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**CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY**

**MINUTES**

**January 11, 2024**

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

CAA Chair, Scott Barer, called the meeting to order at 6:34 p.m. and thanks OAA Chair Eugene Fussell for his service. OAA Chair Eugene Fussell 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  
Eugene Fussell  
Gabe Teran  
Bert Perello

**OAA ABSENT**

*Excused (E)*

*Late (L)*

*Alternate (Alt)*

**AIRPORT STAFF**

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

### **3. AGENDA REVIEW**

Deputy Director, Dave Nafie, announced a change in order that the agenda items will be heard. Agenda item 6.B will be heard before 6.A, and agenda item 6.D will be heard before 6.C.

Additionally, regarding agenda items 6.A and 6.C, public member application for Keith Moore was inadvertently omitted from the original agenda packet. Deputy Director Nafie confirmed that Department staff consulted with County Counsel concerning the omitted application prior to the meeting. Procedurally, the Department meets the Brown Act requirements for this omission. Prior to the meeting, the Authorities received Keith Moore's application and the updated agenda letter by e-mail. The same was posted on the Department of Airports website for the public to view. Applicant Keith Moore will also have an opportunity to speak to this Board on his interest in serving as public member or alternate public member.

### **4. APPROVAL OF MINUTES – November 9, 2023**

***Camarillo Airport Authority: Councilmember Susan Santangelo moved to approve the November 9, 2023, meeting minutes and Chair Scott Barer seconded the motion. All members voted and the motion passed 4-0 with one abstention from Mayor Tony Trembley.***

***Oxnard Airport Authority: Councilmember Gabe Teran moved to approve the November 9, 2023, meeting minutes and Councilmember Bert Perrello seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

### **5. PUBLIC COMMENT PERIOD**

Public comments heard.

### **6. NEW BUSINESS**

#### **CAMARILLO AND OXNARD 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.

***Camarillo Airport Authority: Supervisor Vianey Lopez moved to nominate Supervisor Kelly Long as 2024 Chair and Chair Scott Barer seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

***Camarillo Airport Authority: Chair Kelly Long moved to nominate Mayor Tony Trembley as Vice-Chair and Public Member Scott Barer seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

2024 Seats: Supervisor Kelly Long, Chair  
Mayor Tony Trembley, Vice-Chair

Chair Kelly Long thanks Scott Barer for his service as Chair.

**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.

***Oxnard Airport Authority: Councilmember Bert Perello moved to nominate Supervisor Vianey Lopez as Chair and CAA Chair Kelly Long seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

***Oxnard Airport Authority: CAA Chair Kelly Long moved to nominate Councilmember Gabe Teran as Vice-Chair and OAA Chair Vianey Lopez seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

2024 Seats: Supervisor Vianey Lopez, Chair  
Councilmember Gabe Teran, Vice-Chair

Chairs Kelly Long, Vianey Lopez, Councilmember Bert Perello and Vice-Chair Gabe Teran thank Dr. Eugene Fussell for his time, contribution, dedication, and knowledge he brought to the Authority during his tenure. Dr. Eugene Fussell expresses his appreciation to the Department and to the Authorities.

**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.

CAA Chair Kelly Long and OAA Chair Vianey Lopez held a discussion by which process the Airport Authority would like to follow to select a public member and alternate public member. Each applicant will have two minutes to share their background, Authority members can ask follow-up questions of each prospective applicant, and Authority members will entertain motions at the end of the process.

With respect to the question of public member applicant residency, it was clarified that the Bylaws do not mention that an applicant must reside in the respective City in which the

Authority represents. Selection of the public member and alternate public member and their residency district is at the discretion of the two Supervisors and the two City Council members.

Camarillo Airport Authority members heard from the following applicants: Michael Alfred, Scott Barer, Daniel Gober, Ronald Rieger, William Thomas, and Keith Moore. The Airport Authority proceeded to select a public member and alternate public member having heard from all applicants. The incoming public member and alternate public member shall serve a two-year term commencing March 1, 2024, through February 28, 2026. Authority members thanked all Camarillo Airport Authority applicants.

***OAA Chair Vianey Lopez moved to appoint Scott Barer as the Public Member and Councilmember Susan Santangelo seconded the motion. All members voted in favor and the motion passed unanimously 4-0. Yes: Kelly Long, Vianey Lopez, Tony Trembley, Susan Santangelo. Public Member Scott Barer does not vote on this item.***

***CAA Chair Kelly Long moved to appoint William Thomas as Alternate Public Member and Councilmember Susan Santangelo seconded the motion. All members voted in favor and the motion passed unanimously 4-0. Yes: Kelly Long, Vianey Lopez, Tony Trembley, Susan Santangelo. Public Member Scott Barer does not vote on this item.***

2024 Seats: Mr. Scott Barer, Public Member  
Mr. William Thomas, Alternate Public Member

Authority members congratulated Scott Barer on a second public member term and William Thomas as the alternate public member.

**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.

As discussed during the previous agenda item, OAA Chair Vianey Lopez followed the same selection process for the Oxnard public member. Oxnard Airport Authority members heard from the following applicants: Michael Alfred, Barbara Filkins, Daniel Gober, Doug Tauber, and Keith Moore. The Airport Authority proceeded to select a public member and alternate public member having heard from all applicants. The incoming public member and alternate public member shall serve a two-year term commencing March 1, 2024, through February 28, 2026. The Authorities presented a question with respect to public member applicants' interest in being appointed as an alternate member if they did not apply for it on their application. Staff advised the Bylaws do not detail that specific topic and the decision is at the discretion of the two Supervisors and the two City Council members.

**Oxnard Airport Authority:**

**CAA Chair Kelly Long moved to appoint Barbara Filkins as Public Member and Councilmember Bert Perello seconded the motion. All members voted in favor and the motion passed unanimously 4-0. Yes: Vianey Lopez, Kelly Long, Gabe Teran, Bert Perello. Public Member Dr. Eugene Fussell does not vote on this item.**

**CAA Chair Kelly Long moved to appoint Michael Alfred as Alternate Public Member and Councilmember Bert Perello seconded the motion. All members voted in favor and the motion passed unanimously 4-0. Yes: Vianey Lopez, Kelly Long, Gabe Teran, Bert Perello. Public Member Dr. Eugene Fussell does not vote on this item.**

2024 Seats: Ms. Barbara Filkins, Public Member  
Mr. Michael Alfred, Alternate Public Member

Authority members congratulated Barbara Filkins on her public member appointment and Michael Alfred on his appointment as alternate public member. OAA Chair Vianey Lopez closed this portion of the agenda encouraging the public to consider applying for the Aviation Advisory Commission.

**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.

Jeanette Jauregui, Communications and Engagement Manager, presented the item with a feature story on Pilots N Paws, a nationally based non-profit organization. Comments from the Authorities were heard.

***Camarillo Airport Authority: Without motion, the Camarillo Airport Authority receives the staff update from Communications and Engagement Manager regarding Ventura County Airports.***

***Oxnard Airport Authority: Without motion, the Oxnard Airport Authority receives the 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

Madeline Herrle, Lease Manager, presented the item with an update regarding the remaining five private hangar lease conversions. The Authorities commend Madeline, Airport staff, and COHOTA for their job well done on converting 225 hangars from month-to-month hangar rental agreements to long term leases.

After public comment, a request to agendaize the subject of exempting airport hangars from County Code/Permit requirements was requested by Councilmember Bert Perello.

***Camarillo Airport Authority: Without motion, the Camarillo Airport Authority receives the staff update regarding private hangar lease conversion to long term lease.***

***Oxnard Airport Authority: Without motion, the Oxnard Airport Authority receives the staff update regarding private hangar lease conversion to long term lease.***

**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.

Dave Nafie, Deputy Director, presented the item with an update regarding Per and Polyfluoroalkyl Substances (PFAS) soil and groundwater investigation at Oxnard Airport. Questions and comments regarding the soil from the Authorities were welcomed and addressed.

OAA Chair Vianey Lopez commends the work of the Airport's Public Information Officer, and encourages that staff attend a neighborhood council meeting to share an update on this item.

***Oxnard Airport Authority: Without motion, the Oxnard Airport Authority receives the staff update regarding Per and Polyfluoroalkyl Substances (PFAS) soil and groundwater investigation at Oxnard Airport.***

**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.

Erin Powers, Projects Administrator, presented the item for Authority approval. Clarification regarding the project costs from the Authorities was addressed.

***Oxnard Airport Authority: CAA Chair Kelly Long moved to approve staff's recommendation to approve and award a construction administration services contract to Woolpert Company, in the not-to-exceed amount of \$1,017,587 and authorize the Director of Airports or his designee to execute the subject contract and Vice-Chair Gabe Teran seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

**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).

Erin Powers, Projects Administrator, presented the item for Authority approval.

***Oxnard Airport Authority: OAA Chair Vianey Lopez moved to approve staff's recommendation to approve and authorize the Director of Airports or his designee to sign Amendment No. 1 to the consulting Services contract with Aviation and CAA Chair Kelly Long seconded the motion. All members voted in favor and the motion passed unanimously 5-0.***

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

Dave Nafie, Deputy Director provided the Director's Report.

The Department of Airports prepared for a Presidential Temporary Flight Restriction (TFR) over the Los Angeles region during the weekend of December 8, 2023. This TFR caused a no-fly zone for non-commercial activity. This required FBO's at Camarillo Airport to accommodate temporary parking to approximately 13 to 15 aircrafts. Jannette Jauregui is commended for a job well done communicating this TFR activity to the public.

On December 13, 2023, Director Keith Freitas had an opportunity to address the City of Camarillo Council with updates on the ALP Studies and FAR Part 150 Noise Study, and other general updates. We received a good response from City of Camarillo Council and from Camarillo citizens with their public comments and questions.

A CalTrans Aviation Safety Officer visited Oxnard Airport on December 5, 2023, for its annual inspection and found zero discrepancies. The Department is delighted and recognize the staff that maintains Oxnard Airport. They keep Oxnard Airport in excellent condition by meeting all the safety standards and regulations. On a related note, Deputy Director Nafie confirms the terminal repairs at Oxnard Airport are completed and the insurance company is finalizing the payment.

Jamal Ghazaleh, Accounting Manager, to provide the update regarding the tenant payment portal. Jamal advises the tenant payment portal does not have the capability to offer pre-payments or auto-payments to tenants. Deputy Director Nafie wrapped up this topic for Jamal due to technical difficulties. Deputy Nafie confirmed that in addition to paying online, all previous methods are still available to tenants. Payments may continue to be made in the office by check or credit card, check payment by mail or at the dropbox, or by setting up an auto-pay feature with their financial institution.

Lastly, the Department of Airports will be hosting a Question-and-Answer Meeting focusing on the Camarillo Airport Layout Plan (ALP) on February 20, 2024, at the Ventura County Office of Education located at 5100 Adolfo Road, in Camarillo 93012 at 6:00 p.m. The meeting will offer full presentations from the ALP study team, and a panel led primarily by senior Airport staff and Airport consultants. There will be plenty of parking, venue seating, light snacks, and refreshments. We will listen to comments, take questions, and provide every opportunity for the public to let us know how they feel about the future plans at the Camarillo Airport.

***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 – October, November 2023  
Monthly Noise Complaints – October, November 2023  
Consultant Reports (Coffman Associates) – October, November 2023  
Consultant Reports (Aviation – Camarillo Airport) – October, November 2023  
Consultant Reports (Aviation – 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

***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.**

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

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

## **10. AUTHORITY COMMENTS**

Vice-Chair Gabe Teran gives thanks and credit due to the Department of Airport’s Public Information Officer (Jannette Jauregui) communication activity on social media. These updates are well received, often liked, shared, and spark a conversation with the community. It makes a good impression on the community, and they enjoy the updates and feel the value of being made aware. Additionally, a round of special thanks is given to the public members of this Board, public member applicants, and a welcome to the new members. A special thanks to Dr. Eugene Fussell for serving the community and this Board and to new public member Barbara Filkins. Her interview speech was comprehensively done and was spot on for Vice-Chair Teran. He looks forward to seeing her work as a member of this Board.

Public member Scott Barer thanks his colleagues on the Camarillo Airport Authority for their confidence in reappointing him as public member for a second term. He will continue working hard to earn their trust and keep their confidence.

CAA Chair Kelly Long disclosed during the Regional Defense meeting today it was reported there will be testing at the Naval Base. National Security Defense will continue to test in January and February. Communication efforts will be made to the Department of Airport's Public Information Officer and with City officials to transmit the activity. The partnership with the Naval Base is appreciated as it keeps the Naval Base in the community and healthy.

Councilmember Bert Perrello expresses his gratitude once more for the opportunity to serve on this Board with Dr. Eugene Fussell.

## **11. ADJOURNMENT**

There being no further business, the January 11, 2024, meeting of the Camarillo Airport Authority and Oxnard Airport Authority was adjourned with all Authority members in favor at 8:49 p.m.

The next regular Authority meeting is scheduled 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.



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