

NOTICE IS HEREBY GIVEN that the Regular Meeting of the Aviation Advisory Commission will be held on:

Monday October 2, 2017 7:00 P.M.

CITY OF CAMARILLO
COUNCIL CHAMBERS
601 CARMEN DRIVE
CAMARILLO, CA

AGENDA

1. CALL to ORDER and PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL of MINUTES – July 10, 2017
4. PUBLIC COMMENT PERIOD - 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.

5. UNFINISHED BUSINESS – None
6. NEW BUSINESS

A. Subject: Approve and Award a Planning Services Contract with Coffman Associates, Inc. of Scottsdale, Arizona, in the Amount of \$246,176, Which Will Provide Funds for an Update to Oxnard Airport's Master Plan Narrative

**Report and Airport Layout Plan and Authorization for the Director of Airports, or His Designee, to Sign the Contract.
(Contract on File with the Department of Airports and Available Upon Request)**

Recommendations:

Staff requests that your Commission/Authority recommend that the Board of Supervisors:

1. Approve and award a planning services contract with Coffman Associates, Inc. of Scottsdale, Arizona, in the amount of \$246,176, for the Oxnard Airport - Airport Layout Plan Update with Full Narrative and Airport Geographic Information System Survey; and
2. Authorize the Director of Airports, or his designee, to execute the contract.

**B. Subject: Approve the Plans and Specifications for the Camarillo Airport Northeast Hangar Development, Phase 1, Including Addenda Nos. 1, 2 and 3; Waive Any Minor Irregularities in the Bid; Award a Contract to Toro Enterprises, Inc. of Oxnard, CA in the Amount of \$7,950,236, on the Basis of the Lowest Responsive Bid; Authorize the Director of Airports, or His Designee, to Execute the Subject Contract; and Authorize the Auditor-Controller to Process the Necessary Budgetary Transactions.
(Exhibits on File with the Department of Airports and Available Upon Request)**

Recommendations:

Staff requests that your Commission/Authority recommend that the Board of Supervisors:

1. Approve the plans and specifications (Exhibit 1) for the Camarillo Airport Northeast Hangar Development, Phase 1, including Addenda Nos. 1, 2 and 3 (Exhibit 2);
2. Waive any minor irregularities in the bids;
3. Award a contract to Toro Enterprises Inc. of Oxnard, CA, in an amount of \$7,950,236, on the basis of the lowest responsible bid;
4. Authorize the Director of Airports, or his designee, to execute the subject Contract if awarded (Exhibit 3); and
5. Authorize the Auditor-Controller to process the necessary budgetary transactions to revise the following appropriations:

Budget Unit 5040 Airports Capital Projects:

Increase 5041 Camarillo Grant Projects	\$314,373
Decrease Fund E300 Unrestricted Net Position	\$314,373

**C. Subject: Approve and Award a Construction Management Services Contract to Mead & Hunt, Inc. of Santa Rosa, California, in the Amount of \$1,327,462, for the Northeast Hangar Development, Phase 1 Project; and Authorization for the Director of Airports, or his Designee, to Execute the Subject Contract.
(Contract on File with the Department of Airports and Available Upon Request)**

Recommendations:

Staff requests that your Commission/Authority recommend that the Board of Supervisors:

1. Approve and award a construction management services contract to Mead & Hunt, Inc. of Santa Rosa, California in an amount of \$1,327,462, for the Northeast Hangar Development, Phase 1 project; and
2. Authorize the Director of Airports, or his designee, to execute the subject contract.

7. DIRECTOR'S REPORT

8. REPORTS

Monthly Activity Report – June, July, August 2017
Monthly Noise Complaints – June, July, August 2017
Airport Tenant Project Status – August, September 2017
Project Status – August, September 2017
Financial Statements Period Ended – June 30, 2017
Financial Statements First, Second, Third & Fourth Quarter – FY 2016/2017
Rotation Schedule
Meeting Calendar

9. CORRESPONDENCE

Letter dated July 10, 2017 from John Feldhans to David Cruz, Alliance for Better Communities re: Noise Pollution at Oxnard Airport

Letter dated July 24, 2017 from Erin Powers to Standard Demolition, Inc. re: Notice to Proceed for Phase 1 Work, Abatement of Hazardous Materials at Camarillo Airport – DEMOLITION OF BUILDINGS AT 500 EUBANKS STREET

Letter dated July 20, 2017 from Todd McNamee to Renee Rakestraw, City of Oxnard re: Proposed Oxnard Senior Center Located at 2500 West 5th Street, Oxnard, CA is Unacceptable Land Use

Letter dated July 27, 2017 from John Feldhans to Camarillo Airport Hangar Tenants re: Hangar Electrical Upgrade

Letter dated July 27, 2017 from Erin Powers to Brenda Perez, Federal Aviation Administration re: AIRPORT IMPROVEMENT PROGRAM OXNARD AIRPORT – AIP 3-06-0179-035-2017

Letter dated July 27, 2017 from Todd McNamee to Daniel Gargas, Department of Transportation re: Comments on Proposed High School Located at Camino Del Sol and Rose Avenue

Letter dated July 31, 2017 from Erin Powers to USA Shade & Fabric Structures re: Forms for FINAL PAYMENT: Camarillo Airport – VIEWPORT SHADE COVER

Notice dated August 3, 2017 from Department of Airports to Camarillo and Oxnard Hangar Tenants re: Hangar Tenant Town Hall to Discuss Updating Hangar Lease Agreements

Letter dated August 4, 2017 from Todd McNamee to Charlie McLaughlin, Aspen Helicopters, Inc. re: Letter of Intent for Long Term Lease Agreement

Letter dated August 4, 2017 from Todd McNamee to Charlie McLaughlin, Aspen Helicopters, Inc. re: Extension to Submit Plan Sets for Project

Letter dated August 16, 2017 from Erin Powers to G. Adams, The Adams Companies re: Notice to Proceed, AEA No. 18-05, INDEPENDENT FEE ESTIMATE for Camarillo Airport – Construction Management Services for NE Hangar Development, Phase I

Letter dated August 23, 2017 from Erin Powers to Shannon Montano, California Department of Transportation re: State Matching Funds – Federal Aviation Administration Grant AIP 3-06-0179-035-2017 – Oxnard Airport

Letter dated August 25, 2017 from Jorge Rubio to Ronnie Amrany, Casamba Holdings, LLC re: Conceptual Approval for Proposed Exterior Hangar Modifications to the Alert Hangars at Camarillo Airport, DR 17-02

Letter dated August 25, 2017 from Jorge Rubio to Stephen Maloney, Sun Air Jets re: Based Aircraft List

Letter dated August 29, 2017 from Erin Powers to Shannon Montano, California Department of Transportation re: Application for State Matching Funds – Federal Aviation Administration (FAA) Grant AIP 3-06-0339-036-2017 – Camarillo Airport

Letter dated August 29, 2017 from Erin Powers to Lemuel del Castillo, Federal Aviation Administration re: AIRPORT IMPROVEMENT PROGRAM CAMARILLO AIRPORT – AIP 3-06-0339-036-2017

Notice dated September 1, 2017 from Department of Airports to Camarillo and Oxnard Pilots and Hangar Tenants re: Town Hall Follow Up – Hangar Lease Agreement

Letter dated September 7, 2017 from Erin Powers to Joe Vacca, City of Camarillo re: Camarillo Airport – Landscape and Irrigation Plan for Approval Industrial Planned Development (IDP) 402, Department of Airports

Letter dated September 13, 2017 from Jorge Rubio to Tenant re: Notice to Cease and Desist Commercial Operations at Hangar C-236

Letter dated September 13, 2017 from Jorge Rubio to Tenant re: 30-Day Notice to Correct Outstanding Issues with Hangars C-220 and APL F-5

Notice dated September 18, 2017 from Department of Airports to Camarillo and Oxnard Hangar Tenants re: Tenant Notice Soliciting Interest to Participate in Process to Update Storage Hangar Leases

10. MISCELLANEOUS HANDOUTS

11. INFORMATION

Miscellaneous articles of interest

12. COMMISSION COMMENTS - Comments by Commission members on matters deemed appropriate.

13. ADJOURNMENT

The next regular Commission meeting will be on Monday, November 6, 2017 at 7:00 p.m. in the City of Camarillo Council Chambers, 601 Carmen Drive, Camarillo, California.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE CITY OF CAMARILLO CLERK AT (805) 388-5353 OR ANA CASTRO AT (805) 388-4211. NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE THE CITY/DEPARTMENT OF AIRPORTS TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.