



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

September 14, 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
3. Participate and provide public comment via Zoom:

WEBINAR:

<https://us06web.zoom.us/j/84314958198?pwd=eDI5TG9UdjBEK0t3VVICcEYyckM4Zz09>

TELEPHONE: 1-669-444-9171

MEETING ID: 843 1495 8198

MEETING PASSCODE: 986801

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 Airport Authority 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 Airport Authority 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.).

4. Email or Mail Public Comment in Advance of the Meeting:

Public comments may be submitted in writing by email or mail. Comments must be received by 12:00 p.m. on the day prior to the meeting. All written comments received by the deadline will be distributed to Authority members prior to the meeting. Any comments received after the deadline will be distributed to the Authority members. Public comments submitted in writing are public record and subject to disclosure. An unredacted version is made available when records are requested by a Public Records Act request. Please do not submit personal contact information you do not want to be made public. Comments will be made part of the permanent meeting record upon approval of the meeting minutes.

Comments submitted by email can be sent to airportinfo@ventura.org. In the **Subject Line** of the email please indicate “**CAA/OAA Meeting Comment**” and the **Agenda item number** on which you are commenting (e.g., CAA/OAA Meeting Comment – Agenda Item No. 5) then proceed with your comment in the body of the e-mail.

Comments submitted by mail can be sent to 555 Airport Way, Ste. B, Camarillo, CA 93010, [Attention: Denise Arreola](mailto:Denise.Arreola@ventura.org). In the **Subject Line** of the correspondence please indicate “**CAA/OAA Meeting Comment**” and the **Agenda item number** on which you are commenting (e.g., CAA/OAA Meeting Comment – Agenda Item No. 5) then proceed with your comment in the body of the correspondence.

AGENDA

1. **CALL to ORDER and PLEDGE of ALLEGIANCE**
2. **ROLL CALL**
3. **AGENDA REVIEW**
4. **APPROVAL of MINUTES – July 13, 2023**
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.

E-mail or Mail Public Comment:

Public comments may be submitted in writing by email or mail. Comments must be received by 12:00 p.m. on the day prior to the meeting. All written comments received prior to the deadline will be distributed to Authority members. Any comments received after the deadline will be distributed to the Authority members. Public comments submitted in writing are public record and subject to disclosure. An unredacted version is made available when records are requested by a Public Records Act request. Please do not submit personal contact information you do not want to be made public. Comments will be made part of the permanent meeting record upon approval of the meeting minutes.

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

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*)

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)

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

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

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

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

7. DIRECTOR'S REPORT

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

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.

Department of Airports 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)

Department of Airports 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 42nd 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

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

11. ADJOURNMENT

The next regular Authority meeting will be 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.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT DENISE ARREOLA 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.



Webinar Instructions

Public link to Zoom webinar:

<https://us06web.zoom.us/j/84314958198?pwd=eDI5TG9UdjBEK0t3VVICcEYyckM4Zz09>

Webinar ID: 843 1495 8198
Passcode: 986801
Phone Number: 1-669-444-9171

Cell Phone or Computer with Audio (Microphone) Feature: Click on the link above and enter passcode. Enter your name so we may call on you when it is your turn to speak.

The Chairperson will ask if anyone wishes to speak to the item. At that time, raise your hand by clicking the Raise Hand button. Follow the instructions below regarding Speaking.

Computer without Audio (Microphone) Feature: Click on the link above and enter passcode. This will allow you to view and listen to the meeting. In order to speak, follow the instructions below for Telephone.

Telephone: You may observe the meeting via the Department of Airports YouTube channel. If you are interested in speaking to an item, you can call into one of the phone lines listed above, and when prompted enter the Webinar ID and Passcode shown above. Once in the meeting, you will be listening to the meeting through your phone handset.

The Chairperson will ask if anyone wishes to speak to the item. At that time, raise your hand by dialing *9. Follow the instructions below regarding Speaking.

Speaking

When it is your turn to speak, the Chairperson will call your name or the last 4 digits of your phone number if you are calling from a phone, and you will have 3 minutes to speak. Please ensure that all background noise is muted (TV, radio, etc.). You will be prompted to unmute your microphone/phone. Unmute and begin speaking; start by stating your name.

The timer on the screen will count down your 3 minutes. The timer starts green indicating you have 3 minutes; when the time hits 1 minute remaining, the timer will change to yellow; when the 3 minutes have elapsed, the timer will turn red. At that time, your microphone will be muted and we will move onto the next speaker. If you called in on one of the phone lines listed above, you will not be able to see the timer. Instead, you will be prompted when the 3 minutes has begun; when the time hits 1 minute remaining; when the 3 minutes have elapsed.

