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CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY

MINUTES

June 11, 2020

1. CALL to ORDER and PLEDGE of ALLEGIANCE

CAA Chair, Shawn Mulchay, called the meeting to order at 7:04 p.m. and 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 (L)
Eugene Fussell (Alt)

OAA ABSENT

Excused (E)
Late (L)
Alternate (Alt)

AIRPORT STAFF

Kip Turner, Director
Dave Nafie, Deputy Director
Erin Powers, Projects Administrator
Jamal Ghazaleh, Accounting Manager
John Feldhans, Operations Supervisor
Ana Castro, Management Assistant

3. APPROVAL OF MINUTES – March 12, 2020

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

Oxnard Airport Authority: Supervisor John Zaragoza moved to approve the March meeting minutes and Councilmember Bert Perello seconded the motion. All others voted and the motion passed unanimously.

4. PUBLIC COMMENT PERIOD

Mark Sullivan shared a concern about CloudNine becoming a jet cargo base for Amazon at Camarillo Airport. He also shared that if this is the case, the project would need an Environmental Impact Report on the significant noise, emissions and safety issues that frequent large aircraft freight operations would create at the airport.

5. UNFINISHED BUSINESS – NONE

6. NEW BUSINESS

CAMARILLO & OXNARD AIRPORT AUTHORITY

A. Subject: Review of Fiscal Year 2020-21 Proposed Budget

Recommendation:

Staff requests that your Authorities review and comment on the Department of Airports proposed FY 2020-21 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 provided staff's report and went over a PowerPoint presentation detailing the proposed budget including fiscal year accomplishments. Mr. Turner shared that the FY 20-21 budget is similar to last year's budget and a zero-based approach was used. He added that the department is preparing reduction scenarios at 10% and 15% because fiscal impacts remain unknown due to COVID-19. He also explained that the department is only moving forward with essential projects and he reviewed measures the department is taking to ensure sustainable reserves. The budget will be reevaluated after the first quarter of FY 20-21. Mr. Turner responded to general questions posed by Authority members.

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

Oxnard Airport Authority: Supervisor John Zaragoza 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: Approval of the Department of Airports' Fiscal Year 2020-21 Rent and Fee Schedule, Effective July 1, 2020; Adoption of a Resolution Establishing Rents, Fees, and Insurance Requirements for the Department of Airports; Delegation of Authority to the County Executive Officer and the Director of Airports to Execute Leases, Subleases, Licenses, Permits, Special Use/Activity Permits, Operation Agreements, Extensions, Amendments, Consents, Termination Notices, and Unlawful Detainer Complaints in Accordance with the Provisions of the Schedule

Recommendations:

Staff requests that your Authorities recommend that the Board of Supervisors:

1. Approve the Department of Airports' ("Department") FY 2020-21 Rent and Fee Schedule (Exhibit 1 is a clean version and Exhibit 2 is a legislative version with changes highlighted), with an effective date of July 1, 2020; and
2. Authorize the County Executive Officer and the Director of Airports to execute certain leases, subleases, licenses, permits, special use/activity permits, operation agreements, extensions, amendments, consents, termination notices, and unlawful detainer complaints as described in section III of the attached resolution (pages 30-37 of Exhibit 1); and
3. Approve, adopt, and execute the resolution (pages 30-37 of Exhibit 1) establishing rents, fees, and insurance requirements for the Department.

Director Turner provided staff's report and shared that the department was scheduled to complete a cost-recovery analysis in FY 20-21. The analysis was not done in an effort to ease any financial burden tenants may be experiencing due to COVID-19. Mr. Turner added that there are essentially no changes to rates or fees. He also stated that two non-fee changes were made to the Rent & Fee Schedule related to the proposed hangar lease forms. In the event the proposed hangar lease forms are approved by the Board of Supervisors, the language added to the Rent & Fee Schedule will create an exemption from the 2% transfer fee and authorize the director of airports to execute new lease forms without the existing requirement to obtain approval by the Board of Supervisors for each lease that exceeds a term of five years.

Camarillo Airport Authority: Supervisor John Zaragoza 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: Supervisor John Zaragoza moved to approve staff's recommendations and Mayor Tim Flynn seconded the motion. All others voted in favor and the motion passed unanimously.

C. Subject: Approval of the Five-Year Capital Improvement Plan (CIP) for Camarillo and Oxnard Airports; Authorization for the Director of Airports, or His Designee, to Apply for Grants to Fund Projects Scheduled for Federal Fiscal Years 2020 and 2021 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 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) 2020 and 2021 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 Turner provided staff's report and went over PowerPoint slides outlining projects scheduled at Camarillo and Oxnard airports between 2020-2024. Projects Administrator Erin Powers added that the primary projects at both airports focus on runway and taxiway infrastructure. Ms. Powers stated that there are several no project years so the department can save its entitlements in order to fund the infrastructure projects.

Camarillo Airport Authority: Councilmember Charlotte Craven 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: Supervisor John Zaragoza moved to approve staff's recommendations and Councilmember Bert Perello seconded the motion. All others voted in favor and the motion passed unanimously.

OXNARD AIRPORT AUTHORITY

D. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Sign, a Design Services Contract with Mead and Hunt, Inc., in the Amount of \$1,507,310, for the Final Design of the Oxnard Airport 7-25 Runway, Taxiway Connectors and Taxiway F Reconstruction; Find the Project Categorically Exempt from California Environmental Quality Act; Authorization for the Director of Airports, or His Designee, to Accept and Sign Federal Aviation Administration Grant No. 3-06-0179-036-2020, if Offered, in an Estimated Amount of \$450,000, Which Will Provide Partial Funds for the Final Design Contract; Authorization for the Director of Airports, or His Designee, to Apply for, Accept, and Sign for a Matching Grant from the California Department of Transportation, if Offered; Authorization for County Counsel to Execute the Certificate of Sponsor's Attorney Required by Federal Aviation Administration Grant Agreements; and Authorization for the Auditor-Controller to Process Necessary Budgetary Transactions

Recommendations:

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

1. Approve, and authorize the Director of Airports or his designee to sign, a design services contract (Exhibit 1) with Mead and Hunt, Inc., in the amount of \$1,507,310, for the final design of the Oxnard Airport 7-25 runway, taxiway connectors, and Taxiway F reconstruction;
2. Find that the project is categorically exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines section 15302(b);
3. Authorize the Director of Airports or his designee to accept and sign Federal Aviation Administration (FAA) Grant No. 3-06-0179-036-2020, if offered, in an estimated amount of \$450,000, which will provide partial funds for the Oxnard Airport 7-25 runway, taxiway connectors, and Taxiway F reconstruction final design contract;
4. Authorize the Director of Airports or his designee to apply for, accept, and sign for a matching grant from the California Department of Transportation (Caltrans), if offered; and
5. Authorize County Counsel to execute the Certificate of Sponsor's Attorney required by FAA Grant Agreements; and

6. Authorize the Auditor-Controller to process the necessary budgetary transactions to revise the following appropriations:

Budget Unit 5040 Airports Capital Projects:

Increase Unit 5041-4111 Airports Capital Projects	\$467,310
Decrease Fund E300 Unrestricted Net Position	\$467,310

Director Turner introduced the item and Projects Administrator Erin Powers provided staff's report. Ms. Powers shared that the infrastructure at Oxnard Airport needs to be reconstructed and she reviewed the elements of the design services contract.

Phase	Design Element	Engineering Fee
Phase A – Base Bid	Runway 7/25	\$700,348.74
Phase B – Bid Alternate 1	Taxiway Connectors	\$423,215.55
Phase C – Bid Alternate 2	Taxiway F	\$383,744.85
Total Cost Estimate for Design		\$1,507,309.14

Ms. Powers stated that a reconstruction project with one runway makes it difficult to continue any sort of operations. To that end, the contract is structured to include extensive public outreach efforts such as informational meetings and updates at key milestones. The department will have a website presence and calendar updates for the project. Ms. Powers shared that the department is working closely with the Federal Aviation Administration (FAA) and the FAA offered to provide partial grant funding for the final design in the amount of \$450,000. Additionally, should the FAA have end of year money become available, the department is on a short list to possibly increase the dollar amount of the grant. The final design contract is supporting estimated construction costs of approximately \$19,000,000 for all three elements so it is a significant investment into Oxnard Airport and the local economy. Mead & Hunt is the engineer of record as a result of the five-year consultant selection process that was done in 2016. Jeff Leonard from Mead & Hunt clarified that a full reconstruction entails going all the way down to the bottom of the pavement section to strengthen it and build it back up for a 20+ year pavement design life cycle.

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

7. DIRECTOR'S REPORT

Director Kip Turner provided a COVID-19 update. Mr. Turner shared that County airports were considered essential therefore both airports remained open for business. However, the administration offices were closed to the public as per state and local orders. Staff was able to offer the same services while the offices were closed. The department operated

with essential personnel only and reassigned other personnel to County agencies as needed. Certain employees were authorized to telework. A hiring freeze was implemented for all open positions. The April and May meetings of the Commission and Authorities were canceled due to state and local orders. Director Turner authorized additional land for the Ventura County Office of Emergency Services to use at the beginning of the crisis for some elements related to the County response. He also authorized temporary storage space for the Ventura County Sheriff's Department to store emergency supplies. The department transferred almost 1,500 N95 masks to the Office of Emergency Services. Commercial operators at both airports were asked to report their essential operations. Mr. Turner began daily tracking of operations and industry trends to try and determine what the impacts would be for the department. The Board of Supervisors approved a rent relief package for tenants. Specifically, tenants suffering substantial financial hardship due to COVID-19 can defer rent payments for April and May, 2020, they have up to 12 months to repay the deferred rent and no late fees will be applied. Fuel flowage has been down in late March, April and May however the department believes fuel flowage will begin to trend in a positive direction. The FAA reduced tower hours at Camarillo Airport on a temporary basis. Operations are rebounding and Mr. Turner went over PowerPoint slides depicting the upward trend from April and May, 2020. He also shared that the aviation industry suffers during economic downturns. On the airline side, there are less passengers flying, massive layoffs, retirements and cutbacks. On the business aviation side, the industry is not as high risk and things may be able to trend back to normal sooner than the airlines.

Mr. Turner shared that the vertical construction is now going up regarding the Northeast Hangar Development project at Camarillo Airport (CMA). Also, the Taxiway H improvements were completed at CMA. He also shared that the Part 139 discrepancies from the inspection of Oxnard Airport in 2019 have been addressed. The department still plans to move forward with the master plans for both Camarillo and Oxnard airports and the Silverstrand Grid lease was approved by the Board of Supervisors on April 21, 2020. Mr. Turner introduced and welcomed Deputy Director Dave Nafie. His first day with the department was March 16, 2020.

8. REPORTS

- Monthly Activity Report – February, March, April 2020
- Monthly Noise Complaints – February, March, April 2020
- Consultant Reports – February, March, April 2020
- Airport Tenant Project Status – May 2020
- Project Status – May 2020
- Financial Statements Period Ended – March 31, 2020
- Financial Statements Third Quarter – FY 2019/2020
- Meeting Calendar

Reports were received and filed.

9. CORRESPONDENCE

Letter dated March 2, 2020 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Airport Properties Limited, LLC; Public Records Request dated January 29, 2020

Letter dated March 10, 2020 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Airport Properties Limited, LLC; Public Records Request dated January 29, 2020

Letter dated March 10, 2020 from Madeline Herrle to Jackie Rose, Ventura County Animal Services re: Lease/MOU Renewal – Camarillo Airport Business Park

Letter dated March 17, 2020 from Madeline Herrle to Gregory Peacock, Tactical Communications re: Lease Renewal Proposal

Letter dated March 20, 2020 from Madeline Herrle to Scott Barer re: Public Records Request dated March 17, 2020

Letter dated March 24, 2020 from Kip Turner and Byron Hamilton to Assemblymember Jacqui Irwin re: N95 Masks

Letter dated March 30, 2020 from Madeline Herrle to Scott Barer re: Public Records Request dated March 17, 2020

Letter dated April 2, 2020 from Kip Turner to Ventura County Airport Commission, Airport Authorities, & Tenants re: Update on Coronavirus Impact and Actions at Department of Airports

Notice dated April 7, 2020 from Camarillo Airport Operations Supervisor to Camarillo Airport Tenants re: Taxiways Closed April 20 through April 24

Letter dated April 9, 2020 from Madeline Herrle to John Battle, Lee & Associates re: Rancho Victoria Development Oxnard, California

Memorandum dated April 10, 2020 from Madeline Herrle to Airport Hangar Tenants re: Hangar Improvement Work

Letter dated May 13, 2020 from Kip Turner to Rhonda Rance, U.S. General Services Administration re: Written Notice of Incompatibility

Letter dated May 13, 2020 from Kip Turner to Rick Etter, Federal Aviation Administration re: Notice of Interest

Letter dated May 19, 2020 from Kip Turner to David Haase, U.S. General Services Administration re: Notice of Interest for Negotiated Sale

Correspondence was received and filed.

10. MISCELLANEOUS HANDOUTS

Information was received and filed.

11. AUTHORITY COMMENTS

Supervisor John Zaragoza shared that County government buildings will be open starting Monday, June 15, 2020 and safety measures will be in place. Supervisor Zaragoza thanked everyone for following the guidelines set forth by the Governor.

Supervisor Kelly Long shared that there will be more flexibility for public participation in the Board of Supervisors meetings. Supervisor Long added that businesses can go online to get more information about reopening.

Councilmember Shawn Mulchay shared that the City of Camarillo set a target date of June 29, 2020 to have City Hall open and available to the public. Safety measures will be in place. Councilmember Mulchay also shared that he appreciates Public Member Bill Thomas' background. Mr. Mulchay thanked everyone for their cooperation during the meeting and stated that the meeting went rather smoothly. He also welcomed Deputy Director Dave Nafie.

12. ADJOURNMENT

There being no further business, the June 11, 2020 Authority meeting was adjourned at 9:09 p.m.

A handwritten signature in black ink that reads "Kip Turner". The signature is written in a cursive, flowing style.

KIP TURNER, C.M.
Administrative Secretary