

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY
SPECIAL COMMISSION MEETING
MINUTES
WEDNESDAY, DECEMBER 13, 2017**

A special meeting of the Ontario International Airport Authority was held on Wednesday, December 13, 2017, at 1923 E. Avion Street, Room 100, Ontario, California.

Notice of said meeting was duly given in the time and manner prescribed by law.

CALL TO ORDER

Commission President Wapner called the Ontario International Airport Authority Commission meeting to order at 3:04 p.m.

ROLL CALL

PRESENT: Commissioners: Jim W. Bowman, Curt Hagman, Julia Gouw, Ronald O. Loveridge and Alan D. Wapner.

ABSENT: Commissioners: None.

Also present were: Chief Executive Officer Mark A. Thorpe, Asst. General Counsel Kevin P. Sullivan, and Assistant Secretary Claudia Y. Isbell.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Therese Andrews.

PUBLIC COMMENT

Therese Andrews, Director of Traveler's Aid at ONT, gave a brief update regarding Traveler's Aid's current success and future at the airport.

ITEM PULLED FROM CONSENT CALENDAR: Item No. 06 was pulled from Consent Calendar by Vice President Loveridge for further discussion.

MOTION: Moved by Secretary Bowman, seconded by Commissioner Hagman and carried by a unanimous vote of 5-0, to approve the Consent Calendar as presented, except Item No. 06.

CONSENT CALENDAR

1. APPROVAL OF MINUTES

Approved minutes for the regular meeting of the Ontario International Airport Authority on October 24, 2017, as on file with the Secretary/Assistant Secretary.

2. BILLS/PAYROLL

Approved bills October 1, 2017 through October 31, 2017 and Payroll October 1, 2017 through October 31, 2017.

3. APPROVAL OF MEETING STIPENDS

The Ontario International Airport Authority (OIAA) Commission approved meeting stipends for Commissioner Hagman.

4. AUTHORIZE THE CEO TO NEGOTIATE AND EXECUTE A CONTRACT WITH MANCHESTER AIRPORT GROUP (MAG) TO DESIGN, CONSTRUCT, OPERATE AND MAINTAIN COMMON USE AIRPORT LOUNGES IN TERMINALS 2 AND 4, AND PROVIDE CAR PARKING YIELD MANAGEMENT AND MARKETING SERVICES

The Ontario International Airport Authority (OIAA) authorized the Chief Executive Officer to negotiate and execute a contract with Manchester Airport Group (MAG USA) to provide design, demolition, construction, operation, maintenance, financing, and other services for the common use airport lounges for Terminals 2 and 4. This project is subject to FAA approval. The cost to provide services for this project will be borne by Manchester Airport Group (MAG USA).

5. APPROVE A CONSULTATION AGREEMENT WITH KENAZ DESIGNS LLC FOR CONSULTING SERVICES RELATING TO AIRPORT CONSTRUCTION, DESIGN, MAINTENANCE AND OPERATIONS-RELATED MATTERS OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY

The Ontario International Airport Authority (OIAA) approved a Consultation Agreement with Kenaz Designs LLC (Consultant) for consulting services relating to airport construction, design, maintenance and operations-related matters of The Ontario International Airport Authority. Consultant will receive a monthly retainer fee of twenty thousand dollars (\$20,000.00) per month for a period of one (1) year from the effective date of the Agreement with two one-year options, for a total amount of two hundred and forty thousand dollars (\$240,000) per annum, or \$720,000 if both options are exercised.

7. A RESOLUTION APPROVING AN INCREASE TO THE ADMINISTRATIVE FEES FOR FINGERPRINTING AND BADGING

The Ontario International Airport Authority (OIAA) approved a resolution increasing administrative fees for fingerprinting and badging. Approval results in the collection of an additional \$30,500 per year to recover the costs of additional TSC fees, badge supplies such as cards, lanyards, armbands, printer ribbons and existing staff costs (not including lost badge fees).

RESOLUTION NO. 2017-16 A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY ADOPTING AN INCREASE OF ADMINISTRATIVE FEES FOR FINGERPRINTING AND BADGING.

8. A RESOLUTION AUTHORIZING ONTARIO INTERNATIONAL AIRPORT AUTHORITY TO ACCESS STATE AND FEDERAL SUMMARY CRIMINAL HISTORY INFORMATION FOR EMPLOYMENT PURPOSES

The Ontario International Airport Authority Commission adopted a resolution allowing the OIAA to access state and federal summary criminal history information from the California Department of Justice and Federal Bureau of Investigation for employment purposes. The proposed related agreement with the California Department of Justice is estimated to cost \$2,640 for the remainder of the Fiscal Year 2017-18. The cost for the remainder of the Fiscal Year will be absorbed within current budget appropriations; and the estimated annual cost of \$1,320 will be included in future baseline budgets.

RESOLUTION NO. 2017-17 A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY, AUTHORIZING ACCESS TO STATE AND FEDERAL SUMMARY CRIMINAL HISTORY INFORMATION FOR EMPLOYMENT PURPOSES.

9. AMEND CONTRACT DA-5077 WITH ALL AMERICAN ASPHALT FOR THE PROVISION OF ASPHALT CONCRETE MIXES AND RELATED SERVICES BY INCREASING THE ANNUAL AUTHORITY AMOUNT TO \$750,000 PER CONTRACT YEAR FOR AN OVERALL CONTRACT AMOUNT NOT TO EXCEED \$2.975 MILLION AND REQUEST AUTHORIZATION FOR THE CHIEF EXECUTIVE OFFICER TO EXERCISE THE REMAINING ONE-YEAR RENEWAL OPTION

The Ontario International Airport Authority (OIAA) Commission approved the amendment to Contract DA-5077 between the OIAA and All American Asphalt increasing the annual authority amount by \$250,000 per contract year for an overall amount not to exceed \$2.975 million for the life of the contract and authorized the Chief Executive Officer to Exercise the remaining one-year renewal option.

ITEM PULLED FOR DISCUSSION

6. APPROVE A CONSULTATION AGREEMENT WITH PAUL A. HANEY & ASSOCIATES LLC FOR CONSULTING SERVICES RELATING TO AIRPORT ADMINISTRATION, OPERATIONS, MARKETING, BRANDING, DEVELOPMENT, FINANCING, AND PUBLIC AND COMMUNICATIONS RELATIONS OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY

The Ontario International Airport Authority (OIAA) approved a Consultation Agreement with Paul A. Haney & Associates LLC (Consultant) for consulting services relating to airport administration, operations, marketing, branding, development, financing, and public and communications relations of The Ontario International Airport Authority. Approval of this recommendation requires the use of funds in the 2017/18 and any other budget adopted, continued, or approved by the OIAA Commission. Consultant will receive a monthly retainer fee of twenty thousand dollars (\$20,000.00) per month for a period of one (1) year from the effective date of the Agreement with two one-year options, for a total amount of two hundred and forty thousand dollars (\$240,000) per annum, or \$720,000 if both options are exercised.

President Wapner declared a conflict of interest and recused himself from the discussion.

Vice President Loveridge asked how performance is monitored and questioned the evaluation process.

Chief Executive Officer Thorpe stated that consultants are given specific tasks and completed in a specific time frame.

Vice President Loveridge asked if the contract would come back for Commission approval after the one (1) year mark.

CEO Thorpe indicated he would conduct the evaluation and added he can provide the Commission with an update.

Commissioner Hagman suggested that there be quantifiable measurements in place to keep consultants accountable and asked that the CEO bring back any contract that is not an automatic renewal with an update to justify the need.

Vice President Loveridge stated he agreed with Commissioner Hagman that there needs to be an evaluation and the item needs to come back to the board.

MOTION: Moved by Vice President Loveridge, seconded by Commissioner Hagman and carried by a vote of 4-0, with President Wapner recused, to approve an Agreement with Paul A. Haney with an amendment to bring any optional renewal agreements back for discussion for CEO justification.

ADMINISTRATIVE REPORTS/DISCUSSION/ACTION

10. A RESOLUTION TO APPROVE AND AUTHORIZE GUARDIAN JET CENTER EXPANSION AT ONTARIO INTERNATIONAL AIRPORT

The Ontario International Airport Authority (OIAA) Commission adopted a resolution to approve and authorize the Guardian Jet Center Expansion Project at Ontario International Airport. OIAA will provide rent abatements or rent credits to Guardian Air Services, LLC (Guardian) in the estimated amount of \$40,000 - \$50,000 for Guardian's costs to demolish and remove existing OIAA structures on the Jet Center Expansion Project site. All other costs for construction of the Guardian Jet Center Expansion Project will be borne solely by Guardian.

RESOLUTION NO. 2017-18 A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY TO APPROVE AND AUTHORIZE THE GUARDIAN AIR SERVICES, LLC, JET CENTER EXPANSION PROJECT

MOTION: Moved by Commissioner Hagman, seconded by Secretary Bowman and carried by a vote of 5-0, to approve Resolution No. 2017-18.

11. PURCHASE THREE 3,000-GALLON COMMERCIAL GRADE ROSENBAUER AIRCRAFT RESCUE FIRE FIGHTING (ARFF) APPARATUS AT A COST OF \$1.2 MILLION PER UNIT AND ONE ROSENBAUER RAPID INTERVENTION VEHICLE ("RIV") AT A COST OF \$670,000 FOR A TOTAL COST OF \$4.3 MILLION

That the Ontario International Airport Authority (OIAA) (1) approve and authorize the CEO to execute agreements to purchase and finance the ARFF equipment; and (2) approve and authorize the CEO to enter into a cooperative purchase contract between OIAA and the Houston-Galveston Area Council ("H-GAC"). The procurement and related costs over the next six years will be funded in the FY2018 through FY2023 operating budgets; total expense is \$4.62 million.

Secretary Bowman expressed his support of the item and requested that a vehicle replacement fund be established to replace vehicles in the future.

MOTION: Moved by Commissioner Hagman, seconded by Commissioner Gouw and carried by a vote of 5-0, to approve the purchase three 3,000-gallon commercial grade Rosenbauer Aircraft Rescue Fire Fighting (ARFF) apparatus at a cost of \$1.2 Million per unit and one Rosenbauer Rapid Intervention Vehicle ("RIV") at a cost of \$670,000 for a total cost of \$4.62 million, including related costs .

STAFF MATTERS

Chief Executive Officer Thorpe provided an update regarding the Business Advisory Group, and set a deadline for the February 27, 2018 board Meeting. He also provided an update on passenger growth.

COMMISSIONER MATTERS

Commissioner Hagman thanked staff for a great year, and is excited for next year.

Vice President Loveridge stated he is looking forward to February.

Secretary Bowman stated that next year will be phenomenal.

President Wapner thanked CEO Thorpe and staff and announced the approval of an agreement to fund transportation from Metrolink stations to the airport by the San Bernardino County Transit Authority (SBCTA). He also mentioned Riverside Transit will commence service to ONT in January 2018.

ADJOURNMENT

President Wapner adjourned the Ontario International Airport Authority Commission meeting at 3:29 p.m.

Respectfully submitted:



CLAUDIA Y. ISBELL, CLERK OF THE BOARD

APPROVED:



ALAN D. WAPNER, PRESIDENT
ONTARIO INTERNATIONAL AIRPORT AUTHORITY