January 7, 1999

Aviation Advisory Commission
Camarillo Airport Authority
Oxnard Airport Authority
555 Airport Way
Camarillo, CA 93010

Subject: **Y2K Update**

Recommended Actions:

Staff recommends that the commission/authority receive and file this information.

Discussion:

The Information Systems Department (ISD) for Ventura County has developed a Y2K plan for all County departments and agencies. The Department of Airports has designated a Y2K manager to work directly with ISD to implement and coordinate the project. This plan is divided into the following six phases:

- Risk Management - involves identifying core business areas and processes, the key internal and external systems that support these areas and processes, and identifying and ranking areas and processes at risk if interruptions or outages occur.

- Inventory and Prioritization - involves identifying all key systems areas at risk, prioritizing them for subsequent assessment, conversion, or replacement.

- Assessment - involves reviewing each inventoried system for the impacts year 2000 will have on it, and developing a detailed plan and method to convert, replace, or eliminate each system.

- Remediation and Testing - involve the actual conversion, replacement, or elimination of the identified systems and interfaces.

- Implementation - involves implementing converted or replaced systems, applications, data files, utilities and interfaces.

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- <u>Contingency Planning</u> - involves developing contingency plans for outages and errors related to renovated systems, systems missed in the inventory, and outages and interruptions in services and supplies from the County suppliers, utilities, and business partners.

The Department of Airports has completed 100% of phases I and II, and is underway with phase III.

Attached are copies of the Y2K newsletters that ISD publishes and distributes. If you have any questions relating to this matter, please contact me at 388-4200.

DEPARTMENT OF AIRPORTS
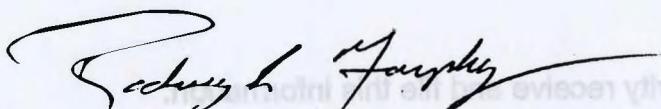
RODNEY L. MURPHY, CAE
Director of Airports

cc/slc/mswdocs/aac/Y2K letter 1 7 99
attachments

County of Ventura Y2K Newsletter

A monthly supplement to the ISD Technology News

County Focuses on Desktop and Embedded Systems Inventory

Mary Barrett
Analyst, Y2K Program Office

In the second of six phases, the County agency and departmental Y2K Projects switched gears this month. Last month they took a high level overview of their business processes as the initial step in identifying areas of vulnerability to Y2K issues. This month they spearheaded a two-pronged effort, inventorying their desktop computer hardware and software and their embedded systems.

Desktop Systems

The desktop computer hardware and software inventory was carried out using an automated inventory tool, NETinventory by BindView. This tool performs 4 key functions:

□ Automated inventory of hardware and software for all desktops attached to the agency server.

□ Inventory of standalone and laptop computers, and

INSIDE THIS ISSUE

The Fire Protection District and The Year 2000

Paul Ramonette
Battalion Chief, Technical Services Division

The Ventura County Fire Protection District is taking the year 2000 (Y2K) issue seriously. A Battalion Chief has been assigned as the project manager with our technical people providing expertise. Our goal is to continue to provide Fire and Rescue services to the public with no serious impact from the Y2K problem.

We are following the Countywide Y2K program steps to identify, prioritize, and remediate potential problems. As a Public Safety Agency, we are also tasked with codeveloping contingency plans to assist the public in the event of adverse Y2K impacts. We will be working with other emergency response providers in the County to build these plans.

We recently received an updated version of our computer aided dispatch system that is supposed to be compliant. Our fire report data is being moved to the new server that was specified to be compliant. Our local area network computers are being replaced with newer, compliant machines.

Our expected problem areas involve our Wide area network computers, embedded chip systems and older proprietary software. Inventories and vendor contact will be our next phase of this project. We will begin remediation steps when our proprietary software has been identified and prioritized.

County Fire Protection Services is right on track to provide fire and rescue services to the public with no interruption due to the Year 2000 computer problem.

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incorporation of inventory data in agency database

❑ RTC and BIOS date tests for several key dates related to Y2K rollover.

❑ Report of Y2K compliance for OS and off-the-shelf software found during software inventory.

This inventory provides early information necessary to devise strategies to replace/repair/upgrade hardware and software at the desktop level. It also provides an initial scale and scope for planning for this effort.

Embedded Systems

Unfortunately, there is no automated tool to find and inventory embedded systems. Thus, each agency or department had to do a physical inventory of any equipment that might have embedded systems, and then prioritize further evaluation of these system. Next steps will include determining compliance of the embedded systems, and coming up with the appropriate remediation strategy.

County's Y2K Web Page is now live
see it on our intranet (http://vcweb)

CALENDAR OF EVENTS

Y2K PROJECT MEETING

LOWER PLAZA ASSEMBLY ROOM

12/08/98 - 10:00 AM

Bi-weekly meeting of Y2K Project Managers followed by embedded systems focus group

DISASTER COUNCIL MEETING

MULTIPURPOSE ROOM, HALL OF ADMINISTRATION

12/10/98 – 1:30 PM – 3:30 PM

External Interfaces discussion

Y2K PROJECT MEETING

LOWER PLAZA ASSEMBLY ROOM

12/23/98 – 10:00 AM

Bi-weekly meeting of Y2K Project Managers followed by embedded systems focus group.

Transportation

❑ Cars - fill your gas tanks before January 1st. Do not store extra gasoline, as that is very dangerous. Plan to conserve gasoline by carpooling, walking, biking, etc. until it becomes clear whether there will be a problem or not.

❑ If power is interrupted it is possible that busses and trains may not work as scheduled. Plan for alternative means if possible.

❑ Check and recheck reservation status with hotels, airlines, auto rentals.

Water

❑ Store one gallon per person per day (2 quarts to drink, 2 for sanitation). Plan on one week, or more if you have the storage room.

❑ You might want to fill up your bathtub on 12/31 so you have extra water in case there is a problem.

Kudos Corner

Congratulations to the Agencies and Departments who have successfully completed phase 1 (Risk Management) of our Departmental Year 2000 Project!

Area Agency on Aging

Assessor

Auditor-Controller

Board of Supervisors

Farm Advisor

Fire Protection District

General Services Agency

Human Services Agency

Information Systems Department

Resource Management Agency

Special thanks to:

Paul Bruton of ISD who spent many hours authoring and validating the installation guidelines for the BindView software

Steve Griffin of Farm Advisor's
for not only arranging for a room so we could hold the NeoMedia training,
but also setting it up, printing notices, etc.

County of Ventura Y2K News

A monthly supplement to the ISD Technology News

County Takes In-depth Look at Data, Applications, and Systems

Mary Barrett
Analyst, Y2K Program Office

As 1998 draws to a close, so does the assessment phase of our Y2K project. Six departments are still working on deliverables for phase one (Risk Management), and eighteen are working on phase two (Inventory & Prioritization). For phase three, using the inventory performed in phase two, County agencies and departments are beginning a detailed assessment of specific areas with potential problems – data files, applications, and embedded systems. This third project phase is scheduled to be complete 12/31/98.

Data Files

Using NeoMedia's Adapt/PC-2000 automated scanning tool data files (spreadsheets and databases) were assessed (down to the field and cell level) to identify potential date problems.

INSIDE THIS ISSUE

In Search of the Gremlins: GSA & "Embedded Chips"

David Inger
GSA Energy Manager

Over the past two decades, automation has become central to the operation and maintenance of buildings. A modern building will rely on computer-based controls for heating, cooling, lighting, access, security, fire systems, etc. The automating of these systems has made the workplace safer, more comfortable, and in many cases easier and more economical to operate and maintain. Ventura County facilities have incorporated many of these systems and, because of the variety of tasks we perform, may have even more specialized systems than a typical large business.

Many of these systems are date-sensitive and thus may not operate correctly on the rollover from 1999 to 2000. Similarly, they may not recognize leap year dates in the new century or the fact that 2000 will have 366 days. These problems may exist in a remote controller which has a specialized on-board computer, it may be in the software which controls the remote unit, or it may be in a PC which communicates to the remote units.

Luck has been with us. Many of our systems are basic and do not incorporate date functions. We are confident that the buildings that keep our employees warm and dry will be fully functional on January 1, 2000.

GSA has been surveying County facilities for approximately two months. As of mid-December, this inventory effort will be 85% complete. The effort has been largely in-house, although contractors who maintain many of our systems have been brought into the loop. Our goal is to have a file for each building we maintain which details all systems which may have

Applications

Vendors' web sites and a free Y2K compliance "clearing house" (www.eds.com/vendor200/) were used extensively to gather and document commercial off-the-shelf (COTS) application Y2K compliance status. We also sent letters requesting Y2K compliance status to vendors of custom applications or commercial applications where sufficient compliance information was not available via the web. In the first quarter of 99 we will begin the process of sending Y2K compliance status requests to our down-stream supply chain.

Embedded Systems

The embedded systems inventory performed in the second phase of our project was used as the springboard for researching and documenting Y2K compliance for the many embedded systems the county depends on day-to-day. The compliance information was gathered via the web or by vendor letters.

Putting It All Together

The assessment phase provided in-depth information on the required data fixes and Y2K compliance information for custom and COTS applications and embedded systems. This in turn enabled the departments and agencies to craft a plan on how to fix the identified problems and to identify their budget needs for the next phases in the desktop and embedded systems Y2K project.

CALENDAR OF EVENTS

Y2K PROJECT MEETINGS
LOWER PLAZA ASSEMBLY ROOM
1/6/99 AND 1/19/99 – 10:00 AM
Bi-weekly meeting of Y2K Project Managers followed by embedded systems focus group.

Y2K compliance issues, what was done to determine compliance or non-compliance, and what upgrades were made to assure complete compliance. We are confident that we will have all required upgrades completed by the July 1999.

To date, we have had more good news than bad. Many major systems that we maintain are Y2K compliant or do not utilize date functions. We think we have identified the major "problem children." Fortunately, there is a clear upgrade path for these systems. All it takes is lots of money!

We have completed our survey of energy management systems, lighting automation, access systems, elevators, fire alarms, leak detection and emergency generators. We hope to complete our survey of all security systems (intrusion alarms, inmate control, duress and panic alarms) by the end of December.

Where are the problems? The card access system used at the Government Center, East County Courthouse and a variety of Sheriff's facilities need a software and embedded chip upgrade. We have already cut a purchase order to accomplish this upgrade. The computerized lighting control systems at the Government Center and East County Courthouse are not Y2K compliant and will need an upgrade that amounts to a total replacement. While expensive, this work can be accomplished over several weeks. The Energy management systems that control heating, cooling and ventilation at Todd Rd. Jail and East County Courthouse need software upgrades and new PC's.

We may have some gremlins waiting for us at Todd Road Jail with all of its high-tech controls.

Luck has been with us. Many of our systems are basic and do not incorporate date functions. For example most thermostats and parking lot lights use 7-day timeclocks to control schedules. On the other hand, newer automation such as the energy management system at the Government Center has been upgraded as part of a maintenance contract. We are confident that the buildings that keep our employees warm and dry will be fully functional on January 1, 2000.

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county of ventura
DEPARTMENT OF AIRPORTS

555 Airport Way ◆ Camarillo, CA 93010 ◆ **(805) 388-4274** ◆ Fax: (805) 388-4366

January 7, 1999

Aviation Advisory Commission
Camarillo Airport Authority
Oxnard Airport Authority
555 Airport Way
Camarillo, CA 93030

Subject: **OVERVIEW OF THE DEPARTMENT OF AIRPORTS' OPERATIONS,
CAPITAL IMPROVEMENTS PROGRAM, AND MAINTENANCE PROJECTS**

Recommendation:

Staff recommends that your commission/authorities receive and file the information

Discussion:

Attached are charts showing the expenditures for capital and deferred maintenance
projects over the past five years. Staff will have a full presentation of the overall
development and operation of the county airports over the past five years.

During the 1998/99-budget workshop and presentation, staff discussed the use of Airport
Enterprise Fund deprecation assets for several capital improvements and deferred
maintenance projects. Over the past four years the goal of the department has been to
improve the overall image of the airports and their facilities, developing their appeal to
the leasing market. The result has been a dramatic increase in leased space, which
translates into revenues for the department. As mentioned during this year's budget
workshop, these augmented revenues from new tenants will start to materialize in the
1999/00 and 2000/01 budget years.

If you have any questions regarding this matter, please call me at 388-4200.

DEPARTMENT OF AIRPORTS

RODNEY L. MURPHY, CAE
Director of Airports

slc/mswdocs/aac/Overview of development 1/7/99
attachments

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Capital Improvement Summary
Fiscal Years 1993-94 to 1997-98

Camarillo

	93-94	94-95	95-96	96-97	97-98	Total
Grant Projects(FAA/State)	1,123,629	108,674	286,181	38,288	165,461	1,722,234
Airports Share	124,848	12,075	31,798	4,254	18,385	191,359
Facility Improvements	37,496	241,914	118,648	200,462	1,135,378	1,733,898
Equipment & Other	9,239	4,443	23,062	21,763	13,039	71,546
Total Capital Exp/Yr	1,295,212	367,106	459,689	264,767	1,332,263	3,719,037

Oxnard

	93-94	94-95	95-96	96-97	97-98	Total
Grant Projects(FAA/State)	110,071	1,964,764	279,096	701442.9	400,289	3,455,663
Airports Share	12,230	218,307	31,011	77,938	44,477	383,963
Facility Improvements	13,058	37,231	191,120	394,732	379,779	1,015,920
Equipment & Other	4,821	0	52,337	90,213	185,950	333,321
Total Capital Exp/Yr	140,180	2,220,302	553,564	1,264,326	1,010,494	5,188,866

Combined Airports

	93-94	94-95	95-96	96-97	97-98	Total
Grant Projects(FAA/State)	1,233,700	2,073,438	565,277	739,731	565,750	5,177,896
Airports Share	137,078	230,382	62,809	82,192	62,861	575,322
Facility Improvements	50,554	279,145	309,768	595,194	1,515,157	2,749,818
Equipment & Other	14,060	4,443	75,399	111,976	198,989	404,867
Total Capital Exp/Yr	1,435,392	2,587,408	1,013,253	1,529,093	2,342,757	8,907,903

	93-94	94-95	95-96	96-97	97-98	Total
FAA/State Funding	1,233,700	2,073,438	565,277	739,731	565,750	5,177,896
Airports Funding	201,692	513,970	447,976	789,362	1,777,007	3,730,007

Capital Funding Comparison

□ Airports Funding
■ FAA/State Funding

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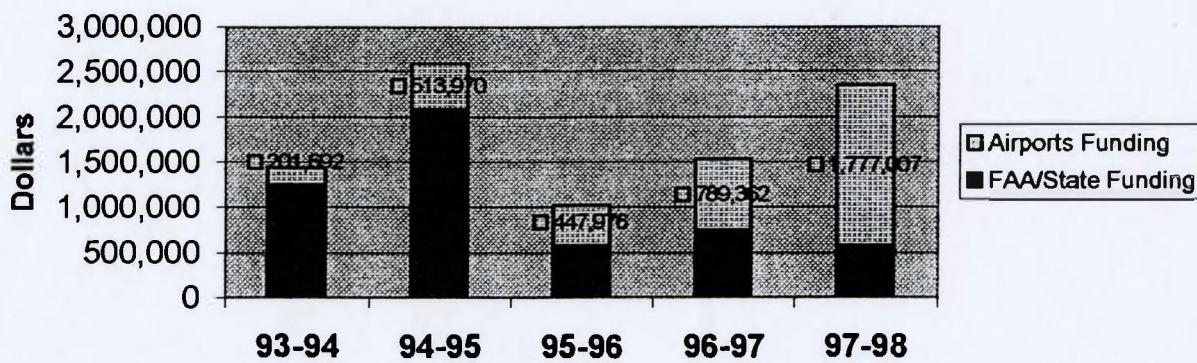
Summary Capital Investment Analysis
Ventura County Department of Airports
Commercial Property

Invested Dollars Direct	Value Future 2004	1995-2004 Rental Income	Return On Investment	Return on Rental Income
$399,723	$698,235	$1,163,754	74.68%	191.14%

Oxnard Terminal Building

$355,334	$634,421	$605,400	78.54%	70.37%
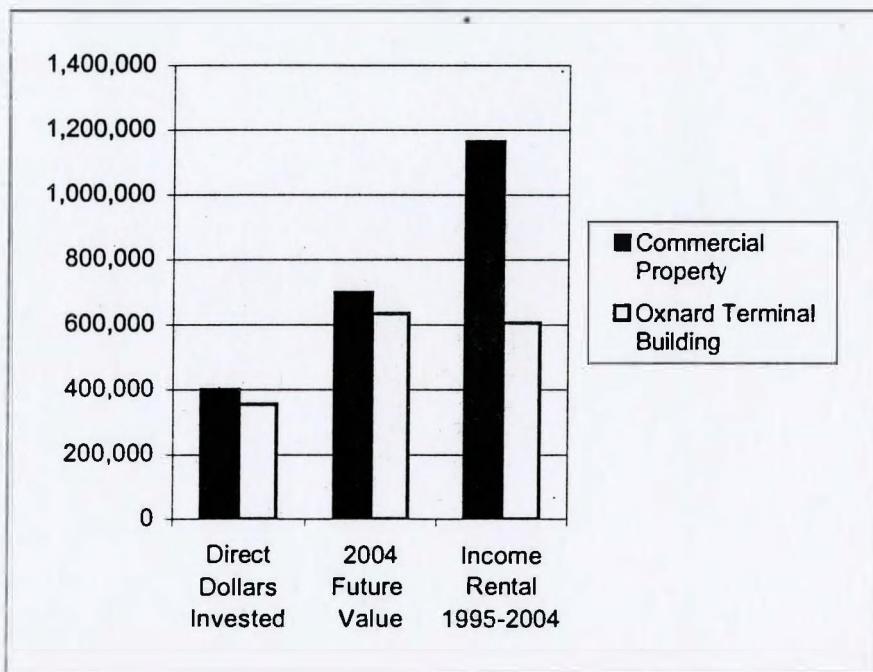
Camarillo Airport
Lease Square Footage Matrix

| Lessee	1993-94	1994-95	1995-96	1996-97	1997-98	TOTAL
Advtge Prtnrshp Srvcs			1,900			
Agriculture Department					2,583	
Avtek Int'l					3,950	
Comarco				6,800		
FPD- Bldg#149			16,492			
FPD-Bldg#229			4,488			
FPD-Bldg#277		2,168				
LMC Properties, Inc.				4,800		
Logix Development Corp.				17,680		
McCarthys Food Shops	2,400					
Synectic Solutions					3,200	
VC Community College Dist.					18,238	
Ventura Technologies			2,380			
Vortex Productivity Centers				3,200		
Total Square Foot/Year	2,400	2,168	25,260	32,480	27,971	90,279

# Leased Space Growth 1993 - 1998

6B-4
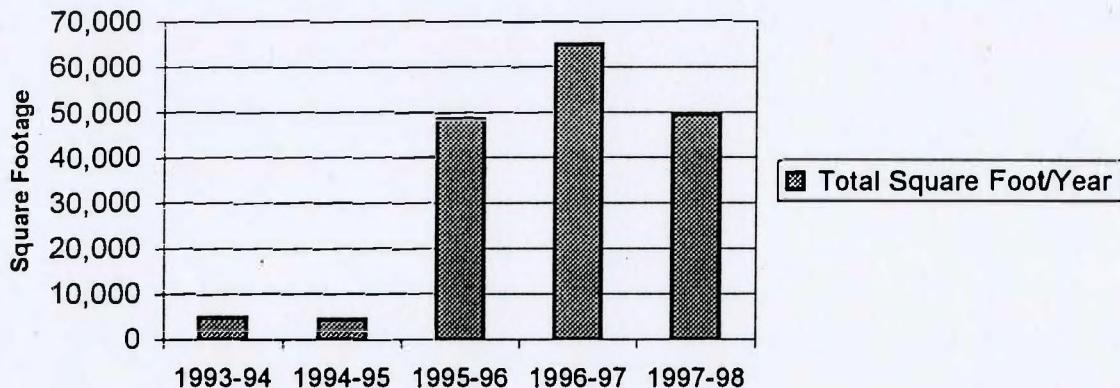
Summary - Camarillo
Comparison of Square Footage & Rents
Non-Aviation and Aviation Leases

	Square Footage	Annual Rent	Average Annual Rent
Non-Aviation Property-Bldg	58,955	308,400	5.32
Institutional & Gov't -Building	124,767	700,836	6.20
Aviation - Hangar/Office	119,420	336,912	1.93
Institutional & Gov't Prop.-Land	337,803	114,664	0.35
Aviation Property -Land	200,999	45,956	0.29

Summary - Buildings
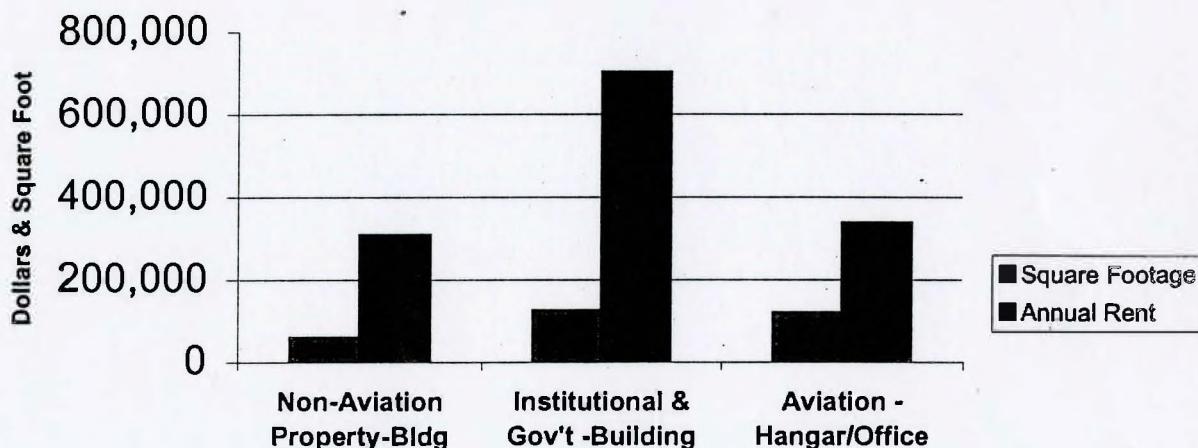
Summary Leased Land
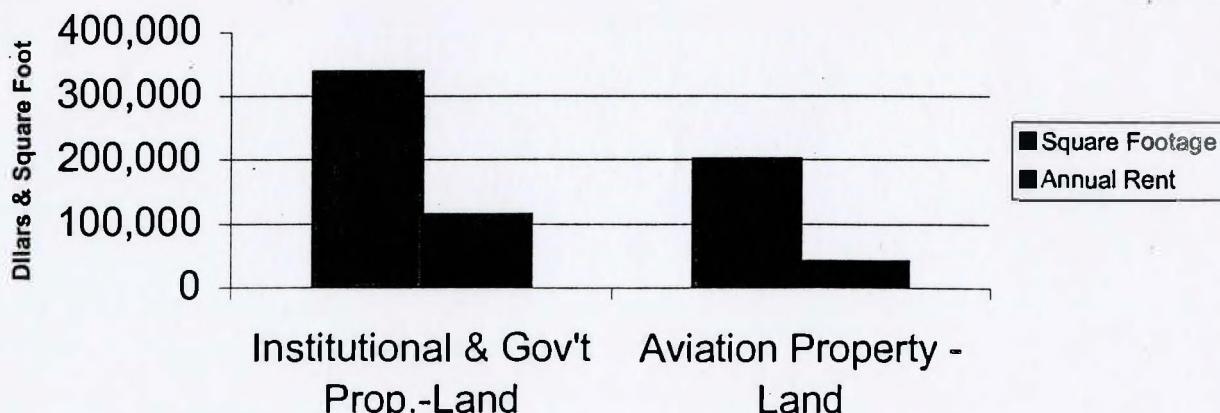
OXNARD	Federal Funds	State Funds	Local Funds	Total Cost
Construct West Terminal Ramp (Phase I)	990,000		110,000	1,100,000
Rehab/Overlay Runway 7-25 and exit T/W	225,000		25,000	250,000
East RPZ Acquisition Program (Phase I)	2,000,000		222,222	2,222,222
TOTAL OXNARD	3,215,000		357,222	3,572,222

CAMARILLO	Federal Funds	State Funds	Local Funds	Total Cost
Perimeter Security Fencing & Posting Signage (Phase II)	500,000	25,000	30,555	555,555
Local Area Augumentation System (LAAS)(GPS)	675,000	33,750	41,250	750,000
Reconstruct/Overlay Ramp East of CAF & T/W West of EAA	202,500	10,125	12,375	225,000
TOTAL CAMARILLO	1,377,500	68,875	84,180	1,530,555

Capital Funding Sources

☐ 9%
■ 1%
■ 90%

■ Federal Funds
■ State Funds
☐ Local Funds
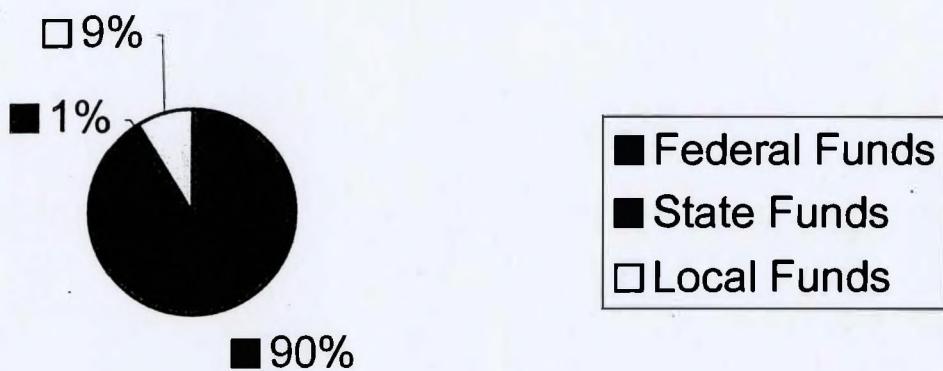
Source of Funds	
Federal Funds	4,592,500
State Funds	68,875
Local Funds	441,402

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555 Airport Way ◆ Camarillo, CA 93010 ◆ **(805) 388-4274** ◆ Fax: (805) 388-4366

January 7, 1998

Aviation Advisory Commission
Oxnard Airport Authority
555 Airport Way
Camarillo, CA 93010

Subject: FEDERAL AVIATION ADMINISTRATION
GRANT AGREEMENT ACCEPTANCE
AVIGATION EASEMENT ACQUISITION
AIP 3-06-0179-16 - OXNARD AIRPORT

Recommendation:

1. Staff requests that your authority/commission recommend that the Board of Supervisors approve the acceptance of federal grant(s) in the amount of $2,000,000 from the Federal Aviation Administration (FAA) to fund the acquisition of avigation easements east of Oxnard Airport, and

2. that your authority/commission recommend that the Board of Supervisors authorize an increase in appropriations in Account 7343-4033 in the amount of $2,222,222 for the acquisition of the easements, and

3. that your commission/authority recommend that the Board of Supervisors authorize the Director of Airports to accept the grant(s) on behalf of the County upon receipt.

Discussion:

On December 16, 1997, upon your recommendation, the Board of Supervisors approved the Airports' 5-year capital improvement plan and authorized the Director of Airports to apply for federal funding when it became available. This plan included the purchase of the avigation easement for the property east of Oxnard Airport. The FAA notified us that they should be able to fund a grant in the amount of $2,000,000. They asked us to submit an application for funds in that amount to acquire avigation easements for the property between Ventura Road and "H" Street, North of 5th Street, South of 2nd Street (see attached layout).

Of course, all AIP grant funding depends on action taken by the House and Senate. Unfortunately, this year, instead of a one-year extension of appropriations, a 6-month extension was approved. The FAA has, subsequently, asked if we would be able to accept two grants, the second to be offered following congressional approval of funding for the second half of the year.

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At this point, we cannot be sure in what increments the two grants will be, however, we feel assured they will total $2,000,000. The actual acquisition will not be completed until all funds are in place. This amount would be comprised of our annual federal AIP entitlement of $500,000, plus $1,500,000 discretionary funding.

We feel the purchase of the easements is extremely important to maintain the approach and safety areas of the Oxnard Airport. The Real Property Division of the Public Works Agency has prepared a cost estimate for the acquisition of the avigation easement which is in line with the grant amount. The next step will be to obtain an actual appraisal of the easement.

The grant requires a 10% ($222,222) commitment for matching funds from the Department of Airports. While these funds were not included in the FY 1998/99 budget, the funds are available in the Airport Enterprise Fund for this worthy investment.

In the interest of time, we ask for your review and approval prior to receipt of the grant in order to expedite Board of Supervisors approval. Upon receipt of a written commitment of the amount of the first grant, staff will request approval authority to accept the grants from the Board of Supervisors.

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

DEPARTMENT OF AIRPORTS
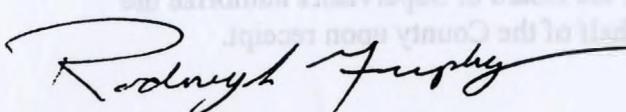
RODNEY L. MURPHY, C.A.E.
Director of Airports

/bss

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County of Ventura Department of Airports
FUTURE PROJECTS LIST
1998/1999 PROJECTS

PROJECT NAME	DESCRIPTION	START DATE
Camarillo Runway Overlay	Overlay Rwy 26/08	Completed
Review of "Aeronautical Minimum Standards"	Review & revise where appropriate the minimum standards for use/activities on county airports	Underway Final Review by FBO's
Passenger Facility Charges (PFC) Study	Review FAA PFC program for Oxnard Airport ($3.00 Ticket Tax)	Underway
Lease for INS and New Bldg. @ Willis & Eubanks	Negotiating w/INS for a lease and build-to-suite 50,000 sq. ft. office bldg.	Underway
New FBO Hangar Project	Lease negotiations w/CIA and Construction of hangar (B727)	Underway
Annual 1998/99 Budget	Prepare & Review 1999/00 Budget	Underway
Review Rent & Fee Schedule	Review & Revise where appropriate and rates in Rents & Fees Schedule	Underway
Oxnard PAPI System Runway 25	Install precision approach path indicator lights, Rwy 25	February 1999
Camarillo Airport Authority Annual Workshop/Retreat	Annual workshop to develop action plan for Camarillo Airport for 1999/00	Feb/Mar 1999
Camarillo Business Plan	Develop business plan for Camarillo Airport	March 1999
Oxnard Business Plan	Develop business plan for Oxnard Airport	March 1999
Oxnard Taxiway Overlay	Overlay Parallel Taxiway & Lighting	March 1999
Hangar #1 Construction @ Oxnard	Construction of 200X100 FBO and 12,000 sq. ft. Office Space	March 1999
Camarillo Parallel Taxiway	Design & Construct Parallel Taxiway	May 1999
Oxnard T-hangar Development	Construction of 20 aircraft storage (box) hangars, 3 commercial hgrs.	May 1999
Camarillo T-hangar Development	Construction 75/100 aircraft storage hangars, (tee & box)	May 1999

1999/2000 PROJECTS

PROJECT NAME	DESCRIPTION	START DATE
Acquire RPZ Easement for Oxnard Rwy 26	Acquire Aviagtion Easement Over Former High School Site	September 1999

For additional information contact:
Rod Murphy @ (805) 388-4200

Revision Date: 12/28/98

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COUNTY OF VENTURA DEPARTMENT OF AIRPORTS
EVENTS & MEETING CALENDAR

EVENT/MEETING	DATES	TIME	LOCATION
Aviation Advisory Commission	FIRST THURSDAY of the month	7:00 p.m.	DOA Assembly Room Or Oxnard Main Library *
Joint Airport Authority	SECOND THURSDAY of the month	7:00 p.m.	DOA Assembly Room Or Oxnard Main Library *
Point Mugu Reg. Airport Auth.	SECOND THURSDAY of the month	5:00 p.m.	DOA Assembly Room
Board of Supervisors	EACH TUESDAY, (excluding 5th Tue.)	8:30 a.m.	County Government Center
Airport Land Use Commission	FIRST FRIDAY of the month	10:00 a.m.	Camarillo City Hall
Camarillo City Council	SECOND & FOURTH WEDNESDAYS	5:00 p.m.	Camarillo City Hall
Oxnard City Council	EACH TUESDAY, (excluding 5th Tue)	7:00 p.m.	Oxnard City Hall
Oxnard Airport Master Plan/EIR	Feb 4, 1999 Feb 11, 1999	7:00 p.m. 7:00 p.m.	DOA Assembly Room Oxnard Main Library
Oxnard Airport Noise Study	Mar 10, 1999	7:00 p.m.	Oxnard Main Library
Camarillo Airport Noise Study	Mar 11, 1999	7:00 p.m.	DOA Assembly Room
1999 Quarterly Town Hall Mtgs.	Mar 18, Jun 17, Sept 23 & Dec 16	7:00 p.m.	DOA Assembly Room
Camarillo Master Plan/EIR	April 1 & 8, 1999	7:00 p.m.	DOA Assembly Room

* Note: The Aviation Advisory Commission and both Airport Authority meetings rotate meeting locations every other month. The 1999 schedule is; Jan, March, May, July, September, and November will be held at the Oxnard Main Library all others will be at the DOA Assembly Room.

Revised: Created on 12/28/98 11:11 AM