



CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY

MINUTES

March 11, 2021

1. CALL to ORDER and PLEDGE of ALLEGIANCE

CAA Chair, Kelly Long, called the meeting to order at 7:00 p.m. and requested that OAA Chair, Walter Calhoun, lead the pledge of allegiance.

2. ROLL CALL

CAA PRESENT

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

CAA ABSENT

OAA PRESENT

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

OAA ABSENT

Excused (E)

Late (L)

Alternate (Alt)

AIRPORT STAFF

Kip Turner, Director
Dave Nafie, Deputy Director
John Feldhans, Operations Supervisor
Ana Castro, Management Assistant

COUNTY STAFF

Tom Temple, Assistant County Counsel

3. APPROVAL OF MINUTES – February 11, 2021

Camarillo Airport Authority: Public Member Bill Thomas moved to approve the February meeting minutes and Vice Mayor Shawn Mulchay seconded the motion. All members voted in favor and the motion passed unanimously 4-0. Supervisor Carmen Ramirez was absent for the vote.

Oxnard Airport Authority: Supervisor Kelly Long moved to approve the February meeting minutes and Councilmember Vianey Lopez seconded the motion. All members voted in favor and the motion passed unanimously 4-0. Supervisor Carmen Ramirez was absent for the vote.

4. PUBLIC COMMENT PERIOD

None.

5. UNFINISHED BUSINESS – NONE

6. NEW BUSINESS

CAMARILLO & OXNARD AIRPORT AUTHORITY

A. Subject: Approval of the Revised Form Hangar Lease Agreement for Privately Owned Hangars at the Camarillo and Oxnard Airports to Replace Month-to-Month Leases with Term Leases; Authorization for the Director of Airports or His Designee to Terminate All Existing Month-to-Month Hangar Lease Agreements for Privately Owned Hangars and to Sign the Revised Form Lease Agreement with Tenants of Existing Hangars.

Recommendations:

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

1. Approve the revised form hangar lease agreement for privately owned hangars at the Camarillo and Oxnard Airports (Exhibit 3), to replace the current month-to-month leases with term leases; and
2. Authorize the Director of Airports or his designee to terminate all existing month-to-month lease agreements for privately owned hangars and to sign the revised form lease agreement in Exhibit 3 with tenants of existing privately owned hangars.

Director Kip Turner provided historical background on the private hangar lease agreement. Director Turner also reported back on revisions to six sections of the private hangar lease agreement that was requested of staff. Director Turner shared that a revised draft of the proposed lease agreement was sent in a mass email on February 1, 2021 to all private

hangar owners, Camarillo Oxnard Hangar Owners and Tenants Association (COHOTA) representatives, Aviation Advisory Commission members, Camarillo/Oxnard Airport Authority members, County leadership, and others that may have had an interest in the agreement. Staff hosted a virtual meeting on February 11, 2021 with all interested hangar owners to receive feedback and address questions and concerns relating to the agreement. Further edits were made to the agreement after staff received feedback from interested parties. The additional edits can be seen in Exhibit 2 of the meeting packet regarding this item. Mr. Turner reviewed key differences between the current lease and the proposed lease. Tom Temple, Assistant County Counsel, explained components, including notice requirements, of section 39 of the lease. A discussion took place regarding section 39 and the lack of a mediation clause in the agreement. Scott Barer, President of COHOTA, reviewed a PowerPoint presentation outlining COHOTA's objections to the proposed hangar lease agreement. Authority members provided their feedback and recommendations to County staff.

Camarillo Airport Authority: Public Member Bill Thomas moved to set aside the section about decals regarding paragraph #10 of the proposed private hangar lease agreement and address the decals in a separate meeting. County staff to meet with COHOTA and possibly the speakers (specialists) who provided comments during the meeting to finalize section 39 of the proposed lease agreement. County staff to bring this item back in no more than 60 days, or no later than the May meeting. Supervisor Kelly Long seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

Oxnard Airport Authority: Councilmember Bert Perello moved to set aside the section about decals regarding paragraph #10 of the proposed private hangar lease agreement and address the decals in a separate meeting. County staff to meet with COHOTA and possibly the speakers (specialists) who provided comments during the meeting to finalize section 39 of the proposed lease agreement. County staff to bring this item back in no more than 60 days, or no later than the May meeting. Public Member Walter Calhoun seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

B. Subject: Proposed Change to Meeting Time of the Camarillo Airport Authority and Oxnard Airport Authority

Recommendation:

Staff requests that your Authorities discuss and approve a selection from the following meeting time options:

1. Start the meeting at 5:00 p.m.
2. Start the meeting at 5:30 p.m.
3. Start the meeting at 6:00 p.m.
4. Start the meeting at 6:30 p.m.
5. Keep the current time of 7:00 p.m.

A discussion took place among Authority members regarding each member's availability and preferences as it pertains to the proposed meeting start times.

Camarillo Airport Authority: Supervisor Carmen Ramirez moved to approve a meeting start time of 6:30 p.m. and Public Member Bill Thomas seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

Oxnard Airport Authority: Supervisor Kelly Long moved to approve a meeting start time of 6:30 p.m. and Supervisor Carmen Ramirez seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

7. DIRECTOR'S REPORT

Director Kip Turner shared that the Northeast Hangar Development project at Camarillo Airport is complete. Regarding the master plan study for both Camarillo and Oxnard airports, Director Turner reminded Authority members that the first public workshop is scheduled on May 13, 2021. Publication materials for the workshop are being prepared and will go out to the public.

8. REPORTS

Monthly Activity Report – January 2021
Monthly Noise Complaints – January 2021
Consultant Reports – January 2021
Airport Tenant Project Status – February 2021
Project Status – February 2021
Financial Statements Period Ended – December 31, 2020
Financial Statements Second Quarter – FY 2020/2021
Meeting Calendar

Reports were received and filed.

9. CORRESPONDENCE

Email dated February 1, 2021 at 12:25 p.m. regarding proposed private hangar ground lease

Email dated February 1, 2021 at 1:27 p.m. regarding proposed private hangar ground lease

Email dated February 2, 2021 at 9:12 a.m. regarding proposed private hangar ground lease

Email dated February 2, 2021 at 9:16 a.m. regarding proposed private hangar ground lease

Email dated February 2, 2021 at 1:08 p.m. regarding proposed private hangar ground lease

Email dated February 3, 2021 at 1:09 p.m. regarding proposed private hangar ground lease

Email dated February 3, 2021 at 1:37 p.m. regarding proposed private hangar ground lease

Email dated February 8, 2021 at 3:24 p.m. regarding proposed private hangar ground lease

Email dated February 9, 2021 at 11:26 a.m. regarding proposed private hangar ground lease

Email dated February 9, 2021 at 3:22 p.m. regarding proposed private hangar ground lease

Email dated February 10, 2021 at 10:32 a.m. regarding proposed private hangar ground lease

Email dated February 10, 2021 at 12:25 p.m. regarding proposed private hangar ground lease

Email dated February 10, 2021 at 1:53 p.m. regarding proposed private hangar ground lease

Email dated February 10, 2021 at 5:44 p.m. regarding proposed private hangar ground lease

Email dated February 11, 2021 at 9:18 a.m. regarding proposed private hangar ground lease

Email dated February 11, 2021 at 11:01 a.m. regarding proposed private hangar ground lease

Email dated February 11, 2021 at 12:51 p.m. regarding proposed private hangar ground lease

Email dated February 11, 2021 at 2:55 p.m. regarding proposed private hangar ground lease

Email dated February 11, 2021 at 2:57 p.m. regarding proposed private hangar ground lease

Email dated February 16, 2021 at 9:42 a.m. regarding proposed private hangar ground lease

Email dated February 16, 2021 at 11:12 a.m. regarding proposed private hangar ground lease

Email dated February 16, 2021 at 11:32 a.m. regarding proposed private hangar ground lease

Email dated February 16, 2021 at 11:51 a.m. regarding proposed private hangar ground lease

Email dated February 16, 2021 at 4:05 p.m. regarding proposed private hangar ground lease

Email dated February 16, 2021 at 4:28 p.m. regarding proposed private hangar ground lease

Email dated February 22, 2021 at 9:00 a.m. regarding proposed private hangar ground lease

Email dated February 22, 2021 at 11:51 a.m. regarding proposed private hangar ground lease

Email dated February 24, 2021 at 2:42 p.m. regarding proposed private hangar ground lease

Email dated February 24, 2021 at 3:34 p.m. regarding proposed private hangar ground lease

Email dated February 24, 2021 at 4:06 p.m. regarding proposed private hangar ground lease

Email dated February 25, 2021 at 3:27 p.m. regarding proposed private hangar ground lease

Email dated February 25, 2021 at 3:32 p.m. regarding proposed private hangar ground lease

Email dated February 25, 2021 at 5:09 p.m. regarding proposed private hangar ground lease

Email dated February 26, 2021 at 11:45 a.m. regarding proposed private hangar ground lease

Email dated February 26, 2021 at 2:55 p.m. regarding proposed private hangar ground lease

Email dated February 27, 2021 at 9:00 a.m. regarding proposed private hangar ground lease

Email dated February 28, 2021 at 10:44 a.m. regarding proposed private hangar ground lease

Email dated February 28, 2021 at 8:00 p.m. regarding proposed private hangar ground lease

Email dated March 1, 2021 at 8:27 a.m. regarding proposed private hangar ground lease

Email dated March 1, 2021 at 4:27 p.m. regarding proposed private hangar ground lease

Correspondence was received and filed.

10. AUTHORITY COMMENTS

Councilmember Bert Perello shared that there has been a tremendous amount of interest in the Oxnard community with respect to the traffic patterns of small planes that are taking off and circling over areas of Oxnard. Mr. Perello has heard from neighborhood councils affected by the noise and he shared that these groups want to know if anything more can be done to mitigate the noise. Supervisor Carmen Ramirez shared that she was contacted by Channel Islands Neighborhood Council. The Neighborhood Council would like to make a presentation and have an item placed on the agenda. Supervisor Ramirez would like to hear their comments.

Public Member Bill Thomas stated that Wings Over Camarillo is in full planning for the Camarillo Air Show in August and there is better than a 50/50 chance it will go forward. Mr. Thomas inquired as to the status of the CloudNine project at Camarillo Airport. Director Kip Turner shared that he believes the project is making progress however he would refer Mr. Thomas to CloudNine personnel for an update.

11. ADJOURNMENT

There being no further business, the March 11, 2021 Authority meeting was adjourned at 9:17 p.m.

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

KIP TURNER, C.M.
Administrative Secretary