



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>

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

Wednesday **March 12, 2025** **6:30 P.M.**

****TEMPORARY MEETING LOCATION BELOW****

**VENTURA COUNTY OFFICE OF EDUCATION
CONFERENCE & EDUCATIONAL SERVICES CENTER**

**(VCOE)
5100 ADOLFO ROAD
CAMARILLO, CA 93010
"VENTURA ROOM"**

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
3. Participate and provide public comment via Zoom:

WEBINAR:

<https://us06web.zoom.us/j/82111287444?pwd=62Qa6ufE3fzkpujqAQhouJhTWy8pAa.1>

TELEPHONE: 1-669-444-9171

WEBINAR ID: 821 1128 7444

WEBINAR PASSCODE: 186191

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 limited to three (3) minutes per speaker per listed agenda item at a single meeting unless the time allotment is decreased by the Chair depending on the number of 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 vcairports.org/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 to airportmeetings@ventura.org. 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, [Attention: Denise Arreola](mailto:Denise.Arreola). 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 – January 8, 2025**
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 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 vcairports.org/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. 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: Approval of, and Authorization for the Director of Airports or His Designee to Sign, the Proposed Lease with Axis Air, LLC., for a 5.17-Acre Site at 1601 W. Fifth Street, Oxnard, California at the Oxnard 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 with Axis Air, LLC., for a 5.17-acre site at 1601 W. Fifth Street, Oxnard, California at the Oxnard Airport (Exhibit 1).

B. Subject: Approval of the Five-Year Capital Improvement Plan (CIP) for Camarillo and Oxnard Airports; Authorization for the Director of Airports or His Designee, to Apply for Grants to Fund Projects Scheduled for Federal Fiscal Years 2025 and 2026 Outlined in the CIP Upon Notification from the Federal Aviation Administration and the California Department of Transportation Aeronautics Program That Funds Are Available; Authorization for the Director of Airports or His Designee, to Accept and Sign Federal Aviation Administration Grants for Federal Fiscal Years 2025 and 2026, When Offered, in Estimated Amounts as Outlined in the CIP Upon Notification from the Federal Aviation Administration; Authorization for the Director of Airports or His Designee, to Apply for, Accept, and Sign for a Matching Grant from Caltrans, if Offered; and Authorization for County Counsel to Execute the Certificate of Sponsor's Attorney Required by Federal Aviation Administration Grant Agreements

Recommendations:

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

1. Approve the five-year capital improvement plan (CIP) for Camarillo and Oxnard Airports (Exhibit 1); and
2. Authorize the Director of Airports or his designee, to apply for grants to fund the projects scheduled for federal fiscal years (FFY) 2025 and 2026 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 FAA Grants for FFY 2025 and 2026, when offered, in estimated amounts as outlined in the CIP upon notification from the FAA (Exhibit 2);
4. Authorize the Director of Airports or his designee, to apply for, accept, and sign for matching grants from Caltrans, if offered; and
5. Authorize County Counsel to execute the Certificate of Sponsor's Attorney required by FAA Grant Agreements.

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 Service Recognition Award Presentation to Steve Weiss for His Years of Service as a Commissioner on the Aviation Advisory Commission

Recommendation:

Receive and file a service recognition award presentation to Steve Weiss for his years of service as a Commissioner on the Aviation Advisory Commission.

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 Communications and Engagement Manager regarding Ventura County Airports.

C. Subject: Approval of the Department of Airports' Fiscal Year 2025-26 Rent and Fee Schedule, Effective July 1, 2025; 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 2025-26 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, 2025; 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 8-18 of Exhibit 1); and
3. Approve, adopt, and execute the resolution (pages 39-46 of Exhibit 1) establishing rents, fees, and insurance requirements for the Department.

D. Subject: Receive and File a Staff Report Regarding Skydiving Operation Tests and Future Operations at Oxnard Airport

Recommendation:

Receive and file staff report regarding skydiving operation tests and future operations at Oxnard Airport.

8. DIRECTOR'S REPORT

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 2024 – January 2025
Monthly Noise Complaints – December 2024 – January 2025
Consultant Reports (Coffman Associates) – December 2024 – January 2025
Consultant Reports (Woolpert – Camarillo Airport) – December 2024 – January 2025
Consultant Reports (Woolpert – Oxnard Airport) – December 2024 – January 2025
Consultant Reports (Mead & Hunt) – December 2024 – January 2025
Project Status Report – February 2025
Financial Reports FY 2024/25 Q1 & Q2
Meeting Calendars

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.

News Report by KEYT Channel 3 by Ivania Montes dated January 10, 2025, re: Camarillo Airport plays crucial role in firefighting efforts across southern California

Moorpark Acorn article by Michele Willer-Allred dated January 11, 2025, re: Supervisors agree to fire suppression services

AOPA article dated January 16, 2025, re: AERIAL ATTACK CRUCIAL TO FIGHTING LOS ANGELES FIRES

Department of Airports correspondence to Megan Sinkula, Senior Planner of City of Camarillo dated January 16, 2025, re: Pre-Application, Barcelona Vacant Underdeveloped Lot Proposed Development of 6-building, 24-unit Condominium (APN: 162-0-200-015)

British Broadcasting Corporation (BBC) article by Kayla Epstein dated January 17, 2025, re: Fighting LA's fires from the sky – The helicopter team saving lives and homes

Regional Defense Partnership (RDP) monthly newsletter article by Jannette Jauregui, Communications and Engagement Manger, dated January 21, 2025, re: County of Ventura Department of Airports MOUNTAIN FIRE

Ventura County Star article by Cheri Carlson dated January 22, 2025, re: Hughes Fire: Here's what to know about evacuations, smoke in Ventura County

Department of Airports correspondence to Mr. Roland Fogel, Operations Officer SoCal Wing Commemorative Airforce dated January 22, 2025, re: Conceptual Approval of the Proposed Modular Building Layout Located at Camarillo Airport; DR 25-01

Ventura County Star article by Ernesto Centeno Araujo dated January 29, 2025, re: Dogs take to the air to ease overcrowding at Ventura County shelters

Department of Airports correspondence to Matt Johnston, CAU, dated February 5, 2025, re: Future Fuel Farm at OXR and Decommissioning Existing UST

Department of Airports correspondence to Charlie McLaughlin, Aspen Helicopter, dated February 5, 2025, re: Future Fuel Farm at OXR and Decommissioning Existing UST

Department of Airports correspondence to Coffman Associates, Inc., Attn: Matt Quick dated March 7, 2025, re: Notice of Contract Termination Camarillo Airport – Approach and Procedure Analysis AEA No. 25-06

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

12. ADJOURNMENT

The next regular Commission meeting will be on **Wednesday, April 9, 2025, at 6:30 p.m.** in the Department of Airports Administration Office Conference Room, 555 Airport Way, Suite B, Camarillo, California.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT DENISE ARREOLA (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://us06web.zoom.us/j/82111287444?pwd=62Qa6ufE3fzkpujqAQhouJhTWy8pAa.1>

Webinar ID: 821 1128 7444

Passcode: 186191

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. 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.

