

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY
SPECIAL COMMISSION MEETING
AMENDED MINUTES
JULY 31, 2019**

A special meeting of the Ontario International Airport Authority was held on Wednesday, July 31, 2019, 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

President Wapner called the Ontario International Airport Authority Commission meeting to order at 11:30 a.m.

ROLL CALL

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

ABSENT: Commissioners: Ronald O. Loveridge (excused).

Also present were: Chief Executive Officer Mark A. Thorpe, General Counsel Lori D. Ballance and Assistant Secretary Claudia Y. Isbell.

President Wapner announced that the closed session will be moved to the end of the agenda.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Hagman.

INVOCATION

The invocation was led by Don Rucker, Senior Pastor, Ontario First Church of the Nazarene.

PUBLIC COMMENT

Sandra Hubert, spoke on airplane noise concerns.

Lillie Bayless, spoke on airplane noise concerns.

Jesse Fonseca, spoke on airplane noise concerns, stating that it is unbelievable he was not helped by the Part 150 noise mitigation that helped the residents one block from him because the decibels were not loud enough at his residence. He requested for the noise issue to be placed on the next agenda and stated that his attorney is gathering more information.

Veronica Nunez, spoke on airplane noise concerns.

Richard Sherman, spoke on airplane noise concerns.

Peter Tucker, spoke on airplane noise concerns and submitted handouts for the record.

AGENDA REVIEW/ANNOUNCEMENT

There were no announcements.

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.

Commissioner Hagman announced his conflict with Item No. 08 and voiced his abstention regarding the item.

CONSENT CALENDAR

MOTION: Moved by Commissioner Gouw, seconded by Secretary Bowman and carried by a vote of 4-0-1, to approve the consent calendar, including Resolution 2019-05, with Vice President Loveridge absent and Commissioner Hagman abstaining from Item No. 08.

2. APPROVAL OF MINUTES

Minutes for the special meeting on June 24, 2019, cancelled meeting on June 25, 2019, special meeting on July 2, 2019, and cancelled meeting on July 23, 2019 of the Ontario International Airport Authority and approving same as on file with the Secretary/Assistant Secretary.

3. BILLS/PAYROLL

Approved bills June 1, 2019 through June 30, 2019 and Payroll June 1, 2019 through June 30, 2019.

4. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE AN EASEMENT BETWEEN THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AND THE ONTARIO MUNICIPAL UTILITIES COMPANY AS PART OF THE MTS & SWA CARGO RELOCATION PROJECT

The Ontario International Airport Authority (OIAA) authorized the Chief Executive Officer (CEO) to negotiate and execute an easement between the Ontario International Airport Authority and Ontario Municipal Utilities Company, City of Ontario, as part of the MTS & SWA

Cargo Relocation project. The easement is being prepared by an OIAA consultant, Mead & Hunt based on engineering drawings prepared by the project designer, OIAA consultant TY Lin International, as part of the MTS & SWA Cargo Relocation project. The OIAA and its counsel will review and provide comments to Mead & Hunt as part of standard procedures for an OIAA project, therefore, there will not be any fiscal impact.

5. APPROVAL OF THE SECOND CONTRACT AMENDMENT TO HELIX ENVIRONMENTAL PLANNING, INC., FOR PREPARATION OF ENVIRONMENTAL DOCUMENTATION FOR ONTARIO INTERNATIONAL AIRPORT

The Ontario International Airport Authority (OIAA) authorized the Chief Executive Officer (CEO) to amend the existing Helix Environmental Planning, Inc., Contract No. SCONT-000045, to include the proposed term of contract as three-years with two, one-year extensions, for an authority amount of \$174,029 over the first and second contract year; \$150,000 for the third contract year; and, authorize the CEO to exercise the two, one-year extensions at \$150,000 annually, for an overall contract amount not to exceed \$624,029 over the five-year term of contract.

6. A RESOLUTION ADOPTING A 415(M) PLAN AND DESIGNATION OF ELIGIBLE EMPLOYEE

The Ontario International Airport Authority (OIAA) adopted the Ontario International Airport Authority Excess Benefit Plan.

RESOLUTION NO. 2019-05 A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY COMMISSION ADOPTING THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY EXCESS BENEFIT PLAN

7. AUTHORIZE APPROVAL TO RENEW THE MICROSOFT ENTERPRISE AGREEMENT FOR OFFICE 365

The Ontario International Airport Authority authorized the renewal of the Microsoft Enterprise Agreement for a term of three years with Software One. The total cost for the three-year agreement is \$182,350.00 billed in 3 yearly installments of \$60,783.88. The cost includes Office 365 and Software Assurance for all Ontario International Airport Authority Enterprise Microsoft Products.

8. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE A LEASE AGREEMENT BETWEEN THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AND MAJESTIC TERMINAL SERVICES (OIAA-19-001)

The Ontario International Airport Authority (OIAA) authorized the Chief Executive Officer (CEO) to negotiate and execute a Lease Agreement (Lease) between the Ontario International Airport Authority (OIAA) and Majestic Terminal Services (MTS). The anticipated annual revenue from an initial five-year term is expected to be approximately \$1.1 million. This rent

will be calculated based on the FY2019 rates, and on and after July 1, 2020, OIAA will have the right to adjust MTS's rent to reflect a fair market value as reasonably determined by OIAA. Thereafter, rent will be adjusted annually to the CPI.

ADMINISTRATIVE DISCUSSION/ACTION/REPORT

9. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE A CONTRACT WITH @YOURGATE LLC TO OPERATE AN ON-DEMAND DELIVERY AND SCHEDULED PICKUP SERVICE

The Ontario International Airport Authority Board of Commissioners (OIAA) authorized the Chief Executive Officer (CEO) to negotiate and execute a contract with AtYourGate LLC (AtYourGate) to operate an on-demand delivery and scheduled pickup service that delivers food, beverages, retail and passenger services in Passenger Terminals at Ontario International Airport (ONT). Upon execution of this agreement, AtYourGate shall pay the Ontario International Airport Authority a seven percent (7%) Concession Fee of its monthly Gross Receipts and monthly rent of \$1,007 with annual CPI increase for office/storage space rented in the Passenger Terminals to support its operations.

Chief Executive Officer Thorpe gave an overview of the agenda item.

MOTION: Moved by Commissioner Hagman, seconded by Commissioner Gouw and carried by a vote of 4-0-1, with Vice President Loveridge absent.

MANAGEMENT REPORT

Chief Executive Officer Thorpe gave an update on cargo and passenger numbers for the month of June 2019 and introduced the four new customer experience team staff who will be staffing both terminals 24 hours a day.

COMMISSIONER MATTERS

Commissioner Gouw had no comments.

Commissioner Hagman had no comments.

Secretary Bowman had no comments.

President Wapner thanked CEO Thorpe and staff for their great performance.

CLOSED SESSION

Receiving no request to speak, President Wapner recessed the special meeting of the Ontario International Airport Authority to Closed Session at 11:51 a.m. with all Commissioners in attendance, with the exception of Vice President Loveridge who was absent (excused).

- GC 54957, PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Chief Executive Officer
- GC 54956.9, CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
One (1) potential Case

The Ontario International Airport Authority Commission special meeting was reconvened in public session at 12:45 p.m.

CLOSED SESSION REPORT

President Wapner announced there was no reportable action.

ADJOURNMENT

President Wapner adjourned the Ontario International Airport Authority Commission meeting at 12:45 p.m.

RESPECTFULLY SUBMITTED:



CLAUDIA Y. ISBELL, CLERK OF THE BOARD

APPROVED:



ALAN D. WAPNER, PRESIDENT
ONTARIO INTERNATIONAL AIRPORT AUTHORITY