



CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY

MINUTES

November 10, 2022

1. CALL to ORDER and PLEDGE of ALLEGIANCE

CAA Chair, Susan Santangelo, called the meeting to order at 6:34 p.m. and requested that OAA Interim Chair, Eugene Fussell, lead the pledge of allegiance.

2. ROLL CALL

CAA PRESENT

Kelly Long
Vianey Lopez
Shawn Mulchay
Susan Santangelo
Scott Barer

CAA ABSENT

OAA PRESENT

Kelly Long
Vianey Lopez
Bert Perello (*L*)
Eugene Fussell

OAA ABSENT

John Zaragoza (*E*)

Excused (E)

Late (L)

Alternate (Alt)

AIRPORT STAFF

Keith Freitas, Director
Erin Powers, Projects Administrator
Madeline Herrle, Lease Manager
Jannette Jauregui, Public Information Officer
Ana Castro, Program Administrator

3. AGENDA REVIEW

No changes to the agenda.

4. APPROVAL OF MINUTES – October 13, 2022

Camarillo Airport Authority: Mayor Shawn Mulchay moved to approve the October 13, 2022 meeting minutes and Vice-Chair Scott Barer seconded the motion. All members voted in favor and the motion passed unanimously 4-0, with an abstention by Supervisor Vianey Lopez.

Oxnard Airport Authority: Interim Chair Eugene Fussell moved to approve the October 13, 2022 meeting minutes and Councilmember Bert Perello seconded the motion. All members voted in favor and the motion passed unanimously 3-0 with an abstention by Supervisor Vianey Lopez.

5. PUBLIC COMMENT PERIOD

Public comment heard.

6. NEW BUSINESS

OXNARD AIRPORT AUTHORITY

A. Subject: Approval and Award of a Consultant Services Contract to Jviation, a Woolpert Company, in the Lump Sum Amount of \$150,440, for a Facility Assessment of the Air Traffic Control Tower at Oxnard Airport; Authorization for the Director of Airports, or Designee, to Execute the Subject Contract; and Authorization for the Auditor-Controller to Process the Necessary Budgetary Transactions

Recommendations:

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

1. Approve and award a consultant services contract (Exhibit 1) to Jviation, a Woolpert Company, in the lump sum amount of \$150,440, for a facility assessment of the Air Traffic Control Tower (ATCT) at Oxnard Airport;
2. Authorize the Director of Airports, or his designee, to execute the subject contract; and
3. Authorize the Auditor-Controller to Process the Necessary Budgetary Transactions;

Budget Unit 5041 Airport Capital Projects

Increase Unit 5041 Buildings and Improvements	\$150,440
Increase Fund E300 Transfer Out an Expense Budget	\$150,440

Increase Fund E300 Transfer In an Expense Budget	\$150,440
Decrease Fund E300 Unrestricted Net Position	\$150,440

Project Administrator Erin Powers provided staff's report.

Oxnard Airport Authority: Councilmember Bert Perello moved to approve staff's recommendations and Supervisor Vianey Lopez seconded the motion. All members voted in favor and the motion passed unanimously 4-0.

B. Subject: Consider Adoption of Resolution #15 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 #15 (Exhibit 1) authorizing remote teleconference meetings of the Oxnard Airport Authority pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act.

Director Keith Freitas provided staff's report. It was pointed out that Governor Newsom's State of Emergency order will be terminated February 28, 2023. After this date, all Authority members will need to present in person.

Oxnard Airport Authority: Councilmember Bert Perello moved to approve staff's recommendation and Supervisor Vianey Lopez seconded the motion. All members voted in favor and the motion passed unanimously 4-0.

CAMARILLO AIRPORT AUTHORITY

C. Subject: Consider Adoption of Resolution #15 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 #15 (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 Vice-Chair 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 Lease Agreement with Sky 805, LLC for 265, 275 and 305 Durley Avenue at the Camarillo Airport

Recommendation:

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

Approve, and authorize the Director of Airports or his designee to sign, the Lease Agreement with Sky 805, LLC at 265, 275 and 305 Durley Avenue at the Camarillo Airport.

Lease Manager Madeline Herrle provide staff's report. Nick Martino, Vice-President of Sky 805, LLC and General Manager of Channel Islands Aviation, reviewed a PowerPoint presentation. Mr. Martino responded to comments and concerns of Authority members.

Oxnard Airport Authority: Supervisor Kelly Long moved to approve staff's recommendation and Chair Susan Santangelo seconded the motion. All members voted and the motion passed 3-2.

Yes: Kelly Long, Vianey Lopez, Susan Santangelo

No: Shawn Mulchay, Scott Barer

CAMARILLO & OXNARD AIRPORT AUTHORITY

E. Subject: Consider Effectiveness of the Aviation Advisory Commission and the Camarillo/Oxnard Airport Authority

Recommendation:

Consider the effectiveness and use of resources in continuing to have both an Aviation Advisory Commission (Commission) and a Camarillo/Oxnard Airport Authority (Authority).

Director Keith Freitas provided staff's report and commented that the meetings could be scheduled every other month, but the Bylaws would need to be modified. Authority member Scott Barer questioned if the Joint Powers Agreement would need to be modified because it is a requirement to meet monthly. Authority member Mayor Shawn Mulchay proposed to not make any changes and expressed the importance of meeting once a month to allow the public an opportunity to voice opinions and concerns. Authority member Bert Perello commented if there are not enough items on the agenda then there is no

reason for a meeting to take place but did not think it is logical to change the Bylaws. Interim Chair Eugene Fussell suggested the decision should be left to the Board of Supervisors.

F. Subject: Receive and File a Presentation on Current Airport Planning Projects for Camarillo and Oxnard Airports

Recommendation:

Receive and file a presentation on current airport planning projects for Camarillo and Oxnard Airports.

Director Keith Freitas introduced the item and Project Administrator Erin Powers reviewed a PowerPoint presentation. Authority members' comments and concerns were received.

Staff's presentation was received and filed.

G. Subject: Receive and File a Staff Update Regarding Fly Friendly VC and Noise Management System (VNOMS)

Recommendation:

Receive and file a staff update regarding Fly Friendly VC and noise management system (VNOMS).

Public Information Officer Jannette Jauregui reviewed a PowerPoint presentation and received Authority members' comments and concerns.

Staff's update was received and filed.

H. Subject: Receive and File a Staff Update Regarding Aviation Leaded Fuel

Recommendation:

Receive and file a staff update regarding aviation leaded fuel.

Director Keith Freitas provided staff's report.

Staff's update was received and filed.

7. DIRECTOR'S REPORT

- The Department of Airports has started the inspections for private hangar ground leases and corresponding transition documentation. The department anticipates completing this project by June of 2023.
- Regarding an update on the security cameras at both airports, Converjint is still working on a timeline of having the installation completed.
- The self-serve fuel island continues to be an issue at Camarillo Airport. AVEX is working on getting repairs done from the manufacturer but have been encountering challenges with the supply chain. AVEX anticipates this issue will be resolved mid-December.
- Streets of Vintage will be hosting an event at the Oxnard Airport parking lot. The event will be held on Saturday, November 26, 2022. The event will include local artisans, food, and entertainment.
- The newly appointed tower manager at Oxnard Airport was expected to start in the middle of October but it did not work out. For now, Lee Westfall will remain as interim tower manager.
- Coulson Helicopters were stationed at Camarillo Airport and used during the month of October to do some fire training. Positive feedback was received from a member of the community.
- A community member requested “Avoid Residential Overflights” signs be placed at the Oxnard Airport. Airport maintenance crews were able to install the signs over the last couple of weeks.

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 – September 2022

Monthly Noise Complaints – September 2022

Consultant Reports (Coffman Associates) – September 2022

Consultant Reports (Jviation – Camarillo Airport) – September 2022

Consultant Reports (Jviation – Oxnard Airport) – September 2022

Consultant Reports (Mead & Hunt) – September 2022

Airport Tenant Project Status – October 2022
Project Status – October 2022
Financial Statements First Quarter – FY 2022/2023
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 September 3, 2022 from Camarillo Acorn re: High Flying Airshow Fun

Article dated September 3, 2022 from Camarillo Acorn re: Raise the Roof

Article dated September 16, 2022 from VC Star re: Small Plane Lands at Marina Park

Letter dated September 28, 2022 from Deputy Director Dave Nafie re: Camarillo Airport Hours of Operation Departures Between 12:00am and 5:00am

Letter dated October 12, 2022 from Communications & Engagement Manager Jannette Jauregui re: Camarillo Airport Hours of Operation Departures Between 12:00am and 5:00am

Letter dated October 12, 2022 from Communications & Engagement Manager Jannette Jauregui re: Camarillo Airport Hours of Operation Departures Between 12:00am and 5:00am

Department of Airports Announcement dated October 16, 2022 re: Increased Helicopter Activity

Correspondence was received and filed.

10. AUTHORITY COMMENTS

Mayor Shawn Mulchay commented on his term with City Council for the City of Camarillo ending on December 7, 2022. Mayor Mulchay thanked Director Keith Freitas, Department of Airports staff, and his colleagues on the Airport Authority.

Councilmember Bert Perello gave words of appreciation to Mayor Mulchay. Councilmember Perello thanked airport staff for attending the Channel Islands Neighborhood Council meeting. He also requested an agenda item to discuss County Counsel attending future Airport Authority meetings.

Director Keith Freitas commented that an Airport Authority meeting is not expected for the month of December.

Vice Mayor Susan Santangelo thanked Mayor Mulchay for his service and she wished everyone happy holidays.

11. ADJOURNMENT

There being no further business, the November 10, 2022 meeting of the Camarillo Airport Authority and Oxnard Airport Authority was adjourned at 10:20 p.m.



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