



COUNTY of VENTURA
Department of Airports

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AVIATION ADVISORY COMMISSION

MINUTES

March 12, 2025

1. CALL to ORDER and PLEDGE of ALLEGIANCE

Chair, John Corneau, called the meeting to order at 6:30 p.m. and Commissioner Steve Tannehill led the pledge of allegiance.

2. ROLL CALL

PRESENT

Jerrold Abramson Clarke Cramer
John Corneau Matthew Johnston
Steve Tannehill Neil Sexton
Bruce Martin Richard Weyek

ABSENT

Sean Colvin (E)
Mark McCamish (E)

Excused (E)

Late (L)

Absent (A)

AIRPORT STAFF

Keith Freitas, Director of Airports
Dave Nafie, Deputy Director
Casey Pullman, Deputy Director
Madeline Herrle, Lease Manager
Jannette Jauregui, Communications and
Engagement Manager
Erin Powers, Projects Administrator
Sujin Beck, Projects Assistant
Jamal Ghazaleh, Accounting Manager
Ana Castro, Administration Officer
Denise Arreola, Administrative Assistant

COUNTY STAFF

Vianey Lopez, District 5 Supervisor (Via Zoom)
Amy Peake, District 5 Chief of Staff

3. AGENDA REVIEW

No changes to the agenda.

4. APPROVAL OF MINUTES – January 8, 2025

Action: Upon the motion of Commissioner Steve Tannehill and seconded by Commissioner Jerrold Abramson, the Commission hereby approves the January 8, 2025, minutes. All members voted and the motion passed unanimously 8-0.

5. **PUBLIC COMMENT** - Citizens wishing to speak to the Commission on an airport related item must fill out a speaker card and submit it to the secretary. Comments will be limited to a maximum of **three** minutes per item.

Speaker cards for issues NOT on the agenda must be submitted before the end of the public comment period.

Speaker cards for issues listed on the agenda must be presented before the item is up for consideration. Speakers will be called when the item is presented.

No public comment made.

6. CONSENT AGENDA

Consent Agenda items are routine and non-controversial. Items are reviewed and approved together as recommended and without discussion unless an item is pulled for a separate action by the Commission on the Regular Agenda. Consent items are heard at the Commission's discretion and may be heard at any time during the meeting.

At the requested motion of Commissioner Steve Tannehill, and with the approval of Chair John Corneau, Consent agenda items 6.A. and 6.B. were pulled and heard during the Regular Agenda.

Agenda Item 6.A was heard after Agenda Item 7.C.

- 6.A. **Subject:** Approval of, and Authorization for the Director of Airports or His Designee to Sign, the Proposed Lease with Axis Air, LLC., for a 5.17-Acre Site at 1601 W. Fifth Street, Oxnard, California at the Oxnard Airport

Recommendation:

Staff requests that your Commission/Authorities recommend that the Board of Supervisors

(Board):

Approve, and authorize the Director of Airports or his designee to sign, the proposed lease with Axis Air, LLC., for a 5.17-acre site at 1601 W. Fifth Street, Oxnard, California at the Oxnard Airport (Exhibit 1).

Vice-Chair Matthew Johnston recused himself from this item and removed himself from the voting panel. Madeline Herrle, Lease Manager, then proceeded to present this item. Questions regarding the lease were addressed by Airport staff. Vice-Chair Matthew Johnston returned to the panel after the vote.

Action: Upon the motion of Commissioner Jerrold Abramson and seconded by Chair John Corneau, the Commission hereby approves the recommendations as stated in the respective agenda letter for item 6.A. All members voted and the motion passed unanimously 7-0.

Agenda Item 6.B was heard after Agenda Item 7.A.

6.B. Subject: Approval of the Five-Year Capital Improvement Plan (CIP) for Camarillo and Oxnard Airports; Authorization for the Director of Airports or His Designee, to Apply for Grants to Fund Projects Scheduled for Federal Fiscal Years 2025 and 2026 Outlined in the CIP Upon Notification from the Federal Aviation Administration and the California Department of Transportation Aeronautics Program That Funds Are Available; Authorization for the Director of Airports or His Designee, to Accept and Sign Federal Aviation Administration Grants for Federal Fiscal Years 2025 and 2026, When Offered, in Estimated Amounts as Outlined in the CIP Upon Notification from the Federal Aviation Administration; Authorization for the Director of Airports or His Designee, to Apply for, Accept, and Sign for a Matching Grant from Caltrans, if Offered; and Authorization for County Counsel to Execute the Certificate of Sponsor's Attorney Required by Federal Aviation Administration Grant Agreements

Recommendations:

Staff requests that your Commission/Authorities recommend that the Board of Supervisors (Board):

1. Approve the five-year capital improvement plan (CIP) for Camarillo and Oxnard Airports (Exhibit 1); and
2. Authorize the Director of Airports or his designee, to apply for grants to fund the projects scheduled for federal fiscal years (FFY) 2025 and 2026 outlined in the CIP upon notification from the Federal Aviation Administration (FAA) and the California Department of Transportation Aeronautics Program (Caltrans) that funds are available. ***These projects are subject to approval in the County budget process, as explained below:***

3. Authorize the Director of Airports or his designee, to accept and sign FAA Grants for FFY 2025 and 2026, when offered, in estimated amounts as outlined in the CIP upon notification from the FAA (Exhibit 2);
4. Authorize the Director of Airports or his designee, to apply for, accept, and sign for matching grants from Caltrans, if offered; and
5. Authorize County Counsel to execute the Certificate of Sponsor's Attorney required by FAA Grant Agreements.

Sujin Beck, Projects Assistant and Keith Freitas, Director of Airports, briefly presented the routine item and addressed the questions from the Commission.

Action: Upon the motion of Commissioner Jerrold Abramson, and seconded by Commissioner Bruce Martin, the Commission hereby approves the recommendations as stated in the respective agenda letter for item 6.B. All members voted and the motion passed unanimously 8-0.

7. REGULAR AGENDA

Regular Agenda items are heard at the Commission's discretion and may be heard at any time during the meeting.

A. Subject: Receive and File a Service Recognition Award Presentation to Steve Weiss for His Years of Service as a Commissioner on the Aviation Advisory Commission

Recommendation:

Receive and file a service recognition award presentation to Steve Weiss for his years of service as a Commissioner on the Aviation Advisory Commission.

Keith Freitas, Director of Airports, introduced District 5 Supervisor Vianey Lopez (virtually), to recognize Steve Weiss for all his years on the Aviation Advisory Commission. A plaque was presented by Amy Peake, on behalf of Supervisor Lopez and the Department of Airports. Steve Weiss closed out the agenda item with a short speech.

Action: Without motion, the Commission receives the service recognition award presentation to Steve Weiss for his years of service as a Commissioner on the Aviation Advisory Commission.

B. Subject: Receive and File a Monthly Staff Update from Communications and Engagement Manager Regarding Ventura County Airports

Recommendation:

Receive and file a monthly staff update from Communications and Engagement Manager regarding Ventura County Airports.

Jannette Jauregui, Communications and Engagement Manager, presented the

Department of Airports thirteenth feature story. The segment highlighted the Ventura County Fire Department, and all the emergency response teams who quickly and effectively tackled the Mountain and Palisades Fires.

Action: Without motion, the Commission receives the staff update from Communications and Engagement Manager regarding Ventura County Airports.

C. Subject: Approval of the Department of Airports' Fiscal Year 2025-26 Rent and Fee Schedule, Effective July 1, 2025; Adoption of a Resolution Establishing Rents, Fees, and Insurance Requirements for the Department of Airports; Delegation of Authority to the County Executive Officer and the Director of Airports to Execute Leases, Subleases, Licenses, Permits, Special Use/Activity Permits, Operation Agreements, Extensions, Amendments, Consents, Termination Notices, and Unlawful Detainer Complaints in Accordance with the Provisions of the Schedule

Recommendations:

Staff requests that your Commission/Authorities recommend that the Board of Supervisors (Board):

1. Approve the Department of Airports' ("Department") FY 2025-26 Rent and Fee Schedule (Exhibit 1 is a clean version and Exhibit 2 is a legislative version with track changes), with an effective date of July 1, 2025; and
2. Authorize the County Executive Officer and the Director of Airports to execute certain leases, subleases, licenses, permits, special use/activity permits, operation agreements, extensions, amendments, consents, termination notices, and unlawful detainer complaints as described in section III of the attached resolution (pages 8-18 of Exhibit 1); and
3. Approve, adopt, and execute the resolution (pages 39-46 of Exhibit 1) establishing rents, fees, and insurance requirements for the Department.

Madeline Herrle, Lease Manager, presented the Department of Airports FY 2025-26 Rent and Fee schedule. Notable rent and fee highlights in the new fiscal year were presented. Comments and questions from the Commission were addressed by Airport staff.

Action: Upon the motion of Commissioner Steve Tannehill and seconded by Commissioner Bruce Martin, the Commission hereby approves the recommendations as stated in the respective agenda letter for item 7.C. All members voted and the motion passed unanimously 7-0 with one abstention from Vice-Chair Matthew Johnston.

D. Subject: Receive and File a Staff Report Regarding Skydiving Operation Tests and Future Operations at Oxnard Airport

Recommendation:

Receive and file staff report regarding skydiving operation tests and future operations at Oxnard Airport.

Casey Pullman, Deputy Director, presented the item with detailed description of the tandem skydiving jumps at Oxnard Airport. Questions and comments from the Commission were addressed by Airport staff.

Action: Without motion, the Commission receives the staff report regarding skydiving operation tests and future operations at Oxnard Airport.

7. DIRECTOR'S REPORT

The Department of Airports continues to work with Wings Over Camarillo staff on its parking conflicts. For 40 years, the Wings Over Camarillo Air Show has used parcels of open land for event parking at Camarillo Airport. Ultimately, those properties will be permanently developed, and the bare land will become unavailable. The Department will continue working with the Wings Over Camarillo staff to establish a long-term plan.

In January of this year, a presentation was given by Paul Hannah from the consulting firm LEAN regarding the approach analysis at Camarillo Airport. After not hearing from Paul and his team for an extended period, we learned Paul Hannah, and his associate left the LEAN consulting firm to start their own non-profit organization. Given this information, we reconvened the approach analysis selection committee which consists of a Department staff member, Oxnard Airport Air Traffic Control Tower Manger, a local based corporate pilot, a local community member and Barbara Filkins (in audience). The committee re-interviewed the new leadership at LEAN and an additional consulting firm. The committee unanimously decided to proceed without LEAN and partner with the second consulting firm interviewed. The next steps will come in the next two to three months to go over contacts, project scope, and present to both boards. We have confidence in the newly selected team.

On March 5, 2025, the Department of Airports hosted the County of Ventura Grand Jury during their protocol visit. The new Grand Jury members routinely visit several departments in the County. The Grand Jury were provided with an overview of the Department, and a tour of Camarillo Airport. The Grand Jury left very pleased with everything seen and interested in everything going on.

Director Freitas clarified the current federal layoffs do not affect Camarillo and/or Oxnard Airport towers. The Camarillo Airport tower is a federal tower, but there are no changes to staff. The Oxnard Airport tower is a contracted tower, and there are no changes to the contract aside from Oxnard Airport tower recently contracted with Robinson.

The e-chargers at Oxnard Airport ribbon cutting ceremony are still in discussion for April timeframe. The County CEO's office is leading the project.

ARFF trucks are operational while coordinating the cleaning of AFFF with PFAS. The Department continues to work with a company to complete the cleaning. Our target for completion is approximately in the next three months.

Director Freitas briefly addressed Commissioner Steve Tannehill's remarks regarding scheduled passenger service in the past and maintaining Part 139 certifications at Oxnard Airport. Commissioner Tannehill then shared his perspective living near a stationed ARFF truck during the Auto Fire and the potential remediation if the ARFF truck was used and PFAS was released. Deputy Director Pullman later clarified when water is released it is a separate tank, and chemicals do not need to be released. Director Freitas additionally addressed Commissioner Clarke Cramer's question regarding whether a breakdown is available to determine if the noise comments are attributed to inbound aircrafts into Camarillo Airport or into Point Mugu Naval Base.

Director's Report was received and filed.

8. REPORTS

Report items listed below are presented to the Aviation Advisory Commission for information only, at this time. The report items require no action or are not ready for the Commission's consideration. The Commission may refer these items to the Department of Airports for investigation and report back on a future agenda.

Monthly Activity Report – December 2024 – January 2025
Monthly Noise Complaints – December 2024 – January 2025
Consultant Reports (Coffman Associates) – December 2024 – January 2025
Consultant Reports (Woolpert – Camarillo Airport) – December 2024 – January 2025
Consultant Reports (Woolpert – Oxnard Airport) – December 2024 – January 2025
Consultant Reports (Mead & Hunt) – December 2024 – January 2025
Project Status Report – February 2025
Financial Reports FY 2024/25 Q1 & Q2
Meeting Calendars

Reports were received and filed.

9. CORRESPONDENCE

Correspondence items listed below are presented to the Aviation Advisory Commission for information only, at this time. The correspondence items require no action or are not ready for the Commission's consideration. The Commission

may refer these items to the Department of Airports for investigation and report back on a future agenda.

News Report by KEYT Channel 3 by Ivania Montes dated January 10, 2025, re: Camarillo Airport plays crucial role in firefighting efforts across southern California

Moorpark Acorn article by Michele Willer-Allred dated January 11, 2025, re: Supervisors agree to fire suppression services

AOPA article dated January 16, 2025, re: AERIAL ATTACK CRUCIAL TO FIGHTING LOS ANGELES FIRES

Department of Airports correspondence to Megan Sinkula, Senior Planner of City of Camarillo dated January 16, 2025, re: Pre-Application, Barcelona Vacant Underdeveloped Lot Proposed Development of 6-building, 24-unit Condominium (APN: 162-0-200-015)

British Broadcasting Corporation (BBC) article by Kayla Epstein dated January 17, 2025, re: Fighting LA's fires from the sky – The helicopter team saving lives and homes

Regional Defense Partnership (RDP) monthly newsletter article by Jannette Jauregui, Communications and Engagement Manger, dated January 21, 2025, re: County of Ventura Department of Airports MOUNTAIN FIRE

Ventura County Star article by Cheri Carlson dated January 22, 2025, re: Hughes Fire: Here's what to know about evacuations, smoke in Ventura County

Department of Airports correspondence to Mr. Roland Fogel, Operations Officer SoCal Wing Commemorative Airforce dated January 22, 2025, re: Conceptual Approval of the Proposed Modular Building Layout Located at Camarillo Airport; DR 25-01

Ventura County Star article by Ernesto Centeno Araujo dated January 29, 2025, re: Dogs take to the air to ease overcrowding at Ventura County shelters

Department of Airports correspondence to Matt Johnston, CAU, dated February 5, 2025, re: Future Fuel Farm at OXR and Decommissioning Existing UST

Department of Airports correspondence to Charlie McLaughlin, Aspen Helicopter, dated February 5, 2025, re: Future Fuel Farm at OXR and Decommissioning Existing UST

Department of Airports correspondence to Coffman Associates, Inc., Attn: Matt Quick dated March 7, 2025, re: Notice of Contract Termination Camarillo Airport – Approach and Procedure Analysis AEA No. 25-06

Correspondence was received and filed.

10. COMMISSION COMMENTS

Vice-Chair Matthew Johnston commends Airport staff on their community outreach. It's incredible seeing and hearing the progress made. The communication efforts to the

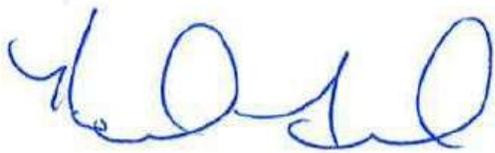
community have definitely reflected by more people understanding the airports and its presence in the communities.

Commissioner Steve Tannehill seconds Vice-Chair Johnston's statements, and furthermore thanks Barbara Filkins. She has been a champion in unifying pilots and the community together to solve problems and it's very much appreciated.

11. ADJOURNMENT

There being no further business, a motion to adjourn the November 13, 2024, meeting of the Aviation Advisory Commission was made by Commissioner Jerrold Abramson and seconded by Vice-Chair Matthew Johnston at 7:44 p.m.

The next regular Commission meeting is scheduled for **Wednesday, April 9, 2025, at 6:30 p.m.** in the Department of Airports Administration Office Conference Room, 555 Airport Way, Suite B, Camarillo, California.

A handwritten signature in blue ink, appearing to read 'Keith Freitas', written in a cursive style.

KEITH FREITAS, A.A.E., C.A.E.
Administrative Secretary