



**COUNTY of VENTURA**  
Department of Airports

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**AVIATION ADVISORY COMMISSION**

**MINUTES**

**June 6, 2022**

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

Chair, Adriana Van der Graaf, called the meeting to order at 7:00 p.m. and led the pledge of allegiance.

**2. ROLL CALL**

**PRESENT**

Adriana Van der Graaf  
Bobby Williams  
Maggie Bird  
Steve Weiss  
Steve Tannehill

*Excused (E)*

*Late (L)*

**AIRPORT STAFF**

Keith Freitas, Director  
Erin Powers, Projects Administrator  
Jamal Ghazaleh, Accounting Manager  
Madeline Herrle, Lease Manager  
Ana Castro, Program Administrator  
Lia Vega, Management Assistant

**ABSENT**

James Flickinger  
Robert Trimborn (E)  
Nanette Metz (E)

### 3. AGENDA REVIEW

No changes to the agenda.

### 4. APPROVAL OF MINUTES – May 2, 2022 (Regular Meeting) May 23, 2022 (Special Meeting)

*Steve Weiss moved to approve the May 2, 2022 regular meeting minutes and Maggie Bird seconded the motion. All Commissioners voted in favor and the motion passed unanimously 4-0 with one abstention by Steve Tannehill.*

*Steve Weiss moved to approve the May 23, 2022 special meeting minutes and Steve Tannehill seconded the motion. All Commissioners voted in favor and the motion passed unanimously 3-0 with two abstentions by Adriana Van der Graaf and Maggie Bird.*

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.*

Public comments heard.

### 6. NEW BUSINESS

- A. **Subject:** Consider Adoption of Resolution #12 Authorizing Remote Teleconference Meetings of the Aviation Advisory Commission Pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act

**Recommendation:**

Consider adoption of Resolution #12 (Exhibit 1) authorizing remote teleconference meetings of the Aviation Advisory Commission pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act.

Director Keith Freitas shared that the language “or the next scheduled meeting” had been added to the Resolution so that there would not be a need for a special meeting before the thirty days expires.

***Steve Tannehill moved to approve staff’s recommendation and Maggie Bird seconded the motion. All Commissioners voted in favor and the motion passed unanimously 5-0.***

**B. Subject: Approval of, and Authorization for the Director of Airports or Designee to Sign, the Second Amendment to Lease with Channel Islands Aviation, Inc. and the Third Amendment to Lease with Aviation Partners, LLC, for Premises at 305 and 265 Durley Ave, Camarillo, California, to Add a Leasehold Mortgage Provision**

**Recommendation:**

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

Approve, and authorize the Director of Airports or his designee to sign, the Second Amendment to the lease with Channel Islands Aviation, Inc. (Exhibit 1) and the Third Amendment to the lease with Aviation Partners, LLC, (Exhibit 2) to add a leasehold mortgage provision.

Lease Manager Madeline Herrle provided staff’s report.

***Steve Weiss moved to approve staff’s recommendation and Maggie Bird seconded the motion. All Commissioners voted in favor and the motion passed unanimously 5-0.***

**C. Subject: Review of Fiscal Year 2022-23 Proposed Budget**

**Recommendation:**

Staff requests that your Commission and Authorities review and comment on the Department of Airports (DOA) proposed FY 2022-23 budget for Camarillo and Oxnard Airports; and Camarillo Roads and Lighting Enterprise Fund, as attached, and recommend approval of the Board of Supervisors.

Director Keith Freitas, Accounting Manager Jamal Ghazaleh, and Projects Administrator Erin Powers reviewed a PowerPoint presentation.

***Maggie Bird moved to approve staff's recommendation and Bobby Williams seconded the motion. All others voted in favor and the motion passed unanimously 4-0 with one abstention by Steve Weiss.***

## **7. DIRECTOR'S REPORT**

- The Cloud Nine project is underway and they are working on the foundation for the four hangars at Camarillo Airport.
- Commissioner Gary Jacobs has officially resigned from the Aviation Advisory Commission. Mr. Jacobs was appointed by Supervisor LaVere in District 1 and their office will be working on a replacement.
- Jerry Abramson is being considered by Supervisor Huber in District 4 to fill a vacancy on the Commission.
- There has been mention of changing the start time for Commission meetings. If the Commission determines that they would like to discuss changing the time then staff can agendaize this matter for a future meeting.
- The Private Hangar Lease Agreement was approved by the Board of Supervisors during their May 24<sup>th</sup> meeting with a lot of praise for the work that has been done over seven years.
- The department has designated a vendor to perform the service and installation of the security camera system. Staff is working to get the purchase order moving forward, but installation at both airports likely will not begin until the third or fourth quarter of this year due to delays in a supply chain of the actual equipment.
- Airport noise continues to be a priority. The new Public Information Officer is expected to join the department by July. New flight tracking system software is expected to be installed in the third or fourth quarter of this year. The software will help the Public Information Officer identify those folks that are not following the volunteer program and assist in educating them.
- Project Administrator Erin Powers mentioned that staff will find out in the next couple of months whether funding will be provided for a Part 150 Noise Study at both airports.
- Staff received four letters of interest for the solicitation of the five-acre and seven-acre sites at Oxnard Airport. Since multiple letters of interest were received,

staff has moved on to the next phase which requires an RFQ, request for qualifications or request for proposal. This phase will provide detailed information giving staff the ability to rank the individual proposals and move forward.

- Channel Islands Aviation is going through new ownership. They have a company called Sky 805, LLC that purchased stock shares in that company. Changes are expected with the facility, but normal business operations will be maintained and no changes are expected from a customer perspective.
- The Waypoint Café is working with the department to extend their lease. Staff is negotiating with them regarding their lease site so that the Viewport area can reopen to the public.
- Staff is in final discussions with a local car company to park vehicles at Camarillo Airport, basically as storage but this will be a nice revenue source for the airport.
- The fire helicopter Coulson Edison will be re-based at Camarillo Airport starting this month through the end of the year. It will be on call/standby to protect Ventura County.
- Previously some concerns were raised during public comment regarding alleged Brown Act violations by the Commission. County Counsel reviewed the agenda and video recordings relevant to those concerns and they did not find any reportable violations of the Brown Act.

***Report was received and filed.***

## **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 – April 2022  
Monthly Noise Complaints – April 2022  
Consultant Reports – April 2022  
Airport Tenant Project Status – May 2022  
Project Status – May 2022  
Meeting Calendar

***Reports were received and filed.***

## 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.

Article dated April 30, 2022 re: Airport Director Keith Freitas gives overview of Camarillo Airport

## 10. COMMISSION COMMENTS

Commissioner Steve Weiss commented on the shortcomings in the way the budget was presented as opposed to previous years when there was a budget workshop, and that problems may have been alleviated if a workshop had taken place. Mr. Weiss would like to see an item on next month's agenda to discuss changing the time of the Commission meetings.

Chair Van der Graaf agreed that a discussion about the start time of the meetings should be considered for the next agenda.

Commissioner Steve Tannehill commented that the Commission should be mindful of picking a time that works for the public. Mr. Tannehill thanked Director Freitas and shared how nice it was to hear that the department is moving forward with a new hire that will address noise and work with flight schools including those doing touch and goes. He also mentioned how nice it was to hear that there is progress being made on the new technology.

## 11. ADJOURNMENT

***Steve Weiss moved to adjourn the meeting and Steve Tannehill seconded the motion.***

There being no further business, the June 6, 2022 meeting of the Aviation Advisory Commission was adjourned at 8:26 p.m.



KEITH FREITAS, A.A.E., C.A.E.  
Administrative Secretary