

AVIATION ADVISORY COMMISSION

MINUTES

March 4, 2019

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Chair, Gary Jacobs, called the meeting to order at 7:10 p.m. and led the pledge of allegiance.

2. ROLL CALL

PRESENT

Gary Jacobs
Maggie Bird
Nanette Metz
Robert Trimborn
James Flickinger
Adriana Van der Graaf
Bruce Hamous
Bobby Williams
Harvey Paskowitz

Excused (E)

Late (L)

AIRPORT STAFF

Jorge Rubio
Madeline Herrle
Ana Castro

ABSENT

Steve Weiss (E)

3. APPROVAL OF MINUTES – February 4, 2019

Robert Trimborn moved to approve the February minutes and Adriana Van der Graaf seconded the motion. Bobby Williams and Nanette Metz abstained. All others voted in favor and the motion passed unanimously.

4. **PUBLIC COMMENT** - Citizens wishing to speak to the Commission on an airport related item must fill out a speaker card and submit it to the secretary. Comments will be limited to a maximum of **three** minutes per item.

Speaker cards for issues NOT on the agenda must be submitted 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.

A tenant of the airport stated that there were no financial statements in this month's meeting packet and also inquired about when the Department of Airport's budget workshop would be taking place.

A tenant of the airport stated that he would like the Commission's assistance to ensure that private hangar owners can stay on the airport as it pertains to the provisions in the Department of Airport's hangar leases that allows the department to terminate a lease by providing a 30-day notice to the tenant.

A tenant of the airport stated his concerns about the 40 year lease term with a 10 year extension that is in the lease agreement between RKR (Cloud 9) and the Department of Airports.

A tenant of the airport stated his concerns about the Department of Airport's hangar eviction process.

5. **UNFINISHED BUSINESS**

None.

6. **NEW BUSINESS**

A. **Subject: Brown Act Training and Fair Political Practices Act Training**

Leroy Smith of County Counsel went over a PowerPoint presentation and provided training on the Brown Act and the Fair Political Reform Act.

B. **Subject: Review and Discuss the Bylaws of the Aviation Advisory Commission**

Recommendation:

Review and discuss the bylaws of the Aviation Advisory Commission.

Acting Director Jorge Rubio informed the Commission that this item was placed on the agenda upon request of the Commission at their last meeting. A discussion took place about the role of the Commission and whether the Commission is fulfilling its purpose as outlined in the bylaws. Commissioner Robert Trimborn recommended that the bylaws be amended to add language about the Brown Act and the Fair Political Reform Act. Mr. Trimborn also requested the bylaws be amended to clarify whether Robert's Rules of Order should be used during the meeting. It was determined that the agenda only allows for review and discussion of the bylaws and that any proposed amendments would need to be agendized for adoption at a future meeting. Further discussion took place about the purpose of the Commission and there is a lot of confusion about the Commission's responsibilities. Chair Gary Jacobs created a subcommittee to review the bylaws. The subcommittee will include Commissioners Adriana Van der Graaf, Robert Trimborn, and Harvey Paskowitz. The subcommittee will report their findings at a future meeting.

C. Subject: Receive and File Report from County Counsel Regarding the Feasibility of Creating an Appeal Process for Terminations of Month-to-Month Leases of Aircraft Storage Hangars

Recommendation:

Staff requests that your Commission receive and file the report from County Counsel regarding the Feasibility of Creating an Appeal Process for terminations of Month-to-Month Leases of Aircraft Storage Hangars.

Leroy Smith of County Counsel stated that it is County Counsel's opinion that it is not feasible to create an appeals process whereby the Commission can determine whether a month-to-month lease should be terminated. It was clarified that the Board of Supervisors has delegated termination of leases to the airport director and if there is discontent with this process then the recourse is to go to the Board of Supervisors and request that they retain the responsibility of terminating leases. Commissioner Bruce Hamous suggested that the Commission recommend to the Board of Supervisors that the hangar leases not be month-to-month. It was clarified that the department is currently addressing these issues in the hangar lease negotiation process. Mr. Hamous also suggested that the issue of a grievance process for tenants be addressed during the hangar lease negotiation process.

Adriana Van der Graaf moved to approve staff's recommendation and Maggie Bird seconded the motion. All others voted in favor and the motion passed unanimously.

7. DIRECTOR'S REPORT

Acting Director Jorge Rubio provided an update on the airport director position. Mr. Rubio shared that a decision should be made in the next few weeks.

8. REPORTS

Monthly Activity Report – January 2019
Monthly Noise Complaints – January 2019
Airport Tenant Project Status – February 2019
Project Status – February 2019
Rotation Schedule
Meeting Calendar

Reports were received and filed.

9. CORRESPONDENCE

Letter dated January 24, 2019 from Erin Powers to Jim Harris, Coffman Associates, Inc. re: Notice to Proceed, Camarillo Airport – Airfield Geometry Study and Airfield Drainage Study for Runway 8-26 and Taxiway Connectors, AEA No. 18-12

Letter dated January 24, 2019 from Erin Powers to Venco Western, Inc. re: Notice to Proceed for Camarillo Airport – DOA STORAGE YARD IRRIGATION AND LANDSCAPE, Specification No.: DOA 19-01 (N), Project No.: CMA-207C, City of Camarillo: IPD-402

Letter dated January 31, 2019 from Erin Powers to Joe Vacca, City of Camarillo re: Capital Improvement Program for Camarillo Airport

Letter dated January 31, 2019 from Erin Powers to Kathleen Mallory, City of Oxnard re: Capital Improvement Program for Oxnard Airport

Letter dated January 31, 2019 from Erin Powers to Brenda Perez, Federal Aviation Administration re: 5 Year Airport Capital Improvements Plan (ACIP), CMA – NPIAS NO. 06-0339, OXR – NPIAS NO. 06-0179

Letter dated February 12, 2019 from Jorge Rubio to Graeme Flynn, SBA Communications Corporation re: Conceptual Approval of Sprint's Equipment Upgrades/Additions at SBA Communications' Telecommunications Facility at 2889 West 5th St., Oxnard, CA 93030

Letter dated February 14, 2019 from John Feldhans to Whom It May Concern re: Camarillo Hangar Waitlist

Correspondence was received and filed.

10. MISCELLANEOUS HANDOUTS

None.

11. INFORMATION

Miscellaneous articles of interest.

Information was received and filed.

12. COMMISSION COMMENTS

Commissioner Bobby Williams inquired whether tie downs on Row 13 at Camarillo Airport are assigned or transient. Acting Director Jorge Rubio shared that the tie downs are rented to a flight school therefore they are not transient spaces. Mr. Williams requested that Mr. Rubio look into the tie down markings because it is hard to tell which spaces are rented.

13. ADJOURNMENT

There being no further business, the March 4, 2019 meeting of the Aviation Advisory Commission was adjourned at 9:13 p.m.



JORGE E. RUBIO, A.A.E.
Administrative Secretary