

ONTARIO INTERNATIONAL AIRPORT AUTHORITY

COMMISSION AGENDA - REGULAR MEETING



OCTOBER 23, 2018 AT 3:00 P.M.

Ontario International Airport Administration Offices
1923 E. Avion Street, Room 100, Ontario, CA 91761

ALAN D. WAPNER
President

RONALD O. LOVERIDGE
Vice President

JIM W. BOWMAN
Secretary

CURT HAGMAN
Commissioner

JULIA GOUW
Commissioner

MARK A. THORPE
Chief Executive Officer

LORI D. BALLANCE
General Counsel

ATIF J. ELKADI
Interim Treasurer

WELCOME TO THE MEETING OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY

- All documents for public review are on file at the Ontario International Airport Administration Offices located at 1923 E. Avion Street, Ontario, CA 91761.
- Anyone wishing to speak during public comment or on an item will be required to fill out a blue slip. Blue slips must be turned in prior to public comment beginning or before an agenda item is taken up. The Secretary/Assistant Secretary will not accept blue slips after that time.
- Comments will be limited to 3 minutes. Speakers will be alerted when they have 1-minute remaining and when their time is up. Speakers are then to return to their seats and no further comments will be permitted.
- In accordance with State Law, remarks during public comment are to be limited to subjects within the Authority's jurisdiction. Remarks on other agenda items will be limited to those items.
- Remarks from those seated or standing in the back of chambers will not be permitted. All those wishing to speak, including Commissioners and Staff, need to be recognized by the Authority President before speaking.

ORDER OF BUSINESS

The Authority meeting begins with Closed Session and Closed Session Comment at 3:00 p.m., immediately followed by Public Comment and the Regular Meeting.

(Sign Language Interpreters, Communication Access Real-Time Transcription, Assistive Listening Devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. Due to difficulties in securing Sign Language Interpreters, five or more business days notice is strongly recommended.)

CALL TO ORDER (OPEN SESSION) - 3:00 P.M.

ROLL CALL

Loveridge, Bowman, Hagman, Gouw, President Wapner

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

Public Comment: The open meeting Public Comment portion of the Commission meeting is limited to a maximum of 3 minutes for each. Additional opportunities for further Public Comment will be given during and at the end of the meeting.

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

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

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 Authority on items listed on the Consent Calendar will be given a total of 3 minutes.

2. APPROVAL OF MINUTES

Minutes for the regular meeting of the Ontario International Airport Authority on September 25, 2018, approving same as on file with the Secretary/Assistant Secretary.

3. BILLS/PAYROLL

Bills September 1, 2018 through September 30, 2018 and Payroll September 1, 2018 through September 30, 2018.

4. AWARD OF CONTRACT TO GRIFFITH COMPANY FOR THE NORTHWEST QUADRANT DEMOLITION PROJECT AT ONTARIO INTERNATIONAL AIRPORT

That the Ontario International Airport Authority (OIAA) award the contract to Griffith Company for the demolition and rough grading of approximately fifty-one acre parcel in the northwest quadrant of the OIAA property, in the amount of \$2,965,875. Funding for this project is approved under Capital Improvement Projects in the Fiscal Year 2019 budget, with a projected completion date prior to the end of Fiscal Year 2019.

5. APPROVAL TO AWARD CONTRACTS FOR A 3 YEAR PERIOD BETWEEN THE FOLLOWING FIRMS; CONSTRUCTION MANAGEMENT JACOBS PROJECT MANAGEMENT CO, ONTARIO AVIATION GROUP, AND PPM GROUP, INC., FOR ON-CALL CONSTRUCTION MANAGEMENT AND RELATED SERVICES AT THE ONTARIO INTERNATIONAL AIRPORT

That the OIAA approve to award and authorize the Chief Executive Officer to execute contracts with CM FIRM 1, CM FIRM 2, and CM FIRM 3, for as-needed construction management and related services for capital improvement projects at the airport. If approved, CM FIRM 1, CM FIRM 2 AND CM FIRM 3 would be retained on a list of on-call for three (3) years. The total cost allocation is \$6,000,000 for all three (3) contracts for the three (3) year period for the OIAA. Individual task orders will be authorized by the OIAA up to the not-to-exceed amount of \$6,000,000 for the three (3) year contract term.

6. A RESOLUTION TO ADOPT THE RECORDS RETENTION SCHEDULES

That the Ontario International Airport Authority (OIAA) adopt a records management program, including its records retention policies. OIAA will realize significant savings both in labor and storage expenses; including the avoidance of future storage and/or construction costs.

RESOLUTION NO. _____

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY
COMMISSION ADOPTING A RECORDS RETENTION SCHEDULE AND
AUTHORIZING DESTRUCTION OF CERTAIN AGENCY RECORDS

ADMINISTRATIVE DISCUSSION/ACTION/REPORT**7. AWARD OF CONTRACT FOR A 3 YEAR PERIOD TO THE ONT AIR-NOVATION ALLIANCE & INTERVISTAS FOR ON-CALL AIR SERVICE DEVELOPMENT AND RELATED SERVICES AT THE ONTARIO INTERNATIONAL AIRPORT**

That the Ontario International Airport Authority (OIAA) award and authorize the Chief Executive Officer to execute contracts with The ONT Air-Novation Alliance & InterVISTAS for as-needed air service development and related services for expanding air service at Ontario International Airport. If approved, would be retained on a list of on-call for three years. The total cost allocation is \$1,800,000 for both contracts for the three year period for the OIAA. Individual task orders will be authorized by the OIAA up to the not-to-exceed amount of \$1,800,000 for the three year contract term. This item was approved in the 2018-19 Budget Air Service Development.

STAFF MATTERS

Chief Executive Officer Thorpe

COMMISSION MATTERS

President Wapner
Vice President Loveridge
Secretary Bowman
Commissioner Hagman
Commissioner Gouw

ADJOURNMENT

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 23, 2018

SECTION: MINUTE ACTION

SUBJECT: RELATIVE TO POSSIBLE CONFLICT OF INTEREST

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

BACKGROUND: In accordance with California Government Code 84308, members of the Ontario International Airport Authority may not participate in any action concerning a contract where they have received a campaign contribution of more than \$250 in the prior twelve (12) months and from an entity or individual if the member knows or has reason to know that the participant has a financial interest, except for the initial award of a competitively bid public works contract. This agenda contains recommendations for action relative to the following contractors:

Item No	Principals & Agents	Subcontractors
Item No. 04	Griffith Company	<ul style="list-style-type: none">• SECC Corp.• Guida Surveying, Inc.• In-Line Concrete Cutting and Coring, Inc.• Matrix Environmental• Fence Corp.
Item No. 05	Jacobs Project Management Co.	<ul style="list-style-type: none">• Arora Engineers, Inc.• David Evans and Associates, Inc.• Lee Andrews Group• LENAX Construction Services, Inc.• Lynn Capouya, Inc.

STAFF MEMBER PRESENTING: Board Clerk, Claudia Y. Isbell

Department: Clerk's Office

Submitted to OIAA: October 23, 2018

Approved: _____

Continued to: _____

Denied: _____

Item No. 01

		<ul style="list-style-type: none"> • PSM Squared, Inc. • RMA Group, Inc. • SCTS Engineering, Inc. • Vanir Construction Management
Item No. 05	Ontario Aviation Group	<ul style="list-style-type: none"> • Alta Environmental • Coast Survey, Inc. • Group Delta, Inc. • JE Compliance Services, Inc. • PDA Consulting Group, Inc. • SafeworkCM • Watearth, Inc.
Item No. 05	PPM Group, Inc.	<ul style="list-style-type: none"> • TRC • Psomas • Alta Environmental • Citadel CPM, Inc. • Tricertus, LLC. • AESCO • O2EPCM, Inc.
Item No. 07	ONT Air-Novation Alliance Intervistas	<ul style="list-style-type: none"> • None

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY
REGULAR COMMISSION MEETING
MINUTES
SEPTEMBER 25, 2018
(Not Official Until Approved)**

A regular meeting of the Ontario International Airport Authority was held on Tuesday, September 25, 2018, at 1923 E. Avion Street, Room 100, Ontario, California.

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

CALL TO ORDER

President Wapner called the Ontario International Airport Authority Commission meeting to order at 3:04 p.m.

ROLL CALL

PRESENT: Commissioners: Julia Gouw, Jim W. Bowman, Ronald O. Loveridge and Alan D. Wapner.

ABSENT: Commissioners: Curt Hagman.

Also present were: Chief Executive Officer Mark A. Thorpe, General Counsel Lori D. Ballance and Assistant Secretary Claudia Y. Isbell.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice President Loveridge.

PUBLIC COMMENT

Chet Sobotka: introduced himself as the new director of Traveler's Aid.

Rudy Favila: spoke on noise concerns.

Bonnie Brinksma: spoke on noise concerns and inquired when new flight patterns were going to be implemented.

POSSIBLE CONFLICT OF INTEREST ISSUES

1. INFORMATION RELATIVE TO POSSIBLE CONFLICT OF INTEREST

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

There were no conflict of interests reported.

CONSENT CALENDAR

MOTION: Moved by Secretary Bowman, seconded by Commissioner Gouw and carried by a vote of 4-0-1, with Commissioner Hagman absent, to approve the consent calendar as presented and adopt Resolution Nos. 2018-17 and 2018-18.

2. APPROVAL OF MINUTES

Approved minutes for the regular meeting of the Ontario International Airport Authority on August 28, 2018, approving same as on file with the Secretary/Assistant Secretary.

3. BILLS/PAYROLL

Approved bills from August 1, 2018 through August 30, 2018 and Payroll August 1, 2018 through August 30, 2018.

4. APPROVAL OF MEETING STIPENDS

The Ontario International Airport Authority Commission approved meeting stipends for President Wapner.

5. AWARD OF CONTRACT TO AMG AND ASSOCIATES, INC. FOR THE SWA AND MTS CARGO RELOCATION PROJECT AT ONTARIO INTERNATIONAL AIRPORT

The Ontario International Airport Authority approved and awarded a contract to AMG and Associates, Inc. for the demolition of existing blast wall and bus terminal, and the design, construction and installation of two fabric structures in the amount of \$12,312,978. The budget for Fiscal Year 2019, contained an initial estimated amount of \$4,000,000 for the fabricated structures. The remaining \$8,300,000 for the installation and construction of the facilities will be funded through existing cash balances for an overall cash outlay of \$12,312,978 by fiscal year ending June 30, 2019.

6. APPROVE THE SELECTION OF AND AUTHORIZE THE CEO TO NEGOTIATE AND EXECUTE A CONTRACT WITH RS&H CALIFORNIA, INC. FOR AIRSIDE AND LANDSIDE PAVEMENT MANAGEMENT SYSTEM PROJECT AT ONTARIO INTERNATIONAL AIRPORT

The Ontario International Airport Authority approved the selection of and authorized the CEO to negotiate and execute a contract with RS&H California, Inc. for Airside and Landside Pavement Management System project. The FY2018/19 budgeted amount for the Airside and Landside Pavement Management System project was \$1,500,000. The OIAA executed the FAA Grant offer 3-06-0175-044-

2018 on September 4, 2018, for the Airside and Landside Pavement Management project. The FAA Grant is in the amount of \$709,780, is AIP funding available for reimbursement for the Airside and Landside Pavement Management System project.

7. APPROVE THE SELECTION OF AND AUTHORIZE THE CEO TO NEGOTIATE AND EXECUTE A CONTRACT WITH HNTB CORPORATION FOR GIS DATA COLLECTION, NARRATIVE REPORT AND AIRPORT LAYOUT PLAN PROJECT AT ONTARIO INTERNATIONAL AIRPORT

The Ontario International Airport Authority approved the selection of and authorized the CEO to negotiate and execute a contract with HNTB Corporation for GIS Data Collection, Narrative Report and Airport Layout Plan project. The FY2018/19 budgeted amount for the GIS Data Collection, Narrative Report and Airport Layout Plan project was \$1,500,000. The FAA anticipates making the grant offer for the project in the next federal fiscal year in the second quarter of 2019. The next federal fiscal year commences on October 1, 2018.

8. APPROVE THE FIRST ONE-YEAR EXTENSION OPTION WITH SECURITAS SECURITY USA INC., FOR AS-NEEDED SECURITY SERVICES AT ONTARIO INTERNATIONAL AIRPORT AND AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE THE SECOND ONE-YEAR EXTENSION OPTION FOR THE THIRD AND FINAL CONTRACT YEAR

The Ontario International Airport Authority approved the first one-year extension (second contract year), including a 3.9% increase for security personnel, for an annual amount not to exceed \$470,000, and authorized the Chief Executive Officer to execute the second extension option (third/final contract year), and associated staff percentage increase, for an amount not to exceed \$1,410,000 over the term of contract. Funding for this contract is approved under the Operations and Maintenance Fiscal Year 2019 Budget. Funding for subsequent years will be requested through the annual budget process.

9. APPROVE THE FIRST ONE-YEAR EXTENSION OPTION WITH GROUP & WANG ASSOCIATES FOR DEVELOPMENT OF AN AIR SERVICE MARKETING STRATEGY FOR RECRUITMENT OF AIRLINES FROM THE PEOPLE'S REPUBLIC OF CHINA (PRC) AND AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE THE SECOND ONE-YEAR EXTENSION OPTION FOR THE THIRD AND FINAL CONTRACT YEAR

That the Ontario International Airport Authority approve the first one-year extension (second contract year) for an annual amount not to exceed \$300,000 and an overall amount not to exceed \$900,000 over the contract term, and authorized the Chief Executive Officer to execute the second extension option (third/final contract year). Funding for this contract is approved under the Fiscal Year 2019 budget.

Funding for subsequent years will be requested through the annual budget process.

10. APPROVE THE FIRST ONE-YEAR EXTENSION OPTION WITH GUGE MARKETING FOR ADVERTISING, MARKETING, CREATIVE DEVELOPMENT, MEDIA BUYS AND OTHER RELATED SERVICES AND AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE THE SECOND ONE-YEAR EXTENSION OPTION FOR THE THIRD AND FINAL CONTRACT YEAR

The Ontario International Airport Authority approved the first one-year extension (second contract year) for an amount not to exceed \$300,000 and an overall amount not to exceed \$900,000 over the contract term, and authorized the Chief Executive Officer to execute the second extension option for the third/final contract year. Funding for this contract is approved under the Fiscal Year 2019 budget. Funding for subsequent years will be requested through the annual budget process.

11. A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY TO EXTEND THE DURATION OF INCENTIVES UNDER THE OIAA INTERNATIONAL AIR CARRIER INCENTIVES POLICY

The Ontario International Airport Authority amend the Air Carrier Incentives Policy (ACIP), originally adopted on by Resolution No. 2017-11 on September 28, 2017, to extend the duration of incentive benefits for passenger airlines offering qualifying international services at ONT from its current length of 12 months to the earlier of 24 months or the commencement of operations at the replacement U.S. Customs and Border Protection (USCBP) Federal Inspection Station (FIS) in Terminal 2 at ONT.

RESOLUTION NO. 2018-17 A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY COMMISSION TO EXTEND THE DURATION OF INCENTIVES UNDER THE OIAA INTERNATIONAL AIR CARRIER INCENTIVES POLICY

12. RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY ADOPTING A TICKET DISTRIBUTION POLICY

The Ontario International Airport Authority adopted a ticket distribution policy in accordance with state law. From time to time, the OIAA receives “tickets or passes” from third party sources, both public and private to allow OIAA public officials to conduct outreach and promotional activities. Under Title 2 of the California Code of Regulations, Section 18944.1, tickets and/or passes are defined as an admission to a facility, event, show or performance for an entertainment, amusement, recreational, or similar purpose.

**RESOLUTION NO. 2108-18 A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY ADOPTING A TICKET DISTRIBUTION POLICY
ADMINISTRATIVE DISCUSSION/ACTION/REPORT**

13. A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY APPROVING FULL COST RECOVERY OF ACCOMMODATED DIVERTED FLIGHTS

The Ontario International Airport Authority adopted a resolution establishing rates to recover the full cost of accommodating diverted flights by non-signatory airlines, which are irregular, non-scheduled operations, unlike scheduled flights.

RESOLUTION NO. 2018-19 A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY APPROVING FULL COST RECOVERY OF SERVICES PROVIDED TO ACCOMMODATE IRREGULAR FLIGHT OPERATIONS DIVERTED TO ONTARIO INTERNATIONAL AIRPORT

CEO Thorpe provided a brief presentation.

Vice President Loveridge asked questions regarding the number of diversion and the type of prior notice ONT.

CEO Thorpe provided a brief explanation regarding diverted flights.

MOTION: Moved by Vice President Loveridge, seconded by Secretary Bowman and carried by a vote of 4-0-1, with Commissioner Hagman absent, to adopt Resolution No. 2018-19.

STAFF MATTERS

There were no updates.

COMMISSIONER MATTERS

Commissioner Gouw had no comments.

Secretary Bowman had no comments.

Vice President announced the field trip to San Diego airport on October 29, 2018 and stated he was interested in understanding what J.D. Powers looks for when ranking airports.

President Wapner spoke on his efforts to create an aviation task force and an aviation technical advisory committee that will focus on connecting all the airports in Southern California into a Southern California Regional Network.

ADJOURNMENT

President Wapner adjourned the Ontario International Airport Authority Commission meeting at 3:25 p.m.

RESPECTFULLY SUBMITTED:

CLAUDIA Y. ISBELL, CLERK OF THE BOARD

APPROVED:

ALAN D. WAPNER, PRESIDENT
ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 23, 2018

SECTION: CONSENT CALENDAR

SUBJECT: AWARD OF CONTRACT TO GRIFFITH COMPANY FOR THE NORTHWEST QUADRANT DEMOLITION PROJECT AT ONTARIO INTERNATIONAL AIRPORT

RELEVANT STRATEGIC OBJECTIVE: Provide Customer Friendly Facilities and Service

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) award the contract to Griffith Company for the demolition and rough grading of approximately fifty-one acre parcel in the northwest quadrant of the OIAA property, in the amount of \$2,965,875.

FISCAL IMPACT SUMMARY: Funding for this project is approved under Capital Improvement Projects in the Fiscal Year 2019 budget, with a projected completion date prior to the end of Fiscal Year 2019.

BACKGROUND: The Northwest Quadrant Demolition is an enabling project for the Fed Ex cargo development, as outlined in the long term lease between the OIAA and FedEx approved by the OIAA Commission on June 27, 2018. Pursuant to that agreement the OIAA is responsible for demolition of the approximate fifty-one acres and leaving the site in a rough graded condition for the FedEx development.

PROCUREMENT: On September 10, 2018, a Notice Inviting Bids for the Northwest Quadrant Demolition Project was advertised, with a scope of work including the demolition and rough grading of an approximate fifty-one acre parcel, as well as the removal of existing hangar buildings, asphalt and concrete pavements, chain link fencing, above/below ground utilities and the relocation of existing operations-related facilities and roadways on the site of the FedEx development area. On September 28, 2018, the OIAA received 7 sealed bids in response to the solicitation. Bidders were requested

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

Department: Program Management

Submitted to OIAA: October 23, 2018

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: Mark A. Thorpe

to provide line item material and labor pricing for the various components of the project, as well as the submission of administrative requirements. Upon review of the bids received, Griffith Company was determined to be the lowest, most responsive, and most responsible bidder for an amount of \$2,965,875.

CEQA COMPLIANCE AND LAND USE APPROVALS: In accordance with CEQA Guidelines §§15162 and 15164, on June 26, 2018, the OIAA already considered, approved, adopted and certified an Addendum, which includes this enabling project, to the Pacific Gateway Cargo Center (PGCC) Final Environmental Impact Report for the Ontario International Airport Cargo Facility Consolidation and Improvement Program (Project), and considered, approved, and adopted a Mitigation Monitoring and Reporting Program (MMRP) for the Project. Approval of the Project previously also included the demolition of existing structures and paved areas within a portion of the PGCC site and construction of replacement facilities within a portion of the PGCC site.

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: The demolition will involve two phases. The first phase will impact the current MTS and SWA cargo operations by reducing the area north of the existing hangars 20, 19, 25 and 26, for tractor and trailer operations. The second phase will impact the current location of the ONT aircraft bomb threat area. The OIAA will need to establish a new ONT aircraft bomb threat location due to this project.

SCHEDULE: The construction project is contingent on airline approval, which is currently in process and will be completed in the first quarter of 2019.

ATTACHMENTS: Not available.

The Agenda Report references the terms and conditions of the recommended actions and request for approval. Any document(s) referred to herein and that are not attached or posted online may be reviewed prior to or following scheduled Commission meetings in the Office of the Clerk of the Commission. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday

This Agenda Report has been reviewed by OIAA General Counsel.



DATE: OCTOBER 23, 2018

SECTION: CONSENT CALENDAR

SUBJECT: APPROVAL TO AWARD CONTRACTS FOR A 3 YEAR PERIOD BETWEEN THE FOLLOWING FIRMS; CONSTRUCTION MANAGEMENT JACOBS PROJECT MANAGEMENT, ONTARIO AVIATION GROUP, AND PPM GROUP, INC., FOR ON-CALL CONSTRUCTION MANAGEMENT AND RELATED SERVICES AT THE ONTARIO INTERNATIONAL AIRPORT.

RELEVANT STRATEGIC OBJECTIVE: Provide Customer Friendly Facilities and Service

RECOMMENDED ACTION(S): That the OIAA award and authorize the Chief Executive Officer to execute contracts with Jacobs Project Management, Ontario Aviation Group, and PPM Group, Inc., for as-needed construction management and related services for capital improvement projects at the airport.

FISCAL IMPACT SUMMARY: If approved, Jacobs Project Management, Ontario Aviation Group, and PPM Group, Inc., would be retained on a list of contractors available to provide on-call as-needed for three (3) years. The total cost allocation is \$6,000,000 for all three (3) contracts for the three (3) year period. Individual task orders will be authorized by the OIAA prior to the not-to-exceed amount of \$6,000,000 for the three (3) year contract term. Funding for this contract is available through unrestricted cash funds and short-term financing.

BACKGROUND: After the November 2016 transfer of ownership and operational control of ONT, the OIAA identified the critical need for immediate engineering support services for ongoing and upcoming capital improvement projects at the airport. The OIAA awarded contracts at the February 27, 2018, Commission meeting for on-call engineering services for AIP and NON-AIP projects to prepare construction documents for airport capital

STAFF MEMBER PRESENTING: Chief Executive Officer, Mark A Thorpe

Department: Program Management

Submitted to OIAA: October 23, 2018

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: *Mark A. Thorpe*

improvements projects. To manage large tenant improvement and airport capital improvement project construction, the OIAA needs construction management and related services which include, but not limited to, weekly job meeting

administration, resident engineering, inspection, material testing, schedule administration, pay request administration, change management and project closeout.

PROCUREMENT: OIAA staff has determine that out-sourcing most of its construction management and related services needs is a cost-effective alternative to hiring a full complement of OIAA staff to carry out these functions, particularly in light of the variable nature of the workload required for these tasks.

OIAA selection panel has evaluated 11 proposals under the qualifications-based solicitation process and has selected three (3) firms, Jacobs Project Management, Ontario Aviation Group and PPM Group, Inc., to provide construction management and related services for a three (3) year term, on an on-call, as-needed basis..

CEQA COMPLIANCE AND LAND USE APPROVALS: The proposed staffing services decision is not a “project” under CEQA and does not require environmental review. To the extent the staffing services decision could be deemed a “project” for purposes of CEQA, it would be Categorically Exempt (Class 1) from the provisions of CEQA pursuant to (1) CEQA Guidelines section 15309 for project inspection services, (2) CEQA Guidelines section 15301 for the operations, repair, maintenance, permitting, or minor alteration of existing structures of facilities involving negligible or no expansion of use beyond that existing at the time of the lead agency’s determination, and (3) CEQA Guidelines section 15303 for new construction, installation or conversion of a limited number of small structures, facilities or equipment.

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: N/A

ATTACHMENTS: N/A

The Agenda Report references the terms and conditions of the recommended actions and request for approval. Any document(s) referred to herein and that are not attached or posted online may be reviewed prior to or following scheduled Commission meetings in the Office of the Clerk of the Commission. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday

This Agenda Report has been reviewed by OIAA General Counsel.



DATE: OCTOBER 23, 2018

SECTION: CONSENT CALENDAR

SUBJECT: A RESOLUTION TO ADOPT THE RECORDS RETENTION SCHEDULES.

RELEVANT STRATEGIC OBJECTIVE: Maintain a Safe and Secure Operational Environment

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) adopt a records management program, including its records retention policies.

FISCAL IMPACT SUMMARY OIAA will realize significant savings both in labor and storage expenses; including the avoidance of future storage and/or construction costs.

BACKGROUND: Ontario International Airport Authority selected Gladwell Governmental Services, Inc., an expert in local government records to upgrade its records management program. An upgrade in the existing program was necessary to reduce current and future records storage costs, eliminate duplication of effort, increase efficiency and take advantage of current technology and changes in law.

The upgrade of the current records management systems are driven by many factors, including:

- Developing roles and responsibilities
- Many departments are filing and storing copies of the same records
- OIAA produces and manages many permanent records
- Escalating records storage expenses
- Technology advancements
- Changes in law

The purpose of the program is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation and disposal of all records managed by the airport.

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

Department: Clerk's Office

Submitted to OIAA: October 23, 2018

Approved: _____

Continued to: _____

Denied: _____

Chief Executive
Officer Approval: Mark A. Thorpe

Item No. 06

The retention periods are in compliance with all laws and are standard business practice for California cities, including the City of Ontario's records retention policies.

The new retention schedules were written interactively with representatives from all departments participating in the project. They provide clear, specific records descriptions and retention periods, and apply current law and technology to the management of OIAA's records. By identifying which department is responsible for maintaining the original record, and by establishing clear retention periods for different categories of records, OIAA will realize significant savings in labor costs, storage costs, free filing cabinet and office space, and realize operational efficiencies.

PROCUREMENT: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: The retention schedule will take effect upon adoption.

ATTACHMENTS: A resolution to adopt the retentions schedules.

The Agenda Report references the terms and conditions of the recommended actions and request for approval. Any document(s) referred to herein and that are not attached or posted online may be reviewed prior to or following scheduled Commission meetings in the Office of the Clerk of the Commission. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday

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

RESOLUTION NO. XXXX

**A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT
AUTHORITY COMMISSION ADOPTING A RECORDS RETENTION
SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN
AGENCY RECORDS**

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the Ontario International Airport Authority (OIAA); and

WHEREAS, the Board of Directors wishes to improve efficiency and effectiveness;

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

Section 1. The records of the OIAA, as set forth in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of the Board Clerk, without further action by the Board of Directors.

Section 2. With the consent of the Board Clerk, Chief Executive Officer, and the Agency's Attorney, updates are hereby authorized to be made to the Records Retention Schedule without further action by the Board of Directors.

Section 4. The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

Section 5. The Board Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Section 6. This resolution shall become effective immediately upon its passage and adoption.

PASSED, APPROVED, AND ADOPTED this 23rd day of October 2018.

ALAN D. WAPNER, OIAA PRESIDENT

ATTEST:

CLAUDIA Y. ISBELL,
ASSISTANT SECRETARY

APPROVED AS TO LEGAL FORM:

LORI D. BALLANCE
GENERAL COUNSEL

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

I, Claudia Y. Isbell, Commission Clerk of the Ontario International Airport Authority, DO HEREBY CERTIFY that foregoing Resolution No. ____ was duly passed and adopted by the Commission of the Ontario International Airport Authority at their regular meeting held October 23, 2018 by the following roll call vote, to wit:

AYES: COMMISSIONERS:

NOES: COMMISSIONERS:

ABSENT: COMMISSIONERS:

CLAUDIA Y. ISBELL, CLERK TO THE BOARD/
ASSISTANT SECRETARY

(SEAL)

The foregoing is the original of Resolution No. ____ duly passed and adopted by the Commission of the Ontario International Airport Authority at their regular meeting held October 23, 2018.

CLAUDIA Y. ISBELL, CLERK TO THE BOARD/
ASSISTANT SECRETARY

(SEAL)



DATE: OCTOBER 23, 2018

SECTION: ADMINISTRATIVE REPORT/DISCUSSION/ACTION

SUBJECT: AWARD OF CONTRACT FOR A 3 YEAR PERIOD TO THE ONT AIR-NOVATION ALLIANCE & INTERVISTAS FOR ON-CALL AIR SERVICE DEVELOPMENT AND RELATED SERVICES AT THE ONTARIO INTERNATIONAL AIRPORT.

RELEVANT STRATEGIC OBJECTIVE: Expand Air Service.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) award and authorize the Chief Executive Officer to execute contracts with The ONT Air-Novation Alliance & InterVISTAS for as-needed air service development and related services for expanding air service at Ontario International Airport.

FISCAL IMPACT SUMMARY: If approved, each of these two firms will be retained on an on-call, as-needed basis for three (3) years. The total cost allocation is \$1,800,000 for the two firms for the three (3) year period. Individual task orders will be authorized by the OIAA prior to the initiation of any work under these contracts up to the not-to-exceed amount of \$1,800,000 for the three (3) year contract term or \$900,000 per contract during that period. This item was approved in the 2018-19 Budget Air Service Development.

BACKGROUND: The Airport requires strategic, analytical, econometric and forecasting support services to assist in the recruitment of additional passenger and cargo air service at Ontario International Airport. In addition, guidance and representation regarding federal regulatory matters related to domestic and international air service.

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

Department: Air Service Development Submitted to OIAA: October 23, 2018
 Approved: _____
 Continued to: _____
 Denied: _____

Chief Executive Officer Approval: Mark A. Thorpe

PROCUREMENT: OIAA staff has determined that out-sourcing some of its air service development and related services needs is a cost-effective alternative to hiring a full complement of OIAA staff to carry out these functions.

OIAA selection panel has evaluated four (4) proposals under the qualifications-based solicitation process and has selected two (2) firms, The ONT Air-Novation Alliance & InterVISTAS to provide Air Service Development and related services for a three (3) year term, on an on-call, as-needed basis.

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

The Agenda Report references the terms and conditions of the recommended actions and request for approval. Any document(s) referred to herein and that are not attached or posted online may be reviewed prior to or following scheduled Commission meetings in the Office of the Clerk of the Commission. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday

This Agenda Report has been reviewed by OIAA General Counsel.