



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

**MINUTES OF REGULAR MEETING
MARCH 18, 2026
5:00 P.M.**

COMMISSIONERS PRESENT: Kevin Elliott, Commissioner, First District
Bruce Junor, Commissioner, Third District
Brendan O'Reilly, Commissioner, Fourth District
Susan Dvorak, Vice Chair, Fifth District

COMMISSIONERS ABSENT: Sal Tinajero, Chair, Second District

AIRPORT STAFF PRESENT: Charlene Reynolds, Airport Director
Christine Nguyen, Deputy County Counsel
Amer Moujtahed, Interim Deputy Airport Director, IT
Will Bogdan, IT Manager, Innovation & Technology
Steven Carrillo, Planning and Development Deputy Airport Director
Monica Rodriguez, Procurement Manager
Elizabeth Gallegos, ASR Manager
Heather Fraijo, Office Specialist

CALL TO ORDER: Vice Chair Dvorak called the meeting to order at 5:00 p.m.

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

1. **APPROVAL OF MINUTES:** On Commissioner Junor's motion and Commissioner Elliott's second, the Regular Meeting Minutes of February 18, 2026, were approved unanimously. Vice Chair Dvorak abstained, noting she was absent from the February 18 meeting.

2. **APPROVE RECOMMENDATION TO THE BOARD OF SUPERVISORS TO APPROVE SUBORDINATE CONTRACT FOR GLIDEFAST IMPLEMENTATION OF SERVICENOW (ASR 26-000095)**

Recommended Action: Authorize the County Procurement Officer or Deputized designee to execute a Subordinate Contract with Carahsoft Technology Corporation for Glidefast Implementation of ServiceNow, effective upon execution of all necessary signatures, and continue through December 31, 2027, with a total contract amount not to exceed \$332,762.

Presenter: Will Bogdan, IT Manager, Innovation & Technology

• **Overview:**

Will Bogdan presented the Agenda Staff Report (ASR), providing an ASR overview, scope of services, project benefits, and the procurement method used for the contract.

• **Discussion:**

Commissioner Junor asked for clarification on how the service functions and requested examples of its use. Commissioner O'Reilly requested additional examples, specifically regarding how Operations staff would utilize the service, and inquired whether the program would be used by all County staff. Commissioner Elliott asked whether the requests submitted through the system would be limited to IT and IT-related tasks and whether ServiceNow would also be implemented across other areas of the Airport. Vice Chair Dvorak inquired about how long the Airport has had ServiceNow and questioned why the need for this contract was not anticipated more than 30 days prior to its presentation to the Board of Supervisors.

Will Bogdan responded that the Airport currently lacks a formal service management solution, and staff primarily rely on web forms and Excel spreadsheets to manage requests. He noted that implementation of ServiceNow would represent a significant advancement in service management capabilities and provided examples of the types of requests that could be submitted through the system. In response to Commissioner O'Reilly's question, Mr. Bogdan explained the distinction between ad hoc tasks and automated workflows and confirmed that all JWA staff would utilize the service.

Mr. Bogdan further stated that ServiceNow is a new system for JWA, with the Airport having had access to the platform for approximately four months, during which time the IT team has been undergoing training. He added that the Airport intends to expand use of the system over time and has been working to implement it as quickly as possible.

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

APPROVE OTHER DENIED

Unanimous (1) Elliott: 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 RECOMMENDATION TO THE BOARD OF SUPERVISORS TO AWARD AGGREGATE JOB ORDER CONTRACTS FOR PAVEMENT MAINTENANCE AND REPAIR SERVICES (ASR 26-000100)

Recommended Action: Award Aggregate Job Order Contracts for Pavement Maintenance and Repair Services at John Wayne Airport to All American Asphalt and Sully-Miller Contracting Company, effective May 25, 2026, if executed with all necessary signatures by this date, or effective upon execution of all necessary signatures if executed after May 25, 2026. The contracts shall be effective for a term of one year from the date of commencement, with a combined Aggregate Contract Amount not to exceed \$5,000,000; Authorize the County Procurement Officer or Deputized designee to execute the Aggregate Job Order Contracts; Adopt the January 2026 Job Order Contract Unit Price Book - Construction Task Catalog and Technical Specifications prepared by The Gordian Group, Inc., which are on file with the Clerk of the Board.

Presenter: Steven Carrillo, Planning and Development Deputy Airport Director

• **Overview:**

Steve Carrillo presented the Agenda Staff Report (ASR), covering the ASR overview, including the scope of services, project benefits, in-progress/completed work, planned work, and the procurement solicitation method for the contract.

• **Discussion:**

Commissioner O'Reilly commented that both contractors are highly qualified for pavement work. Commissioner Junor asked whether taxiways would be included in the scope of repair. Steven Carrillo confirmed that taxiways would be included.

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

APPROVE OTHER DENIED

Unanimous (1) Elliott: 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. CHAIR AND VICE CHAIR ELECTION FOR THE 2026 CALENDAR YEAR

Vice Chair Dvorak called for nominations for the 2026 Chair and Vice Chair positions.

The following is the action taken by the Orange County Airport Commission: On a motion by Commissioner Junor, seconded by Commissioner Elliott, Fifth District Commissioner Dvorak was unanimously elected Chair.

The following is the action taken by the Orange County Airport Commission: On a motion by Chair Dvorak, seconded by Commissioner O'Reilly, First District Commissioner Elliott was unanimously elected Vice Chair.

APPROVE OTHER DENIED

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

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

5. AIRPORT NOISE VIOLATION COMMITTEE INTERIM CHAIRPERSON AND MEMBER SELECTION FOR THE 2026 CALENDAR YEAR

Chair Dvorak requested that County Counsel provide an overview of the Airport Noise Violation Committee's responsibilities. Deputy County Counsel Christine Nguyen explained the committee's purpose in accordance with the Airport Commission Bylaws and described the annual selection process, in which the Chair draws three district representatives.

Chair Dvorak conducted the selection by drawing three members: Fourth District Commissioner O'Reilly, Second District Commissioner Tinajero, and Fifth District Commissioner Dvorak.

Chair Dvorak nominated Commissioner O'Reilly to serve as Interim Chair of the Airport Noise Violation Committee.

The following is the action taken by the Orange County Airport Commission: On a motion by Chair Dvorak, seconded by Vice Chair Elliott, Commissioner O'Reilly was unanimously selected as Interim Chair of the Airport Noise Violation Committee.

APPROVE OTHER DENIED

Unanimous (1) Elliott: Y (2) Tinajero: X (3) Junor: Y (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 informed the Commission that the summary provided includes actions taken by the Board on Agenda Staff Reports (ASRs) previously presented to the Commission, along with the subsequent Board actions.

7. ADDITIONAL BUSINESS

- A. PUBLIC COMMENTS – None
- B. AIRPORT DIRECTOR COMMENTS – Airport Director Charlene Reynolds provided a brief update following her meeting with the Transportation Security Administration (TSA) Federal Security Director, who oversees most of California. She discussed the current conditions affecting TSA staff, who have received only partial pay for approximately half of the calendar year, and highlighted the growing impact on officers at JWA.

Chair Dvorak inquired whether the Airport is prohibited from establishing a fund to support TSA staff. County Counsel Nguyen advised that there are legal restrictions. Director Reynolds added that the Airport's Executive Staff has provided lunches and snacks to demonstrate their individual support and plan to engage the community and local businesses for additional donations.

- C. AIRPORT COMMISSION COMMENTS – Chair Dvorak reported that she attended the UC Davis Airport Noise & Emissions Symposium, an annual conference that brings together airport staff, regulators, researchers, and community stakeholders to address operational goals and community concerns. She noted that Airport staff, along with representatives from the City of Newport Beach, also attended and expressed interest in having the Airport share key information and takeaways from the symposium at a future ~~Airport Commission~~Aviation Advisory meeting.

8. ADJOURNMENT OF PUBLIC MEETING The meeting adjourned at 5:28 p.m.