



# COUNTY of VENTURA

## Department of Airports

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### CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY

#### MINUTES

March 13, 2025

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

CAA Chair Tony Trembley and OAA Chair Gabe Teran, jointly called the meeting to order at 6:31 p.m. Public Member Scott Barer then led the pledge of allegiance.

#### 2. ROLL CALL

##### CAA PRESENT

Vianey Lopez  
Kelly Long (L)  
Tony Trembley  
Scott Barer  
Kevin Kildee (Alt)

##### CAA ABSENT

Susan Santangelo

##### OAA PRESENT

Vianey Lopez  
Kelly Long (L)  
Barbara Filkins  
Bert Perello (L)  
Gabe Teran

##### OAA ABSENT

*Excused (E)*

*Late (L)*

*Alternate (Alt)*

##### AIRPORT STAFF

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

##### COUNTY STAFF

Tom Temple, Assistant County Counsel

### 3. AGENDA REVIEW

Keith Freitas, Director of Airports, shares the revisions made to attachments of agenda item 7.C. The revised attachments were provided to the Authority members earlier that day after the Department received rate adjustments from the County of Ventura Treasurer Tax Collector's.

***Agenda Item no. 4 was heard after agenda item no. 7.B.***

### 4. APPROVAL OF MINUTES – January 9, 2025

***Camarillo Airport Authority: Upon the motion of Supervisor Kelly Long and seconded by Vice-Chair Scott Barer, the Authority hereby approves January 9, 2025, minutes. All members voted in favor and the motion passed unanimously 4-0 with one abstention from Mayor Kevin Kildee.***

***Oxnard Airport Authority: Upon the motion of Supervisor Vianey Lopez and seconded by Supervisor Kelly Long, the Authority hereby approves the January 9, 2025, minutes. All members voted in favor and the motion passed unanimously 5-0.***

### 5. PUBLIC COMMENT PERIOD

Citizens wishing to speak to the Authorities 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 comments.***

### 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 Authorities on the Regular Agenda. Consent items are heard at the Authorities' discretion and may be heard at any time during the meeting.

#### **OXNARD AIRPORT AUTHORITY**

**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).

***Oxnard Airport: Upon the motion of Vice-Chair Barbara Filkins and seconded by Councilmember Bert Perello the Authority hereby approves the recommendations as stated in the respective agenda letter for Consent item 6.B. All members voted and the motion passed unanimously 5-0.***

### **CAMARILLO AND OXNARD AIRPORT AUTHORITY**

**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.

***Camarillo Airport Authority: Upon the motion of Vice-Chair Scott Barer and seconded by Mayor Kevin Kildee, the Authority hereby approves the recommendations as stated in the respective agenda letter for Consent item 6.B. All members voted and the motion passed unanimously 5-0.***

***Oxnard Airport Authority: Upon the motion of Councilmember Bert Perello and seconded by Supervisor Vianey Lopez, the Authority hereby approves the recommendation as stated in the respective agenda letter for Consent item 6.A. All members voted and the motion passed unanimously 5-0.***

## **7. REGULAR AGENDA**

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

### **CAMARILLO AND OXNARD AIRPORT AUTHORITY**

**A. Subject: Receive and File the Report Regarding Recognition of Alternate Public Members during the Camarillo/Oxnard Airport Authority Meetings**

#### **Recommendation:**

Receive and file the report from County of Ventura Counsel regarding input by alternate public members during the Camarillo/Oxnard Airport Authorities meetings.

Keith Freitas, Director of Airports, introduced Tom Temple, Ventura County Counsel for the Department of Airports. Counsel Temple provided clarity and steps it would take to have the alternate public members sit on the Camarillo/Oxnard Airport Authority during the meetings. Both Authorities provided feedback on the legal opinion. Further action regarding increasing the time limit of public speakers is considered.

***Camarillo Airport Authority: Without motion the Authorities receive the staff report regarding recognition of alternate public members during the Camarillo/Oxnard Airport Authority meetings.***

***Oxnard Airport Authority: Without motion the Authorities receive the staff report regarding recognition of alternate public members during the Camarillo/Oxnard Airport Authority meetings.***

***Agenda Item no. 7.B was heard after Agenda Item no. 3.***

**B. Subject: Recognition Presentation of Ventura County Fire Department Aviation Unit's Continued Dedication to Community Service During the Mountain Fire**

### **Recommendation:**

Recognition presentation of Ventura County Fire Department Aviation Unit's continued dedication to community service during the Mountain Fire.

Jannette Jauregui, Communications and Engagement Manager, presented this item recognizing the Ventura County Fire Department Aviation Unit. Dustin Gardner, Ventura County Fire Chief, proudly spoke about his team and acknowledged all those involved during the firefighting season. Jeff Shea, Division Chief Commander, briefly spoke regarding the same and introduced his staff that was present in the room. All Authority members shared their thoughtful comments, perspectives and gratitude to the Ventura County Fire Department Aviation Unit.

The Ventura County Fire Department was presented with a plaque on behalf of the Camarillo and Oxnard Airport Authorities and the Department of Airports.

***Camarillo Airport Authority: Without motion, the Authorities recognize the recognition presentation of the Ventura County Fire Department Aviation Unit continued dedication to community service during the Mountain Fire.***

***Oxnard Airport Authority: Without motion, the Authorities recognize the recognition presentation of the Ventura County Fire Department Aviation Unit continued dedication to community service during the Mountain Fire.***

**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. After the changes highlighted to the fiscal year were presented, the Authorities requested further research regarding insurance requirements and possibly a representative from County Risk Management be present. After discussion, the Authorities agreed to defer this item to the next Authority meeting.

***Camarillo Airport Authority: Upon the motion of Vice-Chair Scott Barer and seconded by Mayor Kevin Kildee, the Authority hereby agreed to defer consideration on this this item to a future meeting. All members voted to defer consideration and the motion passed unanimously 5-0.***

***Oxnard Airport Authority: Upon the motion of Vice-Chair Barbara Filkins and seconded by Councilmember Bert Perello, the Authority hereby agreed to defer consideration of this this item to a future meeting. All members voted to defer consideration and the motion passed unanimously 5-0.***

### **OXNARD AIRPORT AUTHORITY**

**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. Deputy Director Pullman addresses questions from the Authorities regarding the landing area, jump heights, noise concerns and warning signs for the public and pilots.

***Oxnard Airport Authority: Without motion, the Authorities receive and file the staff report regarding skydiving operation tests and future operations at Oxnard Airport.***

## **8. 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. Presently, those vacant parcels are being rented or developed on. The Department will continue working with the Wings Over Camarillo staff to establish a long-term plan.

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.

Several months ago, the Department announced the consultant selected for the Camarillo Airport approach analysis. Coffman Associates partner, LEAN, was selected as the consultant firm. Unfortunately, after entering the contract and presenting to this board in January; Paul Hannah, and his associate resigned from LEAN to start their own non-profit organization. Some concerns arose with the new LEAN team which prompted the Department to reconvene the approach analysis selection committee. The committee consisting of a department staff member (Dave Nafie), Oxnard Airport air traffic control tower manger, a local based corporate pilot, a Camarillo Old Town community member, and (public member) Barbara Filkins, re-interviewed the consultant firms. Because of the leadership changes at LEAN and its ranking order, the committee unanimously decided to proceed with Mead & Hunt and their partner, Flight Tech. Although we encountered a slight delay with the approach analysis, we expect the next steps (contacts, project scope, and presentation to both boards) to come in the next two to three months. Additionally, we briefed the Camarillo Old Town group with the same information, and they were in concurrence with the Department's decision. Flight Tech is a very talented and knowledgeable team and we're certain we'll get to the same point.

***Director's Report was received and filed.***

## **9. REPORTS**

**Report items listed below are presented to the Airport Authorities for information only, at this time. The report items require no action or are not ready for the Airport Authorities' consideration. The Airport Authorities 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.***

## **10. CORRESPONDENCE**

**Correspondence items listed below are presented to the Airport Authorities for information only, at this time. The correspondence items require no action or are not**

**ready for the Airport Authorities' consideration. The Airport Authorities 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 Manager, 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. AUTHORITY COMMENTS**



Councilmember Bert Perello complimented staff on the adjustment made towards the Camarillo Airport approach analysis.

OAA Chair Gabe Teran thanks staff for planning and pivoting the March Authority meeting to a new location considering the elevator lift issues at the Camarillo Administration office.

## **11. ADJOURNMENT**

There being no further business, the January 9, 2025, meeting of the Camarillo Airport Authority and Oxnard Airport Authority adjourned with all Authority members in favor at 8:20 p.m.

The next regular Authority meeting is scheduled for **Thursday, April 10, 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', is written over a faint circular stamp.

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