

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY
REGULAR COMMISSION MEETING
MINUTES
NOVEMBER 27, 2018**

A regular meeting of the Ontario International Airport Authority was held on Tuesday, November 27, 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 3:00 p.m.

ROLL CALL

PRESENT: Commissioners: Julia Gouw, Curt Hagman, Jim W. Bowman, 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 Commissioner Hagman.

INVOCATION

The Invocation was led by Ordained High Priest Jeff Smith with the Church of Jesus Christ Latter-day Saints.

PUBLIC COMMENT

Karen Rosenthal, spoke in regards to her customer experience flying at ONT.

AGENDA REVIEW/ANNOUNCEMENT

Chief Executive Officer Thorpe announced that Item No. 05 needed to be pulled from the Consent Calendar.

5. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A LEASE AGREEMENT WITH LGSTX

That the Ontario International Airport Authority (OIAA) authorize the Chief Executive Officer to enter into a lease agreement with LGSTX. If approved, the annual revenue from the new lease will be approximately \$119,000. Additionally, this facility will support between 8 and 15 daily cargo flights for Amazon Prime Air.

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.

President Wapner announced his conflict of interest with Item No. 09 and stated his abstention to the item.

CONSENT CALENDAR

MOTION: Moved by Secretary Bowman, seconded by Commissioner Hagman and carried by a vote of 5-0, to approve the consent calendar as presented, with President Wapner abstaining from Item No. 09.

2. APPROVAL OF MINUTES

Approved minutes for the regular meeting of the Ontario International Airport Authority on October 23, 2018, approving same as on file with the Secretary/Assistant Secretary.

3. BILLS/PAYROLL

The bills October 1, 2018 through October 31, 2018 and Payroll October 1, 2018 through October 31, 2018.

4. APPROVAL OF MEETING STIPENDS

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

6. APPROVE AN AUTHORITY INCREASE TO OIAA CONTRACTS WITH RYMAX ELECTRIC, INC., WITH E.L. ENGINEERING, AND AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXERCISE THE SECOND EXTENSION OPTION OF EACH CONTRACTS FOR THE THIRD/FINAL CONTRACT YEAR

That the Ontario International Airport Authority (OIAA) authorized the Chief Executive Officer (CEO) to increase the existing OIAA Contract No. SCONT-000102 with Rymax Electric for electrical repair services, Contract No. SCONT-000104 with E.L. Engineering Corporation for plumbing repair services, and SCONT-000134 with E.L. Engineering Corporation for light construction and board-ups, for an amount not to exceed \$300,000 annually per contract for an overall amount not to exceed \$600,000 over the term of each contract; and, authorize the CEO to exercise the second extension option for each contract for the third/final contract year. Funds for these contracts are included in the current Fiscal Year 2019 budget. Funding for subsequent years will be requested through the annual budget process.

7. AWARD OF CONTRACT FOR A TWO-YEAR PERIOD TO MODSQUAD INCORPORATED FOR 24/7/365 SOCIAL MEDIA MODERATION COVERAGE (IN ENGLISH, SPANISH, AND MANDARIN) AND ANALYTICS FOR THE ONTARIO INTERNATIONAL AIRPORT FACEBOOK, TWITTER, INSTAGRAM, LINKEDIN, YELP, AND YOUTUBE ACCOUNTS

The Ontario International Airport Authority (OIAA) authorized the award of a two-year contract with ModSquad Inc. for 24/7/365 social media moderation coverage and analytics for the Ontario International Airport social media accounts and authorized the extension of the contract at the discretion of the OIAA's CEO, for three, one-year extension periods, for an overall term not to exceed 5 years and an increase of no more than 5% for each extension year. The total cost allocation will not exceed \$700,000 for ModSquad Inc. for the (2) year period. This item was approved in the 2018-19 Budget Marketing and Advertising.

8. APPROVE THE FIRST ONE-YEAR EXTENSION OPTION WITH KENAZ DESIGNS LLC FOR CONTINUED STRATEGIC SUPPORT RELATED TO CARGO AND OPERATIONS AND AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE THE SECOND ONE-YEAR EXTENSION OPTION FOR THE THIRD AND FINAL CONTRACT YEAR

The Ontario International Airport Authority (OIAA) approved the first one-year extension (second contract year) for a monthly amount of \$20,000 and an overall amount not to exceed \$480,000 over the contract term, and authorize the Chief Executive Officer to execute the second extension option (third/final contract year). OIAA will pay Kenaz Designs LLC a monthly retainer fee of \$20,000 per month for one year with one renewal option. Funds for this contract were approved in the 2017-2018 budget.

9. APPROVE THE FIRST ONE-YEAR EXTENSION OPTION WITH PAUL A. HANEY & ASSOCIATES LLC FOR CONTINUED STRATEGIC SUPPORT RELATED TO STRATEGIC PLANNING, AIRPORT ADMINISTRATION DEVELOPMENT AND PUBLIC AND COMMUNITY RELATIONS AND AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE THE SECOND ONE-YEAR EXTENSION OPTION FOR THE THIRD AND FINAL CONTRACT YEAR

The Ontario International Airport Authority (OIAA) approved the first one-year extension (second contract year) for a monthly amount of \$20,000 and an overall amount not to exceed \$480,000 over the contract term, and authorize the Chief Executive Officer to execute the second extension option (third/final contract year). OIAA will pay Paul A. Haney & Associates LLC a monthly retainer fee of \$20,000 per month for one year with one renewal option. Funds for this contract were approved in the 2017-2018 budget.

10. APPROVE AND AUTHORIZE THE COOPERATIVE LEASE OF TEN FLEET VEHICLES FOR OIAA STAFF THROUGH NATIONAL COOPERATIVE LEASING UNDER THE SAME TERMS AND CONDITIONS AS THE SOURCEWELL COOPERATIVE CONTRACT 032615-NCL

The Ontario International Airport Authority (OIAA) approved and authorized the Chief Executive Officer (CEO) to enter into a three-year contract with National Cooperative Leasing to lease and receive delivery of one (1) each 15-seat passenger van, two (2) each HOV access cars, three (3) each four-door sedans and three (3) each mid-size SUV's, for a lease amount not to exceed \$150,000 annually over the three-year term of contract. : Funding of \$27,000 was included in the Fiscal Year 2019 budget to lease a 15-passenger van. The OIAA has funds of \$491,000 available that will be applied to the first year of the lease through surplus equipment sales not recognized in the current year's budget. Funding for subsequent years will be requested through the annual budget process.

ADMINISTRATIVE DISCUSSION/ACTION/REPORT

11. AUTHORIZE THE COOPERATIVE PURCHASE OF REPLACEMENT AIRCRAFT RESCUE AND FIREFIGHTING (ARFF) VEHICLES/EQUIPMENT THROUGH NATIONAL AUTO FLEET GROUP OF WATSONVILLE, CALIFORNIA, UNDER THE SAME TERMS AND CONDITIONS AS THE SOURCEWELL COOPERATIVE CONTRACT 120716-NAF

The Ontario International Airport Authority (OIAA) authorized the Chief Executive Officer (CEO) to purchase and receive delivery of one (1) each Rescue Stair Truck, one (1) each Airport Command Vehicle, and one (1) each Airport Utility Vehicle through National Auto Fleet Group of Watsonville, California; and, approve 10-8 Retrofit of Ontario, California, and West Coast Lights and Sirens Inc. of Riverside, California, as authorized suppliers for the purchase and installation of electronics and equipment associated with the routine replacement of ARFF fleet vehicles, for an overall amount not to exceed cost of \$431,162.82. Funding for \$210,000 is approved and available in the Fiscal Year 2019 OIAA Budget. Remaining funds of \$221,162.82 are available in the unrestricted cash account.

Chief Executive Officer gave a brief background presentation on the item.

MOTION: Moved by Secretary Bowman, seconded by Commissioner Hagman and carried by a vote of 5-0, to authorize the CEO to purchase and receive delivery of Aircraft Rescue and Firefighting vehicles and equipment.

12. BUDGET UPDATE AND ANALYSIS FOR THE THREE MONTHS ENDED SEPTEMBER 28, 2018 and 2017

The Ontario International Airport Authority (OIAA) reviewed the results of operation for the three months ended September 30, 2018 and 2017. In addition, review the results of operations for the 3 months ended September 30, 2018 with comparison the budget for the corresponding periods.

Commissioners requested that the next financial quarterly update include actual expenses and revenue.

Item was received and filed.

STAFF MATTERS

There were no updates.

COMMISSIONER MATTERS

Vice President Loveridge gave an update on his tour of the San Diego airport and offered three recommendations based on his experience; a sustainability policy, an arts commission, and a mystery shopper program.

Commissioner Gouw had no comments.

Commissioner Hagman suggested that we tour an airport in each category to look for the standards that make each airport the best in each area.

Secretary Bowman donated an issue of Ontario Living from the city of Ontario with a story on "The Ontario International Airport Is Expanding – At Last".

President Wapner had no comments.

ADJOURNMENT

President Wapner adjourned the Ontario International Airport Authority Commission meeting at 3:46 p.m.

RESPECTFULLY SUBMITTED:



CLAUDIA Y. ISBELL, CLERK OF THE BOARD

APPROVED:



ALAN D. WAPNER, PRESIDENT
ONTARIO INTERNATIONAL AIRPORT AUTHORITY