



## **SPECIAL AND URGENT NOTICE ELIMINATING IN-PERSON PUBLIC PARTICIPATION AT ONTARIO INTERNATIONAL AIRPORT AUTHORITY MEETINGS**

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 are being conducted via Zoom and teleconference. Members of the public may utilize alternative measures established by OIAA to view the board meetings and/or to address the President and Commissioners. Please see instructions listed below.

**Link to watch the November 24, 2020 Board Meeting\*:** <https://us02web.zoom.us/j/83139685393>

**To dial in, call either:** US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782

**WEBINAR ID:** 831 3968 5393

\*Zoom requires you to enter a response for name and email. To remain anonymous, you may use Attendee and attendee@flyontario.com to bypass this Zoom feature.

### **ANY MEMBERS OF THE PUBLIC WISHING TO PROVIDE PUBLIC COMMENT MAY DO SO AS FOLLOWS:**

**E-MAIL:** You may submit public comments by e-mail to clerk@flyontario.com no later than 9:00 a.m. the day of the meeting. Please identify the Agenda item you wish to address in your comments. All e-mail comments will be included in the record.

**TELEPHONE:** You may call (909) 414-1718 between 10:45 a.m. to 11:00 a.m. the day of the meeting to speak live during the public comment portion of the meeting. You will be asked to identify the Agenda item you wish to address and be placed on hold until the public comment portion of the meeting. Comments are limited to 3 minutes.

**VOICEMAIL:** You may record public comments at (909) 544-5307 no later than 9:00 a.m. the day of the meeting. Please identify the Agenda item you wish to address in your comments. Recorded comments are limited to 3 minutes. All voicemail comments will be included in the record.

**MAIL:** You may mail in public comments to the OIAA Clerk's Office at 1923 E. Avion St., Ontario, CA 91761. Comments by mail must be received the day before the meeting. Postmarks are not accepted.

Any members of the public who require special assistance or a reasonable accommodation to participate telephonically in the meeting of the OIAA Commission may contact Natalie Gonzaga at 909-544-5307 or clerk@flyontario.com.

The Ontario International Airport Authority Board of Commissioners and staff thank you for your continued patience and corporation during these unprecedented times. If you have any questions related to participation in the Board Meeting please call (909) 544-5307.

# ONTARIO INTERNATIONAL AIRPORT AUTHORITY

## COMMISSION AGENDA – SPECIAL MEETING



**NOVEMBER 24, 2020 AT 11:00 A.M.**

Ontario International Airport Special Meeting

**MEETING WILL BE HELD VIA LIVE STREAM AND TELECONFERENCE**

**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

**Link to watch the November 24, 2020 Board Meeting\*:** <https://us02web.zoom.us/j/83139685393>

**To dial in, call either:** US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782

**WEBINAR ID:** 831 3968 5393

\*Zoom requires you to enter a response for name and email. To remain anonymous, you may use Attendee and attendee@flyontario.com to bypass this Zoom feature.

#### **ANY MEMBERS OF THE PUBLIC WISHING TO PROVIDE PUBLIC COMMENT MAY DO SO AS FOLLOWS:**

**E-MAIL:** You may submit public comments by e-mail to clerk@flyontario.com no later than 9:00 a.m. the day of the meeting. Please identify the Agenda item you wish to address in your comments. All e-mail comments will be included in the record.

**TELEPHONE:** You may call (909) 414-1718 between 10:45 a.m. and 11:00 a.m. the day of the meeting to speak live during the public comment portion of the meeting. You will be asked to identify the Agenda item you wish to address and be placed on hold until the public comment portion of the meeting. Comments are limited to 3 minutes.

**VOICEMAIL:** You may record public comments at (909) 544-5307 no later than 9:00 a.m. the day of the meeting. Please identify the Agenda item you wish to address in your comments. Recorded comments are limited to 3 minutes. All voicemail comments will be included in the record.

**MAIL:** You may mail in public comments to the OIAA Clerk's Office at 1923 E. Avion St., Ontario, CA 91761. Comments by mail must be received the day before the meeting. Postmarks are not accepted.

Any members of the public who require special assistance or a reasonable accommodation to participate telephonically in the meeting of the OIAA Commission may contact Natalie Gonzaga at 909-544-5307 or clerk@flyontario.com.

## ORDER OF BUSINESS

The Authority meeting begins at 11:00 a.m. with Public Comment and the Special Meeting, followed by Closed Session Public Comment and Closed Session.

(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) - 11:00 A.M.

### ROLL CALL

Loveridge, Bowman, Hagman, Gouw, President Wapner

### PLEDGE OF ALLEGIANCE

## PUBLIC COMMENT

Public Comment: The open meeting 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

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.

## 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 Authority on items listed on the Consent Calendar will be given a total of 3 minutes.

### 2. APPROVAL OF MINUTES

Minutes for the meeting of the Ontario International Airport Authority regular meeting on October 22, 2020 and approving the same as on file with the Secretary/Assistant Secretary.

### 3. BILLS/PAYROLL

Bills October 1, 2020 through October 31, 2020 and Payroll October 1, 2020 through October 31, 2020.

### 4. APPROVAL OF MEETING STIPENDS

That the Ontario International Airport Authority Commission approve meeting stipends for President Wapner for the month of October, 2020.

### 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

That the Ontario International Airport Authority approve 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. \_\_\_\_\_

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. APPROVAL OF AN AUTHORITY INCREASE FOR ELEVATORS ETC., LP, FOR ELEVATOR AND ESCALATOR MAINTENANCE AT ONTARIO INTERNATIONAL AIRPORT**

That the Ontario International Airport Authority authorize the Chief Executive Officer (CEO) to increase the existing OIAA Contract No. SCONT-000195 with Elevators Etc., LP for the maintenance of elevators and escalators for an amount of \$300,000. Funds for this item are included in the current Fiscal Year 2020-21 Landside Operations budget. Funding for subsequent years will be requested through the annual budget process.

**ADMINISTRATIVE DISCUSSION/ACTION/REPORT****7. APPROVAL OF THE AIRPORT DRIVE REHABILITATION PROJECT AT THE ONTARIO INTERNATIONAL AIRPORT AND AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE TASK ORDERS RELATED TO DESIGN AND ENVIRONMENTAL PLANNING**

That the Ontario International Airport Authority (OIAA) Commission approve the Airport Drive Rehabilitation Project at Ontario International Airport (ONT), including design and environmental planning services; and authorize the Chief Executive Officer (CEO) to execute Task Orders not to exceed \$750,000 to accomplish these services. The design and environmental planning services will be assigned to consultants via existing contracts. The initial source of funds for this work will be through OIAA 2021 airport revenue bond financing. This project is not AIP grant eligible and debt service will be paid via collection of rates and charges and/or FAA Passenger Facility Charges (PFCs). The total rough order of magnitude estimated cost of this project is \$8,000,000.

**8. APPROVAL OF THE UPGRADES TO PARKING LOTS TWO THROUGH FIVE PROJECT AT ONTARIO INTERNATIONAL AIRPORT AND AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE TASK ORDERS RELATED TO DESIGN AND ENVIRONMENTAL PLANNING**

That the Ontario International Airport Authority (OIAA) Commission approve the Upgrades to Parking Lots Two through Five Project at Ontario International Airport (ONT), including the design and environmental planning services, and authorize the Chief Executive Officer (CEO) to execute Task Orders not to exceed \$700,000 to accomplish these services. The design and environmental planning services for the project will be completed via existing contracts and the initial source of funds for this work will be through OIAA 2021 airport revenue bond financing. This project is not AIP grant eligible and debt service will be paid via collection of rates and charges and/or FAA Passenger Facility Charges (PFCs). The total rough order of magnitude estimated cost of this project is \$9,000,000.

**9. APPROVAL OF INFORMATION TECHNOLOGY SECURITY PROJECTS AT ONTARIO INTERNATIONAL AIRPORT**

That the Ontario International Airport Authority (OIAA) approve recommended information technology security projects at Ontario International Airport (ONT) from the November 2019 Security Master Plan. The total cost of recommended projects is \$6,000,000, which will be financed from the OIAA 2021 airport revenue bonds. Debt service will be paid from airport rates and charges.

**10. APPROVAL OF THE RETAIL BRAND PROJECT AT ONTARIO INTERNATIONAL AIRPORT**

That the Ontario International Airport Authority (OIAA) approve design and build for an interactive omni channel retail outlets and pop up stores project at Ontario International Airport (ONT). The estimated cost of this project is \$2,000,000. Funding will be provided through discretionary funds.

**11. APPROVAL OF DESIGN AND ENVIRONMENTAL PLANNING SERVICES FOR RUNWAY 8R-26L REHABILITATION AND CONNECTING TAXIWAYS PROGRAM AT THE ONTARIO INTERNATIONAL AIRPORT**

That the Ontario International Airport Authority (OIAA) (1) approve design services and environmental planning services for the Runway 8R-26L Rehabilitation and Connecting Taxiways Program at Ontario International Airport (ONT); (2) authorize the CEO to execute Task Orders in the amount of \$9,000,000 to accomplish these services; and (3) authorize the CEO to exercise the two, one-year contract extension with Burns & McDonnell to complete the program. The design and environmental planning services for the program will be completed via existing contracts with Burns & McDonnell and HNTB, with the initial source of funds provided by OIAA 2021 airport revenue bond financing. Reimbursement for 80% of the cost of design and environmental services for the project will be requested through the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Grant Entitlement. The remainder of the debt service will be paid via collection of rates and charges and/or FAA Passenger Facility Charges (PFC).

**12. FISCAL YEAR 2020-21 BUDGET UPDATE FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2020**

That the Ontario International Airport Authority (OIAA) (1) receive and file Financial Statements for the three months ending September 30, 2020; and (2) approve Fiscal Year 2020-21 budget adjustments.

## MANAGEMENT REPORT

Chief Executive Officer Thorpe

## COMMISSION MATTERS

President Wapner

Vice President Loveridge

Secretary Bowman

Commissioner Hagman

Commissioner Gouw

## CLOSED SESSION PUBLIC COMMENT

The Closed Session Public Comment portion of the Authority meeting is limited to a maximum of 3 minutes for each speaker and comments will be limited to matters appearing on the Closed Session.

### CLOSED SESSION

- CONFERENCE WITH LEGAL COUNSEL— Government Claim (Government Code section 54956.9(d)(2) and (e)(3)): (1 matter)
- REAL PROPERTY NEGOTIATIONS (portions of the Airport) (Government Code Section 54956.8); OIAA General Counsel's office as negotiator.

### REPORT ON CLOSED SESSION

General Legal Counsel

## ADJOURNMENT



**DATE:** NOVEMBER 24, 2020

**SECTION:** MINUTE ACTION

**SUBJECT:** RELATIVE TO POSSIBLE CONFLICT OF INTEREST

**RECOMMENDED ACTION(S):** Note: agenda items and contractors/subcontractors, which 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"><li>• None.</li></ul>  |
| 11      | Burns & McDonnell   | <ul style="list-style-type: none"><li>• Mead &amp; Hunt</li><li>• Michael Baker International</li><li>• RDM International</li><li>• Connico Incorporated</li><li>• Saiful Bouquet</li><li>• PBS Engineers, Inc.</li><li>• Lean Engineering</li><li>• Global Geo-Engineering, Inc.</li><li>• Tammy Edmonds Design</li></ul> |
| 11      | HNTB Corporation    | <ul style="list-style-type: none"><li>• Advanced Civil Technologies (ACT)</li></ul>  |

**STAFF MEMBER PRESENTING:** Board Clerk, Natalie Gonzaga

Department: Clerk's Office

Submitted to OIAA: November 24, 2020

Item No. 01



|  |  |   |
|--|--|---|
|  |  | <ul style="list-style-type: none"><li>• BASE Architecture, Planning &amp; Engineering, Inc.</li><li>• Cotton, Shires &amp; Associates</li><li>• Wagner Engineering &amp; Survey, Inc. (WES)</li></ul> |
|--|--|---|

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY  
REGULAR COMMISSION MEETING  
MINUTES  
OCTOBER 22, 2020  
(Not official until approved)**

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, October 22, 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 2:00 p.m.

**ROLL CALL**

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

ABSENT: Commissioners: None

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

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Vice President Loveridge.

**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.

**AGENDA REVIEW/ANNOUNCEMENT**

No announcements were made.

***(Not official until approved)***

## **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 Commissioner Gouw, seconded by Commissioner Hagman, and carried by a roll call vote of 5-0-0, to approve the consent calendar Items No. 2-5.

## **2. APPROVAL OF MINUTES**

Approved minutes for the meeting of the Ontario International Airport Authority regular meeting on September 24, 2020 and approved the same as on file with the Secretary/Assistant Secretary.

## **3. BILLS/PAYROLL**

Approved bills September 1, 2020 through September 30, 2020 and Payroll September 1, 2020 through September 30, 2020.

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

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

## **5. APPROVE A MONTH-TO-MONTH EXTENSION FOR AMPCO SYSTEM PARKING, INC. DBA ABM PARKING SERVICES, INC. TO CONTINUE TRANSPORTATION SERVICES FOR THE ONTARIO INTERNATIONAL AIRPORT CONSOLIDATED RENTAL CAR FACILITY**

The Ontario International Airport Authority (OIAA) authorized the Chief Executive Officer (CEO) to execute a month-to-month contract extension with AMPCO System Parking, Inc. dba ABM Parking Services, Inc. to continue providing Shuttle Bus Services. A Customer Facility Charge (CFC) is charged to every car rental customer. This revenue is used to pay for the costs associated with the Agreement (CONRAC transportation services) and is allocated in the OIAA FY 2020-21 budget.

***(Not official until approved)***

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

### **6. 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. 2020-18** 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

**MOTION:** Moved by Commissioner Gouw, seconded by Commissioner Hagman, and carried by a roll call vote of 5-0-0, to adopt Resolution 2020-18 approving the continued existence of a local emergency.

### **7. REVIEW AND APPROVE UPDATE TO THE AIRPORT SYSTEM RATES AND CHARGES FOR FISCAL YEAR 2020-21**

The Ontario International Airport Authority Board of Commissioners (OIAA Board) approved the newly established General Ground Rental Rates at Ontario International Airport (ONT) based on 2020 fair market value appraisals for ground rates. Upon OIAA Board approval, the newly established ground rates will provide an eighty-six cent (\$0.86) increase for unpaved land (5% average annual growth rate since 2005); ninety-eight cent (\$0.98) increase for paved for automobile land (4.1% AAGR since 2005); and a one dollar and fifteen cent (\$1.15) increase for paved for aircraft land (3.8% AAGR since 2005) at ONT.

**RESOLUTION NO. 2020-19** A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY COMMISSION APPROVING THE UPDATED AIRPORT SYSTEM RATES AND CHARGES FOR FISCAL YEAR 2020-21

**MOTION:** Moved by Secretary Bowman, seconded by Commissioner Hagman, and carried by a roll call vote of 5-0-0, to adopt Resolution 2020-19 approving updated airport system rates and charges for FY 2020-21.

## **MANAGEMENT REPORT**

Chief Executive Officer Thorpe provided updates on passenger traffic and cargo updates.

Commissioners asked questions regarding the impacts of COVID-19 on passenger traffic, including the possibility of COVID-19 testing at the airport.

## **COMMISSIONER MATTERS**

Secretary Bowman had no comments.

Commissioner Hagman offered assistance on COVID-19 testing at the airport and requested the status regarding leasing property around the airport. CEO Thorpe stated pending government approvals are needed in order to move towards the next steps on leasing the property.

Commissioner Gouw had no comments.

Vice President Loveridge had no comments.

President Wapner mentioned TSA was going towards COVID-19 testing as well.

President Wapner asked Board Clerk Natalie Gonzaga to announce the OIAA November board meeting, which will take place on Tuesday, November 24, 2020 at 11:00 a.m. to replace the regular scheduled meeting that falls on a holiday.

## **CLOSED SESSION**

President Wapner recessed the regular meeting of the Ontario International Airport Authority to Closed Session at 2:27 p.m. with all Commissioners virtually in attendance, with the exception of Secretary Bowman who exited the meeting at 2:27 p.m.

- GC § 54954.5(c): CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION  
One (1) potential case.

The Ontario International Airport Authority Commission regular meeting was reconvened in public session at 2:53 p.m.

## **REPORT ON CLOSED SESSION**

President Wapner announced there was no reportable action.

***(Not official until approved)***

**ADJOURNMENT**

President Wapner adjourned the Ontario International Airport Authority Commission meeting at 2:54 p.m.

RESPECTFULLY SUBMITTED:

---

NATALIE GONZAGA, BOARD CLERK  
ONTARIO INTERNATIONAL AIRPORT AUTHORITY

APPROVED:

---

ALAN D. WAPNER, PRESIDENT  
ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: NOVEMBER 24, 2020

SECTION: CONSENT CALENDAR

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

RELEVANT STRATEGIC OBJECTIVE: Development of Airport-Related Business.

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 2020, President Wapner attended seven (7) additional Authority-related business functions. Full Commission approval is needed to approve payment of these additional stipends.

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

Department: Clerk’s Office

Submitted to OIAA: November 24, 2020

Approved: \_\_\_\_\_

Continued to: \_\_\_\_\_

Denied: \_\_\_\_\_

Chief Executive Officer Approval: Mark A. Thorpe

**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

*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](mailto:clerk@flyontario.com).*

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





DATE: NOVEMBER 24, 2020

SECTION: CONSENT CALENDAR

SUBJECT: 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

RELEVANT STRATEGIC OBJECTIVE: Safety and Security: Provide Customer Friendly Facilities and Services.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA or Authority) approve 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 COVID-19, and compliance with health authorities' applicable guidance regarding responding to COVID-19.

FISCAL IMPACT SUMMARY: Possible appropriations and corresponding expenditures for equipment, materials, supplies, labor services and other items needed to address or respond to a declared local emergency will be accounted for and reported to and by the Authority.

BACKGROUND: Ontario International Airport (ONT) provides essential services and infrastructure for public commercial travel and general commerce. As part of the Aviation segment of the Transportation Systems Sector, ONT is an element of national critical infrastructure recognized by the Department of Homeland Security. The nation's transportation system is required to quickly, safely, and securely move people and goods through the country and overseas.

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

Department: Administration

Submitted to OIAA: November 24, 2020

Approved: \_\_\_\_\_

Continued to: \_\_\_\_\_

Denied: \_\_\_\_\_

Chief Executive Officer Approval: *Mark A. Thorpe*

Item No. 05

## **Local Emergency**

Pursuant to Government Code sections 8550 *et seq.* and 8630 *et seq.*, the Authority can determine to declare the existence of a local emergency under applicable circumstances threatening the lives, property or welfare of ONT passengers, employees and operators.

California and the nation are responding to the spread of a respiratory illness caused by a novel coronavirus and which has now been detected in more than 200 locations internationally, including in the United States. The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (COVID-19).

On January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization (WHO) declared the COVID-19 outbreak a “public health emergency of international concern.” On January 31, U.S. Health and Human Services Secretary Alex M. Azar II declared a public health emergency for the United States to aid the nation’s healthcare community in responding to COVID-19. On March 4, 2020, Governor Newsom declared a statewide emergency related to COVID-19. On March 11, WHO publicly characterized COVID-19 as a pandemic. On March 13, the President of the United States declared the COVID-19 outbreak a national emergency.

On March 14, 2020, the City of Ontario proclaimed a local emergency, and most recently on November 3, 2020, continued the local state of emergency declaration in response to regional COVID-19 diagnoses and to mobilize the City to best serve the Ontario community. Given that ONT is a destination for passengers from across the nation and from some international locations, the potential effects of the spread of COVID-19 is a local emergency at ONT.

The U.S. Centers for Disease Control (CDC), the California Department of Public Health (CDPH), and the San Bernardino County Department of Public Health (SBCDPH) have all issued requirements, recommendations and guidelines for the public, businesses and public agencies regarding addressing the spread of COVID-19. Some of the requirements, recommendations and guidelines, however, do not apply to essential services and infrastructure such as ONT, or to operations related to air travel in general.

## **Available Actions by OIAA Responding to the Local Emergency**

Declaration of a local emergency relating to COVID-19 enables the Authority, including its CEO under delegated power, to issue written orders and regulations necessary to provide for the protection of passengers, employees and operators at ONT, and related property, as affected by such emergency. The orders and/or regulations include those to (1) obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property at ONT and to bind the Authority for the fair value thereof, (2) require emergency services of any OIAA officer or employee, (3) requisition necessary personnel or material of any OIAA departments, and (4) modify or approve contracts as necessary to ensure and protect the life and property of the public, operators, and employees at ONT.

Exercise of local emergency powers by the OIAA CEO or his designees will be timely reported to the Authority, and the Authority must periodically review the need for continuing the local emergency until it terminates the local emergency.

**CEQA COMPLIANCE AND LAND USE APPROVALS:** N/A

**PRIOR COMMISSION ACTION:** On October 22, 2020, the OIAA Commission adopted Resolution No. 2020-18 approving and declaring the continued existence of a local emergency.

**STAFFING IMPACT (# OF POSITIONS):** N/A

**IMPACT ON OPERATIONS:** N/A

**EXHIBITS & ATTACHMENTS:** Attachment A - Resolution approving and declaring the continued existence of a local emergency in connection with preparations the 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 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](mailto:clerk@flyontario.com).*

This Agenda Report has been reviewed by OIAA General Counsel.

## RESOLUTION NO. 2020-\_\_\_\_\_

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

**WHEREAS**, Ontario International Airport (ONT) provides essential services and infrastructure for public commercial travel and general commerce. As part of the Aviation segment of the Transportation Systems Sector, ONT is an element of national critical infrastructure recognized by the Department of Homeland Security. The nation's transportation system is required to quickly, safely, and securely move people and goods through the country and overseas;

**WHEREAS**, Pursuant to Government Code sections 8550 *et seq.* and 8630 *et seq.*, the Ontario International Airport Authority (OIAA or Authority) can determine to declare the existence of a local emergency under certain circumstances;

**WHEREAS**, California and the nation are responding to the spread of a respiratory illness caused by a novel coronavirus and which has now been detected in more than 200 locations internationally, including in the United States. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019" (COVID-19);

**WHEREAS**, On January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization (WHO) declared the COVID-19 outbreak a "public health emergency of international concern." On January 31, U.S. Health and Human Services Secretary Alex M. Azar II declared a public health emergency for the United States to aid the nation's healthcare community in responding to COVID-19. On March 4, 2020, Governor Newsom declared a statewide emergency related to COVID-19. On March 11, WHO publicly characterized COVID-19 as a pandemic. On March 13, the President of the United States declared the COVID-19 outbreak a national emergency;

**WHEREAS**, On March 14, 2020, the City of Ontario proclaimed a local emergency, and most recently on November 3, 2020, continued the local state of emergency declaration in response to regional COVID-19 diagnoses and to mobilize the City to best serve the Ontario community. Given that ONT is a destination for passengers from across the nation and from some international locations, the potential effects of the spread of COVID-19 is a local emergency at ONT;

**WHEREAS**, The U.S. Centers for Disease Control (CDC), the California Department of Public Health (CDPH), and the San Bernardino County Department of Public Health (SBCDPH) have all issued requirements, recommendations and guidelines for the public, businesses and public agencies regarding addressing the spread of COVID-19. Some of the requirements, recommendations and guidelines, however, do not apply to essential services and infrastructure such as ONT, or to operations related to air travel in general;

**WHEREAS**, Declaration of a local emergency enables the Authority, including its CEO under delegated power, to issue written orders and regulations necessary to provide for the protection of ONT passengers, employees, and operators, related property, and OIAA finances as affected by such emergency. The orders and/or regulations include those to (1) obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property at ONT and to bind the Authority for the fair value thereof, (2) require emergency services of any OIAA officer or employee, (3) requisition necessary personnel or material of any OIAA departments, and (4) modify or approve contracts as necessary to ensure and protect the life and property of the public, operators, and employees at ONT;

**WHEREAS**, The August 21, 2012 Joint Exercise of Powers Agreement (JPA) between the City of Ontario (City) and the County of San Bernardino (County) that created the Authority stated that the Authority shall have and possess all powers common to the City and County, as well as other powers granted under California law. Both the City and County have provisions in their Municipal Codes allowing for the exercise of emergency powers and authorities;

**WHEREAS**, The JPA also states that, in exercising its powers for the operation, management and administration of ONT, the Authority shall exercise such powers as are restricted and applicable to the City. Accordingly, the Authority's actions and powers available under a declaration of a local emergency shall be consistent with, or shall not exceed, those powers allowed to be exercised by the City during a declared local emergency;

**WHEREAS**, on October 22, 2020 the OIAA approved Resolution No. 2020-018, declaring the continued existence of a local emergency.

**NOW, THEREFORE BE IT RESOLVED** by the Ontario International Airport Authority does hereby declare a continued local state of emergency at ONT regarding the COVID-19 outbreak, and the need to prevent and address the effects of the spread of COVID-19 at ONT; and

**BE IT FURTHER RESOLVED**, under this continued declaration of a local emergency at ONT by the Authority, the OIAA Chief Executive Officer (CEO) is empowered to:

- (1) Promulgate written orders and regulations necessary to provide for the protection of passengers, employees and operators at ONT, and related

- property, as affected by such emergency, including orders or regulations imposing hours of operation within the boundaries of ONT where necessary to preserve the public order and safety; provided, however, such rules and regulations shall be widely publicized and noticed and shall be confirmed at the earliest practicable time by the Authority Commission; and
- (2) Promulgate written orders and regulations relating to the requirements, recommendations and guidelines issued by the CDC, CDPH and SBCDPH that are applicable to essential services and infrastructure such as ONT, or to operations related to air travel in general, regarding preventing and addressing the spread of COVID-19;
  - (3) Make any expenditure in connection with emergency activities, including mutual aid activities, which shall be deemed conclusively to be for the direct protection and benefit of the passengers, airlines, and business partners and property of the OIAA. When necessary to address the effects of the declared emergency, the CEO or his designee may enact conditional changes in procurement processes, spending and signature authority limits, approval authorities, and allocation of Airport resources during the time of the declared emergency in order to support the OIAA required response activities; and
  - (4) Require emergency services of any OIAA officer or employee; and
  - (5) requisition necessary personnel or material of any OIAA departments; and
  - (6) Execute all ordinary powers; all special powers conferred by this Resolution; and all other powers conferred by statute, agreement approved by the Authority Commission, or by any other lawful authority; and
  - (7) Approve and modify contracts as necessary to provide for the protection of passengers, employees and operators at ONT, related property, and OIAA finances as affected by such emergency, including ad-hoc revenue agreements with a one (1) year term or less; and
  - (8) Represent the Authority in all dealings with public or private agencies on matters pertaining to this declared local emergency; and

**BE IT FURTHER RESOLVED**, In the absence of the OIAA CEO, the OIAA Deputy Chief Executive Officer is empowered to take on the emergency powers of the OIAA CEO authorized and described in this Resolution. The OIAA CEO shall be deemed absent where he is unavailable to participate in meetings or otherwise is unable to perform his duties during an emergency.

**BE IT FURTHER RESOLVED**, The Authority Commission shall review the need for continuing this declaration of a continued local emergency at least once every 30 days until the Commission terminates this local emergency declaration.

PASSED, APPROVED, AND ADOPTED at a Special Meeting this 24<sup>th</sup> day of November 2020.

\_\_\_\_\_  
ALAN D. WAPNER  
OIAA PRESIDENT

ATTEST:

\_\_\_\_\_  
SECRETARY/ASSISTANT SECRETARY

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
LORI D. BALLANCE  
GENERAL COUNSEL

STATE OF CALIFORNIA                    )  
COUNTY OF SAN BERNARDINO        )  
CITY OF ONTARIO                        )

I, Natalie Gonzaga, Assistant Secretary of the Ontario International Airport Authority, DO  
HEREBY CERTIFY that foregoing Resolution No. 2020-\_\_\_\_\_ was duly passed and  
adopted by the Commission of the Ontario International Airport Authority at their special  
meeting held on November 24, 2020 by the following roll call vote, to wit:

AYES:            COMMISSIONERS:  
NOES:            COMMISSIONERS:  
ABSENT:         COMMISSIONERS:

\_\_\_\_\_  
SECRETARY/ASSISTANT SECRETARY

(SEAL)

The foregoing is the original of Resolution No. 2020-\_\_\_\_\_ duly passed and adopted  
by the Commission of the Ontario International Airport Authority at their special meeting  
held November 24, 2020.

\_\_\_\_\_  
SECRETARY/ASSISTANT SECRETARY

(SEAL)





DATE: NOVEMBER 24, 2020

SECTION: CONSENT CALENDAR

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

RELEVANT STRATEGIC OBJECTIVE: Maintain a Safe and Secure Operational Environment.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority authorize the Chief Executive Officer (CEO) to increase the existing OIAA Contract No. SCONT-000195 with Elevators Etc., LP for the maintenance of elevators and escalators for an amount of \$300,000.

FISCAL IMPACT SUMMARY: Funds for this item are included in the current Fiscal Year 2020-21 Landside Operations budget. Funding for subsequent years will be requested through the annual budget process.

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, scheduled to start on the first quarter of 2020, was delayed due to COVID. Many manufacturers and suppliers struggled to produce materials, and deliveries took longer than planned, pushing the project to the second quarter of FY 2020-21. The final portion of the escalator modernization project, currently pending, is to install new handrails, which will take four days (one day per escalator).

Elevators Etc. has continued to provide all supervision, material, parts, and labor to perform the escalator modernization, and provided additional months of maintenance to uphold and ensure the equipment's immediate servicing. Staff is requesting an authority increase of \$300,000 to cover the cost associated with the maintenance before the modernization and to maintain the eight-aging passenger/freight

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

Department: Operations

Submitted to OIAA: November 24, 2020

Approved: \_\_\_\_\_

Continued to: \_\_\_\_\_

Denied: \_\_\_\_\_

Chief Executive Officer Approval: Mark A. Thorpe

Item No. 06

elevators. Staff is actively drafting a full maintenance and repair scope of work for a successor agreement through the RFP process which will be brought to the Commission for contract award in the first/second quarter of 2021.

**PROCUREMENT:** N/A.

**CEQA COMPLIANCE AND LAND USE APPROVALS:** N/A.

**PRIOR COMMISSION ACTION:** On November 26, 2019, the OIAA Commission approved a month-to-month contract extension and authority increase of \$750,000 for the elevator and escalator modernization and maintenance contract with Elevators, Etc.

**STAFFING IMPACT (# OF POSITIONS):** N/A.

**IMPACT ON OPERATIONS:** N/A.

**SCHEDULE:** N/A.

**ATTACHMENTS:** 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](mailto:clerk@flyontario.com).*

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



DATE: NOVEMBER 24, 2020

SECTION: ADMINISTRATIVE DISCUSSION/ACTION/REPORT

SUBJECT: APPROVAL OF THE AIRPORT DRIVE REHABILITATION PROJECT AT THE ONTARIO INTERNATIONAL AIRPORT AND AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE TASK ORDERS RELATED TO DESIGN AND ENVIRONMENTAL PLANNING

RELEVANT STRATEGIC OBJECTIVE: Provide Customer Friendly Facilities and Services.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission approve the Airport Drive Rehabilitation Project at Ontario International Airport (ONT), including design and environmental planning services; and authorize the Chief Executive Officer (CEO) to execute Task Orders not to exceed \$750,000 to accomplish these services.

FISCAL IMPACT SUMMARY: The design and environmental planning services will be assigned to consultants via existing contracts. The initial source of funds for this work will be through OIAA 2021 airport revenue bond financing. This project is not AIP grant eligible and debt service will be paid via collection of rates and charges and/or FAA Passenger Facility Charges (PFCs). The total rough order of magnitude estimated cost of this project is \$8,000,000.

BACKGROUND: Airport Drive, from Haven Avenue to the Cucamonga Channel was constructed 1998 and has been in service for 22 years. The portion of Airport Drive, from the Cucamonga Channel to Grove Avenue, has been and will be improved via the Vineyard Avenue Grade Separation and Northwest Quadrant development projects, respectively. Late 2018, the OIAA commenced a Pavement Management Program (PMP) for the Ontario International Airport’s landside and airside pavements. The Final Landside PMP report specifically identified the Pavement Condition Index

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

Department: Engineering

Submitted to OIAA: November 24, 2020

Approved: \_\_\_\_\_

Continued to: \_\_\_\_\_

Denied: \_\_\_\_\_

Chief Executive Officer Approval: Mark A. Thorpe

Item No. 07

(PCI) values ranging from 70 to 32 (Fair to Very Poor) for the portion of Airport Drive, from the Haven Avenue to the Cucamonga Channel.

The Airport Drive Rehabilitation project will involve full reconstruction and mill and overlay rehabilitation repairs from Haven Avenue to the Cucamonga Channel and traffic lane striping.

The Airport Drive Rehabilitation project is contingent upon Majority-In-Interest airline approval.

**PROCUREMENT:** The OIAA currently has several professional services contracts that can perform design and environmental planning for this project. After the design is complete, the OIAA will prepare bid documents and advertise for a construction contract to complete the project. Staff will return to the OIAA Commission for approval of the construction contract to complete the project.

**CEQA COMPLIANCE AND LAND USE APPROVALS:** CATEX has been approved by the FAA. The project qualifies for an exemption from CEQA review under CEQA Guidelines section 15301(c) regarding the repair and maintenance of existing streets.

**STAFFING IMPACT (# OF POSITIONS):** N/A.

**IMPACT ON OPERATIONS:** During construction, portions of lanes will be closed to the public. Part of the design will be to create a construction phasing plan that minimizes impacts to the east and west traffic flows on Airport Drive during the minimal traffic time in a 24-hour period.

**SCHEDULE:** Design of this project can begin when the OIAA secures bond financing and is estimated to take approximately six months. Construction will begin only after approval of the construction contract by the OIAA Commission and will be based on the construction phasing plan developed during design.

**ATTACHMENTS:** None

*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](mailto:clerk@flyontario.com).*

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



DATE: NOVEMBER 24, 2020

SECTION: ADMINISTRATIVE DISCUSSION/ACTION/REPORT

SUBJECT: APPROVAL OF THE UPGRADES TO PARKING LOTS TWO THROUGH FIVE PROJECT AT ONTARIO INTERNATIONAL AIRPORT AND AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE TASK ORDERS RELATED TO DESIGN AND ENVIRONMENTAL PLANNING

RELEVANT STRATEGIC OBJECTIVE: Provide Customer Friendly Facilities and Services.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission approve the Upgrades to Parking Lots Two through Five Project at Ontario International Airport (ONT), including the design and environmental planning services, and authorize the Chief Executive Officer (CEO) to execute Task Orders not to exceed \$700,000 to accomplish these services.

FISCAL IMPACT SUMMARY: The design and environmental planning services for the project will be completed via existing contracts and the initial source of funds for this work will be through OIAA 2021 airport revenue bond financing. This project is not AIP grant eligible and debt service will be paid via collection of rates and charges and/or FAA Passenger Facility Charges (PFCs). The total rough order of magnitude estimated cost of this project is \$9,000,000.

BACKGROUND: The parking lots for the existing passenger terminals at ONT are well over 20 years old and have become extremely weathered making pavement surfaces challenging for passengers, especially those with rolling luggage, to navigate. The parking lots require maintenance and repair to prolong their useful life and create a better experience for airport users. Additionally, the rehabilitation of parking lot pavement presents many opportunities to make critical upgrades to the parking lots, ground transportation curbs and terminal curbs.

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

Department: Engineering

Submitted to OIAA: November 24, 2020

Approved: \_\_\_\_\_

Continued to: \_\_\_\_\_

Denied: \_\_\_\_\_

Chief Executive Officer Approval: Mark A. Thorpe

This project will:

- Resurface pavement in parking lots two – five;
- Add ADA curb cuts on GT island and make slopes ADA compliant;
- Relocate interior fencing that isolates premium parking to enlarge the premium parking areas;
- Redraw all parking spaces including removing planter boxes where additional spaces can be gained (leaving entry and exit points as-is);
- Add cameras and blue lights to the parking lot and upgrade existing emergency buttons to VoIP Intercom integrated with VMS system;
- Restripe, add signage and other barriers as necessary to demark rideshare area from the rest of the terminal curbside and direct private passenger vehicles to the outside lane;
- Relocate valet parking outside of existing lots;
- Add infrastructure for electric charging stations in select areas;
- Convert the area east of Terminal 4 to a temporary parking lot to provide flex space and meeting parking demand during construction of the project.

The upgrades to parking lots two through five project is contingent upon Majority-In-Interest airline approval.

**PROCUREMENT:** The OIAA currently has several professional services contracts that can perform design and environmental planning for this project. After the design is complete, the OIAA will prepare bid documents and advertise for a construction contract to complete the project. Staff will return to the OIAA Commission for approval of the construction contract to complete the project.

**CEQA COMPLIANCE AND LAND USE APPROVALS:** The project qualifies for an exemption from CEQA review under CEQA Guidelines section 15301(c) regarding the repair and maintenance of existing parking lots.

**STAFFING IMPACT (# OF POSITIONS):** N/A.

**IMPACT ON OPERATIONS:** During construction, portions of each parking lot will be closed to the public. Part of the design will be to create a robust phasing plan that minimizes the reduction in public parking spaces while also maintaining efficiency and cost-effectiveness in construction.

**SCHEDULE:** Design of this project can begin when the OIAA secures bond financing and is estimated to take approximately six months. Construction will begin only after approval of the construction contract by the OIAA Commission and will be based on the phasing plan developed during design.

**ATTACHMENTS:** None.

*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](mailto:clerk@flyontario.com).*

This Agenda Report has been reviewed by OIAA General Counsel.



DATE: NOVEMBER 24, 2020

SECTION: ADMINISTRATIVE DISCUSSION/ACTION/REPORT

SUBJECT: APPROVAL OF INFORMATION TECHNOLOGY SECURITY PROJECTS AT ONTARIO INTERNATIONAL AIRPORT

RELEVANT STRATEGIC OBJECTIVE: Maintain a Safe and Secure Airport.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) approve recommended information technology security projects at Ontario International Airport (ONT) from the November 2019 Security Master Plan.

FISCAL IMPACT SUMMARY: The total cost of recommended projects is \$6,000,000, which will be financed from the OIAA 2021 airport revenue bonds. Debt service will be paid from airport rates and charges.

BACKGROUND: In March of 2019, OIAA staff proposed a Capital Improvement Plan to signatory airlines in accordance with the airline use agreement. The proposal provided detailed recommendations for eight different projects, including three security related projects: Perimeter Security Fencing, IT Security Infrastructure Upgrades and Airport-Wide Security Upgrades totaling \$32.8 M. These projects were not presented to the Board for approval as the Authority had engaged a consultant to work with staff to assess current security conditions and provide recommendations for security improvements in the form of a security master plan. The Security Master Plan was completed in November 2019 and supported these proposed projects as well as several others. In total, the Plan recommended approximately 28 different projects totaling \$45M. Recognizing the size, cost and complexity of the Plan, it is intended that it be implemented in phases. The projects

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

Department: Information Technology

Submitted to OIAA: November 24, 2020

Approved: \_\_\_\_\_

Continued to: \_\_\_\_\_

Denied: \_\_\_\_\_

Chief Executive Officer Approval: Mark A. Thorpe



were presented to the Information Technology Department to prioritize and select projects within an estimated budget established as part of the Authority's plans to issue bonds in 2021.

Phase I of the Plan implementation will provide significant updates and upgrades to the Airport's IT security infrastructure. The foundation of this refresh includes cabling infrastructure, networking equipment, network security devices and server hardware for video storage. Substantial aspects of Phase 1 will include:

- Survey of existing fiber, installation of new fiber and fiber uplinks to support next generation technologies
- Acquisition and installation of new network edge switches to establish high levels of network redundancy and resilience; and to deploy new network security intrusion detection and prevention systems.
- Increase of SAN storage capacity video retention, to improve reliable access and redundancy as well as capabilities for secondary video recording streaming
- Implementation of an Identification Management System (IDMS) to automate, unify, and secure badge holder identities across all of the airport security systems.

The projects are exempt from Majority-in-Interest approval under the airline use agreement as they are required to maintain compliance with Transportation Security Agency and Federal Aviation Administration laws and regulations.

**IMPACT ON OPERATIONS:** Improvement of network reliability, redundancy, speed and capacity; that will result in improved security.

**ATTACHMENTS:** None.

*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](mailto:clerk@flyontario.com).*

This Agenda Report has been reviewed by OIAA General Counsel.



DATE: NOVEMBER 24, 2020

SECTION: ADMINISTRATIVE DISCUSSION/ACTION/REPORT

SUBJECT: APPROVAL OF THE RETAIL BRAND PROJECT AT ONTARIO INTERNATIONAL AIRPORT

RELEVANT STRATEGIC OBJECTIVE: Provide Customer Friendly Facilities and Services.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) approve design and build for an interactive omni channel retail outlets and pop up stores project at Ontario International Airport (ONT).

FISCAL IMPACT SUMMARY: The estimated cost of this project is \$2,000,000. Funding will be provided through discretionary funds.

BACKGROUND: The evolution of online retail within airports is now at a point where the future of brick and mortar retail is not only being challenged, but also being assessed in relation to cost for developing such prime real estate in large airport infrastructure projects. By developing an in-house omni channel retail offer whereby OIAA controls the business, we are thereby ensuring higher financial returns, in addition to being able to offer a value for money-based product range that is not driven by retailer margins and their profitability. This will place ONT at the forefront of innovation and technology in retail at airports in the United States.

The ongoing growth in non-aeronautical revenue is key to OIAA delivering competitive aeronautical costs going forward. By creating our own retail brand and service channels, OIAA will benefit from increased net revenue returns, and the exposure benefits that the evolution of an ONT branded range of merchandise will deliver. As importantly, it will help to optimize OIAA revenue returns as

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

Department: Commercial

Submitted to OIAA: November 24, 2020

Approved: \_\_\_\_\_

Continued to: \_\_\_\_\_

Denied: \_\_\_\_\_

Chief Executive Officer Approval: *Mark A. Thorpe*

Item No. 10

and when the passenger traffic returns, by delivering a width and breadth of offerings that meets our customer expectations and will place ONT “ahead” of the curve, not behind it.

The business plan for the retail concept details that a return on investment (ROI) is forecasted in year three (3) based upon 6.4 million passengers per annum and a conservative spend per head. The maximum capital outlay in Phase 1 is \$2 million.

**PROCUREMENT:** With approval of this project, Commercial staff will prepare a proposal to advertise for a design and construction agreement for the project. Staff will then return to the Commission with the award of contract to execute and proceed with the project.

**CEQA COMPLIANCE AND LAND USE APPROVALS:** N/A.

**PRIOR COMMISSION ACTION:** N/A.

**STAFFING IMPACT (# OF POSITIONS):** N/A.

**IMPACT ON OPERATIONS:** N/A.

**ATTACHMENTS:** None.

*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](mailto:clerk@flyontario.com).*

This Agenda Report has been reviewed by OIAA General Counsel.



DATE: NOVEMBER 24, 2020

SECTION: ADMINISTRATIVE DISCUSSION/ACTION/REPORT

SUBJECT: APPROVAL OF DESIGN AND ENVIRONMENTAL PLANNING SERVICES FOR RUNWAY 8R-26L REHABILITATION AND CONNECTING TAXIWAYS PROGRAM AT THE ONTARIO INTERNATIONAL AIRPORT

RELEVANT STRATEGIC OBJECTIVE: Improve Airport Operational Safety, Security and Efficiency.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) (1) approve design services and environmental planning services for the Runway 8R-26L Rehabilitation and Connecting Taxiways Program at Ontario International Airport (ONT); (2) authorize the CEO to execute Task Orders in the amount of \$9,000,000 to accomplish these services; and (3) authorize the CEO to exercise the two, one-year contract extension with Burns & McDonnell to complete the program.

FISCAL IMPACT SUMMARY: The design and environmental planning services for the program will be completed via existing contracts with Burns & McDonnell and HNTB, with the initial source of funds provided by OIAA 2021 airport revenue bond financing. Reimbursement for 80% of the cost of design and environmental services for the project will be requested through the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Grant Entitlement. The remainder of the debt service will be paid via collection of rates and charges and/or FAA Passenger Facility Charges (PFC).

BACKGROUND: Runway 26L-8R was constructed 1979 - 1980 and has been in service for 40 years. The designed life span for the existing Runway 8R-26L pavement was 20 years. Given this, Runway 8R-26L is 20 years beyond its designed and constructed useful life. In late 2018, the OIAA commenced a Pavement Management Program (PMP) for the Ontario International Airport’s landside and airside pavements. The Final Airside PMP report specifically identified the Runway 8R-26L keel section and asphalt concrete (AC)

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

Department: Engineering

Submitted to OIAA: November 24, 2020

Approved: \_\_\_\_\_

Continued to: \_\_\_\_\_

Denied: \_\_\_\_\_

Chief Executive Officer Approval: *Mark A. Thorpe*

shoulders for reconstruction. Additionally, there are two taxiway connector locations where the program will include design of new connecting taxiways in accordance with the latest FAA Advisory Circulars as related to compliant airfield geometry.

The following is a description of the entire program’s work. Engineering design, environmental entitlement, construction, construction administration and construction management services for the rehabilitation of Runway 8R-26L and the existing connecting taxiways, construction of new connecting taxiways and relocation of the South Electrical Vault. The Project more specifically involves the demolition and removal of the existing Runway 8R-26L keel section (center 50’ width), north shoulder (50’ width) and south shoulder (50’ width), grading, drainage, erosion control, reconstruction of Runway 8R-26L keel section, north and south shoulders, rehabilitation of the existing Runway 8R-26L concrete panels located on the north and south sides of the keel section, and removal of Taxiways F, P and Q between Runway 8R-26L and Runway 8L-26R and rehabilitation of existing connecting taxiways (Taxiways D, F, K, P, Q, U and W), construction of new connecting taxiways (Taxiway designations - TBD), installation of new LED centerline and edge lights, airfield signage, runway marking and construction of a new South Electrical Vault. The rehabilitation of the existing concrete panels on Runway 8R-26L and the existing connecting taxiways specifically involves crack, joint, spall repairs, concrete panel removals and replacement. The scope of this Program also includes control and topographic survey, geotechnical analysis and a construction safety and phasing plan for preparation of the contract documents.

Phasing plan:

| Activity  | Year(s)   | Anticipated Cost | Grant Funding                             |
|---|-----------|------------------|---|
| <ul style="list-style-type: none"> <li>• Program Design</li> <li>• NEPA/CEQA Study and Documentation</li> <li>• CA Services (During Construction)</li> </ul>  | 2020-2022 | \$9M             | ~\$7M<br>(80% of cost of design and NEPA) |
| <p>Construction Phase 1</p> <ul style="list-style-type: none"> <li>• Rehabilitate Taxiways D, K, U and W</li> <li>• Reconfigure Taxiways P, Q &amp; F</li> <li>• Relocation of South Electrical Vault</li> </ul>    | 2023      | ~\$41M           | TBD                                       |
| <p>Construction Phase 2</p> <ul style="list-style-type: none"> <li>• Demolish and reconstruct Runway 8R-26L keel section (center 50’ width), north shoulder (50’ width), and south shoulder (50’ width),</li> </ul> | 2024      | ~43M             | TBD                                       |

The design and environmental planning services for the program will be completed via existing contracts with Burns & McDonnell and HNTB, respectively. The initial source of funds for this work will be OIAA 2021 airport revenue bonds. Design services for this project are estimated to cost \$8,200,000 and environmental services are estimated to cost \$800,000 for an estimated total cost of design and environmental of \$9,000,000. In 2021, airport staff will apply for Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Grant Entitlement and Discretionary funds to reimburse the airport for approximately 80% of the cost of design and environmental services for the project. The remainder

of the debt service will be paid via collection of rates and charges and/or FAA Passenger Facility Charges (PFC). Funding for subsequent years will be requested through the annual budget process and reimbursed through AIP Grant Entitlement and Discretionary funds.

No Majority-in-Interest ballot is required for the Runway 8R-26L Rehabilitation and Connecting Taxiways Program due to the scope of work being exempt per the Airline Use and Lease Agreement section 6.03\_b\_3: “Projects or improvements that ensure compliance with a rule, regulation, or order of any federal, state or other governmental body.” One of the OIAA’s AIP Grants from 2018 (AIP Project No. 3-06-0175-044-2018) was for the Airport Pavement Management Program (PMP), which is “required” by the FAA every 3 years for airfield pavements. The PMP involved pavement inspection, analysis, Pavement Condition Index (PCI) and Reports. The PMP commenced in late 2018 and completed with final reports in early 2020. The Runway 8R-26L (40 years old) PCIs revealed the keel section and the shoulders required reconstruction. The remaining concrete pavement requires rehabilitation. The FAA requires the airport to keep airport pavement safe and operable as obligated by Title 14 CFR Part 139. In addition, the 8R-26L Rehabilitation and Connecting Taxiways Program will provide FAA compliant airfield geometry.

**PROCUREMENT:** The OIAA Commission approved award of As-Needed Professional Service’s contracts for AIP-Funded projects to Burns & McDonnell, HNTB Corporation, and T.Y. Lin International at the March 23, 2018, Commission meeting. The staff report indicated no fiscal impact for the award of contracts because engineering services would be assigned to firms after AIP projects are approved by the Commission and incorporated into OIAA’s capital budget.

Burns & McDonnell’s As-Needed Professional Services contract for AIP Funded projects was executed on October 23, 2018, and expires in three years, October 22, 2021. Therefore, Commission approval to authorize the CEO to exercise the two, one-year extensions will continue the agreement through October 22, 2023.

HNTB Corporation’s As-Needed Professional Services contract for AIP Funded projects was executed on January 28, 2020, and expires in three years, January 2023.

**CEQA COMPLIANCE AND LAND USE APPROVALS:** CATEX has been approved by the FAA. This project is currently being evaluated for CEQA requirements. The entire project area falls within the aircraft movement area of the airfield where runways and taxiways are the only compatible use.

**STAFFING IMPACT (# OF POSITIONS):** N/A.

**IMPACT ON OPERATIONS:** During construction, the Runway 8R-26L will be closed for two 9-month periods commencing January 2023 and 2024. Runway 8L-26R will be closed in January 2025 for up to 9 months. Strategic phasing will be employed to accommodate aircraft ingress/egress to the south side of the ONT airfield. The first 9-month period will involve the connecting taxiways and relocation of the South Electrical Vault. The second 9-month period will involve rehabilitation of Runway 8R-26L. The third period up to 9 months will involve remaining taxiway connector work on Runway 8L-26R and as it related to construction phasing. For the ONT cargo peak seasons, the runways will be open for service.

**SCHEDULE:** The design for the Runway 8R-26L Rehabilitation and Connecting Taxiways Program and Environmental services are scheduled to commence in December 2020. The design will last a duration of 12 to 18 months. The environmental services will have a duration ranging from 9 to 12 months. After completion of the environmental entitlement, a staff report will be prepared for approval of the Runway 8R-26L Rehabilitation and Connecting Taxiways Program.

The construction of the Runway 8R-26L Rehabilitation and Connecting Taxiways Program will be accomplished via a coordinated and strategic program phasing plan and is scheduled to commence in January of 2023 and complete in Q2 to Q3 of 2025. After completion of design, environmental entitlement and procurement, a staff report will be prepared for the award of contract for construction of the Runway 8R-26L Rehabilitation and Connecting Taxiways Program.

**ATTACHMENTS:** Attachment A: Runway 8R-26L and Connecting Taxiways Project Scope

*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](mailto:clerk@flyontario.com).*

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



DATE: NOVEMBER 24, 2020

SECTION: ADMINISTRATIVE DISCUSSION/ACTION/REPORT

SUBJECT: FISCAL YEAR 2020-21 BUDGET UPDATE FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2020

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): (1) receive and file Financial Statements for the three months ending September 30, 2020; and (2) approve budget adjustments.

FISCAL IMPACT SUMMARY: The position changes as described below will increase total personnel costs by \$166,282 annually and are estimated to increase total personnel costs for the fiscal year ending June 30, 2020 by \$20,882.

BACKGROUND: Aviation Activity and Financial Statements: In August 2020 OIAA adopted a budget FYE June 30, 2021. With the substantial decrease in aviation activity and related operating revenues resulting from the COVID-19 Pandemic, a budget was developed based on conservative forecasts for primary aviation activities, passenger enplanements and landed weights. This forecast resulted in substantially reduced revenues, especially in the first six months of the FYE 2021. These operating revenue decreases were offset by CARES Act funding, which is anticipated to be fully invoiced by December 31, 2020. Passenger activity and landed weights were significantly greater than forecast, resulting in a net operating income that exceeded budget by \$4.0M.

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

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

Department: Finance

Submitted to OIAA: November 24, 2020

Approved: \_\_\_\_\_

Continued to: \_\_\_\_\_

Denied: \_\_\_\_\_

Chief Executive Officer Approval: *Mark A. Thorne*



revenues for the Airport. Enplanements for Q12021 totaled 284K, which were higher than the budget by 114K (59.9%).

Total landed weights for the quarter ended September 30, 2020 exceeded budget by (11.8%). This increase was the result of higher cargo landed weight offset by lower landed weight for passenger airlines. Total landed weight exceeded budget by 20.13%.

**Operating Revenues:** Operating revenues exceed budget by \$2.8M or 15.0% with favorable variances in aeronautical and nonaeronautical revenues.

Aeronautical revenues exceeded budget by \$1.5M (17.6%), primarily as result of higher landing fees, land rents and airline handling fees. Higher than expected landed weights resulted in favorable variances in landing fee revenues of \$463K (17.2%). Land rents exceeded budget by \$840K (60.7%), driven by seasonal and other additional rental activities. Airline handling fees exceeded budget, which was primarily a function of airplane parking.

Nonaeronautical revenues were greater than budget by \$1.4M (12.9%), with favorable variances in all nonaeronautical categories except CARES Act grant revenues. The lower than budgeted CARES Act revenues were a result of less than expected invoicing. All CARES Act funding will be invoiced by December 31, 2020.

Non-terminal rents exceeded budget by 409K. These favorable variances were driven by higher than planned passenger carrier activities. There were favorable variances in all concession revenue categories. Parking revenues were greater than budget by \$1.7M. Rental car revenues exceeded budget by \$651K (72.5%). All other terminal concession revenues exceeded budget by or \$2.7M.

**Operating Expenses:** Operating expenses are favorable to budget by \$1.1M (7.4%). There were favorable variances in all operating expense categories except for materials and supplies. Personnel expenses for FYE 2021 are flat compared to 2020. Other favorable operating expense variances include public safety \$342K, contractual services \$304K (5.9%), utilities and administration \$643K and other operating expenses \$234K (24.9%).

**STAFFING IMPACT (# OF POSITIONS):** Management is seeking authorization to eliminate two positions to be replaced by four new positions, an increase of two full-time equivalents (FTE). This includes the elimination of the Director of Financial Accounting and Reporting, which is currently vacant, to be replaced by the Finance Manager position. In addition, one (1) of two (2) Commercial Manager positions will be replaced with one (1) Director level position, eliminating one (1) Commercial Manager position. Also, the following new positions will be established: Staff Accountant and Air Service Development Manager. The net additional costs would be funded through realized savings from staff vacancies as well as expected reductions in professional services.

**Director of Financial Accounting and Reporting/Finance Manager:** The request is to replace the Director level position with a Manager level position (Finance Manager) to realign workload within the Finance Division. There is no change in total FTE's associated with this request. The annual and fiscal year ending June 30, 2021 cost savings for this change are \$95,120 and \$101,869, respectively.

**Staff Accountant:** This is a new junior level position, which is being requested to realign work within the Finance Division. This change is to shift day-to-day general ledger accounting responsibilities from the new Manager of Financial Accounting and Reporting and other Finance Division staff to this position. This realignment is necessary to meet increased workload, provide for a timely financial period close and improve internal cost allocation processes and reporting. The annual and fiscal year ending June 30, 2021 additional cost for this change would be \$96,808 and \$48,404, respectively. The position would be funded through cost reductions from the Director/Manager of Financial Accounting and Reporting change and personnel vacancy savings.

**Commercial Director/Manager:** The request is to replace one (1) of two (2) Commercial Manager positions with one (1) Director level position to reflect additional responsibilities performed by the OIAA staff member currently assigned to one of two Commercial Manager positions, to commensurate with their experience and performance. There is no change in total FTE's associated with this request. The additional annual costs from this change are estimated to be \$27,779. The estimated additional cost for the year ending June 30, 2021 is \$5,939. The additional costs will be covered through existing personnel savings from current fiscal year vacancies.

**Air Service Development Manager:** This is a new position within the Commercial Division. Currently Air Service Development efforts are provided under several contracts and a management analyst within the Commercial Division. This position will provide full-time resources dedicated to Air Service Development substantially reducing the existing part-time efforts. The position is not intended to replace all existing contract services but is anticipated that it will substantially reduce these professional services, which totaled \$778K for the year ending June 30, 2020 and \$178K YTD for the current fiscal year. The Air Service Development Manager will be the primary internal resource for developing air service at ONT and they will oversee and coordinate professional services and facilitate contact with existing and potential air carriers.

There is no budget currently established for this position. The annual and fiscal year ending June 30, 2021 additional cost for this new position are \$136,814 and \$68,407, respectively. This cost increase would be partially offset by reductions in current ad-hoc professional air development services.

**IMPACT ON OPERATIONS:** These changes would provide additional resources for the Commercial Division to expand air service and business development efforts and allow the Finance Division to improve the timeliness and scope of accounting as well as statistical and financial reporting.

**ATTACHMENTS:** Attachment A: OIAA Financial Statements for the Three Months Ending September 30, 2020

*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](mailto:clerk@flyontario.com).*

This Agenda Report has been reviewed by OIAA General Counsel.



DATE: NOVEMBER 24, 2020

CLOSED SESSION REPORT

OIAA// GC 54956.9(d)(2) and (e)(3); GC 54956.8

Page 1 of 1

ROLL CALL: Gouw \_\_, Bowman \_\_, Hagman \_\_, Loveridge \_\_, President Wapner \_\_.

STAFF: CEO \_\_, General Counsel \_\_

- CONFERENCE WITH LEGAL COUNSEL— Government Claim (Government Code section 54956.9(d)(2) and (e)(3)): (1 matter)

No Reportable Action Continue Approved
// // //

Disposition: \_\_\_\_\_

- REAL PROPERTY NEGOTIATIONS (portions of the Airport) (Government Code Section 54956.8); OIAA General Counsel’s office as negotiator.

No Reportable Action Continue Approved
// // //

Disposition: \_\_\_\_\_

Reported by:

General Legal Counsel / Chief Executive Officer