

ONTARIO INTERNATIONAL AIRPORT AUTHORITY

COMMISSION AGENDA – REGULAR MEETING



OCTOBER 27, 2022, AT 2:00 P.M.

Ontario International Airport Authority Administration Offices

1923 East 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

ATIF ELKADI
Chief Executive Officer

LORI D. BALLANCE
General Counsel

JOHN M. SCHUBERT
Treasurer

Norma I. Alley, MMC
Board Clerk/Assistant Secretary

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.
- 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 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 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.

CALL TO ORDER (OPEN SESSION)

ROLL CALL

Loveridge, Bowman, Hagman, Gouw, President Wapner

PLEDGE OF ALLEGIANCE

AGENDA REVIEW/ANNOUNCEMENTS

The Chief Executive Officer will go over all updated materials and correspondence received after the Agenda was distributed to ensure Commissioners have received them.

1. INFORMATION RELATIVE TO POSSIBLE CONFLICT OF INTEREST

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

CLOSED SESSION PUBLIC COMMENT

The Closed Session Public Comment portion of the Commission meeting is limited to a maximum of 3 minutes for each speaker and comments will be limited to matters appearing on the Closed Session.

CLOSED SESSION

CLOSED SESSION

- CONFERENCE WITH REAL PROPERTY NEGOTIATORS (GOV §54956.8.)
Property: Portion of ONT, former Air National Guard site
Agency negotiator: OIAA General Counsel's office
Negotiating parties: OIAA and DHL Express (USA), Inc.
Under negotiation: Exclusive Negotiating Agreement

REPORT ON CLOSED SESSION

General Legal Counsel

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.

CONSENT CALENDAR

All matters listed under CONSENT CALENDAR will be enacted by one motion in the form listed below. There will be no separate discussion on these items prior to the time Commission votes on them, unless a member of the Commission requests a specific item be removed from the Consent Calendar for a separate vote.

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

2. APPROVAL OF MINUTES

That the Ontario International Airport Authority (OIAA) Commission approve minutes for the OIAA special meeting on September 22, 2022.

3. CASH DISBURSEMENT REPORT (BILLS/PAYROLL)

That the Ontario International Airport Authority (OIAA) Commission receive and file the Cash Disbursement Report (Bills/Payroll) for the month ended September 30, 2022.

4. COMMISSIONER'S STIPENDS AS REQUIRED BY AUTHORITY BYLAWS

That the Ontario International Airport Authority (OIAA) Commission approve additional stipends per Article IV, Section 6 of the Authority's Bylaws for President Wapner for the month of September, 2022.

5. ADOPTION OF A RESOLUTION MAKING FINDINGS AND DETERMINATIONS UNDER ASSEMBLY BILL NO. 361 TO CONTINUE AUTHORIZATION OF VIRTUAL MEETINGS OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY FOR A PERIOD OF 30 DAYS

That the Ontario International Airport Authority (OIAA) Commission adopt a Resolution making findings and determinations under Assembly Bill 361 (AB 361) to authorize staff to continue to conduct virtual-only Commission and Committee meetings, in response to COVID-19.

RESOLUTION NO. 2022-23

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY
AUTHORIZING REMOTE TELECONFERENCE MEETINGS BY THE
COMMISSION AND ALL COMMITTEES IN ACCORDANCE WITH ASSEMBLY
BILL 361 FOR A PERIOD OF THIRTY DAYS

6. SOLE SOURCE SERVICE FOR SECOND ANNUAL ECONOMIC DEVELOPMENT FORUM

That the Ontario International Airport Authority (OIAA) Commission:

1. Authorize the spend in an amount not to exceed \$145,000 with the Greater Ontario Convention Center and Visitors Bureau to host the second annual Economic Development Forum; and
2. Authorize the spend in the amount not to exceed \$115,000 for the video production with Windsong Productions, LLC.

7. CAPA AMERICAS AVIATION & LCCs SUMMIT 2023 CONFERENCE

That the Ontario International Airport Authority (OIAA) Commission authorize the spend of \$280,000 Host Sponsorship Fee for hosting the 2023 CAPA Americas Aviation & LCCs Summit Conference.

8. EXCLUSIVE NEGOTIATING AGREEMENT BETWEEN THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AND DHL EXPRESS (USA), INC.

That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer (CEO) to execute an Exclusive Negotiating Agreement (ENA) between the OIAA and DHL Express (USA), Inc. regarding environmental and development plan reviews, and a possible later lease (subject to the results of full environmental review), for the potential to develop the South Airport Cargo Center.

9. SOLE SOURCE FURNITURE PURCHASE WITH ARNOLD'S OFFICE FURNITURE FOR OFFICE REDESIGN

That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer (CEO) to execute a sole source purchase for cubicles and furniture for the OIAA office redesign with our current cubicle provider, Arnold's Office Furniture, in an amount not to exceed \$366,618.30.

10. SPENDING AUTHORITY INCREASE FOR THE ADMINISTRATION BUILDING FIRST FLOOR RESTROOM UPGRADE PROJECT

That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer (CEO) to increase the spending authority for the Administrative Building First Floor Restroom Americans with Disabilities (ADA) Upgrade Project by \$19,322.80.

11. GEOTECHNICAL SERVICES QUALITY CONTROL FOR PARKING LOT 6 CONSTRUCTION AND BUS CUTOUT

That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer to increase the spending authority for Diaz Yourman & Associates to provide geotechnical quality control services during the construction of the Parking Lot 6 and Bus Cutout projects by \$63,052.00.

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

That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer (CEO) to approve a contract extension to the end of Fiscal Year (FY) 2022/2023, for TY Lin International for On-Call Airport Improvement Program (AIP) engineering, architectural and support services at Ontario International Airport (ONT).

13. CONTRACT WITH VELLUTINI CORPORATION DBA ROYAL ELECTRIC COMPANY FOR THE RUNWAY 26R INSTRUMENT LANDING SYSTEM UPGRADE PROJECT AND A REIMBURSABLE AGREEMENT WITH THE FEDERAL AVIATION ADMINISTRATION

That the Ontario International Airport Authority (OIAA) Commission:

1. Authorize the Chief Executive Officer (CEO) to execute a contract with Royal Electric Company in the amount of \$8,675,309 for construction of the Runway 26R Instrument Landing System (ILS) Upgrade project;
2. Authorize the CEO to execute the Federal Aviation Administration (FAA) Reimbursable Agreement (RA) for construction in the amount of \$402,700.92;
3. Approve construction administration and additional design services in the amount of \$165,000; and
4. Approve the revised total project budget in the amount of \$14,400,000.

ADMINISTRATIVE REPORTS/DISCUSSION/ACTION

14. SOLE SOURCE PURCHASE WITH US DIGITAL DESIGNS AND EXECUTE A SOLE SOURCE CONTRACT WITH BERG ELECTRIC CORPORATION FOR THE PURCHASE AND INSTALLATION OF AIRCRAFT RESCUE AND FIRE FIGHTING (ARFF) ALERTING SYSTEM

That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer (CEO) to execute the sole source purchase with US Digital Designs to supply a new Aircraft Rescue and Fire Fighting (ARFF) alerting system, and a contract with Berg Electric Corporation (Berg) to install the alerting system at the ARFF station in an amount for both contracts not to exceed \$250,000.

MANAGEMENT REPORT

Executive Office

COMMISSION MATTERS

President Wapner

Vice President Loveridge

Secretary Bowman

Commissioner Hagman

Commissioner Gouw

ADJOURNMENT

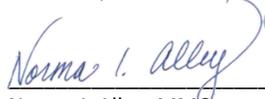
AFFIDAVIT OF POSTING

I, Norma I. Alley, MMC, Board Clerk of the Ontario International Airport Authority (OIAA), do hereby declare under penalty of perjury that the foregoing agenda has been posted at the administrative office and on the OIAA website in compliance to the Brown Act.

Date Posted: October 24, 2022

Time posted: 2:00 P.M.

Signature: _____


Norma I. Alley, MMC

Ontario International Airport Authority Board Clerk

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 27, 2022

SECTION: AGENDA REVIEW/ANNOUNCEMENTS

SUBJECT: RELATIVE TO POSSIBLE CONFLICT OF INTEREST

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

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.

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
06	Greater Ontario Convention Center and Visitors Bureau	<ul style="list-style-type: none">• Projection AV• Forum Infotech• Infinity Events• Red Carpet Services• Absolutely Fabulous• AFR• InProduction Inc.
06	Windsong Productions, LLC	<ul style="list-style-type: none">• Blare Media, LLC• CNML, LLC• Lights, Camera, Actions Cinema• Amber Medina Production Hairstylist & Makeup Artist
07	2023 CAPA Americas Aviation & LCCs Summit Conference	<ul style="list-style-type: none">• None

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Department: Clerk's Office Submitted to OIAA: October 27, 2022

09	DHL Express (USA), Inc.	<ul style="list-style-type: none"> • None
10	Arnold's Office Furniture dba Sunline	<ul style="list-style-type: none"> • None
11	Affordable Additions	<ul style="list-style-type: none"> • None
12	Diaz Consultants Inc dba Diaz Yourman & Associates	<ul style="list-style-type: none"> • None
13	TY Lin International	<ul style="list-style-type: none"> • Lean Technology Corporation • E.W. Moon, Inc. • Straight-Up Surveying
14	Vellutini Corporation Db a Royal Electric Company	<ul style="list-style-type: none"> • Griffith Company • Daco Construction • Better Way Mechanical • California Boring • Cal-Stripe • Madole and Associates, Inc.
15	Bergelectric, Corp.	<ul style="list-style-type: none"> • None
15	US Digital Designs	<ul style="list-style-type: none"> • None

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 27, 2022

SECTION: CONSENT CALENDAR

SUBJECT: APPROVAL OF MINUTES

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

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission approve minutes for the OIAA regular meeting on September 22, 2022.

BACKGROUND: The OIAA Board of Commission held a public meeting and minutes were recorded in text. In accordance to 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

Department: Clerk's Office

Submitted to OIAA: October 27, 2022

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval:  _____

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**ONTARIO INTERNATIONAL AIRPORT AUTHORITY
SPECIAL COMMISSION MEETING
MINUTES
SEPTEMBER 22, 2022**

CALL TO ORDER

President Wapner called the Ontario International Airport Authority Commission meeting to order at 1:00 p.m.

ROLL CALL

PRESENT: Commissioners: Jim W. Bowman, Julia Gouw, Curt Hagman (arrived at 1:05 p.m.), Ronald O. Loveridge, and Alan D. Wapner

Also present were Chief Executive Officer Atif Elkadi, Assistant General Counsel Kevin P. Sullivan, Chief Financial Officer/Treasurer John M. Schubert, and Board Clerk Norma I. Alley, MMC.

A quorum of the Board of Commissioners was present.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

AGENDA REVIEW/ANNOUNCEMENT

No announcements were made.

1. CONFLICT OF INTEREST

No conflicts were declared.

CLOSED SESSION PUBLIC COMMENT

There were no closed session public comments.

CLOSED SESSION

- CONFERENCE WITH REAL PROPERTY NEGOTIATORS (GOV §54956.8.)
Property: ONT Terminals 2 and 4.
Agency negotiator: OIAA General Counsel's office

Assistant General Counsel Kevin Sullivan announced the closed session item.

President Wapner recessed the open session and called the closed session to order at 1:03 p.m. The open session reconvened at 1:38 p.m.

REPORT ON CLOSED SESSION

President Wapner announced there was no reportable action.

PUBLIC COMMENT

Board Clerk Norma Alley noted Mr. Richard Sherman provided written comment, which was entered into the record. Seeing no one come forward, President Wapner closed the public comment.

CONSENT CALENDAR

2. APPROVAL OF MINUTES

Approved minutes for the Ontario International Airport Authority regular meeting on August 25, 2022.

3. CASH DISBURSEMENT REPORT (BILLS/PAYROLL)

Received and filed the Cash Disbursement Report (Bills/Payroll) for the month ended August 31, 2022.

4. APPROVAL OF COMMISSIONER'S STIPENDS AS REQUIRED BY AUTHORITY BYLAWS

Approved additional stipends per Article IV, Section 6 of the Authority's Bylaws.

5. ADOPTION OF A RESOLUTION MAKING FINDINGS AND DETERMINATIONS UNDER ASSEMBLY BILL NO. 361 TO CONTINUE AUTHORIZATION OF VIRTUAL MEETINGS OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY FOR A PERIOD OF 30 DAYS

Adopted Resolution No. 2022-20 making findings and determinations under Assembly Bill 361 (AB 361) to authorize staff to continue to conduct virtual-only Commission and Committee meetings, in response to COVID-19.

RESOLUTION NO. 2022-20: A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AUTHORIZING REMOTE TELECONFERENCE MEETINGS BY THE COMMISSION AND ALL COMMITTEES IN ACCORDANCE WITH ASSEMBLY BILL 361 FOR A PERIOD OF THIRTY DAYS

6. A RESOLUTION AMENDING EXHIBITS TO THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY CONFLICT OF INTEREST CODE

Approved Resolution No. 2022-21 amending the Exhibits to the Ontario International Airport Authority's (OIAA) Conflict of Interest Code to update position classification titles and conflict of interest disclosure form regarding filing requirements for OIAA employees.

RESOLUTION NO. 2022-21: A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY APPROVING AND ADOPTING AMENDED EXHIBITS OF THE CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974

7. A RESOLUTION DECLARING OCTOBER 5 AS CALIFORNIA'S CLEAN AIR DAY

Authorized the recognition and declaration of October 5 as California's Clean Air Day.

RESOLUTION NO. 2022-22: A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY APPROVING AND ADOPTING THE RECOGNITION OF OCTOBER 5, 2022, AS CALIFORNIA CLEAN AIR DAY

8. AWARDING A NON-EXCLUSIVE OPERATING AGREEMENT BETWEEN OIAA AND TURO, INC. COVERING PEER-TO-PEER VEHICLE SHARING

Authorized the CEO to execute a Non-Exclusive Operating Agreement between the OIAA and Turo, Inc. covering peer-to-peer vehicle sharing.

9. AWARDING A VENDING CONTRACT TO PETAL POCKETS, LLC

Approved the award of a vending concession agreement with Petal Pockets, LLC.

10. APPROVE A SECOND AMENDMENT TO CONTRACT AGREEMENT SCONT-000324 BETWEEN OIAA AND FRUITION GROWTH, LLC

Authorized the Chief Executive Officer (CEO) to execute a approve a second amendment to Contract Agreement SCONT-000324 between OIAA and Fruition Growth, LLC increasing the contract spending, in the amount of \$400,000, for website rebuild, Drupal system upgrade, and ongoing maintenance.

11. NEW POSITION CLASSIFICATIONS

Authorized four new position classifications, and two additional full-time employees (FTE).

12. APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH KAVPLAN LLC FOR STRATEGIC AVIATION MANAGEMENT AND ADVISORY CONSULTING SERVICES

Authorized the Chief Executive Officer (CEO) to execute a professional services agreement with KavPlan LLC for strategic aviation management and advisory consulting services for one-year not to exceed \$180,000.00; and authorize the CEO to exercise two, one-year extensions, for an overall contract amount not to exceed \$540,000.00.

13. APPROVAL OF ENVIRONMENTAL STUDY FOR THE TERMINAL DEVELOPMENT PROGRAM AND PROJECT DEFINITION PLANNING FOR THE FIRST PHASE OF THE TERMINAL DEVELOPMENT PROGRAM

Approved environmental study for a Terminal Development: approve project definition development for the first phase of a Terminal Development Program; authorize the Chief Executive Officer (CEO) to execute Task Orders not to exceed \$6,000,000 to accomplish the planning services.

MOTION: Moved by Commissioner Hagman, seconded by Secretary Bowman, to approve the Consent Calendar; including Resolution No. 2022-20, Resolution No. 2022-21, and Resolution No. 2022-22; and carried by a 5 Yes/0 No vote.

ADMINISTRATIVE DISCUSSION/ACTION/REPORT

14. APPROVE CEQA CATEGORICAL EXEMPTIONS FOR A GROUND TRANSPORTATION CENTER AT THE ONTARIO INTERNATIONAL AIRPORT AND AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE DESIGN SERVICES CONTRACTS

Assistant General Counsel Kevin Sullivan presented the staff report and fielded questions from the Commissioners. Discussion commenced amongst the Board of Commissioners and a request was made for the contract selection to return to the Commissioners for approval.

President Wapner called for public comment. Seeing no one come forward, he closed the public comment.

MOTION: Moved by Secretary Bowman, seconded by Commissioner Gouw, to approve California Environmental Quality Act (CEQA) Categorical Exemptions under CEQA Guidelines Sections 15301 (Class 1), Section 15302 (Class 2), and 15332 (Class 32) for the proposed project, and (2) authorize the Chief Executive Officer (CEO) to execute design development services for the proposed project, for a not to exceed budget of \$4,700,000 to accomplish these services, and carried by a 5 Yes/0 No vote.

15. APPROVE CEQA CATEGORICAL EXEMPTIONS FOR A NEW PARKING GARAGE CONSTRUCTION AT THE ONTARIO INTERNATIONAL AIRPORT AND AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE DESIGN SERVICES CONTRACTS

Assistant General Counsel Kevin Sullivan presented the staff report and fielded questions from the Commissioners.

President Wapner called for public comment. Seeing no one come forward, he closed the public comment.

MOTION: Moved by Commissioner Hagman, seconded by Vice President Loveridge; to (1) approve California Environmental Quality Act (CEQA) Categorical Exemptions under CEQA Guidelines, Section 15302 (Class 2) and Section 15332 (Class 32) for the proposed project, and (2) authorize the Chief Executive Officer (CEO) to execute design development services for the proposed project, for a not to exceed budget of \$9,500,000 to accomplish these services; and carried by a 5 Yes/0 No vote.

16. APPROVAL OF CHANGES TO BENEFIT COVERAGE/CARRIERS AND EMPLOYER PAID PERCENTAGE OF MEDICAL COVERAGE

Chief Executive Officer Atif Elkadi presented the staff report and fielded questions from the Commissioners.

President Wapner called for public comment. Seeing no one come forward, he closed the public comment.

MOTION: Moved by Commissioner Hagman, seconded by Secretary Bowman; to authorize the CEO to transfer benefit coverages for 2023, with the exception of medical plans through CalPers, to a competitive small business plan with an established and well-respected broker, Brown & Brown; and carried by a 5 Yes/0 No vote.

MANAGEMENT REPORT

CEO Elkadi provided updates on passenger traffic numbers and changes to flights.

COMMISSIONER MATTERS

President Wapner thanked staff for their hard work.

Vice President Loveridge commented the story of the Airport is beyond the building and goes into several communities.

Secretary Bowman had no comments.

Commissioner Hagman had no comments.

Commissioner Gouw had no comments.

ADJOURNMENT

President Wapner adjourned the Ontario International Airport Authority Commission meeting at 1:57 p.m. in the memory of Ontario Fire Engineer Curtis Trevor Gold.

RESPECTFULLY SUBMITTED:

APPROVED:

NORMA I. ALLEY, MMC, BOARD CLERK

ALAN D. WAPNER, PRESIDENT



DATE: OCTOBER 27, 2022

SECTION: CONSENT CALENDAR

SUBJECT: CASH DISBURSEMENT REPORT (BILLS/PAYROLL)

RELEVANT STRATEGIC OBJECTIVE: Master the Basics and Invest in ONT

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission receive and approve the Cash Disbursement Report (Bills/Payroll) for the month ended September 30, 2022.

FISCAL IMPACT SUMMARY: The funding is approved in the Fiscal Year 2022-2023 budget.

BACKGROUND: In June 2022, the OIAA Board of Commissioners adopted an operating budget that was based on a continued conservative approach to mitigate the impacts of the ongoing lower levels in aviation activity as a result of the COVID-19 pandemic. As passenger activity has resumed to near normal levels, OIAA has resumed operations to almost pre-pandemic service levels, which includes filling vacant staff positions, the addition of new staff positions, increased public safety resources and a return to pre-pandemic initiatives.

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

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Department: Finance and Accounting

Submitted to OIAA: October 27, 2022

Approved: _____

Continued to: _____

Denied: _____

CEO Approval: 

ATTACHMENTS:

1. Cash Disbursement Report (Bills/Payroll) for the month ended September 30, 2022.

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.

This Agenda Report has been reviewed by OIAA General Counsel.

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 27, 2022

SECTION: CONSENT CALENDAR

SUBJECT: COMMISSIONER'S STIPENDS AS REQUIRED BY AUTHORITY BYLAWS

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

RECOMMENDED ACTION(S): That the Ontario International Airport Authority Commission approve additional stipends per Article IV, Section 6 of the Authority's Bylaws for President Wapner for the month of September, 2022.

FISCAL IMPACT AND SOURCE OF FUNDS: OIAA operating revenue.

BACKGROUND: Article IV, Section 6 of the Authority's Bylaws states as follows:

"No salary: Reimbursement for Expenses; Stipends. The members of the Commission shall receive no salary but shall be reimbursed for necessary expenses (including mileage in accordance with standard IRS mileage reimbursement rates) incurred in the performance of their duties. Additionally, Commissioners will receive a stipend in the amount of one hundred fifty dollars (\$150.00) for attendance at each Commission meeting, standing committee meeting, ad hoc committee meeting, and any Authority-related business function. A maximum of six (6) stipends are permitted per month. An additional two (2) stipends are permitted with prior approval of the President. More than eight (8) stipends per month will require approval by the full Commission."

During the month of September 2022, President Wapner attended four (4) additional Authority-related business functions. Full Commission approval is needed to approve payment of these additional stipends.

PROCUREMENT: N/A

CEQA COMPLIANCE: N/A

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Department: Executive

Submitted to OIAA: October 27, 2022

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval:  _____

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, 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.

This Agenda Report has been reviewed by OIAA General Counsel.



DATE: **OCTOBER 27, 2022**

SECTION: **CONSENT CALENDAR**

SUBJECT: **ADOPTION OF A RESOLUTION MAKING FINDINGS AND DETERMINATIONS UNDER ASSEMBLY BILL NO. 361 TO CONTINUE AUTHORIZATION OF VIRTUAL MEETINGS OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY FOR A PERIOD OF 30 DAYS**

RELEVANT STRATEGIC OBJECTIVE: Invest in ONT

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission adopt a Resolution making findings and determinations under Assembly Bill 361 (AB 361) to authorize staff to continue to conduct virtual-only Commission and Committee meetings, in response to COVID-19.

BACKGROUND: Governor Newsom declared a state of emergency for California due to the COVID-19 virus on March 4, 2020. On March 12, 2020, the Governor issued Executive Orders relaxing some provisions of the Brown Act meeting requirements to allow remote meetings without legislative body members physically present at the meeting location. The OIAA Commission began conducting meetings virtually on March 26, 2020. The Executive Orders expired September 30, 2021, and the OIAA Commission resumed in-person meetings on October 28, 2021.

The Governor signed Assembly Bill 361 on September 17, 2021, allowing local agency legislative bodies to continue to hold meetings remotely through December 31, 2023, provided local agencies comply with specified requirements. The purpose of Assembly Bill 361 is to improve public access to local agency meetings during the COVID-19 pandemic by allowing broader remote meeting options.

As of December 20, 2021, the Center for Disease Control and Prevention has stated the Omicron variant is expected to result in a rapid increase in infections in the United States. As of December 31, 2021, the California Department of Public Health has evidenced emergency conditions related to the Omicron variant, including ongoing COVID-19 cases, hospitalizations, and deaths.

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Department: Executive

Submitted to OIAA: October 27, 2022

Approved: _____

Continued to: _____

Denied: _____

Chief Executive
Officer Approval: 

A legislative body member may hold a meeting remotely without needing to comply with the teleconferencing requirements of the Brown Act if:

1. Either a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing.

And

2. The legislative body makes the following findings by majority vote within the last 30 days (vote may occur at that meeting): (A) The legislative body has reconsidered the circumstances of the state of emergency. (B) Any of the following circumstances exist: (i) The state of emergency continues to directly impact the ability of the members to meet safely in person. (ii) State or local officials continue to impose or recommend measures to promote social distancing.
3. The legislative body continues to make the determinations in Item 2 every 30 days thereafter the initial determination.

The Commission adopted Resolution 2022-01 on January 7, 2022, and subsequently each month, making findings to hold remote meetings in accordance with AB 361, and may continue to extend the authorization in additional thirty (30) day increments for the duration of the declared emergency, or until the Commission decides to return to in-person meetings, or otherwise complies with the regular remote meeting requirements of the Brown Act.

If the Commission does not continue to adopt the Resolution to make the findings required for remote participation per Assembly Bill 361, the Brown Act rules regarding teleconferencing would apply for remote participation. Under the Brown Act rules, the Commission may hold remote meetings provided the meeting meets the following criteria:

- A majority of the Commission members participate in the meeting from locations within the jurisdiction boundaries.
- The meeting notice and agenda identify the teleconference locations, including full address and room number.
- The meeting agendas are posted at each teleconference location at least 72 hours before a regular meeting.
- The public has access to each teleconference location, including hotel room or residence, and each location has the technology, such as a speakerphone, to allow the public to participate in the meeting.
- The agenda must provide the opportunity for the public to address the legislative body directly at each teleconference location.
- The legislative body conducts all votes by roll call.

The adoption of the proposed Resolution would continue to authorize Commission and its Committee meetings to be conducted virtually through November 27, 2022. In order to comply with Assembly Bill 361, the attached Resolution needs to be renewed within 30-day intervals in order to allow for continued

virtual meetings. The adoption of the Resolution will also apply to Commission Standing Committees, thus authorizing the Committees to meet virtually as well.

If adopted to continue virtual meetings, it is anticipated staff will return with another Resolution the proceeding month, to re-evaluate at that time and determine if future meetings will be held virtually or in person.

FISCAL IMPACT SUMMARY: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

PRIOR COMMISSION ACTION: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

EXHIBITS & ATTACHMENTS:

1. Resolution

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.

This Agenda Report has been reviewed by OIAA General Counsel.

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RESOLUTION NO. 2022-23

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AUTHORIZING REMOTE TELECONFERENCE MEETINGS BY THE COMMISSION AND ALL COMMITTEES IN ACCORDANCE WITH ASSEMBLY BILL 361 FOR A PERIOD OF THIRTY DAYS

WHEREAS, COVID-19 (also known as the “Coronavirus Disease”) is a respiratory disease that has spread across the globe, with hundreds of thousands of confirmed cases in California, including San Bernardino County; and

WHEREAS, social distancing measures decrease the chance of spread of COVID-19; and

WHEREAS, the Ontario International Airport Authority (OIAA) is committed to preserving and nurturing public access and participation in meetings of the Commission; and

WHEREAS, all meetings of OIAA’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the Commission’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), authorizes remote teleconference meetings by a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625; and

WHEREAS, on March 4, 2020, the Governor proclaimed a state of emergency, which covers the entire state; and

WHEREAS, Government Code Section 54953(e)(3)(A-B) added by AB 361 provides an alternative to having public meetings in accordance with Government Code Section 54953(b)(3) when the OIAA has reconsidered the circumstances of the COVID-19 state of emergency and that the following circumstances exist:

1. The state of emergency as a result of COVID-19 continues to directly impact the ability of the members of the Commission to meet safely in person; or
2. State or local officials continue to recommend measures to promote social distancing.

WHEREAS, Government Code Section 54953(e) *et seq.* further requires that state or local officials have imposed or recommended measures to promote social distancing

or the legislative body finds that meeting in person would present an imminent risk to the health or safety of attendees; and

WHEREAS, as of December 20, 2021, the Center for Disease Control and Prevention has stated the Omicron variant is expected to result in a rapid increase in infections in the United States; and

WHEREAS, such conditions under Government Code Section 54953(e)(3)(A-B) now exist in the general area surrounding the Ontario Airport in that:

- (i) State officials recommend social distancing measures (CalOSHA (December 16, 2021) COVID-19 Prevention Emergency Temporary Standards What Employers Need to Know About the December 16 Standards) and
- (ii) Emergency conditions evidenced by COVID-19 and its variants create ongoing COVID-19 cases, hospitalizations, and deaths and meeting in person would present imminent risk to health or safety of attendees (California Department of Public Health (December 31, 2021) State Officials Announce Latest COVID-19 Facts); and

WHEREAS, the OIAA affirms that it will allow for observation and participation by Commissioners and the public via Zoom in an effort to protect the constitutional and statutory rights of all attendees; and

WHEREAS, the OIAA approved Resolution 2022-20 at their meeting on September 22, 2022, authorizing virtual meetings of the Commission and Committee meetings in accordance with AB 361; and

WHEREAS, Government Code Section 54953 (e)(3) requires that the OIAA review the need and make findings for continuing the teleconferencing procedures as authorized by AB 361 at least once every thirty days.

NOW, THEREFORE, THE COMMISSION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The above recitals are true and correct and are incorporated herein by this reference.

Section 2. The OIAA finds that the state of emergency conditions related to COVID-19 as set forth in the Governor's Proclamation of a State of Emergency referenced above are on-going.

Section 3. The OIAA further finds that state officials recommend social distancing measures because conditions causing imminent risk to attendees as described above exist.

Section 4. The OIAA recognizes and affirms the existence and conditions of a state of emergency as proclaimed by the Governor, and affirms, authorizes, and proclaims

the existence of a local emergency throughout the general area surrounding the Ontario Airport.

Section 5. The OIAA finds that the state of emergency as a result of COVID-19 continues to directly impact the ability of members of the Commission to meet safely in person and such fact creates an imminent health risk to such members.

Section 6. The OIAA authorizes the Commission and its Committees to conduct their meetings without compliance with Government Code section 54953(b)(3), and to instead comply with the remote meeting requirements as authorized by Government Code section 54953(e) *et seq.*

Section 7. The Chief Executive Officer, or his designee, and the Board Clerk of Ontario International Airport Authority are authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 8. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) November 27, 2022, or such time the Commission adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Ontario International Airport Authority may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED, APPROVED, AND ADOPTED at a regular meeting this 27th day of October, 2022.

ALAN D. WAPNER
OIAA PRESIDENT

ATTEST:

NORMA I. ALLEY, MMC
BOARD CLERK/ASSISTANT SECRETARY

APPROVED AS TO LEGAL FORM:

LORI D. BALLANCE

GENERAL COUNSEL

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

I, Norma I. Alley, MMC, Secretary of the Ontario International Airport Authority, DO HEREBY CERTIFY that foregoing Resolution No. 2022-23 was duly passed and adopted by the Commission of the Ontario International Airport Authority at their regular meeting held on October 27, 2022, by the following roll call vote, to wit:

AYES: COMMISSIONERS:
NOES: COMMISSIONERS:
ABSENT: COMMISSIONERS:

NORMA I. ALLEY, MMC
BOARD CLERK/ASSISTANT SECRETARY

(SEAL)

The foregoing is the original of Resolution No. 2022-23 duly passed and adopted by the Commission of the Ontario International Airport Authority at their regular meeting held October 27, 2022.

NORMA I. ALLEY, MMC
BOARD CLERK/ASSISTANT SECRETARY

(SEAL)

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 27, 2022

SECTION: CONSENT CALENDAR

SUBJECT: SOLE SOURCE SERVICE FOR SECOND ANNUAL ECONOMIC DEVELOPMENT FORUM

RELEVANT STRATEGIC OBJECTIVE: Plan for the Future and Master the Basics

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission:

1. Authorize the spend in an amount not to exceed \$145,000 with the Greater Ontario Convention Center and Visitors Bureau to host the second annual Economic Development Forum; and
2. Authorize the spend in the amount not to exceed \$115,000 for the video production with Windsong Productions, LLC.

FISCAL IMPACT SUMMARY: The agreement between the OIAA and the Greater Ontario Convention and Visitors Bureau is estimated not to exceed \$145,000, which will be utilized from the executive budget. The spend authority with Windsong Productions, LLC is estimated not to exceed \$115,000 to cover video production services for the State of the Airport Economic Development Forum. Funding for this activity is included in the approved June 30, 2023, adopted budget.

BACKGROUND: Ontario International Airport Authority has managed and operated ONT creating a significant economic impact to the region. The Economic Forum will feature a complete production and overview of the overall economic impact that Ontario International Airport has on the Inland region. Frontier Airlines CEO Barry Biffle is scheduled as a keynote fireside chat panelist. This forum will highlight the continued year of unprecedented achievements, as well as the positive impact ONT has on the community. The overall leadership of the Board, airline partners, stakeholders, and integral federal partners will also be topics covered during the forum.

PROCUREMENT: OIAA's procurement policies allow for non-competitive services if specialized subject matter expertise are unique and competitive proposals would be impractical or undesirable. As

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Department: Marketing and Communications

Submitted to OIAA: October 27, 2022

Approved: _____

Continued to: _____

Denied: _____

CEO Approval:  _____

determined by OIAA leadership, the Greater Ontario Convention Center (CVB) and Windsong Productions (WSP) have demonstrated unique qualifications and have proven expertise in the service of event production for our primary catchment area (CVB) and in serving the unique needs of ONT video production through their experience with the City of Ontario (WSP). The nature of the contract is such that competitive proposals would not produce an advantage, and so far no other venues (CVB) have met the needs for venues in ONT's primary catchment area. The advertisement for competitive bids would be undesirable in both cases. In this report, staff recommends an award of contract based on the sole source justification provided in Attachment 1 and 2.

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: State of the Airport Economic Development Forum is scheduled for November 1, 2022.

ATTACHMENTS:

1. Sole Source Justification Form for Convention Center.
2. Sole Source Justification Form for Windsong Productions.

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This Agenda Report has been reviewed by OIAA General Counsel.



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 the procurement of goods and services, staff may determine that the purchase offering the best value 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 approve Sole Source Procurement up to an amount of \$100,000. Request 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 Requesting Department through the Finance Department.

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 a number of 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 to conclude the Airport's minimum needs can only be satisfied by unique supplies or services and the vendor demonstrated a unique 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 like services to the airport resulting in an understanding of the airport's immediate needs and practices increasing the likelihood of greater efficiency and success.
- The use of 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 major 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.
- The existence of limited rights in data, patent rights, copyrights, or secret processes.

- 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 cost in time and/or money.
- Purchase of property for which it is determined there is no functional equivalent.
- Existence of an unusual and compelling urgency with serious potential repercussions for the Airport resulting in the impracticality of a competitive purchase.
- When the Airport determines, with the advice of legal counsel, that seeking competition would not produce an advantage, competitive bidding requirements may be waived.

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

Vendor: Greater Ontario Convention Center

Goods/Services: Event Production; Audio Visual and Catering

Justification: The Greater Ontario Convention and Visitors Bureau (CVB) offers a unique and specialized event production capability that is fully equipped to handle the event capacity the Ontario International Airport needs to host the annual State of the Airport. Their proven expertise in this area has benefited the region, global partners, and more. Partnering with the CVB will allow OIAA to report to their extended community. The staff has handled thousands of events in our area with a global reach, and are equipped to provide the service that OIAA needs to produce an effective, thorough, comfortable, and impactful event for all that attend.

Submitted by:

Authorized by:

Name: Eren Cello

Name: Atif Elkadi

Title: Director of Marketing and Communications

Title: Chief Executive Officer

Signature: Eren Digitally signed by Eren
Date: 2022.10.12 21:11:38
-07'00'

Signature: 

Date: _____

Date: 10/14/2022



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 the procurement of goods and services, staff may determine that the purchase offering the best value 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 approve Sole Source Procurement up to an amount of \$100,000. Request 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 Requesting Department through the Finance Department.

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

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- 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 to conclude the Airport's minimum needs can only be satisfied by unique supplies or services and the vendor demonstrated a unique 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 like services to the airport resulting in an understanding of the airport's immediate needs and practices increasing the likelihood of greater efficiency and success.
- The use of 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 major 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.
- The existence of limited rights in data, patent rights, copyrights, or secret processes.

- 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 cost in time and/or money.
- Purchase of property for which it is determined there is no functional equivalent.
- Existence of an unusual and compelling urgency with serious potential repercussions for the Airport resulting in the impracticality of a competitive purchase.
- When the Airport determines, with the advice of legal counsel, that seeking competition would not produce an advantage, competitive bidding requirements may be waived.

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

Vendor: Windsong Productions

Goods/Services: Video Production (Services)

Justification: Windsong Productions has demonstrated unique qualifications in that they have experience producing high-quality
and impactful videos using strategic and intentional storytelling. Windsong has produced the highest quality content using
state of the art audio visual equipment, Emmy-award winning directors, and the experience in working with Aviation industry brands.
Considering the scale of the project, the nature of the film content, and Windsong's unparalleled production style,
ONT leadership recommends that Windsong Productions produce the highly anticipated State of the Airport videos.

Submitted by:

Authorized by:

Name: Eren Cello

Name: Atif Elkadi

Title: Director of Marketing and Communications

Title: Chief Executive Officer

Signature: Eren
Digitally signed by Eren
Date: 2022.10.13 21:36:51
-07'00'

Signature: 

Date: _____

Date: 10/14/2022

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 27, 2022

SECTION: CONSENT CALENDAR

SUBJECT: CAPA AMERICAS AVIATION & LCCs SUMMIT 2023 CONFERENCE

RELEVANT STRATEGIC OBJECTIVE: Plan for the Future

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission authorize the spend of \$280,000 Host Sponsorship Fee for hosting the 2023 CAPA Americas Aviation & LCCs Summit Conference.

FISCAL IMPACT SUMMARY: Funding for this activity is included in the approved June 30, 2023, adopted budget from the Marketing and Communications cost center.

BACKGROUND: The Ontario International Airport Authority is focused on expanding and attracting new domestic and international service in an effort to increase passenger traffic. CAPA Americas Aviation & LLC Summit attracts hundreds of senior aviation and transport executives, airports, political leaders and industry experts, thereby positively positioning OIAA to attract decision makers in the Air Service realm. An event such as CAPA Americas Aviation & LLC brings global exposure to our region and encourages air travel to our airport in support of this function and more. Showcasing the airport and region as a destination to airlines and key global decision makers can drive many economic benefits through increased traffic and experience.

PROCUREMENT: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Department: Marketing and Communications

Submitted to OIAA: October 27, 2022

Approved: _____

Continued to: _____

Denied: _____

CEO Approval:  _____

IMPACT ON OPERATIONS: N/A

SCHEDULE: The conference will be held in April, 2023.

ATTACHMENTS: N/A

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This Agenda Report has been reviewed by OIAA General Counsel.

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 27, 2022

SECTION: CONSENT CALENDAR

SUBJECT: EXCLUSIVE NEGOTIATING AGREEMENT BETWEEN THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AND DHL EXPRESS (USA), INC.

RELEVANT STRATEGIC OBJECTIVE: Plan for the Future and Master the Basics

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer (CEO) to execute an Exclusive Negotiating Agreement (ENA) between the OIAA and DHL Express (USA), Inc. regarding environmental and development plan reviews, and a possible later lease (subject to the results of full environmental review), for the potential to develop the South Airport Cargo Center.

FISCAL IMPACT SUMMARY: Upon completion of all regulatory and environmental review and approval requirements (both under the California Environmental Quality Act [CEQA] and the National Environmental Policy Act [NEPA]), the possible lease agreement on the commencement date (which cannot be considered until the completion and certifications of CEQA and NEPA reviews) will provide approximately \$6,468,000 in annual lease revenue. Additionally, the potential development will also provide other revenue through landed weight fees totaling approximately \$2,595,000 annually.

BACKGROUND: On approximately, 90+/- acres of disturbed and mostly paved land and existing unused structures south of runway 8R-26L, west of the Cucamonga Channel, east of the Wells Hangers and north of the E. Avion Street, DHL Express (USA), Inc. has proposed the possible South Airport Cargo Center (SACC) development, which is currently being reviewed by the OIAA under CEQA and NEPA. In November 2021, the Letter of Intent (LOI) was executed with DHL Express (USA), Inc. for potential development of the SACC project in two phases with phase two designated an expansion option area identified on Exhibit A of the ENA. The term of the ENA shall commence on the effective date (upon approval) and terminate on October 31, 2023, unless extended or earlier terminated.

The ENA allows for DHL Express (USA), Inc. to proceed diligently and in good faith to present to the OIAA staff and, subsequently, to the OIAA's Board of Commissioners, for review and consideration the following:

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Department: Revenue

Submitted to OIAA: October 27, 2022

Chief Executive Officer Approval: 

Approved: _____

Continued to: _____

Denied: _____

- Environmental review and other documents for a proposed and potential SACC project under CEQA and the State CEQA Guidelines, NEPA, and/or any other applicable present and/or future rules, regulations, resolutions, restrictions, ordinances, statutes, laws and/or orders of any federal, state and/or local government authority to obtain approvals necessary for the potential lease and possible development, construction, use and operations of the SACC project; and
- Proposed completed conceptual potential development plan for the property that describes and depicts all necessary and appropriate information including: (1) location of proposed buildings, aircraft parking apron, vehicle parking, driveways, site improvements, utilities, drainage plans, and (2) the architecture and elevations of the proposed buildings, and project schedules.

The property is suitable for use and potential development of aeronautical uses, as the land has been used and developed in the past and is consistent with the Airport Layout Plan (ALP) approved by the FAA's Los Angeles Airport District Office in April 2021.

PROCUREMENT: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: No potential development activity or ground disturbance relating to any possible SACC project (other than due diligence investigations) or a possible lease of the property will occur until (1) all applicable environmental reviews, certifications, and approvals have been obtained and issued under CEQA and NEPA, and (2) the OIAA Commission approves any possible SACC project. Before any potential project and lease might be implemented or any development activity could occur on the property, OIAA shall be required to issue or obtain, in its independent judgment, all applicable land use, zoning, and CEQA and NEPA reviews, approvals, and certifications (collectively "Government Approvals"), and shall implement any requirements under such Governmental Approvals, including, without limitation, the study and consideration of potential project alternatives, as well as any mitigation measures required as a result of compliance with CEQA. The OIAA has not committed to a definite course of action with respect to the possible SACC project and will not have committed to a definite course of action on the matter, including a possible denial of the SACC project, until CEQA compliance is complete, including as to any analysis and implementation of alternatives and any applicable mitigation measures relating to the SACC project.

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON ONT OPERATIONS: N/A

SCHEDULE: Pending CEQA, NEPA and all regulatory certifications and approvals

ATTACHMENTS: N/A

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This Agenda Report has been reviewed by OIAA General Counsel.

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 27, 2022

SECTION: CONSENT CALENDAR

SUBJECT: SOLE SOURCE FURNITURE PURCHASE WITH ARNOLD'S OFFICE FURNITURE FOR OFFICE REDESIGN

RELEVANT STRATEGIC OBJECTIVE: Invest in ONT

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer (CEO) to execute a sole source purchase for cubicles and furniture for the OIAA office redesign with our current cubicle provider, Arnold's Office Furniture, in an amount not to exceed \$366,618.30.

FISCAL IMPACT SUMMARY: Funds for this project were approved in the FY 2022-23 Budget under CC1010 Executive Office.

BACKGROUND: As the fastest-growing airport in the US, our staff is also growing to better support operations. The current furniture in the OIAA offices is in an unsalvageable condition in conjunction with insufficient workspace to support present staffing levels. The circumstances mentioned above have added strain on the current office furniture that doesn't allow for the level of well-being and safety appropriate for a shared workspace. Additionally, due to the pandemic, we have had to adjust seating in the office to create a safe and healthy environment. Procuring cubicles and office furniture for current and incoming staff through a sole source Purchase Order with Arnold's Office Furniture, a.k.a. Sunline, (Arnold's/Sunline), will ensure OIAA has the flexibility to provide proper workspaces for current and future staff.

PROCUREMENT: Arnold's/Sunline are the only authorized manufacturers, suppliers, and distributors of the specific line of furniture which integrates with OIAA's current cubicle systems. To continue cohesion among cubicles purchased last year, OIAA needs to work directly with Arnold's/Sunline. The cubicles are

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Department: Executive

Submitted to OIAA: October 27, 2022

Approved: _____

Continued to: _____

Denied: _____

CEO Approval: 

built to allow flexible interchangeability between workstations, which would not be possible with another cubicle system. This purchase protects the investment OIAA has already made with cubicles purchased last year by prolonging their use. The remaining office cubicles and furniture that OIAA would like to replace are mismatched in design and function and do not serve our office in a productive way. Continuing with the same furniture line will allow OIAA to easily reconfigure the entire second-floor layout and move workstations around as needed for the growing organization. This furniture system's customization will serve the OIAA for years to come.

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: Upon approval, the order will be placed at the end of October 2022, with delivery/installation of the cubicles anticipated in the first quarter of 2023.

ATTACHMENTS:

1. Sole Source Justification Form
2. Proposal

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This Agenda Report has been reviewed by OIAA General Counsel.

Sole Source Procurement Justification Form

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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 approve Sole Source Procurement up to an amount of \$100,000. Request 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 Requesting Department through the Finance Department.

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

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- 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 to conclude the Airport's minimum needs can only be satisfied by unique supplies or services and the vendor demonstrated a unique qualification due to
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 - proven expertise or specialized knowledge in a field of few known experts,
 - previous experience providing like services to the airport resulting in an understanding of the airport's immediate needs and practices increasing the likelihood of greater efficiency and success.
- The use of 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 major 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.
- The existence of limited rights in data, patent rights, copyrights, or secret processes.

- 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 cost in time and/or money.
- Purchase of property for which it is determined there is no functional equivalent.
- Existence of an unusual and compelling urgency with serious potential repercussions for the Airport resulting in the impracticality of a competitive purchase.
- When the Airport determines, with the advice of legal counsel, that seeking competition would not produce an advantage, competitive bidding requirements may be waived.

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

Vendor: Arnold's Office Furniture/Sunline Office Furniture

Goods/Services: Staff cubicles, task chairs, hoteling desks, and manager cubicles for OIAA Administration Office

Justification: *The vendor demonstrated their unique qualifications due to the following:*

- *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;*
- *Using an equivalent piece of equipment or commodity would require modifications to existing equipment, necessitate engineering re-design, or require voiding of a warranty.*

Arnold's/Sunline (one and the same) are the only authorized suppliers/distributors of the specific line of furniture that integrates with current OIAA cubicle systems. To continue cohesion among cubicles purchased last year, OIAA needs to work directly with Arnold's/Sunline. The cubicles are built in a way that allows interchangeability between workstations - that flexibility would not be possible with another cubicle system; this protects the investment OIAA has already made with cubicles purchased last year by prolonging their use. The remaining office cubicles and furniture that OIAA would like to replace are mismatched in design and function and do not serve our office in a productive way. Continuing with the same line of furniture will allow OIAA to reconfigure the entire second-floor layout with ease and move workstations around as needed for the growing organization. This system's customization will serve the OIAA for years to come.

Submitted by:

Name: Taylor Mabry

Title: Office Administrator

Signature:



Date: 09/26/2022

Authorized by:

Name: Atif Elkadi

Title: Chief Executive Officer

Signature:



Date: 10/6/22

Office Furniture Proposal

313 W 4th Street
Bridgeport, PA 19405
(P) 610-272-2050

Proposal #	2022-2057
Date	10/14/2022
Job #	JN

Bill To
Ontario International Airport
Ontario CA 91761
Taylor Mabry

PAYMENT TERMS:		SALESPERSON	
75% Deposit - to lock in pricing, secure furniture, begin Project Mgmt 25% Balance - due upon Completion of Project		JP	
QTY	Description	Unit Price	Total
Workstations:			
27	6' x 6'-3" Sunline 65H Workstation W/ Glass	1,795.00	48,465.00T
27	Aluminum Frame Sliding Door	895.00	24,165.00T
27	Height Adjustable Base	495.00	13,365.00T
27	Mobile Box/File Pedestal W/ Cushion Top	275.00	7,425.00T
27	3-Drawer Full Box/Box/File Pedestal	225.00	6,075.00T
27	Overhead Storage Cabinet W/ Task Light	245.00	6,615.00T
27	Electrical 2-Duplex Outlets Per Station	100.00	2,700.00T
6	Electrical Base Infeed	125.00	750.00T
Manager Workstation:			
20	8'-2"x12'-8" Sunline 65H Workstation W/ Glass	3,462.00	69,240.00T
20	Aluminum Frame Sliding Door	895.00	17,900.00T
20	Height Adjustable Base	495.00	9,900.00T
20	Mobile Box/File Pedestal W/ Cushion Top	275.00	5,500.00T
20	3-Drawer Full Box/Box/File Pedestal	225.00	4,500.00T
20	2-Drawer Full File/File Lateral	295.00	5,900.00T
20	Overhead Storage Cabinet W/ Task Light	245.00	4,900.00T

Terms: All work to be performed on straight time during the day; nights and weekends are subject to overtime rates. The space is to be free and clear of all furniture and fixtures. We will need exclusive use of the elevator if applicable. Our quote does not include electrical work of any kind. Power will be connected by our staff "within" the furniture only. An electrician will be required by the buyer to connect the system to the building power. Any changes to the floor plan or furniture due to building conditions or at the request of the buyer are subject to additional charges. Deliveries are subject to normal delays for unforeseen issues which may affect the delivery date of your order. We reserve the right to reschedule your delivery as needed due to these circumstances should they arise. ALL sales are final. No refunds. Exchanges are subject to a 50% restocking fee.

PAYMENT TERMS:

75% Deposit - to lock in pricing, secure furniture, begin Project Mgmt
25% Balance - due upon Completion of Project

Signature _____



Jim Panella
VP of Sales
Signed: 10-14-2022

Office Furniture Proposal

313 W 4th Street
Bridgeport, PA 19405
(P) 610-272-2050

Proposal #	2022-2057
Date	10/14/2022
Job #	JN

Bill To
Ontario International Airport
Ontario CA 91761
Taylor Mabry

PAYMENT TERMS:		SALESPERSON	
75% Deposit - to lock in pricing, secure furniture, begin Project Mgmt 25% Balance - due upon Completion of Project		JP	
QTY	Description	Unit Price	Total
20	Electrical 2-Duplex Outlets Per Station	100.00	2,000.00T
6	Electrical Base Infeed	125.00	750.00T
Hotel Workstations:			
4	6 'x 2' Sunline 65H Workstation W/ Glass	515.00	2,060.00T
4	Mobile Box/File Pedestal W/ Cushion Top	275.00	1,100.00T
Admin Reception:			
1	6'-3" x 8' Sunline 65H Workstation W/ Glass	2,150.00	2,150.00T
1	Aluminum Frame Sliding Door	895.00	895.00T
1	Height Adjustable Base	495.00	495.00T
1	Mobile Box/File Pedestal W/ Cushion Top	275.00	275.00T
1	3-Drawer Full Box/Box/File Pedestal	225.00	225.00T
1	Overhead Storage Cabinet W/ Task Light	245.00	245.00T
1	Electrical 2-Duplex Outlets Per Station	100.00	100.00T
1	Electrical Base Infeed	125.00	125.00T
Freestanding Desk:			

Terms: All work to be performed on straight time during the day; nights and weekends are subject to overtime rates. The space is to be free and clear of all furniture and fixtures. We will need exclusive use of the elevator if applicable. Our quote does not include electrical work of any kind. Power will be connected by our staff "within" the furniture only. An electrician will be required by the buyer to connect the system to the building power. Any changes to the floor plan or furniture due to building conditions or at the request of the buyer are subject to additional charges. Deliveries are subject to normal delays for unforeseen issues which may affect the delivery date of your order. We reserve the right to reschedule your delivery as needed due to these circumstances should they arise. ALL sales are final. No refunds. Exchanges are subject to a 50% restocking fee.

PAYMENT TERMS:

75% Deposit - to lock in pricing, secure furniture, begin Project Mgmt
25% Balance - due upon Completion of Project

Signature _____



Jim Panella
VP of Sales
Signed: 10-14-2022

Office Furniture Proposal

313 W 4th Street
Bridgeport, PA 19405
(P) 610-272-2050

Proposal #	2022-2057
Date	10/14/2022
Job #	JN

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Ontario International Airport
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Taylor Mabry

PAYMENT TERMS:		SALESPERSON	
75% Deposit - to lock in pricing, secure furniture, begin Project Mgmt 25% Balance - due upon Completion of Project		JP	
QTY	Description	Unit Price	Total
5	30Dx60W Rectangular Desk W/ Open Legs	495.00	2,475.00T
5	Mobile Box/File Pedestal W/ Cushion Top	275.00	1,375.00T
Seating:			
57	Allseating Chiroform Ultra 24:7 Midback	792.00	45,144.00T
(6) Existing Workstations To Remain In Same Location New Product:			
6	Height Adjustable Base w/ Custom 72x24x36 Extended Corner Work Surface	695.00	4,170.00T
(9) Existing Workstations To Be Relocated New Product:			
9	Height Adjustable Base w/ Custom 72x24x36 Extended Corner Work Surface	695.00	6,255.00T
Miscellaneous Items To Move & Reconfigure Workstations As Per Floorplan			
	Replace All Existing Green Panels & Mobile Cabinet Cushions With New Color Choice	990.00	990.00T
		4,760.00	4,760.00T
Delivery:		8,985.00	8,985.00
Installation:		28,275.00	28,275.00T

Terms: All work to be performed on straight time during the day; nights and weekends are subject to overtime rates. The space is to be free and clear of all furniture and fixtures. We will need exclusive use of the elevator if applicable. Our quote does not include electrical work of any kind. Power will be connected by our staff "within" the furniture only. An electrician will be required by the buyer to connect the system to the building power. Any changes to the floor plan or furniture due to building conditions or at the request of the buyer are subject to additional charges. Deliveries are subject to normal delays for unforeseen issues which may effect the delivery date of your order. We reserve the right to reschedule your delivery as needed due to these circumstances should they arise. ALL sales are final. No refunds. Exchanges are subject to a 50% restocking fee.

PAYMENT TERMS:

75% Deposit - to lock in pricing, secure furniture, begin Project Mgmt
25% Balance - due upon Completion of Project

Signature _____



Jim Panella
VP of Sales
Signed: 10-14-2022

Office Furniture Proposal

313 W 4th Street
Bridgeport, PA 19405
(P) 610-272-2050

Proposal #	2022-2057
Date	10/14/2022
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Ontario International Airport
Ontario CA 91761
Taylor Mabry

PAYMENT TERMS:		SALESPERSON	
75% Deposit - to lock in pricing, secure furniture, begin Project Mgmt 25% Balance - due upon Completion of Project		JP	
QTY	Description	Unit Price	Total
	(Unload, Setup w/ Trash Removal Including (9) Existing Workstations)		
<p>Terms: All work to be performed on straight time during the day; nights and weekends are subject to overtime rates. The space is to be free and clear of all furniture and fixtures. We will need exclusive use of the elevator if applicable. Our quote does not include electrical work of any kind. Power will be connected by our staff "within" the furniture only. An electrician will be required by the buyer to connect the system to the building power. Any changes to the floor plan or furniture due to building conditions or at the request of the buyer are subject to additional charges. Deliveries are subject to normal delays for unforeseen issues which may effect the delivery date of your order. We reserve the right to reschedule your delivery as needed due to these circumstances should they arise. ALL sales are final. No refunds. Exchanges are subject to a 50% restocking fee.</p>		Subtotal	\$340,249.00
		Sales Tax (7.75%)	\$26,369.30
		Total	\$366,618.30

PAYMENT TERMS:

75% Deposit - to lock in pricing, secure furniture, begin Project Mgmt
25% Balance - due upon Completion of Project

Accepted Forms of Payment:
Wire Transfer | ACH | Check | CC (+3%)

Checks payable to:
Arnold's Office Furniture

Signature _____



Jim Panella
VP of Sales
Signed: 10-14-2022

THANK YOU FOR THE OPPORTUNITY TO HELP
UNLOCK YOUR WORKPLACE POTENTIAL

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 27, 2022

SECTION: CONSENT CALENDAR

SUBJECT: SPENDING AUTHORITY INCREASE FOR THE ADMINISTRATION BUILDING FIRST FLOOR RESTROOM UPGRADE PROJECT

RELEVANT STRATEGIC OBJECTIVE: Invest in ONT

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer (CEO) to increase the spending authority for the Administrative Building First Floor Restroom Americans with Disabilities (ADA) Upgrade Project by \$19,322.80.

FISCAL IMPACT SUMMARY: Funding for this contract was approved in the Fiscal Year (FY) 2021-22 operating budget.

BACKGROUND: The OIAA Administration Building is where the day-to-day activities related to Ontario Airport (ONT) occur. The OIAA is required to have a compliant workplace environment. One of the major requirements is to provide ADA-compliant restrooms in public areas. Over the past years, the OIAA Administration Building offered access to an ADA employee area as a temporary fix. It was paramount this matter is corrected as soon as possible. The OIAA awarded the project to the lowest of three proposers with a total amount of \$99,438.00 to Affordable Additions. Throughout the project's life, it was discovered there were clogged and rotted floor drains and leaking water that caused damage to the interior walls, which were fixed in the original construction upgrade project. The cost of the repairs was added to the project's original estimate, which has increased the original cost over the CEO's authorized spending authority of \$100,000. Staff is requesting approval of the spend of \$19,322.80 to cover the additional cost for the damaged interior walls putting the total project cost to \$118,760.80.

PROCUREMENT: N/A

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Department: Program Management

Submitted to OIAA: October 27, 2022

Approved: _____

Continued to: _____

Denied: _____

CEO Approval:  type text here

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, 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.

This Agenda Report has been reviewed by OIAA General Counsel.



DATE: OCTOBER 27, 2022

SECTION: CONSENT CALENDAR

SUBJECT: GEOTECHNICAL SERVICES QUALITY CONTROL FOR PARKING LOT 6 CONSTRUCTION AND BUS CUTOUT

RELEVANT STRATEGIC OBJECTIVE: Invest in ONT and Plan for the Future

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer to increase the spending authority for Diaz Yourman & Associates to provide geotechnical quality control services during the construction of the Parking Lot 6 and Bus Cutout projects by \$63,052.00.

FISCAL IMPACT SUMMARY: Funding for this proposed project is approved in the Fiscal Year 2021-22 operating budget and based on bond financing options.

BACKGROUND: Bond financing for the potential parking lot improvements was approved on May 27, 2021. These funds will be used to rehabilitate, replace, and improve the parking facilities and generate some additional parking stalls at Ontario Airport (ONT) within the footprint of the existing overflow parking lot. The proposed project involves grading, paving, and re-striping of lot 6. The construction of lot 6 will include paving the proposed area, striping for parking lanes and spaces, bus pick-up/drop-off locations, and turnouts on and adjacent to existing John Bangs Drive. OIAA's existing agreement with Parking Concepts Inc. (PCI) enables the company to perform capital improvements for the OIAA pertaining to their airport operations and area of expertise to ensure high quality, efficient, and safe operations of parking lots at the Airport. For parking lot 6 construction, PCI will procure all contractors needed to implement the project at the Airport. To ensure that all construction activities are performed according to the design and the permitted plans, the OIAA engaged Diaz Yourman & Associates to perform the Geotechnical Services for the parking lot 6 and bus cutout projects. Diaz Yourman & Associates team completed the Geophysical Survey, Subsurface Exploration, and Percolation Testing for

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Department: Program Management

Submitted to OIAA: October 27, 2022

Approved: _____

Continued to: _____

Denied: _____

CEO Approval:  _____

the project during the design phase for \$45,052.00. They are currently proposing to perform the quality control, observation, and testing during the construction phase for \$118,000.00.

PROCUREMENT: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: : This project is Categorically Exempt (Class 1, Class 2, Class 11, and Class 32) from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301 (relating to the rehabilitation, repair and maintenance of existing facilities involving negligible or no expansion of use), and Section 15302 (relating to the replacement and reconstruction of existing facilities involving substantially the same purpose and capacity as the facility replaced). Also, CEQA Guidelines Section 15311 relates to the construction or improvement of parking lots associated with existing industrial or institutional facilities. Further, CEQA Guidelines Section 15332 involves urban infill projects that are consistent with applicable general plan and zoning designations, located within a city's limits, and will not have significant impacts to traffic, noise, air, or water quality.

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: The parking lot 6 project construction will be completed prior to the 2022 holiday travel season, beginning of November 2022.

ATTACHMENTS: N/A

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This Agenda Report has been reviewed by OIAA General Counsel.

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 27, 2022

SECTION: CONSENT CALENDAR

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

RELEVANT STRATEGIC OBJECTIVE: Plan for the Future and Invest in ONT

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer (CEO) to approve a contract extension to the end of Fiscal Year (FY) 2022/2023, for TY Lin International for On-Call Airport Improvement Program (AIP) engineering, architectural and support services at Ontario International Airport (ONT).

FISCAL IMPACT SUMMARY: Funding is available in the FY 2022-23 Capital Budget. No funding or authority increase is required for the extension of the on-call AIP contract through December 31, 2022.

BACKGROUND: On March 23, 2018, the OIAA Commission approved the three contracts for on-call professional services for AIP Funded engineering, architectural and support services to Burns & McDonnell, HNTB Corporation and T.Y. 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. T.Y. Lin International's "As-Needed Professional Services" contract and Task Order Authorization (TOA) for AIP Funded projects was executed on October 15, 2018, and was extended to June 30, 2022, via the first contract extension approved by the Commission on October 28, 2021. Therefore, Commission approval to authorize the CEO to exercise a contract extension will continue the agreement through December 31, 2022, to process and pay for services beyond the first extension date of June 30, 2022.

PROCUREMENT: Program Management and Planning will prepare an Airport Capital Improvement Program (ACIP) for the Year 2023 and, at this time, has not determined when a new RFP will be prepared

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Department: Project Management

Submitted to OIAA: October 27, 2022

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval:  _____
Type text here

for on-call professional engineering, architectural, and support services for the AIP Funded Airport Capital Improvement Plan (ACIP).

CEQA COMPLIANCE AND LAND USE APPROVALS: The proposed staffing services decision is not a “project” under California Environmental Quality Act (CEQA) and does not require environmental review.

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

IMPACT ON OPERATIONS: The proposed time extension of staffing services ensures airport operations, airport projects, and tenant improvement projects continue uninterrupted to the end of the FY 2021-22, ending December 31, 2022.

SCHEDULE: N/A

ATTACHMENTS: N/A

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This Agenda Report has been reviewed by OIAA General Counsel.

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 27, 2022

SECTION: CONSENT CALENDAR

SUBJECT: CONTRACT WITH VELLUTINI CORPORATION DBA ROYAL ELECTRIC COMPANY FOR THE RUNWAY 26R INSTRUMENT LANDING SYSTEM UPGRADE PROJECT AND A REIMBURSABLE AGREEMENT WITH THE FEDERAL AVIATION ADMINISTRATION

RELEVANT STRATEGIC OBJECTIVES: Plan for the Future and Invest in ONT

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission:

1. Authorize the Chief Executive Officer (CEO) to execute a contract with Royal Electric Company in the amount of \$8,675,309 for construction of the Runway 26R Instrument Landing System (ILS) Upgrade project;
2. Authorize the CEO to execute the Federal Aviation Administration (FAA) Reimbursable Agreement (RA) for construction in the amount of \$402,700.92;
3. Approve construction administration and additional design services in the amount of \$165,000; and
4. Approve the revised total project budget in the amount of \$14,400,000.

FISCAL IMPACT SUMMARY: The initial budgeted cost of \$6,100,000 for this project was accounted for in the OIAA Fiscal Year 2022-2023 capital budget. The construction contract amount of \$8,675,309 is not entirely budgeted for, along with a 10 percent contingency in the amount of \$867,531 not entirely budgeted, however, will not be included in the contract amount. This contract amount is to be paid with OIAA appropriations. Navigational Aids are not eligible for FAA grant funding. Funds for this project are included in the recent Series 2021 bond issuance.

The Runway 26R ILS Upgrade project was originally budgeted at \$6,100,000, back in 2018. The contract amount, 10% contingency and FAA Reimbursable Agreement indicated above are not totally accounted for within the approved budget amount of \$6,100,000. The following is the revised total project cost budget for the Runway 26R ILS Upgrade.

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Department: Project Management

Submitted to OIAA: October 27, 2022

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval:  _____

Previous Approved Expenditures:

Design Services for Runway 26R ILS Upgrade project	\$241,000.00
Approach Lighting System with Sequence Flashing Lights (ALSF-2) (PO-2020-000881)	\$2,502,246.09
Airfield Equipment Shelters (PO-2022-000968)	\$683,939.00
ALSF-2 Light (LIR) Towers (PO-2022-001109)	\$155,824.30
Far Field Monitor (PO-2021-000971)	\$81,972.00
Kohler Generator (PO-2022-000969)	\$87,010.00
ConVault 1000 Gallon Fuel Tank (PO-2022-001122)	\$39,749.55
RA AJW-FN-WSA-18-WP-002593 (Survey & Report)	\$94,698.50
RA AJW-FN-WSA-18-WP-002593-A1 (Flight Check SBR GS on Rwy's 26R & 26L)	\$98,447.91
RA AJW-FN-WSA-18-WP-002593-A2 (Flight Check ILS on Rwy 26R)	\$0.00
RA AJW-FN-WSA-18-WP-002593-A3 (Ex. Equipment testing)	\$164,310.38
RA AJW-FN-WSA-18-WP-002593-A4 (40-1500W Transformers)	<u>\$125,847.32</u>
Subtotal	\$4,275,042.05

Commission Requested Approval Amounts:

Royal Electric Company Contract	\$8,675,309.00
Construction Contingency	\$867,531.00
RA AJW-FN-WSA-18-WP-003378 (Construction oversight, Testing & Acceptance)	\$402,700.92
Mead & Hunt Budget – Additional Design (\$44,000) & CA (\$121,000)	<u>\$165,000.00</u>
Subtotal	\$10,110,540.92

Revised Total Project Budget **\$14,400,000**

The original approved budget amount of \$6,100,000 requires a \$8,300,000 increase for the revised budget amount of \$14,400,000 for the Runway 26R ILS Upgrade project. The original project and budget were established in 2018. Reimbursement for Navigational Aids (NAVAIDs) design and construction are not eligible for FAA Airport Improvement Program (AIP) Grant funding. Due to the Runway 26R ILS Upgrade project being a NAVAID, the FAA via the Reimbursable Agreement, will review, certify and accept all of the equipment, and after construction and ALSF-2 system burn-in test for compliance with their ILS Category (CAT) IIIB standards.

BACKGROUND: The Runway 26R ILS Upgrade project is the “second stage”, with the Runway 26R TDZ Lights project being the first stage of upgrading Runway 26R to ILS CAT IIIB and directly benefits all airfield users. The ILS is a precision instrument approach that can accommodate industry-standard low visibility approaches, ILS CAT IIIB with Runway Visual Range (RVR) as low as 150 feet and Height Above Touchdown (HAT) as low as zero feet. Without them, runways are not able to accommodate the lowest visibility approaches and to safely guide pilots to the runway during times of inclement weather. Currently, at ONT, Runway 26L is the only runway with an ILS CAT IIIB approach. The existing Runway 26R supports an ILS CAT I approach with RVR down to one-half of a mile and HAT down to 200 feet.

The Runway 26R ILS Upgrade project will involve the construction and installation of the ALSF-2 system including the other specified equipment indicated in the “Previous Approved Expenditures” list above,

construction administration and construction management services. The Project will also involve the phased demolition and removal of the existing Runway 26R medium Intensity approach lighting system (MALSR) to allow for the construction.

RUNWAY 26R ILS UPGRADE PROJECT NEED: A comprehensive analysis identified dense fog at Ontario Airport (ONT), which would require a ILS CAT IIIB approach, occurring on average of 11.5 hours per year, and could affect about 320 ONT flight operations that fall within the dense fog hours. The overnight and morning time periods are when some passenger flights occur and when time-sensitive cargo operations most frequently operate. This emphasizes the importance of having consistent ILS CAT IIIB approach coverage on both ONT runways.

The Runway 26R ILS Upgrade project is also necessary because ONT functions as the primary diversion airport for commercial passenger and cargo aircraft that are unable to land at Los Angeles International Airport (LAX). Since March 2018, ONT has accommodated 191 low visibility-related (fog) aircraft diversions. Commercial passenger flights accounted for 180 of these 191 diverted flights (or 94% passenger flights) during the timeframe. ONT's two runways provide comparable runway length to those at LAX and is the only other commercial service airport in Southern California with an ILS CAT IIIB approach. The safe and efficient ability to accommodate movement of passenger operations and time-sensitive cargo flights is critical in maintaining essential public health and safety at ONT and for Southern California residents.

Another need for the Runway 26R ILS Upgrade project is that Runway 8R-26L was constructed in 1981, over 40 years ago. While some of the equipment that supports the ILS CAT IIIB approach to Runway 26L has been modernized and upgraded (the glideslope and localizer), other equipment is original and needs modernization. Some Runway 26L equipment for approach guidance experiences occasional outages that prevent ONT from being able to accommodate ILS CAT IIIB approaches, which is why the redundancy of the ALSF-2 System project to allow Runway 26R to accommodate ILS CAT IIIB approaches is important.

Finally, Runway 8R-26L requires near-term rehabilitation to continue to provide a safe landing and takeoff surface during all weather conditions and times of day. Runway maintenance projects are required to maintain safe operations at the airport. Prior to the necessary rehabilitation of Runway 8R-26L, the installation of the ALSF-2 system for Runway 26R must be completed to allow for ONT's continued use during periods of low visibility to ensure that all operations, passenger and time-sensitive cargo and freight operations, are maintained. The separate Runway 8R-26L rehabilitation work also includes safety-critical improvements to adjacent taxiway connectors that simplify taxiway geometry and standardize runway exits between Runways 8R-26L and 8L-26R. The separate Runway 8R-26L rehabilitation work cannot occur until installation of the ALSF-2 system on Runway 26R is completed to allow that runway to be upgraded to an ILS CAT IIIB runway capable of accommodating very low-visibility approaches.

No Majority-In-Interest (MII) ballot is required due to the scope of work being exempt per the Airline Use and Lease Agreement section 6.03_b_3: "Projects or improvements that ensure compliance with a rule, regulation, or order of any federal, state or other governmental body."

PROCUREMENT: The Notice Inviting Bid (NIB) was posted on June 3, 2022, and bids were received by June 30, 2022. Royal Electric was the “only” and apparent low bidder in the amount of \$7,474,474. Due to their only being one bid submitted, no other bids submitted, the OIAA rejected the bid. For the second NIB, the OIAA revised contractor licensing and experience requirements to enhance the bidding environment to receive more than one bid, hence competition.

A second NIB was posted on August 3, 2022, and bids were received on August 30, 2022. Unexpectedly, and again Royal Electric was the “only” and apparent low bidder in the amount of \$8,675,309 and after staff review of the bid, coupled with the commencement of Year 1 for the Runway Program. The OIAA is recommending award of contract to Vellutini Corporation Doing Business As (DBA) Royal Electric Company.

CEQA COMPLIANCE AND LAND USE APPROVALS: A Categorical Exemption (CATEX) has been approved by the Federal Aviation Administration (FAA) on this item. This project is also exempt from California Environmental Quality Act (CEQA) review under CEQA Guidelines sections 15301(f) regarding the repair and maintenance of existing facilities for safety purposes, and 15302 regarding the replacement of existing facilities having the same purpose and capacity as the replaced facilities.

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: During construction, the Runway 26R-8L will be closed during the daytime for four months. Strategic phasing has been incorporated to accommodate aircraft ingress/egress to the north side of the ONT airfield. For the ONT cargo peak seasons, the runways will be open for service.

SCHEDULE: The construction for the Runway 26R ILS Upgrade will take four months to complete. The construction of the Runway 26R ILS Upgrade will be accomplished via a coordinated and strategic program phasing plan and will commence after award of the contract.

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.

This Agenda Report has been reviewed by OIAA General Counsel.

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: OCTOBER 27, 2022

SECTION: ADMINISTRATIVE REPORTS/DISCUSSION/ACTION

SUBJECT: AUTHORIZE THE CEO TO EXECUTE THE SOLE SOURCE PURCHASE WITH US DIGITAL DESIGNS AND EXECUTE A SOLE SOURCE CONTRACT WITH BERGELECTRIC CORPORATION FOR THE PURCHASE AND INSTALLATION OF AIRCRAFT RESCUE AND FIRE FIGHTING (ARFF) ALERTING SYSTEM

RELEVANT STRATEGIC OBJECTIVE: Invest in ONT and Master the Basics

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission authorize the Chief Executive Officer (CEO) execute the sole source purchase with US Digital Designs to supply a new Aircraft Rescue and Fire Fighting (ARFF) alerting system, and a contract with Berg Electric Corporation (Berg) to install the alerting system at the ARFF station. The total for both contracts is not to exceed \$250,000.

FISCAL IMPACT SUMMARY: The purchase and contract serve an approved capital project. The funding for the purchase and contract will come from the project's approved budget and is not to exceed \$250,000.

BACKGROUND: Efficient and safe ARFF operations are critical to Ontario Airport's (ONT) success. One key element of ONT's ARFF Service is the alerting system which allows ARFF and Paramedic response to be clearly and efficiently dispatched. The current system is outdated and in need of replacement. OIAA initiated a capital project to replace the system.

PROCUREMENT: The City of Ontario recently sought competitive quotes or bids from about 423 potential bidders regarding installation services and equipment for the same Fire Station Alerting system to be installed at one of its City fire stations. But no qualified bidders or vendors with a required G2 certification for the unique and special work were identified. Similar to the City, and consistent with OIAA's Procurement Manual, the OIAA will utilize the sole source process to procure and obtain its

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Department: Operations

Submitted to OIAA: October 27, 2022

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval:  _____

needed unique and special Fire Station Alerting system installation services and equipment from US Digital Designs and Bergelectric.

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 – US Digital Designs
2. Sole Source Justification – Berg Electric Corporation

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This Agenda Report has been reviewed by OIAA General Counsel.

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 the procurement of goods and services, staff may determine that the purchase offering the best value 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 approve Sole Source Procurement up to an amount of \$100,00. Request 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 Requesting Department through the Finance Department.

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 a number of 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 to conclude the Airport's minimum needs can only be satisfied by unique supplies or services and the vendor demonstrated a unique 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 like services to the airport resulting in an understanding of the airport's immediate needs and practices increasing the likelihood of greater efficiency and success.
- The use of 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 major 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.
- The existence of limited rights in data, patent rights, copyrights, or secret processes.

- 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 cost in time and/or money.
- Purchase of property for which it is determined there is no functional equivalent.
- Existence of an unusual and compelling urgency with serious potential repercussions for the Airport resulting in the impracticality of a competitive purchase.
- When the Airport determines, with the advice of legal counsel, that seeking competition would not produce an advantage, competitive bidding requirements may be waived.

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

Vendor: US Digital Designs

Goods/Services: To supply a new Aircraft Rescue and Fire Fighting (ARFF) alerting system.

Justification: The City of Ontario recently sought competitive quotes or bids from about 423 potential bidders regarding installation services and equipment for the same Fire Station Alerting system to be installed at one of its City fire stations. But no qualified bidders or vendors with a required G2 certification for the unique and special work were identified. Similar to the City, and consistent with OIAA’s Procurement Manual, the OIAA will utilize the sole source process to procure and obtain its needed unique and special Fire Station Alerting system installation services and equipment from US Digital Designs and Bergelectric.

Submitted by:

Authorized by:

Name: James Kessler

Name: Atif Elkadi

Title: Chief Ops Officer

Title: Chief Executive Officer

Signature: 

Signature: 

Date: 13 OCT 22

Date: 10/14/2022

Sole Source Procurement Justification Form

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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 approve Sole Source Procurement up to an amount of \$100,00. Request 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 Requesting Department through the Finance Department.

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- Purchase of property for which it is determined there is no functional equivalent.
- Existence of an unusual and compelling urgency with serious potential repercussions for the Airport resulting in the impracticality of a competitive purchase.
- When the Airport determines, with the advice of legal counsel, that seeking competition would not produce an advantage, competitive bidding requirements may be waived.

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

Vendor: Berg Electric Corporation

Goods/Services: To install the alerting system at the ARFF station.

Justification: The City of Ontario recently sought competitive quotes or bids from about 423 potential bidders regarding installation services and equipment for the same Fire Station Alerting system to be installed at one of its City fire stations. But no qualified bidders or vendors with a required G2 certification for the unique and special work were identified. Similar to the City, and consistent with OIAA's Procurement Manual, the OIAA will utilize the sole source process to procure and obtain its needed unique and special Fire Station Alerting system installation services and equipment from US Digital Designs and Bergelectric.

Submitted by: James Kesler

Name: [Signature]

Title: Chief Ops Officer

Signature: [Signature]

Date: 13 Oct 22

Authorized by:

Name: Atif Elkadi

Title: Chief Executive Officer

Signature: [Signature]

Date: 10/14/2022