

ONTARIO INTERNATIONAL AIRPORT AUTHORITY

COMMISSION AGENDA - REGULAR MEETING



JULY 24, 2018 AT 3:00 P.M.

Ontario International Airport Administration Offices
1923 E. Avion Street, Room 100, Ontario, CA 91761

ALAN D. WAPNER
President

RONALD O. LOVERIDGE
Vice President

JIM W. BOWMAN
Secretary

CURT HAGMAN
Commissioner

JULIA GOUW
Commissioner

MARK A. THORPE
Chief Executive Officer

LORI D. BALLANCE
General Counsel

JEFF P. REYNOLDS
Treasurer

WELCOME TO THE MEETING OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY

- All documents for public review are on file at the Ontario International Airport Administration Offices located at 1923 E. Avion Street, Ontario, CA 91761.
- Anyone wishing to speak during public comment or on a item will be required to fill out a blue slip. Blue slips must be turned in prior to public comment beginning or before an agenda item is taken up. The Secretary/Assistant Secretary will not accept blue slips after that time.
- Comments will be limited to 3 minutes. Speakers will be alerted when they have 1-minute remaining and when their time is up. Speakers are then to return to their seats and no further comments will be permitted.
- In accordance with State Law, remarks during public comment are to be limited to subjects within the Authority's jurisdiction. Remarks on other agenda items will be limited to those items.
- Remarks from those seated or standing in the back of chambers will not be permitted. All those wishing to speak, including Commissioners and Staff, need to be recognized by the Authority President before speaking.

ORDER OF BUSINESS

The Authority meeting begins with Closed Session and Closed Session Comment at 3:00 p.m., immediately followed by Public Comment and the Regular Meeting.

(Sign Language Interpreters, Communication Access Real-Time Transcription, Assistive Listening Devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. Due to difficulties in securing Sign Language Interpreters, five or more business days notice is strongly recommended.)

CALL TO ORDER (OPEN SESSION) - 3:00 P.M.

ROLL CALL

Loveridge, Bowman, Hagman, Gouw, President Wapner

PUBLIC COMMENT

Public Comment: The Closed Session and open meeting Public Comment portion of the Commission meeting is limited to a maximum of 3 minutes for each. Additional opportunities for further Public Comment will be given during and at the end of the meeting.

CLOSED SESSION

- GC 54957.6, CONFERENCE WITH LABOR NEGOTIATORS
Negotiating Parties; Ontario International Airport Authority: President Wapner; Employee: Chief Executive Officer: Mark A. Thorpe
- GC 54956.9(d)(1), CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION
San Bernardino Court Case No. CIVDS1816332

PLEDGE OF ALLEGIANCE

REPORT ON CLOSED SESSION

General Legal Counsel

AGENDA REVIEW/ANNOUNCEMENTS

The Chief Executive Officer will go over all updated materials and correspondence received after the Agenda was distributed to ensure Commissioners have received them.

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.

CONSENT CALENDAR

All matters listed under CONSENT CALENDAR will be enacted by one motion in the form listed below – there will be no separate discussion on these items prior to the time Commission votes on them, unless a member of the Commission requests a specific item be removed from the Consent Calendar for a separate vote.

Each member of the public wishing to address the Authority on items listed on the Consent Calendar will be given a total of 3 minutes.

2. APPROVAL OF MINUTES

Minutes for the regular meeting of the Ontario International Airport Authority on June 24, 2018, approving same as on file with the Secretary/Assistant Secretary.

3. BILLS/PAYROLL

Bills June 1, 2018 through June 30, 2018 and Payroll June 1, 2018 through June 30, 2018.

4. APPROVAL OF MEETING STIPENDS

That the Ontario International Airport Authority Commission approve meeting stipends for President Wapner and Commissioner Hagman.

5. A RESOLUTION AMENDING THE EXHIBIT TO THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY CONFLICT OF INTEREST CODE

That the Ontario International Airport Authority (OIAA) Commission adopt a Resolution amending the Exhibit to the OIAA's Conflict of Interest Code to update position classification titles and filing requirements for OIAA employees. The proposed action has no direct fiscal impact.

RESOLUTION NO. _____

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY,
APPROVING AND ADOPTING AN AMENDED EXHIBIT OF THE CONFLICT OF
INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974

6. APPROVE THE SELECTION OF AND AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE A CONTRACT WITH LEIGH FISHER INC. FOR AS-NEEDED AIRPORT PLANNING AND SUPPORT SERVICES AT ONTARIO INTERNATIONAL AIRPORT

That the Ontario Internatinoal Airport Authority (OIAA) approve the selection of and authorize the CEO to negotiate and execute contracts with Leigh Fisher, Inc., for on-call, as-needed airport planning and support services for Airport Improvement Program (AIP) funded projects and once they are approved by the OIAA Commission through OIAA's capital planning and programming process. At this time, there is no fiscal impact for approving the selection of Leigh Fisher, Inc. Airport planning and support services will be contracted and assigned to Leigh Fisher, Inc. as-needed. At that time, a contract for Leigh Fisher, Inc. will be executed by the CEO for the required airport planning and support services as needed for the projects.

7. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AND ALTA ENVIRONMENTAL TO PREPARE AN AIRPORT AIR QUALITY IMPROVEMENT PLAN

That the Ontario International Airport Authority (OIAA) approve a authorize the Chief Executive Officer (CEO) to negotiate and execute a professional services agreement between the OIAA and Alta Environmental (Alta) to prepare the Airport Air Quality Improvement Plan (AQIP). If approved, the agreement between OIAA and Alta to prepare an AQIP is estimated on a time and materials basis for approximately \$83,600 and will be absorbed within current budget appropriations for Fiscal Year 2018-19 budget.

8. AUTHORIZE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE A PURCHASE AND SALE AGREEMENT BETWEEN OIAA AND ONTARIO INTERNATIONAL AIRPORT TERMINAL & EQUIPMENT COMPANY TO CONVEY CERTAIN EQUIPMENT AND VEHICLES

OIAA wishes to enter into a purchase and sale agreement with Ontario International Airport Terminal & Equipment Company ("ONT-TEC") to convey certain vehicles and equipment to ONT-TEC at market values appraised by a third-party. The Airport Authority is an independent economic enterprise, which funds its fiscal Budget through income derived from airlines, tenants, and other users of the airport. If approved, the agreement will generate direct income to the OIAA in the amount of approximately \$350.7 thousand plus interest income of approximately \$6.0 thousand. Under the agreement, ONT-TEC will pay OIAA on an installment basis. Note that title and insurance risk will transfer upon execution of the agreement.

9. APPROVAL OF AN AGREEMENT BETWEEN THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AND FOX SPORTS COLLEGE PARTNERSHIPS

That the Ontario International Airport Authority (OIAA) Commission approve an agreement with Fox Sports College Partnerships. : If approved, the agreement between the OIAA and Fox Sports Partnerships is estimated to cost \$350,000 per year and was approved within the FY 2018-2019 budget appropriation.

ADMINISTRATIVE DISCUSSION/ACTION/REPORT

10. CHIEF EXECUTIVE OFFICER EMPLOYMENT AGREEMENT AMENDMENT

That the Ontario International Airport Authority (OIAA) Commission approve a revised employment agreement with Mark A. Thorpe to serve as the Chief Executive Officer of the Ontario International Airport Authority. Appropriations for the ongoing salary and associated benefits costs have been included in the Authority's baseline operating budget and the Adopted Budget for Fiscal Year 2018-19. Funding for future years' costs will be included in the respective operating budgets for those periods.

STAFF MATTERS

Chief Executive Officer Thorpe

COMMISSION MATTERS

President Wapner

Vice President Loveridge

Secretary Bowman

Commissioner Hagman

Commissioner Gouw

ADJOURNMENT



DATE: JULY 24, 2018

CLOSED SESSION REPORT
OIAA// (GC 54957.1)

ROLL CALL: Gouw __, Bowman __, Hagman __, Loveridge __, President Wapner __.

STAFF: CEO __, General Counsel __

- GC 54957.6, CONFERENCE WITH LABOR NEGOTIATORS
Negotiating Parties; Ontario International Airport Authority: President Wapner; Employee:
Chief Executive Officer: Mark A. Thorpe

No Reportable Action	Continue	Approved
/ /	/ /	/ /

Disposition: _____

ROLL CALL: Gouw __, Bowman __, Hagman __, Loveridge __, President Wapner __.

STAFF: CEO __, General Counsel __

- GC 54956.9(d)(1), CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION
San Bernardino Court Case No. CIVDS1816332

No Reportable Action	Continue	Approved
/ /	/ /	/ /

Disposition: _____

Reported by:

General Legal Counsel / Chief Executive Officer |

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: JULY 24, 2018

SECTION: MINUTE ACTION

SUBJECT: RELATIVE TO POSSIBLE CONFLICT OF INTEREST

RECOMMENDED ACTION(S): Note agenda items and contractors/subcontractors, which may require member abstentions due to possible conflicts of interest.

BACKGROUND: In accordance with California Government Code 84308, members of the Ontario International Airport Authority may not participate in any action concerning a contract where they have received a campaign contribution of more than \$250 in the prior twelve (12) months and from an entity or individual if the member knows or has reason to know that the participant has a financial interest, except for the initial award of a competitively bid public works contract. This agenda contains recommendations for action relative to the following contractors:

Item No	Principals & Agents	Subcontractors
Item No. 06	Leigh Fisher, Inc.	<ul style="list-style-type: none">• Economics & Politics, Inc.• LandUse/USA, LLC• Lee Andrews Group, Inc.• Lenax Construction Services, Inc.• Logplan, Inc.• Raja Associates, Inc.• Trammell Crow

STAFF MEMBER PRESENTING: Board Clerk, Claudia Y. Isbell

Department: Clerk's Office

Submitted to OIAA: July 24, 2018

Approved: _____

Continued to: _____

Denied: _____

Chief Executive
Officer Approval: *Mark A. Hooper*

Item No. 01

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY
REGULAR COMMISSION MEETING
MINUTES
TUESDAY, JUNE 26, 2018
(Not Official Until Approved)**

A regular meeting of the Ontario International Airport Authority was held on Tuesday, June 26, 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 3:03 p.m.

ROLL CALL

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

ABSENT: Commissioners: Ronald O. Loveridge.

Also present were: Chief Executive Officer Mark A. Thorpe, General Counsel Lori D. Ballance and Assistant Secretary Claudia Y. Isbell.

Hearing no requests to speak, President Wapner recessed the regular meeting of the Ontario International Airport Authority to Closed Session at 3:03 p.m. with all Commissioners in attendance except Vice President Loveridge.

CLOSED SESSION

- GC 54957, PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Chief Executive Officer

The Ontario International Airport Authority Commission regular meeting was reconvened in public session at 3:59 p.m.

CLOSED SESSION REPORT

President Wapner announced there was no reportable action.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Gouw.

CEO Thorpe noted that flight direction would change from the west to the east upon completion of construction that is taking place at ONT. He also announced that the OIAA will be hosting Townhall meetings beginning July in conjunction with the Federal Aviation Administration to give the public an opportunity to share their concerns.

PUBLIC COMMENT

Rudy Favila, expressed his concerns regarding airplane noise.

Deborah Ingram, resident of the City of Ontario expressed her concerns regarding airplane noise.

Chris Barron, resident of the City of Ontario expressed his concerns regarding airplane noise.

Epifania Navarro, was not present when called upon.

Therese Andrews, Director of Travelers Aid, gave a brief update on Travelers Aid and noted she was grateful for the opportunity to work with the Ontario International Airport. She stated she is proud of her time and enjoyed her time at ONT.

Nancy Balmaceda, expressed concerns over airplane noise.

Lisa Landa, stated she loves the changes the airport is making and expressed her concerns over airplane noise.

Yvonne Brinksma, questioned flight patterns.

CEO Thorpe indicated that the Townhall meetings will be posted and anyone with noise concerns is welcomed.

Jesus Fonseca III, expressed his concerns over airplane noise.

Larry Walters, expressed concerns over airplane noise.

President Wapner stated he understands the public's concerns and asked that they unite with ONT to bring these issues to the FAA and thanked all for attending and taking the time to submit a public comment.

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.

PUBLIC HEARING

2. A PUBLIC HEARING TO CONSIDER A RESOLUTION TO APPROVE THE ADDENDUM TO THE PACIFIC GATEWAY CARGO CENTER FINAL ENVIRONMENTAL IMPACT REPORT, A MITIGATION MONITORING AND REPORTING PROGRAM, AND CEQA FINDINGS, FOR THE AIRPORT CARGO FACILITY CONSOLIDATION AND IMPROVEMENT PROGRAM.

The Ontario International Airport Authority (OIAA) Commission adopted a Resolution that:

1. Finds that (A) the currently proposed Ontario Cargo Facility Consolidation and Improvement Program (Project) represents only minor technical changes to the previously proposed project described in the previously certified Pacific Gateway Cargo Center (PGCC) Final Environmental Impact Report (FEIR); (B) the changes to the previously proposed project would not cause new significant environmental impacts or substantially more severe significant environmental impacts in comparison to the impacts disclosed in the PGCC FEIR; and (C) none of the conditions described in State CEQA Guidelines section 15162 (Title 14 California Code of Regulations section 15162) calling for preparation of a subsequent EIR have occurred or would occur with the approval of the currently proposed Ontario Cargo Facility Consolidation and Improvement Program; and
2. Approves the Addendum to the PGCC EIR and adopt the associated Mitigation Monitoring and Reporting Program.
3. Adopts CEQA Findings, including but not limited to affirming that the OIAA agrees with and adopts the CEQA Findings and Statement of Overriding Considerations initially adopted by Los Angeles World Airports for the proposed PGCC FEIR and related air cargo project.

Notice of public hearing was given. There were no written communications.

President Wapner opened the public hearing at 4:35 p.m. asking those persons interested in this item to speak. Hearing no one, President Wapner closed the public hearing at 4:35 p.m.

RESOLUTION NO. 2018-10 A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY TO APPROVE AND ADOPT AN ADDENDUM TO THE PACIFIC GATEWAY CARGO CENTER FINAL ENVIRONMENTAL IMPACT REPORT, A MITIGATION AND MONITORING REPORTING PROGRAM, AND RELATED CEQA FINDINGS, FOR THE ONTARIO INTERNATIONAL AIRPORT CARGO FACILITY CONSOLIDATION AND IMPROVEMENT PROGRAM.

MOTION: Moved by Commissioner Hagman, seconded by Secretary Bowman and carried by a vote of 4-0-1, to adopt Resolution No. 2018-10, with Vice President Loveridge absent.

CONSENT CALENDAR

MOTION: Moved by Commissioner Hagman, seconded by Commissioner Gouw and carried by a vote of 4-0-1, with Vice President Loveridge absent, to approve the consent calendar as presented including Resolution Nos. 2018-11 and 2018-12.

3. APPROVAL OF MINUTES

Approved minutes for the regular meeting of the Ontario International Airport Authority on May 22, 2018, and the special meeting on June 19, 2018, approving same as on file with the Secretary/Assistant Secretary.

4. BILLS/PAYROLL

Approved of bills from May 1, 2018 through May 31, 2018 and Payroll May 1, 2018 through May 31, 2018.

5. APPROVAL OF MEETING STIPENDS

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

6. A RESOLUTION DECLARING THAT COMMISSION MEMBERS SHALL BE DEEMED TO BE EMPLOYEES OF THE AUTHORITY FOR THE PURPOSE OF PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN INDIVIDUALS WHILE PROVIDING THEIR SERVICES

The Ontario International Airport Authority (OIAA) Commission adopted a resolution declaring that Commission Members are deemed to be employees of the Authority for the sole purpose of providing worker's compensation coverage. The annual premium charged by Authority's workers compensation provider will be \$97.45 (\$19.49 per person). The cost for the 2018-19 Fiscal Year will be absorbed within current budget appropriations; and the annual cost of \$97.45 will be included in future baseline budgets.

RESOLUTION NO. 2018-11 A RESOLUTION OF THE COMMISSION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY, DECLARING THAT COMMISSION MEMBERS SHALL BE DEEMED TO BE EMPLOYEES OF THE AUTHORITY FOR THE PURPOSE OF PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN INDIVIDUALS WHILE PROVIDING THEIR SERVICES

7. REVIEW AND ADOPTION OF A RESOLUTION TO APPROVE THE ONTARIO INTERNATIONAL AIRPORT CARGO FACILITY CONSOLIDATION AND IMPROVEMENT PROGRAM

The Ontario International Airport Authority (OIAA) adopted a Resolution to approve the Ontario International Airport Cargo Facility Consolidation and Improvement Program (the "Project") subject to review by the Federal Aviation Administration (FAA) under the National Environmental Policy Act (NEPA). The Project generally consists of (1) relocating existing tenants of the former Pacific Gateway Cargo Center (PGCC) site to other locations at the Ontario International Airport (ONT or Airport); (2) demolishing existing structures and paved areas within a portion of the PGCC site; (3) constructing the new air cargo facilities within a portion of the PGCC site; (4) constructing a new taxiway adjacent and parallel to the PGCC site; and (5) consolidating existing air cargo operations from other locations at ONT to the newly constructed air cargo facility at the PGCC site.

RESOLUTION NO. 2018-12 A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY TO APPROVE THE ONTARIO INTERNATIONAL AIRPORT CARGO FACILITY CONSOLIDATION AND IMPROVEMENT PROGRAM

8. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXERCISE TWO, ONE-YEAR RENEWAL OPTIONS, TO CONTINUE MAINTENANCE AND SUPPORT SERVICES FOR THE AIRPORT NOISE AND OPERATIONS MONITORING SYSTEM AT ONT WITH BRUEL & KJAER EMS, INC. FOR AN ADDITIONAL TWO YEARS

The Ontario International Airport Authority (OIAA) authorized the Chief Executive Officer to exercise two, one-year contract extension options between the Ontario International Airport Authority (OIAA) and Bruel & Kjaer EMS, Inc. (Bruel & Kjaer) in the amount of \$202,718. Bruel and Kjaer provides ongoing maintenance and support services for the Ontario International Airport Noise and Operations Monitoring System (ANOMS), the key tool staff uses to comply with state airport noise standards (California Code of Regulations, Title 21, Section 5000, et seq.). Funds for this contract extension have been requested in the FY 2018-2019 OIAA operating budget and funding for subsequent years will be requested as part of the annual budget process.

ADMINISTRATIVE DISCUSSION/ACTION/REPORT

9. A RESOLUTION APPROVING AND AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A LEASE AGREEMENT BETWEEN THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AND FEDERAL EXPRESS CORPORATION (OIAA-18-001)

The Ontario International Airport Authority (OIAA) approved a resolution approving and authorizing the Chief Executive Officer (CEO) to execute a Lease Agreement

(Lease) between the Ontario International Airport Authority (OIAA) and Federal Express Corporation (FedEx). The current facilities include cargo buildings, former aircraft hangars, temporary trailers, aircraft parking aprons, cargo truck docks and parking, parking lots, and other amenities. If approved, FedEx's current facility lease (ONT-8787A) will be replaced by the new Lease, increase operational efficiencies at ONT and consolidate FedEx's existing cargo operations to the new location.

RESOLUTION NO. 2018-13 A RESOLUTION APPROVING AND AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE A LEASE AGREEMENT BETWEEN THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AND FEDERAL EXPRESS CORPORATION

MOTION: Moved by Secretary Bowman, seconded by Commissioner Hagman and carried by a vote of 4-0-1, with Vice President Loveridge absent, to adopt Resolution No. 2018-13.

STAFF MATTERS

CEO Thorpe expressed appreciation for Director Andrews' hard work and dedication with Travelers Aid.

COMMISSIONER MATTERS

Commissioner Hagman suggested that the ONT website be expanded and include more information for the public.

President Wapner requested a moment of silence for Captain Rosa with the Long Beach Police Department who lost his life in the line of duty.

ADJOURNMENT

President Wapner adjourned the Ontario International Airport Authority Commission meeting at 4:40 p.m.

RESPECTFULLY SUBMITTED:

CLAUDIA Y. ISBELL, CLERK OF THE BOARD

Ontario International Airport Authority Commission
Regular Meeting Minutes
Tuesday, June 26, 2018
Page 7 of 7

APPROVED:

ALAN D. WAPNER, PRESIDENT
ONTARIO INTERNATIONAL AIRPORT AUTHORITY

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: JULY 24, 2018

SECTION: CONSENT CALENDAR

SUBJECT: ONTARIO INTERNATIONAL AIRPORT AUTHORITY COMMISSION APPROVAL OF STIPENDS AS REQUIRED BY AUTHORITY BYLAWS

RELEVANT STRATEGIC OBJECTIVE: Development of Airport-Related Businesses.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority Commission approve additional stipends per Article IV, Section 6 of the Authority's Bylaws.

BACKGROUND: Article IV, Section 6 of the Authority's Bylaws states as follows:

"No salary; Reimbursement for Expenses; Stipends. The members of the Commission shall receive no salary but shall be reimbursed for necessary expenses (including mileage in accordance with standard IRS mileage reimbursement rates) incurred in the performance of their duties. Additionally, commissioners will receive a stipend in the amount of one hundred fifty dollars (\$150.00) for attendance at each Commission meeting, standing committee meeting, ad hoc committee meeting, and any Authority-related business function. A maximum of six (6) stipends are permitted per month. An additional two (2) stipends are permitted with prior approval of the President. More than eight (8) stipends per month will require approval by the full Commission."

During the month of April 2018, President Wapner attended six (5) additional Authority-related business functions and Commissioner Hagman attended four (4) additional Authority-related business functions. Full Commission approval is needed to approve payment of stipends.

CEQA COMPLIANCE: Exclusion from the definition of "project": The creation of government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. (CEQA Guidelines §15378(b)(4).)

FISCAL IMPACT AND SOURCE OF FUNDS: OIAA operating revenue.

STAFF MEMBER PRESENTING: Board Clerk, Claudia Y. Isbell

Department: Clerk's Office

Submitted to OIAA: July 24, 2018

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: *Mark A. Hoyle*

Item No. 04

PRIOR COMMISSION ACTION: On December 8, 2016, the OIAA Commission adopted Resolution No. 2016-14 approving and adopting the OIAA Bylaws.

STAFFING IMPACT (# OF POSITIONS):

N/A

IMPACT ON OPERATIONS:

N/A

ATTACHMENTS:

N/A

The Agenda Report references the terms and conditions of the recommended actions and request for approval. Any document(s) referred to herein and that are not attached or posted online may be reviewed prior to or following scheduled Commission meetings in the Office of the Clerk of the Commission. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday

This Agenda Report has been reviewed by OIAA General Counsel.

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: JULY 24, 2018

SECTION: CONSENT CALENDAR

SUBJECT: A RESOLUTION AMENDING THE EXHIBIT TO THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY CONFLICT OF INTEREST CODE

RELEVANT STRATEGIC OBJECTIVES: Develop Airport Related Businesses.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission adopt a Resolution amending the Exhibit to the OIAA's Conflict of Interest Code to update position classification titles and filing requirements for OIAA employees.

FISCAL IMPACT SUMMARY: The proposed action has no direct fiscal impact.

BACKGROUND AND PROPOSED PROJECT: The Ontario International Airport Authority adopted its Conflict of Interest Code on July 26, 2017. The Political Reform Act requires every local agency to review its conflict of interest code biennially to determine if amendments or modifications are needed.

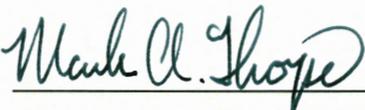
The Exhibit to the Ontario International Airport Authority Conflict of Interest Code designates those employees, officers and consultants who make or participate in the making of decisions which may affect the Airport's financial interests and therefore must disclose those interests in financial disclosure statements. Those officials and employees must also disqualify themselves from making or participating in the making of governmental decisions affecting those interests.

Staff has reviewed the Airport's Conflict of Interest Code and is recommending that the Exhibit of the Code be amended to reflect new or changed position classification titles since its adoption in July 2017. No other amendments to the Code are recommended at this time. A list of proposed changes is attached and a full revised copy of the Exhibit has been prepared and is available in the Clerk's Office.

STAFF MEMBER PRESENTING: Clerk of the Board, Claudia Y. Isbell

Department: Clerk of the Board

Submitted to OIAA: July 24, 2018

Chief Executive Officer Approval: 

Approved: _____

Continued to: _____

Denied: _____

Item No. 05

Conflict of Interest Code Filer Changes

Titles to Add:

Deputy Executive Director
Chief Commercial Officer
Director of Marketing and Communications
Director of Program Management
Director of Planning
Director of Customer Experience
Director of Government Relations
Internal Auditor and Special Projects Manger
Airport Security Manager
Procurement Manager
Terminal Manager
Film Services Manager
Social Media Manger

Proposed for Deletion:

Chief Development Officer
Chief Marketing Officer
Director of Human Resources
Director of Operations Chief III
Director of Stakeholder Engagement
Director of Business Development
Government Relations
Internal Auditor
Manager, Airside Chief
Manager, Airside Chief I
Manager, Maintenance Contracts
Manger, Marketing Service
Project Manager

PROCUREMENT: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: The changes will take effect upon adoption.

ATTACHMENTS:

1. A Resolution to amend the Ontario International Airport Authority's Conflict of Interest Code.

The Agenda Report references the terms and conditions of the recommended actions and request for approval. Any document(s) referred to herein and that are not attached or posted online may be reviewed prior to or following scheduled Commission meetings in the Office of the Clerk of the Commission. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday.

This Agenda Report has been reviewed by OIAA General Counsel. |

RESOLUTION NO. _____

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT
AUTHORITY, APPROVING AND ADOPTING AN AMENDED
EXHIBIT OF THE CONFLICT OF INTEREST CODE PURSUANT TO
THE POLITICAL REFORM ACT OF 1974

WHEREAS, the Legislature of the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the "Act"), which contains provisions relating to conflicts of interest which potentially affect all officers, employees, and consultants of the Ontario International Airport Authority (the "Authority") and requires all public agencies to adopt and promulgate a Conflict of Interest; and

WHEREAS, the Authority adopted a Conflict of Interest Code on July 26, 2017 and has not been amended; and

WHEREAS, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the Authority being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

WHEREAS, notice of the time and place of a public meeting on, and of consideration by the Authority Commission of the proposed amended Exhibit was provided each designated employee and publicly posted for review; and

WHEREAS, a public meeting was held upon the proposed amended Exhibit of the Conflict of Interest Code at a regular meeting of the Authority on July 24, 2018, at which all present were given an opportunity to be heard on the proposed amended Exhibit.

NOW, THEREFORE, BE IT RESOLVED by the Ontario International Airport Authority as follows:

SECTION 1: The Authority does hereby adopt the proposed amended Exhibit of the Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the Clerk's Office along with the Conflict of Interest Code and available to the public for inspection and copying.

SECTION 2: That said amended Exhibit of the Conflict of Interest Code shall become effective 30 days after adoption and approval.

The Commission Clerk of the Ontario International Airport Authority shall certify as to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 24th day of July 2018.

ALAN D. WAPNER, OIAA PRESIDENT

ATTEST:

CLAUDIA Y. ISBELL, ASSISTANT SECRETARY

APPROVED AS TO LEGAL FORM:

LORI D. BALLANCE
GENERAL COUNSEL

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)
CITY OF ONTARIO)

I, Claudia Y. Isbell, Commission Clerk of the Ontario International Airport Authority, DO HEREBY CERTIFY that foregoing Resolution No. _____ was duly passed and adopted by the Commission of the Ontario International Airport Authority at their regular meeting held July 24, 2018 by the following roll call vote, to wit:

AYES: COMMISSIONERS:

NOES: COMMISSIONERS:

ABSENT: COMMISSIONERS:

CLAUDIA Y. ISBELL, ASSISTANT SECRETARY

(SEAL)

The foregoing is the original of Resolution No. _____ duly passed and adopted by the Commission of the Ontario International Airport Authority at their regular meeting held July 24, 2018.

CLAUDIA Y. ISBELL, ASSISTANT SECRETARY

(SEAL)

**Conflict of Interest Code
of the
Ontario International Airport Authority**

Exhibit "A" amended on July 24, 2018 – Resolution No. _____

Adopted July 26, 2017

Designated Positions Governed by the Conflict of Interest Code

Designated Employees Title or Function

Chief Executive Officer
Deputy Executive Director
Chief Commercial Officer
Chief Financial Officer
Chief Operations Officer
Clerk of the Board
Director, Air Service Development
Director of Commercial Real Estate
Director of Finance
Director of Marketing and Communications
Director of Program Management
Director of Planning
Director of Customer Services
Director of Government Relations
Project Manager
General Counsel
Internal Auditor and Special Projects Manger
Airport Security Manager
Procurement Manager
Terminal Manager
Film Services Manager

Social Media Manger

Consultants

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: JULY 24, 2018

SECTION: CONSENT CALENDAR

SUBJECT: APPROVE THE SELECTION OF AND AUTHORIZE THE CEO TO NEGOTIATE AND EXECUTE A CONTRACT WITH LEIGH FISHER INC. FOR AS-NEEDED AIRPORT PLANNING AND SUPPORT SERVICES AT ONTARIO INTERNATIONAL AIRPORT.

RELEVANT STRATEGIC OBJECTIVE: Provide Customer Friendly Facilities and Services.

RECOMMENDED ACTION(S): That the OIAA approve the selection of and authorize the CEO to negotiate and execute contracts with Leigh Fisher, Inc., for on-call, as-needed airport planning and support services for Airport Improvement Program (AIP) funded projects and once they are approved by the OIAA Commission through OIAA's capital planning and programming process.

FISCAL IMPACT AND SOURCE OF FUNDS: At this time, there is no fiscal impact for approving the selection of Leigh Fisher, Inc. Airport planning and support services will be contracted and assigned to Leigh Fisher, Inc. as-needed. At that time, a contract for Leigh Fisher, Inc. will be executed by the CEO for the required airport planning and support services as needed for the projects.

BACKGROUND:

The OIAA requires airport planning and support services to assist the entitlement and approval of airport projects and to provide expertise of value to the ongoing operation and improvement of the airport so it can operate safely, efficiently, and serve all airport users.

PROCUREMENT:

The OIAA conducted a qualifications-based selection process and received 4 proposals on April 10, 2018. The four firms were short-listed and interviewed. Leigh Fisher, Inc. was the most qualified firm to undertake airport planning and support services for the OIAA. The selection process was conducted by OIAA staff in conformance with FAA standards, as will future contract negotiations.

STAFF MEMBER PRESENTING: Chief Operations Officer, Bruce Atlas

Department: Operations

Submitted to OIAA: July 24, 2018

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: 

Item No. 06

FISCAL IMPACT AND SOURCE OF FUNDS: There is no fiscal impact at this time. Funding for airport planning and support services contract with Leigh Fisher, Inc. will occur once the OIAA assigns a task order for a project that has been approved by the Commission and incorporated into OIAA's capital budget.

CEQA COMPLIANCE: The proposed staffing services decision is not a "project" under CEQA and does not require environmental review. To the extent the staffing services decision could be deemed a "project" for purposes of CEQA, it would be Categorical Exempt (Class 1) from the provisions of CEQA pursuant to (1) CEQA Guidelines section 15309 for project inspection services, (2) CEQA Guidelines section 15301 for the operations, repair, maintenance, permitting, or minor alteration of existing structures or facilities involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination, and CEQA Guidelines section 15303 for new construction, installation or conversion of a limited number of small structures, facilities or equipment.

STAFFING IMPACT (# OF POSITIONS): The proposed action will not create any permanent positions in the OIAA.

IMPACT ON OPERATIONS: This action would not impact ONT operations.

SCHEDULE: N/A |

EXHIBITS & ATTACHMENTS:

N/A

The Agenda Report references the terms and conditions of the recommended actions and request for approval. Any document(s) referred to herein and that are not attached or posted online may be reviewed prior to or following scheduled Commission meetings in the Office of the Clerk of the Commission. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday

This Agenda Report has been reviewed by OIAA General Counsel. |

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: JULY 24, 2018

SECTION: CONSENT CALENDAR

SUBJECT: AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AND ALTA ENVIRONMENTAL TO PREPARE AN AIRPORT AIR QUALITY IMPROVEMENT PLAN.

RELEVANT STRATEGIC OBJECTIVES: Improve Airport Business and Property, and Improve Operational Efficiencies

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) authorize the Chief Executive Officer (CEO) to negotiate and execute a professional services agreement between the OIAA and Alta Environmental (Alta) to prepare the Airport Air Quality Improvement Plan (AQIP).

FISCAL IMPACT SUMMARY: If approved, the agreement between OIAA and Alta to prepare an AQIP is estimated on a time and materials basis for approximately \$83,600 and will be absorbed within current budget appropriations for Fiscal Year 2018-19 budget.

BACKGROUND: The South Coast Air Quality Management District (SCAQMD) manages air quality standards for portions of San Bernardino County. In March 2017, SCAGMD adopted the 2016 Air Quality Management Plan (AQMP) to act as a blueprint for achieving federal air quality standards in the South Coast Air Basin, including where the Ontario International Airport is situated.

The AQMP outlines several Facility-Based Mobile Source Control Measures, one of which deals with commercial airports. Since adoption of the AQMP, SCAQMD and the aviation industry worked together to develop an implementation strategy for the AQMP. In May 2018, the SCAQMD Governing Board voted to require each airport to prepare an AQIP and enter into a Memorandum of Understanding (MOU) with the SCAQMD. The AQIP/MOU approach was selected over an Indirect Source Rule (ISR) pathway because each airport presents unique features.

STAFF MEMBER PRESENTING: Chief Executive Officer, Mark A. Thorpe

Department: Administration Department

Submitted to OIAA: July 24, 2018

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: 

Item No. 07

Staff recommends hiring Alta to prepare the AQIP for the Airport which will assist OIAA in developing an emission reduction strategy and navigating the regulatory framework to meet reduction commitments. This will also become part of OIAA's overall environmental stewardship and air quality programs already implemented. Under Alta's proposed scope of work, Alta first will conduct a baseline emissions inventory of existing conditions at the Airport. This will be followed by identifying potential emission reduction measures to include in the AQIP specific to the Airport. Each reduction measure then will be evaluated and pre-screened based on feasibility, cost effectiveness, impact to reduction goals, and whether any measure places a burden on operations. This effort will result in a draft AQIP for public outreach and submittal to SCAQMD.

The schedule for Alta's deliverables and project milestones is anticipated to begin upon approval of this item and result in a final AQIP in July 2019. Thereafter, SCAQMD will submit the AQIP to the California Air Resources Board in approximately October 2019.

PROCUREMENT: Alta is already under contract with the OIAA and has been since 2016. It currently performs a number of important environmental management tasks for OIAA, including monitoring and assisting OIAA with storm water compliance, hazardous waste and material compliance, and air quality compliance. The proposed AQIP task will supplement Alta's existing work and because Alta is uniquely qualified to perform the highly specialized skill and management particularly because of its existing and longstanding knowledge of the Airport's environmental compliance operations.

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: The proposed staffing services decision is not a "project" under CEQA and does not require environmental review. To the extent the staffing services decision could be deemed a "project" for purposes of CEQA, it would be Categorically Exempt from the provisions of CEQA pursuant to (1) CEQA Guidelines section 15309 for project inspection services, (2) CEQA Guidelines section 15301 for the operations, repair, maintenance, permitting, or minor alteration of existing structures or facilities involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination, and (3) CEQA Guidelines section 15303 for new construction, installation or conversion of a limited number of small structures, facilities or equipment.

EXHIBITS & ATTACHMENTS: N/A

The Agenda Report references the terms and conditions of the recommended actions and request for approval. Any document(s) referred to herein and that are not attached or posted online may be reviewed prior to or following scheduled Commission meetings in the Office of the Clerk of the Commission. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday

This Agenda Report has been reviewed by OIAA General Counsel. |

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: JULY 24, 2018

SECTION: CONSENT CALENDAR

SUBJECT: AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE AN AGREEMENT BETWEEN THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AND ONTARIO INTERNATIONAL AIRPORT TERMINAL & EQUIPMENT COMPANY ("ONT-TEC") FOR THE SALE AND PURCHASE OF CERTAIN VEHICLES AND EQUIPMENT

RELEVANT STRATEGIC OBJECTIVE: Reducing Airline Costs

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer to negotiate and execute an agreement between OIAA and ONT-TEC for the purchase and sale of vehicles and equipment to ONT-TEC.

FISCAL IMPACT SUMMARY: If approved, the sale of the vehicles and equipment will generate direct income to the OIAA in the amount of approximately \$350.7 thousand and interest income of approximately \$6.0 thousand. Under the terms of the proposed sale, ONT-TEC will pay OIAA in 24 equal monthly installments of \$14,856.61.

BACKGROUND: The OIAA desires to sell and ONT-TEC desires to buy vehicles and equipment, such as service trucks, tools, landscape equipment, maintenance equipment and each will be listed in attached exhibits to the agreement. The valuations are being set based on a third-party appraisal of market values. Since ONT-TEC is expanding their scope of services to include general landscaping and other terminal maintenance services, staff believes it is sensible to divest the vehicles and equipment dedicated to the transferred functions.

PROCUREMENT: Not applicable.

CEQA COMPLIANCE AND LAND USE APPROVALS: Not applicable.

STAFFING IMPACT (# OF POSITIONS): Not applicable

STAFF MEMBER PRESENTING: Chief Executive Officer, Mark A. Thorpe

Department: Accounting and Finance

Submitted to OIAA: July 24, 2018

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: 

Item No. 08

IMPACT ON OPERATIONS: The transfer of certain operating functions to ONT-TEC will streamline OIAA's operating efficiencies.

SCHEDULE: If approved, the sale and purchase will be effective upon execution of the agreement. Payments will commence from August 1, 2018 with the final payment occurring at July 1, 2020.

ATTACHMENTS: N/A

The Agenda Report references the terms and conditions of the recommended actions and request for approval. Any document(s) referred to herein and that are not attached or posted online may be reviewed prior to or following scheduled Commission meetings in the Office of the Clerk of the Commission. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday

This Agenda Report has been reviewed by OIAA General Counsel. |

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: JULY 24, 2018

SECTION: CONSENT CALENDAR

SUBJECT: APPROVAL OF AN AGREEMENT BETWEEN THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AND FOX SPORTS COLLEGE PARTNERSHIPS

RELEVANT STRATEGIC OBJECTIVE: Develop Airport Related Business

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission approve an agreement with Fox Sports College Properties.

FISCAL IMPACT SUMMARY: If approved, the agreement between the OIAA and Fox Sports Properties is estimated to cost \$350,000 per year and funds will be utilized from the sponsorship, marketing and advertising budget of FY 2018-2019.

BACKGROUND: The Ontario International Airport Authority desires a partnership agreement with Fox Sports College Properties. Partnership provides extended brand awareness through a number of media channels.

PROCUREMENT: Not applicable.

CEQA COMPLIANCE AND LAND USE APPROVALS: Not applicable.

STAFFING IMPACT (# OF POSITIONS): Not applicable

IMPACT ON OPERATIONS: Not applicable.

SCHEDULE: Upon approval, this agreement will take effect upon execution.

ATTACHMENTS:

Attachment A: Fox Sports Properties Sponsorship

STAFF MEMBER PRESENTING: Chief Executive Officer, Mark A. Thorpe

Department: Marketing & Communications

Submitted to OIAA: July 24, 2018

Approved: _____

Continued to: _____

Denied: _____

Chief Executive
Officer Approval:

A handwritten signature in black ink that reads "Mark A. Thorpe". The signature is written over a horizontal line.

Item No. 09

The Agenda Report references the terms and conditions of the recommended actions and request for approval. Any document(s) referred to herein and that are not attached or posted online may be reviewed prior to or following scheduled Commission meetings in the Office of the Clerk of the Commission. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday

This Agenda Report has been reviewed by OIAA General Counsel. |

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: JULY 24, 2018

SECTION: ADMINISTRATIVE REPORT/DISCUSSION/ACTION

SUBJECT: CHIEF EXECUTIVE OFFICER EMPLOYMENT AGREEMENT AMENDMENT

RELEVANT STRATEGIC OBJECTIVE: To Develop Specialized Airport Work Force with the Necessary Knowledge, Skills, and Abilities

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission approve a revised employment agreement with Mark A. Thorpe to serve as the Chief Executive Officer of the Ontario International Airport Authority.

FISCAL IMPACT SUMMARY: Appropriations for the ongoing salary and associated benefits costs have been included in the Authority's baseline operating budget and the Adopted Budget for Fiscal Year 2018-19. Funding for future years' costs will be included in the respective operating budgets for those periods.

BACKGROUND: On June 26, 2018, the Ontario International Airport Authority Commission gave direction to revise the terms and conditions of employment with Mark Thorpe for the position of Chief Executive Officer. The subject employment agreement reflects the results of those negotiations; it has been reviewed and approved by OIAA General Counsel.

PROCUREMENT: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: N/A

STAFF MEMBER PRESENTING: Chief Executive Officer, Mark A. Thorpe

Department: Human Resources

Submitted to OIAA: July 24, 2018

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: 

Item No. 10

ATTACHMENTS:

N/A

The Agenda Report references the terms and conditions of the recommended actions and request for approval. Any document(s) referred to herein and that are not attached or posted online may be reviewed prior to or following scheduled Commission meetings in the Office of the Clerk of the Commission. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday

This Agenda Report has been reviewed by OIAA General Counsel. |