul>
1.06 Coordinate Topographical and Aeronautical Survey	<ul style="list-style-type: none"> <li>• Camarillo, CA</li> <li>One (1) Deputy Project Manager</li> <li>• Assume half day site visit (1 site visit)</li> </ul>
1.07 Coordinate Geotechnical Investigation	<ul style="list-style-type: none"> <li>• Camarillo, CA</li> <li>One (1) Deputy Project Manager</li> <li>• Assume half day site visit (1 site visit)</li> </ul>
1.08 Utility Coordination with Local Utility Companies	<ul style="list-style-type: none"> <li>• Camarillo, CA</li> <li>One (1) Project Manager and (1) Deputy Project Manager</li> <li>Assume One (1) hour via teleconference (2 meetings)</li> </ul>

**2.0 Design Phase**

**2.01 Weekly Design Team Meetings.** This task includes a weekly meeting with the design team working on this project throughout the duration of the design, which is expected to take

approximately eight (8) months. The weekly design team meeting will be attended by the Civil Project Manager, Deputy Project Manager, Electrical Project Manager, staff engineer(s), designer(s), drafter(s), and project coordinator. The weekly design team meeting will also be attended approximately once a month by the Practice Operations Leader, Quality Control Manager, and Construction Operations Manager.

**2.02 Analyze Topographic Survey Data.** This task includes analyzing the topographical survey data and preparing the data for use with computer modeling. This will include the following tasks:

- Generate three-dimensional contour model from TIN surface model.
- Prepare and process data for spot elevations, grading and/or paving cross sections.

This task includes analyzing the Runway 8-26 safety area topographical survey and object inventory data. Current editions of FAA runway safety area documents (i.e., FAA Office of Airports (ARP) Standard Operating Procedure (SOP) No. 8 Runway Safety Area Determination, FAA Order 5200.8 Runway Safety Area Program, FAA Order 5200.9 Financial Feasibility and Equivalency of Runway Safety Area Improvements and Engineered Material Arresting Systems, etc.) will be reviewed and applicable data provided to the County accordingly. This will include the following tasks:

- Conduct safety area topographical survey and object inventory.
- Prepare exhibit(s) (plan view of safety area with spot elevations/longitudinal and transverse gradients/dimensions, location/description of objects; etc.) and associated narrative with analysis (compliance with current standards vs. non-compliance with current standard(s)).
- If a non-standard determination is made by the FAA, assist County with alternative analysis preparation and presentation per the referenced FAA guidance above.

**2.03 Analyze Geotechnical Investigation Data.** This task includes analyzing the geotechnical investigation. This will include the following tasks:

- Review Geotechnical Consultant recommendations.
- Determine appropriate subgrade stabilization methods.
- Determine appropriate pavement rehabilitation, if appropriate.
- Determine on-site sources and quantities of suitable material for embankment.
- Determine appropriate data for the pavement design form(s).
- Prepare soil information for incorporation on the construction plans.

**2.04 Prepare Pavement Design.** After receiving the geotechnical investigation data, the Consultant will analyze the data and prepare a proposed pavement section using current FAA design software (FAARFIELD). In addition to determining the proposed pavement section for the

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current and anticipated traffic, a pavement classification rating (PCR) analysis will be performed in accordance with FAA Advisory Circular (AC) 150/5335-5 (Current Edition), *Standardized Method of Reporting Airport Pavement Strength – PCR*, to determine the runway PCR classification based on the expected fleet mix. The Consultant will submit the FAARFIELD computer printouts with a narrative to the FAA. The following tasks will be completed:

- Determine appropriate data for pavement design.
- Input data for computer modeling with topographical survey data.
- Prepare an exhibit showing the existing pavement and base course thickness.
- Determine areas of existing pavement to be removed and replaced.
- Prepare pavement and soils information for incorporation on the construction drawings.
- Verify elevation of water table.
- Compile the current airport fleet mix.
- Input data into FAARFIELD.
- Run pavement design scenarios.
- Analyze output from FAARFIELD.
- Select preferred pavement section.
- Compare pavement section to FAA Advisory Circular (AC) 150/5320-6 (Current Edition), *Airport Pavement Design and Evaluation*.
- Verify over excavation requirements (if needed).
- Verify optimum moisture content for subgrade preparation.
- Incorporate subgrade stabilization recommendations.

**2.05 Prepare Existing Utility Inventory.** This task includes reviewing record drawings and consulting with the County and local utility companies to identify all utilities within the project site. The Construction Plans will include, to the maximum extent possible, the surveyed locations of observable utility features and the locations identified by utility locates.

**2.06 Prepare Preliminary Contract Documents.** This task includes preparing the Preliminary Contract Documents, including Contract Proposal, Bid Bond, Contractor Information Sheet, Subcontractor/Material Supplier List, Disadvantaged Business Utilization Commitment, DBE Participation Form, Equal Employment Opportunity Report Statement, Buy America Certification, Buy America Waiver Request, Buy America Conformance Listing, Non-Collusion Affidavit, Public Contract Code Sections 10285.1, 10162, and 10232, Drug-Free Workplace Certification, Certification of Offeror/Bidder Regarding Tax Delinquency and Felony Convictions, Bid Proposal, Contract, Payment Bond, Performance Bond, Notice of Award, Notice to Proceed, Notice of Contractor's Settlement, General Provisions, Wage Rates, and County of Ventura Standard Specifications. The wage rates will be updated at the time of advertisement to reflect the most current wage rates available. Preparation will include establishing the location for the bid opening, dates for advertisement and description of the work schedule. Also included in the Preliminary Contract Documents, and covered under separate tasks below, are the Construction Safety and Phasing Plan, Technical Specifications, and Special Provisions. Preliminary Contract Documents will be prepared as early as possible during the design phase and submitted to the County for review.

**2.07 Prepare Construction Safety and Phasing Plan (CSPP).** This task includes meeting with the County to discuss the current operations of the airport to assist in determining how the proposed construction phasing of the project will affect these operations. From these meetings, a complete Construction Safety and Phasing Plan (CSPP) will be developed to ensure safety compliance when coordinating construction activities and airport operations. The CSPP will be developed in accordance with the requirements of FAA AC 150/5370-2 (Current Edition),

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*Operational Safety on Airports During Construction.* A construction phasing plan that meets the requirements of the AC and operational needs of the airport will be developed and included in the Contract Documents. This plan will also identify any nighttime work, continuous working times, or other unusual conditions that could affect the Contractor’s normal progress on the project. The draft CSPP will be submitted at 30% complete and at 90% complete to the County and ADO for review. Upon preliminary approval from the ADO, the CSPP will be submitted to FAA for OE/AAA coordination.

**2.08 Prepare Preliminary Construction Plans.** This task includes preparing the following list of construction plans for the project. Additional plans may be added during the design phase as needed:

<b>Plan Name/Description</b>	<b>Number of Sheets</b>
Cover Sheet	1
Index of Drawings, Summary of Approximate Quantities and General Notes	3
Survey Control Plan	1
Geotechnical Investigation Plan	8
Existing Condition Plan	8
Safety Plan	1
Construction Layout Plan	1
Construction Phasing Plan	8
Environmental Requirements and Details	2
Demolition Plan	12
Demolition Details	2
Geometric Layout Plan	8
Overall Grading Plan	1
Grading Plan	12
Pavement Plan and Profile	12
Typical Sections	4
Cross Sections	18
Spot Elevation Plan	8
Underdrain and Storm Sewer Layout Plan	8
Storm Sewer Plan and Profile	6
Underdrain and Storm Sewer Details	4
Pavement Grooving Plan	4
Pavement Grooving Details	1
Pavement Marking Plan	8
Pavement Marking Details	4
Seeding and Erosion Control Plan	4
Seeding and Erosion Control Details	1
Electrical Legend and General Notes	1
Electrical Demolition Plan	8
Electrical Layout Plan	8
Electrical Details	6
<b>Total Sheet Count</b>	<b>173</b>

**2.09 Prepare Preliminary Technical Specifications.** This task includes assembling the technical specifications necessary for the project. Standard FAA specifications will be utilized where possible, with the guidance from FAA AC 150/5370-10 (Current Edition), *Standard Specifications for Construction of Airports*. Additional specifications will be prepared to address work items for materials that are not covered by the standard FAA specifications. The standard specifications to be utilized shall include, but are not limited to, the following:

- ☐ Item C-100 Contractor Quality Control Program (CQCP)
- ☐ Item C-102 Temporary Air and Water Pollution, Soil Erosion and Siltation Control
- ☐ Item C-105 Mobilization
- ☐ Item C-110 Method of Estimating Percentage of Material Within Specification Limits (PWL)
- ☐ Item P-101 Preparation/Removal of Existing Pavements
- ☐ Item P-151 Clearing and Grubbing
- ☐ Item P-152 Excavation, Subgrade and Embankment
- ☐ Item P-153 Controlled Low-Strength Material (CLSM)
- ☐ Item P-154 Subbase Course
- ☐ Item P-155 Lime-Treated Subgrade
- ☐ Item P-156 Cement Treated Subgrade
- ☐ Item P-209 Crushed Aggregate Base Course
- ☐ Item P-306 Lean Concrete Base Course
- ☐ Item P-401 Asphalt Mix Pavement
- ☐ Item P-501 Cement Concrete Pavement
- ☐ Item P-603 Emulsified Asphalt Tack Coat
- ☐ Item P-604 Compression Joint Seals for Concrete Pavements
- ☐ Item P-605 Joint Sealants for Pavements
- ☐ Item P-608 Emulsified Asphalt Seal Coat
- ☐ Item P-610 Concrete for Miscellaneous Structures
- ☐ Item P-620 Runway and Taxiway Marking
- ☐ Item P-621 Saw-Cut Grooves
- ☐ Item D-701 Pipe for Storm Drains and Culverts
- ☐ Item D-705 Pipe Underdrains for Airports
- ☐ Item D-751 Manholes, Catch Basins, Inlets and Inspection Holes
- ☐ Item D-752 Concrete Culverts, Headwalls and Miscellaneous Drainage Structures
- ☐ Item T-901 Seeding
- ☐ Item T-905 Topsoil
- ☐ Item L-108 Underground Power Cable for Airports
- ☐ Item L-109 Airport Transformer Vault and Vault Equipment
- ☐ Item L-110 Airport Underground Electrical Duct Banks and Conduits
- ☐ Item L-115 Electrical Manholes and Junction Structures
- ☐ Item L-125 Installation of Airport Lighting Systems

**2.10 Prepare Preliminary Special Provisions.** This task includes preparing the preliminary Special Provisions to address, or expound on, site conditions that require additional clarification. These include, but are not limited to: Haul Roads, Airport Security, Radio Communications, Work Schedule, Contractor's Quality Control Program, Sequencing of the Work, Closure of Air Operations Areas, Accident Prevention, Underground Cables/Utilities, Insurance, Indemnification, Sales and Use Taxes, Permits and Compliance with Laws, Executed Contracts, Subletting or Assigning of Contracts, Qualification of Disadvantaged Business Enterprises, Liquidated Damages, Acceptance Testing, Grade Control and Surface Tolerance, Construction Management Plan, General Requirements for Airport Construction, Storm Water Pollution Prevention Plan, Key Personnel, Scheduling of Work, Partnering, and Removing of Miscellaneous Structures.

**2.11 Review and Incorporate Airfield Drainage Study.** This task includes verifying the existing storm drainage and/or subsurface drainage systems as well as reviewing and incorporating into design the Camarillo Airport Geometry Study and Airfield Drainage Study for Runway 8-26 and



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Taxiway Connectors by Encompass Consultant Group in June, 2022. Surface drainage will be evaluated and designed to ensure accordance with standard engineering practices, local requirements and FAA AC 150/5320-5 (Current Edition), *Airport Drainage Design*.

**2.12 Compile/Submit Permits.** This task includes identifying potential federal, state and local permits needed for the project. Permits are anticipated to be required for, but are not limited to, stormwater pollution prevention plans and associated permits (SWPPP). When applicable, the Consultant will assist the County to compile information and submit permits that are required to be obtained by the County.

**2.13 Compile/Submit FAA Form 7460.** This task includes preparing and submitting the required FAA Form 7460-1, "Notice of Proposed Construction or Alteration," via the FAA's online Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) system on the County's behalf. The Consultant will reference FAA Advisory Circular (AC) 150/5300-20 (Current Edition), *Submission of On-Airport Proposals for Aeronautical Study*, and coordinate with the FAA Project Manager and/or Airspace Specialist to determine the locations of required airspace case studies to be submitted. Generally, such cases are required for any restrictive/critical points where construction operations or proposed alterations may affect navigable airspace. Typically, these locations include (but are not limited to): limits of construction, construction phasing limits, haul routes for construction traffic, asphalt and/or concrete batch plants, and key points of any permanent, above-ground alterations. The Consultant will prepare an exhibit depicting the locations and other information pertinent to the cases' impact on the airspace to include with the submission. The Consultant will submit FAA Form 7460-1 and the associated documentation to the FAA via the OE/AAA system for approval a minimum of 45 days prior to the start of construction.

**2.14 Calculate Estimated Quantities.** This task includes calculating all necessary quantities for the various work items. Quantities must be consistent with the specifications and acceptable quantity calculation practices.

**2.15 Prepare Estimate of Probable Construction Cost.** Using the final quantities calculated following the completion of the construction plans and specifications, the Consultant will prepare the construction cost estimate. The estimate will be based on information obtained from previous projects, contractors, material suppliers and other available databases.

**2.16 Prepare Engineer's Design Report and Modification of Standards.** This task includes preparation of the Engineer's Design Report in accordance with current FAA Pacific Western Region Engineer's Design Report guidelines. The Engineer's Design Report will include a detailed summary of the project, photographs and descriptions of existing site conditions, pavement life cycle cost analysis, material availability analysis, estimate of project costs, and a schedule for the completion of the design, bidding, and construction. Modifications of the FAA standards, as necessary, for the project will be prepared for preliminary review. The approved Modifications of Standards (MOS) will be included in the Engineer's Design Report and submitted on the MOS website (See Task 2.16 below) to the FAA and County. The Engineer's Design Report will also contain any alternative design concepts that were investigated and evaluated.

**2.17 Prepare and Submit Modification of Standards on MOS Website.** This task includes Modifications of Standards (MOS) website access coordination with the County and FAA. Modifications of the FAA standards, as necessary, for the project must be compiled and submitted to the MOS website for approval. Revisions will be completed as needed.

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**2.18 Review Plans at 30%, 60%, and 90% Complete.** During various stages of completion of the design, the Consultant will submit a set of Construction Plans, Specifications, Engineer’s Design Report, and Contract Documents to the County for their review. Meetings will be scheduled for periodic reviews, including a 90% plans-in-hand review. The project will be reviewed with the FAA to obtain their concurrence with the design.

**2.19 Provide In-House Quality Control.** The Consultant has an established quality control program that will provide both experienced and thorough reviews of all project submittals and will also provide engineering guidance to the design team throughout design development from an experienced, senior- level Professional Engineer.

Prior to each review set of Construction Plans, Specifications, Contract Documents, and Engineer’s Design Report being submitted to the County and FAA, a thorough, in-house quality control review of the documents will be conducted. This process will include an independent review of the Construction Plans, Specifications, Contract Documents, and Engineer’s Design Report being submitted by a licensed Professional Engineer other than the Engineer who performed the design of the project. Comments will be offered by the Engineer that performed the review, and revisions to the Construction Plans, Specifications, Contract Documents, and Engineer’s Design Report will be made accordingly.

In addition to the 30%, 60%, and 90% reviews, the Consultant’s in-house quality control program also provides engineering guidance to the design team throughout the project design in an attempt to steer the project in a manner that provides the best engineering judgment.

At the 90% design review, the independent review will re-evaluate the CATEX boundary.

**2.20 Prepare and Submit Construction Plans, Specifications, Contract Documents, and Engineer’s Design Report.** A final set of Construction Plans (22” x 34”), Specifications, Contract Documents, and the Engineer’s Design Report will be prepared and submitted to the County and the FAA. These documents will incorporate all revisions, modifications, and corrections identified during the final review. Electronic copies will be provided.

**2.21 Prepare Airfield Signing and Marking Plan.** This task includes preparing the overall airfield signing and marking plan.

**2.22 Prepare Requests for Reimbursement.** Not Applicable. The County completes the requests for reimbursement process.

**2.23 Prepare and Submit Design Closeout Report.** This task includes preparation of the design closeout report in accordance with current FAA Western Pacific Region Design Closeout Report guidelines. Electronic copies will be provided.

**2.24 Prepare and Coordinate Grant Closeout Worksheet.** This task includes preparation of the latest version of the FAA’s Airport Sponsor Grant Closeout Worksheet and coordination with the County to submit the worksheet to the FAA ADO.

<b>TASK 2 DELIVERABLES</b>	<b>TO FAA</b>	<b>TO COUNTY</b>
2.04 Proposed Pavement Design	✓	✓
2.06 Preliminary Contract Documents for County’s Review	✓	✓

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2.06 CSPP at 30% and 90% Complete	✓	✓
2.13 FAA Form 7460	✓	✓
2.18 30%, 60%, and 90 % Construction Plans, Specifications, Contract Documents, and Engineer's Design Report	✓	✓
2.20 Final Construction Plans, Specifications and Contract Documents, and Engineer's Design Report	✓	✓
2.21 Airfield Signing and Marking Plan		✓
2.23 Design Closeout Report	✓	✓
2.24 Grant Closeout Worksheet		✓

<b>TASK 2 MEETINGS/SITE VISITS</b>	<b>LOCATION/ATTENDEES/DURATION</b>
2.18 Plan Review at 30% Complete. Plan Review at 60% Complete.	<ul style="list-style-type: none"> <li>• Camarillo, CA One (1) Project Manager and one (1) Deputy Project Manager Assume Two (2) hour via teleconference (2 meetings)</li> </ul>
2.18 Plan Review at 90% Complete.	<ul style="list-style-type: none"> <li>• Camarillo, CA One (1) Project Manager and one (1) Deputy Project Manager</li> <li>• Assume travel to/from Denver, CO to Camarillo, CA with two (overnight) stays for the Project Manager</li> </ul>

**EX Reimbursable Costs During Design.** This section includes reimbursable items such as auto rental, lodging, per diem, and other miscellaneous expenses incurred in order to complete **Basic Services**.

**PART B - SPECIAL SERVICES** consists of Design Survey phase, invoiced on a Lump Sum basis, and direct subcontract costs for the proposed geotechnical investigation and aerial imagery acquisition.

**3.0 Design Survey Phase**

**3.01 Perform Topographical Survey.** This task includes providing design survey services within the topographic survey limits shown in Exhibit No. 1 to support the design team for this project. Work items associated with this task include the following:



- Topographical survey of approximately 195 acres.
- Preparation of a survey plan that will determine the appropriate survey methods and equipment to be utilized.
- Collect aerial LiDAR, classify and process and utilized to provide planimetric feature compilation and 0.5 foot contour DEM surface data of the topographic survey limits.
- It is assumed that the Primary Airport Control Station (PACS) and Secondary Airport Control Stations (SACS) located on the airport are in good condition and can be verified; however, if it is found that the PACS and SACS are compromised, establishment of temporary airport control must be completed and tied to the national spatial reference system via static GPS observations. Following airport control verification/establishment, temporary project control, based upon the airport control PACS and SACS or temporary airport control, will be placed near the project area at intervals not to exceed 500 feet to control the project.
- A limited ground survey of non-pavement areas will be performed to supplement the imagery with high accuracy tie-in positions to existing grades and will include shots as necessary to accurately depict breaklines. These ground topography areas will be surveyed with vertical accuracies not to exceed +/- 0.10 feet.
- Hard surface pavement positions, for the transitions to existing pavement, will be surveyed at 25-foot stations as well as all vertical and horizontal points of tangent/curve with associated cross sections having no greater than 25-foot spacing. All hard surface pavement will be surveyed with vertical accuracies not to exceed +/- 0.02 feet.
- Location of structures, paving, and above ground improvements including building footprint, finished floor elevations at the openings plus five feet interior of the opening and concrete aprons associated with door openings will be surveyed at intervals of no greater than 25 feet.
- Additional airfield elements that will be mapped from the collected imagery include guidance signs, airfield runway, taxiway, and/or apron lighting and paint markings, NAVAIDS within the project area (if any), fences, gates and other airport features within the project area.
- Coordinate location and field marking of all existing utilities in the project limits with one-call services, airport operations staff, and/or private utility locators as necessary. Review of existing as-built and other construction records as necessary. All utility locates will be surveyed as marked by utility locators in the field. Points of utilities to be surveyed include, but are not limited to, all paint marks, hydrants, valves, hand holes, manholes, inlets, cleanouts, culverts, pipes, pedestals, meters, transformers, utility poles and other reasonably visible existing utility infrastructure components.
- During design, there may be the need to verify existing survey information or extend the limits of the existing survey.
- Reduce all field notes and pictures into a topographic survey report to be used by the Consultant.
- Prepare triangulated irregular network (TIN surface model) of existing ground contours, pavement edges, roadways, electrical equipment, drainage features, buildings, fences, and other miscellaneous entities.
- Generate three-dimensional contour model from TIN surface model.

The Topographical Survey shall be completed by, or under the direct supervision of, a state-licensed Professional Land Surveyor.

**3.02 Design/As-Built Airport Data Project and Airspace Analysis.** An aeronautical survey with Design Data will be performed to the standards mandated by the FAA Airports GIS (AGIS) initiative, following the specifications outlined in the following guidance:

- FAA Advisory Circular 150/5300-16 (Current Edition), *General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey.*
- FAA Advisory Circular 150/5300-17 (Current Edition), *Standards for Using Remote Sensing Technologies in Airport Surveys.*
- FAA Advisory Circular 150/5300-18 (Current Edition), *General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards.*
- Runway End, Stopway End, And Displaced Threshold Identification for Surveyors, NGS First Edition.

The Consultant will work with the National Geodetic Survey (NGS) and the FAA airports program to acquire and submit the necessary data for an airspace analysis based upon design elements for the reconstructed Runway 08/26. All necessary existing and future design data will be submitted through the Airports Data and Information Portal (ADIP) as required by the aforementioned Advisory Circulars (AC). The following items will be performed following the required criteria set forth in Table 2-1 of AC 150/5300-18 (Current Edition) under the Instrument Procedure Development column:

- Initiate and complete the AGIS Project process on the AGIS web portal. A Safety-Critical Data Collection, including Design Data project will be created.
- Develop SOW and plans as required
- Establish or validate airport Geodetic Control
- Provide and submit an imagery plan for Design data submittal
- Establish photogrammetric control and collect stereo imagery covering the surface area defined by the **-18B Vertically guided (VG)** surfaces, **FAR Part 77** approach and departure surfaces, **-13B Approach and Departure** surfaces, and the PAPI **OCS/LSCS** surfaces, extended out to 4 miles for Runway 08 and 8 miles for Runway 26.

- Perform or validate and document an airport airspace analysis based upon design data
- Perform, document, and report the tie to National Spatial Reference System (NSRS)
- Identify and survey displaced thresholds – if any
- Monument displaced thresholds – if any
- Document control features requiring digital photographs
- Document control features requiring sketches
- Prepare Airport Manager/Operator interviews
- Survey and document runway ends/thresholds, existing and future elements
- Monument runway ends/thresholds
- Determine runway length and width, existing and future elements
- Determine runway profile using 50-foot stations, existing and future elements (10-foot stations and 10-foot offset left and right for all Part 139 airports)
- Determine the touchdown zone elevation, existing and future elements
- Determine the runway true azimuth, existing and future elements
- Determine or validate and document the position of navigational aids including design navigational aids
- Determine or validate and document the position of runway abeam points of navigational aids including design navigational aids
- Field verify existing obstacle data currently in the FAA obstacle Database
- Prepare an orth-rectified aerial photo from collected imagery covering the extents of the airport property.
- Provide a final project report

Extensive and constant coordination with the FAA instrument procedures development team will be required to facilitate the development and publication of instrument approach procedures to the future Runway End configurations. This coordination effort must begin several years in advance of the runway construction project being completed and the runway commissioned as active. The airspace analysis survey and airport survey data submittals to the ADIP will be used by the FAA to generate new procedures to the future Runway ends. An as-built survey and imagery collection project will be required once the Runway is fully constructed. The as-built survey, imagery, and final report documentation required to finish the project in ADIP is NOT included with this SOW; however, the Design/As-built data project with obstacles in the ADIP system will be created during the design process.

<b>TASK 3 DELIVERABLES</b>	<b>TO FAA</b>	<b>TO COUNTY</b>
3.01 Topographical Survey		✓
3.02 Design/As-built Aeronautical Survey and Airspace Analysis	✓	✓

TASK 3 MEETINGS/SITE VISITS	LOCATION/ATTENDEES/DURATION
3.01 Coordinate and Perform Topographical Survey	<ul style="list-style-type: none"> <li>• Camarillo, CA</li> <li>One (1) Surveyor</li> <li>Assume one (1) site visit, consisting of eight days of total field work including seven (7) overnight stays</li> <li>Assume travel to/from Denver, CO to Camarillo, CA</li> </ul>
3.02 Design/As-built Aeronautical Survey and Airspace Analysis	<ul style="list-style-type: none"> <li>• Camarillo, CA</li> <li>One (1) Surveyor</li> <li>Assume one (1) site visit, consisting of eight days of total field work including seven (7) overnight stays</li> <li>Assume travel to/from Denver, CO to Camarillo, CA</li> </ul>

**EX Reimbursable Costs During Design Survey.** This section includes reimbursable items such as auto rental, lodging, per diem, and other miscellaneous expenses incurred in order to complete **Special Services.**

**Special Considerations**

The following special considerations are required for this project, but will be completed by subconsultants to the Consultant. The cost for this work will be included in the engineering contract agreement with the County and the costs are in addition to the engineering fees outlined above.

**Geotechnical Investigation.** Soil samples for analysis must be taken for both the project site and all potential on-site borrow sources. Investigation and testing is anticipate to be completed at nighttime during a runway closure to facilitate the pavement design per FAA Advisory Circular (AC) 150/5320-6 (Current Edition), *Airport Pavement Design and Evaluation*. As mentioned under the project description, the geotechnical investigation will include the following:

- Perform a geologic reconnaissance of the project site
- Soil boring and laboratory testing at approximately 34 project locations
- Visual inspection and documentation of each soil boring
- Soil Classification/Atterberg Limits, Liquid Limit (LL), Plastic Limit (PL), Plasticity Index (PI)
- Hydrometer and Water-Soluble Sulfates/Corrosivity
- Moisture/Density Relations
- Swell/Consolidation Potential
- Soaked California Bearing Ratio
- Moisture content, density of undisturbed fine-grained samples
- Sulfate Testing
- Recommendation and testing on subgrade stabilization methods

- Utility Locates
- Dynamic Cone Penetrometer (DCP) Testing per ASTM D6951 and FAA AC 150/5320-6G at approximately 19 project locations

**Aerial Imagery Acquisition.** A subconsultant will be retained to collect the necessary imagery to support this project.

**Assumptions**

The scope of services described previously, and the associated fees, are based on the following rates and assumed responsibilities of the Consultant and County.

1. For the purposes of estimating the amount of reimbursable expenses which will be incurred by the Consultant, per diem and lodging are calculated in accordance with applicable, current GSA rates. The actual amounts to be invoiced for per diem will be in accordance with the applicable, published GSA rates at the time of service and may vary from the rates used in the fee estimate. Lodging will be invoiced as an actual expense incurred.
2. It is anticipated there will be a minimum number of trips and site visits to the airport to facilitate the completion of the various phases listed in this scope. The number of trips, as well as the anticipated lengths and details of the trips, are included at the end of each phase above.
3. The County will provide existing mapping data including as-builts available for the project areas, aerial orthoimagery, subsurface conditions information such as prior geotechnical investigations in the project area and other available information in the possession of the County.
4. The County will provide an electronic copy of the current ALP to allow for updating of the plan upon completion of the project.
5. The County will furnish escorts as needed for the Consultant to conduct field work.
6. The County will coordinate with tenants as required to facilitate field evaluations and construction.
7. All engineering work will be performed using accepted engineering principles and practices and provide quality products that meet or exceed industry standards. Dimensional criteria will be in accordance with FAA AC 150/5300-13 (Current Edition), *Airport Design*, and related circulars. Construction specifications will be in accordance with FAA AC 150/5370-10 (Current Edition), *Standard Specifications for Construction of Airports*, and the Western Pacific Regional Updates for Specifying Construction of Airports and related circulars. Project planning, design, and construction will further conform to all applicable standards, including all applicable current FAA Advisory Circulars and Orders required for use in AIP-funded projects and other national, state, or local regulations and standards, as identified and relevant to an airfield design and construction project.
8. The Consultant will utilize the following plan standards for the project:
  - Plans will be prepared using the Consultant's standards, unless the County provides its own standards upon Notice to Proceed.
  - Plan elevations will be vertical datum NAVD 88 derived from the existing control network.

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- Plan coordinates will be based on horizontal datum NAD 83/2011 State Plane Coordinates derived from the existing control network.
  - All plans will be stamped and signed by a state-licensed Professional Engineer, or Professional Land Surveyor, as required.
  - Plans prepared by subconsultants will be prepared using the same base maps, the same coordinate systems and the same plan layout and format as plans prepared by the Consultant.
  - The guidance included in FAA Memorandum, *FAA Review of Construction Plans and Specifications for AIP Funded Projects*, will be reviewed, incorporated and will supplement the Consultant's standards.
9. The Consultant will utilize the following assumptions when preparing the project manual for bidding and construction of the project:
- The project manual Contract Documents will be developed jointly by the County and the Consultant.
  - The Consultant is responsible for developing the contents of the document and including the Front-End documents which will be supplied by the County.
  - FAA General Provisions and required contract language will be used.
10. The Consultant must maintain records of design analyses and calculations consistent with typical industry standards, as required by the FAA, for a period of three years after the project is closed by the FAA.
11. Because the Consultant has no control over the cost of construction-related labor, materials, or equipment, the Consultant's opinions of probable construction costs will be made on the basis of experience and qualifications as a practitioner of his/her profession. The Consultant does not guarantee that proposals for construction, construction bids, or actual project construction costs will not vary from the Consultant's estimates of construction cost.

**Extra Services**

The following items are not included under this agreement but will be considered as extra work:

- Redesign for the County's convenience or due to changed conditions after previous alternate direction and/or approval.

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- Submittals or deliverables in addition to those listed herein.
- If a project audit occurs, the Consultant is prepared to assist the County in gathering and preparing the required materials for the audit.
- Serving as an expert witness for the Owner in any litigation, surety claim, contractor bond activation, or other proceeding involving the project.
- Additional or extended services during construction made necessary by extension of contract time, non-concurrent work, or changes in the work.
- Legal, surety, or insurance support, coordination, and representation.

Extra Work will be as directed by the County in writing for an additional fee as agreed upon by the County and the Consultant

END OF EXHIBIT A

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**EXHIBIT B**

**TIME SCHEDULE**

**1. Schedule**

The CONSULTANT will complete all work by September 10, 2028.

**2. Delays**

Time during which the CONSULTANT is delayed by any public agency reviewing the Contract Documents, or by the COUNTY for any reason, and not occasioned by acts or omissions of the CONSULTANT, shall not be included in the above time limitations if the CONSULTANT gives prompt notice of delays when they occur. The estimated review time between submittal phases is estimated to be a maximum of ten (10) working days.

END OF EXHIBIT B

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**EXHIBIT C**  
**FEES and PAYMENT**

**1. FEES**

- A. County shall Compensate Consultant as specified in Exhibit A, Basic Services on a not to exceed maximum fee amount of One-Million Nine-Hundred Twenty-Eight Thousand Five-Hundred Ten Dollars (\$1,928,510) for all work specified in Exhibit A, Tasks 1, 2 and 3 using the fee schedule herein. This amount shall not be exceeded without written authorization from the COUNTY.
- B. County shall Compensate Consultant for all services specified in Exhibit A, Special Services on a not to exceed maximum fee amount of One-Million Nine-Hundred Twenty-Eight Thousand Five-Hundred Ten Dollars (\$1,928,510) for all work specified in Exhibit A, Task 3 and direct subcontract costs. Payment shall be made based upon percentage of completion for lump sum tasks and actual time and expenses as approved by the COUNTY based upon the rates in the Construction Administration Services Cost Breakdown included as Exhibit C-1 for other tasks.

**2. PAYMENT**

Payment will be made monthly on presentation of an invoice and supporting documentation (i.e. time sheets, reimbursables, etc.) to the Department of Airports for services actually performed against the Scope of Work and Services detailed in EXHIBIT "A" and as outlined under Fees above. Separate invoices are to be submitted for each Fee item. Payment will be processed within 30 days from receipt of the invoice and supporting documentation by the Department of Airports, or within 10 business/working days from receipt of the Department of Airports approved invoice by the Auditor-Controller's office.

Stage	Fee Allocation	
	80%	100%
Task 1: Preliminary Design Phase	\$196,192	\$245,240
Task 2: Design Phase	\$1,099,784	\$1,374,730
Task 3: Design Survey Phase	\$246,832	\$308,540
		<b>\$1,928,510</b>

END OF EXHIBIT C



**EXHIBIT C-1**  
**ADMINISTRATIVE FEE COST BREAKDOWN**

November 13, 2024

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

**Subject: Review and Approval of the 2025 Aviation Advisory Commission Meeting Calendar**

**Recommendation:**

Staff requests that your Commission review and approve the 2025 Aviation Advisory Commission meeting calendar.

**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 recommendation of this action.

**Discussion:**

The 2025 meeting calendar (Exhibit 1) is presented to your Commission for consideration and approval. The meeting calendar does not conflict with any national holidays.

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



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

Attachments:

Exhibit 1 – 2024 Aviation Advisory Commission Meeting Calendar

# 2025 Meeting Schedules

<h2 style="text-align: center;">Aviation Advisory Commission</h2>	<h2 style="text-align: center;">Camarillo &amp; Oxnard Airport Authorities</h2>
<p>The <b>Aviation Advisory Commission</b> 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 <b>Camarillo &amp; Oxnard Airport Authorities</b> 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 8	January 9
February 12	February 13
March 12	March 13
April 9	April 10
May 7	May 8
June 11	June 12
July 9	July 10
August 13	August 14
September 10	September 11
October 8	October 9
November 12	November 13
December 10	December 11

Exhibit 1





**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>

November 13, 2024

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

**Subject: Approval and Award of a Consultant Services Contract to Woolpert Inc., in the Not to Exceed Amount of \$478,734 for the Development of an Airport Pavement Management System for the Camarillo and Oxnard Airports; Authorization for the Director of Airports, or His Designee, to Sign the Subject Contract AEA 25-07**

**Recommendations:**

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

1. Approve and award a consultant services contract to Woolpert Inc., in the not to exceed amount of \$478,734, for the Development of an Airport Pavement Management System for the Camarillo and Oxnard Airports; and
2. Authorize the Director of Airports, or his designee, to sign the subject contract AEA 25-07.

**Fiscal/Mandates Impact:**

Mandatory: *No*  
 Source of funding: Airport Enterprise Fund (AEF)  
 Funding match required: *None*  
 Impact on other departments: *None*

<b><u>Summary of Revenue and Project Costs</u></b>	<b><u>FY 2024/25</u></b>	<b><u>FY 2025/26</u></b>
Revenue:	\$ 0	\$ 0
Direct Costs	<u>\$ 378,734</u>	<u>\$ 100,000</u>
Net Costs – Airport Enterprise Fund	<u>\$ 378,734</u>	<u>\$ 100,000</u>

**Current Fiscal Year Budget Projection:**

FY 2024-25 Budget Projection for Airports Capital Projects Division 5040 - Unit 5041*				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	\$ 7,303,293	\$ 14,679,816	\$ 14,679,816	\$0
Revenue	5,787,844	5,787,844	5,787,844	0
Net Cost	\$ 1,515,449	\$ 8,891,972	\$ 8,891,972	\$0

*Sufficient revenue and appropriations are available in the FY 24-25 capital budget.*

\*Includes interest and capital assets.

**Strategic Priority:**

This project supports the County’s Strategic Priorities to support fiscal responsibility, economic vitality, reliable infrastructure, and sustainability.

**Discussion:**

Woolpert Inc., was selected through a request for qualifications selection process in December 2020 as the Airports Consultant for a five (5) year term, which complies with the guidelines of the Federal Aviation Administration (FAA) Advisory Circular 150/51000-14D, and in accordance with the consultant selection process adopted by the Board on November 3, 1998. Although Woolpert Inc., was selected as the Airport’s Consultant for a five (5) year term, each contract awarded during that period must be negotiated individually. Those contracts exceeding \$200,000 must be approved and awarded by the Board.

This contract is for the development of a current Airport Pavement Management System (APMS) for the Camarillo and Oxnard Airports. The last APMS was developed in 2016-2017 and was largely based off visual inspections. This project will consist of conducting a detailed pavement evaluation of all airfield pavements at the Camarillo Airport and Oxnard Airport, which is comprised of approximately 9 million square feet of airfield pavement, as well as additional perimeter road and parking lot pavements comprised of approximately 0.6 million square feet (Location Map, Exhibit 2).

The detailed pavement assessment shall include performing a visual evaluation of surface distresses, conducting a geotechnical investigation of existing pavement condition, providing analysis and information on expected pavement life of existing pavements and the extended life for different rehabilitation or reconstruction conditions; and development of an updated airport pavement management system with an updated pavement database, map, and inspection photos.

The goal of the plan will be to provide a consistent, objective, and systemic procedure to establish facility policies, set priorities and schedules, allocate resources, and budget for recommended pavement maintenance and rehabilitation projects. Additionally, the project will help the Airports meet its federal grant obligations which require Airports who have received grants supporting rehabilitation, repair or reconstruction to maintain an effective pavement maintenance management program.

If you have any questions regarding this item, please call Erin Powers at (805) 388-4205, or me at (805) 388-4200.



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

Attachments:

Exhibit 1 – Contract  
Exhibit 2 – Location Map

**CONSULTING SERVICES CONTRACT  
AEA No. 25-07  
Oxnard and Camarillo Airports – DEVELOPMENT of an  
AIRPORT PAVEMENT MANAGEMENT SYSTEM**

This is a Contract, made and entered into this December \_\_\_\_, 2024, by and between the COUNTY OF VENTURA, (COUNTY), and WOOLPERT, INC., 4454 Idea Center Blvd, Dayton, OH 45230 (CONSULTANT).

This Contract shall be administered for the COUNTY by the COUNTY's Department of Airports. Claims, disputes, or complaints to the COUNTY under this contract must be addressed to the Projects Coordinator located at 555 Airport Way, Suite B, Ventura, CA 93010 by certified mail return receipt requested. This Contract constitutes the entire agreement between the parties regarding its subject matter and supersedes all previous and contemporaneous agreements, understandings and negotiations regarding the subject matter of this Contract. No modification, waiver, amendment or discharge of this Contract is valid unless the same is in writing and signed by duly authorized representatives of both parties.

The parties hereto agree as follows:

1. COUNTY hereby retains CONSULTANT to perform services as provided in the "Scope of Work and Services", attached hereto as "Exhibit A", and the "County of Ventura, Public Works Agency, Consultant's Guide to Ventura County Procedures" as amended, which is on file with the County of Ventura, Public Works Agency, and which by reference is made a part hereof. This Contract shall take precedence over the Guide in case of conflicting provisions, otherwise they shall be interpreted together.
2. All work under this Contract, and any portion thereof separately identified, shall be completed within the time provided in the "Time Schedule", attached hereto as "Exhibit B". COUNTY shall issue a suspension of the contract time whenever CONSULTANT is delayed by action or inaction of COUNTY and CONSULTANT promptly notifies COUNTY of such delays.
3. Payment shall be made monthly, within 30 days from when the COUNTY receives an invoice along with a COUNTY claim form, or 10 business/working days from when the Auditor-Controller's office receives the invoice and COUNTY claim form, in accordance with the "Fees and Payment", attached hereto as "Exhibit C".
4. COUNTY, Federal Aviation Administration (FAA), Comptroller General of the United States or any duly authorized representative shall have the right to review the work being performed by CONSULTANT under this Contract at any time during COUNTY's usual working hours. A review of the work in progress shall not relieve the CONSULTANT of responsibility for the accuracy and completeness of the work performed under this Contract.

Exhibit 1

5. COUNTY or any duly authorized representative shall have the right to review the work being performed by CONSULTANT under this Contract at any time during COUNTY's usual working hours. A review of the work in progress shall not relieve the CONSULTANT of responsibility for the accuracy and completeness of the work performed under this Contract.
6. This Contract is for the professional services of CONSULTANT and is non-assignable by CONSULTANT without prior consent by COUNTY in writing except that CONSULTANT may assign money due or which will accrue to CONSULTANT under this Contract. If given written notice, COUNTY will recognize such assignment to the extent permitted by law, but any assignment of money shall be subject to all proper setoffs and withholdings in favor of the COUNTY and to all deductions provided for in this Contract. All money withheld, whether assigned or not, shall be subject to being used by COUNTY for completion of the work, should the Contract be in default. Such professional services shall be actually performed by, or shall be immediately supervised by a Vice President of CONSULTANT.

In performing these professional services, CONSULTANT is an independent contractor and is not acting as an agent or employee of COUNTY.

7. COUNTY retains the right to terminate this Contract for any reason prior to completion by notifying CONSULTANT in writing, and by paying charges accumulated prior to such termination. Such charges shall be limited to the maximum fee specified in "Exhibit C" for completion of any separately identified phase of the work which, at the time of termination, has been started by request of COUNTY.
8. On completion or termination of Contract, COUNTY shall be entitled to immediate possession of, and CONSULTANT shall furnish on request, all computations, plans, correspondence and other pertinent data gathered or computed by CONSULTANT for this particular project prior to any termination. No documents prepared pursuant to this Contract or any modifications thereof shall be copyrighted by CONSULTANT or by COUNTY. CONSULTANT may retain copies of said original documents for CONSULTANT's files.
9. CONSULTANT is authorized to place the following statement on the drawings or specifications prepared pursuant to this Contract:  
  
"This drawing (or These specifications), including the designs incorporated herein, is (are) an instrument of professional service prepared for use in connection with the project identified hereon under the conditions existing on date. Any use, in whole or in part, for any other project without written authorization of WOOLPERT, shall be at user's sole risk."
10. CONSULTANT owes COUNTY an undivided duty of loyalty in performing the services under this contract. During the term of this agreement CONSULTANT shall not employ or compensate personnel currently employed by COUNTY.

CONSULTANT shall promptly inform COUNTY of any contract, arrangement, or interest that CONSULTANT may enter into or have (other than this Contract) related to the COUNTY's



subject project. This includes contracts and arrangements with manufacturers, suppliers, contractors or other third parties which possess or seek to obtain a financial interest related to the COUNTY's subject project. In performing services under this Contract, CONSULTANT acknowledges that it may be subject to laws addressing financial conflicts of interest such as the Political Reform Act ("Act"), Government Code section 81000 et seq.

CONSULTANT shall comply with financial disclosure requirements under the Act as directed by COUNTY, and shall not engage in activities that may constitute a conflict of interest under applicable law.

11. CONSULTANT shall defend, indemnify and hold harmless COUNTY, including the COUNTY's boards, agencies, departments, officers, employees and agents (collectively "Indemnitee"), against any and all claims, lawsuits, judgments, debts, demands or liabilities that arise out of, pertain to, or relate to the CONSULTANT's negligence, recklessness or willful misconduct in the performance of this Contract.

12. Insurance Requirements

a. Without limiting CONSULTANT's duty to indemnify and defend COUNTY as required herein, CONSULTANT shall, at CONSULTANT'S sole cost and expense and throughout the term of this Contract and any extensions thereof, carry one or more insurance policies that provide the following minimum coverage:

- 1) Commercial General Liability insurance shall provide a minimum of \$1,000,000 coverage for each occurrence and \$2,000,000 aggregate coverage.
- 2) Automobile Liability insurance shall provide a minimum of either a combined single limit of \$300,000 for each accident or all of the following: \$100,000 bodily injury per person, \$300,000 bodily injury per accident and \$50,000 property damage
- 3) Worker's Compensation insurance in full compliance with California law for all employees of CONSULTANT in the minimum amount of \$500,000.
- 4) Professional Liability (Errors and Omissions) insurance shall provide a minimum of \$1,000,000 coverage for each occurrence or \$2,000,000 in annual aggregate coverage.

b. CONSULTANT shall notify COUNTY immediately if the CONSULTANT'S general aggregate of insurance is exceeded by valid litigated claims and purchase additional levels of insurance to maintain the above stated requirements. Each type of insurance mentioned herein shall be written by a financially responsible company or companies authorized to do business in the State of California. CONSULTANT agrees to provide COUNTY with copies of certificates of all policies written and each shall contain an endorsement that they are not subject to cancellation without 30 days prior written notice being given to COUNTY by the insurance company or companies writing such insurance. CONSULTANT agrees to name County of Ventura and its officials employees and agents as additional insured ("Additional Insureds") on CONSULTANT'S general and automobile liability insurance policies.

All required insurance shall be primary coverage as respects the Additional Insureds, and any insurance or self insurance maintained by the Additional Insureds shall be in excess of CONSULTANT's insurance coverage and shall not contribute to it. CONSULTANT agrees to waive all rights of subrogation against the Additional Insureds for losses arising directly or indirectly from the activities or work performed by CONSULTANT hereunder.

c. Notwithstanding subparagraph 13.a., if the Professional Liability coverage is “claims made”, CONSULTANT must, for a period of five (5) years after the date when Contract is terminated, completed or non-renewed, maintain insurance with a retroactive date that is on or before the start date of contract services or purchase an extended reporting period endorsement (tail coverage). COUNTY may withhold final payments due until satisfactory evidence of the tail coverage is provided by CONSULTANT to COUNTY,

14. CONSULTANT shall sign and comply with the statement as set forth in “Exhibit D” hereto. Where the word Contractor is used in “Exhibit D” it shall mean “CONSULTANT”.

15. Disputes arising under or related to the performance of the Contract shall be resolved by arbitration unless the COUNTY and the CONSULTANT agree in writing, after the dispute has arisen, to waive arbitration and to have the claim or dispute litigated in a court of competent jurisdiction. Arbitration shall be pursuant to Article 7.1 (commencing with Section 10240) of Chapter 1 of Part 2 of the Public Contract Code and implementing regulations at Chapter 4 (commencing with Section 1300) of Division 2 of Title 1 of the California Code of Regulations.

The arbitration decision shall be decided under and in accordance with California law, supported by substantial evidence and, in writing, contain the basis for the decision, findings of fact, and conclusions of law.

Arbitration shall be initiated by a Complaint in Arbitration made in compliance with the requirements of section 1300 et seq. of Title 1 of the California Code of Regulations.

Where an election is made by either party to use the Simplified Claims Procedure provided under Sections 1340 – 1346 of Title 1 of the California Code of Regulations, the parties may mutually agree to waive representation by Counsel.

Prior to filing a Complaint in Arbitration, the CONSULTANT shall exhaust his administrative remedies by attempting to resolve his dispute with COUNTY’s staff in the following sequence:

Project Coordinator  
Director of Airports (Director)

CONSULTANT shall initiate the administrative review process no later than thirty (30) days after the dispute has arisen by submitting a written statement describing the dispute and request for relief, along with supporting argument and evidence, to the Project Coordinator. CONSULTANT may appeal the Project Coordinator’s decision in writing to the Director not later than seven (7) days after receipt of the Project Coordinator’s decision. The Project Coordinator’s and Director’s decision shall be in writing. The Director’s decision shall be the final decision.

CONSULTANT: WOOLPERT INC.

Taxpayer No.: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

Dated: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

COUNTY: County of Ventura

Dated: \_\_\_\_\_

\_\_\_\_\_

Keith Freitas, Director of Airports

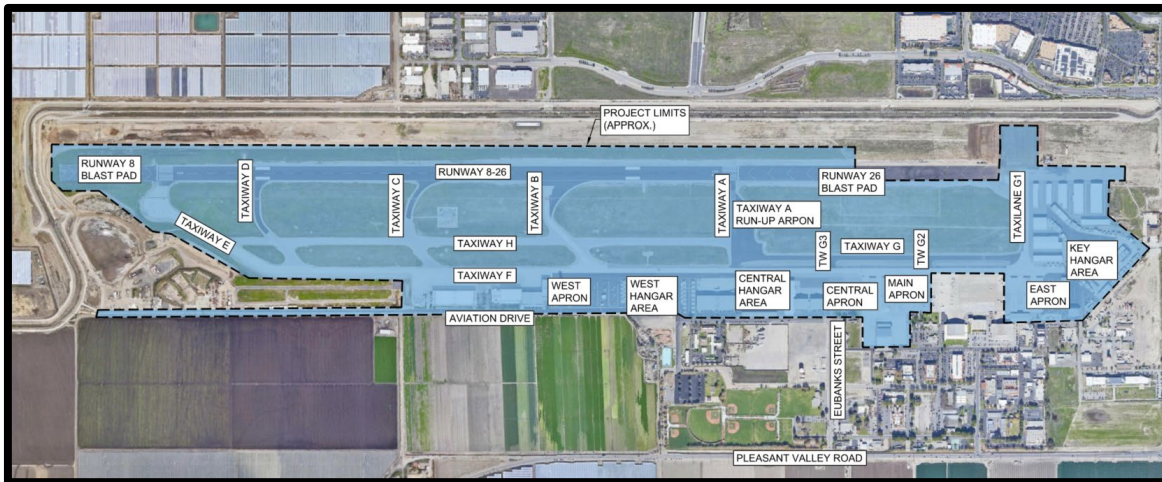
CONSULTING SERVICES CONTRACT  
AEA No. 25-07  
Oxnard and Camarillo Airports – DEVELOPMENT of an  
AIRPORT PAVEMENT MANAGEMENT SYSTEM

**EXHIBIT A**

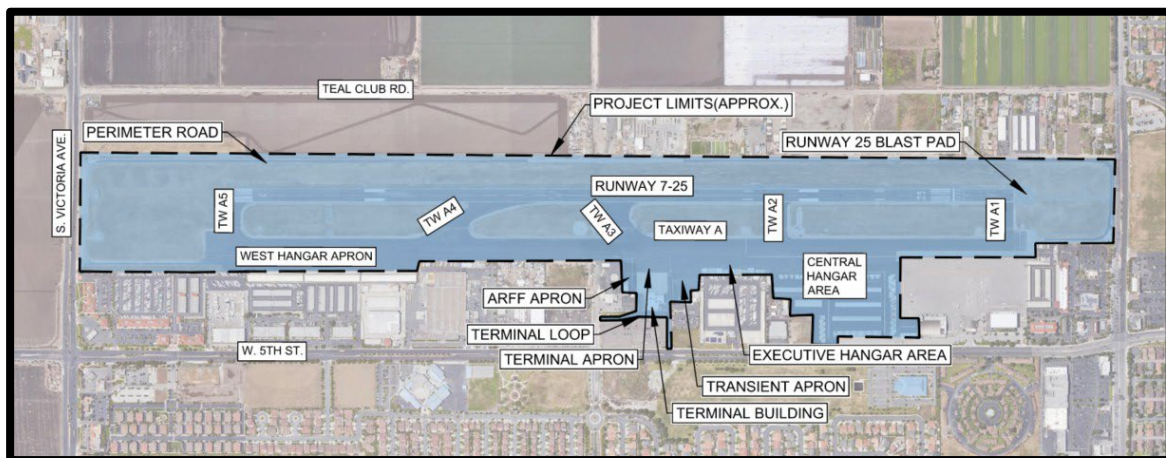
**Scope of Services  
CONSULTING SERVICES CONTRACT AEA No. 25-07  
Oxnard and Camarillo Airports – DEVELOPMENT of an  
AIRPORT PAVEMENT MANAGEMENT SYSTEM**

**I. PROJECT DESCRIPTION**

This project shall consist of developing an Airport Pavement Management System (APMS) for the Camarillo and Oxnard Airports. This scope of work is for the consulting services provided by the Consultant for the County. See Exhibit No. 1 below for the project location at the Camarillo Airport and Exhibit No. 2 for the project location at the Oxnard Airport.



**EXHIBIT NO. 1 Camarillo  
Airport**



**EXHIBIT NO. 2 Oxnard  
Airport**

This project will consist of conducting a detailed pavement evaluation of all airfield pavements at the Camarillo Airport and Oxnard Airport, which is comprised of approximately 9 million square feet of airfield pavement, as well as additional perimeter road and parking lot pavements comprised of approximately 0.6 million square feet. The detailed pavement assessment shall include performing a visual evaluation of surface distresses, conducting a geotechnical investigation of existing pavement condition, providing analysis and information on expected pavement life of existing pavements and the extended life for different overlay or reconstruction conditions; and development of an updated airport pavement management system with an updated pavement database, map, and inspection photos. The goal of the plan will be to provide a consistent, objective, and systemic procedure to establish facility policies, set priorities and schedules, allocate resources, and budget for recommended pavement maintenance and rehabilitation projects.

The engineering fees for this project will be categorized under **Basic Services**, which includes; 1) Preliminary Design Phase, 2) Airport Pavement Management System Development Phase, and Reimbursable Costs During Design. Additional services that will be completed by subconsultants to the Consultant, including the Airport Pavement Management System development and geotechnical investigation will also be included under **Basic Services**. The two phases are described in more detail below.

## **II. SCOPE OF SERVICES**

The Scope of Services to be provided by CONSULTANT is detailed in the following Tasks. **BASIC SERVICES** consists of the Preliminary Design Phase and Airport Pavement Management System Development Phase, all invoiced on a lump sum basis.

### **1.0 Preliminary Design Phase**

**1.01 Coordinate and Attend Meetings with the County.** Meetings with the County will take place to determine critical project dates, establish the proposed design schedule and AIP development schedule, review environmental component(s), determine the feasibility of the proposed project and to establish the need for pavement investigation and geotechnical testing. Various meetings during the design phase will also be conducted to review the progress of the plan and identify any special requirements for the project. It is anticipated that there will be up to four (4) meetings with the County throughout the course of the development of the plan. This includes site visits completed by the Consultant and County.

**1.02 Prepare Project Scope of Work and Coordinate Contract.** This task includes establishing the scope of work through meetings outlined above. Fees will be negotiated with the County and may be subject to an independent fee estimate conducted by a third party hired by the County. This task also includes coordinating with the County on the contract for this project.

**1.03 Provide Project Coordination.** The Consultant shall provide project management and coordination services to ensure the completion of the project. These duties include:

- Time the Consultant spends planning, organizing, securing and scheduling



resources, and providing instruction to staff to meet project objectives as defined in the approved scope of work.

- The Consultant will analyze the budget semi-monthly to ensure budget and staffing needs are on track to meet development schedules within budget.
- Additional items to be accomplished include compiling and sending additional information requested from the office to related parties, maintaining project files as necessary and other items necessary in day-to-day project coordination.
- The Consultant will prepare and submit monthly invoicing.

The Consultant will complete the following tasks:

- Provide the County with a monthly Project Status Report (PSR), in writing, reporting on Consultant's progress and any problems that may arise while performing the work. The PSR must include an update of the project schedule, as described in this section, when schedule changes are expected.
- Submit for acceptance and maintain, a development schedule detailing the scheduled performance of the work.
- Create and maintain a Quality Control Checklist (QCC) for the project. The QCC shall include personnel, project milestone checking and peer review procedures at each phase of the project.

**1.04 Review Existing Documents.** The Consultant will gather and review existing available documentation that may be relevant to the project, including, but not limited to, record drawings (as-builts), pavement maintenance plans, geotechnical reports, design reports, final reports, utility reports/maps and previous surveys. The Consultant may use relevant information from this review to coordinate the development of the plan for the project.

**1.05 Coordinate Geotechnical Investigation.** This task includes preparing the requirements for soils testing, establishing the limits of work and scheduling a time for testing to be completed. The requirements of the geotechnical investigation shall be established in accordance with FAA AC 150/5320- 6 (current edition), *Airport Pavement Design and Evaluation*. Data will be collected to determine the strength of the underlying soil subgrade and existing pavement sections. The data will be collected using a combination of nondestructive Heavy-Weight Falling Deflectometer (HWD) testing and traditional pavement cores and soil bores. It is anticipated that an initial investigation will utilize HWD to identify pavement section boundaries and estimate the existing pavement strength. The non-destructive testing (NDT) data will be reviewed in conjunction with the Project Engineer. In areas where pavement sections have incomplete or questionable cross section information, a second investigation will include taking pavement cores. Soil bores will be taken to determine the soil properties of the subgrade. Negotiating with the geotechnical engineering firm for a cost to perform the work and for providing the on-site representative of the Consultant during the geotechnical investigation, is also included in this task.

<b>TASK 1 DELIVERABLES</b>	<b>TO COUNTY</b>
1.01 Meeting Agendas and Minutes	<input type="checkbox"/>
1.02 Scope of Work	<input type="checkbox"/>
1.03 Design Schedule, PSR, and Monthly Invoicing	<input type="checkbox"/>

<b>TASK 1 MEETINGS/SITE VISITS</b>	<b>LOCATION/ATTENDEES/DURATION</b>
1.01 Project Scoping, Pre-Design, and Design Progress Meetings	<ul style="list-style-type: none"> <li>• Camarillo and Oxnard, CA One (1) Project Engineer and one (1) Project Manager Assume One (1) hour via teleconference (4 meetings)</li> </ul>
1.05 Geotechnical Investigation (Nondestructive Heavy-Weight Falling Deflectometer Testing)	<ul style="list-style-type: none"> <li>• Camarillo and Oxnard, CA One (1) Project Engineer Assume Seven (7) night site visits, eight (8) working hours per night and coordination with geotechnical engineer.</li> </ul>
1.05 Geotechnical Investigation (Soil Bores and Pavement Cores)	<ul style="list-style-type: none"> <li>• Camarillo and Oxnard, CA One (1) Project Engineer Assume Four (4) night site visits, eight (8) working hours per night and coordination with geotechnical engineer</li> </ul>

**2.0 Airport Pavement Management System Development Phase**

**2.01 Review Geotechnical Investigation Data.** This task includes reviewing the geotechnical investigation report prior to incorporating the investigation results into the Airport Pavement Management System. The investigation will include pavement cores and soil borings for areas lacking sufficient data.

**2.02 Coordinate Pavement Condition Index (PCI) Inspections.** This task includes coordinating and providing oversight of the visual inspection of the pavements following the PCI survey procedures documented in FAA AC 150/5380-7B, FAA AC 150/5380-6C, ASTM D5340-20, and supported by the latest version of PAVER software (version 7.1).

A crew performing the PCI inspection survey, escorted by one (1) Project Engineer, will perform at a minimum one (1) twelve-day pavement evaluation between Oxnard Airport and Camarillo Airport. It is assumed typical working days will be ten (10) hours.

During the pavement evaluations pavements will be inspected by random sampling, and any unique or isolated pavement situation will be identified and sampled. Photographs with embedded GPS coordinates will be taken to record both typical and atypical distresses observed.



Observed data will be entered into the PAVER database.

**2.03 Review Airport Pavement Management System at 60% Complete.** During various stages of completion of the design, the Consultant will submit the APMS Documents to the County for their review. The APMS Documents will be provided to the County in an approved format and will include ‘at-a-glance’ one-page fold-out summaries. A meeting will be scheduled for this review and the project will be reviewed with the County to obtain their concurrence with the Plan.

**2.04 Review and Submit Final Airport Pavement Management System.** A final APMS will be reviewed and submitted to the County. These documents shall incorporate all revisions, modifications and corrections determined during the County final review.

<b>TASK 2 DELIVERABLES</b>	<b>TO COUNTY</b>
2.03 60% Airport Pavement Management System Review	<input type="checkbox"/>
2.04 Final Airport Pavement Management System	<input type="checkbox"/>

<b>TASK 2 MEETINGS/SITE VISITS</b>	<b>LOCATION/ATTENDEES/DURATION</b>
2.02 PCI Inspections	<ul style="list-style-type: none"> <li>• Camarillo and Oxnard, CA One (1) Project Engineer</li> </ul> Assume Twelve (12) day site visit, ten (10) working hours per day.
2.03 Plan Review at 60% Complete.	<ul style="list-style-type: none"> <li>• Camarillo and Oxnard, CA One (1) Project Engineer and one (1) Project Manager</li> <li>• Assume Two (2) hours via teleconference (1 meeting)</li> </ul>

**EX Reimbursable Costs During Design.** This section includes reimbursable items such as auto rental, mileage, lodging, per diem, travel, and other miscellaneous expenses incurred in order to complete tasks under **Basic Services**.

**Special Considerations**

The following special considerations are required for this project, but will be completed by subconsultants to the Consultant. The cost for this work will be included in the engineering contract agreement with the County and the costs are in addition to the engineering fees outlined above.

**Airport Pavement Management System Development.** The Airport Pavement Management System Development will consist of the following elements:

- ➔ Project meetings and coordination, including project communications, monthly progress reporting, and review of overall project objectives, scope,

- schedule, and deliverables.
- Records review including a detailed review of the data contained in the previous pavement management system reports and incorporation of information into the PAVER database.
  - Network Definition Map update to organize airfield pavement into branches, sections, and sample units to serve as a basis for the PCI inspections and to correspond with the data in the PAVER pavement management database.
  - Pavement Condition Survey of the Airport pavements following the Pavement Condition Index (PCI) survey procedures documented in FAA AC 150/5380-7B, FAA AC 150/5380-6C, ASTM D5340-20, and supported by the latest version of PAVER software (version 7.1), as well as incorporation of digital photographs embedded with GPS coordinates.
  - Structural Testing and Analysis, including the review of aircraft traffic data, pavement layer information, performing nondestructive Heavy Falling Weight Deflectometer (HWD) testing, analysis of HWD testing data to assess in-place performance and material properties, analysis of potential cores taken within sections with incomplete or questionable cross section information, and performance of Pavement Classification Analysis (PCR) and structural remaining life calculations.
  - PAVER customization and analysis utilizing the PCI data collected during this project to determine the overall condition in terms of a PCI value, cause of pavement deterioration, and rate of deterioration.
  - Recommended Rehabilitation Plan that organizes work into logical project groupings, considering the PCI, types of distresses present, results of the structural analysis, phasing needs, construction feasibility, funding constraints, and the existing project program to determine the refined rehabilitation techniques.
  - Airport Pavement Management System development consisting of a detailed report that documents the methodologies, data collected, analysis results, and recommendations, as well as maps presenting the pavement network definition, PCIs, HWD test locations, PCRs, structural remaining life, and rehabilitation recommendations.

**Geotechnical Investigation:** Soil samples for analysis will be taken for the project site in areas where existing pavement section data is unavailable or unknown. Investigation and testing will also be performed to facilitate the design per FAA Advisory Circular (AC) 150/5320-6 (Current Edition), *Airport Pavement Design and Evaluation*. The geotechnical investigation will include the following:

- Perform a geologic reconnaissance of the project site
- Pavement cores to validate pavement structure.
- Soil boring and laboratory testing.
- Visual inspection and documentation of each soil boring and coring.
- Soil Classification/Atterberg Limits, Liquid Limit (LL), Plastic Limit (PL), Plasticity Index (PI)
- Hydrometer and Water-Soluble Sulfates/Corrosivity
- Moisture/Density Relations
- Swell/Consolidation Potential
- California Bearing Ratio

→ Moisture content, density of undisturbed fine-grained samples

### **Assumptions**

The scope of services described previously, and the associated fees, are based on the following rates and assumed responsibilities of the Consultant and County.

1. For the purposes of estimating the amount of reimbursable expenses which will be incurred by the Engineer, the cost of mileage is calculated in accordance with the current IRS rate and per diem and lodging are calculated in accordance with applicable, current GSA rates. The actual amounts to be invoiced for mileage and per diem will be in accordance with the applicable, published IRS and GSA rates at the time of service and may vary from the rates used in the fee estimate. Lodging will be invoiced as an actual expense incurred.
2. It is anticipated there will be a minimum number of trips and site visits to the airport to facilitate the completion of the various phases listed in this scope. The number of trips, as well as the anticipated lengths and details of the trips, are included at the end of each phase above.
3. The County will provide existing mapping data including as-builts available for the project areas, aerial orthoimagery, subsurface conditions information such as prior geotechnical investigations in the project area and other available information in the possession of the County.
4. Closure(s) of runway and taxiway pavements will be required for the Consultant to conduct field work. The County and Consultant to coordinate on the required closures, and the County will coordinate with tenants as required to facilitate field evaluations.
5. The Sponsor will furnish escorts as needed for the Engineer to conduct field work, if available.
6. The Sponsor will coordinate with tenants as required to facilitate field evaluations and construction.

7. All engineering work will be performed using accepted engineering principles and practices and provide quality products that meet or exceed industry standards. Dimensional criteria will be in accordance with FAA AC 150/5300-13 (Current Edition), *Airport Design*, and related circulars. Construction specifications will be in accordance with FAA AC 150/5370-10 (Current Edition), *Standard Specifications for Construction of Airports*, and Regional Updates for Specifying Construction of Airports and related circulars. Project planning, design, and construction will further conform to all applicable standards, including all applicable current FAA Advisory Circulars and Orders required for use in AIP-funded projects and other national, state, or local regulations and standards, as identified and relevant to an airfield design and construction project.

**Extra Work**

The following items are not included under this agreement but will be considered as extra work:

- Redesign for the County's convenience or due to changed conditions after previous alternate direction and/or approval.
- Submittals or deliverables in addition to those listed herein.
- If a project audit occurs, the Consultant is prepared to assist the County in gathering and preparing the required materials for the audit.
- Serving as an expert witness for the Owner in any litigation, surety claim, contractor bond activation, or other proceeding involving the project.
- Additional or extended services during construction made necessary by extension of contract time, non-concurrent work, or changes in the work.
- Legal, surety, or insurance support, coordination, and representation.
- Additional geotechnical investigations made necessary by unanticipated conditions observed during pavement evaluations for which sufficient existing information is not available.

Extra Work will be as directed by the County in writing for an additional fee as agreed upon by the County and the Consultant.

END OF EXHIBIT A

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**EXHIBIT B**  
**TIME SCHEDULE**

**1. Schedule**

The CONSULTANT will complete all work within two years of the Notice to Proceed issued by the COUNTY.

**2. Delays**

Time during which the CONSULTANT is delayed by any public agency reviewing the Contract Documents, or by the COUNTY for any reason, and not occasioned by acts or omissions of the CONSULTANT, shall not be included in the above time limitations if the CONSULTANT gives prompt notice of delays when they occur.

END OF EXHIBIT B

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**EXHIBIT C**  
**FEES and PAYMENT**

**1. FEES**

A. County shall Compensate Consultant for as specified in Exhibit A, Tasks 1, 2 and Special Consideration Subconsultant Tasks on a not to exceed maximum fee amount of \$478,734 for all work specified in Exhibit A, Tasks 1 and 2 and Special Considerations for Subconsultant Tasks using the fee schedule attached as Exhibit C-1 herein. This amount shall not be exceeded without written authorization from the COUNTY.

**2. PAYMENT**

Payment will be made monthly on presentation of an invoice and supporting documentation (i.e. time sheets, reimbursables, etc.) to the Department of Airports for services actually performed against the Scope of Work and Services detailed in EXHIBIT "A" and as outlined under Fees above. Separate invoices are to be submitted for each Fee item. Payment will be processed within 30 days from receipt of the invoice and supporting documentation by the Department of Airports, or within 10 business/working days from receipt of the Department of Airports approved invoice by the Auditor-Controller's office.

Stage	Fee Allocation	
	80%	100%
Task 1: Construction Administration	\$56,834	\$71,042
Task 2: Post-Construction Coordination	\$38,954	\$48,692
Special Considerations: SubConsultants	\$287,200	\$359,000
		<b>\$478,734</b>

END OF EXHIBIT C

**EXHIBIT C-1  
ADMINISTRATIVE FEE COST BREAKDOWN**

AIRPORT: Camarillo Airport and Oxnard Airport  
 AP/PROJ. NO.: LOC 14-02  
 PROJECT NAME: Airport Pavement Management System  
 DATE: November 1, 2024

AEA 25-07 EXHIBIT C-1  
ADMINISTRATIVE FEE COST BREAKDOWN



Labor Category	Total Hours	Billing Rate	Total Cost	LABOR CATEGORY												Phase Item Costs		
				Practice Operations Leader	Engineer Project Mgr IV	Engineer Project Mgr IV	Construction Mgr IV	Engineer in Training II	Project Coordinator I	Project Financial Analyst	Quality Control Manager							
<b>2.0 Preliminary Design Phase (Lump Sum)</b>																		
Practice Operations Leader	2 hrs.	\$ 330.00 /hr	\$ 660.00															
Engineer Project Mgr IV	64 hrs.	\$ 295.00 /hr	\$ 18,880.00															
Engineer Project Mgr IV	46 hrs.	\$ 295.00 /hr	\$ 13,570.00															
Construction Mgr IV	8 hrs.	\$ 245.00 /hr	\$ 1,960.00															
Engineer in Training II	152 hrs.	\$ 175.00 /hr	\$ 26,600.00															
Project Coordinator I	2 hrs.	\$ 145.00 /hr	\$ 290.00															
Project Coordinator II	6 hrs.	\$ 145.00 /hr	\$ 870.00															
Project Financial Analyst	8 hrs.	\$ 155.00 /hr	\$ 1,240.00															
Quality Control Manager	2 hrs.	\$ 275.00 /hr	\$ 550.00															
<b>SUBTOTAL</b>	<b>290 hrs.</b>		<b>\$ 64,620.00</b>															
<b>Reimbursables</b>																		
Auto Rental	11 Day	\$ 130.00 /Day	\$ 1,430.00															
Lodging + Tax & Fees	13 Day	\$ 210.00 /Day	\$ 2,730.00															
Per Diem	13 Day	\$ 74.00 /Day	\$ 962.00															
Travel & Airline Costs	2 Trip	\$ 650.00 /Trip	\$ 1,300.00															
<b>SUBTOTAL</b>			<b>\$ 6,422.00</b>															
<b>PHASE SUBTOTAL</b>			<b>\$ 71,042.00</b>															

Labor Category	Total Hours	Billing Rate	Total Cost	LABOR CATEGORY												Phase Item Costs		
				Practice Operations Leader	Engineer Project Mgr IV	Engineer Project Mgr IV	Construction Mgr IV	Engineer in Training II	Project Coordinator I	Project Financial Analyst	Quality Control Manager							
<b>2.0 Design Phase (Lump Sum)</b>																		
Practice Operations Leader	12 hrs.	\$ 295.00 /hr	\$ 3,540.00															
Engineer Project Mgr IV	20 hrs.	\$ 295.00 /hr	\$ 5,900.00															
Construction Mgr IV	10 hrs.	\$ 245.00 /hr	\$ 2,450.00															
Engineer in Training II	164 hrs.	\$ 175.00 /hr	\$ 28,700.00															
Project Coordinator I	8 hrs.	\$ 275.00 /hr	\$ 2,200.00															
<b>SUBTOTAL</b>	<b>214 hrs.</b>		<b>\$ 42,790.00</b>															
<b>Reimbursables</b>																		
Auto Rental	12 Day	\$ 130.00 /Day	\$ 1,560.00															
Lodging + Tax & Fees	13 Day	\$ 210.00 /Day	\$ 2,730.00															
Per Diem	13 Day	\$ 74.00 /Day	\$ 962.00															
Travel & Airline Costs	3 Trip	\$ 650.00 /Trip	\$ 1,950.00															
<b>SUBTOTAL</b>			<b>\$ 5,962.00</b>															
<b>PHASE SUBTOTAL</b>			<b>\$ 48,692.00</b>															

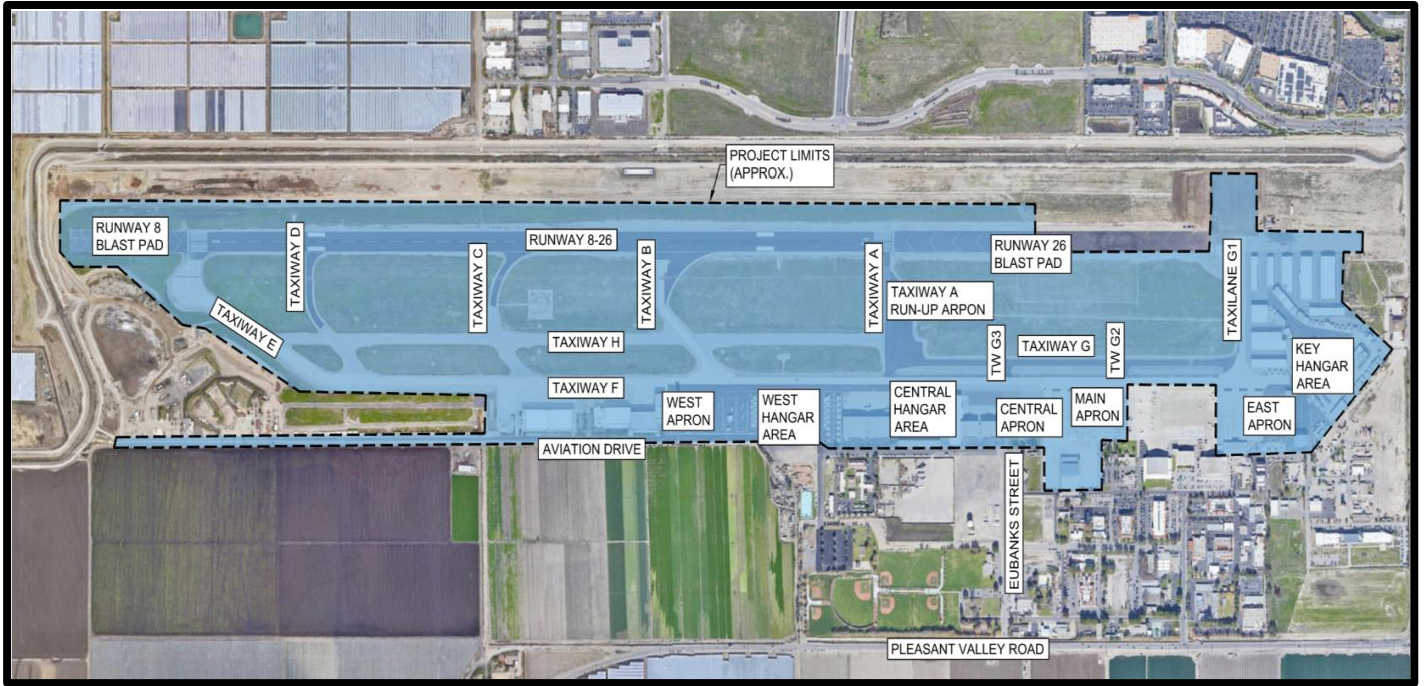
	CONTRACT HOURS	PHASE FEE	REIMBURSABLE COSTS	TOTAL COST
<b>PART A - BASIC SERVICES (LUMP SUM)</b>				
2.0 Preliminary Design Phase (Lump Sum)	290	\$ 64,620.00	\$ 6,422.00	\$ 71,042.00
2.0 Design Phase (Lump Sum)	214	\$ 42,790.00	\$ 5,962.00	\$ 48,692.00
<b>SUBTOTAL</b>	<b>504</b>	<b>\$ 107,410.00</b>	<b>\$ 12,384.00</b>	<b>\$ 119,794.00</b>
<b>SUBCONSULTANT 1</b>				
Airport Pavement Management System Development (Applied Pavement Technologies)			\$ 297,000.00	
<b>SUBCONSULTANT 2</b>				
Geotechnical Investigation			\$ 62,000.00	
<b>SUBTOTAL</b>			<b>\$ 359,000.00</b>	
<b>TOTAL</b>	<b>504.0</b>	<b>\$ 107,410.00</b>	<b>\$ 12,384.00</b>	<b>\$ 478,734.00</b>

When preparing estimates the cost of lodging, per diem, and lodging are calculated in accordance with applicable IRS and GSA guidelines. All travel & lodging mileage will be invoiced in accordance with published IRS rates at the time of service and per diem will be invoiced in accordance with published GSA rates at the time of service. Lodging will be invoiced as actual expenses incurred except in the cases where specific client requirements exist that limit lodging to GSA standards.

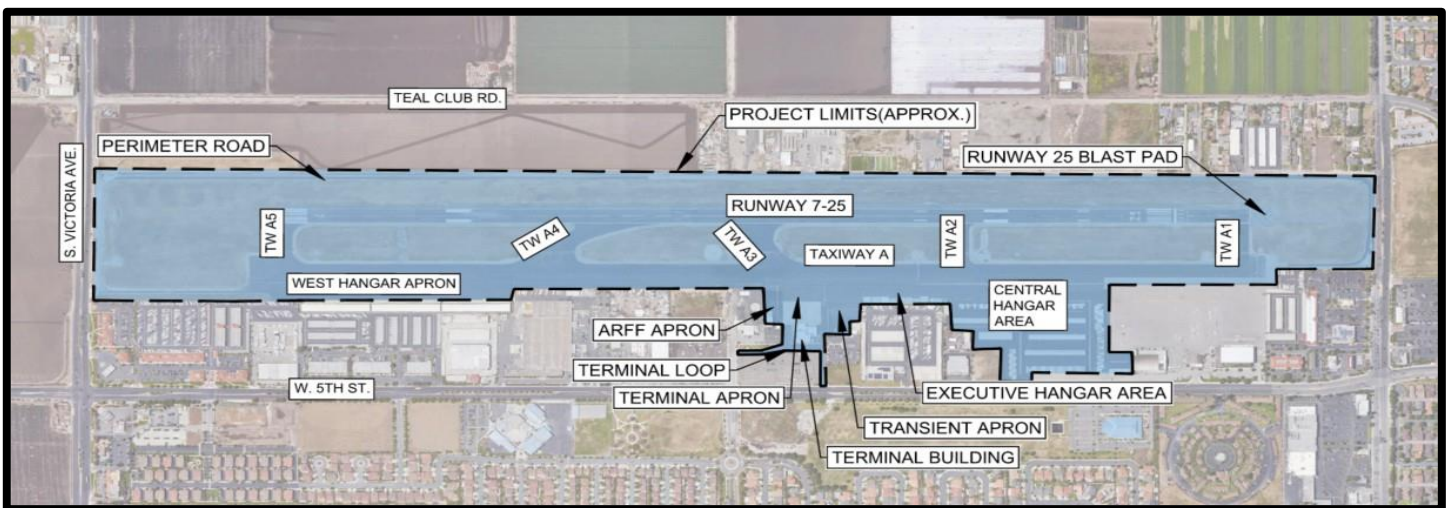


# Exhibit 2 Location Map

## Camarillo Airport



## Oxnard Airport





November 13, 2024

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

**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.

**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 recommendation of this action.

**Discussion:**

The Department of Airports is continuing its work to highlight exceptional stories surrounding local aviation.

The County of Ventura Department of Airports was established in 1976 to manage Camarillo Airport and Oxnard Airport. Together these Airports provide vital connections to the national airspace system and are home to many businesses and individual aircraft owners, all of whom contribute to the economic vitality of Ventura County and/or serve as philanthropic contributors through a variety of non-profit organizations. Such contributions are made without knowledge of the majority of the general public.

National and locally based organizations such as Pilots for Paws, Angel Flight, LightHawk, the VC Ninety-Nines, Experimental Aircraft Association, and more are dedicated to serving the community in a variety of ways and are among the unsung heroes in local aviation.

The Department of Airports began a series highlighting these unsung heroes in September 2023. This series is showcased through periodic short feature stories designed to not only put a spotlight on those who tirelessly serve the community but to also help educate the community about a portion of local aviation that is often overlooked.

November's story puts a spotlight on the Introduction to Aviation course offered to local high school students through the Ventura County Office of Education's Career Education Center – a program that opens the door to young students interested in pursuing their pilot's license.

If you have any questions regarding this item, please call Jannette Jauregui at (805) 388-4287 or me at (805) 388-4200.



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

November 13, 2024

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

**Subject: Receive and File Staff Report Regarding Annual Wings Over Camarillo Air Show**

**Recommendation:**

Receive and file a staff report regarding the annual Wings Over Camarillo Air Show at Camarillo Airport. The Department of Airports worked successfully with Wings Over Camarillo (WOC) leadership to successfully develop an excellent balance of air show acts that were embraced by event guests, the local neighbors, and the Ventura County Animal Shelter.

**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:**

The WOC Air Show has been held at the Camarillo Airport for more than 40 years. The Wings Over Camarillo is operated as a 501(c)(3) non-profit organization that has contributed more than \$650,000 to local non-profit entities over the last 13 years. It is important to note that the overall support for this annual event is extremely positive throughout the entire County of Ventura. Attendance at the two-day event was approximately 14,000 people, additionally, there are approximately 2,000 volunteers who provide support at the air show.

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



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

November 13, 2024

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

**Subject: Receive and File a Staff Report Outlining Skydiving Operation Tests and Potential Future Operations at Oxnard Airport**

**Recommendation:**

Receive and file staff report outlining skydiving operation tests and potential future operations at Oxnard Airport.

**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 recommendation of this action.

**Discussion:**

Over the past year, the Department of Airports has reviewed a request from Skydive Coastal, a skydiving operator that currently operates at Camarillo Airport (CMA) with additional locations nationwide, to establish a landing zone at Oxnard Airport (OXR). Skydive Coastal maintains a small operation at CMA, where its current landing zone is situated in Moorpark, approximately 15 miles from Camarillo Airport. This request would introduce a new aeronautical activity to Oxnard Airport.

**FAA Considerations:**

Following extensive discussions and review with the Federal Aviation Administration (FAA), it has been determined that FAA Grant Assurance 22 requires Oxnard Airport to make its facilities available for aeronautical activities, including skydiving. This assurance mandates that the Airports provide reasonable access to aeronautical operations in a non-discriminatory manner.

Planned Trial Period:

To evaluate the feasibility and safety of establishing a landing zone at OXR for Skydive Coastal, we have agreed to conduct a trial period. The trial, expected to commence in late November or December, will allow the Department of Airports, along with the FAA and other relevant stakeholders, to assess operational, logistical, and safety requirements. The trial will be structured to monitor Skydive Coastal's landing activities and gather data to help define best practices and ensure the safest procedures possible for both skydiving and other airport operations.

Stakeholder Meeting:

To facilitate transparent communication and address any questions or concerns, we have scheduled a stakeholder meeting on November 14, 2024. This meeting will be attended by major OXR stakeholders, including representatives from Oxnard Air Traffic Control Tower (ATCT), as well as additional airport partners. The purpose of this meeting is to provide stakeholders with an opportunity to discuss the proposed skydiving operations with the Skydive Coastal team directly and to ask questions.

Summary

This initiative represents a proactive effort to support new aeronautical activities at OXR in compliance with FAA guidelines. While there is no board action required at this time, we will continue to monitor and assess the operational impacts throughout the trial period. We will follow up in future meetings and inform you of any significant findings and developments related to this operation.

If you have any questions regarding this item, please call me at (805) 388-4290.



CASEY PULLMAN, C.M.  
Deputy Director of Airports



**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>

November 13, 2024

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

**Subject: Approval of, and Authorization for the Director of Airports or His Designee to Sign, Contract Change Order No. 4 in the Not to Exceed Amount of \$1,000,000 with Security Paving Company for the Reconstruction of Taxiway F (renamed A) at Oxnard Airport, Raising the Total Contract Amount from \$18,433,590 to the Not to Exceed Total Amount of \$19,433,590; 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. 4 (Exhibit 1) in the not to exceed amount of \$1,000,000 with Security Paving Company for the reconstruction of Taxiway F (renamed A) at Oxnard Airport, raising the total contract amount from \$18,433,590 to the not to exceed total amount of \$19,433,590.

**Fiscal/Mandates Impact:**

Mandatory: *No*

Source of funding: *Federal Aviation Administration (90%)*

*Caltrans (up to 4.5%)*

*Airport Enterprise Fund*

Funding match required: *10% of costs less any Caltrans funding*

Impact on other departments: *None*

<b>Summary of Revenue and Project Costs</b>	<b>FY 2024/25</b>	<b>FY 2025/26</b>
Revenue: FAA (up to 90%)	\$ 0*	\$ 0
Caltrans (up to 4.5%)	0*	0
Direct Costs	<u>\$ 1,000,000</u>	<u>\$ 0</u>
Net Costs – Airport Enterprise Fund	<u>\$ 1,000,000</u>	<u>\$ 0</u>

\* The change order work is not anticipated to be grant eligible.

**Current Fiscal Year Budget Projection:**

FY 2024-25 Budget Projection for Airports Capital Projects Division 5040 - Unit 5041*				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/ (Deficit)
Appropriations	\$ 7,303,293	\$ 14,679,816	\$ 14,679,816	\$0
Revenue	5,787,844	5,787,844	5,787,844	0
Net Cost	\$ 1,515,449	\$ 8,891,972	\$ 8,891,972	\$0

*Sufficient revenue and appropriations are available in the FY 24-25 capital budget.*

\*Includes interest and capital assets.

**Strategic Priority:**

This change order approval supports the County’s Strategic Priorities to support fiscal responsibility, economic vitality, reliable infrastructure, and sustainability.

**Discussion:**

On September 26, 2023, the Board awarded a construction contract to Security Paving Company (Contractor). The project consists of the reconstruction of Taxiway F, which was recently renamed Taxiway A to meet current FAA standards. The project was designed and bid utilizing the name Taxiway F, so both naming conventions will be referenced for the duration of the project.

Construction began in May of 2024 and is nearing completion. The project scope included work items for the removal and disposal of excavated soil. The Airport currently has stockpiled excavated soil from a prior phase of taxiway reconstruction and wishes to utilize the current contract to allow for its proper disposal. We believe utilization of the current contract to dispose of the stockpiled soil would result in lower overall costs for the project when compared to the additional costs associated with procedures to design, advertise, and bid the extra work separately. Additional benefits include the ability to schedule the work before the end of the rainy season.



The Airports' Contract Change Order No. 4 request, in the not to exceed amount of \$1,000,000, represents a 6% increase to the original contract price. Previous to this request, three prior change orders to the contract were executed in the amounts of \$173,284, \$120,605, and \$774,691 respectively. The Contract Change Order No. 4 in the not to exceed amount of \$1,000,000 will increase the current contract price from \$18,433,590 to a total amount of \$19,433,590, exceeding the Director of Airports authority. Therefore, we are asking your recommendation to the Board to approve Contract Change Order No. 4.

This work is not anticipated to be grant eligible and will be an out-of-pocket expense which the Airport Enterprise Fund has sufficient revenue and appropriations to support.

If you have any questions regarding this item, please call Erin Powers at (805) 388-4205, or me at (805) 388-4200.



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

Attachments:

Exhibit 1 – Contract Change Order No. 4

Spec No.: DOA 23-03

County of Ventura  
Department of  
Airports

Contracting Agency: COUNTY OF VENTURA

CHANGE ORDER NO. 4

Project Name: Oxnard Airport – Reconstruction of Taxiway F (Renamed Taxiway A)

ACCOUNTING DATA:	A/C Contract No.	PD_	Budget Dept/Acct No. _____	Project No. OXR-150
------------------	------------------	-----	----------------------------	---------------------

To Contractor: Security Paving Company

You are hereby directed to make the following changes to the plans and specifications for this Contract.

**NOTE:** This change order authorizes the use of Contract funds and is not effective until approved by the Director of Airports, as indicated.

This change order is associated with the disposal of the soil stockpiles generated from Taxiways A1-A5 (previously Taxiways A-E) located to the east of Oxnard Airport across South Ventura Road. The disposal of the stockpiles will consist of hauling the material to public landfills based on the appropriate soil characterization and stockpile delineation, and disposing of the liners, plastic sheeting, and sandbags associated with the stockpiles. The proposed conservative stockpile delineation limits are attached to this change order based on the results of soil per- and polyfluoroalkyl substances (PFAS) testing completed by LimnoTech within each of the stockpiles. The soil test results titled "Results of the Excavated Soil Investigation Related to PFAS at Oxnard Airport (OXR)" completed by LimnoTech has been provided to Security Paving and is available for reference if requested. The cost for this change order will be a not-to-exceed cost; the actual change order cost will be determined through the final tonnage loaded and hauled to each landfill and its associated cost per tonnage, as well as actual labor and equipment utilized, based on the proposal from Security Paving. Security Paving will furnish receipts of tonnage from each landfill upon completion of hauling activities.

**TOTAL NOT-TO-EXCEED AMOUNT OF THIS CHANGE ORDER.....\$ 1,000,000.00**

By reason of this order, the time of completion will be adjusted as follows:	The Contract Time will be increased by seven (7) Calendar Days.
--	---

RECOMMENDED: \_\_\_\_\_ DATE \_\_\_\_\_  
Projects Coordinator

RECOMMENDED: \_\_\_\_\_ DATE \_\_\_\_\_  
Director of Airports

The undersigned Contractor has given careful consideration to the change proposed, including its effect on other work, and hereby agrees, if this Change Order is approved, that he will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment for all costs related in any way thereto the prices shown above.

ACCEPTED, CONTRACTOR: Security Paving Company

BY: \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

If this Change Order is executed by the Agency, but the Contractor does not sign it, the Contractor shall, as required by the Specifications cited:  
1. Proceed with the ordered work (Sub-sections 3-2.2.3 and 3-5);  
2. File a written Notice of Potential Claim before commencing the work ordered (Sub-section 6-11); and  
3. Keep and furnish daily records of materials, equipment and labor (Sub-sections 3-3.3 and 3-5).

Original: Contractor; Copies: Central Files, Accounting, Project Coordinator, Inspector, Auditor/Controller, A&E.

The following is for Agency use only and is not a part of this change order.

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Spec No.:           **DOA 23-03**           **County of Ventura Department of Airports**

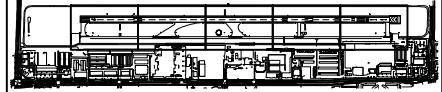
**Contracting Agency:**           **COUNTY OF VENTURA – Department of  
Airports  
CHANGE ORDER NO. 4**

Project Name:   **Oxnard Airport – Reconstruction of Taxiway F (Renamed  
Taxiway A)**

**FUNDING RECAPITULATION:**

<b>ORIGINAL CONTRACT PRICE:</b>	<b>\$ 17,365,009.50</b>
<b>ORIGINAL FAA SHARE:</b>	<b>\$ 15,628,508.55</b>
<b>ORIGINAL COUNTY SHARE:</b>	<b>\$ 1,586,500.95</b>
<b>THIS CHANGE ORDER AMOUNT:</b>	<b>\$ 1,000,000.00</b>
<b>PREVIOUS CHANGES</b>	
<b>ORDER AMOUNT (#1):</b>	<b>\$ 173,284.00</b>
<b>ORDER AMOUNT (#2):</b>	<b>\$ 120,605.00</b>
<b>ORDER AMOUNT (#3):</b>	<b>\$ 774,690.60</b>
<b>UPDATED CONTRACT AMOUNT:</b>	<b>\$ 19,433,589.10</b>
<b>UPDATED FAA SHARE:</b>	<b>\$ 17,490,230.19</b>
<b>UPDATED COUNTY SHARE:</b>	<b>\$ 1,943,358.91</b>

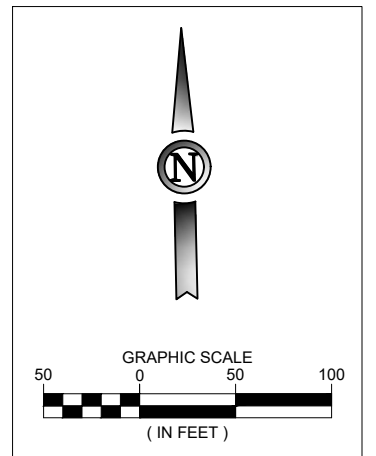




**LEGEND:**

- STOCKPILE BOUNDARY
- STKP-X-XX ○ STOCKPILE SAMPLE WITH PFAS NOT DETECTED
- STKP-X-XX ○ STOCKPILE SAMPLE WITH PFAS DETECTED
- LIMIT OF NON-PFAS DETECTION BASED ON SAMPLE RESULTS

- NOTES:**
1. EACH TAXIWAY CONNECTOR STOCKPILE WAS PLACED ONTO A 6 MILLIMETER THICK VISQUEEN PLASTIC SHEETING NOT TO EXCEED SIX FEET IN HEIGHT, AND COVERED WITH PLASTIC SHEETING WEIGHED DOWN BY SAND BAGS.
  2. CUBIC YARDAGE OF EACH STOCKPILE IS AN ESTIMATE; CONTRACTOR TO VERIFY QUANTITIES PRIOR TO HAULING ACTIVITIES.
  3. DEPICTED GPS SAMPLE LOCATIONS ARE APPROXIMATE; CONTRACTOR TO VERIFY EACH SAMPLE LOCATION BY LOCATING THE FLAG MARKER.
  4. LIMIT OF NON-PFAS DETECTED SOIL WITHIN EACH STOCKPILE IS APPROXIMATE BASED ON SAMPLE RESULTS; CONTRACTOR TO VERIFY LIMIT PRIOR TO HAULING ACTIVITIES.



Printed October 14, 2024 @ 11:29 AM by Ginos, Amador  
 C:\OXNARD\AIP\042522 - Taxiway Reconstruction\CAD\DWG\AIP\TSD\Demc Plan for Waterboard\DWG TV A-E Stockpile Testing Locations Updated 10.14.24.dwg

**WOOLPERT**  
 ARCHITECTURE | ENGINEERING | GEOSPATIAL  
 1300 Eastman Avenue • Suite 214 • Ventura, CA 93003  
 Phone: 303.524.3030 • Fax: 303.524.3031

OXNARD AIRPORT  
 OXNARD, CA

COUNTY OF VENTURA  
 Department of Airports

OXNARD AIRPORT  
 TAXIWAY A-E RECONSTRUCTION PROJECT  
 OXNARD, CALIFORNIA

111

EXCAVATION  
 BOUNDARY MAP

SHEET NO:  
**6 OF 6**

AIP PROJECT NO. 3-06-0179-042-2022	VIATION PROJ. NO. 2021.OXR.03	SPEC. NO. DOA 21-01	COUNTY PROJ. NO. OXR-147
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# COUNTY of VENTURA

## Department of Airports

### MONTHLY ACTIVITY REPORT

Month ending August 31, 2024

#### Hangars and Tie-downs:

Camarillo				Oxnard					
		Inventory	Occupied	Available			Inventory	Occupied	Available
<b>Hangars</b>				<b>Hangars</b>					
Private	170	170	0	Private	79	79	0		
County	160	158	2	County	66	63	3		
Out of Service	16	0	0	Out of Service	6	0	0		
<b>Total</b>	<b>346</b>	<b>328</b>	<b>2</b>	<b>Total</b>	<b>151</b>	<b>142</b>	<b>0</b>		
<b>Tie-downs</b>				<b>Tie-downs</b>					
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				
<b>Total</b>	<b>191</b>	<b>104</b>	<b>52</b>	<b>Total</b>	<b>41</b>	<b>18</b>	<b>23</b>		

#### Airport Operations:

#### Aircraft Incidents:

	Camarillo	Oxnard		Camarillo	Oxnard
Current year for the month	19,000	9,684	Current Month	8	2
Last year for the month	14,695	6,063	Current year to date	32	6
% Change	29%	60%	<b>CMA: 8/12 - Alert 2</b> <b>8/22 - Flat tire</b> <b>8/24 - Flat tire left main</b> <b>8/28 - Flat tire</b> <b>OXR: 8/3 - Flat tire</b> <b>8/13 - Engine dysfunction</b>		
Current year to date	125,646	60,599	<b>8/18 - F18 Jet blast</b> <b>8/24 - Flat tire right main</b> <b>8/27 - Flat tire</b> <b>8/31 - Flat tire</b>		
Last year to date	113,510	50,619			
% Change	11%	20%			

#### Other:

	Camarillo	Oxnard
Airside Citations Issued	0	0
Landside Citations issued	0	14
Cards issued to transient overnight aircraft	21	5
Other aircraft ** (Estimate)	120	15
Hangar Waiting List	27	2



# COUNTY of VENTURA

## Department of Airports

### MONTHLY ACTIVITY REPORT

Month ending September 30, 2024

#### Hangars and Tie-downs:

Camarillo				Oxnard					
		Inventory	Occupied	Available			Inventory	Occupied	Available
<b>Hangars</b>				<b>Hangars</b>					
Private	170	170	0	Private	79	79	0		
County	160	158	2	County	66	63	3		
Out of Service	16	0	0	Out of Service	6	0	0		
<b>Total</b>	<b>346</b>	<b>328</b>	<b>2</b>	<b>Total</b>	<b>151</b>	<b>142</b>	<b>0</b>		
<b>Tie-downs</b>				<b>Tie-downs</b>					
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				
<b>Total</b>	<b>191</b>	<b>104</b>	<b>52</b>	<b>Total</b>	<b>41</b>	<b>18</b>	<b>23</b>		

#### Airport Operations:

#### Aircraft Incidents:

	Camarillo	Oxnard		Camarillo	Oxnard
Current year for the month	16,397	8,743	Current Month	0	0
Last year for the month	15,581	7,165	Current year to date	32	6
% Change	5%	22%	CMA: N/A OXR: N/A		
Current year to date	142,043	69,342			
Last year to date	129,091	57,784			
% Change	10%	20%			

#### Other:

	Camarillo	Oxnard
Airside Citations Issued	0	0
Landside Citations issued	0	26
Cards issued to transient overnight aircraft	29	2
Other aircraft ** (Estimate)	120	15
Hangar Waiting List	27	2



## Camarillo Noise Comment Report August 2024

Comments by Location	Number of Comments	Total Number of Households
East Neighborhoods	2	1
Midtown/Old Town	54	10
North Neighborhoods	4	2
Unspecified/Other	58	Unknown

Type of Operation	
Takeoff/Departure	1
Landing/Arrival	35
Traffic Pattern	74
Unspecified	8

**Total Comments = 118**

Time of Day	
12 a.m. – 5 a.m.	4
5 a.m. – 8 a.m.	5
8 a.m. – 6 p.m.	69
6 p.m. – 12 a.m.	40

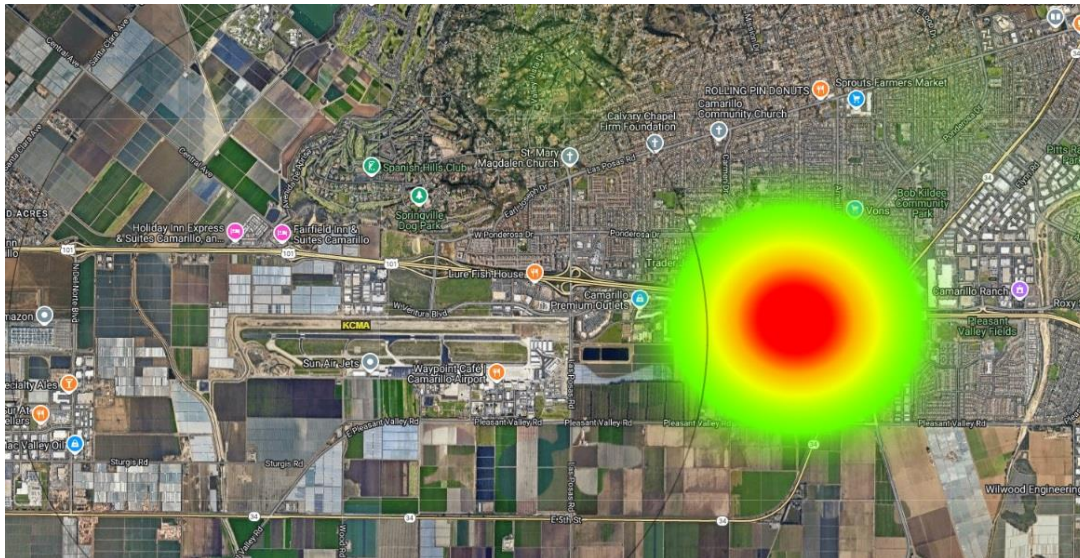
**Comment Breakdown:**

**Household #1:**  
47 (40%)

**Household #2:**  
35 (30%)

**Household #3:**  
10 (8%)

Type of Aircraft	
Single Engine Piston	2
Multi-Engine Piston	2
Turboprop	41
Turbo Jet	58
Helicopter	1
Unspecified	14





## Oxnard Noise Comment Report August 2024

Comments by Location	Number of Comments	Total Number of Households
West of Victoria & South of 5 <sup>th</sup> (Channel Islands, Oxnard Shores, Seabridge, etc.)	205	14
South Neighborhoods (Via Marina, etc.)	125	2
East Neighborhoods	0	0
North Neighborhoods	1	1
Other/Unspecified	4	Unknown

Type of Operation	
Takeoff/Departure	1
Landing/Arrival	1
Traffic Pattern	150
Unspecified	183

**Total Comments = 335**

Time of Day	
12 a.m. – 5 a.m.	1
5 a.m. – 8 a.m.	3
8 a.m. – 6 p.m.	283
6 p.m. – 12 a.m.	48

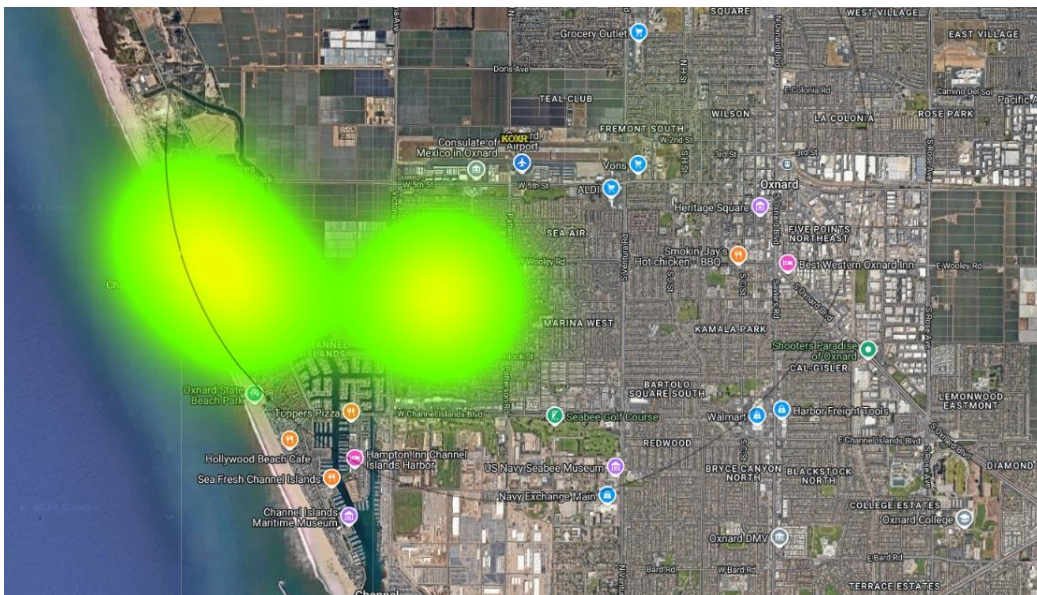
**Comment Breakdown:**

**Household #1:**  
122 (36%)

**Household #2:**  
83 (25%)

**Household #3:**  
75 (22%)

Type of Aircraft	
Single Engine Piston	120
Multi-Engine Piston	25
Turboprop	0
Turbo Jet	2
Helicopter	7
Unspecified	181



## Camarillo Noise Comment Report September 2024

Comments by Location	Number of Comments	Total Number of Households
East Neighborhoods	0	0
Midtown/Old Town	81	12
North Neighborhoods	7	2
Unspecified/Other	15	Unknown

Type of Operation	
Takeoff/Departure	0
Landing/Arrival	66
Traffic Pattern	33
Unspecified	4

**Total Comments = 103**

Time of Day	
12 a.m. – 5 a.m.	5
5 a.m. – 8 a.m.	2
8 a.m. – 6 p.m.	47
6 p.m. – 12 a.m.	49

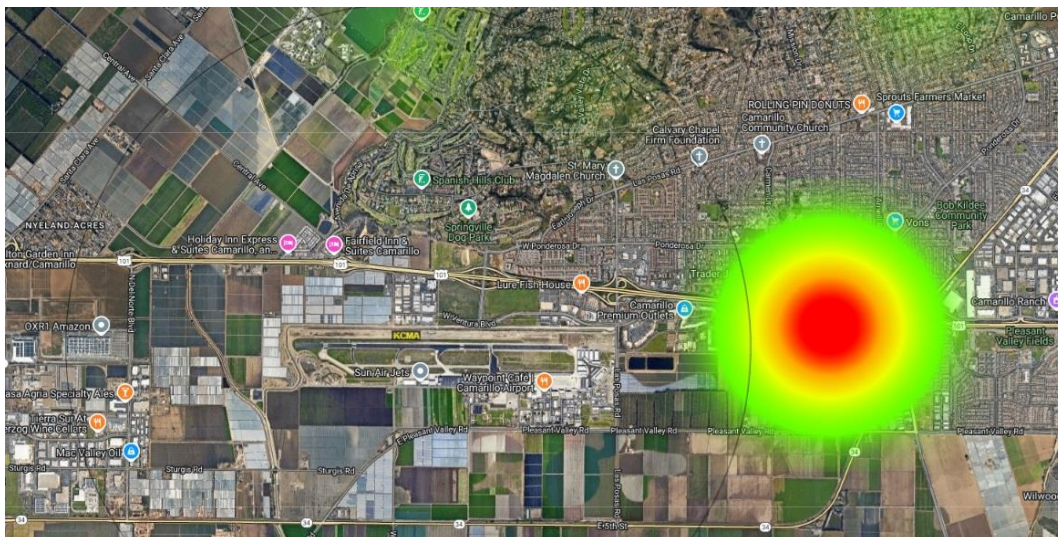
**Comment Breakdown:**

**Household #1:**  
64 (62%)

**Household #2:**  
15 (15%)

**Household #3:**  
4 (4%)

Type of Aircraft	
Single Engine Piston	4
Multi-Engine Piston	0
Turboprop	14
Turbo Jet	79
Helicopter	1
Unspecified	5





## Oxnard Noise Comment Report September 2024

Comments by Location	Number of Comments	Total Number of Households
West of Victoria & South of 5 <sup>th</sup> (Channel Islands, Oxnard Shores, Seabridge, etc.)	152	14
South Neighborhoods (Via Marina, etc.)	29	3
East Neighborhoods	0	0
North Neighborhoods	6	2
Other/Unspecified	10	Unknown

Type of Operation	
Takeoff/Departure	0
Landing/Arrival	4
Traffic Pattern	72
Unspecified	121

**Total Comments = 197**

Time of Day	
12 a.m. – 5 a.m.	0
5 a.m. – 8 a.m.	3
8 a.m. – 6 p.m.	140
6 p.m. – 12 a.m.	54

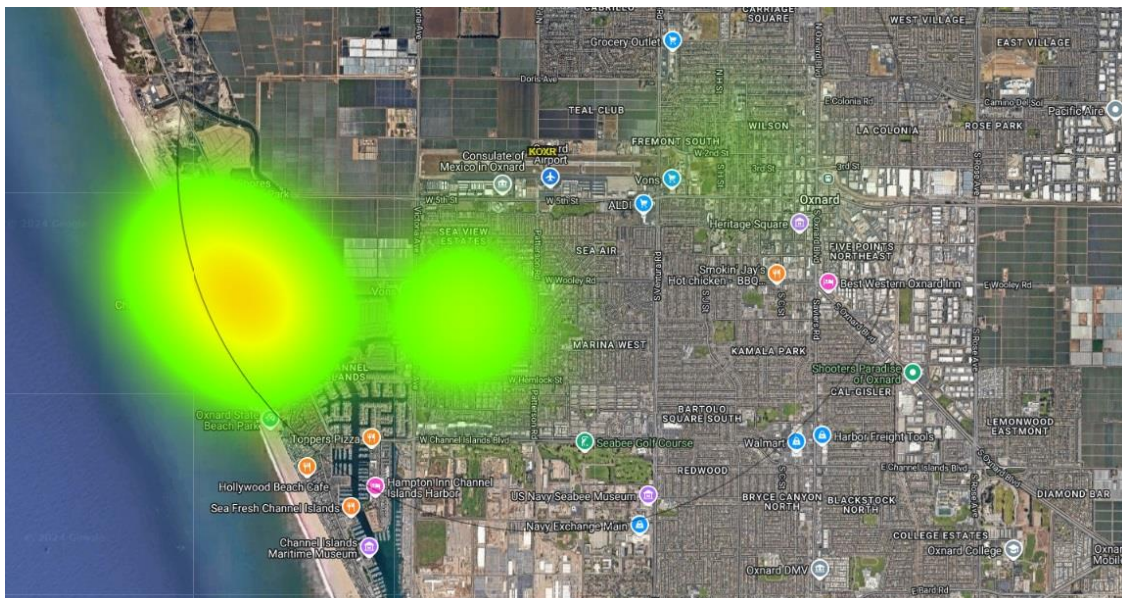
**Comment Breakdown:**

**Household #1:**  
68 (36%)

**Household #2:**  
44 (22%)

**Household #3:**  
26 (13%)

Type of Aircraft	
Single Engine Piston	57
Multi-Engine Piston	6
Turboprop	1
Turbo Jet	1
Helicopter	7
Unspecified	125





## **AUGUST 2024**

### **CAMARILLO AIRPORT – AIRPORT LAYOUT PLAN UPDATE/NARRATIVE REPORT**

#### **Status Update:**

- Coffman Associates sent updated documents related to the draft ALP Drawing Set, Narrative Report, and project website to Airport staff on August 19, 2024, based on previous feedback.
- Airport staff reviewing material associated with the draft ALP Drawing Set prior to coordination with the FAA.
- Coffman Associates assisted Airport staff with grant closeout documentation. Grant closeout documents were sent to FAA on August 14, 2024.

#### **Upcoming Action Items:**

- Re-submission of the draft ALP Drawing Set to FAA for review/ultimate approval.
- Upon FAA approval of the ALP Drawing Set, final documents associated with the ALP and Narrative Report will be completed.

**Project Percent Complete:** The project is 92.9% complete through August 2024.

### **CAMARILLO AIRPORT – PART 150 NOISE COMPATIBILITY STUDY**

#### **Status Update:**

- Preparation of Noise Exposure Map document for FAA line of business review.
- Preparation of draft Noise Compatibility Program Chapters 4, 5 and 6.
- **Upcoming Action Items:**
- Planning Advisory Committee and Community Meetings scheduled for October 9, 2024.

**Project Percent Complete:** The project is 57.6% complete through August 2024.

### **OXNARD AIRPORT – PART 150 NOISE COMPATIBILITY STUDY**

#### **Status Update:**

- Preparation of Noise Exposure Map document for FAA line of business review.
- Preparation of draft Noise Compatibility Program Chapters 4, 5 and 6.

#### **Upcoming Action Items:**

- Planning Advisory Committee and Community Meetings scheduled for October 8, 2024.

**Project Percent Complete:** The project is 56.2% complete through August 2024.

### **ANNUAL CONSULTING SERVICES CONTRACT (AEA No. 25-01)**

#### **Status Update:**

- CatEx and historic report for the Oxnard Airport ATCT project were submitted to the FAA on July 22, 2024. The CatEx is still pending FAA review and approval.

#### **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:** 3.9% of the not-to-exceed amount of \$200,000 has been completed through August 2024.



## SEPTEMBER 2024

### **CAMARILLO AIRPORT – AIRPORT LAYOUT PLAN UPDATE/NARRATIVE REPORT**

#### **Status Update:**

- Coffman Associates met with Airport staff on September 13, 2024, to discuss revisions to the draft ALP Drawing Set prior to FAA re-submission. Coffman Associates has since provided a revised draft ALP Drawing Set to Airport staff.
- The revised draft ALP Drawing Set was coordinated with the FAA Los Angeles ADO on September 13, 2024.
- Coffman Associates and airport staff provided ALP clarifications to the FAA in mid-September.
- The FAA Los Angeles ADO indicated that the draft ALP Drawing Set was being coordinated with FAA Lines of Business review starting on September 18, 2024.

#### **Upcoming Action Items:**

- Upon FAA approval of the ALP Drawing Set, final documents associated with the ALP and Narrative Report will be completed.

**Project Percent Complete:** The project is 93.2% complete through September 2024.

### **CAMARILLO AIRPORT – PART 150 NOISE COMPATIBILITY STUDY**

#### **Status Update:**

- Submitted draft Noise Compatibility Program (NCP) Chapters 4, 5 and 6 to airport staff for review.

#### **Upcoming Action Items:**

- Distribute draft NCP Chapters 4, 5, and 6 in English and Spanish to the Planning Advisory Committee (PAC) and public for review and comment.
- Hold PAC and public Community Meetings scheduled for October 7, 2024.
- Once approved, publish final Noise Exposure Maps document (Chapters 1, 2 and 3) in English and Spanish. Revised NEMs were submitted for FAA Lines of Business review in August 2024.

**Project Percent Complete:** The project is 61.5% complete through September 2024.

### **CAMARILLO AIRPORT – APPROACH ANALYSIS**

#### **Status Update:**

- Notice to proceed received on September 26, 2024. Arrangements made for Paul Hannah to attend October 7<sup>th</sup> Camarillo Airport Part 150 Planning Advisory Committee meeting and Public Information Workshop to discuss the approach analysis project.

#### **Upcoming Action Items:**

Schedule kick off conference call to discuss information needs and next steps in the process.

**Project Percent Complete:** The project is 0.0% complete through September 2024.

## **OXNARD AIRPORT – PART 150 NOISE COMPATIBILITY STUDY**

### **Status Update:**

- Submitted draft Noise Compatibility Program (NCP) Chapters 4, 5 and 6 to airport staff for review.

### **Upcoming Action Items:**

- Distribute draft NCP Chapters 4, 5, and 6 in English and Spanish to the Planning Advisory Committee (PAC) and public for review and comment.
- Hold PAC and public Community Meetings scheduled for October 8, 2024.
- Once approved, publish final Noise Exposure Maps (NEM) document (Chapters 1, 2 and 3) in English and Spanish. Revised NEMs were submitted for FAA Lines of Business review in August 2024.

**Project Percent Complete:** The project is 60.1% complete through September 2024.

## **ANNUAL CONSULTING SERVICES CONTRACT (AEA No. 25-01)**

### **Status Update:**

- N/A for September 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:** 3.9% of the not-to-exceed amount of \$200,000 has been completed through September 2024.





September 17, 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 – August 2024

Dear Mrs. Powers,

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

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

- Throughout the month of August, the County and Woolpert discussed this project during coordination meetings on August 8 and 22, 2024.
- **Upcoming:**
  - Continued coordination on this project with the County and FAA as needed.
  - County to provide comments on the Conceptual Design package.

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

- Throughout the month of August, the County and Woolpert discussed this project during coordination meetings on August 8 and 22, 2024.
- **Upcoming:**
  - Continued coordination on this project with the County as needed.
  - County will get Woolpert under contract for this project.

**Runway 8-26 and Taxiway A Pavement Improvements (County Project No. AEA 24-06)**

- Throughout the month of August, the County and Woolpert discussed this project during coordination meetings on August 8 and 22, 2024.
- Throughout the month of August, Woolpert coordinated with Granite Construction (Granite) on submittal reviews and proposed construction schedule. Woolpert also submitted daily reports to the County for each night of monitoring construction activities.
- On August 5, 2024, Woolpert, the County, and Granite coordinated on scheduling the Pre-Construction Meeting.
- On August 7, 2024, Woolpert and the County coordinated on the review of Granite's submitted Safety Plan Compliance Document (SPCD); the County had no additional comments.
- On August 7 and 14, 2024, Woolpert provided Granite's proposed construction schedule to the County for review; the County had no additional comments.

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- On August 7, 14, and 29, 2024, Woolpert and the County coordinated on Granite's proposed staging area layout.
- On August 8, 2024, Woolpert provided the County with exhibits depicting the revised temporary proposed pavement markings on Taxiway A.
- On August 8, 2024, Woolpert provided the County with the SEC FAA Form 6000-26 *Airport Sponsor Strategic Event Submission Form* to submit as well as the draft email to the FAA regarding NAVAID shutdowns. The County forwarded the SEC FAA Form 6000-26 to the FAA and Woolpert provided the proposed NAVAID shutdown schedule email to the FAA. The FAA clarified that no NAVAID shutdowns would be required on their end and only sponsor-owned NAVAID shutdowns would be needed.
- On August 14, 2024, Woolpert provided the County with the Notice to Proceed (NTP) for Construction Schedules I and II for review and signature with a proposed construction start date of August 27, 2024. The County provided the signed NTP to Woolpert on August 15, 2024 for distribution and the NTP was provided to Granite on August 16, 2024.
- On August 15, 2024, the virtual Pre-Construction Meeting was held with the County, Granite, and Woolpert in attendance. Minutes were distributed to all parties on August 16, 2024.
- On August 15, 2024, Woolpert and the County coordinated on the subcontractors listed by Granite on the submitted bid forms.
- On August 16, 2024, Woolpert and the County coordinated on Contractor gate access for asphalt milling disposal.
- On August 16, 2024, Woolpert provided the County with the Construction Flyer detailing the project start/end dates, project area, and closure durations for tenant and public distribution. Woolpert provided the County with the revised Construction Flyer for review and distribution on August 30, 2024.
- On August 20, 2024, Woolpert provided the County with Granite's submitted Stormwater Pollution Prevention Plan (SWPPP) for review; the County had no additional comments. Woolpert and the County coordinated on Granite's SMARTS access on August 22 and 23, 2024.
- On August 21, 2024, Woolpert and Granite held a virtual Quality Control and Quality Assurance Workshop to discuss material testing requirements for the project.
- On August 22, 2024, Woolpert completed the Camarillo Airport Driver Training with Airport Operations.
- On August 22, 2024, Woolpert and the County coordinated on Granite's asphalt millings disposal location; Granite agreed to dispose of the asphalt millings at the County-requested locations.
- On August 23, 2024, Woolpert, the County, and Granite held a virtual meeting to discuss the proposed project schedule; Granite provided a new schedule based on their internal estimates following the meeting.
- On August 23, 2024, Woolpert and Granite completed NAVAID shutdown training with Airport Maintenance.
- On August 26, 2024, Woolpert provided the County with a summary of closures and NOTAMs required for construction of Schedule I based on Granite's provided construction schedule. Woolpert provided a revised summary to the County on August 30, 2024.
- On August 26, 2024, Granite completed survey verification and layout, utility potholes, erosion control installation, and quality control sampling within the Schedule I project area under Woolpert's supervision.
- On August 27, 2024, Schedule I, Phase 1 commenced on Taxiway A outside of the Runway Safety Area (RSA) with an expected completion date of September 9, 2024 based on Granite's submitted schedule.

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- On August 28, 2024, Woolpert and the County coordinated on extending the northern limit of the Schedule I, Phase 1 area to encompass a pavement grade dip and provided the estimated cost.
- On August 28, 2024, Woolpert coordinated with the County and Airport Operations on the asphalt millings' disposal haul route and barricade placement.
- On August 29, 2024, Woolpert and the County coordinated on Granite's additional calendar day request for the extension of the Schedule I, Phase 1 area north by approximately 30 feet. The County agreed to the request and a change order will be drafted for review.
- On August 30, 2024, Woolpert provided Granite with the Notice of Day Count Suspension for the Labor Day Holiday on September 2, 2024.
- **Upcoming:**
  - Woolpert will continue project coordination with the County and Granite.
  - Woolpert to prepare Contractor Change Order No. 1 for the additional calendar day for County review.
  - Construction Schedule I, Phase 2 scheduled to commence on September 9, 2024.
  - Construction Schedule I, Phase 3 scheduled to commence on September 16, 2024.
  - Construction Schedule II scheduled to commence on September 19, 2024.
  - Woolpert to prepare informational construction flyer on new pavement markings.

#### **Airport Pavement Management System (APMS) Update**

- Throughout the month of August, the County and Woolpert discussed this project during coordination meetings on August 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, Ms. Amanda Gross, Ms. Cheyenne Yancey –  
 Woolpert, Inc.  
 File

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October 11, 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 – September 2024

Dear Mrs. Powers,

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

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

- Throughout the month of September, the County and Woolpert discussed this project during coordination meetings on September 5 and 19, 2024.
- **Upcoming:**
  - Continued coordination on this project with the County and FAA as needed.
  - County to provide comments on the Conceptual Design package.

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

- Throughout the month of September, the County and Woolpert discussed this project during coordination meetings on September 5 and 19, 2024.
- On September 10, 2024, the County and Woolpert coordinated on the Design Services Contract for the project.
- On September 20, 2024, the County provided Woolpert with the Notice to Proceed and signed Design Services Contract for the project.
- **Upcoming:**
  - Continued coordination on this project with the County as needed.

**Runway 8-26 and Taxiway A Pavement Improvements (County Project No. AEA 24-06)**

- Throughout the month of September, the County and Woolpert discussed this project during coordination meetings on September 5 and 19, 2024.
- Throughout the month of September, Woolpert coordinated with Granite Construction (Granite) on submittal reviews and proposed construction schedule. Woolpert also submitted daily reports to the County for each night of monitoring construction activities.
- On September 4, 2024, Woolpert provided the County with an updated summary of closures and NOTAMs required for construction of Schedule I based on Granite's construction schedule.

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- On September 4, 2024, Woolpert and the County coordinated on Granite's SMARTS access to complete the Notice of Intent for the Stormwater Pollution Prevention Plan (SWPPP).
- On September 9, 2024, Schedule I, Phase 1 was completed and Taxiway A outside of the Runway Safety Area (RSA) reopened. Schedule I, Phase 2 then commenced and Taxiway A within the RSA was closed with an expected completion date of September 15, 2024 based on Granite's submitted schedule. Schedule II, Phases 5 and 6 construction activities were also completed concurrently to Schedule I, Phase 2 while Runway 18-36 was closed each night.
- On September 9 and 10, 2024, Woolpert and the County coordinated on the alternate haul route for Schedule I Phase 2.
- On September 10, 2024, Woolpert and the County coordinated on the completion of Schedule II Phases 5 and 6 construction activities concurrently with Schedule I Phases 2 and 3.
- On September 11 and 12, 2024, Woolpert and the County coordinated on the completion of Schedule II Phase 3 saw cutting operations along the Runway 8-26 centerline concurrently with Schedule I Phase 2.
- On September 15, 2024, Schedule I, Phase 2 was completed, and Taxiway A within the RSA reopened. Schedule I, Phase 3 then commenced on September 16, 2024 until September 18, 2024. Schedule II, Phase 7 construction activities were also completed concurrently to Schedule I, Phase 3 while Runway 18-36 was closed each night.
- On September 17, 2024, Woolpert provided the County with an Informational Flyer for the new pavement markings on Taxilane G1 and the Northeast Taxilane.
- On September 17, 2024, Woolpert provided the draft Contractor Change Order No. 1 to the County for review, which consisted of the additional calendar day associated with the extension of the full depth pavement repair limits in the Schedule I, Phase 1 area on Taxiway A outside the RSA. The County approved the draft change order on September 20, 2024 and it was circulated for signatures on September 23, 2024.
- On September 19, 2024, Woolpert provided the County with the revised Construction Flyer and Granite's updated construction schedule.
- On September 23, 2024, Woolpert, the County, and Granite completed a walkthrough of the project area and determined remaining punchlist items. The draft punchlist was provided to the County on September 30, 2024 for review.
- On September 23, 2024, the County provided Woolpert with additional requested 'Aircraft Parking Limit' pavement marking locations to include in the final pavement marking application scheduled for October 28-30, 2024.
- **Upcoming:**
  - Woolpert will continue project coordination with the County and Granite.
  - Woolpert to prepare Contractor Pay Application No. 1 for review and signature.
  - Woolpert to prepare revised pavement marking field directive for County review based on project walkthrough.
  - County to review project punchlist prior to issuance to Granite.
  - Contractor Change Order No. 1 to be signed by all parties.
  - Final pavement marking application scheduled for October 28-30, 2024.

#### **Airport Pavement Management System (APMS) Update**

- Throughout the month of September, the County and Woolpert discussed this project during coordination meetings on September 5 and 19, 2024.

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- **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, Ms. Amanda Gross, Ms. Cheyenne Yancey –  
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File

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November 4, 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 – October 2024

Dear Mrs. Powers,

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

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

- Throughout the month of October, the County and Woolpert discussed this project during coordination meetings on October 3, 17, and 31, 2024.
- **Upcoming:**
  - County to provide comments on the Conceptual Design package.

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

- Throughout the month of October, the County and Woolpert discussed this project during coordination meetings on October 3, 17, and 31, 2024.
- On October 15, 2024, Woolpert and the County held a meeting to discuss the design survey schedule and scope. The design survey was scheduled to coincide with the runway closure for the Runway 8-26 and Taxiway A Pavement Improvements project from October 21-23, 2024 within the Runway Safety Area (RSA) and October 24-28, 2024 outside of the RSA.
- On October 18, 2024, Woolpert provided a summary of the design survey schedule to the County.
- On October 21-28, 2024, Woolpert's survey team completed the topographical design survey within the project limits.
- On October 22, 2024, Woolpert and the County coordinated on the request of Earth Systems Pacific, the geotechnical investigation firm, to mark private utilities and boring locations in the next few weeks, as well as to schedule the coordination meeting to further discuss the geotechnical investigation schedule and scope.
- On October 23, 2024, Woolpert, the County, and Airport Operations coordinated on the utilization of the Airport's Lighted Runway Closure Marker to complete the design survey within the Runway 8-26 RSA that same night.
- On October 24, 2024, Woolpert, the County, and Earth Systems Pacific held a meeting to discuss the geotechnical investigation schedule and scope.

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- On October 31 and November 1, 2024, Earth Systems Pacific and the County coordinated on the schedule for marking private utilities and boring locations.
- **Upcoming:**
  - Continued coordination on this project with the County as needed.
  - County and Woolpert to coordinate geotechnical investigation schedule.

**Runway 8-26 and Taxiway A Pavement Improvements (County Project No. AEA 24-06)**

- Throughout the month of October, the County and Woolpert discussed this project during coordination meetings on October 3, 17, and 31, 2024.
- Throughout the month of October, Woolpert coordinated with Granite Construction (Granite) on payroll reviews, punchlist items, and closeout items.
- On October 2, 2024, Woolpert provided the draft Contractor Pay Application No. 1 and supporting documentation to the County for their records.
- On October 2, 2024, Contractor Pay Application No. 1 was distributed to all parties for signature. The revised Contractor Pay Application No. 1 was then redistributed for signature on October 16, 2024 and signed by all parties on October 23, 2024.
- On October 7, 2024, Woolpert provided the Final Punchlist to Granite based on the walkthrough completed with the Woolpert, the County, and Granite on September 23, 2024. Woolpert responded to Granite's questions on the punchlist items on October 16, 2024.
- On October 8, 2024, Woolpert and the County coordinated on Granite's proposed schedule for the final pavement marking application. The final pavement marking application was scheduled for October 21-23, 2024.
- On October 9, 2024, Woolpert and the County coordinated on the Construction Flyer to include the revised pavement marking application dates.
- On October 15, 2024, Woolpert provided the breakdown of the final estimated project quantities and costs, as well as the additional pavement marking exhibit and associated cost breakdown to the County for review. Woolpert and the County held a meeting the same day to discuss these deliverables.
- On October 16, 2024, Woolpert issued Field Directive No. 1 to Granite, which consisted of additional pavement markings on Runway 8-26, Taxiway E, Taxiway F, and the Northeast Taxilane.
- On October 17, 2024, Woolpert provided the draft Change Order No. 2 Additional Pavement Markings to the County for review as a supplement to Field Directive No. 1.
- On October 17, 2024, Woolpert and the County coordinated on Granite's proposed schedule to complete the punchlist items, including the asphalt patch along Taxiway H. The punchlist item was scheduled for completion on the morning of October 21, 2024 while Woolpert observed operations.
- On October 21 and 22, 2024, Granite completed the final pavement marking application along Runway 8-26, Taxiway E, Taxiway F, and the Hangar Taxilane while Woolpert observed operations. Woolpert submitted a daily report for each night of monitoring construction activities.
- On October 23, 2024, County Change Order No. 2 Additional Pavement Markings was distributed to all parties for signature. County Change Order No. 2 consisted of additional pavement markings on Runway 8-26, Taxiway E, Taxiway F, and the Northeast Taxilane. The County provided the fully signed change order to Woolpert on November 1, 2024.
- On October 23, 2024, County Change Order No. 1 Additional Calendar Day was signed by and distributed to all parties. County Change Order No. 1 consisted of the additional calendar day

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associated with the extension of the full depth pavement repair limits in the Schedule I, Phase 1 area on Taxiway A outside the RSA.

- On October 29, 2024, Woolpert provided an update to the County on the contractor and subcontractor payroll status for the period associated with Contractor Pay Application No. 1 and No. 2.
- **Upcoming:**
  - Woolpert will continue project coordination with the County and Granite.
  - Woolpert to prepare the Final Adjustment of Quantities, Contractor Pay Application No. 2, and Contractor Pay Application No. 3 for County review.

#### **Airport Pavement Management System (APMS) Update**

- Throughout the month of October, the County and Woolpert discussed this project during coordination meetings on October 3, 17, and 31, 2024.
- On October 7, 2024, Woolpert provided a link to an example APMS report from Applied Pavement Technology to the County for reference.
- On October 8, 2024, the County provided comments on the APMS Scope of Work for Woolpert to implement in the revised version.
- On October 23, 2024, Woolpert provided the revised pavement section limit exhibits for both Oxnard and Camarillo Airports to review. The County provided comments the same day and the comments were implemented into the revised Scope of Work.
- On October 24, 2024, Woolpert provided the revised APMS Scope of Work for Design Services to the County for review. Woolpert and the County coordinated on the geotechnical investigation scope on October 25, 2024.
- **Upcoming:**
  - Woolpert will coordinate with subconsultants to assist with the completion of this project.
  - Woolpert to submit the engineering fees to the County.
  - County to obtain board approval for the Scope of Work in December 2024.

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, Ms. Amanda Gross, Ms. Cheyenne Yancey, Mr. Arlando Gilbert – Woolpert, Inc.  
File

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September 17, 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 – August 2024

Dear Mrs. Powers,

Below is a summary of the tasks completed during the month of August 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 August, the County and Woolpert discussed this project during coordination meetings on August 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.
  - Woolpert will update the runway PCN value to a PCR value by September 30, 2024.

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

- Throughout the month of August, the County and Woolpert discussed this project during coordination meetings on August 8 and 22, 2024.
- On August 16, 2024, Woolpert provided the County with a draft response to the warranty repair dispute letter from Granite Construction (Granite) for review. The County provided comments to Woolpert on August 22, 2024 and these comments were implemented in the final response letter. Woolpert provided the response letter to Granite on August 23, 2024 requesting their response by September 1, 2024 and the warranty repair to be completed by September 14, 2024. Woolpert received a response from Granite on August 30, 2024 stating they would complete the pavement repair on a time and materials basis if the pavement failure is a result of the design.
- **Upcoming:**
  - Woolpert will continue project coordination with the County, FAA, and Granite as needed.
  - Woolpert and Granite to coordinate warranty repair work on Taxiway A3.
  - FAA to sign the FAA version of Change Order No. 4.
  - County to coordinate with Security Paving on the soil stockpile disposal location and cost estimate.
  - County to coordinate the soil stockpile test results and plan for approval from the LA Waterboard.

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

- Throughout the month of August, the County and Woolpert discussed this project during coordination meetings on August 8 and 22, 2024.
- Throughout the month of August, Woolpert and Security Paving coordinated on submittal reviews, Requests for Information (RFIs), payroll reviews, pay applications, DBE summary, environmental updates, and construction schedule. Woolpert also submitted daily reports to the County for each day of monitoring construction activities.
- On August 1, 2024, Security Paving and its subconsultants completed the replacement of the Runway End Identifier Lights (REILs) as well as the additional shoulder work within the Schedule I, Phase 1 area. A repair on the REILs was then completed on August 6, 2024; however, the problem was determined to be with the replacement parts, so the County ordered new parts and is awaiting delivery to complete the repair.
- On August 2, 2024, Woolpert, the County, and Security Paving completed the final walkthrough of the Schedule I project area. The final punchlist was provided to Security Paving on August 6, 2024.
- On August 3, 2024, Woolpert submitted the Weekly Construction Progress and Inspection Report to the FAA and County.
- On August 5, 2024, Woolpert clarified the intent of the pavement markings near the Gate 9 perimeter road to the County.
- On August 7, 2024, Woolpert provided the County with the estimated final pay application quantities and remaining balance.
- On August 7, 2024, Woolpert provided the County with the Contractor certified payroll status log, payrolls, and wage interviews, as well as the supporting quantity documentation for the Contractor pay applications.
- On August 7, 2024, Contractor Pay Application No. 3 was routed for signature and was signed by all parties and distributed on August 8, 2024.
- On August 8, 2024, Woolpert provided the County with an exhibit depicting the proposed non-movement line markings along the fence south of Taxiway A for coordination with the Air Traffic Control Tower (ATCT).
- On August 8, 2024, Woolpert provided the County with the exhibit depicting the proposed additional paving areas as part of Contractor Change Order No. 3.
- On August 8, 16, and 18, 2024, Woolpert and the County coordinated on Contractor Pay Application No. 3 and outstanding Contractor payrolls.
- On August 21, 2024, Airport Maintenance informed Woolpert that a wire was exposed at Gate 9 due to the weight of trucks during hauling operations. Woolpert provided the information to Security Paving and requested an inspection and repair on August 22, 2024.
- On August 27, 2024, Woolpert provided the County with the FAA and County versions of the draft Change Order No. 3 for the additional milling and paving along the haul route for review.
- **Upcoming:**
  - Woolpert will continue project coordination with the County and Security Paving.
  - County to review proposed non-movement line markings and coordinate with the ATCT.
  - Final pavement striping, grooving of Taxiway A4, and haul route repair work to be completed by Security Paving in late September or early October 2024.
  - Woolpert to prepare Airfield Signage and Marking plan.
  - Woolpert to prepare updated airport electrical exhibit.

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

- Throughout the month of August, the County and Woolpert discussed this project during coordination meetings on August 8 and 22, 2024.
- **Upcoming:**
  - FAA to review the Scope of Work for design services.
  - Woolpert to provide engineering fees and blank IFE spreadsheet once requested by the County.

**Air Traffic Control Tower (ATCT) Improvements**

- Throughout the month of August, the County and Woolpert discussed this project during coordination meetings on August 8 and 22, 2024.
- On August 14, 2024, Woolpert provided the County with the Scope of Work for Design and Bidding services for review.
- On August 20, 2024, the 2025 BIL AIG FCT NOFO was published with a due date of September 18, 2024. The County and Woolpert discussed the grant application during the weekly coordination meeting on August 22, 2024 and recommended that the County resubmit the same 2025 ATP grant application.
- On August 23 and 26, 2024, Woolpert and the County coordinated on questions from the FAA on the 2025 ATP grant application regarding estimated costs for the lead and asbestos paint abatement.
- **Upcoming:**
  - County to review Woolpert’s Scope of Work for Design and Bidding services.
  - Woolpert to prepare the engineering fee proposal for County review once requested.
  - County to submit the 2025 BIL AIG FCT NOFO grant application by September 18, 2024.

**Airport Pavement Management System (APMS) Update**

- Throughout the month of August, the County and Woolpert discussed this project during coordination meetings on August 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, Mr. Mike Quinn, Ms. Amanda Gross, Ms. Tracey Salazar, Ms. Cheyenne Yancey – Woolpert, Inc.

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October 11, 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 – September 2024

Dear Mrs. Powers,

Below is a summary of the tasks completed during the month of September 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 September, the County and Woolpert discussed this project during coordination meetings on September 5 and 19, 2024.
- On September 5, 2024, Woolpert provided the County with the PCR value and published weight update for Runway 7-25 from a previously prepared memorandum.
- **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 September, the County and Woolpert discussed this project during coordination meetings on September 5 and 19, 2024.
- Throughout the month of September, Woolpert coordinated with Security Paving on the soil stockpile disposal location and cost estimate.
- On September 4 and 6, 2024, Woolpert and the County coordinated on the scheduling and inspection of the warranty repair work on Taxiway A3 for the night of September 10, 2024.
- On September 9, 2024, Woolpert, Granite, and Airport Operations completed a site visit of the Taxiway A3 warranty repair area.
- On September 10, 2024, Granite completed the warranty repair on Taxiway A3 while Woolpert and a Quality Assurance representative from NV5, Inc. observed the repair. Woolpert provided an inspection report of the repair to the County on September 11, 2024 and the Quality Assurance inspection report to the County on September 19, 2024.
- On September 12, 2024, Woolpert and the County coordinated on the application of pavement taxiway edge markings within the Taxiway A3 warranty repair boundary. Granite completed the pavement marking application on September 13, 2024.
- **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.

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- Woolpert to continue coordination with Security Paving on the soil stockpile disposal location and cost estimate.
- County to coordinate the soil stockpile test results and plan for approval from the LA Waterboard.
- Woolpert to prepare a warranty repair letter to Granite based on observations.

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

- Throughout the month of September, the County and Woolpert discussed this project during coordination meetings on September 5 and 19, 2024.
- Throughout the month of September, Woolpert coordinated with Security Paving on the additional paving schedule and cost estimate, REILs installation, Gate 9 repair, and project closeout items such as survey deliverables and payrolls.
- On September 4, 2024, Woolpert and the County coordinated on the SWPPP annual report requirement; Security Paving clarified that an annual report was not required.
- On September 9, 2024, Woolpert and the County coordinated on the exhibit for Contractor Change Order No. 3 for the additional paving areas.
- On September 17, 2024, Woolpert and the County coordinated on the scheduling of the additional paving and final application of pavement markings.
- On September 20, 2024, Woolpert forwarded the SWPPP daily inspection reports from Security Paving to the County for their records.
- On September 23, 2024, Woolpert issued Field Directive No. 5 to Security Paving, which depicts the new non-movement line along the fence near the west hangars.
- On September 25, 2024, the County forwarded feedback to Woolpert from tenants relaying the preference to close the additional paving areas near the west hangars in the interest of producing a better quality product with minimal joints. This preference was relayed to Security Paving.
- On September 25, 2024, Woolpert coordinated with the County on Royal Electric’s REIL installation schedule for September 27, 2024.
- On September 27, 2024, Woolpert oversaw Royal Electric’s installation of the new REIL parts; the REIL system was still not operational once the new parts were installed, so Royal Electric coordinated with Airport Lighting System for new parts.
- **Upcoming:**
  - Woolpert will continue project coordination with the County and Security Paving.
  - County to coordinate with the ATCT on non-movement line markings.
  - Final pavement striping, grooving of Taxiway A4, and haul route repair work scheduled for October 28-30, 2024.
  - Woolpert to continue coordination with Royal Electric on REIL parts and Gate 9 repair.
  - Woolpert to prepare Airfield Signage and Marking plan.
  - Woolpert to prepare updated airport electrical exhibit.

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

- Throughout the month of September, the County and Woolpert discussed this project during coordination meetings on September 5 and 19, 2024.
- **Upcoming:**
  - FAA to review the Scope of Work for design services.

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- Woolpert to provide engineering fees and blank IFE spreadsheet once requested by the County.

#### **Air Traffic Control Tower (ATCT) Improvements**

- Throughout the month of September, the County and Woolpert discussed this project during coordination meetings on September 5 and 19, 2024.
- On September 10, 2024, the County submitted the 2025 BIL AIG FCT NOFO Grant Application to the FAA.
- **Upcoming:**
  - County to review Woolpert's Scope of Work for Design and Bidding services.
  - Woolpert to prepare the engineering fee proposal for County review once requested.

#### **Airport Pavement Management System (APMS) Update**

- Throughout the month of September, the County and Woolpert discussed this project during coordination meetings on September 5 and 19, 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, Mr. Mike Quinn, Ms. Amanda Gross, Ms. Tracey Salazar, Ms. Cheyenne Yancey – Woolpert, Inc.

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November 4, 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 – October 2024

Dear Mrs. Powers,

Below is a summary of the tasks completed during the month of October 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 October, the County and Woolpert discussed this project during coordination meetings on October 3, 17, and 31, 2024.
- **Upcoming:**
  - 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 October, the County and Woolpert discussed this project during coordination meetings on October 3, 17, and 31, 2024.
- On October 16, 2024, Woolpert provided the County with the draft warranty repair summary letter for review, which summarized the warranty repair work completed by Granite on Taxiway A3 and the characterization of the work. The County provided concurrence with the draft letter on October 22, 2024 and the letter was issued to Granite the same day.
- **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.

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

- Throughout the month of October, the County and Woolpert discussed this project during coordination meetings on October 3, 17, and 31, 2024.
- Throughout the month of October, Woolpert coordinated with Security Paving on the additional paving schedule and cost estimate, REILs installation, Gate 9 repair, and project closeout items such as survey deliverables, payrolls, and DBE summaries.
- Throughout the month of October, Woolpert coordinated with Security Paving and the County on the soil stockpile disposal location, cost estimate, and schedule.

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- On October 9, 2024, Woolpert and the County coordinated on a Notice to Tenants regarding the construction schedule for the additional paving in front of the west hangars.
- On October 10, 2024, Woolpert and the County coordinated on the cost estimate from Security Paving for the soil stockpile disposal.
- On October 11, 2024, Woolpert and the County held a meeting to discuss the proposal from Security Paving for soil stockpile disposal.
- On October 14, 2024, Woolpert provided an exhibit to the County with the proposed delineation for Class I and Class III material within each stockpile based on the location of the samples with PFAS detected. The County provided this exhibit to Security Paving and Summit Environmental for their review the same day and received concurrence with the conservative delineation approach from Summit Environmental on October 18, 2024.
- On October 15, 2024, Woolpert and the County coordinated on Security Paving's revised schedule for the additional paving, pavement marking application, and grooving. The work was tentatively rescheduled from October 28-30, 2024 to November 4-6, 2024.
- On October 16, 2024, Woolpert, the County, Security Paving, and Summit Environmental held a meeting to discuss the soil stockpile disposal cost estimate and schedule.
- On October 22, 2024, the County provided the FAA's letter of approval for Change Orders No. 1, No. 2, and No. 3.
- On October 22, 2024, FAA Change Order. No. 3 Additional Paving was signed by and distributed to all parties.
- On October 24, 2024, Woolpert provided the draft County Change Order No. 4 Stockpile Disposal to the County for preliminary review.
- On October 28, 2024, Woolpert coordinated with the Sponsor, Maintenance, and Royal Electric on the removal of the nonoperational REIL system to ship back to Airport Lighting Company for inspection. Royal Electric removed the current REILs on November 1, 2024 while Woolpert observed.
- On October 29, 2024, Woolpert coordinated with the County on the additional paving dates and with FAA on the NAVAID shutdown required for the final pavement marking application within the Glideslope Critical Area (GCA). Woolpert provided the revised SEC FAA Form 6000-26 for Sponsor submission to the FAA.
- On October 31, 2024, Woolpert and the County coordinated on Security Paving's revised schedule for the additional paving, pavement marking application, and grooving. The additional paving and grooving were tentatively rescheduled from November 4-6, 2024 to November 12-14, 2024 and the final pavement marking application was rescheduled for mid-December, 2024.
- On October 31, 2024, Woolpert provided Security Paving's revised cost estimate for the soil stockpile disposal as well as the revised draft County Change Order No. 4 Stockpile Disposal for review.
- On October 31, 2024, Woolpert, the County, and Security Paving laid out the proposed limits for additional paving.
- **Upcoming:**
  - Woolpert will continue project coordination with the County and Security Paving.
  - Final pavement striping, grooving of Taxiway A4, and haul route repair work scheduled for November 12-14, 2024.
  - Woolpert to continue coordination with Security Paving on Gate 9 repair.
  - Woolpert to prepare Airfield Signage and Marking plan.

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- Woolpert to prepare updated airport electrical exhibit.
- County to get Board approval for Change Order No. 4 Stockpile Disposal.

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

- Throughout the month of October, the County and Woolpert discussed this project during coordination meetings on October 3, 17, and 31, 2024.
- **Upcoming:**
  - FAA to review the Scope of Work for design services.

**Air Traffic Control Tower (ATCT) Improvements**

- Throughout the month of October, the County and Woolpert discussed this project during coordination meetings on October 3, 17, and 31, 2024.
- On October 24, 2024, the 2025 BIL ATP grant announcement was released, and this project was not a recipient.
- **Upcoming:**
  - County to review Woolpert’s Scope of Work for Design and Bidding services.

**Airport Pavement Management System (APMS) Update**

- Throughout the month of October, the County and Woolpert discussed this project during coordination meetings on October 3, 17, and 31, 2024.
- On October 7, 2024, Woolpert provided a link to an example APMS report from Applied Pavement Technology to the County for reference.
- On October 8, 2024, the County provided comments on the APMS Scope of Work for Woolpert to implement in the revised version.
- On October 23, 2024, Woolpert provided the revised pavement section limit exhibits for both Oxnard and Camarillo Airports to review. The County provided comments the same day and the comments were implemented into the revised Scope of Work.
- On October 24, 2024, Woolpert provided the revised APMS Scope of Work for Design Services to the County for review. Woolpert and the County coordinated on the geotechnical investigation scope on October 25, 2024.
- **Upcoming:**
  - Woolpert will coordinate with subconsultants to assist with the completion of this project.
  - Woolpert to submit the engineering fees to the County.
  - County to obtain board approval for the Scope of Work in December 2024.

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

Sincerely,

Woolpert, Inc.



Matt Gilbreath, P.E.  
Project Manager, Aviation

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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, Mr. Arlando Gilbert, Ms.  
Amanda Gross, Ms. Tracey Salazar, Ms. Cheyenne Yancey – Woolpert, Inc.

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**PROJECT STATUS REPORT**

Ventura County, Department of Airports

Prepared by Mead & Hunt, Inc

Revision Date 2024-10-17



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	<p><b>DESIGN SERVICES</b> <b>ON-CALL SERVICES (2022-2023)</b></p> <p><u>On-call services at the request of the County. Period is effective through June 30, 2023.</u></p>	<p>a) Contract executed. b) Mead &amp; 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 &amp; Hunt provided May 30th). d) Mead &amp; Hunt assisting the Wings Over Camarillo team with graphics; draft graphics submitted to Air Show staff. e) Mead &amp; Hunt prepared final OXR and CMA SWPPP mapping for County submission. f) Mead &amp; 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 &amp; Hunt assisted with grant closeout documentation for CMA AIP -037 and OXR AIP - 037.</p>	60%	a) None
2206900-221958.01 CT 5020FY23000000000022 AIP - N/A	CMA & OXR	<p><b>DESIGN SERVICES</b> <b>GENERAL SERVICES AGENCY PURCHASE ORDER (2022-2023)</b></p> <p>On-call services at the request of the County. Period is effective through June 30, 2023.</p>	<p>a) Fully executed contract received. b) Mead &amp; Hunt submitted final plan for perimeter road alignment. c) Mead &amp; Hunt prepared leasehold graphic for OXR and CMA. d) Mead &amp; Hunt to assist the County with lease graphics and lease area calculations for Airport Properties Limited.</p>	37%	a) None
2206900-221958.02 CT 5020FY24000000000022 AIP - N/A	CMA & OXR	<p><b>DESIGN SERVICES</b> <b>GENERAL SERVICES AGENCY PURCHASE ORDER (2023-2024)</b></p> <p>On-call services at the request of the County. Period is effective from July 1, 2023 through June 30, 2024.</p>	<p>a) Fully executed contract received.</p>	0%	a) None

**PROJECT STATUS REPORT**

Ventura County, Department of Airports

Prepared by Mead & Hunt, Inc

Revision Date 2024-10-17



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	<p><b>DESIGN SERVICES</b>  <b>ON-CALL SERVICES (2022-2023)</b></p> <p><u>On-call services at the request of the County. Period is effective through June 30, 2023.</u></p>	<p>a) Contract executed.                      b) Mead &amp; 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 &amp; Hunt provided May 30th).                      d) Mead &amp; Hunt assisting the Wings Over Camarillo team with graphics; draft graphics submitted to Air Show staff.                      e) Mead &amp; Hunt prepared final OXR and CMA SWPPP mapping for County submission.                      f) Mead &amp; 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 &amp; Hunt assisted with grant closeout documentation for CMA AIP -037 and OXR AIP - 037.</p>	60%	a) None
2206900-221958.01 CT 5020FY23000000000022 AIP - N/A	CMA & OXR	<p><b>DESIGN SERVICES</b>  <b>GENERAL SERVICES AGENCY PURCHASE ORDER (2022-2023)</b></p> <p>On-call services at the request of the County. Period is effective through June 30, 2023.</p>	<p>a) Fully executed contract received.                      b) Mead &amp; Hunt submitted final plan for perimeter road alignment.                      c) Mead &amp; Hunt prepared leasehold graphic for OXR and CMA.                      d) Mead &amp; Hunt to assist the County with lease graphics and lease area calculations for Airport Properties Limited.</p>	37%	a) None
2206900-221958.02 CT 5020FY24000000000022 AIP - N/A	CMA & OXR	<p><b>DESIGN SERVICES</b>  <b>GENERAL SERVICES AGENCY PURCHASE ORDER (2023-2024)</b></p> <p>On-call services at the request of the County. Period is effective from July 1, 2023 through June 30, 2024.</p>	<p>a) Fully executed contract received.</p>	0%	a) None
2206900-221958.02 AEA 25-03 AIP - N/A	CMA & OXR	<p><b>DESIGN SERVICES</b>  <b>GENERAL SERVICES AGENCY PURCHASE ORDER (2024-2025)</b></p> <p>On-call services at the request of the County. Period is effective from July 1, 2024 through June 30, 2025.</p>	<p>a) Mead &amp; Hunt started Providing Construction Administration Services for the Permitting of the New Rotating Beacon pole.</p>	5%	a) None

# AIRPORT TENANT PROJECT STATUS November 2024

## CAMARILLO

- Airport Properties Limited (APL) Row I project: All permits received and construction underway.

## OXNARD

- 5 and 7 acre RFP parcel developments concepts under discussion, preliminary concept phase and lease negotiation in progress.

## OTHER

- None

**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
FAA GRANT PROJECTS**

**September 2024**

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	<u>\$686,032</u>		<u>Coffman Associates</u>	<u>N/A</u>	<u>9/24/20</u>	<u>9/30/20</u>	<u>5/31/24</u>	<u>95</u>	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 <sup>th</sup> , 2023. Final ALP workshop was held on February 20, 2024. The ALP document was distributed for public comments through May 10. Comments to be reviewed prior to submitting Final ALP to the FAA by August 31, 2024
5	CMA Conceptual Design for 2025 RWY and TWY Reconstruction	<u>\$187,260</u>		Woolpert	<u>N/A</u>	<u>9/19/22</u>	<u>N/A</u>	<u>N/A</u>	<u>90</u>	FAA requested NOFO grant application was submitted to FAA. FAA followed up with request for FY2023 Supplementary Discretionary Grant for the NOFO. The Supplementary Discretionary Grant was submitted. FAA has requested an updated runway grant per FAA comments and memo to investigate full depth reconstruction. FAA grant to cover the final design of the CMA-239 Runway 8-26 and Taxiway project complete and granted. Approved by BOS.

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	<u>\$770,943</u>		<u>Coffman Associates</u>	<u>N/A</u>	<u>9/30/22</u>	<u>N/A</u>	<u>N/A</u>	<u>46.1</u>	Noise Compatibility Plan for the upcoming listening and technical sessions in process. Listening and technical sessions on October 8, 2024. Currently collecting public comments to incorporate into the study.
3	OXR RWY & TWY Connector Transitions Reconstruction	<u>\$12,832,636</u> <u>\$12,274,001</u>	\$124,906	<u>Mead Hunt Sully-Miller Inc.</u>	<u>4/29/21</u>	<u>7/20/21</u>	<u>7/23/21</u>	<u>2/28/22</u>	<u>100</u> <u>99</u>	Final project closeout underway.
3	OXR TWY A-E Connector Reconstruction	<u>\$335,960</u> <u>7,706,536</u>		<u>Woolpert Granite Construction</u>	<u>4/26/22</u>	<u>12/17/21</u> TBD	<u>4/3/23</u>	<u>9/13/23</u>	<u>100</u> <u>100</u>	Construction completed in September 2023. Project closeout items remain. Final draft report of the soil report submitted to DOA. DOA provided Woolpert with the Soil Management Plan approval from LA RWQB. Warranty Letter has been sent to Granite to address several maintenance requests since substantial completion of the project. Warranty work completed by Granite on September 10. QA/QC on site to assess the damage, cause of damage, etc. It was determined that pavement failure around the manholes were due to poorly compacted backfill around the edges and sides of the manhole.
3	OXR TWY Connector Reconstruction Construction	<u>\$674,799</u>		<u>Woolpert</u>	<u>N/A</u>	<u>12/21/21</u>	<u>4/3/23</u>	<u>8/15/23</u>	<u>99</u> <u>99</u>	Construction began April 3, 2023. Project was completed in September 2023. Jviation will be working on final project and grant closeout items.



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		
	Management Services									
3	OXR TWY F (A) Reconstruction	<u>\$16,142,731</u> <u>\$17,365,010</u>		<u>Woolpert Security Paving</u>	<u>6/27/23</u>	<u>10/20/23</u>	<u>TBD</u>	<u>TBD</u>	<u>100</u> <u>96</u>	Security Paving has substantially completed the project. Change order pavement work to start on November 13-15 with final striping to be completed in mid-December. Stockpiles of dirt will be removed in mid-December..
3	OXR Part 150 Noise Compatibility Study	<u>\$770,943</u>		<u>Coffman Associates</u>	<u>N/A</u>	<u>9/30/22</u>	<u>N/A</u>	<u>N/A</u>	<u>55</u>	Noise Compatibility Plan for the upcoming listening and technical sessions in process. Listening and technical sessions set for October 7, 2024. Currently collecting public comments for the study

Note: Shaded boxes indicate changes from previous month

CMA – Camarillo Airport

OXR – Oxnard Airport

TBD – To be determined

CCO – Contract Change Orders

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

**September 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	116,505		Woolpert Granite Construction		9/13/22	8/27/2024	9/	100 99	Construction on the runway started on 8/27. Project complete on October 22, 2024. Final striping completed that night.
5	CMA Beacon Siting Study and Relocation Design	8,500 52,544		Mead & Hunt	N/A	On-call	N/A	N/A	100 100	DOA is currently working with M&H to obtain the appropriate permits to start construction. Currently circulating through Building and Safety. DOA will be going to the BOS for CatEx.
3	OXR PFAS Supplemental Plan/Sampling & Monitoring	\$6,500 137,000	\$226,018	Ninyo & Moore	N/A	1/19/21	N/A	3/29/21	100 90	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. This work is separate from project-related testing. RFQ advertised in VC Star starting 10/25/2024. Advertised in SWAAAE on 10/25/24. Qualification deadline is November 15, 2024.

Note: Shaded boxes indicate changes from previous month

CMA – Camarillo Airport  
 OXR – Oxnard Airport  
 TBD – To be determined  
 CCO – Contract Change Orders



**County of Ventura**  
 Department of Airports  
 Fund: E300  
 Statement of Net Assets  
 As of June 30, 2024  
 (Unaudited)

**ASSETS**

Cash	\$	16,313,200
Cash - petty cash/change fund		500
Receivables:		
Accounts receivable net of allowance for Uncollectable accounts of \$20,000		391,800
Interest receivable		298,000
Current lease receivable - GASB 87		2,733,100
Grants receivable		10,666,000
Long term lease receivable - GASB 87		30,093,100
Capital assets:		
Easements		848,800
Land		9,362,500
Land improvements		59,549,800
Building & Improvements		18,445,300
Equipment		2,300,600
Vehicle		1,003,700
Construction in Progress		35,188,500
Accumulated depreciation		(54,412,700)
Deferred outflows related to pensions		915,800
<b>Total assets</b>	<b>\$</b>	<b><u>133,727,000</u></b>

**LIABILITIES**

Accounts payable	\$	6,281,300
Accrued liabilities		2,396,400
Short-term compensated absences		169,900
Due to other funds - GSA, ITS, PWA		114,300
Unearned revenue (prepayments)		486,400
Security deposit		848,500
Unreserved overpayments		223,300
Long-term compensated balances		136,200
Net pension liability		1,008,700
Deferred inflows lease receivables - GASB 87		32,826,100
Deferred inflows related to pensions		50,900
<b>Total liabilities</b>	<b>\$</b>	<b><u>44,644,400</u></b>

**NET ASSETS**

Investment in capital assets net of related debt	\$	72,286,500
Unrestricted Net Assets		16,796,100
<b>Total net assets</b>		<b><u>89,082,600</u></b>
<b>Total liabilities and net assets</b>	<b>\$</b>	<b><u>133,727,000</u></b>

**County of Ventura**  
 Department of Airports  
 Fund: E300  
 Statement of Cash Flows  
 July 1, 2022 thru June 30, 2024  
 (Unaudited)

**Operating Activities:**

Permits	\$	231,491
Fines and penalties		12,513
Rents and concessions		3,393,541
Percentage lease rent		276,381
Tiedown rents		119,548
Hangar rents		1,334,620
Land rent - hangars		560,625
Transient tiedown rents		4,145
Landing fees		178,904
Parking fees		25,952
Gas & oil fuel flow percentage		302,160
% rent-all other gross rec		2,381,618
Insurance claims		403,694
Hazmat collections		-
Miscellaneous		32,764
Salaries & Benefits		(4,290,690)
Service & Supplies		(3,565,734)
GASB 87 loan and interest transfers		(1,146,727)
Interest Received		464,377
Interest Paid		-
Prepay/Security Deposit		(87,919)
CUE tax assessment		(11,699)

**Cash Provided by Operating Activities** \$ 619,564

**Investing Activities:**

State and federal grant receipts		7,954,962
Fixed asset sales/(purchases)		(590,910)
Capital Expenditures		(10,723,931)

**Cash Used in Investing Activities** (3,359,879)

**Financing Activities:**

Transfers out to other funds **		
Principal Payment on Short & Long Term Debt	\$	-

**Cash Provided by Financing Activities**                     -

**Increase (Decrease) in Cash & Equivalents** \$ (2,740,315)

**Cash & Equivalents-Beginning of Year** \$ 19,053,481

**Cash & Equivalents-End of Period** \$ 16,313,166

**County of Ventura**  
**Airport Enterprise-Camarillo Oxnard**  
**Statement of Revenues and Expenses**  
**July 1, 2023 thru June 30, 2024**  
(Rounded to the nearest hundred)  
(Unaudited)

	Camarillo	Oxnard	Total
<b>Revenues:</b>			
Permits	\$ 304,700	\$ 4,200	\$ 308,900
Fines and penalties	10,400	3,400	13,800
Rents and concessions	2,973,400	335,500	3,308,900
Percentage lease rent	145,100	136,500	281,600
Tiedown rents	108,800	11,200	120,000
Hangar rents	987,200	346,100	1,333,300
Land rent - hangars	438,900	121,000	559,900
Transient tiedown rents	4,000	200	4,200
Landing fees	151,800	27,100	178,900
Parking fees	800	25,100	25,900
Gas & oil fuel flow percentage	298,800	75,400	374,200
% Rent-all other gross rec	2,194,600	498,600	2,693,200
Miscellaneous	20,000	4,800	24,800
Total operating revenues	<u>\$ 7,638,500</u>	<u>\$ 1,589,100</u>	<u>\$ 9,227,600</u>

**Expenditures:**

Current:

Salaries and wages	\$ 2,227,500	\$ 380,700	\$ 2,608,200
Benefits	1,374,600	302,400	1,677,000
Admin salaries allocated to Oxnard Airport	(218,500)	218,500	-
Agricultural	-	-	-
Uniforms and clothing	9,400	10,000	19,400
Communications	75,000	16,100	91,100
Household expense	22,700	66,600	89,300
Insurance	183,400	51,700	235,100
Indirect county costs	63,000	26,100	89,100
Maintenance-equipment	42,600	88,600	131,200
Maintenance-building and improvements	479,700	432,200	911,900
Memberships and dues	12,900	300	13,200
Miscellaneous expense	35,900	28,000	63,900
Office expense	47,800	4,900	52,700
Professional and specialized services	592,400	124,000	716,400
Rents and leases - equipment	88,400	19,200	107,600
Small tools and equipment	27,600	4,600	32,200
Transportation charges	125,900	97,800	223,700
Conference and seminars	21,600	7,200	28,800
Utilities	415,700	113,900	529,600
Education, books and training	24,600	12,800	37,400
Taxes and licenses	11,700	-	11,700
Bad debts	32,400	200	32,600

**County of Ventura**  
**Airport Enterprise-Camarillo Oxnard**  
**Statement of Revenues and Expenses**  
**July 1, 2023 thru June 30, 2024**  
**(Rounded to the nearest hundred)**  
**(Unaudited)**

	<b>Camarillo</b>	<b>Oxnard</b>	<b>Total</b>
Depreciation	877,000	826,700	1,703,700
Total operating expenditures	<b>\$ 6,580,500</b>	<b>\$ 2,832,700</b>	<b>\$ 9,413,200</b>
Operating income (loss)	<b>\$ 1,058,000</b>	<b>\$ (1,243,600)</b>	<b>\$ (185,600)</b>
<b>Non-operating revenues (expenses):</b>			
State and federal grants	\$ -	\$ -	\$ -
CARES COVID-19 Grants	-	-	-
Contribution to Outside Agency	-	-	-
Gain/Loss Disposal Fixed Asset	8,700	-	8,700
Interest income	732,200	-	732,200
Insurance proceeds	13,600	81,100	94,700
Hazmat collections	-	-	-
Other Loan Interest Payment	-	-	-
Total non-operating revenues (expenses)	<b>754,500</b>	<b>81,100</b>	<b>835,600</b>
Income (loss) before transfers	<b>1,812,500</b>	<b>(1,162,500)</b>	<b>650,000</b>
Other financing sources (uses):			
Transfers in	-	-	-
Transfers Out	-	-	-
<b>Operating Gain/(Loss)</b>	<b>\$ 1,812,500</b>	<b>\$ (1,162,500)</b>	<b>\$ 650,000</b>
<b>Operating Gain/(Loss) before Depreciation</b>	<b>\$ 2,689,500</b>	<b>\$ (335,800)</b>	<b>\$ 2,353,700</b>



**County of Ventura**  
**Airport Enterprise-Camarillo**  
**Budget to Actual**  
**July 1, 2023 thru June 30, 2024**  
**(Rounded to the nearest hundred)**  
**(Unaudited)**

	<b>Adopted Budget as of Jun 2024</b>	<b>Adjusted Budget as of Jun 2024</b>	<b>YTD Actuals &amp; Accruals thru Jun 2024</b>	<b>% Variance</b>
<b>Revenues:</b>				
Permits	\$ 52,890	\$ 52,890	\$ 304,700	576%
Fines and penalties	7,101	7,101	10,400	146%
Rents and concessions	2,969,496	2,969,496	2,973,400	100%
Percentage lease rent	124,658	124,658	145,100	116%
Tiedown rents	123,931	123,931	108,800	88%
Hangar rents	945,259	945,259	987,200	104%
Land rent - hangars	441,821	441,821	438,900	99%
Transient tiedown rents	1,948	1,948	4,000	205%
Landing fees	127,836	127,836	151,800	119%
Parking fees	-	-	800	0%
Gas & oil fuel flow percentage	286,309	286,309	298,800	104%
% Rent-all other gross rec	2,161,865	2,161,865	2,194,600	102%
Miscellaneous	46,665	46,665	20,000	43%
<b>Total operating revenues</b>	<b>\$ 7,289,779</b>	<b>\$ 7,289,779</b>	<b>\$ 7,638,500</b>	<b>105%</b>
<b>Expenditures:</b>				
<b>Current:</b>				
Salaries and wages	\$ 2,423,076	\$ 2,423,076	\$ 2,227,500	92%
Benefits	1,399,664	1,399,664	1,374,600	98%
Admin Salary allocated to Oxnard Airport	(251,431)	(251,431)	(218,500)	87%
Agricultural	44,780	44,780	-	0%
Uniforms and clothing	15,040	15,052	9,400	62%
Communications	59,556	59,565	75,000	126%
Household expense	30,220	30,346	22,700	75%
Insurance	268,013	268,013	183,400	68%
Indirect county costs	62,957	62,957	63,000	0%
Maintenance-equipment	63,644	15,839	42,600	269%
Maintenance-building and improvements	498,931	832,243	479,700	58%
Medical	5,180	5,180	7,200	139%
Memberships and dues	9,274	9,274	12,900	139%
Miscellaneous	51,921	62,428	35,900	58%
Office expense	42,144	42,144	47,800	113%
Professional and specialized services	1,100,695	1,855,011	592,400	32%
Rents and leases - equipment	35,800	43,950	88,400	201%
Small tools and equipment	66,327	66,327	27,600	42%
Transportation charges	147,161	147,317	125,900	85%
Conference and seminars	52,050	52,050	21,600	41%
Utilities	258,322	258,322	415,700	161%
Education, books and training	23,310	23,310	24,600	106%
Taxes and licenses	5,344	5,344	11,700	219%
Bad debts	15,000	15,000	32,400	216%
Depreciation	860,985	860,985	877,000	102%
<b>Total operating expenditures</b>	<b>\$ 7,287,963</b>	<b>\$ 8,346,746</b>	<b>\$ 6,580,500</b>	<b>79%</b>
<b>Operating income (loss)</b>	<b>\$ 1,816</b>	<b>\$ (1,056,967)</b>	<b>\$ 1,058,000</b>	<b>200%</b>

**County of Ventura**  
 Airport Enterprise-Camarillo  
 Budget to Actual  
 July 1, 2023 thru June 30, 2024  
 (Rounded to the nearest hundred)  
 (Unaudited)

	<b>Adopted Budget as of Jun 2024</b>	<b>Adjusted Budget as of Jun 2024</b>	<b>YTD Actuals &amp; Accruals thru Jun 2024</b>	<b>% Variance</b>
<b>Non-operating revenues (expenses):</b>				
State and federal grants	\$ -	\$ -	\$ -	
Contribution to Outside Agency	-	-	-	
Gain/Loss Disposal Fixed Asset	-	-	8,700	
Interest income	147,385	147,385	732,200	497%
Insurance proceeds	-	-	13,600	
Hazmat collections	-	-	-	
Other loan payments	-	-	-	
<b>Total non-operating revenues (expenses)</b>	<u>147,385</u>	<u>147,385</u>	<u>754,500</u>	<u>512%</u>
Income (loss) before transfers	149,201	(909,582)	1,812,500	-199%
<b>Other financing sources (uses):</b>				
Transfers in	-	-	-	-
Transfers Out	-	-	(2,154)	-
<b>Operating Gain/(Loss)</b>	<u>\$ 149,201</u>	<u>\$ (909,582)</u>	<u>\$ 1,810,346</u>	<u>299%</u>
<b>Operating Gain/(Loss) before Depreciation</b>	<u>\$ 1,010,186</u>	<u>\$ (48,597)</u>	<u>\$ 2,687,346</u>	<u>5630%</u>

**County of Ventura**  
**Airport Enterprise-Oxnard**  
**Budget to Actual**  
**July 1, 2023 thru June 30, 2024**  
**(Rounded to the nearest hundred)**  
**(Unaudited)**

	<b>Adopted Budget as of Jun 2024</b>	<b>Adjusted Budget as of Jun 2024</b>	<b>YTD Actuals &amp; Accruals thru Jun 2024</b>	<b>% Variance</b>
<b>Revenues:</b>				
Permits	\$ 5,201	\$ 5,201	\$ 4,200	81%
Fines and penalties	4,829	4,829	3,400	70%
Rents and concessions	299,121	299,121	335,500	112%
Percentage lease rent	151,385	151,385	136,500	90%
Tiedown rents	10,092	10,092	11,200	111%
Hangar rents	362,135	362,135	346,100	96%
Land rent - hangars	118,713	118,713	121,000	102%
Transient tiedown rents	360	360	200	56%
Landing fees	21,710	21,710	27,100	125%
Parking fees	11,307	11,307	25,100	222%
Gas & oil fuel flow percentage	63,530	63,530	75,400	119%
% Rent-all other gross rec	516,097	516,097	498,600	97%
Miscellaneous	5,702	5,702	4,800	84%
Total operating revenues	<u>\$ 1,570,182</u>	<u>\$ 1,570,182</u>	<u>\$ 1,589,100</u>	<u>101%</u>
<b>Expenditures:</b>				
<b>Current:</b>				
Salaries and wages	\$ 473,966	\$ 473,966	\$ 380,700	80%
Benefits	364,386	364,386	302,400	83%
Admin salaries allocated from Camarillo Airport	241,431	241,431	218,500	91%
Agricultural	4,380	4,380	-	0%
Uniforms and clothing	25,191	25,205	10,000	40%
Communications	15,031	15,031	16,100	107%
Household expense	46,852	47,506	66,600	140%
Insurance	51,710	51,710	51,700	100%
Indirect county costs	26,087	26,087	26,100	0%
Maintenance-equipment	66,704	43,991	88,600	201%
Maintenance-building and improvements	255,952	419,452	432,200	103%
Medical	5,000	5,000	200	4%
Memberships and dues	1,995	1,995	300	15%
Miscellaneous expense	46,585	46,752	28,000	60%
Office expense	8,208	8,208	4,900	60%
Professional and specialized services	399,938	432,985	124,000	29%
Rents and leases - equipment	7,200	8,689	19,200	221%
Small tools and equipment	5,368	5,368	4,600	86%
Transportation charges	126,472	126,652	97,800	77%
Conference and seminars	41,850	43,665	7,200	16%
Utilities	130,203	130,203	113,900	87%
Education, books and training	1,300	1,300	12,800	0%
Bad debts	15,000	15,000	200	1%
Depreciation	803,306	803,306	826,700	103%
Total operating expenditures	<u>\$ 3,164,115</u>	<u>\$ 3,342,268</u>	<u>\$ 2,832,700</u>	<u>85%</u>
Operating income (loss)	<u>\$ (1,593,933)</u>	<u>\$ (1,772,086)</u>	<u>\$ (1,243,600)</u>	<u>70%</u>

**County of Ventura**  
**Airport Enterprise-Oxnard**  
**Budget to Actual**  
**July 1, 2023 thru June 30, 2024**  
**(Rounded to the nearest hundred)**  
**(Unaudited)**

	<b>Adopted Budget as of Jun 2024</b>	<b>Adjusted Budget as of Jun 2024</b>	<b>YTD Actuals &amp; Accruals thru Jun 2024</b>	<b>% Variance</b>
<b>Non-operating revenues (expenses):</b>				
State and federal grants	\$ -	\$ -	\$ -	
Contribution to Outside Agency	-	-	-	
Gain/Loss Disposal Fixed Asset	-	-	-	
Insurance Proceeds	-	-	81,100	
Other Loan Interest Payment	-	-	-	
<b>Total non-operating revenues (expenses)</b>	<b>-</b>	<b>-</b>	<b>81,100</b>	
Income (loss) before transfers	(1,593,933)	(1,772,086)	(1,162,500)	66%
<b>Other financing sources (uses):</b>				
Transfers in	-	-	-	-
Transfers Out	-	-	-	-
<b>Operating Gain/(Loss)</b>	<b>\$ (1,593,933)</b>	<b>\$ (1,772,086)</b>	<b>\$ (1,162,500)</b>	<b>66%</b>
<b>Operating Gain/(Loss) before Depreciation</b>	<b>\$ (790,627)</b>	<b>\$ (968,780)</b>	<b>\$ (335,800)</b>	<b>-35%</b>

# 2024 Meeting Schedules

<h2 style="text-align: center;">Aviation Advisory Commission</h2>	<h2 style="text-align: center;">Camarillo &amp; Oxnard Airport Authorities</h2>
<p>The <b>Aviation Advisory Commission</b> 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 <b>Camarillo &amp; Oxnard Airport Authorities</b> 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 <b>CANCELED</b>	February 8 <b>CANCELED</b>
March 13	March 14 <b>CANCELED</b>
April 10 <b>CANCELED</b>	April 11
May 8	May 9 <b>CANCELED</b>
June 12	June 13
July 10	July 11
August 7 <b>CANCELED</b>	August 8 <b>CANCELED</b>
<del>September 11</del> Rescheduled to September 4	<del>September 12</del> Rescheduled to September 5
October 9 <b>CANCELED</b>	October 10 <b>CANCELED</b>
November 13	November 14
December 11	December 12



# 2025 Meeting Schedules

<h2 style="text-align: center;">Aviation Advisory Commission</h2>	<h2 style="text-align: center;">Camarillo &amp; Oxnard Airport Authorities</h2>
<p>The <b>Aviation Advisory Commission</b> 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 <b>Camarillo &amp; Oxnard Airport Authorities</b> 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 8	January 9
February 12	February 13
March 12	March 13
April 9	April 10
May 7	May 8
June 11	June 12
July 9	July 10
August 13	August 14
September 10	September 11
October 8	October 9
November 12	November 13
December 10	December 11



# Mark Your Calendars!

## Ventura County Department of Airports Part 150 Noise Compatibility Program Meetings



Community meetings to present the draft Noise Compatibility Plans (NCP) for each airport have been scheduled.

### **Camarillo Airport Part 150 Noise Study**

Monday, October 7th, 2024  
6:00 p.m.

**Location:**

Ventura County Office of Education (VCOE)  
Conference and Educational Services Center (Salons B & C)  
5100 Adolfo Road  
Camarillo, CA 93012



### **Oxnard Airport Part 150 Noise Study**

Tuesday, October 8th, 2024  
6:00 p.m.

**Location:**

Courtyard by Marriott, Oxnard-Ventura  
600 E Esplanade Dr.  
Oxnard, CA 93036



The Ventura County Department of Airports will be hosting a question & answer meeting regarding the recommended measures the airports will be undertaking in the draft NCP. All interested Ventura County Residents are encouraged to attend.

Please note that study materials will be available in both English and Spanish. Live interpretation in Spanish and Mixteco will also be available.

For more information  
visit [vcairports.org](http://vcairports.org).



**COUNTY of VENTURA**  
Department of Airports





(/)

**FILE A NOISE COMMENT**  
**([HTTPS://VCAIRPORTS.ORG/NOISE-PROGRAM/](https://vcairports.org/noise-program/))**

**Or call to leave a voice message at**  
**805-382-3022**

Search...



## Final Public Meetings for Part 150 Noise Compatibility Studies



The Ventura County Department of Airports is pleased to share the advertisement for the final round of community meetings for the Part 150 Noise Compatibility studies for Oxnard Airport and Camarillo Airport. Click here to view the advertisement. (<https://s45318.pcdn.co/wp-content/uploads/2024/09/Ventura-Ads-October-2024-v2.pdf>) You can expect to continue to see these advertisements in local publications in the coming weeks as well as on our website. These meetings will include a review of proposed future mitigation measures as well as a Q&A element for the community. Members of the public will also have access to the final chapters of the studies (chapters 5, 6, and 7).

### **CAMARILLO AIRPORT:**

Monday, October 7<sup>th</sup>, 2024  
6 p.m.  
Ventura County Office of Education

### **OXNARD AIRPORT:**

Tuesday, October 8<sup>th</sup>, 2024  
6 p.m.  
Courtyard by Marriot (Esplanade Drive)

Spanish and/or Mixteco interpretation services will be provided for both meetings upon request.

The noise mitigations that will be discussed during both meetings are nearly two years in the making and are expected to have a positive impact on our collective work to improve noise exposure for neighbors of both airports.

Once these meetings are completed, the next step in the process will be a public hearing slated for the first quarter of 2025 in which the Department of Airports and its consultants will provide the public with an opportunity to comment on the final documents. There will not be a Q&A element during the public hearing, however all public comments will be noted and included in the final documents that will be submitted to the FAA.

As noted, the October meetings will serve as the final of four public meetings in which the Department of Airports has provided detailed updates to each study along with a Q&A portion to ensure clarification of all issues of concern. However, it is important to emphasize that the Department of Airports will continue to welcome feedback from the community as we work toward continued progress.

Department of Airports News Dated: September 17, 2024



(/)

**FILE A NOISE COMMENT**  
**([HTTPS://VCAIRPORTS.ORG/NOISE-PROGRAM/](https://vcairports.org/noise-program/))**

**Or call to leave a voice message at**  
**805-382-3022**

Search...



## Follow-up on Increase in Military Aircraft Activity



Residents of Ventura County may continue to notice an increase in aircraft activity and noise as Naval Base Ventura County (NBVC) Point Mugu hosts a large force test event. This activity is expected to continue through September 27<sup>th</sup>.

Multi-service aircraft, surface vessels, and unmanned systems will be participating, staging, and launching from Point Mugu. Aircraft participating in the event will operate largely during regular airfield hours, but extended airfield hours will be required to support some test events.

Residents throughout Ventura County can expect increased noise levels during peak times.

Department of Airports News Dated: September 18, 2024



**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>

September 24, 2024

Tony Trembley, Mayor  
City of Camarillo  
601 Carmen Drive  
Camarillo, CA 93010

RE: Camarillo Airport FAR Part 150 Noise Study

Dear Mayor Trembley,

Let me start by saying that the Ventura County Department of Airports (Department) appreciates the City of Camarillo's (City) constant and continued input throughout the Camarillo Airport Part 150 Noise Study process. I would like to address your letter, dated May 22, 2024, regarding the City's request for the Department to consider the implementation of three items during the FAR Part 150 Noise Study process.

The three items included:

1. Prioritizing and expediting options concerning an alternative flight path approach, particularly in regard to Old Town Camarillo and the noise issues experienced by its residents.  
*(I am excited to report that on August 1<sup>st</sup> we gathered an interview panel, which included a resident from Old Town, to select a consulting firm to analyze the feasibility of changes to the Camarillo Airport flight path. Their work will include evaluating other modifications/changes that could realize a noise mitigation benefit to the Old Town Camarillo residents. And today the County Board of Supervisors approved the contract with LEAN/Coffman for \$268,000 authorizing them to begin this work.)*
2. Installation of permanent noise monitoring locations in and around Old Town relative to the current flight path approach.  
*(The installation of a permanent noise monitoring system is something that will be considered during the FAR Part 150 Noise Study as a possible noise mitigation measure. We remain open to the idea of permanent or regularly scheduled noise monitoring to assist with our noise mitigation measures and will be evaluating this item among the entire NCP recommendations at the conclusion of the study. The draft NCP will be shared with stakeholders during our planned October 7, 2024, public meeting.)*
3. An appropriate review and study of air quality concerns which have been expressed by residents.  
*(Currently each new airport facility project is required to complete CEQA environmental review. Additionally, all FAA funded infrastructure projects are required to complete both CEQA and NEPA environmental review. The Department of Airports has complied with all State and Federal requirements for air quality analysis for each project proposed at Camarillo Airport and will continue to meet all applicable regulations.)*

Camarillo Airport FAR Part 150 Noise Study  
September 24, 2024  
Page 2 of 2

I look forward to discussing these items in further detail over the coming months. Your partnership throughout the FAR Part 150 Noise Study process is key to a successful outcome.



Sincerely,  
Keith Freitas  
Director of Airports

cc: Camarillo Airport Authority Chair, Kelly Long  
Oxnard Airport Authority Chair, Vianey Lopez  
County CEO, Dr. Sevet Johnson  
Greg Ramirez, City of Camarillo, City Manager



# City of Camarillo

601 Carmen Drive • Camarillo, CA 93010

Office of the Mayor  
(805) 388-5307  
FAX (805) 388-5318

May 22, 2024

Keith Freitas  
Ventura County Department of Airports  
555 Airport Way, Suite B  
Camarillo, CA 93010

**Re: Part 150 Noise Compatibility Study**

Dear Mr. Freitas:

It is our understanding that on June 3, 2024, the County Department of Airports will hold a community meeting concerning the Part 150 Noise Compatibility Study.

On behalf of the City Council, and consistent with the City Council's discussion and direction at its April 10, 2024 meeting, I strongly urge the Department to consider implementation of all suggestions expressed by community residents to date in relation to the Airport, expressly including but not limited to: (1) prioritizing and expediting options concerning an alternative flight path approach, particularly in regards to Old Town Camarillo and the noise issues experienced by its residents; (2) installation of permanent noise monitoring locations in and around Old Town relative to the current flight path approach; and (3) an appropriate review and study of air quality concerns which have been expressed by residents.

We would appreciate your immediate attention to these items and apprising the City of the Department's intentions in that regard and the anticipated timeline and completion for such activities by the County.

Thank you very much for your attention to this important issue.

Sincerely,

Tony Trembley  
Mayor

c: Camarillo City Council



# Day in the life



JOSEPH A. GARCIA/Acorn Newspapers SHARING STORIES—At “Coppers and Choppers” day at Camarillo Airport Sept. 21, Carter Parker, 7, of Camarillo climbs on the ROOK, a powerful piece of equipment owned by the Ventura County Sheriff’s Office



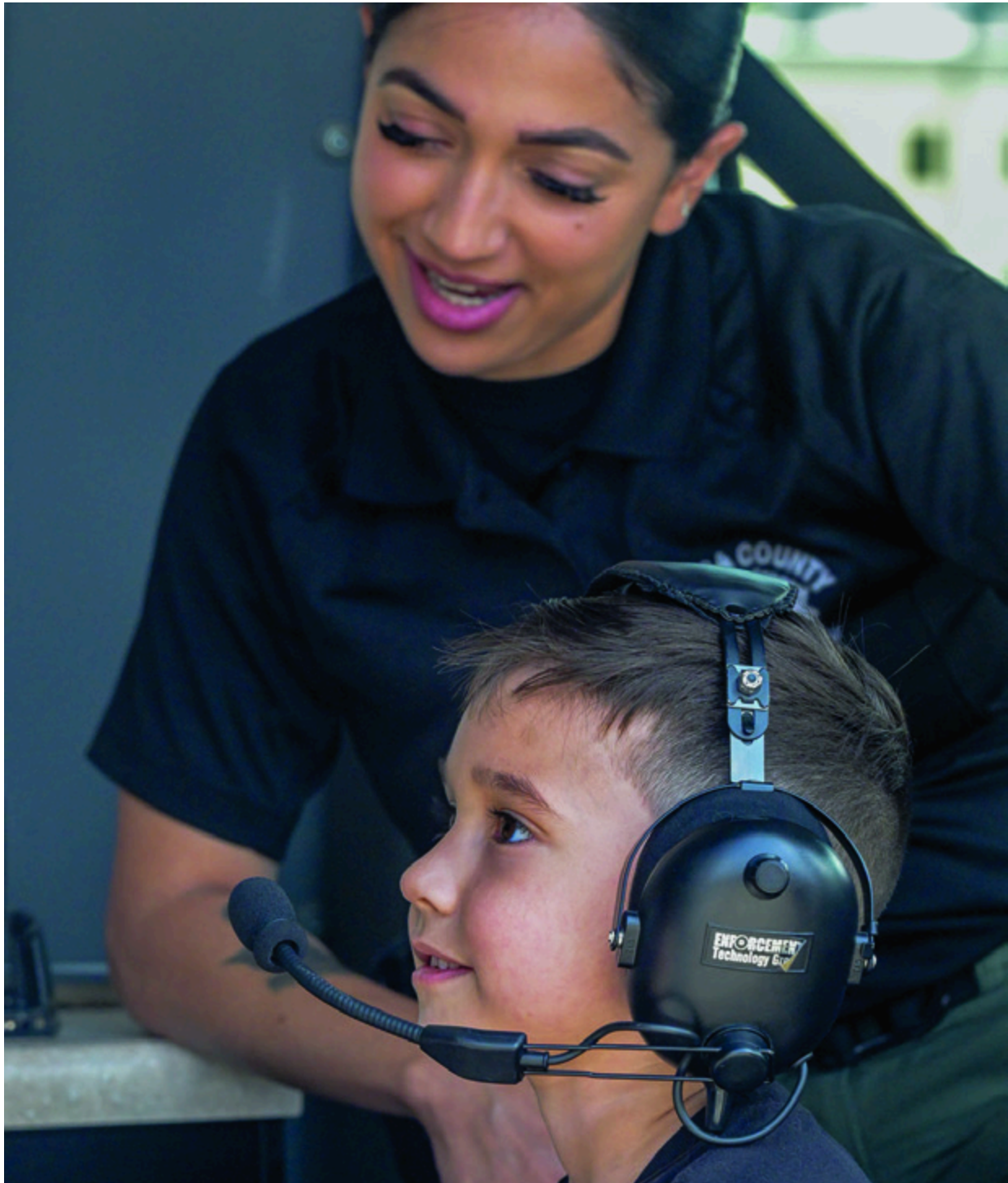


County fire Capt. Jeff Seabrook, with the county's aviation unit, greets his 6-year-old daughter, Lila, 6





Santiago Rodriguez, 6, of Ventura, rides in a rescue basket







Kevin Cox, 4, of Simi Valley, learns about tactical negotiations from sheriff's Deputy Natalie Malagon. The activities are sponsored by the Ventura County Sheriff's Foundation.

## LOCAL

# Check out Oxnard Airport



**Juan Carlo**

Published 7:06 p.m. PT Oct. 1, 2024



Planes fly in and out of Oxnard Airport on Monday, Sept. 23, 2024. The Ventura County Department of Airports will hold its final series of community meetings for noise studies next week.

[JUAN CARLO/THE STAR](#)



The Oxnard Airport tower on Monday, Sept. 23, 2024.

[JUAN CARLO/THE STAR](#)



Airport shuttle passengers unload at Oxnard Airport on Monday, Sept. 23, 2024.

[JUAN CARLO/THE STAR](#)



Passengers enter and exit the Oxnard Airport on Monday, Sept. 23, 2024.

[JUAN CARLO/THE STAR](#)



Planes fly in and out of Oxnard Airport on Monday, Sept. 23, 2024. The Ventura County Department of Airports will hold its final series of community meetings for noise studies next week.

[JUAN CARLO/THE STAR](#)



The Oxnard Airport sign welcomes visitors on Monday, Sept. 23, 2024. \

[JUAN CARLO/THE STAR](#)

## NEWS

# Public can weigh in on noise at Camarillo, Oxnard airports at community meetings



**Stacie N. Galang**

Ventura County Star

Published 7:07 p.m. PT Oct. 1, 2024

Community members will have their last chance to weigh in on noise at Camarillo and Oxnard airports next week.

Ventura County's Department of Airports will host its final round of community meetings for the Federal Aviation Administration's process called a Part 150 noise compatibility study. The county has been working for two years to collect public input on the draft noise compatibility plans, according to Airports Director Keith Freitas.

"It's an important meeting," he said. "We're finally at the end of this two-year process."

The meeting for Camarillo Airport is set for 6 p.m. Monday at the Ventura County Office of Education, 5100 Adolfo Road, Camarillo, and the meeting for Oxnard Airport will be 6 p.m. Tuesday at the Courtyard by Marriott, 600 E. Esplanade Drive, Oxnard.

The meetings will provide an overview of the noise mitigation measures, allow for questions and answers and give the public access to the portions of the study to review. Freitas said turnout at previous meetings for Camarillo Airport ranged from 70 to 150 people and for Oxnard Airport from 15 to 50 people.

Noise complaints at each airport stem from different issues. In Camarillo, plane noise on the approach for landing prompts the most complaints because air traffic passes directly over Camarillo's Old Town, Freitas said. In Oxnard, noise complaints tend to arise from pilots practicing takeoffs and landings, he said.

The noise studies look at two main elements: mapping typical noise patterns produced as a function of an airport and the ways the airport plans to mitigate noise now and in the future. The study addresses these by offering ways to keep noise levels within reason.

Freitas said the FAA does not require airports to do the noise studies, but his department sought to do them and received the federal funding for both county-operated airports.

Freitas said both Camarillo and Oxnard airports conducted noise studies in the late 1990s. Camarillo's was later approved in May 2001. Oxnard's remained only as a draft document, and Freitas was unsure why Oxnard's wasn't approved.

After next week's sessions, the airport department will hold a hearing in the first quarter of 2025 based on its findings. The public will be able to comment on the resulting document, and comments will be noted in the study sent to the FAA.

*Stacie N. Galang is news director. She can be reached at [stacie.galang@vcstar.com](mailto:stacie.galang@vcstar.com) or 805-437-0222.*



# PROJECT SCHEDULE UPDATE

## CAMARILLO AIRPORT

### RUNWAY 8-26 AND TAXIWAY A PAVEMENT REPAIR PROJECT

OCTOBER 10, 2024

Paving for the Runway 8-26 and Taxiway A Pavement Repair Project is complete.

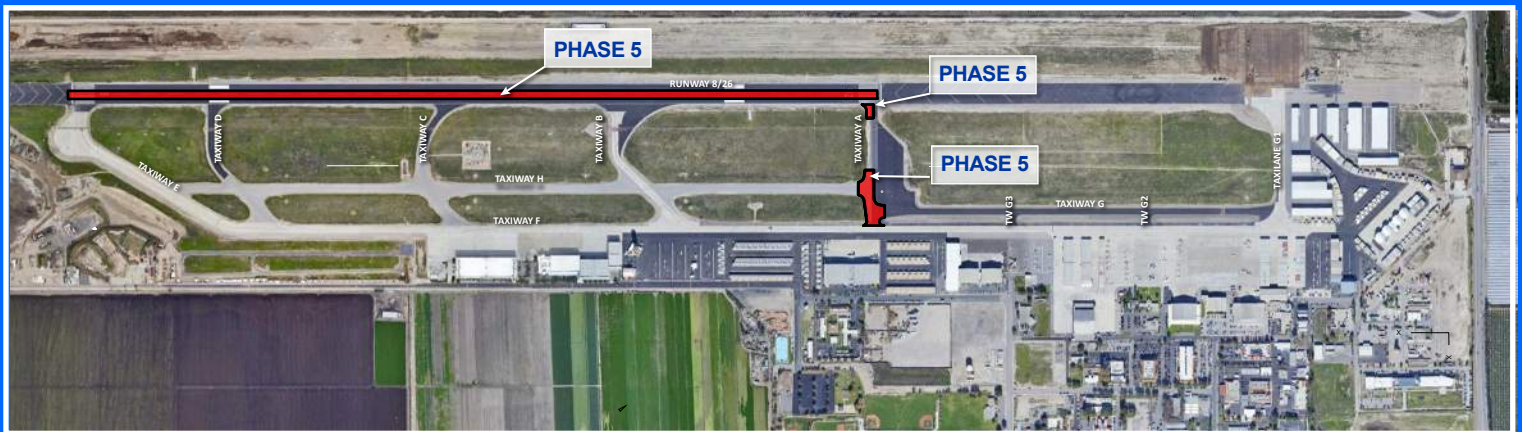
Final striping of Runway 8-26, Taxiway A, Taxiway E & F, Taxilane G1, and NorthEast Taxilane is scheduled to occur during the nights of October 21, 22, and 23rd.

Please refer to the table below for more information.



PHASE	WORK AREA	CLOSURE AREAS**	ESTIMATED DATE OF CLOSURE	ESTIMATED DURATION OF CLOSURE**
1	Taxiway A outside RSA	Taxiway F at Taxiway A (Night) and Taxiway A outside RSA (Day/Night)	COMPLETE	
2	Taxiway A within RSA	Taxiway A within RSA (Day/Night) and Runway 8-26 (Night)	COMPLETE	
3	Runway 8-26 Centerline	Runway 8-26 (Night)	COMPLETE	
4	Taxiways E and F, Taxilane G1 and Northeast Taxilane	Taxiways E and F (Night), Taxilane G1 (Night) and Northeast Taxilane (Night)	COMPLETE	
5	Phases 1-4 as stated above	Final Striping - Taxiway A , Runway 8-26, Twy E & F, Taxilane G1 and NorthEast Taxilane	October 21, 2024	3 Calendar Nights

\*\*Night closures will be from 9:00pm to 7:00am local time.



# Living history lands in Camarillo

- Doc is one of only two airworthy B-29s



Photos by MICHAEL COONS/Acorn Newspapers FLYING FORTRESS Doc, a WWII-era B-29 Superfortress lands at the Southern California Wing of the Commemorative Air Force Oct. 3 at the Camarillo Airport. One of only two airworthy and flying B-29s, the first flew in 2016 after 16 years of restoration.





Visitors stand in one of two bomb bays as they wait to walk through Doc's flight deck. Aviation aficionados from throughout SoCal gathered at the Camarillo Airport from Oct. 3 through 6 for flights and cockpit tours.



Ryan Strang of Newbury Park takes a picture of where the flight engineer works on Doc, one of only two airworthy and flying B-29s.





MICHAEL COONS/Acorn Newspapers HISTORY—Camarillo residents Beulah O’Neal and her husband Gene walk around Doc, a WWII era B-29 Superfortress, at the Southern California Wing of the Commemorative Air Force Oct. 3 at the Camarillo Airport. Gene O’Neal helped restore Doc and was part of the flight crew in the early 2000’s.

BY ZIA ZOGRAFOS, ZIA@THEACORN.COM

One of the last flying B-29 Superfortress aircraft—the same type from Boeing that dropped two atomic bombs on Japan—touched down in Camarillo recently.

Aviation aficionados from throughout Southern California gathered at the Camarillo Airport Oct. 3 through 6 for flights and cockpit tours of the plane known as “Doc” on its restored history tour, hosted by the Southern California Wing of the Commemorative Air Force at the Camarillo Airport.

The Superfortress was one of 1,644 built by Boeing in Wichita, Kansas, during World War II.

Doc’s restoration effort began in 2000.

“It exceeded my expectations. It’s a beautiful aircraft,” said patron Paul Long at

the event, which spanned four days. Besides Wichita-based Doc — which rolled off the assembly line in March 1945 and took flight again in 2016 after 16 years of restoration — the only other B-29 still flying is Fifi, based in Dallas, Texas.

“It’s an honor to have this beautiful B-29 here to share with the public,” said Wing Leader Kathy Newhard. “The plane was laying in the Mojave Desert for years. It’s been brought back to life.”

The B-29 Superfortress has always been constructed with state of the art technology, when it was first built and when it was restored. It was built for strategic bombing at high altitude, and was one of the few aircrafts at the time to have a pressurized cabin and an analog computer system.

Gene O’Neal, 92, was one of the men on the flight crew that helped restore Doc. The Camarillo resident has been a Commemorative Air Force volunteer at the airport for more than 20 years.

“It was a major effort. We completely tore it down,” said O’Neal. “They changed all the electrical wiring, plumbing, control cables, and replaced all the corroded structures. Doc, in its current form, is a marvelous, beautiful airplane.”

After retiring from Boeing in 1999, O’Neal was ecstatic when he got the email about restoring the iconic warbird.

“I got goosebumps. I knew I had to be a part of this” he said. “I was thrilled.”

O’Neal, a Korean war veteran, was a crew member on both Doc and Fifi. Once Doc got its certification of airworthiness, O’Neal helped to take passengers on the aircraft.

“When you go on tour, it’s fun to fly with all the passengers, but it’s a real thrill and an honor to meet the people that flew during World War II and the Korean War,” said O’Neal.

“Everytime I went on a mission, I tried to imagine how it would feel to be in combat. Try to imagine what they went through in the pursuit to protect our freedoms.” O’Neal spent the weekend assisting passengers on and off the aircraft.

“Many of them remarked it was a much smoother ride than what they thought it would be,” he said.

As time pulls us further away from World War II, it’s remarkably important to educate the public about those who helped defend the nation, and what it took to do so. Honor and education are the crux of the mission for those with the



Southern California Wing of the Commemorative Air Force and volunteers at the Camarillo Airport.

“Camarillo has a rich history of World War II and Cold War-era aviation that contributed greatly to the defense of our nation,” said B-29 Doc Executive Director Josh Wells. “That history is kept alive by the CAF Southern California Wing thanks to the dedication of its members, who keep a large collection of WWII and post-warera aircraft alive to showcase the history of our nation and honor those who fought to defend freedom at home and abroad.”

**‘It’s an honor to have this beautiful B-29 here to share with the public.’ — Kathy Newhard wing leader, Southern California Wing of the Commemorative Air Force at Camarillo Airport**

## FLYING FORTRESS

October 12, 2024



Photos by MICHAEL COONS/Acorn Newspapers

**FLYING FORTRESS**—Above, Doc, a WWII-era B-29 Superfortress lands at the Southern California Wing of the Commemorative Air Force Oct. 3 at the Camarillo Airport. One of only two airworthy and flying B-29s, the first flew in 2016 after 16 years of restoration. At right, visitors stand in one of two bomb bays as they wait to walk through Doc's flight deck. Aviation aficionados from throughout SoCal gathered at the Camarillo Airport from Oct. 3 through 6 for flights and cockpit tours.



# Sky high ambition

- Students explore aviation careers at the Camarillo Airport



MICHAEL COONS/Acorn Newspapers FLYING DREAMS—Area students take a tour of airplanes on display during Aviation Career Day on Oct. 18 at the Camarillo Airport.





MICHAEL COONS Acorn Newspapers AIMING HIGH— Mainnak Mondal, a freshman at Rancho Campana High School, throws an airplane he made out of cardboard and duct tape during the “Make Garbage Fly” contest at Aviation Career Day on Oct. 18 at the Camarillo Airport.

BY ZIA ZOGRAFOS, ZIA@THEACORN.COM

Flying higher than the airplanes at the Camarillo Airport are the dreams of dozens of Ventura County students hoping for a career in aviation.

These kids, ranging from middle schoolers to high school seniors, visited the airport’s Commemorative Air Force Museum on Oct. 18 to take part in Aviation Career Day.

A collaboration between the Ventura County 99s, Commemorative Air Force SoCal Wing, California Aeronautical University, Experimental Aircraft Association Chapter 723, Ventura County Career Education Center, Ventura County Department of Airports and CP Aviation, the event gives students a chance to immerse themselves in the soaring possibilities that aviation has to offer.

Students not only spoke to pilots, engineers, air traffic controllers and aerospace technicians, they also got to explore planes in the Commemorative Air Force west hangar and chat with the owners.

In addition, they learned about programs and scholarship opportunities that could help their careers take wing.

“The aviation industry offers a wide range of careers that cater to different interests and skill sets,” said Ventura County 99s member Alison Barker, who helped organize the event.

“And with advancements in technology and an ever-growing demand for air travel, there has never been a better time to explore these opportunities,” she said.

That’s what 16-year-old Jane Flippen of Thousand Oaks High School was doing at the International Organization of Women’s Pilots booth. She’s interested in one day becoming a pilot.

“It’s hard, because it’s a male-dominated field,” Jane said. “I wanted to talk to a pilot who was also a mom, because I also want to have a family. It was great to talk to someone and learn how they balance that.

”Flight Instructor Cici Stratford, 81, has been flying for 49 years. She’s helped many young women find aviation scholarships that align with their goals.

“It is so rewarding. I love it,” Stratford said.

Also taking place at the event was a glider flying contest dubbed “Make Garbage Fly.”

Amir Luster, 17, is in the cadet program at Camarillo Airport. His teammates from Rancho Campana High School were getting ready to make their gliders soar across the runway.

“We originally had two different models but they both failed. So, we made another one. This one is much better. It can go pretty far,” said Amir.

Over at the STEMPilot Inc. booth, students formed a long line to try the flight simulator, a machine that lets them practice steering and flying a simulated aircraft.

The company develops science- and math-based curricula to teach elementary, middle and high school students how to fly airplanes and helicopters. They’re now rolling out a curriculum called Python Flyer in which kids use Python programming to control an indoor quadcopter drone.

“We’re demonstrating careers in engineering, coding, aviation and business,” said STEMPilot CEO Jay Leboff.

“They’re so ready to learn. I’m counting on their video-brain game to kick in, and in two minutes, they’re flying the plane at a perfect level.”

Although being in the cockpit of an airplane as a pilot is an exciting career choice, there is equally important work happening behind the scenes.

Jackie Babenco is an air traffic control specialist at the Camarillo Airport. She was eager to let students know that the air traffic control field is seeking to hire young people.

“I’ve had a great response today. I also don’t think many of them knew that this could be a government job as well,” Babenco said.

Pilot Manny Terrazas, a former Camarillo resident, especially wants to give back to the Latino community. He’s a member of the Latino Pilots Association, which focuses on mentoring, inspiring and serving the community.

“We come to events like these and talk about how we became pilots. I started in Camarillo, so I wanted to give back to my community and share my story.”

Terrazas attained his pilot’s license out of the Camarillo Airport. He later joined the Air National Guard as a mechanic, and was then selected for the New York Air National Guard, where he learned to fly a T-6 Texan.

“What’s cool about my unit is we do unique, polar missions. We get to fly out



to Greenland and Antarctica,” Terrazas said.

There’s a million places under the sky to look for a job in aviation. That’s why aspiring students should continue to aim as high as the stratosphere.

**‘With advancements in technology and an ever-growing demand for air travel, there has never been a better time to explore these opportunities.’**

— Alison Barker  
member, Ventura County 99s

**From:** [Jauregui, Jannette](#)  
**To:** [Department of Airports E-Mail Notification List](#)  
**Subject:** Ventura County Department of Airports: CMA Closure and TFR for Ventura County Airspace  
**Date:** Thursday, November 7, 2024 11:45:18 AM  
**Attachments:** [TFR\\_110624.png](#)

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Good morning to you all,

You are receiving this message as notice that a NOTAM (Notice to Air Mission) has been issued for Camarillo Airport (CMA) indicating the CMA will be closed to all non-emergency response aircraft and operations through Wednesday, November 13<sup>th</sup>, at 4 p.m. This closure will allow emergency response aircraft (helicopter and fixed wing) to utilize Camarillo Airport as a base for all firefighting aerial units.

Additionally, a TFR (Temporary Flight Restriction) has been implemented for the areas impacted by the Mountain Fire. (Please see attached map.) This TFR is in place through November 13<sup>th</sup> and will ensure that emergency response aircraft, including all firefighting units, can safely and effectively navigate airspace to complete aerial attacks on the fire.

As you know, the Mountain Fire has devastated more than 14,500 acres in just a little over 24 hours. The fire is at 0% containment as of 10 a.m this morning. This means that both the closure of CMA and the TFR may be extended. As of today, fire response resources include the Ventura County Fire Department, Cal Fire, United States Coast Guard, Orange County Fire Department, and Los Angeles County Fire Department, and Coulson Aviation. We are expecting to support approximately 28 firefighting aircraft during this response. Conditions will continue to be impacted by Santa Ana winds, which are expected to continue through this afternoon. Oxnard Airport (OXR) is currently outside the TFR and remains open.

The Department of Airports continues to send well wishes to all emergency response teams, to our neighbors, and to our entire aviation community. We understand that many of you have been directly affected by the Mountain Fire as we all only just begin to understand the toll this has taken on so many families.

For additional information, please continue to monitor [VC Emergency](#).

With ongoing wishes for safety during this time,,  
Jannette

Jannette Jauregui  
Communications & Engagement Manager (PIO)  
Ventura County Department of Airports (Camarillo and Oxnard)  
Office: 805-388-4287



