

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

**MINUTES OF REGULAR MEETING**

February 16, 2022

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

**COMMISSIONERS ABSENT:** None

**STAFF PRESENT:** Rick Francis, Interim Airport Director  
Carolyn Khouzam, Deputy County Counsel  
Mark Sanchez, Deputy County Counsel  
Evanna Barbic, Interim Deputy Airport Director, Business Development  
Sheryl Bisogno, Real Property Agent III, Business Development  
Kyle Kotchou, Deputy Airport Director, Facilities Development  
Lea Choum, Planning Manager, Facilities Development  
Stephanie Gunawan-Piraner, Airport Engineering Manager, Facilities  
Jeannette Grieco, Administrative Manager, PM Control Analyst  
Elizabeth Gallegos, ASR Manager, Finance Administration

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

**PLEDGE OF ALLEGIANCE:** Commissioner Junor 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 January 19, 2022, were approved as written.

**3. APPROVE SECOND AMENDMENT TO FIXED BASE OPERATOR LEASE WITH CLAY LACY AVIATION (ASR 22-000036)** Interim Deputy Airport Director of Business Development Evanna Barbic presented the Second Amendment to the Fixed Base Operator Lease with Clay Lacy Aviation to the Airport Commission. During the discussions between Clay Lacy and the Orange County Sheriff's Department (OCSD), OCSD realized that some of their needs and requirements regarding the development changed, and they requested to scale back in size. Due to the change in OCSD's space requirements, Clay Lacy decided minor modifications to the site plan were necessary. The Second Amendment replaces the site plan that Clay Lacy originally submitted during their Lease award in the fall of 2020. The OCSD location in the original site plan was a dedicated facility. With this new site plan, the space allocated for OCSD will no longer be in an exclusive use building but is proposed to be part of a community hangar. The amended site plan does not present any substantive impacts to what was initially studied in EIR 627. Planning Manager Leah Choum provided the Commission with a summary of the environmental requirements needed to proceed with construction. Over the past year, the Airport has worked with the Federal Aviation Authority (FAA) to meet the first step of the federal approval process: the Section 163 review. Now that the FAA has decided that it has the authority to review this development, the next step is to submit the National Environmental Protection Act (NEPA) documentation.

Interim Airport Director Rick Francis and Evanna Barbic responded to the Commission's questions relative to the need for the change in the site plan and any other options that were explored. Lea Choum responded to the Commission's questions regarding whether Clay Lacy could now move forward and the difference between Categorical Exclusion (CATEX) and Categorical Exemption (CE). Evanna Barbic responded to questions regarding ground support equipment on the apron and if this apron space could be used for any other purpose in the future.

Scott Cutshall, Senior Vice President, Development and Sustainability of Clay Lacy, responded to the Commission regarding the difference between the apron space dedicated for based aircraft versus transient aircraft and the impact of this new site plan on transient aircraft in the apron area.

Commissioner Dvorak stated that the addition of one based jet could increase general aviation operations by 561 average annual operations, which represents a 0.3% increase and is significant to the communities surrounding the Airport. A previous request had been made that, when applicable, a section on community impacts be included in the Agenda Staff Report (ASR), and Commissioner Dvorak believes this topic falls under this request.

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

**4. SUMMARY OF RELEVANT ACTIONS BY THE BOARD OF SUPERVISORS (Board)** – Interim Airport Director Rick Francis stated that on January 18, 2022, the Board approved the Contract for Custodial Services with Flagship.

**5. ADDITIONAL BUSINESS**

A. PUBLIC COMMENTS – None.

B. AIRPORT DIRECTOR COMMENTS – Interim Airport Director Rick Francis spoke to the Commission regarding the GAIP community meeting on February 10, 2022. Due to an error by Airport staff, the meeting details may not have gone out to the entire Commission in a timely manner. Interim Airport Director of Business Development Evanna Barbic passed out the presentation of what was discussed to the Commission.

C. AIRPORT COMMISSION COMMENTS – Commissioner Junor asked Airport staff when the Settlement Agreement expires. Commissioner Dvorak thanked Rick Francis and Airport staff for hosting the GAIP Community forum. Commissioner Clarey stated he was not aware of the GAIP Community meeting and asked Airport staff why he received short notice and the reason for the meeting. Commissioner Junor asked for an update on the car rental area.

**6. ADJOURNMENT OF PUBLIC MEETING** The meeting adjourned at 5:45 p.m.

Respectfully submitted

Elizabeth Gallegos, ASR Manager