

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

**MINUTES OF REGULAR MEETING**

August 18, 2021

**COMMISSIONERS PRESENT:** Bert Ashland, Susan Dvorak, Brendan O'Reilly, John Clarey (phone)

**COMMISSIONERS ABSENT:** Bruce Junor

**STAFF PRESENT:** Rick Francis, Assistant Airport Director  
Carolyn Khouzam, Deputy County Counsel  
Scott Hagen, Deputy Airport Director, Operations  
Robert Holden, Landside Operations Manager  
Eric Freed, Deputy Airport Director, Public Affairs  
Evanna Barbic, Real Estate Manager  
Sheryl Bisogno, Real Property Agent III  
Elizabeth Gallegos, ASR Manager

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

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

**1. APPROVAL OF MINUTES:** On Commissioner O'Reilly's motion and Commissioner Dvorak's second, the Regular Meeting minutes of August 4, 2021, were approved as written.

**2. APPROVE CONTRACT WITH LAZ PARKING CALIFORNIA, LLC FOR SHUTTLE SERVICES (ASR 21-000653)** – Landside Operations Manager Robert Holden presented the contract with LAZ Parking for shuttle services that would begin on October 1, 2021, through September 30, 2022. LAZ Parking would provide transportation between the terminal and the Main Street lot for employees and parking guests. Due to COVID-19, the Airport cannot anticipate when the parking demand will return. Therefore, it cannot currently determine when employees will need to relocate to a remote lot or when the Airport will open the remote lot to the public. Currently, the parking garages are running at approximately 50% capacity, and the Airport is using a benchmark of 75% capacity to determine when the Main Street lot would reopen for employee parking. This contract will enable the Airport to move quickly to provide remote lot shuttles if the need arises. Upon execution of the contract, it will take LAZ Parking four to five weeks to prepare the shuttles, obtain drivers, and initiate the service. This contract is a Sole Source agreement with LAZ Parking. The vendor is already on-site and has access to the shuttles that were used in the previous shuttle contract.

Robert Holden responded to Commissioner O'Reilly's questions regarding if the decision for a sole source contract was timing and if the \$3 million current year cost is a not-to-exceed amount. Robert Holden also responded to Commissioner Dvorak's question if the Airport will have a competitive bid process when it is close to an RFP. Assistant Airport Director Rick Francis responded to Vice Chair Ashland's question regarding why the Airport has not consolidated this service into one Agenda Staff Report rather than three. Rick Francis and Robert Holden provided the Commission with further clarification of the contract costs, the increase in costs, and the competitive bid process.

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

**3. APPROVE AIRLINE LEASE WITH AIR CANADA (ASR 21-000691)** – Assistant Airport Director Rick Francis presented the Airline Lease with Air Canada to the Airport Commission. Air Canada was on

the Airport's waiting list and selected to start service before COVID-19. With the restrictions of flights to Canada, the service was temporarily paused. Air Canada is now scheduled to commence service to Vancouver from the Airport beginning October 2, 2021. To begin, they will operate one flight a day, and there may be additional capacity available later. Eric Freed, Deputy Airport Director, Public Affairs, stated that an air carrier on the new entrant waiting list has to perform an aircraft noise test consisting of five arrivals and five departures to verify the carrier knows how to operate at John Wayne Airport (JWA). JWA reviews the aircraft specifications to verify it will meet all of the noise requirements. Since Air Canada performed a noise test when it previously operated at JWA in 2010, an administrative qualification for the aircraft will be approved. Air Canada will also be operating an aircraft that is one of the quietest in the fleets today, a 737-800 Max. Air Canada's paperwork indicates the use of Noise Abatement Departure Procedure (NADP) 2 but they may switch to NADP 1. Air Canada will be pre-clearing, so they will not be going through Customs and Border Protection here and will be doing all of that in Canada. Air Canada's flights in and out of JWA will be operating as domestic flights.

Eric Freed responded to Vice Chair Ashland's question clarifying that a former incumbent wanting to return would go to the bottom of the new entrant waiting list but may be selected only if those carriers above them chose to pass. Eric Freed responded to Commissioner Dvorak's questions regarding if it was JWA's goal to increase international commercial flights and if JWA could pick the aircraft a carrier would fly. Rick Francis responded to Commissioner Dvorak's question regarding if the length of this new lease is typical with new airlines coming into JWA. Vice Chair Ashland requested an update of the noise profiles for the newest commercial aircraft fleet. Real Estate Manager Evanna Barbic responded to Commissioner O'Reilly's question regarding the projected revenue of the lease and why there was a drop-off in FY 2025-26.

PUBLIC COMMENT – Newport Beach Resident Jim Mosher stated that he is curious how Air Canada got through the waitlist so quickly and would like to know why the Agenda Staff Report has the Board listed to authorize one average daily departure for the remainder of the current plan year when back in November the Board already authorized the overall capacity plan of one annual average daily departure for Air Canada. He asked if that previous authorization from November expired. Jim Mosher also stated that he read Air Canada's lease, and it mentioned areas for exclusive use and shared areas. He asked about the use of the airport apron and stated the previous contract Air Canada had back in 2010, all airlines would share the apron as a common area. He stated the current lease states in multiple places that it is for exclusive use and the diagram in Exhibit C shades an entire area under the landing bridges and does not mention how many square feet will be leased by Air Canada specifically. Jim Mosher asked if that was a mistake on the lease and wanted to know more about their plan and what other services Air Canada provides in this area.

Air Canada SNA Station Manager Lynne Burrow spoke to the Airport Commission in regards to the public comment and responded to Vice Chair Ashland's question regarding how many flights Air Canada has in southern California. Lynne Burrow stated Air Canada has seven flights into Los Angeles, one into San Diego, and one daily into Palm Springs beginning October 30. Air Canada only flies directly from Canada to one U.S. city. Upon landing in the U.S., Air Canada cannot land in another city and continue on. Beginning October 2, 2021, Air Canada will start with four weekly flights initially into JWA, which will go up to five by December. By January 10, 2022, that will go up to daily flights. Real Estate Manager Evanna Barbic responded to the public comment regarding the apron space. Barbic stated she believes the equipment out on the apron space is measured twice a year, or the square footage possibly occupying on the apron space is identified. That is submitted to the JWA Finance team, which is calculated for the rates and charges. Although Exhibit C identifies the entire apron area, each airline submits, and the airlines are charged according to how much space they actually use. Rick Francis further clarified that JWA is a common use airport, and airlines do not have exclusive rights to gates and apron space, so anybody can use any part, and they are not locked into any space. The spaces the airlines are locked into are the airline ticketing and baggage offices. Francis responded to Vice Chair Ashland's question regarding if additional ticketing counter space would be available to an airline should travel begin to pick up.

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

4. **SUMMARY OF RELEVANT ACTIONS BY THE BOARD OF SUPERVISORS (Board)** – Rick Francis stated that on August 10, 2021, the Board approved as recommended the amendment and extension for shuttle maintenance, repair, and support services with LAZ Parking, as well as the consultant contracts for maintenance task facilitation and support with the JOA Group and Woolpert.

**5. ADDITIONAL BUSINESS**

A. PUBLIC COMMENTS – None

B. AIRPORT DIRECTOR COMMENTS – Rick Francis shared with the Airport Commission that passenger traffic for the week of July 18 – 24 was a peak week, and JWA was at about 93-94% compared to 2019 numbers. Since then, JWA has seen a minor decline, which the Airport believes is attributed to school starting and was expected to decline late summer into the fall. Projection numbers are still unknown for September and October because business travel is not expected to return immediately.

C. AIRPORT COMMISSION COMMENTS – None

6. **ADJOURNMENT OF PUBLIC MEETING** The meeting adjourned at 5:43 pm.

Respectfully submitted

Elizabeth Gallegos, ASR Manager