



**COUNTY of VENTURA**  
Department of Airports

555 Airport Way, Suite B  
Camarillo, CA 93010  
Phone: (805) 388-4372  
Fax: (805) 388-4366  
<https://vcairports.org>

**VIA CERTIFIED MAIL**

September 25, 2023

RE: Transition to Private Hangar Term Lease – Deadline of December 1, 2023  
Hangar # \_\_\_\_\_

Dear Tenant:

The deadline to complete the sign up process for the transition of your current month to month ground lease to the long term Private Hangar lease is December 1, 2023.

**Leases which have not been completed by December 1, 2023 will be terminated.**

Your lease cannot be completed due to the following reasons which need to be resolved:

- \_\_\_ You have not scheduled a hangar inspection
- \_\_\_ You have not scheduled a time to sign documents in the office/ have not signed and returned required documents
- \_\_\_ One or more documents is not complete
- \_\_\_ Your account is delinquent
- \_\_\_ You have no airworthy aircraft, no subtenant
- \_\_\_ You have outstanding issues in your hangar to resolve (see explanation below)

Please contact our office to resolve the outstanding items. Thank you for your cooperation during this process.

Sincerely,

Madeline Herrle  
Lease Manager  
805-388-4243  
[Madeline.HERRLE@ventura.org](mailto:Madeline.HERRLE@ventura.org)