

CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY

MINUTES

October 10, 2019

1. CALL to ORDER and PLEDGE of ALLEGIANCE

OAA Chair, John Zaragoza, called the meeting to order at 7:00 p.m. and requested that Bill Thomas lead the pledge of allegiance.

2. ROLL CALL

CAA PRESENT

Kelly Long
 John Zaragoza
 Shawn Mulchay (L)
 Bill Thomas

CAA ABSENT

Susan Santangelo (E)

OAA PRESENT

Kelly Long
 John Zaragoza
 Tim Flynn
 Bert Perello
 Walter Calhoun
 Eugene Fussell (*Alt*)

OAA ABSENT

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

AIRPORT STAFF

Kip Turner
 Madeline Herrle
 John Feldhans
 Ana Castro

3. APPROVAL OF MINUTES – September 12, 2019

Camarillo Airport Authority: No quorum therefore approval of the September minutes will be tabled to the next meeting.

Oxnard Airport Authority: Supervisor Kelly Long moved to approve the September 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.

William Babb expressed concerns about a letter he received from the Department of Airports regarding the hangar leases.

5. UNFINISHED BUSINESS

OXNARD AIRPORT AUTHORITY

- A. **Subject:** Approval of, and Authorization for the Director of Airports, or His Designee, to Execute, the First Amendment to the License and Use Agreement with T-Mobile West, LLC, a Delaware Limited Liability Company, Successor in Interest to Pacific Bell Wireless, LLC, for a Cellular Tower at Oxnard Airport, to Provide for Additional Optional Extensions, Increase Rent, and Make Other Changes.

Recommendation:

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

Approve, and authorize the Director of Airports, or his designee, to execute, the First Amendment to the license and use agreement with T-Mobile West, LLC, (Attachment 1) for a cellular tower at Oxnard Airport, to provide for additional optional extensions, increase rent, and make other changes.

Director Kip Turner provided staff's report on this item and Lease Manager Madeline Herrle responded to a general question posed by Councilmember Bert Perello.

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

6. NEW BUSINESS

OXNARD AIRPORT AUTHORITY

- A. **Subject:** Receive and File a Report Concerning the Status of the Proposal by the Oxnard School District to Construct Two Schools at the Intersection of Doris Avenue and Patterson Road; Receive and File the Report from Ventura Local Agency Formation Commission Concerning the

Annexation Process of the District's Proposed School Sites at the Intersections of Doris Avenue and Patterson Road; Approve and Authorize the Chairperson to Send a Letter, on Behalf of the Oxnard Airport Authority, to the City of Oxnard Objecting to the Annexation of the Oxnard School District's Property for the Purpose of Constructing the Schools.

Recommendations:

Staff requests that your Authority:

1. Receive and file staff's report concerning an update on Oxnard School District's (District) proposed school sites at the intersection of Doris Avenue and Patterson Road.
2. Receive and file the report from Ventura Local Agency Formation Commission (LAFCO) concerning the annexation process of the District's proposed school sites at the intersections of Doris Avenue and Patterson Road.
3. Approve and authorize the Chairperson to send a letter, to be prepared by the Director of Airports, to the City of Oxnard objecting to the annexation of the District's property for the purposes of constructing two schools at the intersection of Doris Avenue and Patterson Road.

Director Kip Turner introduced Kai Luoma, Executive Officer for the Ventura Local Agency Formation Commission. Mr. Luoma went over a PowerPoint presentation that detailed the LAFCo process. Mr. Luoma responded to numerous questions posed by Authority members. An extensive discussion took place regarding the proposed school sites and public safety concerns. Public Member Bill Thomas requested that an overlay of the traffic pattern zone be included as an attachment in the letter that is to be sent to the City of Oxnard. Supervisor Kelly Long requested that airport staff attempt to get an updated comment from Caltrans. The last letter on file from Caltrans regarding this project is from 2002.

Oxnard Airport Authority: Supervisor Kelly Long 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 reported back to Authority members on multiple inquires made by Mark Sullivan at a previous Authority meeting. Mr. Turner shared that John Lewis passed away in a plane crash that occurred on October 8th at Camarillo Airport. Mr. Turner also shared that there were aircraft incidents on September 23rd, September 25th and September 29th at Oxnard Airport however there were no injuries. He stated that County staff had a follow-up meeting with representatives from the hangar owners' association on September 26th

to discuss the hangar leases. He also stated that a letter went out to tenants on October 3rd which provides an update on the status of the hangar leases. Mr. Turner shared that staff is preparing templates for the new leases which will go through the public process.

Director Turner provided a projects update. Regarding the Northeast Hangar Development at Camarillo Airport, staff is still working with the contractor to resolve unknown potential change orders. He also stated that the Oxnard runway design scope is being worked out with the Federal Aviation Administration (FAA) and the department's consultant. The Airport Layout Plan for Oxnard Airport is also moving forward. A draft of the plan was submitted to the FAA for review on October 8th. Mr. Turner shared that he is still looking into updating the master plans for both Camarillo and Oxnard airports. He is working with the FAA to secure funding for the master plans and he anticipates seeing forward progress by January, 2020. The grant for the Taxiway H project at Camarillo Airport has been executed and a contract has been awarded to Maxwell Asphalt. It is anticipated that a Notice to Proceed will go out by the end of this month. Mr. Turner stated that the department is currently assessing the structural integrity of the County-owned hangars at both airports. Many hangars are in need of maintenance and repairs.

Director Turner shared that the Aviation Advisory Commission is updating their bylaws. Mr. Turner also shared that staff is still working on the discrepancies noted in the Part 139 inspection that occurred at Oxnard Airport. He provided a personnel update regarding the vacancies in the department's maintenance division. Job offers are currently being made to fill the four regular vacancies and one temporary vacancy. He shared that he is serving as a board member for the Oxnard Chamber of Commerce and the Camarillo Chamber of Commerce.

8. REPORTS

Monthly Activity Report – August 2019
Monthly Noise Complaints – August 2019
Consultant Reports – August 2019
Airport Tenant Project Status – September 2019
Project Status – September 2019
Meeting Calendar

Reports were received and filed.

9. CORRESPONDENCE

Memorandum dated August 29, 2019 from Erin Powers to Distribution List re: Environmental Document Review – County Project

Letter dated September 11, 2019 from Erin Powers to Shannon Montano, California Department of Transportation re: State Matching Funds – Federal Aviation Administration Grant AIP 3-06-0339-037-2019 – Camarillo Airport

Letter dated September 12, 2019 from Madeline Herrle to Sheila Sannadan, Adams Broadwell Joseph & Cardozo re: Public Records Request – Silverstrand Grid Project

Letter dated September 17, 2019 from Erin Powers to G. Adams, The Adams Companies re: Notice to Proceed, AEA No. 20-04; INDEPENDENT FEE ESTIMATE for Design Engineering Services for Oxnard Airport – Runway, Taxiway Connectors and Taxiway F Reconstruction

Letter dated September 17, 2019 from Erin Powers to Mead & Hunt, Inc. re: Notice to Proceed; Oxnard Airport – Consulting Service Contract; Preliminary Site Investigation Services for Taxiway F Improvements; AEA No. 20-05

Letter dated September 18, 2019 from Madeline Herrle to Mark Sullivan, The Law Office of Mark F. Sullivan re: Airport Properties Limited, LLC; Public Records Request dated September 9, 2019

Letter dated September 19, 2019 from Madeline Herrle to John Neustadt re: Public Records Request dated September 9, 2019

Correspondence was received and filed.

10. MISCELLANEOUS HANDOUTS

Information was received and filed.

11. AUTHORITY COMMENTS

Councilmember Bert Perello thanked Director Kip Turner for his in-depth director's report. Fellow Authority members concurred with Councilmember Perello's comment.

Supervisor Kelly Long thanked department staff for their hard work and professionalism while dealing with the recent incidents at the airport.

12. ADJOURNMENT

There being no further business, the October 10, 2019 Authority meeting was adjourned at 8:26 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