

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

**MINUTES OF REGULAR MEETING**

August 17, 2022

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

**COMMISSIONERS ABSENT:** John Clarey, Bert Ashland

**STAFF PRESENT:** Charlene Reynolds, Airport Director  
Christine Nguyen, Deputy County Counsel  
Komal Kumar, Deputy Airport Director, Finance Administration  
Scott Hagen, Deputy Airport Director, Operations  
Robert Holden, Landside Operations Manager  
Melinda McCoy, Environmental Resources Manager  
Eric Freed, Deputy Airport Director, Public Affairs  
Nikolas Gaskins, Access & Noise Manager  
Marisa Unvert, Communications Manager  
AnnaSophia Servin, Public Information Officer  
Joel Aguilar, Customer Relations Manager  
Elizabeth Gallegos, ASR Manager

**CALL TO ORDER:** Commissioner Dvorak called the meeting to order.

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

**1. APPROVAL OF MINUTES:** On Commissioner Junor's motion and Commissioner Dvorak's second, the Regular Meeting minutes of July 20, 2022, were unanimously approved.

**2. APPROVE AMENDMENT NO. 2 TO CONTRACT FOR TRAFFIC SIGNAL MAINTENANCE SERVICES (ASR 22-000494)** OC Public Works Traffic & Development Support Manager Denis Bilodeau presented the Amendment to the Traffic Signal Maintenance Services Contract to the Commission. OC Public Works designs and maintains 70 traffic signals for unincorporated roads of Orange County, including 11 onsite traffic signals at John Wayne Airport (JWA). This contract was competitively bid three years ago and awarded to the lowest price qualified vendor Bear Electric. The contractor is on-call 24/7 and carries a large inventory of traffic signal products available for immediate support. This Amendment is to renew the contract for one year and increase the contract amount by \$325,000.

Commissioner O'Reilly asked why the contract was not procured for a longer term. Denis responded and stated that County procurement rules have to be followed, which allows an initial three-year term and the option to renew for two additional one-year terms. This Amendment is to approve year four of the contract, leaving one additional year to renew. Afterward, the contract cannot be renewed, and OC Public Works will go out for bid for these services. Commissioner O'Reilly also asked why this item was brought to the Airport Commission to review. Denis stated that service for the 11 onsite traffic signals is being paid by JWA and believes he was asked to present this item for that reason. Commissioner Dvorak asked what loop cutting and Fund 115 is. Denis responded that vehicle detection loops detect vehicles passing or arriving at a certain point. Loop cutting involves cutting into the asphalt to install sensors and circuitry that is used to monitor traffic presence and flow and then resealing the surface. This can occur when a street is repaved. Denis also responded to Commissioner Dvorak's question regarding Fund 115 and stated that it is the County's Road Fund.

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

- 3. PRESENTATION Public Affairs Update:** Deputy Airport Director of Public Affairs Eric Freed presented a divisional update to the Commission. Public Affairs is comprised of five functional areas that include Access and Noise, Communications, Customer Relations, Media Relations, and Government Relations. The Access and Noise team are currently working on the 2023 Plan Year capacity allocation process that will be brought to the Commission on September 21, 2022, and to the Board of Supervisors for approval on October 18, 2022. A new program that JWA just launched is Fly Friendly. Fly Friendly is a voluntary program to address community concerns to reduce noise and emissions by General Aviation jets. More information is available at [ocair.com](http://ocair.com). The Public Affairs team has also been working on community outreach by participating in events throughout the year where JWA staff meets with the community and answers questions. This year's events have included Hoag Classic, Costa Mesa Fish Fry, and in October, Tustin Tiller Days. In the future, educational mail will be going out highlighting JWA's contributions and accomplishments, and 6,600 people have already signed up directly on JWA's website to receive electronic quarterly newsletters/blogs. A new interactive directional terminal map was demonstrated to the Commission that will become available to access through a mobile device, computer, or laptop from JWA's website. Additional customer relations and guest experience projects include Helping Hands, personalized assistance for passengers with hidden and other disabilities, "It's Cool to Fly American!" a rehearsal of the entire air travel process – from parking to plane, Make-a-Wish® "Trips that Transform" a month-long campaign held in August to raise donated miles to assist in granting travel wishes, "Fun in the Sun!" guest outreach, and JWALive performances throughout the Terminal. Also, every two years, Public Affairs conducts a passenger survey. This two-part survey will be conducted with guests in person and online.

Commissioner Junor requested a status on the Settle Agreement. Airport Director Charlene Reynolds stated that the Settlement Agreement extends through 2030, and discussions on the next iteration will begin in late 2025 or early 2026. Commissioner Dvorak asked staff where the live stream video introducing the Fly Friendly would be available to view. Eric Freed responded that it is available on JWA's Facebook page. Commissioner O'Reilly asked where the idea of naming the Fly Friendly program originated, as "Fly Friendly" is the motto of Fullerton Municipal Airport. Eric stated that a working group came up with the name. Commissioner Dvorak thanked JWA staff for their time and hard work on the Fly Friendly program over the past several months.

- 3. RENEW CONTRACT WITH LAZ PARKING CALIFORNIA, LLC FOR SHUTTLE SERVICES (ASR 22-000402)** Landside Operations Manager Robert Holden presented the Contract Renewal for Shuttle Services to the Commission. JWA is requesting to renew the sole source contract with LAZ Parking California, LLC (LAZ Parking), effective October 1, 2022, through March 31, 2024, to not exceed \$6,144,738. The shuttles are used primarily to transfer employees and public passengers to and from the Main Street Lot and the Terminal. This contract will be used in the interim until the next Parking and Shuttle Request for Proposal (RFP).

Commissioner Dvorak submitted questions to JWA staff before the meeting and requested that the questions be added to the Minutes as an attachment (Attachment A). Commissioner O'Reilly asked if Air Quality Management District (AQMD) is driving the change to electric shuttles. Environmental Resources Manager Melinda McCoy stated that the California Air Resources Board has requested that by 2027 all airports in the state need to have 33 percent of their shuttle fleet electric. Commissioner O'Reilly asked if JWA aims to be 50 percent electrified by next year and where the grant funding for electric shuttles is coming from. Melinda stated that JWA has ten active shuttles, and five will be electric by next year. The grant funding is the Zero Emissions Vehicle Grant from the Federal Aviation Administration (FAA), and JWA estimates to receive funding of approximately 80 percent. Commissioner O'Reilly asked if JWA will go out for an RFP in the spring and if there is a contingency plan if the infrastructure for the electric shuttles is not ready. Robert stated that JWA will go out for an

RFP in the fall of 2022. The infrastructure for the shuttles is scheduled to be installed in the spring to summer of 2023. This renewal contract is for 18 months rather than one year, allowing additional time for the installation and infrastructure if needed. Commissioner O'Reilly asked if AQMD would issue a penalty for not meeting the deadline. Melinda stated that JWA has a voluntary agreement with AQMD. If a reasonable faith effort is made to meet the deadline, then she believes there will be no penalty since the request to switch over to electric shuttles is not a regulation yet. Commissioner Junor asked if JWA has received any feedback from the public on these services. Robert stated that our current shuttle operator LAZ Parking submits monthly reports to him and JWA's Customer Relations Manager regarding any feedback or complaints for parking, valet, employee shuttle, and courtesy shuttle services. In general, there is no feedback received from parking and courtesy shuttle guests. There are usually a few regarding valet and quite a few complaints regarding employee shuttle services. The employee shuttle complaints are typically regarding parking in the Main Street Lot. Commissioner O'Reilly asked if the County Fleet department would maintain the electric shuttles. LAZ Parking General Manager Mehran Torkzadeh stated that LAZ Parking has experience working with the electric shuttles at Sacramento Airport. Mehran said they are in regular contact with their managers at Sacramento Airport and have inquired about the shortfalls with electric shuttles. He stated there are minimal complaints compared to CNG-fueled shuttles, and the feedback is regarding regular wear and tear, such as the tires and brakes. Commissioner Junor asked how many electric buses have been purchased by JWA. Deputy Airport Director of Operations Scott Hagen stated that five electric buses had been purchased. Three are already onsite, and an additional two are on their way.

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

- 4. SUMMARY OF RELEVANT ACTIONS BY THE BOARD OF SUPERVISORS (Board)** Airport Director Charlene Reynolds stated that on July 26, 2022, the Board Approved, as Recommended, the Bylaws for Boards, Commissions, and Committees. On August 9, 2022, the Board Approved as Recommended to Renew the Amendments with AECOM and Butier for Airport Facilities Support Services and the Contract with Mosaic451, LLC for Managed Security Services.

**5. ADDITIONAL BUSINESS**

A. PUBLIC COMMENTS – None

B. AIRPORT DIRECTOR COMMENTS – Airport Director Charlene Reynolds shared the sentiments of Commissioner Dvorak regarding the Fly Friendly program. Charlene stated that it was a massive uplift of many stakeholders and staff and a job well done. Charlene also reminded anyone wishing to donate their airline miles to do so to the Make-A-Wish® Trips that Transform campaign.

C. AIRPORT COMMISSION COMMENTS – Commissioner Dvorak asked about the Airport Noise Committee and stated that it should be formed at some point. Commissioner Dvorak also requested if Access and Noise Manager Nick Gaskins could attend an Airport Commission meeting to give an overview of the allocation process. Airport Director Charlene Reynolds stated that this could be agendized for an upcoming meeting. Commissioner Dvorak also asked if a presentation could be given on the overall procurement process. Charlene stated that JWA staff could provide the Commission with a future procurement presentation that will give an overview of the solicitation process, how the scope of work is developed, the award of the contract, and how the number of years are determined for the first term and the extension period. Commissioner Dvorak also asked if the Commission would have regular updates on the general aviation improvement project. Charlene stated that the Commission will continue to receive regular updates of the various programs at JWA. Commissioner O'Reilly asked how the multiple contracts are managed at JWA. Charlene stated that JWA is working on software for a global solution and working on improving this process. Commissioner O'Reilly asked if possible to have contracts

coincide so that JWA can bring more than one item to the Commission at a time. Charlene stated that JWA would review that process as well.

**6. ADJOURNMENT OF PUBLIC MEETING** The meeting adjourned at 6:10 p.m.

Respectfully submitted,

Elizabeth Gallegos, ASR Manager

**From:** Susan Dvorak <[susan\\_dvorak@hotmail.com](mailto:susan_dvorak@hotmail.com)>  
**Sent:** Tuesday, August 16, 2022 2:55 PM  
**To:** Gallegos, Elizabeth [JWA] <[EGallegos@ocair.com](mailto:EGallegos@ocair.com)>  
**Cc:** Francis, Rick [JWA] <[RFrancis@ocair.com](mailto:RFrancis@ocair.com)>; Reynolds, Charlene <[CReynolds@ocair.com](mailto:CReynolds@ocair.com)>  
**Subject:** Airport Commission Possible Questions

Good afternoon Elizabeth,

I have listed a few questions below pertaining to the contracts included in our Airport Commission Agenda which I may ask staff about on Wednesday evening. I do not expect anyone to respond directly to this email with answers. Please pass this along to the appropriate staff member(s). Feel free to add my questions to the Agenda packet if that is required.

**LAZ:**

- Does JWA own two total shuttles or are there more?

When LAZ was directed to cease shuttle operations due to Covid, JWA elected to purchase two CNG shuttles from LAZ and have them provide basic maintenance and drivers on an as-needed basis. We did this in order to have emergency transportation available for movement of passengers from disabled aircraft and for special tours such as job walks, Grand Jury AOA tour, other authorized tours.

JWA owns three 29-passenger Proterra electric buses. We anticipate receiving two additional Proterra busses in September.

- How many of those JWA-owned shuttles are electric vehicles?  
All three of them, presently.
- Are any of the JWA-owned electric shuttles in use or are we awaiting charging stations before any of them can be used?  
None of the busses are in use and yes, we are awaiting charging station installation as well as information via Request for Information (RFI) as to how electric shuttle maintenance services may be arranged based on operator experience and current practices.
- Are we applying for grants to obtain additional electric shuttles?  
Yes, we intend to pursue additional grant opportunities for smaller shuttles that can be used to service the Main St public passenger route. Under AQMD, we are required to be at least 80% electrified by 2031.

Side note: The 29-passenger Proterra busses cost \$900K. The grant we were awarded covers 80% of the cost for each of the five shuttles (~\$3.6M grant).

- What is the end-goal of acquiring electric shuttles? i.e.: Do we want to own our own fleet of electric shuttles? **JWA did not seek to own our shuttles. It is a result of taking advantage of a generous grant funding opportunity that required the shuttles to be airport-owned. Pending AQMD and CARB environmental requirements were also factored in.**
- Is it more cost-effective to own our own shuttles or to outsource shuttles? **JWA will be positioned to pay an operator hourly rates just for drivers where we have historically paid an hourly rate that factors in the high cost of the shuttle fleet itself. We don't have a sense of exact costs until we get RFP responses.**
- Do any shuttle service providers currently have electric shuttles in their fleets, or will they be purchasing electric vehicles in the future? **Sacramento and San Diego are two examples. Ontario is planning it (Proterra). All airports will eventually go electric.**
- Roughly how many shuttle providers are reasonably available for JWA to choose from in the future (when the new RFP is posted)? **Most all of the major parking management firms offer shuttle services. The larger players are LAZ Parking, Parking Concepts, Inc (PCI), ABM, Ace Parking, and Parking Company of America (PCA). There are a few more companies that offer transportation only.**
- Why will valet parking services be included (along with shuttle services) in the new RFP, rather than separated out to a different provider?

**In the past, JWA has had separate and combined contracts for shuttles, valet, and public parking management.**

**We believe that there are advantages from a cost, staffing, and communications standpoint when there is one operator who can utilize staffing resources across the entire operation. We believe bids come in under sharper pencils that way. It also avoids the need for additional office facilities on JWA property when two or more operators exist.**