

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY  
REGULAR COMMISSION MEETING  
MINUTES  
NOVEMBER 26, 2019**

A regular meeting of the Ontario International Airport Authority was held on Tuesday, November 26, 2019, 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 Kevin P. Sullivan and Assistant Secretary Claudia Y. Isbell.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Eric Reece.

**INVOCATION**

The invocation was led by Rabbi Sholom Harlig, Chabad of the Inland Empire.

Receiving no request to speak, President Wapner recessed the regular meeting of the Ontario International Airport Authority to Closed Session at 3:02 p.m. with all Commissioners in attendance, except Commissioner Gouw who arrived at 3:03 p.m.

**CLOSED SESSION**

- GC 54956.95 PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Chief Executive Officer

Vice President Loveridge left Closed Session at 3:33 p.m.

The Ontario International Airport Authority Commission regular meeting was reconvened in public session at 4:02 p.m.

## **REPORT ON CLOSED SESSION**

President Wapner announced there was no reportable action.

## **PUBLIC COMMENT**

*Eric Reese*, provided recommendations for long term sustainability, including the use of porous pavement in the airport parking lots, and companion ticket offerings for non-ticketed passengers.

*Jesse Fonseca*, spoke on airplane noise concerns and retracted his previous statements regarding threat of pending litigation.

*Rudy Favila*, was not present when called to speak.

*Richard Sherman*, spoke on airplane noise concerns.

*William Casita*, spoke on airplane noise concerns.

## **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.

## **AGENDA REVIEW/ANNOUNCEMENT**

There were no announcements made.

## **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, with Vice President Loveridge absent.

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

Minutes for the meetings of the Ontario International Airport Authority special meeting on October 29, 2019 and approving the same as on file with the Secretary/Assistant Secretary.

**3. BILLS/PAYROLL**

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

**4. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE A CONCESSION LEASE AGREEMENT WITH BUNS & DUMS GOURMET RESTAURANT, LLC FOR A FOOD AND BEVERAGE OUTLET AT ONTARIO INTERNATIONAL AIRPORT**

The Ontario International Airport Authority authorized the Chief Executive Officer to execute a five (5) year contract with two (2) one-year extension, with Buns & Dums Gourmet Restaurant, LLC (Buns & Dums) to build a restaurant in Terminal 2, Space 2551 to provide food and beverage services at ONT. Upon the Rent Commencement Date of this agreement, Buns & Dums shall pay the OIAA an eighteen percent (18%) Concession Fee of its monthly Gross Receipts. Annual rent of \$120.84 per square foot shall be paid monthly upon occupancy for any office or storage space rented in the Terminals, as may be required to support their operations.

**5. APPROVE A MEMORANDUM OF UNDERSTANDING BETWEEN THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AND THE FEDERAL AVIATION ADMINISTRATION TO REPLACE THE EXISTING UNDERGROUND FAA DUCT SYSTEM IN AN ACCORDANCE WITH THE UNITED STATES CODE, TITLE 49, SUBTITLE VII**

The Ontario International Airport Authority (OIAA) authorized the Chief Executive Officer (CEO) to execute a Memorandum of Understanding (MOU) between the Federal Aviation Administration (FAA) and the OIAA entering into an MOU to replace the existing underground FAA duct system and in accordance with the United States Code, Title 49, Subtitle VII.

**6. APPROVE THE SELECTION OF AND AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE A CONTRACT WITH ATLAS ADVOCACY LLC FOR FEDERAL LOBBYIST SERVICES**

The Ontario International Airport Authority approved the selection of and authorize the Chief Executive Officer to negotiate and execute a contract with Atlas Advocacy LLC for Federal Lobbyist Services for three years, with two, one-year extensions, for an amount not to exceed \$750,000 over the three-year term, and authorize the CEO to exercise two, one-year extensions at \$250,000 annually, for an overall five-year contract amount not to exceed \$1,250,000. Funds for this contract were approved in the FY 2019-2020 OIAA operating budget. Funding for subsequent years will be requested as part of the annual budget process.

**7. APPROVE A MONTH-TO-MONTH EXTENSION, AND AUTHORITY INCREASE FOR THE ELEVATOR AND ESCALATOR MAINTENANCE CONTRACT WITH ELEVATORS ETC.**

The Ontario International Airport Authority authorized the Chief Executive Officer to execute a month-to-month extension with Elevators, Etc. for the maintenance of escalators and elevators and increase the authority amount by \$750,000. Funds for this item will be allocated from the discretionary reserve account.

Secretary Bowman left the meeting at 4:13 p.m.

**ADMINISTRATIVE DISCUSSION/ACTION/REPORT**

**8. FISCAL YEAR 2019-2020 BUDGET UPDATE FOR THREE MONTHS ENDING SEPTEMBER 30, 2019**

The Ontario International Airport Authority (OIAA): (1) received and filed Financial Statements for the three months ending September 30, 2019; and (2) approved budget adjustments. Additional costs for the proposed changes are offset in total by realized budget savings through the first quarter of the FYE June 30, 2020 and from reallocation of other approved budget categories.

Chief Financial Officer John Schubert presented information on the September 30, 2019 financial statements to the Commissioners.

**MOTION:** Moved by Commissioner Hagman, seconded by Commissioner Gouw and carried by a vote of 3-0-2, to (1) receive and file Financial Statements for the three months ending September 30, 2019; and (2) (a) approve budget adjustments to upgrade the Document Management Specialist to full time, addition of Office Assistant position, and (b) addition of Chief Innovation Officer and Environmental Manger to the organizational chart, with no appropriation of funding and to be brought back for budget approval, with Secretary Bowman and Vice President Loveridge absent.

**MANAGEMENT REPORT**

Chief Executive Officer Thorpe gave an update on cargo and passenger numbers for the month of October 2019.

**SPECIAL CEREMONIES**

CEO Thorpe presented the Commissioners with the Inland Empire Economic Partnership (IEEP) 2019 Public-Private Partnership Award for the Ontario International Airport and FedEx Corporation Air Freight Expansion Project.

**COMMISSIONER MATTERS**

Commissioner Gouw had no comments.

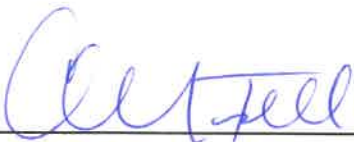
Commissioner Hagman asked about revisiting ad-hoc committee assignments.

President Wapner had no comments.

**ADJOURNMENT**

President Wapner adjourned the Ontario International Airport Authority Commission meeting at 4:35 p.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