



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

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

Thursday February 13, 2020 7:00 P.M.

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

AGENDA

- 1. CALL to ORDER and PLEDGE of ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL of MINUTES – December 12, 2019**
- 4. PUBLIC COMMENT PERIOD** - Citizens wishing to speak to the Authority 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.

- 5. UNFINISHED BUSINESS – NONE**
- 6. NEW BUSINESS**

CAMARILLO & OXNARD AIRPORT AUTHORITY

A. Subject: Selection of Chair and Vice-Chair for Calendar Year 2020

Recommendation:

Nominate and select the 2020 Chairman and Vice-Chairman.

B. Subject: Receive and File Financial Reports for the Period Ending December 31, 2019.

Recommendation:

Staff requests that your Commission/Authorities receive and file the unaudited financial reports for the period ending December 31, 2019.

CAMARILLO AIRPORT AUTHORITY

C. Subject: Receive and File an Update on the Northeast Hangar Development Project, Phase 1 at Camarillo Airport.

Recommendation:

Staff requests that your Commission/Authority receive and file an update on the Northeast Hangar Development's Phase 1 project at Camarillo Airport.

D. Subject: Recommendation that the Board of Supervisors Approve, and Authorize the Director of Airports or His Designee to Sign, Amendment Number 1 to the Consulting Services Contract for the Camarillo Airport Northeast Hangar Development with Mead and Hunt, Inc., Raising the Total Amount of the Contract by \$143,051 to \$1,455,601.

Recommendation:

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

Approve, and Authorize the Director of Airports or His Designee to Sign, Amendment Number 1 to the Consulting Services Contract for the Camarillo Airport Northeast Hangar Development with Mead and Hunt, Inc., raising the total amount of the contract by \$143,051 to \$1,455,601 (Attachment 1).

7. DIRECTOR'S REPORT

8. REPORTS

Monthly Activity Report – November, December 2019
Monthly Noise Complaints – November, December 2019
Consultant Reports – November, December 2019
Airport Tenant Project Status – December 2019, January 2020
Project Status – December 2019, January 2020
Meeting Calendar

9. CORRESPONDENCE

Letter dated November 21, 2019 from Madeline Herrle to Mark and Janie Oberman, Channel Islands Aviation re: Lease Amendment Proposal

Notice dated November 21, 2019 from Camarillo Airport Operations Supervisor to Airport Tenants at Camarillo Airport re: Construction Start Date – Northeast Hangar Development, Phase 1 – Update

Letter dated November 22, 2019 from Erin Powers to Super Seal & Stripe, Inc. re: NOTICE TO PROCEED; Oxnard Airport – PART 139 RUNWAY MARKING COMPLIANCE; Specification No: DOA 19-03(N); Project No: OXR-144

Notice dated December 3, 2019 from Airport Operations Supervisor to Oxnard Airport Tenants re: Runway Closure December 16 through December 20

Letter dated December 3, 2019 from Madeline Herrle to David Tushin, Liberty Aviation, LLC re: Suite 104 Lease

Letter dated December 5, 2019 from Madeline Herrle to Michael Phillips, Aviation Instruction, LLC re: Camarillo Lease Renewal

Letter dated December 6, 2019 from Madeline Herrle to Sharon Evans, Sharon Evans Aviation Research, LLC re: Public Records Request for Airport FBO Lease Information & Airport Fuel Data

Letter dated December 6, 2019 from Madeline Herrle to Robert Kwong, Arnold Laroche Mathews Vanconas & Zirbel, LLP re: Public Records Request dated November 12, 2019

Letter dated December 6, 2019 from David Norman, City of Camarillo to Darren Kettle, Ventura County Transportation Commission re: Proposed CloudNine Private Commercial Hangar/Office Project at Camarillo Airport (“CloudNine Project”)

Letter dated December 10, 2019 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Airport Properties Limited, LLC; Public Records Request dated November 27, 2019

Letter dated December 11, 2019 from John Zaragoza to Scott Kolwitz, City of Oxnard Planning Division re: Letter Objecting to the Annexation of the Oxnard School District’s Property for the Purpose of Constructing Two Schools at the Intersection of Doris Avenue and Patterson Road

Letter dated December 19, 2019 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Airport Properties Limited, LLC; Public Records Request dated November 27, 2019

Letter dated December 27, 2019 from Madeline Herrle to Sheila Sannadan, Adams Broadwell Joseph & Cardozo re: December 13, 2019 Letter Public Records Request

Letter dated December 31, 2019 from Kip Turner to Darren Kettle, Ventura County Transportation Commission re: December 6, 2019, Letter from City of Camarillo Regarding CloudNine Project

Letter dated January 2, 2020 from Madeline Herrle to Greg Epstein, Enhanced Landscape Management re: Lease for Yard Space – Eubanks Road and Aviation Way Lot

Letter dated January 6, 2020 from Madeline Herrle to Sheila Sannadan, Adams Broadwell Joseph & Cardozo re: December 13, 2019 Letter Public Records Request

Email dated January 7, 2020 from Kip Turner to Darren Kettle, Ventura County Transportation Commission re: Follow Up to Ventura County Department of Airports Letter Concerning RKR Development Project

Letter dated January 9, 2020 from David Norman, City of Camarillo to Darren Kettle, Ventura County Transportation Commission re: Response to Department of Airport Letter of 12/31/19 and E-Mail of 1/7/2020 Regarding Proposed CloudNine Project at Camarillo Airport

Memorandum dated January 10, 2020 from Steve Mattas and Claire Lai, Meyers Nave to Chairperson Minjares and Commissioners re: Ventura County Airport Land Use Commission Review of the Cloud Nine Hangar Project at Camarillo Airport

Letter dated January 16, 2020 from Madeline Herrle to Sheila Sannadan, Adams Broadwell Joseph & Cardozo re: December 13, 2019 Letter Public Records Request

Letter dated January 16, 2020 from Madeline Herrle to Janna Sheehan, AC Trance, LLC re: Suite 109/110 New Lease

Letter dated January 17, 2020 from Madeline Herrle to Greg Epstein, Enhanced Landscape Management re: Month to Month Storage Yard Lease

Letter dated January 17, 2020 from Thomas Temple, County Counsel to Darren Kettle, Ventura County Transportation Commission re: Review of Development in the "Airport Hazard Zones" Under the Ventura County General Plan

Memo dated February 7, 2020 from Darren Kettle and Steven Mattas, VCTC to Ventura County Transportation Commission re: City of Camarillo Request for Future Agenda Item to Consider Project Consistency Review by the Ventura County Airport Land Use Commission

10. MISCELLANEOUS

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

12. ADJOURNMENT

The next regular Authority meeting will be on Thursday, March 12, 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.