



**COUNTY of VENTURA**  
Department of Airports

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**AVIATION ADVISORY COMMISSION**

**MINUTES**

**May 7, 2025**

**1. CALL to ORDER and PLEDGE of ALLEGIANCE**

Vice Chair, Matthew Johnston, called the meeting to order at 6:30 p.m. and Commissioner Bruce Martin led the pledge of allegiance.

**2. ROLL CALL**

**PRESENT**

Jerrold Abramson	Clarke Cramer
Mark McCamish	Matthew Johnston
Sean Colvin	Neil Sexton
Bruce Martin	Rich Weyek

**ABSENT**

Steve Tannehill (E)  
John Corneau (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  
Jamal Ghazaleh, Accounting Manager  
Ana Castro, Administration Officer  
Denise Arreola, Administrative Assistant  
Mariana Zacarias, Management Assistant

### 3. AGENDA REVIEW

No changes to the agenda. Director Freitas shared staff changes within the Department of Airports. Mariana Zacarias was introduced as the new Management Assistant and shared Denise Arreola was promoted to the Human Resources division of the Department.

### 4. APPROVAL OF MINUTES – March 12, 2025

***Action: Upon the motion of Commissioner Jerrold Abramson and seconded by Commissioner Clarke Cramer, the Commission hereby approves the March 12, 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.*

### 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.

- 6.A. **Subject:** Approval and Award of Consultant Services Contract AEA No. 25-06 to Mead and Hunt, Inc., in the Not to Exceed Amount of \$384,973, for Approach and Procedure Analysis at Camarillo Airport; Authorization for the Director of Airports, or His Designee, to Sign the Subject Contract; Authorization for the Director of Airports, or His Designee, to Negotiate and Sign One or More Reimbursable Agreements with the Federal Aviation Administration for Required Coordination in Support of the Subject Contract in the Estimated Amount of \$100,000; and Authorize County Counsel to execute the Certificate of Sponsor's Attorney, if required

#### **Recommendations:**

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

(Board):

1. Approve and award a consultant services contract No. AEA 25-06 to Mead and Hunt, Inc., in the not to exceed amount of \$384,973, for Approach and Procedure Analysis at Camarillo Airport, (Exhibit 1);
2. Authorize the Director of Airports, or his designee, to sign the subject contract;
3. Authorize the Director of Airports, or his designee, to negotiate and sign one or more reimbursable agreements with the Federal Aviation Administration (FAA) for required coordination in support of the subject contract in the estimated amount of \$100,000;
4. Authorize County Counsel to execute the Certificate of Sponsor's Attorney, if required.

**B. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Sign, the Proposed Lease with Urban Air Mobility, LLC., for a 7.19-Acre Site at 1701 W. Fifth Street, Oxnard, California at the Oxnard Airport; Authorize the Director of Airports or His Designee to Administer the Lease and Issue Approvals Required by the Lease before Demolition of Existing Structures on the Leased Premises; Find that the Lease is Categorically Exempt from the California Environmental Quality Act**

**Recommendations:**

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

1. Approve, and authorize the Director of Airports or his designee to sign, the proposed lease with Urban Air Mobility, LLC., for a 7.19-acre site at 1701 W. Fifth Street, Oxnard, California at the Oxnard Airport (Exhibit 1)
2. Authorize the Director of Airports or his designee to administer the lease and issue approvals required by the Lease before demolition of existing structures on the leased premises; and
3. Find that the lease is categorically exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines section 15302 (replacement or reconstruction).

**C. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Sign, Contract Change Order No. 6 in the Amount of \$127,249 with Security Paving Company for the Reconstruction of Taxiway F (renamed A) at Oxnard Airport, Raising the Total Contract Amount from \$19,463,590 to a Not to Exceed Total Amount of \$19,590,839; Project Specification DOA 23-03 and Project No. OXR-150**

**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, Contract Change Order No. 6 (Exhibit 1) in the amount of \$127,249 with Security Paving Company for the

reconstruction of Taxiway F (renamed A) at Oxnard Airport, raising the total contract amount from \$19,463,590 to a Not to Exceed Total Amount of \$19,590,839.

**D. Subject: Authorization for the Director of Airports or His Designee to Sign, Adopt, and Implement Federal Aviation Administration-Required and Formatted Title VI Plans for Camarillo and Oxnard Airports and to Make Periodic Updates as Required**

**Recommendation:**

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

Authorize the Director of Airports, or his designee, to sign, adopt, and implement Federal Aviation Administration (FAA)-required and formatted Title VI plans for Camarillo and Oxnard Airports (Exhibits 1 and 2) and to make periodic updates to the plans as required.

**E. Subject: Authorization for the Director of Airports or His Designee to Award Eight (8) Annual Consulting Services Contracts for Fiscal Year 2025-2026 to Assist the Department of Airports with the Following Services: Engineering, Environmental Review, Environmental Planning, Environmental Testing Services, Grant Support Administration, Planning, Design Review Services, Specification Writing, Disadvantage Business Enterprise Support, Cost Engineering/Estimating Inspection, Materials Testing, Surveying, Construction Management, Independent Fee Estimation and to Issue Work Orders Against These Contracts**

**Recommendations:**

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

1. Authorize the Director of Airports, or his designee, to award eight (8) annual consulting services contracts for fiscal year 2025-2026 to the consultants listed in the Annual Consultant Services Contracts Summary (Exhibit 1) using a contract form negotiated in compliance with the County of Ventura Public Works Agency Project Processing Procedures Manual (an exemplary contract form is attached as Exhibit 2); and
2. Authorize the Director of Airports, or his designee, to issue work orders against such contracts for up to \$35,000 each project for planning of construction projects not yet approved by the Board, and for up to \$200,000 each work order for other services.

No discussion as to the Consent agenda was initiated by the Commission. The meeting proceeded with motioning approval.

***Action: Upon the motion of Commissioner Bruce Martin and seconded by Commissioner Jerrold Abramson, the Commission hereby approves the***

***recommendations as stated in the respective agenda letters 6.A through 6.E. 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 Staff Update Regarding the Completed Cleaning of Oxnard Airport's Aircraft Rescue and Firefighting Vehicles from Aqueous Film Forming Foam to Flourine-Free Foam**

**Recommendation:**

Receive and file staff update regarding the completed cleaning of all four Aircraft Rescue and Firefighting vehicles (ARFF) from Aqueous Film Forming Foam to Flourine-Free Foam.

Casey Pullman, Deputy Director, presented the item with an update regarding the cleaning of the Oxnard Airport's aircraft rescue and firefighting vehicles and the exchange of foams.

***Action: Without motion, the Commission receives the staff update regarding the completed cleaning of Oxnard Airport's aircraft rescue and firefighting vehicles from aqueous film forming foam to flourine-free foam.***

**B. 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)

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. The item was heard and approved at the March Commission meeting. Subsequently, the Camarillo/Oxnard Airport Authority requested for staff to further investigate an insurance threshold and report back at this meeting. Comments and questions from the Commission were addressed by airport staff.

***Action: Upon the motion of Commissioner Marc McCamish and seconded by Commissioner Clarke Cramer, the Commission hereby approves the recommendations as stated in the respective agenda letter for item 7.B. All members voted and the motion passed unanimously 8-0.***

**C. Subject: Review of Fiscal Year 2025-26 Proposed Budget (*Exhibit 1 is available for review on the Department of Airports website [vcairports.org/meeting-calendar/](http://vcairports.org/meeting-calendar/)*)**

**Recommendation:**

Staff requests that your Commission and Authorities review and comment on the Department of Airports (DOA) proposed FY 2025-26 budget for Camarillo and Oxnard Airports; and Camarillo Roads and Lighting Enterprise Fund, as attached, and recommend approval of the Board of Supervisors.

Jamal Ghazaleh, Accounting Manager, presented the proposed budget for Fiscal Year 2025-26 for both Camarillo and Oxnard Airports.

***Action: Upon the motion of Commissioner Bruce Martin and seconded by Commissioner Marc McCamish, the Commission hereby approves the recommendation as stated in the respective agenda letter for item 7.C. All members voted and the motion passed unanimously 8-0.***

**D. 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 Communication and Engagement Manager regarding Ventura County Airports.

Keith Freitas, Director of Airports, presented the item on behalf of Jannette Jauregui, Communications and Engagement Manager. The special segment focused on the last three years building relationships and trust between the aviation community and the public.

Vice Chair Matthew Johnson thanked Jannette Jauregui for the immense difference she has made in the public outreach. Her work really helps people feel like they are being

heard.

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

## **7. DIRECTOR'S REPORT**

On April 15<sup>th</sup> and 16<sup>th</sup> 2025, the Department of Airports participated in the Defense Industry Forum. There were about 250 in attendance. The purpose of the Department's participation was to promote the new Advance Air Mobility Test Range. The Department is developing through the Federal Aviation Administration (FAA) approval process, a 500 square mile test range that does not exist in Southern California. Director Freitas informed there is one other test range in Northern California close to Monterrey and the nearest out of California are in Oregon and Utah. Director Freitas further explained how the test range is used when you have a new aircraft and want to fly it. FAA approval is needed along with a Certificate of Authorization (COA). The Department of Airports is working in unison with the University of Alaska Fairbanks, in creating an expedited zone and become a satellite office of their facility. Director Freitas advised the process to get approval through COA can take approximately 12-18 months, but with our process can take up to 30 days.

Director Freitas announced the retirement of Deputy Director, Dave Nafie and Finance Manager, Jamal Ghazaleh. Director Freitas recognized the great work both have done for the Department of Airports.

The Army's Golden Knights were stationed out of Oxnard Airport between April 21<sup>st</sup> through 25<sup>th</sup>. The Golden Knight's travel the country and recruit local leaders to do tandem skydiving jumps. They departed from the airport, took the aircraft out past the coast, and had a landing zone on one of the local beaches. No noise complaints were received during jump times.

Finally, Director Freitas discussed parking capacity at Camarillo Airport. Noting an increase in calls regarding the movement of new cars from the Port of Hueneme. Currently, the empty lots at Camarillo Airport are being used for new car parking. At Oxnard Airport there are 11 acres of open space which could be used for temporary parking. This site could eventually be developed with a solar system. The interim car parking would accrue temporary revenue.

***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 – February - March 2025  
Monthly Noise Complaints – February - March 2025  
Consultant Reports (Coffman Associates) – February - March 2025  
Consultant Reports (Woolpert – Camarillo Airport) – February - March 2025  
Consultant Reports (Woolpert – Oxnard Airport) – February - March 2025  
Consultant Reports (Mead & Hunt) – February - March 2025  
Project Status Report – March – April 2025  
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.**

Department of Airports News dated March 13, 2025, re: Community Update – What to Expect from the Navy's Newest Training and Testing Exercises

Camarillo Acorn article dated March 22, 2025, re: Las Posas bridge report available for review – Replacement project set for 2029-30

Ventura County Star article dated March 31, 2025, re: Skydiving company moves jumps from longtime Camarillo takeoff site

Camarillo Acorn article dated April 5, 2025, re: Onward, not upward – Unique plane built in Camarillo off to the wild sky yonder

Ventura County Star article dated April 15, 2025, re: UPDATED: Oxnard council approves 990-unit Teal Club residential development

General Aviation News article dated April 17, 2025, re: Advanced Air Mobility Innovation Center in the works for KCMA and KOXR

KTLA 5 News Article dated April 21, 2025, re: Seeing Army parachutes in the sky in Ventura County? Here's why

Ventura County Star article dated April 23, 2025, re: Junior Fire Academy to open registration soon through Ventura County Fire

***Correspondence was received and filed.***

## 10. COMMISSION COMMENTS

No Commission comments.

## 11. ADJOURNMENT

There being no further business, a motion to adjourn the May 7, 2025, meeting of the Aviation Advisory Commission was made by Commissioner Jerrold Abramson and seconded by Commissioner Bruce Martin at 7:09 p.m.

The next regular Commission meeting is scheduled for **Wednesday, June 11, 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', with a stylized, cursive script.

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