
Tenant Notice Soliciting Interest to Participate in Process to Update Storage Hangar Leases

To: Camarillo and Oxnard Hangar Tenants

From: Department of Airports

Date: September 18, 2017

The Department of Airports (DOA) has been in discussions with a small group of airport tenants for approximately one year, and has sought to collaborate with airport stakeholders in updating the lease terms for privately owned and county rented hangars at Camarillo and Oxnard airports. In an effort to reach the broadest base of airport tenants and renters, the DOA recently hosted a Town Hall Meeting and received input from many attendees, representing hangar owners and renters from both the Camarillo and Oxnard airports.

Input included suggested changes to the lease terms, and recommendations for a process that would best complete the lease agreement update, to include mediation or facilitation. Since the DOA cannot convey authority to negotiate lease terms to a mediator, as that authority resides with the Board of Supervisors, staff is recommending a facilitated process, to include the formation of an Ad-Hoc Lease Update Committee that will assemble to review and update the major lease terms.

The DOA is contracting with CommuniQuest, a company that has extensive experience with various aviation/airport issues in the region, and is registered in Ventura County as a firm to provide mediation and facilitation services. CommuniQuest will facilitate a process and assist the Lease Update Committee to productively develop the lease terms, prior to taking that updated lease agreement through the formal public process for adoption by the Board of Supervisors. The credentials and Statement of Work for CommuniQuest that describes the process can be found on our website at www.ventura.org/airports in the yellow highlighted area. All future public updates on this matter will also be posted here so please visit the website regularly.

The DOA has also engaged Aeroplex Group Partners, LLC to provide a report of best practices and standards related to airport leasing practices, at airports similar to Ventura County. Aeroplex is an aviation development and property management company that leases storage and commercial hangars at several airports, and has extensive experience consulting on aviation and airport lease matters. They will participate in at least one of the committee meetings, sharing their report findings and recommendations, as well as when the updated lease goes through the public process.

The first step in the process is to form a short term Lease Update Committee that will include DOA staff and also represent the stakeholders from Camarillo and Oxnard Airports. We are seeking your participation and representation from:

- CAHOA Board Member (1 to 2 persons)
- CMA private hangar owner, not affiliated with CAHOA (1 to 2 persons)
- Renter of county hangar at CMA (1 to 2 persons)
- Renter of county hangar at OXR (1 to 2 persons)
- OXR Private Hangar Owner (1 to 2 persons)

Submit your interest via email to airportinfo@ventura.org with LEASE UPDATE COMMITTEE in the subject line, or by mail to:

Attn: Lease Committee
Department of Airports
555 Airport Way, Suite B
Camarillo, CA 93010

Please include your name, contact information, hangar number, which airport you are based (CMA or OXR), best availability (day or evening), and any other pertinent information you deem important for consideration. **The deadline to submit your interest is Monday, October 2, 2017** at which time submissions will be compiled and representatives selected with the help of CommuniQuest in a manner that will ensure fair representation on the committee. These individuals will represent the stakeholder groups noted above, and should be available to participate in a series of Lease Update Committee meetings during the next few months, and conduct their own meetings with interested members of those groups, outside of the Lease Update Committee meetings.

Thank you, and we look forward to embarking on this process with you.

Sincerely,



TODD L McNAMEE, AAE
Director of Airports