



CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY

MINUTES

June 13, 2024

1. CALL to ORDER and PLEDGE of ALLEGIANCE

CAA Chair, Kelly Long, called the meeting to order at 6:33 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
Bert Perello

OAA ABSENT

Gabe Teran (E)

Excused (E)

Late (L)

Alternate (Alt)

AIRPORT STAFF

Keith Freitas, Director
Dave Nafie, Deputy Director
Erin Powers, Projects Administrator
Jannette Jauregui, Communications &
Engagement Manager
Denise Arreola, Management Assistant

3. AGENDA REVIEW

No changes to the agenda.

4. APPROVAL OF MINUTES – April 11, 2024

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

Oxnard Airport Authority: Public Member Barbara Filkins moved to approve the April 11, 2024, meeting minutes and Chair Vianey Lopez seconded the motion. All members voted in favor and the motion passed unanimously 4-0.

5. PUBLIC COMMENT PERIOD

Public comments heard.

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.

Jannette Jauregui, Communications and Engagement Manager, presented three items. First, a summary of the annual VC Fly Friendly Fly-In event held on May 22, 2024. The second item highlighted the Commemorative Air Force Museum and its contribution at Camarillo Airport. Finally, the segment concluded with a feature story highlighting the life and aviation career of former Oxnard Airport Authority public member, Dr. Eugene Fussell.

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

Oxnard Airport Authority: Without motion, the Oxnard Airport Authority received the 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.

Erin Powers, Projects Administrator, presented this item for its recommended approval by the Board of Supervisors. The presentation included a summation of the four consultant contracts up for award and approval. Questions from the Authorities regarding these contracts were addressed by staff.

Camarillo Airport Authority: Vice Chair Tony Trembley moved to approve the staff's recommendations and Councilmember Susan Santangelo seconded the motion to authorize the Director of Airports or his designee to award annual consulting-services contracts for fiscal year 2024-25; and to issue work orders against such contracts for up the \$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. All members voted and the motion passed unanimously 5-0.

Oxnard Airport Authority: Supervisor Kelly Long moved to approve the staff's recommendations and Public Member Barbara Filkins seconded the motion to authorize the Director of Airports or his designee to award annual consulting-services contracts for fiscal year 2024-25; and to issue work orders against such contracts for up the \$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. All members voted and the motion passed unanimously 4-0.

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	AEA 21-07	Oxnard Airport – Construction Administration Services for RWY 7-25, Connector Taxiways and Parallel Taxiway Pavement Reconstruction	6/30/2022	6/30/25	\$0
Coffman Associates	AEA 22-06	Camarillo Airport – Part 150 Noise Compatibility Study	10/12/2024	6/30/25	\$0
Coffman Associates	AEA 22-07	Oxnard Airport – Part 150 Noise Compatibility Study	10/12/2024	6/30/25	\$0
Jviation, a Woolpert Company	AEA 23-05	Oxnard Airport – Repackage and Construction Phasing Design for the Reconstruction of Taxiway F	12/31/2023	6/30/25	\$0

Erin Powers, Projects Administrator, presented this item for its recommended approval by the Board of Supervisors. The presentation explained the Department’s necessity of expiration date extensions of the four contracts.

Camarillo Airport Authority: Public Member Scott Barer moved to approve staff’s recommendation and Councilmember Susan Santangelo seconded the motion to approve and authorize the Director of Airports or his designee to sign, contract amendments to extend the contract expiration dates of four contracts through June

30, 2025, with no change in total cost of contracts. All members voted and the motion passed unanimously 5-0.

Oxnard Airport Authority: Councilmember Bert Perello moved to approve staff's recommendation and Chair Vianey Lopez seconded the motion to approve and authorize the Director of Airports or his designee to sign, contract amendments to extend the contract expiration dates of four contracts through June 30, 2025, with no change in total cost of contracts. All members voted and the motion passed unanimously 4-0.

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.

Erin Powers, Projects Administrator, presented this item for its recommended approval by the Board of Supervisors. The presentation explained the Department's request for contract change order no. 1 for the reconstruction at Taxiway F (renamed A) and for the work to be completed at the reconstruction site. Concerns expressed by Councilmember Bert Perello regarding the stockpiled soil were addressed by airport staff. Chair Lopez thanks airport staff for highlighting this topic.

Oxnard Airport Authority: Councilmember Bert Perello moved to approve staff's recommendation and Supervisor Kelly Long seconded the motion to approve and authorize 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. All members voted and the motion passed unanimously 4-0.

7. DIRECTOR'S REPORT

Director Freitas reports back from the April Authority meeting on how SoCal Gas uses helicopters to determine gas leaks. Based on research done by staff, SoCal Gas uses Bridger's Gas Mapping LiDar to detect methane leaks. The helicopters go back and forth pattern about 500 feet in the air.

The Oxnard Airport Taxiway A reconstruction project which started on May 9, 2024, is on target for completion. Phase one is complete, and phase two, began on June 9, 2024. The three-month reconstruction project is scheduled to conclude on or around July 31, 2024.

The Department of Airport Maintenance and Operations staff are congratulated and recognized for a job well done, and their outstanding work this year. Earlier this year, both Oxnard and Camarillo Airports passed their annual Caltrans inspection with zero discrepancies. More recently, Oxnard Airport, that maintains their Part 139 Certification, passed their annual FAA inspection.

June 3rd and 4th, 2024 the Department held its third public meeting on the Part 150 Noise Study for Oxnard and Camarillo Airports. The Camarillo public meeting was held at the Ventura County Office of Education with approximately 72 people in attendance. The Oxnard public meeting was held at the Courtyard Marriot – Oxnard with approximately 22 people in attendance. The focus of the third public meeting(s) served as a listening session for the community. The Department welcomed ideas from the community that they would like us to consider regarding noise mitigation. The second phase will serve as what noise mitigation measures, both the Department and the community want to see at the end of this study. Once put in place, it will be an ongoing area the Department will maintain. The last of these public meetings will be held in early October.

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 – 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

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.

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

Correspondence was received and filed.

10. AUTHORITY COMMENTS

Public member Scott Barer congratulates and thanks Director Freitas, but most importantly the Maintenance and Operations staff, on their two perfect inspections at Camarillo and Oxnard Airports. Additionally, it is requested that staff provide a status report on a future meeting agenda regarding misinformation, recent studies, and ongoing environmental issues at Oxnard Airport.

Mayor Tony Trembley echoes Public Member Scott Barer's comments. Mayor Trembley further reiterates the content of the letter to Director Freitas sent by him on May 22, 2024, regarding the Part 150 Noise Study. It is requested that a response to his letter be agendized for a future Authority meeting and the Board agrees.

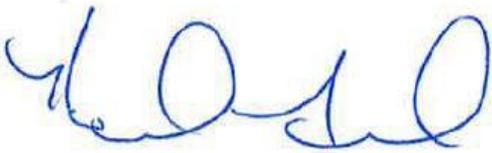
Councilmember Susan Santangelo thanks airport staff for hosting the June 3rd public meeting, and dittos the comments made by Mayor Tony Trembley.

Supervisor Kelly Long congratulated all Airport staff, especially Maintenance and Operations, for their great work on keeping both airports thriving in the community. Furthermore, a request to agendize a status report to this Board on air traffic and how pilots are utilizing the flight paths and what solutions are there for noise at Camarillo and Oxnard Airports.

11. ADJOURNMENT

There being no further business, the June 13, 2024, meeting of the Camarillo Airport Authority and Oxnard Airport Authority was adjourned with all Authority members in favor at 7:33 p.m.

The next regular Authority meeting is scheduled 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.

A handwritten signature in blue ink, appearing to read 'K. Freitas', with a stylized, cursive script.

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