April 2, 2020

TO: Ventura County Airport Commission, Airport Authorities, & Tenants

FROM: Director of Airports – Ventura County Department of Airports (DOA)

RE: Update on Coronavirus Impact and Actions at Department of Airports

With the fallout from the 2019 novel coronavirus (COVID-19), airports worldwide are now faced with many unique challenges that had not been contemplated.

We continue to monitor the impact of COVID-19 and the effect it is having on airports. Regular updates will be provided as the crisis evolves.

The health and well-being of the public and our employees is always the top priority while we maintain critical operations.

Some of the measures taken by DOA related to COVID-19 include the following:

- Closed offices to public
- Operating with essential personnel only
- Some essential employees teleworking from home to help with social distancing
- Cancelled April Airport Commission & Authority meetings
- Authorized additional land for Ventura County Emergency Medical Services Agency
- Authorized County Foodshare non-profit location at CMA for weekly food distributions
- Requested commercial operators on both airports to report their ‘essential operations’
- Initiated hiring freeze on all open positions at DOA
- Initiated baseline budgeting projections for next fiscal year
- Evaluating capital project timelines due to impacts from COVID-19
- DOA transferred 1,440 N95 masks to County OES
- Working on possible temporary relief for those that can demonstrate, with documentation, substantial financial hardship caused by COVID-19
- Tracking operations numbers daily to help determine overall impact to airports
- Implemented new practices within facilities to ensure employee safety
- Tracking industry impacts and correlation to Ventura Airports
- Working with industry associations to help strategize recovery options
COVID-19 is having devastating effects on the aviation industry overall. We are closely monitoring to what extent the crisis is impacting our airports. Initial operations at both airports dropped approximately 45-50% for a short time, however operations did appear to pick back up within the past few days. We are now averaging a daily decrease in operations closer to 25-30%.

As noted above, we are evaluating all capital projects that were planned for this calendar year and next calendar year to try and determine if those projects need to be delayed or rescheduled. The department maintains a strong cash reserve in anticipation for several major capital projects that are on the near horizon, however this crisis may require prudent financial planning for the next 12-24 months while the industry and the world recovers.

We are exploring ways to help support our airport business partners to include preparing a potential temporary rent deferment option for those that can demonstrate, with documentation, substantial financial hardship caused by COVID-19. We anticipate having a proposal that can be presented to the County Board of Supervisors early this month.

The department has posted signs at the public access buildings with directions on how to continue conducting business with the department during this crisis and while offices are closed to the public. Pretty much everything that users and/or tenants need in terms of continued service can be done either on our website or by phone.

If you have any questions, please contact me at 805-388-4200.

Sincerely,

Kip Turner, C.M., C.A.E.
Director of Airports