

ALAN D. WAPNER
PRESIDENT

RONALD O. LOVERIDGE
VICE PRESIDENT

JIM W. BOWMAN
COMMISSIONER

CURT HAGMAN
COMMISSIONER

JULIA GOUW
COMMISSIONER

MARK A. THORPE
INTERIM CHIEF EXECUTIVE OFFICER

LORI D. BALLANCE
GENERAL COUNSEL

JEFF P. REYNOLDS
TREASURER

NOTICE OF ADJOURNMENT

Notice is hereby given that the Ontario International Airport Authority regular meeting scheduled on September 26, 2017 at 3:00 p.m. will be adjourned to **September 28, 2017 at 8:30 a.m.** due to a lack of quorum.

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)
CITY OF ONTARIO)

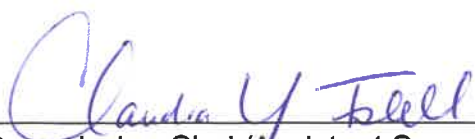
AFFIDAVIT OF POSTING OF NOTICE OF ADJOURNMENT

I, Claudia Y. Isbell, declare as follows:

That I am the Commission Clerk of the Ontario International Airport Authority; that the regular meeting of the Ontario International Airport Authority scheduled on September 26, 2017 at 3:00 p.m. will be adjourned to September 28, 2017 at 8:30 a.m. due to a lack of quorum; and that a copy of said notice was posted at a conspicuous place.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on September 22, 2017 at Ontario, California.



Commission Clerk/Assistant Secretary

**ONTARIO INTERNATIONAL AIRPORT
AUTHORITY
COMMISSION AGENDA
REGULAR MEETING**

SEPTEMBER 26, 2017 AT 3:00 P.M.

**Ontario International Airport Administration Offices
1923 E. Avion Street, Room 100, Ontario, CA 91761**

Alan D. Wapner
President

Ronald O. Loveridge
Vice President

Jim W. Bowman
Commissioner

Curt Hagman
Commissioner

Julia Gouw
Commissioner



Mark A. Thorpe
Interim Chief Executive Officer

Lori D. Ballance
General Counsel

Jeff P. Reynolds
Treasurer

Welcome to the Regular Meeting of the Ontario International Airport Authority.

- All documents for public review are on file at the Ontario International Airport Administration Offices located at 1923 E. Avion Street, Ontario, CA 91761.
- Anyone wishing to speak during public comment or on a item will be required to fill out a blue slip. Blue slips must be turned in prior to public comment beginning or before an agenda item is taken up. The Secretary/Assistant Secretary will not accept blue slips after that time.
- Comments will be limited to 3 minutes. Speakers will be alerted when they have 1-minute remaining and when their time is up. Speakers are then to return to their seats and no further comments will be permitted.
- In accordance with State Law, remarks during public comment are to be limited to subjects within the Authority's jurisdiction. Remarks on other agenda items will be limited to those items.
- Remarks from those seated or standing in the back of chambers will not be permitted. All those wishing to speak, including Commissioners and Staff, need to be recognized by the Authority President before speaking.

ORDER OF BUSINESS The Authority meeting begins Public Comment at 3:00 p.m. immediately followed by the Special Meeting.

(EQUIPMENT FOR THE HEARING IMPAIRED IS AVAILABLE UPON REQUEST AT THE REGULAR MEETING.)

CALL TO ORDER (*OPEN SESSION*)

3:00 p.m.

ROLL CALL

Loveridge, Bowman, Hagman, Gouw, President Wapner

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

3:00 p.m.

The Public Comment portion of the Authority meeting is limited to 30 minutes with each speaker given a maximum of 3 minutes. An opportunity for further Public Comment may be given at the end of the meeting. Under provisions of the Brown Act, the Commission is prohibited from taking action on oral requests.

As previously noted -- if you wish to address the Commission, fill out one of the blue slips at the rear of the chambers and give it to the Secretary/Assistant Secretary.

AGENDA REVIEW/ANNOUNCEMENTS The Chief Executive Officer will go over all updated materials and correspondence received after the Agenda was distributed to ensure Commissioners have received them.

SPECIAL CEREMONIES

OATH OF OFFICE - OF NEWLY APPOINTED COMMISSIONER JULIA GOUW

DISCUSSION AND APPOINTMENT OF SECRETARY

CONSENT CALENDAR

All matters listed under CONSENT CALENDAR will be enacted by one motion in the form listed below – there will be no separate discussion on these items prior to the time Commission votes on them, unless a member of the Commission requests a specific item be removed from the Consent Calendar for a separate vote.

Each member of the public wishing to address the Authority on items listed on the Consent Calendar will be given a total of 3 minutes.

1. APPROVAL OF MINUTES

Minutes for the regular meeting of the Ontario International Airport Authority on August 22, 2017, approving same as on file with the Secretary/Assistant Secretary.

2. BILLS/PAYROLL

Bills August 1, 2017 through August 31, 2017 and Payroll August 1, 2017 through August 31, 2017.

3. APPROVAL OF MEETING STIPENDS

That the Ontario International Airport Authority Commission approve meeting stipends for Commissioner Hagman.

4. A RESOLUTION AUTHORIZING THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY PROCUREMENT POLICY

That the Ontario International Airport Authority Commission adopt Resolution No. _____ authorizing the Ontario International Airport Authority Procurement Manual. The purpose of the Ontario International Airport Authority (OIAA) Procurement Manual is to provide procedural guidelines on the application of Federal, State, Municipal laws, rules, and regulations as well as the rules, regulations, and procedures established by the OIAA. This Manual will be updated regularly, as required by the Procurement Services Division.

RESOLUTION NO. _____

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT
AUTHORITY TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO
APPROVE THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY
PROCUREMENT MANUAL

5. AUTHORIZING THE INTERIM CHIEF EXECUTIVE OFFICER TO EXECUTE AND EXTEND THE FIFTH AMENDMENT TO THE NON-EXCLUSIVE CONCESSION AGREEMENT ONT-7683 BETWEEN THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AND SSP AMERICA, INC.

That the Ontario International Airport Authority Commission authorize the Interim Chief Executive Officer to execute and extend the fifth amendment to concession agreement ONT-7683 between the Ontario International Airport Authority and SSP America, Inc., for an additional thirteen months, which will generate at least \$142,500.00 of annual revenue to the Authority and provide continued food and beverage service options to ONT passengers.

6. AUTHORIZE THE INTERIM CHIEF EXECUTIVE OFFICER TO EXECUTE A ONE (1) MONTH LEASE EXTENSION WITH U.S. GENERAL SERVICES ADMINISTRATION ON BEHALF OF THE TRANSPORTATION SECURITY ADMINISTRATION UPON COMPLETION OF LEASE ASSIGNMENT FROM LOS ANGELES WORLD AIRPORTS FOR AREAS IN TERMINALS 2 AND 4 AT ONTARIO INTERNATIONAL AIRPORT

That the Ontario International Airport Authority Commission authorize the Interim Chief Executive Officer to execute a one-month lease extension with the U.S. General Services Administration (GSA) on behalf of the Transportation Security Administration (TSA) upon completion of assignment of said lease by Los Angeles World Airports.

ADMINISTRATIVE REPORTS/DISCUSSION/ACTION

7. A RESOLUTION ADOPTING AN AIR CARRIER INCENTIVE PROGRAM (ACIP) TO ENCOURAGE PASSENGER AIRLINES TO OPEN AND MAINTAIN NONSTOP TRANSOCEANIC SERVICE TO AND FROM AIRPORTS NOT CURRENTLY SERVED IN ASIA, AUSTRALIA/NEW ZEALAND, SOUTH AMERICA AND EUROPE.

That the Ontario International Airport Authority (OIAA) authorize the Interim CEO to offer international airlines an Air Carrier Incentive Program (ACIP) to encourage them to open and maintain nonstop transoceanic passenger service at ONT to and from airports not currently served in Asia, Australia/New Zealand, South America and Europe.

RESOLUTION NO. _____

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT
AUTHORITY COMMISSION ESTABLISHING AN AIR CARRIER
INCENTIVES POLICY

8. A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ISSUE AND EXECUTE NON-EXCLUSIVE AIR CARRIER OPERATING PERMITS AT ONTARIO INTERNATIONAL AIRPORT

That the Ontario International Airport Authority (OIAA) Commission adopt Resolution No. ____ authorizing the Interim Chief Executive Officer, or his designee, to issue and execute Non-Exclusive Air Carrier Operating Permits (ACOP) to air carriers who transport passengers and cargo for compensation from Ontario International Airport (ONT or Airport) more than six (6) times in a calendar year.

RESOLUTION NO. _____

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY COMMISSION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ISSUE AND EXECUTE NON-EXCLUSIVE AIR CARRIER OPERATING PERMITS AT ONTARIO INTERNATIONAL AIRPORT

STAFF MATTERS

Interim Chief Executive Officer Thorpe

COMMISSION MATTERS

President Wapner
Vice President Loveridge
Commissioner Bowman
Commissioner Hagman
Commissioner Gouw

ADJOURNMENT

This meeting will be adjourned due to a lack of quorum to **Thursday, September 28, 2017 at 8:30 a.m.** and held at the Ontario International Airport Administration Offices, 1923 E. Avion Street, Ontario, California, 91761.

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY
REGULAR COMMISSION MEETING
MINUTES
WEDNESDAY, AUGUST 22, 2017
(Not Official Until Approved)**

A regular meeting of the Ontario International Airport Authority was held on Tuesday, August 22, 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 Vice President Loveridge called the Ontario International Airport Authority Commission meeting to order at 3:02 p.m.

ROLL CALL

PRESENT: Commissioners: Jim W. Bowman, Curt Hagman, and Ronald O. Loveridge.

ABSENT: Commissioners: Alan D. Wapner (excused).

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice President Loveridge.

PUBLIC COMMENTS

There were no public comments.

POSSIBLE CONFLICT OF INTEREST ISSUES

1. INFORMATION RELATIVE TO POSSIBLE CONFLICT OF INTEREST

Note: agenda item contractors, subcontractors and agents which may require member abstentions due to conflict of interests and financial interests. Commission Member abstentions shall be stated under this item for recordation on the appropriate item.

There were no conflict of interests reported.

CONSENT CALENDAR

ITEMS PULLED: Vice President Loveridge pulled Item Nos. 6, 8, and 10 for separate discussion.

MOTION: Moved by Commissioner Hagman, seconded by Commissioner Bowman and carried by those present, with President Wapner absent, to approve the Consent Calendar as presented except for Item Nos. 6, 8, and 10.

2. APPROVAL OF MINUTES

Approved minutes for the regular adjourned meeting of the Ontario International Airport Authority on July 26, 2017, as on file with the Secretary/Assistant Secretary.

3. BILLS/PAYROLL

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

4. APPROVAL OF MEETING STIPENDS

The Ontario International Airport Authority Commission approved meeting stipends for Commissioner Hagman and President Wapner.

5. AUTHORIZE THE INTERIM CHIEF EXECUTIVE OFFICER TO SIGN A MEMORANDUM OF AGREEMENT (MOA) WITH U.S. CUSTOMS AND BORDER PROTECTION (USCBP), FOR ONTARIO INTERNATIONAL AIRPORT (ONT) TO BECOME A USER FEE AIRPORT (UFA) UNDER USCBP'S UFA PROGRAM, AND TO ASSESS A FEE FROM ARRIVING INTERNATIONAL PASSENGERS TO RECOVER THE COSTS RELATED TO THE PROGRAM

The Ontario International Airport Authority Commission authorized the Interim Chief Executive Officer to sign a MOA with USCBP for ONT to become a User Fee Airport by the end of 2017 and assess a \$10 fee from each arriving international passenger, which should result in approximately \$830,000, to recover costs associated with the UFA program.

7. AUTHORIZE THE INTERIM CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE A NON-EXCLUSIVE CONCESSION LEASE AGREEMENT BETWEEN THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY (OIAA) AND HG ONT RETAILERS JV FOR NEWS AND GIFT CONCESSIONS AT ONTARIO INTERNATIONAL AIRPORT (ONT)

The Ontario International Airport Authority Commission authorized the Interim Chief Executive Officer to negotiate and sign an 8-year fixed term News and Gift Concession Lease Agreement between Ontario International Airport Authority and HG ONT Retailers JV (Concessionaire) for news and gift concessions in Terminals 2 and 4 at ONT.

9. APPROVAL OF A CONTRACT WITH HELIX ENVIRONMENTAL PLANNING, INC. FOR PREPARATION OF ENVIRONMENTAL DOCUMENTATION FOR ONTARIO INTERNATIONAL AIRPORT

The Ontario International Airport Authority Commission authorized the Interim Chief Executive Officer to execute a contract with Helix Environmental Planning, Inc. in the amount of \$124,482 to prepare environmental documentation that conforms to the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) for the demolition of existing facilities located in the Northwest Quadrant of Ontario International Airport.

ITEMS PULLED FROM CONSENT

6. A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY (OIAA) SETTING RATES FOR COMMERCIAL FILMING ACTIVITY AT ONTARIO INTERNATIONAL AIRPORT (ONT)

The Ontario International Airport Authority Commission adopted Resolution No. 2017-08 setting rates for commercial filming activity at the Ontario International Airport.

RESOLUTION NO. 2017-08 A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY SETTING RATES FOR COMMERCIAL FILMING ACTIVITY AT ONTARIO INTERNATIONAL AIRPORT

Vice President Loveridge asked Interim Chief Executive Officer Thorpe to provide more information regarding the proposed film rates.

Interim Chief Executive Officer Thorpe gave a brief report on the rate adjustments and answered questions from Commissioners.

MOTION: Moved by Commissioner Bowman, seconded by Commissioner Hagman and carried by a vote 3-0-1, with President Wapner absent, to adopt Resolution No. 2017-08.

	Yes	No	Absent
President Wapner			X
Vice President Loveridge	X		
Commissioner Bowman	X		
Commissioner Hagman	X		

8. AUTHORIZE THE INTERIM CHIEF EXECUTIVE OFFICER (CEO) TO PURCHASE TWO MOBILE PASSENGER BOARDING RAMPS FOR \$346,960, TO PROVIDE WIDE-BODY AIRCRAFT GROUND SUPPORT CAPABILITY AT THE U.S. CUSTOMS AND BORDER PROTECTION (USCBP) FEDERAL INSPECTION STATION (FIS) AT ONTARIO INTERNATIONAL AIRPORT (ONT)

The Ontario International Airport Authority (OIAA) Commission authorized the Interim Chief Executive Officer to purchase two mobile passenger boarding ramps for \$346,960, and assess a ground support equipment fee on every wide-body aircraft operation diverted to ONT during the next three years to recover the cost of the ramps.

Vice President Loveridge asked Interim Chief Executive Officer Thorpe to provide more information regarding the purchase of two mobile passenger boarding ramps.

Interim Chief Executive Officer Thorpe gave a brief report on the mobile passenger boarding ramps and answered questions from Commissioners.

MOTION: Moved by Commissioner Bowman, seconded by Commissioner Hagman and carried by a vote 3-0-1, with President Wapner absent, to purchase two mobile passenger boarding ramps for \$346,960.

	Yes	No	Absent
President Wapner			X
Vice President Loveridge	X		
Commissioner Bowman	X		
Commissioner Hagman	X		

10. APPROVAL OF OFFICIAL ONTARIO INTERNATIONAL AIRPORT BRAND AND LOGO AND ONTARIO INTERNATIONAL AIRPORT AUTHORITY SEAL

The Ontario International Airport Authority Commission considered and adopted a Resolution No. 2017-09 regarding a brand and airport logo for Ontario International Airport and official Ontario International Airport Authority seal.

RESOLUTION NO. 2017-09 A RESOLUTION OF ONTARIO INTERNATIONAL AIRPORT AUTHORITY COMMISSION REGARDING THE OFFICIAL ONTARIO

**INTERNATIONAL AIRPORT BRAND STRATEGY, LOGO, AND AN ONTARIO
INTERNATIONAL AIRPORT AUTHORITY SEAL**

Interim Chief Executive Officer Thorpe gave a brief report on the brand strategy, logo, and answered questions from Commissioners.

Vice President Loveridge requested a brief report from the marketing consultant.

Gail Guge, President of Guge Marketing, provided a brief background on the process and development of the Ontario International Airport logos.

Vice President Loveridge removed the taglines from the resolution and suggested they be re-visited in December 2017.

MOTION: Moved by Vice President Loveridge, seconded by Commissioner Hagman and carried by a vote 3-0-1, with President Wapner absent, to remove Section 3 of the resolution, and adopt amended Resolution 2017-09.

	Yes	No	Absent
President Wapner			X
Vice President Loveridge	X		
Commissioner Bowman	X		
Commissioner Hagman	X		

STAFF MATTERS

Interim Chief Executive Officer Thorpe reported the traffic numbers at the Ontario International Airport indicating that July 2017 the total traffic was up 9.2% versus last year, 6.8% year to date, driven by a 9% growth in domestic flight and 23% in international flights. Air-cargo traffic increased in July to 8.8%, totaling 13.9% for the year.

COMMISSIONER MATTERS

Commissioner Bowman shared a copy of the Omnitrans bus book featuring arrivals and departures every 15 minutes to the Ontario International Airport beginning September 5, 2017.

ADJOURNMENT

Vice President Loveridge adjourned the Ontario International Airport Authority Commission meeting at 3:42 p.m.

Respectfully submitted:

CLAUDIA Y. ISBELL, CLERK OF THE BOARD

APPROVED:

RONALD O. LOVERIDGE, VICE PRESIDENT
ONTARIO INTERNATIONAL AIRPORT AUTHORITY

PRIOR COMMISSION ACTION:

On December 8, 2016, the OIAA Commission adopted Resolution No. 2016-14 approving and adopting the OIAA Bylaws.

CEQA COMPLIANCE:

Exclusion from the definition of “project”: The creation of government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. (CEQA Guidelines §15378(b)(4).)

STAFFING IMPACT (# OF POSITIONS):

N/A

IMPACT ON OPERATIONS:

N/A

EXHIBITS AND ATTACHMENTS:

N/A

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This Agenda Report has been reviewed by OIAA General Counsel.

**ONTARIO INTERNATIONAL
AIRPORT AUTHORITY**
Agenda Report
September 26, 2017

**SECTION:
CONSENT CALENDAR**

SUBJECT: A RESOLUTION AUTHORIZING THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY PROCUREMENT MANUAL.

RECOMMENDED ACTION(S):

That the Ontario International Airport Authority adopt Resolution No. ____ authorizing the Ontario International Airport Authority Procurement Manual.

FISCAL IMPACT SUMMARY:

N/A

BACKGROUND:

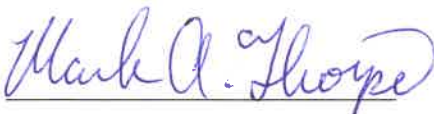
The purpose of the Ontario International Airport Authority (OIAA) Procurement Manual (Manual) is to provide procedural guidelines on the application of Federal, State, and Municipal laws, rules, and regulations as well as the rules, regulations, and procedures established by the OIAA. This Manual will be updated regularly, as required by the Procurement Services Division.

OIAA annually procures a wide range of goods, equipment, and services. Each requires a distinct procurement method with transparency and accountability as guiding principles described in the OIAA Procurement Manual.

This manual is separated into the various types of procurements an individual will encounter at Ontario International Airport (ONT). The steps provided in the manual for each type of procurement are meant to easily guide individuals working on a specific procurement.

The Executive Management, Requesting Division (RD), Procurement Services Division (PSD), OIAA Counsel, OIAA Accounting, and the Ontario International Airport Authority Commission (OIAA Commission) are key stakeholders in the OIAA procurement process and each has a role that is described throughout this manual.

STAFF MEMBER PRESENTING: Jeff Reynolds, Chief Financial Officer

Prepared by:	<u>Accounting and Finance</u>	Submitted to OIAA:	<u>September 26, 2017</u>
Department:		General Counsel	
		Review:	<u>September 26, 2017</u>
		Approved:	_____
		Continued to:	_____
Chief Executive Officer Approval:		Denied:	_____

Item No. 04

PROCUREMENT:

N/A

FISCAL IMPACT AND SOURCE OF FUNDS

N/A

CEQA COMPLIANCE

The Procurement Manual is not a “project” under CEQA and does not require environmental review.

STAFFING IMPACT (# OF POSITIONS)

N/A

IMPACT ON OPERATIONS

The FAA requires that an airport sponsor have policies, procedures, and information technology infrastructure supporting internal procurement and accounting controls, specifically for AIP grant oversight, but also for all contracts regardless of funding source. The penalty for not having such policies, procedures, and infrastructure is a potential loss of the OIAA’s eligibility to receive federal funds.

SCHEDULE

N/A

EXHIBITS AND ATTACHMENTS

Attachment A – OIAA Procurement Manual

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This Agenda Report has been reviewed by General Counsel. |

RESOLUTION NO. _____

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO APPROVE THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY PROCUREMENT MANUAL.

WHEREAS, the Ontario International Airport Authority (the "Authority") was established under a Joint Exercise of Powers Agreement between the City of Ontario and the County of San Bernardino (the "Joint Powers Agreement") pursuant to the Joint Exercise of Powers Act of the State of California (the "Joint Powers Act"), for the purpose of operating, maintaining, managing, developing, and marketing the Ontario International Airport (the "Airport"); and

WHEREAS, the Procurement Manual (Manual) will provide those OIAA employees responsible for goods and services acquisition with procedural guidelines on the application of Federal, State, Municipal laws, rules, and regulations as well as the rules, regulations, and procedures established by the OIAA;

WHEREAS, it is understood that this Manual will be updated regularly to reflect changes in rules, regulations, or company policies;

WHEREAS, the Manual will provide for circumstances where OIAA can directly contract with vendors who have been selected through a formal tender process by the City of Ontario, the County of San Bernardino, or other acceptable government entity;

NOW, THEREFORE, BE IT RESOLVED, that the Commission hereby approves and authorizes the CEO to approve the OIAA Procurement Manual.

SECTION 3. This Resolution shall take effect immediately upon its adoption.

SECTION 4. The Board Clerk of the Ontario International Airport Authority shall certify as to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting this 28th day of September, 2017.

ALAN D. WAPNER, OIAA PRESIDENT

ATTEST:

BOARD CLERK/ASSISTANT SECRETARY

APPROVED AS TO LEGAL FORM:

LORI D. BALLANCE
GENERAL COUNSEL

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)
CITY OF ONTARIO)

I, Claudia Y. Isbell, Assistant Secretary of the Ontario International Airport Authority, DO
HEREBY CERTIFY that foregoing Resolution No. _____ was duly passed and adopted
by the Commission of the Ontario International Airport Authority at their special meeting
held _____ by the following roll call vote, to wit:

AYES: COMMISSIONERS:

NOES: COMMISSIONERS:

ABSENT: COMMISSIONERS:

SECRETARY/ASSISTANT SECRETARY

(SEAL)

The foregoing is the original of Resolution No. _____ duly passed and adopted by
the Commission of the Ontario International Airport Authority at their special meeting held
_____.

SECRETARY/ASSISTANT SECRETARY

(SEAL)

**ONTARIO INTERNATIONAL
AIRPORT AUTHORITY**
Agenda Report
September 26, 2017

**SECTION:
CONSENT CALENDAR**

SUBJECT: AUTHORIZE THE INTERIM CHIEF EXECUTIVE OFFICER TO EXECUTE AND EXTEND THE FIFTH AMENDMENT TO THE NON-EXCLUSIVE CONCESSION AGREEMENT (ONT-7683) BETWEEN THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AND SSP AMERICA, INC.

RELEVANT STRATEGIC OBJECTIVE(S): To continue providing customer-friendly services and facilities at ONT.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) authorize the Interim Chief Executive Officer (Interim CEO) to execute the fifth amendment and extend an existing concession agreement (ONT-7683) between the OIAA and SSP America, Inc., for an additional thirteen months, which will generate at least \$142,500.00 of annual revenue to the Authority and provide continued food and beverage service options to ONT passengers.

FISCAL IMPACT AND SOURCE OF FUNDS: The minimum annual guarantee (MAG) of rent due to the Authority is \$142,542.00. However, OIAA projections that the concessionaire's gross revenues will exceed the MAG sufficient to generate approximately \$155,000.00 in revenue.

BACKGROUND: SSP America, Inc.'s (SSP) predecessor, Creative Host Services, Inc., initially began operating at ONT in 1998, dba Creative Croissants. In 2013, SSP operated two food and beverage locations; both dba Carl's Jr. (one in Terminal 2 and one in Terminal 4). However, due to decreased passenger traffic at the airport, SSP closed the location in Terminal 2, but continued to operate the location in Terminal 4. This proposed fifth amendment would continue the operation of SSP's Carl's Jr. location in Terminal 4 until October 31, 2018.

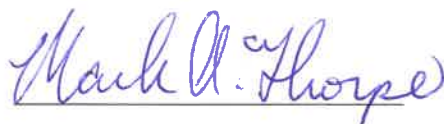
On December 22, 2015, but effective July 30, 2015, LAWA and the OIAA entered into a Settlement Agreement (SA) that provided for the transfer of ONT to the OIAA on November 1, 2016 (Transfer Date). The Settlement Agreement required that LAWA and the OIAA enter into a Staff Augmentation Agreement (SAA), to develop a LAWA employee protection and transition plan with Los Angeles City labor groups. Pursuant to this SAA, the OIAA assumed all rights and obligations under the existing SSP America, Inc.

STAFF MEMBER PRESENTING: Jeff Reynolds, Chief Financial Officer

Prepared by: Amy Goethals
Department: OIAA

Submitted to OIAA: September 26, 2017
General Counsel
Review: September 26, 2017
Approved: _____
Continued to: _____
Denied: _____

Interim Chief
Executive Officer
Approval:



Item No. 05

concession agreement through, the existing agreement's remaining term, or for two years after the Transfer Date, whichever was later. The OIAA Interim CEO recommends extending the term of the agreement until the completion of two years after the Transfer Date, so that the OIAA can (1) fulfill its obligations under the SAA, (2) ensure that ONT passengers continue to enjoy diverse food and beverage options in Terminal 4, and (3) continue to generate concession revenue from SSP's operation while passenger traffic continues to recover at the airport.

CEQA COMPLIANCE: The proposed project is Categorically Exempt (Class 1) from the provisions of the California Environmental Quality Act (CEQA) pursuant to Guidelines Section 15301 because the project consists of the approval of a concessions agreement for food and beverage services similar to existing services already provided at the Airport and is therefore not subject to review under CEQA. In addition, to the extent that any alteration of facilities does occur, Section 15301 provides an exemption for minor alterations to existing structures or facilities involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination.

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE N/A

EXHIBITS & ATTACHMENTS:

Attachment A – Fifth Amendment to Concession Agreement (ONT-7683) Between OIAA and SSP America, Inc.

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This Agenda Report has been reviewed by OIAA General Counsel.

**ONTARIO INTERNATIONAL
AIRPORT AUTHORITY**

Agenda Report
September 26, 2017

**SECTION:
CONSENT CALENDAR**

SUBJECT: AUTHORIZE THE INTERIM CHIEF EXECUTIVE OFFICER TO EXECUTE A ONE (1) MONTH LEASE EXTENSION WITH U.S. GENERAL SERVICES ADMINISTRATION ON BEHALF OF THE TRANSPORTATION SECURITY ADMINISTRATION UPON COMPLETION OF LEASE ASSIGNMENT FROM LOS ANGELES WORLD AIRPORTS FOR AREAS IN TERMINALS 2 AND 4 AT ONTARIO INTERNATIONAL AIRPORT

RECOMMENDED ACTION(S): That the OIAA Commission authorize the Interim Chief Executive Officer to execute a one-month lease extension with the U.S. General Services Administration (GSA) on behalf of the Transportation Security Administration (TSA) upon completion of assignment of said lease by Los Angeles World Airports (LAWA).

FISCAL IMPACT AND SOURCE OF FUNDS: Under the current lease, the GSA is obligated to pay \$197.40 per square foot for 5,107 square feet of exclusive space in Terminals 2 and 4. This will generate approximately \$84,010.15 in the one-month extension upon completion of the assignment from LAWA.

BACKGROUND:

The TSA is required, pursuant to 49 U.S.C. 40101, et seq. – The Aviation and Transportation Security Act, to oversee security measures at the Ontario International Airport, including airline passenger and baggage screening services.

On October 7, 2012, GSA entered into a five (5) year lease with LAWA to rent facilities at the Airport for administrative offices and/or break rooms for TSA personnel (see Exhibit “A”). GSA’s current lease is set to expire on October 7, 2017. During the transfer from LAWA to the Ontario International Airport Authority (OIAA), GSA’s existing lease was intended to be assigned to the OIAA from LAWA. However, GSA did not accept the assignment because certain documentation needed to be submitted by LAWA in order to complete that assignment (see Exhibits “B” and “C”). The OIAA Commission previously delegated authority to the OIAA’s Chief Executive Officer to execute all necessary and

STAFF MEMBER PRESENTING: Jeff Reynolds, Chief Financial Officer

Prepared by: Amy Goethals
Department: _____
OIAA

Submitted to OIAA: September 26, 2017
General Counsel
Review: September 26, 2017
Approved: _____
Continued to: _____
Denied: _____

Interim Chief
Executive Officer
Approval:



Item No. 06

appropriate documentation to complete assignment of contracts, including the assignment documentation for the GSA's current lease to the OIAA. The OIAA is coordinating with LAWA and the GSA to complete that assignment. However, upon completion of the assignment from LAWA, a brief one (1) month extension to GSA's lease will also be required to prevent any lapses of the lease during the transition process. As a result, OIAA staff recommends a one (1) month extension to GSA's current until November 6, 2017.

In that month, OIAA staff will continue working with GSA to complete preparation of a new lease agreement and, if approved, will become effective upon expiration the lease extension period. It is anticipated a new lease will be presented to the Commission at the next regularly scheduled meeting. |

CEQA COMPLIANCE: The issuance of leases, renewals, amendments, or extension thereof, granting use of an existing facility at a public airport, involving negligible or no expansion of use is exempt from the requirements of the California Environment Quality Act (CEQA). In Addition, to the extent any alteration of facilities occurs, Section 15301 provides an exemption for minor alterations to existing structures or facilities involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination.

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE

EXHIBITS & ATTACHMENTS:

Exhibit A – Current Lease between Los Angeles World Airports and GSA

Exhibit B – Full Assignment and Novation Agreement

Exhibit C – GSA Notice of Procedure for Assignment and Assumption of Lease

The Agenda Report references the terms and conditions of the recommended actions and request for approval. Any document(s) referred to herein and that are not attached or posted online may be reviewed prior to or following scheduled Commission meetings in the Office of the Clerk of the Commission. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday

This Agenda Report has been reviewed by OIAA General Counsel.

**ONTARIO INTERNATIONAL
AIRPORT AUTHORITY**
Agenda Report
September 26, 2017

**SECTION:
ADMINISTRATIVE
REPORTS/DISCUSSION/ACTION**

SUBJECT: AUTHORIZE APPROVAL OF AN AIR CARRIER INCENTIVES PROGRAM (ACIP) TO ENCOURAGE PASSENGER AIRLINES TO OPEN AND MAINTAIN NONSTOP TRANS-OCEANIC SERVICE TO AND FROM AIRPORTS NOT CURRENTLY SERVED IN ASIA, AUSTRALIA/NEW ZEALAND, SOUTH AMERICA AND EUROPE.

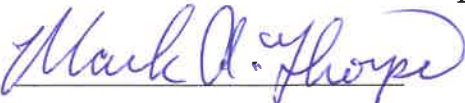
RELEVANT STRATEGIC OBJECTIVE(S): Expand air service at ONT, by adding more flights to more destinations at reasonable fares

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) authorize the Interim Chief Executive Officer (Interim CEO) to establish an Air Carrier Incentives Policy (ACIP), offering U.S. and foreign-owned airlines airport cost abatements, as well as advertising and marketing support, to encourage and support the launch of non-stop international trans-oceanic passenger and all-cargo (i.e., freighter) services between ONT and new destinations in Asia, Australia/New Zealand, South America and Europe.

FISCAL IMPACT SUMMARY:

If approved, the ACIP will only provide incentives for qualifying new trans-oceanic international services. These new services result in incremental passenger and air cargo traffic growth, with attendant increases in concessions revenue (e.g., parking, food and beverage, retail, etc.), as well as real estate lease revenue. The amount of incremental revenue generated by such services depends on the frequency of flights, aircraft seat capacity (or freighter capacity, in the case of all-cargo operations), and the percentage of seats filled by passengers. However, in most cases, these incremental concessions and lease revenues exceed the costs waived under the incentives policy. Moreover, after the short-term period during which incentives are provided ends, the OIAA will benefit from the aforementioned revenue growth, as well as no-longer-waived aeronautical charges (e.g., landing fees, and terminal rents and fees).

STAFF MEMBER PRESENTING: Mark A. Thorpe, Interim Chief Executive Officer

Prepared by:	<u>Mark A. Thorpe</u>	Submitted to OIAA:	<u>September 26, 2017</u>
Department:		General Counsel	
	<u>OIAA</u>	Review:	<u>September 26, 2017</u>
		Approved:	_____
		Continued to:	_____
		Denied:	_____
Interim Chief Executive Officer Approval:			

Item No. 07

No additional expenditures of OIAA funds will be required to fund the ACIP; the program commits the OIAA to either forego certain aeronautical revenue for landing aircraft and utilizing existing ticket counter and passenger hold-room space, or allocating a certain share of already-approved and planned advertising and marketing expenditures to support an airline’s qualifying operations at ONT.

BACKGROUND:

OIAA staff is currently in negotiation with U.S. and foreign-owned airlines, regarding the inauguration of international passenger service between ONT and points in Asia, Europe and the South Pacific. The OIAA Interim CEO believes that a carefully-tailored ACIP will incentivize airlines to introduce new trans-oceanic air service that will (1) increase total passenger and air cargo traffic at ONT, (2) encourage other carriers to enter the market, and (3) increase concession, parking and other revenues (as well as aeronautical revenues once the incentivized period ends).

Airlines taking advantage of the ACIP will still pay Customs and Border Protection Federal Inspection Station fees, and be required to become members of ONT-TEC, ONT’s airline consortium.

The proposed program conforms with all Federal Aviation Administration regulations and guidelines.

A summary of the benefits offered under the ACIP is presented in the table below:

Incremental Rates and Charges Eligible for Incentive	Incentive (Percentage Waiver ¹)	Incentive Period	
		Year-round Daily or Less-than-daily	Seasonal Daily or Less-than-daily
Terminal Rentals	100%	1 year	1 season
Terminal Use Fees	100%		
Landing Fees	100%		

¹- Waivers will be applied against amounts due in the same month as the ACIP Qualifying Service is flown, only against Fees or Rentals that would otherwise have been incurred to support ACIP Qualifying Service

As shown in the table above, ACIP Incentives provide a 100% waiver of terminal rentals, terminal use fees, and landing fees. These waivers may last up to one year (i.e., 12 consecutive months from the start of service) for year-round service and one season (i.e., the period of less than 12 consecutive months during which service is provided) for seasonal service. Participation will be subject to an application and approval process, as reasonably determined by the OIAA Chief Executive Officer, interim or otherwise (CEO).

In addition to the waiver of airline charges, qualifying airlines will also be eligible to receive advertising and marketing support from the OIAA, in an amount and in a manner to be determined by the OIAA CEO, so long as the amount of support has been previously approved by the OIAA Board of Commissioners in a fiscal year budget, or by special action.

To qualify, an airline (1) must be an incumbent or a new entrant airline at ONT with a fully- executed (or in the process of negotiating and executing) signatory *or* non-signatory airline agreement; (2) must be a member (or have applied and be in the process of becoming a member) of the ONT-TEC airline consortium; (3) must be current in all its financial and other obligations to the OIAA; and (4) must apply to the OIAA CEO in writing and demonstrate that it proposes ACIP-qualifying service.

However, because of the importance of advertising and promotion of new international air service, advertising and marketing support incentives can be provided by the OIAA to airlines that propose qualifying service as soon as such service is announced and the flight schedules for such service are offered for sale to the public, with the authorization of the OIAA CEO.

Once qualified and approved by the OIAA CEO, an airline shall be required to (1) continue to provide ACIP-qualifying air service; (2) maintain an executed ONT signatory or non-signatory airline agreement, (3) remain current in all its financial and other OIAA obligations, and (4) cure any deficiency in its financial or other OIAA obligations within thirty (30) days after receiving notice of such deficiency.

The fee waivers will be granted to only the first airline providing qualifying service to an airport without existing service from ONT.

The ACIP will be effective September 28, 2017, and will terminate June 30, 2021, unless extended by action of the OIAA Board of Commissioners.

CEQA COMPLIANCE AND LAND USE APPROVALS

To the extent the scope of work under the Air Carrier Incentive Program could be deemed a “project” for purposes of CEQA by the local land use jurisdiction, it should be Categorically Exempt (Class 1) from the provisions of CEQA pursuant to CEQA Guidelines section 15301 for the operations, repair, maintenance, permitting, or minor alteration of existing structures or facilities involving negligible or no expansion of use beyond that existing at the time of the lead agency’s determination.

This Agenda Report references the terms and conditions of the recommended actions and request for approval. Any document(s) referred to herein and that are not attached or posted online may be reviewed prior to or following scheduled Commission meetings in the Office of the Clerk of the Commission. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday.

This Agenda Report has been reviewed by General Counsel.

RESOLUTION NO. _____

A RESOLUTION OF THE ONTARIO INTERNATIONAL
AIRPORT AUTHORITY COMMISSION ESTABLISHING AN
AIR CARRIER INCENTIVES POLICY

WHEREAS, the Ontario International Airport Authority (OIAA) was established for the purpose of operating, maintaining, managing, and developing the Ontario International Airport ("Airport"), including developing air commerce and transportation; and

WHEREAS, the OIAA does not currently have an Air Carrier Incentives Policy (ACIP); and

WHEREAS, OIAA staff is currently in negotiation with U.S. and foreign-owned airlines, regarding the inauguration of international passenger service between ONT and points in Asia, Europe and the South Pacific; and

WHEREAS, the OIAA Interim CEO believes that a carefully-tailored ACIP will incentivize airlines to introduce new trans-oceanic air service that will (1) increase total passenger and air cargo traffic at ONT, (2) encourage other carriers to enter the market, and (3) increase concession, parking and other revenues.

NOW, THEREFORE, BE IT RESOLVED by the Ontario International Airport Authority as follows:

SECTION 1. The ACIP Incentives provide a 100% waiver of terminal rentals, terminal use fees, and landing fees as demonstrated in (Exhibit A).

SECTION 2. That qualifying airlines will also be eligible to receive advertising and marketing support from the OIAA, in an amount and in a manner to be determined by the OIAA CEO, so long as the amount of support has been previously approved by the OIAA Board of Commissioners in a fiscal year budget, or by special action.

SECTION 3. The ACIP will be effective September 28, 2017, and will terminate June 30, 2021, unless extended by action of the OIAA Board of Commissioners.

SECTION 4. This Resolution shall take effect immediately upon its adoption.

SECTION 5. The Commission Clerk of the Ontario International Airport Authority shall certify as to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting this ____ day of September, 2017.

ALAN D. WAPNER, OIAA PRESIDENT

ATTEST:

SECRETARY/ASSISTANT SECRETARY

APPROVED AS TO LEGAL FORM:

LORI D. BALLANCE
GENERAL COUNSEL

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)
CITY OF ONTARIO)

I, Claudia Y. Isbell, Assistant Secretary of the Ontario International Airport Authority, DO HEREBY CERTIFY that foregoing Resolution No. _____ was duly passed and adopted by the Commission of the Ontario International Airport Authority at their special meeting held _____ by the following roll call vote, to wit:

AYES: COMMISSIONERS:

NOES: COMMISSIONERS:

ABSENT: COMMISSIONERS:

SECRETARY/ASSISTANT SECRETARY

(SEAL)

The foregoing is the original of Resolution No. _____ duly passed and adopted by the Commission of the Ontario International Airport Authority at their special meeting held _____.

SECRETARY/ASSISTANT SECRETARY

(SEAL)

EXHIBIT A

A summary of the benefits offered under the ACIP is presented in the table below:

Incremental Rates and Charges Eligible for Incentive	Incentive (Percentage Waiver ¹)	Incentive Period	
		Year-round Daily or Less-than-daily	Seasonal Daily or Less-than-daily
Terminal Rentals	100%	1 year	1 season
Terminal Use Fees	100%		
Landing Fees	100%		

1- Waivers will be applied against amounts due in the same month as the ACIP Qualifying Service is flown, only against Fees or Rentals that would otherwise have been incurred to support ACIP Qualifying Service

**ONTARIO INTERNATIONAL
AIRPORT AUTHORITY**

Agenda Report
September 26, 2017

**SECTION:
ADMINISTRATIVE REPORT/
DISCUSSION/ ACTION**

SUBJECT: A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ISSUE AND EXECUTE NON-EXCLUSIVE AIR CARRIER OPERATING PERMITS AT ONTARIO INTERNATIONAL AIRPORT.

STRATEGIC GOAL:

If approved, the Ontario International Airport Authority can enter into agreements with airlines to operate at ONT; which will immediately Reduce Airline Costs and increase passenger traffic.

RECOMMENDED ACTION(S):

That the Ontario International Airport Authority (OIAA) Commission adopt a resolution authorizing the Interim Chief Executive Officer, or his designee, to issue and execute Non-Exclusive Air Carrier Operating Permits (ACOP) to air carriers who transport passengers and cargo for compensation from Ontario International Airport (ONT) more than six (6) times in a calendar year.

FISCAL IMPACT AND SOURCE OF FUNDS:

ACOPs allow the OIAA to collect fees for use of ONT facilities, such as common use areas of the airfield, runways, taxiways, service roads, and ramps. The air carriers who qualify for ACOPs pay the OIAA non-signatory rates and charges for such uses, and the non-signatory landing revenues help lower the rates and charges because the non-signatory air carrier pays higher fees to the Airport.

BACKGROUND:

The ACOP is the primary legal instrument used to set standard operating terms and conditions for facility use by commercial air carrier operators at ONT. The facilities used by these air carriers include common areas of ONT such as the runways, taxiways, taxi lanes, service roads, aprons, cargo ramps, public aircraft

STAFF MEMBER PRESENTING: Mark A. Thorpe, Interim Chief Executive Officer

Prepared by: Amy Goethals
Department: _____
OIAA

Submitted to OIAA: September 26, 2017
General Counsel
Review: September 26, 2017
Approved: _____
Continued to: _____
Denied: _____

Interim Chief
Executive Officer
Approval:



Item No. 08

parking positions and passenger terminal gates. Air carriers that transport passengers and/or cargo for compensation to and from ONT more than six (6) times in a calendar year, and have elected not to execute an Operating Use and Terminal Lease Agreement, must execute an ACOP. Air carriers operating under an ACOP are not charged reduced landing fees (signatory air carrier rates). Through the ACOP, the OIAA is able to enforce terms and provisions for facility use at ONT and allow the OIAA to capture revenue and costs associated with uses by these air carriers.

The proposed ACOP will establish standard terms and provisions, and identify the fees and charges for the regularly scheduled commercial passenger and cargo air carriers that qualify for an ACOP at ONT. The OIAA will need to enter into new ACOPs when current ACOPs expire and when new air carriers begin to operate at ONT. The proposed ACOP will utilize the same standardized terms and provisions as previously utilized in ACOPs at ONT.

CEQA COMPLIANCE:

The issuance of leases, renewals, amendments, or extension thereof, granting use of an existing facility at a public airport, involving negligible or no expansion of use is exempt from the requirements of the California Environment Quality Act (CEQA). In Addition, to the extent any alteration of facilities occurs, Section 15301 provides an exemption for minor alterations to existing structures or facilities involving negligible or no expansion of use beyond that existing at the time of the lead agency’s determination.

STAFFING IMPACT (# OF POSITIONS):

N/A

IMPACT ON OPERATIONS:

N/A

SCHEDULE

EXHIBITS & ATTACHMENTS:

Exhibit A – Non-Exclusive Air Carrier Operating Permit

The Agenda Report references the terms and conditions of the recommended actions and request for approval. Any document(s) referred to herein and that are not attached or posted online may be reviewed prior to or following scheduled Commission meetings in the Office of the Clerk of the Commission. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday

This Agenda Report has been reviewed by OIAA General Counsel.

RESOLUTION NO. _____

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY COMMISSION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ISSUE AND EXECUTE NON-EXCLUSIVE AIR CARRIER OPERATING PERMITS AT ONTARIO INTERNATIONAL AIRPORT.

WHEREAS, the Ontario International Airport Authority (OIAA) was established for the purpose of operating, maintaining, managing, and developing the Ontario International Airport ("Airport"), including developing air commerce and transportation; and

WHEREAS, operation and control of Ontario International Airport (ONT) requires the OIAA to issue Non-Exclusive Air Carrier Operating Permits (ACOPs) to: (i) authorize the use of landing facilities, (ii) establish standard terms and conditions for use of ONT facilities, and (iii) identify the fees and charges that will be charged to regularly scheduled commercial passenger and cargo air carriers that are subject to the ACOPs; and

WHEREAS, ACOPs are one of the primary legal instruments used to collect fees covering the use of facilities for commercial air carrier aircraft operations at ONT that have elected not to execute the Operating Use and Terminal Lease Agreement and/or operate at ONT more than (6) flights per a year, including for use of areas of the airfield, runways, taxiways, service roads, and common use ramps.

NOW, THEREFORE, BE IT RESOLVED by the Ontario International Airport Authority as follows:

SECTION 1. The Commission hereby approves and adopts the Non-Exclusive Air-Carrier Operating Permit, a copy of which is attached hereto as Attachment A.

SECTION 2. The Commission hereby authorizes the Chief Executive Officer (CEO) to issue and execute Non-Exclusive Air-Carrier Operating Permits as shown in Attachment A, and that the CEO may make minor amendments to the Non-Exclusive Air-Carrier Operating Permit, as necessary, to address evolving operational needs at the Ontario International Airport.

SECTION 3. This Resolution shall take effect immediately upon its adoption.

SECTION 4. The Commission Clerk of the Ontario International Airport Authority shall certify as to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting this ____ day of September, 2017.

ALAN D. WAPNER, OIAA PRESIDENT

ATTEST:

SECRETARY/ASSISTANT SECRETARY

APPROVED AS TO LEGAL FORM:

LORI D. BALLANCE
GENERAL COUNSEL

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)
CITY OF ONTARIO)

I, Claudia Y. Isbell, Assistant Secretary of the Ontario International Airport Authority, DO
HEREBY CERTIFY that foregoing Resolution No. _____ was duly passed and adopted
by the Commission of the Ontario International Airport Authority at their special meeting
held _____ by the following roll call vote, to wit:

AYES: COMMISSIONERS:

NOES: COMMISSIONERS:

ABSENT: COMMISSIONERS:

SECRETARY/ASSISTANT SECRETARY

(SEAL)

The foregoing is the original of Resolution No. _____ duly passed and adopted by
the Commission of the Ontario International Airport Authority at their special meeting held
_____.

SECRETARY/ASSISTANT SECRETARY

(SEAL)