

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

**MINUTES OF REGULAR MEETING**

July 15, 2020

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

**COMMISSIONERS ABSENT:** John Clarey

**STAFF PRESENT:** Barry Rondinella, Airport Director  
Rick Francis, Assistant Airport Director  
Carolyn Khouzam, Deputy County Counsel  
Dave Shutter, Deputy Airport Director, Facilities Development  
Samer Marei, Administrative Manager, Facilities Development  
Jeannette Grieco, Administrative Manager, Facilities Development  
John Pape, Senior Project Manager, Facilities Development  
Dave Pfeiffer, Deputy Airport Director, Business Development  
Kevin Flynn, Deputy Airport Director, Maintenance  
Roger Yee, Administrative Manager, Maintenance  
Martin Ness, Maintenance Contracts Supervisor, Maintenance  
Aida Lopez, ASR Manager, Finance Administration

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

**PLEDGE OF ALLEGIANCE:** Vice Chair Junor led the assembly in the Pledge of Allegiance.

- 1. APPROVAL OF MINUTES:** On Vice Chair Junor's motion and Commissioner Bailey's second, the Regular Meeting minutes of July 1, 2020, were approved as written. Commissioner Ashland abstained.

Chair Lee Lowrey introduced newly appointed Airport Commissioner Bert Ashland and stated that he has known Mr. Ashland for several years and is excited to have him join the Commission.

- 2. AWARD CONSTRUCTION CONTRACT FOR THE AIRFIELD LIGHTING AND SIGNAGE IMPROVEMENTS PROJECT (ASR 20-000592)** Administrative Manager Samer Marei stated that this item recommends the award of a construction contract to Royal Electric Company (Royal) for the Airfield Lighting and Signage Improvements Project. The Project consists of adding and replacing various airfield electrical fixtures, including runway edge lights, guard lights, wind cones, and electrical cable, in addition to lighting and signage circuitry improvements. Also included in the project scope is the relocation of the airport rotating beacon and pavement maintenance. Administrative Manager Samer Marei added that Royal is a very well reputable company and that it has completed other projects for JWA in the past with satisfactory results.

Airport Director Barry Rondinella and Administrative Manager Samer Marei provided answers to the Commission's questions regarding Federal Aviation Administration required equipment, height restrictions, operating costs, cost savings, location of light replacements, wattage usage/use of energy, the engineer's estimate, bid amount, airport operating budget, contract costs, tower height and location and the vendor's qualifications.

On Commissioner Ashland's motion and Vice Chair Junor's second, this item was unanimously approved.

**3. AWARD CONTRACT FOR LANDSCAPE MAINTENANCE SERVICES (ASR 20-000603)**

Administrative Manager Roger Yee stated that the item before the Commission is a Request for Proposal (RFP) selection for a landscape maintenance provider. The contract covers exterior landscape maintenance and irrigation services that include: all terminal and sidewalk areas, roadways, all trees, 3160 and 3180 Airway, the Main Street Parking Lot, Employee Parking Lot, and other outlying buildings. Included in this agreement are the services to provide basic watering, weeding, fertilization, mowing, pest control services, soil chemical treatment, drip, mist, sprinkler irrigation system maintenance and repair, tree pruning and trimming, and specialty arborist treatment and rotational plant changes and seasonal specialty plants in high visibility public areas. Vegetation areas inside the airfield's active runway and taxiway system are not included in the service areas for this contract. Five responsive proposals were received for the RFP and were evaluated on written submission and oral presentation. All of the proposers are experienced providers in the region; however, Master Landscape & Maintenance Inc. (Master Landscape) scored the highest on both the written and the oral portions of the process. Master Landscape is currently the incumbent and also provides service to Long Beach Airport and the cities of Huntington Beach and Cypress. Administrative Manager Roger Yee noted that there were rounding errors in the spreadsheet calculations of the written and oral components but have since been corrected. Commissioner Bailey thanked staff for keeping JWA clean and well maintained.

Airport Director Barry Rondinella and Administrative Manager Roger Yee provided answers to the Commission's questions regarding contract costs, infield vegetation area and bird issues.

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

**4. SUMMARY OF RELEVANT ACTIONS BY THE BOARD OF SUPERVISORS** Airport Director Barry Rondinella stated that on July 14, 2020, the Board of Supervisors approved the sole-source contract with SKIDATA Inc. for the Parking Access Revenue Control System maintenance and repair services.

**5. ADDITIONAL BUSINESS**

A. PUBLIC COMMENTS – None.

B. AIRPORT DIRECTOR COMMENTS – Airport Director Barry Rondinella provided the Commission with an update on JWA operations and answered Vice Chair Junor's question regarding air passenger traffic and Commissioner Ashland's question regarding potential airline layoffs.

C. AIRPORT COMMISSION COMMENTS – None

**6. ADJOURNMENT OF PUBLIC MEETING** The meeting adjourned at 5:53 p.m.

Respectfully submitted

A handwritten signature in blue ink, appearing to read 'Aida Lopez', with a long horizontal flourish extending to the right.

Aida Lopez, ASR Manager