

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY  
SPECIAL COMMISSION MEETING  
MINUTES  
THURSDAY, SEPTEMBER 28, 2017**

A regular meeting of the Ontario International Airport Authority was held on Thursday, September 28, 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 9:01 a.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: Interim Chief Executive Officer Mark A. Thorpe, General Counsel Lori D. Ballance, and Assistant Secretary Claudia Y. Isbell.

**PUBLIC COMMENTS**

There were no public comments.

**1. POSSIBLE CONFLICT OF INTEREST ISSUES**

There were no conflicts of interest announced.

**ADMINISTRATIVE REPORTS/DISCUSSION/ACTION**

**7. REVIEW AND ADOPTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY'S FISCAL BUDGET YEAR 2017-18 AND APPROVAL OF THE SCHEDULE OF AIRLINE LANDING FEES AND TERMINAL RENTS FOR FISCAL YEAR 2017-18**

The Ontario International Airport Authority Commission approved Resolution No. 2017-13 approving and adopting the Budget for Fiscal Year 2017-18 budget; and, the Schedule of Airline Landing Fees and Terminal Rents for Fiscal Year 2017-18.

**RESOLUTION NO. 2017-13 A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY COMMISSION APPROVING THE ANNUAL BUDGET FOR FISCAL YEAR 2017-18**

Interim Chief Executive Officer Thorpe provided a brief background on the 2017-18 Budget.

President Wapner opened the budget hearing, seeing no one wishing to make a public comment, he closed the hearing and moved to Commissioner discussion.

Commissioner Hagman asked for Commission consensus to get a quarterly budget update. The OIAA Commission reached a consensus and directed staff to provide quarterly budget updates.

**MOTION:** Moved by Commissioner Hagman, seconded by Commissioner Gouw and carried by unanimous vote, to adopt Resolution No. 2017-13 and to direct staff to provide quarterly budget updates.

### **CONSENT CALENDAR**

**MOTION:** Moved by Commissioner Hagman, seconded by Secretary Bowman and carried by unanimous vote, to approve the Consent Calendar as presented.

**2. AUTHORIZE THE INTERIM CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH GROUP AND WANG ASSOCIATES, LLC FOR DEVELOPMENT OF AN AIR SERVICES MARKETING STRATEGY FOR RECRUITMENT OF AIRLINES FROM THE PEOPLE'S REPUBLIC OF CHINA (PRC) FOR DIRECT PASSENGER, CARGO, OR COMBINATION FLIGHTS**

The Ontario International Airport Authority authorized the Interim Chief Executive Officer to negotiate and sign a Professional Services Agreement with Group & Wang Associates, LLC for the development and implementation of an air service marketing strategy for recruitment of airlines, express delivery companies, freight forwarders, integrators for direct passenger, cargo, or combination flights between Ontario International Airport (ONT) and the People's Republic of China (PRC).

**3. AUTHORIZING THE INTERIM CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH GUGE MARKETING FOR ADVERTISING, MARKETING AND PROMOTIONAL SERVICES FOR ONTARIO INTERNATIONAL AIRPORT**

The Ontario International Airport Authority (OIAA) authorized the Interim Chief Executive Officer to negotiate and sign a consulting services contract with Guge Marketing to provide client services, supervision, planning and coordination of the various advertising and marketing initiatives. If approved, under the proposed Professional Service Agreement, OIAA will pay Guge Marketing a consulting fee of \$25,000 per month for one year with two, one-year renewal options.

**4. AUTHORIZING THE PURCHASE OF WORKDAY ENTERPRISE SOFTWARE AND ASSOCIATE DEVELOPMENT AND LICENSING SERVICES**

The Ontario International Airport Authority authorized the Interim Chief Executive Officer to execute agreements to effect the purchase, development, licensing, and financing of subject enterprise software product. OIAA believes that Workday is state of the art software-as-a-service (SaaS) that will serve its needs for the future and perform more efficiently than any other software suite. Workday is far less expensive and complex to develop and maintain compared to traditional ERP systems. OIAA will not have to upgrade Workday in the conventional sense (i.e., no future ERP capital projects) because it will always be on the most current version of the software.

**5. APPROVAL OF A CONTRACT WITH GRIFFITH COMPANY TO CONSTRUCT THE TAXIWAY S&W INTERSECTION REPAIR AND TAXIWAY S5 PROJECT AT ONTARIO INTERNATIONAL AIRPORT**

The Ontario International Airport Authority (OIAA) authorized the Interim Chief Executive Officer to execute a contract with Griffith Company in the amount of \$7,396,692 to construct the Taxiway S&W intersection repair and new Taxiway S5 project at Ontario International Airport. The construction cost for this project is to be paid for with a mix of FAA Airport Improvement Program (AIP) entitlement grant funds \$5,920,850 and OIAA appropriations \$1,475,842.

**6. AUTHORIZE APPROVAL OF THE INTERIM CHIEF EXECUTIVE OFFICER TO CONTRACT WITH SECURITAS AVIATION SECURITY TO PROVIDE SECURITY PERSONNEL FOR THE ONT SECURE ENTRY POINTS AND THE LOST AND FOUND OFFICE**

The Ontario International Airport Authority authorized the Interim Chief Executive Officer to negotiate and sign an agreement with Securitas Aviation Security to provide certain security services at Ontario International Airport. The cost of the one-year agreement of approximately \$450,000-included in the proposed OIAA FY 2018 budget-will be more than offset by savings of approximately \$1.2 million per year.

**STAFF MATTERS**

Interim Chief Executive Officer Thorpe recognized staff for their work on the budget.

**COMMISSIONER MATTERS**

President Wapner expressed his gratitude for the Traveler's Aid at the Ontario International Airport and recognized their commitment to providing excellent service.

Commissioner Hagman suggested that an airline representative to be present at meetings to answer questions.

**ADJOURNMENT**

President Wapner adjourned the Ontario International Airport Authority Commission meeting at 9:15 a.m.

Respectfully submitted:

  
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CLAUDIA Y. ISBELL, CLERK OF THE BOARD

APPROVED:

  
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ALAN D. WAPNER, PRESIDENT  
ONTARIO INTERNATIONAL AIRPORT AUTHORITY