

ONTARIO INTERNATIONAL AIRPORT AUTHORITY PLANNING & DEVELOPMENT COMMITTEE AGENDA REGULAR MEETING



OCTOBER 20, 2021 AT 2:00 P.M.

Ontario International Airport Authority Administration Offices
1923 East Avion Street, Room 100, Ontario, CA 91761

STANDING COMMITTEE MEMBERS

RONALD O. LOVERIDGE
Chair

JULIA GOUW
Member

WELCOME TO THE MEETING OF PLANNING & DEVELOPMENT COMMITTEE

- All documents for public review are on file at the Ontario International Airport Administration Offices located at 1923 E. Avion Street, Ontario, CA 91761.
- Anyone wishing to speak during public comment or on an item will be required to fill out a blue slip. Blue slips must be turned in prior to public comment, beginning or before an agenda item is taken up. The Secretary/Assistant Secretary will not accept blue slips after that time.
- You may submit public comments by e-mail to publiccomment@flyontario.com no later than 12:00 p.m. the day of the meeting. Please identify the Agenda item you wish to address in your comments. All e-mail comments will be included in the meeting record.
- Comments will be limited to 3 minutes. Speakers will be alerted when they have 1-minute remaining and when their time is up. Speakers are then to return to their seats and no further comments will be permitted.
- In accordance with State Law, remarks during public comment are to be limited to subjects within the Authority's jurisdiction. Remarks on other agenda items will be limited to those items.

Remarks from those seated or standing in the back of the board room will not be permitted. All those wishing to speak, including Committee Member and Staff, need to be recognized by the Committee Chair 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.

1. **CALL TO ORDER**

2. **ROLL CALL**

Ronald O. Loveridge (Chair), Gouw (Member)

3. **PUBLIC COMMENTS**

The Public Comment portion of the Committee meeting is limited to a maximum of 3 minutes for each Public Comment. Under provisions of the Brown Act, the Committee is prohibited from taking action on oral requests.

4. **COMMITTEE AGENDA REVIEW/ANNOUNCEMENTS**

Staff will go over all updated materials and correspondence received after the Agenda was distributed to ensure Committee Members have received them.

5. **CONFLICT OF INTEREST**

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

6. **CONSENT CALENDAR**

A. APPROVAL OF MINUTES

Approve minutes of the Planning & Development Committee meeting on August 12, 2021.

7. **COMMITTEE DISCUSSION ITEMS**

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

Review and recommend to the Commission for approval.

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

Review and recommend to the Commission for approval.

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

Review and recommend to the Commission for approval.

D. FIRST CONTRACT AMENDMENT TO KAVPLAN, LLC FOR STRATEGIC AVIATION PLANNING MANAGEMENT CONSULTING SERVICES

Review and recommend to the Commission for approval.

E. NEW POSITIONS FOR OPERATIONS DIVISION – DIRECTOR OF OPERATIONS, ASSOCIATE ENGINEER AND GARAGE TECHNICIAN

Review and recommend to the Commission for approval.

8. COMMITTEE STAFF UPDATES

9. COMMITTEE MEMBER COMMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

Ronald O. Loveridge, Chair

Julia Gouw, Member

10. ADJOURNMENT

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING
MINUTES
August 12, 2021
(not official until approved)**

In accordance with the Governor's Executive Orders N-25-20 and N-29-20 for the State of California, the Ontario International Airport Authority (OIAA) public meetings are being conducted via Zoom and teleconference. Members of the public utilized alternative measures established by OIAA to view the Committee meeting and/or to address the Committee Members for the meeting held on Thursday, August 12, 2021.

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

1. CALL TO ORDER

Chair Loveridge called the Planning & Development Committee meeting to order at 1:15 p.m.

2. ROLL CALL

PRESENT VIA ZOOM: Commissioners: Julia Gouw, Member
Ronald O. Loveridge, Chair

ABSENT: Commissioners: None

Also present via Zoom webinar were: Chief Executive Officer Mark A. Thorpe, Deputy Chief Executive Officer Atif J. Elkadi, Chief Planning Officer Michelle Brantley, Assistant General Counsel Kevin Sullivan, and Board Clerk Natalie Gonzaga.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

Members of the public wishing to provide public comment were able to do so via email comments to publiccomment@flyontario.com, live via telephone at (909) 414-1718, via telephone recording comments at (909) 544-5307, or by mail.

There were no public comments.

5. COMMITTEE AGENDA REVIEW/ANNOUNCEMENT

No announcements were made.

6. COMMITTEE DISCUSSION ITEMS

a. FUTURE PLANNING & DEVELOPMENT COMMITTEE MEETING SCHEDULE

Discussion regarding future standing committee meeting schedule.

The Planning & Development Committee members recommended to the full Commission a quarterly regular meeting schedule, with the understanding that the committee may need to meet for special meetings as needed.

7. PRESENTATIONS

a. Projects Update

Chief Planning Officer Brantley provided a presentation on active projects at ONT. Chair Loveridge requested the Committee be introduced future projects at the airport.

8. COMMITTEE MEMBER COMMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

Chair Loveridge had no additional comments.

Member Gouw had no additional comments.

9. ADJOURNMENT

Chair Loveridge adjourned the Planning & Development Committee meeting at 1:50 p.m.

RESPECTFULLY SUBMITTED TO RECEIVE AND FILE:

NATALIE GONZAGA, BOARD CLERK

APPROVED:

RONALD O. LOVERIDGE, CHAIR



DATE: OCTOBER 20, 2021

TO: PLANNING & DEVELOPMENT COMMITTEE

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

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

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

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

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

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

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

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

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

SCHEDULE: N/A

ATTACHMENTS: N/A

The Agenda Report references the terms and conditions of the recommended actions and request for approval. Any document(s) referred to herein and that are not attached or posted online may be reviewed prior to or following scheduled Commission meetings in the Office of the Clerk of the Commission. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday, although these hours and review procedures may be modified due to COVID-19 precautions. In that case, the documents may be requested by email at clerk@flyontario.com.



DATE: OCTOBER 20, 2021

TO: PLANNING & DEVELOPMENT COMMITTEE

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

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

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

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

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

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

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

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

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

SCHEDULE: N/A

ATTACHMENTS: N/A

The Agenda Report references the terms and conditions of the recommended actions and request for approval. Any document(s) referred to herein and that are not attached or posted online may be reviewed prior to or following scheduled Commission meetings in the Office of the Clerk of the Commission. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday, although these hours and review procedures may be modified due to COVID-19 precautions. In that case, the documents may be requested by email at clerk@flyontario.com.



DATE: OCTOBER 20, 2021

TO: PLANNING & DEVELOPMENT COMMITTEE

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

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

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

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

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

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

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

As new solutions are identified, they will be recommended to the Commission for action, as needed, to establish new contracts. For continuity of operations and management and regulatory compliance, the current systems need to remain operational while the new systems are procured, initiated, tested and launched. For this reason, staff is requesting that the current contract with ProDIGIQ be extended on a

month-to-month basis for up to twelve (12) months. As new software solutions are brought online, the scope and associated ProDIGIQ cost for each will be removed from the existing ProDIGIQ contract until all are removed and the contract is closed.

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

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: No impact on current operations.

SCHEDULE: N/A

ATTACHMENTS: N/A

The Agenda Report references the terms and conditions of the recommended actions and request for approval. Any document(s) referred to herein and that are not attached or posted online may be reviewed prior to or following scheduled Commission meetings in the Office of the Clerk of the Commission. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday, although these hours and review procedures may be modified due to COVID-19 precautions. In that case, the documents may be requested by email at clerk@flyontario.com.



DATE: OCTOBER 20, 2021

TO: PLANNING & DEVELOPMENT COMMITTEE

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

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

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

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

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

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

PROCUREMENT: N/A.

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A.

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

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

ATTACHMENTS: Attachment A: First Contract Amendment

The Agenda Report references the terms and conditions of the recommended actions and request for approval. Any document(s) referred to herein and that are not attached or posted online may be reviewed prior to or following scheduled Commission meetings in the Office of the Clerk of the Commission. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday, although these hours and review procedures may be modified due to COVID-19 precautions. In that case, the documents may be requested by email at clerk@flyontario.com.



DATE: OCTOBER 20, 2021

TO: PLANNING & DEVELOPMENT COMMITTEE

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

RELEVANT STRATEGIC OBJECTIVE: Reduce Airline Costs.

RECOMMENDED ACTION(S): That the Planning & Development Committee review and recommend to the Commission for approval of three proposed positions - Director of Operations, Associate Engineer and Garage Technician.

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

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

Director of Operations: An employee of this class is responsible for a wide range of duties that will require knowledge of airport terminal operations, facility maintenance, construction, fleet management, airfield operations and contract administration. Under the direction of the Chief Planning Officer, the Director of Operations will be responsible for the planning, coordination, and oversight of the contractors and OIAA staff utilized to provide these services and ensuring that all work performed by OIAA staff and contractors is in compliance with the FAA, TSA and other regulatory agencies

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

Garage Technician: An employee of this class will provide an additional member to the OIAA garage staff that will assist in many needed areas such as oil changes, tire repairs and servicing of all vehicles that include OIAA pool cars, executive vehicles, fire apparatus and construction equipment. The Garage

Technician will help with washing and fueling of vehicles while monitoring the fuel dispensing island during business hours and will also assist as a “helper” to Senior Mechanics when engaged in work where additional personnel is required. The creation of this entry-level position enables an organizational structure for the OIAA garage which allows learning on the job and the passing down of knowledge by more experienced employees with long airport tenure to this junior employee who may wish to advance to the more senior positions in the future. This employee will also be able to pick up and procure parts and materials off the airport for a repair; prevent further delay of completion; and add an additional layer of safety when the required minimum of (2) employees work together after hours in a hazardous environment.

PROCUREMENT: N/A.

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A.

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

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

ATTACHMENTS: N/A.

The Agenda Report references the terms and conditions of the recommended actions and request for approval. Any document(s) referred to herein and that are not attached or posted online may be reviewed prior to or following scheduled Commission meetings in the Office of the Clerk of the Commission. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday, although these hours and review procedures may be modified due to COVID-19 precautions. In that case, the documents may be requested by email at clerk@flyontario.com.