

# ONTARIO INTERNATIONAL AIRPORT AUTHORITY

## COMMISSION AGENDA – REGULAR MEETING



**October 26, 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](mailto: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](mailto: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](mailto: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.

## CLOSED SESSION

### PUBLIC COMMENT ON CLOSED SESSION

### CLOSED SESSION

- GC § 54956.8: CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
Property: Portions of Airport Property  
Agency Negotiator: OIAA General Counsel's Office  
Under Negotiation: Contract Documents

### REPORT ON CLOSED SESSION

General Legal Counsel

## 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 September 28, 2023.

### 3. CASH DISBURSEMENT REPORT (BILLS/PAYROLL)

Receive and file the Cash Disbursement Report (Bills/Payroll) for the month ended September 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 Wapner for the month of September, 2023.

### 5. CONTRACT AMENDMENT WITH MOSS ADAMS, LLP, FOR INTERNAL AUDITING SERVICES

Approve an amendment to Contract No. SCONT-000421 with Moss Adams, LLP (Moss Adams) to increase the contract amount by \$450,000 for a total contract amount of \$750,000.

### 6. AGREEMENT WITH LAMBERT 20/20 COMMUNICATIONS, INC., FOR STRATEGIC COMMUNICATIONS AND PUBLIC RELATIONS CONSULTING SERVICES

Authorize the Chief Executive Officer (CEO) to execute a second amendment with Lambert 20/20 Network Inc. for strategic communications and public relations consulting services for two one-year extensions not to exceed \$180,000.00 annually; for an overall contract amount not to exceed \$360,000.00.

### 7. CONTRACT AMENDMENT WITH DIGITAL319, LLC, FOR DIGITAL SERVICES

Authorize the Chief Executive Officer (CEO) to execute an amendment to Agreement SCONT-000390 with Digital319, LLC, increasing the contract spending, in the amount of \$400,000, solely for the purpose of adding social media management, social media moderation, and social media measurement to help support the new social and digital media strategy.

**8. CONTRACT EXTENSION FOR BURNS AND MCDONNELL ENGINEERING COMPANY, INC. FOR CONSTRUCTION ADMINISTRATION AND RELATED SERVICES FOR RUNWAY 8R-26L REHABILITATION AND CONNECTING TAXIWAYS PROGRAM**

Authorize the Chief Executive Officer (CEO) to:

1. Execute a contract extension with Burns and McDonnell Engineering Company, Inc. in the amount of \$1,000,000.00 for Year two (2) Construction Administration (CA) and related services for the Runway 8R-26L Rehabilitation and Connecting Taxiways Program;
2. Execute budgeted amendments to the contract for additional related services, if needed, up to 15% of the overall contract value; and
3. Execute task orders to perform CA for Year two (2) construction and related services.

**9. AGREEMENT WITH CDW-G TO PURCHASE INFORMATION TECHNOLOGY EQUIPMENT AND SERVICES**

Authorize the Chief Executive Officer (CEO) to negotiate and execute a cooperative Professional Services Agreement with CDW-G, based on Sourcewell Contract 081419-CDW, for the procurement of IT equipment and services in an amount not to exceed \$500,000.00 in FY2024.

**ADMINISTRATIVE REPORTS/DISCUSSION/ACTION**

**10. RESOLUTION ESTABLISHING A PARKING CARD POLICY (POSTPONED FROM 9/28/2023 MEETING)**

Approve a Resolution establishing policy for the governing of an Airport Parking Card Policy at the Ontario International Airport (ONT).

RESOLUTION NO. 2023-16

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY ESTABLISHING A PARKING CARD POLICY AT THE ONTARIO INTERNATIONAL AIRPORT

**MANAGEMENT REPORT**

Executive Office

## COMMISSION MATTERS

President Wapner

Vice President Loveridge

Secretary Bowman

Commissioner Hagman

Commissioner Gouw

## ADJOURNMENT

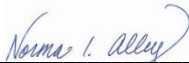
### AFFIDAVIT OF POSTING

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: October 23, 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:** OCTOBER 26, 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	Moss Adams, LLP	<ul style="list-style-type: none"><li>• None</li></ul>
06	Lambert 20/20 Communications, Inc.	<ul style="list-style-type: none"><li>• None</li></ul>
07	Digital319, LLC	<ul style="list-style-type: none"><li>• None</li></ul>
08	Burns and McDonnell Engineering Company, Inc.	<ul style="list-style-type: none"><li>• Lean Technology Corporation</li><li>• RMA Company</li><li>• Michael Baker International</li><li>• RDM International, Inc.</li><li>• Connico, Inc.</li><li>• Saiful Bouquet</li><li>• PBS Engineers</li><li>• Tammy Edmonds Design</li></ul>
09	CDW Government, LLC	<ul style="list-style-type: none"><li>• None</li></ul>

**PROCUREMENT:** N/A

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

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

**IMPACT ON OPERATIONS:** N/A

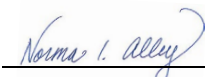
**SCHEDULE:** N/A

**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:** OCTOBER 26, 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 September 28, 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

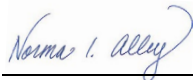
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Originator Name: Norma I. Alley, MMC, Board Clerk

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Originating Dept.: Clerk's Office

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Director Review: 

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Chief Review: 

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CEO Approval: 

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**BOARD DISPOSITION:**  Approved  Denied  Continued to \_\_\_\_\_

ONTARIO INTERNATIONAL AIRPORT AUTHORITY  
COMMISSION MEETING  
MINUTES  
SEPTEMBER 28, 2023

**CALL TO ORDER**

President Wapner called the Ontario International Airport Authority Commission meeting to order at 2:00 p.m.

**ROLL CALL**

COMMISSIONERS:

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

ABSENT: Ronald D. Loveridge

A quorum of the Board of Commissioners was present.

STAFF:

Chief Executive Officer Atif Elkadi

Board Clerk/Assistant Secretary Norma I. Alley, MMC

General Counsel Lori D. Ballance

Assistant General Counsel Kevin P. Sullivan

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was performed.

**AGENDA REVIEW/ANNOUNCEMENTS**

Consensus by the Board was provided to pull Item No. 9 and postpone it to a future Board of Commissioners Meeting. Chief Executive Officer Elkadi provided a brief overview of Item No. 08 for approval under the Consent Calendar.

**1. INFORMATION RELATIVE TO POSSIBLE CONFLICT OF INTEREST**

No conflicts of interests were declared.

**PUBLIC COMMENT**

President Wapner called for public comment.

Ms. Nida Austria spoke to the Hudson labor negotiations.

Ms. Maira Canche spoke to the Hudson labor negotiations.

Ms. Irma Angniano spoke to the Hudson labor negotiations.

Ms. Sandra Mendoza spoke to the Hudson labor negotiations.

Mr. Dylan Daney, UniteHere! Local 11 Representative, spoke to the Hudson labor negotiations.

Board Clerk Alley noted a written comment was received from Richard Sherman regarding plane noise, which was to be entered into the record.

Seeing no further comments, President Wapner 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

- GC § 54956.9(d)(2): CONFERENCE WITH LEGAL COUNSEL— Potential Litigation (1 matter)

Assistant General Counsel Kevin P. Sullivan announced the closed session item.

President Wapner recessed the open session and called the closed session to order at 2:11 p.m. The open session reconvened at 2:23 p.m.

### REPORT ON CLOSED SESSION

President Wapner announced there was no reportable action.

## CONSENT CALENDAR

### 2. APPROVAL OF MINUTES

Approved minutes for the OIAA Board of Commissioners meeting on August 24, 2023.

### 3. CASH DISBURSEMENT REPORT (BILLS/PAYROLL)

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

**5. RESOLUTION APPOINTING AN INTERIM TREASURER**

Approved a Resolution appointing the Director of Finance Kim Snow as the Interim Treasurer of the Ontario International Airport Authority.

RESOLUTION NO. 2023-15: A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY REPEALING RESOLUTION NO. 2016-05, RESOLUTION NO. 2018-15, AND REPEALING RESOLUTION NO. 2019-01; AND APPOINTING THE DIRECTOR OF FINANCE AS THE AUTHORITY’S INTERIM TREASURER

**6. AGREEMENT WITH GREATER ONTARIO CONVENTION CENTER AND VISITORS BUREAU FOR THE ECONOMIC DEVELOPMENT FORUM**

Authorized the Chief Executive Officer to execute an agreement with the Greater Ontario Convention Center and Visitors Bureau to host the third-annual Economic Development Forum in an amount not to exceed \$200,000.

**7. AGREEMENT WITH DEDRONE HOLDINGS, INC. FOR DRONE DETECTION**

Authorized the Chief Executive Officer to execute a three (3) year service agreement with Dedrone Holdings, Inc. for drone detection and mitigation services in the amount of \$80,000 annually for a total contract value of \$240,000.

**8. PERSONNEL POSITION ADDITIONS AND MODIFICATIONS**

Approved personnel position additions and modifications and new Organization Chart.

**MOTION:** Moved by Commissioner Hagman, seconded by Secretary Bowman, to approve the Consent Calendar, including Resolution No. 2023-015. Motion carried by a 4 Yes/0 No/1 Absent (Loveridge) vote.

**ADMINISTRATIVE DISCUSSION/ACTION/REPORT**

**9. RESOLUTION ESTABLISHING A PARKING CARD POLICY**

Approve a Resolution establishing policy for the governing of an Airport Parking Card Policy at the Ontario International Airport (ONT).

RESOLUTION NO. 2023-16: A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY ESTABLISHING A PARKING CARD POLICY AT THE ONTARIO INTERNATIONAL AIRPORT

Item postponed to a future Board of Commissioners Meeting.

## 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 2:30 p.m.

RESPECTFULLY SUBMITTED:

APPROVED:

\_\_\_\_\_  
NORMA I. ALLEY, MMC, BOARD CLERK

\_\_\_\_\_  
ALAN D. WAPNER, PRESIDENT



**MEETING DATE:** OCTOBER 26, 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 September 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 September 30, 2023.

**STAFF MEMBER PRESENTING:** Chief Executive Officer Atif Elkadi

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Originator Name: Director of Finance Kim Snow

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Originating Dept.: Financial Accounting and Reporting

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Director Review: 

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Chief Review: N/A

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CEO Approval: 

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**BOARD DISPOSITION:**  Approved  Denied  Continued to \_\_\_\_\_





**MEETING DATE:** OCTOBER 26, 2023

**AGENDA SECTION:** CONSENT CALENDAR

**SUBJECT:** APPROVAL OF 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 Wapner for the month of September, 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 September 2023, President Wapner attended six (6) 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

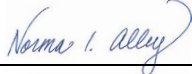
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Originator Name: Executive Office Staff

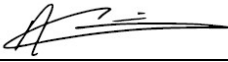
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Originating Dept.: Executive Office

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Director Review: 

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Chief Review: 

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CEO Approval: 

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**BOARD DISPOSITION:**  Approved  Denied  Continued to \_\_\_\_\_



**MEETING DATE:** OCTOBER 26, 2023

**AGENDA SECTION:** CONSENT CALENDAR

**SUBJECT:** CONTRACT AMENDMENT WITH MOSS ADAMS, LLP, FOR INTERNAL AUDITING SERVICES

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

**RECOMMENDED ACTION(S):** Approve an amendment to Contract No. SCONT-000421 with Moss Adams, LLP (Moss Adams) to increase the contract amount by \$450,000 for a total contract amount of \$750,000.

**FISCAL IMPACT SUMMARY:** This action will add \$450,000 and one additional contract year to the Agreement between the Authority and Moss Adams. Funding for this increase will be covered in the FY2024 budget.

**BACKGROUND:** On October 28, 2021, the OIAA Commission approved a Contract with Moss Adams to conduct internal audits of accounting and financial management, construction management, procurement and contract administration, IT management operations, physical security, and other functions essential to the Authority's business. Over the term of the current contract, Moss Adams has provided audit services that have assisted the Authority with process improvements and efficiencies. As passenger travel and operations continue to grow at ONT, the Authority is seeking to engage Moss Adams to provide internal and performance audit services in support of achieving reduced risk and increased operational effectiveness. The Authority is seeking approval to amend the current Moss Adams contract (SCONT-000421) to include this additional scope, along with the funding necessary to execute the services. Exercising this amendment will ensure that the Authority is equipped with the information necessary effectively and efficiently carry out its business processes.

**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

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Originator Name: Jamaal Avilez, Chief Administrative Officer

Originating Dept.: Administration

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Director Review: N/A

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:** OCTOBER 26, 2023

**AGENDA SECTION:** CONSENT CALENDAR

**SUBJECT:** AGREEMENT WITH LAMBERT 20/20 COMMUNICATIONS, INC., FOR STRATEGIC COMMUNICATIONS AND PUBLIC RELATIONS CONSULTING 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 a second amendment with Lambert 20/20 Network Inc. for strategic communications and public relations consulting services for two one-year extensions not to exceed \$180,000.00 annually; for an overall contract amount not to exceed \$360,000.00.

**FISCAL IMPACT SUMMARY:** Funds for this contract are available in the FY 2023 Budget. Funding for subsequent years will be requested through the annual budget process.

**BACKGROUND:** The OIAA requires strategic counsel to assist in the facilitation, preparation, and coordination of news release distributions, editorial board meetings, news conferences, media interviews, and messaging with airport/press event partners; media preparation, training, and ongoing communications consultation for OIAA Commissioners and the executive team; strategic counsel regarding public relations and crisis management; and, other communications and public relations services as directed by the OIAA CEO, or his designee.

On October 15, 2019, the OIAA entered into a Professional Services Agreement with Lambert 20/20 Communications Inc. to provide the required strategic communications and public relations support services to achieve positive communicate results for ONT under the CEO's signing authority. Increasing the authority amount is necessary to continue ongoing professional consulting services in preparation of talking points and materials related to various media releases and marketing collaboration.

As determined by OIAA leadership, Lambert 20/20 Communications Inc., has demonstrated their unique qualifications and has proven expertise in providing Strategic Communications and Public Relations services to OIAA staff. OIAA requires ongoing strategic communications consulting to assist in providing input, guidance, proactive and responsive support to the OIAA Leadership and communications staff; discussion of communications strategy, consulting services, and work products; guidance in the implementation of the proposed strategies; input and recommendations related to future trends in the aviation industry, and other public relations and advisory services. Board approval will allow the CEO to extend the contract with Lambert 20/20 Communications for two additional years through the extension process.

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

**IMPACT ON OPERATIONS:** This action will not impact ONT operations.

**SCHEDULE:** N/A

**ATTACHMENTS:** N/A

**STAFF MEMBER PRESENTING:** Chief Executive Officer Atif Elkadi

Originator Name: Eren Cello, Chief Marketing and Communications Officer

Originating Dept.: Marketing and Communications

Director Review: N/A

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:** OCTOBER 26, 2023

**AGENDA SECTION:** CONSENT CALENDAR

**SUBJECT:** CONTRACT AMENDMENT WITH DIGITAL319, LLC, FOR DIGITAL 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 SCONT-000390 with Digital319, LLC, increasing the contract spending, in the amount of \$400,000, solely for the purpose of adding social media management, social media moderation, and social media measurement to help support the new social and digital media strategy.

**FISCAL IMPACT SUMMARY:** Funding for this agreement is approved under the Fiscal Year 2023-24 budget, as it was previously assigned to a separate contractor, which handled this scope of work in the past. Funding for subsequent years will be requested through the annual budget process.

**BACKGROUND:** Currently, there are two agencies sharing social media management and social media moderation services, which assist the internal Ontario International Airport Authority (OIAA) digital department. Throughout the transitional years, Ontario International Airport (ONT) has fostered and grown a strong digital media presence, but there are still efficiencies to be gained. This amendment is to further increase ONT's strategic digital footprint in the industry and to consolidate the professional services with Digital319. This increased scope of work will bring more of the social media management, social media moderation, and social media measurement to the same agency that already assists with the OIAA digital department. With this change, the efficiencies made will be immediately noticeable and allow the OIAA digital department to be nimbler, more adaptable, and ready to handle the next phase of digital growth in a concise and strategic manner.

**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

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Originator Name: Travis Schuckert, Director of Digital Media

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Originating Dept.: Digital

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Director Review: *Travis Schuckert*

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Chief Review: *elallo*

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CEO Approval: *A*

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**BOARD DISPOSITION:**  Approved  Denied  Continued to \_\_\_\_\_





**MEETING DATE:** OCTOBER 26, 2023

**AGENDA SECTION:** CONSENT CALENDAR

**SUBJECT:** CONTRACT EXTENSION FOR BURNS AND MCDONNELL ENGINEERING COMPANY, INC. FOR CONSTRUCTION ADMINISTRATION AND RELATED SERVICES FOR RUNWAY 8R-26L REHABILITATION AND CONNECTING TAXIWAYS PROGRAM

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

**RECOMMENDED ACTION(S):** Authorize the Chief Executive Officer (CEO) to:

1. Execute a contract extension with Burns and McDonnell Engineering Company, Inc. in the amount of \$1,000,000.00 for Year two (2) Construction Administration (CA) and related services for the Runway 8R-26L Rehabilitation and Connecting Taxiways Program;
2. Execute budgeted amendments to the contract for additional related services, if needed, up to 15% of the overall contract value; and
3. Execute task orders to perform CA for Year two (2) construction and related services.

**FISCAL IMPACT SUMMARY:** Funding is available in the FY 2023/2024 capital budget which was approved for CA and related services by the Board on November 24, 2020. Therefore, no funding authority increase is required for the contract extension of the On-Call Airport Improvement Plan (AIP) contract through December 31, 2024.

**BACKGROUND:** The Board authorized design and environmental planning services and a budget for \$9,100,000.00 for the Runway 8R-26L Rehabilitation and Connecting Taxiways Program on November 24, 2020. Within the originally approved budget amount \$8,022,000.00 was for design, CA, and related services. The difference from the originally approved budget amount and the \$8,022,000.00 was for environmental planning services. There is funding available in the original approved budget for Year 2 CA services and from savings on Year 1 construction, funding is available for related services. On June 23, 2022, the Board approved and certified a Final Supplemental Environmental Impact Report and approved the inclusion of the project in the Ontario International Airport Authority (OIAA) Capital Improvement Plan (CIP). On July 21, 2022, the Board approved Year 1 Construction for the program, which is currently underway. A Task Order was executed with Burns and McDonnell Engineering Company, Inc. (Burns & McDonnell) on July 26, 2023 to provide CA and related services for Year 1. A Task Order for Year 2 will be issued for CA services and a separate Task Order will be issued for any required related services.

Year 2 Construction will reconstruct and rehabilitate 10,200 feet of the runway keel section (center 50 feet section), blastpads and both the south and north shoulders of Runway 8R-26L, removal of existing Taxiways K and P, south of Runway 8R-26L, construction of new Taxiway S8 and completion of the new south airfield lighting vault. An extension to the Burns & McDonnell contract is needed to continue CA services for Year 2 Construction

of the Runway Program. Having Burns & McDonnell continue these services will not impact the established effectiveness of the current CA services and ensure team continuity for Year 2 Construction of the runway program.

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

Burns & McDonnell’s As-Needed Professional Services contract for AIP Funded projects was executed on October 23, 2018. The Board approved a contract extension on November 24, 2020, with an expiration of November 12, 2023. Board approval to authorize the CEO to execute a contract extension will continue the agreement to December 31, 2024 and allow time for Burns & McDonnell to continue CA services for Year 2 Construction.

**CEQA COMPLIANCE AND LAND USE APPROVALS:** All applicable and required review, approval, and certification under the California Environmental Quality Act (CEQA) for the Runway 8R-26L and Connecting Taxiway Program was performed and conducted in the Final Supplemental Environmental Impact Report for the Rehabilitation of Runway 8R-26L and Associated Airfield Improvements project that was approved and certified by the OIAA Board as part of Agenda Item No. 11 at the OIAA Board meeting held on June 23, 2022.

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

**IMPACT ON OPERATIONS:** Runway 8R-26L will be closed from January 15, 2024, to mid-November 2024 for Year 2 of construction. Originally, Year 2 of the program involved Runway 8R-26L being shut down for two years. The repackaging of the program into one year and the favorable total bid amount allows the OIAA to complete Year 2 in only 10 months, saving one year of Runway 8R-26L being shut down.

**SCHEDULE:** Construction of the project is anticipated to begin in January 2024 and be completed within 10 months.


**ATTACHMENTS:** N/A


**STAFF MEMBER PRESENTING:** Chief Executive Officer Atif Elkadi

Originator Name: Keith Owens, Director of Program Management

Originating Dept.: Project Management

Director Review:   
Keith Owens

Chief Review:   
Michelle Brantley

CEO Approval: 

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**BOARD DISPOSITION:**  Approved  Denied  Continued to \_\_\_\_\_

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**MEETING DATE:** OCTOBER 26, 2023

**AGENDA SECTION:** CONSENT CALENDAR

**SUBJECT:** AGREEMENT WITH CDW-G TO PURCHASE INFORMATION TECHNOLOGY EQUIPMENT AND SERVICES

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

**RECOMMENDED ACTION(S):** Authorize the Chief Executive Officer (CEO) to negotiate and execute a cooperative Professional Services Agreement with CDW-G, based on Sourcewell contract 081419-CDW, for the procurement of IT equipment and services in an amount not to exceed \$500,000.00 in FY2024.

**FISCAL IMPACT SUMMARY:** The amount requested is for various Operating & Maintenance items accounted for in the Ontario International Airport Authority (OIAA) FY2024 budget.

**BACKGROUND:** The IT department operates and maintains a diverse technology portfolio as well as supporting various ad hoc IT projects with short lead times. Unfortunately, due to the pandemic and other global supply chain issues, lead times on IT equipment have lengthened. As a result, the IT department has added large national suppliers like CDW-G who have increased inventory availability, competitively pre-bid pricing, and optimized procurement solutions to get equipment and services in a timely and cost efficient manner.

**PROCUREMENT:** OIAA will access CDW-Gs existing contract through Sourcewell, a State of Minnesota local government, which followed competitive public procurement rules and has been made available for cooperative contracting (piggybacking). Using this process allows OIAA to streamline the contracting process, while obtaining favorable pricing through a competitive process.

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

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

**IMPACT ON OPERATIONS:** N/A

**SCHEDULE:** Contract will be signed upon commission approval

**ATTACHMENTS:** N/A

**STAFF MEMBER PRESENTING:** Chief Executive Officer Atif Elkadi

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Originator Name: Chuck Miwa, Chief Information Officer

Originating Dept.: IT

Director Review: N/A

Chief Review: 

CEO Approval: 

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This Agenda Report has been reviewed by OIAA General Counsel.

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**BOARD DISPOSITION:**  Approved  Denied  Continued to \_\_\_\_\_



**MEETING DATES:** SEPTEMBER 28, 2023 (POSTPONED TO 10/26/2023 MEETING)  
OCTOBER 26, 2023

**AGENDA SECTION:** ADMINISTRATIVE REPORTS/DISCUSSION/ACTION

**SUBJECT:** RESOLUTION ESTABLISHING A PARKING CARD POLICY

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

**RECOMMENDED ACTION(S):** Approve a Resolution establishing a policy governing issuance of Airport Parking Cards at the Ontario International Airport (ONT).

**FISCAL IMPACT SUMMARY:** The adoption of a parking card policy is estimated to generate an additional \$100,000 in parking revenues per fiscal year. Each parking card has a pre-determined monthly monetary value of \$50 for SIDA badge holders and \$175 for non-SIDA badge holders.

**BACKGROUND:** In 2016, when the Ontario International Airport Authority (OIAA) took control of the Ontario International Airport (ONT), there was no Parking Card Policy in place. The use of parking cards allows staff and eligible individuals to access secured parking areas while conducting business on behalf of the Authority. Due to the costs of maintaining the parking cards and the parking access benefits afforded to the cardholders, it is necessary to establish a policy regarding their proper use. Preventing the indiscriminate use of parking cards at ONT will help comply with our obligation to make the airport self-sustaining. With new growth, it is vital a Policy is set in place for the continuity of our airport.

In addition, the adoption of this policy will prevent the improper use of the parking cards and revenue diversion, consistent with the FAA's Revenue Use Policy. Under this policy, the OIAA will ensure the proper use of public funds and to prevent all improper financial gifts by requiring a clearly defined purpose and eligible user. Any individual or organization requesting a parking card must then provide a service or benefit to the OIAA.

Through implementing the Parking Card Policy, additional parking revenues would be attained by not issuing and/or deactivating parking cards for individuals and organizations that do not provide any direct service or benefit to the OIAA.

**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. Resolution
2. Airport Parking Card Policy (Exhibit to Resolution)
3. Parking Card Credential (Exhibit to Resolution)

**STAFF MEMBER PRESENTING:** Chief Executive Officer Atif Elkadi

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Originator Name: David Goldsberry, Director of Revenue Strategies

Originating Dept.: Revenue Management

Director Review: *David Goldsberry*

Chief Review: *Elson J. Quigley*

CEO Approval: *[Signature]*

This Agenda Report has been reviewed by OIAA General Counsel.

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**BOARD DISPOSITION:**  Approved  Denied  Continued to \_\_\_\_\_



## RESOLUTION NO. 2023-16

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### A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY ESTABLISHING A PARKING CARD POLICY AT THE ONTARIO INTERNATIONAL AIRPORT

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**WHEREAS**, The Ontario International Airport Authority (OIAA or Authority), in its normal course of business, issues parking cards to OIAA representatives and staff, tenants, partners, and federal, state, and or local organizations or representatives, which allow access to our parking lots for those individuals who provide services to and benefit the Authority; and

**WHEREAS**, The Authority seeks to comply with our obligation to make the Airport self-sustaining and prevent improper revenue diversion by ensuring parking cards are only issued to those individuals or organizations that provide a direct service or benefit to the OIAA; and

**WHEREAS**, The Authority intends to adopt a policy that promotes the proper use of public funds consistent with the *FAA's Revenue Use Policy* by clearly defining the purpose and eligible users of parking cards; and

**WHEREAS**, The Authority aims to further promote its core values of Investing in ONT and Mastering the Basics by maintaining self-sustainability through clearly stated guidelines.

**NOW, THEREFORE, BE IT RESOLVED** by the Ontario International Airport Authority Commission as follows:

**SECTION 1.** The Ontario International Airport Authority Commission hereby approves and adopts the Airport Parking Card Policy, which is attached to this Resolution as Exhibit "A" and by this reference incorporated. Authorizations for amendments to this Policy will remain with the Ontario International Airport Authority Commission.

**SECTION 2.** The Ontario International Airport Authority Commission hereby approves Terms and Conditions of the Parking Card Policy, which is attached to this Resolution as Exhibit "B" and by this reference incorporated. The Ontario International Airport Authority Commission recognizes the Terms and Conditions may need to be periodically updated to reflect any regulatory changes and authorizes non-substantative changes to be made by Ontario International Airport Authority staff.

**SECTION 3.** Effective Date. This Resolution will take effect immediately upon its adoption.

**SECTION 4.** Certification. The Secretary/Assistant Secretary shall certify as to the adoption of this Resolution.

**PASSED, APPROVED, AND ADOPTED** at a Regular Meeting this 26<sup>th</sup> day of October, 2023.

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ALAN D. WAPNER, OIAA PRESIDENT

ATTEST:

NORMA I. ALLEY, MMC, ASSISTANT SECRETARY

APPROVED AS TO LEGAL FORM:

LORI D. BALLANCE, GENERAL COUNSEL

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

I, Norma I. Alley, MMC, Board Clerk/Assistant Secretary of the Ontario International Airport Authority, DO HEREBY CERTIFY the foregoing Resolution No. 2023-16 is the original and was duly passed and adopted by the Commission of the Ontario International Airport Authority at their Regular Meeting held October 26, 2023, by the following roll call vote, to wit:

AYES:            COMMISSIONERS:

NOES:           COMMISSIONERS:

ABSENT:         COMMISSIONERS:

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NORMA I. ALLEY, MMC  
BOARD CLERK/ASSISTANT SECRETARY

(SEAL)

**Exhibit “A”**

	<b>Ontario International Airport Authority Policy</b>	Effective Date	
	<b>Airport Parking Card Policy</b>  <b>For Ontario International Airport Authority Representatives and Staff, and External Stakeholders</b>	Page	1 of 2
Approved:  <p style="text-align: center;">Atif Elkadi, Chief Executive Officer Approved by the Board of Commissioners through Resolution No. 2023-16 on October 26, 2023</p>			

**Purpose:**

To establish a policy governing issuance of Airport Parking Cards at the Ontario International Airport (ONT or Airport).

**Overview:**

The use of parking cards allows Ontario International Airport Authority (Authority or OIAA) representatives and staff, and other eligible individuals, to access secured parking areas while conducting business on behalf of the Authority. Due to the costs of maintaining the parking cards and the parking access benefits afforded to the cardholders, it is necessary to establish a policy regarding their proper use, which includes appropriate discretion of the Authority’s Chief Executive Officer (CEO) to implement.

Establishing an Airport Parking Card Policy is intended to:

1. Promote revenue use consistent with the FAA’s *Revenue Use Policy* and prevent improper revenue diversion (64 FR 7696 (1999) [available at <https://www.govinfo.gov/content/pkg/FR-1999-02-16/pdf/FR-1999-02-16.pdf>]; Order 5190.6B, Change 1, Airport Compliance Manual (Nov. 22, 2021) (available at <https://www.faa.gov/documentLibrary/media/Order/Order-5190-6B-Change1.pdf>); U.S.C section 47107).
2. Ensure the Airport is as self-sustaining as possible.
  - a. The parking cards have a monetary value associated to their use; a parking card policy will ensure the Authority collects fees for facilities uses and services at the Airport to promote self-sustainability. [See, 49 U.S.C section 47107(a)(13); Order 5190.6B, Change 1, Airport Compliance Manual (Nov. 22, 2021).]
  - b. Rates charged for non-aeronautical use of the Airport must be based on fair market value. The rates proposed to be charged for Secure Identification Display Area (SIDA) badge holder parking card fee, which will be established by Resolution in the Airport System Rates and Charges Schedule.

3. Promote the proper use of public funds and prevent improper gifts by requiring a clearly defined public purpose and benefit to OIAA when parking cards are distributed to Authority representatives and staff, and to appropriate Federal, State and local organizations or representatives. Any individual or organization requesting a parking card must provide a service or benefit to the OIAA or the Airport.

***Failure to adhere to these policies will be viewed as extremely serious and subject to the appropriate disciplinary action including having parking card revoked.***

**Policy Statement:**

1. Objectives. The principal objectives of the Authority's Parking Card Policy is to provide efficient management of ONT parking lots.
2. Eligibility.
  - a. The Authority's CEO, or designee, may issue Airport parking cards to the following groups.
    - i. Authority representatives and staff.
    - ii. Employees of airlines that serve the Airport.
    - iii. Employees of local and government agencies that serve the Airport.
    - iv. Contractors, vendors, suppliers, and concessionaires that serve the Airport.
    - v. Any other person that the CEO, in its discretion, determines is eligible for a parking card consistent with this Policy and applicable rules.

Notwithstanding the foregoing, the Authority may change, limit or expand the foregoing groups at its discretion.

- b. If the eligibility status of a cardholder changes (e.g., the cardholder pauses or ceases to be an airline, contractor, vendor, supplier, or concessionaire employee at ONT), then the cardholder no longer shall be entitled to use his or her parking card. The cardholder promptly shall notify the Authority of such change of status and the Authority shall deactivate his or her parking card. Further, if the Authority becomes aware of the change of employment status of a cardholder, regardless of the cardholder's notification, then the Authority shall deactivate his or her parking card.
3. Usage Restrictions.
  - a. Each parking card shall be issued only for the eligible individual's use, and each cardholder shall use the parking card for official ONT business purposes.
  - b. In some cases, financial, gift or economic reporting requirements may apply to a cardholder's receipt or use of a parking cards. In addition, misuse of a parking card may constitute a gift of public funds. Each cardholder shall comply with all applicable legal requirements relating to receipt and use of the parking card.
  - c. Before being issued a parking card, each potential cardholder shall sign a Statement outlining terms and conditions in which the cardholder agrees to comply with this Policy.
  - d. The Authority's Chief Revenue Management Officer (CRMO) may impose restrictions on the parking locations at the Airport that are authorized for use by cardholders.
4. Administration.
  - a. The CRMO shall be responsible for the overall administration and management of the Parking Card Policy and program.

- b. The CRMO shall oversee periodic audits of the Parking Card Policy, program, and parking cards and report to the CEO the results thereof.
- c. The Authority shall maintain a list of cardholders, which shall be reviewed at least on an annual basis.
- d. Each parking card shall be valid for a period of one year. The CRMO may renew any parking cards for additional one-year periods.
- e. The Authority shall promptly deactivate unauthorized parking cards.
- f. The CRMO may require a cardholder to surrender his or her parking card at any time, for any reason within the CEO's discretion.

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## Exhibit "B"

### Ontario International Airport (ONT) Parking Card Credential

Name:

Job Title:

Company:

E-Mail:

Phone:

Parking Card Issued:

Issue Date:

#### Terms and Conditions

PLEASE READ CAREFULLY

1. The ONT Parking Card holder has read, understands, consents to, and accepts the Ontario International Airport Authority's (OIAA) Airport Parking Card Policy.
2. ONT Parking Card Credential remains property of the OIAA.
3. ONT Parking Card Credential shall be immediately surrendered to the Revenue Management Division (Ground Transportation Department) upon request or upon termination of employment or change in job status.
4. ONT Parking Card Credential holder agrees to abide by all applicable Federal, State, and City laws, and Airport Rules and Regulations while on Airport property.
5. ONT Parking Card Credential is non-transferrable and is for the sole use of the individual specifically authorized by issue of the credential.
6. Under no circumstances is tailgating allowed at the entry or exit of any parking lots at ONT. Any credential holder found tailgating may have their parking privileges revoked.
7. Loaning, or allowing use of an ONT Parking Card Credential by other individuals is prohibited.
8. ONT Parking Card Credential should only be used during work at or for the Airport.
9. **Improper use and abuse of the ONT Parking Card Credential could result in revocation of parking card privileges until the situation has been reviewed by the OIAA Revenue Management Division and may result in individual being required to pay any applicable outstanding parking fees within seven (7) days of receipt of decision and notice.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_