

# ONTARIO INTERNATIONAL AIRPORT AUTHORITY

## COMMISSION AGENDA – REGULAR MEETING



**JANUARY 22, 2019 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

**ATIF J. ELKADI**  
Interim 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 an 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 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

### PLEDGE OF ALLEGIANCE

### INVOCATION

Dr. Sylvia Mann, Bethel Congregational Church

## PUBLIC COMMENT

Public Comment: The 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. Under provisions of the Brown Act, the Commission is prohibited from taking action on oral requests.

## 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 special meeting of the Ontario International Airport Authority on December 19, 2018, and the cancelled meeting on December 25, 2018 approving same as on file with the Secretary/Assistant Secretary.

### 3. BILLS/PAYROLL

Bills December 1, 2018 through December 31, 2018 and Payroll December 1, 2018 through December 31, 2018.

### 4. APPROVAL OF MEETING STIPENDS

That the Ontario International Airport Authority Commission approve meeting stipends for Commissioner Hagman for the month of November.

## ADMINISTRATIVE DISCUSSION/ACTION/REPORT

### 5. APPROVAL OF THE FIRST CONTRACT AMENDMENT WITH BRUEL & KJAER EMS TO ADD SCOPE OF WORK AND INCREASE THE AUTHORITY FOR QUARTERLY NOISE REPORTS AND QUARTERLY NOISE CONTOURS AT ONTARIO INTERNATIONAL AIRPORT

That the Ontario International Airport Authority (OIAA) authorize the Chief Executive Officer (CEO) to increase the contractual authority for the OIAA's existing Bruel & Kjaer EMS agreement, Contract No. SCONT-000116, by \$209,500 for the remaining 17 months of the agreement (for a two-year total contractual authority not to exceed \$577,191), and authorize the expansion of Bruel & Kjaer's scope of work under this agreement to include all necessary work related to Quarterly Noise Reports, Noise Contours, and Community Noise Impact Analysis and Reports. Funds for this contract have been requested in the FY 2018-2019 OIAA operating budget. Funding for subsequent years will be requested as part of the annual budget process.

## MANAGEMENT REPORT

Chief Executive Officer Thorpe

**COMMISSION MATTERS**

President Wapner

Vice President Loveridge

Secretary Bowman

Commissioner Hagman

Commissioner Gouw

**ADJOURNMENT**



**DATE:** JANUARY 22, 2019

**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. 05 | Bruel & Kjaer EMS   | <ul style="list-style-type: none"><li>Harris, Miller, Miller and Hanson</li></ul> |

Department: Clerk's Office

Submitted to OIAA: January 22, 2019

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY  
SPECIAL COMMISSION MEETING  
MINUTES  
DECEMBER 19, 2018  
(Not Official Until Approved)**

A special meeting of the Ontario International Airport Authority was held on Wednesday, December 19, 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 11:02 a.m.

**ROLL CALL**

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

ABSENT: Commissioners: Ronald O. Loveridge.

Also present were: Chief Executive Officer Mark A. Thorpe, Assistant General Counsel Kevin P. Sullivan and Assistant Secretary Claudia Y. Isbell.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Secretary Bowman.

**INVOCATION**

The Invocation was led by Pastor David Gaunt, Sunrise Church, Ontario Campus.

**PUBLIC COMMENT**

There were no public comments.

**AGENDA REVIEW/ANNOUNCEMENT**

Chief Executive Officer Thorpe made no announcements.

**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 conflicts of interest reported.

## **CONSENT CALENDAR**

**MOTION:** Moved by Commissioner Hagman, seconded by Commissioner Gouw and carried by a vote of 4-0-1, to approve the consent calendar as presented and adopt Resolution No. 2018-21, with Vice President Loveridge absent.

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

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

### **3. BILLS/PAYROLL**

The bills November 1, 2018 through November 30, 2018 and Payroll November 1, 2018 through November 30, 2018.

### **4. ADOPT A RESOLUTION TO REJECT ALL BIDS FOR THE AIRFIELD PAVEMENT MARKING PROJECT AND AUTHORIZE THE RE-ADVERTISEMENT OF A NOTICE INVITING BIDS FOR THE PROJECT**

The Ontario International Airport Authority (OIAA) rejected all bids received for the Airfield Marking Project (Project) and authorized staff to re-advertise a new Notice Inviting Bids for the Project.

**RESOLUTION NO. 2018-21** A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY TO REJECT ALL BIDS FOR THE AIRFIELD MARKING PROJECT AND AUTHORIZE STAFF TO RE-ADVERTISE A NOTICE INVITING BIDS FOR THE PROJECT

### **5. APPROVAL OF A CONTRACT WITH SULLY MILLER CONTRACTING COMPANY FOR THE TERMINAL 1 GATES 1, 2, 3 AND TAXILANE G RECONSTRUCTION PROJECT AT THE ONTARIO INTERNATIONAL AIRPORT**

The Ontario International Airport Authority authorized the Chief Executive Officer (CEO) to execute a contract with Sully-Miller Contracting Company, in the amount of \$4,042,250 for the Terminal 1 Gates 1, 2, 3 and Taxilane G Reconstruction Project at Ontario International Airport. The cost to construct this project was accounted for in the OIAA Fiscal Year 2018-2019 budget. Total construction cost, \$3,674,773, plus a 10% contingency in the amount of \$367,477 for this project is to be paid for with a mix of FAA Airport Improvement Program (AIP) entitlement grant funds (in the amount of \$2,961,499.56 80.59%) and OIAA appropriations in the amount of \$713,273.44. Project was included in the previously approved 2018 budget.

## **ADMINISTRATIVE DISCUSSION/ACTION/REPORT**

### **6. APPROVAL OF THE AUTHORITY'S COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

The Ontario International Airport Authority approved the Comprehensive Financial Report (CAFR) for the year ended June 30, 2018.

**MOTION:** Moved by Commissioner Hagman, seconded by Secretary Bowman and carried by a vote of 4-0-1, to approve the Comprehensive Annual Financial Report, with Vice President Loveridge absent.

### **STAFF MATTERS**

Chief Executive Thorpe provided an update on community engagement and, passenger and cargo numbers.

### **COMMISSIONER MATTERS**

Commissioner Gouw had no comments.

Commissioner Hagman wished all a Merry Christmas and commented that staff work with the airlines to reduce flight prices.

Secretary Bowman complimented staff on their hard work and added he was pleased with the work and marketing being done for the airport.

President Wapner asked staff to start an endeavor into increasing regional and geographical representation of the catchment area on the Board. He also asked that staff plan for passenger increases in the future and making sure that convenience is still a priority.

### **ADJOURNMENT**

President Wapner adjourned the Ontario International Airport Authority Commission meeting at 11:18 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

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY  
MINUTES  
Tuesday, December 25, 2018  
(Not Official Until Approved)**

The Regular Meeting scheduled for Tuesday, December 25, 2018 was cancelled in observation of the holiday.

Respectfully submitted:

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CLAUDIA Y. ISBELL, CLERK OF THE BOARD

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ALAN D. WAPNER, PRESIDENT  
ONTARIO INTERNATIONAL AIRPORT AUTHORITY

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: JANUARY 22, 2019

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 November 2018, Commissioner Hagman attended four (4) additional Authority-related business function. 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).)

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

Department: Clerk’s Office Submitted to OIAA: January 22, 2019
Approved:
Continued to:
Denied:
Chief Executive Officer Approval: [Signature]

Item No. 04

**FISCAL IMPACT AND SOURCE OF FUNDS:** OIAA operating revenue.

**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. |



DATE: JANUARY 22, 2019

SECTION: ADMINISTRATIVE DISCUSSION/ACTION/REPORT

SUBJECT: APPROVAL OF THE FIRST CONTRACT AMENDMENT WITH BRUEL & KJAER EMS TO ADD SCOPE OF WORK AND INCREASE THE AUTHORITY FOR QUARTERLY NOISE REPORTS AND QUARTERLY NOISE CONTOURS AT ONTARIO INTERNATIONAL AIRPORT

RELEVANT STRATEGIC OBJECTIVE: Operational Safety and Compliance.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) authorize the Chief Executive Officer (CEO) to increase the contractual authority for the OIAA's existing Bruel & Kjaer EMS agreement, Contract No. SCONT-000116, by \$209,500 for the remaining 17 months of the agreement (for a two-year total contractual authority not to exceed \$577,191), and authorize the expansion of Bruel & Kjaer's scope of work under this agreement to include all necessary work related to Quarterly Noise Reports, Noise Contours, and Community Noise Impact Analysis and Reports.

FISCAL IMPACT SUMMARY: Funds for this contract have been requested in the FY 2018-2019 OIAA operating budget. Funding for subsequent years will be requested as part of the annual budget process.

BACKGROUND: OIAA owns and operates EMS Airport Noise and Operations Monitoring System (ANOMS) and Noise Monitoring Terminals (NMTs) as part of the Airport's noise management strategy. ANOMS capture noise data using permanently installed noise monitors in the communities surrounding the airport, and correlates aircraft noise events with aircraft operations data obtained by ANOMS from the Federal Aviation Administration (FAA) radar system and/or from PASSUR (Passive Surveillance Radar) data. Quarterly Noise Reports and Quarterly Noise Contours are required to comply with state airport noise standards (California Code of Regulations, Title 21, Section 5000, et seq.). In accordance with their existing noise monitoring contract, Bruel and Kjaer

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

Department: Operations & Maintenance

Submitted to OIAA: January 22, 2019

Approved: \_\_\_\_\_

Continued to: \_\_\_\_\_

Denied: \_\_\_\_\_

Chief Executive Officer Approval: *Mark A. Thorpe*

EMS will coordinate with Harris, Miller, Miller and Hanson (HMMH) to meet the compliance reporting standards for the fourth quarter of 2016 through the first quarter of 2020.

**PROCUREMENT:** The contract for ongoing maintenance and support services of ANOMS and NMTs for the Ontario International Airport was entered into on November 1, 2016, between OIAA and Bruel & Kjaer, in the amount of \$164,973, and was originally procured under Los Angeles World Airport's procurement procedures covering ONT as part of the LAWA-wide contracts as outlined in the Settlement Agreement. The contract terms and conditions allow for extensions, additional scope of work, and supplier/subcontractor services associated with noise monitoring. On June 26, 2018, the OIAA Commission approved a two-year extension and an authority increase of \$202,718. In accordance with the contract conditions, and as requested by OIAA staff, Bruel and Kjaer provided a proposal dated September 19, 2018, for the provision of Quarterly Noise Reports and Quarterly Noise Contours for ONT for reporting associated with the fourth quarter of 2016 through the first quarter of 2020 in the amount of \$209,500.

**CEQA COMPLIANCE AND LAND USE APPROVALS:** : The award of the contract for non-destructive noise monitoring work will not cause any foreseeable physical environmental change and therefore is not a project under the California Environmental Quality Act (CEQA) pursuant to Public Resources Code section 21065 and CEQA Guideline section 15378.

**STAFFING IMPACT (# OF POSITIONS):** N/A

**IMPACT ON OPERATIONS:** N/A

**SCHEDULE:** N/A

**ATTACHMENTS: Attachment A:** First Contract Amendment

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This Agenda Report has been reviewed by OIAA General Counsel.