

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY
SPECIAL COMMISSION MEETING
MINUTES
FRIDAY, MARCH 23, 2018**

A special meeting of the Ontario International Airport Authority was held on Friday, March 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 3:04 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 General Counsel Ballance.

PUBLIC COMMENT

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.

Vice President Loveridge requested that at least one item be added to Discussion stating that it is important to highlight what is important.

President Wapner suggested that the item be addressed during an Ad Hoc Committee meeting and be brought back to the Commission for consideration. There was consensus among the Commissioners to proceed as suggested.

MOTION: Moved by Commissioner Hagman, seconded by Secretary Bowman and carried by a unanimous vote of 5-0, to approve the Consent Calendar as presented.

CONSENT CALENDAR

1. APPROVAL OF MINUTES

Approved minutes for the regular meeting of the Ontario International Airport Authority on February 27, 2018, approving same as on file with the Secretary/Assistant Secretary.

2. BILLS/PAYROLL

Approved bills for February 1, 2018 through February 28, 2018 and Payroll February 1, 2018 through February 28, 2018.

3. APPROVAL OF MEETING STIPENDS

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

4. APPROVAL TO AWARD AND AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE CONTRACTS FOR THREE (3) YEAR TERMS BETWEEN OIAA AND THE FOLLOWING FIRMS: BURNS & MCDONNELL, HNTB CORPORATION, AND TY LIN INTERNATIONAL, FOR ON-CALL ENGINEERING, ARCHITECTURE, AND SUPPORT SERVICES FOR AIP-FUNDED PROJECTS AT ONTARIO INTERNATIONAL AIRPORT.

The OIAA authorized the Chief Executive Officer to execute contracts with Burns & McDonnell, HNTB Corporation, and with T.Y. Lin International Inc. (TYLI), for as-needed engineering, architecture, and support services for Airport Improvement Program (AIP) funded projects to be defined through OIAA's capital planning and programming process and approved through OIAA's budgeting process. Burns & McDonnell, HNTB, and TY LI will be retained on a list of on-call, as-needed engineering service providers for AIP-funded projects at ONT for a period of three years. Engineering services assignments will be assigned to the firms as projects that are recommended by OIAA staff and incorporated into OIAA's capital budget.

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

The OIAA authorized the Chief Executive Officer to execute a contract amendment with Helix Environmental Planning, Inc. (Helix) for additional scope of work, in the amount of \$49,547 for the preparation of environmental documentation that conforms to the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) for development projects at Ontario International Airport. This requested amount is for increased scope of work related to the preparation of environmental analysis and documentation for development projects at ONT.

6. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO AWARD AND EXECUTE A CONTRACT WITH ASIA GENERAL CONTRACTORS, INC.

The OIAA authorized the Chief Executive Officer to award and execute a contract with Asia General Contractors, Inc. (Asia), in the amount of \$251,500. The cost is to be paid for with OIAA appropriations from the 2017/2018 OIAA budget.

7. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE AN EASEMENT BETWEEN THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AND SOUTHERN CALIFORNIA EDISON AS PART OF THE GUARDIAN JET CENTER EXPANSION PROJECT.

The Ontario International Airport Authority (OIAA) authorized the Chief Executive Officer to negotiate and execute an easement between the Ontario International Airport Authority and Southern California Edison as part of the Guardian Jet Center Expansion Project. The easement is being prepared by Southern California Edison (SCE) based on engineering drawings prepared by SCE for the construction of new electrical equipment as part of the Guardian Jet Center Expansion Project. The OIAA and its counsel will review and provide comments to SCE as part of its standard procedures for a tenant improvement project, therefore there will not be any fiscal impact.

8. AUTHORIZE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT WITH AIRPORT AND AVIATION PROFESSIONALS, INC. IN CONNECTION WITH IMPLEMENTATION OF WORKDAY ENTERPRISE RESOURCE PLANNING (ERP) FINANCIAL SYSTEMS.

The Ontario International Airport Authority authorized the Chief Executive Officer (CEO) to execute Amendment No. 1 to a Professional Services Agreement with Airport and Aviation Professionals, Inc in connection with implementation of Workday Enterprise Resource Planning (ERP) Financial Systems. The original contract with Airport and Aviation Professionals, Inc. (AvAirPros) in January 2018 was in the

amount of approximately \$66,000 and was executed under the authority of the CEO's signing authority. The Amendment provides for additional professional services in the amount of up to approximately \$133,000 for a total contract amount of not more than \$199,000.

9. APPROVAL OF FIRST AMENDMENT TO CONCESSION AGREEMENT ONT-8706 WITH BANK OF AMERICA.

The Ontario International Airport Authority authorized the Chief Executive Officer to execute the Amendment to Agreement ONT-8706 with Bank of America. The current agreement provides for a concession to include five bank ATM units. The concessionaire is Bank of America, who agrees to pay the Authority \$7,500 annually or \$1.75 per transaction, whichever is greater. The commercial terms are Amended to include a sixth ATM and the minimum annual guarantee (MAG) shall be increased from \$7,500 to \$9,000. On an annualized basis, the MAG will be increased from \$90,000 to \$108,000; i.e., an increase of \$18,000 per annum.

10. APPROVAL OF THE AUTHORITY'S COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR THE 12-MONTH PERIOD ENDED JUNE 30, 2017.

The Ontario International Airport Authority approved the Comprehensive Financial Report (CAFR) in accordance with the Joint Powers Agreement, Section 9, Accounts and Reports states that management make an annual audit of the accounts and records of the Authority, and a complete written report filed as a public record with the Commission, Clerk of Ontario, San Bernardino Board of Supervisors and the Municipal Securities Rulemaking Board.

11. AUTHORIZE THE AUTHORITY CHIEF EXECUTIVE OFFICER (CEO) AND DESIGNEES TO REVIEW PROPOSALS FOR REAL ESTATE BROKERS TO REPRESENT THE AUTHORITY FOR THE POSSIBLE LONG-TERM LEASE OF NON-AERONAUTICAL USE REAL PROPERTY AT ONTARIO INTERNATIONAL AIRPORT (ONT), AND RECOMMEND TO THE AUTHORITY COMMISSION THE POSSIBLE SELECTION OF A BROKER FOR SUCH PURPOSE.

The Ontario International Airport Authority ("OIAA" or "Authority") Commission authorized the Authority Chief Executive Officer and his designees to review proposals for licensed real estate brokers to represent the Authority in the possible long-term lease of ONT real property that is not used for aeronautical purposes (generally bounded by Airport Drive to the north, Jurupa Street to the south, Haven Avenue to the west, and Doubleday Avenue to the east), and recommend to the Authority Commission a qualified broker or brokers to be retained and selected for such purpose located at Possible retention or selection of a qualified real estate broker(s) to represent the Authority in the possible long-term lease of ONT real property that is not used for aeronautical purposes would not have any negative impact on ONT finances.

The fees for any real estate broker services would only be paid out of any possible long-term lease transaction.

STAFF MATTERS

Chief Executive Officer Thorpe announced the Non-stop flights to Taipei, Taiwan commencing on March 25, 2018 and noted that the LAWA staff transfer will be complete as of April 2, 2018.

COMMISSIONER MATTERS

Commissioner Gouw did not have comments.

Commissioner Hagman noted his trip to Taipei and his efforts to bring more cargo flights to OIAA from Wuxi, China.

Vice President Loveridge requested an update on how the Leadership Committee was doing and asked that a time be scheduled to discuss making the airport an exciting place.

Sr. Director of Marketing, Communications and External Affairs Elkadi provided a brief update.

Secretary Bowman thanked staff for the hard work and acknowledged that the airport is headed in the right direction.

President Wapner thanked Ontario I.T. staff for getting the Federal Inspection Services facility ready on time for the China Airlines' flight.

ADJOURNMENT

President Wapner adjourned the Ontario International Airport Authority Commission meeting in memory of Pomona Police Officer Gregory Casillas, at 3:23 p.m.

RESPECTFULLY SUBMITTED:



CLAUDIA Y. ISBELL, CLERK OF THE BOARD

APPROVED:



ALAN D. WAPNER, PRESIDENT
ONTARIO INTERNATIONAL AIRPORT AUTHORITY