



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>

July 23, 2024

County of Ventura
 Board of Supervisors
 800 South Victoria Avenue
 Ventura, CA 93009

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; Supervisorial District No. 3

Recommendation:

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

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

**Note: FAA grant total for the Airport Layout Plan Update is \$352,459. Remainder of contract costs totaling \$460,332 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	\$ 7,303,293	\$ 7,303,293	\$ 7,303,293	\$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, your 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, your 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.

Board of Supervisors
Approval of Amendment No. 2
Camarillo Airport - Airport Layout Plan Update
July 23, 2024
Page 3

The County Executive Office, the Auditor-Controller's Office, and County Counsel have reviewed this item, and the Aviation Advisory Commission and the Camarillo Airport Authority recommend its approval.

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