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## CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY

### MINUTES

February 13, 2020

#### 1. CALL to ORDER and PLEDGE of ALLEGIANCE

CAA Chair, Bill Thomas, called the meeting to order at 7:00 p.m. and led the pledge of allegiance.

#### 2. ROLL CALL

##### CAA PRESENT

Kelly Long  
Shawn Mulchay  
Charlotte Craven  
Bill Thomas

##### CAA ABSENT

John Zaragoza (E)

##### OAA PRESENT

Kelly Long  
Tim Flynn  
Bert Perello  
Eugene Fussell (Alt)

##### OAA ABSENT

John Zaragoza (E)  
Walter Calhoun

*Excused (E)*

*Late (L)*

*Alternate (Alt)*

##### AIRPORT STAFF

Kip Turner  
Erin Powers  
John Feldhans  
Sean Herder  
Ana Castro

#### 3. APPROVAL OF MINUTES – December 12, 2019

***Camarillo Airport Authority: Councilmember Shawn Mulchay moved to approve the December meeting minutes and Supervisor Kelly Long seconded the motion. Councilmember Charlotte Craven abstained. All others voted and the motion passed unanimously.***

***Oxnard Airport Authority: Supervisor Kelly Long moved to approve the December meeting minutes and Councilmember Bert Perello seconded the motion. All others voted and the motion passed unanimously.***

- 4. PUBLIC COMMENT** - Citizens wishing to speak to the Authorities 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.*

Mark Sullivan stated concerns about noise and emissions regarding the CloudNine project and the pending decision on the Mitigated Negative Declaration.

**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.

***Councilmember Charlotte Craven moved to nominate Councilmember Shawn Mulchay as Chair of the Camarillo Airport Authority and Supervisor Kelly Long seconded the motion. All others voted in favor and the motion passed unanimously.***

***Councilmember Charlotte Craven moved to nominate Supervisor Kelly Long as Vice-Chair of the Camarillo Airport Authority and Public Member Bill Thomas seconded the motion. All others voted in favor and the motion passed unanimously.***

**2020 Camarillo Airport Authority Seats:**

Chair – Councilmember Shawn Mulchay

Vice-Chair – Supervisor Kelly Long

***Mayor Tim Flynn moved to nominate Councilmember Bert Perello as Chair of the Oxnard Airport Authority and Public Member Eugene Fussell seconded the motion. All others voted in favor and the motion passed unanimously.***

***Mayor Tim Flynn moved to nominate Public Member Eugene Fussell as Vice-Chair of the Oxnard Airport Authority and Councilmember Bert Perello seconded the motion. All others voted in favor and the motion passed unanimously.***

2020 Oxnard Airport Authority Seats:

Chair – Councilmember Bert Perello

Vice-Chair – Public Member Eugene Fussell

**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.

Director Kip Turner went over a PowerPoint presentation and provided a summary of the Department of Airports' financial performance.

***Camarillo Airport Authority: Supervisor Kelly Long moved to approve staff's recommendation and Councilmember Charlotte Craven seconded the motion. All others voted in favor and the motion passed unanimously.***

***Oxnard Airport Authority: Councilmember Bert Perello moved to approve staff's recommendation and Mayor Tim Flynn seconded the motion. All others voted in favor and the motion passed unanimously.***

**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.

Projects Administrator Erin Powers went over a PowerPoint presentation and provided an update on the Northeast Hangar Development project. Director Kip Turner and Ms. Powers responded to questions posed by Authority members pertaining to project details, specifications, delays and associated costs. Supervisor Kelly Long requested that airport staff keep Authority members informed of project status to ensure that the project is completed as anticipated in December 2020.

***Camarillo Airport Authority: Councilmember Charlotte Craven moved to approve staff's recommendation and Supervisor Kelly Long seconded the motion. All others voted in favor and the motion passed unanimously.***

**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).

Projects Administrator Erin Powers explained that the increased contract amount will go towards covering various redesign costs that were required by the permitting agencies, as well as costs for additional biological surveys and additional inspections required to expand the infiltration detention system. Ms. Powers responded to general questions posed by Authority members.

***Camarillo Airport Authority: Public Member Bill Thomas moved to approve staff's recommendation and Supervisor Kelly Long seconded the motion. All others voted in favor and the motion passed unanimously.***

**7. DIRECTOR'S REPORT**

Director Kip Turner shared that there was an aircraft incident (wheels up landing) on January 20<sup>th</sup> at Oxnard Airport however there were no injuries. Director Turner shared that the agenda for the Authority meeting in March would include the following items: 1) Grant Acceptance for CMA Master Plan Study; 2) CMA Master Plan Agreement; 3) Cloud Nine Mitigated Negative Declaration (MND); and, 4) New Hangar Lease. Mr. Turner also shared that the agenda for the Authority meeting in April may include 1) OXR RWY/TWY Final Design; 2) OXR Preliminary Design Contract; and, 3) Five-Year Airport Capital Improvement Plan. All the items coming before the Authority in March and April will then go before the Board of Supervisors. Also, Mr. Turner attended the Ventura County Transportation Commission (VCTC) meeting on March 7<sup>th</sup> and there was a 10-2 vote against VCTC further considering an amendment to the CloudNine lease and MND.

Mr. Turner provided a projects update. Regarding the Taxiway H project at Camarillo Airport, the grants have been executed and a contract was awarded to Maxwell Asphalt. It is anticipated that the work will begin in April. Regarding the private RKR project (also known as CloudNine) at Camarillo Airport, as previously mentioned the MND will come before the Authority in March. Regarding the Airport Layout Plan for Oxnard Airport, a final report was submitted to the Federal Aviation Administration (FAA) on January 31<sup>st</sup>. Regarding the runway project at Oxnard Airport, it is anticipated that a Notice to Proceed for design will come before the Authority in April, with construction for this project taking place in June, 2021.

Regarding the Silverstrand battery storage facility item that came before the Authority on December 12, 2019, this item was slated to go before the Board of Supervisors on December 17, 2019 however Silverstrand pulled the item to conduct additional environmental research. It is anticipated that this item will go back before the Board of Supervisors in March or April.

Mr. Turner introduced Sean Herder who is the new operations supervisor at Oxnard Airport. He shared that there may be an announcement for the vacant deputy director position in the next month or so. He also mentioned that there are a few other open positions to be filled but the hope is to be fully staffed by the end of first quarter. Mr. Turner requested that John Feldhans, operations supervisor at Camarillo Airport, provide an update on the camera systems at both Camarillo Airport and Oxnard Airport. Lastly, he reminded Authority members that the census is coming up and he shared the department's efforts to promote the census as it is a priority for the County of Ventura.

## **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

***Reports were received and filed.***

## **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 Larochelle 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

***Correspondence was received and filed.***

## **10. MISCELLANEOUS HANDOUTS**

***Information was received and filed.***

## **11. AUTHORITY COMMENTS**

Mayor Tim Flynn stated concerns about the proposed Teal Club development right next to Oxnard Airport and the fact that the Oxnard Elementary School District is planning to

put 1,900 students in the area. Mr. Flynn thanked airport staff for facilitating sending the letter dated December 11, 2019 on behalf of the Oxnard Airport Authority which stated the Authority's concern and objection to the project.

Councilmember Charlotte Craven requested that the Department of Airports agendaize an item related to the CloudNine project to be heard at the Authority meeting scheduled on March 12, 2020. Specifically, one recommendation of the item would be for RKR's lease agreement to be amended to require that the CloudNine project comply with the restrictions of the 1976 agreement between the City of Camarillo and the County of Ventura regarding airport use. The second recommendation would be for RKR to amend the MND for the CloudNine project to comply with the restrictions of the 1976 agreement regarding airport use. Ms. Craven requested the item be agendaized such that the Authority can discuss and potentially approve the recommendations set forth.

Councilmember Bert Perello stated that he appreciated the articles provided in the meeting packet.

Public Member Bill Thomas commented about the air pollution issue in Santa Monica.

## **12. ADJOURNMENT**

There being no further business, the February 13, 2020 Authority meeting was adjourned at 8:06 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