



**COUNTY of VENTURA**  
Department of Airports

555 Airport Way, Suite B

Camarillo, Ca. 93010

Phone: (805) 388-4372

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<https://airports.venturacounty.gov>

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

**Wednesday**

**May 13, 2026**

**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/81759451609?pwd=ZhhyKFbrigALob1YRRVAFpIHs57LpA.1>

**WEBINAR ID:** 817 5945 1609

**WEBINAR PASSCODE:** 483616

**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 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 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 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 [airportmeetings@venturacounty.gov](mailto:airportmeetings@venturacounty.gov). 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](mailto:555 Airport Way, Ste. B, Camarillo, CA 93010), [Attention: Lizet Kennel](mailto:Lizet.Kennel@venturacounty.gov). 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 – March 11, 2026**
- 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:** Review and Approval of Fiscal Year 2026-27 Proposed Budget (*Exhibit 1 is available for review on the Department of Airports website <https://airports.venturacounty.gov/meeting-calendar/>*)

### **Recommendation:**

Staff requests that your Commission/Authorities review the Department of Airports (DOA) proposed FY 2026-27 budget for Camarillo and Oxnard Airports; and Camarillo Roads and Lighting Enterprise Fund, as attached, and recommend that the Board of Supervisors approve the DOA proposed FY 2026-27 budget.

- B. **Subject:** Approval of the Department of Airports' Fiscal Year 2026-27 Rent and Fee Schedule, Effective July 1, 2026; 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 2026-27 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, 2026; 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 44-51 of Exhibit 1) recommendation requires 4/5ths vote; and
3. Approve, adopt, and execute the resolution (pages 44-51 of Exhibit 1) establishing rents, fees, and insurance requirements for the Department.

**C. Subject: Approval of, and Authorization for the Director of Airports or His Designee to Sign, the Proposed Avigation Easement with Premium Outlet Partners, L.P. an Affiliate of the Simon Property Group**

**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 Avigation Easement with Premium Outlet Partners, L.P., an affiliate of the Simon Property Group (Exhibit 1).

**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 Communications and Engagement Manager regarding Ventura County Airports.

**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).

**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 – February – March 2026

Monthly Noise Complaints – February – March 2026

Consultant Reports (Coffman Associates) – February – March 2026

Consultant Reports (Woolpert – Camarillo Airport) – February – March 2026

Consultant Reports (Woolpert – Oxnard Airport) – February – March 2026

Consultant Reports (Mead & Hunt) – February – March 2026

Project Status Report – February – March 2026

Airport Tenant Projects – May 2026

Meeting Calendars 2026

## 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.**

Department of Airports News dated March 4, 2026, re: Recording of Public Meeting for CMA Approach and Procedure Analysis

Department of Airports News dated March 10, 2026, re: Bird Nesting Season is Here

Department of Airports News dated March 11, 2026, re: Phase II of Fly Friendly VC Signage Now at CMA

Ventura County Star article dated March 11, 2026, re: NTSB report of Camarillo plane crash tells of Cessna's last minutes

Pacific Coast Business Times article dated March 12, 2026, re: Swarm Aero announces \$35 million Series A financing

Department of Airports News dated March 17, 2026, re: Public Comments Open for the CMA Approach & Procedure Analysis

Department of Airports News dated March 19, 2026, re: RFP for 11-Acre Site at OXR to be Issued Tomorrow

Ventura County Department of Airports Request for Proposal (RFP) dated March 20, 2026, SELECTION PROCESS OF A DEVELOPER FOR AN APPROXIMATE 11 ACRE SITE FOR COMMERCIAL NON-AVIATION USE ADJACENT TO THE OXNARD AIRPORT

Department of Airports News dated March 20, 2026, re: Scheduled Radar Outage Happening Saturday & Sunday

Department of Airports News dated March 26, 2026, re: RWY 8 Postcard Makes Debut as Part of Pilot Education for FFVC

News Channel 12,3 & 11 article dated March 26, 2026, re: Single-engine aircraft hit a hanger at Camarillo Airport resulting in small fuel leak and no injuries

Department of Airports News dated April 2, 2026, re: Fly Friendly VC Video Debut – Oxnard Airport

Department of Airports News dated April 9, 2026, re: REMINDER: Public Comments Open for the CMA Approach & Procedure Analysis

Department of Airports News dated April 10, 2026, re: Connect with Aviation Advisory Commission and Airport Authorities

Ventura County Department of Airports Runway 8-26 Rehabilitation Bid Proposal Documents dated April 10, 2026

Department of Airports News dated April 20, 2026, re: Happening this Week! Live Firefighter Training at OXR

Department of Airports News dated April 23, 2026, re: FINAL REMINDER – Public Comments Open for the CMA Approach & Procedure Analysis

Department of Airports News dated April 29, 2026, re: Update Regarding Next Steps for the Camarillo Airport RFP Process

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

## **11. ADJOURNMENT**

The next regular Commission meeting will be on **Wednesday, June 10, 2026, 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 LIZET KENNEL (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/81759451609?pwd=ZhhyKFbrigALob1YRRVAFpIHs57LpA.1>

**Webinar ID:** 817 5945 1609

**Passcode:** 483616

**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.

