

ONTARIO INTERNATIONAL AIRPORT AUTHORITY

COMMISSION AGENDA – SPECIAL MEETING



December 21, 2023, AT 2:00 P.M.

Ontario International Airport Authority Administration Offices
1923 East Avion Street, Room 100, Ontario, CA 91761

Live YouTube Streaming for Listening Only: <https://www.youtube.com/@flyont/streams>

ALAN D. WAPNER
President

RONALD O. LOVERIDGE
Vice President

JIM W. BOWMAN
Secretary

CURT HAGMAN
Commissioner

JULIA GOUW
Commissioner

ATIF ELKADI
Chief Executive Officer

LORI D. BALLANCE
General Counsel

KIM SNOW
Interim Treasurer

NORMA I. ALLEY, MMC
Board Clerk/Assistant Secretary

WELCOME TO A MEETING OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY

- All documents for public review are on file at the Ontario International Airport Administration Offices located at 1923 E. Avion Street, Ontario, CA 91761.
- This meeting is streamed live from our YouTube channel at <https://www.youtube.com/@flyont/streams>. Streaming will be for listening only and not participation. Public Comments will be taken by email or in-person only. This is a pilot stream, so errors and bugs may occur. If you have any issues, feel free to email clerk@flyontario.com for resolution after the meeting.
- Anyone wishing to speak during public comment, or on an agenda item, will be required to fill out a Request to Address Card (blue slip). Blue slips must be turned in prior to public comment beginning or before an agenda item is taken up. The Secretary/Assistant Secretary will not accept blue slips after that time.
- You may submit public comments by e-mail to publiccomment@flyontario.com no later than 4:00 p.m. the day before the meeting. Please identify the Agenda item you wish to address in your comments. All e-mail comments will be included in the meeting record.
- Comments will be limited to 3 minutes. Speakers will be alerted when their time is up and no further comments will be permitted. Speakers are then to return to their seats.
- In accordance with State Law, remarks during public comment are to be limited to subjects within the Authority's jurisdiction. Remarks on other agenda items will be limited to those items.
- Remarks from those seated or standing in the back of the Board Room will not be permitted. All those wishing to speak, including Commissioners and Staff, need to be recognized by the Authority President before speaking.
- 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. Any members of the public who require special assistance or a reasonable accommodation to participate may contact the Board Clerk at (909) 544-5307 or clerk@flyontario.com.

CALL TO ORDER (OPEN SESSION)

ROLL CALL

Loveridge, Bowman, Hagman, Gouw, President Wapner

PLEDGE OF ALLEGIANCE

AGENDA REVIEW/ANNOUNCEMENTS

The Chief Executive Officer will go over all updated materials and correspondence received after the Agenda was distributed to ensure Commissioners have received them.

1. INFORMATION RELATIVE TO POSSIBLE CONFLICT OF INTEREST

Agenda item contractors, subcontractors and agents may require member abstentions due to conflict of interests and financial interests. Commission Member abstentions shall be stated under this item for recordation on the appropriate item.

PUBLIC COMMENTS

The Public Comment portion of the Commission meeting is limited to a maximum of 3 minutes for each Public Comment. Under provisions of the Brown Act, the Commission is prohibited from taking action on oral requests.

CONSENT CALENDAR

All matters listed under CONSENT CALENDAR will be enacted by one motion in the form listed below. There will be no separate discussion on these items prior to the time Commission votes on them, unless a member of the Commission requests a specific item be removed from the Consent Calendar for a separate vote.

Each member of the public wishing to address the Commission on items listed on the Consent Calendar will be given a total of 3 minutes.

2. APPROVAL OF MINUTES

Approve minutes for the OIAA meeting on November 30, 2023.

3. CASH DISBURSEMENT REPORT (BILLS/PAYROLL)

Receive and file the Cash Disbursement Report (Bills/Payroll) for the month ended November 30, 2023.

4. COMMISSIONER'S STIPENDS AS REQUIRED BY AUTHORITY BYLAWS

Approve additional stipends per Article IV, Section 6 of the Authority's Bylaws for President Alan Wapner for the month of November, 2023.

5. AGREEMENT AMENDMENT WITH FRUITION, LLC, FOR DIGITAL MEDIA SERVICES

Authorize the Chief Executive Officer (CEO) to execute an amendment to Agreement Number SCNT-000324 with Fruition Growth, LLC, extending the contract to May 27, 2024, and add \$76,000 to the agreement for a total amount of \$1,776,000.

6. CONCESSION AGREEMENT WITH SMARTE CARTE, INC., FOR LUGGAGE CART CONCESSION

Authorize the Chief Executive Officer (CEO) to execute the Concession Agreement between the Ontario International Airport Authority (OIAA) and Smarte Carte, Inc. for the Luggage Cart Concession at the Ontario International Airport (ONT).

MANAGEMENT REPORT

Executive Office

COMMISSION MATTERS

President Wapner

Vice President Loveridge

Secretary Bowman

Commissioner Hagman

Commissioner Gouw


ADJOURNMENT

AFFIDAVIT OF POSTING

I, Norma I. Alley, MMC, Board Clerk of the Ontario International Airport Authority (OIAA), do hereby declare under penalty of perjury that the foregoing agenda has been posted at the administrative office and on the OIAA website in compliance to the Brown Act.

Date Posted: December 20, 2023 Posted Prior To: 2:00 P.M.

Signature:



Norma I. Alley, MMC
Ontario International Airport Authority Board Clerk

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ONTARIO INTERNATIONAL AIRPORT AUTHORITY



MEETING DATE: DECEMBER 21, 2023

AGENDA SECTION: AGENDA REVIEW/ANNOUNCEMENTS

SUBJECT: RELATIVE POSSIBLE CONFLICT OF INTEREST

RELEVANT STRATEGIC OBJECTIVE: Invest in ONT Master the Basics Plan for the Future

RECOMMENDED ACTION(S): Declare Conflict of Interest pertaining to agenda items and contractors and/or subcontractors, which may require member abstentions due to possible conflicts of interest.

FISCAL IMPACT SUMMARY: N/A

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
05	Fruition Growth LLC	<ul style="list-style-type: none">• Andrea Cividini• Elias Rivera• Matthew Mattox
06	Smarte Carte, Inc.	<ul style="list-style-type: none">• None

PROCUREMENT: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

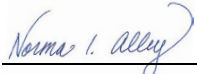
SCHEDULE: N/A

ATTACHMENTS: N/A

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Originator Name: Norma I. Alley, MMC

Originating Dept.: Clerk's Office

Director Review: 

Chief Review: 

CEO Approval: 

This Agenda Report has been reviewed by OIAA General Counsel.

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BOARD DISPOSITION: Approved Denied Continued to _____



MEETING DATE: DECEMBER 21, 2023

AGENDA SECTION: CONSENT CALENDAR

SUBJECT: APPROVAL OF MINUTES

RELEVANT STRATEGIC OBJECTIVE: Invest in ONT Master the Basics Plan for the Future

RECOMMENDED ACTION(S): Approve minutes for the OIAA Board of Commissioners meeting on November 30, 2023.

FISCAL IMPACT SUMMARY: N/A

BACKGROUND: The OIAA Board of Commission held a public meeting and minutes were recorded in text. In accordance with OIAA’s Records Retention Schedule, the OIAA must preserve these historical records in hard copy form for permanent retention.

PROCUREMENT: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: N/A

ATTACHMENTS:

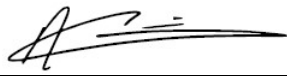
1. Minutes


STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Originator Name: Norma I. Alley, MMC, Board Clerk

Originating Dept.: Clerk's Office

Director Review: 

Chief Review: 

CEO Approval: 

This Agenda Report has been reviewed by OIAA General Counsel.

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BOARD DISPOSITION: Approved Denied Continued to _____

ONTARIO INTERNATIONAL AIRPORT AUTHORITY
COMMISSION MEETING
MINUTES
NOVEMBER 30, 2023

CALL TO ORDER

President Wapner called the Ontario International Airport Authority Commission meeting to order at 1:30 p.m.

ROLL CALL

COMMISSIONERS:

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

A quorum of the Board of Commissioners was present.

STAFF:

Chief Executive Officer Atif Elkadi
Board Clerk/Assistant Secretary Norma I. Alley, MMC
Chief Capital Development Officer Michelle Brantley

General Counsel Lori D. Ballance
Assistant General Counsel Kevin P. Sullivan

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

AGENDA REVIEW/ANNOUNCEMENTS

1. INFORMATION RELATIVE TO POSSIBLE CONFLICT OF INTEREST

No conflicts of interests were declared.

PUBLIC COMMENT

President Wapner called for public comment. Seeing no one come forward, he closed public comment.

CLOSED SESSION

PUBLIC COMMENT ON CLOSED SESSION

President Wapner called for public comment. Seeing no one come forward, he closed public comment.

CLOSED SESSION

1. GC § 54956.8: CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: Approximately 197 acres on the eastern end of the Airport, east of Haven Road, north of Jurupa Avenue, and south of Airport Drive, which include Assessor's Parcel Numbers 0211-232-44-0-000, 0211-232-45-0-000, 0211-232-46-0-000, 0211-222-47-0-000, 0211-222-48-0-000, 0211-222-52-0-000 AND 0211-222-53-0-000, 0211-222-54-0-000, 0211-222-55-0-000, 0211-232-11-0-000, 0211-232-12-0-000, 0211-232-13-0-000, 0211-232-14, 0211-232-15-0-000, 0211-232-16-0-000, 0211-232-17-0-000, 0211-232-18-0-000, 0211-232-19-0-000, 0211-232-20-000, 0211-232-04-0-000, 0211-232-05-0-000, 0211-232-06-0-000, 0211-232-07-0-000, and 0211-222-56-0-000.

2. GC § 54956.8: CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: Approximately 5 acres on the southern end of the Airport which is a portion of Assessor's Parcel Numbers 0113-271-19, 0113-261-08, and 0113-271-02.

General Counsel Ballance announced the closed session items.

President Wapner recessed the open session and called the closed session to order at 1:31 p.m. The open session reconvened at 1:55 p.m.

REPORT ON CLOSED SESSION

Assistant General Counsel Sullivan announced the reportable action for item number one of the closed session was a motion moved as follows:

MOTION: Moved by Commissioner Hagman, seconded by Commissioner Gouw, to authorize the CEO to make adjustments to the form of the potential ground lease with Canam Ontario, LLC. to address change market conditions while still maintaining consistency with substantive financial terms of the ground lease need. Motion carried by a unanimous vote.

Assistant General Counsel Sullivan announced there was no reportable action for item number two of the closed session.

CONSENT CALENDAR

2. APPROVAL OF MINUTES

Approved minutes for the OIAA Board of Commissioners meeting on October 26, 2023.

3. CASH DISBURSEMENT REPORT (BILLS/PAYROLL)

Received and filed the Cash Disbursement Report (Bills/Payroll) for the month ended October 31, 2023.

4. COMMISSIONER’S STIPENDS AS REQUIRED BY AUTHORITY BYLAWS

Approved additional stipends per Article IV, Section 6 of the Authority’s Bylaws for President Wapner and Commissioner Curt Hagman for the month of October, 2023.

5. FINANCIAL STATEMENTS FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2023

Received and filed financial statements for the three months ended September 30, 2023.

6. INVESTMENT REPORT FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2023

Received and filed financial statements for the three months ended September 30, 2023.

7. AGREEMENT AMENDMENT WITH AMERICAN THREAT ASSESSMENT CONSULTING, INC.

Authorized the Chief Executive Officer (CEO) to sign an Amendment to Contract No. SCONT-000337, with American Threat Assessment Consulting, Inc., to increase the spending authority by \$1,000,000, to allow for the installation of CCTV and access control additions and enhancements as well as replacement of the existing end of service life CCTV cameras and support equipment at Ontario International Airport (ONT).

MOTION: Moved by Commissioner Gouw, seconded by Commissioner Hagman, to approve the Consent Calendar. Motion carried by a unanimous vote.

ADMINISTRATIVE DISCUSSION/ACTION/REPORT

8. APPROVE CEQA CATEGORICAL EXEMPTIONS FOR THE TERMINAL 1 APRON RECONSTRUCTION AT THE ONTARIO INTERNATIONAL AIRPORT

Chief Capital Development Officer Brantley presented the staff report, recommended approval of CEQA Categorical Exemptions under CEQA Guidelines Sections 15301 and 15302 for the Terminal 1 Apron Reconstruction Improvements, and fielded questions from the Board.

President Wapner called for public comment. Seeing no one come forward, he closed public comment.

MOTION: Moved by Secretary Bowman, seconded by Commissioner Gouw to approve CEQA Categorical Exemptions under CEQA Guidelines Sections 15301 and 15302 for the Terminal 1 Apron Reconstruction Improvements. Motion carried by a unanimous vote.

9. APPROVE CEQA CATEGORICAL EXEMPTIONS FOR THE AIRPORT DRIVE REHABILITATION AT THE ONTARIO INTERNATIONAL AIRPORT

Chief Capital Development Officer Brantley presented the staff report, recommended approval of CEQA Categorical Exemptions under CEQA Guidelines Sections 15301, 15302, and 15303 for the Airport Drive Rehabilitation project, and fielded questions from the Board.

President Wapner called for public comment. Seeing no one come forward, he closed public comment.

MOTION: Moved by President Wapner, seconded by Secretary Bowman to approve CEQA Categorical Exemptions under CEQA Guidelines Sections 15301, 15302, and 15303 for the Airport Drive Rehabilitation project. Motion carried by a unanimous vote.

MANAGEMENT REPORT

Chief Executive Officer Elkadi provided updates on passenger traffic numbers, changes to flights, and general airport matters, accompanied by a PowerPoint.

COMMISSIONER MATTERS

There were no Commissioner matters to report.

ADJOURNMENT

President Wapner adjourned the Ontario International Airport Authority Board of Commissioners Meeting at 2:12 p.m.

RESPECTFULLY SUBMITTED:

APPROVED:

NORMA I. ALLEY, MMC, BOARD CLERK

ALAN D. WAPNER, PRESIDENT



MEETING DATE: DECEMBER 21, 2023

AGENDA SECTION: CONSENT CALENDAR

SUBJECT: CASH DISBURSEMENT REPORT (BILLS/PAYROLL)

RELEVANT STRATEGIC OBJECTIVE: Invest in ONT Master the Basics Plan for the Future

RECOMMENDED ACTION(S): Receive and file the Cash Disbursement Report (Bills/Payroll) for the month ended November 30, 2023.

FISCAL IMPACT SUMMARY: The funding is approved in the Fiscal Year 2023-2024 budget.

BACKGROUND: Fiscal Year Financial Performance: In June 2023, the OIAA Board of Commissioners adopted an operating budget that is driven by strong aviation activity and financial performance realized by OIAA in FYE 2023. The operating budget was developed from OIAA goals and objectives and includes significant increases in resources to meet current and expected near term growth.

PROCUREMENT: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: N/A

ATTACHMENTS:

1. Cash Disbursement Report (Bills/Payroll) for the month ended November 30, 2023.

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Originator Name: Director of Finance Kim Snow

Originating Dept.: Financial Accounting and Reporting

Director Review: *Kim Snow*

Chief Review: N/A

CEO Approval: 

This Agenda Report has been reviewed by OIAA General Counsel.

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BOARD DISPOSITION: Approved Denied Continued to _____



MEETING DATE: DECEMBER 21, 2023

AGENDA SECTION: CONSENT CALENDAR

SUBJECT: COMMISSIONER'S STIPENDS AS REQUIRED BY AUTHORITY BYLAWS

RELEVANT STRATEGIC OBJECTIVE: Invest in ONT Master the Basics Plan for the Future

RECOMMENDED ACTION(S): Approve additional stipends per Article IV, Section 6 of the Authority's Bylaws for President Alan Wapner for the month of November, 2023.

FISCAL IMPACT SUMMARY: 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 November 2023, President Wapner attended five (5) additional Authority-related business functions. Full Commission approval is needed to approve payment of these additional stipends.

PROCUREMENT: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

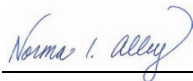
SCHEDULE: N/A

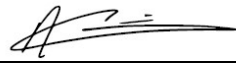
ATTACHMENTS: N/A

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Originator Name: Executive Office Staff

Originating Dept.: Executive Office

Director Review: 

Chief Review: 

CEO Approval: 

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BOARD DISPOSITION: Approved Denied Continued to _____



MEETING DATE: DECEMBER 21, 2023

AGENDA SECTION: CONSENT CALENDAR

SUBJECT: AGREEMENT AMENDMENT WITH FRUITION GROWTH, LLC, FOR DIGITAL MEDIA SERVICES

RELEVANT STRATEGIC OBJECTIVE: Invest in ONT Master the Basics Plan for the Future

RECOMMENDED ACTION(S): Authorize the Chief Executive Officer (CEO) to execute an amendment to Agreement Number SCONT-000324 with Fruition Growth, LLC, extending the contract to May 27, 2024, and add \$76,000 to the agreement for a total amount of \$1,776,000.

FISCAL IMPACT SUMMARY: Funding for this agreement and the \$76,000 total contract increase is approved under the Fiscal Year 2023-24 budget. The total contract amount shall not exceed \$1,776,000 over the contract term. Funding for subsequent years will be requested through the annual budget process.

BACKGROUND: Currently, Fruition Growth, LLC, assists the Digital department with providing digital media strategy and execution including website and domain hosting, search engine optimization, website and digital media campaign analytics, creative web design, and overall site maintenance and enhancements for all Ontario International Airport (ONT) websites and digital platforms. This extension is to help bridge the gap between the contract ending and the current RFP being awarded. The RFP process for these services has begun and is scheduled to go to the Board of Commissioners for approval in April, 2024. This third amendment will extend the current contract to May 27, 2024, and the additional \$76,000 funding will be used to cover the additional months to ensure all digital functions at ONT remain operational.

PROCUREMENT: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: N/A

ATTACHMENTS: N/A

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Originator Name: Travis Schuckert, Director of Digital Media

Originating Dept.: Digital

Director Review: *Travis Schuckert*

Chief Review: *elallo*

CEO Approval: *A = =*

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BOARD DISPOSITION: Approved Denied Continued to _____



MEETING DATE: DECEMBER 21, 2023

AGENDA SECTION: CONSENT CALENDAR

SUBJECT: CONCESSION AGREEMENT WITH SMARTE CARTE, INC. FOR LUGGAGE CART CONCESSION

RELEVANT STRATEGIC OBJECTIVE: Invest in ONT Master the Basics Plan for the Future

RECOMMENDED ACTION(S): Authorize the Chief Executive Officer (CEO) to execute the Concession Agreement between the Ontario International Airport Authority (OIAA) and Smarte Carte, Inc. for the Luggage Cart Concession at the Ontario International Airport (ONT).

FISCAL IMPACT SUMMARY: Smarte Carte, Inc. (Concessionaire) will pay OIAA a monthly concession fee based on a tiered percentage of the Concessionaire's annual gross revenues. OIAA shall also have full advertising rights on the carts and receive 100% of the advertising revenue, which combined with the monthly concession fee, shall generate over \$16,800 in annual revenue, an increase of over 70% commission revenue compared to the existing agreement. Additionally, OIAA shall pay to Concessionaire \$1.55 for each cart used in the International Arrivals terminal. These fees are estimated to decrease by at least 15% from the fees paid to Concessionaire today.

BACKGROUND: The City of Los Angeles entered into a Luggage Cart Concession Agreement with Smarte Carte, Inc., on September 21, 2016, to operate, maintain and manage luggage cart facilities at ONT. The prior agreement was transferred to the OIAA on November 1, 2016, when ONT was transferred back to local control and the financial structure was not a strong revenue generator for the airport as it included a \$14,000 monthly management fee to Concessionaire for managing the Luggage Cart Concession.

In 2019, the OIAA reviewed the previous agreement with Smarte Carte, Inc., and attempted to renegotiate the agreement. However, the COVID-19 pandemic put a hold on the negotiations. After the pandemic, the OIAA reviewed multiple options of managing the luggage cart concession and recommends the execution of a newly negotiated sole source agreement with improved revenue structure and terms, which include the ability for OIAA to place advertisements on the carts and retain 100% of the generated advertising revenues.

PROCUREMENT: OIAA is entering into this agreement under a Sole Source process since Smarte Carte, Inc. is the largest luggage cart provider in the U.S., and one of the few luggage cart providers in the world. Staff looked at other providers, namely Wanzl, a German based company, however Wanzl only provides carts and does not provide management or service of said carts. OIAA is not sufficiently staffed to maintain its own carts, and to contract out for those services would be impractical when Smarte Carte can offer all services under one agreement.

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: N/A

ATTACHMENTS:

1. Sole Source Justification Form

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Originator Name: Annie Lin, Revenue Manager, Airline Affairs and Properties

Originating Dept.: Revenue Management Division

Director Review: N/A

Chief Review: 

CEO Approval: 

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BOARD DISPOSITION: Approved Denied Continued to _____

Sole Source Procurement Justification Form

Full and open competition should be the objective in public procurement, but it is not always possible or practicable. In procuring goods and services, staff may determine that the most valuable purchase to the Airport may only be available from one vendor due to technological, specialized, or other unique characteristics. Otherwise, as long as there is more than one potential vendor available to satisfy a given need, there exists insufficient justification for a sole source procurement.

Request for approval of a Sole Source Procurement must be justified in writing by the initiator and approved by the appropriate approval authority. The Chief Executive Officer may authorize Sole Source Procurements up to \$100,000. Requests for Sole Source procurements in excess of \$100,000 must be approved by Ontario International Airport Authority. Requests for Sole Source approval are routed from the Board of Commissioners for the Requesting Department through the Procurement Department and the Chief Administrative Officer.

The following factors are among those that constitute justifications for sole source purchases:

- The vendor is determined to be the only known source after solicitation of several sources or after competitive bids; competition is determined to be inadequate.
- The item can only be procured directly from the original manufacturer or sole representative of the item in the Airport's geographical region.
- There is a reasonable basis for concluding the Airport's minimum needs can only be satisfied by unique supplies or services, and the vendor demonstrated a distinctive qualification due to
 - an innovative concept or a unique capability to provide the particular services proposed;
 - proven expertise or specialized knowledge in a field of few known experts,
 - previous experience providing similar services to the airport resulting in an understanding of the airport's immediate needs and practices increasing the likelihood of greater efficiency and success.
- Using an equivalent piece of equipment or commodity would require modifications to existing equipment, necessitate engineering re-design, or require voiding of a warranty.
- Supplies may be deemed available only from the original source in the case of a follow-on contract for the continued development or production of a major system or highly specialized equipment, including significant components thereof, when it is likely that award to any other source would result in:
 - Substantial duplication of cost to the Airport that is not expected to be recovered through competition, or
 - Unacceptable delays in fulfilling the Airport's requirements
- Airport property is released to a proven vendor who must dismantle equipment in order to assess repair needs and it is not practical or feasible to obtain competitive pricing for repair.
- Limited rights in data, patent rights, copyrights, or secret processes exist.
- When in accordance with the Airport's standardization program, only specified makes and models of technical equipment and parts will satisfy the Airport's needs for additional units or replacement items, and only one source is available.
- The item is one with which staff members who will use the item have specialized training and/or expertise, and retraining would incur substantial costs in time and/or money.
- Purchase of property for which it is determined there is no functional equivalent.

- The existence of an unusual and compelling urgency with potentially severe repercussions for the Airport resulted in the impracticality of a competitive purchase process.
- When the Airport determines, with the advice of legal counsel, that seeking competition would not produce an advantage, the Airport may waive competitive bidding requirements.

Please provide detailed justification below and furnish the necessary documentation. Attach additional sheets as necessary.

Vendor: Smarte Carte, Inc.

Goods/Services: Provides luggage carts and the service and maintenance of said carts to serve the airport and the traveling public.

Justification:

- There is a reasonable basis for concluding the Airport’s minimum needs can only be satisfied by unique supplies or services, and the vendor demonstrated a distinctive qualification due to
 - proven expertise or specialized knowledge in a field of few known experts,

Smarte Carte, Inc. is the largest luggage cart provider in the US, and one of the only luggage providers in the world. Staff looked at other providers, namely Wanzl a German based company, however Wanzl only provides carts and does not provide maintenance or service of said carts. OIAA is not sufficiently staffed to maintain its own carts, and to contract out for those services would be impractical when Smarte Carte can offer all services under one agreement.

Submitted by:

Name: Elisa Grey

Title: CRMO

Signature: 

Date: 12/08/23

Reviewed by:

Name: Luis Medina

Title: Director of Procurement & Contracts

Signature: 
Luis Medina (Dec 8, 2023 13:47 PST)

Date: 12/08/23

Authorized by:


Name: Jamaal Avilez

Title: Chief Administrative Officer

Signature: 
Jamaal Avilez (Dec 8, 2023 14:21 PST)

Date: 12/08/23

Signature: 
Email: egrey@flyontario.com
Title: Chief Revenue Management Officer
Company: Ontario International Airport-LGA

Signature: 
Luis Medina (Dec 8, 2023 13:47 PST)
Email: lmedina@flyontario.com
Title: Director of Procurement & Contracts
Company: Ontario International Airport-LGA

Signature: 
Jamaal Avilez (Dec 8, 2023 14:21 PST)
Email: Javilez@flyontario.com
Title: Chief Administrative Officer
Company: Ontario International Airport-LGA











Sole Source Justification- Smarte Carte

Final Audit Report

2023-12-08

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