

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY  
SPECIAL COMMISSION MEETING  
MINUTES  
November 23, 2021**

A special meeting of the Ontario International Airport Authority was held on Tuesday, November 23, 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 9:00 a.m.

**ROLL CALL**

PRESENT: Commissioners: Julia Gouw, Curt Hagman, Ronald O. Loveridge  
and Alan D. Wapner

ABSENT: Commissioners: Jim W. Bowman (excused)

Also present were: Deputy Chief Executive Officer Atif J. Elkadi, Assistant General Counsel Kevin Sullivan, and Board Clerk Natalie Gonzaga.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Vice President Loveridge.

**PUBLIC COMMENT**

Richard Sherman provided an email public comment regarding OIAA growth and development.

**AGENDA REVIEW/ANNOUNCEMENT**

No announcements were made.

**1. INFORMATION RELATIVE TO POSSIBLE CONFLICT OF INTEREST**

No conflicts were announced.

## **CONSENT CALENDAR**

**MOTION:** Moved by Commissioner Hagman, seconded by Commissioner Gouw, and carried by a vote of 4-0-1, to approve consent calendar Items #2-8, with Secretary Bowman absent (excused).

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

Approved minutes for the Ontario International Airport Authority regular meeting on October 28, 2021 and special meeting on October 28, 2021, and approving the same as on file with the Secretary/Assistant Secretary.

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

Approved bills October 1 through October 31, 2021 and Payroll October 1 through October 31, 2021.

### **4. APPROVAL OF MEETING STIPENDS**

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

### **5. APPROVAL OF A NEW LEASE WITH U.S. GENERAL SERVICES ADMINISTRATION FOR LEASED SPACE IN TERMINALS 2 AND 4 AT ONTARIO INTERNATIONAL AIRPORT**

The Ontario International Airport Authority (OIAA) Commission authorized the Chief Executive Officer (CEO), or his designee, to execute a new lease agreement with the U.S. General Services Administration (GSA) for leased breakroom and office space in Terminals 2 and 4 at Ontario International Airport (ONT). GSA will be obligated to pay a total of \$229.45 per square foot per year (psfpy) for 4,895 square feet for its leased spaces in Terminals 2 and 4. This will generate approximately \$93,596.48 per month. The shell rental rate (\$124.23 psfpy) will be adjusted with a step increase of 3.5% each year, and the operating costs (\$105.22 psfpy) will be adjusted via CPI each year.

### **6. APPROVE AN AUTHORITY INCREASE FOR ELEVATORS ETC., LP, FOR ELEVATOR AND ESCALATOR MAINTENANCE AT ONTARIO INTERNATIONAL AIRPORT**

The Ontario International Airport Authority (OIAA) Commission authorized the Chief Executive Officer (CEO), or his designee, to increase the existing OIAA Contract No. SCONT-000195 with Elevators Etc., LP, for the maintenance of elevators and escalators for an amount of \$50,000. Funds for this item are included in the current Fiscal Year 2021-22 Landside Operations Budget.

**7. APPROVAL OF CONTRACT WITH SAN BERNARDINO COUNTY INNOVATION AND TECHNOLOGY DEPARTMENT FOR 800MHZ RADIO SERVICES AND MAINTENANCE**

The Ontario International Airport Authority (OIAA) Commission authorized the Chief Executive Officer (CEO), or his designee, to enter into a five-year contract agreement with the San Bernardino County Innovation and Technology Department for 800MHz Radio Service and Maintenance for OIAA Departments, for an amount of \$300,000, with a contingency in the amount of \$100,000, for a total not to exceed amount of \$400,000 over the five-year term of the contract. Funding for this contract is approved in the Fiscal Year 2021-22 operating budget. Funding for subsequent years will be requested through the annual budget process.

**8. INVESTMENT REPORT FOR THE QUARTER ENDED SEPTEMBER 30, 2021**

The Ontario International Airport Authority (OIAA) Commission received and filed the Investment Report for the quarter ended September 30, 2021.

**ADMINISTRATIVE REPORTS/DISCUSSION/ACTION**

**9. APPROVAL OF STRATEGIC GOALS AND OBJECTIVES FOR THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY**

The Ontario International Airport Authority (OIAA) Commission approved the updated strategic goals and objectives.

Deputy CEO Elkadi provided a presentation on this item. Vice President Loveridge requested minor edits to the goals and objectives document.

**MOTION:** Moved by Commissioner Gouw, seconded by Commissioner Hagman, and carried by a vote of 4-0-1, to approve the updated strategic goals and objectives with minor non-material edits, with Secretary Bowman absent (excused).

**10. APPROVAL OF A CONCESSION LEASE AGREEMENT WITH SWISSPORT USA, INC., TO OPERATE AND MANAGE THE TWO COMMON-USE AIRPORT CUSTOMER LOUNGES, BRANDED "ASPIRE", IN TERMINAL 2 AND TERMINAL 4 AT ONTARIO INTERNATIONAL AIRPORT**

The Ontario International Airport Authority (OIAA) authorized the Chief Executive Officer (CEO), or his designee, to execute a five-year (5), concession lease agreement with Swissport USA, Inc., with one (1) five-year option to extend, to operate and manage two common-use airport customer lounges branded "Aspire" in Terminal 2 and Terminal 4 at Ontario International Airport (ONT).

Deputy CEO Elkadi provided a presentation on this item. Commissioners expressed appreciation for the new lounge and asked clarifying questions.

**MOTION:** Moved by Commissioner Hagman, seconded by Commissioner Gouw, and carried by a vote of 4-0-1, to approve the Swissport USA, Inc. concession lease agreement, with Secretary Bowman absent (excused).

**11. FISCAL YEAR 2021-22 BUDGET UPDATE AND QUARTERLY FINANCIAL STATEMENTS FOR THREE MONTHS ENDING SEPTEMBER 30, 2021**

The Ontario International Airport Authority (OIAA) Commission (1) received and filed Financial Statements for the three months ending September 30, 2021; and (2) approved budget adjustments for FY 2021-22.

Deputy CEO Elkadi provided a presentation on this item. President Wapner mentioned the agenda item was reviewed by the Finance & Audit Committee and recommended for approval to the Commission.

**MOTION:** Moved by Commissioner Hagman, seconded by Commissioner Gouw, and carried by a vote of 4-0-1, to approve the budget adjustments for FY 2021-22, with Secretary Bowman absent (excused).

**12. APPROVAL OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY'S AUDITED FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

The Ontario International Airport Authority approved the Audited Financial Statements for the fiscal year ended June 30, 2021.

Bryan Gruber of LSL, CPAs, provided a presentation on the audited financial statements for FY 2020- 21. President Wapner mentioned the agenda item was reviewed by the Finance & Audit Committee and recommended for approval to the Commission. Commissioners asked questions related to the audit, including internal control measures, and the previous year findings compared to this year.

**MOTION:** Moved by Commissioner Hagman, seconded by Commissioner Gouw, and carried by a vote of 4-0-1, to approve Audited Financial Statements for the fiscal year ended June 30, 2021, with Secretary Bowman absent (excused).

**MANAGEMENT REPORT**

Deputy Chief Executive Officer Elkadi provided updates on passenger and cargo traffic statistics for October 2021, the holiday travel outlook, and the S&P Global rating update for OIAA to an A- minus.

**COMMISSIONER MATTERS**

Commissioner Gouw thanked staff for their work and asked to make sure to prepare ahead of time for surges in passenger traffic.

Commissioner Hagman asked staff to be prepared with CIP project plans to apply for funding from the infrastructure bill, and to use the Commissioners support, as well as State and Federal resources. He asked staff to continue to re-engage with our airline partners for new routes, new airlines, and work towards gaining additional international flights through future logistic plans for international flight arrivals.

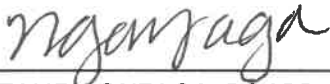
Vice President Loveridge wished everyone a Happy Thanksgiving.

President Wapner mentioned his participation in a beneficial tour of ONT Terminal 2 and encouraged other Commissioners to also take a tour. He wished everyone a good holiday season.

#### **ADJOURNMENT**

President Wapner adjourned the Ontario International Airport Authority Commission meeting at 9:21 a.m.

RESPECTFULLY SUBMITTED:



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NATALIE GONZAGA, BOARD CLERK

APPROVED:



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ALAN D. WAPNER, PRESIDENT  
ONTARIO INTERNATIONAL AIRPORT AUTHORITY