



CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY

MINUTES

April 8, 2021

1. CALL to ORDER and PLEDGE of ALLEGIANCE

CAA Chair, Kelly Long, called the CAA meeting to order at 6:30 p.m. and requested that CAA Vice-Chair, Bill Thomas, lead the pledge of allegiance.

OAA Chair, Walter Calhoun, called the OAA meeting to order at 6:42 p.m.

2. ROLL CALL

CAA PRESENT

Kelly Long
Carmen Ramirez
Shawn Mulchay
Susan Santangelo
Bill Thomas
Michael Hodson (Alt)

CAA ABSENT

OAA PRESENT

Kelly Long
Carmen Ramirez
Bert Perello
Vianey Lopez
Walter Calhoun (L)

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
Jamal Ghazaleh, Accounting Manager
John Feldhans, Operations Supervisor

3. APPROVAL OF MINUTES – March 11, 2021

Camarillo Airport Authority: Public Member Bill Thomas moved to approve the March meeting minutes and Councilmember Susan Santangelo seconded the motion. All members voted in favor and the motion passed unanimously.

Oxnard Airport Authority: Supervisor Kelly Long moved to approve the March meeting minutes and Councilmember Bert Perello seconded the motion. All members voted in favor and the motion passed unanimously.

4. PUBLIC COMMENT PERIOD

None.

5. UNFINISHED BUSINESS – NONE

6. NEW BUSINESS

CAMARILLO AIRPORT AUTHORITY

A. **Subject: Approval of, and Authorization for the Director of Airports or Designee to Sign, a Grant of Easement Agreement with Southern California Edison, for the Relocation of a Power Pole at the Camarillo Airport Business Park**

Recommendations:

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

1. Approve, and authorize the Director of Airports or his designee to sign, a Grant of Easement Agreement (Exhibit 1) with Southern California Edison for the relocation of an existing power pole and guy wire support on County property at the northwest corner of Willis Avenue and Airport Way, in the Camarillo Airport Business Park.
2. In accordance with Government Code section 25526.6, find that granting the easement to Southern California Edison is in the public interest and that the conveyance will not interfere with the County's use of the property.

Director Kip Turner introduced the item. Lease manager Madeline Herrle provided a brief staff report and responded to general questions posed by Authority members.

Camarillo Airport Authority: Supervisor Carmen Ramirez moved to approve staff's recommendations and Vice Mayor Shawn Mulchay seconded the motion. All members voted in favor and the motion passed unanimously.

B. Subject: Approval of, and Authorization for the Director of Airports or Designee to Sign, a Memorandum of Agreement between the County of Ventura and the Federal Aviation Administration for the Operation of FAA Facilities at the Camarillo 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 sign, a Memorandum of Agreement (Exhibit 1) between the County of Ventura (County) and the Federal Aviation Administration (FAA) for the operation of various FAA facilities at the Camarillo Airport which include the Automated Surface Observing Systems (ASOS), the Centerfield Wind Instrument (CFW), and the Air Traffic Control Tower (ATCT), for a period of twenty years.

Director Kip Turner introduced the item. Lease manager Madeline Herrle provided a staff report. A discussion took place regarding terms of the agreement.

Camarillo Airport Authority: Supervisor Kelly Long moved to approve staff's recommendation and Councilmember Susan Santangelo seconded the motion. All members voted in favor and the motion passed unanimously.

C. Subject: Approval of, and Authorization for the Director of Airports or Designee to Sign, the First Amendment to the Lease with RKR Incorporated, to Correct the Description of the Leased Premises

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 sign, the First Amendment to the lease with RKR Incorporated, to correct the description of the leased premises.

Director Kip Turner introduced the item. Lease manager Madeline Herrle provided staff's

report and shared that a correction to the packet letter is needed. The letter currently states that no fiscal impacts are associated with this action, however, there will be an annual rent increase of approximately \$23,000 as a result of the change in square footage of the leased premises area. Ms. Herrle added that RKR's lease agreement notes an aviation land rate per square foot so any change to the leasehold will result in a rent adjustment.

Camarillo Airport Authority: Supervisor Kelly Long moved to approve staff's recommendation and Supervisor Carmen Ramirez seconded the motion. All members voted in favor and the motion passed unanimously.

OXNARD AIRPORT AUTHORITY

D. Subject: Authorization for the Director of Airports or Designee, to Accept and Sign Federal Aviation Administration Grant No. 3-06-0179-038-2021, When Offered, in an Estimated Amount of \$24,179,468 Which Will Provide Funds for the Runway 7-25, Taxiway Connectors and Parallel Taxiway Pavement Reconstruction at Oxnard Airport; Authorization for the Director of Airports or 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 that your Commission/Authority recommend that the Board of Supervisors (Board):

1. Authorize the Director of Airports or his designee, to accept and sign Federal Aviation Administration (FAA) Grant No. 3-06-0179-038-2021, when offered, in an estimated amount of \$24,179,468 which will provide funds for the Runway 7-25, Taxiway Connectors and Parallel Taxiway Pavement Reconstruction at Oxnard 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 introduced the item. Projects administrator Erin Powers provided staff's report. Ms. Powers shared that the design has been finalized and the project is out to bid. Bids are expected at the end of this month. Ms. Powers stated that the work is split

into three elements (base bid, bid alternate 1, bid alternate 2) however the department hopes to complete the project at one time. The department is bringing this item forward now in order to be in a position to accept a grant from the FAA when offered. The grant amount of \$24,179,468 is only an estimate because the actual grant will be based on the bids that come in and the different bid elements that are awarded.

Oxnard Airport Authority: Supervisor Carmen Ramirez moved to approve staff's recommendations and Councilmember Bert Perello seconded the motion. All members voted in favor and the motion passed unanimously.

CAMARILLO & OXNARD AIRPORT AUTHORITY

E. Subject: Approval of the Five-Year Capital Improvement Plan (CIP) for Camarillo and Oxnard Airports; Authorization for the Director of Airports or Designee, to Apply for Grants to Fund Projects Scheduled for Federal Fiscal Years 2021 and 2022 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 Commission/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) 2021 and 2022 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.***

Director Kip Turner introduced the item. Projects administrator Erin Powers provided staff's report. Ms. Powers shared that the department works with the FAA every year to update its five-year capital improvement plan. The plan is required by federal and state agencies in order to be eligible for grant funding. Ms. Powers reviewed a PowerPoint presentation outlining projects scheduled at Camarillo and Oxnard airports between 2021-2025. A discussion took place about the Part 150 noise exposure map update which is a project listed at Camarillo Airport in 2022. Director Turner and Ms. Powers responded to

general questions posed by Authority members. Councilmember Bert Perello requested that OAA Chair Walter Calhoun's comments be captured. Mr. Calhoun requested that the Department of Airports carefully evaluate and consider whether a maintenance facility, or something of that nature, should be at Oxnard Airport. Mr. Calhoun hopes that the department will look into this in the future.

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

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

F. Subject: Appointment of One Member of the Camarillo Airport Authority and Oxnard Airport Authority to the Planning Advisory Committee for the Airport Master Plan Study

Recommendation:

Staff requests that the Camarillo Airport Authority and Oxnard Airport Authority appoint one member to the Planning Advisory Committee for the Airport Master Plan study.

Director Kip Turner reviewed a PowerPoint presentation describing the Airport Master/System Plan study process. The study provides an opportunity to engage with and educate the general public on issues related to Ventura County airports. Four workshops will be scheduled as part of the process and the process will conclude with a local document that will be presented to the Ventura County Board of Supervisors for approval. Mr. Turner also explained that a Planning Advisory Committee (PAC) is being formed as part of the process. PAC members will be responsible for communicating with their respective organizations and reporting any comments/concerns regarding the development of the study from their organization back to the PAC. Mr. Turner shared information about the representatives that will make up the PAC. Authority members shared suggestions about alternative options for PAC members.

Camarillo Airport Authority: Supervisor Kelly Long moved to appoint Public Member Bill Thomas to the Planning Advisory Committee and Supervisor Carmen Ramirez seconded the motion. Bill Thomas abstained. All others voted in favor and the motion passed unanimously.

Oxnard Airport Authority: Supervisor Carmen Ramirez moved to appoint Alternate Public Member Eugene Fussell to the Planning Advisory Committee with a provision that Public Member Walter Calhoun be appointed if Eugene Fussell is unable to serve. Public Member Walter Calhoun seconded the motion. All members voted in favor and the motion passed unanimously.

G. Subject: Review of Fiscal Year 2021-22 Proposed Budget

Recommendation:

Staff requests that your Commission and Authorities review and comment on the Department of Airports proposed FY 2021-22 budget for Camarillo and Oxnard Airports; and Camarillo Roads and Lighting Enterprise Fund, as attached, and recommend approval of the Board of Supervisors.

Director Kip Turner reviewed a PowerPoint presentation detailing the proposed budget. Mr. Turner described the department's response to the pandemic and fiscal year accomplishments. Accounting manager Jamal Ghazaleh provided an overview of the budget for Camarillo Airport and Oxnard Airport.

Camarillo Airport Authority: Vice Mayor Shawn Mulchay moved to approve staff's recommendation and Councilmember Susan Santangelo seconded the motion. All members voted in favor and the motion passed unanimously.

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

7. DIRECTOR'S REPORT

Director Kip Turner provided an update on the private hangar lease agreement. Based on the discussion that took place during the March meetings of the Aviation Advisory Commission and the Camarillo and Oxnard Airport Authorities, Mr. Turner asked that County Counsel meet with Leslie McAdam who is a representative that the Camarillo Oxnard Hangar Owners and Tenants Association put forth as one of their speakers at last month's meeting. Mr. Turner shared that progress is being made on the agreement. Mr. Turner informed the Camarillo Airport Authority that the department has been watching the centerline of the runway at Camarillo Airport for the last few weeks due to severe cracking. The department is working with engineers to come up with a plan to address this matter. Mr. Turner will provide another update in the near future.

8. REPORTS

Monthly Activity Report – February 2021
Monthly Noise Complaints – February 2021
Consultant Reports – February 2021
Airport Tenant Project Status – March 2021
Project Status – March 2021
Meeting Calendar

Reports were received and filed.

9. CORRESPONDENCE – None

10. AUTHORITY COMMENTS

Councilmember Bert Perello shared that he has received requests from groups that are involved with aircraft traffic patterns in the Oxnard area and they would like to make a presentation to this body. Mr. Perello commented that he believes this body should be made aware of the issues and hear the concerns. Mr. Perello requested that this item be placed on the agenda. Public Member Bill Thomas commented that a tower supervisor should be invited to the meeting when this item is agendaized. Supervisor Carmen Ramirez suggested a workshop to provide information to residents. Public Member Walter Calhoun commented that in addition to attendance by a tower supervisor, he would like to see representation from the Department of Airports, in particular, Kip Turner. Director Turner shared that he has asked deputy director Dave Nafie to reach out to the groups and make presentations. Mr. Nafie shared more about his efforts and stated that he believes having a workshop is an excellent idea. Mr. Calhoun shared that the Federal Aviation Administration needs to get involved immediately because they control Oxnard Airport and he requested that Director Turner proceed along those lines.

11. ADJOURNMENT

There being no further business, the April 8, 2021 Authority meeting was adjourned at 8:52 p.m.

A handwritten signature in black ink, appearing to read "Kip Turner". The signature is fluid and cursive, with a long horizontal stroke at the end.

KIP TURNER, C.M.
Administrative Secretary