



---

**AVIATION ADVISORY COMMISSION**

**MINUTES**

**March 11, 2026**

**1. CALL to ORDER and PLEDGE of ALLEGIANCE**

Vice-Chair, Matthew Johnston, called the meeting to order at 6:30 p.m. and requested that Commissioner Shane Warburton lead the pledge of allegiance.

**2. ROLL CALL**

**PRESENT**

Jerrold Abramson  
Clarke Cramer  
Steve Tannehill  
Richard Weyek  
Matthew Johnston  
Mark McCamish  
Douglas Tauber  
Shane Warburton

**ABSENT**

John Corneau (E)  
Sean Colvin (E)

*Excused (E)*

*Late (L)*

*Absent (A)*

**AIRPORT STAFF**

Keith Freitas, Director  
Erin Powers, Deputy Director  
Jannette Jauregui, Communications & Engagement Manager  
Danielle Tarr, Airports Project & Program 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 – January 7, 2026

***Action: Upon the motion of Vice Chair Clarke Cramer and seconded by Commissioner Steve Tannehill, the Commission hereby approves the January 7, 2026, minutes. All members voted and the motion passed 6-0 with Commissioners Douglas Tauber and Shane Warburton abstaining.***

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

At the requested motion of Commissioner Steve Tannehill, and with the approval of Chair Matthew Johnston, Consent agenda items 6.A and 6.B were pulled and heard during the Regular Agenda.

***Agenda Items 6.A and 6.B were heard after Agenda Item 7.E***

- A. Subject: Approval of the Capital Improvement Plan and Authorization to Apply for and Accept Aviation Grants for Camarillo and Oxnard Airports, Fiscal Years 2026–2036**

#### **Recommendations:**

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

1. Approve the capital improvement plan (CIP) for Camarillo and Oxnard Airports (Exhibit 1) for federal fiscal years (FFY) 2026-2036;

2. Authorize the Director of Airports or his designee, to apply for grants to fund the projects outlined in the CIP upon notification from the Federal Aviation Administration (FAA) and the California Department of Transportation Aeronautics Program (Caltrans) that funds are available. ***These projects are subject to approval in the County budget process, as explained below;***
3. Authorize the Director of Airports or his designee to accept and sign federal and state aviation grants from the FAA (Exhibit 2) and Caltrans (Exhibit 3), if offered;
4. Authorize County Counsel to execute the Certificate of Sponsor's Attorney required by FAA Grant Agreements.

Danielle Tarr, Airports Project & Program Manager, presented the item. Provided an overview of how the capital improvement plan (CIP) is put together. Questions from the Commission were heard and addressed by staff.

***Action: Upon the motion of Commissioner Mark McCamish and seconded by Commissioner Steve Tannehill, the Commission hereby approves the recommendations as stated in the respective agenda letter for item 6.A. All members voted and the motion passed unanimously 8-0.***

**B. Subject: Receive and File Financial Reports for the Period Ending December 31, 2025**

**Recommendation:**

Staff requests that your Commission/Authorities receive and file the unaudited financial reports for the period ending December 31, 2025.

Keith Freitas, Director of Airports, presented the item. Mr. Freitas answered questions from the Commission.

***Action: Without motion, the Commission receives and files the unaudited financial reports for the period ending December 31, 2025.***

## **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: 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, provided an update on ongoing community engagement efforts aimed at strengthening relationships and building trust between the Department of Airports, pilots, and surrounding communities at Camarillo and Oxnard Airports. Jannette Jauregui, highlighted key initiatives over the past three years, including the Fly Friendly VC program, Part 150 Noise Compatibility Studies, the Camarillo Airport Layout Plan, and an Approach and Procedure Analysis.

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

**B. Subject: Receive and File Information Regarding a Request for Proposal (RFP) for Development of an approximate 11-Acre Vacant Site in the Oxnard Airport Runway Protection Zone (RPZ)**

**Recommendation:**

Receive and file staff update regarding information on the Request for Proposal (RFP) for the development of an approximate 11-acre vacant site in the Oxnard Airport Runway Protection Zone (RPZ).

Erin Powers, Deputy Director, presented the item to the Commission and provided an overview of the Request for Proposals (RFP), including the submission process via Bonfire. Deputy Director Powers responded to Commissioners' questions.

***Action: Without motion, the Commission receives and files information regarding a Request for Proposal (RFP) for development of an approximate 11-acre vacant site in the Oxnard Airport Runway Protection Zone (RPZ).***

**C. Subject: Receive and File Information Regarding the Requests for Proposal (RFP) for Two Sites at the Camarillo Airport for Redevelopment/Development; Site 1 of 4.1 Acres and Site 2 of 1.9 Acres**

**Recommendation:**

Receive and file staff update regarding information on the Request for Proposals for the development/redevelopment of two airfield sites at Camarillo Airport – site 1 for 4.1 acres and site 2 for 1.9 acres.

Keith Freitas, Director of Airports, introduced the item to the Commission and provided background information on the need for a Request for Proposals (RFP) for the development/redevelopment of two sites at Camarillo Airport. The Commission heard presentations from Air 7, Legend Aviation, Sky Harbour, and Orbic Sky. Public comments were heard. Director of Airports Keith Freitas responded to Commissioners' questions. Chair Matthew Johnston thanked the public for attending the meeting and providing

comments.

***Action: Without motion, the Commission receives and files information on the Request for Proposals for the development/redevelopment of two airfield sites at Camarillo Airport – site 1 for 4.1 acres and site 2 for 1.9 acres.***

**D. Subject: Receive and File a Staff Update on the Camarillo Runway 8-26 Rehabilitation Project**

**Recommendation:**

Receive and file a staff update on the recent stakeholder presentation regarding the Camarillo Runway 8-26 Rehabilitation Project.

Danielle Tarr, Airports Project & Program Manager, presented the item and provided an update on the Camarillo Airport Runway Rehabilitation Project. She reported that staff are advancing project design and evaluating construction approaches, with each option reviewed for FAA compliance, construction safety, operational feasibility, pavement durability, project duration, and cost. An overview of the project timeline was provided regarding the bidding process and construction schedule. Questions from the Commission were heard and addressed by staff. Public comments were heard.

***Action: Without motion, the Commission receives and files a staff update on the Camarillo Runway 8-26 Rehabilitation Project.***

**E. Subject: Receive and File Aviation Advisory Commission Ad Hoc Committee Chair Update on the Continuation of Discussion Regarding Effectiveness and Efficiency of the Aviation Advisory Commission**

**Recommendation:**

Receive and file by the Ad Hoc Committee Chair (Clarke) regarding their recommendation(s) on possible changes to increase the effectiveness and efficiency of the Aviation Advisory Commission (AAC).

Ad Hoc Committee Chair Clarke Cramer presented the item and provided an update on the committee's meetings. He requested clarification on the scope of the Ad Hoc Committee's assignment. Aviation Advisory Commission Chair Matthew Johnston provided guidance. Ad Hoc Committee comments were heard and addressed by Aviation Advisory Commission Chair Matthew Johnston.

***Action: Without motion, the Commission receives and files an update on the Continuation of Discussion Regarding Effectiveness and Efficiency of the Aviation Advisory Commission***

## 8. DIRECTOR'S REPORT

Director of Airports Keith Freitas opened the Director's Report by commending Communications Engagement Manager Jannette Jauregui for her work in distributing the FAA-published strategic plan for the transition to unleaded aviation gasoline by the end of 2030.

The Commission received introductions of two new commissioners, Doug Tauber, appointed by Supervisor Vianey Lopez and Shane Warburton, appointed by Supervisor Gorell.

Director of Airports Keith Freitas opened the Director's Report by noting that the Department of Airports has initiated a new rent and fee methodology analysis study. He explained that the initial phase will focus on methodology and identify similar airports. The second phase will focus on analyzing comparable rental rates and is expected to be completed in 2027. He also noted that this is different from the typical annual Rent and Fee update, which will be agendized for the May meeting.

Director of Airports Keith Freitas reviewed several Senate Bills, including Senate Bill 827, which will require a fiscal and financial online training component from the Clerk of the Board, and Senate Bill 707, which updates requirements for teleconferencing and remote participation in meetings. Department of Airports staff will incorporate these changes to ensure compliance with the Brown Act.

***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 Activity Report – December 2025 – January 2026

Monthly Noise Complaints – December 2025 – January 2026

Consultant Reports (Coffman Associates) – December 2025 – January 2026

Consultant Reports (Woolpert – Camarillo Airport) – December 2025 – January 2026

Consultant Reports (Woolpert – Oxnard Airport) – December 2025 – January 2026

Consultant Reports (Mead & Hunt) – October - December 2025, January 2026

Project Status Report – January – February 2026

Airport Tenant Projects – February 2026

Revised 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.**

Ventura County Department of Airports Request for Proposal (RFP) dated January 5, 2026, SELECTION PROCESS OF A MASTER DEVELOPER FOR AN APPROXIMATE 1.9 ACRE SITE FOR COMMERCIAL AVIATION DEVELOPMENT AT THE CAMARILLO AIRPORT

Letter from Director of Airports, Keith Freitas to Governor's Office of Business and Economic Development (GO-Biz) California Jobs First Council dated January 9, 2026, re: Letter of Commitment for FATHOMWERX Proving Ground

Department of Airports News dated January 9, 2026, re: ATCT Teams and Department of Airports Build Partnership to Bridge Gap Between the Community and the Sky

Department of Airports News dated January 13, 2026, re: Update Regarding Changes to OXR Operational Hours

Department of Airports News dated January 23, 2026, re: FAA Continues Work on Transition to Unleaded Fuel

Department of Airports News dated February 12, 2026, re: Clarification Regarding Camarillo Airport Hangar Replacement Project

Ventura County Star article dated February 15, 2026, re: Plane crash lands in drainage ditch in Camarillo

Department of Airports News dated February 17, 2026, re: C-130 to Land at OXR Today

Department of Airports News dated February 17, 2026, re: Second Public Meeting Announced for Camarillo Airport Approach and Procedure Analysis

Department of Airports News dated February 27, 2026, re: Reminder - Second Public Meeting Announced for Camarillo Airport Approach and Procedure Analysis

Department of Airports News dated February 27, 2026, re: Update Regarding CMA Requests for Proposal

Acorn Camarillo article dated February 28, 2026, re: Public comment welcome in study tackling airport noise

Pacific Coast Business Times article dated March 3, 2026, re: CCIA 2026: Area 805 Advanced Air Mobility Test Range poised for takeoff  
***Correspondence was received and filed.***

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

Chair Matthew Johnston welcomed Commissioners Shane Warburton and Douglas Tauber and expressed appreciation for their willingness to serve on the Aviation Advisory Commission. Chair Johnston also thanked Commissioner Steve Tannehill for emailing a list of potential agenda items for future meetings. Commissioner Steve Tannehill acknowledged Communications and Engagement Manager Jannette Jauregui for her work on the Fly Friendly program in coordination with Air Traffic Control (ATC).

**12. ADJOURNMENT**

There being no further business, a motion to adjourn the March 11, 2026 meeting of the Aviation Advisory Commission at 9:01 p.m. was made by Commissioner Jerrold Abramson and seconded by all Commissioners.

The next regular Commission meeting will be on **Wednesday, April 8, 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