



COUNTY of VENTURA

Department of Airports

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January 24, 2023

County of Ventura
Board of Supervisors
800 S. Victoria Avenue
Ventura, CA 93009

Subject: Approval of, and Authorization for the Director of Airports or His Designee to Sign, Amendment No. 1 to the Consulting Services Contract for the Camarillo Airport Master Plan to Transition it to an Airport Layout Plan Update with Coffman Associates, Inc., Decreasing the Total Amount of the Contract by \$55,062 to \$686,032, and Increasing the Airport's Cost Share of the Contract from \$0 to \$333,573; Supervisorial District No. 3

Recommendation:

Approve, and authorize the Director of Airports or his designee to sign, Amendment No. 1 to the Consulting Services Contract with Coffman Associates, Inc., for the Camarillo Airport Master Plan to transition it to an Airport Layout Plan Update with additional language translation and interpretation services included, decreasing the total amount of the contract by \$55,062 to \$686,032, and increasing the Airport's cost share of the Contract from \$0 to \$333,573 (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 non-eligible items)*

Impact on other departments: *None*

<u>Summary of Revenue and Project Costs</u>	<u>FY 2022/23</u>	<u>FY 2023/24</u>
Revenue: FAA (90% of eligible items)*	\$ 306,000*	\$ 46,459*
Direct Costs	\$ 500,032	\$ 186,000
Net Costs – Airport Enterprise Fund	<u>\$ 194,032</u>	<u>\$ 139,541</u>

**Note: FAA grant total for the Airport Layout Plan Update is \$352,459. Remainder of contract costs will be paid out-of-pocket from the Airport Enterprise Fund (AEF). The AEF has sufficient appropriations to cover the cost of the contract.*

Current Fiscal Year Budget Projection:

FY 2022-23 Budget Projection for Airports Capital Projects Division 5040 - Unit 5041				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	\$11,782,232	\$13,755,185	\$13,755,185	\$0
Revenue	8,940,205	8,940,205	8,940,205	0
Net Cost	\$ 2,842,027	\$ 4,814,980	\$ 4,814,980	\$0

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 at Camarillo Airport in the amount of \$741,094 (Exhibit 2). The original project included significant analysis of the future role of Camarillo Airport. The initial public meetings revealed the need for the Airport to better address outreach to the City of Camarillo and surrounding community ahead of a full master plan, which has been underway for more than a year with good effect.

Following a course of action that has received approval from the Federal Aviation Administration (FAA), DOA seeks your Board's approval to transition the Master Plan Airport Study to an Airport Layout Plan (ALP) Update. The ALP Update will allow the Airport to maintain its current 2010-11 Master Plan, while updating near-term planning goals and bringing the ALP plan set into compliance with FAA standards. The ALP Update assumes there will be no change to the current role of the airport (General Aviation – Reliever) and would continue to operate under the guidance of the Joint Powers Agreement.

The proposed Amendment No. 1, in the amount of \$686,032, is requested for the transition to an ALP Update. The amendment will allow DOA to meet grant obligations and accomplish essential planning ahead of projects in the near-term (3-10 years). A full Master Plan may follow later once other planning elements, like a noise study and an environmental inventory, for Camarillo Airport have been accomplished.

While the amended contract amount is reduced under the transition from a Master Plan to an ALP Update, the overall share of out-of-pocket costs for DOA will be increased compared to the original contract. In small part, this is attributed to costs already

incurred that are no longer eligible for reimbursement under an ALP Update that the DOA must cover. However, the majority of the increased out-of-pocket costs of approximately \$228,017, come from the significant commitment and investment in communication and transparency. Added elements to the scope of work, not normally a part of ALP Updates, will include providing Spanish language translation of narratives and providing live meeting interpretation with Spanish/Mixteco interpretation. Sufficient appropriations are available in the FY 2022-23 capital budget to cover the net costs.

The offices of the County Executive, the Auditor-Controller, 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 388-4205, or me at 388-4200.



KEITH FREITAS, A.A.E., C.A.E.
Director of Airports

Attachments:

Exhibit 1 – Amendment No. 1
Exhibit 2 – Master Plan Contract