



**COUNTY of VENTURA**  
Department of Airports

555 Airport Way, Suite B  
Camarillo, CA 93010  
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<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** **April 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](https://www.youtube.com/channel/UC4jLWASMGn4wTrEPdT8BOTQ?view_as=subscriber)
3. Participate and provide public comment via Zoom:

**WEBINAR:**

<https://us06web.zoom.us/j/87019204412?pwd=mbYi9jBRps0Uf9DhsUkCkMc3OgWhOp.1>

**TELEPHONE:** 1-669-444-9171

**WEBINAR ID:** 870 1920 4412

**WEBINAR PASSCODE:** 114682

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](http://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 [airportmeetings@ventura.org](mailto:airportmeetings@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: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 – January 11, 2024**
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](http://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**

### OXNARD AIRPORT

- A. **Subject: Receive and File a Status Report on the Five-Acre and Seven-Acre Development Parcels at Oxnard Airport (Presentation by Developers)**

**Recommendation:**

Receive and file a status report on the developments planned at Oxnard Airport on the five-acre and seven-acre parcels, which were awarded to developers Fly 805, LLC., and Urban Air Mobility, LLC., respectively, in the Fall of 2022. Presentations by the developers of the current project status and preliminary/conceptual plans for layout will be presented via Zoom and in person.

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

**Recommendation:**

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

**CAMARILLO AIRPORT**

**C. Subject: Receive and File a Staff Update on the Current Airport Layout Plan (ALP) for Camarillo Airport**

**Recommendation:**

Receive and file a staff update on the current Airport Layout Plan (ALP) for Camarillo Airport.

**D. Subject: Approval of Plans and Specifications for the Runway 8-26 Centerline and Taxiway A Pavement Improvements at Camarillo Airport, Including Addenda Nos. 1-3; Find That the Project is Categorically Exempt from the California Environmental Quality Act (CEQA) Under CEQA Guidelines Section 15301(c); Waiver of Any Minor Irregularities in the Bid; Award a Contract for the Base Bid Schedule I and Schedule II to Granite Construction Company, in the Amount of \$2,995,393, on the Basis of the Lowest Responsive Bid; Authorization for the Director of Airports, or His Designee, to Execute the Subject Contract, if Awarded (*Exhibit 1 is available for review on the Department of Airports website [vcairports.org/meeting-calendar](http://vcairports.org/meeting-calendar)*)**

**Recommendations:**

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

1. Approve the plans and specifications (Exhibit 1) for the Runway 8-26 Centerline and Taxiway A Pavement Improvements at Camarillo Airport, including Addenda Nos. 1-3 (Exhibit 2);
2. Find that the project is categorically exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301(c);
3. Waive any minor irregularities in the bids;

4. Award a Contract for the Base Bid Schedule I and Schedule II to Granite Construction Company, in the Amount of \$2,995,393, on the basis of the lowest responsive bid; and
5. Authorize the Director of Airports, or his designee, to execute the subject Contract if awarded (Exhibit 3).

**E. Subject: Approval and Award of a Construction Administration Services Contract to Woolpert Company, in the Not to Exceed Amount of \$190,486 for the Runway 8-26 Centerline and Taxiway A Pavement Improvements at Camarillo Airport; Authorization for the Director of Airports, or His Designee, to Sign the Subject Contract**

**Recommendations:**

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

1. Approve and award of a construction administration services contract (Exhibit 1) to Woolpert Company, in the not to exceed amount of \$190,486, for the Runway 8-26 Centerline and Taxiway A Pavement Improvements at Camarillo Airport; and
2. Authorize the Director of Airports, or his designee, to sign the subject contract.

**CAMARILLO & OXNARD AIRPORT**

**F. Subject: Approval of the Five-Year Capital Improvement Plan (CIP) for Camarillo and Oxnard Airports; Authorization for the Director of Airports or His Designee, to Apply for Grants to Fund Projects Scheduled for Federal Fiscal Years 2024 and 2025 Outlined in the CIP Upon Notification from the Federal Aviation Administration and the California Department of Transportation Aeronautics Program That Funds Are Available**

**Recommendations:**

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

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) 2024 and 2025 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.***

**G. 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.

**H. Subject:** Review of Fiscal Year 2024-25 Proposed Budget (*Exhibit 1 is available for review on the Department of Airports website [vcairports.org/meeting-calendar/](http://vcairports.org/meeting-calendar/)*)

**Recommendation:**

Staff requests that your Commission and Authorities review and comment on the Department of Airports (DOA) proposed FY 2024-25 budget for Camarillo and Oxnard Airports; and Camarillo Roads and Lighting Enterprise Fund, as attached, and recommend approval of the Board of Supervisors.

**I. Subject:** Approval of the Department of Airports' Fiscal Year 2024-25 Rent and Fee Schedule, Effective July 1, 2024; 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 2024-25 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, 2024; 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 32-39 of Exhibit 1) (requires 4/5ths vote); and
3. Approve, adopt, and execute the resolution (pages 32-39 of Exhibit 1) establishing rents, fees, and insurance requirements for the Department.

## 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 – December 2023, January, February 2024

Monthly Noise Complaints – December 2023, January, February 2024

Consultant Reports (Coffman Associates) – December 2023, January, February 2024

Consultant Reports (Jviation/Woolpert – Camarillo Airport) – December 2023, January, February 2024

Consultant Reports (Jviation/Woolpert – Oxnard Airport) – December 2023, January, February 2024

Consultant Reports (Mead & Hunt) – December 2023, January, February, March 2024

Airport Tenant Projects – February, April 2024

Project Status Report – February, April 2024

Meeting Calendars – 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.**

Camarillo Acorn article dated December 30, 2023, re: Soothing airport concerns

Department of Airports News dated January 11, 2024, re: Pilots N Paws Saves Lives of Abandoned Pets Through Volunteer Work of Local Pilots

Department of Airports News dated January 15, 2024, re: Increased Helicopter Activity Expected

Department of Airports E-mail Notification from Communications & Engagement Manager, Jannette Jauregui, dated January 18, 2024, re: Ventura County Department of Airports: Mark Your Calendars! Camarillo Airport – Airport Layout Plan Final Project Review and Q&A

Department of Airports News dated January 26, 2024, re: Ventura County Department of Airports: Increased Military Jet Activity

Department of Airports News dated January 30, 2024, re: Airport Information Alert

Ventura County Star article dated January 30, 2024, re: Small plane crashes in field near Camarillo Airport

Department of Airports News dated February 1, 2024, re: Presidential Temporary Flight Restriction

Department of Airports News dated February 15, 2024, re: Reminder: Ventura County Department of Airports to Host Camarillo Airport – Airport Layout Plan Community Meeting

Department of Airports News dated February 19, 2024, re: Notice of Government Temporary Flight Restriction (TFR)

Camarillo Acorn article dated February 24, 2024, re: Balance wanted in airport coverage

Ventura County Star article dated February 28, 2024, re: Plane lost power before Camarillo crash, report says

Department of Airports News dated February 29, 2024, re: Honoring the Legacy of the Tuskegee Airmen

Department of Airports News dated March 1, 2024, re: New E-mail Address for AAC/Airport Authority Meetings

Camarillo Acorn article dated March 2, 2024, re: Residents speak out at airport layout meeting

Department of Airports News dated March 4, 2024, re: Increased Helicopter Activity Expected

Department of Airports News dated March 15, 2024, re: Public Review and Comment Period Now Open for Camarillo Airport Layout Plan

Department of Airports News dated March 15, 2024, re: Ventura County Ninety-Nines: Celebrating Women in Aviation

Department of Airports Memorandum from Deputy Director, Casey Pullman, dated March 20, 2024, re: New Engine Run-Up Area at Eastern End of Abandoned Runway (26)

Department of Airports Project Schedule Announcement dated March 21, 2024, re: Oxnard Airport – Taxiway A (formerly Taxiway F) Reconstruction Project

Camarillo Acorn article dated March 23, 2024, re: Airport layout plan available for review

Department of Airports News dated March 26, 2024, re: Increased Helicopter Activity Expected in Camarillo

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

## 11. ADJOURNMENT

The next regular Authority meeting will be on **Thursday, May 9, 2024, 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 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/87019204412?pwd=mbYi9jBRps0Uf9DhsUkCkMc3OgWhOp.1>

**Webinar ID:** 870 1920 4412  
**Passcode:** 114682  
**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.

