



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

JOHN WAYNE  
AIRPORT  
ORANGE COUNTY

**MINUTES OF REGULAR MEETING  
MAY 15, 2024  
5:00 PM**

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

**COMMISSIONERS ABSENT:** P. Alberto Sandoval, Commissioner, First District

**AIRPORT STAFF PRESENT:** Charlene Reynolds, Airport Director  
Komal Kumar, Assistant Airport Director  
Mark Sanchez, Deputy County Counsel  
Christine Nguyen, Deputy County Counsel  
Eric Freed, Deputy Airport Director, Public Affairs  
Nick Dinger, Government Relations Manager  
Elizabeth Gallegos, ASR Manager

**CALL TO ORDER:** Chair O'Reilly called the meeting to order at 5:01 pm

**PLEDGE OF ALLEGIANCE:** Vice Chair Tinajero led the assembly in the Pledge of Allegiance

1. **APPROVAL OF MINUTES:** On Commissioner Dvorak's motion and Commissioner Junor's second, the Regular Meeting Minutes of May 1, 2024, were approved by a unanimous vote.

2. **APPROVE 2024 CAPITAL IMPROVEMENT PROGRAMS AND SENATE BILL 1 PROJECT LIST (ASR 24-000247)**

Recommended Action: Approve the OC Public Works, OC Community Resources and John Wayne Airport 2024 Capital Improvement Programs.

OC Public Works OC Facilities Design & Construction Manager Justin Gollither gave the Commission an overview of the John Wayne Airport (JWA) Capital Improvement Program (CIP). Justin discussed the purpose of the CIP, the JWA CIP process, how the priority criteria are determined, the estimated future fiscal year project total, the planned three-year total, and the qualified future projects total. Justin discussed the priority projects currently underway and future phase plans.

Justin Gollither responded to questions from the Commission asking if fixed-base operators (FBOs) will be part of the CIP and clarified that exterior development projects like FBOs are not included in the CIP and only projects funded by JWA are included. Justin also responded that no Measure M funding will be used for any part of the CIP in response to a separate question. Justin discussed JWA's central utility plant improvements in response to a question about the power supply run on natural gas.

The following is the action taken by the Orange County Airport Commission: On Vice Chair Tinajero's motion and Chair O'Reilly's second, Item No. 2 was approved by a unanimous vote.

APPROVE  OTHER  DENIED

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

**3. AWARD AIRPORT EXECUTIVE-LEVEL PROGRAM MANAGEMENT SERVICES CONTRACT (ASR 24-000355)**

Recommended Action: Award a contract to PMG Executive Program Management, LLC for Executive-Level Program Management at John Wayne Airport and authorize the County Procurement Officer or Deputized designee to execute the Contract in an amount not to exceed \$4,200,000 commencing effective upon approval, for three years upon execution of all necessary signatures, with the option to renew for one additional two-year term upon Board of Supervisors' approval.

Airport Director Charlene Reynolds discussed the recommendation to award an Executive-Level Program Management contract to PMG Executive Program Management, LLC (Paslay Group) to bring on an owner's representative for the Airport. Paslay Group will work to assist John Wayne Airport (JWA) and OC Public Works staff with managing its complex \$711 million Airport Capital Improvement Program.

Charlene Reynolds responded to questions from the Commission on the selection process and stated that this was a competitive process done by a Request for Proposal (RFP). Charlene also responded to whether JWA plans are already underway to increase the million annual passenger (map) capacity and stated that the Airport has an opportunity in 2026 to increase its map capacity if certain mitigation efforts are met, which the Airport has not yet met.

Paslay Group Principal Jim Bennett spoke to the Commission, provided background information about the company, and discussed the company's experience and current projects in which they are assisting other airports. The Executive Program Management model provides owners with a small team of experienced, executive-level leaders who will provide program management advisory services for implementing airport capital development programs at JWA to ensure the Airport's success and minimize the impact on operations and the public.

Assistant Director Komal Kumar further explained that this Contract was not a Sole Source and was an RFP with four proposers. Paslay Group and Anchor Enterprises, LLC were rated as the top two, with Paslay Group scoring the highest.

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

APPROVE                       OTHER                       DENIED

Unanimous (1) Sandoval: X (2) Tinajero: Y (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 referenced the video screen to the contracts previously considered by the Airport Commission and subsequently Approved as Recommended by the Board on May 7, 2024.

**5. ADDITIONAL BUSINESS**

A. PUBLIC COMMENTS – None

B. AIRPORT DIRECTOR COMMENTS – None

C. AIRPORT COMMISSION COMMENTS – Chair O'Reilly shared that Fullerton Airport Day is on June 1, 2024.

**6. ADJOURNMENT OF PUBLIC MEETING** The meeting adjourned at 5:39 PM.