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**CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY**

**MINUTES**

**September 14, 2023**

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

CAA Chair, Scott Barer, called the meeting to order at 6:33 p.m. and Councilmember Martita Martinez-Bravo led the pledge of allegiance.

**2. ROLL CALL**

**CAA PRESENT**

Vianey Lopez  
Martita Martinez-Bravo  
Scott Barer

**CAA ABSENT**

Kelly Long (E)  
Susan Santangelo (E)

**OAA PRESENT**

Vianey Lopez  
Bert Perello (L)  
Gabe Teran  
Eugene Fussell

**OAA ABSENT**

Kelly Long (E)

*Excused (E)*

*Late (L)*

*Alternate (Alt)*

**AIRPORT STAFF**

Dave Nafie, Deputy Director  
Erin Powers, Projects Administrator  
Madeline Herrle, Lease Manager  
Jannette Jauregui, Communications & Engagement Manager  
Ana Castro, Program Administrator  
Josh Cox, Airport Operations Officer  
Denise Arreola, Management Assistant

### 3. AGENDA REVIEW

Due to clerical error, minutes from July 13, 2023, were inadvertently omitted from the agenda packet sent to the Authorities and posted on the Department website. Agenda item #4 (APPROVAL OF MINUTES – July 13, 2023), is tabled for review at the next Authority meeting.

### 4. APPROVAL OF MINUTES – July 13, 2023

*CAA Chair Scott Barer tabled approval of July 13, 2023, minutes to the next Authorities meeting scheduled for October 12, 2023.*

### 5. PUBLIC COMMENT PERIOD

Public comments heard.

### 6. NEW BUSINESS

#### OXNARD AIRPORT AUTHORITY

A. **Subject:** Receive and File a Staff Update on the Oxnard Airport Taxiway Connectors A-E Reconstruction Project

**Recommendation:**

Receive and file a staff update on the Oxnard Airport Taxiway Connectors A-E Reconstruction Project.

Erin Powers, Projects Administrator provided the staff update and welcomed comments from the Authorities.

***Action: Councilmember Gabe Terran moved to receive and file the update and Councilmember Bert Perello seconded the motion. All members voted in favor and the motion passed unanimously 4-0.***

B. **Subject:** Approval of Plans and Specifications for the Reconstruction of Taxiway F (renamed A) at Oxnard Airport, Including Addenda Nos. 1-2; Waiver of Any Minor Irregularities in the Bid; Award a Contract for the Base Bid Schedule I to Security Paving Company, Inc., in the Amount of \$17,365,009.50, on the Basis of the Lowest Responsive Bid, Conditioned Upon Receipt of a Federal Aviation Administration and/or CalTrans Grants and/or Airport Enterprise Funds Sufficient to Fund Project Costs; Authorization for the Director of Airports, or Designee, to Execute the Subject Contract, if Awarded (*Exhibit 1 is available for review on the Department of Airports website [www.vcairports.org](http://www.vcairports.org)*)

## **Recommendations:**

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

1. Approve the plans and specifications (Exhibit 1) for the Reconstruction of Taxiway F (renamed A) at Oxnard Airport, including Addenda Nos. 1-2 (Exhibit 2);
2. Waive any minor irregularities in the bids;
3. Award a Contract for the Base Bid Schedule I to Security Paving Company, Inc., in the Amount of \$17,365,009.50, on the basis of the lowest responsive bid, conditioned upon receipt of a Federal Aviation Administration and/or CalTrans grants and/or Airport Enterprise Funds sufficient to fund project costs; and
4. Authorize the Director of Airports, or his designee, to execute the subject Contract if awarded (Exhibit 3).

Erin Powers, Projects Administrator presented the item with a Power Point for the Authorities and welcomed comments and responded to questions from the Authorities.

***Action: Councilmember Gabe Terran moved approve staff's recommendation of Plans and Specifications to Reconstruction of Taxiway F (renamed A); waive any minor irregularities, award a contract for the base bid schedule I to Security Paving Company, Inc., in the amount of \$17,365,009.50; and authorize the Director of Airports or his designee to execute the subject contract and Vice Chair Supervisor Vianey Lopez seconded the motion. All members voted and the motion passed unanimously 4-0.***

## **CAMARILLO AND OXNARD AIRPORT AUTHORITY**

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

### **Recommendation:**

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

Erin Powers, Projects Administrator provided the staff presentation and welcomed comments and responded to questions from the Authorities.

***Camarillo Airport Authority: Councilmember Martita Martinez-Bravo moved to receive and file the staff presentation and Vice Chair Supervisor Vianey Lopez seconded the motion. All members voted and the motion passed unanimously 3-0.***

***Oxnard Airport Authority: Councilmember Bert Perello moved to receive and file the staff presentation and Councilmember Gabe Terran seconded the motion. All members voted the motion passed unanimously 4-0.***

**D. Subject: Receive and File a Monthly Staff Update from Communications and Engagement Manager Regarding Ventura County Airports**

**Recommendation:**

Receive and file a monthly staff update from Communications and Engagement Manager regarding Ventura County Airports.

Jannette Jauregui, Communications and Engagement Manager presented the item with a feature story about Barb Filkins and welcomed comments from Authorities.

***Camarillo Airport Authority: Councilmember Martita Martinez-Bravo moved to receive and file the monthly staff update and Vice Chair Supervisor Vianey Lopez seconded the motion. All members voted and the motion passed unanimously 3-0.***

***Oxnard Airport Authority: Councilmember Bert Perello moved to receive and file the monthly staff update with the additional suggestion to forward this story to the local newspaper and Councilmember Gabe Terran seconded the motion. All members voted the motion passed unanimously 4-0.***

**E. Subject: Receive and File a Staff Presentation Regarding New Payment Portal Application for Camarillo and Oxnard Airport Tenants**

**Recommendation:**

Receive and file a staff presentation regarding new Payment Portal Application for Camarillo and Oxnard Airport tenants.

Dave Nafie, Deputy Director presented the item with a Power Point presentation with information as to the new Payment Portal. Questions from the Authorities were welcomed and addressed.

***Camarillo Airport Authority: Councilmember Martita Martinez-Bravo moved to receive and file the staff presentation and Chair Scott Barer seconded the motion. All members voted and the motion passed unanimously 3-0.***

***Oxnard Airport Authority: Councilmember Gabe Terran moved to receive and file the staff presentation and Councilmember Bert Perello seconded the motion. All members voted the motion passed unanimously 4-0.***

**F. Subject: Receive and File a Status Report and a Proposed Timeline to Complete the Private Hangar Lease Transition from a Month-to-Month Agreement to a Long Term (20-year) Ground Lease for Camarillo and Oxnard Airport Tenants**

## **Recommendation:**

Receive and file an update on current status of the transition for Private Hangar owners at the Oxnard and Camarillo Airports from the month-to-month lease to the long term (20-year) ground lease, and the proposed timeline and actions to complete the transition.

Chair Scott Barer suggests extending the timeline until the end of the year and commence the Unlawful Detainer legal proceedings to January 2023 due to the upcoming holiday and vacation traveling. The suggestion is noted by staff.

***Camarillo Airport Authority: Chair Scott Barer moved to approve staff's status report and Councilmember Martita Martinez-Bravo seconded the motion. All members voted in favor and the motion passed unanimously 3-0.***

***Oxnard Airport Authority: Councilmember Gabe Terran moved to approve staff's status report and Vice Chair Supervisor Vianey Lopez seconded the motion. All members voted in favor and the motion passed unanimously 4-0.***

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

Deputy Director Dave Nafie presented the Director's Report.

On July 26, 2023, the Oxnard Airport hosted the Table Top Exercise conducted by the Oxnard Airport Operations team. This is an annual Part 139 FAA requirement, and it simulates the roles of Airport Operations, Fire and Police Departments on how to respond to various emergencies. It was a very successful interaction that was well received. Airport staff appreciates the response and assistance received from other public agencies.

The Department thanks Congresswoman Julia Brownley and her staff for their visits at the Department of Airports in July and August. Congresswoman Brownley, who serves on the Transportation and Infrastructure Committee of the House, provided a statement that the House passed the 2023 FAA Reauthorization Bill and it read: *"The FAA Reauthorization bill also addresses the needs of our general aviation airports - including the Oxnard and Camarillo airports in Ventura County - and has important provisions to improve consumer protections, address aviation noise concerns, and advance the integration of unmanned aerial systems and urban air mobility in the national airspace."* The Department commends Congresswoman Brownley's for her continued support and her assistance at understanding the issues of the Department, including the on-going pavement projects at the Airports.

The Department extends their gratitude to Supervisors Jeff Gorrell, Janice Parvin, and their individual staff, for participating in Airport tours in the last few months. The tours provided an opportunity for Supervisors and their staff to learn more about the Department.

The Department of Airports opened its parking lot to Vitalant for a Blood Drive held on August 1, 2023. The blood drive was open to Airport employees, tenants of the Airport, employees of the business park and the public.

The County of Ventura hosted a Career and Resource Expo at the Ventura County Government Center on August 2, 2023, and provided the Department of Airports an opportunity to participate in the event. Staff had great interaction with the public at the event and promoted three newly upcoming positions with the Department.

On August 5, 2023, the last Artisan Market of the summer was held in the parking lot at the Oxnard Airport. The event had over 22 vendors.

Members of the public for the Cabrillo Neighborhood Council Meeting invited staff to speak at their next meeting on October 12, 2023. The Department is delighted to participate in the meeting and learn more about their concerns. The Department hopes to provide a deeper understanding towards public issues at the Oxnard Airport.

The Department has provided an accessible link on the Department website for the public to leave comments regarding the 500-year floodplain. The Camarillo Airport is located within a floodplain area, and it is a requirement of the FAA to allow for public comment. The deadline to submit a public comment is September 23, 2023.

During the Wings Over Camarillo Air Show, Coulson Aviation graciously relocated their Chinook CH-47 Helitankers from Camarillo Airport to Oxnard Airport while remaining ready to serve the community in their role at knocking down fires.

Ventura County Sheriff's Department will be using the Camarillo Airport to host their annual "Coppers and Choppers" event on Saturday, September 23, 2023. While not an airport event, the Department is proud to shine spotlight on this event on airport grounds.

***Director's 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 – June, July 2023

Monthly Noise Complaints – June, July 2023

Consultant Reports (Coffman Associates) – June, July 2023

Consultant Reports (Jviation – Camarillo Airport) – June, July 2023

Consultant Reports (Jviation – Oxnard Airport) – June, July 2023

Consultant Reports (Mead & Hunt) – June 2023  
Airport Tenant Projects – August 2023  
Project Status Report – August 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 News dated July 20, 2023, re: Increase in Military Traffic from NBVC Point Mugu

Department of Airports News dated July 26, 2023, re Updated: 2023 Wings Over Camarillo

Letter to Hui Manchung dated July 31, 2023, from Communications & Engagement Manager Janette Jauregui re Camarillo Airport Hours of Operation Departures Between 12:00 a.m. and 5:00 a.m.

Letter to Mustang Sally Aviation LLC dated July 31, 2023, from Communications & Engagement Manager Janette Jauregui re Camarillo Airport Hours of Operation Departures Between 12:00 a.m. and 5:00 a.m.

Notice to Move Your Aircraft for Air Show dated August 3, 2023, to Camarillo Airport Tenants – Tie Down Rows 13-17 from Ventura County Department of Airports re Temporary Aircraft Relocation for Wings Over Camarillo Air Show (and map)

Notice of Air Show Hangar Restrictions dated August 3, 2023, to Camarillo Airport Tenants from Ventura County Department of Airports re Temporary Restrictions for CMA Hangar Access

Article dated August 5, 2023, by Camarillo Acorn re County Fire headquarters may leave Camarillo Airport

Letter to Nakamura Hajime, Trustee dated August 5, 2023, from Communications & Engagement Manager Janette Jauregui re Camarillo Airport Hours of Operation Departures Between 12:00 a.m. and 5:00 a.m.

Article dated August 9, 2023, by Ventura County Star re Oxnard Airport runway, other airfield roadways get \$41 million rehab

Article dated August 12, 2023, by Camarillo Acorn re Air show honors Korean War Veterans

Letter to Air Discovery LA LLC dated August 12, 2023, from Communications & Engagement Manager Janette Jauregui re Camarillo Airport Hours of Operation Departures Between 12:00 a.m. and 5:00 a.m.

Letter to R Consulting & Sales Inc. dated August 20, 2023, from Communications & Engagement Manager Janette Jauregui re Camarillo Airport Hours of Operation Departures Between 12:00 a.m. and 5:00 a.m.

Article dated August 20, 2023, by Ventura County Star re Thousands show up for 42<sup>nd</sup> annual Wings Over Camarillo air show

Article dated August 26, 2023, by Camarillo Acorn re Wings Clipped

Department of Airport News dated August 28, 2023, re Ventura County Department of Airports Update to Taxiway Reconstruction Soil Storage

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

## **10. AUTHORITY COMMENTS**

Councilmember Martita Martinez-Bravo shares Mayor Santangelo has an excused absence today and sends her regrets. She further shares that between herself and Mayor Santangelo, they received over 100 e-mails to the City of Camarillo regarding the noise from the Wings Over Camarillo Air Show. Councilmember Martinez-Bravo adds that it had been conveyed to her that a social media post was circulated which proposed to permanently cancel the Wings Over Camarillo Air Show. While she did not personally see the social media post in question, she confirms that the City of Camarillo has no vision to cancel the Air Show. The Wings Over Camarillo Air Show is here for all who have a passion and interest in aviation, especially children who envision one day flying a plane themselves. She is confident that the City of Camarillo and the Wings Over Camarillo Air Show staff will work together and find a solution that works for all, including for the animals at the shelter. Lastly, Councilmember Martinez-Bravo closes with reiterating all e-mails regarding this topic were received, read and also had the opportunity to respond to some.

A follow up comment from Vice Chair Supervisor Vianey Lopez thanks Councilmember Martinez-Bravo for addressing this topic. Additionally, Vice Chair Supervisor Lopez stated that Director Keith Freitas and Air Show Boss Bill Thomas have plans to further share discussion regarding the Wings Over Camarillo Air Show at a future Authority meeting. In closing, she thanks Bill Thomas for being present today and sharing the information he had in the time he had allotted.

Councilmember Gabe Terran shares his gratitude towards the Department staff for their communication efforts shared with the public, especially to Communications and Engagement Manager Jannette Jauregui. Councilmember Terran is actively involved in reposting and sharing the information on social media to the community of Oxnard.

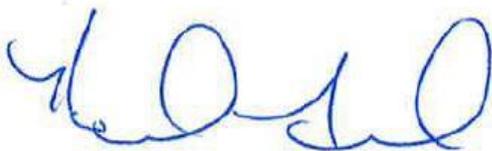
Councilmember Bert Perello noted that on behalf of the City of Oxnard residents he speaks to, they are very appreciative of the information shared from the Department. Moreover, he mentions while he is not personally active social media, he does receive screen shots of social media posts from the community. One comment on the social media post stood out to him regarding the Chinook helitankers that were relocated to Oxnard Airport. The relocation caused some disturbance to the community and suggested the Department provide further notice in the future. To finish, he ends with his thoughtful comments on the Wings Over Camarillo Air Show, and a special thanks to Bill Thomas on a good job.

Chair Eugene Fussell closes the Authority Comments portion of the meeting with his positive feedback regarding the Wings Over Camarillo Air Show, and to Barb Filkins for her continued efforts. Lastly, he offers his assistance to Lease Manager, Madeline Herrle in any way to finalize remaining private lease hangars.

## **11. ADJOURNMENT**

There being no further business, the September 14, 2023, meeting of the Camarillo Airport Authority and Oxnard Airport Authority was adjourned with all Authorities in favor at 8:06 p.m.

The next regular Authority meeting is scheduled on **Thursday, October 12, 2023, at 6:30 p.m.** in the Department of Airports Administration Office Conference Room, 555 Airport Way, Suite B, Camarillo, California.



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