



**COUNTY of VENTURA**  
Department of Airports

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NOTICE IS HEREBY GIVEN  
that the Regular Meeting of the  
Camarillo Airport Authority and Oxnard Airport Authority  
will be held on:

**Thursday**

**March 9, 2023**

**6:30 P.M.**

**DEPARTMENT OF AIRPORTS  
ADMINISTRATION OFFICE  
CONFERENCE ROOM  
555 AIRPORT WAY, SUITE B  
CAMARILLO, CA**

Public Participation Options and Instructions:

1. Attend in-person at the address listed above.
2. You may observe the meeting via the **Department of Airports YouTube channel**  
[https://www.youtube.com/channel/UC4jLWASMGn4wTrEPdT8BOTQ?view\\_as=subscriber](https://www.youtube.com/channel/UC4jLWASMGn4wTrEPdT8BOTQ?view_as=subscriber)
3. Participate and provide public comment via Zoom:

**WEBINAR:**

<https://us06web.zoom.us/j/86794009143?pwd=aHo2djVEekNRVmt5S2JNQ3RKTUY2QT09>

**TELEPHONE:** 1-669-900-6833

**MEETING ID:** 867 9400 9143

**MEETING PASSCODE:** 435298

Click on the link above and enter your name so we may call on you when it is your turn to speak. Members of the public who wish to comment should use the "Raise Hand" function in Zoom when the Chair of the Commission calls for public comment. The secretary will call your name when it is your turn to speak. You will be prompted to unmute your microphone. Unmute and begin speaking; start by stating your name.

If joining by telephone, press star (\*) then 9 on their touch-tone phone when the Chair of the Commission calls for public comment. The secretary will call the last 4 digits of your phone number when it is your turn to speak. You will be prompted to unmute your phone. Unmute and begin speaking; start by stating your name.

Public members will have 3 minutes to speak on an agenda item. Please ensure that all background noise is muted (TV, radio, etc.).

## AGENDA

1. CALL to ORDER and PLEDGE of ALLEGIANCE
2. ROLL CALL
3. AGENDA REVIEW
4. APPROVAL of MINUTES – January 12, 2023 (Pages 6-13)
5. PUBLIC COMMENT PERIOD

Airport related comments will be limited to a maximum of three minutes per item. The public comment period is reserved for issues NOT on the agenda.

### In-Person Public Comment:

Speakers must fill out a speaker card and submit it to the secretary 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.

### Zoom Public Comment:

Speakers should press the raise hand button, or if joining by telephone, press star (\*) then 9 to be added to the speaker queue when the Chair of the Airport Authority calls for public comment.

## 6. NEW BUSINESS

### CAMARILLO & OXNARD AIRPORT AUTHORITY

- A. **Subject:** Receive and File a Report Regarding the Camarillo Airport Authority and Oxnard Airport Authority Obtaining of Legal Representation (Pages 14-15)

#### **Recommendation:**

Staff requests that your Authorities receive and file a report regarding obtaining of legal representation.

- B. **Subject:** Review and Approval of the 2023 Camarillo and Oxnard Airport Authorities Meeting Calendar (Pages 16-17)

#### **Recommendation:**

Staff requests that your Authorities review and approve the 2023 Camarillo and Oxnard Airport Authorities meeting calendar.

- C. **Subject:** Appointment of One Member of the Camarillo Airport Authority to the Planning Advisory Committee for the Camarillo Airport Part 150 Study and

**One Member of the Oxnard Airport Authority to the Planning Advisory Committee for the Oxnard Airport Part 150 Study (Pages 18-19)**

**Recommendation:**

Staff requests that the Camarillo Airport Authority appoint one member to the Planning Advisory Committee for the Camarillo Airport Part 150 Study and the Oxnard Airport Authority appoint one member to the Planning Advisory Committee for the Oxnard Airport Part 150 Study.

**D. Subject: Receive and File a Staff Presentation Regarding Fly Friendly VC Progress Report (Pages 20-22)**

**Recommendation:**

Staff requests that your Commission/Authorities receive and file a staff presentation regarding a Fly Friendly VC progress report.

**OXNARD AIRPORT AUTHORITY**

**E. Subject: Approval and Award of a Consultant Services Contract to Jviation, a Woolpert Company, in the Amount of \$355,900 for the Repackage and Design of Select Elements for the Reconstruction of Taxiway F 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 (Pages 23-62)**

**Recommendations:**

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

1. Approve and award a consultant services contract (Exhibit 1) to Jviation, a Woolpert Company, in the amount of \$355,900, for the repackage and design of select elements for the reconstruction of Taxiway F 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 (requires 4/5ths vote);

**Budget Unit 5041 Airport Capital Projects**

Increase Unit 5041 Buildings and Improvements	\$355,900
Decrease Fund E300 Unrestricted Net Position	\$355,900

**CAMARILLO AIRPORT AUTHORITY**

**F. Subject: Receive and File a Presentation from Mead and Hunt, Inc. Regarding the Relocation and Replacement of the Camarillo Airport Rotating Beacon (Pages 63)**

## **Recommendation:**

Staff requests that your Commission/Authority receive and file a presentation on the relocation and replacement of the rotating beacon at Camarillo Airport.

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

### **8. REPORTS (Pages 64-98)**

**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 – December 2022, January 2023

Monthly Noise Complaints – December 2022, January 2023

Consultant Reports (Coffman Associates) – December 2022 thru January 2023

Consultant Reports (Jviation – Camarillo Airport) – December 2022, January 2023

Consultant Reports (Jviation – Oxnard Airport) – December 2022, January 2023

Consultant Reports (Mead & Hunt) – December 2022 thru February 2023

Airport Tenant Project Status – March 2023

Project Status – March 2023

Financial Statements Second Quarter – FY 2022/2023

### **9. CORRESPONDENCE (Pages 99-123)**

**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.**

Department of Airports Notice dated January 5, 2023 re: Project Schedule Update – Oxnard Airport Connector Taxiways A, B, C, D, & E Reconstruction Project

Letter dated January 10, 2023 from Lease Manager Madeline Herrle to Chris Halling, Halling Meza, LLP re: Public Records Request

Letter dated January 10, 2023 from Director of Airports Keith Freitas to John Copello, Airport Fleet Manager, San Francisco International Airport

Department of Airports Announcement dated January 11, 2023 re: Fire Inside Terminal at Oxnard Airport Extinguished

Department of Airports Announcement dated January 25, 2023 re: Honoring Dr. J Anthony Brown

Article dated January 25, 2023 from VC Star re: Ventura County to study noise complaints at Camarillo, Oxnard airports

Article dated January 28, 2023 from Camarillo Acorn re: Airport District to Launch Studies on Noise Impacts, Facility Maintenance

Department of Airports Announcement dated February 1, 2023 re: Ventura County Aviation Unit Successful Through January Storms

Letter dated February 3, 2023 from Director of Airports Keith Freitas to Carlos Mora, Airports Program Manager, Federal Aviation Administration re: Camarillo Airport, Camarillo, CA 93030 – Runway 8-26 and Taxiways Reconstruction (Project) Design Modification Request

Letter dated February 8, 2023 from Communications & Engagement Manager Jannette Jauregui to Mustang Sally Aviation, LLC re: Camarillo Airport Hours of Operation Departures Between 12:00 a.m. and 5:00 a.m.

Letter dated February 8, 2023 from Director of Airports Keith Freitas to Mustang Sally Aviation, LLC re: Fly Friendly VC

Letter dated February 8, 2023 from Communications & Engagement Manager Jannette Jauregui to Solairus Aviation re: Camarillo Airport Hours of Operation Departures Between 12:00 a.m. and 5:00 a.m.

Letter dated February 21, 2023 from Communications & Engagement Manager Jannette Jauregui to California Professional Flyers Inc. re: Camarillo Airport Hours of Operation Departures Between 12:00 a.m. and 5:00 a.m.

Letter dated February 28, 2023 from Scott Barer, Chair, Camarillo Airport Authority and Eugene Fussell, Chair, Oxnard Airport Authority to Keith Freitas, Director, Ventura County Department of Airports re: Legal Counsel for Camarillo and Oxnard Airport Authorities

Department of Airports Announcement dated March 1, 2023 re: Ventura County Department of Airports Welcomes Oklahoma State University Women’s Tennis Team

Department of Airports Announcement re: Oxnard and Camarillo Part 150 Noise Studies and Camarillo Airport Layout Plan

Department of Airports Announcement re: Part 150 Noise Study Community Meetings

**10. AUTHORITY COMMENTS** – Comments by Authority members on matters deemed appropriate.

**11. ADJOURNMENT**

The next regular Authority meeting will be on Thursday, April 13, 2023 at 6:30 p.m. in the Department of Airports Administration Office Conference Room, 555 Airport Way, Suite B, Camarillo, California.

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IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT ANA CASTRO AT (805) 388-4372. NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE THE DEPARTMENT OF AIRPORTS TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.