



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

JOHN WAYNE  
AIRPORT  
ORANGE COUNTY

**MINUTES OF REGULAR MEETING  
DECEMBER 4, 2024  
5:00 PM**

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

**COMMISSIONERS ABSENT:** Sal Tinajero, Vice Chair, Second District

**AIRPORT STAFF PRESENT:** Charlene Reynolds, Airport Director  
Mark Sanchez, Deputy County Counsel  
Richard Steele, Deputy Airport Director, Operations  
Richard Givens, Emergency Preparedness and Security Manager  
Elizabeth Gallegos, ASR Manager

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

**PLEDGE OF ALLEGIANCE:** Commissioner Dvorak 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 November 6, 2024, were approved by a unanimous vote.

**2. APPROVE AMENDMENT NUMBER FOUR FOR COGENERATION/CENTRAL UTILITY PLANT OPERATION (ASR 24-000465)**

Recommended Action: Authorize the County Procurement Officer or Deputized designee to execute Amendment Number Four to extend the contract and provide for extended, on-site coverage and an increase in hourly rates with Sterling Energy International, Inc. for Cogeneration/Central Utility Plant Operation, Maintenance & Environmental Compliance Services at John Wayne Airport, effective January 1, 2025, through December 31, 2027, in an amount not to exceed \$14,866,738, for a cumulative total amount not to exceed \$35,277,612.

OC Public Works Sr. Capital Projects Manager Robert Shipp presented Item #2 to the Commission with an overview of the contract-based and supplemental services. The recommended action seeks a three-year extension to support the duration of the P404 renovation project.

Robert Shipp responded to questions from the Commission regarding the timeline for rebidding the contract and whether the project would include the Capital Improvement Program (CIP). He clarified that the services will be put out for bid during the three-year extension, with a new contractor anticipated by the end of 2027. Robert confirmed that the contract would support the CIP. Additionally, he addressed a question about the expected lifespan of the Cummins natural gas generators, noting that the second phase of the P404 project will enter the design phase, with renovations incorporating newer technology scheduled to begin in 2028.

Airport Director Charlene Reynolds provided further clarification, stating that the CIP aims to replace the Central Utility Plant (CUP). As part of the design process, the Airport is evaluating future needs, including charging stations, electric vehicle tolls, and other requirements to shape the Airport's future. These considerations will be incorporated into the design to the greatest extent possible.

In response to additional questions regarding power provision during the temporary plant closure and the efficiency of maintaining the CUP, Robert Shipp explained that electrical power will be supplied directly by SoCal Edison (SCE) and that operating independently offers cost-effectiveness and reliability.

Commissioner Dvorak inquired about new County audits and whether contracts brought before the Airport Commission are subject to these audits. Airport Director Charlene Reynolds explained that the County conducts random audits of specific contracts each year and emphasized the proactive management of major contracts by Airport staff.

The following is the action taken by the Orange County Airport Commission: On Chair O'Reilly's motion and Commissioner Junor's second, 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 AMENDMENT NUMBER ONE FOR ARMED SECURITY GUARD SERVICES (ASR 24-000810)**

Recommended Action: Authorize the County Procurement Officer or Deputized designee to execute Amendment Number One to the Subordinate Contract with Universal Protection Service, LP dba Allied Universal Security Services for Armed Security Guard Services, effective February 1, 2025, through January 31, 2027, in an amount not to exceed \$8,018,664; Pursuant to Contract Policy Manual Section 3.3-113, authorize the County Procurement Officer or Deputized designee to exercise a contingency contract increase, not to exceed a total of 10 percent of the Contract amount for the first year of the Contract, for the entire term of the Contract, including renewals, and within the scope of work set forth in the Contract. The use of this contingency contract increase is subject to approval requirements established by the County Procurement Officer.

Emergency Preparedness and Security Manager Richard Givens presented Item #3 to the Commission, summarizing the contract modifications that account for the annual increases over the next two years.

Richard Givens responded to questions from the Commission regarding the nature of the security services, specifically whether they involve unarmed or armed guards, and the perspective of the OC Sheriff's Office on these services. He also provided information on the average salary for guards, the number of OC Sheriff deputies employed at the Airport, and explained TSA regulation 1542. Additionally, he clarified the conditions for a contingency contract increase, and the duration of the contractor's employment at the Airport.

Deputy Airport Director of Operations Richard Steele addressed questions regarding the contractor's DHS certification and the incorporation of the Orange County Preference Policy into the contract. He clarified whether the contractor is the sole provider of this certification and whether it limits the Airport's ability to engage with other contractors.

The following is the action taken by the Orange County Airport Commission: On Commissioner Sandoval's motion and Commissioner Dvorak'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 reported that on November 19, 2024, the Board approved Amendment Six for Passenger Loading Bridge and Baggage Services, as well as the Revised Rates for Automobile Parking at John Wayne Airport.

**5. ADDITIONAL BUSINESS**

A. PUBLIC COMMENTS – None.

B. AIRPORT DIRECTOR COMMENTS – Airport Director Charlene Reynolds reported that the Airport successfully managed high traffic levels during the Thanksgiving holiday, with no major issues and fully occupied parking lots. She also highlighted the ribbon-cutting ceremony for SIXT Rental Car, celebrating the opening of their 50th airport location, which specializes in high-end vehicle rentals. Charlene further shared details about various holiday events under the Merry Moments initiative, including choir performances, giveaways, and gift-wrapping services. Notably, the TSA choir, which received positive feedback last year, will return for another performance. Additionally, Charlene announced an upcoming ribbon-cutting ceremony for a new children's play area in January.

C. AIRPORT COMMISSION COMMENTS – Commissioner Dvorak shared that she and Commissioner Junor attended the groundbreaking ceremony for Clay Lacy Aviation.

- 6. ADJOURNMENT OF PUBLIC MEETING** The meeting adjourned at 5:32 PM.