

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

MINUTES OF REGULAR MEETING

July 6, 2022

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

COMMISSIONERS ABSENT: Bert Ashland

STAFF PRESENT: Charlene Reynolds, Airport Director
Rick Francis, Assistant Airport Director
Mark Sanchez, Deputy County Counsel
Komal Kumar, Deputy Airport Director, Finance Administration
Evanna Barbic, Interim Deputy Airport Director, Business Development
Steven Pappa, IT Manager
Sheryl Bisogno, Real Property Agent III
Elizabeth Gallegos, ASR Manager, Finance Administration

CALL TO ORDER: Vice Chair Clarey 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 June 15, 2022, were unanimously approved.

2. RENEW AMENDMENTS FOR AIRPORT FACILITIES SUPPORT SERVICES (ASR 22-000589)
Interim Deputy Airport Director of Business Development Evanna Barbic presented the Airport Facilities Support Services Amendments to the Airport Commission. Amendment No. 1 would authorize the Contract renewal with AECOM Technical Services, Inc. (AECOM) for one year for On-Call Support Services with GAIP projects. Amendment No. 2 would authorize the Contract renewal with Butier Engineering, Inc. (Butier) for one year for On-Call Support Services with Tenant-Improvement projects at the Terminal.

Commissioner Junor asked what the reporting structure would be and if an FBO is considered a tenant. Evanna Barbic responded that these contracts will be reporting to her for now as most of the work will be for tenant improvement projects and coordinated through the Concessions team and Aviation team in Business Development. Evanna explained that Butier would focus on concessionaires at the Terminal, and AECOM would primarily focus on the General Aviation Improvement Program (GAIP) for the development of the FBOs. Evanna also discussed the process of a tenant submitting a tenant project request. Commissioner Junor addressed his concerns with staff that projects are taking a long time to be completed.

Commissioner O'Reilly asked if the contracts would also be for construction management and if the contracts would provide services where County staff is not available. Evanna responded to Commissioner O'Reilly's question and stated that the contracts would provide some assistance with tenant improvement project coordination. Some examples would be attending safety meetings, pre-construction meetings, and facilitating compliance with the FAA or TSA. Evanna also stated that these contracts would provide nighttime services that the Airport does not have staff for.

Commissioner Dvorak asked when the Commission will start receiving regular reports on concessions and GAIP projects. Airport Director Charlene Reynolds responded and stated that the Airport can agendaize these topics to present to the Commission on a schedule that the Commission would like.

Commissioner Dvorak also asked staff to clarify the budget for the contract and budget category. Evanna Barbic stated that the contracts are budgeted and introduced Deputy Airport Director of Finance Administration Komal Kumar. Komal responded to Commissioner Dvorak's question and stated these contracts are budgeted under Professional Services and the budget is \$1.5 Million for the upcoming fiscal year. Commissioner Dvorak asked how the Airport arrived at the figures in the budget and what it's comprised of. Komal and Evanna shared forecast spreadsheets with the Commission for Butier and AECOM. Commissioner Dvorak asked Airport staff what the golf course development is. Evanna stated that since December 2020, the golf course has operated on a month-to-month lease, due to the pandemic. While they have been permitted to operate on a month-to-month basis, JWA will issue an RFP for the redevelopment and management of the golf course in the coming months.

Vice Chair Clarey asked what part of the forecasted spreadsheet is part of the GAIP. Evanna responded to Vice Chair Clarey and stated that AECOM would be providing services for GAIP. Vice Chair Clarey addressed his concerns about the lengthy process and overall costs for GAIP. Evanna provided the Commission with a GAIP update and stated that the anticipated construction date is January 2023 if there are no delays.

Commissioner O'Reilly asked staff to clarify if all of the construction on the westside would be completed before ACI Jet could commence its design or development. Evanna stated that Clay Lacy and Jay's would need to be completed with their development before ACI Jet can commence construction. Commissioner O'Reilly also asked if the Airport has received feedback on the CAT-EX. Evanna responded that the Airport received an update from the FAA and they are hopeful to provide comments by mid-July.

Commissioner Junor asked how the FBO businesses are doing. Evanna responded to Commissioner Junor and stated that the FBOs operations are very strong. Airport staff have monthly meetings with the FBOs and have not received any complaints.

Commissioner Dvorak asked if the services in these contracts were ever provided in-house. Assistant Airport Director Rick Francis responded to Commissioner Dvorak's question and stated that when JWA had a Facilities and Engineering division some of the work was completed by JWA staff. Butier has provided JWA with services for several years performing Owner's Representative work. Rick stated that construction management work is now provided by OC Public Works. Butier provides the overnight work and coordination between Operations, the Sheriff's Department, and other parties. The benefit of having this contract is having not-to-exceed amounts that can be used only when needed.

Vice Chair Clarey asked if the contracts have come under the approved amounts in the past years. Komal Kumar stated that in the last fiscal year the contract amount for Butier was fully spent. Due to the GAIP delay in the last fiscal year, the amount spent for AECOM was \$300,000 below the total contract amount of \$924,800.

AECOM Vice President and Project Manager, Matt Ulukaya, stated that AECOM has been assisting John Wayne Airport (JWA) since 2016 on the GAIP program and were part of the Environmental Impact Report (EIR) team. Matt stated that the process is moving and in the implementation phase and AECOM feels fortunate to continue assisting JWA staff. AECOM brings a lot of specialty subject matter experts that can be provided to support the Airport on an as-needed basis.

Butier Senior Construction Administrator Ambi Thurai stated that Butier will be reporting to Evanna Barbic and assisting with overnight work at the Terminal. There will be three Butier site coordinators assigned to JWA for this contract. Butier sends Business Development daily reports of work completed.

Commissioner Clarey made a motion to deny. There was not a second.

On Commissioner Dvorak's motion to approve and Commissioner Junor's second, this item passed 3 – 1, Vice Chair Clarey voted no.

3. SUMMARY OF RELEVANT ACTIONS BY THE BOARD OF SUPERVISORS (Board) Airport Director Charlene Reynolds stated that on June 28, 2022, the Board Approved as Recommended, Amendments No. 3 for Architect-Engineer On-Call Environmental Program.

4. ADDITIONAL BUSINESS

- A. PUBLIC COMMENTS – Newport Beach Resident Jim Mosher submitted a Public Comment regarding Items #1 and #2 in advance of the meeting that the Airport Commission reviewed.
- B. AIRPORT DIRECTOR COMMENTS – Airport Director Charlene Reynolds stated there was very robust travel at the Airport leading up to the 4th of July holiday. Travel peaked and JWA experienced very limited impact with flight cancelations and delays.
- C. AIRPORT COMMISSION COMMENTS – Commissioner O'Reilly asked if there was an update on the 5G issue that Airport staff could provide. Airport Director Charlene Reynolds stated that staff will look into the issue and can provide information to the Commission at the next meeting or through a follow up memo.

6. ADJOURNMENT OF PUBLIC MEETING The meeting adjourned at 5:52 p.m.

Respectfully submitted,

Elizabeth Gallegos, ASR Manager