



**COUNTY of VENTURA**  
Department of Airports

555 Airport Way, Suite B

Camarillo, Ca. 93010

Phone: (805) 388-4372

Fax: (805) 388-4366

<https://airports.venturacounty.gov>

NOTICE IS HEREBY GIVEN  
that the Regular Meeting of the  
Camarillo Airport Authority and Oxnard Airport Authority  
will be held on:

**Thursday**

**July 10, 2025**

**6:30 P.M.**

**DEPARTMENT OF AIRPORTS  
ADMINISTRATION OFFICE  
CONFERENCE ROOM  
555 AIRPORT WAY, SUITE B  
CAMARILLO, CA**

Public Participation Options and Instructions:

1. Attend in-person at the address listed above.
2. You may observe the meeting via the **Department of Airports YouTube channel**.  
[https://www.youtube.com/channel/UC4jLWASMGn4wTrEPdT8BOTQ?view\\_as=subscribe](https://www.youtube.com/channel/UC4jLWASMGn4wTrEPdT8BOTQ?view_as=subscribe)
3. Participate and provide public comment via Zoom:

**WEBINAR:**

<https://us02web.zoom.us/j/81806229776?pwd=6Fesu0r9kV7KtYuJcoGN9mkijGjeY7.1>

**WEBINAR ID:** 818 0622 9776

**WEBINAR PASSCODE:** 506531

**TELEPHONE:** 1-669-444-9171

Click on the link above and enter your name so we may call on you when it is your turn to speak. Members of the public who wish to comment should use the "Raise Hand" function in Zoom when the Chair of the Airport Authority calls for public comment. The secretary will call your name when it is your turn to speak. You will be prompted to unmute your microphone. Unmute and begin speaking; start by stating your name.

If joining by telephone, press star (\*) then 9 on their touch-tone phone when the Chair of the Airport Authority calls for public comment. The secretary will call the last 4 digits of your phone number when it is your turn to speak. You will be prompted to unmute your phone. Unmute and begin speaking; start by stating your name.

Members of the public are allotted three (3) minutes per speaker per listed agenda items at a single meeting. The chair may make reasonable adjustments to the per-speaker time limit for a given meeting if necessary to accommodate a large number of public speakers. Please ensure that all background noise is muted (TV, radio, etc.)

4. Email or Mail Public Comment in Advance of the Meeting:

If you wish to make a written comment on a specific agenda item by email or mail, please submit your comment by 12:00 p.m. on the day prior to the meeting. Your written comment will be distributed to Authority members and made part of the permanent meeting record. Written comments will be made available to the public and can be viewed online at <https://airports.venturacounty.gov/camarillo-and-oxnard-meeting-archives/> or in person at the Airport Administration Office located at 555 Airport Way, Suite B, Camarillo, CA 93010.

Public comments submitted in writing are public record and subject to disclosure. An unredacted version is made available when records are requested by a Public Records Act request. Please do not submit personal contact information you do not want to be made public.

Comments submitted by email can be sent to [airportmeetings@ventura.org](mailto:airportmeetings@ventura.org). In the **Subject Line** of the email please indicate “**CAA/OAA Meeting Comment**” and the **Agenda item number** on which you are commenting (e.g., CAA/OAA Meeting Comment – Agenda Item No. 5) then proceed with your comment in the body of the e-mail.

Comments submitted by mail can be sent to [555 Airport Way, Ste. B, Camarillo, CA 93010, Attention: Mariana Zacarias](#). In the **Subject Line** of the correspondence please indicate “**CAA/OAA Meeting Comment**” and the **Agenda item number** on which you are commenting (e.g., CAA/OAA Meeting Comment – Agenda Item No. 5) then proceed with your comment in the body of the correspondence.

## **AGENDA**

- 1. CALL to ORDER and PLEDGE of ALLEGIANCE**
- 2. ROLL CALL**
- 3. AGENDA REVIEW**
- 4. APPROVAL of MINUTES – May 8, 2025** Pages 8-16
- 5. PUBLIC COMMENT PERIOD**

**Airport related comments during the public comment part of the meeting to address non-agenda items is limited to no more than three (3) minutes per speaker and may be increased or decreased by the Chair depending on the number of speakers for non-agenda items.**

### **In-Person Public Comment:**

Speakers must fill out a speaker card and submit it to the secretary 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.

### **Zoom Public Comment:**

Speakers should press the raise hand button, or if joining by telephone, press star (\*) then 9 to be added to the speaker queue when the Chair of the Airport Authority calls for public comment.

### **E-mail or Mail Public Comment:**

If you wish to make a written comment on a specific agenda item by email or mail, please submit your comment by 12:00 p.m. on the day prior to the meeting. Your written comment will be distributed to Authority members and made part of the permanent meeting record. Written comments will be made available to the public and can be viewed online at <https://airports.venturacounty.gov/camarillo-and-oxnard-meeting-archives/> or in person at the Airport Administration Office located at 555 Airport Way, Suite B, Camarillo, CA 93010.

Public comments submitted in writing are public record and subject to disclosure. An unredacted version is made available when records are requested by a Public Records Act request. Please do not submit personal contact information you do not want to be made public.

## **6. REGULAR AGENDA**

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

## **CAMARILLO AND OXNARD AIRPORT AUTHORITY**

- A. Subject: Receive and File a Presentation on the Wings Over Camarillo Air Show at Camarillo Airport** Pages 17-18

### **Recommendation:**

Receive and file a presentation on the Wings Over Camarillo Air Show taking place on August 16<sup>th</sup> and 17<sup>th</sup>, 2025, at Camarillo Airport.

- B. Subject: Receive and File a Monthly Staff Update from Communications and Engagement Manager Regarding Ventura County Airports** Pages 19-20

### **Recommendation:**

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

- C. Subject: Receive and File a Staff Report Regarding Federal Aviation Administration Grant Assurances** Pages 21-41

### **Recommendation:**

Receive and file a staff report regarding Federal Aviation Administration (FAA) Grant Assurances (Obligations) for Ventura County and specifically the Department of Airports.

## **CAMARILLO AIRPORT AUTHORITY**

- D. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Sign, the Proposed Termination of Lease Agreement with the Ventura County Fire Protection District for 165 Durley Avenue, Camarillo, California Located at the Camarillo Airport** Pages 42-45

### **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 termination of lease agreement with the Ventura County Fire Protection District for 165 Durley Avenue, Camarillo, California located at the Camarillo Airport (Exhibit 1).

- E. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Sign, the Proposed Lease Amendment with the Ventura County Fire Protection District for 160 Durley Avenue, Camarillo, California Located at the Camarillo Airport** Pages 46-52



## **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 amendment with the Ventura County Fire Protection District lease for 160 Durley Avenue, Camarillo, California located at the Camarillo Airport (Exhibit 1).

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

## **8. REPORTS** Pages 53-78

**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 – April – May 2025

Monthly Noise Complaints – April – May 2025

Consultant Reports (Coffman Associates) – April – May 2025

Consultant Reports (Woolpert – Camarillo Airport) – April – May 2025

Consultant Reports (Woolpert – Oxnard Airport) – April – May 2025

Project Status Report – April – May 2025

Meeting Calendars

## **9. CORRESPONDENCE** Pages 79-102

**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.**

Pacific Business Times article dated February 21, 2025, re: Our View: Camarillo Airport soars in delivering fire support

Ventura County Star article dated April 24, 2025, re: US Army skydiving team makes tandem jumps over Oxnard

Ventura County Star article dated May 1, 2025, re: Veterans in 80s, 90s climb into cockpit for Dream Flights out of Camarillo Airport

Letter from Lease Manager, Madeline Herrle to Matt Johnston, California Aeronautical University, dated May 5, 2025, re: Development of Fuel Farm/Self Serve at Oxnard Airport

Letter from Lease Manager, Madeline Herrle to Zachary Taitt, Kimley Horn dated May 20, 2025, re: Camarillo Airport – Development Standards Business Park and Airside

Aviation Week Intelligence Network – Business Aviation article dated May 29, 2025, re: Golden West Jet Center FBO At Oxnard Airport To Close

Ventura County Department of Airports Request for Qualifications (RFQ) dated June 5, 2025 for Analysis and Recommendations for 1) Rent and Fee Methodology Policies and Standards, 2) Market Study (comparable and competitive) and 3) Proposed Rent and Fee Structures for CMA and OXR

Letter to Judy Phelps – CP Aviation from Communications and Engagement Manager, Jannette Jauregui, dated June 12, 2025, re: Camarillo Airport Hours of Operation Departures Between 12:00 a.m. and 5:00 a.m.

Letter to Rheem Aviation LLC from Communications and Engagement Manager, Jannette Jauregui, dated June 12, 2025, re: Camarillo Airport Hours of Operation Departures Between 12:00 a.m. and 5:00 a.m.

Department of Airports announcement – Mark Your Calendars! Ventura County Department of Airports Part 150 Noise Compatibility Program Final Public Hearings – August 4, 2025, at 6:00 p.m. at Ventura County Office of Education (Camarillo Airport) and August 5, 2025, at 6:00 p.m. at Holiday Inn Oxnard North – formerly Courtyard by Marriott (Oxnard Airport).

**10. AUTHORITY COMMENTS** – Comments by Authority members on matters deemed appropriate.

## **11. ADJOURNMENT**

The next regular Authority meeting will be on **Thursday, August 14, 2025, at 6:30 p.m.** in the Department of Airports Administration Office Conference Room, 555 Airport Way, Suite B, Camarillo, California.

---

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT MARIANA ZACARIAS AT (805) 388-4372. NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE THE DEPARTMENT OF AIRPORTS TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.



## Webinar Instructions

Public link to Zoom webinar:

<https://us02web.zoom.us/j/81806229776?pwd=6Fesu0r9kV7KtYuJcoGN9mkjyGjeY7.1>

**Webinar ID:** 818 0622 9776

**Passcode:** 506531

**Phone Number:** 1-669-444-9171

**Cell Phone or Computer with Audio (Microphone) Feature:** Click on the link above and enter passcode. Enter your name so we may call on you when it is your turn to speak.

The Chairperson will ask if anyone wishes to speak to the item. At that time, raise your hand by clicking the Raise Hand button. Follow the instructions below regarding Speaking.

**Computer without Audio (Microphone) Feature:** Click on the link above and enter passcode. This will allow you to view and listen to the meeting. In order to speak, follow the instructions below for Telephone.

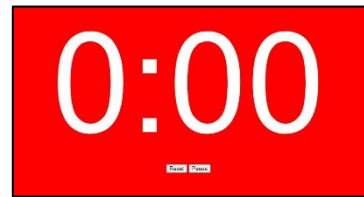
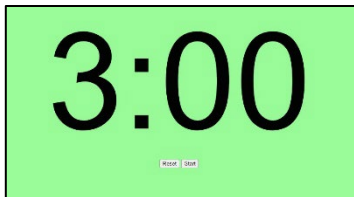
**Telephone:** You may observe the meeting via the Department of Airports YouTube channel. If you are interested in speaking to an item, you can call into one of the phone lines listed above, and when prompted enter the Webinar ID and Passcode shown above. Once in the meeting, you will be listening to the meeting through your phone handset.

The Chairperson will ask if anyone wishes to speak to the item. At that time, raise your hand by dialing \*9. Follow the instructions below regarding Speaking.

## Speaking

When it is your turn to speak, the Chairperson will call your name or the last 4 digits of your phone number if you are calling from a phone, and you are allotted three (3) minutes per speaker per listed agenda item at a single meeting. The time may be increased or decreased by the chair depending on the number of speakers Please ensure that all background noise is muted (TV, radio, etc.). You will be prompted to unmute your microphone/phone. Unmute and begin speaking; start by stating your name.

The timer on the screen will count down your three (3) minutes The timer starts green indicating you have three (3) minutes; when the time hits one (1) minute remaining, the timer will change to yellow; when the three (3) minutes have elapsed, the timer will turn red. At that time, your microphone will be muted and we will move onto the next speaker. If you called in on one of the phone lines listed above, you will not be able to see the timer. Instead, you will be prompted when the three (3) has begun; when the time hits one (1) minute remaining; when the three (3) minutes have elapsed.





---

**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/](https://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 15<sup>th</sup> and 16<sup>th</sup> 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 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. 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



July 9, 2025

Aviation Advisory Commission  
Camarillo Airport Authority  
Oxnard Airport Authority

**Subject:**    **Receive and File a Presentation on the Wings Over Camarillo Air Show at Camarillo Airport**

**Recommendation:**

Receive and file a presentation on the Wings Over Camarillo Air Show taking place on August 16<sup>th</sup> and 17<sup>th</sup>, 2025, at Camarillo Airport.

**Fiscal/Mandates Impact:**

This item is presented for information only and it does not require consideration by the Board of Supervisors. There are no fiscal impacts associated with the recommended action.

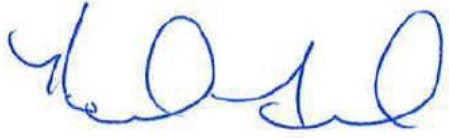
**Discussion:**

The Camarillo Wings Association (CWA) will be holding their annual Wings Over Camarillo Air Show at Camarillo Airport. The speaker will be presenting this matter and will also cover the efforts made to minimize noise affecting the animal shelter and surrounding community.

This weekend event will continue its 44<sup>th</sup> year and will be recognizing our wildfire heroes. Recognizing wildfire heroes means honoring not only the brave men and women who risked their lives fighting the fires, but also those who provided help, comfort, and support to victims of the disasters. It includes everyone who worked tirelessly during and after the fires—rescuers, volunteers, and recovery teams—whose efforts made healing and rebuilding possible. Activities this year will once again include air show performances and static displays from aerobatic, historic, and current military aircrafts, helicopters, experimental, general aviation, search and rescue and pyrotechnics. There will also be a STEM pavilion, commemorative Air Force Museum, antique car show and parade, food and vendor booths, and much more.

AAC/CAA/OAA  
Receive and File Presentation on Wings Over Camarillo  
July 9, 2025  
Page 2

If you have any questions regarding this item, please call me at (805) 388-4200.

A handwritten signature in blue ink, appearing to read 'KFREITAS', with a stylized, cursive script.

KEITH FREITAS, A.A.E., C.A.E.  
Director of Airports



# COUNTY of VENTURA

## Department of Airports

555 Airport Way, Suite B

Camarillo, Ca. 93010

Phone: (805) 388-4372

Fax: (805) 388-4366

<https://airports.venturacounty.gov>

July 9, 2025

Aviation Advisory Commission  
Camarillo Airport Authority  
Oxnard Airport Authority

**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.

**Fiscal Impact:**

This item is presented for information only and it does not require consideration by the Board of Supervisors at this time. There are no fiscal impacts associated with the recommended action.

**Discussion:**

The Department of Airports is continuing its work to bridge the gap between the Department, pilots, and the community with a heavy focus on building trust and nurturing relationships with all stakeholders of Camarillo Airport and Oxnard Airport.

Over the last nearly three years, Department of Airports' staff have focused heavily on community engagement through a variety of projects including the creation and implementation of Fly Friendly VC, two Part 150 Noise Compatibility Studies, the Airport Layout Plan for Camarillo Airport, the initiation of an Approach and Procedure Analysis for Camarillo Airport, and the establishment of a robust and transparent communication system that is designed with both neighbors and pilots in mind.

In addition, the Department of Airports began a series of feature stories highlighting the unsung heroes in local aviation in September 2023. This series puts a spotlight on those who tirelessly serve the community and who also help educate the community about a portion of local aviation that is often overlooked. The goal of the stories is to provide insight to the economic and philanthropic contributions made possible by the existence of both Camarillo and Oxnard airports. Such contributions are often made under the radar and without knowledge to the general public.

The July 2025 story focuses on the lifesaving missions made possible by locally based Fixed Based Operators (FBOs) who are on call 24/7 to respond to the urgent requests for organ transports for medical patients who are awaiting surgery for an organ transplant. These missions occur multiple times a month and require the quick and highly professional service offered through FBOs like Diamond Aviation.

If you have any questions regarding this item, please call Jannette Jauregui at (805) 388-4287 or me at (805) 388-4200.



KEITH FREITAS, A.A.E, C.A.E.  
Director of Airports





# COUNTY of VENTURA

## Department of Airports

555 Airport Way, Suite B

Camarillo, Ca. 93010

Phone: (805) 388-4372

Fax: (805) 388-4366

<https://airports.venturacounty.gov>

---

July 9, 2025

Aviation Advisory Commission  
Camarillo Airport Authority  
Oxnard Airport Authority

**Subject: Receive and File a Staff Report Regarding Federal Aviation Administration Grant Assurances**

**Recommendation:**

Receive and file a staff report regarding Federal Aviation Administration (FAA) Grant Assurances (Obligations) for Ventura County and specifically the Department of Airports.

**Fiscal/Mandates Impact:**


This item is presented for information only and it does not require consideration by the Board of Supervisors. There are no fiscal impacts associated with the recommended action.

**Discussion:**

In response to a request to have a staff report on the topic, this presentation highlights the basics of Federal Aviation Administration Grant Assurances, see Exhibit 1, associated with the acceptance of Airport Improvement Program (AIP) grants. The Department of Airports typically requests/accepts FAA grants for high value capital improvement projects, (i.e., replacement of runway/taxiway pavements, installation of new rotating beacon, upgrades to the existing air traffic control tower, aircraft rescue and firefighting vehicle, etc.) The Department of Airports Enterprise Fund is self-sustaining and receives no appropriations from the County of Ventura's General Fund to support our day-to-day operations and maintenance of Camarillo and Oxnard Airports. However, it is standard practice for airports in the United States to accept FAA grants to fund the capital and planning projects at the facilities they sponsor that are needed to sustain the nationwide aviation system.

The presentation provides a high-level overview of the FAA Grant Assurances associated with the acceptance of each new AIP grant. These grant assurances guide/limit how the Department of Airports operates, with a typical obligation period of 20 years.

If you have any questions regarding this item, please call me at (805) 388-4200.

A handwritten signature in blue ink, appearing to read 'K. Freitas', with a stylized, cursive script.

KEITH FREITAS, A.A.E, C.A.E.  
Director of Airports

Attachment:

Exhibit 1 – Assurances airport sponsors

## **ASSURANCES**

### **AIRPORT SPONSORS**

---

#### **A. General.**

1. These assurances shall be complied with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.
2. These assurances are required to be submitted as part of the project application by sponsors requesting funds under the provisions of Title 49, U.S.C., subtitle VII, as amended. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
3. Upon acceptance of this grant offer by the sponsor, these assurances are incorporated in and become part of this Grant Agreement.

#### **B. Duration and Applicability.**

##### **1. Airport Development or Noise Compatibility Program Projects Undertaken by a Public Agency Sponsor.**

The terms, conditions, and assurances of this Grant Agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or noise compatibility program project, or throughout the useful life of the project items installed within a facility under a noise compatibility program project, but in any event not to exceed twenty (20) years from the date of acceptance of a grant offer of Federal funds for the project. However, there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with federal funds. Furthermore, the duration of the Civil Rights assurance shall be specified in the assurances.

##### **2. Airport Development or Noise Compatibility Projects Undertaken by a Private Sponsor.**

The preceding paragraph (1) also applies to a private sponsor except that the useful life of project items installed within a facility or the useful life of the facilities developed or equipment acquired under an airport development or noise compatibility program project shall be no less than ten (10) years from the date of acceptance of Federal aid for the project.

##### **3. Airport Planning Undertaken by a Sponsor.**

Unless otherwise specified in this Grant Agreement, only Assurances 1, 2, 3, 5, 6, 13, 18, 23, 25, 30, 32, 33, 34, 37, and 40 in Section C apply to planning projects. The terms, conditions, and assurances of this Grant Agreement shall remain in full force and effect during the life of the project; there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport.

### **C. Sponsor Certification.**

The sponsor hereby assures and certifies, with respect to this grant that:

#### **1. General Federal Requirements**

The Sponsor will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance, and use of Federal funds for this Grant. Performance under this agreement shall be governed by and in compliance with the following requirements, as applicable, to the type of organization of the Sponsor and any applicable sub-recipients. The applicable provisions to this agreement include, but are not limited to, the following:

#### **FEDERAL LEGISLATION**

- a. 49 U.S.C. subtitle VII, as amended.
- b. Davis-Bacon Act, as amended — 40 U.S.C. §§ 3141-3144, 3146, and 3147, et seq.<sup>1</sup>
- c. Federal Fair Labor Standards Act – 29 U.S.C. § 201, et seq.
- d. Hatch Act – 5 U.S.C. § 1501, et seq.<sup>2</sup>
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. 4601, et seq.<sup>1, 2</sup>
- f. National Historic Preservation Act of 1966 – Section 106 – 54 U.S.C. § 306108.<sup>1</sup>
- g. Archeological and Historic Preservation Act of 1974 – 54 U.S.C. § 312501, et seq.<sup>1</sup>
- h. Native Americans Grave Repatriation Act – 25 U.S.C. § 3001, et seq.
- i. Clean Air Act, P.L. 90-148, as amended – 42 U.S.C. § 7401, et seq.
- j. Coastal Zone Management Act, P.L. 92-583, as amended – 16 U.S.C. § 1451, et seq.
- k. Flood Disaster Protection Act of 1973 – Section 102(a) - 42 U.S.C. § 4012a.<sup>1</sup>
- l. 49 U.S.C. § 303, (formerly known as Section 4(f)).
- m. Rehabilitation Act of 1973 – 29 U.S.C. § 794.
- n. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) (prohibits discrimination on the basis of race, color, national origin).
- o. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.) (prohibits discrimination on the basis of disability).
- p. Age Discrimination Act of 1975 – 42 U.S.C. § 6101, et seq.
- q. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- r. Architectural Barriers Act of 1968, as amended – 42 U.S.C. § 4151, et seq.<sup>1</sup>
- s. Powerplant and Industrial Fuel Use Act of 1978 – Section 403 – 42 U.S.C. § 8373.<sup>1</sup>
- t. Contract Work Hours and Safety Standards Act – 40 U.S.C. § 3701, et seq.<sup>1</sup>
- u. Copeland Anti-kickback Act – 18 U.S.C. § 874.<sup>1</sup>
- v. National Environmental Policy Act of 1969 – 42 U.S.C. § 4321, et seq.<sup>1</sup>

- w. Wild and Scenic Rivers Act, P.L. 90-542, as amended – 16 U.S.C. § 1271, et seq.
- x. Single Audit Act of 1984 – 31 U.S.C. § 7501, et seq.<sup>2</sup>
- y. Drug-Free Workplace Act of 1988 – 41 U.S.C. §§ 8101 through 8105.
- z. The Federal Funding Accountability and Transparency Act of 2006, as amended (P.L. 109-282, as amended by section 6202 of P.L. 110-252).
- aa. Civil Rights Restoration Act of 1987, P.L. 100-259.
- bb. Infrastructure Investment and Jobs Act, P.L. 117-58, Title VIII.
- cc. Build America, Buy America Act, P.L. 117-58, Title IX.
- dd. Endangered Species Act – 16 U.S.C. 1531, et seq.
- ee. Title IX of the Education Amendments of 1972, as amended – 20 U.S.C. 1681–1683 and 1685–1687.
- ff. Drug Abuse Office and Treatment Act of 1972, as amended – 21 U.S.C. 1101, et seq.
- gg. Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, P.L. 91-616, as amended – 42 U.S.C. § 4541, et seq.
- hh. Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, P.L. 91-616, as amended – 42 U.S.C. § 4541, et seq.
- ii. Appropriated Funds to Influence Certain Federal Contracting and Financial Transactions – 31 U.S.C. § 1352.

#### **EXECUTIVE ORDERS**

- a. Executive Order 11990 – Protection of Wetlands
- b. Executive Order 11988 – Floodplain Management
- c. Executive Order 12372 – Intergovernmental Review of Federal Programs
- d. Executive Order 12699 – Seismic Safety of Federal and Federally Assisted New Building Construction<sup>1</sup>
- e. Executive Order 14005 – Ensuring the Future is Made in all of America by All of America’s Workers
- f. Executive Order 14149 – Restoring Freedom of Speech and Ending Federal Censorship
- g. Executive Order 14151 – Ending Radical and Wasteful Government DEI Programs and Preferencing
- h. Executive Order 14154 – Unleashing American Energy
- i. Executive Order 14168 – Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government
- j. Executive Order 14173 – Ending Illegal Discrimination and Restoring Merit-Based Opportunity

#### **FEDERAL REGULATIONS**

- a. 2 CFR Part 180 – OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).
- b. 2 CFR Part 200 and 1201 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.<sup>3, 4, 5</sup>
- c. 2 CFR Part 1200 – Nonprocurement Suspension and Debarment.
- d. 14 CFR Part 13 – Investigative and Enforcement Procedures.
- e. 14 CFR Part 16 – Rules of Practice for Federally-Assisted Airport Enforcement Proceedings.
- f. 14 CFR Part 150 – Airport Noise Compatibility Planning.
- g. 28 CFR Part 35 – Nondiscrimination on the Basis of Disability in State and Local Government Services.
- h. 28 CFR § 50.3 – U.S. Department of Justice Guidelines for the Enforcement of Title VI of the Civil Rights Act of 1964.
- i. 29 CFR Part 1 – Procedures for Predetermination of Wage Rates.<sup>1</sup>
- j. 29 CFR Part 3 – Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States.<sup>1</sup>
- k. 29 CFR Part 5 – Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction (Also Labor Standards Provisions Applicable to Nonconstruction Contracts Subject to the Contract Work Hours and Safety Standards Act).<sup>1</sup>
- l. 41 CFR Part 60 – Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and Federally-assisted contracting requirements).<sup>1</sup>
- m. 49 CFR Part 20 – New Restrictions on Lobbying.
- n. 49 CFR Part 21 – Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964.
- o. 49 CFR Part 23 – Participation by Disadvantaged Business Enterprise in Airport Concessions.
- p. 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs.<sup>1, 2</sup>
- q. 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs.
- r. 49 CFR Part 27 – Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance.<sup>1</sup>
- s. 49 CFR Part 28 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Transportation.
- t. 49 CFR Part 30 – Denial of Public Works Contracts to Suppliers of Goods and Services of Countries That Deny Procurement Market Access to U.S. Contractors.
- u. 49 CFR Part 32 – Governmentwide Requirements for Drug-Free Workplace (Financial Assistance).
- v. 49 CFR Part 37 – Transportation Services for Individuals with Disabilities (ADA).

- w. 49 CFR Part 38 – Americans with Disabilities Act (ADA) Accessibility Specifications for Transportation Vehicles.
- x. 49 CFR Part 41 – Seismic Safety.

---

**FOOTNOTES TO ASSURANCE (C)(1)**

---

- <sup>1</sup> These laws do not apply to airport planning sponsors.
- <sup>2</sup> These laws do not apply to private sponsors.
- <sup>3</sup> 2 CFR Part 200 contains requirements for State and Local Governments receiving Federal assistance. Any requirement levied upon State and Local Governments by this regulation shall apply where applicable to private sponsors receiving Federal assistance under Title 49, United States Code.
- <sup>4</sup> Cost principles established in 2 CFR Part 200 subpart E must be used as guidelines for determining the eligibility of specific types of expenses.
- <sup>5</sup> Audit requirements established in 2 CFR Part 200 subpart F are the guidelines for audits.

---

**SPECIFIC ASSURANCES**

---

Specific assurances required to be included in grant agreements by any of the above laws, regulations or circulars are incorporated by reference in this Grant Agreement.

**2. Responsibility and Authority of the Sponsor.****a. Public Agency Sponsor:**

It has legal authority to apply for this Grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

**b. Private Sponsor:**

It has legal authority to apply for this Grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this Grant Agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

**3. Sponsor Fund Availability.**

It has sufficient funds available for that portion of the project costs which are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under this Grant Agreement which it will own or control.

**4. Good Title.**

- a. It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.

- b. For noise compatibility program projects to be carried out on the property of the sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which Federal funds will be expended or will give assurance to the Secretary that good title will be obtained.

## **5. Preserving Rights and Powers.**

- a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this Grant Agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.
- b. Subject to 49 U.S.C. 47107(a)(16) and (x), it will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this application or, for a noise compatibility program project, that portion of the property upon which Federal funds have been expended, for the duration of the terms, conditions, and assurances in this Grant Agreement without approval by the Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of this Grant Agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this Grant Agreement.
- c. For all noise compatibility program projects which are to be carried out by another unit of local government or are on property owned by a unit of local government other than the sponsor, it will enter into an agreement with that government. Except as otherwise specified by the Secretary, that agreement shall obligate that government to the same terms, conditions, and assurances that would be applicable to it if it applied directly to the FAA for a grant to undertake the noise compatibility program project. That agreement and changes thereto must be satisfactory to the Secretary. It will take steps to enforce this agreement against the local government if there is substantial non-compliance with the terms of the agreement.
- d. For noise compatibility program projects to be carried out on privately owned property, it will enter into an agreement with the owner of that property which includes provisions specified by the Secretary. It will take steps to enforce this agreement against the property owner whenever there is substantial non-compliance with the terms of the agreement.
- e. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.
- f. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to ensure that the airport will be operated and maintained in accordance with Title 49, United States Code, the regulations and the terms, conditions and assurances in this Grant Agreement and shall ensure that such arrangement also requires compliance therewith.
- g. Sponsors of commercial service airports will not permit or enter into any arrangement that results in permission for the owner or tenant of a property used as a residence, or zoned for



residential use, to taxi an aircraft between that property and any location on airport. Sponsors of general aviation airports entering into any arrangement that results in permission for the owner of residential real property adjacent to or near the airport must comply with the requirements of Sec. 136 of Public Law 112-95 and the sponsor assurances.

**6. Consistency with Local Plans.**

The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

**7. Consideration of Local Interest.**

It has given fair consideration to the interest of communities in or near where the project may be located.

**8. Consultation with Users.**

In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.

**9. Public Hearings.**

In projects involving the location of an airport, an airport runway, or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

**10. Metropolitan Planning Organization.**

In projects involving the location of an airport, an airport runway, or a major runway extension at a medium or large hub airport, the sponsor has made available to and has provided upon request to the metropolitan planning organization in the area in which the airport is located, if any, a copy of the proposed amendment to the airport layout plan to depict the project and a copy of any airport master plan in which the project is described or depicted.

**11. Pavement Preventive Maintenance-Management.**

With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program, and it assures that it will use such program for the useful life of any pavement constructed, reconstructed, or repaired with Federal financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.

**12. Terminal Development Prerequisites.**

For projects which include terminal development at a public use airport, as defined in Title 49, it has, on the date of submittal of the project grant application, all the safety equipment required for

certification of such airport under 49 U.S.C. 44706, and all the security equipment required by rule or regulation, and has provided for access to the passenger enplaning and deplaning area of such airport to passengers enplaning and deplaning from aircraft other than air carrier aircraft.

**13. Accounting System, Audit, and Record Keeping Requirements.**

- a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this Grant, the total cost of the project in connection with which this Grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.
- b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this Grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which this Grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

**14. Minimum Wage Rates.**

It shall include, in all contracts in excess of \$2,000 for work on any projects funded under this Grant Agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor under 40 U.S.C. 3141-3144, 3146, and 3147, Public Building, Property, and Works), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

**15. Veteran's Preference.**

It shall include in all contracts for work on any project funded under this Grant Agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in 49 U.S.C. 47112. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

**16. Conformity to Plans and Specifications.**

It will execute the project subject to plans, specifications, and schedules approved by the Secretary. Such plans, specifications, and schedules shall be submitted to the Secretary prior to commencement of site preparation, construction, or other performance under this Grant Agreement, and, upon approval of the Secretary, shall be incorporated into this Grant Agreement. Any modification to the approved plans, specifications, and schedules shall also be subject to approval of the Secretary and incorporated into this Grant Agreement.

## **17. Construction Inspection and Approval.**

It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the Secretary for the project. It shall subject the construction work on any project contained in an approved project application to inspection and approval by the Secretary and such work shall be in accordance with regulations and procedures prescribed by the Secretary. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the Secretary shall deem necessary.

## **18. Planning Projects.**

In carrying out planning projects:

- a. It will execute the project in accordance with the approved program narrative contained in the project application or with the modifications similarly approved.
- b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.
- c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.
- d. It will make such material available for examination by the public and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.
- e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.
- f. It will grant the Secretary the right to disapprove the sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as well as the right to disapprove the proposed scope and cost of professional services.
- g. It will grant the Secretary the right to disapprove the use of the sponsor's employees to do all or any part of the project.
- h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future application for a Federal airport grant.

## **19. Operation and Maintenance.**

- a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable Federal, state, and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary. In furtherance of this assurance, the sponsor will have in effect arrangements for:

1. Operating the airport's aeronautical facilities whenever required;
  2. Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and
  3. Promptly notifying pilots of any condition affecting aeronautical use of the airport. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood, or other climatic conditions interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.
- b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which Federal funds have been expended.

## **20. Hazard Removal and Mitigation.**

It will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

## **21. Compatible Land Use.**

It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.

## **22. Economic Nondiscrimination.**

- a. It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.
- b. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or to engage in any aeronautical activity for furnishing services to the public at the airport, the sponsor will insert and enforce provisions requiring the contractor to:
  1. Furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and
  2. Charge reasonable, and not unjustly discriminatory, prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

- c. Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.
- d. Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.
- e. Each air carrier using such airport (whether as a tenant, non-tenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such as tenants or non-tenants and signatory carriers and non-signatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.
- f. It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees (including, but not limited to maintenance, repair, and fueling) that it may choose to perform.
- g. In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.
- h. The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.
- i. The sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

### **23. Exclusive Rights.**

It will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if both of the following apply:

- a. It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services, and
- b. If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport. It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities, including, but not limited to charter flights, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not

conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.

#### **24. Fee and Rental Structure.**

It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the Federal share of an airport development, airport planning or noise compatibility project for which a Grant is made under Title 49, United States Code, the Airport and Airway Improvement Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.

#### **25. Airport Revenues.**

- a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. The following exceptions apply to this paragraph:
  1. If covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.
  2. If the Secretary approves the sale of a privately owned airport to a public sponsor and provides funding for any portion of the public sponsor's acquisition of land, this limitation on the use of all revenues generated by the sale shall not apply to certain proceeds from the sale. This is conditioned on repayment to the Secretary by the private owner of an amount equal to the remaining unamortized portion (amortized over a 20-year period) of any airport improvement grant made to the private owner for any purpose other than land acquisition on or after October 1, 1996, plus an amount equal to the federal share of the current fair market value of any land acquired with an airport improvement grant made to that airport on or after October 1, 1996.
  3. Certain revenue derived from or generated by mineral extraction, production, lease, or other means at a general aviation airport (as defined at 49 U.S.C. 47102), if the FAA determines the airport sponsor meets the requirements set forth in Section 813 of Public Law 112-95.
- b. As part of the annual audit required under the Single Audit Act of 1984, the sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes in paragraph (a), and indicating whether funds paid or

transferred to the owner or operator are paid or transferred in a manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator.

- c. Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with the provisions of 49 U.S.C. 47107.

## **26. Reports and Inspections.**

It will:

- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;
- b. for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operation and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request;
- c. for noise compatibility program projects, make records and documents relating to the project and continued compliance with the terms, conditions, and assurances of this Grant Agreement including deeds, leases, agreements, regulations, and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request; and
- d. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:
  - 1. all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and
  - 2. all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

## **27. Use by Government Aircraft.**

It will make available all of the facilities of the airport developed with Federal financial assistance and all those usable for landing and takeoff of aircraft to the United States for use by Government aircraft in common with other aircraft at all times without charge, except, if the use by Government aircraft is substantial, charge may be made for a reasonable share, proportional to such use, for the cost of operating and maintaining the facilities used. Unless otherwise determined by the Secretary, or otherwise agreed to by the sponsor and the using agency, substantial use of an airport by Government aircraft will be considered to exist when operations of such aircraft are in excess of those which, in the opinion of the Secretary, would unduly interfere with use of the landing areas by other authorized aircraft, or during any calendar month that:

- a. Five (5) or more Government aircraft are regularly based at the airport or on land adjacent thereto; or
- b. The total number of movements (counting each landing as a movement) of Government aircraft is 300 or more, or the gross accumulative weight of Government aircraft using the airport (the total movement of Government aircraft multiplied by gross weights of such aircraft) is in excess of five million pounds.



## **28. Land for Federal Facilities.**

It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein as the Secretary considers necessary or desirable for construction, operation, and maintenance at Federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

## **29. Airport Layout Plan.**

- a. The airport owner or operator will maintain a current airport layout plan of the airport showing:
  1. boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto;
  2. the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and roads), including all proposed extensions and reductions of existing airport facilities;
  3. the location of all existing and proposed non-aviation areas and of all existing improvements thereon; and
  4. all proposed and existing access points used to taxi aircraft across the airport's property boundary.
- b. Subject to subsection 49 U.S.C. 47107(x), the Secretary will review and approve or disapprove the plan and any revision or modification of the plan before the plan, revision, or modification takes effect.
- c. The owner or operator will not make or allow any alteration in the airport or any of its facilities unless the alteration—
  1. is outside the scope of the Secretary's review and approval authority as set forth in subsection (x); or
  2. complies with the portions of the plan approved by the Secretary.
- d. When the airport owner or operator makes a change or alteration in the airport or the facilities which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary:
  1. eliminate such adverse effect in a manner approved by the Secretary; or
  2. bear all costs of relocating such property or its replacement to a site acceptable to the Secretary and of restoring the property or its replacement to the level of safety, utility, efficiency, and cost of operation that existed before the alteration was made, except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.



### 30. Civil Rights.

It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, color, and national origin (including limited English proficiency) in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d to 2000d-4); creed and sex per 49 U.S.C. 47123 and related requirements; age per the Age Discrimination Act of 1975 and related requirements; or disability per the Americans with Disabilities Act of 1990 and related requirements, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program and activity conducted with, or benefiting from, funds received from this Grant.

- a. Using the definitions of activity, facility, and program as found and defined in 49 CFR 21.23(b) and 21.23(e), the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by or pursuant to these assurances.
- b. Applicability
  1. Programs and Activities. If the sponsor has received a grant (or other federal assistance) for any of the sponsor's program or activities, these requirements extend to all of the sponsor's programs and activities.
  2. Facilities. Where it receives a grant or other federal financial assistance to construct, expand, renovate, remodel, alter, or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.
  3. Real Property. Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.

c. Duration.

The sponsor agrees that it is obligated to this assurance for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:

1. So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or
  2. So long as the sponsor retains ownership or possession of the property.
- d. Required Solicitation Language. It will include the following notification in all solicitations for bids, Requests For Proposals for work, or material under this Grant Agreement and in all proposals for agreements, including airport concessions, regardless of funding source:

"The (**[Selection Criteria: Sponsor Name]**), in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, all businesses will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of

race, color, national origin (including limited English proficiency), creed, sex , age, or disability in consideration for an award.”

e. Required Contract Provisions.

1. It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in Federally-assisted programs of the Department of Transportation (DOT), and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in Federally-assisted programs of the DOT acts and regulations.
2. It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.
3. It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.
4. It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin (including limited English proficiency), creed, sex, age, or disability as a covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:
  - a. For the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
- f. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.
- g. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

**31. Disposal of Land.**

- a. For land purchased under a grant for airport noise compatibility purposes, including land serving as a noise buffer, it will dispose of the land, when the land is no longer needed for such purposes, at fair market value, at the earliest practicable time. That portion of the proceeds of such disposition which is proportionate to the United States' share of acquisition of such land will be, at the discretion of the Secretary, (1) reinvested in another project at the airport, or (2) transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order:
  1. Reinvestment in an approved noise compatibility project;
  2. Reinvestment in an approved project that is eligible for grant funding under 49 U.S.C. 47117(e);

3. Reinvestment in an approved airport development project that is eligible for grant funding under 49 U.S.C. 47114, 47115, or 47117;
4. Transfer to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport; or
5. Payment to the Secretary for deposit in the Airport and Airway Trust Fund.

If land acquired under a grant for noise compatibility purposes is leased at fair market value and consistent with noise buffering purposes, the lease will not be considered a disposal of the land. Revenues derived from such a lease may be used for an approved airport development project that would otherwise be eligible for grant funding or any permitted use of airport revenue.

- b. For land purchased under a grant for airport development purposes (other than noise compatibility), it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the Secretary an amount equal to the United States' proportionate share of the fair market value of the land. That portion of the proceeds of such disposition which is proportionate to the United States' share of the cost of acquisition of such land will, upon application to the Secretary, be reinvested or transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order:
  1. Reinvestment in an approved noise compatibility project;
  2. Reinvestment in an approved project that is eligible for grant funding under 49 U.S.C. 47117(e);
  3. Reinvestment in an approved airport development project that is eligible for grant funding under 49 U.S.C. 47114, 47115, or 47117;
  4. Transfer to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport; or
  5. Payment to the Secretary for deposit in the Airport and Airway Trust Fund.
- c. Land shall be considered to be needed for airport purposes under this assurance if (1) it may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land, and (2) the revenue from interim uses of such land contributes to the financial self-sufficiency of the airport. Further, land purchased with a grant received by an airport operator or owner before December 31, 1987, will be considered to be needed for airport purposes if the Secretary or Federal agency making such grant before December 31, 1987, was notified by the operator or owner of the uses of such land, did not object to such use, and the land continues to be used for that purpose, such use having commenced no later than December 15, 1989.
- d. Disposition of such land under (a), (b), or (c) will be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the airport.

### **32. Engineering and Design Services.**

If any phase of such project has received Federal funds under Chapter 471 subchapter 1 of Title 49 U.S.C., it will award each contract, or sub-contract for program management, construction

management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services in the same manner as a contract for architectural and engineering services is negotiated under Chapter 11 of Title 40 U.S.C., or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.

### **33. Foreign Market Restrictions.**

It will not allow funds provided under this Grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

### **34. Policies, Standards, and Specifications.**

It will carry out any project funded under an Airport Improvement Program Grant in accordance with policies, standards, and specifications approved by the Secretary including, but not limited to, [current FAA Advisory Circulars for AIP projects](#) as of [Selection Criteria: Project Application Date].

### **35. Relocation and Real Property Acquisition.**

- a. It will be guided in acquiring real property, to the greatest extent practicable under State law, by the land acquisition policies in Subpart B of 49 CFR Part 24 and will pay or reimburse property owners for necessary expenses as specified in Subpart B.
- b. It will provide a relocation assistance program offering the services described in Subpart C of 49 CFR Part 24 and fair and reasonable relocation payments and assistance to displaced persons as required in Subpart D and E of 49 CFR Part 24.
- c. It will make available within a reasonable period of time prior to displacement, comparable replacement dwellings to displaced persons in accordance with Subpart E of 49 CFR Part 24.

### **36. Access By Intercity Buses.**

The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.

### **37. Disadvantaged Business Enterprises.**

The sponsor shall not discriminate on the basis of race, color, national origin, or sex, in the award and performance of any DOT-assisted contract covered by 49 CFR Part 26, or in the award and performance of any concession activity contract covered by 49 CFR Part 23. In addition, the sponsor shall not discriminate on the basis of race, color, national origin or sex in the administration of its Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE) programs or the requirements of 49 CFR Parts 23 and 26. The sponsor shall take all necessary and reasonable steps under 49 CFR Parts 23 and 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts, and/or concession contracts. The sponsor's DBE and ACDBE programs, as required by 49 CFR Parts 26 and 23, and as approved by DOT, are incorporated by reference in this agreement. Implementation of these programs is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the sponsor of its failure to carry out its approved program, the Department may impose sanctions as provided for under Parts 26 and 23 and may, in appropriate cases, refer the matter for

enforcement under 18 U.S.C. § 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. §§ 3801-3809, 3812).

### **38. Hangar Construction.**

If the airport owner or operator and a person who owns an aircraft agree that a hangar is to be constructed at the airport for the aircraft at the aircraft owner's expense, the airport owner or operator will grant to the aircraft owner for the hangar a long term lease that is subject to such terms and conditions on the hangar as the airport owner or operator may impose.

### **39. Competitive Access.**

- a. If the airport owner or operator of a medium or large hub airport (as defined in 49 U.S.C. § 47102) has been unable to accommodate one or more requests by an air carrier for access to gates or other facilities at that airport in order to allow the air carrier to provide service to the airport or to expand service at the airport, the airport owner or operator shall transmit a report to the Secretary that:
  1. Describes the requests;
  2. Provides an explanation as to why the requests could not be accommodated; and
  3. Provides a time frame within which, if any, the airport will be able to accommodate the requests.
- b. Such report shall be due on either February 1 or August 1 of each year if the airport has been unable to accommodate the request(s) in the six-month period prior to the applicable due date.

### **40. Access to Leaded Aviation Gasoline**

- a. If 100-octane low lead aviation gasoline (100LL) was made available at an airport, at any time during calendar year 2022, an airport owner or operator may not restrict or prohibit the sale of, or self-fueling with 100-octane low lead aviation gasoline.
- b. This requirement remains until the earlier of December 31, 2030, or the date on which the airport or any retail fuel seller at the airport makes available an unleaded aviation gasoline that has been authorized for use by the FAA as a replacement for 100-octane low lead aviation gasoline for use in nearly all piston-engine aircraft and engine models; and meets either an industry consensus standard or other standard that facilitates the safe use, production, and distribution of such unleaded aviation gasoline, as determined appropriate by the FAA.
- c. An airport owner or operator understands and agrees, that any violation of this grant assurance is subject to civil penalties as provided for in 49 U.S.C. § 46301(a)(8).



**COUNTY of VENTURA**  
Department of Airports

555 Airport Way, Suite B  
Camarillo, Ca. 93010  
Phone: (805) 388-4372  
Fax: (805) 388-4366  
<https://airports.venturacounty.gov>

July 9, 2025

Aviation Advisory Commission  
Camarillo Airport Authority

**Subject:** Approval of, and Authorization for the Director of Airports or His Designee to Sign, the Proposed Termination of Lease Agreement with the Ventura County Fire Protection District for 165 Durley Avenue, Camarillo, California Located at the Camarillo 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 termination of lease agreement with the Ventura County Fire Protection District for 165 Durley Avenue, Camarillo, California located at the Camarillo Airport (Exhibit 1).

**Fiscal Impact:**

	FY 2024-25	FY 2025-26
Revenues	\$401,580.60	\$0.00
Costs	\$0	\$0
Net Gain/(Loss)	\$0	\$0

*Funding Source:* Ventura County Fire Protection District

*Match requirement:* None

**Discussion:**

On August 4, 1998, the Department of Airports entered into a lease agreement with the Ventura County Fire Protection District (Fire Protection District) for a building at the Camarillo Airport Business Park formerly known as "Building 149" comprising approximately 16,492 square feet. On October 1, 2002, an Administrative Amendment was signed, memorializing the addition of various structures and improvements, including a media center, a two-story modular building and parking areas and land around the building, for a total land area of 47,000 square feet. The lease agreement is due to expire on March 30, 2033.

The Fire Protection District relocated its headquarters in April 2025 to a new facility in Thousand Oaks, California, and desires to terminate the lease agreement in advance of the March 30, 2033, termination date.

The CEO's office will sign a Memorandum of Understanding with the Department of Airports to utilize the remainder term through March 2033 for the purposes of accommodating various County programs and County Departments; and will pay the Department of Airports the equivalent monthly rent (and annual increases) as Fire Protection District would have if it had remained at this location.

The Department of Airports consents to this modification of the lease premises with the condition it will be compensated for the remainder lease term by CEO's office.

The resulting change in rent for Fiscal Year 25-26 would be a reduction of \$401,580.60 of annual rent for this lease obligation. As noted above, it is anticipated that this annual rent will be replaced by payment from CEO's office.

**Strategic Priority:**

**Fiscal Responsibility and Economic Vitality**

The facility has been improved by the Fire Protection District and provides an opportunity for a variety of County departments to use the various areas for expansion space, public meetings, and other groups that may partner with the CEO's office for development of County programs.

If you have any questions regarding this item, please call me at (805) 388-4200.



KEITH FREITAS, A.A.E, C.A.E.  
Director of Airports

Attachment:

Exhibit 1 – Proposed Lease Amendment with Ventura County Fire Protection District

**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
TERMINATION OF LEASE AGREEMENT  
Fire District Headquarters Building**

THIS TERMINATION AGREEMENT is made and entered into by and between COUNTY OF VENTURA ("County"), and Ventura County Fire Protection District ("Tenant").

**WITNESSETH:**

WHEREAS, County and Tenant entered into a lease dated August 4, 1998, as amended by an "Administrative Amendment To Lease" dated October 1, 2002 (collectively referred to as the "Lease"), for certain property at Camarillo Airport (the "Premises"), more particularly described in said Lease, and

WHEREAS, the Lease provides for a lease term through March 2033. The parties hereto are mutually desirous of terminating the Lease prior to the expiration date, as hereinafter provided in this document, and

WHEREAS, the termination of the Lease requires approval by the County Board of Supervisors.

NOW, THEREFORE, in consideration of the mutual promises herein contained and good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, County and Tenant agree as follows:

1. **TERMINATION DATE:** Subject to the following conditions, the Lease will terminate as of \_\_\_\_\_, 2025:
  - A. Tenant shall pay any charges due to County up to and including the termination date;
  - B. Tenant has not sublet nor assigned its interest in the Premises;
  - C. Tenant shall deliver all keys, manuals, utilities accounts information, equipment warranties, building drawings, permits records, etc. pertinent to the operation of the Premises;
  - D. Any warranties and obligations provided in the lease, including but not limited to the provisions contained in Section 25. Environmental Protection and 26. Stormwater Regulations, shall survive the termination of the Lease.
2. **ENTIRE AGREEMENT.** This Termination Agreement, together with the Lease, contains the entire Agreement between County and Tenant with respect to the matters stated herein and both parties acknowledge that neither relies upon any statements or representations by the other not contained herein.



**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
TERMINATION OF LEASE AGREEMENT  
Fire District Headquarters Building**

This Termination Agreement cannot be modified orally but only in writing signed by both parties hereto.

**VENTURA COUNTY FIRE PROTECTION DISTRICT**

By: \_\_\_\_\_  
Chair, Board of Directors of the  
Ventura County Fire Protection District

Dated: \_\_\_\_\_

**ATTEST:**

Clerk of the Board of Supervisors,  
County of Ventura, State of California

By: \_\_\_\_\_  
Deputy Clerk of the Board

Dated: \_\_\_\_\_

**COUNTY OF VENTURA, DEPARTMENT OF AIRPORTS**

By: \_\_\_\_\_  
Director

Dated: \_\_\_\_\_

July 9, 2025

Aviation Advisory Commission  
Camarillo Airport Authority

**Subject:** Approval of, and Authorization for the Director of Airports or His Designee to Sign, the Proposed Lease Amendment with the Ventura County Fire Protection District for 160 Durley Avenue, Camarillo, California Located at the Camarillo 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 amendment with the Ventura County Fire Protection District lease for 160 Durley Avenue, Camarillo, California located at the Camarillo Airport (Exhibit 1).

**Fiscal Impact:**

	FY 2024-25	FY 2025-26
Revenues	\$54,924.00	\$36,016.50
Costs	\$0	\$0
Net Gain/(Loss)	\$0	\$0

*Funding Source:* Ventura County Fire Protection District

*Match requirement:* None

**Discussion:**

In June of 2003 the Department of Airports entered into a lease with the Ventura County Fire Protection District (Fire Protection District) for an approximate 32,050 square foot parcel for development of a new communications center. A survey was prepared following the building construction which identified the area comprising the land for the multi-story structure and parking area as two parcels; one comprising 12,607 square feet for a parking lot and one comprising 24,011 square feet for the building structure and land, totaling 36,618 square feet of land.

The Fire Protection District now requests that the parking lot parcel be removed from its defined “premises” area and made available to the user/lease holder for 165 Durley property, formerly occupied by the Fire Protection District Headquarters building.

The Department of Airports consents to this modification of the lease premises.

The resulting change in rent for Fiscal Year 25-26 would be a reduction of \$18,957.50 of annual rent for this lease obligation.

**Strategic Priority:**

**Fiscal Responsibility and Economic Vitality**

The proposed allocation of the 12,607 square foot parking area to the facility adjacent to the lot at 165 Durley will provide additional parking for tenants and users of 165 Durley, thereby increasing this property’s economic value and benefit to users of the facility. The rent for this parking area is proposed to be transferred to the user of the 165 Durley facility, thus mitigating any reduction in overall income to the Department of Airports.

If you have any questions regarding this item, please call me at (805) 388-4200.



KEITH FREITAS, A.A.E, C.A.E.  
Director of Airports

Attachment:

Exhibit 1 – Proposed Lease Amendment with Ventura County Fire Protection District

**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
AMENDMENT TO LEASE  
Fire District Communications Center "FCC"**

THIS AMENDMENT is made and entered into by and between COUNTY OF VENTURA ("County"), and Ventura County Fire Protection District. ("Tenant").

**WITNESSETH:**

WHEREAS, County and Tenant entered into a lease dated July 1, 2003 (the "Primary Lease"), for certain property at Camarillo Airport (the "Premises"), more particularly described in said lease, and

WHEREAS, the parties hereto are mutually desirous of amending the Lease as hereinafter provided in this amendment, effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 2025, and

NOW, THEREFORE, in consideration of the mutual promises herein contained and good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, County and Tenant agree as follows:

1. **AMENDMENT CONTROLLING.** County and Tenant hereby acknowledge and reaffirm all their respective rights, duties and obligations under the Lease including this Amendment. Should anything in this Amendment conflict with anything in the Primary Lease, the terms of this Amendment shall control.
2. **Paragraph 1. PROPERTY LEASED:** *Delete the Following:*  
County hereby leases to Tenant and Tenant hereby rents from County the property, hereinafter called "Premises," located on the Camarillo Airport, and hereinafter called "Airport." The Premises are briefly described as follows:

Two (2) parcels of land containing an area of approximately .74 acres (32,050 square feet) located on Durley Ave at the Camarillo Airport. Parcel "A" is approximately 11,550 square feet dedicated for parking. Parcel "B" is approximately 20,500 square feet designated for building and parking. The proposed site shall be surveyed by County to determine the exact size and location. Attached hereto as EXHIBIT "A" is a site map. A complete property description will be added as EXHIBIT "B" upon completion of survey within 90 days following execution of this agreement

**Paragraph 1. PROPERTY LEASED:** *Insert the following:*

County hereby leases to Tenant and Tenant hereby rents from County the property, hereinafter called "Premises," located on the Camarillo Airport, and hereinafter called "Airport." The Premises are briefly described as follows:

A parcel of land containing an area of approximately 24,011 square feet located at 160 Durley Avenue at the Camarillo Airport, as shown and described as "Parcel 1" attached hereto as Exhibit "A" and included herein by reference.

INITIALS:                      /                      .  
Tenant   /   County   .

**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
AMENDMENT TO LEASE  
Fire District Communications Center "FCC"**

3. The Monthly rent as outlined in Section 7.Rent shall be adjusted based on the Premises area as of the effective date of this Amendment.
4. **ENTIRE AGREEMENT.** This Amendment, together with the Primary Lease, constitutes the entire Agreement between County and Tenant with respect to the matters stated herein and both parties acknowledge that neither relies upon any statements or representations by the other not contained herein.

This Amendment cannot be modified orally but only in writing signed by both parties hereto.

**VENTURA COUNTY FIRE PROTECTION DISTRICT**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Chair, Board of Directors of the  
Ventura County Fire Protection District

**ATTEST:**  
Clerk of the Board of Supervisors,  
County of Ventura, State of California

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Deputy Clerk of the Board

**COUNTY OF VENTURA, DEPARTMENT OF AIRPORTS**

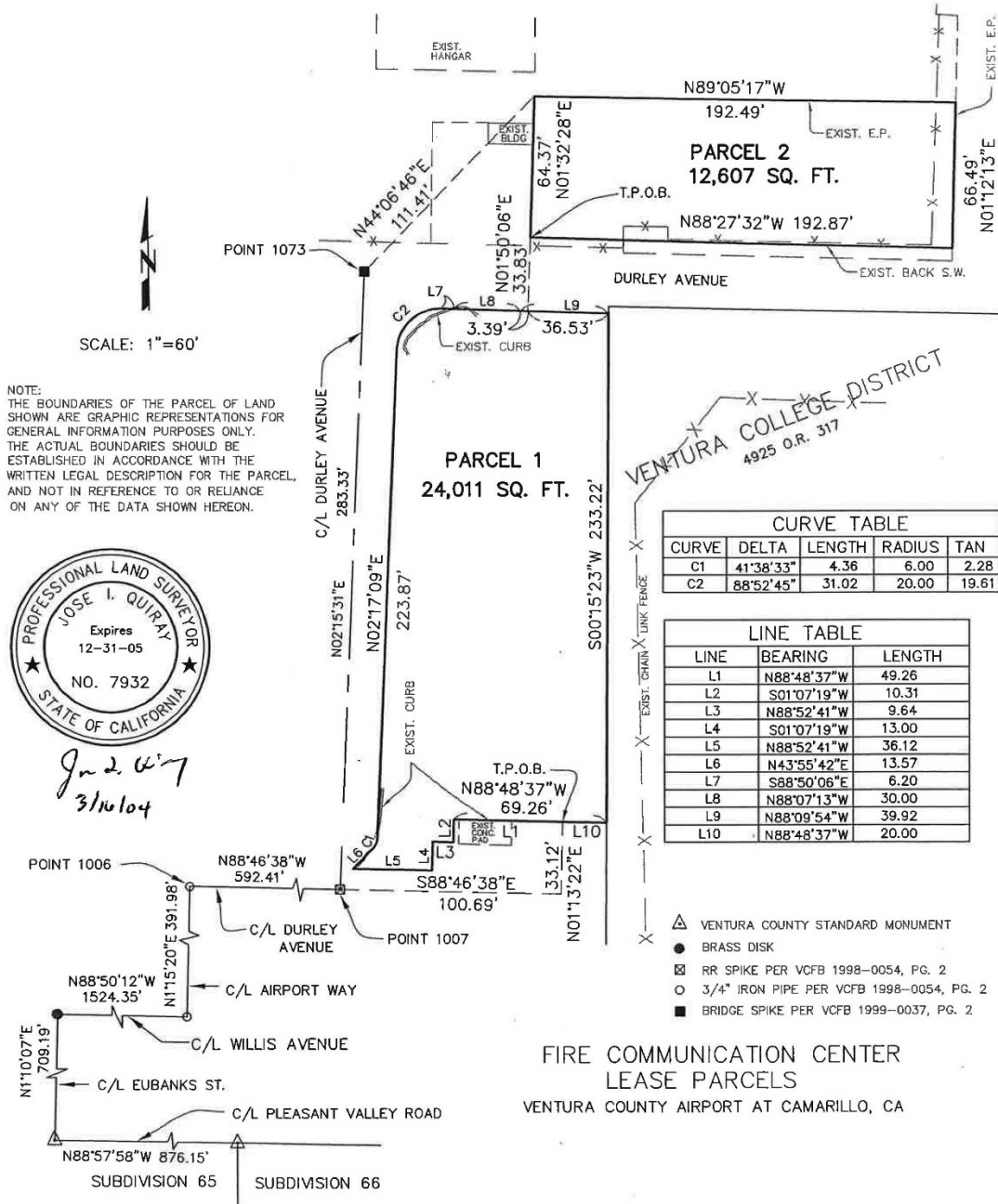
By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Director

INITIALS:        /        .  
Tenant / County .

**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
AMENDMENT TO LEASE  
Fire District Communications Center "FCC"**

**EXHIBIT A**

A PORTION OF SUBDIVISION 61  
RANCHO EL RIO DE SANTA CLARA, O LA COLONIA  
6 DEEDS 161



**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
AMENDMENT TO LEASE  
Fire District Communications Center "FCC"**

**Parcel 1**

That portion of Subdivision 61 of the Rancho El Rio De Santa Clara, O La Colonia, in the City of Camarillo, County of Ventura, State of California, described in the document recorded March 6, 1878, in the office of the County Recorder of said County of Ventura in Book 6, Page 161, of Deeds, described as follows:

Beginning at the Ventura County Standard Monument set for the intersection of the northerly prolongation of the east line of Subdivision 65 of said Rancho El Rio De Santa Clara, O La Colonia, with the centerline of Pleasant Valley Road, 60.00 feet wide, per Ventura County Field Book 1405-M, Page 17, filed in the office of the County Surveyor of said County of Ventura; thence, North 88° 57' 58" West 876.15 feet to the Ventura County Standard Monument set for the intersection of the centerline of Pleasant Valley Road with the centerline of Eubanks Street per Ventura County Field Book 2121-A, Page 48, filed in the office of said County Surveyor; thence, North 1° 10' 07" East 709.19 feet to the brass disk monument found at the intersection of the centerline of Eubanks Street with the centerline of Willis Avenue per said Ventura County Field Book 2121-A, at Page 27; thence, South 88° 50' 12" East 1524.35 feet to the 3/4" iron pipe found at the intersection of the centerline of Willis Avenue with the centerline of Airport Way per Ventura County Field Book 1998-0054, Page 2, filed in the office of said County Surveyor; thence, North 1° 15' 20" East 391.98 feet to the 3/4" iron pipe set at Point 1006 for the intersection of the centerline of Airport Way with the centerline of Durley Avenue per said Ventura County Field Book 1998-0054, Page 2; thence, South 88°46'38" East 592.41 feet to a railroad spike found in the centerline of Durley Avenue at Point 1007 per said Ventura County Field Book 1998-0054, Page 2; thence, continuing South 88°46'38" East 100.69 feet; thence, at right angles, North 1°13'22" East 33.12 feet to the True Point of Beginning, thence,

1st - North 88°48'37" West 49.26 feet; thence,

2nd - South 1°07'19" West 10.31 feet; thence,

3rd - North 88°52'41" West 9.64 feet; thence,

4th - South 1°07'19" West 13.00 feet; thence,

5th - North 88°52'41" West 36.12 feet; thence,

6th - North 43°55'42" East 13.57 feet to the beginning of a curve concaved northwesterly and having a radius of 6.00 feet; thence, along said curve,

7th - Northeasterly and northerly 4.36 feet through a central angle of 41°38'33"; thence,



**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
AMENDMENT TO LEASE  
Fire District Communications Center "FCC"**

8th - North 2°17'09" East 223.87 feet to the beginning of a curve concaved southeasterly and having a radius of 20.00 feet; thence, along said curve,

9th - Northerly, northeasterly, and easterly 31.02 feet through a central angle of 88°52'45"; thence,

10th - South 88°50'06" East 6.20 feet; thence,

11th - South 88°07'13" East 30.00 feet; thence,

12th - South 88°09'54" East 39.92 feet to a point of intersection with the 1st course, recited as "North 0°14'50" East 1305.63 feet...", of the parcel described in Exhibit A in the deed to Ventura Community College District recorded August 18, 1977 in the office of said County Recorder in Book 4925, Page 317, of Official Records; thence, along said course,

13th - South 0°15'23" West 233.22 feet to a point of intersection with the easterly prolongation of herein above 1st course, recited as "North 88°48'37" West 49.26 feet..."; thence, along said prolongation,

14th - North 88°48'37" West 20.00 feet to the True Point of Beginning.

**Parcel 2**

That portion of Subdivision 61 of the Rancho El Rio De Santa Clara, O La Colonia, in the City of Camarillo, County of Ventura, State of California, described in the document recorded March 6, 1878, in the office of the County Recorder of said County of Ventura in Book 6, Page 161, of Deeds, described as follows:

Beginning at the west terminus of the 12th course, recited as "South 88°09'54" East 39.92 feet...", in the above description of Parcel 1; thence, along said course, South 88°09'54" East 3.39 feet; thence, North 01°50'06" East 33.83 feet to the True Point of Beginning; thence,

1st - South 88°27'32" East 192.87 feet; thence,

2nd - North 1°12'13" East 66.49 feet; thence,

3rd - North 89°05'17" West 192.49 feet; thence,

4th - South 1°32'28" West 64.37 feet to the True Point of Beginning.



*Jose I. Quiray*  
3/16/04

INITIALS:       /       .  
Tenant / County .





# COUNTY of VENTURA

## Department of Airports

### MONTHLY ACTIVITY REPORT

Month ending April 30, 2025

#### Hangars and Tie-downs:

Camarillo				Oxnard					
		Inventory	Occupied	Available			Inventory	Occupied	Available
Hangars				Hangars					
Private	170	170	0	Private	79	79	0		
County	160	160	0	County	66	64	2		
Out of Service	16	0	0	Out of Service	6	0	0		
Total	346	330	0	Total	151	143	2		
Tie-downs				Tie-downs					
County	96	56	40	County	7	1	6		
AVEX	25	18	7	Goldenwest Jet Center	15	11	4		
Channel Island Aviation	35	30	5	Oxnard Jet Center	8	6	2		
Visitor	35			Visitor	11				
Total	191	104	52	Total	41	18	23		

#### Airport Operations:

#### Aircraft Incidents:

	Camarillo	Oxnard		Camarillo	Oxnard
Current year for the month	19,310	11,495	Current Month	0	2
Last year for the month	15,490	7,730	Current year to date	7	6
% Change	25%	49%	<b>CMA: 0</b> <b>OXR: 4/7 - Flat Tire</b> <b>4/21 - Flat tire</b>		
Current year to date	59,600	38,486			
Last year to date	57,869	31,008			
% Change	3%	24%			

#### Other:

	Camarillo	Oxnard
Airside Citations Issued	0	0
Landside Citations issued	0	7
Cards issued to transient overnight aircraft	22	5
Other aircraft ** (Estimate)	120	15
Hangar Waiting List	30	5

\*\* Includes approximate number of aircraft occupying space in both large and small hangars by agreement with lessee or licensee



# COUNTY of VENTURA

## Department of Airports

### MONTHLY ACTIVITY REPORT

Month ending May 31, 2025

#### Hangars and Tie-downs:

Camarillo				Oxnard					
		Inventory	Occupied	Available			Inventory	Occupied	Available
Hangars				Hangars					
Private	170	170	0	Private	79	79	0		
County	160	160	0	County	66	64	2		
Out of Service	16	0	0	Out of Service	6	0	0		
Total	346	330	0	Total	151	143	2		
Tie-downs				Tie-downs					
County	96	56	40	County	7	1	6		
AVEX	25	18	7	Goldenwest Jet Center	15	11	4		
Channel Island Aviation	35	30	5	Oxnard Jet Center	8	6	2		
Visitor	35			Visitor	11				
Total	191	104	52	Total	41	18	23		

#### Airport Operations:

#### Aircraft Incidents:

	Camarillo	Oxnard		Camarillo	Oxnard
Current year for the month	19,474	13,244	Current Month	1	0
Last year for the month	15,471	7,904	Current year to date	8	6
% Change	26%	68%	CMA: 5/28 - Bird strike OXR: 0		
Current year to date	79,074	46,390			
Last year to date	73,340	37,320			
% Change	8%	24%			

#### Other:

	Camarillo	Oxnard
Airside Citations Issued	0	0
Landside Citations issued	0	7
Cards issued to transient overnight aircraft	15	2
Other aircraft ** (Estimate)	120	15
Hangar Waiting List	30	5

\*\* Includes approximate number of aircraft occupying space in both large and small hangars by agreement with lessee or licensee



## Camarillo Noise Comment Report April 2025

Comments by Location	Number of Comments	Total Number of Households
East Neighborhoods	3	2
Midtown/Old Town	288	5
North Neighborhoods	0	0
Unspecified/Other	365	3

Type of Operation	
Takeoff/Departure	0
Landing/Arrival	186
Traffic Pattern	92
Unspecified	378

**Total Comments = 656**

Time of Day	
12 a.m. – 5 a.m.	2
5 a.m. – 8 a.m.	3
8 a.m. – 6 p.m.	304
6 p.m. – 12 a.m.	347

### Comment Breakdown:

#### Household #1:

343 (52%)

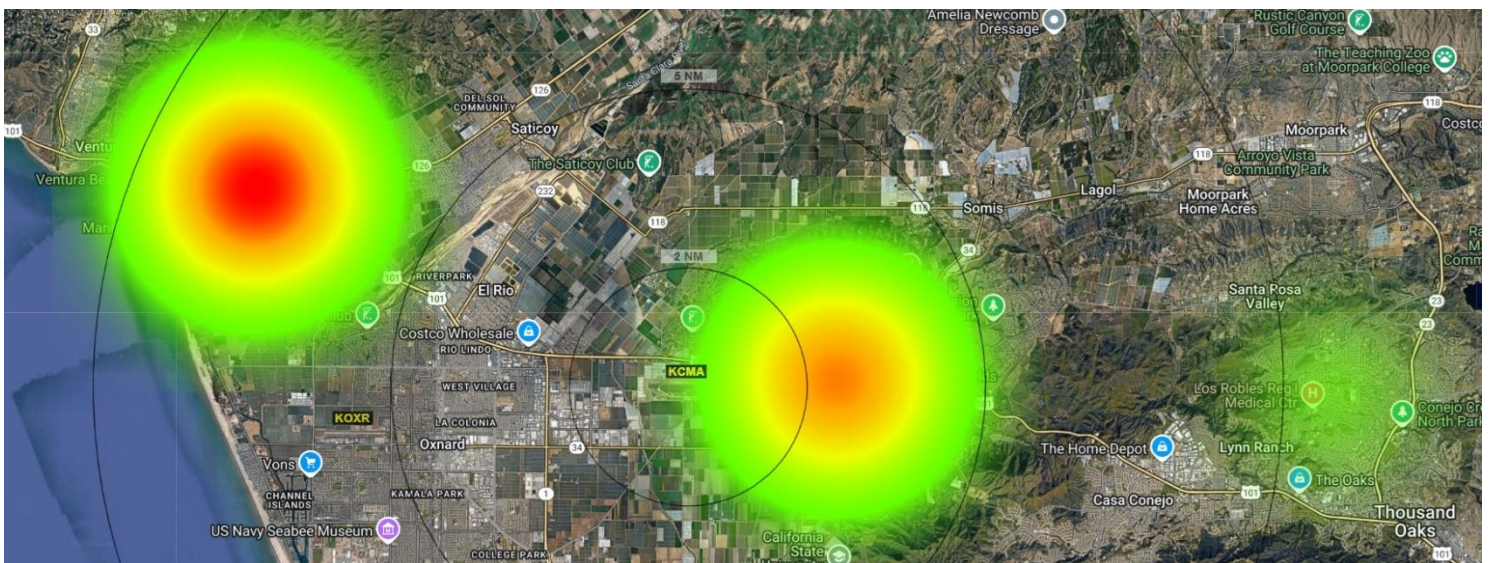
#### Household #2:

204 (31%)

#### Household #3:

18 (3%)

Type of Aircraft	
Single Engine Piston	1
Multi-Engine Piston	2
Turboprop	6
Turbo Jet	28
Helicopter	2
Unspecified	617



## Oxnard Noise Comment Report April 2025

Comments by Location	Number of Comments	Total Number of Households
West of Victoria & South of 5 <sup>th</sup> (Channel Islands, Oxnard Shores, Seabridge, etc.)	136	5
South Neighborhoods (Via Marina, etc.)	3	1
East Neighborhoods	0	0
North Neighborhoods	2	2
Other/Unspecified	114	Unknown

Type of Operation	
Takeoff/Departure	1
Landing/Arrival	0
Traffic Pattern	11
Unspecified	243

**Total Comments = 255**

Time of Day	
12 a.m. – 5 a.m.	0
5 a.m. – 8 a.m.	3
8 a.m. – 6 p.m.	189
6 p.m. – 12 a.m.	63

### Comment Breakdown:

#### Household #1:

112 (44%)

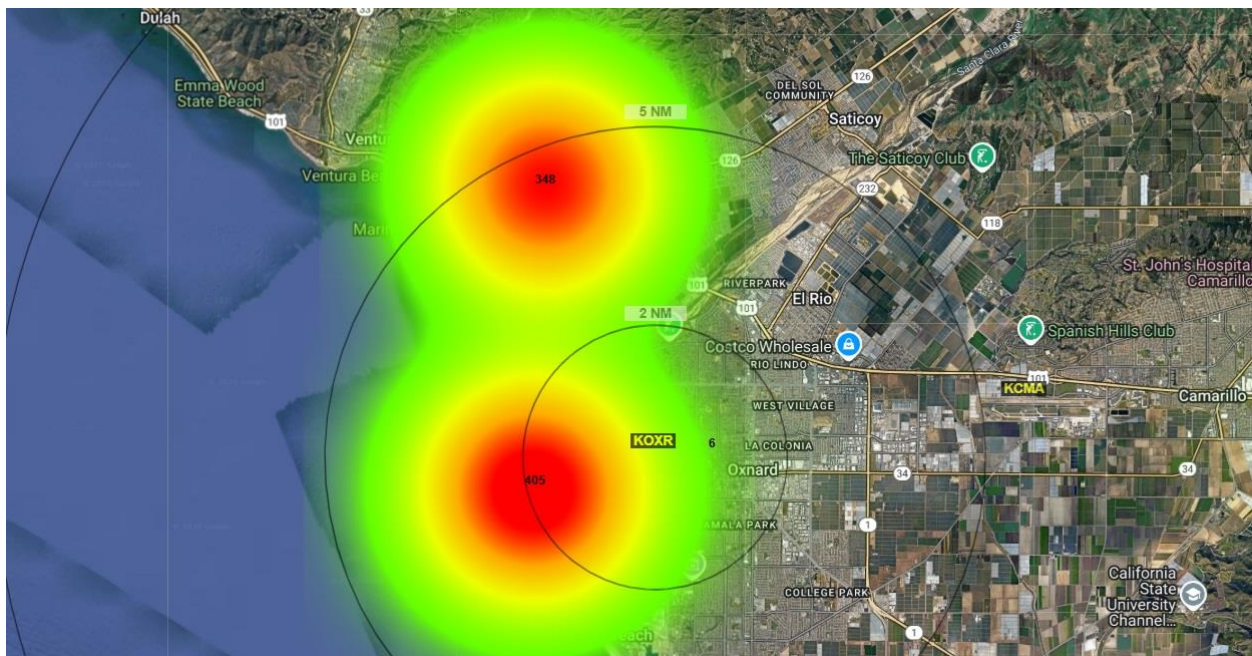
#### Household #2:

82 (32%)

#### Household #3:

20 (8%)

Type of Aircraft	
Single Engine Piston	25
Multi-Engine Piston	3
Turboprop	0
Turbo Jet	0
Helicopter	2
Unspecified	225





## Camarillo Noise Comment Report May 2025

Comments by Location	Number of Comments	Total Number of Households
East Neighborhoods	2	1
Midtown/Old Town	168	4
North Neighborhoods	3	1
Unspecified/Other	567	3

Type of Operation	
Takeoff/Departure	0
Landing/Arrival	187
Traffic Pattern	34
Unspecified	519

**Total Comments = 740**

Time of Day	
12 a.m. – 5 a.m.	3
5 a.m. – 8 a.m.	2
8 a.m. – 6 p.m.	624
6 p.m. – 12 a.m.	111

### Comment Breakdown:

#### Household #1:

536 (72%)

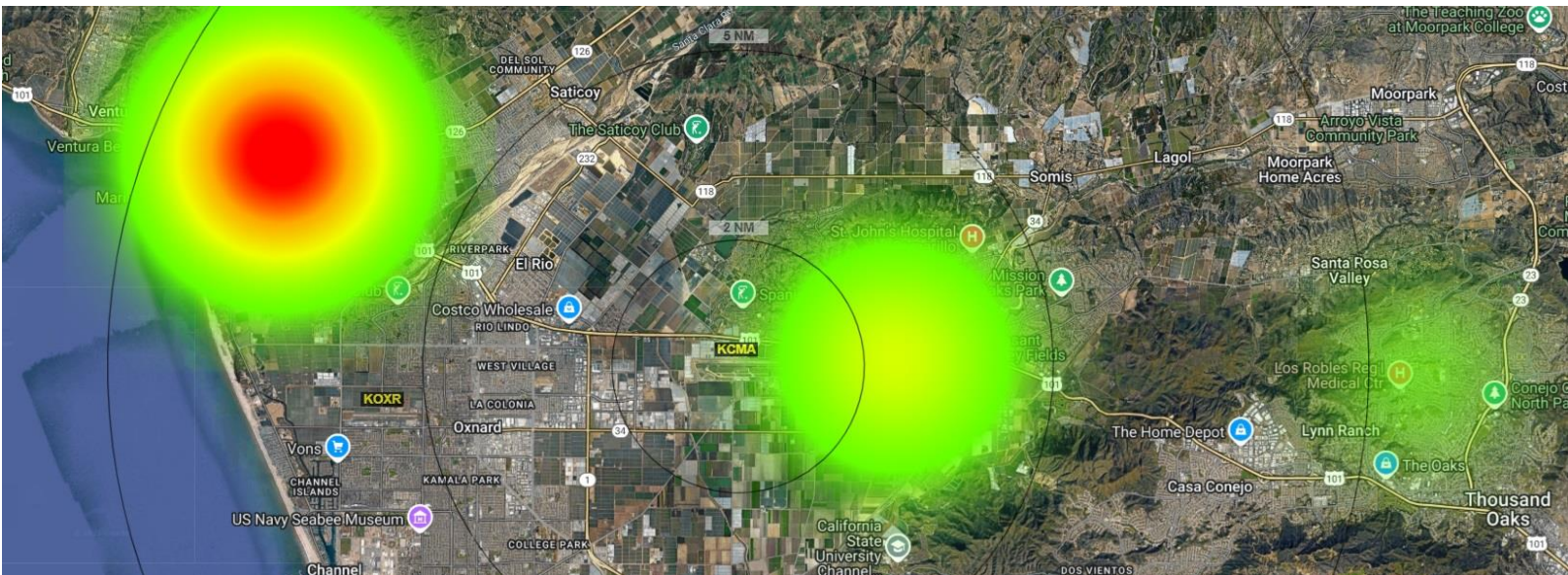
#### Household #2:

148 (20%)

#### Household #3:

30 (4%)

Type of Aircraft	
Single Engine Piston	0
Multi-Engine Piston	1
Turboprop	23
Turbo Jet	205
Helicopter	2
Unspecified	509



## Oxnard Noise Comment Report May 2025

Comments by Location	Number of Comments	Total Number of Households
West of Victoria & South of 5 <sup>th</sup> (Channel Islands, Oxnard Shores, Seabridge, etc.)	167	8
South Neighborhoods (Via Marina, etc.)	3	1
East Neighborhoods	0	0
North Neighborhoods	4	1
Other/Unspecified	260	Unknown

Type of Operation	
Takeoff/Departure	2
Landing/Arrival	1
Traffic Pattern	24
Unspecified	407

**Total Comments = 434**

Time of Day	
12 a.m. – 5 a.m.	2
5 a.m. – 8 a.m.	1
8 a.m. – 6 p.m.	372
6 p.m. – 12 a.m.	59

### Comment Breakdown:

#### Household #1:

248 (57%)

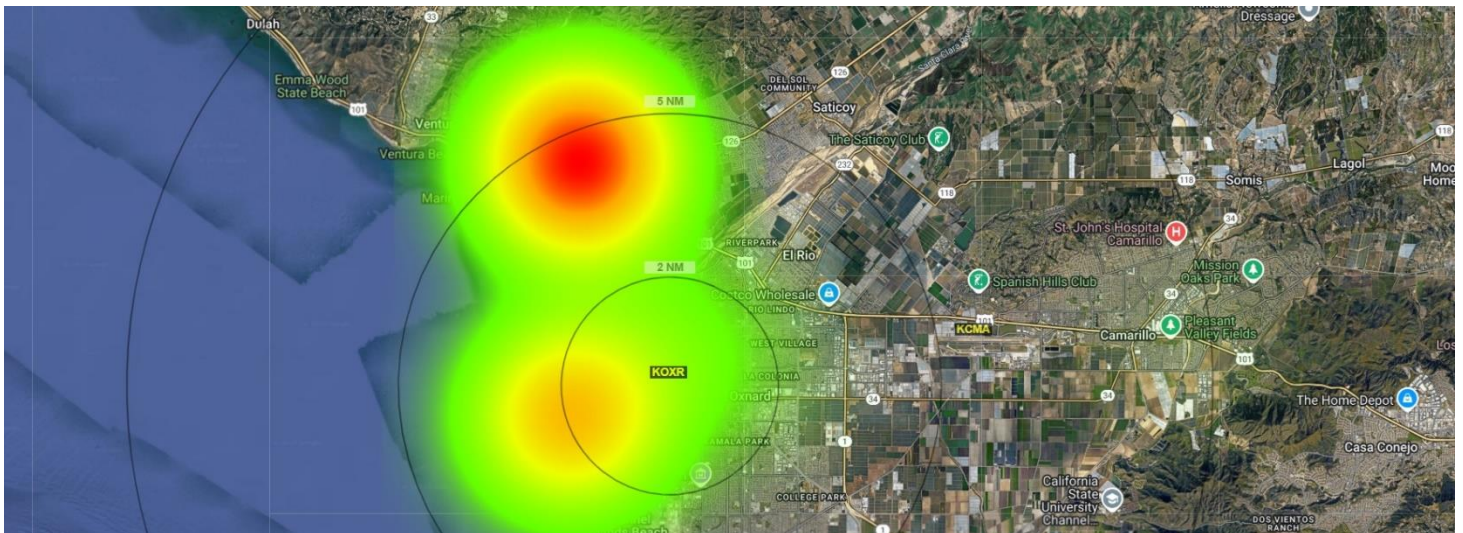
#### Household #2:

123 (28%)

#### Household #3:

15 (3%)

Type of Aircraft	
Single Engine Piston	18
Multi-Engine Piston	1
Turboprop	0
Turbo Jet	2
Helicopter	0
Unspecified	413





**APRIL 2025**

## **CAMARILLO AIRPORT – AIRPORT LAYOUT PLAN UPDATE/NARRATIVE REPORT**

### **Status Update:**

- Airport staff coordinated the airport sponsor signed ALP to the FAA on February 7, 2025, for final approval/signature.

### **Upcoming Action Items:**

- Upon FAA approval of the ALP Drawing Set, final documents associated with the ALP and Narrative Report will be completed.

**Project Percent Complete:** The project is 93.2% complete through April 2025.

## **CAMARILLO AIRPORT – PART 150 NOISE COMPATIBILITY STUDY**

### **Status Update:**

- Revised Noise Compatibility Program (NCP) Chapters 4, 5, and 6, in response to PAC and public comments received during the public comment period.

### **Upcoming Action Items:**

- Once approved by the FAA, publish final Noise Exposure Maps (NEM) document (Chapters 1, 2 and 3) in English and Spanish and publish legal Notice of Acceptance.
- Distribute revised draft NCP in advance of public hearing and advertise NCM public hearing meeting.
- Hold NCP public hearing on August 5, 2025.

**Project Percent Complete:** The project is 71.3% complete through April 2025.

## **OXNARD AIRPORT – PART 150 NOISE COMPATIBILITY STUDY**

### **Status Update:**

- Received Oxnard NEM Acceptance from the FAA on April 30, 2025.
- Prepared legal Notices of Acceptance in English and Spanish to be published in May.

### **Upcoming Action Items:**

- Publish final Noise Exposure Maps (NEM) document (Chapters 1, 2 and 3) in English and Spanish.
- Distribute revised NCP in advance of public hearing and advertise NCP public hearing meeting.
- Hold NCP public hearing on August 4, 2025.

**Project Percent Complete:** The project is 70.5% complete through April 2025.

## **ANNUAL CONSULTING SERVICES CONTRACT (AEA No. 25-01)**

### **Status Update:**

- Coffman Associates executed a Task Order to work in association with SWCA Environmental Consultants to provide Wildlife Hazard Management Plan (WHMP) review and training for Oxnard Airport. The training is scheduled to occur on May 21, 2025.

**Upcoming Action Items:**

- Coordination as needed to follow-up previous items and assist with new items at the direction of Airport staff.

**Project Percent Complete:** 7.3% of the not-to-exceed amount of \$200,000 has been completed through April 2025.





**MAY 2025**

## **CAMARILLO AIRPORT – AIRPORT LAYOUT PLAN UPDATE/NARRATIVE REPORT**

### **Status Update:**

- ALP approved and signed by FAA on May 8, 2025.
- PDF of the final deliverables provided to client.

### **Upcoming Action Items:**

- Print final deliverables per contract.

**Project Percent Complete:** The project is 93.2% complete through May 2025. Pending 100% complete after final coordination with airport staff.

## **CAMARILLO AIRPORT – PART 150 NOISE COMPATIBILITY STUDY**

### **Status Update:**

- Developed advertising schedule for August 5 Noise Compatibility Program (NCP) meeting and public hearing.

### **Upcoming Action Items:**

- Publish final Noise Exposure Maps (NEM) document (Chapters 1, 2 and 3) in English and Spanish and legal Notices of Acceptance.
- Distribute revised draft NCP in advance of public hearing and advertise NCM public hearing meeting.
- Hold NCP public hearing on August 5, 2025.

**Project Percent Complete:** The project is 71.7% complete through May 2025.

## **OXNARD AIRPORT – PART 150 NOISE COMPATIBILITY STUDY**

### **Status Update:**

- Received Oxnard Noise Exposure Map (NEP) Acceptance from the FAA on April 30, 2025.
- Published, printed, and delivered final NEM documents in English and Spanish.
- Published legal Notices of Acceptance in English on May 22, May 23, and May 25 and in Spanish.
- Developed advertising schedule for August 4 Noise Compatibility Program (NCP) meeting and public hearing.

### **Upcoming Action Items:**

- Distribute revised NCP in advance of public hearing and advertise NCP public hearing meeting.
- Hold NCP public hearing on August 4, 2025.

**Project Percent Complete:** The project is 70.9% complete through May 2025.

## **ASP STANDARD DEVELOPMENT BROCHURE (AEA No. 25-01, WO No. 3)**

### **Status Update:**

- Coffman Associates provided draft text for the preparation of a development standards brochure for limited aviation service providers (ASPs) at Camarillo and Oxnard airports. The brochure will reflect information frequently conveyed to project proponents.

**Upcoming Action Items:**

- Upon approval of the development standards brochure text and content, Coffman Associates will design a publication with original graphics suitable for online and print distribution.

**Project Percent Complete:** The project is 21.2% complete through May 2025.

**ANNUAL CONSULTING SERVICES CONTRACT (AEA No. 25-01)****Status Update:**

- SWCA Environmental Consultants, in association with Coffman Associates, conducted a Wildlife Hazard Management Plan (WHMP) review and training for Oxnard Airport on May 21, 2025. Certificates of completion were provided to airport staff who took part on May 23, 2025.

**Upcoming Action Items:**

- Coordination as needed to follow-up previous items and assist with new items at the direction of Airport staff.

**Project Percent Complete:** 8.6% of the not-to-exceed amount of \$200,000 has been completed through May 2025. This includes the ASP Standard Development Brochure.

May 6, 2025

Mrs. Erin Powers  
Projects Administrator  
County of Ventura Department of Airports  
555 Airport Way, Suite B  
Camarillo, CA 93010

Re: Monthly Airport Project Status Update – April 2025

Dear Mrs. Powers,

Below is a summary of the tasks completed by Woolpert during the month of April 2025 for the Camarillo Airport:

**Conceptual Design for Runway/Taxiway Reconstruction (County Project No. AEA 22-10)**

- The County and Woolpert discussed this project during the coordination meetings on April 3, 2025, and April 17, 2025.
- **Upcoming:**
  - County to provide comments on the Conceptual Design package.

**Final Design for Runway Reconstruction (AIP Project No. 3-06-0339-044-2024)**

- The County and Woolpert discussed this project during the coordination meetings on April 3, 2025, and April 17, 2025.
- **Upcoming:**
  - Continued coordination on this project with the County as needed.
  - Receive draft geotechnical investigation report from Earth Systems.

**Runway 8-26 and Taxiway A Pavement Improvements (County Project No. AEA 24-06)**

- The County and Woolpert discussed this project during the coordination meetings on April 3, 2025, and April 17, 2025.
- On April 4, 2025, Woolpert provided the County with Change Order No. 3 Final Adjustment of Quantities (FAQ) for review.
- **Upcoming:**
  - Woolpert will continue project coordination with the County and Granite as needed.
  - Change Order No. 3 for final adjustment of quantities (FAQ) will be sent out for signature.

**Airport Pavement Management System (APMS) Update**

- The County and Woolpert discussed this project during the coordination meetings on April 3, 2025, and April 17, 2025.

Woolpert, Inc.  
1300 Eastman Ave., Suite 214  
Ventura, CA 93003  
+1 303.524.3030

- Woolpert provided the County with field work maps and a detailed schedule for the first round of PCI inspections April 15, 2025.
- **Upcoming:**
  - Woolpert will coordinate with subconsultants and the County to assist with the completion of this project.
  - Applied Pavement Technology (APT) is planning on June 9<sup>th</sup> -15<sup>th</sup> for the first PCI inspection. Waiting for verification of these dates from the County.

#### **Runway 8-26 Pavement Damage**

- On April 16, 2025, the County informed Woolpert of damage to the asphalt pavement surface and provided photos from work orders prepared by airport maintenance staff.
- On April 17, 2025, Woolpert provided the County with a summary of possible reasons for the pavement damage and a repair recommendation.
- On April 23, 2025, Woolpert completed an inspection of the runway pavement surface. Woolpert provided the County with a memo on May 2, 2025, that discussed the pavement inspection, recommendations on temporary repairs, and photos of the existing pavement conditions.
- **Upcoming:**
  - Woolpert will wait for direction from the County on this topic.

If you have any comments, please do not hesitate to contact me.

Sincerely,

Woolpert, Inc.



Matt Gilbreath, P.E.

Project Manager, Aviation

cc: Mr. Keith Freitas, Mr. Dave Nafie, Ms. Sujin Beck – County of Ventura Department of Airports  
Mr. Travis Vallin, Mr. JD Ingram, Mr. Jason Virzi, Mr. Arlando Gilbert, Ms. Cheyenne Yancey,  
Mr. Sabour Samim – Woolpert, Inc.  
File

Woolpert, Inc.  
1300 Eastman Ave., Suite 214  
Ventura, CA 93003  
+1 303.524.3030

June 3, 2025

Mrs. Erin Powers  
Projects Administrator  
County of Ventura Department of Airports  
555 Airport Way, Suite B  
Camarillo, CA 93010

Re: Monthly Airport Project Status Update – May 2025

Dear Mrs. Powers,

Below is a summary of the tasks completed by Woolpert during the month of May 2025 for the Camarillo Airport:

**Conceptual Design for Runway/Taxiway Reconstruction (County Project No. AEA 22-10)**

- The County and Woolpert discussed this project during the coordination meetings on May 1, 2025, May 15, 2025, and May 29, 2025.
- **Upcoming:**
  - County to provide comments on the Conceptual Design package.

**Final Design for Runway Reconstruction (AIP Project No. 3-06-0339-044-2024)**

- The County and Woolpert discussed this project during the coordination meetings on May 1, 2025, May 8, 2025, May 15, 2025, and May 29, 2025.
- On May 9, 2025, the County requested Woolpert prepare a Federal grant application for construction funding.
- On May 15, 2025, the County provided Woolpert with preliminary expenses to include in the construction grant application.
- On May 16, 2025, Woolpert provided the County with the Federal grant application for construction funding. The County submitted the grant application to the FAA.
- On May 19, 2025, Woolpert provided the Geotechnical report and summary to the County.
- On May 22, 2025, the County requested an updated project cost breakdown for a grant amendment and Woolpert provided it.
- **Upcoming:**
  - Continued coordination on this project with the County as needed.
  - County to review the Geotechnical report and summary. A meeting with the FAA will be scheduled.

**Runway 8-26 and Taxiway A Pavement Improvements (County Project No. AEA 24-06)**

- The County and Woolpert discussed this project during the coordination meetings on May 1, 2025, May 15, 2025, and May 29, 2025.

Woolpert, Inc.  
1300 Eastman Ave., Suite 214  
Ventura, CA 93003  
+1 303.524.3030

- On May 16, 2025, Woolpert sent Change Order No. 3 Final Adjustment of Quantities (FAQ) to Granite Construction for signature. Woolpert also emailed Granite Construction informing of this change order.
- On May 28, 2025, Woolpert resent Change Order No. 3 FAQ to Granite Construction for signature. Woolpert also emailed Granite Construction again.
- On May 29, 2025, Woolpert called Granite Construction and no response from Granite has been received to date.
- **Upcoming:**
  - Woolpert will continue project coordination with the County and Granite as needed.

#### **Airport Pavement Management System (APMS) Update**

- The County and Woolpert discussed this project during the coordination meetings on May 1, 2025, May 15, 2025, and May 29, 2025.
- On May 8, 2025, the County approved the field work maps and schedule for the first round of PCI inspections and non-destructive testing.
- On May 14, 2025, the County provided Woolpert with additional pavement areas to the visual inspection list.
- On May 30, 2025, the County and Woolpert coordinated on messaging to tenants and airport users for the upcoming inspections and pavement closures.
- **Upcoming:**
  - Woolpert will continue project coordination with the County.
  - Woolpert will continue to coordinate with subconsultants for the completion of this project.
  - Applied Pavement Technology (APT) is scheduled for June 9<sup>th</sup> -15<sup>th</sup> for the first PCI inspection and non-destructive testing. Woolpert will be on-site with APT.

#### **Runway 8-26 Pavement Damage**

- On April 23, 2025, Woolpert completed an inspection of the runway pavement surface. Woolpert provided the County with a memo on May 2, 2025, that discussed the pavement inspection, recommendations on temporary repairs, and photos of the existing pavement conditions.
- **Upcoming:**
  - Woolpert will wait for direction from the County on this topic.

If you have any comments, please do not hesitate to contact me.

Sincerely,

Woolpert, Inc.



Matt Gilbreath, P.E.  
Project Manager, Aviation

cc: Mr. Keith Freitas, Mr. Dave Nafie, Ms. Sujin Beck – County of Ventura Department of Airports

Woolpert, Inc.  
1300 Eastman Ave., Suite 214  
Ventura, CA 93003  
+1 303.524.3030

Mr. Travis Vallin, Mr. JD Ingram, Mr. Jason Virzi, Mr. Arlando Gilbert, Ms. Cheyenne Yancey,  
Mr. Sabour Samim – Woolpert, Inc.  
File

Woolpert, Inc.  
1300 Eastman Ave., Suite 214  
Ventura, CA 93003  
+1 303.524.3030

May 6, 2025

Mrs. Erin Powers  
Projects Administrator  
County of Ventura Department of Airports  
555 Airport Way, Suite B  
Camarillo, CA 93010

Re: Monthly Airport Project Status Update – April 2025

Dear Mrs. Powers,

Below is a summary of the tasks completed during the month of April 2025, by Woolpert and our subconsultants for Oxnard Airport:

**AIP Project No. 03-06-0179-038-2021 – Runway 7-25 Reconstruction**

- The County and Woolpert discussed this project during the coordination meetings on April 3, 2025, and April 17, 2025.
- On April 3 and 4, 2025, the County provided some Sponsor items for the construction closeout report.
- On April 18, 2025, Woolpert provided the final construction closeout report to the County.
- On April 24, 2025, the County submitted the final construction closeout report to the FAA.
- **Upcoming:**
  - The FAA may request the Sponsor Certification forms be updated to current versions. The County will let Woolpert know if changes need to be made.

**AIP Project No. 03-06-0179-042-2022 – Connector Taxiways A-E Reconstruction**

- The County and Woolpert discussed this project during the coordination meetings on April 3, 2025, and April 17, 2025.
- **Upcoming:**
  - County to provide Woolpert with the Sponsor items needed for the Construction Closeout Report.

**AIP Project No. 03-06-0179-044/045-2023 – Taxiway A Reconstruction (Construction Management (CM))**

- The County and Woolpert discussed this project during the coordination meetings on April 3, 2025, and April 17, 2025.
- On April 2, 2025, Woolpert provided an updated sign and marking plan to the County.
- **Upcoming:**
  - Woolpert will continue project coordination with the County and Security Paving.
  - County will get authorization to sign Change Order No. for the additional stockpile disposal.
  - Woolpert is coordinating the reinstallation of the REIL fixtures with Security Paving and Royal Electric once the County receives new circuit boards.

Woolpert, Inc.  
1300 Eastman Ave., Suite 214  
Ventura, CA 93003  
+1 303.524.3030



#### **Air Traffic Control Tower (ATCT) Improvements**

- The County and Woolpert discussed this project during the coordination meetings on April 3, 2025, and April 17, 2025.
- **Upcoming:**
  - County to review Woolpert's Scope of Work for Design and Bidding services.

#### **Airport Pavement Management System (APMS) Update**

- The County and Woolpert discussed this project during the coordination meetings on April 3, 2025, and April 17, 2025.
- Woolpert provided the County with field work maps and a detailed schedule for the first round of PCI inspections April 15, 2025.
- **Upcoming:**
  - Woolpert will coordinate with subconsultants and the County to assist with the completion of this project.
  - Applied Pavement Technology (APT) is planning on June 9<sup>th</sup> -15<sup>th</sup> for the first PCI inspection. Waiting for verification of these dates from the County.

If you have any comments, please do not hesitate to contact me.

Sincerely,  
Woolpert, Inc.



Matt Gilbreath, P.E.  
Project Manager, Aviation

cc: Mr. Keith Freitas, Mr. Dave Nafie, Ms. Sujin Beck – County of Ventura Department of Airports  
Mr. Travis Vallin, Mr. JD Ingram, Mr. Jason Virzi, Mr. Arlando Gilbert, Ms. Tracey Salazar,  
Ms. Cheyenne Yancey, Mr. Sabour Samim – Woolpert, Inc.

Woolpert, Inc.  
1300 Eastman Ave., Suite 214  
Ventura, CA 93003  
+1 303.524.3030

June 3, 2025

Mrs. Erin Powers  
Projects Administrator  
County of Ventura Department of Airports  
555 Airport Way, Suite B  
Camarillo, CA 93010

Re: Monthly Airport Project Status Update – May 2025

Dear Mrs. Powers,

Below is a summary of the tasks completed during the month of May 2025, by Woolpert and our subconsultants for Oxnard Airport:

**AIP Project No. 03-06-0179-038-2021 – Runway 7-25 Reconstruction**

- On April 24, 2025, the County submitted the final construction closeout report to the FAA.
- The County and Woolpert discussed this project during the coordination meetings on May 1, 2025, May 15, 2025, and May 29, 2025.
- **Upcoming:**
  - The FAA may request the Sponsor Certification forms be updated to current versions. The County will let Woolpert know if changes need to be made.

**AIP Project No. 03-06-0179-042-2022 – Connector Taxiways A-E Reconstruction**

- The County and Woolpert discussed this project during the coordination meetings on May 1, 2025, May 15, 2025, and May 29, 2025.
- **Upcoming:**
  - County to provide Woolpert with the Sponsor items needed for the Construction Closeout Report.

**AIP Project No. 03-06-0179-044/045-2023 – Taxiway A Reconstruction (Construction Management (CM))**

- The County and Woolpert discussed this project during the coordination meetings on May 1, 2025, May 15, 2025, and May 29, 2025.
- On May 22, 2025, Change Order No. 6 for the additional stockpile disposal was signed and distributed.
- On May 29, 2025, the County confirmed the updated sign and marking plan was completed.
- On May 31, 2025, Woolpert was on-site during the reinstallation of the REIL fixtures and circuit boards completed by Royal Electric.
- **Upcoming:**
  - Woolpert will continue project coordination with the County and Security Paving.
  - Contractor Pay Application No. 6 (semi-final) will be finalized and sent out for signature.

Woolpert, Inc.  
1300 Eastman Ave., Suite 214  
Ventura, CA 93003  
+1 303.524.3030

#### **Air Traffic Control Tower (ATCT) Improvements**

- The County and Woolpert discussed this project during the coordination meetings on May 1, 2025, May 15, 2025, and May 29, 2025.
- **Upcoming:**
  - County to review Woolpert's Scope of Work for Design and Bidding services.

#### **Airport Pavement Management System (APMS) Update**

- The County and Woolpert discussed this project during the coordination meetings on May 1, 2025, May 15, 2025, and May 29, 2025.
- On May 8, 2025, the County approved the field work maps and schedule for the first round of PCI inspections and non-destructive testing.
- On May 14, 2025, the County provided Woolpert with additional pavement areas to the visual inspection list.
- On May 30, 2025, the County and Woolpert coordinated on messaging to tenants and airport users for the upcoming inspections and pavement closures.
- **Upcoming:**
  - Woolpert will continue project coordination with the County and Security Paving.
  - Woolpert will continue to coordinate with subconsultants for the completion of this project.
  - Applied Pavement Technology (APT) is scheduled for June 9<sup>th</sup> -15<sup>th</sup> for the first PCI inspection and non-destructive testing. Woolpert will be on-site with APT.

If you have any comments, please do not hesitate to contact me.

Sincerely,  
Woolpert, Inc.



Matt Gilbreath, P.E.  
Project Manager, Aviation

cc: Mr. Keith Freitas, Mr. Dave Nafie, Ms. Sujin Beck – County of Ventura Department of Airports  
Mr. Travis Vallin, Mr. JD Ingram, Mr. Jason Virzi, Mr. Arlando Gilbert, Ms. Tracey Salazar,  
Ms. Cheyenne Yancey, Mr. Sabour Samim – Woolpert, Inc.

Woolpert, Inc.  
1300 Eastman Ave., Suite 214  
Ventura, CA 93003  
+1 303.524.3030

**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
FAA GRANT PROJECTS**

**June 2025**

Sup. Dist.	Project Name Spec. Number	<u>Estimate</u> Low Bid	<u>CCO's</u> Claims	<u>Design</u> <u>Engr.</u> Contractor	Estimated Schedule or Actual Dates				% Compl Design/ Const.	Remarks
					Bid Date	Contract Award	Const Start	Const Comp		
5	CMA Airport Layout Plan Update	<u>\$686,032</u>		<u>Coffman</u> <u>Associates</u>	<u>N/A</u>	<u>9/24/20</u>	<u>9/30/20</u>	<u>5/31/24</u>	<u>100</u>	The Airport received FAA approval to transition the Master Plan to an Airport Layout Plan (ALP) Update to allow for community concerns, like noise, to be addressed, with a master plan update to be revisited in a future year, should it be warranted. Second ALP workshop meeting held November 14 <sup>th</sup> , 2023. Final ALP workshop was held on February 20, 2024. The ALP document was distributed for public comments through May 10. Comments to be reviewed prior to submitting Final ALP to the FAA by August 31, 2024. FAA Lines of Business review started 9/18/2024. FAA approved ALP available for the public.
5	CMA Conceptual Design for 2025 RWY and TWY Reconstruction	<u>\$187,260</u>		Woolpert	<u>N/A</u>	<u>9/19/22</u>	<u>N/A</u>	<u>N/A</u>	<u>90</u>	FAA requested NOFO grant application was submitted to FAA. FAA followed up with request for FY2023 Supplementary Discretionary Grant for the NOFO. The Supplementary Discretionary Grant was submitted. FAA has requested an updated runway grant per FAA comments and memo to investigate full depth reconstruction. FAA grant to cover the final design of the CMA-239 Runway 8-26 and

Sup. Dist.	Project Name Spec. Number	Estimate Low Bid	CCO's Claims	Design Engr. Contractor	Estimated Schedule or Actual Dates				% Compl Design/ Const.	Remarks
					Bid Date	Contract Award	Const Start	Const Comp		
										Taxiway project complete and granted. Approved by BOS. Geotechnical evaluation complete. Report is forthcoming to determine what the best method will be for the runway.
5	CMA Part 150 Noise Compatibility Study	<u>\$770,943</u>		<u>Coffman Associates</u>	<u>N/A</u>	<u>9/30/22</u>	<u>N/A</u>	<u>N/A</u>	<u>71.7</u>	Noise Compatibility Plan for the upcoming listening and technical sessions in process. Listening and technical sessions on October 8, 2024. Currently collecting public comments to incorporate into the study. Draft meeting summary held on 10/7/2024 has been distributed. Revised Noise Exposure Map in response to FAA comments were received on 11/26/2024 and being addressed. Part 150 public hearing set for Aug 4 at VCOE.
3	OXR RWY & TWY Connector Transitions Reconstruction	<u>\$12,832,636</u> <u>\$12,274,001</u>	\$124,906	<u>Mead Hunt Sully-Miller Inc.</u>	<u>4/29/21</u> <u>1</u>	<u>7/20/21</u>	<u>7/23/21</u>	<u>2/28/22</u>	<u>100</u> <u>99</u>	Final project closeout underway.
3	OXR TWY A-E Connector Reconstruction	<u>\$335,960</u> <u>7,706,536</u>		<u>Woolpert Granite Constructio n</u>	<u>4/26/22</u> <u>2</u>	<u>12/17/21</u> <u>TBD</u>	<u>4/3/23</u>	<u>9/13/23</u>	<u>100</u> <u>100</u>	Construction completed in September 2023. Project closeout items remain. Final draft report of the soil report submitted to DOA. DOA provided Woolpert with the Soil Management Plan approval from LA RWQB. Warranty Letter has been sent to Granite to address several maintenance requests since substantial completion of the project.

Sup. Dist.	Project Name Spec. Number	<u>Estimate</u> Low Bid	<u>CCO's</u> Claims	<u>Design</u> <u>Engr.</u> Contractor	Estimated Schedule or Actual Dates				% Compl Design/ Const.	Remarks
					Bid Date	Contract Award	Const Start	Const Comp		
										Warranty work completed by Granite on September 10. QA/QC on site to assess the damage, cause of damage, etc. It was determined that pavement failure around the manholes were due to poorly compacted backfill around the edges and sides of the manhole.
3	OXR TWY Connector Reconstruction Construction Management Services	<u>\$674,799</u>		<u>Woolpert</u>	N/A	<u>12/21/21</u>	4/3/23	8/15/23	<u>99</u> 99	Construction began April 3, 2023. Project was completed in September 2023. Jviation will be working on final project and grant closeout items.
3	OXR TWY F (A) Reconstruction	<u>\$16,142,731</u> <u>\$17,365,010</u>		<u>Woolpert</u> Security Paving	<u>6/27/2</u> <u>3</u>	<u>10/20/23</u>	<u>TBD</u>	<u>TBD</u>	<u>100</u> 99	Security Paving has substantially completed the project. Change order pavement work to start on November 13-15 with final striping to be completed in 12/16, 12/17, and 12/18.. Stockpiles of dirt was removed on 12/13, 12/16, and 12/17. Change Order 5 approved. Pay App # 5 approved. DOA is currently waiting of delivery of REIL system for SP's subcontractor to install to finish out the project. 3/17 Change Order #6 agreed upon with SP. Updated sign and marking plan approved by DOA staff. Pay Application #6 circulated for signatures.
3	OXR Part 150 Noise Compatibility Study	<u>\$770,943</u>		<u>Coffman</u> <u>Associates</u>	<u>N/A</u>	<u>9/30/22</u>	<u>N/A</u>	<u>N/A</u>	<u>70.9</u>	Noise Compatibility Plan for the upcoming listening and technical sessions in process. Listening and technical sessions set for

Sup. Dist.	Project Name Spec. Number	<u>Estimate</u> Low Bid	<u>CCO's</u> Claims	<u>Design</u> <u>Engr.</u> Contractor	Estimated Schedule or Actual Dates				% Compl Design/ Const.	Remarks
					Bid Date	Contract Award	Const Start	Const Comp		
										October 7, 2024. Public comments were being received through 12/16/24. Part 150 public hearing set for Aug 5 at the Oxnard Marriott.

Note: Shaded boxes indicate changes from previous month

CMA – Camarillo Airport

OXR – Oxnard Airport

TBD – To be determined

CCO – Contract Change Orders

**COUNTY OF VENTURA  
DEPARTMENT OF AIRPORTS  
NON-GRANT PROJECTS**

June 2025

Sup. Dist.	Project Name Spec. Number	<u>Estimate</u>	<u>CCO's</u> Claims	<u>Design Engr.</u> Contractor	Scheduled or Actual Dates				% Compl Design / Const.	Remarks
		Low Bid			Bid Date	Contract Award	Const Start	Const Comp		
5	CMA RWY Centerline and TWY Alpha Repair	<u>116,505</u>		<u>Woolpert</u> Granite Construction		9/13/22	8/27/2024	9/	<u>100</u> 99	Project complete. Final payment being circulated for signature. It will be issued 35-days NOC process. NOC filed 2/4/2025. Pay app #3 received on 3/18/25.
5	CMA Beacon Siting Study and Relocation Design	<u>8,500</u> 52,544		<u>Mead &amp; Hunt</u>	N/A	On-call	N/A	N/A	<u>100</u> 100	DOA is currently working with M&H to obtain the appropriate permits to start construction. Building permit issued on 2/5/2025. NTP issued and materials on order. Build and Safety permits have been pulled and paid for. Contractor has submitted materials for approval. Delivery of the tower is estimated to be 18-20 weeks out. Estimated start date is 7/10/2025. Estimated end date is 9/18/2025.
3	OXR PFAS Supplemental Plan/Sampling & Monitoring	<u>\$6,500</u> 137,000	\$226,018	<u>Ninyo &amp;</u> <u>Moore</u>	N/A	1/19/21	N/A	3/29/21	<u>100</u> 90	The CA State Water Board requires Part 139 Airports that have discharged firefighting foam to develop a work plan and perform testing to assist in the State's PFAS investigation. Coordination with the State Water Board to satisfy workplan and sampling/monitoring goals continues. This work is separate from project-related testing. RFQ advertised in VC Star starting 10/25/2024. Advertised in SWAAAE on 10/25/24. Qualification



Sup. Dist.	Project Name Spec. Number	<u>Estimate</u>	<u>CCO's</u> Claims	<u>Design Engr.</u> Contractor	Scheduled or Actual Dates				% Compl Design / Const.	Remarks
		Low Bid			Bid Date	Contract Award	Const Start	Const Comp		
										deadline is November 15, 2024.
4	Airport Pavement Management System (APMS)	<u>\$478,734</u>		<u>Woolpert</u>					<u>10</u>	APMS project NTP was 1/23/2025. The project started in June 2025 with utility DigAlert, geotechnical cores and visual inspections. All geotechnical work was completed on 6/27/2025.

Note: Shaded boxes indicate changes from previous month

CMA – Camarillo Airport

OXR – Oxnard Airport

TBD – To be determined

CCO – Contract Change Orders

CUE – Camarillo Utility Enterprise

# 2025 Meeting Schedules

Aviation Advisory Commission	Camarillo & Oxnard Airport Authorities
The <b>Aviation Advisory Commission</b> meets on the Wednesday preceding the second Thursday of the month at 6:30 p.m. in the Department of Airports Administration Office, 555 Airport Way, Suite B, Camarillo, CA 93010, unless otherwise noted on the agenda. Changes or cancellations may occur.	The <b>Camarillo &amp; Oxnard Airport Authorities</b> meet jointly on the second Thursday of the month at 6:30 p.m. in the Department of Airports Administration Office, 555 Airport Way, Suite B, Camarillo, CA 93010, unless otherwise noted on the agenda. Changes or cancellations may occur.
January 8	January 9
February 12 <b>CANCELED</b>	February 13 <b>CANCELED</b>
March 12 Meeting at VCOE (see notice)	March 13 Meeting at VCOE (see notice)
April 9 <b>CANCELED</b>	April 10 <b>CANCELED</b>
May 7	May 8
June 11 <b>CANCELED</b>	June 12 <b>CANCELED</b>
July 9	July 10
August 13	August 14
September 10	September 11
October 8	October 9
November 12	November 13
December 10	December 11



-

# Our View: Camarillo Airport soars in delivering fire support



## IN THIS ARTICLE

**Central Coast** (<https://www.pacbiztimes.com/section/regions/central-coast/>).  
Topic

**Editorial Board** (<https://www.pacbiztimes.com/author/pacific-coast-business-times/>).  
Author

BY [EDITORIAL BOARD](https://www.pacbiztimes.com/author/pacific-coast-business-times/) (HTTPS://WWW.PACBIZTIMES.COM/AUTHOR/PACIFIC-COAST-BUSINESS-TIMES/), FRIDAY, FEBRUARY 21ST, 2025

One of the unsung heroes of the winter fires that devastated parts of Los Angeles and Ventura County has been the Camarillo Airport.

At any time during the Palisades, Eaton and Hughes fires, between 28 and 37 large helicopters were based at the airport, dropping fire suppressant round-the-clock, weather conditions permitting.

While high winds hampered the Eaton and Palisades efforts, the staging and scheduling of near round-the-clock operations won kudos from CalFire.

In a recent conversation with the Business Times, Ventura County Director of Airports Keith Freitas said state agencies are actively considering a permanent base for fire-fighting helicopters at the Camarillo Airport.

In addition to its location, within easy reach of much of the greater LA metroplex, the Camarillo Airport has plenty of capacity to perform maintenance on a large helicopter fleet.

A rule of thumb, he said “is that each hour of flying requires two hours of maintenance.”

Firefighting helicopters are typically large whirlybirds.

“Blackhawks and bigger” is how Freitas put it in a recent chat. We urge Cal Fire to sign off on a permanent firefighting base for helicopters in Camarillo.

We believe that could be, as Freitas put it, “a game changer” when it comes to protecting property and lives.

In the Hughes Fire, where winds did not reach levels that would ground helicopters, firefighting went on 24/7 utilizing night vision devices.

And in a triumph for Ventura County, Cal Fire and its partners, the massive fire was largely contained to the backcountry and the fire never significantly breached Highway 5 or Highway 126, where it might have threatened Fillmore, Santa Paula and the eastern edge of Ventura.

## CENTER FOR ALL THINGS AVIATION

Beyond fighting fires, we also heard that the airport’s administration, which includes Oxnard as well as Camarillo, has an application pending with the Federal Aviation Administration to create a West Coast test range for commercial unmanned aerial vehicles or drones, off the coast of Ventura County.

Such a development would likely be welcomed by AeroVironment, which operates a huge facility in Simi Valley, and other Southern California drone makers that are increasingly developing commercial applications in parallel with military innovations.

The Navy already operates a test range off Point Mugu for drones off the coast and a nearby test range for commercial prototypes would be quite complementary.

**After three-and-a-half years on the job building a team and assessing potential opportunities, Freitas is proving to be a capable leader.**

**Cal Fire would be wise to utilize the assets that Camarillo Airport has to offer.**

**And having an FAA-approved test range for commercial drones in Ventura County could be a magnet for a new generation of aerial innovators.**

**We’ve always felt that the aerospace assets of the Central Coast, whether at Naval Base Ventura County, Vandenberg or elsewhere represented tremendous economic development potential if the right opportunity came along.**

The developments in firefighting and with a drone test range are providing those opportunities for the County of Ventura.

## LOCAL

# US Army skydiving team makes tandem jumps over Oxnard



**Isaiah Murtaugh**

Ventura County Star

April 24, 2025, 10:27 a.m. PT

The U.S. Army [Golden Knights](#) —a military team of competitive skydivers — visited Oxnard to make a series of tandem jumps with community members from across southern California.

The so-called "tandem camp" from April 22-24 saw jumpers take off from Oxnard Airport to be dropped over the coast, drifting down onto Silver Strand Beach under the Golden Knights' black-and-gold parachute canopies.

The Golden Knights were founded by the Army in 1959 to compete in international skydiving competitions. Beyond contests, the team functions as self-described "aerial ambassadors" for the Army, racking up more than 21,000 shows across the U.S. and around the globe during their 65-year history.

All of the team's skydivers are active-duty servicemembers, said spokesperson Joe Barker, though some pilots are retired.

The team's most visible work includes demonstration jumps at everything from elementary schools to sporting events. The displays combine aerial acrobatics — in freefall and underneath parachutes — with props like smoke and flags.

Oxnard is one of 11 sites around the country that will host a tandem camp this year, outfitting community leaders in Golden Knights skydiving suits and taking them aloft for a once-in-a-lifetime experience.

"Our aim is to connect America's army with America's people," Spc. Maribeth Kossman said. This week's program was the first in Oxnard in recent memory, she said.

Kossman said as of April 23 the Golden Knights had planned a total 45 jumps across the three days, weather permitting. The list included university academic counselors, social media influencers, a mixed martial arts fighter and others from communities as far as Irvine and Azusa.

Some Ventura County locals joined the jumps, including Oxnard Police Department officer Alma Romero and Santa Paula High School teacher James Haas.

The team of 10 Golden Knights will leave Oxnard on April 25.

*Isaiah Murtaugh covers Oxnard, Port Hueneme and Camarillo for the Ventura County Star. Reach him at [isaiah.murtaugh@vcstar.com](mailto:isaiah.murtaugh@vcstar.com) or 805-437-0236.*

## LOCAL

# Veterans in 80s, 90s climb into open cockpit for Dream Flights out of Camarillo Airport



**Tom Kissen**

Ventura County Star

May 1, 2025, 5:30 a.m. PT

---

## Key Points

Aging veterans are given flights in a 1940s biplane.

The rides are a way of saying thanks.

---

Ruth Hartman, who is 82 years old and diagnosed with Parkinson's disease, came to the Camarillo Airport in a wheelchair. She left it for a glorious 15 minutes in the open cockpit of a World War II-era biplane.

The retired librarian served in the 1960s as an Army personnel officer. At first she wasn't sure about taking flight in the passenger seat of a restored Boeing Stearman built in the 1940s.

So she watched as a veteran in his 90s clambered into the two-seat craft with the help of Crew Chief Chris Stratton who once flew F-15s in the Air Force. "I will not let you fall. I promise you," Stratton said.

Hartman watched the plane with the canary yellow wings take off on an overcast morning on April 30. The Stearman soared at about 1,000 feet, flying lower as it passed over the airport. Sometimes, the veterans raise their fist in midair celebration, pilot Hunter Stuckey confided.

Hartman knew she needed to do it, needed to try a once-in-a-lifetime experience while she still could.

“I like American history,” she said of the Stearmans used to train pilots in World War II. “This is part of American history.”

It’s called [Dream Flights](#). Volunteer pilots from a Nevada nonprofit of the same name have given more than 7,300 free flights across the country to veterans, some who served in World War II. It’s their way of recognizing military service.

“You want to give them sunshine,” said Stratton, the former Air Force pilot whose grandfather fought in World War I. “Give them thanks for their service.”

The veterans, some in wheelchairs, some with walkers, came from The Bonaventure Sky Active Living senior community in Ventura. Staff at the community knew the veterans were excited about it because they all showed up early in the lobby for the ride to airport.

“Their faces lit up,” said Executive Director Tiffany Noorda. She admitted crying a little bit when Hartman took to the air.

One veteran came with his wife, another with his son. They explored the plane and chatted with the pilots and the volunteers from Sport Clips, the hair salon chain that sponsors the program.

“I flew one of these once in 1965,” said Terry Dawson, a 78-year-old Vietnam War veteran who later piloted helicopter tours in Hawaii. He wanted to relive what the flights felt like. “It’s been a long time.”

Other veterans who flew included John Contreras, Tom Jenks and Pat Wartelle. Contreras served as a teletype mechanic in the Korean War. The Oxnard native remembered enlisting with his friend Victor Corona of Camarillo.

“We went down to the Post Office and signed up,” Contreras said with a smile, noting it was Corona’s idea. “I thought he was just trying to impress the girls.”

Corona, honored in a [Camarillo Memorial Day ceremony in 2016](#), went missing in action in the war and was later declared dead. His friend, Contreras, worked for years at Point Mugu and later as a bus driver. He’s 93 now.

“He’s never been afraid to do stuff,” said his son, Robert Contreras, trying to explain his father’s excitement about the biplane flight. “He’s willing to try anything.”

And he’d do it again, the elder Contreras said a few minutes after landing. It was fun but “you hope the bottom doesn’t fall out because it’s a long drop,” he said, offering another mischievous smile.

Ruth Hartman found it peaceful. She paints in watercolor and the landscape looked like art as she flew over Camarillo.

“Everything was organized,” she said, trying to explain how the ride felt, then turning to confide in caregiver Jasmin Cordova.

“I really loved that,” she said.

*Tom Kisken covers health care and other news for the Ventura County Star. Reach him at [tom.kisken@vcstar.com](mailto:tom.kisken@vcstar.com).*

***SUPPORT LOCAL JOURNALISM:*** To see more stories like this, [subscribe](#).





**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>

VIA EMAIL

May 5, 2025

Matt Johnston  
California Aeronautical University

RE: Development of Fuel Farm/ Self Serve at Oxnard Airport

Dear Matt:

This is to follow up our conversation from last week regarding your interest in pursuing the construction of a fuel site and a self serve facility at the west end of Oxnard Airport.

For the next steps, we will need a proposed layout from your aviation engineering consultant so that we can study the site requirements and for our project management team to support the requirements to initiate the development.

Thank you for your involvement and interest in development at Oxnard Airport.

Sincerely,

  
Madeline Herrle  
Lease Manager

805-388-4243  
Madeline.HERRLE@ventura.org



**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>

May 20, 2025

Zachary Taitt  
Kimley Horn

RE: Camarillo Airport – Development Standards  
Business Park and Airside

Dear Zach:

As we discussed last month when you visited our office with your colleague, we wish to request Kimley Horn's services to compose development standards for integration into our Airports' guiding documents for development at both airports (airside) and landside for the Camarillo Airport Business Park for those parcels under County ownership (see map).

The scope of the development standards should include:

- Construction standards for commercial (business park) and airside hangar development (CMA and OXR)
- Design and architecture
- Permitting oversight entities (Ventura County Transportation Commission, County of Ventura, City of Camarillo, City of Oxnard) and their roles in the approvals process.
- Consistency with Ventura County General Plan, County of Ventura Comprehensive Land Use Plan, City of Camarillo's General Plan, City of Camarillo's Municipal Code, Camarillo and Oxnard Airport Layout Plan
- Zoning, allowable uses (preferred, compatible and allowed)
- Signage plan (business park and airside)
- Streetlights/site lighting
- Landscaping
- Sidewalks, parking requirements
- Utilities
- Trash/recycling
- Storm Water Management
- Transportation and circulation linkages (pedestrian, bike, transit)

To that end, attached are the following documents for your reference

- Current Minimum Standards (last update October 2019)
- Current Rent and Fee document and 25-26 Draft document
- Design Criteria for Construction (July 1977) for Camarillo & Oxnard Airport
- Sign Plan "Section VI Graphics and Signs" revised 6/19/2002
- 1976 Joint Powers Agreement between City of Camarillo and County of Ventura
- 1985 agreement for Development Standards for "Private Development Area" between City of Camarillo and County of Ventura.
- Airport Ordinance

We would appreciate your proposal for these services and if the project requires staged and/or progress deliverables please outline your proposed timeline for that work.

Sincerely



Madeline Herrle  
Lease Manager

Enclosures

This article is published in *The Weekly of Business Aviation* part of Aviation Week Intelligence Network (AWIN), and is complimentary through Jun 10, 2025. For information on becoming an AWIN Member to access more content like this, click [here](#).

# Golden West Jet Center FBO At Oxnard Airport To Close

**Molly McMillin** May 29, 2025



Credit: Golden West Jet Center

Golden West Jet Center, a fixed-base operator (FBO) at the Oxnard Airport in California is closing after 18 years of operations, the company says.

The airport has selected a new operator. The FBO will close June 1, after owner Harold Lee decided not to submit a bid for renewal in a request-for-proposal process at the airport.

“We truly valued our time at Oxnard Airport,” Lee says. “However, our strategy has evolved, and continued operations at Oxnard no longer align with our long-term goals. We remain optimistic about the future for our company and are open to new opportunities.”

Lee also owns Van Nuys Skyways, which operates as Million Air Burbank at Hollywood Burbank Airport in California. His previous California locations included Million Air Van Nuys, Million Air Palm Springs and Golden West Jet Center in Santa Monica. His daughter, Priscilla Howden, is general manager for Million Air Burbank and Golden West Jet Center.

The company is shifting to preparing for major upcoming events in the Los Angeles area, which include the 2026 World Cup and the 2028 Summer Olympics.

“We have several exciting projects underway at our Burbank location,” Howden says. “We expect to complete our electric vehicle charging stations by the end of the year, along with highly anticipated upgrades that will elevate the FBO experience for the Burbank aviation community.”

Lee says it is bittersweet to leave the airfield after doing business there for nearly two decades. “We’ve loved serving our customers and have made so many wonderful relationships during this time,” he says. “We have full confidence in the new operator the airport selected and look forward to following their new journey as we focus on new efforts at KBUR (Hollywood Burbank Airport).”

---

[BURBANK BOB HOPE AIRPORT](#)   [LOS ANGELES TOURISM & CONVENTION BOARD](#)

---

Copyright © 2025. All rights reserved. Informa Markets, a trading division of Informa PLC.



**COUNTY of VENTURA**  
Department of Airports

555 Airport Way, Suite B  
Camarillo, CA 93010  
Phone: (805) 388-4372  
Fax: (805) 388-4366  
[www.vcairports.org](http://www.vcairports.org)

**RFQ for Analysis and Recommendations for 1) Rent and Fee Methodology, Policies and Standards, 2) Market Study (comparable and competitive) and 3) Proposed Rent and Fee Structures for CMA and OXR**

TO: Prospective Consultant Firms

FROM: Keith Freitas, Director of Ventura County Department of Airports

DATE: June 5, 2025

SUBJECT: Consultant Services to Conduct Analysis and Recommendations for Ventura County Airports' Rent and Fee Methodology, Policies and Standards, Market study and Proposed Rent and Fee structures.

Thank you for reviewing this Request for Qualifications. We appreciate your interest in providing a Statement of Qualifications for Ventura County Airports (CMA and OXR).

Please read the information in this packet thoroughly. Consultants may be disqualified because they do not comply with all of the requirements of the Airport's Request for Qualifications process. We want your SOQ to be evaluated on its merits, and not be deemed non-responsive.

The proposed time schedule as related to this procurement is as follows:

June 5, 2025	RFQ posted on Airport Website
June 5 and June 12, 2025	RFQ Advertised
June 26, 2025	Final Date for Written Questions
July 3, 2025	RFQ Submittals Due
July 15-16, 2025	Finalist Interviews (if needed)
July 23, 2025	Notice of Selection

## **COUNTY OF VENTURA, DEPARTMENT OF AIRPORTS**

### **REQUEST FOR QUALIFICATIONS (RFQ) – Provide Analysis and Recommendations for 1) Rent and Fee Methodology, Policies and Standards, and 2) Market Study (Comparable and Competitive), and 3) Proposed Rent and Fee Structures for CMA and OXR**

#### **REQUEST:**

County of Ventura, Department of Airports (County) is issuing a RFQ to provide the opportunity for all interested and qualified Consultants to submit a Statement of Qualification (SOQ) from qualified airport consultants and/or managers, or any combination of experience and professional skills to perform the services outlined below. This document outlines the prerequisites, selection process and documentation necessary to submit a SOQ for the requested services. Please read the entire package carefully before submitting your SOQ.

#### **SCOPE/SERVICES:**

County is seeking professional review, analysis and recommendations in updating its existing approach and structure of appropriate fees and rents for the two General Aviation airports at Oxnard (OXR) and Camarillo (CMA) in Ventura County, California. In order to support financial self-sustainability, ensure compliance with FAA regulations, local ordinances and grant assurances, and support the airport sponsor with providing a safe and efficient facility, County is seeking consultants to provide two studies, comprised of the following :

#### **Part 1: COMPARE AND RECOMMEND METHODOLOGY AND POLICY TO RENTS, FEES, LEASE TERMS AND CAPITAL IMPROVEMENT REQUIREMENTS**

Review, analysis/validation and industry supported recommendations in updating its existing methodology / policy for determining fees for sources of income relating to the Airport Operations , including recommendations for determining various type of rents and fees for the two County airports in Ventura County, California, to include aeronautical and non-aeronautical properties.

- The review scope to include the competitive and comparable market area, both southern California and West Coast region, existing services and activity types, and the comparable charges in the market area;
- Organize and propose rate setting methodology (including rate increase frequency and practice) for aviation rents (including GA hangar rents, private hangar ground rent, tie downs, FBO ground and ramp rents), use fees, fuel flowage, landing fees, airspace testing, eVTOL, new technology, and other percentage rents;
- Organize and propose rate setting methodology for non-aviation rents (examples:, site development lot ground rent, lot storage ground rent (unimproved), short term parking, long term parking and ride share charges;



- Review of the airport policies consistent with current best practices, including lease term lengths, reversion practices and rates, minimum capital investment requirements and required improvements completion timelines;
- Review of requirements for annual permits for flight instruction, skydiving, mobile mechanics, aircraft and hangar brokers, other aviation businesses (access fees, license fees, percentage rents)
- Review of policies for airside violations, penalties and fines
- **NOTE:** Evaluation of insurance requirements is **NOT** included in this review.

## **Part 2: PROVIDE RECOMMENDATION OF THE MARKET RENT AND FEES**

Based on the evaluation of charges both competitive and comparable for aviation rents, aviation services and permits from Part 1 study (referenced above),

- Provide recommendations for County's rents and fees to reflect competitive charges for the market area including aeronautical land (improved, unimproved, commercial, FBO and noncommercial uses), services and permit fees, as well as increase type and frequency.
- Provide guidance on setting rents for nonaviation land
- Provide guidance on capital investment requirements relative to proposed length of a new lease;
- Develop a list of comparable airports (to include at minimum, Monterey, Salinas, Paso Robles, Long Beach, Fresno, Bakersfield, Torrance, Hawthorne, Santa Monica, Whiteman, Van Nuys, Bob Maxwell Airfield, McClellan-Palomar, Brown Field) and competitive airports (to include at a minimum Santa Barbara, Santa Maria, San Luis Obispo).

It is the intention that the Deliverables for Part 1 and Part 2 be provided in stages: Part 1 on or before September 30, 2025; Part 2 on or before October 30, 2025.

## **BACKGROUND/OVERVIEW:**

The County of Ventura operates two airports : Oxnard Airport (OXR), a nonprimary commercial service non-hub airport , which is located on 216 acres of land in the NW portion of the City of Oxnard, and Camarillo Airport (CMA) , a general aviation reliever airport, which is located southwest of the City of Camarillo along California Highway 101 on 650 acres, of which 137 acres are dedicated to the non-aviation a business park There are currently four (4) FBO operators at CMA and two FBO operators at OXR, and between both airports County manages 248 County owned hangars and 249 privately owned general aviation hangars as well as over 100 tie downs. In addition, there are private hangar developments at both airports, with hangar sizes ranging from 3,000 SF - 25,000 SF and commercial services and operations including flight schools, charter operations, skydiving, helicopter repair, mobile mechanics and avionics businesses.

Annual operations (2024) for CMA are 180,162 and OXR are 89,505; CMA has 450 based aircraft and OXR has 130 based aircraft.

On an annual basis, the County Board of Supervisors reviews and adopts a Resolution establishing Rents, Fees, and insurance requirements for County, and delegates authority for execution of certain agreements subject to certain guidelines.

## **INTENTION:**

County seeks to update its policies and guidelines for how rents and fees should be derived, how lease terms and requirements for investment are established, and make recommendations to the Board of Supervisors for same. The existing Rent and Fee and County policies can be found at our website at [www.vcairports.org](http://www.vcairports.org) under “document library” or via the following link: <https://s45318.pcdn.co/wp-content/uploads/2024/06/FY-2024-25-Rent-and-Fee-Schedule-Certified-Copy-w.-Minute-Order.pdf>

Additionally, County seeks to adjust its rents and fees to market conditions for implementation starting July 1, 2026, based on recommendations as a result of this study.

## **RESPONSE**

### **QUALIFICATION PROPOSAL DELIVERABLES:**

The Proposal should provide the following in the order listed:

1. Company biography, including a statement of relevant qualification and experience of the firm and staff, including specific years of experience doing this type of work, resumes of the Project/Program Manager and key personnel; and professional accomplishments.
2. Provide list of similar projects (include airport name and associated contact information).
3. The name, address, telephone number, and e-mail of firm and of one (1) individual who will serve as the Project/Program Manager to whom all future correspondence and/or communications will be directed (see Exhibit “B”).
4. References from government aviation agencies.
5. Segment the proposal with general associated hours /Hourly rate of work per segment, breaking out Part 1 separately from Part 2.
6. Evidence of the interested firm’s or individuals’ ability to provide the following insurance coverage, either under existing policies or by virtue of a project specific policy: (A) General Liability - \$1,000,000 CSL and \$2,000,000 aggregate; (B) Automobile Liability – \$1,000,000 CSL; (C) Worker’s Compensation – Statutory/\$1,000,000 (required if the firm has employees)

**Total submittal including attachments shall not exceed twenty (20) pages, double sided.**

It is the intent of County to select one consultant to provide the services outlined above. County will evaluate all pertinent information and will endeavor to rank the consultants from those who submitted proposals. If a ranking of the top three consultants cannot be made on the basis of the information submitted, the most qualified consultant may be contacted for additional information and, if warranted, detailed interview. Upon ranking of the top three consultants, County will enter into negotiations of basic contract terms and rates. If the negotiations are not successful, County will repeat the project with the next highest rated consultant.

## EVALUATION/SELECTION CRITERIA

Proposals will be evaluated for their overall responsiveness to the requirements set forth below:

<i>EVALUATION CRITERIA</i>	<i>MAX POINTS</i>
Understanding the various uses and associated fee structures of general aviation airport property	25
Experience of Firm with Similar Airport Properties in So. California and West Coast Region	25
Client references	15
Responsiveness to RFQ segments & organization of proposal	25
Proposed project hours	10
TOTAL POSSIBLE POINTS	100

## **DUE DATE AND SELECTION:**

Questions may be submitted until Thursday, June 26, 2025 at 4:00 PM to the contact noted below, and responses will be shared to all registered Consultants (see below) via email and posted on the website at [www.vcairports.org](http://www.vcairports.org) (see below).

**Sealed statements of qualifications (SOQ) will be accepted until 12:00 PM (PST) Thursday, July 3, 2025, by the County of Ventura Department of Airports.**

Interested parties should submit their SOQ to the Primary Contact at the street address listed below. The Consultant selection will be approximately three weeks after the due date.

### **PRIMARY CONTACT:**

Madeline Herrle, Lease Manager  
Ventura County – Department of Airports  
555 Airport Way, Suite B  
Camarillo, CA 93010  
805.388.4243  
[Madeline.HERRLE@Ventura.org](mailto:Madeline.HERRLE@Ventura.org)

All questions, proposals, and information regarding this Request for bid shall be directed to the primary contact (see below).

County assumes no obligation in the solicitation of this Request for Qualifications and all costs of responding to this solicitation shall be borne by the interested consultants.

## **SUBMITTAL INSTRUCTIONS**

Each Consultant who intends to submit a SOQ must register its name and contact information with [madeline.HERRLE@ventura.org](mailto:madeline.HERRLE@ventura.org) promptly upon receipt of this RFQ (see Exhibit “A” for registration form). All registered Consultants will receive any clarifications, addenda or other pertinent information issued during the RFQ period. All changes and/or clarifications will be distributed to all registered Consultants in the form of addenda. A list of Consultants and others who have been issued RFQ documents will be made available upon request.

County reserves the right to accept or reject any or all SOQs, to waive any informalities and irregularities in the RFQ submission process, to extend the date for submittal of responses, to request additional information from any or all Consultants, to supplement, amend or otherwise modify the RFQ prior to the closing date and time, to cancel this request with or without the substitution of another RFQ, to negotiate with any Consultants, to re-solicit or cancel the procurement process, and to accept a Consultant which is considered to be in the best interest of the County.

Sealed SOQs limited to a total (including attachments) of twenty (20) pages, three (3) Originals and one (1) electronic PDF file on a Universal Serial Bus portable flash memory card (USB flash drive), shall be submitted by **12:00 PM PST July 3, 2025** and delivered to:

**PRIMARY CONTACT:**

Madeline Herrle, Lease Manager  
Ventura County – Department of Airports  
555 Airport Way, Suite B  
Camarillo, CA 93010  
805.388.4243  
[Madeline.HERRLE@Ventura.org](mailto:Madeline.HERRLE@Ventura.org)

All submittals will be time-stamped upon receipt and any submittals received after the time specified above will be returned unopened. In bold lettering, mark the sealed envelope with the following words: “RFQ RENT & FEE STUDY” together with Consultant’s name and return address. Emailed copies will not be accepted.

All responsive submittals become the property of the County and must be provided without cost to the County. Except as otherwise provided for herein, submittals which are incomplete or which are not in conformance with the law, may be rejected as non—responsive.

Submittals shall not be returned unless a written request to withdraw is received prior to 12:00 PM PST on July 3, 2025. Information that is considered by a Consultant to be proprietary is still subject to release as a component of a public record request subject to review by the County Counsel.

Proprietary information should be clearly marked as “confidential” or “proprietary” on each page which the information appears. Consultants should not expect the County to seek confidentiality protection for any claimed privileged or proprietary information in the written SOQ just because the material is marked “confidential” or “proprietary”. For any essential information that the Consultant reasonable believes can be defended as being exempt from disclosure under the Public Records Act, the information must be capable of being separated or redacted from the submittals, and should be clearly and specifically marked.

This RFQ does not obligate the County to enter into a contract or pay any costs incurred in the preparation of a SOQ pursuant to this RFQ or incurred in subsequent negotiations. It is the intention of the County to negotiate a contract with the Consultant it deems most qualified. During the SOQ valuation process, the County may request additional information or clarification from the submitting Consultants.

Any SOQ submitted will be deemed to valid for a period of up to 90 days following the closing date of the RFQ. Timely submittals received shall be subject to all applicable laws and regulations governing public disclosure. Submission of a SOQ indicates acceptance by the Consultant of the conditions contained in this RFQ and the intent to enter a Contract with the County.

By submittal of a SOQ pursuant to this RFQ, the Consultant certifies that no fee or commission, or any other thing of value, has been paid or agreed to be paid to any employee, agent, representative, official or current member of the County or its Boards or Commissions in order to procure the contract described in this RFQ. The Consultant

also certifies that the qualification information in its SOQ has been arrived at independently and without consultation, communication or agreement with the County, or other firms, not restricting competition as to any matter relating to the RFQ.

#### Equal Opportunity

The County of Ventura is an Equal Employment Opportunity (EEO) Organization which does not discriminate on the basis of race, color, national origin (including limited English proficiency), creed, sex, age or disability in consideration of a contract award. The successful Proposer will be required to comply with all federal, state, and local laws and regulations.

#### Prohibition Against Lobbying

Consultants shall not lobby, either on an individual or collective basis, the County (its associated Airport employees, or outside advisors) or any local elected or public officials or staff regarding this RFQ or its written SOQ. Consultants, consultant's acquaintances, friends, family, outside advisors, agents, or other representative shall not contact the County (its associated Airport employees, or outside advisors) or any local elected or public officials or Airport staff to arrange meetings, visits, or presentations to influence the outcome of the selection process. Violation of this provision, by or on behalf of a Consultant, intentionally or unintentionally, will result in disqualification of the Consultant and/or rejection of written SOQs.

#### Questions, Inquiries and Contact with Airport Staff

The County is committed to providing all interested parties with accurate and consistent information in order to ensure that no Consultant obtains an undue competitive advantage. To this end, from the date of this RFQ through award of contract, the County contact is:

Madeline Herrle, Lease Manager  
Ventura County – Department of Airports  
555 Airport Way, Suite B  
Camarillo, CA 93010  
805.388.4243

[Madeline.HERRLE@Ventura.org](mailto:Madeline.HERRLE@Ventura.org)

The Airports web site ([www.vcairports.org](http://www.vcairports.org)) contains additional information which is available to assist Consultants in responding to this RFQ.

All questions from Consultants must be submitted in writing, electronically, to [madeline.HERRLE@ventura.org](mailto:madeline.HERRLE@ventura.org) by June 26, 2025 at 4:00 PM. It will be the sole responsibility of the Consultant to ensure questions are submitted in a timely manner. Answers to questions, or other clarifications and/or addenda will be posted on the Airport's web site. It shall be the Consultant's responsibility to monitor the Addenda that may be issued under and as a part of this RFQ. Copies of this RFQ, and any Addenda issued, are available for viewing at the following link: [www.vcairports.org](http://www.vcairports.org)

**ATTACHMENT "A"**

**REGISTRATION OF CONSULTANT**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Submit this form via email or US Mail to the contact:

Madeline Herrle, Lease Manager  
Ventura County – Department of Airports  
555 Airport Way, Suite B  
Camarillo, CA 93010  
805.388.4243  
[Madeline.HERRLE@Ventura.org](mailto:Madeline.HERRLE@Ventura.org)



**ATTACHMENT "B"**  
**DESIGNATED COMPANY POINT OF CONTACT FOR THIS SOLICITATION**

The person or persons listed below should include those designated by the Consultant as being the authorized company point (s) of contact. The person or persons listed below should be qualified and authorized to provide, or arrange to be provided, any additional information which may be required, or answer any questions regarding the submittals.

NAME	_____
TITLE	_____
COMPANY	_____
PHONE NUMBER (s)	_____
MAILING ADDRESS	_____
Email ADDRESS	_____



**COUNTY of VENTURA**  
Department of Airports

555 Airport Way, Suite B

Camarillo, Ca. 93010

Phone: (805) 388-4372

Fax: (805) 388-4366

<https://airports.venturacounty.gov>

June 12<sup>th</sup>, 2025

Judy Phelps - CP Aviation  
[REDACTED]

**Subject: Camarillo Airport Hours of Operation**  
**Departures Between 12:00 a.m. and 5:00 a.m.**  
**[REDACTED] and [REDACTED]**

Dear Judy,

I wanted to send a follow-up regarding our discussion focusing on aircraft [REDACTED] and nighttime operations out of CMA between midnight and 1 a.m. on April 29<sup>th</sup>, 2025. I wanted to also alert you of a second nighttime arrival at CMA for aircraft [REDACTED] at 1:08 a.m. on May 9<sup>th</sup>, 2025.

As you know, the Joint Powers Agreement between the City of Camarillo and the Department of Airports does not permit departures between midnight and 5 a.m., and while arrivals are permitted 24 hours a day, Fly Friendly VC protocols do call for pilots to avoid any operations between 10 p.m. and 6 a.m.

We appreciate your continued partnership with the Department of Airports and, particularly, your attention to our Fly Friendly VC program. You are indeed a leader in the local aviation community and beyond, and so your part in helping spread the word about the program is of great value. Please do not hesitate to reach out to me for any support in meeting with pilots training and/or working with CP Aviation. Our goal is not to alienate pilots or flight schools as you are a big part of our success. Instead, we want to strengthen our partnership to maximize quality of life for those in the air and on the ground.

Well wishes to you,

*Jannette Jauregui*

Jannette Jauregui  
Communications & Engagement Manager  
Ventura County Department of Airports



**COUNTY of VENTURA**  
Department of Airports

555 Airport Way, Suite B  
Camarillo, Ca. 93010  
Phone: (805) 388-4372  
Fax: (805) 388-4366  
<https://airports.venturacounty.gov>

June 12<sup>th</sup>, 2025

Rheem Aviation LLC  
[REDACTED]

**Subject: Camarillo Airport Hours of Operation**  
**Departures Between 12:00 a.m. and 5:00 a.m.**  
[REDACTED]

Dear Operator,

On May 6th, 2025, an aircraft we believe is owned and/or operated by Rheem Aviation LLC departed Camarillo Airport (KCMA) at 4:40 a.m. The Federal Aviation Administration publishes a Supplement document which provides information to flight crews regarding local rules and restrictions. Crews must review this information prior to conducting flight operations. The Supplement states that takeoffs between 0800Z-1300Z (12:00 a.m. and 5:00 a.m. local time) are not allowed, without prior permission.

This restriction arises from a Joint Powers Agreement between the City of Camarillo and the County of Ventura, which has been in effect since Camarillo Airport opened as a civilian airport in 1976. The purpose of the restriction was, and continues to be, the reasonable quiet enjoyment of neighboring residents.

The County of Ventura requests that you and your flight crews assist us by not scheduling flight operations at Camarillo Airport between 12:00 a.m. and 5:00 a.m. Your compliance will help ensure that Camarillo Airport remains a good neighbor and continues to meet the air transportation needs of the region.

Sincerely,

Jannette Jauregui  
Communications & Engagement Manager  
Ventura County Department of Airports

## Mark Your Calendars!

### Ventura County Department of Airports Part 150 Noise Compatibility Program Final Public Hearings



Final Public Hearings on the Draft Noise Compatibility Plans for each airport have been scheduled.

#### **Camarillo Airport Part 150 Noise Study**

Monday, August 4, 2025

6:00 p.m. - Presentations including an update on the ongoing approach study and Question & Answer, time allowing

7:00 p.m. - Public Hearing (Time Certain)

Continuance of Question & Answer to follow Public Hearing

#### **Location:**

Ventura County Office of Education (VCOE)

Conference and Educational Services Center (Salons A & B)

5100 Adolfo Road

Camarillo, CA 93012

4

Monday  
August  
2025

#### **Oxnard Airport Part 150 Noise Study**

Tuesday, August 5, 2025

6:00 p.m. - Presentations and Question & Answer,  
time allowing

7:00 p.m. - Public Hearing (Time Certain)

Continuance of Question & Answer to follow Public Hearing

#### **Location:**

Holiday Inn Oxnard North (formerly Courtyard by Marriott)

600 E Esplanade Drive

Oxnard, CA 93036

5

Tuesday  
August  
2025

The Ventura County Department of Airports will be hosting a Final Public Hearing on the proposed Noise Compatibility Plan for each airport. Comments regarding the plans will be received in person at the Public Hearing or in writing until two weeks after each Public Hearing.

Please note that study materials will be available in both English and Spanish. Live interpretation in Spanish and Mixteco will also be available.

For more information visit  
[airports.venturacounty.gov](https://airports.venturacounty.gov)



**COUNTY of VENTURA**  
Department of Airports