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CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY

MINUTES

December 10, 2020

1. CALL to ORDER and PLEDGE of ALLEGIANCE

CAA Chair, Shawn Mulchay, called the Camarillo Airport Authority meeting to order at 7:00 p.m.

OAA Chair, Bert Perello, called the Oxnard Airport Authority meeting to order at 7:00 p.m.

A moment of silence was observed in recognition of National Pearl Harbor Remembrance Day.

CAA Chair, Shawn Mulchay, led the pledge of allegiance.

2. ROLL CALL

CAA PRESENT

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

CAA ABSENT

John Zaragoza (E)

OAA PRESENT

Kelly Long
Tim Flynn
Bert Perello
Walter Calhoun

OAA ABSENT

John Zaragoza (E)

Excused (E)

Late (L)

Alternate (Alt)

AIRPORT STAFF

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

3. APPROVAL OF MINUTES – September 10, 2020

Camarillo Airport Authority:

Councilmember Bert Perello made a correction to the minutes. On page 3a5 of the meeting packet under #11 Authority Comments, change “Mr. Perello thanked the Airport Authority for putting an ad in the newspaper regarding the Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction Project.” to “Mr. Perello thanked the Department of Airports for putting an ad in the newspaper regarding the Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction Project.”

Mayor Charlotte Craven moved to approve the September meeting minutes as amended and Public Member Bill Thomas seconded the motion. All others voted and the motion passed unanimously.

Oxnard Airport Authority:

Councilmember Bert Perello made a correction to the minutes. On page 3a5 of the meeting packet under #11 Authority Comments, change “Mr. Perello thanked the Airport Authority for putting an ad in the newspaper regarding the Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction Project.” to “Mr. Perello thanked the Department of Airports for putting an ad in the newspaper regarding the Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction Project.”

Supervisor Kelly Long moved to approve the September meeting minutes as amended and Councilmember Bert Perello seconded the motion. All others voted and the motion passed unanimously.

4. PUBLIC COMMENT PERIOD

Mark Sullivan inquired as to whether the block of County-owned T-hangars between Air 7 and the Commemorative Air Force at Camarillo Airport are going to be eliminated. Mr. Sullivan stated that he is a long-term renter of those hangars and he would like to know when tenants would be notified if this rumor is true. He would also like to know if tenants in those hangars would be given a priority hangar in the Northeast Hangar Project.

5. UNFINISHED BUSINESS – NONE

6. NEW BUSINESS

OXNARD AIRPORT AUTHORITY

A. Subject: Receive and File an Update on the Follow-up Requested by the Oxnard Airport Authority During its September Meeting Regarding FAA Consultation of Alternative 4 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 an update on the follow-up requested by the Oxnard Airport Authority during its September meeting regarding Federal Aviation Administration consultation of Alternative 4 for the Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction Project.

Director Kip Turner introduced the item and explained that the Oxnard Airport Authority previously requested that the Department of Airports make an inquiry to the Federal Aviation Administration (FAA) as to the feasibility of Alternative 4 regarding the Oxnard Airport runway and taxiway project. Mr. Turner shared that the Department of Airports is reporting back to the Oxnard Airport Authority at this time. Mr. Turner then introduced projects administrator Erin Powers who shared that Mead & Hunt, Inc. contacted the Federal Aviation Administration regarding the Oxnard Airport Authority's inquiry. Ms. Powers then introduced Chuck McCormick with Mead & Hunt, Inc. Mr. McCormick stated that his office contacted the FAA regarding Alternative 4 and the FAA indicated that utilizing the parallel Taxiway F as a temporary runway alternative would significantly increase the likelihood of runway incursions and decrease safety. The FAA also indicated that Alternative 4 as proposed was unacceptable to them.

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

B. Subject: Receive and File a Summary of the Second Tenant Workshop Held on November 17, 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 second tenant workshop held on November 17, 2020 for the Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Pavement Reconstruction Project.

Director Kip Turner introduced the item and stated that the public workshop held on November 17, 2020 was the second of three workshops. The third and final public workshop will take place in the latter part of January or the first part of February. Mr. Turner then introduced projects administrator Erin Powers. Ms. Powers stated that Mead & Hunt, Inc. in collaboration with airport staff led the workshop and would provide a summary. Chuck McCormick, project manager for the design project, shared that he and Jannet Loera, civil design lead, would present the summary. Mr. McCormick went over a PowerPoint presentation outlining the purpose of the project, an overview/description, proposed airfield changes, and phasing alternatives. Jannet Loera shared that Mead & Hunt's team was able to narrow down the phasing options to Alternative 1 and Alternative 2. Ms. Loera shared the analysis of Alternative 1 which is a full runway closure with no arrivals or departures. Construction would take three to four months plus two weeks of additional night closure for runway grooving and pavement markings. Ms. Loera also shared the analysis of Alternative 2 which is a two-phase construction with limited runway availability. Construction would take five to five and a half months with up to three one-to-two week full runway closures. There will also be two weeks of night closure for runway grooving and pavement markings. Alternative 2 increases construction costs by approximately 1.2 million as compared to Alternative 1. Ms. Loera also shared results of a tenant survey that was taken during the workshop. One of the survey questions was whether tenants preferred Alternative 1 or Alternative 2. 64% of tenants chose Alternative 1 and 36% of tenants chose Alternative 2. Mr. McCormick reiterated that the next public workshop will take place in late January or early February. It was clarified that Alternative 2 costs more and has a longer construction period than Alternative 1. Director Kip Turner also clarified that Alternative 1 has been selected in terms of moving forward with the project. Public Member Bill Thomas commented that Alternative 1 appears to be a safer selection than Alternative 2 and he inquired about accommodations for tenants of Oxnard Airport that will be impacted during construction of the project. Director Turner responded that since Alternative 1 requires a full runway closure, the Department of Airports will propose waiving rent for up to four months subject to approval by the Board of Supervisors. This would apply to tenants affected by the closure. He believes this is the best course of action because there are no available hangars at Camarillo Airport that can be offered to tenants of Oxnard Airport for the purpose of housing their aircraft. It is also unknown if tie downs will be available at Camarillo Airport that can be offered to tenants of Oxnard Airport when construction begins. Supervisor Kelly Long requested that airport staff communicate impacts of the project to tenants of Oxnard Airport and Camarillo Airport. A discussion took place about the environmental impact of the project.

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

7. DIRECTOR'S REPORT

Director Kip Turner shared an updated timeline to bring back the hangar lease item. Mr. Turner anticipates bringing forth this item to the Aviation Advisory Commission, Camarillo and Oxnard Airport Authorities, and the Board of Supervisors in March. He also plans to disseminate the proposed hangar lease template to all advisory bodies, the Camarillo Oxnard Hangar Owners and Tenants Association (COHOTA), and tenants prior to March. Additionally, he plans to meet with COHOTA once more before March. Mr. Turner shared that the Northeast Hangar Development project at Camarillo Airport was scheduled for completion on December 18th however there was a seal coat issue and delay in materials. He now anticipates the project will be completed in mid-January. A grand opening for the hangar complex will be scheduled once public gatherings are allowed. Mr. Turner reminded Authority members that the Department of Airports received a grant in the amount of \$750,000 towards the master plan study for both Camarillo and Oxnard airports. Mr. Turner shared that Coffman & Associates is the consultant for the study and the effort kicked off on November 18th. The study will be approximately 12-18 months and there will be extensive public involvement. Public outreach including workshops will begin in the new year. Mr. Turner shared photos of improvements made to the parking lot and terminal lobby at Oxnard Airport. Lastly, it was clarified by Mr. Turner that with respect to the public comment received from Mark Sullivan, the Department of Airports has no plans to do anything in preparation for an Amazon facility, nor is the Department aware of any interest by Amazon to do so.

8. REPORTS

Monthly Activity Report – August, September, October 2020
Monthly Noise Complaints – August, September, October 2020
Consultant Reports – August, September, October 2020
Airport Tenant Project Status – September, October, November 2020
Project Status –September, October, November 2020
Financial Statements Period Ended – June 30, 2020
Financial Statements Fourth Quarter – FY 2019/2020
Meeting Calendar

Reports were received and filed.

9. CORRESPONDENCE

Memorandum dated August 26, 2020 from Dave Nafie to Tenants at Camarillo and Oxnard Airports re: Dispute Resolution and the Role of Airport Operations Staff

Letter dated August 31, 2020 from Madeline Herrle to Jeff Weinstein, Oxnard Union High School District re: OUHSD Properties at 220 and 309 S. "K" Street, Oxnard

Letter dated August 31, 2020 from Kip Turner to David Haase, U.S. General Services Administration re: Application for Airport Surplus Property; DHS ICE Office Space; 275 Skyway Drive, Camarillo, Ventura County, California, 93010; GSA Control No 9-X-CA-0410 – AO

Letter dated September 8, 2020 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Airport Properties Limited, LLC; Public Records Request dated September 4, 2020

Email dated September 15, 2020 from Jannet Loera, Mead & Hunt to Al Richardson, Sam Samad, Carlos Mora, Timothy Hester, Federal Aviation Administration re: Oxnard Airport – Construction Phasing Input

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

Email dated September 18, 2020 from Al Richardson, Federal Aviation Administration to Jannet Loera, Mead & Hunt and Sam Samad, Carlos Mora, Timothy Hester, Federal Aviation Administration re: Oxnard Airport – Construction Phasing Input

Letter dated September 22, 2020 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Public Records Request dated September 4, 2020

Letter dated September 30, 2020 from Dave Nafie to David Moe, City of Camarillo re: Tentative Tract 6018 (TT-6018), Darling Development Group Subdivision, Determination of Completeness/Incompleteness Department of Airports Comments/Agency Review

Letter dated October 1, 2020 from Kip Turner to Rob Davidson, Ventura County Sheriff's Office re: Sheriff's Firearms Range / CHP Shared Use of Facility Camarillo Airport Business Park

Letter dated October 30, 2020 from Madeline Herrle to Cathryn Cason, Federal Aviation Administration re: GSA Control No 9-X-CA-0410 – AO; 275 Skyway Drive, Camarillo, California; DHS ICE PROPERTY; Application for Surplus Property / Public Benefit Conveyance

Notice re: Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Reconstruction Project Tenant Workshop #2 on November 17, 2020

Correspondence was received and filed.

10. MISCELLANEOUS HANDOUTS

Information was received and filed.

11. AUTHORITY COMMENTS

Supervisor Kelly Long thanked Mayor Flynn for his many years of service and dedication. Ms. Long also commented that Mayor Flynn and Supervisor Zaragoza's experience was very helpful. Councilmember Bert Perello seconded Supervisor Long's comments.

Mayor Tim Flynn commented that he has enjoyed serving on the Oxnard Airport Authority. He hopes that commercial airline service can return to Oxnard Airport. He believes there is a link between commercial airline service and economic development. He also believes that the proposed housing development and proposed elementary school at Teal Club Road will have an adverse impact on the Oxnard Airport. He stated that he has enjoyed working with his fellow Authority members. He also thanked Supervisor Long for her comments.

Public Member Bill Thomas reminded everyone that the Wings Over Camarillo Air Show is still planned for August, 2021.

Mayor Charlotte Craven wished everyone happy holidays and Councilmember Perello seconded Ms. Craven's comments. Supervisor Long also wished everyone happy holidays.

Vice Mayor Shawn Mulchay extended thanks to Mayor Flynn and Supervisor Zaragoza for their service on the Airport Authorities and to the general public. He also wished everyone happy holidays.

12. ADJOURNMENT

There being no further business, the December 10, 2020 Authority meeting was adjourned at 8:22 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