

# ONTARIO INTERNATIONAL AIRPORT AUTHORITY

## COMMISSION AGENDA – REGULAR MEETING



**April 25, 2024, 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

**CURT HAGMAN**  
Vice President

**RONALD O. LOVERIDGE**  
Treasurer

**JIM W. BOWMAN**  
Secretary

**JULIA GOUW**  
Commissioner

**ATIF ELKADI**  
Chief Executive Officer

**LORI D. BALLANCE**  
General Counsel

**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** - Gouw, Bowman, Loveridge, Hagman, 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.

## SPECIAL PRESENTATIONS

### PRESENTATION OF GIFT TO USO FROM THE 5K ON THE RUNWAY

## 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 to address the items collectively.

### 2. APPROVAL OF MINUTES

Approve minutes for the OIAA meeting on March 28, 2024.

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

Receive and file the Cash Disbursement Report (Bills/Payroll) for the month ended March 31, 2024.

**4. AGREEMENT AMENDMENT WITH KAVPLAN, LLC FOR CHIEF CAPITAL DEVELOPMENT OFFICER TRANSITION AND INTERIM ROLE**

Authorize the Chief Executive Officer (CEO) to execute an agreement amendment with KavPlan, LLC, Contract No. SCONT 000501 for strategic aviation management and advisory consulting services, by increasing the Fiscal Year 2024 authority by \$99,700 to cover expanding the scope of year two of the contract to include the role of KavPlan as the Interim Chief Capital Development Officer, and authorize the CEO to execute future amendments based on approved Fiscal Year budgets.

**5. AGREEMENT WITH THE COUNTY OF SAN BERNARDINO FOR THE TERMINAL JET BRIDGE CLOSED CIRCUIT TELEVISION (CCTV) UPGRADE PROJECT**

Authorize the Chief Executive Officer (CEO) to execute an agreement with the County of San Bernardino for \$250,000 for upgrade of the current terminal Jet Bridge Closed Circuit Television (CCTV) System.

**6. AUTHORIZE SPEND AUTHORITY FOR AIRPORT 2024 AIRPORT FOOD & BEVERAGE (FAB) + HOSPITALITY CONFERENCE AND AWARDS**

Authorize the spend authority of \$350,000 for hosting the 2024 Airport FAB + Hospitality Conference and Awards.

**7. AUTHORIZE A FISCAL SPEND AUTHORITY WITH ARC DOCUMENT SOLUTIONS FOR RECORDS MANAGEMENT PROGRAM**

Authorizing a fiscal spend authority in the amount of \$50,000, for a total Fiscal Year spend of \$150,000, with ARC Document Solutions to continue current records management services.

**8. AUTHORIZE A SPEND AUTHORITY FOR UPGRADES TO TERMINAL CHILLERS**

Authorizing a spend authority in the amount not to exceed \$200,000 for labor, equipment, and materials necessary to furnish and install a condenser water bypass loop upgrade to the chillers in Terminals 2 and 4, and authorize the CEO to negotiate and execute a contract for said services up to the spend authority limit.

**9. AGREEMENT WITH PLANTE & MORAN, PLLC FOR EXTERNAL AUDIT SERVICES**

Authorize the Chief Executive Officer (CEO) to execute an agreement with Plante & Moran, PLLC for external audit services for one year, with four one-year extensions, in the amount not to exceed \$722,950 over the next five years.

## ADMINISTRATIVE REPORTS/DISCUSSION/ACTION

### 10. PRESENTATION ON LEGISLATIVE UPDATES

#### CEO REPORT

Executive Office

#### COMMISSION MATTERS

President Wapner

Vice President Hagman

Treasurer Loveridge

Secretary Bowman

Commissioner Gouw

#### ADJOURNMENT

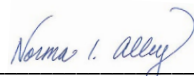
#### AFFIDAVIT OF POSTING

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: April 19, 2024

Posted Prior To: 2:00 P.M.

Signature:



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

# ONTARIO INTERNATIONAL AIRPORT AUTHORITY



**MEETING DATE:** APRIL 25, 2024

**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
04	KavPlan, LLC	<ul style="list-style-type: none"><li>None</li></ul>
06	Moodie International Limited	<ul style="list-style-type: none"><li>None</li></ul>
07	ARC Document Solutions	<ul style="list-style-type: none"><li>None</li></ul>
09	Plante & Moran, PLLC	<ul style="list-style-type: none"><li>Moss, Levy &amp; Hartzhelm, LLP</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

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Originator Name: Norma I. Alley, MMC

Originating Dept.: Clerk's Office

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Director Review: *Norma I. Alley*

Chief Review: *[Signature]*

CEO Approval: *[Signature]*

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This Agenda Report has been reviewed by OIAA General Counsel.

The Agenda Report references the terms and conditions of the recommended actions and request for approval. Any document(s) referred to herein, which are not attached or posted online, may be reviewed prior to or following scheduled Commission meetings in the Office of the Clerk of the Board. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday, although these hours and review procedures may be modified. In that case, the documents may be requested by email at [clerk@flyontario.com](mailto:clerk@flyontario.com).

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



**MEETING DATE:** APRIL 25, 2024

**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 March 28, 2024.

**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  
MARCH 28, 2024

**CALL TO ORDER**

Vice President Loveridge called the Ontario International Airport Authority Commission meeting to order at 2:02 p.m.

**ROLL CALL**

COMMISSIONERS:

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

ABSENT: Alan D. Wapner

A quorum of the Board of Commissioners was present.

STAFF:

Chief Executive Officer Atif Elkadi

Board Clerk/Assistant Secretary Norma I. Alley, MMC

General Counsel Lori D. Balance

Kim Snow, Interim Treasurer

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was performed.

**AGENDA REVIEW/ANNOUNCEMENTS**

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

No conflicts of interests were declared.

**PUBLIC COMMENT**

Vice President Loveridge called for public comment.

Board Clerk Alley noted two written comments were received from Richard Sherman and Mark Johnston.

Seeing no one come forward, Vice President Loveridge closed public comment.

## CLOSED SESSION

### PUBLIC COMMENT ON CLOSED SESSION

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

### CLOSED SESSION

- GC § 54956.8: CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
Property: ONT Property  
Agency Negotiator: OIAA General Counsel's Office  
Under Negotiation: Use and Lease Agreement
- GC § 54957: AIRPORT SECURITY

General Council Ballance announced the closed session item.

Vice President Loveridge recessed the open session and called the closed session to order at 2:04 p.m. The open session reconvened at 2:35 p.m.

### REPORT ON CLOSED SESSION

General Counsel Ballance announced there was no reportable action.

## CONSENT CALENDAR

### 2. APPROVAL OF MINUTES

Approved minutes for the OIAA Board of Commissioners meeting on February 22, 2024.

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

Received and filed the Cash Disbursement Report (Bills/Payroll) for the month ended February 29, 2024.

### 4. FY 2024 CAPITAL BUDGET AMENDMENT

Approved the amended Capital Budget for Fiscal Year Ending (FYE) June 30, 2024, in the amount of \$10,200,000 for the addition of the Reconstruct Taxiway S East of Cucamonga Channel (Design), Holdroom Enhancement, and Airport Crash Phone Replacement.

**5. AGREEMENT WITH KOVA TO PURCHASE UPDATED ALERTING AND NOTIFICATION EQUIPMENT AND SERVICES**

Authorized the Chief Executive Officer (CEO) to negotiate and execute an agreement with KOVA, to provide a replacement and upgraded Alerting, Notification, and Recording System for Ontario International Airport (ONT) in an amount not to exceed \$775,000 over the next five and half years.

**6. CONTRACT AMENDMENT WITH PROSEGUR SERVICE GROUP, INC. FOR SCREENING SERVICES**

Authorized the Chief Executive Officer (CEO) to amend the Prosegur Services Group Inc., Contract No. SCONT-000325, by increasing the annual spend authority by \$800,000, for a total spend authority of up to \$2,000,000, to add scope of work to encompass TSA mandated Aviation Worker Screening (AWS).

**7. CONTRACT WITH ALTA ENVIRONMENTAL FOR ADDITIONAL ENVIRONMENTAL COMPLIANCE SERVICES**

Authorized the Chief Executive Officer (CEO) to execute a third amendment to the Alta Environmental contract increasing it by a cost of \$500,000.00 through October 2024.

**MOTION:** Moved by Commissioner Hagman, seconded by Commissioner Gouw, to approve the Consent Calendar. Motion carried by 4 Yes/0 No/1 Absent (Wapner).

**ADMINISTRATIVE REPORTS/DISCUSSION/ACTION**

**8. AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR ENDED JUNE 30, 2023**

Ms. Kelly Telford, CPA, LSL, provided a brief update to the Board regarding the annual audit and expected efforts moving forward. Ms. Telford fielded inquiries from the Board of Commissioners.

**MOTION:** Moved by Secretary Bowman, seconded by Commissioner Gouw to receive and file the Audited Financial Statements for Fiscal Year Ended June 30, 2023. Motion carried by 4 Yes/0 No/1 Absent (Wapner).

**9. APPROVING A RESOLUTION APPOINTING A TREASURER**

Approved a Resolution appointing Vice President Loveridge as the Treasurer of the Ontario International Airport Authority.

RESOLUTION NO. 2024-02

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY REPEALING RESOLUTION NO. 2023-15 AND APPOINTING A TREASURER

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

**MOTION:** Moved to by Commissioner Hagman, seconded by Commissioner Gouw, to approve Resolution No. 2024-02. Motion carried by a 4 Yes/0 No/1 Absent (Wapner) vote.

**10. ELECTION OF OFFICERS**

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

Secretary Bowman nominated Commissioner Hagman for Vice President.

**MOTION:** Moved by Secretary Bowman, seconded by Commissioner Gouw to elect Commissioner Hagman for Vice President. Motion carried by a 4 Yes/0 No/1 Absent (Wapner) vote.

**MANAGEMENT REPORT**

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

**COMMISSIONER MATTERS**

There were no Commissioner matters to report.

**ADJOURNMENT**

Vice President Loveridge adjourned the Ontario International Airport Authority Board of Commissioners Meeting at 2:59 p.m.

RESPECTFULLY SUBMITTED:

APPROVED:

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NORMA I. ALLEY, MMC, BOARD CLERK

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ALAN D. WAPNER, PRESIDENT



**MEETING DATE:** APRIL 25, 2024

**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 March 31, 2024.

**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 March 31, 2024.

**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: *Kim Snow*

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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:** APRIL 25, 2024

**AGENDA SECTION:** CONSENT CALENDAR

**SUBJECT:** AGREEMENT AMENDMENT WITH KAVPLAN, LLC FOR CHIEF CAPITAL DEVELOPMENT OFFICER TRANSITION AND INTERIM ROLE

**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 agreement amendment with KavPlan, LLC, Contract No. SCONT 000501 for strategic aviation management and advisory consulting services, by increasing the Fiscal Year 2024 authority by \$99,700 to cover expanding the scope of year two of the contract to include the role of KavPlan as the Interim Chief Capital Development Officer, and authorize the CEO to execute future amendments based on approved Fiscal Year budgets.

**FISCAL IMPACT SUMMARY:** Funds for this contract are available in the FY 2024 Budget. Funding for subsequent years will be requested through the annual budget process, and the contract will be amended to further increase the fiscal authority based on the approved budget(s).

**BACKGROUND:** On September 22, 2022, the OIAA entered into a Professional Services Agreement with KavPlan, LLC to provide strategic aviation management and advisory support services. Services provided have been vital to the current growth of the airport and with the Chief Capital Development Officer leaving at the end of the month; OIAA wishes to have KavPlan step in as the Interim Chief Capital Development Officer. Increasing the authority amount by \$99,700, which takes the annual contract spend for year two to \$279,700, is necessary to continue on-going professional consulting services and, importantly, to expand the scope of KavPlan during this transition to work full-time at ONT as the Interim Chief Capital Development Officer, manage project and staff needs; and provide input, guidance, and technical support. Upon hiring a permanent Chief Capital Development Officer, KavPlan's services are intended to return to a more minimal scope of work, which will provide cost savings.

**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: Atif Elkadi, Chief Executive Officer

Originating Dept.: Executive Office

Director Review: N/A

Chief Review:



CEO Approval:



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





**MEETING DATE:** APRIL 25, 2024

**AGENDA SECTION:** CONSENT CALENDAR

**SUBJECT:** AGREEMENT WITH THE COUNTY OF SAN BERNARDINO FOR THE TERMINAL JET BRIDGE CLOSED CIRCUIT TELEVISION (CCTV) UPGRADE PROJECT

**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 agreement with the County of San Bernardino for \$250,000 for upgrade of the current terminal Jet Bridge Closed Circuit Television (CCTV) System.

**FISCAL IMPACT SUMMARY:** If approved, the Ontario International Airport Authority will receive \$250,000 from San Bernardino County towards upgrade of the CCTV System.

**BACKGROUND:** The OIAA has recognized the need for improving security at the Airport to upgrade the Closed-Circuit Television System (CCTV) to include procurement of hardware, and software integration services and data migration (“Project”). The CCTV system is used by Law Enforcement, TSA, and security to monitor public and non-public areas of the terminals providing personnel the ability to securely operate, enforce, and review airport security operations.

**PROCUREMENT:** Through this agreement, the County would contribute to the Project utilizing \$250,000 in funds during the 2024/25 budget process when approved by the San Bernardino County Board of Supervisors.

**CEQA COMPLIANCE AND LAND USE APPROVALS:** The subject activity is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines Section 15378(b) and is therefore not subject to review under CEQA.

**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: Dean Brown, Public Safety Administrator

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Originating Dept.: Operations

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Director Review:



Chief Review:



CEO Approval:



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



**MEETING DATE:** APRIL 25, 2024

**AGENDA SECTION:** CONSENT CALENDAR

**SUBJECT:** AUTHORIZE SPEND AUTHORITY FOR AIRPORT 2024 AIRPORT FOOD & BEVERAGE (FAB) + HOSPITALITY CONFERENCE AND AWARDS

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

**RECOMMENDED ACTION(S):** Authorize the spend authority of \$350,000 for hosting the 2024 Airport FAB + Hospitality Conference and Awards.

**FISCAL IMPACT SUMMARY:** Funding for this activity is included in the approved June 30, 2024, adopted budget.

**BACKGROUND:** The Ontario International Airport is focused on enhancing the overall passenger experience, which includes creating a robust concessionaire program. The Airport FAB + Hospitality Conference and Awards attracts hundreds of senior executives from airports, food & beverage concessionaires, and hospitality service providers, thereby positively positioning OIAA to attract decision makers in the travel retailer and concessionaire realm. An event, such as Airport FAB + Hospitality Conference and Awards, brings global exposure to our region and encourages air travel to our airport in support of this function and more. With Board approval, the total amount will cover the host fees and special events associated with hosting this international conference.

**PROCUREMENT:** OIAA Staff will conduct a competitive procurement process or utilize a suitable piggyback/cooperative contract, to secure the required services needed to successfully host the Airport FAB + Hospitality Conference and Awards. Should any one contract, or in an accumulation of contracts the final contract, exceed the established spend authority, staff will present the exceeding contract to the Board for consideration prior to execution.

**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: Stephanie King, Director of Community Engagement

Originating Dept.: Community Engagement

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Director Review: *Stephanie King*

Chief Review: *elallo*

CEO Approval: *A*

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



**MEETING DATE:** APRIL 25, 2024

**AGENDA SECTION:** CONSENT CALENDAR

**SUBJECT:** AUTHORIZE A FISCAL SPEND AUTHORITY WITH ARC DOCUMENT SOLUTIONS FOR RECORDS MANAGEMENT PROGRAM

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

**RECOMMENDED ACTION(S):** Authorizing a fiscal spend authority with ARC Document Solutions for \$50,000 for a total Fiscal Year spend of \$150,000 to continue current records management services.

**FISCAL IMPACT SUMMARY:** There is funding in the current Executive Office budget for FYE 2024 to cover this request. Monies have been requested in the 2024/2025 Budget to cover next fiscal year expenses for this ongoing project.

**BACKGROUND:** In 2022, The Clerk’s Office became aware of several pallets of records being stored in the hanger. Upon discovery of these records, the Clerk’s Office immediately contacted OIAA’s established vendor to assist in the inventory, clean-up of these contaminated records, scanning, and destruction. OIAA established a purchase order for \$100,000 for records management services. With over 1,600 boxes of records to clean up and process, this project has exceeded the Chief Executive Officer’s (CEO) \$100,000 spend authority. The Clerk’s Office is requesting an additional \$50,000 to cover expenses for April, May, and June, 2024.

**PROCUREMENT:** As a current project, this will be a sole source.

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

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

**IMPACT ON OPERATIONS:** N/A

**SCHEDULE:** N/A

**ATTACHMENTS:**

1. Sole Source Justification.

**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 \_\_\_\_\_

## **Sole Source Procurement Justification Form**

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

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

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

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

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

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

**Vendor:** ARC Document Solutions

**Goods/Services:** Records Management Services

**Justification:** Purchase of property for which it is determined there is no functional equivalent.

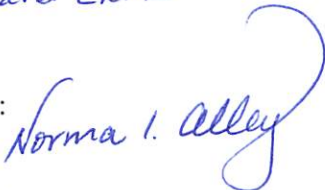
ARC currently houses all our records, and transitioning to another vendor would disrupt operations and jeopardize the integrity of our records. Restarting with a new vendor would entail unnecessary expenses and duplication of efforts, constituting poor stewardship of public funds. Additionally, ARC possesses the facility space to accommodate our large volume of records efficiently, a capacity unmatched by other vendors. Therefore, continuing our partnership with ARC ensures continuity, cost-effectiveness, and efficient management of our records.

**Submitted by:**

Name: *Norma I. Alley*

Title: *Board Clerk*

Signature:



Date: *April 5, 2024*

**Reviewed by:**

Name: Luis Medina

Title: Procurement Director

Signature:



Date: *4/8/2024*

**Authorized by:**

Name: Jamaal Avilez

Title: Chief Administration Officer

Signature:



Date: *4/5/24*





**MEETING DATE:** APRIL 25, 2024

**AGENDA SECTION:** CONSENT CALENDAR

**SUBJECT:** AUTHORIZE A SPEND AUTHORITY FOR UPGRADES TO TERMINAL CHILLERS

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

**RECOMMENDED ACTION(S):** Authorizing a spend authority in the amount not to exceed \$200,000 for labor, equipment, and materials necessary to furnish and install a condenser water bypass loop upgrade to the chillers in Terminals 2 and 4, and authorize the CEO to negotiate and execute a contract for said services up to the spend authority limit.

**FISCAL IMPACT SUMMARY:** Funds are budgeted in the FY 2024 Budget.

**BACKGROUND:** OIAA currently operates chillers year-round to make chilled water for the air conditioning systems in Terminals 2 and 4. This proposed project will install a condenser water bypass loop at each terminal, which would allow the chillers to be powered down for approximately three months (winter season) out of the year. The resultant reduction in unnecessary run time for the units, that are already over 25 years in age, should further extend their useful life. The cold weather during the winter season can be utilized to chill the water in the cooling towers for the terminal air conditioning systems while the chillers are powered down. This would also result in an energy savings of approximately \$320,000 per year.

**PROCUREMENT:** OIAA Staff will conduct a competitive procurement process, or utilize a suitable piggyback/cooperative contract, to secure the required services needed to complete the project. Should the cost of the project exceed the established spend authority, OIAA Staff will return to the Board for consideration of an increase to the spend authority.

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

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

**IMPACT ON OPERATIONS:** There will be a brief impact on operations. Work will be performed after-hours, off-peak heat season.

**SCHEDULE:** Estimated time of installation will be prior to the peak heat season 2024.

**ATTACHMENTS:** N/A

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

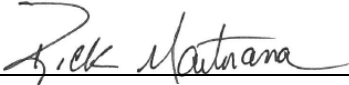
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Originator Name: Tim Armenta, Field Manager


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Originating Dept.: Operations


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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:** APRIL 25, 2024

**AGENDA SECTION:** CONSENT CALENDAR

**SUBJECT:** AGREEMENT WITH PLANTE & MORAN, PLLC FOR EXTERNAL AUDIT 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 agreement with Plante & Moran, PLLC for external audit services for one year, with four one-year extensions, in the amount not to exceed \$722,950 over the next five years.

**FISCAL IMPACT SUMMARY:** Funding for this contract will be included in the FY2025 operating budget. Funding for subsequent years will be requested as part of the annual budget process.

**BACKGROUND:** The OIAA requires the services of a qualified Certified Public Accounting Firm licensed in the state of California to perform annual independent audits of the OIAA’s financial statements, Passenger Facility Charge (PFC) Program, Customer Facility Charge (CFC) Program, and Single Audit in accordance with OMB Circular A-133. The Joint Exercise of Powers Agreement of August 21, 2012 created the Ontario International Airport Authority (OIAA) and established the bylaws under which the OIAA would operate and be governed. *Section 9. Accounts and Reports* states that management “shall contract with an independent certified public accountant or firm of certified public accountants to make an annual audit of the accounts and records of the Authority, and a complete written report of such audit shall be filed as public records annually, within six (6) months after the conclusion of the Fiscal Year under examination, with each member of the Commission, the City Clerk of Ontario and the San Bernardino Board of Supervisors.”

The authority is also obligated to provide annual audited financial statements to satisfy certain compliance requirements as stated in our bond indenture, operating certificate and other laws and regulations. Annual reports containing the audited financial statements or elements thereof are filed with the FAA, Municipal Securities Rulemaking Board (MSRB), State Controller’s Office, and other interested parties.

**PROCUREMENT:** The OIAA conducted a qualifications-based selection process. The Request for Proposal (RFP) was released and posted on December 1, 2023. The Proposals were due on January 12, 2024 and two qualified proposals were received. The RFP Selection Team reviewed and evaluated the two proposals and determined that no further information was needed or required from the Teams and therefore Interviews were not required. The RFP included language that OIAA reserves the right to select and award the contracts without conducting interviews. Each of the Selection panelists unanimously recommended awarding the contract to Plante & Moran, PLLC.

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

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

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

**SCHEDULE:** N/A

**ATTACHMENTS:** N/A

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


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Originator Name: Kim Snow, Director of Finance

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Originating Dept.: Finance

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Director Review: 

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Chief Review: N/A

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CEO Approval: 

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