



AVIATION ADVISORY COMMISSION

MINUTES

January 7, 2026

1. CALL to ORDER and PLEDGE of ALLEGIANCE

Vice-Chair, Matthew Johnston, called the meeting to order at 6:31 p.m. and requested that Commissioner Jerrold Abramson lead the pledge of allegiance.

2. ROLL CALL

PRESENT

Jerrold Abramson
Clarke Cramer
Steve Tannehill
Richard Weyek
Matthew Johnston

Excused (E)

Late (L)

Absent (A)

ABSENT

John Corneau (E)
Sean Colvin (E)
Bruce Martin (E)
Mark McCamish (E)

AIRPORT STAFF

Keith Freitas, Director
Casey Pullman, Deputy Director
Erin Powers, Deputy Director
Jannette Jauregui, Communications & Engagement Manager
Madeline Herrle, Lease Manager
Servando Briggs, Finance Manager
Ana Castro, Administrative Officer
Denise Arreola, Administrative Assistant
Lizet Kennel, Management Assistant

3. AGENDA REVIEW

No changes to the agenda.

4. APPROVAL OF MINUTES – November 12, 2025

Action: Upon the motion of Commissioner Steve Tannehill and seconded by Commissioner Jerrold Abramson, the Commission hereby approves the November 12, 2025, minutes. All members voted and the motion passed unanimously 5-0.

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.

Public comments heard.

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

- A. Subject: Find That the Airport Properties Limited Development Project at Camarillo Airport is Categorically Exempt from the California Environmental Quality Act**

Recommendation:

Staff requests that your Commission/Authorities recommend that the Board of Supervisors (Board):

Find that the Airport Properties Limited (APL) development project at Camarillo Airport is categorically exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15332.

- B. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Sign, the Proposed Second Amendment to Lease with Camino Ruiz, a California Limited Liability Company (LLC), 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 Second Amendment to Lease with Camino Ruiz, LLC., at the Camarillo Airport (Exhibit 1).

Action: Upon the motion of Commissioner Clarke Cramer and seconded by Commissioner Steve Tannehill, the Commission hereby approves the recommendations as stated in the respective agenda letters for items 6.A and 6.B. All members voted and the motion passed unanimously 5-0.

7. REGULAR AGENDA

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

A. Subject: Selection of Chair and Vice-Chair for Calendar Year 2026

Recommendation:

Nominate and select the 2026 Chair and Vice-Chair of the Aviation Advisory Commission (AAC).

Keith Freitas, Director of Airports, briefly addressed the agenda item and explained the rationale for the annual change in Commission leadership pursuant to the Bylaws. The Commissioners then proceeded with nominations.

Action: Commissioner Clarke Cramer nominated Vice-Chair Matthew Johnston for 2026 Chair and Commissioner Jerrold Abramson seconded the nomination. All members voted and the nomination passed 4-0 with one abstention from Vice-Chair Matthew Johnston. Vice-Chair Matthew Johnston accepted the role as 2026 Aviation Advisory Commission Chair.

Vice-Chair Matthew Johnston nominated Commissioner Clarke Cramer for Vice-Chair, and Commissioner Steve Tannehill seconded the nomination. All members voted and the nomination passed 4-0 with one abstention from Commissioner Clarke Cramer. Commissioner Clarke Cramer accepted the role as 2026 Aviation Advisory Commission Vice-Chair.

2026 Seats: Matthew Johnston, Chair
Clarke Cramer, Vice-Chair

B. Subject: Continuation of Discussion Regarding Effectiveness and Efficiency of the Aviation Advisory Commission

Recommendation:

The recommendation by the Department of Airports (DOA) is that an Ad Hoc Committee be established, with up to four members of the Aviation Advisory Commission (AAC), to research, investigate and ultimately make recommendations to the full AAC regarding effectiveness and efficiency improvements to the AAC. Any final recommendation would ultimately be presented to the County Board of Supervisors for consideration and final action.

Keith Freitas, Director of Airports, presented the item to the Commission. This was a continuation of a discussion from an agenda item presented at the November 12, 2025, AAC meeting, during which the Commission recommended the creation of an Ad Hoc Committee. Chair Matthew Johnston expressed support for this recommendation, and appointed Vice-Chair Cramer to lead the Ad Hoc Committee. Furthermore, recommended Commissioners Steve Tannehill and Jerrold Abramson to serve on the Committee. Commissioner Richard Weyek volunteered to participate on the Committee. Commissioners' comments were heard and addressed by airport staff.

Action: Upon the motion of Commissioner Jerrold Abramson and seconded by Commissioner Steve Tannehill, the Commission hereby approves the recommendations as stated in the respective agenda letter for item 7.B. All members voted and the motion passed unanimously 5-0.

C. 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.

Communications and Engagement Manager, Jannette Jauregui, presented a feature story highlighting the partnership between the Department of Airports and the air traffic control teams at Camarillo and Oxnard Airport.

Action: Without motion, the Commission receives and files a monthly staff update from Communications and Engagement Manager regarding Ventura County Airports.

D. Subject: Receive and File Staff Update Regarding Video Surveillance and Access Control System Installation at Camarillo and Oxnard Airports

Recommendation:

Receive and file staff update regarding the installation status and planned activation of the new video surveillance and access control systems at Camarillo Airport (CMA) and Oxnard Airport (OXR).

Deputy Director, Casey Pullman, presented the item and provided an update on the video surveillance equipped with high-resolution digital cameras and access control systems with a secure network at both Camarillo and Oxnard Airports. Commissioners' comments and questions were heard and addressed by airport staff.

Action: Without motion, the Commission receives and files a staff update regarding video surveillance and access control system installation at Camarillo and Oxnard Airports.

8. DIRECTOR'S REPORT

The Director's Report opened with an update on the installation of the new beacon at the Camarillo Airport. During installation, minor damage occurred to the beacon's metal structure. The beacon was returned to the manufacturer, and the Department is currently awaiting a redesigned unit with an extended warranty. Photographs of the damaged beacon were presented.

Communications Engagement Manager, Jannette Jauregui worked alongside with her team to revamp and launch an updated Department of Airports website. The website updates include streamlining buttons and links for easier navigation and adding a new scrolling video highlighting airport activity, including the Wings Over Camarillo Airshow, Ventura County Fire and Sheriff's helicopters, and Department of Airport Operations. Jannette and her team did a great job.

The Commission was reminded that two Request for Proposals (RFPs) were issued for properties at the Camarillo Airport. These RFPs are related to prior discussions regarding two separate parcels of interest to businesses at the Camarillo Airport. In accordance with Federal Aviation Administration (FAA) requirements, the Department is required to solicit, review, and evaluate proposals for these properties. Proposals may come in to repair the existing small hangars, or there may be proposals to replace them as is and build new hangars. Director Freitas reminds the Commission that the hangars in the area are rusted with water damage, nearly 40 years old, and 15 of 49 of the hangars are beyond repair.

Director's Report was received and filed.

9. 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 Noise Complaints – October - November 2025
Consultant Reports (Coffman Associates) – October - November 2025
Consultant Reports (Woolpert – Camarillo Airport) – October - November 2025
Consultant Reports (Woolpert – Oxnard Airport) – October - November 2025
Project Status Report – December 2025
FY 24-25 Q3 & Q4 Financials
Meeting Calendars 2026

Reports were received and filed.

10. 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.

Camarillo Acorn article dated November 15, 2025, re: Camarillo residents care, work and ‘invest in one another’

Letter from City of Oxnard Councilmember, Bert E. Perello to Mr. Keith Freitas dated November 18, 2025, re: November 13, 2025 Agenda Item No. D, Oxnard Airport Authority – City of Oxnard Comment Letter on Part 150 Noise Compatibility Planning Study for Oxnard Airport

Department of Airports News dated November 21, 2025, re: REMINDER: Applications for Airport Authority Now Open

Letter from Lease Manager, Madeline Herrle to Mr. Charlie McLaughlin dated December 10, 2025, re: Oxnard Airport – 5 acre site Additional soils testing

Department of Airports News dated December 16, 2025, re: FINAL REMINDER: Applications Now Open for Airport Authority

Ventura County Department of Airports Request for Proposal (RFP) dated December 31, 2025, SELECTION PROCESS OF A MASTER DEVELOPER FOR AN APPROXIMATE 4.1 ACRE SITE FOR COMMERCIAL AVIATION DEVELOPMENT and/or REPAIR OR REPLACEMENT OF GENERAL AVIATION AIRCRAFT HANGARS AT THE CAMARILLO AIRPORT

Correspondence was received and filed.

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

Commissioner Richard Weyek expressed appreciation to Director Freitas for spending two to three hours reviewing the Bylaws and related materials when he joined the Commission last year. Vice-Chair Clarke Cramer agreed with Commissioner Richard Weyek's comment.

12. ADJOURNMENT

There being no further business, a motion to adjourn the January 7, 2026 meeting of the Aviation Advisory Commission at 7:32 p.m. was made by Vice-Chair Clarke Cramer and seconded by Commissioner Steve Tannehill.

The next regular Commission meeting will be on **Wednesday, February 4, 2026, 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