



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 **January 11, 2024** **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/84272881241?pwd=t1ETfSKbbDhFghm3VplRwlj9zcHGa5.1>

TELEPHONE: 1-669-444-9171

WEBINAR ID: 842 7288 1241

WEBINAR PASSCODE: 578881

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:

If you wish to make a written comment on a specific agenda item by email or mail, please submit your comment by 12:00 p.m. on the day prior to the meeting. Your written comment will be distributed to Authority members and made part of the permanent meeting record. Written comments will be made available to the public and can be viewed online at vcairports.org/camarillo-and-oxnard-meeting-archives or in person at the Airport Administration Office located at 555 Airport Way, Suite B, Camarillo, CA 93010.

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 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. 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 – November 9, 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:

If you wish to make a written comment on a specific agenda item by email or mail, please submit your comment by 12:00 p.m. on the day prior to the meeting. Your written comment will be distributed to Authority members and made part of the permanent meeting record. Written comments will be made available to the public and can be viewed online at vcairports.org/camarillo-and-oxnard-meeting-archives or in person at the Airport Administration Office located at 555 Airport Way, Suite B, Camarillo, CA 93010.

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.

6. NEW BUSINESS

CAMARILLO AIRPORT AUTHORITY

A. Subject: Selection of Public Member and Alternate Public Member

Recommendation:

Select a Public Member and Alternate Public Member to serve on the Camarillo Airport Authority.

B. Subject: Selection of Chair and Vice-Chair for Calendar Year 2024

Recommendation:

Nominate and select the 2024 Chair and Vice-Chair for the Camarillo Airport Authority.

OXNARD AIRPORT AUTHORITY

C. Subject: Selection of Public Member and Alternate Public Member

Recommendation:

Select a Public Member and Alternate Public Member to serve on the Oxnard Airport Authority.

D. Subject: Selection of Chair and Vice-Chair for Calendar Year 2024

Recommendation:

Nominate and select the 2024 Chair and Vice-Chair for the Oxnard Airport Authority.

CAMARILLO AND OXNARD AIRPORT AUTHORITY

E. 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.

F. Subject: Receive and File Staff Update Regarding Private Hangar Lease Conversion to Long Term Lease

Recommendation:

Receive and file a staff update regarding the process to transition all private hangar leases at Oxnard and Camarillo Airports from the prior month-to-month agreement format to the term lease (20 years) form approved by the Board of Supervisors in May 2022.

OXNARD AIRPORT AUTHORITY

G. Subject: Receive and File Staff Update Regarding Per and Polyfluoroalkyl Substances (PFAS) Soil and Groundwater Investigation at Oxnard Airport

Recommendation:

Receive and file a staff update regarding the ongoing investigation regarding Per and Polyfluoroalkyl Substances (PFAS), a chemical component of the firefighting foam, mandated by FAA at Oxnard Airport and all other airports certificated under 14 CFR Part 139.

H. Subject: Approval and Award of a Construction Administration Services Contract to Woolpert Company, in the Not-to-Exceed Amount of \$1,017,587 for the Taxiway F (renamed A) Pavement Reconstruction Project at Oxnard Airport; Authorization for the Director of Airports, or Designee, to Execute the Subject Contract

Recommendations:

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

1. Approve and award a construction administration services contract (Exhibit 1) to Woolpert Company, in the not-to-exceed amount of \$1,017,587, for the Taxiway F (renamed A) Pavement Reconstruction Project at Oxnard Airport; and
2. Authorize the Director of Airports, or his designee, to execute the subject contract.

I. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Sign, Amendment No. 1 to the Consulting Services Contract AEA 22-09 for the Oxnard Airport Construction Administrative Services for Connector Taxiways Pavement Reconstruction with Jviation, a Woolpert Company, Extending Contract Time and Increasing the Total Amount of the Contract by \$145,994 to \$820,793

Recommendation:

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

Approve, and authorize the Director of Airports or his designee to sign, Amendment No.1 to the Consulting Services Contract AEA 22-09 with Jviation, a Woolpert Company, for the Oxnard Airport Construction Administrative Services for Connector Taxiways Pavement Reconstruction, extending contract time and increasing the total amount of the contract by \$145,994 to \$820,793 (Exhibit 1).

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 – October, November 2023
Monthly Noise Complaints – October, November 2023
Consultant Reports (Coffman Associates) – October, November 2023
Consultant Reports (Jviation – Camarillo Airport) – October, November 2023
Consultant Reports (Jviation – Oxnard Airport) – October, November 2023
Airport Tenant Projects – November – December 2023
Project Status Report – December 2023
Financial Statements – First Quarter FY 22/23
Meeting Calendar – 2024

9. CORRESPONDENCE

Correspondence items listed below are presented to the Airport Authorities for information only, at this time. The correspondence items require no action or are not ready for the Airport Authorities' consideration. The Airport Authorities may refer these items to the Department of Airports for investigation and report back on a future agenda.

Article dated October 29, 2023, by Ventura County Star re: Fire crews wrangle smoky fire in Camarillo near Home Depot

Letter to Noel Air dated November 1, 2023, from Communications and Engagement Manager Jannette Jauregui re: Camarillo Airport Hours of Operation

Letter to Rise & Shine Air dated November 1, 2023, from Communications and Engagement Manager Jannette Jauregui re: Camarillo Airport Hours of Operation

Article dated November 4, 2023, by Camarillo Acorn re County hosts third airport workshop

Article dated November 14, 2023, by Ventura County Star re: Camarillo Airport plan meeting to address aviation noise, impacts

Department of Airports announcement re Mark Your Calendars the Ventura County Department of Airports will be hosting a community meeting for the Camarillo Airport Layout Plan (ALP) on November 14, 2023, from 5:30 p.m. to 7:30 p.m. at Camarillo Public Library

Letter to San Joaquin Door & Supply Inc., dated November 29, 2023, from Communications and Engagement Manager Jannette Jauregui re: Camarillo Airport Hours of Operations Departures Between 12:00 a.m. and 5:00 a.m.

Letter to Mav 4 LLC dated November 29, 2023, from Communications and Engagement Manager Jannette Jauregui re: Camarillo Airport Hours of Operations Departures Between 12:00 a.m. and 5:00 a.m.

Letter to Joel Kirschenstein – Sage Realty Group dated December 4, 2023, from Lease Manager Madeline Herrle re: Oxnard Union School District – Surplus Property 309 South “K” St. – Oxnard

Article dated December 6, 2023, by Ventura County Star re: Costco to open in Camarillo next fall

Department of Airports News dated December 6, 2023, re Ventura County Department of Airports: Temporary Changes Air Traffic Out of CMA and OXR

Article dated December 9, 2023, by Camarillo Acorn re Santa Anas cause planes to change course

Department of Airport News dated December 7, 2023, re Ventura County Department of Airports: Presidential TFR Announcement

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

11. ADJOURNMENT

The next regular Authority meeting will be on **Thursday, February 8, 2024, 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/84272881241?pwd=t1ETfSKbbDhFghm3VpIRwlj9zcHGa5.1>

Webinar ID: 842 7288 1241
Passcode: 578881
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.

