

NOTICE IS HEREBY GIVEN  
that the Regular Meeting of the  
Camarillo Airport Authority and Oxnard Airport Authority  
will be held on:

**Thursday February 11, 2021 7:00 P.M.**

**CITY OF CAMARILLO  
COUNCIL CHAMBERS  
601 CARMEN DRIVE  
CAMARILLO, CA**

**IN RESPONSE TO THE DECLARED STATE AND LOCAL EMERGENCIES DUE TO THE NOVEL CORONAVIRUS, THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE CALIFORNIA GOVERNOR'S EXECUTIVE ORDER AND THE COUNTY OF VENTURA PUBLIC HEALTH OFFICER'S LOCAL ORDER.**

**IN ORDER TO MINIMIZE THE SPREAD OF THE NOVEL CORONAVIRUS, THE COUNCIL CHAMBERS WILL NOT BE OPEN TO THE PUBLIC. THE FOLLOWING PROVIDES INFORMATION ABOUT HOW TO OBSERVE AND/OR PARTICIPATE IN THE MEETING:**

1. You may join the meeting via **Zoom**. See last page for detailed instructions about participating in the meeting via Zoom.
2. You may observe the meeting via live broadcast on the Local Government Channels – **Spectrum Channel 10** and **Frontier Channel 29**, or 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. Public Comment Options
  - a. **Email** – You may submit your comment, limited to 250 words or less, via email by 5:00 p.m. on Thursday, February 11, 2021 to Airport Staff at [AirportInfo@ventura.org](mailto:AirportInfo@ventura.org). Please indicate in the Subject Line, the Agenda item number (e.g., Item No. 6.A.). When the Authorities reach your item of interest on the agenda, Airport Staff will read your comment during the time for public comments.
  - b. **Zoom** – You may provide verbal comments during the meeting. See last page for detailed instructions about participating in the meeting via Zoom.

## **AGENDA**

- 1. CALL to ORDER and PLEDGE of ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL of MINUTES – January 14, 2021**
- 4. PUBLIC COMMENT PERIOD**
- 5. UNFINISHED BUSINESS – None**
- 6. NEW BUSINESS**

### **CAMARILLO & OXNARD AIRPORT AUTHORITY**

- A. Subject: Authorization for the Director of Airports or Designee to Award an Annual Consulting Services Contract for FY 2020-2021 to Jviation, a Woolpert Company, and to Issue Work Orders Against the Contract**

#### **Recommendations:**

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

1. Authorize the Director of Airports, or his designee, to award an annual consulting services contract for fiscal year 2020-2021 to Jviation, a Woolpert Company, using a contract form negotiated in compliance with the County of Ventura Public Works Agency Project Processing Procedures Manual (Exhibit 1); and
2. Authorize the Director of Airports, or his designee, to issue work orders against such contract for up to \$35,000 each project for planning of construction projects not yet approved by your Board, and for up to \$200,000 each work order for other services.

#### **7. DIRECTOR'S REPORT**

#### **8. REPORTS**

Monthly Activity Report – December 2020  
Monthly Noise Complaints – December 2020  
Consultant Reports – December 2020  
Airport Tenant Project Status – January 2021  
Project Status – January 2021  
Meeting Calendar

## **9. CORRESPONDENCE**

Notice re: Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Reconstruction Project Tenant Workshop Update (final workshop is anticipated to be held in April/May 2021)

Letter dated January 8, 2021 from John Feldhans to Steve Roberts re: Special Activity Permit for Maintenance and Repair of Private Hangars on Oxnard Airport

Letter dated January 21, 2021 from Madeline Herrle to Ron Rasak, RKR Incorporated re: Camarillo Airport Lease Agreement

**10. AUTHORITY COMMENTS** - Comments by Authority members on matters deemed appropriate.

## **11. ADJOURNMENT**

The next regular Authority meeting will be on Thursday, March 11, 2021 at 7:00 p.m. in the City of Camarillo Council Chambers, 601 Carmen Drive, 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 THE CITY OF CAMARILLO CLERK AT (805) 388-5353 OR ANA CASTRO AT (805) 388-4211. NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE THE CITY/DEPARTMENT OF AIRPORTS TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.



## Webinar Instructions

Public link to Zoom webinar:

<https://zoom.us/j/96581200092?pwd=dE1ObG5YaDFOYIFhQXBWVmdLYURoZz09>

**Webinar ID:** 965 8120 0092

**Passcode:** 301365

**Phone Numbers:** 1-669-900-6833

1-253-215-8782

**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:** If you do not have access to the internet, you can watch the live broadcast of the meeting on the City of Camarillo Local Government Channels – Spectrum Channel 10 and Frontier Channel 29, or 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 will have 3 minutes to speak. 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. The timer starts green indicating you have 3 minutes; when the time hits 1 minute remaining, the timer will change to yellow; when the 3 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 minutes has begun; when the time hits 1 minute remaining; when the 3 minutes have elapsed.



## CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY

### MINUTES

January 14, 2021

#### 1. CALL to ORDER and PLEDGE of ALLEGIANCE

CAA Chair, Shawn Mulchay, called the Camarillo Airport Authority meeting to order at 7:00 p.m.

OAA Chair, Bert Perello, called the Oxnard Airport Authority meeting to order at 7:00 p.m.

A moment of silence was observed to honor those who have passed away due to COVID-19.

CAA Chair, Shawn Mulchay, led the pledge of allegiance.

#### 2. ROLL CALL

##### CAA PRESENT

Kelly Long  
Carmen Ramirez  
Charlotte Craven  
Shawn Mulchay  
Bill Thomas  
Michael Hodson (Alt)

##### CAA ABSENT

##### OAA PRESENT

Kelly Long  
Carmen Ramirez  
Bert Perello  
Eugene Fussell

##### OAA ABSENT

Walter Calhoun

*Excused (E)*

*Late (L)*

*Alternate (Alt)*

##### AIRPORT STAFF

Dave Nafie, Deputy Director  
Erin Powers, Projects Administrator  
John Feldhans, Operations Supervisor  
Ana Castro, Management Assistant

**3. APPROVAL OF MINUTES – December 10, 2020**

***Camarillo Airport Authority: Mayor Charlotte Craven moved to approve the December meeting minutes and Public Member Bill Thomas seconded the motion. Supervisor Carmen Ramirez abstained. All others voted and the motion passed unanimously.***

***Oxnard Airport Authority: Supervisor Kelly Long moved to approve the December meeting minutes and Councilmember Bert Perello seconded the motion. Supervisor Carmen Ramirez abstained. All others voted and the motion passed unanimously.***

**4. PUBLIC COMMENT PERIOD**

None.

**5. UNFINISHED BUSINESS – NONE**

**6. NEW BUSINESS**

**CAMARILLO AIRPORT AUTHORITY**

**A. Subject: Selection of Chairman and Vice-Chairman for Calendar Year 2021**

**Recommendation:**

Nominate and select the 2021 Chairman and Vice-Chairman.

***Public Member Bill Thomas nominated Supervisor Kelly Long as Chair of the Camarillo Airport Authority and Mayor Charlotte Craven moved to close nominations. All members voted in favor and the motion passed unanimously.***

***Supervisor Kelly Long nominated Public Member Bill Thomas as Vice-Chair of the Camarillo Airport Authority and Mayor Charlotte Craven moved to close nominations. All members voted in favor and the motion passed unanimously.***

**2021 Camarillo Airport Authority Seats:**

Chair – Supervisor Kelly Long

Vice-Chair – Public Member Bill Thomas

**OXNARD AIRPORT AUTHORITY**

**B. Subject: Selection of Chairman and Vice-Chairman for Calendar Year 2021**

**Recommendation:**

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Nominate and select the 2021 Chairman and Vice-Chairman.

A discussion took place about the rotation of the Chair position. It was clarified that the public member is up for the Chair position if following the normal rotation. It was also clarified that Walter Calhoun is the current public member of record and Eugene Fussell is the alternate public member.

***Supervisor Kelly Long nominated Public Member Walter Calhoun as Chair of the Oxnard Airport Authority and Councilmember Bert Perello seconded the nomination. Councilmember Bert Perello moved to close nominations and Supervisor Carmen Ramirez seconded the motion. All members voted in favor and the motion passed unanimously.***

***Supervisor Kelly Long nominated Supervisor Carmen Ramirez as Vice-Chair of the Oxnard Airport Authority. Supervisor Carmen Ramirez moved to close nominations and Supervisor Kelly Long seconded the motion. All members voted in favor and the motion passed unanimously.***

2021 Oxnard Airport Authority Seats:

Chair – Public Member Walter Calhoun

Vice-Chair – Supervisor Carmen Ramirez

**CAMARILLO & OXNARD AIRPORT AUTHORITY**

**C. Subject: Review and Approval of the 2021 Meeting Calendar**

**Recommendation:**

Review and approve the 2021 meeting calendar.

***Camarillo Airport Authority: Supervisor Kelly Long moved to approve staff's recommendation and Vice Mayor Shawn Mulchay seconded the motion. All members voted in favor and the motion passed unanimously.***

***Oxnard Airport Authority: Supervisor Kelly Long moved to approve staff's recommendation and Councilmember Bert Perello seconded the motion. All members voted in favor and the motion passed unanimously.***

**OXNARD AIRPORT AUTHORITY**

**D. Subject: Authorization for the Director of Airports to Provide Rent Relief for up to Four Months to Airfield Tenants Impacted by the 2021 Runway**

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**Reconstruction Project at Oxnard Airport in the Not-to-Exceed Amount  
of \$356,945**

**Recommendation:**

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

Authorize the Director of Airports to provide rent relief for up to four months to airfield tenants impacted by the 2021 runway reconstruction project at Oxnard Airport in the not-to-exceed amount of \$356,945.

Deputy Director Dave Nafie introduced the item. Mr. Nafie shared that this project is slated for 2021 and it may cause disruptions to tenants of Oxnard Airport. He then introduced projects administrator Erin Powers to provide additional details. As a result of public workshops that took place where construction phasing alternatives were explored, Alternative 1 was deemed to be the safest, most efficient and cost effective approach. Alternative 1 requires a full runway closure. With a single runway, tenants and airfield businesses will be unable to utilize the runway during the period of closure which could be up to four months. The department is seeking approval to waive up to four months of rent for airfield tenants impacted by the construction. Ms. Powers shared that the department has adequate cash reserves to absorb the anticipated loss of revenue. Supervisor Kelly Long inquired about the department's plans if construction were to go beyond four months. Ms. Powers responded that there is an aggressive construction schedule in place and the department is hoping to finish construction on time if not earlier. Supervisor Long stated that since there are no current plans to extend the rent relief beyond four months, it is important that the Airport Authority stay informed about construction status. She requested that airport staff provide an update to the Airport Authority at each meeting that occurs during the construction period. Public Member Bill Thomas inquired about a bonus for early completion and penalties for delays. Ms. Powers shared that the project is expected to be significantly funded by a federal grant which does not allow for bonuses. However, airport staff will build in liquidated damages which carry a penalty for each day the runway remains closed beyond the project schedule. Mr. Thomas also requested a monthly update at each Airport Authority meeting that occurs during the construction period. Ms. Powers added that airport staff will be rolling out a robust public forum where tenants can stay apprised of project updates and the construction schedule. In response to an inquiry posed by Supervisor Carmen Ramirez about the construction schedule, Ms. Powers shared that the project is slated to go out to bid in March. The department could potentially receive a grant in May with construction beginning in June. Ms. Powers added that the construction schedule would need to be revisited should funding not become available until September as that would push the construction schedule into the rainy months. Councilmember Bert Perello supports a monthly update to include the percentage of completion.

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Councilmember Perello also inquired about whether the not-to-exceed rent relief amount includes the proper percentage of rent relief for the business at Oxnard Airport that operates helicopters and fixed-wing aircraft. Ms. Powers responded that to the best of her knowledge the department's fiscal team and airport director has taken into consideration all tenants and businesses that will be affected by the project as it pertains to rent relief. Deputy Director Dave Nafie shared that the Aviation Advisory Commission approved this item at their meeting and recommended approval by the Board of Supervisors.

***Oxnard Airport Authority: Acting Public Member Eugene Fussell moved to approve staff's recommendation and Supervisor Kelly Long seconded the motion. All members voted in favor and the motion passed unanimously.***

## **7. DIRECTOR'S REPORT**

Deputy Director Dave Nafie shared that Director Kip Turner sends his regrets for being unable to attend tonight's meeting. Mr. Nafie congratulated the Chair and Vice-Chair of each Airport Authority. Mr. Nafie reminded the Airport Authorities that the department plans to bring back the hangar lease item to the Aviation Advisory Commission, Camarillo and Oxnard Airport Authorities, and the Board of Supervisors in March. He then provided an update on the Northeast Hangar Development project at Camarillo Airport. The project completion date is anticipated for mid-to-late January. Airport staff is working on hangar waitlist protocols and staff will provide an update at a future meeting.

Regarding the master plan study for both Camarillo and Oxnard airports, Deputy Director Dave Nafie shared that airport staff is working through how best to conduct the public workshops considering the gathering limitations caused by the pandemic. Mr. Nafie stated that airport staff is working with consultants to determine the most effective format for the workshops and staff should have a plan in place around the April timeframe. Mr. Nafie also provided an update on the final public workshop for the Oxnard Airport runway reconstruction project. Staff is recommending that the final workshop be held closer to the initiation of construction. This would be around the summer timeframe when it becomes clear whether the department will have funding from the Federal Aviation Administration and that construction is imminent. This timeline allows airport staff to present the best information possible to the public and tenants.

Deputy Director Nafie shared that airport staff will discontinue sending printed packets to Commissioners and Authority members in an effort to be more environmentally friendly. When in-person meetings resume the department will have iPads available for Commissioners and Authority members to use so they can view the meeting packet. Lastly, Mr. Nafie shared that airport staff has been making improvements to the terminal at Oxnard Airport and staff has invested in the technology needed to host both the

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Commission and Airport Authority meetings in the near future. Staff hopes to change the meeting location in the March/April timeframe. It was clarified that post-COVID the terminal should be able to accommodate all members of the public who would like to attend the meetings in-person.

## **8. REPORTS**

Monthly Activity Report – November 2020  
Monthly Noise Complaints – November 2020  
Consultant Reports – November 2020  
Airport Tenant Project Status – December 2020  
Project Status – December 2020  
Financial Statements Period Ended – September 30, 2020  
Financial Statements First Quarter – FY 2020/2021

***Reports were received and filed.***

## **9. AUTHORITY COMMENTS**

Public Member Bill Thomas made a request of airport staff earlier in the meeting. Regarding the Northeast Hangar Development, Mr. Thomas would like airport staff to capture the inventory of the new hangars and the old hangars in the Monthly Activity Report. Additionally, Mr. Thomas would like staff to continue including a correspondence section in the meeting packets.

Councilmember Bert Perello shared that Oxnard City Council chambers may be available to host Airport Authority meetings post-COVID. Councilmember Perello also shared that he receives complaints about noise caused by aircraft. He requested that airport staff explain the rules pilots must follow so as to inform residents who may not be aware. He indicated this could occur at a future meeting. Councilmember Perello also requested that the matter of the Alternate Authority Member discussed earlier in the meeting be agendaized for a future meeting to gain further clarification. He added that he is very appreciative of the action the Oxnard Airport Authority took tonight regarding approval of the rent relief item.

Supervisor Kelly Long wished everyone a happy New Year. She commented that she is proud to serve the Camarillo Airport Authority as Chair and welcomed comments/suggestions.

Vice Mayor Shawn Mulchay congratulated Supervisor Carmen Ramirez on her election and welcomed her to the Airport Authority.

Supervisor Carmen Ramirez wished everyone a happy New Year and she hopes everyone stays safe.

Public Member Bill Thomas inquired as to who the other representative from the City of Oxnard will be for the Oxnard Airport Authority. Councilmember Perello responded that the City representative is not yet known.

#### **10. ADJOURNMENT**

There being no further business, the January 14, 2021 Authority meeting was adjourned at 7:49 p.m.

KIP TURNER, C.M.  
Administrative Secretary

February 11, 2021

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

**Subject:** Authorization for the Director of Airports or Designee to Award an Annual Consulting Services Contract for FY 2020-2021 to Jviation, a Woolpert Company, and to Issue Work Orders Against the Contract

**Recommendations:**

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

1. Authorize the Director of Airports, or his designee, to award an annual consulting services contract for fiscal year 2020-2021 to Jviation, a Woolpert Company, using a contract form negotiated in compliance with the County of Ventura Public Works Agency Project Processing Procedures Manual (Exhibit 1); and
2. Authorize the Director of Airports, or his designee, to issue work orders against such contract for up to \$35,000 each project for planning of construction projects not yet approved by your Board, and for up to \$200,000 each work order for other services.

**Fiscal/Mandates Impact:**

Mandatory: *No*

Source of Funding: *Airport Enterprise Fund*

Impact on Other Departments: *None*

This action does not result in an immediate fiscal impact, as there is no obligation to issue any work orders against the annual contract during the term of the contract. A fiscal impact will occur only when work orders are issued. The Department of Airports' ("Department") FY 2020-2021 adopted budget is programmed for this type of contract.

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**Discussion:**

On July 28, 2020, the Board approved consulting services contracts with three other consultants. The Department is requesting to add a fourth, to allow a new primary engineering consultant selected in December to begin providing professional services for projects at Camarillo and Oxnard Airports for fiscal year 2020-2021. Through a request for qualifications, the Department selected Jviation, a Woolpert Company ("Jviation"), as the Department's Consultant for a five (5) year term, which complies with the guidelines of the Federal Aviation Administration (FAA) Advisory Circular 150/5100-14E, and in accordance with the Consultant Selection Process adopted by the Board on November 3, 1998. Although Jviation was selected as the Department's Consultant for a five (5) year term, each contract awarded during that period must be negotiated individually.

The proposed contract form (Exhibit 1) has been negotiated in compliance with the County of Ventura Public Works Agency Project Processing Procedures Manual for Class II annual contracts. Class II annual contracts are approved by the Board each year. They are general contracts utilized for specific professional services when needed. Once an annual contract is in place, work orders are issued against the annual contract for specific services. No single work order can exceed \$200,000. The contracted services include, but are not limited to, engineering and plan review, specification writing, construction estimation, project oversight and inspection.

Consultants recommended for annual contracts have demonstrated qualifications required by the County. Negotiations have resulted in fee schedules considered fair and reasonable for the qualifications. Entering into an annual consulting-services contract does not guarantee any work for, or obligate the County to engage the services of, a consultant.

If you have any questions regarding this item, please call Erin Powers at 388-4205, or me at 388-4372.

A handwritten signature in black ink, appearing to read "Kip Turner". The signature is fluid and cursive, with the first name "Kip" being more prominent than the last name "Turner".

KIP TURNER, C.M.  
Director of Airports

Attachment:

Exhibit 1 - Annual Consultant Services Contract

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## **ANNUAL CONSULTING SERVICES CONTRACT**

**AE No. AEA 21-04**

### **PROFESSIONAL SERVICES CONTRACT for Oxnard and Camarillo Airports**

This is an annual contract, made and entered into this February 23, 2021, by and between the COUNTY OF VENTURA, (COUNTY), and Jviation, a Woolpert Company, 720 South Colorado Boulevard, Suite 1200-S Glendale, CO 80246, (CONSULTANT).

This contract (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 on an "as needed / as requested" basis, during the period from January 1, 2021 to June 30, 2021, 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 from time to time, which is on file with the 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. COUNTY will make payment only for services actually rendered. CONSULTANT is not entitled to payment for having been retained under this Contract. CONSULTANT is not entitled to perform work under this Contract except as requested by COUNTY, and COUNTY is not obligated to request any work under this Contract. Payment for services rendered shall be made bi-weekly, within 30 days from when the COUNTY receives an invoice, in accordance with "Fees and Payment," attached hereto as "Exhibit C."
4. 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.

**EXHIBIT 1**

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5. 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 CONSULTANT or a principal of the firm.

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

6. 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, plus a pro-rata share of any percentage retention specified.

7. 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.

8. 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.

9. a. CONSULTANT shall, throughout the term of this Contract and any extensions thereof, carry one or more insurance policies that provide the following minimum coverage:

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- 1) Commercial General Liability insurance shall provide minimum of \$1,000,000 coverage for each occurrence and \$2,000,000 aggregate coverage.
- 2) Worker's Compensation insurance in full compliance with California law for all employees of CONSULTANT in the minimum amount of \$500,000, if applicable.
- 3) Professional Liability (Errors and Omissions) insurance shall provide a minimum of \$1,000,000.00 coverage for each occurrence and \$2,000,000.00 in annual aggregate coverage. Professional Liability insurance is not required if the CONSULTANT does not provide design services including the preparation of plans or specifications, or survey services as part of design or project layout during the completion of this Contract.

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.

10. CONSULTANT shall defend, indemnify and hold harmless COUNTY, including all of its boards, agencies, departments, officers, employees, agents and volunteers, against any and all claims, lawsuits, judgments, debts, demands or liabilities that arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of CONSULTANT in the performance of this Contract.

CONSULTANT: **JVIATION, INC.**

COUNTY: **COUNTY OF VENTURA**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
**Kip Turner**, Director of Airports

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Taxpayer I.D. No.

EXHIBIT A

**SCOPE OF WORK AND SERVICES**

Consultant shall provide professional consulting services during the period from January 1, 2021 to June 30, 2021, as requested by the Director of Airports or his designated representative. Such services shall include, but are not limited to management consulting services, civil engineering, design review services, specification writing, grant support administration services, disadvantage business enterprise support, cost engineering/estimating, planning, environmental planning, environmental review services.

County retains the right to terminate any work requested for any reason by notifying Consultant in writing 60 days in advance and by paying all charges accumulated prior to such termination.

Consultant agrees to complete all work accepted by Consultant during the term of this contract.

All work performed under this contract shall be done under the general direction of the Director of Airports and the direction of the Deputy Director of Airports or his designated representative.

At the Agency's discretion, the Agency may provide Consultant with office space, telephone, computer, supplies and secretarial services at the Department of Airports Administrative Offices, Camarillo Airport, for use solely for the performance of services for the County.

END OF EXHIBIT A

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EXHIBIT B

**TIME SCHEDULE**

All work under this contract shall be completed by June 30, 2021.

END OF EXHIBIT B

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EXHIBIT C

**FEES and PAYMENT**

On presentation of invoice, payment shall be made for work completed, delivered and accepted at the following rates:

1. Fee Schedule (See Exhibit C-1)

County shall compensate Consultant at the above rate, but not to exceed the sum of \$200,000, for all assigned work completed.

END OF EXHIBIT C

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**EXHIBIT C-1****AEA No. 21-04****EXHIBIT C-1****Page 5 of 6****Jviation, Inc.  
Billing Rate Schedule for****2020****Lump Sum**

Principal	\$ 275.00
Senior Consultant I	\$ 250.00
Senior Consultant II	\$ 260.00
Senior Consultant III	\$ 270.00
Senior Project Manager	\$ 260.00
Project Manager V	\$ 240.00
Project Manager IV	\$ 205.00
Project Manager III	\$ 195.00
Project Manager I	\$ 165.00
Quality Control Manager	\$ 215.00
Electrical Engineer III	\$ 235.00
Electrical Engineer II	\$ 190.00
Electrical Engineer I	\$ 115.00
Engineer III	\$ 155.00
Engineer IV	\$ 220.00
Associate Engineer III	\$ 150.00
Associate Engineer II	\$ 115.00
Architect II	\$ 150.00
Architectural Designer	\$ 130.00
Planning Manager	\$ 260.00
Planner IV	\$ 245.00
Planner III	\$ 160.00
Associate Planner I	\$ 140.00
Designer III	\$ 175.00
Designer II	\$ 160.00
Construction Manager IV	\$ 200.00
Construction Manager III	\$ 175.00
Construction Manager II	\$ 150.00
Construction Manager I	\$ 115.00
CADD Tech III	\$ 120.00
CADD Tech II	\$ 105.00
CADD Tech I	\$ 95.00
Survey Manager	\$ 235.00
Surveyor	\$ 115.00
GIS Analyst	\$ 120.00
Geospatial Technician	\$ 120.00
Project Coordinator II	\$ 120.00
Project Coordinator I	\$ 100.00

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Ops Manager III	\$ 225.00
Ops Manager II	\$ 155.00
Ops Manager I	\$ 140.00
Support III	\$ 105.00
Support II	\$ 80.00
Intern	\$ 60.00
Company Vehicle	\$ 70.00/day
Mileage Reimbursement	\$ 0.56/mile

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# COUNTY of VENTURA

## Department of Airports

### MONTHLY ACTIVITY REPORT

Month ending December 31, 2020

#### Hangars and Tie-downs:

Camarillo				Oxnard			
Inventory Occupied Available				Inventory Occupied Available			
<b>Hangars</b>				<b>Hangars</b>			
Private	170	170	0	Private	55	55	0
County	112	91	21	County	62	54	8
Total	282	261	21	Total	117	109	8
<b>Tie-downs</b>				<b>Tie-downs</b>			
County	96	48	48	County	7	2	5
Western Cardinal	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		
Total	191	96	60	Total	41	19	22

#### Airport/Tower Operations:

#### Aircraft Incidents:

	Camarillo	Oxnard		Camarillo	Oxnard
Current year for the month	14,334	6,707	Current Month	2	0
Last year for the month	11,202	5,339	Current year to date	22	3
% Change	28%	26%			
Current year to date	171,471	76,076			
Last year to date	163,058	71,096			
% Change	5%	7%			

#### Other:

	Camarillo	Oxnard
Airside Citations Issued	0	0
Landside Citations issued	0	11
Cards issued to transient overnight aircraft	32	8
Noise/nuisance compliants	1	3
Other aircraft ** (Estimate)	120	15
Hangar Waiting List	124	28

\*\* Includes approximate number of aircraft occupying space in both large and small hangars by agreement with lessee or licensee

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# MONTHLY NOISE COMPLAINT SUMMARY CAMARILLO AIRPORT

Date/Time & weather of complaint(s)	Type of complaint	Mode of flight	Type of aircraft	Location of complaint	Number of calls regarding this aircraft (this month)	Number of calls from this person (this month)	Pilot contacted	Complainant contacted
12/16 9:22pm Clear, Calm	Noise	O	UNK	2100 Block Almanor Street, Oxnard, CA	1	1	*	N/R

\* Unable to identify aircraft

\*\* Pilot aware of noise procedures and/or directed by ATC for separation

\*\*\* A normal approach or pattern was observed by Operations and/or ATC approved – Pilot contacted if able

\*\*\*\* Complaint not related to noise

N/R Not Required (Complainant does not wish to be called back)

Mode of Flight – "T" Takeoff, "L" Landing, "M" Missed approach, "A" Multiple Approaches, "T & G" Touch and Go's (pattern), "O" Other

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December, 2020

# MONTHLY NOISE COMPLAINT SUMMARY OXNARD AIRPORT

Date/Time & weather of complaint(s)	Type of complaint	Mode of flight	Type of aircraft	Location of complaint	Number of calls regarding this aircraft (this month)	Number of calls from this person (this month)	Pilot contacted	Complainant contacted
12/5 3:36pm Clear, Calm	Noise	T&G	UNK	900 Block Mandalay Beach Road, Oxnard, CA	1	1	*	N/R
12/8 4:34pm Clear, Calm	Noise	T&G	Cessna	1400 Block Twin Tides Place, Oxnard, CA	1	1	***	N/R
12/10 10:40am Clear, Calm	Noise	T	Jet	900 Block Mandalay Beach Road, Oxnard, CA	1	1	***	N/R

\* Unable to identify aircraft

\*\* Pilot aware of noise procedures and/or directed by ATC for separation

\*\*\* A normal approach or pattern was observed by Operations and/or ATC approved – Pilot contacted if able

\*\*\*\* Complaint not related to noise

N/R Not Required (Complainant does not wish to be called back)

Mode of Flight – "T" Takeoff, "L" Landing, "M" Missed approach, "A" Multiple Approaches, "T & G" Touch and Go's (pattern), "O" Other

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December, 2020





## **CAMARILLO AIRPORT – AIRPORT MASTER PLAN UPDATE**

### **Status Update:**

- Preparation of the draft master plan introduction chapter has been completed.
- Development of the study website and initiation brochure. These items will be completed upon selection of a study cover/theme.
- Collection of data to be incorporated into the inventory chapter of the study including climate information and operations history.
- The draft inventory chapter and associated exhibits are under development.
- Work associated with the Airport Geographic Information System (AGIS) survey and environmental surveys are underway.

### **Upcoming Action Items:**

- Consultant inventory trip in early 2021.
- Formulation of a Planning Advisory Committee (PAC) and preparation for kickoff PAC meeting and Public Workshop in early 2021.
- Preparation of the study website pending feedback from airport staff on master plan cover/theme.
- Continued coordination between the Consultant and airport staff on outline and strategy for study objectives and next steps.

**Project Percent Complete:** The study is 6 percent complete through December 2020.

## **CAMARILLO AIRPORT – AIRFIELD GEOMETRY AND DRAINAGE STUDY**

### **Status Update: No change from November 2020.**

- "Draft" aviation demand forecasts have been prepared and were coordinated with airport staff on July 5, 2019.
- On-site surveying has been conducted by a Subconsultant for further input in the airfield drainage study.

### **Upcoming Action Items:**

- Coordination as needed with airport staff to determine course of action in relationship to upcoming master plan process.
- Evaluation of airfield geometry improvements pending forecast review/FAA approval.
- Recommended airfield drainage enhancements pending the proposed airfield geometry improvements.

**Project Percent Complete:** The study is 41 percent complete through December 2020.

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

### **Status Update: No change from November 2020.**

- The "draft" Narrative Report, "draft" ALP Drawing Set, and associated ALP SOP 2.00 Checklist and Exhibit A SOP 3.00 Checklist were submitted to the FAA for review on January 31, 2020.
- The Consultant and airport staff have coordinated on multiple occasions in recent past regarding current airfield issues that relate to pending revisions to the "draft" ALP Drawing Set.

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**Upcoming Action Items:**

- Coordination as needed with airport staff to discuss appropriate revisions to the ALP Drawing Set.
- Appropriate revisions will be made to the Narrative Report and ALP Drawing Set pending comments from the FAA.
- Final documents will be prepared upon review and approval of the ALP Drawing Set.

**Project Percent Complete:** The study is 97 percent complete through December 2020.

**ANNUAL CONSULTING SERVICES CONTRACT (AEA No. 21-01)****Status Update:**

- N/A for December 2020.

**Upcoming Action Items:**

- Coordination as needed to follow-up previous items and assist with new items at the direction of airport staff.

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# PROJECT STATUS REPORT

Ventura County, Department of Airports

Prepared by Mead & Hunt, Inc

Revision Date 2021-01-08



Mead & Hunt No. County No. Grant No.	Airport	Description	Status	Percent Complete	Action Item
3168900-132415.05 AEA 18-06 AIP - 036	CAMARILLO	<b>CONSTRUCTION SERVICES</b> <b>NORTHEAST HANGAR DEVELOPMENT, PHASE 1</b> Construction of the Phase 1 project, which includes 3 rows of hangars and surrounding pavement/drainage and the extension of water, sewer, and electrical services.	a) Construction commenced on 12-5-19.	95%	a) Construction expected to be completed by January 15, 2021. b) Project closeout
3168900-182312.01 AEA 19-05 AIP - N/A	CAMARILLO	<b>DESIGN SERVICES</b> <b>TAXIWAYS A, E, F, AND RUN-UP AREA PAVEMENT MARKING IMPROVEMENTS</b> Remarking of associated taxiway centerlines, edge markings, and run-up apron markings.	a) Draft plans and specs submitted 10/16/18. b) Updated plans and cost estimate, submitted 3/14/19, reflect additional scope of work and project phasing aligned with County's pavement removal contractor.	75%	a) Mead & Hunt to prepare final contract documents and advertise for bidding after receipt of County comments.
3168900-190121.02 AEA 20-03 AIP - 037	CAMARILLO	<b>CONSTRUCTION SERVICES</b> <b>TAXIWAYS H PAVEMENT REHABILITATION</b> Surface treatment and remarking of Taxiway H.	a) Construction complete with the exception of the final application of pavement markings	70%	a) Mead & Hunt coordinating schedule of final application of pavement markings that meets Contractor and Airport schedules, and project closeout.
22069-181879.01 AEA 18-13 AIP - N/A	CMA & OXR	<b>DESIGN SERVICES</b> <b>OXR AND CMA DBE UPDATES (2020-2021)</b> Develop DBE program and goals as well as prepare yearly reports.	a) CMA & OXR i) Programs and goals submitted and approved. ii) Programs and goals reporting. iii) Submit 2020 year end reports (FAA accepted)	90%	a) None at this time.
3138400-181115.02 AEA-20-06 AIP - 3-06-0179-037-2020	OXNARD	<b>FINAL DESIGN</b> <b>OXR RUNWAY 7-25 RECONSTRUCTION</b> Runway 7-25 - Base Bid Taxiway Connectors A, B, C, D & E - Bid Alt 1 Parallel Taxiway F - Bid Alt 2	a) Preparation of 95% Plans and Specs for delivery on January 7, 2021. b) Second presentation to Airport Commission and Authority was provided on December 7, 2020 and December 10, 2020, respectively.	85%	a) 95% submittal due January 7, 2021. b) County to provide responses to questions before 100% submittal. c) Plan for third tenant workshop in late January/early February 2021.
2206900-202100.01 AEA 21-02 AIP - N/A	CMA & OXR	<b>DESIGN SERVICES</b> <b>ON-CALL SERVICES (2020-2021)</b> On-call services at the request of the County. Period is effective through June 30, 2021.	a) Contract executed. b) Aircraft operation analysis. c) Preparation of FAA grant application for Oxnard Runway Construction Project d) CloudNine Development Comment Response Review	38%	a) Complete item "d".

Mead & Hunt

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**AIRPORT TENANT  
PROJECT STATUS  
January 26, 2021**

**CAMARILLO**

- Airport Properties Limited Row I plan currently under review by County Building and Safety. Plans require final approval by Airport before permits can be issued.
- Able Grid/Silverstrand battery storage project: construction in progress.
- CloudNine Development project design received Airport final project approval letter.

**OXNARD**

- None

**OTHER**

- None

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

**January 2021**

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 TWYs A, E, F, and Run-up Area Pavement Marking Improvements	\$18,285		<u>Mead &amp; Hunt</u>	TBD	TBD	TBD	TBD	75	Airport marking project at TWY A budgeted for FY 20-21 to comply with FAA marking adjustments at TWY A. Other pavement markings due for refresh will be addressed at a later date.
3 & 5	OXR & CMA Disadvantaged Business Enterprise Program Goal Updates and Annual Reports	\$17,985		<u>Mead &amp; Hunt</u>	N/A	8/14/18	N/A	N/A	95	CMA & OXR plans approved by FAA. Annual accomplishment reports approved by FAA.
3	OXR PFAS Supplemental Plan/Sampling & Monitoring	6,500 137,000		<u>Ninyo &amp; Moore</u>	N/A	1/19/21	N/A	3/29/21	100	The CA State Water Board requires Part 139 Airports that have discharged firefighting foam to develop a work plan and perform testing. Soil sampling and report submitted to State Water Board. New order requires additional workplan and sampling/monitoring. The workplan has been approved by the Water Board and a deadline set for sampling of March 29, 2021.

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Note: Shaded boxes indicate changes from previous month

CMA – Camarillo Airport

OXR – Oxnard Airport

TBD – To be determined

CCO – Contract Change Orders

CUE – Camarillo Utility Enterprise

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

**January 2021**

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	NE Hangar Development, Phase 1	\$7,126,202 \$7,950,236	\$45,658 0	Mead & Hunt Toro Enterprises	8/15/17	10/17/17	12/5/19	1/31/21	100 95	Construction completion delayed. Hangar floor coating complications have extended completion date. Updated schedule pending.
5	CMA Airfield Geometry Study and Drainage Study for RWY & TWY Reconstruction	\$147,300		Coffman Assoc.	N/A	1/24/19	N/A	TBD	41	Work underway. Consultant coordinating draft forecasts with Airport Master Plan process. Drainage survey information under consultant review.
5	TWY H Pavement Rehabilitation (Seal Coat)	\$47,640 \$213,351		Mead & Hunt, Maxwell Asphalt	6/25/19	8/15/19	4/20/20	TBD	100 75	Work nearly complete. Final striping to be scheduled. Scheduling has been delayed by COVID.
5	CMA System Master Plan Update	\$741,094		Coffman Associates	N/A	9/24/20	N/A	TBD	6	NTP issued on 9/30/20. Preliminary work underway. Initial airfield, biological and cultural surveys will be scheduled soon. Covid has impacted in-person components.
3	OXR Airport Layout Plan Update	\$246,176		Coffman Assoc.	N/A	10/17/17	N/A	12/30/19	97	Work underway. FAA approved revised forecast on 12/3/19. Draft full ALP set submitted to FAA on 2/3/20 for review and comment.

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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		
3	OXR Final Design for the RWY-TWY Connector – Parallel TWY F Reconstruction	\$1,507,310		Mead & Hunt	N/A	6/22/20	N/A	85	Draft 95% design submittal under review by Airport & FAA. Workshop #3 schedule updated for May/June to incorporate possible construction schedule if possible.

Note: Shaded boxes indicate changes from previous month

CMA – Camarillo Airport

OXR – Oxnard Airport

TBD – To be determined

CCO – Contract Change Orders

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**DEPARTMENT OF AIRPORTS  
2021 MEETING SCHEDULES**

**AAC/CAA/OAA**

<b>AVIATION ADVISORY COMMISSION</b>	<b>CAMARILLO &amp; OXNARD AUTHORITIES</b>
January 11	January 14
February 1 - <b>CANCELED</b>	February 11
March 1	March 11
April 5	April 8
May 3	May 13
June 7	June 10
July 8 @ 5:00 p.m. (DUE TO HOLIDAY)	July 8
August 2	August 12
September 9 @ 5:00 p.m. (DUE TO HOLIDAY)	September 9
October 4	October 14
November 1	November 1 @ 5:00 p.m. (DUE TO HOLIDAY)
December 6	December 9

The Aviation Advisory Commission meets on the first Monday of the month (exceptions are noted above in yellow highlight) at 7:00 p.m. in the Camarillo City Council Chambers, 601 Carmen Drive, Camarillo.

The Camarillo & Oxnard Airport Authorities meet jointly on the second Thursday of the month (exceptions are noted above in green highlight) at 7:00 p.m. in the Camarillo City Council Chambers, 601 Carmen Drive, Camarillo.

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## Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction Project

### Project Description

The Runway 7-25, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction Project consists of reconstructing the runway, taxiway connectors, and parallel taxiway at the Oxnard Airport located at 2889 W 5th Street, Oxnard, California 93030.

The minimum acceptable level of serviceability for the Oxnard Airport runway has been reached or is no longer cost-effective to perform maintenance activities on the pavement.

To bring the Oxnard Airport's runway to current standards will require reconstructing the runway, taxiway connectors and parallel taxiway.

This effort will require the removal of existing pavement surface, construction of new pavement, shoulder work, application of pavement markings, installation of underdrain system, electrical facilities, new edge and MALSF lights, and new signage, as well as modifications to the existing storm drains.

### Tenant Workshop Update

The final design for the Runway 7-25, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction Project is nearing completion. Feedback from previous tenant workshops has helped guide the process at each stage of development.

The third and final workshop for this project is anticipated to be held in April/May 2021 when the design is completed and the construction bids are open. Watch for the notice to join us for a workshop to learn about the final design, tenant options, available schedule updates and ask questions.

Visit [www.ventura.org/airports](http://www.ventura.org/airports) for more details. For questions, contact us at 909-313-0549 or [OxnardAirportRunway@arellanoassociates.com](mailto:OxnardAirportRunway@arellanoassociates.com).



**COUNTY of VENTURA**  
Department of Airports



9a



**COUNTY of VENTURA**  
Department of Airports

555 Airport Way Suite B  
Camarillo, CA 93010  
Phone: (805)388-4274  
Fax: (805)388-4366  
[www.ventura.org/airports](http://www.ventura.org/airports)

January 8, 2021

Mr. Steve Roberts  
1610 Oneida Pl  
Oxnard, CA 93030

Dear Mr. Roberts,

This letter officially reinstates your Special Activity Permit for maintenance and repair of Private hangars on Oxnard Airport. All the requirements in the permit are now in full effect. Any violation of the permit requirements shall immediately result in revocation of the permit and the banning from conducting maintenance or repairs on privately owned hangars on airports owned and/or operated by the County of Ventura, Department of Airports. Because of your prior history, this is a one-strike and you're out policy.

The following are the dates of expiration of the Special Activity Permit and required documents:

1. Permit OXR 21-004: Expires June 30, 2021
2. Auto Insurance: Expires June 10, 2021
3. Commercial Liability: Expires May 5, 2021
4. City of Oxnard Business License: Expires February 28, 2021

It is always your responsibility to furnish and maintain on file with the Department of Airports current licenses and insurance documents. The Department of Airports will not be sending you any reminders. Failure to submit renewed documents timely will result in the suspension of this permit. **Any work performed outside of the date on any of the above documents will result in a violation of the permit requirements and permanent revocation.** Everything pertaining to the permit should be submitted to the attention of John Feldhans at 555 Airport Way Suite B Camarillo, CA 93010.

Remember that one of the **permit requirements** is to receive approvals from the Department of Airports and acquire any applicable permits from the County of Ventura and the City of Oxnard **BEFORE** the work starts. Your customers may or may not be aware of this when they contact you, so it is your responsibility to ensure that all approvals and permits are in hand prior to commencing any work.

If you have any questions, please contact me at [john.feldhans@ventura.org](mailto:john.feldhans@ventura.org).

Best regards,

John Feldhans, CM  
Airport Operations Supervisor

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January 21, 2020

Mr. Ron Rasak  
RKR Incorporated  
31280 Oak Crest Dr., Suite 2  
Westlake Village, CA 91362

And

23679 Calabasas Rd., 3362  
Calabasas, CA 91302

RE: Camarillo Airport lease agreement


Dear Ron:

Enclosed for your records is one original fully executed lease agreement for your development at the Camarillo Airport.

Pursuant to the lease agreement, section 2. A. the term of the lease commences upon the date the Agreement is signed by the County, which was **January 20, 2021**.

Thank you for your cooperation during process and we look forward to working with you.

Sincerely,



Madeline Herrle

Lease Manager

[Madeline.Herrle@Ventura.org](mailto:Madeline.Herrle@Ventura.org)

805.388.4243

Enclosure

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