

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY  
REGULAR COMMISSION MEETING  
MINUTES  
FEBRUARY 25, 2021**

In accordance with the Governor's Declarations of Emergency for the State of California (Executive Orders N-25-20 and N-29-20) and the Governor's Stay at Home Order (Executive Order N-33-20), the Ontario International Airport Authority (OIAA) Board Meetings were conducted via live stream and teleconference. Members of the public utilized alternative measures established by OIAA to view the board meeting and/or to address the President and Commissioners for the regular meeting held on Thursday, February 25, 2021.

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 2:05 p.m.

**ROLL CALL**

PRESENT VIA ZOOM: Commissioners: Julia Gouw, Curt Hagman, Jim. W. Bowman,  
and Alan D. Wapner

ABSENT: Commissioners: Ronald O. Loveridge (excused)

Also present via Zoom webinar were: Chief Executive Officer Mark A. Thorpe, General Counsel Lori Ballance, Assistant General Counsel Kevin Sullivan, and Board Clerk Natalie Gonzaga.

**AGENDA REVIEW/ANNOUNCEMENT**

President Wapner announced closed session would be moved to the beginning of the meeting.

**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.

No conflicts were announced.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Commissioner Hagman.

## **CLOSED SESSION**

President Wapner recessed the regular meeting of the Ontario International Airport Authority to closed session at 2:10 p.m. with all Commissioners in attendance with the exception of Vice President Loveridge who was absent (excused).

- GC section 54956.8: REAL PROPERTY NEGOTIATIONS (portions of the Airport); OIAA General Counsel's office as negotiator.

The Ontario International Airport Authority Commission Regular Meeting was reconvened in public session at 2:33 p.m.

## **REPORT ON CLOSED SESSION**

Assistant General Counsel Sullivan announced there was no reportable action.

## **PUBLIC COMMENT**

Members of the public wishing to provide public comment for the items on the agenda were able to do so via email comments to [clerk@flyontario.com](mailto:clerk@flyontario.com), live via telephone at (909) 414-1718, via telephone recording comments at (909) 544-5307, or by mail.

Richard Sherman, provided an email comment expressing concerns on airplane noise.

Suzanne Thompson, provided an email letter regarding agenda Item No. 9, CBRE Agreement.

Public comments were provided to all Commissioners and entered into the meeting record.

## **ITEM NO. 10 CONTINUED**

Item No. 10 was pulled from the agenda and will be continued to the next meeting to allow additional time for Authority staff's review of a bid protest received on the matter.

### **10. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE A CONCESSION AGREEMENT WITH PARKING CONCEPTS, INC. FOR CAR PARKING OPERATIONS AND SHUTTLE BUS SERVICES AT ONTARIO INTERNATIONAL AIRPORT**

That the Ontario International Airport Authority authorize the Chief Executive Officer to execute a five-year concession agreement with Parking Concepts Inc. (PCI), to provide car parking and shuttle bus operations at Ontario International Airport, and authorize the CEO to

exercise one, five-year extension option. The new concession agreement for car parking and shuttle bus operations at ONT will bring an expected cost reduction of approximately \$2,000,000 per annum.

## **PUBLIC COMMENT**

Martin Jones, MAG USA, provided a live public comment in regards to the bid protest for Item No. 10, parking concession agreement.

## **CONSENT CALENDAR**

**MOTION:** Moved by Commissioner Hagman, seconded by Secretary Bowman, and carried by a roll call vote of 4-0-1, to approve the consent calendar Items No. 2-9, including Resolution No. 2021-03, with Vice President Loveridge absent (excused). *Item No. 9 was pulled later in the meeting to be reconsidered (See page 5-6).*

## **2. APPROVAL OF MINUTES**

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

## **3. BILLS/PAYROLL**

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

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

The Ontario International Airport Authority Commission approved meeting stipends for President Wapner and Commissioner Hagman for the month of January, 2021.

## **5. A RESOLUTION DECLARING THE CONTINUED EXISTENCE OF A LOCAL EMERGENCY IN CONNECTION WITH PREPARATIONS THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY IS MAKING, AND ACTIONS IT IS TAKING, IN RESPONSE TO NOVEL CORONAVIRUS (COVID-19), AND COMPLIANCE WITH HEALTH AUTHORITIES' APPLICABLE GUIDANCE REGARDING RESPONDING TO COVID-19**

The Ontario International Airport Authority approved a resolution declaring the continued existence of a local emergency in connection with preparations the Authority is making, and actions it is taking, in response to the outbreak of the novel coronavirus (COVID-19), and compliance with health authorities' applicable guidance regarding responding to COVID-19.

**RESOLUTION NO. 2021-03** A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY DECLARING THE CONTINUED EXISTENCE OF A LOCAL EMERGENCY IN CONNECTION WITH PREPARATIONS THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY IS MAKING, AND ACTIONS IT IS TAKING, IN RESPONSE TO NOVEL CORONAVIRUS (COVID-19), AND COMPLIANCE WITH HEALTH AUTHORITIES' APPLICABLE GUIDANCE REGARDING RESPONDING TO COVID-19

**6. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE A CONCESSION LEASE AGREEMENT WITH JABRRRBOX, INC, FOR TECHNOLOGY ENABLED PODS IN TERMINALS 2 AND 4 AT ONTARIO INTERNATIONAL AIRPORT**

The Ontario International Airport Authority authorized the Chief Executive Officer to execute a five (5) year term concession lease agreement with Jabrrrbox, Inc, to provide technology enabled pods in Terminals 2 and 4 at Ontario International Airport. Upon the Rent Commencement Date of this agreement, Jabrrrbox shall pay the OIAA an ten percent (10%) Concession Fee of its annual Gross Revenues payable monthly. 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.

**7. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO CONTINUE HOLDOVER STATUS OF RENTAL CAR CONCESSION AND LEASE AGREEMENTS**

The Ontario International Airport Authority authorized the Chief Executive Officer to continue negotiations with rental car concessionaires culminating with new concession/lease agreements by July 1, 2021. This extension will ensure that ONT will continue to receive car rental concessionaire revenue through June 30, 2021.

**8. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO APPROVE THE FIRST CONTRACT EXTENSION FOR BURNS & MCDONNELL, JACOBS, MEAD & HUNT AND TY LIN INTERNATIONAL FOR ON-CALL NON-AIP ENGINEERING, ARCHITECTURE AND SUPPORT SERVICES AT THE ONTARIO INTERNATIONAL AIRPORT**

The Ontario International Airport Authority authorized the Chief Executive Officer to approve contract extensions through the end of Fiscal Year (FY) 2020-21, for Burns & McDonnell, Jacobs, Mead & Hunt and TY Lin International for On-Call Non-AIP Engineering, Architecture and Support Services at Ontario International Airport (ONT). Funding is available in the FY 2020-21 Budget. No funding or authority increase is required for the extension of the on-call Non-AIP contracts through June 30, 2021.

**9. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A 12 MONTH AGREEMENT WITH CBRE AS THE REAL ESTATE BROKER TO REPRESENT THE AUTHORITY IN TAKING THE APPROXIMATELY 150 ACRES OF AUTHORITY OWNED NON-AERONAUTICAL PROPERTY EAST OF HAVEN TO MARKET FOR POSSIBLE GROUND LEASE**

The Ontario Airport Authority (“OIAA” or “Authority”) Commission authorized the CEO to adjust a previously executed twelve-month agreement with CBRE to represent the Authority in the listing and marketing of approximately 150 acres of Authority owned non-aeronautical property east of Haven Avenue. The adjusted agreement allows CBRE the right to list and market the Property for ground lease only, to negotiate potential agreements for the property, and manage a competitive selection process in order to assist staff in making a recommendation to the Commission for the selection of a lessee of such property.

## **ADMINISTRATIVE DISCUSSION/ACTION/REPORT**

### **11. FISCAL YEAR 2020-21 BUDGET UPDATE FOR THE SIX MONTHS ENDING DECEMBER 31, 2020**

The Ontario International Airport Authority (1) received and file Financial Statements for the six months ending December 31, 2020 and (2) approved amended budget for Fiscal Year (FY) 2020-21.

CFO Shubert presented on the budget update providing an overview of the status of the Financial Statements for the six months ending December 31, 2020. Commissioners asked clarifying questions. CEO Thorpe, CFO Schubert, and CCO Cappell answered questions regarding the budget and recovery.

Secretary Bowman left the meeting at 3:00 p.m.

**MOTION:** Moved by Commissioner Gouw, seconded by Commissioner Hagman, and carried by a roll call vote of 3-0-2, to approve amended budget for Fiscal Year (FY) 2020-21, to include an upgraded position of Budget Manager, with Vice President Loveridge and Secretary Bowman absent (excused).

### **\*ITEM NO. 9 PULLED TO BE RECONSIDERED (DURING DISCUSSION ITEM NO. 11)**

**MOTION:** Moved by Commissioner Hagman, seconded by Commissioner Gouw, to remove Agenda Item No. 09 from the Consent Calendar and to reconsider the Item to allow certain amendments to the authorization for the Chief Executive Officer on the matter.

### **9. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A 12 MONTH AGREEMENT WITH CBRE AS THE REAL ESTATE BROKER TO REPRESENT THE AUTHORITY IN TAKING THE APPROXIMATELY 150 ACRES OF AUTHORITY OWNED NON-AERONAUTICAL PROPERTY EAST OF HAVEN TO MARKET FOR POSSIBLE GROUND LEASE**

That the Ontario Airport Authority (“OIAA” or “Authority”) Commission authorize the CEO to adjust a previously executed twelve-month agreement with CBRE to represent the Authority in the listing and marketing of approximately 150 acres of Authority owned non-aeronautical property east of Haven Avenue. The adjusted agreement allows CBRE the right to list and market the Property for ground lease only, to negotiate potential agreements for the property, and manage a competitive selection process in order to assist staff in making a recommendation to the Commission for the selection of a lessee of such property.

Staff requested to change the motion to Authorize the CEO to amend the CBRE agreement to adjust the amount of property to be included, move to a flat fee for the services, and make any other minor language changes to clarify the agreement to achieve the Commissions intent.

**MOTION:** Moved by Commissioner Hagman, seconded by Commissioner Gouw, and carried by a roll call vote of 3-0-2, to approve the CBRE agreement, including the requested amendments, with Vice President Loveridge and Secretary Bowman absent (excused).

**12. A RESOLUTION UPDATING AIR CARRIER INCENTIVE PROGRAM A (ACIP) TO ENCOURAGE AND PROMOTE THE OPERATION OF COMMERCIAL PASSENGER AIR SERVICE TO NEW NONSTOP DESTINATIONS IN THE UNITED STATES, CANADA, AND MEXICO**

The Ontario International Airport Authority (OIAA) Board of Commissioners (Board) adopted a resolution to update and approve the newly proposed ACIP (A), offering Qualified Air Carriers a waiver, up to 12 months, of landing fees and marketing incentives to 28 new nonstop destinations in the United States of America, 2 in Canada, and 3 in Mexico, to encourage and support the launch of new air service from the Ontario International Airport (ONT).

Commissioners asked questions and requested to ensure the domestic policy includes LaGuardia (LGA) and the international policy includes London Gatwick. CEO Thorpe explained due to a perimeter rule, LGA may not be a viable nonstop market.

**RESOLUTION NO. 2021-04** A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY TO UPDATE AN EXISTING AIR CARRIER INCENTIVE PROGRAM FOR NEW NONSTOP PASSENGER SERVICE TO DESTINATIONS IN THE UNITED STATES, CANADA, AND MEXICO

**MOTION:** Moved by Commissioner Hagman, seconded by Commissioner Gouw, and carried by a roll call vote of 3-0-2, to approve Resolution No. 2021-04 Air Carrier Incentive Program A with Vice President Loveridge and Secretary Bowman absent (excused).

**13. A RESOLUTION UPDATING AIR CARRIER INCENTIVE PROGRAM B (ACIP) TO ENCOURAGE AND PROMOTE THE OPERATION OF COMMERCIAL PASSENGER AIR SERVICE TO NEW NONSTOP INTERNATIONAL DESTINATIONS**

The Ontario International Airport Authority (OIAA) Board of Commissioners (Board) adopted a resolution to approve the newly proposed ACIP (B), offering qualifying Air Carriers a waiver of certain fees to 11 new nonstop international destinations in Asia, Europe, Central America, and the Caribbean, to encourage and support the launch of new air service from the Ontario International Airport (ONT).

**RESOLUTION NO. 2021-05** A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY TO UPDATE AN EXISTING AIR CARRIER INCENTIVE PROGRAM COVERING MULTIPLE INTERNATIONAL DESTINATIONS

**MOTION:** Moved by Commissioner Hagman, seconded by Commissioner Gouw, and carried by a roll call vote of 3-0-2, to approve Resolution No. 2021-05 Air Carrier Incentive Program B with Vice President Loveridge and Secretary Bowman absent (excused).

**SPECIAL CEREMONIES**

CEO Thorpe, CFO Schubert, and Deputy CEO Elkadi spoke in remembrance of OIAA team member Nicholas R. Bottini who passed away on February 8, 2021. President Wapner expressed his appreciation for Nick and announced the meeting will be adjourned in his memory.

**MANAGEMENT REPORT**

Chief Executive Officer Thorpe provided updates on passenger and cargo traffic, new service announcement of nonstop service to San Salvador beginning in July, new OIAA team members in Finance (Kim Snow, Finance Manager and Stephanie Burnham, Staff Accountant), OIAA team member participation in the Airport Cooperative Research Program (ACRP), and the Airports Council International (ACI) Triple Crown recognition for ONT.

President Wapner asked for an update regarding on-site COVID testing approval by the State of Hawaii as a trusted testing partner. Deputy CEO Elkadi provided an update on the status.

**COMMISSIONER MATTERS**

Commissioner Gouw had no comments.

Commissioner Hagman expressed appreciation for staff.

President Wapner expressed appreciation for CEO Thorpe and his staff.

**ADJOURNMENT**

President Wapner adjourned the Ontario International Airport Authority Commission meeting at 3:44 p.m. in memory of Nicholas R. Bottini.

RESPECTFULLY SUBMITTED:

  
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NATALIE GONZAGA, BOARD CLERK  
ONTARIO INTERNATIONAL AIRPORT AUTHORITY

APPROVED:

  
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ALAN D. WAPNER, PRESIDENT  
ONTARIO INTERNATIONAL AIRPORT AUTHORITY