



# COUNTY of VENTURA

## Department of Airports

555 Airport Way, Suite B  
Camarillo, CA 93010  
Phone: (805) 388-4372  
Fax: (805) 388-4366  
<https://vcairports.org>

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

**Thursday**                      **May 11, 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/87641292345?pwd=ZfVYV1NZcENNR3h4VitscStuYitnUT09>

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

**MEETING ID:** 876 4129 2345

**MEETING PASSCODE:** 365200

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 – March 9, 2023 (Page 7)**
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 AIRPORT AUTHORITY**

- A. Subject: Authorization for the Director of Airports or Designee to Terminate the Month-to-Month Lease with the State of California, Department of Food and Agriculture at 295 Durley Ave., Camarillo, CA (Page 14)**

### **Recommendation:**

Authorize the Director of Airports or his designee to terminate the month-to-month lease with the State of California, Department of Food and Agriculture at 295 Durley Avenue, Camarillo (Exhibit 1).

- B. Subject: Receive and File a Staff Update Regarding the Camarillo Airport Layout Plan Update (ALP Update) (Page 27)**

### **Recommendation:**

Staff requests that your Commission/Authority receive and file a staff presentation on the progress of the ALP Update for Camarillo Airport.

**C. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Sign, Amendment No. 1 to the Consulting Services Contract for the Camarillo Airport Part 150 Noise Compatibility Study with Coffman Associates, Inc., Increasing the Total Amount of the Contract by \$35,000 to \$805,943, and Increasing the Airport's Cost Share of the Contract from \$42,402 to \$77,402. (Page 28)**

**Recommendation:**

Staff requests that your Board: Approve, and authorize the Director of Airports or his designee to sign, Amendment No. 1 to the Consulting Services Contract with Coffman Associates, Inc., for the Camarillo Airport Part 150 Noise Compatibility Study, increasing the total amount of the contract by \$35,000 to \$805,943, and Increasing the Airport's Cost Share of the Contract from \$42,402 to \$77,402 (Exhibit 1).

**OXNARD AIRPORT AUTHORITY**

**D. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Sign, Amendment No. 1 to the Consulting Services Contract for the Oxnard Airport Part 150 Noise Compatibility Study with Coffman Associates, Inc., Increasing the Total Amount of the Contract by \$35,000 to \$805,943, and Increasing the Airport's Cost Share of the Contract from \$42,402 to \$77,402. (Page 91)**

**Recommendation:**

Staff requests that your Board: Approve, and authorize the Director of Airports or his designee to sign, Amendment No. 1 to the Consulting Services Contract with Coffman Associates, Inc., for the Oxnard Airport Part 150 Noise Compatibility Study, increasing the total amount of the contract by \$35,000 to \$805,943, and Increasing the Airport's Cost Share of the Contract from \$42,402 to \$77,402 (Exhibit 1).

**CAMARILLO and OXNARD AIRPORT AUTHORITY**

**E. Subject: Receive and File a staff Update Regarding the Camarillo and Oxnard FAR Part 150 Noise Compatibility Studies (Page 155)**

**Recommendations:**

Staff requests that your Commission/Authority receive and file a staff presentation on the progress of the FAR Part 150 Noise Compatibility Studies for Camarillo and Oxnard Airports.

**F. Subject: Approval of the Department of Airports' Fiscal Year 2023-24 Rent and Fee Schedule, Effective July 1, 2023; Adoption of a Resolution Establishing Rents, Fees, and Insurance Requirements for the Department of Airports; Delegation of Authority to the County Executive Officer and the Director of Airports to Execute Leases, Subleases, Licenses, Permits, Special Use/Activity Permits, Operation Agreements, Extensions, Amendments, Consents, Termination Notices, and Unlawful Detainer Complaints in Accordance with the Provisions of the Schedule (Page 156)**

**Recommendation:**

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

1. Approve the Department of Airports' ("Department") FY 2023-24 Rent and Fee Schedule (Exhibit 1 is a clean version and Exhibit 2 is a legislative version with track changes), with an effective date of July 1, 2023; and
2. Authorize the County Executive Officer and the Director of Airports to execute certain leases, subleases, licenses, permits, special use/activity permits, operation agreements, extensions, amendments, consents, termination notices, and unlawful detainer complaints as described in section III of the attached resolution (pages 31-38 of Exhibit 1); and
3. Approve, adopt, and execute the resolution (pages 31-38 of Exhibit 1) establishing rents, fees, and insurance requirements for the Department.

**G. Subject: Review of Fiscal Year 2023-24 Proposed Budget (Page 247)**

**Recommendation:**

Staff requests that your Commission and Authorities review and comment on the Department of Airports (DOA) proposed FY 2023-24 budget for Camarillo and Oxnard Airports; and Camarillo Roads and Lighting Enterprise Fund, as attached, and recommend approval of the Board of Supervisors.

**H. Subject: Approval of the Five-Year Capital Improvement Plan (CIP) for Camarillo and Oxnard Airports; Authorization for the Director of Airports or Designee, to Apply for Grants to Fund Projects Scheduled for Federal Fiscal Years 2023 and 2024 Outlined in the CIP upon Notification from the Federal Aviation Administration and the California Department of Transportation Aeronautics Program That Funds Are Available; Supervisorial District Nos. 3 and 5. (Page 308)**



## **Recommendations:**

1. Approve the five-year capital improvement plan (CIP) for Camarillo and Oxnard Airports (Exhibit 1); and
2. Authorize the Director of Airports or his designee, to apply for grants to fund the projects scheduled for federal fiscal years (FFY) 2023 and 2024 outlined in the CIP upon notification from the Federal Aviation Administration (FAA) and the California Department of Transportation Aeronautics Program (Caltrans) that funds are available.

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

## **8. REPORTS (Page 357)**

**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 – February, March 2023  
Monthly Noise Complaints – February, March 2023  
Consultant Reports (Coffman Associates) – February, March 2023  
Consultant Reports (Jviation – Camarillo Airport) – February, March 2023  
Consultant Reports (Jviation – Oxnard Airport) – February, March 2023  
Consultant Reports (Mead & Hunt) – February, March 2023  
Airport Tenant Project Status – April 2023  
Project Status – April 2023

## **9. CORRESPONDENCE (Page 377)**

**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 March 23, 2023 from VC Star re: Oxnard residents voice airport noise complaints.

Letter dated March 24, 2023 to Granite Construction providing Notice to Proceed on Oxnard Taxiway connectors A-E.

Event summary from Oxnard Chapter of EAA promoting a Young Eagles Rally at Oxnard Airport on March 25, 2023.

Press Release dated March 29, 2023 from AVEX re: AVEX hosts Aircraft Safety Seminar at CMA – March 29, 2023. Department of Airports.

Advertisement for the ALP Update Public Information Workshop held on April 18 at the Camarillo Public Library.

Press Release from Department of Airports re: OXR Taxiway Construction, addressing concerns.

Article from Camarillo Acorn re: Officials ground airport disinformation.

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

## **11. ADJOURNMENT**

The next regular Authority meeting will be on **Thursday, June 8, 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.

**CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY**

**MINUTES**

**March 9, 2023**

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

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

**2. ROLL CALL**

**CAA PRESENT**

Kelly Long  
Vianey Lopez  
Susan Santangelo  
Martita Martinez-Bravo  
Scott Barer

**CAA ABSENT**

**OAA PRESENT**

Kelly Long  
Vianey Lopez  
Bert Perello  
Gabe Teran (L)  
Eugene Fussell

**OAA ABSENT**

*Excused (E)*

*Late (L)*

*Alternate (Alt)*

**AIRPORT STAFF**

Keith Freitas, Director  
Dave Nafie, Deputy Director  
Erin Powers, Projects Administrator  
Jamal Ghazaleh, Fiscal Manager  
Jannette Jauregi, Public Engagement (PIO)  
Ana Castro, Program Administrator

Josh Cox, Operations Officer  
Byron Hamilton, Maint. Supervisor

**COUNTY STAFF**

Tiffany North, County Counsel  
Tom Temple, Deputy County Counsel

**3. AGENDA REVIEW**

No changes to the agenda.

#### **4. APPROVAL OF MINUTES – January 12, 2022**

***Camarillo Airport Authority: Supervisor Kelly Long moved to approve the January 12, 2023 meeting minutes and Councilmember Martita Martinez-Bravo seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

***Oxnard Airport Authority: Councilmember Bert Perello moved to approve the November 10, 2022 meeting minutes and Public Member Eugene Fussell seconded the motion. All members voted in favor and the motion passed unanimously 4-0, with an abstention by Councilmember Gabe Teran.***

#### **5. PUBLIC COMMENT PERIOD**

Public comments heard.

#### **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**

##### **Recommendation:**

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

***Camarillo Airport Authority: Supervisor Kelly Long moved to receive and file the staff report. Chair Scott Barer seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

***Oxnard Airport Authority: Supervisor Vianey Lopez moved to receive and file the staff report. Councilmember Bert Perello seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

##### **B. Subject: Review and Approval of the 2023 Camarillo and Oxnard Airport Authorities Meeting Calendar**

##### **Recommendation:**

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

***Camarillo Airport Authority: Chair Scott Barer moved the staff recommendation, except that April 13 meeting would move to April 20. Councilmember Martita Martinez-Bravo seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

***Oxnard Airport Authority: Councilmember Gabe Teran the staff recommendation. Supervisor Kelly Long seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

- 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**

**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.

***Camarillo Airport Authority: Camarillo Mayor Susan Santangelo nominated Chair Scott Barer to the Camarillo Airport Part 150 PAC. All members voted in favor and the motion passed unanimously 5-0.***

***Oxnard Airport Authority: Councilmember Bert Perello nominated Eugene Fussell to the Oxnard Airport Part 150 PAC. Councilmember Gabe Teran seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

- D. Subject: Receive and File a Staff Presentation Regarding Fly Friendly VC Progress Report**

**Recommendation:**

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

***Camarillo Airport Authority: Chair Scott Barer moved to receive and file the staff report. Councilmember Martita Martinez-Bravo seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

***Oxnard Airport Authority: Public Member Eugene Fussell moved to receive and file the staff report. Supervisor Kelly Long seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

**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**

**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

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

**7. DIRECTOR'S REPORT**

Airport staff continues to meet with flight schools in the LA Basin Region that use Camarillo Airport or Oxnard Airport. The flight schools have been given VC Fly Friendly information and pilot guides. Progress is noted, but it's a complex system to outcomes may vary on any given day.

- The inspection of private hangars as a condition of executing a 20-year ground lease is about halfway complete. Reminder that the temporary waiver of the 2% transfer fee for owners who wish to sell hangars ends on June 30.
- The Part 150 studies at both airports will hold PAC meetings and Public Information Workshops. Camarillo is on March 20, Oxnard on March 21 at the Courtyard Marriott in Oxnard.
- The ALP Update, which is the study that resulted from downgrading the master plan, is holding a Public Information Workshop on April 18 at the Camarillo Public Library.

- The fuel farm at Camarillo Airport has received some security upgrades. New fencing, K-rail, and lighting will enhance the safety and security.
- Following a weather delay, the project to reconstruct taxiway connectors A-E at Oxnard Airport will begin on April 4th.

***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 – 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

***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.**

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

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

## **10. AUTHORITY COMMENTS**



Supervisor Kelly Long encouraged attendance at the Point Mugu air show. Also let neighbors know that associated activity may be happening in the days leading up to the weekend show. Having the two premier jet demonstration teams may never happen again.

Councilmember Gabe Teran thanked those in attendance who came to share their thoughts and comments in person. Appreciates the Director working with his earlier conflicts causing his to tardy arrival. This is his first in-person Authority meeting and he is excited to be doing the important work of the Authority.

## **11. ADJOURNMENT**

There being no further business, the March 9, 2023 meeting of the Camarillo Airport Authority and Oxnard Airport Authority was adjourned by CAA Chair, Scott Barer, at 9:45 p.m.

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



# COUNTY of VENTURA

## Department of Airports

555 Airport Way, Suite B

Camarillo, CA 93010

Phone: (805) 388-4372

Fax: (805) 388-4366

[www.ventura.org/airports](http://www.ventura.org/airports)

May 11, 2023

Aviation Advisory Commission  
Camarillo Airport Authority  
555 Airport Way, Suite B  
Camarillo, CA 93010

**Subject:** Authorization for the Director of Airports or Designee to Terminate the Month-to-Month Lease with the State of California, Department of Food and Agriculture at 295 Durley Ave., Camarillo, CA

**Recommendation:**

Authorize the Director of Airports or his designee to terminate the month-to-month lease with the State of California, Department of Food and Agriculture at 295 Durley Avenue, Camarillo (Exhibit 1).

**Fiscal/Mandates Impact:**

None. Income from this lease will be replaced by income from the long-term lease with another tenant that is taking possession of this facility.

**Discussion:**

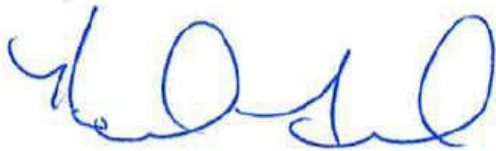
In 2013, the Board of Supervisors approved the lease in Exhibit 1 for a free-standing 4,047 square foot building and 28 parking spots with the State of California Department of Food and Agriculture. The lease had an initial term of eight years, from May 2013 to April 2021. At that time, the lease entered holdover status on a month-to-month basis under the same terms and conditions. The lease requires the County to maintain the interior, exterior, all facilities and functions to service the premises, and provide 28 parking spaces to the tenant. Because the lease is now month-to-month, it may be terminated without cause on 30 days' notice, under section 27 of the lease in Exhibit 1.

The condition of the building does not warrant further investment by the County, and the land is better suited for aviation purposes.

To that end, on December 6, 2022, the Board of Supervisors approved a new, long-term lease with Sky 805, LLC for development of this area for aviation purposes. Sky 805, LLC has expressed interest in entering into a short term agreement with the state Department of Food and Agriculture if they so desire to continue operations in that

location. The Department of Airports now wishes to terminate the month-to-month lease with the state. Because the Board of Supervisors approved the lease with the state, the Board's authorization is required to terminate it.

If you have any questions regarding this item, please call Madeline Herrle at 388-4243, or me at 388-4200.

A handwritten signature in blue ink, appearing to read 'K. Freitas', with a stylized, cursive script.

KEITH FREITAS, A.A.E., C.A.E.  
Director of Airports

Exhibit 1: Lease

**STANDARD LEASE FORM**

LEASE COVERING PREMISES LOCATED AT <b>295 Durley Avenue, Suites A &amp; B Camarillo, California 93010</b>
LESSOR'S FED. TAX. I.D., NO. OR SOCIAL SECURITY NO. <b>95-600094</b>
TENANT AGENCY <b>Department of Food &amp; Agriculture</b>

File No.: 6375-001  
Project No.: 132435**Preamble**THIS LEASE, made and entered into this 20th day of December, 2012 by and between**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
CAMARILLO AIRPORT**

hereinafter called the Lessor, without distinction as to number or gender, and the State of California, acting by and through the Director of the Department of General Services, hereinafter called the State;

**WITNESSETH****Description**

1. The Lessor hereby leases unto the State and the State hereby hires from the Lessor those certain premises with appurtenances situated in the City of Camarillo, County of Ventura, State of California, and more particularly described as follows:

Approximately 4,047 net usable square feet of office space on the ground floor of the building located at 295 Durley Avenue, Suites A & B, Camarillo, California, 93010 as outlined in red on the attached Exhibit "A" plan, together with specifications marked Exhibit "B" and lessor compliance procedures marked Exhibit "C", said Exhibits "A" and "B" and "C", Project No. 132435 dated March 19, 2012, hereby being incorporated into this lease, and including twenty-eight (28) nonexclusive unobstructed parking spaces for State vehicles contiguous to the subject building and the building's entrance from the parking area. In addition to the twenty-eight (28) spaces provided herein. The lessor also agrees to provide the State a onetime option to rent up to five (5) additional spaces for State vehicles, upon 30 days notice at \$25.00 per space per month, and unlimited use of the building's common facilities. The State shall have access to and use of the leased premises 24 hours per day, seven (7) days per week with no exceptions.

**Term**

2. The term of this lease shall commence on May 1, 2013, and shall end on April 30, 2021, with such rights of termination as may be hereinafter expressly set forth.

**Early  
Termination**

3. The State may terminate this lease at any time effective on or after April 30, 2017, by giving written notice to the Lessor at least thirty (30) days prior to the date when such termination shall become effective. If the State fails to complete its move out within the notice period and remains in the premises, additional rent shall be paid and prorated on a thirty (30) day month, based on the actual number of days the State occupies the premises following the effective date of termination.



## Rent

4. Rental payments shall be paid by the State, from legally available funds and subject to the California Constitution, in arrears on the last day of each month during said term as follows:

FIVE THOUSAND THREE HUNDRED EIGHTY-NINE AND 15/100 DOLLARS  
(\$5,389.15) from May 1, 2013, through April 30, 2015; then

FIVE THOUSAND FIVE HUNDRED FIFTY AND 82/100 DOLLARS  
(\$5,550.82) from May 1, 2015, through April 30, 2016; then

FIVE THOUSAND SEVEN HUNDRED SEVENTEEN AND 34/100 DOLLARS  
(\$5,717.34) from May 1, 2016, through April 30, 2017; then

FIVE THOUSAND EIGHT HUNDRED EIGHTY-EIGHT AND 86/100 DOLLARS  
(\$5,888.86) from May 1, 2017, through April 30, 2018; then

SIX THOUSAND SIXTY-FIVE AND 53/100 DOLLARS  
(\$6,065.53) from May 1, 2018, through April 30, 2019; then

SIX THOUSAND TWO HUNDRED FORTY-SEVEN AND 50/100 DOLLARS  
(\$6,247.50) from May 1, 2019, through April 30, 2020; then

SIX THOUSAND FOUR HUNDRED THIRTY-FOUR AND 93/100 DOLLARS  
(\$6,434.93) from May 1, 2020, through April 30, 2021; and thereafter.

Rental payable hereunder for any period of time less than one month shall be determined by prorating the monthly rental herein specified based on the actual number of days in the month. Rental shall be paid to Lessor at the address specified in Paragraph 5 or to such other address as the Lessor may designate by a notice in writing. If the premises are not complete pursuant to Paragraph 6 by the date shown in Paragraph 2, it is understood and agreed by and between the parties that, at the State's sole option, the dates shown in Paragraphs 2 and 3 and the dates and dollar amounts shown in Paragraph 4 may be adjusted to the first of the month following the State's acceptance of the completed premises, such acceptance shall not unreasonably be withheld. If the State exercises this option, it is agreed the State will complete unilaterally an amendment to the lease to revise the herein above stated dates. Any accrued rents for the period of time prior to the unilaterally adjusted commencement date will be paid in accordance with Paragraph 8. Additionally, it is understood and agreed between the parties that, at the State's option, the dates shown in the "CPI Escalator Operating Expenses" paragraph, if incorporated herein, shall be adjusted to reflect the time delay between lease commencement and the first of the month following the actual acceptance date. In the event this lease agreement contains a provision granting the State an Option to Purchase the premises, it is further agreed herein by the parties that, notwithstanding the provision of the Option to Purchase paragraph herein, the effective dates and corresponding purchase option prices of said Option to Purchase shall be adjusted consistent with any adjustment to the lease commencement date. Said "adjusted" purchase option dates shall be established consistent herewith and incorporated into said lease with a unilateral amendment by the State.

## Notices

5. All notices and correspondence herein provided to be given, or which may be given by either party to the other, shall be deemed to have been fully given when made in writing and either: 1) deposited in the United States Mail, certified and postage prepaid; or 2) sent via an alternate commercial overnight delivery service (i.e. FedEx or similar) with receiver's signature required; and addressed as follows:

To the Lessor: County of Ventura

Department of Airports

555 Airport Way, Suite B

Camarillo, CA 90310

Phone No. (805)388-4201

FAX No. (805)388-4336

To the State:

**DEPARTMENT OF GENERAL SERVICES,  
REAL ESTATE SERVICES DIVISION  
LEASE MANAGEMENT D 6375 -001  
707 THIRD STREET, SUITE 5-305  
WEST SACRAMENTO, CA 95605**

**Phone No. (916) 375-4172**

**FAX No. (916) 375-4173**

ALL NOTICES AND CORRESPONDENCE MUST REFERENCE  
TENANT AGENCY AND PREMISES ADDRESS

Rental warrants shall be made payable to: County of Ventura

and mailed to: County of Ventura  
Department of Airports  
555 Airport Way, Suite B  
Camarillo, CA 90310

Nothing herein contained shall preclude the giving of any such written notice by personal service. The address to which notices and correspondence shall be mailed to either party may be changed by giving written notice to the other party.

**Completion and  
Compliance with  
Plans and  
Specifications**

6. Lessor agrees that, prior to May 1, 2013, and at Lessor's sole cost and expense, all required construction, improvements and/or alterations, if any, shall be completed and the leased premises made ready for State's occupancy in full compliance with Exhibit "A", consisting of one (1) sheet titled, "Office Quarters, Project No. 132435 dated March 19, 2012, and in accordance with Exhibit "B", consisting of twenty-six (26) pages, titled, "Outline Specifications, Project No. 132435 dated March 19, 2012, and Exhibit "C" consisting of sixteen (16) pages titled, "Administrative Requirements Project No. 132435 dated March 19, 2012 which Exhibits "A" and "B" and "C" are by this reference incorporated herein.

**Notice of  
Completion and  
Access to Premises  
during  
Construction**

7. Lessor shall notify the State in writing by certified mail of the date the leased premises will be completed and ready for occupancy at least thirty (30) days prior thereto. Such notice shall be a condition precedent to the accrual of rental hereunder, except however, that if the State occupies the premises prior to the receipt of such notice or prior to the expiration of the notice period of such notice, rental shall commence to accrue as of the date of occupancy.

Following execution of this lease, and not more than sixty days (60) prior to completion of construction and occupancy under this lease, State or its contractors or other representatives shall have the right to enter the premises for the purpose of installing certain equipment such as, but not limited to, modular system furniture, and electrical and telecommunications cabling and equipment.

State agrees to indemnify and hold Lessor harmless from and against any claims, damages, or other injury suffered by Lessor as a result of the work to be performed pursuant to this right to enter the premises prior to State's acceptance and occupancy of the premises. Lessor agrees to indemnify and hold State and its agents, contractors or other representatives harmless from and against any claims, damages, injury or other harm suffered by reason of the negligence or other wrongful act of Lessor or any of Lessor's agents, contractors, or other representatives.

In no event shall the exercise of this right of entry be construed so as to cause an acceleration of the occupancy date of this lease or the obligation of the State to pay rent.

Lessor and State shall each make all reasonable efforts to ensure that the respective construction and installation work is scheduled in such a manner so as to not interfere with or delay the other.

In the event that one or the other party causes a delay in the other party's work, such injured party shall be compensated in the following manner:

Delays caused by the Lessor:

Credit the State a compensating day of delay in the occupancy date and corresponding day of delay in payment of rent.

Delays caused by the State:

Credit the Lessor a compensating day of payment of rent from the actual date of occupancy.

Compensation will be in one day increments.



The parties agree that this shall be the sole remedy for delay, in that the calculation of damages in any other manner is too uncertain and not susceptible of accurate determination.

**Early Occupancy**

8. Lessor agrees that if the leased premises are ready for occupancy prior to the completion date specified above in Paragraph 6, State may elect to occupy the premises on the earliest date practical after its receipt of the herein required completion notice. The rent payable for any such early occupancy by the State shall be at the rate of \$5,389.15 per month, and shall be prorated on a daily basis for any partial month.

**Time limit and  
Prior Tenancy**

9. No rental shall accrue under this lease, nor shall the State have any obligation to perform the covenants or observe the conditions herein contained until the leased premises have been made ready for occupancy in accordance with the provisions hereof. It is specifically agreed that in the event the leased premises are not completed and ready for occupancy by the State on or before June 1, 2013, then and in that event the State may, at its option and in addition to any other remedies it may have, terminate this lease and be relieved of any further obligations hereunder, providing that a fair and reasonable allowance for the following delays shall be added to said time for completion:

- A. Acts of the State, its agents or employees, or those claiming under agreement with or grant from the State; or by
- B. The acts of God which Lessor could not reasonably have foreseen or guarded against; or by
- C. Any strikes, boycotts or like obstructive actions by employees or labor organizations and which are beyond control of Lessor, and which cannot be reasonably overcome; or by
- D. Restrictive regulations by the Federal Government which are enforced in connection with a National Emergency.

In the event that the State elects to occupy premises before the work on the premises specified in Exhibit A, B, and C is fully completed, the State will provide the Lessor with a punch list of work remaining to be completed (referenced as the State's "Punch List"). Lessor agrees that Lessor shall complete the remaining work no later than 14 calendar days from the date of receipt of said Punch List. If said Punch List is not completed within the specified 14-day period, Lessor agrees that, beginning on the first day after said 14-day period following occupancy of premises by the State, rent may at the State's sole option be reduced to \$3,772.41 which is seventy percent (70%) of the base rent specified in paragraph 4 herein (excluding any amortization payments) until such time that the Punch List work is completed in full and that such completion of work is inspected and accepted by the State. The portion of the rent specified for amortization of tenant improvements, if any shall continue to be paid in full without interruption.

It is understood and agreed that the rent reduction specified above does not relieve Lessor of its obligation to complete said work and the State shall maintain all other remedies specified in the Lease.

It is understood by all parties hereto that it shall be the Lessor's responsibility to remove any prior tenant.

**Conformity to  
Exhibits**

10. Occupancy of the leased premises by the State shall not relieve Lessor in any respect from full compliance at all times with aforesaid Exhibits "A" and "B" and "C". It is further understood and agreed that any installation not in conformity with said Exhibits "A" and "B" and "C" shall be immediately corrected by the Lessor at Lessor's sole cost and expense. In the event Lessor shall, after notice in writing from the State requiring the Lessor to comply with the requirements of this paragraph in regard to a specified condition, fail, refuse or neglect to remedy such condition, State may terminate this lease without further obligation, or as to such specified condition, at its option and in addition to any other remedy the State may have, withhold rent due and bring the leased premises into conformity with said Exhibits at its own cost including State's Administrative costs, if any, and deduct the amount thereof from the rent that may then be or thereafter become due hereunder.

**Asbestos**

11. Lessor hereby warrants and guarantees that the space leased to the State will be operated and maintained free of hazard from Asbestos Containing Materials (ACM) and agrees to the conditions for survey, testing, and abatement of ACM described in Exhibit "B" as applicable. Lessor specifically agrees that, in the event the State elects to exercise its rights under the provisions of Paragraph 16 of this lease, any costs related to abatement or hazard from asbestos shall be the Lessor's responsibility as described in the aforementioned Exhibit "B."

## **Parking**

12. Lessor, at Lessor's sole cost and expense, shall clearly mark the parking spaces described hereinabove as assigned to the State of California. Said parking spaces will be arranged and maintained so as to provide unobstructed access to each parking space at any time. In addition to any assigned parking spaces, State and its invitees shall have equal access to common spaces provided to all tenants on a first-come, first-served basis.

## **Services, Utilities, and Supplies**

13. Lessor, at Lessor's sole cost and expense, during the term of this lease shall furnish the following services, utilities, and supplies to the area leased by the State, and also to the "common" building areas (if any) such as lobbies, elevators, stairways, corridors, etc., which State shares with other tenants, if any:

- A. Sewer, trash disposal, and water service, including both hot and cold water to the lavatories—except lavatories in Employment Development Department public toilet rooms in lobby areas which need only cold water.
- B. Elevator (if any) service.
- C. Electricity and/or gas as necessary to provide power for heating, ventilating, and air conditioning, and electrical or gas service as needed for State's operations.
- D. Janitorial services sufficient to maintain the interior in a clean well-maintained condition; that is, to eliminate all visible dust, dirt, litter, grime, stains, smears, finger marks, etc., to the greatest practical degree possible, by performing at least the following:

### ***Daily:***

- (1) Empty and clean all trash containers, and dispose of all trash and rubbish.
- (2) Clean and maintain in a sanitary and odor-free condition all floors, wash mirrors, basins, toilet bowls, and urinals.
- (3) Furnish and replenish all toilet room supplies (including soap, towels, seat covers, toilet tissue, and sanitary napkins). Furnish and replenish paper towel supply in all areas of the leased space.
- (4) Sweep or dust mop all hard surface floors, and carpet sweep all carpeted areas, including stairways and halls. Offices with hard surface floors in the public lobby area shall be damp-mopped daily.
- (5) Remove finger marks and smudges from all glass entrance doors.
- (6) Specifically check, and if action is needed, then:
  - a. Dust the tops of all furniture, counters, cabinets, and window sills, (which are free of interfering objects).
  - b. Remove spots and/or spills from the carpets, floors, and stairways.

As needed, but not less frequently than:

***Twice Weekly:*** Vacuum all carpets.

### ***Weekly:***

- (1) Damp mops all hard surface floors.
- (2) Dust all window blinds.
- (3) Treat stainless steel fountains and sinks to eliminate stains and mineral deposits.
- (4) Spot clean the walls.

### ***Quarterly:***

- (1) Strip all hard surface floors and apply a new coat of floor finish; buff as necessary to produce a uniformly shining appearance.
- (2) Treat carpets for static electricity control (if not integrated in the fabric).

***Semi-annually:*** Wash all windows, window blinds, light fixtures, walls, and painted surfaces.

### ***Annually:***

- (1) Steam clean carpets to remove all stains and spots.



~~(2) Clean window coverings.~~

In the event of failure by the Lessor to furnish any of the above services or supplies in a satisfactory manner, the State may furnish the same at its own cost; and, in addition to any other remedy the State may have, may deduct the amount thereof, including State's administrative costs, from the rent that may then be, or thereafter become due hereunder.

**Repair and  
Maintenance**

14. A. During the lease term, the Lessor shall maintain the leased premises in good repair and tenantable condition, so as to minimize breakdowns and loss of the State's use of the premises caused by deferred or inadequate maintenance, including, but not limited to:

- (1) Generally maintaining the leased premises in good, vermin-free, operating condition and appearance.
- (2) Furnishing prompt, good quality repair of the building, equipment, and appurtenances.
- (3) Furnishing preventative maintenance, including, but not limited to, manufacturer's recommended servicing of equipment such as elevator (if any), heating, ventilating and air conditioning equipment, and fixtures.
- (4) Furnishing ongoing maintenance and prompt repair of any and all special equipment and systems referenced in Exhibits A and B including but not limited to, security and access control systems, fire suppression systems, special HVAC systems for computer rooms, and UPS systems.
- (5) Furnishing and promptly replacing any inoperative light bulbs, fluorescent tubes, ballast, starters, and filters for the heating, ventilating and air conditioning equipment as required.
- (6) Furnishing remedial painting as necessary to maintain the premises in a neat, clean and orderly condition.
- (7) Annual testing and maintenance of all fire extinguishers in or adjacent to the leased premises.
- (8) Repairing and replacing as necessary intrabuilding network cable and inside wire cable used for voice and data transmission except where such cabling and wiring was provided by the State.
- (9) Repairing and replacing parking lot bumpers and paving as necessary. Repaint directional arrows, striping, etc., as necessary.
- (10) On a bi-weekly basis, sweeping parking areas and sidewalks, maintaining landscaped areas, ~~including sprinklers, drainage, etc.,~~ in a growing, litter-free, weed-free, and neatly mowed and/or trimmed condition.
- (11) ~~Repairing and replacing floor covering as necessary. Lessor, at Lessor's sole cost, shall arrange for moving of furniture and equipment prior and subsequent to the repairing or replacement of floor covering.~~
- (12) Keeping all walkways, parking lots, entrances, and auxiliary areas free of snow, water, oil spills, debris, or other materials which may be hazardous to users of the building.
- (13) Regularly maintain and repair building pumps, drainage, irrigation controller and monitoring, winterization, flushing, main line and breaks, boosters, back flow devices, filters, wiring and gate valves.

- B. Lessor shall provide prompt repair or correction for any damage except damage arising from a willful or negligent act of the State's agents, employees or invitees.
- C. Except in emergency situations, the Lessor shall give not less than 48 hour prior notice to State tenants, when any pest control, remodeling, renovation, or repair work affecting the State occupied space may result in employee health concerns in the work environment.
- D. In case Lessor, after notice in writing from the State requiring the Lessor to comply with the requirements of this paragraph in regard to a specified condition, shall fail, refuse or neglect to comply with such notice, or in the event of an emergency constituting a hazard to the health or safety of the State's employees, property, or invitees, the State may terminate this lease without further obligation or at its option, perform such maintenance or make such repair at its own cost and, in addition to any other remedy the State may have, may withhold rent due and deduct the amount thereof, including necessary costs incurred by the State required for the administration of such maintenance and repairs, from the rent that may then be or thereafter become due hereunder.



## **Painting**

15. In addition to any painting completed prior to the commencement of this lease, and touch-up painting required after initial occupancy upon receipt of written request from the State, Lessor agrees at Lessor's sole cost and expense to repaint all painted surfaces (☒ interior and ☐ exterior) of the leased premises in accordance with the attached Exhibits "A" and "B". In no event shall Lessor be required to repaint more than once during the first sixty (60) month period of this lease after the painting completed prior to the commencement date, and once during any succeeding sixty (60) month period. Lessor shall, within forty-five (45) days from the giving of any such notice, arrange for and complete the painting. Colors are to be approved by the State. Lessor, at Lessor's sole cost, shall arrange for moving of furniture and equipment prior and subsequent to the repainting, and provide drop cloths, and covers as necessary.

## **Change Orders and Alterations**

16. The State shall have the right during the existence of this lease to make change orders and alterations; attach fixtures; and erect additions, structures, or signs in or upon the leased premises. Such fixtures, additions, structures, or signs so placed in or upon or attached to the premises under this lease or any extension hereof shall be and remain the property of the State and may be removed therefrom by the State prior to the termination or expiration of this lease or any renewal or extension hereof, or within a reasonable time thereafter.

In the event alterations, fixtures, additions, structures, or signs in or upon the leased premises are desired by State and State elects not to perform the work, any such work, when authorized in writing by the State shall be performed by the Lessor in accordance with plans and specifications provided by State. Lessor agrees to obtain competitive bids from at least three licensed contractors and to contract with the lowest bidder. Lessor further agrees that the overhead and profit for the work shall not exceed fifteen percent (15%) total for Lessor and any general contractor combined. Within forty-five (45) days after receiving Lessor's notice of completion of the requested work and an invoice requesting payment therefor, together with a complete detailed accounting of all costs for each trade, State agrees to either reimburse Lessor by a single total payment for the cost of such work; or, with Lessor's prior written approval, State will amortize the cost of the requested work over the remaining term of this lease by increasing the monthly rent by an amount to include principal and interest on the unpaid balance. The interest rate may not exceed the prime rate (the base rate on corporate loans posted by at least seventy-five percent (75%) of the nation's 30 largest banks) as of the date of the State's written authorization to proceed.

In the event State terminates this lease on or after the end of the firm term, but before the expiration date of the lease, State agrees to pay to Lessor the portion of the principal balance which is unamortized as of the effective date of termination. Said payment shall be a single payment to be made within forty-five (45) days after the effective date of the termination.

## **Assignment and Subletting**

17. The State shall not assign this lease or sublease without prior written consent of the Lessor, which shall not be unreasonably withheld, but shall in any event have the right to sublet the leased premises.

## **Quiet Possession**

18. The Lessor agrees that the State, while keeping and performing the covenants herein contained, shall at all times during the existence of this lease, peaceably and quietly have, hold, and enjoy the leased premises without suit, trouble, or hindrance from the Lessor or any person claiming under Lessor.

## **Inspection**

19. The Lessor reserves the right to enter and inspect the leased premises at reasonable times, and to render services and make any necessary repairs to the premises.

## **Destruction**

20. If the leased premises are totally destroyed by fire or other casualty, this lease shall terminate. If such casualty shall render ten percent (10%) or less of the floor space of the leased premises unusable for the purpose intended, Lessor shall effect restoration of the premises as quickly as is reasonably possible, but in any event within thirty (30) days.

In the event such casualty shall render more than ten percent (10%) of such floor space unusable but not constitute total destruction, Lessor shall forthwith give notice to State of the specific number of days required to repair the same. If Lessor under such circumstances shall not give such notice within fifteen (15) calendar days after such destruction, or if such notice shall specify that such repairs will require more than ninety (90) days to complete from date such notice is given, State, in either such event, at its option may terminate this lease or, upon notice to Lessor, may maintain occupancy and elect to undertake the repairs itself, deducting the cost thereof from the rental due or to become due under this lease and any other lease between Lessor and State.



In the event of any such destruction other than total, where the State has not terminated the lease as herein provided, or pursuant to the terms hereof has not elected to make the repairs itself, Lessor shall diligently prosecute the repair of said premises and, in any event, if said repairs are not completed within the period of thirty (30) days for destruction aggregating ten percent (10%) or less of the floor space, or within the period specified in Lessor's notice in connection with partial destruction aggregating more than ten percent (10%), the State shall have the option to terminate this lease or complete the repairs itself, deducting the cost thereof from the rental due or to become due under this lease and any other lease between Lessor and State.

In the event the State remains in possession of said premises though partially damaged, the rental as herein provided shall be reduced by the same ratio as the net square feet the State is thus precluded from occupying bears to the total net square feet in the leased premises. "Net square feet" shall mean actual inside dimensions and shall not include public corridors, stairwells, elevators, and restrooms.

It is understood and agreed that the State or its agent has the right to enter its destroyed or partially destroyed leased facilities no matter what the condition. At the State's request, the Lessor shall immediately identify an appropriate route through the building to access the State leased space. If the Lessor cannot identify an appropriate access route, it is agreed that the State may use any and all means of access at its discretion in order to enter its leased space.

**Subrogation  
Waived**

21. To the extent authorized by any fire and extended coverage insurance policy issued to Lessor on the herein leased premises, Lessor hereby waives the subrogation rights of the insurer, and releases the State from liability for any loss or damage covered by said insurance.

**Prevailing Wage  
Provision**

22. For those projects defined as "public works" pursuant to Labor Code §1720.2, the following shall apply:

- A. Lessor/contractor shall comply with prevailing wage requirements and be subject to restrictions and penalties in accordance with §1770 et seq. of the Labor Code which requires prevailing wages be paid to appropriate work classifications in all bid specifications and subcontracts.
- B. The Lessor/contractor shall furnish all subcontractors/employees a copy of the Department of Industrial Relations prevailing wage rates which Lessor will post at the job site. All prevailing wage rates shall be obtained by the Lessor/contractor from:

Department of Industrial Relations  
Division of Labor Statistics and Research  
455 Golden Gate Avenue, 8<sup>th</sup> Floor  
San Francisco, California 94102  
Phone: (415) 703-4774  
Fax: (415) 703-4771

For further information on prevailing wage: [http://www.dir.ca.gov/dlsr/statistics\\_research.html](http://www.dir.ca.gov/dlsr/statistics_research.html)

- C. Lessor/contractor shall comply with the payroll record keeping and availability requirement of §1776 of the Labor Code.
- D. Lessor/contractor shall make travel and subsistence payments to workers needed for performance of work in accordance with the Labor Code.
- E. Prior to commencement of work, Lessor/contractor shall contact the Division of Apprenticeship Standards and comply with §1777.5, §1777.6, and §1777.7 of the Labor Code and Applicable Regulations

**Fair Employment  
Practices**

23. During the performance of this lease, the Lessor shall not deny benefits to any person on the basis of religion, color, ethnic group identification, sex, age, physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age, or sex. Lessor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

Lessor shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.), the regulations promulgated thereunder (California Administrative Code, Title 2, Section 7285.0 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Government Code, Sections 11135-11139.5), and the regulations or standards adopted by the awarding State agency to implement such article.



<b>DVBE Participation</b>	24. The State of California supports the use of Disabled Veteran Business Enterprise (DVBE) and California Certified Small Business (SB) and we encourage the Lessor to utilize DVBE and Certified SB to fulfill its lease obligation under this lease.
<b>Service Companies</b>	25. Within fifteen (15) days after occupancy of the leased premises by the State, Lessor shall provide the State with the name, address, and telephone number of an agency or person convenient to the State as a local source of service regarding the Lessor's responsibilities under this lease as to repairs, maintenance, and servicing of the premises and any or all related equipment, fixtures, and appurtenances.
<b>Service Credit</b>	26. Lessor agrees that the rental provided under the terms of Paragraph 4 hereof is based in part upon the costs of the services, utilities, and supplies to be furnished by Lessor in accordance with Paragraph 13 hereof. In the event the State vacates the premises prior to the end of the term of this lease, or, if after notice in writing from the State, all or any part of such services, utilities, or supplies for any reason are not used by the State, then, in such event, the monthly rental as to each month or portion thereof as to which such services, utilities, or supplies are not used by the State shall be reduced by an amount equal to the average monthly costs of such unused services, utilities, or supplies during the six-month period immediately preceding the first month in which such services, utilities, or supplies are not used.
<b>Holding Over</b>	27. In the event the State remains in possession of the premises after the expiration of the lease term, or any extension or renewal thereof, this lease shall be automatically extended on a month to month basis, subject to thirty (30) days termination by either party, and otherwise on the terms and conditions herein specified, so far as applicable. If the last rental amount shown in Paragraph 4 included the amortization of a capital sum expended by Lessor for certain alterations and improvements, as described in a separate paragraph herein, and the capital sum has been fully amortized, the holdover rent shall be reduced by the amount of the monthly amortization. If the State fails to vacate the premises within the notice period and remains for an extended period, additional rent shall be paid and prorated on a thirty (30) day month, based on the actual number of days the State occupies the premises following the effective date of termination.
<b>Surrender of Possession</b>	28. Upon termination or expiration of this lease, the State will peacefully surrender to the Lessor the leased premises in as good order and condition as when received, except for reasonable use and wear thereof and damage by earthquake, fire, public calamity, the elements, acts of God, or circumstances over which State has no control or for which Lessor is responsible pursuant to this lease. The State shall have no duty to remove any improvements or fixtures placed by it on the premises or to restore any portion of the premises altered by it, save and except in the event State elects to remove any such improvements or fixtures and such removal causes damages or injury to the leased premises, and then only to the extent of any such damage or injury.
<b>Time of Essence, Binding upon Successors</b>	29. Time is of the essence of this lease, and the terms and provisions of this lease shall extend to and be binding upon and inure to the benefit of the heirs, executors, administrators, successors, and assigns to the respective parties hereto. All of the parties hereto shall be jointly and severally liable hereunder.
<b>No Oral Agreements</b>	30. It is mutually understood and agreed that no alterations or variations of the terms of this lease shall be valid unless made in writing and signed by the parties hereto, and that no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.
<b>Service Contracts Wages and Benefits</b>	<p>31. All janitorial and housekeeping services, custodians, food services workers, laundry workers, window cleaners and security guards provided by Lessor pursuant to the provisions of this lease, shall be in full compliance with the requirements of Government Code (GC) 19134 if applicable, including but not limited to the following:</p> <ol style="list-style-type: none"> <li>Lessor agrees that service contract agreements for such services will provide employee wages and benefits that are valued at eighty-five (85%) of the State Employer cost of providing comparable wages and benefits to state employees performing similar duties. For these purposes, benefits include health, dental, and vision benefits and they also include retirement benefits, holiday pay, sick pay and vacation pay.</li> <li>Lessor shall ensure that each contractor and subcontractor providing such services is provided a copy of the applicable regulations for GC 19134.</li> <li>Lessor agrees to certify on a quarterly basis that all contracts executed by Lessor are in compliance with GC 19134.</li> </ol>

- d) Lessor agrees to include in the service contract agreements the applicable reporting, audit and termination for breach provisions as described in the applicable regulations for GC 19134.

**Insurance**

**32. Lessor understands and agrees to the following:**

The State of California has elected to be insured for its motor vehicle and general liability exposures through a self insurance program. The State Attorney General administers the general liability program through an annual appropriation from the General Fund. The Office of Risk and Insurance Management administers the motor vehicle liability program.

Under this form of insurance, the State and its employees (as defined in §810.2 Government Code) are insured for any tort liability that may develop through carrying out official activities, including State official operations on non-State owned property. Should any claims arise by reason of such operations or under an official contract or license agreement, they should be referred to the Attorney General, State of California, Tort Liability Section, 1300 "I" Street, 11th Floor, Sacramento, California 95814. Claims arising from operations of a State-owned vehicle should be forwarded to the Office of Risk and Insurance Management, Auto Self-Insurance, 707 Third Street, 1<sup>st</sup> Floor, West Sacramento, California 95605.

The State of California has entered into a Master Agreement with the State Compensation Insurance Fund to administer workers' compensation benefits for all State employees, as required by the Labor Code.

**Broker  
Commission**

33. The State hereby designates CBRE, as its exclusive real estate consultant in connection with this transaction. Lessor agrees to pay CBRE, a real estate brokerage commission in the amount of \$8,963.19. Said commission is to be paid one-half upon lease execution and one-half upon occupancy. Should lessor fail to pay said commission when due and owing, lessor agrees that the State shall have the right to pay said commission and deduct said moneys from any rental sums due lessor.

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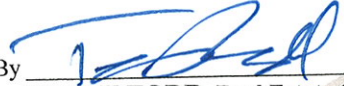


IN WITNESS WHEREOF, this lease has been executed by the parties hereto as of the last date written below.

STATE OF CALIFORNIA  
Approval Recommended

LESSOR

DEPARTMENT OF GENERAL SERVICES  
REAL ESTATE SERVICES DIVISION  
PROFESSIONAL SERVICES BRANCH

By   
**TERRY TODD, Real Estate Officer**  
Real Estate Leasing and Planning Section

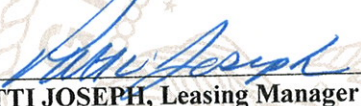
Date 1/17/13

By   
**TODD MCNAMEE, Director of Airports**

Date 1/15/13

Approved

DIRECTOR OF THE DEPARTMENT  
OF GENERAL SERVICES

By   
**PATTI JOSEPH, Leasing Manager**  
Real Estate Leasing and Planning Section

Date 1/17/13





# COUNTY of VENTURA

## Department of Airports

555 Airport Way, Suite B

Camarillo, CA 93010

Phone: (805) 388-4372

Fax: (805) 388-4366

[www.ventura.org/airports](http://www.ventura.org/airports)

May 11, 2023

Camarillo Airport Authority  
Aviation Advisory Commission  
555 Airport Way, Suite B  
Camarillo, CA 93010

**Subject:** Receive and File an Update on Current Airport Layout Plan (ALP)  
Update for Camarillo Airport

**Recommendation:**

Receive and file an update on the current ALP Update for Camarillo Airport

**Discussion:**

The Airport is working with Coffman Associates and the community to update its Camarillo Airport Layout Plan Update which has been partially funded by the Federal Aviation Administration (FAA). The study update will share progress to date as well as anticipated next steps.

If you have any questions regarding this item, please call Dave Nafie at 388-4201, or me at 388-4200.

KEITH FREITAS, A.A.E., C.A.E.  
Director of Airports



# COUNTY of VENTURA

## Department of Airports

555 Airport Way, Suite B

Camarillo, CA 93010

Phone: (805) 388-4372

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May 23, 2023

Aviation Advisory Commission  
Camarillo and Oxnard Airport Authorities  
800 S. Victoria Avenue  
Ventura, CA 93009

**Subject:** Approval of, and Authorization for the Director of Airports or His Designee to Sign, Amendment No. 1 to the Consulting Services Contract for the Camarillo Airport Part 150 Noise Compatibility Study with Coffman Associates, Inc., Increasing the Total Amount of the Contract by \$35,000 to \$805,943, and Increasing the Airport's Cost Share of the Contract from \$42,402 to \$77,402.

**Recommendation:**

Staff requests that your Board:

Approve, and authorize the Director of Airports or his designee to sign, Amendment No. 1 to the Consulting Services Contract with Coffman Associates, Inc., for the Camarillo Airport Part 150 Noise Compatibility Study, increasing the total amount of the contract by \$35,000 to \$805,943, and Increasing the Airport's Cost Share of the Contract from \$42,402 to \$77,402 (Exhibit 1).

**Fiscal/Mandates Impact:**

Mandatory: No

Source of funding: *Federal Aviation Administration (90% of eligible items)*  
*Caltrans (up to 4.5%)*

Funding match required: *Airport Enterprise Fund (5.5% plus non-eligible items)*

Impact on other departments: *None*



<b><u>Summary of Revenue and Project Costs</u></b>	<b><u>FY 2022/23</u></b>	<b><u>FY 2023/24</u></b>
Revenue: FAA (Federal – FAA)	\$ 180,000	\$ 513,849
(State – Caltrans)	\$ 9,000	\$ 25,692
	<u>\$ 200,000</u>	<u>\$ 605,943</u>
Direct Costs	<u>\$ 11,000</u>	<u>\$ 66,402</u>
Net Costs – Airport Enterprise Fund		

**Current Fiscal Year Budget Projection:**

FY 2022-23 Budget Projection for Airports Capital Projects Division 5040 - Unit 5041				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Defi cit)
Appropriations	\$11,782,232	\$14,020,625	\$13,124,998	\$ 895,627
Revenue	8,940,205	11,648,515	9,841,300	(1,807,215)
Net Cost	\$ 2,842,027	\$ 2,372,110	\$ 3,283,698	\$ (911,588)

*Revenue and appropriations are included in the FY 2022-2023 capital budget.*

**Discussion:**

On July 22, 2022, your Board authorized the Department of Airports to enter into a consulting services contract with Coffman Associates, Inc., for a Part 150 Noise Compatibility Study in the amount of \$770,943 (Exhibit 2). The objective of the Noise Compatibility Study is to provide the Department of Airports, surrounding communities, and public officials with a document outlining the baseline noise conditions and a plan to address noise related impacts in the vicinity of the airport.

The Airport has successfully initiated the study and held it's first community meetings. Through this process, the Airport has recognized that additional flexibility in the contract deliverables would help staff better support community engagement. This includes the ability to provide supplemental support materials, additional language interpretation and translation services and extending services if needed for noise monitoring. Therefore, staff requests your Board approve the proposed Amendment No. 1, in the amount of \$805,943, to help enhance the study process.

This study is partially funded by federal and state grants. Since planning grants are rarely allowed to be amended, the overall share of out-of-pocket costs for DOA will likely be increased compared to the original contract by up to \$35,000. However, sufficient appropriations are available in the FY 2022-23 capital budget to cover the net costs.

AAC-CAA-OAA  
Approval of Amendment No. 1 to the  
Consulting Services Contract with Coffman Associates  
May 11, 2023  
Page 3

The offices of the County Executive, the Auditor-Controller, and County Counsel have reviewed this item, and the Aviation Advisory Commission and the Oxnard Airport Authority recommend its approval.

If you have any questions regarding this item, please call Erin Powers at (805) 388-4205, or me at (805) 388-4200.



KEITH FREITAS, A.A.E., C.A.E.  
Director of Airports

Attachments:

Exhibit 1 – Amendment No. 1  
Exhibit 2 – Part 150 Noise Study Contract

**CONSULTING SERVICES CONTRACT: AEA 22-06  
AMENDMENT of CONTRACT NO. 1**

**Camarillo Airport – PART 150 NOISE COMPATIBILITY STUDY**

The County of Ventura (County), and Coffman Associates, Inc., (Consultant) enter into this agreement (Amendment No. 1) to amend the existing consulting services contract between them, entered into on September 30, 2022, for planning services to update the Part 150 Noise Compatibility Study (Contract) for Camarillo Airport.

County and Consultant desire to amend the terms of said existing Contract to allow for the additional flexibility to support interpretation services, noise monitoring and supplemental materials as needed during the study.

NOW THEREFORE, County and Consultant agree as follows:

1. All provisions of the existing Contract and Amendment No. 1 remain in full force and effect except as expressly modified by this Amendment.
2. The following changes are made to the Contract:
  - a. EXHIBIT A, SCOPE OF SERVICES, OPTIONAL TASKS, add the following paragraph:

**Optional Task 3 – Supplemental Study Support**

The following items are not included under this agreement but will be considered as extra work:

- ➔ Additional language interpretation services for meetings in Mixteco or Spanish.
- ➔ Supplemental materials or deliverables in addition to those listed herein.
- ➔ Additional translation services for materials or deliverables in addition to those listed herein.
- ➔ Additional or extended services during noise monitoring made necessary by non-concurrent work, extensions of time due to weather or changes in the work.

Extra Work will be as directed by the County in writing for an additional fee as agreed upon by the County and the Consultant.

- b. EXHIBIT C, FEES and PAYMENT, add the following Paragraph I.B:
  - B. The COUNTY shall compensate CONSULTANT at the Not-to-Exceed amount of thirty-five thousand dollars (\$35,000) to complete all services as detailed in Exhibit A, Optional Task 3 based upon actual time and expenses as approved by the County.

3. By this Amendment, the current Contract amount of seven hundred seventy thousand nine hundred forty-three dollars (\$770,943) is increased by thirty-five thousand dollars (\$35,000), to a total of eight hundred five thousand nine hundred forty-three dollars (\$805,943).

CONSULTANT: COFFMAN ASSOCIATES, INC. Taxpayer No.: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

Dated: \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

COUNTY: County of Ventura

Dated: \_\_\_\_\_

\_\_\_\_\_  
Keith Freitas Director of Airports

CONSULTING SERVICES CONTRACT: AEA 22-06  
AMENDMENT of CONTRACT NO. 1  
Camarillo Airport – PART 150 NOISE COMPATIBILITY STUDY

**CONSULTING SERVICES CONTRACT  
AEA No. 22-06  
Camarillo Airport – PART 150 NOISE COMPATIBILITY STUDY**

This is a Contract, made and entered into this September 30, 2022, by and between the County of Ventura, hereinafter referred to as COUNTY, and Coffman Associates, Inc., 4835 E. Cactus Road, Ste. 235 Scottsdale, AZ 85254, hereinafter referred to as CONSULTANT.

This Contract shall be administered for the COUNTY by the COUNTY's Department of Airports. Claims, disputes, or complaints to the COUNTY under this contract must be addressed to the Projects Coordinator located at 555 Airport Way, Suite B, Ventura, CA 93010 by certified mail return receipt requested. This Contract constitutes the entire agreement between the parties regarding its subject matter and supersedes all previous and contemporaneous agreements, understandings and negotiations regarding the subject matter of this Contract. No modification, waiver, amendment or discharge of this Contract is valid unless the same is in writing and signed by duly authorized representatives of both parties.

The parties hereto agree as follows:

1. COUNTY hereby retains CONSULTANT to perform services as provided in the "Scope of Work and Services", attached hereto as "Exhibit A", and the "County of Ventura, Public Works Agency, Consultant's Guide to Ventura County Procedures" as amended, which is on file with the County of Ventura, Public Works Agency, and which by reference is made a part hereof. This Contract shall take precedence over the Guide in case of conflicting provisions, otherwise they shall be interpreted together.
2. All work under this Contract, and any portion thereof separately identified, shall be completed within the time provided in the "Time Schedule", attached hereto as "Exhibit B". COUNTY shall issue a suspension of the contract time whenever CONSULTANT is delayed by action or inaction of COUNTY and CONSULTANT promptly notifies COUNTY of such delays.
3. Payment shall be made monthly, within 30 days from when the COUNTY receives an invoice along with a COUNTY claim form, or 10 days from when the Auditor-Controller's office receives the invoice and COUNTY claim form, in accordance with the "Fees and Payment", attached hereto as "Exhibit C".
4. COUNTY, Federal Aviation Administration (FAA), Comptroller General of the United States or any duly authorized representative shall have the right to review the work being performed by CONSULTANT under this Contract at any time during COUNTY's usual working hours. A review of the work in progress shall not relieve the

CONSULTANT of responsibility for the accuracy and completeness of the work performed under this Contract.

5. COUNTY or any duly authorized representative shall have the right to review the work being performed by CONSULTANT under this Contract at any time during COUNTY's usual working hours. A review of the work in progress shall not relieve the CONSULTANT of responsibility for the accuracy and completeness of the work performed under this Contract.
6. This Contract is for the professional services of CONSULTANT and is non-assignable by CONSULTANT without prior consent by COUNTY in writing except that CONSULTANT may assign money due or which will accrue to CONSULTANT under this Contract. If given written notice, COUNTY will recognize such assignment to the extent permitted by law, but any assignment of money shall be subject to all proper setoffs and withholdings in favor of the COUNTY and to all deductions provided for in this Contract. All money withheld, whether assigned or not, shall be subject to being used by COUNTY for completion of the work, should the Contract be in default.

In performing these professional services, CONSULTANT is an independent contractor and is not acting as an agent or employee of COUNTY.

7. COUNTY retains the right to terminate this Contract for any reason prior to completion by notifying CONSULTANT in writing, and by paying charges accumulated prior to such termination. Such charges shall be limited to the maximum fee specified in "Exhibit C" for completion of any separately identified phase of the work which, at the time of termination, has been started by request of COUNTY.
8. On completion or termination of Contract, COUNTY shall be entitled to immediate possession of, and CONSULTANT shall furnish on request, all computations, plans, correspondence and other pertinent data gathered or computed by CONSULTANT for this particular project prior to any termination. No documents prepared pursuant to this Contract or any modifications thereof shall be copyrighted by CONSULTANT or by COUNTY. CONSULTANT may retain copies of said original documents for CONSULTANT's files.
9. CONSULTANT is authorized to place the following statement on the drawings or specifications prepared pursuant to this Contract:

"This drawing (or These specifications), including the designs incorporated herein, is (are) an instrument of professional service prepared for use in connection with the project identified hereon under the conditions existing on date. Any use, in whole or in part, for any other project without written authorization of COFFMAN ASSOCIATES, shall be at user's sole risk."

10. CONSULTANT owes COUNTY an undivided duty of loyalty in performing the services under this contract. During the term of this agreement CONSULTANT shall not employ or compensate personnel currently employed by COUNTY.

CONSULTANT shall promptly inform COUNTY of any contract, arrangement, or interest that CONSULTANT may enter into or have (other than this Contract) related to the COUNTY's subject project. This includes contracts and arrangements with manufacturers, suppliers, contractors or other third parties which possess or seek to obtain a financial interest related to the COUNTY's subject project. In performing services under this Contract, CONSULTANT acknowledges that it may be subject to laws addressing financial conflicts of interest such as the Political Reform Act ("Act"), Government Code section 81000 et seq.

CONSULTANT shall comply with financial disclosure requirements under the Act as directed by COUNTY, and shall not engage in activities that may constitute a conflict of interest under applicable law.

11. This Contract is funded in part by a Federal Aviation Administration (FAA), Airport Improvement Program (AIP) grant. Personnel performing services in the field during construction are required in accordance with Section 1770 et. seq. of the California Labor Code and the Code of Federal Regulations (Davis-Bacon Act) to be paid the higher of determinations of the general prevailing wages for various classes of workers in Ventura County as made by the California Director of Industrial Relations or the U.S. Secretary of Labor.
12. CONSULTANT shall defend, indemnify and hold harmless COUNTY, including the COUNTY's boards, agencies, departments, officers, employees and agents (collectively "Indemnatee"), against any and all claims, lawsuits, judgments, debts, demands or liabilities that arise out of, pertain to, or relate to the CONSULTANT's negligence, recklessness or willful misconduct in the performance of this Contract.
13. Insurance Requirements
  - a. Without limiting CONSULTANT's duty to indemnify and defend COUNTY as required herein, CONSULTANT shall, at CONSULTANT'S sole cost and expense and throughout the term of this Contract and any extensions thereof, carry one or more insurance policies that provide the following minimum coverage:
    - 1) Commercial General Liability insurance shall provide a minimum of \$1,000,000 coverage for each occurrence and \$2,000,000 aggregate coverage.
    - 2) Automobile Liability insurance shall provide a minimum of either a combined single limit of \$300,000 for each accident or all of the following: \$100,000 bodily injury per person, \$300,000 bodily injury per accident and \$50,000 property damage
    - 3) Worker's Compensation insurance in full compliance with California law for all employees of CONSULTANT in the minimum amount of \$500,000.



- 4) Professional Liability (Errors and Omissions) insurance shall provide a minimum of \$1,000,000 coverage for each occurrence or \$2,000,000 in annual aggregate coverage.

b. CONSULTANT shall notify COUNTY immediately if the CONSULTANT'S general aggregate of insurance is exceeded by valid litigated claims and purchase additional levels of insurance to maintain the above stated requirements. Each type of insurance mentioned herein shall be written by a financially responsible company or companies authorized to do business in the State of California. CONSULTANT agrees to provide COUNTY with copies of certificates of all policies written and each shall contain an endorsement that they are not subject to cancellation without 30 days prior written notice being given to COUNTY by the insurance company or companies writing such insurance. CONSULTANT agrees to name County of Ventura and its officials employees and agents as additional insured ("Additional Insureds") on CONSULTANT'S general and automobile liability insurance policies.

All required insurance shall be primary coverage as respects the Additional Insureds, and any insurance or self insurance maintained by the Additional Insureds shall be in excess of CONSULTANT's insurance coverage and shall not contribute to it. CONSULTANT agrees to waive all rights of subrogation against the Additional Insureds for losses arising directly or indirectly from the activities or work performed by CONSULTANT hereunder.

c. Notwithstanding subparagraph 13.a., if the Professional Liability coverage is "claims made", CONSULTANT must, for a period of five (5) years after the date when Contract is terminated, completed or non-renewed, maintain insurance with a retroactive date that is on or before the start date of contract services or purchase an extended reporting period endorsement (tail coverage). COUNTY may withhold final payments due until satisfactory evidence of the tail coverage is provided by CONSULTANT to COUNTY,

14. CONSULTANT shall sign and comply with the statement as set forth in "Exhibit D" hereto. Where the word Contractor is used in "Exhibit D" it shall mean "CONSULTANT".

15. Disputes arising under or related to the performance of the Contract shall be resolved by arbitration unless the COUNTY and the CONSULTANT agree in writing, after the dispute has arisen, to waive arbitration and to have the claim or dispute litigated in a court of competent jurisdiction. Arbitration shall be pursuant to Article 7.1 (commencing with Section 10240) of Chapter 1 of Part 2 of the Public Contract Code and implementing regulations at Chapter 4 (commencing with Section 1300) of Division 2 of Title 1 of the California Code of Regulations.

The arbitration decision shall be decided under and in accordance with California law, supported by substantial evidence and, in writing, contain the basis for the decision, findings of fact, and conclusions of law.



**AEA 22-06  
CONTRACT**

Arbitration shall be initiated by a Complaint in Arbitration made in compliance with the requirements of section 1300 et seq. of Title 1 of the California Code of Regulations.

Where an election is made by either party to use the Simplified Claims Procedure provided under Sections 1340 – 1346 of Title 1 of the California Code of Regulations, the parties may mutually agree to waive representation by Counsel.

Prior to filing a Complaint in Arbitration, the CONSULTANT shall exhaust his administrative remedies by attempting to resolve his dispute with COUNTY's staff in the following sequence:

Project Coordinator  
Director of Airports (Director)

CONSULTANT shall initiate the administrative review process no later than thirty (30) days after the dispute has arisen by submitting a written statement describing the dispute and request for relief, along with supporting argument and evidence, to the Project Coordinator. CONSULTANT may appeal the Project Coordinator's decision in writing to the Director not later than seven (7) days after receipt of the Project Coordinator's decision. The Project Coordinator's and Director's decision shall be in writing. The Director's decision shall be the final decision.

CONSULTANT: Coffman Associates, Inc.

Taxpayer No.: 43-1201450

Dated: September 28, 2022

Matt Quick Digitally signed by Matt Quick  
Date: 2022.09.28 15:29:48 -07'00'

Matt Quick, Principal  
Print Name and Title

Dated: September 28, 2022

Kory Lewis Digitally signed by Kory Lewis  
Date: 2022.09.29 07:19:47 -05'00'

Kory Lewis, Principal  
Print Name and Title

COUNTY: County of Ventura

Dated: 10/5/2022

  
Keith Freitas, Director of Airports

**EXHIBIT A**

**Scope of Services  
Part 150 Noise Compatibility Study**

**PROJECT BACKGROUND**

The objective of the Noise Compatibility Study is to provide the Ventura County (Sponsor), surrounding communities, and public officials with a document outlining the baseline noise conditions and a plan to address noise related impacts in the vicinity of the airport. The Noise Compatibility Study Update will be prepared under the guidelines of 14 CFR Part 150 "Airport Noise Compatibility Planning." Coordination between the Sponsor, the local agencies, the State of California, the Federal Aviation Administration (FAA), and the consultant will be essential to bringing together all facts and data relevant to the project and to developing a mutual agreement regarding noise abatement, noise mitigation, and land use planning.

**DESCRIPTION**

This scope of services for Camarillo Airport has been prepared to provide a detailed element and task description of the study efforts which includes Element 1, Element 2 and Optional Tasks, which are described in more detail below:

**ELEMENT I – PREPARATION OF THE 14 CFR  
PART 150 STUDY DOCUMENTATION**

**TASK I-1 – INITIATION**

**Task I-1.1 – Prepare Work Scope and Budget**

**Description:** Detailed descriptions of each item of work required for completion of the Noise Compatibility Study will be prepared. The product of each task will be stipulated, and the specific responsibilities of each party addressed. Each task will be evaluated to estimate the number of person-days necessary to accomplish the work efforts and will be based on the billing classifications of the planning professionals assigned. Expenses for travel, subsistence, materials, computer time, reproduction and printing, and miscellaneous study-related costs will be estimated.

**Responsibilities:**

**Consultant:** Develop the scope of work, budget, and schedule from which contract terms will be based.

**Sponsor:** Review and negotiate scope of work, budget, and schedule requirements to ensure proper attention is paid to critical areas.

**Product:** A detailed work scope and task-by-task itemization of the project person-days, costs, and project time schedule.

**Task I-1.2 – Prepare Study Workbooks**

**Description:** Notebooks will be provided for public outreach purposed during the study. A standard three-ring notebook will be used with a format designed to allow working papers to be inserted as the study progresses. Three (3) English and three (3) Spanish versions of the notebook will be prepared.

**Responsibilities:**

**Consultant:** Coffman Associates will design and print workbooks for the Sponsor.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

**Sponsor:** Review and comment prior to distribution.

**Product:** Workbooks in sufficient number to meet study requirements. Up to six (6) copies are budgeted.

**Task I-1.3 – Prepare Technical Information Papers**

**Description:** Provide up to six (6) copies of detailed Technical Information Papers (TIPs). English and Spanish versions will be prepared. These papers have been organized and written by the consultant to provide basic technical information about noise and related issues. The TIPs will be distributed to all Planning Advisory Committee (PAC) members for their use in better understanding detailed technical

elements of evaluating noise impacts and planning methods of mitigating those impacts.

**Responsibilities:**

Consultant: Coffman Associates will print and distribute Technical Information Papers (TIPs).

Sponsor: None.

**Product:** Up to three (3) English and three (3) Spanish hard copies of the Technical Information Papers will be provided. Electronic versions in PDF format will also be provided in English and Spanish.

**TASK I-2 – INVENTORY OF EXISTING CONDITIONS**

**Task I-2.1 – Secure Baseline Data and Documents**

**Description:** Information on existing and future land use planning documents, zoning ordinances, subdivision regulations, building codes, and capital improvement programs will be secured for each government entity in the airport area through an examination of local documents and publications, interviews with local planning agencies and other appropriate personnel, and on-site inspection. In addition to obtaining land use planning information, socioeconomic data and forecasts will be assembled through consultations with local governments and planning agencies. Particular emphasis will be on data shedding light on the existing distribution and density of population in the study area and potential trends in population distribution and density. Population and housing data and forecasts will be collected for the smallest geographical area for which they are available.

Interviews will be conducted with airport officials, Camarillo Airport traffic control tower staff, aircraft operators, aviation users, and FAA personnel. This information will be used to describe the range of services and operations at the airport. Coffman Associates will develop a complete description of air traffic control and airspace at the airport and surrounding area. Particular emphasis will be given to the relationship of air traffic control procedures to potential noise abatement alternatives to be developed in the study.

In addition to obtaining information essential for preparation of a 14 CFR Part 150 Study, these interviews with land use planning agencies, transportation planning

agencies, and public works agencies for all government entities are important to gain an understanding of the local issues from their perspective, as well as start the local coordination effort.

**Responsibilities:**

**Consultant:** Coffman Associates will obtain all relevant existing documents, perform on-site inspection of facilities, and conduct interviews with local officials.

**Sponsor:** Assist Consultants with collection of data, including coordinating any necessary interviews. Assist Consultant with identification of relevant land use control documents.

**Product:** Data on airport facilities, operations, airspace and air traffic control, population, and economy for input to later tasks.

**Task I-2.2 – Base Mapping**

**Description:** Based on the local available geographic information system (GIS) digital maps, prepare a digital map of the study area. Local maps and aerial photographs will be used as necessary to ensure the map is up to date. Base maps will show the street and railroad network, major power lines, the major facilities on the airport, the airport property line, major streams and ponds, and political boundaries. This base mapping will provide the basis for detailed maps developed throughout the planning process. The maps will be prepared for use in the report, for formal submission under 14 CFR Part 150, and for public presentations.

**Responsibilities:**

**Consultant:** Coffman Associates will prepare GIS base mapping.

**Sponsor:** Provide Consultant with the existing airport layout plan and property map. Review consultant-developed maps.

**Product:** Base maps to be used throughout the study.

**Task I-2.3 – Study Area Boundary**

**Description:** Using the base map from the previous task, the boundaries of the area selected for detailed analysis will be established. The study area will generally follow the boundaries of locally established census tracts or traffic analysis zones, physiographic features, or political boundaries, and will encompass an area somewhat

larger than the anticipated 65 CNEL contour. 14 CFR Part 150 dictates the scale of this map to be 1" = 2,000 feet.

**Responsibilities:**

**Consultant:** Coffman Associates will establish a study area boundary.

**Sponsor:** Review the study area boundary.

**Product:** An established area within which all further analyses will be conducted.

**Task I-2.4 – Existing Land Use**

**Description:** Review existing GIS land use maps, aerial photography, general plans, existing easements, and other documentation of existing land use in the study area. A windshield survey will be conducted as needed to verify land uses that cannot be determined with the aerial photography. Data will be obtained for the entire study area.

**Responsibilities:**

**Consultant:** Coffman Associates will conduct work under this task.

**Sponsor:** Furnish Consultant with land use maps and data, as available. Review Consultant's land use map.

**Product:** Existing land use map and land use data for input to later tasks.

**Task I-2.5 – Future Land Use Controls and Plans**

**Description:** Review existing zoning ordinances, subdivision regulations, building codes, land use and transportation plans, area capital improvement programs, and other documentation of land use management in the study area. Tables and exhibits of the zoning, future land use plan designation, and improvement project information will be prepared.

**Responsibilities:**

**Consultant:** Coffman Associates will review and summarize reports and documents from area planning agencies and prepare GIS mapping exhibits of existing zoning and general plan land uses.

Sponsor: Review.

**Product:** Tables and exhibits for analysis in later tasks.

#### **Task I-2.6 – Land Use Development Trends**

**Description:** Based on the data collected in Tasks I-2.1, I-2.5, and interviews with local planning officials, assess the residential land use growth trends in the study area. Checks will be made of the historical market conditions, current development activities, existing infrastructure, natural constraints, and prevailing regulations to understand potential short-term and ultimate uses of land within the study area.

#### **Responsibilities:**

Consultant: Coffman Associates is responsible for this task.

Sponsor: Review.

**Product:** An understanding of land use growth trends and requirements in the study area.

#### **Task I-2.7 – Working Paper No. 1, Inventory**

**Description:** Assemble information and mapping from work efforts in Task I-2 and organize these findings into a working paper describing existing conditions in the airport area and present a preliminary assessment of issues to be addressed in the Noise Compatibility Study. This working paper will represent a draft version of Chapter One of the Noise Exposure Maps document.

#### **Responsibilities:**

Consultant: Coffman Associates is responsible for completing the narrative and graphics for the working paper and sending hard copies to the Sponsor. This working paper will be uploaded to the project website one week prior to the PAC meeting.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

Sponsor: Review and comment.

**Product:** A working paper covering the items outlined in the inventory element. Up to three (3) English and three (3) Spanish hard copies will be provided. Electronic versions in PDF format will also be provided in English and Spanish.

### **TASK I-3 – AVIATION NOISE ANALYSIS**

#### **Task I-3.1 – Field Noise Measurements**

**Description:** A noise measurement program will be designed specifically for Camarillo Airport. The effort will be designed to meet the requirements stated in 14 CFR Part 150, Appendix A, Section A150.5. Measurements will be taken over a five-day period at no more than eight (8) sites. Noise at each site will be logged over durations ranging from 24 hours to as many as four (4) consecutive days. The locations will be chosen through coordination with Airport staff and other local interested parties.

The consultant will use a Larson Davis Model 831 Sound Level Meter (SLM) to log sound levels at the site. The Model 831 SLM is equipped to make an audio recording of an event that exceeds the programmed ambient/background noise thresholds. These thresholds will be programmed as part of the initial setup of the noise monitoring equipment. A minimum threshold of approximately 5 to 10 dB greater than the ambient level (55-60 dB) will be established for the noise measurements. This will exclude any noise event below the threshold. Additionally, a minimum event duration of three to five seconds will be set to ensure that brief events (door slam, dog barking, etc.) are not recorded. These two thresholds will focus the single noise events logged by the noise monitor on events more likely generated by aircraft overflights. Only those events which exceed both thresholds will be noted as noise events and included as part of the raw data. Single events meeting both criteria will be retained and analyzed to consider all noise present at the site, regardless of its level.

In addition, a 5-second sound file of each noise event will be saved within the instrument's memory. These 5-second sound files will be used to differentiate between aircraft and non-aircraft noise sources. Using information recording during the field measurement period, the consultant will evaluate and summarize the recorded noise events. Tables summarizing noise events will be presented using the following metrics: Lmax, Leq, SEL, and CNEL.



**Responsibilities:**

**Consultant:** Coffman Associates will coordinate with the Sponsor's staff and interested parties in requesting noise measurement locations and to conduct noise monitoring and analysis.

**Sponsor:** Provide input on noise measurement locations and review analysis.

**Product:** An analysis of up to four (4) days of noise measurement data and a comparison with Airport Environmental Design Tool (AEDT)-predicted values.

**Task I-3.2 – Radar Flight Tracking and Aircraft Departure Profile Analysis**

**Description:** In order to develop accurate, reliable, and valid noise contours, the AEDT requires the input of reasonable arrival and departure flight tracks for the airport. The flight track data will be downloaded directly from Vector Airport Systems. Flight track data will be broken down by operation type and mapped on the study area base map. Generalized flight tracks for various classes of aircraft will be developed for noise modeling based on an analysis of the raw flight track data. An aircraft profile analysis will also be prepared using the flight track data.

AEDT departure profile data will also be compared to actual aircraft profile information developed from the radar flight track data obtained earlier in this task. Up to four aircraft types will be compared based on data available from the radar flight tracking analysis. This will be used to evaluate aircraft departure profile parameters in the AEDT.

**Responsibilities:**

**Consultant:** Coffman Associates will map, analyze, and prepare the flight track and departure profile analysis.

**Sponsor:** Review the Consultant's analysis.

**Product:** Plots of up to five days of aircraft flight tracks and aircraft departure profile analysis for evaluating the aircraft departure parameters in the computerized noise model.

**Task I-3.3 – Refine Operational Fleet Mix Forecasts**

**Description:** Utilizing the current operations and the aviation forecasts from the most recent Camarillo Airport Master Plan, prepare a more detailed forecast of the aircraft fleet mix and day/night split of activity. The fleet mix projections will be developed for commercial service aircraft utilizing information such as airline fleet orders and local market trends. The general aviation fleet mix forecasts will take into account local and national trends in aircraft mix. Interviews with military units will be used to determine forecast for military aircraft. Current activity schedules and activity logs will be used in formulating the day/night activity split. The fleet mix forecasts, and day/night split of activity will be of sufficient detail to serve as input into the AEDT for forecasts of future aircraft noise exposure.

**Responsibilities:**

Consultant: Responsible for analyses in this task.

Sponsor: Provide operations, landing reports, and based aircraft lists as needed and review Consultant analysis.

**Product:** A detailed aircraft fleet mix forecast broken down by daytime and nighttime operations.

**Task I-3.4 – Existing Aircraft Noise Exposure**

**Description:** Using data from previous work tasks, aircraft noise exposure will be calculated using the latest version of the AEDT. Noise levels, at five-CNEL increments, will range from 65 CNEL to 75 CNEL. The noise contour map will represent average annual conditions for a 12-month period, ending with the month for which the most recent data are available when the forecasting analysis is started. This will be taken as an estimate of 2022 noise conditions.

**Responsibilities:**

Consultant: Coffman Associates is responsible for this task.

Sponsor: Review.

**Product:** An AEDT analysis describing noise contours at 65, 70, and 75 CNEL levels. A map of aircraft noise exposure contours for 65, 70, and 75 CNEL levels. This map provides the basis for the 2022 Noise Exposure Map which the Sponsor may submit to the FAA under 14 CFR Part 150.

### **Task I-3.5 – Noise Contour Comparison**

**Description:** Noise measurement data from Camarillo Airport will be used to validate the AEDT input assumptions and existing condition noise exposure contours. An AEDT grid point analysis will be prepared for the purpose of comparing the annual average noise levels from the field noise monitor sites. This comparison will be used to provide support or justify adjustments to the AEDT input assumptions.

#### **Responsibilities:**

**Consultant:** Coffman Associates is responsible for this task.

**Sponsor:** Provide noise measurement data and review analysis.

**Product:** Noise contour validation analysis.

### **Task I-3.6 – Future Baseline Aircraft Noise Exposure**

**Description:** Based on the refined forecasts developed in previous tasks, an AEDT contour analysis will be prepared, assuming no new noise abatement actions for the five-year forecast condition (2027).

#### **Responsibilities:**

**Consultant:** Coffman Associates is responsible for this task.

**Sponsor:** Review.

**Product:** Noise analyses showing CNEL 65, 70, and 75 noise contours for the five-year forecast condition. The 2027 map will be the basis for the five-year Noise Exposure Map which the Sponsor may submit to the FAA under 14 CFR Part 150.

### **Task I-3.7 – Long Range Aircraft Noise Exposure**

**Description:** Based on the refined forecasts developed in previous tasks, an AEDT contour analysis will be prepared, assuming no new noise abatement actions for the 20-year forecast condition (2042).

#### **Responsibilities:**

**Consultant:** Coffman Associates is responsible for this task.

**Sponsor:** Review.

**Product:** Noise analyses showing CNEL 65, 70, and 75 noise contours for the 20-year forecast condition. The 2042 map will be the basis for long range land use planning and will not be submitted to the FAA under 14 CFR Part 150. It is anticipated that this noise exposure contour and supporting information will be included in an appendix.

### **Task I-3.8 – Working Paper No. 2, Aircraft Noise Exposure**

**Description:** Develop a working paper summarizing the results of all tasks in this element. This paper will contain noise contour maps for the baseline existing condition. It will also include baseline noise exposure for the five-year forecast conditions. This working paper will represent a draft version of Chapter Two of the Noise Exposure Maps document.

#### **Responsibilities:**

**Consultant:** Coffman Associates is responsible for completing the narrative and graphics for the working paper and sending hard copies to the Sponsor. This working paper will be uploaded to the project website one week prior to the PAC meeting.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

**Sponsor:** Review and comment.

**Product:** A working paper covering the items outlined in Task I-3. Up to three (3) English and three (3) Spanish hard copies will be provided. Electronic versions in pdf format will also be provided in English and Spanish.

### **TASK I-4 – NOISE IMPACTS**

#### **Task I-4.1 – Land Use Impact Guidelines**

**Description:** Land use impact guidelines for use in evaluating noise impacts will be selected. The Consultant will present options to the Sponsor with the understanding that the FAA's Land Use Compatibility Guidelines, as presented in 14 CFR Part 150 will be given significant weight. Potential variations on the FAA guidelines may be considered based on official guidelines developed through authoritative studies or by official local government agencies.

**Responsibilities:**

Consultant: Coffman Associates will be responsible for presenting potential and recommended land use impact criteria.

Sponsor: Review and approval of guidelines.

**Product:** Land use impact guidelines for use in noise impact analysis.

**Task I-4.2 – Growth Risk Analysis**

**Description:** Using the results of previous tasks completed in Element I-4, areas with the greatest potential for non-compatible development, as well as land use control inconsistencies will be identified. Growth risk areas will be categorized by type of residential land use. In addition, the potential development of non-compatible institutional uses will be identified.

**Responsibilities:**

Consultant: Coffman Associates will be responsible for this task.

Sponsor: Review.

**Product:** A growth risk analysis, including mapping residential growth areas and potential non-compatible institutional uses in the study area.

**Task I-4.3 – Land Use and Population Impacts**

**Description:** Existing and future aircraft noise contours will be compared with existing non-compatible land use and potential future non-compatible land use. Maps for the current and forecast conditions will show the location of non-compatible land uses with respect to aircraft noise contours. Tabulations of non-compatible land uses by five-



CNEL increments will be produced from previously digitized land use and growth risk data.

The population exposed to noise will be estimated for the baseline and future year noise contours by five-CNEL increments. Impacts for the forecast years will include estimates of potential future population based on the growth risk analysis. The resulting single-number rating for each baseline noise condition will be used in comparisons with noise contours produced in subsequent analyses of potential noise abatement measures.

**Responsibilities:**

Consultant: Coffman Associates will be responsible for this task.

Sponsor: Review.

**Product:** A map of non-compatible land uses and aircraft noise contours for the baseline condition and the five-year forecast condition. A summary of the non-compatible land uses, and population exposed to aircraft noise by five-CNEL increments from 65 to 75 CNEL.

**Task I-4.4 – Working Paper No. 3, Noise Impacts**

**Description:** Develop a working paper summarizing the results of all tasks in this element. This paper will contain noise contour maps and an analysis of noise impacts for the baseline existing condition and the five-year forecast condition. This working paper will represent a draft version of Chapter Three of the Noise Exposure Maps document.

**Responsibilities:**

Consultant: Coffman Associates is responsible for completing the narrative and graphics for the working paper and sending hard copies to the Sponsor. This working paper will be uploaded to the project website one week prior to the PAC meeting.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

**Sponsor:** Review and comment.

**Product:** A working paper covering the items outlined in Task 4. Up to three (3) English and three (3) Spanish hard copies will be provided. Electronic versions in PDF format will also be provided in English and Spanish.

## **TASK I-5 – FINAL NOISE EXPOSURE MAP REPORTS**

### **Task I-5.1 – Draft Noise Exposure Map Documentation**

**Description:** Organize draft final documentation in support of the Noise Exposure Maps (NEM) prepared under Tasks I-2 through I-4. All documentation required by 14 CFR Part 150, including the following, will be provided:

- revisions of working papers 1 through 3 previously distributed for review by the Sponsor and the PAC;
- a description of the consultations with airport users, planning agencies, and the public necessary to produce the Noise Exposure Maps and copies of all written comments received on the study;
- preparation of FAA's Noise Exposure Maps Checklist; and
- printed and electronic version of a draft final document.

### **Responsibilities:**

**Consultant:** Coffman Associates is responsible for making revisions to the narrative and graphics for the draft NEM.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

**Sponsor:** Review and comment.

**Product:** Draft final copies of documentation in support of the Noise Exposure Maps suitable for submission to the Sponsor for review and approval. Fifteen (15) hard copies will be provided in English and fifteen (15) hard copies will be provided in Spanish. Final copies of a supplemental volume documenting the public involvement process, including all written comments received on the NEM (15 copies). Electronic PDF version of the draft final will also be prepared in English and Spanish.

#### **Task I-5.2 – Final Noise Exposure Map Documentation**

**Description:** Prepare final documentation in support of the NEM prepared under Tasks I-2 through I-4. All documentation required by 14 CFR Part 150, including the following, will be provided:

- revisions of Draft Noise Exposure Map Document previously distributed for review by the Sponsor;
- a description of the consultations with airport users, planning agencies, and the public necessary to produce the Noise Exposure Maps and copies of all written comments received on the study;
- printed and electronic version of a final document.

#### **Responsibilities:**

**Consultant:** Coffman Associates is responsible for final revisions to the narrative and graphics for the final NEM.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

**Sponsor:** Review and comment.

**Product:** Final copies of documentation in support of the NEM suitable for submission by the Sponsor to the FAA. Up to ten (10) hard copies and an electronic version in PDF format in English will be provided. Up to ten (10) hard copies and an electronic version in PDF format in Spanish will be provided. Final copies of a

supplemental volume documenting the public involvement process, including all written comments received on the NEM (up to 10 copies).

## **TASK I-6 – NOISE ABATEMENT ALTERNATIVES**

### **Task I-6.1 – Noise Abatement Issues**

**Description:** The Consultant will identify noise abatement issues at the airport based on the analysis undertaken in previous elements, consultations with airport staff and PAC, and based on comments raised at public workshops.

#### **Responsibilities:**

Consultant: Coffman Associates will be responsible for this task.

Sponsor: Review.

**Product:** Identification of noise issues for consideration in the noise abatement alternatives analysis.

### **Task I-6.2 – Aviation Technical Conference**

**Description:** A working session will be held among the airport management, aviation officials, airport users, and Consultant to discuss technical aspects of potential noise abatement strategies for consideration of future applications at the airport. It is expected that those attending the meeting will be the aviation specialists serving on the PAC. Additional aviation interests will be invited as necessary. The purpose is to review the Consultant's preliminary screening of noise abatement techniques and to provide a forum for presenting other noise abatement ideas.

#### **Responsibilities:**

Consultant: Coffman Associates will prepare a list of potential participants and submit to Sponsor for approval and facilitate discussions regarding noise abatement techniques. Coffman Associates will prepare meeting minutes.

Meeting minutes will be translated into Spanish.



**Sponsor:** Coordinate with Consultant in setting up meeting. Provide a meeting location.

**Product:** A joint understanding among all participants of the potential for noise abatement and the scope of the forthcoming noise abatement analysis. Summary minutes.

### **Task I-6.3 – Noise Abatement Analysis Criteria**

**Description:** Based on input received through the coordination process and the Consultant's independent analysis, criteria will be developed to evaluate potential noise abatement alternatives. Criteria are expected to include noise impact reduction, airspace impacts, impacts on capacity, safety, cost, user/operator acceptability, feasibility of implementation, and legality.

#### **Responsibilities:**

**Consultant:** Coffman Associates will be responsible for this task.

**Sponsor:** Review.

**Product:** Criteria for judging the acceptability, cost, and effectiveness of potential noise abatement procedures.

### **Task I-6.4 – Screening of Noise Abatement Alternatives**

**Description:** Various aircraft noise abatement techniques that could be applied to the airport will be identified and screened. This will include each measure identified in 14 CFR Part 150. Additional measures drawn from use at other airports and based on input from the PAC, one-on-one coordination with aviation-related agencies and users, the Aviation Technical Conference, and other local interest groups will also be identified and screened.

#### **Responsibilities:**

**Consultant:** Coffman Associates will be responsible for this task.

**Sponsor:** Review.

**Product:** A list and description of aircraft noise abatement alternatives that potentially can be effective in reducing aircraft noise exposure. Documentation of those alternatives that cannot be effective will also be developed.

#### **Task I-6.5 – Potential Noise Abatement Alternatives and Scenarios**

**Description:** Based on the screening results of the previous task, noise abatement procedures will be identified for potential application in the future. Detailed descriptions of the potential procedures will be developed. Opportunities for the combined use of several procedures will be identified.

##### **Responsibilities:**

**Consultant:** Coffman Associates will be responsible for this task.

**Sponsor:** Review.

**Product:** Descriptions of potential operational scenarios that may be expected to reduce noise impacts in the study area.

#### **Task I-6.6 – Noise Exposure of Abatement Alternatives/Scenarios**

**Description:** The noise abatement scenarios identified in the previous task will be modeled using the most current version of the AEDT to produce CNEL contours. Alternatives and scenarios are expected to be based on five-year forecast conditions. Maps of each run will be prepared showing contours ranging from 65 to 75 CNEL. Supplemental noise analysis, such as grid point analysis, will be produced as the Consultant deems necessary.

##### **Responsibilities:**

**Consultant:** Coffman Associates will be responsible for this task.

**Sponsor:** Review.

**Product:** Noise contour maps for each of a series of operational alternatives/scenarios.

#### **Task I-6.7 – Land Use and Population Impacts of Alternatives**

**Description:** Estimates of the number of noise-sensitive land uses and resident population exposed to aircraft noise, by five-CNEL increments from 65 to 75 CNEL, will be developed for each scenario modeled in the previous task, using the Consultant's computerized impact analysis system. To facilitate comparisons among the alternatives, population counts will be developed for each alternative and scenario.

**Responsibilities:**

Consultant: Coffman Associates will be responsible for this task.

Sponsor: Review.

**Product:** Estimates of land use and population exposed to noise for each alternative.

**Task I-6.8 – Working Paper No. 4, Noise Abatement Alternatives**

**Description:** A working paper will be prepared summarizing the work done under this element. This will involve developing narrative and graphic presentation of the analyses and evaluations, explanation of results, and a final list of noise abatement alternatives deserving serious consideration for implementation. This working paper will represent a draft version of Chapter Four of the Noise Compatibility Program document.

**Responsibilities:**

Consultant: Coffman Associates is responsible for completing the narrative and graphics for the working paper and sending hard copies to the Sponsor. This working paper will be uploaded to the project website one week prior to the PAC meeting.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

Sponsor: Review and comment.

**Product:** A working paper covering the items outlined in Task I-6. Up to three (3) English and three (3) Spanish hard copies will be provided. Electronic versions in PDF format will also be provided in English and Spanish.

## **TASK I-7 – LAND USE ALTERNATIVES**

### **Task I-7.1 – Land Use Management Issues**

**Description:** The Consultant will identify land use management issues in the study area based on discussions with the airport staff and PAC and based on comments raised at public information workshops. An effort will be made to consider all key land use issues in the airport vicinity, including those related to general community development as well as to noise compatibility.

#### **Responsibilities:**

Consultant: Coffman Associates will be responsible for this task.

Sponsor: Review.

**Product:** Identification of land use issues for inclusion in subsequent tasks.

### **Task I-7.2 – Land Use Management Technical Conference**

**Description:** Representatives from regional and local planning agencies will be invited to a Land Use Management Technical Conference. Potential land use management alternatives will be discussed to determine their potential suitability in the study area and their feasibility for implementation. Alternatives deserving further consideration and more detailed evaluation will be identified.

#### **Responsibilities:**

Consultant: Coffman Associates will prepare a list of potential participants and submit to Sponsor for approval and facilitate discussions regarding land use management techniques. Coffman Associates will prepare meeting minutes.

Meeting minutes will be translated into Spanish.

Sponsor: Attend meeting.

**Product:** A joint understanding among all participants of the potential land use management measures deserving more detailed analysis and consideration. Summary minutes.



### **Task I-7.3 – Screening of Land Use Management Techniques**

**Description:** This task involves the identification and screening of various land use management techniques that could be applied in the airport vicinity. Each measure specifically designated in 14 CFR Part 150 will be screened. Additional measures drawn from use at other airports and based on input from the PAC and the Land Use Technical Conference will also be identified and screened. These techniques may include, but not necessarily be limited to, changes in existing zoning districts, creation of new zoning classifications, modification of other development regulations and building codes, property and easement acquisition, sound insulation, and other mitigation measures. Criteria will be developed to evaluate possible alternatives based on the potential for impact reduction, cost, political acceptability, feasibility of implementation, and legality.

#### **Responsibilities:**

Consultant: Coffman Associates will be responsible for this task.

Sponsor: Review.

**Product:** A list and documentation of land use management alternatives that may be effective in promoting land use compatibility. Documentation of those alternatives that is unlikely to be effective.

### **Task I-7.4 – Evaluation of Land Use Management Techniques**

**Description:** The land use management techniques identified in the preceding task will be evaluated using the criteria set forth in that task and based on consultations with local land use planning officials.

#### **Responsibilities:**

Consultant: Coffman Associates will be responsible for this task.

Sponsor: Review.

**Product:** A list and documentation of land use management techniques that can be effective in promoting land use compatibility around the airport.

### **Task I-7.5 – Identification of Preferred Land Use Alternatives**

**Description:** Based on the Consultant's own evaluations and input from local land use agencies provided through the Land Use Technical Conference and one-on-one meetings, a list of land use management techniques deserving further consideration will be defined. These will be defined in relationship to the refined noise abatement alternatives from Task I-7.

**Responsibilities:**

Consultant: Coffman Associates will be responsible for this task.

Sponsor: Review.

**Product:** Identification of land use management alternatives deserving further consideration.

**Task I-7.6 – Working Paper No. 5, Land Use Alternatives**

**Description:** A working paper summarizing the work done under this element will be prepared. This will include narrative and graphic presentation of the analyses and evaluations conducted, explanation of results, and a list of measures deserving further consideration. This working paper will represent a draft version of Chapter Five of the Noise Compatibility Program document.

**Responsibilities:**

Consultant: Coffman Associates is responsible for completing the narrative and graphics for the working paper and sending hard copies to the Sponsor. This working paper will be uploaded to the project website one week prior to the PAC meeting.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

Sponsor: Review and comment.

**Product:** A working paper covering the items outlined in Task I-7. Up to three (3) English and three (3) Spanish hard copies will be provided. Electronic versions in PDF format will also be provided in English and Spanish.

## **TASK I-8 – NOISE COMPATIBILITY PLAN**

### **Task I-8.1 – Refinement of Noise and Land Use Alternatives**

**Description:** Based on the results of local review of Working Papers 4 and 5, potential noise abatement and land use management alternatives will be refined as necessary. This may involve the preparation of additional noise abatement scenarios or the review of additional land use alternatives. This information will be included in Working Paper 6, a technical appendix, or in an addendum to Working Papers 4 or 5, as appropriate.

#### **Responsibilities:**

**Consultant:** Coffman Associates will be responsible for this task.

**Sponsor:** Review.

**Product:** A refined analysis of noise abatement and land use alternatives.

### **Task I-8.2 – Recommended Noise Abatement Element**

**Description:** Based on the results of previous elements and tasks, and subsequent review by the PAC and the general public, recommended noise abatement procedures will be developed. This will involve the organization of the procedures into final scenarios for the current year and five-year forecast. This information will be coded for input to the AEDT.

#### **Responsibilities:**

**Consultant:** Coffman Associates will be responsible for this task.

**Sponsor:** Review.

**Product:** A complete description of recommended noise abatement procedures.

### **Task I-8.3 – Abated Noise Contours**

**Description:** Using the recommended noise abatement procedures from the previous task, the forecasts of aviation activity, and the existing operational procedures for the airport, develop abated noise exposure contours. The noise contours will be developed in five-CNEL increments for current conditions and five-year forecast conditions. The contours will be developed using the AEDT.

**Responsibilities:**

Consultant: Coffman Associates will be responsible for this task.

Sponsor: Review.

**Product:** Noise exposure contour maps incorporating the final scenario procedures, in five-CNEL increments, beginning with the 65 CNEL level, for the current year and five-year forecast.

**Task I-8.4 – Identification of Residual Impacts**

**Description:** Based upon the recommended noise abatement procedures, the number of noise-sensitive land uses, and resident population exposed to noise will be estimated. These are impacts that will remain despite all reasonable efforts to abate noise. Population impacts will be measured by the level-weighted population methodology and absolute values.

**Responsibilities:**

Consultant: Coffman Associates will be responsible for this task.

Sponsor: Review.

**Product:** Existing and potential land use and population impacts that remain after implementation of recommended noise abatement procedures.

**Task I-8.5 – Recommended Land Use Management Element**

**Description:** Based on the results of previous elements and tasks and the input received from the PAC and the general public, final land use management recommendations will be formulated. They will be coordinated with local land use planning and regulatory agencies to ensure that they are realistic. Recommendations will identify ways to prevent, where possible, the development of new non-compatible

land uses within growth risk areas impacted by noise under the final plan. Recommendations will also be provided to mitigate any residual noise impacts that cannot be eliminated by noise abatement or by planning and regulation.

**Responsibilities:**

Consultant: Coffman Associates will be responsible for this task.

Sponsor: Review.

**Product:** Final land use management and noise impact mitigation recommendations.

**Task I-8.6 – Recommended Program Management Element**

**Description:** Actions needed to administer, monitor, and update the Noise Compatibility Plan will be identified. These will be based on the Consultant's experience and input from the Sponsor and the local coordination process. This will be sufficient to meet 14 CFR Part 150 requirements for Noise Compatibility Programs.

**Responsibilities:**

Consultant: Coffman Associates will be responsible for this task.

Sponsor: Review.

**Product:** A continuing program for review and update of the Noise Compatibility Program.

**Task I-8.7 – Implementation Schedule, Strategies, and Documents**

**Description:** Based on input from the Sponsor and the local coordination process, and the Consultant's experience and in-house library of documents and materials, implementation strategies, schedules, and documents will be developed for each of the recommended measures as needed and appropriate.

**Responsibilities:**

Consultant: Coffman Associates will be responsible for this task.



Sponsor: Review.

**Product:** Recommended implementation strategies, a schedule, and documents to assist implementation.

#### **Task I-8.8 – Working Paper No. 6, Noise Compatibility Program**

**Description:** Develop a working paper describing the work prepared under this element. It will include the Consultant's recommendations relating to noise abatement, land use management, and program management. It will also include recommendations for scheduling and implementing the recommendations. This working paper represents the draft version of Chapter Six of the Noise Compatibility Program document.

#### **Responsibilities:**

Consultant: Coffman Associates is responsible for completing the narrative and graphics for the working paper and sending hard copies to the Sponsor. This working paper will be uploaded to the project website one week prior to the PAC meeting.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

Sponsor: Review working paper.

**Product:** A working paper covering the items in Element I-8. Up to three (3) English and three (3) Spanish hard copies will be provided. Electronic versions in pdf format will also be provided in English and Spanish.

#### **Task I-8.9 – Revised Noise Compatibility Program**

**Description:** Chapter Six, Noise Compatibility Program, will be revised based upon comments from the PAC, Public Information Workshop, and other comments pertinent to the Part 150 process and resubmitted to the PAC.

#### **Responsibilities:**

**Consultant:** Coffman Associates is responsible for completing the narrative and graphics for the working paper and distribution to the PAC and Sponsor. This working paper will be uploaded to the project website one week prior to the PAC meeting.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

**Sponsor:** Review and comment.

**Product:** A working paper covering the items outlined in Task I-8. Coffman Associates is responsible for revising the narrative and graphics for the working paper and sending hard copies to the Sponsor. This working paper will be uploaded to the project website one week prior to the PAC meeting.

## **TASK I-9 – FINAL NOISE COMPATIBILITY PROGRAM REPORTS**

### **Task I-9.1 – Draft Noise Compatibility Program Document**

**Description:** A document will be prepared and printed which includes the draft final working papers prepared under Tasks I-6 through I-8 (noise and land use alternatives and the noise compatibility plan) and other information required to meet submission requirements for a Noise Compatibility Program (NCP) according to 14 CFR Part 150. The work will include:

- revisions of working papers 4 through 6 previously distributed for review by the Sponsor and the PAC;
- a description of the consultations with airport users, planning agencies, and the public necessary to produce the Noise Compatibility Program and copies of all written comments received on the study;
- preparation of FAA's Noise Compatibility Program Checklist; and
- printed and electronic versions of a draft final document.

**Responsibilities:**

Consultant: Coffman Associates is responsible for revisions to the narrative and graphics for the draft NCP.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

Sponsor: Review and comment.

**Product:** Draft final copies of the Noise Compatibility Program document, suitable for submission to the Sponsor for review and approval. Up to ten (10) hard copies and an electronic version in PDF format in English will be provided. Up to ten (10) hard copies and an electronic version in PDF format in Spanish will be provided. Final copies of a supplemental volume documenting the public involvement process, including all written comments received on the NCP (up to 10 copies).

**Task I-9.2 – Final Noise Compatibility Program Document**

**Description:** A document will be prepared and printed which includes the final working papers prepared under Tasks I-6 through I-8 (noise and land use alternatives and the noise compatibility plan) and other information required to meet submission requirements for an NCP according to 14 CFR Part 150. The work will include:

- revisions of Draft Noise Compatibility Plan Document previously distributed for review by the Sponsor;
- a description of the consultations with airport users, planning agencies, and the public necessary to produce the Noise Compatibility Program and copies of all written comments received on the study;
- printed and electronic versions of a final document.

**Responsibilities:**

Consultant: Coffman Associates is responsible for revisions to the narrative and graphics for the final NCP.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

Sponsor: Review and comment.

**Product:** Final copies of the Noise Compatibility Program document, suitable for submission by the Sponsor to the FAA. Up to ten (10) hard copies and an electronic version in PDF format in English will be provided. Up to ten (10) hard copies and an electronic version in PDF format in Spanish will be provided. Final copies of a supplemental volume documenting the public involvement process, including all written comments received on the NCP (up to 10 copies).

## **ELEMENT II – PUBLIC COORDINATION AND COMMUNICATION**

### **TASK II-1 – PUBLIC COORDINATION AND COMMUNICATION**

#### **Task II-1.1 – Develop Graphic Schema and Project Website(s)**

**Description:** Develop a customized uniform graphic schema for all presentation materials. The graphic schema will then be used for cover art, chapter headers and footers, exhibits, display boards, PowerPoint presentations, and any ancillary materials. The graphic schema will be used throughout the process to provide a uniform and professional feel to all materials.

Various project materials will be hosted on a custom project specific websites developed by the Consultant to allow public access to both English and Spanish project materials. During the planning process, draft chapters, PAC presentations, and PAC handout materials will be available on the websites. The websites will have a public involvement section which will include an FAQ section, notices of public information workshops, and a public comment section. All comments will be reviewed by the project team and pertinent comments will be addressed within the Draft and Final Noise Exposure Maps and Noise Compatibility Plan documents. The project websites will be hosted by the Consultant and a link will be available on the sponsor website. The project website will be available for the duration of the project.

#### **Responsibilities:**

**Consultant:** Coffman Associates will develop project specific websites. Host the project materials on a project specific website.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

**Sponsor:** Review and comment. Link to the project website.

**Product:** Project websites that provide access for both English and Spanish project materials.

### **Task II-1.2 – Prepare Study Initiation Brochures**

**Description:** Provide two hundred fifty (250) English and two hundred fifty (250) Spanish study initiation brochures for general distribution to the public and interested parties. The brochure will be designed in color and will provide an overview of the important elements in the Part 150 planning goals and objectives of the study, as well as answer the most often asked questions about the process of conducting the study.

#### **Responsibilities:**

**Consultant:** Coffman Associates will write the brochure text. Coffman Associates will design and print study initiation brochures.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

**Sponsor:** Review and approve for distribution.

**Product:** Up to two hundred fifty (250) English and two hundred fifty (250) Spanish study initiation brochures.

### **Task II-1.3 – Establish Planning Advisory Committee (PAC)**



**Description:** Provide input on the membership of the Planning Advisory Committee (PAC). This non-voting group will be a membership of approximately 50 people. Much of the local coordination will be handled through the PAC, which is formed specifically to provide advice and feedback on the Noise Compatibility Study. The PAC will include representatives from all affected groups, including local residents, airport users, and local officials.

**Responsibilities:**

**Consultant:** Coffman Associates will provide input on membership selection

Arellano Associates will prepare and distribute invitations and maintain PAC membership list for Noise Compatibility Study support documentation.

**Sponsor:** Coordinate with the Consultant as necessary. Assist in the identification of potential PAC members. Send invitation letter to potential PAC members.

**Product:** Establishment of a Planning Advisory Committee (PAC).

**Task II-1.4 – Planning Advisory Committee Meetings**

**Description:** The Consultants and Sponsor will meet with the PAC to review working papers, to discuss study findings, and to identify issues deserving further study. Comments received during these meetings will be considered and evaluated, and where appropriate, additional analysis will be conducted in order to respond to those comments in the revised working papers. Graphic displays and handout materials will be prepared as needed to facilitate the meetings. Up to four (4) PAC meetings have been budgeted.

**Responsibilities:**

**Consultant:** Coffman Associates will prepare meeting notices to the PAC. Coffman Associates will provide presentations and necessary graphics at the meetings.

Arellano Associates will review and distribute meeting notices via email. Attend PAC meeting and facilitate PAC discussions. Prepare summary minutes.

Materials will be translated into Spanish. An interpreter will be present to facilitate communication between English and Spanish speakers.

**Sponsor:** Review and approve meeting notices. Arrange for meeting room. Coordinate jointly with Consultant.

**Product:** Up to four (4) PAC meetings with summary minutes.

#### **Task II-1.5 – Local Coordination Meetings**

**Description:** Meet with and give presentations to the Sponsor or other local groups as directed by the Sponsor. These meetings are expected to involve status reports on the study and presentations of final recommendations. Up to six (6) local coordination meeting trips have been budgeted during the study. It is assumed that these meetings would be held on trips other than the planned PAC meetings, Technical Conferences, and public hearing.

#### **Responsibilities:**

**Consultant:** Coffman Associates will provide presentations and necessary graphics at the meetings.

Arellano Associates will facilitate the meetings and will prepare summary minutes.

Materials will be translated into Spanish. If requested, an interpreter will be present to facilitate communication between English and Spanish speakers.

**Sponsor:** Direct/approve local coordination meetings as necessary. Arrange for meeting room if needed. Coordinate jointly with Consultant.

**Product:** Up to six (6) local coordination meetings.

#### **Task II-1.6 – Public Information Workshops**

**Description:** The working papers prepared for the Noise Compatibility Study will be presented to the general public at public information workshops. The workshops will be held after the PAC meetings (on the same day). Up to four (4) workshops have been budgeted.

Notification of the workshops will be accomplished using press releases, newspaper advertising, and e-mailing to interested citizens, neighborhood associations, and other groups in the area that may have an interest in the Noise Compatibility Study.

If needed, arrangements will be made to offer public participation in these meetings in either a hybrid (in-person and virtual) or completely virtual format.

**Responsibilities:**

**Consultant:** Coffman Associates will prepare press releases for the Sponsor. Coffman Associates will prepare mock-ups of meeting advertisements. Coffman Associates will prepare technical presentations and related graphics for the meetings.

Arellano Associates will arrange and pay for placement of ads in three local newspapers. It is assumed that the advertisements will be published on two days in each of the three newspapers prior to the scheduled meeting. Arellano Associates will facilitate meetings including staffing the sign-in table and will prepare summary minutes of meetings.

Materials will be translated into Spanish. An interpreter will be present to facilitate communication between English and Spanish speakers.

**Sponsor:** Review, approve, and send press releases to local media. Approve mock-ups of meeting advertisements. Arrange and pay for meeting room.

**Product:** News releases, meeting advertisements, display boards, and charts. Up to four (4) sets of public information workshops and summary minutes.

**Task II-1.7 – Public Hearing**

**Description:** One public hearing will be held on the recommended Noise Compatibility Plan to solicit comments from the public. Comments received at the hearing will be included in the final NCP documentation. The format of the hearing will be designed to encourage maximum two-way communication while discouraging a confrontational situation. The format can be selected from a variety of options, including incorporating the formal hearing with an informal workshop. The budget is based on a one-day hearing held with a public information workshop. This hearing/workshop is in addition to the workshops provided for in Task II-1.6.

If needed, arrangements will be made to offer public participation in this meeting in either a hybrid (in-person and virtual) or completely virtual format.

**Responsibilities:**

**Consultant:** Coffman Associates will prepare mock-ups of a legal notice and display advertisement.

Arellano Associates will distribute notices of the public hearing to members of the PAC and those on the public information workshop mailing list. Arellano Associates will arrange and pay for publication of legal notices two times before the public hearing in three newspapers of general circulation in the area. Arrange for hearing officer to moderate hearing. Arrange and pay for preparation of the public hearing transcript.

Materials will be translated into Spanish. An interpreter will be present to facilitate communication between English and Spanish speakers.

**Sponsor:** Arrange and pay for meeting room. Approve meeting notices and advertisements.

**Product:** Public hearing, transcript of hearing.

#### **Task II-1.8 – Responses to Public Hearing Comments**

**Description:** Responses will be prepared to all comments raised at the public hearing and submitted in writing during the official comment period on the Noise Compatibility Study.

#### **Responsibilities:**

**Consultant:** Coffman Associates will prepare responses to comments and submit them to the Sponsor for review.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

**Sponsor:** Review and approve responses to comments.

**Product:** Responses to comments received at the public hearing for inclusion with Noise Compatibility Program documentation.

#### **Task II-1.9 – Federal Aviation Administration Project Coordination**

**Description:** FAA coordination is necessary throughout the development of the Noise Compatibility Plan document development. This task includes all conference calls, correspondence, comment reviews, comment responses, status requests, status reports, special meetings, and requested document revisions.

**Responsibilities:**

Consultant: Coffman Associates is responsible for this task.

Sponsor: Direct/approve FAA coordination as necessary.

**Product:** FAA coordination as necessary throughout the preparation of the Noise Compatibility Plan.

**Task II-1.10 – Noise Compatibility Program Summary Brochure**

**Description:** Prepare narrative and graphics for a brochure summarizing the Noise Compatibility Study in both English and Spanish. The brochure will summarize the study process, the scope of noise issues, and the recommendations of the Noise Compatibility Program. It will include a summary of past noise abatement efforts at the airport and will explain how noise has changed through the years. The brochure will be printed in full color and will not exceed eight to twelve pages. It will be designed for widespread distribution to the public.

**Responsibilities:**

Consultant: Coffman Associates will write the copy for the summary brochure. Coffman Associates will design and print a summary brochure.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

Sponsor: Review and distribute.

**Product:** Up to two hundred fifty (250) English and two hundred fifty (250) Spanish copies of summary report.



## **OPTIONAL TASKS**

### **Optional Task 1 – AEDT Flight Track Maps**

**Description:** 14 CFR Part 150, Appendix A, Section 103(b[1]) states, “A map of the airport and its environs at an adequately detailed scale (not less than 1 inch to 2,000 feet) indicating runway length, alignments, landing thresholds, takeoff start-of-roll points, airport boundary, and flight tracks out to at least 30,000 feet from the end of each runway” must be obtained for input to the calculation of noise exposure contours. FAA has interpreted this section as a requirement to include flight track mapping exhibits at 1 inch to 2,000 feet that depict tracks 30,000 feet off each runway end in the Noise Exposure Maps (NEM) documentation. Exhibits for Camarillo Airport are anticipated to be approximately 36” x 48”.

#### **Responsibilities:**

**Consultant:** Coffman Associates will prepare extended flight track map exhibits.

**Sponsor:** Review.

**Product:** Prepare extended flight track map exhibits.

### **Optional Task 2 – Prepare Aviation Demand Forecasts**

**Description:** Develop aviation demand forecasts using both simple and more complex methodologies taking into consideration forecasts from other sources such as the FAA. Historical general aviation activity statistics for the Airport will be organized to evaluate airport peaking characteristics and fleet mix ratios. The methodology used in this analysis will involve a variety of techniques that will factor in national general aviation transportation statistics, local socioeconomic factors as well as the independent airport data. Correlation analysis techniques will include relatively simple graphical comparisons as well as more complex regression analysis. A final refinement of activity forecasts will be conducted to integrate the effects of changing technology in general aviation and will result in estimates of aviation demand for 5-, 10-, and 20-year periods which will be presented as follows:

- a) Based aircraft totals and mix.
- b) Annual general aviation, air taxi, and military operations (local vs. itinerant).
- c) Operational mix by type and Airport Reference Code/Runway Design Code
- d) Peak hour operations.
- e) Annual instrument approaches (AIAs).

- f) Critical design aircraft.

**Responsibilities:**

Consultant: Coffman Associates will prepare aviation demand forecast.  
Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

Sponsor: Review.

Product: Prepare extended flight track map exhibits.

**EXHIBIT B**

**SCHEDULE OF COMPLETION**

The CONSULTANT shall complete the work on the Project Elements within Twenty-four (24) Months from the official written notice to proceed issued by the County.

Time during which the CONSULTANT is delayed by any public agency reviewing the Contract Documents, or by the COUNTY or FAA for any reason, and not occasioned by acts or omissions of the CONSULTANT, shall not be included in the above time limitations if the CONSULTANT gives prompt notice of delays when they occur.

**EXHIBIT C**

**FEES AND PAYMENT**

**I. FEES**

- A. Payment for work outlined in this Scope of Services shall be a lump sum not to exceed Seven Hundred Seventy Thousand Nine Hundred Forty-Three Dollars (\$770,943).

These fees shall include all labor, materials, expenses, and incidentals necessary to complete the work as described herein. A Project Cost Breakdown is included as Exhibit C-1 to this Scope of Services.

## II. PAYMENTS

The COUNTY will make payments to the CONSULTANT as follows:

Progress payments will be made monthly upon presentation of an invoice and completed COUNTY claim form in accordance with "Fees and Payment" for work actually completed, but not exceeding 80 percent (80%) of the fee allocated for a stage until the completion of the work for that stage. Payments will be processed within thirty (30) days of receipt of invoice and completed COUNTY claim form, or ten (10) days from receipt of invoice and completed COUNTY claim form by the Auditor-Controller's office.

<b>Part A – Basic Services</b>	<b><u>Fee Allocation</u></b>	
	<b>80%</b>	<b>100%</b>
Element 1	\$323,378	\$404,222
Element 2	\$267,334	\$334,167
Optional Tasks	\$26,043	\$32,554
<b>Total</b>		<b>\$770,943</b>

EXHIBIT C-1  
**PROJECT COSTS**  
14 CFR PART 150 STUDY UPDATE  
**CAMARILLO AIRPORT**

	PRIME CONSULTANT (Hourly Rate)						TOTAL
	Principal	Senior Professional	Professional	Technical	Total Labor	Expenses	
	\$292	\$268	\$158	\$120			
ELEMENT I- PREPARATION OF THE 14 CFR PART 150 STUDY DOCUMENTATION							
Task I- 1 - INITIATION							
Task I- 1.1 Prepare Work Scope and Budget	4		4	4	\$2,280		\$2,280
Task I- 1.2 Prepare Study Workbooks (6)				16	\$1,920	\$200	\$2,120
Task I- 1.3 Prepare Technical Information Papers (6)				8	\$960	\$250	\$1,210
Subtotal	4	0	4	28	\$5,160	\$450	\$5,610
Task I-2 - INVENTORY OF EXISTING CONDITIONS							
Task I- 2.1 Secure Baseline Data and Documents	4	8	24	32	\$10,944	\$2,500	\$13,444
Task I- 2.2 Base Mapping		16	16	32	\$10,656		\$10,656
Task I- 2.3 Study Area Boundary		4	8	8	\$3,296		\$3,296
Task I- 2.4 Existing Land Use		16	16	32	\$10,656		\$10,656
Task I- 2.5 Future Land Use Controls and Plans		16	8	24	\$8,432		\$8,432
Task I- 2.6 Land Use Development Trends		8	16	16	\$6,592		\$6,592
Task I- 2.7 Working Paper No 1, INVENTORY (6)	4	8	16	32	\$9,680	\$160	\$9,840
Subtotal	8	76	104	176	\$60,256	\$2,660	\$62,916
Task I-3 - AVIATION NOISE ANALYSIS							
Task I- 3.1 Field Noise Measurements		8	56	80	\$20,592	\$4,500	\$25,092
Task I- 3.2 Radar Flight Tracking and Aircraft Departure Profile Analysis		8	16	16	\$6,592		\$6,592
Task I- 3.3 Refine Operational Fleet Mix Forecasts		16	8		\$5,552		\$5,552
Task I- 3.4 Existing Aircraft Noise Exposure			40	24	\$9,200		\$9,200
Task I- 3.5 Noise Contour Comparison			8	8	\$2,224		\$2,224
Task I- 3.6 Future Baseline Aircraft Noise Exposure			32	16	\$6,976		\$6,976
Task I- 3.7 Long Range Aircraft Noise Exposure			32	16	\$6,976		\$6,976
Task I- 3.8 Working Paper No 2, AIRCRAFT NOISE EXPOSURE (6)	4	8	16	32	\$9,680	\$160	\$9,840
Subtotal	4	40	208	192	\$67,792	\$4,660	\$72,452
Task I-4 - NOISE IMPACTS							
Task I- 4.1 Land Use Impact Guidelines		8			\$2,144		\$2,144
Task I- 4.2 Growth Risk Analysis			8	16	\$3,184		\$3,184
Task I- 4.3 Land Use and Population Impacts			16	16	\$4,448		\$4,448
Task I- 4.4 Working Paper No. 3, NOISE IMPACTS (6)	4	16	16	16	\$9,904	\$160	\$10,064
Subtotal	4	24	40	48	\$19,680	\$160	\$19,840
Task I-5 - NOISE EXPOSURE MAP REPORTS							
Task I- 5.1 Draft Noise Exposure Map Documentation (30/30/30)	4	4	8	24	\$6,384	\$4,000	\$10,384
Task I- 5.2 Final Noise Exposure Map Documentation (20/20/20)	4	4	8	16	\$5,424	\$2,600	\$8,024
Subtotal	8	8	16	40	\$11,808	\$6,600	\$18,408
Task I-6 - NOISE ABATEMENT ALTERNATIVES							
Task I- 6.1 Noise Abatement Issues	4	8			\$3,312		\$3,312
Task I- 6.2 Aviation Technical Conference	12	12		8	\$7,680	\$2,400	\$10,080
Task I- 6.3 Noise Abatement Analysis Criteria		8	8		\$3,408		\$3,408
Task I- 6.4 Screening of Noise Abatement Alternatives		8	8		\$3,408		\$3,408
Task I- 6.5 Potential Noise Abatement Alternatives and Scenarios		8	16	16	\$6,592		\$6,592
Task I- 6.6 Noise Exposure of Abatement Alternatives/Scenarios		8	24	16	\$7,856		\$7,856
Task I- 6.7 Land Use and Population Impacts of Alternatives			16	24	\$5,408		\$5,408
Task I- 6.8 Working Paper No 4, NOISE ABATEMENT ALTS (6)	4	8	16	32	\$9,680	\$160	\$9,840
Subtotal	20	60	88	96	\$47,344	\$2,560	\$49,904

EXHIBIT C-1  
**PROJECT COSTS**  
14 CFR PART 150 STUDY UPDATE  
**CAMARILLO AIRPORT**

		PRIME CONSULTANT (Hourly Rate)						TOTAL
		Principal	Senior Professional	Professional	Technical	Total Labor	Expenses	
		\$292	\$268	\$158	\$120			
Task I-7 - LAND USE ALTERNATIVES								
Task I- 7.1	Land Use Management Issues	4	8			\$3,312		\$3,312
Task I- 7.2	Land Use Management Technical Conference	12	12		8	\$7,680	\$1,500	\$9,180
Task I- 7.3	Screening of Land Use Management Techniques		4			\$1,072		\$1,072
Task I- 7.4	Evaluation of Land Use Management Techniques		8	16	16	\$6,592		\$6,592
Task I- 7.5	Identification of Preferred Land Use Alternatives		8	16	16	\$6,592		\$6,592
Task I- 7.6	Working Paper No 5, LAND USE ALTERNATIVES (6)	4	8	16	32	\$9,680	\$160	\$9,840
Subtotal		20	48	48	72	\$34,928	\$1,660	\$36,588
Task I-8 - NOISE COMPATIBILITY PROGRAM								
Task I- 8.1	Refinement of Noise and Land Use Alternatives		8	8	8	\$4,368		\$4,368
Task I- 8.2	Recommended Noise Abatement Element		8	16	8	\$5,632		\$5,632
Task I- 8.3	Abated Noise Contours			24	16	\$5,712		\$5,712
Task I- 8.4	Identification of Residual Impacts			8	8	\$2,224		\$2,224
Task I- 8.5	Recommended Land Use Management Element		8			\$2,144		\$2,144
Task I- 8.6	Recommended Program Management Element		8			\$2,144		\$2,144
Task I- 8.7	Implementation Schedule, Strategy and Documents			8		\$3,408		\$3,408
Task I- 8.8	Working Paper No 6, NOISE COMPATIBILITY PROGRAM (6)	8	8	16	32	\$10,848	\$160	\$11,008
Task I- 8.9	Revised NOISE COMPATIBILITY PROGRAM Chapter	4	8	16	32	\$9,680	\$160	\$9,840
Subtotal		12	56	96	104	\$46,160	\$320	\$46,480
Task I-9 - NOISE COMPATIBILITY PROGRAM REPORTS								
Task I- 9.1	Draft Noise Compatibility Program Document (20/20/30)	4	4	16	24	\$7,648	\$1,000	\$8,648
Task I- 9.2	Final Noise Compatibility Program Documentation (20/20/20)	4	4	16	24	\$7,648	\$1,000	\$8,648
Subtotal		8	8	32	48	\$15,296	\$2,000	\$17,296
ELEMENT II- PUBLIC COORDINATION AND COMMUNICATION								
TASK II-1 PUBLIC COORDINATION AND COMMUNICATION								
Task II- 1.1	Develop Graphic Schema and Project Website(s)		4	4	8	\$2,664		\$2,664
Task II- 1.2	Prepare Study Initiation Brochures (250/250)	4	4	8	8	\$4,464	\$1,500	\$5,964
Task II- 1.3	Establish Planning Advisory Committee (PAC)	4	4			\$2,240		\$2,240
Task II- 1.4	Planning Advisory Committee Meetings (4)	48	32		8	\$23,552	\$12,000	\$35,552
Task II- 1.5	Local Coordination Meetings (6)	96			12	\$29,472	\$5,400	\$34,872
Task II- 1.6	Public Information Workshops (4)	48	48		32	\$30,720	\$800	\$31,520
Task II- 1.7	Public Hearing (1)	24	16		8	\$12,256	\$2,500	\$14,756
Task II- 1.8	Responses to Public Hearing Comments	8	16	16	8	\$10,112		\$10,112
Task II- 1.9	Federal Aviation Administration Project Coordination	32	16	16	16	\$18,080	\$2,500	\$20,580
Task II- 1.10	Noise Compatibility Program Summary Brochure	0	8	16	16	\$6,592	\$2,500	\$9,092
Subtotal		264	148	60	116	\$140,152	\$27,200	\$167,352



EXHIBIT C-1  
PROJECT COSTS  
14 CFR PART 150 STUDY UPDATE  
CAMARILLO AIRPORT

TOTAL STUDY COSTS BY ELEMENT

Coffman Associates								
					Labor	Expenses	Total	
Task I-1	INITIATION	4	0	4	28	\$5,160	\$450	\$5,610
Task I-2	INVENTORY OF EXISTING CONDITIONS	8	76	104	176	\$60,256	\$2,660	\$62,916
Task I-3	AVIATION NOISE ANALYSIS	4	40	208	192	\$67,792	\$4,660	\$72,452
Task I-4	NOISE IMPACTS	4	24	40	48	\$19,680	\$160	\$19,840
Task I-5	NOISE EXPOSURE MAP REPORTS	8	8	16	40	\$11,808	\$6,600	\$18,408
Task I-6	NOISE ABATEMENT ALTERNATIVES	20	60	88	96	\$47,344	\$2,560	\$49,904
Task I-7	LAND USE ALTERNATIVES	20	48	48	72	\$34,928	\$1,660	\$36,588
Task I-8	NOISE COMPATIBILITY PROGRAM	12	56	96	104	\$46,160	\$320	\$46,480
Task I-9	FINAL NOISE COMPATIBILITY PROGRAM REPORTS	8	8	32	48	\$15,296	\$2,000	\$17,296
<b>ELEMENT I TOTAL</b>		<b>88</b>	<b>320</b>	<b>636</b>	<b>804</b>	<b>\$308,424</b>	<b>\$21,070</b>	<b>\$329,494</b>
Task II-1	PUBLIC COORDINATION AND COMMUNICATION	264	148	60	116	\$140,152	\$27,200	\$167,352
<b>ELEMENT II TOTAL</b>		<b>264</b>	<b>148</b>	<b>60</b>	<b>116</b>	<b>\$140,152</b>	<b>\$27,200</b>	<b>\$167,352</b>
<b>PRIME GRAND TOTAL</b>		<b>352</b>	<b>468</b>	<b>696</b>	<b>920</b>	<b>\$448,576</b>	<b>\$48,270</b>	<b>\$496,846</b>

Subconsultant

Arellano Associates - Public Outreach and Translation Services	\$131,453	\$110,091	\$241,544
<b>Project Total</b>	<b>\$580,029</b>	<b>\$158,361</b>	<b>\$738,390</b>
<b>Project Total With Optional Tasks</b>	<b>\$608,707</b>	<b>\$162,236</b>	<b>\$770,943</b>

Arellano Associates PUBLIC OUTREACH AND TRANSLATION									
		Principal	Project Manager	Sr. Project Coord. 1	Graphics Lead	Project Coord.	Total Labor	Expenses	Total
		\$305	\$165	\$160	\$127	\$81			
ELEMENT I									
Task I-1.2	Prepare Study Workbooks (6)	1	11	0	2	8	\$3,029	\$2,200	\$5,229
Task I-2.7	Working Paper No.1, INVENTORY (6)	1	13	0	2	10	\$3,522	\$3,100	\$6,622
Task I-3.8	Working Paper No.2, AIRCRAFT NOISE EXPOSURE (6)	1	10	0	2	6	\$2,701	\$2,200	\$4,901
Task I-4.4	Working Paper No.3, NOISE IMPACTS (6)	1	9	0	2	3	\$2,291	\$1,000	\$3,291
Task I-5.1	Draft Noise Exposure Map Documentation (30/30/30)	1	15	0	2	16	\$4,341	\$4,500	\$8,841
Task I-5.2	Final Noise Exposure Map Documentation (20/20/20)	1	15	8	2	16	\$5,619	\$4,300	\$9,919
Task I-6.8	Working Paper No.4, NOISE ABATEMENT ALTS (6)	1	13	0	2	10	\$3,522	\$2,800	\$6,322
Task I-7.6	Working Paper No.5, LAND USE ALTERNATIVES (6)	1	11	0	2	8	\$3,029	\$2,300	\$5,329
Task I-8.8	Working Paper No.6, NOISE COMPATIBILITY PROGRAM (6)	1	10	0	2	6	\$2,701	\$1,500	\$4,201
Task I-8.9	Revised NOISE COMPATIBILITY PROGRAM Chapter	1	9	0	2	4	\$2,373	\$500	\$2,873
Task I-9.1	Draft Noise Compatibility Program Document (20/20/30)	1	11	0	2	8	\$3,029	\$2,300	\$5,329
Task I-9.2	Final Noise Compatibility Program Documentation (20/20/20)	1	19	12	2	24	\$7,571	\$4,300	\$11,871
ELEMENT I TOTAL		12	146	20	24	119	\$43,728	\$31,000	\$74,728
ELEMENT II									
Task II-1.1	Develop Graphic Schema and Project Website(s)	1	7	0	2	4	\$2,042	\$450	\$2,492
Task II-1.2	Prepare Study Initiation Brochures (250/250)	1	8	0	2	6	\$2,370	\$700	\$3,070
Task II-1.3	Establish Planning Advisory Committee (PAC)	1	9	8	0	16	\$4,373	\$200	\$4,573
Task II-1.4	Planning Advisory Committee Meetings (4)	1	15	20	0	40	\$9,235	\$11,212	\$20,447
Task II-1.5	Local Coordination Meetings (6)	1	35	60	0	90	\$23,000	\$21,624	\$44,624
Task II-1.6	Public Information Workshops (4)	3	55	60	0	150	\$31,800	\$32,952	\$64,752
Task II-1.7	Public Hearing (1)	3	20	20	0	40	\$10,672	\$9,553	\$20,225
Task II-1.8	Responses to Public Hearing Comments	1	9	0	0	8	\$2,444	\$1,700	\$4,144
Task II-1.10	Noise Compatibility Program Summary Brochure	1	7	0	0	4	\$1,788	\$700	\$2,488
ELEMENT II TOTAL		13	165	168	4	358	\$87,724	\$79,091	\$166,815
Arellano Associates Total							\$131,453	\$110,091	\$241,544

OPTIONAL TASKS			Hourly Rates						Total
			Principal	Senior Professional	Professional	Technical	Total Labor	Expenses	
<u>Coffman Associates</u>			\$292	\$268	\$158	\$120			
Opt. Task 1 AEDT Flight Track Maps					8	24	\$4,144	\$1,000	\$5,144
Opt. Task 2 Prepare Aviation Demand Forecasts			8	44	24	32	\$21,760	\$500	\$22,260
			Principal	Project Manager	Sr. Project Coord. 1	Graphics Lead	Project Coord.		
<u>Arellano Associates</u>			\$305	\$165	\$160	\$127	\$81		
Opt. Task 2 Prepare Aviation Demand Forecasts			1	11			8	\$2,775	\$2,375
Optional Task Total								\$2,775	\$2,375
								\$28,679	\$3,875
									\$32,554

**EXHIBIT D  
FEDERAL CONTRACT PROVISIONS  
FOR PROFESSIONAL SERVICES (A/E) CONTRACTS**

The following provisions, if applicable, are hereby included in and made part of the attached Contract between COUNTY OF VENTURA DEPARTMENT OF AIRPORTS (COUNTY) and Coffman Associates, Inc. ~~Aviation, a Woolpert Company~~ (CONSULTANT).

It is understood by the COUNTY and the Consultant that the FAA is not a part of this Agreement and will not be responsible for Project costs except as should be agreed upon by COUNTY and the FAA under a Grant Agreement for the Project.

**1. ACCESS TO RECORDS AND REPORTS.** (Reference: 2 CFR § 200.326, 2 CFR § 200.333))

The CONSULTANT must maintain an acceptable cost accounting system. The CONSULTANT agrees to provide the COUNTY, the Federal Aviation Administration and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers, and records of the CONSULTANT which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The CONSULTANT agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

**2. BREACH OF CONTRACT TERMS.** (Reference 49 CFR part 18.36(i)(1))

Any violation or breach of terms of this contract on the part of the CONSULTANT or its subconsultants may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement. The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

**3. BUY AMERICAN PREFERENCE.** (Reference: 49 USC § 50101)

The CONSULTANT agrees to comply with 49 USC § 50101, which provides that Federal funds may not be obligated unless all steel and manufactured goods used in AIP-funded projects are produced in the United States, unless the FAA has issued a waiver for the product; the product is listed as an Excepted Article, Material Or Supply in Federal Acquisition Regulation subpart 25.108; or is included in the FAA Nationwide Buy American Waivers Issued list.

A bidder or offeror must submit the appropriate Buy America certification (below) with all bids or offers on AIP funded projects. Bids or offers that are not accompanied by a completed Buy America certification must be rejected as nonresponsive.

**Type of Certification is based on Type of Project:**

There are two types of Buy American certifications.

- For projects for a facility, the Certificate of Compliance Based on Total Facility (Terminal or Building Project) must be submitted.
- For all other projects, the Certificate of Compliance Based on Equipment and Materials Used on the Project (Non-building construction projects such as runway or roadway construction; or equipment acquisition projects) must be submitted.

\*\*\*\*\*

**Certificate of Buy American Compliance for Total Facility**  
(Buildings such as Terminal, SRE, ARFF, etc.)

As a matter of bid responsiveness, the bidder or offeror must complete, sign, date, and submit this certification statement with their proposal. The bidder or offeror must indicate how they intend to comply with 49 USC § 50101 by selecting one of the following certification statements. These statements are mutually exclusive. Bidder must select one or the other (i.e. not both) by inserting a checkmark (✓) or the letter "X".

- ☐ Bidder or offeror hereby certifies that it will comply with 49 USC. 50101 by:
- a) Only installing steel and manufactured products produced in the United States; or
  - b) Installing manufactured products for which the FAA has issued a waiver as indicated by inclusion on the current FAA Nationwide Buy American Waivers Issued listing; or
  - c) Installing products listed as an Excepted Article, Material or Supply in Federal Acquisition Regulation Subpart 25.108.

By selecting this certification statement, the bidder or offeror agrees:

1. To provide to the Owner evidence that documents the source and origin of the steel and manufactured product.
2. To faithfully comply with providing US domestic products
3. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

- ☐ The bidder or offeror hereby certifies it cannot comply with the 100% Buy American Preferences of 49 USC § 50101(a) but may qualify for either a Type 3 or Type 4 waiver under 49 USC § 50101(b). By selecting this certification statement, the apparent bidder or offeror with the apparent low bid agrees:

1. To submit to the Owner within 15 calendar days of the bid opening, a formal waiver request and required documentation that support the type of waiver being requested.
2. That failure to submit the required documentation within the specified timeframe is cause for a nonresponsive determination may results in rejection of the proposal.
3. To faithfully comply with providing US domestic products at or above the approved US domestic content percentage as approved by the FAA.
4. To furnish US domestic product for any waiver request that the FAA rejects.
5. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

**Required Documentation**

**Type 3 Waiver** - The cost of components and subcomponents produced in the United States is more that 60% of the cost of all components and subcomponents of the "facility". The required documentation for a type 3 waiver is:

- a) Listing of all manufactured products that are not comprised of 100% US domestic content (Excludes products listed on the FAA Nationwide Buy American Waivers Issued listing and products excluded by Federal Acquisition Regulation Subpart 25.108; products of unknown origin must be considered as nondomestic products in their entirety)
- b) Cost of non-domestic components and subcomponents, excluding labor costs associated with final assembly and installation at project location.

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c) Percentage of non-domestic component and subcomponent cost as compared to total "facility" component and subcomponent costs, excluding labor costs associated with final assembly and installation at project location.

**Type 4 Waiver** – Total cost of project using US domestic source product exceeds the total project cost using non-domestic product by 25%. The required documentation for a type 4 of waiver is: a) Detailed cost information for total project using US domestic product

b) Detailed cost information for total project using non-domestic product

**False Statements:** Per 49 USC § 47126, this certification concerns a matter within the jurisdiction of the Federal Aviation Administration and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code.

Date

Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

\*\*\*\*\*

**Certificate of Buy American Compliance for Manufactured Products**

(Non-building construction projects, equipment acquisition projects)

As a matter of bid responsiveness, the bidder or offeror must complete, sign, date, and submit this certification statement with their proposal. The bidder or offeror must indicate how they intend to comply with 49 USC § 50101 by selecting one on the following certification statements. These statements are mutually exclusive. Bidder must select one or the other (not both) by inserting a checkmark (✓) or the letter "X".

- ☐ Bidder or offeror hereby certifies that it will comply with 49 USC § 50101 by:
- a) Only installing steel and manufactured products produced in the United States, or;
  - b) Installing manufactured products for which the FAA has issued a waiver as indicated by inclusion on the current FAA Nationwide Buy American Waivers Issued listing, or;
  - c) Installing products listed as an Excepted Article, Material or Supply in Federal Acquisition Regulation Subpart 25.108.

By selecting this certification statement, the bidder or offeror agrees:

- 1. To provide to the Owner evidence that documents the source and origin of the steel and manufactured product.
- 2. To faithfully comply with providing US domestic product
- 3. To furnish US domestic product for any waiver request that the FAA rejects
- 4. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

☒ The bidder or offeror hereby certifies it cannot comply with the 100% Buy American Preferences of 49 USC § 50101(a) but may qualify for either a Type 3 or Type 4 waiver under 49 USC § 50101(b). By selecting this certification statement, the apparent bidder or offeror with the apparent low bid agrees:

- 1. To the submit to the Owner within 15 calendar days of the bid opening, a formal waiver request and required documentation that support the type of waiver being requested.



2. That failure to submit the required documentation within the specified timeframe is cause for a nonresponsive determination may result in rejection of the proposal.
3. To faithfully comply with providing US domestic products at or above the approved US domestic content percentage as approved by the FAA.
4. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

**Required Documentation**

**Type 3 Waiver** - The cost of the item components and subcomponents produced in the United States is more than 60% of the cost of all components and subcomponents of the "item". The required documentation for a type 3 waiver is:

- a) Listing of all product components and subcomponents that are not comprised of 100% US domestic content (Excludes products listed on the FAA Nationwide Buy American Waivers Issued listing and products excluded by Federal Acquisition Regulation Subpart 25.108; products of unknown origin must be considered as non-domestic products in their entirety)
- b) Cost of non-domestic components and subcomponents, excluding labor costs associated with final assembly at place of manufacture.
- c) Percentage of non-domestic component and subcomponent cost as compared to total "item" component and subcomponent costs, excluding labor costs associated with final assembly at place of manufacture.

**Type 4 Waiver** – Total cost of project using US domestic source product exceeds the total project cost using non-domestic product by 25%. The required documentation for a type 4 of waiver is: a) Detailed cost information for total project using US domestic product

- b) Detailed cost information for total project using non-domestic product

**False Statements:** Per 49 USC § 47126, this certification concerns a matter within the jurisdiction of the Federal Aviation Administration and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code.

September 28, 2022

Date

Matt Quick

Signature

Digitally signed by Matt Quick  
Date: 2022.09.28 15:30:35 -07'00'

Coffman Associates, Inc.  
Company Name

Principal  
Title

**4. CIVIL RIGHTS PROVISIONS– GENERAL.** (Reference: 49 USC § 47123)

The CONSULTANT agrees that it will comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision binds the contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.

This provision also obligates the tenant/concessionaire/lessee or its transferee for the period during which Federal assistance is extended to the airport through the Airport Improvement Program, except where



Federal assistance is to provide, or is in the form of personal property; real property or interest therein; structures or improvements thereon.

In these cases the provision obligates the party or any transferee for the longer of the following periods:

- (a) the period during which the property is used by the airport sponsor or any transferee for a purpose for which Federal assistance is extended, or for another purpose involving the provision of similar services or benefits; or
- (b) the period during which the airport sponsor or any transferee retains ownership or possession of the property.

## **5. CIVIL RIGHTS – TITLE VI ASSURANCES**

### **Title VI Clauses for Compliance with Nondiscrimination Requirements**

(Source: Appendix A of Appendix 4 of FAA Order 1400.11, Nondiscrimination in Federally-Assisted Programs at the Federal Aviation Administration)

During the performance of this contract, the CONSULTANT, for itself, its assignees, and successors in interest (hereinafter referred to as the "CONSULTANT") agrees as follows:

- 1). **Compliance with Regulations:** The CONSULTANTS will comply with the **Title VI List of Pertinent Nondiscrimination Statutes and Authorities**, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
- 2). **Non-discrimination:** The CONSULTANT, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The CONSULTANT will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
- 3). **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the CONSULTANT for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the CONSULTANT of the CONSULTANT's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.
- 4). **Information and Reports:** The CONSULTANT will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the COUNTY or the Federal Aviation Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a CONSULTANT is in the exclusive possession of another who fails or refuses to furnish the information, the CONSULTANT will so certify to the COUNTY or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

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- 5). **Sanctions for Noncompliance:** In the event of a CONSULTANT's noncompliance with the Nondiscrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the CONSULTANT under the contract until the CONSULTANT complies; and/or
  - b. Cancelling, terminating, or suspending a contract, in whole or in part.
- 6). **Incorporation of Provisions:** The CONSULTANT will include the provisions of paragraphs 7.1 through 7.6 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The CONSULTANT will take action with respect to any subcontract or procurement as the COUNTY or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the CONSULTANT becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the CONSULTANT may request the COUNTY to enter into any litigation to protect the interests of the COUNTY. In addition, the CONSULTANT may request the United States to enter into the litigation to protect the interests of the United States.

**Title VI List of Pertinent Nondiscrimination Authorities**

(Source: Appendix E of Appendix 4 of FAA Order 1400.11, Nondiscrimination in Federally-Assisted Programs at the Federal Aviation Administration)

During the performance of this contract, the CONSULTANT, for itself, its assignees, and successors in interest (hereinafter referred to as the "CONSULTANT") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

- 1). Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 2). 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
- 3). The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- 4). Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- 5). The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- 6). Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- 7). The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

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- 8). Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
- 9). The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- 10). Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- 11). Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- 12). Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

**6. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**

The CONSULTANT, by administering each lower tier subcontract that exceeds \$25,000 as a "covered transaction", must verify each lower tier participant of a "covered transaction" under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. The CONSULTANT will accomplish this by:

- 1). Checking the System for Award Management at website: <http://www.sam.gov>
- 2). Collecting a certification statement similar to the Certificate Regarding Debarment and Suspension (Bidder or Offeror), above.
- 3). Inserting a clause or condition in the covered transaction with the lower tier contract

If the FAA later determines that a lower tier participant failed to tell a higher tier that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedy, including suspension and debarment.

**7. CLEAN AIR AND WATER POLLUTION CONTROL.**

(Reference: 49 CFR § 18.36(i)(12)) Note, when the DOT adopts 2 CFR 200, this reference will change to 2 CFR § 200 Appendix II(G))

CONSULTANT and subcontractors agree:

- 1). That any facility to be used in the performance of the contract or subcontract or to benefit from the contract is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities;

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- 2). To comply with all the requirements of Section 114 of the Clean Air Act, as amended, 42 U.S.C. 1857 et seq. and Section 308 of the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in Section 114 and Section 308 of the Acts, respectively, and all other regulations and guidelines issued thereunder;
- 3). That, as a condition for the award of this contract, the CONSULTANT or subcontractor will notify the awarding official of the receipt of any communication from the EPA indicating that a facility to be used for the performance of or benefit from the contract is under consideration to be listed on the EPA List of Violating Facilities;
- 4). To include or cause to be included in any construction contract or subcontract which exceeds \$100,000 the aforementioned criteria and requirements.

**8. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT REQUIREMENTS.**

(Reference: 2 CFR § 200 Appendix II (E))

- 1). Overtime Requirements.

The CONSULTANT or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic, including watchmen and guards, in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

- 2). Violation; Liability for Unpaid Wages; Liquidated Damages.

In the event of any violation of the clause set forth in paragraph (1) above, the CONSULTANT and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, CONSULTANT and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph 1 above, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph 1 above.

- 3). Withholding for Unpaid Wages and Liquidated Damages.

The Federal Aviation Administration or the Sponsor shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any monies payable on account of work performed by the CONSULTANT or subcontractor under any such contract or any other Federal contract with the same CONSULTANT, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same CONSULTANT, such sums as may be determined to be necessary to satisfy any liabilities of such CONSULTANT or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph 2 above.

- 4). Subcontractors.

The CONSULTANT or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs 1 through 4 and also a clause requiring the subcontractor to include these clauses in any lower tier subcontracts. The prime CONSULTANT shall be responsible for compliance by

any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs 1 through 4 of this section.

**9. DISADVANTAGED BUSINESS ENTERPRISES**

- 1). **Contract Assurance** (§26.13) - The CONSULTANT and their subcontractors shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The CONSULTANT shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the CONSULTANT to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.
- 2). **Prompt Payment** (§26.29) - The CONSULTANT agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty days from the receipt of each payment the CONSULTANT receives from COUNTY. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the COUNTY. This clause applies to both DBE and non-DBE subcontractors.

**10. FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE)** (Reference: 29 USC § 201, et seq.)

All contracts and subcontracts that result from this solicitation incorporate the following provisions by reference, with the same force and effect as if given in full text. The CONSULTANT has full responsibility to monitor compliance to the referenced statute or regulation. The CONSULTANT must address any claims or disputes that pertain to a referenced requirement directly with the Federal Agency with enforcement responsibilities.

Requirement	Federal Agency with Enforcement Responsibilities
Federal Fair Labor Standards Act (29 USC 201)	U.S. Department of Labor – Wage and Hour Division

**11. LOBBYING AND INFLUENCING FEDERAL EMPLOYEES.** (Reference: 49 CFR part 20, Appendix A)

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the CONSULTANT, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.



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This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**12. OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970** (Reference 20 CFR part 1910)

All contracts and subcontracts that result from this solicitation incorporate the following provisions by reference, with the same force and effect as if given in full text. The CONSULTANT has full responsibility to monitor compliance to the referenced statute or regulation. The CONSULTANT must address any claims or disputes that pertain to a referenced requirement directly with the Federal Agency with enforcement responsibilities.

<b>Requirement</b>	<b>Federal Agency with Enforcement Responsibilities</b>
Occupational Safety and Health Act of 1970 (20 CFR Part 1910)	U.S. Department of Labor – Occupational Safety and Health Administration

**13. RIGHT TO INVENTIONS** (Reference 49 CFR part 18.36(i)(8))

All rights to inventions and materials generated under this contract are subject to requirements and regulations issued by the FAA and the COUNTY of the Federal grant under which this contract is executed.

**14. TERMINATION OF CONTRACT** (Reference: 49 CFR § 18.36(i)(2))

- a. The COUNTY may, by written notice, terminate this contract in whole or in part at any time, either for the COUNTY's convenience or because of failure to fulfill the contract obligations. Upon receipt of such notice services must be immediately discontinued (unless the notice directs otherwise) and all materials as may have been accumulated in performing this contract, whether completed or in progress, delivered to the COUNTY.
- b. If the termination is for the convenience of the COUNTY, an equitable adjustment in the contract price will be made, but no amount will be allowed for anticipated profit on unperformed services.
- c. If the termination is due to failure to fulfill the CONSULTANT's obligations, the COUNTY may take over the work and prosecute the same to completion by contract or otherwise. In such case, the CONSULTANT is liable to the COUNTY for any additional cost occasioned to the COUNTY thereby.
- d. If, after notice of termination for failure to fulfill contract obligations, it is determined that the CONSULTANT had not so failed, the termination will be deemed to have been effected for the convenience of the COUNTY. In such event, adjustment in the contract price will be made as provided in paragraph 2 of this clause.
- e. The rights and remedies of the COUNTY provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

**15. TRADE RESTRICTION** (Reference: 49 CFR part 30)

The CONSULTANT or subcontractor, by submission of an offer and/or execution of a contract, certifies that it:

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- a. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
- b. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
- c. has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a CONSULTANT or subcontractor who is unable to certify to the above. If the CONSULTANT knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the Federal Aviation Administration may direct through the COUNTY cancellation of the contract at no cost to the Government.

Further, the CONSULTANT agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in each contract and in all lower tier subcontracts. The CONSULTANT may rely on the certification of a prospective subcontractor unless it has knowledge that the certification is erroneous.

The CONSULTANT shall provide immediate written notice to the COUNTY if the CONSULTANT learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The subcontractor agrees to provide written notice to the CONSULTANT if at any time it learns that its certification was erroneous by reason of changed circumstances.

This certification is a material representation of fact upon which reliance was placed when making the award. If it is later determined that the CONSULTANT or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the COUNTY cancellation of the contract or subcontract for default at no cost to the Government.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a CONSULTANT is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

**16. TEXTING WHEN DRIVING** (References: Executive Order 13513, and DOT Order 3902.10)

In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving" (10/1/2009) and DOT Order 3902.10 "Text Messaging While Driving" (12/30/2009), FAA encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or sub-grant.

The CONSULTANT must promote policies and initiatives for employees and other work personnel that decrease crashes by distracted drivers, including policies to ban text messaging while driving. The CONSULTANT must include these policies in each third party subcontract involved on this project.

**17. VETERAN'S PREFERENCE** (Reference: 49 USC § 47112(c))

In the employment of labor (except in executive, administrative, and supervisory positions), preference must be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in Title 49 United States Code, Section 47112. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

Date: September 27, 2022 Executed at (city/state): Scottsdale, AZ

I declare under penalty of perjury, pursuant to the laws of the State of California, that the foregoing is true and correct to the best of my knowledge.

**Matt Quick** Digitally signed by Matt Quick  
Date: 2022.09.28 15:30:57 -07'00' / Principal

\_\_\_\_\_  
Signature / Title (Company Representative)



# COUNTY of VENTURA

## Department of Airports

555 Airport Way, Suite B

Camarillo, CA 93010

Phone: (805) 388-4372

Fax: (805) 388-4366

[www.ventura.org/airports](http://www.ventura.org/airports)

May 11, 2023

Aviation Advisory Commission  
Camarillo and Oxnard Airport Authorities  
800 S. Victoria Avenue  
Ventura, CA 93009

**Subject:** Approval of, and Authorization for the Director of Airports or His Designee to Sign, Amendment No. 1 to the Consulting Services Contract for the Oxnard Airport Part 150 Noise Compatibility Study with Coffman Associates, Inc., Increasing the Total Amount of the Contract by \$35,000 to \$805,943, and Increasing the Airport's Cost Share of the Contract from \$42,402 to \$77,402;  
Supervisorial District No. 3

**Recommendation:**

Staff requests that your Board:

Approve, and authorize the Director of Airports or his designee to sign, Amendment No. 1 to the Consulting Services Contract with Coffman Associates, Inc., for the Oxnard Airport Part 150 Noise Compatibility Study, increasing the total amount of the contract by \$35,000 to \$805,943, and Increasing the Airport's Cost Share of the Contract from \$42,402 to \$77,402 (Exhibit 1).

**Fiscal/Mandates Impact:**

Mandatory: *No*

Source of funding: *Federal Aviation Administration (90% of eligible items)*  
*Caltrans (up to 4.5%)*

Funding match required: *Airport Enterprise Fund (5.5% plus non-eligible items)*

Impact on other departments: *None*

<b><u>Summary of Revenue and Project Costs</u></b>	<b><u>FY 2022/23</u></b>	<b><u>FY 2023/24</u></b>
Revenue: FAA (Federal – FAA)	\$ 180,000	\$ 513,849
(State – Caltrans)	\$ 9,000	\$ 25,692
	<u>\$ 200,000</u>	<u>\$ 605,943</u>
Direct Costs	<u>\$ 11,000</u>	<u>\$ 66,402</u>
Net Costs – Airport Enterprise Fund		

**Current Fiscal Year Budget Projection:**

FY 2022-23 Budget Projection for Airports Capital Projects Division 5040 - Unit 5041				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Defi cit)
Appropriations	\$11,782,232	\$14,020,625	\$13,124,998	\$ 895,627
Revenue	8,940,205	11,648,515	9,841,300	(1,807,215)
Net Cost	\$ 2,842,027	\$ 2,372,110	\$ 3,283,698	\$ (911,588)

*Revenue and appropriations are included in the FY 2022-2023 capital budget.*

**Discussion:**

On July 22, 2022, your Board authorized the Department of Airports to enter into a consulting services contract with Coffman Associates, Inc., for a Part 150 Noise Compatibility Study in the amount of \$770,943 (Exhibit 2). The objective of the Noise Compatibility Study is to provide the Department of Airports, surrounding communities, and public officials with a document outlining the baseline noise conditions and a plan to address noise related impacts in the vicinity of the airport.

The Airport has successfully initiated the study and held it's first community meetings. Through this process, the Airport has recognized that additional flexibility in the contract deliverables would help staff better support community engagement. This includes the ability to provide supplemental support materials, additional language interpretation and translation services and extending services if needed for noise monitoring. Therefore, staff requests your Board approve the proposed Amendment No. 1, in the amount of \$805,943, to help enhance the study process.

This study is partially funded by federal and state grants. Since planning grants are rarely allowed to be amended, the overall share of out-of-pocket costs for DOA will likely be increased compared to the original contract by up to \$35,000. However, sufficient appropriations are available in the FY 2022-23 capital budget to cover the net costs.



The offices of the County Executive, the Auditor-Controller, and County Counsel have reviewed this item, and the Aviation Advisory Commission and the Camarillo Airport Authority recommend its approval.

If you have any questions regarding this item, please call Erin Powers at (805) 388-4205, or me at (805) 388-4200.



KEITH FREITAS, A.A.E., C.A.E.  
Director of Airports

Attachments:

Exhibit 1 – Amendment No. 1  
Exhibit 2 – Part 150 Noise Study Contract

**CONSULTING SERVICES CONTRACT: AEA 22-07  
AMENDMENT of CONTRACT NO. 1**

**Oxnard Airport – PART 150 NOISE COMPATIBILITY STUDY**

The County of Ventura (County), and Coffman Associates, Inc., (Consultant) enter into this agreement (Amendment No. 1) to amend the existing consulting services contract between them, entered into on September 30, 2022, for planning services to update the Part 150 Noise Compatibility Study (Contract) for Oxnard Airport.

County and Consultant desire to amend the terms of said existing Contract to allow for the additional flexibility to support interpretation services, noise monitoring and supplemental materials as needed during the study.

NOW THEREFORE, County and Consultant agree as follows:

1. All provisions of the existing Contract and Amendment No. 1 remain in full force and effect except as expressly modified by this Amendment.
2. The following changes are made to the Contract:
  - a. EXHIBIT A, SCOPE OF SERVICES, OPTIONAL TASKS, add the following paragraph:

**Optional Task 3 – Supplemental Study Support**

The following items are not included under this agreement but will be considered as extra work:

- ➔ Additional language interpretation services for meetings in Mixteco or Spanish.
- ➔ Supplemental materials or deliverables in addition to those listed herein.
- ➔ Additional translation services for materials or deliverables in addition to those listed herein.
- ➔ Additional or extended services during noise monitoring made necessary by non-concurrent work, extensions of time due to weather or changes in the work.

Extra Work will be as directed by the County in writing for an additional fee as agreed upon by the County and the Consultant.

- b. EXHIBIT C, FEES and PAYMENT, add the following Paragraph I.B:
  - B. The COUNTY shall compensate CONSULTANT at the Not-to-Exceed amount of thirty-five thousand dollars (\$35,000) to complete all services as detailed in Exhibit A, Optional Task 3 based upon actual time and expenses as approved by the County.

3. By this Amendment, the current Contract amount of seven hundred seventy thousand nine hundred forty-three dollars (\$770,943) is increased by thirty-five thousand dollars (\$35,000), to a total of eight hundred five thousand nine hundred forty-three dollars (\$805,943).

CONSULTANT: COFFMAN ASSOCIATES, INC. Taxpayer No.: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

Dated: \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

COUNTY: County of Ventura

Dated: \_\_\_\_\_

\_\_\_\_\_  
Keith Freitas Director of Airports

CONSULTING SERVICES CONTRACT: AEA 22-07  
AMENDMENT of CONTRACT NO. 1  
Oxnard Airport – PART 150 NOISE COMPATIBILITY STUDY

**CONSULTING SERVICES CONTRACT  
AEA No. 22-07  
Oxnard Airport – PART 150 NOISE COMPATIBILITY STUDY**

This is a Contract, made and entered into this September 30, 2022, by and between the County of Ventura, hereinafter referred to as COUNTY, and Coffman Associates, Inc., 4835 E. Cactus Road, Ste. 235 Scottsdale, AZ 85254, hereinafter referred to as CONSULTANT.

This Contract shall be administered for the COUNTY by the COUNTY's Department of Airports. Claims, disputes, or complaints to the COUNTY under this contract must be addressed to the Projects Coordinator located at 555 Airport Way, Suite B, Ventura, CA 93010 by certified mail return receipt requested. This Contract constitutes the entire agreement between the parties regarding its subject matter and supersedes all previous and contemporaneous agreements, understandings and negotiations regarding the subject matter of this Contract. No modification, waiver, amendment or discharge of this Contract is valid unless the same is in writing and signed by duly authorized representatives of both parties.

The parties hereto agree as follows:

1. COUNTY hereby retains CONSULTANT to perform services as provided in the "Scope of Work and Services", attached hereto as "Exhibit A", and the "County of Ventura, Public Works Agency, Consultant's Guide to Ventura County Procedures" as amended, which is on file with the County of Ventura, Public Works Agency, and which by reference is made a part hereof. This Contract shall take precedence over the Guide in case of conflicting provisions, otherwise they shall be interpreted together.
2. All work under this Contract, and any portion thereof separately identified, shall be completed within the time provided in the "Time Schedule", attached hereto as "Exhibit B". COUNTY shall issue a suspension of the contract time whenever CONSULTANT is delayed by action or inaction of COUNTY and CONSULTANT promptly notifies COUNTY of such delays.
3. Payment shall be made monthly, within 30 days from when the COUNTY receives an invoice along with a COUNTY claim form, or 10 days from when the Auditor-Controller's office receives the invoice and COUNTY claim form, in accordance with the "Fees and Payment", attached hereto as "Exhibit C".
4. COUNTY, Federal Aviation Administration (FAA), Comptroller General of the United States or any duly authorized representative shall have the right to review the work being performed by CONSULTANT under this Contract at any time during COUNTY's usual working hours. A review of the work in progress shall not relieve the

**AEA 22-07  
CONTRACT**

CONSULTANT of responsibility for the accuracy and completeness of the work performed under this Contract.

5. COUNTY or any duly authorized representative shall have the right to review the work being performed by CONSULTANT under this Contract at any time during COUNTY's usual working hours. A review of the work in progress shall not relieve the CONSULTANT of responsibility for the accuracy and completeness of the work performed under this Contract.
6. This Contract is for the professional services of CONSULTANT and is non-assignable by CONSULTANT without prior consent by COUNTY in writing except that CONSULTANT may assign money due or which will accrue to CONSULTANT under this Contract. If given written notice, COUNTY will recognize such assignment to the extent permitted by law, but any assignment of money shall be subject to all proper setoffs and withholdings in favor of the COUNTY and to all deductions provided for in this Contract. All money withheld, whether assigned or not, shall be subject to being used by COUNTY for completion of the work, should the Contract be in default.

In performing these professional services, CONSULTANT is an independent contractor and is not acting as an agent or employee of COUNTY.

7. COUNTY retains the right to terminate this Contract for any reason prior to completion by notifying CONSULTANT in writing, and by paying charges accumulated prior to such termination. Such charges shall be limited to the maximum fee specified in "Exhibit C" for completion of any separately identified phase of the work which, at the time of termination, has been started by request of COUNTY.
8. On completion or termination of Contract, COUNTY shall be entitled to immediate possession of, and CONSULTANT shall furnish on request, all computations, plans, correspondence and other pertinent data gathered or computed by CONSULTANT for this particular project prior to any termination. No documents prepared pursuant to this Contract or any modifications thereof shall be copyrighted by CONSULTANT or by COUNTY. CONSULTANT may retain copies of said original documents for CONSULTANT's files.
9. CONSULTANT is authorized to place the following statement on the drawings or specifications prepared pursuant to this Contract:

"This drawing (or These specifications), including the designs incorporated herein, is (are) an instrument of professional service prepared for use in connection with the project identified hereon under the conditions existing on date. Any use, in whole or in part, for any other project without written authorization of COFFMAN ASSOCIATES, shall be at user's sole risk."



10. CONSULTANT owes COUNTY an undivided duty of loyalty in performing the services under this contract. During the term of this agreement CONSULTANT shall not employ or compensate personnel currently employed by COUNTY.

CONSULTANT shall promptly inform COUNTY of any contract, arrangement, or interest that CONSULTANT may enter into or have (other than this Contract) related to the COUNTY's subject project. This includes contracts and arrangements with manufacturers, suppliers, contractors or other third parties which possess or seek to obtain a financial interest related to the COUNTY's subject project. In performing services under this Contract, CONSULTANT acknowledges that it may be subject to laws addressing financial conflicts of interest such as the Political Reform Act ("Act"), Government Code section 81000 et seq.

CONSULTANT shall comply with financial disclosure requirements under the Act as directed by COUNTY, and shall not engage in activities that may constitute a conflict of interest under applicable law.

11. This Contract is funded in part by a Federal Aviation Administration (FAA), Airport Improvement Program (AIP) grant. Personnel performing services in the field during construction are required in accordance with Section 1770 et. seq. of the California Labor Code and the Code of Federal Regulations (Davis-Bacon Act) to be paid the higher of determinations of the general prevailing wages for various classes of workers in Ventura County as made by the California Director of Industrial Relations or the U.S. Secretary of Labor.
12. CONSULTANT shall defend, indemnify and hold harmless COUNTY, including the COUNTY's boards, agencies, departments, officers, employees and agents (collectively "Indemnitee"), against any and all claims, lawsuits, judgments, debts, demands or liabilities that arise out of, pertain to, or relate to the CONSULTANT's negligence, recklessness or willful misconduct in the performance of this Contract.
13. Insurance Requirements
  - a. Without limiting CONSULTANT's duty to indemnify and defend COUNTY as required herein, CONSULTANT shall, at CONSULTANT'S sole cost and expense and throughout the term of this Contract and any extensions thereof, carry one or more insurance policies that provide the following minimum coverage:
    - 1) Commercial General Liability insurance shall provide a minimum of \$1,000,000 coverage for each occurrence and \$2,000,000 aggregate coverage.
    - 2) Automobile Liability insurance shall provide a minimum of either a combined single limit of \$300,000 for each accident or all of the following: \$100,000 bodily injury per person, \$300,000 bodily injury per accident and \$50,000 property damage
    - 3) Worker's Compensation insurance in full compliance with California law for all employees of CONSULTANT in the minimum amount of \$500,000.

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- 4) Professional Liability (Errors and Omissions) insurance shall provide a minimum of \$1,000,000 coverage for each occurrence or \$2,000,000 in annual aggregate coverage.

b. CONSULTANT shall notify COUNTY immediately if the CONSULTANT'S general aggregate of insurance is exceeded by valid litigated claims and purchase additional levels of insurance to maintain the above stated requirements. Each type of insurance mentioned herein shall be written by a financially responsible company or companies authorized to do business in the State of California. CONSULTANT agrees to provide COUNTY with copies of certificates of all policies written and each shall contain an endorsement that they are not subject to cancellation without 30 days prior written notice being given to COUNTY by the insurance company or companies writing such insurance. CONSULTANT agrees to name County of Ventura and its officials employees and agents as additional insured ("Additional Insureds") on CONSULTANT'S general and automobile liability insurance policies.

All required insurance shall be primary coverage as respects the Additional Insureds, and any insurance or self insurance maintained by the Additional Insureds shall be in excess of CONSULTANT's insurance coverage and shall not contribute to it. CONSULTANT agrees to waive all rights of subrogation against the Additional Insureds for losses arising directly or indirectly from the activities or work performed by CONSULTANT hereunder.

c. Notwithstanding subparagraph 13.a., if the Professional Liability coverage is "claims made", CONSULTANT must, for a period of five (5) years after the date when Contract is terminated, completed or non-renewed, maintain insurance with a retroactive date that is on or before the start date of contract services or purchase an extended reporting period endorsement (tail coverage). COUNTY may withhold final payments due until satisfactory evidence of the tail coverage is provided by CONSULTANT to COUNTY,

14. CONSULTANT shall sign and comply with the statement as set forth in "Exhibit D" hereto. Where the word Contractor is used in "Exhibit D" it shall mean "CONSULTANT".

15. Disputes arising under or related to the performance of the Contract shall be resolved by arbitration unless the COUNTY and the CONSULTANT agree in writing, after the dispute has arisen, to waive arbitration and to have the claim or dispute litigated in a court of competent jurisdiction. Arbitration shall be pursuant to Article 7.1 (commencing with Section 10240) of Chapter 1 of Part 2 of the Public Contract Code and implementing regulations at Chapter 4 (commencing with Section 1300) of Division 2 of Title 1 of the California Code of Regulations.

The arbitration decision shall be decided under and in accordance with California law, supported by substantial evidence and, in writing, contain the basis for the decision, findings of fact, and conclusions of law.

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Arbitration shall be initiated by a Complaint in Arbitration made in compliance with the requirements of section 1300 et seq. of Title 1 of the California Code of Regulations.

Where an election is made by either party to use the Simplified Claims Procedure provided under Sections 1340 – 1346 of Title 1 of the California Code of Regulations, the parties may mutually agree to waive representation by Counsel.

Prior to filing a Complaint in Arbitration, the CONSULTANT shall exhaust his administrative remedies by attempting to resolve his dispute with COUNTY's staff in the following sequence:

Project Coordinator  
Director of Airports (Director)

CONSULTANT shall initiate the administrative review process no later than thirty (30) days after the dispute has arisen by submitting a written statement describing the dispute and request for relief, along with supporting argument and evidence, to the Project Coordinator. CONSULTANT may appeal the Project Coordinator's decision in writing to the Director not later than seven (7) days after receipt of the Project Coordinator's decision. The Project Coordinator's and Director's decision shall be in writing. The Director's decision shall be the final decision.

CONSULTANT: Coffman Associates, Inc.

Taxpayer No.: 43-1201450

Dated: September 28, 2022

Matt Quick

Digitally signed by Matt Quick  
Date: 2022.09.28 15:06:27 -07'00'

Matt Quick, Principal

Print Name and Title

Dated: September 28, 2022

Kory Lewis

Digitally signed by Kory Lewis  
Date: 2022.09.28 17:13:12  
-05'00'

Kory Lewis, Principal

Print Name and Title

COUNTY: County of Ventura

Dated: 10/5/2022



Keith Freitas, Director of Airports

**EXHIBIT A**

**Scope of Services  
Part 150 Noise Compatibility Study**

**PROJECT BACKGROUND**

The objective of the Noise Compatibility Study is to provide the Ventura County (Sponsor), surrounding communities, and public officials with a document outlining the baseline noise conditions and a plan to address noise related impacts in the vicinity of the airport. The Noise Compatibility Study Update will be prepared under the guidelines of 14 CFR Part 150 "Airport Noise Compatibility Planning." Coordination between the Sponsor, the local agencies, the State of California, the Federal Aviation Administration (FAA), and the consultant will be essential to bringing together all facts and data relevant to the project and to developing a mutual agreement regarding noise abatement, noise mitigation, and land use planning.

**DESCRIPTION**

This scope of services for Oxnard Airport has been prepared to provide a detailed element and task description of the study efforts which includes Element 1, Element 2 and Optional Tasks, which are described in more detail below:

**ELEMENT I – PREPARATION OF THE 14 CFR  
PART 150 STUDY DOCUMENTATION**

**TASK I-1 – INITIATION**

**Task I-1.1 – Prepare Work Scope and Budget**

**Description:** Detailed descriptions of each item of work required for completion of the Noise Compatibility Study will be prepared. The product of each task will be stipulated, and the specific responsibilities of each party addressed. Each task will be evaluated to estimate the number of person-days necessary to accomplish the work efforts and will be based on the billing classifications of the planning professionals assigned. Expenses for travel, subsistence, materials, computer time, reproduction and printing, and miscellaneous study-related costs will be estimated.

**Responsibilities:**

**Consultant:** Develop the scope of work, budget, and schedule from which contract terms will be based.

**Sponsor:** Review and negotiate scope of work, budget, and schedule requirements to ensure proper attention is paid to critical areas.

**Product:** A detailed work scope and task-by-task itemization of the project person-days, costs, and project time schedule.

**Task I-1.2 – Prepare Study Workbooks**

**Description:** Notebooks will be provided for public outreach purposed during the study. A standard three-ring notebook will be used with a format designed to allow working papers to be inserted as the study progresses. Three (3) English and three (3) Spanish versions of the notebook will be prepared.

**Responsibilities:**

**Consultant:** Coffman Associates will design and print workbooks for the Sponsor.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

**Sponsor:** Review and comment prior to distribution.

**Product:** Workbooks in sufficient number to meet study requirements. Up to six (6) copies are budgeted.

**Task I-1.3 – Prepare Technical Information Papers**

**Description:** Provide up to six (6) copies of detailed Technical Information Papers (TIPs). English and Spanish versions will be prepared. These papers have been organized and written by the consultant to provide basic technical information about noise and related issues. The TIPs will be distributed to all Planning Advisory Committee (PAC) members for their use in better understanding detailed technical



elements of evaluating noise impacts and planning methods of mitigating those impacts.

**Responsibilities:**

Consultant: Coffman Associates will print and distribute Technical Information Papers (TIPs).

Sponsor: None.

**Product:** Up to three (3) English and three (3) Spanish hard copies of the Technical Information Papers will be provided. Electronic versions in PDF format will also be provided in English and Spanish.

**TASK I-2 – INVENTORY OF EXISTING CONDITIONS**

**Task I-2.1 – Secure Baseline Data and Documents**

**Description:** Information on existing and future land use planning documents, zoning ordinances, subdivision regulations, building codes, and capital improvement programs will be secured for each government entity in the airport area through an examination of local documents and publications, interviews with local planning agencies and other appropriate personnel, and on-site inspection. In addition to obtaining land use planning information, socioeconomic data and forecasts will be assembled through consultations with local governments and planning agencies. Particular emphasis will be on data shedding light on the existing distribution and density of population in the study area and potential trends in population distribution and density. Population and housing data and forecasts will be collected for the smallest geographical area for which they are available.

Interviews will be conducted with airport officials, Oxnard Airport traffic control tower staff, aircraft operators, aviation users, and FAA personnel. This information will be used to describe the range of services and operations at the airport. Coffman Associates will develop a complete description of air traffic control and airspace at the airport and surrounding area. Particular emphasis will be given to the relationship of air traffic control procedures to potential noise abatement alternatives to be developed in the study.

In addition to obtaining information essential for preparation of a 14 CFR Part 150 Study, these interviews with land use planning agencies, transportation planning

agencies, and public works agencies for all government entities are important to gain an understanding of the local issues from their perspective, as well as start the local coordination effort.

**Responsibilities:**

**Consultant:** Coffman Associates will obtain all relevant existing documents, perform on-site inspection of facilities, and conduct interviews with local officials.

**Sponsor:** Assist Consultants with collection of data, including coordinating any necessary interviews. Assist Consultant with identification of relevant land use control documents.

**Product:** Data on airport facilities, operations, airspace and air traffic control, population, and economy for input to later tasks.

**Task I-2.2 – Base Mapping**

**Description:** Based on the local available geographic information system (GIS) digital maps, prepare a digital map of the study area. Local maps and aerial photographs will be used as necessary to ensure the map is up to date. Base maps will show the street and railroad network, major power lines, the major facilities on the airport, the airport property line, major streams and ponds, and political boundaries. This base mapping will provide the basis for detailed maps developed throughout the planning process. The maps will be prepared for use in the report, for formal submission under 14 CFR Part 150, and for public presentations.

**Responsibilities:**

**Consultant:** Coffman Associates will prepare GIS base mapping.

**Sponsor:** Provide Consultant with the existing airport layout plan and property map. Review consultant-developed maps.

**Product:** Base maps to be used throughout the study.

**Task I-2.3 – Study Area Boundary**

**Description:** Using the base map from the previous task, the boundaries of the area selected for detailed analysis will be established. The study area will generally follow the boundaries of locally established census tracts or traffic analysis zones, physiographic features, or political boundaries, and will encompass an area somewhat

larger than the anticipated 65 CNEL contour. 14 CFR Part 150 dictates the scale of this map to be 1" = 2,000 feet.

**Responsibilities:**

**Consultant:** Coffman Associates will establish a study area boundary.

**Sponsor:** Review the study area boundary.

**Product:** An established area within which all further analyses will be conducted.

**Task I-2.4 – Existing Land Use**

**Description:** Review existing GIS land use maps, aerial photography, general plans, existing easements, and other documentation of existing land use in the study area. A windshield survey will be conducted as needed to verify land uses that cannot be determined with the aerial photography. Data will be obtained for the entire study area.

**Responsibilities:**

**Consultant:** Coffman Associates will conduct work under this task.

**Sponsor:** Furnish Consultant with land use maps and data, as available. Review Consultant's land use map.

**Product:** Existing land use map and land use data for input to later tasks.

**Task I-2.5 – Future Land Use Controls and Plans**

**Description:** Review existing zoning ordinances, subdivision regulations, building codes, land use and transportation plans, area capital improvement programs, and other documentation of land use management in the study area. Tables and exhibits of the zoning, future land use plan designation, and improvement project information will be prepared.

**Responsibilities:**

**Consultant:** Coffman Associates will review and summarize reports and documents from area planning agencies and prepare GIS mapping exhibits of existing zoning and general plan land uses.

Sponsor: Review.

**Product:** Tables and exhibits for analysis in later tasks.

#### **Task I-2.6 – Land Use Development Trends**

**Description:** Based on the data collected in Tasks I-2.1, I-2.5, and interviews with local planning officials, assess the residential land use growth trends in the study area. Checks will be made of the historical market conditions, current development activities, existing infrastructure, natural constraints, and prevailing regulations to understand potential short-term and ultimate uses of land within the study area.

#### **Responsibilities:**

Consultant: Coffman Associates is responsible for this task.

Sponsor: Review.

**Product:** An understanding of land use growth trends and requirements in the study area.

#### **Task I-2.7 – Working Paper No. 1, Inventory**

**Description:** Assemble information and mapping from work efforts in Task I-2 and organize these findings into a working paper describing existing conditions in the airport area and present a preliminary assessment of issues to be addressed in the Noise Compatibility Study. This working paper will represent a draft version of Chapter One of the Noise Exposure Maps document.

#### **Responsibilities:**

Consultant: Coffman Associates is responsible for completing the narrative and graphics for the working paper and sending hard copies to the Sponsor. This working paper will be uploaded to the project website one week prior to the PAC meeting.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

Sponsor: Review and comment.

**Product:** A working paper covering the items outlined in the inventory element. Up to three (3) English and three (3) Spanish hard copies will be provided. Electronic versions in PDF format will also be provided in English and Spanish.

## **TASK I-3 – AVIATION NOISE ANALYSIS**

### **Task I-3.1 – Field Noise Measurements**

**Description:** A noise measurement program will be designed specifically for Oxnard Airport. The effort will be designed to meet the requirements stated in 14 CFR Part 150, Appendix A, Section A150.5. Measurements will be taken over a five-day period at no more than eight (8) sites. Noise at each site will be logged over durations ranging from 24 hours to as many as four (4) consecutive days. The locations will be chosen through coordination with Airport staff and other local interested parties.

The consultant will use a Larson Davis Model 831 Sound Level Meter (SLM) to log sound levels at the site. The Model 831 SLM is equipped to make an audio recording of an event that exceeds the programmed ambient/background noise thresholds. These thresholds will be programmed as part of the initial setup of the noise monitoring equipment. A minimum threshold of approximately 5 to 10 dB greater than the ambient level (55-60 dB) will be established for the noise measurements. This will exclude any noise event below the threshold. Additionally, a minimum event duration of three to five seconds will be set to ensure that brief events (door slam, dog barking, etc.) are not recorded. These two thresholds will focus the single noise events logged by the noise monitor on events more likely generated by aircraft overflights. Only those events which exceed both thresholds will be noted as noise events and included as part of the raw data. Single events meeting both criteria will be retained and analyzed to consider all noise present at the site, regardless of its level.

In addition, a 5-second sound file of each noise event will be saved within the instrument's memory. These 5-second sound files will be used to differentiate between aircraft and non-aircraft noise sources. Using information recording during the field measurement period, the consultant will evaluate and summarize the recorded noise events. Tables summarizing noise events will be presented using the following metrics: Lmax, Leq, SEL, and CNEL.

**Responsibilities:**

**Consultant:** Coffman Associates will coordinate with the Sponsor's staff and interested parties in requesting noise measurement locations and to conduct noise monitoring and analysis.

**Sponsor:** Provide input on noise measurement locations and review analysis.

**Product:** An analysis of up to four (4) days of noise measurement data and a comparison with Airport Environmental Design Tool (AEDT)-predicted values.

**Task I-3.2 – Radar Flight Tracking and Aircraft Departure Profile Analysis**

**Description:** In order to develop accurate, reliable, and valid noise contours, the AEDT requires the input of reasonable arrival and departure flight tracks for the airport. The flight track data will be downloaded directly from Vector Airport Systems. Flight track data will be broken down by operation type and mapped on the study area base map. Generalized flight tracks for various classes of aircraft will be developed for noise modeling based on an analysis of the raw flight track data. An aircraft profile analysis will also be prepared using the flight track data.

AEDT departure profile data will also be compared to actual aircraft profile information developed from the radar flight track data obtained earlier in this task. Up to four aircraft types will be compared based on data available from the radar flight tracking analysis. This will be used to evaluate aircraft departure profile parameters in the AEDT.

**Responsibilities:**

**Consultant:** Coffman Associates will map, analyze, and prepare the flight track and departure profile analysis.

**Sponsor:** Review the Consultant's analysis.

**Product:** Plots of up to five days of aircraft flight tracks and aircraft departure profile analysis for evaluating the aircraft departure parameters in the computerized noise model.

**Task I-3.3 – Refine Operational Fleet Mix Forecasts**



**Description:** Utilizing the current operations and the aviation forecasts from the most recent Oxnard Airport Master Plan, prepare a more detailed forecast of the aircraft fleet mix and day/night split of activity. The fleet mix projections will be developed for commercial service aircraft utilizing information such as airline fleet orders and local market trends. The general aviation fleet mix forecasts will take into account local and national trends in aircraft mix. Interviews with military units will be used to determine forecast for military aircraft. Current activity schedules and activity logs will be used in formulating the day/night activity split. The fleet mix forecasts, and day/night split of activity will be of sufficient detail to serve as input into the AEDT for forecasts of future aircraft noise exposure.

**Responsibilities:**

**Consultant:** Responsible for analyses in this task.

**Sponsor:** Provide operations, landing reports, and based aircraft lists as needed and review Consultant analysis.

**Product:** A detailed aircraft fleet mix forecast broken down by daytime and nighttime operations.

**Task I-3.4 – Existing Aircraft Noise Exposure**

**Description:** Using data from previous work tasks, aircraft noise exposure will be calculated using the latest version of the AEDT. Noise levels, at five-CNEL increments, will range from 65 CNEL to 75 CNEL. The noise contour map will represent average annual conditions for a 12-month period, ending with the month for which the most recent data are available when the forecasting analysis is started. This will be taken as an estimate of 2022 noise conditions.

**Responsibilities:**

**Consultant:** Coffman Associates is responsible for this task.

**Sponsor:** Review.

**Product:** An AEDT analysis describing noise contours at 65, 70, and 75 CNEL levels. A map of aircraft noise exposure contours for 65, 70, and 75 CNEL levels. This map provides the basis for the 2022 Noise Exposure Map which the Sponsor may submit to the FAA under 14 CFR Part 150.

### **Task I-3.5 – Noise Contour Comparison**

**Description:** Noise measurement data from Oxnard Airport will be used to validate the AEDT input assumptions and existing condition noise exposure contours. An AEDT grid point analysis will be prepared for the purpose of comparing the annual average noise levels from the field noise monitor sites. This comparison will be used to provide support or justify adjustments to the AEDT input assumptions.

**Responsibilities:**

Consultant: Coffman Associates is responsible for this task.

Sponsor: Provide noise measurement data and review analysis.

**Product:** Noise contour validation analysis.

### **Task I-3.6 – Future Baseline Aircraft Noise Exposure**

**Description:** Based on the refined forecasts developed in previous tasks, an AEDT contour analysis will be prepared, assuming no new noise abatement actions for the five-year forecast condition (2027).

**Responsibilities:**

Consultant: Coffman Associates is responsible for this task.

Sponsor: Review.

**Product:** Noise analyses showing CNEL 65, 70, and 75 noise contours for the five-year forecast condition. The 2027 map will be the basis for the five-year Noise Exposure Map which the Sponsor may submit to the FAA under 14 CFR Part 150.

### **Task I-3.7 – Long Range Aircraft Noise Exposure**

**Description:** Based on the refined forecasts developed in previous tasks, an AEDT contour analysis will be prepared, assuming no new noise abatement actions for the 20-year forecast condition (2042).

**Responsibilities:**

Consultant: Coffman Associates is responsible for this task.

Sponsor: Review.

**Product:** Noise analyses showing CNEL 65, 70, and 75 noise contours for the 20-year forecast condition. The 2042 map will be the basis for long range land use planning and will not be submitted to the FAA under 14 CFR Part 150. It is anticipated that this noise exposure contour and supporting information will be included in an appendix.

### **Task I-3.8 – Working Paper No. 2, Aircraft Noise Exposure**

**Description:** Develop a working paper summarizing the results of all tasks in this element. This paper will contain noise contour maps for the baseline existing condition. It will also include baseline noise exposure for the five-year forecast conditions. This working paper will represent a draft version of Chapter Two of the Noise Exposure Maps document.

#### **Responsibilities:**

Consultant: Coffman Associates is responsible for completing the narrative and graphics for the working paper and sending hard copies to the Sponsor. This working paper will be uploaded to the project website one week prior to the PAC meeting.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

Sponsor: Review and comment.

**Product:** A working paper covering the items outlined in Task I-3. Up to three (3) English and three (3) Spanish hard copies will be provided. Electronic versions in pdf format will also be provided in English and Spanish.

## **TASK I-4 – NOISE IMPACTS**

### **Task I-4.1 – Land Use Impact Guidelines**

**Description:** Land use impact guidelines for use in evaluating noise impacts will be selected. The Consultant will present options to the Sponsor with the understanding that the FAA's Land Use Compatibility Guidelines, as presented in 14 CFR Part 150 will be given significant weight. Potential variations on the FAA guidelines may be considered based on official guidelines developed through authoritative studies or by official local government agencies.

**Responsibilities:**

Consultant: Coffman Associates will be responsible for presenting potential and recommended land use impact criteria.

Sponsor: Review and approval of guidelines.

**Product:** Land use impact guidelines for use in noise impact analysis.

**Task I-4.2 – Growth Risk Analysis**

**Description:** Using the results of previous tasks completed in Element I-4, areas with the greatest potential for non-compatible development, as well as land use control inconsistencies will be identified. Growth risk areas will be categorized by type of residential land use. In addition, the potential development of non-compatible institutional uses will be identified.

**Responsibilities:**

Consultant: Coffman Associates will be responsible for this task.

Sponsor: Review.

**Product:** A growth risk analysis, including mapping residential growth areas and potential non-compatible institutional uses in the study area.

**Task I-4.3 – Land Use and Population Impacts**

**Description:** Existing and future aircraft noise contours will be compared with existing non-compatible land use and potential future non-compatible land use. Maps for the current and forecast conditions will show the location of non-compatible land uses with respect to aircraft noise contours. Tabulations of non-compatible land uses by five-

CNEL increments will be produced from previously digitized land use and growth risk data.

The population exposed to noise will be estimated for the baseline and future year noise contours by five-CNEL increments. Impacts for the forecast years will include estimates of potential future population based on the growth risk analysis. The resulting single-number rating for each baseline noise condition will be used in comparisons with noise contours produced in subsequent analyses of potential noise abatement measures.

**Responsibilities:**

Consultant: Coffman Associates will be responsible for this task.

Sponsor: Review.

**Product:** A map of non-compatible land uses and aircraft noise contours for the baseline condition and the five-year forecast condition. A summary of the non-compatible land uses, and population exposed to aircraft noise by five-CNEL increments from 65 to 75 CNEL.

**Task I-4.4 – Working Paper No. 3, Noise Impacts**

**Description:** Develop a working paper summarizing the results of all tasks in this element. This paper will contain noise contour maps and an analysis of noise impacts for the baseline existing condition and the five-year forecast condition. This working paper will represent a draft version of Chapter Three of the Noise Exposure Maps document.

**Responsibilities:**

Consultant: Coffman Associates is responsible for completing the narrative and graphics for the working paper and sending hard copies to the Sponsor. This working paper will be uploaded to the project website one week prior to the PAC meeting.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

**Sponsor:** Review and comment.

**Product:** A working paper covering the items outlined in Task 4. Up to three (3) English and three (3) Spanish hard copies will be provided. Electronic versions in PDF format will also be provided in English and Spanish.

## **TASK I-5 – FINAL NOISE EXPOSURE MAP REPORTS**

### **Task I-5.1 – Draft Noise Exposure Map Documentation**

**Description:** Organize draft final documentation in support of the Noise Exposure Maps (NEM) prepared under Tasks I-2 through I-4. All documentation required by 14 CFR Part 150, including the following, will be provided:

- revisions of working papers 1 through 3 previously distributed for review by the Sponsor and the PAC;
- a description of the consultations with airport users, planning agencies, and the public necessary to produce the Noise Exposure Maps and copies of all written comments received on the study;
- preparation of FAA's Noise Exposure Maps Checklist; and
- printed and electronic version of a draft final document.

### **Responsibilities:**

**Consultant:** Coffman Associates is responsible for making revisions to the narrative and graphics for the draft NEM.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

**Sponsor:** Review and comment.



**Product:** Draft final copies of documentation in support of the Noise Exposure Maps suitable for submission to the Sponsor for review and approval. Fifteen (15) hard copies will be provided in English and fifteen (15) hard copies will be provided in Spanish. Final copies of a supplemental volume documenting the public involvement process, including all written comments received on the NEM (15 copies). Electronic PDF version of the draft final will also be prepared in English and Spanish.

#### **Task I-5.2 – Final Noise Exposure Map Documentation**

**Description:** Prepare final documentation in support of the NEM prepared under Tasks I-2 through I-4. All documentation required by 14 CFR Part 150, including the following, will be provided:

- revisions of Draft Noise Exposure Map Document previously distributed for review by the Sponsor;
- a description of the consultations with airport users, planning agencies, and the public necessary to produce the Noise Exposure Maps and copies of all written comments received on the study;
- printed and electronic version of a final document.

#### **Responsibilities:**

**Consultant:** Coffman Associates is responsible for final revisions to the narrative and graphics for the final NEM.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

**Sponsor:** Review and comment.

**Product:** Final copies of documentation in support of the NEM suitable for submission by the Sponsor to the FAA. Up to ten (10) hard copies and an electronic version in PDF format in English will be provided. Up to ten (10) hard copies and an electronic version in PDF format in Spanish will be provided. Final copies of a

supplemental volume documenting the public involvement process, including all written comments received on the NEM (up to 10 copies).

## **TASK I-6 – NOISE ABATEMENT ALTERNATIVES**

### **Task I-6.1 – Noise Abatement Issues**

**Description:** The Consultant will identify noise abatement issues at the airport based on the analysis undertaken in previous elements, consultations with airport staff and PAC, and based on comments raised at public workshops.

#### **Responsibilities:**

**Consultant:** Coffman Associates will be responsible for this task.

**Sponsor:** Review.

**Product:** Identification of noise issues for consideration in the noise abatement alternatives analysis.

### **Task I-6.2 – Aviation Technical Conference**

**Description:** A working session will be held among the airport management, aviation officials, airport users, and Consultant to discuss technical aspects of potential noise abatement strategies for consideration of future applications at the airport. It is expected that those attending the meeting will be the aviation specialists serving on the PAC. Additional aviation interests will be invited as necessary. The purpose is to review the Consultant's preliminary screening of noise abatement techniques and to provide a forum for presenting other noise abatement ideas.

#### **Responsibilities:**

**Consultant:** Coffman Associates will prepare a list of potential participants and submit to Sponsor for approval and facilitate discussions regarding noise abatement techniques. Coffman Associates will prepare meeting minutes.

Meeting minutes will be translated into Spanish.

**Sponsor:** Coordinate with Consultant in setting up meeting. Provide a meeting location.

**Product:** A joint understanding among all participants of the potential for noise abatement and the scope of the forthcoming noise abatement analysis. Summary minutes.

### **Task I-6.3 – Noise Abatement Analysis Criteria**

**Description:** Based on input received through the coordination process and the Consultant's independent analysis, criteria will be developed to evaluate potential noise abatement alternatives. Criteria are expected to include noise impact reduction, airspace impacts, impacts on capacity, safety, cost, user/operator acceptability, feasibility of implementation, and legality.

#### **Responsibilities:**

**Consultant:** Coffman Associates will be responsible for this task.

**Sponsor:** Review.

**Product:** Criteria for judging the acceptability, cost, and effectiveness of potential noise abatement procedures.

### **Task I-6.4 – Screening of Noise Abatement Alternatives**

**Description:** Various aircraft noise abatement techniques that could be applied to the airport will be identified and screened. This will include each measure identified in 14 CFR Part 150. Additional measures drawn from use at other airports and based on input from the PAC, one-on-one coordination with aviation-related agencies and users, the Aviation Technical Conference, and other local interest groups will also be identified and screened.

#### **Responsibilities:**

**Consultant:** Coffman Associates will be responsible for this task.

**Sponsor:** Review.

**Product:** A list and description of aircraft noise abatement alternatives that potentially can be effective in reducing aircraft noise exposure. Documentation of those alternatives that cannot be effective will also be developed.

#### **Task I-6.5 – Potential Noise Abatement Alternatives and Scenarios**

**Description:** Based on the screening results of the previous task, noise abatement procedures will be identified for potential application in the future. Detailed descriptions of the potential procedures will be developed. Opportunities for the combined use of several procedures will be identified.

##### **Responsibilities:**

**Consultant:** Coffman Associates will be responsible for this task.

**Sponsor:** Review.

**Product:** Descriptions of potential operational scenarios that may be expected to reduce noise impacts in the study area.

#### **Task I-6.6 – Noise Exposure of Abatement Alternatives/Scenarios**

**Description:** The noise abatement scenarios identified in the previous task will be modeled using the most current version of the AEDT to produce CNEL contours. Alternatives and scenarios are expected to be based on five-year forecast conditions. Maps of each run will be prepared showing contours ranging from 65 to 75 CNEL. Supplemental noise analysis, such as grid point analysis, will be produced as the Consultant deems necessary.

##### **Responsibilities:**

**Consultant:** Coffman Associates will be responsible for this task.

**Sponsor:** Review.

**Product:** Noise contour maps for each of a series of operational alternatives/scenarios.

#### **Task I-6.7 – Land Use and Population Impacts of Alternatives**

**Description:** Estimates of the number of noise-sensitive land uses and resident population exposed to aircraft noise, by five-CNEL increments from 65 to 75 CNEL, will be developed for each scenario modeled in the previous task, using the Consultant's computerized impact analysis system. To facilitate comparisons among the alternatives, population counts will be developed for each alternative and scenario.

**Responsibilities:**

Consultant: Coffman Associates will be responsible for this task.

Sponsor: Review.

**Product:** Estimates of land use and population exposed to noise for each alternative.

**Task I-6.8 – Working Paper No. 4, Noise Abatement Alternatives**

**Description:** A working paper will be prepared summarizing the work done under this element. This will involve developing narrative and graphic presentation of the analyses and evaluations, explanation of results, and a final list of noise abatement alternatives deserving serious consideration for implementation. This working paper will represent a draft version of Chapter Four of the Noise Compatibility Program document.

**Responsibilities:**

Consultant: Coffman Associates is responsible for completing the narrative and graphics for the working paper and sending hard copies to the Sponsor. This working paper will be uploaded to the project website one week prior to the PAC meeting.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

Sponsor: Review and comment.

**Product:** A working paper covering the items outlined in Task I-6. Up to three (3) English and three (3) Spanish hard copies will be provided. Electronic versions in PDF format will also be provided in English and Spanish.

## **TASK I-7 – LAND USE ALTERNATIVES**

### **Task I-7.1 – Land Use Management Issues**

**Description:** The Consultant will identify land use management issues in the study area based on discussions with the airport staff and PAC and based on comments raised at public information workshops. An effort will be made to consider all key land use issues in the airport vicinity, including those related to general community development as well as to noise compatibility.

#### **Responsibilities:**

Consultant: Coffman Associates will be responsible for this task.

Sponsor: Review.

**Product:** Identification of land use issues for inclusion in subsequent tasks.

### **Task I-7.2 – Land Use Management Technical Conference**

**Description:** Representatives from regional and local planning agencies will be invited to a Land Use Management Technical Conference. Potential land use management alternatives will be discussed to determine their potential suitability in the study area and their feasibility for implementation. Alternatives deserving further consideration and more detailed evaluation will be identified.

#### **Responsibilities:**

Consultant: Coffman Associates will prepare a list of potential participants and submit to Sponsor for approval and facilitate discussions regarding land use management techniques. Coffman Associates will prepare meeting minutes.

Meeting minutes will be translated into Spanish.

Sponsor: Attend meeting.

**Product:** A joint understanding among all participants of the potential land use management measures deserving more detailed analysis and consideration. Summary minutes.



### **Task I-7.3 – Screening of Land Use Management Techniques**

**Description:** This task involves the identification and screening of various land use management techniques that could be applied in the airport vicinity. Each measure specifically designated in 14 CFR Part 150 will be screened. Additional measures drawn from use at other airports and based on input from the PAC and the Land Use Technical Conference will also be identified and screened. These techniques may include, but not necessarily be limited to, changes in existing zoning districts, creation of new zoning classifications, modification of other development regulations and building codes, property and easement acquisition, sound insulation, and other mitigation measures. Criteria will be developed to evaluate possible alternatives based on the potential for impact reduction, cost, political acceptability, feasibility of implementation, and legality.

#### **Responsibilities:**

Consultant: Coffman Associates will be responsible for this task.

Sponsor: Review.

**Product:** A list and documentation of land use management alternatives that may be effective in promoting land use compatibility. Documentation of those alternatives that is unlikely to be effective.

### **Task I-7.4 – Evaluation of Land Use Management Techniques**

**Description:** The land use management techniques identified in the preceding task will be evaluated using the criteria set forth in that task and based on consultations with local land use planning officials.

#### **Responsibilities:**

Consultant: Coffman Associates will be responsible for this task.

Sponsor: Review.

**Product:** A list and documentation of land use management techniques that can be effective in promoting land use compatibility around the airport.

### **Task I-7.5 – Identification of Preferred Land Use Alternatives**

**Description:** Based on the Consultant's own evaluations and input from local land use agencies provided through the Land Use Technical Conference and one-on-one meetings, a list of land use management techniques deserving further consideration will be defined. These will be defined in relationship to the refined noise abatement alternatives from Task I-7.

**Responsibilities:**

Consultant: Coffman Associates will be responsible for this task.

Sponsor: Review.

**Product:** Identification of land use management alternatives deserving further consideration.

**Task I-7.6 – Working Paper No. 5, Land Use Alternatives**

**Description:** A working paper summarizing the work done under this element will be prepared. This will include narrative and graphic presentation of the analyses and evaluations conducted, explanation of results, and a list of measures deserving further consideration. This working paper will represent a draft version of Chapter Five of the Noise Compatibility Program document.

**Responsibilities:**

Consultant: Coffman Associates is responsible for completing the narrative and graphics for the working paper and sending hard copies to the Sponsor. This working paper will be uploaded to the project website one week prior to the PAC meeting.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

Sponsor: Review and comment.

**Product:** A working paper covering the items outlined in Task I-7. Up to three (3) English and three (3) Spanish hard copies will be provided. Electronic versions in PDF format will also be provided in English and Spanish.

## **TASK I-8 – NOISE COMPATIBILITY PLAN**

### **Task I-8.1 – Refinement of Noise and Land Use Alternatives**

**Description:** Based on the results of local review of Working Papers 4 and 5, potential noise abatement and land use management alternatives will be refined as necessary. This may involve the preparation of additional noise abatement scenarios or the review of additional land use alternatives. This information will be included in Working Paper 6, a technical appendix, or in an addendum to Working Papers 4 or 5, as appropriate.

#### **Responsibilities:**

**Consultant:** Coffman Associates will be responsible for this task.

**Sponsor:** Review.

**Product:** A refined analysis of noise abatement and land use alternatives.

### **Task I-8.2 – Recommended Noise Abatement Element**

**Description:** Based on the results of previous elements and tasks, and subsequent review by the PAC and the general public, recommended noise abatement procedures will be developed. This will involve the organization of the procedures into final scenarios for the current year and five-year forecast. This information will be coded for input to the AEDT.

#### **Responsibilities:**

**Consultant:** Coffman Associates will be responsible for this task.

**Sponsor:** Review.

**Product:** A complete description of recommended noise abatement procedures.

### **Task I-8.3 – Abated Noise Contours**

**Description:** Using the recommended noise abatement procedures from the previous task, the forecasts of aviation activity, and the existing operational procedures for the airport, develop abated noise exposure contours. The noise contours will be developed in five-CNEL increments for current conditions and five-year forecast conditions. The contours will be developed using the AEDT.

**Responsibilities:**

Consultant: Coffman Associates will be responsible for this task.

Sponsor: Review.

**Product:** Noise exposure contour maps incorporating the final scenario procedures, in five-CNEL increments, beginning with the 65 CNEL level, for the current year and five-year forecast.

**Task I-8.4 – Identification of Residual Impacts**

**Description:** Based upon the recommended noise abatement procedures, the number of noise-sensitive land uses, and resident population exposed to noise will be estimated. These are impacts that will remain despite all reasonable efforts to abate noise. Population impacts will be measured by the level-weighted population methodology and absolute values.

**Responsibilities:**

Consultant: Coffman Associates will be responsible for this task.

Sponsor: Review.

**Product:** Existing and potential land use and population impacts that remain after implementation of recommended noise abatement procedures.

**Task I-8.5 – Recommended Land Use Management Element**

**Description:** Based on the results of previous elements and tasks and the input received from the PAC and the general public, final land use management recommendations will be formulated. They will be coordinated with local land use planning and regulatory agencies to ensure that they are realistic. Recommendations will identify ways to prevent, where possible, the development of new non-compatible

land uses within growth risk areas impacted by noise under the final plan. Recommendations will also be provided to mitigate any residual noise impacts that cannot be eliminated by noise abatement or by planning and regulation.

**Responsibilities:**

Consultant: Coffman Associates will be responsible for this task.

Sponsor: Review.

**Product:** Final land use management and noise impact mitigation recommendations.

**Task I-8.6 – Recommended Program Management Element**

**Description:** Actions needed to administer, monitor, and update the Noise Compatibility Plan will be identified. These will be based on the Consultant's experience and input from the Sponsor and the local coordination process. This will be sufficient to meet 14 CFR Part 150 requirements for Noise Compatibility Programs.

**Responsibilities:**

Consultant: Coffman Associates will be responsible for this task.

Sponsor: Review.

**Product:** A continuing program for review and update of the Noise Compatibility Program.

**Task I-8.7 – Implementation Schedule, Strategies, and Documents**

**Description:** Based on input from the Sponsor and the local coordination process, and the Consultant's experience and in-house library of documents and materials, implementation strategies, schedules, and documents will be developed for each of the recommended measures as needed and appropriate.

**Responsibilities:**

Consultant: Coffman Associates will be responsible for this task.

Sponsor: Review.

**Product:** Recommended implementation strategies, a schedule, and documents to assist implementation.

#### **Task I-8.8 – Working Paper No. 6, Noise Compatibility Program**

**Description:** Develop a working paper describing the work prepared under this element. It will include the Consultant's recommendations relating to noise abatement, land use management, and program management. It will also include recommendations for scheduling and implementing the recommendations. This working paper represents the draft version of Chapter Six of the Noise Compatibility Program document.

#### **Responsibilities:**

**Consultant:** Coffman Associates is responsible for completing the narrative and graphics for the working paper and sending hard copies to the Sponsor. This working paper will be uploaded to the project website one week prior to the PAC meeting.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

Sponsor: Review working paper.

**Product:** A working paper covering the items in Element I-8. Up to three (3) English and three (3) Spanish hard copies will be provided. Electronic versions in pdf format will also be provided in English and Spanish.

#### **Task I-8.9 – Revised Noise Compatibility Program**

**Description:** Chapter Six, Noise Compatibility Program, will be revised based upon comments from the PAC, Public Information Workshop, and other comments pertinent to the Part 150 process and resubmitted to the PAC.

#### **Responsibilities:**



**Consultant:** Coffman Associates is responsible for completing the narrative and graphics for the working paper and distribution to the PAC and Sponsor. This working paper will be uploaded to the project website one week prior to the PAC meeting.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

**Sponsor:** Review and comment.

**Product:** A working paper covering the items outlined in Task I-8. Coffman Associates is responsible for revising the narrative and graphics for the working paper and sending hard copies to the Sponsor. This working paper will be uploaded to the project website one week prior to the PAC meeting.

## **TASK I-9 – FINAL NOISE COMPATIBILITY PROGRAM REPORTS**

### **Task I-9.1 – Draft Noise Compatibility Program Document**

**Description:** A document will be prepared and printed which includes the draft final working papers prepared under Tasks I-6 through I-8 (noise and land use alternatives and the noise compatibility plan) and other information required to meet submission requirements for a Noise Compatibility Program (NCP) according to 14 CFR Part 150. The work will include:

- revisions of working papers 4 through 6 previously distributed for review by the Sponsor and the PAC;
- a description of the consultations with airport users, planning agencies, and the public necessary to produce the Noise Compatibility Program and copies of all written comments received on the study;
- preparation of FAA's Noise Compatibility Program Checklist; and
- printed and electronic versions of a draft final document.

**Responsibilities:**

Consultant: Coffman Associates is responsible for revisions to the narrative and graphics for the draft NCP.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

Sponsor: Review and comment.

**Product:** Draft final copies of the Noise Compatibility Program document, suitable for submission to the Sponsor for review and approval. Up to ten (10) hard copies and an electronic version in PDF format in English will be provided. Up to ten (10) hard copies and an electronic version in PDF format in Spanish will be provided. Final copies of a supplemental volume documenting the public involvement process, including all written comments received on the NCP (up to 10 copies).

**Task I-9.2 – Final Noise Compatibility Program Document**

**Description:** A document will be prepared and printed which includes the final working papers prepared under Tasks I-6 through I-8 (noise and land use alternatives and the noise compatibility plan) and other information required to meet submission requirements for an NCP according to 14 CFR Part 150. The work will include:

- revisions of Draft Noise Compatibility Plan Document previously distributed for review by the Sponsor;
- a description of the consultations with airport users, planning agencies, and the public necessary to produce the Noise Compatibility Program and copies of all written comments received on the study;
- printed and electronic versions of a final document.

**Responsibilities:**

Consultant: Coffman Associates is responsible for revisions to the narrative and graphics for the final NCP.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

Sponsor: Review and comment.

**Product:** Final copies of the Noise Compatibility Program document, suitable for submission by the Sponsor to the FAA. Up to ten (10) hard copies and an electronic version in PDF format in English will be provided. Up to ten (10) hard copies and an electronic version in PDF format in Spanish will be provided. Final copies of a supplemental volume documenting the public involvement process, including all written comments received on the NCP (up to 10 copies).

## **ELEMENT II – PUBLIC COORDINATION AND COMMUNICATION**

### **TASK II-1 – PUBLIC COORDINATION AND COMMUNICATION**

#### **Task II-1.1 – Develop Graphic Schema and Project Website(s)**

**Description:** Develop a customized uniform graphic schema for all presentation materials. The graphic schema will then be used for cover art, chapter headers and footers, exhibits, display boards, PowerPoint presentations, and any ancillary materials. The graphic schema will be used throughout the process to provide a uniform and professional feel to all materials.

Various project materials will be hosted on a custom project specific websites developed by the Consultant to allow public access to both English and Spanish project materials. During the planning process, draft chapters, PAC presentations, and PAC handout materials will be available on the websites. The websites will have a public involvement section which will include an FAQ section, notices of public information workshops, and a public comment section. All comments will be reviewed by the project team and pertinent comments will be addressed within the Draft and Final Noise Exposure Maps and Noise Compatibility Plan documents. The project websites will be hosted by the Consultant and a link will be available on the sponsor website. The project website will be available for the duration of the project.

#### **Responsibilities:**

**Consultant:** Coffman Associates will develop project specific websites. Host the project materials on a project specific website.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

**Sponsor:** Review and comment. Link to the project website.

**Product:** Project websites that provide access for both English and Spanish project materials.

### **Task II-1.2 – Prepare Study Initiation Brochures**

**Description:** Provide two hundred fifty (250) English and two hundred fifty (250) Spanish study initiation brochures for general distribution to the public and interested parties. The brochure will be designed in color and will provide an overview of the important elements in the Part 150 planning goals and objectives of the study, as well as answer the most often asked questions about the process of conducting the study.

#### **Responsibilities:**

**Consultant:** Coffman Associates will write the brochure text. Coffman Associates will design and print study initiation brochures.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

**Sponsor:** Review and approve for distribution.

**Product:** Up to two hundred fifty (250) English and two hundred fifty (250) Spanish study initiation brochures.

### **Task II-1.3 – Establish Planning Advisory Committee (PAC)**

**Description:** Provide input on the membership of the Planning Advisory Committee (PAC). This non-voting group will be a membership of approximately 50 people. Much of the local coordination will be handled through the PAC, which is formed specifically to provide advice and feedback on the Noise Compatibility Study. The PAC will include representatives from all affected groups, including local residents, airport users, and local officials.

**Responsibilities:**

Consultant: Coffman Associates will provide input on membership selection

Arellano Associates will prepare and distribute invitations and maintain PAC membership list for Noise Compatibility Study support documentation.

Sponsor: Coordinate with the Consultant as necessary. Assist in the identification of potential PAC members. Send invitation letter to potential PAC members.

**Product:** Establishment of a Planning Advisory Committee (PAC).

**Task II-1.4 – Planning Advisory Committee Meetings**

**Description:** The Consultants and Sponsor will meet with the PAC to review working papers, to discuss study findings, and to identify issues deserving further study. Comments received during these meetings will be considered and evaluated, and where appropriate, additional analysis will be conducted in order to respond to those comments in the revised working papers. Graphic displays and handout materials will be prepared as needed to facilitate the meetings. Up to four (4) PAC meetings have been budgeted.

**Responsibilities:**

Consultant: Coffman Associates will prepare meeting notices to the PAC. Coffman Associates will provide presentations and necessary graphics at the meetings.

Arellano Associates will review and distribute meeting notices via email. Attend PAC meeting and facilitate PAC discussions. Prepare summary minutes.

Materials will be translated into Spanish. An interpreter will be present to facilitate communication between English and Spanish speakers.

**Sponsor:** Review and approve meeting notices. Arrange for meeting room. Coordinate jointly with Consultant.

**Product:** Up to four (4) PAC meetings with summary minutes.

#### **Task II-1.5 – Local Coordination Meetings**

**Description:** Meet with and give presentations to the Sponsor or other local groups as directed by the Sponsor. These meetings are expected to involve status reports on the study and presentations of final recommendations. Up to six (6) local coordination meeting trips have been budgeted during the study. It is assumed that these meetings would be held on trips other than the planned PAC meetings, Technical Conferences, and public hearing.

#### **Responsibilities:**

**Consultant:** Coffman Associates will provide presentations and necessary graphics at the meetings.

Arellano Associates will facilitate the meetings and will prepare summary minutes.

Materials will be translated into Spanish. If requested, an interpreter will be present to facilitate communication between English and Spanish speakers.

**Sponsor:** Direct/approve local coordination meetings as necessary. Arrange for meeting room if needed. Coordinate jointly with Consultant.

**Product:** Up to six (6) local coordination meetings.

#### **Task II-1.6 – Public Information Workshops**

**Description:** The working papers prepared for the Noise Compatibility Study will be presented to the general public at public information workshops. The workshops will be held after the PAC meetings (on the same day). Up to four (4) workshops have been budgeted.

Notification of the workshops will be accomplished using press releases, newspaper advertising, and e-mailing to interested citizens, neighborhood associations, and other groups in the area that may have an interest in the Noise Compatibility Study.



If needed, arrangements will be made to offer public participation in these meetings in either a hybrid (in-person and virtual) or completely virtual format.

**Responsibilities:**

Consultant: Coffman Associates will prepare press releases for the Sponsor. Coffman Associates will prepare mock-ups of meeting advertisements. Coffman Associates will prepare technical presentations and related graphics for the meetings.

Arellano Associates will arrange and pay for placement of ads in three local newspapers. It is assumed that the advertisements will be published on two days in each of the three newspapers prior to the scheduled meeting. Arellano Associates will facilitate meetings including staffing the sign-in table and will prepare summary minutes of meetings.

Materials will be translated into Spanish. An interpreter will be present to facilitate communication between English and Spanish speakers.

Sponsor: Review, approve, and send press releases to local media. Approve mock-ups of meeting advertisements. Arrange and pay for meeting room.

**Product:** News releases, meeting advertisements, display boards, and charts. Up to four (4) sets of public information workshops and summary minutes.

**Task II-1.7 – Public Hearing**

**Description:** One public hearing will be held on the recommended Noise Compatibility Plan to solicit comments from the public. Comments received at the hearing will be included in the final NCP documentation. The format of the hearing will be designed to encourage maximum two-way communication while discouraging a confrontational situation. The format can be selected from a variety of options, including incorporating the formal hearing with an informal workshop. The budget is based on a one-day hearing held with a public information workshop. This hearing/workshop is in addition to the workshops provided for in Task II-1.6.

If needed, arrangements will be made to offer public participation in this meeting in either a hybrid (in-person and virtual) or completely virtual format.

**Responsibilities:**

Consultant: Coffman Associates will prepare mock-ups of a legal notice and display advertisement.

Arellano Associates will distribute notices of the public hearing to members of the PAC and those on the public information workshop mailing list. Arellano Associates will arrange and pay for publication of legal notices two times before the public hearing in three newspapers of general circulation in the area. Arrange for hearing officer to moderate hearing. Arrange and pay for preparation of the public hearing transcript.

Materials will be translated into Spanish. An interpreter will be present to facilitate communication between English and Spanish speakers.

**Sponsor:** Arrange and pay for meeting room. Approve meeting notices and advertisements.

**Product:** Public hearing, transcript of hearing.

#### **Task II-1.8 – Responses to Public Hearing Comments**

**Description:** Responses will be prepared to all comments raised at the public hearing and submitted in writing during the official comment period on the Noise Compatibility Study.

#### **Responsibilities:**

**Consultant:** Coffman Associates will prepare responses to comments and submit them to the Sponsor for review.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

**Sponsor:** Review and approve responses to comments.

**Product:** Responses to comments received at the public hearing for inclusion with Noise Compatibility Program documentation.

#### **Task II-1.9 – Federal Aviation Administration Project Coordination**

**Description:** FAA coordination is necessary throughout the development of the Noise Compatibility Plan document development. This task includes all conference calls, correspondence, comment reviews, comment responses, status requests, status reports, special meetings, and requested document revisions.

**Responsibilities:**

Consultant: Coffman Associates is responsible for this task.

Sponsor: Direct/approve FAA coordination as necessary.

**Product:** FAA coordination as necessary throughout the preparation of the Noise Compatibility Plan.

**Task II-1.10 – Noise Compatibility Program Summary Brochure**

**Description:** Prepare narrative and graphics for a brochure summarizing the Noise Compatibility Study in both English and Spanish. The brochure will summarize the study process, the scope of noise issues, and the recommendations of the Noise Compatibility Program. It will include a summary of past noise abatement efforts at the airport and will explain how noise has changed through the years. The brochure will be printed in full color and will not exceed eight to twelve pages. It will be designed for widespread distribution to the public.

**Responsibilities:**

Consultant: Coffman Associates will write the copy for the summary brochure. Coffman Associates will design and print a summary brochure.

Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

Sponsor: Review and distribute.

**Product:** Up to two hundred fifty (250) English and two hundred fifty (250) Spanish copies of summary report.

## OPTIONAL TASKS

### Optional Task 1 – AEDT Flight Track Maps

**Description:** 14 CFR Part 150, Appendix A, Section 103(b[1]) states, “A map of the airport and its environs at an adequately detailed scale (not less than 1 inch to 2,000 feet) indicating runway length, alignments, landing thresholds, takeoff start-of-roll points, airport boundary, and flight tracks out to at least 30,000 feet from the end of each runway” must be obtained for input to the calculation of noise exposure contours. FAA has interpreted this section as a requirement to include flight track mapping exhibits at 1 inch to 2,000 feet that depict tracks 30,000 feet off each runway end in the Noise Exposure Maps (NEM) documentation. Exhibits for Oxnard Airport are anticipated to be approximately 36” x 48”.

#### **Responsibilities:**

**Consultant:** Coffman Associates will prepare extended flight track map exhibits.

**Sponsor:** Review.

**Product:** Prepare extended flight track map exhibits.

### Optional Task 2 – Prepare Aviation Demand Forecasts

**Description:** Develop aviation demand forecasts using both simple and more complex methodologies taking into consideration forecasts from other sources such as the FAA. Historical general aviation activity statistics for the Airport will be organized to evaluate airport peaking characteristics and fleet mix ratios. The methodology used in this analysis will involve a variety of techniques that will factor in national general aviation transportation statistics, local socioeconomic factors as well as the independent airport data. Correlation analysis techniques will include relatively simple graphical comparisons as well as more complex regression analysis. A final refinement of activity forecasts will be conducted to integrate the effects of changing technology in general aviation and will result in estimates of aviation demand for 5-, 10-, and 20-year periods which will be presented as follows:

- a) Based aircraft totals and mix.
- b) Annual general aviation, air taxi, and military operations (local vs. itinerant).
- c) Operational mix by type and Airport Reference Code/Runway Design Code
- d) Peak hour operations.
- e) Annual instrument approaches (AIAs).

- f) Critical design aircraft.

**Responsibilities:**

Consultant: Coffman Associates will prepare aviation demand forecast.  
Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences.

Materials will be translated into Spanish.

Sponsor: Review.

Product: Prepare extended flight track map exhibits.

**EXHIBIT B**

**SCHEDULE OF COMPLETION**

The CONSULTANT shall complete the work on the Project Elements within Twenty-four (24) Months from the official written notice to proceed issued by the County.

Time during which the CONSULTANT is delayed by any public agency reviewing the Contract Documents, or by the COUNTY or FAA for any reason, and not occasioned by acts or omissions of the CONSULTANT, shall not be included in the above time limitations if the CONSULTANT gives prompt notice of delays when they occur.

**EXHIBIT C**

**FEES AND PAYMENT**

**I. FEES**

- A.** Payment for work outlined in this Scope of Services shall be a lump sum not to exceed Seven Hundred Seventy Thousand Nine Hundred Forty-Three Dollars (\$770,943).

These fees shall include all labor, materials, expenses, and incidentals necessary to complete the work as described herein. A Project Cost Breakdown is included as Exhibit C-1 to this Scope of Services.

## **II. PAYMENTS**

The COUNTY will make payments to the CONSULTANT as follows:

Progress payments will be made monthly upon presentation of an invoice and completed COUNTY claim form in accordance with "Fees and Payment" for work actually completed, but not exceeding 80 percent (80%) of the fee allocated for a stage until the completion of the work for that stage. Payments will be processed within thirty (30) days of receipt of invoice and completed COUNTY claim form, or ten (10) days from receipt of invoice and completed COUNTY claim form by the Auditor-Controller's office.

<b>Part A – Basic Services</b>	<b><u>Fee Allocation</u></b>	
	<b>80%</b>	<b>100%</b>
Element 1	\$323,378	\$404,222
Element 2	\$267,334	\$334,167
Optional Tasks	\$26,043	\$32,554
<b>Total</b>		<b>\$770,943</b>



EXHIBIT C-1  
**PROJECT COSTS**  
14 CFR PART 150 STUDY UPDATE  
**OXNARD AIRPORT**

	PRIME CONSULTANT (Hourly Rate)						TOTAL
	Principal	Senior Professional	Professional	Technical	Total Labor	Expenses	
	\$292	\$268	\$158	\$120			
ELEMENT I- PREPARATION OF THE 14 CFR PART 150 STUDY DOCUMENTATION							
Task I- 1 - INITIATION							
Task I- 1.1 Prepare Work Scope and Budget	4		4	4	\$2,280		\$2,280
Task I- 1.2 Prepare Study Workbooks (6)				16	\$1,920	\$200	\$2,120
Task I- 1.3 Prepare Technical Information Papers (6)				8	\$960	\$250	\$1,210
Subtotal	4	0	4	28	\$5,160	\$450	\$5,610
Task I-2 - INVENTORY OF EXISTING CONDITIONS							
Task I- 2.1 Secure Baseline Data and Documents	4	8	24	32	\$10,944	\$2,500	\$13,444
Task I- 2.2 Base Mapping		16	16	32	\$10,656		\$10,656
Task I- 2.3 Study Area Boundary		4	8	8	\$3,296		\$3,296
Task I- 2.4 Existing Land Use		16	16	32	\$10,656		\$10,656
Task I- 2.5 Future Land Use Controls and Plans		16	8	24	\$8,432		\$8,432
Task I- 2.6 Land Use Development Trends		8	16	16	\$6,592		\$6,592
Task I- 2.7 Working Paper No.1, INVENTORY (6)	4	8	16	32	\$9,680	\$160	\$9,840
Subtotal	8	76	104	176	\$60,256	\$2,660	\$62,916
Task I-3 - AVIATION NOISE ANALYSIS							
Task I- 3.1 Field Noise Measurements		8	56	80	\$20,592	\$4,500	\$25,092
Task I- 3.2 Radar Flight Tracking and Aircraft Departure Profile Analysis		8	16	16	\$6,592		\$6,592
Task I- 3.3 Refine Operational Fleet Mix Forecasts		16	8		\$5,552		\$5,552
Task I- 3.4 Existing Aircraft Noise Exposure			40	24	\$9,200		\$9,200
Task I- 3.5 Noise Contour Comparison			8	8	\$2,224		\$2,224
Task I- 3.6 Future Baseline Aircraft Noise Exposure			32	16	\$6,976		\$6,976
Task I- 3.7 Long Range Aircraft Noise Exposure			32	16	\$6,976		\$6,976
Task I- 3.8 Working Paper No.2, AIRCRAFT NOISE EXPOSURE (6)	4	8	16	32	\$9,680	\$160	\$9,840
Subtotal	4	40	208	192	\$67,792	\$4,660	\$72,452
Task I-4 - NOISE IMPACTS							
Task I- 4.1 Land Use Impact Guidelines		8			\$2,144		\$2,144
Task I- 4.2 Growth Risk Analysis			8	16	\$3,184		\$3,184
Task I- 4.3 Land Use and Population Impacts			16	16	\$4,448		\$4,448
Task I- 4.4 Working Paper No. 3, NOISE IMPACTS (6)	4	16	16	16	\$9,904	\$160	\$10,064
Subtotal	4	24	40	48	\$19,680	\$160	\$19,840
Task I-5 - NOISE EXPOSURE MAP REPORTS							
Task I- 5.1 Draft Noise Exposure Map Documentation (30/30/30)	4	4	8	24	\$6,384	\$4,000	\$10,384
Task I- 5.2 Final Noise Exposure Map Documentation (20/20/20)	4	4	8	16	\$5,424	\$2,600	\$8,024
Subtotal	8	8	16	40	\$11,808	\$6,600	\$18,408
Task I-6 - NOISE ABATEMENT ALTERNATIVES							
Task I- 6.1 Noise Abatement Issues	4	8			\$3,312		\$3,312
Task I- 6.2 Aviation Technical Conference	12	12		8	\$7,680	\$2,400	\$10,080
Task I- 6.3 Noise Abatement Analysis Criteria		8	8		\$3,408		\$3,408
Task I- 6.4 Screening of Noise Abatement Alternatives		8	8		\$3,408		\$3,408
Task I- 6.5 Potential Noise Abatement Alternatives and Scenarios		8	16	16	\$6,592		\$6,592
Task I- 6.6 Noise Exposure of Abatement Alternatives/Scenarios		8	24	16	\$7,856		\$7,856
Task I- 6.7 Land Use and Population Impacts of Alternatives			16	24	\$5,408		\$5,408
Task I- 6.8 Working Paper No.4, NOISE ABATEMENT ALTS (6)	4	8	16	32	\$9,680	\$160	\$9,840
Subtotal	20	60	88	96	\$47,344	\$2,560	\$49,904

EXHIBIT C-1  
**PROJECT COSTS**  
14 CFR PART 150 STUDY UPDATE  
**OXNARD AIRPORT**

		PRIME CONSULTANT (Hourly Rate)						TOTAL
		Principal	Senior Professional	Professional	Technical	Total Labor	Expenses	
		\$292	\$268	\$158	\$120			
Task I-7 - LAND USE ALTERNATIVES								
Task I- 7.1	Land Use Management Issues	4	8			\$3,312		\$3,312
Task I- 7.2	Land Use Management Technical Conference	12	12		8	\$7,680	\$1,500	\$9,180
Task I- 7.3	Screening of Land Use Management Techniques		4			\$1,072		\$1,072
Task I- 7.4	Evaluation of Land Use Management Techniques		8	16	16	\$6,592		\$6,592
Task I- 7.5	Identification of Preferred Land Use Alternatives		8	16	16	\$6,592		\$6,592
Task I- 7.6	Working Paper No 5, LAND USE ALTERNATIVES (6)	4	8	16	32	\$9,680	\$160	\$9,840
Subtotal		20	48	48	72	\$34,928	\$1,660	\$36,588
Task I-8 - NOISE COMPATIBILITY PROGRAM								
Task I- 8.1	Refinement of Noise and Land Use Alternatives		8	8	8	\$4,368		\$4,368
Task I- 8.2	Recommended Noise Abatement Element		8	16	8	\$5,632		\$5,632
Task I- 8.3	Abated Noise Contours			24	16	\$5,712		\$5,712
Task I- 8.4	Identification of Residual Impacts			8	8	\$2,224		\$2,224
Task I- 8.5	Recommended Land Use Management Element		8			\$2,144		\$2,144
Task I- 8.6	Recommended Program Management Element		8			\$2,144		\$2,144
Task I- 8.7	Implementation Schedule, Strategy and Documents		8	8		\$3,408		\$3,408
Task I- 8.8	Working Paper No 6, NOISE COMPATIBILITY PROGRAM (6)	8	8	16	32	\$10,848	\$160	\$11,008
Task I- 8.9	Revised NOISE COMPATIBILITY PROGRAM Chapter	4	8	16	32	\$9,680	\$160	\$9,840
Subtotal		12	56	96	104	\$46,160	\$320	\$46,480
Task I-9 - NOISE COMPATIBILITY PROGRAM REPORTS								
Task I- 9.1	Draft Noise Compatibility Program Document (20/20/30)	4	4	16	24	\$7,648	\$1,000	\$8,648
Task I- 9.2	Final Noise Compatibility Program Documentation (20/20/20)	4	4	16	24	\$7,648	\$1,000	\$8,648
Subtotal		8	8	32	48	\$15,296	\$2,000	\$17,296
ELEMENT II- PUBLIC COORDINATION AND COMMUNICATION								
TASK II-1 PUBLIC COORDINATION AND COMMUNICATION								
Task II- 1.1	Develop Graphic Schema and Project Website(s)		4	4	8	\$2,664		\$2,664
Task II- 1.2	Prepare Study Initiation Brochures (250/250)	4	4	8	8	\$4,464	\$1,500	\$5,964
Task II- 1.3	Establish Planning Advisory Committee (PAC)	4	4			\$2,240		\$2,240
Task II- 1.4	Planning Advisory Committee Meetings (4)	48	32		8	\$23,552	\$12,000	\$35,552
Task II- 1.5	Local Coordination Meetings (6)	96			12	\$29,472	\$5,400	\$34,872
Task II- 1.6	Public Information Workshops (4)	48	48		32	\$30,720	\$800	\$31,520
Task II- 1.7	Public Hearing (1)	24	16		8	\$12,256	\$2,500	\$14,756
Task II- 1.8	Responses to Public Hearing Comments	8	16	16	8	\$10,112		\$10,112
Task II- 1.9	Federal Aviation Administration Project Coordination	32	16	16	16	\$18,080	\$2,500	\$20,580
Task II- 1.10	Noise Compatibility Program Summary Brochure	0	8	16	16	\$6,592	\$2,500	\$9,092
Subtotal		264	148	60	116	\$140,152	\$27,200	\$167,352

EXHIBIT C-1  
**PROJECT COSTS**  
14 CFR PART 150 STUDY UPDATE  
**OXNARD AIRPORT**

**TOTAL STUDY COSTS BY ELEMENT**

<b>Coffman Associates</b>								
						Labor	Expenses	Total
Task I-1	INITIATION	4	0	4	28	\$5,160	\$450	\$5,610
Task I-2	INVENTORY OF EXISTING CONDITIONS	8	76	104	176	\$60,256	\$2,660	\$62,916
Task I-3	AVIATION NOISE ANALYSIS	4	40	208	192	\$67,792	\$4,660	\$72,452
Task I-4	NOISE IMPACTS	4	24	40	48	\$19,680	\$160	\$19,840
Task I-5	NOISE EXPOSURE MAP REPORTS	8	8	16	40	\$11,808	\$6,600	\$18,408
Task I-6	NOISE ABATEMENT ALTERNATIVES	20	60	88	96	\$47,344	\$2,560	\$49,904
Task I-7	LAND USE ALTERNATIVES	20	48	48	72	\$34,928	\$1,660	\$36,588
Task I-8	NOISE COMPATIBILITY PROGRAM	12	56	96	104	\$46,160	\$320	\$46,480
Task I-9	FINAL NOISE COMPATIBILITY PROGRAM REPORTS	8	8	32	48	\$15,296	\$2,000	\$17,296
<b>ELEMENT I TOTAL</b>		<b>88</b>	<b>320</b>	<b>636</b>	<b>804</b>	<b>\$308,424</b>	<b>\$21,070</b>	<b>\$329,494</b>
Task II-1	PUBLIC COORDINATION AND COMMUNICATION	264	148	60	116	\$140,152	\$27,200	\$167,352
<b>ELEMENT II TOTAL</b>		<b>264</b>	<b>148</b>	<b>60</b>	<b>116</b>	<b>\$140,152</b>	<b>\$27,200</b>	<b>\$167,352</b>
<b>PRIME GRAND TOTAL</b>		<b>352</b>	<b>468</b>	<b>696</b>	<b>920</b>	<b>\$448,576</b>	<b>\$48,270</b>	<b>\$496,846</b>
<b>Subconsultant</b>								
Arellano Associates - Public Outreach and Translation Services						\$131,453	\$110,091	\$241,544
<b>Project Total</b>						<b>\$580,029</b>	<b>\$158,361</b>	<b>\$738,390</b>
<b>Project Total With Optional Tasks</b>						<b>\$608,707</b>	<b>\$162,236</b>	<b>\$770,943</b>
<b>Arellano Associates</b>								
PUBLIC OUTREACH AND TRANSLATION								
	Principal	Project Manager	Sr. Project Coord. 1	Graphics Lead	Project Coord.	Total Labor	Expenses	Total
	\$305	\$165	\$160	\$127	\$81			
<b>ELEMENT I</b>								
Task I-1.2	Prepare Study Workbooks (6)	1	11	0	2	\$3,029	\$2,200	\$5,229
Task I-2.7	Working Paper No.1, INVENTORY (6)	1	13	0	2	\$3,522	\$3,100	\$6,622
Task I-3.8	Working Paper No.2, AIRCRAFT NOISE EXPOSURE (6)	1	10	0	2	\$2,701	\$2,200	\$4,901
Task I-4.4	Working Paper No.3, NOISE IMPACTS (6)	1	9	0	2	\$2,291	\$1,000	\$3,291
Task I-5.1	Draft Noise Exposure Map Documentation (30/30/30)	1	15	0	2	\$4,341	\$4,500	\$8,841
Task I-5.2	Final Noise Exposure Map Documentation (20/20/20)	1	15	8	2	\$5,619	\$4,300	\$9,919
Task I-6.8	Working Paper No.4, NOISE ABATEMENT ALTS (6)	1	13	0	2	\$3,522	\$2,800	\$6,322
Task I-7.6	Working Paper No.5, LAND USE ALTERNATIVES (6)	1	11	0	2	\$3,029	\$2,300	\$5,329
Task I-8.8	Working Paper No.6, NOISE COMPATIBILITY PROGRAM (6)	1	10	0	2	\$2,701	\$1,500	\$4,201
Task I-8.9	Revised NOISE COMPATIBILITY PROGRAM Chapter	1	9	0	2	\$2,373	\$500	\$2,873
Task I-9.1	Draft Noise Compatibility Program Document (20/20/30)	1	11	0	2	\$3,029	\$2,300	\$5,329
Task I-9.2	Final Noise Compatibility Program Documentation (20/20/20)	1	19	12	2	\$7,571	\$4,300	\$11,871
<b>ELEMENT I TOTAL</b>		<b>12</b>	<b>146</b>	<b>20</b>	<b>24</b>	<b>\$43,728</b>	<b>\$31,000</b>	<b>\$74,728</b>
<b>ELEMENT II</b>								
Task II-1.1	Develop Graphic Schema and Project Website(s)	1	7	0	2	\$2,042	\$450	\$2,492
Task II-1.2	Prepare Study Initiation Brochures (250/250)	1	8	0	2	\$2,370	\$700	\$3,070
Task II-1.3	Establish Planning Advisory Committee (PAC)	1	9	8	0	\$4,373	\$200	\$4,573
Task II-1.4	Planning Advisory Committee Meetings (4)	1	15	20	0	\$9,235	\$11,212	\$20,447
Task II-1.5	Local Coordination Meetings (6)	1	35	60	0	\$23,000	\$21,624	\$44,624
Task II-1.6	Public Information Workshops (4)	3	55	60	0	\$31,800	\$32,952	\$64,752
Task II-1.7	Public Hearing (1)	3	20	20	0	\$10,672	\$9,553	\$20,225
Task II-1.8	Responses to Public Hearing Comments	1	9	0	0	\$2,444	\$1,700	\$4,144
Task II-1.10	Noise Compatibility Program Summary Brochure	1	7	0	0	\$1,788	\$700	\$2,488
<b>ELEMENT II TOTAL</b>		<b>13</b>	<b>165</b>	<b>168</b>	<b>4</b>	<b>\$87,724</b>	<b>\$79,091</b>	<b>\$166,815</b>
<b>Arellano Associates Total</b>						<b>\$131,453</b>	<b>\$110,091</b>	<b>\$241,544</b>
<b>OPTIONAL TASKS</b>								
						Hourly Rates		
						Principal	Senior Professional	Professional
						Technical	Total Labor	Expenses
								Total
<b>Coffman Associates</b>						\$292	\$268	\$158
Opt. Task 1 AEDT Flight Track Maps							8	24
Opt. Task 2 Prepare Aviation Demand Forecasts							24	32
							\$21,760	\$500
								\$22,260
<b>Arellano Associates</b>						Principal	Project Manager	Sr. Project Coord. 1
						Graphics Lead	Project Coord.	
Opt. Task 2 Prepare Aviation Demand Forecasts						\$305	\$165	\$160
<b>Optional Task Total</b>						<b>\$28,679</b>	<b>\$3,875</b>	<b>\$32,554</b>





**EXHIBIT D  
FEDERAL CONTRACT PROVISIONS  
FOR PROFESSIONAL SERVICES (A/E) CONTRACTS**

The following provisions, if applicable, are hereby included in and made part of the attached Contract between COUNTY OF VENTURA DEPARTMENT OF AIRPORTS (COUNTY) and Coffman Associates, Inc., 4835 E. Cactus Road, Ste. 235 Scottsdale, AZ 85254 (CONSULTANT).

It is understood by the COUNTY and the Consultant that the FAA is not a part of this Agreement and will not be responsible for Project costs except as should be agreed upon by COUNTY and the FAA under a Grant Agreement for the Project.

**1. ACCESS TO RECORDS AND REPORTS.** (Reference: 2 CFR § 200.326, 2 CFR § 200.333))

The CONSULTANT must maintain an acceptable cost accounting system. The CONSULTANT agrees to provide the COUNTY, the Federal Aviation Administration and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers, and records of the CONSULTANT which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The CONSULTANT agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

**2. BREACH OF CONTRACT TERMS.** (Reference 49 CFR part 18.36(i)(1))

Any violation or breach of terms of this contract on the part of the CONSULTANT or its subconsultants may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement. The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

**3. BUY AMERICAN PREFERENCE.** (Reference: 49 USC § 50101)

The CONSULTANT agrees to comply with 49 USC § 50101, which provides that Federal funds may not be obligated unless all steel and manufactured goods used in AIP-funded projects are produced in the United States, unless the FAA has issued a waiver for the product; the product is listed as an Excepted Article, Material Or Supply in Federal Acquisition Regulation subpart 25.108; or is included in the FAA Nationwide Buy American Waivers Issued list.

A bidder or offeror must submit the appropriate Buy America certification (below) with all bids or offers on AIP funded projects. Bids or offers that are not accompanied by a completed Buy America certification must be rejected as nonresponsive.

**Type of Certification is based on Type of Project:**

There are two types of Buy American certifications.

- For projects for a facility, the Certificate of Compliance Based on Total Facility (Terminal or Building Project) must be submitted.
- For all other projects, the Certificate of Compliance Based on Equipment and Materials Used on the Project (Non-building construction projects such as runway or roadway construction; or equipment acquisition projects) must be submitted.

\*\*\*\*\*

**Certificate of Buy American Compliance for Total Facility**

(Buildings such as Terminal, SRE, ARFF, etc.)

As a matter of bid responsiveness, the bidder or offeror must complete, sign, date, and submit this certification statement with their proposal. The bidder or offeror must indicate how they intend to comply with 49 USC § 50101 by selecting one of the following certification statements. These statements are mutually exclusive. Bidder must select one or the other (i.e. not both) by inserting a checkmark (✓) or the letter "X".

- ☐ Bidder or offeror hereby certifies that it will comply with 49 USC. 50101 by:
- Only installing steel and manufactured products produced in the United States; or
  - Installing manufactured products for which the FAA has issued a waiver as indicated by inclusion on the current FAA Nationwide Buy American Waivers Issued listing; or
  - Installing products listed as an Excepted Article, Material or Supply in Federal Acquisition Regulation Subpart 25.108.

By selecting this certification statement, the bidder or offeror agrees:

- To provide to the Owner evidence that documents the source and origin of the steel and manufactured product.
- To faithfully comply with providing US domestic products
- To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

☐ The bidder or offeror hereby certifies it cannot comply with the 100% Buy American Preferences of 49 USC § 50101(a) but may qualify for either a Type 3 or Type 4 waiver under 49 USC § 50101(b). By selecting this certification statement, the apparent bidder or offeror with the apparent low bid agrees:

- To submit to the Owner within 15 calendar days of the bid opening, a formal waiver request and required documentation that support the type of waiver being requested.
- That failure to submit the required documentation within the specified timeframe is cause for a nonresponsive determination may results in rejection of the proposal.
- To faithfully comply with providing US domestic products at or above the approved US domestic content percentage as approved by the FAA.
- To furnish US domestic product for any waiver request that the FAA rejects.
- To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

**Required Documentation**

**Type 3 Waiver** - The cost of components and subcomponents produced in the United States is more than 60% of the cost of all components and subcomponents of the "facility". The required documentation for a type 3 waiver is:

- Listing of all manufactured products that are not comprised of 100% US domestic content (Excludes products listed on the FAA Nationwide Buy American Waivers Issued listing and products excluded by Federal Acquisition Regulation Subpart 25.108; products of unknown origin must be considered as nondomestic products in their entirety)
- Cost of non-domestic components and subcomponents, excluding labor costs associated with final assembly and installation at project location.



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c) Percentage of non-domestic component and subcomponent cost as compared to total "facility" component and subcomponent costs, excluding labor costs associated with final assembly and installation at project location.

**Type 4 Waiver** – Total cost of project using US domestic source product exceeds the total project cost using non-domestic product by 25%. The required documentation for a type 4 of waiver is: a) Detailed cost information for total project using US domestic product

b) Detailed cost information for total project using non-domestic product

**False Statements:** Per 49 USC § 47126, this certification concerns a matter within the jurisdiction of the Federal Aviation Administration and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code.

Date

Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

\* \* \* \* \*

**Certificate of Buy American Compliance for Manufactured Products**

(Non-building construction projects, equipment acquisition projects)

As a matter of bid responsiveness, the bidder or offeror must complete, sign, date, and submit this certification statement with their proposal. The bidder or offeror must indicate how they intend to comply with 49 USC § 50101 by selecting one on the following certification statements. These statements are mutually exclusive. Bidder must select one or the other (not both) by inserting a checkmark (✓) or the letter "X".

- ☐ Bidder or offeror hereby certifies that it will comply with 49 USC § 50101 by:
- a) Only installing steel and manufactured products produced in the United States, or;
  - b) Installing manufactured products for which the FAA has issued a waiver as indicated by inclusion on the current FAA Nationwide Buy American Waivers Issued listing, or;
  - c) Installing products listed as an Excepted Article, Material or Supply in Federal Acquisition Regulation Subpart 25.108.

By selecting this certification statement, the bidder or offeror agrees:

- 1. To provide to the Owner evidence that documents the source and origin of the steel and manufactured product.
- 2. To faithfully comply with providing US domestic product
- 3. To furnish US domestic product for any waiver request that the FAA rejects
- 4. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

☒ The bidder or offeror hereby certifies it cannot comply with the 100% Buy American Preferences of 49 USC § 50101(a) but may qualify for either a Type 3 or Type 4 waiver under 49 USC § 50101(b). By selecting this certification statement, the apparent bidder or offeror with the apparent low bid agrees:

- 1. To the submit to the Owner within 15 calendar days of the bid opening, a formal waiver request and required documentation that support the type of waiver being requested.

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2. That failure to submit the required documentation within the specified timeframe is cause for a nonresponsive determination may result in rejection of the proposal.
3. To faithfully comply with providing US domestic products at or above the approved US domestic content percentage as approved by the FAA.
4. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

**Required Documentation**

**Type 3 Waiver** - The cost of the item components and subcomponents produced in the United States is more than 60% of the cost of all components and subcomponents of the "item". The required documentation for a type 3 waiver is:

- a) Listing of all product components and subcomponents that are not comprised of 100% US domestic content (Excludes products listed on the FAA Nationwide Buy American Waivers Issued listing and products excluded by Federal Acquisition Regulation Subpart 25.108; products of unknown origin must be considered as non-domestic products in their entirety)
- b) Cost of non-domestic components and subcomponents, excluding labor costs associated with final assembly at place of manufacture.
- c) Percentage of non-domestic component and subcomponent cost as compared to total "item" component and subcomponent costs, excluding labor costs associated with final assembly at place of manufacture.

**Type 4 Waiver** – Total cost of project using US domestic source product exceeds the total project cost using non-domestic product by 25%. The required documentation for a type 4 of waiver is: a) Detailed cost information for total project using US domestic product

- b) Detailed cost information for total project using non-domestic product

**False Statements:** Per 49 USC § 47126, this certification concerns a matter within the jurisdiction of the Federal Aviation Administration and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code.

September 28, 2022  
Date

Coffman Associates  
Company Name

Matt Quick  
Signature

Principal  
Title

Digitally signed by Matt Quick  
Date: 2022.09.28 15:07:02 -07'00'

**4. CIVIL RIGHTS PROVISIONS– GENERAL.** (Reference: 49 USC § 47123)

The CONSULTANT agrees that it will comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision binds the contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.

This provision also obligates the tenant/concessionaire/lessee or its transferee for the period during which Federal assistance is extended to the airport through the Airport Improvement Program, except where

Federal assistance is to provide, or is in the form of personal property; real property or interest therein; structures or improvements thereon.

In these cases the provision obligates the party or any transferee for the longer of the following periods:

- (a) the period during which the property is used by the airport sponsor or any transferee for a purpose for which Federal assistance is extended, or for another purpose involving the provision of similar services or benefits; or
- (b) the period during which the airport sponsor or any transferee retains ownership or possession of the property.

## **5. CIVIL RIGHTS – TITLE VI ASSURANCES**

### **Title VI Clauses for Compliance with Nondiscrimination Requirements**

(Source: Appendix A of Appendix 4 of FAA Order 1400.11, Nondiscrimination in Federally-Assisted Programs at the Federal Aviation Administration)

During the performance of this contract, the CONSULTANT, for itself, its assignees, and successors in interest (hereinafter referred to as the "CONSULTANT") agrees as follows:

- 1). **Compliance with Regulations:** The CONSULTANTS will comply with the **Title VI List of Pertinent Nondiscrimination Statutes and Authorities**, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
- 2). **Non-discrimination:** The CONSULTANT, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The CONSULTANT will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
- 3). **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the CONSULTANT for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the CONSULTANT of the CONSULTANT's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.
- 4). **Information and Reports:** The CONSULTANT will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the COUNTY or the Federal Aviation Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a CONSULTANT is in the exclusive possession of another who fails or refuses to furnish the information, the CONSULTANT will so certify to the COUNTY or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

- 5). **Sanctions for Noncompliance:** In the event of a CONSULTANT's noncompliance with the Nondiscrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the CONSULTANT under the contract until the CONSULTANT complies; and/or
  - b. Cancelling, terminating, or suspending a contract, in whole or in part.
- 6). **Incorporation of Provisions:** The CONSULTANT will include the provisions of paragraphs 7.1 through 7.6 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The CONSULTANT will take action with respect to any subcontract or procurement as the COUNTY or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the CONSULTANT becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the CONSULTANT may request the COUNTY to enter into any litigation to protect the interests of the COUNTY. In addition, the CONSULTANT may request the United States to enter into the litigation to protect the interests of the United States.

**Title VI List of Pertinent Nondiscrimination Authorities**

(Source: Appendix E of Appendix 4 of FAA Order 1400.11, Nondiscrimination in Federally-Assisted Programs at the Federal Aviation Administration)

During the performance of this contract, the CONSULTANT, for itself, its assignees, and successors in interest (hereinafter referred to as the "CONSULTANT") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

- 1). Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 2). 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
- 3). The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- 4). Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- 5). The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- 6). Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- 7). The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

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- 8). Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
- 9). The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- 10). Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- 11). Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- 12). Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

**6. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**

The CONSULTANT, by administering each lower tier subcontract that exceeds \$25,000 as a "covered transaction", must verify each lower tier participant of a "covered transaction" under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. The CONSULTANT will accomplish this by:

- 1). Checking the System for Award Management at website: <http://www.sam.gov>
- 2). Collecting a certification statement similar to the Certificate Regarding Debarment and Suspension (Bidder or Offeror), above.
- 3). Inserting a clause or condition in the covered transaction with the lower tier contract

If the FAA later determines that a lower tier participant failed to tell a higher tier that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedy, including suspension and debarment.

**7. CLEAN AIR AND WATER POLLUTION CONTROL.**

(Reference: 49 CFR § 18.36(i)(12)) Note, when the DOT adopts 2 CFR 200, this reference will change to 2 CFR § 200 Appendix II(G))

CONSULTANT and subcontractors agree:

- 1). That any facility to be used in the performance of the contract or subcontract or to benefit from the contract is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities;



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- 2). To comply with all the requirements of Section 114 of the Clean Air Act, as amended, 42 U.S.C. 1857 et seq. and Section 308 of the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in Section 114 and Section 308 of the Acts, respectively, and all other regulations and guidelines issued thereunder;
- 3). That, as a condition for the award of this contract, the CONSULTANT or subcontractor will notify the awarding official of the receipt of any communication from the EPA indicating that a facility to be used for the performance of or benefit from the contract is under consideration to be listed on the EPA List of Violating Facilities;
- 4). To include or cause to be included in any construction contract or subcontract which exceeds \$100,000 the aforementioned criteria and requirements.

**8. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT REQUIREMENTS.**

(Reference: 2 CFR § 200 Appendix II (E))

- 1). Overtime Requirements.

The CONSULTANT or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic, including watchmen and guards, in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

- 2). Violation; Liability for Unpaid Wages; Liquidated Damages.

In the event of any violation of the clause set forth in paragraph (1) above, the CONSULTANT and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, CONSULTANT and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph 1 above, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph 1 above.

- 3). Withholding for Unpaid Wages and Liquidated Damages.

The Federal Aviation Administration or the Sponsor shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any monies payable on account of work performed by the CONSULTANT or subcontractor under any such contract or any other Federal contract with the same CONSULTANT, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same CONSULTANT, such sums as may be determined to be necessary to satisfy any liabilities of such CONSULTANT or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph 2 above.

- 4). Subcontractors.

The CONSULTANT or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs 1 through 4 and also a clause requiring the subcontractor to include these clauses in any lower tier subcontracts. The prime CONSULTANT shall be responsible for compliance by



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any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs 1 through 4 of this section.

**9. DISADVANTAGED BUSINESS ENTERPRISES**

- 1). **Contract Assurance** (§26.13) - The CONSULTANT and their subcontractors shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The CONSULTANT shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the CONSULTANT to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.
- 2). **Prompt Payment** (§26.29) - The CONSULTANT agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty days from the receipt of each payment the CONSULTANT receives from COUNTY. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the COUNTY. This clause applies to both DBE and non-DBE subcontractors.

**10. FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE)** (Reference: 29 USC § 201, et seq.)

All contracts and subcontracts that result from this solicitation incorporate the following provisions by reference, with the same force and effect as if given in full text. The CONSULTANT has full responsibility to monitor compliance to the referenced statute or regulation. The CONSULTANT must address any claims or disputes that pertain to a referenced requirement directly with the Federal Agency with enforcement responsibilities.

<b>Requirement</b>	<b>Federal Agency with Enforcement Responsibilities</b>
Federal Fair Labor Standards Act (29 USC 201)	U.S. Department of Labor – Wage and Hour Division

**11. LOBBYING AND INFLUENCING FEDERAL EMPLOYEES.** (Reference: 49 CFR part 20, Appendix A)

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the CONSULTANT, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

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This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**12. OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970** (Reference 20 CFR part 1910)

All contracts and subcontracts that result from this solicitation incorporate the following provisions by reference, with the same force and effect as if given in full text. The CONSULTANT has full responsibility to monitor compliance to the referenced statute or regulation. The CONSULTANT must address any claims or disputes that pertain to a referenced requirement directly with the Federal Agency with enforcement responsibilities.

<b>Requirement</b>	<b>Federal Agency with Enforcement Responsibilities</b>
Occupational Safety and Health Act of 1970 (20 CFR Part 1910)	U.S. Department of Labor – Occupational Safety and Health Administration

**13. RIGHT TO INVENTIONS** (Reference 49 CFR part 18.36(i)(8))

All rights to inventions and materials generated under this contract are subject to requirements and regulations issued by the FAA and the COUNTY of the Federal grant under which this contract is executed.

**14. TERMINATION OF CONTRACT** (Reference: 49 CFR § 18.36(i)(2))

- a. The COUNTY may, by written notice, terminate this contract in whole or in part at any time, either for the COUNTY's convenience or because of failure to fulfill the contract obligations. Upon receipt of such notice services must be immediately discontinued (unless the notice directs otherwise) and all materials as may have been accumulated in performing this contract, whether completed or in progress, delivered to the COUNTY.
- b. If the termination is for the convenience of the COUNTY, an equitable adjustment in the contract price will be made, but no amount will be allowed for anticipated profit on unperformed services.
- c. If the termination is due to failure to fulfill the CONSULTANT's obligations, the COUNTY may take over the work and prosecute the same to completion by contract or otherwise. In such case, the CONSULTANT is be liable to the COUNTY for any additional cost occasioned to the COUNTY thereby.
- d. If, after notice of termination for failure to fulfill contract obligations, it is determined that the CONSULTANT had not so failed, the termination will be deemed to have been effected for the convenience of the COUNTY. In such event, adjustment in the contract price will be made as provided in paragraph 2 of this clause.
- e. The rights and remedies of the COUNTY provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

**15. TRADE RESTRICTION** (Reference: 49 CFR part 30)

The CONSULTANT or subcontractor, by submission of an offer and/or execution of a contract, certifies that it:

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- a. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
- b. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
- c. has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a CONSULTANT or subcontractor who is unable to certify to the above. If the CONSULTANT knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the Federal Aviation Administration may direct through the COUNTY cancellation of the contract at no cost to the Government.

Further, the CONSULTANT agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in each contract and in all lower tier subcontracts. The CONSULTANT may rely on the certification of a prospective subcontractor unless it has knowledge that the certification is erroneous.

The CONSULTANT shall provide immediate written notice to the COUNTY if the CONSULTANT learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The subcontractor agrees to provide written notice to the CONSULTANT if at any time it learns that its certification was erroneous by reason of changed circumstances.

This certification is a material representation of fact upon which reliance was placed when making the award. If it is later determined that the CONSULTANT or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the COUNTY cancellation of the contract or subcontract for default at no cost to the Government.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a CONSULTANT is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

**16. TEXTING WHEN DRIVING** (References: Executive Order 13513, and DOT Order 3902.10)

In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving" (10/1/2009) and DOT Order 3902.10 "Text Messaging While Driving" (12/30/2009), FAA encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or sub-grant.

The CONSULTANT must promote policies and initiatives for employees and other work personnel that decrease crashes by distracted drivers, including policies to ban text messaging while driving. The CONSULTANT must include these policies in each third party subcontract involved on this project.

**17. VETERAN'S PREFERENCE** (Reference: 49 USC § 47112(c))

In the employment of labor (except in executive, administrative, and supervisory positions), preference must be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in Title 49 United States Code, Section 47112. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

Date: September 28, 2022 Executed at (city/state): Scottsdale, AZ

I declare under penalty of perjury, pursuant to the laws of the State of California, that the foregoing is true and correct to the best of my knowledge.

**Matt Quick** Digitally signed by Matt Quick  
Date: 2022.09.28 15:07:26 -07'00'

**Principal**

Signature / Title (Company Representative)



**COUNTY of VENTURA**  
Department of Airports

555 Airport Way, Suite B

Camarillo, CA 93010

Phone: (805) 388-4372

Fax: (805) 388-4366

[www.ventura.org/airports](http://www.ventura.org/airports)

May 11, 2023

Camarillo Airport Authority  
Oxnard Airport Authority  
Aviation Advisory Commission  
555 Airport Way, Suite B  
Camarillo, CA 93010

**Subject:**    **Receive and File an Update on Current Part 150 Noise Compatibility Studies for Camarillo and Oxnard Airports**

**Recommendation:**

Receive and file an update on current Part 150 airport noise compatibility studies for Camarillo and Oxnard Airports.

**Discussion:**

The Airport is working with Coffman Associates and the community to advance two noise studies approved and funded by the Federal Aviation Administration (FAA): the Oxnard Airport Part 150 Noise Compatibility Study and the Camarillo Airport Part 150 Noise Compatibility Study. The planned update will share progress to date for each study and anticipated next steps.

If you have any questions regarding this item, please call Dave Nafie at 388-4201, or me at 388-4200.

KEITH FREITAS, A.A.E., C.A.E.  
Director of Airports



# COUNTY of VENTURA

## Department of Airports

555 Airport Way, Suite B  
Camarillo, CA 93010  
Phone: (805) 388-4372  
Fax: (805) 388-4366  
[www.ventura.org/airports](http://www.ventura.org/airports)

May 23, 2023

Aviation Advisory Commission  
Camarillo and Oxnard Airport Authorities  
800 S. Victoria Avenue  
Ventura, CA 93009

**Subject:** Approval of the Department of Airports' Fiscal Year 2023-24 Rent and Fee Schedule, Effective July 1, 2023; Adoption of a Resolution Establishing Rents, Fees, and Insurance Requirements for the Department of Airports; Delegation of Authority to the County Executive Officer and the Director of Airports to Execute Leases, Subleases, Licenses, Permits, Special Use/Activity Permits, Operation Agreements, Extensions, Amendments, Consents, Termination Notices, and Unlawful Detainer Complaints in Accordance with the Provisions of the Schedule

**Recommendations:**

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

1. Approve the Department of Airports' ("Department") FY 2023-24 Rent and Fee Schedule (Exhibit 1 is a clean version and Exhibit 2 is a legislative version with track changes), with an effective date of July 1, 2023; and
2. Authorize the County Executive Officer and the Director of Airports to execute certain leases, subleases, licenses, permits, special use/activity permits, operation agreements, extensions, amendments, consents, termination notices, and unlawful detainer complaints as described in section III of the attached resolution (pages 31-38 of Exhibit 1); and
3. Approve, adopt, and execute the resolution (pages 31-38 of Exhibit 1) establishing rents, fees, and insurance requirements for the Department.

**Fiscal/Mandates Impact:**

Mandatory: No

Source of funding: *The rents and fees provide the primary source of funding for the airport enterprise fund other than federal grants.*

Funding match required: None



Impact on other departments: *Several other departments are tenants at the airports and subject to paying rent. The established rents are based upon building replacement and/or fair market appraisals conducted by the Real Estate Services Division of the Public Works Agency or by outside, independent appraisers.*

**Summary of Revenues and Costs**

**FY 2023-24 Requested (Note B)**

Revenue (see Note A):	\$ 9,007,000
Costs:	
Direct (see Note A)	7,765,000
Indirect – County Cost Allocation Plan	<u>1,022,000</u>
Total Costs	<u>8,787,000</u>
Net Airports' Revenue	<u><u>\$ 220,000</u></u>

**Note A:** *Revenue excludes investment income and grant revenue; cost excludes depreciation expense and capital projects.*

**Note B:** *Following fiscal year is not shown since the Rent and Fee Schedule is re-evaluated annually.*

**Discussion:**

At the recommendation of the Auditor-Controller, the Department's rents and fees are reviewed annually for appropriate adjustment in accordance with those policies set forth in that resolution establishing airports' rents and fees. Proposed changes are discussed below:

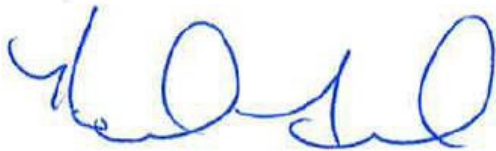
1. Per Rent & Fee Policy 3.b., there are no rate adjustments for hangars and tie-downs this year. The Policy provides for the fees to be adjusted every other year with a rent analysis every 5 years. During this Fiscal Year, the Department of Airports will conduct the five-year study of non-aviation rates for inclusion in the FY 24/25 budget.
2. To create an incentive for our six Aviation Service Providers to offer a new unleaded aviation fuel alternative, the Department of Airports proposes temporarily waiving the Fuel Flowage Fee and the Storage Fee (applies to unleaded fuel stored in County-owned tanks). An incentive is appropriate because this fuel formulation is new in the marketplace and, due to the extremely low volumes and other supply chain considerations, comes at a higher price and lower margins. Despite the economics, having an unleaded fuel product available at our airports is very much in the interest of the Department to help reduce and eventually eliminate lead emissions from aviation. This waiver will be reevaluated next fiscal year to determine if the incentive is still needed.
3. To encourage compliance with the requirement for Mobile Mechanics, Independent Flight Instructors, and Self-Fuelers to obtain and/or maintain Aviation Commercial Activity Permits, the Department of Airports proposes to significantly reduce the annual fee from \$1,879.00 to \$750.00. In addition, a new discounted

fee to renew an active permit is proposed to encourage permit holders to remain in good standing and in compliance with this requirement.

4. A fee schedule that applies to owners of disabled aircraft has been added to help incentivize aircraft owners or insurance companies to expeditiously repair or remove disabled aircraft from airport property. Most disabled or wrecked aircraft can be removed from a runway within two hours. However, some aircraft owners may elect to delay removal in order to make arrangements for specific mechanics or recovery specialists to travel to the incident scene. In those cases, the Department of Airports is proposing to impose a fee of \$1,000.00 per hour after the runway has been closed for two hours.
5. In the event that disabled aircraft are temporarily stored at an airport while awaiting repairs or salvage, a storage fee of \$25.00 per day is proposed for the first 90 days, increasing to \$50.00 per day (or \$1,500/mo.) for each subsequent day until the aircraft is removed or repaired. Should the disabled aircraft owner prefer to store the aircraft in an available County-owned hangar, that fee would be negotiated on a case-by-case basis.
6. Rates have been adjusted for personnel where time is charged to grants, tenant requested maintenance, and/or tenant requested operations that are not part of our day-to-day business. Rates are adjusted to reflect cost recovery only.

The proposed Department of Airports' Rent and Fee Schedule, to become effective July 1, 2023, is recommended for the Board's approval and contains the adjustments noted above.

If you have any questions regarding this item, please call Dave Nafie at 388-4201, or me at 388-4200.



KEITH FREITAS, A.A.E., C.A.E.  
Director of Airports

Attachments:

Exhibit 1 – FY 2023-24 Rent and Fee Schedule - Proposed Clean Version

Exhibit 2 – FY 2023-24 Rent and Fee Schedule - Proposed Track Changes Version

**RENT AND FEE SCHEDULE**  
**DEPARTMENT OF AIRPORTS**

Rents and Fees Common to  
Camarillo and Oxnard Airports

**Effective July 1, 2023**

**DEPARTMENT OF AIRPORTS  
RENT AND FEE SCHEDULE  
INDEX**

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**RENT FEE SCHEDULE**  
**Department of Airports**  
**Fiscal Year 2023-2024**

Effective July 1, 2023

## Summary of Rent & Fees

## FY 2023-24

CHARGE	Rent or Fee
<b>Administration Fee - Applies to each new lease processing action by Department</b>	\$ 150.00
<b>Transient Tie-downs - Per Overnight (Not on Corporate Ramp)</b>	
<i>Single Engine</i>	\$ 8.00
<i>Multi Engine</i>	\$ 10.00
<i>Large Aircraft over 12,500 LBS</i>	Equal to Landing Fee
<b>Transient Ramp Area - Day Use (24 hrs or any portion)</b>	
<i>Commercial / FBO / Overflow Use -Fee Per Day or Portion- under 12,500 lbs</i>	\$ 25.00
<i>Commercial / FBO / Overflow Use - Fee Per Day or Portion 12,500 - 40,000 lbs</i>	\$ 50.00
<i>Commercial / FBO / Overflow Use - Fee Per Day or Portion - over 40,000 lbs</i>	\$ 100.00
<i>Commercial / FBO / Overflow Use - Fee Per Day or Portion - Helicopters</i>	\$ 50.00
<i>Private Aircraft - Not affiliated with FBO</i>	\$25.00 / Equal to Landing Fee
<i>Government/Contract Fire Fighting Aircraft</i>	No charge
<b>Leased Tiedowns - Per Space, Month to Month Basis</b>	
<i>Standard</i>	\$ 112.00
<i>Pull-through</i>	\$ 153.00
<i>Large Aircraft over 12,500 LBS (See also Exhibit B )</i>	10x Landing Fee
<b>Ground Rent - With Private Hangars - Per SF, Per Month</b>	\$ 0.150
<b>County Owned Hangar Rent - Per SF, Per Month</b>	
<i>Constructed Prior to 2019</i>	\$ 0.400
<i>Constructed After 2019</i>	\$ 0.540
<i>Electric Service - Per Month (if applicable)</i>	\$ 11.000
<b>AIRCRAFT OPERATIONS</b>	
<b>Landing Fees</b>	
<i>Air Carriers - Minimum Fee / Fee per 1,000 LBS MTOW</i>	\$ 15.49
<i>Air Carriers - Fee per 1,000 LBS MTOW (Rounded to nearest thousand pounds)</i>	\$ 1.44
<i>Lighter-than-air Aircraft Daily Use Fee</i>	\$ 113.00
<i>Small Aircraft under 12,500 LBS (Non-Commercial)</i>	No charge
<b>Fuel Flowage/Storage</b>	
<i>Fuel Flowage per delivered gallon (Except Unleaded Fuels in FY23-24)</i>	\$ 0.06
<i>Facility Fee - For Use of County Fuel Farm</i>	\$ 0.02
<i>Oil Flowage</i>	\$ 0.15
<i>Fuel Tank Rental - For Storage of Fuel in County Fuel Farm (Except Unleaded Fuels in FY23-24)</i>	\$ 0.046

**RENT FEE SCHEDULE**  
**Department of Airports**  
**Fiscal Year 2023-2024**

Effective July 1, 2023

## Summary of Rent & Fees

## FY 2023-24

CHARGE	Rent or Fee
<b>GOVERNMENT AIRCRAFT - WITHOUT CHARGE*</b>	
<b>AIRPORT BUILDINGS/IMPROVEMENTS (County-Owned)</b>	
Rent (Non-Aviation) - Per SF, Per Month	Established by Appraisal
Rent (Aviation) - Per SF, Per Month	
<i>Hangar</i>	\$ 0.40
<i>Shop</i>	\$ 0.40
<i>Office</i>	\$ 0.50
<i>Ramp</i>	\$ 0.0886
Term of Lease (Non-Aviation) - Improvements Per Acre, Per Year	\$ 20,000.00
Term of Lease (Aviation) - Improvements Per Acre, Per Year	
<i>Full Service ASP</i>	\$ 20,000.00
<i>Limited Service ASP</i>	\$ 20,000.00
<i>Single Service ASP</i>	\$ 20,000.00
<b>AIRPORT LAND/GROUND AREAS</b>	
Ground Rent (Aviation & Non-Aviation) - Per SF, Per Year	
<i>Ground Leases (Non-Aviation)</i>	\$ 1.50
<i>Ground Leases (Aviation)</i>	\$ 0.975
<i>Percentage Rent</i>	As negotiated
Term of Lease (Aviation and Non-Aviation) - Improvements Per Acre, Per Year	\$ 20,000.00
Month to Month Ground Lease	Minimum Rent



**RENT FEE SCHEDULE**  
**Department of Airports**  
**Fiscal Year 2023-2024**

Effective July 1, 2023

## Summary of Rent & Fees

## FY 2023-24

CHARGE	Rent or Fee
<b>AUTO PARKING</b>	
<b>Oxnard Terminal Pay Lot</b>	
0-4 HRS	Free
4-6 HRS	\$ 4.00
6-12 HRS	\$ 5.00
12-24 HRS	\$ 10.00
Each Additional Day	\$ 10.00
Monthly	\$ 100.00
<b>Permit Parking</b>	
Rent-A-Cars - Per Month, Per Space	\$ 20.00
All Others - Per Month, Per Space	\$ 25.00
Permit Replacement Fee	\$ 5.00
<b>AIRPORT PERMITS</b>	
<b>Commercial Activity Permits</b>	
<b>Permit Fee - Aviation Commercial</b>	
Daily Permit	\$ 199.00
Additional Consecutive Days	\$ 35.00
Annual Permit - Mobile Mechanic, Independent Flight Instructor, Self-Fueler	\$ 750.00
Annual Permit Renewal - Mobile Mechanic, Independent Flight Instructor, Self-Fueler	\$ 500.00
<b>Permit Fee - Non-Aviation Commercial</b>	
Daily Permit	\$ 436.00
Additional Consecutive Days	\$ 100.00
Monthly	\$ 871.00
Annual	\$ 2,438.00
<b>Commercial Film/Photography Permits (on Non-Leased Property)</b>	
Feature/TV/Commercial/Movie Filming per day (1-20 Cast/Crew)	\$ 1,100.00
Feature/TV/Commercial/Movie Filming per day (21+ Cast/Crew)	\$ 3,000.00
Commercial Photography per day	\$ 800.00
Acvity on Leasehold per day	\$ 262.00

**RENT FEE SCHEDULE**  
**Department of Airports**  
**Fiscal Year 2023-2024**

Effective July 1, 2023

## Summary of Rent & Fees

## FY 2023-24

CHARGE	Rent or Fee
<b>Special Use Permit Fee - Non-Commercial, Individual, and/or Community/Club Activity</b>	
<i>Daily Fee</i>	\$ 436.00
<i>Additional Consecutive Days</i>	\$ 100.00
<i>Annual Fee</i>	\$ 2,438.00
<b>Use Permit for Promotion of Aviation/Non-profit Community Activity</b>	Fee Waiver Required
<b>Special Uses Requiring Extra or Overtime Operations Personnel</b>	Use Fee Plus Personnel Costs
<b>Aircraft Repair Work Areas (Wash Racks)</b>	
<i>Aircraft Owner Use (Non-Commercial) - Per Hour</i>	\$ 6.00
<b>Taxi-Cab Stand/Scheduled Shuttle Operations/Courtesy Vehicles</b>	
<i>Taxi/Shuttle Permit Fee - Annual</i>	\$ 1,466.00
<i>Taxi/Shuttle Permit Fee - Monthly (Director of Airports Approval Required)</i>	\$ 134.00
<i>Courtesy Vehicle Permit Fee - Annual</i>	\$ 149.00
<i>Off-Airport Rental Cars (Separate License Required)</i>	8.5% Attributable Gross
<i>Restaurant - Major Operation - Base Rent</i>	As negotiated
<i>Restaurant - Major Operation - Percentage Rent</i>	As negotiated
<i>Restaurant - Minor Operation - Base Rent</i>	Minimum Base Rent
<i>Restaurant - Minor Operation - Percentage Rent</i>	7% of Gross
<b>Disabled Aircraft Fees</b>	
<i>Runway/Taxiway Closure Hourly Fee - First two hours free then:</i>	\$ 1,000.00
<i>Ramp or Tiedown Storage Daily Fee - First 90 days</i>	\$ 25.00
<i>Ramp or Tiedown Storage Daily Fee - After 90 days</i>	\$ 50.00
<i>Ramp or Tiedown Storage Monthly Fee - After 90 days</i>	\$ 1,500.00
<i>County-Owned Hangar Storage Daily Fee</i>	As negotiated

**RENT FEE SCHEDULE**  
**Department of Airports**  
**Fiscal Year 2023-2024**

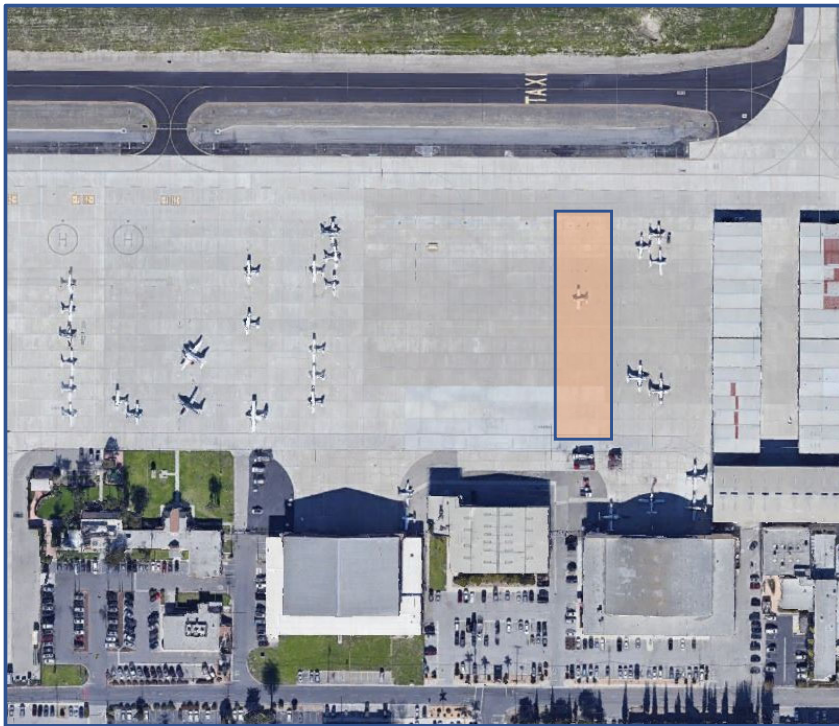
Effective July 1, 2023

**Summary of Rent & Fees****FY 2023-24**

CHARGE	Rent or Fee
<b>MISCELLANEOUS CHARGES</b>	
Electronic Payment Convenience Fee (per transaction)	\$ 9.00
Large Item Disposal Fee	\$100
Document Processing Fee	
<i>Documents executed by Director of Airports</i>	\$ 50.00
<i>Documents executed by Board of Supervisors</i>	\$ 250.00
<i>Documents reviewed by County Counsel</i>	\$ 250.00
Transfer Fee for Long Term Lease, Private Hangar Sales	2%
Document Copying Fee - Per Page	\$ 0.035
Document Copying Fee - Staff Time (First 2 HRS No Charge)	Actual Hourly Rate or \$24/HR
Bad Check Charge	\$ 25.00
Security Gate Cards - New	\$ 20.00
Security Gate Cards - Lost Card Replacement	\$ 16.00
Parking Citations	\$ 50.00
Late Fee (of Unpaid Balance after 11th calendar day)	10%
Airport Sweeper Service Fee - Per Hour or Portion of Hour	\$ 118.00
Other Hourly Rates	
<i>Private Development Review / Permitting/CEQA Lead Agency - Projects Administrator</i>	\$ 159.04
<i>Private Development Review / Permitting/CEQA Lead Agency - Deputy Director</i>	\$ 198.50
<i>Private Development Review / Permitting/CEQA Lead Agency - Director of Aviation</i>	\$ 247.95
<i>Grant Billing - Federal Grants - Projects Administrator</i>	\$ 159.04
<i>Grant Billing - Federal Grants - Senior Accounting Tech</i>	\$ 80.70
<i>Grant Billing - Federal Grants - Lease Manager</i>	\$ 147.89
<i>Grant Billing - Federal Grants - Office Assistant III</i>	\$ 76.34
<i>Maintenance Supervisor</i>	\$ 132.68
<i>Maintenance Workers - Lead</i>	\$ 94.05
<i>Maintenance Workers - Senior</i>	\$ 108.50
<i>Operations Workers - Supervisor</i>	\$ 114.37
<i>Operations Workers - Officer</i>	\$ 83.60
<b>LEASE/LICENSE AGREEMENTS</b>	
Full Service Aeronautical Service Provider	As Negotiated

# Transient Ramp Area (also known as “Corporate Ramp”)

Camarillo Transient Ramp



Oxnard Transient Ramp



 Transient Ramps (Approx. Extents)

 Tie Down Areas Not Included

## I. AIRCRAFT STORAGE

No aircraft shall be allowed to remain as tenants in/on assigned aircraft storage space on either Camarillo or Oxnard Airport without having first registered with the Director of Airports, or his representative, and having obtained a valid permit, Lease Agreement, or License Agreement as required and having paid the fees as set forth below:

Transient aircraft shall be charged fees as set forth below:

The following shall apply to all aircraft storage Lease and License Agreements:

Fee: All fee calculations listed under this section will be rounded to the nearest whole dollar.

Late Fee: Storage Hangar Lease and License Fees are due and payable on or before the first of each month and if not received before the 16<sup>th</sup> day of each month a late charge of \$15 shall be added.

Security Deposit: Tenant shall provide County with and thereafter maintain a refundable cash security deposit in an amount equal to one (1) month's rent in effect at the time of initial license sign-up.

### A. Transient Tie-downs (overnight) 12,500 lb. or less

1. Single Engine - \$8/day
2. Multi Engine - \$10/day
3. Aircraft over 12,500 lb. refer to section C below

(Note: see Section II. A. Landing Fees count as first night daily fee)

### B. Tie-downs (month to month)

1. Push in/out - \$112/month
2. Taxi in/out - \$153/month

### C. Large Aircraft (over 12,500 lb.)

Unless parked by a commercial operator, Tie-down/Monthly and Transient/Daily Fees: Daily fee \$1.44 per 1,000 lbs. of Max. gross take-off weight. Monthly fee is 10 times the daily fee. Fees are rounded to the nearest whole dollar. The first 24-hour period is included in landing fee. Statements will be sent to the aircraft owner listed in FAA registry.

### D. Transient Ramp Area – Commercial Day-Use and Overflow Parking Fee.

Commercial operators that park aircraft on a Transient Ramp Area that is owned and managed by the Department of Airports (also known as “Corporate Ramp”) will be billed to the commercial operator according to the following schedule (piston

aircraft should be parked on a tiedown leased or licensed to the operator). Refer to the Rent and Fee Schedule Index for a depiction of the Transient Ramp Area.

1. Jets and Turboprops less than 12,500 pounds maximum gross take-off weight - \$25/day or any portion thereof.
2. Jets and Turboprops between 12,500 – 40,000 pounds maximum gross takeoff weight - \$50/day or any portion thereof.
3. Jets and Turboprops over 40,000 pounds maximum gross take-off weight - \$100/day or any portion thereof.
4. Helicopters - \$50/day or any portion thereof.

- NOTES:
- a) Taxi in/out spaces limited to aircraft too heavy to manually maneuver.
  - b) Light Aircraft (12,500 lb. and under) with wingspans exceeding normal tie-down dimensions must rent two or more spaces to accommodate aircraft size.

D. Ground Rent - Private Hangars

1. The rent for Privately owned hangars is based upon \$0.15 per square foot per month.

NOTES:

- a) See Exhibit B for the areas of various hangars calculated from actual measurements and rounded down to the next increment of 10 square feet.
- b) Privately owned hangars to which electrical service was installed at no cost to County are exempt from the electrical service rate.
- c) Hangars served with electricity through an independent meter, paid by County, shall be charged an additional estimated \$9 per month electrical energy charge. The actual vs. estimated energy costs will be evaluated annually and adjustments made accordingly.
- d) Upon termination of the Lease Agreement for cause, Lessee shall be placed on a daily rate equivalent to two times the monthly rate divided by 30 and rounded to the next highest dollar.

E. County Owned Hangars (Examples of area - not all inclusive)

1. The rent for County owned hangars built/installed prior to 2019 is based upon \$0.40 per square foot per month. The rent for County owned hangars built/installed in or after 2019 is based upon \$0.54 per square foot per month.



## NOTES:

- a) Hangars served with electricity through an independent meter, paid by County, shall be charged an additional estimated \$11 per month electrical energy charge. The actual vs. estimated energy costs will be evaluated annually and adjustments made accordingly.
- b) Upon termination of the Lease Agreement for cause, Lessee shall be placed on a daily rate (Daily Hangar Fee) equivalent to two times the monthly rate divided by 30 and rounded to the next highest dollar.
- c) The following are examples of hangar areas – not all inclusive:

### Inventory installed prior to 2019:

- 1. Port-A-Port (750,800,850,900 S.F.)
- 2. Fixed T (1,000 S.F.)
- 3. Port-A-Port (1,050 S.F.)
- 4. NUNNO (1,100 S.F.)
- 5. NUNNO (1,400 S.F.)
- 6. Port-A-Port (2,000 S.F.)

### Inventory installed in or after 2019:

- 1. Tee Hangars (1,130 S.F.)
- 2. Tee Hangars (1,300 S.F.)
- 3. Tee Hangars (1,500 S.F.)
- 4. Tee Hangars (2,770 S.F.)

## II. AIRCRAFT OPERATIONS

### A. Landing Fees

- 1. Air Carriers (scheduled commercial – non-based) and Air Taxis (non-scheduled commercial – non-based) shall be charged a minimum landing fee of \$15.49 or \$1.44 per 1,000 pounds of gross weight, rounded to the nearest whole dollar, whichever is greater. The term "gross weight" shall be the certified maximum gross takeoff weight specified by FAA for the type of aircraft.

NOTE: Landing Fee includes first overnight parking fee.

- 2. Privately owned or leased aircraft (non-based), not used for hire or compensation, shall be exempt from landing fees up to 12,500 pounds. However, heavier aircraft shall be charged at the above rate.
- 3. Lighter-than-air Aircraft Use Fee. Lighter-than-air aircraft such as airships, dirigibles, blimps and balloons shall be charged a daily use fee of \$113. The payment of this fee shall entitle the operator to a mooring location on a site assigned by the airport, as well as parking for support vehicles. Prior permission of the Director of Airports is required.

### B. Fuel Flowage/Storage

1. Fuel Flowage - All vendors and Self-Fueling Operators who dispense aviation fuel upon County Airports shall pay the County a Fuel Flowage Fee of \$0.06 per delivered gallon.
2. Facility Fee – (For use of County Fuel Farm Facilities) vendors and Self-Fueling Operators who dispense aviation fuel upon County Airports shall pay the County a Facility Fee of \$0.02 per delivered gallon.

NOTE: Tenant will pay actual cost of utilities on a pro rata basis and will be billed quarterly for those costs. An annual adjustment will be made at the end of each year.

3. Oil Flowage - All vendors who dispense aviation oil upon County Airports shall pay the County an Oil Flowage Fee of \$0.15 per delivered gallon.
4. Fuel Tank Rental - Whenever County owned tanks are utilized to store fuel, a Fuel Storage Fee of \$0.046 per delivered gallon shall be paid to County.

NOTE: Flowage and Storage Fees are due with submission of Quarterly Fuel Flowage Reports and are in addition to all other rents due.

- a) Late fees of 10% are applicable to flowage and storage fees when not paid by the thirtieth day following the end of each quarter.
- b) Fuel/Petroleum Vendors and Self-Fueling Operators shall obtain and maintain all permits and associated fees.
- c) An exception for FY 2023-24 is the Fuel Flowage Fee and Storage Fee for qualifying Unleaded AvGas formulations will be waived.

### III. GOVERNMENT AIRCRAFT

Airport facilities shall be made available to government aircraft (state or federal) without charge except if the use by government aircraft is substantial. Substantial use shall be considered to exist when during any calendar month:

- A. Five (5) or more government aircraft are regularly based at the airport or on land adjacent thereto; or
- B. The total number of movements (counting each landing as a movement) of government aircraft is 300 or more, or the gross accumulative weight of government aircraft using the airport (the total movements of government aircraft multiplied by gross weights of such aircraft) is in excess of five million pounds.
- C. Government aircraft are based or use airport(s) in excess of any 90-day period.

This is in conformance with those assurances given under the Federal Airport Act or the

Airport and Airway Development Act of 1970.

IV. AIRPORT BUILDINGS/IMPROVEMENTS

A. Rent (Non-Aviation)

The lease rental rate for airport-owned non-aviation buildings and improvements shall be based on Fair Market Value, including percentage rents, as established by an appraisal by the Real Estate Services Division of the Public Works Agency or an outside, independent appraiser. The appraisal and subsequent rental rates shall reflect whether or not one or more utilities may be included. The rental rate shall also reflect if any other services such as maintenance or janitorial are included. Rent increases, as often as annually, may be negotiated between the parties.

B. Rent (Aviation)

Per Policy 3, the lease rental rate for airport-owned aviation buildings and improvements shall be based on cost recovery, as compared to Fair Market Value.

Current rates per square ft. per month are:

	<u>Camarillo</u>	<u>Oxnard</u>
Hangar	\$0.40	\$0.40
Shop	\$0.40	\$0.40
Office	\$0.50	\$0.50
Ramp	\$0.0886	\$0.0886

C. Term of Lease (Minimum Qualifications) Non-Aviation

A capital investment of \$20,000 per acre, per year of lease, may be required, as approved by the Director of Airports, and such improvements shall be completed within two years or less, or as negotiated in the lease.

D. Term of Lease (Minimum Qualifications) Aviation

1. Full Service ASP- A minimum capital investment of \$20,000 per acre, per year, is required, as approved by the Director of Airports. All agreed-upon improvements shall be completed within the first two years or less, or as approved by the Board of Supervisors.
2. Limited Service ASP- A capital investment of \$20,000 per acre, per year, is required, as approved by the Director of Airports, and all agreed-upon improvements shall be completed within the first two years or less, or as negotiated in the lease.
3. Single Service ASP- A capital investment of \$20,000 per acre, per year,

is required, as approved by the Director of Airports, and such improvements shall be completed within one year or less, or as negotiated in the lease.

NOTES: Tenant shall maintain leased premises in as good or better condition, to include:

Repainting at least once every 10 years

Maintain roof free of leaks

Maintain landscaping in clean and healthy condition (free of trash)

E. Leases up to Five Years Term may be executed by the Director of Airports, or his/her designee.

V. AIRPORT LAND/GROUND AREAS

A. Rent (Non-Aviation and Aviation)

1. Ground Leases: (Oxnard and Camarillo) All Ground Leases are subject to a minimum base rent and/or percentage rent, and Board of Supervisors approval. All ground leases are subject to a 5-year rent review and adjustment.

(NOTE: Formula Minimum Rent: 10% of the Fair Market Value and/or appraised value of land per annum or as otherwise approved by Board of Supervisors. Land to be reappraised yearly and Rental Value to be adjusted per Lease language, but not less than every 5 years.)

- a) Non-Aviation Land Rent Rate is \$1.50 per square ft. per year based on 10% ROI using February 2022, appraisal stating land value at \$15.00 per square foot.
- b) Aviation Land Rent Rate is \$0.975 per square ft. per year based on Non-Aviation Land rate and discounted 35% due to use being restricted to aviation only.

Percentage Rent: Applicable Rate of all gross receipts from Tenants subject to percentage.

2. "Month to Month" Ground Leases: All Month to Month (no options) Ground Leases are subject to formula minimum base rent or negotiated rent, whichever is greater, and may be executed by the Director of Airports. All month-to-month ground leases are subject to annual review and adjustment.

(NOTE: Formula Minimum Rent: 10% of the Fair Market Value and/or appraised value of land per annum or as otherwise approved by

Board of Supervisors. Land to be appraised and Rental Value adjusted periodically with Director of Airports' discretion).

NOTES:

- a) All improvements constructed by the Tenant on the Airport shall, at the option of the County, be removed and the ground area returned as nearly as practicable to its original condition or may be vested with the County upon termination of the Lease.
- b) Tenant shall maintain leased premises in as good or better condition, to include:  
  
Repainting at least once every 10 years (or as needed)  
Maintain roof free of leaks  
Maintain landscaping in clean and healthy condition (free of trash).
- c) Agricultural leases are handled as special situations and are exempted from the foregoing guidelines and minimums. Rents shall be established by market comparisons as determined by the Director of Airports.
- d) Not-for-profit aviation museums are handled as special situations and are exempted from the foregoing formula minimum rent requirements. Land rent shall be as negotiated with the Director of Airports and approved by the Board of Supervisors.

B. Term of Lease (Non-Aviation and Aviation)

- 1. Ground Leases: One (1) year or more leases. In order to secure a long-term ground lease beyond one (1) year, lessee shall invest \$20,000 per acre, per year, as approved by the Director of Airports. All agreed-upon improvements shall be completed within the first year or less, or as approved by the Board of Supervisors. All improvements (excluding fueling apparatus) shall transfer to County at end of 20th year, regardless of term, or as negotiated with Airport Director and approved by the Board of Supervisors.
- 2. "Month to Month" Ground or Office Leases: Renewable until terminated (no options to extend).
- 3. Commercial leases in Airport Business Park. One (1) year or more.

C. Leases up to Five Years Term may be executed by the Director of Airports or his/her designee

VI. AUTO PARKING

A. Terminal Area Parking (Oxnard Terminal Building)

0-4 hours free  
4-6 hours \$4  
6-12 hours \$5  
12-24 hours \$10  
Each additional 24 hours \$10/day

(Note: \$100.00 monthly rates available)

B. Permit Parking (Excludes Oxnard Airport Terminal Parking)

1. Rent-a-Car Company - \$20/month/space
2. All others - \$25/month/space
3. Permit replacement fee - \$5

VII. AIRPORT PERMITS

A. Commercial Activity Permits

No person or business entity other than current lessee or licensee shall sell or publicly solicit the sale of merchandise, conduct or operate a business or service for hire or compensation, or advertise or solicit business or utilize airport land area upon property under the jurisdiction of the Department of Airports unless a permit is first obtained from the Director of Airports. In order to encourage compliance with this requirement, permit holders in good standing will qualify for reduced annual rates.

To qualify for a Commercial Activity Permit, the following is required:

1. Permit Fee, Aviation Commercial uses/activities and aircraft/auto mobile detailing
  - a) Daily Permit \$199; ea. additional consecutive day \$35
  - b) Annual Permit
    1. Mobile Mechanic \$750 for the first year and \$500 for annual permit renewals, if permit is not allowed to expire.
    2. Independent Flight Instructor \$750 for the first year and \$500 for annual permit renewals, if the permit is not allowed to expire.
    3. Self-Fueler \$750 for the first year and \$500 for annual permit renewals, if permit is not allowed to expire.
2. Permit Fee, Non-Aviation Commercial uses/activities
  - a) Daily Permit \$436; ea. additional consecutive day \$100 (up to 3 days)
  - b) Monthly Permit \$871 (as allowed)
  - c) Annual Permit \$2,438 (as allowed)



3. A Certificate of Insurance naming the County of Ventura and/or Department of Airports as Additional Insured with coverage as specified in Exhibit "A."
4. A \$20 fee will be collected on all first issue gate access cards. Broken, damaged, or lost cards will be replaced for a fee of \$16 each card.
5. Evidence of the applicable City business license.

NOTE: Permit does not allow Permittee to enter upon lessee's premises without approval of lessee. Commercial activity permit fees may be adjusted at the discretion of the Director of Airports if deemed necessary for the provision of services. One-Year Permit is subject to 30-day termination.

**B. Commercial Film/Photography Permits**

No person or business entity shall conduct any commercial filming, photography or demonstrations upon County airports without first obtaining a permit from the Director of Airports. Commercial Filming and Commercial Photography is defined as filmmaking or photography for compensation.

To qualify for a Commercial Film/Photography Permit, the following is required:

1. Permit Fee
  - a) Feature/TV/Commercial/Movie Filming \$1,100/day (includes location and basecamp 1-20 cast/crew)
  - b) Feature/TV/Commercial/Movie Filming \$3,000/day (includes location and basecamp 21+ cast/crew)
  - c) Commercial Photography \$800/day
2. Certificate of Insurance naming the County of Ventura as Additional Insured with coverage as specified in Exhibit "A."
3. Security/clean up deposit equal to the per-day fee may be required if determined by the Director of Airports to be justified by the planned activity.

**NOTES:**

- a) The above fees apply to all or part of a facility under the jurisdiction of the Department of Airports.
- b) Maximum permit term is seven (7) days including setup and disassembly time, without advance approval of the Director of Airports.
- c) Commercial Filming and Commercial Photography Activity on leased property still requires a County permit; however, County charge for such Permit shall be limited to \$262 per day.

C. Special Use (Non-commercial) Activity Permit

No person or entity shall conduct a non-commercial, individual and/or community/club activity upon County airports without first obtaining a permit from the Director of Airports.

To qualify for a Special Use Permit, the following is required:

1. Permit Fee
  - a) Daily fee \$436; ea. additional consecutive day \$100
  - b) Annual fee \$2,438
2. Certificate of Insurance naming the County of Ventura as Additional Insured with coverage as specified in Exhibit "A" if determined by the Director of Airports to be justified by the planned activity. Any event involving alcohol, if approved, will require insurance and appropriate alcohol license from the Alcohol Beverage Control.
3. Security/cleanup deposit equal to the per day fee, if determined by the Director of Airports to be justified by the planned activity.

D. Use of Airport for Promotion of Aviation and/or a Non-Profit/Community Activity

Aviation related and/or community oriented one-time events considered to be of public interest, non-profit, and/or having a value to the aviation community, may request in writing a waiver of fees, which may be approved at the discretion of the Director of Airports. Examples: National Aviation Day, special Aircraft fly-ins, and special aviation group activities.

E. Special Uses Requiring Extra or Overtime Personnel

Special uses requiring extra County personnel shall be charged, in addition to use fee, an hourly rate for personnel for each hour or portion thereof required (two (2) hours minimum for Airport Operations Officers).

F. Aircraft Repair Work Areas

The use of aircraft repair work areas is limited to aircraft owners, notwithstanding commercial activity provided for herein.

Fee: \$6.00 for each four (4) hour block of time or portion thereof.

G. Taxi-Cab Stand/Scheduled Shuttle Operations/Courtesy Vehicles/Ridesharing Services

Taxicabs, scheduled shuttles, ridesharing services (such as Uber, Lyft, and related services), and courtesy vehicles may enter airport property without charge for the purpose of dropping off passengers. However, no taxicab, ridesharing service, scheduled shuttle, or courtesy vehicle shall be allowed to pick up or await passengers or to remain in the designated taxi stand or shuttle area without first having obtained a permit. Permits are valid for both airports.

The following is required for a permit:

1. Taxi/Shuttle Permit Fee \$1,466 per year; (at discretion of Director, may be payable \$134 per month in advance).
2. Courtesy Vehicle Permit Fee (Hotel/Motel vehicle to which no fee for service is charged to the customer) \$149 per year each company.
3. Certificate of Insurance naming the County of Ventura as Additional Insured, with coverage as specified in Exhibit "A."
4. Evidence of the applicable City Business License.

#### H. Removal and Storage of Disabled Aircraft

Aircraft that become disabled at either airport due to unforeseen circumstances such as an accident must be removed expeditiously from any movement area (County of Ventura Ordinance 6506-4). If a disabled aircraft causes the closure of any runway or taxiway for more than 2 hours, the aircraft owner shall be charged \$1,000 each hour until the runway and/or taxiway surfaces can be reopened. In addition, disabled aircraft that must be stored while awaiting repairs or salvage shall be subject to special disabled aircraft storage fees. If the disabled aircraft is placed on a tiedown or apron area, the owner shall be charged a tiedown fee of \$25 per day for the first 90 days. After 90 days the fee increases to \$50 per day or \$1,500 per month. The use of a vacant and available County-owned hangar for disabled aircraft storage shall be negotiated on a case-by-case basis.

### VIII. MISCELLANEOUS CHARGES

#### A. Document Processing Fee/Document Review Fee by County Counsel

A fee shall be paid to County in advance for "Tenant-initiated" and/or public requested drafting and/or processing each Amendment, Assignment, Concurrence, Change of Ownership, Approval of Sublease, Extension of Terms, Option to Lease, or other modifications of month-to-month or long-term leases or research of public documents. This processing fee shall be deemed earned by County when paid and shall not be refundable. Fee is construed as reimbursement of administrative costs pursuant to transaction or research. (County or mutually initiated documents are exempted.) Document review fee for documents not on County standard forms shall require a one-time up-front fee of \$250.00 to reimburse DOA for County Counsel fees for legal review.

1. Documents executed by Director of Airports \$50.
2. Documents executed by Board of Supervisors \$250.
3. Document review fee by County Counsel \$250.

B. Transfer Fee for Long Term Lease (Term exceeding 1 year)

2% of sales price, based on appraisal and/or purchase agreement.

C. Document Copying Fee

A fee of \$0.035 per page shall be charged for reproducing all documents not associated with the conduct of routine airport business. There will be no staff time charged for the first two hours of retrieval and copying time. For the third hour and longer, the charge will be the lower of: (1) the actual hourly rate of the employee(s) doing the retrieval and copying; or (2) \$24.00 per hour.

D. Bad Check Charge

A "bad check" charge of \$25 will be added to that amount owed for all checks returned for insufficient funds or any other reason.

E. Security Gate Cards

Parking and security gate cards for entrance to parking and general aviation areas (hangar and tie-down) will be issued by the Director of Airports to authorized persons. A \$20 fee will be collected on all first issue cards. Broken, damaged, or lost cards will be replaced for a fee of \$16 each card.

F. Parking Citations

Civil penalty citations issued for vehicular parking violations under Ventura County Ordinance Codes 6508-21 and 6508-22 are set at \$50 per violation.

G. Late Fee

10% of unpaid balance (not compounded) on all leases, and licenses, including percentage rents and fees if not received before the 11<sup>th</sup> day of each month. Tiedowns/hangars refer to Section I.

H. Airport Sweeper Service Fee

\$118/hour (or partial hour) for use of airport sweeper on airport. Fee includes airport personnel as sweeper operator.

I. Other Hourly Rates

Project Permitting and Plan Reviews; Dept. of Airports as CEQA Lead Agency

Projects Administrator \$159.04/hour  
Deputy Director \$198.50/hour  
Director of Airports \$247.95/hour  
Lease Manager \$147.89

Grant Billing – Federal Grants

Projects Administrator \$159.04/hour  
Senior Accounting Tech \$80.70/hour  
Office Assistant III \$76.34

Maintenance Workers

Maintenance Supervisor \$132.68/hour  
Senior Maintenance Worker \$94.05/hour  
Lead Maintenance Worker \$108.50/hour

Operations Workers

Operations Supervisor \$114.37/hour  
Operations Officer \$83.60/hour

J. Administration Fee

A charge of \$150 for each new lease processing action including but not limited to the following examples: a new lease sign up, change of hangar, sale of private hangar, refund of waitlist deposits if before notice of removal.

IX. LEASE/LICENSE AGREEMENTS

A. Types of Tenancy/Use

1. Full-Service Aeronautical Service Provider (ASP): An operator that provides a full range of aviation services as identified in the lease agreement.
2. Limited Service Aeronautical Service Provider (ASP): Specialized aircraft business and services, excluding fueling services, as identified in the lease agreement.
3. Specialty Aviation Operations: (Single-Service ASP), Air taxi, charter, (non-scheduled) air carrier, aircraft sales, aircraft leasing, and non-profit flying clubs and flight schools.
4. Industrial or Non-Aviation Business: Business of a type whose operations

are not dependent on runway access or airport orientation.

5. Land Leases: Tenant constructs a building or makes improvements on County owned land.

NOTE: Refer to Minimum Aeronautical Standards for commercial leases.

B. Improved Areas - Hangar, Office, Shop, Tie-downs, etc.

1. Base Rent Leases - No Percentage

Base rents are established by Fair Market Value comparisons.

2. Percentage Rent Leases

All percentage rent leases, as determined by the Director of Airports, are subject to a fixed minimum rent based on the square footage of the premises (hangar, shop, and office space) and/or a predetermined percentage of the gross receipts for various uses.

3. Tie-Down Spaces - Full Service and Limited ASP

Tie-down spaces may be assigned to the ASP in their respective leases based upon the following criteria only:

- a) Tie-down spaces requested by the ASP may be obtained through execution of a tie-down License Agreement and the payment of fees as shown in Section I, B and will be considered as additional rent.

4. Options

All rents and fees for option tenancy shall be adjusted to reflect the rate as set forth in the Board-approved Rent and Fee Schedule that is in effect on the date that the option becomes effective, or at the end of every fifth year of term, or as specified in lease.

C. Terminal Areas - Building and Parking (Oxnard)

1. Air Carrier
2. Air Taxi and Air Charter (Non-scheduled)
3. Auto Rental (Rent-a-Car)
4. Travel Agency
5. Lobby Concessionaire or Licensee

- a) Term: Up to 5 years

- b) Minimum Rents: Established at Fair Market Value based on



comparisons.

- c) Percentage Rents: Amount by which specified percentage rent exceeds minimum for counter, office, and cargo area (and fee for parking spaces if included in lease agreement).

NOTES:

- 1) In addition to space rental, auto rental tenants shall pay quarterly 10% of gross receipts. Assigned parking shall be at \$20/month per space (5 spaces minimum).
- 2) Travel Agency tenants shall pay \$100 minimum or more per month vs. 1/2% on first \$250,000 gross sales and 1% over.

D. Off-Airport Auto Rental (Rent-A-Car)

Shall report and pay 8.5% of gross receipts attributed to airport pick-ups and execute a license and use agreement with the County.

E. Restaurant

- 1. Major operation – Base and/or percentage rent as prescribed in lease contract, based on market rents, with Board of Supervisors approval. (Longer than 5-year lease.)
- 2. Minor operation – Minimum base rent and/or 7% gross receipts. (5 years or less.)

X. ACCESS TO AIRPORT FROM ADJACENT PRIVATE PROPERTY

- A. All requests for company/private aircraft oriented uses shall be considered as a special situation and must be approved on an individual basis by the Director of Airports.
- B. Authorization for access to the Airports will be given on County's License Agreement format.
- C. The applicant for access to the Airport shall be required to pay for all improvements on Airports' property that are necessary and prerequisite, in the opinion of the Director of Airports, to accommodate the applicant's access needs. If Licensee is not required by County to remove all such improvements and restore the property to its original condition, the improvements shall become the property of the County.
- D. Minimum rents and percentages for access may be negotiated based on type and intensity of airport use.

XI. INSURANCE REQUIREMENTS FOR AIRPORT LESSEES, LICENSEES AND PERMITTEES

See Exhibit "A" attached.

**EXHIBIT "A"**

**INSURANCE REQUIREMENTS FOR AIRPORTS  
LESSEES, LICENSEES AND PERMITTEES**

I. LESSEES

These are prescribed minimum limits; however, good business indicates that higher limits should be used for most businesses. In any given year, all lessees, licensees, and permittees shall maintain, or increase to maintain, the minimum insurance requirements as stipulated in the then current year Board-approved Rent and Fee Schedule. (Minimum insurance limits are subject to possible adjustment annually). Current year refers to the present County fiscal year and not the year a lease was signed.

A. Aeronautical Service Providers: Tenant offers full range of ASP services, as defined in the Minimum Aeronautical Standards.

1. Commercial General Liability: "Occurrence" coverage in the minimum amount of \$2,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/ completed operations, broad form blanket contractual and \$100,000 fire legal liability.
2. Aircraft and Airport Operations, including passengers, products and completed operations: Combined single limit for bodily injury and property damage of \$2,000,000 each occurrence.
3. Hangar Keepers Liability: \$100,000 per aircraft, but not less than the replacement value of all aircraft in the care, custody and control of tenant.
4. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$500,000 for each occurrence. Exception: fuel trucks (see below).
5. Fuel Truck: \$1,000,000 per vehicle.
6. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Tenant and Employer's Liability in the minimum amount of \$1,000,000.
7. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County of Ventura must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

NOTE: The WC requirement is waived only if the Tenant is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

B. Air Carriers:

1. Commercial General Liability: “Occurrence” coverage in the minimum amount of \$50,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$50,000,000 aggregate, including personal injury, broad form property damage, products/ completed operations, broad form blanket contractual and \$100,000 fire legal liability.
  2. Aircraft and Airport Operations, including passengers, products and completed operations: Combined single limit for bodily injury and property damage of \$50,000,000.
  3. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$1,000,000 for each occurrence.
  4. Workers’ Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Tenant and Employer’s Liability in the minimum amount of \$1,000,000.
  5. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.
- C. Specialty Aviation Operations: Includes air taxi/charter (Part 135), aircraft leasing, and any aircraft operating under a Special Airworthiness Certificate.
1. Commercial General Liability: “Occurrence” coverage in the minimum amount of \$2,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/ completed operations, broad form blanket contractual and \$100,000 fire legal liability.
  2. Aircraft and Airport Operations, including passengers, products and completed operations: Combined single limit for bodily injury and property damage of \$2,000,000 each occurrence.
  3. Hangar Keepers Liability: \$100,000 per aircraft, but not less than the replacement value of all aircraft in the care, custody and control of tenant.
  4. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$500,000 for each occurrence.
  5. Workers’ Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Tenant and Employer’s Liability

in the minimum amount of \$1,000,000.

6. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

NOTE:

- a) The WC requirement is waived only if the Tenant is a sole proprietor with no employees, volunteers or family members working in the business. Proof of personal medical insurance will be required instead.
- b) Only paragraphs 1, 2, and 6 above would apply to an experimental aircraft operating under a Special Airworthiness Certificate.

D. Flying Clubs: (As defined in the Minimum Aeronautical Standards)

1. Commercial General Liability, including contractual, products and completed operations and owner's and contractors' protective: Combined single limits for bodily injury and property damage of \$1,000,000 each occurrence.
2. Aircraft and Airport Operations, including passengers, products and completed operations: Combined single limit for bodily injury and property damage of \$1,000,000 each occurrence.
3. Owned and Non-Owned Auto Liability: (if applicable) Limits of \$500,000 for each occurrence.
4. Hangar Keepers Liability: (if applicable) \$100,000 per aircraft, but not less than the replacement value of all aircraft in the care, custody and control of tenant.
5. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

E. Industrial and Non-Aviation Business:

1. Commercial General Liability: "Occurrence" coverage in the minimum

amount of \$2,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/ completed operations, broad form blanket contractual and \$100,000 fire legal liability.

2. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$500,000 for each occurrence.
3. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Tenant and Employer's Liability in the minimum amount of \$1,000,000.
4. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.
5. If Lessee is self-insured for any or all of the required insurance coverages, Lessee agrees to provide Lessor with written confirmation that Lessee is a duly authorized and funded self-insured entity for those coverage's under the laws of the State of California. Lessor agrees to accept Lessee's status as a self-insured entity as satisfactory compliance with Lessor's normal insurance requirements as listed above.

Any insurance limits required that exceed the Lessee's self-insured coverage shall be in compliance with the insurance requirements listed above. In the event Lessee decides to no longer be self-insured, Lessee agrees to provide Lessor with thirty (30) days advance written notice of the effective date of this change in status. Thereafter, Lessee agrees to provide Lessor with appropriate evidence of insurance coverage(s) as listed above.

NOTE: The WC requirement is waived only if the Tenant is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

- II. LESSEES AND LICENSEES (Includes all based aircraft, as well as ultra-lights, occupying tiedowns, County and/or private hangars)
  - A. Aircraft Liability: Bodily injury including occupants and property damage liability, \$100,000 each person, \$100,000 property damage, \$500,000 each accident. Seats may be excluded.
  - B. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured



endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. For aircraft, which are out of License, not airworthy, a signed statement to that fact with a promise to obtain the required insurance before operating said aircraft shall be filed in lieu of the certificate. The County of Ventura Department of Airports must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

### III. PERMITTEES

#### A. Commercial Activity Permit - Non-Aircraft:

1. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage of \$2,000,000 to \$5,000,000 each occurrence, depending upon the type of activity proposed.
2. Owned and Non-owned Auto Liability: Limits of \$500,000 for each occurrence.
3. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.
4. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

NOTE: The WC requirement is waived only if the Permittee is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

#### B. Commercial Activities Permit - Aircraft:

1. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage of \$2,000,000 each occurrence.
2. Aircraft and airport operations, including passengers, products and completed operations or Premises Liability (whichever is deemed

appropriate by the County): Combined single limit for bodily injury and property damage \$1,000,000 each occurrence.

3. Owned and Non-owned Auto Liability: Limits of \$500,000 for each occurrence.
4. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.
5. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate insurance is exceeded and additional coverage must be purchased to meet the above requirements.

NOTE: The WC requirement is waived only if the Permittee is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

C. Commercial Activities Permit – Aircraft Mobile Mechanics:

1. Commercial General Liability: Combined single limits for bodily injury and property damage of \$1,000,000 each occurrence.
2. Products Liability and Completed Operations Coverage: Combined single limit liability coverage \$500,000 each occurrence.
3. Hangar Keepers Legal Liability, ground coverage, including taxi coverage: \$100,000 each aircraft, \$100,000 each occurrence.
4. Owned and Non-owned Auto Liability: Limits of \$500,000 for each occurrence.
5. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.
6. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate insurance is exceeded and

additional coverage must be purchased to meet the above requirements.

NOTE: The WC requirement is waived only if the Permittee is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

D. Special Use Permits:

1. Movie and Commercial Filming:

- a. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage, \$2,000,000 to \$5,000,000 or higher each occurrence, depending upon the type of activity proposed.
- b. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$2,000,000 to \$5,000,000 for each occurrence, depending upon the type of activity proposed.
- c. Indemnification and Hold Harmless Clause - All activities: Each permit/license/lease shall contain a clause requiring that all activities and/or work set forth within the agreement shall be at the risk of the permittee/licensee/lessee alone. Permittee/Licensee/Lessee/Tenant must agree to defend (at County's request), indemnify and save harmless the Department of Airports and the County of Ventura, its boards, agencies, departments, officers, employees, agents and volunteers (hereinafter referred to as County), from and against any and all claims, lawsuits – whether against Permittee, County or others, judgments, debts, demands and liability, including, without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of Tenant's use or occupancy of the Leased Premises or out of operations conducted or subsidized in whole or in part by Permittee.
- d. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.
- e. The above policy/policies must name the County of Ventura

and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

2. Commercial Photography:

- a. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage, \$1,000,000 to \$2,000,000 or higher each occurrence, depending upon the type of activity proposed.
- b. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$1,000,000 to \$2,000,000 for each occurrence, depending upon the type of activity proposed.
- c. Indemnification and Hold Harmless Clause - All activities: Each permit/license/lease shall contain a clause requiring that all activities and/or work set forth within the agreement shall be at the risk of the permittee/licensee/lessee alone. Permittee/Licensee/Lessee/Tenant must agree to defend (at County's request), indemnify and save harmless the Department of Airports and the County of Ventura, its boards, agencies, departments, officers, employees, agents and volunteers (hereinafter referred to as County), from and against any and all claims, lawsuits – whether against Permittee, County or others, judgments, debts, demands and liability, including, without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of Tenant's use or occupancy of the Leased Premises or out of operations conducted or subsidized in whole or in part by Permittee.
- d. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.
- e. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The

County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

3. Permitted Public Events/Non-Air Shows:

- a. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage of \$1,000,000 to \$2,000,000 or higher each occurrence, depending upon the type of activity proposed.
- b. Commercial Auto Policy: Including all autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$500,000 for each occurrence.
- c. Indemnification and Hold Harmless Clause - All activities: Each permit/license/lease shall contain a clause requiring that all activities and/or work set forth within the agreement shall be at the risk of the permittee/licensee/lessee alone. Permittee/Licensee/Lessee/Tenant must agree to defend (at County's request), indemnify and save harmless the Department of Airports and the County of Ventura, its boards, agencies, departments, officers, employees, agents and volunteers (hereinafter referred to as COUNTY), from and against any and all claims, lawsuits – whether against Permittee/Licensee/Lessee/Tenant, COUNTY or others, judgments, debts, demands and liability, including, without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of Tenant's use or occupancy of the Leased Premises or out of operations conducted or subsidized in whole or in part by Permittee/Licensee/Lessee/Tenant.
- d. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee/Licensee/Lessee/Tenant and Employer's Liability in the minimum amount of \$1,000,000.
- e. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

4. Permitted Aeronautical Events: (Air shows, fly-ins, air meets, contests or exhibitions).
- a. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage of \$2,000,000 to \$5,000,000 each occurrence.
  - b. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$1,000,000 for each occurrence
  - c. Indemnification and Hold Harmless Clause - All activities: Each permit/license/lease shall contain a clause requiring that all activities and/or work set forth within the agreement shall be at the risk of the permittee/licensee/lessee alone. Permittee/Licensee/Lessee/Tenant must agree to defend (at County's request), indemnify and save harmless the Department of Airports and the County of Ventura, its boards, agencies, departments, officers, employees, agents and volunteers (hereinafter referred to as COUNTY), from and against any and all claims, lawsuits – whether against Permittee/Licensee/Lessee/Tenant, COUNTY or others, judgments, debts, demands and liability, including, without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of Permittee/Licensee/Lessee/Tenant's use or occupancy of the Leased Premises or out of operations conducted or subsidized in whole or in part by Permittee/Licensee/Lessee/Tenant.
  - d. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee/Licensee/Lessee/Tenant and Employer's Liability in the minimum amount of \$1,000,000.
  - e. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.
  - f. In addition to obtaining the above required insurance, the sponsor shall pay the additional premium charged to the Department of Airports by their insurance carrier, if any.



NOTE: Limits for specific events may be negotiated with the insurance carrier on a case-by-case basis. Requests for such consideration must be submitted to the Director of Airports for referral to Risk Management.

#### IV. CONTRACTORS

##### A. Airport Contractors:

1. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage for each occurrence shall be as prescribed by County of Ventura Risk Management/ Board of Supervisors.
2. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$1,000,000 for each occurrence, but Public Works insurance segment may increase limits.
3. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Contractor and Employer's Liability in the minimum amount of \$1,000,000.
4. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

The foregoing insurance requirements of Exhibit "A" may be amended for special circumstances as approved by County Risk Manager.

## EXHIBIT “B”

### PRIVATE HANGARS - GROUND AREA

The hangars listed below are identified by general brand name/type and by square footage. The square footage was obtained by actual measurement (outside) and rounded down to the next increment of 10 sq. ft. to allow for minor irregularities:

<u>BRAND NAME/TYPE</u>	<u>SQUARE FOOTAGE</u>
Port-A-Port Standard	800
Port-A-Port Expando/Executive	850
Fixed T, Port-A-Port Double Expando, and Fleetwood	1,000
Port-A-Port Executive I	1,050
H & F Box	1,250
Fleetwood Rectangular and Port-A-Port Executive II	1,350
Port-A-Port Large T	1,400
Port-A-Port, Nunno, Craftsman Rectangular	1,500
Fleetwood Box	1,800
H & F, Pasco Box, Straun	2,000
H & F	2,250
Port-A-Port	2,250
Waffle Crete	2,750
Port-A-Port Box	2,900
Port-A-Port Box	3,000
Waffle Crete	4,740

Hangars not falling within categories identified above or hangars which have been altered, will pay rents calculated at the rate listed in Section I, D. and will be rounded up to next increment of 10 sq. ft.

**RESOLUTION OF THE BOARD OF SUPERVISORS  
ESTABLISHING RENTS, FEES, AND INSURANCE  
REQUIREMENTS FOR THE COUNTY,  
DEPARTMENT OF AIRPORTS, AND DELEGATING  
AUTHORITY FOR EXECUTION OF CERTAIN  
AGREEMENTS SUBJECT TO SPECIFIED GUIDELINES**

THE VENTURA COUNTY BOARD OF SUPERVISORS HEREBY ORDERS AND RESOLVES THE FOLLOWING:

I. RENTS, FEES, AND INSURANCE REQUIREMENTS

The Rents, Fees, and Insurance Requirements prescribed in the attached Schedule are hereby approved and adopted, and all prior inconsistent schedules are repealed.

II. POLICY FOR ESTABLISHING RENTS, RATES AND FEES

The Rent and Fee Schedules embrace a myriad of facilities and services which require different adjustment emphasis for establishing fair market rents or appropriate fees. In the event that there is a disagreement between the County and a Tenant or Vendor regarding the imposition of rents and fees under this Rent and Fee Schedule, the parties may, but are not required to, submit to either binding arbitration or non-binding mediation. All Department of Airports' properties, facilities, and services have been placed into five categories for the purpose of defining rent and fee setting policies which have been historically used. They are outlined as follows:

Policy 1:

It shall be County policy that those properties and/or facilities unrelated to the fundamental "public services" afforded by the Oxnard and Camarillo Airports shall be appraised for fair market rental values including percentage rents, with adjustment emphasis on comparative data from the private sector. This approach will produce a fair return to the County. Examples: industrial/office buildings, proposed industrial park, agriculture land leases.

NOTE: Excess revenues derived from leases identified above shall not be used to subsidize user rents and fees related to specific facilities and services (aircraft tiedowns and storage hangars), but may be used for financial support of planned capital improvement projects, and those public-use facilities and services (airfield, visitor parking, common roads, etc.) for which a total recapture of costs is recognized to be unrealistic.

Policy 2:

It shall be County policy that those properties and/or facilities directly related to the public services afforded by the Department of Airports but operated, however, by lessees or concessionaires, shall be appraised for fair market value including percentage rents with adjustment emphasis on comparable data from other publicly controlled facilities operated by lessees or concessionaires. It is the intention of the County to have a policy whereby properties and/or facilities controlled by the Department of Airports, not being used by the County for public services, will be leased or licensed. The rental charges or fees will be based upon the then fair market value, taking into consideration comparable properties owned by other public entities. This approach will also provide a fair return or profit to the County. Examples of such leases/licenses: scheduled air carrier agreements (for terminal space), rental car agencies and restaurants.

Policy 2a:

It shall be County policy to recover all costs of any infrastructure required to develop a Lease parcel from the benefited Lessee through either Lease rents or assessment, when practical. Such costs shall not be borne by existing tenants or users of the airports.

Policy 3:

It shall be County policy that the rents and fees for those properties and/or facilities directly related to the aviation-use public services afforded by the Department of Airports but operated, however, by lessees or concessionaires, shall be adjusted to cause an ultimate recapture of the total costs, both direct and indirect, when practical. Adjustments shall be compared to Market Rate to ensure the cost will not cause a loss of business. Examples: full, limited and single service providers of aeronautical services.

Policy 3a:

It shall be County policy that the rents and fees for those properties and/or facilities that are not-for-profit aviation museums and are operated consistent with the fundamental public services afforded by the Department of Airports, may be adjusted to cause less than an ultimate recapture of the totals costs, both direct and indirect, through reduced rental rates and fees in recognition of the tangible or intangible benefits to the airport.

Policy 3b:

It shall be County policy that the rents and fees for those properties and/or facilities, which are County owned and County operated consistent with the fundamental public services afforded by the Department of Airports, shall be adjusted to cause

an ultimate recapture of the total costs, both direct and indirect, when practical. This approach will result in competitive pricing of County services and serve to constrain the migration of outside County aircraft operators seeking lower fares. Adjustments to these rates shall be by cost-recovery analysis every five (5) years, with interim adjustments calculated by applying the Consumer Price Index (CPI) every other year. Examples: aircraft tie-down, aircraft storage hangars. In calculating the costs of the above services (Policies 3 and 3a), that depreciation attributed to donated assets shall be specifically excluded from such costs. This is consistent with and in conformance with assurances given under the Federal Airport Act or the Airport and Airway Development Act of 1970 which states that “no part of the Federal share of an airport development project shall be included in the rate base in establishing fees, rates, and charges for users of that airport.”

Policy 3c:

It shall be County policy that the provision by the County of aircraft storage facilities and/or property for the same purpose, shall be for the exclusive purpose of storing aircraft deemed to be in an airworthy condition. Temporary exceptions to this requirement may be granted by the Director of Airports on a case-by-case basis, upon the demonstration of visible and reasonable progress to bring an aircraft to airworthy status, consistent with the FAA’s “Policy on the Non-Aeronautical Use of Airport Hangars,” Docket No. FAA 2014-0463, 81 FR 38906, § II.b. The Director of Airports may make such determinations based on periodic inspections of such facilities and/or property as frequently as once every 90 calendar days. The intent of this policy is to ensure compliance with the aircraft storage license agreements with regard to storage of aircraft that are in airworthy condition and/or aircraft that are being brought to airworthy condition versus non-airworthy aircraft being stored, in parts or in whole, to obtain storage space that is considered less expensive than commercially available non-aviation storage space. Examples: aircraft tie-down, county-owned storage hangars, privately-owned storage hangars.

Policy 3d:

It shall be County policy that private hangar owners subject to an existing Privately-Owned Aircraft Storage Hangar Lease Agreement who seek approval to expand/build out resulting in additional square footage or volume, or replace the hangar, shall offer the County a right-of-first refusal to purchase the hangar at such a time the owner proceeds to sell the hangar in place. County will respond to hangar owner in writing within five (5) calendar days of its intent to purchase or not purchase the hangar. Should the County decline to purchase a hangar, and upon a request to transfer a hangar to a private party, a month-to-month Privately-Owned Aircraft Storage Hangar Lease Agreement for privately-owned aircraft storage hangars may be approved and executed by the Director of Airports with the buyer, provided the purchase price is no more than 15% less than the price first offered to the County. Failure on the part of the hangar owner to act in good faith may result in the transfer not being approved.

The intent is to prevent the tenant from offering the expanded/built-out/replaced hangar to the County for an unrealistically high price only to prevent the County from being a viable purchaser of the hangar. Example: Hangar valuation is \$100 (including value of the land). Tenant offers it to the County for \$200 (unrealistically high). The Tenant cannot then offer the sale to another party for less than \$170 (85% of \$200) without first offering it to the County again at the reduced price.

Policy 4:

It shall be County policy that those services, offered and administered by the Department of Airports for which a total recapture of costs is recognized to be inconceivable, be established by comparing fees with other publicly owned and operated facilities with adjustments emphasizing the recapture of as much of County costs as possible. However, fees shall be maintained at reasonable levels so that the preponderance of the general public can avail themselves of the service. This type of service will continue to reflect a loss; however, it is deemed to be an appropriate public service. Examples: runways, taxiways, roads, rest rooms, auto parking lots, visiting aircraft parking, and other public use areas.

Policy 5:

It shall be County policy that those services, and/or supplies furnished to the public by the Department of Airports and regulated by law or by Administrative procedure, shall be compensated for by charging fees and deposits calculated to reimburse all of the administrative and material costs of furnishing same. Annual adjustment emphasis shall be based upon cost analysis and shall not be subject to fair market or profit considerations. Examples: commercial activity permits, aircraft towing and impound fee, document processing fee, and paper material reproduction fee.

III. AUTHORIZATION TO EXECUTE.

The County Executive Officer or the Director of the Department of Airports or his/her designee are authorized to execute Leases, Subleases, Licenses, Permits, Special Use/Activity Permits, Operation Agreements, Extensions, Amendments, Consents, and Notices of Intent to Terminate and cause Unlawful Detainer Complaints to be filed on behalf of the County of Ventura as are hereafter defined and in accordance with the provisions of the attached schedule.

A. DEFINITIONS.

1. LEASE OR SUBLEASE: A conveyance of real property rights for occupancy or use of land, improvements, or a combination thereof. Under this authority, the Term shall not exceed five (5) years including options to extend, except that the Director of Airports may execute a form ground lease for a privately owned aircraft storage hangar with a term that exceeds five years, if the form ground lease has been previously approved by the Board of Supervisors.



Examples: leasing of land for improvements, leasing of a building or portion of a building to tenant or concessionaire.

2. LICENSE. A conveyance of "personal" rights for occupancy or use of property under this authority, limited to one (1) year. License may be extended subject to specified time with prior Notice of Termination. Examples: Aircraft tie-downs, storage, portable hangars, ground use, vending machines, food or merchandise catering truck, carousel sign use, and land encroachments.
3. PERMIT. A personal right to occupy or use property under this authority, limited to maximum term of one (1) year. Permit may be extended subject to 30-day Notice of Termination. Examples: Temporary occupancy for fixing of premises, aircraft repair work or wash/wax activities.
4. SPECIAL USE/ACTIVITY PERMIT. A personal right to occupy, use, or conduct a specified "activity", limited under this authority to a maximum of seven (7) days. (Longer periods must be renewed daily.) Examples: Air shows, movie or TV filming, photography or commercial demonstration.
5. OPERATIONAL AGREEMENTS. Mutually agreed upon procedures pertaining to operational matters established between the Department of Airports and other governmental agencies.
6. EXTENSION/AMENDMENT/CONSENT/AND NOTICE OF INTENT TO TERMINATE.
  - a) An Extension is a continuation of an existing Board-approved agreement without change, or limited to changes authorized by this Authority.
  - b) An Amendment is a change of one or more of the terms, conditions, or covenants consistent with authorized terms and amounts specified in Board- approved rent and fee schedules.
  - c) A Consent is a ratification of a term, condition, or covenant in an existing agreement executed by the Board made subject to "County approval". The Director of Airports may issue Consent after determining proper compliance. This includes an Assignment of Lease. The Director of Airports or his/her designee may also approve a "sublease" or "additional use" by lessee but limited to five (5) years.
  - d) Notice of Intent to Terminate is a notice by which the Director

or his/her designee expresses intent to terminate a Board-approved Agreement pursuant to a breach or default. On a Board-approved Agreement, final termination shall be subject to Board approval. Leases executed by Director of Airports or his/her designee under authority delegated by this resolution may be terminated by the Director of Airports or his/her designee.

- B. SECURITY DEPOSIT. All tenants shall provide County with, and at all times maintain, a Security Deposit in an amount prescribed by this Resolution. Said amount shall be based on rent and adjusted periodically. Public entities governed by the Board shall be exempt. Said deposit shall guarantee tenants' full and faithful performance of all terms and conditions of their agreement. The following forms of deposit are acceptable: cash, Time Certificate of Deposit (CD), Irrevocable Letter of Credit, and assigned Savings Passbook. The following shall be the basis of the amount of the Deposit unless otherwise stated in the Rent and Fee Schedule:

License and GA Hangar Agreement - The deposit shall be equal to one (1) month's rental rate.

Commercial Lease Agreement - The deposit shall be equal to three (3) month's rental rate.

After three (3) years of good and faithful lease performance (defined as no defaults or delinquencies), deposits on leases of five (5) years or less may be reduced to one (1) month, subject however, to a Lease Amendment providing for the following Liquidated Damages:

#### Liquidated Damages

County shall have the right to demand, and Lessee agrees to pay Liquidated Damages in the sum of one percent (1%) of the security deposit required of Lease, (but not less than \$10.00), for each day a violation exists of any of the following lease conditions and/or lease articles:

#### LEASE CONDITIONS AND/OR ARTICLES

USES AND SERVICES  
OPERATING SCHEDULE AND CONTROLLED PRICES  
IMPROVEMENTS AND INVESTMENTS  
CONSTRUCTION  
INSURANCE  
OPERATIONS  
FINANCIAL REPORTS AND RECORDS

MAINTENANCE AND REPAIR  
FAA SPECIAL PROVISIONS

- C. NEGOTIATIONS, PREPARATIONS, AND LEGAL APPROVAL. The Leases, Subleases, Licenses, Permits, Special Use/ Activity Permits, Extensions, Amendments, Consents, and Notices of Intent to Terminate shall be negotiated and prepared by the Department of Airports or, by request of the Director of Airports, negotiated and/or prepared by the Public Works Agency, Real Property Services or County Counsel's office. All Agreements shall be submitted to County Counsel's Office for approval as to legal sufficiency prior to final execution excepting pre-approved, routine "form" documents.
- D. TERMINATION DUE TO "REPEATED" VIOLATIONS. The Board of Supervisors hereby authorizes the Director of Airports to include in selected agreements the right to issue a "Notice of Termination for Breach of Good Faith" which would allow termination of an Agreement after tenants repeating the same violation three (3) times or more within any twelve (12) month period, regardless of tenants' cure, remedy, or diligent pursuit to correct violations.
- E. BACKGROUND DETERMINATION AND GUIDELINES. No agreement will be executed under the authority of this RESOLUTION if the County Executive Officer or the Director of Airports of the Department of Airports determines that: (1) The proposed use or occupancy is in conflict with the County's adopted plans for development; (2) The other party(s) to a proposed Agreement has a reputation, character, or background which could be detrimental to County's interest; or (3) Such other party(s) does not have technical knowledge, management ability, or financial capability to fulfill the purpose and provisions of the Agreement.
- F. RENTAL POLICY. It shall continue to be Department of Airports' Policy to require "ALL" tenants or users of County Airports property to pay rents established by Board-approved Rent and Fee Schedules; however, the Director of Airports may determine that certain special services including labor and/or materials may be accepted in lieu of cash payment of rent where all other guidelines are consistent with Director of Airports' Authority. Director of Airports is authorized to adjust rents incrementally to current rate to ensure the cost will not cause a loss of business.
- G. CONTROVERSIAL OR POLICY SETTING AGREEMENTS. Any transaction authorized by this Resolution, considered significantly controversial or policy-setting in the opinion of the County Executive Officer or the Director of Airports, shall be submitted first to the Aviation Advisory Commission and appropriate Airport Authority for recommendation and then to the Board of Supervisors for approval and execution.

IV. AUTHORIZATION TO ESTABLISH FEES

The County Executive Officer, or the Director of Airports is hereby granted limited authority to establish fees for other uses of airport property not specifically provided for in the attached schedule. Such other fees shall be reasonable and consistent with the policies and fees established herein. Any such fee considered to be significant, controversial or policy-setting shall first be submitted to the Aviation Advisory Commission and appropriate Airport Authority, for recommendation, and finally to the Board of Supervisors for appropriate action.

THE FOREGOING RECITALS and attached Rent and Fee Schedule are passed, approved, and adopted by the Board of Supervisors, effective July 1, 2023.

COUNTY OF VENTURA

Date \_\_\_\_\_ By \_\_\_\_\_  
Chair, Board of Supervisors

ATTEST: SEVET JOHNSON,  
~~Interim~~-Clerk of the Board of Supervisors  
County of Ventura, State of California

By \_\_\_\_\_  
Deputy Clerk of the Board

**RENT AND FEE SCHEDULE**  
**DEPARTMENT OF AIRPORTS**

Rents and Fees Common to  
Camarillo and Oxnard Airports

|

Effective July 1, 202~~2~~<sup>3</sup>

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**DEPARTMENT OF AIRPORTS  
RENT AND FEE SCHEDULE  
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**RENT FEE SCHEDULE**  
**Department of Airports**  
**Fiscal Year 2023-2024**

Effective July 1, 2023

## Summary of Rent & Fees

## FY 2023-24

CHARGE	Rent or Fee
<b>Administration Fee - Applies to each new lease processing action by Department</b>	\$ 150.00
<b>Transient Tie-downs - Per Overnight (Not on Corporate Ramp)</b>	
<i>Single Engine</i>	\$ 8.00
<i>Multi Engine</i>	\$ 10.00
<i>Large Aircraft over 12,500 LBS</i>	Equal to Landing Fee
<b>Transient Ramp Area - Day Use (24 hrs or any portion)</b>	
<i>Commercial / FBO / Overflow Use -Fee Per Day or Portion- under 12,500 lbs</i>	\$ 25.00
<i>Commercial / FBO / Overflow Use - Fee Per Day or Portion 12,500 - 40,000 lbs</i>	\$ 50.00
<i>Commercial / FBO / Overflow Use - Fee Per Day or Portion - over 40,000 lbs</i>	\$ 100.00
<i>Commercial / FBO / Overflow Use - Fee Per Day or Portion - Helicopters</i>	\$ 50.00
<i>Private Aircraft - Not affiliated with FBO</i>	\$25.00 / Equal to Landing Fee
<i>Government/Contract Fire Fighting Aircraft</i>	No charge
<b>Leased Tiedowns - Per Space, Month to Month Basis</b>	
<i>Standard</i>	\$ 112.00
<i>Pull-through</i>	\$ 153.00
<i>Large Aircraft over 12,500 LBS (See also Exhibit B )</i>	10x Landing Fee
<b>Ground Rent - With Private Hangars - Per SF, Per Month</b>	\$ 0.150
<b>County Owned Hangar Rent - Per SF, Per Month</b>	
<i>Constructed Prior to 2019</i>	\$ 0.400
<i>Constructed After 2019</i>	\$ 0.540
<i>Electric Service - Per Month (if applicable)</i>	\$ 11.000
<b>AIRCRAFT OPERATIONS</b>	
<b>Landing Fees</b>	
<i>Air Carriers - Minimum Fee / Fee per 1,000 LBS MTOW</i>	\$ 15.49
<i>Air Carriers - Fee per 1,000 LBS MTOW (Rounded to nearest thousand pounds)</i>	\$ 1.44
<i>Lighter-than-air Aircraft Daily Use Fee</i>	\$ 113.00
<i>Small Aircraft under 12,500 LBS (Non-Commercial)</i>	No charge
<b>Fuel Flowage/Storage</b>	
<i>Fuel Flowage per delivered gallon (Except Unleaded Fuels in FY23-24)</i>	\$ 0.06
<i>Facility Fee - For Use of County Fuel Farm</i>	\$ 0.02
<i>Oil Flowage</i>	\$ 0.15
<i>Fuel Tank Rental - For Storage of Fuel in County Fuel Farm (Except Unleaded Fuels in FY23-24)</i>	\$ 0.046

**RENT FEE SCHEDULE**  
**Department of Airports**  
**Fiscal Year 2023-2024**

Effective July 1, 2023

## Summary of Rent & Fees

## FY 2023-24

CHARGE	Rent or Fee
<b>GOVERNMENT AIRCRAFT - WITHOUT CHARGE*</b>	
<b>AIRPORT BUILDINGS/IMPROVEMENTS (County-Owned)</b>	
Rent (Non-Aviation) - Per SF, Per Month	Established by Appraisal
Rent (Aviation) - Per SF, Per Month	
<i>Hangar</i>	\$ 0.40
<i>Shop</i>	\$ 0.40
<i>Office</i>	\$ 0.50
<i>Ramp</i>	\$ 0.0886
Term of Lease (Non-Aviation) - Improvements Per Acre, Per Year	\$ 20,000.00
Term of Lease (Aviation) - Improvements Per Acre, Per Year	
<i>Full Service ASP</i>	\$ 20,000.00
<i>Limited Service ASP</i>	\$ 20,000.00
<i>Single Service ASP</i>	\$ 20,000.00
<b>AIRPORT LAND/GROUND AREAS</b>	
Ground Rent (Aviation & Non-Aviation) - Per SF, Per Year	
<i>Ground Leases (Non-Aviation)</i>	\$ 1.50
<i>Ground Leases (Aviation)</i>	\$ 0.975
<i>Percentage Rent</i>	As negotiated
Term of Lease (Aviation and Non-Aviation) - Improvements Per Acre, Per Year	\$ 20,000.00
Month to Month Ground Lease	Minimum Rent

**RENT FEE SCHEDULE**  
**Department of Airports**  
**Fiscal Year 2023-2024**

Effective July 1, 2023

## Summary of Rent & Fees

## FY 2023-24

CHARGE	Rent or Fee
<b>AUTO PARKING</b>	
<b>Oxnard Terminal Pay Lot</b>	
0-4 HRS	Free
4-6 HRS	\$ 4.00
6-12 HRS	\$ 5.00
12-24 HRS	\$ 10.00
Each Additional Day	\$ 10.00
Monthly	\$ 100.00
<b>Permit Parking</b>	
Rent-A-Cars - Per Month, Per Space	\$ 20.00
All Others - Per Month, Per Space	\$ 25.00
Permit Replacement Fee	\$ 5.00
<b>AIRPORT PERMITS</b>	
<b>Commercial Activity Permits</b>	
<b>Permit Fee - Aviation Commercial</b>	
Daily Permit	\$ 199.00
Additional Consecutive Days	\$ 35.00
Annual Permit - Mobile Mechanic, Independent Flight Instructor, Self-Fueler	\$ 750.00
Annual Permit Renewal - Mobile Mechanic, Independent Flight Instructor, Self-Fueler	\$ 500.00
<b>Permit Fee - Non-Aviation Commercial</b>	
Daily Permit	\$ 436.00
Additional Consecutive Days	\$ 100.00
Monthly	\$ 871.00
Annual	\$ 2,438.00
<b>Commercial Film/Photography Permits (on Non-Leased Property)</b>	
Feature/TV/Commercial/Movie Filming per day (1-20 Cast/Crew)	\$ 1,100.00
Feature/TV/Commercial/Movie Filming per day (21+ Cast/Crew)	\$ 3,000.00
Commercial Photography per day	\$ 800.00
Acvity on Leasehold per day	\$ 262.00

**RENT FEE SCHEDULE**  
**Department of Airports**  
**Fiscal Year 2023-2024**

Effective July 1, 2023

## Summary of Rent & Fees

## FY 2023-24

CHARGE	Rent or Fee
<b>Special Use Permit Fee - Non-Commercial, Individual, and/or Community/Club Activity</b>	
<i>Daily Fee</i>	\$ 436.00
<i>Additional Consecutive Days</i>	\$ 100.00
<i>Annual Fee</i>	\$ 2,438.00
<b>Use Permit for Promotion of Aviation/Non-profit Community Activity</b>	Fee Waiver Required
<b>Special Uses Requiring Extra or Overtime Operations Personnel</b>	Use Fee Plus Personnel Costs
<b>Aircraft Repair Work Areas (Wash Racks)</b>	
<i>Aircraft Owner Use (Non-Commercial) - Per Hour</i>	\$ 6.00
<b>Taxi-Cab Stand/Scheduled Shuttle Operations/Courtesy Vehicles</b>	
<i>Taxi/Shuttle Permit Fee - Annual</i>	\$ 1,466.00
<i>Taxi/Shuttle Permit Fee - Monthly (Director of Airports Approval Required)</i>	\$ 134.00
<i>Courtesy Vehicle Permit Fee - Annual</i>	\$ 149.00
<i>Off-Airport Rental Cars (Separate License Required)</i>	8.5% Attributable Gross
<i>Restaurant - Major Operation - Base Rent</i>	As negotiated
<i>Restaurant - Major Operation - Percentage Rent</i>	As negotiated
<i>Restaurant - Minor Operation - Base Rent</i>	Minimum Base Rent
<i>Restaurant - Minor Operation - Percentage Rent</i>	7% of Gross
<b>Disabled Aircraft Fees</b>	
<i>Runway/Taxiway Closure Hourly Fee - First two hours free then:</i>	\$ 1,000.00
<i>Ramp or Tiedown Storage Daily Fee - First 90 days</i>	\$ 25.00
<i>Ramp or Tiedown Storage Daily Fee - After 90 days</i>	\$ 50.00
<i>Ramp or Tiedown Storage Monthly Fee - After 90 days</i>	\$ 1,500.00
<i>County-Owned Hangar Storage Daily Fee</i>	As negotiated

**RENT FEE SCHEDULE**  
**Department of Airports**  
**Fiscal Year 2023-2024**

Effective July 1, 2023

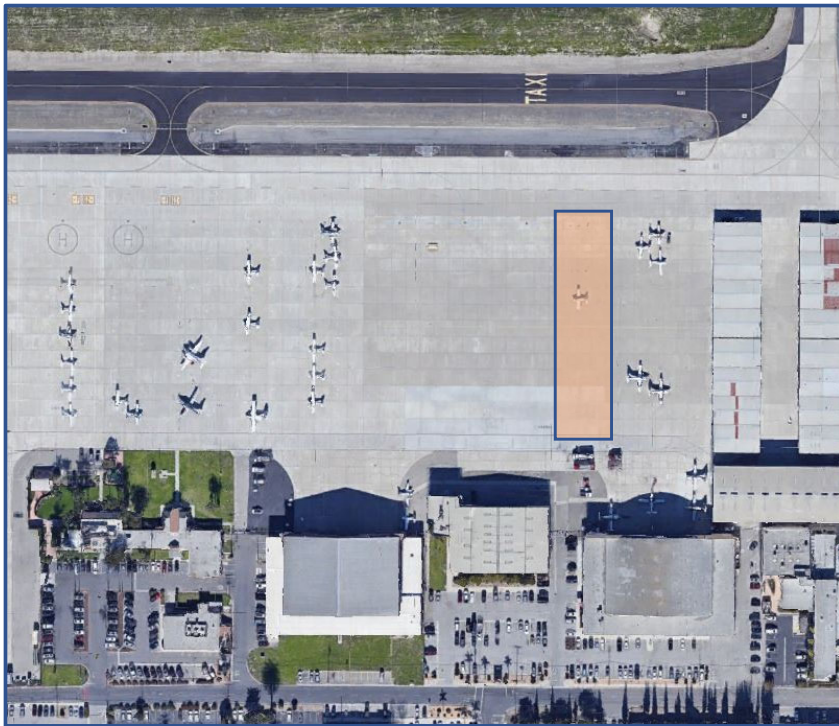
## Summary of Rent & Fees

## FY 2023-24

CHARGE	Rent or Fee
<b>MISCELLANEOUS CHARGES</b>	
Electronic Payment Convenience Fee (per transaction)	\$ 9.00
Large Item Disposal Fee	\$100
Document Processing Fee	
<i>Documents executed by Director of Airports</i>	\$ 50.00
<i>Documents executed by Board of Supervisors</i>	\$ 250.00
<i>Documents reviewed by County Counsel</i>	\$ 250.00
Transfer Fee for Long Term Lease, Private Hangar Sales	2%
Document Copying Fee - Per Page	\$ 0.035
Document Copying Fee - Staff Time (First 2 HRS No Charge)	Actual Hourly Rate or \$24/HR
Bad Check Charge	\$ 25.00
Security Gate Cards - New	\$ 20.00
Security Gate Cards - Lost Card Replacement	\$ 16.00
Parking Citations	\$ 50.00
Late Fee (of Unpaid Balance after 11th calendar day)	10%
Airport Sweeper Service Fee - Per Hour or Portion of Hour	\$ 118.00
<b>Other Hourly Rates</b>	
<i>Private Development Review / Permitting/CEQA Lead Agency - Projects Administrator</i>	\$ 159.04
<i>Private Development Review / Permitting/CEQA Lead Agency - Deputy Director</i>	\$ 198.50
<i>Private Development Review / Permitting/CEQA Lead Agency - Director of Aviation</i>	\$ 247.95
<i>Grant Billing - Federal Grants - Projects Administrator</i>	\$ 159.04
<i>Grant Billing - Federal Grants - Senior Accounting Tech</i>	\$ 80.70
<i>Grant Billing - Federal Grants - Lease Manager</i>	\$ 147.89
<i>Grant Billing - Federal Grants - Office Assistant III</i>	\$ 76.34
<i>Maintenance Supervisor</i>	\$ 132.68
<i>Maintenance Workers - Lead</i>	\$ 94.05
<i>Maintenance Workers - Senior</i>	\$ 108.50
<i>Operations Workers - Supervisor</i>	\$ 114.37
<i>Operations Workers - Officer</i>	\$ 83.60
<b>LEASE/LICENSE AGREEMENTS</b>	
Full Service Aeronautical Service Provider	As Negotiated

# Transient Ramp Area (also known as “Corporate Ramp”)

Camarillo Transient Ramp



 Transient Ramps (Approx. Extents)

Oxnard Transient Ramp



 Tie Down Areas Not Included



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## I. AIRCRAFT STORAGE

No aircraft shall be allowed to remain as tenants in/on assigned aircraft storage space on either Camarillo or Oxnard Airport without having first registered with the Director of Airports, or his representative, and having obtained a valid permit, Lease Agreement, or License Agreement as required and having paid the fees as set forth below:

Transient aircraft shall be charged fees as set forth below:

The following shall apply to all aircraft storage Lease and License Agreements:

Fee: All fee calculations listed under this section will be rounded to the nearest whole dollar.

Late Fee: Storage Hangar Lease and License Fees are due and payable on or before the first of each month and if not received before the 16<sup>th</sup> day of each month a late charge of \$15 shall be added.

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Security Deposit: Tenant shall provide County with and thereafter maintain a refundable cash security deposit in an amount equal to one (1) month's rent in effect at the time of initial license sign-up.

### A. Transient Tie-downs (overnight) 12,500 lb. or less

1. Single Engine - \$8/day
2. Multi Engine - \$10/day
3. Aircraft over 12,500 lb. refer to section C below

(Note: see Section II. A. Landing Fees count as first night daily fee)

### B. Tie-downs (month to month)

1. Push in/out - \$112/month
2. Taxi in/out - \$153/month

### C. Large Aircraft (over 12,500 lb.)

Unless parked by a commercial operator, Tie-down/Monthly and Transient/Daily Fees: Daily fee \$1.44 per 1,000 lbs. of Max. gross take-off weight. Monthly fee is 10 times the daily fee. Fees are rounded to the nearest whole dollar. The first 24-hour period is included in landing fee. Statements will be sent to the aircraft owner listed in FAA registry.

### D. Transient Ramp Area – Commercial Day-Use and Overflow Parking Fee.

Commercial operators that park aircraft on a Transient Ramp Area that is owned and managed by the Department of Airports (also known as "Corporate Ramp") will be billed to the commercial operator according to the following schedule (piston

aircraft should be parked on a tiedown leased or licensed to the operator). Refer to the Rent and Fee Schedule Index for a depiction of the Transient Ramp Area.

1. Jets and Turboprops less than 12,500 pounds maximum gross take-off weight - \$25/day or any portion thereof.
2. Jets and Turboprops between 12,500 – 40,000 pounds maximum gross takeoff weight - \$50/day or any portion thereof.
3. Jets and Turboprops over 40,000 pounds maximum gross take-off weight - \$100/day or any portion thereof.
4. Helicopters - \$50/day or any portion thereof.

- NOTES:
- a) Taxi in/out spaces limited to aircraft too heavy to manually maneuver.
  - b) Light Aircraft (12,500 lb. and under) with wingspans exceeding normal tie-down dimensions must rent two or more spaces to accommodate aircraft size.

D. Ground Rent - Private Hangars

1. The rent for Privately owned hangars is based upon \$0.15 per square foot per month.

NOTES:

- a) See Exhibit B for the areas of various hangars calculated from actual measurements and rounded down to the next increment of 10 square feet.
- b) Privately owned hangars to which electrical service was installed at no cost to County are exempt from the electrical service rate.
- c) Hangars served with electricity through an independent meter, paid by County, shall be charged an additional estimated \$9 per month electrical energy charge. The actual vs. estimated energy costs will be evaluated annually and adjustments made accordingly.
- d) Upon termination of the Lease Agreement for cause, Lessee shall be placed on a daily rate equivalent to two times the monthly rate divided by 30 and rounded to the next highest dollar.

E. County Owned Hangars (Examples of area - not all inclusive)

1. The rent for County owned hangars built/installed prior to 2019 is based upon \$0.40 per square foot per month. The rent for County owned hangars built/installed in or after 2019 is based upon \$0.54 per square foot per month.

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NOTES:

- a) Hangars served with electricity through an independent meter, paid by County, shall be charged an additional estimated \$11 per month electrical energy charge. The actual vs. estimated energy costs will be evaluated annually and adjustments made accordingly.
- b) Upon termination of the Lease Agreement for cause, Lessee shall be placed on a daily rate (Daily Hangar Fee) equivalent to two times the monthly rate divided by 30 and rounded to the next highest dollar.
- c) The following are examples of hangar areas – not all inclusive:

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Inventory installed prior to 2019:

Inventory installed in or after 2019:

- |                                       |                             |
|---------------------------------------|-----------------------------|
| 1. Port-A-Port (750,800,850,900 S.F.) | 1. Tee Hangars (1,130 S.F.) |
| 2. Fixed T (1,000 S.F.)               | 2. Tee Hangars (1,300 S.F.) |
| 3. Port-A-Port (1,050 S.F.)           | 3. Tee Hangars (1,500 S.F.) |
| 4. NUNNO (1,100 S.F.)                 | 4. Tee Hangars (2,770 S.F.) |
| 5. NUNNO (1,400 S.F.)                 |                             |
| 6. Port-A-Port (2,000 S.F.)           |                             |

II. AIRCRAFT OPERATIONS

A. Landing Fees

- 1. Air Carriers (scheduled commercial – non-based) and Air Taxis (non-scheduled commercial – non-based) shall be charged a minimum landing fee of \$15.49 or \$1.44 per 1,000 pounds of gross weight, rounded to the nearest whole dollar, whichever is greater. The term "gross weight" shall be the certified maximum gross takeoff weight specified by FAA for the type of aircraft.

NOTE: Landing Fee includes first overnight parking fee.

- 2. Privately owned or leased aircraft (non-based), not used for hire or compensation, shall be exempt from landing fees up to 12,500 pounds. However, heavier aircraft shall be charged at the above rate.
- 3. Lighter-than-air Aircraft Use Fee. Lighter-than-air aircraft such as airships, dirigibles, blimps and balloons shall be charged a daily use fee of \$113. The payment of this fee shall entitle the operator to a mooring location on a site assigned by the airport, as well as parking for support vehicles. Prior permission of the Director of Airports is required.

B. Fuel Flowage/Storage

1. Fuel Flowage - All vendors and Self-Fueling Operators who dispense aviation fuel upon County Airports shall pay the County a Fuel Flowage Fee of \$0.06 per delivered gallon.
2. Facility Fee – (For use of County Fuel Farm Facilities) vendors and Self-Fueling Operators who dispense aviation fuel upon County Airports shall pay the County a Facility Fee of \$0.02 per delivered gallon.

NOTE: Tenant will pay actual cost of utilities on a pro rata basis and will be billed quarterly for those costs. An annual adjustment will be made at the end of each year.

3. Oil Flowage - All vendors who dispense aviation oil upon County Airports shall pay the County an Oil Flowage Fee of \$0.15 per delivered gallon.
4. Fuel Tank Rental - Whenever County owned tanks are utilized to store fuel, a Fuel Storage Fee of \$0.046 per delivered gallon shall be paid to County.

NOTE: Flowage and Storage Fees are due with submission of Quarterly Fuel Flowage Reports and are in addition to all other rents due.

- a) Late fees of 10% are applicable to flowage and storage fees when not paid by the thirtieth day following the end of each quarter.
- b) Fuel/Petroleum Vendors and Self-Fueling Operators shall obtain and maintain all permits and associated fees.

c) An exception for FY 2023-24 is the Fuel Flowage Fee and Storage Fee for qualifying Unleaded AvGas formulations will be waived.

### III. GOVERNMENT AIRCRAFT

Airport facilities shall be made available to government aircraft (state or federal) without charge except if the use by government aircraft is substantial. Substantial use shall be considered to exist when during any calendar month:

- A. Five (5) or more government aircraft are regularly based at the airport or on land adjacent thereto; or
- B. The total number of movements (counting each landing as a movement) of government aircraft is 300 or more, or the gross accumulative weight of government aircraft using the airport (the total movements of government aircraft multiplied by gross weights of such aircraft) is in excess of five million pounds.
- C. Government aircraft are based or use airport(s) in excess of any 90-day period.

This is in conformance with those assurances given under the Federal Airport Act or the

Airport and Airway Development Act of 1970.

IV. AIRPORT BUILDINGS/IMPROVEMENTS

A. Rent (Non-Aviation)

The lease rental rate for airport-owned non-aviation buildings and improvements shall be based on Fair Market Value, including percentage rents, as established by an appraisal by the Real Estate Services Division of the Public Works Agency or an outside, independent appraiser. The appraisal and subsequent rental rates shall reflect whether or not one or more utilities may be included. The rental rate shall also reflect if any other services such as maintenance or janitorial are included. Rent increases, as often as annually, may be negotiated between the parties.

B. Rent (Aviation)

Per Policy 3, the lease rental rate for airport-owned aviation buildings and improvements shall be based on cost recovery, as compared to Fair Market Value.

Current rates per square ft. per month are:

	<u>Camarillo</u>	<u>Oxnard</u>
Hangar	\$0.40	\$0.40
Shop	\$0.40	\$0.40
Office	\$0.50	\$0.50
Ramp	\$0.0886	\$0.0886

C. Term of Lease (Minimum Qualifications) Non-Aviation

A capital investment of \$20,000 per acre, per year of lease, may be required, as approved by the Director of Airports, and such improvements shall be completed within two years or less, or as negotiated in the lease.

D. Term of Lease (Minimum Qualifications) Aviation

1. Full Service ASP- A minimum capital investment of \$20,000 per acre, per year, is required, as approved by the Director of Airports. All agreed-upon improvements shall be completed within the first two years or less, or as approved by the Board of Supervisors.
2. Limited Service ASP- A capital investment of \$20,000 per acre, per year, is required, as approved by the Director of Airports, and all agreed-upon improvements shall be completed within the first two years or less, or as negotiated in the lease.
3. Single Service ASP- A capital investment of \$20,000 per acre, per year,

is required, as approved by the Director of Airports, and such improvements shall be completed within one year or less, or as negotiated in the lease.

NOTES: Tenant shall maintain leased premises in as good or better condition, to include:

Repainting at least once every 10 years  
Maintain roof free of leaks  
Maintain landscaping in clean and healthy condition (free of trash)

E. Leases up to Five Years Term may be executed by the Director of Airports, or his/her designee.

V. AIRPORT LAND/GROUND AREAS

A. Rent (Non-Aviation and Aviation)

1. Ground Leases: (Oxnard and Camarillo) All Ground Leases are subject to a minimum base rent and/or percentage rent, and Board of Supervisors approval. All ground leases are subject to a 5-year rent review and adjustment.

(NOTE: Formula Minimum Rent: 10% of the Fair Market Value and/or appraised value of land per annum or as otherwise approved by Board of Supervisors. Land to be reappraised yearly and Rental Value to be adjusted per Lease language, but not less than every 5 years.)

- a) Non-Aviation Land Rent Rate is \$1.50 per square ft. per year based on 10% ROI using February 2022, appraisal stating land value at \$15.00 per square foot.
- b) Aviation Land Rent Rate is \$0.975 per square ft. per year based on Non-Aviation Land rate and discounted 35% due to use being restricted to aviation only.

Percentage Rent: Applicable Rate of all gross receipts from Tenants subject to percentage.

2. "Month to Month" Ground Leases: All Month to Month (no options) Ground Leases are subject to formula minimum base rent or negotiated rent, whichever is greater, and may be executed by the Director of Airports. All month-to-month ground leases are subject to annual review and adjustment.

(NOTE: Formula Minimum Rent: 10% of the Fair Market Value and/or appraised value of land per annum or as otherwise approved by



Board of Supervisors. Land to be appraised and Rental Value adjusted periodically with Director of Airports' discretion).

NOTES:

- a) All improvements constructed by the Tenant on the Airport shall, at the option of the County, be removed and the ground area returned as nearly as practicable to its original condition or may be vested with the County upon termination of the Lease.
- b) Tenant shall maintain leased premises in as good or better condition, to include:
  - Repainting at least once every 10 years (or as needed)
  - Maintain roof free of leaks
  - Maintain landscaping in clean and healthy condition (free of trash).
- c) Agricultural leases are handled as special situations and are exempted from the foregoing guidelines and minimums. Rents shall be established by market comparisons as determined by the Director of Airports.
- d) Not-for-profit aviation museums are handled as special situations and are exempted from the foregoing formula minimum rent requirements. Land rent shall be as negotiated with the Director of Airports and approved by the Board of Supervisors.

B. Term of Lease (Non-Aviation and Aviation)

- 1. Ground Leases: One (1) year or more leases. In order to secure a long-term ground lease beyond one (1) year, lessee shall invest \$20,000 per acre, per year, as approved by the Director of Airports. All agreed-upon improvements shall be completed within the first year or less, or as approved by the Board of Supervisors. All improvements (excluding fueling apparatus) shall transfer to County at end of 20th year, regardless of term, or as negotiated with Airport Director and approved by the Board of Supervisors.
- 2. "Month to Month" Ground or Office Leases: Renewable until terminated (no options to extend).
- 3. Commercial leases in Airport Business Park. One (1) year or more.

C. Leases up to Five Years Term may be executed by the Director of Airports or his/her designee

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## VI. AUTO PARKING

### A. Terminal Area Parking (Oxnard Terminal Building)

- 0-4 hours free
- 4-6 hours \$4
- 6-12 hours \$5
- 12-24 hours \$10
- Each additional 24 hours \$10/day

(Note: \$100.00 monthly rates available)

### B. Permit Parking (Excludes Oxnard Airport Terminal Parking)

- 1. Rent-a-Car Company - \$20/month/space
- 2. All others - \$25/month/space
- 3. Permit replacement fee - \$5

## VII. AIRPORT PERMITS

### A. Commercial Activity Permits

No person or business entity other than current lessee or licensee shall sell or publicly solicit the sale of merchandise, conduct or operate a business or service for hire or compensation, or advertise or solicit business or utilize airport land area upon property under the jurisdiction of the Department of Airports unless a permit is first obtained from the Director of Airports. In order to encourage compliance with this requirement, permit holders in good standing will qualify for reduced annual rates.

**Deleted:** The permit holder will perform permitted activities only in those areas designated on the permit....

To qualify for a Commercial Activity Permit, the following is required:

- 1. Permit Fee, Aviation Commercial uses/activities and aircraft/auto mobile detailing
  - a) Daily Permit \$199; ea. additional consecutive day \$35
  - b) Annual Permit
    - 1. Mobile Mechanic \$750 for the first year and \$500 for annual permit renewals, if permit is not allowed to expire.
    - 2. Independent Flight Instructor \$750 for the first year and \$500 for annual permit renewals, if the permit is not allowed to expire.
    - 3. Self-Fueler \$750 for the first year and \$500 for annual permit renewals, if permit is not allowed to expire.
- 2. Permit Fee, Non-Aviation Commercial uses/activities
  - a) Daily Permit \$436; ea. additional consecutive day \$100 (up to 3 days)
  - b) Monthly Permit \$871 (as allowed)
  - c) Annual Permit \$2,438 (as allowed)

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3. A Certificate of Insurance naming the County of Ventura and/or Department of Airports as Additional Insured with coverage as specified in Exhibit "A."
4. A \$20 fee will be collected on all first issue gate access cards. Broken, damaged, or lost cards will be replaced for a fee of \$16 each card.
5. Evidence of the applicable City business license.

NOTE: Permit does not allow Permittee to enter upon lessee's premises without approval of lessee. Commercial activity permit fees may be adjusted at the discretion of the Director of Airports if deemed necessary for the provision of services. One-Year Permit is subject to 30-day termination.

B. Commercial Film/Photography Permits

No person or business entity shall conduct any commercial filming, photography or demonstrations upon County airports without first obtaining a permit from the Director of Airports. Commercial Filming and Commercial Photography is defined as filmmaking or photography for compensation.

To qualify for a Commercial Film/Photography Permit, the following is required:

1. Permit Fee
  - a) Feature/TV/Commercial/Movie Filming \$1,100/day (includes location and basecamp 1-20 cast/crew)
  - b) Feature/TV/Commercial/Movie Filming \$3,000/day (includes location and basecamp 21+ cast/crew)
  - c) Commercial Photography \$800/day
2. Certificate of Insurance naming the County of Ventura as Additional Insured with coverage as specified in Exhibit "A."
3. Security/clean up deposit equal to the per-day fee may be required if determined by the Director of Airports to be justified by the planned activity.

NOTES:

- a) The above fees apply to all or part of a facility under the jurisdiction of the Department of Airports.
- b) Maximum permit term is seven (7) days including setup and disassembly time, without advance approval of the Director of Airports.
- c) Commercial Filming and Commercial Photography Activity on leased property still requires a County permit; however, County charge for such Permit shall be limited to \$262 per day.

C. Special Use (Non-commercial) Activity Permit

No person or entity shall conduct a non-commercial, individual and/or community/club activity upon County airports without first obtaining a permit from the Director of Airports.

To qualify for a Special Use Permit, the following is required:

1. Permit Fee

- a) Daily fee \$436; ea. additional consecutive day \$100
- b) Annual fee \$2,438

2. Certificate of Insurance naming the County of Ventura as Additional Insured with coverage as specified in Exhibit "A" if determined by the Director of Airports to be justified by the planned activity. Any event involving alcohol, if approved, will require insurance and appropriate alcohol license from the Alcohol Beverage Control.

3. Security/cleanup deposit equal to the per day fee, if determined by the Director of Airports to be justified by the planned activity.

D. Use of Airport for Promotion of Aviation and/or a Non-Profit/Community Activity

Aviation related and/or community oriented one-time events considered to be of public interest, non-profit, and/or having a value to the aviation community, may request in writing a waiver of fees, which may be approved at the discretion of the Director of Airports. Examples: National Aviation Day, special Aircraft fly-ins, and special aviation group activities.

E. Special Uses Requiring Extra or Overtime Personnel

Special uses requiring extra County personnel shall be charged, in addition to use fee, an hourly rate for personnel for each hour or portion thereof required (two (2) hours minimum for Airport Operations Officers).

F. Aircraft Repair Work Areas

The use of aircraft repair work areas is limited to aircraft owners, notwithstanding commercial activity provided for herein.

Fee: \$6.00 for each four (4) hour block of time or portion thereof.

G. Taxi-Cab Stand/Scheduled Shuttle Operations/Courtesy Vehicles/Ridesharing Services

Taxicabs, scheduled shuttles, ridesharing services (such as Uber, Lyft, and related services), and courtesy vehicles may enter airport property without charge for the purpose of dropping off passengers. However, no taxicab, ridesharing service, scheduled shuttle, or courtesy vehicle shall be allowed to pick up or await passengers or to remain in the designated taxi stand or shuttle area without first having obtained a permit. Permits are valid for both airports.

The following is required for a permit:

1. Taxi/Shuttle Permit Fee \$1,466 per year; (at discretion of Director, may be payable \$134 per month in advance).
2. Courtesy Vehicle Permit Fee (Hotel/Motel vehicle to which no fee for service is charged to the customer) \$149 per year each company.
3. Certificate of Insurance naming the County of Ventura as Additional Insured, with coverage as specified in Exhibit "A."
4. Evidence of the applicable City Business License.

#### H. Removal and Storage of Disabled Aircraft

Aircraft that become disabled at either airport due to unforeseen circumstances such as an accident must be removed expeditiously from any movement area (County of Ventura Ordinance 6506-4). If a disabled aircraft causes the closure of any runway or taxiway for more than 2 hours, the aircraft owner shall be charged \$1,000 each hour until the runway and/or taxiway surfaces can be reopened. In addition, disabled aircraft that must be stored while awaiting repairs or salvage shall be subject to special disabled aircraft storage fees. If the disabled aircraft is placed on a tiedown or apron area, the owner shall be charged a tiedown fee of \$25 per day for the first 90 days. After 90 days the fee increases to \$50 per day or \$1,500 per month. The use of a vacant and available County-owned hangar for disabled aircraft storage shall be negotiated on a case-by-case basis.

#### VIII. MISCELLANEOUS CHARGES

##### A. Document Processing Fee/Document Review Fee by County Counsel

A fee shall be paid to County in advance for "Tenant-initiated" and/or public requested drafting and/or processing each Amendment, Assignment, Concurrence, Change of Ownership, Approval of Sublease, Extension of Terms, Option to Lease, or other modifications of month-to-month or long-term leases or research of public documents. This processing fee shall be deemed earned by County when paid and shall not be refundable. Fee is construed as reimbursement of administrative costs pursuant to transaction or research. (County or mutually initiated documents are exempted.) Document review fee for documents not on County standard forms shall require a one-time up-front fee of \$250.00 to reimburse DOA for County Counsel fees for legal review.

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1. Documents executed by Director of Airports \$50.
2. Documents executed by Board of Supervisors \$250.
3. Document review fee by County Counsel \$250.

B. Transfer Fee for Long Term Lease (Term exceeding 1 year)

2% of sales price, based on appraisal and/or purchase agreement.

**Deleted:** Term ground leases for privately owned aircraft storage hangars that were previously month-to-month leases, signed on or between July 1, 2022, and June 30, 2023, are exempt from this fee.

C. Document Copying Fee

A fee of \$0.035 per page shall be charged for reproducing all documents not associated with the conduct of routine airport business. There will be no staff time charged for the first two hours of retrieval and copying time. For the third hour and longer, the charge will be the lower of: (1) the actual hourly rate of the employee(s) doing the retrieval and copying; or (2) \$24.00 per hour.

D. Bad Check Charge

A "bad check" charge of \$25 will be added to that amount owed for all checks returned for insufficient funds or any other reason.

E. Security Gate Cards

Parking and security gate cards for entrance to parking and general aviation areas (hangar and tie-down) will be issued by the Director of Airports to authorized persons. A \$20 fee will be collected on all first issue cards. Broken, damaged, or lost cards will be replaced for a fee of \$16 each card.

F. Parking Citations

Civil penalty citations issued for vehicular parking violations under Ventura County Ordinance Codes 6508-21 and 6508-22 are set at \$50 per violation.

G. Late Fee

10% of unpaid balance (not compounded) on all leases, and licenses, including percentage rents and fees if not received before the 11<sup>th</sup> day of each month. Tiedowns/hangars refer to Section I.

H. Airport Sweeper Service Fee

\$118/hour (or partial hour) for use of airport sweeper on airport. Fee includes airport personnel as sweeper operator.

I. Other Hourly Rates



Project Permitting and Plan Reviews; Dept. of Airports as CEQA Lead Agency

Projects Administrator \$159.04/hour  
Deputy Director \$198.50/hour  
Director of Airports \$247.95/hour  
Lease Manager \$147.89

Grant Billing – Federal Grants

Projects Administrator \$159.04/hour  
Senior Accounting Tech \$80.70/hour  
Office Assistant III \$76.34

Maintenance Workers

Maintenance Supervisor \$132.68/hour  
Senior Maintenance Worker \$94.05/hour  
Lead Maintenance Worker \$108.50/hour

Operations Workers

Operations Supervisor \$114.37/hour  
Operations Officer \$83.60/hour

J. Administration Fee

A charge of \$150 for each new lease processing action including but not limited to the following examples: a new lease sign up, change of hangar, sale of private hangar, refund of waitlist deposits if before notice of removal.

IX. LEASE/LICENSE AGREEMENTS

A. Types of Tenancy/Use

1. Full-Service Aeronautical Service Provider (ASP): An operator that provides a full range of aviation services as identified in the lease agreement.
2. Limited Service Aeronautical Service Provider (ASP): Specialized aircraft business and services, excluding fueling services, as identified in the lease agreement.
3. Specialty Aviation Operations: (Single-Service ASP), Air taxi, charter, (non-scheduled) air carrier, aircraft sales, aircraft leasing, and non-profit flying clubs and flight schools.
4. Industrial or Non-Aviation Business: Business of a type whose operations

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\$211.22/hour

are not dependent on runway access or airport orientation.

5. Land Leases: Tenant constructs a building or makes improvements on County owned land.

NOTE: Refer to Minimum Aeronautical Standards for commercial leases.

B. Improved Areas - Hangar, Office, Shop, Tie-downs, etc.

1. Base Rent Leases - No Percentage

Base rents are established by Fair Market Value comparisons.

2. Percentage Rent Leases

All percentage rent leases, as determined by the Director of Airports, are subject to a fixed minimum rent based on the square footage of the premises (hangar, shop, and office space) and/or a predetermined percentage of the gross receipts for various uses.

3. Tie-Down Spaces - Full Service and Limited ASP

Tie-down spaces may be assigned to the ASP in their respective leases based upon the following criteria only:

- a) Tie-down spaces requested by the ASP may be obtained through execution of a tie-down License Agreement and the payment of fees as shown in Section I, B and will be considered as additional rent.

4. Options

All rents and fees for option tenancy shall be adjusted to reflect the rate as set forth in the Board-approved Rent and Fee Schedule that is in effect on the date that the option becomes effective, or at the end of every fifth year of term, or as specified in lease.

C. Terminal Areas - Building and Parking (Oxnard)

1. Air Carrier
2. Air Taxi and Air Charter (Non-scheduled)
3. Auto Rental (Rent-a-Car)
4. Travel Agency
5. Lobby Concessionaire or Licensee

- a) Term: Up to 5 years

- b) Minimum Rents: Established at Fair Market Value based on

comparisons.

- c) Percentage Rents: Amount by which specified percentage rent exceeds minimum for counter, office, and cargo area (and fee for parking spaces if included in lease agreement).

NOTES:

- 1) In addition to space rental, auto rental tenants shall pay quarterly 10% of gross receipts. Assigned parking shall be at \$20/month per space (5 spaces minimum).
- 2) Travel Agency tenants shall pay \$100 minimum or more per month vs. 1/2% on first \$250,000 gross sales and 1% over.

D. Off-Airport Auto Rental (Rent-A-Car)

Shall report and pay 8.5% of gross receipts attributed to airport pick-ups and execute a license and use agreement with the County.

E. Restaurant

- 1. Major operation – Base and/or percentage rent as prescribed in lease contract, based on market rents, with Board of Supervisors approval. (Longer than 5-year lease.)
- 2. Minor operation – Minimum base rent and/or 7% gross receipts. (5 years or less.)

X. ACCESS TO AIRPORT FROM ADJACENT PRIVATE PROPERTY

- A. All requests for company/private aircraft oriented uses shall be considered as a special situation and must be approved on an individual basis by the Director of Airports.
- B. Authorization for access to the Airports will be given on County's License Agreement format.
- C. The applicant for access to the Airport shall be required to pay for all improvements on Airports' property that are necessary and prerequisite, in the opinion of the Director of Airports, to accommodate the applicant's access needs. If Licensee is not required by County to remove all such improvements and restore the property to its original condition, the improvements shall become the property of the County.
- D. Minimum rents and percentages for access may be negotiated based on type and intensity of airport use.

XI. INSURANCE REQUIREMENTS FOR AIRPORT LESSEES, LICENSEES AND PERMITTEES

See Exhibit "A" attached.

**EXHIBIT "A"**

**INSURANCE REQUIREMENTS FOR AIRPORTS  
LESSEES, LICENSEES AND PERMITTEES**

I. LESSEES

These are prescribed minimum limits; however, good business indicates that higher limits should be used for most businesses. In any given year, all lessees, licensees, and permittees shall maintain, or increase to maintain, the minimum insurance requirements as stipulated in the then current year Board-approved Rent and Fee Schedule. (Minimum insurance limits are subject to possible adjustment annually). Current year refers to the present County fiscal year and not the year a lease was signed.

A. Aeronautical Service Providers: Tenant offers full range of ASP services, as defined in the Minimum Aeronautical Standards.

1. Commercial General Liability: "Occurrence" coverage in the minimum amount of \$2,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/ completed operations, broad form blanket contractual and \$100,000 fire legal liability.
2. Aircraft and Airport Operations, including passengers, products and completed operations: Combined single limit for bodily injury and property damage of \$2,000,000 each occurrence.
3. Hangar Keepers Liability: \$100,000 per aircraft, but not less than the replacement value of all aircraft in the care, custody and control of tenant.
4. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$500,000 for each occurrence. Exception: fuel trucks (see below).
5. Fuel Truck: \$1,000,000 per vehicle.
6. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Tenant and Employer's Liability in the minimum amount of \$1,000,000.
7. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County of Ventura must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

NOTE: The WC requirement is waived only if the Tenant is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

B. Air Carriers:

1. Commercial General Liability: "Occurrence" coverage in the minimum amount of \$50,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$50,000,000 aggregate, including personal injury, broad form property damage, products/ completed operations, broad form blanket contractual and \$100,000 fire legal liability.
  2. Aircraft and Airport Operations, including passengers, products and completed operations: Combined single limit for bodily injury and property damage of \$50,000,000.
  3. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$1,000,000 for each occurrence.
  4. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Tenant and Employer's Liability in the minimum amount of \$1,000,000.
  5. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.
- C. Specialty Aviation Operations: Includes air taxi/charter (Part 135), aircraft leasing, and any aircraft operating under a Special Airworthiness Certificate.
1. Commercial General Liability: "Occurrence" coverage in the minimum amount of \$2,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/ completed operations, broad form blanket contractual and \$100,000 fire legal liability.
  2. Aircraft and Airport Operations, including passengers, products and completed operations: Combined single limit for bodily injury and property damage of \$2,000,000 each occurrence.
  3. Hangar Keepers Liability: \$100,000 per aircraft, but not less than the replacement value of all aircraft in the care, custody and control of tenant.
  4. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$500,000 for each occurrence.
  5. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Tenant and Employer's Liability

in the minimum amount of \$1,000,000.

6. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

NOTE:

- a) The WC requirement is waived only if the Tenant is a sole proprietor with no employees, volunteers or family members working in the business. Proof of personal medical insurance will be required instead.
- b) Only paragraphs 1, 2, and 6 above would apply to an experimental aircraft operating under a Special Airworthiness Certificate.

D. Flying Clubs: (As defined in the Minimum Aeronautical Standards)

1. Commercial General Liability, including contractual, products and completed operations and owner's and contractors' protective: Combined single limits for bodily injury and property damage of \$1,000,000 each occurrence.
2. Aircraft and Airport Operations, including passengers, products and completed operations: Combined single limit for bodily injury and property damage of \$1,000,000 each occurrence.
3. Owned and Non-Owned Auto Liability: (if applicable) Limits of \$500,000 for each occurrence.
4. Hangar Keepers Liability: (if applicable) \$100,000 per aircraft, but not less than the replacement value of all aircraft in the care, custody and control of tenant.
5. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

E. Industrial and Non-Aviation Business:

1. Commercial General Liability: "Occurrence" coverage in the minimum



amount of \$2,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/ completed operations, broad form blanket contractual and \$100,000 fire legal liability.

2. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$500,000 for each occurrence.
3. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Tenant and Employer's Liability in the minimum amount of \$1,000,000.
4. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.
5. If Lessee is self-insured for any or all of the required insurance coverages, Lessee agrees to provide Lessor with written confirmation that Lessee is a duly authorized and funded self-insured entity for those coverage's under the laws of the State of California. Lessor agrees to accept Lessee's status as a self-insured entity as satisfactory compliance with Lessor's normal insurance requirements as listed above.

Any insurance limits required that exceed the Lessee's self-insured coverage shall be in compliance with the insurance requirements listed above. In the event Lessee decides to no longer be self-insured, Lessee agrees to provide Lessor with thirty (30) days advance written notice of the effective date of this change in status. Thereafter, Lessee agrees to provide Lessor with appropriate evidence of insurance coverage(s) as listed above.

NOTE: The WC requirement is waived only if the Tenant is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

- II. LESSEES AND LICENSEES (Includes all based aircraft, as well as ultra-lights, occupying tiedowns, County and/or private hangars)
  - A. Aircraft Liability: Bodily injury including occupants and property damage liability, \$100,000 each person, \$100,000 property damage, \$500,000 each accident. Seats may be excluded.
  - B. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured

endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. For aircraft, which are out of License, not airworthy, a signed statement to that fact with a promise to obtain the required insurance before operating said aircraft shall be filed in lieu of the certificate. The County of Ventura Department of Airports must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

### III. PERMITTEES

#### A. Commercial Activity Permit - Non-Aircraft:

1. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage of \$2,000,000 to \$5,000,000 each occurrence, depending upon the type of activity proposed.
2. Owned and Non-owned Auto Liability: Limits of \$500,000 for each occurrence.
3. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.
4. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

NOTE: The WC requirement is waived only if the Permittee is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

#### B. Commercial Activities Permit - Aircraft:

1. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage of \$2,000,000 each occurrence.
2. Aircraft and airport operations, including passengers, products and completed operations or Premises Liability (whichever is deemed

appropriate by the County): Combined single limit for bodily injury and property damage \$1,000,000 each occurrence.

3. Owned and Non-owned Auto Liability: Limits of \$500,000 for each occurrence.
4. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.
5. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate insurance is exceeded and additional coverage must be purchased to meet the above requirements.

NOTE: The WC requirement is waived only if the Permittee is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

C. Commercial Activities Permit – Aircraft Mobile Mechanics:

1. Commercial General Liability: Combined single limits for bodily injury and property damage of \$1,000,000 each occurrence.
2. Products Liability and Completed Operations Coverage: Combined single limit liability coverage \$500,000 each occurrence.
3. Hangar Keepers Legal Liability, ground coverage, including taxi coverage: \$100,000 each aircraft, \$100,000 each occurrence.
4. Owned and Non-owned Auto Liability: Limits of \$500,000 for each occurrence.
5. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.
6. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate insurance is exceeded and

additional coverage must be purchased to meet the above requirements.

NOTE: The WC requirement is waived only if the Permittee is a sole proprietor with no employees, volunteers or family members working in the business. Proof of Personal Medical Insurance will be required instead.

D. Special Use Permits:

1. Movie and Commercial Filming:

- a. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage, \$2,000,000 to \$5,000,000 or higher each occurrence, depending upon the type of activity proposed.
- b. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$2,000,000 to \$5,000,000 for each occurrence, depending upon the type of activity proposed.
- c. Indemnification and Hold Harmless Clause - All activities: Each permit/license/lease shall contain a clause requiring that all activities and/or work set forth within the agreement shall be at the risk of the permittee/licensee/lessee alone. Permittee/Licensee/Lessee/Tenant must agree to defend (at County's request), indemnify and save harmless the Department of Airports and the County of Ventura, its boards, agencies, departments, officers, employees, agents and volunteers (hereinafter referred to as County), from and against any and all claims, lawsuits – whether against Permittee, County or others, judgments, debts, demands and liability, including, without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of Tenant's use or occupancy of the Leased Premises or out of operations conducted or subsidized in whole or in part by Permittee.
- d. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.
- e. The above policy/policies must name the County of Ventura

and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

2. Commercial Photography:

- a. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage, \$1,000,000 to \$2,000,000 or higher each occurrence, depending upon the type of activity proposed.
- b. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$1,000,000 to \$2,000,000 for each occurrence, depending upon the type of activity proposed.
- c. Indemnification and Hold Harmless Clause - All activities: Each permit/license/lease shall contain a clause requiring that all activities and/or work set forth within the agreement shall be at the risk of the permittee/licensee/lessee alone. Permittee/Licensee/Lessee/Tenant must agree to defend (at County's request), indemnify and save harmless the Department of Airports and the County of Ventura, its boards, agencies, departments, officers, employees, agents and volunteers (hereinafter referred to as County), from and against any and all claims, lawsuits – whether against Permittee, County or others, judgments, debts, demands and liability, including, without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of Tenant's use or occupancy of the Leased Premises or out of operations conducted or subsidized in whole or in part by Permittee.
- d. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee and Employer's Liability in the minimum amount of \$1,000,000.
- e. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The

County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

3. Permitted Public Events/Non-Air Shows:

- a. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage of \$1,000,000 to \$2,000,000 or higher each occurrence, depending upon the type of activity proposed.
- b. Commercial Auto Policy: Including all autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$500,000 for each occurrence.
- c. Indemnification and Hold Harmless Clause - All activities: Each permit/license/lease shall contain a clause requiring that all activities and/or work set forth within the agreement shall be at the risk of the permittee/licensee/lessee alone. Permittee/Licensee/Lessee/Tenant must agree to defend (at County's request), indemnify and save harmless the Department of Airports and the County of Ventura, its boards, agencies, departments, officers, employees, agents and volunteers (hereinafter referred to as COUNTY), from and against any and all claims, lawsuits – whether against Permittee/Licensee/Lessee/Tenant, COUNTY or others, judgments, debts, demands and liability, including, without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of Tenant's use or occupancy of the Leased Premises or out of operations conducted or subsidized in whole or in part by Permittee/Licensee/Lessee/Tenant.
- d. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee/Licensee/Lessee/Tenant and Employer's Liability in the minimum amount of \$1,000,000.
- e. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

4. Permitted Aeronautical Events: (Air shows, fly-ins, air meets, contests or exhibitions).
- a. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage of \$2,000,000 to \$5,000,000 each occurrence.
  - b. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$1,000,000 for each occurrence
  - c. Indemnification and Hold Harmless Clause - All activities: Each permit/license/lease shall contain a clause requiring that all activities and/or work set forth within the agreement shall be at the risk of the permittee/licensee/lessee alone. Permittee/Licensee/Lessee/Tenant must agree to defend (at County's request), indemnify and save harmless the Department of Airports and the County of Ventura, its boards, agencies, departments, officers, employees, agents and volunteers (hereinafter referred to as COUNTY), from and against any and all claims, lawsuits – whether against Permittee/Licensee/Lessee/Tenant, COUNTY or others, judgments, debts, demands and liability, including, without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of Permittee/Licensee/Lessee/Tenant's use or occupancy of the Leased Premises or out of operations conducted or subsidized in whole or in part by Permittee/Licensee/Lessee/Tenant.
  - d. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Permittee/Licensee/Lessee/Tenant and Employer's Liability in the minimum amount of \$1,000,000.
  - e. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.
  - f. In addition to obtaining the above required insurance, the sponsor shall pay the additional premium charged to the Department of Airports by their insurance carrier, if any.



NOTE: Limits for specific events may be negotiated with the insurance carrier on a case-by-case basis. Requests for such consideration must be submitted to the Director of Airports for referral to Risk Management.

#### IV. CONTRACTORS

##### A. Airport Contractors:

1. Commercial General Liability including contractual, products and completed operations and owners' and contractors' protective: Combined single limits for bodily injury and property damage for each occurrence shall be as prescribed by County of Ventura Risk Management/ Board of Supervisors.
2. Commercial Auto Policy: Including all owned autos, non-owned autos, scheduled autos and uninsured motorists. Limits of \$1,000,000 for each occurrence, but Public Works insurance segment may increase limits.
3. Workers' Compensation (WC) coverage, in full compliance with California statutory requirements, for all employees of Contractor and Employer's Liability in the minimum amount of \$1,000,000.
4. The above policy/policies must name the County of Ventura and Department of Airports as additional insured. An additional insured endorsement and a certificate of insurance must be provided with a 30-day cancellation notice. The County must be informed immediately if the general aggregate of insurance is exceeded and additional coverage must be purchased to meet the above requirements.

The foregoing insurance requirements of Exhibit "A" may be amended for special circumstances as approved by County Risk Manager.

## EXHIBIT "B"

### PRIVATE HANGARS - GROUND AREA

The hangars listed below are identified by general brand name/type and by square footage. The square footage was obtained by actual measurement (outside) and rounded down to the next increment of 10 sq. ft. to allow for minor irregularities:

<u>BRAND NAME/TYPE</u>	<u>SQUARE FOOTAGE</u>
Port-A-Port Standard	800
Port-A-Port Expando/Executive	850
Fixed T, Port-A-Port Double Expando, and Fleetwood	1,000
Port-A-Port Executive I	1,050
H & F Box	1,250
Fleetwood Rectangular and Port-A-Port Executive II	1,350
Port-A-Port Large T	1,400
Port-A-Port, Nunno, Craftsman Rectangular	1,500
Fleetwood Box	1,800
H & F, Pasco Box, Straun	2,000
H & F	2,250
Port-A-Port	2,250
Waffle Crete	2,750
Port-A-Port Box	2,900
Port-A-Port Box	3,000
Waffle Crete	4,740

Hangars not falling within categories identified above or hangars which have been altered, will pay rents calculated at the rate listed in Section I, D. and will be rounded up to next increment of 10 sq. ft.

**RESOLUTION OF THE BOARD OF SUPERVISORS  
ESTABLISHING RENTS, FEES, AND INSURANCE  
REQUIREMENTS FOR THE COUNTY,  
DEPARTMENT OF AIRPORTS, AND DELEGATING  
AUTHORITY FOR EXECUTION OF CERTAIN  
AGREEMENTS SUBJECT TO SPECIFIED GUIDELINES**

THE VENTURA COUNTY BOARD OF SUPERVISORS HEREBY ORDERS AND  
RESOLVES THE FOLLOWING:

**I. RENTS, FEES, AND INSURANCE REQUIREMENTS**

The Rents, Fees, and Insurance Requirements prescribed in the attached  
Schedule are hereby approved and adopted, and all prior inconsistent schedules  
are repealed.

**II. POLICY FOR ESTABLISHING RENTS, RATES AND FEES**

The Rent and Fee Schedules embrace a myriad of facilities and services which  
require different adjustment emphasis for establishing fair market rents or  
appropriate fees. In the event that there is a disagreement between the County  
and a Tenant or Vendor regarding the imposition of rents and fees under this Rent  
and Fee Schedule, the parties may, but are not required to, submit to either binding  
arbitration or non-binding mediation. All Department of Airports' properties,  
facilities, and services have been placed into five categories for the purpose of  
defining rent and fee setting policies which have been historically used. They are  
outlined as follows:

**Policy 1:**

It shall be County policy that those properties and/or facilities unrelated to the  
fundamental "public services" afforded by the Oxnard and Camarillo Airports shall  
be appraised for fair market rental values including percentage rents, with  
adjustment emphasis on comparative data from the private sector. This approach  
will produce a fair return to the County. Examples: industrial/office buildings,  
proposed industrial park, agriculture land leases.

**NOTE:** Excess revenues derived from leases identified above shall not be  
used to subsidize user rents and fees related to specific facilities and  
services (aircraft tiedowns and storage hangars), but may be used  
for financial support of planned capital improvement projects, and  
those public-use facilities and services (airfield, visitor parking,  
common roads, etc.) for which a total recapture of costs is  
recognized to be unrealistic.

Policy 2:

It shall be County policy that those properties and/or facilities directly related to the public services afforded by the Department of Airports but operated, however, by lessees or concessionaires, shall be appraised for fair market value including percentage rents with adjustment emphasis on comparable data from other publicly controlled facilities operated by lessees or concessionaires. It is the intention of the County to have a policy whereby properties and/or facilities controlled by the Department of Airports, not being used by the County for public services, will be leased or licensed. The rental charges or fees will be based upon the then fair market value, taking into consideration comparable properties owned by other public entities. This approach will also provide a fair return or profit to the County. Examples of such leases/licenses: scheduled air carrier agreements (for terminal space), rental car agencies and restaurants.

Policy 2a:

It shall be County policy to recover all costs of any infrastructure required to develop a Lease parcel from the benefited Lessee through either Lease rents or assessment, when practical. Such costs shall not be borne by existing tenants or users of the airports.

Policy 3:

It shall be County policy that the rents and fees for those properties and/or facilities directly related to the aviation-use public services afforded by the Department of Airports but operated, however, by lessees or concessionaires, shall be adjusted to cause an ultimate recapture of the total costs, both direct and indirect, when practical. Adjustments shall be compared to Market Rate to ensure the cost will not cause a loss of business. Examples: full, limited and single service providers of aeronautical services.

Policy 3a:

It shall be County policy that the rents and fees for those properties and/or facilities that are not-for-profit aviation museums and are operated consistent with the fundamental public services afforded by the Department of Airports, may be adjusted to cause less than an ultimate recapture of the totals costs, both direct and indirect, through reduced rental rates and fees in recognition of the tangible or intangible benefits to the airport.

Policy 3b:

It shall be County policy that the rents and fees for those properties and/or facilities, which are County owned and County operated consistent with the fundamental public services afforded by the Department of Airports, shall be adjusted to cause

an ultimate recapture of the total costs, both direct and indirect, when practical. This approach will result in competitive pricing of County services and serve to constrain the migration of outside County aircraft operators seeking lower fares. Adjustments to these rates shall be by cost-recovery analysis every five (5) years, with interim adjustments calculated by applying the Consumer Price Index (CPI) every other year. Examples: aircraft tie-down, aircraft storage hangars. In calculating the costs of the above services (Policies 3 and 3a), that depreciation attributed to donated assets shall be specifically excluded from such costs. This is consistent with and in conformance with assurances given under the Federal Airport Act or the Airport and Airway Development Act of 1970 which states that "no part of the Federal share of an airport development project shall be included in the rate base in establishing fees, rates, and charges for users of that airport."

Policy 3c:

It shall be County policy that the provision by the County of aircraft storage facilities and/or property for the same purpose, shall be for the exclusive purpose of storing aircraft deemed to be in an airworthy condition. Temporary exceptions to this requirement may be granted by the Director of Airports on a case-by-case basis, upon the demonstration of visible and reasonable progress to bring an aircraft to airworthy status, consistent with the FAA's "Policy on the Non-Aeronautical Use of Airport Hangars," Docket No. FAA 2014-0463, 81 FR 38906, § II.b. The Director of Airports may make such determinations based on periodic inspections of such facilities and/or property as frequently as once every 90 calendar days. The intent of this policy is to ensure compliance with the aircraft storage license agreements with regard to storage of aircraft that are in airworthy condition and/or aircraft that are being brought to airworthy condition versus non-airworthy aircraft being stored, in parts or in whole, to obtain storage space that is considered less expensive than commercially available non-aviation storage space. Examples: aircraft tie-down, county-owned storage hangars, privately-owned storage hangars.

Policy 3d:

It shall be County policy that private hangar owners subject to an existing Privately-Owned Aircraft Storage Hangar Lease Agreement who seek approval to expand/build out resulting in additional square footage or volume, or replace the hangar, shall offer the County a right-of-first refusal to purchase the hangar at such a time the owner proceeds to sell the hangar in place. County will respond to hangar owner in writing within five (5) calendar days of its intent to purchase or not purchase the hangar. Should the County decline to purchase a hangar, and upon a request to transfer a hangar to a private party, a month-to-month Privately-Owned Aircraft Storage Hangar Lease Agreement for privately-owned aircraft storage hangars may be approved and executed by the Director of Airports with the buyer, provided the purchase price is no more than 15% less than the price first offered to the County. Failure on the part of the hangar owner to act in good faith may result in the transfer not being approved.

The intent is to prevent the tenant from offering the expanded/built-out/replaced hangar to the County for an unrealistically high price only to prevent the County from being a viable purchaser of the hangar. Example: Hangar valuation is \$100 (including value of the land). Tenant offers it to the County for \$200 (unrealistically high). The Tenant cannot then offer the sale to another party for less than \$170 (85% of \$200) without first offering it to the County again at the reduced price.

Policy 4:

It shall be County policy that those services, offered and administered by the Department of Airports for which a total recapture of costs is recognized to be inconceivable, be established by comparing fees with other publicly owned and operated facilities with adjustments emphasizing the recapture of as much of County costs as possible. However, fees shall be maintained at reasonable levels so that the preponderance of the general public can avail themselves of the service. This type of service will continue to reflect a loss; however, it is deemed to be an appropriate public service. Examples: runways, taxiways, roads, rest rooms, auto parking lots, visiting aircraft parking, and other public use areas.

Policy 5:

It shall be County policy that those services, and/or supplies furnished to the public by the Department of Airports and regulated by law or by Administrative procedure, shall be compensated for by charging fees and deposits calculated to reimburse all of the administrative and material costs of furnishing same. Annual adjustment emphasis shall be based upon cost analysis and shall not be subject to fair market or profit considerations. Examples: commercial activity permits, aircraft towing and impound fee, document processing fee, and paper material reproduction fee.

III. AUTHORIZATION TO EXECUTE.

The County Executive Officer or the Director of the Department of Airports or his/her designee are authorized to execute Leases, Subleases, Licenses, Permits, Special Use/Activity Permits, Operation Agreements, Extensions, Amendments, Consents, and Notices of Intent to Terminate and cause Unlawful Detainer Complaints to be filed on behalf of the County of Ventura as are hereafter defined and in accordance with the provisions of the attached schedule.

A. DEFINITIONS.

1. LEASE OR SUBLEASE: A conveyance of real property rights for occupancy or use of land, improvements, or a combination thereof. Under this authority, the Term shall not exceed five (5) years including options to extend, except that the Director of Airports may execute a form ground lease for a privately owned aircraft storage hangar with a term that exceeds five years, if the form ground lease has been previously approved by the Board of Supervisors.

Examples: leasing of land for improvements, leasing of a building or portion of a building to tenant or concessionaire.

2. LICENSE. A conveyance of "personal" rights for occupancy or use of property under this authority, limited to one (1) year. License may be extended subject to specified time with prior Notice of Termination. Examples: Aircraft tie-downs, storage, portable hangars, ground use, vending machines, food or merchandise catering truck, carousel sign use, and land encroachments.
3. PERMIT. A personal right to occupy or use property under this authority, limited to maximum term of one (1) year. Permit may be extended subject to 30-day Notice of Termination. Examples: Temporary occupancy for fixing of premises, aircraft repair work or wash/wax activities.
4. SPECIAL USE/ACTIVITY PERMIT. A personal right to occupy, use, or conduct a specified "activity", limited under this authority to a maximum of seven (7) days. (Longer periods must be renewed daily.) Examples: Air shows, movie or TV filming, photography or commercial demonstration.
5. OPERATIONAL AGREEMENTS. Mutually agreed upon procedures pertaining to operational matters established between the Department of Airports and other governmental agencies.
6. EXTENSION/AMENDMENT/CONSENT/AND NOTICE OF INTENT TO TERMINATE.
  - a) An Extension is a continuation of an existing Board-approved agreement without change, or limited to changes authorized by this Authority.
  - b) An Amendment is a change of one or more of the terms, conditions, or covenants consistent with authorized terms and amounts specified in Board- approved rent and fee schedules.
  - c) A Consent is a ratification of a term, condition, or covenant in an existing agreement executed by the Board made subject to "County approval". The Director of Airports may issue Consent after determining proper compliance. This includes an Assignment of Lease. The Director of Airports or his/her designee may also approve a "sublease" or "additional use" by lessee but limited to five (5) years.
  - d) Notice of Intent to Terminate is a notice by which the Director



or his/her designee expresses intent to terminate a Board-approved Agreement pursuant to a breach or default. On a Board-approved Agreement, final termination shall be subject to Board approval. Leases executed by Director of Airports or his/her designee under authority delegated by this resolution may be terminated by the Director of Airports or his/her designee.

- B. SECURITY DEPOSIT. All tenants shall provide County with, and at all times maintain, a Security Deposit in an amount prescribed by this Resolution. Said amount shall be based on rent and adjusted periodically. Public entities governed by the Board shall be exempt. Said deposit shall guarantee tenants' full and faithful performance of all terms and conditions of their agreement. The following forms of deposit are acceptable: cash, Time Certificate of Deposit (CD), Irrevocable Letter of Credit, and assigned Savings Passbook. The following shall be the basis of the amount of the Deposit unless otherwise stated in the Rent and Fee Schedule:

License and GA Hangar Agreement - The deposit shall be equal to one (1) month's rental rate.

Commercial Lease Agreement - The deposit shall be equal to three (3) month's rental rate.

After three (3) years of good and faithful lease performance (defined as no defaults or delinquencies), deposits on leases of five (5) years or less may be reduced to one (1) month, subject however, to a Lease Amendment providing for the following Liquidated Damages:

#### Liquidated Damages

County shall have the right to demand, and Lessee agrees to pay Liquidated Damages in the sum of one percent (1%) of the security deposit required of Lease, (but not less than \$10.00), for each day a violation exists of any of the following lease conditions and/or lease articles:

#### LEASE CONDITIONS AND/OR ARTICLES

USES AND SERVICES  
OPERATING SCHEDULE AND CONTROLLED PRICES  
IMPROVEMENTS AND INVESTMENTS  
CONSTRUCTION  
INSURANCE  
OPERATIONS  
FINANCIAL REPORTS AND RECORDS

MAINTENANCE AND REPAIR  
FAA SPECIAL PROVISIONS

- C. NEGOTIATIONS, PREPARATIONS, AND LEGAL APPROVAL. The Leases, Subleases, Licenses, Permits, Special Use/ Activity Permits, Extensions, Amendments, Consents, and Notices of Intent to Terminate shall be negotiated and prepared by the Department of Airports or, by request of the Director of Airports, negotiated and/or prepared by the Public Works Agency, Real Property Services or County Counsel's office. All Agreements shall be submitted to County Counsel's Office for approval as to legal sufficiency prior to final execution excepting pre-approved, routine "form" documents.
- D. TERMINATION DUE TO "REPEATED" VIOLATIONS. The Board of Supervisors hereby authorizes the Director of Airports to include in selected agreements the right to issue a "Notice of Termination for Breach of Good Faith" which would allow termination of an Agreement after tenants repeating the same violation three (3) times or more within any twelve (12) month period, regardless of tenants' cure, remedy, or diligent pursuit to correct violations.
- E. BACKGROUND DETERMINATION AND GUIDELINES. No agreement will be executed under the authority of this RESOLUTION if the County Executive Officer or the Director of Airports of the Department of Airports determines that: (1) The proposed use or occupancy is in conflict with the County's adopted plans for development; (2) The other party(s) to a proposed Agreement has a reputation, character, or background which could be detrimental to County's interest; or (3) Such other party(s) does not have technical knowledge, management ability, or financial capability to fulfill the purpose and provisions of the Agreement.
- F. RENTAL POLICY. It shall continue to be Department of Airports' Policy to require "ALL" tenants or users of County Airports property to pay rents established by Board-approved Rent and Fee Schedules; however, the Director of Airports may determine that certain special services including labor and/or materials may be accepted in lieu of cash payment of rent where all other guidelines are consistent with Director of Airports' Authority. Director of Airports is authorized to adjust rents incrementally to current rate to ensure the cost will not cause a loss of business.
- G. CONTROVERSIAL OR POLICY SETTING AGREEMENTS. Any transaction authorized by this Resolution, considered significantly controversial or policy-setting in the opinion of the County Executive Officer or the Director of Airports, shall be submitted first to the Aviation Advisory Commission and appropriate Airport Authority for recommendation and then to the Board of Supervisors for approval and execution.

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IV. AUTHORIZATION TO ESTABLISH FEES

The County Executive Officer, or the Director of Airports is hereby granted limited authority to establish fees for other uses of airport property not specifically provided for in the attached schedule. Such other fees shall be reasonable and consistent with the policies and fees established herein. Any such fee considered to be significant, controversial or policy-setting shall first be submitted to the Aviation Advisory Commission and appropriate Airport Authority, for recommendation, and finally to the Board of Supervisors for appropriate action.

THE FOREGOING RECITALS and attached Rent and Fee Schedule are passed, approved, and adopted by the Board of Supervisors, effective July 1, 2023.

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COUNTY OF VENTURA

Date \_\_\_\_\_ By \_\_\_\_\_  
Chair, Board of Supervisors

ATTEST: SEVET JOHNSON,  
~~Interim~~ Clerk of the Board of Supervisors  
County of Ventura, State of California

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By \_\_\_\_\_  
Deputy Clerk of the Board



# COUNTY of VENTURA

## Department of Airports

555 Airport Way, Suite B

Camarillo, CA 93010

Phone: (805) 388-4372

Fax: (805) 388-4366

[www.ventura.org/airports](http://www.ventura.org/airports)

May 11, 2023

Aviation Advisory Commission  
Camarillo Airport Authority  
Oxnard Airport Authority  
555 Airport Way, Suite B  
Camarillo, CA 93010

**Subject: Review of Fiscal Year 2023-24 Proposed Budget**

**Recommendation:**

Staff requests that your Commission and Authorities review and comment on the Department of Airports (DOA) proposed FY 2023-24 budget for Camarillo and Oxnard Airports; and Camarillo Roads and Lighting Enterprise Fund, as attached, and recommend approval of the Board of Supervisors.

**Discussion:**

From a budget perspective looking forward, DOA has prepared a budget with a conservative approach that anticipates impacts to revenues received from tenant leases and other fee related sources.

In summary, the FY 2023-24 proposed budget funds airport operations, on-going and previously planned and funded capital improvements, and projects a reasonable cash balance. The budget provides the funds necessary to maintain and improve the airports within the guidelines and policies followed by the DOA. The Airport Enterprise Fund (AEF) expects to maintain a reserve balance equal to at least 12 months of operating expenses throughout the year. As such, the Department is examining increased capital investment in key areas of both airports to ensure budget units are well maintained and avoid unexpected costs as infrastructure ages.

This budget represents a continued effort by staff to analyze the operating budget through a hybrid “line item” and “zero-based” approach and to integrate the capital budget needs of both airports in a manner sustainable through the currently approved rent and fee schedule.

- The revenue section shows an increase in property and investment revenue. The property revenue increases are primarily due to new leases in the business park at Camarillo Airport, leases in the airside of the airports, and rate adjustments to

various leaseholds. Other revenue sources such as percentage rent and miscellaneous fees continue to perform to the current year's level.

- Camarillo Airport is projected to realize a gain during the fiscal year.
- While Oxnard Airport currently projects an operating loss (excluding depreciation), the Department is actively seeking development and redevelopment proposals for two airside parcels.
- The Enterprise Fund E300 is projected to realize a gain during the fiscal year.
- The DOA anticipates being staffed at 38 FTE's.

The budget book is divided into sections for purposes of review, as follows:

**TAB #1: "Camarillo/Oxnard Combined":**

1. A cash flow analysis for the five-year period July 1, 2023 – June 30, 2028, supports the FY 2023-24 budget as sustainable with an estimated \$19,000,000 cash balance that would begin with the new fiscal year. The highlights are as follows:
  - a. Depreciation is excluded in the cash flow calculation since it is not a true cash expense.
  - b. Reserve levels beginning FY 2023-24 are \$19 million and \$18 million beginning FY 2024-25, which are sustainable. These levels are expected to decrease as the DOA completes capital projects in the coming years. However, this excludes new revenue from new development leases. A large part of the Department's projects are grant based, and therefore, much of the grant-related expenditures will be reimbursed, if within FAA guidelines. However, reserve levels remain adequate to provide a sufficient cash base for planned operations and other capital projects. The target/projected reserve level can be adjusted by adding or subtracting projects in the Capital Improvement Plan (CIP).
2. The FY 2023-24 Preliminary Budget depicts the proposed budget's impact on operating expenditures compared to the current year's Adopted Budget.
3. The "Operating Gain" without depreciation for operating the DOA is \$219,561.
4. Line-item budgets depict all non-capital expenses and revenues. The "Total Expenditures" reflects an amount like the previous adopted budget, however it reflects projected performance-based salary increases, safety retirement for Airport Operations Officers, and other labor expense associated costs.

5. The Department of Airports is an Enterprise Fund. As such, all operating costs are derived from airport operations. No funding is received from County funds, taxes, or outside loans.

**TAB #2: “Camarillo”:**

1. Camarillo’s “Operating Gain” without depreciation is positive at \$1,010,186. Please note that Camarillo Airport administrative salaries and benefits are allocated 90% to Camarillo administration and 10% to Oxnard administration to present a more realistic picture of the costs for each airport.
2. Services and supplies budget, reflects an decrease of 0.9%, this is primarily due to an effort to continue to maintain airport costs concurrent with prior year estimates.
3. Camarillo administration, operations, and maintenance sub-budgets are also found in this section for a more detailed listing of expenditures and revenue.

**TAB #3: “Oxnard”:**

1. Oxnard’s “Operating Loss” without depreciation is \$790,625. A decrease to 10% of salaries and benefits from DOA administration are allocated to Oxnard Airport to give a truer picture of costs.
2. Salaries and benefits decreased by \$189,569, primarily due to the percent transfer decrease from CMA Administration personnel costs.
3. Services and supplies budget increased \$378,503 mainly due to extensive security fencing replacement maintenance at the airport, PFAS cost recovery remediation, and hangar structural repairs.
4. Oxnard administration, operations, and maintenance sub-budgets are also found in this section for a more detailed listing of expenditures and revenue.

**TAB #4: “Capital”:**

This budget is for capital expenses and revenue associated with federal and state grants and non-grant projects. The “Net Cost” of proposed projects is \$1,971,415. The projects are listed for your review on two tables and are consistent with the DOA’s five-year Capital Improvement Plan. The Department of Airports is an Enterprise Fund. As such, all operating costs are derived from airport operations. No funding is received from County funds, constituent taxes or fees, or outside loans.

Highlights of the capital budget are:

1. For Camarillo the grant eligible project scheduled for Camarillo Airport includes a final design for the 2026 runway and taxiway reconstruction. Non-grant eligible projects are unplanned for FY 2023-24. Project costs are estimated to be

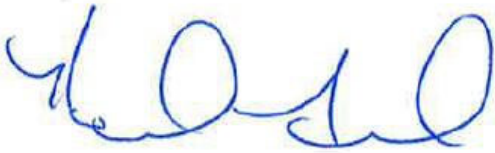
\$4,067,151. Anticipated grant revenue to cover those costs is \$3,810,436. Financing is available within the Airports enterprise fund to cover net cost.

2. For Oxnard, The grant eligible projects anticipated for Oxnard airport include the reconstruction of Taxiway F and the Air Traffic Control Tower facility assessment. Project costs are estimated to be \$15,150,000. Anticipated grant revenue to cover those costs is \$13,785,000. Financing is available within the Airports enterprise fund to cover net cost.

**TAB #5: "Camarillo Roads and Lighting":**

Otherwise known as the Camarillo Utility Enterprise (CUE), this budget is for the maintenance of streets, street lighting and storm drains at the Camarillo Airport. The budget is funded through assessments to the eight owners of developed property on the airport campus, of which the DOA represents a share of approximately 66%. The CUE project schedule has no new projects scheduled for this fiscal year.

Staff realizes that there is a tremendous amount of information in the budget, and we have tried to organize it in a way that makes it accessible for discussion. Please feel free to contact Jamal Ghazaleh at 388-4207 or me at 388-4200 should you have any questions.



KEITH FREITAS, A.A.E., C.A.E.  
Director of Airports

Exhibit 1 – Proposed FY 2023-24 Budget



FY 2023-24

# PROPOSED BUDGET

MAY 11, 2023



**FY 2023-24 PRELIMINARY BUDGET  
(BASE + SUPPLEMENTAL + RESTORATION)**

**AGENCY/DEPARTMENT: AIRPORTS  
BUDGET UNIT TITLE: AIRPORTS - CAMARILLO AND OXNARD**

**FUND NO: E300  
DIVISIONS: 5000 & 5020**

	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET		
<b>APPROPRIATIONS</b>						
SALARIES AND EMPLOYEE BENEFITS	3,037,925	<b>4,228,290</b>	3,865,857	<b>4,651,089</b>	10.0%	422,800
SERVICES AND SUPPLIES	1,876,874	<b>3,749,324</b>	3,959,396	<b>4,101,352</b>	9.4%	352,028
DEPRECIATION EXPENSE	1,821,578	<b>1,811,282</b>	1,777,744	<b>1,664,291</b>	-8.1%	(146,991)
OTHER CHARGES (LOAN, CUE & UNCOLLECTABLE A/R)	3,526	<b>44,958</b>	22,458	<b>20,344</b>	-54.7%	(24,614)
FIXED ASSETS	202,447	<b>83,000</b>	495,384	-	0.0%	(83,000)
OTHER FINANCING USES	46,260	-	46,260	-		-
<b>TOTAL APPROPRIATIONS</b>	<b>6,988,610</b>	<b>9,916,853</b>	<b>10,167,099</b>	<b>10,437,076</b>	<b>5.2%</b>	<b>520,223</b>
<b>REVENUE</b>						
LICENSES, PERMITS & FRANCHISE	32,287	<b>35,446</b>	64,194	<b>58,091</b>	63.9%	22,645
FINES, FORFEITURES & PENALTY	16,536	<b>27,216</b>	10,488	<b>11,930</b>	-56.2%	(15,286)
REV-USE OF MONEY & PROPERTY	7,781,849	<b>8,611,037</b>	8,490,254	<b>8,884,958</b>	3.2%	273,921
INTERGOVERNMENTAL REVENUE	-	-	-	-	0.0%	-
CHARGES FOR SERVICES	-	-	-	-		-
MISCELLANEOUS REVENUES	173,712	<b>38,065</b>	75,132	<b>52,367</b>	37.6%	14,302
GAIN/LOSS DISPOSAL OF FIXED ASSET	3,874	-	-	-		-
RESIDUAL EQUITY TRANSFER IN	-	-	-	-		-
<b>TOTAL REVENUE</b>	<b>8,008,258</b>	<b>8,711,764</b>	<b>8,640,068</b>	<b>9,007,346</b>	<b>3.4%</b>	<b>295,582</b>
<b>OPERATING GAIN/(LOSS)</b>	<b>1,019,648</b>	<b>(1,205,089)</b>	<b>(1,527,032)</b>	<b>(1,429,730)</b>	<b>18.6%</b>	<b>(224,641)</b>
<b>OPERATING GAIN/(LOSS) WITHOUT DEPRECIATION</b>	<b>2,843,183</b>	<b>606,193</b>	<b>250,712</b>	<b>219,561</b>	<b>-63.8%</b>	<b>(386,632)</b>
<b>POSITION SUMMARY</b>						
FTE POSITIONS	32	<b>34</b>	36	<b>36</b>		
AUTH POSITIONS	32	<b>34</b>	36	<b>36</b>		

#### BUDGET UNIT DESCRIPTION:

This budget is a roll-up for the administration, operations and maintenance departments of the Oxnard and Camarillo Airports combined. The combined budgets provide for all the services required to operate both airports separately from capital expenditures or Camarillo Roads & Lighting, budgets for which are provided in separate tabs of this document. Ventura County's airports each provide general aviation services to Ventura County and contribute to the local economy. According to a 2019 analysis of economic benefits attributable to the combined airport system, Ventura County's airports annually provide a total of \$281 million in total economic impact, over 2,000 jobs, and \$134 million in payroll, and over 75 businesses currently thrive within our two airports' boundaries. In 2020, the total contribution to State, Local, and School Tax revenues from airport business activity topped \$13 million.

The Department of Airports also strongly advocates, including the allocation of funds and staff time, for public engagement, voluntary programs to reduce noise exposure over residential areas, and inclusion of surrounding populations that speak Spanish or Mixteco. The Department of Airports also provides support for youth educational programs and the annual Wings Over Camarillo Air Show at Camarillo Airport.

#### BUDGET DISCUSSION:

The FY 2023-24 Preliminary Budget reflects an increased amount of \$520K in appropriations when compared to the prior year's Adopted Budget. Revenue of \$8,885K is an increase of \$295K from prior year's Adopted Budget. The airports are projected to have a net operating gain before depreciation of \$220K.

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISIONS:	5000 & 5020	OXNARD & CAMARILLO AIRPORTS

## OXNARD/CAMARILLO AIRPORTS

OBJECT DESCRIP	DEPT OBJECT CODE	REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
REGULAR SALARIES	1101		1,759,786	2,662,986	2,344,558	2,897,042	234,056	8.8%	-	-	2,897,042
EXTRA HELP	1102		8,038	-	5,446	-	-	-	-	-	-
OVERTIME	1105		84,531	50,960	111,674	86,026	35,066	68.8%	-	-	86,026
SUPPLEMENTAL PAYMENTS	1106		80,913	82,229	86,745	109,518	27,289	33.2%	-	-	109,518
TERM/LONGEV/	1107		78,929	26,205	36,544	57,727	31,522	120.3%	-	-	57,727
CALLBACK	1108		1,230	2,600	8,453	2,582	(18)	-0.7%	-	-	2,582
RETIREMENT CONTRIBUTION	1121		397,382	511,097	471,476	545,201	34,104	6.7%	-	-	545,201
OASDI CONTRIBUTION	1122		98,183	145,480	125,362	149,731	4,251	2.9%	-	-	149,731
FICA-MEDICARE	1123		29,807	40,418	37,815	42,918	2,500	6.2%	-	-	42,918
SAFE HARBOR	1124		-	184	-	-	(184)	-100.0%	-	-	-
457 SUPPLEMENTAL RETIREMENT PLAN	1130		362	-	241	-	-	-	-	-	-
GROUP INSURANCE	1141		376,638	496,576	465,852	503,171	6,595	1.3%	-	-	503,171
LIFE INS DEP	1142		1,121	1,508	1,339	1,480	(28)	-1.9%	-	-	1,480
STATE UNEMPLOYMENT INS	1143		4,914	4,192	5,073	5,084	892	21.3%	-	-	5,084
MGMT DISABILITY	1144		4,850	5,982	6,901	8,383	2,401	40.1%	-	-	8,383
MEDICAL INSURANCE SURCHARGE	1146		18,555	-	-	-	-	-	-	-	-
WORKER'S COMPENSATION INS	1165		83,932	162,748	126,952	201,191	38,443	23.6%	-	-	201,191
401K PLAN	1171		15,206	45,125	39,683	51,036	5,911	13.1%	-	-	51,036
SALARY & EMPL BENEFITS CURR YR ADJ INCF	1991		260,164	432,074	187,069	241,431	(190,643)	-44.1%	-	-	241,431
S&EB CURR YEAR ADJUST DEC	1992		(260,164)	(432,074)	(188,873)	(241,431)	190,643	-44.1%	-	-	(241,431)
CAPITALIZED LABOR ALLOCATION	1994		(6,453)	(10,000)	(6,453)	(10,000)	-	0.0%	-	-	(10,000)
TOTAL SALARIES AND EMPLOYEE BEN	1000		3,037,925	4,228,290	3,865,857	4,651,089	422,800	10.0%	-	-	4,651,089
			3,037,925	4,228,290	3,865,857	4,651,089					4,651,089
AGRICULTURAL	2011		17,202	49,160	22,686	49,160	-	0.0%	-	-	49,160
CLOTHING & PERSONAL SUPPLIES	2021		4,248	22,731	17,163	22,731	(0)	0.0%	-	-	22,731
UNIFORM ALLOWANCE	2022		7,132	11,200	11,200	17,500	6,300	56.3%	-	-	17,500
COMMUNICATIONS	2031		19,362	1,000	17,717	13,100	12,100	1210.0%	-	-	13,100
VOICE DATA ISF	2032		50,559	47,631	58,026	48,898	1,267	2.7%	-	-	48,898
RADIO COMMUNICATIONS ISF	2033		8,225	8,225	9,021	12,590	4,365	53.1%	-	-	12,590
JANITORIAL SUPPLIES	2054		615	4,615	5,341	5,015	400	8.7%	-	-	5,015
OTHER HOUSEHOLD EXPENSE	2056		55,770	60,952	47,973	60,952	-	0.0%	-	-	60,952
HAZ MAT DISPOSAL - ISF	2057		10,660	11,105	7,155	11,105	-	0.0%	-	-	11,105
HOUSEKEEPING GROUNDS ISF	2058		632	-	632	-	-	-	-	-	-
GENERAL INSUR ALLOC ISF	2071		58,046	58,025	179,785	319,723	261,698	451.0%	-	-	319,723
EQUIPMENT MAINTENANCE	2101		21,285	73,300	25,168	50,944	(22,356)	-30.5%	-	-	50,944
MAINTENANCE SUPPLIES	2104		35,090	76,100	62,000	79,404	3,304	4.3%	-	-	79,404
MAINTENANCE SUPPLIES	2111		62,512	42,100	36,500	42,100	-	0.0%	-	-	42,100
BUILDINGS & IMPROVE MAINT	2112		102,864	1,146,800	1,027,757	711,800	(435,000)	-37.9%	-	-	711,800



## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

<b>FUND:</b>	<b>E300</b>	<b>AIRPORT ENTERPRISE</b>
<b>DIVISIONS:</b>	<b>5000 &amp; 5020</b>	<b>OXNARD &amp; CAMARILLO AIRPORTS</b>

## OXNARD/CAMARILLO AIRPORTS

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
FACIL/MATLS SQ FT ALLOC-ISF	2114		408	962	960	983	21	2.2%		-	983
FACILITIES PROJECTS ISF	2115		86,755	-	23,572	-	-			-	-
MEDICAL LAB & SUPPLIES	2121		-	1,030	4,550	10,180	9,150	888.3%		-	10,180
MEMBERSHIPS & DUES	2131		7,924	10,994	9,194	11,269	275	2.5%		-	11,269
COST ALLOC PLAN	2158		71,514	71,514	74,582	89,044	17,530	24.5%		-	89,044
MISCELLANEOUS EXPENSE	2159		66,071	73,355	56,059	98,506	25,151	34.3%		-	98,506
OFFICE SUPPLIES	2161		8,259	4,585	4,543	4,585	-	0.0%		-	4,585
PRINTING AND BINDING NON ISF	2162		2,904	14,152	5,343	14,152	-	0.0%		-	14,152
BOOKS & PUBLICATIONS	2163		610	2,460	1,750	2,460	-	0.0%		-	2,460
MAIL CENTER ISF	2164		5,368	6,354	6,354	5,547	(807)	-12.7%		-	5,547
PURCHASING CHARGES - ISF	2165		12,712	12,661	12,920	13,101	440	3.5%		-	13,101
GRAPHICS CHARGES ISF	2166		1,805	1,000	1,000	1,000	-	0.0%		-	1,000
COPY MACHINE CHARGES - ISF	2167		7,343	10,483	5,242	6,565	(3,918)	-37.4%		-	6,565
STORES ISF	2168		4,904	680	680	727	47	6.9%		-	727
MISC. OFFICE EXPENSE	2179		-	1,615	1,615	2,215	600	37.2%		-	2,215
ATTORNEY SVCS	2185		94,830	57,000	67,000	57,000	-	0.0%		-	57,000
COLLECTION & BILLING SVCS	2191		12,738	-	-	13,000	13,000			-	13,000
TEMPORARY HELP	2192		-	-	54,876	56,275	56,275			-	56,275
MARKETING & ADVERTISING	2193		1,221	30,500	17,860	40,500	10,000	32.8%		-	40,500
OTHER MEDICAL SERVICES	2195		-	-	120	-	-			-	-
CONTRIB & GRANTS TO NON GOVT AGENCIES	2196		-	-	4,000	-	-			-	-
OTHER PROF AND SPEC FEES	2199		268,480	953,814	1,102,941	1,123,815	170,001	17.8%		-	1,123,815
EMPLOYEE HEALTH SERVICES	2201		2,847	13,243	11,994	13,243	-	0.0%		-	13,243
INFORMATION TECH ISF	2202		56,201	46,677	52,846	73,528	26,851	57.5%		-	73,528
GEO INF SYS ISF	2203		922	922	1,014	1,823	901	97.7%		-	1,823
PUBLIC WORKS ISF CHARGES	2205		44,750	117,500	120,717	117,500	-	0.0%		-	117,500
SPECIAL SERVICES ISF	2206		1,183	596	976	833	237	39.8%		-	833
PUBLIC AND LEGAL NOTICES	2221		-	3,116	1,708	3,116	-	0.0%		-	3,116
RENT & LEASE EQUIP NON CNTY	2231		48,331	38,000	50,459	43,000	5,000	13.2%		-	43,000
COMPUTER EQUIP <5000	2261		3,436	22,147	18,769	31,447	9,300	42.0%		-	31,447
FURN AND FIXTURES <5000	2262		1,833	33,300	40,800	33,300	-	0.0%		-	33,300
INSTALL ELEC EQP ISF	2263		-	2,448	1,230	2,448	-	0.0%		-	2,448
MINOR EQUIPMENT	2264		-	9,450	3,371	4,500	(4,950)	-52.4%		-	4,500
LIBRARY BOOKS AND PUBS	2271		-	610	200	610	-	0.0%		-	610
TRAINING ISF	2272		-	1,700	1,125	1,700	-	0.0%		-	1,700
ED TRAIN CONF SEM	2273		12,608	16,300	23,810	22,300	6,000	36.8%		-	22,300
PRIVATE VEHICLE MILEAGE	2291		6,482	16,538	7,160	12,992	(3,546)	-21.4%		-	12,992
TRAVEL EXPENSE	2292		10,448	72,975	77,696	93,900	20,925	28.7%		-	93,900
GAS AND DIESEL FUEL NON ISF	2294		9,231	5,088	8,458	5,088	-	0.0%		-	5,088

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISIONS:	5000 & 5020	OXNARD & CAMARILLO AIRPORTS

## OXNARD/CAMARILLO AIRPORTS

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
GAS AND DIESEL FUEL ISF	2301		40,512	36,466	44,322	47,878	11,412	31.3%		-	47,878
TRANSPORTATION CHARGES ISF	2302		76,535	89,242	68,914	119,068	29,826	33.4%		-	119,068
TRANSPORTATION WORK ORDER	2304		92,491	-	65,658	84,823	84,823			-	84,823
TRANSPORT-NON UNIFORM GDNC	2305		-	-	-	3,784	3,784			-	3,784
UTILITIES	2311		361,016	356,903	374,884	388,525	31,622	8.9%		-	388,525
TOTAL SERVICES AND SUPPLIES	2000		1,876,874	3,749,324	3,959,396	4,101,352	352,028	9.4%		-	4,101,352
			1,876,874	3,749,324	3,959,396	4,101,352	352,028			-	4,101,352
TAXES AND ASSESSMENTS - CUE	3571		3,526	4,958	4,958	5,344	386	7.8%		-	5,344
DEPRECIATION EXPENSE	3611		1,821,578	1,811,282	1,777,744	1,664,291	(146,991)	-8.1%		-	1,664,291
BAD DEBTS	3711		-	35,000	17,500	30,000	(5,000)	-14.3%		-	30,000
CONTRIB TO OUTSIDE AGENCIES	3811		-	5,000	-	-	(5,000)	-100.0%		-	-
TOTAL OTHER CHARGES	3000		1,825,104	1,856,240	1,800,202	1,699,635	(156,605)	-8.4%		-	1,699,635
			1,825,104	1,856,240	1,800,202	1,699,635	(156,605)			-	1,699,635
BUILDINGS AND IMPROVEMENTS	4111		188,947	-	-	-	-			-	-
EQUIPMENT	4601		13,500	83,000	495,384	-	(83,000)	-100.0%		-	-
TOTAL FIXED ASSETS	4000		202,447	83,000	495,384	-	(83,000)	-100.0%		-	-
			202,447	83,000	495,384	-	(83,000)			-	-
TRANSFERS OUT TO OTHER FUNDS	5111		46,260	-	46,260	-	-			-	-
CONTRIB TO OTHER FUNDS	5118		-	-	-	-	-			-	-
TOTAL OTHER FINANCING USES	5000		46,260	-	46,260	-	-			-	-
TOTAL EXPENDITURES			6,988,610	9,916,853	10,167,099	10,452,076	535,223	5.4%		-	10,452,076
			6,988,610	9,916,853	10,167,099	10,452,076	535,223			-	10,452,076
COMM'L ACTIVITY PERMIT	8771		24,817	33,548	63,322	57,344	23,796	70.9%		-	57,344
SPECIAL USE PERMIT	8772		7,470	1,898	872	747	(1,151)	-60.6%		-	747
TOTAL-LICENSES, PERMITS & FRANCHISE	8700		32,287	35,446	64,194	58,091	22,645	63.9%		-	58,091
			32,287	35,446	64,194	58,091				-	5,201
VEHICLE CODE FINES	8811		707	1,086	448	555	(531)	-48.9%		-	555
FORFEITURES AND PENALTIES	8831		13,218	14,749	(8,425)	11,375	(3,374)	-22.9%		-	11,375

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISF
DIVISIONS:	5000 & 5020	OXNARD & CAMARILLO AIRPORTS

## OXNARD/CAMARILLO AIRPORTS

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
TOTAL FINES, FORFEITURES & PENALTY	8800		13,925 13,925	15,835 15,835	(7,977) (7,977)	11,930 11,930	(3,905) (3,905)	-24.7% -24.7%		-	11,930 11,930
INVESTMENT INCOME	8911		52,970	51,804	129,412	147,385	95,581	184.5%		-	147,385
COUNTY OWNED HANGARS	8931	COHG	1,134,399	1,378,807	1,363,086	1,307,394	(71,413)	-5.2%		-	1,307,394
PERCENTAGE RENT	8931	FLGT	2,407,403	2,586,852	2,648,843	2,677,962	91,110	3.5%		-	2,677,962
FUEL FLOWAGE FEES	8931	FUEL	341,630	307,993	348,107	349,839	41,846	13.6%		-	349,839
LANDING FEES	8931	LNDG	145,520	141,834	146,018	149,546	7,712	5.4%		-	149,546
LEASE PERCENTAGE RENT	8931	PCNT	295,801	313,398	249,595	276,043	(37,355)	-11.9%		-	276,043
AUTO PARKING FEES	8931	PRKG	5,945	9,952	8,616	11,307	1,355	13.6%		-	11,307
PRIVATE HANGARS	8931	PRVT	495,795	564,231	562,250	560,534	(3,697)	-0.7%		-	560,534
LEASE RENT	8931	RENT	2,765,026	3,068,545	2,900,055	3,268,617	200,072	6.5%		-	3,268,617
TIEDOWNS	8931	TIED	129,849	180,627	134,272	134,023	(46,604)	-25.8%		-	134,023
TRANSIENT FEES	8931	TRAN	7,511	6,994	-	2,308	(4,686)	-67.0%		-	2,308
ROYALTIES	8951		-	-	-	-	-	-		-	-
TOTAL REV-USE OF MONEY & PROPERTY	8900		7,781,849 7,781,849	8,611,037 8,611,037	8,490,254 8,490,254	8,884,958 8,884,958	273,921 273,921	3.2%		-	8,884,958 8,884,958
STATE DISASTER RELIEF	9191		-	-	-	-	-	-		-	-
STATE SB90	9253		-	-	-	-	-	-		-	-
FEDERAL OTHER	9351		-	-	-	-	-	-		-	-
FEDERAL AID COVID 19	9352		-	-	-	-	-	-		-	-
TOTAL INTERGOVERNMENTAL REVENUE	9000		-	-	-	-	-	-		-	-
INDIRECT COST RECOVERY	9731		-	-	-	-	-	-		-	-
TOTAL CHARGES FOR SERVICES			-	-	-	-	-	-		-	-
HAZ MAT COLLECTIONS	9618		25,000	-	-	-	-	-		-	-
NSF CHECK CHG	9707		125	-	-	-	-	-		-	-
LIABILITY INSURANCE	9718		-	-	2,876	-	-	-		-	-
BAD DEBTS RECOVERY	9773		-	-	-	-	-	-		-	-
MISCELLANEOUS REVENUE	9790		148,587	38,065	72,256	52,367	14,302	37.6%		-	52,367
TOTAL MISCELLANEOUS REVENUES	9700		173,712 173,712	38,065 38,065	75,132 75,132	52,367 52,367	14,302	37.6%		-	52,367
GAIN/LOSS DISPOSAL OF FIXED ASSET	9822		-	-	-	-	-	-		-	-



## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISIONS:	5000 & 5020	OXNARD & CAMARILLO AIRPORTS

## OXNARD/CAMARILLO AIRPORTS

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
TOTAL SALE OF FIXED ASSETS	9800		-	-	-	-	-	-	-	-	-
RESIDUAL EQUITY TRANSFER IN	9911		-	-	-	-	-	-	-	-	-
TOTAL RESIDUAL EQUITY TRANSFERS	9900		-	-	-	-	-	-	-	-	-
TOTAL REVENUE			8,010,215	8,711,764	8,640,068	9,007,346	295,582	3.4%	-	-	9,007,346
			8,010,215	8,711,764	8,640,068	9,007,346	295,582				9,007,346
OPERATING GAIN/(LOSS)			1,021,605	(1,205,089)	(1,527,032)	(1,444,730)	(239,641)	19.9%	-	-	(1,444,730)
			1,021,605	(1,205,089)	(1,527,032)	(1,444,730)	(239,641)				(1,444,730)
OPERATING GAIN/(LOSS) WITHOUT DEPRECIATION			2,843,183	606,193	250,712	219,561	(386,632)	-63.8%			219,561

**FY 2023-24 PRELIMINARY BUDGET  
(BASE + SUPPLEMENTAL+ RESTORATION)**

**AGENCY/DEPARTMENT: AIRPORTS  
BUDGET UNIT TITLE: CAMARILLO AIRPORT**

**FUND NO: E300  
DIVISION NO: 5020**

	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET		
APPROPRIATIONS						
SALARIES AND EMPLOYEE BENEFITS	2,094,478	2,958,940	2,988,417	3,571,308	20.7%	612,368
SERVICES AND SUPPLIES	1,348,268	2,861,801	2,799,923	2,835,326	-0.9%	(26,475)
DEPRECIATION EXPENSE	931,512	928,772	895,224	860,985	-7.3%	(67,787)
OTHER CHARGES (LOAN, CUE ASSESSMENT & UNCOLLECTABLE A/R)	3,526	29,958	19,958	20,344	-32.1%	(9,614)
FIXED ASSETS	188,947	46,000	307,198	-		(46,000)
OTHER FINANCING USES	46,260	-	46,260	-		-
TOTAL APPROPRIATIONS	4,612,992	6,825,471	7,056,980	7,287,963	6.8%	462,492
REVENUE						
LICENSES, PERMITS & FRANCHISE	27,599	32,758	58,574	52,890	61.5%	20,132
FINES, FORFEITURES & PENALTY	9,695	18,482	7,084	7,101	-61.6%	(11,381)
REV-USE OF MONEY & PROPERTY	6,480,069	7,035,576	6,928,743	7,330,508	4.2%	294,932
INTERGOVERNMENTAL REVENUE	-	-	-	-		-
CHARGES FOR SERVICES	-	-	-	-		-
MISCELLANEOUS REVENUES	166,921	32,852	65,724	46,665	42.0%	13,813
OTHER FINANCING SOURCES	3,874	-	-	-		-
RESIDUAL EQUITY TRANSFER IN	-	-	-	-		-
TOTAL REVENUE	6,688,158	7,119,668	7,060,125	7,437,164	4.5%	317,496
OPERATING GAIN/(LOSS)	2,075,166	294,197	3,145	149,201	-49.3%	(144,996)
OPERATING GAIN/(LOSS) WITHOUT DEPRECIATION	3,006,678	1,222,969	898,369	1,010,186	-17.4%	(212,783)
POSITION SUMMARY						
FTE POSITIONS	23	25	28	28		
AUTH POSITIONS	23	25	28	28		

#### BUDGET UNIT DESCRIPTION:

This budget provides for the ongoing administration, operation and maintenance of the Camarillo Airport. More than 400 airplanes are permanently based at Camarillo Airport and in 2022 there were nearly 200,000 takeoffs and landings.

Camarillo Airport also contributes significantly to the local economy. According to a 2019 analysis of economic benefits, Camarillo Airport annually provides a total of \$230 million in total economic impact, over 1,764 jobs, and \$115 million in payroll, and is home to over 60 thriving businesses. Camarillo Airport's business park adds significantly to the revenues of the enterprise fund, which benefits the Department's entire budget and viability as a whole.

#### BUDGET DISCUSSION:

The FY 2023-24 Preliminary Budget reflects an increase of \$462K in appropriations from the prior year's Adopted Budget mostly attributable to the three new positions budgeted to be added in the latter part of FY 2022-23. FY 2023-24 includes those positions budgeted for the full year. Additionally, 5.5% COL increase was added for all positions. Revenue of \$7,437K is an increase of \$317K from the prior year's Adopted Budget. Camarillo airport is projected to have a net operating gain before depreciation of \$1,010K, a decrease of \$213K compared to prior year's Adopted Budget.

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISION:	5020	CAMARILLO AIRPORT

## CAMARILLO AIRPORT

OBJECT DESCRIP	CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
REGULAR SALARIES	1101		1,412,210	2,184,170	1,966,483	2,423,076	238,906	10.9%	-	-	2,423,076
EXTRA HELP	1102		8,038	-	5,446	-	-	-	-	-	-
OVERTIME	1105		46,291	19,760	79,074	53,006	33,246	168.2%	-	-	53,006
SUPPLEMENTAL PAYMENTS	1106		49,166	65,594	62,657	85,430	19,836	30.2%	-	-	85,430
TERM/LONGEV/	1107		73,908	26,205	35,703	52,707	26,502	101.1%	-	-	52,707
CALLBACK	1108		2,614	2,600	2,549	2,582	(18)	-0.7%	-	-	2,582
RETIREMENT CONTRIBUTION	1121		280,640	378,780	374,462	424,894	46,114	12.2%	-	-	424,894
OASDI CONTRIBUTION	1122		85,248	129,955	111,543	132,760	2,805	2.2%	-	-	132,760
FICA-MEDICARE	1123		23,264	32,735	31,343	35,326	2,591	7.9%	-	-	35,326
SAFE HARBOR	1124		-	184	-	-	(184)	-100.0%	-	-	-
457 SUPPLEMENTAL RETIREMENT PLAN	1130		362	-	241	-	-	-	-	-	-
GROUP INSURANCE	1141		275,595	382,008	367,524	398,143	16,135	4.2%	-	-	398,143
LIFE INS DEP	1142		817	1,188	1,034	1,160	(28)	-2.4%	-	-	1,160
STATE UNEMPLOYMENT INS	1143		3,799	3,396	4,200	4,211	815	24.0%	-	-	4,211
MGMT DISABILITY	1144		4,850	5,982	6,901	8,383	2,401	40.1%	-	-	8,383
MEDICAL INS SURCHARGE	1146		18,555	-	-	-	-	-	-	-	-
WORKER'S COMPENSATION INS	1165		66,823	131,306	101,678	156,799	25,493	19.4%	-	-	156,799
401K PLAN	1171		8,916	37,151	34,709	44,262	7,111	19.1%	-	-	44,262
SALARY & EMPL BENEFITS CURR YR ADJ INCR	1991		-	-	(1,804)	-	-	-	-	-	-
S&EB CURR YEAR ADJUST DEC	1992		(260,164)	(432,074)	(188,873)	(241,431)	190,643	-44.1%	-	-	(241,431)
CAPITALIZED LABOR DECREASE	1994		(6,453)	(10,000)	(6,453)	(10,000)	-	0.0%	-	-	(10,000)
TOTAL SALARIES AND EMPLOYEE BEN	1000		2,094,478 2,094,478	2,958,940 2,958,940	2,988,417 2,988,417	3,571,308 3,571,308	612,368	20.7%	-	-	3,571,308
AGRICULTURAL	2011		11,749	44,780	17,775	44,780	-	0.0%	-	-	44,780
CLOTHING AND PERSONAL SUPPLIES	2021		2,565	11,040	6,950	11,040	(0)	0.0%	-	-	11,040
UNIFORM ALLOWANCE	2022		3,932	4,000	4,000	4,000	-	0.0%	-	-	4,000
COMMUNICATIONS	2031		19,362	500	17,717	12,600	12,100	2420.0%	-	-	12,600
VOICE DATA ISF	2032		46,088	44,697	52,633	44,355	(342)	-0.8%	-	-	44,355
RADIO COMMUNICATIONS ISF	2033		1,274	1,274	1,592	2,601	1,327	104.2%	-	-	2,601
JANITORIAL SUPPLIES	2054		615	2,300	2,941	2,300	-	0.0%	-	-	2,300
OTHER HOUSEHOLD EXPENSE	2056		5,351	18,990	6,011	18,990	-	0.0%	-	-	18,990
HAZARDOUS MATERIAL DISPOSAL	2057		6,825	8,930	4,980	8,930	-	0.0%	-	-	8,930
HOUSEKEEPING GROUNDS - ISF	2058		632	-	632	-	-	-	-	-	-
GENERAL INSUR ALLOCATION ISF	2071		37,730	48,632	106,158	268,013	219,381	451.1%	-	-	268,013
EQUIPMENT MAINTENANCE	2101		16,237	51,500	16,172	29,144	(22,356)	-43.4%	-	-	29,144
MAINTENANCE SUPPLIES	2104		27,685	34,500	34,500	34,500	-	0.0%	-	-	34,500
BUILDING SUPPLIES	2111		47,436	24,500	24,500	24,500	-	0.0%	-	-	24,500
BUILDING IMPRV MAINT	2112		76,884	859,000	772,300	474,000	(385,000)	-44.8%	-	-	474,000
FACIL/MATLS SQ FT	2114		408	410	408	431	21	5.1%	-	-	431
FACILITIES PROJECTS ISF	2115		86,755	-	23,572	-	-	-	-	-	-
MED LAB SUPPL	2121		-	380	3,000	5,180	4,800	1263.2%	-	-	5,180
MEMBERSHIPS & DUES	2131		7,049	8,999	8,099	9,274	275	3.1%	-	-	9,274

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISION:	5020	CAMARILLO AIRPORT

## CAMARILLO AIRPORT

OBJECT DESCRIP	CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
COST ALLOC PLAN	2158		49,736	49,736	47,368	62,957	13,221	26.6%	-	-	62,957
MISCELLANEOUS EXPENSE	2159		37,107	28,382	28,383	51,921	23,539	82.9%	-	-	51,921
OFFICE SUPPLIES	2161		8,259	4,525	4,500	4,525	-	0.0%	-	-	4,525
PRINTING AND BINDING NON ISF	2162		2,904	11,252	5,343	11,252	-	0.0%	-	-	11,252
BOOKS & PUBLICATIONS	2163		610	1,860	1,250	1,860	-	0.0%	-	-	1,860
MAIL CENTER ISF	2164		5,368	6,354	6,354	5,547	(807)	-12.7%	-	-	5,547
PURCHASING CHARGES - ISF	2165		9,260	9,199	9,472	9,100	(99)	-1.1%	-	-	9,100
GRAPHICS - ISF	2166		1,511	1,000	1,000	1,000	-	0.0%	-	-	1,000
COPY MACHINE CHARGES - ISF	2167		7,343	10,483	5,242	6,565	(3,918)	-37.4%	-	-	6,565
STORES - ISF	2168		4,904	680	680	680	-	0.0%	-	-	680
MISC. OFFICE EXPENSE	2179		-	1,615	1,615	1,615	-	0.0%	-	-	1,615
ATTORNEY SVCS	2185		94,830	57,000	67,000	57,000	-	0.0%	-	-	57,000
COLLECTION & BILLING SVCS	2191		12,738	-	-	13,000	13,000	-	-	-	13,000
MARKETING & ADVERTISING	2193		1,221	30,500	13,000	35,500	5,000	16.4%	-	-	35,500
OTHER PROF AND SPEC FEES	2199		199,725	836,941	785,924	796,941	(40,000)	-4.8%	-	-	796,941
EMPLOYEE HEALTH SERVICES	2201		2,847	9,500	6,568	9,500	-	0.0%	-	-	9,500
INFORMATION TECHNOLOGY ISF	2202		55,589	46,677	52,234	72,890	26,213	56.2%	-	-	72,890
GEO INF SYS ISF	2203		922	922	1,014	1,823	901	97.7%	-	-	1,823
PUBLIC WORKS ISF CHARGES	2205		23,757	111,500	114,717	111,500	-	0.0%	-	-	111,500
SPECIAL SVCS - ISF	2206		1,183	596	976	833	237	39.8%	-	-	833
PUBLICATIONS & LEGAL NOTICES	2221		-	1,708	1,708	1,708	-	0.0%	-	-	1,708
RENT/LEASE EQUIP NON CNTY	2231		46,509	30,800	47,110	35,800	5,000	16.2%	-	-	35,800
COMPUTER EQUIP <5000	2261		3,436	20,947	17,347	29,947	9,000	43.0%	-	-	29,947
FURNITURE/FIXTURES <5000	2262		1,833	32,000	39,500	32,000	-	0.0%	-	-	32,000
INSTALL EQUIPMENT - ISF	2263		-	2,380	1,230	2,380	-	0.0%	-	-	2,380
MINOR EQUIPMENT	2264		-	6,950	2,871	2,000	(4,950)	-71.2%	-	-	2,000
LIB BKS AND PUB	2271		-	610	200	610	-	0.0%	-	-	610
TRAINING ISF	2272		-	1,700	1,125	1,700	-	0.0%	-	-	1,700
EDUC CONF & SEMIN	2273		11,473	15,000	18,815	21,000	6,000	40.0%	-	-	21,000
PRIVATE VEHICLE MILEAGE	2291		5,857	14,138	6,000	10,592	(3,546)	-25.1%	-	-	10,592
TRAVEL EXP	2292		8,569	39,125	38,869	52,050	12,925	33.0%	-	-	52,050
GAS/DIESEL FUEL NON ISF	2294		3,977	5,088	2,985	5,088	-	0.0%	-	-	5,088
GAS AND DIESEL FUEL ISF	2301		28,004	22,063	28,682	33,350	11,287	51.2%	-	-	33,350
TRANS. CHARGES - ISF	2302		52,242	59,438	44,073	69,899	10,461	17.6%	-	-	69,899
TRANSPORTATION WORK ORDER	2304		23,394	-	16,516	25,856	25,856	-	-	-	25,856
TRANSPORT-NON UNIFORM GDNC	2305		-	-	-	2,376	2,376	-	-	-	2,376
UTILITIES - OTHER	2311		244,583	226,700	276,312	258,322	31,622	13.9%	-	-	258,322
TOTAL SERVICES AND SUPPLIES	2000		1,348,268	2,861,801	2,799,923	2,835,326	(26,475)	-0.9%	-	-	2,835,326
			1,348,268	2,861,801	2,799,923	2,835,326					
TAXES AND ASSESSMENTS - CUE	3571		3,526	4,958	4,958	5,344	386	7.8%	-	-	5,344
DEPRECIATION EXPENSE	3611		931,512	928,772	895,224	860,985	(67,787)	-7.3%	-	-	860,985
BAD DEBTS	3711		-	20,000	15,000	15,000	(5,000)	-25.0%	-	-	15,000
CONTRIB TO OUTSIDE AGENCIES	3811		-	5,000	-	-	(5,000)	-100.0%	-	-	-

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISION:	5020	CAMARILLO AIRPORT

## CAMARILLO AIRPORT

OBJECT DESCRIP	CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
TOTAL OTHER CHARGES	3000		935,038	958,730	915,182	881,329	(77,401)	-8.1%		-	881,329
			935,038	958,730	915,182	881,329					
BUILDINGS AND IMPROVEMENTS	4111		188,947	-	-	-	-	-	-	-	-
EQUIPMENT	4601		-	46,000	307,198	-	(46,000)	-100.0%	-	-	-
TOTAL FIXED ASSETS	4000		188,947	46,000	307,198	-	(46,000)	-	-	-	-
			188,947	46,000	307,198	-					
TRANSFERS OUT TO OTHER FUNDS	5111		46,260	-	46,260	-	-	-	-	-	-
CONTRIB TO OTHER FUNDS	5118		-	-	-	-	-	-	-	-	-
TOTAL OTHER FINANCING USES	5000		46,260	-	46,260	-	-	-	-	-	-
			46,260	-	46,260	-					
TOTAL EXPENDITURES			4,612,992	6,825,471	7,056,980	7,287,963	462,492	6.8%			7,287,963
			4,612,992	6,825,471	7,056,980	7,287,963					
COMM'L ACTIVITY PERMIT	8771		22,129	30,860	57,702	52,143	21,283	69.0%	-	-	52,143
SPECIAL USE PERMIT	8772		5,470	1,898	872	747	(1,151)	-60.6%	-	-	747
TOTAL LICENSES & PERMITS	8700		27,599	32,758	58,574	52,890	20,132	61.5%	-	-	52,890
			27,599	32,758	58,574	52,890					
VEHICLE CODE FINES	8811		-	-	-	-	-	-	-	-	-
FORFEITURES AND PENALTIES	8831		9,695	18,482	7,084	7,101	(11,381)	-61.6%	-	-	7,101
TOTAL FINES, FORFEITURES & PENALTY	8800		9,695	18,482	7,084	7,101	(11,381)	-62%	-	-	7,101
			9,695	18,482	7,084	7,101					
INVESTMENT INCOME	8911		52,970	51,804	129,412	147,385	95,581	184.5%	-	-	147,385
COUNTY OWNED HANGARS	8931	COHG	898,891	1,023,931	1,015,551	945,259	(78,672)	-7.7%	-	-	945,259
PERCENTAGE RENT OTHER	8931	FLGT	1,949,736	2,039,171	2,109,014	2,161,865	122,694	6.0%	-	-	2,161,865
FUEL FLOWAGE FEES	8931	FUEL	298,812	265,955	275,883	286,309	20,354	7.7%	-	-	286,309
LANDING FEES	8931	LNDG	124,211	110,806	124,570	127,836	17,030	15.4%	-	-	127,836
LEASE PERCENTAGE RENT	8931	PCNT	140,993	138,923	97,592	124,658	(14,265)	-10.3%	-	-	124,658

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISION:	5020	CAMARILLO AIRPORT

## CAMARILLO AIRPORT

OBJECT DESCRIP	CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
PRIVATE HANGARS	8931	PRVT	412,131	446,097	443,872	441,821	(4,276)	-1.0%	-	-	441,821
LEASE RENT	8931	RENT	2,471,210	2,775,570	2,608,670	2,969,496	193,926	7.0%	-	-	2,969,496
TIEDOWNS	8931	TIED	123,656	176,688	124,180	123,931	(52,757)	-29.9%	-	-	123,931
TRANSIENT FEES	8931	TRAN	7,459	6,631	-	1,948	(4,683)	-70.6%	-	-	1,948
TOTAL REV-USE OF MONEY & PROPERTY	8900		6,480,069	7,035,576	6,928,743	7,330,508	294,932	4.2%	-	-	7,330,508
			6,480,069	7,035,576	6,928,743	7,330,508					
STATE AID - DISASTERS	9191		-	-	-	-	-	-	-	-	-
STATE SB90	9253		-	-	-	-	-	-	-	-	-
FEDERAL OTHER	9351		-	-	-	-	-	-	-	-	-
FEDERAL AID COVID 19	9352		-	-	-	-	-	-	-	-	-
TOTAL INTERGOVERNMENTAL REVENUE	9000		-	-	-	-	-	-	-	-	-
INDIRECT COST RECOVERY	9731		-	-	-	-	-	-	-	-	-
TOTAL CHARGES FOR SERVICES			-	-	-	-	-	-	-	-	-
HAZ MAT COLLECTIONS	9618		25,000	-	-	-	-	-	-	-	-
NSF CHECK CHG	9707		125	-	-	-	-	-	-	-	-
MISCELLANEOUS REVENUE	9790		141,796	32,852	65,724	46,665	13,813	42.0%	-	-	46,665
TOTAL MISCELLANEOUS REVENUES	9700		166,921	32,852	65,724	46,665	13,813	42.0%	-	-	46,665
			166,921	32,852	65,724	46,665	13,813				
TRANSFERS IN FROM OTHER FUNDS	9831		-	-	-	-	-	-	-	-	-
INSURANCE RECOVERIES	9851		3,874	-	-	-	-	-	-	-	-
OTHER FINANCING SOURCES	9800		3,874	-	-	-	-	-	-	-	-
RESIDUAL EQUITY TRANSFER IN	9911		-	-	-	-	-	-	-	-	-
TOTAL RESIDUAL EQUITY TRANSFERS	9900		-	-	-	-	-	-	-	-	-
TOTAL REVENUE			6,688,158	7,119,668	7,060,125	7,437,164	317,496	4.5%	-	-	7,437,164
			6,688,158	7,119,668	7,060,125	7,437,164					
OPERATING GAIN/(LOSS)			2,075,166	294,197	3,145	149,201	(144,996)	-49.3%	-	-	149,201
			2,075,166	294,197	3,145	149,201					
OPERATING GAIN/(LOSS) WITHOUT DEPRECIATION			3,006,678	1,222,969	898,369	1,010,186	212,783	17.4%	-	-	(1,010,186)



## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISION:	5020	CAMARILLO AIRPORT
UNIT:	5021	CAMARILLO AIRPORT - ADMINISTRATION

## CAMARILLO ADMINISTRATION

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
REGULAR SALARIES	1101		869,195	1,443,112	1,257,517	1,612,744	169,632	11.8%			1,612,744
EXTRA HELP	1102		8,038	-	-	-	-	-			-
OVERTIME	1105		664	-	664	664	664	-			664
SUPPLEMENTAL PAYMENTS	1106		32,328	53,146	41,456	62,748	9,602	18.1%			62,748
TERM/LONGEV/	1107		54,432	26,205	23,961	39,196	12,991	49.6%			39,196
CALLBACK	1108		-	-	-	-	-	-			-
RETIREMENT CONTRIBUTION	1121		143,564	241,118	199,428	248,480	7,362	3.1%			248,480
OASDI CONTRIBUTION	1122		58,541	86,812	77,520	96,668	9,856	11.4%			96,668
FICA-MEDICARE	1123		14,236	21,438	19,337	22,999	1,561	7.3%			22,999
SAFE HARBOR	1124		-	184	-	-	(184)	-100.0%			-
457 SUPPLEMENTAL RETIREMENT PLAN	1130		362	-	-	-	-	-			-
GROUP INSURANCE	1141		126,866	198,780	188,429	213,422	14,642	7.4%			213,422
LIFE INS DEP	1142		382	665	531	640	(25)	-3.8%			640
STATE UNEMPLOYMENT INS	1143		2,303	2,225	2,579	2,441	216	9.7%			2,441
MGMT DISABILITY	1144		4,850	5,979	6,901	8,383	2,404	40.2%			8,383
MEDICAL INS SURCHARGE	1146		18,555	-	-	-	-	-			-
WORKER'S COMPENSATION INS	1165		21,468	55,552	42,232	69,440	13,888	25.0%			69,440
401K PLAN	1171		821	25,154	28,178	36,485	11,331	45.0%			36,485
SALARY & EMPL BENEFITS CURR YR ADJ INCR	1991		-	-	(1,804)	-	-	-			-
S&EB CURR YEAR ADJUST DEC	1992		(260,164)	(432,074)	(188,873)	(241,431)	190,643	-44.1%			(241,431)
CAPITALIZED LABOR DECREASE	1994		(6,453)	(10,000)	(6,453)	(10,000)	-	0.0%			(10,000)
<b>TOTAL SALARIES AND EMPLOYEE BEN</b>	<b>1000</b>		<b>1,089,988</b>	<b>1,718,296</b>	<b>1,691,603</b>	<b>2,162,879</b>	<b>444,584</b>	<b>25.9%</b>			<b>2,162,879</b>
CLOTHING & PERSONAL SUPPLIES	2021		-	-	-	-	-	-			-
COMMUNICATIONS	2031		19,362	-	17,717	12,100	12,100	-			12,100
VOICE/DATA - ISF	2032		33,015	34,417	40,468	33,146	(1,271)	-3.7%			33,146
GENERAL INSURANCE ISF	2071		-	36,089	-	84,476	48,387	134.1%			84,476
EQUIPMENT MAINT	2101		65	2,500	-	2,500	-	0.0%			2,500
MEMBERSHIPS & DUES	2131		6,549	7,274	7,274	7,549	275	3.8%			7,549
COST ALLOC PLAN	2158		19,555	19,555	15,920	35,143	15,588	79.7%			35,143
MISC EXPENSE	2159		33,031	14,228	14,228	14,228	0	0.0%			14,228
OFFICE SUPPLIES	2161		8,259	4,500	4,500	4,500	-	0.0%			4,500
PRINTING/BINDING - NON ISF	2162		2,561	8,552	5,000	8,552	-	0.0%			8,552
BOOKS & PUBLICATIONS	2163		610	500	500	500	-	0.0%			500
MAIL CTR ISF	2164		5,368	6,354	6,354	5,547	(807)	-12.7%			5,547
PURCHASING CHARGES - ISF	2165		2,177	2,117	2,117	2,148	31	1.5%			2,148
GRAPHICS - ISF	2166		391	1,000	1,000	1,000	-	0.0%			1,000
COPY MACHINE CHARGES - ISF	2167		7,343	10,483	5,242	6,565	(3,918)	-37.4%			6,565
STORES - ISF	2168		4,904	680	680	680	-	0.0%			680
MISC. OFFICE EXPENSE	2179		-	845	845	845	-	0.0%			845
ATTORNEY SVCS	2185		94,830	57,000	67,000	57,000	-	0.0%			57,000
MARKETING & ADVERTISING	2193		949	30,000	12,500	35,000	5,000	16.7%			35,000
OTHER PROF AND SPEC FEES	2199		94,200	401,138	525,572	361,138	(40,000)	-10.0%			361,138
INFORMATION TECH. - ISF	2202		55,589	46,626	52,234	72,890	26,264	56.3%			72,890
GEO INF SVCS ISF	2203		922	922	1,014	1,823	901	97.7%			1,823

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISION:	5020	CAMARILLO AIRPORT
UNIT:	5021	CAMARILLO AIRPORT - ADMINISTRATION

## CAMARILLO ADMINISTRATION

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
PUBLIC WORKS CHARGES	2205		20,440	11,500	36,486	11,500	-	0.0%	-	-	11,500
SPECIAL SVCS - ISF	2206		712	125	505	125	-	0.0%	-	-	125
PUBLIC & LEGAL NOTICES	2221		-	1,708	1,708	1,708	-	0.0%	-	-	1,708
COMPUTER EQUIP, <5000	2261		3,436	16,347	16,347	25,347	9,000	55.1%	-	-	25,347
FURNITURE/FIXTURES <5000	2262		1,322	30,000	38,000	30,000	-	0.0%	-	-	30,000
LIBR BKS & PUBL	2271		-	200	200	200	-	0.0%	-	-	200
TRAINING ISF	2272		-	450	1,125	450	-	0.0%	-	-	450
EDUC CONF & SEMIN	2273		2,205	3,300	3,300	3,300	-	0.0%	-	-	3,300
PRIVATE VEHICLE MILEAGE	2291		5,766	12,321	5,750	8,775	(3,546)	-28.8%	-	-	8,775
TRAVEL EXP	2292		3,542	13,825	18,825	19,250	5,425	39.2%	-	-	19,250
GAS AND DIESEL FUEL ISF	2301		1,206	1,522	1,288	1,372	(150)	-9.9%	-	-	1,372
TRANS. CHARGES - ISF	2302		8,445	8,845	7,335	8,838	(7)	-0.1%	-	-	8,838
UTILITIES	2311		883	-	857	-	-	-	-	-	-
TOTAL SERVICES AND SUPPLIES	2000		437,638	784,922	911,891	858,195	73,273	9.3%	-	-	858,195
TAXES AND ASSESSMENTS - CUE	3571		3,526	4,958	4,958	5,344	386	7.8%	-	-	5,344
DEPRECIATION EXPENSE***	3611		921,590	918,849	885,262	853,193	(65,656)	-7.1%	-	-	853,193
BAD DEBT	3711		-	20,000	15,000	15,000	(5,000)	-25.0%	-	-	15,000
CONTRIB TO OUTSIDE AGENCIES	3811		-	5,000	-	-	(5,000)	-100.0%	-	-	-
TOTAL OTHER CHARGES	3000		925,116	948,807	905,220	873,537	(75,270)	-7.9%	-	-	873,537
FURNITURE & FIXTURES	4850		-	-	-	-	-	-	-	-	-
COMPUTER EQUIPMENT	4862		-	-	-	-	-	-	-	-	-
COMPUTER SOFTWARE	4863		-	-	-	-	-	-	-	-	-
EQUIPMENT	4601		-	23,000	307,198	-	(23,000)	-100.0%	-	-	-
TOTAL FIXED ASSETS	4000		-	23,000	307,198	-	(23,000)	-	-	-	-
CONTRIB TO OTHER FUNDS	5118		-	-	-	-	-	-	-	-	-
TOTAL OTHER FINANCING USES	5000		-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES			2,452,742	3,475,025	3,815,912	3,894,612	419,587	12.1%	-	-	3,894,612
COMM'L ACTIVITY PERMIT	8771		-	-	-	-	-	-	-	-	-
SPECIAL USE PERMIT	8772		-	-	-	-	-	-	-	-	-
TOTAL LICENSES & PERMITS	8700		-	-	-	-	-	-	-	-	-

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISION:	5020	CAMARILLO AIRPORT
UNIT:	5021	CAMARILLO AIRPORT - ADMINISTRATION

## CAMARILLO ADMINISTRATION

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
FORFEITURES AND PENALTIES	8831		-	-	-	-	-	-	-	-	-
FINES, FORFEITURES & PENALTIES	8800		-	-	-	-	-	-	-	-	-
INVESTMENT INCOME	8911		52,970	51,804	129,412	147,385	95,581	184.5%	-	-	147,385
PERCENTAGE RENT OTHER	8931	FLGT	1,949,736	2,039,171	2,109,014	2,161,865	122,694	6.0%	-	-	2,161,865
FUEL FLOWAGE FEES	8931	FUEL	298,812	265,955	275,883	286,309	20,354	7.7%	-	-	286,309
LEASE PERCENTAGE RENT	8931	PCNT	140,993	138,923	97,592	124,658	(14,265)	-10.3%	-	-	124,658
LEASE RENT	8931	RENT	2,471,210	2,775,570	2,608,670	2,969,496	193,926	7.0%	-	-	2,969,496
ROYALTIES	8951		-	-	-	-	-	-	-	-	-
TOTAL REV-USE OF MONEY & PROPERTY	8900		4,913,721	5,271,423	5,220,571	5,689,713	418,290	7.9%	-	-	5,689,713
PRIOR YEAR REVENUE	9309		-	-	-	-	-	-	-	-	-
FEDERAL OTHER	9351		-	-	-	-	-	-	-	-	-
FEDERAL AID COVID 19	9352		-	-	-	-	-	-	-	-	-
TOTAL INTERGOVERNMENTAL REVENUE	90		-	-	-	-	-	-	-	-	-
ASSESSMENT AND TAX COLLECTION FEES	9411		-	-	-	-	-	-	-	-	-
TOTAL CHARGES FOR SERVICES	9400		-	-	-	-	-	-	-	-	-
HAZ MAT COLLECTIONS	9618		25,000	-	-	-	-	-	-	-	-
NSF CHECK CHARGE	9707		50	-	-	-	-	-	-	-	-
MISCELLANEOUS REVENUE	9790		4,559	808	808	-	(808)	-	-	-	-
TOTAL MISCELLANEOUS REVENUES	9700		29,609	808	808	-	(808)	-	-	-	-
CONTRIB FROM OTHER FUNDS	9831		-	-	-	-	-	-	-	-	-
INSURANCE RECOVERIES	9851		3,874	-	-	-	-	-	-	-	-
OTHER FINANCING SOURCES	9800		3,874	-	-	-	-	-	-	-	-
RESIDUAL EQUITY TRANSFER IN	9911		-	-	-	-	-	-	-	-	-
TOTAL RESIDUAL EQUITY TRANSFERS	9900		-	-	-	-	-	-	-	-	-
TOTAL REVENUE			4,947,204	5,272,231	5,221,379	5,689,713	417,482	7.9%	-	-	5,689,713
OPERATING GAIN/(LOSS)			2,494,462	1,797,206	1,405,467	1,795,101	(2,105)	-0.1%	-	-	1,795,101
OPERATING GAIN/(LOSS) WITHOUT DEPRECIATION			3,416,052	2,716,055	2,290,729	2,648,294	67,761	2.5%	-	-	(2,648,294)

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISION:	5020	CAMARILLO AIRPORT
UNIT:	5023	CAMARILLO AIRPORT - OPERATIONS

## CAMARILLO OPERATIONS

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
REGULAR SALARIES	1101		167,865	262,646	275,595	322,712	60,066	22.9%	-	-	322,712
EXTRA HELP	1102		-	-	5,446	-	-	-	-	-	-
OVERTIME	1105		39,489	16,380	75,024	47,580	31,200	190.5%	-	-	47,580
SUPPLEMENTAL PAYMENTS	1106		14,879	10,400	20,679	20,679	10,279	98.8%	-	-	20,679
TERMINATIONS / BUYDOWNS	1107		15,606	-	11,414	13,510	13,510	-	-	-	13,510
CALLBACK	1108		2,614	2,600	2,549	2,582	(18)	-0.7%	-	-	2,582
RETIREMENT CONTRIBUTION	1121		52,156	54,713	80,897	84,276	29,563	54.0%	-	-	84,276
OASDI CONTRIBUTION	1122		2,683	13,356	6,875	5,918	(7,438)	-55.7%	-	-	5,918
FICA-MEDICARE	1123		3,409	4,282	5,657	5,270	988	23.1%	-	-	5,270
457 SUPPLEMENTAL RETIREMENT PLAN	1130		-	-	241	-	-	-	-	-	-
GROUP INSURANCE	1141		38,002	65,060	59,785	55,750	(9,310)	-14.3%	-	-	55,750
LIFE INS DEP	1142		122	203	190	200	(3)	-1.5%	-	-	200
STATE UNEMPLOYMENT INS	1143		535	445	742	742	297	66.7%	-	-	742
MGMT DISABILITY	1144		-	3	-	-	(3)	-100.0%	-	-	-
WORKER'S COMPENSATION INS	1165		3,468	25,082	13,615	21,673	(3,410)	-13.6%	-	-	21,673
401K PLAN	1171		1,344	4,641	-	-	(4,641)	-100.0%	-	-	-
<b>TOTAL SALARIES AND EMPLOYEE BEN</b>	<b>1000</b>		<b>342,174</b>	<b>459,811</b>	<b>558,709</b>	<b>580,891</b>	<b>121,080</b>	<b>26.3%</b>			<b>580,891</b>
CLOTHING & PERSONAL SUPPLIES	2021		-	780	-	780	(0)	0.0%	-	-	780
UNIFORM ALLOWANCE	2022		3,932	4,000	4,000	4,000	-	0.0%	-	-	4,000
COMMUNICATIONS	2031		-	500	-	500	-	0.0%	-	-	500
VOICE/DATA - ISF	2032		11,607	8,813	10,830	9,709	896	10.2%	-	-	9,709
RADIO COMMUNICATIONS ISF	2033		637	637	796	1,301	664	104.2%	-	-	1,301
JANITORIAL SUPPLIES	2054		615	300	300	300	-	0.0%	-	-	300
OTHER HOUSEHOLD EXPENSE	2056		-	-	-	-	-	-	-	-	-
HAZARDOUS MATERIAL DISPOSAL	2057		-	-	-	-	-	-	-	-	-
HOUSEKEEPING GROUNDS - ISF	2058		632	-	632	-	-	-	-	-	-
GENERAL INS. ALLOCATION - ISF	2071		37,730	12,488	106,065	183,445	170,957	1369.0%	-	-	183,445
EQUIPMENT MAINT	2101		63	1,000	63	1,000	-	0.0%	-	-	1,000
MAINTENANCE SUPPLIES	2104		-	-	-	-	-	-	-	-	-
MEDICAL LAB SUPPLIES	2121		-	380	3,000	3,980	3,600	947.4%	-	-	3,980
MEMBERSHIPS & DUES	2131		500	1,400	500	1,400	-	0.0%	-	-	1,400
CASH SHORTAGE	2156		-	-	-	-	-	-	-	-	-
COST ALLOC PLAN	2158		15,540	15,540	11,218	2,967	(12,573)	-80.9%	-	-	2,967
MISC EXPENSE	2159		1,827	8,730	8,730	32,268	23,538	269.6%	-	-	32,268
OFFICE SUPPLIES	2161		-	25	-	25	-	0.0%	-	-	25
PRINTING/BINDING - NON ISF	2162		343	2,700	343	2,700	-	0.0%	-	-	2,700
BOOKS & PUBLICATIONS	2163		-	360	-	360	-	0.0%	-	-	360
PURCHASING CHARGES - ISF	2165		302	302	269	302	-	0.0%	-	-	302
GRAPHICS - ISF	2166		158	-	-	-	-	-	-	-	-
STORES I ISF	2168		-	-	-	-	-	-	-	-	-

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISION:	5020	CAMARILLO AIRPORT
UNIT:	5023	CAMARILLO AIRPORT - OPERATIONS

## CAMARILLO OPERATIONS

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
MISC. OFFICE EXPENSE	2179		-	770	770	770	-	0.0%		-	770
COLLECTION & BILLING SVCS	2191		12,738	-	-	13,000	13,000			-	13,000
MARKETING & ADVERTISING	2193		272	500	500	500	-	0.0%		-	500
OTHER PROF AND SPEC FEES	2199		40,489	59,033	68,582	59,033	-	0.0%		-	59,033
EMPLOYEE HEALTH SERVICES	2201		2,847	2,000	1,318	2,000	-	0.0%		-	2,000
INFORMATION TECHNOLOGY ISF	2202		-	51	-	-	(51)	-100.0%		-	-
PUBLIC WORKS CHARGES - ISF	2205		3,317	-	3,317	-	-			-	-
RENT/LEASE EQUIP NON CNTY	2231		12,096	5,000	10,000	10,000	5,000	100.0%		-	10,000
COMPUTER EQUIP. <5000	2261		-	4,600	1,000	4,600	-	0.0%		-	4,600
FURNITURE/FIXTURES<5000	2262		511	1,000	500	1,000	-	0.0%		-	1,000
INSTALLATIONS-ELEC EQUIP - ISF	2263		-	150	-	150	-	0.0%		-	150
MINOR EQUIPMENT	2264		-	6,950	2,871	2,000	(4,950)	-71.2%		-	2,000
LIBRARY BOOKS AND PUBLICATIONS	2271		-	410	-	410	-	0.0%		-	410
TRAINING ISF	2272		-	1,250	-	1,250	-	0.0%		-	1,250
EDUC CONF & SEMIN	2273		6,050	1,200	7,390	7,200	6,000	500.0%		-	7,200
PRIVATE VEHICLE MILEAGE	2291		14	667	-	667	-	0.0%		-	667
TRAVEL EXP	2292		754	10,300	6,294	17,800	7,500	72.8%		-	17,800
GAS/DIESEL FUEL ISF	2301		10,777	7,240	10,348	12,233	4,993	69.0%		-	12,233
TRANS. CHARGES - ISF	2302		22,491	25,950	16,730	34,245	8,295	32.0%		-	34,245
TRANS. WORK ORDER	2304		2,161	-	2,161	2,500	2,500			-	2,500
TRANSPORT-NON UNIFORM GDNC	2305		-	-	-	1,108	1,108			-	1,108
UTILITIES	2311		-	-	-	-	-			-	-
TOTAL SERVICES AND SUPPLIES	2000		188,403	185,026	278,527	415,502	230,476	124.6%		-	415,502
DEPRECIATION EXPENSE***	3611		4,811	4,811	4,850	4,811	-	0.0%		-	4,811
BAD DEBTS	3711		-	-	-	-	-			-	-
TOTAL OTHER CHARGES	3000		4,811	4,811	4,850	4,811	-			-	4,811
EQUIPMENT	4601		-	23,000	-	-	(23,000)	-100.0%		-	-
TOTAL FIXED ASSETS	4000		-	23,000	-	-	(23,000)			-	-
TRANSFERS OUT TO OTHER FUNDS	5111		46,260	-	46,260	-	-			-	-
OTHER FINANCING USES	5000		46,260	-	46,260	-	-			-	-
TOTAL EXPENDITURES			581,648	672,648	888,346	1,001,205	328,557	48.8%		-	1,001,205

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISION:	5020	CAMARILLO AIRPORT
UNIT:	5023	CAMARILLO AIRPORT - OPERATIONS

## CAMARILLO OPERATIONS

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
COMM'L ACTIVITY PERMIT	8771		22,129	30,860	57,702	52,143	21,283	69.0%		-	52,143
SPECIAL USE PERMIT	8772		5,470	1,898	872	747	(1,151)	-60.6%		-	747
TOTAL LICENSES & PERMITS	8700		27,599	32,758	58,574	52,890	20,132	61.5%		-	52,890
VEHICLE CODE FINES	8811		-	-	-	-	-	-		-	-
FORFEITURES AND PENALTIES	8831		9,695	18,482	7,084	7,101	(11,381)	-61.6%		-	7,101
TOTAL FINES, FORFEITURES & PENALTY	8800		9,695	18,482	7,084	7,101	(11,381)	-61.6%		-	7,101
COUNTY OWNED HANGARS	8931	COHG	898,891	1,023,931	1,015,551	945,259	(78,672)	-7.7%		-	945,259
LANDING FEES	8931	LNDG	124,211	110,806	124,570	127,836	17,030	15.4%		-	127,836
PRIVATE HANGARS	8931	PRVT	412,131	446,097	443,872	441,821	(4,276)	-1.0%		-	441,821
TIEDOWNS	8931	TIED	123,656	176,688	124,180	123,931	(52,757)	-29.9%		-	123,931
TRANSIENT FEES	8931	TRAN	7,459	6,631	-	1,948	(4,683)	-70.6%		-	1,948
TOTAL REV-USE OF MONEY & PROPERTY	8900		1,566,348	1,764,153	1,708,173	1,640,795	(123,358)	-7.0%		-	1,640,795
FEDERAL OTHER	9351		-	-	-	-	-	-		-	-
FEDERAL AID COVID 19	9352		-	-	-	-	-	-		-	-
TOTAL INTERGOVERNMENTAL REVENUE	90		-	-	-	-	-	-		-	1,640,795
NSF CHECK CHG	9707		75	-	-	-	-	-		-	-
MISCELLANEOUS REVENUE	9790		137,237	32,044	64,916	46,665	14,621	45.6%		-	46,665
TOTAL MISCELLANEOUS REVENUES	9700		137,312	32,044	64,916	46,665	14,621	0.0%		-	46,665
CONTRIB FROM OTHER FUND	9831		-	-	-	-	-	-		-	-
OTHER FINANCING SOURCES	9800		-	-	-	-	-	-		-	-
TOTAL REVENUE			1,740,954	1,847,437	1,838,747	1,747,451	(99,986)	-5.4%		-	1,747,451
OPERATING GAIN/(LOSS)			1,159,306	1,174,789	950,401	746,246	428,543	36.5%		-	746,246



## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

<b>FUND:</b>	<b>E300</b>	<b>AIRPORT ENTERPRISE</b>
<b>DIVISION:</b>	<b>5020</b>	<b>CAMARILLO AIRPORT</b>
<b>UNIT:</b>	<b>5026</b>	<b>CAMARILLO AIRPORT - MAINTENANCE</b>

## CAMARILLO MAINTENANCE

OBJECT DESCRIP	DEPT OBJECT CODE	REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
REGULAR SALARIES	1101		375,150	478,412	433,371	487,620	9,208	1.9%	-	-	487,620
EXTRA HELP	1102		-	-	-	-	-	-	-	-	-
OVERTIME	1105		6,138	3,380	3,386	4,762	1,382	40.9%	-	-	4,762
SUPPLEMENTAL PAYMENTS	1106		1,959	2,048	522	2,003	(45)	-2.2%	-	-	2,003
TERM/LONGEV	1107		3,870	-	328	-	-	-	-	-	-
RETIREMENT CONTRIBUTION	1121		84,919	82,949	94,137	92,138	9,189	11.1%	-	-	92,138
OASDI CONTRIBUTION	1122		24,024	29,787	27,148	30,174	387	1.3%	-	-	30,174
FICA-MEDICARE	1123		5,619	7,015	6,349	7,057	42	0.6%	-	-	7,057
GROUP INSURANCE	1141		110,727	118,168	119,310	128,971	10,803	9.1%	-	-	128,971
LIFE INS DEP	1142		312	320	313	320	-	0.0%	-	-	320
STATE UNEMPLOYMENT INS	1143		961	726	879	1,028	302	41.7%	-	-	1,028
WORKER'S COMPENSATION INS	1165		41,887	50,672	45,831	65,687	15,015	29.6%	-	-	65,687
401K PLAN	1171		6,751	7,356	6,531	7,777	421	5.7%	-	-	7,777
<b>TOTAL SALARIES AND EMPLOYEE BEN</b>	<b>1000</b>		<b>662,317</b>	<b>780,833</b>	<b>738,105</b>	<b>827,537</b>	<b>46,704</b>	<b>6.0%</b>			<b>827,537</b>
AGRICULTURAL	2011		11,749	44,780	17,775	44,780	-	0.0%	-	-	44,780
CLOTHING & PERSONAL SUPPLIES	2021		2,565	10,260	6,950	10,260	-	0.0%	-	-	10,260
VOICE / DATA - ISF	2032		1,466	1,467	1,335	1,500	33	2.3%	-	-	1,500
RADIO COMMUNICATIONS - ISF	2033		637	637	796	1,301	664	104.2%	-	-	1,301
JANITORIAL SUPPLIES	2054		-	2,000	2,641	2,000	-	0.0%	-	-	2,000
OTHER HOUSEHOLD EXP	2056		5,351	18,990	6,011	18,990	-	0.0%	-	-	18,990
HAZARDOUS MATERIAL DISPOSAL	2057		6,825	8,930	4,980	8,930	-	0.0%	-	-	8,930
GENERAL LIABILITY INSURANCE	2071		-	55	93	92	37	67.3%	-	-	92
EQUIPMENT MAINT	2101		16,109	48,000	16,109	25,644	(22,356)	-46.6%	-	-	25,644
MAINTENANCE SUPPL & PARTS	2104		27,685	34,500	34,500	34,500	-	0.0%	-	-	34,500
BUILDING SUPPLIES	2111		47,436	24,500	24,500	24,500	-	0.0%	-	-	24,500
BUILDINGS & IMPROVE MAINT	2112		76,884	844,000	769,800	459,000	(385,000)	-45.6%	-	-	459,000
FACIL/MATLS SQ FT	2114		408	410	408	431	21	5.1%	-	-	431
FACILITIES PROJECTS ISF	2115		86,755	-	23,572	-	-	-	-	-	-
MEDICAL LAB SUPPLIES	2121		-	-	-	1,200	1,200	-	-	-	1,200
MEMBERSHIPS & DUES	2131		-	325	325	325	-	0.0%	-	-	325
COST ALLOC PLAN	2158		14,641	14,641	20,230	24,847	10,206	69.7%	-	-	24,847
MISC EXPENSE	2159		2,249	5,425	5,425	5,425	0	0.0%	-	-	5,425
OFFICE SUPPLIES	2161		-	-	-	-	-	-	-	-	-
BOOKS & PUBLICATIONS	2163		-	1,000	750	1,000	-	0.0%	-	-	1,000
PURCHASING CHARGES - ISF	2165		6,780	6,780	7,086	6,650	(130)	-1.9%	-	-	6,650
GRAPHICS CHARGES - ISF	2166		962	-	-	-	-	-	-	-	-
TEMPORARY HELP	2192		-	-	-	-	-	-	-	-	-
OTHER PROF AND SPEC FEES	2199		65,036	56,770	71,770	56,770	-	0.0%	-	-	56,770
EMPLOYEE HEALTH SERVICES - ISF	2201		-	7,500	5,250	7,500	-	0.0%	-	-	7,500
PUBLIC WORKS ISF CHARGES	2205		-	-	-	-	-	-	-	-	-
SPECIAL SERVICES - ISF	2206		471	471	471	708	237	50.3%	-	-	708
RENT/LEASE EQUIP NON CNTY	2231		34,413	25,800	37,110	25,800	-	0.0%	-	-	25,800



## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

<b>FUND:</b>	<b>E300</b>	<b>AIRPORT ENTERPRISE</b>
<b>DIVISION:</b>	<b>5020</b>	<b>CAMARILLO AIRPORT</b>
<b>UNIT:</b>	<b>5026</b>	<b>CAMARILLO AIRPORT - MAINTENANCE</b>

## CAMARILLO MAINTENANCE

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
COMPUTER EQUIP. <5000	2261		-	-	-	-	-	-	-	-	-
FURNITURE/FIXTURES <5000	2262		-	1,000	1,000	1,000	-	0.0%	-	-	1,000
INSTALL ELEC EQUIP ISF	2263		-	2,230	1,230	2,230	-	0.0%	-	-	2,230
EDUC CONF & SEMIN	2273		3,218	10,500	8,125	10,500	-	0.0%	-	-	10,500
PRIVATE VEHICLE MILEAGE	2291		77	1,150	250	1,150	(0)	0.0%	-	-	1,150
TRAVEL EXP	2292		4,273	15,000	13,750	15,000	-	0.0%	-	-	15,000
GAS/DIESEL FUEL NON ISF	2294		3,977	5,088	2,985	5,088	-	0.0%	-	-	5,088
GAS/DIESEL FUEL ISF	2301		16,021	13,301	17,046	19,745	6,444	48.4%	-	-	19,745
TRANS. CHARGES - ISF	2302		21,306	24,643	20,008	26,816	2,173	8.8%	-	-	26,816
TRANSPORTATION WORK ORDER	2304		21,233	-	14,355	23,356	23,356	-	-	-	23,356
TRANSPORT-NON UNIFORM GDNC	2305		-	-	-	1,268	1,268	-	-	-	1,268
UTILITIES - OTHER	2311		243,700	226,700	275,455	258,322	31,622	13.9%	-	-	258,322
S&S CY DECRE	2992		-	-	-	-	-	-	-	-	-
<b>TOTAL SERVICES AND SUPPLIES</b>	<b>2000</b>		<b>722,227</b>	<b>1,456,853</b>	<b>1,412,091</b>	<b>1,126,628</b>	<b>(330,225)</b>	<b>-22.7%</b>			<b>1,126,628</b>
DEPRECIATION EXPENSE	3611		5,111	5,112	5,112	2,981	(2,131)	-41.7%	-	-	2,981
<b>TOTAL OTHER CHARGES</b>	<b>3000</b>		<b>5,111</b>	<b>5,112</b>	<b>5,112</b>	<b>2,981</b>	<b>(2,131)</b>	<b>-41.7%</b>			<b>2,981</b>
BUILDINGS AND IMPROVEMENTS	4111		188,947	-	-	-	-	-	-	-	-
EQUIPMENT	4601		-	-	-	-	-	-	-	-	-
<b>TOTAL FIXED ASSETS</b>	<b>4000</b>		<b>188,947</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			<b>-</b>
<b>TOTAL EXPENDITURES</b>			<b>1,578,602</b>	<b>2,242,798</b>	<b>2,155,308</b>	<b>1,957,146</b>	<b>(285,651)</b>	<b>-12.7%</b>			<b>1,957,146</b>
FEDERAL AID COVID 19	9352		-	-	-	-	-	-	-	-	-
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>90</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			<b>-</b>
CONTRIB FROM OTHER FUNDS	9831		-	-	-	-	-	-	-	-	-
<b>OTHER FINANCING SOURCES</b>	<b>9800</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			<b>-</b>
<b>TOTAL REVENUE</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			<b>-</b>
<b>OPERATING GAIN/(LOSS)</b>			<b>(1,578,602)</b>	<b>(2,242,798)</b>	<b>(2,155,308)</b>	<b>(1,957,146)</b>	<b>(285,651)</b>	<b>-13%</b>			<b>1,957,146</b>
<b>OPERATING GAIN/(LOSS) WITHOUT DEPRECIATION</b>			<b>(1,573,491)</b>	<b>(2,237,686)</b>	<b>(2,150,196)</b>	<b>(1,954,165)</b>	<b>(283,520)</b>	<b>0%</b>			<b>1,960,127</b>

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

## BUSINESS PARK IMPROVEMENTS

<b>FUND:</b>	<b>E300</b>	<b>AIRPORT ENTERPRISE</b>
<b>DIVISION:</b>	<b>5020</b>	<b>CAMARILLO AIRPORT</b>
<b>UNIT:</b>	<b>5027</b>	<b>BUSINESS PARK IMPROVEMENTS</b>

OBJECT DESCRIP	DEPT OBJECT CODE	REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
REGULAR SALARIES	1101		-	-	-	-	-			-	-
EXTRA HELP	1102		-	-	-	-	-			-	-
OVERTIME	1105		-	-	-	-	-			-	-
SUPPLEMENTAL PAYMENTS	1106		-	-	-	-	-			-	-
TERM/LONGEV/	1107		-	-	-	-	-			-	-
CALLBACK	1108		-	-	-	-	-			-	-
RETIREMENT CONTRIBUTION	1121		-	-	-	-	-			-	-
OASDI CONTRIBUTION	1122		-	-	-	-	-			-	-
FICA-MEDICARE	1123		-	-	-	-	-			-	-
SAFE HARBOR	1124		-	-	-	-	-			-	-
POB DEBT SERVICE	1126		-	-	-	-	-			-	-
POB SAVINGS	1127		-	-	-	-	-			-	-
RETIREE HEALTH PAYMENT 1099	1128		-	-	-	-	-			-	-
GROUP INSURANCE	1141		-	-	-	-	-			-	-
LIFE INS DEP	1142		-	-	-	-	-			-	-
STATE UNEMPLOYMENT INS	1143		-	-	-	-	-			-	-
MGMT DISABILITY	1144		-	-	-	-	-			-	-
MEDICAL INS SURCHARGE	1146		-	-	-	-	-			-	-
WORKER'S COMPENSATION INS	1165		-	-	-	-	-			-	-
401K PLAN	1171		-	-	-	-	-			-	-
S7EB CURR YEAR ADJUST DECREASE	1992		-	-	-	-	-			-	-
CAPITALIZED LABOR DECREASE	1994		-	-	-	-	-			-	-
<b>TOTAL SALARIES AND EMPLOYEE BEN</b>	<b>1000</b>		-	-	-	-	-	0.0%		-	-
AGRICULTURAL	2011		-	-	-	-	-			-	-
CLOTHING & PERSONAL SUPPLIES	2021		-	-	-	-	-			-	-
RADIO EXPENSE - NON ISF	2031		-	-	-	-	-			-	-
VOICE / DATA - ISF	2032		-	-	-	-	-			-	-
RADIO COMMUNICATIONS - ISF	2033		-	-	-	-	-			-	-
JANITORIAL SUPPLIES	2054		-	-	-	-	-			-	-
OTHER HOUSEHOLD EXP	2056		-	-	-	-	-			-	-
HAZARDOUS MATERIAL DISPOSAL	2057		-	-	-	-	-			-	-
GENERAL LIABILITY INSURANCE	2071		-	-	-	-	-			-	-
EQUIPMENT MAINT	2101		-	-	-	-	-			-	-
MAINTENANCE SUPPL & PARTS	2104		-	-	-	-	-			-	-
BUILDING SUPPLIES	2111		-	-	-	-	-			-	-
BUILDINGS & IMPROVE MAINT	2112		-	15,000	2,500	15,000	-			-	15,000
FACIL/MATLS SQ FT	2114		-	-	-	-	-			-	-
FACILITIES PROJECTS ISF	2115		-	-	-	-	-			-	-
OTHER MAINT - ISF	2116		-	-	-	-	-			-	-
MEDICAL LAB SUPPLIES	2121		-	-	-	-	-			-	-
MEMBERSHIPS & DUES	2131		-	-	-	-	-			-	-
COST ALLOC PLAN	2158		-	-	-	-	-			-	-
MISC EXPENSE	2159		-	-	-	-	-			-	-
OFFICE SUPPLIES	2161		-	-	-	-	-			-	-

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

## BUSINESS PARK IMPROVEMENTS

<b>FUND:</b>	<b>E300</b>	<b>AIRPORT ENTERPRISE</b>
<b>DIVISION:</b>	<b>5020</b>	<b>CAMARILLO AIRPORT</b>
<b>UNIT:</b>	<b>5027</b>	<b>BUSINESS PARK IMPROVEMENTS</b>

OBJECT DESCRIP	DEPT OBJECT CODE	REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
BOOKS & PUBLICATIONS	2163		-	-	-	-	-	-	-	-	-
MAIL CENTER -ISF	2164		-	-	-	-	-	-	-	-	-
PURCHASING CHARGES - ISF	2165		-	-	-	-	-	-	-	-	-
GRAPHICS CHARGES - ISF	2166		-	-	-	-	-	-	-	-	-
STORES - ISF	2168		-	-	-	-	-	-	-	-	-
ENG. AND TECHNICAL SURVEYS	2183		-	-	-	-	-	-	-	-	-
TEMPORARY HELP	2192		-	-	-	-	-	-	-	-	-
OTHER PROF AND SPEC FEES	2199		-	320,000	120,000	320,000	-	-	-	-	320,000
EMPLOYEE HEALTH SERVICES - ISF	2201		-	-	-	-	-	-	-	-	-
INFORMATION SYSTEMS TECH	2202		-	-	-	-	-	-	-	-	-
PUBLIC WORKS ISF CHARGES	2205		-	100,000	74,914	100,000	-	-	-	-	100,000
SPECIAL SERVICES - ISF	2206		-	-	-	-	-	-	-	-	-
RENT/LEASE EQUIP NON CNTY	2231		-	-	-	-	-	-	-	-	-
COMPUTER EQUIP. <5000	2261		-	-	-	-	-	-	-	-	-
FURNITURE/FIXTURES <5000	2262		-	-	-	-	-	-	-	-	-
INSTALL ELEC EQUIP ISF	2263		-	-	-	-	-	-	-	-	-
MINOR EQUIPMENT	2264		-	-	-	-	-	-	-	-	-
TRAINING ISF	2272		-	-	-	-	-	-	-	-	-
EDUC CONF & SEMIN	2273		-	-	-	-	-	-	-	-	-
PRIVATE VEHICLE MILEAGE	2291		-	-	-	-	-	-	-	-	-
TRAVEL EXP	2292		-	-	-	-	-	-	-	-	-
FREIGHT & EXPENSE	2293		-	-	-	-	-	-	-	-	-
GAS/DIESEL FUEL NON ISF	2294		-	-	-	-	-	-	-	-	-
GAS/DIESEL FUEL ISF	2301		-	-	-	-	-	-	-	-	-
TRANS. CHARGES - ISF	2302		-	-	-	-	-	-	-	-	-
TRANSPORTATION WORK ORDER	2304		-	-	-	-	-	-	-	-	-
UTILITIES - OTHER	2311		-	-	-	-	-	-	-	-	-
S&S CY DECRE	2992		-	-	-	-	-	-	-	-	-
<b>TOTAL SERVICES AND SUPPLIES</b>	<b>2000</b>		-	<b>435,000</b>	<b>197,414</b>	<b>435,000</b>	-	0.0%	-	-	<b>435,000</b>
DEPRECIATION EXPENSE	3611		-	-	-	-	-	-	-	-	-
<b>TOTAL OTHER CHARGES</b>	<b>3000</b>		-	-	-	-	-	-	-	-	-
EQUIPMENT	4601		-	-	-	-	-	-	-	-	-
OTHER EQUIPMENT	4889		-	-	-	-	-	-	-	-	-
EQUIPMENT CONTRA ACCT.	4993		-	-	-	-	-	-	-	-	-
<b>TOTAL FIXED ASSETS</b>	<b>4000</b>		-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>			-	<b>435,000</b>	<b>197,414</b>	<b>435,000</b>	-	-	-	-	<b>435,000</b>
FEDERAL AID COVID 19	9352		-	-	-	-	-	-	-	-	-

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

## BUSINESS PARK IMPROVEMENTS

<b>FUND:</b>	<b>E300</b>	<b>AIRPORT ENTERPRISE</b>
<b>DIVISION:</b>	<b>5020</b>	<b>CAMARILLO AIRPORT</b>
<b>UNIT:</b>	<b>5027</b>	<b>BUSINESS PARK IMPROVEMENTS</b>

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
TOTAL INTERGOVERNMENTAL REVENUE	90		-	-	-	-	-	-			-
CONTRIB FROM OTHER FUNDS	9831		-	-	-	-					
OTHER FINANCING SOURCES	9800		-								
TOTAL REVENUE			-	-	-	-	-	-			-
OPERATING GAIN/(LOSS)			-	(435,000)	(197,414)	(435,000)	-	-		-	435,000

**FY 2023-24 PRELIMINARY BUDGET  
(BASE + SUPPLEMENTAL + RESTORATION)**

**AGENCY/DEPARTMENT: AIRPORTS  
BUDGET UNIT TITLE: OXNARD AIRPORT**

**FUND NO: E300  
DIVISION: 5000**

	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET		
APPROPRIATIONS						
SALARIES AND EMPLOYEE BENEFITS	943,446	1,269,350	877,440	1,079,781	-14.9%	(189,569)
SERVICES AND SUPPLIES	528,606	887,523	1,159,473	1,266,026	42.6%	378,503
DEPRECIATION EXPENSE	890,066	882,510	882,520	803,306	-9.0%	(79,204)
OTHER CHARGES (LOAN & UNCOLLECTABLE A/R)	-	15,000	2,500	15,000	0.0%	-
FIXED ASSETS	13,500	37,000	188,186	-	0.0%	(37,000)
OTHER FINANCING USES	-	-	-	-		-
TOTAL APPROPRIATIONS	2,375,618	3,091,383	3,110,119	3,164,113	2.4%	72,731
REVENUE						
LICENSES, PERMITS & FRANCHISE	4,688	2,688	5,620	5,201	93.5%	2,513
FINES, FORFEITURES & PENALTY	6,841	8,734	3,404	4,829	-44.7%	(3,905)
REV-USE OF MONEY & PROPERTY	1,301,780	1,575,461	1,561,510	1,554,450	-1.3%	(21,011)
INTERGOVERNMENTAL REVENUE	-	-	-	-		-
CHARGES FOR SERVICES	-	-	-	-		-
MISCELLANEOUS REVENUES	6,791	5,213	9,408	5,702	9.4%	489
GAIN/LOSS DISPOSAL OF FIXED ASSET	1,957	-	-	-		-
TOTAL REVENUE	1,322,057	1,592,096	1,579,942	1,570,182	-1.4%	(21,914)
OPERATING GAIN/(LOSS)	(1,053,561)	(1,499,287)	(1,530,177)	(1,593,931)	6.3%	(94,645)
OPERATING GAIN/(LOSS) WITHOUT DEPRECIATION	(163,495)	(616,777)	(647,657)	(790,625)	28.2%	(173,849)
POSITION SUMMARY						
FTE POSITIONS	9	9	8	8		
AUTH POSITIONS	9	9	8	8		

#### BUDGET UNIT DESCRIPTION:

This budget provides for the ongoing administration, operation and maintenance of the Oxnard Airport. More than 130 airplanes are permanently based at Oxnard Airport and in 2022 there were nearly 80,000 takeoffs and landings. Prior to 2010, Oxnard Airport hosted airline service and continues to maintain FAA certification allowing passenger airline service, should market opportunities encourage an airline to initiate new passenger service in the future.

In the interim, Oxnard Airport hosts many businesses that provide general aviation services to aircraft owners and pilots and that contribute significantly to the local economy. According to a 2019 analysis of economic benefits, Oxnard Airport annually provides a total of \$19 million in total economic impact, over 310 jobs, \$51 million in payroll, and is home to 15 thriving businesses.

#### BUDGET DISCUSSION:

The FY 2023-24 Preliminary Budget reflects a increase of \$73K in appropriations from the prior year Adopted Budget. Revenue of \$1,570K decreased \$22K compared to prior year's Adopted Budget. Oxnard Airport is projected to have a net operating loss before depreciation of \$790K.

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISION:	5000	OXNARD AIRPORT

## OXNARD AIRPORT

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
REGULAR SALARIES	1101		347,576	478,816	378,075	473,966	(4,850)	-1.0%	-	-	473,966
EXTRA HELP	1102		-	-	-	-	-	-	-	-	-
OVERTIME	1105		38,240	31,200	32,600	33,020	1,820	5.8%	-	-	33,020
SUPPLEMENTAL PAYMENTS	1106		31,747	16,635	24,088	24,088	7,453	44.8%	-	-	24,088
TERM/LONGEV/	1107		5,021	-	841	5,021	5,021	-	-	-	5,021
CALLBACK	1108		(1,384)	-	5,904	-	-	-	-	-	-
RETIREMENT CONTRIBUTION	1121		116,742	132,317	97,014	120,307	(12,011)	-9.1%	-	-	120,307
OASDI CONTRIBUTION	1122		12,936	15,525	13,819	16,971	1,446	9.3%	-	-	16,971
FICA-MEDICARE	1123		6,543	7,683	6,472	7,592	(91)	-1.2%	-	-	7,592
GROUP INSURANCE	1141		101,043	114,568	98,328	105,028	(9,540)	-8.3%	-	-	105,028
LIFE INS DEP	1142		304	320	305	320	-	0.0%	-	-	320
STATE UNEMPLOYMENT INS	1143		1,115	796	873	873	77	9.7%	-	-	873
WORKER'S COMPENSATION INS	1165		17,109	31,442	25,274	44,392	12,950	41.2%	-	-	44,392
401K PLAN	1171		6,291	7,974	4,974	6,774	(1,201)	-15.1%	-	-	6,774
S&EB CURR YEAR ADJUST INCREASE	1991		260,164	432,074	188,873	241,431	(190,643)	-44.1%	-	-	241,431
S&EB CURR YEAR ADJUST DECREASE	1992		-	-	-	-	-	-	-	-	-
TOTAL SALARIES AND EMPLOYEE BEN	1000		943,446	1,269,350	877,440	1,079,781	(189,569)	-14.9%	-	-	1,079,781
			943,446	1,269,350	877,440	1,079,781					
AGRICULTURAL	2011		5,453	4,380	4,911	4,380	-	0.0%	-	-	4,380
CLOTHING AND PERSONAL SUPPLIES	2021		1,683	11,691	10,213	11,691	-	0.0%	-	-	11,691
UNIFORM ALLOWANCE	2022		3,200	7,200	7,200	13,500	6,300	87.5%	-	-	13,500
COMMUNICATIONS	2031		-	500	-	500	-	0.0%	-	-	500
VOICE/DATA - ISF	2032		4,471	2,934	5,393	4,542	1,608	54.8%	-	-	4,542
RADIO COMMUNICATIONS ISF	2033		6,951	6,951	7,429	9,989	3,038	43.7%	-	-	9,989
JANITORIAL SUPPLIES	2054		-	2,315	2,400	2,715	400	17.3%	-	-	2,715
OTHER HOUSEHOLD EXPENSE	2056		50,419	41,962	41,962	41,962	-	0.0%	-	-	41,962
HAZARDOUS MATERIAL DISPOSAL	2057		3,835	2,175	2,175	2,175	-	0.0%	-	-	2,175
HOUSEKEEPING GROUNDS ISF	2058		-	-	-	-	-	-	-	-	-
GENERAL INSUR ALLOCATION - ISF	2071		20,316	9,393	73,627	51,710	42,317	450.5%	-	-	51,710
EQUIPMENT MAINTENANCE	2101		5,048	21,800	8,996	21,800	-	0.0%	-	-	21,800
MAINTENANCE SUPPLIES	2104		7,405	41,600	27,500	44,904	3,304	7.9%	-	-	44,904
BUILDING SUPPLIES	2111		15,076	17,600	12,000	17,600	-	0.0%	-	-	17,600
BUILDING IMPRV MAINT	2112		25,980	287,800	255,457	237,800	(50,000)	-17.4%	-	-	237,800
FACIL/MATLS SQ FT ALLOC-ISF	2114		-	552	552	552	-	0.0%	-	-	552
FACILITIES PROJECTS ISF	2115		-	-	-	-	-	-	-	-	-
MEDICAL LAB & SUPPLIES	2121		-	650	1,550	5,000	4,350	669.2%	-	-	5,000
MEMBERSHIPS & DUES	2131		875	1,995	1,095	1,995	-	0.0%	-	-	1,995
COST ALLOC PLAN	2158		21,778	21,778	27,214	26,087	4,309	19.8%	-	-	26,087
MISCELLANEOUS EXPENSE	2159		28,964	44,972	27,676	46,585	1,613	3.6%	-	-	46,585
OFFICE SUPPLIES	2161		-	60	43	60	-	0.0%	-	-	60
PRINTING AND BINDING NON ISF	2162		-	2,900	-	2,900	-	0.0%	-	-	2,900



## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISION:	5000	OXNARD AIRPORT

## OXNARD AIRPORT

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
BOOKS AND PUBLICATIONS	2163		-	600	500	600	-	0.0%	-	-	600
PURCHASING CHARGES - ISF	2165		3,452	3,462	3,448	4,001	539	15.6%	-	-	4,001
GRAPHICS CHARGES ISF	2166		294	-	-	-	-	-	-	-	-
COPY MACHINE CHGS ISF	2167		-	-	-	-	-	-	-	-	-
STORES ISF	2168		-	-	-	47	47	-	-	-	47
POSTAGE & SORTING	2169		-	-	-	-	-	-	-	-	-
MISC OFFICE EXPENSE	2179		-	-	-	600	600	-	-	-	600
COLLECTION AND BILLING	2191		-	-	54,876	56,275	56,275	-	-	-	56,275
TEMPORARY HELP	2192		-	-	-	-	-	-	-	-	-
MARKETING & ADVERTISING	2193		-	-	4,860	5,000	5,000	-	-	-	5,000
OTHER MEDICAL SERVICES	2195		-	-	120	-	-	-	-	-	-
CONTRIB & GRANTS TO NON GOVT AGENCIES	2196		-	-	4,000	-	-	-	-	-	-
OTHER PROF AND SPEC NON ISF	2199		68,755	116,874	317,017	326,874	210,000	179.7%	-	-	326,874
EMPLOYEE HEALTH SERVICES	2201		-	3,743	5,426	3,743	-	0.0%	-	-	3,743
INFORMATION TECHNOLOGY ISF	2202		612	-	612	638	638	-	-	-	638
PUBLIC WORKS ISF CHARGES	2205		20,993	6,000	6,000	6,000	-	0.0%	-	-	6,000
SPECIAL SVCS - ISF	2206		-	-	-	-	-	-	-	-	-
PUBLIC AND LEGAL NOTICES	2221		-	1,408	-	1,408	-	0.0%	-	-	1,408
RENT/LEASE EQUIP - NON-ISF	2231		1,822	7,200	3,349	7,200	-	0.0%	-	-	7,200
COMPUTER EQUIPMENT <5000	2261		-	1,200	1,422	1,500	300	25.0%	-	-	1,500
FURNITURE AND FIXTURES <5000	2262		-	1,300	1,300	1,300	-	0.0%	-	-	1,300
INSTALL ELEC EQP ISF	2263		-	68	-	68	-	0.0%	-	-	68
MINOR EQUIPMENT	2264		-	2,500	500	2,500	-	0.0%	-	-	2,500
LIBRARY BOOKS AND PUBLICATIONS	2271		-	-	-	-	-	-	-	-	-
TRAINING ISF	2272		-	-	-	-	-	-	-	-	-
ED TRNG CONF AND SEMINARS	2273		1,135	1,300	4,995	1,300	-	0.0%	-	-	1,300
PRIVATE VEHICLE MILEAGE	2291		625	2,400	1,160	2,400	0	0.0%	-	-	2,400
TRAVEL EXPENSE	2292		1,879	33,850	38,827	41,850	8,000	23.6%	-	-	41,850
GAS AND DIESEL FUEL NON ISF	2294		5,254	-	5,473	-	-	-	-	-	-
GAS AND DIESEL FUEL ISF	2301		12,508	14,403	15,640	14,528	125	0.9%	-	-	14,528
TRANS CHARGES - ISF	2302		24,293	29,804	24,841	49,169	19,365	65.0%	-	-	49,169
TRANSPORTATION WORK ORDER	2304		69,097	-	49,142	58,967	58,967	-	-	-	58,967
TRANSPORT-NON UNIFORM GDNC	2305		-	-	-	1,408	1,408	-	-	-	1,408
UTILITIES	2311		116,433	130,203	98,572	130,203	-	0.0%	-	-	130,203
TOTAL SERVICES AND SUPPLIES	2000		528,606	887,523	1,159,473	1,266,026	378,503	42.6%	-	-	1,266,026
			528,606	887,523	1,159,473	1,266,026					
DEPRECIATION EXPENSE	3611		890,066	882,510	882,520	803,306	(79,204)	-9.0%	-	-	803,306
BAD DEBTS	3711		-	15,000	2,500	15,000	-	0.0%	-	-	15,000
CONTRIB TO OUTSIDE AGENCIES	3811		-	-	-	-	-	-	-	-	-
TOTAL OTHER CHARGES	3000		890,066	897,510	885,020	818,306	(79,204)	-8.8%	-	-	818,306
			890,066	897,510	885,020	818,306					

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISION:	5000	OXNARD AIRPORT

## OXNARD AIRPORT

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
LAND IMPROVEMENTS	4012		-			-	-			-	-
EQUIPMENT	4601		13,500	37,000	188,186	-	(37,000)	-100.0%		-	-
OTHER EQUIPMENT	4889		-	-	-	-	-			-	-
TOTAL FIXED ASSETS	4000		13,500	37,000	188,186	-	(37,000)	-100%		-	-
TOTAL EXPENDITURES			2,375,618	3,091,383	3,110,119	3,164,113	72,731	2.4%		-	3,164,113
			2,375,618	3,091,383	3,110,119	3,164,113					
COMM'L ACTIVITY PERMIT	8771		2,688	2,688	5,620	5,201	2,513	93.5%		-	5,201
SPECIAL USE PERMIT	8772		2,000	-	-	-	-			-	-
TOTAL LICENSES, PERMITS & FRANCHISE	8700		4,688	2,688	5,620	5,201	2,513	93.5%		-	5,201
			4,688	2,688	5,620	5,201					
VEHICLE CODE FINES	8811		707	1,086	448	555	(531)	-48.9%		-	555
FORFEITURES AND PENALTIES	8831		6,134	7,648	2,956	4,274	(3,374)	-44.1%		-	4,274
TOTAL FINES, FORFEITURES & PENALTY	8800		6,841	8,734	3,404	4,829	(3,905)	-44.7%		-	4,829
			6,841	8,734	3,404	4,829					
COUNTY OWNED HANGARS	8931	COHG	235,508	354,876	347,535	362,135	7,259	2.0%		-	362,135
PERCENTAGE RENT	8931	FLGT	457,667	547,681	539,829	516,097	(31,584)	-5.8%		-	516,097
FUEL FLOWAGE FEES	8931	FUEL	42,818	42,038	72,224	63,530	21,492	51.1%		-	63,530
LANDING FEES	8931	LNDG	21,309	31,028	21,448	21,710	(9,318)	-30.0%		-	21,710
LEASE PERCENTAGE RENT	8931	PCNT	154,808	174,475	152,003	151,385	(23,090)	-13.2%		-	151,385
AUTO PARKING FEES	8931	PRKG	5,945	9,952	8,616	11,307	1,355	13.6%		-	11,307
PRIVATE HANGARS	8931	PRVT	83,664	118,134	118,378	118,713	579	0.5%		-	118,713
LEASE RENT	8931	RENT	293,816	292,975	291,385	299,121	6,146	2.1%		-	299,121
TIEDOWNS	8931	TIED	6,193	3,939	10,092	10,092	6,153	156.2%		-	10,092
TRANSIENT FEES	8931	TRAN	52	363	-	360	(3)	-0.8%		-	360
TOTAL REV-USE OF MONEY & PROPERTY	8900		1,301,780	1,575,461	1,561,510	1,554,450	(21,011)	-1.3%		-	1,554,450
			1,301,780	1,575,461	1,561,510	1,554,450					
STATE AID DISASTER	9191		-	-	-	-	-			-	-
STATE AID SB90	9253		-	-	-	-	-			-	-
FEDERAL OTHER	9351		-	-	-	-	-			-	-
FEDERAL AID COVID 19	9352		-	-	-	-	-			-	-
TOTAL INTERGOVERNMENTAL REVENUE	9000		-	-	-	-	-			-	-
			-	-	-	-	-			-	-

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISION:	5000	OXNARD AIRPORT

## OXNARD AIRPORT

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
INDIRECT COST RECOVERY	9731		-	-	-	-	-			-	-
CHARGES FOR SERVICES			-	-	-	-	-			-	-
LIABILITY INSURANCE	9718		-	-	2,876	-	-			-	-
MISC PRIOR YEAR REVENUE	9741		-	-	-	-	-			-	-
OTHER SALES	9751		-	-	-	-	-			-	-
MISCELLANEOUS REVENUE	9790		6,791	5,213	6,532	5,702	489	9.4%		-	5,702
TOTAL MISCELLANEOUS REVENUES	9700		6,791	5,213	9,408	5,702	489	9.4%		-	5,702
			6,791	5,213	9,408	5,702					
INSURANCE RECOVERIES	9851		1,957	-	-	-	-			-	-
TOTAL GAIN/LOSS DISP. FIXED ASSET	9800		1,957	-	-	-	-			-	-
			1,957								
TOTAL REVENUE			1,322,057	1,592,096	1,579,942	1,570,182	(21,914)	-1.4%		-	1,570,182
			1,322,057	1,592,096	1,579,942	1,570,182					
OPERATING GAIN/(LOSS)			(1,053,561)	(1,499,287)	(1,530,177)	(1,593,931)	(94,645)	6.3%		-	(1,593,931)
			(1,053,561)	(1,499,287)	(1,530,177)	(1,593,931)					
OPERATING GAIN/(LOSS) WITHOUT DEPRECIATION			(163,495)	(616,777)	(647,657)	(790,625)	(173,849)	28.2%		-	(790,625)

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISION:	5000	OXNARD AIRPORT
UNIT:	5001	OXNARD AIRPORT - ADMINISTRATION

## OXNARD ADMINISTRATION

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
REGULAR SALARIES	1101		-	-	-	-	-	-	-	-	-
EXTRA HELP	1102		-	-	-	-	-	-	-	-	-
OVERTIME	1105		-	-	-	-	-	-	-	-	-
SUPPLEMENTAL PAYMENTS	1106		-	-	-	-	-	-	-	-	-
TERM/LONGEV/	1107		-	-	-	-	-	-	-	-	-
CALLBACK	1108		-	-	-	-	-	-	-	-	-
RETIREMENT CONTRIBUTION	1121		-	-	-	-	-	-	-	-	-
OASDI CONTRIBUTION	1122		-	-	-	-	-	-	-	-	-
FICA-MEDICARE	1123		-	-	-	-	-	-	-	-	-
SAFE HARBOR	1124		-	-	-	-	-	-	-	-	-
POB DEBT SERVICE	1126		-	-	-	-	-	-	-	-	-
POB SAVINGS	1127		-	-	-	-	-	-	-	-	-
RETIREE HLTH PYMNT 1099	1128		-	-	-	-	-	-	-	-	-
GROUP INSURANCE	1141		-	-	-	-	-	-	-	-	-
LIFE INS DEP	1142		-	-	-	-	-	-	-	-	-
STATE UNEMPLOYMENT INS	1143		-	-	-	-	-	-	-	-	-
MGMT DISABILITY	1144		-	-	-	-	-	-	-	-	-
MEDICAL INS SURCHARGE	1146		-	-	-	-	-	-	-	-	-
WORKER'S COMPENSATION INS	1165		-	-	-	-	-	-	-	-	-
401K PLAN	1171		-	-	-	-	-	-	-	-	-
S&EB CURR YEAR ADJUST INC	1991		260,164	432,074	188,873	241,431	(190,643)	-44.1%	-	-	241,431
<b>TOTAL SALARIES AND BENEFITS</b>	<b>1000</b>		<b>260,164</b>	<b>432,074</b>	<b>188,873</b>	<b>241,431</b>	<b>(190,643)</b>	<b>-44.1%</b>			<b>241,431</b>
CLOTHING & PERSONAL SUPPLIES	2021		-	-	-	-	-	-	-	-	-
VOICE/DATA - ISF	2032		2	14	14	14	-	0.0%	-	-	14
GENERAL INSUR ALLOCATION	2071		-	-	-	-	-	-	-	-	-
MEMBERSHIP & DUES	2131		375	595	595	595	-	0.0%	-	-	595
COST ALLOCATION PLAN	2158		5,600	5,600	6,100	5,886	286	5.1%	-	-	5,886
MISCELLANEOUS EXPENSE	2159		26,330	15,546	15,546	15,546	(0)	0.0%	-	-	15,546
PRINTING - NON ISF	2162		-	-	-	-	-	-	-	-	-
MAIL CENTER ISF	2164		-	-	-	-	-	-	-	-	-
PURCHASING CHARGES - ISF	2165		174	174	174	201	27	15.5%	-	-	201
MKTG & ADVERTISING	2193		-	-	4,860	5,000	5,000	-	-	-	5,000
CONTRIB & GRANTS TO NON GOVT AGENCIES	2196		-	-	4,000	-	-	-	-	-	-
OTHER PROF AND SPEC FEES	2199		4,190	42,599	239,648	247,599	205,000	481.2%	-	-	247,599
INFORMATION TECHNOLOGY - ISF	2202		-	-	-	-	-	-	-	-	-
PUBLIC WORKS ISF CHARGES	2205		20,993	6,000	6,000	6,000	-	0.0%	-	-	6,000
SPECIAL SERVICES - ISF	2206		-	-	-	-	-	-	-	-	-
PUBLIC AND LEGAL NOTICES	2221		-	1,408	-	1,408	-	0.0%	-	-	1,408
FURNITURE & FIXTURES < 5000	2262		-	-	-	-	-	-	-	-	-
LIBRARY BOOKS & PUBLICATIONS	2271		-	-	-	-	-	-	-	-	-
ED TRNG CONF AND SEMINARS	2273		-	300	-	300	-	0.0%	-	-	300

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISION:	5000	OXNARD AIRPORT
UNIT:	5001	OXNARD AIRPORT - ADMINISTRATION

## OXNARD ADMINISTRATION

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
PRIVATE VEHICLE MILEAGE	2291		-	624	-	624	1	0.1%		-	624
TRAVEL EXPENSE	2292		-	6,200	6,000	11,700	5,500	88.7%		-	11,700
TRANS. CHARGES - ISF	2302		-	-	-	-	-	-		-	-
<b>TOTAL SERVICES AND SUPPLIES</b>	<b>2000</b>		<b>57,664</b>	<b>79,060</b>	<b>282,937</b>	<b>294,873</b>	<b>215,814</b>	<b>273.0%</b>		<b>-</b>	<b>294,873</b>
TAXES AND ASSESSMENTS	3571		-	-	-	-	-	-		-	-
DEPRECIATION EXPENSE	3611		888,860	881,304	881,304	802,100	(79,204)	-9.0%		-	802,100
BAD DEBT	3711		-	15,000	2,500	15,000	-	0.0%		-	15,000
DEBT CONTRA	3992		-	-	-	-	-	-		-	-
<b>TOTAL OTHER CHARGES</b>	<b>3000</b>		<b>888,860</b>	<b>896,304</b>	<b>883,804</b>	<b>817,100</b>	<b>(79,204)</b>	<b>-8.8%</b>		<b>-</b>	<b>817,100</b>
EQUIPMENT	4601		13,500	37,000	188,186	-	(37,000)	-100.0%		-	-
<b>TOTAL FIXED ASSETS</b>	<b>4000</b>		<b>13,500</b>	<b>37,000</b>	<b>188,186</b>	<b>-</b>	<b>(37,000)</b>			<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>			<b>1,220,188</b>	<b>1,444,438</b>	<b>1,543,800</b>	<b>1,353,404</b>	<b>(91,033)</b>	<b>-6.3%</b>		<b>-</b>	<b>1,353,404</b>
SPECIAL USE PERMIT	8772		-	-	-	-	-	-		-	-
FINES, FORFEITURES AND PENALTIES	87		-	-	-	-	-	-		-	-
FORFEITURES AND PENALTIES	8831		-	-	-	-	-	-		-	-
REV FROM USE OF MONEY AND PROP	88		-	-	-	-	-	-		-	-
COUNTY OWNED HANGARS	8931	COHG	-	-	-	-	-	-		-	-
PERCENTAGE RENT	8931	FLGT	457,667	547,681	539,829	516,097	(31,584)	-5.8%		-	516,097
FUEL FLOWAGE FEES	8931	FUEL	42,818	42,038	72,224	63,530	21,492	51.1%		-	63,530
LEASE PERCENTAGE RENT	8931	PCNT	154,808	174,475	152,003	151,385	(23,090)	-13.2%		-	151,385
LEASE RENT	8931	RENT	293,816	292,975	286,785	299,121	6,146	2.1%		-	299,121
<b>RENTS, CONCESSIONS &amp; ROYALTIES</b>	<b>89</b>		<b>949,109</b>	<b>1,057,169</b>	<b>1,050,842</b>	<b>1,030,133</b>	<b>(27,036)</b>	<b>-2.6%</b>		<b>-</b>	<b>1,030,133</b>
FEDERAL AID COVID 19	9352		-	-	-	-	-	-		-	-
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>90</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			<b>-</b>	<b>-</b>
PRIOR YEAR REVENUE	9741		-	-	-	-	-	-		-	-

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISION:	5000	OXNARD AIRPORT
UNIT:	5001	OXNARD AIRPORT - ADMINISTRATION

## OXNARD ADMINISTRATION

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
TOTAL PRIOR YEAR REVENUE	97		-	-	-	-	-	-	-	-	-
INDIRECT COST RECOVERY	9731		-	-	-	-	-	-	-	-	-
TOTAL INDIRECT COST RECOVERY	94		-	-	-	-	-	-	-	-	-
LIABILITY INSURANCE	9718		-	-	2,876	-	-	-	-	-	-
MISC REVENUE	9790		-	-	-	-	-	-	-	-	-
TOTAL MISCELLANEOUS REVENUES			-	-	2,876	-	-	-	-	-	-
INSURANCE RECOVERIES	9851		1,957	-	-	-	-	-	-	-	-
SPECIAL ITEMS	9800		1,957	-	-	-	-	-	-	-	-
TOTAL REVENUE			951,066	1,057,169	1,053,718	1,030,133	(27,036)	-2.6%	-	-	1,030,133
OPERATING GAIN/(LOSS)			(269,122)	(387,269)	(490,082)	(323,271)	63,997	-16.5%	-	-	(323,271)
OPERATING GAIN/(LOSS) WITHOUT DEPRECIATION			619,738	(1,268,573)	391,222	478,829	15,207	-1.2%	-	-	(478,829)

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISION:	5000	OXNARD AIRPORT
UNIT:	5003	OXNARD AIRPORT - OPERATIONS

## OXNARD OPERATIONS

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
REGULAR SALARIES	1101		236,342	309,753	245,262	290,638	(19,115)	-6.2%	-	-	290,638
EXTRA HELP	1102		-	-	-	-	-	-	-	-	-
OVERTIME	1105		36,948	28,080	32,600	33,020	4,940	17.6%	-	-	33,020
SUPPLEMENTAL PAYMENTS	1106		31,747	16,635	24,088	24,088	7,453	44.8%	-	-	24,088
TERM/LONGV/	1107		5,021	-	841	5,021	5,021	-	-	-	5,021
CALLBACK	1108		(1,384)	-	5,904	-	-	-	-	-	-
RETIREMENT CONTRIBUTION	1121		92,048	99,833	72,116	85,975	(13,859)	-13.9%	-	-	85,975
OASDI CONTRIBUTION	1122		6,372	5,044	5,710	5,377	333	6.6%	-	-	5,377
FICA-MEDICARE	1123		5,008	5,187	4,575	4,881	(306)	-5.9%	-	-	4,881
GROUP INSURANCE	1141		57,182	65,060	56,250	60,655	(4,405)	-6.8%	-	-	60,655
LIFE INS DEP	1142		183	200	192	200	-	0.0%	-	-	200
STATE UNEMPLOYMENT INS	1143		850	537	612	612	75	14.0%	-	-	612
WORKER'S COMPENSATION INS	1165		5,071	13,485	11,164	12,325	(1,161)	-8.6%	-	-	12,325
401K PLAN	1171		4,565	5,685	3,284	4,485	(1,201)	-21.1%	-	-	4,485
S&EB CURRENT YEAR ADJ DECREASE	1992		-	-	-	-	-	-	-	-	-
<b>TOTAL SALARIES AND BENEFITS</b>	<b>1000</b>		<b>479,953</b>	<b>549,499</b>	<b>462,598</b>	<b>527,275</b>	<b>(22,224)</b>	<b>-4.0%</b>			<b>527,275</b>
CLOTHING & PERSONAL SUPPLIES	2021		538	6,750	7,272	6,750	-	0.0%	-	-	6,750
UNIFORM ALLOWANCE	2022		3,200	7,200	7,200	13,500	6,300	87.5%	-	-	13,500
COMMUNICATIONS	2031		-	500	-	500	-	0.0%	-	-	500
VOICE/DATA - ISF	2032		3,161	2,345	3,844	3,228	883	37.7%	-	-	3,228
RADIO COMMUNICATIONS ISF	2033		6,951	6,951	7,429	9,989	3,038	43.7%	-	-	9,989
JANITORIAL SUPPLIES	2054		-	315	400	715	400	127.0%	-	-	715
HAZARD MAT - ISF	2057		-	-	-	-	-	-	-	-	-
GENERAL INS. ALLOCATION - ISF	2071		20,316	9,393	73,592	51,710	42,317	450.5%	-	-	51,710
EQUIPMENT MAINT	2101		700	300	300	300	-	0.0%	-	-	300
MAINTENANCE SUPPLIES	2104		51	18,600	4,500	21,904	3,304	17.8%	-	-	21,904
MEDICAL LAB SUPPLIES	2121		-	150	1,050	4,500	4,350	2900.0%	-	-	4,500
MEMBERSHIPS & DUES	2131		500	1,400	500	1,400	-	0.0%	-	-	1,400
INDIRECT COST RECOVERY	2158		9,523	9,523	9,830	10,896	1,373	14.4%	-	-	10,896
MISC EXPENSE	2159		1,617	23,120	10,281	24,733	1,613	7.0%	-	-	24,733
OFFICE SUPPLIES	2161		-	60	43	60	-	0.0%	-	-	60
PRINTING/BINDING - NON ISF	2162		-	2,900	-	2,900	-	0.0%	-	-	2,900
BOOKS & PUBLICATIONS	2163		-	100	-	100	-	0.0%	-	-	100
PURCHASING CHARGES - ISF	2165		431	431	417	452	21	4.9%	-	-	452
MISC. OFFICE EXPENSE	2179		-	-	-	600	600	-	-	-	600
COLLECTION AND BILLING	2191		-	-	54,876	56,275	56,275	-	-	-	56,275
OTHER PROF AND SPEC FEES	2199		20,317	30,833	34,927	35,833	5,000	16.2%	-	-	35,833
EMPLOYEE HEALTH SERVICES	2201		-	1,743	3,426	1,743	-	0.0%	-	-	1,743
INFORMATION TECHNOLOGY - ISF	2202		612	-	612	638	638	-	-	-	638
COMPUTER EQUIP <5000	2261		-	1,200	1,422	1,500	300	25.0%	-	-	1,500
FURNITURE < 5000	2262		-	800	800	800	-	0.0%	-	-	800
ELEC EQUIP ISF	2263		-	68	-	68	-	0.0%	-	-	68



## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	F300	AIRPORT ENTERPRISE
DIVISION:	5000	OXNARD AIRPORT
UNIT:	5003	OXNARD AIRPORT - OPERATIONS

## OXNARD OPERATIONS

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
MINOR EQUIPMENT	2264		-	2,500	500	2,500	-	0.0%	-	-	2,500
LIBRARY BOOKS & PUBLICATIONS	2271		-	-	-	-	-	-	-	-	-
TRAINING ISF	2272		-	-	-	-	-	-	-	-	-
ED TRNG CONF AND SEMINARS	2273		1,000	1,000	4,995	1,000	-	0.0%	-	-	1,000
PRIVATE VEHICLE MILEAGE	2291		151	1,276	660	1,276	-	0.0%	-	-	1,276
TRAVEL EXPENSE	2292		816	22,150	31,327	24,650	2,500	11.3%	-	-	24,650
GAS AND DIESEL FUEL NON ISF	2294		30	-	-	-	-	-	-	-	-
GAS AND DIESEL FUEL ISF	2301		2,626	4,749	3,150	3,165	(1,584)	-33.4%	-	-	3,165
TRANS. CHARGES - ISF	2302		10,398	13,278	9,541	28,678	15,400	116.0%	-	-	28,678
TRANSPORTATION WORK ORDER	2304		25,619	-	27,985	30,000	30,000	-	-	-	30,000
TRANSPORT-NON UNIFORM GDNC	2305		-	-	-	517	517	-	-	-	517
TOTAL SERVICES AND SUPPLIES	2000		108,557	169,635	300,879	342,880	173,245	102.1%	-	-	342,880
DEPRECIATION EXPENSE	3611		-	-	-	-	-	-	-	-	-
BAD DEBTS	3711		-	-	-	-	-	-	-	-	-
CONTRIBUTIONS TO OTHER AGENCIES	3801		-	-	-	-	-	-	-	-	-
TOTAL OTHER CHARGES	3000		-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES			588,510	719,134	763,477	870,155	151,021	21.0%	-	-	870,155
COMM'L ACTIVITY PERMIT	8771		2,688	2,688	5,620	5,201	2,513	93.5%	-	-	5,201
SPECIAL USE PERMIT	8772		2,000	-	-	-	-	-	-	-	-
TOTAL LICENSES, PERMITS & FRANCHISE	8700		4,688	2,688	5,620	5,201	2,513	93.5%	-	-	5,201
VEHICLE CODE FINES	8811		707	1,086	448	555	(531)	-48.9%	-	-	555
FORFEITURES AND PENALTIES	8831		6,134	7,648	2,956	4,274	(3,374)	-44.1%	-	-	4,274
TOTAL FINES, FORFEITURES & PENALTY	8800		6,841	8,734	3,404	4,829	(3,905)	-44.7%	-	-	4,829
COUNTY OWNED HANGARS	8931	COHG	235,508	354,876	347,535	362,135	7,259	2.0%	-	-	362,135
LANDING FEES	8931	LNDG	21,309	31,028	21,448	21,710	(9,318)	-30.0%	-	-	21,710
AUTO PARKING FEES	8931	PRKG	5,945	9,952	8,616	11,307	1,355	13.6%	-	-	11,307
PRIVATE HANGARS	8931	PRVT	83,664	118,134	118,378	118,713	579	0.5%	-	-	118,713
LEASE RENT	8931	RENT	-	-	4,600	-	-	-	-	-	-
TIEDOWNS	8931	TIED	6,193	3,939	10,092	10,092	6,153	156.2%	-	-	10,092
TRANSIENT FEES	8931	TRAN	52	363	-	360	(3)	-0.8%	-	-	360
TOTAL REV-USE OF MONEY & PROPERTY	8900		352,671	518,292	510,669	524,317	6,025	1.2%	-	-	524,317

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISION:	5000	OXNARD AIRPORT
UNIT:	5003	OXNARD AIRPORT - OPERATIONS

## OXNARD OPERATIONS

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
STATE AID DISASTER	9191		-	-	-	-	-	-	-	-	-
TOTAL STATE AID DISASTER			-	-	-	-	-	-	-	-	-
FEDAID COVID19	9352		-	-	-	-	-	-	-	-	-
TOTAL INTERGOVERNMENTAL REVENUE	90		-	-	-	-	-	-	-	-	-
MISCELLANEOUS REVENUE	9790		6,791	5,213	6,532	5,702	489	9.4%	-	-	5,702
TOTAL MISCELLANEOUS REVENUES	9700		6,791	5,213	6,532	5,702	489	-	-	-	5,702
TOTAL REVENUE			370,991	534,927	526,225	540,049	5,122	1.0%	-	-	540,049
OPERATING GAIN/(LOSS)			(217,519)	(184,207)	(237,252)	(330,106)	145,899	-79.2%	-	-	330,106

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISION:	5000	OXNARD AIRPORT
UNIT:	5005	OXNARD AIRPORT - MAINTENANCE

## OXNARD MAINTENANCE

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
REGULAR SALARIES	1101		111,234	169,063	132,813	183,328	14,265	8.4%	-	-	183,328
EXTRA HELP	1102		-	-	-	-	-	-	-	-	-
OVERTIME	1105		1,293	3,120	-	-	(3,120)	-100.0%	-	-	-
SUPPLEMENTAL PAYMENTS	1106		-	-	-	-	-	-	-	-	-
TERM/LONGEV/	1107		-	-	-	-	-	-	-	-	-
RETIREMENT CONTRIBUTION	1121		24,694	32,484	24,898	34,332	1,848	5.7%	-	-	34,332
OASDI CONTRIBUTION	1122		6,564	10,481	8,109	11,594	1,113	10.6%	-	-	11,594
FICA-MEDICARE	1123		1,535	2,496	1,897	2,711	215	8.6%	-	-	2,711
GROUP INSURANCE	1141		43,861	49,508	42,078	44,373	(5,135)	-10.4%	-	-	44,373
LIFE INS DEP	1142		121	120	113	120	-	0.0%	-	-	120
STATE UNEMPLOYMENT INS	1143		265	259	261	261	2	0.8%	-	-	261
WORKER'S COMPENSATION INS	1165		12,038	17,957	14,110	32,067	14,110	78.6%	-	-	32,067
401K PLAN	1171		1,725	2,289	1,690	2,289	-	0.0%	-	-	2,289
<b>TOTAL SALARIES AND BENEFITS</b>	<b>1000</b>		<b>203,329</b>	<b>287,777</b>	<b>225,969</b>	<b>311,075</b>	<b>23,298</b>	<b>8.1%</b>	<b>-</b>	<b>-</b>	<b>311,075</b>
AGRICULTURAL	2011		5,453	4,380	4,911	4,380	-	0.0%	-	-	4,380
CLOTHING & PERSONAL SUPPL	2021		1,145	4,941	2,941	4,941	-	0.0%	-	-	4,941
VOICE/DATA - ISF	2032		1,308	575	1,535	1,300	725	126.1%	-	-	1,300
JANITORIAL SUPPLIES	2054		-	2,000	2,000	2,000	-	0.0%	-	-	2,000
OTHER HOUSEHOLD EXP	2056		50,419	41,962	41,962	41,962	-	0.0%	-	-	41,962
HAZARDOUS MATERIAL	2057		3,835	2,175	2,175	2,175	-	0.0%	-	-	2,175
CEO LIABILITY & GEN. INS.	2071		-	-	35	-	-	-	-	-	-
EQUIPMENT MAINT	2101		4,348	21,500	8,696	21,500	-	0.0%	-	-	21,500
MAINTENANCE SUPPL & PARTS	2104		7,354	23,000	23,000	23,000	-	0.0%	-	-	23,000
BUILDING SUPPL & PARTS	2111		15,076	17,600	12,000	17,600	-	0.0%	-	-	17,600
BUILDING IMPRV MAINT	2112		25,980	287,800	255,457	237,800	(50,000)	-17.4%	-	-	237,800
FACIL/MATLS SQ FT ALLOC-ISF	2114		-	552	552	552	-	0.0%	-	-	552
FACILITIES PROJECTS ISF	2115		-	-	-	-	-	-	-	-	-
MEDICAL LAB & SUPPLIES	2121		-	500	500	500	-	0.0%	-	-	500
MEMBERSHIPS & DUES	2131		-	-	-	-	-	-	-	-	-
COST ALLOC PLAN	2158		6,655	6,655	11,284	9,305	2,650	39.8%	-	-	9,305
MISCELLANEOUS EXPENSE	2159		1,017	6,306	1,849	6,306	-	0.0%	-	-	6,306
BOOKS & PUBLICATIONS	2163		-	500	500	500	-	0.0%	-	-	500
PURCHASING CHARGES - ISF	2165		2,847	2,857	2,857	3,348	491	17.2%	-	-	3,348
GRAPHICS CHARGES ISF	2166		294	-	-	-	-	-	-	-	-
STORES - ISF	2168		-	-	-	47	47	-	-	-	47
TEMPORARY HELP	2192		-	-	-	-	-	-	-	-	-
OTHER MEDICAL SERVICES	2195		-	-	120	-	-	-	-	-	-
OTHER PROF AND NON ISF	2199		44,248	43,442	42,442	43,442	-	0.0%	-	-	43,442
EMPLOYEE HEALTH SERVICES	2201		-	2,000	2,000	2,000	-	0.0%	-	-	2,000
RENTAL EQUIP NON COUNTY	2231		1,822	7,200	3,349	7,200	-	0.0%	-	-	7,200
COMPUTER EQUIP<5000	2261		-	-	-	-	-	-	-	-	-

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISION:	5000	OXNARD AIRPORT
UNIT:	5005	OXNARD AIRPORT - MAINTENANCE

## OXNARD MAINTENANCE

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
FURNITURE/FIXTURES<5000	2262		-	500	500	500	-	0.0%	-	-	500
MINOR EQUIPMENT	2264		-	-	-	-	-	-	-	-	-
LIBRARY BOOKS & PUBLICATIONS	2271		-	-	-	-	-	-	-	-	-
ED TRNG CONF AND SEMINARS	2273		135	-	-	-	-	-	-	-	-
PRIVATE VEHICLE MILEAGE	2291		474	500	500	500	(0)	0.0%	-	-	500
TRAVEL EXPENSE	2292		1,063	5,500	1,500	5,500	-	0.0%	-	-	5,500
GAS AND DIESEL FUEL NON ISF	2294		5,224	-	5,473	-	-	-	-	-	-
GAS AND DIESEL FUEL ISF	2301		9,882	9,654	12,490	11,363	1,709	17.7%	-	-	11,363
TRANS CHARGES ISF	2302		13,895	16,526	15,300	20,491	3,965	24.0%	-	-	20,491
TRANSPORTATION WORK ORDER	2304		43,478	-	21,157	28,967	28,967	-	-	-	28,967
TRANSPORT-NON UNIFORM GDNC	2305		-	-	-	891	891	-	-	-	891
UTILITIES	2311		116,433	130,203	98,572	130,203	-	0.0%	-	-	130,203
TOTAL SERVICES AND SUPPLIES	2000		362,385	638,828	575,657	628,273	(10,555)	-1.7%	-	-	628,273
DEPRECIATION EXPENSE***	3611		1,206	1,206	1,216	1,206	-	0.0%	-	-	1,206
TOTAL OTHER CHARGES	3000		1,206	1,206	1,216	1,206	-	-	-	-	1,206
OTHER EQUIPMENT	4830		-	-	-	-	-	-	-	-	-
LAND IMPROVEMENTS	4012		-	-	-	-	-	-	-	-	-
TOTAL FIXED ASSETS	4000		-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES			566,920	927,811	802,842	940,554	12,743	1.4%	-	-	940,554
OTHR REVENUE - MISC.	9772		-	-	-	-	-	-	-	-	-
TOTAL MISCELLANEOUS REVENUES	9700		-	-	-	-	-	-	-	-	-
INSURANCE PROCEEDS	9851		-	-	-	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES	9800		-	-	-	-	-	-	-	-	-
FEDAID COVID19	9352		-	-	-	-	-	-	-	-	-
TOTAL INTERGOVERNMENTAL REVENUE	90		-	-	-	-	-	-	-	-	-
TOTAL REVENUE			-	-	-	-	-	-	-	-	-

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISION:	5000	OXNARD AIRPORT
UNIT:	5005	OXNARD AIRPORT - MAINTENANCE

## OXNARD MAINTENANCE

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
OPERATING GAIN/(LOSS)			(566,920)	(927,811)	(802,842)	(940,554)	12,743	-1.4%	-	-	940,554
OPERATING GAIN/(LOSS) WITHOUT DEPRECIATION			(565,714)	(929,017)	(801,626)	(939,348)	12,743	-1.4%	-	-	-





# FY 2023-24 PROPOSED BUDGET

MAY 11, 2023



FY 2023-24 PRELIMINARY BUDGET  
(BASE + SUPPLEMENTAL + RESTORATION)

AGENCY/DEPARTMENT: AIRPORTS  
BUDGET UNIT TITLE: AIRPORTS - CAPITAL PROJECTS

FUND NO: E300  
DIVISION: 5040

	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET		
APPROPRIATIONS						
SALARIES AND EMPLOYEE BENEFITS	-	-	-	-		
SERVICES AND SUPPLIES	-	78,012	75,150	14	-100.0%	(77,998)
OTHER CHARGES	348,165	343,034	352,936	349,686	1.9%	6,652
FIXED ASSETS	6,857,392	27,509,826	18,512,644	19,217,151	-30.1%	(8,292,675)
OTHER FINANCING USES	-	-	-	-		
TOTAL APPROPRIATIONS	7,205,557	27,930,872	18,940,730	19,566,851	-29.9%	(8,364,021)
REVENUE						
LICENSES, PERMITS & FRANCHISE	-	-	-	-		
FINES, FORFEITURES & PENALTY	-	-	-	-		
REV-USE OF MONEY & PROPERTY	-	-	-	-		
INTERGOVERNMENTAL REVENUE	1,980,426	25,237,812	18,019,012	17,595,436	-30.3%	(7,642,376)
CHARGES FOR SERVICES	-	-	-	-		
MISCELLANEOUS REVENUES	-	-	-	-		
OTHER FINANCING SOURCES	-	-	-	-		
TOTAL REVENUE	1,980,426	25,237,812	18,019,012	17,595,436	-30.3%	(7,642,376)
NET COST	5,225,131	2,693,060	921,718	1,971,415	-26.8%	(721,645)



#### BUDGET UNIT DESCRIPTION:

This budget provides for the accounting of the Airport's capital projects. Camarillo and Oxnard Airports receive both federal and state grant funds. Federal Aviation Administration (FAA) regulations, under which the County accepts airport improvement grants, require that: airports receiving grant assistance must dedicate all revenues generated by the airport for the capital and operating costs of that airport or the local airport system; and, that financial self-sufficiency is maximized. Rate-setting may be by either cost recovery or fair market value for aviation uses and must be by fair market value for non-aviation uses.

#### BUDGET DISCUSSION:

In FY 2023-24, capital projects are prioritized to utilize the funds available in the proposed budget effectively. Projects that would result in a less than desirable cash reserve level are deferred for future consideration. Federal funding for Grants is 90% of the cost. The State matches 5% of the FAA grants for Camarillo and Oxnard Airports.

The grant eligible projects scheduled for Camarillo airport includes a Final Design Grant for the 2026 Runway and Taxiway Connectors Reconstruction. Non-grant projects are budgeted based on the master plan, pavement management plans, and facility surveys. There are no non-grant projects scheduled for FY 2023-24.

The grant eligible projects anticipated for Oxnard airport include the reconstruction of parallel Taxiway F and a facility assessment for the Oxnard Air Traffic Control Tower (ATCT). Non-grant projects are budgeted based on the master plan, pavement management plans, and facility surveys. There are no non-grant projects scheduled for FY 2023-24.

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISION:	5040	AIRPORTS CAPITAL PROJECTS

## CAMARILLO/OXNARD CAPITAL PROJECTS

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
BUILDINGS & IMPROVE MAINT	2112		-	40,000	40,000	-	(40,000)	-100%		-	-
FACILITIES PROJECTS ISF	2115		-	-	-	-	-	-		-	-
OTHER MAINTENANCE ISF	2116		-	-	-	-	-	-		-	-
MISC EXPENSE	2159		-	-	-	-	-	-		-	-
PURCHASING CHARGES ISF	2165		-	3,012	150	14	(2,998)	-100%		-	14
GRAPHIC CHARGES ISF	2166		-	-	-	-	-	-		-	-
ENG & TECH SURVEYS	2183		-	-	-	-	-	-		-	-
OTHER PROF & SPEC SERVICE	2199		-	35,000	35,000	-	(35,000)	-		-	-
MINOR EQUIPMENT	2264		-	-	-	-	-	-		-	-
PVT VEHICLE MILEAGE	2291		-	-	-	-	-	-		-	-
SERV & SUPP CURR YR ADJ INC	2991		-	-	-	-	-	-		-	-
TOTAL SERVICE AND SUPPLIES	2000		-	78,012	75,150	14	(77,998)	-100%		-	14
LEASE PURCHASE PYMT PRINCIPAL	3311		-	-	-	-	-	-		-	-
INT ON LEASE PURCHASE PYMT	3451		-	-	-	-	-	-		-	-
INT ON OTHER LONG TERM DEBT	3452		-	-	-	-	-	-		-	-
DEPRECIATION EXPENSE	3611		348,165	343,034	352,936	349,686	6,652	2%		-	349,686
TOTAL OTHER CHARGES	3000		348,165	343,034	352,936	349,686	6,652			-	349,686
LAND	4011		-	-	-	-	-	-		-	-
BUILDINGS AND IMPROVEMENTS	4111		6,837,578	27,509,826	18,512,644	19,217,151	(8,292,675)	-30%		-	19,217,151
EQUIPMENT	4601		19,814	-	-	-	-	-		-	-
COMPUTER SOFTWARE	4701		-	-	-	-	-	-		-	-
TOTAL CAPITAL ASSETS	4000		6,857,392	27,509,826	18,512,644	19,217,151	(8,292,675)	-30%		-	19,217,151
TFRS OUT TO OTHER FUNDS	5111		-	-	-	-	-	-		-	-
TOTAL OTHER FINANCING USES	5000		-	-	-	-	-	-		-	-
TOTAL EXPENDITURES			7,205,557	27,930,872	18,940,730	19,566,851	(8,364,021)	-30%		-	19,566,851
STATE CONSTRUCTION CAPITAL	9162		-	-	-	300,000	300,000			-	300,000
STATE OTHER	9252		-	478,969	172,142	-	(478,969)			-	-
FEDERAL CONSTRUCTION CAPITAL	9292		-	-	-	17,295,436	17,295,436			-	17,295,436
FEDERAL DISASTER RELIEF	9301		-	-	-	-	-			-	-
FEDERAL OTHER	9351		1,980,426	24,758,843	17,846,870	-	(24,758,843)			-	-
OTHER GOV'T AGENCIES	9371		-	-	-	-	-			-	-
TOTAL INTERGOVERNMENTAL REVENUE	9000		1,980,426	25,237,812	18,019,012	17,595,436	(7,642,376)			-	17,295,436
MISCELLANEOUS REVENUE	9790		-	-	-	-	-			-	-

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISION:	5040	AIRPORTS CAPITAL PROJECTS

## CAMARILLO/OXNARD CAPITAL PROJECTS

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
TOTAL MISCELLANEOUS	9700		-	-	-	-	-			-	-
GAIN/LOSS REV CAPITAL ASSETS	9822		-	-	-	-	-			-	-
TSF IN FROM OTHER FUNDS	9831		-	-	-	-	-			-	-
TOTAL OTHER FINANCING SOURCES	9800		-	-	-	-	-			-	-
TOTAL REVENUE			1,980,426	25,237,812	18,019,012	17,595,436	(7,642,376)			-	17,295,436
NET COST (CREDIT)			5,225,131	2,693,060	921,718	1,971,415	(721,645)	-27%		-	2,271,415

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISION:	5040	AIRPORTS CAPITAL PROJECTS
UNIT:	5041	CAMARILLO GRANT PROJECTS

## CAMARILLO GRANT

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
BUILDINGS & IMPROVE MAINT	2112		-	-	-	-	-				
PURCHASING CHARGES ISF	2165		-	-	150	14	14				14
OTHER PROF & SPEC SERVICE	2199		-	-	-	-	-				-
TOTAL SERVICE AND SUPPLIES	2000		-	-	150	14	14				14
DEPRECIATION EXPENSE	3611		286,782	311,504	294,974	290,142	(21,362)	-7%			290,142
TOTAL DEPRECIATION EXPENSE	3600		286,782	311,504	294,974	290,142	(21,362)	-7%			290,142
BUILDINGS AND IMPROVEMENTS	4111		5,227,197	643,750	2,135,802	4,067,151	3,423,401			-	4,067,151
LAND CONTRA	4991		-	-	-	-	-			-	-
STRUCTURES & IMPROV. CONTRA	4992		-	-	-	-	-			-	-
EQUIP CONTRA	4993		-	-	-	-	-			-	-
TOTAL FIXED ASSETS	4000		5,227,197	643,750	2,135,802	4,067,151	3,423,401			-	4,067,151
TRANSFERS TO OTHER FUNDS	5111		-	-	-	-	-			-	-
TOTAL OTHER FINANCING USES	5000		-	-	-	-	-			-	-
TOTAL EXPENDITURES			5,513,979	955,254	2,430,926	4,357,307	3,402,053	356%		-	4,357,307
STATE AVIATION	9011		-	-	-	-	-			-	-
STATE CONSTRUCTION CAPITAL	9162		-	-	-	150,000	150,000			-	150,000
STATE OTHER	9252		-	28,969	-	-	(28,969)			-	-
FEDERAL CONSTRUCTION CAPITAL	9292		-	-	-	3,660,436	3,660,436			-	3,660,436
FEDERAL DISASTER RELIEF	9301		-	-	-	-	-			-	-
FEDERAL OTHER	9351		1,617,642	579,375	580,375	-	(579,375)			-	-
TOTAL INTERGOVERNMENTAL REVENUE	9000		1,617,642	608,344	580,375	3,810,436	3,202,092			-	3,660,436
GAIN/LOSS REV CAPITAL ASSETS	9822		-	-	-	-	-			-	-
TSF IN FROM OTHER FUNDS	9831		-	-	-	-	-			-	-
TOTAL OTHER FINANCING SOURCES	9800		-	-	-	-	-			-	-
TOTAL REVENUE			1,617,642	608,344	580,375	3,810,436	3,202,092			-	3,660,436
NET COST			3,896,337	346,910	1,850,551	546,871	199,961	58%		-	696,871

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISION:	5040	AIRPORTS CAPITAL PROJECTS
UNIT:	5041	CAMARILLO NON-GRANT PROJ

## CAMARILLO NON GRANT

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
BUILDINGS & IMPROVE MAINT	2112		-	40,000	40,000	-	(40,000)			-	-
FACILITIES PROJECTS ISF	2115		-	-	-	-	-			-	-
OTHER MAINTENANCE ISF	2116		-	-	-	-	-			-	-
PURCHASING CHARGES ISF	2165		-	2,000	-	-	(2,000)			-	-
OTHER PROF & SPEC SERVICE	2199		-	-	-	-	-			-	-
TOTAL SERVICE AND SUPPLIES	2000		-	42,000	40,000	-	(42,000)			-	-
DEPRECIATION EXPENSE	3611		58,766	28,955	55,345	57,048	28,093	97%		-	57,048
TOTAL OTHER CHARGES	3000		58,766	28,955	55,345	57,048	28,093	97%		-	57,048
BUILDINGS AND IMPROVEMENTS	4111		-	-	40,000	-	-			-	-
EQUIPMENT	4601		19,814	-	-	-	-			-	-
STRUCTURES & IMPROV. CONTRA	4992		-	-	-	-	-			-	-
EQUIPMENT CONTRA ACCT.	4993		-	-	-	-	-			-	-
TOTAL FIXED ASSETS	4000		19,814	-	40,000	-	-			-	-
TRANSFERS TO OTHER FUNDS	5111		-	-	-	-	-			-	-
TOTAL OTHER FINANCING USES	5000		-	-	-	-	-			-	-
TOTAL EXPENDITURES			78,580	70,955	135,345	57,048	(13,907)	-20%		-	57,048
OTHER GOV'T AGENCIES	9371		-	-	-	-	-			-	-
TOTAL INTERGOVERNMENTAL REVENUE	9000		-	-	-	-	-			-	-
MISCELLANEOUS REVENUES	9790		-	-	-	-	-			-	-
TOTAL MISC REVENUES	9700		-	-	-	-	-			-	-
GAIN/LOSS DISP FIXED ASSET	9822		-	-	-	-	-			-	-

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

<b>FUND:</b>	<b>E300</b>	AIRPORT ENTERPRISE
<b>DIVISION:</b>	<b>5040</b>	AIRPORTS CAPITAL PROJECTS
<b>UNIT:</b>	<b>5041</b>	CAMARILLO NON-GRANT PROJ

## CAMARILLO NON GRANT

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
TRANSFERS IN FROM OTHER FUNDS	9831		-	-	-	-	-			-	-
TOTAL OTHER FINANCING SOURCES	9800		-	-	-	-	-			-	-
TOTAL REVENUE			-	-	-	-	-			-	-
NET COST			78,580	70,955	135,345	57,048	(13,907)	-20%		-	57,048

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E300	AIRPORT ENTERPRISE
DIVISION:	5040	AIRPORTS CAPITAL PROJECTS
UNIT:	5041	OXNARD GRANT PROJECTS

## OXNARD GRANT

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
PURCHASING CHARGES ISF	2165		-	12	-	-	(12)			-	-
ENG & TECH SURVEYS	2183		-	-	-	-				-	-
OTHER PROF & SPEC SERVICE	2199		-	-	-	-				-	-
MINOR EQUIPMENT	2264		-	-	-	-				-	-
PVT VEHICLE MILEAGE	2291		-	-	-	-				-	-
TOTAL SERVICE AND SUPPLIES	2000		-	12	-	-	(12)			-	-
DEPRECIATION EXPENSE	3611		-	-	-	-				-	-
TOTAL OTHER CHARGES	3000		-	-	-	-				-	-
LAND PURCHASED	4011		-	-	-	-				-	-
BUILDINGS AND IMPROVEMENTS	4111		1,583,635	26,866,076	16,251,842	15,150,000	(11,716,076)			-	15,150,000
FIXED ASSETS-1099	4864		-	-	-	-				-	-
LAND CONTRA ACCT.	4991		-	-	-	-				-	-
STRUCTURES & IMPROV. CONTRA	4992		-	-	-	-				-	-
EQUIP CONTRA ACCT.	4993		-	-	-	-				-	-
TOTAL FIXED ASSETS	4000		1,583,635	26,866,076	16,251,842	15,150,000	(11,716,076)			-	15,150,000
TOTAL EXPENDITURES			1,583,635	26,866,088	16,251,842	15,150,000	(11,716,088)			-	15,150,000
STATE CONSTRUCTION CAPITAL	9162		-	-	-	150,000	150,000			-	150,000
STATE AID OTHER	9252		-	450,000	172,142	-	(450,000)			-	-
FEDERAL CONSTRUCTION CAPITAL	9292		-	-	-	13,635,000	13,635,000			-	13,635,000
FEDERAL AID OTHER	9351		1,011	24,179,468	17,266,495	-	(24,179,468)			-	-
TOTAL INTERGOVERNMENTAL REVENUE	9000		1,011	24,629,468	17,438,637	13,785,000	(10,844,468)			-	-
TRANSFERS IN FROM OTHER FUNDS	9831		-	-	-	-				-	-
TOTAL OTHER FINANCING SOURCES	9800		-	-	-	-				-	-
TOTAL REVENUE			1,011	24,629,468	17,438,637	13,785,000	(10,844,468)			-	-
NET COST (CREDIT)			1,582,624	2,236,620	(1,186,795)	1,365,000	(871,620)			-	15,150,000



## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

<b>FUND:</b>	<b>E300</b>	AIRPORT ENTERPRISE
<b>DIVISION:</b>	<b>5040</b>	AIRPORTS CAPITAL PROJECTS
<b>UNIT:</b>	<b>5041</b>	OXNARD NON-GRANT PROJ

## OXNARD NON-GRANT

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
BUILDINGS & IMPROVE MAINT	2112		-	50,000	-	-	(50,000)			-	-
OTHER MAINTENANCE ISF	2116		-	-	-	-	-			-	-
PURCHASING CHARGES ISF	2165		-	1,000	-	-	(1,000)			-	-
GRAPHIC CHARGES ISF	2166		-	-	-	-	-			-	-
OTHER PROF & SPEC SERVICE	2199		-	35,000	35,000	-	(35,000)			-	-
SERV & SUPP CURR YR ADJ INC	2991		-	-	-	-	-			-	-
TOTAL SERVICE AND SUPPLIES	2000		-	86,000	35,000	-	(86,000)			-	-
LEASE PURCHASE PYMT - PRINCIPAL	3311		-	-	-	-	-			-	-
INT ON LEASE PURCHASE PYMT	3453		-	-	-	-	-			-	-
INT ON OTHER LONG-TERM DT	3455		-	-	-	-	-			-	-
DEPRECIATION EXPENSE	3611		2,617	2,575	2,617	2,496	(79)	(0)		-	2,496
TOTAL OTHER CHARGES	3000		2,617	2,575	2,617	2,496	(79)	(0)		-	2,496
BUILDINGS AND IMPROVEMENTS	4111		26,746	-	85,000	-	-			-	-
LAND CONTRA ACCT.	4991		-	-	-	-	-			-	-
STRUCTURES & IMPROV. CONTRA	4992		-	-	-	-	-			-	-
TOTAL FIXED ASSETS	4000		26,746	-	85,000	-	-			-	-
TOTAL EXPENDITURES			29,362	88,575	122,617	2,496	(86,079)	(1)		-	2,496
STATE OTHER	9252		-	-	-	-	-			-	-
OTHER GOV'T AGENCIES	9371		-	-	-	-	-			-	-
TOTAL INTERGOVERNMENTAL REVENUE	9000		-	-	-	-	-			-	-
MISCELLANEOUS REVENUES	9790		-	-	-	-	-			-	-
TOTAL MISCELLANEOUS	9700		-	-	-	-	-			-	-
TOTAL REVENUE			-	-	-	-	-			-	-
NET COST			29,362	88,575	122,617	2,496	(86,079)	(1)		-	2,496

**Department of Airports**  
**Proposed "Capital Projects"**  
**Fiscal Year 2023-24**  
**Camarillo Airport**

**CAMARILLO AIRPORT**

***CAPITAL PROJECTS - GRANT FUNDED***

Final Design for 2026 RWY & TWYs Reconstruction

BASE			FUNDING SOURCE	
COST	REVENUE	NET COST	FAA	CA DOT
4,067,151	3,810,436	256,715	3,660,436	150,000
	-	-	-	-
<b>4,067,151</b>	<b>3,810,436</b>	<b>256,715</b>	<b>3,660,436</b>	<b>150,000</b>

***CAPITAL PROJECTS - NON-GRANT FUNDED***

None Proposed

-	-	-	AEF
-	-	-	AEF
-	-	-	

CAPITAL PROJECTS - GRANT FUNDED

4,067,151      3,810,436      256,715

CAPITAL PROJECTS - NON-GRANT FUNDED

-      -      -

**TOTALS**

**4,067,151      3,810,436      256,715**

**Department of Airports**  
**Proposed "Capital Projects"**  
**Fiscal Year 2023-24**  
**Oxnard Airport**

**OXNARD AIRPORT**

***CAPITAL PROJECTS - GRANT FUNDED***

Reconstruct Taxiway F

ATCT Facility Assessment Phase 1

BASE			FUNDING SOURCE	
COST	REVENUE	NET COST	FAA	CA DOT
15,000,000	13,650,000	1,350,000	13,500,000	150,000
150,000	135,000	15,000	135,000	-
	-	-	-	-
<b>15,150,000</b>	<b>13,785,000</b>	<b>1,365,000</b>	<b>13,635,000</b>	<b>150,000</b>

***CAPITAL PROJECTS - NON-GRANT FUNDED***

None Proposed

-	-	-	AEF
-	-	-	AEF
-	-	-	

CAPITAL PROJECTS - GRANT FUNDED

15,150,000    13,785,000    1,365,000

CAPITAL PROJECTS - NON-GRANT FUNDED

-    -    -

**TOTALS**

**15,150,000    13,785,000    1,365,000**

FY 2023-24 PRELIMINARY BUDGET  
(BASE + SUPPLEMENTAL + RESTORATION)

AGENCY/DEPARTMENT: AIRPORTS  
BUDGET UNIT TITLE: CAMARILLO AIRPORT ROADS & LIGHTING

FUND NO: E310  
DIVISION: 5060

	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET		
APPROPRIATIONS						
SERVICES AND SUPPLIES	3,372	8,195	3,433	10,096	23.2%	1,901
OTHER CHARGES	91,114	89,803	91,862	89,803	0.0%	-
CAPITAL	-	-	145,828	-		-
CONTINGENCY	-	-	-	-		-
TOTAL APPROPRIATIONS	94,486	97,998	241,123	99,899	1.9%	1,901
REVENUE						
REV-USE OF MONEY & PROPERTY	1,004	699	1,398	2,017	188.6%	1,318
CHARGES FOR SERVICES	6,431	7,496	7,923	10,096	34.7%	2,600
OTHER FINANCING SOURCES	-	-	-	-		-
TOTAL REVENUE	7,435	8,195	9,321	12,113	47.8%	3,918
NET COST	87,051	89,803	231,802	87,786	-2.2%	(2,017)
NET COST (CREDIT) WITHOUT DEPRECIATION				(2,017)		(2,017)

#### BUDGET UNIT DESCRIPTION:

The Camarillo Utility Enterprise, Roads & Lighting Division, under the auspices of the Department of Airports, provides administrative support and maintenance for the operation of the streets, street lighting, and storm drains at Camarillo Airport; provides administrative support to member agencies of the Camarillo Utility Enterprise, service vendors and County agencies, including the Department of Airports; prepares budgets, monitors activities and conditions of the systems, plans and manages maintenance and capital improvement projects, coordinates and facilitates meetings of the Camarillo Utility Enterprise Advisory Committee.

#### BUDGET DISCUSSION:

The Department of Airports is responsible for administering the budget of the Camarillo Utility Enterprise (CUE). The Department's share of revenue contribution and expenses is approximately 66%. There are no new projects scheduled for the Camarillo Utility Enterprise this fiscal year.

## EXPENDITURE/REVENUE DETAIL - AT BUDGETING LEVEL - FISCAL YEAR 2023-24

FUND:	E310	CAMARILLO AIRPORT ROAD AND LIGHTING
DIVISION:	5060	CAMARILLO AIRPORT ROADS AND LIGHTING

## CAMARILLO AIRPORT ROAD AND LIGHTING

OBJECT DESCRIP	OBJECT CODE	DEPT REV CODE	2021-22 ACTUAL	2022-23 ADOPTED BUDGET	2022-23 PROJECTION	2023-24 REQUESTED BUDGET	\$ CHANGE FROM 22-23	% CHANGE FROM 22-23	REQ RSTR	REQ SUPPL	REQ TOTAL
EQUIP MAINT CONTRACTS	2102		-	3,458	-	3,562	104	3.0%	-	-	3,562
ROAD SUPPLIES	2105		-	391	250	403	12	3.1%	-	-	403
BLDG IMPROVE MAINT	2112		-	-	-	-	-	-	-	-	-
COST ALLOC PLAN	2158		448	383	378	464	81	21.1%	-	-	464
PURCHASING CHARGES - ISF	2165		-	-	-	-	-	-	-	-	-
UTILITIES	2311		2,924	3,963	2,805	5,667	1,704	43.0%	-	-	5,667
ADMINISTRATIVE FEE	2991		-	-	-	-	-	-	-	-	-
S&S CY DECRE	2992		-	-	-	-	-	-	-	-	-
TOTAL SERVICE AND SUPPLIES	2000		3,372	8,195	3,433	10,096	1,901	23.2%	-	-	10,096
DEPRECIATION EXPENSE	3611		91,114	89,803	91,862	89,803	-	0.0%	-	-	89,803
TOTAL OTHER CHARGES	3000		91,114	89,803	91,862	89,803	-	0.0%	-	-	89,803
BLDGS IMPROVEMENTS	4111		-	-	145,828	-	-	-	-	-	-
STRUCT IMP CONT	4992		-	-	-	-	-	-	-	-	-
TOTAL CAPITAL IMPROVEMENTS	4000		-	-	145,828	-	-	-	-	-	-
CONTINGENCY	6101		-	-	-	-	-	-	-	-	-
TOTAL CONTINGENCY	6000		-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES			94,486	97,998	241,123	99,899	1,901	1.9%	-	-	99,899
INVESTMENT INCOME	8911		1,004	699	1,398	2,017	1,318	188.6%	-	-	2,017
TOTAL REV USE OF MONEY & PROPERTY	8900		1,004	699	1,398	2,017	1,318	188.6%	-	-	2,017
ASSESSMENT&TAX COLL FEES	9411		6,431	7,496	7,923	10,096	2,600	34.7%	-	-	10,096
TOTAL CHARGES FOR SERVICES	9400		6,431	7,496	7,923	10,096	2,600	34.7%	-	-	10,096
TRANSFERS IN FROM OTHER FUNDS	9831		-	-	-	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES	9800		-	-	-	-	-	-	-	-	-
TOTAL REVENUE			7,435	8,195	9,321	12,113	3,918	47.8%	-	-	12,113
NET COST			87,051	89,803	231,802	87,786	(2,017)				87,786
NET COST WITHOUT DEPRECIATION			(4,063)	-	139,940	(2,017)	(2,017)				(2,017)

**Department of Airports**  
**Proposed CUE Projects**  
**Fiscal Year 2023-24**  
**CAMARILLO AIRPORT ROAD AND LIGHTING**

**CAMARILLO UTILITY ENTERPRISE**

BASE			FUNDING SOURCE
COST	REVENUE	NET COST	CUE/AEF FUNDS

***CAPITAL PROJECTS***

**No Projects for FY 23-24**

**TOTALS**

-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-



**County of Ventura - Department of Airports**  
**Cash Flow Analysis**  
**Five Year Period July 1, 2023 through June 30, 2028**  
**3% inflation to most revenue and expense items**

	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
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**3% inflation on most revenue and expense items except Capital**

Estimated cash balance at beginning of budget fiscal year	\$ 18,808,536	\$ 17,954,739	\$ 18,034,599	\$ 18,145,608	\$ 14,497,176
Budgeted Revenue	9,007,346	9,277,566	9,555,893	9,842,570	10,137,847
Budgeted Salaries and Benefits	(4,651,089)	(4,790,622)	(4,934,341)	(5,082,371)	(5,234,842)
Budgeted Service and Supplies	(4,101,352)	(4,224,392)	(4,351,124)	(4,481,658)	(4,616,108)
Budgeted Other Expenses net of Depreciation & Bad debts	(5,344)	(5,504)	(5,669)	(5,840)	(6,015)
Net Cash Balance Before Capital Outlays	249,561	257,048	264,759	272,702	280,883
Grant & Non-grant Eligible Capital Expenditures net of Grant Revenue	(1,103,358)	(177,188)	(153,750)	(3,921,134)	(85,000)

**Projected cash balance at end of budget fiscal year**

<b>\$ 17,954,739</b>	<b>\$ 18,034,599</b>	<b>\$ 18,145,608</b>	<b>\$ 14,497,176</b>	<b>\$ 14,693,059</b>
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Note - Grant and non-grant capital outlay reflects the local funds to be expended per the 5 year Capital Improvement Plan (CIP) for both airports. Projected cash balance would be adjusted by adding or subtracting projects in the CIP.



# COUNTY of VENTURA

## Department of Airports

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[www.ventura.org/airports](http://www.ventura.org/airports)

May 11, 2022

Aviation Advisory Commission  
Camarillo Airport Authority  
Oxnard Airport Authority  
800 S. Victoria Avenue  
Ventura, CA 93009

**Subject: Approval of the Five-Year Capital Improvement Plan (CIP) for Camarillo and Oxnard Airports; Authorization for the Director of Airports or Designee, to Apply for Grants to Fund Projects Scheduled for Federal Fiscal Years 2023 and 2024 Outlined in the CIP upon Notification from the Federal Aviation Administration and the California Department of Transportation Aeronautics Program That Funds Are Available; Supervisorial District Nos. 3 and 5**

**Recommendations:**

1. Approve the five-year capital improvement plan (CIP) for Camarillo and Oxnard Airports (Exhibit 1); and
2. Authorize the Director of Airports or his designee, to apply for grants to fund the projects scheduled for federal fiscal years (FFY) 2023 and 2024 outlined in the CIP upon notification from the Federal Aviation Administration (FAA) and the California Department of Transportation Aeronautics Program (Caltrans) that funds are available. ***These projects are subject to approval in the County budget process, as explained below.***

**Fiscal/Mandates Impact:**

Mandatory: No

Source of funding: *Airport Enterprise Fund/FAA/Caltrans*

Funding match required: *10% of costs less any Caltrans funding (cash)*

Impact on other departments: *No general funds required*

### **Summary of Revenue and Project Costs**

### **FY 2023-24**

### **FY 2024-25**

Revenue (Federal – FAA)	\$ 17,160,435*	\$ 78,005,225*
(State – Caltrans)	\$ 300,000*	\$ 318,666*
Direct Costs	<u>\$ 19,217,151</u>	<u>\$ 87,291,223</u>
Net Cost – Airport Enterprise Fund	<u>\$ 1,756,716</u>	<u>\$ 7,880,039</u>

*\*Please note that it is anticipated the revenue from FAA and Caltrans will be paid out over several future fiscal years. Grant amounts are estimates based on funding formulas, but actual amount will be based on bids and available funds. Due to FAA timing, certain costs in the FY 2023 Airport Improvement Plan will occur in FY 2024.*

### **Current Fiscal Year Budget Projection:**

FY 2022-23 Budget Projection for Airports Capital Projects Division 5040 - Unit 5041				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Defi cit)
Appropriations	\$11,782,232	\$14,020,625	\$13,124,998	\$ 895,627
Revenue	8,940,205	11,648,515	9,841,300	(1,807,215)
Net Cost	\$ 2,842,027	\$ 2,372,110	\$ 3,283,698	\$ (911,588)

*Sufficient revenue and appropriations are available in the FY 22-23 capital budget.*

### **Discussion:**

In order to coordinate the funding of capital improvements throughout the nation's aviation system, the FAA and Caltrans require that airport sponsors maintain a minimum five-year Airport Capital Improvement Plan. The County of Ventura (County) also requires that a CIP be maintained and revised annually. The Department of Airports (DOA) reviews, revises, and submits the CIP for your Board's review and recommendation on an annual basis. The current five-year CIP for both Camarillo and Oxnard Airports, updated to meet FAA, Caltrans' matching grant program, and County requirements, is attached as Exhibit 1 and covers federal fiscal years 2024 through 2028. The CIP provides planning years beyond the five-year requirement to provide the FAA with additional information to help them understand current and future capital improvement needs at both airports.

The CIP projects included in this letter are in line with the County of Ventura Strategic Plan Focus Area 3, Strategic Goals 2 and 3. The projects on the CIP are listed in the order of highest priority. There is no guarantee that any project will receive grants or local funding approval in the year requested, because the FAA and Caltrans prioritize the projects on a state and national basis, depending on congressional allocations of aviation funds.

Airport pavement management plans maintained by the DOA have identified several high priority pavement reconstruction projects which are due or overdue. The CIP includes environmental studies and design to support those reconstruction projects, as well as other priority projects such as Air Traffic Control Tower facility assessment and improvements, apron reconstruction/rehabilitation and the purchase of a fire fighting vehicle.

We have been coordinating with the FAA to find funding for the design for the planned reconstruction of the runway and taxiways at Camarillo Airport in 2026 and for the reconstruction of taxiway F at Oxnard Airport in 2023.

Under the current grant process, the FAA solicits grant applications each December for the next FFY planned projects and may request revised grant applications when funds become available. Often, DOA's turnaround time to submit FAA and Caltrans grant applications is critical in obtaining available funds. Your Board's approval of the CIP and authorizing the Director of Airports, or his designee, to apply for the FAA and Caltrans grants when they become available in federal fiscal years<sup>1</sup> 2023 and 2024 benefit the DOA significantly by: (1) reducing the DOA's administrative process, and (2) expediting the DOA's turnaround time to apply for, and obtain, federal and state funds.

The CIP includes only those airport projects eligible for federal and state grants. These projects are subject to approval in the County budget process. They are also subject to CEQA (California Environmental Quality Act) review, which will be performed on a per-project basis, upon grant and budget approval. Other airport capital projects determined to be ineligible for funding by other government agencies will be financed by the Airport Enterprise Fund and included in the annual DOA budget submittal for your Board's review and approval.

The County Executive Office, the Auditor-Controller's Office, and County Counsel have reviewed this item, and the Aviation Advisory Commission and the Camarillo and Oxnard Airport Authorities recommend its approval.

If you have any questions regarding this item, please call Erin Powers at 388-4205, or me at 388-4200.



KEITH FREITAS, A.A.E., C.A.E.  
Director of Airports

Attachment:

Exhibit 1 – Five-Year Capital Improvement Plan for Camarillo and Oxnard Airports

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<sup>1</sup> The federal fiscal year runs each year from October 1 through September 30, which is later than the County's fiscal year.

AIRPORT CAPITAL IMPROVEMENT PLAN									
1. Airport: CAMARILLO AIRPORT						3. NPIAS No. 06-0339			
5. Project Description (by funding year in priority order)		Federal Funds	State Funds	Local Funds	Total \$	FAA Entitlements		FAA BIL	
						Description	Amount	Description	Amount
<b>Federal Fiscal Year 2023</b> 1. Final Design for 2026 Runway and Taxiways Reconstruction **		\$ 3,660,435	\$ 150,000	\$ 256,716	\$ 4,067,151	Available Used	\$ 150,000 \$ 150,000	*Available Used	\$ 1,607,000 -
	TOTAL	\$ 3,660,435	\$ 150,000	\$ 256,716	\$ 4,067,151	Remaining	\$ -	Remaining	\$ 1,607,000
<b>Federal Fiscal Year 2024</b> 1. No Project: Roll over Entitlements and BIL Funding						Available Used	\$ 150,000 -	Available Used	\$ 2,370,000 -
	TOTAL	\$ -	\$ -	\$ -	\$ -	Remaining	\$ 150,000	Remaining	\$ 2,370,000
<b>Federal Fiscal Year 2025</b> 1. No Project: Roll over Entitlements and BIL Funding						Available Used	\$ 300,000 -	Available Used	\$ 3,133,000 -
	TOTAL	\$ -	\$ -	\$ -	\$ -	Remaining	\$ 300,000	Remaining	\$ 3,133,000
<b>Federal Fiscal Year 2026</b> 1. Runway 8-26 Reconstruction (CMA BIL Funding from 2022, 2023, 2024, 2025, & 2026) 2. Taxiway Connectors Reconstruction (Includ. RIM correction @ TWY A)		\$ 40,110,412 \$ 27,207,495	\$ 150,000 \$ 150,000	\$ 4,306,713 \$ 2,873,055	\$ 44,567,125 \$ 30,230,550	Available Used Used	\$ 450,000 \$ 450,000 -	Available Used Used	\$ 3,896,000 \$ 3,896,000 -
	TOTAL	\$ 67,317,907	\$ 300,000	\$ 7,179,768	\$ 74,797,675	Remaining	\$ -	Remaining	\$ -
<b>Federal Fiscal Year 2027</b> 1. No Project: Roll over Entitlements						Available Used	\$ 150,000 -	Available Used	\$ - -
	TOTAL	\$ -	\$ -	\$ -	\$ -	Remaining	\$ 150,000	Remaining	\$ -
<b>Federal Fiscal Year 2028</b> 1. Design Grant for PCC Rehabilitation Taxiways F, G1, Key Hangar Area and Main Apron (2030 Construction)		\$ 373,318	\$ 18,666	\$ 22,814	\$ 414,798	Available Used	\$ 300,000 \$ 300,000	Available Used	\$ - -
	TOTAL	\$ 373,318	\$ 18,666	\$ 22,814	\$ 414,798	Remaining	\$ -	Remaining	\$ -
<b>Federal Fiscal Year 2029</b> 1. Perimeter Road Extension (Design and Construction)		\$ 585,000	\$ 29,250	\$ 35,750	\$ 650,000	Available Used	\$ 150,000 \$ 150,000	Available Used	\$ - -
	TOTAL	\$ 585,000	\$ 29,250	\$ 35,750	\$ 650,000	Remaining	\$ -	Remaining	\$ -
<b>Federal Fiscal Year 2030</b> 1. PCC Rehabilitation Taxiways F, G1, Key Hangar Area and Main Apron (Construction)		\$ 2,488,790	\$ 124,439	\$ 152,093	\$ 2,765,322	Available Used	\$ 150,000 \$ 150,000	Available Used	\$ - -
	TOTAL	\$ 2,488,790	\$ 124,439	\$ 152,093	\$ 2,765,322	Remaining	\$ -	Remaining	\$ -
<b>Federal Fiscal Year 2031</b> 1. Design Grant for Rehabilitate of Taxiways G, G2 & G3 & NE Taxilane (2033 Construction)		\$ 500,051	\$ 25,003	\$ 30,559	\$ 555,613	Available Used	\$ 150,000 \$ 150,000	Available Used	\$ - -
	TOTAL	\$ 500,051	\$ 25,003	\$ 30,559	\$ 555,613	Remaining	\$ -	Remaining	\$ -
<b>Federal Fiscal Year 2032</b> 1. Design Grant for Rehabilitate Central Apron (2034 Construction)		\$ 349,896	\$ 17,494	\$ 21,383	\$ 388,773	Available Used	\$ 150,000 \$ 150,000	Available Used	\$ - -
	TOTAL	\$ 349,896	\$ 17,494	\$ 21,383	\$ 388,773	Remaining	\$ -	Remaining	\$ -
<b>Federal Fiscal Year 2033</b> 1. Rehabilitate Taxiways G, G2 & G3 & Rehabilitate NE Taxilane (Construction)		\$ 3,333,676	\$ 150,000	\$ 220,409	\$ 3,704,085	Available Used	\$ 150,000 \$ 150,000	Available Used	\$ - -
	TOTAL	\$ 3,333,676	\$ 150,000	\$ 220,409	\$ 3,704,085	Remaining	\$ -	Remaining	\$ -

1/31/2023

\* Includes FAA BIL funding for fiscal year 2022 (\$763,000) and 2023 (\$844,000). Assumed BIL funding of \$763,000 for fiscal years 2024, 2025, and 2026.

\*\* If there is no funding for 2023 Design grant for the Final Design for 2026 Runway and Taxiways Reconstruction, then this project will shift to 2024.

## CMA ACIP DATA SHEET

Airport Name		CAMARILLO AIRPORT	Fiscal Year 2023			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
Y	D	1. Final Design for 2026 Runway and Taxiways Reconstruction **	\$3,660,435	\$150,000	\$256,716	\$4,067,151
		Total	\$3,660,435	\$150,000	\$256,716	\$4,067,151
* D - Development; P - Planning; E - Environmental						
PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS						
Detail Project Description (Square/Lineal Footage or Length/Width)						
<p>1. Final Design for 2026 Runway and Taxiways Reconstruction **</p> <p>Runway 8-26 Reconstruction consists of pavement removal, subgrade preparation and treatment, placement of aggregate base, asphalt paving, runway grooving, pavement marking, drainage improvements, and electrical improvements. The taxiway connectors reconstruction consists of pavement removal, subgrade preparation and treatment, placement of aggregate base, asphalt paving, pavement marking, drainage improvements, and electrical improvements. Taxiway A connector work will also include a RIM correction.</p>						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
1. Design will be completed in fiscal year 2023 with construction in fiscal year 2026.						
NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)						
1. Environmental Study approval anticipated by late 2022.						
Land Title Status & Date of Exhibit "A" Status			Date			
County of Ventura holds title to Land. Exhibit A, Property Map			Conditionally Approved, June 2011			
Open AIP Funded Projects			Expected Close-out Date			
Taxiway H (AIP No. 3-06-0339-037-2019)			June 2023			
Master System Plan (AIP No. 3-06-0339-038-2020)			June 2023			
Runway and Taxiway Conceptual Design (AIP 3-06-0339-039-2022)			June 2026			
<b>Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.</b>						
Keith Freitas, Director of Airports			Erin Powers, Projects Administrator			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			(805) 388-4205			
Signature		Date	Contact Phone (Print or Type)			

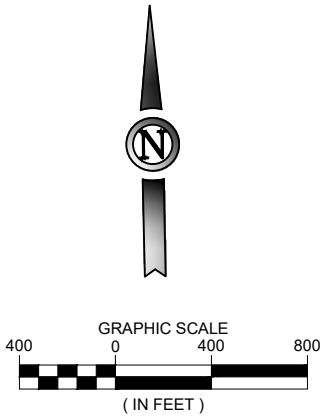




FY 2023 PROJECTS



1. FINAL DESIGN GRANT FOR 2026 RUNWAY AND TAXIWAYS RECONSTRUCTION





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Department of Airports

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DATE: JANUARY 31, 2023

SHEET 1 OF 11



## CMA ACIP DATA SHEET

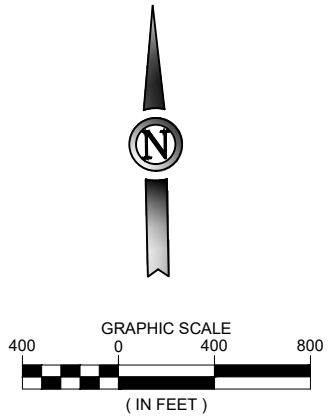
Airport Name		CAMARILLO AIRPORT	Fiscal Year 2024			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
N/A	N/A	1. No Project: Roll over Entitlements and BIL Funding	\$0	\$0	\$0	\$0
		Total	\$0	\$0	\$0	\$0
* D - Development; P - Planning; E - Environmental						
PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS						
Detail Project Description (Square/Lineal Footage or Length/Width)						
1. No Project: Roll over Entitlements and BIL Funding						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)						
Land Title Status & Date of Exhibit "A" Status			Date			
County of Ventura holds title to Land. Exhibit A, Property Map			Conditionally Approved, June 2011			
Open AIP Funded Projects			Expected Close-out Date			
Taxiway H (AIP No. 3-06-0339-037-2019)			June 2023			
Master System Plan (AIP No. 3-06-0339-038-2020)			June 2023			
Runway and Taxiway Conceptual Design (AIP 3-06-0339-039-2022)			June 2026			
Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.						
Keith Freitas, Director of Airports			Erin Powers, Projects Administrator			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			(805) 388-4205			
Signature			Date		Contact Phone (Print or Type)	





FY 2024 PROJECTS

1. NO PROJECT: ROLL OVER ENTITLEMENTS AND BIL FUNDING





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## CMA ACIP DATA SHEET

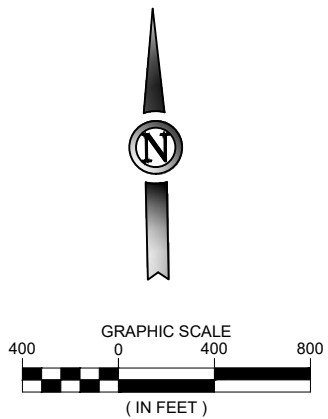
Airport Name		CAMARILLO AIRPORT	Fiscal Year 2025			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
N/A	N/A	1. No Project: Roll over Entitlements and BIL Funding	\$0	\$0	\$0	\$0
		Total	\$0	\$0	\$0	\$0
* D - Development; P - Planning; E - Environmental						
PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS						
Detail Project Description (Square/Lineal Footage or Length/Width)						
1. No Project: Roll over Entitlements and BIL Funding						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)						
Land Title Status & Date of Exhibit "A" Status			Date			
County of Ventura holds title to Land. Exhibit A, Property Map			Conditionally Approved, June 2011			
Open AIP Funded Projects			Expected Close-out Date			
Taxiway H (AIP No. 3-06-0339-037-2019)			June 2023			
Master System Plan (AIP No. 3-06-0339-038-2020)			June 2023			
Runway and Taxiway Conceptual Design (AIP 3-06-0339-039-2022)			June 2026			
Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.						
Keith Freitas, Director of Airports			Erin Powers, Projects Administrator			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			(805) 388-4205			
Signature			Date		Contact Phone (Print or Type)	





FY 2025 PROJECTS

1. NO PROJECT: ROLL OVER ENTITLEMENTS AND BIL FUNDING





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DATE: JANUARY 31, 2023

SHEET 3 OF 11



## CMA ACIP DATA SHEET

Airport Name		CAMARILLO AIRPORT	Fiscal Year 2026			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
Y	D	1. Runway 8-26 Reconstruction (CMA BIL Funding from 2022, 2023, 2024, 2025, & 2026)	\$40,110,412	\$150,000	\$4,306,713	\$44,567,125
Y	D	2. Taxiway Connectors RIM Reconstruction	\$27,207,495	\$150,000	\$2,873,055	\$30,230,550
		<b>Total</b>	<b>\$67,317,907</b>	<b>\$300,000</b>	<b>\$7,179,768</b>	<b>\$74,797,675</b>

\* D - Development; P - Planning; E - Environmental

**PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS**

**Detail Project Description (Square/Lineal Footage or Length/Width)**

1. Runway 8-26 Reconstruction (CMA BIL Funding from 2022, 2023, 2024, 2025, & 2026)  
Runway 8-26 was constructed in several sections, dating back to 1942. Other than seal coats, no rehabilitation has been performed since the runway was overlaid in 1998. A visual condition survey was performed in 2015 for an Airport Pavement Management System (APMS) prepared in 2016. At the time of the survey, the runway was found to be in Satisfactory condition (PCI of 70-85). However, this was shortly after a slurry seal had been applied in 2014. Based on a geotechnical analysis, non-destructive testing, and PCN evaluation performed in 2017, it was determined the runway is structurally insufficient, and a reconstruction is recommended. The reconstruction consists of pavement removal, subgrade preparation and treatment, placement of aggregate base, asphalt paving, runway grooving, pavement marking, drainage improvements for MS4 compliance, and electrical improvements.

2. Taxiway Connectors RIM Reconstruction  
The taxiway connectors were constructed in various phases, dating back to 1951. Other than seal coats and isolated repairs, no rehabilitation has been performed on the taxiways since the 1990s. A visual condition survey was performed in 2015 for an Airport Pavement Management System (APMS) prepared in 2016. At the time of the survey, the taxiways were found to be in Satisfactory condition (PCI of 70-85). Like the runway, this was shortly after a slurry seal had been applied in 2014. The PCN evaluation performed in 2017 has indicated that a majority of the taxiways are structurally insufficient, and a reconstruction is recommended. Taxiway A has also been identified as a runway incursion risk and the geometry will need to be corrected to mitigate this risk. The reconstruction consists of pavement removal, subgrade preparation and treatment, placement of aggregate base, asphalt paving, pavement marking, drainage improvements for MS4 compliance, and electrical improvements.

**Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)**

1 & 2. Design will be completed during the 2023 Federal Fiscal Year. Bids are anticipated to be received by February 2026 with construction commencing in 2026. Construction length will be determined by the Engineer during design, the County is committed to project completion and grant sign off within FAA's grant closeout guidelines.

**NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)**

Environmental Study approval anticipated by late 2022

**Land Title Status & Date of Exhibit "A" Status** **Date**

County of Ventura holds title to Land.  
Exhibit A, Property Map Conditionally Approved, June 2011

**Open AIP Funded Projects** **Expected Close-out Date**

Taxiway H (AIP No. 3-06-0339-037-2019) June 2023  
Master System Plan (AIP No. 3-06-0339-038-2020) June 2023  
Runway and Taxiway Conceptual Design (AIP 3-06-0339-039-2022) June 2026

**Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.**

<b>Keith Freitas, Director of Airports</b>	<b>Erin Powers, Projects Administrator</b>
Name and Title of Authorized Representative (Print or Type)	Contact Name and Title (Print or Type)
	(805) 388-4205
Signature	Contact Phone (Print or Type)
Date	





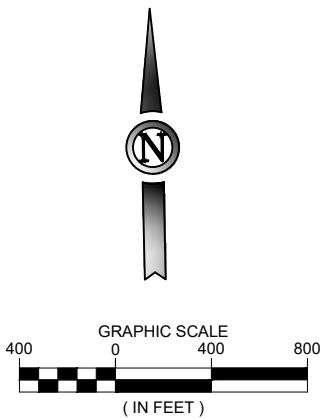
FY 2026 PROJECTS



1. RUNWAY 8/26 RECONSTRUCTION



2. TAXIWAY CONNECTORS RIM RECONSTRUCTION



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## CMA ACIP DATA SHEET

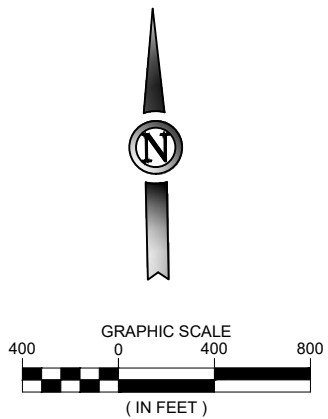
Airport Name		CAMARILLO AIRPORT	Fiscal Year 2027			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
N/A	N/A	1. No Project: Roll over Entitlements	\$0	\$0	\$0	\$0
		Total	\$0	\$0	\$0	\$0
* D - Development; P - Planning; E - Environmental						
PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS						
Detail Project Description (Square/Lineal Footage or Length/Width)						
1. No Project: Roll over Entitlements						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)						
Land Title Status & Date of Exhibit "A" Status			Date			
County of Ventura holds title to Land. Exhibit A, Property Map			Conditionally Approved, June 2011			
Open AIP Funded Projects			Expected Close-out Date			
Taxiway H (AIP No. 3-06-0339-037-2019)			June 2023			
Master System Plan (AIP No. 3-06-0339-038-2020)			June 2023			
Runway and Taxiway Conceptual Design (AIP 3-06-0339-039-2022)			June 2026			
Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.						
Keith Freitas, Director of Airports			Erin Powers, Projects Administrator			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			(805) 388-4205			
Signature			Date		Contact Phone (Print or Type)	





FY 2027 PROJECTS

1. NO PROJECT: ROLL OVER ENTITLEMENTS





COUNTY of VENTURA

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DATE: JANUARY 31, 2023

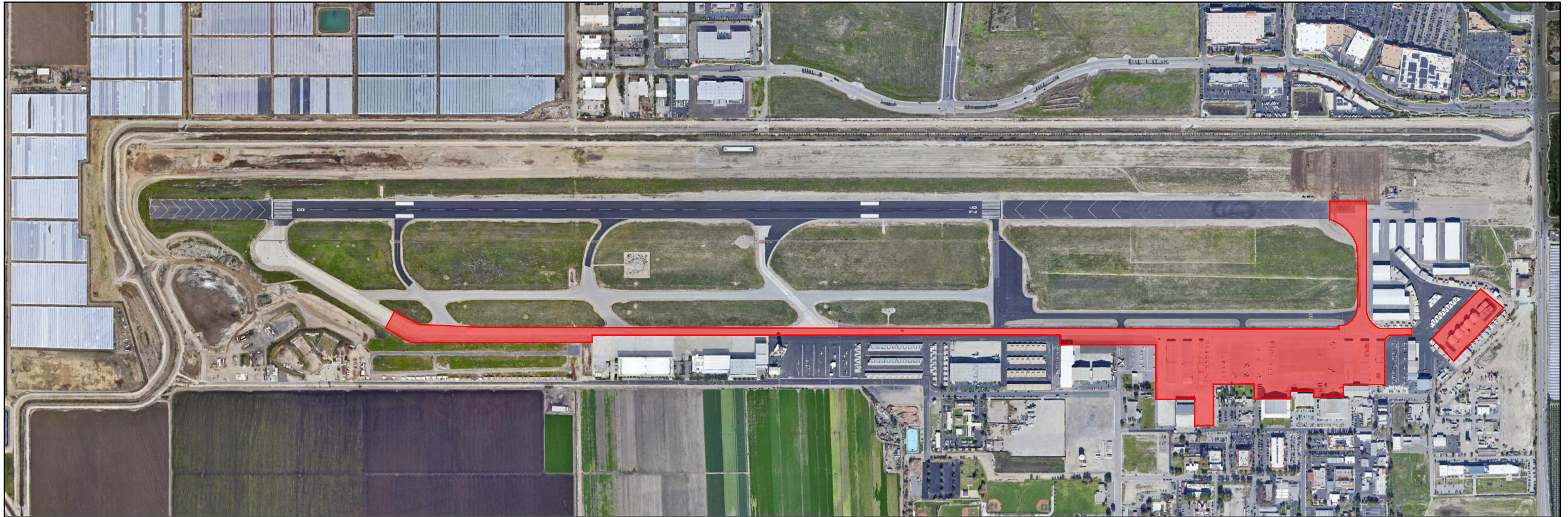
SHEET 5 OF 11



## CMA ACIP DATA SHEET

Airport Name		CAMARILLO AIRPORT	Fiscal Year 2028			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
Y	D	1. Design Grant for PCC Rehabilitation Taxiways F, G1, Key Hangar Area and Main Apron (2030 Construction)	\$373,318	\$18,666	\$22,814	\$414,798
		Total	\$373,318	\$18,666	\$22,814	\$414,798
* D - Development; P - Planning; E - Environmental						
PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS						
Detail Project Description (Square/Lineal Footage or Length/Width)						
1. Design Grant for PCC Rehabilitation Taxiways F, G1, Key Hangar Area and Main Apron (2030 Construction) Work is anticipated to include crack repair, resealing of joints, spall repair and select panel replacement. (160,000 SY)						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
1. Design will be completed during the 2028 Federal Fiscal Year						
NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)						
1. CatEx anticipated to be submitted in a timely manner.						
Land Title Status & Date of Exhibit "A" Status			Date			
County of Ventura holds title to Land. Exhibit A, Property Map			Conditionally Approved, June 2011			
Open AIP Funded Projects			Expected Close-out Date			
Taxiway H (AIP No. 3-06-0339-037-2019)			June 2023			
Master System Plan (AIP No. 3-06-0339-038-2020)			June 2023			
Runway and Taxiway Conceptual Design (AIP 3-06-0339-039-2022)			June 2026			
<b>Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.</b>						
Keith Freitas, Director of Airports			Erin Powers, Projects Administrator			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			(805) 388-4205			
Signature			Date		Contact Phone (Print or Type)	

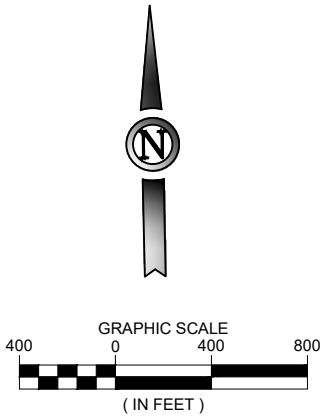




FY 2028 PROJECTS



1. DESIGN GRANT FOR PCC REHABILITATION TAXIWAY F, G1, KEY HANGAR AREA AND MAIN APRON (2030 CONSTRUCTION)





COUNTY of VENTURA

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CAMARILLO AIRPORT  
CAMARILLO, CA  
ACIP - FEDERAL FISCAL YEAR 2028

DATE: JANUARY 31, 2023

SHEET 6 OF 11



## CMA ACIP DATA SHEET

Airport Name		CAMARILLO AIRPORT	Fiscal Year 2029			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
Y	D	1. Perimeter Road Extension (Design and Construction)	\$585,000	\$29,250	\$35,750	\$650,000
		<b>Total</b>	<b>\$585,000</b>	<b>\$29,250</b>	<b>\$35,750</b>	<b>\$650,000</b>
* D - Development; P - Planning; E - Environmental						
<b>PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS</b>						
Detail Project Description (Square/Lineal Footage or Length/Width)						
<p>1. Perimeter Road Extension (Design and Construction)</p> <p>Work is anticipated to include the extension of the 24-foot wide perimeter road adjacent to Las Posas Road.</p>						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
<p>1. Bids are anticipated to be received by February 2029 with construction commencing in 2029. Construction length will be determined by the Engineer during design, the County is committed to project completion and grant sign off within FAA's grant closeout guidelines.</p>						
NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)						
<p>1. CatEx anticipated to be submitted in a timely manner.</p>						
Land Title Status & Date of Exhibit "A" Status			Date			
<p>County of Ventura holds title to Land. Exhibit A, Property Map</p>			<p>Conditionally Approved, June 2011</p>			
Open AIP Funded Projects			Expected Close-out Date			
Taxiway H (AIP No. 3-06-0339-037-2019)			June 2023			
Master System Plan (AIP No. 3-06-0339-038-2020)			June 2023			
Runway and Taxiway Conceptual Design (AIP 3-06-0339-039-2022)			June 2026			
<b>Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.</b>						
<b>Keith Freitas, Director of Airports</b>			<b>Erin Powers, Projects Administrator</b>			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			<b>(805) 388-4205</b>			
Signature		Date	Contact Phone (Print or Type)			

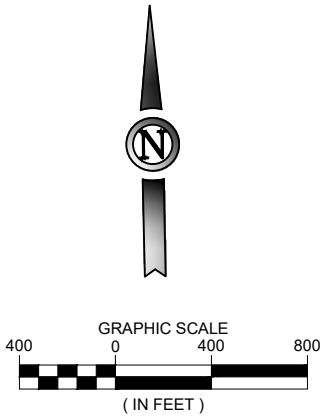




FY 2029 PROJECTS



1. PERIMETER ROAD EXTENSION (DESIGN AND CONSTRUCTION)





**COUNTY of VENTURA**

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CAMARILLO AIRPORT  
 CAMARILLO, CA  
 ACIP - FEDERAL FISCAL YEAR 2029

DATE: JANUARY 31, 2023

SHEET 7 OF 11



## CMA ACIP DATA SHEET

Airport Name		CAMARILLO AIRPORT	Fiscal Year 2030			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
Y	D	1. PCC Rehabilitation Taxiways F, G1, Key Hangar Area and Main Apron (Construction)	\$2,488,790	\$124,439	\$152,093	\$2,765,322
		<b>Total</b>	<b>\$2,488,790</b>	<b>\$124,439</b>	<b>\$152,093</b>	<b>\$2,765,322</b>
* D - Development; P - Planning; E - Environmental						
<b>PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS</b>						
Detail Project Description (Square/Lineal Footage or Length/Width)						
<p>1. PCC Rehabilitation Taxiways F, G1, Key Hangar Area and Main Apron (Construction)</p> <p>Work is anticipated to include crack repair, resealing of joints, spall repair and select panel replacement. (160,000 SY)</p>						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
<p>1. Design will be completed during the 2028 Federal Fiscal Year. Bids are anticipated to be received by February 2030 with construction commencing in 2030. Construction length will be determined by the Engineer during design, the County is committed to project completion and grant sign off within FAA's grant closeout guidelines.</p>						
NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)						
<p>1. CatEx anticipated to be submitted in a timely manner.</p>						
Land Title Status & Date of Exhibit "A" Status			Date			
County of Ventura holds title to Land. Exhibit A, Property Map			Conditionally Approved, June 2011			
Open AIP Funded Projects			Expected Close-out Date			
Taxiway H (AIP No. 3-06-0339-037-2019)			June 2023			
Master System Plan (AIP No. 3-06-0339-038-2020)			June 2023			
Runway and Taxiway Conceptual Design (AIP 3-06-0339-039-2022)			June 2026			
<b>Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.</b>						
<b>Keith Freitas, Director of Airports</b>			<b>Erin Powers, Projects Administrator</b>			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			<b>(805) 388-4205</b>			
Signature			Date		Contact Phone (Print or Type)	

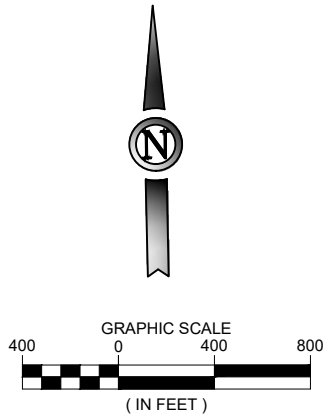




FY 2030 PROJECTS



1. PCC REHABILITATION TAXIWAY F, G1, KEY HANGAR AREA AND MAIN APRON (CONSTRUCTION)





COUNTY of VENTURA

Department of Airports

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CAMARILLO AIRPORT  
CAMARILLO, CA  
ACIP - FEDERAL FISCAL YEAR 2030

DATE: JANUARY 31, 2023

SHEET 8 OF 11



## CMA ACIP DATA SHEET

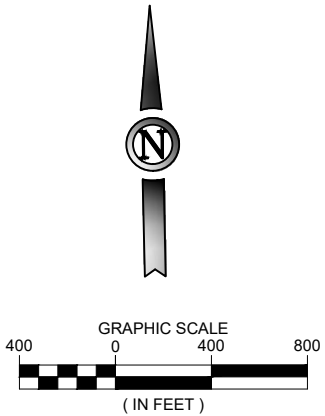
Airport Name		CAMARILLO AIRPORT	Fiscal Year 2031			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
Y	D	1. Design Grant for Rehabilitate of Taxiways G, G2 & G3 & NE Taxilane (2033 Construction)	\$500,051	\$25,003	\$30,559	\$555,613
		<b>Total</b>	<b>\$500,051</b>	<b>\$25,003</b>	<b>\$30,559</b>	<b>\$555,613</b>
* D - Development; P - Planning; E - Environmental						
<b>PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS</b>						
Detail Project Description (Square/Lineal Footage or Length/Width)						
1. Design Grant for Rehabilitate of Taxiways G, G2 & G3 & NE Taxilane (2033 Construction) Work is anticipated to include crack repair, seal coat application and new pavement markings. (22,700 SY)						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
1. Design will be completed during the 2031 Federal Fiscal Year.						
NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)						
1. CatEx anticipated to be submitted in a timely manner.						
Exhibit A, Property Map			Conditionally Approved, June 2011			
Open AIP Funded Projects			Expected Close-out Date			
Taxiway H (AIP No. 3-06-0339-037-2019)			June 2023			
Master System Plan (AIP No. 3-06-0339-038-2020)			June 2023			
Runway and Taxiway Conceptual Design (AIP 3-06-0339-039-2022)			June 2026			
<b>Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.</b>						
<b>Keith Freitas, Director of Airports</b>			<b>Erin Powers, Projects Administrator</b>			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			<b>(805) 388-4205</b>			
Signature			Date			
			Contact Phone (Print or Type)			





FY 2031 PROJECTS

- 
1. DESIGN GRANT FOR REHABILITATE TAXIWAYS G, G2, G3, AND NE TAXILANE (2033 CONSTRUCTION)





**CMA ACIP DATA SHEET**

<b>Airport Name</b>		<b>CAMARILLO AIRPORT</b>	<b>Fiscal Year 2032</b>			
<b>Shown On ALP</b>	<b>Project Type*</b>	<b>Project Description</b>	<b>Federal Share</b>	<b>State Share</b>	<b>Local Share</b>	<b>Total</b>
Y	D	1. Design Grant for Rehabilitate Central Apron (2034 Construction)	\$349,896	\$17,494	\$21,383	\$388,773
		<b>Total</b>	<b>\$349,896</b>	<b>\$17,494</b>	<b>\$21,383</b>	<b>\$388,773</b>
* D - Development; P - Planning; E - Environmental						
<b>PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS</b>						
<b>Detail Project Description (Square/Lineal Footage or Length/Width)</b>						
1. Design Grant for Rehabilitate Central Apron (2034 Construction) Work is anticipated to include crack repair, seal coat application and new pavement markings (18,000 SY)						
<b>Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)</b>						
1. Design will be completed during the 2032 Federal Fiscal Year						
<b>NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)</b>						
1. CatEx anticipated to be submitted in a timely manner.						
<b>Land Title Status &amp; Date of Exhibit "A" Status</b>			<b>Date</b>			
County of Ventura holds title to Land. Exhibit A, Property Map			Conditionally Approved, June 2011			
<b>Open AIP Funded Projects</b>			<b>Expected Close-out Date</b>			
Taxiway H (AIP No. 3-06-0339-037-2019)			June 2023			
Master System Plan (AIP No. 3-06-0339-038-2020)			June 2023			
Runway and Taxiway Conceptual Design (AIP 3-06-0339-039-2022)			June 2026			
<b>Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.</b>						
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Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			<b>(805) 388-4205</b>			
Signature			Date		Contact Phone (Print or Type)	

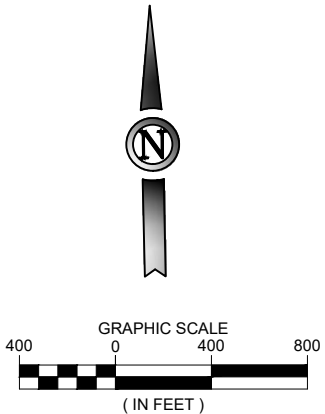




FY 2032 PROJECTS



1. DESIGN GRANT FOR REHABILITATE CENTRAL APRON (2034 CONSTRUCTION)





## CMA ACIP DATA SHEET

Airport Name		CAMARILLO AIRPORT	Fiscal Year 2033			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
Y	D	1. Rehabilitate Taxiways G, G2 & G3 & Rehabilitate NE Taxilane (Construction)	\$3,333,676	\$150,000	\$220,409	\$3,704,085
		<b>Total</b>	<b>\$3,333,676</b>	<b>\$150,000</b>	<b>\$220,409</b>	<b>\$3,704,085</b>
* D - Development; P - Planning; E - Environmental						
<b>PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS</b>						
Detail Project Description (Square/Lineal Footage or Length/Width)						
<p>1. Rehabilitate Taxiways G, G2 &amp; G3 &amp; Rehabilitate NE Taxilane (Construction)</p> <p>Work is anticipated to include crack repair, seal coat application and new pavement markings.</p>						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
<p>1. Design will be completed during the 2031 Federal Fiscal Year. Bids are anticipated to be received by February 2033. Construction length will be determined by the Engineer during design, the County is committed to project completion and grant sign off within FAA's grant closeout guidelines.</p>						
NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)						
<p>1. CatEx anticipated to be submitted in a timely manner.</p>						
Land Title Status & Date of Exhibit "A" Status			Date			
<p>County of Ventura holds title to Land.</p> <p>Exhibit A, Property Map</p>			Conditionally Approved, June 2011			
Open AIP Funded Projects			Expected Close-out Date			
Taxiway H (AIP No. 3-06-0339-037-2019)			June 2023			
Master System Plan (AIP No. 3-06-0339-038-2020)			June 2023			
Runway and Taxiway Conceptual Design (AIP 3-06-0339-039-2022)			June 2026			
<b>Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.</b>						
Keith Freitas, Director of Airports			Erin Powers, Projects Administrator			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			(805) 388-4205			
Signature		Date	Contact Phone (Print or Type)			

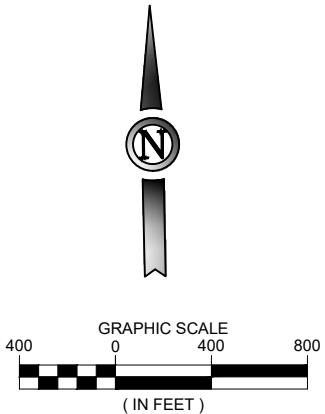




FY 2033 PROJECTS



1. REHABILITATE TAXIWAYS G, G2, G3, AND NE TAXILANE (CONSTRUCTION)





COUNTY of VENTURA

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CAMARILLO, CA  
ACIP - FEDERAL FISCAL YEAR 2033

DATE: JANUARY 31, 2023

SHEET 11 OF 11



AIRPORT CAPITAL IMPROVEMENT PLAN									
1. Airport: OXNARD AIRPORT					3. NPIAS No. 06-0179				
5. Project Description (by funding year in priority order)		Federal Funds	State Funds	Local Funds	Total \$	FAA Entitlements		FAA BIL	
						Description	Amount	Description	Amount
<b>Federal Fiscal Year 2023</b> 1. Reconstruct Taxiway F 2. ATCT Facility Assessment (Sponsor to Request Reimbursement with a FCT BIL Grant)		\$ 13,500,000	\$ 150,000	\$ 1,350,000	\$ 15,000,000	Available	\$ 150,000	*Available	\$ 587,000
		\$ -	\$ -	\$ 150,000	\$ 150,000	Used	\$ 150,000	Used	\$ -
		\$ -	\$ -	\$ -	\$ -	Used	\$ -	Used	\$ -
	TOTAL	\$ 13,500,000	\$ 150,000	\$ 1,500,000	\$ 15,150,000	Remaining	\$ -	Remaining	\$ 587,000
<b>Federal Fiscal Year 2024</b> 1. Rehabilitate ATCT Phase 1 (Sponsor to Request Reimbursement with a FCT BIL Grant) 2. Design for Reconstruction of Terminal Apron PCC/AC & ARFF Apron (2026 Construction)		\$ 2,700,000	\$ 135,000	\$ 165,000	\$ 3,000,000	Available	\$ 150,000	Available	\$ 882,000
		\$ 489,375	\$ 24,468	\$ 29,907	\$ 543,750	Used	\$ -	Used	\$ -
		\$ -	\$ -	\$ -	\$ -	Used	\$ 150,000	Used	\$ 393,750
	TOTAL	\$ 3,189,375	\$ 159,468	\$ 194,907	\$ 3,543,750	Remaining	\$ -	Remaining	\$ 488,250
<b>Federal Fiscal Year 2025</b> 1. Rehabilitate ATCT Phase 2 (Sponsor to Request Reimbursement with a FCT BIL Grant) 2. Design for Rehabilitate West Hangar Apron Area (2027 Construction)		\$ 2,700,000	\$ 135,000	\$ 165,000	\$ 3,000,000	Available	\$ 150,000	Available	\$ 783,250
		\$ -	\$ -	\$ -	\$ -	Used	\$ -	Used	\$ -
		\$ 67,500	\$ 3,375	\$ 4,125	\$ 75,000	Used	\$ 75,000	Used	\$ -
	TOTAL	\$ 2,767,500	\$ 138,375	\$ 169,125	\$ 3,075,000	Remaining	\$ 75,000	Remaining	\$ 783,250
<b>Federal Fiscal Year 2026</b> 1. Reconstruction of Terminal Apron PCC/AC & ARFF Apron (Construction)		\$ 3,262,500	\$ 150,000	\$ 212,500	\$ 3,625,000	Available	\$ 225,000	Available	\$ 1,078,250
		\$ -	\$ -	\$ -	\$ -	Used	\$ 225,000	Used	\$ 1,078,250
		\$ -	\$ -	\$ -	\$ -	Used	\$ -	Used	\$ -
	TOTAL	\$ 3,262,500	\$ 150,000	\$ 212,500	\$ 3,625,000	Remaining	\$ -	Remaining	\$ -
<b>Federal Fiscal Year 2027</b> 1. Rehabilitate West Hangar Apron Area (Construction) 2. ARFF Truck Purchase		\$ 450,000	\$ 22,500	\$ 27,500	\$ 500,000	Available	\$ 150,000	Available	\$ -
		\$ 1,080,000	\$ 54,000	\$ 66,000	\$ 1,200,000	Used	\$ 150,000	Used	\$ -
		\$ -	\$ -	\$ -	\$ -	Used	\$ -	Used	\$ -
	TOTAL	\$ 1,530,000	\$ 76,500	\$ 93,500	\$ 1,700,000	Remaining	\$ -	Remaining	\$ -
<b>Federal Fiscal Year 2028</b> 1. Design for Rehabilitate Central Apron, Executive Hangar Area and Portion of Transient Apron (2030 Construction)		\$ 121,500	\$ 6,075	\$ 7,425	\$ 135,000	Available	\$ 150,000	Available	\$ -
		\$ -	\$ -	\$ -	\$ -	Used	\$ 135,000	Used	\$ -
		\$ -	\$ -	\$ -	\$ -	Used	\$ -	Used	\$ -
	TOTAL	\$ 121,500	\$ 6,075	\$ 7,425	\$ 135,000	Remaining	\$ 15,000	Remaining	\$ -
<b>Federal Fiscal Year 2029</b> 1. Design for Rehabilitate Perimeter & Terminal Loop Roads and ATCT & Operations & Central Hangar Parking (2031 Construction) 2. Land Acquisitions - OFA Property Purchases and RPZ Property Purchases **		\$ 118,362	\$ 5,918	\$ 7,233	\$ 131,513	Available	\$ 165,000	Available	\$ -
		\$ 9,738,000	\$ 150,000	\$ 932,000	\$ 10,820,000	Used	\$ 131,513	Used	\$ -
		\$ -	\$ -	\$ -	\$ -	Used	\$ -	Used	\$ -
	TOTAL	\$ 9,856,362	\$ 155,918	\$ 939,233	\$ 10,951,513	Remaining	\$ 33,487	Remaining	\$ -
<b>Federal Fiscal Year 2030</b> 1. Rehabilitate Central Apron, Executive Hangar Area and Portion of Transient Apron (Construction) 2. Design for Drainage Pipe Replacement with Reinforced Concrete Pipe (RCP) (2032 Construction)		\$ 810,000	\$ 40,500	\$ 49,500	\$ 900,000	Available	\$ 183,487	Available	\$ -
		\$ 283,500	\$ 14,175	\$ 17,325	\$ 315,000	Used	\$ 183,487	Used	\$ -
		\$ -	\$ -	\$ -	\$ -	Used	\$ -	Used	\$ -
	TOTAL	\$ 1,093,500	\$ 54,675	\$ 66,825	\$ 1,215,000	Remaining	\$ -	Remaining	\$ -
<b>Federal Fiscal Year 2031</b> 1. Rehabilitate Perimeter & Terminal Loop Roads and ATCT & Operations & Central Hangar Parking (Construction)		\$ 789,075	\$ 39,453	\$ 48,222	\$ 876,750	Available	\$ 150,000	Available	\$ -
		\$ -	\$ -	\$ -	\$ -	Used	\$ 150,000	Used	\$ -
		\$ -	\$ -	\$ -	\$ -	Used	\$ -	Used	\$ -
	TOTAL	\$ 789,075	\$ 39,453	\$ 48,222	\$ 876,750	Remaining	\$ -	Remaining	\$ -
<b>Federal Fiscal Year 2032</b> 1. Drainage Pipe Replacement with Reinforced Concrete Pipe (RCP) (Construction)		\$ 1,890,000	\$ 94,500	\$ 115,500	\$ 2,100,000	Available	\$ 150,000	Available	\$ -
		\$ -	\$ -	\$ -	\$ -	Used	\$ 150,000	Used	\$ -
		\$ -	\$ -	\$ -	\$ -	Used	\$ -	Used	\$ -
	TOTAL	\$ 1,890,000	\$ 94,500	\$ 115,500	\$ 2,100,000	Remaining	\$ -	Remaining	\$ -
<b>Federal Fiscal Year 2033</b> 1. Design for Rehabilitate East Apron Area (2035 Construction)		\$ 94,500	\$ 4,725	\$ 5,775	\$ 105,000	Available	\$ 150,000	Available	\$ -
		\$ -	\$ -	\$ -	\$ -	Used	\$ 105,000	Used	\$ -
		\$ -	\$ -	\$ -	\$ -	Used	\$ -	Used	\$ -
	TOTAL	\$ 94,500	\$ 4,725	\$ 5,775	\$ 105,000	Remaining	\$ 45,000	Remaining	\$ -

1/31/2023

\* Includes FAA BIL funding for fiscal year 2022 (\$295,000) and 2023 (\$292,000). Assumed BIL funding of \$295,000 for fiscal years 2024, 2025, and 2026.

\*\* New Appraisal is being completed and costs are anticipated to be a smaller amount.

**OXR ACIP DATA SHEET**

Airport Name		OXNARD AIRPORT	Fiscal Year 2023			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
N	D	1. Reconstruct Taxiway F	\$13,500,000	\$150,000	\$1,350,000	\$15,000,000
N/A	P	2. ATCT Facility Assessment (Sponsor to Request Reimbursement with a FCT BIL Grant)	\$0	\$0	\$150,000	\$150,000
		<b>Total</b>	<b>\$13,500,000</b>	<b>\$150,000</b>	<b>\$1,500,000</b>	<b>\$15,150,000</b>
* D - Development; P - Planning; E - Environmental						
<b>PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS</b>						
Detail Project Description (Square/Lineal Footage or Length/Width)						
<p>1. Reconstruct Taxiway F</p> <p>Taxiway F was last overlaid in 2000. A Visual Condition Survey was performed as part of the 2016 Airport Pavement Management System (APMS) update. At the time of the survey, the pavement on Taxiway F was found to be in Fair condition (PCI 55-70). However, the APMS recommendation for improvement of Taxiway F was a reconstruction due to the existing pavement section that was inadequate to support the aircraft fleet mix at the time. According to a geotechnical report completed in March, 2021 on Taxiway F, the existing pavement along Taxiway F is showing signs of distress, including longitudinal and transverse cracking, which is creating foreign object debris that is hazardous to aircraft and airport users. The subgrade CBR values also tested as low as a value of 1, indicating the need to improve the subgrade through stabilization or replacement with suitable subgrade material. As part of the reconstruction, Taxiway F centerline will be relocated to comply with the separation requirement for the D-III category. The taxiway width will also be reduced from the current 75 feet to 50 feet, to comply with the requirement of TDG 3.</p> <p>2. ATCT Facility Assessment (Sponsor to Request Reimbursement with a FCT BIL Grant)</p> <p>This project consists of an assessment of the existing ATCT regarding the condition, maintainability, and supportability. The assessment will include a recommendation for maintenance, upgrades and replacement, as well as asbestos and lead paint inspection reports.</p>						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
<p>1. Design will be completed prior to the upcoming grant cycle. Bids are anticipated to be received by February 2023 with construction in summer 2023. Construction length will be determined by the Engineer during design; the County is committed to project completion and grant sign off within FAA's grant closeout guidelines.</p> <p>2. Assessment will be completed in fiscal year 2023.</p>						
NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)						
1. CATEX approved by FAA on 1/27/21.						
Land Title Status & Date of Exhibit "A" Status			Date			
County of Ventura holds title to Land. Exhibit A, Property Map			Conditionally Approved, March 2010			
Open AIP Funded Projects			Expected Close-out Date			
3-06-0179-037-2020			August 2024			
3-06-0179-038-2021			August 2025			
3-06-0179-042-2022			August 2026			
3-06-0179-043-2022			August 2026			
<b>Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.</b>						
<b>Keith Freitas, Director of Airports</b>			<b>Erin Powers, Projects Administrator</b>			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			<b>(805) 388-4205</b>			
Signature			Date		Contact Phone (Print or Type)	





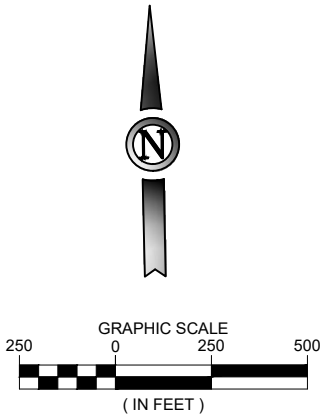
**FY 2023 PROJECTS**



1. RECONSTRUCT TAXIWAY F



2. ATCT FACILITY ASSESSMENT





**COUNTY of VENTURA**

Department of Airports

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DATE: JANUARY 30, 2023

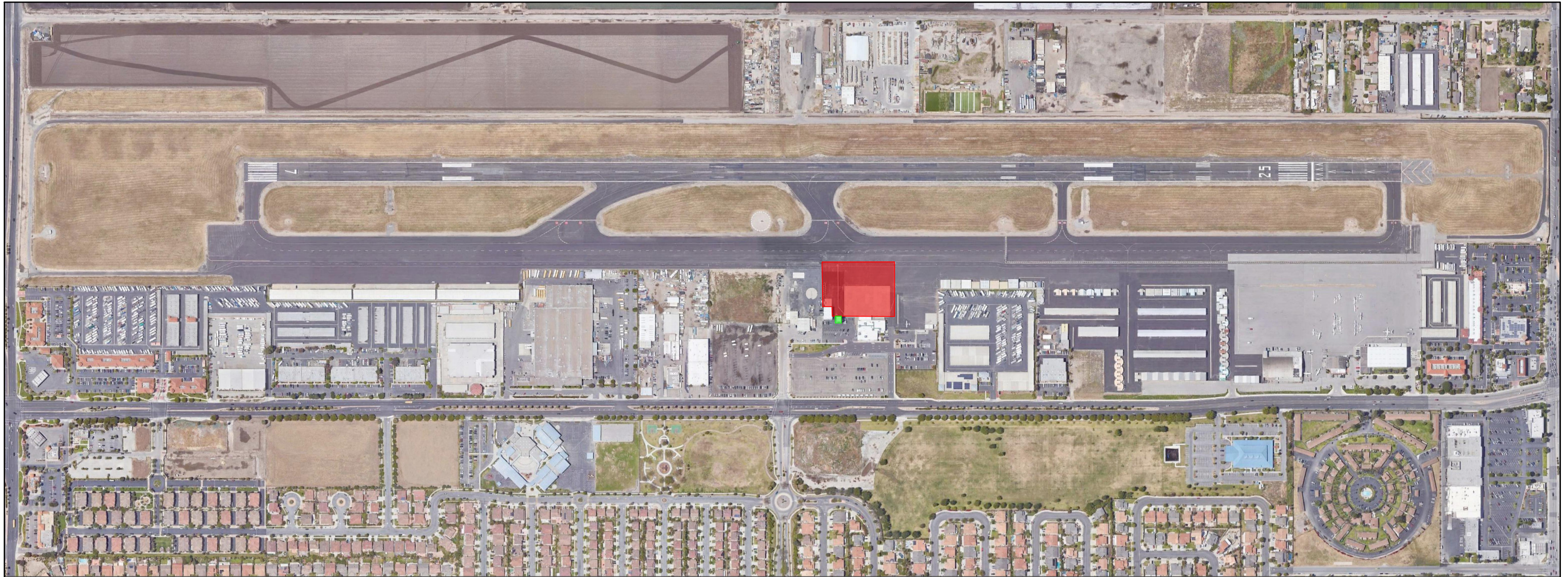
SHEET 1 OF 11



**OXR ACIP DATA SHEET**

Airport Name		OXNARD AIRPORT	Fiscal Year 2024			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
N/A	D	1. Rehabilitate ATCT Phase 1 (Sponsor to Request Reimbursement with a FCT BIL Grant)	\$2,700,000	\$135,000	\$165,000	\$3,000,000
N/A	D	2. Design for Reconstruction of Terminal Apron PCC/AC & ARFF Apron (2026 Construction)	\$489,375	\$24,468	\$29,907	\$543,750
		<b>Total</b>	<b>\$3,189,375</b>	<b>\$159,468</b>	<b>\$194,907</b>	<b>\$3,543,750</b>
* D - Development; P - Planning; E - Environmental						
<b>PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS</b>						
Detail Project Description (Square/Lineal Footage or Length/Width)						
<p>1. Rehabilitate ATCT Phase 1 (Sponsor to Request Reimbursement with a FCT BIL Grant) The rehabilitation recommendation for the ATCT will be determined following the assessment completed in 2023.</p> <p>2. Design for Reconstruction of Terminal Apron PCC/AC &amp; ARFF Apron (2026 Construction) The Terminal Apron was last reconstructed in 1992 while the ARFF Apron was last reconstructed in 1997. A visual condition survey was performed in 2015 for an Airport Pavement Management System (APMS) prepared in 2016. At the time of the survey, the PCC section on the Terminal Apron was found to be in Very Poor condition (PCI of 25-40) and the AC section in Fair condition (PCI of 55-70), while the ARFF Apron was found in Good Condition (PCI 85-100). Based on the conditions observed in the APMS and on the pavement strength analysis which showed the inadequacy of the pavement for the aircraft fleet mix at the time, a full reconstruction is recommended for the Terminal Apron and ARFF Apron. Work would include AC and PCC pavement removal, strengthening of the subgrade, placing new AB material, placing PCC and AC pavement, and application of pavement markings based on the most current Advisory Circular.</p>						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
<p>1. Design will be completed prior to the upcoming grant cycle. Bids are anticipated to be received by February 2024 with construction in summer 2024. Construction length will be determined by the Engineer during design, the County is committed to project completion and grant sign off within FAA's grant closeout guidelines.</p> <p>2. Design will be completed in fiscal year 2024.</p>						
NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)						
1. & 2. CatEx approval anticipated by late 2023.						
Land Title Status & Date of Exhibit "A" Status			Date			
County of Ventura holds title to Land. Exhibit A, Property Map			Conditionally Approved, March 2010			
Open AIP Funded Projects			Expected Close-out Date			
3-06-0179-037-2020			August 2024			
3-06-0179-038-2021			August 2025			
3-06-0179-042-2022			August 2026			
3-06-0179-043-2022			August 2026			
<b>Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.</b>						
<b>Keith Freitas, Director of Airports</b>			<b>Erin Powers, Projects Administrator</b>			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			<b>(805) 388-4205</b>			
Signature		Date	Contact Phone (Print or Type)			





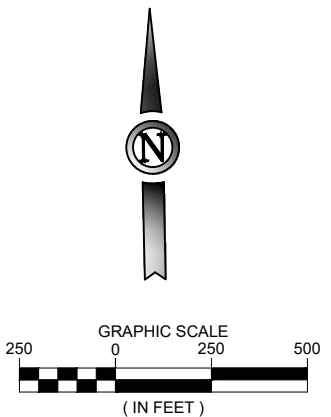
FY 2024 PROJECTS



1. REHABILITATE ATCT PHASE 1



2. DESIGN FOR RECONSTRUCTION OF TERMINAL APRON PCC/AC & ARFF APRON (2026 CONSTRUCTION)



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SHEET 2 OF 11



**OXR ACIP DATA SHEET**

Airport Name		OXNARD AIRPORT	Fiscal Year 2025			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
N/A	D	1. Rehabilitate ATCT Phase 2 (Sponsor to Request Reimbursement with a FCT BIL Grant)	\$2,700,000	\$135,000	\$165,000	\$3,000,000
N/A	D	2. Design for Rehabilitate West Hangar Apron Area (2027 Construction)	\$67,500	\$3,375	\$4,125	\$75,000
		<b>Total</b>	<b>\$2,767,500</b>	<b>\$138,375</b>	<b>\$169,125</b>	<b>\$3,075,000</b>
* D - Development; P - Planning; E - Environmental						
<b>PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS</b>						
Detail Project Description (Square/Lineal Footage or Length/Width)						
<p>1. Rehabilitate ATCT Phase 2 (Sponsor to Request Reimbursement with a FCT BIL Grant) The rehabilitation recommendation for the ATCT will be determined following the assessment completed in 2023.</p> <p>2. Design for Rehabilitate West Hangar Apron Area (2027 Construction) The West Hangar Apron Area was constructed from 1988 to 2007. A visual condition survey was performed in 2015 for an Airport Pavement Management System (APMS) prepared in 2016. At the time of the survey, the West Hangar Area was in Satisfactory Condition (PCI 70-85). The proposed improvement for the areas consist of an emulsified asphalt seal coat which will include crack repair, seal coat application, and re-application of pavement markings.</p>						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
<p>1. Design will be completed prior to the upcoming grant cycle. Bids are anticipated to be received by February 2025 with construction in summer 2025. Construction length will be determined by the Engineer during design, the County is committed to project completion and grant sign off within FAA's grant closeout guidelines.</p> <p>2. Design will be completed in fiscal year 2025.</p>						
NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)						
1. & 2. CatEx approval anticipated by late 2023.						
Land Title Status & Date of Exhibit "A" Status			Date			
County of Ventura holds title to Land. Exhibit A, Property Map			Conditionally Approved, March 2010			
Open AIP Funded Projects			Expected Close-out Date			
3-06-0179-037-2020			August 2024			
3-06-0179-038-2021			August 2025			
3-06-0179-042-2022			August 2026			
3-06-0179-043-2022			August 2026			
<b>Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.</b>						
Keith Freitas, Director of Airports			Erin Powers, Projects Administrator			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			(805) 388-4205			
Signature		Date	Contact Phone (Print or Type)			





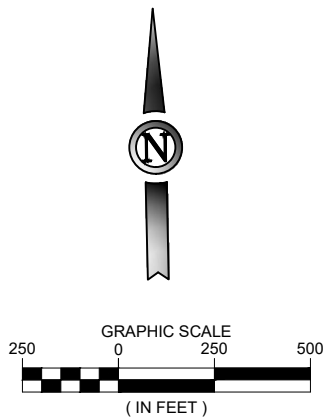
FY 2025 PROJECTS



1. REHABILITATE ATCT PHASE 2



2. DESIGN FOR REHABILITATE WEST HANGAR APRON AREA (2027 CONSTRUCTION)



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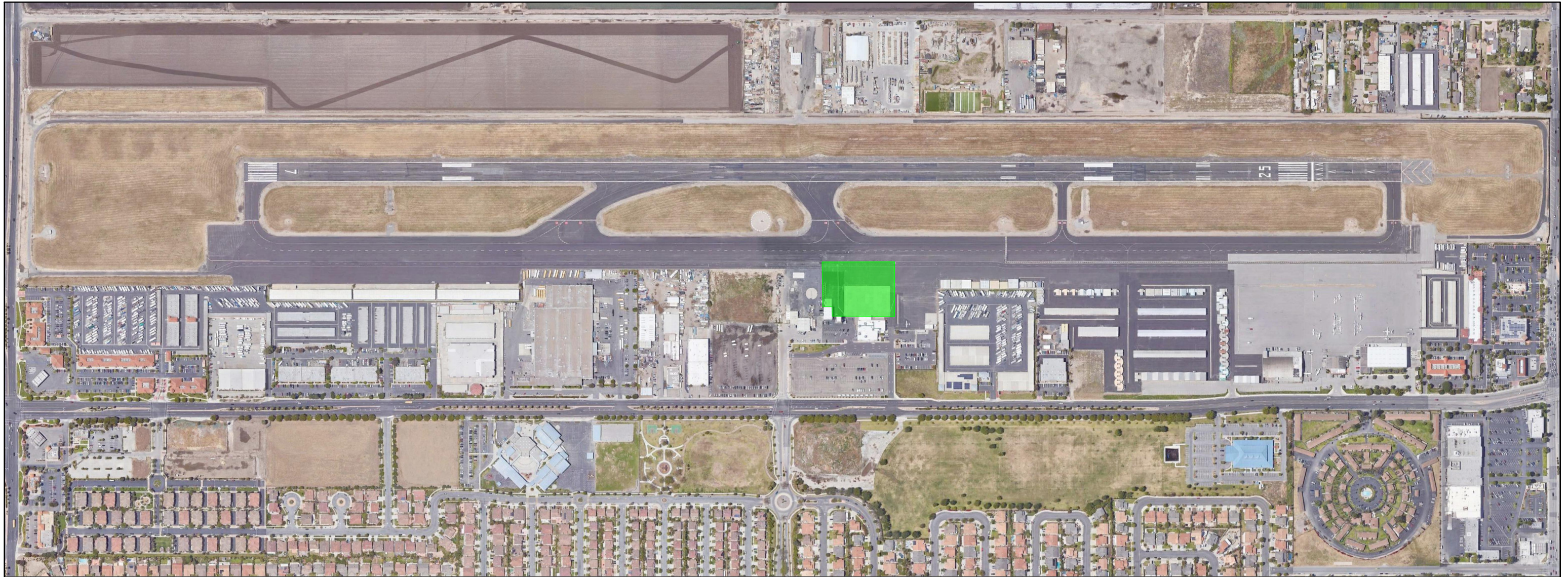
SHEET 3 OF 11



**OXR ACIP DATA SHEET**

Airport Name		OXNARD AIRPORT	Fiscal Year 2026			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
Y	D	1. Reconstruction of Terminal Apron PCC/AC & ARFF Apron (Construction)	\$3,262,500	\$150,000	\$212,500	\$3,625,000
		<b>Total</b>	<b>\$3,262,500</b>	<b>\$150,000</b>	<b>\$212,500</b>	<b>\$3,625,000</b>
* D - Development; P - Planning; E - Environmental						
<b>PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS</b>						
Detail Project Description (Square/Lineal Footage or Length/Width)						
<p>1. Reconstruction of Terminal Apron PCC/AC &amp; ARFF Apron (Construction)</p> <p>The Terminal Apron was last reconstructed in 1992 while the ARFF Apron was last reconstructed in 1997. A visual condition survey was performed in 2015 for an Airport Pavement Management System (APMS) prepared in 2016. At the time of the survey, the PCC section on the Terminal Apron was found to be in Very Poor condition (PCI of 25-40) and the AC section in Fair condition (PCI of 55-70), while the ARFF Apron was found in Good Condition (PCI 85-100). Based on the conditions observed in the APMS and on the pavement strength analysis which showed the inadequacy of the pavement for the aircraft fleet mix at the time, a full reconstruction is recommended for the Terminal Apron and ARFF Apron. Work would include AC and PCC pavement removal, strengthening of the subgrade, placing new AB material, placing PCC and AC pavement, and application of pavement markings based on the most current Advisory Circular.</p>						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
1. Design will be completed in 2024. Bids are anticipated to be received by February 2026 with construction in summer 2026. Construction length will be determined by the Engineer during design, the County is committed to project completion and grant sign off within FAA's grant closeout guidelines.						
NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)						
1. CatEx approval anticipated by late 2025.						
Land Title Status & Date of Exhibit "A" Status			Date			
County of Ventura holds title to Land. Exhibit A, Property Map			Conditionally Approved, March 2010			
Open AIP Funded Projects			Expected Close-out Date			
3-06-0179-037-2020			August 2024			
3-06-0179-038-2021			August 2025			
3-06-0179-042-2022			August 2026			
3-06-0179-043-2022			August 2026			
<b>Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.</b>						
<b>Keith Freitas, Director of Airports</b>			<b>Erin Powers, Projects Administrator</b>			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			<b>(805) 388-4205</b>			
Signature		Date	Contact Phone (Print or Type)			

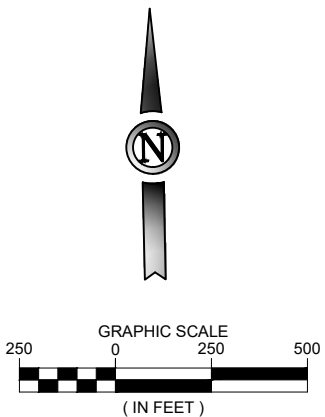




FY 2026 PROJECTS



1. RECONSTRUCTION OF TERMINAL APRON PCC/AC & ARFF APRON (CONSTRUCTION)



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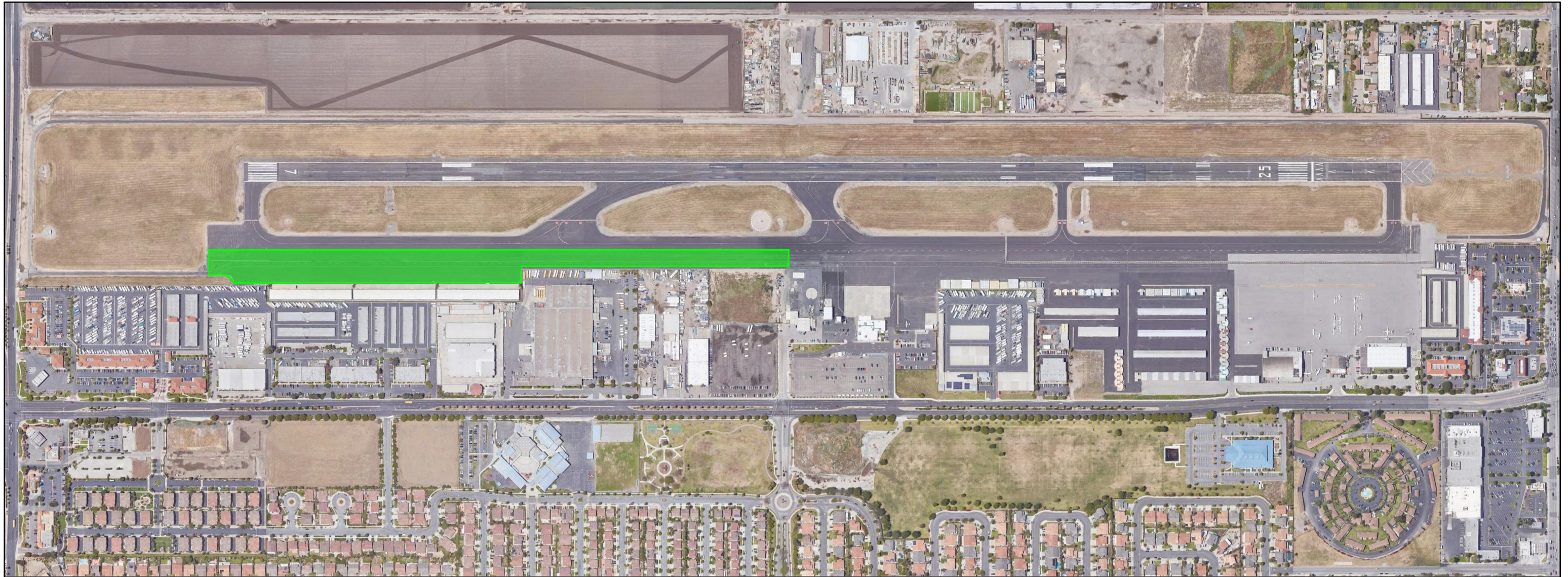
SHEET 4 OF 11



**OXR ACIP DATA SHEET**

Airport Name		OXNARD AIRPORT	Fiscal Year 2027			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
Y	D	1. Rehabilitate West Hangar Apron Area (Construction)	\$450,000	\$22,500	\$27,500	\$500,000
N/A	N/A	2. ARFF Truck Purchase	\$1,080,000	\$54,000	\$66,000	\$1,200,000
		<b>Total</b>	<b>\$1,530,000</b>	<b>\$76,500</b>	<b>\$93,500</b>	<b>\$1,700,000</b>
* D - Development; P - Planning; E - Environmental						
<b>PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS</b>						
Detail Project Description (Square/Lineal Footage or Length/Width)						
<p>1. Rehabilitate West Hangar Apron Area (Construction)</p> <p>The West Hangar Apron Area was constructed from 1988 to 2007. A visual condition survey was performed in 2015 for an Airport Pavement Management System (APMS) prepared in 2016. At the time of the survey, the West Hangar Area was in Satisfactory Condition (PCI 70-85). The proposed improvement for the areas consist of an emulsified asphalt seal coat which will include crack repair, seal coat application, and re-application of pavement markings.</p> <p>2. ARFF Truck Purchase</p> <p>This project will consist of the acquisition of an ARFF Vehicle.</p>						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
<p>1. Design will be completed in 2025. Bids are anticipated to be received by February 2027 with construction in summer 2027. Construction length will be determined by the Engineer during design, the County is committed to project completion and grant sign off within FAA's grant closeout guidelines.</p> <p>2. Design will be completed prior to the upcoming grant cycle. Bids are anticipated to be received by February 2027. Delivery would be anticipated in late 2027 to early 2028.</p>						
NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)						
1. CatEx approval anticipated by late 2025.						
Land Title Status & Date of Exhibit "A" Status			Date			
County of Ventura holds title to Land. Exhibit A, Property Map			Conditionally Approved, March 2010			
Open AIP Funded Projects			Expected Close-out Date			
3-06-0179-037-2020			August 2024			
3-06-0179-038-2021			August 2025			
3-06-0179-042-2022			August 2026			
3-06-0179-043-2022			August 2026			
<b>Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.</b>						
<b>Keith Freitas, Director of Airports</b>			<b>Erin Powers, Projects Administrator</b>			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			<b>(805) 388-4205</b>			
Signature		Date	Contact Phone (Print or Type)			

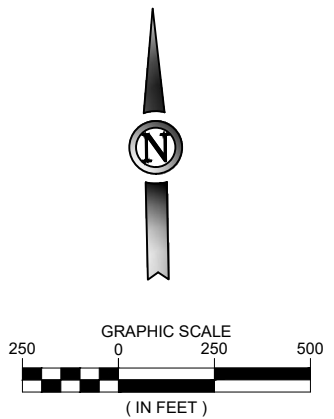




FY 2027 PROJECTS



1. REHABILITATE WEST HANGAR APRON AREA (CONSTRUCTION)
2. ARFF TRUCK PURCHASE (NOT SHOWN)



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SHEET 5 OF 11



**OXR ACIP DATA SHEET**

Airport Name		OXNARD AIRPORT	Fiscal Year 2028			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
N/A	D	1. Design for Rehabilitate Central Apron, Executive Hangar Area and Portion of Transient Apron (2030 Construction)	\$121,500	\$6,075	\$7,425	\$135,000
		<b>Total</b>	<b>\$121,500</b>	<b>\$6,075</b>	<b>\$7,425</b>	<b>\$135,000</b>
* D - Development; P - Planning; E - Environmental						
<b>PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS</b>						
Detail Project Description (Square/Lineal Footage or Length/Width)						
<p>1. Design for Rehabilitate Central Apron, Executive Hangar Area and Portion of Transient Apron (2030 Construction)</p> <p>The Central Apron, Executive Hangar Area, and Transient Apron were reconstructed in various years from 1997 to 2006. A visual condition survey was performed in 2015 for an Airport Pavement Management System (APMS) prepared in 2016. At the time of the survey, the Central Hangar Area was in Good Condition (PCI 85-100), the Transient Apron was found to be in Poor condition (PCI of 40-55), and the Executive Apron was found to be in Satisfactory condition (PCI of 70-85). Based on the conditions observed in the APMS, a seal coat is recommended for most of the area, with a rehabilitation of a portion of the Transient apron (recommended in FY 2016 per APMS). Work would include crack seal, seal coat application, limited pavement removal, trimming of existing AB to meet grades, placing new AB material and AC pavement, and re-application of existing markings.</p>						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
1. Design will be completed in fiscal year 2028.						
NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)						
1. CatEx approval anticipated by late 2025.						
Land Title Status & Date of Exhibit "A" Status			Date			
County of Ventura holds title to Land. Exhibit A, Property Map			Conditionally Approved, March 2010			
Open AIP Funded Projects			Expected Close-out Date			
3-06-0179-037-2020			August 2024			
3-06-0179-038-2021			August 2025			
3-06-0179-042-2022			August 2026			
3-06-0179-043-2022			August 2026			
<b>Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.</b>						
<b>Keith Freitas, Director of Airports</b>			<b>Erin Powers, Projects Administrator</b>			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			<b>(805) 388-4205</b>			
Signature			Date		Contact Phone (Print or Type)	

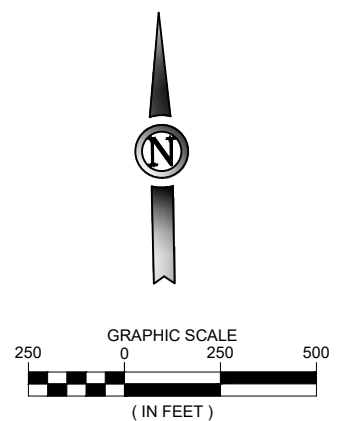




## FY 2028 PROJECTS



1. DESIGN FOR REHABILITATE CENTRAL APRON, EXECUTIVE HANGAR AREA AND PORTION OF TRANSIENT APRON (2030 CONSTRUCTION)



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SHEET 6 OF 11



**OXR ACIP DATA SHEET**

Airport Name		OXNARD AIRPORT	Fiscal Year 2029			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
N/A	D	1. Design for Rehabilitate Perimeter & Terminal Loop Roads and ATCT & Operations & Central Hangar Parking (2031 Construction)	\$118,362	\$5,918	\$7,233	\$131,513
Y	P	2. Land Acquisitions - OFA Property Purchases and RPZ Property Purchases **	\$9,738,000	\$150,000	\$932,000	\$10,820,000
		<b>Total</b>	<b>\$9,856,362</b>	<b>\$155,918</b>	<b>\$939,233</b>	<b>\$10,951,513</b>
* D - Development; P - Planning; E - Environmental						
<b>PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS</b>						
Detail Project Description (Square/Lineal Footage or Length/Width)						
<p>1. Design for Rehabilitate Perimeter &amp; Terminal Loop Roads and ATCT &amp; Operations &amp; Central Hangar Parking (2031 Construction)</p> <p>A visual condition survey was performed in 2015 for an Airport Pavement Management System (APMS) prepared in 2016. At the time of the survey, the Perimeter Road was in Fair (PCI 55-70) to Poor (PCI 40-55) Condition, the Terminal Loop was in Satisfactory Condition (PCI 70-85), the ATCT and Operations Parking was in Satisfactory Condition, and the Central Hangar Area Parking was in Poor Condition. The proposed improvements for the areas mentioned above consist of a rehabilitation for the section of the Perimeter Road in Poor condition and an emulsified asphalt seal coat for the other areas. The rehabilitation will consist of removing the existing pavement, trimming existing AB to meet design grades, placing new AB material over existing, and placing new AC pavement. The emulsified asphalt seal coat will include crack repair, seal coat application, and re-application of pavement markings.</p> <p>2. Land Acquisitions - OFA Property Purchases and RPZ Property Purchases **</p> <p>The Airport is planning to acquire land within the ultimate Runway 7 approach RPZ and OFA and Runway 25 departure RPZ and OFA.</p>						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
<p>1. Design will be completed in fiscal year 2029.</p> <p>2. N/A</p>						
NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)						
1. & 2. CatEx approval anticipated by late 2028.						
Land Title Status & Date of Exhibit "A" Status			Date			
County of Ventura holds title to Land. Exhibit A, Property Map			Conditionally Approved, March 2010			
Open AIP Funded Projects			Expected Close-out Date			
3-06-0179-037-2020			August 2024			
3-06-0179-038-2021			August 2025			
3-06-0179-042-2022			August 2026			
3-06-0179-043-2022			August 2026			
<b>Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.</b>						
<b>Keith Freitas, Director of Airports</b>			<b>Erin Powers, Projects Administrator</b>			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			<b>(805) 388-4205</b>			
Signature		Date	Contact Phone (Print or Type)			

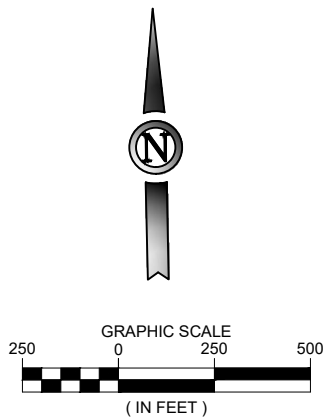




**FY 2029 PROJECTS**



1. DESIGN FOR REHABILITATE PERIMETER & TERMINAL LOOP ROADS AND ATCT & OPERATIONS & CENTRAL HANGAR PARKING (2031 CONSTRUCTION)
2. LAND ACQUISITIONS - OFA PROPERTY PURCHASES AND RPZ PROPERTY PURCHASES (NOT SHOWN)



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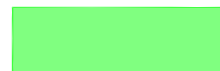
**OXR ACIP DATA SHEET**

Airport Name		OXNARD AIRPORT	Fiscal Year 2030			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
Y	D	1. Rehabilitate Central Apron, Executive Hangar Area and Portion of Transient Apron (Construction)	\$810,000	\$40,500	\$49,500	\$900,000
N/A	D	2. Design for Drainage Pipe Replacement with Reinforced Concrete Pipe (RCP) (2032 Construction)	\$283,500	\$14,175	\$17,325	\$315,000
		<b>Total</b>	<b>\$1,093,500</b>	<b>\$54,675</b>	<b>\$66,825</b>	<b>\$1,215,000</b>
* D - Development; P - Planning; E - Environmental						
<b>PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS</b>						
Detail Project Description (Square/Lineal Footage or Length/Width)						
<p>1. Rehabilitate Central Apron, Executive Hangar Area and Portion of Transient Apron (Construction)</p> <p>A visual condition survey was performed in 2015 for an Airport Pavement Management System (APMS) prepared in 2016. At the time of the survey, the Central Hangar Area was in Good Condition (PCI 85-100), the Transient Apron was found to be in Poor condition (PCI of 40-55), and the Executive Apron was found to be in Satisfactory condition (PCI of 70-85). Based on the conditions observed in the APMS, a seal coat is recommended for most of the area, with a rehabilitation of a portion of the Transient apron (recommended in FY 2016 per APMS). Work would include crack seal, seal coat application, limited pavement removal, trimming of existing AB to meet grades, placing new AB material and AC pavement, and re-application of existing markings.</p> <p>2. Design for Drainage Pipe Replacement with Reinforced Concrete Pipe (RCP) (2032 Construction)</p> <p>This project will consist of the replacement of the drainage pipe within the infield with Reinforced Concrete Pipe (RCP).</p>						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
<p>1. Design will be completed in 2028. Bids are anticipated to be received by February 2030 with construction in summer 2030. Construction length will be determined by the Engineer during design, the County is committed to project completion and grant sign off within FAA's grant closeout guidelines.</p> <p>2. Design will be completed in fiscal year 2030.</p>						
NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)						
1. & 2. CatEx approval anticipated by late 2028.						
Land Title Status & Date of Exhibit "A" Status			Date			
County of Ventura holds title to Land. Exhibit A, Property Map			Conditionally Approved, March 2010			
Open AIP Funded Projects			Expected Close-out Date			
3-06-0179-037-2020			August 2024			
3-06-0179-038-2021			August 2025			
3-06-0179-042-2022			August 2026			
3-06-0179-043-2022			August 2026			
<b>Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.</b>						
<b>Keith Freitas, Director of Airports</b>			<b>Erin Powers, Projects Administrator</b>			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			<b>(805) 388-4205</b>			
Signature		Date	Contact Phone (Print or Type)			





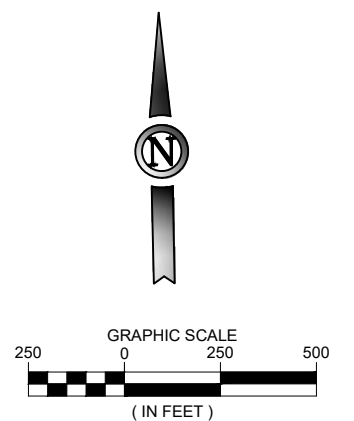
## FY 2030 PROJECTS



1. REHABILITATE CENTRAL APRON, EXECUTIVE HANGAR AREA AND PORTION OF TRANSIENT APRON (CONSTRUCTION)



2. DESIGN FOR DRAINAGE PIPE REPLACEMENT WITH REINFORCED CONCRETE PIPE (RCP) (2032 CONSTRUCTION)



**JVIATION**<sup>®</sup>  
A WOOLPERT COMPANY

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Phone: 303.524.3030 • Fax: 303.524.3031  
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OXNARD AIRPORT  
OXNARD, CA  
ACIP - FEDERAL FISCAL YEAR 2030

DATE: JANUARY 30, 2023

SHEET 8 OF 11



**OXR ACIP DATA SHEET**

Airport Name		OXNARD AIRPORT	Fiscal Year 2031			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
Y	D	1. Rehabilitate Perimeter & Terminal Loop Roads and ATCT & Operations & Central Hangar Parking (Construction)	\$789,075	\$39,453	\$48,222	\$876,750
		<b>Total</b>	<b>\$789,075</b>	<b>\$39,453</b>	<b>\$48,222</b>	<b>\$876,750</b>
* D - Development; P - Planning; E - Environmental						
<b>PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS</b>						
Detail Project Description (Square/Lineal Footage or Length/Width)						
<p>1. Rehabilitate Perimeter &amp; Terminal Loop Roads and ATCT &amp; Operations &amp; Central Hangar Parking (Construction)</p> <p>A visual condition survey was performed in 2015 for an Airport Pavement Management System (APMS) prepared in 2016. At the time of the survey, the Perimeter Road was in Fair (PCI 55-70) to Poor (PCI 40-55) Condition, the Terminal Loop was in Satisfactory Condition (PCI 70-85), the ATCT and Operations Parking was in Satisfactory Condition, and the Central Hangar Area Parking was in Poor Condition. The proposed improvements for the areas mentioned above consist of a rehabilitation for the section of the Perimeter Road in Poor condition and an emulsified asphalt seal coat for the other areas. The rehabilitation will consist of removing the existing pavement, trimming existing AB to meet design grades, placing new AB material over existing, and placing new AC pavement. The emulsified asphalt seal coat will include crack repair, seal coat application, and re-application of pavement markings.</p>						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
<p>1. Design will be completed in 2029. Bids are anticipated to be received by February 2031 with construction in summer 2031. Construction length will be determined by the Engineer during design, the County is committed to project completion and grant sign off within FAA's grant closeout guidelines.</p>						
NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)						
<p>1. CatEx approval anticipated by late 2028.</p>						
Land Title Status & Date of Exhibit "A" Status			Date			
<p>County of Ventura holds title to Land. Exhibit A, Property Map</p>			<p>Conditionally Approved, March 2010</p>			
Open AIP Funded Projects			Expected Close-out Date			
3-06-0179-037-2020			August 2024			
3-06-0179-038-2021			August 2025			
3-06-0179-042-2022			August 2026			
3-06-0179-043-2022			August 2026			
<b>Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.</b>						
Keith Freitas, Director of Airports			Erin Powers, Projects Administrator			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			(805) 388-4205			
Signature		Date	Contact Phone (Print or Type)			

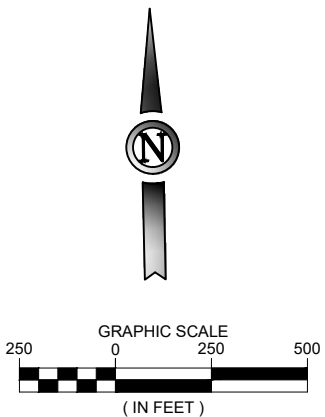




FY 2031 PROJECTS



1. REHABILITATE PERIMETER & TERMINAL LOOP ROADS AND ATCT & OPERATIONS & CENTRAL HANGAR PARKING (CONSTRUCTION)



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Phone: 303.524.3030 • Fax: 303.524.3031  
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OXNARD AIRPORT  
OXNARD, CA  
ACIP - FEDERAL FISCAL YEAR 2031

DATE: JANUARY 30, 2023

SHEET 9 OF 11



**OXR ACIP DATA SHEET**

Airport Name		OXNARD AIRPORT	Fiscal Year 2032			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
N/A	D	1. Drainage Pipe Replacement with Reinforced Concrete Pipe (RCP) (Construction)	\$1,890,000	\$94,500	\$115,500	\$2,100,000
		<b>Total</b>	<b>\$1,890,000</b>	<b>\$94,500</b>	<b>\$115,500</b>	<b>\$2,100,000</b>
* D - Development; P - Planning; E - Environmental						
<b>PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS</b>						
Detail Project Description (Square/Lineal Footage or Length/Width)						
<p>1. Drainage Pipe Replacement with Reinforced Concrete Pipe (RCP) (Construction)</p> <p>A visual condition survey was performed in 2015 for an Airport Pavement Management System (APMS) prepared in 2016. At the time of the survey, the Central Hangar Area was in Good Condition (PCI 85-100), the Transient Apron was found to be in Poor condition (PCI of 40-55), and the Executive Apron was found to be in Satisfactory condition (PCI of 70-85). Based on the conditions observed in the APMS, a seal coat is recommended for most of the area, with a rehabilitation of a portion of the Transient apron (recommended in FY 2016 per APMS). Work would include crack seal, seal coat application, limited pavement removal, trimming of existing AB to meet grades, placing new AB material and AC pavement, and re-application of existing markings.</p>						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
<p>1. Design will be completed in 2030. Bids are anticipated to be received by February 2032 with construction in summer 2032. Construction length will be determined by the Engineer during design, the County is committed to project completion and grant sign off within FAA's grant closeout guidelines.</p>						
NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)						
<p>1. CatEx approval anticipated by late 2031.</p>						
Land Title Status & Date of Exhibit "A" Status			Date			
County of Ventura holds title to Land. Exhibit A, Property Map			Conditionally Approved, March 2010			
Open AIP Funded Projects			Expected Close-out Date			
3-06-0179-037-2020			August 2024			
3-06-0179-038-2021			August 2025			
3-06-0179-042-2022			August 2026			
3-06-0179-043-2022			August 2026			
<b>Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.</b>						
<b>Keith Freitas, Director of Airports</b>			<b>Erin Powers, Projects Administrator</b>			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			<b>(805) 388-4205</b>			
Signature		Date	Contact Phone (Print or Type)			

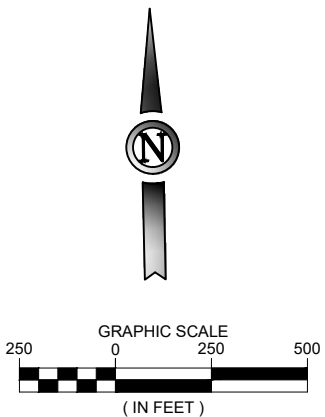




FY 2032 PROJECTS



1. DRAINAGE PIPE REPLACEMENT WITH REINFORCED CONCRETE PIPE (RCP) (CONSTRUCTION)




**COUNTY of VENTURA**  
Department of Airports

**JVIATION**<sup>®</sup>  
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OXNARD AIRPORT  
OXNARD, CA  
ACIP - FEDERAL FISCAL YEAR 2032

DATE: JANUARY 30, 2023      SHEET 10 OF 11



**OXR ACIP DATA SHEET**

Airport Name		OXNARD AIRPORT	Fiscal Year 2033			
Shown On ALP	Project Type*	Project Description	Federal Share	State Share	Local Share	Total
N/A	D	1. Design for Rehabilitate East Apron Area (2035 Construction)	\$94,500	\$4,725	\$5,775	\$105,000
		<b>Total</b>	<b>\$94,500</b>	<b>\$4,725</b>	<b>\$5,775</b>	<b>\$105,000</b>
* D - Development; P - Planning; E - Environmental						
<b>PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS</b>						
Detail Project Description (Square/Lineal Footage or Length/Width)						
<p>1. Design for Rehabilitate East Apron Area (2035 Construction)</p> <p>The East Apron Area was reconstructed in various years from 2007 to 2010. A visual condition survey was performed in 2015 for an Airport Pavement Management System (APMS) prepared in 2016. At the time of the survey, the East Apron was found to be in Satisfactory condition (PCI of 70-85). Based on the conditions observed in the APMS, a seal coat is recommended for most of the area. Work would include crack seal, seal coat application, limited pavement removal, trimming of existing AB to meet grades, placing new AB material and AC pavement, and re-application of existing markings.</p>						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
1. Design will be completed in fiscal year 2033.						
NEPA Environmental Status (Date of FONSI or submit CATEX Form for Approval)						
1. CatEx approval anticipated by late 2031.						
Land Title Status & Date of Exhibit "A" Status			Date			
County of Ventura holds title to Land. Exhibit A, Property Map			Conditionally Approved, March 2010			
Open AIP Funded Projects			Expected Close-out Date			
3-06-0179-037-2020			August 2024			
3-06-0179-038-2021			August 2025			
3-06-0179-042-2022			August 2026			
3-06-0179-043-2022			August 2026			
<b>Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.</b>						
<b>Keith Freitas, Director of Airports</b>			<b>Erin Powers, Projects Administrator</b>			
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)			
			<b>(805) 388-4205</b>			
Signature			Date			
			Contact Phone (Print or Type)			

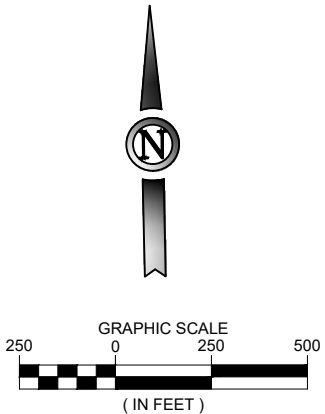




FY 2033 PROJECTS



1. DESIGN FOR REHABILITATE EAST APRON AREA (2035 CONSTRUCTION)







# COUNTY of VENTURA

## Department of Airports

### MONTHLY ACTIVITY REPORT

Month ending February 28, 2023

#### Hangars and Tie-downs:

Camarillo				Oxnard					
		Inventory	Occupied	Available			Inventory	Occupied	Available
Hangars				Hangars					
Private	170	170	0	Private	79	79	0		
County	160	160	0	County	66	65	1		
Out of Service	16	0	0	Out of Service	6	0	0		
Total	346	330	0	Total	151	144	1		
Tie-downs				Tie-downs					
County	96	56	40	County	7	1	6		
AVEX	25	18	7	Goldenwest Jet Center	15	11	4		
Channel Island Aviation	35	30	5	Oxnard Jet Center	8	6	2		
Visitor	35			Visitor	11				
Total	191	104	52	Total	41	18	23		

#### Airport Operations:

#### Aircraft Incidents:

	Camarillo	Oxnard		Camarillo	Oxnard
Current year for the month	13,098	6,370	Current Month	3	0
Last year for the month	13,045	6,664	Current year to date	5	0
% Change	0%	-4%	<b>CMA: 2/3 Vans RV-10 Flat tire TWY "B"</b> <b>2/10 Aircraft Canopy Damage</b> <b>2/18 Parked Aircraft Flat Tire</b>		
Current year to date	23,712	12,169			
Last year to date	25,826	14,536			
% Change	-8%	-16%			

#### Other:

	Camarillo	Oxnard
Airside Citations Issued	0	0
Landside Citations issued	7	5
Cards issued to transient overnight aircraft	29	7
Other aircraft ** (Estimate)	120	15
Hangar Waiting List	24	0

\*\* Includes approximate number of aircraft occupying space in both large and small hangars by agreement with lessee or licensee



# COUNTY of VENTURA

## Department of Airports

### MONTHLY ACTIVITY REPORT

Month ending March 31, 2023

#### Hangars and Tie-downs:

Camarillo				Oxnard					
		Inventory	Occupied	Available			Inventory	Occupied	Available
Hangars				Hangars					
Private	170	170	0	Private	79	79	0		
County	160	160	0	County	66	65	1		
Out of Service	16	0	0	Out of Service	6	0	0		
Total	346	330	0	Total	151	144	1		
Tie-downs				Tie-downs					
County	96	56	40	County	7	1	6		
AVEX	25	18	7	Goldenwest Jet Center	15	11	4		
Channel Island Aviation	35	30	5	Oxnard Jet Center	8	6	2		
Visitor	35			Visitor	11				
Total	191	104	52	Total	41	18	23		

#### Airport Operations:

#### Aircraft Incidents:

	Camarillo	Oxnard		Camarillo	Oxnard
Current year for the month	13,879	8,191	Current Month	3	0
Last year for the month	18,234	9,496	Current year to date	8	0
% Change	-24%	-14%	<b>CMA: 3/1 Reported Theft of Light bulb and bracket</b> <b>3/3 Twin Diamond RWY Excursion at TWY "C"</b> <b>3/18 C-177 Radio Failure during landing</b>		
Current year to date	37,501	20,360			
Last year to date	44,060	24,032			
% Change	-15%	-15%			

#### Other:

	Camarillo	Oxnard
Airside Citations Issued	0	0
Landside Citations issued	1	9
Cards issued to transient overnight aircraft	14	1
Other aircraft ** (Estimate)	120	15
Hangar Waiting List	24	0

\*\* Includes approximate number of aircraft occupying space in both large and small hangars by agreement with lessee or licensee





**FEBRUARY 2023**

## **CAMARILLO AIRPORT – AIRPORT LAYOUT PLAN UPDATE/NARRATIVE REPORT**

### **Status Update:**

- Consultant is currently preparing inventory and forecasting elements.
- The “draft” inventory chapter was submitted to airport staff on February 9 for internal review.
- The “draft” forecast chapter was submitted to airport staff on February 16 for internal review.
- The study website is “live” during the month of January and the Consultant continues to coordinate with airport staff on updates and revisions.

### **Upcoming Action Items:**

- Continued preparation of the inventory and forecasting elements.
- Planning underway for Public Information Workshop scheduled for April 18, 2023.

**Project Percent Complete:** The project is 38.9% complete through February 2023.

## **CAMARILLO AIRPORT – AIRFIELD GEOMETRY AND DRAINAGE STUDY**

### **Status Update:**

- The Airfield Drainage Study performed by a Subconsultant was finalized and documents were coordinated with airport staff. The Airfield Drainage Study has been completed.

### **Upcoming Action Items:**

- Coordination between the Consultant and airport staff regarding remaining tasks associated with the airfield geometry study and project closeout.

**Project Percent Complete:** The project is 72.2 percent complete through February 2023.

## **CAMARILLO AIRPORT – PART 150 NOISE COMPATIBILITY STUDY**

### **Status Update:**

- The Consultant began preparing noise modeling inputs (consolidated flight tracks, fleet mix, annual average operations).
- The Consultant is preparing “draft” Chapter 1 – Inventory and “draft” Chapter 2 – Forecasts.

### **Upcoming Action Items:**

- Continued preparation of the inventory and forecasting elements.
- Coordination with airport staff and Subconsultant on PAC Meeting and Public Information Workshop scheduled for March 20, 2023.

**Project Percent Complete:** The project is 11.8% complete through February 2023.

## **OXNARD AIRPORT – PART 150 NOISE COMPATIBILITY STUDY**

### **Status Update:**

- The Consultant began preparing noise modeling inputs (consolidated flight tracks, fleet mix, annual average operations).
- The Consultant is preparing “draft” Chapter 1 – Inventory and “draft” Chapter 2 – Forecasts.

### **Upcoming Action Items:**

- Continued preparation of the inventory and forecasting elements.
- Coordination with airport staff and Subconsultant on PAC Meeting and Public Information Workshop scheduled for March 21, 2023.

**Project Percent Complete:** The project is 14.1% complete through February 2023.

## **ANNUAL CONSULTING SERVICES CONTRACT (AEA No. 23-01)**

### **Status Update:**

- N/A for February 2023.

### **Upcoming Action Items:**

- Coordination as needed to follow-up previous items and assist with new items at the direction of airport staff.

**Project Percent Complete:** 11.2% of the not-to-exceed amount of \$200,000 has been completed through February 2023.



## **MARCH 2023**

### **CAMARILLO AIRPORT – AIRPORT LAYOUT PLAN UPDATE/NARRATIVE REPORT**

#### **Status Update:**

- Consultant continues to coordinate with airport staff on revising the “draft” inventory and forecasts chapters for input into the study process.
- Consultant prepared the “draft” Chapter 2 – Forecasts for input into the Camarillo Part 150 Noise Compatibility Study meetings in March.
- The Consultant is coordinating with a Subconsultant on the logistics for the Public Information Workshop scheduled for April 18, 2023.

#### **Upcoming Action Items:**

- Continued preparation for Public Information Workshop scheduled for April 18, 2023.
- Coordination with the FAA on the forecast submittal after the Public Information Workshop.

**Project Percent Complete:** The project is 44.5% complete through March 2023.

### **CAMARILLO AIRPORT – AIRFIELD GEOMETRY AND DRAINAGE STUDY**

#### **Status Update: *No Change from February***

- The Airfield Drainage Study performed by a Subconsultant was finalized and documents were coordinated with airport staff. The Airfield Drainage Study has been completed.

#### **Upcoming Action Items:**

- Coordination between the Consultant and airport staff regarding remaining tasks associated with the airfield geometry study and project closeout.

**Project Percent Complete:** The project is 72.2 percent complete through March 2023.

### **CAMARILLO AIRPORT – PART 150 NOISE COMPATIBILITY STUDY**

#### **Status Update:**

- Finalized “draft” Chapter 1 – Inventory and “draft” Chapter 2 – Forecasts (English and Spanish versions of both).
- Presented material to the Planning Advisory Committee on March 20, 2023.
- Conducted Public Information Workshop on March 20, 2023.

#### **Upcoming Action Items:**

- Coordination with airport staff on the inventory and forecasting elements.
- Coordination with airport staff on noise monitoring and additional elements associated with the Part 150 study process.

**Project Percent Complete:** The project is 16.3% complete through March 2023.

### **OXNARD AIRPORT – PART 150 NOISE COMPATIBILITY STUDY**

#### **Status Update:**

- Finalized “draft” Chapter 1 – Inventory and “draft” Chapter 2 – Forecasts (English and Spanish versions of both).

- Presented material to the Planning Advisory Committee on March 21, 2023.
- Conducted Public Information Workshop on March 21, 2023.

**Upcoming Action Items:**

- Coordination with airport staff on the inventory and forecasting elements.
- Coordination with airport staff on noise monitoring and additional elements associated with the Part 150 study process.

**Project Percent Complete:** The project is 18.7% complete through March 2023.

## **ANNUAL CONSULTING SERVICES CONTRACT (AEA No. 23-01)**

**Status Update:**

- Camarillo Airport ALP Update/Narrative – Language translation support – narrative and boards.
- Oxnard Airport Part 150 Noise Study – Language translation support – narrative and boards.
- Camarillo Airport Part 150 Noise Study – Language translation support – narrative.
- Mixteco translation services for Part 150 Noise Studies.

**Upcoming Action Items:**

- Coordination as needed to follow-up previous items and assist with new items at the direction of airport staff.

**Project Percent Complete:** 14.5% of the not-to-exceed amount of \$200,000 has been completed through March 2023.



**PROJECT STATUS REPORT**

Ventura County, Department of Airports

Prepared by Mead &amp; Hunt, Inc

Revision Date 2023-03-30



Mead & Hunt No. County No. Grant No.	Airport	Description	Status	Percent Complete	Action Item
2206900-221833.01 AEA 23-03 AIP - N/A	CMA & OXR	<b><u>DESIGN SERVICES</u></b> <b><u>ON-CALL SERVICES (2022-2023)</u></b>  <u>On-call services at the request of the County. Period is effective through June 30, 2023.</u>	a) Contract executed. b) Mead & Hunt finalized and submitted beacon study at CMA. c) Mead & Hunt submitted revised Base Part 26 DBE Program for County review on October 5, 2022. d) Mead & Hunt assisting the Wings Over Camarillo team with graphics; draft graphics submitted to Air Show staff. e) Mead & Hunt prepared final OXR and CMA SWPPP mapping for County submission. f) Mead & Hunt final design for CMA beacon: Project setup complete and submitted preliminary package. Geotechnical work and project currently on hold pending potential ATCT SRM panel. Mead & Hunt to obtain beacon glare information from Halibrite and provided to the County.	28%	a) Mead & Hunt awaiting comments from Wings Over Camarillo team on item "d". b) County review of item "c". c) Mead & Hunt provided beacon glare analysis videos from Halibrite. Beacon design on hold pending ATCT confirmation of siting.
2206900-221958.01 CT 5020FY23000000000022 AIP - N/A	CMA & OXR	<b><u>DESIGN SERVICES</u></b> <b><u>GENERAL SERVICES AGENCY PURCHASE ORDER (2022-2023)</u></b>  On-call services at the request of the County. Period is effective through June 30, 2023.	a) Fully executed contract received. b) Mead & Hunt submitted final plan for perimeter road alignment. c) Mead & Hunt prepared leasehold graphic for OXR and CMA.	22%	a) None to note.

# PROJECT STATUS REPORT

Ventura County, Department of Airports

Prepared by Mead & Hunt, Inc

Revision Date 2023-04-28



Mead & Hunt No. County No. Grant No.	Airport	Description	Status	Percent Complete	Action Item
2206900-221833.01 AEA 23-03 AIP - N/A	CMA & OXR	<u><b>DESIGN SERVICES</b></u> <u><b>ON-CALL SERVICES (2022-2023)</b></u>  <u>On-call services at the request of the County. Period is effective through June 30, 2023.</u>	a) Contract executed. b) Mead & Hunt finalized and submitted beacon study at CMA. c) Mead & Hunt submitted revised Base Part 26 DBE Program for County review on October 5, 2022. d) Mead & Hunt assisting the Wings Over Camarillo team with graphics; draft graphics submitted to Air Show staff. e) Mead & Hunt prepared final OXR and CMA SWPPP mapping for County submission. f) Mead & Hunt final design for CMA beacon: Project setup complete and submitted preliminary package. Geotechnical work change order was approved and subconsultant will be onsite second week of May. ATCT SRM panel cleared the project. g) Mead & Hunt to assist with grant closeout documentation for CMA AIP -037 and OXR AIP - 037.	28%	a) County review of item "c". b) Mead & Hunt issuing change order to Twining Inc. to proceed with Geotechnical exploration, scheduled for second week of May. c) Mead & Hunt provided draft grant closeout documentation for County review for item "g".
2206900-221958.01 CT 5020FY230000000000022 AIP - N/A	CMA & OXR	<u><b>DESIGN SERVICES</b></u> <u><b>GENERAL SERVICES AGENCY PURCHASE ORDER (2022-2023)</b></u>  On-call services at the request of the County. Period is effective through June 30, 2023.	a) Fully executed contract received. b) Mead & Hunt submitted final plan for perimeter road alignment. c) Mead & Hunt prepared leasehold graphic for OXR and CMA. d) Mead & Hunt to assist the County with lease graphics for Airport Properties Limited.	22%	a) Mead & Hunt assembly of item "d".

April 11, 2023

Mrs. Erin Powers  
Projects Administrator  
County of Ventura Department of Airports  
555 Airport Way, Suite B  
Camarillo, CA 93010

Re: Monthly Airport Project Status Update – March 2023

Dear Mrs. Powers,

Below is a summary of the tasks completed during the month of March 2023, by Jviation and our subconsultants for the Oxnard Airport:

**AIP Project No. 03-06-0179-038-2021 – Runway 7-25 Reconstruction**

- Throughout the month of March, the County and Jviation discussed this project during coordination meetings on March 2 and 16, 2023.
- Throughout the month of March, Jviation and the County coordinated with the Prime Contractor, Sully-Miller, on construction closeout items.
- On March 2 and 30, 2023, Jviation sent Change Order No. 6 to the FAA for signature.
- On March 8, 2023, the County shared the Part 139 inspector inquiries regarding the lack of glass beads on the Runway 25 chevrons and Taxiway lead in-lines parallel/tangent with Runway 7-25 centerline lengths being less than 200 feet per requirements. Jviation confirmed that glass beads were not to be applied to the Runway 25 chevrons per specifications and advisory circular requirements. The taxiway lead-in lines will be corrected during the Taxiway F Reconstruction project.
- On March 27, 2023, the County confirmed they received the notarized Release on Contract from Sully-Miller.
- **Upcoming:**
  - Jviation will continue project coordination with the County, FAA, and Sully-Miller.
  - County to provide Jviation with the Sponsor items needed for the Construction Closeout Report.
  - Jviation to send out Pay Application No. 7 once the 35-day wait period expires for the Release on Contract.
  - FAA to sign the FAA format of Change Order No. 6.

**AIP Project No. 03-06-0179-042-2022 – Connector Taxiways A-E Reconstruction**

- Throughout the month of March, the County and Jviation discussed this project during coordination meetings on March 2 and 16, 2023.
- Throughout the month of March, Jviation coordinated with Granite Construction (Granite) on material submittals, requests for information, and proposed construction schedule.
- Throughout the month of March, the County and Jviation coordinated with the FAA on material submittals and proposed construction schedule for this project.

- On March 14, 2023, Jviation provided the County with Granite's soil excavation questions in preparation for the Taxiway A-E Soil Excavation Memo discussion held later that day.
- On March 14, 2023, the County approved Granite's revised SWPPP and requested Granite upload it into the SMARTS system.
- On March 17 and 22, 2023, Jviation provided Granite's proposed schedule for the construction of this project to the County and FAA.
- On March 24, 2023, Jviation provided the County with the draft Notice to Proceed for the Preconstruction Mobilization phase and construction of Schedule I, Schedule II, and Bid Alternate 1. The County provided Jviation with a signed Notice to Proceed to issue to Granite.
- On March 22, 23, 27, and 31, 2023, Jviation coordinated with Granite on the change order for hauling and stockpiling excess excavated material to County property outside the airport perimeter fence.
- On March 24, 2023, Jviation issued Granite with the Notice to Proceed for Preconstruction Mobilization phase and Construction of Schedule I, Schedule II, and Bid Alternate 1.
- On March 27, 2023, Jviation coordinated with the County and Granite regarding the Notice of Intent for the Stormwater Pollution Prevention Plan (SWPPP). The Notice of Intent was accepted and activated by the Los Angeles Waterboard on April 4, 2023.
- On March 30, 2023, Jviation and the County participated in the FAA's Safety Risk Management Panel for this project.
- On March 31, 2023, Jviation provided the County with Granite's revised Health and Safety Plan to review.
- **Upcoming:**
  - Jviation will continue project coordination with the County, FAA, and Granite.
  - Approval of Change Order No. 2 for hauling and stockpiling excess excavated material.
  - The Preconstruction mobilization phase is scheduled to start on Monday April 3, 2023.
  - Construction activities for Schedule I Phase 1 are scheduled to start on Monday April 10, 2023.
  - Weekly construction meetings will be held on Tuesday mornings at 8:00 AM local time starting on April 4, 2023.

#### **AIP Project No. 03-06-0179-043-2023 – Taxiway F Reconstruction (Design)**

- Throughout the month of March, the County and Jviation discussed this project during coordination meetings on March 2 and 16, 2023.
- Throughout the month of March, Jviation worked on the Issued for Review documents for this project.
- On March 2, 2023, the County informed Jviation that our proposed engineering fees for design and bidding were close to the independent fee estimate (IFE) and negotiations would not be required.
- On March 10, 2023, Jviation presented the proposed phasing plan and cost estimate breakdowns to the County.
- On March 13, 2023, Jviation provided the County with the revised phasing plan for the preferred three-phase option for review.
- **Upcoming:**
  - Jviation will submit the Issued for Review project documents to the County.
  - County to execute the contract with Jviation for design and bidding services.



#### **Airport Pavement Management System (APMS) Update**

- Throughout the month of March, the County and Jviation discussed this project during coordination meetings on March 2 and 16, 2023.
- On March 16, 2023, the County requested the PaveAIR database files from their previous consultant.
- **Upcoming:**
  - County to forward the PaveAIR database files from their previous consultant.
  - Jviation will coordinate with subconsultants to assist with the completion of this project.
  - Jviation will finalize the scope of work and will submit it to the County for review.

#### **Air Traffic Control Tower (ATCT) Facility Assessment**

- Throughout the month of March, the County and Jviation discussed this project during coordination meetings on March 2 and 16, 2023.
- On March 13, 2023, Jviation and the environmental subconsultant, Terracon, completed the ATCT facility assessment with the County, FAA Facilities, and OXR ATCT staff.
- **Upcoming:**
  - Jviation will continue project coordination with the County.
  - Jviation to provide the ATCT facility assessment report to the County.

#### **Airport Capital Improvement Plan (ACIP) Update**

- There were no updates from March 2023 on this task.
- **Upcoming:**
  - Jviation will wait for direction from the County on any future tasks.

#### **On-Call Services**

- On March 2, 2023, the County and Jviation discussed the west hangar apron pavement area during the project coordination meeting. The County will discuss with the hangar tenants on the potential pavement improvements being requested.
- **Upcoming:**
  - County will confirm area of tenant concerns along west hangar apron.
  - Jviation to prepare a cost estimate for west hangar apron repairs.
  - Jviation will wait for direction from the County on any future tasks.

If you have any comments, please do not hesitate to contact me.

Sincerely,

Jviation, a Woolpert Company



Matt Gilbreath, P.E.  
Project Manager

cc: Mr. Keith Freitas, Mr. Dave Nafie – County of Ventura Department of Airports  
Mr. Travis Vallin, Mr. JD Ingram, Mr. Jason Virzi, Mr. Mike Quinn, Mrs. Marisa Fluhr, Ms. Amanda Gross, Ms. Tracey Salazar – Jviation, a Woolpert Company  
File

March 9, 2023

Mrs. Erin Powers  
Projects Administrator  
County of Ventura Department of Airports  
555 Airport Way, Suite B  
Camarillo, CA 93010

Re: Monthly Airport Project Status Update – February 2023

Dear Mrs. Powers,

Below is a summary of the tasks completed during the month of February 2023, by Jviation and our subconsultants for the Oxnard Airport:

**AIP Project No. 03-06-0179-038-2021 – Runway 7-25 Reconstruction**

- Throughout the month of February, the County and Jviation discussed this project during coordination meetings on February 2 and 16, 2023.
- Throughout the month of February, Jviation and the County coordinated with the Prime Contractor, Sully-Miller, on construction closeout items.
- On February 16, 2023, the County signed the FAA format of Change Order No. 6.
- On February 16, 2023, the County provided Jviation with the signed copy of the County format of Change Order No. 6.
- On February 21, 2023, Sully-Miller provided Jviation with the final Prime Contractor items needed for the Construction Closeout Report.
- On February 23, 2023, Jviation provided Sully-Miller with the Release on Contract form to notarize and return to the County.
- **Upcoming:**
  - Jviation will continue project coordination with the County, FAA, and Sully-Miller.
  - County to provide Jviation with the Sponsor items needed for the Construction Closeout Report.
  - Sully-Miller to provide the County with the notarized copy of the Release on Contract form.
  - FAA to sign the FAA format of Change Order No. 6.

**AIP Project No. 03-06-0179-042-2022 – Connector Taxiways A-E Reconstruction**

- Throughout the month of February, the County and Jviation discussed this project during coordination meetings on February 2 and 16, 2023.
- Throughout the month of February, Jviation coordinated with Granite Construction (Granite) on material submittals, requests for information, and proposed construction schedule.
- Throughout the month of February, the County and Jviation coordinated with the FAA on material submittals and proposed construction schedule for this project.
- On February 15, 2023, Jviation provided the County with Granite's revised Stormwater Pollution Prevention Plan (SWPPP) to review.
- On February 24, 2023, Jviation coordinated with Granite regarding their request to deliver electrical items to the staging area on March 1, 2023.

- **Upcoming:**
  - Jviation will continue project coordination with the County, FAA, and Granite.

#### **AIP Project No. 03-06-0179-043-2023 – Taxiway F Reconstruction (Design)**

- Throughout the month of February, the County and Jviation discussed this project during coordination meetings on February 2 and 16, 2023.
- On February 3, 2023, the FAA reviewed and approved Jviation's proposed scope of work for design and bidding services.
- On February 3, 2023, Jviation provided the County with a blank fee spreadsheet for design and bidding services for their use with the independent fee estimate (IFE).
- On February 9, 2023, Jviation provided the County with the full-length measurement of Taxiway F as part of an FAA inquiry.
- On February 28, 2023, Jviation submitted the proposed engineering fees for design and bidding services to the County for review.
- **Upcoming:**
  - County completes the IFE process on Jviation's engineering fees for design and bidding services.
  - Jviation will work on the Issued for Review project documents and will prioritize the proposed phasing plans.

#### **Airport Pavement Management System (APMS) Update**

- Throughout the month of February, the County and Jviation discussed this project during coordination meetings on February 2 and 16, 2023.
- **Upcoming:**
  - County will request the PaveAIR database files from their previous consultant.
  - County will research the use of PaveAIR versus PAVER database files for the APMS update.
  - Jviation will coordinate with subconsultants to assist with the completion of this project.
  - Jviation will finalize the scope of work and will submit it to the County for review.

#### **Air Traffic Control Tower (ATCT) Facility Assessment**

- Throughout the month of February, the County and Jviation discussed this project during coordination meetings on February 2 and 16, 2023.
- On February 1, 2023, Jviation and the County held a kickoff meeting for this project and tentatively scheduled the ATCT facility assessment for March 13, 2023. The meeting minutes for the kickoff meeting were provided to all parties on February 15, 2023.
- On February 24, 2023, Jviation, County, FAA Facilities, and OXR ATCT staff held a meeting for this project and the ATCT facility assessment was confirmed for March 13, 2023.
- **Upcoming:**
  - Jviation will continue project coordination with the County.
  - Jviation to conduct ATCT assessment on March 13, 2023.

#### **Airport Capital Improvement Plan (ACIP) Update**

- Throughout the month of February, the County and Jviation discussed this task during coordination meetings on February 2 and 16, 2023.
- **Upcoming:**
  - Jviation will wait for direction from the County on any future tasks.

### **On-Call Services**

- On February 14, 2023, the County requested consultation from Jviation on whether OXR Runway 7-25 could support a C-40 aircraft.
- On February 22, 2023, Jviation and the County met onsite to examine the pavement conditions along the west hangar apron.
- **Upcoming:**
  - County will confirm area of tenant concerns along west hangar apron.
  - Jviation to prepare a cost estimate for west hangar apron repairs.
  - Jviation will wait for direction from the County on any future tasks.

If you have any comments, please do not hesitate to contact me.

Sincerely,

Jviation, a Woolpert Company



Matt Gilbreath, P.E.  
Project Manager

cc: Mr. Keith Freitas, Mr. Dave Nafie – County of Ventura Department of Airports  
Mr. Travis Vallin, Mr. JD Ingram, Mr. Jason Virzi, Mr. Mike Quinn, Mrs. Marisa Fluhr, Ms. Amanda Gross, Ms. Tracey Salazar – Jviation, a Woolpert Company  
File



## Camarillo Noise Comment Report February 2023

Comments by Location	Number of Comments	Total Number of Households
East Neighborhoods	0	0
Midtown/Old Town	68	6
North Neighborhoods	2	2
Unspecified/Other	1	1

Type of Operation	
Takeoff/Departure	0
Landing/Arrival	1
Traffic Pattern	0
Unspecified	70

**Total Comments = 71**

Time of Day	
12 a.m. – 5 a.m.	1
5 a.m. – 8 a.m.	0
8 a.m. – 6 p.m.	57
6 p.m. – 12 a.m.	13

### Comment Breakdown:

#### Household #1:

45 (63%)

#### Household #2:

9 (13%)

#### Household #3:

8 (11%)

Type of Aircraft	
Single Engine Piston	0
Multi-Engine Piston	0
Turboprop	0
Turbo Jet	69
Helicopter	0
Unspecified	2



## Oxnard Noise Comment Report February 2023

Comments by Location	Number of Comments	Total Number of Households
West of Victoria & South of 5 <sup>th</sup> (Channel Islands, Oxnard Shores, Seabridge, etc.)	353	18
South Neighborhoods (Via Marina, etc.)	21	3
East Neighborhoods	2	1
North Neighborhoods	0	0
Other/Unspecified	68	Unknown

Type of Operation	
Takeoff/Departure	18
Landing/Arrival	4
Traffic Pattern	124
Unspecified	298

**Total Comments = 444**

Time of Day	
12 a.m. – 5 a.m.	0
5 a.m. – 8 a.m.	1
8 a.m. – 6 p.m.	437
6 p.m. – 12 a.m.	6

### Comment Breakdown:

#### Household #1:

208 (47%)

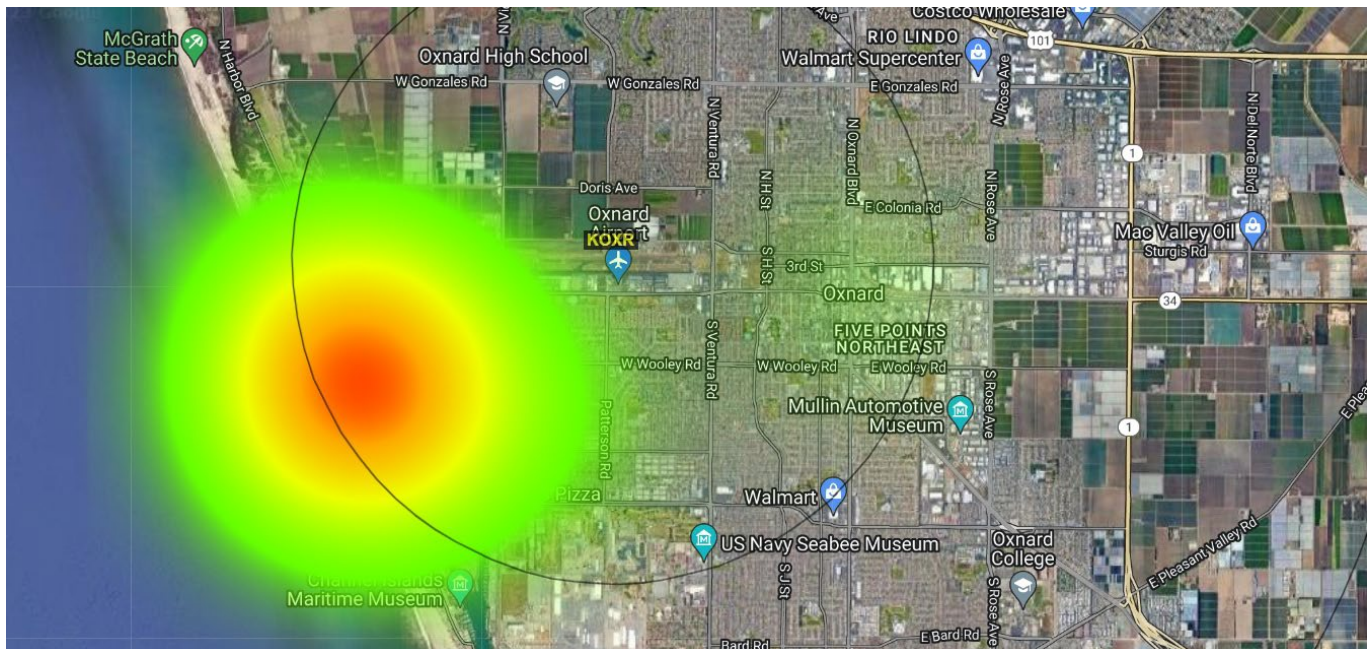
#### Household #2:

77 (17%)

#### Household #3:

24 (5%)

Type of Aircraft	
Single Engine Piston	153
Multi-Engine Piston	6
Turboprop	0
Turbo Jet	0
Helicopter	1
Unspecified	284



## Fly Friendly VC Progress Report February 2023

- Continued planning for, and prepared and distributed information related to, Part 150 Noise Compatibility Studies for CMA and OXR.
- Coordinated coverage/advertising of Part 150 Noise Compatibility Studies with *VC Star*, *Acorn*, City of Camarillo, and City of Oxnard.
- Sent **44** e-mail communications to community members regarding concerns related to air traffic for CMA and/or OXR
- Completed **9** FFVC Training Discussions with regional Flight Schools
- Continued weekly e-mail communications with air traffic images for Oxnard community members.
- Continued communications with Vector team for maintenance and improvements to VNOMS.
- Continued regular tracking of daily air traffic.
- Continued organization and editing of [vcairports.org](http://vcairports.org) homepage and FFVC webpage
- Continued distribution of general FFVC community communication pieces.







## Camarillo Noise Comment Report March 2023

Comments by Location	Number of Comments	Total Number of Households
East Neighborhoods	0	0
Midtown/Old Town	175	9
North Neighborhoods	7	3
Unspecified/Other	4	Unknown

Type of Operation	
Takeoff/Departure	86
Landing/Arrival	75
Traffic Pattern	6
Unspecified	19

**Total Comments = 186**

Time of Day	
12 a.m. – 5 a.m.	9
5 a.m. – 8 a.m.	0
8 a.m. – 6 p.m.	160
6 p.m. – 12 a.m.	17

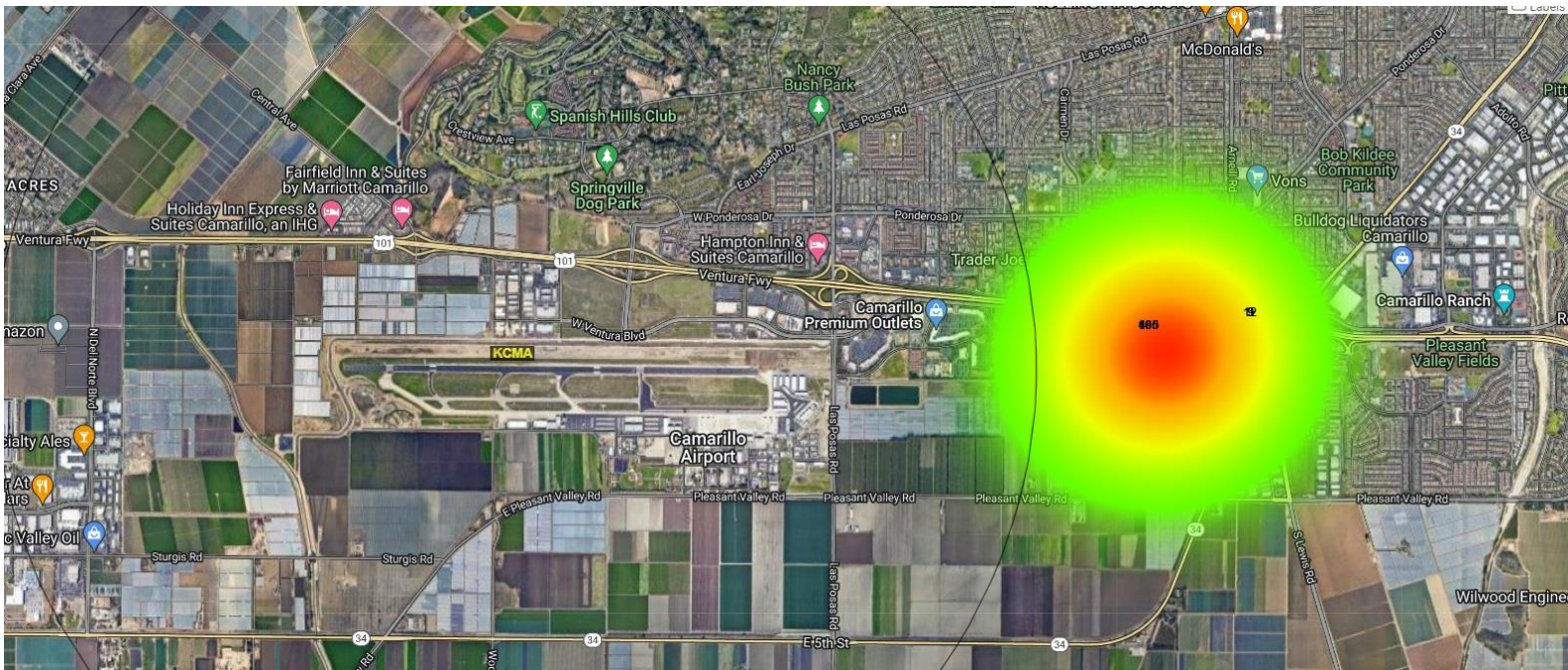
### Comment Breakdown:

**Household #1:**  
**105 comments (56 %)**

**Household #2:**  
**65 comments (34 %)**

**Household #3:**  
**16 comments (8%)**

Type of Aircraft	
Single Engine Piston	8
Multi-Engine Piston	0
Turboprop	1
Turbo Jet	155
Helicopter	0
Unspecified	22







## Oxnard Noise Comment Report March 2023

Comments by Location	Number of Comments	Total Number of Households
West of Victoria & South of 5 <sup>th</sup> (Channel Islands, Oxnard Shores, Seabridge, etc.)	540	12
South Neighborhoods (Via Marina, etc.)	110	2
East Neighborhoods	0	0
North Neighborhoods	3	2
Other/Unspecified	169	Unknown

Type of Operation	
Takeoff/Departure	0
Landing/Arrival	0
Traffic Pattern	177
Unspecified	645

**Total Comments = 822**

Time of Day	
12 a.m. – 5 a.m.	1
5 a.m. – 8 a.m.	0
8 a.m. – 6 p.m.	760
6 p.m. – 12 a.m.	61

### Comment Breakdown:

**Household #1: 419**

**51%**

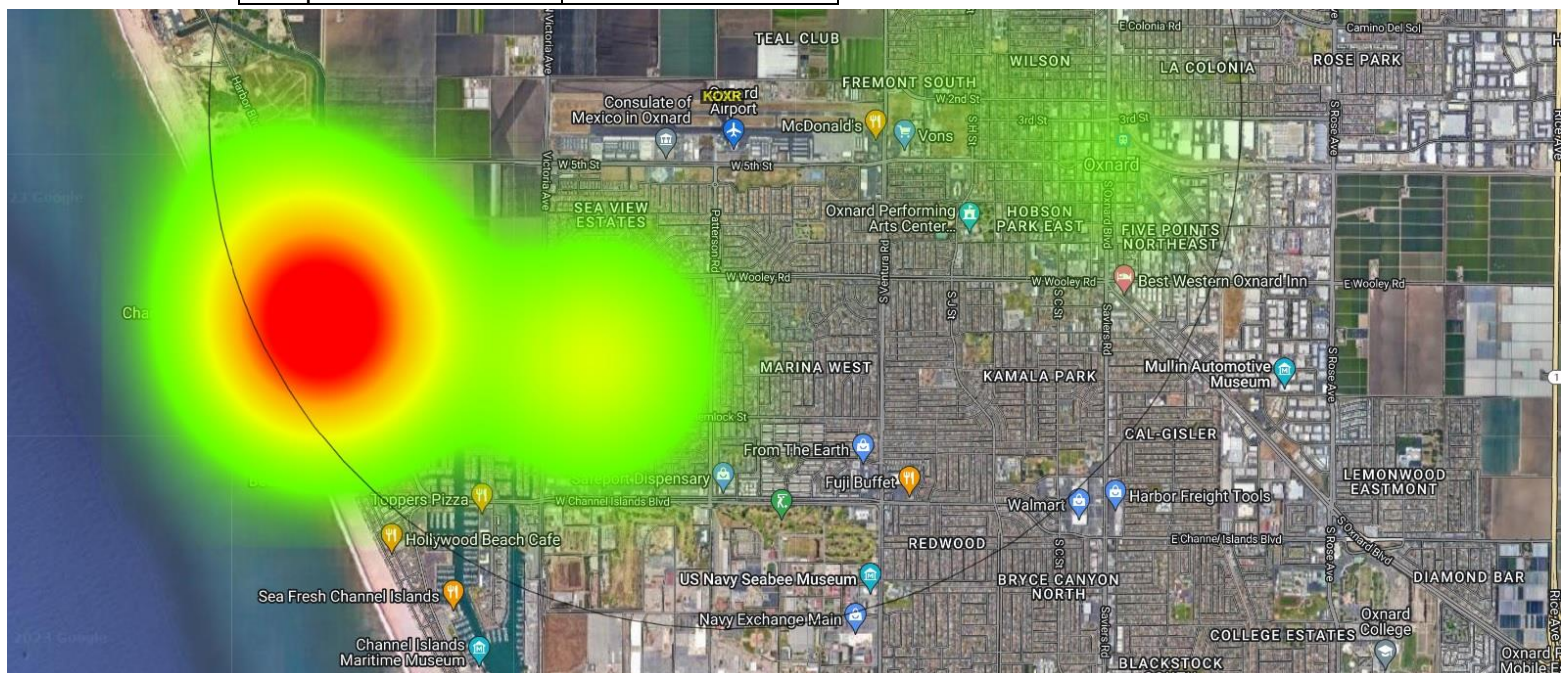
**Household #2: 109**

**13%**

**Household #3: 70**

**9%**

Type of Aircraft	
Single Engine Piston	0
Multi-Engine Piston	0
Turboprop	0
Turbo Jet	11
Helicopter	16
Unspecified	795



# **AIRPORT TENANT PROJECT STATUS May 7, 2023**

## **CAMARILLO**

- ➔ Airport Properties Limited (APL) Row I final project approval pending FAA required NEPA review/approval.
- ➔ CloudNine Development project construction in progress. Construction estimated for completion within the second quarter of 2023.

## **OXNARD**

- ➔ 5 and 7 acre RFP parcel developments concepts under discussion, preliminary concept phase.

## **OTHER**

- ➔ None



## Ventura County logs gripes as part of airport noise study

**BRIAN J. VARELA** Ventura County Star  
20 hours ago

Dozens of Camarillo and Oxnard residents turned out to a pair of meetings this week to speak up about noise from two local airports.

The public workshops hosted by the Ventura County Department of Airports were part of an ongoing study to identify and address noise concerns at the facilities in each city. The department also gave an overview of the studies.

“The neighborhood has run out of patience,” Oxnard resident Ben Di Benedetto said Tuesday. He also serves on an advisory committee that works with the

On Monday night, about 65 residents attended a meeting focused on the Camarillo Airport. About 15 people took part in Tuesday's session for the Oxnard Airport.

Each group had separate noise complaints.

Keith Freitas, the county airports director, said Camarillo residents were concerned about jets flying over the city's Old Town area.

Oxnard residents, meanwhile, focused on small planes staying airborne for short periods for training and compliance purposes.

Paul Johnson, a Camarillo resident who has lived near the airport for more than 20 years, said noise starts in the morning and continues until evening. Because noise bounces off hills north of Camarillo, he said, airport sounds seem to come from every direction.

In Oxnard, Di Benedetto and his wife, Susan Blau, have lived near the airport since 2000 and have grown increasingly impatient with the noise.

Blau said there are days when planes fly overhead every three minutes. The couple is also concerned about airport growth and its use by larger, out-of-town planes.

Maximino Narcizo lives about three miles away in the La Colonia neighborhood but still hears airplane noise.

The noise and frequency seem to pick up in the afternoon, he said through a translator, and it negatively affects people and animals in his neighborhood.

"It can be really stressful and frustrating," Narcizo said. "I myself enter into a state of desperation."

**MUST READS**

**Top Stories from the West**

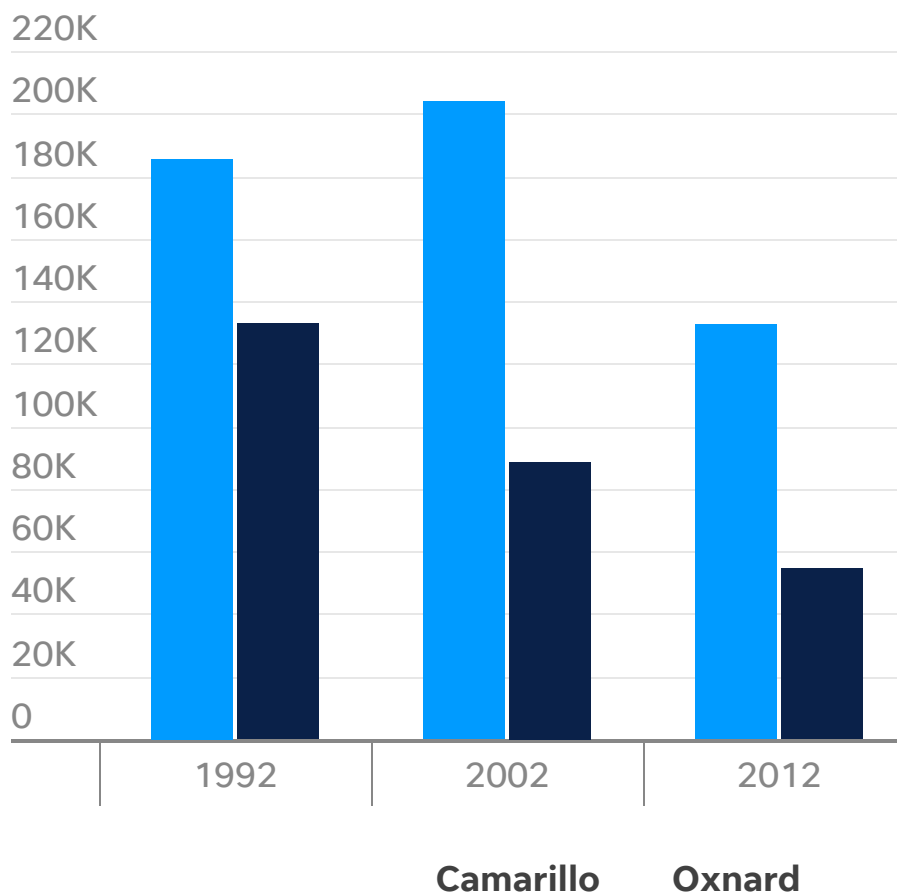


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In 2022, the Camarillo Airport recorded about 187,000 combined aircraft landings and departures, up from about 133,000 in 2012, according to data from the airports department.

The Oxnard Airport counted approximately 88,000 landings and departures last year. In 2012, the number was about 55,000.

Activity at both airports has fluctuated since 1992, the county numbers show.



Total annual landings and departures at each airport.

Source: Ventura County Department of Airports

Share

The county is partnering with Coffman Associates, an airport consulting firm with offices in Arizona and Kansas, to conduct the noise studies. The studies will wrap up in about two years and are estimated to cost \$795,000.

This week’s workshops were the first of at least five meetings the county will host in coming years to collect feedback and update the public.

20 hours ago





**COUNTY of VENTURA**  
**Department of Airports**

555 Airport Way, Suite B  
Camarillo, CA 93010  
Phone: (805) 388-4372  
Fax: (805) 388-4366

[www.ventura.org/airports](http://www.ventura.org/airports)

March 24, 2023

Granite Construction Company  
Attn: Mitch Moss, Project Manager  
4820 McGrath St. Ste. 101  
Ventura, CA 93003

**Project:** Oxnard Airport – Reconstruction of Connector Taxiways A-E  
AIP 3-06-0179-042-2022  
Spec No. DOA 21-01, Project No. OXR-147

**Subject:** **Notice to Proceed No. 2: Preconstruction Mobilization and Construction Schedule I, Schedule II, and Bid Alternate No. 1**

Mr. Moss:

You are hereby authorized to proceed on this date, March 24, 2023, with the **Preconstruction Mobilization Phase**, as specified, for the improvements to the Oxnard Airport, AIP Project No. 3-06-0179-042-2022, County of Ventura Specification No. 21-01 and Project No. OXR-147, **Schedule I: Reconstruction of Connector Taxiways A and E, Schedule II: Relocation of FAA Power Line, and Bid Alternate 1: Reconstruction of Connector Taxiways B, C, and D**, in accordance with the terms of the Contract Documents and your Contract Proposal. The project calendar day count associated with the Preconstruction Mobilization Phase will begin on April 3, 2023, and 10 calendar days have been allotted to complete this work, with the anticipated completion date of the morning of April 13, 2023. Additionally, the calendar day count associated with Schedule I: Reconstruction of Connector Taxiways A and E, Schedule II: Relocation of FAA Power Line, and Bid Alternate 1: Reconstruction of Connector Taxiways B, C, and D, will begin no later than the night of April 13, 2023, and 86 total calendar days have been allotted to complete this work.

If you have any questions concerning this matter, please contact me at 805-388-4205.

Sincerely,

*Erin Powers*

Erin Powers  
Projects Administrator  
County of Ventura Department of Airports

c: Keith Freitas, Director of Airports  
Dave Nafie, Deputy Director of Airports  
Matt Gilbreath, Jviation, a Woolpert Company  
Amanda Gross, Jviation, a Woolpert Company



EAA CHAPTER 1469, Oxnard, CA

# YOUNG EAGLES RALLY

## OXNARD AIRPORT

March 25, 2023

10 AM to 1 PM



**Join the Oxnard EAA Chapter for the Young Eagles Rally where youth ages 8-17 can experience their first free ride in an airplane.**

**Location:** Oxnard Airport off 5<sup>th</sup> Street. Event entrance will be between Patterson, the street leading to the terminal, and west of Ventura Road. Look for the flags marking the walk-in entrance!

**Organized by:** Oxnard EAA 1468 Chapter with rally support from the Camarillo EAA Chapter, Camarillo Flying Circus RC Club, Ventura Rocketeers, Confederate Air Force., Aspen Helicopters, and California Aeronautical University.

**About EAA:** The Experimental Aircraft Association (EAA) is committed to introduce and inspire youth ages 8 thru 17 to the world of aviation. Launched in 1992, the Young Eagles program has dedicated 30 years to giving youth ages 8–17 their first free ride in an airplane. Today, nearly 2.3 million young people have enjoyed a free introductory flight through the Young Eagles program. These flights are made possible through the generosity of EAA member volunteers.

**SIGN UP TODAY**

**Reserve your space today. Pre-registration limited to 40 spots but walk-ins welcome!**

<https://youngeaglesday.org/?yedetail&event=8269BJUL0>

Or scan the code below to register!



# AVEX HOSTS AIRCRAFT SAFETY SEMINAR IN CAMARILLO - March 29, 2023



***Annual gathering brought aircraft owners and operators from around the country to the Camarillo airport for a weekend of training, learning, and collaboration focused on improving aviation safety.***

Camarillo, CA, 29 March 2023: AVEX Aviation ("AVEX") hosted its annual gathering of Daher TBM owners and operators from March 24<sup>th</sup> through the 26<sup>th</sup> at the Camarillo Airport. AVEX has been a local Ventura County Aviation business since it was founded in 1985 and has hosted its annual Safety Seminar at the airport since 2009.

Each year the internationally attended Safety Seminar is a highly anticipated event among its customers and suppliers where TBM pilots learn ways to improve the safe operation of their TBM aircraft. The seminar hosts discussions lead by globally recognized aviation safety experts. The AVEX Safety Seminar is accredited by the Federal Aviation Administration ("FAA") WINGS Program. The objective of the WINGS Program is to address the primary accident causal factors that continue to plague the general aviation community. By focusing on this objective, participants aim to reduce the number of accidents seen each year.

AVEX Aviation is dedicated to the global TBM community, embracing those seeking a better comprehension of the world of TBM safety. AVEX Aviation's focus for the Safety Seminar is to provide a more in-depth understanding of the important factors and decisions that go into safe and successful operations. The Safety Seminar consists of a full day of activities, featuring world-class speakers and renowned industry-leading experts discussing topics pertinent to TBM operators. The programing is focused on improving the level of safety for TBM operators and is renowned as one of the most impactful safety events for the TBM.

Approximately 80 highly influential and affluent individuals, many of whom pilot their own aircraft, attended this year's event. Along with spouses and family members, the attendees provided a significantly positive impact on local business, from hotels, restaurants, and shops, to aircraft fuel, maintenance, and other services. Many of these individuals generate business in the local community through their relative industries because of their tie with AVEX Aviation and the TBM aircraft.

## **About AVEX Aviation**

AVEX Aviation is a leading aircraft dealer in North America with a robust maintenance and aftermarket services platform focused on the Daher TBM. With more than 1,000 aircraft in service, the TBM has an enviable position in the single-engine turboprop market. AVEX Aviation was founded in 1985 and has



operations in Camarillo, California, and Broomfield, Colorado. Over the past 25+ years, AVEX Aviation has evolved to become one of the most recognizable brands in the aviation industry. For more information visit [www.newavex.com](http://www.newavex.com).

### **About the Aircraft**

The Daher TBM is a family of high-performance single-engine turboprop business and utility light aircraft manufactured by Daher, France. Daher designs and produces two types of single-engine turboprop-powered aircraft: the Kodiak, an all-terrain multi-purpose airplane; and the TBM, one of the world's fastest and most fuel efficient single-engine turboprop-powered aircraft.

# Mark Your Calendars!

**The Ventura County Department of Airports will be hosting a community meeting for the Camarillo Airport Layout Plan (ALP). All interested Ventura County residents are encouraged to attend.**



**When:** April 18<sup>th</sup> from  
5:30 p.m. - 7:30 p.m.

**Where:** Community Room  
Camarillo Public Library  
4101 Las Posas Road  
Camarillo, CA 93010



Join us to learn more about what  
an ALP is and what it means for  
the community.

For more information visit [vcairports.org](https://vcairports.org).



**COUNTY of VENTURA**  
Department of Airports

# Ventura County Department of Airports Undergoes Taxiway Reconstruction, Addresses Concerns Related to the Project - April 25, 2023



## **COUNTY** *of* **VENTURA** Department of Airports

The Ventura County Department of Airports is undergoing a scheduled taxiway pavement repair project at Oxnard Airport (OXR). The reconstruction project, which began in early April, includes taxiway connectors A-E and on the 11-acre site adjacent to Ventura Boulevard – all property owned by the County of Ventura.

The construction is taking place primarily in the overnight hours due to the Federal Aviation Administration's (FAA) restrictions related to working on an active taxiway. The project is slated to be completed by July 21, 2023, and will also include the installation of a permanent fence around the entire 11 acres. Most airport construction is completed overnight due to the FAA's restrictions of working in active runway and taxiway protection zones for safety reasons. All construction, including stockpiling operations occurs between the hours of 10 p.m. to 6 a.m.

Concerns from the community regarding construction noise have been raised and are being addressed. The Department of Airports is working closely with the contractor to minimize disturbance to neighboring residential communities.

As part of the project, the Department is also working to provide clarification regarding soil being stored near OXR.

The Department of Airports, as required by the Los Angeles Region Water Quality Control Board, is temporarily stockpiling excess soil from the taxiway project. Contractors are following a strict soils management program, which was approved by the Water Quality Control Board. Soil testing will ultimately be conducted as part of the Board's ongoing investigation regarding the presence of polyfluoroalkyl chemicals (PFAS), found in aircraft firefighting foam. Based on findings from previous environmental investigations conducted at the site, low concentrations of PFAS are present in soil. As such, there is potential for PFAS compounds to be present in excavated soil removed as part of the reconstruction project. Therefore, the soil is being placed on a plastic liner and covered to eliminate any possible spread of the soil before it is relocated. Once testing is completed, the soil will either be reused for other airport projects or taken offsite.

PFAS is a chemical that is also commonly found in non-stick cookware, plastic food packaging, stain-resistant fabric, and cosmetics. Because of its widespread use, regulatory agencies are investigating use of this chemical in different applications to more clearly identify thresholds for safer use of the PFAS

chemical.

The County of Ventura and Department of Airports are committed to prioritizing public health and safety and will continue to work closely with the State Waterboard to ensure any additional measures of safety are taken.

Information related to the taxiway reconstruction project was initially distributed to the public in December 2022.

For more information, please visit [vcariports.org](http://vcariports.org) or e-mail [AirportInfo@ventura.org](mailto:AirportInfo@ventura.org).

# Officials ground airport disinformation

Amazon jets not on the horizon

April 29, 2023

By Makena Huey

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FLIGHT PLANS—A public meeting about the future of Camarillo Airport aimed to calm fears about rumored expansion. MAKENA HUEY/Acorn Newspapers

An abundance of disinformation and a lack of comprehension characterized the April 18 community workshop regarding an update to a critical document for the Camarillo Airport.

The airport layout plan update, which launched in January, outlines the existing facilities and planned improvements for 555 Airport Way and is required to receive federal funding for maintenance projects.

Despite rumors to the contrary, officials said there will be no commercial airline service, no lengthening of the runway and no large air cargo activity, including Amazon jets, at the Camarillo Airport.

“The study shouldn’t impact residents because we’ve taken all of the things that would directly affect them off the table,” Dave Nafie, deputy director of Ventura County Airports, said in an interview. “What the citizens should see is that they don’t need to be living in fear that suddenly the airport is going to get twice as big and the airplanes twice as big.”

The residents interviewed by the *Acorn* said they had no problems with the plan update itself.

Instead, the majority were concerned with the noise level at and around the airport—the focus of a separate study the county is also conducting—and with the rumors that Amazon plans to use the airport for cargo jet traffic—a rumor made worse by a resident distributing misleading flyers before the meeting.

“It’s a topic a lot of people are talking about, and I know there’s a lot of misinformation and misunderstanding,” Camarillo resident Nancy Phillips said. “I think this is a great idea having this meeting so people can ask questions and get the facts.”

The intricacy of the exhibits and the complexity of the topic didn’t help, the residents agreed.

“Each poster, you could spend two hours going over, but what does it mean for everybody?” Greg Bird said.

“I think staff should have done a better job talking about it because I still don’t understand,” Michael Rittenberg said.



An airport layout plan update, Nafie said, provides guidelines for the airport's maintenance, development and operation. It features technical drawings of the current facility and of the planned facility for the next five to seven years, which the Federal Aviation Administration uses to justify funding decisions for projects.

Nafie said the community should know that the layout plan is key to allowing the airport to remain viable over the long term.

The FAA requires airports to maintain either a current layout plan or a master plan to receive funding.

General aviation airports typically update their plans every seven to 10 years, and Camarillo's was last updated in 2012.

Keith Freitas, county director of airports, announced last July that the department of airports canceled the airport master plan update, which his predecessor, Kip Turner, had begun in early 2021.

Turner said the airport's master plan, completed in 2011, was outdated and failed to meet current FAA requirements. He also questioned the validity of a 1976 joint powers agreement between the city and county that limited the airport to general aviation uses.

The update was put on hold over widespread opposition to the possibility of commercial airline service.

Unlike a master plan update, a layout plan update is a short-term planning study that assumes there will be no change to the role of the airport. The update is concerned only with identifying strategies that will sustain the airport as a general aviation facility in accordance with the 1976 agreement.

Michelle Glueckert D'Anna, assistant to the city manager, told the *Acorn* that the city stands firm on the joint powers agreement and is reassured by airport officials' insistence that the plan update is in alignment with community interests and is not intended to turn the facility into a commercial airport.

Coffman Associates, the national consulting firm preparing the study, completed airport inventory and aviation activity forecasts.

Coffman expects operations to increase modestly in the coming years, mirroring historical trends across the country.

The number of aircraft based at the airport could increase from 350 in 2022 to 444 in 2042, but the size of aircraft is not expected to increase.

Nafie said the primary capital improvement project will be reconstructing the runway. It will be the same specifications, just new.

"It's going to take an extraordinary amount of money to do that, and so we want to make sure that we're doing everything the way the FAA wants us to," he said.

The plan update is expected to be complete in spring 2024.

The process will cost the department just over \$686,000, half of which is covered by the FAA.

For more on the airport layout plan update, go to [vcairports.org](http://vcairports.org).