



ORANGE COUNTY AIRPORT COMMISSION  
AIRPORT COMMISSION HEARING ROOM  
3160 AIRWAY AVENUE  
COSTA MESA, CA 92626

**MINUTES OF REGULAR MEETING  
AUGUST 2, 2023**

**COMMISSIONERS PRESENT:** Susan Dvorak, Chair, Fifth District  
P. Alberto Sandoval, Commissioner, First District  
Bruce Junor, Commissioner, Third District  
Brendan O'Reilly, Vice Chair, Fourth District

**COMMISSIONERS ABSENT:** Sal Tinajero, Commissioner, Second District

**AIRPORT STAFF PRESENT:** Charlene Reynolds, Airport Director  
Komal Kumar, Interim Assistant Airport Director  
Mark Sanchez, Deputy County Counsel  
Christine Nguyen, Deputy County Counsel  
Hector Gomez, Interim Deputy Airport Director, Finance  
Elizabeth Gallegos, ASR Manager

**CALL TO ORDER:** Chair Dvorak called the meeting to order

**PLEDGE OF ALLEGIANCE:** Vice Chair O'Reilly led the assembly in the Pledge of Allegiance

- 1. APPROVAL OF MINUTES:** On Chair Dvorak's motion and Commissioner Junor's second, the Regular Meeting Minutes of July 5, 2023, were approved by a unanimous vote.
- 2. APPROVE CONTRACT FOR MAINTENANCE MANAGEMENT INTEGRATION SERVICES (ASR 23-00618)**

Recommended Action: Authorize the County Procurement Officer or Deputized designee to execute contracts for Maintenance Management Integration Services with AirDev, Inc. and Efficient BPM LLC, effective upon execution of all necessary signatures for a term of three years, in an aggregate amount not to exceed \$1,050,000, with the option to renew for two additional years upon Board of Supervisors approval.

Airport Director Charlene Reynolds stated that this is a countywide contract that John Wayne Airport may use later. Airport funds will not be used for this contract at this time. However, the Airport plans to use this service in the future for the Airport's capital improvement projects.

OC Public Works Deputy Director of Administrative Services Zac Henson responded to questions from the Airport Commission and discussed the computerized maintenance management services the contract will provide for the County. Zac stated this particular contract is not intended for Airport Services and will be used by OC Public Works vertical construction and road and flood teams. If the Airport needs to utilize this contract, it may.

The following is the action taken by the Orange County Airport Commission: Item No. 2 was approved by a unanimous vote.

APPROVE  OTHER  DENIED

Unanimous (1) Sandoval: Y (2) Tinajero: X (3) Junor: Y (4) O'Reilly: Y (5) Dvorak: Y  
Vote Key: Y=Yes; N=No; A=Abstain; X=Excused

**3. APPROVE AMENDMENTS TO CONCESSION LEASES (ASR 23-000616)**

Recommended Action: Approve and execute Amendment Number Two to the Wireless Public Internet Access and Distributed Antenna System Agreement with Concourse Communications Group, LLC to provide concession rent relief of \$41,877, pursuant to the Coronavirus Response and Relief Supplemental Appropriations Act and American Rescue Plan Act grants administered by the Federal Aviation Administration; Approve and execute Amendment Number Three to the Advertising Concession Lease with Lamar Airport Advertising Co. to provide additional concession rent relief of \$1,063,772 pursuant to the Coronavirus Response and Relief Supplemental Appropriations Act and American Rescue Plan Act grants administered by the Federal Aviation Administration; Approve and execute Amendment Number Five to Specialty Concession Lease with Hojeij Branded Foods, LLC, to provide concession rent relief of \$65,905 pursuant to the Coronavirus Response and Relief Supplemental Appropriations Act and American Rescue Plan Act grants administered by the Federal Aviation Administration; Approve and execute Amendment Number Six to the News and Gift and Specialty Retail Concession Lease with John Wayne NG-AC JV and provide additional concession rent relief of \$873,362 pursuant to the Coronavirus Response and Relief Supplemental Appropriations Act and American Rescue Plan Act grants administered by the Federal Aviation Administration; Approve and execute Amendment Number Seven to the News and Gift and Specialty Retail Concession Lease with Paradies-OC, LLC to provide additional concession rent relief of \$313,425 pursuant to the Coronavirus Response and Relief Supplemental Appropriations Act and American Rescue Plan Act grants administered by the Federal Aviation Administration.

Interim Assistant Airport Director Komal Kumar presented the item and discussed the recommended action with the Airport Commission. Komal responded to questions from the Airport Commission regarding the concession tenant names and the allocations administered by the Federal Aviation Administration (FAA).

Airport Director Charlene Reynolds stated that these leases are set in place to pass along the rent relief received by the FAA to eligible concession tenants. Concession is a generic term for companies that do business at an airport and pay a percentage of rent.

The following is the action taken by the Orange County Airport Commission: On Chair Dvorak's motion and Commissioner Sandoval's second, Item No. 3 was approved by a unanimous vote.

APPROVE                       OTHER                       DENIED

Unanimous (1) Sandoval: **Y** (2) Tinajero: **X** (3) Junor: **Y** (4) O'Reilly: **Y** (5) Dvorak: **Y**  
Vote Key: Y=Yes; N=No; A=Abstain; X=Excused

**4. SUMMARY OF RELEVANT ACTIONS BY THE BOARD OF SUPERVISORS (Board)** Airport Director Charlene Reynolds stated that no JWA items were presented to the Board since the last meeting.

**5. ADDITIONAL BUSINESS**

A. PUBLIC COMMENTS – Newport Beach Resident Jim Mosher addressed his concerns about whether the Mitigation Monitoring and Reporting Program (Plan) from the 2014 Environmental Impact Report (EIR) is being properly followed by John Wayne Airport (Airport). Mosher stated there were a number of measures the Board of Supervisors committed to when they approved the Plan, such as to reduce the heat load by using light-colored cool pavement. Mosher also commented on the 12.5 million annual passengers estimated by Airport staff and announced at the last Airport Commission Meeting and stated that there was a commitment in the Plan not to increase the noise levels by more than a decibel. Mosher also commented on a commitment made by a previous Director to reduce the amount of travel by car to and from the Airport by providing convenient, secure bike racks for employees and the visiting public but could not find any information on the website.

Beaumont Resident Garth Newberry spoke to the Commission regarding the poor experience and encounter he received with an Orange County Sheriff's Deputy (OCSD) on June 18, 2023, when picking up a passenger. Newberry stated he wasn't aware of a Cell Phone Waiting Lot at John Wayne Airport and suggested that this information be provided to guests differently and friendlier in the future.

Airport Director Charlene Reynolds responded to the public comment and the Airport Commission's comments regarding better signage and stated she would pass on this incident information to Operations and OCSD.

- B. AIRPORT DIRECTOR COMMENTS – Airport Director Charlene Reynolds provided the Commission with Airport staffing updates and information regarding a Part 16 complaint filed. Charlene stated that she would provide an administrative report to the Commission on upcoming programs and other matters at a future meeting. Charlene also shared that Airport staff continues with concession evaluations and are currently reviewing proposals, and interviews will occur shortly thereafter.
- C. AIRPORT COMMISSION COMMENTS – Commissioner Junor requested a General Aviation Improvement Program (GAIP) update on Clay Lacy.

Charlene Reynolds stated that Clay Lacy has designed their facilities and is awaiting approval by the FAA of the Airport layout plan (ALP) and cannot start their project.

**6. ADJOURNMENT OF PUBLIC MEETING** The meeting adjourned at 5:40 pm.