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CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY

MINUTES

September 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.

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

2. ROLL CALL

CAA PRESENT

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

Excused (E)

Late (L)

Alternate (Alt)

CAA ABSENT

OAA PRESENT

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

OAA ABSENT

AIRPORT STAFF

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

3. APPROVAL OF MINUTES – July 9, 2020

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

Oxnard Airport Authority: Public Member Walter Calhoun moved to approve the July meeting minutes and Supervisor Kelly Long seconded the motion. All others voted and the motion passed unanimously 4-0. Mayor Tim Flynn was absent for the vote.

4. PUBLIC COMMENT PERIOD

None

5. UNFINISHED BUSINESS – NONE

6. NEW BUSINESS

OXNARD AIRPORT AUTHORITY

A. Subject: Receive and File a Summary of the Tenant Workshop Held on August 25, 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 tenant workshop held on August 25, 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 projects administrator Erin Powers would provide additional information. Ms. Powers shared that Mead & Hunt, Inc. led the tenant workshop that took place on August 25, 2020. The purpose of today's presentation is to share a summary of the workshop including feedback that was received, and to answer any questions Authority members may have about the project. Ms. Powers introduced Chuck McCormick who is the project manager with Mead & Hunt, Inc. Mr. McCormick introduced his team at Mead & Hunt, Inc. who includes Jeff Leonard/Principal-in-Charge, Jannet Loera/Civil Design Lead, and Alex Radovanovich/Civil Engineer. Mr. McCormick and team went over a PowerPoint presentation outlining the project overview/description and phasing options. Mr. McCormick shared that future workshops are planned in the October and January timeframe. Mr. McCormick and team, and airport staff responded to general questions posed by Authority members. Councilmember Bert Perello commented that at some point in the near future he would like to know whether airport tenants will receive rent relief for the period that the runway will be closed during the project. A discussion took place regarding the feasibility of phasing option Alternative

4. It was requested that airport staff consult with the Federal Aviation Administration (FAA) to determine if they concur with Mead & Hunt, Inc. that Alternative 4 is not a feasible option.

Oxnard Airport Authority: Councilmember Bert Perello moved to approve staff's recommendation, subject to airport staff seeking clarification regarding the feasibility of phasing option Alternative 4 and reporting back to the Oxnard Airport Authority, and Mayor Tim Flynn seconded the motion. All others voted in favor and the motion passed unanimously.

CAMARILLO AIRPORT AUTHORITY

B. Subject: Approval of, and Authorization for the Director of Airports or his Designee to Execute, the Fifth Amendment to Lease with Fresh Concepts, LLC to Expand the Leased Premises.

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 Fifth Amendment to Lease with Fresh Concepts, LLC (Fresh Concepts) for additional area to be added to the leased premises.

Director Kip Turner introduced the item and shared that the lease amendment allows the Waypoint Café located at Camarillo Airport the ability to expand their outdoor seating area. The expansion is needed to comply with social distancing requirements related to the COVID-19 pandemic. It was clarified that the lease amendment will be permanent even though it came to fruition as a result of the pandemic.

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.

7. DIRECTOR'S REPORT

Director Kip Turner shared an update on the Aspen Option Agreement which was approved by the Aviation Advisory Commission on July 6, 2020 and by the Oxnard Airport Authority on July 9, 2020. The Option Agreement was scheduled to go before the Board of Supervisors on July 28, 2020 however Mr. Turner pulled the item from the Board's agenda for further vetting. Mr. Turner also shared that RKR, Inc. experienced delays with the CloudNine Project related to COVID-19, and their current Option Agreement was set to expire on September 10, 2020. Due to the time-sensitive nature of this matter, an extension to the current Option Agreement went before the Board of Supervisors on

September 1, 2020. The Board approved an extension to March 10, 2021. Lastly, Director Turner anticipates bringing the hangar lease item before the Commission on November 2, 2020, the Camarillo and Oxnard Airport Authorities on November 12, 2020, and the Board of Supervisors on December 8, 2020.

8. REPORTS

Monthly Activity Report – June, July 2020
Monthly Noise Complaints – June, July 2020
Consultant Reports – June, July 2020
Airport Tenant Project Status – August 2020
Project Status – August 2020
Rotation Schedule
Meeting Calendar

It was requested that airport staff separate airside citations and landside citations in the monthly activity report going forward. Reports were received and filed.

9. CORRESPONDENCE

Letter dated June 25, 2020 from Dave Nafie to Charlotte Jones, Federal Aviation Administration Western-Pacific Region re: OXR Airport Operating Certificate – Class III; Annual Tabletop Exercise; Request for Extension

Letter dated June 25, 2020 from Erin Powers to Mike Barrow, Toro Enterprises, Inc. re: Camarillo Airport – NE Hangar Development, Phase 1 Construction Project; FAA AIP No.: 3-06-0339-036-2017; Spec. No. DOA 17-01; Proj. No. CMA-195; Utilization of Unlisted Subcontractor; D & D Laser Screed

Letter dated June 29, 2020 from Madeline Herrle to Jackie Rose, Ventura County Animal Services re: Memorandum of Understanding – Camarillo Airport Business Park

Letter dated July 1, 2020 from Madeline Herrle to Mario Pena, Dba N & N Transport re: Parking Lot Lease – Camarillo Airport Business Park

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

Letter dated July 31, 2020 from John Feldhans to Airport Response Partner re: Annual Oxnard Airport Table Top Exercise

Letter dated August 12, 2020 from Kip Turner to Lucila Arango re: Arango Letter of Intent / Oxnard Airport

Notice re: Oxnard Airport Runway 7-25, Taxiway Connectors, and Parallel Taxiway Reconstruction Project Tenant Workshop

Correspondence was received and filed.

10. MISCELLANEOUS HANDOUTS

Information was received and filed.

11. AUTHORITY COMMENTS

Public Member Bill Thomas noted that an Airport Layout Plan (ALP) is underway for Oxnard Airport and he inquired as to whether an ALP is in the works for Camarillo Airport. Director Turner shared that the department has received grant funding in the amount of \$750,000 for a master plan study. The study will include an ALP update for Camarillo Airport. Mr. Turner also expanded upon other components that will be included in the master plan study.

Public Member Walter Calhoun commented that he attempted to second the motion Councilmember Bert Perello made regarding agenda item 6.A. and he also voted in favor of the motion.

Councilmember Bert Perello commented that he appreciated the director's report and the update on the hangar issue. 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. Mr. Perello pointed out that there may be a period during the reconstruction project when fewer noise complaints are received however he anticipates that the complaints will start up again one the project is completed and pilots begin to fly again. Mr. Perello closed by thanking both Airport Authorities and airport staff.

12. ADJOURNMENT

There being no further business, the September 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 written in a cursive, flowing style with a long horizontal stroke at the end.

KIP TURNER, C.M.
Administrative Secretary