



COUNTY of VENTURA

Department of Airports

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CAMARILLO AIRPORT AUTHORITY AND OXNARD AIRPORT AUTHORITY

MINUTES

May 8, 2025

1. CALL to ORDER and PLEDGE of ALLEGIANCE

CAA Chair Tony Trembley called the meeting to order at 6:31 p.m. Councilmember Susan Santangelo then led the pledge of allegiance.

2. ROLL CALL

CAA PRESENT

Vianey Lopez (L)
Kelly Long
Tony Trembley
Scott Barer
Susan Santangelo

CAA ABSENT

OAA PRESENT

Vianey Lopez (L)
Kelly Long
Barbara Filkins
Gabe Teran
Gabriela Rodriguez (Alt)

OAA ABSENT

Bert Perello (E)

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
Jamal Ghazaleh, Accounting Manager
Ana Castro, Administration Officer
Denise Arreola, Administrative Assistant
Mariana Zacarias, Management Assistant
Daniel Quezada, Lease 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 13, 2025

Camarillo Airport Authority: Upon the motion of Supervisor Kelly Long and seconded by Councilmember Susan Santangelo, the Authority hereby approves March 13, 2025, minutes. All members voted in favor and the motion passed unanimously 4-0.

Oxnard Airport Authority: Upon the motion of Vice Chair Barbara Filkins and seconded by Supervisor Kelly Long, the Authority hereby approves March 13, 2025, minutes. All members voted and the motion passed 3-0 with one abstention from Councilmember Gabriela Rodriguez.

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 will be heard after the final Regular agenda item.

CAMARILLO AIRPORT AUTHORITY

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.

OXNARD AIRPORT AUTHORITY

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.

CAMARILLO AND OXNARD AIRPORT AUTHORITY

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.

Camarillo Airport Authority: Upon the motion of Councilmember Susan Santangelo and seconded by Supervisor Kelly Long, the Authority hereby approves the recommendations as stated in the respective agenda letters for Consent items 6.A, and 6.D through 6.E. All members voted in favor and the motion passed unanimously 4-0.

Oxnard Airport Authority: Upon the motion of Supervisor Kelly Long and seconded by Vice Chair Barbara Filkins, the Authority hereby approves the recommendations as stated in the respective agenda letters for Consent items 6.B through 6.E. All members voted in favor and the motion passed unanimously 5-0.

It was noted for the record that Supervisor Vianey Lopez arrived late and joined the meeting at 6:39 p.m. Her vote was not collected for agenda items 1 through 5. For agenda item 6, the consent agenda, Supervisor Vianey Lopez's vote was not collected for Camarillo Airport Authority, but her vote was collected for the Oxnard Airport Authority.

7. REGULAR AGENDA

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

OXNARD AIRPORT AUTHORITY

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 Oxnard Airport's Aircraft Rescue and Firefighting Vehicles and the exchange of foams.

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

CAMARILLO AND OXNARD AIRPORT AUTHORITY

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, provided a follow up of the Department of Airports FY 2025-26 Rent and Fee schedule, previously presented at the March 2025 meeting. The Authorities request staff to further investigate an insurance threshold and report back. Comments and questions from the Authorities were addressed by airport staff.

Camarillo Airport Authority: Upon the motion of Vice Chair Scott Barer and seconded by Councilmember Susan Santangelo, the Authority hereby approves the recommendations as stated in the respective agenda letter for Regular item 7.B. All members voted in favor and the motion passed unanimously 5-0.

Oxnard Airport Authority: Upon the motion of Supervisor Kelly Long and seconded by Councilmember Gabriela Rodriguez, the Authority hereby approves the recommendations as stated in the respective agenda letter for Regular item 7.B. All members voted in favor and the motion passed unanimously 5-0.

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/)

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.

Camarillo Airport Authority: Upon the motion of Councilmember Susan Santangelo and seconded by Vice Chair Scott Barer, the Authority hereby approves the recommendation as stated in the respective agenda letter for Regular item 7.C. All members voted in favor and the motion passed unanimously 5-0.

Oxnard Airport Authority: Upon the motion of Supervisor Kelly Long and seconded by Vice Chair Barbara Filkins, the Authority hereby approves the recommendation as stated in the respective agenda letter for Regular item 7.C. All members voted in favor and the motion passed unanimously 5-0.

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 (3) years building relationships and trust between the aviation community and the public. Members of both Authorities complimented Jannette Jauregui on the immense difference she has made, the impact on the community, and how the data presented builds trust and gives comfort to the community.

Action: Without motion, the Authorities receive and file the monthly staff update from the Communications and Engagement Manager regarding Ventura County Airports.

8. DIRECTOR'S REPORT

On April 15th and 16th 2025, the Department of Airports participated in the Defense Industry Forum. There were about 200-300 people in attendance. Our outreach was to develop working relationships with possible entities that would benefit from using the new Advance Air Mobility Test Range.

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 21st through 25th. The Golden Knight's travel the country and recruit local leaders to do tandem skydiving jumps. However, the weather did not cooperate as hoped for, but were able to get some jumps in. We expect the team to return.

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.

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 – 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.

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.

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. AUTHORITY COMMENTS

OAA Chair Gabe Teran and CAA Vice Chair Scott Barer congratulated both Jamal Ghazaleh and Dave Nafie on their retirement. CAA Chair Tony Trembley dittoed the same.

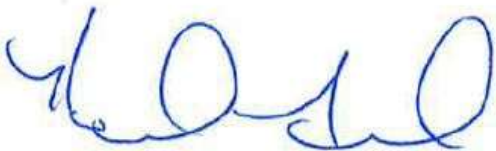
OAA Chair Gabe Teran appreciates Director Freitas reaching out to Oxnard Mayor Luis McArthur to schedule a meeting, and discuss on-going topics related to Oxnard Airport. It was suggested by Chair Gabe Teran that Director Freitas share at a future City of Oxnard public meeting the same presentation shared at a City of Camarillo meeting.

The Authorities share their thoughts on tandem skydiving if the Golden Knights return.

11. ADJOURNMENT

There being no further business, the May 8, 2025, meeting of the Camarillo Airport Authority and Oxnard Airport Authority adjourned with all Authority members in favor at 7:27 p.m.

The next regular Authority meeting is scheduled for **Thursday, June 12, 2025, at 6:30 p.m.** in the Department of Airports Administration Office Conference Room, 555 Airport Way, Suite B, Camarillo, California.



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