

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY  
REGULAR COMMISSION MEETING  
MINUTES  
OCTOBER 28, 2021**

A regular meeting of the Ontario International Airport Authority was held on Thursday, October 28, 2021, 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 2:11 p.m.

**ROLL CALL**

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

ABSENT: Commissioners: Julia Gouw (excused) and Ronald O. Loveridge (excused)

Also present were: Deputy Chief Executive Officer Atif J. Elkadi, General Counsel Lori Ballance, Assistant General Counsel Kevin Sullivan, OIAA Consultant Greg Devereaux, and Board Clerk Natalie Gonzaga.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Commissioner Hagman.

**CLOSED SESSION PUBLIC COMMENT**

There were no public comments.

**CLOSED SESSION**

President Wapner recessed the regular meeting of the Ontario International Airport Authority to Closed Session at 2:13 p.m.

- GC section 54956.8: REAL PROPERTY NEGOTIATIONS (portions of Airport);  
OIAA General Counsel's office as negotiator.
- GC § 54957, PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Chief Executive Officer/Deputy CEO
- GC § 54957.6, CONFERENCE WITH LABOR NEGOTIATORS  
Agency designated representative: General Counsel or Outside Counsel  
Unrepresented employee: Chief Executive Officer

The Ontario International Airport Authority Commission regular meeting was reconvened in public session at 2:49 p.m.

#### **REPORT ON CLOSED SESSION**

General Legal Counsel Ballance announced there was no reportable action.

#### **PUBLIC COMMENT**

There were no public comments.

#### **1. CONFLICT OF INTEREST**

No conflicts were announced.

#### **AGENDA REVIEW/ANNOUNCEMENT**

Deputy Executive Director announced Consent Calendar Item No. 12 will be pulled and Consent Calendar to allow for further review by staff, and Item No. 14 action revised to state “negotiate and execute”.

#### **ITEM NO. 12 PULLED**

Item No. 12 was pulled from the agenda.

#### **12. APPROVAL OF THE PROCUREMENT CARD POLICIES AND PROCEDURES**

That the Ontario International Airport Authority (OIAA) Commission approve the Procurement Card Policies and Procedures Manual.

#### **CONSENT CALENDAR**

**MOTION:** Moved by Commissioner Hagman, seconded by Secretary Bowman, and carried by a vote of 3-0-2, to approve consent calendar Items #2-15, with Item No. 12 pulled, and Item No. 14 revised, with Vice President Loveridge and Commissioner Gouw absent (excused).

#### **2. APPROVAL OF MINUTES**

Approved minutes for the Ontario International Airport Authority special meeting on September 13, 2021 and cancelled meeting on September 23, 2021 and approving the same as on file with the Secretary/Assistant Secretary.

**3. BILLS/PAYROLL**

Approved bills September 1 through September 30, 2021 and Payroll September 1 through September 30, 2021.

**4. APPROVAL OF MEETING STIPENDS**

The Ontario International Airport Authority Commission approved meeting stipends for President Wapner for the month of September, 2021.

**5. APPROVAL OF THE FIRST CONTRACT EXTENSION FOR TY LIN INTERNATIONAL FOR ON-CALL AIP ENGINEERING, ARCHITECTURE AND SUPPORT SERVICES AT THE ONTARIO INTERNATIONAL AIRPORT**

The Ontario International Airport Authority (OIAA) Commission authorized the Chief Executive Officer (CEO), or his designee, to approve a contract extension to the end of Fiscal Year (FY) 2021-22, for TY Lin International for On-Call AIP engineering, architectural and support services at Ontario International Airport (ONT). Funding is available in the FY 2021-22 Capital Budget. No funding or authority increase is required for the extension of the on-call AIP contract through June 30, 2022.

**6. APPROVAL OF THE FIRST CONTRACT EXTENSION FOR JACOBS PROJECT MANAGEMENT, ONTARIO AVIATION GROUP, AND PPM GROUP, INC., FOR ON-CALL AIP CONSTRUCTION MANAGEMENT AND RELATED SERVICES AT THE ONTARIO INTERNATIONAL AIRPORT**

The Ontario International Airport Authority (OIAA) Commission authorized the Chief Executive Officer (CEO), or his designee, to approve contract extensions through the end of Fiscal Year (FY) 2021-22, for Jacobs Project Management, Ontario Aviation Group and PPM Group, Inc. for On-Call construction management and related services at Ontario International Airport (ONT). Funding is available in the FY 2021-22 Capital Budget. No funding or authority increase is required for the extension of the on-call construction management services through June 30, 2022.

**7. APPROVAL TO EXTEND THE PRODIGIQ CONTRACT ON A MONTH-TO-MONTH BASIS FOR AIRFIELD COMPLIANCE, MAINTENANCE WORK ORDERS, LEASE MANAGEMENT AND FLIGHT INFORMATION DISPLAY SYSTEM**

The Ontario International Airport Authority (OIAA) Commission authorized the Chief Executive Officer (CEO), or his designee, to extend the Professional Services Agreement, Contract No. SCNT-000064, with Prodigiq on a month-to-month basis, for a maximum of twelve (12) months, for their Operations Management System (ProOMS), Computerized Maintenance Monitoring System (ProCMMS), Lease Management System (LMS), Flight Information Display System (FIDS), Baggage Information Display System (BIDS) and Gate Information Display System (GIDS). Funding for this

contract is approved in the Fiscal Year 2021-22 operating budget. Estimated monthly cost of services is \$5,500 for all systems.

**8. APPROVAL OF THE FIRST CONTRACT AMENDMENT TO KAVPLAN LLC FOR STRATEGIC AVIATION PLANNING MANAGEMENT CONSULTING SERVICES**

The Ontario International Airport Authority (OIAA) authorized the Chief Executive Officer (CEO), or his designee, to amend the existing KavPlan LLC Contract No. SCONT-000222, by increasing the authority to \$120,000 for the second contract year; and authorize the CEO to exercise the remaining one-year extension option at \$150,000, for an overall contract amount not-to-exceed \$370,000 over the three-year term of the contract. The overall contract total also includes the first contract year at \$100,000. Funds for this contract are available in the FY 2021-22 Budget. Funding for subsequent year will be requested through the annual budget process.

**9. APPROVAL OF THREE (3) POSITIONS FOR OPERATIONS DIVISION – DIRECTOR OF OPERATIONS, ASSOCIATE ENGINEER AND GARAGE TECHNICIAN**

The Ontario International Airport Authority (OIAA) Commission approved three proposed positions - Director of Operations, Associate Engineer and Garage Technician. Funding for these positions is included in the FY 2021-22 Budget. Funding for subsequent years will be requested through the annual budget process.

**10. APPROVAL OF THE FIRST CONTRACT AMENDMENT TO BIRDI & ASSOCIATES, INC. FOR AN AUTHORITY INCREASE FOR ADDITIONAL SCOPE FOR THE REPLACEMENT OF EXISTING END OF LIFE ACCESS CONTROL ALARM MONITORING SYSTEM (ACAMS) PROXIMITY CARD READERS**

The Ontario International Airport Authority (OIAA) Commission authorized the Chief Executive Officer (CEO), or his designee, to amend the existing Birdi & Associates, Inc. Contract No. SCONT-000259, by increasing the spending authority in the amount of \$170,000 and approve an additional scope to allow for the replacement of all Access Control Alarm Monitoring System (ACAMS) legacy proximity card readers exceeding end of service life. Funding in the amount of \$170,000, which includes a 10% project contingency amount, shall be provided by Revenue Bond Funds.

**11. APPROVAL OF AN AUTHORITY INCREASE TO AMERICAN THREAT ASSESSMENT CONSULTING, INC. CONTRACT FOR THE INSTALLATION OF ADDITIONAL CCTV CAMERAS, REQUIRED SUPPORTING INFRASTRUCTURE AND REPLACEMENT OF EXISTING END OF SERVICE LIFE EQUIPMENT**

The Ontario International Airport Authority (OIAA) Commission authorized the Chief Executive Officer (CEO), or his designee, to increase the existing American Threat Assessment Consulting, Inc. Contract No. SCONT-000337, by increasing the spending authority in the amount of \$140,000, to allow for the installation and replacement of the existing end of service life CCTV cameras and support equipment at Ontario International Airport (ONT). Funding in the amount of \$140,000, which includes a 10% project contingency amount, shall be provided by Revenue Bond Funds.

**Item No. 12 was pulled.**

**13. APPROVAL OF UPDATE TO LICENSE FEES CHARGED THROUGH THE NON-EXCLUSIVE LICENSE AGREEMENT**

The Ontario International Airport Authority (OIAA) Commission approved the new License Fees for the Non-Exclusive License Agreement (NELA) at Ontario International Airport (ONT). Upon OIAA Commission approval, the 10% Gross-Revenue License Fees will apply to all services provided at ONT with the exception of services provided to the United States Military.

**14. APPROVE THE SELECTION OF MOSS ADAMS, LLP, FOR INTERNAL AUDIT SERVICES FOR THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY**

The Ontario International Airport Authority (OIAA) Commission approved the selection of and authorized the Chief Executive Officer (CEO), or his designee, to **negotiate and** execute a professional services agreement with Moss Adams, LLP, for internal audit services for an amount not to exceed \$100,000 for fiscal year ending June 30, 2022, with two, one-year extensions based on organizational needs with an annual maximum established and authorized by the Commission.

**15. APPROVAL OF THE ECONOMIC DEVELOPMENT FORUM AGREEMENT WITH THE GREATER ONTARIO CONVENTION CENTER AND VISITORS BUREAU**

The Ontario International Airport Authority (OIAA) Commission approved the agreement with Greater Ontario Convention Center and Visitors Bureau to host the Five-Year Economic Development Forum. If approved, the agreement between the OIAA and Greater Ontario Convention and Visitors Bureau is estimated to cost \$265,000. Funds will be utilized from the Fiscal Year 2021-22 sponsorship, marketing, and advertising budget.

**ADMINISTRATIVE DISCUSSION/ACTION/REPORT**

**16. APPROVAL OF A CONCESSION LEASE AGREEMENT WITH BATTER BOYS, INC., FOR A DUNKIN DONUTS KIOSK IN TERMINAL 2 AT ONTARIO INTERNATIONAL AIRPORT**

The Ontario International Airport Authority (OIAA) Commission authorized the Chief Executive Officer (CEO), or his designee, to execute a (5) year, with three (3) one-year options to extend, concession lease agreement with Batter Boys, Inc., to provide one Dunkin Donuts kiosk in Terminal 2 at Ontario International Airport (ONT). Upon the Rent Commencement Date of this agreement, Batter Boys shall pay the OIAA an eight percent (8%) Concession Fee of its annual Gross Revenues, plus annual budget savings from actual Operating Expenses to contribute up to an additional 3% Concession Fee to provide a total annual percentage rent up to 11% of the annual Gross Revenues.

Annual rent of \$124.23 per square foot shall be paid monthly upon occupancy for any office or storage space rented in the Terminals, if required to support their operations.

Deputy CEO Elkadi provided a brief presentation on this item.

**MOTION:** Moved by Commissioner Hagman, seconded by Secretary Bowman, and carried by a vote of 3-0-2, to approve the Batter Boys, Inc. concession lease agreement, with Vice President Loveridge and Commissioner Gouw absent (excused).

#### **17. APPROVAL OF A CONCESSION AGREEMENT WITH 360 DUTY FREE AND MORE FOR A DUTY FREE OUTLET IN TERMINAL 2 AT ONTARIO INTERNATIONAL AIRPORT**

The Ontario International Airport Authority (OIAA) Commission authorized the Chief Executive Officer (CEO), or his designee, to negotiate and execute a ten-year term concession agreement with one, five-year option at the discretion of the CEO, with 360 Duty Free and More, Inc. to manage and operate a Duty-Free concession in Terminal 2 at Ontario International Airport (ONT). The concessionaire is responsible for all capital investment and will pay the OIAA a concession fee ranging from 5% of gross sales to 25.06% of gross sales based on financial tiers identified within the agreement and no minimum annual guarantee.

Deputy CEO Elkadi provided a brief presentation on this item. Discussion ensued between Commissioners and Staff.

**MOTION:** Moved by Commissioner Hagman, seconded by Secretary Bowman, and carried by a vote of 3-0-2, to approve the 360 Duty Free and More, Inc. concession lease agreement, with Vice President Loveridge and Commissioner Gouw absent (excused).

#### **MANAGEMENT REPORT**

There was no management report.

#### **COMMISSIONER MATTERS**

Commissioner Hagman provided a report on a recent airport tour of the information center at DFW.

Secretary Bowman thanked staff for their work.

President Wapner also thanked staff and mentioned the upcoming 5-year anniversary of local control on November 1.

**ADJOURNMENT**

President Wapner adjourned the Ontario International Airport Authority Commission meeting at 2:55 p.m.

RESPECTFULLY SUBMITTED:



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NATALIE GONZAGA, BOARD CLERK

APPROVED:



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ALAN D. WAPNER, PRESIDENT  
ONTARIO INTERNATIONAL AIRPORT AUTHORITY