

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY
REGULAR COMMISSION MEETING
MINUTES
TUESDAY, JANUARY 23, 2018**

A regular meeting of the Ontario International Airport Authority was held on Tuesday, January 23, 2018 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 3:06 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, General Counsel Lori D. Ballance, and Assistant Secretary Claudia Y. Isbell.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Robert De Casas.

Hearing no requests to speak, President Wapner recessed the regular meeting of the Ontario International Airport Authority to Closed Session at 3:07 p.m. with all Commissioners in attendance except Commissioner Hagman (arrived at 3:08 p.m.).

CLOSED SESSION

- GC 54956.9(d)(2), CONFERENCE WITH LEGAL COUNSEL, ANTICIPATED LITIGATION: *One (1) case.*

The Ontario International Airport Authority Commission regular meeting was reconvened in public session at 3:12 p.m.

CLOSED SESSION REPORT

President Wapner announced there was no reportable action.

PUBLIC COMMENTS

Daniel Possnack, spoke on his concerns regarding an increase in cargo aircrafts taking off to the west and the amount of noise it is causing.

Commissioner Hagman suggested that information from Noise Monitoring Stations be added to agendas.

Christopher Campos, spoke on the Federal Aviation Administration, Summary of Small Unmanned Aircraft Rule, Part 107 and inquired if the OIAA had programs regarding drones. He also suggested that a tour be provided for youth who are interested in learning more about the airport.

Therese Andrews, Director of Traveler's Aid at the Ontario International Airport, gave a brief update on Traveler's Aid and their work at the airport.

AGENDA REVIEW/ANNOUNCEMENTS

Chief Executive Officer Thorpe provided an update regarding Item No. 05 of the agenda, stating changes from a 2 month agreement to 6 months.

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

MOTION: Moved by Commissioner Hagman, seconded by Secretary Bowman and carried by a unanimous vote of those present, to approve the Consent Calendar as presented, with the amendment to Item No. 05.

2. APPROVAL OF MINUTES

Approved minutes for the cancelled meetings of the Ontario International Airport Authority on April 25, 2017, June 27, 2017, November 28, 2017 and December 26, 2017 and the special meeting on December 13, 2017, as on file with the Secretary/Assistant Secretary.

3. BILLS/PAYROLL

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

4. APPROVAL OF MEETING STIPENDS

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

5. APPROVAL TO AMEND THE CONTRACT FOR A 2 MONTH EXTENSION BETWEEN MEAD & HUNT AND THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY FOR MONTH-TO-MONTH ENGINEERING, ARCHITECTURAL, SURVEY, AND CONSTRUCTION INSPECTION SUPPORT SERVICES AT THE ONTARIO INTERNATIONAL AIRPORT

The Ontario International Airport Authority authorized the CEO to execute a 6-month contract extension with Mead & Hunt for as-needed engineering, architectural, survey, and construction inspection support services at the airport, for a not-to-exceed monthly amount of (up to) \$60,000 until OIAA staff is in position to procure similar services from one or more firms via an Request For Qualifications process. Approval of this contract amendment will not require the use of additional funds in the 2017/18 OIAA budget, or any other budget adopted, continued, or approved by the OIAA Commission.

6. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE A MANAGEMENT AGREEMENT FOR AIRPORT OPERATIONS MAINTENANCE BETWEEN TBI AIRPORT MANAGEMENT, INC. AND THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY

The Ontario International Airport Authority (OIAA) authorized the CEO to negotiate and execute a management agreement with TBI Airport Management Inc. (TBI), a Florida corporation, for airport operations and airfield management services for ten (10) years with the mutual option to extend for one five-year period. This effort will increase efficiencies to airport and airfield operations and result in a substantial cost savings for the OIAA over the 10-year term of TBI management agreement. The basic terms of the TBI agreement will be generally consistent with those contained in similar agreements at U.S. airports including reimbursement of employee salaries and benefits, and expenses, and an annual management fee to be paid to TBI.

7. AMENDMENT OF THE T.Y. LIN INTERNATIONAL INC. CONTRACT FOR CIVIL DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES

The Ontario International Airport Authority authorized the Chief Executive Officer to execute a contract amendment with T.Y. Lin International Inc. (TY Lin), in the amount of \$52,946.87 to revise plans and documents and provide bidding support and to provide construction administration services related to the Taxiway S&W Intersection Repair and New Taxiway S5 Construction project. The additional requested amount will provide bidding support and construction administration services for the project. The cost for these additional services are to be paid for with OIAA appropriations.

8. APPROVAL OF A FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AND GRIFFITH COMPANY

The Ontario International Airport Authority (OIAA) authorized the Chief Executive Officer to execute the First Amendment to a Contract between the Ontario International Airport Authority and Griffith Company. The amendment will incorporate required U.S. Department of Transportation regulations (49 CFR Part 26) and OIAA's Disadvantaged Business Enterprise (DBE) Program language to ensure continued compliance with regulations and policies.

9. APPROVAL OF THE FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AND THE KENNARD DEVELOPMENT GROUP

The Ontario International Airport Authority (OIAA) authorized the Chief Executive Officer to execute the First Amendment to a Professional Services Agreement between the Ontario International Airport Authority and Kennard Development Group dba KDG Construction Consulting. The amendment will incorporate required U.S. Department of Transportation regulations (49 CFR Part 26) and OIAA's Disadvantaged Business Enterprise (DBE) Program language to ensure continued compliance with regulations and policies.

10. A RESOLUTION TO APPROVE AND EXECUTE THIRD AMENDMENT TO LEASE ONT-7994 BETWEEN THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AND GUARDIAN AIR SERVICES, LLC RELATED TO THE JET CENTER EXPANSION PROJECT

The Ontario International Airport Authority (OIAA) adopted a resolution to approve and execute a Third Amendment to lease ONT-7994 between the Ontario International Airport Authority and Guardian Air Services, LLC ("Guardian") to implement the Guardian Jet Center Expansion Project ("Expansion Project") approved by the Commission by Resolution 2017-18 on December 13, 2017. The OIAA will provide rent abatements or rent credits to Guardian in the estimated amount of \$40,000 to

\$50,000 for Guardian's costs to demolish and remove the existing OIAA structures at the Expansion Project site. Further, the OIAA will receive market rate rental payments from Guardian once Guardian takes possession of the Expansion Project site area and additional temporary aircraft parking area and hangar space at the Airport displaced by the Expansion Project.

RESOLUTION NO. 2018-01 A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY TO APPROVE AND EXECUTE THE GUARDIAN AIR SERVICES THIRD AMENDMENT TO LEASE ONT-7994.

11. A RESOLUTION ADOPTING THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY PURCHASING POLICIES AND PROCEDURES MANUAL

The Ontario International Airport Authority adopted a resolution for the Ontario International Airport Authority Purchasing Policies and Procedures Manual. 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.

RESOLUTION NO. 2018-02 A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY TO ADOPT THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY PURCHASING POLICIES AND PROCEDURES MANUAL.

12. PURSUANT TO TREASURY REGULATION §1.150-2 INTER-ALIA, ADOPTING A RESOLUTION THAT PROVIDES CERTAIN COSTS INCURRED BY THE AUTHORITY PRIOR TO THE ISSUANCE OF A TAX-EXEMPT OBLIGATION SHALL QUALIFY FOR REIMBURSEMENT FROM THE OBLIGATION PROCEEDS

The Ontario International Airport Authority authorized the intention to issue tax exempt obligations and adopt a resolution enabling the reimbursement of certain capital improvement project costs incurred prior to the issuance of tax exempt obligations.

RESOLUTION NO.2018-03 A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY REGARDING ITS INTENTION TO ISSUE TAX-EXEMPT OBLIGATIONS

ADMINISTRATIVE REPORTS/DISCUSSION/ACTION

13. A RESOLUTION TO APPROVE AND AUTHORIZE THE FEDERAL INSPECTION SERVICES AND INTERNATIONAL TERMINAL REPLACEMENT FACILITY PROJECT AT ONTARIO INTERNATIONAL AIRPORT, AND THE RELATED REQUEST FOR PROPOSAL PROCESS FOR PROJECT DESIGN SERVICES AND CONSTRUCTION

The Ontario International Airport Authority Commission adopted a resolution to approve the Federal Inspection Services and International Terminal Replacement Facility Project at Ontario International Airport, as well as a Request for Proposal process for Project design services and construction.

RESOLUTION NO. 2018-04 A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY TO APPROVE AND AUTHORIZE THE FEDERAL INSPECTION SERVICES AND RELATED INTERNATIONAL TERMINAL REPLACEMENT FACILITIES PROJECT, AS WELL AS A REQUEST FOR PROPOSAL PROCESS RELATING TO THE DESIGN SERVICES AND CONSTRUCTION FOR THE PROJECT.

CEO Thorpe gave a brief background and presented a Power Point regarding the project design for the Federal Inspection Services and International Terminal Replacement Facility.

MOTION: Moved by Secretary Bowman, seconded by Commissioner Hagman and carried by a unanimous vote of those present, to adopt Resolution No. 2018-04.

14. FISCAL YEAR 2017-18 BUDGET UPDATE AND ANALYSIS OF OPERATING AND MAINTENANCE BUDGET VS. ACTUAL FOR THE FIVE MONTHS ENDED NOVEMBER 30, 2017

The Ontario International Airport Authority approved the budget adjustments and recommendations as listed in the Fiscal Year 2017-18 Budget Update. The analysis shows that the Authority is performing well from a financial perspective, overall, in comparison with Budget. For the 5-months to November 30, 2017, the Authority' Net Operating Income is approximately \$2.4 million higher than budget.

MOTION: Moved by Vice President Loveridge, seconded by Secretary Bowman and carried by a unanimous vote of those present, to approve the budget adjustments and recommendations as listed in the Fiscal Year 2017-18 Budget update.

STAFF MATTERS

CEO Thorpe provided a brief update on traffic for the year and provided a brief update on transitional changes at the airport, and marketing efforts for China Airlines.

COMMISSIONER MATTERS

Vice President Loveridge reminded staff of the Business group to be presented at the February 27, 2018 OIAA meeting.

ADJOURNMENT

President Wapner adjourned the Ontario International Airport Authority Commission meeting at 3:47 p.m.

Respectfully submitted:



CLAUDIA Y. ISBELL, CLERK OF THE BOARD

APPROVED:



ALAN D. WAPNER, PRESIDENT
ONTARIO INTERNATIONAL AIRPORT AUTHORITY