



CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY

MINUTES

June 9, 2022

1. CALL to ORDER and PLEDGE of ALLEGIANCE

CAA Chair, Susan Santangelo, called the meeting to order at 6:32 p.m. and requested that CAA Vice-Chair, Scott Barer, lead the pledge of allegiance.

2. ROLL CALL

CAA PRESENT

Kelly Long
 Carmen Ramirez
 Shawn Mulchay
 Susan Santangelo
 Scott Barer

CAA ABSENT

OAA PRESENT

Kelly Long
 Carmen Ramirez
 Bert Perello
 Vianey Lopez
 Eugene Fussell

OAA ABSENT

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

AIRPORT STAFF

Keith Freitas, Director
 Dave Nafie, Deputy Director
 Erin Powers, Projects Administrator
 Madeline Herrle, Lease Manager
 Jamal Ghazaleh, Accounting Manager
 Sean Herder, Operations Supervisor
 Lia Vega, Management Assistant

3. AGENDA REVIEW

No changes to the agenda.

4. APPROVAL OF MINUTES – May 12, 2022

Camarillo Airport Authority: Mayor Shawn Mulchay moved to approve the May 12, 2022 meeting minutes and Supervisor Kelly Long 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 May 12, 2022 meeting minutes and Councilmember Bert Perello seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

5. PUBLIC COMMENT PERIOD

Public comments heard.

6. NEW BUSINESS

OXNARD AIRPORT AUTHORITY

A. Subject: Receive and File a Presentation on the Campus Park Project; Recommendation Regarding the Compatibility of the Campus Park Project with the Airport Comprehensive Land Use Plan

Recommendation:

Staff requests that your Airport Authority:

1. Receive and file a presentation on the Campus Park project; and
2. Make a recommendation to the City of Oxnard that the Campus Park project be found compatible with the adopted Airport Comprehensive Land Use Plan if all conditions are met.

Director Keith Freitas introduced Nikolas Boas, Supervising Civil Engineer for the City of Oxnard, who provided a brief overview of the project. Mr. Boas introduced Jose Leal, Landscape Architect and Project Manager for MIG who introduced the MIG design team, and reviewed a PowerPoint presentation. At the conclusion of the presentation, Mr. Boas and the staff from MIG, received and responded to Authority comments and concerns.

Oxnard Airport Authority: Supervisor Carmen Ramirez moved to recommend a finding that the Campus Park project is compatible with the adopted Airport Comprehensive Land Use Plan. Public Member Eugene Fussell seconded the motion. All members voted and the motion passed unanimously 5-0.

B. Subject: Consider Adoption of Resolution #11 Authorizing Remote Teleconference Meetings of the Oxnard Airport Authority Pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act

Recommendation:

Consider adoption of Resolution #11 (Exhibit 1) authorizing remote teleconference meetings of the Camarillo Airport Authority pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act.

Director Keith Freitas shared that after speaking with County Counsel the Resolution language has been slightly changed to reflect “a 30-day period or until the next scheduled meeting”, so that there would not be a need for a special meeting before the thirty days expires.

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

CAMARILLO AIRPORT AUTHORITY

C. Subject: Consider Adoption of Resolution #11 Authorizing Remote Teleconference Meetings of the Camarillo Airport Authority Pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act

Recommendation:

Consider adoption of Resolution #11 (Exhibit 1) authorizing remote teleconference meetings of the Camarillo Airport Authority 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.

D. Subject: Approval of, and Authorization for the Director of Airports or Designee to Sign, the Second Amendment to Lease with Channel Islands Aviation, Inc. and the Third Amendment to Lease with Aviation Partners, LLC, for Premises at 305 and 265 Durley Ave, Camarillo, California, to Add a Leasehold Mortgage Provision

Recommendation:

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

Approve, and authorize the Director of Airports or his designee to sign, the Second Amendment to the lease with Channel Islands Aviation, Inc. (Exhibit 1) and the Third Amendment to the lease with Aviation Partners, LLC, (Exhibit 2) to add a leasehold mortgage provision.

Lease Manager Madeline Herrle provided staff's report.

Camarillo Airport Authority: Public Member Scott Barer moved to approve staff's recommendation subject to staff changing line 36 in the fifth paragraph of the Lease Amendments to read "The permanent loan or construction loan shall be made only by an institutional lender". Supervisor Carmen Ramirez seconded the motion. All members voted in favor and the motion passed unanimously 5-0.

CAMARILLO & OXNARD AIRPORT AUTHORITY

E. Subject: Review of Fiscal Year 2022-23 Proposed Budget

Recommendation:

Staff requests that your Commission and Authorities review and comment on the Department of Airports (DOA) proposed FY 2022-23 budget for Camarillo and Oxnard Airports; and Camarillo Roads and Lighting Enterprise Fund, as attached, and recommend approval of the Board of Supervisors.

Director Keith Freitas, Accounting Manager Jamal Ghazaleh, and Projects Administrator Erin Powers reviewed a PowerPoint presentation.

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: Public Member Eugene Fussell 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

- The question of whether alternate Public Members should vote when the regular Public Members abstain was asked of County Counsel and County Counsel said no, alternate Members will fill in for the regular Public Members only if they are unable to attend the entire meeting.
- The Board of Supervisors approved the Private Hangar Lease Agreement at their May 24th meeting. Congratulations to everyone who worked on this for the last seven years.
- The department has the final paperwork for the vendor on the security camera upgrades. Staff is working to get the purchase order moving forward and the work is expected to begin the third or fourth quarter of this year.
- The top priority is getting the Public Information Officer (PIO) position in place and the announcement is expected this month with the position to be filled by July. Staff is continuing to work on procuring the new flight tracking system software to help the new PIO position. Software installation is anticipated in the fourth quarter of this year. Projects Administrator Erin Powers mentioned that Part 150 Noise Compatibility Studies have been requested for both airports.
- Staff received multiple letters of interest for the solicitation of the five-acre and seven-acre sites at Oxnard Airport. Since multiple letters of interest were received, staff has requested additional information to go through a selection process for the final candidates on each of those parcels for improvements at the Oxnard Airport.
- The department is working with the Fire District, and they are bringing in their emergency Coulson Edison fire helicopter to be staged at Camarillo Airport starting this month through the end of the year
- The Cloud Nine project is underway and they are working on the foundation. Construction is moving forward, and they expect to open the first or second quarter of 2023.
- The master plan for Camarillo was put on hold and staff went back to the Federal Aviation Administration (FAA) to see if the plan could be downgraded to an Airport Layout Plan (ALP) update. The FAA has approved this downgrade and now staff will work with the City of Camarillo to attend a City Council meeting in July to discuss the approval, wrap up the master plan, and share information about the ALP update. Staff will also work with the City of Oxnard to convey the same message.

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.

Monthly Activity Report – April 2022
Monthly Noise Complaints – April 2022
Consultant Reports – April 2022
Airport Tenant Project Status – May 2022
Project Status – May 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.

Article dated April 30, 2022 re: Airport Director Keith Freitas gives overview of Camarillo Airport

Correspondence was received and filed.

10. AUTHORITY COMMENTS

Supervisor Carmen Ramirez would like staff to look at how to mitigate the use of leaded gas and come back to the Airport Authority for further discussion.

Mayor Shawn Mulchay requested that more contrast be added to the noise complaints report.

11. ADJOURNMENT

There being no further business, the June 9, 2022 Camarillo Airport Authority and Oxnard Airport Authority meeting was adjourned at 9:17 p.m.



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