

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY
REGULAR COMMISSION MEETING
MINUTES
WEDNESDAY, AUGUST 22, 2017**

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