



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

**MINUTES OF REGULAR MEETING**  
**APRIL 16, 2025**  
**5:00 PM**

**COMMISSIONERS PRESENT:** Sal Tinajero, Chair, Second District  
Susan Dvorak, Vice Chair, Fifth District  
Kevin Elliott, Commissioner, First District  
Brendan O'Reilly, Commissioner, Fourth District

**COMMISSIONERS ABSENT:** Bruce Junor, Commissioner, Third District

**AIRPORT STAFF PRESENT:** Charlene Reynolds, Airport Director  
Komal Kumar, Assistant Director  
Mark Sanchez, Deputy County Counsel  
Christine Nguyen, Deputy County Counsel  
Amer Moujtahed, Deputy Airport Director, Maintenance  
Jessica Miller, Senior Technology Services Manager, ITD  
Reynold Tang, Senior Airport Engineer, Planning & Development  
Sean Lally, Airport Engineer, Planning & Development  
Alfred Farag, Consultant, Senior Project Manager  
Elizabeth Gallegos, ASR Manager

**CALL TO ORDER:** Chair Tinajero called the meeting to order at 5:00 PM

**PLEDGE OF ALLEGIANCE:** Kevin Elliott led the assembly in the Pledge of Allegiance.

**1. APPROVAL OF MINUTES:** On Commissioner O'Reilly's motion and Commissioner Elliott's second, the Regular Meeting Minutes of March 5, 2025, were approved as amended by a unanimous vote.

**2. AWARD CONTRACT FOR CONSTRUCTION FOR JWA TAXIWAYS A, D AND E RECONSTRUCTION (ASR 25-000264)**

Recommended Action: Award a contract to Flatiron West, Inc., for Construction Services for John Wayne Airport Taxiways A, D and E Reconstruction, effective upon execution of all necessary signatures, to be completed within 952 days of the effective date of the Notice to Proceed for a Total Contract Price of \$101,998,960; and Authorize the Airport Director or designee to execute the contract with Flatiron West, Inc.

John Wayne Airport Consultant Alfred Farag presented Item #2 to the Airport Commission, providing an overview of the recommended action. He summarized the scope of contract services, outlined the proposed improvements, highlighted the project benefits, and described the solicitation method used.

Alfred Farag responded to questions regarding mitigation efforts, stating that these will include sweeping, safety, and quality control programs. Airport Director Charlene Reynolds added that the Airport conducts full inspections of runways and taxiways for debris each night or morning prior to the start of operations. In response to a follow-up question about contractor oversight, Mr. Farag explained the reporting structure, and Director Reynolds clarified that the executive-level program management consultant will serve in an advisory role, assisting her with project-related decisions. Director Reynolds also addressed questions related to project funding and pavement durability, confirming whether passenger facility charges will fund the entire project and discussing the expected lifespan of the

concrete pavement. Mr. Farag further responded to inquiries about the construction schedule, clarified whether the contract covers full reconstruction, and noted when the area was last reconstructed.

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

APPROVE ☒ OTHER ☐ DENIED ☐

Unanimous (1) Elliott: 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 AMENDMENT TWO WITH AECOM TECHNICAL SERVICES, INC (ASR 25-000286)**

Recommended Action: Authorize the County Procurement Officer or Deputized designee to execute Amendment No. 2 with AECOM Technical Services, Inc. for John Wayne Airport Taxiways A, D, and E Reconstruction to increase the contract amount by \$965,810, effective upon Board approval through September 25, 2028, for a revised cumulative Contract total amount not to exceed \$4,399,608.

John Wayne Airport Consultant Alfred Farag presented Item #3 to the Airport Commission, providing an overview of the recommended action. He summarized the scope of contract services, highlighted the project benefits, and described the solicitation method used.

Alfred Farag responded to questions regarding project funding, stating that it will be covered by a combination of an FAA grant and passenger facility charges. Airport Director Charlene Reynolds addressed a follow-up question regarding potential concerns about the continuity of FAA grant funding. Mr. Farag also answered additional questions, including whether Orange County-based subcontractors are being utilized, and provided information on the type of soil testing required for the Airport.

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

APPROVE ☒ OTHER ☐ DENIED ☐

Unanimous (1) Elliott: Y (2) Tinajero: Y (3) Junor: X (4) O'Reilly: Y (5) Dvorak: Y

Vote Key: Y=Yes; N=No; A=Abstain; X=Excused

**4. EXTENSION OF CONTRACT FOR COMMON-USE PASSENGER PROCESSING SYSTEM (ASR 25-000211)**

Recommended Action: Authorize the County Procurement Officer or Deputized designee to execute Amendment Number Two for Common-Use Passenger Processing System Maintenance and Repair to extend the sole source contract with SITA IPS USA Corp. effective June 1, 2025, through May 31, 2027, in an amount not to exceed \$3,535,796 for a revised cumulative total contract not-to-exceed amount of \$14,998,377; and make CEQA findings.

Senior IT Manager Jessica Miller presented Item #4 to the Airport Commission, providing an overview of the recommended action. She summarized the scope of contract services, highlighted the project benefits, and described the solicitation method used.

Jessica Miller responded to questions regarding the planned replacement of the Common Use Passenger Processing System (CUPPS) scheduled for 2026–27. She addressed inquiries about the availability of alternative systems, the scale of the replacement project, and whether the Airport could

operate without such a system. Ms. Miller also responded to questions about whether a SITA representative will be onsite at all times and explained the reasons behind the revised project timeline.

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

APPROVE ☒                      OTHER ☐                      DENIED ☐

Unanimous (1) Elliott: Y (2) Tinajero: Y (3) Junor: X (4) O'Reilly: Y (5) Dvorak: Y

Vote Key: Y=Yes; N=No; A=Abstain; X=Excused

**5. APPROVE JOB ORDER CONTRACT FOR PAVEMENT MAINTENANCE AND REPAIR SERVICES (ASR 25-000306)**

Recommended Action: Approve the Job Order Contract with Sully-Miller Contracting Company for Pavement Maintenance and Repair Services at John Wayne Airport, effective May 25, 2025, if executed with all necessary signatures by this date, through May 24, 2026, or upon execution of all necessary signatures if execution occurs after May 25, 2025, and shall be effective for one year from the date of commencement, in a total contract amount not to exceed \$6,000,000; and Authorize the County Procurement Officer or Deputized designee to execute the Job Order Contract.

Airport Engineer Sean Lally presented Item #5 to the Airport Commission, providing an overview of the recommended action. He summarized the scope of contract services, highlighted the project benefits, reviewed the work completed during fiscal year 2024–25, outlined the planned work for fiscal year 2025–26, and described the solicitation method utilized.

Public Comment: Newport Beach resident Dr. Jim Mosher commented on the pavement leased by fixed base operators (FBOs), inquiring whether, in future years, the Airport would assume responsibility for maintenance and repair services, or if those costs would remain the responsibility of the FBOs.

Airport Director Charlene Reynolds responded to the public comment, clarifying that the Airport is only responsible for maintaining pavement within its own areas, while fixed base operators (FBOs) are responsible for the pavement located within their lease boundaries.

Sean Lally responded to questions regarding the Contractor's prior involvement, confirming that the Contractor currently holds the existing contract. In response to whether the contract is shared with OC Public Works or designated solely for the Airport, Mr. Lally clarified that it is intended exclusively for Airport use. He further addressed inquiries about the duration and scope of Job Order Contracts (JOC), noting that they are limited to one year and are applicable only to specific types of work. Mr. Lally also provided an overview of how the planned work for fiscal year 2025–26 is scheduled and described the basis for determining the \$6 million project budget.

Deputy County Counsel Mark Sanchez explained that Job Order Contracts (JOC) are currently limited to one year under existing guidelines. He noted that a new JOC statute permits contract renewals, and the County is in the process of developing procedures to implement this change. Mr. Sanchez also provided clarification on the statutory capacity limits for JOCs.

The following is the action taken by the Orange County Airport Commission: On Chair Tinajero's motion and Vice Chair Dvorak's second, Item No. 5 was approved by a unanimous vote.

APPROVE ☒                      OTHER ☐                      DENIED ☐

Unanimous (1) Elliott: Y (2) Tinajero: Y (3) Junor: X (4) O'Reilly: Y (5) Dvorak: Y

Vote Key: Y=Yes; N=No; A=Abstain; X=Excused

- 6. SUMMARY OF RELEVANT ACTIONS BY THE BOARD OF SUPERVISORS (Board)** Airport Director Charlene Reynolds reported that on March 11, 2025, the Board approved Amendment Three with Siemens Industry for Building Automation, Video Management, and Facility Access Control systems as well as the Commuter Airline Operating License with Delux Public Charter, LLC.

**7. ADDITIONAL BUSINESS**

- A. **PUBLIC COMMENTS** – Newport Beach resident Dr. Jim Mosher expressed concerns about JSX's temporary relocation to a commercial building outside the Airport fence during taxiway construction. He questioned whether this arrangement complies with the Phase II Access Plan and the Settlement Agreement, which require passenger and baggage handling to occur in the Terminal or in buildings leased by an authorized FBO. Dr. Mosher noted that JSX is operating independently of the FBO leasing the area and urged that any agreement be temporary and aligned with established Airport policies.
- B. **AIRPORT DIRECTOR COMMENTS** – Airport Director Charlene Reynolds informed the Commission that she spent eight days in Washington, D.C., meeting with congressional members to thank them for the \$30 million in federal funding and to request support for an upcoming earmark application related to a taxiway marking safety project. She also attended a conference where John Wayne Airport was nominated for five awards. JWA's local concessionaire, Greenleaf Kitchen & Cocktails, won for Best Concept, and the Airport received an award for Best Sustainability Initiative for its edible food diversion program.
- C. **AIRPORT COMMISSION COMMENTS** – Vice Chair Dvorak congratulated Melinda McCoy and her team for the Best Sustainability Initiative award. She also recognized District 5 Community Leader Melinda Seely for her decades of service to Newport Beach, particularly in preserving its unique character and natural beauty. After retiring as a school teacher, Melinda served on the boards of the Environmental Nature Center, the Orange Coast College Alumni Association, and the Newport Foundation. She co-founded Women in Leadership and Airfare, a group focused on balancing air travel with community impact around John Wayne Airport. Her dedication has inspired many to get involved in community service. Vice Chair Dvorak praised her contributions and wished her well.

- 8. ADJOURNMENT OF PUBLIC MEETING** The meeting adjourned at 5:48 PM.