



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

**MINUTES OF REGULAR MEETING
FEBRUARY 5, 2025
5:00 PM**

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

COMMISSIONERS ABSENT:

AIRPORT STAFF PRESENT: Charlene Reynolds, Airport Director
Mark Sanchez, Deputy County Counsel
Christine Nguyen, Deputy County Counsel
Eric Freed, Deputy Airport Director, Public Affairs
Heather Bowling, Arts Coordinator, Public Affairs
Hector Gomez, Fiscal Deputy Director, Finance Administration
Evan Chanco, Assistant Budget Manager
Elizabeth Gallegos, ASR Manager

CALL TO ORDER: Chair O'Reilly called the meeting to order at 5:04 PM

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

1. **APPROVAL OF MINUTES:** On Vice Chair Tinajero's motion and Commissioner Junor's second, the Regular Meeting Minutes of December 4, 2024, were approved by a unanimous vote.

2. **APPROVE AMENDMENT TWO FOR AIRPORT EXECUTIVE-LEVEL PROGRAM MANAGEMENT SERVICES (ASR 25-000018)**

Recommended Action: Authorize the County Procurement Officer or Deputized designee to execute Amendment Number Two to the contract with PMG Executive Program Management, LLC for Executive-Level Program Management Services to increase the contract amount by \$3,646,177, effective February 25, 2025, through June 5, 2027, in an amount not to exceed \$7,846,177.

Airport Director Charlene Reynolds presented Item #2 to the Airport Commission, summarizing the Executive-Level Program Management Services provided by the Paslay Group (Paslay) and explaining the need for an increase in the contract. Paslay, recognized experts in Capital Improvement Program (CIP) management with extensive experience at major airports, is currently assisting John Wayne Airport (JWA) with executing its \$700 million CIP. While OC Public Works was initially responsible for establishing the CIP on behalf of JWA, JWA identified critical gaps in the program, including the lack of a master schedule and a system to ensure program alignment and prevent conflicts. As a result, Charlene explained that JWA discussed the need to bring on additional Paslay staff and amend the contract. Charlene highlighted these gaps in the CIP process, covering areas such as delivery strategy, project controls, administrative practices, stakeholder engagement, communications, and organizational and management strategies. She also presented the additional services proposed for the contract amendment.

Charlene responded to questions from the Commission regarding the embedded staff, explaining that this contract is intended to bring in additional expertise from the Paslay Group to address gaps that

remain despite the Board of Supervisors' approval to transfer 11 OC Public Works staff members back to JWA. With this transition, JWA will no longer be responsible for paying OC Public Works an administrative overhead fee; instead, JWA will only cover the salaries and wages of the 11 staff members, a cost it was already managing. Charlene also noted that while the transitioning OC Public Works staff will bring valuable experience, they currently lack specific expertise in aviation and CIP execution. As a result, the request for additional staff from Paslay is necessary to support the new Planning and Development division by assisting with the development of policies and procedures, creating a framework to execute the CIP, facilitating knowledge transfer, and ensuring alignment with best practices for program execution in the airport environment. Charlene discussed the reasons behind the previous removal of airport engineering, planning, and maintenance functions from JWA, and the trust that has been built since, which has allowed for the reintegration of these functions back into the Airport.

Charlene responded to further questions regarding when Paslay's services will no longer be needed, the number of JWA staff, how on-call planning and design services are performed for JWA, and where Paslay's offices are located.

Paslay Group Director of Operations Kris Vogt answered questions about the airports they've worked at, the types of projects they've handled, and whether they engage in general aviation work.

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.

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

3. PRESENTATION 2024 JWA GOING ABOVE AND BEYOND

Airport Director Charlene Reynolds presented a video to the Commission, which JWA will use for future recruitment efforts, public speaking engagements, and presentations. The video serves as a statement of JWA's identity and the core values that define the airport.

4. PRESENTATION ARTS PROGRAM

Arts Coordinator Heather Bowling presented Item #4 to the Commission, providing an overview of the JWA Arts Program and highlighting its accomplishments over the past two years. She named the contributors to the program and offered a summary of the artwork showcased at JWA during that time. Over Heather's first year and a half at JWA, 26 exhibitions were curated and installed across five galleries, featuring 110 artists and 12 exhibit partners. Major accomplishments included establishing a policy to compensate all exhibiting artists and refinishing and relocating two-dimensional display tables for the Community Focus Space gallery. Heather also shared the goals for 2025, outlining the program's future direction and initiatives.

Commissioner Dvorak thanked Heather for her work, noting that she has brought a fresh perspective to the art at JWA, which is both noticeable and refreshing. The Commissioner also inquired whether the program plans to expand visual art throughout the airport terminals. Heather shared that her current focus is on ensuring the program has a strong foundation, which includes recently updating policies and procedures. She also mentioned that the Airport's new soft play area will feature a mural painted by a local artist, set to begin in the coming month.

Heather responded to Commissioner Junor's question about whether the program has reached out to local schools. Heather shared that she has been in contact with a local college and that one of the program's goals is to launch a new in-house student art contest for local K-12 artists.

Commissioner Sandoval mentioned that many congressional offices host art competitions, with the winning pieces displayed in the Capitol for over a year. He suggested this could be a great opportunity to partner with congressional offices.

Chair O'Reilly welcomed Heather and inquired about the goals for exhibitions at JWA in the upcoming year.

5. CHAIR AND VICE CHAIR ELECTION FOR THE 2025 CALENDAR YEAR

Chair O'Reilly called for Chair nominations for 2025.

The following is the action taken by the Orange County Airport Commission: On Commissioner Dvorak's motion and Commissioner Junor's second, Second District Commissioner Tinajero was unanimously elected Chair.

Chair O'Reilly called for Vice Chair nominations for 2025.

The following is the action taken by the Orange County Airport Commission: On Commissioner Dvorak's motion and Vice Chair Tinajero's second, First District Commissioner Sandoval was unanimously elected as Vice Chair.

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

6. AIRPORT NOISE VIOLATION COMMITTEE INTERIM CHAIRPERSON AND MEMBER SELECTION FOR THE 2025 CALENDAR YEAR

Newly elected Chair Tinajero conducted the selection, drawing three names from a box. The first member selected was the Fifth District Commissioner, followed by the Third District Commissioner, and the final member selected was the First District Commissioner.

Chair Tinajero selected Commissioner Dvorak as Interim Chair of the Airport Noise Violation Committee.

7. SUMMARY OF RELEVANT ACTIONS BY THE BOARD OF SUPERVISORS (Board) Airport Director Charlene Reynolds reported that on January 14, 2025, the Board approved Amendment One for Armed Security Guard Services with Allied Universal.

8. ADDITIONAL BUSINESS

A. PUBLIC COMMENTS – None.

B. AIRPORT DIRECTOR COMMENTS – Airport Director Charlene Reynolds sends her heartfelt prayers to the families affected by the recent tragedy and acknowledges the profound loss of life. She emphasized that American airspace remains one of the safest in the world and will continue to uphold that standard.

Following the tragedy, an article about JWA's takeoff operations has resurfaced. Charlene reassured the Commission that JWA's departures have consistently been proven safe, with hundreds of flights taking off daily. She expressed confidence in JWA's safety, highlighting the expertise of its operations staff, safety teams, and FAA tower personnel.

Charlene said she would meet with FAA tower staff to gather their feedback on staffing levels and ensure continued safety. She stated that if the tower staff feels additional support is needed, Charlene committed to bringing their concerns to Washington, D.C., when she visits in March to meet with Congressional delegation members.

- C. AIRPORT COMMISSION COMMENTS – Commissioner Dvorak raised concerns about the TSA's new rules requiring public charter carriers to screen passengers like commercial airlines, asking how this would affect the general aviation (GA) community and whether screenings would occur in the GA area or at the main terminal. She also inquired about the impact of the Executive Order retracting federal grants and loans on JWA's CIP.

Airport Director Charlene Reynolds responded that public charter flight (380) operators in the GA space must adhere to specific requirements, and if operating from the terminal, they follow TSA's standard screening. If operating from an FBO, they do not need to take passengers to the terminal.

Regarding the federal freeze on funding, Charlene encouraged staff to submit outstanding invoices for already-awarded federal funds for processing. She explained that JWA's \$30 million in discretionary funding is being used for vertical circulation projects and as part of the CIP. If JWA were required to return funding, it might need to issue bonds or reallocate funds to complete the \$700 million CIP. Without federal funds, JWA could face challenges executing the full plan.

9. ADJOURNMENT OF PUBLIC MEETING The meeting adjourned at 6:03 PM.