



**COUNTY of VENTURA**  
Department of Airports

555 Airport Way, Suite B  
Camarillo, CA 93010  
Phone: (805) 388-4372  
Fax: (805) 388-4366  
<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** **July 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/84760221016?pwd=8oh8i93PPn8oMHliaCiutsnXIAZy3Z.1>

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

**WEBINAR ID:** 847 6022 1016

**WEBINAR PASSCODE:** 093977

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 – June 13, 2024** Pages 8-16
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** Pages 17-18

**Recommendation:**

Receive and file a monthly staff update from Communications and Engagement Manager Regarding Ventura County Airports.

**B. Subject: Receive and File Staff Update Regarding Video Surveillance and Access Control System Installation at Camarillo and Oxnard Airports** Pages 19-20

**Recommendation:**

Receive and file staff update regarding the installation of a new video surveillance and access control system at Camarillo and Oxnard Airports.

**CAMARILLO AIRPORT AUTHORITY**

**C. Subject: Support Recommendation by the Director of Airports to Expedite the Review of the Camarillo Airport Part 150 Noise Study Flight Path Alternative Analysis** Pages 21-22

**Recommendation:**

Staff requests that your Commission/Authorities support the Director of Airports recommendation to expedite the review of the Camarillo Airport flight path alternative analysis.

**D. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Sign, Amendment No. 2 to the Consulting Services Contract for the Camarillo Airport - Airport Layout Plan Update with Coffman Associates, Inc., Increasing the Total Amount of the Contract by \$126,759 to \$812,791, and Increasing the Airport's Cost Share of the Contract from \$333,573 to \$460,332** Pages 23-91

**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, Amendment No. 2 to the Consulting Services Contract for the Camarillo Airport - Airport Layout Plan Update with Coffman Associates, Inc., increasing the total amount of the contract by \$126,759 to \$812,791, and increasing the Airport's cost share of the contract from \$333,573 to \$460,332 (Exhibit 1).

**E. Subject: Receive and File a Presentation on the Wings Over Camarillo Air Show at Camarillo Airport** Page 92

**Recommendation:**

Receive and file a presentation on the Wings Over Camarillo Air Show taking place on August 17<sup>th</sup> and 18<sup>th</sup>, 2024, at Camarillo Airport.

**7. DIRECTOR’S REPORT**

**8. REPORTS** Pages 93-113

**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 – May 2024
- Monthly Noise Complaints – May 2024
- Consultant Reports (Coffman Associates) – May 2024
- Consultant Reports (Woolpert – Camarillo Airport) – May 2024
- Consultant Reports (Woolpert – Oxnard Airport) – May 2024
- Consultant Reports (Mead & Hunt) – June 2024
- Airport Tenant Projects – July 2024
- Project Status Report – June 2024
- Meeting Calendars – 2024

**9. CORRESPONDENCE** Pages 114-119

**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 June 3, 2024, re: Local events honor D-Day’s 80<sup>th</sup> anniversary

Letter from Madeline Herrle, Lease Manager, to Mary Otten, Pleasant Valley Parks and Recreation District General Manager dated June 13, 2024, re: Camarillo – Airport Business Park

Department of Airports News dated June 17, 2024, re: Final Camarillo Airport – Airport Layout Plan Document Now Available

Department of Airports News dated June 21, 2024, re: Update on Stockpile Soil at Oxnard Airport

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

## 11. ADJOURNMENT

The next regular Authority meeting will be on **Thursday, August 8, 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/84760221016?pwd=8oh8i93PPn8oMHliaCiutsnXIAZy3Z.1>

**Webinar ID:** 847 6022 1016  
**Passcode:** 093977  
**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.

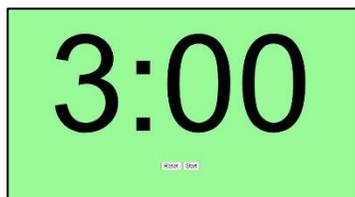
**Telephone:** You may observe the meeting via the Department of Airports YouTube channel. If you are interested in speaking to an item, you can call into one of the phone lines listed above, and when prompted enter the Webinar ID and Passcode shown above. Once in the meeting, you will be listening to 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.





**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	<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>

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 3<sup>rd</sup> and 4<sup>th</sup>, 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 3<sup>rd</sup> 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.

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



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July 10, 2024

Aviation Advisory Commission  
Camarillo Airport Authority  
Oxnard Airport Authority  
555 Airport Way, Suite B  
Camarillo, CA 93010

**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.

**Fiscal/Mandates Impact:**

This item is presented for information only and it does not require consideration by the Board of Supervisors at this time. There are no fiscal impacts associated with the recommended action.

**Discussion:**

The Department of Airports is continuing its work to highlight exceptional stories surrounding local aviation.

The County of Ventura Department of Airports was established in 1976 to manage Camarillo Airport and Oxnard Airport. Together these Airports provide vital connections to the national airspace system and are home to many businesses and individual aircraft owners, all of whom contribute to the economic vitality of Ventura County and/or serve as philanthropic contributors through a variety of non-profit organizations. Such contributions are made without knowledge to the majority of the general public.

National and locally based organizations such as Pilots for Paws, Angel Flight, LightHawk, the VC Ninety-Nines, Experimental Aircraft Association, and more are dedicated to serving the community in a variety of ways and are among the unsung heroes in local aviation.

The Department of Airports began a series highlighting these unsung heroes in September 2023. This series is showcased through periodic short feature stories designed to not only put a spotlight on those who tirelessly serve the community but to also help educate the community about a portion of local aviation that is often overlooked.

July's spotlight story focuses on the Wings Over Camarillo Air Show and its impact on preserving aviation history, promoting the future of aviation, and inspiring new generations of pilots through a variety of resources included annual donations to local charities.

If you have any questions regarding this item, please call Jannette Jauregui at (805) 388-4287, or me at (805) 388-4200.



KEITH FREITAS, A.A.E., C.A.E.  
Director of Airports



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July 10, 2024

Aviation Advisory Commission  
Camarillo Airport Authority  
Oxnard Airport Authority  
555 Airport Way, Suite B  
Camarillo, CA 93010

**Subject: Receive and File Staff Update Regarding Video Surveillance and Access Control System Installation at Camarillo and Oxnard Airports**

**Recommendation:**

Receive and file staff update regarding the installation of a new video surveillance and access control system at Camarillo and Oxnard Airports.

**Fiscal/Mandates Impact:**

This item is presented for information only and it does not require consideration by the Board of Supervisors at this time. There are no fiscal impacts associated with the recommended action.

**Discussion:**

Camarillo and Oxnard Airports are undergoing a significant security upgrade with the installation of a new video surveillance and access control system by Convergent Technologies.

The previous system, over 20 years old, relied on outdated network technologies. The new system will utilize cutting-edge technology, including modern high-resolution cameras, digital video recorders, and secure wireless networks. This upgrade will provide several benefits, including improved image quality for better identification, wider coverage areas for comprehensive monitoring, and a robust and secure wireless network infrastructure for reliable data transmission.

The system installation is nearly complete, with approximately 90% of the equipment already in place. We anticipate full operation by August 31, 2024. To ensure a smooth transition, we will implement a phased changeover process. Individual gates may be

taken offline briefly during this period to switch systems. We will minimize any disruption to airport operations and keep the downtime to a minimum.

Prior to the official commissioning of the new system, we will train Department of Airports staff on its operation. This training will ensure staff can fully utilize the system's capabilities to enhance airport security.

If you have any questions regarding this item, please call me at (805) 388-4290 or Keith Freitas at (805) 388-4200.

A handwritten signature in black ink, appearing to read 'C. Pullman', with a long horizontal flourish extending to the right.

CASEY PULLMAN, C.M.  
Deputy Director of Airports



July 10, 2024

Aviation Advisory Commission  
Camarillo Airport Authority  
555 Airport Way, Suite B  
Camarillo, CA 93010

**Subject: Support Recommendation by the Director of Airports to Expedite the Review of the Camarillo Airport Part 150 Noise Study Flight Path Alternative Analysis**

**Recommendation:**

Staff requests that your Commission/Authorities support the Director of Airports recommendation to expedite the review of the Camarillo Airport flight path alternative analysis.

**Fiscal/Mandates Impact:**

This item is presented for information only and it does not require consideration by the Board of Supervisors at this time. There are no fiscal impacts associated with the recommended action. However, it is expected that the ultimate financial impact will range between \$50,000 and \$100,000 to complete.

**Discussion:**

**Noise Exposure Map Update.** The Department of Airports is currently conducting the FAR Part 150 Noise Study for Camarillo Airport. Begun in the Fall of 2022, the project has identified an existing activity level and two future activity levels for 2027 and 2042. Using these projections of future activity, along with an understanding of flight paths and altitudes that aircraft use in the vicinity of Camarillo Airport, Coffman Associates prepared updated Noise Exposure Maps (NEM) using the modeling software approved by FAA for preparing noise contours. Contours were then overlaid onto maps depicting current land uses to determine whether there are incompatible uses within the 65 CNEL\* contour. It is important to note that no noise sensitive uses are within the 65 CNEL contours for both the current condition (2022 activity level) and the 2027 activity level. Those NEMs are currently in the approval process by FAA.

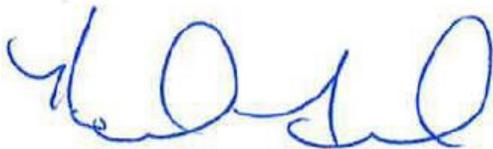
**Noise Compatibility Plan.** The other major element of the Part 150 Noise Study is the preparation of a Noise Compatibility Plan (NCP). This involves the identification of a range of alternatives that are intended to mitigate or reduce the noise exposure over noise

sensitive uses and control new incompatible development. When applicable, and just for just those noise sensitive uses that lie within the 65 CNEL contour, FAA would evaluate recommended alternatives and reach a determination whether the implementation of alternatives would be eligible for funding assistance. However, when there are no incompatible uses within the 65 CNEL, the study alternatives that identify new measures meant to reduce noise exposure are limited to working with stakeholders to identify voluntary mitigation strategies. And in no case would an airport be entitled to implement any new restrictions on aircraft activity. It is this framework that we manage the Fly Friendly VC program, which uses education, awareness, and voluntary adoption of flying techniques that will yield best results to see overall noise reduction in most cases.

The Department of Airports conducted a community listening session on June 3, 2024, in order to capture feedback and suggestions for specific and viable alternatives that Coffman Associates could evaluate and potentially incorporate into the Noise Compatibility Plan. On the following day Coffman Associates also held meetings with aviation and land use professionals to gather and refine alternatives.

**Flight Plan Analysis.** One alternative was consistently offered from each stakeholder group, including the Camarillo Airport Authority at their June meeting, City of Camarillo Mayor/City Council and through the comments of individual community members, and staff believes that expediting its implementation would be beneficial. This initiative is particularly important because more than 90% of noise complaints come from jet arrivals over Old Town. The initiative involves working with airspace experts and FAA airspace officials to examine whether aircraft approaching Camarillo Airport from the east (over Old Town) could use a modified track over the ground and/or a steeper approach angle. Staff is proposing to invite stakeholders, including a member from the Old Town neighborhood, to assist in interviewing qualified airspace experts and incorporating their recommendations on which expert or firm is preferred to conduct the analysis. Because the study and implementation of any changes is a lengthy process, the goal is to be working quickly to get a firm under contract in the next 60 days.

If you have any questions, please contact Dave Nafie at (805) 388-4201 or me at (805) 388-4200.



KEITH FREITAS, A.A.E., C.A.E.  
Director of Airports



**COUNTY of VENTURA**  
Department of Airports

555 Airport Way, Suite B  
Camarillo, CA 93010  
Phone: (805) 388-4372  
Fax: (805) 388-4366  
<https://vcairports.org>

Pag

July 10, 2024

Aviation Advisory Commission  
Camarillo Airport Authority  
555 Airport Way, Suite B  
Camarillo, CA 93010

**Subject:** Approval of, and Authorization for the Director of Airports or His Designee to Sign, Amendment No. 2 to the Consulting Services Contract for the Camarillo Airport - Airport Layout Plan Update with Coffman Associates, Inc., Increasing the Total Amount of the Contract by \$126,759 to \$812,791, and Increasing the Airport's Cost Share of the Contract from \$333,573 to \$460,332

**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, Amendment No. 2 to the Consulting Services Contract for the Camarillo Airport - Airport Layout Plan Update with Coffman Associates, Inc., increasing the total amount of the contract by \$126,759 to \$812,791, and increasing the Airport's cost share of the contract from \$333,573 to \$460,332 (Exhibit 1).

**Fiscal/Mandates Impact:**

Mandatory:	<i>No</i>
Source of funding:	<i>Federal Aviation Administration (90% of eligible items)</i>
Funding match required:	<i>Airport Enterprise Fund (10% plus FAA non-eligible items less Caltrans funding up to 4.5%)</i>
Impact on other departments:	<i>None</i>

<b><u>Summary of Revenue and Project Costs</u></b>	<b><u>FY 2024/25</u></b>	<b><u>FY 2025/26</u></b>
Revenue: FAA (up to 90%)	\$ 0*	\$ 0
Caltrans (up to 4.5%)	0*	0
Direct Costs	<u>\$ 126,759</u>	<u>\$ 0</u>
Net Costs – Airport Enterprise Fund	<u>\$ 126,759</u>	<u>\$ 0</u>

*\*Note: FAA grant total for the Airport Layout Plan Update is \$352,459. Remainder of contract costs will be paid out-of-pocket from the Airport Enterprise Fund (AEF).*

**Current Fiscal Year Budget Projection:**

FY 2024-25 Budget Projection for Airports Capital Projects Division 5040 - Unit 5041**				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/ (Deficit)
Appropriations	\$ 7,303,393	\$ 7,303,393	\$ 7,303,393	\$0
Revenue	5,787,844	5,787,844	5,787,844	0
Net Cost	\$ 1,515,449	\$ 1,515,449	\$ 1,515,449	\$0

*Sufficient revenue and appropriations are available in the FY 24-25 capital budget.*  
 \*Includes interest and capital assets.

**Strategic Priority:**

This amendment approval supports the County’s Strategic Priorities to support fiscal responsibility, economic vitality, reliable infrastructure, and sustainability.

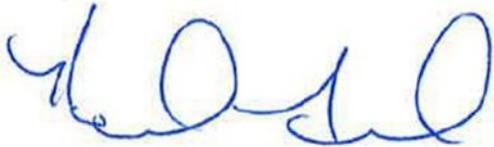
**Discussion:**

On April 7, 2020, the Board authorized the Department of Airports (DOA) to enter into a consulting services contract with Coffman Associates, Inc., for a Master Plan Update for Camarillo Airport in the amount of \$741,094 (Exhibit 2). Usual components of master plans include significant analysis of the future role of an airport. Though that does not necessarily mean the role of the airport would change, initial public meetings revealed great community concern that this could happen. To reassure the community this was not the intent of the Airport, the DOA sought to scale back the Master Plan Update and transition it to an Airport Layout Plan (ALP) Update which would allow the DOA to meet grant obligations and accomplish essential planning ahead of projects in the near-term (3-10 years), but not consider a change to the role of the airport.

On January 24, 2023, the Board approved Amendment No. 1, which reduced the total contract cost from \$741,094 to \$686,032, allowing for this planning document transition (Exhibit 3). However, as the study continued forward, some of the information collected as part of the original master plan document was deemed too stale to be accepted by the Federal Aviation Administration (FAA). Therefore, the consultant needed to essentially start over and refresh certain data elements. Amendment No. 2 requests an increase of \$126,759 to the contract to cover this action.

Proposed Amendment No. 2 will increase the amended contract price from \$686,032 to a total amount of \$812,791. The FAA grant total for the Airport Layout Plan Update is \$352,459. Therefore, the remainder of contract costs exceeding the grant will be paid out-of-pocket from the Airport Enterprise Fund (AEF). The AEF has sufficient appropriations to cover the cost of the contract.

If you have any questions regarding this item, please call Erin Powers at (805) 388-4205, or me at (805) 388-4200.



KEITH FREITAS, A.A.E., C.A.E.  
Director of Airports

Attachments:

- Exhibit 1 – Amendment No. 2
- Exhibit 2 – Contract
- Exhibit 3 – Amendment No. 1

**CONSULTING SERVICES CONTRACT: AEA 20-08**  
**AMENDMENT of CONTRACT NO. 2**  
**Camarillo Airport – AIRPORT LAYOUT PLAN UPDATE**

The County of Ventura (County), and Coffman Associates, Inc., (Consultant) enter into this agreement (Amendment No. 2) to amend the existing consulting services contract between them, entered into on September 24, 2020, and first amended on February 9, 2023 (Amendment No.1), for planning services to update the airport layout plan (Contract).

County and Consultant desire to amend the terms of said existing Contract to allow for the additional costs incurred to refresh data needed to complete the airport layout plan update.

NOW THEREFORE, County and Consultant agree as follows:

1. All provisions of the existing Contract and Amendment No. 1 remain in full force and effect except as expressly modified by this Amendment.
2. The following changes are made to the Contract:
  - a. EXHIBIT B, TIME SCHEDULE, the first paragraph is deleted and replaced in its entirety with the following paragraph:

The CONSULTANT shall complete all work as described in Exhibit A Scope of Services by December 31, 2024.
  - b. EXHIBIT C, FEES and PAYMENT, Paragraph I.A is deleted and replaced in its entirety with the following paragraph:
    - A. The COUNTY shall compensate CONSULTANT at the Not-to-Exceed amount of eight hundred twelve thousand seven hundred ninety-one dollars (\$812,791) to complete all services as detailed in Exhibit A Scope of Services.
  - c. EXHIBIT C, FEES and PAYMENT, Paragraph II.A is deleted and replaced in its entirety with the following paragraph:
    - A. Progress payments for fees due under Paragraph 1.A above will be made monthly on a presentation of an invoice for work actually completed on authorized Exhibit A Scope of Services. Payments will be processed within thirty (30) days of receipt of invoice by the Department of Airports or ten (10) business days from receipt of the Department of Airport's approved invoice by the Auditor-Controller's office.

- 3. By this Amendment, the current Contract amount of six hundred eighty-six thousand thirty-two dollars (\$686,032) is increased by one hundred twenty-six thousand seven hundred fifty-nine dollars (\$126,759), to a total of eight hundred twelve thousand seven hundred ninety-one dollars (\$812,791).

CONSULTANT: COFFMAN ASSOCIATES, INC.

Taxpayer No.: 43-1201450

Dated: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

Dated: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

COUNTY: County of Ventura

Dated: \_\_\_\_\_

\_\_\_\_\_

Keith Freitas Director of Airports

CONSULTING SERVICES CONTRACT: AEA 20-08  
AMENDMENT of CONTRACT NO. 2  
Camarillo Airport – MASTER PLAN UPDATE

**CONSULTING SERVICES CONTRACT**  
**AEA No. 20-08**  
**Camarillo Airport – MASTER PLAN UPDATE**

**COPY**

This is a Contract, made and entered into this September 24, 2020, by and between the County of Ventura, hereinafter referred to as COUNTY, and Coffman Associates, Inc., 4835 E. Cactus Road, Suite 235, Scottsdale, AZ 85254, hereinafter referred to as CONSULTANT.

This Contract shall be administered for the COUNTY by the COUNTY's Department of Airports. Claims, disputes, or complaints to the COUNTY under this contract must be addressed to the Projects Coordinator located at 555 Airport Way, Suite B, Ventura, CA 93010 by certified mail return receipt requested. This Contract constitutes the entire agreement between the parties regarding its subject matter and supersedes all previous and contemporaneous agreements, understandings and negotiations regarding the subject matter of this Contract. No modification, waiver, amendment or discharge of this Contract is valid unless the same is in writing and signed by duly authorized representatives of both parties.

The parties hereto agree as follows:

1. COUNTY hereby retains CONSULTANT to perform services as provided in the "Scope of Work and Services", attached hereto as "Exhibit A", and the "County of Ventura, Public Works Agency, Consultant's Guide to Ventura County Procedures" as amended, which is on file with the County of Ventura, Public Works Agency, and which by reference is made a part hereof. This Contract shall take precedence over the Guide in case of conflicting provisions, otherwise they shall be interpreted together.
2. All work under this Contract, and any portion thereof separately identified, shall be completed within the time provided in the "Time Schedule", attached hereto as "Exhibit B". COUNTY shall issue a suspension of the contract time whenever CONSULTANT is delayed by action or inaction of COUNTY and CONSULTANT promptly notifies COUNTY of such delays.
3. Payment shall be made monthly, within 30 days from when the COUNTY receives an invoice along with a COUNTY claim form, or 10 days from when the Auditor-Controller's office receives the invoice and COUNTY claim form, in accordance with the "Fees and Payment", attached hereto as "Exhibit C".
4. COUNTY, Federal Aviation Administration (FAA), Comptroller General of the United States or any duly authorized representative shall have the right to review the work being performed by CONSULTANT under this Contract at any time during COUNTY's usual working hours. A review of the work in progress shall not relieve the CONSULTANT of responsibility for the accuracy and completeness of the work performed under this Contract.

5. COUNTY or any duly authorized representative shall have the right to review the work being performed by CONSULTANT under this Contract at any time during COUNTY's usual working hours. A review of the work in progress shall not relieve the CONSULTANT of responsibility for the accuracy and completeness of the work performed under this Contract.

6. This Contract is for the professional services of CONSULTANT and is non-assignable by CONSULTANT without prior consent by COUNTY in writing except that CONSULTANT may assign money due or which will accrue to CONSULTANT under this Contract. If given written notice, COUNTY will recognize such assignment to the extent permitted by law, but any assignment of money shall be subject to all proper setoffs and withholdings in favor of the COUNTY and to all deductions provided for in this Contract. All money withheld, whether assigned or not, shall be subject to being used by COUNTY for completion of the work, should the Contract be in default. Such professional services shall be actually performed by, or shall be immediately supervised by a Vice President of CONSULTANT.

In performing these professional services, CONSULTANT is an independent contractor and is not acting as an agent or employee of COUNTY.

7. COUNTY retains the right to terminate this Contract for any reason prior to completion by notifying CONSULTANT in writing, and by paying charges accumulated prior to such termination. Such charges shall be limited to the maximum fee specified in "Exhibit C" for completion of any separately identified phase of the work which, at the time of termination, has been started by request of COUNTY.

8. On completion or termination of Contract, COUNTY shall be entitled to immediate possession of, and CONSULTANT shall furnish on request, all computations, plans, correspondence and other pertinent data gathered or computed by CONSULTANT for this particular project prior to any termination. No documents prepared pursuant to this Contract or any modifications thereof shall be copyrighted by CONSULTANT or by COUNTY. CONSULTANT may retain copies of said original documents for CONSULTANT's files.

9. CONSULTANT is authorized to place the following statement on the drawings or specifications prepared pursuant to this Contract:

"This drawing (or These specifications), including the designs incorporated herein, is (are) an instrument of professional service prepared for use in connection with the project identified hereon under the conditions existing on date. Any use, in whole or in part, for any other project without written authorization of Coffman Associates, Inc., shall be at user's sole risk."

10. CONSULTANT owes COUNTY an undivided duty of loyalty in performing the services under this contract. During the term of this agreement CONSULTANT shall not employ or compensate personnel currently employed by COUNTY.

CONSULTANT shall promptly inform COUNTY of any contract, arrangement, or interest that CONSULTANT may enter into or have (other than this Contract) related to the

COUNTY's subject project. This includes contracts and arrangements with manufacturers, suppliers, contractors or other third parties which possess or seek to obtain a financial interest related to the COUNTY's subject project.. In performing services under this Contract, CONSULTANT acknowledges that it may be subject to laws addressing financial conflicts of interest such as the Political Reform Act ("Act"), Government Code section 81000 et seq.

CONSULTANT shall comply with financial disclosure requirements under the Act as directed by COUNTY, and shall not engage in activities that may constitute a conflict of interest under applicable law.

11. This Contract may be funded in part by a Federal Aviation Administration (FAA), Airport Improvement Program (AIP) grant. Personnel performing services in the field during construction are required in accordance with Section 1770 et. seq. of the California Labor Code and the Code of Federal Regulations (Davis-Bacon Act) to be paid the higher of determinations of the general prevailing wages for various classes of workers in Ventura County as made by the California Director of Industrial Relations or the U.S. Secretary of Labor.

12. CONSULTANT shall defend, indemnify and hold harmless COUNTY, including the COUNTY's boards, agencies, departments, officers, employees and agents (collectively "Indemnitee"), against any and all claims, lawsuits, judgments, debts, demands or liabilities that arise out of, pertain to, or relate to the CONSULTANT's negligence, recklessness or willful misconduct in the performance of this Contract.

13. Insurance Requirements

a. Without limiting CONSULTANT's duty to indemnify and defend COUNTY as required herein, CONSULTANT shall, at CONSULTANT'S sole cost and expense and throughout the term of this Contract and any extensions thereof, carry one or more insurance policies that provide the following minimum coverage:

- 1) Commercial General Liability insurance shall provide a minimum of \$1,000,000 coverage for each occurrence and \$2,000,000 aggregate coverage.
- 2) Automobile Liability insurance shall provide a minimum of either a combined single limit of \$300,000 for each accident or all of the following: \$100,000 bodily injury per person, \$300,000 bodily injury per accident and \$50,000 property damage
- 3) Worker's Compensation insurance in full compliance with California law for all employees of CONSULTANT in the minimum amount of \$500,000.
- 4) Professional Liability (Errors and Omissions) insurance shall provide a minimum of \$1,000,000 coverage for each occurrence or \$2,000,000 in annual aggregate coverage.

b. CONSULTANT shall notify COUNTY immediately if the CONSULTANT'S general aggregate of insurance is exceeded by valid litigated claims and purchase additional levels of insurance to maintain the above stated requirements. Each type of insurance mentioned herein shall be written by a financially responsible company or companies authorized to do business in the State of California. CONSULTANT agrees to provide

COUNTY with copies of certificates of all policies written and each shall contain an endorsement that they are not subject to cancellation without 30 days prior written notice being given to COUNTY by the insurance company or companies writing such insurance. CONSULTANT agrees to name County of Ventura and its officials employees and agents as additional insured ("Additional Insureds") on CONSULTANT'S general and automobile liability insurance policies.

All required insurance shall be primary coverage as respects the Additional Insureds, and any insurance or self-insurance maintained by the Additional Insureds shall be in excess of CONSULTANT's insurance coverage and shall not contribute to it. CONSULTANT agrees to waive all rights of subrogation against the Additional Insureds for losses arising directly or indirectly from the activities or work performed by CONSULTANT hereunder.

c. Notwithstanding subparagraph 13.a., if the Professional Liability coverage is "claims made", CONSULTANT must, for a period of five (5) years after the date when Contract is terminated, completed or non-renewed, maintain insurance with a retroactive date that is on or before the start date of contract services or purchase an extended reporting period endorsement (tail coverage). COUNTY may withhold final payments due until satisfactory evidence of the tail coverage is provided by CONSULTANT to COUNTY,

14. CONSULTANT shall sign and comply with the statement as set forth in "Exhibit D" hereto. Where the word Contractor is used in "Exhibit D" it shall mean "CONSULTANT".

15. Disputes arising under or related to the performance of the Contract shall be resolved by arbitration unless the COUNTY and the CONSULTANT agree in writing, after the dispute has arisen, to waive arbitration and to have the claim or dispute litigated in a court of competent jurisdiction. Arbitration shall be pursuant to Article 7.1 (commencing with Section 10240) of Chapter 1 of Part 2 of the Public Contract Code and implementing regulations at Chapter 4 (commencing with Section 1300) of Division 2 of Title 1 of the California Code of Regulations.

The arbitration decision shall be decided under and in accordance with California law, supported by substantial evidence and, in writing, contain the basis for the decision, findings of fact, and conclusions of law.

Arbitration shall be initiated by a Complaint in Arbitration made in compliance with the requirements of section 1300 et seq. of Title 1 of the California Code of Regulations.

Where an election is made by either party to use the Simplified Claims Procedure provided under Sections 1340 – 1346 of Title 1 of the California Code of Regulations, the parties may mutually agree to waive representation by Counsel.

Prior to filing a Complaint in Arbitration, the CONSULTANT shall exhaust his administrative remedies by attempting to resolve his dispute with COUNTY's staff in the following sequence:

Project Coordinator  
Director of Airports (Director)

CONSULTANT shall initiate the administrative review process no later than thirty (30) days after the dispute has arisen by submitting a written statement describing the dispute and request for relief, along with supporting argument and evidence, to the Project Coordinator. CONSULTANT may appeal the Project Coordinator's decision in writing to the Director not later than seven (7) days after receipt of the Project Coordinator's decision. The Project Coordinator's and Director's decision shall be in writing. The Director's decision shall be the final decision.

CONSULTANT: COFFMAN ASSOCIATES, INC. Taxpayer No.: 43-1201450

Dated: 09/17/2020

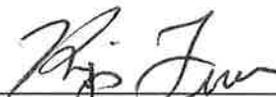
  
Matt Quick, Principal  
Print Name and Title

Dated: 09/17/2020

  
Judi Krauss, Associate  
Print Name and Title

COUNTY: County of Ventura

Dated: 9/24/20

  
Kip Turner, Director of Airports

## **EXHIBIT A**

### **Planning Scope of Services Airport Master Plan Update For Camarillo Airport**

#### **GENERAL PROJECT DESCRIPTION**

The Camarillo Airport Master Plan Update Scope of Services is being prepared pursuant to initiation of the Master Plan Update (study), to establish the goals of the project and framework from which all parties to the project may participate. The objective of the Master Plan Update is to provide the County of Ventura (Sponsor) with proper guidance for future Airport(s) development which will satisfy aviation demands within the County and the greater regional area and be wholly compatible with the environment and the communities which surround and support the Airport.

Additionally, this Master Plan Update study will evaluate Camarillo Airport in relationship to the system of airports serving Ventura County (Camarillo Airport and Oxnard Airport), and considerations will be given to both its existing role as well as the role of Oxnard Airport. Regional perspective will be provided when evaluating the airports in order to identify how aviation demand can best be met throughout the region served by Ventura County Airports.

Coordination between the Sponsor, Regional, State, and Federal agencies, County leadership, the communities, tenants, and users of the Airport, the advisory groups that play an instrumental role in the overall guidance of the Airport, and the Consultant will be essential to bringing together all facts and data relevant to the project and to developing a mutual agreement regarding future development of the airport. A Planning Advisory Committee will be established for the study and the public at-large will be directly engaged at key points during the study process.

The goal of this Master Plan Update is to provide the framework needed to guide future airport development that will cost-effectively satisfy aviation demand, while considering potential environmental and socioeconomic impacts. The Master Plan will meet the following general objectives.

- Determine and plan for future growth opportunities and development at the Camarillo Airport in all segments of aviation to include: light general aviation, corporate, business, training, and commercial aviation forecasts and needs.
- Document the issues that the proposed development will address.
- Justify the proposed development through the technical, economic, and environmental investigation of concepts and alternatives.

- Provide an effective graphic presentation of the development of the airport and anticipated land uses in the vicinity of the airport.
- Establish a realistic schedule for the implementation of the development proposed in the plan, particularly the short-term capital improvement program.
- Provide sufficient project definition and detail for subsequent environmental evaluations that may be required before a project is approved.
- Present a plan that adequately addresses the issues and satisfies local, State, and Federal regulations.
- Document policies and future aeronautical demand to support municipal or local deliberations on spending, debt, land use controls, and other policies necessary to preserve the integrity of the airport and its surroundings.
- Set the stage and establish the framework for a continuing planning process. Such a process should monitor key conditions and permit changes in plan recommendations as required.

Other specific objectives to be addressed in this Scope of Services include:

- To research and evaluate socioeconomic factors likely to affect the air transportation demand (general aviation and commercial passenger service) in the region.
- To review and discuss potential opportunities, economic benefits, and concerns for Ventura County in relation to the exploration of having commercial passenger service potentially return to Ventura County Airports
- To discuss alternatives, opportunities, and concerns associated with each Ventura County Airport if it is determined that commercial passenger service should be offered by Ventura County Airports.
- To determine the projected facility needs of airport users through the year 2040, by which to support airport development alternatives.
- To recommend improvements that will enhance the airport's safety capabilities to the maximum extent possible.
- To recommend improvements that will enhance airport capacity to the maximum extent.
- To produce current and accurate airport base maps and Airport Layout Plan (ALP) drawings.

- To establish a schedule of development priorities and a program for the improvements proposed in the Master Plan.
- To prioritize the airport capital improvement program and develop a detailed financial plan.
- To develop a robust and productive public involvement throughout the planning process.
- To conduct an aeronautical survey that is compliant with Federal Aviation Administration Airport (FAA) Geographic Information System (AGIS) standards and includes airspace and obstruction information submitted to and approved by the FAA.

This Master Plan Update, once completed, reviewed, and adopted by both the FAA and the Ventura County Board of Supervisors, will provide recommendations from which the Sponsor may then take action to improve the airport and all associated services important to public needs, convenience, and economic growth. The Master Plan Update study will benefit all residents of the regional area by providing a comprehensive plan which supports and balances continued growth of aviation activities and the environmental preservation of the surrounding communities.

It is important to note that Camarillo Airport is currently conducting an Airfield Geometry and Drainage Study. Certain elements associated with this study will be used for further input into the Master Plan Update.

## **BASIC SERVICES**

### **ELEMENT 1 – INITIATION**

This study element defines the steps taken to initialize the Master Plan Update. This includes tasks associated with the preparation of a detailed scope of services and cost proposal, coordination with key stakeholders associated with the Ventura County airport system, and development of study material to aid in the study process. An introduction to the Master Plan Update is essential in order to successfully define the goals and objectives and identify key issues that should be analyzed during the study process.

#### **Task 1.1 – Prepare Scope of Services and Budget**

**Description:** Detailed descriptions of each item of work required for completion of the Master Plan Update for Camarillo Airport will be prepared. Guidelines provided by the Sponsor and those drawn from the Federal Aviation Administration (FAA) will be integrated into the scope of services. Initial and final draft copies of the work program will be prepared and delivered to the Sponsor for comments. The final product of this task will be the scope of services which will be attached and made a part of the project contract documents. Each item of work outlined under this Task will be evaluated to estimate the number of person-days necessary to accomplish the work efforts and the cost per person-day based on the billing classifications of the planning professionals assigned. Expenses for travel, subsistence,

materials, computer time, reproduction and printing, and miscellaneous study-related costs will also be estimated. When estimated person-days have been established, they will provide input to the development of a project schedule identifying allowable time frames for major phases of the study. This schedule will also identify milestones for deliverables of each element to be submitted for review. A task-by-task itemization of project person-days and costs with a final project time schedule in graphic form will be attached to all copies of the final scope of services.

***Responsibilities:***

***Consultant:*** Develop the scope of services, budget, and schedule from which contract terms will be based.

***Sponsor:*** Review and negotiate the scope of services, budget, and schedule to ensure proper attention is paid to critical areas.

***Product:*** A detailed scope of services and task-by-task itemization of the project person-days, costs, and project schedule.

**Task 1.2 – Establish Planning Advisory Committee**

**Description:** Potential members will be identified and asked to serve on a Planning Advisory Committee (PAC) for the Master Plan Update. The PAC will be composed of **(a)** representatives of FAA, as well as other local, Regional, State, or Federal agencies; **(b)** airport users and tenants; **(c)** local community representatives; and **(d)** members of the advisory groups that provide guidance to the Ventura County Board of Supervisors in relation to Ventura County Airports. The PAC, which is a non-voting body, will advise the Consultant on the content and recommendations of the Master Plan Update through meetings and review of “draft” working papers. The PAC will not exceed twenty (20) members.

***Responsibilities:***

***Consultant:*** Assist Sponsor in the identification of potential PAC members. Prepare a “draft” invitation letter for the Sponsor to send to potential committee members.

***Sponsor:*** Establish a final list of names and addresses of chosen PAC members. Send an invitation to each member.

***Product:*** A non-voting PAC (not to exceed 20 members) which will meet during the course of the Master Plan Update.

**Task 1.3 – Prepare Study Workbooks**

**Description:** Provide up to twenty (20) standard three-ring notebooks for distribution to the PAC and Sponsor for their use during the Master Plan Update. The workbook format will be developed with sections for inserting working papers, notes, and other pertinent information. The workbook format and all follow-up materials will also be offered electronically.

**Responsibilities:**

**Consultant:** Design and prepare workbooks for the PAC and Sponsor.

**Sponsor:** Review and comment prior to distribution.

**Product:** Up to twenty (20) study workbooks.

**Task 1.4 – General Background Information, Document Goals and Objectives, Outline Baseline Assumptions and Specific Master Plan Issues**

**Description:** General background information summarizing why the Master Plan Update is being conducted will be prepared and outlined in the introduction section of the study. Prepare a list of goals and objectives for the Master Plan Update that clearly identifies the primary expectations of the study process. The list will be included in the introduction section of the study and will be presented to the PAC at the first committee meeting. The goals and objectives may be modified or revised based on input provided by the PAC. This overview will be important in determining such agenda as the role of the airport and level of service provided to the public. The listing will also be used to make sure the study adequately covers the key issues associated with the future development of the airport. General assumptions that will be utilized for the study effort will be developed and outlined. These assumptions will be coordinated with the Sponsor and the FAA and included in the introduction section of the study. Specific master planning issues will also be identified. A full collaborative Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis will be completed to better assess the study outcomes, goals, and objectives established.

**Responsibilities:**

**Consultant:** Develop an introduction section which provides background information and the basis for conducting the Master Plan Update. Organize and coordinate the development of a listing of the goals and objectives. Prepare a list of study assumptions and master planning issues. Help facilitate a SWOT analysis with the PAC.

**Sponsor:** Review and comment. Assist the Consultant in identifying and coordinating the primary goals and objectives of the study.

**Product:** Background information for inclusion in the study's introduction section. Goals and objectives for the Master Plan Update and a list of study assumptions and master planning issues.

## **ELEMENT 2 – INVENTORY**

The purpose of this study element is to assemble and organize relevant information, data, and mapping to be used throughout the study in support of various analyses. This element will maximize the use of existing information and will prepare new data and documentation only when existing information is unavailable, incomplete or outdated. Narrative prepared as part of this element will highlight the changes since the completion of the previous Master Plan. Information gathered and narrative prepared will also focus on the interrelationship of Camarillo and Oxnard Airports and the roles they serve to provide framework for the roles they will play in meeting future aviation demand segments.

### **Task 2.1 – Evaluate Existing Documents**

**Description:** Evaluate existing documents and previous planning efforts for their adaptability or use in the Master Plan process. These documents will include previous master plans, area development plans, terminal area plans, and such other documentation as available. Where possible, revise or adapt existing documents or working formats for the Master Plan Update.

#### ***Responsibilities:***

**Consultant:** Review and evaluation of existing planning documents.

**Sponsor:** The Sponsor staff shall assist the Consultant in the procurement of existing documents.

**Product:** Compilation of previous study efforts and existing documents for input to future tasks.

### **Task 2.2 – Obtain new Color Aerial Photograph and Mapping**

**Description:** The Consultant will assemble new digital electronic color aerial photography and new topographic/planimetric and obstruction mapping of the Airport and its environs in accordance with FAA Advisory Circulars 150/5300-16A, *General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey*; 150/5300-17C, *General Guidance and Specifications for Aeronautical Survey Airport Imagery Acquisition and Submission to the National Geodetic Survey*; and 150/5300-18B, *General Guidance And Specifications For Submission Of Aeronautical Surveys To NGS: Field Data Collection And Geographic Information System (GIS) Standards*. Topographic and planimetric mapping of the surrounding area and aerial photography of the airport including existing airport property, as well as the inner approach surface areas, will be obtained by the Consultant. The digital color aerial photography will be used for base mapping and exhibits. The horizontal datum will be NAD83 and the vertical datum will be NAVD88.

Submit a Statement of Work, Survey and Quality Control Plan, and an Imagery Acquisition Plan to the FAA Planner via the Airports Geographic Information System (AGIS) website at <https://airports-gis.faa.gov/public/index.html> for review and approval. Tie the airport survey to the National Spatial Reference System (NSRS) according to AC 150/5300-16A. The survey and planimetric data collected during this task will be formatted to allow the data to be loaded directly into the FAA's Airports GIS system via the FAA's web portal.

**Responsibilities:**

*Consultant:* Obtain new digital color aerial photography and topographic/planimetric and obstruction mapping. Upload the data into FAA's Airports GIS system.

*Sponsor:* Coordinate with the Consultant.

**Product:** New digital color aerial photography and topographic/planimetric and obstruction mapping for use in preparing base maps, airport layout plan, and airspace and inner approach surface drawings. Survey data uploaded into FAA's Airports GIS system.

**Task 2.3 – Inventory Airport Physical Facilities**

**Description:** Perform an inventory of physical facilities and land uses which presently exist within the boundaries of the airport. The inventory will include an examination of plans and documents as well as a thorough on-site inspection of each physical facility to determine its type and size and use. The work effort will make maximum use of existing information available in the airport and Sponsor offices. The following relevant areas are included as a minimum:

Airfield: Record of pavement strengths (including PCN's), conditions, and dates of rehabilitations or overlays (all runways, taxiways, and aprons); lighting and navigational aid systems.

Fixed Base Operator (FBO) / General Aviation Services Complex: Square footage of structures and use; fuel storage capacity (by fuel grade) and location of tanks.

Ancillary Facilities: Other businesses on airport (define type of business and building size); Aircraft Rescue and Firefighting (ARFF) and maintenance facilities and description of equipment.

**Responsibilities:**

*Consultant:* Conduct an inventory of the airport facilities to accumulate pertinent data.

*Sponsor:* Provide the Consultant access to the airport property and airport records as necessary.

**Product:** Tabulated airport facilities inventory for input to later tasks.

Pages

#### **Task 2.4 – Inventory Airport Access and Parking**

**Description:** Making maximum use of existing information, perform an inventory of airport access system with special emphasis on ease of circulation and use of the airport and vicinity roadway system. A series of inventory subtasks will be conducted to obtain the following information, at a minimum, and included in graphic form as appropriate:

- a) Roadway system circulation and traffic flow, including number of lanes and turn lanes.
- b) Automobile parking lots (location, condition, and number of spaces).
- c) Perimeter and ancillary roadway systems.
- d) Existing and future transportation plans occurring beyond airport property and their potential impact/effect on the airport and its surrounding environment.

#### **Responsibilities:**

**Consultant:** Conduct an inventory of the airport access and parking to accumulate pertinent data.

**Sponsor:** Assist the Consultant in obtaining existing available airport data relating to access and parking.

**Product:** Base data input to subsequent tasks.

#### **Task 2.5 – Inventory Air Traffic Activity, Airspace, Air Traffic Control, and Regional Airports**

**Description:** Air traffic activity data for the airport will be assembled and organized from various sources such as local airport traffic control tower (ATCT) records, FAA's Traffic Flow Management System Count (TFMSC), FAA's National Based Aircraft Inventory Program ([www.basedaircraft.com](http://www.basedaircraft.com)), and GCR's Airport IQ. Relevant data on general aviation (private and corporate), air taxi, and military activity will be collected. Data will be obtained from the Sponsor, the FAA Regional and District Offices, FBOs, etc. The assembled data will include, as available:

- a) Historical operations, including local (touch-and-go) and itinerant operational splits.
- b) Based aircraft by type, as available.
- c) Estimated use (by percentage) of each runway.

Review and perform inventories of airspace and air traffic procedures at the airport. Conduct interviews with airport officials, FAA representatives, pilots, and others as necessary or appropriate to develop a complete description of the existing airspace environment and current airport traffic procedures. Basic inventory items will include:

- a) Airport traffic patterns.

- b) Approach and departure procedures.
- c) Military airspace near the airport.
- d) National Parks/Wilderness Areas.

Identify and describe existing public airport facilities within a 30-nautical mile radius of Camarillo Airport. Basic inventory items will include:

- a) Runway length and width.
- b) Instrument approach procedures.
- c) Airline/tour operator services
- d) General aviation services
- e) Total based aircraft, annual operations, and annual enplaned passengers as appropriate.

**Responsibilities:**

*Consultant:* Assemble data.

*Sponsor:* Assist Consultant in obtaining available airport records. Assist in arranging interviews as necessary.

**Product:** Input to subsequent tasks.

**Task 2.6 – Inventory Socioeconomic Data**

**Description:** Obtain available statistical data on historical and forecast socioeconomic factors for the Camarillo and Oxnard Airport service areas as well as Ventura County and the greater regional area. These factors will include, at a minimum, employment, income, and population, with emphasis placed upon the identification of specific socioeconomic characteristics of the developed areas in the local environs, as well as trends that have been established for future development and habitation.

**Responsibilities:**

*Consultant:* Assemble data based on latest available information. Identify data source in Master Plan documents.

*Sponsor:* Assist in collection of data.

**Product:** Input to later analysis.

**Task 2.7 – Obtain Tabulated Wind Data**

**Description:** The Consultant will obtain the most current ten years of wind data for the airport from the National Oceanic and Atmospheric Administration National Climatic Center for use in preparing an updated wind rose for the Airport Layout Plan (ALP).

**Responsibilities:**

*Consultant:* Obtain tabulated wind data.

*Sponsor:* Coordinate with the Consultant as necessary.

*Product:* Tabulated wind data for use in preparing updated wind rose.

**Task 2.8 – Inventory Vicinity Land Use and Controls**

**Description:** Review existing local, Regional, and State planning and land use regulations, including the existing local comprehensive land use plans, in order to (1) ensure that the resultant Master Plan will be compatible with local, Regional, and State long-range planning goals, objectives, and policies; and (2) determine the strengths and weaknesses of local and state regulatory controls with regards to ensuring compatibility of the surrounding area with the airport.

***Responsibilities:***

*Consultant:* Assemble data based on latest information available.

*Sponsor:* Assist in collection of data.

*Product:* Input to later analysis.

**Task 2.9 – Inventory Airport Financial Data**

**Description:** In consultation with airport staff, develop a detailed understanding of the type, format and level of detail that will be most beneficial as a part of the capital improvement/financial plan developed in the Master Plan. Identify the specific financial data and information necessary to help prepare the capital improvement program for the proposed development resulting from the planning process. This information will pertain primarily to the following, as it is available:

- a) Financial statistics of the airport.
- b) Airport management policies and guidelines
- c) Airport leases, user fees, and other sources.
- e) Capital improvement projects planned or in progress.
- f) Previous FAA and State grants.

***Responsibilities:***

*Consultant:* Assemble data.

*Sponsor:* Provide and review available financial data with Consultant.

*Product:* Input data to subsequent tasks.

**Task 2.10 – Prepare Inventory Working Paper**

**Description:** Prepare a working paper which will provide up-to-date information in tabular, narrative, and graphic format. This will include information on the airport facilities, applicable air traffic activity, access and parking data, present planning efforts, an overview of airspace, air traffic characteristics, and

an operations data summary describing aircraft activity for use in subsequent analyses. This task involves the use of existing data for the airport.

**Responsibilities:**

**Consultant:** Develop complete narrative and graphics for the working paper. Distribute working papers to the PAC members.

**Sponsor:** Review and comment.

**Product:** Up to twenty (20) copies of a working paper covering the items outlined in the inventory element. This working paper will become a chapter in the final report.

**ELEMENT 3 – AVIATION DEMAND FORECASTS**

This study element is intended to determine an estimate of future levels of air traffic by quantity and by characteristics that will identify the demand that must be met by Camarillo Airport. Consideration will also be given to forecasts of aviation demand needed to meet the system of airports established in Ventura County. The forecast models will be conducted in conformance with forecasting standards outlined in Chapter 7 of FAA Advisory Circular 150/5070-6B, *Airport Master Plans*. The FAA will approve the 5- and 10-year forecasts as part of the Master Plan Update. The work tasks to be carried out as part of the element include the following:

**Task 3.1 – Review Regional and Airport Area Socioeconomic Forecasts**

**Description:** Review and analyze current local and regional socioeconomic forecasts obtained in the inventory element. In consultation with State, Regional, and local planning agencies and other local agency participants, select the forecasts which seem most representative of expected future trends.

**Responsibilities:**

**Consultant:** Review all socioeconomic material pertaining to the study and the region.

**Sponsor:** Identify potential sources of information and assist the Consultant in obtaining socioeconomic material.

**Product:** Forecasts of expected socioeconomic trends.

**Task 3.2 – Prepare General Aviation, Air Taxi, and Military Demand Forecasts**

**Description:** Develop general aviation, air taxi, and military demand forecasts using both simple and more complex methodologies taking into consideration forecasts from other sources such as the FAA. Historical general aviation activity statistics for the airport will be organized to

evaluate airport peaking characteristics and fleet mix ratios. The methodology used in this analysis will involve a variety of techniques that will factor in national general aviation transportation statistics, local socioeconomic factors as well as the independent airport data. Correlation analysis techniques will include relative simple graphical comparisons as well as more complex regression analysis. A final refinement of activity forecasts will be conducted to integrate the effects of changing technology in general aviation and will result in estimates of aviation demand for 5-, 10-, and 20-year periods which will be presented as follows:

- a) Based aircraft totals and mix.
- b) Annual general aviation, air taxi, and military operations (local vs. itinerant).
- c) Peak hour operations.
- d) Annual instrument approaches (AIAs).

**A 5-, 10-, and 20-year forecast for general aviation, air taxi, and military demand have been prepared as part of the Camarillo Airport Airfield Geometry and Drainage Study. These forecasts will be revisited and refined as appropriate for input into the Master Plan Update.**

***Responsibilities:***

***Consultant:*** Review/refine general aviation demand forecasts prepared as part of the Camarillo Airport Airfield Geometry and Drainage Study.

***Sponsor:*** Assist the Consultant in obtaining available airport records.

***Product:*** Refine/complete general aviation forecasts for 5-, 10-, and 20- year periods. These forecasts will be coordinated with airport staff, the FAA, and other interests at this point to ensure that the study proceeds on the basis of generally supported assumptions.

**Task 3.3 – Prepare Potential Commercial Service Demand Forecasts**

**Description:** Using the information and data acquired or developed as a result of previous tasks, evaluate the historical significance and interrelationship of the area-wide economy with commercial service forecast demands. The methodology will employ a variety of techniques that will factor in national air transportation statistics and local economic characteristics. Oxnard Airport has historically been served by regularly scheduled commercial passenger services; however, it is not currently accommodating these services. This analysis will re-examine more recent trends and opportunities for commercial passenger services and other niche market opportunities that could be supported by the Ventura County system of airports. The forecast update shall result in estimates of aviation demand for 5-, 10-, and 20-year periods as follows:

- a) Annual enplaned passenger volumes.
- b) Annual commercial service aircraft operations.
- c) Commercial service aircraft mix.

***Responsibilities:***

*Consultant:* Prepare commercial service demand forecasts.

*Sponsor:* Assist the Consultant in obtaining available airport records.

*Product:* Complete commercial services forecasts for 5-, 10-, and 20-year periods. These forecasts will be coordinated with airport staff, the FAA, and other interests at this point to ensure that the study proceeds on the basis of generally supported assumptions.

#### **Task 3.4 – Identify Existing and Future Airport Design Critical Aircraft**

**Description:** Utilizing data provided by the airport and that obtained from FAA database resources, identify the current critical and future aircraft for the airport. The aircraft identified will be the most demanding aircraft, or family of aircraft, conducting a minimum of 500 annual operations. The analysis will include a projection of aircraft operations by runway design code (RDC) and airport reference code (ARC) to determine future planning design standards.

**As part of the Camarillo Airport Airfield Geometry and Drainage Study, a determination of the existing and future critical design aircraft has been made. This determination will be re-visited and refined as appropriate for input into the Master Plan Update.**

#### ***Responsibilities:***

*Consultant:* Review/determine current critical aircraft and projection of future critical aircraft by RDC and ARC as part of the Camarillo Airport Airfield Geometry and Drainage Study.

*Sponsor:* Assist the Consultant in obtaining available airport records.

*Product:* Determination of existing and future critical aircraft for airfield design. This task will be coordinated with the FAA during the forecast review and approval process.

#### **Task 3.5 – Prepare Forecasts Working Paper**

**Description:** A working paper detailing the results of the forecasts (based aircraft, annual aircraft operations, commercial service activities, and critical aircraft) will be compiled. The forecasts will also be compared to FAA's current 5- and 10- year forecasts as presented in the FAA's *Terminal Area Forecasts* (TAF). Since this data will become an important parameter for input into the remaining elements of the study, it will be submitted to representatives of the airport and the FAA for review and approval before dependent tasks will be finalized.

#### ***Responsibilities:***

*Consultant:* Develop complete graphics and narrative for the working paper. Distribute working papers to the PAC members.

*Sponsor:* Review and comment. The Sponsor will formally transmit the completed forecast of aviation demand chapter to FAA for their review and approval.

**Product:** Up to twenty (20) copies of a working paper covering the items outlined in the forecast element. This working paper will become a chapter in the final report.

#### **ELEMENT 4 – FACILITY REQUIREMENTS**

The purpose of this study element is to convert basic capacity needs into types and volumes of actual physical facilities required to meet forecast demands in aviation activity and to identify short-term corrective strategies for problems that demand immediate attention.

##### **Task 4.1 – Establish Airport Physical Planning Criteria**

**Description:** Identify physical facility planning criteria for use in assessing the adequacy of various airport facilities to meet forecast demands. These criteria shall be based upon the latest FAA requirements and standards as they apply to the level of activity identified, new technology, and role of the airport. These criteria shall include dimensional standards for safety including runway safety, runway length, runway separation, height restrictions, etc. In addition, these criteria shall include requirements to maintain airspace/air traffic control including approach and runway protection zones, safety areas, and other general physical area requirements such as apron, terminal/operations, access circulation and parking, hangars and services, administrative, ARFF, and other airport service and support facilities.

**As part of the Camarillo Airport Airfield Geometry and Drainage Study, airfield facility planning has been evaluated based on the determination of the critical design aircraft. This evaluation will be revisited and refined as appropriate for input into the Master Plan Update.**

##### ***Responsibilities:***

**Consultant:** Review/evaluate physical planning criteria to meet forecast demands.

**Sponsor:** Review.

**Product:** Detailed criteria for airport physical planning.

##### **Task 4.2 – Determine Airfield Capacity**

**Description:** Using the FAA’s airfield capacity/delay model, estimate current and future levels of airfield capacity (annual service volume) for Camarillo Airport. This analysis will be based on the existing airfield configuration, aviation demand forecasts, and an analysis of airspace capacity potentials and constraints, and will involve the investigation of management and operational procedures in order to optimize the use of the total airside (runways, taxiways, and aprons).

##### ***Responsibilities:***

**Consultant:** Estimate airfield capacity utilizing FAA guidance.

**Sponsor:** Review and comment.

**Product:** Detailed description of the annual service volume for the current, 5-, 10-, and 20-year time frames.

#### **Task 4.3 – Prepare Airfield Facility Requirements**

**Description:** Using the results of the forecasts (Element 3), as well as relevant information from other tasks, determine and prepare a list of facility requirements needed to meet projected demands for the airport for existing, short term (1-5 years), intermediate term (6-10 years), and long term (11-20 years) time frames. These facility requirements will be used in the later comparative evaluations and will be based upon both the airport physical planning criteria and the aviation forecasts.

Facility requirements to meet aviation demand for the airfield will include (but not be limited to) runways, taxiways, lighting, navigational aids, and marking and signage. These facility requirements will be developed in the form of gross areas and basic units and will be compared to those that presently exist to identify the future development items needed to maintain adequate service, function and operations of the airport. In addition, airfield design standards deficiencies will be identified and corrective actions evaluated and recommended. In subsequent tasks, the above facility requirements will be translated into alternative plans for further evaluation in relation to established planning criteria.

#### **Responsibilities:**

**Consultant:** Identify specific airfield facility needs.

**Sponsor:** Review and comment.

**Product:** Detailed description of all airfield facilities required to meet aviation demands at the airport through the 20-year planning period.

#### **Task 4.4 – Prepare Landside Facility Requirements**

**Description:** Using information provided by the aviation planning criteria established under preceding tasks, develop a set of facility requirements addressing the landside facilities necessary to support the airfield and its related activity. Requirements for facilities such as fuel/fuel farm areas, ARFF, airport maintenance, passenger terminal building, general aviation terminal facilities, hangars, FBO areas, general aviation terminal facilities, and automobile parking lots (public and rental cars) will be developed under this task.

#### **Responsibilities:**

**Consultant:** Identify specific landside area facility needs.

*Sponsor:* Review and comment.

*Product:* Detailed description of facility requirements necessary for landside development to support forecast aviation demand through the 20-year planning period.

**Task 4.5 – Prepare Facility Requirements Working Paper**

**Description:** Organize background information, analysis, and findings of the facility requirements work effort and prepare a detailed working paper in narrative and graphical format.

***Responsibilities:***

*Consultant:* Develop complete graphics and narrative for the working paper. Distribute working papers to the PAC members.

*Sponsor:* Review and comment.

*Product:* Up to twenty (20) copies of a working paper covering the items outlined in the facility requirements element. This working paper will become a chapter in the final report.

**ELEMENT 5 – AIRPORT ALTERNATIVES**

Using the facility requirements determined under the previous element, alternative development scenarios, including the “no-build” scenario, for Camarillo Airport will be identified. These scenarios must take into account the development needs of the airport to meet projected aviation demand levels as determined in the forecasting element and meet airfield, including terminal building, general aviation area, revenue support area, and other airport capacity needs established under the facility requirements element. Upon completion of preliminary development scenarios, a PAC meeting will be held to determine the most feasible development alternatives and the resulting concepts for development of airfield, landside, general aviation, potential commercial service, revenue support, and other airport areas will be refined. Throughout the analyses of alternatives, the highest and best use of various parcels of land will be considered when two or more functional areas may be well-applied to a specific piece of property.

**Task 5.1 – Identify Alternative Development Issues**

**Description:** Based on the results of the demand/capacity relationships and the facility requirements necessary to meet those demands, identify the various issues which will impact the development of alternatives for the various functional areas of the airport. This task will provide insights into the potentials for and policies constraining the development of specific land uses within the existing or future airport boundaries, including those areas which are unconstrained and meet current functional potential, thereby requiring no additional development.

***Responsibilities:***

- Consultant:* Identify and compile issues relating to airport development.
- Sponsor:* Provide input as to any known airport or community policies, agreements, or issues that could have an effect on future airport development opportunities.
- Product:* A listing of the various policies and guidelines impacting the development and placement of various airport alternatives.

#### **Task 5.2 – Identify Potential Airfield Alternatives**

**Description:** On the basis of the forecasts and facility requirements established in preceding elements, formulate preliminary airfield development alternatives. These alternatives will be based on concepts for development within existing airport boundaries or with the expansion of airport boundaries which show all necessary development during the planning period and beyond. This task will be conducted simultaneously with following tasks and result in a series of overall development options for the airport.

#### ***Responsibilities:***

- Consultant:* Develop up to three (3) airfield development options, one being the “no-build” concept alternative.
- Sponsor:* Review and comment.
- Product:* A series of development options, each of which meets the forecast airfield facility demands.

#### **Task 5.3 – Identify Potential Landside Alternatives**

**Description:** Based on the forecasts and facility requirements determined under the previous elements, formulate preliminary development alternatives. These alternatives will be based on concepts for development within or beyond existing airport boundaries which show all necessary development during the planning period and beyond. This task will be conducted simultaneously with other tasks in this element and result in a series of overall development options for the airport.

#### ***Responsibilities:***

- Consultant:* Develop up to three (3) landside development options, one being the “no-build” concept alternative.
- Sponsor:* Review.
- Product:* A series of landside alternatives which fulfill the facility requirements to meet forecast demand levels.

#### **Task 5.4 – Prepare Airport Alternatives Working Paper**

**Description:** A working paper describing the various airfield and landside development alternatives will be prepared for submission to the PAC for review and comment. The working paper will detail the analysis involved in the assessment of the alternatives and outline the advantages and disadvantages of each to enable the logical and systematic evaluation of each alternative concept.

**Responsibilities:**

**Consultant:** Develop complete graphics and narrative for the working paper. Distribute working papers to the PAC members.

**Sponsor:** Review and comment.

**Product:** Up to twenty (20) copies of a working paper covering the items outlined in the airport alternatives element. This working paper will become a chapter in the final report.

## **ELEMENT 6 – RECOMMENDED MASTER PLAN CONCEPT AND CAPITAL PLAN**

The purpose of this study element is to establish a capital implementation program to provide the airport development requirements necessary to meet aviation activity demands during the forecast period.

### **Task 6.1 – Recommended Master Plan Concept**

**Description:** Based on the information developed in the airport alternatives element as well as comments provided by airport staff, PAC members, and the general public, a single recommended Master Plan concept for development of the airport facilities will be prepared. The recommendation for the most prudent and feasible Master Plan concept will become the basis for the development of airport plans, costs, and scheduling.

**Responsibilities:**

**Consultant:** Develop a refined Master Plan concept for review by the Sponsor, PAC, and other interested parties.

**Sponsor:** Review and comment.

**Product:** A recommended Master Plan concept.

### **Task 6.2 – Prepare Airport Development Schedules**

**Description:** Based upon the previous evaluations and technical meetings, prepare the airport development schedules to reflect economic feasibility and operational requirements of the recommended airport concept. The developments schedules will include the short term (1-5 years),

intermediate term (6-10 years), and long term (11-20 years). The schedule for each airport development project will be identified.

**Responsibilities:**

**Consultant:** Prepare an airport development schedule.

**Sponsor:** Review.

**Product:** Development schedules for the improvements proposed as a part of the selected Master Plan concept.

**Task 6.3 – Prepare Airport Development Cost Estimates**

**Description:** Based upon the previous evaluations and technical meetings, prepare airport development cost estimates to reflect the requirements and schedule of development associated with the recommended airport concept.

**Responsibilities:**

**Consultant:** Prepare airport development cost estimates.

**Sponsor:** Review.

**Product:** Cost estimates for the improvements proposed as a part of the selected Master Plan concept.

**Task 6.4 – Prepare Capital Improvement/Financial Program**

**Description:** Prepare a recommended airport capital improvement program which includes estimates of the amount of funds available from federal and state grant-in-aid programs to determine the net amount of capital funds required by the Sponsor to accomplish each proposed stage of improvements for the airport.

**Responsibilities:**

**Consultant:** Develop a capital improvement/financial program.

**Sponsor:** Provide review and input.

**Product:** Capital improvement/financial program for the selected Master Plan concept.

**Task 6.5 – Prepare Master Plan Concept and Capital Financial Plan Working Paper**

**Description:** Prepare a working paper which outlines the overall airport capital improvement program for the selected airport Master Plan concept. Organize narrative and graphical presentations of the

information in this working paper to allow for a final review and adjustment of the overall Master Plan concept.

**Responsibilities:**

**Consultant:** Develop complete graphics and narrative for the working paper. Distribute working papers to the PAC members.

**Sponsor:** Review and comment.

**Product:** Up to twenty (20) copies of a working paper covering the items outlined in the recommended Master Plan concept and capital financial plan element. This working paper will become a chapter in the final report.

**ELEMENT 7 – AIRPORT PLANS**

The purpose of this study element is to prepare a new ALP set for Camarillo Airport. All plans will be prepared in a format which complies with the content contained within FAA's current guidelines for the preparation of an airport layout plan as defined by the FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)*, and which is readily acceptable to the FAA and can be utilized by the Sponsor in carrying out implementation. All plans will be produced utilizing digital software appropriate for the FAA and California Department of Transportation – Division of Aeronautics (CALTRANS). The drawings, in a version acceptable to the Sponsor, will be a deliverable item to the Sponsor at the completion of this project. The ALP drawing set will be included as an appendix in the Master Plan documents. **(Note: This effort does not include the development of an electronic Airport Layout Plan (eALP)).**

**Task 7.1 – Airport Layout Plan Drawing**

**Description:** Following the recommended Master Plan concept developed under the preceding element and FAA AC 150/5070-6B, an ALP drawing for the airport will be prepared. The ALP will reflect updated physical features, location of airfield facilities (runways, taxiways, navigational aids), and existing landside development. Development of recommended landside and airfield facilities, including runways and taxiways; property and runway protection zone boundaries; and revenue support areas will also be shown. Guidelines for the preparation of an ALP as defined by the FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)* will be followed. A Title Sheet and Airport Data Sheet will also be prepared and included with the full Airport Layout Plan set.

**Responsibilities:**

**Consultant:** Prepare a new ALP for the airport.

**Sponsor:** Review and comment.

**Product:** A new ALP drawing for the airport which meets federal guidelines.

### **Task 7.2 – Terminal Area Drawing(s)**

**Description:** Prepare Terminal Area Drawing(s) reflecting development resulting from the recommendations of this study. Depending on the future recommended development for the general aviation areas, more than one drawing may be required to adequately reflect the detail of development within the area. The Drawing(s) will include detailed planning level information such as access taxiways, apron areas, hangar layouts, aircraft tie-down areas, customer and employee parking areas, and vehicular circulation and access for the short, intermediate, and long-term planning periods.

#### ***Responsibilities:***

**Consultant:** Prepare Terminal Area Drawing(s).

**Sponsor:** Review and comment.

**Product:** Terminal Area Drawing(s) reflecting the selected development alternative for these facilities at the airport.

### **Task 7.3 – Part 77, Approach and Inner Approach Surface Plans**

**Description:** Prepare Part 77, Approach and Inner Approach Surface plans in conformance with FAR Part 77 and FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)*. As necessary, height of potential obstructions will be researched and identified on the drawing along with an obstruction chart/table indicating the obstruction description, their top elevation, affected Part 77 surface, the penetration, and disposition or corrective action to eliminate or mitigate the obstruction.

#### ***Responsibilities:***

**Consultant:** Prepare a new Part 77, Approach and Inner Approach Surface plans for the airport.

**Sponsor:** Review and comment.

**Product:** Part 77, Approach and Inner Approach Surface plans for the airport to meet federal guidelines. Product will include aerial photography of the inner approach surfaces and runway protection zones.

### **Task 7.4 – Departure Surface Drawings**

**Description:** Prepare new departure surface drawings in accordance with guidelines as defined by the FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)*. Obstruction information will be obtained from existing obstruction surveys in Task 2.2, approach plans, and the current Airport Obstruction (OC) chart (as available).

#### ***Responsibilities:***

**Consultant:** Prepare new departure surface drawings for the airport.

**Sponsor:** Review and comment.

**Product:** Departure surface drawings for the airport which meet federal guidelines.

**Task 7.5 – Airport Property Map – Exhibit A**

**Description:** Update the Exhibit A - Airport Property Map, including the appropriate graphics and information to indicate the type of acquisition (i.e., federal funds, surplus property, local funds only, etc.) of various land areas within the airport's boundaries. The primary intent of the drawing is to identify and/or delineate all designated airport property owned or to be acquired by the airport owner. The drawing will inventory all of the parcels, which currently make up the airport, or are proposed for acquisition by the airport sponsor. In addition, the drawing will also show any property that has been disposed of by the Sponsor in the past. Details will be limited to the depiction of existing and future facilities (i.e., runways, taxiways, runway protection zones, and terminal facilities) which would indicate aeronautical need for airport property. This work effort will utilize information obtained from the current "Exhibit A - Property Map" as well as other sources. The Property Map will be updated in conformance with the guidelines outlined in FAA Airports ARP SOP 3.00 *Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps (October 1, 2013)*. The Sponsor will provide historical information regarding the acquisition of existing airport property and easements, as well as boundary surveys, as needed.

**Responsibilities:**

**Consultant:** Update the Airport Property Map – Exhibit A for the airport.

**Sponsor:** Provide appropriate historical data and review Property Map.

**Product:** Updated Airport Property Map – Exhibit A for the airport.

**Task 7.6 – On-Airport Land Use Plan/Off-Airport Land Use Plan**

**Description:** A Land Use Plan for the area within the boundaries of the airport will be developed based on the identified overall development concept. This will include general aviation areas, terminal complex, ground access and vehicular circulation system service areas, industrial/commercial development areas, and distinctions between aeronautical and non-aeronautical uses. An Off-Airport Land Use Plan will also be prepared for property in the immediate vicinity of the airport. The plan will depict existing and planned land uses.

**Responsibilities:**

**Consultant:** Prepare On-Airport Land Use Plan and Off-Airport Land Use Plan.

**Sponsor:** Review and comment.

**Product:** On-Airport Land Use Plan and Off-Airport Land Use Plan.

**Task 7.7 – Preparation of Draft ALP and Draft ALP Drawing Set**

**Description:** Preparation of up to twelve (12) copies of the “Draft” ALP drawing set for submission to the Sponsor, and subsequent comprehensive agency review by FAA and CALTRANS. The ALP Drawing Set will be prepared in conformance with FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)*. Drawings will be a minimum size of 24” x 36”. FAA and CALTRANS reviews will be concurrent. Drawings will be submitted with or prior to publication of the Draft Master Plan report.

**Responsibilities:**

**Consultant:** Provide up to twelve (12) copies of the full Airport Layout Plan drawing sets, depicting the sponsor selected “Recommended Plan”.

**Sponsor:** Provide up to eight (8) unsigned copies of ALP drawing set to FAA for review. Include signed transmittal letter indicating the changes from the last approved ALP drawing. Provide one (1) full set of drawings to CALTRANS for review.

**Product:** Up to twelve (12) copies of the full ALP drawing set as well as a completed FAA ALP Checklist.

**Task 7.8 – Preparation of Final ALP and Final ALP Drawing Set**

**Description:** Revise the Draft Airport Layout Plans and Drawings prepared in Task 7.7 to reflect comments received from the FAA and CALTRANS review. Upon approval from the Sponsor, provide up to twelve (12) copies of the revised full ALP drawing sets to the Sponsor for their signature. The Sponsor will forward the signed drawings to the FAA for final approval.

**Responsibilities:**

**Consultant:** Provide up to twelve (12) revised copies of the full Airport Layout Plan drawing sets.

**Sponsor:** Review and sign all drawings. Forward all drawings to the FAA for final approval.

**Product:** Up to twelve (12) copies of full ALP drawing set.

**ELEMENT 8 – ENVIRONMENTAL CONSIDERATIONS**

The objective of this study element is to provide the Sponsor, community, and public officials with environmental information to assist in the evaluation of airport development alternatives and to provide information that will help to expedite subsequent environmental review under the *National Environmental Policy Act (NEPA)*.

This study element will also consist of a recycling plan. The recycling plan explores existing recycling efforts at the airport and outlines opportunities to improve the diversion of waste from landfills. The recycling plan element will be included in the Master Plan as a standalone chapter or appendix.

**Task 8.1 – Environmental Inventory and Overview (NEPA)**

**Description:** The purpose of this task is to (1) obtain the existing conditions in order to provide baseline data for future NEPA analysis of proposed or potential projects recommended in the Master Plan, and (2) identify potential environmental issues associated with the airport development alternatives and recommended development concept, including mitigation measures that may be needed for proposed projects.

Concurrent with the preparation of the Master Plan Update inventory working paper, known existing environmental conditions at Camarillo Airport and its immediate vicinity (area of potential affect) will be inventoried. The purpose of this task is to obtain information regarding environmental sensitivities on or near airport property. Sources of information will include past environmental documents, agency maps, existing literature, and the internet. The environmental inventory will address all the resource categories contained within FAA Orders 1050.1F and 5050.4B. Informal consultation with various federal and state agencies will occur only if needed information is not available through the resources listed above. This task will identify environmental resources prior to the alternatives evaluation process to expedite the environmental review for potential project development. This task will include both a biological resources assessment that includes an aquatic resources delineation and preliminary jurisdiction delineation as well as a cultural resource survey of the airport property. Results of the environmental inventory will be included either in the Inventory Chapter or as an appendix to the Master Plan report.

Once a recommended Master Plan concept has been developed, a preliminary environmental overview will be conducted using the information collected to identify any potential environmental concerns that must be addressed prior to program implementation. This evaluation will be structured in a table format and will include an analysis of potential impacts on environmental resources as defined within FAA's Order 1050.1F and its accompanying Desk Reference. Projects which may require further NEPA analysis (i.e., Environmental Assessment or Environmental Impact Statement) will be identified. This evaluation is not intended to serve as a formal Environmental Assessment under NEPA. This task will include both existing and future aircraft noise contours.

***Responsibilities:***

***Consultant:*** Develop narrative and graphics to outline the results of the environmental reconnaissance inventory to be included as an appendix or chapter of the Master Plan report. Evaluate potential for environmental effects of proposed projects and alternatives.

***Sponsor:*** Provide and/or assist in collection of data. Provide review and input.

***Product:*** Environmental inventory, including biological and cultural resources surveys report. Environmental overview of the proposed improvements identified in the Master Plan,

including noise contours.

### **Task 8.2 – Recycling Plan**

**Description:** A requirement for Master Plans established by the FAA Modernization and Reform Act of 2012 includes addressing recycling by:

- Evaluating the feasibility of solid waste recycling,
- Minimizing the generation of waste,
- Identifying operations & maintenance requirements,
- Reviewing of waste management contracts, and
- Identifying the potential for cost savings or revenue generation.

To meet this requirement:

1. *Collect baseline information on the Airport's existing waste management program.* Collect information such as waste collection contracts, monthly waste/recycling invoices, and costs for waste and recycling (containers, hauling, disposal, and labor).
2. *Assess existing waste management program.* To understand the sources, composition, and quantities of waste generated at the Airport, conduct a facility walk-through, an examination of monthly waste/recycling invoices, and a waste audit (as available from airport records).
3. *Assess opportunities for expansion of recycling program.* Review current waste collection contracts and conduct research on current market conditions to determine whether there are any logistical limitations to expanding the recycling program.
4. *Develop recommendations for improving the recycling program.* Based on the above assessment of the Airport's waste and recycling program, develop recommendations for improving the recycling program as well as minimizing waste generated. Recommendations will include identification of potential cost savings or revenue generation.

#### ***Responsibilities:***

***Consultant:*** Assemble data based on latest information available.

***Sponsor:*** Assist in collection of data.

***Product:*** A recycling plan, which will be included in the Master Plan Update as either a standalone chapter or appendix.

### **ELEMENT 9 – PUBLIC COORDINATION AND COMMUNICATION**

A robust and inclusive public outreach effort is paramount to the success of the Master Plan Update and will be well-devised as part of this study. This element includes methods for public coordination and communication during the study process. It includes meetings for the PAC, internal coordination, and

opportunities to inform the general public. An active messaging platform utilizing social media and websites will be undertaken to encourage open lines of communication throughout the entirety of the Master Plan process.

#### **Task 9.1 – Prepare Study Initiation Brochures**

**Description:** Provide the Sponsor with a Study Initiation Brochure for general distribution to the public and interested parties. The brochure will be designed in color and will provide an overview of the important elements of the Master Plan Update, goals and objectives of the study, and answer the most often asked questions about the process of conducting Master Plan studies.

***Responsibilities:***

**Consultant:** Design a Study Initiation Brochure and print up to 250 copies. Distribute the Study Initiation brochure to the PAC participants.

**Sponsor:** Distribute the remaining Study Initiation Brochure to others outside of the PAC.

**Product:** Up to 250 copies of the Study Initiation Brochure and a flash drive containing a PDF file of the Study Initiation Brochure.

#### **Task 9.2 – Planning Advisory Committee (PAC) Meetings**

**Description:** Prepare graphic displays and handout materials as necessary to describe the evaluations and findings of working papers prepared for the Master Plan Update. Meet with the PAC to review working papers and to discuss study findings. Comments received during these meetings will be considered in preparing the final documents. Up to four (4) PAC meetings have been budgeted over the course of the study.

***Responsibilities:***

**Consultant:** Distribute meeting notices to PAC. Provide presentations and necessary graphics at the meetings.

**Sponsor:** Arrange for meeting room. Coordinate jointly with Consultant.

**Product:** Up to four (4) PAC meetings.

#### **Task 9.3 – Coordination Meetings**

**Description:** Meet with and give presentations to airport staff, County officials, the Airport Advisory Commission, Airport Authorities, the FAA, or other local groups as directed by the Sponsor. Meetings are expected to involve status reports on the study and presentations of final recommendations. Up to eleven (11) coordination meetings have been budgeted over the course of the study including meetings with the Sponsor and FAA.

**Responsibilities:**

**Consultant:** Lead meetings and/or provide presentations and necessary graphics at the meetings.

**Sponsor:** Coordinate jointly with Consultant.

**Product:** Up to eleven (11) coordination meetings.

**Task 9.4 – General Project Coordination**

**Description:** The Master Plan Update process involves coordination between the Consultant, Subconsultants, Sponsor, FAA, and other groups and agencies. Therefore, adequate time and budget must be provided to ensure that the necessary coordination can be carried out. This scope of services includes project coordination by the Consultant throughout the study process.

**Responsibilities:**

**Consultant:** Take lead in ongoing coordination with various entities related to the Master Plan Update.

**Sponsor:** Coordinate jointly with Consultant.

**Product:** Coordination and collaboration regarding the study process.

**Task 9.5 – Public Information Workshops**

**Description:** The working papers prepared for the Master Plan Update will be presented to the general public in public workshops. The workshops will be held after the PAC meetings (on the same day). Advertising for the workshops will be accomplished using press releases, newspaper advertising, social media, and direct mailings to neighborhood associations. Up to four (4) workshops have been budgeted over the course of the study.

**Responsibilities:**

**Consultant:** Provide background, technical presentations, and necessary graphics for the meetings, prepare mock-ups of newspaper ads. Advertise as appropriate and collect public comments from workshops.

**Sponsor:** Arrange for workshop location. Coordinate jointly with Consultant.

**Product:** Up to four (4) public information workshops.

**Task 9.6 – Airport Master Plan Web Site**

**Description:** Various project materials will be hosted on a project specific website developed by the Consultant in order to allow public access to project materials. Materials which could be available on the website include the primary contact information for the project lead(s), project work flow process

and study timeline, “draft” working papers, presentations from various meetings, questions and answers received, and the opportunity to submit study comments electronically. During the planning process, all “draft” working papers will be available for review on the website. The public will be able to utilize the website to make comments on the contents of the study reports.

**Responsibilities:**

**Consultant:** Prepare a project-specific website that can host study details and “draft” working papers.

**Sponsor:** Review and comment.

**Product:** Website access to the “draft” working papers and “draft” final report.

**ELEMENT 10 – FINAL REPORTS AND APPROVALS**

The purpose of this element is to provide documents which depict all the findings of the study effort and to present the study and its recommendations to appropriate local organizations.

**Task 10.1 – Draft Final Master Plan Report**

**Description:** Upon completion of a review of all “draft” working papers and the incorporation of appropriate revisions, a Draft Final Master Plan report will be printed. Up to twenty (20) copies of the Draft Final Master Plan report will be submitted to the Sponsor for use during the local approval process.

**Responsibilities:**

**Consultant:** Prepare and print copies of the Draft Final Master Plan report.

**Sponsor:** Review and comment prior to printing.

**Product:** Draft Final Master Plan report (up to 20 copies)

**Task 10.2 – Obtain Master Plan Approvals**

**Description:** The Master Plan will be presented to the Sponsor for approval. This will include presentations to the Airport Advisory Commission, Airport Authorities, and the Board of Supervisors. This task includes attendance at up to four (4) meetings. Attendance at each meeting will be pre-approved by the Sponsor.

**Responsibilities:**

**Consultant:** Attend up to four (4) meetings as outlined above.

**Sponsor:** Approve/adopt the Master Plan and associated ALP drawing set. Authorize the Consultant to attend each meeting as necessary.

**Product:** Approved Master Plan and ALP drawing set.

#### **Task 10.3 – Final Master Plan Report**

**Description:** Upon completion of review of the draft final report and the incorporation of appropriate revisions, a Final Master Plan report will be printed. Up to twenty (20) copies of the Final Master Plan report will be submitted. In addition, up to five (5) flash drives containing a PDF copy of the Master Plan will be provided to the Sponsor.

#### **Responsibilities:**

**Consultant:** Prepare and print copies of the Final Master Plan report.

**Sponsor:** Coordinate distribution of final report to appropriate Sponsor, State and Federal officials.

**Product:** Final Master Plan Report (up to 20 printed copies and 5 flash drives).

#### **Task 10.4 – Prepare Master Plan Summary Brochure**

**Description:** Prepare a summary brochure that provides a brief overview of the Master Plan Update report. The brochure will be prepared in color with graphics intended to summarize the study process and its findings and recommendations. It will be designed to be printed on two-sided 11 x 17 brochure stock with either a bi-fold or tri-fold. Provide a mock-up brochure for client review, and incorporate comments before finalizing.

#### **Responsibilities:**

**Consultant:** Design a Master Plan Summary Brochure and print up to 250 copies.

**Sponsor:** Review and comment. Distribute the Master Plan Summary Brochure.

**Product:** Up to 250 copies of the Master Plan Summary Brochure and a flash drive containing a PDF file of the Study Initiation Brochure.

### **ELEMENT 11 – CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) DOCUMENTATION FOR MASTER PLAN APPROVAL**

**Description:** The Camarillo Airport Master Plan Update CEQA documentation element has been prepared to provide a detailed element and task description of the environmental study efforts required to comply with CEQA. The objective of the Environmental Review and Documentation is to provide the Sponsor, community, and public officials with proper guidance regarding CEQA environmental documentation for the future development as outlined in the Airport Master Plan. Coordination between the Sponsor, State of California, FAA, and the Consultant will be essential to bringing together

all facts and data relevant to the project and to developing a mutual agreement regarding the extent of the required CEQA environmental documentation.

**(Note: Element 11 is not eligible for AIP funding as part of the Master Plan Update)**

#### **Task 11.1 - Initial Study (CEQA)**

**Description:** Prepare an Initial Study, per the Sponsor's guidance, as the basis for the Sponsor's determination whether the Master Plan qualifies for a Negative Declaration, a Mitigated Negative Declaration, or will require the preparation of an Environmental Impact Report (EIR). Utilizing the aviation forecasts developed under a previous task, identify potential operational issues associated with the alternatives. Prepare an assessment of biological, wetland, noise, traffic, and air quality impacts. The air quality emissions will be determined using the most current version of the EPA-approved Emissions Dispersion Modeling System. (Note: a dispersion analysis is specifically not proposed under this task; should a dispersion analysis be required, it will be prepared under Task 11.4, Special Studies. In addition, additional environmental studies may be required to support adoption of a Mitigated Negative Declaration, as well as preparation of an EIR. It is not possible to determine the scope or nature of such additional studies at this time.)

#### ***Responsibilities***

**Consultant:** Develop narrative and graphics for Initial Study.

**Sponsor:** Provide Initial Study checklist and format. Review and comment on the Initial Study prior to submission.

**Product:** Initial Study.

#### **Task 11.2 - Determine Environmental Documentation (CEQA)**

**Description:** Based on the Initial Study, the Sponsor will determine the appropriate form of CEQA documentation for the proposed Master Plan Update. In the event that the completed Initial Study shows that there is no substantial evidence that the proposed Master Plan may have a significant impact on the environment, or that mitigation measures incorporated into the Master Plan or agreed to by the applicant would avoid any significant impacts, the Sponsor may adopt a Negative Declaration or Mitigated Negative Declaration. If the Sponsor determines on the basis of the completed Initial Study that there is substantial evidence the Master Plan may have significant environmental effects, or that it is unclear whether the Master Plan would have such effects and there is serious public controversy and/or disagreement among experts concerning potential significant effects, a Notice of Preparation will be distributed indicating that an EIR will be prepared for the project.

#### ***Responsibilities:***

**Consultant:** Assist Sponsor in determining and distributing the Initial Study and any Notice of Determination (for Negative Declaration or Mitigated Negative Declaration) or Notice of Preparation (for Environmental Impact Report). Prepare twenty (20) copies of the combined Initial Study and Notice of Determination or Notice of Preparation.

**Sponsor:** Determine whether to adopt a Negative Declaration or Mitigated Negative

Declaration, or to prepare an Environmental Impact Report.

**Product:** Twenty (20) copies of the Initial Study and Notice of Determination or Notice of Preparation.

**Task 11.3 - Additional Environmental Documentation (CEQA)**

**Description:** This task allows for the preparation of an EIR for the Master Plan Update as determined under Task 11.2. The EIR document may be focused to address a limited number of potentially significant impacts, as may have been identified in the Initial Study. The final scope of services and cost for this task will be based on additional negotiations between the Sponsor and the Consultant.

**Responsibilities:**

**Consultant:** Prepare an EIR as appropriate.

**Sponsor:** Negotiate the final scope of services and cost for the preparation of the additional environmental documentation.

**Product:** An EIR.

**Task 11.4 - Special Studies**

**Description:** During the course of the preparation of the Initial Study, consideration of the required CEQA documentation, or preparation of an EIR (should either prove necessary), the need for special studies may be identified. These may potentially include a biological assessment, air emissions dispersion analysis, aesthetics analysis, socioeconomic (demographics) analysis, and traffic analysis. This section of the Scope is intended to accommodate the preparation of these special studies, should they be required. Prior to initiation of any of these studies, the Consultant will notify the Sponsor, providing justification for work to be performed and a statement of reasonable cost to allow the Sponsor to evaluate the need for the special study and its necessity. Subsequent to this determination, the Consultant will obtain the written authorization of the Sponsor prior to proceeding with each study. The final scope of services and cost for each special study prepared under this task will be based on negotiations between the Sponsor and the Consultant.

**Responsibilities:**

**Consultant:** Identify the need and scope of each special study. Contract with a qualified individual or firm for the preparation of each special study. Coordinate the preparation of the special study.

**Sponsor:** Suggest/recommend qualified individual or firms. Negotiate the final scope of services and cost for the preparation of each special study. Authorize the preparation of each special study.

**Product:** Special studies as required.

END OF EXHIBIT A

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**EXHIBIT B**

**TIME SCHEDULE**

The CONSULTANT shall complete the work on the Project Basic Services within Twenty-Four (24) Months from the official written notice to proceed issued by the County.

Time, during which the CONSULTANT is delayed by any public agency reviewing the Contract Documents, or by the COUNTY for any reason and not occasioned by acts or omissions of the CONSULTANT, shall not be included in the above time limitations if the CONSULTANT gives prompt notice of delays when they occur.

END OF EXHIBIT B

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**EXHIBIT C**

**FEES and PAYMENT**

**I. FEES**

A. The COUNTY shall compensate CONSULTANT at the Not to Exceed amount of Seven Hundred Forty-One Thousand Ninety-Four Dollars (\$741,094) to complete all services outlined in the Scope of Work and Services as detailed in EXHIBIT A. The schedule of hourly rates is fixed for the entire length of the contract period and changes or adjustments to the rates will not be allowed.

**II. PAYMENTS.** The COUNTY will make payments to the CONSULTANT as follows:

A. Progress payments for fees due under Paragraph 1.A above will be made monthly on a presentation of an invoice for work actually completed on authorized Project Basic Services. Payments will be processed within thirty (30) days of receipt of invoice by the Department of Airports or ten (10) days from receipt of the Department of Airports

approved invoice by the Auditor-Controller's office. Each pay element will be limited to 80% of the element total until all work for that element is complete.

Exhibit C, Paragraph 1.A, Payment Schedule for Project Basic Services:

ITEM	80% Pay	100% Pay
Element 1- Initiation	\$11,739	\$14,674
Element 2 - Inventory	\$130,425	\$163,031
Element 3- Aviation Demand Forecasts	\$24,277	\$30,346
Element 4- Facility Requirements	\$23,618	\$29,522
Element 5- Airport Alternatives	\$35,160	\$43,950
Element 6- Recommended MP Concept and Capital Plan	\$42,178	\$52,723
Element 7- Airport Plans	\$50,451	\$63,064
Element 8- Environmental Considerations NEPA	\$47,058	\$58,822
Element 9- Public Coordination and Comm.	\$137,829	\$172,286
Element 10- Final Reports and Approvals	\$50,570	\$63,212
Element 11- CEQA MP Approval	\$39,571	\$49,464
<b>Total:</b>		<b>\$741,094</b>

END OF EXHIBIT C

**EXHIBIT C-1**

**FEE SCHEDULE**

**Coffman Associates, Inc.**

<b><u>Employee Category</u></b>	<b><u>Hourly Rate</u></b>
Principal	\$300.00
Sr. Professional	\$222.00
Professional	\$190.00
Technical / Support	\$130.00

END OF EXHIBIT C-1

**EXHIBIT D  
FEDERAL CONTRACT PROVISIONS  
FOR PROFESSIONAL SERVICES (A/E) CONTRACTS**

The following provisions, if applicable, are hereby included in and made part of the attached Contract between COUNTY OF VENTURA DEPARTMENT OF AIRPORTS (COUNTY) and COFFMAN ASSOICATES, INC. (CONSULTANT).

It is understood by the COUNTY and the Consultant that the FAA is not a part of this Agreement and will not be responsible for Project costs except as should be agreed upon by COUNTY and the FAA under a Grant Agreement for the Project.

**1. ACCESS TO RECORDS AND REPORTS.** (Reference: 2 CFR § 200.326, 2 CFR § 200.333))

The CONSULTANT must maintain an acceptable cost accounting system. The CONSULTANT agrees to provide the COUNTY, the Federal Aviation Administration and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers, and records of the CONSULTANT which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The CONSULTANT agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

**2. BREACH OF CONTRACT TERMS.** (Reference 49 CFR part 18.36(i)(1))

Any violation or breach of terms of this contract on the part of the CONSULTANT or its subconsultants may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement. The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

**3. BUY AMERICAN PREFERENCE.** (Reference: 49 USC § 50101)

The CONSULTANT agrees to comply with 49 USC § 50101, which provides that Federal funds may not be obligated unless all steel and manufactured goods used in AIP-funded projects are produced in the United States, unless the FAA has issued a waiver for the product; the product is listed as an Excepted Article, Material Or Supply in Federal Acquisition Regulation subpart 25.108; or is included in the FAA Nationwide Buy American Waivers Issued list.

A bidder or offeror must submit the appropriate Buy America certification (below) with all bids or offers on AIP funded projects. Bids or offers that are not accompanied by a completed Buy America certification must be rejected as nonresponsive.

**Type of Certification is based on Type of Project:**

There are two types of Buy American certifications.

- For projects for a facility, the Certificate of Compliance Based on Total Facility (Terminal or Building Project) must be submitted.

- For all other projects, the Certificate of Compliance Based on Equipment and Materials Used on the Project (Non-building construction projects such as runway or roadway construction; or equipment acquisition projects) must be submitted.

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**Certificate of Buy American Compliance for Total Facility**

(Buildings such as Terminal, SRE, ARFF, etc.)

As a matter of bid responsiveness, the bidder or offeror must complete, sign, date, and submit this certification statement with their proposal. The bidder or offeror must indicate how they intend to comply with 49 USC § 50101 by selecting one of the following certification statements. These statements are mutually exclusive. Bidder must select one or the other (i.e. not both) by inserting a checkmark (✓) or the letter "X".

- Bidder or offeror hereby certifies that it will comply with 49 USC. 50101 by:
- a) Only installing steel and manufactured products produced in the United States; or
  - b) Installing manufactured products for which the FAA has issued a waiver as indicated by inclusion on the current FAA Nationwide Buy American Waivers Issued listing; or
  - c) Installing products listed as an Excepted Article, Material or Supply in Federal Acquisition Regulation Subpart 25.108.

By selecting this certification statement, the bidder or offeror agrees:

1. To provide to the Owner evidence that documents the source and origin of the steel and manufactured product.
2. To faithfully comply with providing US domestic products
3. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

The bidder or offeror hereby certifies it cannot comply with the 100% Buy American Preferences of 49 USC § 50101(a) but may qualify for either a Type 3 or Type 4 waiver under 49 USC § 50101(b). By selecting this certification statement, the apparent bidder or offeror with the apparent low bid agrees:

1. To submit to the Owner within 15 calendar days of the bid opening, a formal waiver request and required documentation that support the type of waiver being requested.
2. That failure to submit the required documentation within the specified timeframe is cause for a non-responsive determination may result in rejection of the proposal.
3. To faithfully comply with providing US domestic products at or above the approved US domestic content percentage as approved by the FAA.
4. To furnish US domestic product for any waiver request that the FAA rejects.
5. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

**Required Documentation**

**Type 3 Waiver** - The cost of components and subcomponents produced in the United States is more than 60% of the cost of all components and subcomponents of the "facility". The required documentation for a type 3 waiver is:

- a) Listing of all manufactured products that are not comprised of 100% US domestic content (Excludes products listed on the FAA Nationwide Buy American Waivers Issued listing and products excluded by Federal Acquisition Regulation Subpart 25.108; products of unknown origin must be considered as non-domestic products in their entirety)

- b) Cost of non-domestic components and subcomponents, excluding labor costs associated with final assembly and installation at project location.
- c) Percentage of non-domestic component and subcomponent cost as compared to total "facility" component and subcomponent costs, excluding labor costs associated with final assembly and installation at project location.

**Type 4 Waiver** – Total cost of project using US domestic source product exceeds the total project cost using non-domestic product by 25%. The required documentation for a type 4 of waiver is:

- a) Detailed cost information for total project using US domestic product
- b) Detailed cost information for total project using non-domestic product

**False Statements:** Per 49 USC § 47126, this certification concerns a matter within the jurisdiction of the Federal Aviation Administration and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code.

Date	Signature
Company Name	Title

\* \* \* \* \*

**Certificate of Buy American Compliance for Manufactured Products**

(Non-building construction projects, equipment acquisition projects)

As a matter of bid responsiveness, the bidder or offeror must complete, sign, date, and submit this certification statement with their proposal. The bidder or offeror must indicate how they intend to comply with 49 USC § 50101 by selecting one on the following certification statements. These statements are mutually exclusive. Bidder must select one or the other (not both) by inserting a checkmark (✓) or the letter "X".

- Bidder or offeror hereby certifies that it will comply with 49 USC § 50101 by:
  - a) Only installing steel and manufactured products produced in the United States, or;
  - b) Installing manufactured products for which the FAA has issued a waiver as indicated by inclusion on the current FAA Nationwide Buy American Waivers Issued listing, or;
  - c) Installing products listed as an Excepted Article, Material or Supply in Federal Acquisition Regulation Subpart 25.108.

By selecting this certification statement, the bidder or offeror agrees:

1. To provide to the Owner evidence that documents the source and origin of the steel and manufactured product.
2. To faithfully comply with providing US domestic product
3. To furnish US domestic product for any waiver request that the FAA rejects
4. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

The bidder or offeror hereby certifies it cannot comply with the 100% Buy American Preferences of 49 USC § 50101(a) but may qualify for either a Type 3 or Type 4 waiver under 49 USC § 50101(b). By selecting this certification statement, the apparent bidder or offeror with the apparent low bid agrees:

1. To submit to the Owner within 15 calendar days of the bid opening, a formal waiver request and required documentation that support the type of waiver being requested.
2. That failure to submit the required documentation within the specified timeframe is cause for a non-responsive determination may result in rejection of the proposal.
3. To faithfully comply with providing US domestic products at or above the approved US domestic content percentage as approved by the FAA.
4. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

**Required Documentation**

**Type 3 Waiver** - The cost of the item components and subcomponents produced in the United States is more than 60% of the cost of all components and subcomponents of the "item". The required documentation for a type 3 waiver is:

- a) Listing of all product components and subcomponents that are not comprised of 100% US domestic content (Excludes products listed on the FAA Nationwide Buy American Waivers Issued listing and products excluded by Federal Acquisition Regulation Subpart 25.108; products of unknown origin must be considered as non-domestic products in their entirety)
- b) Cost of non-domestic components and subcomponents, excluding labor costs associated with final assembly at place of manufacture.
- c) Percentage of non-domestic component and subcomponent cost as compared to total "item" component and subcomponent costs, excluding labor costs associated with final assembly at place of manufacture.

**Type 4 Waiver** - Total cost of project using US domestic source product exceeds the total project cost using non-domestic product by 25%. The required documentation for a type 4 waiver is:

- a) Detailed cost information for total project using US domestic product
- b) Detailed cost information for total project using non-domestic product

**False Statements:** Per 49 USC § 47126, this certification concerns a matter within the jurisdiction of the Federal Aviation Administration and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code.

09/17/2020  
Date

Matt [Signature]  
Signature

Coffman Associates  
Company Name

Principal  
Title

**4. CIVIL RIGHTS PROVISIONS- GENERAL.** (Reference: 49 USC § 47123)

The CONSULTANT agrees that it will comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision binds the contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.

This provision also obligates the tenant/concessionaire/lessee or its transferee for the period during which Federal assistance is extended to the airport through the Airport Improvement Program, except where Federal assistance is to provide, or is in the form of personal property; real property or interest therein; structures or improvements thereon.

In these cases the provision obligates the party or any transferee for the longer of the following periods:

- (a) the period during which the property is used by the airport sponsor or any transferee for a purpose for which Federal assistance is extended, or for another purpose involving the provision of similar services or benefits; or
- (b) the period during which the airport sponsor or any transferee retains ownership or possession of the property.

## 5. CIVIL RIGHTS – TITLE VI ASSURANCES

### Title VI Clauses for Compliance with Nondiscrimination Requirements

(Source: Appendix A of Appendix 4 of FAA Order 1400.11, Nondiscrimination in Federally-Assisted Programs at the Federal Aviation Administration)

During the performance of this contract, the CONSULTANT, for itself, its assignees, and successors in interest (hereinafter referred to as the "CONSULTANT") agrees as follows:

- 1). **Compliance with Regulations:** The CONSULTANTS will comply with the **Title VI List of Pertinent Nondiscrimination Statutes and Authorities**, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
- 2). **Non-discrimination:** The CONSULTANT, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The CONSULTANT will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
- 3). **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the CONSULTANT for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the CONSULTANT of the CONSULTANT's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
- 4). **Information and Reports:** The CONSULTANT will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the COUNTY or the Federal Aviation Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a CONSULTANT is

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in the exclusive possession of another who fails or refuses to furnish the information, the CONSULTANT will so certify to the COUNTY or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

- 5). **Sanctions for Noncompliance:** In the event of a CONSULTANT's noncompliance with the Non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the CONSULTANT under the contract until the CONSULTANT complies; and/or
  - b. Cancelling, terminating, or suspending a contract, in whole or in part.
  
- 6). **Incorporation of Provisions:** The CONSULTANT will include the provisions of paragraphs 7.1 through 7.6 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The CONSULTANT will take action with respect to any subcontract or procurement as the COUNTY or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the CONSULTANT becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the CONSULTANT may request the COUNTY to enter into any litigation to protect the interests of the COUNTY. In addition, the CONSULTANT may request the United States to enter into the litigation to protect the interests of the United States.

**Title VI List of Pertinent Nondiscrimination Authorities**

(Source: Appendix E of Appendix 4 of FAA Order 1400.11, Nondiscrimination in Federally-Assisted Programs at the Federal Aviation Administration)

During the performance of this contract, the CONSULTANT, for itself, its assignees, and successors in interest (hereinafter referred to as the "CONSULTANT") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- 1). Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 2). 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
- 3). The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- 4). Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- 5). The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- 6). Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);

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- 7). The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- 8). Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
- 9). The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- 10). Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- 11). Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- 12). Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

**6. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**

The CONSULTANT, by administering each lower tier subcontract that exceeds \$25,000 as a "covered transaction", must verify each lower tier participant of a "covered transaction" under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. The CONSULTANT will accomplish this by:

- 1). Checking the System for Award Management at website: <http://www.sam.gov>
- 2). Collecting a certification statement similar to the Certificate Regarding Debarment and Suspension (Bidder or Offeror), above.
- 3). Inserting a clause or condition in the covered transaction with the lower tier contract

If the FAA later determines that a lower tier participant failed to tell a higher tier that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedy, including suspension and debarment.

**7. CLEAN AIR AND WATER POLLUTION CONTROL.**

(Reference: 49 CFR § 18.36(i)(12)) Note, when the DOT adopts 2 CFR 200, this reference will change to 2 CFR § 200 Appendix II(G))

CONSULTANT and subcontractors agree:

- 1). That any facility to be used in the performance of the contract or subcontract or to benefit from the contract is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities;
- 2). To comply with all the requirements of Section 114 of the Clean Air Act, as amended, 42 U.S.C. 1857 et seq. and Section 308 of the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in Section 114 and Section 308 of the Acts, respectively, and all other regulations and guidelines issued thereunder;
- 3). That, as a condition for the award of this contract, the CONSULTANT or subcontractor will notify the awarding official of the receipt of any communication from the EPA indicating that a facility to be used for the performance of or benefit from the contract is under consideration to be listed on the EPA List of Violating Facilities;
- 4). To include or cause to be included in any construction contract or subcontract which exceeds \$100,000 the aforementioned criteria and requirements.

**8. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT REQUIREMENTS.**

(Reference: 2 CFR § 200 Appendix II (E))

- 1). Overtime Requirements.

The CONSULTANT or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic, including watchmen and guards, in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

- 2). Violation; Liability for Unpaid Wages; Liquidated Damages.

In the event of any violation of the clause set forth in paragraph (1) above, the CONSULTANT and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, CONSULTANT and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph 1 above, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph 1 above.

- 3). Withholding for Unpaid Wages and Liquidated Damages.

The Federal Aviation Administration or the Sponsor shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any monies payable on account of work performed by the CONSULTANT or

subcontractor under any such contract or any other Federal contract with the same CONSULTANT, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same CONSULTANT, such sums as may be determined to be necessary to satisfy any liabilities of such CONSULTANT or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph 2 above.

4). Subcontractors.

The CONSULTANT or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs 1 through 4 and also a clause requiring the subcontractor to include these clauses in any lower tier subcontracts. The prime CONSULTANT shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs 1 through 4 of this section.

**9. DISADVANTAGED BUSINESS ENTERPRISES**

- 1). **Contract Assurance** (§26.13) - The CONSULTANT and their subcontractors shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The CONSULTANT shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the CONSULTANT to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.
- 2). **Prompt Payment** (§26.29) - The CONSULTANT agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty days from the receipt of each payment the CONSULTANT receives from COUNTY. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the COUNTY. This clause applies to both DBE and non-DBE subcontractors.

**10. FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE)** (Reference: 29 USC § 201, et seq.)

All contracts and subcontracts that result from this solicitation incorporate the following provisions by reference, with the same force and effect as if given in full text. The CONSULTANT has full responsibility to monitor compliance to the referenced statute or regulation. The CONSULTANT must address any claims or disputes that pertain to a referenced requirement directly with the Federal Agency with enforcement responsibilities.

<b>Requirement</b>	<b>Federal Agency with Enforcement Responsibilities</b>
Federal Fair Labor Standards Act (29 USC 201)	U.S. Department of Labor – Wage and Hour Division

**11. LOBBYING AND INFLUENCING FEDERAL EMPLOYEES.** (Reference:49 CFR part 20, Appendix A)

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- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the CONSULTANT, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
  
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**12. OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970** (Reference 20 CFR part 1910)

All contracts and subcontracts that result from this solicitation incorporate the following provisions by reference, with the same force and effect as if given in full text. The CONSULTANT has full responsibility to monitor compliance to the referenced statute or regulation. The CONSULTANT must address any claims or disputes that pertain to a referenced requirement directly with the Federal Agency with enforcement responsibilities.

<b>Requirement</b>	<b>Federal Agency with Enforcement Responsibilities</b>
Occupational Safety and Health Act of 1970 (20 CFR Part 1910)	U.S. Department of Labor – Occupational Safety and Health Administration

**13. RIGHT TO INVENTIONS** (Reference 49 CFR part 18.36(i)(8))

All rights to inventions and materials generated under this contract are subject to requirements and regulations issued by the FAA and the COUNTY of the Federal grant under which this contract is executed.

**14. TERMINATION OF CONTRACT** (Reference: 49 CFR § 18.36(i)(2))

a. The COUNTY may, by written notice, terminate this contract in whole or in part at any time, either for the COUNTY's convenience or because of failure to fulfill the contract obligations. Upon receipt of such notice services must be immediately discontinued (unless the notice directs otherwise) and all materials as may have been accumulated in performing this contract, whether completed or in progress, delivered to the COUNTY.

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- b. If the termination is for the convenience of the COUNTY, an equitable adjustment in the contract price will be made, but no amount will be allowed for anticipated profit on unperformed services.
- c. If the termination is due to failure to fulfill the CONSULTANT's obligations, the COUNTY may take over the work and prosecute the same to completion by contract or otherwise. In such case, the CONSULTANT is be liable to the COUNTY for any additional cost occasioned to the COUNTY thereby.
- d. If, after notice of termination for failure to fulfill contract obligations, it is determined that the CONSULTANT had not so failed, the termination will be deemed to have been effected for the convenience of the COUNTY. In such event, adjustment in the contract price will be made as provided in paragraph 2 of this clause.
- e. The rights and remedies of the COUNTY provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

**15. TRADE RESTRICTION** (Reference: 49 CFR part 30)

The CONSULTANT or subcontractor, by submission of an offer and/or execution of a contract, certifies that it:

- a. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
- b. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
- c. has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a CONSULTANT or subcontractor who is unable to certify to the above. If the CONSULTANT knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the Federal Aviation Administration may direct through the COUNTY cancellation of the contract at no cost to the Government.

Further, the CONSULTANT agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in each contract and in all lower tier subcontracts. The CONSULTANT may rely on the certification of a prospective subcontractor unless it has knowledge that the certification is erroneous.

The CONSULTANT shall provide immediate written notice to the COUNTY if the CONSULTANT learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The subcontractor agrees to provide written notice to the CONSULTANT if at any time it learns that its certification was erroneous by reason of changed circumstances.

This certification is a material representation of fact upon which reliance was placed when making the award. If it is later determined that the CONSULTANT or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the COUNTY cancellation of the contract or subcontract for default at no cost to the Government.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a CONSULTANT is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

**16. TEXTING WHEN DRIVING** (References: Executive Order 13513, and DOT Order 3902.10)

In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving" (10/1/2009) and DOT Order 3902.10 "Text Messaging While Driving" (12/30/2009), FAA encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or sub-grant.

The CONSULTANT must promote policies and initiatives for employees and other work personnel that decrease crashes by distracted drivers, including policies to ban text messaging while driving. The CONSULTANT must include these policies in each third party subcontract involved on this project.

**17. VETERAN'S PREFERENCE** (Reference: 49 USC § 47112(c))

In the employment of labor (except in executive, administrative, and supervisory positions), preference must be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in Title 49 United States Code, Section 47112. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

Date: 09/17/2020 Executed at (city/state): Scottsdale / Arizona

I declare under penalty of perjury, pursuant to the laws of the State of California, that the foregoing is true and correct to the best of my knowledge.

Matt Quind / Principal  
Signature / Title (Company Representative)

**CONSULTING SERVICES CONTRACT: AEA 20-08  
AMENDMENT of CONTRACT NO. 1**

**Camarillo Airport – MASTER PLAN UPDATE**

The County of Ventura (County), and Coffman Associates, Inc., (Consultant) enter into this agreement (Amendment No. 1) to amend the existing consulting services contract between them, entered into on September 24, 2020, for planning services to update the airport master plan (Contract).

County and Consultant desire to amend the terms of said existing Contract to allow for the transition of the master plan to an airport layout plan update and to add in language translation and interpreter services to support the project.

NOW THEREFORE, County and Consultant agree as follows:

1. All provisions of the existing Contract and Amendment No. 1 remain in full force and effect except as expressly modified by this Amendment.
2. The following changes are made to the Contract:
  - a. EXHIBIT A, SCOPE OF SERVICES, is deleted and replaced in its entirety with the following:

**See Attached Exhibit A Scope of Services**

- b. EXHIBIT B, TIME SCHEDULE, the first paragraph is deleted and replaced in its entirety with the following paragraph:

The CONSULTANT shall complete the work as described in Exhibit A Scope of Services within Forty-eight (48) months from the official written notice to proceed issued by the COUNTY.

- c. EXHIBIT C, FEES and PAYMENT, Paragraph I.A is deleted and replaced in its entirety with the following paragraph:
        - A. The COUNTY shall compensate CONSULTANT at the Not-to-Exceed amount of six hundred eighty-six thousand thirty-two dollars (\$686,032) to complete all services as detailed in Exhibit A Scope of Services.
      - d. EXHIBIT C, FEES and PAYMENT, Paragraph II.A is deleted and replaced in its entirety with the following paragraph:
        - A. Progress payments for fees due under Paragraph 1.A above will be made monthly on a presentation of an invoice for work actually completed on authorized Exhibit A Scope of Services. Payments will be processed within thirty (30) days of receipt of invoice by the Department of Airports or ten (10) days from receipt of the Department of Airport's approved invoice by the Auditor-Controller's office. Each pay element will be limited to 80% of the element total until all work for that element is complete.

Exhibit C, Paragraph 1.A, Payment Schedule for Exhibit A Scope of Services:

ITEM	80%	100%
Element 1-Narrative Report	\$161,154	\$201,442
Element 2-Airport Layout Plan Drawing Set	\$152,143	\$190,179
Element 3-Airport Alternatives	\$12,928	\$16,160
Element 4-Environmental Considerations	\$40,187	\$50,234
Element 5-Public Coordination and Communication	\$182,414	\$228,017
<b>Total:</b>	<b>\$548,826</b>	<b>\$686,032</b>

Note: Majority of Elements 1 and 2 are grant eligible under the transition to an Airport Layout Plan Update. Elements 3, 4 and 5 will be out-of-pocket costs for the County.

- By this Amendment, the current Contract amount of seven hundred forty-one thousand ninety-four dollars (\$741,094) is decreased by fifty-five thousand sixty-two dollars (\$55,062), to a total of six hundred eighty-six thousand thirty-two dollars(\$686,032).

CONSULTANT: COFFMAN ASSOCIATES, INC.

Taxpayer No.: 43-1201450

Dated: February 7, 2023



Matt Quick, Principal  
Print Name and Title

Dated: February 7, 2023



Judi Krauss, Associate  
Print Name and Title

COUNTY: County of Ventura

Feb 9, 2023  
Dated: \_\_\_\_\_



Keith Freitas Director of Airports

CONSULTING SERVICES CONTRACT: AEA 20-08  
AMENDMENT of CONTRACT NO. 1  
Camarillo Airport – MASTER PLAN UPDATE

**EXHIBIT A**

**SCOPE OF SERVICES  
FOR A  
NARRATIVE REPORT  
AND  
AIRPORT LAYOUT PLAN (ALP) DRAWING SET UPDATE  
(INCLUDING AGIS AERONAUTICAL SURVEY PER FAA AC 150/5300-18B)  
FOR  
CAMARILLO AIRPORT  
VENTURA COUNTY, CALIFORNIA**

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**Introduction**

The objective of this effort is to update the Camarillo Airport (the Airport) Airport Layout Plan (ALP) drawing set and provide a Narrative Report supporting the proposed changes and/or revisions to the ALP. The study will provide systematic guidelines for the Airport's overall maintenance, development, and operation. In contrast with an Airport Master Plan, the study will not include an analysis to examine whether the Airport's role could change over time. The ALP Update and Narrative Report is concerned only with identifying strategies that will sustain the Airport within the same role it has had since its inception as a General Aviation Airport.

The ALP Update and Narrative Report is a proactive document which identifies and plans for future facility needs well in advance of the actual need for the facilities. This is done to ensure that Airport management can coordinate project approvals, design, financing, and construction to avoid experiencing detrimental effects due to inadequate facilities.

Coffman Associates (the Consultant) will prepare the Narrative Report and the ALP drawing set update in accordance with Federal Aviation Administration (FAA) requirements, including Advisory Circular (AC) 150/5070-6B, *Airport Master Plans* (as amended), AC 150/5300-13B, *Airport Design* (as amended), and guidelines for the preparation of an ALP as defined by the FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans* (October 1, 2013) and SOP 3.00 *Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps* (October 1, 2013).

In addition, an aeronautical survey is being undertaken that is compliant with FAA Airport (FAA) Geographic Information System (AGIS) standards and includes airspace and obstruction information submitted to and approved by the FAA.

Translation and interpretation services are included as part of this Scope of Services for the ALP Update and Narrative Report. Various project materials will be hosted on a custom project

specific website developed by the Consultant to allow public access to both English and Spanish project materials. Translation services include providing the study website, narrative report, and meeting notices in Spanish. Interpretation services include providing Spanish/Mixteco interpretations at three (3) public information workshops. These services will be funded internally by the County.

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## **1.0 NARRATIVE REPORT**

### **Task 1.1 – Evaluate Existing Documents**

**Description:** Evaluate existing documents and previous planning efforts for their adaptability or use in the Narrative Report and ALP update process. These documents will include previous master plans, area development plans, terminal area plans, and such other documentation as available.

### **Task 1.2 – Obtain new Color Aerial Photograph and Mapping**

**Description:** The Consultant will assemble new digital electronic color aerial photography and new topographic/planimetric and obstruction mapping of the Airport and its environs in accordance with FAA Advisory Circulars 150/5300-16A, *General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey*; 150/5300-17C, *General Guidance and Specifications for Aeronautical Survey Airport Imagery Acquisition and Submission to the National Geodetic Survey*; and 150/5300-18B, *General Guidance And Specifications For Submission Of Aeronautical Surveys To NGS: Field Data Collection And Geographic Information System (GIS) Standards*. Topographic and planimetric mapping of the surrounding area and aerial photography of the airport including existing airport property, as well as the inner approach surface areas, will be obtained by the Consultant. The digital color aerial photography will be used for base mapping and exhibits. The horizontal datum will be NAD83 and the vertical datum will be NAVD88.

Submit a Statement of Work, Survey and Quality Control Plan, and an Imagery Acquisition Plan to the FAA Planner via the Airports Geographic Information System (AGIS) website at <https://airports-gis.faa.gov/public/index.html> for review and approval. Tie the airport survey to the National Spatial Reference System (NSRS) according to AC 150/5300-16A. The survey and planimetric data collected during this task will be formatted to allow the data to be loaded directly into the FAA's Airports GIS system via the FAA's web portal.

### **Task 1.3 – Inventory Airport Physical Facilities**

**Description:** Perform an inventory of physical facilities and land uses which presently exist within the boundaries of the Airport. The inventory will include an examination of plans and documents as well as a thorough on-site inspection of each physical facility to determine its type and size and use. The work effort will make maximum use of existing information available in the airport and Sponsor offices. The following relevant areas are included as a minimum:

Airfield: Record of pavement strengths (including PCN's), conditions, and dates of rehabilitations or overlays (all runways, taxiways, and aprons); lighting and navigational aid systems.

Fixed Base Operator (FBO) / General Aviation Services Complex: Square footage of structures and use; fuel storage capacity (by fuel grade) and location of tanks.

Ancillary Facilities: Other businesses on airport (define type of business and building size); Aircraft Rescue and Firefighting (ARFF) and maintenance facilities and description of equipment.

#### **Task 1.4 – Inventory Air Traffic Activity, Airspace, Air Traffic Control, and Regional Airports**

**Description:** Air traffic activity data for the airport will be assembled and organized from various sources such as local airport traffic control tower (ATCT) records, FAA's Traffic Flow Management System Count (TFMSC), FAA's National Based Aircraft Inventory Program ([www.basedaircraft.com](http://www.basedaircraft.com)), and GCR's Airport IQ. Relevant data on general aviation (private and corporate), air taxi, and military activity will be collected. Data will be obtained from the Sponsor, the FAA Regional and District Offices, FBOs, etc. The assembled data will include, as available:

- a) Historical operations, including local (touch-and-go) and itinerant operational splits.
- b) Based aircraft by type, as available.
- c) Estimated use (by percentage) of each runway.

Review and perform inventories of airspace and air traffic procedures at the airport. Conduct interviews with airport officials, FAA representatives, pilots, and others as necessary or appropriate to develop a complete description of the existing airspace environment and current airport traffic procedures. Basic inventory items will include:

- a) Airport traffic patterns.
- b) Approach and departure procedures.
- c) Military airspace near the airport.
- d) National Parks/Wilderness Areas.

Identify and describe existing public airport facilities within a 30-nautical mile radius of Camarillo Airport. Basic inventory items will include:

- a) Runway length and width.
- b) Instrument approach procedures.
- c) Airline/tour operator services
- d) General aviation services
- e) Total based aircraft, annual operations, and annual enplaned passengers as appropriate.

#### **Task 1.5 – Inventory Socioeconomic Data**

**Description:** Obtain available statistical data on historical and forecast socioeconomic factors for the Camarillo Airport service area as well as Ventura County and the greater regional area. These factors will include, at a minimum, employment, income, and population, with emphasis placed

upon the identification of specific socioeconomic characteristics of the developed areas in the local environs, as well as trends that have been established for future development and habitation.

**Task 1.6 – Review Regional Aviation and Airport Area Socioeconomic Forecasts**

**Description:** Review and analyze current local and regional socioeconomic forecasts. Similarly, review the forecasts and assumptions of the aviation forecasts prepared by the California Department of Transportation – Aeronautics Division (CALTRANS) for the *California Aviation System Plan*, and by the FAA for its *Terminal Area Forecasts*. The forecasts prepared for the most recent Master Plan will also be reviewed and analyzed. In consultation with State, Regional, and local planning agencies and other local agency participants, select the forecasts which seem most representative of expected future trends.

**Task 1.7 – Prepare Aviation Demand Forecasts**

**Description:** Develop aviation demand forecasts using both simple and more complex methodologies taking into consideration forecasts from other sources such as the FAA. Historical general aviation activity statistics for the Airport will be organized to evaluate airport peaking characteristics and fleet mix ratios. The methodology used in this analysis will involve a variety of techniques that will factor in national general aviation transportation statistics, local socioeconomic factors as well as the independent airport data. Correlation analysis techniques will include relative simple graphical comparisons as well as more complex regression analysis. A final refinement of activity forecasts will be conducted to integrate the effects of changing technology in general aviation and will result in estimates of aviation demand for 5-, 10-, and 20-year periods which will be presented as follows:

- a) Based aircraft totals and mix.
- b) Annual general aviation, air taxi, and military operations (local vs. itinerant).
- c) Operational mix by type and Airport Reference Code/Runway Design Code
- d) Peak hour operations.
- e) Annual instrument approaches (AIAs).
- f) Critical design aircraft.

**Task 1.8 – Establish/Validate Airport Physical Planning Criteria**

**Description:** Identify physical facility planning criteria for use in assessing the adequacy of various airport facilities to meet forecast demands. These criteria shall be based upon the latest FAA requirements and standards as they apply to the level of activity identified, new technology, and role of the airport. These criteria shall include dimensional standards for safety including runway safety, runway length, runway separation, height restrictions, etc. In addition, these criteria shall include requirements to maintain airspace/air traffic control including approach and runway protection zones, safety areas, and other general physical area requirements such as apron, access circulation and parking, hangars and services, administrative, and other airport service and support facilities.

#### **Task 1.9 – Prepare Airfield Facility Requirements**

**Description:** Using the results of the forecasts, as well as relevant information from other tasks, determine and prepare a list of facility requirements needed to meet projected demands for the airport for existing, short term (1-5 years), intermediate term (6-10 years, and long term (11-20 years) time frames. These facility requirements will be used in the later comparative evaluations and will be based upon both the airport physical planning criteria and the aviation forecasts.

Facility requirements to meet aviation demand for the airfield will include (but not be limited to) runways, taxiways, lighting, navigational aids, and marking and signage. These facility requirements will be developed in the form of gross areas and basic units and will be compared to those that presently exist to identify the future development items needed to maintain adequate service, function and operations of the Airport. In addition, airfield design standards deficiencies will be identified and corrective actions evaluated and recommended.

#### **Task 1.10 – Prepare Landside Facility Requirements**

**Description:** Using information provided by the aviation planning criteria established under preceding tasks, develop a set of facility requirements addressing the landside facilities necessary to support the airfield and its related activity. Requirements for facilities such as fuel/fuel farm areas, airport maintenance, general aviation terminal facilities, hangars, FBO areas, general aviation terminal facilities, and automobile parking lots will be developed under this task.

#### **Task 1.11 – Recommended Airport Development Concept**

**Description:** Based on the information developed in the airport alternatives element as well as comments provided by airport staff, a single recommended development concept for development of the airport facilities will be prepared. The recommendation for the most prudent and feasible development concept will become the basis for the development of airport plans, costs, and scheduling.

#### **Task 1.12 – Prepare Airport Development Schedules and Cost Estimates**

**Description:** Based upon the previous evaluations and technical meetings, prepare the airport development schedules to reflect economic feasibility and operational requirements of the recommended airport development concept. The developments schedules will include the short term (1-5 years) and long term (6-10 years). The schedule for each airport development project will be identified. In addition, prepare airport development cost estimates to reflect the requirements and schedule of development associated with the recommended development concept.

#### **Task 1.13 – Prepare Capital Improvement Program**

**Description:** Prepare a recommended 10-year airport capital improvement program which includes estimates of the amount of funds available from federal and state grant-in-aid programs to determine the net amount of capital funds required by the Sponsor to accomplish each proposed stage of improvements for the Airport.

#### **Task 1.14 – Draft Narrative Report**

**Description:** Information prepared in the preceding tasks will be incorporated into the Draft Narrative Report. Up to ten (10) copies of the Draft Final Narrative Report will be submitted to the Sponsor for this preliminary review.

**Note: Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences. Materials will be translated into Spanish.**

#### **Task 1.15 – Coordination Meetings**

**Description:** Up to three (3) coordination meetings are budgeted for the project. The meetings can be used for coordination with, or presentations to, Ventura County and/or FAA or other agencies as necessary. One meeting is anticipated to review the Draft Narrative Report.

#### **Task 1.16 – Final Narrative Report**

**Description:** Upon completion of review of the draft final report and the incorporation of appropriate revisions, a Final Narrative Report will be printed. Up to fifteen (15) copies of the Final Narrative Report will be submitted. In addition, a flash drives containing a PDF copy of the Narrative Report will be provided to the Sponsor.

**Note: Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences. Materials will be translated into Spanish.**

## **2.0 AIRPORT LAYOUT PLAN DRAWING SET**

The purpose of this study element is to update the ALP drawing set for Camarillo Airport. All plans will be prepared in a format which complies with the content contained within FAA's current guidelines for the preparation of an ALP as defined by the FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)* and SOP 3.00 *Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps (October 1, 2013)*, and which is readily acceptable to the FAA and can be utilized by the Sponsor in carrying out implementation. The drawings, in a version acceptable to the Sponsor and the FAA, will be a deliverable item to the Sponsor at the completion of this project. The ALP drawing set will be included as an appendix in the final Narrative Report document. A narrative will also be included in the appendix to better describe the intended functions of the proposed drawings. The ALP will be updated to reflect any new approach and/or departure obstacle clearance surfaces (OCS) that may result from instrument flight procedures that are analyzed as part of this study, as well as any other resultant changes in airport design standards.

#### **Task 2.1 – Airport Layout Plan Drawing**

**Description:** Following the recommended development concept developed under the preceding element and FAA AC 150/5070-6B, an ALP drawing for the airport will be prepared. The ALP will reflect updated physical features, location of airfield facilities (runways, taxiways, navigational

aids), and existing landside development. Development of recommended landside and airfield facilities, including runways and taxiways; property and runway protection zone boundaries; and revenue support areas will also be shown. Guidelines for the preparation of an ALP as defined by the FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)* will be followed. A Title Sheet and Airport Data Sheet will also be prepared and included with the full ALP set.

#### **Task 2.2 – Terminal Area Drawing(s)**

**Description:** Prepare Terminal Area Drawing(s) reflecting development resulting from the recommendations of this study. Depending on the future recommended development for the general aviation areas, more than one drawing may be required to adequately reflect the detail of development within the area. The drawing(s) will include detailed planning level information such as access taxiways, apron areas, hangar layouts, aircraft tie-down areas, parking areas, and vehicular circulation and access for the short, intermediate, and long-term planning periods.

#### **Task 2.3 – Part 77, Approach and Inner Approach Surface Plans**

**Description:** Prepare Part 77, Approach and Inner Approach Surface plans in conformance with FAR Part 77 and FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)*. As necessary, height of potential obstructions will be researched and identified on the drawing along with an obstruction chart/table indicating the obstruction description, their top elevation, affected Part 77 surface, the penetration, and disposition or corrective action to eliminate or mitigate the obstruction.

#### **Task 2.4 – Departure Surface Drawings**

**Description:** Prepare new departure surface drawings in accordance with guidelines as defined by the FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)*. Obstruction information will be obtained from existing obstruction surveys in Task 2.2, approach plans, and the current Airport Obstruction (OC) chart (as available).

#### **Task 2.5 – Airport Property Map – Exhibit A**

**Description:** Update the Exhibit A - Airport Property Map, including the appropriate graphics and information to indicate the type of acquisition (i.e., federal funds, surplus property, local funds only, etc.) of various land areas within the Airport's boundaries. The primary intent of the drawing is to identify and/or delineate all designated airport property owned or to be acquired by the airport owner. The drawing will inventory all of the parcels, which currently make up the airport, or are proposed for acquisition by the airport sponsor. In addition, the drawing will also show any property that has been disposed of by the Sponsor in the past. Details will be limited to the depiction of existing and future facilities (i.e., runways, taxiways, runway protection zones, and terminal facilities) which would indicate aeronautical need for airport property. This work effort will utilize information obtained from the current "Exhibit A - Property Map" as well as other sources. The Property Map will be updated in conformance with the guidelines outlined in FAA Airports ARP SOP 3.00 *Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A'*

*Airport Property Inventory Maps (October 1, 2013).* The Sponsor will provide historical information, recorded documents, and FAA grant information regarding the acquisition of existing airport property, easements, and releases, as well as boundary surveys, as needed. In the event a boundary survey and/or title search is needed to gather more information for the preparation of the Exhibit A – Airport Property Map, the associated expenses will be covered by the Sponsor.

#### **Task 2.6 – On-Airport Land Use Plan/Off-Airport Land Use Plan**

**Description:** A Land Use Plan for the area within the boundaries of the Airport will be developed based on the identified overall development concept. This will include general aviation areas, terminal complex, ground access and vehicular circulation system service areas, industrial/commercial development areas, and distinctions between aeronautical and non-aeronautical uses. An Off-Airport Land Use Plan will also be prepared for property in the immediate vicinity of the airport. The plan will depict existing and planned land uses.

#### **Task 2.7 – Preparation of Draft ALP Drawing Set**

**Description:** Preparation of up to twelve (12) copies of the “Draft” ALP drawing set for submission to the Sponsor, and subsequent comprehensive agency review by FAA and CALTRANS. The ALP Drawing Set will be prepared in conformance with FAA Airports ARP SOP 2.00 *Standard Procedure for FAA Review and Approval of Airport Layout Plans (October 1, 2013)* and ARP SOP 3.00 *Standard Operating Procedure (SOP) for FAA Review of Exhibit ‘A’ Airport Property Inventory Maps (October 1, 2013)*. Drawings will be a minimum size of 24” x 36”. FAA and CALTRANS reviews will be concurrent. Drawings will be submitted with or prior to publication of the Draft Narrative Report.

**Note: Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences. Materials will be translated into Spanish.**

#### **Task 2.8 – Preparation of Final ALP Drawing Set**

**Description:** Revise the Draft ALP drawings prepared in Task 1.7 to reflect comments received from the FAA and CALTRANS review. Upon approval from the Sponsor, provide up to twelve (12) copies of the revised full ALP drawing sets to the Sponsor for their signature. The Sponsor will forward the signed drawings to the FAA for final approval.

**Note: Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences. Materials will be translated into Spanish.**

### **3.0 AIRPORT ALTERNATIVES (Internal – Not Eligible for FAA Funding)**

#### **Task 3.1 – Identify Alternative Development Issues**

**Description:** Based on the results of the demand/capacity relationships and the facility requirements necessary to meet those demands, identify the various issues which will impact the development of alternatives for the various functional areas of the Airport. This task will provide

insights into the potentials for and policies constraining the development of specific land uses within the existing or future airport boundaries, including those areas which are unconstrained and meet current functional potential, thereby requiring no additional development.

### **Task 3.2 – Prepare Airport Development Alternatives**

**Description:** Propose airfield and landside development alternatives that can accommodate all the proposed improvements based on the forecasts and facility requirements developed in earlier tasks. This analysis will consider all reasonable solutions to understanding that do-nothing options could be selected.

## **4.0 ENVIRONMENTAL CONSIDERATIONS (Internal – Not Eligible for FAA Funding)**

### **Task 4.1 – Environmental Inventory and Overview (NEPA)**

**Description:** The purpose of this task is to **(1)** obtain the existing conditions in order to provide baseline data for future NEPA analysis of proposed or potential projects recommended in the Narrative Report, and **(2)** identify potential environmental issues associated with the recommended development concept, including mitigation measures that may be needed for proposed projects.

Concurrent with the preparation of the Narrative Report inventory working paper, known existing environmental conditions at the Airport and its immediate vicinity (area of potential affect) will be inventoried. The purpose of this task is to obtain information regarding environmental sensitivities on or near airport property. Sources of information will include past environmental documents, agency maps, existing literature, and the internet. The environmental inventory will address all the resource categories contained within FAA Orders 1050.1F and 5050.4B. Informal consultation with various federal and state agencies will occur only if needed information is not available through the resources listed above. This task will identify environmental resources prior to the alternatives evaluation process to expedite the environmental review for potential project development. This task will include both a biological resources assessment that includes an aquatic resources delineation and preliminary jurisdiction delineation as well as a cultural resource survey of the airport property. Results of the environmental inventory will be included in the Inventory working papers.

Once a recommended development concept has been developed, a preliminary environmental overview will be conducted using the information collected to identify any potential environmental concerns that must be addressed prior to program implementation. This evaluation will be structured in a table format and will include an analysis of potential impacts on environmental resources as defined within FAA's Order 1050.1F and its accompanying Desk Reference. Projects which may require further NEPA analysis (i.e., Environmental Assessment or Environmental Impact Statement) will be identified. This evaluation is not intended to serve as a formal Environmental Assessment under NEPA. This task will include both existing and future aircraft noise contours.

*Note: The biological resource assessment that includes an aquatic resources delineation and preliminary jurisdiction delineation as well as a cultural resource survey of the airport property is internal and not eligible for FAA funding.*

## **ELEMENT 5.0 PUBLIC COORDINATION AND COMMUNICATION (Internal – Not Eligible for FAA Funding)**

### **Task 5.1 – Prepare Scope of Services and Budget**

**Description:** Detailed descriptions of each item of work required for completion of the Narrative Report and ALP update for Camarillo Airport will be prepared. Guidelines provided by the Sponsor and those drawn from the FAA will be integrated into the scope of services. Initial and final draft copies of the work program will be prepared and delivered to the Sponsor for comments. The final product of this task will be the scope of services which will be attached and made a part of the project contract documents. Each item of work outlined under this task will be evaluated to estimate the number of person-days necessary to accomplish the work efforts and the cost per person-day based on the billing classifications of the planning professionals assigned. Expenses for travel, subsistence, materials, computer time, reproduction and printing, and miscellaneous study-related costs will also be estimated. When estimated person-days have been established, they will provide input to the development of a project schedule identifying allowable time frames for major phases of the study. This schedule will also identify milestones for deliverables of each element to be submitted for review. A task-by-task itemization of project person-days and costs with a final project time schedule in graphic form will be attached to all copies of the final scope of services.

### **Task 5.2 – Establish Planning Advisory Committee**

**Description:** *Potential members will be identified and asked to serve on a Planning Advisory Committee (PAC) for the Master Plan Update. The PAC will be composed of (a) representatives of FAA, as well as other local, Regional, State, or Federal agencies; (b) airport users and tenants; (c) local community representatives; and (d) members of the advisory groups that provide guidance to the Ventura County Board of Supervisors in relation to Ventura County Airports. The PAC, which is a non-voting body, will advise the Consultant on the content and recommendations of the Master Plan Update through meetings and review of “draft” working papers. The PAC will not exceed twenty (20) members.*

**Note:** *This task was completed under the Master Plan scope. There is not a PAC associated with the Narrative Report and ALP update. A portion of the fee that was originally part of this task is shown and has been paid to Coffman Associates previously.*

### **Task 5.3 – Prepare Study Workbooks**

**Description:** Provide up to five (5) standard three-ring notebooks for distribution to the Sponsor for their use during the Narrative Report and ALP update. The workbook format will be

developed with sections for inserting working papers, notes, and other pertinent information. The workbook format and all follow-up materials will also be offered electronically.

**Task 5.4 – General Background Information, Document Goals and Objectives, Outline Baseline Assumptions and Specific Study Issues**

**Description:** General background information summarizing why the Narrative Report and ALP update is being conducted will be prepared and outlined in the introduction section of the study. Prepare a list of goals and objectives for the Narrative Report and ALP update that clearly identifies the primary expectations of the study process. The list will be included in the introduction section of the study. The listing will also be used to make sure the study adequately covers the key issues associated with the future development of the Airport. General assumptions that will be utilized for the study effort will be developed and outlined. These assumptions will be coordinated with the Sponsor and the FAA and included in the introduction section of the study. Specific planning issues will also be identified.

**Task 5.5 – Prepare Study Initiation Brochures**

**Description:** Provide the Sponsor with a Study Initiation Brochure for general distribution to the public and interested parties. The brochure will be designed in color and will provide an overview of the important elements of the Master Plan Update, goals and objectives of the study, and answer the most often asked questions about the process of conducting Master Plan studies.

**Note:** This task was completed under the Master Plan scope. Study Initiation Brochures are not included with the Narrative Report and ALP update. A portion of the fee that was originally part of this task is shown and has been paid to Coffman Associates previously.

**Task 5.6 – Planning Advisory Committee (PAC) Meetings**

**Description:** Prepare graphic displays and handout materials as necessary to describe the evaluations and findings of working papers prepared for the Master Plan Update. Meet with the PAC to review working papers and to discuss study findings. Comments received during these meetings will be considered in preparing the final documents. Up to four (4) PAC meetings have been budgeted over the course of the study.

**Note:** This task was included under the Master Plan scope. One PAC Meeting was conducted as part of the Master Plan. PAC Meetings are not included with the Narrative Report and ALP update. A portion of the fee that was originally part of this task is shown and has been paid to Coffman Associates previously.

**Task 5.7 – General Project Coordination**

**Description:** The Narrative Report and ALP update process involves coordination between the Consultant, Subconsultants, Sponsor, FAA, and other groups and agencies. Therefore, adequate time and budget must be provided to ensure that the necessary coordination can be carried out. This scope of services includes project coordination by the Consultant throughout the study process.

**Task 5.8 – Public Information Workshops**

**Description:** The working papers prepared for the Narrative Report will be presented to the general public in public workshops. Advertising for the workshops will be accomplished using press releases, newspaper advertising, social media, and direct mailings to neighborhood associations. Up to four (4) workshops have been budgeted over the course of the study.

**Note: One Public Workshop was conducted as part of the Master Plan. Up to three (3) Public Workshops are included for the Narrative Report and ALP update.**

**Arellano Associates will arrange and pay for placement of ads in three local newspapers. It is assumed that the advertisements will be published on two days in each of the three newspapers prior to the scheduled meeting. Arellano Associates will facilitate the meetings to include staffing the sign-in table and will prepare summary minutes of the meetings. Materials will be translated into Spanish. An interpreter will be present to facilitate communication between English and Spanish/Mixteco speakers.**

#### **Task 5.9 – Study Website**

**Description:** Various project materials will be hosted on a project specific website developed by the Consultant in order to allow public access to project materials. Materials which could be available on the website include the primary contact information for the project lead(s), project work flow process and study timeline, “draft” working papers, presentations from various meetings, questions and answers received, and the opportunity to submit study comments electronically. During the planning process, all “draft” working papers will be available for review on the website. The public will be able to utilize the website to make comments on the contents of the study reports.

**Note: A Study Website specific to the Master Plan has been prepared. It will be updated/revised for purposes of conveying information for the Narrative Report and ALP update study process.**

**Arellano Associates will review content prepared by Coffman Associates to ensure the technical content is presented in a manner that is clear and easily understood by a wide range of audiences. Materials will be translated into Spanish.**



555 Airport Way, Suite B  
Camarillo, CA 93010  
Phone: (805) 388-4372  
Fax: (805) 388-4366  
<https://vcairports.org>

July 10, 2024

Aviation Advisory Commission  
Camarillo Airport Authority  
555 Airport Way, Suite B  
Camarillo, CA 93010

**Subject: Receive and File a Presentation on the Wings Over Camarillo Air Show at Camarillo Airport**

**Recommendation:**

Receive and file a presentation on the Wings Over Camarillo Air Show taking place on August 17<sup>th</sup> and 18<sup>th</sup>, 2024, at Camarillo Airport.

**Discussion:**

The Camarillo Wings Association (CWA) will be holding their annual Wings Over Camarillo Air Show at Camarillo Airport. The speaker will be presenting this item and will also discuss the work done to reduce noise to the animal shelter and community.

The weekend event will continue, 43<sup>rd</sup> year, to focus on preserving aviation history, remembering our Veterans, inspiring youth to explore aviation, showcase unique piloting skills, and share and educate the community on the value and services of the Ventura County Airports (Camarillo and Oxnard). Activities this year will once again include air show performances and static displays from aerobatic, historic, and current military aircrafts, helicopters, experimental, general aviation, search and rescue and pyrotechnics. There will also be a STEM pavilion, commemorative Air Force Museum, antique car show and parade, food, vendor booths, and much more.

If you have any questions regarding this item, please call me at (805) 388-4200.

A handwritten signature in blue ink, appearing to read "Keith Freitas".

KEITH FREITAS, A.A.E., C.A.E.  
Director of Airports



# COUNTY of VENTURA

## Department of Airports

### MONTHLY ACTIVITY REPORT

Month ending May 31, 2024

#### Hangars and Tie-downs:

Camarillo				Oxnard			
	Inventory	Occupied	Available		Inventory	Occupied	Available
<b>Hangars</b>				<b>Hangars</b>			
Private	170	170	0	Private	79	79	0
County	160	160	0	County	66	66	0
Out of Service	16	0	0	Out of Service	6	0	0
<b>Total</b>	<b>346</b>	<b>330</b>	<b>0</b>	<b>Total</b>	<b>151</b>	<b>145</b>	<b>0</b>
<b>Tie-downs</b>				<b>Tie-downs</b>			
County	96	56	40	County	7	1	6
AVEX	25	18	7	Goldenwest Jet Center	15	11	4
Channel Island Aviation	35	30	5	Oxnard Jet Center	8	6	2
Visitor	35			Visitor	11		
<b>Total</b>	<b>191</b>	<b>104</b>	<b>52</b>	<b>Total</b>	<b>41</b>	<b>18</b>	<b>23</b>

#### Airport Operations:

#### Aircraft Incidents:

	Camarillo	Oxnard		Camarillo	Oxnard
Current year for the month	16,627	7,904	Current Month	5	0
Last year for the month	14,544	5,884	Current year to date	11	3
% Change	14%	34%	<b>CMA: 5/1 - Disabled A/C smoke in Cabin</b> <b>5/3 - Bird Strike</b> <b>5/3 - Alert 1 engine roughness</b> <b>5/9 - Flat tire</b> <b>5/20 - Engine Failure shutdown</b> <b>OXR: N/A</b>		
Current year to date	74,496	38,912			
Last year to date	65,445	31,485			
% Change	14%	24%			

#### Other:

	Camarillo	Oxnard
Airside Citations Issued	0	0
Landside Citations issued	0	21
Cards issued to transient overnight aircraft	25	4
Other aircraft ** (Estimate)	120	15
Hangar Waiting List	28	1

\*\* Includes approximate number of aircraft occupying space in both large and small hangars by agreement with lessee or licensee

## Camarillo Noise Comment Report May 2024

Comments by Location	Number of Comments	Total Number of Households
East Neighborhoods	0	0
Midtown/Old Town	273	17
North Neighborhoods	11	4
Unspecified/Other	0	Unknown

Type of Operation	
Takeoff/Departure	0
Landing/Arrival	186
Traffic Pattern	63
Unspecified	35

**Total Comments = 284**

Time of Day	
12 a.m. – 5 a.m.	9
5 a.m. – 8 a.m.	3
8 a.m. – 6 p.m.	185
6 p.m. – 12 a.m.	87

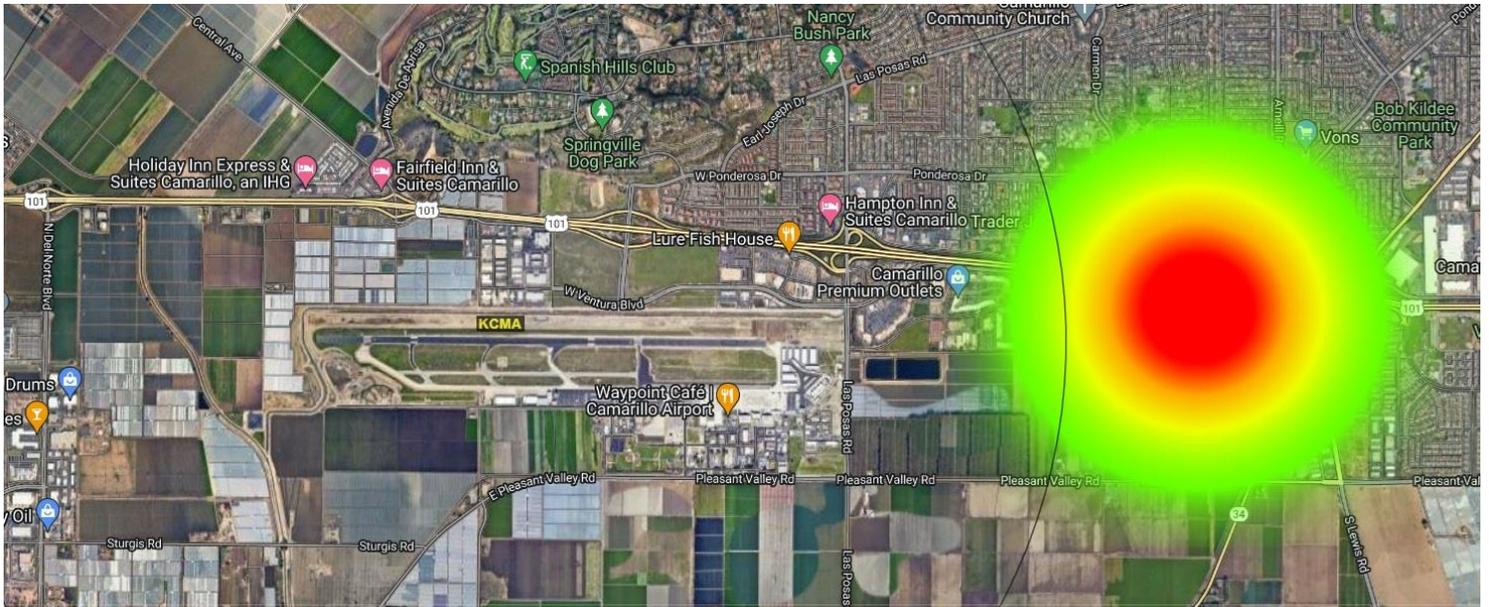
**Comment Breakdown:**

**Household #1:**  
106 (37%)

**Household #2:**  
31 (11%)

**Household #3:**  
12 (4%)

Type of Aircraft	
Single Engine Piston	0
Multi-Engine Piston	0
Turboprop	1
Turbo Jet	248
Helicopter	1
Unspecified	34



## Oxnard Noise Comment Report May 2024

Comments by Location	Number of Comments	Total Number of Households
West of Victoria & South of 5 <sup>th</sup> (Channel Islands, Oxnard Shores, Seabridge, etc.)	162	11
South Neighborhoods (Via Marina, etc.)	9	2
East Neighborhoods	0	0
North Neighborhoods	3	1
Other/Unspecified	4	Unknown

Type of Operation	
Takeoff/Departure	0
Landing/Arrival	0
Traffic Pattern	161
Unspecified	17

**Total Comments = 178**

Time of Day	
12 a.m. – 5 a.m.	0
5 a.m. – 8 a.m.	4
8 a.m. – 6 p.m.	154
6 p.m. – 12 a.m.	10

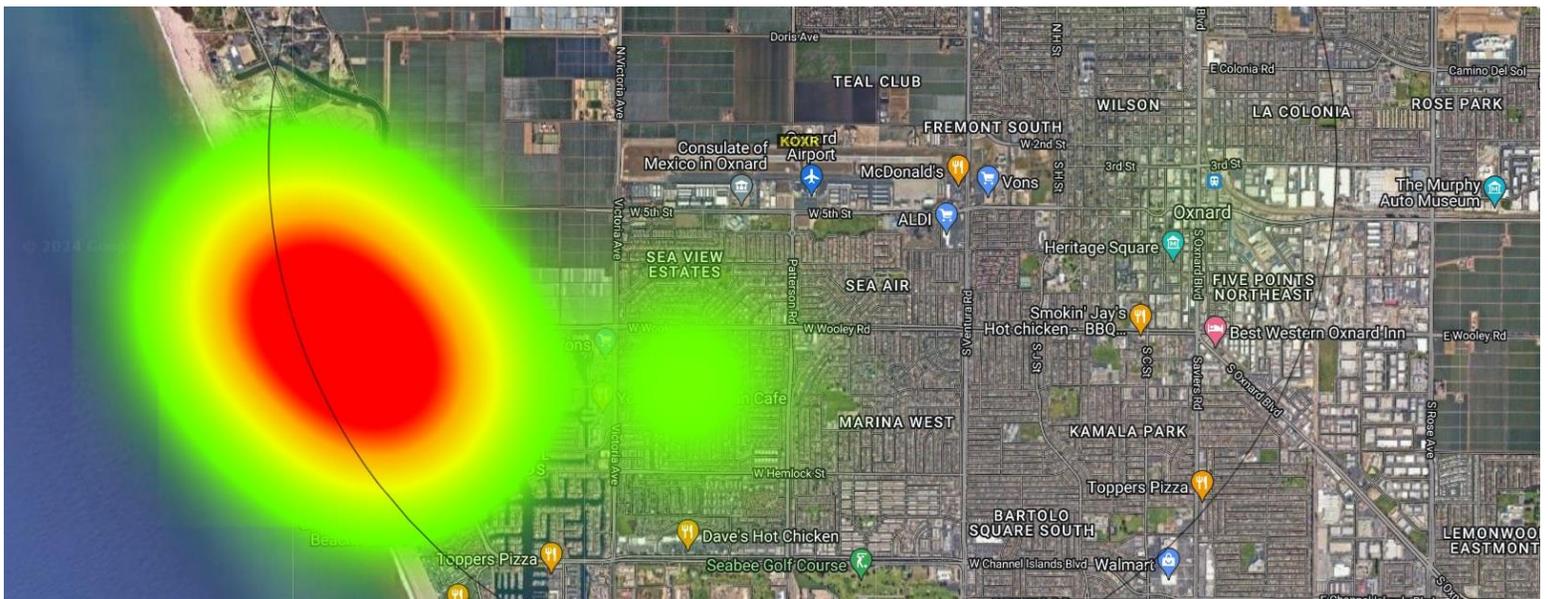
**Comment Breakdown:**

**Household #1:**  
67 (38%)

**Household #2:**  
66 (37%)

**Household #3:**  
8 (4%)

Type of Aircraft	
Single Engine Piston	21
Multi-Engine Piston	0
Turboprop	0
Turbo Jet	1
Helicopter	5
Unspecified	151





## MAY 2024

### **CAMARILLO AIRPORT – AIRPORT LAYOUT PLAN UPDATE/NARRATIVE REPORT**

#### **Status Update:**

- General public comment/review period associated with the Draft Narrative Report/ALP Drawing Set closed on May 10, 2024. Consultant is collecting comments received during this time.
- Revisions have been made to the Draft Narrative Report to incorporate comments.
- Revisions have been made to the Draft ALP Drawing Set for airfield updates in advance of submittal to the FAA.
- Consultant has pulled together documentation associated with Draft ALP package to submit to the FAA.
- Consultant coordinating with Subconsultant (Arellano Associates) for close of advertising for general public comment/review period.

#### **Upcoming Action Items:**

- Ultimate coordination of draft ALP Drawing Set with the FAA.
- Upon FAA approval of the ALP Drawing Set, final documents associated with the ALP and Narrative Report will be completed.

**Project Percent Complete:** The project is 89.4% complete through May 2024.

### **CAMARILLO AIRPORT – PART 150 NOISE COMPATIBILITY STUDY**

#### **Status Update:**

- Preparation of printed materials for Noise Compatibility Program Community Listening Session.
- Preparation of handouts and meeting invitations for Aviation and Land Use Technical Conferences.
- Revisions to Noise Exposure Map document in response to FAA comments.

#### **Upcoming Action Items:**

- Conduct Noise Compatibility Program listening session and technical conferences in June 2024.
- Submit revised Noise Exposure Map document to FAA for review.

**Project Percent Complete:** The project is 46.9% complete through May 2024.

### **OXNARD AIRPORT – PART 150 NOISE COMPATIBILITY STUDY**

#### **Status Update:**

- Preparation of printed materials for Noise Compatibility Program Community Listening Session.
- Preparation of handouts and meeting invitations for Aviation and Land Use Technical Conferences.
- Revisions to Noise Exposure Map document in response to FAA comments.

#### **Upcoming Action Items:**

- Conduct Noise Compatibility Program listening session and technical conferences in June 2024.
- Submit revised Noise Exposure Map document to FAA for review.

**Project Percent Complete:** The project is 49.6% complete through May 2024.

## **ANNUAL CONSULTING SERVICES CONTRACT (AEA No. 24-01)**

### **Status Update:**

- Historic evaluation and CatEx for Oxnard Airport's ATCT upgrades are ongoing.
- CatEx and historic report plan to be submitted to airport staff for review in July.

### **Upcoming Action Items:**

- Coordination as needed to follow-up previous items and assist with new items at the direction of Airport staff.

**Project Percent Complete:** 21.7% of the not-to-exceed amount of \$125,000 has been completed through May 2024.



June 12, 2024

Mrs. Erin Powers  
Projects Administrator  
County of Ventura Department of Airports  
555 Airport Way, Suite B  
Camarillo, CA 93010

Re: Monthly Airport Project Status Update – May 2024

Dear Mrs. Powers,

Below is a summary of the tasks completed by Woolpert during the month of May 2024 for the Camarillo Airport:

**Conceptual Design for Runway/Taxiway Reconstruction (County Project No. AEA 22-10)**

- Throughout the month of May, the County and Woolpert discussed this project during coordination meetings on May 3, 16, and 30, 2024.
- **Upcoming:**
  - Continued coordination on this project with the County and FAA as needed.
  - County to provide comments on the Conceptual Design package.

**Final Design for Runway Reconstruction (AIP Project No. 3-06-0339-044-2024)**

- Throughout the month of May, the County and Woolpert discussed this project during coordination meetings on May 3, 16, and 30, 2024.
- On May 1, 2024, the County provided Woolpert with the revised Financial Plan to incorporate into the NOFO grant application for the full Runway and Taxiway Reconstruction project.
- On May 2, 2024, the County provided Woolpert with the latest CatEx status information.
- On May 2, 2024, Woolpert and the County held a meeting to discuss the NOFO grant application for the full Runway and Taxiway Reconstruction project. The County submitted the NOFO grant application to the FAA the same day before the deadline.
- On May 2, 2024, Woolpert provided the County with the revised SF-424 FY23 Supplementary Discretionary Grant for the NOFO.
- On May 6, 2024, Woolpert provided responses to the County regarding the FAA questions about the blast pad design width and length per the proposed D-III design standards.
- On May 7, 2024, the County requested an updated runway grant application and exhibit per the FAA comments and a memo investigating the potential for something less than a full depth reconstruction. Woolpert provided the County with two exhibits and the revised grant application project objective for review on May 8, 2024. On May 13, 2024, Woolpert provided the requested draft memo and the updated federal grant application and checklist to the County.

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- On May 13, 2024, the County requested an exhibit depicting a 30-degree high speed exit at Taxiway B. On May 22, 2024, Woolpert coordinated on several questions regarding the exhibit. Woolpert provided the exhibit to the County on May 23, 2024.
- On May 16, 2024, Woolpert provided the runway rehabilitation cost estimate to the County.
- On May 31, 2024, the County provided the FAA's comments on the Scope of Work for Design Services to Woolpert and requested a revised exhibit based on the comments.
- **Upcoming:**
  - Continued coordination on this project with the County as needed.
  - Woolpert to revise the exhibits for the federal grant application per FAA comments.

**Runway 8-26 and Taxiway A Pavement Improvements (County Project No. AEA 22-08)**

- Throughout the month of May, the County and Woolpert discussed this project during coordination meetings on May 3, 16, and 30, 2024.
- On May 3, 2024, the County provided Woolpert with the Consulting Services Contract for Construction Administration services for signature. Woolpert signed the contract and provided it back to the County on May 7, 2024. The County provided Woolpert with the fully signed and executed contract on May 8, 2024.
- On May 8, 2024, the County, Woolpert, and Granite held a meeting to discuss proposed construction schedule for the upcoming project. Granite did not express any concerns with a construction start date the week of August 19, 2024.
- **Upcoming:**
  - Continued coordination on this project with the County.

**Airport Pavement Management System (APMS) Update**

- Throughout the month of May, the County and Woolpert discussed this project during coordination meetings on May 3, 16, and 30, 2024.
- **Upcoming:**
  - Woolpert will coordinate with subconsultants to assist with the completion of this project.
  - County to provide comments on Woolpert's scope of work.

If you have any comments, please do not hesitate to contact me.

Sincerely,

Woolpert, Inc.



Matt Gilbreath, P.E.  
Project Manager, Aviation

cc: Mr. Keith Freitas, Mr. Dave Nafie, Ms. Sujin Beck – County of Ventura Department of Airports  
Mr. Travis Vallin, Mr. JD Ingram, Mr. Jason Virzi, Mrs. Marisa Fluhr, Ms. Amanda Gross – Woolpert, Inc.  
File

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June 12, 2024

Mrs. Erin Powers  
Projects Administrator  
County of Ventura Department of Airports  
555 Airport Way, Suite B  
Camarillo, CA 93010

Re: Monthly Airport Project Status Update – May 2024

Dear Mrs. Powers,

Below is a summary of the tasks completed during the month of May 2024, by Woolpert and our subconsultants for the Oxnard Airport:

**AIP Project No. 03-06-0179-038-2021 – Runway 7-25 Reconstruction**

- Throughout the month of May, the County and Woolpert discussed this project during coordination meetings on May 3, 16, and 30, 2024.
- **Upcoming:**
  - Woolpert will continue project coordination with the County.
  - County to provide the Sponsor items needed for the Construction Closeout Report.
  - Woolpert will update the runway PCN value to a PCR value by September 30, 2024.

**AIP Project No. 03-06-0179-042-2022 – Connector Taxiways A-E Reconstruction**

- Throughout the month of May, the County and Woolpert discussed this project during coordination meetings on May 3, 16, and 30, 2024.
- On May 6, 2024, the County provided Woolpert with the maintenance work orders from Airport Operations since the substantial completion date of the project to incorporate into the warranty work letter response.
- On May 23 and 24, 2024, LimnoTech provided the revised soil stockpile final report to Woolpert to forward to the County for review, which detailed the testing for per- and polyfluoroalkyl substances (PFAS), Title 22 Metals, Total Petroleum Hydrocarbons, and Volatile Organic Compounds. The revisions included adding a reference to Southern California background arsenic levels in nearby counties and providing clarification and recommendations on soil disposal.
- On May 24, 2024, Woolpert responded to Granite’s response letter to the warranty request, which included references to maintenance requests from Airport Operations since substantial completion of the construction project and forwarded the correspondence to the County.
- On May 31, 2024, the County provided Woolpert with a copy of the Soil Management Plan approval from the LA Waterboard to provide to LimnoTech for their report.
- **Upcoming:**
  - Woolpert will continue project coordination with the County, FAA, and Granite as needed.
  - FAA to sign the FAA version of Change Order No. 4.

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- Woolpert to forward the revised soil stockpile report to the County once received from LimnoTech.
- County to determine next steps following the review of soil stockpile testing results.

**AIP Project No. 03-06-0179-044/045-2023 – Taxiway A Reconstruction (Construction Management (CM))**

- Throughout the month of May, the County and Woolpert discussed this project during coordination meetings on May 3, 16, and 30, 2024.
- Throughout the month of May, Woolpert and Security Paving coordinated on submittal reviews, Requests for Information (RFIs), payroll reviews, and proposed construction schedule. Woolpert also submitting daily reports to the County for each day of monitoring construction activities.
- On May 1, 2024, Ninyo & Moore provide an updated exhibit of the boring locations for Taxiway A to include in the Pre-Construction Waste Characterization Report.
- On May 2, 2024, Ninyo & Moore provided the revised Pre-Construction Waste Characterization Report to the County and Woolpert detailing the results of the pavement bores along Taxiway A to test for PFAS, Title 22 Metals, Total Petroleum Hydrocarbons (TPHs), and Volatile Organic Compounds (VOCs). Ninyo & Moore provided the final report to the LA Waterboard on May 3, 2024. On May 16 2024, Robert Medina with the LA Waterboard responded and provided one general comment regarding applicable air board regulations that pertain to the soil that will be excavated during the proposed reconstruction project.
- On May 2 and 3, 2024, Woolpert and the County coordinated with Security Paving on the SWPPP. The SWPPP became active on May 9, 2024.
- On May 6, 2024, Woolpert provided the County with the draft Change Order No. 1 to haul all unclassified excavation material offsite as non-hazardous material. A revised draft Change Order No. 1 was provided to the County on May 8, 2024.
- On May 6, 2024, Woolpert provided the County with the Taxiway A Vehicle Service Road (VSR) Exhibits with one-way and two-way lane options for review.
- On May 6, 2024, Woolpert coordinated with the County regarding Security Paving’s request to commence construction activities at 0600 rather than 0700 daily. The County rejected Security Paving’s request.
- On May 7, 14, and 21, 2024, Woolpert conducted the weekly construction meetings for this project, and it was attended by the County, FAA, Security Paving, and subcontractors for Security Paving. The meeting minutes were sent out to all parties for their review and records after each meeting.
- On May 8 and 13, 2024, Woolpert coordinated with the County and Ninyo & Moore on the pickup and disposal of the 55-gallon drum of soil cuttings generated during the soil investigation. The drum was picked up and disposed of by Ninyo & Moore on May 15, 2024.
- On May 8, 2024, Woolpert followed up with the FAA regarding the FAA electrical handhole removal and replacement in Schedule I, Phase 2. The FAA provided concurrence with the plan the same day to keep the active electrical handholes in place and remove the abandoned electrical handhole.
- On May 8, 2024, Woolpert coordinated with the County on the draft directive to Security Paving to proceed with disposal of unclassified excavation material off-site as non-hazardous material for Schedule I, Phase 1. The directive was then sent to Security Paving the same day. This directive will be reevaluated for each phase.
- On May 9, 2024, the day count for Schedule I, Phase 1 commenced for a total of 28 calendar days and the ILS Glide Slope was turned off by the FAA for the duration of the phase.

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- On May 10, 2024, Woolpert held the Quality Assurance/Quality Control Workshop with the Contractor, subcontractors, Quality Assurance firm (NV5, Inc.) and Quality Control firm (G3 Quality, Inc.) in attendance. The meeting minutes were sent to all parties in attendance the following day for their review and records.
- On May 12 and 13, 2024, Woolpert, the County, and Airport Operations coordinated on the placement of barricades and taxiway closure 'X's.
- On May 13, 2024, Woolpert provided Security Paving's subcontractor contracts to the County for their records.
- On May 14, 2024, Woolpert coordinated with the County on the pavement marking hold sign stencils for Taxiway A4; the Oxnard Airport maintenance team confirmed that they have these stencils and provided them to Woolpert.
- On May 15, 2024, Woolpert and the County held a meeting to coordinate on the obliteration of the runway lead-in line for Taxiway A4.
- On May 15, 20, and 28, 2024, Woolpert submitted the Weekly Construction Progress and Inspection Reports to the FAA and County.
- On May 16, 2024, Woolpert coordinated with the FAA and the County on the ASOS powerline that was mistakenly cut by Security Paving during construction. The ASOS powerline was repaired on May 21, 2024 and verified by the FAA on May 22, 2024.
- On May 17, 2024, Woolpert provided the County with the updated SEC FAA Form 6000-26 *Airport Sponsor Strategic Event Submission Form* for the ILS Glide Slope shutdown during Schedule I, Phase 1 of the project. The County provided this form to the FAA for implementation.
- On May 17, 2024, Woolpert provided the County with an updated construction flyer detailing the revised project start/end dates, project area, and closure durations for tenant and public distribution.
- On May 20, 2024, Woolpert held the Pre-Pave Meeting, and it was attended by Security Paving, the County, the Quality Acceptance firm (NV5, Inc.), and the Quality Control firm (G3 Quality, Inc.). The meeting minutes were sent to all parties on May 23, 2024 for their review and records.
- On May 22, 2024, the County provided a response to Woolpert from the County Counsel on Security Paving's RFI regarding the sales and use tax. Woolpert forwarded the response to Security Paving the same day as an RFI response transmittal.
- On May 23, 2024, the County confirmed the Oxnard Airport maintenance team can paint the existing lead-in lines on Taxiway A4 black during Schedule I, Phase 2.
- On May 25 through 27, 2024, the project day count was halted for Memorial Day Weekend. The day count resumed on May 28, 2024.
- On May 28, 2024, Contractor Pay Application No. 1 was sent out to all parties for signature.
- On May 28, 2024, the County forwarded concerns to Woolpert regarding the Security Paving gate guard and smoking inside the fence. Woolpert forwarded these concerns to Security Paving and met with the team onsite to discuss and rectify the issues.
- On May 29, 2024, Woolpert provided the County with Security Paving's SW-2 County of Ventura Stormwater Quality Management Program worksheet to update the project information section and provide a signature. The County will complete the required inspections for the project.
- On May 29, 2024, Security Paving completed Control Strip No. 1 for P-401 Hot Mix Asphalt in a 2-inch bottom lift consisting of 311 tons of material along the run-up area of Taxiway A; the control strip passed gradation, asphalt content, VMA, joint density, and mat density per the specifications, but the air voids were outside the acceptance tolerance. On May 30, 2024, the County and Woolpert

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discussed the potential to leave in place at no cost depending on the results of Control Strip No. 2. On May 31, 2024, Woolpert provided a transmittal letter to Security Paving detailing the plan to leave in place at no cost to the County or FAA if the next control strip passes acceptance criteria.

- On May 29 and 30, 2024, Woolpert's Project Manager and Deputy Project Manager completed a site visit to inspect the control strip and base course.
- On May 30, 2024, Woolpert provided the County with the Contractor's and Subcontractor's payroll log for the first pay period.
- On May 31, 2024, Security Paving completed Control Strip No. 2 for P-401 Hot Mix Asphalt in a 2-inch bottom lift consisting of 262 tons of material adjacent to Control Strip No. 1; the control strip passed all acceptance criteria. Woolpert provided a control strip acceptance letter to Security Paving on June 1, 2024. On June 3, 2024, Woolpert provided a draft email to the County to send to the FAA detailing the plan to keep Control Strip No. 1 in place at no cost to the County or FAA.
- **Upcoming:**
  - Woolpert will continue project coordination with the County, Security Paving, and Ninyo & Moore.
  - Woolpert and the County to coordinate on the results of the Pre-Construction Waste Characterization Report and issue a change order to balance excavation quantities.
  - Woolpert to draft the CCO for the REIL light replacement once costs are received from Royal Electric.
  - Woolpert to issue Field Directive No. 3 to paint back the obliterated Taxiway A4 runway lead-in line.
  - County to review VSR exhibits.
  - Construction Schedule I, Phase 2 is scheduled to begin on June 9, 2024.
  - Woolpert to issue a directive for the hauling of unclassified excavation material for Schedule I, Phase 2.

#### **AIP Project No. 03-06-0179-046-2023 – Reconstruction of Terminal and ARFF Apron (Design)**

- Throughout the month of May, the County and Woolpert discussed this project during coordination meetings on May 3, 16, and 30, 2024.
- On May 10, 2024, the County accepted the Scope of Work and forwarded the scope to the FAA for review.
- On May 23, 2024, Woolpert provided an updated Scope of Work to the County with minor revisions.
- **Upcoming:**
  - FAA to review the Scope of Work for design services.
  - Woolpert to provide engineering fees and blank IFE spreadsheet once requested by the County.

#### **Air Traffic Control Tower (ATCT) Facility Assessment**

- On May 23, 2024, Coffman Associates (Coffman) and Woolpert coordinated on several documented CATEX questions regarding the project description, location of staging area and construction access route, and estimates of construction duration activity.
- On May 28, 2024, Coffman and Woolpert coordinated on additional documented CATEX questions regarding asbestos testing.
- **Upcoming:**
  - Woolpert will continue project coordination with the County.

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**Airport Pavement Management System (APMS) Update**

- Throughout the month of May, the County and Woolpert discussed this project during coordination meetings on May 3, 16, and 30, 2024.
- **Upcoming:**
  - Woolpert will coordinate with subconsultants to assist with the completion of this project.
  - County to provide comments on Woolpert’s scope of work.

If you have any comments, please do not hesitate to contact me.

Sincerely,

Woolpert, Inc.



Matt Gilbreath, P.E.

Project Manager, Aviation

cc: Mr. Keith Freitas, Mr. Dave Nafie, Ms. Sujin Beck – County of Ventura Department of Airports  
Mr. Travis Vallin, Mr. JD Ingram, Mr. Jason Virzi, Mr. Mike Quinn, Mrs. Marisa Fluhr, Ms. Amanda Gross, Ms. Tracey Salazar – Woolpert, Inc.

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**PROJECT STATUS REPORT**  
Ventura County, Department of Airports

Prepared by Mead & Hunt, Inc  
Revision Date 2024-06-07



Mead & Hunt No. County No. Grant No.	Airport	Description	Status	Percent Complete	Action Item
2206900-221833.01 AEA 23-03 AIP - N/A	CMA & OXR	<b>DESIGN SERVICES ON-CALL SERVICES (2022-2023)</b> On-call services at the request of the County. Period is effective through June 30, 2023.	<ul style="list-style-type: none"> <li>a) Contract executed.</li> <li>b) Mead &amp; Hunt finalized and submitted beacon study at CMA.</li> <li>c) Base Part 26 DBE Program Consultation complete, goals computed and approved, and public notice of goals underway for County to post for 30-day review period (Mead &amp; Hunt provided May 30th).</li> <li>d) Mead &amp; Hunt assisting the Wings Over Camarillo team with graphics; draft graphics submitted to Air Show staff.</li> <li>e) Mead &amp; Hunt prepared final OXR and CMA SWPPP mapping for County submission.</li> <li>f) Mead &amp; Hunt final design for CMA beacon; Mead and Hunt provided and posted bid documentation. Bid process began September 14, with bids due October 3rd, 2023.</li> <li>g) Mead &amp; Hunt assisted with grant closeout documentation for CMA AIP -037 and OXR AIP - 037.</li> </ul>	60%	a) None
2206900-221958.01 CT 5020F-Y2300000000022 AIP - N/A	CMA & OXR	<b>DESIGN SERVICES GENERAL SERVICES AGENCY PURCHASE ORDER (2022-2023)</b> On-call services at the request of the County. Period is effective through June 30, 2023.	<ul style="list-style-type: none"> <li>a) Fully executed contract received.</li> <li>b) Mead &amp; Hunt submitted final plan for perimeter road alignment.</li> <li>c) Mead &amp; Hunt prepared leasehold graphic for OXR and CMA.</li> <li>d) Mead &amp; Hunt to assist the County with lease graphics and lease area calculations for Airport Properties Limited.</li> </ul>	37%	a) None
2206900-221958.02 CT 5020F-Y2400000000022 AIP - N/A	CMA & OXR	<b>DESIGN SERVICES GENERAL SERVICES AGENCY PURCHASE ORDER (2023-2024)</b> On-call services at the request of the County. Period is effective from July 1, 2023 through June 30, 2024.	<ul style="list-style-type: none"> <li>a) Fully executed contract received.</li> </ul>	0%	a) None

# AIRPORT TENANT PROJECT STATUS July 2024

## CAMARILLO

- Airport Properties Limited (APL) Row I project: All permits received and construction underway.

## OXNARD

- 5 and 7 acre RFP parcel developments concepts under discussion, preliminary concept phase and lease negotiation in progress.

## OTHER

- None

**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
FAA GRANT PROJECTS**

**June 2024**

Sup. Dist.	Project Name Spec. Number	Estimate Low Bid	CCO's Claims	Design Engr. Contractor	Estimated Schedule or Actual Dates				% Compl Design/ Const.	Remarks
					Bid Date	Contract Award	Const Start	Const Comp		
5	CMA Airport Layout Plan Update	\$686,032		Coffman Associates	N/A	9/24/20	9/30/20	5/31/24	95	The Airport received FAA approval to transition the Master Plan to an Airport Layout Plan (ALP) Update to allow for community concerns, like noise, to be addressed, with a master plan update to be revisited in a future year, should it be warranted. Second ALP workshop meeting held November 14 <sup>th</sup> , 2023. Final ALP workshop was held on February 20, 2024. The ALP document was distributed for public comments through May 10. Comments to be reviewed prior to submitting Final ALP to the FAA by May 31, 2024.
5	CMA Conceptual Design for 2025 RWY and TWY Reconstruction	\$187,260		Woolpert	N/A	9/19/22	N/A	N/A	90	The Airport executed a contract for the conceptual design and coordinated with consultants to provide the FAA a CatEx document on the future project. FAA provided feedback on design std requirements and consultant will provide draft docs. Additionally, the Airport submitted a Modification to Standard (MOS) request to address phasing/funding concerns. The MOS was not accepted, current standards confirmed need to be met (crown). FAA requested NOFO grant application was submitted to FAA. FAA

Sup. Dist.	Project Name Spec. Number	Estimate Low Bid	CCO's Claims	Design Engr. Contractor	Estimated Schedule or Actual Dates				% Compl Design/ Const.	Remarks
					Bid Date	Contract Award	Const Start	Const Comp		
5	CMA Part 150 Noise Compatibility Study	\$770,943		Coffman Associates	N/A	9/30/22	N/A	N/A	46.1	<p>followed up with request for FY2023 Supplementary Discretionary Grant for the NOFO. The Supplementary Discretionary Grant was submitted. FAA has requested an updated runway grant per FAA comments and memo to investigate full depth reconstruction.</p> <p>FAA aviation forecast approval has allowed for next chapter development for the Noise Exposure Map (NEM) element of the study. The draft noise contour maps and noise impact chapters were shared with the PAC and with the public at a public meeting on September 26th and comments received by October 15th helped inform the study if any adjustments to the draft chapters were required. The NEMs were then submitted to the FAA for approval in December. FAA comments have been received and updates made to the report for resubmission. In support of the Noise Compatibility Plan (NCP) portion of the study preparations are being made for the upcoming listening and technical sessions for June 3, 2024.</p>

Sup. Dist.	Project Name Spec. Number	Estimate Low Bid	CCO's Claims	Design Engr. Contractor	Estimated Schedule or Actual Dates				% Compl Design/ Const.	Remarks
					Bid Date	Contract Award	Const Start	Const Comp		
3	OXR RWY & TWY Connector Transitions Reconstruction	\$12,832,636 \$12,274,001	\$124,906	Mead Hunt Sully-Miller Inc.	4/29/21	7/20/21	7/23/21	2/28/22	100 99	Final project closeout underway.
3	OXR TWY A-E Connector Reconstruction	\$335,960 7,706,536		Woolpert Granite Construction	4/26/22	12/17/21 TBD	4/3/23	9/13/23	100 95	Construction completed in September 2023. Project closeout items remain. Final draft report of the soil report submitted to DOA. DOA provided Woolpert with the Soil Management Plan approval from LA RWQB. Warranty Letter has been sent to Granite to address several maintenance requests since substantial completion of the project.
3	OXR TWY Connector Reconstruction Construction Management Services	\$674,799		Woolpert	N/A	12/21/21	4/3/23	8/15/23	95	Construction began April 3, 2023. Project was completed in September 2023. Jviation will be working on final project and grant closeout items.
3	OXR TWY F (A) Reconstruction	\$16,142,731 \$17,365,010		Woolpert Security Paving	6/27/23	10/20/23	TBD	TBD	100 15	Contract awarded to Security Paving and pre-construction waste characterization report shared with the Water Board prior to construction start on May 9, 2024. The report determined that the soil would be disposed of offsite appropriately. Asphalt Control Stripe #1 failed. Asphalt Control Strip #2 passed testing. Phase 1 is complete. SP has started Phase 2, which is scheduled to be completed by the middle of July. First pay application has been

Sup. Dist.	Project Name Spec. Number	Estimate Low Bid	CCO's Claims	Design Engr. Contractor	Estimated Schedule or Actual Dates				% Compl Design/ Const.	Remarks
					Bid Date	Contract Award	Const Start	Const Comp		
3	OXR Part 150 Noise Compatibility Study	\$770,943		Coffman Associates	N/A	9/30/22	N/A	N/A	48.7	submitted to County and electronically funded to SP. Pay App #2 is currently being processed.
										<p>FAA aviation forecast approval has allowed for next chapter development for the Noise Exposure Map (NEM) element of the study. The draft noise contour maps and noise impact chapters were shared with the PAC and with the public at a public meeting on September 25<sup>th</sup>, and comments received by October 15<sup>th</sup> helped inform the study if any adjustments to the draft chapters were required. The NEMs were then submitted to the FAA for approval in December. FAA comments have been received and updates made to the report for resubmission. In support of the Noise Compatibility Plan (NCP) portion of the study preparations are being made for the upcoming listening and technical sessions for June 4, 2024.</p>

Note: Shaded boxes indicate changes from previous month  
CMA – Camarillo Airport  
OXR – Oxnard Airport  
TBD – To be determined  
CCO – Contract Change Orders

**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
NON-GRANT PROJECTS**

**June 2024**

Sup. Dist.	Project Name Spec. Number	Estimate Low Bid	CCO's Claims	Design Engr. Contractor	Scheduled or Actual Dates				% Compl Design / Const.	Remarks
					Bid Date	Contract Award	Const Start	Const Comp		
5	CMA RWVY Centerline and TWVY Alpha Repair	<u>116,505</u>		<u>Woolbert</u>		9/13/22	TBD	TBD	<u>100</u>	Construction contract approved by the Board and executed. Additional project coordination underway. NTP to Granite sent on 6/14/2024 with construction to start the week of August 19, 2024.
5	CMA Beacon Siting Study and Relocation Design	<u>8,500</u> <u>52,544</u>		<u>Mead &amp; Hunt</u>	N/A	On-call	N/A	N/A	<u>100</u> <u>100</u>	Beacon siting study initiated due to developer purchase of CMA Water Tower and adjacent property. Project bids were due October 3, 2023. One bid was received, rejection of the bid was approved by the Board of Supervisors. Pricing has been submitted and DOA is currently working with M&H to obtain the appropriate permits to start construction. <span style="color: red;">!!!</span>
3	OXR PFAS Supplemental Plan/Sampling & Monitoring	<u>\$6,500</u> <u>137,000</u>	\$226,018	<u>Ninyo &amp; Moore</u>	N/A	1/19/21	N/A	3/29/21	<u>100</u> <u>90</u>	The CA State Water Board requires Part 139 Airports that have discharged fire-fighting foam to develop a work plan and perform testing to assist in the State's PFAS investigation. Coordination with the State Water Board to satisfy workplan and sampling/monitoring goals continues. This work is separate from project-related testing.

Note: Shaded boxes indicate changes from previous month

CMA – Camarillo Airport  
OXR – Oxnard Airport  
TBD – To be determined  
CCO – Contract Change Orders  
CUE – Camarillo Utility Enterprise

# 2024 Meeting Schedules

<h2>Aviation Advisory Commission</h2>	<h2>Camarillo &amp; Oxnard Airport Authorities</h2>
<p>The <b>Aviation Advisory Commission</b> meets on the Wednesday preceding the second Thursday of the month at 6:30 p.m. in the Department of Airports Administration Office, 555 Airport Way, Suite B, Camarillo, CA 93010, unless otherwise noted on the agenda. Changes or cancellations may occur.</p>	<p>The <b>Camarillo &amp; Oxnard Airport Authorities</b> meet jointly on the second Thursday of the month at 6:30 p.m. in the Department of Airports Administration Office, 555 Airport Way, Suite B, Camarillo, CA 93010, unless otherwise noted on the agenda. Changes or cancellations may occur.</p>
January 10	January 11
February 7 <b>CANCELED</b>	February 8 <b>CANCELED</b>
March 13	March 14 <b>CANCELED</b>
April 10 <b>CANCELED</b>	April 11
May 8	May 9 <b>CANCELED</b>
June 12	June 13
July 10	July 11
August 7	August 8
September 11	September 12
October 9	October 10
November 13	November 14
December 11	December 12



# Local events honor D-Day's 80th anniversary

**Tom Kisken**

Ventura County Star

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D-Day's 80<sup>th</sup> anniversary will be commemorated in events in Ventura County.

On June 6, 1944, Allied forces invaded German-occupied France in a massive operation that ultimately helped lead to the end of World War II and is considered one of the most pivotal events in military history.

A presentation about D-Day at the Commemorative Air Force Southern California Wing's museum at the Camarillo Airport two days after the anniversary, on Saturday, will be accompanied by a display of the PBJ-1J Mitchell twin-engine bomber. Two flights of the craft are scheduled, weather permitting. Rides can be purchased at [www.cafsocal.com/product/pbj-ride](http://www.cafsocal.com/product/pbj-ride).

Other historic aircraft on display will include the Spitfire, the P-51 Mustang and the C-47 Skytrain. Vehicles will include the Dodge power wagon, the M113 armored personnel carrier and a World War II jeep.

The event runs from 11 a.m. to 2 p.m. at the Commemorative Air Force's hangar, 455 Aviation Drive, Camarillo. Donations of \$15 per person are requested. For more information, call 805-482-0064.

On Thursday, the day of the anniversary, former Secretary of State Condoleezza Rice will deliver the keynote address in an all-day D-Day event at the Ronald Reagan Presidential Library in Simi Valley. Panelists will also talk about D-Day, history and President Reagan's policies of peace through strength.

Tickets for the Reagan Library event are no longer available. The event will be live-streamed beginning at 10 a.m. at [www.YouTube.com/ReaganFoundation](http://www.YouTube.com/ReaganFoundation).

*Tom Kisken covers health care and other news for the Ventura County Star. Reach him at [tom.kisken@vcstar.com](mailto:tom.kisken@vcstar.com).*

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# COUNTY of VENTURA

Department of Airports

June 13, 2024

Ms. Mary Otten, General Manager  
Pleasant Valley Parks and Recreation District  
1605 E. Burnley  
Camarillo, CA 93010

Camarillo – Airport Business Park

Dear Mary,

Ventura County recently updated their Strategic Plan priorities for the entire County. To meet those specific goals, and in accordance with FAA requirements that airport property be used for aviation purposes (including generating revenue that support the airport), the Department of Airports conducted a review of various vacant properties at Camarillo Airport. That review identified several underutilized parcels for future development and or short-term use. Specifically, the Department of Airports will be making some changes to the County parcel which abuts the Park's parcel at the north end between Eubanks Street on the east and Convair Street on the west (see attached drawing). While we left this area open previously for future aviation purposes, this area will now be repurposed for other development and related revenue generation that financially support the airport. Accordingly, over the next several weeks the Department of Airports will be preparing the parcel for short term lease.

What you will notice during this transition is new security fencing and signage added to advise the public of this change. We are open to any additional suggestions you may have that will assist your customers regarding traffic and access to your facilities.

Thank you for your cooperation during this process. If you have any additional questions please feel free to contact me directly.

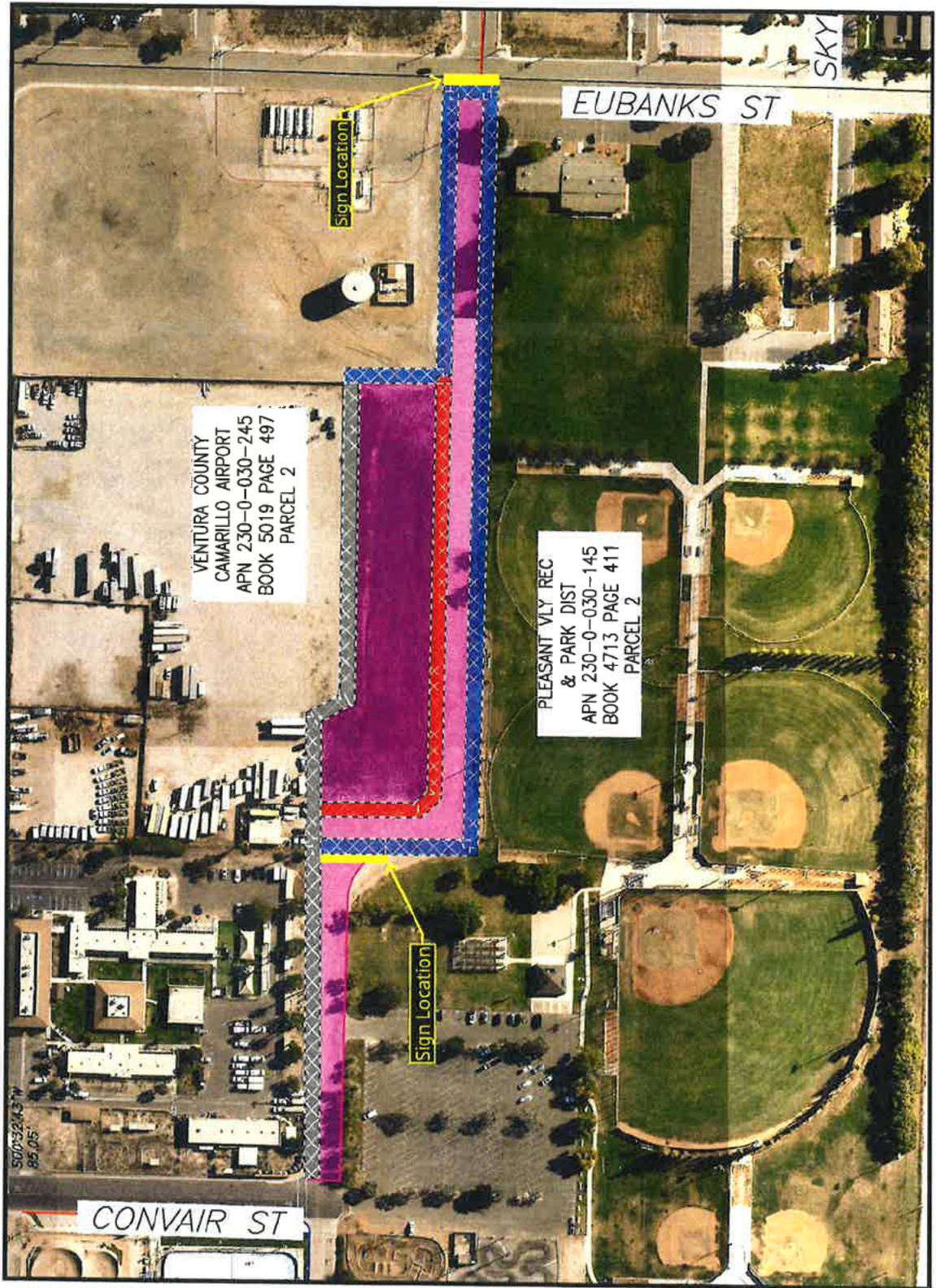
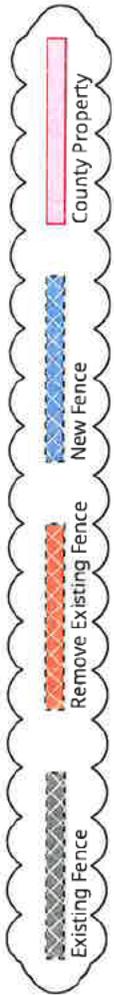
Sincerely,

Madeline Herrle  
Leasing Manager  
805-388-4243

[www.vcairports.org](http://www.vcairports.org)

Enclosure

cc: Keith Freitas  
Dave Nafie  
Casey Pullman





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## Final Camarillo Airport – Airport Layout Plan Document Now Available



The Ventura County Department of Airports is pleased to announce that the final Camarillo Airport – Airport Layout Plan (ALP) document has been submitted to the FAA and is available on our website for public review. This extensive 500+ page document includes all elements of the ALP including all public comments received through the duration of the 18-month plan process.

Click here to view the final Camarillo Airport – Airport Layout Plan (ALP) document (<https://vcairports.org/airport-layout-plan-update-and-narrative-report-final-report/>)

We would like to extend our gratitude to all who contributed to the completion of the ALP. This endeavor required the participation of all stakeholders, including the community. We encourage those interested in the ongoing conversation on noise mitigation to visit our Part 150 Noise Compatibility Study websites.

Click here to learn more about the Camarillo Airport Part 150 Noise Compatibility Study (<https://cma-noise-study.airportstudy.net/>)

Click here to learn more about the Oxnard Airport Part 150 Noise Compatibility Study (<https://oxr-noise-study.airportstudy.net/>)



Department of Airports News dated: June 17, 2024

## Update on Stockpile Soil at Oxnard Airport



The Ventura County Department of Airports would like to continue our efforts to provide regular updates to the community regarding the soil piles on Oxnard Airport property east of Ventura Road (see map below). These piles were associated with a previous airport construction project during which, in cooperation with the State of California Regional Water Quality Review Board, we agreed to temporarily store and test the material before disposal. The Department of Airports continues to work cooperatively with the State of California Regional Water Quality Review Board to better understand whether PFAS, recently determined by the federal government to be a chemical of concern, could have the potential to affect drinking water. To that end, we have set aside soil excavated from the prior project construction area to allow for further sampling prior to its eventual offsite disposal.



PFAS chemicals have been used in the United States since the 1950s and are in products such as non-stick cooking pans, dental floss, food packaging, clothes, microwave popcorn bags, laundry soap, carpeting, etc. The article at the link below shares more information about PFAS in consumer products:

(<https://time.com/6281242/pfas-forever-chemicals-home-beauty-body-products/>  
(<https://time.com/6281242/pfas-forever-chemicals-home-beauty-body-products/>)).

These “forever” chemicals are also found in the aircraft firefighting foam mandated by the Federal Aviation Administration (FAA), which was used on two occasions and annually for required testing of fire trucks. It is important to note that no PFAS foam has been sprayed at Oxnard Airport since 2019. To meet federal requirements for equipment testing the Department of Airports acquired a specialized instrument to test the readiness of its trucks without needing to release any foam.

The Ventura County Department of Airports is among the first airports in the State to expedite the replacement of this foam with a new fluorine free firefighting foam (also referred to as F3) recently approved by FAA for use at civil airports in September 2023. Much more on FAA’s transition to fluorine free foam can be found in this linked document:

([https://www.faa.gov/airports/airport\\_safety/aircraft\\_rescue\\_fire\\_fighting/f3\\_transition](https://www.faa.gov/airports/airport_safety/aircraft_rescue_fire_fighting/f3_transition)  
([https://www.faa.gov/airports/airport\\_safety/aircraft\\_rescue\\_fire\\_fighting/f3\\_transition](https://www.faa.gov/airports/airport_safety/aircraft_rescue_fire_fighting/f3_transition)))

The Airport’s previously stockpiled soil, which is fully covered on plastic liners, was recently tested by the Department of Airports and we are now coordinating with the California Regional Water Quality Review Board regarding the next steps. The Department of Airports expects to commence removal of the stockpile soil from the property east of Ventura Road before the end of the year.

Department of Airports News dated: June 21, 2024

