



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

**MINUTES OF REGULAR MEETING**

**FEBRUARY 7, 2024**

**5:00 PM**

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

**COMMISSIONERS ABSENT:** None

**AIRPORT STAFF PRESENT:** Charlene Reynolds, Airport Director  
Komal Kumar, Interim Assistant Airport Director  
Mark Sanchez, Deputy County Counsel  
Christine Nguyen, Deputy County Counsel  
Richard Steele, Deputy Airport Director, Operations  
Eric Freed, Deputy Airport Director, Public Affairs  
AnnaSophia Servin, Manager, Public Relations, PIO  
Jason Villasenor, Airport Safety and Loss Control Manager  
Elizabeth Gallegos, ASR Manager

**CALL TO ORDER:** Chair O'Reilly called the meeting to order

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

**1. APPROVAL OF MINUTES:** On Chair Dvorak's motion and Commissioner Sandoval's second, the Regular Meeting Minutes of January 17, 2024, were approved as amended by a unanimous vote. Commissioners Tinajero and Junor were absent during Item #1.

**2. APPROVE AMENDMENT TWO WITH LAZ PARKING CALIFORNIA, LLC FOR SHUTTLE SERVICES (ASR 23-001141)**

Recommended Action: Authorize the County Procurement Officer or Deputized designee to execute Amendment Number Two to the sole source contract with LAZ Parking California, LLC, for Shuttle Services, to extend the term from March 31, 2024, to September 30, 2024, in a new total amount not to exceed \$8,924,738, for a revised cumulative contract total amount of \$13,021,230.

Deputy Airport Director of Operations Richard Steele discussed the existing contract terms and the reasons for extending the contract.

Richard Steele and Airport Director Charlene Reynolds responded to questions from the Commission regarding the Airport's postponement of using its electrical busses. OC Public Works Facilities Design & Construction Manager Justin Gollither updated the Commission on the electrical infrastructure delay. Richard responded to further questions regarding the Airport's plans to begin using the electrical busses after this six-month extension, the cost of the six-month contract extension with LAZ Parking, and how this contract is funded.

The following is the action taken by the Orange County Airport Commission: On Commissioner Dvorak's motion and Vice Chair Tinajero's second, Item No. 2 was approved by a unanimous vote. Commissioner Junor was absent during Item #2.

APPROVE                       OTHER                       DENIED

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

**3. APPROVE OC SPORTS COMMISSION 2023-2024 PARTNERSHIP TO COUNTY EVENTS CALENDAR (ASR 24-000078)**

Recommended Action: Approve the addition of the OC Sports Commission 2023-2024 Partnership to the County Events Calendar.

Public Relations Manager AnnaSophia Servin discussed the Recommended Action and the OC Sports Commission membership benefit to the Airport.

AnnaSophia responded to questions from the Commission regarding why the item requires Board approval.

Airport Director Charlene Reynolds discussed what the fee to the OC Sports Commission would provide and shared that the Airport is partnering with different chambers and sports commissions and in the future, the partnerships will include roadway banners and signage highlighting events throughout Orange County.

Vice Chair Tinajero requested a list of memberships the Airport sponsors.

The following is the action taken by the Orange County Airport Commission: On Chair O'Reilly's motion and Commissioner Sandoval's second, Item No. 3 was approved by a unanimous vote. Commissioner Junor was not present for the entire discussion of Item #3.

APPROVE                       OTHER                       DENIED

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

**4. AWARD CONTRACT FOR PRE-CONSTRUCTION FOR JWA TAXIWAYS A, D AND E RECONSTRUCTION (ASR 24-000028)**

Recommended Action: Award a contract to Flatiron West, Inc., to provide Construction Manager at Risk Pre-Construction Services for the John Wayne Airport Taxiways A, D and E Reconstruction Project, for a Guaranteed Maximum Price of \$1,179,559, effective upon execution of all necessary signatures; Authorize the Director of OC Public Works or designee to execute the Construction Manager at Risk Pre-Construction Phase Services contract with Flatiron West, Inc.; and make CEQA findings.

OC Public Works Facilities Design & Construction Manager Justin Gollhofer provided an overview of the contract for pre-construction services for pavement replacement of the Airport's most utilized taxiways.

Justin Gollhofer responded to the Commission's questions regarding the material that will be used for the pavement of the taxiways, how the replacement will occur while the Airport is operating, whether the vendor has worked at John Wayne Airport (JWA) before, what services this contract will cover, and the difference in the terminology of not to exceed and guaranteed maximum price.

Airport Director Charlene Reynolds responded to questions regarding concerns from the small plane community about construction occurring before the general aviation improvement program (GAIP) is finished. Charlene further explained that the taxiway project should have minimal impact on ACI Jet's current leasehold but stated that this project still has to go through the design process.

Deputy Airport Director of Operations Richard Steele responded to questions regarding the number of flight schools at JWA and provided the Commission with information on the Federal Aviation Administration's (FAA) Airport Design Standard for taxiways.

Vice Chair Tinajero discussed his concerns regarding the severe shortage of flight schools and construction being done while we wait for the FAA to respond to the Part 13 and 16 complaints filed against JWA.

Justin Gollhofer clarified that the leasehold lines were previously established with the taxiway project in mind.

Deputy County Counsel Mark Sanchez stated why JWA has to move forward with the taxiway project per FAA regulations.

The following is the action taken by the Orange County Airport Commission: On Vice Chair Tinajero's motion and Commissioner Junor's second, Item No. 4 was approved by a unanimous vote.

APPROVE                       OTHER                       DENIED

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

**5. PRESENTATION JWA Safety and Loss Control Accomplishments**

Deputy Airport Director of Operations Richard Steele presented the accomplishments of the JWA Safety and Loss Control team. The team was created in 2023 and consists of one Safety and Loss Control Manager, two Senior Safety Specialists, and one Staff Assistant. Richard highlighted the number of safety inspections completed in 2023, provided examples of unsafe conditions discovered during safety inspections, and discussed the near misses observed and corrected during safety inspections. Richard discussed other services the JWA Safety team provided for safety claims/lawsuits, ergonomics, and the training the safety team assigned to employees that was completed last year.

**6. 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.

**7. ADDITIONAL BUSINESS**

A. PUBLIC COMMENTS – None

B. AIRPORT DIRECTOR COMMENTS – Airport Director Charlene Reynolds notified the Commission that Airport staff continues to work with the airlines for early capacity withdrawals for 2024 to avoid late-year withdrawals. Charlene stated that the Access and Noise team can provide an update on the latest discussions in the upcoming month. Charlene also shared that there have been recent concession grand openings at the Airport, with a ribbon cutting at Sambazon Acai Bowls, Greenleaf Kitchen & Cocktails, and a soft opening at TAPS Fish House & Brewery.

C. AIRPORT COMMISSION COMMENTS – Commissioner Dvorak requested a General Aviation Noise Ordinance (GANO) presentation be given to the Commission at a future meeting and asked staff to provide information regarding the advanced air mobility (AAM) services at Clay Lacy.

Airport Director Reynolds responded to Commissioner Dvorak's question regarding AAM and stated that Clay Lacy has entered into agreements with Joby Aviation and Overair as part of Clay Lacy's Fixed Base Operator (FBO) redevelopment for future electric air mobility vehicles. Clay Lacy

intends to have two parking spaces for electric vertical take-off and landing (eVTOLs) aircraft. The FAA has not yet certified any eVTOLs, and Clay Lacy is preparing for the future.

**8. ADJOURNMENT OF PUBLIC MEETING** The meeting adjourned at 6:34 PM.