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

Thursday July 9, 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 AND THE COUNTY OF VENTURA HEALTH OFFICER'S LOCAL ORDER.

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

1. 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://www.youtube.com/channel/UC4jLWASMGn4wTrEPdT8BOTQ?view_as=subscriber
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, July 9, 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, July 9, 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 – June 11, 2020**
4. **PUBLIC COMMENT PERIOD**
5. **UNFINISHED BUSINESS – NONE**
6. **NEW BUSINESS**

CAMARILLO & OXNARD AIRPORT AUTHORITY

- A. **Subject: Authorization for the Director of Airports or Designee to Award Annual Consulting-Services Contracts for FY 2020-2021 and to Issue Work Orders Against These Contracts**

Recommendations:

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

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

OXNARD AIRPORT AUTHORITY

- B. **Subject: Authorization for the Director of Airports to Execute Federal Aviation Administration Reimbursable Agreement AJW-FN-WSA-09-0843 in the**

**Estimated Amount of \$300,000 for Oxnard Airport Improvements; and
Authorization for County Counsel to Execute the Certificate of Sponsor's
Attorney**

Recommendations:

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

1. Authorize the Director of Airports to execute the Federal Aviation Administration ("FAA") Non-Federal Reimbursable Agreement AJW-FN-WSA-09-0843 ("FAA Agreement") in the estimated amount of \$300,000; and
2. Authorize County Counsel to execute the Certificate of Sponsor's Attorney, if required.

C. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Execute, the Option Agreement for Real Estate Lease with Aspen Helicopters, Inc. for Approximately 1.3 Acres at the Oxnard Airport

Recommendation:

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

Approve, and authorize the Director of Airports or his designee, to execute the Option Agreement for Real Estate Lease (Exhibit 1) with Aspen Helicopters, Inc. (Aspen) for approximately 1.3 acres at the Oxnard Airport for potential development of a commercial hangar facility and associated vehicle and aircraft parking and taxiways.

7. DIRECTOR'S REPORT

8. REPORTS

Monthly Activity Report – May 2020
Monthly Noise Complaints – May 2020
Consultant Reports – May 2020
Airport Tenant Project Status – June 2020
Project Status – June 2020
Meeting Calendar

9. CORRESPONDENCE

Letter dated June 23, 2020 from Ana Castro to Mark Sullivan re: Public Records Request dated June 16, 2020

10. MISCELLANEOUS

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

12. ADJOURNMENT

The next regular Authority meeting will be on Thursday, September 10, 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.