

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY  
REGULAR COMMISSION MEETING  
MINUTES  
MARCH 26, 2020**

Due to directives provided by the County of San Bernardino and Governor Gavin Newsom (Executive Order N-29-20), the Ontario International Airport Authority (OIAA) moved to phone-in teleconference meeting options for Commissioners, effective March 26, 2020. Out of an abundance of caution for the health and well-being of the community, members of the public wishing to participate in the meeting and to address the OIAA Commission were able to do so telephonically for the regular meeting held on Thursday, March 26, 2020.

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 2:03 p.m.

**ROLL CALL**

PRESENT: Commissioners: Alan D. Wapner

PRESENT VIA TELECONFERENCE: Commissioners: Julia Gouw, Curt Hagman, Jim W. Bowman, and Ronald O. Loveridge

ABSENT: Commissioners: None

Also present were: Chief Executive Officer Mark A. Thorpe, General Counsel Lori Ballance (via teleconference) and Assistant Secretary Claudia Y. Isbell.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by President Wapner.

**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) or via telephone recording comments at (909) 544-5442.

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

**AGENDA REVIEW/ANNOUNCEMENT**

There were no announcements made.

## **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.

## **CONSENT CALENDAR**

**MOTION:** Moved by Secretary Bowman, seconded by Commissioner Hagman, and carried by a roll call vote of 5-0-0, to approve the consent calendar as presented.

## **2. APPROVAL OF MINUTES**

Approved minutes for the meeting of the Ontario International Airport Authority regular meeting on February 27, 2020, and the special meeting minutes of March 13, 2020, approving the same as on file with the Secretary/Assistant Secretary.

## **3. BILLS/PAYROLL**

Approved bills February 1, 2020 through February 29, 2020 and Payroll February 1, 2020 through February 29, 2020.

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

The Ontario International Airport Authority Commission approved meeting stipends for President Wapner for the month of February 2020.

## **5. A RESOLUTION TO UPDATE THE STANDARD FACILITY USE AGREEMENTS (FUA) TEMPLATE FORM AGREEMENT AT ONTARIO INTERNATIONAL AIRPORT**

The Ontario International Airport Authority Board of Commissioners (OIAA) approved the addition of material language to our standard form Facility Use Agreements at Ontario International Airport to address the concern about use beyond the scope of operative FUAs at Ontario International Airport (ONT). Upon execution of an FUA, the Facility User shall pay to the OIAA Use Fees in accordance with then-current fiscal year budget. In instances where the Facility User may possess, occupy, or utilize space not within the Premises assigned to Facility User in the FUA, Facility User shall pay to the OIAA up to 300% of the Use Fees that would apply to such location(s) in accordance with the then-current fiscal year budget.

**RESOLUTION NO. 2020-02** A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE FACILITY USE AGREEMENTS FOR ONTARIO INTERNATIONAL AIRPORT

**6. APPROVAL LANGUAGE TO COMPLY WITH FEDERAL, STATE, AND AIRPORT RULES AND REGULATIONS**

The Ontario International Airport Authority (OIAA) adopted language to meet compliance with all Federal State, and Airport rules and regulations pertaining to nondiscrimination requirements.

**7. APPROVE AN AUTHORITY INCREASE TO OIAA CONTRACT NO. SCONT-000197 WITH BRAUGHTON CONSTRUCTION, INC. FOR GENERAL CONSTRUCTION SERVICES AT ONTARIO INTERNATIONAL AIRPORT**

The Ontario International Airport Authority authorized the Chief Executive Officer (CEO) to increase the existing OIAA Contract No. SCONT-000197 with Braughton Construction, Inc. for on-call general construction services for an additional amount of \$300,000 and a total not to exceed \$600,000. Funds for this contract are included in the current Fiscal Year 2019-20 budget. Funding for subsequent years will be requested through the annual budget process.

**ADMINISTRATIVE DISCUSSION/ACTION/REPORT**

**8. A RESOLUTION DECLARING THE EXISTENCE OF A LOCAL EMERGENCY IN CONNECTION WITH PREPARATIONS THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY IS MAKING, AND ACTIONS IT IS TAKING, IN RESPONSE TO THE SERIOUS AND IMMINENT THREAT OF AN OUTBREAK OF THE 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 existence of a local emergency in connection with preparations the Authority is making, and actions it is taking, in response to the serious and imminent threat of an outbreak of the novel coronavirus (COVID-19), and compliance with health authorities' applicable guidance regarding responding to COVID-19.

**RESOLUTION NO. 2020-03** A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY (OIAA) DECLARING THE EXISTENCE OF A LOCAL EMERGENCY IN CONNECTION WITH PREPARATIONS THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY IS MAKING, AND ACTIONS IT IS TAKING, IN RESPONSE TO THE SERIOUS AND IMMINENT THREAT OF AN OUTBREAK OF THE NOVEL CORONAVIRUS (COVID-19), AND COMPLIANCE WITH APPLICABLE HEALTH AUTHORITIES' GUIDANCE REGARDING RESPONDING TO COVID-19

**MOTION:** Moved by Commissioner Hagman, seconded by Commissioner Gouw, and carried by a roll call vote of 5-0-0, to adopt Resolution 2020-03 declaring the existence of a local emergency.

**MANAGEMENT REPORT**

Chief Executive Officer Thorpe and Chief Financial Officer Schubert provided the financial impact of the novel Coronavirus (COVID-19) outbreak on ONT.

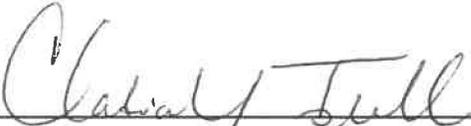
**COMMISSIONER MATTERS**

Vice President Loveridge deferred his Long Beach Tour update to a future meeting.

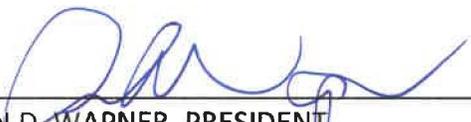
**ADJOURNMENT**

President Wapner adjourned the Ontario International Airport Authority Commission meeting at 2:25 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