



COUNTY of VENTURA

Department of Airports

555 Airport Way, Suite B
Camarillo, Ca. 93010
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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 **January 7, 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
3. Participate and provide public comment via Zoom:

WEBINAR:<https://us02web.zoom.us/j/84805819626?pwd=TBnjcBhkvVzMqY3rEdVGM1aWJDmDeg.1>

WEBINAR ID: 848 0581 9626

WEBINAR PASSCODE: 021839

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 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 <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. 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: Lizet Kennel. 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 – November 12, 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 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. 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).

7. REGULAR AGENDA

Regular Agenda items are heard at the Authorities' 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).

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.

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.

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).

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 – October - November 2025
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

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

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

12. ADJOURNMENT

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.

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/84805819626?pwd=TBnJcBhkvVzMqY3rEdVGM1aWJDmDeg.1>

Webinar ID: 828 2395 9668

Passcode: 021839

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.

