

ONTARIO INTERNATIONAL AIRPORT AUTHORITY

COMMISSION AGENDA – SPECIAL MEETING



NOVEMBER 23, 2021 AT 9:00 A.M.

Ontario International Airport Authority Administration Offices

1923 East 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

JOHN M. SCHUBERT
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.
- You may submit public comments by e-mail to publiccomment@flyontario.com no later than 5:00 p.m. the day before the meeting. Please identify the Agenda item you wish to address in your comments. All e-mail comments will be included in the meeting record.
- 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 the board room 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 Special Commission Meeting begins at 9:00 a.m. with Public Comment followed by the Special 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) - 9:00 A.M.

ROLL CALL

Loveridge, Bowman, Hagman, Gouw, President Wapner

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

The Public Comment portion of the Commission meeting is limited to a maximum of 3 minutes for each Public Comment. 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

Agenda item contractors, subcontractors and agents 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 Commission on items listed on the Consent Calendar will be given a total of 3 minutes.

2. APPROVAL OF MINUTES

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

Bills October 1 through October 31, 2021 and Payroll October 1 through October 31, 2021.

4. APPROVAL OF MEETING STIPENDS

That the Ontario International Airport Authority Commission approve 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

That the Ontario International Airport Authority (OIAA) Commission authorize 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

That the Ontario International Airport Authority (OIAA) Commission authorize 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

That the Ontario International Airport Authority (OIAA) Commission authorize 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

That the Ontario International Airport Authority (OIAA) Commission receive and file 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

That the Ontario International Airport Authority (OIAA) Commission approve the updated strategic goals and objectives.

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

That the Ontario International Airport Authority (OIAA) authorize 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).

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

That the Ontario International Airport Authority (OIAA) Commission (1) receive and file Financial Statements for the three months ending September 30, 2021; and (2) approve budget adjustments for FY 2021-22.

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

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

MANAGEMENT REPORT

Chief Executive Officer Thorpe

COMMISSION MATTERS

President Wapner

Vice President Loveridge

Secretary Bowman

Commissioner Hagman

Commissioner Gouw

ADJOURNMENT



DATE: NOVEMBER 23, 2021

SECTION: MINUTE ACTION

SUBJECT: RELATIVE TO POSSIBLE CONFLICT OF INTEREST

RECOMMENDED ACTION(S): Agenda items and contractors/subcontractors 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
6	Elevators, Etc.	<ul style="list-style-type: none">• None
10	Swissport	<ul style="list-style-type: none">• None

STAFF MEMBER PRESENTING: Natalie Gonzaga, Board Clerk

Department: Clerk's Office

Submitted to OIAA: November 23, 2021

ITEM NO. 01

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY
REGULAR COMMISSION MEETING
MINUTES
OCTOBER 28, 2021
(not official until approved)**

A regular meeting of the Ontario International Airport Authority was held on Thursday, October 28, 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 2:11 p.m.

ROLL CALL

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

ABSENT: Commissioners: Julia Gouw (excused) and Ronald O. Loveridge (excused)

Also present were: Deputy Chief Executive Officer Atif J. Elkadi, General Counsel Lori Ballance, Assistant General Counsel Kevin Sullivan, OIAA Consultant Greg Devereaux, and Board Clerk Natalie Gonzaga.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Hagman.

CLOSED SESSION PUBLIC COMMENT

There were no public comments.

CLOSED SESSION

President Wapner recessed the regular meeting of the Ontario International Airport Authority to Closed Session at 2:13 p.m.

- GC section 54956.8: REAL PROPERTY NEGOTIATIONS (portions of Airport); OIAA General Counsel's office as negotiator.
- GC § 54957, PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Chief Executive Officer/Deputy CEO
- GC § 54957.6, CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representative: General Counsel or Outside Counsel
Unrepresented employee: Chief Executive Officer

The Ontario International Airport Authority Commission regular meeting was reconvened in public session at 2:49 p.m.

REPORT ON CLOSED SESSION

General Legal Counsel Ballance announced there was no reportable action.

PUBLIC COMMENT

There were no public comments.

1. CONFLICT OF INTEREST

No conflicts were announced.

AGENDA REVIEW/ANNOUNCEMENT

Deputy Executive Director announced Consent Calendar Item No. 12 will be pulled and Consent Calendar to allow for further review by staff, and Item No. 14 action revised to state “negotiate and execute”.

ITEM NO. 12 PULLED

Item No. 12 was pulled from the agenda.

12. APPROVAL OF THE PROCUREMENT CARD POLICIES AND PROCEDURES

That the Ontario International Airport Authority (OIAA) Commission approve the Procurement Card Policies and Procedures Manual.

CONSENT CALENDAR

MOTION: Moved by Commissioner Hagman, seconded by Secretary Bowman, and carried by a vote of 3-0-2, to approve consent calendar Items #2-15, with Item No. 12 pulled, and Item No. 14 revised, with Vice President Loveridge and Commissioner Gouw absent (excused).

2. APPROVAL OF MINUTES

Approved minutes for the Ontario International Airport Authority special meeting on September 13, 2021 and cancelled meeting on September 23, 2021 and approving the same as on file with the Secretary/Assistant Secretary.

3. BILLS/PAYROLL

Approved bills September 1 through September 30, 2021 and Payroll September 1 through September 30, 2021.

4. APPROVAL OF MEETING STIPENDS

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

5. APPROVAL OF THE FIRST CONTRACT EXTENSION FOR TY LIN INTERNATIONAL FOR ON-CALL AIP ENGINEERING, ARCHITECTURE AND SUPPORT SERVICES AT THE ONTARIO INTERNATIONAL AIRPORT

The Ontario International Airport Authority (OIAA) Commission authorized the Chief Executive Officer (CEO), or his designee, to approve a contract extension to the end of Fiscal Year (FY) 2021-22, for TY Lin International for On-Call AIP engineering, architectural and support services at Ontario International Airport (ONT). Funding is available in the FY 2021-22 Capital Budget. No funding or authority increase is required for the extension of the on-call AIP contract through June 30, 2022.

6. APPROVAL OF THE FIRST CONTRACT EXTENSION FOR JACOBS PROJECT MANAGEMENT, ONTARIO AVIATION GROUP, AND PPM GROUP, INC., FOR ON-CALL AIP CONSTRUCTION MANAGEMENT AND RELATED SERVICES AT THE ONTARIO INTERNATIONAL AIRPORT

The Ontario International Airport Authority (OIAA) Commission authorized the Chief Executive Officer (CEO), or his designee, to approve contract extensions through the end of Fiscal Year (FY) 2021-22, for Jacobs Project Management, Ontario Aviation Group and PPM Group, Inc. for On-Call construction management and related services at Ontario International Airport (ONT). Funding is available in the FY 2021-22 Capital Budget. No funding or authority increase is required for the extension of the on-call construction management services through June 30, 2022.

7. APPROVAL TO EXTEND THE PRODIGIQ CONTRACT ON A MONTH-TO-MONTH BASIS FOR AIRFIELD COMPLIANCE, MAINTENANCE WORK ORDERS, LEASE MANAGEMENT AND FLIGHT INFORMATION DISPLAY SYSTEM

The Ontario International Airport Authority (OIAA) Commission authorized the Chief Executive Officer (CEO), or his designee, to extend the Professional Services Agreement, Contract No. SCONT-000064, with Prodigiq on a month-to-month basis, for a maximum of twelve (12) months, for their Operations Management System (ProOMS), Computerized Maintenance Monitoring System (ProCMMS), Lease Management System (LMS), Flight Information Display System (FIDS), Baggage Information Display System (BIDS) and Gate Information Display System (GIDS). Funding for this

contract is approved in the Fiscal Year 2021-22 operating budget. Estimated monthly cost of services is \$5,500 for all systems.

8. APPROVAL OF THE FIRST CONTRACT AMENDMENT TO KAVPLAN LLC FOR STRATEGIC AVIATION PLANNING MANAGEMENT CONSULTING SERVICES

The Ontario International Airport Authority (OIAA) authorized the Chief Executive Officer (CEO), or his designee, to amend the existing KavPlan LLC Contract No. SCONT-000222, by increasing the authority to \$120,000 for the second contract year; and authorize the CEO to exercise the remaining one-year extension option at \$150,000, for an overall contract amount not-to-exceed \$370,000 over the three-year term of the contract. The overall contract total also includes the first contract year at \$100,000. Funds for this contract are available in the FY 2021-22 Budget. Funding for subsequent year will be requested through the annual budget process.

9. APPROVAL OF THREE (3) POSITIONS FOR OPERATIONS DIVISION – DIRECTOR OF OPERATIONS, ASSOCIATE ENGINEER AND GARAGE TECHNICIAN

The Ontario International Airport Authority (OIAA) Commission approved three proposed positions - Director of Operations, Associate Engineer and Garage Technician. Funding for these positions is included in the FY 2021-22 Budget. Funding for subsequent years will be requested through the annual budget process.

10. APPROVAL OF THE FIRST CONTRACT AMENDMENT TO BIRDI & ASSOCIATES, INC. FOR AN AUTHORITY INCREASE FOR ADDITIONAL SCOPE FOR THE REPLACEMENT OF EXISTING END OF LIFE ACCESS CONTROL ALARM MONITORING SYSTEM (ACAMS) PROXIMITY CARD READERS

The Ontario International Airport Authority (OIAA) Commission authorized the Chief Executive Officer (CEO), or his designee, to amend the existing Birdi & Associates, Inc. Contract No. SCONT-000259, by increasing the spending authority in the amount of \$170,000 and approve an additional scope to allow for the replacement of all Access Control Alarm Monitoring System (ACAMS) legacy proximity card readers exceeding end of service life. Funding in the amount of \$170,000, which includes a 10% project contingency amount, shall be provided by Revenue Bond Funds.

11. APPROVAL OF AN AUTHORITY INCREASE TO AMERICAN THREAT ASSESSMENT CONSULTING, INC. CONTRACT FOR THE INSTALLATION OF ADDITIONAL CCTV CAMERAS, REQUIRED SUPPORTING INFRASTRUCTURE AND REPLACEMENT OF EXISTING END OF SERVICE LIFE EQUIPMENT

The Ontario International Airport Authority (OIAA) Commission authorized the Chief Executive Officer (CEO), or his designee, to increase the existing American Threat Assessment Consulting, Inc. Contract No. SCONT-000337, by increasing the spending authority in the amount of \$140,000, to allow for the installation and replacement of the existing end of service life CCTV cameras and support equipment at Ontario International Airport (ONT). Funding in the amount of \$140,000, which includes a 10% project contingency amount, shall be provided by Revenue Bond Funds.

Item No. 12 was pulled.

13. APPROVAL OF UPDATE TO LICENSE FEES CHARGED THROUGH THE NON-EXCLUSIVE LICENSE AGREEMENT

The Ontario International Airport Authority (OIAA) Commission approved the new License Fees for the Non-Exclusive License Agreement (NELA) at Ontario International Airport (ONT). Upon OIAA Commission approval, the 10% Gross-Revenue License Fees will apply to all services provided at ONT with the exception of services provided to the United States Military.

14. APPROVE THE SELECTION OF MOSS ADAMS, LLP, FOR INTERNAL AUDIT SERVICES FOR THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY

The Ontario International Airport Authority (OIAA) Commission approved the selection of and authorized the Chief Executive Officer (CEO), or his designee, to **negotiate and** execute a professional services agreement with Moss Adams, LLP, for internal audit services for an amount not to exceed \$100,000 for fiscal year ending June 30, 2022, with two, one-year extensions based on organizational needs with an annual maximum established and authorized by the Commission.

15. APPROVAL OF THE ECONOMIC DEVELOPMENT FORUM AGREEMENT WITH THE GREATER ONTARIO CONVENTION CENTER AND VISITORS BUREAU

The Ontario International Airport Authority (OIAA) Commission approved the agreement with Greater Ontario Convention Center and Visitors Bureau to host the Five-Year Economic Development Forum. If approved, the agreement between the OIAA and Greater Ontario Convention and Visitors Bureau is estimated to cost \$265,000. Funds will be utilized from the Fiscal Year 2021-22 sponsorship, marketing, and advertising budget.

ADMINISTRATIVE DISCUSSION/ACTION/REPORT

16. APPROVAL OF A CONCESSION LEASE AGREEMENT WITH BATTER BOYS, INC., FOR A DUNKIN DONUTS KIOSK IN TERMINAL 2 AT ONTARIO INTERNATIONAL AIRPORT

The Ontario International Airport Authority (OIAA) Commission authorized the Chief Executive Officer (CEO), or his designee, 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 2 at Ontario International Airport (ONT). 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 \$124.23 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.

Deputy CEO Elkadi provided a brief presentation on this item.

MOTION: Moved by Commissioner Hagman, seconded by Secretary Bowman, and carried by a vote of 3-0-2, to approve the Batter Boys, Inc. concession lease agreement, with Vice President Loveridge and Commissioner Gouw absent (excused).

17. APPROVAL OF A CONCESSION AGREEMENT WITH 360 DUTY FREE AND MORE FOR A DUTY FREE OUTLET IN TERMINAL 2 AT ONTARIO INTERNATIONAL AIRPORT

The Ontario International Airport Authority (OIAA) Commission authorized the Chief Executive Officer (CEO), or his designee, to negotiate and execute a ten-year term concession agreement with one, five-year option at the discretion of the CEO, with 360 Duty Free and More, Inc. to manage and operate a Duty-Free concession in Terminal 2 at Ontario International Airport (ONT). The concessionaire is responsible for all capital investment and will pay the OIAA a concession fee ranging from 5% of gross sales to 25.06% of gross sales based on financial tiers identified within the agreement and no minimum annual guarantee.

Deputy CEO Elkadi provided a brief presentation on this item. Discussion ensued between Commissioners and Staff.

MOTION: Moved by Commissioner Hagman, seconded by Secretary Bowman, and carried by a vote of 3-0-2, to approve the 360 Duty Free and More, Inc. concession lease agreement, with Vice President Loveridge and Commissioner Gouw absent (excused).

MANAGEMENT REPORT

There was no management report.

COMMISSIONER MATTERS

Commissioner Hagman provided a report on a recent airport tour of the information center at DFW.

Secretary Bowman thanked staff for their work.

President Wapner also thanked staff and mentioned the upcoming 5-year anniversary of local control on November 1.

ADJOURNMENT

President Wapner adjourned the Ontario International Airport Authority Commission meeting at 2:55 p.m.

RESPECTFULLY SUBMITTED:

NATALIE GONZAGA, BOARD CLERK

APPROVED:

ALAN D. WAPNER, PRESIDENT
ONTARIO INTERNATIONAL AIRPORT AUTHORITY

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY
SPECIAL COMMISSION MEETING
MINUTES
OCTOBER 28, 2021
(not official until approved)**

A special meeting of the Ontario International Airport Authority was held on Thursday, October 28, 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 2:55 p.m.

ROLL CALL

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

ABSENT: Commissioners: Julia Gouw and Ronald O. Loveridge (excused)

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

CLOSED SESSION PUBLIC COMMENT

There were no public comments.

CLOSED SESSION

President Wapner recessed the special meeting of the Ontario International Airport Authority to Closed Session at 2:55 p.m.

- **GC 54957(a) DISCUSSION OF PUBLIC SAFETY MEASURES**
Consultation with: (Public Safety Administrator and General Counsel)

The Ontario International Airport Authority Commission special meeting was reconvened in public session at 3:19 p.m.

REPORT ON CLOSED SESSION

President Wapner announced there was no reportable action.

ADJOURNMENT

President Wapner adjourned the Ontario International Airport Authority Commission meeting at 3:19 p.m.

Ontario International Airport Authority
Special Commission Meeting
Minutes
October 28, 2021
Page 2 of 2
(not official until approved)

RESPECTFULLY SUBMITTED:

NATALIE GONZAGA, BOARD CLERK

APPROVED:

ALAN D. WAPNER, PRESIDENT
ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: NOVEMBER 23, 2021

SECTION: CONSENT CALENDAR

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

RELEVANT STRATEGIC OBJECTIVE: Develop 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.

FISCAL IMPACT AND SOURCE OF FUNDS: OIAA operating revenue.

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 October 2021, President Wapner attended ten (10) additional Authority-related business functions. Full Commission approval is needed to approve payment of these additional stipends.

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

Department: Clerk’s Office

Submitted to OIAA: November 23, 2021

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: [Signature]
for Mark Thorpe

ITEM NO. 04

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).)

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

COMMITTEE RECOMMENDATION: 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, although these hours and review procedures may be modified due to COVID-19 precautions. In that case, the documents may be requested by email at clerk@flyontario.com.

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



DATE: NOVEMBER 23, 2021

SECTION: CONSENT CALENDAR

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

RELEVANT STRATEGIC OBJECTIVE: Develop Airport Related Business.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission authorize 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).

FISCAL IMPACT SUMMARY: 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.

BACKGROUND: On October 7, 2017, GSA entered into a four (4) year lease with the OIAA to rent facilities at ONT for administrative office, break rooms, and training rooms for TSA personnel. GSA's current lease expired on October 6, 2021, and has entered into a holdover until the new lease has been approved by the Board.

A new lease has been finalized with GSA as of October 2021, and staff is recommending the Board to authorize the CEO to execute such lease agreement for a term of five (5) years effective October 7, 2021 through October 6, 2026.

PROCUREMENT: N/A

STAFF MEMBER PRESENTING: Daniel Cappell, Chief Commercial Officer

Department: Commercial

Submitted to OIAA: November 23, 2021

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: 

ITEM NO. 05

CEQA COMPLIANCE AND LAND USE APPROVALS: The agreement is not a "project" within the meaning of Section 15378 of the CEQA Guidelines because there is no potential for a direct or indirect physical change in the environment. As a result, the authorization is not subject to CEQA.

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: N/A

ATTACHMENTS: Attachment A: New Lease Agreement with GSA.

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, although these hours and review procedures may be modified due to COVID-19 precautions. In that case, the documents may be requested by email at clerk@flyontario.com.

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



DATE: NOVEMBER 23, 2021

SECTION: CONSENT CALENDAR

SUBJECT: APPROVE AN AUTHORITY INCREASE FOR ELEVATORS ETC., LP, FOR ELEVATOR AND ESCALATOR MAINTENANCE AT ONTARIO INTERNATIONAL AIRPORT

RELEVANT STRATEGIC OBJECTIVE: Provide Customer Friendly Facilities and Services; Maintain a Safe and Secure Operational Environment.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission authorize 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.

FISCAL IMPACT SUMMARY: Funds for this item are included in the current Fiscal Year 2021 Landside Operations budget.

BACKGROUND: Elevators and escalators at ONT Terminals 2 and 4 are part of OIAA's ongoing maintenance program. In November 2019, the Commission approved a month-to-month extension and an authority increase of \$750,000 to maintain the elevators and perform a complete escalator modification project. The major modernization of the four terminal escalators was completed in August, 2020. Since the modernization, ONT-TEC has agreed to take on the ongoing maintenance of the elevators and escalators. ONT-TEC is currently in the process of evaluating and selecting a long-term contractor. Until that time, OIAA will continue to utilize Elevators Etc., LP, for the routine maintenance, required repairs, and ongoing and as-needed inspections of elevators and escalators. The anticipated start date for ONT-TEC to take control of the maintenance of the elevators and escalators is 90 days. The added contract authority will allow OIAA to continue maintenance until that time.

STAFF MEMBER PRESENTING: Deputy Chief Executive Officer Atif J. Elkadi

Department: Operations

Submitted to OIAA: November 23, 2021

Chief Executive Officer Approval:

[Signature]
for Mark Thorpe

Approved: _____

Continued to: _____

Denied: _____

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

ATTACHMENTS: N/A

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



DATE: NOVEMBER 23, 2021

SECTION: CONSENT CALENDAR

SUBJECT: APPROVAL OF CONTRACT WITH SAN BERNARDINO COUNTY INNOVATION AND TECHNOLOGY DEPARTMENT FOR 800MHZ RADIO SERVICES AND MAINTENANCE

RELEVANT STRATEGIC OBJECTIVE: Reduce Airline Costs; Provide Customer Friendly Facilities and Services.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission authorize 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.

FISCAL IMPACT SUMMARY: 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.

BACKGROUND: The OIAA has been a member of the San Bernardino County 8000MHz Radio System since the transition of ONT ownership to the OIAA in 2016. This 800Mhz Radio System allows for shared communication capabilities between different OIAA departments and other local agencies. This contract is for the monthly service of the radios and basic repairs to them.

The proposed contract with San Bernardino County is projected to be \$300,177.60. We are requesting an additional \$100,000 authority on the contract to cover OIAA growth needs on the system, non-covered repairs, reprogramming needs and other accessories the County Radio Shop can provide. We are predicting that, over the next couple of years, more OIAA departments will be brought on the system to allow for more seamless communications between departments. These radios are used for daily operations and emergency operations at the airport.

STAFF MEMBER PRESENTING: Michelle Brantley, Chief Planning Officer

Department: Operations

Submitted to OIAA: November 23, 2021

Chief Executive Officer Approval:

[Signature]
for Mark Thorpe

Approved: _____

Continued to: _____

Denied: _____

ITEM NO. 07

PROCUREMENT: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: No Impact to Current Operations.

SCHEDULE: N/A

ATTACHMENTS: Attachment A: Proposed Agreement with San Bernardino County

COMMITTEE RECOMMENDATION: N/A

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



DATE: NOVEMBER 23, 2021

SECTION: CONSENT CALENDAR

SUBJECT: INVESTMENT REPORT FOR THE QUARTER ENDED SEPTEMBER 30, 2021

RELEVANT STRATEGIC OBJECTIVE: Reduce Airline Costs.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission receive and file the Investment Report for the quarter ended September 30, 2021.

FISCAL IMPACT SUMMARY: As of September 30, 2021, the OIAA’s investment portfolio included a single financial instrument with the Local Agency Investment Fund (LAIF). The fair market value (FMV) of the OIAA’s investment in LAIF was \$32,739,138, an increase of \$33,555 from the FMV at June 30, 2021. Interest earned on the LAIF investment for the quarter ended September 30, 2021, totaled \$19,933. No additional investments in or distributions from LAIF funds were made during the quarter ended September 30, 2021.

BACKGROUND: In October of 2016, the OIAA adopted an investment policy for OIAA’s revenues in conformance with federal, state, and other legal requirements, including California Government Code Section 53600 et seq. The objectives of the OIAA’s investment policy is safety of principal and enhancement of the economic status of the OIAA. The policy sets forth investment objectives, safekeeping of securities, reporting, competitive bidding, authorization for the purchase and sales of investments, allowable types of investments and an annual policy review. In addition, to and in conformity with the adopted Investment Policy, the OIAA adopted a resolution for the investment of inactive funds in the Local Agency Investment Fund.

The Investment Policy requires that reporting include statements as to the OIAA’s compliance with the investment policy, as well as a statement denoting the ability of the OIAA to meet its expenditure requirements for the next six months, or an explanation as to why sufficient money may not be available.

STAFF MEMBER PRESENTING: John M. Schubert, Chief Financial Officer

Department: Finance

Submitted to OIAA: November 23, 2021

Chief Executive Officer Approval: [Signature]

Approved: _____

Continued to: _____

Denied: _____

The OIAA’s investment portfolio as of and for the quarter ended September 30, 2021, consists of a single investment in the California Treasury Local Agency Investment Fund (LAIF).

Significant financial aspects of the portfolios’ financial position and performance are included in the following table:

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY
FOR THE YEAR ENDING JUNE 30, 2022**

Description	Quarter Ending				Balance, Year Ending June 30, 2022
	09/30/2021	12/31/2021	03/31/2022	06/30/2022	
FMV end of quarter	\$ 32,739,138	\$ -	\$ -	\$ -	\$ -
Interest receivable	\$ 19,933	\$ -	\$ -	\$ -	\$ -
Interest earned	\$ 19,933	\$ -	\$ -	\$ -	\$ 19,933
Unrealized Gain (Loss)	\$ 6,850	\$ -	\$ -	\$ -	\$ 6,850

Required Investment Policy Statements:

- The investments identified above comply in all material respects with the OIAA’s Investment Policy.
- The OIAA has the ability to meet its expenditure requirements for the next six months.

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

ATTACHMENTS: N/A

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



DATE: NOVEMBER 23, 2021

SECTION: ADMINISTRATIVE REPORT/DISCUSSION/ACTION

SUBJECT: APPROVAL OF ONTARIO INTERNATIONAL AIRPORT AUTHORITY STRATEGIC GOALS AND OBJECTIVES

RELEVANT STRATEGIC OBJECTIVE: N/A

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission consider and approve the new OIAA Strategic Goals and Objectives.

FISCAL IMPACT SUMMARY: N/A

BACKGROUND: On January 7, 2013, the OIAA Commission approved the OIAA Strategic Business Plan to operate and grow Ontario International Airport (ONT) as one of the most competitive, efficient, innovative and customer-friendly passenger, cargo and business airports in the United States as a key economic asset serving the Inland Empire and the entire Southern California Region. Since the approval, the goals of this document have been the overall strategic focus for the organization throughout the first five years of local control.

On November 1, 2021, the OIAA celebrated the five-year anniversary of local control of ONT. Management recommends Commissioners approve newly established strategic goals and objectives to provide a road map for the organization. These new goals will replace the previously approved goals established in 2013. The OIAA continues to be a key economic driver for the region and the updated strategic goals and objectives reflect the evolution of the OIAA. They are set under three main tenets: Invest in ONT, Plan for the Future, and Master the Basics. Each of these tenets have objectives that are the foundation for the development of a new strategic plan.

PROCUREMENT: N/A

STAFF MEMBER PRESENTING: Atif J. Elkadi, Deputy Chief Executive Officer

Department: Administration

Submitted to OIAA: November 23, 2021

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: 

ITEM NO. 09

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: N/A

ATTACHMENTS: Attachment A: Proposed Strategic Goals and Objectives

COMMITTEE RECOMMENDATION: N/A

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

Strategic Goals and Objectives

Invest in ONT

Ensure a Safe, Secure, and Healthy Environment.

Maintain Financial Strength and Remain Cost Competitive.

Deliver the Ultimate Customer Experience.

Secure an engaged, productive, healthy, inclusive and diverse workforce.

Improve Airport Operational Efficiency.

Maximize Overall Business Performance.

Plan for the Future

Provide a long-term operation that addresses all key issues related to Airport Operations.

Provide a flexible and fiscally responsible development plan that will help ensure that ONT can meet future passenger and cargo demand.

Enhance Airline relationships to further drive passenger air service growth while maintaining a positive retention strategy while also continuing to grow Cargo service.

Foster relationship with federally elected officials, to ensure ONT is receiving its fair share of funding and favorable laws and regulations.

Develop and implement ONT's community engagement strategy to drive positive perception across all Southern California communities.

Establish our role as a Southern California Gateway through proper planning.

Master the Basics

Protect the ONT Brand.

Operate using sound business principles and practices.

Collaborate with business partners to deliver friendly, and efficient, services.

Maintain all FAA, TSA and CBP compliance

Maintain and operate facilities and equipment at optimum levels.



DATE: NOVEMBER 23, 2021

SECTION: ADMINISTRATIVE REPORT/DISCUSSION/ACTION

SUBJECT: 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

RELEVANT STRATEGIC OBJECTIVE: Provide Customer-Friendly Facilities and Services; Develop and Grow Non-Airline Revenue Sources.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) authorize 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).

FISCAL IMPACT SUMMARY: Upon the Rent Commencement Date of this agreement, Swissport USA, Inc., shall pay the OIAA a cascading percentage Concession Fee, 14-18% for Admissions and 15-17% for premium F&B sales, of its annual Gross Revenues.

BACKGROUND: ONT is a medium-hub airport and is a major air-cargo facility in Southern California, with more than 750,000 tons being carried to and from the airport each year. The OIAA wishes to provide passengers traveling through ONT with a friendly environment that helps reduce the stress of travel, while providing them with a superior travel experience and productivity-enhancing amenities. The OIAA is confident that the development of a broad width and breadth of food and beverage outlets in each of its terminals will be an important step to provide such highly-sought-after amenities.

STAFF MEMBER PRESENTING: Dan Cappell, Chief Commercial Officer

Department: Commercial

Submitted to OIAA: November 23, 2021

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: 

ITEM NO. 10

PROCUREMENT: On July 28, 2021, ONT posted RFP #210004 Operation, Maintenance, and Management of Common-Use Airport Lounges in Terminal 2 and Terminal 4 at ONT. More than 10 individuals were present representing domestic and foreign companies on August 5, 2021, for the pre-bid meeting and subsequent tour with two (2) companies submitting proposals August 23, 2021, to the RFP.

The proposed term of the proposed concession will be five (5) years from Date of Beneficial Occupancy (DBO) with one (1) five-year option to extend at the discretion of the CEO. Swissport USA, Inc., provides a highly recognized and sought after national & international lounge brand in airports. Therefore, staff recommends the OIAA Board to authorize the CEO to negotiate and execute a concession lease agreement with Swissport USA, Inc.

CEQA COMPLIANCE AND LAND USE APPROVALS: The proposed project is Categorically Exempt (Class 1) from the provisions of CEQA pursuant to Section 15301, because it provides for the exemption of existing facilities. Operations, repair, maintenance, permitting, leasing, licensing, 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.

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: N/A

ATTACHMENTS: Attachment A: Proposed Concession Lease Agreement

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



DATE: NOVEMBER 23, 2021

SECTION: ADMINISTRATIVE REPORT/DISCUSSION/ACTION

SUBJECT: FISCAL YEAR 2021-22 BUDGET UPDATE AND QUARTERLY FINANCIAL STATEMENTS FOR THREE MONTHS ENDING SEPTEMBER 30, 2021

RELEVANT STRATEGIC OBJECTIVE: Reduce Airline Costs; Maintain Financial Accountability and Stability to Support Airport Operations.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission (1) receive and file Financial Statements for the three months ending September 30, 2021; and (2) approve budget adjustments for FY 2021-22.

FISCAL IMPACT SUMMARY: The OIAA's increase in net position exceeded the budget by \$6.3M, driven largely by higher-than-expected cargo and passenger carrier activity. This activity resulted in an operating revenue budget favorable variance of \$3.8M (18.8%). In addition, the operating expense budget reflects a favorable variance of \$1.7M (9.3%) because of conservative expenditure policies and service levels in the terminals corresponding with passenger activity levels. The position changes as described below are estimated to increase total personnel costs for the balance of the fiscal year ending June 30, 2022, by \$101K and by \$194K annually.

BACKGROUND: Aviation Activity and Financial Statements: In June 2021, the OIAA Board of Commissioners adopted budgets that were based on a continued conservative approach to mitigate the impacts of the continued lower levels in aviation activity because of the COVID-19 pandemic. As passenger carrier activity has increased, OIAA has started to resume pre-pandemic service levels, which includes filling vacant staff positions, increasing public safety resources and resuming pre-pandemic initiatives. The attached financial statements reflect these industry and economic conditions, as well as the OIAA's efforts to respond to those conditions.

STAFF MEMBER PRESENTING: John M. Schubert, Chief Financial Officer

Department: Finance

Submitted to OIAA: November 23, 2021

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: 

ITEM NO. 11

Aviation Activity: Aviation activity is measured predominately as a function of commercial enplanements and landed weights as these activities act as direct and indirect drivers of most operating revenues for the Airport.

Enplanements are a measurement exclusive to passenger carriers, and directly and indirectly impact all concession revenues, passenger facility charge revenues, and customer facility charge revenues. Enplanements for the three months ended September 30, 2021, totaled 700K, which exceeded the budgeted amount of 478K by 222K (46.4%). Enplanements for the three months ended September 30, 2021, were also 416K (146.4%) higher than the same period in the prior fiscal year.

Landed weights (in thousand-pound units) for the three months ended September 30, 2021, totaled 2.0M, which exceeded the budgeted amount of 1.7M by 287K (16.7%). Landed weights for the three months ended September 30, 2021, were also 322K (19.1%) higher than the same period in the prior fiscal year. The increase in landed weights over budget and over the same period in the prior fiscal year was primarily due to passenger landed weights exceeding budget by 263K (53.0%) and increasing by 300K (65.4%) over the same period in the prior fiscal year. Cargo landed weights exceeded budget by 24K (2.0%) and were also 23K (1.8%) higher than the same period in the prior fiscal year.

Financial Results for the Three Months Ended September 30, 2021

Operating Revenues: Operating revenues exceed budget by \$3.8M (18.8%) with favorable variances in all aeronautical and nonaeronautical revenues, except operating grant revenues.

Aeronautical revenues exceeded budget by \$1.1M (10.7%), primarily because of higher landing fees, facilities rent, land rent, and airline fees. Higher-than-expected landed weights resulted in landing fee revenues exceeding budget by \$545K (18.6%). Facilities rent exceeded budget by \$232K (5.8%), which was driven by the addition of one new non-signatory airline, Hawaiian Airlines, and rent recoveries. Land rent exceeded budget by \$116K (3.5%), which was driven by the new Federal Express facility and rent recoveries. Airline fees exceeded budget by \$254K (53.0%), which was primarily the result of recoveries experienced in passenger and cargo operations.

Nonaeronautical revenues exceeded budget by \$2.6M (28.1%), which was driven by higher than planned passenger carrier activities. Non-terminal rents exceeded budget by \$70K (11.6%). Total concession revenue of \$10.8M exceeded budget by \$4.3M (65.3%). Concession revenue favorable variances included parking of \$2.9M (69.0%), rental cars of \$917K (59.2%), food and beverage of \$160K (86.0%), gift and news of \$184K (63.6%), and other concessions of \$135K (38.3%).

Operating Expenses: Total operating expenses of \$16.8M were favorable to the budget by \$1.7M (9.3%). There were favorable variances in all operating expense categories except for telecommunications and utilities. Insurance and administration were flat compared to budget. Favorable operating expense variances include personnel of \$290K (12.2%), public safety of \$376K (7.2%), contractual services of

\$670K (9.7%), materials and supplies of \$209K (47.7%), and other operating expenses of \$353K (20.5%). Telecommunications and utilities experienced an unfavorable variance of \$170K (11.8%).

Nonoperating Revenues and Expenses: Net nonoperating revenues exceeded budget by \$728K (44.7%), which was primarily a result of higher than planned passenger carrier activities. Net nonoperating revenue favorable variances included passenger facility charge revenues of \$852K (45.8%) and customer facility charge revenues of 58K (7.8%). The favorable variances in net nonoperating revenues were partially offset by lower net investment income of \$212K (87.9%). Lower investment income was associated with unrealized losses from the OIAA's investment in the California Local Agency Investment Fund (LAIF). Unrealized gains and losses are attributable to temporary changes in market conditions, primarily interest rates.

STAFFING IMPACT (# OF POSITIONS): OIAA management submitted an operating budget for OIAA's fiscal year ended June 30, 2022, which was authorized by the OIAA Board of Commissioners on June 15, 2021. This adopted budget included authorized positions and related compensation amounts. Management is seeking authorization to add an additional full-time position and to establish one new full-time position. The additional cost for the balance of the fiscal year is estimated to be \$101K, as well as offset by an expected reduction in professional services.

Public Safety Supervisor: This is a new position with the Public Safety Department where a substantial number of new projects in other Departments that have been approved or are in various stages of planning require public safety oversight. This position will also provide oversight and updated continuous training to the OIAA contracted security contractor assigned to access control and vehicle inspection procedures, support ONT Film Desk and construction projects as point of contact on all security-related issues, including point of contact and subject matter expert and oversight on curbside management and enforcement activities. In addition to operational efficiencies recognized from this position, it is also intended to reduce a significant portion of security consulting fees. The annual salary range for this position is \$78,610-\$114,705. The estimated cost for this change for the balance of the fiscal year is \$68K, which is estimated to be offset by an expected reduction in professional services by approximately \$54K.

Document Management Specialist: This is an existing position in the Clerk's Office that is currently filled and budgeted as part-time. This request is to add an additional full-time Document Management Specialist, resulting in 1.5 full-time equivalent (FTE) employees. The new full-time position will provide additional assistance with workload related to records management and agenda preparation for Commission and Committee meetings. The hourly salary range for this position is \$23.25 - \$29.90 per hour. The estimated cost for this change for the balance of the fiscal year is \$33K.

PROCUREMENT: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

IMPACT ON OPERATIONS: The financial results provide additional resources for the OIAA to respond to increased passenger carrier activity.

SCHEDULE: N/A

ATTACHMENTS: Attachment A: OIAA Financial Statements for the Three Months Ended September 30, 2021

COMMITTEE RECOMMENDATION: The Finance & Audit Committee is scheduled to review this agenda item on November 19, 2021.

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



DATE: NOVEMBER 23, 2021

SECTION: ADMINISTRATIVE REPORT/DISCUSSION/ACTION/

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

RELEVANT STRATEGIC OBJECTIVE: Maintain Financial Accountability, Transparency and Compliance with Laws and Regulations.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority approve the Audited Financial Statements for the fiscal year ended June 30, 2021.

FISCAL IMPACT AND SOURCE OF FUNDS: N/A

BACKGROUND: The Joint Exercise of Powers Agreement of August 21, 2012, created the Ontario International Airport Authority (OIAA) and established the bylaws under which the OIAA would operate and be governed. Section 9. Accounts and Reports states that management "shall contract with an independent certified public accountant or firm of certified public accountants to make an annual audit of the accounts and records of the Authority, and a complete written report of such audit shall be filed as public records annually, within six (6) months after the conclusion of the Fiscal Year under examination, with each member of the Commission, the City Clerk of Ontario and the San Bernardino Board of Supervisors."

The authority is also obligated to provide annual audited financial statements to satisfy certain compliance requirements as stated in our bond indenture, operating certificate and other laws and regulations. Annual reports containing the audited financial statements or elements thereof are filed with the FAA, Municipal Securities Rulemaking Board, State Controller's Office, and other interested parties

STAFF MEMBER PRESENTING: John M. Schubert, Chief Financial Officer

Department: Finance

Submitted to OIAA: November 23, 2021

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: 

CEQA COMPLIANCE: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: N/A

ATTACHMENTS: Attachment A: Ontario International Airport Authority Audited Financial Statements for the Fiscal Year Ended June 30, 2021.

COMMITTEE RECOMMENDATION: The Finance & Audit Committee recommended approval of this agenda item at their special meeting on November 19, 2021.

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