



# COUNTY of VENTURA

## Department of Airports

555 Airport Way, Suite B

Camarillo, Ca. 93010

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NOTICE IS HEREBY GIVEN  
that the Regular Meeting of the Aviation Advisory Commission  
will be held on:

**Wednesday                      July 9, 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=subscriber](https://www.youtube.com/channel/UC4jLWASMGn4wTrEPdT8BOTQ?view_as=subscriber)
3. Participate and provide public comment via Zoom:

**WEBINAR:**

<https://us02web.zoom.us/j/81066638666?pwd=Jo6N6OQSPJ5b8GtvqYyGFOGheQen1d.1>

**WEBINAR ID:** 810 6663 8666

**WEBINAR PASSCODE:** 678683

**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 Commission 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 Commission 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 limited to three (3) minutes per speaker per listed agenda item at a single meeting unless the time allotment is decreased by the Chair depending on the number of 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 Commission 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/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 “**AAC Meeting Comment**” and the **Agenda item number** on which you are commenting (e.g., AAC 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 “**AAC Meeting Comment**” and the **Agenda item number** on which you are commenting (e.g., AAC 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 7, 2025**
- 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 Commission calls for public comment.

### **Email 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 Commission 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/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 Commission's discretion and may be heard at any time during the meeting.**

- A. 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.

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

**Recommendation:**

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

**C. 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.

**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**

**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**

**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**

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

Monthly Activity Report – 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**

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

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. COMMISSION COMMENTS** – Comments by Commission members on matters deemed appropriate.

## **11. ADJOURNMENT**

The next regular Commission meeting will be on **Wednesday, August 13, 2025, at 6:30 p.m.** in the Department of Airports Administration Office Conference Room, 555 Airport Way, Suite B, Camarillo, California.

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IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT MARIANA ZACARIAS (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/81066638666?pwd=Jo6N6OQSPJ5b8GtvqYyGFOGheQen1d.1>

**Webinar ID:** 810 6663 8666  
**Passcode:** 678683  
**Phone Numbers:** 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.

