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**ORANGE COUNTY AIRPORT COMMISSION**  
**Airport Commission Hearing Room**  
**3160 Airway Avenue**  
**Costa Mesa, CA 92626**

**MINUTES OF REGULAR MEETING**

December 4, 2019

**COMMISSIONERS PRESENT:** David Bailey, Bruce Junor, Lee Lowrey

**COMMISSIONERS ABSENT:** Angie Cano, John Clarey

**STAFF PRESENT:** Barry Rondinella, Airport Director  
Rick Francis, Assistant Airport Director  
James Steinmann, Deputy County Counsel  
David Pfeiffer, Deputy Airport Director, Business Development  
Amy Goethals, Administrative Manager, Business Development  
Sheryl Bisogno, Real Property Agent, Business Development  
Mariane Teschner, Deputy Airport Director, Finance and Accounting  
Kevin Flynn, Deputy Airport Director, Maintenance  
Larry Serafini, Deputy Airport Director, Facilities and Development  
Aida Lopez, Staff Specialist, Finance Administration

**CALL TO ORDER:** Vice Chair Lowrey called the meeting to order.

**PLEDGE OF ALLEGIANCE:** Commissioner Bailey led the assembly in the Pledge of Allegiance.

**1. APPROVAL OF MINUTES:** On Commissioner Bailey's motion and Vice Chair Lowrey's second, the Regular Meeting minutes of November 6, 2019, were approved as written.

**2. APPROVE AMENDMENT NO. 1 WITH AECOM TECHNICAL SERVICES, INC (ASR 19-001193)**  
Deputy Airport Director Larry Serafini stated that this item is an amendment to the Architect-Engineer Agreement with AECOM. AECOM is the consultant that was selected for the General Aviation Improvement Program (GAIP) and as part of AECOM's Agreement, it is obligated to prepare an Airport Layout Plan (ALP). An ALP is required any time there are substantial changes to the airfield environment. With the recent approval of the GAIP, it is now necessary to prepare and submit an ALP. In addition to the ALP, the Federal Aviation Administration (FAA) requires that an ALP report, an Airport Property Inventory Map and an Airport Geographic Information System also be submitted with the ALP to qualify for FAA funding. Deputy Airport Director Larry Serafini and Airport Director Barry Rondinella answered questions from the Commission regarding the ALP, FAA approval and funding.

On Commissioner Bailey's motion and Commissioner Junor's second, this item was unanimously approved.

**3. APPROVE FIRST AMENDMENT TO THE TAXICAB OPERATING AGREEMENT (ASR 19-001225)**  
Deputy Airport Director Dave Pfeiffer stated that in December 2016, the Board of Supervisors (Board) awarded a lease to John Wayne Airport (JWA) Yellow Cab. To accommodate the changing needs of JWA and address the impact of TNCs on taxi operations, JWA is seeking Board approval to reduce the size of the taxi hold lot on Campus Drive and reduce the taxi staffing in the taxi staging area of Terminal C without reducing the level of customer service. Deputy Airport Director Dave Pfeiffer added that JWA would repurpose the former taxi hold space to expand the cell phone waiting area that will address guest complaints. Deputy Airport Director Dave Pfeiffer and Airport Director Barry Rondinella answered questions from the Commission regarding cell phone lot upgrades, taxi staffing and reporting of taxi demographics.

On Commissioner Junor's motion and Commissioner Bailey's second, this item was unanimously approved.

4. **APPROVE AMENDMENT NUMBER ONE TO CONCESSION LEASES (ASR 19-001229)** Deputy Airport Director Dave Pfeiffer stated that in August 2019, the Board approved Phase 1 of the Concession Program leases. The existing terms of the concession leases require that the tenants pay a Tenant Infrastructure Fee of \$8.00 per square foot per year. As a result of a clerical error, the lease states that the tenant pay \$8.00 per square foot per month. JWA would like to adjust the Tenant Infrastructure Fee to accurately reflect the cost recovery and amortization of the tenant infrastructure improvements to \$8.00 per square foot per year. All tenants have been contacted and have signed the amendments. All other terms and conditions of the leases will remain unchanged.

On Commissioner Junor's motion and Commissioner Bailey's second, this item was unanimously approved

5. **SUMMARY OF RELEVANT ACTIONS BY THE BOARD OF SUPERVISORS** Airport Director Barry Rondinella stated that on November 19, 2019, the Board approved the rental car concession leases, Amendment No. 1 with Universal Protection Services and the Memorandum of Understanding with the South Coast Air Quality Management District. The contract award to Sterling Energy International was continued to December 17, 2019, as the Board requested clarification on some questions.

6. **ADDITIONAL BUSINESS**

- A. PUBLIC COMMENTS – None
- B. AIRPORT DIRECTOR COMMENTS – None
- C. AIRPORT COMMISSION COMMENTS - Commissioner Bailey shared information he received regarding the Memorandum of Understanding with the South Coast Air Quality Management District.

7. **ADJOURNMENT OF PUBLIC MEETING** The meeting adjourned at 5:36 pm.

Respectfully submitted,



Aida Lopez, Staff Specialist