



**CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY**

**MINUTES**

**April 11, 2024**

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

CAA Chair, Kelly Long, called the meeting to order at 6:32 p.m. OAA Chair Vianey Lopez then led the pledge of allegiance.

**2. ROLL CALL**

**CAA PRESENT**

Vianey Lopez  
Tony Trembley  
Scott Barer  
Kelly Long  
Susan Santangelo

**CAA ABSENT**

**OAA PRESENT**

Vianey Lopez  
Kelly Long  
Barbara Filkins  
Gabe Teran  
Bert Perello

**OAA ABSENT**

*Excused (E)*

*Late (L)*

*Alternate (Alt)*

**AIRPORT STAFF**

Keith Freitas, Director  
Dave Nafie, Deputy Director  
Erin Powers, Projects Administrator  
Madeline Herrle, Lease Manager  
Jannette Jauregui, Communications &  
Engagement Manager  
Jamal Ghazaleh, Accounting Manager  
Denise Arreola, Management Assistant

**DEVELOPERS**

Charles McLaughlin, Fly 805, LLC  
Peter Lezak, Urban Air Mobility, LLC

### 3. AGENDA REVIEW

No changes to the agenda.

### 4. APPROVAL OF MINUTES – January 11, 2024

***Camarillo Airport Authority: Vice Chair Tony Trembley moved to approve the January 11, 2024, meeting minutes and Public Member Scott Barer seconded the motion. All members voted and the motion passed unanimously 5-0.***

***Oxnard Airport Authority: OAA Vice Chair Gabe Teran moved to approve the January 11, 2024, meeting minutes and Supervisor Kelly Long seconded the motion. All members voted in favor and the motion passed 4-0 with one abstention from Public Member Barbara Filkins.***

### 5. PUBLIC COMMENT PERIOD

Public comments heard.

### 6. NEW BUSINESS

#### **OXNARD AIRPORT AUTHORITY**

**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.

Madeline Herrle, Lease Manager, introduced developers Charles McLaughlin for Fly 805, LLC., and Peter Lezak for Urban Air Mobility, LLC. Charles McLaughlin presented first with a PowerPoint presentation. Peter Lezak presented second with a PowerPoint presentation. Various questions from Authorities regarding the development were welcomed and addressed by both developers.

***Oxnard Airport Authority: Without motion, the Oxnard Airport Authority receives the status report on the five-acre and seven-acre development parcels at Oxnard Airport.***

**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.

Erin Powers, Projects Administrator, presented the item with an update on the final phases of the reconstruction project. It is noted that Oxnard Airport will have very few runway closures when construction begins on May 9, 2024, and construction will last approximately 90 calendar days. Questions regarding this reconstruction project from Authorities were welcomed and addressed.

***Oxnard Airport Authority: Without motion, the Oxnard Airport Authority receives the staff update on the Oxnard Airport Taxiway A reconstruction project.***

**CAMARILLO AIRPORT AUTHORITY**

**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.

Erin Powers, Projects Administrator, presented the item with an update on the current Airport Layout Plan (ALP) for Camarillo Airport. The findings of that study are available online for the public for review. Public comments from the Camarillo community are encouraged and welcome for submission on the Department of Airports website from March 15, 2024, to May 10, 2024.

***Camarillo Airport Authority: Without motion, the Camarillo Airport Authority receives the 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 [Camarillo and Oxnard Meeting Archives – Ventura County Airports \(vcairports.org\)](http://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 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).

Erin Powers, Projects Administrator, presented this item for its recommended approval by the Board of Supervisors. Clarification regarding this project being categorically exempt from CEQA guideline was directed to Public Member Scott Barer.

***Camarillo Airport Authority: Vice Chair Tony Trembley moved to approve staff's recommendation and Councilmember Susan Santangelo seconded the motion to approve the plans and specifications for the Runway 8-26 Centerline and Taxiway A Pavement improvements at Camarillo Airport; find that the project is categorically exempt from CEQA guidelines; waive any minor irregularities in the bids; award a contract for the base bid schedule I and II to Granite Construction in the amount of \$2,995,393; and authorize the Director of Airports or his designee to execute the subject contract. All members voted and the motion passed unanimously 5-0.***

**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.

Erin Powers, Projects Administrator, presented this item for its recommended approval by the Board of Supervisors. Councilmember Perello's requests that certified payroll be explained, and Project Administrator Powers provided that explanation on the record.

***Camarillo Airport Authority: Councilmember Susan Santangelo moved to approve staff's recommendation and Vice Chair Tony Trembley seconded the motion to approve 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; authorize the Director of Airports, or his designee to sign the subject contract. All members voted and the motion passed unanimously 5-0.***

## **CAMARILLO & OXNARD AIRPORT AUTHORITY**

**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.***

Erin Powers, Projects Administrator, presented this item for its recommended approval by the Board of Supervisors. OAA Vice Chair Teran inquires as to which project is expected to be the highest priority, and it's confirmed to be the Oxnard Air Traffic Control Tower project. Additionally, it is noted that the FAA calculation in the Oxnard Airport slide should reflect approximately \$21.6 million.

***Camarillo Airport Authority: Vice Chair Tony Trembley moved to approve staff's recommendation and Public Member Scott Barer seconded the motion to approve the five-year CIP for Camarillo Airport; and authorize the Director of Airports or his designee to apply for grants to fund the projects scheduled for FFY 2024-2025 outlined in the CIP upon notification from the FAA and Caltrans that funds are available. All members voted and the motion passed unanimously 5-0.***

***Oxnard Airport Authority: Vice Chair Gabe Teran moved to approve staff's recommendation and Supervisor Kelly Long seconded the motion to approve the five-***

**year CIP for Oxnard Airport; and authorize the Director of Airports or his designee to apply for grants to fund the projects scheduled for FFY 2024-2025 outlined in the CIP upon notification from the FAA and Caltrans that funds are available. All members voted and the motion passed unanimously 5-0.**

**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.

Jannette Jauregui, Communications and Engagement Manager, provided an update on the impact of the Point Mugu radar outage. Additionally, two feature stories were shared. The first, spotlighting the legacy of Tuskegee Airmen in honor of Black History Month, and the second, spotlighting the Ventura County Ninety-Nines in honor of Women's History Month.

***Camarillo Airport Authority: Without motion, the Camarillo Airport Authority receives the monthly staff update regarding Ventura County Airports.***

***Oxnard Airport Authority: Without motion, the Oxnard Airport Authority receives the monthly staff update 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 [Camarillo and Oxnard Meeting Archives – Ventura County Airports \(vcairports.org\)](https://www.vcairports.org)*)**

**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.

Jamal Ghazaleh, Accounting Manager, presented this item for its recommended approval by the Board of Supervisors. A summary of the expenses, revenues, and depreciations followed by various budget questions from the Authorities were addressed by Accounting Manager Ghazaleh.

***Camarillo Airport Authority: Vice Chair Tony Trembley moved to approve staff's recommendation and Councilmember Susan Santangelo seconded the motion to approve the Department of Airports proposed FY 2024-25 budget for Camarillo and Oxnard Airports. All members voted and the motion passed unanimously 5-0.***

***Oxnard Airport Authority: Councilmember Bert Perello moved to approve staff's recommendation and Vice Chair Gabe Teran seconded the motion to approve the Department of Airports proposed FY 2024-25 budget for Camarillo and Oxnard***

***Airports. All members voted and the motion passed unanimously 5-0.***

**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.

Madeline Herrle, Lease Manager, presented this item for its recommended approval by the Board of Supervisors. A summary presentation of items that are changing this fiscal year were shown. Questions and a brief discussion regarding the rents and fees from Authorities were welcomed and addressed by staff.

***Camarillo Airport Authority: Councilmember Susan Santangelo moved to approve staff's recommendation and Vice Chair Tony Trembley seconded the motion to approve the Department of Airports' Fiscal Year 2024-25 Rent and Fee Schedule, Effective July 1, 2024. All members voted and the motion passed unanimously 5-0.***

***Oxnard Airport Authority: Vice Chair Gabe Teran moved to approve staff's recommendation and Chair Vianey Lopez seconded the motion to approve the Department of Airports' Fiscal Year 2024-25 Rent and Fee Schedule, Effective July 1, 2024. All members voted and the motion passed unanimously 5-0.***

## 7. DIRECTOR'S REPORT

Airport staff were hosted by the CEO and President of the Port of Hueneme and provided a facility tour of the Port on March 19, 2024. The meeting and facility tour served as an opportunity to share information and establish possible partnerships with the Department of Airports and the Port of Hueneme.

Southern California Edison has confirmed the installation of six charging stations for electric vehicles in the next 30-60 days. The first installation is set for Oxnard Airport, and a second installation is set for a location at Camarillo Airport.

Deputy Director Dave Nafie and Communications and Engagement Manager, Jannette Jauregui recently gave a presentation to the Oxnard Leadership group. The presentation included details about what's happening at both Ventura County Airports.

The Oxnard Airport parking lot will be the host location for the "Foodies at Night" event on April 12, 2024.

Camarillo Airport recently passed their annual CalTrans inspection with zero deficiencies. The Department of Airports is very proud of our maintenance and operations staff.

***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 – 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

***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.**

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

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

## **10. AUTHORITY COMMENTS**

Public Member Scott Barer thanks the Camarillo City Council, including Mayor Tony Trembley and Councilmember Susan Santangelo (on this Board) for their City Council meeting held the night prior. It was apparent the City of Camarillo devoted a lot of time and staff resources to their meeting with prepared questions for Director Freitas. It was a productive and informative meeting. He hopes that the public came away from this meeting with a better understanding of the efforts in mitigating noise issues, and believes this meeting was a step in the right direction.

Councilmember Susan Santangelo thanks the airport staff in attendance at the Camarillo City Council meeting. It was a good meeting, with helpful information. Councilmember Santangelo further shares her appreciation and recognizes Deputy Director Dave Nafie for his efforts during the meeting.

CAA Vice Chair Tony Trembley “dittos” the comments made by Councilmember Susan Santangelo.

OAA Chair Vianey Lopez shares that various County and City representatives are members of the Southern California Association of Governments (SCAG). Last week the transportation committee presented on Advanced Air Mobility or “Air Taxis”, and mentioned the role the

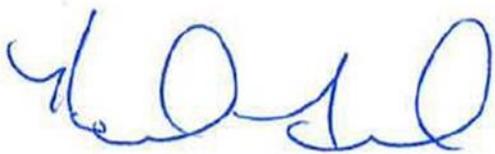
FAA has. She further added that the FAA will host a webinar on community engagement related to this topic on April 17, 2024, at 11:00 a.m. OAA Chair Lopez to share the link with airport staff to provide to anyone that is interested in attending the webinar.

OAA Vice Chair Gabe Teran took the opportunity to thank airport staff, especially for this particular Authority meeting, to serve as a catch-up meeting. Airport staff's time and efforts are appreciated. Additionally, OAA Vice Chair Teran expresses a sincere appreciation to Camarillo City Council staff, and their families for serving their community two late night meetings in a row.

## **11. ADJOURNMENT**

There being no further business, the April 11, 2024, meeting of the Camarillo Airport Authority and Oxnard Airport Authority was adjourned with all Authority members in favor at 9:01 p.m.

The next regular Authority meeting is scheduled 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.

A handwritten signature in blue ink, appearing to read 'Keith Freitas', written in a cursive style.

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