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## CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY

### MINUTES

September 12, 2019

#### 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  
John Zaragoza  
Shawn Mulchay  
Susan Santangelo  
Bill Thomas  
Michael Hodson (*Alt*)

##### CAA ABSENT

##### 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  
Jorge Rubio  
Madeline Herrle  
John Feldhans  
Ana Castro

#### 3. APPROVAL OF MINUTES – July 11, 2019

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

***Oxnard Airport Authority: Public Member Walter Calhoun moved to approve the July meeting minutes and Councilmember Bert Perello seconded the motion. Supervisor Kelly Long abstained. 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 requested information from the Department of Airports about whether Boeing business jets would be allowed to operate out of Camarillo Airport. Mr. Sullivan also shared that when he did the math for the northeast hangars that are going to be built at Camarillo Airport, he did not come up with the same number that was in the Department of Airport's forecasted budget. Mr. Sullivan also commented on the Northeast Hangar Development and the change order from Toro. He stated a concern about whether the change order would cause a deficit in the Department of Airport's budget and if the financial burden would be shifted to hangar owners/renters.

## **5. NEW BUSINESS**

### **CAMARILLO & OXNARD AIRPORT AUTHORITY**

- A. **Subject:** Approval of, and Authorization for the Director of Airports, or His Designee, to Modify the Required Minimum Standards for Aeronautical Service for Ventura County Airports, Section 5.2 Aircraft Maintenance and Repair, Minimum Standards paragraph 3. Minimum On-Airport Hangar Area Requirement from 5,000 Square Feet to 2,500 Square Feet and Additional Language.

#### **Recommendation:**

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

Approve, and adopt the attached amendment (Attachment 1) to the Required Minimum Standards for Aeronautical Services for Ventura County Airports, effective October 1, 2019.

Lease Manager Madeline Herrle provided staff's report on this item and responded to general questions posed by Authority members. Authority member Bill Thomas pointed out a typo on Attachment 1, #7. Ms. Herrle indicated that the typo would be corrected.

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

## **OXNARD AIRPORT AUTHORITY**

**B. 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.

Lease Manager Madeline Herrle provided staff's report on this item and responded to general questions posed by Authority members. Authority member Walter Calhoun inquired as to whether the lease between the Department of Airports and T-Mobile provides an option for relocation of the tenant should the need arise. Ms. Herrle responded that she would have to look into this matter and report back to the Authority.

***Oxnard Airport Authority: Councilmember Bert Perello moved to table this item to the Authority's next regular meeting and Public Member Walter Calhoun seconded the motion. All others voted in favor and the motion passed unanimously.***

## **6. UNFINISHED BUSINESS**

### **CAMARILLO AIRPORT AUTHORITY**

**A. Subject: Review and Consider Approval of the Updated Draft Bylaws of the Camarillo Airport Authority**

### **Recommendation:**

Staff requests that your Authority review and consider approval of the updated draft Bylaws

of the Camarillo Airport Authority.

A discussion took place about the word “expressly” which is used in Article III. Duties and Responsibilities of the bylaws. The discussion circled around whether the word should remain in the bylaws or be stricken from the bylaws.

***Camarillo Airport Authority: Councilmember Shawn Mulchay moved to approve the bylaws as proposed with the word “expressly” being stricken from Article III. Duties and Responsibilities, Paragraph 2, Line 1 and Councilmember Susan Santangelo seconded the motion. All others voted in favor and the motion passed unanimously.***

## **7. DIRECTOR’S REPORT**

Director Kip Turner shared that two individuals from out-of-state passed away in a plane crash that occurred on August 7<sup>th</sup> at Camarillo Airport. Mr. Turner also shared that two local residents from Santa Barbara also passed away in a plane crash that occurred on August 11<sup>th</sup> in Idaho. He stated that County staff met with representatives from the hangar owners’ association on August 14<sup>th</sup> to discuss the hangar leases and there will be a follow-up meeting on September 26<sup>th</sup>. Mr. Turner stated that the Department of Airports finished the fiscal year very strong. He also shared that the Northeast Hangar Development is on a temporary pause due to a change order that is being negotiated. He also stated that the Oxnard runway design scope is being worked out with the Federal Aviation Administration (FAA) and the department’s consultant. Airport staff will be meeting with the FAA next week to work out the details of the Oxnard runway design and there may be some additions to the project. The Airport Layout Plan for Oxnard Airport is also moving forward. A draft of the plan has been submitted to the FAA for review. Mr. Turner shared that he is still looking into updating the master plans for both Camarillo and Oxnard airports. He is hoping to make progress on the master plans by January, 2020. The grant for the Taxiway H project at Camarillo Airport has been received and accepted by the department. A Notice to Proceed for the project has been sent and the work will begin soon. 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. Mr. Turner congratulated deputy director Jorge Rubio for being selected as the second vice president of the Southwest Chapter of the American Association of Airport Executives. Mr. Turner shared that the Camarillo Air Show was a huge success and he is looking forward to next year’s event. He also shared that a developer has purchased the land at Camarillo Airport where the water tower stands. The land is going to be redeveloped so the water tower will need to be removed as well as the rotating beacon that is atop the tower. A new location for the beacon will be determined after a site study has been completed. Mr. Turner shared that the FAA issued their written report regarding the Part 139 inspection that occurred at Oxnard Airport. Mr. Turner is currently negotiating some of the recommendations with the FAA. Director Turner shared that he is averaging one and a half to two days a week at his satellite office located at Oxnard Airport. He also stated that the department has initiated

a catchment leakage study to explore airline service needs. He provided a personnel update regarding the vacancies in the department's maintenance division. There are still four regular vacancies and one temporary vacancy for which interviews will be scheduled soon. Also, Tom Rooney (the department's engineering technician who retired in July) was unable to attend the Authority meeting, which was requested by Authority members, however airport staff did provide him with a recognition plaque for his many years of County service. Director Turner shared that he has been participating in a LEAP leadership program through the County and he is serving on the County's sustainability committee. He is also serving as a board member for the Oxnard Convention & Visitors Bureau. Lastly, he is participating in the Airport Executive Leadership Programme which is another leadership program.

## **8. REPORTS**

Monthly Activity Report – June, July 2019  
Monthly Noise Complaints – June, July 2019  
Consultant Reports – June, July 2019  
Airport Tenant Project Status – July, August 2019  
Project Status – July, August 2019  
Financial Statements Period Ended – June 30, 2019  
Financial Statements Fourth Quarter – FY 2018/2019  
Meeting Calendar

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

## **9. CORRESPONDENCE**

Letter dated June 19, 2019 from Erin Powers to Mike Barrow, Toro Enterprises, Inc. re: Approval of Contractor Request for Substitution of Subcontractor for Cause for the 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

Letter dated June 19, 2019 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 CINDY TRUMP INC.

Letter dated June 26, 2019 from Kip Turner to Joel Kirschenstein, Sage Realty Group re: Interest in Properties located in RPZ for Oxnard Airport

Letter dated June 28, 2019 from John Feldhans re: Camarillo Hangar Waitlist

Letter dated July 3, 2019 from Jorge Rubio to Rosemarie Gaglione, City of Oxnard re: Comments on Campus Park Development, Oxnard, CA

Letter dated July 8, 2019 from Madeline Herrle to Peter Yune, T-Mobile West LLC re: T Mobile ID SV00504A; Site Address: 2889 W. 5<sup>th</sup> St., Oxnard, CA 93030; Consent request for modifications to equipment

Notice dated July 12, 2019 from Camarillo Airport Operations Supervisor to East End Hangar Tenants at Camarillo Airport re: Construction Start Date – Northeast Hangar Development, Phase 1

Letter dated July 18, 2019 from Madeline Herrle to Mark Sullivan re: June 24, 2019 Public Records Request #1 on behalf of your client Gerald Alves

Letter dated July 18, 2019 from Madeline Herrle to Mark Sullivan re: June 24, 2019 Public Records Request #2 on behalf of your client Gerald Alves

Letter dated July 18, 2019 from Madeline Herrle to Mark Sullivan re: June 24, 2019 Public Records Request #3 on behalf of your client Gerald Alves

Letter dated July 18, 2019 from Madeline Herrle to Mark Sullivan re: June 24, 2019 Public Records Request #4 on behalf of your client Gerald Alves

Letter dated July 18, 2019 from Madeline Herrle to Mark Sullivan re: June 24, 2019 Public Records Request #5 on behalf of your client Gerald Alves

Letter dated July 19, 2019 from Erin Powers to Lemuel Del Castillo, Federal Aviation Administration re: Camarillo Airport – Taxiway H Pavement Rehabilitation; CONTRACTOR SELECTION RECOMMENDATION; Future AIP Grant No. 03-06-0339-37-2019

Notice dated July 29, 2019 from Camarillo Airport Operations Supervisor to East End Hangar Tenants at Camarillo Airport re: Construction Start Date – Northeast Hangar Development, Phase 1 – Update

Notice dated August 6, 2019 from Camarillo Airport Operations Supervisor to Camarillo Airport Tenants – Tie-Down Rows 14, 15, 16, and 17 re: Temporary Aircraft Relocation for Wings Over Camarillo Air Show

Letter dated August 26, 2019 from Madeline Herrle to Sheila Sannadan, Adams Broadwell Joseph & Cardozo re: Public Records Request – Silverstrand Grid Project

Letter dated August 26, 2019 from Erin Powers to Lemuel Del Castillo, Federal Aviation Administration re: AIRPORT IMPROVEMENT PROGRAM CAMARILLO AIRPORT – AIP 3-06-0339-037-2019

Letter dated August 26, 2019 from Erin Powers to Shannon Montano, California Department of Transportation re: Application for State Matching Funds – Federal Aviation Administration (FAA) Grant AIP 3-06-0339-037-2019 – Camarillo Airport

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

## 10. MISCELLANEOUS HANDOUTS

*Information was received and filed.*

## 11. AUTHORITY COMMENTS

Supervisor Kelly Long requested that department staff report back to the Airport Authorities regarding the concerns stated by the member of the public during the public comment period.

Public Member Bill Thomas provided an update on the Camarillo Air Show and thanked all entities involved for their collaboration efforts. Supervisor Long also commented on the success of the Air Show and thanked everyone involved. Supervisor Long shared that 169 pets were adopted at the animal shelter for a special event that was held in partnership with the Air Show. Supervisor John Zaragoza commented on a great Air Show and thanked airport staff for their assistance in fielding noise complaints. Councilmember Bert Perello commented on the success of the pet adoptions.

Mayor Tim Flynn shared that a draft environmental report on a proposed Teal Club development right next to the Oxnard Airport will be released before the end of the year. The development is for close to 1,000 homes and 60,000 square feet of commercial space. In addition, the Oxnard Elementary School District is planning to put 1,900 students in the area. Mr. Flynn stated his concerns about the development and shared that the state can overrule local authorities on land use because of the need to build schools. Mr. Flynn believes blocking the homes from being built would make it difficult for the Local Agency Formation Commission to annex the land into the City. Authority members requested that this matter be agendaized for the next meeting so there can be further discussion.

Councilmember Perello thanked Director Kip Turner for his in-depth director's report.

## 12. ADJOURNMENT

There being no further business, the September 12, 2019 Authority meeting was adjourned at 8:23 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