

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

Thursday September 10, 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 PUBLIC HEALTH OFFICER'S LOCAL ORDER.

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

1. 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, September 10, 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, September 10, 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 – July 9, 2020**
4. **PUBLIC COMMENT PERIOD**
5. **UNFINISHED BUSINESS – NONE**
6. **NEW BUSINESS**

OXNARD AIRPORT AUTHORITY

- A. **Subject: Receive and File a Summary of the Tenant Workshop Held on August 25, 2020 for the Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction Project.**

Recommendation:

Staff requests that your Commission/Authority receive and file a summary of the tenant workshop held on August 25, 2020 for the Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction Project.

CAMARILLO AIRPORT AUTHORITY

- B. **Subject: Approval of, and Authorization for the Director of Airports or his Designee to Execute, the Fifth Amendment to Lease with Fresh Concepts, LLC to Expand the Leased Premises.**

Recommendation:

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

Approve, and authorize the Director of Airports or his designee to execute, the Fifth Amendment to Lease with Fresh Concepts, LLC (Fresh Concepts) for additional area to be added to the leased premises.

7. DIRECTOR'S REPORT

8. REPORTS

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

9. CORRESPONDENCE

Letter dated June 25, 2020 from Dave Nafie to Charlotte Jones, Federal Aviation Administration Western-Pacific Region re: OXR Airport Operating Certificate – Class III; Annual Tabletop Exercise; Request for Extension

Letter dated June 25, 2020 from Erin Powers to Mike Barrow, Toro Enterprises, Inc. re: Camarillo Airport – NE Hangar Development, Phase 1 Construction Project; FAA AIP No.: 3-06-0339-036-2017; Spec. No. DOA 17-01; Proj. No. CMA-195; Utilization of Unlisted Subcontractor; D & D Laser Screed

Letter dated June 29, 2020 from Madeline Herrle to Jackie Rose, Ventura County Animal Services re: Memorandum of Understanding – Camarillo Airport Business Park

Letter dated July 1, 2020 from Madeline Herrle to Mario Pena, Dba N & N Transport re: Parking Lot Lease – Camarillo Airport Business Park

Letter dated July 8, 2020 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Public Records Request dated June 16, 2020

Letter dated July 31, 2020 from John Feldhans to Airport Response Partner re: Annual Oxnard Airport Table Top Exercise

Letter dated August 12, 2020 from Kip Turner to Lucila Arango re: Arango Letter of Intent / Oxnard Airport

Notice re: Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Reconstruction Project Tenant Workshop

10. MISCELLANEOUS

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

12. ADJOURNMENT

The next regular Authority meeting will be on Thursday, October 8, 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

July 9, 2020

1. CALL to ORDER and PLEDGE of ALLEGIANCE

CAA Chair, Shawn Mulchay, called the Camarillo Airport Authority meeting to order at 7:01 p.m.

OAA Chair, Bert Perello, called the Oxnard Airport Authority meeting to order at 7:01 p.m.

CAA Chair, Shawn Mulchay, led 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
Dave Nafie, Deputy Director
Erin Powers, Projects Administrator
Madeline Herrle, Lease Manager
John Feldhans, Operations Supervisor
Ana Castro, Management Assistant

3. APPROVAL OF MINUTES – June 11, 2020

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

Oxnard Airport Authority: Councilmember Bert Perello moved to approve the June meeting minutes and Public Member Walter Calhoun seconded the motion. All others voted and the motion passed unanimously.

4. PUBLIC COMMENT PERIOD

None

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.

Director Kip Turner introduced the item and stated that projects administrator Erin Powers will provide staff's report. Mr. Powers stated that this is an annual item which authorizes the department to enter into general on-call service contracts to support projects at Camarillo and Oxnard airports. Ms. Powers provided examples of the types of services allowed under the contracts and explained that although contracts will be in place, no work is guaranteed to consultants and the airport is not obligated to issue work orders against

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the contracts. A work order is only issued when actual services are provided. In response to a question posed by an Authority member, Ms. Powers stated that the department is familiar with all of the consultants and she went on to state that the consultants have performed satisfactory work for the department. Ms. Powers explained the limit amounts of the contracts and it was clarified that this item only pertains to consulting contracts which is different than a construction contract.

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

Oxnard Airport Authority: Public Member Walter Calhoun moved to approve staff's recommendations and Supervisor John Zaragoza seconded the motion. All others voted in favor and the motion passed unanimously.

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.

Director Kip Turner introduced the item and stated that projects administrator Erin Powers will provide staff's report. Ms. Powers stated that this item is related to the final design services contract for the runway and taxiway reconstruction project at Oxnard Airport that was approved by the Board of Supervisors on June 16, 2020. The reconstruction project involves modifications to the FAA's Airport Landing System. Ms. Powers explained that the FAA requires execution of a reimbursable agreement whenever modification or replacement of FAA facilities is required as part of a project. The airport will front the money needed to complete the project and seek reimbursement from the FAA under a future construction grant.

Oxnard Airport Authority: Supervisor John Zaragoza moved to approve staff's recommendations and Public Member Walter Calhoun seconded the motion. All others voted in favor and the motion passed unanimously.

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.

Director Kip Turner introduced the item and stated that lease manager Madeline Herrle will provide staff's report. Ms. Herrle stated that Aspen Helicopters is looking to expand their current facility at Oxnard Airport. The expansion area is depicted in the exhibit of the option agreement provided in the meeting packet. The option agreement allows Aspen Helicopters up to two years to conduct environmental testing of the site and any other investigations before they sign a lease. During the option period, Aspen Helicopters will pay approximately \$4,184 per month. Ms. Herrle stated that Aspen Helicopters can elect to sign a lease any time during the 24-month period. If they elect to sign a lease, the lease would need to be negotiated and it would ultimately come before the Oxnard Airport Authority for review. Councilmember Bert Perello shared that the neighborhood directly across from 5th Street received notices from the Environmental Protection Agency regarding underground plume issues. Mr. Perello inquired as to whether this information would be shared with Aspen Helicopters to which Ms. Herrle responded that she was not familiar with the notice. Mr. Perello requested that airport staff find the notice and share it with Aspen Helicopters.

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

7. DIRECTOR'S REPORT

Mr. Turner shared that regarding the Northeast Hangar Development at Camarillo Airport, the project is still in vertical construction and it is expected to be completed on time. As discussed during the meeting, the final design efforts for the runway and taxiway reconstruction project at Oxnard Airport are underway. Three or four public workshops will be scheduled regarding the reconstruction project. The department is moving forward with

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the master plan study of both Camarillo and Oxnard airports and the department recently learned that the grant for the study will be 100% funded. Three or four public workshops will be scheduled regarding the master plan study. The department has begun some work improvements on the terminal at Oxnard Airport. Director Turner hopes to hold upcoming public workshops for the Oxnard Airport reconstruction project and master plan study at the Oxnard Airport terminal. Mr. Turner shared that operations are rebounding well from the impacts of COVID-19 at both airports. Operations are not only back to normal but exceeding last year's numbers for the month of June.

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

Reports were received and filed.

9. CORRESPONDENCE

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

Correspondence was received and filed.

10. MISCELLANEOUS HANDOUTS

Information was received and filed.

11. AUTHORITY COMMENTS

12. ADJOURNMENT

There being no further business, the July 9, 2020 Authority meeting was adjourned at 7:34 p.m.

KIP TURNER, C.M.
Administrative Secretary

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September 8, 2020

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

Subject: Receive and File a Summary of the Tenant Workshop Held on August 25, 2020 for the Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction Project.

Recommendation:

Staff requests that your Commission/Authority receive and file a summary of the tenant workshop held on August 25, 2020 for the Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction Project.

Discussion:

On June 16, 2020, the Board of Supervisors authorized the Department of Airports to enter into a contract with Mead & Hunt, Inc. for the final design of the Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction Project. On August 25, 2020 Mead & Hunt, Inc. led a tenant workshop to share project information, including a project overview, phasing alternatives, and an opportunity to answer questions and solicit tenant feedback on the project. Mead & Hunt, Inc. will make an oral presentation summarizing highlights from the workshop.

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



KIP TURNER, C.M.
Director of Airports

September 8, 2020

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

Subject: Approval of, and Authorization for the Director of Airports or his Designee to Execute, the Fifth Amendment to Lease with Fresh Concepts, LLC to Expand the Leased Premises.

Recommendation:

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

Approve, and authorize the Director of Airports or his designee to execute, the Fifth Amendment to Lease with Fresh Concepts, LLC (Fresh Concepts) for additional area to be added to the leased premises.

Fiscal/Mandates Impact:

Mandatory: *No*

Source of Funding: *Fresh Concepts, LLC*

Funding Match Required: *None*

Impact on Other Departments: *None – No impact on General Fund*

Summary of Revenues and Costs

	<u>FY 2020-21</u>	<u>FY 2021-22</u>
Revenue:	\$ 3,780	\$ 5,040
Costs:		
Direct	0	0
Total Costs	\$ 0	\$ 0
Net Costs – Airport Enterprise Fund	\$ (3,780)	\$ (5,040)

Current Fiscal Year Budget Projection:

FY 2020-21 Budget Projection for Camarillo Administration - Division 5020 Unit 5021				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	\$2,848,852	\$2,848,852	\$2,848,852	\$0
Revenue	4,696,552	4,696,552	4,696,552	0
Operating Gain/(Loss)	\$1,847,700	\$1,847,700	\$1,847,700	\$0

Revenue and appropriations are included in the FY 2020-21 Adopted Budget.

Discussion:

Fresh Concepts, LLC is the parent company which manages and operates the Waypoint Café at the Camarillo Airport. Due to COVID-19 restrictions requiring restaurant operators to provide outdoor seating and service with social distancing, Fresh Concepts desires to expand its outdoor seating area.

Fresh Concepts has determined it requires an additional 5,757 square feet of patio area as shown in Exhibit A to the Fifth Amendment (Exhibit 1) which comprises existing outdoor improved areas and patios adjacent to the Viewport at the Camarillo Airport. The proposed amendment to the lease Agreement making this change is attached as Exhibit 1.

If you have any questions regarding this item, please call Madeline Herrle at 388-4243, or me at 388-4372.



KIP TURNER, C.M.
Director of Airports

Attachment:

Exhibit 1 – Fifth Amendment to Lease between County of Ventura and Fresh Concepts, LLC

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**COUNTY OF VENTURA
DEPARTMENT OF AIRPORTS
FIFTH AMENDMENT TO LEASE
FRESH CONCEPTS, LLC**

This Fifth Amendment ("Amendment") is made and entered into by and between COUNTY OF VENTURA ("County"), and Fresh Concepts, LLC ("Tenant").

On September 14, 1993, County and McCarthy's Food Shops Inc. entered into a five-year lease with two optional five-year extension periods ("Primary Lease") for certain property at the Camarillo Airport (the "Premises"), more particularly described in the Primary Lease.

The Primary Lease was first amended on October 3, 1995, to add two five-year option periods to the Primary Lease, for a total of four five-year option periods ("First Amendment").

The Primary Lease was again amended on November 6, 2002, to adjust the parcel size and to add a three-year option period to the four five-year option periods ("Second Amendment").

Tenant assumed the Lease from McCarthy's Food Shops Inc. on May 29, 2008.

The Primary Lease was again amended on November 5, 2010, to add two five-year option periods (for a total of six five-year option periods and one three-year option period) and maintenance responsibilities ("Third Amendment").

The Primary Lease was again amended on December 6, 2017 to modify the remaining option periods so that a total of four five-year option periods remained, and required additional investment by the Tenant ("Fourth Amendment")

The Primary Lease, the First Amendment, the Second Amendment, the Third Amendment, and the Fourth Amendment constitute the "Lease",

County and Tenant wish to amend the Lease to provide additional outside patio area to the Premises as provided in this Amendment.

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

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

2. **Paragraph I. Property Leased** is deleted in its entirety and replaced with the following:

County hereby leases to Tenant and Tenant hereby rents from County the property, hereinafter called "Premises," located on the Camarillo Airport, and hereinafter called "Airport." The Premises are described as follows:

**COUNTY OF VENTURA
DEPARTMENT OF AIRPORTS
FIFTH AMENDMENT TO LEASE
FRESH CONCEPTS, LLC**

Approximately 2,400 square feet of building area within Building 233 and an approximate 1,350 square feet of patio area, to which is added an approximate 5,757 square feet of additional patio, walkway and landscaped area (the "Additional Patio"), for a total of 2,400 square feet of building and 7,107 square feet of patio/landscape area. The "Additional Patio" area is shown on the attached Exhibit "A".

3. Paragraph VI. Rent.

A. Minimum Rent, subparagraph 1: The following is added to the end of subparagraph 1: "Rent for the Additional Patio shall be initially set at the aviation land rate of \$.0729 per square foot per month, which equals \$420.00 per month, and shall be adjusted annually in accordance with the Rent and Fee Schedule as approved by the Board of Supervisors.

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

This Amendment may be modified only in a writing signed by both parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed the Amendment on:

COUNTY OF VENTURA

Dated: _____

Director of Airports

FRESH CONCEPTS, LLC

Dated: _____

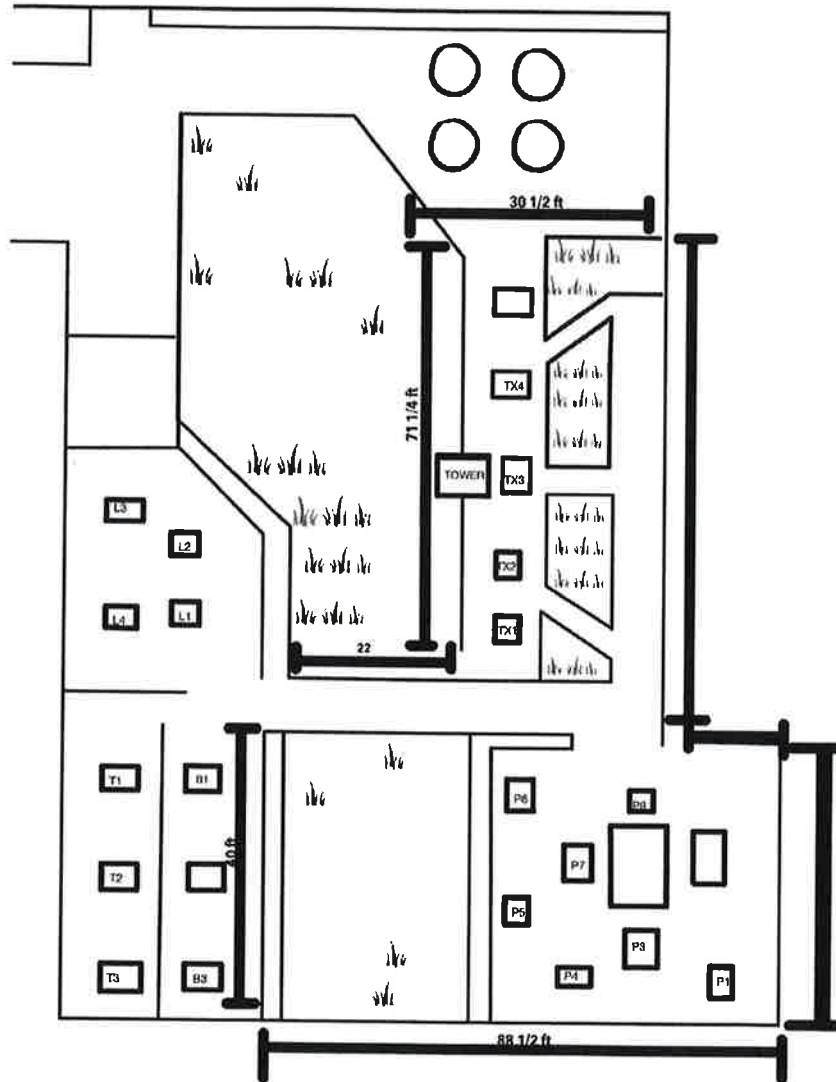
"Tenant"

Dated: _____

"Tenant"

COUNTY OF VENTURA
DEPARTMENT OF AIRPORTS
FIFTH AMENDMENT TO LEASE
FRESH CONCEPTS, LLC

EXHIBIT "A"



MONTHLY ACTIVITY REPORT

Month ending June 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:

	Camarillo	Oxnard
Current year for the month	14,033	7,023
Last year for the month	11,258	5,335
% Change	25%	32%
Current year to date	72,846	35,779
Last year to date	71,390	34,112
% Change	2%	5%

Aircraft Incidents:

	Camarillo	Oxnard
Current Month	3	0
Current year to date	7	1

Other:

	Camarillo	Oxnard
Citations issued	0	7
Cards issued to transient overnight aircraft	33	2
Noise/nuisance compliants	0	6
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

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MONTHLY ACTIVITY REPORT

Month ending July 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	112	112	0	County	62	62	0		
Total	282	282	0	Total	117	117	0		
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
Current year for the month	15,573	6,717
Last year for the month	14,349	6,841
% Change	9%	-2%
Current year to date	88,419	42,496
Last year to date	85,739	40,953
% Change	3%	4%

	Camarillo	Oxnard
Current Month	1	0
Current year to date	8	1

Other:

	Camarillo	Oxnard
Citations issued	0	2
Cards issued to transient overnight aircraft	24	3
Noise/nuisance compliants	4	5
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

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MONTHLY NOISE COMPLAINT SUMMARY CAMARILLO AIRPORT

Date/Time & weather of complaint(s)	Type of complaint	Mode of flight	Type of aircraft	Location of complaint	Number of calls regarding this aircraft (this month)	Number of calls from this person (this month)	Pilot contacted	Complainant contacted
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

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June, 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
6/2 11:45am Clear	Noise	T&G	Cessna	2300 Block Foster Avenue, Ventura, CA	1	1	***	N/R
6/3 2:00pm Clear	Noise	T&G	Cirrus	3500 Block Leeward Way, Oxnard, CA	1	2	***	N/R
6/6 11:14am Scattered	Noise	T&G	Cessna	5500 Block West 5 th Street, Oxnard, CA	1	3	***	N/R
6/7 12:30pm Clear	Noise	T&G	Cessna	5500 Block West 5 th Street, Oxnard, CA	1	3	***	N/R
6/19 11:35am Cloudy	Noise	T&G	Multi	3500 Block Leeward Way, Oxnard, CA	1	2	***	N/R
6/30 12:14pm Clear	Noise	T&G	Cessna	5500 Block West 5 th Street, Oxnard, CA	1	3	***	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

June, 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
7/11 11:15pm Clear, Calm	Low Flying	O	Helicopter	3100 Block Somis Road, Somis, CA	1	1	****	N/R
7/15 4:45pm Clear, Calm	Noise	L	Eclipse Jet	200 Block Geneive Circle, Camarillo, CA	1	1	**	N/R
7/18 3:47pm Clear, Calm	Noise	O	UNK	2100 Block Almanor Street, Oxnard, CA	1	2	*	N/R
7/19 5:01pm Clear, Calm	Noise	O	UNK	2100 Block Almanor Street, Oxnard, CA	1	2	*	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

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July, 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
7/7 5:58pm Clear, Calm	Noise	T&G	UNK	5500 Block West 5 th Street, Oxnard, CA	1	4	***	N/R
7/10 11:30am Clear, Calm	Noise	T&G	Piper	5500 Block West 5 th Street, Oxnard, CA	2	4	***	N/R
7/12 10:21am Clear, Calm	Noise	T&G	UNK	3500 Block Pier Walk Street, Oxnard, CA	1	1	***	N/R
7/16 11:30am Overcast	Noise	T&G	Piper	5500 Block West 5 th Street, Oxnard, CA	2	4	***	N/R
7/23 4:45pm Clear, Windy	Noise	T&G	2 Cessnas	5500 Block West 5 th Street, Oxnard, CA	1	4	***	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

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July, 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:

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

Project Percent Complete: The study is 41 percent complete through June 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:

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

Project Percent Complete: The study is 96 percent complete through June 2020.

OXNARD AIRPORT – TAXIWAY F RELOCATION CATEX

Status Update:

- The Documented CatEx is being prepared and coordinated with airport staff.
- A runway safety area (RSA) determination was prepared as part of the study.

Upcoming Action Items:

- Coordinate the Documented CatEx with airport staff for submittal to the FAA.

Project Percent Complete: The study is 77 percent complete through June 2020.

ANNUAL CONSULTING SERVICES CONTRACT (AEA No. 20-01)

Status Update:

- N/A for June 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 June 2020.

8cl

PROJECT STATUS REPORT
Ventura County, Department of Airports
Prepared by Mead & Hunt, Inc
Revision Date 2020-07-20



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.	97%	a) Mead & Hunt finalizing report based on County comments received 6-25-20. 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.	97%	a) Geotechnical report being finalized based on County comments received 6-25-20.
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.	62%	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, Mead & Hunt reaching out to Contractor to schedule final application of pavement markings, 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) 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/filled with the FAA.
3138400-181115.02 AEA-20-06 AIP - TBD	OXNARD	FINAL DESIGN OXR RUNWAY 7-25 RECONSTRUCTION Taxiway Connectors A, B, C, D & E - Bid Alt 1 Parallel Taxiway F - Bid Alt 2	a) Contract executed. (Received executed contract and NTP 6/22/2020). b) FAA is reviewing the reimbursable agreement. c) Bid Alts 1 and 2 30% submittal, submitted on 7/14/2020. This included Plans, Preliminary Design Report, and Preliminary Cost Estimate.	20%	a) After 7/20/2020 bi-weekly meeting Mead & Hunt to discuss with Client 30% submittal, comments, and questions. b) Mead & Hunt to schedule additional topographic survey. c) Mead & Hunt to discuss with the County the time/date and format of first outreach workshop. d) County to provide comments on 30% submittal by 7/29/20.

8c2



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:

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

Project Percent Complete: The study is 41 percent complete through July 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.
- The Consultant and airport staff discussed current airfield issues that could relate to revisions to the “draft” ALP Drawing Set.

Upcoming Action Items:

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

Project Percent Complete: The study is 96 percent complete through July 2020.

OXNARD AIRPORT – TAXIWAY F RELOCATION CATEX

Status Update:

- The Documented CatEx has been prepared and was submitted to airport staff on July 15, 2020.

Upcoming Action Items:

- Airport staff to sign/submit the Documented CatEx to the FAA.

Project Percent Complete: The study is 100 percent complete through July 2020.

ANNUAL CONSULTING SERVICES CONTRACT (AEA No. 20-01)

Status Update:

- N/A for June 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 July 2020.

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PROJECT STATUS REPORT
Ventura County, Department of Airports

Prepared by Mead & Hunt, Inc
Revision Date 2020-08-10



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) Final Preliminary Design Concept Report and Preliminary Plans submitted to the County on 07/24/2020.	100%	a) 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) Final geotechnical report submitted on 07/24/2020.	100%	a) None to note.
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.	65%	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, Mead & Hunt reaching out to Contractor to schedule final application of pavement markings, 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) 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/filled with the FAA.
3138400- 181115.02 AEA 20-06 AIP - TBD	OXNARD	FINAL DESIGN OXR RUNWAY 7-25 RECONSTRUCTION Taxiway Connectors A, B, C, D & E - Bid Alt 1 Parallel Taxiway F - Bid Alt 2	a) Contract executed. (Received executed contract and NTP 6/22/2020). b) FAA submitted the reimbursable agreement to the County. County to submit signed RA and payment to FAA. c) Bid Alts 1 and 2 30% submittal, submitted on 7/14/2020. This included Plans, Preliminary Design Report, and Preliminary Cost Estimate.	30%	a) After 7/20/2020 bi-weekly meeting Mead & Hunt to discuss with Client 30% submittal, comments, and questions. b) Mead & Hunt to schedule additional topographic survey. c) Mead & Hunt discussed with the County the time/date and format of first outreach workshop which is schedule for 8/25/2020. There will be a rehearsal for the public workshop on 8/20/2020.. d) County to provide comments on 30% submittal by 7/29/20.

**AIRPORT TENANT
PROJECT STATUS
August 30, 2020**

CAMARILLO

- Airport Properties Limited Row I plan currently under review by County Building and Safety. Plans require final approval by Airport before permits can be issued.
- Able Grid/Silverstrand battery storage project design submitted to Airport for review and final approval. Project will go through the City of Camarillo for permits.
- CloudNine Development project design submitted to Airport for review and final approval.

OXNARD

- None

OTHER

- None

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

August 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	\$264,565		<u>County GSA</u>	N/A	N/A	1/6/20	2/20/20	$\frac{100}{95}$	Work complete. Closeout remains.
5	CMA TWY's A, E, F, and Run-up Area Pavement Marking Improvements	\$18,285		<u>Mead & Hunt</u>	TBD	TBD	TBD	TBD	$\frac{75}{}$	Airport marking project at TWY A budgeted for FY 20-21 to comply with FAA marking adjustments at TWY A. Other pavement markings due for refresh will be addressed at a later date.
3 & 5	OXR & CMA Disadvantaged Business Enterprise Program Goal Updates and Annual Reports	\$17,985		<u>Mead & Hunt</u>	N/A	8/14/18	N/A	N/A	$\frac{95}{}$	CMA & OXR plans approved by FAA. Annual accomplishment reports submitted for FAA approval.
3	OXR PFAS Supplemental Plan	6,500		<u>Ninvo & Moore</u>	N/A	7/15/20	N/A	TBD	$\frac{80}{}$	The CA State Water Board requires Part 139 Airports that have discharged firefighting foam to develop a work plan and perform testing. Soil sampling and report submitted to State Water Board. New order requires additional workplan and future sampling/monitoring.

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**

August 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	\$45,658 2,199,101	Mead & Hunt Toro Enterprises	8/15/17	10/17/17	12/5/19	12/19/20	Construction began 12/5/19. Grading and utility work complete. Erection of hangar structures 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	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	TBD	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	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	Geotechnical and survey work completed. Final report submitted to FAA.

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	100	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.
3	OXR Final Design for the RWY-TWY Connector - Parallel TWY F Reconstruction	\$1,507,310		Mead & Hunt	N/A	6/22/20	N/A	TBD	30	NTP issued and first tenant workshop scheduled for August 25 th .

Note: Shaded boxes indicate changes from previous month

CMA – Camarillo Airport

OXR – Oxnard Airport

TBD – To be determined

CCO – Contract Change Orders

8e4

**DEPARTMENT OF AIRPORTS
2020 MEETING SCHEDULES**

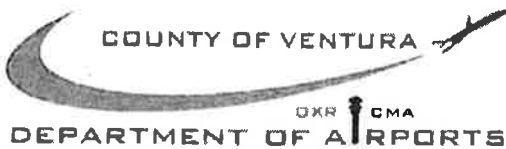
AAC/CAA/OAA

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 (CANCELED)	June 11
July 6	July 9
August 3 (CANCELED)	August 13 (CANCELED)
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.

8f



555 AIRPORT WAY, SUITE B
CAMARILLO, CA 93010
PHONE: (805) 388-4274
FAX: (805) 388-4366
WWW.VENTURA.ORG/AIRPORTS
WWW.IFLYOXNARD.COM

June 25, 2020

Charlotte Jones, Lead Airport Certification Safety Inspector
FAA Western-Pacific Region
Via Email

Subject: OXR Airport Operating Certificate – Class III
Annual Tabletop Exercise
Request for Extension

Hello Charlotte,

Given the difficulty in conducting larger meetings in person, OXR has not been able to conduct a tabletop review of the AEP within the past 12 months. The date of our last tabletop exercise was June 7, 2019. It seems likely that social distancing protocols will continue to restrict the ability to hold such an exercise in person in the near term. As such, we are exploring options to hold this exercise virtually but have not established the means or date that this could occur. We are hopeful that OXR can conduct the exercise either in person or virtually, if appropriate, by the end of September.

To that end, we would request an extension to September 30, 2020 in order to conduct the tabletop review.

Respectfully,

Dave Nafie, Deputy Director of Airports
County of Ventura

Cc: Kip Turner, Director of Airports

9a

June 25, 2020

Toro Enterprises, Inc.
Attn: Mike Barrow
P.O. Box 6285
Oxnard, CA 93031

**Subject: Camarillo Airport – NE Hangar Development, Phase 1 Construction Project
FAA AIP No.: 3-06-0339-036-2017
Spec. No. DOA 17-01; Proj. No. CMA-195
UTILIZATION OF UNLISTED SUBCONTRACTOR
D & D Laser Screed**

Dear Mr. Barrow,

We are in receipt of your email dated June 3, 2020 with a copy of an agreement and a subsequent email on June 15, 2020, in which Toro Enterprises, Inc. (Toro) outlined the circumstances under which Toro did not list the planned use of a subcontractor in the original Proposal's List of Subcontractors.

Your June 3 email said: "Toro's initial intent was to perform in-house the majority of laser screed scope. However, the COVID-19 crisis complicated the situation and impacted adversely Toro's ability to retain the necessary qualified personnel for this task. In order to proceed with the work with minimum interruption to the construction schedule, Toro had no alternative but to retain the services of D&D Laser Screed."

Toro's actions are covered by section 4106 of the Public Contract Code (PCC) which specifies:

"If a prime contractor fails to specify a subcontractor or if a prime contractor specifies more than one subcontractor for the same portion of work to be performed under the contract in excess of one-half of 1 percent of the prime contractor's total bid, the prime contractor agrees that he or she is fully qualified to perform that portion himself or herself, and that the prime contractor shall perform that portion himself or herself.

If after award of contract, the prime contractor subcontracts, except as provided for in Sections 4107 or 4109, any such portion of the work, the prime contractor shall be subject to the penalties named in Section 4111."

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When the original bid does not designate a subcontractor for a portion of the work, PCC section 4107(c) allows later subcontracting of that work, but only "in the performance of 'change orders' causing changes or deviations from the original contract."

Even then, PCC section 4109 requires a finding of an emergency or necessity before a subcontractor may be added: "Subletting or subcontracting of any portion of the work in excess of one-half of 1 percent of the prime contractor's total bid as to which no subcontractor was designated in the original bid shall only be permitted in cases of public emergency or necessity, and then only after a finding reduced to writing as a public record of the awarding authority setting forth the facts constituting the emergency or necessity."

Toro provided the following response via email on June 15 to the inquiry as to why the County was not notified about the unlisted subcontractor for consideration:

"The COVID-19 pandemic disrupted the labor market, and made it difficult for Toro to retain qualified personnel for this task. The new safety measures implemented specifically for COVID, burdened Toro's work force, with some not working due to the virus or not working at all until these special safety measures are removed. It was a simple oversight not to notify the County prior to using an unlisted sub, and we apologize for this lapse. Toro's primary goal in these unrepresented [sic] hard times is to stay on schedule and provide the best quality product to the County."

Whether or not the current pandemic created an emergency or necessity requiring Toro to subcontract work Toro intended to perform itself, Toro failed to obtain prior approval to do so, in violation of PCC sections 4106, 4107, and 4109. Since this is not the first instance of a similar issue on this contract, the County feels this situation should have been brought forth in a timely manner and Toro's claim of mere oversight is not supported.

The County of Ventura Department of Airports (DOA) therefore finds that it is appropriate to impose a penalty, as prescribed by PCC section 4110:

"A prime contractor violating any of the provisions of this chapter violates his or her contract and the awarding authority may exercise the option, in its own discretion, of (1) canceling his or her contract or (2) assessing the prime contractor a penalty in an amount of not more than 10 percent of the amount of the subcontract involved, and this penalty shall be deposited in the fund out of which the prime contract is awarded. In any proceedings under this section the prime contractor shall be entitled to a public hearing and to five days' notice of the time and place thereof."

The DOA does not consider Toro's violations to be grounds for canceling the contract. Therefore, the DOA must assess what we consider a significant yet reasonable penalty of 8% of the amount of your subcontract with D&D Laser Screed.

If you are willing to accept the above penalty, you are requested to provide all of the following: (1) copies of the full subcontract, including labor, equipment, and materials; (2) agreements for

9b2

services performed by third party firm(s) under the direction of D&D Laser Screed; (3) the full contract amount paid to D&D Laser Screed; and (4) the state contractor license number and Department of Industrial Relations number. When DOA receives the above, a Contract Change Order will be written that will impose the penalty. The DOA will consider the item closed after you have signed the change order, at which time the work performed by D&D Laser Screed will be eligible for acceptance and payment.

If you are not willing to accept the penalty proposed above, you may contest it at a public hearing before the Ventura County Board of Supervisors under PCC section 4110 by submitting a written request for a hearing to me at the address shown on this letter.

If you have any questions concerning this matter, please contact me at erin.powers@ventura.org.

Sincerely,

Erin Powers

Erin Powers
Projects & Programs Administrator

9b3

June 29, 2020

Ms. Jackie Rose, Director
Ventura County Animal Services
600 Aviation Drive
Camarillo, CA 93010

RE: Memorandum of Understanding – Camarillo Airport Business Park

Dear Jackie:

Enclosed for your records is one original fully executed Memorandum of Understanding agreement for Ventura County Animal Shelter at the Camarillo Airport Business Park.

Thank you for your cooperation during this process and we look forward to continuing to work with you and your team.

Sincerely,



Madeline Herrle
Lease Manager
Madeline.Herrle@Ventura.org
805.388.4243

Enclosure

9C

July 1, 2020

Mario Pena
Dba N & N Transport
2124 Olga St.
Oxnard, CA 93036

RE: Parking lot lease – Camarillo Airport Business Park

Dear Mario:

Enclosed for your records is one original fully executed lease agreement for your business in the parking area at Aviation Way at the Camarillo Airport Business Park.

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

Sincerely,



Madeline Herrle
Lease Manager

Madeline.Herrle@Ventura.org
805.388.4243

Enclosure

9d

July 8, 2020

Mr. Mark Sullivan
The Law Office of Mark F. Sullivan
2625 Townsgate Rd., Suite 330
Westlake Village, CA 91361

RE: Public Records Request dated June 16, 2020

Dear Mark,

Attached are the documents fulfilling your public records request from your letter dated June 16, 2020.

Sincerely,



Madeline Herrle
Lease Manager
Madeline.Herrle@Ventura.org
805.388.4243

Enclosures

9e



555 AIRPORT WAY, SUITE B
CAMARILLO, CA 93010
PHONE: (805) 388-4274
FAX: (805) 388-4366
WWW.VENTURA.ORG/AIRPORTS
WWW.IFLYOXNARD.COM

July 31, 2020

Dear Airport Response Partner:

On behalf of the County of Ventura Department of Airports, I would like to cordially invite you to attend our annual Oxnard Airport Table Top exercise. This simulated emergency exercise is conducted every year to promote safety, practice integration of mutual aid response, and maintain federal compliance with the Federal Aviation Administration regulations.

The tabletop exercise this year contains a mass causality incident evaluation in which participation from all local mutual aid agencies is requested. The technical insight that your agency provides during emergency operations is critical and valuable, and we encourage you and your staff to attend. This year we are doing things a little differently by allowing people to join remotely via Zoom.

The Oxnard Table Top will be held in the Aircraft Rescue Fire Fighting building immediately west of the air traffic control tower. Parking is highlighted in yellow arrows. Door entry is circled. Please see attached diagram for location details.

Event Details:

Date: August 20, 2020

Time: 10:30 AM

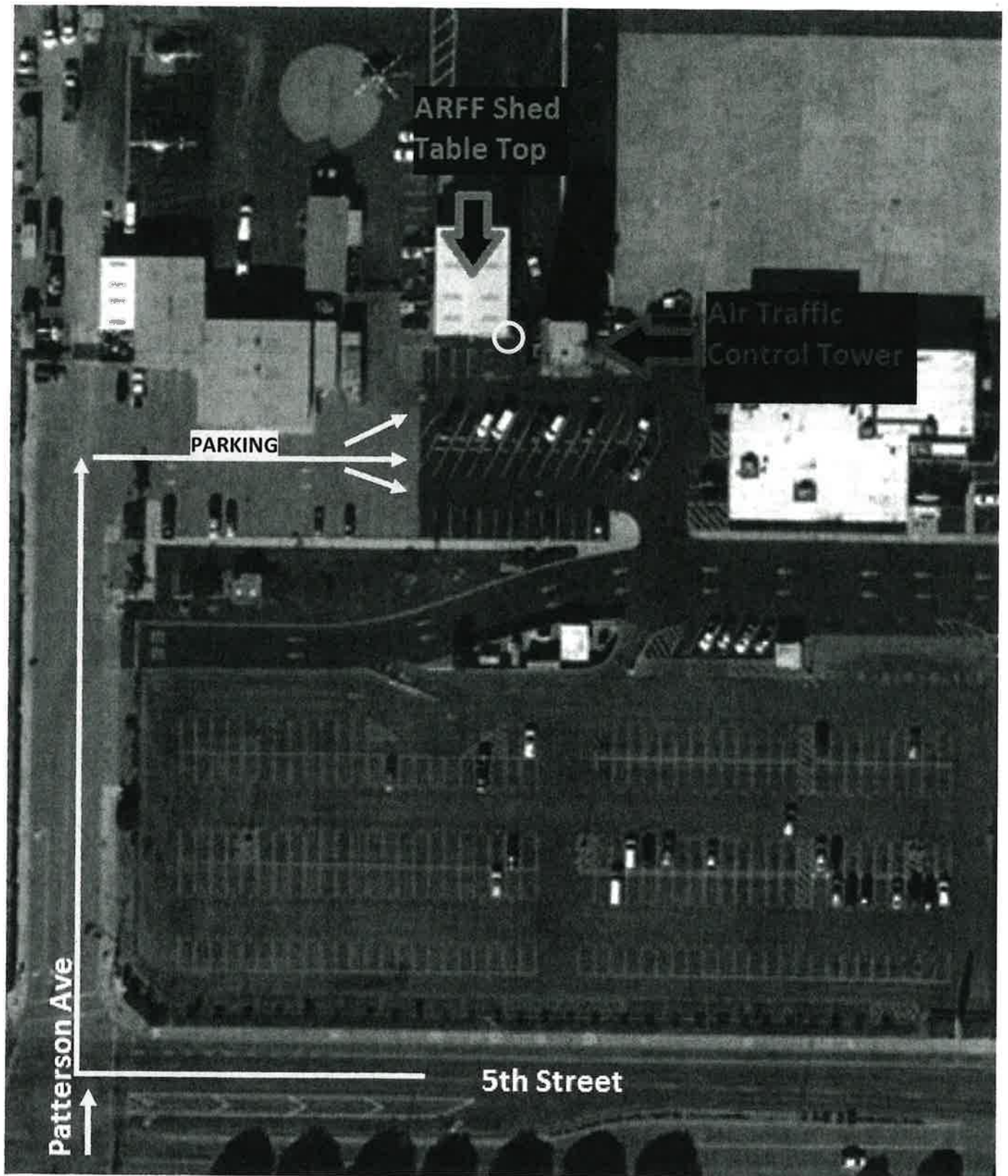
Address: Oxnard Airport
2889 W. 5th Street
Oxnard, CA 93030

Please confirm your attendance or address any questions to john.feldhans@ventura.org, and confirm if you will be attending in person or on Zoom.

Thank you,

John Feldhans, CM
Airport Operations Supervisor

9f1



9f2

August 12, 2020

Ms. Lucila Arango
10877 Wilshire Blvd., Suite 660
Los Angeles, CA 90024

RE: Arango Letter of Intent / Oxnard Airport

Dear Ms. Arango:

Thank you for your interest to develop a hangar at the Oxnard Airport (OXR) as proposed in your Letter of Intent (LOI) dated May 19, 2020. The Ventura County Department of Airports (Department or Airport), is excited to work with you in hopes that we can ultimately meet your desires and expectations.

As your letter stated in the first sentence, and as Department of Airport staff have reiterated during the many different conversations that have taken place with the various individuals claiming to represent your development interest at OXR, your letter is non-binding as are the Department's good faith efforts. Please be aware that the Department of Airports is not in any position to grant you any property or contractual interest in airport land without the express approval of a written agreement by the Ventura County Board of Supervisors. (E.g., *Katsura v. City of San Buenaventura* (2007) 155 Cal.App.4th 104,109-110.)

The most recent conference call with your team concerning this matter occurred on June 29, 2020. Liz DeStaffany, Andrew Pierson and Jon Wenrich, again all of which claim to represent your interests in the proposed development, were included in that call. An additional request soon followed from Jimmy Severson to further discuss the same items that we had discussed previously in the group call. I sent him an email on July 2, 2020 recapping that same information as discussed with the group.

In both the call and the email that followed, your team was informed of the Airport's current position in relation to your preferred location for development along with the reasoning that supports that position. Furthermore, in both the call and the email, a suggested potential alternative was discussed which would meet the development needs as thus far illustrated. It was stated in these conversations and correspondence that the preferred location as illustrated by your team, was still a potential option but would not be something the Department would be able to act on until a Master Plan Study is completed.

The Department has now been asked by your attorney, Rebecca Mares to provide a summary of these discussions to date, including the Departments position concerning the preferred location in writing.

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In short, the Department of Airports has recently learned that it will be receiving a full Airport Improvement Program grant from the FAA to fully fund a Master Plan Study (Study), which when complete will further define a pathway for how both Ventura County airports continue growing and evolving. Both County airports work together as a system of airports serving the entire region and the many different communities and economies that support our County.

In conjunction with this effort, the Oxnard Airport has simultaneously been working on an Airport Layout Plan Update for the past year or so which remains in draft format as it continues to evolve. Because this effort is still underway and continuously changing as the process continues, the Department is not able to publish copies until we have a final County and FAA approved document that is ready for release. These support efforts, when completed will include the necessary feedback and desires of the communities and business leaders that reside in our County and will ultimately provide direction to staff and local leaders as to how the Airports should continue developing and growing for the next decade and beyond.

As I'm sure you're aware, the Airports provide services to the entire region and are two of the largest economic engines in the County. The parcel that your representatives have expressed interest in as the preferred hangar location for your development at OXR, will require additional study to ensure it is being advanced in a manner that fully meets the future aeronautical needs of the County and region.

The Oxnard Airport has limited new development opportunities remaining, particularly for properties that may have the ability to serve different components of aeronautical activities or services. More specifically, the southern portion of the five-acre undeveloped parcel that your team has expressed interest in, is one of those areas.

We anticipate receiving the grant for the Study within the next 30 days or so and have already processed a contract for services which will include a notice to proceed once the grant is in hand. The Study itself is estimated to be completed within 12-18 months following the notice to proceed. It is possible that the Department will have the answers it needs from examining this area of the Airport prior to having the full Study completed.

Throughout the entire time that the Department has been in good faith discussions with your team regarding your desired development at OXR, the Department kept your team informed that it was also in discussions with a second party that has interest in expanding their current operation on the northern portion of the same undeveloped five-acre parcel.

To further clarify, the Airport has a roughly five-acre undeveloped parcel of which your team has expressed interest in developing the southern portion of said parcel while all along the second interested party has expressed interest in the northern portion of said parcel. Hopefully your team has kept you abreast of these discussions and actions to date.

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There are not any current known concerns related to the future use or development of the northern portion of this undeveloped parcel, which is the area proposed to be utilized by the existing tenant or otherwise herein known as the second party.

Regarding the southern portion of the undeveloped parcel, which again is where your team has expressed the most interest, in order to ensure it has the ability to be developed as deemed appropriate by the Study, it is the Airport's intention to preserve a section on the northern end wide enough to provide aircraft access including a possible private taxilane thereby accommodating up to an Airplane Design Group III type aircraft (at least 140' wide).

This preservation of access will allow maximum flexibility for potential future airport development including the ability to support private hangar development in this area should that be the outcome or strategic vision of the Study once completed. Your team has included conceptual design thoughts as to how this would work towards your development goals if it is determined that you are able to develop in this location.

Again, as previously noted, and discussed in numerous telephone conversations with your representatives, the Department suggested a potential secondary location that we could further explore if interested that would most likely not require waiting on the Study to be completed.

The potential alternative location would provide a similar size area which could be configured to your proposed plan, would eliminate the requirement to construct a private taxilane to your development, and has existing access coming from Fifth Street which your team had expressed as an interest.

We appreciate continuing a dialogue with you regarding your proposed development project at the Oxnard airport. We value your current presence and economic benefits to the Oxnard community and hope that we can work with you towards that goal.

Sincerely,



Kip Turner
Director of Airports

Enclosure
Cc:

Rebecca A. Mares
Lane Powell
1420 Fifth Avenue, Suite 4200
Seattle, WA 98101

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

Project Description

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

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

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

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

Tenant Workshop

For more information, join us for a virtual online meeting via Zoom on:

August 25, 2020 from 3:00 PM - 4:30 PM

Remote Meeting Link:

<https://zoom.us/j/95474172892?pwd=eFp0bWZkdWdCM2VHeKx5MWREY3laQT09>

Webinar ID: 954 7417 2892

Passcode: 5851

Phone In Only: 669-900-6833

Visit www.ventura.org/airports for more details.

For questions, contact us at 909-313-0549 or

OxnardAirportRunway@arellanoassociates.com.



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Plane lands without landing gear at Camarillo Airport

August 07, 2020



Ventura County Fire Department firefighters help airport staff lift the plane onto its wheels Thursday afternoon. Courtesy photo.

A single-engine plane slid across the Camarillo Airport runway on its belly Thursday afternoon after its landing gear failed to deploy, officials said.

The Ventura County Fire Department responded to reports of a plane down that went out just before 3 p.m. Capt. Brian McGrath said the four-passenger plane was still intact when firefighters arrived.

"Luckily the pilot was able to safely slide it into the area just off the runway," McGrath said.

None of the three people on board were injured, he said.

According to flight records, the Rockwell Commander 114 departed from Brackett Field Airport in La Verne at 12:26 p.m. en route for the Camarillo Airport. Records show the plane had made the same trip multiple times before.

The reason for the malfunction of the plane's landing gear had not been determined as of Friday.

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After the landing, firefighters helped airport staff raise the plane onto its wheels and bring the plane to a hangar.

—Brooke Stanley

10a2



Airport taking off after COVID turbulence

Air travel has rebounded at Camarillo hub

August 28, 2020

By Brooke Stanley
brooke@theacorn.com



READY TO GO—Over the last couple of months, the Camarillo Airport has logged more takeoffs and landings than it did the same time last year, which has signaled a rebound in private aviation since the pandemic began.

Air travel has been one of the industries hit hardest by the pandemic. When the federal government announced travel restrictions earlier this year, commercial airlines saw their passenger counts plummet, leading to mass layoffs and financial impacts that are still reverberating throughout the industry.

While the Camarillo Airport was no exception to the impacts of the pandemic, the county-owned general aviation airport seems to be rebounding quickly from the hit in operations it took in March and April, during the strictest stay-at-home orders.

The Camarillo Airport, home to over 600 general aviation aircraft and more than 145,000 takeoffs and landings each year, receives much of its income from leased airport property, fees from the dozens of businesses that operate at the airport and landing fees.

When the lockdown was ordered, the airport continued running, as it's considered an essential business. Most planes, however, stayed on the ground, and nonessential businesses were temporarily closed, leading to decreases in income for the airport.

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"When the pandemic first set in for California and Ventura County, the airport took a pretty good hit on our operations right away," said Kip Turner, Ventura County director of airports.

The last couple of months, however, the airport has been logging more takeoffs and landings than it did the same time last year—which has helped its total count get back up near what it would have been if there wasn't a pandemic, Turner said.

While the airport director can't say for sure why airport travel is up, he believes it's because CMA is a general aviation airport that serves mostly private plane owners and pilots.

There are far fewer people in the small private planes that frequent the local airport than there are aboard huge commercial airliners, he added.

"We're just blessed in the fact that general aviation rebounded much quicker," Turner said. "At least thus far. . . . The pandemic's not over yet, and no one knows what lies ahead."

Since the pandemic began, the airport has been able to operate, though with added health and safety precautions. Many employees work from home, and meetings are often held virtually. The administration office was closed to the public for a few months but has since opened for appointments only.

Despite the drop in income, Turner said, the county did not lay off any of the more than 1,000 people employed by the airport, though there were a few furloughs of employees that were considered nonessential.

For more information about the Camarillo Airport, go to www.ventura.org/airports/camarillo airport.