

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY
REGULAR COMMISSION MEETING
MINUTES
JANUARY 23, 2020**

A regular meeting of the Ontario International Airport Authority was held on Thursday, January 23, 2020, 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

Vice President Loveridge called the Ontario International Airport Authority Commission meeting to order at 2:02 p.m.

ROLL CALL

PRESENT: Commissioners: Julia Gouw, Curt Hagman, Jim W. Bowman, and Ronald O. Loveridge.

ABSENT: Commissioners: Alan D. Wapner.

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Hagman.

INVOCATION

The invocation was led by Pastor Adam Kaloostian, Ontario United Reformed Church.

PUBLIC COMMENT

Carol Coy, representing the Pomona Valley Audubon Society, spoke regarding establishment of a burrowing owl preserve at ONT and requested a meeting with staff to discuss the matter.

Susanne Thompson, representing the Pomona Valley Audubon, requested a burrowing owl preserve, to allow the burrowing owl to burrow in their native habitat.

CEO Thorpe and Legal Counsel Ballance mentioned the review related to the burrowing owls was underway, and community input will be requested sometime late spring when the study is complete.

Chet Sobotka, Director of Travelers Aid, provided the Travelers Aid stats for 2019. Vice President Loveridge requested a formal report going forward annually for the board.

Jesse Fonseca, spoke on airplane noise concerns.

Richard Sherman, spoke on airplane noise concerns and submitted printed WebTrak maps with flight details for the record.

William Cassida, spoke on airplane noise concerns.

AGENDA REVIEW/ANNOUNCEMENT

There were no announcements made.

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.

ITEM PULLED: Vice President Loveridge pulled Item No. 04 from the consent calendar for a separate discussion.

4. APPROVAL OF A CONTRACT WITH VELLUTINI CORPORATION DBA ROYAL ELECTRIC COMPANY FOR THE RUNWAY 26R TOUCHDOWN ZONE LIGHTS PROJECT AT THE ONTARIO INTERNATIONAL AIRPORT

The Ontario International Airport Authority authorized the Chief Executive Officer to execute a contract with Royal Electric Company, in the amount of \$2,811,110.50 for the Runway 26R Touchdown Zone Lights Project at Ontario International Airport. The cost to construct this project is accounted for in the OIAA Fiscal Year 2019-2020 budget. Total construction cost of \$2,555,555.00, plus a 10% contingency in the amount of \$255,555.50. Funds for this project are to be paid with a combination of FAA Airport Improvement Program (AIP) entitlement grant funds in the amount of \$2,059,521.77 and OIAA appropriations in the amount of \$496,033.23.

CEO Thorpe provided details on the project. Vice President Loveridge asked how long it would take to complete. Staff confirmed it will start in February and will take 4 months.

MOTION: Moved by Commissioner Hagman, seconded by Secretary Bowman and carried by a vote of 4-0-1, to authorize the CEO to execute a contract with Royal Electric Company, with President Wapner absent.

2. APPROVAL OF MINUTES

Approved minutes for the meetings of the Ontario International Airport Authority special meeting on December 23, 2019 and cancelled meeting on December 24, 2019, and approved the same as on file with the Secretary/Assistant Secretary.

MOTION: Moved by Commissioner Hagman, seconded by Secretary Gouw, and carried by a vote of 4-0-1, to approve the consent calendar with the exception of Item No. 02 and Item No. 04, with President Wapner absent.

CONSENT CALENDAR

MOTION: Moved by Commissioner Gouw, seconded by Secretary Bowman, and carried by a vote of 3-0-2, to approve Item No. 02 of the consent calendar, with President Wapner absent and Commissioner Hagman abstaining from voting on the item no. 02.

3. BILLS/PAYROLL

Approved bills December 1, 2019 through December 31, 2019 and Payroll December 1, 2019 through December 31, 2019.

5. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE A RENTAL CAR CONCESSION AND LEASE AGREEMENT HOLDOVER TENANCY STATUS

The Ontario International Airport Authority authorized the Chief Executive Officer to continue negotiation with rental car concessionaires culminating with new concession/lease agreements by July 1, 2020. This extension will ensure that ONT will continue receiving approximately \$3,556,000 in revenue through July 1, 2020 based on projected revenue.

6. APPROVE A MONTH-TO-MONTH EXTENSION WITH ALL AMERICAN ASPHALT FOR THE SUPPLY AND DELIVERY OF ASPHALT CONCRETE MIXES AT ONTARIO INTERNATIONAL AIRPORT

The Ontario International Airport Authority authorized the Chief Executive Officer to execute a month-to-month contract extension with All American Asphalt. Funds for this project are approved in the FY 2019/2020 budget. Funding for subsequent years will be requested through the annual budget process.

7. AMENDMENT TO FUNDING AGREEMENT WITH THE COUNTY OF SAN BERNARDINO FOR AIRPORT SECURITY RELATED PROJECTS

The Ontario International Airport Authority approved the first amendment to the funding agreement between the OIAA and the County of San Bernardino for an extension to use \$250,000 in funds for airport related security projects. Upon approval, the OIAA will be granted an extension to use County Funds received for Airport Related Security Projects for through December 31, 2021.

8. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE AN AGREEMENT WITH ABS AVIATION CONSULTANCY INC. DBA AIRPORT BUSINESS SOLUTIONS FOR MARKET RENT ANALYSIS OF AERONAUTICAL AND NON-AERONAUTICAL LAND AND FACILITIES

The Ontario International Airport Authority authorized the Chief Executive Officer to execute an agreement with Airport Business Solutions to perform an airport-wide appraisal in an amount not to exceed \$135,225. Funds for this project are approved in the FY 2019/2020 budget. Funding for subsequent years will be requested through the annual budget process.

9. CONSENT TO ASSIGNMENT AND ASSUMPTION OF CONTRACT SCONT-000125 FROM INTERVISTAS CONSULTING INC. TO MEEHAN AVIATION GROUP FOR ON-CALL AIR SERVICE DEVELOPMENT AND RELATED SERVICES AT ONTARIO INTERNATIONAL AIRPORT

The Ontario International Airport Authority consented to the assignment and assumption of Contract SCONT-000125 from InterVistas Consulting, Inc. to Meehan Aviation Group in an amount not to exceed \$300,000 annually for the remaining second and third contract years, and authorize the Chief Executive Officer to exercise two, one-year extensions, in the amount of \$300,000 annually, for an overall amount not to exceed \$1,200,000 over the term of contract. Funds for this project are approved in the FY 2019/2020 budget. Funding for subsequent years will be requested through the annual budget process.

10. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO INCREASE THE SPENDING AUTHORITY FOR THE EXISTING CONTRACT WITH FRUITION GROWTH, LLC DBA FRUITION FOR WEBSITE MAINTENANCE, SEARCH ENGINE OPTIMIZATION ENHANCEMENTS AND INTRANET DEVELOPMENT

The Ontario International Airport Authority authorized the Chief Executive Officer to increase the spending authority for existing Contract No. SCONT-000188 with Fruition Growth LLC dba Fruition for website maintenance, search engine optimization enhancements and intranet development, for an amount not-to-exceed \$60,000 and an overall authority amount not-to-exceed \$160,000 through the term of the contract ending June 30, 2020.

ADMINISTRATIVE DISCUSSION/ACTION/REPORT

11. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE A CONCESSION LEASE AGREEMENT WITH BATTER BOYS, INC., FOR A DUNKIN DONUTS KIOSK IN TERMINAL 4 AT ONTARIO INTERNATIONAL AIRPORT

The Ontario International Airport Authority (OIAA) authorized the Chief Executive Officer 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 4 at Ontario International Airport. 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 \$120.84 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.

MOTION: Moved by Commissioner Hagman, seconded by Commissioner Gouw and carried by a vote of 4-0-1, with President Wapner absent.

12. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE A CONCESSION LEASE AGREEMENT WITH INNOVATIVE VENDING SOLUTIONS, LLC, FOR MASSAGE CHAIRS IN TERMINALS 2 AND 4 AT ONTARIO INTERNATIONAL AIRPORT

The Ontario International Airport Authority authorized the Chief Executive Officer to execute a (1) year, with two (2) one-year options to extend, concession lease agreement with Innovative Vending Solutions, LLC, to provide massage chairs in Terminals 2 and 4 at Ontario International Airport. Upon the Rent Commencement Date of this agreement, Innovative Vending Solutions shall pay the OIAA an fifty percent (50%) Concession Fee of its annual Gross Revenues payable monthly. Annual rent of \$120.84 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.

MOTION: Moved by Commissioner Hagman, seconded by Secretary Bowman and carried by a vote of 4-0-1, with President Wapner absent.

MANAGEMENT REPORT

Chief Executive Officer Thorpe gave an update on cargo and passenger numbers for the month of December 2019, including information regarding the upcoming parking lot project plan.

CEO Thorpe introduced the Ontario Fire Department in attendance who brought two new ARFF vehicles outside for viewing.

CEO Thorpe presented the Commissioners with the Inland Empire Economic Partnership (IEEP) 2019 Business of the Year Award.

COMMISSIONER MATTERS

Commissioner Gouw had no comments.

Commissioner Hagman thanked ONT for sponsoring the State of the County taking place on February 5th.

Secretary Bowman had no comments.

Vice President Loveridge had no comments.

ADJOURNMENT

Vice President Loveridge adjourned the Ontario International Airport Authority Commission meeting at 2:42 p.m.

RESPECTFULLY SUBMITTED:



CLAUDIA Y. ISBELL, CLERK OF THE BOARD

APPROVED:



RONALD O. LOVERIDGE, VICE PRESIDENT
ONTARIO INTERNATIONAL AIRPORT AUTHORITY