



**COUNTY of VENTURA**  
Department of Airports

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Camarillo, CA 93010  
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NOTICE IS HEREBY GIVEN  
that the Regular Meeting of the  
Camarillo Airport Authority and Oxnard Airport Authority  
will be held on:

**Thursday** **June 13, 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/81084947529?pwd=s1TGJIUul3ILQDU3kixaGYqEUhBaRt.1>

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

**WEBINAR ID:** 810 8494 7529

**WEBINAR PASSCODE:** 704084

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](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 – April 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**

### **CAMARILLO AND OXNARD AIRPORT AUTHORITY**

- A. **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.

**B. Subject: Authorization for the Director of Airports or His Designee to Award Four (4) Annual Consulting Services Contracts for Fiscal Year 2024-2025 to Assist the Department of Airports with the Following Services: Engineering, Environmental Review, Environmental Planning, Grant Support Administration, Planning, Design Review Services, Specification Writing, Disadvantage Business Enterprise Support, Cost Engineering/Estimating Inspection, Materials Testing, Surveying, Construction Management, Independent Fee Estimation and to Issue Work Orders Against These Contracts**

**Recommendations:**

Staff requests that your Commission/Authorities recommend that the Board of Supervisors (Board):

1. Authorize the Director of Airports, or his designee, to award annual consulting- services contracts for fiscal year 2024-2025 to the consultants listed in the Annual Consultant Services Contracts Summary (Exhibit 1) using a contract form negotiated in compliance with the County of Ventura Public Works Agency Project Processing Procedures Manual (an exemplar contract form is attached as Exhibit 2); final contract language is subject to review and approval as to form by County Counsel; and
2. Authorize the Director of Airports, or his designee, to issue work orders against such contracts for up to \$35,000 each project for planning of construction projects not yet approved by your Board, and for up to \$200,000 each work order for other services.

**C. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Sign, Contract Amendments to Extend the Contract Expiration Dates of Four (4) Contracts through June 30, 2025; No Change in Total Cost of Contracts**

**Recommendation:**

Staff requests that your Commission/Authorities recommend that the Board of Supervisors (Board):

Approval of, and authorization for the Director of Airports or his designee to sign, contract amendments to extend the contract expiration dates of four contracts through June 30, 2025 (Exhibits 1-4). No change in total cost of contracts.

VENDOR	CONTRACT NO.	CONTRACT TITLE	CONTRACT EXPIRATION	REVISED CONTRACT EXPIRATION	CHANGE IN TOTAL CONTRACT COST
Jviation, a Woolpert Company	<b>AEA 21-07</b>	<b>Oxnard Airport – Construction Administration Services for RWY 7-25, Connector Taxiways and Parallel Taxiway Pavement Reconstruction</b>	<b>6/30/2022</b>	<b>6/30/25</b>	<b>\$0</b>
Coffman Associates	<b>AEA 22-06</b>	<b>Camarillo Airport – Part 150 Noise Compatibility Study</b>	<b>10/12/2024</b>	<b>6/30/25</b>	<b>\$0</b>
Coffman Associates	<b>AEA 22-07</b>	<b>Oxnard Airport – Part 150 Noise Compatibility Study</b>	<b>10/12/2024</b>	<b>6/30/25</b>	<b>\$0</b>
Jviation, a Woolpert Company	<b>AEA 23-05</b>	<b>Oxnard Airport – Repackage and Construction Phasing Design for the Reconstruction of Taxiway F</b>	<b>12/31/2023</b>	<b>6/30/25</b>	<b>\$0</b>

**OXNARD AIRPORT AUTHORITY**

**D. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Sign, Contract Change Order No. 1 in the Amount of \$173,284 with Security Paving Company, Inc. for the Reconstruction of Taxiway F (renamed A) at Oxnard Airport, Raising the Total Contract Amount from \$17,365,009.50 to a Total Amount of \$17,538,293.50; Project Specification DOA 23-03 and Project No. OXR-150**

**Recommendation:**

Staff requests that your Commission/Authorities recommend that the Board of Supervisors (Board):

Approve and authorize the Director of Airports or his designee to sign, Contract Change Order No. 1 (Exhibit 1) in the amount of \$173,284 with Security Paving Company, Inc. for the reconstruction of Taxiway F (renamed A) at Oxnard Airport, raising the total contract amount from \$17,365,009.50 to a total amount of \$17,538,293.50.

**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 – March – April 2024  
Monthly Noise Complaints – March – April 2024  
Consultant Reports (Coffman Associates) – March - April 2024  
Consultant Reports (Woolpert – Camarillo Airport) – March – April 2024  
Consultant Reports (Woolpert – Oxnard Airport) – March – April 2024  
Consultant Reports (Mead & Hunt) – May 2024  
Airport Tenant Projects – May 2024  
Project Status Report – May 2024  
Financial Statements – Third and Fourth Quarter  
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.**

Ventura County Star article dated April 9, 2024, re: Camarillo Airport noise study, planning document topics for City Council meeting

Department of Airports Request for Proposals dated April 11, 2024, Selection Process of a Master Developer for Commercial Development of Approximately 5.1 Acres at the Oxnard Airport

Letter from Andrea Ozdy, Deputy Executive Officer of Ventura Local Agency Formation Commission dated April 12, 2024, re: Camarillo Airport Layout Plan

City of Camarillo News Release dated April 15, 2024, re: City Council Confirms Commitment to Preserving Camarillo's Quality of Life During Update on Camarillo Airport

Department of Airports News dated April 18, 2024, re: SoCal Gas Survey Work Being Conducted April 22 – April 27

Camarillo Acorn article dated April 20, 2024, re: Answers from an airport attorney

Department of Airports Project Schedule Update dated April 23, 2024, re: Oxnard Airport Taxiway A (formerly Taxiway F) Reconstruction Project

Ventura County Star article dated April 23, 2024, re: Two car dealerships proposed for Camarillo near airport

Letter from City of Camarillo Manager, Greg Ramirez, dated May 10, 2024, re: Camarillo Airport Layout Plan Update

Department of Airports News dated May 16, 2024, re: Community Update Regarding Taxiway A Reconstruction Project

Ventura County Star article dated May 16, 2024, re: Ventura County Fire headquarters moves to Thousand Oaks. Here's what to know

Department of Airports E-Mail Announcement from Communications and Engagement Manager, Jannette Jauregui, dated May 17, 2024, re: Ventura County Department of Airports: Listening Sessions Now Scheduled for Part 150 Noise Compatibility Studies

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

Letter from City of Camarillo Mayor, Tony Trembley, dated May 22, 2024, re: Part 150 Noise Compatibility Study

Department of Airports News dated May 27, 2024, re: Commemorative Air Force Museum Preserves History of Camarillo's Former Air Force Base

Department of Airports News dated June 3, 2024, re: Veteran, Doctor, Pilot: Honoring Dr. Eugene Fussell

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

## **11. ADJOURNMENT**

The next regular Authority meeting will be on **Thursday, July 11, 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/81084947529?pwd=s1TGJIUul3lLQDU3kixaGYgEUhBaRt.1>

**Webinar ID:** 810 8494 7529  
**Passcode:** 704084  
**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.

