

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

**MINUTES OF REGULAR MEETING**

August 4, 2021

**COMMISSIONERS PRESENT:** Bruce Junor, Bert Ashland, Susan Dvorak, Brendan O'Reilly

**COMMISSIONERS ABSENT:** John Clarey

**STAFF PRESENT:** Barry Rondinella, Airport Director  
Rick Francis, Assistant Airport Director  
Carolyn Khouzam, Deputy County Counsel  
David Pfeiffer, Deputy Airport Director, Business Development  
Kevin Flynn, Deputy Airport Director, Facilities  
Roger Yee, Maintenance Operations Manager  
Robert Holden, Landside Operations Manager  
Kyle Kotchou, Deputy Airport Director, Facilities  
Elizabeth Gallegos, ASR Manager

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

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

- 1. APPROVAL OF MINUTES:** On Vice Chair Ashland's motion and Commissioner O'Reilly's second, the Regular Meeting minutes of May 19, 2021, were unanimously approved as written.

PUBLIC COMMENT – Newport Beach Resident Jim Mosher stated that information regarding a community group or panel report at the next Airport Commission meeting was omitted from the minutes of May 19, 2021, for item #2, the Airport Noise Monitoring Contract.

- 2. APPROVE CONSULTANT CONTRACTS FOR MAINTENANCE TASK FACILITATION AND SUPPORT (ASR 21-000594)** Deputy Airport Director of Maintenance Kevin Flynn presented the consultant contracts for maintenance task facilitation and support to the Airport Commission. As facilities are aging, work orders are increasing faster than staff can currently accommodate. The task facilitation and support contracts will assist maintenance staff in becoming more efficient by having their internal management process facilitated as well as administering when work needs to be deferred to mitigate the risks, costs and sustain reliability. Three firms submitted proposals, and two firms are being recommended for contract award. This contract is for a little over \$3.1 million for three years, with the option to renew for one additional two-year extension.

Deputy Airport Director of Maintenance Kevin Flynn responded to Commissioner Dvorak's question if a competitive bid process was done, Chair Junor's questions about when the Airport would reach a level where it would need a major project as well as a further explanation of the contract amounts, and Commissioner O'Reilly's question if County procurement requires the Airport to select the lowest proposal. Airport Director Barry Rondinella responded to Chair Junor's request to have management work with the FBO's during the GAIP process and report back to airport staff work that needs to be done for airport oversight. Airport Director Barry Rondinella responded to Vice Chair Ashland regarding the contract for maintenance work versus facilities assessments. Chair Junor requested to walk through a project under this contract with Maintenance staff.

PUBLIC COMMENT – Newport Beach Resident Jim Mosher stated he was slightly confused by the presentation of the item because he understood the contract was not for employees to do maintenance but a training program to hire consultants to tell Airport employees how to do their maintenance jobs better, primarily the scheduling of their jobs and how to make better and more efficient use of the Maximo software. Jim Mosher also shared his concerns with the contract amounts and asked if the County's Public Works Department is already using this software so they could train Airport staff and asked why the Airport would not refer to IBM, the vendor and proprietor of the software, for training.

Airport Director Barry Rondinella responded to the public comment and stated that the County's Public Works Department does not use the same software as the Airport and further clarified that the contract is for hiring consultant support to better plan preventative maintenance and to keep maintenance staff doing other work for more efficiency. Deputy Airport Director of Maintenance Kevin Flynn added that training is not a majority of the contracts and task facilitation is the most significant piece.

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

3. **APPROVE AMENDMENT & EXTENSION FOR SHUTTLE MAINTENANCE, REPAIR AND SUPPORT SERVICES CONTRACT (ASR 21-000611)** – Landside Operations Manager Robert Holden presented the amendment and extension for shuttle maintenance, repair, and support services contract with LAZ Parking. At the start of COVID-19, there was a substantial decrease in airport passengers, and both the employee and the Main Street parking lots were closed. The existing contracts for shuttle services were not renewed at that time to protect revenues for the Airport. However, shuttles were still needed to provide tours, job bids, and emergency services if an aircraft is disabled on the runway and passengers need to be transported from the aircraft to the terminal. For those reasons, the Airport purchased two shuttles from the prior shuttle operator and entered into a one-year contract with LAZ Parking to keep the shuttles ready at all times and to provide drivers when requested. The contract amendment and extension is for four months to allow the Airport to prepare for the issuance of a solicitation.

Landside Operations Manager Robert Holden and Airport Director Barry Rondinella responded to Commissioner Dvorak's question regarding the status of the grant for electric buses and Chair Junor's questions regarding the extension terms of this original contract with LAZ Parking and if the Airport was in a holding mode.

On Commissioner Dvorak's motion and Commissioner O'Reilly's second, this item was unanimously approved.

4. **SUMMARY OF RELEVANT ACTIONS BY THE BOARD OF SUPERVISORS (Board)** – Airport Director Barry Rondinella stated that on July 27, 2021, the Board approved the contract with Transcore LP for Automated Vehicle Identification (AVI) System Support, the Retroactive Approval of Amendment Number Four to Lease with Paradies-OC, the Retroactive Approval of Interim Specialty Coffee Leases, the A-E contracts for Airport Facilities Support Services, the contract for Airport Noise Monitoring Services, and the contract for Airside Surface Maintenance.

## 5. ADDITIONAL BUSINESS

- A. PUBLIC COMMENTS – Newport Beach Resident Jim Mosher stated the contract for Airport Noise Monitoring Services increased by \$85,000 from the time the Airport Commission reviewed the item to when the Board of Supervisors approved the contract.

- B. AIRPORT DIRECTOR COMMENTS – Airport Director Barry Rondinella shared with the Airport Commission that the week of the Independence Day holiday (July 1 – 7) beat 2019 numbers and exceeded 2019 by about three to four percent. The Airport finished the month at about 92 percent of 2019 and is off to a good start in August.
- C. AIRPORT COMMISSION COMMENTS – Vice Chair Ashland shared that he and Commissioner Dvorak took a tour of the baggage handling and TSA observation area. Commissioner Dvorak thanked Roger Yee for coordinating the baggage handling tour and coordination with TSA as well as Dave Pfeiffer for a tour of the concessions and business development phase plans for the future. Commissioner Dvorak also thanked all of the airport staff for the time and assistance given to her.

**6. ADJOURNMENT OF PUBLIC MEETING** The meeting adjourned at 5:50 pm.

Respectfully submitted

Elizabeth Gallegos, ASR Manager