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June 3, 2025

County of Ventura  
Board of Supervisors

**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; Supervisorial District Nos. 3 and 5 (RECOMMENDATION NO. 2 REQUIRES 4/5<sup>THS</sup> VOTE)

**Recommendations:**

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 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.

**Fiscal Impact(s):**

	FY 2025-26
Revenues	\$ 10,339,257
Costs	\$ 10,337,333
Net Airports' Revenue	\$ 1,924

*Funding Source(s): The rents and fees provide the primary source of funding for the Airport Enterprise Fund other than federal and state grants.*

*Match requirement: None*

**Discussion:**

At the recommendation of the Auditor-Controller, the Department's rents and fees are reviewed annually for appropriate adjustment in accordance with those policies set forth in that resolution establishing airports' rents and fees. Proposed changes are discussed below:

1. Per Rent & Fee Policy 3.b., there are no rate adjustments for hangars and tie-downs this year. During this Fiscal Year, the Department of Airports proposes to review with aviation consultants a study on the current market approach to maintain competitive and industry standard methodology to recommend any future changes to establish rental rates for inclusion in the FY 26/27 Rent and Fee. There will be an increase of the monthly electricity charge from \$11 in FY 24/25 to \$15 per month in FY 25/26.
2. To continue to create an incentive for our six Aviation Service Providers to offer a new unleaded aviation fuel alternative, the Department of Airports proposes to again this year temporarily waive the Fuel Flowage Fee and the Storage Fee (applies to unleaded fuel stored in County-owned tanks). An incentive is appropriate because this fuel formulation is new in the marketplace and due to the extremely low volumes and other supply chain considerations, comes at a higher price and lower margins. Despite the economics, having an unleaded fuel product available at our airports is very much in the interest of the Department to help reduce and eventually eliminate lead emissions from aviation. This waiver will be reevaluated next fiscal year to determine if the incentive is still needed.
3. Rates have been adjusted for personnel where time is charged to grants, tenant requested maintenance, and/or tenant requested operations that are not part of our day-to-day business. Rates are adjusted to reflect cost recovery only.
4. We anticipate final FAA approval within the calendar year of the UAS (Unmanned Aerial Systems) test range area which allows for airspace use by experimental unmanned aircraft from Ventura County line to the northern edge of Santa Barbara County and anticipate increased use of the Oxnard airport for these

testing capabilities. We have made a change to the proposed fees charged for AAM Test Range Use of the Oxnard (primarily) Airport to conduct testing of unmanned aircraft to \$1,500 per day / \$6,000 per week (Mon-Fri). These rates are still less than those charged for similar services at the three other test range sites in Oregon, California and Utah

5. Transaction fees will be implemented for the upcoming year for tenants utilizing the electronic payment portal (ePay). The following fees apply: Credit Cards/Debit Cards: 2.75%/1.75% of transaction amount (minimum of \$1.00 fee); Electronic Checks (eChecks) \$1.10 per transaction. In the past we have waived these fees however we understand other County Departments charge these fees and we are coming into compliance with Fiscal's request.
6. We have added a new annual license fee of \$6,000 for Skydiving activities at the airports, as we have recently conducted testing with a skydiving company at the Oxnard airport and identified landing areas and operations with the FAA tower. This is a nonexclusive license so multiple skydiving businesses would potentially be able to use the same landing area.
7. We have added a revised capital investment requirement for long-term leases (longer than five years) for development to differentiate between Oxnard and Camarillo, recognizing the difference in available land / development opportunity as well as the difference in aviation activity at each airport. The required investment by developers/tenants have changed from \$20,000 per acre per lease year for both airports to \$10,000 per acre per lease year for Oxnard and \$20,000 per acre per lease year for Camarillo. For example, to qualify for a 20-year lease of 3 acres, at Oxnard we would require an investment of \$600,000 and \$1,200,000 at Camarillo. These investments help to upgrade existing facilities and new construction.
8. **Exhibit "A" Insurance Requirements** has been updated in concert with County Risk Management to reflect current standards and limits of insurance coverage required for tenants and users of the County airports.

### **Strategic Priority:**

#### **Fiscal Responsibility and Economic Vitality**

The annual update of the Department of Airports' Rent and Fee schedule provides the framework for the primary income source of the Airport Enterprise Fund and allows the Department of Airports to realize the maximum income to fund its operations and maintain its self-sustaining position in the County.

The proposed Department of Airports' Rent and Fee Schedule, to become effective July 1, 2025, is recommended for the Board's approval and contains the adjustments noted above.

The County Executive Office, the Auditor-Controller's Office, and County Counsel have reviewed this item, and the Aviation Advisory Commission and the Camarillo and Oxnard Airport Authorities recommend its approval.

If you have any questions regarding this item, please call Dave Nafie at (805) 388-4201, or me at (805) 388-4200.

A handwritten signature in blue ink, appearing to read 'Keith Freitas', with a stylized, cursive script.

KEITH FREITAS, A.A.E., C.A.E.  
Director of Airports

Attachments:

- Exhibit 1 – FY 2025-26 Rent and Fee Schedule - Proposed Clean Version
- Exhibit 2 – FY 2025-26 Rent and Fee Schedule - Proposed Track Changes Version