

ONTARIO INTERNATIONAL AIRPORT AUTHORITY

COMMISSION AGENDA – SPECIAL MEETING



March 17, 2025, 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

ADRIANNE FERNANDEZ
Deputy Commission Clerk

WELCOME TO A MEETING OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY

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

CALL TO ORDER (OPEN SESSION)

ROLL CALL

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

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

2. APPROVAL OF MINUTES

Approve minutes for the OIAA Commissioner Meeting on February 27, 2025.

3. CASH DISBURSEMENT REPORT (BILLS/PAYROLL)

Receive and file the Cash Disbursement Report (Bills/Payroll) for the month ended February 28, 2025.

4. COMMISSIONER'S STIPENDS AS REQUIRED BY AUTHORITY BYLAWS

Approve additional stipends per Article IV, Section 6 of the Authority's Bylaws for President Alan Wapner for the month of February, 2025.

5. CONTRACT AMENDMENT WITH THE GORDIAN GROUP INC., FOR A COMPREHENSIVE FACILITIES CONDITION ASSESMENT AT ONTARIO INTERNATIONAL AIRPORT

Authorize the Chief Executive Officer (CEO) to amend contract SCONT-000783, with The Gordian Group Inc., to add service scope for a campus-wide facilities condition assessment, over a three year term, initial year one of \$464,269, second year of \$45,543, and third year of \$46,993, for a not to exceed, total amount for all services of \$556,805.

6. AMENDMENT TO AGREEMENT WITH HILTACHK MARKETING GROUP, LLC

Authorize the Chief Executive Officer (CEO) to execute an amendment with Hiltachk Marketing Group, LLC for marketing and creative advertising services; authorizing an additional six-month extension to the end of the contract, and a spend increase of \$8,700,000 over the remaining extended term of the agreement.

7. AGREEMENT WITH BARICH INC., FOR ON-CALL INFORMATION TECHNOLOGY CONSULTING SERVICES

Authorize the Chief Executive Officer to execute an agreement with Barich, Inc. for on-call IT Management Consulting Services, with a total contract value not to exceed \$400,000. The contract includes an initial one-year term and three (3) one-year renewal options, exercisable solely at OIAA's discretion and in writing.

8. CONTRACT WITH MEAD & HUNT, INC., FOR INFORMATION TECHNOLOGY MANAGEMENT CONSULTING SERVICES

Authorize the Chief Executive Officer to execute an agreement with Mead and Hunt, Inc. for on-call information technology management consulting services, with a total contract value not to exceed \$300,000. The contract includes an initial one-year term and three (3) one-year renewal options, exercisable solely at OIAA's discretion and in writing.

CEO REPORT

CHIEF EXECUTIVE OFFICER UPDATES

COMMISSION MATTERS

PRESIDENT WAPNER
VICE PRESIDENT HAGMAN
TREASURER LOVERIDGE
SECRETARY BOWMAN
COMMISSIONER GOUW

ADJOURNMENT

AFFIDAVIT OF POSTING

I, Adrienne Fernandez, Deputy Commission 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: March 14, 2025

Posted Prior To: 4:00 P.M.

Signature:


Adrienne Fernandez, Deputy Commission Clerk
Ontario International Airport Authority Commission Clerk

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



MEETING DATE: MARCH 17, 2025

SUBJECT: RELATIVE POTENTIAL 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 Commission 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 in 2024, or \$500 in 2025, 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	The Gordian Group, Inc.	<ul style="list-style-type: none">• None
06	Hiltachk Marketing Group, LLC	<ul style="list-style-type: none">• None
07	Barich, Inc.	<ul style="list-style-type: none">• None
08	Mead & Hunt, Inc.	<ul style="list-style-type: none">• Introba• Live and Faith, dba. L&F Project Management

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 REVIEW AND APPROVAL:

Originator:	<u>Adrienne Fernandez, Deputy Commission Clerk</u>
Originating Dept.:	<u>Executive Division</u>
Director Review:	<u>N/A</u>
Chief Review:	<u><i>Atif Ekadi</i></u>
CFO Review:	<u>N/A</u>
CEO Approval:	<u><i>Atif Ekadi</i></u>

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 Commission. Hours to review are between 8:30 a.m. and 4:30 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.



MEETING DATE: MARCH 17, 2025

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 Commissioners meeting on February 27, 2025.

FISCAL IMPACT SUMMARY: N/A

BACKGROUND: The OIAA 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 REVIEW AND APPROVAL:

Originator:	<u>Adrienne Fernandez, Deputy Commission Clerk</u>
Originating Dept.:	<u>Executive Division</u>
Director Review:	<u>N/A</u>
Chief Review:	<u><i>Atif Qkadi</i></u>
CFO Review:	<u>N/A</u>
CEO Approval:	<u><i>Atif Qkadi</i></u>

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ONTARIO INTERNATIONAL AIRPORT AUTHORITY
COMMISSION MEETING
MINUTES
FEBRUARY 27, 2025

CALL TO ORDER

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

ROLL CALL

COMMISSIONERS:

PRESENT:

Curt Hagman, Vice President
Jim W. Bowman, Secretary

Ronald D. Loveridge, Treasurer
Julia Gouw, Commissioner

ABSENT:

Alan D. Wapner, President

A quorum of the OIAA Commissioners was present.

STAFF:

Chief Executive Officer Atif Elkadi
Deputy Commission Clerk Adrienne Fernandez

General Counsel Kevin P. Sullivan

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

AGENDA REVIEW/ANNOUNCEMENTS

1. INFORMATION RELATIVE TO POSSIBLE CONFLICT OF INTEREST

No conflicts of interests were declared.

PUBLIC COMMENT

Vice President Hagman called for public comment.

Deputy Commission Clerk noted a written comment was received from Mr. Richard Sherman.

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

CONSENT CALENDAR

2. APPROVAL OF MINUTES

Approved minutes for the OIAA Commissioner Meeting on January 23, 2025.

3. CASH DISBURSEMENT REPORT (BILLS/PAYROLL)

Received and filed the Cash Disbursement Report (Bills/Payroll) for the month ended January 31, 2025.

4. COMMISSIONER'S STIPENDS AS REQUIRED BY AUTHORITY BYLAWS

Approved additional stipends per Article IV, Section 6 of the Authority's Bylaws for President Alan Wapner for the month of January, 2025.

5. FINANCIAL STATEMENTS FOR THE SIX MONTHS ENDED DECEMBER 31, 2024

Received and filed the financial statements for the six months ended December 31, 2024.

6. INVESTMENT REPORT FOR THE YEAR ENDED DECEMBER 31, 2024

Received and filed the Investment Report for the six months ended December 31, 2024.

7. CONTRACT WITH SULLY MILLER CONTRACTING FOR THE AIRPORT DRIVE REHABILITATION PROJECT

Authorized the Chief Executive Officer (CEO) to execute a contract with Sully Miller Contracting Company in the amount of \$6,173,000 for the Airport Drive Rehabilitation Project; approved a potential construction contingency up to 15% of the overall contract amount with Sully Miller Contracting Company; and approved the amount of \$1,021,773 for separate program and construction management (PMCM) services to be provided by KDG Construction Consulting for this work.

8. CONTRACT WITH CALTEC CORPORATION FOR THE SECURITY SCREENING CHECKPOINT EXPANSION PROJECT

Authorized the Chief Executive Officer (CEO) to execute a contract with CALTEC Corporation in the amount of \$6,827,000 for the Security Screening Check Point (SSCP) Expansion Project; approved a possible construction contingency up to 15% of the overall contract amount with CALTEC Corporation; and approved the amount of \$557,858 for separate program and construction management (PMCM) services to be provided by KDG Construction Consulting for the work.

9. AGREEMENT WITH ENVIRONMENTAL SYSTEMS RESEARCH INSITUTE, INC. TO FOR THE SAFETY MANAGEMENT AND WILDLIFE PROGRAM CONFIGURATION

Authorized the Chief Executive Officer (CEO) to execute an agreement with Environmental Systems Research Institute, Inc. (ESRI) in the amount of \$400,000 for the Safety Management System (SMS) software solution; and approved the amount of \$234,000 for SMS and Wildlife Program development; with option for additional compensation to be determined in a possible amendment to the agreement.

10. ACCEPTANCE OF FEDERAL AVIATION ADMINISTRATION FISCAL YEAR 2025 AIRPORT TERMINAL PROGRAM GRANT

Authorized the Chief Executive Officer (CEO) to accept grant funding from the Federal Aviation Administration (FAA) in the amount of \$7,072,000.00, provided through the Airport Terminal Program (ATP), for the federal share of an eligible project at Ontario International Airport; and authorized the CEO to execute the grant agreements, along with all terms, conditions, and required documents as stipulated by the grant agreement. This grant supports the construction phase for the Security Screening Checkpoint (SSCP) Expansion project.

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

Authorized 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.

12. AGREEMENT WITH BIRDI SYSTEMS INC. FOR SUPPORT AND MAINTENANCE SERVICES FOR THE ACCESS CONTROL ALARM MONITORING SYSTEM (ACAMS), BADGING/CREDENTIALLING, PANIC/DURESS, AED ALARM, AND INTERCOM SYSTEMS

Authorized the Chief Executive Officer (CEO) to execute an agreement with Birdi Systems Inc. for support and maintenance services for the Access Control Alarm Monitoring System (ACAMS), Badging/Credentialling, Panic/Duress, AED Alarm, and Intercom Systems; approve a 3-year contract with two one-year extensions, for a not to exceed amount of \$1,970,918.51; additionally, approved a contingency fund of \$100,000.00 per year allocated toward inventory, replacement parts, modifications, further developments, and enhancements.

13. APPROVAL OF CEQA CATEGORICAL EXEMPTIONS FOR THE VEHICLE SERVICE ROAD RECONSTRUCTION PROJECT, AND AMENDMENT TO THE CONTRACT WITH COFFMAN SPECIALTIES, INC. FOR TERMINAL 1 APRON REHABILITATION PROJECT TO INCLUDE THE VEHICLE SERVICE ROAD RECONSTRUCTION (BEYOND RWYS 26L AND 26R) PROJECT SCOPE

Approved CEQA Categorical Exemptions for reconstructing the Vehicle Service Road (VSR) (beyond RWYs 26R and 26L), and authorized the Chief Executive Officer (CEO) to amend the contract with Coffman Specialties, Inc. for the Terminal (T1) Apron Rehabilitation Project, to include the additional scope of reconstructing the VSR project (Beyond RWYs 26R and 26L) and execute budget amendment to the contract, for related construction services in the amount of \$785,169, increasing total contract amount from \$10,391,420 to \$11,176,589.

14. RESOLUTION EXTENDING THE EXISTING AIR CARRIER INCENTIVE PROGRAM A (ACIP A)

Adopted a Resolution to extend the existing Air Carrier Incentive Program A (ACIP A) for new entrant carriers from and new qualifying nonstop service within the United States.

RESOLUTION 2025-01

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY EXTENDING THE EXISTING AIR CARRIER INCENTIVE PROGRAM A (ACIP A)

MOTION: Moved by Secretary Bowman, seconded by Commissioner Gouw, to approve the Consent Calendar, including Resolution No. 2025-01. Motion carried by a 4 Yes/0 No/ 1 Absent (Wapner) vote.

ADMINISTRATIVE REPORTS/DISCUSSION/ACTION

15. PRESENTATION ON LEGISLATIVE UPDATES

Government Relations Manager Martha Preciado provided a legislative update, and fielded inquiries from the OIAA Commission.

CEO REPORT

CHIEF EXECUTIVE OFFICER UPDATES

Chief Executive Officer Elkadi provided updates on passenger traffic numbers, changes to flights, and general airport matters. Mr. Elkadi fielded inquiries from the Commissioners.

COMMISSIONER MATTERS

There were no Commission matters to report.

ADJOURNMENT

President Wapner adjourned the Ontario International Airport Authority Commissioners Meeting at 2:29 p.m.

RESPECTFULLY SUBMITTED:

APPROVED:

ADRIANNE FERNANDEZ,
DEPUTY COMMISSION CLERK

ALAN D. WAPNER, PRESIDENT



MEETING DATE: MARCH 17, 2025

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 February 28, 2025.

FISCAL IMPACT SUMMARY: The funding is approved in the Fiscal Year 2024-2025 budget.

BACKGROUND: In June 2024, the OIAA Commission adopted an operating budget that is driven by strong aviation activity and financial performance realized by OIAA in FY2024. 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 February 28, 2025.

STAFF REVIEW AND APPROVAL:

Originator:	<u>Celeste Heinonen, Senior Vice President, CFO</u>
Originating Dept.:	<u>Financial Accounting and Reporting</u>
Director Review:	<u>N/A</u>
Chief Review:	<u><i>Celeste Heinonen</i></u>
CFO Review:	<u><i>Celeste Heinonen</i></u>
CEO Approval:	<u><i>Atif Ekadi</i></u>

This Agenda Report has been reviewed by OIAA General Counsel.

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MEETING DATE: MARCH 17, 2025

AGENDA SECTION: CONSENT CALENDAR

SUBJECT: COMMISSIONER'S STIPENDS AS REQUIRED BY AUTHORITY BYLAWS

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

RECOMMENDED ACTION(S): Approve additional stipends per Article IV, Section 6 of the Authority's Bylaws for President Wapner for the month of February, 2025.

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 monthly stipend for each month of a calendar year in the amount of one thousand dollars (\$1,000.00), which amount will be deemed to address Commissioner participation for six (6) Authority-related business functions or events, such as attendance at each monthly Commission meeting, any standing committee meeting, any ad hoc committee meeting, briefings, and any other Authority-related business function or event. If a Commissioner participates in or attends a collective total of more than six (6) Commission meetings, any standing committee meetings, any ad hoc committee meeting, briefings, or any other Authority-related business function or event in a calendar month, then the Commissioner shall receive an additional stipend of one hundred fifty dollars (\$150.00) for each such additional matter, with the majority approval by the Commission."

During the month of February 2025, President Wapner attended fourteen (14) additional Authority-related business functions. Majority 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 REVIEW AND APPROVAL:

Originator:	<u>Adrienne Fernandez, Deputy Commission Clerk</u>
Originating Dept.:	<u>Executive Division</u>
Director Review:	<u>N/A</u>
Chief Review:	<u><i>Atif Ekadi</i></u>
CFO Review:	<u><i>Celeste Heinonen</i></u>
CEO Approval:	<u><i>Atif Ekadi</i></u>

This Agenda Report has been reviewed by OIAA General Counsel.

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MEETING DATE: March 17, 2025

SUBJECT: CONTRACT AMENDMENT WITH THE GORDIAN GROUP INC., FOR A COMPREHENSIVE FACILITIES CONDITION ASSESMENT AT ONTARIO INTERNATIONAL AIRPORT

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

RECOMMENDED ACTION(S): Authorize the Chief Executive Officer (CEO) to amend contract SCONT-000783, with The Gordian Group Inc., to add service scope for a campus-wide facilities condition assessment, over a three year term, initial year one of \$464,269, second year of \$45,543, and third year of \$46,993, for a not to exceed, total amount for all services of \$556,805.

FISCAL IMPACT SUMMARY: Funds for this contract are available in the FY25 Budget.

BACKGROUND: To plan preventative maintenance for the varied facilities on the Airport, the Ontario International Airport Authority needs to have a complete facilities condition assessment conducted. This will help prioritize planning and spending for ongoing maintenance to keep our facilities in good working order.

PROCUREMENT: OIAA entered into an agreement with The Gordian Group based on the Cooperative Procurement process (piggyback) under Sourcewell Agreement 050421-GGI. Sourcewell, a State of Minnesota local government agency, creates cooperative agreements for use by government agencies nationwide, through their use of a public procurement process. Staff utilized the same process to amend this agreement to add the new scope requested herein. Sourcewell agreement 102424-GGI contains the scope requested, and will be amended into the original agreement.

CEQA COMPLIANCE AND LAND USE APPROVALS: The proposed professional services agreement with the Consultant is not a “project” within the meaning of Section 15378 of the CEQA guidelines because there is no potential for the Consultant’s consulting work to result in a direct or indirect physical change in the environment. As a result, the activity is not subject to CEQA.

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: N/A

ATTACHMENTS: N/A

STAFF REVIEW AND APPROVAL:

Originator:	<u>James Kesler, Senior Vice President of Operations & Maintenance</u>
Originating Dept.:	<u>Operations & Maintenance</u>
Director Review:	<u><i>Rick Martorana</i></u>
Chief Review:	<u><i>James Kesler</i></u>
CFO Review:	<u><i>Celeste Heinonen</i></u>
CEO Approval:	<u><i>Atif Okadi</i></u>

This Agenda Report has been reviewed by OIAA General Counsel.

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MEETING DATE: MARCH 17, 2025

SUBJECT: AMENDMENT TO AGREEMENT WITH HILTACHK MARKETING GROUP, LLC FOR MARKETING AND CREATIVE ADVERTISING AT ONTARIO INTERNATIONAL AIRPORT

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 with Hiltachk Marketing Group, LLC for marketing and creative advertising services; authorizing an additional six-month extension to the end of the contract, and a spend increase of \$8,700,000 over the remaining extended term of the agreement.

FISCAL IMPACT SUMMARY: Funds for this contract were approved and are available in the FY 2025 Budget. Funding for subsequent years will be requested through the annual budget process.

BACKGROUND: Ontario International Airport (ONT) has seen huge success from our media spend thus far and seeks to continue supporting the successful marketing program plan for outbound and inbound catchment areas. The need for consistent media and strategic marketing is paramount to the success of the brand and air service as we position ONT to capture even more of our target audiences. This plan is crucial to continuing the trajectory of growth, increased awareness, and conversion of passenger behavior that assists in revenue increases over time. ONT requires marketing and advertising media buying to assist in raising awareness on ONT products and services, to reinforce build brand loyalty, and to maintain competitive positioning within the industry. Since the beginning of the program, OIAA Marketing has generated over \$34 million in ticket sales revenue to our partner airlines.

PROCUREMENT: The OIAA Commission initially approved an agreement with Hiltachk Marketing Group, LLC on December 17, 2020, and approved the most recent amendment on May 25, 2023. OIAA Staff will issue a Request for Proposals for these services towards the end of 2025. The requested extension will allow for proper overlap and coordination with the successful proposer.

CEQA COMPLIANCE AND LAND USE APPROVALS: This action item and proposed contract amendment is not a "project" under CEQA.

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: N/A

ATTACHMENTS: N/A

STAFF REVIEW AND APPROVAL:

Originator:	<u>Eren Cello, Senior Vice President, Communications and Marketing</u>
Originating Dept.:	<u>Communications and Marketing</u>
Director Review:	<u>N/A</u>
Chief Review:	<u><i>elullo</i></u>
CFO Review:	<u><i>Celeste Heinonen</i></u>
CEO Approval:	<u><i>Atif Okadi</i></u>

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MEETING DATE: MARCH 17, 2025

SUBJECT: AGREEMENT WITH BARICH, INC. FOR ON-CALL INFORMATION TECHNOLOGY CONSULTING SERVICES

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

RECOMMENDED ACTION(S): Authorize the Chief Executive Officer to execute an agreement with Barich, Inc. for on-call IT Management Consulting Services, with a total contract value not to exceed \$400,000. The contract includes an initial one-year term and three (3) one-year renewal options, exercisable solely at OIAA’s discretion and in writing.

FISCAL IMPACT SUMMARY: Funds for this contract are available in the FY2025 Budget. Funding for subsequent years will be requested through the annual budget process.

BACKGROUND: The Information Technology (IT) Division utilizes on-call IT management consulting services to support senior IT professionals with broad airport expertise, IT strategic planning, guidance on technology strategy and investments, data management and analytics, and enhanced operational efficiency.

PROCUREMENT: The Request for Proposals (RFP) was issued on October 16, 2024, with a submission deadline of November 15, 2024. OIAA received twenty-five (25) proposals, which were reviewed and scored by an evaluation panel based on established criteria. Following the evaluation process, the panel selected the two (2) highest-rated firms for contract award. Barich, Inc. was one of the two firms identified as a top-ranked proposer. Approval of this contract will support the continued enhancement of OIAA’s IT capabilities.

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 REVIEW AND APPROVAL:

Originator:	<u>Chuck Miwa, Chief Information Officer</u>
Originating Dept.:	<u>Information Technology</u>
Director Review:	<u>N/A</u>
Chief Review:	<u><i>Charles Miwa</i></u>
CFO Review:	<u><i>Celeste Heinonen</i></u>
CEO Approval:	<u><i>Atif Ikadi</i></u>

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 Commission. Hours to review are between 8:30 a.m. and 4:30 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.



MEETING DATE: MARCH 17, 2025

SUBJECT: AGREEMENT WITH MEAD AND HUNT, INC. INFORMATION TECHNOLOGY MANAGEMENT CONSULTING SERVICES

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

RECOMMENDED ACTION(S): Authorize the Chief Executive Officer to execute an agreement with Mead and Hunt, Inc. for on-call information technology management consulting services, with a total contract value not to exceed \$300,000. The contract includes an initial one-year term and three (3) one-year renewal options, exercisable solely at OIAA’s discretion and in writing.

FISCAL IMPACT SUMMARY: Funds for this contract are available in the FY2025 Budget. Funding for subsequent years will be requested through the annual budget process.

BACKGROUND: The Information Technology (IT) Division utilizes on-call IT management consulting services like Mead and Hunt who provide support to senior IT professionals, business analysis, system implementation and integration, project management, support airport GIS program development, and other IT projects as assigned.

PROCUREMENT: The Request for Proposals (RFP) was issued on October 16, 2024, with a submission deadline of November 15, 2024. OIAA received twenty-five (25) proposals, which were reviewed and scored by an evaluation panel based on established criteria. Following the evaluation process, the panel selected the two (2) highest-rated firms for contract award. Mead & Hunt, Inc. was one of the two firms identified as a top-ranked proposer. Approval of this contract will support the continued enhancement of OIAA’s IT capabilities.

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 REVIEW AND APPROVAL:

Originator:	<u>Chuck Miwa, Chief Information Officer</u>
Originating Dept.:	<u>Information Technology</u>
Director Review:	<u>N/A</u>
Chief Review:	<u><i>Charles Miwa</i></u>
CFO Review:	<u><i>Celeste Heinonen</i></u>
CEO Approval:	<u><i>Atif Qkadi</i></u>

This Agenda Report has been reviewed by OIAA General Counsel.

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