



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>

REQUEST FOR PROPOSALS

SELECTION PROCESS

**OF A MASTER DEVELOPER FOR COMMERCIAL DEVELOPMENT OF
APPROXIMATELY 5.1 ACRES
AT THE OXNARD AIRPORT**

Release Date:
April 11, 2024
555 Airport Way, Suite B
Camarillo, CA 93010

I. INTRODUCTION

The Ventura County Department of Airports (“County”) is soliciting interest for development of an approximate 5.1 acre aviation parcel at the Oxnard Airport (“Airport”) in the City of Oxnard, California at the east end of the airfield. The County seeks to select the most qualified and experienced developer who best meets the stated criteria for the site.

II. PURPOSE

The purpose of this RFP is to obtain prescribed information from all prospective parties in order to select the most qualified and experienced Business Operator/Developer who best meets the overall development, community and economic benefit, use and financial objectives for development of the aviation parcel/site at the Oxnard airport (the “Master Developer”). Upon completion of the selection process, County will negotiate a long –term ground lease with the Master Developer for the development of the site.

Objectives

The following objectives for this development have been established:

- Provide a full service FBO facility at the east end of the airport, including fueling and at least three of the additional services outlined in the Airport’s Minimum Standards (See website www.vcairports.org/documentlibrary), to include enhanced functionality and operational efficiencies versus the existing FBO facilities;
- This development and associated business/services should help the Oxnard Airport expand its community outreach and connection to the community;
- Enhance the economic self-sufficiency of the Airport by facilitating high quality development and supporting regional economic endeavors to benefit the County as a whole;
- Expand the businesses on Airport property to service the aviation industry;
- Create a pattern of development that is compatible with and complements current Airport facilities, land use and the Airport’s long term Master Plan (see OXR Master Plan at our website www.vcairports.org);
- Address the County of Ventura’s Sustainability goals to include implementation of water conservation measures, reduction of air pollution from ground operations (GHG, VOCs, and Carbon emissions), reduce the use of leaded aviation fuel, and incorporate and promote the use of biofuels and Sustainable Aviation Fuel (SAF);
- Participate in and enhance the Airport’s “Fly Friendly” program;
- Minimize noise impacts upon adjacent land uses and corridors.

The Airport will select a Master Developer for the site who has proven experience, financial resources, and professional experience to deliver the highest quality and economically feasible commercial development. The preferred developer will present a project concept that best

meets the above objectives and implements the land uses consistent with the Airport Master Plan.

Ventura County Department of Airports is a public agency and is subject to the requirements of the California Public Records Act.

III. BACKGROUND ON OXNARD AIRPORT

Site History

The Oxnard Airport was opened in 1934 by the County of Ventura and consisted of a 3,500 foot dirt runway. The County of Ventura paved the runway in 1938 and a large hangar (now known as Hangar #2) was built by the Works Progress Administration. The U.S. Army Air Corp moved its civilian training program onto the airport in 1940 to establish a primary training base called Mira Loma Flight Academy. Housing was built across the street for the cadets and instructors.

The Army Air Corp operated the airport until 1944 when it was reassigned to the Navy until the Naval Air Station at Point Mugu could be completed. The Navy moved to NAS Point Mugu in 1945. The County of Ventura officially regained control of the airport from the federal government in 1948 by receiving a final quitclaim deed. The State of California issued the airport an operating permit in 1949.

The first scheduled airline flights began in 1946 by Southwest Airlines and later Pacific Airlines, flying Douglas DC-3's and Fokker F-27's respectively. Pacific Airlines was replaced by Airwest Airlines in 1967, which was later purchased by the Hughes Corporation, becoming Hughes Airwest. The current terminal building opened in 1971 and has been served by commuter airlines such as Cable, Golden West, Wings West, Mesa and other small air carriers.

The Federal Aviation Administration built and staffed the air traffic control tower in 1960 and in 1963 Oxnard's single runway (7-25) was extended from 4,750 feet to its present length of 5,953 feet. Between 1974 and 1976 the runway was upgraded with an ILS and approach lighting. In July 1992 it was completely rebuilt and again in 2021 after 29 years in service.

In 2010, the County and the FAA partnered on a project to lengthen the landing distance at the airport from 4,610 feet to 5,953 feet where it is today. This enhancement enables the airport to accommodate modern regional jets rather than just turbo prop aircraft for airline service needs.

Despite no current commercial air service, the airport remains an important element of the national transportation system with multiple thriving aviation businesses and over 125 based aircraft. The Oxnard Airport has been Ventura County asset for over 80 years.

Current and Projected Airport Operations

Oxnard Airport is home to approximately 125 based aircraft and it presently supports over 75,000 flight operations annually. The airport is included in the Federal Aviation Administration/ National Plan of Integrated Airport Systems. The current tenants and business located at the Airport include:

- 2 fixed based operators (one of which currently occupies a portion of the site)
- 3 specialty aviation businesses
- 1 flight school (presently occupies a portion of this site)
- 2 retail aviation fuel services (one of which presently occupies a portion of this site)
- Rental car agencies
- Executive aircraft private hangars
- 66 County hangars for general aviation Aircraft
- 55 Privately owned hangars for general aviation aircraft

Existing Site Conditions

The approximate 5.1-acre site at the east end of the airport fronts on 5th Street and currently supports Golden West FBO and a below ground fuel facility which occupies a portion of the site. The area to the west of the site currently houses two older hangar facilities and additional ramp comprising a 7-acre redevelopment which is in the planning process with another developer.

The County wishes to expand the existing Golden West facility area to include additional ramp area and allow for redevelopment of the existing structures and removal of the existing underground fueling facility to provide for a new above- ground fueling location. This site incorporates the ramp to the north out to the drive lane. There are presently two public entrances off of 5th street with a paved parking lot and one vehicle gate and one pedestrian gate providing access to the site.

The site is designated for aviation use on the Airport Master Plan. Site planning considerations include building location, building heights, landscaping and the opportunity to construct facilities which can respond to present day aircraft hangar requirements, including aircraft of the future such as prospective ADG-III aircraft and the prospect of electric aircraft and/or eVTOL operations, updated energy efficient elements, above-ground fueling facilities, and structures with full use of the large deep and wide ramp area.

Review process: The development plan may be subject to review by the County Board of Supervisors, Ventura County Transportation Commission, Airport Advisory Committee and the Oxnard Airport Authority, as well as the County of Ventura Building & Safety and Planning Divisions. Although the Airport is located in the City of Oxnard, the Airport property is owned by the County of Ventura, which makes it the lead agency for permitting approvals.

IV SUBMISSION REQUIREMENTS

A. Developer Information

The Request for Proposal must contain all of the following information:

- **Identification:** Name of developer and type of entity. Provide known members of the development team such as project manager, construction company, architect, landscape architect, major equity investors, etc. and role of developer and any partners in implementation of development.
- **Experience:** Provide a complete description of the developer's and key team member's commercial aviation development experience. Please be specific and indicate references for each project.
- **Financial Data:** Provide information indicating total estimated project cost and evidence of sufficient financial resources to undertake the project. Provide bank or other financing references where appropriate.
- **Track Record:** List at least two (2) developments that are similar in design and complexity to the project described in this information request and provide brief narratives for each project (including size, cost, and year developed).

B. Development Proposal

The Development Proposal Package shall provide a narrative description of the type of development envisioned and its market orientation. Only the following items shall be submitted and be organized as outlined below:

1. **Site Concept Plan.** Site Plan illustrating proposed building location, parking, landscape and hardscape areas. The site concept plan should depict the location of fuel facilities, upgraded electrical capacity, water lines, stormwater outfall and lines, and any other utility to be relocated, if deemed necessary, due to project development. The Site Plan may incorporate the existing structures but should identify any modifications to the facilities.
2. **Proposed Facilities/Services.** Detail type of building, facilities and anticipated business uses to be provided, including a full service ASP to include fueling services and at least 3 additional services as outlined in the airport's Minimum Standards (see Attachment 1). Please include proposal square footage by use and specificity of components. For example, if office space is being proposed, indicate the total square footage and project tenant/use mix to be provided. A written description must include the estimated income and benefits to the County plus a business plan for the proposed project. The narrative should also include statement of consistency with the Airport Master Plan and other prevailing policies.

Ventura County encourages development that is ecologically sustainable. Please indicate which of the following elements, and/or others not specified, that will be incorporated:

- Energy efficiency, including net zero/Carbon neutral facility design, and the consideration of natural resources as well as future electrification needs of future aviation products.
- The avoidance of environmentally damaging materials, including unleaded fuels, and the promotion of biofuels and Sustainable Aviation Fuels (SAF)
-
- Site design to enhance natural environment, and drought tolerant landscaping and
- “Green Building Program” tenets to minimize construction waste.

3. **Pro Forma.** The proposal shall include:

- Development pro forma for the project including, but not limited to, predevelopment and construction costs.
- A description of the proposed financing.
- An estimate of the total value of the project, broken down into land and improvement values.
- The pro forma should reflect all income and expense line items including, but not limited to, ground lease payments, with sufficient detail and clarity for the proposal to be properly evaluated by the County.

4. **Desired Term of Lease.** The proposal should include the desired business terms that the developer will seek in a ground lease (i.e. construction rent amount and duration, initial ground rent, ground rent annual increases, etc.).

5. **Development Schedule.** Include a preliminary phase and time schedule in the proposal. Please note timeline and benchmarks if the project is anticipated to be developed in phases.

6. **Performance Deposit.** Each submittal must be accompanied by a ten thousand dollar (\$10,000) performance guaranty cashier’s check. The performance guaranty amount will be returned to unsuccessful parties at the completion of the selection process. For the successful candidate, the guaranty will be applied to cover the cost of the projects’ lease development process; any remaining funds can be applied to the ground rent or refunded (please note that Airport’s staff does not charge for their time in this process). Please provide contact name and information in the event the performance guaranty is returned.

Note: Site Plan will be considered a conceptual plan and will be subject to adjustment and County approval once a developer has been selected and the details of the project are finalized through the negotiation process.

V SELECTION PROCESS AND CRITERIA

A. Selection Criteria

The County will select a developer for the development site whose experience and proposal most closely satisfies the needs of Ventura County. County expects to negotiate with the designated developer on the aspects of the development project including a long term lease for the property.

Important elements influencing selection of a developer for each site are:

- The overall quality and track record of the developer as evidenced by the professional experience of the principals;
- Financial capabilities and expertise in commercial aviation development of similar size and complexity;
- The excellence in project design, facilities, uses and overall quality of proposed project.

B. Developer Selection

After evaluation of written submittals and oral interview, if deemed necessary, Airport staff will negotiate lease and development terms with the top ranked party. A negotiated and mutually agreed upon final detailed project scope, terms, conditions, and schedule will set the parameters for creating a final lease that will be scheduled for review and approval by the Ventura County Board of Supervisors. Any selected developer will be required to honor the terms, conditions, and scope contained in the executed lease document.

VI EVALUATION AND SELECTION PROCESS

The proposals will be evaluated for their overall responsiveness to County's stated objectives for development, as well as the submittal requirements contained in this document. The County reserves the right to assess and reject any or all proposals after careful review by staff and the Selection Committee. Top candidates may be invited to present and discuss their project to the Selection Committee. Submittals will be ranked on the following criteria:

- Project land use and site plan including quality, type and amount of aviation/commercial space plus conceptual design of facilities, including the incorporation of new technologies (20%) Note: up to 25%% of this category will

be given for “Green” building features including site and landscape, building materials, energy and water use, and waste management.

- Provides City of Oxnard community benefit, which may include special events, community outreach, educational programs, etc. (10%)
- Regional economic impact & enhancement of aviation business opportunities at the airport (10%)
- Developer’s financial strength and project financial plan, including ground lease and other business terms (30%)
- Overall qualifications, track record, and relevant experience of develop/development team (20%)
- Compliance with the Airport Master Plan and other prevailing policies (5%)
- Proposed development schedule (5%)

After evaluation of submittals and, if deemed desirable, oral interviews, a recommendation will be made to the Ventura County Board of Supervisors, who will make the final selection of the Master Developer for each site by reviewing and considering a final negotiated lease.

VII COMPLIANCE WITH COUNTY/AIRPORT POLICIES

- A. **Compliance.** Proposed project must be consistent with all applicable local, state, and federal aviation regulations, planning/land use requirements, environmental regulations, insurance requirements, and entitlement and permitting processes.
- B. **Right of Rejection.** The County reserves the right to reject any or all proposals, to request new proposal, to revise the information request, withdraw this information request, or not make a selection, or accept a proposal where only a single RFP response is received. Information request revisions, if any, will be mailed to all potential proposers who were mailed this document. The receipt of proposals shall not, in any way, obligate the County to enter into a project lease or any other contract of any kind with any proposer. All submitted proposal copies will become the property of Ventura County.

VIII IMPORTANT DATES AND SUBMISSION PROCESS

A. Tentative Schedule*

Information Request Release Date:	April 11, 2024
Detailed Proposals Due	June 11, 2024
Applicant Interviews, if deemed necessary	Week of July 22
Target Committee Recommendation /Selection Date	August 5, 2024

**dates subject to change;* Committee also reserves the right to make a selection if only one candidate provides a proposal.

B. Submission Time, Place, Date, Contact

Proposal submittals: written responses must be prepared in accordance with content and sequence as specified within this request for information. No changes or additions to a proposal may be made after the submittal date.

Submission of **one original and four (4) copies** of the proposal must be received no later than:

Tuesday, June 11, 2024 at 1:00 PM

Proposals should be sent to:

**Ventura County Department of Airports
Attn: Madeline Herrle, Lease Manager
555 Airport Way, Suite B
Camarillo, CA 93010
Telephone: (805)-388-4372**

Proposal copies should contain all the same materials as in the original packet, inclusive of photos, site plans, and the like.

IX QUESTIONS AND REQUESTS FOR ADDITIONAL INFORMATION

Questions and information requests should be submitted to Madeline Herrle at address noted above or by email to: madeline.HERRLE@ventura.org.

X ATTACHMENTS

1. Site location map
2. Airport Layout Map
3. Application Checklist

EXHIBIT "A" – SITE AREA

Oxnard Airport



**OXNARD AIRPORT
PROPOSED DEVELOPMENT PROJECT
APPLICATION CHECKLIST**

(Must be completed and returned with application)

Use the following checklist to ensure that your application is complete.

Unless specifically indicated, **an original and four (4) copies** of the following items must be submitted by all applicants in the following order. Note: All attachments are to be placed immediately following the Section in which they are requested.

Application Checklist

Cover letter

- Cover letter submitting application signed by Principal in firm

Section IV – Submission Requirements

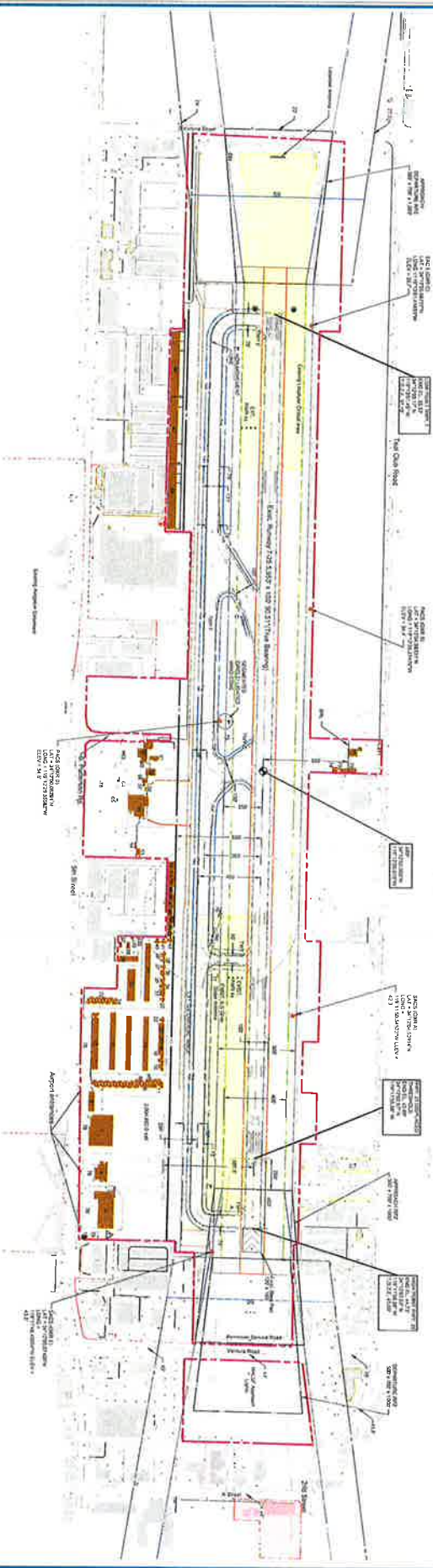
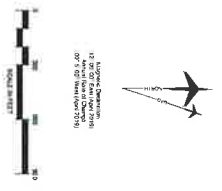
- Completed Subsection A. Developer Information
 - Identification – Name of developer, type of entity and development team members.
 - Experience – Complete description of developer’s and key team members’ recent aviation/commercial development experience and references.
 - Financial Data – Information indicating total estimated project cost and evidence of sufficient financial resources to undertake project, including bank or other financing references where appropriate.
 - Track record – Developer references for projects of similar design and complexity (including size, cost and year developed)

- Completed Subsection B. Development Proposal
 - Site Concept Plan – Depicting building, parking, landscape, hardscape and including building façade elevations, particular the 5th street façade.
 - Proposed Facilities/Services – Detailed building and user information, type of use (FBO, Office? Storage only?), estimated income and benefits, business plan, and consistency with Airport Master Plan and other prevailing policies. City of Oxnard engagement and community outreach
 - Pro Forma – Development pro forma for predevelopment, construction, income and expenses cost and proposed financing
 - Desired Terms of Lease – Description of desired lease terms
 - Development Schedule – Phasing plan (if applicable) and anticipated development timeline
 - Performance Deposit – Performance Guaranty cashier’s check for \$10,000 made payable to COUNTY OF VENTURA

APPENDIX 1 – OXNARD AIRPORT -AIRPORT LAYOUT PLAN SHEETS 3,4 dated 2.14.2022

EXISTING AIRPORT FACILITIES		EXISTING AIRPORT FACILITIES		EXISTING AIRPORT FACILITIES		EXISTING AIRPORT FACILITIES		
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20	Runway 10/28



LEGEND	
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18	100
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FAA APPROVAL STAMP

FOR APPROVAL BY:
COUNTY OF VENTURA
 APPROVED BY:
Keith Freitas
 DATE: 02/22/2022

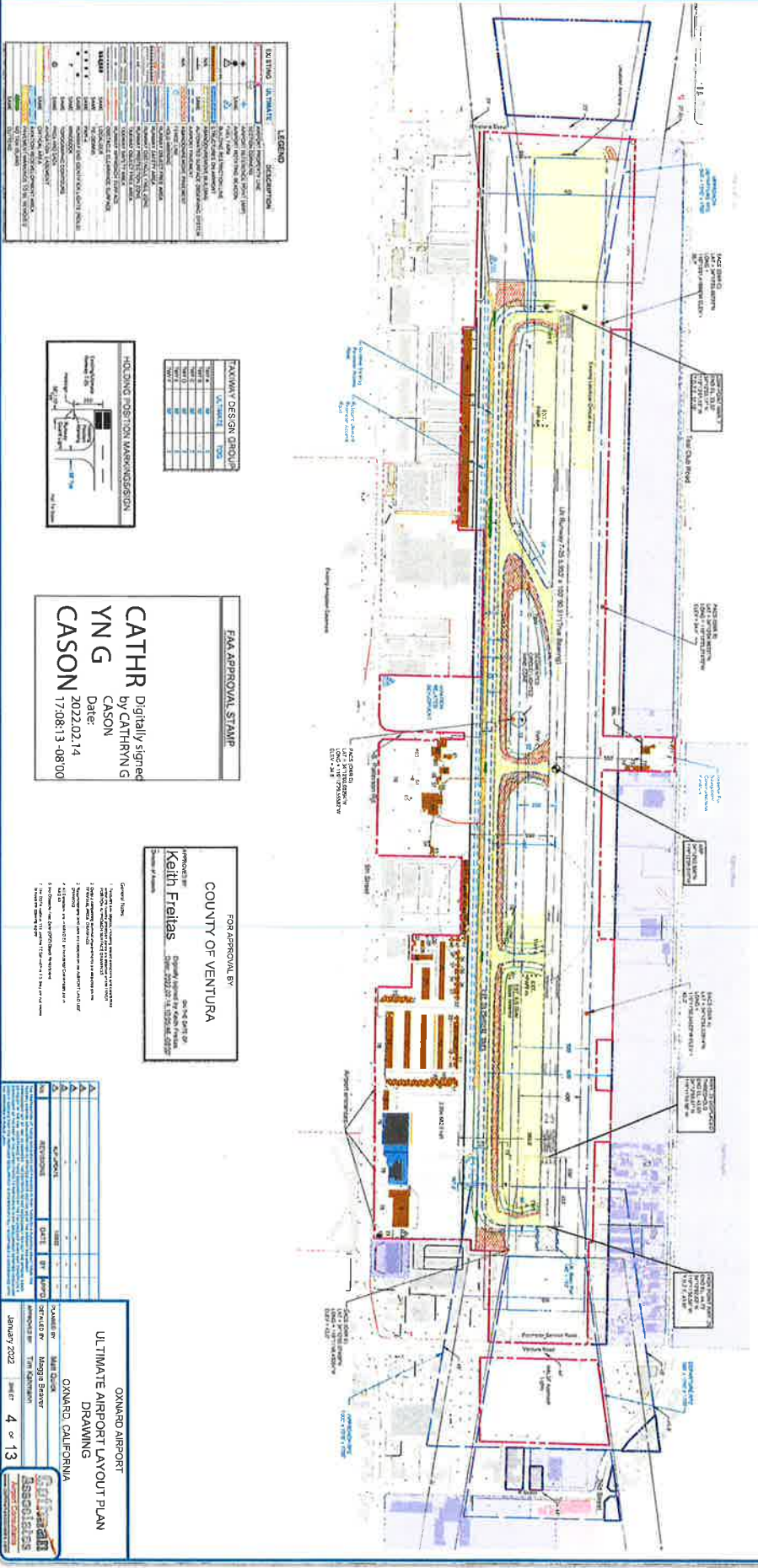
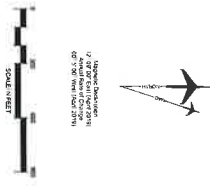
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19	ISSUED FOR PERMITTING	01/13/2022	TJH
20	ISSUED FOR PERMITTING	01/13/2022	TJH

OXNARD AIRPORT
 EXISTING AIRPORT LAYOUT PLAN
 DRAWING
 OXNARD, CALIFORNIA

DATE: 01/13/2022
 SHEET: 3 OF 13

EXISTING AIRPORT FACILITIES		EXISTING AIRPORT FACILITIES		EXISTING AIRPORT FACILITIES		EXISTING AIRPORT FACILITIES		
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55	Runway 26BB	100	55	Runway 26BB	100	55	Runway 26BB	100
56	Runway 26BC	100	56	Runway 26BC	100	56	Runway 26BC	100
57	Runway 26BD	100	57	Runway 26BD	100	57	Runway 26BD	100
58	Runway 26BE	100	58	Runway 26BE	100	58	Runway 26BE	100
59	Runway 26BF	100	59	Runway 26BF	100	59	Runway 26BF	100
60	Runway 26BG	100	60	Runway 26BG	100	60	Runway 26BG	100
61	Runway 26BH	100	61	Runway 26BH	100	61	Runway 26BH	100
62	Runway 26BI	100	62	Runway 26BI	100	62	Runway 26BI	100
63	Runway 26BJ	100	63	Runway 26BJ	100	63	Runway 26BJ	100
64	Runway 26BK	100	64	Runway 26BK	100	64	Runway 26BK	100
65	Runway 26BL	100	65	Runway 26BL	100	65	Runway 26BL	100
66	Runway 26BM	100	66	Runway 26BM	100	66	Runway 26BM	100
67	Runway 26BN	100	67	Runway 26BN	100	67	Runway 26BN	100
68	Runway 26BO	100	68	Runway 26BO	100	68	Runway 26BO	100
69	Runway 26BP	100	69	Runway 26BP	100	69	Runway 26BP	100
70	Runway 26BQ	100	70	Runway 26BQ	100	70	Runway 26BQ	100
71	Runway 26BR	100	71	Runway 26BR	100	71	Runway 26BR	100
72	Runway 26BS	100	72	Runway 26BS	100	72	Runway 26BS	100
73	Runway 26BT	100	73	Runway 26BT	100	73	Runway 26BT	100
74	Runway 26BU	100	74	Runway 26BU	100	74	Runway 26BU	100
75	Runway 26BV	100	75	Runway 26BV	100	75	Runway 26BV	100
76	Runway 26BW	100	76	Runway 26BW	100	76	Runway 26BW	100
77	Runway 26BX	100	77	Runway 26BX	100	77	Runway 26BX	100
78	Runway 26BY	100	78	Runway 26BY	100	78	Runway 26BY	100
79	Runway 26BZ	100	79	Runway 26BZ	100	79	Runway 26BZ	100
80	Runway 26CA	100	80	Runway 26CA	100	80	Runway 26CA	100
81	Runway 26CB	100	81	Runway 26CB	100	81	Runway 26CB	100
82	Runway 26CC	100	82	Runway 26CC	100	82	Runway 26CC	100
83	Runway 26CD	100	83	Runway 26CD	100	83	Runway 26CD	100
84	Runway 26CE	100	84	Runway 26CE	100	84	Runway 26CE	100
85	Runway 26CF	100	85	Runway 26CF	100	85	Runway 26CF	100
86	Runway 26CG	100	86	Runway 26CG	100	86	Runway 26CG	100
87	Runway 26CH	100	87	Runway 26CH	100	87	Runway 26CH	100
88	Runway 26CI	100	88	Runway 26CI	100	88	Runway 26CI	100
89	Runway 26CJ	100	89	Runway 26CJ	100	89	Runway 26CJ	100
90	Runway 26CK	100	90	Runway 26CK	100	90	Runway 26CK	100
91	Runway 26CL	100	91	Runway 26CL	100	91	Runway 26CL	100
92	Runway 26CM	100	92	Runway 26CM	100	92	Runway 26CM	100
93	Runway 26CN	100	93	Runway 26CN	100	93	Runway 26CN	100
94	Runway 26CO	100	94	Runway 26CO	100	94	Runway 26CO	100
95	Runway 26CP	100	95	Runway 26CP	100	95	Runway 26CP	100
96	Runway 26CQ	100	96	Runway 26CQ	100	96	Runway 26CQ	100
97	Runway 26CR	100	97	Runway 26CR	100	97	Runway 26CR	100
98	Runway 26CS	100	98	Runway 26CS	100	98	Runway 26CS	100
99	Runway 26CT	100	99	Runway 26CT	100	99	Runway 26CT	100
100	Runway 26CU	100	100	Runway 26CU	100	100	Runway 26CU	100

CHECKED DISTANCE DATA	
STATION	ELEVATION
1	100
2	100
3	100
4	100
5	100
6	100
7	100
8	100
9	100
10	100
11	100
12	100
13	100
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89	100
90	100
91	100
92	100
93	100
94	100
95	100
96	100
97	100
98	100
99	100
100	100



LEGEND	
EXISTING	EXISTING
NEW	NEW
...	...

FAMILY DESIGN GROUP	
NAME	...
...	...

FAA APPROVAL STAMP
 Digitally signed
 by CATHRN G
 YN G
 CASON
 Date: 2022.02.14
 17:08:13 -0800

FOR APPROVAL BY
 COUNTY OF VENTURA
 APPROVED BY
 Keith Freitas
 Director of Planning

OXNARD AIRPORT
ULTIMATE AIRPORT LAYOUT PLAN
DRAWING
OXNARD, CALIFORNIA

DRAWN BY: ...
 CHECKED BY: ...
 DATE: ...
 JANUARY 2022

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