



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>

June 3, 2025

County of Ventura
Board of Supervisors

Subject: Authorization for the Director of Airports or His Designee to Sign, Adopt, and Implement Federal Aviation Administration-Required and Formatted Title VI Plans for Camarillo and Oxnard Airports and to Make Periodic Updates as Required; Supervisorial District Nos. 3 and 5

Recommendation:

Authorize the Director of Airports, or his designee, to sign, adopt, and implement Federal Aviation Administration (FAA)-required and formatted Title VI plans for Camarillo and Oxnard Airports (Exhibits 1 and 2) and to make periodic updates to the plans as required.

Fiscal Impacts:

The fiscal impact of the development of the programs is \$56,194. However, the costs associated with implementation of the programs are unknown, though the impact is unlikely to be significant.

	FY 2024-25	FY 2025-26
Revenues	\$ 0	\$ 0
Direct Costs	\$ 56,194	\$ 0*
Net County Cost	\$ 56,194	\$ 0

Sufficient revenue and appropriations are available in the FY 24-25 capital budget.

Funding Source: Airport Enterprise Fund
Match Requirement: None

Discussion:

As a recipient of federal funding which supports critical airport planning and infrastructure projects, the Department of Airports (Airports) is responsible for meeting grant assurances and developing and maintaining federally-required programs. A recent

federal Department of Transportation Order 1000.12C, requires recipients of FAA Airport Improvement Program (AIP) and/or Bipartisan Infrastructure Law (BIL) grants to develop a Title VI program utilizing a FAA-specific format.

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, national origin, age, sex (including sexual orientation and gender identity), or creed by recipients of federal financial assistance. The County of Ventura currently complies with Title VI requirements in its policies, procedures and programs. However, the FAA specifically requires airports to utilize an FAA-specific template to demonstrate Camarillo and Oxnard Airports' compliance with Title VI. Airport staff utilized existing County policies and procedures in development of the plans to ensure consistency between programs.

The Airport utilized a consultant to develop the Title VI plans and associated materials at a cost of \$56,194 for both airports. However, costs to implement the program are not yet determined, as many of the procedures are already in place. There may be additional costs associated with training, material development (posters, handouts), website postings and language assistance services, but the expenses are unlikely to be significant.

To maintain our future grant eligibility and meet current grant assurances, staff requests your Board authorize the Director of Airports to adopt, sign and implement the FAA Title VI plans for Camarillo and Oxnard Airports.

Strategic Priority:

These annual contracts support the County's Strategic Priorities to promote fiscal responsibility, economic vitality, reliable infrastructure, and sustainability.

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 Erin Powers at (805) 388-4205, 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 – Camarillo Airport Title VI Plan 2025
Exhibit 2 – Oxnard Airport Title VI Plan 2025