



COUNTY of VENTURA
Department of Airports

555 Airport Way, Suite B
Camarillo, CA 93010
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NOTICE IS HEREBY GIVEN
that the Regular Meeting of the
Camarillo Airport Authority and Oxnard Airport Authority
will be held on:

Thursday

November 14, 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=subscribe
3. Participate and provide public comment via Zoom:

WEBINAR:

<https://us06web.zoom.us/j/86568584359?pwd=M3V6OWpbsVmhCshmPSHAagISr5wasS.1>

TELEPHONE: 1-669-444-9171

WEBINAR ID: 865 6858 4359

WEBINAR PASSCODE: 355377

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 Airport Authority 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 Airport Authority 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 Authority 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/camarillo-and-oxnard-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. In the **Subject Line** of the email please indicate “**CAA/OAA Meeting Comment**” and the **Agenda item number** on which you are commenting (e.g., CAA/OAA 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. In the **Subject Line** of the correspondence please indicate “**CAA/OAA Meeting Comment**” and the **Agenda item number** on which you are commenting (e.g., CAA/OAA 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 5, 2024**
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 Airport Authority calls for public comment.

E-mail 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 Authority 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/camarillo-and-oxnard-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 Authorities on the Regular Agenda. Consent items are heard at the Authorities discretion and may be heard at any time during the meeting.

CAMARILLO AIRPORT AUTHORITY

A. Subject: 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.

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

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.

CAMARILLO AND OXNARD AIRPORT AUTHORITY

C. Subject: Review and Approval of the 2025 Camarillo and Oxnard Airport Authority Meeting Calendar

Recommendation:

Staff requests that your Authorities review and approve the 2025 Camarillo and Oxnard Airport Authorities 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

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 Authorities discretion and may be heard at any time during the meeting.

CAMARILLO AND OXNARD AIRPORT AUTHORITY

A. Subject: Receive and File a Monthly Staff Update from Communications and Engagement Manager Regarding Ventura County Airports

Recommendation:

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

B. 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.

OXNARD AIRPORT AUTHORITY

C. 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.

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

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 Airport Authorities for information only, at this time. The report items require no action or are not ready for the Airport Authorities' consideration. The Airport Authorities may refer these items to the Department of Airports for investigation and report back on a future agenda.

- Monthly Activity Report – 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 – 4th Quarter FY 23/24
- Meeting Calendars – 2024 and 2025 Meeting Calendar

10. CORRESPONDENCE

Correspondence items listed below are presented to the Airport Authorities for information only, at this time. The correspondence items require no action or are not ready for the Airport Authorities' consideration. The Airport Authorities may refer these items to the Department of Airports for investigation and report back on a future agenda.

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 22nd 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. AUTHORITY COMMENTS – Comments by Authority members on matters deemed appropriate.

12. ADJOURNMENT

The next regular Authority meeting will be on **Thursday, December 12, 2024, at 6:30 p.m.** in the Department of Airports Administration Office Conference Room, 555 Airport Way, Suite B, Camarillo, California.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT DENISE ARREOLA AT (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/86568584359?pwd=M3V6OWp5VmhCshMPSHAagISr5wasS.1>

Webinar ID: 865 6858 4359
Passcode: 355377
Phone Number: 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.

