

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

Thursday

June 11, 2020

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 N-29-20 AND THE COUNTY OF VENTURA HEALTH OFFICER'S LOCAL ORDER (STAY WELL AT HOME).

IN ORDER TO MINIMIZE THE SPREAD OF THE NOVEL CORONAVIRUS AND MAINTAIN SOCIAL DISTANCING, THE COUNCIL CHAMBERS WILL NOT BE OPEN TO THE PUBLIC. THE FOLLOWING OPTIONS ALLOW FOR PUBLIC PARTICIPATION FROM THE COMFORT OF YOUR HOME OR OTHER STAY WELL AT HOME COMPLIANT LOCATION:

1. Observe the Camarillo Airport Authority and Oxnard Airport Authority 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://youtu.be/iDTtjHDVMEE>.
2. Public Comment Options
 - a. You may contact the Department of Airports office at (805) 388-4211, or by email at AirportInfo@ventura.org, by 5:00 p.m. on Thursday, June 11, 2020, and provide your name, your phone number and your item of interest. When the Authorities reach your item of interest on the agenda, Airport Staff will call you at the phone number you provided during the time for public comments. Your comments will be limited to three minutes.
 - b. If you wish to make a comment on a specific agenda item, please submit your comment, limited to 250 words or less, via email by 5:00 p.m. on Thursday, June 11,

2020 to Airport Staff at 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.

- c. If you are watching the live broadcast of the meeting and would like to make either a general public comment (Item 4) for airport related items not on the agenda or to comment on a specific agenda item as it is being heard, please submit your comment, limited to 250 words or less, via email to Airport Staff at AirportInfo@ventura.org. Please indicate in the Subject Line, the Agenda item number (e.g., Item No. 6.A.). Every effort will be made to read your comment during the time for public comments when the Authorities reach your item of interest on the agenda.

AGENDA

1. **CALL to ORDER and PLEDGE of ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL of MINUTES – March 12, 2020**
4. **PUBLIC COMMENT PERIOD**
5. **UNFINISHED BUSINESS – NONE**
6. **NEW BUSINESS**

CAMARILLO & OXNARD AIRPORT AUTHORITY

A. Subject: Review of Fiscal Year 2020-21 Proposed Budget

Recommendation:

Staff requests that your Authorities review and comment on the Department of Airports proposed FY 2020-21 budget for Camarillo and Oxnard airports; and Camarillo Roads and Lighting Enterprise Fund, as attached, and recommend approval of the Board of Supervisors.

- B. Subject: Approval of the Department of Airports' Fiscal Year 2020-21 Rent and Fee Schedule, Effective July 1, 2020; Adoption of a Resolution Establishing Rents, Fees, and Insurance Requirements for the Department of Airports; Delegation of Authority to the County Executive Officer and the Director of Airports to Execute Leases, Subleases, Licenses, Permits, Special Use/Activity Permits, Operation Agreements, Extensions, Amendments, Consents, Termination Notices, and Unlawful Detainer Complaints in Accordance with the Provisions of the Schedule**

Recommendations:

Staff requests that your Authorities recommend that the Board of Supervisors:

1. Approve the Department of Airports' ("Department") FY 2020-21 Rent and Fee Schedule (Exhibit 1 is a clean version and Exhibit 2 is a legislative version with changes highlighted), with an effective date of July 1, 2020; and
2. Authorize the County Executive Officer and the Director of Airports to execute certain leases, subleases, licenses, permits, special use/activity permits, operation agreements, extensions, amendments, consents, termination notices, and unlawful detainer complaints as described in section III of the attached resolution (pages 30-37 of Exhibit 1); and
3. Approve, adopt, and execute the resolution (pages 30-37 of Exhibit 1) establishing rents, fees, and insurance requirements for the Department.

C. Subject: Approval of the Five-Year Capital Improvement Plan (CIP) for Camarillo and Oxnard Airports; Authorization for the Director of Airports, or His Designee, to Apply for Grants to Fund Projects Scheduled for Federal Fiscal Years 2020 and 2021 Outlined in the CIP upon Notification from the Federal Aviation Administration and the California Department of Transportation Aeronautics Program That Funds Are Available

Recommendations:

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

1. Approve the five-year capital improvement plan (CIP) for Camarillo and Oxnard Airports (Exhibit 1); and
2. Authorize the Director of Airports, or his designee, to apply for grants to fund the projects scheduled for federal fiscal years (FFY) 2020 and 2021 outlined in the CIP upon notification from the Federal Aviation Administration (FAA) and the California Department of Transportation Aeronautics Program (Caltrans) that funds are available. ***These projects are subject to approval in the County budget process, as explained below.***

OXNARD AIRPORT AUTHORITY

D. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Sign, a Design Services Contract with Mead and Hunt, Inc., in the Amount of \$1,507,310, for the Final Design of the Oxnard Airport 7-25 Runway, Taxiway Connectors and Taxiway F Reconstruction; Find the Project Categorically Exempt from California Environmental Quality Act; Authorization for the Director of Airports, or His Designee, to Accept and

Sign Federal Aviation Administration Grant No. 3-06-0179-036-2020, if Offered, in an Estimated Amount of \$450,000, Which Will Provide Partial Funds for the Final Design Contract; Authorization for the Director of Airports, or His Designee, to Apply for, Accept, and Sign for a Matching Grant from the California Department of Transportation, if Offered; Authorization for County Counsel to Execute the Certificate of Sponsor's Attorney Required by Federal Aviation Administration Grant Agreements; and Authorization for the Auditor-Controller to Process Necessary Budgetary Transactions

Recommendations:

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

1. Approve, and authorize the Director of Airports or his designee to sign, a design services contract (Exhibit 1) with Mead and Hunt, Inc., in the amount of \$1,507,310, for the final design of the Oxnard Airport 7-25 runway, taxiway connectors, and Taxiway F reconstruction;
2. Find that the project is categorically exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines section 15302(b);
3. Authorize the Director of Airports or his designee to accept and sign Federal Aviation Administration (FAA) Grant No. 3-06-0179-036-2020, if offered, in an estimated amount of \$450,000, which will provide partial funds for the Oxnard Airport 7-25 runway, taxiway connectors, and Taxiway F reconstruction final design contract;
4. Authorize the Director of Airports or his designee to apply for, accept, and sign for a matching grant from the California Department of Transportation (Caltrans), if offered; and
5. Authorize County Counsel to execute the Certificate of Sponsor's Attorney required by FAA Grant Agreements; and
6. Authorize the Auditor-Controller to process the necessary budgetary transactions to revise the following appropriations:

Budget Unit 5040 Airports Capital Projects:

Increase Unit 5041-4111 Airports Capital Projects	\$467,310
Decrease Fund E300 Unrestricted Net Position	\$467,310

7. DIRECTOR'S REPORT

8. REPORTS

Monthly Activity Report – February, March, April 2020

Monthly Noise Complaints – February, March, April 2020
Consultant Reports – February, March, April 2020
Airport Tenant Project Status – May 2020
Project Status – May 2020
Financial Statements Period Ended – March 31, 2020
Financial Statements Third Quarter – FY 2019/2020
Meeting Calendar

9. CORRESPONDENCE

Letter dated March 2, 2020 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Airport Properties Limited, LLC; Public Records Request dated January 29, 2020

Letter dated March 10, 2020 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Airport Properties Limited, LLC; Public Records Request dated January 29, 2020

Letter dated March 10, 2020 from Madeline Herrle to Jackie Rose, Ventura County Animal Services re: Lease/MOU Renewal – Camarillo Airport Business Park

Letter dated March 17, 2020 from Madeline Herrle to Gregory Peacock, Tactical Communications re: Lease Renewal Proposal

Letter dated March 20, 2020 from Madeline Herrle to Scott Barer re: Public Records Request dated March 17, 2020

Letter dated March 24, 2020 from Kip Turner and Byron Hamilton to Assemblymember Jacqui Irwin re: N95 Masks

Letter dated March 30, 2020 from Madeline Herrle to Scott Barer re: Public Records Request dated March 17, 2020

Letter dated April 2, 2020 from Kip Turner to Ventura County Airport Commission, Airport Authorities, & Tenants re: Update on Coronavirus Impact and Actions at Department of Airports

Notice dated April 7, 2020 from Camarillo Airport Operations Supervisor to Camarillo Airport Tenants re: Taxiways Closed April 20 through April 24

Letter dated April 9, 2020 from Madeline Herrle to John Battle, Lee & Associates re: Rancho Victoria Development Oxnard, California

Memorandum dated April 10, 2020 from Madeline Herrle to Airport Hangar Tenants re: Hangar Improvement Work

Letter dated May 13, 2020 from Kip Turner to Rhonda Rance, U.S. General Services Administration re: Written Notice of Incompatibility

Letter dated May 13, 2020 from Kip Turner to Rick Etter, Federal Aviation Administration re: Notice of Interest

Letter dated May 19, 2020 from Kip Turner to David Haase, U.S. General Services Administration re: Notice of Interest for Negotiated Sale

10. MISCELLANEOUS

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

12. ADJOURNMENT

The next regular Authority meeting will be on Thursday, July 9, 2020 at 7:00 p.m. in the City of Camarillo Council Chambers, 601 Carmen Drive, Camarillo, California.

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.

CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY

MINUTES

March 12, 2020

1. CALL to ORDER and PLEDGE of ALLEGIANCE

OAA Chair, Bert Perello, called the meeting to order at 7:00 p.m. and requested that a member of the public, David Timms, lead the pledge of allegiance.

2. ROLL CALL

CAA PRESENT

Kelly Long
John Zaragoza
Shawn Mulchay
Charlotte Craven
Bill Thomas
Michael Hodson (Alt)

CAA ABSENT

OAA PRESENT

Kelly Long
John Zaragoza
Tim Flynn
Bert Perello
Walter Calhoun
Eugene Fussell (Alt)

OAA ABSENT

Excused (E)
Late (L)
Alternate (Alt)

AIRPORT STAFF

Kip Turner, Director
Erin Powers, Projects Administrator
John Feldhans, Operations Supervisor
Sean Herder, Operations Supervisor
Ana Castro, Management Assistant

COUNTY STAFF

Tom Temple, Assistant County Counsel

3. APPROVAL OF MINUTES – February 13, 2020

3a1

Camarillo Airport Authority: Public Member Bill Thomas moved to approve the February meeting minutes and Councilmember Charlotte Craven seconded the motion. All others voted and the motion passed unanimously.

Oxnard Airport Authority: Supervisor Kelly Long moved to approve the February meeting minutes and Supervisor John Zaragoza seconded the motion. Public Member Walter Calhoun abstained. All others voted and the motion passed unanimously.

- 4. PUBLIC COMMENT** - Citizens wishing to speak to the Authorities on an airport related item must fill out a speaker card and submit it to the secretary. Comments will be limited to a maximum of **three** minutes per item.

Speaker cards for issues NOT on the agenda must be submitted before the end of the public comment period.

Speaker cards for issues listed on the agenda must be presented before the item is up for consideration. Speakers will be called when the item is presented.

Sheila Anne Haskins commented about the first page of the hangar lease document. Her concern is that too much personal information is requested and the document is subject to the Freedom of Information Act. She stated that some pilots still use their social security number for their pilot's license. She suggested that tenants complete an application or contact sheet but she is not comfortable with personal information being listed on the first page of the lease document. She also suggested that the Department of Airports maintain a separate file that contains tenant's personal contact information.

5. UNFINISHED BUSINESS – NONE

6. NEW BUSINESS

CAMARILLO AIRPORT AUTHORITY

- A. Subject: Authorization for the Director of Airports, or His Designee, to Accept and Sign Federal Aviation Administration Grant No. 3-06-0339-038-2020, When Offered, in an Estimated Amount of \$600,000, Which Will Provide Funds for a Master Plan Update for 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.**

Recommendations:

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

3a2

1. Authorize the Director of Airports, or his designee, to accept and sign Federal Aviation Administration (FAA) Grant No. 3-06-0339-038-2020, when offered, in an estimated amount of \$600,000, which will provide funds for a Master Plan Update for Camarillo Airport; and
2. Authorize the Director of Airports, or his designee, to apply for, accept, and sign for a matching grant from Caltrans, if offered; and
3. Authorize County Counsel to execute the Certificate of Sponsor's Attorney required by FAA Grant Agreements.

Director Kip Turner provided an overview of the master plan process. During the process, both Camarillo and Oxnard airports will be looked at to see how they feed the County's aviation transportation system for the next decade and beyond. The entire process will take 12-18 months to complete. The current master plan is approximately 10 years old and typically master plans are updated every 8-10 years. Mr. Turner stated that numerous public workshops will take place in different locations of the County and he encourages participation from any party that has an interest in the future of the airports. The study will cost \$741,094 and the department anticipates receiving a \$600,000 grant from the FAA, and a small Caltrans grant to go towards the cost of this effort. The balance would come out of the Airport Enterprise Fund.

Camarillo Airport Authority: Supervisor Kelly Long moved to approve staff's recommendations and Supervisor John Zaragoza seconded the motion. All others voted in favor and the motion passed unanimously.

B. Subject: Approval and Award of a Planning Services Contract with Coffman Associates, Inc., in the Amount of \$741,094, to Update the Camarillo Airport Master Plan and Authorization for the Director of Airports, or His Designee, to Sign the Contract.

Recommendations:

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

1. Approve and award a planning services contract (Exhibit 1) to Coffman Associates, Inc., in the amount of \$741,094, to update the Camarillo Airport Master Plan; and
2. Authorize the Director of Airports, or his designee, to execute the contract; and
3. Authorize the Auditor-Controller to process the necessary budgetary transactions to revise the following appropriations:

Budget Unit 5040 Airports Capital Projects:

Increase Unit 5041 Airports Capital Projects	\$741,094
Decrease Fund E300 Unrestricted Net Position	\$741,094

Director Turner went over a PowerPoint presentation detailing the purpose of the master plan and various phases of the master plan process. Questions were posed regarding messaging to the public about the master plan and Mr. Turner responded that Coffman Associates will attend a future meeting to provide specifics about the various messaging platforms.

Camarillo Airport Authority: Public Member Bill Thomas moved to approve staff's recommendations and Councilmember Charlotte Craven seconded the motion. All others voted in favor and the motion passed unanimously.

CAMARILLO & OXNARD AIRPORT AUTHORITY

C. Subject: Approval of the Revised Form Hangar Lease Agreement for Privately Owned Hangars at the Camarillo and Oxnard Airports to Replace Month-to-Month Leases with Term Leases; Authorization for the Director of Airports or His Designee to Terminate All Existing Month-to-Month Hangar Lease Agreements for Privately Owned Hangars and to Sign the Revised Form Lease Agreement with Tenants of Existing Hangars.

Recommendations:

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

1. Approve the revised form hangar lease agreement for privately owned hangars at the Camarillo and Oxnard Airports (Exhibit 2), to replace the current month-to-month leases with term leases; and
2. Authorize the Director of Airports or his designee to terminate all existing month-to-month lease agreements for privately owned hangars and to sign the revised form lease agreement in Attachment 2 with tenants of existing privately owned hangars.

Director Turner provided a history on the hangar lease agreements and shared that department staff believes the agreements are ready for approval by the Authorities and Board of Supervisors. Tom Temple of County Counsel went over a PowerPoint presentation and stated the County's position regarding the Camarillo Oxnard Hangar Owners and Tenants Association's (COHOTA) objections to the proposed hangar lease agreements. Scott Barer, President of COHOTA, went over a PowerPoint presentation detailing a timeline of lease negotiations and COHOTA's objections to the proposed hangar lease agreements. COHOTA requested that the Authorities not approve the lease

in its present form to allow time for airport staff to work with COHOTA and resolve the disputed areas of the lease. A lengthy discussion took place after the public comment period. Mayor Tim Flynn stated that his main areas of concern regarding the hangar lease agreements are the sections that discuss FAA violations and 30-day notice. Alternate public member Eugene Fussell stated that there are a few areas of the lease that he would like to see airport staff and COHOTA resolve. Public member Walter Calhoun would also like to see the last few areas of concern with the lease addressed. Supervisor Kelly Long requested that airport staff look at the following sections of the hangar lease agreements: Section 10 regarding square footage for vehicle storage, Section 26 regarding adding the word agreements, Section 35 to split into two sections (assignment and subletting), and she would also like to understand the difference between Section 26 and Section 38 in regards to the threshold for termination. Councilmember Charlotte Craven also sought clarification between Sections 26 and 38. Councilmember Bert Perello stated that he would like to see a mediation section incorporated into the lease and commented that no discriminatory language of any kind should be in the lease. Councilmember Shawn Mulchay inquired about whether the pilot's certificate number can be removed from Section 1 of the lease and he also sought clarification between Sections 26 and 38. Additionally, Councilmember Mulchay suggested that Section 26 reference the 1976 agreement between the City of Camarillo and the County. Supervisor Long summarized that Authority members would like airport staff to look at Sections 1, 10, 26, 35, 38 and 46. Additionally, Supervisor Long reminded airport staff that a waiver of the 2% transfer fee would need to be incorporated into the department's Rent and Fee schedule. Public Member Bill Thomas and Councilmember Bert Perello added that airport staff should review all leases to ensure that there is consistency and equality amongst them.

Director Kip Turner stated that airport staff noted the Authorities' areas of concern. Director Turner further stated that staff would research the areas and agendize this item for the next meeting of the Authorities.

CAMARILLO AIRPORT AUTHORITY

D. Subject: Certification of Board Review of the Final Mitigated Negative Declaration (MND) for the CloudNine Hangar Development Project at Camarillo Airport; Find There Is no Substantial Evidence the Project Will Have a Significant Effect on the Environment; Approval of the Project and Adoption of the Final MND and Mitigation Monitoring Plan; and Authorization for the Director of Airports or Designee to Sign and File the Notice of Determination; Designate the Clerk of the Board as the Custodian of Records for the Proceedings.

(Exhibit 1 available for review on the Department of Airports website www.ventura.org/airports)

Recommendations:

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

1. Certify that the Board has reviewed and considered the information contained in the CloudNine Hangar Development Project (Project) Final Mitigated Negative Declaration (MND) and the Mitigation Monitoring Program (MMP) (Exhibit 1) and has considered all comments received.
2. Find that, on the basis of the whole record before the Board, including the Initial Study and public comments received, there is no substantial evidence the Project, as mitigated, will have a significant effect on the environment, and the Final MND reflects the independent analysis and judgment of the Board.
3. Approve and adopt the Final MND and MMP (Exhibit 1) and incorporate the Final MND mitigation measures into the Project.
4. Certify that the Final MND has been completed in compliance with the California Environmental Quality Act (CEQA) and the County of Ventura Administrative Supplement to the State CEQA Guidelines.
5. Designate the Clerk of the Board as the Custodian of Records for the proceedings in this matter.
6. Authorize the Director of Airports or designee to sign and file the Notice of Determination.

Projects Administrator Erin Powers went over a PowerPoint presentation which described the CloudNine project at Camarillo Airport. Ms. Powers introduced Judi Krauss who is an associate with Coffman Associates. Ms. Krauss went over a PowerPoint presentation detailing the findings of the Mitigated Negative Declaration (MND) and Initial Study for the CloudNine project. Ms. Krauss stated that there are a few potentially significant impacts of this project but with the mitigation measures proposed in the mitigation monitoring and reporting program, the impacts would be below a level of significance. Brian Pierik, attorney for the City of Camarillo, requested that language be added to the MND to reflect that the project will comply with the 1976 agreement between the City of Camarillo and the County. A discussion took place about whether RKR, Inc., in reference to the CloudNine project, intends to comply with the 1976 agreement. Nick Martino with RKR, Inc. reviewed some provisions in Exhibit B of the agreement and indicated that some of the provisions are no longer relevant however RKR, Inc. intends to operate within applicable rules and regulations. Mr. Martino also stated that the CloudNine project provides aircraft storage and it is not intended to operate as a service provider. It was also

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clarified that RKR, Inc. has no intention of operating or servicing Boeing Business Jet 737's.

Camarillo Airport Authority: Supervisor John Zaragoza moved to approve staff's recommendations and Public Member Bill Thomas seconded the motion. Yes: John Zaragoza, Kelly Long, Bill Thomas. No: Shawn Mulchay, Charlotte Craven. Motion passed 3-2.

7. DIRECTOR'S REPORT

None.

8. REPORTS

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

Reports were received and filed.

9. CORRESPONDENCE

Letter dated January 27, 2020 from Madeline Herrle to Kevin Douglass, Douglass Design and Build, Inc. re: Lease for Yard Space – Eubanks Road and Aviation Way Lot

Letter dated January 29, 2020 from Madeline Herrle to Joe Vacca, City of Camarillo re: General Plan Amendment & Referral Request – Richard Darling and Oxnard Union High School District – Change of Skyway Drive Property from RE to M-1 Zoning

Letter dated January 30, 2020 from Erin Powers to Brenda Perez, Federal Aviation Administration re: 5 Year Airport Capital Improvements Plan (ACIP); CMA – NPIAS NO. 06-0339; OXR – NPIAS NO. 06-0179

Letter dated January 31, 2020 from Madeline Herrle to Gregory Peacock, Tactical Communications re: 473 Post St. Camarillo, CA – Tactical Communications Lease

Letter dated February 6, 2020 from Erin Powers to Gary Adams, The Adams Companies re: Notice to Proceed, AEA No. 20-09; Independent Fee Estimate for Design Engineering Services for Camarillo Airport – Airport Master Plan Update

Letter dated February 7, 2020 from Madeline Herrle to Steve Scaroni, Fresh Harvest re: Office Lease at 295 Willis Avenue, Suite H-1, Camarillo, CA Security Deposit

3a7

Letter dated February 7, 2020 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Airport Properties Limited, LLC; Public Records Request dated January 29, 2020

Correspondence was received and filed.

10. MISCELLANEOUS HANDOUTS

Information was received and filed.

11. AUTHORITY COMMENTS

Councilmember Bert Perello shared that Director Kip Turner is doing a good job as the director of airports.

12. ADJOURNMENT

There being no further business, the March 12, 2020 Authority meeting was adjourned at 11:40 p.m.

KIP TURNER, C.M.
Administrative Secretary

3a8

June 11, 2020

Camarillo Airport Authority
Oxnard Airport Authority
555 Airport Way, Suite B
Camarillo, CA 93010

Subject: Review of Fiscal Year 2020-21 Proposed Budget

Recommendation:

Staff requests that your Authorities review and comment on the Department of Airports proposed FY 2020-21 budget for Camarillo and Oxnard airports; and Camarillo Roads and Lighting Enterprise Fund, as attached, and recommend approval of the Board of Supervisors.

Discussion:

The FY 2020-21 budget development process for the Department of Airports (Department) and the County as a whole, has been met with some unprecedented challenges. Due to the COVID-19 pandemic and the still unknown financial impacts the Department may experience, budgeted revenues and expenses have been calibrated to reflect similar expectations as the previously adopted FY 2019-20 budget.

From a budget perspective, DOA anticipates impacts to revenues received from tenant leases and other fee related sources. At this point in time, the extent and duration of the COVID Stay Well at Home order and the resulting impact is not known. However, revenue impacts are anticipated for FY 19-20 and FY 20-21. Additionally, depending on the length of the resulting economic downturn, revenues may be impacted in the outyears as well.

In summary, the FY 2020-21 proposed budget funds airport operations, on-going and previously planned and funded capital improvements and projects a reasonable cash balance. The budget provides the funds necessary to maintain and improve the airports within the guidelines and policies followed by the Department.

This budget represents a continued effort by staff to analyze the operating budget through a hybrid "line item" and "zero-based" approach and to integrate the capital budget needs of both airports in a manner sustainable through the currently approved rent and fee schedule.

6a1

- The revenue section shows an increase in property and investment revenue. The property revenue increases are primarily due to new leases in the business park at Camarillo Airport, leases in the airside of the airports, and rate adjustments to various leaseholds. Other revenue sources such as percentage rent and miscellaneous fees continue to perform to the current year's level.
- Camarillo Airport is planned to operate at an operating gain, excluding depreciation.
- Oxnard Airport is planned to operate at an operating loss, excluding depreciation.
- The Enterprise Fund E300 is planned to operate at an operating gain, excluding depreciation.
- The COVID-19 pandemic impacts are unknown at this time and will require another budget review following first quarter. This additional time will provide an opportunity to better understand the economic impact on revenues. Long-term stability is the Department's goal and staff is analyzing this from a multiple-year perspective. In preparation for severe impacts, the Department is preparing reduction scenarios at 5%, 10%, and 15% levels should the need arise.
- The department anticipates being staffed at 34 FTE's.

The budget book is divided into sections for purposes of review, as follows:

TAB #1: "Camarillo/Oxnard Combined":

1. A cash flow analysis for the five-year period July 1, 2019 – June 30, 2024, supports the FY 2020-21 budget as sustainable with a \$15.5M cash balance that would begin with the new fiscal year. The highlights are as follows:
 - a. Depreciation is excluded in the cash flow calculation since it is not a true cash expense.
 - b. Reserve levels beginning FY 2020-21 are \$15.5 million and \$12 million beginning FY 2021-22, which are sustainable. These levels are expected to decrease as the department completes capital projects such as the County's Northeast Hangar Complex and re-construction of the runways at both airports in the coming years. However, reserve levels remain adequate to provide a sufficient cash base for planned operations and other capital projects. The target/projected reserve level can be adjusted by adding or subtracting projects in the Capital Improvement Plan (CIP).

6a2

2. The FY 2020-21 Preliminary Budget depicts the proposed budget's impact on operating expenditures compared to the current year's Adopted Budget.
3. The "Operating Gain" without depreciation for operating the department is \$1,360,015.
4. Line item budgets depict all non-capital expenses and revenues. The "Total Expenditures" on **page 7** reflects an amount like the previous adopted budget, however it reflects projected performance-based salary increases, safety retirement for Airport Operations Officers, and other labor expense associated costs.

TAB #2: "Camarillo":

1. Camarillo's "Operating Gain" without depreciation is positive at \$1,701,245. Please note that Camarillo Airport administrative salaries and benefits are allocated 80% to Camarillo administration and 20% to Oxnard administration to present a more realistic picture of the costs for each airport.
2. Services and supplies budget (**page 13, accounting code 2000**), reflects a slight increase of \$71,662 (4.5%), this is primarily due to an effort to continue to improve the business park area by creating a more attractive space for potential tenants, but considering that other improvements were performed in the previous year. This includes making high speed internet available and upgrading buildings to a different rental class.
3. Camarillo administration, operations, and maintenance sub-budgets are also found in this section for a more detailed listing of expenditures and revenue.

TAB #3: "Oxnard":

1. Oxnard's "Operating Loss" without depreciation is \$341,230, an increase in airport services and supplies expense. Please note that 20% of salaries and benefits from department administration are allocated to Oxnard airport to give a truer picture of costs.
2. Salaries and benefits decrease by \$64,954 (**page accounting code 1000**), savings from the transfer of an Airport Operations Officer position to Camarillo Administration.
3. Services and supplies budget (**page 29, accounting code 2000**), increased 4.4% due to a slight increase of operational expenses.

6a3

4. Oxnard administration, operations, and maintenance sub-budgets are also found in this section for a more detailed listing of expenditures and revenue.

TAB #4: "Capital":

This budget is for capital expenses and revenue associated with federal and state grants and non-grant projects. The "Net Cost" of proposed projects is \$1,904,216. The projects are listed for your review on two tables and are consistent with the department's five-year Capital Improvement Plan.

Highlights of the capital budget are:

1. For Camarillo (**page 50**), there are no grant eligible projects scheduled for the airport. A non-grant project is scheduled at Taxiway A, which includes some striping removal and restriping from the run-up area to the taxiway centerline.
2. For Oxnard (**page 51**), the grant funded projects include the reconstruction of the runway and taxiway connectors. A non-grant project at Oxnard airport includes crack and seal work at the Northwest Apron.

TAB #5: "Camarillo Roads and Lighting":

This budget is for the maintenance of streets, street lighting and storm drains at the Camarillo airport. The budget is funded through assessments to the eight owners of developed property on the airport campus, of which the Department of Airports represents a share of approximately 66%. No new project is scheduled for this fiscal year.

Staff realizes that there is a tremendous amount of information in the budget, and we have tried to organize it in a way that makes it accessible for discussion. Please feel free to contact me at 388-4200 should you have any questions.



KIP TURNER, C.M.
Director of Airports

June 11, 2020

Camarillo Airport Authority
Oxnard Airport Authority
555 Airport Way, Suite B
Camarillo, CA 93010

Subject: Approval of the Department of Airports' Fiscal Year 2020-21 Rent and Fee Schedule, Effective July 1, 2020; Adoption of a Resolution Establishing Rents, Fees, and Insurance Requirements for the Department of Airports; Delegation of Authority to the County Executive Officer and the Director of Airports to Execute Leases, Subleases, Licenses, Permits, Special Use/Activity Permits, Operation Agreements, Extensions, Amendments, Consents, Termination Notices, and Unlawful Detainer Complaints in Accordance with the Provisions of the Schedule

Recommendations:

Staff requests that your Authorities recommend that the Board of Supervisors:

1. Approve the Department of Airports' ("Department") FY 2020-21 Rent and Fee Schedule (Exhibit 1 is a clean version and Exhibit 2 is a legislative version with changes highlighted), with an effective date of July 1, 2020; and
2. Authorize the County Executive Officer and the Director of Airports to execute certain leases, subleases, licenses, permits, special use/activity permits, operation agreements, extensions, amendments, consents, termination notices, and unlawful detainer complaints as described in section III of the attached resolution (pages 30-37 of Exhibit 1); and
3. Approve, adopt, and execute the resolution (pages 30-37 of Exhibit 1) establishing rents, fees, and insurance requirements for the Department.

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Fiscal/Mandates Impact:

Mandatory: No

Source of funding: *The rents and fees provide the primary source of funding for the airport enterprise fund other than federal grants.*

Funding match required: None

Impact on other departments: *Several other departments are tenants at the airports and subject to paying rent. The established rents are based upon building replacement and/or fair market appraisals conducted by the Real Estate Services Division of the Public Works Agency or by outside, independent appraisers.*

Summary of Revenues and Costs

FY 2020-21 Requested (Note B)

Revenue (see Note A):	\$ 6,958,100
Costs:	
Direct (see Note A)	5,452,900
Indirect – County Cost Allocation Plan	442,600
Total Costs	5,895,500
Net Airports' Revenue	\$ 1,062,600

Note A: *Revenue excludes investment income and grant revenue; cost excludes depreciation expense and capital projects.*

Note B: *Following fiscal year is not shown since the Rent and Fee Schedule is re-evaluated annually.*

Discussion:

At the recommendation of the Auditor-Controller, the Department of Airports (Department) rents and fees are reviewed annually for appropriate adjustment in accordance with those policies set forth in that resolution establishing airports' rents and fees.

The FY 2020-21 budget development process for the Department has been met with some unprecedented challenges. Although the Department was scheduled to complete a cost-recovery analysis and appraisal to determine fair market rental values as it does every five years, due to the COVID-19 pandemic and the still unknown financial impacts the Department may experience, budgeted revenues and expenses have been calibrated to reflect similar expectations as the previously adopted FY 2019-20 budget.

Accordingly, the Department proposes keeping the Rent and Fee Schedule the same as the previously approved FY 2019-20 Rent and Fee Schedule with the exception of two revisions concerning anticipated new form leases for privately owned aircraft storage hangars.

The two revisions are highlighted in Exhibit 2. The first will create an exemption from the 2% (of sales price) fee for transfers of privately owned hangars by owners who converted from existing month-to-month leases to the anticipated new term lease during the coming

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fiscal year. The second will authorize the Director of Airports to execute the new term lease forms without the existing requirement to obtain the Board of Supervisors' approval for each lease that exceeds a term of five years.

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

A handwritten signature in blue ink, appearing to read "Kip Turner", with a long horizontal flourish extending to the right.

KIP TURNER, C.M.
Director of Airports

Attachments:

- Exhibit 1 – FY 2020-21 Rent and Fee Schedule - Proposed Clean Version
- Exhibit 2 – FY 2020-21 Rent and Fee Schedule - Proposed Highlighted Version

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RENT AND FEE SCHEDULE
DEPARTMENT OF AIRPORTS

Rents and Fees Common to
Camarillo and Oxnard Airports

Effective July 1, 2020

EXHIBIT 1

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**DEPARTMENT OF AIRPORTS
RENT AND FEE SCHEDULE
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I. AIRCRAFT STORAGE

No aircraft shall be allowed to remain as tenants in/on assigned aircraft storage space on either Camarillo or Oxnard Airport without having first registered with the Director of Airports, or his representative, and having obtained a valid permit, Lease Agreement, or License Agreement as required and having paid the fees as set forth below:

Transient aircraft shall be charged fees as set forth below:

The following shall apply to all aircraft storage Lease and License Agreements:

Fee: All fee calculations listed under this section will be rounded to the nearest whole dollar.

Late Fee: Storage Hangar Lease and License Fees are due and payable on or before the first of each month and if not received by the 16th day a late charge of \$15 shall be added.

Security Deposit: Tenant shall provide County with and thereafter maintain a refundable cash security deposit in an amount equal to \$15 plus one (1) month's rent in effect at the time of initial license sign-up.

A. Transient Tie-downs (overnight) 12,500 lb. or less

1. Single Engine - \$8/day
2. Multi Engine - \$10/day
3. Aircraft over 12,500 lb. refer to section C below

(Note: see Section II. A. Landing Fees count as first night daily fee)

B. Tie-downs (month to month)

1. Push in/out - \$102/month
2. Taxi in/out - \$139/month

C. Large Aircraft (over 12,500 lb.)

Tie-down/Monthly and Transient/Daily Fees: Daily fee \$1.44 per 1,000 lbs. of Max. gross take-off weight. Monthly fee is 10 times the daily fee. Fees are rounded to the nearest whole dollar.

- NOTES:
- a) Taxi in/out spaces limited to aircraft too heavy to manually maneuver.
 - b) Light Aircraft (12,500 lb. and under) with wingspans exceeding normal tie-down dimensions must rent two or more spaces to accommodate aircraft size.

D. Ground Rent - Private Hangars

1. The rent for Privately owned hangars is based upon \$0.139 per square foot per month.

NOTES:

- a) See Exhibit B for the areas of various hangars calculated from actual measurements and rounded down to the next increment of 10 square feet.
- b) Privately owned hangars to which electrical service was installed at no cost to County are exempt from the electrical service rate.
- c) Hangars served with electricity through an independent meter, paid by County, shall be charged an additional estimated \$9 per month electrical energy charge. The actual vs. estimated energy costs will be evaluated annually and adjustments made accordingly.
- d) Upon termination of the Lease Agreement for cause, Lessee shall be placed on a daily rate equivalent to two times the monthly rate divided by 30 and rounded to the next highest dollar.

E. County Owned Hangars (Examples of area - not all inclusive)

1. The rent for County owned hangars built/installed prior to 2019 is based upon \$0.364 per square foot per month. The rent for County owned hangars built/installed in or after 2019 is based upon \$0.50 per square foot per month.

NOTES:

- a) Hangars served with electricity through an independent meter, paid by County, shall be charged an additional estimated \$9 per month electrical energy charge. The actual vs. estimated energy costs will be evaluated annually and adjustments made accordingly.
- b) Upon termination of the Lease Agreement for cause, Lessee shall be placed on a daily rate equivalent to two times the monthly rate divided by 30 and rounded to the next highest dollar.
- c) The following are examples of hangar areas – not all inclusive:

Inventory installed prior to 2019: Inventory installed in or after 2019:

- | | |
|-----------------------------|-----------------------------|
| 1. Port-A-Port (800 S.F.) | 1. Tee Hangars (1,130 S.F.) |
| 2. Fixed T (1,000 S.F.) | 2. Tee Hangars (1,310 S.F.) |
| 3. Port-A-Port (1,050 S.F.) | 3. Tee Hangars (1,280 S.F.) |
| 4. NUNNO (1,100 S.F.) | 4. Tee Hangars (1,550 S.F.) |
| 5. NUNNO (1,400 S.F.) | 5. Tee Hangars (2,800 S.F.) |
| 6. Port-A-Port (1,500 S.F.) | |
| 7. Port-A-Port (2,000 S.F.) | |
| 8. Box (2,200 S.F.) | |

II. AIRCRAFT OPERATIONS

A. Landing Fees

1. Air Carriers (scheduled commercial – non-based) and Air Taxis (non-scheduled commercial – non-based) shall be charged a minimum landing fee of \$15.49 or \$1.44 per 1,000 pounds of gross weight, rounded to the nearest whole dollar, whichever is greater. The term "gross weight" shall be the certified maximum gross takeoff weight specified by FAA for the type of aircraft.

NOTE: Landing Fee includes first overnight parking fee.

2. Privately owned or leased aircraft (non-based), not used for hire or compensation, shall be exempt from landing fees up to 12,500 pounds. However, heavier aircraft shall be charged at the above rate.
3. Lighter-than-air Aircraft Use Fee. Lighter-than-air aircraft such as airships, dirigibles, blimps and balloons shall be charged a daily use fee of \$113. The payment of this fee shall entitle the operator to a mooring location on a site assigned by the airport, as well as parking for support vehicles. Prior permission of the Director of Airports is required.

B. Fuel Flowage/Storage

1. Fuel Flowage - All vendors and Self-Fueling Operators who dispense aviation fuel upon County Airports shall pay the County a Fuel Flowage Fee of \$0.06 per delivered gallon.
2. Facility Fee – (For use of County Fuel Farm Facilities) vendors and Self-Fueling Operators who dispense aviation fuel upon County Airports shall pay the County a Facility Fee of \$0.02 per delivered gallon.

NOTE: Tenant will pay actual cost of utilities on a pro rata basis and will be billed

quarterly for those costs. An annual adjustment will be made at the end of each year.

3. Oil Flowage - All vendors who dispense aviation oil upon County Airports shall pay the County an Oil Flowage Fee of \$0.15 per delivered gallon.
4. Fuel Tank Rental - Whenever County owned tanks are utilized to store fuel, a Fuel Storage Fee of \$0.046 per delivered gallon shall be paid to County.

NOTE: Flowage and Storage Fees are due with submission of Quarterly Fuel Flowage Reports and are in addition to all other rents due.

- a) Late fees of 10% are applicable to flowage and storage fees when not paid by the thirtieth day following the end of each quarter.
- b) Fuel/Petroleum Vendors and Self-Fueling Operators shall obtain and maintain all permits and associated fees.

III. GOVERNMENT AIRCRAFT

Airport facilities shall be made available to government aircraft (state or federal) without charge except if the use by government aircraft is substantial. Substantial use shall be considered to exist when during any calendar month:

- A. Five (5) or more government aircraft are regularly based at the airport or on land adjacent thereto; or
- B. The total number of movements (counting each landing as a movement) of government aircraft is 300 or more, or the gross accumulative weight of government aircraft using the airport (the total movements of government aircraft multiplied by gross weights of such aircraft) is in excess of five million pounds.
- C. Government aircraft are based or use airport(s) in excess of any 90-day period.

This is in conformance with those assurances given under the Federal Airport Act or the Airport and Airway Development Act of 1970.

IV. AIRPORT BUILDINGS/IMPROVEMENTS

A. Rent (Non-Aviation)

The lease rental rate for airport-owned non-aviation buildings and improvements shall be based on the estimated value of the building replacement cost per square foot with a ten percent (10%) return on investment or as otherwise approved by the Board of Supervisors. The fair market rental rate for all airport owned buildings and improvements shall be established by an appraisal by the Real Estate Services Division of the Public Works Agency or an outside, independent

appraiser. The appraisal and subsequent rental rates shall reflect whether or not one or more utilities may be included. The rental rate shall also reflect if any other services such as maintenance or janitorial are included.

B. Rent (Aviation)

The lease rental rate for airport-owned aviation buildings and improvements shall be based on cost recovery, as compared to Fair Market Value.

Current rates per square ft. per month are:

	<u>Camarillo</u>	<u>Oxnard</u>
Hangar	\$0.40	\$0.40
Shop	\$0.40	\$0.40
Office	\$0.50	\$0.50
Ramp	\$0.0794	\$0.0794

C. Term of Lease (Minimum Qualifications) Non-Aviation

A capital investment of \$20,000 per acre, per year of lease, may be required, as approved by the Director of Airports, and such improvements shall be completed within two years or less, or as negotiated in the lease.

D. Term of Lease (Minimum Qualifications) Aviation

1. Full Service ASP- A minimum capital investment of \$20,000 per acre, per year, is required, as approved by the Director of Airports. All agreed-upon improvements shall be completed within the first two years or less, or as approved by the Board of Supervisors.
2. Limited Service ASP- A capital investment of \$20,000 per acre, per year, is required, as approved by the Director of Airports, and all agreed-upon improvements shall be completed within the first two years or less, or as negotiated in the lease.
3. Single Service ASP- A capital investment of \$20,000 per acre, per year, is required, as approved by the Director of Airports, and such improvements shall be completed within one year or less, or as negotiated in the lease.

NOTES: Tenant shall maintain leased premises in as good or better condition, to include:

Repainting at least once every 10 years

Maintain roof free of leaks

Maintain landscaping in clean and healthy condition (free of trash)

E. Leases up to Five Years Term may be executed by the Director of Airports.

V. AIRPORT LAND/GROUND AREAS

A. Rent (Non-Aviation and Aviation)

1. Ground Leases: (Oxnard and Camarillo) All Ground Leases are subject to a minimum base rent and/or percentage rent, and Board of Supervisors approval. All ground leases are subject to a 5-year rent review and adjustment.

(NOTE: Formula Minimum Rent: 10% of the Fair Market Value and/or appraised value of land per annum or as otherwise approved by Board of Supervisors. Land to be reappraised yearly and Rental Value to be adjusted per Lease language, but not less than every 5 years.)

- a) Non-Aviation Land Rent Rate is \$1.35 per square ft. per year based on 10% ROI using March 21, 2019 appraisal stating land value at \$13.50 per square foot.
- b) Aviation Land Rent Rate is \$0.8750 per square ft. per year based on Non-Aviation Land rate and discounted 35% due to use being restricted to aviation only.

Percentage Rent: Applicable Rate of all gross receipts from Tenants subject to percentage.

2. "Month to Month" Ground Lease: All Month to Month (no options) Ground Leases are subject to formula minimum base rent or negotiated rent, whichever is greater, and may be executed by the Director of Airports. All month-to-month ground leases are subject to annual review and adjustment.

(NOTE: Formula Minimum Rent: 10% of the Fair Market Value and/or appraised value of land per annum or as otherwise approved by Board of Supervisors. Land to be appraised and Rental Value adjusted periodically with Director of Airports' discretion).

NOTES:

- a) All improvements constructed by the Tenant on the Airport shall, at the option of the County, be removed and the ground area returned as nearly as practicable to its original condition or may be vested with the County upon termination of the Lease.

- b) Tenant shall maintain leased premises in as good or better condition, to include:

Repainting at least once every 10 years (or as needed)

Maintain roof free of leaks

Maintain landscaping in clean and healthy condition (free of trash).

- c) Agricultural leases are handled as special situations and are exempted from the foregoing guidelines and minimums. Rents shall be established by market comparisons as determined by the Director of Airports.
- d) Not-for-profit aviation museums are handled as special situations and are exempted from the foregoing formula minimum rent requirements. Land rent shall be as negotiated with the Director of Airports and approved by the Board of Supervisors.

B. Term of Lease (Non-Aviation and Aviation)

- 1. Ground Leases: One (1) year or more leases. In order to secure a long-term ground lease beyond one (1) year, lessee shall invest \$20,000 per acre, per year, as approved by the Director of Airports. All agreed-upon improvements shall be completed within the first year or less, or as approved by the Board of Supervisors. All improvements (excluding fueling apparatus) shall transfer to County at end of 20th year, regardless of term, or as negotiated with Airport Director and approved by the Board of Supervisors.
- 2. "Month to Month" Ground Leases: Renewable until terminated (no options to extend).

C. Leases up to Five Years Term may be executed by the Director of Airports

VI. AUTO PARKING

A. Terminal Area Parking (Oxnard Terminal Building)

0-4 hours free

4-6 hours \$4

6-12 hours \$5

12-24 hours \$8

Each additional 24 hours \$8/day

(Note: \$100.00 monthly rates available)

B. Permit Parking (Excludes Oxnard Airport Terminal Parking)

1. Rent-a-Car Company - \$20/month/space
2. All others - \$25/month/space
3. Permit replacement fee - \$5

VII. AIRPORT PERMITS

A. Commercial Activity Permits

No person or business entity other than current lessee or licensee shall sell or publicly solicit the sale of merchandise, conduct or operate a business or service for hire or compensation, or advertise or solicit business or utilize airport land area upon property under the jurisdiction of the Department of Airports unless a permit is first obtained from the Director of Airports. The permit holder will perform permitted activities only in those areas designated on the permit.

To qualify for a Commercial Activity Permit, the following is required:

1. Permit Fee, Aviation Commercial uses/activities and aircraft/auto mobile detailing
 - a) Daily Permit \$199; ea. additional consecutive day \$35
 - b) Annual Permit
 1. Mobile Mechanic \$1,879
 2. Independent Flight Instructor \$1,879
 3. Self-Fueler \$1,879
2. Permit Fee, Non-Aviation Commercial uses/activities
 - a) Daily Permit \$436; ea. additional consecutive day \$100 (up to 3 days)
 - b) Monthly Permit \$871
 - c) Annual Permit \$2,438
3. A Certificate of Insurance naming the County of Ventura and/or Department of Airports as Additional Insured with coverage as specified in Exhibit "A."
4. A \$20 fee will be collected on all first issue gate access cards. Broken, damaged, or lost cards will be replaced for a fee of \$16 each card.
5. Evidence of the applicable City business license.

NOTE: Permit does not allow Permittee to enter upon lessee's premises without approval of lessee. Commercial activity permit fees may be adjusted at the discretion of the Director of Airports if deemed necessary for the provision of services. One-Year Permit is subject to 30-day termination.

B. Commercial Film/Photography Permits

No person or business entity shall conduct any commercial filming, photography or demonstrations upon County airports without first obtaining a permit from the Director of Airports.

To qualify for a Commercial Film/Photography Permit, the following is required:

1. Permit Fee
 - a) Feature/TV/Commercial/Movie Filming \$1,100/day
(includes location and basecamp 1-20 cast/crew)
 - b) Feature/TV/Commercial/Movie Filming \$3,000/day
(includes location and basecamp 21+ cast/crew)
 - c) Commercial Photography \$800/day
2. Certificate of Insurance naming the County of Ventura as Additional Insured with coverage as specified in Exhibit "A."
3. Security/clean up deposit equal to the per-day fee may be required if determined by the Director of Airports to be justified by the planned activity.

NOTES:

- a) The above fees apply to all or part of a facility under the jurisdiction of the Department of Airports.
- b) Maximum permit term is seven (7) days including setup and disassembly time, without advance approval of the Director of Airports.
- c) Activity on leased property still requires a County permit; however, County charge for such Permit shall be limited to \$262 per day.

C. Special Use (Non-commercial) Activity Permit

No person or entity shall conduct a non-commercial, individual and/or community/club activity upon County airports without first obtaining a permit from the Director of Airports.

To qualify for a Special Use Permit, the following is required:

1. Permit Fee
 - a) Daily fee \$436; ea. additional consecutive day \$100
 - b) Annual fee \$2,438

2. Certificate of Insurance naming the County of Ventura as Additional Insured with coverage as specified in Exhibit "A" if determined by the Director of Airports to be justified by the planned activity. Any event involving alcohol, if approved, will require insurance and appropriate alcohol license from the Alcohol Beverage Control.
3. Security/cleanup deposit equal to the per day fee, if determined by the Director of Airports to be justified by the planned activity.

D. Use of Airport for Promotion of Aviation and/or a Non-Profit/Community Activity

Aviation related and/or community oriented one-time events considered to be of public interest, non-profit, and/or having a value to the aviation community, may request in writing a waiver of fees, which may be approved at the discretion of the Director of Airports. Examples: National Aviation Day, special Aircraft fly-ins, and special aviation group activities.

E. Special Uses Requiring Extra or Overtime Personnel

Special uses requiring extra County personnel shall be charged, in addition to use fee, an hourly rate for personnel for each hour or portion thereof required (two (2) hours minimum for Airport Operations Officers).

F. Aircraft Repair Work Areas

The use of aircraft repair work areas is limited to aircraft owners, notwithstanding commercial activity provided for herein.

Fee: \$6.00 for each four (4) hour block of time or portion thereof.

G. Taxi-Cab Stand/Scheduled Shuttle Operations/Courtesy Vehicles

Taxicabs, scheduled shuttles and courtesy vehicles may enter airport property without charge for the purpose of dropping off passengers. However, no taxicab, scheduled shuttle or courtesy vehicle shall be allowed to pick up or await passengers or to remain in the designated taxi stand or shuttle area without first having obtained a permit.

The following is required for a permit:

1. Taxi/Shuttle Permit Fee \$1,466 per year; (at discretion of Director, may be payable \$134 per month in advance).
2. Courtesy Vehicle Permit Fee (Hotel/Motel vehicle to which no fee for service is charged to the customer) \$149 per year each company.
3. Certificate of Insurance naming the County of Ventura as Additional Insured, with coverage as specified in Exhibit "A."
4. Evidence of the applicable City Business License.

VIII. MISCELLANEOUS CHARGES

A. Document Processing Fee

A fee shall be paid to County in advance for "Tenant-initiated" and/or public requested drafting and/or processing each Amendment, Assignment, Concurrence, Change of Ownership, Approval of Sublease, Extension of Terms, Option to Lease, or other modifications of month-to-month or long-term leases or research of public documents. This processing fee shall be deemed earned by County when paid and shall not be refundable. Fee is construed as reimbursement of administrative costs pursuant to transaction or research. (County or mutually initiated documents are exempted.)

1. Documents executed by Director of Airports \$50.
2. Documents executed by Board of Supervisors \$250.

B. Transfer Fee for Long Term Lease (Term exceeding 1 year)

2% of sales price, based on appraisal and/or purchase agreement. Term ground leases for privately owned aircraft storage hangars that were previously month-to-month leases, signed on or between July 1, 2020, and June 30, 2021, are exempt from this fee.

C. Document Copying Fee

A fee of \$0.035 per page shall be charged for reproducing all documents not associated with the conduct of routine airport business. There will be no staff time charged for the first two hours of retrieval and copying time. For the third hour and longer, the charge will be the lower of: (1) the actual hourly rate of the employee(s) doing the retrieval and copying; or (2) \$24.00 per hour.

D. Bad Check Charge

A "bad check" charge of \$25 will be added to that amount owed for all checks returned for insufficient funds or any other reason.

E. Security Gate Cards

Parking and security gate cards for entrance to parking and general aviation areas (hangar and tie-down) will be issued by the Director of Airports to authorized persons. A \$20 fee will be collected on all first issue cards. Broken, damaged, or lost cards will be replaced for a fee of \$16 each card.

F. Parking Citations

Civil penalty citations issued for vehicular parking violations under Ventura County Ordinance Codes 6508-21 and 6508-22 are set at \$50 per violation.

G. Conference Room Fee (subject to waiver for public interest/aviation safety events)

Large Room \$185/day

Small Room \$42/day

H. Late Fee

10% of unpaid balance (not compounded) on all leases, and licenses, including percentage rents and fees. Tiedowns/hangars refer to Section I.

I. Airport Sweeper Service Fee

\$118/hour (or partial hour) for use of airport sweeper on airport. Fee includes airport personnel as sweeper operator.

J. Other Hourly Rates

Grant Billing – Federal Grants

Administrative Officer I/II \$117.25/hour

Senior Accounting Tech \$76.26/hour

Maintenance Workers

Senior Maintenance Worker \$90.12

Lead Maintenance Worker \$106.98

Operations Workers

Operations Officer \$105.61/hour

Small UAS Operations (two Officers) \$211.22/hour

IX. LEASE/LICENSE AGREEMENTS

A. Types of Tenancy/Use

1. Full-Service Aeronautical Service Provider (ASP): An operator that provides a full range of aviation services as identified in the lease agreement.
2. Limited Service Aeronautical Service Provider (ASP): Specialized aircraft business and services, excluding fueling services, as identified in the lease agreement.

3. Specialty Aviation Operations: (Single-Service ASP), Air taxi, charter, (non-scheduled) air carrier, aircraft sales, aircraft leasing, and non-profit flying clubs and flight schools.
4. Industrial or Non-aviation Business: Business of a type whose operations are not dependent on runway access or airport orientation.
5. Land Leases: Tenant constructs a building or makes improvements on County owned land.

NOTE: Refer to Minimum Aeronautical Standards for commercial leases.

B. Improved Areas - Hangar, Office, Shop, Tie-downs, etc.

1. Base Rent Leases - No Percentage

Base rents are established by Fair Market Value comparisons.

2. Percentage Rent Leases

All percentage rent leases, as determined by the Director of Airports, are subject to a fixed minimum rent based on the square footage of the premises (hangar, shop, and office space) and/or a predetermined percentage of the gross receipts for various uses.

3. Tie-Down Spaces - Full Service and Limited ASP

Tie-down spaces may be assigned to the ASP in their respective leases based upon the following criteria only:

- a) One tie-down space may be assigned to the Full Service or Limited ASP upon a demonstrated need for each 2,000-sq. ft. of hangar, office, and shop space leased. (A demonstrated need would be a flight school with a number of owned or leased aircraft; such tie-downs shall not be rented month to month.)
- b) Additional Tie-down spaces requested by the ASP may be obtained through execution of a tie-down License Agreement and the payment of fees as shown in Section I, B and will be considered as additional rent.

4. Options

All rents and fees for option tenancy shall be adjusted to reflect the rate as set forth in the Board-approved Rent and Fee Schedule that is in effect on the date that the

option becomes effective, or at the end of every fifth year of term, or as specified in lease.

C. Terminal Areas - Building and Parking (Oxnard)

1. Air Carrier
 2. Air Taxi and Air Charter (Non-scheduled)
 3. Auto Rental (Rent-a-Car)
 4. Travel Agency
 5. Lobby Concessionaire or Licensee
- a) Term: Up to 5 years
 - b) Minimum Rents: Established at Fair Market Value based on comparisons.
 - c) Percentage Rents: Amount by which specified percentage rent exceeds minimum for counter, office, and cargo area (and fee for parking spaces if included in lease agreement).

NOTES:

- 1) In addition to space rental, auto rental tenants shall pay quarterly 10% of gross receipts. Assigned parking shall be at \$20/month per space (5 spaces minimum).
- 2) Travel Agency tenants shall pay \$100 minimum or more per month vs. 1/2% on first \$250,000 gross sales and 1% over.

D. Off-Airport Auto Rental (Rent-A-Car)

Shall report and pay 8.5% of gross receipts attributed to airport pick-ups and execute a license and use agreement with the County.

E. Restaurant

1. Major operation – Base and/or percentage rent as prescribed in lease contract with Board of Supervisors approval. (Longer than 5-year lease.)
2. Minor operation – Minimum base rent and/or 7% gross receipts. (5 years or less.)

X. ACCESS TO AIRPORT FROM ADJACENT PRIVATE PROPERTY

- A. All requests for company/private aircraft oriented uses shall be considered as a special situation and must be approved on an individual basis by the Director of Airports.

- B. Authorization for access to the Airports will be given on County's License Agreement format.
- C. The applicant for access to the Airport shall be required to pay for all improvements on Airports' property that are necessary and prerequisite, in the opinion of the Director of Airports, to accommodate the applicant's access needs. If Licensee is not required by County to remove all such improvements and restore the property to its original condition, the improvements shall become the property of the County.
- D. Minimum rents and percentages for access may be negotiated based on type and intensity of airport use.

XI. INSURANCE REQUIREMENTS FOR AIRPORT LESSEES, LICENSEES AND PERMITTEES

See Exhibit "A" attached.

EXHIBIT "A"

INSURANCE REQUIREMENTS FOR AIRPORTS LESSEES, LICENSEES AND PERMITTEES

I. LESSEES

These are prescribed minimum limits; however, good business indicates that higher limits should be used for most businesses. In any given year, all lessees, licensees, and permittees shall maintain, or increase to maintain, the minimum insurance requirements as stipulated in the then current year Board-approved Rent and Fee Schedule. (Minimum insurance limits are subject to possible adjustment annually). Current year refers to the present County fiscal year and not the year a lease was signed.

A. Aeronautical Service Providers: Tenant offers full range of ASP services, as defined in the Minimum Aeronautical Standards.

1. Commercial General Liability: "Occurrence" coverage in the minimum amount of \$2,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/ completed operations, broad form blanket contractual and \$100,000 fire legal liability.
2. Aircraft and Airport Operations, including passengers, products and completed operations: Combined single limit for bodily injury and property damage of \$2,000,000 each occurrence.
3. Hangar Keepers Liability: \$100,000 per aircraft, but not less than the replacement value of all aircraft in the care, custody and control of tenant.
4. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$500,000 for each occurrence. Exception: fuel trucks (see below).
5. Fuel Truck: \$1,000,000 per vehicle.
6. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Tenant and Employer's Liability in the minimum amount of \$1,000,000.
7. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County of Ventura must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the

above requirements.

NOTE: The WC requirement is waived only if the Tenant is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

B. Air Carriers:

1. Commercial General Liability: "Occurrence" coverage in the minimum amount of \$50,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$50,000,000 aggregate, including personal injury, broad form property damage, products/ completed operations, broad form blanket contractual and \$100,000 fire legal liability.
2. Aircraft and Airport Operations, including passengers, products and completed operations: Combined single limit for bodily injury and property damage of \$50,000,000.
3. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$1,000,000 for each occurrence.
4. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Tenant and Employer's Liability in the minimum amount of \$1,000,000.
5. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

C. Specialty Aviation Operations: Includes air taxi/charter (Part 135), aircraft leasing, and any aircraft operating under a Special Airworthiness Certificate.

1. Commercial General Liability: "Occurrence" coverage in the minimum amount of \$2,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/ completed operations, broad form blanket contractual and \$100,000 fire legal liability.
2. Aircraft and Airport Operations, including passengers, products and completed operations: Combined single limit for bodily injury and property damage of \$2,000,000 each occurrence.

3. Hangar Keepers Liability: \$100,000 per aircraft, but not less than the replacement value of all aircraft in the care, custody and control of tenant.
4. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$500,000 for each occurrence.
5. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Tenant and Employer's Liability in the minimum amount of \$1,000,000.
6. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

NOTE:

- a) The WC requirement is waived only if the Tenant is a sole proprietor with no employees, volunteers or family members working in the business. Proof of personal medical insurance will be required instead.
- b) Only paragraphs 1, 2, and 6 above would apply to an experimental aircraft operating under a Special Airworthiness Certificate.

D. Flying Clubs: (As defined in the Minimum Aeronautical Standards)

1. Commercial General Liability, including contractual, products and completed operations and owner's and contractors' protective: Combined single limits for bodily injury and property damage of \$1,000,000 each occurrence.
2. Aircraft and Airport Operations, including passengers, products and completed operations: Combined single limit for bodily injury and property damage of \$1,000,000 each occurrence.
3. Owned and Non-Owned Auto Liability: (if applicable) Limits of \$500,000 for each occurrence.
4. Hangar Keepers Liability: (if applicable) \$100,000 per aircraft, but not less than the replacement value of all aircraft in the care, custody and control of tenant.
5. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the

general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

E. Industrial and Non-aviation Business:

1. Commercial General Liability: "Occurrence" coverage in the minimum amount of \$2,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/ completed operations, broad form blanket contractual and \$100,000 fire legal liability.
2. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$500,000 for each occurrence.
3. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Tenant and Employer's Liability in the minimum amount of \$1,000,000.
4. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.
5. If Lessee is self-insured for any or all of the required insurance coverage's, Lessee agrees to provide Lessor with written confirmation that Lessee is a duly authorized and funded self-insured entity for those coverage's under the laws of the State of California. Lessor agrees to accept Lessee's status as a self-insured entity as satisfactory compliance with Lessor's normal insurance requirements as listed above.

Any insurance limits required that exceed the Lessee's self-insured coverage shall be in compliance with the insurance requirements listed above. In the event Lessee decides to no longer be self-insured, Lessee agrees to provide Lessor with thirty (30) days advance written notice of the effective date of this change in status. Thereafter, Lessee agrees to provide Lessor with appropriate evidence of insurance coverage(s) as listed above.

NOTE: The WC requirement is waived only if the Tenant is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

II. LESSEES AND LICENSEES (Includes all based aircraft, as well as ultra-lights, occupying tiedowns, County and/or private hangars)

- A. Aircraft Liability: Bodily injury including occupants and property damage liability, \$100,000 each person, \$100,000 property damage, \$500,000 each accident. Seats may be excluded.
- B. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. For aircraft, which are out of License, not airworthy, a signed statement to that fact with a promise to obtain the required insurance before operating said aircraft shall be filed in lieu of the certificate. The County of Ventura Department of Airports must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

III. PERMITTEES

- A. Commercial Activity Permit - Non-Aircraft:
 - 1. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage of \$2,000,000 to \$5,000,000 each occurrence, depending upon the type of activity proposed.
 - 2. Owned and Non-owned Auto Liability: Limits of \$500,000 for each occurrence.
 - 3. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.
 - 4. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

NOTE: The WC requirement is waived only if the Permittee is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

B. Commercial Activities Permit - Aircraft:

1. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage of \$2,000,000 each occurrence.
2. Aircraft and airport operations, including passengers, products and completed operations or Premises Liability (whichever is deemed appropriate by the County): Combined single limit for bodily injury and property damage \$1,000,000 each occurrence.
3. Owned and Non-owned Auto Liability: Limits of \$500,000 for each occurrence.
4. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.
5. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate insurance is exceeded and additional coverage must be purchased to meet the above requirements.

NOTE: The WC requirement is waived only if the Permittee is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

C. Commercial Activities Permit – Aircraft Mobile Mechanics:

1. Commercial General Liability: Combined single limits for bodily injury and property damage of \$1,000,000 each occurrence.
2. Products Liability and Completed Operations Coverage: Combined single limit liability coverage \$500,000 each occurrence.
3. Hangar Keepers Legal Liability, ground coverage, including taxi coverage: \$100,000 each aircraft, \$100,000 each occurrence.
4. Owned and Non-owned Auto Liability: Limits of \$500,000 for each occurrence.

5. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.
6. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate insurance is exceeded and additional coverage must be purchased to meet the above requirements.

NOTE: The WC requirement is waived only if the Permittee is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

D. Special Use Permits:

1. Movie and Commercial Filming:
 - a. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage, \$2,000,000 to \$5,000,000 or higher each occurrence, depending upon the type of activity proposed.
 - b. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$2,000,000 to \$5,000,000 for each occurrence, depending upon the type of activity proposed.
 - c. Indemnification and Hold Harmless Clause - All activities: Each permit/license/lease shall contain a clause requiring that all activities and/or work set forth within the agreement shall be at the risk of the permittee/licensee/lessee alone. Permittee/Licensee/Lessee/Tenant must agree to defend (at County's request), indemnify and save harmless the Department of Airports and the County of Ventura, its boards, agencies, departments, officers, employees, agents and volunteers (hereinafter referred to as County), from and against any and all claims, lawsuits – whether against Permittee, County or others, judgments, debts, demands and liability, including, without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of Tenant's use or occupancy of the

Leased Premises or out of operations conducted or subsidized in whole or in part by Permittee.

- d. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.
- e. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

2. Commercial Photography:

- a. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage, \$1,000,000 to \$2,000,000 or higher each occurrence, depending upon the type of activity proposed.
- b. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$1,000,000 to \$2,000,000 for each occurrence, depending upon the type of activity proposed.
- c. Indemnification and Hold Harmless Clause - All activities: Each permit/license/lease shall contain a clause requiring that all activities and/or work set forth within the agreement shall be at the risk of the permittee/licensee/lessee alone. Permittee/Licensee/Lessee/Tenant must agree to defend (at County's request), indemnify and save harmless the Department of Airports and the County of Ventura, its boards, agencies, departments, officers, employees, agents and volunteers (hereinafter referred to as County), from and against any and all claims, lawsuits – whether against Permittee, County or others, judgments, debts, demands and liability, including, without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of Tenant's use or occupancy of the Leased Premises or out of operations conducted or subsidized in whole or in part by Permittee.

- d. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.
 - e. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.
3. Permitted Public Events/Non-Air Shows:
- a. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage of \$1,000,000 to \$2,000,000 or higher each occurrence, depending upon the type of activity proposed.
 - b. Commercial Auto Policy: Including all autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$500,000 for each occurrence.
 - c. Indemnification and Hold Harmless Clause - All activities: Each permit/license/lease shall contain a clause requiring that all activities and/or work set forth within the agreement shall be at the risk of the permittee/licensee/lessee alone. Permittee/Licensee/Lessee/Tenant must agree to defend (at County's request), indemnify and save harmless the Department of Airports and the County of Ventura, its boards, agencies, departments, officers, employees, agents and volunteers (hereinafter referred to as COUNTY), from and against any and all claims, lawsuits – whether against Permittee/Licensee/Lessee/Tenant, COUNTY or others, judgments, debts, demands and liability, including, without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of Tenant's use or occupancy of the Leased Premises or out of operations conducted or subsidized in whole or in part by Permittee/Licensee/Lessee/Tenant.
 - d. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee/Licensee/Lessee/Tenant and Employer's Liability in the minimum amount of \$1,000,000.

- e. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.
4. Permitted Aeronautical Events: (Air shows, fly-ins, air meets, contests or exhibitions).
- a. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage of \$2,000,000 to \$5,000,000 each occurrence.
 - b. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$1,000,000 for each occurrence
 - c. Indemnification and Hold Harmless Clause - All activities: Each permit/license/lease shall contain a clause requiring that all activities and/or work set forth within the agreement shall be at the risk of the permittee/licensee/lessee alone. Permittee/Licensee/Lessee/Tenant must agree to defend (at County's request), indemnify and save harmless the Department of Airports and the County of Ventura, its boards, agencies, departments, officers, employees, agents and volunteers (hereinafter referred to as COUNTY), from and against any and all claims, lawsuits – whether against Permittee/Licensee/Lessee/Tenant, COUNTY or others, judgments, debts, demands and liability, including, without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of Permittee/Licensee/Lessee/Tenant's use or occupancy of the Leased Premises or out of operations conducted or subsidized in whole or in part by Permittee/Licensee/Lessee/Tenant.
 - d. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee/Licensee/Lessee/Tenant and Employer's Liability in the minimum amount of \$1,000,000.
 - e. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured

endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

- f. In addition to obtaining the above required insurance, the sponsor shall pay the additional premium charged to the Department of Airports by their insurance carrier, if any.

NOTE: Limits for specific events may be negotiated with the insurance carrier on a case-by-case basis. Requests for such consideration must be submitted to the Director of Airports for referral to Risk Management.

IV. CONTRACTORS

A. Airport Contractors:

1. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage for each occurrence shall be as prescribed by County of Ventura Risk Management/ Board of Supervisors.
2. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$1,000,000 for each occurrence, but Public Works insurance segment may increase limits.
3. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Contractor and Employer's Liability in the minimum amount of \$1,000,000.
4. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

The foregoing insurance requirements of Exhibit "A" may be amended for special circumstances as approved by County Risk Manager.

EXHIBIT "B"

PRIVATE HANGARS - GROUND AREA

The hangars listed below are identified by general brand name/type and by square footage. The square footage was obtained by actual measurement (outside) and rounded down to the next increment of 10 sq. ft. to allow for minor irregularities:

<u>BRAND NAME/TYPE</u>	<u>SQUARE FOOTAGE</u>
Port-A-Port Standard	800
Port-A-Port Expando/Executive	850
Fixed T, Port-A-Port Double Expando, and Fleetwood	1,000
Port-A-Port Executive I	1,050
H & F Box	1,250
Fleetwood Rectangular and Port-A-Port Executive II	1,350
Port-A-Port Large T	1,400
Port-A-Port, Nunno, Craftsman Rectangular	1,500
Fleetwood Box	1,800
H & F, Pasco Box, Straun	2,000
H & F	2,250
Port-A-Port	2,250
Waffle Crete	2,750
Port-A-Port Box	2,900
Port-A-Port Box	3,000
Waffle Crete	4,740

Hangars not falling within categories identified above will pay rents calculated at the rate listed in Section I, D. and will be rounded down to next increment of 10 sq. ft.

**RESOLUTION OF THE BOARD OF SUPERVISORS
ESTABLISHING RENTS, FEES, AND INSURANCE
REQUIREMENTS FOR THE COUNTY,
DEPARTMENT OF AIRPORTS, AND DELEGATING
AUTHORITY FOR EXECUTION OF CERTAIN
AGREEMENTS SUBJECT TO SPECIFIED GUIDELINES**

THE VENTURA COUNTY BOARD OF SUPERVISORS HEREBY ORDERS AND RESOLVES THE FOLLOWING:

I. RENTS, FEES, AND INSURANCE REQUIREMENTS

The Rents, Fees, and Insurance Requirements prescribed in the attached Schedule are hereby approved and adopted, and all prior inconsistent schedules are repealed.

II. POLICY FOR ESTABLISHING RENTS, RATES AND FEES

The Rent and Fee Schedules embrace a myriad of facilities and services which require different adjustment emphasis for establishing fair market rents or appropriate fees. In the event that there is a disagreement between the County and a Tenant or Vendor regarding the imposition of rents and fees under this Rent and Fee Schedule, the parties may, but are not required to, submit to either binding arbitration or non-binding mediation. All Department of Airports' properties, facilities, and services have been placed into five categories for the purpose of defining rent and fee setting policies which have been historically used. They are outlined as follows:

Policy 1:

It shall be County policy that those properties and/or facilities unrelated to the fundamental "public services" afforded by the Oxnard and Camarillo Airports shall be appraised for fair market rental values including percentage rents, with adjustment emphasis on comparative data from the private sector. This approach will produce a fair return to the County. Examples: industrial/office buildings, proposed industrial park, agriculture land leases.

NOTE: Excess revenues derived from leases identified above shall not be used to subsidize user rents and fees related to specific facilities and services (aircraft tiedowns and storage hangars), but may be used for financial support of planned capital improvement projects, and those public-use facilities and services (airfield, visitor parking, common roads, etc.) for which a total recapture of costs is recognized to be unrealistic.

Policy 2:

It shall be County policy that those properties and/or facilities directly related to the public services afforded by the Department of Airports but operated, however, by lessees or concessionaires, shall be appraised for fair market value including percentage rents with adjustment emphasis on comparable data from other publicly controlled facilities operated by lessees or concessionaires. It is the intention of the County to have a policy whereby properties and/or facilities controlled by the Department of Airports, not being used by the County for public services, will be leased or licensed. The rental charges or fees will be based upon the then fair market value, taking into consideration comparable properties owned by other public entities. This approach will also provide a fair return or profit to the County. Examples of such leases/licenses: scheduled air carrier agreements (for terminal space), rental car agencies and restaurants.

Policy 2a:

It shall be County policy to recover all costs of any infrastructure required to develop a Lease parcel from the benefited Lessee through either Lease rents or assessment, when practical. Such costs shall not be borne by existing tenants or users of the airports.

Policy 3:

It shall be County policy that the rents and fees for those properties and/or facilities directly related to the aviation-use public services afforded by the Department of Airports but operated, however, by lessees or concessionaires, shall be adjusted to cause an ultimate recapture of the total costs, both direct and indirect, when practical. Adjustments shall be compared to Market Rate to ensure the cost will not cause a loss of business. Examples: full, limited and single service providers of aeronautical services.

Policy 3a:

It shall be County policy that the rents and fees for those properties and/or facilities that are not-for-profit aviation museums and are operated consistent with the fundamental public services afforded by the Department of Airports, may be adjusted to cause less than an ultimate recapture of the totals costs, both direct and indirect, through reduced rental rates and fees in recognition of the tangible or intangible benefits to the airport.

Policy 3b:

It shall be County policy that the rents and fees for those properties and/or facilities, which are County owned and County operated consistent with the fundamental

public services afforded by the Department of Airports, shall be adjusted to cause an ultimate recapture of the total costs, both direct and indirect, when practical. This approach will result in competitive pricing of County services and serve to constrain the migration of outside County aircraft operators seeking lower fares. Adjustments to these rates shall be by cost-recovery analysis every five (5) years, with interim adjustments calculated by applying the Consumer Price Index (CPI) every other year. Examples: aircraft tie-down, aircraft storage hangars. In calculating the costs of the above services (Policies 3 and 3a), that depreciation attributed to donated assets shall be specifically excluded from such costs. This is consistent with and in conformance with assurances given under the Federal Airport Act or the Airport and Airway Development Act of 1970 which states that "no part of the Federal share of an airport development project shall be included in the rate base in establishing fees, rates, and charges for users of that airport."

Policy 3c:

It shall be County policy that the provision by the County of aircraft storage facilities and/or property for the same purpose, shall be for the exclusive purpose of storing aircraft deemed to be in an airworthy condition. Temporary exceptions to this requirement may be granted by the Director of Airports on a case-by-case basis, upon the demonstration of visible and reasonable progress to bring an aircraft to airworthy status, consistent with the FAA's "Policy on the Non-Aeronautical Use of Airport Hangars," Docket No. FAA 2014-0463, 81 FR 38906, § II.b. The Director of Airports may make such determinations based on periodic inspections of such facilities and/or property as frequently as once every 90 calendar days. The intent of this policy is to ensure compliance with the aircraft storage license agreements with regard to storage of aircraft that are in airworthy condition and/or aircraft that are being brought to airworthy condition versus non-airworthy aircraft being stored, in parts or in whole, to obtain storage space that is considered less expensive than commercially available non-aviation storage space. Examples: aircraft tie-down, county-owned storage hangars, privately-owned storage hangars.

Policy 3d:

It shall be County policy that private hangar owners subject to an existing Privately-Owned Aircraft Storage Hangar Lease Agreement who seek approval to expand/build out resulting in additional square footage or volume, or replace the hangar, shall offer the County a right-of-first refusal to purchase the hangar at such a time the owner proceeds to sell the hangar in place. County will respond to hangar owner in writing within five (5) calendar days of its intent to purchase or not purchase the hangar. Should the County decline to purchase a hangar, and upon a request to transfer a hangar to a private party, a month-to-month Privately-Owned Aircraft Storage Hangar Lease Agreement for privately-owned aircraft storage hangars may be approved and executed by the Director of Airports with the buyer, provided the purchase price is no more than 15% less than the price first offered to the County. Failure on the part of the hangar owner to act in good

faith may result in the transfer not being approved.

The intent is to prevent the tenant from offering the expanded/built-out/replaced hangar to the County for an unrealistically high price only to prevent the County from being a viable purchaser of the hangar. Example: Hangar valuation is \$100 (including value of the land). Tenant offers it to the County for \$200 (unrealistically high). The Tenant cannot then offer the sale to another party for less than \$170 (85% of \$200) without first offering it to the County again at the reduced price.

Policy 4:

It shall be County policy that those services, offered and administered by the Department of Airports for which a total recapture of costs is recognized to be inconceivable, be established by comparing fees with other publicly owned and operated facilities with adjustments emphasizing the recapture of as much of County costs as possible. However, fees shall be maintained at reasonable levels so that the preponderance of the general public can avail themselves of the service. This type of service will continue to reflect a loss; however, it is deemed to be an appropriate public service. Examples: runways, taxiways, roads, rest rooms, auto parking lots, visiting aircraft parking, and other public use areas.

Policy 5:

It shall be County policy that those services, and/or supplies furnished to the public by the Department of Airports and regulated by law or by Administrative procedure, shall be compensated for by charging fees and deposits calculated to reimburse all of the administrative and material costs of furnishing same. Annual adjustment emphasis shall be based upon cost analysis and shall not be subject to fair market or profit considerations. Examples: commercial activity permits, aircraft towing and impound fee, document processing fee, and paper material reproduction fee.

III. AUTHORIZATION TO EXECUTE.

The County Executive Officer or the Director of the Department of Airports are authorized to execute Leases, Subleases, Licenses, Permits, Special Use/Activity Permits, Operation Agreements, Extensions, Amendments, Consents, and Notices of Intent to Terminate and cause Unlawful Detainer Complaints to be filed on behalf of the County of Ventura as are hereafter defined and in accordance with the provisions of the attached schedule.

A. DEFINITIONS.

1. LEASE OR SUBLEASE: A conveyance of real property rights for occupancy or use of land, improvements, or a combination thereof. Under this authority, the Term shall not exceed five (5) years including options to extend, except that the Director of Airports may execute a form ground lease for a privately owned aircraft storage

hangar with a term that exceeds five years, if the form ground lease has been previously approved by the Board of Supervisors. Examples: leasing of land for improvements, leasing of a building or portion of a building to tenant or concessionaire.

2. LICENSE. A conveyance of "personal" rights for occupancy or use of property under this authority, limited to one (1) year. License may be extended subject to specified time with prior Notice of Termination. Examples: Aircraft tie-downs, storage, portable hangars, ground use, vending machines, food or merchandise catering truck, carousel sign use, and land encroachments.
3. PERMIT. A personal right to occupy or use property under this authority, limited to maximum term of one (1) year. Permit may be extended subject to 30-day Notice of Termination. Examples: Temporary occupancy for fixing of premises, aircraft repair work or wash/wax activities.
4. SPECIAL USE/ACTIVITY PERMIT. A personal right to occupy, use, or conduct a specified "activity", limited under this authority to a maximum of seven (7) days. (Longer periods must be renewed daily.) Examples: Air shows, movie or TV filming, photography or commercial demonstration.
5. OPERATIONAL AGREEMENTS. Mutually agreed upon procedures pertaining to operational matters established between the Department of Airports and other governmental agencies.
6. EXTENSION/AMENDMENT/CONSENT/AND NOTICE OF INTENT TO TERMINATE.
 - a) An Extension is a continuation of an existing Board-approved agreement without change, or limited to changes authorized by this Authority.
 - b) An Amendment is a change of one or more of the terms, conditions, or covenants consistent with authorized terms and amounts specified in Board- approved rent and fee schedules.
 - c) A Consent is a ratification of a term, condition, or covenant in an existing agreement executed by the Board made subject to "County approval". The Director of Airports may issue Consent after determining proper compliance. This includes an Assignment of Lease. The Director of Airports may also approve a "sublease" or "additional use" by lessee but limited to five (5) years.

- d) Notice of Intent to Terminate is a notice by which the Director expresses intent to terminate pursuant to a breach or default. On a Board-approved Agreement, final termination shall be subject to Board approval. Leases executed by Director of Airports may be terminated by the Director of Airports.

- B. SECURITY DEPOSIT. All tenants shall provide County with, and at all times maintain, a Security Deposit in an amount prescribed by this Resolution. Said amount shall be based on rent and adjusted periodically. Public entities governed by the Board shall be exempt. Said deposit shall guarantee tenants' full and faithful performance of all terms and conditions of their agreement. The following forms of deposit are acceptable: cash, Time Certificate of Deposit (CD), Irrevocable Letter of Credit, and assigned Savings Passbook. The following shall be the basis of the amount of the Deposit unless otherwise stated in the Rent and Fee Schedule:

License Agreement - The deposit shall be equal to one (1) month's rental rate.

Lease Agreement - The deposit shall be equal to three (3) month's rental rate.

After three (3) years of good and faithful lease performance (defined as no defaults or delinquencies), deposits on leases of five (5) years or less may be reduced to one (1) month, subject however, to a Lease Amendment providing for the following Liquidated Damages:

Liquidated Damages

County shall have the right to demand, and Lessee agrees to pay Liquidated Damages in the sum of one percent (1%) of the security deposit required of Lease, (but not less than \$10.00), for each day a violation exists of any of the following lease conditions and/or lease articles:

LEASE CONDITIONS AND/OR ARTICLES

USES AND SERVICES
OPERATING SCHEDULE AND CONTROLLED PRICES
IMPROVEMENTS AND INVESTMENTS
CONSTRUCTION
INSURANCE
OPERATIONS
FINANCIAL REPORTS AND RECORDS
MAINTENANCE AND REPAIR
FAA SPECIAL PROVISIONS

- C. NEGOTIATIONS, PREPARATIONS, AND LEGAL APPROVAL. The Leases, Subleases, Licenses, Permits, Special Use/ Activity Permits, Extensions, Amendments, Consents, and Notices of Intent to Terminate shall be negotiated and prepared by the Department of Airports or, by request of the Director of Airports, negotiated and/or prepared by the Public Works Agency, Real Property Services. All Agreements shall be submitted to County Counsel's Office for approval as to legal sufficiency prior to final execution excepting pre-approved, routine "form" documents.
- D. TERMINATION DUE TO "REPEATED" VIOLATIONS. The Board of Supervisors hereby authorizes the Director of Airports to include in selected agreements the right to issue a "Notice of Termination for Breach of Good Faith" which would allow termination of an Agreement after tenants repeating the same violation three (3) times or more within any twelve (12) month period, regardless of tenants' cure, remedy, or diligent pursuit to correct violations.
- E. BACKGROUND DETERMINATION AND GUIDELINES. No agreement will be executed under the authority of this RESOLUTION if the County Executive Officer or the Director of Airports of the Department of Airports determines that: (1) The proposed use or occupancy is in conflict with the County's adopted plans for development; (2) The other party(s) to a proposed Agreement has a reputation, character, or background which could be detrimental to County's interest; or (3) Such other party(s) does not have technical knowledge, management ability, or financial capability to fulfill the purpose and provisions of the Agreement.
- F. RENTAL POLICY. It shall continue to be Department of Airports' Policy to require "ALL" tenants or users of County Airports property to pay rents established by Board-approved Rent and Fee Schedules; however, the Director of Airports may determine that certain special services including labor and/or materials may be accepted in lieu of cash payment of rent where all other guidelines are consistent with Director of Airports' Authority. Director of Airports is authorized to adjust rents incrementally to current rate to ensure the cost will not cause a loss of business.
- G. CONTROVERSIAL OR POLICY SETTING AGREEMENTS. Any transaction authorized by this Resolution, considered significantly controversial or policy-setting in the opinion of the County Executive Officer or the Director of Airports, shall be submitted first to the Aviation Advisory Commission and appropriate Airport Authority for recommendation and then to the Board of Supervisors for approval and execution.
- IV. AUTHORIZATION TO ESTABLISH FEES

The County Executive Officer, or the Director of Airports is hereby granted limited

authority to establish fees for other uses of airport property not specifically provided for in the attached schedule. Such other fees shall be reasonable and consistent with the policies and fees established herein. Any such fee considered to be significant, controversial or policy-setting shall first be submitted to the Aviation Advisory Commission and appropriate Airport Authority, for recommendation, and finally to the Board of Supervisors for appropriate action.

THE FOREGOING RECITALS and attached Rent and Fee Schedule are passed, approved, and adopted by the Board of Supervisors, effective July 1, 2020.

COUNTY OF VENTURA

Date _____ By _____
Chair, Board of Supervisors

ATTEST: MICHAEL POWERS,
Clerk of the Board of Supervisors
County of Ventura, State of California

By _____
Deputy Clerk of the Board

RENT AND FEE SCHEDULE
DEPARTMENT OF AIRPORTS

Rents and Fees Common to
Camarillo and Oxnard Airports

Effective July 1, 2019~~20~~

EXHIBIT 2

6641

**DEPARTMENT OF AIRPORTS
RENT AND FEE SCHEDULE
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I. AIRCRAFT STORAGE

No aircraft shall be allowed to remain as tenants in/on assigned aircraft storage space on either Camarillo or Oxnard Airport without having first registered with the Director of Airports, or his representative, and having obtained a valid permit, Lease Agreement, or License Agreement as required and having paid the fees as set forth below:

Transient aircraft shall be charged fees as set forth below:

The following shall apply to all aircraft storage Lease and License Agreements:

Fee: All fee calculations listed under this section will be rounded to the nearest whole dollar.

Late Fee: Storage Hangar Lease and License Fees are due and payable on or before the first of each month and if not received by the 16th day a late charge of \$15 shall be added.

Security Deposit: Tenant shall provide County with and thereafter maintain a refundable cash security deposit in an amount equal to \$15 plus one (1) month's rent in effect at the time of initial license sign-up.

A. Transient Tie-downs (overnight) 12,500 lb. or less

1. Single Engine - \$8/day
2. Multi Engine - \$10/day
3. Aircraft over 12,500 lb. refer to section C below

(Note: see Section II. A. Landing Fees count as first night daily fee)

B. Tie-downs (month to month)

1. Push in/out - \$102/month
2. Taxi in/out - \$139/month

C. Large Aircraft (over 12,500 lb.)

Tie-down/Monthly and Transient/Daily Fees: Daily fee \$1.44 per 1,000 lbs. of Max. gross take-off weight. Monthly fee is 10 times the daily fee. Fees are rounded to the nearest whole dollar.

- NOTES:
- a) Taxi in/out spaces limited to aircraft too heavy to manually maneuver.
 - b) Light Aircraft (12,500 lb. and under) with wingspans exceeding normal tie-down dimensions must rent two or more spaces to accommodate aircraft size.

D. Ground Rent - Private Hangars

1. The rent for Privately owned hangars is based upon \$0.139 per square foot per month.

NOTES:

- a) See Exhibit B for the areas of various hangars calculated from actual measurements and rounded down to the next increment of 10 square feet.
- b) Privately owned hangars to which electrical service was installed at no cost to County are exempt from the electrical service rate.
- c) Hangars served with electricity through an independent meter, paid by County, shall be charged an additional estimated \$9 per month electrical energy charge. The actual vs. estimated energy costs will be evaluated annually and adjustments made accordingly.
- d) Upon termination of the Lease Agreement for cause, Lessee shall be placed on a daily rate equivalent to two times the monthly rate divided by 30 and rounded to the next highest dollar.

E. County Owned Hangars (Examples of area - not all inclusive)

1. The rent for County owned hangars built/installed prior to 2019 is based upon \$0.364 per square foot per month. The rent for County owned hangars built/installed in or after 2019 is based upon \$0.50 per square foot per month.

NOTES:

- a) Hangars served with electricity through an independent meter, paid by County, shall be charged an additional estimated \$9 per month electrical energy charge. The actual vs. estimated energy costs will be evaluated annually and adjustments made accordingly.
- b) Upon termination of the Lease Agreement for cause, Lessee shall be placed on a daily rate equivalent to two times the monthly rate divided by 30 and rounded to the next highest dollar.
- c) The following are examples of hangar areas – not all inclusive:

Inventory installed prior to 2019: Inventory installed in or after 2019:

- | | |
|-----------------------------|-----------------------------|
| 1. Port-A-Port (800 S.F.) | 1. Tee Hangars (1,130 S.F.) |
| 2. Fixed T (1,000 S.F.) | 2. Tee Hangars (1,310 S.F.) |
| 3. Port-A-Port (1,050 S.F.) | 3. Tee Hangars (1,280 S.F.) |
| 4. NUNNO (1,100 S.F.) | 4. Tee Hangars (1,550 S.F.) |
| 5. NUNNO (1,400 S.F.) | 5. Tee Hangars (2,800 S.F.) |
| 6. Port-A-Port (1,500 S.F.) | |
| 7. Port-A-Port (2,000 S.F.) | |
| 8. Box (2,200 S.F.) | |

II. AIRCRAFT OPERATIONS

A. Landing Fees

1. Air Carriers (scheduled commercial – non-based) and Air Taxis (non-scheduled commercial – non-based) shall be charged a minimum landing fee of \$15.49 or \$1.44 per 1,000 pounds of gross weight, rounded to the nearest whole dollar, whichever is greater. The term "gross weight" shall be the certified maximum gross takeoff weight specified by FAA for the type of aircraft.

NOTE: Landing Fee includes first overnight parking fee.

2. Privately owned or leased aircraft (non-based), not used for hire or compensation, shall be exempt from landing fees up to 12,500 pounds. However, heavier aircraft shall be charged at the above rate.
3. Lighter-than-air Aircraft Use Fee. Lighter-than-air aircraft such as airships, dirigibles, blimps and balloons shall be charged a daily use fee of \$113. The payment of this fee shall entitle the operator to a mooring location on a site assigned by the airport, as well as parking for support vehicles. Prior permission of the Director of Airports is required.

B. Fuel Flowage/Storage

1. Fuel Flowage - All vendors and Self-Fueling Operators who dispense aviation fuel upon County Airports shall pay the County a Fuel Flowage Fee of \$0.06 per delivered gallon.
2. Facility Fee – (For use of County Fuel Farm Facilities) vendors and Self-Fueling Operators who dispense aviation fuel upon County Airports shall pay the County a Facility Fee of \$0.02 per delivered gallon.

NOTE: Tenant will pay actual cost of utilities on a pro rata basis and will be billed

quarterly for those costs. An annual adjustment will be made at the end of each year.

3. Oil Flowage - All vendors who dispense aviation oil upon County Airports shall pay the County an Oil Flowage Fee of \$0.15 per delivered gallon.
4. Fuel Tank Rental - Whenever County owned tanks are utilized to store fuel, a Fuel Storage Fee of \$0.046 per delivered gallon shall be paid to County.

NOTE: Flowage and Storage Fees are due with submission of Quarterly Fuel Flowage Reports and are in addition to all other rents due.

- a) Late fees of 10% are applicable to flowage and storage fees when not paid by the thirtieth day following the end of each quarter.
- b) Fuel/Petroleum Vendors and Self-Fueling Operators shall obtain and maintain all permits and associated fees.

III. GOVERNMENT AIRCRAFT

Airport facilities shall be made available to government aircraft (state or federal) without charge except if the use by government aircraft is substantial. Substantial use shall be considered to exist when during any calendar month:

- A. Five (5) or more government aircraft are regularly based at the airport or on land adjacent thereto; or
- B. The total number of movements (counting each landing as a movement) of government aircraft is 300 or more, or the gross accumulative weight of government aircraft using the airport (the total movements of government aircraft multiplied by gross weights of such aircraft) is in excess of five million pounds.
- C. Government aircraft are based or use airport(s) in excess of any 90-day period.

This is in conformance with those assurances given under the Federal Airport Act or the Airport and Airway Development Act of 1970.

IV. AIRPORT BUILDINGS/IMPROVEMENTS

A. Rent (Non-Aviation)

The lease rental rate for airport-owned non-aviation buildings and improvements shall be based on the estimated value of the building replacement cost per square foot with a ten percent (10%) return on investment or as otherwise approved by the Board of Supervisors. The fair market rental rate for all airport owned buildings and improvements shall be established by an appraisal by the Real Estate Services Division of the Public Works Agency or an outside, independent

appraiser. The appraisal and subsequent rental rates shall reflect whether or not one or more utilities may be included. The rental rate shall also reflect if any other services such as maintenance or janitorial are included.

B. Rent (Aviation)

The lease rental rate for airport-owned aviation buildings and improvements shall be based on cost recovery, as compared to Fair Market Value.

Current rates per square ft. per month are:

	<u>Camarillo</u>	<u>Oxnard</u>
Hangar	\$0.40	\$0.40
Shop	\$0.40	\$0.40
Office	\$0.50	\$0.50
Ramp	\$0.0794	\$0.0794

C. Term of Lease (Minimum Qualifications) Non-Aviation

A capital investment of \$20,000 per acre, per year of lease, may be required, as approved by the Director of Airports, and such improvements shall be completed within two years or less, or as negotiated in the lease.

D. Term of Lease (Minimum Qualifications) Aviation

1. Full Service ASP- A minimum capital investment of \$20,000 per acre, per year, is required, as approved by the Director of Airports. All agreed-upon improvements shall be completed within the first two years or less, or as approved by the Board of Supervisors.
2. Limited Service ASP- A capital investment of \$20,000 per acre, per year, is required, as approved by the Director of Airports, and all agreed-upon improvements shall be completed within the first two years or less, or as negotiated in the lease.
3. Single Service ASP- A capital investment of \$20,000 per acre, per year, is required, as approved by the Director of Airports, and such improvements shall be completed within one year or less, or as negotiated in the lease.

NOTES: Tenant shall maintain leased premises in as good or better condition, to include:

Repainting at least once every 10 years

Maintain roof free of leaks

Maintain landscaping in clean and healthy condition (free of trash)

E. Leases up to Five Years Term may be executed by the Director of Airports.

V. AIRPORT LAND/GROUND AREAS

A. Rent (Non-Aviation and Aviation)

1. Ground Leases: (Oxnard and Camarillo) All Ground Leases are subject to a minimum base rent and/or percentage rent, and Board of Supervisors approval. All ground leases are subject to a 5-year rent review and adjustment.

(NOTE: Formula Minimum Rent: 10% of the Fair Market Value and/or appraised value of land per annum or as otherwise approved by Board of Supervisors. Land to be reappraised yearly and Rental Value to be adjusted per Lease language, but not less than every 5 years.)

- a) Non-Aviation Land Rent Rate is \$1.35 per square ft. per year based on 10% ROI using March 21, 2019 appraisal stating land value at \$13.50 per square foot.
- b) Aviation Land Rent Rate is \$0.8750 per square ft. per year based on Non-Aviation Land rate and discounted 35% due to use being restricted to aviation only.

Percentage Rent: Applicable Rate of all gross receipts from Tenants subject to percentage.

2. "Month to Month" Ground Lease: All Month to Month (no options) Ground Leases are subject to formula minimum base rent or negotiated rent, whichever is greater, and may be executed by the Director of Airports. All month-to-month ground leases are subject to annual review and adjustment.

(NOTE: Formula Minimum Rent: 10% of the Fair Market Value and/or appraised value of land per annum or as otherwise approved by Board of Supervisors. Land to be appraised and Rental Value adjusted periodically with Director of Airports' discretion).

NOTES:

- a) All improvements constructed by the Tenant on the Airport shall, at the option of the County, be removed and the ground area returned as nearly as practicable to its original condition or may be vested with the County upon termination of the Lease.

- b) Tenant shall maintain leased premises in as good or better condition, to include:

Repainting at least once every 10 years (or as needed)

Maintain roof free of leaks

Maintain landscaping in clean and healthy condition (free of trash).

- c) Agricultural leases are handled as special situations and are exempted from the foregoing guidelines and minimums. Rents shall be established by market comparisons as determined by the Director of Airports.
- d) Not-for-profit aviation museums are handled as special situations and are exempted from the foregoing formula minimum rent requirements. Land rent shall be as negotiated with the Director of Airports and approved by the Board of Supervisors.

B. Term of Lease (Non-Aviation and Aviation)

1. Ground Leases: One (1) year or more leases. In order to secure a long-term ground lease beyond one (1) year, lessee shall invest \$20,000 per acre, per year, as approved by the Director of Airports. All agreed-upon improvements shall be completed within the first year or less, or as approved by the Board of Supervisors. All improvements (excluding fueling apparatus) shall transfer to County at end of 20th year, regardless of term, or as negotiated with Airport Director and approved by the Board of Supervisors.
2. "Month to Month" Ground Leases: Renewable until terminated (no options to extend).

C. Leases up to Five Years Term may be executed by the Director of Airports

VI. AUTO PARKING

A. Terminal Area Parking (Oxnard Terminal Building)

0-4 hours free

4-6 hours \$4

6-12 hours \$5

12-24 hours \$8

Each additional 24 hours \$8/day

(Note: \$100.00 monthly rates available)

B. Permit Parking (Excludes Oxnard Airport Terminal Parking)

1. Rent-a-Car Company - \$20/month/space
2. All others - \$25/month/space
3. Permit replacement fee - \$5

VII. AIRPORT PERMITS

A. Commercial Activity Permits

No person or business entity other than current lessee or licensee shall sell or publicly solicit the sale of merchandise, conduct or operate a business or service for hire or compensation, or advertise or solicit business or utilize airport land area upon property under the jurisdiction of the Department of Airports unless a permit is first obtained from the Director of Airports. The permit holder will perform permitted activities only in those areas designated on the permit.

To qualify for a Commercial Activity Permit, the following is required:

1. Permit Fee, Aviation Commercial uses/activities and aircraft/auto mobile detailing
 - a) Daily Permit \$199; ea. additional consecutive day \$35
 - b) Annual Permit
 1. Mobile Mechanic \$1,879
 2. Independent Flight Instructor \$1,879
 3. Self-Fueler \$1,879
2. Permit Fee, Non-Aviation Commercial uses/activities
 - a) Daily Permit \$436; ea. additional consecutive day \$100 (up to 3 days)
 - b) Monthly Permit \$871
 - c) Annual Permit \$2,438
3. A Certificate of Insurance naming the County of Ventura and/or Department of Airports as Additional Insured with coverage as specified in Exhibit "A."
4. A \$20 fee will be collected on all first issue gate access cards. Broken, damaged, or lost cards will be replaced for a fee of \$16 each card.
5. Evidence of the applicable City business license.

NOTE: Permit does not allow Permittee to enter upon lessee's premises without approval of lessee. Commercial activity permit fees may be adjusted at the discretion of the Director of Airports if deemed necessary for the provision of services. One-Year Permit is subject to 30-day termination.

B. Commercial Film/Photography Permits

No person or business entity shall conduct any commercial filming, photography or demonstrations upon County airports without first obtaining a permit from the Director of Airports.

To qualify for a Commercial Film/Photography Permit, the following is required:

1. Permit Fee
 - a) Feature/TV/Commercial/Movie Filming \$1,100/day
(includes location and basecamp 1-20 cast/crew)
 - b) Feature/TV/Commercial/Movie Filming \$3,000/day
(includes location and basecamp 21+ cast/crew)
 - c) Commercial Photography \$800/day
2. Certificate of Insurance naming the County of Ventura as Additional Insured with coverage as specified in Exhibit "A."
3. Security/clean up deposit equal to the per-day fee may be required if determined by the Director of Airports to be justified by the planned activity.

NOTES:

- a) The above fees apply to all or part of a facility under the jurisdiction of the Department of Airports.
- b) Maximum permit term is seven (7) days including setup and disassembly time, without advance approval of the Director of Airports.
- c) Activity on leased property still requires a County permit; however, County charge for such Permit shall be limited to \$262 per day.

C. Special Use (Non-commercial) Activity Permit

No person or entity shall conduct a non-commercial, individual and/or community/club activity upon County airports without first obtaining a permit from the Director of Airports.

To qualify for a Special Use Permit, the following is required:

1. Permit Fee
 - a) Daily fee \$436; ea. additional consecutive day \$100
 - b) Annual fee \$2,438

2. Certificate of Insurance naming the County of Ventura as Additional Insured with coverage as specified in Exhibit "A" if determined by the Director of Airports to be justified by the planned activity. Any event involving alcohol, if approved, will require insurance and appropriate alcohol license from the Alcohol Beverage Control.
3. Security/cleanup deposit equal to the per day fee, if determined by the Director of Airports to be justified by the planned activity.

D. Use of Airport for Promotion of Aviation and/or a Non-Profit/Community Activity

Aviation related and/or community oriented one-time events considered to be of public interest, non-profit, and/or having a value to the aviation community, may request in writing a waiver of fees, which may be approved at the discretion of the Director of Airports. Examples: National Aviation Day, special Aircraft fly-ins, and special aviation group activities.

E. Special Uses Requiring Extra or Overtime Personnel

Special uses requiring extra County personnel shall be charged, in addition to use fee, an hourly rate for personnel for each hour or portion thereof required (two (2) hours minimum for Airport Operations Officers).

F. Aircraft Repair Work Areas

The use of aircraft repair work areas is limited to aircraft owners, notwithstanding commercial activity provided for herein.

Fee: \$6.00 for each four (4) hour block of time or portion thereof.

G. Taxi-Cab Stand/Scheduled Shuttle Operations/Courtesy Vehicles

Taxicabs, scheduled shuttles and courtesy vehicles may enter airport property without charge for the purpose of dropping off passengers. However, no taxicab, scheduled shuttle or courtesy vehicle shall be allowed to pick up or await passengers or to remain in the designated taxi stand or shuttle area without first having obtained a permit.

The following is required for a permit:

1. Taxi/Shuttle Permit Fee \$1,466 per year; (at discretion of Director, may be payable \$134 per month in advance).
2. Courtesy Vehicle Permit Fee (Hotel/Motel vehicle to which no fee for service is charged to the customer) \$149 per year each company.
3. Certificate of Insurance naming the County of Ventura as Additional Insured, with coverage as specified in Exhibit "A."
4. Evidence of the applicable City Business License.

VIII. MISCELLANEOUS CHARGES

A. Document Processing Fee

A fee shall be paid to County in advance for "Tenant-initiated" and/or public requested drafting and/or processing each Amendment, Assignment, Concurrence, Change of Ownership, Approval of Sublease, Extension of Terms, Option to Lease, or other modifications of month-to-month or long-term leases or research of public documents. This processing fee shall be deemed earned by County when paid and shall not be refundable. Fee is construed as reimbursement of administrative costs pursuant to transaction or research. (County or mutually initiated documents are exempted.)

1. Documents executed by Director of Airports \$50.
2. Documents executed by Board of Supervisors \$250.

B. Transfer Fee for Long Term Lease (Term exceeding 1 year)

2% of sales price, based on appraisal and/or purchase agreement. [Term ground leases for privately owned aircraft storage hangars that were previously month-to-month leases, signed on or between July 1, 2020, and June 30, 2021, are exempt from this fee.](#)

C. Document Copying Fee

A fee of \$0.035 per page shall be charged for reproducing all documents not associated with the conduct of routine airport business. There will be no staff time charged for the first two hours of retrieval and copying time. For the third hour and longer, the charge will be the lower of: (1) the actual hourly rate of the employee(s) doing the retrieval and copying; or (2) \$24.00 per hour.

D. Bad Check Charge

A "bad check" charge of \$25 will be added to that amount owed for all checks returned for insufficient funds or any other reason.

E. Security Gate Cards

Parking and security gate cards for entrance to parking and general aviation areas (hangar and tie-down) will be issued by the Director of Airports to authorized persons. A \$20 fee will be collected on all first issue cards. Broken, damaged, or lost cards will be replaced for a fee of \$16 each card.

F. Parking Citations

Civil penalty citations issued for vehicular parking violations under Ventura County Ordinance Codes 6508-21 and 6508-22 are set at \$50 per violation.

G. Conference Room Fee (subject to waiver for public interest/aviation safety events)

Large Room \$185/day
Small Room \$42/day

H. Late Fee

10% of unpaid balance (not compounded) on all leases, and licenses, including percentage rents and fees. Tiedowns/hangars refer to Section I.

I. Airport Sweeper Service Fee

\$118/hour (or partial hour) for use of airport sweeper on airport. Fee includes airport personnel as sweeper operator.

J. Other Hourly Rates

Grant Billing – Federal Grants

Administrative Officer I/II \$117.25/hour
Senior Accounting Tech \$76.26/hour

Maintenance Workers

Senior Maintenance Worker \$90.12
Lead Maintenance Worker \$106.98

Operations Workers

Operations Officer \$105.61/hour
Small UAS Operations (two Officers) \$211.22/hour

IX. LEASE/LICENSE AGREEMENTS

A. Types of Tenancy/Use

1. Full-Service Aeronautical Service Provider (ASP): An operator that provides a full range of aviation services as identified in the lease agreement.
2. Limited Service Aeronautical Service Provider (ASP): Specialized aircraft business and services, excluding fueling services, as identified in the lease agreement.

3. Specialty Aviation Operations: (Single-Service ASP), Air taxi, charter, (non-scheduled) air carrier, aircraft sales, aircraft leasing, and non-profit flying clubs and flight schools.
4. Industrial or Non-aviation Business: Business of a type whose operations are not dependent on runway access or airport orientation.
5. Land Leases: Tenant constructs a building or makes improvements on County owned land.

NOTE: Refer to Minimum Aeronautical Standards for commercial leases.

B. Improved Areas - Hangar, Office, Shop, Tie-downs, etc.

1. Base Rent Leases - No Percentage

Base rents are established by Fair Market Value comparisons.

2. Percentage Rent Leases

All percentage rent leases, as determined by the Director of Airports, are subject to a fixed minimum rent based on the square footage of the premises (hangar, shop, and office space) and/or a predetermined percentage of the gross receipts for various uses.

3. Tie-Down Spaces - Full Service and Limited ASP

Tie-down spaces may be assigned to the ASP in their respective leases based upon the following criteria only:

- a) One tie-down space may be assigned to the Full Service or Limited ASP upon a demonstrated need for each 2,000-sq. ft. of hangar, office, and shop space leased. (A demonstrated need would be a flight school with a number of owned or leased aircraft; such tie-downs shall not be rented month to month.)
- b) Additional Tie-down spaces requested by the ASP may be obtained through execution of a tie-down License Agreement and the payment of fees as shown in Section I, B and will be considered as additional rent.

4. Options

All rents and fees for option tenancy shall be adjusted to reflect the rate as set forth in the Board-approved Rent and Fee Schedule that is in effect on the date that the

option becomes effective, or at the end of every fifth year of term, or as specified in lease.

C. Terminal Areas - Building and Parking (Oxnard)

1. Air Carrier
 2. Air Taxi and Air Charter (Non-scheduled)
 3. Auto Rental (Rent-a-Car)
 4. Travel Agency
 5. Lobby Concessionaire or Licensee
- a) Term: Up to 5 years
 - b) Minimum Rents: Established at Fair Market Value based on comparisons.
 - c) Percentage Rents: Amount by which specified percentage rent exceeds minimum for counter, office, and cargo area (and fee for parking spaces if included in lease agreement).

NOTES:

- 1) In addition to space rental, auto rental tenants shall pay quarterly 10% of gross receipts. Assigned parking shall be at \$20/month per space (5 spaces minimum).
- 2) Travel Agency tenants shall pay \$100 minimum or more per month vs. 1/2% on first \$250,000 gross sales and 1% over.

D. Off-Airport Auto Rental (Rent-A-Car)

Shall report and pay 8.5% of gross receipts attributed to airport pick-ups and execute a license and use agreement with the County.

E. Restaurant

1. Major operation – Base and/or percentage rent as prescribed in lease contract with Board of Supervisors approval. (Longer than 5-year lease.)
2. Minor operation – Minimum base rent and/or 7% gross receipts. (5 years or less.)

X. ACCESS TO AIRPORT FROM ADJACENT PRIVATE PROPERTY

- A. All requests for company/private aircraft oriented uses shall be considered as a special situation and must be approved on an individual basis by the Director of Airports.

- B. Authorization for access to the Airports will be given on County's License Agreement format.
- C. The applicant for access to the Airport shall be required to pay for all improvements on Airports' property that are necessary and prerequisite, in the opinion of the Director of Airports, to accommodate the applicant's access needs. If Licensee is not required by County to remove all such improvements and restore the property to its original condition, the improvements shall become the property of the County.
- D. Minimum rents and percentages for access may be negotiated based on type and intensity of airport use.

XI. INSURANCE REQUIREMENTS FOR AIRPORT LESSEES, LICENSEES AND PERMITTEES

See Exhibit "A" attached.

EXHIBIT "A"

INSURANCE REQUIREMENTS FOR AIRPORTS LESSEES, LICENSEES AND PERMITTEES

I. LESSEES

These are prescribed minimum limits; however, good business indicates that higher limits should be used for most businesses. In any given year, all lessees, licensees, and permittees shall maintain, or increase to maintain, the minimum insurance requirements as stipulated in the then current year Board-approved Rent and Fee Schedule. (Minimum insurance limits are subject to possible adjustment annually). Current year refers to the present County fiscal year and not the year a lease was signed.

A. Aeronautical Service Providers: Tenant offers full range of ASP services, as defined in the Minimum Aeronautical Standards.

1. Commercial General Liability: "Occurrence" coverage in the minimum amount of \$2,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/ completed operations, broad form blanket contractual and \$100,000 fire legal liability.
2. Aircraft and Airport Operations, including passengers, products and completed operations: Combined single limit for bodily injury and property damage of \$2,000,000 each occurrence.
3. Hangar Keepers Liability: \$100,000 per aircraft, but not less than the replacement value of all aircraft in the care, custody and control of tenant.
4. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$500,000 for each occurrence. Exception: fuel trucks (see below).
5. Fuel Truck: \$1,000,000 per vehicle.
6. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Tenant and Employer's Liability in the minimum amount of \$1,000,000.
7. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County of Ventura must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the

above requirements.

NOTE: The WC requirement is waived only if the Tenant is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

B. Air Carriers:

1. Commercial General Liability: "Occurrence" coverage in the minimum amount of \$50,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$50,000,000 aggregate, including personal injury, broad form property damage, products/ completed operations, broad form blanket contractual and \$100,000 fire legal liability.
2. Aircraft and Airport Operations, including passengers, products and completed operations: Combined single limit for bodily injury and property damage of \$50,000,000.
3. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$1,000,000 for each occurrence.
4. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Tenant and Employer's Liability in the minimum amount of \$1,000,000.
5. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

C. Specialty Aviation Operations: Includes air taxi/charter (Part 135), aircraft leasing, and any aircraft operating under a Special Airworthiness Certificate.

1. Commercial General Liability: "Occurrence" coverage in the minimum amount of \$2,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/ completed operations, broad form blanket contractual and \$100,000 fire legal liability.
2. Aircraft and Airport Operations, including passengers, products and completed operations: Combined single limit for bodily injury and property damage of \$2,000,000 each occurrence.

3. Hangar Keepers Liability: \$100,000 per aircraft, but not less than the replacement value of all aircraft in the care, custody and control of tenant.
4. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$500,000 for each occurrence.
5. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Tenant and Employer's Liability in the minimum amount of \$1,000,000.
6. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

NOTE:

- a) The WC requirement is waived only if the Tenant is a sole proprietor with no employees, volunteers or family members working in the business. Proof of personal medical insurance will be required instead.
- b) Only paragraphs 1, 2, and 6 above would apply to an experimental aircraft operating under a Special Airworthiness Certificate.

D. Flying Clubs: (As defined in the Minimum Aeronautical Standards)

1. Commercial General Liability, including contractual, products and completed operations and owner's and contractors' protective: Combined single limits for bodily injury and property damage of \$1,000,000 each occurrence.
2. Aircraft and Airport Operations, including passengers, products and completed operations: Combined single limit for bodily injury and property damage of \$1,000,000 each occurrence.
3. Owned and Non-Owned Auto Liability: (if applicable) Limits of \$500,000 for each occurrence.
4. Hangar Keepers Liability: (if applicable) \$100,000 per aircraft, but not less than the replacement value of all aircraft in the care, custody and control of tenant.
5. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the

general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

E. Industrial and Non-aviation Business:

1. Commercial General Liability: "Occurrence" coverage in the minimum amount of \$2,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/ completed operations, broad form blanket contractual and \$100,000 fire legal liability.
2. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$500,000 for each occurrence.
3. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Tenant and Employer's Liability in the minimum amount of \$1,000,000.
4. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.
5. If Lessee is self-insured for any or all of the required insurance coverage's, Lessee agrees to provide Lessor with written confirmation that Lessee is a duly authorized and funded self-insured entity for those coverage's under the laws of the State of California. Lessor agrees to accept Lessee's status as a self-insured entity as satisfactory compliance with Lessor's normal insurance requirements as listed above.

Any insurance limits required that exceed the Lessee's self-insured coverage shall be in compliance with the insurance requirements listed above. In the event Lessee decides to no longer be self-insured, Lessee agrees to provide Lessor with thirty (30) days advance written notice of the effective date of this change in status. Thereafter, Lessee agrees to provide Lessor with appropriate evidence of insurance coverage(s) as listed above.

NOTE: The WC requirement is waived only if the Tenant is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

II. LESSEES AND LICENSEES (Includes all based aircraft, as well as ultra-lights, occupying tie-downs, County and/or private hangars)

- A. Aircraft Liability: Bodily injury including occupants and property damage liability, \$100,000 each person, \$100,000 property damage, \$500,000 each accident. Seats may be excluded.
- B. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. For aircraft, which are out of License, not airworthy, a signed statement to that fact with a promise to obtain the required insurance before operating said aircraft shall be filed in lieu of the certificate. The County of Ventura Department of Airports must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

III. PERMITTEES

- A. Commercial Activity Permit - Non-Aircraft:
 - 1. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage of \$2,000,000 to \$5,000,000 each occurrence, depending upon the type of activity proposed.
 - 2. Owned and Non-owned Auto Liability: Limits of \$500,000 for each occurrence.
 - 3. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.
 - 4. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

NOTE: The WC requirement is waived only if the Permittee is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

B. Commercial Activities Permit - Aircraft:

1. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage of \$2,000,000 each occurrence.
2. Aircraft and airport operations, including passengers, products and completed operations or Premises Liability (whichever is deemed appropriate by the County): Combined single limit for bodily injury and property damage \$1,000,000 each occurrence.
3. Owned and Non-owned Auto Liability: Limits of \$500,000 for each occurrence.
4. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.
5. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate insurance is exceeded and additional coverage must be purchased to meet the above requirements.

NOTE: The WC requirement is waived only if the Permittee is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

C. Commercial Activities Permit – Aircraft Mobile Mechanics:

1. Commercial General Liability: Combined single limits for bodily injury and property damage of \$1,000,000 each occurrence.
2. Products Liability and Completed Operations Coverage: Combined single limit liability coverage \$500,000 each occurrence.
3. Hangar Keepers Legal Liability, ground coverage, including taxi coverage: \$100,000 each aircraft, \$100,000 each occurrence.
4. Owned and Non-owned Auto Liability: Limits of \$500,000 for each occurrence.

5. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.
6. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate insurance is exceeded and additional coverage must be purchased to meet the above requirements.

NOTE: The WC requirement is waived only if the Permittee is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

D. Special Use Permits:

1. Movie and Commercial Filming:
 - a. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage, \$2,000,000 to \$5,000,000 or higher each occurrence, depending upon the type of activity proposed.
 - b. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$2,000,000 to \$5,000,000 for each occurrence, depending upon the type of activity proposed.
 - c. Indemnification and Hold Harmless Clause - All activities: Each permit/license/lease shall contain a clause requiring that all activities and/or work set forth within the agreement shall be at the risk of the permittee/licensee/lessee alone. Permittee/Licensee/Lessee/Tenant must agree to defend (at County's request), indemnify and save harmless the Department of Airports and the County of Ventura, its boards, agencies, departments, officers, employees, agents and volunteers (hereinafter referred to as County), from and against any and all claims, lawsuits – whether against Permittee, County or others, judgments, debts, demands and liability, including, without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of Tenant's use or occupancy of the

Leased Premises or out of operations conducted or subsidized in whole or in part by Permittee.

- d. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.
- e. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

2. Commercial Photography:

- a. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage, \$1,000,000 to \$2,000,000 or higher each occurrence, depending upon the type of activity proposed.
- b. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$1,000,000 to \$2,000,000 for each occurrence, depending upon the type of activity proposed.
- c. Indemnification and Hold Harmless Clause - All activities: Each permit/license/lease shall contain a clause requiring that all activities and/or work set forth within the agreement shall be at the risk of the permittee/licensee/lessee alone. Permittee/Licensee/Lessee/Tenant must agree to defend (at County's request), indemnify and save harmless the Department of Airports and the County of Ventura, its boards, agencies, departments, officers, employees, agents and volunteers (hereinafter referred to as County), from and against any and all claims, lawsuits – whether against Permittee, County or others, judgments, debts, demands and liability, including, without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of Tenant's use or occupancy of the Leased Premises or out of operations conducted or subsidized in whole or in part by Permittee.

- d. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.
 - e. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.
3. Permitted Public Events/Non-Air Shows:
- a. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage of \$1,000,000 to \$2,000,000 or higher each occurrence, depending upon the type of activity proposed.
 - b. Commercial Auto Policy: Including all autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$500,000 for each occurrence.
 - c. Indemnification and Hold Harmless Clause - All activities: Each permit/license/lease shall contain a clause requiring that all activities and/or work set forth within the agreement shall be at the risk of the permittee/licensee/lessee alone. Permittee/Licensee/Lessee/Tenant must agree to defend (at County's request), indemnify and save harmless the Department of Airports and the County of Ventura, its boards, agencies, departments, officers, employees, agents and volunteers (hereinafter referred to as COUNTY), from and against any and all claims, lawsuits – whether against Permittee/Licensee/Lessee/Tenant, COUNTY or others, judgments, debts, demands and liability, including, without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of Tenant's use or occupancy of the Leased Premises or out of operations conducted or subsidized in whole or in part by Permittee/Licensee/Lessee/Tenant.
 - d. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee/Licensee/Lessee/Tenant and Employer's Liability in the minimum amount of \$1,000,000.

- e. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.
4. Permitted Aeronautical Events: (Air shows, fly-ins, air meets, contests or exhibitions).
- a. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage of \$2,000,000 to \$5,000,000 each occurrence.
 - b. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$1,000,000 for each occurrence
 - c. Indemnification and Hold Harmless Clause - All activities: Each permit/license/lease shall contain a clause requiring that all activities and/or work set forth within the agreement shall be at the risk of the permittee/licensee/lessee alone. Permittee/Licensee/Lessee/Tenant must agree to defend (at County's request), indemnify and save harmless the Department of Airports and the County of Ventura, its boards, agencies, departments, officers, employees, agents and volunteers (hereinafter referred to as COUNTY), from and against any and all claims, lawsuits - whether against Permittee/Licensee/Lessee/Tenant, COUNTY or others, judgments, debts, demands and liability, including, without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of Permittee/Licensee/Lessee/Tenant's use or occupancy of the Leased Premises or out of operations conducted or subsidized in whole or in part by Permittee/Licensee/Lessee/Tenant.
 - d. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee/Licensee/Lessee/Tenant and Employer's Liability in the minimum amount of \$1,000,000.
 - e. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured

endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

- f. In addition to obtaining the above required insurance, the sponsor shall pay the additional premium charged to the Department of Airports by their insurance carrier, if any.

NOTE: Limits for specific events may be negotiated with the insurance carrier on a case-by-case basis. Requests for such consideration must be submitted to the Director of Airports for referral to Risk Management.

IV. CONTRACTORS

A. Airport Contractors:

1. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage for each occurrence shall be as prescribed by County of Ventura Risk Management/ Board of Supervisors.
2. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$1,000,000 for each occurrence, but Public Works insurance segment may increase limits.
3. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Contractor and Employer's Liability in the minimum amount of \$1,000,000.
4. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

The foregoing insurance requirements of Exhibit "A" may be amended for special circumstances as approved by County Risk Manager.

EXHIBIT "B"

PRIVATE HANGARS - GROUND AREA

The hangars listed below are identified by general brand name/type and by square footage. The square footage was obtained by actual measurement (outside) and rounded down to the next increment of 10 sq. ft. to allow for minor irregularities:

<u>BRAND NAME/TYPE</u>	<u>SQUARE FOOTAGE</u>
Port-A-Port Standard	800
Port-A-Port Expando/Executive	850
Fixed T, Port-A-Port Double Expando, and Fleetwood	1,000
Port-A-Port Executive I	1,050
H & F Box	1,250
Fleetwood Rectangular and Port-A-Port Executive II	1,350
Port-A-Port Large T	1,400
Port-A-Port, Nunno, Craftsman Rectangular	1,500
Fleetwood Box	1,800
H & F, Pasco Box, Straun	2,000
H & F	2,250
Port-A-Port	2,250
Waffle Crete	2,750
Port-A-Port Box	2,900
Port-A-Port Box	3,000
Waffle Crete	4,740

Hangars not falling within categories identified above will pay rents calculated at the rate listed in Section I, D. and will be rounded down to next increment of 10 sq. ft.

**RESOLUTION OF THE BOARD OF SUPERVISORS
ESTABLISHING RENTS, FEES, AND INSURANCE
REQUIREMENTS FOR THE COUNTY,
DEPARTMENT OF AIRPORTS, AND DELEGATING
AUTHORITY FOR EXECUTION OF CERTAIN
AGREEMENTS SUBJECT TO SPECIFIED GUIDELINES**

THE VENTURA COUNTY BOARD OF SUPERVISORS HEREBY ORDERS AND RESOLVES THE FOLLOWING:

I. RENTS, FEES, AND INSURANCE REQUIREMENTS

The Rents, Fees, and Insurance Requirements prescribed in the attached Schedule are hereby approved and adopted, and all prior inconsistent schedules are repealed.

II. POLICY FOR ESTABLISHING RENTS, RATES AND FEES

The Rent and Fee Schedules embrace a myriad of facilities and services which require different adjustment emphasis for establishing fair market rents or appropriate fees. In the event that there is a disagreement between the County and a Tenant or Vendor regarding the imposition of rents and fees under this Rent and Fee Schedule, the parties may, but are not required to, submit to either binding arbitration or non-binding mediation. All Department of Airports' properties, facilities, and services have been placed into five categories for the purpose of defining rent and fee setting policies which have been historically used. They are outlined as follows:

Policy 1:

It shall be County policy that those properties and/or facilities unrelated to the fundamental "public services" afforded by the Oxnard and Camarillo Airports shall be appraised for fair market rental values including percentage rents, with adjustment emphasis on comparative data from the private sector. This approach will produce a fair return to the County. Examples: industrial/office buildings, proposed industrial park, agriculture land leases.

NOTE: Excess revenues derived from leases identified above shall not be used to subsidize user rents and fees related to specific facilities and services (aircraft tiedowns and storage hangars), but may be used for financial support of planned capital improvement projects, and those public-use facilities and services (airfield, visitor parking, common roads, etc.) for which a total recapture of costs is recognized to be unrealistic.

Policy 2:

It shall be County policy that those properties and/or facilities directly related to the public services afforded by the Department of Airports but operated, however, by lessees or concessionaires, shall be appraised for fair market value including percentage rents with adjustment emphasis on comparable data from other publicly controlled facilities operated by lessees or concessionaires. It is the intention of the County to have a policy whereby properties and/or facilities controlled by the Department of Airports, not being used by the County for public services, will be leased or licensed. The rental charges or fees will be based upon the then fair market value, taking into consideration comparable properties owned by other public entities. This approach will also provide a fair return or profit to the County. Examples of such leases/licenses: scheduled air carrier agreements (for terminal space), rental car agencies and restaurants.

Policy 2a:

It shall be County policy to recover all costs of any infrastructure required to develop a Lease parcel from the benefited Lessee through either Lease rents or assessment, when practical. Such costs shall not be borne by existing tenants or users of the airports.

Policy 3:

It shall be County policy that the rents and fees for those properties and/or facilities directly related to the aviation-use public services afforded by the Department of Airports but operated, however, by lessees or concessionaires, shall be adjusted to cause an ultimate recapture of the total costs, both direct and indirect, when practical. Adjustments shall be compared to Market Rate to ensure the cost will not cause a loss of business. Examples: full, limited and single service providers of aeronautical services.

Policy 3a:

It shall be County policy that the rents and fees for those properties and/or facilities that are not-for-profit aviation museums and are operated consistent with the fundamental public services afforded by the Department of Airports, may be adjusted to cause less than an ultimate recapture of the totals costs, both direct and indirect, through reduced rental rates and fees in recognition of the tangible or intangible benefits to the airport.

Policy 3b:

It shall be County policy that the rents and fees for those properties and/or facilities, which are County owned and County operated consistent with the fundamental

public services afforded by the Department of Airports, shall be adjusted to cause an ultimate recapture of the total costs, both direct and indirect, when practical. This approach will result in competitive pricing of County services and serve to constrain the migration of outside County aircraft operators seeking lower fares. Adjustments to these rates shall be by cost-recovery analysis every five (5) years, with interim adjustments calculated by applying the Consumer Price Index (CPI) every other year. Examples: aircraft tie-down, aircraft storage hangars. In calculating the costs of the above services (Policies 3 and 3a), that depreciation attributed to donated assets shall be specifically excluded from such costs. This is consistent with and in conformance with assurances given under the Federal Airport Act or the Airport and Airway Development Act of 1970 which states that "no part of the Federal share of an airport development project shall be included in the rate base in establishing fees, rates, and charges for users of that airport."

Policy 3c:

It shall be County policy that the provision by the County of aircraft storage facilities and/or property for the same purpose, shall be for the exclusive purpose of storing aircraft deemed to be in an airworthy condition. Temporary exceptions to this requirement may be granted by the Director of Airports on a case-by-case basis, upon the demonstration of visible and reasonable progress to bring an aircraft to airworthy status, consistent with the FAA's "Policy on the Non-Aeronautical Use of Airport Hangars," Docket No. FAA 2014-0463, 81 FR 38906, § II.b. The Director of Airports may make such determinations based on periodic inspections of such facilities and/or property as frequently as once every 90 calendar days. The intent of this policy is to ensure compliance with the aircraft storage license agreements with regard to storage of aircraft that are in airworthy condition and/or aircraft that are being brought to airworthy condition versus non-airworthy aircraft being stored, in parts or in whole, to obtain storage space that is considered less expensive than commercially available non-aviation storage space. Examples: aircraft tie-down, county-owned storage hangars, privately-owned storage hangars.

Policy 3d:

It shall be County policy that private hangar owners subject to an existing Privately-Owned Aircraft Storage Hangar Lease Agreement who seek approval to expand/build out resulting in additional square footage or volume, or replace the hangar, shall offer the County a right-of-first refusal to purchase the hangar at such a time the owner proceeds to sell the hangar in place. County will respond to hangar owner in writing within five (5) calendar days of its intent to purchase or not purchase the hangar. Should the County decline to purchase a hangar, and upon a request to transfer a hangar to a private party, a month-to-month Privately-Owned Aircraft Storage Hangar Lease Agreement for privately-owned aircraft storage hangars may be approved and executed by the Director of Airports with the buyer, provided the purchase price is no more than 15% less than the price first offered to the County. Failure on the part of the hangar owner to act in good

faith may result in the transfer not being approved.

The intent is to prevent the tenant from offering the expanded/built-out/replaced hangar to the County for an unrealistically high price only to prevent the County from being a viable purchaser of the hangar. Example: Hangar valuation is \$100 (including value of the land). Tenant offers it to the County for \$200 (unrealistically high). The Tenant cannot then offer the sale to another party for less than \$170 (85% of \$200) without first offering it to the County again at the reduced price.

Policy 4:

It shall be County policy that those services, offered and administered by the Department of Airports for which a total recapture of costs is recognized to be inconceivable, be established by comparing fees with other publicly owned and operated facilities with adjustments emphasizing the recapture of as much of County costs as possible. However, fees shall be maintained at reasonable levels so that the preponderance of the general public can avail themselves of the service. This type of service will continue to reflect a loss; however, it is deemed to be an appropriate public service. Examples: runways, taxiways, roads, rest rooms, auto parking lots, visiting aircraft parking, and other public use areas.

Policy 5:

It shall be County policy that those services, and/or supplies furnished to the public by the Department of Airports and regulated by law or by Administrative procedure, shall be compensated for by charging fees and deposits calculated to reimburse all of the administrative and material costs of furnishing same. Annual adjustment emphasis shall be based upon cost analysis and shall not be subject to fair market or profit considerations. Examples: commercial activity permits, aircraft towing and impound fee, document processing fee, and paper material reproduction fee.

III. AUTHORIZATION TO EXECUTE.

The County Executive Officer or the Director of the Department of Airports are authorized to execute Leases, Subleases, Licenses, Permits, Special Use/Activity Permits, Operation Agreements, Extensions, Amendments, Consents, and Notices of Intent to Terminate and cause Unlawful Detainer Complaints to be filed on behalf of the County of Ventura as are hereafter defined and in accordance with the provisions of the attached schedule.

A. DEFINITIONS.

1. LEASE OR SUBLEASE: A conveyance of real property rights for occupancy or use of land, improvements, or a combination thereof. Under this authority, the Term shall not exceed five (5) years including options to extend, except that the Director of Airports may execute a form ground lease for a privately owned aircraft storage

hangar with a term that exceeds five years, if the form ground lease has been previously approved by the Board of Supervisors. Examples: leasing of land for improvements, leasing of a building or portion of a building to tenant or concessionaire.

2. LICENSE. A conveyance of "personal" rights for occupancy or use of property under this authority, limited to one (1) year. License may be extended subject to specified time with prior Notice of Termination. Examples: Aircraft tie-downs, storage, portable hangars, ground use, vending machines, food or merchandise catering truck, carousel sign use, and land encroachments.
3. PERMIT. A personal right to occupy or use property under this authority, limited to maximum term of one (1) year. Permit may be extended subject to 30-day Notice of Termination. Examples: Temporary occupancy for fixing of premises, aircraft repair work or wash/wax activities.
4. SPECIAL USE/ACTIVITY PERMIT. A personal right to occupy, use, or conduct a specified "activity", limited under this authority to a maximum of seven (7) days. (Longer periods must be renewed daily.) Examples: Air shows, movie or TV filming, photography or commercial demonstration.
5. OPERATIONAL AGREEMENTS. Mutually agreed upon procedures pertaining to operational matters established between the Department of Airports and other governmental agencies.
6. EXTENSION/AMENDMENT/CONSENT/AND NOTICE OF INTENT TO TERMINATE.
 - a) An Extension is a continuation of an existing Board-approved agreement without change, or limited to changes authorized by this Authority.
 - b) An Amendment is a change of one or more of the terms, conditions, or covenants consistent with authorized terms and amounts specified in Board- approved rent and fee schedules.
 - c) A Consent is a ratification of a term, condition, or covenant in an existing agreement executed by the Board made subject to "County approval". The Director of Airports may issue Consent after determining proper compliance. This includes an Assignment of Lease. The Director of Airports may also approve a "sublease" or "additional use" by lessee but limited to five (5) years.

- d) Notice of Intent to Terminate is a notice by which the Director expresses intent to terminate pursuant to a breach or default. On a Board-approved Agreement, final termination shall be subject to Board approval. Leases executed by Director of Airports may be terminated by the Director of Airports.

- B. SECURITY DEPOSIT. All tenants shall provide County with, and at all times maintain, a Security Deposit in an amount prescribed by this Resolution. Said amount shall be based on rent and adjusted periodically. Public entities governed by the Board shall be exempt. Said deposit shall guarantee tenants' full and faithful performance of all terms and conditions of their agreement. The following forms of deposit are acceptable: cash, Time Certificate of Deposit (CD), Irrevocable Letter of Credit, and assigned Savings Passbook. The following shall be the basis of the amount of the Deposit unless otherwise stated in the Rent and Fee Schedule:

License Agreement - The deposit shall be equal to one (1) month's rental rate.

Lease Agreement - The deposit shall be equal to three (3) month's rental rate.

After three (3) years of good and faithful lease performance (defined as no defaults or delinquencies), deposits on leases of five (5) years or less may be reduced to one (1) month, subject however, to a Lease Amendment providing for the following Liquidated Damages:

Liquidated Damages

County shall have the right to demand, and Lessee agrees to pay Liquidated Damages in the sum of one percent (1%) of the security deposit required of Lease, (but not less than \$10.00), for each day a violation exists of any of the following lease conditions and/or lease articles:

LEASE CONDITIONS AND/OR ARTICLES

USES AND SERVICES
OPERATING SCHEDULE AND CONTROLLED PRICES
IMPROVEMENTS AND INVESTMENTS
CONSTRUCTION
INSURANCE
OPERATIONS
FINANCIAL REPORTS AND RECORDS
MAINTENANCE AND REPAIR
FAA SPECIAL PROVISIONS

- C. NEGOTIATIONS, PREPARATIONS, AND LEGAL APPROVAL. The Leases, Subleases, Licenses, Permits, Special Use/ Activity Permits, Extensions, Amendments, Consents, and Notices of Intent to Terminate shall be negotiated and prepared by the Department of Airports or, by request of the Director of Airports, negotiated and/or prepared by the Public Works Agency, Real Property Services. All Agreements shall be submitted to County Counsel's Office for approval as to legal sufficiency prior to final execution excepting pre-approved, routine "form" documents.
- D. TERMINATION DUE TO "REPEATED" VIOLATIONS. The Board of Supervisors hereby authorizes the Director of Airports to include in selected agreements the right to issue a "Notice of Termination for Breach of Good Faith" which would allow termination of an Agreement after tenants repeating the same violation three (3) times or more within any twelve (12) month period, regardless of tenants' cure, remedy, or diligent pursuit to correct violations.
- E. BACKGROUND DETERMINATION AND GUIDELINES. No agreement will be executed under the authority of this RESOLUTION if the County Executive Officer or the Director of Airports of the Department of Airports determines that: (1) The proposed use or occupancy is in conflict with the County's adopted plans for development; (2) The other party(s) to a proposed Agreement has a reputation, character, or background which could be detrimental to County's interest; or (3) Such other party(s) does not have technical knowledge, management ability, or financial capability to fulfill the purpose and provisions of the Agreement.
- F. RENTAL POLICY. It shall continue to be Department of Airports' Policy to require "ALL" tenants or users of County Airports property to pay rents established by Board-approved Rent and Fee Schedules; however, the Director of Airports may determine that certain special services including labor and/or materials may be accepted in lieu of cash payment of rent where all other guidelines are consistent with Director of Airports' Authority. Director of Airports is authorized to adjust rents incrementally to current rate to ensure the cost will not cause a loss of business.
- G. CONTROVERSIAL OR POLICY SETTING AGREEMENTS. Any transaction authorized by this Resolution, considered significantly controversial or policy-setting in the opinion of the County Executive Officer or the Director of Airports, shall be submitted first to the Aviation Advisory Commission and appropriate Airport Authority for recommendation and then to the Board of Supervisors for approval and execution.

IV. AUTHORIZATION TO ESTABLISH FEES

The County Executive Officer, or the Director of Airports is hereby granted limited

authority to establish fees for other uses of airport property not specifically provided for in the attached schedule. Such other fees shall be reasonable and consistent with the policies and fees established herein. Any such fee considered to be significant, controversial or policy-setting shall first be submitted to the Aviation Advisory Commission and appropriate Airport Authority, for recommendation, and finally to the Board of Supervisors for appropriate action.

THE FOREGOING RECITALS and attached Rent and Fee Schedule are passed, approved, and adopted by the Board of Supervisors, effective July 1, 20~~19~~20.

COUNTY OF VENTURA

Date _____ By _____
Chair, Board of Supervisors

ATTEST: MICHAEL POWERS,
Clerk of the Board of Supervisors
County of Ventura, State of California

By _____
Deputy Clerk of the Board

June 11, 2020

Camarillo Airport Authority
Oxnard Airport Authority
555 Airport Way, Suite B
Camarillo, CA 93010

Subject: Approval of the Five-Year Capital Improvement Plan (CIP) for Camarillo and Oxnard Airports; Authorization for the Director of Airports, or His Designee, to Apply for Grants to Fund Projects Scheduled for Federal Fiscal Years 2020 and 2021 Outlined in the CIP upon Notification from the Federal Aviation Administration and the California Department of Transportation Aeronautics Program That Funds Are Available

Recommendations:

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

1. Approve the five-year capital improvement plan (CIP) for Camarillo and Oxnard Airports (Exhibit 1); and
2. Authorize the Director of Airports, or his designee, to apply for grants to fund the projects scheduled for federal fiscal years (FFY) 2020 and 2021 outlined in the CIP upon notification from the Federal Aviation Administration (FAA) and the California Department of Transportation Aeronautics Program (Caltrans) that funds are available. ***These projects are subject to approval in the County budget process, as explained below.***

Fiscal/Mandates Impact:

Mandatory: *No*

Source of funding: *Airport Enterprise Fund/FAA/Caltrans*

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

Impact on other departments: *No general funds required*

6cl

Summary of Revenue and Project Costs

	<u>FY 2019-20</u>	<u>FY 2020-21</u>
Revenue (Federal – FAA)	\$ 675,000*	\$ 16,652,700*
(State – Caltrans)	33,750*	832,635*
Direct Costs	<u>\$ 750,000</u>	<u>\$ 18,503,000</u>
Net Cost – Airport Enterprise Fund	<u>\$ 41,250</u>	<u>\$ 1,017,665</u>

**Please note that it is anticipated the revenue from FAA and Caltrans will be paid out over several future fiscal years. Grant amounts are estimates based on funding formulas, but actual amount will be based on bids and available funds.*

Current Fiscal Year Budget Projection:

FY 2019-20 Budget Projection for Airports Capital Projects – Division 5040 – Unit 5041				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	\$2,930,048	\$11,970,001	\$7,256,589	\$4,713,412
Revenue	1,816,369	4,832,686	1,657,874	(3,174,812)
Net Cost	\$1,113,679	\$ 7,137,315	\$5,598,715	\$1,538,600

Sufficient revenue and appropriations are available in the FY 19-20 capital budget to cover the net costs.

Discussion:

In order to coordinate the funding of capital improvements throughout the nation's aviation system, the FAA and Caltrans require that airport sponsors maintain a five-year Airport Capital Improvement Plan. The County of Ventura (County) also requires that a CIP be maintained and revised annually. The Department of Airports (DOA) reviews, revises, and submits the CIP for the Board's review and recommendation on an annual basis. The current CIP for both Camarillo and Oxnard Airports, updated to meet FAA, Caltrans' matching grant program, and County requirements, is attached as Exhibit 1.

The CIP projects included in this letter are in line with the County of Ventura Strategic Plan Focus Area 3, Strategic Goals 2 and 3. The projects on the CIP are listed in the order of highest priority. There is no guarantee that any project will receive grants or local funding approval in the year requested, because the FAA and Caltrans prioritize the projects on a state and national basis, depending on congressional allocations of aviation funds. Airport pavement management plans maintained by the DOA have identified several pavement maintenance projects (i.e. slurry) are due or overdue. However, the FAA has indicated that funding for smaller projects may not be available as the FAA and the DOA work to plan and save towards full reconstruction or major rehabilitation of runways and taxiways at both Camarillo and Oxnard Airports over the next several years.

602

Most recently, the FAA indicated funding may be available for a Master Plan Update in 2020 at Camarillo Airport and for reconstruction of runway and taxiway pavements at Oxnard Airport in 2021. As such, the DOA's CIP reflects a project for 2020 and 2021, but continues to maintain the CIP to include multiple "No Project" years to better position the DOA to receive federal funding for its high dollar pavement projects in years the FAA has indicated funds may be available. The rollover funds will be available for future year CIP projects. With this in mind, the attached CIP provides planning years beyond the five-year requirement to provide the FAA with additional information to help it understand future capital improvement needs at both airports.

Under the current grant process, the FAA and Caltrans contact the DOA to solicit grant applications only when funds become available. Often, DOA's turnaround time is critical in obtaining available funds. The Board's approval of the CIP and authorizing the Director of Airports, or his designee, to apply for the FAA and Caltrans grants when they become available in federal fiscal years¹ 2020 and 2021 benefit the DOA significantly by: (1) reducing the DOA's administrative process, and (2) expediting the DOA's turnaround time to apply for, and obtain, federal and state funds.

The CIP includes only those airport projects eligible for federal and state grants. These projects are subject to approval in the County budget process. They are also subject to CEQA (California Environmental Quality Act) review, which will be performed on a per-project basis, upon grant and budget approval. Other airport capital projects determined to be ineligible for funding by other government agencies will be financed by the Airport Enterprise Fund and included in the annual DOA budget submittal for the Board's review and approval.

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



KIP TURNER, C.M.
Director of Airports

Attachment:

Exhibit 1 – Five-Year Capital Improvement Plan for Camarillo and Oxnard Airports

¹ The federal fiscal year runs each year from October 1 through September 30, which is later than the County's fiscal year.

6c3

AIRPORT CAPITAL IMPROVEMENT PLAN										
1. Airport:										
CAMARILLO AIRPORT										
5. Project Description (by funding yr. in priority order)	On ALP? Y/N	Environmental Type	NPR Code (APCT)	NPR Rating	Pavement Condition Index (PCI)**	Federal Funds	State Funds	Local Funds	3. NPIAS No. 06-0339 Total \$	FAA Entitlements Description Amount
Federal Fiscal Year 2020										
1. Master Plan Update***	N/A	CatEx	A, PL, MA, UP	75	N/A	\$ 675,000	\$ 33,750	\$ 41,250	\$ 750,000	Available \$ 600,000 Used \$ 600,000 Remaining \$ -
						TOTAL \$ 675,000	\$ 33,750	\$ 41,250	\$ 750,000	Available \$ 600,000 Used \$ 600,000 Remaining \$ -
Federal Fiscal Year 2021*										
1. No Project: Roll over entitlements	N/A	N/A	N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -	Available \$ 150,000 Used \$ - Remaining \$ 150,000
						TOTAL \$ -	\$ -	\$ -	\$ -	Available \$ 150,000 Used \$ - Remaining \$ 150,000
Federal Fiscal Year 2022*										
1. No Project: Roll over entitlements	N/A	N/A	N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -	Available \$ 300,000 Used \$ - Remaining \$ 300,000
						TOTAL \$ -	\$ -	\$ -	\$ -	Available \$ 300,000 Used \$ - Remaining \$ 300,000
Federal Fiscal Year 2023*										
1. No Project: Roll over entitlements	N/A	N/A	N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -	Available \$ 450,000 Used \$ - Remaining \$ 450,000
						TOTAL \$ -	\$ -	\$ -	\$ -	Available \$ 450,000 Used \$ - Remaining \$ 450,000
Federal Fiscal Year 2024****										
1. Runway 8-26 Reconstruction	N	EA/MND	A, RC, RW, IM	83	70-85	\$ 33,850,359	\$ 1,692,518	\$ 2,068,633	\$ 37,611,510	Available \$ 600,000 Used \$ 600,000 Remaining \$ -
2. AC Taxiway Connectors Reconstruction	N	EA/MND	A, RC, TW, IM	78	70-85	\$ 2,754,000	\$ 137,700	\$ 168,300	\$ 3,060,000	Available \$ 600,000 Used \$ - Remaining \$ -
						TOTAL \$ 36,604,359	\$ 1,830,218	\$ 2,236,933	\$ 40,671,510	Available \$ 600,000 Used \$ 600,000 Remaining \$ -
Federal Fiscal Year 2025										
1. Rehabilitate Central Apron	Y	CatEx	A, RE, AP, IM	71	70-85	\$ 222,156	\$ 11,108	\$ 13,576	\$ 246,840	Available \$ 150,000 Used \$ 150,000 Remaining \$ -
2. PCC Rehabilitation Taxiways E, F, G1, Key Hangar Area and Main Apron	Y	CatEx	A, RE, TW, IM	78	10-70	\$ 2,370,276	\$ 118,514	\$ 144,850	\$ 2,633,640	Available \$ 150,000 Used \$ - Remaining \$ -
						TOTAL \$ 2,592,432	\$ 129,622	\$ 158,426	\$ 2,880,480	Available \$ 150,000 Used \$ 150,000 Remaining \$ -
Federal Fiscal Year 2026										
1. Rehabilitate Taxiways G, G2 & G3	Y	CatEx	A, RE, TW, IM	78	85-100	\$ 317,493	\$ 15,875	\$ 19,402	\$ 352,770	Available \$ 150,000 Used \$ 150,000 Remaining \$ -
2. Rehabilitate East & West Aprons	Y	CatEx	A, RE, AP, IM	71	85-100	\$ 220,320	\$ 11,016	\$ 13,464	\$ 244,800	Available \$ 150,000 Used \$ - Remaining \$ -
3. Rehabilitate West, Central & Key Hangar Areas	Y	CatEx	A, RE, AP, IM	71	85-100	\$ 403,578	\$ 20,179	\$ 24,663	\$ 448,420	Available \$ 150,000 Used \$ - Remaining \$ -
4. Rehabilitate Aviation Drive & Durley Ave. Airport Access Roads	Y	CatEx	A, RE, AR, IM	50	85-100	\$ 187,686	\$ 9,384	\$ 11,470	\$ 208,540	Available \$ 150,000 Used \$ - Remaining \$ -
						TOTAL \$ 1,129,077	\$ 56,454	\$ 68,999	\$ 1,254,530	Available \$ 150,000 Used \$ 150,000 Remaining \$ -

1/29/2020

* Anticipate a 'No Project Year' based on discussions with FAA regarding funding availability and several high dollar future projects. If funding becomes available, DOA wishes to request funding for projects which are due or overdue for maintenance per the PMMP but were unable to be funded.

** PCI values are based on a visual condition survey performed on February 11, 2015 for the PMMP.

*** Due to pending expiration of partial entitlement funds for Oxnard Airport, funds were transferred to Camarillo Airport to support a Master Plan, which will have system elements that will benefit Oxnard Airport as well.

**** The Sponsor proposed to front costs of environmental, preliminary design, and final design to expedite process and meet grant deadlines for scheduled construction. Reimbursement will be sought from the construction grant.

AWP ACIP DATA SHEET

Airport Name		CAMARILLO AIRPORT	Fiscal Year 2020			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
N/A	P	1. Master Plan Update	\$675,000	\$33,750	\$41,250	\$750,000
		Total	\$675,000	\$33,750	\$41,250	\$750,000
* D - Development; P - Planning; E - Environmental						
PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS						
Detail Project Description (Square/Lineal Footage or Length/Width)						
<p>1. Master Plan Update</p> <p>The primary objective of the Airport Master Plan Update is to evaluate the existing conditions at Camarillo Airport, forecast future demand, determine the immediate and future facility requirements, identify the most appropriate airport improvements to meet the demand of airport users, and update the Airport Layout Plan (ALP) drawing set. It is important that this study also analyzes the role of Camarillo Airport in relationship to the role that Oxnard Airport plays within the County, and to make appropriate determinations for both airports working in unison with one another to best meet aviation demands of the region. The work effort will also include an Airports GIS Aeronautical Survey per FAA AC 150/5300-18B and a robust public involvement program to provide a transparent and inclusive study process.</p>						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
1. Grant application in 2020 for potential May 2020 grant (estimated 18 months for completion). AGIS potentially to April 2021 and completion in 2023.						
NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)						
1. CatEx submitted and approved 11/29/2019.						
Land Title Status & Date of Exhibit "A" Status			Date			
County of Ventura holds title to Land. Exhibit A, Property Map			Conditionally Approved, June 2011			
Open AIP Funded Projects			Expected Close-out Date			
Northeast Hangar Development, Phase 1 3-06-0339-036-2017			January 2021			
Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.						
Kip Turner, Director of Airports			Erin Powers, Projects Administrator			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			(805) 388-4205			
Signature			Date		Contact Phone (Print or Type)	

6c5



Federal Fiscal Year 2020

\$750,000



1. Master Plan Update

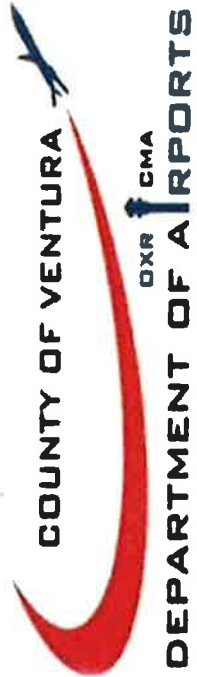
Camarillo Airport

bcb

AWP ACIP DATA SHEET

Airport Name		CAMARILLO AIRPORT	Fiscal Year 2021			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
N/A	N/A	1. No Project: Roll over entitlements	\$0	\$0	\$0	\$0
		Total	\$0	\$0	\$0	\$0
* D - Development; P - Planning; E - Environmental						
PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS						
Detail Project Description (Square/Lineal Footage or Length/Width)						
1. No Project: Roll over entitlements						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
N/A						
NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)						
N/A						
Land Title Status & Date of Exhibit "A" Status			Date			
County of Ventura holds title to Land. Exhibit A, Property Map			Conditionally Approved, June 2011			
Open AIP Funded Projects			Expected Close-out Date			
Northeast Hangar Development, Phase 1 3-06-0339-036-2017			January 2021			
Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.						
Kip Turner, Director of Airports			Erin Powers, Projects Administrator			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			(805) 388-4205			
Signature		Date	Contact Phone (Print or Type)			

607



Federal Fiscal Year 2021

\$150,000



1. No Project: Roll Over Entitlements

Camarillo Airport

6c8

AWP ACIP DATA SHEET

Airport Name		CAMARILLO AIRPORT	Fiscal Year 2022			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
N/A	N/A	1. No Project: Roll over entitlements	\$0	\$0	\$0	\$0
		Total	\$0	\$0	\$0	\$0
* D - Development; P - Planning; E - Environmental						
PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS						
Detail Project Description (Square/Lineal Footage or Length/Width)						
1. No Project: Roll over entitlements						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
N/A						
NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)						
N/A						
Land Title Status & Date of Exhibit "A" Status			Date			
County of Ventura holds title to Land, Exhibit A, Property Map			Conditionally Approved, June 2011			
Open AIP Funded Projects			Expected Close-out Date			
Northeast Hangar Development, Phase 1 3-06-0339-036-2017			January 2021			
Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.						
Kip Turner, Director of Airports			Erin Powers, Projects Administrator			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			(805) 388-4205			
Signature		Date	Contact Phone (Print or Type)			



Federal Fiscal Year 2022

\$150,000



1. No Project: Roll Over Entitlements

Camarillo Airport

6c10

AWP ACIP DATA SHEET

Airport Name		CAMARILLO AIRPORT	Fiscal Year 2023			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
N/A	N/A	1. No Project: Roll over entitlements	\$0	\$0	\$0	\$0
		Total	\$0	\$0	\$0	\$0

* D - Development; P - Planning; E - Environmental

PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS

Detail Project Description (Square/Lineal Footage or Length/Width)

1. No Project: Roll over entitlements

Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)

N/A

NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)

N/A

Land Title Status & Date of Exhibit "A" Status **Date**

County of Ventura holds title to Land.
Exhibit A, Property Map Conditionally Approved, June 2011

Open AIP Funded Projects **Expected Close-out Date**

Northeast Hangar Development, Phase 1
3-06-0339-036-2017 January 2021

Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.

Kip Turner, Director of Airports	Erin Powers, Projects Administrator
Name and Title of Authorized Representative (Print or Type)	Contact Name and Title (Print or Type)
	(805) 388-4205
Signature	Contact Phone (Print or Type)

6c11



Federal Fiscal Year 2023

\$150,000



1. No Project: Roll Over Entitlements

Camarillo Airport

6c12

AWP ACIP DATA SHEET

Airport Name		CAMARILLO AIRPORT		Fiscal Year 2024			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total	
No	D	1. Runway 8-26 Reconstruction	\$33,850,359	\$1,692,518	\$2,068,633	\$37,611,510	
No	D	2. AC Taxiway Connectors Reconstruction	\$2,754,000	\$137,700	\$168,300	\$3,060,000	
		Total	\$36,604,359	\$1,830,218	\$2,236,933	\$40,671,510	

* D - Development; P - Planning; E - Environmental

PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS

Detail Project Description (Square/Lineal Footage or Length/Width)

1. Runway 8-26 Reconstruction
Runway 8-26 was constructed in several sections, dating back to 1942. Other than seal coats, no rehabilitation has been performed since the runway was overlaid in 1998. A visual condition survey was performed in 2015 for an Airport Pavement Management System (APMS) prepared in 2016. At the time of the survey, the runway was found to be in Satisfactory condition (PCI of 70-85). However, this was shortly after a slurry seal had been applied in 2014. Based on a geotechnical analysis, non-destructive testing, and PCN evaluation performed in 2017, it was determined the runway is structurally insufficient, and a reconstruction is recommended. The reconstruction (for full 150-foot wide runway) consists of pavement removal, subgrade preparation and treatment, placement of aggregate base, asphalt paving, runway grooving, pavement marking, drainage improvements for MS4 compliance, and electrical improvements.

2. AC Taxiway Connectors Reconstruction
The taxiway connectors were constructed in various phases, dating back to 1951. Other than seal coats and isolated repairs, no rehabilitation has been performed on the taxiways since the 1990s. A visual condition survey was performed in 2015 for an Airport Pavement Management System (APMS) prepared in 2016. At the time of the survey, the taxiways were found to be in Satisfactory condition (PCI of 70-85). Like the runway, this was shortly after a slurry seal had been applied in 2014. The PCN evaluation performed in 2017 has indicated that a majority of the taxiways are structurally insufficient, and a reconstruction is recommended. The reconstruction consists of pavement removal, subgrade preparation and treatment, placement of aggregate base, asphalt paving, pavement marking, drainage improvements for MS4 compliance, and electrical improvements.

Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)

1 & 2. Design will be completed prior to the upcoming grant cycle. Bids are anticipated to be received by May 2024. Construction length will be determined by the Engineer during design, the County is committed to project completion and grant sign off within FAA's grant closeout guidelines.

NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)

1 & 2. EA planned in 2021

Land Title Status & Date of Exhibit "A" Status **Date**

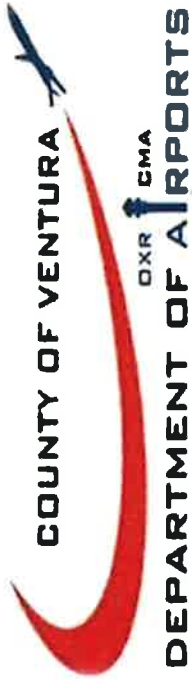
County of Ventura holds title to Land.
Exhibit A, Property Map Conditionally Approved, June 2011

Open AIP Funded Projects **Expected Close-out Date**

Northeast Hangar Development, Phase 1
3-06-0339-036-2017 January 2021

Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.

Kip Turner, Director of Airports	Erin Powers, Projects Administrator
Name and Title of Authorized Representative (Print or Type)	Contact Name and Title (Print or Type)
	(805) 388-4205
Signature	Contact Phone (Print or Type)



Federal Fiscal Year 2024

\$40,671,510



1. Runway 8-26 Reconstruction
2. AC Taxiway Connectors Reconstruction

Camarillo Airport

6c14

AWP ACIP DATA SHEET

Airport Name		CAMARILLO AIRPORT		Fiscal Year 2025			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total	
Yes	D	1. Rehabilitate Central Apron	\$222,156	\$11,108	\$13,576	\$246,840	
Yes	D	2. PCC Rehabilitation Taxiways E, F, G1, Key Hangar Area and Main Apron	\$2,370,276	\$118,514	\$144,850	\$2,633,640	
		Total	\$2,592,432	\$129,622	\$158,426	\$2,880,480	

* D - Development; P - Planning; E - Environmental

PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS

Detail Project Description (Square/Lineal Footage or Length/Width)

1. Rehabilitate Central Apron
Work would include crack repair, seal coat application (18,000 SY), and re-application of pavement markings

2. PCC Rehabilitation Taxiways E, F, G1, Key Hangar Area and Main Apron
Work consists of joint repair, crack repair, and replacement of PCC panels. Total project area approximately 160,000 SY.

Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)

1 & 2. Design for the projects will be completed prior to the upcoming grant cycle. Bids are scheduled to be received May 2025.
Construction length will be determined by the Engineer during design; the County is committed to projects completion and grant sign off within FAA's grant closeout timelines

NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)

1. CatEx anticipated to be submitted in a timely manner.
2. CatEx anticipated to be submitted in a timely manner.

Land Title Status & Date of Exhibit "A" Status	Date
County of Ventura holds title to Land. Exhibit A, Property Map	Conditionally Approved, June 2011

Open AIP Funded Projects	Expected Close-out Date
Northeast Hangar Development, Phase 1 3-06-0339-036-2017	January 2021

Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.

Kip Turner, Director of Airports	Erin Powers, Projects Administrator
Name and Title of Authorized Representative (Print or Type)	Contact Name and Title (Print or Type)
	(805) 388-4205
Signature	Contact Phone (Print or Type)
Date	

6c15



Federal Fiscal Year 2025

\$2,880,480



1. Rehabilitate Central Apron
2. PCC Rehabilitation Taxiways E, F, G1, Key Hangar Area and Main Apron

Camarillo Airport

bc/b

AWP ACIP DATA SHEET

Airport Name		CAMARILLO AIRPORT	Fiscal Year 2026			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
Yes	D	1. Rehabilitate Taxiways G, G2 & G3	\$317,493	\$15,875	\$19,402	\$352,770
Yes	D	2. Rehabilitate East & West Aprons	\$220,320	\$11,016	\$13,464	\$244,800
Yes	D	3. Rehabilitate West, Central & Key Hangar Areas	\$403,578	\$20,179	\$24,663	\$448,420
Yes	D	4. Rehabilitate Aviation Drive & Durley Ave. Airport Access Roads	\$187,686	\$9,384	\$11,470	\$208,540
		Total	\$1,129,077	\$56,454	\$68,999	\$1,254,530

* D - Development; P - Planning; E - Environmental

PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS

Detail Project Description (Square/Lineal Footage or Length/Width)

1. Rehabilitate Taxiways G, G2 & G3 (22,720 SY)
 2. Rehabilitate East & West Aprons (23,580 SY)
 3. Rehabilitate West, Central & Key Hangar Areas (72,630 SY)
 4. Rehabilitate Aviation Drive & Durley Ave. Airport Access Roads (26,820 SY)

Work for the projects above would include crack repair, seal coat application, and re-application of pavement markings.

Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)

1, 2, 3, 4. Design will be completed prior to the upcoming grant cycle. Bids are anticipated to be received by May 2026. Construction length will be determined by the Engineer during design, the County is committed to project completion and grant sign off within FAA's grant closeout guidelines.

NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)

1, 2, 3, 4. CatEx anticipated to be submitted in a timely manner.

Land Title Status & Date of Exhibit "A" Status **Date**

County of Ventura holds title to Land.
 Exhibit A, Property Map Conditionally Approved, June 2011

Open AIP Funded Projects **Expected Close-out Date**

Northeast Hangar Development, Phase 1
 3-06-0339-036-2017 January 2021

Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.

Kip Turner, Director of Airports	Erin Powers, Projects Administrator
Name and Title of Authorized Representative (Print or Type)	Contact Name and Title (Print or Type)
	(805) 388-4205
Signature	Contact Phone (Print or Type)
Date	

6c17



Federal Fiscal Year 2026

\$1,254,530



1. Rehabilitate Taxiways G, G2 & G3
2. Rehabilitate East & West Aprons
3. Rehabilitate West, Central & Key Hangar Areas
4. Rehabilitate Aviation Drive & Durley Ave. Airport Access Roads

Camarillo Airport

6c18

AIRPORT CAPITAL IMPROVEMENT PLAN											
1. Airport:											
OXNARD AIRPORT											
S. Project Description (by funding yr. in priority order)	On ALP? Y/N	Environmental Type	NPR Code (APCT)	NPR Rating	Pavement Condition Index (PCI)**	Federal Funds	State Funds	Local Funds	3. NPIAS No. 06-0179 Total \$	FAA Entitlements	
										Description	Amount
Federal Fiscal Year 2020											
1. Final Design for Runway and Taxiway Connector Reconstruction***	Y	CatEx	A, RC, RW, IM	76-81	40-70	\$ 450,000	\$ -	\$ 1,006,277	\$ 1,456,277	Available	\$ 450,000
						\$ 450,000	\$ -	\$ 1,006,277	\$ 1,456,277	Used	\$ 450,000
						TOTAL				Remaining	\$ -
Federal Fiscal Year 2021											
1. Reconstruct Runway 7-25****	Y	CatEx	A, RC, RW, IM	81	55-70	\$ 11,652,300	\$ 582,615	\$ 712,085	\$ 12,947,000	Available	\$ 150,000
2. Reconstruct Taxiway Connectors A, B, C, D, E****	N	CatEx	A, RC, TW, IM	76	40-70	\$ 5,000,400	\$ 250,020	\$ 305,580	\$ 5,556,000	Used	\$ 150,000
						TOTAL				Remaining	\$ -
Federal Fiscal Year 2022*											
1. No Project: Roll over entitlements	N/A	N/A	N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -	Available	\$ 150,000
						TOTAL				Used	\$ -
										Remaining	\$ 150,000
Federal Fiscal Year 2023											
1. Rehabilitate East Apron, Executive Hangar Area and Portion of Transient Apron****	Y	CatEx	A, RE, AP, IM	69	40-85	\$ 793,800	\$ 39,690	\$ 48,510	\$ 882,000	Available	\$ 300,000
						TOTAL				Used	\$ 300,000
										Remaining	\$ -
Federal Fiscal Year 2024											
1. Reconstruct Taxiway F	N	CatEx	A, RC, TW, IM	76	55-70	\$ 6,156,000	\$ 307,800	\$ 376,200	\$ 6,840,000	Available	\$ 150,000
						TOTAL				Used	\$ 150,000
										Remaining	\$ -
Federal Fiscal Year 2025											
1. Rehabilitate Central & West Hangar Areas & ARFF Apron	Y	CatEx	A, RE, AP, IM	69	70-100	\$ 550,448	\$ 27,522	\$ 33,638	\$ 611,609	Available	\$ 150,000
2. Rehabilitate Perimeter & Terminal Loop Rds, ATCT & Operations & Central Hangar Parking	Y	CatEx	A, RE, SV, IM	45	40-85	\$ 721,436	\$ 36,072	\$ 44,088	\$ 801,596	Used	\$ 150,000
3. RPZ Property Purchases	Y	ESA	A, ST, LA, SZ	68	N/A	\$ 7,848,000	\$ 392,400	\$ 479,600	\$ 8,720,000	Used	\$ -
4. Reconstruct Terminal Apron PCC/AC	Y	CatEx	A, RC, AP, IM	69	25-70	\$ 2,574,000	\$ 128,700	\$ 157,300	\$ 2,860,000	Used	\$ -
						TOTAL				Remaining	\$ -
						\$ 11,693,885	\$ 584,694	\$ 714,626	\$ 12,993,205		

1/30/2020

* Anticipate a 'No Project Year' based on discussions with FAA regarding funding availability and several high dollar future projects. If funding becomes available, DOA wishes to request funding for projects which are due or overdue for maintenance per the PMMP but were unable to be funded.

** PCI values are based on a visual condition survey performed on February 11, 2015 for the PMMP.

*** FAA recently indicated partial grant funds for design may be available in FY 2020. Funding level shown is for minimum anticipated grant of \$450K, using entitlement dollars. Final grant amount is dependent upon funding available.

**** The Sponsor proposed to front costs of environmental, preliminary design, and final design to expedite process and meet grant deadlines for scheduled construction. Reimbursement as a project formulation cost will be sought from the construction grant.

6c19

AWP ACIP DATA SHEET

Airport Name		OXNARD AIRPORT	Fiscal Year 2020			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
Y	D	1. Final Design for Runway and Taxiway Connector Reconstruction	\$450,000	\$0	\$1,006,277	\$1,456,277
		Total	\$450,000	\$0	\$1,006,277	\$1,456,277
* D - Development; P - Planning; E - Environmental						
PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS						
Detail Project Description (Square/Lineal Footage or Length/Width)						
<p>1. Final Design for Runway 7-25 and Taxiway Connector Reconstruction</p> <p>Runway 7-25 and the taxiway connectors were reconstructed in 1992. Other than seal coats, no rehabilitation has been performed since the 1992 reconstruction. Geotechnical investigations and the preliminary designs determined that the most cost-effective improvement would be reconstruction. No Modification to Standards (MOS) is anticipated for this Project. A Reimbursable Agreement (RA) is expected as part of the Project for minor modifications to FAA facilities at the Airport. The reconstruction (for full 100-foot wide runway) consists of pavement removal, subgrade preparation and treatment, placement of aggregate base, asphalt paving, runway grooving, pavement marking, and electrical improvements. The taxiway reconstruction consists of pavement removal, subgrade preparation and placement of aggregate base, asphalt paving, pavement marking, and electrical improvements.</p>						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
1. Preliminary designs nearly complete. Final Design will be completed prior to the upcoming grant cycle for construction in 2021. Construction length will be determined by the Engineer during design, the County is committed to project completion and grant sign off within FAA's grant closeout guidelines.						
NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)						
1 CatEx was approved in February 2019.						
Land Title Status & Date of Exhibit "A" Status			Date			
County of Ventura holds title to Land. Exhibit A, Property Map			Conditionally Approved, March 2010			
Open AIP Funded Projects			Expected Close-out Date			
Airport Layout Plan (ALP) Update 3-06-0179-035-2017			December 2020			
Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.						
Kip Turner, Director of Airports			Erin Powers, Projects Administrator			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			(805) 388-4205			
Signature		Date	Contact Phone (Print or Type)			

6c20



Federal Fiscal Year 2020 **\$450,000**



1. Final Design for Runway and Taxiway Connector Reconstruction.

Oxnard Airport

6c21

AWP ACIP DATA SHEET

Airport Name		OXNARD AIRPORT	Fiscal Year 2021			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
Yes	D	1. Reconstruct Runway 7-25	\$11,652,300	\$582,615	\$712,085	\$12,947,000
No	D	2. Reconstruct Taxiway Connectors A, B, C, D, E	\$5,000,400	\$250,020	\$305,580	\$5,556,000
		Total	\$16,652,700	\$832,635	\$1,017,665	\$18,503,000

* D - Development; P - Planning; E - Environmental

PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS

Detail Project Description (Square/Lineal Footage or Length/Width)

1. Reconstruct Runway 7-25
Runway 7-25 was reconstructed in 1992. Other than seal coats, no rehabilitation has been performed since the 1992 reconstruction. A visual condition survey was performed in 2015 for an Airport Pavement Management System (APMS) prepared in 2016. At the time of the survey, the runway was found to be in Fair condition (PCI of 55-70). Although the pavement was found in Fair condition, based on the findings of the geotechnical investigation and the preliminary design, it was determined that the most cost-effective improvement would be a reconstruction. No Modification to Standards (MOS) is anticipated for this Project. A Reimbursable Agreement (RA) is expected as part of the Project for minor modifications to FAA facilities at the Airport. The reconstruction (for full 100-foot wide runway) consists of pavement removal, subgrade preparation and treatment, placement of aggregate base, asphalt paving, runway grooving, pavement marking, and electrical improvements. Due to Caltrans delay in performing an APMS at the Airport, the design may include an update to the 2016 APMS.

2. Reconstruct Taxiway Connectors A, B, C, D, E
The connector taxiways were reconstructed in 1992. Other than seal coats, no rehabilitations have been performed since the 1992 reconstruction. A visual condition survey was performed in 2015 for an Airport Pavement Management System (APMS) prepared in 2016. At the time of the survey, the taxiways were found to be in Poor to Fair condition (PCI of 40-70). Based on the conditions observed in the APMS, as well as a subsequent PCN evaluation, a reconstruction is recommended. A preliminary design is currently underway to determine the extent of the project. From the perspective of minimizing project cost and operational impact, it is recommended that this project be combined with the Runway 7-25 project programmed for FY 2021. The taxiway reconstruction consists of pavement removal, subgrade preparation and treatment, placement of aggregate base, asphalt paving, pavement marking, and electrical improvements.

Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)

1. Final Design will be completed prior to the upcoming grant cycle. Bids are anticipated to be received by May 2021. Due to the impact that delays in construction could have, it is anticipated that construction will start in June 2022 to avoid delays due to weather. Construction length is anticipated not to exceed three months.

2. Design will be completed prior to the upcoming grant cycle. Bids are anticipated to be received by May 2021 (for construction starting in 2022). Construction length will be determined by the Engineer during design, the County is committed to project completion and grant sign off within FAA's grant closeout guidelines.

NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)

1 & 2. CatEx was approved in February 2019.

Land Title Status & Date of Exhibit "A" Status **Date**

County of Ventura holds title to Land.
Exhibit A, Property Map Conditionally Approved, March 2010

Open AIP Funded Projects **Expected Close-out Date**

Airport Layout Plan (ALP) Update
3-06-0179-035-2017 December 2020

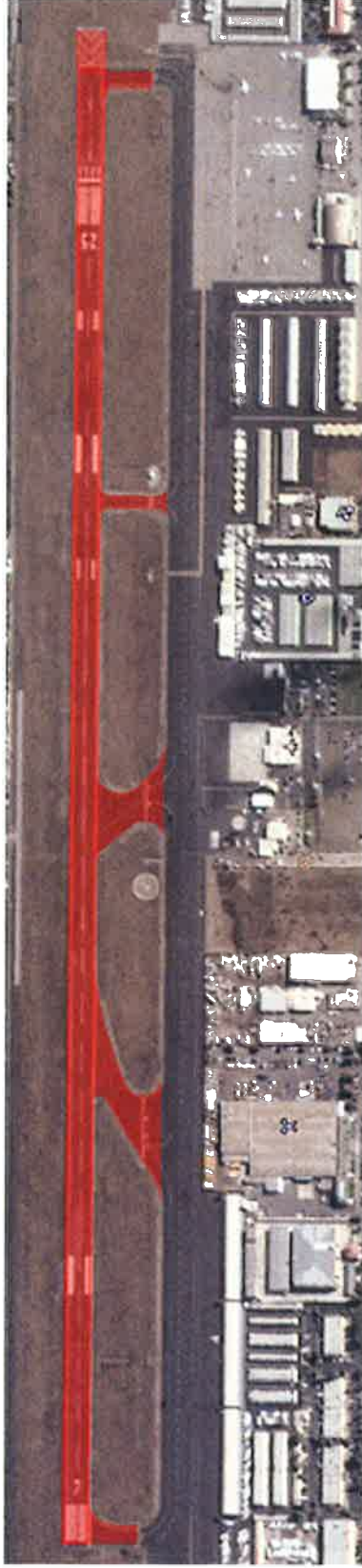
Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.

Kip Turner, Director of Airports	Erin Powers, Projects Administrator
Name and Title of Authorized Representative (Print or Type)	Contact Name and Title (Print or Type)
	(805) 388-4205
Signature	Contact Phone (Print or Type)

6022



Federal Fiscal Year 2021 \$18,503,000



1. Reconstruct RWY 7-25
2. Reconstruct Taxiway Connectors A, B, C, D, E

Oxnard Airport

bc23

AWP ACIP DATA SHEET

Airport Name		OXNARD AIRPORT	Fiscal Year 2022			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
N/A	N/A	1. No Project: Roll over entitlements	\$0	\$0	\$0	\$0
		Total	\$0	\$0	\$0	\$0

* D - Development; P - Planning; E - Environmental

PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS

Detail Project Description (Square/Lineal Footage or Length/Width)

1. No Project: Roll over entitlements

Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)

N/A

NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)

N/A

Land Title Status & Date of Exhibit "A" Status **Date**

County of Ventura holds title to Land.
Exhibit A, Property Map Conditionally Approved, March 2010

Open AIP Funded Projects **Expected Close-out Date**

Airport Layout Plan (ALP) Update
3-06-0179-035-2017 December 2020

Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.

Kip Turner, Director of Airports	Erin Powers, Projects Administrator
Name and Title of Authorized Representative (Print or Type)	Contact Name and Title (Print or Type)
	(805) 388-4205
Signature	Date
	Contact Phone (Print or Type)

6024



Federal Fiscal Year 2022 \$150,000



1. No Project: Rollover Entitlements.

Oxnard Airport

6c25

AWP ACIP DATA SHEET

Airport Name		OXNARD AIRPORT	Fiscal Year 2023			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
Yes	D	1. Rehabilitate East Apron, Executive Hangar Area and Portion of Transient Apron	\$793,800	\$39,690	\$48,510	\$882,000
		Total	\$793,800	\$39,690	\$48,510	\$882,000

* D - Development; P - Planning; E - Environmental

PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS

Detail Project Description (Square/Lineal Footage or Length/Width)

1. Rehabilitate East Apron, Executive Hangar Area and Portion of Transient Apron
 The aprons listed above were reconstructed in various years from 1997 to 2010. A visual condition survey was performed in 2015 for an Airport Pavement Management System (APMS) prepared in 2016. At the time of the survey, the Transient Apron was found to be in Poor condition (PCI of 40-55), and the East & Executive Aprons were found to be in Satisfactory condition (PCI of 70-85). Based on the conditions observed in the APMS, a seal coat is recommended for most of the area, with a rehabilitation of a portion of the Transient apron (recommended in FY 2016 per APMS). Work would include crack seal, seal coat application, limited pavement removal, trimming of existing AB to meet grades, placing new AB material & AC pavement, and re-application of existing markings.

Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)

1. Design will be completed prior to the upcoming grant cycle. Bids are anticipated to be received by May 2023. Construction length will be determined by the Engineer during design, the County is committed to project completion and grant sign off within FAA's grant closeout guidelines.

NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)

1. CatEx approval anticipated by mid 2022.

Land Title Status & Date of Exhibit "A" Status Date

County of Ventura holds title to Land, Exhibit A, Property Map Conditionally Approved, March 2010

Open AIP Funded Projects Expected Close-out Date

Airport Layout Plan (ALP) Update December 2020
 3-06-0179-035-2017

Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.

Kip Turner, Director of Airports	Erin Powers, Projects Administrator
Name and Title of Authorized Representative (Print or Type)	Contact Name and Title (Print or Type)
	(805) 388-4205
Signature	Contact Phone (Print or Type)
Date	

6c2b



Federal Fiscal Year 2023 **\$882,000**



1. Rehabilitate East Apron, Executive Hangar Area and Portion of Transient Apron

Oxnard Airport

6027

AWP ACIP DATA SHEET

Airport Name		OXNARD AIRPORT	Fiscal Year 2024			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
No	D	1. Reconstruct Taxiway F	\$6,156,000	\$307,800	\$376,200	\$6,840,000
		Total	\$6,156,000	\$307,800	\$376,200	\$6,840,000
* D - Development; P - Planning; E - Environmental						
PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS						
Detail Project Description (Square/Lineal Footage or Length/Width)						
<p>1. Reconstruct Taxiway F</p> <p>Taxiway F was last overlaid in 2000. A Visual Condition Survey was performed as part of the 2016 Airport Pavement Management System (APMS) update. At the time of the survey, the pavement on Taxiway F was found to be in Fair condition (PCI 55-70). However, the APMS recommendation for improvement of Taxiway F was a reconstruction due to the existing pavement section that was inadequate to support the aircraft fleet mix at the time. As part of the reconstruction, Taxiway F centerline will be relocated to comply with the separation requirement for the D-III category. The taxiway width will also be reduced from the current 75 feet to 50 feet, to comply with the requirement of TDG 3. The Airport plans to continue working with the FAA to reach consensus on path forward.</p>						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
1. Design will be completed prior to the upcoming grant cycle. Bids are anticipated to be received by May 2024. Construction length will be determined by the Engineer during design, the County is committed to project completion and grant sign off within FAA's grant closeout guidelines.						
NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)						
1. CatEx approval anticipated by mid 2023.						
Land Title Status & Date of Exhibit "A" Status			Date			
County of Ventura holds title to Land. Exhibit A, Property Map			Conditionally Approved, March 2010			
Open AIP Funded Projects			Expected Close-out Date			
Airport Layout Plan (ALP) Update 3-06-0179-035-2017			December 2020			
Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.						
Kip Turner, Director of Airports			Erin Powers, Projects Administrator			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			(805) 388-4205			
Signature		Date	Contact Phone (Print or Type)			

6028



Federal Fiscal Year 2024 **\$6,840,000**



1. Reconstruct Taxiway F

Oxnard Airport

6c29

AWP ACIP DATA SHEET

Airport Name		OXNARD AIRPORT	Fiscal Year 2025			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
Yes	D	1. Rehabilitate Central & West Hangar Areas & ARFF Apron	\$550,448	\$27,522	\$33,638	\$611,609
Yes	D	2. Rehabilitate Perimeter & Terminal Loop Rds, ATCT & Operations & Central Hangar Parking	\$721,436	\$36,072	\$44,088	\$801,596
Yes	D	3. RPZ Property Purchases	\$7,848,000	\$392,400	\$479,600	\$8,720,000
Yes	D	4. Reconstruct Terminal Apron PCC/AC	\$2,574,000	\$128,700	\$157,300	\$2,860,000
		Total	\$11,693,885	\$584,694	\$714,626	\$12,993,205

* D - Development; P - Planning; E - Environmental

PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS

Detail Project Description (Square/Lineal Footage or Length/Width)

1. Rehabilitate Central & West Hangar Areas & ARFF Apron
A visual condition survey was performed in 2015 for an Airport Pavement Management System (APMS) prepared in 2016. At the time of the survey, the West Hangar Area was in Satisfactory Condition (PCI 70-85), while the ARFF Apron and Central Hangar Area were in Good Condition (PCI 85-100). The proposed improvement for the areas consist of an emulsified asphalt seal coat which will include crack repair, seal coat application, and re-application of pavement markings.

2. Rehabilitate Perimeter & Terminal Loop Rds, ATCT & Operations & Central Hangar Parking
A visual condition survey was performed in 2015 for an Airport Pavement Management System (APMS) prepared in 2016. At the time of the survey, the Perimeter Road was in Fair (PCI 55-70) to Poor (PCI 40-55) Condition, the Terminal Loop was in Satisfactory Condition (PCI 70-85), the ATCT and Operations Parking was in Satisfactory Condition, and the Central Hangar Area Parking was in Poor Condition. The proposed improvements for the areas mentioned above consists of a rehabilitation for the section of the Perimeter Road in Poor condition and an emulsified asphalt seal coat for the other areas. The rehabilitation will consist of removing the existing pavement, trimming existing AB to meet design grades, placing new AB material over existing, and placing new AC pavement. The emulsified asphalt seal coat will include crack repair, seal coat application, and re-application of pavement markings.

3. RPZ Property Purchases
The Airport is planning to acquire land within the ultimate Runway 7 approach RPZ and Runway 25 departure RPZ.

4. Reconstruct Terminal Apron PCC/AC
The Terminal Apron was last reconstructed in 1992. A visual condition survey was performed in 2015 for an Airport Pavement Management System (APMS) prepared in 2016. At the time of the survey, the PCC section on the Terminal Apron was found to be in Very Poor condition (PCI of 25-40), and the AC section in Fair condition (PCI of 55-70). Based on the conditions observed in the APMS and on the pavement strength analysis which showed the inadequacy of the pavement for the aircraft fleet mix at the time, a full reconstruction is recommended for the PCC and AC sections. Work would include AC and PCC pavement removal, strengthening of the subgrade, placing new AB material, placing PCC and AC pavement, and application of pavement markings based on the most current Advisory Circular.

Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)

1. Design will be completed prior to the upcoming grant cycle. Bids are anticipated to be received by May 2025. Construction length will be determined by the Engineer during design, the County is committed to project completion and grant sign off within FAA's grant closeout guidelines.

2. Design will be completed prior to the upcoming grant cycle. Bids are anticipated to be received by May 2025. Construction length will be determined by the Engineer during design, the County is committed to project completion and grant sign off within FAA's grant closeout guidelines.

3. N/A

4. Design will be completed prior to the upcoming grant cycle. Bids are anticipated to be received by May 2025. Construction length will be determined by the Engineer during design, the County is committed to project completion and grant sign off within FAA's grant closeout guidelines.

NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)

1. CatEx approval anticipated by mid 2024.

2. CatEx approval anticipated by mid 2024.

3. ESA will be performed prior to land acquisition.

4. CatEx approval anticipated by mid 2024.

Land Title Status & Date of Exhibit "A" Status **Date**

County of Ventura holds title to Land, Exhibit A, Property Map Conditionally Approved, March 2010

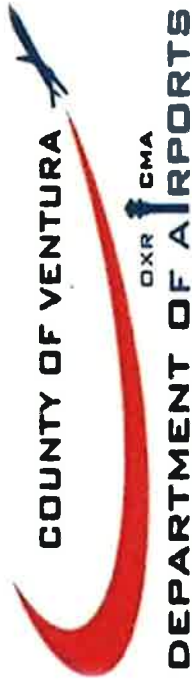
Open AIP Funded Projects **Expected Close-out Date**

Airport Layout Plan (ALP) Update
3-06-0179-035-2017 December 2020

Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.

Kip Turner, Director of Airports	Erin Powers, Projects Administrator
Name and Title of Authorized Representative (Print or Type)	Contact Name and Title (Print or Type)
	(805) 388-4205
Signature	Contact Phone (Print or Type)

6c30



Federal Fiscal Year 2025 \$12,993,205



1. Rehabilitate Central & West Hangar Areas & ARFF Apron
2. Rehabilitate Perimeter & Terminal Loop Rds, ATCT & Operations & Central Hangar Parking
3. RPZ Property Purchase
4. Reconstruct Terminal Apron PCC/AC

Oxnard Airport

6c31

June 11, 2020

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, a Design Services Contract with Mead and Hunt, Inc., in the Amount of \$1,507,310, for the Final Design of the Oxnard Airport 7-25 Runway, Taxiway Connectors and Taxiway F Reconstruction; Find the Project Categorically Exempt from California Environmental Quality Act; Authorization for the Director of Airports, or His Designee, to Accept and Sign Federal Aviation Administration Grant No. 3-06-0179-036-2020, if Offered, in an Estimated Amount of \$450,000, Which Will Provide Partial Funds for the Final Design Contract; Authorization for the Director of Airports, or His Designee, to Apply for, Accept, and Sign for a Matching Grant from the California Department of Transportation, if Offered; Authorization for County Counsel to Execute the Certificate of Sponsor's Attorney Required by Federal Aviation Administration Grant Agreements; and Authorization for the Auditor-Controller to Process Necessary Budgetary Transactions

Recommendations:

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

1. Approve, and authorize the Director of Airports or his designee to sign, a design services contract (Exhibit 1) with Mead and Hunt, Inc., in the amount of \$1,507,310, for the final design of the Oxnard Airport 7-25 runway, taxiway connectors, and Taxiway F reconstruction;
2. Find that the project is categorically exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines section 15302(b);
3. Authorize the Director of Airports or his designee to accept and sign Federal Aviation Administration (FAA) Grant No. 3-06-0179-036-2020, if offered, in an estimated amount of \$450,000, which will provide partial funds for the Oxnard Airport 7-25 runway, taxiway connectors, and Taxiway F reconstruction final design contract;
4. Authorize the Director of Airports or his designee to apply for, accept, and sign for a matching grant from the California Department of Transportation (Caltrans), if offered; and

6d1

5. Authorize County Counsel to execute the Certificate of Sponsor's Attorney required by FAA Grant Agreements; and
6. Authorize the Auditor-Controller to process the necessary budgetary transactions to revise the following appropriations:

Budget Unit 5040 Airports Capital Projects:

Increase Unit 5041-4111 Airports Capital Projects	\$467,310
Decrease Fund E300 Unrestricted Net Position	\$467,310

Fiscal/Mandates Impact:

Mandatory: *No*

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

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

Impact on other departments: *None*

Summary of Revenue and Total Costs

FY 2019-20

Revenue: FAA (90%)	\$ 1,356,579*
Caltrans (4.5% of FAA)	67,829*
Direct Costs	\$ 1,507,310
Net Costs – Airport Enterprise Fund	<u>\$ 82,902</u>

**Partial revenue of \$450,000, up to \$1,100,000 anticipated to be received in FY 2019-20 with the remainder to be received after construction grant execution in FY 2020-2021.*

Current Fiscal Year Budget Projection:

FY 2019-20 Budget Projection for Airports Capital Projects – Division 5040 – Unit 5041				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	\$2,930,048	\$11,970,001	\$7,256,589	\$4,713,412
Revenue	1,816,369	4,832,686	1,657,874	(3,174,812)
Net Cost	\$1,113,679	\$ 7,137,315	\$5,598,715	\$1,538,600

Sufficient revenue and appropriations are available in the FY 19-20 capital budget to cover the net costs.

Discussion:

Mead and Hunt, Inc. (Mead & Hunt) was selected through a request for qualifications selection process in August 2016 as the Department of Airports' (Department) consultant

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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 Mead & Hunt was selected as the Department's consultant for a five (5) term, each contract awarded during that period must be negotiated individually. Those contracts exceeding \$200,000 must be approved by the Board.

This contract is for the final design services needed to reconstruct the runway, taxiway connectors, and Taxiway F at Oxnard Airport. The Department previously contracted with Mead & Hunt in the amount of \$264,360 for preliminary design services in order to determine the extent of improvements required by existing runway and connector taxiway conditions. The Department also approved a separate contract for site investigation for Taxiway F in the amount of \$96,770 in response to the FAA's notice that additional funding may be available, as explained further below. Due to subgrade conditions reflected in the geotechnical analysis for the runway and the FAA's pavement design guidelines, Mead & Hunt's engineer recommended reconstruction, at \$9,436,000, as the most cost effective option with the shortest construction duration. Further, the data available supports reconstruction for the taxiway work, but the final recommendations will be made under the final design contract. The estimated reconstruction budgets for the taxiway work are estimated at \$4,289,000 for the taxiway connectors and \$5,372,000 for Taxiway F.

Over the past year, the Department has been working towards a runway and connector taxiway improvement project, as planned in Oxnard's airport capital improvement plan. However, the FAA recently affirmed that additional funding may be available in the planned grant cycle to be able to include the reconstruction of Taxiway F. Funding is not guaranteed and will be dependent on bid results and funds available at the time of grant award. As a result, the project will be designed with the runway as a base bid with two bid alternates for the taxiway work to allow the FAA to award the project as funding permits. (Location Map, Exhibit 2.)

The current contract will build off of the preliminary design and site investigation work for the runway and taxiways, but will also focus on construction phasing alternatives to explore how to best minimize impacts to airport tenants and users. With one runway, and construction estimated to close the runway for sixteen (16) weeks, Department staff will need to work closely with the engineer, users and the FAA to balance impacts to users and available federal funding. The contract is structured to include public outreach efforts via informational meetings with presentations at key design milestones, as well as website and project calendar updates. Other services include topographic survey, grading, drainage and bid administration.

Originally, Department staff anticipated the contract would be funded at construction in fiscal year 2021 by a future FAA Airport Improvement Program (AIP) grant and a matching

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Caltrans grant. However, the FAA recently indicated partial grant funds of at least \$450,000, up to \$1,100,000, may be available to assist us in our efforts to continue to plan and design for critical infrastructure improvements by providing some funding now using entitlement funds currently available for Oxnard Airport. While there is no guarantee that any project will receive grants in the year requested, because the FAA and Caltrans prioritize the projects on a state and national basis depending on congressional allocations of aviation funds, Department staff has worked closely with the FAA to identify and program the project for federal fiscal year 2021.

Although the grant agreement for Grant No. 3-06-0179-037-2020 is not presently available, it is anticipated that the grant agreement will be similar to prior FAA grant agreements approved by the Board (2019 FAA Grant Agreement Example, Exhibit 3). These grant agreements require an executed Certificate of Sponsor's Attorney. Therefore, the Board is being asked to also authorize County Counsel to execute the Certificate of Sponsor's Attorney, certifying that the County has the authority to enter into the grant agreement and that the grant agreement constitutes a legal and binding obligation.

The work described in this letter is in line with the County of Ventura Strategic Plan, Focus Area 3, Strategic Goals 2 and 3. The project was included in the current Capital Improvement Program that was previously approved by the Aviation Advisory Commission and the Oxnard Airport Authority and adopted by the Board.

The project is categorically exempt from CEQA under CEQA Guidelines section 15302(b), because the project involves the replacement or reconstruction of an existing structure on the same site without substantial change to size, purpose, or capacity, and there is no reasonable possibility that the project will have a significant effect on the environment. A Notice of Exemption will be filed after the Board's action.

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



KIP TURNER, C.M.
Director of Airports

Attachments:

- Exhibit 1 – Contract
- Exhibit 2 – Location Map
- Exhibit 3 – 2019 FAA Grant Agreement Example

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**CONSULTING SERVICES CONTRACT
AEA No. 20-06
Oxnard Airport – FINAL DESIGN FOR RUNWAY 7-25, TAXIWAY CONNECTORS,
AND TAXIWAY F RECONSTRUCTION**

This is a Contract, made and entered into this June ____, 2020, by and between the County of Ventura, hereinafter referred to as COUNTY, and MEAD and HUNT, Inc., 1360 19th Hole Drive, Suite 200, Windsor, CA 95492, hereinafter referred to as 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" (Guide) 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 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

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CONSULTANT of responsibility for the accuracy and completeness of the work performed under this Contract.

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 MEAD AND HUNT, INC., shall be at user's sole risk."

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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. 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 "Indemnatee"), 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.

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- 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.

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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 its administrative remedies by attempting to resolve the 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: MEAD AND HUNT, INC. Taxpayer No.: _____

Dated: _____

Print Name and Title

Dated: _____

Print Name and Title

COUNTY: County of Ventura

Dated: _____

Kip Turner, Director of Airports

EXHIBIT A

Scope of Services

**Final Design for Runway 7-25, Taxiway Connectors, and Taxiway F Reconstruction
At Oxnard Airport**

PROJECT DESCRIPTION

This Scope of Services details the design and bid administration services to be provided by Mead and Hunt, Inc. (CONSULTANT) for the Runway 7-25, Taxiway Connectors (A, B, C, D, and E), and Parallel Taxiway (F) Pavement Reconstruction Project (Project) at the Oxnard Airport for the Ventura County Department of Airports (COUNTY). Funding limitations and FAA priority values for the various project requirements require the Project scope of services to be separated by Element, although the Project will be designed and bid as a single bid package. The Elements for this Project are as follows:

1. **Runway 7-25 reconstruction portion of work - Base Bid**
2. **Taxiway Connectors A-E reconstruction portion of work - Bid Alternate No. 1**
3. **Parallel Taxiway F reconstruction portion of work - Bid Alternate No. 2**

Background

The CONSULTANT prepared a draft Preliminary Design Concept Report (PDCR), dated November 1, 2019 for COUNTY review to document the preliminary design and investigation efforts. The report includes analysis and evaluation of the following elements:

- FAA Advisory Circular 150/5300-13A, *Airport Design*, analysis of existing pavement, including surface gradient requirements.
- Pavement design evaluation, including subgrade sampling and analysis, and evaluation of pavement rehabilitation and reconstruction alternatives.
- MALSF system analysis and impacts as a result of the reconstruction.
- Airfield lighting and signage analysis.
- Construction safety and phasing analysis, including evaluation of construction duration, operational impacts, and safety areas.

Currently, the report is in draft form, pending COUNTY review and subsequent discussions with the FAA on design alternatives. The report is expected to be finalized in June 2020 for the Runway 7-25 Reconstruction portion of work. The preliminary design of the taxiway connectors is being removed from the PDCR analysis and will be completed under this scope of work in conjunction with the final design.

The draft PDCR recommends the pavement reconstruction option (Alternative 2 with lime-treated subgrade) for Runway 7-25 which will serve as the basis of the Project scope. The reconstruction option for the taxiway connector improvements are expected to be the same. A draft ALP, dated January 2020, was prepared by the COUNTY's planning consultant, Coffman and Associates which illustrated the proposed configuration for the taxiway connectors and parallel taxiways. The draft ALP is included as Attachment 4 to this scope.

PROJECT SUMMARY

1. Final Design for Runway 7-25 Reconstruction (Base Bid)

This Project Base Bid consists of the final design for the reconstruction of Runway 7-25, and blast pads, which includes the following construction improvement elements in order to meet AC 150/5300-13A compliance within the new pavement limits for Airplane Design Group (ADG) D-III standards for a 100-foot wide runway:

- a) Removal of existing pavement surface and excavating to subgrade.
- b) Removal of abandoned approach lighting system foundations.
- c) Construction of pavement section including lime treated subgrade, crushed aggregate base course, and an asphalt concrete surface course.
- d) Construction of a crushed aggregate base course pavement shoulder.
- e) Application of pavement markings.
- f) Runway grooving.
- g) Transition paving to join existing Taxiway Connectors A, B, C, D, and E.
- h) Transition grading to existing ground within approximately 20 feet of the proposed pavement shoulder limits.
- i) Installation of an underdrain system which will connect to existing storm drain facilities.
- j) Adjustment and possible relocation of existing runway and taxiway connector edge lights and airfield signage within the improvement limits.
- k) Replacement of the airfield lighting counterpoise system and electrical facility grounding system, as required, to facilitate pavement shoulder construction.
- l) Due to elevation changes in existing light fixture cans, new cable will be included in the Project to ensure adequate amounts of cable slack are available for reconnection of existing lights.
- m) Salvage and replace MALSF in-pavement fixtures after replacing and/or adjusting the fixture light foundations to meet finish ground elevations.

It is assumed that Federal equipment on the site will be impacted by the Project, and a reimbursable agreement is anticipated for the salvaging and replacement of the MALSF light fixtures and adjustment of the MALSF light foundation bars followed by a flight check. The existing 4-box PAPI systems at Runway 7 and Runway 25 are not anticipated to be affected by construction but will be disabled for the Project (the MALSF components will also be disabled).

2. Preliminary and Final Design for Taxiway Connectors A-E Reconstruction (Bid Alternate No. 1)

This Project Bid Alternate No. 1 consists of the preliminary and final design for the reconstruction of Taxiway Connectors A, B, C, D, and E which includes the following construction improvement elements to meet AC 150/5300-13A compliance within the new pavement limits for Taxiway Design Group (TDG) 3 standards:

- a) Removal of existing pavement surface between Runway 7-25 and parallel Taxiway F and excavating to subgrade.
- b) Construction of pavement section including lime treated subgrade, crushed aggregate base course, and an asphalt concrete surface course.
- c) Construction of a crushed aggregate base course pavement shoulder.

- d) Application of pavement markings.
- e) Transition grading to existing ground within approximately 20 feet of the proposed pavement shoulder limits.
- f) Transition paving to join existing Parallel Taxiway F.
- g) Installation of an underdrain system which will connect to existing storm drain facilities.
- h) Installation of new taxiway edge lights, counterpoise system, and electrical facility grounding system for the taxiway connectors. The new edge lighting circuits will join the existing taxiway edge lighting circuitry along Taxiway F.
- i) Salvage and relocate existing taxiway airfield signage adjacent to new taxiway connector pavement.

For purposes of funding eligibility, the COUNTY requested that the CONSULTANT perform a cost comparison for a 2D geometry layout and pavement section design for the TDG 2 fleet mix (FAA-approved C-II fleet mix in fall of 2018, which aligned with TDG 2 geometry) in relation to the final design geometry and fleet mix (TDG 3). The CONSULTANT will also provide support for the COUNTY to justify the 50-foot taxiway width to the FAA.

3. Preliminary and Final Design for Parallel Taxiway F (Bid Alternate No. 2)

This Project Bid Alternate No. 2 consists of the preliminary and final design for the reconstruction of Parallel Taxiway F. Bid Alternate No. 2 includes the following construction improvement elements to meet AC 150/5300-13A compliance within the new pavement limits for Taxiway Design Group (TDG) 3 standards, as well as realignment to meet required D-III runway-to-taxiway separation standards:

- a) Removal of existing pavement surface through proposed Taxiway F transition paving to the south apron pavement.
- b) Construction of pavement section including lime treated subgrade, crushed aggregate base course, and an asphalt concrete surface course.
- c) Construction of no-taxi islands at each taxiway connector entrance.
- d) Construction of a crushed aggregate base course pavement shoulder on the north edge.
- e) Application of pavement markings.
- f) Transition grading to existing ground within approximately 20 feet of the proposed pavement shoulder limits and/or edge of taxiway at pavement joins.
- g) Installation of an underdrain system which will connect to existing storm drain facilities.
- h) Installation of new taxiway edge lights, counterpoise system, and electrical facility grounding system for parallel Taxiway F, including no-taxi islands. The new edge lighting circuits will join the existing taxiway edge lighting circuitry in the vicinity of the existing homerun.
- i) Salvage and relocate existing taxiway airfield signage adjacent to new taxiway connector pavement.
- j) Removal and remarking of vehicle/service road limits in accordance with ALP. Design new pavement section for new road alignment outside of existing pavement limits (approximately 400 feet in length).

Note: The eastern portion of Taxiway F may be suitable for an overlay/rehabilitation type improvement if pavement sections within the realigned section are consistent with the existing Taxiway F pavement

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section. Analysis of the geotechnical investigation findings will provide data to determine appropriate improvement method.

For purposes of funding eligibility, the COUNTY requested that the CONSULTANT perform a cost comparison for a 2D geometry layout and pavement section design for the TDG 2 fleet mix (FAA-approved fleet mix which aligned with TDG 2 geometry) in relation to the final design geometry and fleet mix (TDG 3). The CONSULTANT will also provide support for the COUNTY to justify the 50-foot taxiway width to the FAA.

The estimated construction budget for the Base Bid portion of the Project is approximately \$9,436,000, \$4,289,000 for the Bid Alternate No. 1 portion of the Project, and \$5,372,000 for the Bid Alternate No. 2 portion of the Project. This Project will be funded by a Federal Aviation Administration (FAA) AIP grant and will be designed to meet FAA standards when detailed accordingly in this scope. Full compliance with FAA standards may be required under future project(s) for items noted/assumed. It is anticipated that the Project will be designed and bid package completed by March 2021 as a single bid package with a Base Bid and two Bid Alternates as noted.

As requested by the COUNTY, for purposes of FAA funding for the Base Bid and Bid Alternates, the scope of work and fees for each will be detailed separately as designated by "A", "B", and "C" for phases, sections and subsections.

PHASE 'A' - SCOPE OF SERVICES FOR BASE BID - FINAL DESIGN OF RUNWAY 7-25 RECONSTRUCTION

The CONSULTANT's scope of work for the Base Bid portion of the Project will be phased as follows:

- Phase A-1 : Contract Administration and Coordination
- Phase A-2 : Design Services
- Phase A-3 : Bid Administration
- Phase A-4 : Public Outreach and Coordination
- Phase A-5 : Reimbursable Agreement Coordination

CONSULTANT proposes to provide the services as described in the following Phases and Tasks to complete the Base Bid portion of the Project:

PHASE A-1. CONTRACT ADMINISTRATION AND COORDINATION

This phase involves those activities required for defining the scope of the Project, negotiating the contract and subcontracts, and general coordination and administration, including the following activities:

1.0 PROJECT SCOPING

1.1 Preliminary Meetings with the COUNTY

CONSULTANT will confer with the COUNTY to ascertain Project requirements, finances, schedules, and other pertinent matters and will meet with the FAA, if needed, and other concerned agencies and parties on matters affecting the Project and will arrive at a mutual understanding of such matters with the COUNTY.

The COUNTY's environmental consultant shall prepare documentation (Categorical Exclusion). The COUNTY shall provide the CONSULTANT with any environmental documents available. Topographical surveying was performed under another contract by CONSULTANT; however, an additional survey will be necessary at critical pavement matching points. CONSULTANT will confer with COUNTY regarding additional pavement/geotechnical testing needed for design. It is anticipated that there will be a one meeting with the COUNTY and/or the FAA. The meeting may occur at Project location (if necessary). The meeting will be attended by the Project Manager (PM).

1.2 Prepare Project Scope of Work and Proposal

This task includes preparing the scope of work and fee proposal and negotiating the contract, scope, and fee with the COUNTY. This also includes coordination with subconsultants for scopes and fees.

2.0 PREPARE/REVIEW CONTRACT AND SUBCONTRACTS

Under this task the CONSULTANT will review the CONSULTANT-COUNTY contract and prepare the survey subcontract.

3.0 PROJECT COORDINATION

CONSULTANT will coordinate with the design team, COUNTY, the FAA, subconsultants, and other applicable agencies to complete the tasks associated with Phase A-1 of this scope. The PM will prepare agendas and minutes for the meetings.

3.1 Monthly Progress Meetings with COUNTY (8)

The CONSULTANT's Project Manager, design lead, and design support staff will attend the teleconference meetings. Meetings are anticipated to be approximately 30 minutes each.

3.2 Bi-weekly Progress Meetings with Design Team (Internal) (15)

The CONSULTANT's Project Manager, design lead, and design support staff will attend the internal teleconference meetings. This task includes attending monthly Airport consultant team teleconferences (15) to coordinate impacts to other concurrent projects. Meetings are anticipated to be 60 minutes each.

3.3 FAA Monthly Meetings (8)

CONSULTANT representatives (PM and Project Engineer) will attend the telephone conferences. Meetings are anticipated to be 60 minutes each. Purposes of the meeting include:

- Coordinate Project design and schedule updates.
- Funding review for award of Base Bid and Bid Alternates for benefit of the Airport.
- Eligibility review for TDG-III taxiway widths (50-foot width).

3.4 Safety Risk Management (SRM)

Coordination will be required to satisfy the SRM process. This will include discussions with Air Traffic Organization staff, Airports Regional, and COUNTY staff. Preparations and involvement during the SRM process including up to five (5) telephone conferences and one (1) in-person meeting with local tower staff. The in-person meeting will be concurrent with a design review meeting. Two (2) CONSULTANT representatives (PM and Project Engineer) will attend each meeting.

3.5 Stakeholder engagement

Refer to Phase A-4, Public Outreach and Coordination

4.0 GENERAL CONTRACT ADMINISTRATION

CONSULTANT will provide general administration during the design, document preparation, bidding process, and public outreach as applicable. CONSULTANT will assign a Project Manager (PM) to this Project to monitor continuity through the phases of work, as described in this scope. The Project Manager will be responsible for work performed by the CONSULTANT's team. The Project Manager's responsibilities include the following:

- a. Define tasks, schedules, and costs.
- b. Monitor work progress and address problems.
- c. Prepare schedule in coordination with the COUNTY upon receipt of notice to proceed.
- d. Maintain up-to-date schedules.
- e. Coordinate with the COUNTY to receive their input; address their concerns; keep them informed regarding status of design; obtain their concurrence on scope, cost, and schedule; and obtain their input and approval of concepts and Final Design.
- f. Focus the efforts of the CONSULTANT and subconsultants to expedite the design of a quality, cost effective Project that meets the needs of the COUNTY.
- g. Maintain quality control on all work of the CONSULTANT and CONSULTANT's subconsultants. Implement and monitor a program of Quality Control (QC).
- h. Maintain Quality Assurance (QA) of processes and procedures.

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- i. Prepare invoices to submit to the COUNTY in accordance with the COUNTY's standard invoice requirements.

5.0 GRANT APPLICATION AND ADMINISTRATION – NOT IN CONTRACT - NIC

COUNTY shall complete and submit Grant Application (Application) for the Project.

PHASE A-1 DELIVERABLES

- 1) Draft Scope of Services – Electronic
- 2) Final Scope of Services – Electronic
- 3) Executed Contract – Wet signed and mailed

PHASE A-2. FINAL DESIGN (60%, 95%, AND FINAL)

6.0 TOPOGRAPHICAL SURVEYING (Subconsultant)

Additional survey is anticipated in critical areas for proposed pavement joins to existing pavements at taxiway connectors and the parallel taxiway, as well as additional survey needed for FAA Reimbursable Agreement elements. The following work items are allocated:

- a. Up to five (5) days of field survey and associated office production time to provide updated cad files.
- b. Updates to CONSULTANT cad files based on additional survey information.

7.0 GEOTECHNICAL COORDINATION AND REVIEW (Subconsultant – Earth Systems Pacific) - NIC
Performed under a separate contract.

8.0 REVIEW ENVIRONMENTAL DOCUMENTATION

CONSULTANT will review environmental documentation (CatEx) provided by the COUNTY and meet with the COUNTY to discuss environmental documents and the impact of this data on the proposed improvements.

9.0 PREPARE PLANS

CONSULTANT will prepare Plan sheets depicting the proposed improvements as indicated under Project Description. The following is a general list of drawings that will be used as a guideline. Actual number and title of drawings may be modified during the design phase, as required.

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Sheet Number	Sheet Name	Number of Sheets (Base Bid)
GENERAL		
G-001	Cover Sheet	1
G-002	Sheet List	1
G-003	Legend and Abbreviations	1
G-004	General Notes	1
G-021	Project layout Plan	1
G-041	Survey Control Plan	1
G-061	Project Quantity Tables	1
G-081	CSPP	6
G-088	CSPP Details and Notes	1
CIVIL GENERAL		
B-051	Plan and Log of Soil Borings	5
C-021	Erosion Control Plans and Proposed Contours	6
C-031	Erosion Control Details	1
C-051	Demolition Plans	6
C-051	Demolition Plans - Transition Sheets (Excludes Bid Alternates)	5
CIVIL SITE		
C-201	Plan and Profiles	6
C-201	Plan and profiles - Transition Sheets (Excludes Bid Alternates)	5
C-301	Typical Sections	1
C-441	Underdrain Plan and Profiles	12
C-441	Underdrain Plan - Transition Sheets (Excludes Bid Alternates)	5
C-461	Underdrain Details	1
C-361	Grooving plans	6
CIVIL MARKING		
C-651	Temporary and Permanent Marking Plans	6
C-651	Temporary and Permanent Marking Plans Transition Sheets (Excludes Bid Alternates)	3
C-671	Marking Details	2
CIVIL X SECTIONS		
C-901	Cross Sections	6
ELECTRICAL		
E-001	Electrical Notes and Symbols	1
E-101	Electrical Demolition	6
E-201	Electrical Layout Plans	6
E-401	Signage Schedule	1
E-601	Electrical Details	2
Total Sheets for Base Bid		106

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Plan Sheet Notes/assumptions

- a. Viewports on demolition and improvement sheets are 1":50' scale.
- b. Cross sections considered every 100 feet with 10 sections per sheet.

10.0 PREPARE FAA FORM 7460

CONSULTANT will complete the form 7460, Notice of Proposed Construction or Alteration as per FAA guidelines and will send the form to the COUNTY to be submitted to the FAA. Due to the runway closure for the duration of the work, the 7460 submissions (total of three) are expected to include the draft and final Construction Safety and Phasing Plans and temporary construction equipment for masking of existing taxiway connector edge and centerline markings.

11.0 PREPARE SPECIFICATIONS AND BID DOCUMENTS

The CONSULTANT will assemble the specifications and bid documents as stated below for competitive bidding purposes. The documents will meet current FAA Standards for AIP funded projects and incorporate COUNTY specifications / provisions as necessary to supplement FAA specifications. These documents will be prepared at a 60% stage, 95% stage, and final, incorporating review comments from FAA and COUNTY with each review.

11.1 Prepare Bidding and Contract Documents

The CONSULTANT will prepare bidding and contract documents including, but not limited to, Invitation for Bids (Notice to Bidders), Instruction to Bidders, Bid Schedule, which lists bid items and quantities required for construction of the Project. Required proposal forms and certifications will be included, as well as a Bid Bond form, and a Bidder's Checklist, which will list documents bidder must provide with the bid submittal. Sample forms for Construction Contract/Agreement, Performance Bond, and Payment Bond will be included. All documents will be based on the current FAA General Contract Provisions and the Federal Required Provisions for AIP projects. COUNTY's standards may be included if necessary and as allowed by the FAA. CONSULTANT will coordinate with COUNTY's procurement office on the preparation of contract documents. The COUNTY to provide the CONSULTANT with example forms meeting COUNTY requirements (if changed since the previous project).

11.2 Required Federal Provisions

Federal laws and regulations require that specific contract provisions be included in federally funded contracts, as established within the grant assurances. CONSULTANT will include the Required Federal Provisions, inserting any required information, in the bid documents. These requirements cover items such as:

- Affirmative Action Plan
- Buy American Preferences
- Civil Rights
- Disadvantaged Business Enterprises
- Federal Fair Labor Standards Act (Minimum Wage)
- Lobbying and Influencing Federal Employees
- Occupational Safety and Health Act
- Davis-Bacon Requirements

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- Equal Employment Opportunity
- Non-segregated Facilities

11.3 FAA General Contract Provisions (Advisory Circular 150-5370-10H, Part 1)

The FAA requires these provisions be included and complied with for all projects funded with federal grant monies through the AIP, as established within the grant assurances. The CONSULTANT will include the FAA General Contract Provisions and provide any Project-specific information where indicated. These provisions cannot be modified other than where noted in the document.

11.4 COUNTY General Provisions

CONSULTANT will incorporate COUNTY's General Provisions into specification package as necessary. Although the FAA does allow the COUNTY'S General Provisions to be incorporated, specific language will be included stating that in case of conflict, the most stringent requirements will prevail.

11.5 Prepare General Requirements for Airport Construction

The CONSULTANT will prepare General Requirements for Airport Construction to address or expand on conditions specific to construction on the airport that require additional clarification. They will include (as applicable), but are not limited to the following items:

- a. General Safety Requirements
- b. Airfield Safety and Traffic Control
- c. Project Schedule Requirements
- d. Project Submittal Requirements and Procedures (Including Contractor's Materials Submittals Checklist)
- e. Materials Testing and Retesting Protocols
- f. Record Drawings
- g. Time Limitations
- h. Liquidated Damages
- i. Barricades and Runway Closure Markers
- j. Radio Communication
- k. Access and Security
- l. Work Hour Limitations
- m. Required items for Payment Applications
- n. SWPPP Requirements and Guidance for Contractor

11.6 Prepare Technical Specifications

The CONSULTANT will prepare Technical Specifications using FAA Standard Specifications (from AC 150-5370-10H, Parts 2 - 13) and FAA Specification format. For work not covered by FAA Standards (and if permissible), COUNTY or Caltrans Standard Specifications shall be used. FAA Technical Specifications shall include, but are not limited the following items:

Project Specific Requirements for Airport Construction

Part 1 General Requirements for Airport Construction (Item SP-100)

Part 2 Construction Safety and Phasing Plan (SP-200)

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FAA Standard Specifications for Construction of Airports (150-5370-10H)

Part 1	General Contract Provisions - Includes sections 10-90	
Part 2	Item C-100	Contractor Quality Control Program (CQCP)
	Item C-102	Temporary Air and Water Pollution, Soil Erosion, and Siltation Control
	Item C-102A	Local Water Quality Requirements
	Item C-105	Mobilization
	Item C-110	Method of Estimating PWL
Part 3	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 Materials (CLSM)
	Item P-155	Lime-Treated Subgrade
Part 4	Item P-209	Crushed Aggregate Base Course
Part 5	Not Used	
Part 6	Item P-401	Asphalt Mix Pavement
Part 7	Not Used	
Part 8	Not Used	
Part 9	Item P-603	Emulsified Asphalt Tack Coat
	Item P-605	Joint Sealants for Pavements
	Item P-610	Concrete for Miscellaneous Structures
	Item P-620	Runway and Taxiway Marking
	Item P-621	Saw-Cut Grooves
Part 10	Not Used	
Part 11	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
Part 12	Item T-901	Seeding
Part 13	Item L-108	Underground Power Cable for Airports
	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

12.0 PREPARE 60% GEOMETRIC AND SURFACE DRAINAGE DESIGN

Using the findings from the PDCR completed under previous contract, a 60% geometric and surface drainage design will be completed in accordance with standard engineering practices, local requirements, and the FAA Advisory Circulars 150/5300-13A, *Airport Design*, and 150/5320-5D, *Airport Drainage Design*.

- 12.1 Geometric Design
- 12.2 Surface Drainage and Contour Design
- 12.3 Profile Design

13.0 PREPARE 60% PAVEMENT MARKING DESIGN

Using the findings from the PDCR prepared under previous contract, a 60% pavement marking design will be completed in accordance with standard engineering practices, local requirements, and the FAA Advisory Circular 150/5340-1M, *Standards for Airport Markings*.

14.0 PREPARE 60% ELECTRICAL DESIGN

The CONSULTANT will establish the lighting layouts and equipment necessary to meet FAA criteria and standards and to meet the National Electrical Code. Included in this work item are the following tasks:

- a. Review layout of light locations and relocate/adjust if necessary.
- b. Review layout of airfield signs and relocate/adjust if necessary.
- c. Determine adjustment needed for electrical facilities to account for changes in elevation from the existing grade to finish ground surface.
- d. Prepare narrative discussion (layout and elevation adjustments).
- e. Design and layout of new runway and sign electrical cable installation.
- f. Design of new counterpoise lighting protection system.

15.0 PREPARE 60% UNDERDRAIN DESIGN

- 15.1 Geometric Design and 2D Layout
- 15.2 Profile Design
- 15.3 Connection to existing storm drain system(s)

16.0 EROSION CONTROL PLAN

The CONSULTANT will develop an Erosion Control Plan (Plan) for the Project that is in general conformance with BAT (Best Available Technology) management practices. The Plan will detail types of erosion control measures recommended for the site in addition to other information needed for the NPDES permitting application.

The Contractor who is awarded the Project shall be responsible for preparing the Storm Water Pollution Prevention Plan (SWPPP). The information for the SWPPP shall include, but not be limited to, the following:

- a. Project Location
- b. Size of Disturbance of Project
- c. Amount of Impervious Surface
- d. Hydrologic Classification of Site
- e. Receiving Waters

f. Site Drainage Overview

17.0 PREPARE SPONSOR CERTIFICATIONS

The CONSULTANT will complete the required Sponsor Certifications, verifying that the plans and specifications were developed in accordance with Federal guidelines, and the Equipment/Construction Contract certification. These will be sent to COUNTY for review and signature.

18.0 PREPARE 60% SUBMITTAL

CONSULTANT will assemble the 60% design submittal and deliver to COUNTY for review and written comments. This work will include:

- a. Prepare and submit 60% plans including the following:
 - Project plans with final 2D layout
 - Project alignment layout information
 - Detail pavement transition joins
 - Pavement elevations on a 25-foot grid
 - All major improvements located by stationing/offset from project alignment(s)
 - Identify all above ground and below ground utilities within work area(s)
 - Identify Contractor staging, storage, access routes
 - Annotate profiles of pipelines and utility crossings
 - Table detailing the electrical facility adjustment/relocation schedule
- b. Prepare and submit 60% specifications and bid documents.
 - Assemble draft specifications that correlate to bid items
- c. Prepare and submit 60% cost estimate.
- d. Perform internal quality control review for all documents included in the 60% submittal.
- e. Conduct 60% review meeting with the COUNTY to go over submitted data and discuss schedule for upcoming submittals.

19.0 CONSTRUCTION SAFETY AND PHASING PLAN

CONSULTANT will prepare a Construction Safety and Phasing Plan (CSPP) in conformance with FAA Standards and AC 150/5370-2G, *Operational Safety on Airports During Construction*. After COUNTY review and approval, the CSPP will be uploaded to the FAA online portal for review and approval. The final CSPP will be included in the Bid Documents package and generally includes the following information:

- a. Overview & Purpose
- b. Construction Safety Responsibility of Each Party
- c. Construction Phasing, including (but not limited to):
 - Phasing and time limitations. Phasing intent is to minimize impacts to the Airport through a fast track schedule (provide a Gantt-style schedule to illustrate proposed sequence of work).
 - Areas and operations affected by construction
 - Wildlife management

- Hazardous materials management
 - Inspection requirements
 - Marking and signs for access routes
 - Protection of runway and taxiway critical areas
 - Safety plan compliance document
- d. Construction Safety and Phasing Plan Sheet(s)

20.0 ENGINEER'S DESIGN REPORT

CONSULTANT will prepare the Engineer's Design Report (EDR) in conformance with FAA requirements. The report will start at the 60% design and be updated after each review by COUNTY and FAA, as required. The report will include a summary and explanation of the Project design, including (as applicable) geometrics, pavement design, pavement marking, environmental issues, phasing plans, a Project design schedule, and the Engineer's estimated construction cost estimate. This report will also include information for bidding the Project. The report shall include (as applicable), but not be limited to, the following:

- a. Project Scope
- b. Design Standards
- c. Pavement Marking Considerations
- d. Airport Operational Safety (reference Federal Advisory Circular 150/5370-2G)
- e. Construction Estimate
- f. Project Schedule and Construction Phasing
- g. Construction Inspection and Testing Information
- h. Deviations from FAA Standards (if necessary and if approved by FAA)
- i. Sponsor/Engineer's Certification for Project Plans and Specifications
- j. Sponsor Certification for Equipment/Construction Contract

21.0 AIRPORT SIGNING AND MARKING PLAN

The Signing and Marking Plan will be created to include guidance signs and marking. Four (4) copies of the Signing and Marking Plan will be forwarded to the COUNTY for submission to the FAA for approval. Efforts include coordination with Airport and the FAA.

- a. Prepare draft sign and marking plan.
- b. Update sign and marking plan to reflect Airport and FAA comments and submit final for FAA approval.

22.0 PREPARE 95% SUBMITTAL

Based on COUNTY's written review comments on the 60% submittal, CONSULTANT will advance the submittal package and prepare the 95% documents. The intent of the 95% submittal is to finalize all pending comments for a complete and final review by the County and FAA prior to bidding. This work shall include:

- a. Prepare and submit 95% plans.
- b. Prepare and submit 95% specifications and bid documents.
- c. Prepare and submit 95% cost estimate.
- d. Perform internal quality control for all documents included in the 95% submittal.
- e. Conduct 95% review meeting with the COUNTY to go over submitted data and discuss schedule for upcoming submittals.

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23.0 PREPARE AND SUBMIT FINAL BID DOCUMENTS

A final set of plans, specifications, cost estimate, contract documents will be prepared incorporating any final revisions, modifications, and corrections determined during the FAA and COUNTY's review of the ninety-five percent (95%) submittal. CONSULTANT will conduct an internal quality control review of final package and submit to COUNTY. The final submittal will include the following:

- a. Plans
- b. Specifications
- c. Cost Estimate
- d. Contract Documents

24.0 PREPARE FINAL CONSTRUCTION SAFETY AND PHASING PLAN (CSPP) AND ENGINEER'S DESIGN REPORT

- a. CONSULTANT will update the CSPP to include comments received from the COUNTY, FAA, and SRM panel; conduct quality control review and prepare and upload final CSPP to the FAA portal. The final CSPP will also be included in the final bid set of Specifications.
- b. Finalize the EDR to include any modifications to design or information contained in report. The final report will be provided to COUNTY.

25.0 PREPARE DRAFT CONSTRUCTION MANAGEMENT PLAN

A draft Construction Management Plan will be prepared in preparation of award and will be finalized under the construction administration services contract after receipt of the construction contract.

26.0 PHASE A2 PROJECT MEETINGS

The CONSULTANT will arrange and lead the meetings as described below. The CONSULTANT will produce drawings and handouts, as needed, to conduct each meeting and will issue minutes to document the discussion. Two (2) CONSULTANT representatives (PM and Project Engineer) will attend each meeting in person. Meetings may be at the COUNTY offices or at the FAA ADO office as indicated. The following meetings will be included in Phase A2:

- a. 60% Submittal review meeting with County (1)
- b. 60% Submittal review meeting with FAA ADO (1)
- c. 95% Submittal review meeting with County (1)
- d. 95% Submittal review meeting with FAA (1)

PHASE A-2 DELIVERABLES

During the Phase 2 design effort of this scope, the CONSULTANT will deliver the following information to the COUNTY:

- 1) 60% Plans, Specifications, and Contract Documents – Electronic and three (3) hard copies each
- 2) 60% Cost Estimate – Electronic and three (3) hard copies each
- 3) Draft Construction Safety Phasing Plan – Electronic and hard copies if requested
- 4) 95% Plans, Specifications, and Contract Documents – Electronic – If requested CONSULTANT will also provide three (3) copies each
- 5) 95% Engineer's Design Report – Electronic and three (3) hard copies
- 6) Final Plans, Specifications, and Contract/Bidding? Documents – One (1) camera-ready set of full and half size plans, one (1) camera-ready set of original Contract Documents, and electronic files of all deliverable documents

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- 7) Final Engineer's Design Report – Three (3) bound copies
- 8) Final Construction Safety and Phasing Plan – Electronic. (Copies of the final CSPP will be included in the Specifications Bid Book).
- 9) Draft Construction Management Plan - Electronic
- 10) Signing and Marking Plan – Four (4) copies each and electronic files

PHASE A-3. BID ADMINISTRATION

27.0 PREPARE ADVERTISEMENT FOR BIDS

Required advertisement dates and bidding dates will be established. CONSULTANT will prepare the advertisement in conformance with FAA and local standards and submit a copy of the advertisement to the COUNTY. The COUNTY shall arrange for the legal advertising in conformance with local standards and shall pay for the associated cost of advertising.

28.0 BID DOCUMENTS DISTRIBUTION

CONSULTANT will prepare and upload Contract Documents to Quest Construction Data Network (QuestCDN.com). Contractors interested in bidding on the Project can register and pay a fee (approximately \$6 per COUNTY standards) to download the Contract Documents. Bidders will be responsible for submitting their bids to the COUNTY similar to previous projects.

29.0 RESPOND TO BIDDERS QUESTIONS

During the bidding process, the CONSULTANT will be available to clarify bidding issues with contractors and suppliers and for consultation with the various entities associated with the Project. This item also includes contacting bidders to generate interest in the Project.

30.0 PREPARE ADDENDA

CONSULTANT will prepare up to three (3) bid addenda, as appropriate, to interpret, clarify, or change the bidding documents as required by the COUNTY or the FAA. Addenda will be made available to the plan holders by the COUNTY. Any addenda that are generated as a sole result of the COUNTY's error or omission, or FAA request, will be considered as extra services, and the CONSULTANT shall be reimbursed for this effort as an amendment to this contract.

31.0 PRE-BID CONFERENCE

CONSULTANT will arrange for and conduct Pre-Bid Conference. The Project Manager and Project Engineer will attend and conduct the Pre-Bid Conference with potential contractors and the COUNTY to review the Project and answer questions. The conference will be conducted at the Airport and will include a site inspection. Up to three (3) full size graphics will be prepared for the meeting. Meeting minutes will be prepared and distributed.

32.0 BID OPENING – NIC

CONSULTANT will not be required to attend the bid opening at the Airport.

33.0 BID REVIEW AND BID TABULATION

CONSULTANT will review bid packages for conformance with Contract Document requirements. CONSULTANT will advise COUNTY as to the acceptability of any subcontractors, suppliers, and other persons and organizations proposed by the bidders and as to the acceptability of substitute

materials and equipment proposed by bidders. The CONSULTANT will prepare a spreadsheet that includes all bid items for the purpose of evaluating the lowest bidder. The CONSULTANT will input the as-bid unit prices into the spreadsheet and verify mathematical computations of the bids. The CONSULTANT will then provide recommendations to the COUNTY as to the name of the Apparent Low Bidder.

34.0 PREPARE RECOMMENDATION FOR AWARD

The CONSULTANT will prepare a Recommendation of Award for the COUNTY to accept or reject the bids as submitted. If rejection is recommended, the CONSULTANT will supply an explanation for their recommendation and possible alternative actions that the COUNTY can pursue to complete the Project. Once the contract award is made, the CONSULTANT will distribute the bid tabulations through QuestCDN.com at request of the COUNTY.

PHASE A-3 DELIVERABLES

CONSULTANT will provide COUNTY with the following:

- Bid Tabulation – Electronic files
- Recommendation for Award – Electronic files

PHASE A-4. PUBLIC OUTREACH AND COORDINATION

Arellano Associates (Arellano) will work as a subconsultant to the CONSULTANT to develop and implement an appropriate public outreach program for the Project.

35.0 DEVELOP MATERIALS FOR COUNTY TO POST TO COUNTY WEBSITE

CONSULTANT and Subconsultant Arellano will work with the Project team to develop one Fact Sheet and one Frequently Asked Questions (FAQ) document. This will feature key Project details, illustrations, maps and opportunities for public involvement. The documents will be used as a handout/leave behind piece at meetings and briefings. CONSULTANT and Subconsultant will also assist in the development of material for the COUNTY's Project website and develop PDFs of text for sections, as directed by the COUNTY to include Project introduction, schedule, FAQs section, and a comment form.

Deliverables:

- Fact Sheet (1)
- FAQ (1)
- Website content support, as directed.

36.0 DEVELOP, ORGANIZE, AND FACILITATE PUBLIC OUTREACH WORKSHOPS

CONSULTANT and Subconsultant will provide an opportunity for the community to learn about and comment on the Project and will coordinate up to three (3) public outreach workshops to be held during key points in the study process to engage and inform the public. Given the COVID-19 public gathering restrictions and new expectations of hosting public meetings virtually, the format of these meetings will be determined in advance with the Project team. These public workshops will educate the public regarding design and the factors considered in the planning process, as well as provide a forum for stakeholders to ask questions and leave comments.

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CONSULTANT and Subconsultant will be responsible for handling logistics for the public outreach workshop meetings including coordination of meeting dates and times with the Project team, virtual noticing support efforts through the COUNTY, along with clean-up/tear down. Arellano will also offer a virtual meeting option set-up as an alternative to an in-person meeting. It is assumed that the COUNTY will provide all venue space and refreshments needed for each of the in-person public outreach workshop meetings.

Deliverables:

- Up to three (3) in-person public outreach workshop meetings OR up to three (3) GoToMeeting Webinars
- Meeting summary reports, to include notification efforts, cumulative participation at meeting, materials presented, comments and feedback provided at the meeting, and photographs of meeting
- Spanish only translation services for each meeting (3)

37.0 DEVELOP NOTIFICATIONS FOR MEDIA AND STAKEHOLDERS

The CONSULTANT and Subconsultant Arellano will develop media and stakeholder notifications and advisories (up to six) and provide to the COUNTY to distribute (in MS Word and/or PDF format) to the existing COUNTY stakeholder's database via mail, website, and/or social platforms (at the COUNTY's discretion). The notifications and advisories are anticipated to be provided at the following Project stages:

- a. For each of the three Workshops
- b. Completion of final design
- c. Bid opening
- d. Receipt of FAA grant

Deliverables:

- Up to six (6) media/stakeholder notifications and/or advisories in Microsoft Word and/or PDF format, for County staff distribution.

38.0 SUBCONSULTANT (ARELLANO) MEETING ATTENDANCE

Subconsultant will attend up to three meetings (estimated to be 2.5 hours each), which are anticipated to be at the following Project stages:

- a. 60% Design review meeting
- b. 90% design review meeting
- c. Prebid meeting

In addition, Subconsultant will participate in up to twelve (12) biweekly calls (30-minute calls) with the CONSULTANT to stay informed of Project progress.

PHASE A-5. REIMBURSABLE AGREEMENT COORDINATION

CONSULTANT will assist the COUNTY with the FAA Reimbursable Agreement (RA) assembly and coordination. The typical RA timeline is 18 months and the proposed Project timeline to meet the June 2021 construction will require critical coordination to fastrack the FAA process for the RA process.

39.0 DEVELOPMENT OF THE RA

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CONSULTANT to coordinate the preparation of the RA and provide the Project-specific details for inclusion into the RA. CONSULTANT will review the RA, when assembled, and provide a recommendation to the COUNTY to accept and authorize.

40.0 COORDINATION FOR THE RA

This task includes Project related coordination items associated specifically with the FAA RA for FAA Navigational Aids (NAVAIDs) and Approach Procedure Development or Modifications as required for this Project. Specific tasks include:

- Participation in coordination meetings are included in A-3.0, Project Coordination.
- Participation in FAA site survey meeting at the Airport to identify NAVAIDs affected by the Project, including review of FAA site survey report and incorporation of FAA comments into Project documents. On-site meeting is assumed to be concurrent with another Project meeting.
- Preparation of exhibits, schedules and other coordination documents to depict the Project elements specific to the FAA equipment modifications and approach procedure developments.
- Development of construction phasing as it relates to FAA RA specific items that require inspection or coordination with FAA Tech Ops and/or Flight Procedures Department (i.e. inspection of FAA equipment modifications, Flight Inspection windows associated to new or modified approach procedures, etc.).

PHASE 'B' - SCOPE OF SERVICES FOR BID ALTERNATE NO. 1 (PRELIMINARY AND FINAL DESIGN FOR TAXIWAY CONNECTORS A-E RECONSTRUCTION)

The CONSULTANT's scope of work for the Bid Alternate No. 1 Airport Improvements Project will be phased as follows:

- Phase B-1 : Contract Administration and Coordination
- Phase B-2 : Design Services

CONSULTANT proposes to provide the services as described in the following Phases and Tasks to complete the Bid Alternate 1 portion of the Project, concurrent with Phase A:

PHASE B-1. CONTRACT ADMINISTRATION AND COORDINATION

This phase involves those activities required for defining the scope of the Project, negotiating the contract and subcontracts, and general coordination and administration, including the following activities:

B-1.0 PROJECT SCOPING

B-1.1 Preliminary Meetings with the COUNTY - NIC

Preliminary meetings are included in A-1.1

B-1.2 Prepare Project Scope of Work and Proposal

This task includes preparing the scope of work and fee proposal and negotiating the contract, scope, and fee with the COUNTY.

B-2.0 PREPARE/REVIEW CONTRACT - NIC

Prepare/review contract is included in A-2.0.

B-3.0 PROJECT COORDINATION - NIC

Project coordination will be concurrent with A-3.0.

B-4.0 GENERAL CONTRACT ADMINISTRATION

CONSULTANT will provide general administration during the design, document preparation, bidding process, and public outreach as applicable. CONSULTANT will assign a Project Manager (PM) to this Project to monitor continuity through the phases of work, as described in this scope. The Project Manager will be responsible for work performed by the CONSULTANT's team. The Project Manager's responsibilities include the following:

- a. Define tasks, schedules, and costs.
- b. Monitor work progress and address issues that may arise.
- c. Prepare schedule in coordination with the COUNTY upon receipt of notice to proceed.
- d. Maintain up-to-date schedules.
- e. Coordinate with the COUNTY to receive their input; address their concerns; keep them informed regarding design status; obtain their concurrence on scope, cost, and schedule; and obtain their input and approval of concepts and Final Design.
- f. Focus the efforts of the CONSULTANT and subconsultants to expedite the design of a quality, cost effective Project that meets the needs of the COUNTY.
- g. Maintain quality control on all work of the CONSULTANT and CONSULTANT's subconsultants. Implement and monitor a program of Quality Control (QC).

- h. Maintain Quality Assurance (QA) of processes and procedures.
- i. Prepare invoices to submit to the COUNTY in accordance with the COUNTY's standard invoice requirements.

B-5.0 GRANT APPLICATION AND ADMINISTRATION - NIC

COUNTY shall complete and submit Grant Application (Application) for the Project.

PHASE B-1 DELIVERABLES

Deliverables will be included in Phase A-1 Deliverables.

PHASE B-2. FINAL DESIGN (60%, 95%, AND FINAL)

B-6.0 TOPOGRAPHICAL SURVEYING (Subconsultant) - NIC

Additional survey is included in A-6.0.

B-7.0 GEOTECHNICAL COORDINATION AND REVIEW (Subconsultant) - NIC

Performed under a separate contract.

B-8.0 REVIEW ENVIRONMENTAL DOCUMENTATION - NIC

CatEx review is included in A-8.0

B-9.0 PREPARE PLANS

Plan sheets will be prepared depicting the proposed improvements as indicated under Project Description. The following is a general list of drawings that will be used as a guideline. Actual number and title of drawings may be modified during the design phase, as required. Additional sheets for Bid Alternate No. 1 are identified and sheets being prepared under the Base Bid phase and updated for Bid Alternate No. 1 are identified with an "X".

Sheet Number	Sheet Name	Number of New Sheets for Bid Alternate No. 1 and Updates (X) from Base Bid Sheets
GENERAL		
G-001	Cover Sheet	X(1)
G-002	Sheet List	X (1)
G-003	Legend and Abbreviations	-
G-004	General Notes	X (1)
G-021	Project layout Plan	X (1)
G-041	Survey Control Plan	X (1)
G-061	Project Quantity Tables	X (1)
G-081	CSPP	X (6)
G-088	CSPP Details and Notes	X (1)
CIVIL GENERAL		
B-051	Plan and Log of Soil Borings	-
C-021	Erosion Control Plans and Proposed Contours	X (6)
C-031	Erosion Control Details	X (1)
C-051	Demolition Plans	5

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C-051	Demolition Plans - Transition Sheets (Excludes Bid Alternate No. 2)	5
CIVIL SITE		
C-201	Plan and Profiles	5
C-201	Plan and profiles - Transition Sheets (Excludes Bid Alternate No. 2)	5
C-301	Typical Sections	X (1)
C-441	Underdrain Plan and Profiles	10
C-461	Underdrain Details	-
C-361	Grooving plans	-
CIVIL MARKING		
C-651	Temporary and Permanent Marking Plans	5
C-651	Temporary and Permanent Marking Plans - (Excludes Bid Alternate No. 2)	5
C-671	Marking Details	1
CIVIL X SECTIONS		
C-901	Cross Sections	2
ELECTRICAL		
E-001	Electrical Notes and Symbols	-
E-101	Electrical Demolition	5
E-101	Electrical Demolition (Excludes Bid Alternate No. 2)	5
E-201	Electrical Layout Plans	5
E-201	Electrical Layout Plans (Excludes Bid Alternate No. 2)	5
E-401	Signage Schedule	1
E-601	Electrical Details	1
Total New Sheets for Bid Alternate 1		65
Total Sheets to be Updated from Base Bid		21

Plan Sheet Notes/assumptions

- Viewports on demolition and improvement sheets are 1":50' scale
- Base Bid and Bid Alternate No. 1 layouts can appear on same sheet viewports
- Cross sections considered every 100 feet with 10 sections per sheet

B-10.0 PREPARE FAA FORM 7460 - NIC

FAA Form 7460 included in A-10.0

B-11.0 PREPARE SPECIFICATIONS AND BID DOCUMENTS - NIC

Preparation of Specifications and Bid Documents included in A-11.0

B-12.0 PREPARE PRELIMINARY AND 60% GEOMETRIC AND SURFACE DRAINAGE DESIGN

Preliminary and 60% geometric and surface drainage design will be completed in accordance with standard engineering practices, local requirements, and the FAA Advisory Circulars 150/5300-13A, *Airport Design*, and 150/5320-5D, *Airport Drainage Design*.

B-12.1 Geometric Design

B-12.2 Surface Drainage and Contour Design

B-12.3 Profile Design

B-12.4 Transition Design (In the event Bid Alternate No. 2 is not awarded).

B-13.0 PREPARE PRELIMINARY AND 60% PAVEMENT MARKING DESIGN

Preliminary and 60% pavement marking design will be completed in accordance with standard engineering practices, local requirements, and the FAA Advisory Circular 150/5340-1M, *Standards for Airport Markings*.

B-14.0 PREPARE PRELIMINARY AND 60% ELECTRICAL DESIGN

The CONSULTANT will establish the lighting layouts and equipment necessary to meet FAA criteria and standards and to meet the National Electrical Code. Included in this work item are the following tasks:

- a. Removal of existing taxiway lights and infrastructure to account for new taxiway connector configuration.
- b. Salvage existing airfield signs for relocation.
- c. Prepare narrative discussion.
- d. Design and layout of new taxiway light and sign electrical cable installation.
- e. Design of new counterpoise lighting protection system.
- f. Design of airfield lighting improvements to transition to existing parallel taxiway in the event Bid Alternate No. 2 is not awarded.

B-15.0 PREPARE PRELIMINARY AND 60% UNDERDRAIN DESIGN

B-15.1 Geometric Design and 2D Layout

B-15.2 Profile Design

B-15.3 Connection to existing storm drain system(s)

B-16.0 EROSION CONTROL PLAN

The CONSULTANT will develop an Erosion Control Plan (Plan) for the Project that is in general conformance with BAT (Best Available Technology) management practices. The Plan will detail types of erosion control measures recommended for the site in addition to other information needed for the NPDES permitting application.

The Contractor who is awarded the Project shall be responsible for preparing the Storm Water Pollution Prevention Plan (SWPPP). The information for the SWPPP shall include, but not be limited to, the following:

- a. Project Location
- b. Size of Disturbance of Project
- c. Amount of Impervious Surface
- d. Hydrologic Classification of Site
- e. Receiving Waters
- f. Site Drainage Overview

B-17.0 PREPARE SPONSOR CERTIFICATIONS - NIC

Sponsor Certifications are included in A-17.0.

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B-18.0 PREPARE 60% SUBMITTAL

CONSULTANT will assemble the 60% design submittal and deliver to COUNTY for review and written comments. This work will include:

- a. Prepare and submit 60% plans including the following:
 - o Project plans with final 2D layout
 - o Project alignment layout information
 - o Detail pavement transition joins
 - o Pavement elevations on a 25-foot grid
 - o All major improvements located by stationing/offset from project alignment(s)
 - o Identify all above ground and below ground utilities within work area(s)
 - o Identify Contractor staging, storage, access routes
 - o Annotate profiles of pipelines and utility crossings
 - o Table detailing the electrical facility layout/relocation schedule
- b. Prepare and submit 60% cost estimate.
- c. Perform internal quality control review for all documents included in the 60% submittal.

B-19.0 CONSTRUCTION SAFETY AND PHASING PLAN

CONSULTANT will update the CSPP prepared under A-19.0 for the following items relating to Bid Alternate No. 1:

- a. Construction Phasing, including (but not limited to):
 - o Phasing and time limitations. Phasing intent is to minimize impacts to the Airport through a fast track schedule (provide a Gantt-style schedule to illustrate proposed sequence of work).
 - o Areas and operations affected by construction.
 - o Marking and signs for access routes.
 - o Protection of runway and taxiway critical areas.
- b. Construction Safety and Phasing Plan Sheet(s)

B-20.0 ENGINEER'S DESIGN REPORT

CONSULTANT will update the EDR (prepared under A-20.0) with the following items relating to Bid Alternate No. 1:

- a. Project Scope
- b. Design Standards
- c. Pavement Marking Considerations
- d. Airport Operational Safety (reference Federal Advisory Circular 150/5370-2G)
- e. Construction Estimate
- f. Project Schedule and Construction Phasing
- g. Construction Inspection and Testing Information
- h. Deviations from FAA Standards (if necessary and if approved by FAA)

B-21.0 AIRPORT SIGNING AND MARKING PLAN - NIC

The Sign and Marking Plan will be prepared under A-21.0 and will encompass the Base Bid and both Bid Alternates improvements.

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B-22.0 PREPARE 95% SUBMITTAL

Based on COUNTY's written review comments on the 60% submittal, CONSULTANT will update the submittal package and prepare the 95% documents. The intent of the 95% submittal is finalizing all pending comments for a complete and final review by the COUNTY and FAA prior to bidding. This work shall include:

- a. Prepare and submit 95% plans.
- b. Prepare and submit 95% cost estimate.
- c. Perform internal quality control for all documents included in the 95% submittal.

B-23.0 PREPARE AND SUBMIT FINAL BID DOCUMENTS

A final set of plans, specifications, cost estimate, contract documents will be prepared incorporating any final revisions, modifications, and corrections determined during the FAA and COUNTY's review of the ninety-five percent (95%) submittal. CONSULTANT will conduct an internal quality control review of final package and submit to COUNTY. The final submittal will include the additional Bid Alternate No. 1 items for the:

- a. Plans
- b. Specifications
- c. Cost Estimate
- d. Contract Documents

B-24.0 PREPARE FINAL CONSTRUCTION SAFETY AND PHASING PLAN (CSPP) AND ENGINEER'S DESIGN REPORT

- a. Update the CSPP to include comments received as necessary; conduct quality control review and prepare and upload final to the FAA portal. The final CSPP will be included in the final bid set of Specifications.
- b. Finalize the EDR to include any modifications to design or information contained in report. The final report will be provided to COUNTY.

B-25.0 PREPARE DRAFT CONSTRUCTION MANAGEMENT PLAN - NIC

The draft Construction Management Plan will be prepared under A-25.0.

B-26.0 PHASE B2 PROJECT MEETINGS - NIC

Project meetings are included in A-26.0.

PHASE B-2 DELIVERABLES

Phase B-2 deliverables will be incorporated into Phase A-2 deliverables.

Bid Administration, Public Outreach, and Reimbursable Agreement elements are included in the respective Phase A items of work and no additional efforts are assumed for Bid Alternate No. 1.

PHASE 'C' – SCOPE OF SERVICES FOR BID ALTERNATE NO.2 ELEMENTS (PRELIMINARY AND FINAL DESIGN FOR PARALLEL TAXIWAY F)

The CONSULTANT's scope of work for the Bid Alternate No. 2 portion of the Project will be divided as follows:

- Phase C-1 : Contract Administration and Coordination
- Phase C-2 : Design Services

CONSULTANT proposes to provide the services as described in the following Phases and Tasks to complete the Bid Alternate 2 portion of the project:

PHASE C-1. CONTRACT ADMINISTRATION AND COORDINATION

This phase involves those activities required for defining the scope of the Project, negotiating the contract and subcontracts, and general coordination and administration, including the following activities:

C-1.0 PROJECT SCOPING

C-1.1 Preliminary Meetings with the COUNTY - NIC

Preliminary meetings are included in A-1.1.

C-1.2 Prepare Project Scope of Work and Proposal

This task includes preparing the scope of work and fee proposal and negotiating the contract, scope, and fee with the COUNTY.

C-2.0 PREPARE/REVIEW CONTRACT - NIC

Prepare/review contract is included in A-2.0.

C-3.0 PROJECT COORDINATION - NIC

Project coordination will be concurrent with A-3.0.

C-4.0 GENERAL CONTRACT ADMINISTRATION

CONSULTANT will provide general administration during the design, document preparation, bidding process, and public outreach as applicable. CONSULTANT will assign a Project Manager (PM) to this Project to monitor continuity through the phases of work, as described in this scope. The Project Manager will be responsible for work performed by the CONSULTANT's team. The Project Manager's responsibilities include the following:

- a. Define tasks, schedules, and costs.
- b. Monitor work progress and address problems.
- c. Prepare schedule in coordination with the COUNTY upon receipt of notice to proceed.
- d. Maintain up-to-date schedules.
- e. Coordinate with the COUNTY to receive their input; address their concerns; keep them informed regarding status of design; obtain their concurrence on scope, cost, and schedule; and obtain their input and approval of concepts and Final Design.
- f. Focus the efforts of the CONSULTANT and subconsultants to expedite the design of a quality, cost effective Project that meets the needs of the COUNTY.
- g. Maintain quality control on all work of the CONSULTANT and CONSULTANT's subconsultants. Implement and monitor a program of Quality Control (QC).

- h. Maintain Quality Assurance (QA) of processes and procedures.
- i. Prepare invoices to submit to the COUNTY in accordance with the COUNTY's standard invoice requirements.

C-5.0 GRANT APPLICATION AND ADMINISTRATION – NOT IN CONTRACT - NIC
COUNTY shall complete and submit Grant Application (Application) for the Project.

PHASE C-1 DELIVERABLES

Deliverables will be included in Phase A-1 Deliverables.

PHASE C-2. DESIGN (PRELIMINARY, 60%, 95%, AND FINAL)

C-6.0 TOPOGRAPHICAL SURVEY ANALYSIS

The topographic field work is being performed under a separate contract. This effort includes analyzing the topographical surveying data and preparing the data for use with computer modeling. CONSULTANT will perform the following under this task:

- a. Establish design coordinates and alignments to be used for CAD drawings.
- b. Input raw survey data into the computer program to sort data into company standard layers for efficient analyzing.
- c. Verify survey data from previous Project with latest field survey.
- d. Sort all data points by layers and description for computer modeling.
- e. Verify surveyor horizontal and vertical control.
- f. Prepare digital terrain model (DTM) of existing ground contours, pavement edges, roadways, electrical equipment, drainage features, buildings, fences, and other miscellaneous entities.
- g. Generate three-dimensional contour model from the DTM.

C-7.0 GEOTECHNICAL INVESTIGATION ANALYSIS AND REVIEW OF FINDINGS

The geotechnical investigation is being prepared under a separate contract. The CONSULTANT will analyze the data and any existing previous geotechnical data. This task will consist of the following:

- a. Review of the geotechnical recommendations.
- b. Determination of appropriate data for pavement design.
- c. Input of data for computer modeling with topographical survey data.
- d. Preparation of pavement data and soil information for incorporation into Project Contract Documents for pavement design.
- e. Evaluation of existing pavement sections for potential recycling and reuse.
- f. Evaluation of shrink, swell, and consolidation potential.

C-8.0 REVIEW ENVIRONMENTAL DOCUMENTATION - NIC

CatEx review is included in A-8.0.

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C-9.0 PREPARE PLANS

CONSULTANT will prepare Plan sheets depicting the proposed improvements as indicated under Project Description. The following is a general list of drawings that will be used as a guideline. Actual number and title of drawings may be modified during the design phase, as required. Additional (new) plan sheets for Bid Alternate No. 2 are identified and sheets being prepared under the Base Bid and Bid Alternate No. 1 phases and updated for Bid Alternate No. 2 are identified with an "X".

Sheet Number	Sheet Name	Number of New Sheets for Bid Alternate No. 2 and Updates (X) to Base Bid & Bid Alternate No. 1
GENERAL		
G-001	Cover Sheet	X (1)
G-002	Sheet List	X (1)
G-003	Legend and Abbreviations	-
G-004	General Notes	X (1)
G-021	Project layout Plan	X (1)
G-041	Survey Control Plan	1
G-061	Project Quantity Tables	X (1)
G-081	CSPP	3
G-088	CSPP Details and Notes	1
CIVIL GENERAL		
B-051	Plan and Log of Soil Borings	5
C-021	Erosion Control Plans and Proposed Contours	X (6)
C-031	Erosion Control Details	-
C-051	Demolition Plans	6
CIVIL SITE		
C-201	Plan and Profiles	6
C-301	Typical Sections	X (1)
C-441	Underdrain Plan and Profiles	6
C-461	Underdrain Details	-
C-361	Grooving plans	-
CIVIL MARKING		
C-651	Temporary and Permanent Marking Plans	6
C-671	Marking Details	1
CIVIL X SECTIONS		
C-901	Cross Sections	6
ELECTRICAL		
E-001	Electrical Notes and Symbols	X (1)
E-101	Electrical Demolition	6
E-201	Electrical Layout Plans	6
E-401	Signage Schedule	1
E-601	Electrical Details	X (2)
Total New Sheets		54

Total Sheets to be Updated from Base Bid & Bid Alternate 1	15
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Plan Sheet Notes/assumptions

- a. Viewports on demolition and improvement sheets are 1":50' scale
- b. Cross sections considered every 100 feet with 10 sections per sheet

C-10.0 PREPARE FAA FORM 7460 - NIC

FAA Form 7460 included in A-10.0.

C-11.0 PREPARE SPECIFICATIONS AND BID DOCUMENTS - NIC

Preparation of Specifications and Bid Documents included in A-11.0.

C-12.0 PREPARE PRELIMINARY AND 60% GEOMETRIC AND SURFACE DRAINAGE DESIGN

Preliminary and 60% geometric and surface drainage design will be completed in accordance with standard engineering practices, local requirements, and the FAA Advisory Circulars 150/5300-13A, *Airport Design*, and 150/5320-5D, *Airport Drainage Design*.

C-12.1 Geometric Design

C-12.2 Surface Drainage and Contour Design

C-12.3 Profile Design

C-13.0 PREPARE PRELIMINARY AND 60% PAVEMENT MARKING DESIGN

Preliminary and 60% pavement marking design will be completed in accordance with standard engineering practices, local requirements, and the FAA Advisory Circular 150/5340-1M, *Standards for Airport Markings*.

C-14.0 PREPARE PRELIMINARY AND 60% ELECTRICAL DESIGN

The CONSULTANT will establish the lighting layouts and equipment necessary to meet FAA criteria and standards and to meet the National Electrical Code. Included in this work item are the following tasks:

- a. Removal of existing taxiway lights and infrastructure to account for new parallel taxiway alignment.
- b. Salvage existing airfield signs for relocation.
- c. Prepare narrative discussion.
- d. Design and layout of new taxiway light and sign electrical cable installation.
- e. Design of new counterpoise lighting protection system.

C-15.0 PREPARE PRELIMINARY AND 60% UNDERDRAIN DESIGN

C-15.1 Geometric Design and 2D Layout

C-15.2 Profile Design

C-15.3 Connection to existing storm drain system(s)

C-16.0 EROSION CONTROL PLAN

The CONSULTANT will develop an Erosion Control Plan (Plan) for the Project that is in general conformance with BAT (Best Available Technology) management practices. The Plan will detail types of erosion control measures recommended for the site in addition to other information needed for the NPDES permitting application.

The Contractor who is awarded the Project shall be responsible for preparing the Storm Water Pollution Prevention Plan (SWPPP). The information for the SWPPP shall include, but not be limited to, the following:

- a. Project Location
- b. Size of Disturbance of Project
- c. Amount of Impervious Surface
- d. Hydrologic Classification of Site
- e. Receiving Waters
- f. Site Drainage Overview

C-17.0 PREPARE SPONSOR CERTIFICATIONS - NIC

Sponsor Certifications are included in A-17.0.

C-18.0 PREPARE 60% SUBMITTAL

CONSULTANT will assemble the 60% design submittal and deliver to COUNTY for review and written comments. This work will include:

- a. Prepare and submit 60% plans including the following:
 - o Project plans with final 2D layout
 - o Project alignment layout information
 - o Detail pavement transition joins
 - o Pavement elevations on a 25-foot grid
 - o All major improvements located by stationing/offset from project alignment(s)
 - o Identify all above ground and below ground utilities within work area(s)
 - o Identify Contractor staging, storage, access routes
 - o Annotate profiles of pipelines and utility crossings
 - o Table detailing the electrical facility layout/relocation schedule
- c. Prepare and submit 60% cost estimate.
- d. Perform internal quality control review for all documents included in the 60% submittal.

C-19.0 CONSTRUCTION SAFETY AND PHASING PLAN

CONSULTANT will update the CSPP prepared under A-19.0 with the following items relating to Bid Alternate No. 2:

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- a. Construction Phasing, including (but not limited to):
 - o Phasing and time limitations. Phasing intent is to minimize impacts to the Airport through a fast track schedule (provide a Gantt-style schedule to illustrate proposed sequence of work).
 - o Areas and operations affected by construction
 - o Marking and signs for access routes
 - o Protection of runway and taxiway critical areas
- b. Construction Safety and Phasing Plan Sheet(s)

C-20.0 ENGINEER'S DESIGN REPORT

CONSULTANT will update the EDR prepared under A-20.0 as necessary for the following items relating to Bid Alternate No. 2:

- a. Project Scope
- b. Design Standards
- c. Pavement Marking Considerations
- d. Electrical Facility Considerations
- e. Airport Operational Safety (reference Federal Advisory Circular 150/5370-2G)
- f. Construction Estimate
- g. Project Schedule and Construction Phasing
- h. Construction Inspection and Testing Information
- i. Deviations from FAA Standards (if necessary and if approved by FAA)

C-21.0 AIRPORT SIGNING AND MARKING PLAN - NIC

The Sign and Marking Plan will be prepared under A-21.0 and will encompass the Base Bid and both Bid Alternate improvements.

C-22.0 PREPARE 95% SUBMITTAL

Based on COUNTY's written review comments on the 60% submittal, CONSULTANT will update the submittal package and prepare the 95% documents. The intent of the 95% submittal is finalizing all pending comments for a complete and final review by the County and FAA prior to bidding. This work shall include:

- a. Prepare and submit 95% plans.
- b. Prepare and submit 95% cost estimate.
- c. Perform internal quality control for all documents included in the 95% submittal.

C-23.0 PREPARE AND SUBMIT FINAL BID DOCUMENTS

A final set of plans, specifications, cost estimate, contract documents will be prepared incorporating any final revisions, modifications, and corrections determined during the FAA and COUNTY's review of the ninety-five percent (95%) submittal. CONSULTANT will conduct an internal quality control review of final package and submit to COUNTY. The final submittal will include the additional Bid Alternate No. 2 items for:

- a. Plans
- b. Specifications
- c. Cost Estimate

d. Contract Documents

C-24.0 PREPARE FINAL CONSTRUCTION SAFETY AND PHASING PLAN (CSPP) AND ENGINEER'S DESIGN REPORT

- a. Update the CSPP to include comments received as necessary; conduct quality control review and prepare and upload final to the FAA portal. The final CSPP will be included in the final bid set of Specifications.
- b. Finalize the EDR to include any modifications to design or information contained in report. The final report will be provided to COUNTY.

C-25.0 PREPARE DRAFT CONSTRUCTION MANAGEMENT PLAN - NIC

A draft Construction Management Plan will be prepared under A-25.0.

C-26.0 PHASE C-2 PROJECT MEETINGS - NIC

Project meetings included in A-26.0

PHASE C-2 DELIVERABLES

Phase C-2 deliverables will be incorporated into Phase A-2 deliverables.

Bid Administration, Public Outreach, and Reimbursable Agreement elements are included in the respective Phase A items of work and no additional efforts are assumed for Bid Alternate No. 2.

EXTRA SERVICES

The following extra services are not included in any Phases of this Scope of Services and shall be paid for by the COUNTY as provided in *Exhibit C*.

- A.** Revisions and changes in approved Drawings and change orders requested by the COUNTY and not otherwise included as part of the CONSULTANT's Summary of Services pursuant to Article I of this Agreement.
- B.** Major revision of work completed, or significant increase in the work to be performed by the CONSULTANT that results from changes in laws or codes governing the work after execution of the contract, provided such revisions or increased work could not have been avoided by timely action on the part of the CONSULTANT.
- C.** Overtime work by CONSULTANT's employees when the COUNTY accelerates or compresses the schedule of work after the date of this Agreement.
- D.** Other services not included in the CONSULTANT's Scope of Services and requested in writing by the COUNTY.
- E.** Storm Water Pollution Prevention Plan (SWPPP) and/or Storm Water Pollution Control Plan (SWPCP) preparation. This will be a requirement for the Construction Contractor to prepare.
- F.** Preparation of Categorical Exclusion (CATEX) documentation.
- G.** Due to the nature of the Project, permit and coordination with the COUNTY Department of Public Works is excluded from this scope. The final design will include the replacement of the runway surface with the original grade will generally be maintained. In accordance with the COUNTY Technical

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Guidance Manual dated 6-29-18, installation and mitigation of permanent Best Management Practices are not required.

- H. This scope assumes the existing airfield runway lights and signs will be salvaged and reinstalled.
- I. The COUNTY will be responsible for preparing the Runway Safety Area Determination form. This scope assumes the proposed grades will match existing slopes within approximately 30 feet of the edge of pavement. Additional grading to the Runway Safety Area (RSA) limits to meet RSA compliance is not included in this scope and will be part of a future contract.
- J. The aircraft fleet mix and ADG D-III developed under the Preliminary Design Concept Report will be finalized with updates incorporated into the preliminary design and remain the same through final design (updates are underway at the time of this scope of services development).

COUNTY SERVICES

The COUNTY shall:

- A. Provide full information as to the requirements of the Project.
- B. Provide aerial topography at a one-foot contour interval.
- C. Provide final 2D layout of Taxiway Connectors A-E and parallel Taxiway F (including no-taxi islands, if applicable), at or prior to the Notice to Proceed to maintain the Contract schedule.
- D. Furnish legal services required by the COUNTY in connection with the Project.
- E. Review documents submitted by the CONSULTANT and promptly render written decisions pertaining thereto.
- F. Provide legal advertising of Contract Documents.
- G. Provide environmental review documentation and fees, including Storm Water Pollution Prevention Plan, if required.

EXHIBIT B

SCHEDULE OF COMPLETION

The CONSULTANT anticipates a notice to proceed on or before June 9, 2020 to comply with bidding in Federal fiscal year 2021 and allowing for the following schedule:

Duration	Target Date	Task/Milestone
1 day	6/9/2020	Notice to Proceed
4 weeks	7/7/2020	Preliminary Submittal (Bid Alternatives 1 and 2 only)
2 weeks	7/21/2020	County/FAA Review
9 weeks	9/22/2020	60% Submittal
2 weeks	10/6/2020	County/FAA Review
10 weeks	12/15/2020	95% Submittal
5 weeks	1/19/2021	County/FAA Review
4 weeks	2/16/2021	Final Bid Documents
2 days	2/18/2021	Advertise for Bidding
4 weeks	3/18/2021	Open Bids
2 days	3/19/2021	Bid Tabulation and Recommendation for Award

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.

If the review period between submittal milestones exceeds 90 calendar days or the Project is put on hold, the CONSULTANT reserves the right to re-evaluate the fee.

The Project schedule of completion is a fast-tracked schedule to align with FAA timelines for Project funding. The timelines for elements of the FAA Reimbursable Agreement, FAA/COUNTY review and comment of the Project milestone deliverables, and the FAA grant award to meet the design and estimated construction schedule (estimated to begin in June 2021) are outside the control of the CONSULTANT. As a result, the schedule may shift to accommodate the required review and approval timeline of the COUNTY and FAA.

EXHIBIT C
FEES AND PAYMENT

6.1 FEES

- A.** Payment for work outlined in this Scope of Services (except for Phase A-2, Subsection A6.0), Topographical Survey) shall not exceed One Million Four Hundred Eighty-one Thousand Six Hundred Ninety Dollars (\$1,481,690.00).

Payment for Topographical Survey shall be on a time-and-expense basis not to exceed Twenty-five Thousand Six Hundred and Twenty Dollars (\$25,620.00).

These fees shall include all labor, materials, expenses, and incidentals necessary to complete the work as described herein. An Engineering Services Cost Estimate is included as Exhibit C-1 to this Scope of Services.

- B.** Payment for additional services requested by the COUNTY will be performed on a time-and-expense basis in conformance with the Mead and Hunt, Inc. California Billing Rate Schedule included as Exhibit C-2 to this Scope of Services. The CONSULTANT will establish the budget for additional services prior to the start of work and may not exceed the budget without written authorization from the COUNTY. Any additional services must be authorized in writing by the COUNTY.
- C.** If all work under this Contract cannot be completed within eighteen (18) months after the Notice to Proceed through no fault of the CONSULTANT, the fee for the work not then completed will be adjusted to reflect increases in costs that occur due to delays from the expiration of the eighteen (18) months and the time the work can actually be performed.

II. PAYMENTS

The COUNTY will make payments to the CONSULTANT as follows:

Progress payments will be made monthly upon presentation of an invoice and completed COUNTY claim form in accordance with "Fees and Payment" for work actually completed, but not exceeding 80 percent (80%) of the fee allocated for a stage until the completion of the work for that stage. Payments will be processed within thirty (30) days of receipt of invoice and completed COUNTY claim form, or ten (10) days from receipt of invoice and completed COUNTY claim form by the Auditor-Controller's office.

<u>Fee Allocation</u>		
Stage A (Excludes Topographic Survey (T&E) Costs)	80%	100%
Phase A-1 – Contract Administration and Coordination	\$80,354.88	\$100,443.60
Phase A-2 – Design Services	\$350,326.35	\$437,907.94
Phase A-3 – Bid Administration	\$22,692.49	\$28,365.61
Phase A-4 – Public Outreach and Coordination	\$ 69,578.11	\$86,972.64
Phase A-5 – Reimbursable Agreement Coordination	\$16,831.04	\$21,038.80
		Total \$674,728.59

<u>Fee Allocation</u>		
Stage B	80%	100%
Phase B-1 – Contract Administration and Coordination	\$11,006.48	\$13,758.10
Phase B-2 – Design Services	\$327,566.00	\$409,457.45
		Total \$423,215.55

<u>Fee Allocation</u>		
Stage C	80%	100%
Phase C-1 – Contract Administration and Coordination	\$11,090.18	\$13,862.72
Phase C-2 – Design Services	\$295,905.70	\$369,882.13
		Total \$383,744.85

Attachments:

1 – Mead & Hunt Fee Breakdown

2 – Arellano Associates Fee Breakdown

3 – Mead & Hunt Billing Rate Schedule, 2020

4 – Draft OXR ALP, dated January 2020

5 – Statement of Qualifications

**Aviation Services Design Engineering Workscope
RUNWAY 7-25 RECONSTRUCTION COST SUMMARY FOR BASE
BID AND BID ALTERNATES 1 AND 2**

OXNARD AIRPORT
VENTURA COUNTY, CALIFORNIA
A/P PROJECT NO. TBD
RUNWAY 7-25, Taxiway Connectors, & Parallel Taxiway Reconstruction

PROJECT NUMBER: 3138400-181115.02
DATE: 5/12/20
REV. NO: 4

	Engineering Fee
PHASE A - BASE BID	\$ 700,348.74
PHASE B - BID ALTERNATE 1	\$ 423,215.55
PHASE C - BID ALTERNATE 2	\$ 383,744.85
TOTAL COST ESTIMATE FOR ALL	\$1,507,309.14

6d47

Mead & Hunt, Inc. Aviation Services Design Engineering Work Scope
PHASE 'A' - BASE BID - FINAL DESIGN OF RUNWAY 7-26 RECONSTRUCTION

OMARDO AIRPORT
 VENTURA COUNTY, CALIFORNIA
 AIR PROJECT NO.
 Runway 7-26, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction

PROJECT NUMBER:
 DATE:
 REV. NO.:

PROJECT NUMBER: 3138400-18115.02
 DATE: 5/12/20
 REV. NO: 4

Phase A-1. Contract Administration and Coordination		Engineering Fee
A1.0	Project Scoping	\$ 13,425.73
A2.0	Prepare/Review Contract and SubContracts	\$ 2,575.55
A3.0	Project Coordination	\$ 41,898.88
A4.0	General Contract Administration	\$ 42,468.44
A5.0	Grant Application and Administration - Not in Contract (NIC)	\$ -
	Expenses	\$ 75.00
Total Phase A-1 Contract Administration and Coordination		\$ 100,443.60
Phase A-2. FINAL DESIGN (60%, 95%, AND FINAL)		
A6.0	Topographic Surveying (Subconsultant - ECG3)	\$ 25,620.12
A7.0	Geotechnical Coordination and Review (NIC)	\$ -
A8.0	Review Environmental Documentation	\$ 1,342.37
A9.0	Prepare Plans	\$ 83,334.32
A10.0	Prepare FAA Form 7460 (3)	\$ 6,033.81
A11.0	Prepare Specifications and Bid Documents	\$ 34,450.66
A12.0	Prepare 60% Geometric & Surface Drainage Design	\$ 32,485.89
A13.0	Prepare 60% Pavement Marking Design	\$ 6,062.04
A14.0	Prepare 60% Electrical Design	\$ 13,490.00
A15.0	Prepare 60% Underdrain Design	\$ 28,611.75
A16.0	Erosion Control Plan	\$ 5,588.66
A17.0	Prepare Sponsor Certifications	\$ 1,006.77
A18.0	Prepare 60% Submittal	\$ 35,960.62
A19.0	Construction Safety & Phasing Plan	\$ 11,644.26
A20.0	Engineer's Design Report	\$ 13,992.15
A21.0	Airport Signing & Marking Plan	\$ 11,680.90
A22.0	Prepare 95% Submittal	\$ 70,484.13
A23.0	Prepare and Submit Final Bid Documents	\$ 34,156.40
A24.0	Prepare Final CSPP & EDR	\$ 10,075.24
A25.0	Prepare Draft Construction Management Plan	\$ 6,763.73
A26.0	Phase A2 Project Meetings	\$ 26,206.24
	Expenses	\$ 3,737.80
Total Phase A-2 Final Design (60%, 95%, and Final)		\$ 463,526.06
Phase A-3. Bid Administration		
A27.0	Prepare Advertisement for Bids	\$ 593.89
A28.0	Bid Documents Distribution	\$ 1,593.22
A29.0	Respond to Bidders Questions	\$ 7,538.61
A30.0	Prepare Addenda (3)	\$ 4,914.14
A31.0	Pre-Bid Conference	\$ 7,882.29
A32.0	Bid Opening (NIC)	\$ -
A33.0	Bid Review and Bid Tabulation	\$ 2,549.47
A34.0	Prepare Recommendation for Award	\$ 2,053.49
	Expenses	\$ 1,240.30
Total Phase A-3 Bid Advertisement		\$ 28,365.61
Phase A-4. Public Outreach and Coordination		
A35.0	Develop Materials for County to Post to County Website	\$ 10,390.20
A36.0	Develop, Organize, and Facilitate Public Outreach Workshops	\$ 52,453.42
A37.0	Develop Notifications to Media and Stakeholders	\$ 11,831.69
A38.0	Subconsultant Meeting Attendance	\$ 7,751.46
	Expenses	\$ 4,545.90
Total Phase A-4 Public Outreach and Coordination		\$ 86,972.67
Phase A-5. Reimbursable Agreement Coordination		
A39.0	Development of the RA	\$ 4,042.74
A40.0	Coordination for the RA	\$ 16,871.06
	Expenses	\$ 125.00
Total Phase A-5 Bid Advertisement		\$ 21,038.80
		\$ 700,348.74

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Item No.	Senior Associate \$319.57	Senior Project Engineer / Project Manager \$247.67	Project Engineer \$182.45	Electrical Engineer \$192.55	Engineer II \$117.13	Engineer I \$107.61	Senior Engineering Technician \$156.53	Technician III \$109.60	Administrative Assistant \$98.55	Clerical \$56.19	Total Hours	Subconsultant (cost +15%) 1.0	Cost Summary
Phase A-1. Contract Administration and Coordination													
Project Scoping													
A1.0 Preliminary meetings with the County	0	12	0	0	4	0	0	0	0	0	16	0	\$ 3,440.56
A1.2 Prepare Project Scope of Work and Proposal	4	28	0	0	6	0	0	0	8	5	51	0	\$ 9,965.17
Estimated Total Man-hours	4	40	0	0	10	0	0	0	8	5	67	0	
Summary Costs	\$1,278.28	\$9,506.80	\$0.00	\$0.00	\$1,171.30	\$0.00	\$0.00	\$0.00	\$768.40	\$260.95		\$0.00	\$ 13,426.73
Prepare/Review Contract and SubContracts													
Estimated Total Man-hours	2	5	0	0	0	0	0	0	4	1	13	0	\$ 2,375.55
Summary Costs	\$639.14	\$1,486.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$394.20	\$56.19		\$0.00	\$ 2,375.55
Project Coordination													
A3.1 Monthly Progress Meetings w/County (8)	0	12	4	0	4	4	0	0	4	0	28	0	\$ 4,995.00
A3.2 Bi-weekly Progress Meetings w/Design Team (15)	0	30	15	8	15	15	0	0	15	0	98	0	\$ 16,556.60
A3.3 FAA Monthly Meetings (8)	0	16	8	0	0	0	0	0	0	0	24	0	\$ 5,422.32
A3.4 Safety Risk Management (SRM)	0	30	16	0	16	0	16	0	2	0	80	0	\$ 14,924.96
Estimated Total Man-hours	0	88	43	8	35	19	16	0	21	0	230	0	\$41,898.88
Summary Costs	\$0.00	\$21,794.96	\$7,845.35	\$1,540.40	\$4,099.55	\$2,044.59	\$2,504.48	\$0.00	\$2,069.55	\$0.00		\$0.00	\$41,898.88
General Contract Administration													
Estimated Total Man-hours	6	115	46	0	0	0	0	0	23	0	190	1409.62	\$ 42,468.44
Summary Costs	\$1,917.42	\$28,482.05	\$9,392.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,268.65	\$0.00		\$1,409.62	\$ 42,468.44
Grant Application and Administration - Not in Contract (NIC)													
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$ -
Expenses													
Auto Rental	0	0	0	0	0	0	0	0	0	0	0 Days	0	\$ -
Mileage	0	0	0	0	0	0	0	0	0	0	0 Miles	0	\$ -
Logging	0	0	0	0	0	0	0	0	0	0	0 Days	0	\$ -
Airline Costs	0	0	0	0	0	0	0	0	0	0	0 Trips	0	\$ -
Meals	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Trucks	0	0	0	0	0	0	0	0	0	0	0 Days	0	\$ -
Miscellaneous	0	0	0	0	0	0	0	0	0	0	0 Days	0	\$ -
Reproduction	0	0	0	0	0	0	0	0	0	0	0 Days	0	\$ -
Other	0	0	0	0	0	0	0	0	0	0	1	\$75.00	\$ 75.00
Total Expenses	0	0	0	0	0	0	0	0	0	0	0	0	\$ 75.00
Phase A-1. Contract Administration and Coordination TOTAL													\$100,443.60

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Item No.	Senior Associate \$319.57	Senior Project Engineer / Project Manager \$247.67	Project Engineer \$182.45	Electrical Engineer \$192.55	Engineer II \$117.13	Engineer I \$107.61	Senior Engineering Technician \$158.53	Technician III \$109.60	Administrative Assistant \$98.55	Clerical \$56.19	Total Hours	Subconsultant (cost+15%) 1.0	Cost Summary
Phase A-2. FINAL Design (60%, 95%, AND FINAL)													
A6.0 Topographic Surveying (Subconsultant - ECG)	0	2	4	0	16	0	30	0	0	0	52	\$17,825.00	\$ 25,620.12
Estimated Total Man-hours	0	2	4	0	16	0	30	0	0	0	52		
Summary Costs	\$0.00	\$495.34	\$728.80	\$0.00	\$1,874.08	\$0.00	\$4,695.90	\$0.00	\$0.00	\$0.00		\$0.00	\$ 25,620.12
A7.0 Geotechnical Coordination and Review (NIC)	0	0	0	0	0	0	0	0	0	0	0		
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	0		
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$ -
A8.0 Review Environmental Documentation	0	1	6	0	0	0	0	0	0	0	7	0	\$ 1,342.37
Estimated Total Man-hours	0	1	6	0	0	0	0	0	0	0	7		
Summary Costs	\$0.00	\$247.67	\$1,094.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$ 1,342.37
A9.0 Prepare Plans	0	4	9	0	17	22	18	3	0	0	73	0	\$ 10,137.70
General (14 sheets)	0	4	9	0	17	22	18	3	0	0	73	0	\$ 10,137.70
Civil General (23 sheets)	0	6	14	0	44	37	28	22	0	0	151	0	\$ 19,965.65
Civil Site (36 sheets)	0	9	24	0	76	36	49	24	0	0	220	0	\$ 29,913.30
Civil Marking (11 sheets)	0	3	5	0	9	20	6	2	0	0	45	0	\$ 6,020.01
Civil X Sections (6 sheets)	0	1	3	0	6	13	3	1	0	0	27	0	\$ 3,475.92
Electrical (16 sheets)	0	3	5	15	42	9	16	8	0	0	98	0	\$ 13,812.74
Estimated Total Man-hours	0	26	60	15	196	137	120	60	0	0	614	0	
Summary Costs	\$0.00	\$6,439.42	\$10,947.00	\$2,686.25	\$22,957.48	\$14,742.57	\$18,783.60	\$6,576.00	\$0.00	\$0.00		\$0.00	\$ 83,334.32
A10.0 Prepare FAA Form 7460 (3)	0	3	9	0	9	18	0	6	0	0	45	0	\$ 6,033.81
Estimated Total Man-hours	0	3	9	0	9	18	0	6	0	0	45		
Summary Costs	\$0.00	\$743.01	\$1,642.05	\$0.00	\$1,054.17	\$1,936.98	\$0.00	\$657.60	\$0.00	\$0.00		\$0.00	\$ 6,033.81
A11.0 Prepare Specifications and Bid Documents	0	2	6	0	0	0	0	0	8	0	16	0	\$ 2,376.44
A11.1 Prepare Bidding and Contract Documents	0	2	6	0	0	0	0	0	8	0	16	0	\$ 2,376.44
A11.2 Required Federal Provisions	0	0.5	2	0	0	0	0	0	4	0	6.5	0	\$ 882.94
A11.3 FAA General Contract Provisions	0	2	6	0	0	0	0	0	0	0	14	0	\$ 2,181.34
A11.4 County General Provisions	0	0.5	1	0	0	0	0	0	2	0	3.5	0	\$ 503.39
A11.5 Prepare General Regs for Airport Construction	0	4	12	0	6	0	0	0	5	0	27	0	\$ 4,375.61
A11.6 Prepare Technical Specifications	4	17	48	6	56	0	0	0	22	0	153	0	\$ 24,128.95
Estimated Total Man-hours	4	26	75	6	62	0	0	0	47	0	220	0	
Summary Costs	\$1,278.28	\$6,439.42	\$13,683.75	\$1,155.30	\$7,262.06	\$0.00	\$0.00	\$0.00	\$4,631.85	\$0.00		\$0.00	\$ 34,450.66
A12.0 Prepare 60% Geometric & Surface Drainage Design	0	2	6	0	12	6	0	0	0	0	26	0	\$ 3,641.26
A12.1 Geometric Design	0	2	6	0	12	6	0	0	0	0	26	0	\$ 3,641.26
A12.2 Surface Drainage and Contour Design	0	6	24	0	76	43	18	0	0	0	167	0	\$ 22,211.47
A12.3 Profile Design	0	4	8	0	16	4	12	0	0	0	44	0	\$ 6,533.16
Estimated Total Man-hours	0	12	38	0	104	53	30	0	0	0	237	0	
Summary Costs	\$0.00	\$2,972.04	\$6,933.10	\$0.00	\$12,181.52	\$5,703.33	\$4,695.90	\$0.00	\$0.00	\$0.00		\$0.00	\$ 32,485.89
A13.0 Prepare 60% Pavement Marking Design	0	4	8	0	16	8	0	8	0	0	44	0	\$ 6,052.04
Estimated Total Man-hours	0	4	8	0	16	8	0	8	0	0	44		
Summary Costs	\$0.00	\$990.68	\$1,459.60	\$0.00	\$1,874.08	\$660.68	\$0.00	\$876.80	\$0.00	\$0.00		\$0.00	\$ 6,062.04
A14.0 Prepare 60% Electrical Design	0	4	6	22	32	12	8	8	0	0	92	0	\$ 13,490.00
Estimated Total Man-hours	0	4	6	22	32	12	8	8	0	0	92		
Summary Costs	\$0.00	\$990.68	\$1,084.70	\$4,236.10	\$3,748.16	\$1,281.32	\$1,252.24	\$876.80	\$0.00	\$0.00		\$0.00	\$ 13,490.00
A15.0 Prepare 60% Underdrain Design	0	2	12	0	16	12	0	0	0	0	42	0	\$ 5,850.14
A15.1 Geometric Design and 2D Layout	0	2	12	0	16	12	0	0	0	0	42	0	\$ 5,850.14
A15.2 Profile Design	0	2	18	0	44	48	8	4	0	0	124	0	\$ 15,789.08
A15.3 Connection to existing storm drain system(s)	0	1	6	0	18	6	6	0	0	0	55	0	\$ 6,972.53
Estimated Total Man-hours	0	5	36	0	78	84	14	4	0	0	221	0	
Summary Costs	\$0.00	\$1,238.35	\$6,568.20	\$0.00	\$9,136.14	\$9,039.24	\$2,191.42	\$438.40	\$0.00	\$0.00		\$0.00	\$ 26,811.75
A16.0 Erosion Control Plan	0	2	6	0	20	12	0	0	0	0	42	0	\$ 5,588.86

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Item No.	Senior Associate \$319.57	Senior Project Engineer / Project Manager \$247.67	Project Engineer \$182.45	Electrical Engineer \$192.55	Engineer II \$117.13	Engineer I \$107.61	Senior Engineering Technician \$156.53	Technician III \$105.60	Administrative Assistant \$98.55	Clerical \$56.19	Total Hours	Subconsultant (cost +15%) 1.0	Cost Summary
A17.0 Prepare Sponsor Certifications													
Estimated Total Man-hours	0	2	8	0	20	12	0	0	0	0	42	0	
Summary Costs	\$0.00	\$485.34	\$1,459.60	\$0.00	\$2,342.60	\$1,291.32	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$ 5,588.86
A18.0 Prepare 60% Submittal													
Estimated Total Man-hours	0	1	2	0	0	0	0	0	4	0	7	0	\$ 1,006.77
Summary Costs	\$0.00	\$247.67	\$364.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$394.20	\$0.00		\$0.00	\$ 1,006.77
A19.0 Construction Safety & Phasing Plan													
Estimated Total Man-hours	2	14	36	12	68	42	32	40	10	2	258	0	\$ 35,960.62
Summary Costs	\$639.14	\$3,467.38	\$6,568.20	\$2,310.60	\$7,964.84	\$4,519.62	\$5,008.96	\$4,384.00	\$985.50	\$112.38		\$0.00	\$ 35,960.62
A20.0 Engineer's Design Report													
Estimated Total Man-hours	0	12	22	4	18	10	0	0	6	2	74	0	\$ 11,644.26
Summary Costs	\$0.00	\$3,972.04	\$4,013.90	\$770.20	\$2,108.34	\$1,076.10	\$0.00	\$0.00	\$591.30	\$112.38		\$0.00	\$ 11,644.26
A21.0 Airport Signing & Marking Plan													
Estimated Total Man-hours	1	4	24	6	42	16	0	0	4	2	99	0	\$ 13,992.15
Summary Costs	\$319.57	\$990.68	\$4,378.80	\$1,155.30	\$4,919.46	\$1,721.76	\$0.00	\$0.00	\$394.20	\$112.38		\$0.00	\$ 13,992.15
A22.0 Prepare 95% Submittal													
Estimated Total Man-hours	0	2	12	0	16	8	40	0	0	0	78	0	\$ 11,680.90
Summary Costs	\$0.00	\$485.34	\$2,189.40	\$0.00	\$1,874.08	\$860.88	\$6,261.20	\$0.00	\$0.00	\$0.00		\$0.00	\$ 11,680.90
A23.0 Prepare and Submit Final Bid Documents													
Estimated Total Man-hours	6	26	68	20	128	175	38	32	24	4	521	0	\$ 70,484.13
Summary Costs	\$1,917.42	\$6,439.42	\$12,406.60	\$3,851.00	\$14,992.64	\$18,831.75	\$5,948.14	\$3,507.20	\$2,365.20	\$224.76		\$0.00	\$ 70,484.13
A24.0 Prepare Final CSPP & EDR													
Estimated Total Man-hours	0	14	32	6	62	66	18	34	26	4	262	0	\$ 34,156.40
Summary Costs	\$0.00	\$3,467.38	\$5,838.40	\$1,155.30	\$7,262.06	\$7,102.26	\$2,817.54	\$3,726.40	\$2,562.30	\$224.76		\$0.00	\$ 34,156.40
A25.0 Prepare Draft Construction Management Plan													
Estimated Total Man-hours	2	6	12	6	24	8	0	4	12	2	76	0	\$ 10,875.24
Summary Costs	\$639.14	\$1,486.02	\$2,189.40	\$1,155.30	\$2,811.12	\$860.88	\$0.00	\$438.40	\$1,182.60	\$112.38		\$0.00	\$ 10,875.24
A26.0 Phase A2 Project Meetings													
Estimated Total Man-hours	0	2	10	0	20	14	0	0	5	0	51	102	\$ 6,763.73
Summary Costs	\$0.00	\$495.34	\$1,834.50	\$0.00	\$2,342.60	\$1,506.54	\$0.00	\$0.00	\$492.75	\$0.00		\$102.00	\$ 6,763.73
A26.0 Phase A2 Project Meetings													
a. 60% Submittal Review with County	0	15	12	0	0	0	0	0	3	0	30	0	\$ 6,200.10
b. 60% Submittal Review with FAX ADO	0	13	10	0	8	0	4	0	3	0	38	0	\$ 6,903.02
c. 95% Submittal Review with County	0	13	10	0	8	0	4	0	3	0	38	0	\$ 6,200.10
d. 95% Submittal Review with FAX ADO	0	13	10	0	8	0	4	0	3	0	38	0	\$ 6,903.02
Estimated Total Man-hours	0	56	44	0	16	0	8	0	12	0	136	0	\$ 26,206.24
Summary Costs	\$0.00	\$13,869.52	\$8,027.80	\$0.00	\$1,874.08	\$0.00	\$1,252.24	\$0.00	\$1,182.60	\$0.00		\$0.00	\$ 26,206.24

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Item No.	Senior Associate \$319.57	Senior Project Engineer / Project Manager \$247.67	Project Engineer \$182.45	Electrical Engineer \$192.55	Engineer II \$117.13	Engineer I \$107.61	Senior Engineering Technician \$156.53	Technician III \$109.60	Administrative Assistant \$98.55	Clerical \$56.19	Total Hours	Subconsultant (cost +15%) 1.0	Cost Summary
Expenses												Rate	
Auto Rental	0	4	0	0	0	0	0	0	0	0	4 Days	\$125.00	\$ 500.00
Mileage	0	320	500	0	0	0	0	0	0	0	820 Miles	\$0.58	\$ 475.60
Lodging and Per Diem	0	2	0	0	0	0	0	0	0	0	2 Days	\$225.00	\$ 450.00
Airline Costs	0	4	0	0	0	0	0	0	0	0	4 Trips	\$450.00	\$ 1,800.00
Meals	0	0	0	0	0	0	0	0	0	0	0		\$ -
Trips	0	0	0	0	0	0	0	0	0	0	0		\$ -
Miscellaneous	0	0	0	0	0	0	0	0	0	0	0		\$ -
Reproduction	0	0	0	0	0	0	0	0	0	0	1	\$512.20	\$ 512.20
Other	0	0	0	0	0	0	0	0	0	0	0		\$ -
Other	0	0	0	0	0	0	0	0	0	0	0		\$ -
												Total Expenses \$	3,737.80
Phase A-2. FINAL Design (60%, 95%, AND FINAL) TOTAL													\$ 463,528.06

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Phase A-3. Bid Administration													
Item No.	Senior Associate \$319.57	Senior Project Engineer / Project Manager \$247.67	Project Engineer \$182.45	Electrical Engineer \$192.55	Engineer II \$117.13	Engineer I \$107.61	Senior Engineering Technician \$156.53	Technician III \$109.60	Administrative Assistant \$98.55	Clerical \$56.19	Total Hours	Subconsultant (cost +15%) 1.0	Cost Summary
A27.0 Prepare Advertisement for Bids													
Estimated Total Man-hours Summary Costs	0 \$0.00	2 \$495.34	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	1 \$98.55	0 \$0.00	3	0 \$0.00	\$ 593.89 \$ 593.89
A28.0 Bid Documents Distribution													
Estimated Total Man-hours Summary Costs	0 \$0.00	2 \$495.34	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	10 \$985.50	2 \$112.36	14	0 \$0.00	\$ 1,593.22 \$ 1,593.22
A29.0 Respond to Bidders Questions													
Estimated Total Man-hours Summary Costs	0 \$0.00	6 \$1,486.02	12 \$2,189.40	4 \$770.20	4 \$468.52	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	26	0 \$0.00	\$ 4,914.14 \$ 4,914.14
A30.0 Prepare Addenda (2)													
Estimated Total Man-hours Summary Costs	0 \$0.00	12 \$2,972.04	15 \$2,736.75	4 \$770.20	4 \$468.52	0 \$0.00	0 \$0.00	0 \$0.00	6 \$591.30	0 \$0.00	41	0 \$0.00	\$ 7,538.81 \$ 7,538.81
A31.0 Pre-Bid Conference													
Estimated Total Man-hours Summary Costs	0 \$0.00	18 \$4,456.06	12 \$2,189.40	0 \$0.00	0 \$0.00	0 \$0.00	6 \$939.18	0 \$0.00	3 \$295.65	0 \$0.00	39	0 \$0.00	\$ 7,882.29 \$ 7,882.29
A32.0 Bid Opening (NIC)													
Estimated Total Man-hours Summary Costs	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0	0 \$0.00	\$ - \$ -
A33.0 Bid Review and Bid Tabulation													
Estimated Total Man-hours Summary Costs	0 \$0.00	2 \$495.34	6 \$1,084.70	0 \$0.00	0 \$0.00	8 \$660.88	0 \$0.00	0 \$0.00	1 \$98.55	0 \$0.00	17	0 \$0.00	\$ 2,549.47 \$ 2,549.47
A34.0 Prepare Recommendation for Award													
Estimated Total Man-hours Summary Costs	0 \$0.00	2 \$495.34	8 \$1,459.60	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	1 \$98.55	0 \$0.00	11	0 \$0.00	\$ 2,053.49 \$ 2,053.49
Expenses													
Auto Rental	0	2	0	0	0	0	0	0	0	0	2 Days	\$125.00	\$ 250.00
Mileage	0	160	125	0	0	0	0	0	0	0	285 Miles	\$0.58	\$ 165.30
Lodging and Per Diem	0	1	0	0	0	0	0	0	0	0	1 Days	\$225.00	\$ 225.00
Travel and Airline Costs	0	1	0	0	0	0	0	0	0	0	1 Trips	\$450.00	\$ 450.00
Computer Costs	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Trips	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Reproduction	0	0	0	0	0	0	0	0	0	0	1	\$150.00	\$ 150.00
Other	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Other	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Total Expenses												\$ 1,240.30	\$ -
Phase A-3. Bid Administration TOTAL												\$ 28,365.61	\$ -

6d53

Phase A-4. Public Outreach and Coordination													
Item No.	Senior Associate \$119.57	Senior Project Engineer / Project Manager \$247.67	Project Engineer \$182.45	Electrical Engineer \$192.55	Engineer II \$117.13	Engineer I \$107.61	Senior Engineering Technician \$186.53	Technician III \$109.60	Administrative Assistant \$98.55	Clerical \$56.19	Total Hours	Subconsultant (cost +15%) 1.0	Cost Summary
A35.0 Develop Materials for County to Post to County Website													
Estimated Total Man-hours	0	4	6	2	12	0	8	0	0	0	32	\$5,261.92	\$ 10,390.20
Summary Costs	\$0.00	\$980.68	\$1,084.70	\$385.10	\$1,405.58	\$0.00	\$1,252.24	\$0.00	\$0.00	\$0.00		\$5,261.92	\$ 10,390.20
A36.0 Develop, Organize, and Facilitate Public Outreach Workshops													
Estimated Total Man-hours	0	60	42	0	0	0	24	0	8	0	134	\$25,385.20	\$ 52,453.42
Summary Costs	\$0.00	\$14,860.20	\$7,662.90	\$0.00	\$0.00	\$0.00	\$3,756.72	\$0.00	\$788.40	\$0.00		\$25,385.20	\$ 52,453.42
A37.0 Develop Notifications to Media and Stakeholders													
Estimated Total Man-hours	0	12	12	0	0	0	0	0	6	0	30	\$6,078.95	\$ 11,831.69
Summary Costs	\$0.00	\$2,972.04	\$2,189.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$591.30	\$0.00		\$6,078.95	\$ 11,831.69
A38.0 Subconsultant Meeting Attendance													
Estimated Total Man-hours	0	3	0	0	0	0	0	0	0	0	3	\$7,008.45	\$ 7,751.46
Summary Costs	\$0.00	\$743.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$7,008.45	\$ 7,751.46
Expenses													
Auto Rental	0	0	0	0	0	0	0	0	0	0	6 Days	\$125.00	\$ 750.00
Mileage	0	480	375	0	0	0	0	0	0	0	855 Miles	\$0.58	\$ 495.90
Lodging and Per Diem	0	3	3	0	0	0	0	0	0	0	6 Days	\$225.00	\$ 1,350.00
Travel and Airline Costs	0	3	0	0	0	0	0	0	0	0	3 Trips	\$450.00	\$ 1,350.00
Computer Costs	0	0	0	0	0	0	0	0	0	0			
Trips	0	0	0	0	0	0	0	0	0	0			
Miscellaneous	0	0	0	0	0	0	0	0	0	0			
Reproduction	0	0	0	0	0	0	0	0	0	0	1	\$600.00	\$ 600.00
Other	0	0	0	0	0	0	0	0	0	0			
Other	0	0	0	0	0	0	0	0	0	0			
Total Expenses													\$ 4,545.90
Phase A-4. Public Outreach and Coordination TOTAL													\$ 86,972.67
Phase A-5. Reimbursable Agreement Coordination													
A39.0 Development of the RA													
Estimated Total Man-hours	2	10	4	0	0	0	0	0	2	0	18	0	\$ 4,042.74
Summary Costs	\$638.14	\$2,478.70	\$729.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$197.10	\$0.00		\$0.00	\$ 4,042.74
A40.0 Coordination for the RA													
Estimated Total Man-hours	0	16	30	0	12	0	36	0	4	0	98	0	\$ 16,871.08
Summary Costs	\$0.00	\$3,962.72	\$5,473.50	\$0.00	\$1,405.56	\$0.00	\$5,635.08	\$0.00	\$394.20	\$0.00		\$0.00	\$ 16,871.08
Expenses													
Auto Rental	0	0	0	0	0	0	0	0	0	0	0 Days		\$ -
Mileage	0	0	0	0	0	0	0	0	0	0	0 Miles		\$ -
Lodging and Per Diem	0	0	0	0	0	0	0	0	0	0	0 Days		\$ -
Travel and Airline Costs	0	0	0	0	0	0	0	0	0	0	0 Trips		\$ -
Computer Costs	0	0	0	0	0	0	0	0	0	0			\$ -
Trips	0	0	0	0	0	0	0	0	0	0			\$ -
Miscellaneous	0	0	0	0	0	0	0	0	0	0			\$ -
Reproduction	0	0	0	0	0	0	0	0	0	0	1	\$125.00	\$ 125.00
Other	0	0	0	0	0	0	0	0	0	0			\$ -
Other	0	0	0	0	0	0	0	0	0	0			\$ -
Total Expenses													\$ 125.00
Phase A-5. Reimbursable Agreement Coordination TOTAL													\$ 21,038.80

6d54

Aviation Services Design Engineering Work Scope

PHASE 'B' - BID ALTERNATE NO. 1 - PRELIMINARY AND FINAL DESIGN FOR TAXIWAY CONNECTORS A-E RECONSTRUCTION

OXNARD AIRPORT
VENTURA COUNTY, CALIFORNIA
AIP PROJECT NO.
Runway 7-25, Taxiway Connectors, and Parallel Taxiway Reconstruction

PROJECT NUMBER: 3138400-18115.02
DATE: 5/12/20
REV. NO.: 4

Phase B-1. Contract Administration and Coordination		Engineering Fee
B-1-0	Project Scoping	\$ 4,464.06
B-2-0	Prepare / Review Contract (NIC)	\$ -
B-3-0	Project Coordination (NIC)	\$ -
B-4-0	General Contract Administration	\$ 9,294.04
B-5-0	Grant Application and Administration (NIC)	\$ -
B-5-0	Expenses	\$ -
Total Phase B-1 Contract Administration and Coordination		\$ 13,758.10
Phase B-2. FINAL Design (60%, 95%, AND FINAL)		
B-6-0	Topographic Surveying (Subconsultant) (NIC)	\$ -
B-7-0	Geotechnical Coordination and Review (Subconsultant) (NIC)	\$ -
B-8-0	Review Environmental Documentation (NIC)	\$ -
B-9-0	Prepare Plans	\$ 72,148.88
B-10-0	Prepare FAA Form 7460 (NIC)	\$ -
B-11-0	Prepare Specifications and Bid Documents (NIC)	\$ -
B-12-0	Prepare Preliminary and 60% Geometric & Surface Drainage Design	\$ 90,052.19
B-13-0	Prepare Preliminary and 60% Pavement Marking Design	\$ 10,664.64
B-14-0	Prepare Preliminary and 60% Electrical Design	\$ 22,974.78
B-15-0	Prepare Preliminary and 60% Underdrain Design	\$ 44,616.15
B-16-0	Erosion Control Plan	\$ 6,988.52
B-17-0	Prepare Sponsor Certifications (NIC)	\$ -
B-18-0	Prepare 60% Submittal	\$ 52,988.00
B-19-0	Construction Safety & Phasing Plan	\$ 11,433.54
B-20-0	Engineer's Design Report	\$ 4,943.89
B-21-0	Airport Signing & Marking Plan - (NIC)	\$ -
B-22-0	Prepare 95% Submittal	\$ 59,282.41
B-23-0	Prepare and Submit Final Bid Documents	\$ 24,283.18
B-24-0	Prepare Final CSPP & EDR	\$ 6,471.28
B-25-0	Prepare Draft Construction Management Plan (NIC)	\$ -
B-26-0	Phase B2 Project Meetings - NIC	\$ -
B-26-0	Expenses	\$ 600.00
Total Phase B-2 Preliminary and Final Design (60%, 95%, and Final)		\$ 409,457.45
PHASE B SUMMARY OF FEES (BID ALTERNATE 1)		\$423,215.55

6d55

Item No	Senior Associate \$119.57	Senior Project Engineer / Project Manager \$247.67	Project Engineer \$182.45	Electrical Engineer \$192.55	Engineer II \$117.13	Engineer I \$107.61	Senior Engineering Technician \$156.53	Technician III \$109.60	Administrative Assistant \$96.55	Clerical \$56.19	Total Hours	Subconsultant (cost +15%) 1.0	Cost Summary
Phase B-1. Contract Administration and Coordination													
B-1.0 Project Scoping													
Preliminary Meetings with the County - Not in Contract (NIC)	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Prepare Project Scope of Work and Proposal	0	10	0	0	10	0	0	0	6	4	30	0	\$ 4,464.06
Estimated Total Man-hours	0	10	0	0	10	0	0	0	6	4	30	0	
Summary Costs	\$0.00	\$2,476.70	\$0.00	\$0.00	\$1,171.30	\$0.00	\$0.00	\$0.00	\$591.30	\$224.76		\$0.00	\$ 4,464.06
B-2.0 Prepare / Review Contract (NIC)													
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$ -
B-3.0 Project Coordination (NIC)													
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$ -
B-4.0 General Contract Administration													
Estimated Total Man-hours	3	23	12	0	0	0	0	0	0	8	46	0	\$ 9,294.04
Summary Costs	\$558.71	\$5,696.41	\$2,169.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$449.52		\$0.00	\$ 9,294.04
B-5.0 Grant Application and Administration (NIC)													
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$ -
Expenses													
Auto Rental	0	0	0	0	0	0	0	0	0	0	0 Days	0	\$ -
Mileage	0	0	0	0	0	0	0	0	0	0	0 Miles	0	\$ -
Lodging	0	0	0	0	0	0	0	0	0	0	0 Days	0	\$ -
Airline Costs	0	0	0	0	0	0	0	0	0	0	0 Trips	0	\$ -
Meals	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Travels	0	0	0	0	0	0	0	0	0	0	0 Days	0	\$ -
Miscellaneous	0	0	0	0	0	0	0	0	0	0	0 Days	0	\$ -
Other	0	0	0	0	0	0	0	0	0	0	0 Days	0	\$ -
Other	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Other	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Other	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Total Expenses												\$	\$ -
Phase B-1. Contract Administration and Coordination TOTAL													\$13,758.10

6d56

Item No.	Senior Associate	Senior Project Engineer / Project Manager	Project Engineer	Electrical Engineer	Engineer II	Engineer I	Senior Engineering Technician	Technician III	Administrative Assistant	Clerical	Total Hours	Subconsultant (cost +15%)	Cost Summary
Phase B-2. FINAL Design (60%, 95%, AND FINAL)													
B-6.0 Topographic Surveying (Subconsultant) (NIC)													
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$ -
B-7.0 Geotechnical Coordination and Review (Subconsultant) (NIC)													
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$ -
B-8.0 Review Environmental Documentation (NIC)													
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$ -
B-9.0 Prepare Plans													
General - Update 13 sheets (no new)	0	2	5	0	8	11	10	2	0	0	38	0	\$ 5,312.84
Civil General - 10 new sheets, Update 7 sheets from Base Bid set	0	6	8	0	36	28	21	13	0	0	112	0	\$ 14,887.31
Civil Site - 20 new sheets, Update 1 sheet	0	7	18	0	56	32	30	18	0	0	161	0	\$ 21,669.29
Civil Marking - 11 new sheets	0	5	8	0	12	32	9	4	0	0	70	0	\$ 9,394.20
Civil X Sections - 2 new sheets	0	0.5	1	0	4	6	1	1	0	0	13.5	0	\$ 1,666.60
Electrical - 22 new sheets	0	5	9	22	54	12	20	12	0	0	134	0	\$ 18,176.64
Estimated Total Man-hours	0	25.5	49	22	170	121	91	50	0	0	528.5	0	\$ 72,148.88
Summary Costs	\$0.00	\$6,315.59	\$8,940.95	\$4,236.10	\$19,912.10	\$13,020.81	\$14,244.23	\$5,480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 72,148.88
B-10.0 Prepare FAA Form 7460 (NIC)													
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$ -
B-11.0 Prepare Specifications and Bid Documents (NIC)													
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$ -
B-12.0 Prepare Preliminary and 60% Geometric & Surface Drainage Design													
B-12.1 Geometric Design	0	4	18	0	38	28	12	0	0	0	100	200	\$ 13,817.16
B-12.2 Surface Drainage and Contour Design	0	10	32	0	84	42	8	0	0	0	212	424	\$ 29,609.52
B-12.3 Profile Design	0	6	27	0	18	12	20	0	0	0	83	166	\$ 13,108.43
B-12.4 Transition Design (BA No. 2 is not awarded)	0	8	52	0	92	48	0	0	0	0	236	472	\$ 33,517.08
Estimated Total Man-hours	0	28	129	0	232	130	104	8	0	0	631	1262	\$ 90,052.19
Summary Costs	\$0.00	\$6,934.76	\$23,536.05	\$0.00	\$27,174.16	\$13,989.30	\$16,278.12	\$876.80	\$0.00	\$0.00	\$0.00	\$1,262.00	\$ 90,052.19
B-13.0 Prepare Preliminary and 60% Pavement Marking Design													
Estimated Total Man-hours	0	8	14	0	32	18	6	0	0	0	76	0	\$ 10,664.64
Summary Costs	\$0.00	\$1,486.02	\$2,554.30	\$0.00	\$3,748.16	\$1,936.96	\$939.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 10,664.64
B-14.0 Prepare Preliminary and 60% Electrical Design													
Estimated Total Man-hours	0	6	14	34	64	28	12	0	0	0	158	0	\$ 22,974.78
Summary Costs	\$0.00	\$1,486.02	\$2,554.30	\$6,546.70	\$7,496.32	\$3,013.08	\$1,878.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 22,974.78
B-15.0 Prepare Preliminary and 60% Underdrain Design													
A-15.1 Geometric Design and 2D Layout	0	4	18	0	44	20	0	0	0	0	86	0	\$ 11,580.70
A-15.2 Profile Design	0	4	26	0	55	64	18	0	0	0	167	0	\$ 21,881.11
A-15.3 Connection to existing storm drain system(s)	0	6	14	0	30	16	12	0	0	0	78	0	\$ 11,154.34
Estimated Total Man-hours	0	14	58	0	129	100	30	0	0	0	331	0	\$ 44,616.15
Summary Costs	\$0.00	\$3,467.38	\$10,582.10	\$0.00	\$15,109.77	\$10,761.00	\$4,695.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 44,616.15
B-16.0 Erosion Control Plan													
Estimated Total Man-hours	0	2	8	0	38	24	0	0	0	0	72	0	\$ 9,988.52
Summary Costs	\$0.00	\$495.34	\$1,459.6	\$0.00	\$4,450.94	\$2,862.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 9,988.52

6d57

Attachment 1

Item No.	Senior Associate \$319.57	Senior Project Engineer / Project Manager \$247.87	Project Engineer \$182.45	Electrical Engineer \$192.55	Engineer II \$117.13	Engineer I \$107.61	Senior Engineering Technician \$156.53	Technician III \$109.60	Administrative Assistant \$95.55	Clerical \$56.19	Total Hours	Subconsultant (cost +15%) 1.0	Cost Summary
B-17.0 Prepare Sponsor Certifications (NIC)													
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Summary Costs	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
B-18.0 Prepare 60% Submittal													
Estimated Total Man-hours	4	34	62	12	76	66	44	50	12	2	362	0	\$ 52,986.00
Summary Costs	1278.28	8420.78	11371.9	2310.6	8907.68	7102.26	6887.32	5400	1182.6	112.38	362	0	\$ 52,986.00
B-19.0 Construction Safety & Phasing Plan													
Estimated Total Man-hours	0	10	18	4	24	6	6	0	4	2	74	0	\$ 11,433.54
Summary Costs	0	2476.7	3284.1	770.2	2811.12	645.66	935.18	0	394.2	112.38	74	0	\$ 11,433.54
B-20.0 Engineer's Design Report													
Estimated Total Man-hours	0.5	2	14	2	8	2	0	0	2	0	30.5	0	\$ 4,943.89
Summary Costs	159.785	495.34	2554.3	385.1	837.04	215.22	0	0	197.1	0	30.5	0	\$ 4,943.89
B-21.0 Airport Signing & Marking Plan - (NIC)													
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Summary Costs	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
B-22.0 Prepare 95% Submittal													
Estimated Total Man-hours	4	22	46	14	138	152	32	20	16	3	447	0	\$ 59,282.41
Summary Costs	1278.28	5448.74	8392.7	2695.7	16163.94	16356.72	5008.96	2192	1576.8	168.57	447	0	\$ 59,282.41
B-23.0 Prepare and Submit Final Bid Documents													
Estimated Total Man-hours	0	18	26	6	40	34	10	18	16	2	172	0	\$ 24,293.18
Summary Costs	0	4458.06	5108.6	1155.3	4685.2	3858.74	1565.3	1977.8	1576.8	112.38	172	0	\$ 24,293.18
B-24.0 Prepare Final CSPP & EDR													
Estimated Total Man-hours	1	4	10	3	12	4	0	2	6	2	44	0	\$ 6,471.28
Summary Costs	319.57	990.68	1824.5	577.65	1405.56	430.44	0	219.2	591.3	112.38	44	0	\$ 6,471.28
B-25.0 Prepare Draft Construction Management Plan (NIC)													
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Summary Costs	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
B-26.0 Phase B2 Project Meetings - NIC													
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Summary Costs	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Expenses													
Auto Rental	0	0	0	0	0	0	0	0	0	0	0 Days	0	\$ -
Message	0	0	0	0	0	0	0	0	0	0	0 Miles	0	\$ -
Loading	0	0	0	0	0	0	0	0	0	0	0 Days	0	\$ -
Airline Meals	0	0	0	0	0	0	0	0	0	0	0 Trips	0	\$ -
Tolls	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Reproduction	0	0	0	0	0	0	0	0	0	0	0	0	\$ 600.00
Other	0	0	0	0	0	0	0	0	0	0	1	0	\$ 600.00
Total Expenses	0	0	0	0	0	0	0	0	0	0	0	0	\$ 600.00
Phase B-2. FINAL Design (60%, 95%, AND FINAL) TOTAL													\$ 409,457.45

6d58

Attachment 1

Item No	Senior Associate	Senior Project Engineer / Project Manager	Project Engineer	Electrical Engineer	Engineer II	Engineer I	Senior Engineering Technician	Technician III	Administrative Assistant	Clerical	Total Hours	Subconsultant (cost +15%)	Cost Summary
	\$319.57	\$247.67	\$182.45	\$192.55	\$117.13	\$107.61	\$156.53	\$109.60	\$98.55	\$56.19		1.0	

6d59

Aviation Services Design Engineering Work Scope

PHASE 'C' - BID ALTERNATE 2 - PRELIMINARY & FINAL DESIGN FOR PARALLEL TAXIWAY F

OXNARD AIRPORT
VENTURA COUNTY, CALIFORNIA
AIP PROJECT NO.
Runway / 25, Taxiway Connectors, and Parallel Taxiway Reconstruction

PROJECT NUMBER: 3138400-181115.02
DATE: 5/12/20
REV. NO: 4

Phase C-1. Contract Administration and Coordination		Engineering Fee
C-1.0	Project Scoping	\$ 4,229.80
C-2.0	Prepare / Review Contract (NIC)	\$ -
C-3.0	Project Coordination (NIC)	\$ -
C-4.0	General Contract Administration	\$ 9,632.92
C-5.0	Grant Application and Administration (NIC)	\$ -
	Expenses	\$ -
Total Phase C-1 Contract Administration and Coordination		\$ 13,862.72
Phase C-2. FINAL Design (60%, 95%, AND FINAL)		
C-6.0	Topographic Survey Analysis	\$ 6,126.14
C-7.0	Geotechnical Investigation Analysis and Review of Findings	\$ 5,522.28
C-8.0	Review Environmental Documentation (NIC)	\$ -
C-9.0	Prepare Plans	\$ 57,146.50
C-10.0	Prepare FAA Form 7460 (NIC)	\$ -
C-11.0	Prepare Specifications and Bid Documents (NIC)	\$ -
C-12.0	Prepare Preliminary and 60% Geometric & Surface Drainage Design	\$ 62,168.51
C-13.0	Prepare Preliminary & 60% Pavement Marking Design	\$ 16,178.86
C-14.0	Prepare Preliminary and 60% Electrical Design	\$ 28,405.36
C-15.0	Prepare Preliminary and 60% Underdrain Design	\$ 35,483.57
C-16.0	Erosion Control Plan	\$ 5,823.12
C-17.0	Prepare Sponsor Certifications (NIC)	\$ -
C-18.0	Prepare 60% Submittal	\$ 45,516.31
C-19.0	Construction Safety & Phasing Plan (Update)	\$ 12,218.28
C-20.0	Engineer's Design Report (Update)	\$ 7,338.91
C-21.0	Airport Signing & Marking Plan (NIC)	\$ -
C-22.0	Prepare 95% Submittal	\$ 55,588.59
C-23.0	Prepare and Submit Final Bid Documents	\$ 25,151.25
C-24.0	Prepare Final CSPP & EDR	\$ 6,614.35
C-25.0	Prepare Draft Construction Management Plan (NIC)	\$ -
C-26.0	Phase C2 Project Meetings (NIC)	\$ -
	Expenses	\$ 600.00
Total Phase C-2 Preliminary and Final Design (60%, 95%, and Final)		\$ 369,882.13
PHASE C SUMMARY OF FEES (BID ALTERNATE 2)		\$383,744.85

6db60

[illegible]

Item No.	Senior Associate \$319.57	Senior Project Engineer / Project Manager \$247.67	Project Engineer \$182.45	Electrical Engineer \$192.55	Engineer II \$117.13	Engineer I \$107.61	Senior Engineering Technician \$156.53	Technician III \$109.60	Administrative Assistant \$98.55	Clerical \$56.19	Total Hours	Subconsultant (cost +15%) 1.0	Cost Summary
Phase C-2. FINAL Design (60%, 95%, AND FINAL)													
C-6.0 Topographic Survey Analysis													
Estimated Total Man-Hours	0	2	0	0	16	0	24	0	0	0	42	0	\$ 6,126.14
Summary Costs	\$0.00	\$495.34	\$0.00	\$0.00	\$1,874.08	\$0.00	\$3,756.72	\$0.00	\$0.00	\$0.00	\$42	\$0.00	\$ 6,126.14
C-7.0 Geotechnical Investigation Analysis and Review of Findings													
Estimated Total Man-Hours	0	8	4	0	24	0	0	0	0	0	36	0	\$ 5,522.28
Summary Costs	\$0.00	\$1,981.36	\$729.60	\$0.00	\$2,811.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36	\$0.00	\$ 5,522.28
C-8.0 Review Environmental Documentation (NIC)													
Estimated Total Man-Hours	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	\$0.00	\$ -
C-9.0 Prepare Plans													
General 5 new sheets, update 5 sheets	0	1	4	0	13	8	5	4	0	0	35	0	\$ 4,582.09
Civil General - 11 new sheets, update 6 sheets	0	4	10	0	52	22	18	12	0	0	118	0	\$ 15,406.10
Civil Sita - 12 new sheets, update 1	0	4	12	0	40	24	27	10	0	0	117	0	\$ 15,770.23
Civil Marking - 7 new sheets	0	2	4	0	16	16	4	2	0	0	43	0	\$ 4,963.52
Civil X Sections - 6 new sheets	0	1	3	0	6	13	3	1	0	0	27	0	\$ 3,475.92
Electrical - 13 new sheets, update 3	0	4	5	16	39	8	12	6	0	0	80	0	\$ 12,948.64
Estimated Total Man-Hours	0	16	38	16	160	91	69	35	0	0	425	0	\$ 7,146.50
Summary Costs	\$0.00	\$3,962.72	\$6,933.10	\$10,080.80	\$8,792.51	\$10,800.57	\$3,836.00	\$0.00	\$0.00	\$0.00	\$425	\$0.00	\$ 7,146.50
C-10.0 Prepare FAA Form 7460 (NIC)													
Estimated Total Man-Hours	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	\$0.00	\$ -
C-11.0 Prepare Specifications and Bid Documents (NIC)													
Estimated Total Man-Hours	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	\$0.00	\$ -
C-12.0 Prepare Preliminary and 60% Geometric & Surface Drainage Design													
C-12.1 Geometric Design	0	4	18	0	32	8	24	0	0	0	86	0	\$ 12,640.54
C-12.2 Surface Drainage and Contour Design	0	4	40	0	82	44	54	0	0	0	224	0	\$ 31,080.80
C-12.3 Profile Design	0	6	17	0	48	30	32	0	0	0	133	0	\$ 18,447.17
Estimated Total Man-Hours	0	14	75	0	162	82	110	0	0	0	443	0	\$ 62,168.51
Summary Costs	\$0.00	\$3,467.38	\$13,883.75	\$0.00	\$18,975.06	\$8,824.02	\$17,218.30	\$0.00	\$0.00	\$0.00	\$443	\$0.00	\$ 62,168.51
C-13.0 Prepare Preliminary & 60% Pavement Marking Design													
Estimated Total Man-Hours	0	8	18	0	45	24	16	4	0	0	116	0	\$ 16,178.96
Summary Costs	\$0.00	\$1,981.36	\$3,284.10	\$0.00	\$5,387.88	\$2,582.64	\$2,504.48	\$438.40	\$0.00	\$0.00	\$116	\$0.00	\$ 16,178.96
C-14.0 Prepare Preliminary and 60% Electrical Design													
Estimated Total Man-Hours	0	6	18	38	72	50	16	0	0	0	200	0	\$ 28,405.36
Summary Costs	\$0.00	\$1,486.02	\$3,284.10	\$7,316.50	\$8,433.36	\$5,380.50	\$2,504.48	\$0.00	\$0.00	\$0.00	\$200	\$0.00	\$ 28,405.36
C-15.0 Prepare Preliminary and 60% Underdrain Design													
C-15.1 Geometric Design and 2D Layout	0	4	12	0	30	0	24	0	0	0	70	0	\$ 10,450.70
C-15.2 Profile Design	0	7	21	0	56	0	38	0	0	0	122	0	\$ 18,072.56
C-15.3 Connection to existing storm drain system(s)	0	2	8	16	10	7	0	0	0	0	43	0	\$ 6,960.31
Estimated Total Man-Hours	0	13	41	16	96	7	62	0	0	0	243	0	\$ 35,483.57
Summary Costs	\$0.00	\$3,219.71	\$7,480.45	\$3,080.80	\$11,244.48	\$753.27	\$9,704.86	\$0.00	\$0.00	\$0.00	\$243	\$0.00	\$ 35,483.57
C-16.0 Erosion Control Plan													
Estimated Total Man-Hours	0	2	8	0	22	12	0	0	0	0	44	0	\$ 5,823.12
Summary Costs	\$0.00	\$495.34	\$1,486.02	\$0.00	\$5,387.88	\$2,582.64	\$2,504.48	\$438.40	\$0.00	\$0.00	\$44	\$0.00	\$ 5,823.12

6262

Item No.	Senior Associate \$319.57	Senior Project Engineer / Project Manager \$247.67	Project Engineer \$182.45	Electrical Engineer \$192.55	Engineer II \$117.13	Engineer I \$107.61	Senior Engineering Technician \$156.53	Technician III \$109.60	Administrative Assistant \$98.55	Clerical \$56.19	Total Hours	Subconsultant (cost +15%) 1.0	Cost Summary
C-17.0 Prepare Sponsor Certifications (NIC)													
Summary Costs	0	495.34	1459.5	0	2576.86	1291.32	0	0	0	0	0	0	\$ 5,823.12
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Summary Costs	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
C-18.0 Prepare 60% Submittal													
Summary Costs	1	28	58	20	44	68	50	24	8	2	303	0	\$ 45,516.31
Estimated Total Man-hours	1	28	58	20	44	68	50	24	8	2	303	0	\$ -
Summary Costs	319.57	6934.76	10582.1	3851	5153.72	7317.48	7826.5	2630.4	788.4	112.38	0	0	\$ 45,516.31
C-19.0 Construction Safety & Phasing Plan (Update)													
Summary Costs	0	12	18	6	16	8	10	0	4	2	76	0	\$ 12,218.28
Estimated Total Man-hours	0	12	18	6	16	8	10	0	4	2	76	0	\$ -
Summary Costs	0	2972.04	3284.1	1155.3	1874.08	850.88	1565.3	0	394.2	112.38	0	0	\$ 12,218.28
C-20.0 Engineer's Design Report (Update)													
Summary Costs	0.5	2	16	4	12	4	6	2	0	0	46.5	0	\$ 7,338.91
Estimated Total Man-hours	0.5	2	16	4	12	4	6	2	0	0	46.5	0	\$ -
Summary Costs	159.785	495.34	2919.2	770.2	1405.56	430.44	939.18	219.2	0	0	0	0	\$ 7,338.91
C-21.0 Airport Signing & Marking Plan (NIC)													
Summary Costs	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Summary Costs	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
C-22.0 Prepare 95% Submittal													
Summary Costs	4	20	42	16	105	92	62	53	8	2	404	0	\$ 55,588.59
Estimated Total Man-hours	4	20	42	16	105	92	62	53	8	2	404	0	\$ -
Summary Costs	1278.28	4953.4	7662.9	3080.8	12298.65	9900.12	9704.86	5808.8	788.4	112.38	0	0	\$ 55,588.59
C-23.0 Prepare and Submit Final Bid Documents													
Summary Costs	2	15	26	10	48	32	17	16	6	1	173	0	\$ 25,151.25
Estimated Total Man-hours	2	15	26	10	48	32	17	16	6	1	173	0	\$ -
Summary Costs	639.14	3715.05	4743.7	1925.5	5622.24	3443.52	2661.01	1753.6	591.3	56.19	0	0	\$ 25,151.25
C-24.0 Prepare Final CSPP & EDR													
Summary Costs	0	3	10	6	20	0	0	0	5	1	45	0	\$ 6,614.35
Estimated Total Man-hours	0	3	10	6	20	0	0	0	5	1	45	0	\$ -
Summary Costs	0	743.01	1824.5	1155.3	2342.6	0	0	0	492.75	56.19	0	0	\$ 6,614.35
C-25.0 Prepare Draft Construction Management Plan (NIC)													
Summary Costs	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Summary Costs	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
C-26.0 Phase C2 Project Meetings (NIC)													
Summary Costs	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Summary Costs	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Expenses													
Auto Rental	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Mileage	0	0	0	0	0	0	0	0	0	0	0	0	\$ -
Rate											0 Days 0 Miles	0	\$ -

6d63

OXR Final Design Base Bid & Bid Alts 1 & 2 Fee Estimate

Attachment 1

Item No.	Senior Associate	Senior Project Engineer / Project Manager	Project Engineer	Electrical Engineer	Engineer II	Engineer I	Senior Engineering Technician	Technician III	Administrative Assistant	Clerical	Total Hours	Subconsultant (cost +15%)	Cost Summary
	\$319.57	\$247.67	\$182.45	\$192.55	\$117.13	\$107.61	\$156.53	\$109.60	\$98.55	\$56.19		1.0	

6d65

**Ventura County Department of Airports
Oxnard Airport Reconstruction
Public Outreach
10 months**



5/8/2020

LABOR COSTS		Stacey Falconi Project Manager		Elsa Argomaniz Sr. Project Coordinator		Kyle Santiago Sr. Graphic Coord.		Stephanie Espinoza Project Coord.		TOTAL	
*Rate:		\$ 146.32		\$ 153.22		\$ 99.98		\$ 73.16			
Task	Description	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
A	Project Management & Work Plan	-	\$ -	8	\$ 1,226	-	\$ -	-	\$ -	8	\$ 1,225.76
A 1.0	Collateral Material Development & Website Support	-	\$ -	4	\$ 613	25	\$ 2,500	20	\$ 1,463	49	\$ 4,575.58
A 2.0	Public Outreach Workshops (x3)	10	\$ 1,463	45	\$ 6,895	-	\$ -	100	\$ 7,316	155	\$ 15,674.10
A 3.0	Stakeholder Database Support	-	\$ -	2	\$ 306	-	\$ -	16	\$ 1,171	18	\$ 1,477.00
A 3.1	Notification & Advisories	-	\$ -	12	\$ 1,839	8	\$ 800	16	\$ 1,171	36	\$ 3,809.04
A 4.0	Project Team meetings	-	\$ -	35	\$ 5,363	-	\$ -	10	\$ 732	45	\$ 6,094.30
SUB-TOTAL		10	\$ 1,463	106	\$ 16,241	33	\$ 3,299	162	\$ 11,852	311	\$ 32,856
ESTIMATED DIRECT COSTS**											
Collateral translation services											\$ 500
Spanish Interpretation per workshop (x3)											\$ 2,100
Printing											\$ 1,000
Mileage/Transportation											\$ 2,800
SUB-TOTAL											\$ 6,400
TOTAL PROPOSED BUDGET											
											\$ 39,256

* Fully Burdened Rates inclusive of 121.69% OH and 10% Fee

** To be billed at actual cost.

6d66

MEAD & HUNT, Inc.
Standard Billing Rate Schedule
Effective January 1, 2020

Standard Billing Rates

Clerical	\$82.00 / hour
Technical Editor	\$115.00 / hour
Senior Editor	\$168.00 / hour
Registered Land Surveyor	\$130.00 / hour
Accounting, Administrative Assistant	\$109.00 / hour
Technician I, Technical Writer	\$101.00 / hour
Technician II, Surveyor - Instrument Person	\$117.00 / hour
Technician III	\$125.00 / hour
Technician IV	\$144.00 / hour
Senior Technician	\$174.00 / hour
Engineer I, Scientist I, Architect I, Interior Designer, Planner I	\$131.00 / hour
Engineer II, Scientist II, Architect II, Interior Designer, Planner II	\$142.00 / hour
Engineer III, Scientist III, Architect III, Interior Designer, Planner III	\$151.00 / hour
Senior Engineer, Senior Scientist, Senior Architect, Senior Interior Designer, Senior Planner, Senior Economist	\$178.00 / hour
Project Engineer, Project Scientist, Project Architect, Project Interior Designer, Project Planner	\$205.00 / hour
Senior Project Engineer, Senior Project Scientist, Senior Project Architect, Senior Project Interior Designer, Senior Project Planner	\$241.00 / hour
Senior Associate, Principal, Senior Client/Project Manager	\$324.00 / hour

Expenses

Geographic Information or GPS Systems	\$100.00 / day
Total Station Survey Equipment	\$110.00 / day
Charges for other equipment may appear in a proposal	
Out-Of-Pocket Direct Job Expenses	cost plus 15%
Such as reproductions, sub-consultants / contractors, etc.	

Travel Expense

Company or Personal Car Mileage	\$ IRS rate / mile*
* the current IRS rate as of Jan. 2020 is: 57.5 cents per mile	
Air and Surface Transportation	cost plus 15%
Lodging and Sustenance	cost plus 15%

Billing & Payment

Travel time is charged for work required to be performed out-of-office. A minimum of two hours will be billed for any work out-of-office.

Invoicing is on a monthly basis for work performed. Payment for services is due within 30 days from the date of the invoice. An interest charge of 1.5% per month is made on the unpaid balance starting 30 days after the date of invoice.

This schedule of billing rates is effective January 1, 2020, and will remain in effect until December 31, 2020, unless unforeseen increases in operational costs are encountered. We reserve the right to change rates to reflect such increases.

6d67

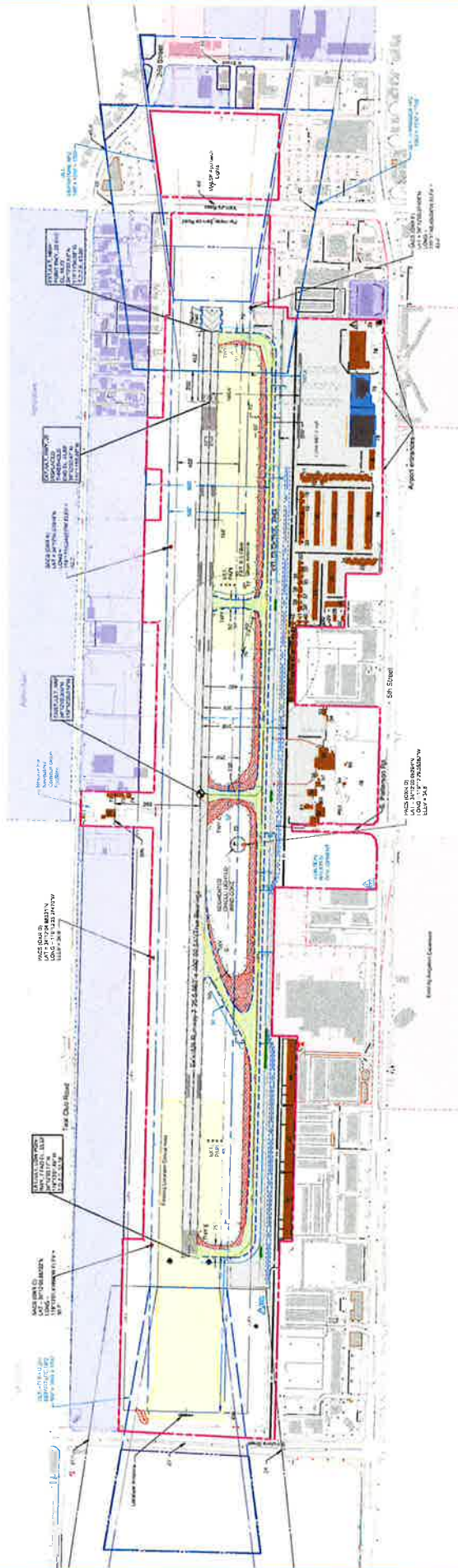


Vertical Datum:
1988 AD (Sea Level)
or 2.00' (1988 AD 121.1)



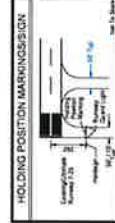
DECLARED DISTANCES DATA	
NO.	ESTIMATE
1	100
2	100
3	100
4	100
5	100
6	100
7	100
8	100
9	100
10	100
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EXISTING AIRPORT FACILITIES			EXISTING AIRPORT FACILITIES			EXISTING AIRPORT FACILITIES			EXISTING AIRPORT FACILITIES		
NO.	DESCRIPTION	ELEV. (FEET)	NO.	DESCRIPTION	ELEV. (FEET)	NO.	DESCRIPTION	ELEV. (FEET)	NO.	DESCRIPTION	ELEV. (FEET)
1	Runway 1	100	26	Runway 2	100	51	Runway 3	100	76	Runway 4	100
2	Runway 5	100	27	Runway 6	100	52	Runway 7	100	77	Runway 8	100
3	Runway 9	100	28	Runway 10	100	53	Runway 11	100	78	Runway 12	100
4	Runway 13	100	29	Runway 14	100	54	Runway 15	100	79	Runway 16	100
5	Runway 17	100	30	Runway 18	100	55	Runway 19	100	80	Runway 20	100
6	Runway 21	100	31	Runway 22	100	56	Runway 23	100	81	Runway 24	100
7	Runway 25	100	32	Runway 26	100	57	Runway 27	100	82	Runway 28	100
8	Runway 29	100	33	Runway 30	100	58	Runway 31	100	83	Runway 32	100
9	Runway 33	100	34	Runway 34	100	59	Runway 35	100	84	Runway 36	100
10	Runway 37	100	35	Runway 38	100	60	Runway 39	100	85	Runway 40	100
11	Runway 41	100	36	Runway 42	100	61	Runway 43	100	86	Runway 44	100
12	Runway 45	100	37	Runway 46	100	62	Runway 47	100	87	Runway 48	100
13	Runway 49	100	38	Runway 50	100	63	Runway 51	100	88	Runway 52	100
14	Runway 53	100	39	Runway 54	100	64	Runway 55	100	89	Runway 56	100
15	Runway 57	100	40	Runway 58	100	65	Runway 59	100	90	Runway 60	100
16	Runway 61	100	41	Runway 62	100	66	Runway 63	100	91	Runway 64	100
17	Runway 65	100	42	Runway 66	100	67	Runway 67	100	92	Runway 68	100
18	Runway 69	100	43	Runway 70	100	68	Runway 69	100	93	Runway 70	100
19	Runway 73	100	44	Runway 74	100	69	Runway 71	100	94	Runway 72	100
20	Runway 77	100	45	Runway 78	100	70	Runway 73	100	95	Runway 74	100
21	Runway 81	100	46	Runway 82	100	71	Runway 75	100	96	Runway 76	100
22	Runway 85	100	47	Runway 86	100	72	Runway 77	100	97	Runway 78	100
23	Runway 89	100	48	Runway 90	100	73	Runway 79	100	98	Runway 79	100
24	Runway 93	100	49	Runway 94	100	74	Runway 81	100	99	Runway 80	100
25	Runway 97	100	50	Runway 98	100	75	Runway 83	100	100	Runway 81	100



EXISTING	ULTIMATE	DESCRIPTION
1	1	Runway 1
2	2	Runway 2
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9	9	Runway 9
10	10	Runway 10
11	11	Runway 11
12	12	Runway 12
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TAXIWAY DESIGN GROUP	ULTIMATE	100
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FOR APPROVAL BY
COUNTY OF VENTURA

APPROVED BY: _____ DATE: _____

DESIGNED BY: _____ DATE: _____

CHECKED BY: _____ DATE: _____

DATE OF APPROVAL: _____

General Notes:
1. All work shall be in accordance with the latest edition of the California Building Code (CBC) and the California Fire Code (CFC).
2. All work shall be in accordance with the latest edition of the California Electrical Code (CEC) and the California Mechanical Code (CMC).
3. All work shall be in accordance with the latest edition of the California Plumbing Code (CPC) and the California Gas Code (CGC).
4. All work shall be in accordance with the latest edition of the California Fire Alarm Code (CFAC) and the California Fire Sprinkler Code (CFSC).
5. All work shall be in accordance with the latest edition of the California Fire Protection Code (CFPC) and the California Fire Alarm and Signaling Code (CFASC).

OXNARD AIRPORT
ULTIMATE AIRPORT LAYOUT PLAN
DRAFT DRAWING
OXNARD, CALIFORNIA

APPROVED BY: _____ DATE: _____
DESIGNED BY: _____ DATE: _____

As requested, Mead & Hunt has refreshed several key elements from our original statement of qualifications submitted in June of 2016. *In this refresh, we have updated the information regarding the major services we will be providing to the County.* Significant areas of focus include quality assurance and control; schedule management; proposed team; budget management; construction administration; and, resumes and project experience for key individuals who will serve as leaders for your runway project.

Implementation of our quality control plan is key to success on any project. This process will be implemented from the kickoff until construction is complete. Our number one goal is to provide an unmatched level of customer satisfaction and that starts with providing a quality product. Following the Mead & Hunt quality control plan sees that the project is delivered on-time and within budget.

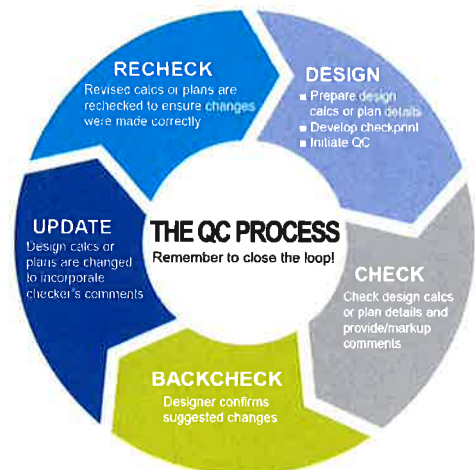
QUALITY ASSURANCE/ QUALITY CONTROL

Compliance

A project's QA/QC Program defines processes, resources and quality specifications to verify project deliverables comply with professional standards – including the *Professional Engineers in Private Practice Handbook (NSPE)* and the *Architect's Handbook of Professional Practice (AIA)* – as well as Ventura County Department of Airports (DOA) and FAA requirements, including meeting desired project needs and expectations. We have developed and continue to upgrade and implement systems and procedures that provide both our new and repeat clients with a quality project and outcome.

Process

- **Roles and Responsibilities.** Establish roles and responsibilities for QA/QC activities, tasks, schedules, procedures, coordination between disciplines, control of processes, successfully resolving questions and issues, and other relevant items.
- **Design Log.** Designers are required to populate and complete a "design log" that describes what calculations were conducted as the basis of design, what decisions were made and what regulations/procedures were followed. These logs assist the PM and QC lead in their review of the design, as well as inform the entire design team of progress.



- **Team Members.** Design calculations, measurements, estimates and review of the basis of the design are conducted by at least two team members to verify accuracy of design.
- **Third Party Review.** A team member independent of the design team conducts a complete quality control review, identifies and documents project conformance to the technical specifications and client requirements or needs. A meeting is conducted to discuss the review comments and provide recommendations for improvement of project deliverables.
- **Quality Assurance Review.** The quality manager evaluates completed work against project quality parameters and project objectives, offering recommendations for improvement.

Documentation

Design logs, design review checklists, redlines and project meeting notes all become part of the design package resources providing evidence that the QA/QC plan process was followed. The Project Manager and Quality Manager are responsible for providing completed and properly documented items.

The QA/QC plan for your project will implement two levels of quality review. They are:

- **Level I Review involves the most fundamental QA/QC process (checks done within the project team – often referred to as the “buddy system”).**
- **Level II Review includes independent reviewers not directly involved in the project design and is additional to Level I.**

SCHEDULE MANAGEMENT

Mead & Hunt has an excellent track record of accomplishing work on-time and within budget. We have a large staff with plenty of back-up, so staff capacity is present and available. Mead & Hunt has the resources to assign to your project in order to meet the project production and schedule requirements. While our Ontario, California office will lead our work effort for your project, support can be provided by other Mead & Hunt offices around the country, as necessary. We routinely draw on resources from our other offices as projects and workload require. The size and diversity of our team makes this possible and allows us to respond immediately to questions and guide your projects to their timely completion. Additionally, our substantial redundant capabilities allow our team to be ready and prepared to respond to your needs.

The size and diversity of our team makes this possible and allows us to respond immediately to questions and guide your projects to their timely completion.

Effective project management also plays a key role, allowing us to successfully balance multiple projects simultaneously. By assigning an experienced and successful project manager, we prevent schedule delays due to untested management and unforeseen roadblocks. Our team members are experienced at managing multiple projects and has a staff with depth to keep your projects on task.

Initiate and Plan

Project Manager, Chuck McCormick and our assigned assignment leaders will work with the DOA projects administrator and related staff to develop an agreed-upon scope, schedule, and budget for the assignment to identify objectives and deliverables and clearly define a successful outcome.

an important part of the planning process is developing a project-specific schedule. This schedule will document submittal dates (60%, 95% and Finals), permit submittal dates and review times (if applicable), bid periods (coordinated with County contract approval dates), and preliminary construction schedules. Another important part of this schedule will be accounting for DOA review periods. This is often overlooked in a project schedule and assuring that DOA staff and stakeholders have an opportunity to review, provide comments, and make all project approvals is inherent to project success.

Deliver

At the beginning of the delivery phase, Chuck will develop a management plan that includes a detailed work plan, resource planning, internal design schedule, and quality management plan. These work products will be augmented and updated to reflect the needs throughout the assignment.

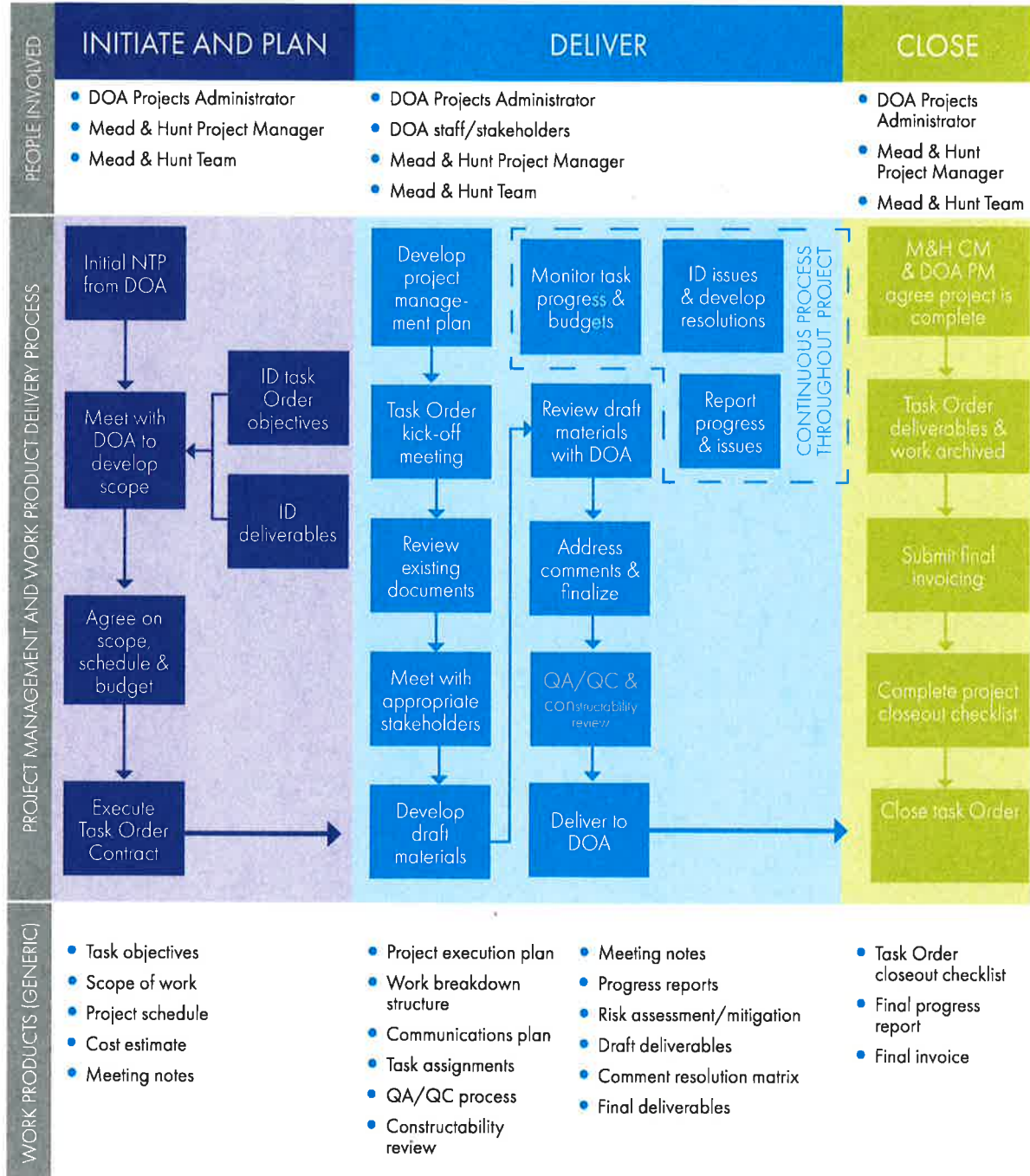
We maintain a series of work product templates—such as standard technical specifications, general sets of plans, and engineer's estimates—so the airport can be assured that creating assignment-specific documents are streamlined. Although specific work activities will vary based on the assignment, efforts typically include a review of existing documents (including as-built drawings and relevant reports), meetings and workshops, research and outreach, assessment and analysis, development of draft documents, review of drafts with airport staff, and finalization and delivery.

During assignment order execution, Chuck will provide direction to project staff, coordinate with airport project and assignment leaders, monitor and report on progress (schedule, cost, and completeness), and identify issues, as well as develop mitigation strategies for identified issues.

Close

The close phase of an assignment includes debriefings, completing project deliverables, and finalizing invoices. We will assist the airport in archiving all project deliverables in a format that complies with DOA's standards. Mead & Hunt continually strives to provide optimal client service, and our ability to deliver on multiple concurrent assignments is apparent in our selection and reselection for staff extension contracts at airports such as Charles M. Schulz–Sonoma County Airport, Napa County Airport, Scottsdale Airport, Ontario International Airport, and numerous others across the country.

WORK FLOW PROCESS DIAGRAM



TEAM ORGANIZATION

You have asked us to propose a team that can provide you with "turnkey" service. Our team organization and team experience will work hand-in-hand to promote efficient flow of information.

As the lead firm, Mead & Hunt will effectively communicate assignment meeting schedules so that all firms can attend. Mead & Hunt and our team member firms collectively share the goal of making DOA's best interests a priority.

Communication throughout the team will be facilitated in several direct processes. Chuck will communicate with design engineers and discipline leads often and, at a minimum, at regularly scheduled project progress meetings. The assigned design engineers will:

- **Communicate daily with technical professionals through telephone calls, meetings, and emails.**
- **Keep Chuck informed about scope, cost, and schedule on a weekly basis.**
- **Communicate, coordinate, and collaborate with their teams using Microsoft Teams communication software.**

Close coordination and communication is required to complete drawings to prevent conflicts among areas of work. Microsoft Teams enables us to coordinate and monitor all team members' work and combine them into one bid package without duplication. All meeting minutes and requests for information are tabulated in one location and assigned to the correct lead person to be resolved.

As we progress through the design process, monthly schedule updates will facilitate communication with DOA to identify any potential schedule concerns.

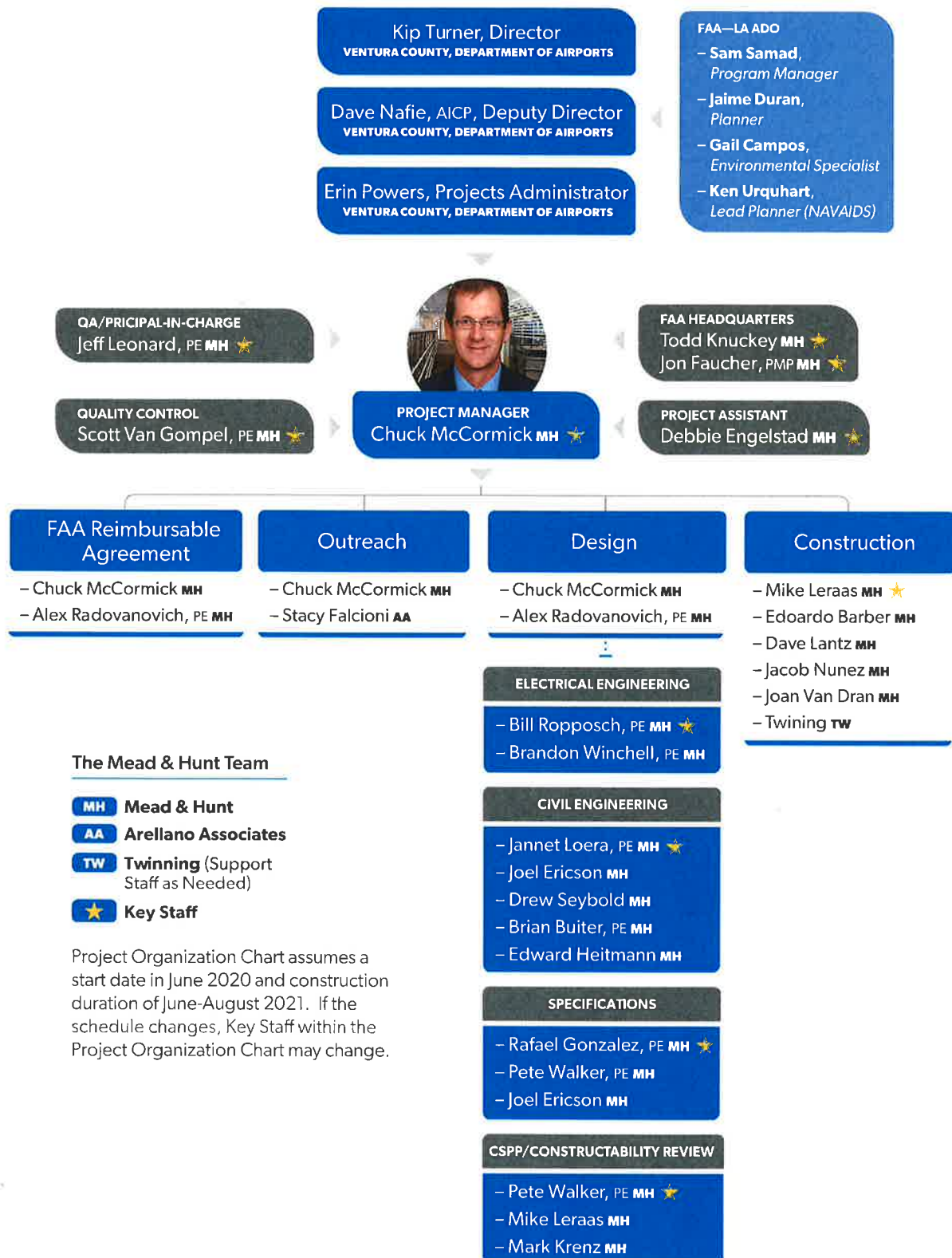
BUDGET MANAGEMENT PROCESS

Mead & Hunt successfully meets project deadlines and, in many cases, beats them. As part of our everyday business, we work on multiple projects at the same time. The key is implementing a well-coordinated approach and maintaining strong communication. We have a large staff with plenty of back-up, so staff capacity is present and available. In addition, by assigning an experienced and successful project manager to this project, we prevent schedule delays due to untested management and unforeseen roadblocks.

Mead & Hunt historically keeps projects within 5 percent of the initial budget, with most projects completed below the initial budget. Our team will provide an accurate and up-to-date financial accounting throughout the project's duration. Our interests are your interests. Our integrity, reputation, and the trust of our clients are paramount to our firm's long-term success. We have been in business for 120 years and attribute this to our ethical and straightforward business practices.

Design Phase: Developing reliable construction cost estimates begins with analyzing alternatives for major project components during the design phase. Determination of cost-effective solutions early in the development of concepts is essential. The alternatives analyses must include a financial analysis for each engineering solution. These up-front solutions form the basis of efficiency and economy as the project progresses through design and into construction.

County of Ventura DEPARTMENT OF AIRPORTS



Mead & Hunt will prepare detailed cost estimates with each milestone submittal (60%, 95%, and Finals) to see that the design complies with the budgetary and scoping commitments established during design development. Unit costs are developed using historical cost estimating data and are appropriately adjusted for phasing conditions, estimated production rates, and quantities.

Confirming the Estimate: The design team will take additional measures to ensure the accuracy of our cost estimating. These include several tools and resources including:

- **National Experience** – with nearly 900 professionals across the country and over 250 specializing in aviation, there aren't many types of projects that Mead & Hunt does not encounter somewhere over the course of year. We work between offices and share resources to ensure that all Mead & Hunt staff can access recent project cost data.
- **Contractor Consultation** – all our team members have strong relationships with contractors and leverage these relationships to obtain recent industry trends. This proves valuable in not only determining unit prices but ways to create a more cost-effective design. We consult with reputable contractors who regularly bid on work in the area, and we can use them as resources for information regarding labor availability, raw material availability, cost fluctuations, and subcontracting trends
- **Quality Control** – our structured quality control program not only applies to our completion of plans and specifications but also to cost estimates. The quality control process is just as vital to this phase as the design to ensure project success with all bid items and their quantities accurately accounted for with an associated estimated cost.
- **Independent Review** – Another advantage of our team is that we have team members that will be performing independent cost estimates, completed by highly experienced, program managers who specialize in cost estimating and assuring project costs stay within budget. They will independently develop unit prices and quantities for all bid items for their cost estimates. Upon completion of the cost estimate, it will be sent to the Project Manager who will review the calculations and estimate. Should there be discrepancies between the two groups estimates, the Project Manager will work with the two groups to reach concurrence.

Documenting the Estimate: Properly documenting all quantities and cost estimates is the final step in providing an effective cost estimating process. Having this information well organized will not only give DOA peace of mind that their project will be delivered within budget, but it will be a valuable tool during construction should discrepancies between engineer and contractor quantities arise. Our team has the right experience, the track record, and the access to relevant cost data to successfully deliver and make sure DOA is doing the right thing as it relates to project cost and schedule.

Construction Administration Staff as Part of the Team: In addition to involving construction administration staff in plan review, particularly for value engineering and constructability assessments, Mead & Hunt's commitment to quality assurance continues through the construction process. Our QA/QC plan during construction includes regular project team meetings with airport staff, design staff, construction administration staff and the contractor to discuss progress, challenges encountered, schedule, budget and expectations for the next week to see that your project is completed on time, within budget, and in accordance with the approved plans and specifications. Our construction field personnel are experienced at keeping your projects moving forward and meeting completion deadlines, minimizing change orders, and anticipating and short-circuiting potential

conflicts with contractors. We use Newforma as one of our project document controls. Newforma allows us to track all correspondence and transactions between the construction administration team and the contractor. When requested by DOA we can quickly provide you with a log of all related activities and there status.

OUTREACH CONSULTANTS

Arellano Associates

Established in 1994, Arellano Associates (AA) is a consulting firm specializing in communications and public outreach, community and government relations, and strategic planning and marketing programs. AA has been working for more than two decades to deliver marketing and community outreach programs for some of Southern California's most important transportation, public safety,



arellano
associates

sustainability, planning, and infrastructure improvement projects. The firm's vision is to positively impact their communities through honest and creative engagement using innovative communication tools and techniques. Their team of professionals provides comprehensive communications and planning services for the full spectrum of public projects from planning to construction or implementation. AA also offers specialized professional services geared toward Latino and Spanish-speaking communities. AA is a Limited Liability Corporation and is woman and minority owned. AA is a certified Small Business-owned (SBE) and Disadvantaged Business Enterprise (DBE). AA operates out of a single office in the City of Chino Hills and is comprised of a team of 45 staff members.

Project Experience

AA has over 25 years' experience in providing key stakeholder engagement for planning projects, providing outreach support for Airport projects since 2004

Experienced in the development Airport Planning Projects:

- **Fox Airfield Master Plan**
- **LAWA Air Quality and Source Apportionment Study Phase 1**
- **LAWA North Airway Safety Improvement Project Airfield Terminal Mod Project**
- **Los Angeles Cable Airport Master Plan**
- **Los Angeles International Airport Advanced Planning Study**
- **Ontario International Airport Master Plan**



Chuck McCormick, PE
PROJECT MANAGER/ FAA RA COORDINATION

Areas of Expertise

- Program management
- Project management
- Electrical engineering
- Airfield pavement design
- FAA funding and priority process
- Airfield marking and signage
- Airfield layout
- Stakeholder coordination/outreach
- ACIP development

Education

- BS, Electronics and Computer Engineering, California State Polytechnic University, Pomona

Registration/Certifications

- Private Pilots Certificate, Single Engine Land

Charles "Chuck" McCormick has more than 32 years of diverse aviation experience, primarily for Southern California airports. He has significant experience designing airport electrical systems for both civilian and military airfields. He is responsible for preliminary and final designs as well as construction administration of airfield lighting systems, navigational aids (NAVAIDs), security systems, and other special systems associated with airfield improvement projects for both commercial service and general aviation airports.

Chuck worked for 20 years as national electrical engineer/lighting specialist/project engineer for the FAA Airports Division in Los Angeles, CA, and was responsible for developing the latest electrical designs for airports within the United States. He served as consultant to electrical design engineers so that they could properly apply FAA engineering standards to aviation projects. He served as project manager on many airport development construction projects, particularly on the Runway Safety Area Revalidation Program. He taught engineering classes on airport lighting, marking, and signage at the FAA Academy, and frequently addresses these areas at aviation conferences.

Chuck was program manager at the FAA for the Runway Safety Area (RSA) Validation Program. He provided project management to update the status of all the RSA's at airports that receive commercial service within Arizona, California, Hawaii, Nevada, and the Pacific Islands. A plan was developed including cost and completion date for each RSA that did not meet FAA standards. Possible improvement measures included construction or realignment of the runway, removal of objects encroaching within the RSA, declared distances, or installation of an engineered material arresting system.

Chuck was also FAA project engineer and provided guidance on the interpretation on airport design standards and Airport Improvement Program (AIP) funding requirements.

SELECT PROJECT EXPERIENCE

Ontario International Airport (ONT)

On-Call Architectural/Engineering Services

Project Manager. Chuck is currently project manager for the on-call consulting contract for Ontario International Airport. Chuck handles the day-to-day communication with airport staff, assisting with the overall program for airport development.

6d77



Jeffrey Leonard, PE
PRINCIPAL-IN-CHARGE/QUALITY ASSURANCE

Areas of Expertise

- Project management
- Airfield construction management
- Airfield facilities design
- Airfield layout
- AutoCAD Civil 3D design
- Hangar & ARFF building design
- Pavement management systems
- Pavement evaluation
- FAA policies and standards
- Street, sanitary sewer and water main design

Education

- BS, Civil and Environmental Engineering with Construction Management Emphasis, University of Wisconsin – Madison

Registration/Certifications

- Licensed Professional Engineer – Arizona (#47846, 2008), California (#71754, 2007), Hawaii (#15423, 2013), Nevada (#019417, 2008), Oregon (#81356, 2008),

Jeff Leonard has more than 19 years of experience with complex aviation projects at both air carrier and general aviation airports. Close coordination with clients, the FAA, public utility agencies, contractors and airport users is one of Jeff's many strong points. He also incorporates sustainable engineering practices whenever feasible. Jeff has extensive experience in infrastructure and airport improvement design projects and construction administration. He is also proficient in the use of AutoCAD software. His responsibilities include construction supervision, earthwork volume calculations, pavement design, report and specification writing, plan preparation and cost estimating. Jeff is proficient in the design and construction administration of both airside and landside improvements, including ARFF buildings; runway, taxiway and access road construction and rehabilitation; aircraft wash racks and deicing facilities. His experience varies from small fast-track projects to large scale projects with multi-year timelines involving multiple contracts and multiple contractors on-site working together.

Jeff has extensive experience in evaluating various alternatives to meet safety area criteria including road relocation and the relocation of the runway threshold. He designed the runway extension and EMAS projects for both Arcata-Eureka (ACV) and San Luis Obispo County Regional Airport (SLO). The \$30 million SLO project was the first to use EMAS as a way to accommodate a runway extension. Jeff understands the balance of preparing contract documents that minimize operational impacts while keeping the project constructible. He excels at scheduling timelines for project deliverables, as well as estimating construction costs, preparation of Construction Safety and Phasing Plans (CSPPs) and daily construction oversight. Jeff oversees many of Mead & Hunt's most challenging projects, especially when dealing with multi-phased, multi-year timelines



Scott Van Gompel, PE
QUALITY CONTROL

Areas of Expertise

- Airport Program Management
- FAA ADO and ATO coordination
- FAA Approach Lighting System Design and Construction
- Construction safety and phasing plans
- FAA AC 150/5300-13A Analysis
- Pavement management systems
- Approach lighting system design
- Airfield layout
- Construction Management
- Land acquisition

Education

- BS, Civil Engineering, University of Wisconsin – Milwaukee

Registration/Certifications

- Licensed Professional Engineer – California (#77390), Arizona (#55085)

Scott Van Gompel has more than 18 years of experience providing technical and project management services at commercial and general aviation airports in California. In his career, Scott has designed and managed a wide variety of complex airport improvement projects, including runway, taxiway, apron engineering; hangar facility planning studies and developments; roadway and parking lot engineering; drainage engineering; environmental studies; and airport planning. Scott has extensive experience in developing and managing large, complex, multi-year airport capital improvement plans for both air carrier and general aviation airports. Over the last 10 years, Scott has managed more than \$100 Million in airport improvement projects. Scott has developed strong relationships with the FAA San Francisco Airports District Office (SFO-ADO). He has successfully managed projects that involved significant FAA coordination including developing FAA approved Modification to Standards for pavement rehabilitation methods, development and implementation of approach/departure procedures for temporary relocated runway thresholds and FAA Reimbursable Agreements for modifications to FAA approach lighting systems.

SELECT PROJECT EXPERIENCE

Taxiway "A" Rehabilitation/Reconstruction

Scottsdale Airport – Scottsdale, Arizona

Scott was project manager and engineer-of-record for this project which consisted of the design and reconstruction of 6,000 feet of parallel Taxiway 'A', including ten connector taxiways. All taxiway and apron connectors and the remaining 3,600 feet of Taxiway 'A' received a surface treatment and new pavement markings. The airfield electrical vault and rotating beacon were relocated to the central portion of the airfield to make way for future development. The total construction cost of this project is \$3.8 Million.

Runway 18R-36L Rehabilitation

Napa County Airport – Napa, California

Scott has served as project manager and engineer-of-record for several of Napa County Airport improvement projects over the last 10 years, including the \$14 Million Runway 18R-36L PCC Rehabilitation Project. This project included rehabilitating all 5,930 linear feet of concrete pavement, full width, on Runway 18R-36L, 1,800 linear feet of PCC pavement, full width on Runway 6-24, and rehabilitation of 2,500 linear feet of asphalt pavement, full width on Runway 18L-36R. The rehabilitation project included receiving an approved FAA Modification of Standards for a PCC Crack and Seal with HMA Overlay. The 7-month construction project was substantially completed in September 2019. The project included a temporary relocation of the Runway 36L threshold, which required extensive coordination with FAA Flight Procedures. The phasing was developed to specifically allow the airport to remain open throughout construction.



JON FAUCHER, PMP
FAA HEADQUARTERS COORDINATION

Areas of Expertise

- Program management
- Project management
- Professional supervision
- Airfield facilities design
- FAA coordination
- Contract negotiation
- Airport master plans
- Airport layout plans
- Airfield construction
- Public facilitation
- Quality assurance/quality control

Education

- BS, Construction Administration, University of Wisconsin
- American Council of Engineering Companies (ACEC) Senior Executive Institute (SEI) Class 18

Registration/Certifications

- Licensed Professional Engineer – Wisconsin (35829-006)
- Project Management Professional - PMI (2212525)
- Licensed Private Pilot

Jon Faucher is Mead & Hunt's National Group Leader for aviation services. With 28 years of experience in program management, planning, design and construction at air carrier and joint-use airports like Kern County Meadows Field and Ontario International airports, Jon is one of our most knowledgeable program managers. As group leader, he has overall responsibility for the staff and aviation services performed in the United States and the Pacific Islands.

His program and grant management experience includes coordination with the airport sponsor and Federal Aviation Administration (FAA) for the development and management of airport capital improvement plans and grant applications and for the preparation and management of passenger facility charge (PFC) programs.

Jon's design project management duties include supervision of concrete and asphalt runway, taxiway and apron designs; environmental mitigation and permitting; hangar layout; airfield navigational aids; Category I, II and III approach lighting systems; security fencing and access control; erosion control structures; storm water and drainage design; and the preparation of specifications and bidding documents, independent cost estimates and various engineering feasibility studies. Jon has a thorough understanding of FAA guidelines, as well as 18 years of construction engineering experience.

Jon's planning project management duties includes managing the preparation of airport master plans, airport layout plans and Exhibit A property maps, Part 139 sign plans, runway incursion and excursion mitigation plans and aeronautical surveys and various planning studies.

A sampling of Jon's recent program management duties include the \$55M reconstruction of primary Runway 12L-30R at Meadows Field Airport near Bakersfield, and the \$56M Runway Safety Area improvements and Runway 14-32 extension at the Charles M. Schulz-Sonoma County Airport.

Jon is on the Board of Director's for Mead & Hunt.



Todd Knuckey, PE
FAA HEADQUARTERS COORDINATION

Areas of Expertise

- Practice Leadership
- Planning
- Design
- Construction Management
- Program Management

Education

- MS, Civil Engineering, University of Tennessee
- BS, Civil Engineering, University of Tennessee

Registration/Certifications

- Licensed Professional Engineer – Illinois (062046137), Tennessee (22179), Kentucky (23259), Florida (68816), Michigan (6201057685), Iowa (20384), Ohio (76554), Georgia (PE043715) and Texas (112392)

Todd Knuckey has 35 years of experience in planning, design, construction management, and program management for multidiscipline aviation and transportation projects. His career has included numerous airside and landside projects for facilities ranging from large hub to general aviation. These projects have included runways, taxiways, aprons, terminal facilities, parking structures, and roadways. During his career he has served as principal-in-charge and project manager for projects at airports throughout the nation including Chicago O'Hare, Dallas-Fort Worth International, New Orleans International, Nashville International, Houston George Bush Intercontinental, and Los Angeles International.

This experience has provided Todd with the opportunity to develop relationships with Federal Aviation Administration (FAA) leadership and staff throughout the organization. This level of relationship can provide for direct interaction as may be necessary to coordinate various issues which may arise during an airport program resulting in timely and positive resolution.

SELECT PROJECT EXPERIENCE

- Runway 9R Extension and Associated Taxiways, O'Hare International Airport, Chicago, Illinois
- Rehabilitation of Taxiway NB, George Bush Intercontinental Airport, Houston, Texas
- Runway 2C-20C Relocation, Nashville International Airport, Nashville, Tennessee



RAFAEL GONZALEZ, PE
DESIGN SPECIFICATIONS LEAD

Areas of Expertise

- Utility Coordination
- Domestic/Reclaimed Water Design
- Sanitary Sewer Design
- Storm Drain Design
- Roadway Design
- Site Design
- Municipal Engineering
- Land Development

Education

- BS, Civil Engineering, Universidad Iberoamericana, Laguna Campus, Torreon, Coahuila, Mexico

Registration/Certifications

- Licensed Professional Engineer – California (C74831, 2009) Mexico (2581973)
- Autodesk Civil 3D Certified Associate (00047952)

Rafael Gonzalez has more than 23 years of civil design engineering and construction experience in the United States, Canada and Mexico. He has worked as design manager, senior engineer and deputy project manager for numerous projects in both public and private sectors including water, sewer, flood control facilities, highways, aviation, educational facilities, commercial developments, photovoltaic facilities, municipal and military facilities. He has provided design support for the preparation of plans, specifications, bid documents and cost estimates for numerous projects in both public, private and military sectors.

As a senior civil engineer, Rafael has overseen and performed the design of the infrastructure in support aviation related projects, from general aviation airports to medium hub airports, providing these projects with a comprehensive design for related aviation support infrastructure improvements such as: sanitary sewer, storm drain and water improvements. His management responsibilities on these projects have included supervising the production of engineering design reports, calculations, plans, bid documentation, technical specifications, and construction cost estimates.



Jannet Loera Gutierrez, PE
CIVIL DESIGN LEAD

Areas of Expertise

- Airfield Design
- Roadway Design – Caltrans Projects
- Plan Checking and Public Agency Permitting Processes

Education

- BS, Civil Engineering, California State Polytechnic University – Pomona

Registration/Certifications

- Licensed Professional Engineer – California (84900)

Jannet Loera Gutierrez has more than seven years of experience in the civil engineering field. She is a civil engineer with a diverse background in the areas of aviation, transportation, and municipal projects. Jannet has provided engineering services from design to construction phase including plan checks and reviews of Capital Improvement Project drawings for a City.

Her airfield design experience includes design for grading, pavement marking, paving, and electrical improvements. She has prepared plans, specifications, cost estimates, and bidding documents for different airport improvement design projects. Her management responsibilities on the various projects have included supervising the production of engineering design reports, calculations, plans, specifications, bid documentation, and construction cost estimates.

In the construction field, Jannet has served as a resident engineer and construction observer. Her responsibilities included construction project management, inspection, submittal review, Requests for Information (RFI), progress payment preparation, contract change orders, weekly reports, and Federal Aviation Administration (FAA) and governmental agency coordination.

6d83



Bill Ropposch, PE
ELECTRICAL ENGINEERING LEAD

Areas of Expertise

- Project management
- Airfield and parking lot lighting
- Emergency and standby power systems
- Airfield lighting
- Airfield lighting vaults
- Airport security systems
- Transportation lighting
- ILS and approach lights
- Communication systems
- Construction inspection

Education

- BS, Electrical Engineering, University of Detroit

Registration/Certifications

- Licensed Professional Engineer – Arizona (#52430), California (#E 19255), Georgia (#PE037166), Idaho (#15899), Indiana (#PE11011703), Kansas (#22545), Michigan (#046828), Minnesota (48376), Missouri (#2014031346), Nebraska (#E-14323), North Dakota (#PE-9332), Ohio (#74605), Oregon (#84069PE), Pennsylvania (#PE077632), South Carolina (#29473), Texas (#122748), Washington (#46739), Wisconsin (#40886-006)
- Ohio – Certified Highway Lighting Designer

Bill Ropposch is an electrical engineer with more than 30 years of experience designing airport electrical systems for both civilian and military airfields. He is responsible for preliminary and final designs as well as construction administration of airfield lighting systems, navigational aids (NAVAIDs), security systems, and other special systems associated with airfield improvement projects for both commercial service and general aviation airports. Bill's experience includes designing power and lighting systems, airport security systems, communications systems, airport signage and marking, Instrument landing systems (ILS), approach lighting systems (ALS), and standby and emergency power systems, along with project management and construction administration. Bill also prepares plans and specifications, reports and preliminary estimates for construction projects.

Bill's construction administration experience includes airfield lighting and signage projects, ILS installations, terminals, aircraft rescue and firefighting (ARFF) facilities, snow removal equipment (SRE) buildings and airfield electrical vaults.

Bill has been a member of Illuminating Engineering Society of North America – Airport Lighting Committee (IESNA-ALC) for the past several years. He attends the spring conference at the FAA headquarters in Washington, DC, and the fall conference held at different locations throughout the country each year. The spring conference discusses the latest legislative topics that affect airfield electrical design and the fall conference discusses the latest topics that affect airfield electrical equipment users.

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Pete Walker, PE

CSPP, SPECS, CONSTRUCTABILITY REVIEWS

Areas of Expertise

- Proposal Preparation and Presentation
- Project Management
- Aviation Construction
- Construction Safety and Phasing
- Quality Management
- Health and Safety
- Project Engineering
- Aviation Design
- Drainage Design
- Highway Design

Education

- BS, Civil Engineering, Michigan State University

Registration/Certifications

- Licensed Professional Engineer – Michigan (#6201053246), Washington (#44506), California (#C87662), Oregon (94637PE)

Pete's aviation design and construction experience span nearly two decades, illustrating his career-long focus on continual improvement, making him an ideal professional in supporting airfield and airport improvement programs. His accomplishments cover challenges in airport civil engineering from conceptual design through construction management closeout for projects up to \$140 million. Pete's leadership on high profile projects at medium and large hub airports with complex construction phasing, including taxiway to runway conversions, temporary runway reconfigurations using declared distances, and progressive taxiway closures with aircraft taxi routing revisions, have provided him with the knowledge and experience to share valuable insight with project teams, benefiting your airport and infrastructure delivery programs.

Having been tested in both designing and constructing heavy civil airside projects, Pete has observed how well performing project teams (including owners, stakeholders, contractors, and consultants) plan for and incorporate project partnering into their program and project delivery. Following Pete's example, his project teams embrace collaborative principles, resulting in project delivery on or ahead of schedule, under budget, and with improved safety and security, all while maintaining high standards of quality design and construction. Recognizing the importance of a positive team dynamic, Pete fosters positive working relationships and builds trust among diverse project stakeholders through transparent communication and promoting collaboration to address project challenges.

Mike Leraas

CONSTRUCTION ADMINISTRATOR

Areas of Expertise

- Construction process
- Pre-construction
- Field operations
- Cost projection, budget and schedule

Education

- AS, Business Management
- AS, Architecture – Construction Management
- Business Administration – Aviation

Registration/Certifications

- California Contractors License #975608
- General Engineering Contractor
- General Building Contractor
- OSHA 10
- TSA Issued Transportation Worker Identification Credential (TWIC) Card
- Commercial Rated Helicopter Pilot

Mike Leraas has an extensive understanding of the construction of critical infrastructure facilities, commercial construction and civil engineering projects, such as Monterey Airport expansion and San Martin Airport. Mike has extensive experience managing the construction process from pre-construction, field operations to commissioning. He sees that the field personnel maintain a safe and efficient work site, maintain a daily logs and as built drawings. Mike maintains accurate cost projection, budget, and schedule data, processes subcontracts, and Requests for Information, shop drawings and submittals. Most importantly, Mike maintains a sense of urgency and understanding of clients' needs and exceed those needs.

Mike has the ability to work independently and as a team member with a common goal in mind, as well as the ability to stay ahead of the curve, being proactive instead of reactive, always striving for continuous improvement, Mike remains flexible to meet the requirement of an on-call status, yet highly motivated and committed to the task at hand.

SELECT PROJECT EXPERIENCE

- Monterey Airport Expansion
- South Santa Clara Country Airport Expansion – Grading and paving of existing runways and taxiways.
- Camarillo Airport, Northeast Hangar Development, Phase 1 construction (December 2019-present).

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**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 MEAD and HUNT, 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.

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:

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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.

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- 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;

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- 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

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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.

Requirement	Federal Agency with Enforcement Responsibilities
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,

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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.

Requirement	Federal Agency with Enforcement Responsibilities
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.

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- 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.

6d97

**AEA 20-05
CONTRACT**

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.

Signature / Title (Company Representative)

Federal Fiscal Year 2020



EXHIBIT 2

Final Design Service Contract for the Oxnard Runway 7-25, Taxiway Connectors, and Taxiway F Reconstruction

1. Base Bid: Runway 7-25 Reconstruction (Red)
2. Bid Alternate 1: Taxiway Connectors (Blue)
3. Bid Alternate 2: Taxiway F (Green)

6d99



U.S. Department
of Transportation
Federal Aviation
Administration

GRANT AGREEMENT

PART I—OFFER

Date of Offer

Airport/Planning Area

Camarillo

AIP Grant Number

DUNS Number

TO: County of Ventura
(herein called the "Sponsor")

FROM: **The United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

WHEREAS, the Sponsor has submitted to the FAA a Project Application dated [REDACTED], for a grant of Federal funds for a project at or associated with the Camarillo Airport, which is included as part of this Grant Agreement; and

WHEREAS, the FAA has approved a project for the Camarillo Airport (herein called the "Project") consisting of the following:

[REDACTED]
which is more fully described in the Project Application.

NOW THEREFORE, According to the applicable provisions of the former Federal Aviation Act of 1958, as amended and recodified, 49 U.S.C. § 40101, et seq., and the former Airport and Airway Improvement Act of 1982 (AAIA), as amended and recodified, 49 U.S.C. § 47101, et seq., (herein the AAIA grant statute is referred to as "the Act"), the representations contained in the Project Application, and in consideration of (a) the Sponsor's adoption and ratification of the Grant Assurances dated March 2014, as applied and interpreted consistent with the FAA Reauthorization Act of 2018 (see 2018 FAA Reauthorization grant condition.), (b) and the Sponsor's acceptance of this Offer; and, (c) the benefits to accrue to the United States and the public from the accomplishment of the Project and compliance with the Grant Assurances and conditions as herein provided.

THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay ninety (90) percent of the allowable costs incurred accomplishing the Project as the United States share of the Project.

This Offer is made on and **SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

CONDITIONS

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is \$318,195. The following amounts represent a breakdown of the maximum obligation for the purpose of establishing

EXHIBIT 3

allowable amounts for any future grant amendment, which may increase the foregoing maximum obligation of the United States under the provisions of 49 U.S.C. § 47108(b):

\$318,195 airport development

2. **Period of Performance.** The period of performance begins on the date the Sponsor formally accepts this agreement. Unless explicitly stated otherwise in an amendment from the FAA, the end date of the period of performance is 4 years (1,460 calendar days) from the date of formal grant acceptance by the Sponsor.

The Sponsor may only charge allowable costs for obligations incurred prior to the end date of the period of performance (2 CFR §200.309). Unless the FAA authorizes a written extension, the sponsor must submit all project closeout documentation and liquidate (pay off) all obligations incurred under this award no later than 90 calendar days after the end date of the period of performance (2 CFR §200.343).

The period of performance end date does not relieve or reduce Sponsor obligations and assurances that extend beyond the closeout of a grant agreement.
3. **Ineligible or Unallowable Costs.** The Sponsor must not include any costs in the project that the FAA has determined to be ineligible or unallowable.
4. **Indirect Costs - Sponsor.** Sponsor may charge indirect costs under this award by applying the indirect cost rate identified in the project application as accepted by the FAA, to allowable costs for Sponsor direct salaries and wages.
5. **Determining the Final Federal Share of Costs.** The United States' share of allowable project costs will be made in accordance with the regulations, policies, and procedures of the Secretary. Final determination of the United States' share will be based upon the final audit of the total amount of allowable project costs and settlement will be made for any upward or downward adjustments to the Federal share of costs.
6. **Completing the Project Without Delay and in Conformance with Requirements.** The Sponsor must carry out and complete the project without undue delays and in accordance with this agreement, and the regulations, policies, and procedures of the Secretary. Per 2 CFR § 200.308, the Sponsor agrees to report to the FAA any disengagement from performing the project that exceeds three months. The report must include a reason for the project stoppage. The Sponsor also agrees to comply with the assurances which are part of this agreement.
7. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.
8. **Offer Expiration Date.** This offer will expire and the United States will not be obligated to pay any part of the costs of the project unless this offer has been accepted by the Sponsor on or before August 30, 2019, or such subsequent date as may be prescribed in writing by the FAA.
9. **Improper Use of Federal Funds.** The Sponsor must take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner for any project upon which Federal funds have been expended. For the purposes of this grant agreement, the term "Federal funds" means funds however used or dispersed by the Sponsor, that were originally paid pursuant to this or any other Federal grant agreement. The Sponsor must obtain the approval of the Secretary as to any determination of the amount of the Federal share of such funds. The Sponsor must return the recovered Federal share, including funds recovered by settlement, order, or judgment, to the Secretary. The Sponsor must furnish to the Secretary, upon request, all documents and records pertaining to the determination of the amount of the Federal share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal share require advance approval by the Secretary.

- [REDACTED]
10. **United States Not Liable for Damage or Injury.** The United States is not responsible or liable for damage to property or injury to persons which may arise from, or be incident to, compliance with this grant agreement.
11. **System for Award Management (SAM) Registration And Universal Identifier.**
- A. Requirement for System for Award Management (SAM): Unless the Sponsor is exempted from this requirement under 2 CFR 25.110, the Sponsor must maintain the currency of its information in the SAM until the Sponsor submits the final financial report required under this grant, or receives the final payment, whichever is later. This requires that the Sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at <http://www.sam.gov>).
- B. Data Universal Numbering System: DUNS number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D & B) to uniquely identify business entities. A DUNS number may be obtained from D & B by telephone (currently 866-705-5771) or on the web (currently at <http://fedgov.dnb.com/webform>).
12. **Electronic Grant Payment(s).** Unless otherwise directed by the FAA, the Sponsor must make each payment request under this agreement electronically via the Delphi eInvoicing System for Department of Transportation (DOT) Financial Assistance Awardees.
13. **Informal Letter Amendment of AIP Projects.** If, during the life of the project, the FAA determines that the maximum grant obligation of the United States exceeds the expected needs of the Sponsor by \$25,000 or five percent (5%), whichever is greater, the FAA can issue a letter amendment to the Sponsor unilaterally reducing the maximum obligation.
- The FAA can also issue a letter to the Sponsor increasing the maximum obligation if there is an overrun in the total actual eligible and allowable project costs to cover the amount of the overrun provided it will not exceed the statutory limitations for grant amendments. The FAA's authority to increase the maximum obligation does not apply to the "planning" component of condition No. 1.
- The FAA can also issue an informal letter amendment that modifies the grant description to correct administrative errors or to delete work items if the FAA finds it advantageous and in the best interests of the United States.
- An informal letter amendment has the same force and effect as a formal grant amendment.
14. **Air and Water Quality.** The Sponsor is required to comply with all applicable air and water quality standards for all projects in this grant. If the Sponsor fails to comply with this requirement, the FAA may suspend, cancel, or terminate this agreement.
15. **Financial Reporting and Payment Requirements.** The Sponsor will comply with all federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.
16. **Buy American.** Unless otherwise approved in advance by the FAA, the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured products produced outside the United States to be used for any project for which funds are provided under this grant. The Sponsor will include a provision implementing Buy American in every contract.
17. **Maximum Obligation Increase For Nonprimary Airports.** In accordance with 49 U.S.C. § 47108(b), as amended, the maximum obligation of the United States, as stated in Condition No. 1 of this Grant Offer:
- A. May not be increased for a planning project;
- B. May be increased by not more than 15 percent for development projects;

- C. May be increased by not more than 15 percent or by an amount not to exceed 25 percent of the total increase in allowable costs attributable to the acquisition of land or interests in land, whichever is greater, based on current credible appraisals or a court award in a condemnation proceeding.

18. Audits for Public Sponsors. The Sponsor must provide for a Single Audit or program specific audit in accordance with 2 CFR part 200. The Sponsor must submit the audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse's Internet Data Entry System at <http://harvester.census.gov/facweb/>. Provide one copy of the completed audit to the FAA if requested.

19. Suspension or Debarment. When entering into a "covered transaction" as defined by 2 CFR §180.200, the Sponsor must:

- A. Verify the non-federal entity is eligible to participate in this Federal program by:
 1. Checking the excluded parties list system (EPLS) as maintained within the System for Award Management (SAM) to determine if the non-federal entity is excluded or disqualified; or
 2. Collecting a certification statement from the non-federal entity attesting they are not excluded or disqualified from participating; or
 3. Adding a clause or condition to covered transactions attesting individual or firm are not excluded or disqualified from participating.
- B. Require prime contractors to comply with 2 CFR §180.330 when entering into lower-tier transactions (e.g. Sub-contracts).
- C. Immediately disclose to the FAA whenever the Sponsor (1) learns they have entered into a covered transaction with an ineligible entity or (2) suspends or debar a contractor, person, or entity.

20. Ban on Texting While Driving.

- A. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:
 1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to a grant or subgrant.
 2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
 - a. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
 - b. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.
- B. The Sponsor must insert the substance of this clause on banning texting while driving in all subgrants, contracts and subcontracts.

21. AIP Funded Work Included in a PFC Application.

Within 90 days of acceptance of this award, Sponsor must submit to the Federal Aviation Administration an amendment to any approved Passenger Facility Charge (PFC) application that contains an approved PFC project also covered under this grant award. The airport sponsor may not make any expenditure under this award until project work addressed under this award is removed from an approved PFC application by amendment.

[REDACTED]

22. Exhibit "A" Property Map. The Exhibit "A" Property Map dated June 7, 2011, is incorporated herein by reference or is submitted with the project application and made part of this grant agreement.

23. Employee Protection from Reprisal.

A. Prohibition of Reprisals –

1. In accordance with 41 U.S.C. § 4712, an employee of a grantee or subgrantee may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in sub-paragraph (A)(2), information that the employee reasonably believes is evidence of:
 - i. Gross mismanagement of a Federal grant;
 - ii. Gross waste of Federal funds;
 - iii. An abuse of authority relating to implementation or use of Federal funds;
 - iv. A substantial and specific danger to public health or safety; or
 - v. A violation of law, rule, or regulation related to a Federal grant.
2. Persons and bodies covered: The persons and bodies to which a disclosure by an employee is covered are as follows:
 - i. A member of Congress or a representative of a committee of Congress;
 - ii. An Inspector General;
 - iii. The Government Accountability Office;
 - iv. A Federal office or employee responsible for oversight of a grant program;
 - v. A court or grand jury;
 - vi. A management office of the grantee or subgrantee; or
 - vii. A Federal or State regulatory enforcement agency.
3. Submission of Complaint – A person who believes that they have been subjected to a reprisal prohibited by paragraph A of this grant term may submit a complaint regarding the reprisal to the Office of Inspector General (OIG) for the U.S. Department of Transportation.
4. Time Limitation for Submittal of a Complaint - A complaint may not be brought under this subsection more than three years after the date on which the alleged reprisal took place.
5. Required Actions of the Inspector General – Actions, limitations and exceptions of the Inspector General's office are established under 41 U.S.C. § 4712(b)
6. Assumption of Rights to Civil Remedy - Upon receipt of an explanation of a decision not to conduct or continue an investigation by the Office of Inspector General, the person submitting a complaint assumes the right to a civil remedy under 41 U.S.C. § 4712(c).

24. 2018 FAA Reauthorization. This grant agreement is subject to the terms and conditions contained herein including the terms known as the Grant Assurances as they were published in the Federal Register on April 3, 2014. On October 5, 2018, the FAA Reauthorization Act of 2018 made certain amendments to 49 U.S.C. chapter 471. The Reauthorization Act will require FAA to make certain amendments to the assurances in order to best achieve consistency with the statute. Federal law requires that FAA publish any amendments to the assurances in the Federal Register along with an opportunity to comment. In order not to delay the offer of this grant, the existing assurances are attached herein; however, FAA shall interpret and apply these assurances consistent with the Reauthorization Act. To the extent there is a conflict between the assurances and Federal statutes, the statutes shall apply. The full text of the Act is at <https://www.congress.gov/bill/115th-congress/house-bill/302/text>.

SPECIAL CONDITIONS

25. **Pavement Maintenance Management Program.** The Sponsor agrees that it will implement an effective airport pavement maintenance management program as required by Grant Assurance Pavement Preventive Management. The Sponsor agrees that it will use the program for the useful life of any pavement constructed, reconstructed, or repaired with federal financial assistance at the airport. The Sponsor further agrees that the program will:
- A. Follow FAA Advisory Circular 150/5380-6, "Guidelines and Procedures for Maintenance of Airport Pavements," for specific guidelines and procedures for maintaining airport pavements, establishing an effective maintenance program, specific types of distress and its probable cause, inspection guidelines, and recommended methods of repair;
 - B. Detail the procedures to be followed to assure that proper pavement maintenance, both preventive and repair, is performed;
 - C. Include a Pavement Inventory, Inspection Schedule, Record Keeping, Information Retrieval, and Reference, meeting the following requirements:
 1. Pavement Inventory. The following must be depicted in an appropriate form and level of detail:
 - a. Location of all runways, taxiways, and aprons;
 - b. Dimensions;
 - c. Type of pavement; and,
 - d. Year of construction or most recent major rehabilitation.
 2. Inspection Schedule.
 - a. Detailed Inspection. A detailed inspection must be performed at least once a year. If a history of recorded pavement deterioration is available, i.e., Pavement Condition Index (PCI) survey as set forth in the Advisory Circular 150/5380-6, the frequency of inspections may be extended to three years.
 - b. Drive-By Inspection. A drive-by inspection must be performed a minimum of once per month to detect unexpected changes in the pavement condition. For drive-by inspections, the date of inspection and any maintenance performed must be recorded.
 3. Record Keeping. Complete information on the findings of all detailed inspections and on the maintenance performed must be recorded and kept on file for a minimum of five years. The type of distress, location, and remedial action, scheduled or performed, must be documented. The minimum information is:
 - a. Inspection date;
 - b. Location;
 - c. Distress types; and
 - d. Maintenance scheduled or performed.
 4. Information Retrieval System. The Sponsor must be able to retrieve the information and records produced by the pavement survey to provide a report to the FAA as may be required.

[REDACTED]

The Sponsor's acceptance of this Offer and ratification and adoption of the Project Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor, as hereinafter provided, and this Offer and Acceptance shall comprise a Grant Agreement, as provided by the Act, constituting the contractual obligations and rights of the United States and the Sponsor with respect to the accomplishment of the Project and compliance with the assurances and conditions as provided herein. Such Grant Agreement shall become effective upon the Sponsor's acceptance of this Offer.

**UNITED STATES OF AMERICA
FEDERAL AVIATION ADMINISTRATION**

[REDACTED]

(Typed Name)

Manager,

Los Angeles Airports District Office

(Title of FAA Official)

SAMPLE

PART II - ACCEPTANCE

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer, and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer and in the Project Application.

I declare under penalty of perjury that the foregoing is true and correct.¹

Executed this _____

County of Ventura

By: _____

Title: _____

(Title of Sponsor's Authorized Official)

CERTIFICATE OF SPONSOR'S ATTORNEY

I, _____, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of CA. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and the Act. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Dated at _____ (location) this _____ day of _____

By: _____

(Signature of Sponsor's Attorney)

¹Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.

ASSURANCES
AIRPORT SPONSORS

A. General.

- a. These assurances shall be complied with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.
- b. These assurances are required to be submitted as part of the project application by sponsors requesting funds under the provisions of Title 49, U.S.C., subtitle VII, as amended. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
- c. Upon acceptance of this grant offer by the sponsor, these assurances are incorporated in and become part of this grant agreement.

B. Duration and Applicability.

1. Airport development or Noise Compatibility Program Projects Undertaken by a Public Agency Sponsor.

The terms, conditions and assurances of this grant agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or noise compatibility program project, or throughout the useful life of the project items installed within a facility under a noise compatibility program project, but in any event not to exceed twenty (20) years from the date of acceptance of a grant offer of Federal funds for the project. However, there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with federal funds. Furthermore, the duration of the Civil Rights assurance shall be specified in the assurances.

2. Airport Development or Noise Compatibility Projects Undertaken by a Private Sponsor.

The preceding paragraph 1 also applies to a private sponsor except that the useful life of project items installed within a facility or the useful life of the facilities developed or equipment acquired under an airport development or noise compatibility program project shall be no less than ten (10) years from the date of acceptance of Federal aid for the project.

3. Airport Planning Undertaken by a Sponsor.

Unless otherwise specified in this grant agreement, only Assurances 1, 2, 3, 5, 6, 13, 18, 25, 30, 32, 33, and 34 in Section C apply to planning projects. The terms, conditions, and assurances of this grant agreement shall remain in full force and effect during the life of the project; there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport.

C. Sponsor Certification.

The sponsor hereby assures and certifies, with respect to this grant that:

1. General Federal Requirements.

It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance and use of Federal funds for this project including but not limited to the following:

FEDERAL LEGISLATION

- a. Title 49, U.S.C., subtitle VII, as amended.
- b. Davis-Bacon Act - 40 U.S.C. 276(a), et seq.¹
- c. Federal Fair Labor Standards Act - 29 U.S.C. 201, et seq.
- d. Hatch Act - 5 U.S.C. 1501, et seq.²
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, et seq.^{1,2}
- f. National Historic Preservation Act of 1966 - Section 106 - 16 U.S.C. 470(f).¹
- g. Archeological and Historic Preservation Act of 1974 - 16 U.S.C. 469 through 469c.¹
- h. Native Americans Grave Repatriation Act - 25 U.S.C. Section 3001, et seq.
- i. Clean Air Act, P.L. 90-148, as amended.
- j. Coastal Zone Management Act, P.L. 93-205, as amended.
- k. Flood Disaster Protection Act of 1973 - Section 102(a) - 42 U.S.C. 4012a.¹
- l. Title 49, U.S.C., Section 303, (formerly known as Section 4(f))
- m. Rehabilitation Act of 1973 - 29 U.S.C. 794.
- n. 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);
- o. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.), prohibits discrimination on the basis of disability).
- p. Age Discrimination Act of 1975 - 42 U.S.C. 6101, et seq.
- q. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- r. Architectural Barriers Act of 1968 - 42 U.S.C. 4151, et seq.¹
- s. Power plant and Industrial Fuel Use Act of 1978 - Section 403- 2 U.S.C. 8373.¹
- t. Contract Work Hours and Safety Standards Act - 40 U.S.C. 327, et seq.¹
- u. Copeland Anti-kickback Act - 18 U.S.C. 874.1
- v. National Environmental Policy Act of 1969 - 42 U.S.C. 4321, et seq.¹
- w. Wild and Scenic Rivers Act, P.L. 90-542, as amended.
- x. Single Audit Act of 1984 - 31 U.S.C. 7501, et seq.²
- y. Drug-Free Workplace Act of 1988 - 41 U.S.C. 702 through 706.
- z. The Federal Funding Accountability and Transparency Act of 2006, as amended (Pub. L. 109-282, as amended by section 6202 of Pub. L. 110-252).

EXECUTIVE ORDERS

- a. Executive Order 11246 - Equal Employment Opportunity¹
- b. Executive Order 11990 - Protection of Wetlands
- c. Executive Order 11998 - Flood Plain Management

- d. Executive Order 12372 - Intergovernmental Review of Federal Programs
- e. Executive Order 12699 - Seismic Safety of Federal and Federally Assisted New Building Construction¹
- f. Executive Order 12898 - Environmental Justice

FEDERAL REGULATIONS

- a. 2 CFR Part 180 - OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).
- b. 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. [OMB Circular A-87 Cost Principles Applicable to Grants and Contracts with State and Local Governments, and OMB Circular A-133 - Audits of States, Local Governments, and Non-Profit Organizations].^{4, 5, 6}
- c. 2 CFR Part 1200 - Nonprocurement Suspension and Debarment
- d. 14 CFR Part 13 - Investigative and Enforcement Procedures 14 CFR Part 16 - Rules of Practice For Federally Assisted Airport Enforcement Proceedings.
- e. 14 CFR Part 150 - Airport noise compatibility planning.
- f. 28 CFR Part 35- Discrimination on the Basis of Disability in State and Local Government Services.
- g. 28 CFR § 50.3 - U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964.
- h. 29 CFR Part 1 - Procedures for predetermination of wage rates.¹
- i. 29 CFR Part 3 - Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States.¹
- j. 29 CFR Part 5 - Labor standards provisions applicable to contracts covering federally financed and assisted construction (also labor standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act).¹
- k. 41 CFR Part 60 - Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and federally assisted contracting requirements).¹
- l. 49 CFR Part 18 - Uniform administrative requirements for grants and cooperative agreements to state and local governments.³
- m. 49 CFR Part 20 - New restrictions on lobbying.
- n. 49 CFR Part 21 - Nondiscrimination in federally-assisted programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act of 1964.
- o. 49 CFR Part 23 - Participation by Disadvantaged Business Enterprise in Airport Concessions.
- p. 49 CFR Part 24 - Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs.^{1, 2}
- q. 49 CFR Part 26 - Participation by Disadvantaged Business Enterprises in Department of Transportation Programs.
- r. 49 CFR Part 27 - Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.¹

- [REDACTED]
- s. 49 CFR Part 28 –Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities conducted by the Department of Transportation.
 - t. 49 CFR Part 30 - Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.
 - u. 49 CFR Part 32 –Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)
 - v. 49 CFR Part 37 –Transportation Services for Individuals with Disabilities (ADA).
 - w. 49 CFR Part 41 - Seismic safety of Federal and federally assisted or regulated new building construction.

SPECIFIC ASSURANCES

Specific assurances required to be included in grant agreements by any of the above laws, regulations or circulars are incorporated by reference in this grant agreement.

FOOTNOTES TO ASSURANCE C.1.

- ¹ These laws do not apply to airport planning sponsors.
- ² These laws do not apply to private sponsors.
- ³ 49 CFR Part 18 and 2 CFR Part 200 contain requirements for State and Local Governments receiving Federal assistance. Any requirement levied upon State and Local Governments by this regulation and circular shall also be applicable to private sponsors receiving Federal assistance under Title 49, United States Code.
- ⁴ On December 26, 2013 at 78 FR 78590, the Office of Management and Budget (OMB) issued the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200. 2 CFR Part 200 replaces and combines the former Uniform Administrative Requirements for Grants (OMB Circular A-102 and Circular A-110 or 2 CFR Part 215 or Circular) as well as the Cost Principles (Circulars A-21 or 2 CFR part 220; Circular A-87 or 2 CFR part 225; and A-122, 2 CFR part 230). Additionally it replaces Circular A-133 guidance on the Single Annual Audit. In accordance with 2 CFR section 200.110, the standards set forth in Part 200 which affect administration of Federal awards issued by Federal agencies become effective once implemented by Federal agencies or when any future amendment to this Part becomes final. Federal agencies, including the Department of Transportation, must implement the policies and procedures applicable to Federal awards by promulgating a regulation to be effective by December 26, 2014 unless different provisions are required by statute or approved by OMB.
- ⁵ Cost principles established in 2 CFR part 200 subpart E must be used as guidelines for determining the eligibility of specific types of expenses.
- ⁶ Audit requirements established in 2 CFR part 200 subpart F are the guidelines for audits.

2. Responsibility and Authority of the Sponsor.

a. Public Agency Sponsor:

It has legal authority to apply for this grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

b. Private Sponsor:

[REDACTED]

It has legal authority to apply for this grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this grant agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

3. Sponsor Fund Availability.

It has sufficient funds available for that portion of the project costs which are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under this grant agreement which it will own or control.

4. Good Title.

- a. It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.
- b. For noise compatibility program projects to be carried out on the property of the sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which Federal funds will be expended or will give assurance to the Secretary that good title will be obtained.

5. Preserving Rights and Powers.

- a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this grant agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.
- b. It will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this application or, for a noise compatibility program project, that portion of the property upon which Federal funds have been expended, for the duration of the terms, conditions, and assurances in this grant agreement without approval by the Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of this grant agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this grant agreement.
- c. For all noise compatibility program projects which are to be carried out by another unit of local government or are on property owned by a unit of local government other than the sponsor, it will enter into an agreement with that government. Except as otherwise specified by the Secretary, that agreement shall obligate that government to the same terms, conditions, and assurances that would be applicable to it if it applied directly to the FAA for a grant to undertake the noise compatibility program project. That agreement and changes thereto must be satisfactory to the Secretary. It will take steps to enforce this agreement against the local government if there is substantial non-compliance with the terms of the agreement.

- [REDACTED]
- d. For noise compatibility program projects to be carried out on privately owned property, it will enter into an agreement with the owner of that property which includes provisions specified by the Secretary. It will take steps to enforce this agreement against the property owner whenever there is substantial non-compliance with the terms of the agreement.
 - e. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.
 - f. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to insure that the airport will be operated and maintained in accordance Title 49, United States Code, the regulations and the terms, conditions and assurances in this grant agreement and shall insure that such arrangement also requires compliance therewith.
 - g. Sponsors of commercial service airports will not permit or enter into any arrangement that results in permission for the owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport. Sponsors of general aviation airports entering into any arrangement that results in permission for the owner of residential real property adjacent to or near the airport must comply with the requirements of Sec. 136 of Public Law 112-95 and the sponsor assurances.

6. Consistency with Local Plans.

The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

7. Consideration of Local Interest.

It has given fair consideration to the interest of communities in or near where the project may be located.

8. Consultation with Users.

In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.

9. Public Hearings.

In projects involving the location of an airport, an airport runway, or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

10. Metropolitan Planning Organization.

In projects involving the location of an airport, an airport runway, or a major runway extension at a medium or large hub airport, the sponsor has made available to and has provided upon request to the metropolitan planning organization in the area in which the airport is located, if any, a copy

of the proposed amendment to the airport layout plan to depict the project and a copy of any airport master plan in which the project is described or depicted.

11. Pavement Preventive Maintenance.

With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with Federal financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.

12. Terminal Development Prerequisites.

For projects which include terminal development at a public use airport, as defined in Title 49, it has, on the date of submittal of the project grant application, all the safety equipment required for certification of such airport under section 44706 of Title 49, United States Code, and all the security equipment required by rule or regulation, and has provided for access to the passenger enplaning and deplaning area of such airport to passengers enplaning and deplaning from aircraft other than air carrier aircraft.

13. Accounting System, Audit, and Record Keeping Requirements.

- a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this grant, the total cost of the project in connection with which this grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.
- b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which this grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

14. Minimum Wage Rates.

It shall include, in all contracts in excess of \$2,000 for work on any projects funded under this grant agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor, in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

15. Veteran's Preference.

It shall include in all contracts for work on any project funded under this grant agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall 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 Section 47112 of Title

49, United States Code. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

16. Conformity to Plans and Specifications.

It will execute the project subject to plans, specifications, and schedules approved by the Secretary. Such plans, specifications, and schedules shall be submitted to the Secretary prior to commencement of site preparation, construction, or other performance under this grant agreement, and, upon approval of the Secretary, shall be incorporated into this grant agreement. Any modification to the approved plans, specifications, and schedules shall also be subject to approval of the Secretary, and incorporated into this grant agreement.

17. Construction Inspection and Approval.

It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the Secretary for the project. It shall subject the construction work on any project contained in an approved project application to inspection and approval by the Secretary and such work shall be in accordance with regulations and procedures prescribed by the Secretary. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the Secretary shall deem necessary.

18. Planning Projects.

In carrying out planning projects:

- a. It will execute the project in accordance with the approved program narrative contained in the project application or with the modifications similarly approved.
- b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.
- c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.
- d. It will make such material available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.
- e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.
- f. It will grant the Secretary the right to disapprove the sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as well as the right to disapprove the proposed scope and cost of professional services.
- g. It will grant the Secretary the right to disapprove the use of the sponsor's employees to do all or any part of the project.
- h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future application for a Federal airport grant.

19. Operation and Maintenance.

- a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be

required or prescribed by applicable Federal, state and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary. In furtherance of this assurance, the sponsor will have in effect arrangements for-

- 1) Operating the airport's aeronautical facilities whenever required;
 - 2) Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and
 - 3) Promptly notifying airmen of any condition affecting aeronautical use of the airport. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood or other climatic conditions interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.
- b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which Federal funds have been expended.

20. Hazard Removal and Mitigation.

It will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

21. Compatible Land Use.

It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.

22. Economic Nondiscrimination.

- a. It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.
- b. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or to engage in any aeronautical activity for furnishing services to the public at the airport, the sponsor will insert and enforce provisions requiring the contractor to-
 - 1) furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and
 - 2) charge reasonable, and not unjustly discriminatory, prices for each unit or service,

provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

- a.) Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.
- b.) Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.
- c.) Each air carrier using such airport (whether as a tenant, non-tenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such as tenants or non-tenants and signatory carriers and non-signatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.
- d.) It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees [including, but not limited to maintenance, repair, and fueling] that it may choose to perform.
- e.) In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.
- f.) The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.
- g.) The sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

23. Exclusive Rights.

It will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if both of the following apply:

- a. It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services, and
- b. If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport. It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities, including, but not limited to charter flights, pilot training, aircraft rental

[REDACTED]

and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.

24. Fee and Rental Structure.

It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the Federal share of an airport development, airport planning or noise compatibility project for which a grant is made under Title 49, United States Code, the Airport and Airway Improvement Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.

25. Airport Revenues.

- a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. The following exceptions apply to this paragraph:
 - 1) If covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.
 - 2) If the Secretary approves the sale of a privately owned airport to a public sponsor and provides funding for any portion of the public sponsor's acquisition of land, this limitation on the use of all revenues generated by the sale shall not apply to certain proceeds from the sale. This is conditioned on repayment to the Secretary by the private owner of an amount equal to the remaining unamortized portion (amortized over a 20-year period) of any airport improvement grant made to the private owner for any purpose other than land acquisition on or after October 1, 1996, plus an amount equal to the federal share of the current fair market value of any land acquired with an airport improvement grant made to that airport on or after October 1, 1996.
 - 3) Certain revenue derived from or generated by mineral extraction, production, lease, or other means at a general aviation airport (as defined at Section 47102 of title 49 United States Code), if the FAA determines the airport sponsor meets the requirements set forth in Sec. 813 of Public Law 112-95.
 - a.) As part of the annual audit required under the Single Audit Act of 1984, the sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes in paragraph (a), and indicating whether funds paid or transferred to the owner or operator are paid or transferred in a

[REDACTED]

manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator.

- b.) Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with the provisions of Section 47107 of Title 49, United States Code.

26. Reports and Inspections.

It will:

- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;
- b. for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operation and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request;
- c. for noise compatibility program projects, make records and documents relating to the project and continued compliance with the terms, conditions, and assurances of this grant agreement including deeds, leases, agreements, regulations, and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request; and
- d. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:
 - 1) all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and
 - 2) all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

27. Use by Government Aircraft.

It will make available all of the facilities of the airport developed with Federal financial assistance and all those usable for landing and takeoff of aircraft to the United States for use by Government aircraft in common with other aircraft at all times without charge, except, if the use by Government aircraft is substantial, charge may be made for a reasonable share, proportional to such use, for the cost of operating and maintaining the facilities used. Unless otherwise determined by the Secretary, or otherwise agreed to by the sponsor and the using agency, substantial use of an airport by Government aircraft will be considered to exist when operations of such aircraft are in excess of those which, in the opinion of the Secretary, would unduly interfere with use of the landing areas by other authorized aircraft, or during any calendar month that –

- a. by gross weights of such aircraft) is in excess of five million pounds Five (5) or more Government aircraft are regularly based at the airport or on land adjacent thereto; or
- b. The total number of movements (counting each landing as a movement) of Government aircraft is 300 or more, or the gross accumulative weight of Government aircraft using the airport (the total movement of Government aircraft multiplied.

28. Land for Federal Facilities.

It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein, or rights in buildings of the sponsor as the Secretary considers necessary or desirable for construction, operation, and maintenance at

[REDACTED]

Federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

29. Airport Layout Plan.

- a. It will keep up to date at all times an airport layout plan of the airport showing:
- 1) boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto;
 - 2) the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and roads), including all proposed extensions and reductions of existing airport facilities;
 - 3) the location of all existing and proposed nonaviation areas and of all existing improvements thereon; and
 - 4) all proposed and existing access points used to taxi aircraft across the airport's property boundary. Such airport layout plans and each amendment, revision, or modification thereof, shall be subject to the approval of the Secretary which approval shall be evidenced by the signature of a duly authorized representative of the Secretary on the face of the airport layout plan. The sponsor will not make or permit any changes or alterations in the airport or any of its facilities which are not in conformity with the airport layout plan as approved by the Secretary and which might, in the opinion of the Secretary, adversely affect the safety, utility or efficiency of the airport.
- a.) If a change or alteration in the airport or the facilities is made which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary (1) eliminate such adverse effect in a manner approved by the Secretary; or (2) bear all costs of relocating such property (or replacement thereof) to a site acceptable to the Secretary and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.

30. Civil Rights.

It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any activity conducted with, or benefiting from, funds received from this grant.

- a. Using the definitions of activity, facility and program as found and defined in §§ 21.23 (b) and 21.23 (e) of 49 CFR § 21, the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by, or pursuant to these assurances.
- b. Applicability
 - 1) Programs and Activities. If the sponsor has received a grant (or other federal assistance) for any of the sponsor's program or activities, these requirements extend to all of the

[REDACTED]

sponsor's programs and activities.

- 2) Facilities. Where it receives a grant or other federal financial assistance to construct, expand, renovate, remodel, alter or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.
- 3) Real Property. Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.

c. Duration.

The sponsor agrees that it is obligated to this assurance for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:

- 1) So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or
- 2) So long as the sponsor retains ownership or possession of the property.

d. Required Solicitation Language. It will include the following notification in all solicitations for bids, Requests For Proposals for work, or material under this grant agreement and in all proposals for agreements, including airport concessions, regardless of funding source:

"The **(Name of Sponsor)**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

e. Required Contract Provisions.

- 1) It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in Federally-assisted programs of the DOT, and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in Federally-assisted programs of the DOT acts and regulations.
- 2) It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.
- 3) It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.
- 4) It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin, creed, sex, age, or handicap as a covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:
 - a.) For the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and

- [REDACTED]
- b.) For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
 - f. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.
 - g. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

31. Disposal of Land.

- a. For land purchased under a grant for airport noise compatibility purposes, including land serving as a noise buffer, it will dispose of the land, when the land is no longer needed for such purposes, at fair market value, at the earliest practicable time. That portion of the proceeds of such disposition which is proportionate to the United States' share of acquisition of such land will be, at the discretion of the Secretary, (1) reinvested in another project at the airport, or (2) transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order, (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund. If land acquired under a grant for noise compatibility purposes is leased at fair market value and consistent with noise buffering purposes, the lease will not be considered a disposal of the land. Revenues derived from such a lease may be used for an approved airport development project that would otherwise be eligible for grant funding or any permitted use of airport revenue.
- b. For land purchased under a grant for airport development purposes (other than noise compatibility), it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the Secretary an amount equal to the United States' proportionate share of the fair market value of the land. That portion of the proceeds of such disposition which is proportionate to the United States' share of the cost of acquisition of such land will, (1) upon application to the Secretary, be reinvested or transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order: (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund.
- c. Land shall be considered to be needed for airport purposes under this assurance if (1) it may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land, and (2) the revenue from interim uses of such land contributes to the financial self-sufficiency of the airport. Further, land purchased with a grant received by an airport operator or owner before December 31, 1987, will be considered to be needed for airport purposes if the Secretary or Federal agency making such grant before December 31, 1987, was

[REDACTED]

notified by the operator or owner of the uses of such land, did not object to such use, and the land continues to be used for that purpose, such use having commenced no later than December 15, 1989.

- d. Disposition of such land under (a) (b) or (c) will be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the airport.

32. Engineering and Design Services.

It will award each contract, or sub-contract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services with respect to the project in the same manner as a contract for architectural and engineering services is negotiated under Title IX of the Federal Property and Administrative Services Act of 1949 or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.

33. Foreign Market Restrictions.

It will not allow funds provided under this grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

34. Policies, Standards, and Specifications.

It will carry out the project in accordance with policies, standards, and specifications approved by the Secretary including, but not limited to, the advisory circulars listed in the Current FAA Advisory Circulars for AIP projects, dated January 24, 2017 and included in this grant, and in accordance with applicable state policies, standards, and specifications approved by the Secretary.

35. Relocation and Real Property Acquisition.

- a. It will be guided in acquiring real property, to the greatest extent practicable under State law, by the land acquisition policies in Subpart B of 49 CFR Part 24 and will pay or reimburse property owners for necessary expenses as specified in Subpart B.
- b. It will provide a relocation assistance program offering the services described in Subpart C and fair and reasonable relocation payments and assistance to displaced persons as required in Subpart D and E of 49 CFR Part 24.
- c. It will make available within a reasonable period of time prior to displacement, comparable replacement dwellings to displaced persons in accordance with Subpart E of 49 CFR Part 24.

36. Access By Intercity Buses.

The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.

37. Disadvantaged Business Enterprises.

The sponsor shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract covered by 49 CFR Part 26, or in the award and performance of any concession activity contract covered by 49 CFR Part 23. In addition, the sponsor shall not discriminate on the basis of race, color, national origin or sex in the administration of its DBE and ACDBE programs or the requirements of 49 CFR Parts 23 and 26. The sponsor shall take all necessary and reasonable steps under 49 CFR Parts 23 and 26 to ensure

[REDACTED]

nondiscrimination in the award and administration of DOT-assisted contracts, and/or concession contracts. The sponsor's DBE and ACDBE programs, as required by 49 CFR Parts 26 and 23, and as approved by DOT, are incorporated by reference in this agreement. Implementation of these programs is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the sponsor of its failure to carry out its approved program, the Department may impose sanctions as provided for under Parts 26 and 23 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1936 (31 U.S.C. 3801).

38. Hangar Construction.

If the airport owner or operator and a person who owns an aircraft agree that a hangar is to be constructed at the airport for the aircraft at the aircraft owner's expense, the airport owner or operator will grant to the aircraft owner for the hangar a long term lease that is subject to such terms and conditions on the hangar as the airport owner or operator may impose.

39. Competitive Access.

- a. If the airport owner or operator of a medium or large hub airport (as defined in section 47102 of title 49, U.S.C.) has been unable to accommodate one or more requests by an air carrier for access to gates or other facilities at that airport in order to allow the air carrier to provide service to the airport or to expand service at the airport, the airport owner or operator shall transmit a report to the Secretary that:
 - 1) Describes the requests;
 - 2) Provides an explanation as to why the requests could not be accommodated; and
 - 3) Provides a time frame within which, if any, the airport will be able to accommodate the requests.
- b. Such report shall be due on either February 1 or August 1 of each year if the airport has been unable to accommodate the request(s) in the six month period prior to the applicable due date.



FAA Airports

Current FAA Advisory Circulars Required for Use in AIP Funded and PFC Approved Projects

Updated: 4/18/2019

View the most current versions of these ACs and any associated changes at:

http://www.faa.gov/airports/resources/advisory_circulars and

http://www.faa.gov/regulations_policies/advisory_circulars/

NUMBER	TITLE
70/7460-1L Change 2	Obstruction Marking and Lighting
150/5000-9A	Announcement of Availability Report No. DOT/FAA/PP/92-5, Guidelines for the Sound Insulation of Residences Exposed to Aircraft Operations
150/5000-17	Critical Aircraft and Regular Use Determination
150/5020-1	Noise Control and Compatibility Planning for Airports
150/5070-6B Changes 1- 2	Airport Master Plans
150/5070-7 Change 1	The Airport System Planning Process
150/5100-13B	Development of State Standards for Nonprimary Airports
150/5200-28F	Notices to Airmen (NOTAMS) for Airport Operators
150/5200-30D Change 1	Airport Field Condition Assessments and Winter Operations Safety
150/5200-31C Changes 1-2	Airport Emergency Plan
150/5210-5D	Painting, Marking, and Lighting of Vehicles Used on an Airport
150/5210-7D	Aircraft Rescue and Fire Fighting Communications

6d125

NUMBER	TITLE
150/5210-13C	Airport Water Rescue Plans and Equipment
150/5210-14B	Aircraft Rescue Fire Fighting Equipment, Tools and Clothing
150/5210-15A	Aircraft Rescue and Firefighting Station Building Design
150/5210-18A	Systems for Interactive Training of Airport Personnel
150/5210-19A	Driver's Enhanced Vision System (DEVS)
150/5220-10E	Guide Specification for Aircraft Rescue and Fire Fighting (ARFF) Vehicles
150/5220-16E Changes 1	Automated Weather Observing Systems (AWOS) for Non-Federal Applications
150/5220-17B	Aircraft Rescue and Fire Fighting (ARFF) Training Facilities
150/5220-18A	Buildings for Storage and Maintenance of Airport Snow and Ice Control Equipment and Materials
150/5220-20A	Airport Snow and Ice Control Equipment
150/5220-21C	Aircraft Boarding Equipment
150/5220-22B	Engineered Materials Arresting Systems (EMAS) for Aircraft Overruns
150/5220-23	Frangible Connections
150/5220-24	Foreign Object Debris Detection Equipment
150/5220-25	Expand Airport Avian Radar Systems
150/5220-26 Changes 1-2	Airport Ground Vehicle Automatic Dependent Surveillance - Broadcast (ADS-B) Out Squitter Equipment
150/5300-13A Change 1	Airport Design
150/5300-14C	Design of Aircraft Deicing Facilities
150/5300-16A	General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey
150/5300-17C Change 1	Standards for Using Remote Sensing Technologies in Airport Surveys
150/5300-18B Change 1	General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards

NUMBER	TITLE
150/5320-5D	Airport Drainage Design
150/5320-6F	Airport Pavement Design and Evaluation
150/5320-12C Changes 1-8	Measurement, Construction, and Maintenance of Skid Resistant Airport Pavement Surfaces
150/5320-15A	Management of Airport Industrial Waste
150/5235-4B	Runway Length Requirements for Airport Design
150/5335-5C	Standardized Method of Reporting Airport Pavement Strength - PCN
150/5340-1L	Standards for Airport Markings
150/5340-5D	Segmented Circle Airport Marker System
150/5340-18F	Standards for Airport Sign Systems
150/5340-26C	Maintenance of Airport Visual Aid Facilities
150/5340-30J	Design and Installation Details for Airport Visual Aids
150/5345-3G	Specification for L-821, Panels for the Control of Airport Lighting
150/5345-5B	Circuit Selector Switch
150/5345-7F	Specification for L-824 Underground Electrical Cable for Airport Lighting Circuits
150/5345-10H	Specification for Constant Current Regulators and Regulator Monitors
150/5345-12F	Specification for Airport and Heliport Beacons
150/5345-13B	Specification for L-841 Auxiliary Relay Cabinet Assembly for Pilot Control of Airport Lighting Circuits
150/5345-26D	FAA Specification For L-823 Plug and Receptacle, Cable Connectors
150/5345-27E	Specification for Wind Cone Assemblies
150/5345-28G	Precision Approach Path Indicator (PAPI) Systems
150/5345-39D	Specification for L-853, Runway and Taxiway Retro reflective Markers
150/5345-42H	Specification for Airport Light Bases, Transformer Housings, Junction Boxes, and Accessories
150/5345-43H	Specification for Obstruction Lighting Equipment

6d127

NUMBER	TITLE
150/5345-44K	Specification for Runway and Taxiway Signs
150/5345-45C	Low-Impact Resistant (LIR) Structures
150/5345-46E	Specification for Runway and Taxiway Light Fixtures
150/5345-47C	Specification for Series to Series Isolation Transformers for Airport Lighting Systems
150/5345-49D	Specification L-854, Radio Control Equipment
150/5345-50B	Specification for Portable Runway and Taxiway Lights
150/5345-51B	Specification for Discharge-Type Flashing Light Equipment
150/5345-52A	Generic Visual Glideslope Indicators (GVGI)
150/5345-53D	Airport Lighting Equipment Certification Program
150/5345-54B	Specification for L-884, Power and Control Unit for Land and Hold Short Lighting Systems
150/5345-55A	Specification for L-893, Lighted Visual Aid to Indicate Temporary Runway Closure
150/5345-56B	Specification for L-890 Airport Lighting Control and Monitoring System (ALCMS)
150/5360-12F	Airport Signing and Graphics
150/5360-13A	Airport Terminal Planning
150/5360-14A	Access to Airports By Individuals With Disabilities
150/5370-2G	Operational Safety on Airports During Construction
150/5370-10H	Standards for Specifying Construction of Airports
150/5370-11B	Use of Nondestructive Testing in the Evaluation of Airport Pavements
150/5370-13A	Off-Peak Construction of Airport Pavements Using Hot-Mix Asphalt
150/5370-15B	Airside Applications for Artificial Turf
150/5370-16	Rapid Construction of Rigid (Portland Cement Concrete) Airfield Pavements
150/5370-17	Airside Use of Heated Pavement Systems
150/5390-2C	Heliport Design

6d128

NUMBER	TITLE
150/5395-1A	Seaplane Bases

SAMPLE

6d129

THE FOLLOWING ADDITIONAL APPLY TO AIP PROJECTS ONLY

Updated: 3/22/2019

NUMBER	TITLE
150/5100-14E Change 1	Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects
150/5100-17 Changes 1 - 7	Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects
150/5300-15A	Use of Value Engineering for Engineering Design of Airport Grant Projects
150/5320-17A	Airfield Pavement Surface Evaluation and Rating Manuals
150/5370-12B	Quality Management for Federally Funded Airport Construction Projects
150/5380-6C	Guidelines and Procedures for Maintenance of Airport Pavements
150/5380-7B	Airport Pavement Management Program
150/5380-9	Guidelines and Procedures for Measuring Airfield Pavement Roughness

6d130

MONTHLY ACTIVITY REPORT

Month ending February 29, 2020

Hangars and Tie-downs:

Camarillo				Oxnard					
		Inventory	Occupied	Available			Inventory	Occupied	Available
Hangars				Hangars					
Private	170	170	0	Private	55	55	0		
County	125	112	13	County	69	62	7		
Total	295	282	13	Total	124	117	7		
Tie-downs				Tie-downs					
County	96	84	12	County	7	4	3		
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	7				
Total	191	132	24	Total	37	21	16		

Airport Operations:

	Camarillo	Oxnard
Current year for the month	13,465	6,307
Last year for the month	10,384	4,932
% Change	30%	28%
Current year to date	28,071	13,485
Last year to date	21,755	10,269
% Change	29%	31%

Aircraft Incidents:

	Camarillo	Oxnard
Current Month	2	0
Current year to date	3	1

Other:

	Camarillo	Oxnard
Citations issued	0	0
Cards issued to transient overnight aircraft	28	3
Noise/nuisance compliants	1	0
Other aircraft ** (Estimate)	120	15
Hangar Waiting List	111	27

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

8a1

MONTHLY ACTIVITY REPORT

Month ending March 31, 2020

Hangars and Tie-downs:

Camarillo				Oxnard					
		Inventory	Occupied	Available			Inventory	Occupied	Available
Hangars				Hangars					
Private	170	170	0	Private	55	55	0		
County	125	112	13	County	69	62	7		
Total	295	282	13	Total	124	117	7		
Tie-downs				Tie-downs					
County	96	84	12	County	7	4	3		
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	7				
Total	191	132	24	Total	37	21	16		

Airport Operations:

Aircraft Incidents:

	Camarillo	Oxnard		Camarillo	Oxnard
Current year for the month	10,890	5,159	Current Month	1	0
Last year for the month	12,220	6,460	Current year to date	4	1
% Change	-11%	-20%			
Current year to date	38,961	18,644			
Last year to date	33,975	16,729			
% Change	15%	11%			

Other:

	Camarillo	Oxnard
Citations issued	0	7
Cards issued to transient overnight aircraft	13	3
Noise/nuisance compliants	0	2
Other aircraft ** (Estimate)	120	15
Hangar Waiting List	111	27

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

8a2

MONTHLY ACTIVITY REPORT

Month ending April 30, 2020

Hangars and Tie-downs:

Camarillo				Oxnard					
		Inventory	Occupied	Available			Inventory	Occupied	Available
Hangars				Hangars					
Private	170	170	0	Private	55	55	0		
County	125	112	13	County	69	62	7		
Total	295	282	13	Total	124	117	7		
Tie-downs				Tie-downs					
County	96	84	12	County	7	4	3		
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	7				
Total	191	132	24	Total	37	21	16		

Airport Operations:

Aircraft Incidents:

	Camarillo	Oxnard		Camarillo	Oxnard
Current year for the month	8,758	3,719	Current Month	0	0
Last year for the month	13,365	5,778	Current year to date	4	1
% Change	-34%	-36%			
Current year to date	47,719	23,217			
Last year to date	47,340	22,507			
% Change	1%	3%			

Other:

	Camarillo	Oxnard
Citations issued	0	5
Cards issued to transient overnight aircraft	14	2
Noise/nuisance compliants	2	3
Other aircraft ** (Estimate)	120	15
Hangar Waiting List	111	27

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

4a3

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
2/14 3:45pm Clear, Calm	Noise	T&G	North American	200 Block Marker Avenue, Camarillo, 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 not contacted

**** 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

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
NONE								

* 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 not contacted

**** 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

862

February, 2020

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
NONE								

* 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 not contacted

**** 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

863

March, 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
3/22 7:00am Cloudy	Noise/ Low Flying	O	HELO AG#4	2200 Block Bermuda Dunes, Oxnard, CA	1	1	**	No Answer
3/30 11:30am Clear	Noise/ Low Flying	T&G	Beech	900 Block Catamaran 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 not contacted

**** 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

865 March, 2020

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
4/17 2:27pm Clear, Calm	Noise	O	Bell	2800 Block Sailor Avenue, Camarillo, CA	1	1	**	N/R
4/30 4:10pm Clear, Calm	Noise	L	Gulfstream	100 Block Oak Street, Camarillo, 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 not contacted

**** 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

86
April, 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
4/15 5:00pm Clear, Calm	Noise	O	UKN	Ventura Harbor	1	1	*	N/R
4/19 12:00pm Clear, Calm	Noise	T&G	Beech	1700 Block, Emerald Isle Way, Oxnard, CA	1	1	***	N/R
4/19 12:30pm Clear, Calm	Noise	T&G	Cessna	3700 Block Monte Carlo Drive, 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 not contacted

**** 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

866 April, 2020



CAMARILLO AIRPORT – AIRFIELD GEOMETRY AND DRAINAGE STUDY

Status Update:

- "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:

- Coordinate the aviation demand forecasts with the FAA pending airport staff review and comment.
- 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 February 2020.

OXNARD AIRPORT – AIRPORT LAYOUT PLAN UPDATE / NARRATIVE REPORT

Status Update:

- 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.

Upcoming Action Items:

- 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 96 percent complete through February 2020.

ANNUAL CONSULTING SERVICES CONTRACT (AEA No. 20-01)

Status Update:

- N/A for February 2020.

Upcoming Action Items:

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

Percent Complete: The Annual Consultant Services Contract is 15.8 percent complete through February 2020.

8c1

PROJECT STATUS REPORT
Ventura County, Department of Airports

Prepared by Mead & Hunt, Inc
Revision Date 2020-02-07



Mead & Hunt No. County No. Grant No.	Airport	Description	Status	Percent Complete	Action Item
3138400-181115.01 AEA 18-14 AIP TBD	OXNARD	DESIGN SERVICES PRELIMINARY DESIGN SERVICES FOR THE OXNARD RUNWAY AND TAXIWAY REHABILITATION / RECONSTRUCTION Preliminary design includes topographic survey, geotechnical investigation, and evaluation of preliminary design alternatives.	a) Draft Preliminary Design Concept Report and Preliminary Plans submitted for County review on November 1, 2019.	95%	a) County review of draft deliverable documents. b) County to prepare an amendment for contract change of scope (overall deductive amendment).
3138400-181115.03 AEA 20-05 AIP TBD	OXNARD	DESIGN SERVICES PRELIMINARY SITE INVESTIGATION SERVICES FOR THE OXNARD TAXIWAY F IMPROVEMENTS Preliminary site investigation includes geotechnical investigation and topographic survey for the proposed improvement limits.	a) Field work for geotechnical investigation and topographic survey completed in October. Laboratory analysis for geotechnical investigation underway. Processing of topographic survey analysis complete with deliverables provided to the County on 12-23-2019.	85%	a) Design team to continue performing laboratory analysis of material samples for submission of draft report.
3168900-132415.05 AEA 18-06	CAMARILLO	CONSTRUCTION SERVICES NORTHEAST HANGAR DEVELOPMENT, PHASE 1 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.	36%	a) Continue to perform construction administration and observation for ongoing construction. b) Mead & Hunt prepared draft amendment request for County review on 8-26-19 and provided breakdown of hours to support.
3168900-182312.01 AEA 19-05 AIP - N/A	CAMARILLO	DESIGN SERVICES TAXIWAYS A, E, F, AND RUN-UP AREA PAVEMENT MARKING IMPROVEMENTS 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 advise for bidding after receipt of County comments.
3168900-190121.02 AEA 20-03 AIP - N/A	CAMARILLO	CONSTRUCTION SERVICES TAXIWAYS H PAVEMENT REHABILITATION Surface treatment and remarking of Taxiway H.	a) Coordinate execution of contract with construction contractor.	5%	a) Coordination for construction kickoff and preconstruction meeting; reviewing project submittals.
2206900-170271.03 AEA 20-02 AIP - N/A	CMA & OXR	DESIGN SERVICES ON-CALL SERVICES (2019-2020) On-call services at the request of the County. Period is effective through June 30, 2020.	a) Contract executed. b) County authorized work for analysis of Oxnard ILS pavement markings. c) Investigate repairs for CMA runway slurry seal delamination. d) Complete OXR and CMA ACIPs	14%	a) Continue preparation of OXR ILS Marking Updates after County confirmation of design extents. b) Discuss repair alternatives with County.

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PROJECT STATUS REPORT

Ventura County, Department of Airports

Prepared by Mead & Hunt, Inc

Revision Date 2020-02-07



Mead & Hunt No. County No. Grant No.	Airport	Description	Status	Percent Complete	Action Item
3138400-181115.01 AEA 18-14 AIP TBD	OXNARD	DESIGN SERVICES PRELIMINARY DESIGN SERVICES FOR THE OXNARD RUNWAY AND TAXIWAY REHABILITATION / RECONSTRUCTION Preliminary design includes topographic survey, geotechnical investigation, and evaluation of preliminary design alternatives.	a) Draft Preliminary Design Concept Report and Preliminary Plans submitted for County review on November 1, 2019.	95%	a) County review of draft deliverable documents. b) County to prepare an amendment for contract change of scope (overall deductive amendment).
3138400-181115.03 AEA 20-05 AIP TBD	OXNARD	DESIGN SERVICES PRELIMINARY SITE INVESTIGATION SERVICES FOR THE OXNARD TAXIWAY F IMPROVEMENTS Preliminary site investigation includes geotechnical investigation and topographic survey for the proposed improvement limits.	a) Field work for geotechnical investigation and topographic survey completed in October. Laboratory analysis for geotechnical investigation underway. Processing of topographic survey analysis complete with deliverables provided to the County on 12-23-2019.	85%	a) Design team to continue performing laboratory analysis of material samples for submission of draft report.
3168900-132415.05 AEA 18-06	CAMARILLO	CONSTRUCTION SERVICES NORTHEAST HANGAR DEVELOPMENT, PHASE 1 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.	36%	a) Continue to perform construction administration and observation for ongoing construction. b) Mead & Hunt prepared draft amendment request for County review on 8-26-19 and provided breakdown of hours to support.
3168900-182312.01 AEA 19-05 AIP - N/A	CAMARILLO	DESIGN SERVICES TAXIWAYS A, E, F, AND RUN-UP AREA PAVEMENT MARKING IMPROVEMENTS 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 - N/A	CAMARILLO	CONSTRUCTION SERVICES TAXIWAYS H PAVEMENT REHABILITATION Surface treatment and remarking of Taxiway H.	a) Coordinate execution of contract with construction contractor.	5%	a) Coordination for construction kickoff and preconstruction meeting, reviewing project submittals.
2206900-170271.03 AEA 20-02 AIP - N/A	CMA & OXR	DESIGN SERVICES ON-CALL SERVICES (2019-2020) On-call services at the request of the County. Period is effective through June 30, 2020.	a) Contract executed. b) County authorized work for analysis of Oxnard ILS pavement markings. c) Investigate repairs for CMA runway slurry seal delamination. d) Complete OXR and CMA ACIPs	14%	a) Continue preparation of OXR ILS Marking Updates after County confirmation of design extents. b) Discuss repair alternatives with County.

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22069-181879.01 AEA 18-13 AIP - N/A	DESIGN SERVICES OXR AND CMA DBE UPDATES (2018-2019) Develop DBE program and goals as well as prepare yearly reports.	<p>a) CMA</p> <ul style="list-style-type: none"> i) Program submitted and approved. ii) Goal submitted and approved. iii) Misc. annual reporting. All have been submitted into the FAA Civil Rights System and are in the Queue for FAA approval. iv) Next annual report due in December. <p>b) OXR</p> <ul style="list-style-type: none"> i) Program submitted to FAA for approval. This report includes both CMA and OXR, and, since CMA is approved, OXR approval should be forthcoming. ii) Goal submitted to FAA for approval. iii) Misc. annual reporting. All have been submitted into the FAA Civil Rights System and are in the queue for FAA approval. iv) The next annual report is due in December. 	56%	a) Assembling year end reporting data for submission/upload to the FAA
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CAMARILLO AIRPORT – AIRFIELD GEOMETRY AND DRAINAGE STUDY

Status Update:

- “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:

- Coordinate the aviation demand forecasts with the FAA pending airport staff review and comment.
- 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 March 2020.

OXNARD AIRPORT – AIRPORT LAYOUT PLAN UPDATE / NARRATIVE REPORT

Status Update:

- 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.

Upcoming Action Items:

- 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 96 percent complete through March 2020.

ANNUAL CONSULTING SERVICES CONTRACT (AEA No. 20-01)

Status Update:

- The Consultant worked with airport staff to prepare an exhibit and presentation slide that analyzed the existing airfield system at Camarillo Airport for utilization of a Boeing Business Jet in response to the Cloud Nine Project.

Upcoming Action Items:

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

Percent Complete: The Annual Consultant Services Contract is 16.6 percent complete through March 2020.

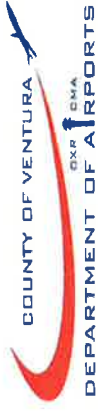
8c5

PROJECT STATUS REPORT

Ventura County, Department of Airports

Prepared by Mead & Hunt, Inc

Revision Date 2020-04-08



Mead & Hunt No. County No. Grant No.	Airport	Description	Status	Percent Complete	Action Item
3138400-181115.01 AEA 18-14 AIP TBD	OXNARD	DESIGN SERVICES PRELIMINARY DESIGN SERVICES FOR THE OXNARD RUNWAY AND TAXIWAY REHABILITATION / RECONSTRUCTION Preliminary design includes topographic survey, geotechnical investigation, and evaluation of preliminary design alternatives.	a) Draft Preliminary Design Concept Report and Preliminary Plans submitted for County review on November 1, 2019.	95%	a) County review of draft deliverable documents. b) County to prepare an amendment for contract change of scope (overall deductive amendment).
3138400-181115.03 AEA 20-05 AIP TBD	OXNARD	DESIGN SERVICES PRELIMINARY SITE INVESTIGATION SERVICES FOR THE OXNARD TAXIWAY F IMPROVEMENTS Preliminary site investigation includes geotechnical investigation and topographic survey for the proposed improvement limits.	a) Field work for geotechnical investigation and topographic survey completed in October. Processing of topographic survey analysis complete with deliverables provided to the County on 12-23-2019.	95%	a) Draft geotechnical report submitted on 2-21-2020 for County review.
3168900-132415.05 AEA 18-06	CAMARILLO	CONSTRUCTION SERVICES NORTHEAST HANGAR DEVELOPMENT, PHASE 1 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.	46%	a) Continue to perform construction administration and observation for ongoing construction.
3168900-182312.01 AEA 19-05 AIP - N/A	CAMARILLO	DESIGN SERVICES TAXIWAYS A, E, F, AND RUN-UP AREA PAVEMENT MARKING IMPROVEMENTS 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 - N/A	CAMARILLO	CONSTRUCTION SERVICES TAXIWAYS H PAVEMENT REHABILITATION Surface treatment and remarking of Taxiway H.	a) Coordinate execution of contract with construction contractor.	13%	a) Coordination for construction kickoff and preconstruction meeting; reviewing project submittals.
2206900-170271.03 AEA 20-02 AIP - N/A	CMA & OXR	DESIGN SERVICES ON-CALL SERVICES (2019-2020) On-call services at the request of the County. Period is effective through June 30, 2020.	a) Contract executed. b) County authorized work for analysis of Oxnard ILS pavement markings. c) Investigate repairs for CMA runway slurry seal delamination. d) Complete OXR and CMA ACIPs	25%	a) None to note, all action items complete

8cb

<p>22069-181879.01 AEA 18-13 AIP - N/A</p>	<p>CMA & OXR</p>	<p>DESIGN SERVICES OXR AND CMA DBE UPDATES (2018-2019)</p> <p>Develop DBE program and goals as well as prepare yearly reports.</p>	<p>a) CMA</p> <ul style="list-style-type: none"> i) Program submitted and approved. ii) Goal submitted and approved. iii) Misc. annual reporting. All have been submitted into the FAA Civil Rights System and are in the Queue for FAA approval. iv) Next annual report due in December. <p>b) OXR</p> <ul style="list-style-type: none"> i) Program submitted to FAA for approval. This report includes both CMA and OXR, and, since CMA is approved, OXR approval should be forthcoming. ii) Goal submitted to FAA for approval. iii) Misc. annual reporting. All have been submitted into the FAA Civil Rights System and are in the queue for FAA approval. iv) The next annual report is due in December. 	<p>56%</p>	<p>a) Assembling year end reporting data for submission/upload to the FAA upon receipt of County items for planning grants and drawdowns</p>
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CAMARILLO AIRPORT – AIRFIELD GEOMETRY AND DRAINAGE STUDY

Status Update:

- “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:

- Coordinate the aviation demand forecasts with the FAA pending airport staff review and comment.
- 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 April 2020.

OXNARD AIRPORT – AIRPORT LAYOUT PLAN UPDATE / NARRATIVE REPORT

Status Update:

- 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.

Upcoming Action Items:

- 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 96 percent complete through April 2020.

ANNUAL CONSULTING SERVICES CONTRACT (AEA No. 20-01)

Status Update:

- N/A for April 2020.

Upcoming Action Items:

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

Percent Complete: The Annual Consultant Services Contract is 16.6 percent complete through April 2020.

PROJECT STATUS REPORT

Ventura County, Department of Airports

Prepared by Mead & Hunt, Inc
Revision Date 2020-05-13



Mead & Hunt No. County No. Grant No.	Airport	Description	Status	Percent Complete	Action Item
3138400-181115.01 AEA 18-14 AIP TBD	OXNARD	DESIGN SERVICES PRELIMINARY DESIGN SERVICES FOR THE OXNARD RUNWAY AND TAXIWAY REHABILITATION / RECONSTRUCTION Preliminary design includes topographic survey, geotechnical investigation, and evaluation of preliminary design alternatives.	a) Draft Preliminary Design Concept Report and Preliminary Plans submitted for County review on November 1, 2019.	95%	a) County review of draft deliverable documents. b) County to prepare an amendment for contract change of scope (overall deductive amendment).
3138400-181115.03 AEA 20-05 AIP TBD	OXNARD	DESIGN SERVICES PRELIMINARY SITE INVESTIGATION SERVICES FOR THE OXNARD TAXIWAY F IMPROVEMENTS Preliminary site investigation includes geotechnical investigation and topographic survey for the proposed improvement limits.	a) Field work for geotechnical investigation and topographic survey completed in October. Processing of topographic survey analysis complete with deliverables provided to the County on 12-23-2019.	95%	a) Draft geotechnical report submitted on 2-21-2020 for County review.
3168900-132415.05 AEA 18-06 AIP - 036	CAMARILLO	CONSTRUCTION SERVICES NORTHEAST HANGAR DEVELOPMENT, PHASE 1 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.	55%	a) Continue to perform construction administration and observation for ongoing construction.
3168900-182312.01 AEA 19-05 AIP - N/A	CAMARILLO	DESIGN SERVICES TAXIWAYS A, E, F, AND RUN-UP AREA PAVEMENT MARKING IMPROVEMENTS 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	CONSTRUCTION SERVICES TAXIWAYS H PAVEMENT REHABILITATION Surface treatment and remarking of Taxiway H.	a) Construction complete with the exception of the final application of pavement markings	70%	a) Pay application processing, final application of pavement markings in 3 weeks, and project closeout
2206900-170271.03 AEA 20-02 AIP - N/A	CMA & OXR	DESIGN SERVICES ON-CALL SERVICES (2019-2020) On-call services at the request of the County. Period is effective through June 30, 2020.	a) Contract executed. b) County authorized work for analysis of Oxnard ILS pavement markings. c) Investigate repairs for CMA runway slurry seal delamination. d) Complete OXR and CMA ACIPs. e) Aircraft operation analysis.	29%	a) None to note, all action items complete
22069-181879.01 AEA 18-13 AIP - N/A	CMA & OXR	DESIGN SERVICES OXR AND CMA DBE UPDATES (2018-2019) 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.	56%	a) Reports completed and up to date, submitted/ filed with the FAA.

8c9

**AIRPORT TENANT
PROJECT STATUS
May 28, 2020**

CAMARILLO

- ➔ CloudNine Development Final Initial Study and Mitigated Negative Declaration (IS/MND) public hearing currently scheduled for June 16th before the County Board of Supervisors. The proposed final IS/MND and public comments received are available for viewing on the Airport project website.

OXNARD

- ➔ None

OTHER

- ➔ None

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

May 2020

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 295 Willis HVAC Replacement	<u>\$264,565</u>		<u>County GSA</u>	N/A	N/A	1/6/20	2/20/20	Work nearing completion.
5	CMA TWYs A, E, F, and Run-up Area Pavement Marking Improvements	<u>\$18,285</u>		<u>Mead & Hunt</u>	TBD	TBD	TBD	TBD	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	<u>\$17,985</u>		<u>Mead & Hunt</u>	N/A	8/14/18	N/A	N/A	CMA & OXR plans approved by FAA. Annual accomplishment reports submitted for FAA approval.
3	OXR PFAS Work Plan & Testing	<u>\$7,950</u> <u>\$104,531</u>	<u>\$17,894</u>	<u>Ninyo & Moore</u>	N/A	6/6/19	N/A	TBD	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. Awaiting any feedback or next steps.
	TWY Marking Re- stripe & ILS Adjustment	<u>\$46,051</u>		<u>Super Seal & Stripe</u>	3/6/20	3/19/20	3/16/20	3/30/20	Faded markings on taxiways to be refreshed, per Part 139 inspection. All work completed 3/31/20.

8e1

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

8e2

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

May 2020

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	\$110,234 2,199,101	Mead & Hunt Toro Enterprises	8/15/17	10/17/17	12/5/19	12/1/20	100 55	Construction began 12/5/19. Grading and utility work complete. Hangar pads underway. Total construction time allowed is 319 calendar days.
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. 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	6/30/20	100 70	Work nearly complete. Final striping to be scheduled.
3	OXR Airport Layout Plan Update	\$246,176		Coffman Assoc.	N/A	10/17/17	N/A	12/30/19	94	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.
3	OXR TWY F Site Investigation	\$96,770		Mead & Hunt	N/A	10/17/19	N/A	2/15/20	95	Geotechnical and survey work completed. Draft report under County review.

8e3

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		
3	OXR Preliminary Design for RWY/TWY Rehab./Reconst.	\$264,360		Mead & Hunt	N/A	10/9/18	N/A	11/30/19	95	Preliminary design report for runway to be finalized soon. Plan to enter into contract modification to separate the runway design work from the taxiway design work to facilitate design discussions with FAA. Taxiway design will be included in a final runway- taxiway design contract.

Note: Shaded boxes indicate changes from previous month

CMA – Camarillo Airport

OXR – Oxnard Airport

TBD – To be determined

CCO – Contract Change Orders

8e4

County of Ventura
Department of Airports
Fund: E300
Statement of Net Assets
As of March 31, 2020
(Unaudited)

ASSETS

Cash	\$ 18,359,200
Cash - petty cash/change fund	500
Receivables:	
Accounts receivable net of allowance for Uncollectable accounts of \$20,000	121,700
Interest receivable	145,800
Grants receivable	-
Capital assets:	
Easements	848,800
Land	9,362,500
Land improvements	48,410,800
Building & Improvements	18,344,400
Equipment	1,163,600
Vehicle	989,700
Construction in Progress	3,636,400
Accumulated depreciation	(45,222,000)
Deferred outflows related to pensions	875,600
Total assets	\$ 57,912,300

LIABILITIES

Accounts payable	\$ 67,700
Accrued liabilities	87,700
Short-term compensated absences	98,700
Due to other funds - GSA, ITS, PWA	-
Unearned revenue (prepayments)	71,300
Security deposit	643,700
Unreserved overpayments	160,300
Long-term compensated balances	72,100
Net pension liability	1,662,800
Deferred inflows related to pensions	277,300
Total liabilities	\$ 3,229,300

NET ASSETS

Invested in capital assets net of related debt	\$ 37,534,200
Unrestricted Net Assets	17,148,800
Total net assets	54,683,000
Total liabilities and net assets	\$ 57,912,300

8f

County of Ventura
Department of Airports
Fund: E300
Statement of Cash Flows
July 1, 2019 thru March 31, 2020
(Unaudited)

Operating Activities:

Permits	\$ 36,986
Fines and penalties	9,149
Rents and concessions	2,024,260
Percentage lease rent	236,056
Tiedown rents	105,582
Hangar rents	676,996
Land rent - hangars	389,719
Transient tiedown rents	3,486
Landing fees	50,767
Parking fees	20,067
Gas & oil fuel flow percentage	218,117
% rent-all other gross rec	1,605,704
Insurance claims	
Miscellaneous	9,752
Salaries & Benefits	(2,424,154)
Service & Supplies	(1,319,992)
Interest Received	234,425
Interest Paid	-
Prepay/Security Deposit/Refunds	(160,958)
CUE tax assessment	<u>(59,617)</u>

Cash Provided by Operating Activities \$ 1,656,346

Investing Activities:

State and federal grants	229,325
Fixed asset sales/(purchases)	
Capital Expenditures	<u>(2,234,760)</u>

Cash Used in Investing Activities (2,005,435)

Financing Activities:

Transfers out to other funds **	
Principal Payment on Short & Long Term Debt	<u> </u>

Cash Provided by Financing Activities

Increase (Decrease) in Cash & Equivalents \$ (349,090)

Cash & Equivalents-Beginning of Year \$ 18,708,291

Cash & Equivalents-End of Period \$ 18,359,201

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County of Ventura
Airport Enterprise-Camarillo Oxnard
Statement of Revenues and Expenses
July 1, 2019 thru March 31, 2020
(Rounded to the nearest hundred)
(Unaudited)

	Camarillo	Oxnard	Total
Revenues:			
Permits	\$ 33,600	\$ 3,700	\$ 37,300
Fines and penalties	8,800	1,800	10,600
Rents and concessions	1,832,000	206,400	2,038,400
Percentage lease rent	114,900	126,800	241,700
Tiedown rents	102,600	3,000	105,600
Hangar rents	426,100	252,900	679,000
Land rent - hangars	307,800	82,200	390,000
Transient tiedown rents	3,200	300	3,500
Landing fees	41,300	9,500	50,800
Parking fees	-	20,100	20,100
Gas & oil fuel flow percentage	177,200	40,900	218,100
% rent-all other gross rec	1,224,400	383,900	1,608,300
Miscellaneous	7,800	2,200	10,000
Total operating revenues	<u>\$ 4,279,700</u>	<u>\$ 1,133,700</u>	<u>\$ 5,413,400</u>
Expenditures:			
Current:			
Salaries and wages	\$ 1,048,200	\$ 250,700	\$ 1,298,900
Benefits	816,600	257,300	1,073,900
Admin salaries allocated to Oxnard Airport	(198,800)	198,800	-
Agricultural	3,800	-	3,800
Uniforms and clothing	7,500	4,000	11,500
Communications	67,300	15,700	83,000
Household expense	5,300	24,600	29,900
Insurance	14,200	7,700	21,900
Indirect county costs	33,700	13,700	47,400
Maintenance-equipment	38,100	14,900	53,000
Maintenance-building and improvements	119,600	133,300	252,900
Memberships and dues	6,700	1,100	7,800
Miscellaneous expense	29,700	16,300	46,000
Office expense	25,400	2,700	28,100
Professional and specialized services	328,700	37,700	366,400
Rents and leases - equipment	27,800	4,500	32,300
Small tools and equipment	57,600	-	57,600
Transportation charges	73,200	47,100	120,300
Conference and seminars	24,500	1,000	25,500
Utilities	126,300	61,300	187,600
Education, books and training	19,900	2,100	22,000
Taxes and licenses	59,600	-	59,600
Bad debts	-	-	-
Depreciation	751,500	726,600	1,478,100
Total operating expenditures	<u>\$ 3,486,400</u>	<u>\$ 1,821,100</u>	<u>\$ 5,307,500</u>
Operating income (loss)	<u>\$ 793,300</u>	<u>\$ (687,400)</u>	<u>\$ 105,900</u>

County of Ventura
Airport Enterprise-Camarillo Oxnard
Statement of Revenues and Expenses
July 1, 2019 thru March 31, 2020
(Rounded to the nearest hundred)
(Unaudited)

	Camarillo	Oxnard	Total
Non-operating revenues (expenses):			
State and federal grants	\$ 46,600	\$ -	\$ 46,600
Prior Year Revenue	-	-	-
Contribution to Outside Agency	-	-	-
Gain/Loss Disposal Fixed Asset	-	-	-
Interest income	316,300	-	316,300
Insurance proceeds	-	-	-
Other Loan Interest Payment	-	-	-
Total non-operating revenues (expenses)	<u>362,900</u>	<u>-</u>	<u>362,900</u>
Income (loss) before transfers	1,156,200	(687,400)	468,800
Other financing sources (uses):			
Transfers in	-	-	-
Transfers Out	-	-	-
Increase (decrease) in net assets	<u><u>\$ 1,156,200</u></u>	<u><u>\$ (687,400)</u></u>	<u><u>\$ 468,800</u></u>
Increase (decrease) in net assets before depreciation	<u><u>\$ 1,907,700</u></u>	<u><u>\$ 39,200</u></u>	<u><u>\$ 1,946,900</u></u>

County of Ventura
Airport Enterprise-Camarillo
Budget to Actual
July 1, 2019 thru March 31, 2020
(Rounded to the nearest hundred)
(Unaudited)

	Adopted Budget as of Mar 2020	Adjusted Budget as of Mar 2020	YTD Actuals & Accruals thru Mar 2020	% Variance
Revenues:				
Permits	\$ 6,316	\$ 6,316	\$ 33,600	532%
Fines and penalties	10,062	10,062	8,800	87%
Rents and concessions	2,164,000	2,164,000	1,832,000	85%
Percentage lease rent	131,500	131,500	114,900	87%
Tiedown rents	86,800	86,800	102,600	118%
Hangar rents	625,900	625,900	426,100	68%
Land rent - hangars	416,000	416,000	307,800	74%
Transient tiedown rents	4,500	4,500	3,200	71%
Landing fees	66,900	66,900	41,300	62%
Parking fees	-	-	-	0%
Gas & oil fuel flow percentage	236,100	236,100	177,200	75%
% rent-all other gross rec	1,860,100	1,860,100	1,224,400	66%
Miscellaneous	30,695	30,695	7,800	25%
Total operating revenues	<u>\$ 5,638,873</u>	<u>\$ 5,638,873</u>	<u>\$ 4,279,700</u>	<u>76%</u>
Expenditures:				
Current:				
Salaries and wages	\$ 1,576,651	\$ 1,576,651	\$ 1,048,200	66%
Benefits	1,216,960	1,216,960	816,600	67%
Admin Salary allocated to Oxnard Airport	(303,100)	(303,100)	(198,800)	66%
Agricultural	17,180	17,180	3,800	22%
Uniforms and clothing	15,040	15,040	7,500	50%
Communications	58,546	77,586	67,300	87%
Household expense	30,100	30,136	5,300	18%
Insurance	36,594	36,594	14,200	39%
Indirect county costs	67,332	67,332	33,700	0%
Maintenance-equipment	74,750	76,628	38,100	50%
Maintenance-building and improvements	363,394	404,413	119,600	30%
Medical	2,580	2,580	-	0%
Memberships and dues	20,420	20,420	6,700	33%
Miscellaneous	31,699	36,001	29,700	82%
Office expense	52,323	52,337	25,400	49%
Professional and specialized services	399,155	500,427	328,700	66%
Rents and leases - equipment	27,500	27,500	27,800	101%
Small tools and equipment	26,927	36,168	57,600	159%
Transportation charges	82,560	82,560	73,200	89%
Conference and seminars	63,140	63,140	24,500	39%
Utilities	192,404	192,404	126,300	66%
Education, books and training	15,160	15,160	19,900	131%
Taxes and licenses	59,617	59,617	59,600	100%
Bad debts	20,000	20,000	-	0%
Depreciation	992,903	992,903	751,500	76%
Total operating expenditures	<u>\$ 5,139,835</u>	<u>\$ 5,316,637</u>	<u>\$ 3,486,400</u>	<u>66%</u>
Operating income (loss)	<u>\$ 499,038</u>	<u>\$ 322,236</u>	<u>\$ 793,300</u>	<u>246%</u>

County of Ventura
Airport Enterprise-Camarillo
Budget to Actual
July 1, 2019 thru March 31, 2020
(Rounded to the nearest hundred)
(Unaudited)

	Adopted Budget as of Mar 2020	Adjusted Budget as of Mar 2020	YTD Actuals & Accruals thru Mar 2020	% Variance
Non-operating revenues (expenses):				
State and federal grants	\$ -	\$ -	\$ 46,600	
Prior Year Revenue	-	-	-	
Contribution to Outside Agency	(5,000)	(5,000)	-	
Gain/Loss Disposal Fixed Asset	-	-	-	
Interest income	297,435	297,435	316,300	106%
Interest expense	-	-	-	
Other loan payments	-	-	-	
Total non-operating revenues (expenses)	<u>292,435</u>	<u>292,435</u>	<u>362,900</u>	<u>124%</u>
Income (loss) before transfers	791,473	614,671	1,156,200	188%
Other financing sources (uses):				
Transfers in	-	-	-	-
Transfers Out	-	-	-	-
Increase (decrease) in net assets	<u>\$ 791,473</u>	<u>\$ 614,671</u>	<u>\$ 1,156,200</u>	<u>188%</u>
Increase (decrease) in net assets before depreciation	<u>\$ 1,784,376</u>	<u>\$ 1,607,574</u>	<u>\$ 1,907,700</u>	<u>119%</u>

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County of Ventura
Airport Enterprise-Oxnard
Budget to Actual
July 1, 2019 thru March 31, 2020
(Rounded to the nearest hundred)
(Unaudited)

	Adopted Budget as of Mar 2020	Adjusted Budget as of Mar 2020	YTD Actuals & Accruals thru Mar 2020	% Variance
Revenues:				
Permits	\$ 3,072	\$ 3,072	\$ 3,700	120%
Fines and penalties	3,674	3,674	1,800	49%
Rents and concessions	92,400	92,400	206,400	223%
Percentage lease rent	143,200	143,200	126,800	89%
Tiedown rents	3,300	3,300	3,000	91%
Hangar rents	333,800	333,800	252,900	76%
Land rent - hangars	109,700	109,700	82,200	75%
Transient tiedown rents	100	100	300	300%
Landing fees	19,500	19,500	9,500	49%
Parking fees	19,000	19,000	20,100	106%
Gas & oil fuel flow percentage	56,700	56,700	40,900	72%
% rent-all other gross rec	532,400	532,400	383,900	72%
Miscellaneous	2,400	2,400	2,200	92%
Total operating revenues	<u>\$ 1,319,246</u>	<u>\$ 1,319,246</u>	<u>\$ 1,133,700</u>	<u>86%</u>
Expenditures:				
Current:				
Salaries and wages	\$ 402,355	\$ 402,355	\$ 250,700	62%
Benefits	415,769	415,769	257,300	62%
Admin salaries allocated from Camarillo Airport	293,100	293,100	198,800	68%
Agricultural	3,080	3,080	-	0%
Uniforms and clothing	20,691	20,691	4,000	19%
Communications	10,855	10,855	15,700	145%
Household expense	13,800	13,800	24,600	178%
Insurance	7,177	7,177	7,700	107%
Indirect county costs	27,403	27,403	13,700	0%
Maintenance-equipment	44,800	44,800	14,900	33%
Maintenance-building and improvements	110,952	127,691	133,300	104%
Medical	650	650	-	0%
Memberships and dues	4,300	4,300	1,100	26%
Miscellaneous expense	24,510	24,510	16,300	67%
Office expense	9,223	9,223	2,700	29%
Professional and specialized services	101,090	116,144	37,700	32%
Rents and leases - equipment	11,780	11,780	4,500	38%
Small tools and equipment	9,353	9,353	-	0%
Transportation charges	38,880	38,880	47,100	121%
Conference and seminars	33,150	33,150	1,000	3%
Utilities	101,148	101,148	61,300	61%
Education, books and training	1,300	1,300	2,100	0%
Bad debts	15,000	15,000	-	0%
Depreciation	956,962	956,962	726,600	76%
Total operating expenditures	<u>\$ 2,657,328</u>	<u>\$ 2,689,121</u>	<u>\$ 1,821,100</u>	<u>68%</u>
Operating income (loss)	<u>\$ (1,338,082)</u>	<u>\$ (1,369,875)</u>	<u>\$ (687,400)</u>	<u>50%</u>

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County of Ventura
 Airport Enterprise-Oxnard
 Budget to Actual
 July 1, 2019 thru March 31, 2020
 (Rounded to the nearest hundred)
 (Unaudited)

	Adopted Budget as of Mar 2020	Adjusted Budget as of Mar 2020	YTD Actuals & Accruals thru Mar 2020	% Variance
Non-operating revenues (expenses):				
State and federal grants	\$ -	\$ -	\$ -	
Prior Year Revenue	-	-	-	
Contribution to Outside Agency	-	-	-	
Gain/Loss Disposal Fixed Asset	-	-	-	
Insurance Proceeds	-	-	-	
Other Loan Interest Payment	-	-	-	
Total non-operating revenues (expenses)	-	-	-	
Income (loss) before transfers	(1,338,082)	(1,369,875)	(687,400)	50%
Other financing sources (uses):				
Transfers in	-	-	-	-
Transfers Out	-	-	-	-
Increase (decrease) in net assets	\$ (1,338,082)	\$ (1,369,875)	\$ (687,400)	50%
Increase (decrease) in net assets before depreciation	\$ (381,120)	\$ (412,913)	\$ 39,200	9%

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**DEPARTMENT OF AIRPORTS
2020 MEETING SCHEDULES**

AAC/CAA/OAA

AVIATION ADVISORY COMMISSION	CAMARILLO & OXNARD AUTHORITIES
January 6	January 9 (CANCELED)
February 3	February 13
March 2	March 12
April 6 (CANCELED)	April 9 (CANCELED)
May 4 (CANCELED)	May 14 (CANCELED)
June 1	June 11
July 6	July 9
August 3	August 13
September 8 (DUE TO HOLIDAY)	September 10
October 5	October 8
November 2	November 12
December 7	December 10

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 at 7:00 p.m. in the Camarillo City Council Chambers, 601 Carmen Drive, Camarillo.

gh

March 2, 2020

Mr. Mark Sullivan
The Law Office of Mark F. Sullivan
2625 Townsgate Rd., Suite 330
Westlake Village, CA 91361

RE: Airport Properties Limited, LLC; Public Records Request dated
January 29, 2020

Dear Mark,

Attached are a partial fulfillment of the materials relating to your Public Records
Request dated January 29, 2020, with the balance to be provided by Friday, March 6,
2020.

Sincerely,



Madeline Herrle
Lease Manager
Madeline.Herrle@Ventura.org
805.388.4243

Enclosures

March 10, 2020

Mr. Mark Sullivan
The Law Office of Mark F. Sullivan
2625 Townsgate Rd., Suite 330
Westlake Village, CA 91361

RE: Airport Properties Limited, LLC; Public Records Request dated
January 29, 2020

Dear Mark,

Attached are the balance of the materials relating to your Public Records Request dated
January 29, 2020.

Sincerely,



Madeline Herrle
Lease Manager
Madeline.Herrle@Ventura.org
805.388.4243

Enclosures

9b

March 10, 2020

Ms. Jackie Rose, Director
Ventura County Animal Services
600 Aviation Drive
Camarillo, CA 93010

RE: Lease/MOU renewal – Camarillo Airport Business Park

Dear Jackie:

On behalf of the Department of Airports (DOA), for your consideration, we have outlined a lease/MOU renewal proposal for the Animal Services Facility located in the Camarillo Airport Business Park. The existing lease/MOU is due to expire on June 30, 2020 and no renewal options remain.

Renewal Term & Option: Five years, commencing on July 1, 2020, together with five one-year renewal options with DOA approval. Either party may terminate the lease during any of the option periods, with at least 3 months' advance notice.

Premises: Existing land premises of 204,166 square feet.

Rent: The Monthly Rent during the initial term shall be the equivalent of the then-current ground rent for aviation properties published in the Rent & Fee Schedule, as approved by the Board of Supervisors for fiscal year 2020-2021.

The current aviation rental rate is \$.875/square foot/year. (Animal Services' rent for the period 7/1/2016-6/30/2020 is \$.83/square foot/year = \$14,121/month. Based on the current ground rental rate for aviation property, the monthly charge would be \$14,887/month).

Rent Adjustments: Monthly rent will be adjusted at the beginning of each option term to the then-current aviation ground rental rate.

Use of Property:

In addition to its normal program services, Animal Services shall continue to provide emergency shelter services during local emergencies, evacuations, and other events requiring animal transport, rescue and shelter.

All other conditions in the existing lease/MOU shall remain the same.

Thank you for the opportunity to offer Animal Services a renewal proposal, and we look forward to working with you.

Sincerely,



Madeline Herrle

Lease Manager

Madeline.Herrle@Ventura.org

805.388.4243

Cc: Kip Turner, CM, - Director of Airports

March 17, 2020

Mr. Gregory Peacock
Tactical Communications
473 Post Street
Camarillo, CA 93010

RE: Lease renewal proposal

Dear Greg:

Thank you for your proposal dated January 30, 2020 to renew your lease for an extended period, as you noted for a 2-3 year period.

After review of the lease history and in consideration of the structure of other leases at the Airport Business Park, we propose an adjustment to your lease such that it conforms more closely with the other office leases in the business park, either as a multi-tenant building with a load factor added to the useable square footage for common area facilities (which methodology was used in the past in the early 2000s as a Voiceboard lease), or as a single occupancy-occupied building in entirety.

Pending an updated appraisal of the office premises, we can minimally rely upon the office rental value used in 2016 by appraisal at \$1.20 per square foot per month as a starting point. Prior to finalizing an extension agreement, we will want to inspect the premises including the second floor and seek a market opinion of value.

We have outlined below a renewal proposal based on your existing arrangement leasing the entire building. Although required by your lease to provide them to the Landlord, we do not have copies of your subleases and do not control those relationships.

On behalf of the Department of Airports, we are pleased to present the following proposal to lease space at the Camarillo Airport Business Park under the following proposed terms and conditions:

Tenant: Tactical Communications Corporation

Premises: 13,990 square feet of office space located at 473 Post St., Camarillo, CA together with 22 reserved parking spaces and 3 reserved handicap parking spaces surrounding building.

Term: Three years, commencing April 1, 2020 and ending March 31, 2023.

9d1

Gregory Peacock
March 17, 2020
Page two

Rent: Monthly rent shall be payable in advance at the rate of \$1.20 per square foot per month (\$16,788.00 per month). Tenant to pay its own direct utilities (electricity and trash), janitorial, interior repairs and maintenance (light bulbs, window coverings, plumbing and electrical repairs, water heaters, HVAC distribution/balancing, thermostats, etc.), security system including exterior doors and locks, internet, cable and telephone.

Rent Adjustments: The Monthly Rent shall be adjusted annually based on the change in the Consumer Price Index (Los Angeles index – All Urban Consumers CPI-U 1982-84 = 100) with a minimum annual adjustment of three percent (3%).

Maintenance: Landlord to be responsible for roof, gutters and downspouts and exterior maintenance, including landscaping, utilities repair up to the point of connection to the building, and HVAC maintenance and replacements, elevator maintenance and repair, and parking lot maintenance.

Additional charges: Tenant shall pay a Possessory Interest Tax, which is assessed directly by the County Assessor's office.

Aquarium/Fish tank: Tenant may remove the fish tank and its components and parts at any time and restore the area. If Tenant retains the fish tank, Tenant agrees to continue to be responsible for all parts, costs, and maintenance, including water use, and Tenant shall continue to pay for 70% of the water bill for the entire building. If Tenant removes the fish tank, Landlord shall pay all water/sewer expenses allocable to 473 Post.

This proposal shall remain valid for two weeks, to expire March 31, 2020. If the parties have not reached agreement for a lease extension prior to March 31, 2020, then in accordance with the holdover and rental clause, your monthly rent will be adjusted by three percent increase and subject to a thirty day notice of cancellation. Keep in mind that the holdover provision applies to your entire leased premises, and these premises cannot be partially surrendered.

The above represents a summary of lease provisions to be incorporated into the lease, however it shall be non-binding upon Tenant and Landlord until such time that the parties execute a lease.

9d2

Gregory Peacock
March 17, 2020
Page three

This Lease Proposal is an outline of the major contemplated lease provisions only and is not a legally binding agreement to lease. Neither Landlord nor Tenant shall have any legal obligation or liability to the other with respect to the matters set forth in this Lease Proposal unless and until both parties execute a definitive lease. Neither party shall have any obligation to continue discussions or negotiations for any such lease.

Thank you for your consideration and please let us know if you have additional questions regarding this proposal.

Sincerely,



Madeline Herrle

Lease Manager

Madeline.Herrle@Ventura.org

805.388.4243

Cc: Kip Turner, CM
Director of Airports

9d3

March 20, 2020

Mr. Scott Barer
6303 Owensmouth Ave., 10th Floor
Woodland Hills, CA 91367

RE: Public Records request dated March 17, 2020

Dear Mr. Barer,

Attached is the cost estimate for fulfilling the records request of your email communication to me dated March 17, 2020 which total \$58.95 (12 requests).

The Department of Airports will process this request upon payment, and the documents will be ready to be picked up within 14 days after such payment is received.

Sincerely,



Madeline Herrle

Lease Manager

Madeline.Herrle@Ventura.org

805.388.4243

Enclosure

9e

March 24, 2020

Assemblymember Jacqui Irwin
2301 East Daily Drive, Suite 200
Camarillo, CA 93010

Subject: N95 Masks

Dear Ms. Irwin,

The Department of Airports would like to assist in the need for Personal Protective Equipment by donating 1,440 pieces of N95 masks. Please feel free to distribute to frontline and emergency responders as needed.

We hope our contribution will help protect those on the frontline.

Sincerely,



Kip Turner, C.M.
Director of Airports



Byron Hamilton, A.C.E.
Airport Maintenance Supervisor

March 30, 2020

Mr. Scott Barer
6303 Owensmouth Ave., 10th Floor
Woodland Hills, CA 91367

RE: Public Records request dated March 17, 2020

Dear Mr. Barer,

Attached are the documents in response to your Public Records Request, which total 381 pages.

Sincerely,



Madeline Herrle
Lease Manager
Madeline.Herrle@Ventura.org
805.388.4243

Enclosures

April 2, 2020

TO: Ventura County Airport Commission, Airport Authorities, & Tenants

FROM: Director of Airports – Ventura County Department of Airports (DOA)

RE: Update on Coronavirus Impact and Actions at Department of Airports

With the fallout from the 2019 novel coronavirus (COVID-19), airports worldwide are now faced with many unique challenges that had not been contemplated.

We continue to monitor the impact of COVID-19 and the effect it is having on airports. Regular updates will be provided as the crisis evolves.

The health and well-being of the public and our employees is always the top priority while we maintain critical operations.

Some of the measures taken by DOA related to COVID-19 include the following:

- Closed offices to public
- Operating with essential personnel only
- Some essential employees teleworking from home to help with social distancing
- Cancelled April Airport Commission & Authority meetings
- Authorized additional land for Ventura County Emergency Medical Services Agency
- Authorized County Foodshare non-profit location at CMA for weekly food distributions
- Requested commercial operators on both airports to report their 'essential operations'
- Initiated hiring freeze on all open positions at DOA
- Initiated baseline budgeting projections for next fiscal year
- Evaluating capital project timelines due to impacts from COVID-19
- DOA transferred 1,440 N95 masks to County OES
- Working on possible temporary relief for those that can demonstrate, with documentation, substantial financial hardship caused by COVID-19
- Tracking operations numbers daily to help determine overall impact to airports
- Implemented new practices within facilities to ensure employee safety
- Tracking industry impacts and correlation to Ventura Airports
- Working with industry associations to help strategize recovery options

9h1

COVID-19 is having devastating effects on the aviation industry overall. We are closely monitoring to what extent the crisis is impacting our airports. Initial operations at both airports dropped approximately 45-50% for a short time, however operations did appear to pick back up within the past few days. We are now averaging a daily decrease in operations closer to 25-30%.

As noted above, we are evaluating all capital projects that were planned for this calendar year and next calendar year to try and determine if those projects need to be delayed or rescheduled. The department maintains a strong cash reserve in anticipation for several major capital projects that are on the near horizon, however this crisis may require prudent financial planning for the next 12-24 months while the industry and the world recovers.

We are exploring ways to help support our airport business partners to include preparing a potential temporary rent deferment option for those that can demonstrate, with documentation, substantial financial hardship caused by COVID-19. We anticipate having a proposal that can be presented to the County Board of Supervisors early this month.

The department has posted signs at the public access buildings with directions on how to continue conducting business with the department during this crisis and while offices are closed to the public. Pretty much everything that users and/or tenants need in terms of continued service can be done either on our website or by phone.

If you have any questions, please contact me at 805-388-4200.

Sincerely,

A handwritten signature in black ink, appearing to read "Kip Turner", with a long horizontal flourish extending to the right.

Kip Turner, C.M., C.A.E.
Director of Airports

NOTICE

To: Camarillo Airport Tenants
From: Camarillo Airport Operations Supervisor
Date: April 7, 2020
Re: **Taxiways Closed April 20 through April 24**

The following taxiways at the Camarillo Airport will be closed due to a pavement maintenance to Taxiway H. The closure dates are as follows:

April 20, 7AM to April 21, 7AM (Phase 1, see attached)

Closed: Taxiway A, Taxiway H (between taxiway A and B), Taxiway G (west of Taxiway B)

April 21, 7AM to April 24, 7AM (Phase 2, see attached)

Closed: Taxiways B, C, D, H

April 24, 7AM to April 24, 5PM (Phase 3, see attached)

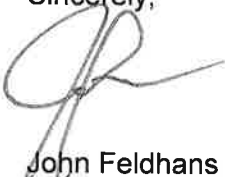
Closed: Taxiway C (between taxiway F and H), Taxiway D (between taxiway F and H), Taxiway E, Taxiway F (west of taxiway C), Taxiway H (between taxiway D and E)

All times are in local time.

Please note the schedule is subject to adjustment for weather.

Please contact John Feldhans at (805) 402-9971 for any questions about this project.
Thank you for your understanding and cooperation.

Sincerely,



John Feldhans
Camarillo Airports Operations Supervisor

Airport Operations on duty 24 hours: Cell: 805-947-6804

9i

April 9, 2020

Mr. John Battle, Managing Director
Lee & Associates
26050 Mureau Rd. #101
Calabasas, CA 91302

RE: Rancho Victoria Development
Oxnard, California

Dear Mr. Battle,

Airport Director Kip Turner asked me to respond to the recent email you sent him regarding the marketing work you are doing at the proposed Rancho Victoria development, specifically you mentioned a client interested in developing a day care center on one of the development lots and requested feedback on the use from the Airport Department.

This area and the development to the east which you referenced are in the Traffic Pattern Zone of the airport and thus in a zone subject to all the risks of locating in an area where airplanes circle and make approaches and take offs from the airport. Any use which encourages groups of people such as churches, gyms, schools, retirement living, residential, etc. is not a recommended compatible use to locate near an airport, particularly in the traffic pattern zone, and a day care would be an unapproved use according to the Ventura County Airport Comprehensive Airport Land Use Plan.

The residential development to the east did not receive Airports' approval through density reduction and we have not commented formally on its plans. Projects in the traffic pattern zone require an Avigation Easement and may also be subject to additional requirements for noise reduction.

As you may know, school districts have been successful in siting in areas which otherwise would be deemed not compatible with zoning and land use restrictions because California state law permits school districts to override local land use restrictions by a two-thirds vote. I am not sure what happened with the elementary school in 2009 but you can be confident that the Department of Airports objected to the proposed use at the time.

9:1

John Battle
April 9, 2020
Page two

Hopefully the above has been a guide to assisting you in evaluating how the Department of Airports would view proposed uses around the airport, but please don't hesitate to contact me if you have additional questions.

Sincerely

Madeline Herrle, CSM, RPA
Lease Manager
Madeline.Herrle@Ventura.org
805.388.4243

Cc: Dave Nafie, Deputy Director
Kip Turner, CM - Director of Airports

9j2

MEMORANDUM

TO: Airport Hangar Tenants
FROM: Madeline Herrle, Lease Manager
DATE: April 10, 2020
RE: Hangar improvement work

This is just a reminder that as many of you wish to make modifications, repairs or improvements to your hangars, please make sure you first run your plans by the Department of Airports for approval.

These can be in the form of a sketch or just a written description of what you plan to do, so that the Department can review them for the change, and keep a records in your file, or to advise if a building permit will be necessary. Section 15 or 16 (depending upon if County of Private hangar lease) notes this requirement.

We also have a list on the website of those mobile mechanics or tradesfolks who have current Activity permits to work on the airfield, as those without a permit or without DOA approval are not allowed to work on improvements. The contractors that you may hire for specific work have to have a contractor's license and provide the County with evidence of insurance.

Thanks for your assistance in making sure your hangars are well maintained. Following these guidelines helps when you go to sell your hangar for the new buyer to know your improvements have been permitted and won't need to be removed or brought up to code if they were not permitted, and ensures the safety of your neighbors on the airfield.

9K

May 13, 2020

Ms. Rhonda Rance, Senior Realty Specialist
Real Property Utilization and Disposal (9PZ)
U.S. General Services Administration
Via email: rhonda.rance@gsa.gov

RE: WRITTEN NOTICE OF INCOMPATIBILITY

DHS ICE Office Space – Notice of Determination of Homeless Suitability & Availability

275 Skyway Drive, Camarillo, Ventura County, California 93010

GSA Control No. 9-X-CA-0410-AO

HUD Property No. 54202020001

Dear Ms. Rance:

On behalf of the Ventura County Department of Airports, please consider this communication as a **Written Notice of Incompatibility** for the above-referenced Notice of Determination of Homeless Suitability and Availability with respect to the above-referenced site located at the Camarillo Airport and Business Park in Camarillo, California, known as the "DHS ICE OFFICE".

We cite the following reasons for our objections to this determination:

1. **Use incompatible with existing Land Use and impact on the Federal Aviation Administration (FAA) Grant Assurances for Airport Sponsor (Ventura County Department of Airports)**

In order to obtain vital funding for capital improvements and planning assistance, the County of Ventura has entered into grant agreements with the FAA under the Airport Improvement Program. As a condition of receiving these grants, the FAA requires Airport Sponsors to comply with a number of Grant Assurances. One in particular applies to this subject property and potential use as a homeless shelter:

Grant Assurance No. 21: Compatible Land Use.

It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.

941

The General Plan for the City of Camarillo (Updated 12/2017) and the Ventura County Airport Comprehensive Land Use Plan designates only uses considered to be compatible with normal airport operations be allowed within the vicinity of the Airport. The current designation of the subject property is Public. The use of the subject property for residential use could require a General Plan amendment that the Department of Airports would be compelled to oppose per Grant Assurance No. 21. Any residential use is considered to be an unacceptable use pursuant to the Ventura County Airport Comprehensive Land Use Plan. For these reasons, the Department of Airports objects to any proposed use, including as a homeless shelter, which would reduce the property's compatibility with the Camarillo Airport.

2. This site is within the Airport Traffic Pattern Zone subject to aircraft hazards. The FAA has determined that congregation of people for overnight sleeping/residential use, services such as training, senior and child care and schools are incompatible in the Airport Traffic Pattern Zone.

For the above reasons, we strongly object to the use of this site for Homeless Services.

Thank you for your consideration of our objection and please feel free to contact me at (805) 388-4200 should you have any additional questions.

Sincerely,



KIP TURNER, C.M.
Director of Airports

May 13, 2020

Mr. Rick Etter
U.S. Department of Transportation
Airport Improvement Branch
Federal Aviation Administration
Via email: Rick.Etter@faa.gov

RE: NOTICE OF INTEREST
DHS ICE Office Space
275 Skyway Drive, Camarillo, Ventura County, California 93010
GSA Control No. 9-X-CA-0410-AO

Dear Mr. Etter:

Please consider this letter as a Notice of Interest from the Ventura County Department of Airports in the above-captioned surplus property.

The Ventura County Department of Airports is expressing interest in adding this property to its Camarillo Airport Business Park development. The property is ideally situated adjacent to County Airport property and associated infrastructure, and would also augment Camarillo Airport's ability to meet its requirement under Federal Aviation Administration (FAA) grant assurances to be self-sustaining.

Camarillo Airport Business Park is a vital part of the Ventura County Airports' business environment, which contributes over \$232 million in economic impact annually. The Camarillo Airport is home to four Fixed Base Operation businesses, and numerous other commercial businesses that support both the airport and the community.

Pursuant to Statute 49 U.S.C. 47151 for use as a Public Airport, the Ventura County Department of Airports requests, through the FAA, to acquire the property at 275 Skyway. We believe a formal application process may take approximately six months, although this is speculative since the COVID-19 pandemic may affect the ability to work with colleagues at the FAA who may also be similarly displaced from their usual work environment.

The Department of Airports also wishes to register our objection to contemplation of the use of the property for Homeless Services. Residential uses on an airport are incompatible per Federal Aviation Regulations, as well as having significant disadvantages of being distant from health and social services, and not served by local public transportation (bus). Please see separate correspondence attached to this letter from the Department of Airports detailing our objections.

9ml

Mr. Rick Etter
U.S. Department of Transportation
Notice of Interest
GSA Control No. 9-X-CA-0410-AO
May 13, 2020
Page 2

Thank you for your consideration and we look forward to hearing back from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Kip Turner", with a long horizontal flourish extending to the right.

KIP TURNER, C.M.
Director of Airports

Attachment:

Department of Airports Written Notice of Incompatibility dated May 13, 2020

cc: Rhonda Rance, Senior Realty Specialist via email: rhonda.rance@gsa.gov
Real Property Utilization and Disposal (9PZ)
U.S. General Services Administration
Sue Hughes, County Executive Office

9m2

May 13, 2020

Ms. Rhonda Rance, Senior Realty Specialist
Real Property Utilization and Disposal (9PZ)
U.S. General Services Administration
Via email: rhonda.rance@gsa.gov

RE: WRITTEN NOTICE OF INCOMPATIBILITY

DHS ICE Office Space – Notice of Determination of Homeless Suitability & Availability
275 Skyway Drive, Camarillo, Ventura County, California 93010
GSA Control No. 9-X-CA-0410-AO
HUD Property No. 54202020001

Dear Ms. Rance:

On behalf of the Ventura County Department of Airports, please consider this communication as a **Written Notice of Incompatibility** for the above-referenced Notice of Determination of Homeless Suitability and Availability with respect to the above-referenced site located at the Camarillo Airport and Business Park in Camarillo, California, known as the "DHS ICE OFFICE".

We cite the following reasons for our objections to this determination:

1. **Use incompatible with existing Land Use and impact on the Federal Aviation Administration (FAA) Grant Assurances for Airport Sponsor (Ventura County Department of Airports)**

In order to obtain vital funding for capital improvements and planning assistance, the County of Ventura has entered into grant agreements with the FAA under the Airport Improvement Program. As a condition of receiving these grants, the FAA requires Airport Sponsors to comply with a number of Grant Assurances. One in particular applies to this subject property and potential use as a homeless shelter:

Grant Assurance No. 21: Compatible Land Use.

It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.

ATTACHMENT

9m3

Ms. Rhonda Rance
U.S. General Services Administration
Written Notice of Incompatibility
GSA Control No. 9-X-CA-0410-AO
May 13, 2020
Page 2

The General Plan for the City of Camarillo (Updated 12/2017) and the Ventura County Airport Comprehensive Land Use Plan designates only uses considered to be compatible with normal airport operations be allowed within the vicinity of the Airport. The current designation of the subject property is Public. The use of the subject property for residential use could require a General Plan amendment that the Department of Airports would be compelled to oppose per Grant Assurance No. 21. Any residential use is considered to be an unacceptable use pursuant to the Ventura County Airport Comprehensive Land Use Plan. For these reasons, the Department of Airports objects to any proposed use, including as a homeless shelter, which would reduce the property's compatibility with the Camarillo Airport.

2. This site is within the Airport Traffic Pattern Zone subject to aircraft hazards. The FAA has determined that congregation of people for overnight sleeping/residential use, services such as training, senior and child care and schools are incompatible in the Airport Traffic Pattern Zone.

For the above reasons, we strongly object to the use of this site for Homeless Services.

Thank you for your consideration of our objection and please feel free to contact me at (805) 388-4200 should you have any additional questions.

Sincerely,



KIP TURNER, C.M.
Director of Airports

ATTACHMENT

9m4

May 19, 2020

Mr. David Haase, Director
Real Property Utilization and Disposal (9PZ)
U.S. General Services Administration
Via email: david.haase@gsa.gov

RE: NOTICE OF INTEREST FOR NEGOTIATED SALE
DHS ICE Office Space
275 Skyway Drive, Camarillo, Ventura County, California 93010
GSA Control No. 9-X-CA-0410-AO

Dear Mr. Haase:

Please consider this letter as a Notice of Interest from the Ventura County Department of Airports in the above-captioned surplus property.

The Ventura County Department of Airports is expressing interest in adding this property to its Camarillo Airport Business Park development. The property is ideally situated adjacent to County Airport property and associated infrastructure, and would also augment Camarillo Airport's ability to meet its requirement under Federal Aviation Administration (FAA) grant assurances to be self-sustaining.

Camarillo Airport Business Park is a vital part of the Ventura County Airports' business environment, which contributes over \$232 million in economic impact annually. The Camarillo Airport is home to four Fixed Base Operation businesses, and numerous other commercial businesses that support both the airport and the community.

Pursuant to Statute 40 U.S.C. 545(b)(8), the Ventura County Department of Airports requests, through FAA funding, to acquire the property at 275 Skyway. We believe a formal application process may take approximately six months, although this is speculative since the COVID-19 pandemic may affect the ability to work with colleagues at the FAA who may also be similarly displaced from their usual work environment.

The Department of Airports also wishes to register our objection to contemplation of the use of the property for Homeless Services. Residential uses on an airport are incompatible per Federal Aviation Regulations, as well as having significant disadvantages of being distant from health and social services, and not served by local public transportation (bus). Please see separate correspondence attached to this letter from the Department of Airports detailing our objections.

9n1

Mr. David Haase
U.S. General Services Administration
Notice of Interest for Negotiated Sale
GSA Control No. 9-X-CA-0410-AO
May 19, 2020
Page 2

Thank you for your consideration and we look forward to hearing back from you.

Sincerely,



KIP TURNER, C.M.
Director of Airports

Attachment:

Department of Airports Written Notice of Incompatibility dated May 13, 2020

cc: Rhonda Rance, Senior Realty Specialist via email: rhonda.rance@gsa.gov
Real Property Utilization and Disposal (9PZ)
U.S. General Services Administration
Sue Hughes, County Executive Office

9n2

May 13, 2020

Ms. Rhonda Rance, Senior Realty Specialist
Real Property Utilization and Disposal (9PZ)
U.S. General Services Administration
Via email: rhonda.rance@gsa.gov

RE: WRITTEN NOTICE OF INCOMPATIBILITY

DHS ICE Office Space – Notice of Determination of Homeless Suitability & Availability

275 Skyway Drive, Camarillo, Ventura County, California 93010

GSA Control No. 9-X-CA-0410-AO

HUD Property No. 54202020001

Dear Ms. Rance:

On behalf of the Ventura County Department of Airports, please consider this communication as a **Written Notice of Incompatibility** for the above-referenced Notice of Determination of Homeless Suitability and Availability with respect to the above-referenced site located at the Camarillo Airport and Business Park in Camarillo, California, known as the "DHS ICE OFFICE".

We cite the following reasons for our objections to this determination:

1. **Use incompatible with existing Land Use and impact on the Federal Aviation Administration (FAA) Grant Assurances for Airport Sponsor (Ventura County Department of Airports)**

In order to obtain vital funding for capital improvements and planning assistance, the County of Ventura has entered into grant agreements with the FAA under the Airport Improvement Program. As a condition of receiving these grants, the FAA requires Airport Sponsors to comply with a number of Grant Assurances. One in particular applies to this subject property and potential use as a homeless shelter:

*Grant Assurance No. 21: **Compatible Land Use.***

It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.

ATTACHMENT

9n3

Ms. Rhonda Rance
U.S. General Services Administration
Written Notice of Incompatibility
GSA Control No. 9-X-CA-0410-AO
May 13, 2020
Page 2

The General Plan for the City of Camarillo (Updated 12/2017) and the Ventura County Airport Comprehensive Land Use Plan designates only uses considered to be compatible with normal airport operations be allowed within the vicinity of the Airport. The current designation of the subject property is Public. The use of the subject property for residential use could require a General Plan amendment that the Department of Airports would be compelled to oppose per Grant Assurance No. 21. Any residential use is considered to be an unacceptable use pursuant to the Ventura County Airport Comprehensive Land Use Plan. For these reasons, the Department of Airports objects to any proposed use, including as a homeless shelter, which would reduce the property's compatibility with the Camarillo Airport.

2. This site is within the Airport Traffic Pattern Zone subject to aircraft hazards. The FAA has determined that congregation of people for overnight sleeping/residential use, services such as training, senior and child care and schools are incompatible in the Airport Traffic Pattern Zone.

For the above reasons, we strongly object to the use of this site for Homeless Services.

Thank you for your consideration of our objection and please feel free to contact me at (805) 388-4200 should you have any additional questions.

Sincerely,



KIP TURNER, C.M.
Director of Airports

ATTACHMENT

9n4



Council clears the air on jets

Seeks to ensure no 737s at hangar

March 06, 2020

By Hector Gonzalez
hector@theacorn.com



IN WRITING—Camarillo City Council members passed a resolution Feb. 26 calling for a jet hangars project by Westlake Village-based RKR Inc. to comply with a joint powers agreement the city and county have had for the operation of Camarillo Airport since 1976. That pact includes the stipulation that “an aircraft weight limitation of 115,000 pounds shall be in effect.” Courtesy of RKR Inc.

Any final lease agreement between Ventura County and a Westlake Village company seeking to build jet hangars at Camarillo Airport must make mention of the city’s original operating agreement with the county, which includes a weight restriction, the Camarillo City Council has decided.

On Feb. 26 council members unanimously passed a resolution calling for the proposed project by RKR Inc. to comply with a joint powers agreement the city and county have had for the operation of Camarillo Airport since 1976.

That pact includes the stipulation that “an aircraft weight limitation of 115,000 pounds shall be in effect.”

Members of the Camarillo Oxnard Hangar Owners and Tenants Association worry that RKR’s proposed CloudNine jet hangar facility will open the airport to arrivals and takeoffs of big

10a1

commercial jets like Boeing's 737 class of business jets, which have a maximum weight limit of 171,000 pounds.

"It's a quality-of-life issue," Scott Barer, president of the hangar association, told council members. "The people who live on the eastern side of the airport, the seniors in Camarillo Springs, they don't need big 737 jets flying overhead."

Specifically, the resolution calls on the county to amend the proposed lease with RKR "to require that the project comply with the 1976 agreement," including the weight restrictions, and that it amend the environmental review statement for the project, called a mitigated negative declaration, in the same way. Both documents were prepared by county officials.

RKR is seeking the county's permission to build four jet hangars and offices at the northeast quadrant of the airport. In all, the project's total building area includes 100,800 square feet of hangar space and 20,650 square feet of office space.

Nick Martino, operations manager for RKR, sought to reassure the council that his company has no plans to let Boeing 737-size jets operate from the proposed hangar facility.

"RKR has repeatedly gone on record to publicly address this misinformation. These hangars are not physically designed to accommodate 737-type aircraft," he said. "The geometry of the hangars would prevent their use by 737-type aircraft."

Martino said the resolution unfairly singles out RKR's project.

"The resolution is discriminatory in nature," Martino said. "A better way would be for the city to work with the county on updating the Camarillo Airport master plan and joint powers agreement. We have been informed that such an update is slated for the near future. The master plan process allows the city and county and other interested stakeholders to have a voice, where each party can contribute to a sustainable growth plan through joint governance."

Mayor Tony Trembley said the resolution is directed at the county's approval process to date, specifically at the fact that the original operating agreement—with its weight stipulations—is not included in the county's proposed lease or in the mitigated negative declaration.

He repeatedly questioned Kip Turner, director of county airports, about the omissions.

"Just generally speaking, as a matter of principle, would you agree that when two parties enter into a contract it's because they want some certainty to that agreement?" Trembley said.

"Would you also say that the two parties ought to respect that certainty? Would you also say it's fair to say that when two parties enter into a contract it protects both parties' rights?"

Turner said it would be difficult for the county to change a proposed lease agreement that was worked out months ago with RKR officials. Further, he said, "there's no need" to amend or

10a2

change the lease because RKR has shown a willingness to be a good community partner "by voluntarily offering not to have 737-type aircraft" at the proposed CloudNine facility.

Although county supervisors tentatively agreed to the project in September 2018, they have not yet signed a final lease for CloudNine.

According to the project's mitigated negative declaration, the jet hangars would be accessed by an 84,000-square-foot ramp. In describing the ramp, the negative declaration document says its size "can accommodate an aircraft such as the Boeing Business Jet 737-800 or a Gulfstream G650, two of the largest types of aircraft that are anticipated to use the airport."

It's that wording that has prompted concerns by city officials and hangar association leaders. The latter wrote a letter to their members about the CloudNine project in November.

That same month, RKR CEO Ronald Rasak sent a letter to the county saying Boeing 737s will not operate from CloudNine.

"To be clear, RKR is not and has no intention now or in the future to allow Boeing 737 aircraft to operate from the CloudNine location," Rasak wrote.

Even so, in November the city sent a letter to Erin Powers, project manager for the county airport department, noting that the original agreement and weight restriction were left out of both the proposed lease and the mitigated negative declaration.

In January, Steve Mattas, the general counsel for the Ventura County Transportation Commission, wrote a memorandum to the commission acknowledging the weight limit of 115,000 pounds in the 1976 agreement.

In its role as the county's airport land-use commission, the VCTC will determine if RKR's project is consistent with the county's master plan for Camarillo Airport, which is slated to be updated later this month.

"The proposed lease terms arguably require the project to comply with the weight restrictions in the 1976 agreement, but for clarity it could be revised to expressly require compliance with the weight limit," Mattas wrote to the commission.

Plane experiences rough landing at Camarillo Airport

Staff reports Published 11:08 a.m. PT March 18, 2020 | Updated 1:07 p.m. PT March 18, 2020



A plane sits with its nose on the runway at Camarillo Airport on Wednesday after a crash. (Photo: ANTHONY PLASCENCIA/THE STAR)

A single-engine airplane experienced a rough landing at Camarillo Airport Wednesday morning but the pilot walked away uninjured, according to airport officials.

Ventura County Fire received reports of a plane down from the Camarillo tower at 10:37 a.m. at 275 W. Pleasant Valley Road, according to fire reports.

Kip Turner, director of airports for Ventura County, said the plane's nose wheel failed during landing and the aircraft hit the runway.



A plane gets towed from the runway at Camarillo Airport on Wednesday after a crash. (Photo: ANTHONY PLASCENCIA/THE STAR)

Only the pilot was aboard the craft and was uninjured, Turner said. The plane did leak some fuel.

"The fuel leak was not anything major of any kind," he said.

The plane and debris were removed from the scene. The airport runway was reopened at about 12:45 p.m., Turner said.

1061

Multiple fire crews and a helicopter were initially called to the scene but most were called off. Fire crews did remain on scene to assist with occupants and the fuel leak.

10b2



Pantries pop up to meet growing demand

April 17, 2020



FOOD Share, Ventura County's food bank, is coordinating a countywide effort to provide pop-up pantries in response to the closure of multiple food pantries.

More than 20 pantries in the county have closed their doors due to the COVID-19 pandemic.

"We are working on providing alternative locations for low-income people experiencing food

insecurity to be able to access nutritious food," said Monica White, president and CEO of FOOD Share.

"We are immensely grateful to everyone who is working with us to provide temporary distribution sites, including the Conejo Recreation and Park District, the Camarillo Airport and the Ventura County Fairgrounds," White said.

Food boxes will be available for low-income families and individuals, but will be limited to one box per household.

For updated information on the new distribution sites along with pantry closures, go to www.foodshare.com/covid19.

FOOD Share continues to recruit volunteers, donors and food. For details, visit foodshare.com. For information on free Senior Food Kit distributions, go to www.foodshare.com/seniorkits.

Coronavirus cancels Wings Over Camarillo air show

Megan Diskin Ventura County Star USA TODAY NETWORK

The August Wings Over Camarillo air show has been canceled due to the coronavirus, event officials said Tuesday.

The show would have celebrated its 40th anniversary this summer, but instead the two-day event slated for Aug. 17 and 18 will not be held for the first time in its history. Financial concerns and uncertainty about when social distancing measures might be lifted caused the Camarillo Wings Association to postpone, said John Lowe, the association's president.

"We're three months and a couple of weeks away and with the planning and the financial commitments there was just too much reluctance," Lowe said. "It wasn't an easy decision. It was not a quick decision."

Lowe is a longtime member of the nonprofit organization that leads the effort to put on the event, and this is his first year as president. The event celebrates all things science, math and aviation, Lowe said.

Instead of waiting it out and possibly having to cancel weeks beforehand, the association said it would hold its 40-year anniversary Aug. 21-22, 2021, Lowe said. The financial risk for those involved in the event, include the association, was too big, he said.

Additionally, the stay-at-home orders across the state and county may be lifted or slightly relaxed by August but that doesn't mean people will be comfortable in crowds right away, Lowe said. The volunteers who work the event may be reluctant too, he said.

The show relies on volunteers from local groups like the Rotary Club of Camarillo and the Conejo Valley Masonic Lodge, which in turn get a share of the event proceeds, Lowe said. Performers and food truck vendors were also wondering if they could rely on the gig, which also relies on sponsors, Lowe said.

Over the past 10 years, about \$430,000 has been donated to local charities from the proceeds of the event, and those charities rely on those funds when looking at their own budgets, Lowe said. The association keeps a portion of the event proceeds as a nest egg for the next year's event, Lowe said.

over two days last year, he said.

The 2019 show had tickets for adults priced at \$20 each, with little kids entering for free. Ticket prices for the 2020 show would have likely been the same, Lowe said.

Tickets for the 2020 show had not yet gone on sale, Lowe said.

The association's board members and some of the main volunteers for the event also expressed concern that attendees might not show up, Lowe said.

There was talk of doing a scaled-down celebration with a smaller number of sponsors, but that didn't seem like the right answer either, Lowe said.

"This was to be our 40th anniversary and we wanted to make it a big deal and that didn't feel right," Lowe said.

The association hopes the event's regulars miss the show this year so that when it comes back in 2021 there'll be no doubt in people's minds about attending, Lowe said.

Megan Diskin is a courts and breaking news reporter with The Star. Reach her at megan.diskin@vcstar.com or 805-437-0258.



Drawing a crowd of spectators, the Wings Over Camarillo air show got underway Saturday by commemorating the 75th anniversary of D-Day with a show of wartime air combat and planned

10d1

But the economic downturn due to the pandemic has produced dire financial straits for many, Lowe said. That includes the people who come from all over to attend the show, Lowe said. About 17,000 people attended the show

explosions, as well as other demonstrations. The air show, now in its 39th year, continues Sunday at the Camarillo Airport, 555 Airport Way, with gates opening at 9 a.m. and the air demonstration starting at noon. For more information, visit wingsovercamarillo.com. JUAN CARLO/THE STAR

Local News

Pilot Killed as Small Plane Crashes at Orcutt Elementary School

Single-engine Cirrus S20 aircraft reportedly was on approach to Santa Maria Airport when it went down on the playground at Ralph Dunlap School



Emergency personnel responded Wednesday to a small plane that crashed at Ralph Dunlap School in Orcutt, killing the pilot. The schools was to in session due to the stay-at-home orders.. (Patricia Martellotti / KCOY News photo)

By Tom Bolton,
Noozhawk
Executive Editor
| @tombol |
UPDATED 3:55
p.m.

10e1

May 20, 2020
10:52 a.m.

Emergency personnel responded Wednesday to a small plane that crashed at Ralph Dunlap School in Orcutt, killing the pilot.

The incident was reported at about 10:45 a.m. at the elementary school at 1220 Oak Knoll Road.

The pilot and the sole occupant of the plane died in the crash, according to Capt. Daniel Bertucelli of the **Santa Barbara County Fire Department**.

"We initially started a single-alarm response, which was upgraded to a second-alarm response. We did have smoke showing from the station," Bertucelli said.

The plane was a Cirrus S20 single-engine aircraft registered in Newport Beach that had departed Van Nuys Airport at about 9:45 a.m. en route to the **Santa Maria Public Airport**, according to the **FlightRader24 website**.

The aircraft, which came to rest upside down on the school's basketball courts, was on approach to the airport at the time of the crash, according to emergency radio traffic.

10e2

It caught fire after the crash, putting up a large column of black smoke, but the flames were quickly doused once firefighters got on scene.



The wreckage of a small plane that crashed Wednesday at Ralph Dunlap School in Orcutt, killing the pilot. (Mike Eliason / Santa Barbara County Fire Department photo)

"There was a significant header of smoke coming from this area," Bertucelli said. "The first responding engine company was reporting heavy smoke from a significance distance away."

Emergency dispatchers received multiple 9-1-1 calls about the incident, which created a large explosion heard by several Orcutt residents.

The exteriors of metal storage containers at the campus had minor damage due to the fire, but the school was not damaged, Bertucelli said.

No one on the ground was injured in the incident.

The pilot appears to have deployed an aircraft parachute system prior to hitting the ground.



A parachute was deployed prior to the crash of a small plane Wednesday at Ralph Dunlap School in Orcutt. (Mike Eliason / Santa Barbara County Fire Department photo)

"There is a parachute that is coming out of the back end of the aircraft right now, so there was a parachute associated with this aircraft," Bertucelli said, adding he was unable to say if it was linked to the pilot or a safety feature of the plane.

"We don't know any of that right now. It is currently under investigation," he added.

A large crowd of adults, youths and dogs gathered to watch the activity involving firefighters, sheriff's deputies and California Highway Patrol officers at the campus.

Due to shelter-at-home orders, students were not on campus, but a handful of staff members were at the school at the time of the crash, according to Orcutt Union School District Superintendent Deborah Blow.

"I'm very grateful that none of my staff were injured during this. I guess this is a small silver lining to the COVID-19 pandemic, because we would have had children on campus when that occurred," Blow said, expressing condolences to pilot's family and friends.

10e4



Emergency personnel at Ralph Dunlap School in Orcutt after a small plane crashed onto the playground on Wednesday, killing the pilot. (Janene Scully / Noozhawk photo)

The metal container belonged to the school's Parent-Teacher-Association, and held assorted supplies, including those used for fundraisers, Blow said.

"We just are so thankful that schools weren't in session even though we haven't been happy that schools weren't in session," Blow added.

The Santa Barbara County Sheriff's Office, the National Transportation Safety Board and the Federal Aviation Administration will investigate the incident.

Anyone with information about the crash is asked to contact the Sheriff's Department at 805.681.4100.

Coincidentally, the crash occurred as Santa Maria firefighters, along with counterparts from other agencies, have gathered this week at the Santa Maria Public Airport for training related to extinguishing fires sparked by crashed planes.

Check back with Noozhawk for updates to this story.

— *Noozhawk* executive editor Tom Bolton can be reached at tbolton@noozhawk.com. Follow Noozhawk on Twitter: [@noozhawk](https://twitter.com/noozhawk), [@NoozhawkNews](https://twitter.com/NoozhawkNews) and [@NoozhawkBiz](https://twitter.com/NoozhawkBiz). Connect with Noozhawk on Facebook.

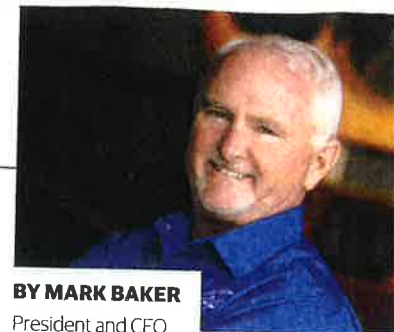
10e5



Two neighbors found a vantage point to which the activity at Ralph Dunlap School in Orcutt after a small plane crashed onto the playground on Wednesday, killing the pilot. (Janene Scully / Noozhawk photo)

An industry rallying together

General aviation responds to the pandemic



BY MARK BAKER
President and CEO

THE LAST TIME I CLEARED TSA, breezed past a sea of travelers, and patiently waited for my airline flight to board from Gate A34, I didn't expect it to be the last time for a while. But in a matter of weeks, the aviation industry has been turned upside down, and today, walking through an international airport is more reminiscent of a ghost town.

The year 2020 has proven to be a chaotic and challenging time for us in the age of COVID-19. Many businesses and industries across the country have collapsed or are a shell of what they were—a far cry from the booming economy we were experiencing just months ago. It's hard to argue that any industry has been hit harder than the travel and tourism sector—especially commercial airlines that have been forced to ground aircraft; reduce flight frequency; and, in more extreme cases, furlough much of their workforce.

In the past month alone, we have seen some unprecedented developments. Some of the nation's busiest air traffic control towers temporarily switched to CTAF frequencies, many flying clubs and flight schools have suspended operations, and nearly all aviation events and airshows have been postponed or canceled.

The long-term effects of the COVID-19 pandemic remain largely unknown. As a CEO, I never would have expected a staff of more than 200 AOPA employees to all be sheltering in place and working remotely to keep the machine running—very successfully, I might add. However, there is a lot of good coming out of this crisis. In times of turmoil, GA comes together, and the generosity of the aviation industry never ceases to amaze me.

Many aerospace companies have stepped up assistance efforts through humanitarian flights, transporting medical resources, and even getting involved in the production aspect. Piper Aircraft was one of the first to start aiding in COVID-19 efforts with the production of personal protective equipment such as face shields in its Vero Beach, Florida, factory. The aircraft manufacturer has since produced thousands of shields for hospitals and has donated more than 1,000 N95 masks.

Cirrus Aircraft, Textron Aviation, Appareo, and Duncan Aviation also have shifted gears from aircraft production, avionics, and aircraft mods to healthcare. Textron began manufacturing medical face shields and is planning to make cloth masks and fabric coverings for medical professionals. Appareo is working to manufacture nearly

2,000 emergency ventilators in the state of North Dakota. Upholsterers at Duncan Aviation switched from crafting beautiful aircraft interiors to stitching face masks. And in Michigan, pilots are volunteering their aircraft and time to deliver much-needed medical resources to front-line professionals—just a few examples of GA's contributions in the face of a national emergency.

AOPA and its partner organizations have been working with Congress, the FAA, and stakeholders to highlight the value and benefits of GA flying, especially during this trying time. According to a PricewaterhouseCoopers LLP study, GA contributes 1.2 million jobs and \$247 billion in economic activity to the U.S. economy, making it a vital part of our transportation infrastructure and public good.

Many of our members have been affected by COVID-19 and its impact on pilot certification, proficiency requirements, knowledge test expirations, and insurance complications, leading AOPA and industry organizations to go to battle. We have called on the FAA to implement a special federal aviation regulation to address expiring certifications, currency, and training requirements (see "Action: GA is Vital to Economy," p. 12). There's been frustration with the slow pace, however I'm happy to see progress being made.

Of course, much about this pandemic and its effect on our economy remains unknown, and we are left with a wait-and-see scenario. In the meantime, AOPA is working to keep our members informed and offers distractions to the 24-hour COVID-19 news cycle. We've recently launched a new YouTube video series called "Pilot Lounge" where we discuss all things aviation from inside a virtual hangar. And we continue to put out new content every day to keep members informed and engaged as we navigate through this trying time. Others are doing the same—Sporty's Pilot Shop, for example, conducted a virtual fly-in to help keep pilots in the aviation spirit.

As we enter another month of this global pandemic, it's clear that our daily lives have changed drastically, and none of us know when we will be back to normal, although that day *will* come. If there's one good thing to take out of this crisis, it's that we can't take anything for granted—family, friends, or flying.

AOPA

EMAIL mark@aopa.org

Normally an avid general aviation traveler,

MARK BAKER

is hunkered down at home, with occasional solo flights in his Piper Super Cub.

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Bolen Urges Congress to Expand Support as GA Grapples With COVID-19

The National Business Aviation Association (NBAA) President and CEO Ed

Bolen asked Congress to build on the CARES Act in calling for continued, targeted relief for the nation's general aviation (GA) industry, including business aviation, in written testimony submitted before the U.S. Senate Committee on Commerce, Science, and Transportation.

"Since early March, general aviation operations have declined more than 70 percent, resulting in severe economic consequences for a wide variety of businesses, from aircraft operators to airports and aviation manufacturers," reads the testimony submitted for the hearing, "The State of the Aviation Industry: Examining the Impact of the COVID-19 Pandemic," convened May 6 by committee chairman Sen. Roger Wicker (R-MS).

Among the relief measures requested by NBAA include expanding the temporary suspension of certain air transportation excise taxes to include non-commercial GA fuel taxes. Bolen explained that measure will serve, "as a catalyst to help small general aviation businesses recover once the immediate crisis begins to recede," with the resulting boost in traffic bolstering the nation's GA airports and a variety of small businesses including flight schools

and fixed based operators.

"Your efforts to provide near and mid-term relief for air carriers and small businesses under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) injected much-needed funds into general aviation businesses," Bolen continued. "Still, we believe additional assistance will be necessary. The uncertainty as to the longer-term prospects for aviation requires us to think creatively."

Bolen also thanked lawmakers for championing payroll support measures, including the Paycheck Protection Program (PPP), under the original CARES Act and subsequent expansions, but also called on lawmakers to ensure that payroll support funds to air cargo operators and eligible contractors are distributed in a timely manner by the Treasury Department. He further expressed concerns that payroll support applications have not yet been approved for some Part 135 air charter operators and requested that Treasury officials continue to show flexibility in working with these small businesses.

"This uncertainty as to potential support presents significant challenges to general aviation businesses that are already struggling to survive," Bolen wrote. "As Congress continues its oversight of CARES Act programs, we respectfully

request that you work with the Treasury Department to provide additional details on the timeline for a decision on payroll support payments to applicants."

Despite these challenges, Bolen also emphasized that GA and business aviation operators continue to link communities through a network of more than 5,000 airports and provide critical support to communities of all sizes through a broad variety of relief efforts, including missions coordinated through NBAA's Humanitarian Emergency Response Operator (HERO) database.

"Business and general aviation are resilient, and we will recover from this crisis; however, the road ahead will be very challenging," he concluded. "The CARES Act helped respond to some of the immediate challenges our community is facing, but additional long-term relief will be necessary over the coming months."

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