



AVIATION ADVISORY COMMISSION

MINUTES

July 9, 2025

1. CALL to ORDER and PLEDGE of ALLEGIANCE

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

2. ROLL CALL

PRESENT

Clarke Cramer Matthew Johnston
Mark McCamish Rich Weyek
Sean Colvin
Bruce Martin

ABSENT

Steve Tannehill (E)
John Corneau (E)
Jerrold Abramson (E)

Excused (E)

Late (L)

Absent (A)

AIRPORT STAFF

Keith Freitas, Director of Airports
Casey Pullman, Deputy Director
Madeline Herrle, Lease Manager
Jannette Jauregui, Communications and
Engagement Manager
Servando Briggs, Accounting Manager
Ana Castro, Administration Officer
Denise Arreola, Administrative Assistant

3. AGENDA REVIEW

No changes to the agenda.

4. APPROVAL OF MINUTES – May 7, 2025

Action: Upon the motion of Commissioner Mark McCamish and seconded by Commissioner Bruce Martin, the Commission hereby approves the May 7, 2025, minutes. All members voted and the motion passed unanimously 6-0.

5. **PUBLIC COMMENT** - Citizens wishing to speak to the Commission on an airport related item must fill out a speaker card and submit it to the secretary. Comments will be limited to a maximum of **three** minutes per item.

Speaker cards for issues NOT on the agenda must be submitted before the end of the public comment period.

Speaker cards for issues listed on the agenda must be presented before the item is up for consideration. Speakers will be called when the item is presented.

No public comment made.

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 16th and 17th, 2025, at Camarillo Airport.

Bob Trimborn, Air Show Director, introduced the agenda item and William "Bill" Thomas, Air Show Boss, who then provided a presentation on the 44th annual Wings Over Camarillo Air Show. This year, the air show honors community responders during the Mountain Fire. The Commission expressed their gratitude to all the Air Show volunteers.

Action: Without motion, the Commission receives the presentation on the Wings Over Camarillo Air Show 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.

Jannette Jauregui, Communications and Engagement Manager, presented the Department of Airports fourteenth feature story. The segment focused on fixed based operators who are on call to respond to urgent requests for organ transplants for medical patients who are awaiting surgery.

Action: Without motion, the Commission receives and files the monthly staff update from the Communications 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.

Keith Freitas, Director of Airports, presented the item with a staff report regarding FAA obligations and federal grants for the County of Ventura specifically the Department of Airports.

Action: Without motion, the Commission receives the staff report regarding the Federal Aviation Administration Grant Assurances.

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).

Madeline Herrle, Lease Manager, presented this item for its recommended approval and authorization to the proposed termination of the lease agreement with the Ventura County Fire Protection District. The presentation affirmed the County Executive Offices will pay

out the remaining amount owed for the years left on lease.

Action: Upon the motion of Commissioner Mark McCamish and seconded by Commissioner Clarke Cramer, the Commission hereby approves the recommendations as stated in the respective agenda letter for item 6.D. All members voted and the motion passed unanimously 6-0.

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).

Madeline Herrle, Lease Manager, presented this item for its recommended approval and authorization to the proposed lease amendment with the Ventura County Fire Protection District. The presentation affirmed the County Executive Offices will pay out the remaining amount owed for the years left on lease.

Action: Upon the motion of Commissioner Mark McCamish and seconded by Commissioner Bruce Martin, the Commission hereby approves the recommendations as stated in the respective agenda letter for item 6.E. All members voted and the motion passed unanimously 6-0.

7. DIRECTOR'S REPORT

Director Freitas announced the arrival of the DC-3 aircraft at Oxnard Airport. He noted that the Department of Airports has been working for nearly four years to raise the airport's visibility. With the recent lease agreement with Axis Aviation—establishing a new Fixed Base Operator and flight school—the addition of the DC-3 aircraft is expected to help draw greater community interest to Oxnard Airport. Vice Chair Johnston also provided further details about the aircraft.

The Department of Airports welcomes the arrival of Accounting Manager, Servando Briggs; who comes from the Ventura County Harbor Department. Servando's new role takes over the position previously held by the now retired, Jamal Ghazaleh.

Director Freitas provided an update on the Advanced Air Mobility Test Range. We've gone through various stages, and presently in the stage of Director Freitas and Deputy Director Pullman meeting local air traffic control and the FAA. The presentation map shows how congested the airspace over the Los Angeles basin is, which allows Ventura County less

congested airspace to be a good location to develop a new test range. Additionally, it is noted that we sit between the Navy's two largest test ranges in the United States. It's expected we'll complete this process by the end of the year. This test range is expected to shorten the process to get approval through COA from 12-18 months to about 30 days.

Director's Report was received and filed.

8. REPORTS

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

Monthly Activity Report – 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

Reports were received and filed.

9. CORRESPONDENCE

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

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).

Correspondence was received and filed.

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

Vice Chair Matthew Johnston requested that a future agenda includes an item to consider the potential disbandment of the Aviation Advisory Commission. He provided background, noting that when he first joined the Commission several years ago, there was a purpose for having both the Commission and the Authority Board. However, with changes in Commissioners, there may now be a shift in sentiment regarding the continued need for the Aviation Advisory Commission.

Vice Chair Johnston has observed and stated that public engagement is minimal, with few, if any, members of the public attending meetings in person or online, and limited public comment on agenda items. He also highlighted the duplicative efforts required by staff to prepare and clerk two separate but identical meetings for both boards, scheduled back-to-back in the evenings.

It is recommended that staff collaborate with the Chair to research what voting authorities exist within other County agencies and to prepare a pros-and-cons analysis of maintaining two voting boards versus consolidating responsibilities.

11. ADJOURNMENT

There being no further business, a motion to adjourn the July 9, 2025, meeting of the Aviation Advisory Commission was made by Commissioner Clarke Cramer and seconded by Commissioner Mark McCamish at 7:25 p.m.

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.

A handwritten signature in blue ink, appearing to read 'K. Freitas', written in a cursive style.

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