

ONTARIO INTERNATIONAL AIRPORT AUTHORITY

COMMISSION AGENDA – REGULAR MEETING



OCTOBER 28, 2021 AT 2:00 P.M.

Ontario International Airport Authority Administration Offices

1923 East Avion Street, Room 100, Ontario, CA 91761

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

- All documents for public review are on file at the Ontario International Airport Administration Offices located at 1923 E. Avion Street, Ontario, CA 91761.
- Anyone wishing to speak during public comment or on an item will be required to fill out a 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 12:00 p.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 meeting record.
- Comments will be limited to 3 minutes. Speakers will be alerted when they have 1-minute remaining and when their time is up. Speakers are then to return to their seats and no further comments will be permitted.
- 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.

ORDER OF BUSINESS

The regular Commission meeting begins at 2:00 p.m. Closed Session Public Comment and Closed Session, followed by Public Comment and the Regular Meeting.

(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) - 2:00 P.M.

ROLL CALL

Loveridge, Bowman, Hagman, Gouw, President Wapner

PLEDGE OF ALLEGIANCE

CLOSED SESSION PUBLIC COMMENT

The Closed Session Public Comment portion of the Commission 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

CLOSED SESSION

- GC section 54956.8: REAL PROPERTY NEGOTIATIONS (portions of Airport); OIAA General Counsel's office as negotiator.
- GC § 54957, PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Chief Executive Officer/Deputy CEO
- GC § 54957.6, CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representative: General Counsel or Outside Counsel
Unrepresented employee: Chief Executive Officer

REPORT ON CLOSED SESSION

General Legal Counsel

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.

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.

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

Minutes for the Ontario International Airport Authority special meeting on September 13, 2021 and cancelled meeting on September 23, 2021 and approving the same as on file with the Secretary/Assistant Secretary.

3. BILLS/PAYROLL

Bills September 1 through September 30, 2021 and Payroll September 1 through September 30, 2021.

4. APPROVAL OF MEETING STIPENDS

That the Ontario International Airport Authority Commission approve meeting stipends for President Wapner for the month of September, 2021.

5. APPROVAL OF THE FIRST CONTRACT EXTENSION FOR TY LIN INTERNATIONAL FOR ON-CALL AIP ENGINEERING, ARCHITECTURE AND SUPPORT SERVICES AT THE ONTARIO INTERNATIONAL AIRPORT

That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer (CEO), or his designee, to approve a contract extension to the end of Fiscal Year (FY) 2021-22, for TY Lin International for On-Call AIP engineering, architectural and support services at Ontario International Airport (ONT). Funding is available in the FY 2021-22 Capital Budget. No funding or authority increase is required for the extension of the on-call AIP contract through June 30, 2022.

6. APPROVAL OF THE FIRST CONTRACT EXTENSION FOR JACOBS PROJECT MANAGEMENT, ONTARIO AVIATION GROUP, AND PPM GROUP, INC., FOR ON-CALL AIP CONSTRUCTION MANAGEMENT AND RELATED SERVICES AT THE ONTARIO INTERNATIONAL AIRPORT

That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer (CEO), or his designee, to approve contract extensions through the end of Fiscal Year (FY) 2021-22, for Jacobs Project Management, Ontario Aviation Group and PPM Group, Inc. for On-Call construction management and related services at Ontario International Airport (ONT). Funding is available in the FY 2021-22 Capital Budget. No funding or authority increase is required for the extension of the on-call construction management services through June 30, 2022.

7. APPROVAL TO EXTEND THE PRODIGIQ CONTRACT ON A MONTH-TO-MONTH BASIS FOR AIRFIELD COMPLIANCE, MAINTENANCE WORK ORDERS, LEASE MANAGEMENT AND FLIGHT INFORMATION DISPLAY SYSTEM

That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer (CEO), or his designee, to extend the Professional Services Agreement, Contract No. SCONT-000064, with Prodigiq on a month-to-month basis, for a maximum of twelve (12) months, for their Operations Management System (ProOMS), Computerized Maintenance Monitoring System (ProCMMS), Lease Management System (LMS), Flight Information Display System (FIDS), Baggage Information Display System (BIDS) and Gate Information Display System (GIDS). Funding for this contract is approved in the Fiscal Year 2021-22 operating budget. Estimated monthly cost of services is \$5,500 for all systems.

8. APPROVAL OF THE FIRST CONTRACT AMENDMENT TO KAVPLAN LLC FOR STRATEGIC AVIATION PLANNING MANAGEMENT CONSULTING SERVICES

That the Ontario International Airport Authority (OIAA) authorize the Chief Executive Officer (CEO), or his designee, to amend the existing KavPlan LLC Contract No. SCONT-000222, by increasing the authority to \$120,000 for the second contract year; and authorize the CEO to exercise the remaining one-year extension option at \$150,000, for an overall contract amount not-to-exceed \$370,000 over the three-year term of the contract. The overall contract total also includes the first contract year at \$100,000. Funds for this contract are available in the FY 2021-22 Budget. Funding for subsequent year will be requested through the annual budget process.

9. APPROVAL OF THREE (3) POSITIONS FOR OPERATIONS DIVISION – DIRECTOR OF OPERATIONS, ASSOCIATE ENGINEER AND GARAGE TECHNICIAN

That the Ontario International Airport Authority (OIAA) Commission approve three proposed positions - Director of Operations, Associate Engineer and Garage Technician. Funding for these positions is included in the FY 2021-22 Budget. Funding for subsequent years will be requested through the annual budget process.

10. APPROVAL OF THE FIRST CONTRACT AMENDMENT TO BIRDI & ASSOCIATES, INC. FOR AN AUTHORITY INCREASE FOR ADDITIONAL SCOPE FOR THE REPLACEMENT OF EXISTING END OF LIFE ACCESS CONTROL ALARM MONITORING SYSTEM (ACAMS) PROXIMITY CARD READERS

That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer (CEO), or his designee, to amend the existing Birdi & Associates, Inc. Contract No. SCONT-000259, by increasing the spending authority in the amount of \$170,000 and approve an additional scope to allow for the replacement of all Access Control Alarm Monitoring System (ACAMS) legacy proximity card readers exceeding end of service life. Funding in the amount of \$170,000, which includes a 10% project contingency amount, shall be provided by Revenue Bond Funds.

11. APPROVAL OF AN AUTHORITY INCREASE TO AMERICAN THREAT ASSESSMENT CONSULTING, INC. CONTRACT FOR THE INSTALLATION OF ADDITIONAL CCTV CAMERAS, REQUIRED SUPPORTING INFRASTRUCTURE AND REPLACEMENT OF EXISTING END OF SERVICE LIFE EQUIPMENT

That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer (CEO), or his designee, to increase the existing American Threat Assessment Consulting, Inc. Contract No. SCONT-000337, by increasing the spending authority in the amount of \$140,000, to allow for the installation and replacement of the existing end of service life CCTV cameras and support equipment at Ontario International Airport (ONT). Funding in the amount of \$140,000, which includes a 10% project contingency amount, shall be provided by Revenue Bond Funds.

12. APPROVAL OF THE PROCUREMENT CARD POLICIES AND PROCEDURES

That the Ontario International Airport Authority (OIAA) Commission approve the Procurement Card Policies and Procedures Manual.

13. APPROVAL OF UPDATE TO LICENSE FEES CHARGED THROUGH THE NON-EXCLUSIVE LICENSE AGREEMENT

That the Ontario International Airport Authority (OIAA) Commission approve the new License Fees for the Non-Exclusive License Agreement (NELA) at Ontario International Airport (ONT). Upon OIAA Commission approval, the 10% Gross-Revenue License Fees will apply to all services provided at ONT with the exception of services provided to the United States Military.

14. APPROVE THE SELECTION OF MOSS ADAMS, LLP, FOR INTERNAL AUDIT SERVICES FOR THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY

That the Ontario International Airport Authority (OIAA) Commission approve the selection of and authorize the Chief Executive Officer (CEO), or his designee, to execute a professional services agreement with Moss Adams, LLP, for internal audit services for an amount not to exceed \$100,000 for fiscal year ending June 30, 2022, with two, one-year extensions based on organizational needs with an annual maximum established and authorized by the Commission.

15. APPROVAL OF THE ECONOMIC DEVELOPMENT FORUM AGREEMENT WITH THE GREATER ONTARIO CONVENTION CENTER AND VISITORS BUREAU

That the Ontario International Airport Authority (OIAA) Commission approve the agreement with Greater Ontario Convention Center and Visitors Bureau to host the Five-Year Economic Development Forum. If approved, the agreement between the OIAA and Greater Ontario Convention and Visitors Bureau is estimated to cost \$265,000. Funds will be utilized from the Fiscal Year 2021-22 sponsorship, marketing, and advertising budget.

ADMINISTRATIVE REPORTS/DISCUSSION/ACTION

16. APPROVAL OF A CONCESSION LEASE AGREEMENT WITH BATTER BOYS, INC., FOR A DUNKIN DONUTS KIOSK IN TERMINAL 2 AT ONTARIO INTERNATIONAL AIRPORT

That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer (CEO), or his designee, to execute a (5) year, with three (3) one-year options to extend, concession lease agreement with Batter Boys, Inc., to provide one Dunkin Donuts kiosk in Terminal 2 at Ontario International Airport (ONT). Upon the Rent Commencement Date of this agreement, Batter Boys shall pay the OIAA an eight percent (8%) Concession Fee of its annual Gross Revenues, plus annual budget savings from actual Operating Expenses to contribute up to an additional 3% Concession Fee to provide a total annual percentage rent up to 11% of the annual Gross Revenues. Annual rent of \$124.23 per square foot shall be paid monthly upon occupancy for any office or storage space rented in the Terminals, if required to support their operations.

17. APPROVAL OF A CONCESSION AGREEMENT WITH 360 DUTY FREE AND MORE FOR A DUTY FREE OUTLET IN TERMINAL 2 AT ONTARIO INTERNATIONAL AIRPORT

That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer (CEO), or his designee, to negotiate and execute a ten-year term concession agreement with one, five-year option at the discretion of the CEO, with 360 Duty Free and More, Inc. to manage and operate a Duty-Free concession in Terminal 2 at Ontario International Airport (ONT). The concessionaire is responsible for all capital investment and will pay the OIAA a concession fee ranging from 5% of gross sales to 25.06% of gross sales based on financial tiers identified within the agreement and no minimum annual guarantee.

MANAGEMENT REPORT

Chief Executive Officer Thorpe

COMMISSION MATTERS

President Wapner

Vice President Loveridge

Secretary Bowman

Commissioner Hagman

Commissioner Gouw

ADJOURNMENT



DATE: **OCTOBER 28, 2021**

CLOSED SESSION REPORT
OIAA// (GC 54956.8, 54957, 54957.6)

ROLL CALL: Gouw __, Bowman __, Hagman __, Loveridge __, President Wapner __.

STAFF: CEO __, General Counsel __

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

No Reportable Action	Continue	Approved
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Disposition: _____

- GC § 54957, PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Chief Executive Officer/Deputy CEO

No Reportable Action	Continue	Approved
//	//	//

Disposition: _____

- GC § 54957.6, CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representative: General Counsel or Outside Counsel
Unrepresented employee: Chief Executive Officer

No Reportable Action

Continue

Approved

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Disposition: _____

Reported by:

General Legal Counsel / Chief Executive Officer

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 28, 2021

SECTION: MINUTE ACTION

SUBJECT: RELATIVE TO POSSIBLE CONFLICT OF INTEREST

RECOMMENDED ACTION(S): Agenda items and contractors/subcontractors 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
5	TY Lin International	<ul style="list-style-type: none">• Diaz Yourman and Associates• Wagner Engineering & Surveying, Inc.• Lean Engineering• American Infrastructure Development• VCA Engineers, Inc.• Kleinfelder, Inc.• Mead & Hunt• Rivers and Christian
6	Jacobs Project Management	<ul style="list-style-type: none">• Arora Engineers, Inc.• David Evans and Associates, Inc.• Lee Andrews Group

STAFF MEMBER PRESENTING: Natalie Gonzaga, Board Clerk

Department: Clerk's Office

Submitted to OIAA: October 28, 2021

ITEM NO. 01

		<ul style="list-style-type: none"> • LENAX Construction Services, Inc. • Lynn Capouya, Inc. • PSM Squared, Inc. • RMA Group, Inc. • SCTS Engineering, Inc. • Vanir Construction Management
6	Ontario Aviation Group	<ul style="list-style-type: none"> • Alta Environmental • Coast Survey, Inc. • Group Delta, Inc. • JE Compliance Services, Inc. • PDA Consulting Group, Inc. • SafeworkCM • Watearth, Inc.
6	PPM Group, Inc.	<ul style="list-style-type: none"> • TRC • Psomas • Alta Environmental • Citadel CPM, Inc. • Tricertus, LLC. • AESCO • 02EPCM, Inc.
7	Prodigiq	
8	KavPlan LLC	
10	BIRDI & Associates	<ul style="list-style-type: none"> • Lenel
11	American Threat Assessment Consulting, Inc.	
14	Moss Adams	
15	Ontario Convention Center	
16	Batter Boys	
17	3Sixty Duty Free	

ONTARIO INTERNATIONAL AIRPORT AUTHORITY
SPECIAL COMMISSION MEETING
MINUTES
September 13, 2021
(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), the Ontario International Airport Authority (OIAA) Commission meetings were conducted via live stream and teleconference. Members of the public utilized alternative measures established by OIAA to view the Commission meeting and/or to address the President and Commissioners for the special meeting held on Monday, September 13, 2021.

Notice of said meeting was duly given in the time and manner prescribed by law.

CALL TO ORDER

President Wapner called the Ontario International Airport Authority Commission meeting to order at 2:32 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: Deputy Chief Executive Officer Atif Elkadi, General Counsel Lori Ballance, Assistant General Counsel Kevin P. Sullivan, and Board Clerk Natalie Gonzaga.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Gouw.

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 publiccomment@flyontario.com, live via telephone at (909) 414-1718, via telephone recording at (909) 544-5307, or by mail.

Daniel Meek provided an email comment regarding jet aircraft noise in residential area of Chino, CA.

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

AGENDA REVIEW/ANNOUNCEMENT

No announcements were made.

1. INFORMATION RELATIVE TO POSSIBLE CONFLICT OF INTEREST

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

No conflicts were announced.

CONSENT CALENDAR

MOTION: Moved by Secretary Bowman, seconded by Commissioner Gouw, and carried by a roll call vote of 5-0-0, to approve the consent calendar Items No. 2-8, including Resolution No. 2021-20.

2. APPROVAL OF MINUTES

Approved minutes for the Ontario International Airport Authority regular meeting on August 26, 2021 and approving the same as on file with the Secretary/Assistant Secretary.

3. BILLS/PAYROLL

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

4. APPROVAL OF MEETING STIPENDS

The Ontario International Airport Authority (OIAA) Commission approved meeting stipends for President Wapner and Commissioner Hagman for the month of August 2021.

5. A RESOLUTION DESIGNATING THE AUTHORITY'S STANDING COMMITTEES QUARTERLY SCHEDULE FOR REGULAR COMMITTEE MEETINGS

The Ontario International Airport Authority (OIAA) Commission adopted a resolution to establish a quarterly schedule for the regular standing committee meetings.

RESOLUTION NO. 2021-20 A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY COMMISSION DESIGNATING THE STANDING COMMITTEE QUARTERLY DATE AND TIME FOR REGULAR COMMITTEE MEETINGS

6. APPROVAL OF THE FIRST CONTRACT AMENDMENT TO LAMBERT 20/20 COMMUNICATIONS INC., FOR STRATEGIC COMMUNICATIONS AND PUBLIC RELATIONS CONSULTING SERVICES

The Ontario International Airport Authority (OIAA) Commission authorized the Chief Executive Officer (CEO), or their designee, to amend the existing Lambert 20/20 Communications Inc., Contract No. SCONT-000215, by increasing the authority to \$128,000 for the second contract year; and authorize the CEO to exercise the remaining two, one-year extension options, at \$140,000

each, for an overall contract amount not to exceed \$508,000 over the four-year term of contract. The overall contract total also includes the first contract year at \$100,000. Funds for this contract are available in the FY 2021-22 OIAA operating budget. Funding for subsequent years will be requested as part of the annual budget process.

7. APPROVAL OF THE FIRST CONTRACT AMENDMENT TO PROSEGR SERVICES GROUP, INC. FOR AN AUTHORITY INCREASE FOR ADDITIONAL SCOPE TO INCLUDE QUEUE MANAGEMENT SERVICES AT TERMINAL 2

The Ontario International Airport Authority (OIAA) Commission authorized the Chief Executive Officer (CEO), or their designee, to amend the existing Prosegur Services Group, Inc., Contract No. SCONT-000325, by increasing the annual authority by \$200,000, for an overall annual spending authority of up to \$850,000, to include an added scope to encompass queue line management services at Terminal 2 and provide supervisory support on a 24/7 basis beginning September 15, 2021, and authorize the CEO to exercise the remaining four (4), one-year extensions of up to \$850,000 per year, for an overall not-to-exceed spending authority of \$4,250,000 over the five year term of the contract, if all options are exercised. The increased services will impact the security services budget by up to \$200,000 for the Fiscal Year 2021-22. Funding for subsequent years will be requested through the annual budget process.

8. APPROVAL OF THE AMENDED AND RESTATED AGREEMENT WITH THE CITY OF ONTARIO TO PROVIDE MUNICIPAL SERVICES FOR THE ONTARIO INTERNATIONAL AIRPORT

The Ontario International Airport Authority (OIAA) Commission authorized the Chief Executive Officer (CEO), or their designee, to execute the amended and restated agreement between OIAA and the City of Ontario for municipal services for Ontario International Airport (ONT), specifically police services, fire protection services, ancillary human resources and information technology (IT) services. Funds for the amended and restated agreement are available in the FY 2021-22 OIAA operating budget. Funding for subsequent years will be requested as part of the annual budget process.

ADMINISTRATIVE REPORTS/DISCUSSION/ACTION

9. A RESOLUTION TO APPROVE AN UPDATE TO THE AIRPORT SYSTEM RATES AND CHARGES VALET PARKING RATE FOR FISCAL YEAR 2021-22 AT ONTARIO INTERNATIONAL AIRPORT

The Ontario International Airport Authority (OIAA) Commission adopted a resolution to approve the updated Airport System Rates and Charges Valet Parking Rate for Fiscal Year 2021-22 for Valet Operations at Terminal 2 and Terminal 4 at Ontario International Airport (ONT).

2021-21 A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY COMMISSION APPROVING THE UPDATED AIRPORT SYSTEM RATES AND CHARGES FOR FISCAL YEAR 2021-22

Deputy CEO Elkadi provided an overview of this item. Vice President Loveridge asked questions regarding the valet parking use and rate.

MOTION: Moved by President Vice President Loveridge, seconded by Commissioner Gouw, and carried by a roll call vote of 5-0-0 to approve the updated Airport System Rates and Charges, Resolution No. 2021-21.

MANAGEMENT REPORT

Deputy Chief Executive Officer Elkadi provided first look updates on passenger and cargo traffic for August 2021.

COMMISSIONER MATTERS

Vice President Loveridge had no comments.

Secretary Bowman had no comments.

Commissioner Hagman had no comments.

Commissioner Gouw had no comments.

President Wapner had no comments.

CLOSED SESSION PUBLIC COMMENT

There were no public comments for closed session.

CLOSED SESSION

President Wapner recessed the special meeting of the Ontario International Airport Authority to closed session at 2:38 p.m. with all Commissioners in attendance.

- GC § 54957, PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Chief Executive Officer
- GC § 54957.6, CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representative: General Counsel or Outside Counsel
Unrepresented employee: Chief Executive Officer

The Ontario International Airport Authority Commission special meeting was reconvened in public session at 3:08 p.m.

REPORT ON CLOSED SESSION

President Wapner announced there was no reportable action.

ADJOURNMENT

President Wapner adjourned the Ontario International Airport Authority Commission meeting at 3:09 p.m.

RESPECTFULLY SUBMITTED:

NATALIE GONZAGA, BOARD CLERK

APPROVED:

ALAN D. WAPNER, PRESIDENT
ONTARIO INTERNATIONAL AIRPORT AUTHORITY

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY
MINUTES
Thursday, September 23, 2021
*(not official until approved)***

The Regular Meeting scheduled for Thursday, September 23, 2021 at 2:00 p.m. was cancelled due to a lack of available quorum.

Respectfully submitted:

NATALIE GONZAGA, BOARD CLERK

ALAN D. WAPNER, PRESIDENT
ONTARIO INTERNATIONAL AIRPORT AUTHORITY

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 28, 2021

SECTION: CONSENT CALENDAR

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

RELEVANT STRATEGIC OBJECTIVE: Develop Airport-Related Businesses.

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 September 2021, President Wapner attended eight (8) additional Authority-related business functions. Full Commission approval is needed to approve payment of these additional stipends.

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

Department: Clerk's Office

Submitted to OIAA: October 28, 2021

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: 
for Mark Thorpe

ITEM NO. 04

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

COMMITTEE RECOMMENDATION: 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.

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

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 28, 2021

SECTION: CONSENT CALENDAR

SUBJECT: APPROVAL OF THE FIRST CONTRACT EXTENSION FOR TY LIN INTERNATIONAL FOR ON-CALL AIP ENGINEERING, ARCHITECTURE AND SUPPORT SERVICES AT THE ONTARIO INTERNATIONAL AIRPORT

RELEVANT STRATEGIC OBJECTIVE: Provide Customer-Friendly Facilities and Services.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer (CEO), or their designee, to approve a contract extension to the end of Fiscal Year (FY) 2021-22 for TY Lin International for On-Call AIP engineering, architectural and support services at Ontario International Airport (ONT).

FISCAL IMPACT SUMMARY: Funding is available in the FY 2021-22 Capital Budget. No funding or authority increase is required for the extension of the on-call AIP contract through June 30, 2022.

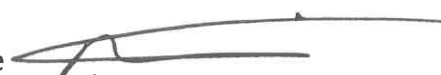
BACKGROUND: On March 23, 2018, the OIAA Commission approved the award of three contracts for on-call professional services for AIP funded engineering, architectural and support services to Burns & McDonnell, HNTB Corporation and TY Lin International. The staff report indicated no fiscal impact for the award of contracts because the engineering services would be assigned to the firms after AIP projects are approved by the Commission and incorporated into the OIAA's capital budget. TY Lin International's As-Needed Professional Services contract and Task Order Authorization (TOA) for AIP Funded projects was executed on October 15, 2018 and is set to expire on November 12, 2021. Therefore, Commission approval to authorize the CEO to exercise a contract extension will continue the agreement through June 30, 2022.

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

Department: Program Management

Submitted to OIAA: October 28, 2021

Approved: _____

Chief Executive Officer Approval: 
for Mark Thorpe

Continued to: _____

Denied: _____

ITEM NO. 05

PROCUREMENT: Program Management and Planning will prepare an Airport Capital Improvement Program (ACIP) for Year 2022 and, at this time, has not determined when a new RFP will be prepared for on-call professional engineering, architectural and support services for the AIP funded ACIP.

CEQA COMPLIANCE AND LAND USE APPROVALS: The proposed staffing services decision is not a “project” under CEQA and does not require environmental review.

STAFFING IMPACT (# OF POSITIONS): The proposed action will not create any permanent positions in the OIAA.

IMPACT ON OPERATIONS: The proposed time extension of staffing services is to ensure airport operations and airport projects, and tenant improvement projects continue uninterrupted to the end of the FY 2021-22 ending June 30, 2022.

SCHEDULE: N/A

ATTACHMENTS: N/A

COMMITTEE RECOMMENDATION: Planning & Development 10/20/2021

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This Agenda Report has been reviewed by OIAA General Counsel.

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 28, 2021

SECTION: CONSENT CALENDAR

SUBJECT: APPROVAL OF THE FIRST CONTRACT EXTENSION FOR JACOBS PROJECT MANAGEMENT, ONTARIO AVIATION GROUP, AND PPM GROUP, INC., FOR ON-CALL AIP CONSTRUCTION MANAGEMENT AND RELATED SERVICES AT THE ONTARIO INTERNATIONAL AIRPORT

RELEVANT STRATEGIC OBJECTIVE: Provide Customer-Friendly Facilities and Services.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer (CEO), or his designee, to approve contract extensions through the end of Fiscal Year (FY) 2021-22, for Jacobs Project Management, Ontario Aviation Group and PPM Group, Inc., for on-call construction management and related services at Ontario International Airport (ONT).

FISCAL IMPACT SUMMARY: Funding is available in the FY 2021-22 Capital Budget. No funding or authority increase is required for the extension of the on-call construction management services through June 30, 2022.

BACKGROUND: On October 23, 2018, the OIAA Commission approved the award of three contracts for on-call professional services for construction management and related services to Jacobs Project Management, Ontario Aviation Group and PPM Group, Inc. Commission approval to authorize the CEO to exercise a contract extension will continue the agreements through June 30, 2022.

PROCUREMENT: Program Management and Planning will prepare an Airport Capital Improvement Program (ACIP) for Year 2022 and the Terminal Development Program and, at this time, has not determined when a new RFP will be prepared for on-call professional construction management and related services for the AIP funded ACIP and the Terminal Development Program.

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

Department: Program Management

Submitted to OIAA: October 28, 2021

Chief Executive
Officer Approval:


Mark A. Thorpe

Approved: _____

Continued to: _____

Denied: _____

ITEM NO. 06

CEQA COMPLIANCE AND LAND USE APPROVALS: The proposed staffing services decision is not a “project” under CEQA and does not require environmental review.

STAFFING IMPACT (# OF POSITIONS): The proposed action will not create any permanent positions in the OIAA.

IMPACT ON OPERATIONS: The proposed time extension of staffing services is to ensure airport operations and airport projects, and tenant improvement projects continue uninterrupted to the end of the FY 2021-22, ending June 30, 2022.

SCHEDULE: N/A

ATTACHMENTS: N/A

COMMITTEE RECOMMENDATION: Planning & Development 10/20/2021

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This Agenda Report has been reviewed by OIAA General Counsel.

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 28, 2021

SECTION: CONSENT CALENDAR

SUBJECT: APPROVAL TO EXTEND THE PRODIGIQ CONTRACT SCONT-000064 ON A MONTH-TO-MONTH BASIS FOR AIRFIELD COMPLIANCE, MAINTENANCE WORK ORDERS, LEASE MANAGEMENT AND FLIGHT INFORMATION DISPLAY SYSTEM

RELEVANT STRATEGIC OBJECTIVE: Reduce Airline Costs; Provide Customer Friendly Facilities and Services.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer (CEO), or his designee, to extend the Professional Services Agreement, Contract No. SCONT-000064, with Prodigiq on a month-to-month basis, for a maximum of twelve (12) months, for their Operations Management System (ProOMS), Computerized Maintenance Monitoring System (ProCMMS), Lease Management System (LMS), Flight Information Display System (FIDS), Baggage Information Display System (BIDS) and Gate Information Display System (GIDS).

FISCAL IMPACT SUMMARY: No impact on current funding. Funding for this contract is approved in the Fiscal Year 2021-22 operating budget. Estimated monthly cost of services is \$5,500 for all systems.

BACKGROUND: Prodigiq has provided the OIAA with various aviation software solutions since their original contract was executed in October 2016. These systems include:


- Operations Management System (ProOMS);
- Computerized Maintenance Monitoring System (ProCMMS)
- Lease Management System (LMS)
- Flight Information Display System (FIDS)
- Baggage Information Display System (BIDS)

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

Department: Operations & Information Technology

Submitted to OIAA: 10/28/2021

Chief Executive
Officer Approval:


For Mark A Thorpe

Approved: _____

Continued to: _____

Denied: _____

ITEM NO. 07

- Gate Information Display System (GIDS)

During the past several months, OIAA staff has reviewed these solutions to analyze their effectiveness for current and future airport activity levels and operating conditions. Each solution is being evaluated independently against trends and best practices around the industry and currently available software solutions for each specific purpose and utility.

As new solutions are identified, they will be recommended to the Commission for action, as needed, to establish new contracts. For continuity of operations and management and regulatory compliance, the current systems need to remain operational while the new systems are procured, initiated, tested and go live. For this reason, staff is requesting that the current contract with Prodigiq be extended on a month-to-month basis for up to twelve (12) months. As new software solutions are brought online, the scope and associated Prodigiq cost for each will be removed from the existing Prodigiq contract until all are removed and the contract is closed.

PROCUREMENT: This contract was procured prior to a formal OIAA procurement process being established. Any new contracts that need to be executed to replace existing services will be procured using OIAA procurement procedures and, where applicable, be brought to the board for action.

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: No impact on current operations.

SCHEDULE: N/A

ATTACHMENTS: N/A

COMMITTEE RECOMMENDATION: Planning & Development 10/20/2021

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

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 28, 2021

SECTION: CONSENT CALENDAR

SUBJECT: APPROVAL OF THE FIRST CONTRACT AMENDMENT TO KAVPLAN LLC FOR STRATEGIC AVIATION PLANNING MANAGEMENT CONSULTING SERVICES

RELEVANT STRATEGIC OBJECTIVE: Develop Airport-Related Businesses; Provide Customer Friendly Facilities and Services.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer (CEO), or his designee, to amend the existing KavPlan LLC Contract No. SCONT-000222, by increasing the authority to \$120,000 for the second contract year; and authorize the CEO to exercise the remaining one-year extension option at \$150,000, for an overall contract amount not-to-exceed \$370,000 over the three-year term of the contract. The overall contract total also includes the first contract year at \$100,000.

FISCAL IMPACT SUMMARY: Funds for this contract are available in the FY 2021-22 Budget. Funding for subsequent year will be requested through the annual budget process.

BACKGROUND: The OIAA requires strategic planning counsel to assist in providing input, guidance and technical support to the OIAA Planning staff; input and discussion of planning strategy, consultant services, and work products; technical support/guidance in implementation of proposed development; strategic input and recommendations for consideration related to future trends in the aviation industry; review and input of planning documents developed by others; guidance and recommendations for stakeholder coordination; and other planning and advisory services as directed by the OIAA CEO or his designee.

STAFF MEMBER PRESENTING: Chief Planning Officer, Michelle Brantley

Department: Planning

Submitted to OIAA: October 28, 2021

Approved: _____

Chief Executive Officer Approval:  for Mark Thorpe

Continued to: _____

Denied: _____

ITEM NO. 08

On December 2, 2019, the OIAA entered into a Professional Services Agreement with KavPlan LLC to provide the required advisory and planning support services to achieve positive airport planning results under the CEO's signing authority. Increasing the authority amount is necessary to continue on-going professional consulting services in providing input, guidance and technical support to the Chief Planning Officer, Planning Manager and other OIAA staff.

PROCUREMENT: N/A.

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A.

STAFFING IMPACT (# OF POSITIONS): The proposed action will not create any new OIAA positions.

IMPACT ON OPERATIONS: The action will not impact ONT operations.

ATTACHMENTS: Attachment A: First Contract Amendment

COMMITTEE RECOMMENDATION: Planning & Development 10/20/2021

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

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 28, 2021

SECTION: CONSENT CALENDAR

SUBJECT: APPROVAL OF THREE (3) POSITIONS FOR OPERATIONS DIVISION – DIRECTOR OF OPERATIONS, ASSOCIATE ENGINEER AND GARAGE TECHNICIAN

RELEVANT STRATEGIC OBJECTIVE: Reduce Airline Costs; Safety and Security.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission approve three proposed positions - Director of Operations, Associate Engineer and Garage Technician.

FISCAL IMPACT SUMMARY: Funding for these positions are included in the FY 2021-22 Budget. Funding for subsequent years will be requested through the annual budget process.

BACKGROUND: OIAA management submitted an operating budget for OIAA’s fiscal year 2021-22, which was authorized by the OIAA Board of Commissioners on June 15, 2021. This adopted budget included authorized positions and related compensation amounts. Management is seeking authorization to establish three new positions. There is no anticipated increase to the adopted budget as a result of this request, as additional costs are offset in total by realized budget savings and from a reallocation of other approved budget categories.

Director of Operations: An employee of this class is responsible for a wide range of duties that will require knowledge of Airport Terminal Operations, Facility Maintenance, Construction, Fleet Management, Airfield Operations and Contract Administration. Under the direction of the Chief Planning Officer, the Director of Operations will be responsible for the planning, coordination, and oversight of the Contractors and OIAA staff utilized to provide these services and ensuring that all work performed by OIAA staff and contractors is in compliance with the FAA, TSA and other regulatory agencies. (Compensation Range: \$131,016 - \$168,683 annually)

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

Department: Planning

Submitted to OIAA: October 28, 2021

Chief Executive
Officer Approval:

A handwritten signature in black ink that reads "for Mark Thorpe". The signature is written over a horizontal line.

Approved: _____

Continued to: _____

Denied: _____

ITEM NO. 09

Associate Engineer: An employee of this class performs a variety of routine to moderately difficult professional-level engineering work and research analysis in the review, design, construction, inspection and program management of airport land development and/or capital improvement design and construction projects. The creation of this position is expected to result in an annual reduction of approximately \$200,000 in consulting services. The Associate Engineer will report to the Program Manager and under direction, will plan and supervise the work of consultants engaged in construction inspection, building, design, GIS analysis, AutoCAD functions, plan review, development or design engineering, storm water quality inspection, planning engineering, or related work. (Compensation Range: \$68,357 - \$99,742 annually)

Garage Technician: An employee of this class will provide an additional member to the OIAA Garage staff that will assist in many needed areas such as oil changes, tire repairs and servicing of all vehicles that include OIAA Pool cars, Executive vehicles, Fire Apparatus and Construction equipment. The Garage Technician will help with washing and fueling of vehicles while monitoring the fuel dispensing island during business hours and will also assist as a “helper” to Senior Mechanics when engaged in work where additional personnel is required. The creation of this entry-level position enables an organizational structure for the OIAA Garage which allows learning on the job and the passing down of knowledge by more experienced employees with long airport tenure to this junior employee who may wish to advance to the more senior positions in the future. This employee will also be able to pick up and procure parts and materials off the Airport for a repair and prevent further delay of completion and add an additional layer of safety when the required minimum of (2) employees work together after hours in a hazardous environment. (Compensation Range: \$23.25 - \$29.90 per hour)

PROCUREMENT: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): The proposed action will create three (3) new OIAA positions.

IMPACT ON OPERATIONS: The Director of Operations, Associate Engineer and Garage Technician positions will enhance the operating performance of the OIAA and further establish a safe and secure operational environment.

ATTACHMENTS: N/A

COMMITTEE RECOMMENDATION: Planning & Development 10/20/2021

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This Agenda Report has been reviewed by OIAA General Counsel.

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 28, 2021

SECTION: CONSENT CALENDAR

SUBJECT: APPROVAL OF THE FIRST CONTRACT AMENDMENT TO BIRDI & ASSOCIATES, INC., FOR AN AUTHORITY INCREASE FOR ADDITIONAL SCOPE FOR THE REPLACEMENT OF EXISTING END OF LIFE ACCESS CONTROL ALARM MONITORING SYSTEM (ACAMS) PROXIMITY CARD READERS

RELEVANT STRATEGIC OBJECTIVE: Provide Customer Friendly Facilities and Services.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer (CEO), or his designee, to amend the existing Birdi & Associates, Inc., Contract No. SCONT-000259, by the spending authority in the amount of \$170,000 and approve an additional scope to allow for the replacement of all Access Control Alarm Monitoring System (ACAMS) legacy proximity card readers exceeding end of service life.

FISCAL IMPACT SUMMARY: Funding in the amount of \$170,000, which includes a 10% project contingency amount shall be provided by Revenue Bond Funds.

BACKGROUND: In direct support of the Ontario International Airport's Airport Security Program (ASP), the ACAMS is an access control program consisting of multiple systems and subsystems, i.e., proximity card readers, implemented to effectively manage access control in accordance with TSA Regulations, to include the access control requirements provided by 49 Code of Federal Regulations §1542.207(a)(1)-(3). SCONT-000259, a three (3) year Contract Agreement, was made and entered upon March 13, 2020, by and between the Ontario International Airport Authority (OIAA) and Birdi Systems, Inc., DBA Birdi & Associates, Inc., for the ACAMS, Panic/Duress, AED Alarm, Intercom, Badging/Credentialing Installation/Upgrade and Maintenance Services at the Ontario International Airport (ONT). Given the mission critical importance of the ACAMS, staff recommends engaging

STAFF MEMBER PRESENTING: Public Safety Administrator Dean Brown

Department: Public Safety

Submitted to OIAA: October 28, 2021

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: 

ITEM NO. 10

Birdi & Associates, Inc., to replace all legacy proximity card readers exceeding end of service life with Lenel Blue Diamond proximity card readers, the most operationally compatible proximity card readers with the existing Lenel ACAMS.

PROCUREMENT: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: The ACAMS Proximity Card Reader Replacement Project will be implemented upon Commission approval

ATTACHMENTS: Attachment A: Birdi & Associates, Inc., First Amendment

COMMITTEE RECOMMENDATION: Public Safety 10/21/2021

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

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 28, 2021

SECTION: CONSENT CALENDAR

SUBJECT: APPROVAL OF AN AUTHORITY INCREASE TO AMERICAN THREAT ASSESSMENT CONSULTING, INC., CONTRACT FOR THE INSTALLATION OF ADDITIONAL CCTV CAMERAS, REQUIRED SUPPORTING INFRASTRUCTURE AND REPLACEMENT OF EXISTING END OF SERVICE LIFE EQUIPMENT

RELEVANT STRATEGIC OBJECTIVE: Provide Customer Friendly Facilities and Services.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer (CEO), or his designee, to increase the existing American Threat Assessment Consulting, Inc., Contract No. SCONT-000337, by increasing the spending authority in the amount of \$140,000, to allow for the installation and replacement of the existing end of service life CCTV cameras and support equipment at Ontario International Airport (ONT).

FISCAL IMPACT SUMMARY: Funding in the amount of \$140,000, which includes a 10% project contingency, shall be provided by Revenue Bond Funds.

BACKGROUND: Efficient and safe operations are critical to ONT's success. Key elements of ONT's airport operations require the modernization of the array of CCTV cameras to allow for real time monitoring and use of computer analytics to assist in maintaining a safe and efficient travelling experience.

PROCUREMENT: In February 2021, the OIAA utilized an existing procurement process with the City of Ontario's Professional Services Agreement with American Threat Assessment Consulting, Inc., for the installation, repair, and maintenance services for security cameras, access control systems and paging/duress systems at ONT. This agreement may be extended, contingent upon approval by the City of Ontario master contract, and is currently effective through July 31, 2022.

STAFF MEMBER PRESENTING: Public Safety Administrator Dean Brown

Department: Public Safety

Submitted to OIAA: October 28, 2021

Approved: _____

Continued to: _____

Denied: _____

Chief Executive _____

Officer Approval: for Mark Thorpe

ITEM NO. 11

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: Project will be implemented upon Commission approval.

ATTACHMENTS: N/A

COMMITTEE RECOMMENDATION: Public Safety 10/21/2021

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

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 28, 2021

SECTION: CONSENT CALENDAR

SUBJECT: APPROVAL OF THE PROCUREMENT CARD POLICIES AND PROCEDURES

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) Commission approve the Procurement Card Policies and Procedures Manual.

FISCAL IMPACT SUMMARY: Adoption of the Procurement Card Policies and Procedures Manual will establish formal policy and procedure for use of credit cards in purchasing OIAA goods and services, mitigates financial risks and supports the overall purchasing policy goal of “Best value purchasing”.

BACKGROUND: On January 23, 2018 the OIAA Board of Commissioners adopted a Procurement Policies and Procedures Manual, which set forth Board policy and objectives for the acquisition of goods and services necessary for the operation and support of the Ontario International Airport. This Manual identified procurement cards (P-cards) as an allowable alternative purchasing method. Subsequent to the adoption of this manual OIAA management established a Procurement Card program to more efficiently and timely respond to the operational needs of OIAA.

In effort to mitigate the recent proliferation of cybersecurity and other fraud being experienced by individuals and companies in the United States, Management is working to reduce fraud and other risks through improvements in its internal controls. Management has identified P-card purchases as an area of risk that can be mitigated by updating current procurement policies and procedures.

Management is recommending the Board approve the attached Procurement Card Policies and Procedures Manual. This manual reduces risks by significantly limiting the number of OIAA P-cards

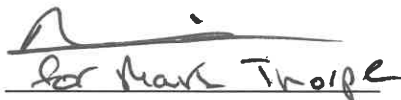
STAFF MEMBER PRESENTING: Chief Financial Officer, John M. Schubert

Department: Finance

Submitted to OIAA: October 28, 2021

Chief Executive

Officer Approval:

A handwritten signature in black ink, appearing to read "for Mark Thrope".

Approved: _____

Continued to: _____

Denied: _____

ITEM NO. 12

issued, the types and amounts of purchases that can be made with P-cards, establishes greater controls over card security and provides consequences for a credit card users unauthorized use of an OIAA P-card. In addition, it reinforces expectations and direction from the Board that purchasing goods and services for use in OIAA operations should embody the highest level of ethical conduct.

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: Procurement Card Policies and Procedures Manual

COMMITTEE RECOMMENDATION: The Finance & Audit Committee is scheduled to review this item on 10/26/2021.

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

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 28, 2021

SECTION: CONSENT CALENDAR

SUBJECT: APPROVAL OF UPDATE TO LICENSE FEES CHARGED THROUGH THE NON-EXCLUSIVE LICENSE AGREEMENT

RELEVANT STRATEGIC OBJECTIVE: Develop Airport Related Business; Develop and Grow Non-Airline Revenue Sources; Maintain Financial Accountability and Stability to Support Airport Operations.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission approve the new License Fees for the Non-Exclusive License Agreement (NELA) at Ontario International Airport (ONT).

FISCAL IMPACT SUMMARY: Upon OIAA approval, the 10% Gross-Revenue License Fees will apply to all services provided at ONT with the exception of services provided to the United States Military.

BACKGROUND: Operation and control of Ontario International Airport requires the Ontario International Airport Authority to issue NELAs to permit airline service providers and certain other companies to operate at Ontario International Airport.

On November 7th, 2016, the OIAA Board approved a resolution adopting a fee schedule charged to NELA holders based on the fee schedule in effect at the time of the Agreement's execution. Said fees charged to NELA holders may also be changed from time to time by Resolution of the Commission. Based on the current fee schedule, NELA holders pay an annual fee of \$500 along with a 10% Gross Revenue Fee of any services provided to any company at ONT except for Signatory Airlines and United States Military. As the airport continues to grow, costs continue to increase to ensure compliance with agreement provisions and rules and regulations, therefore staff is recommending an amendment to the fees to include Signatory Airlines.


STAFF MEMBER PRESENTING: Chief Commercial Officer Daniel Cappell

Department: Commercial

Submitted to OIAA: October 28, 2021

Chief Executive

Officer Approval:


for Mark Tholpe

Approved: _____

Continued to: _____

Denied: _____

ITEM NO. 13

Upon approval and beginning on November 1, 2021, NELA holders shall pay an annual fee of \$500 along with a 10% Gross Revenue Fee of any services provided to any company at ONT except for United States Military.

PROCUREMENT: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: The proposed change in the rate structure is not a "project" within the meaning of Section 15378 of the CEQA Guidelines because there is no potential for a direct or indirect physical change in the environment. As a result, the authorization is not subject to CEQA.

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: N/A

ATTACHMENTS: Attachment A: Updated Non-Exclusive License Agreement for OIAA.

COMMITTEE RECOMMENDATION: Commercial 10/21/21

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

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 28, 2021

SECTION: CONSENT CALENDAR

SUBJECT: APPROVE THE SELECTION OF MOSS ADAMS, LLP, FOR INTERNAL AUDIT SERVICES FOR THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY

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) Commission approve the selection of, and authorize the Chief Executive Officer (CEO), or his designee, to execute a professional services agreement with Moss Adams, LLP, for internal audit services for an amount not to exceed \$100,000 for fiscal year ending June 30, 2022, with two, one-year extensions based on organizational needs with an annual maximum established and authorized by the Commission.

FISCAL IMPACT SUMMARY: Funding for this contract is approved in the FY 2021-2022 OIAA Finance budget. Funding for subsequent years will be requested as part of the annual budget process.

BACKGROUND: The Authority requires the services of a qualified certified public accounting firm licensed in the state of California to conduct internal audits of accounting and financial management; construction management; procurement and contract administration; information technology (IT) management operations and governance to include information security; physical security; and other functions essential to Airport's Authority business. An independent CPA firm, separate from the CPA firm that performs the annual audit of the Authority's financial statements, is needed to assist the Authority in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the Authority's governance, risk management, and internal controls.

Moss Adams is a large regional Certified Public Accounting firm with several offices in the West and Midwest United States, and global presence in China, India, and Latin America. They provide assurance,

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

Department: Finance

Submitted to OIAA: October 28, 2021

Approved: _____

Chief Executive Officer Approval: 
Doc Mark Thoepe

Continued to: _____

Denied: _____

ITEM NO. 14

tax, and advisory services across a broad spectrum of industries, with clients in all fifty states. They have experience with several U.S. airports and understand business and regulatory aspects of the airport industry.

The Managing Partner in charge of these services is Mark Steranka. Mr. Steranka oversees the firm's internal audit group. Mark has over 30 years of experience working with businesses, not-for-profit organizations, and governmental entities throughout the United States. He has directed and managed hundreds of consulting engagements during his career. Mark specializes in working with boards, councils, and senior management of organizations from a wide range of industries, including airports. His areas of expertise include strategic planning, succession planning, compensation benchmarking and design, internal and performance audits and management, organization, and operations assessments.

Moss Adams possesses the qualifications, relevant experience, and knowledge to meet the needs of the Authority and will report to the Finance and Audit Committee and administratively to the Chief Executive Officer and Chief Financial Officer. Moss Adams understands the Authority's objective to establish an internal audit program and will work with the Authority to develop internal audit plans tailored to, and impacted by, airport industry business practices, regulatory compliance, COVID-19, current economic conditions, Commission adopted strategic plan, organizational structure, and results of recent audits.

PROCUREMENT: The Authority conducted a qualifications-based selection process and received one responsive proposal on September 12, 2021. Moss Adams, the sole respondent, was evaluated and interviewed based on the criteria listed in the RFP. The OIAA Evaluation Committee determined that Moss Adams highly demonstrated their internal audit qualifications as well as their ability to meet the needs of the Authority. Therefore, staff recommends the award of contract for internal audit services to Moss Adams, LLP, as determined by the selection panel of OIAA representatives.

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: Provides experienced professional resources to immediately establish an OIAA internal audit function.

SCHEDULE: N/A

ATTACHMENTS: Professional Services Agreement

COMMITTEE RECOMMENDATION: The Finance & Audit Committee is scheduled to interview Moss Adams on 10/26/2021.

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

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 28, 2021

SECTION: CONSENT CALENDAR

SUBJECT: APPROVAL OF THE ECONOMIC DEVELOPMENT FORUM AGREEMENT

RELEVANT STRATEGIC OBJECTIVE: Develop Airport Related Business.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission approve the agreement with Greater Ontario Convention Center and Visitors Bureau to host the Five Year Economic Development Forum.

FISCAL IMPACT SUMMARY: If approved, the agreement between the OIAA and Greater Ontario Convention and Visitors Bureau is estimated to cost \$265,000. Funds will be utilized from the sponsorship, marketing, and advertising budget of FY 2021-2022.

BACKGROUND: November 1, 2021, marks the five-year anniversary of The Ontario International Airport's (ONT) transition to local control. Since that time the Ontario International Airport Authority has managed and operated ONT creating a significant economic impact to the region. The Economic Forum will feature a complete production and recap of one of the fastest growing airports in the United States before the onset of the pandemic. It will also highlight the impact of Cargo to the region and the quick passenger recovery rate ONT has seen during the pandemic. The overall leadership of the Board, airline partners, stakeholders, and integral federal partners will be discussed during the forum.

PROCUREMENT: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

STAFF MEMBER PRESENTING: Deputy Chief Executive Officer, Atif J. Elkadi

Department: Marketing & Communication

Submitted to OIAA: October 28, 2021


Approved: _____

Continued to: _____

Denied: _____

Chief Executive

Officer Approval:


for Mark Thorpe

ITEM NO. 15

IMPACT ON OPERATIONS: N/A

SCHEDULE: Upon approval, this agreement will take effect upon execution.

ATTACHMENTS: N/A

COMMITTEE RECOMMENDATION: N/A

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

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 28, 2021

SECTION: ADMINISTRATIVE REPORT/DISCUSSION/ACTION

SUBJECT: APPROVAL OF A CONCESSION LEASE AGREEMENT WITH BATTER BOYS, INC., FOR A DUNKIN DONUTS KIOSK IN TERMINAL 2 AT ONTARIO INTERNATIONAL AIRPORT

RELEVANT STRATEGIC OBJECTIVE: Provide Customer-Friendly Facilities and Services.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer (CEO), or his designee, to execute a (5) year, with three (3) one-year options to extend concession lease agreement with Batter Boys, Inc., to provide one Dunkin Donuts kiosk in Terminal 2 at Ontario International Airport (ONT).

FISCAL IMPACT SUMMARY: Upon the Rent Commencement Date of this agreement, Batter Boys shall pay the OIAA an eight percent (8%) concession fee of its annual gross revenues, plus annual budget savings from actual operating expenses to contribute up to an additional 3% concession fee to provide a total annual percentage rent up to 11% of the annual gross revenues. Annual rent of \$124.23 per square foot shall be paid monthly upon occupancy for any office or storage space rented in the terminals, if required to support their operations.

BACKGROUND: ONT is a medium hub airport and is a major air-cargo facility in Southern California, with more than 750,000 tons being carried to and from the airport each year. The OIAA wishes to provide passengers traveling through ONT with a friendly environment that helps reduce the stress of travel, while providing them with a superior travel experience and productivity-enhancing amenities. The OIAA is confident that the development of a broad width and breadth of food and beverage outlets in each of its terminals will be an important step to provide such highly-sought-after amenities.

STAFF MEMBER PRESENTING: Chief Commercial Officer Dan Cappell

Department: Commercial

Submitted to OIAA: October 28, 2021

Chief Executive Officer Approval: 
For Mark Thorpe

Approved: _____

Continued to: _____

Denied: _____

ITEM NO. 16

The proposed term of the proposed concession will be five (5) years from Date of Beneficial Occupancy (DBO) with three (3) one-year options to extend at the discretion of the CEO. Batter Boys provides a nationally recognized and sought-after restaurant brand in the airport. Therefore, staff recommends the OIAA Commission approve a concession lease agreement with Batter Boys.

PROCUREMENT: The great partnership with Batter Boys and success of the Dunkin kiosk in T4 and potential in T2 with increasing enplanements led to the negotiation of the agreement for a similar kiosk in T2.

CEQA COMPLIANCE AND LAND USE APPROVALS: The proposed project is Categorically Exempt (Class 1) from the provisions of CEQA pursuant to Section 15301, because it provides for the exemption of existing facilities. Operations, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing structures or facilities involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination.

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: N/A

ATTACHMENTS: Attachment A: Proposed Concession Agreement

COMMITTEE RECOMMENDATION: Commercial 10/21/2021

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

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 28, 2021

SECTION: ADMINISTRATIVE REPORT/DISCUSSION/ACTION

SUBJECT: APPROVAL OF A CONCESSION AGREEMENT WITH 3SIXTY DUTY FREE AND MORE FOR A DUTY FREE OUTLET IN TERMINAL 2 AT ONTARIO INTERNATIONAL AIRPORT

RELEVANT STRATEGIC OBJECTIVE: Provide Customer-Friendly Facilities and Services; Develop and Grow Non-Airline Revenue Sources.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer (CEO), or his designee, to negotiate and execute a ten-year term concession agreement with one five-year option at the discretion of the CEO, with 3Sixty Duty Free and More, Inc., to manage and operate a Duty-Free concession in Terminal 2 at Ontario International Airport (ONT).

FISCAL IMPACT SUMMARY: The concessionaire is responsible for all capital investment and will pay the OIAA a concession fee ranging from 5% of gross sales to 25.06% of gross sales based on financial tiers identified within the agreement and no minimum annual guarantee.

BACKGROUND: ONT is a medium hub airport and the OIAA wishes to provide passengers traveling with a friendly environment that helps reduce the stress of travel, while providing them with a superior travel experience and world class amenities. The OIAA is confident that the introduction of a Duty-Free concession is an important step to provide such highly-sought-after amenities for the continued growth and productivity of the OIAA concession business.

The incumbent operator Hudson's are contractually committed to open a Duty Free Kiosk when ONT hits 200,000 International Enplanements and a full Duty-Free Store when ONT hits 750,000 International Enplanements. Initial discussions with Hudson's confirmed that they have no interest in operating a kiosk

STAFF MEMBER PRESENTING: Chief Commercial Officer, Dan Cappell

Department: Commercial

Submitted to OIAA: October 28, 2021

Approved: _____

Chief Executive

Continued to: _____

Officer Approval:

Denied: _____

[Handwritten signature]
for Mark Thorpe

ITEM NO. 17

until the 200,000 international enplanements has been reached. ONT had 148,996 international enplanements in calendar year 2019. Based on today's international enplanements (calendar year 2021 the forecast is 44,560) the OIAA do not wish to wait until the 200,000 enplanements has been reached, just to have a kiosk, with a desire to move straight to a Duty Free store.

The OIAA commercial team therefore began discussions with three International Duty Free Operators in 2020 to assess the viability of operating a Duty Free concession at ONT; two withdrew due to the COVID-19 global pandemic, leaving Sixty Duty Free and More, as the preferred operator and only operator to submit a proposal.

PROCUREMENT: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: There is no impact on operations.

SCHEDULE: To open no later than May 1, 2022.

ATTACHMENTS: N/A

COMMITTEE RECOMMENDATION: Commercial 10/21/2021

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