



**CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY**

**MINUTES**

**April 14, 2022**

**1. CALL to ORDER and PLEDGE of ALLEGIANCE**

CAA Chair, Susan Santangelo, called the meeting to order at 6:30 p.m. and requested that Supervisor Carmen Ramirez lead the pledge of allegiance.

**2. ROLL CALL**

**CAA PRESENT**

Kelly Long  
 Carmen Ramirez  
 Shawn Mulchay  
 Susan Santangelo  
 Scott Barer  
 Randall Sanada (*Alt*)

**CAA ABSENT**

**OAA PRESENT**

Kelly Long  
 Carmen Ramirez  
 Bert Perello  
 Vianey Lopez  
 Eugene Fussell  
 Mark King (*Alt*)

**OAA ABSENT**

*Excused (E)*

*Late (L)*

*Alternate (Alt)*

**AIRPORT STAFF**

Keith Freitas, Director  
 Dave Nafie, Deputy Director  
 Ana Castro, Program Administrator

**COUNTY STAFF**

Tom Temple, Assistant County Counsel

**3. AGENDA REVIEW**

No changes to the agenda.

**4. APPROVAL OF MINUTES – March 10, 2022 (Regular Meeting)  
April 8, 2022 (Special Meeting)**

***Camarillo Airport Authority: Mayor Shawn Mulchay moved to approve the March 10, 2022 regular meeting minutes and the April 8, 2022 special meeting minutes, and Public Member Scott Barer seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

***Oxnard Airport Authority: Supervisor Kelly Long moved to approve the March 10, 2022 regular meeting minutes and the April 8, 2022 special meeting minutes, and Supervisor Carmen Ramirez seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

**5. PUBLIC COMMENT PERIOD**

Public comments heard. Councilmember Bert Perello stated that in regard to comments from the first public speaker, he is requesting that County Counsel investigate whether rules of the election are being followed in the organization, and whether the agenda is posted with a start and stop time. Mr. Perello would like an answer tonight or at the next meeting.

**6. NEW BUSINESS**

**OXNARD AIRPORT AUTHORITY**

**A. Subject: Consider Adoption of Resolution #9 Authorizing Remote Teleconference Meetings of the Oxnard Airport Authority for a 30-Day Period**

**Recommendation:**

Consider adoption of Resolution #9 (Exhibit 1) authorizing remote teleconference meetings of the Oxnard Airport Authority for a 30-day period pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act.

***Oxnard Airport Authority: Councilmember Bert Perello moved to approve staff's recommendation and Supervisor Carmen Ramirez seconded the motion. All members voted in favor and the motion passed unanimously 5-0***

**CAMARILLO AIRPORT AUTHORITY**

**B. Subject: Consider Adoption of Resolution #9 Authorizing Remote Teleconference Meetings of the Camarillo Airport Authority for a 30-Day Period**

**Recommendation:**

Consider adoption of Resolution #9 (Exhibit 1) authorizing remote teleconference meetings of the Camarillo Airport Authority for a 30-day period pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act.

***Camarillo Airport Authority: Mayor Shawn Mulchay moved to approve staff's recommendation and Public Member Scott Barer seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

**CAMARILLO & OXNARD AIRPORT AUTHORITY**

**C. Subject: Review, Discuss, and Provide Direction to Staff as to Format and Content of a Draft Voluntary Noise Abatement Procedure Pilot Guide**

**Recommendation:**

Staff requests that your Commission/Authorities review a draft Voluntary Noise Abatement Procedure Pilot Guide (Pilot Guide) and provide direction to staff regarding the format and content of the document.

Deputy Director Dave Nafie provided a staff report and welcomed comments. Authority members Scott Barer, Randall Sanada, and Kelly Long indicated that the guide provides good information for the community and pilots. Randall Sanada stated that air space is controlled by Oxnard tower who gives directives to pilots for the purpose of maintaining separation between aircraft, particularly during times of congestion. That said, Mr. Sanada stated a concern about the community having an expectation that what is depicted in the guide will take place every day with every flight. Mr. Sanada added that a key challenge is to make sure that not only local pilots have this information, but pilots flying in from out of town, and the latter may be more challenging. Councilmember Bert Perello referenced issues previously raised by Walter Calhoun, and separate issues raised by the FAA during a noise forum that took place at Oxnard Airport. Authority member Mark King shared that he will be attending upcoming pilot controller forums. Mr. King stated that he will be able to get our local airport information out to the pilots which will hopefully improve the situation with airplanes coming from out of the area. Authority member Susan Santangelo commented that once the guides are finalized, she would like to send them out to regional flight schools to get the word out to pilots not originating from Camarillo or Oxnard.

**D. 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**

**Recommendation:**

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 1), 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 1 with tenants of existing privately owned hangars.

Director Keith Freitas provided remarks and introduced Dave Timms, a member of the Board of Directors for the Camarillo Oxnard Hangar Owners and Tenants Association (COHOTA), who reviewed a PowerPoint presentation on behalf of COHOTA. Authority members provided comments and gave thanks to all parties involved in the lease agreement process.

***Camarillo Airport Authority: Supervisor Kelly Long moved to approve staff's recommendation and Public Member Scott Barer seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

***Oxnard Airport Authority: Councilmember Bert Perello moved to approve staff's recommendation and Public Member Eugene Fussell seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

**E. Subject: Receive and File a Presentation Regarding Landing Fees for Aircraft Operations at Oxnard & Camarillo Airports and Noise Mitigation Measures**

**Recommendation:**

Staff recommends that the Commission/Authorities receive and file a presentation regarding landing fees for aircraft operations at Oxnard & Camarillo Airports and noise mitigation measures.

Director Keith Freitas reviewed a PowerPoint presentation and received Authority comments and concerns.

***Camarillo Airport Authority: Supervisor Kelly Long moved to approve staff's recommendation and Public Member Scott Barer seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

***Oxnard Airport Authority: Councilmember Bert Perello moved to approve staff's recommendation and Councilmember Vianey Lopez seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

## **7. DIRECTOR'S REPORT**

- RKR (the developer of Could Nine) received building permits from the City of Camarillo on March 9<sup>th</sup> and received building permits from the County of Ventura on March 29<sup>th</sup>.
- Due to the change of ownership and supply chain issues, AVEX expects to have the self-serve island back in service by June. AVEX ownership is currently providing fuel truck delivery at the same rate as self-serve.
- A solicitation went out for two aviation properties, a five-acre parcel and seven-acre parcel, at Oxnard Airport. Staff expects solicitation interest to be received by May 6<sup>th</sup>.
- The bid opening for the Oxnard Airport Taxiway Connector project is set for April 26<sup>th</sup>. The project is expected to cost between 3 million to 6 million.
- Due to some Brown Act challenges there will not be a special budget workshop, but instead there will be a budget briefing at one of the regular meetings.
- The Oxnard Air Traffic Manager, Mr. Roger Green has retired, and Lee Westfall is serving as the Interim Air Traffic Manager.

***Report was received and filed.***

## **8. REPORTS**

**Report items listed below are presented to the Airport Authorities for information only, at this time. The report items require no action or are not ready for the Airport Authorities' consideration. The Airport Authorities may refer these items to the Department of Airports for investigation and report back on a future agenda.**

Consultant Reports – February 2022  
Airport Tenant Project Status – March 2022  
Project Status – March 2022  
Meeting Calendar

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

## **9. CORRESPONDENCE**

**Correspondence items listed below are presented to the Airport Authorities for information only, at this time. The correspondence items require no action or are not ready for the Airport Authorities' consideration. The Airport Authorities may refer these items to the Department of Airports for investigation and report back on a future agenda.**

None.

## **10. AUTHORITY COMMENTS**

Councilmember Bert Perello commented that he is being asked by residents of Oxnard if there are plans to bring commercial flights into Oxnard. Mr. Perello is also being asked by the residents of Oxnard when the Ventura County Airport Authority will have a meeting in the Oxnard City Council, and he hopes that once the Authority is able to have open meetings there will be one scheduled to meet at the City of Oxnard City Hall.

## **11. ADJOURNMENT**

There being no further business, the April 14, 2022 Camarillo Airport Authority and Oxnard Airport Authority meeting was adjourned at 8:56 p.m.



KEITH FREITAS, A.A.E., C.A.E.  
Administrative Secretary