

# ONTARIO INTERNATIONAL AIRPORT AUTHORITY

## COMMISSION AGENDA – SPECIAL MEETING



**July 13, 2023, AT 2:00 P.M.**

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

Live YouTube Streaming for Listening Only: <https://www.youtube.com/@flyont/streams>

**ALAN D. WAPNER**  
President

**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 A MEETING OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY

- All documents for public review are on file at the Ontario International Airport Administration Offices located at 1923 E. Avion Street, Ontario, CA 91761.
- This meeting is streamed live from our YouTube channel at <https://www.youtube.com/@flyont/streams>. Streaming will be for listening only and not participation. Public Comments will be taken by email or in-person only. This is a pilot stream, so errors and bugs may occur. If you have any issues, feel free to email [clerk@flyontario.com](mailto:clerk@flyontario.com) for resolution after the meeting.
- Anyone wishing to speak during public comment, or on an agenda item, will be required to fill out a Request to Address Card (blue slip). Blue slips must be turned in prior to public comment beginning or before an agenda item is taken up. The Secretary/Assistant Secretary will not accept blue slips after that time.
- You may submit public comments by e-mail to [publiccomment@flyontario.com](mailto:publiccomment@flyontario.com) no later than 4:00 p.m. the day before the meeting. Please identify the Agenda item you wish to address in your comments. All e-mail comments will be included in the meeting record.
- Comments will be limited to 3 minutes. Speakers will be alerted when their time is up and no further comments will be permitted. Speakers are then to return to their seats.
- In accordance with State Law, remarks during public comment are to be limited to subjects within the Authority's jurisdiction. Remarks on other agenda items will be limited to those items.
- Remarks from those seated or standing in the back of the Board Room will not be permitted. All those wishing to speak, including Commissioners and Staff, need to be recognized by the Authority President before speaking.
- Sign language interpreters, communication access real-time transcription, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. Due to difficulties in securing Sign Language Interpreters, five or more business days' notice is strongly recommended. Any members of the public who require special assistance or a reasonable accommodation to participate may contact the Board Clerk at (909) 544-5307 or [clerk@flyontario.com](mailto:clerk@flyontario.com).

## CALL TO ORDER (OPEN SESSION)

### ROLL CALL

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.

## PUBLIC COMMENTS

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

## CLOSED SESSION

### PUBLIC COMMENT ON CLOSED SESSION

### CLOSED SESSION

- GC § 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Chief Executive Officer
- GC § 54957.6: CONFERENCE WITH LABOR NEGOTIATORS  
Agency Designated Representative: OIAA Commission President and Vice President  
Unrepresented Employee: Chief Executive Officer

### REPORT ON CLOSED SESSION

General Legal Counsel

## CONSENT CALENDAR

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

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

Approve minutes for the OIAA meeting on June 22, 2023.

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

Receive and file the Cash Disbursement Report (Bills/Payroll) for the month ended June 30, 2023.

### 4. COMMISSIONER'S STIPENDS AS REQUIRED BY AUTHORITY BYLAWS

Approve additional stipends per Article IV, Section 6 of the Authority's Bylaws for President Wapner for the month of June, 2023.

### 5. PROFESSIONAL SERVICES AGREEMENT WITH PRIORITY VENTURES MANAGEMENT FOR ADDITIONAL LED ADVERTISING DISPLAYS IN TERMINALS

Authorize the Chief Executive Officer to negotiate and execute a Professional Services Agreement (PSA) with Priority Ventures Management for a term of one (1) year, with a one (1) year extension, in an amount not to exceed \$800,000 for materials and installation of additional advertising displays in both terminals.

### 6. SOLE SOURCE CONTRACT WITH MOTOROLA SOLUTIONS FOR REPLACEMENT 800MHz PORTABLE RADIOS

Authorize the Chief Executive Officer (CEO) to negotiate and execute a contract with Motorola Solutions for replacement 800MHz Portable Radios and Accessories in an amount not to exceed \$400,000.

## ADMINISTRATIVE REPORTS/DISCUSSION/ACTION

### 7. CONTRACTS WITH ENVIRONMENTAL SCIENCE ASSOCIATES (ESA) AND RICONDO & ASSOCIATES FOR ON-CALL ENVIRONMENTAL PLANNING AND SUPPORT SERVICES

Authorize the Chief Executive Officer (CEO) to negotiate and execute two separate contracts with Environmental Science Associates (ESA) and Ricondo & Associates for three years for an amount not to exceed \$9,000,000.00 over the three-year period, with two one-year extensions, each at \$3,000,000.00 annually, for a total amount of \$15,000,000.00 for on-call, as-needed airport environmental planning and support services.

## 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: July 12, 2023

Posted Prior To: 2:00 P.M.

Signature: \_\_\_\_\_

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

# ONTARIO INTERNATIONAL AIRPORT AUTHORITY



**MEETING DATE:** JULY 13, 2023

**AGENDA SECTION:** AGENDA REVIEW/ANNOUNCEMENTS

**SUBJECT:** RELATIVE POSSIBLE CONFLICT OF INTEREST

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

**RECOMMENDED ACTION(S):** Declare Conflict of Interest pertaining to agenda items and contractors and/or subcontractors, which may require member abstentions due to possible conflicts of interest.

**FISCAL IMPACT SUMMARY:** N/A

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

Item No	Principals & Agents	Subcontractors
05	Priority Ventures Management	<ul style="list-style-type: none"><li>• None</li></ul>
06	Motorola Solutions, Inc.	<ul style="list-style-type: none"><li>• None</li></ul>
07	Environmental Science Associates (ESA)	<ul style="list-style-type: none"><li>• Polytechnique Environmental, Inc</li><li>• EEC Environmental</li><li>• Fehr &amp; Peers</li><li>• Aardvark Biological Services, LLC</li></ul>
07	Ricondo & Associates, Inc.	<ul style="list-style-type: none"><li>• Applied EarthWorks, Inc.</li><li>• Arellano Associates, LLC</li><li>• Burns &amp; McDonnell Western Enterprises, Inc.</li><li>• CDM Smith, Inc.</li><li>• JBG Environmental Consulting</li><li>• Historic Resources Group, LLC</li><li>• Meridian Consultants, LLC</li><li>• Ramboll US Consulting, Inc.</li><li>• Trifiletti Consulting, Inc.</li></ul>

**PROCUREMENT:** N/A

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

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

**IMPACT ON OPERATIONS:** N/A

**SCHEDULE:** N/A

**ATTACHMENTS:** N/A

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

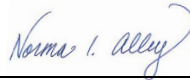
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Originator Name: Norma I. Alley, MMC


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Originating Dept.: Clerk's Office

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Director Review: 

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Chief Review: 

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CEO Approval: 

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This Agenda Report has been reviewed by OIAA General Counsel.

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

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

# ONTARIO INTERNATIONAL AIRPORT AUTHORITY



**MEETING DATE:** JULY 13, 2023

**AGENDA SECTION:** CONSENT CALENDAR

**SUBJECT:** APPROVAL OF MINUTES

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

**RECOMMENDED ACTION(S):** Approve minutes for the OIAA Board of Commissioners meeting on June 22, 2023.

**FISCAL IMPACT SUMMARY:** N/A

**BACKGROUND:** The OIAA Board of Commission held a public meeting and minutes were recorded in text. In accordance with OIAA's Records Retention Schedule, the OIAA must preserve these historical records in hard copy form for permanent retention.

**PROCUREMENT:** N/A

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

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

**IMPACT ON OPERATIONS:** N/A

**SCHEDULE:** N/A


**ATTACHMENTS:**

- 1. Minutes

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

Originator Name: Norma I. Alley, MMC, Board Clerk

Originating Dept.: Clerk's Office

Director Review: 

Chief Review: 

CEO Approval: 

This Agenda Report has been reviewed by OIAA General Counsel.

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



**ONTARIO INTERNATIONAL AIRPORT AUTHORITY  
REGULAR COMMISSION MEETING  
MINUTES  
JUNE 22, 2023**

The Ontario International Airport Authority (OIAA) Board of Commissioners Meeting was conducted as a hybrid meeting via in-person and teleconference. Members of the public utilized alternative measures established by OIAA to view the meeting and/or to address the Commission. All matters were considered and voted upon by a roll call vote.

**CALL TO ORDER**

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

**ROLL CALL**

**PRESENT:** Commissioners: Jim W. Bowman, Curt Hagman, Ronald D. Loveridge (participated via teleconference), and Alan D. Wapner

**ABSENT:** Commissioners: Julia Gouw

A quorum of the Board of Commissioners was present.

Also present were Chief Executive Officer Atif Elkadi; General Counsel Lori D. Ballance; Assistant General Counsel Kevin P. Sullivan; Chief Financial Officer/Treasurer John M. Schubert; Board Clerk/Assistant Secretary Norma I. Alley, MMC; and Chief Capital Development Officer Michelle Brantley

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was performed.

**AGENDA REVIEW/ANNOUNCEMENTS**

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

No conflicts of interests were declared.

**CLOSED SESSION**

The Closed Session was heard out of order and moved to the end of the agenda.

**PUBLIC COMMENT**

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

## CONSENT CALENDAR

### 2. APPROVAL OF MINUTES

Approved minutes for the OIAA Board of Commissioners meeting on May 25, 2023.

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

Received and filed the Cash Disbursement Report (Bills/Payroll) for the month ended May 31, 2023.

### 4. PROFESSIONAL SERVICES AGREEMENT WITH GARVER, LLC, FOR SAFETY MANAGEMENT SYSTEM PROGRAM DEVELOPMENT

Authorized the Chief Executive Officer (CEO) to execute an agreement with Garver, LLC, to provide the development and implementation of a Safety Management System (SMS) Program and manual at Ontario International Airport (ONT), in an amount not to exceed \$300,000 for the completion of the project and authorize the CEO to execute budgeted amendments to the contract for additional related services, if needed, up to 30% of the overall contract value.

### 5. CONTRACT WITH CS&M CONSTRUCTION SERVICES, INC., FOR GLOBAL ENTRY ENROLLMENT CENTER

Authorized the Chief Executive Officer (CEO) to execute a Contract with CS&M Construction Services Inc., in an amount \$200,000 to perform the Construction activities required for the Global Entry program office space at the Federal Inspection Services (FIS) Terminal; and authorize the CEO to execute budgeted amendments to the contract for additional related services, if needed, up to 30% of the overall contract value.

### 6. CONTRACT EXTENSION WITH PPM GROUP, INC., FOR CONSTRUCTION MANAGEMENT AND RELATED SERVICES

Authorized the Chief Executive Officer (CEO) to approve a contract extension to December 31, 2023, for PPM Group, Inc. for On-Call construction management services related to the Runway 26R ILS Upgrade project at Ontario International Airport (ONT).

### 7. PAYMENT TO INFORMA MARKETS UK FOR ROUTES WORLD EXHIBITION PARTICIPATION AND SPONSORSHIP

Authorized the Chief Executive Officer (CEO) to pay Informa Markets UK a total of \$113,642 for participation in Routes World Conference.

**MOTION:** Moved by Commissioner Hagman, seconded by Secretary Bowman, to approve the Consent Calendar. Motion carried by a 4 Yes/0 No/1 Absent (Gouw) roll call vote.

## ADMINISTRATIVE DISCUSSION/ACTION/REPORT

### 8. RESOLUTIONS FOR (1) APPROVAL AND CERTIFICATION OF THE FINAL ENVIRONMENTAL IMPACT REPORT, THE MITIGATION MONITORING AND REPORTING PROGRAM, RELATED CEQA FINDINGS, A STATEMENT OF OVERRIDING CONSIDERATIONS, AND FINDINGS REGARDING THE LACK OF ANY SIGNIFICANT HISTORIC RESOURCES ON THE PROJECT SITE, FOR THE SOUTH AIRPORT CARGO CENTER PROJECT AT ONTARIO INTERNATIONAL AIRPORT, AND (2) APPROVAL OF THE SOUTH AIRPORT CARGO CENTER PROJECT AT ONTARIO INTERNATIONAL AIRPORT

The Ontario International Airport Authority Commission adopted:

A Resolution approving and certifying the Final Environmental Impact Report, the Mitigation Monitoring and Reporting Program, related CEQA Findings, a Statement of Overriding Considerations, and Findings Regarding the Lack of any Significant Historic Resources on the Project Site, for the South Airport Cargo Center Project at Ontario International Airport

RESOLUTION NO. 2023-10: A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY TO APPROVE AND CERTIFY THE FINAL ENVIRONMENTAL IMPACT REPORT, THE MITIGATION MONITORING AND REPORTING PROGRAM, RELATED CEQA FINDINGS, A STATEMENT OF OVERRIDING CONSIDERATIONS, AND FINDINGS REGARDING THE LACK OF ANY SIGNIFICANT HISTORIC RESOURCES ON THE PROJECT SITE, FOR THE SOUTH AIRPORT CARGO CENTER PROJECT AT ONTARIO INTERNATIONAL AIRPORT

and

A Resolution approving the South Airport Cargo Center Project at Ontario International Airport

RESOLUTION NO. 2023-11: A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY TO APPROVE THE SOUTH AIRPORT CARGO CENTER PROJECT AT THE ONTARIO INTERNATIONAL AIRPORT AND TO ADOPT FINDINGS REGARDING THE PROJECT

Chief Capital Development Officer Brantley presented the staff report and fielded questions from the Board of Commissioners.

President Wapner called for public comment.

City of Chino Deputy City Manager Vivian Castro spoke against Resolution No. 2023-010 and Resolution No. 2023-11.

Seeing no further comment, President Wapner closed public comment.

**MOTION:** Moved by President Wapner, seconded by Secretary Bowman, to waive further reading and approve Resolution No. 2023-10. Motion carried by a 4 Yes/0 No/1 Absent (Gouw) roll call vote.

**MOTION:** Moved by President Wapner, seconded by Secretary Bowman, to waive further reading and approve Resolution No. 2023-11. Motion carried by a 4 Yes/0 No/1 Absent (Gouw) roll call vote.

## 9. RESOLUTION TO ADOPT THE FYE 2024 OPERATING BUDGET

Approved a resolution adopting the FYE 2024 Operating Budget.

RESOLUTION NO. 2023-12: A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY COMMISSION ADOPTING THE ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2023-24

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

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

**MOTION:** Moved by Secretary Bowman, seconded by Commissioner Hagman, to approve Resolution No. 2023-12. Motion carried by a 4 Yes/0 No/1 Absent (Gouw) roll call vote.

## 10. RESOLUTION TO ADOPT THE FYE 2024 CAPITAL IMPROVEMENT PROGRAM BUDGET

Approved a resolution adopting the FYE 2024 Capital Improvement Program and Budget.

RESOLUTION NO. 2023-13: A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY COMMISSION ADOPTING THE ANNUAL CAPITAL BUDGET FOR FISCAL YEAR 2023-24

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

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

**MOTION:** Moved by President Wapner, seconded by Commissioner Hagman, to approve Resolution No. 2023-13. Motion carried by a 4 Yes/0 No/1 Absent (Gouw) roll call vote.

## 11. RESOLUTION APPROVING THE ONTARIO INTERNATIONAL AIRPORT SYSTEM RATES AND CHARGES FOR FISCAL YEAR 2023-2024

Approved a resolution approving the Airport System Rates and Charges for Fiscal Year 2023-2024 at Ontario International Airport (ONT).

RESOLUTION NO. 2023-14: A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY COMMISSION APPROVING THE AIRPORT SYSTEM RATES AND CHARGES FOR FISCAL YEAR 2023-24

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

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

**MOTION:** Moved by Commissioner Hagman, seconded by Secretary Bowman, to approve Resolution No. 2023-14. Motion carried by a 4 Yes/0 No/1 Absent (Gouw) roll call vote.

## MANAGEMENT REPORT

Chief Executive Officer Elkadi provided updates on passenger traffic numbers, changes to flights, launch of the Sunflower hidden disabilities program, and general airport matters accompanied by a PowerPoint.

## COMMISSIONER MATTERS

There were no updates or matters brought forth to the Board of Commissioners.

## CLOSED SESSION

### PUBLIC COMMENT ON CLOSED SESSION

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

### CLOSED SESSION

- GC § 54957, PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Chief Executive Officer

General Council Lori D. Ballance announced the closed session item.

President Wapner recessed the open session and called the closed session to order at 2:26 p.m. The open session reconvened at 3:09 p.m.

### REPORT ON CLOSED SESSION

President Wapner announced there was no reportable action.

## ADJOURNMENT

President Wapner adjourned the Ontario International Airport Authority Board of Commissioners Meeting at 3:10 p.m.

RESPECTFULLY SUBMITTED:

APPROVED:

\_\_\_\_\_  
NORMA I. ALLEY, MMC, BOARD CLERK

\_\_\_\_\_  
ALAN D. WAPNER, PRESIDENT

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**MEETING DATE:** JULY 13, 2023

**AGENDA SECTION:** CONSENT CALENDAR

**SUBJECT:** CASH DISBURSEMENT REPORT (BILLS/PAYROLL)

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

**RECOMMENDED ACTION(S):** Receive and file the Cash Disbursement Report (Bills/Payroll) for the month ended June 30, 2023.

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

**BACKGROUND: Aviation Activity and Financial Statements:** In June 2022, the OIAA Board of Commissioners adopted an operating budget that was driven by strong aviation activity and financial performance realized by OIAA in FYE 2022. The operating budget was developed from OIAA goals and objectives and includes significant increases in resources to meet current and expected near term growth. The budget FYE 2023 assumes that there will be no significant impacts associated with any possible COVID outbreaks. As passenger activities continue to increase over pre-pandemic levels, OIAA has continued to resume normal operations, fill vacant positions as well as add new staff positions, and has returned 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

**ATTACHMENTS:**

1. Cash Disbursement Report (Bills/Payroll) for the month ended June 30, 2023.

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

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Originator Name: Kim Snow

Originating Dept.: Finance and Accounting

Director Review: N/A  
Chief Financial Officer John Schubert

Chief Review: \_\_\_\_\_

CEO Approval: \_\_\_\_\_



This Agenda Report has been reviewed by OIAA General Counsel.

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





**MEETING DATE:** JULY 13, 2023

**AGENDA SECTION:** CONSENT CALENDAR

**SUBJECT:** COMMISSIONER'S STIPENDS AS REQUIRED BY AUTHORITY BYLAWS

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

**RECOMMENDED ACTION(S):** Approve additional stipends per Article IV, Section 6 of the Authority's Bylaws for President Wapner for the month of June, 2023.

**FISCAL IMPACT SUMMARY:** OIAA operating revenue.

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

"No salary: Reimbursement for Expenses; Stipends. The members of the Commission shall receive no salary but shall be reimbursed for necessary expenses (including mileage in accordance with standard IRS mileage reimbursement rates) incurred in the performance of their duties. Additionally, Commissioners will receive a 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 June 2023, President Wapner attended nine (9) additional Authority-related business functions. Full Commission approval is needed to approve payment of these additional stipends.

**PROCUREMENT:** N/A

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

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

**IMPACT ON OPERATIONS:** N/A

**SCHEDULE:** N/A

**ATTACHMENTS:** N/A

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

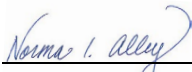
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Originator Name: Executive Office Staff

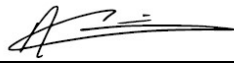
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Originating Dept.: Executive Office

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Director Review: 

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Chief Review: 

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CEO Approval: 

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This Agenda Report has been reviewed by OIAA General Counsel.

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



**MEETING DATE:** JULY 13, 2023

**AGENDA SECTION:** CONSENT CALENDAR

**SUBJECT:** PROFESSIONAL SERVICES AGREEMENT WITH PRIORITY VENTURES MANAGEMENT FOR ADDITIONAL LED ADVERTISING DISPLAYS IN TERMINALS

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

**RECOMMENDED ACTION(S):** Authorize the Chief Executive Officer to negotiate and execute a Professional Services Agreement (PSA) with Priority Ventures Management for a term of one (1) year, with a one (1) year extension, in an amount not to exceed \$800,000 for materials and installation of additional advertising displays in both terminals.

**FISCAL IMPACT SUMMARY:** Up to \$800,000 in capital expenditures under FY22 CIP project “LED Displays for Advertising/Promotional Space”. The budget for this project was most recently approved by the Board on February 24, 2022, and MII approved in June 2022 in the amount of \$800,000. The additional advertising space is conservatively estimated to generate an additional \$480,000 in revenue each year.

**BACKGROUND:** The Airport’s advertising program is currently generating an average of approximately \$130,000 per month in revenue and only continues to grow. The LED advertising displays in the concourse and baggage claim areas in both terminals are at full or near-full utilization. More space is needed to meet demand and continue program growth.

The current advertising program lacks large-LED, impactful opportunities which larger brands and companies seek when deciding which airports to advertise with. This project will provide a new and impressive inventory that will attract larger brands. It will create a new arrivals/departures display network in addition to the existing concourse and baggage claim networks. It will provide an additional 8 advertising spots and increase monthly revenue by an estimated \$40,000 per month. With an average lifespan of 5 years, the anticipated ROI for the displays is less than 2 years and should generate over \$1M in additional revenue in years 2-5.

The new displays will also enhance the passenger experience by allowing ONT to create video contact that can be shown to arriving and departing passengers with special messaging.

It should be noted that these dynamic LED displays are not the same as the static light boxes also utilized in the terminals.

**PROCUREMENT:** On November 8, 2022, the “Airport Signage, Wayfinding, and Advertising” RFQ was advertised to solicit vendors for various scopes of work, including materials and installation of advertising displays. From

this RFQ a final roster of eight (8) qualified vendors was established. Priority Ventures Management was the most qualified vendor of the pool who could fulfill the proposed scope due to their experience providing similar services for ONT and similar sized airports in the region, and their knowledge of, and compatibility with, existing infrastructure at ONT. Priority Ventures has also provided similar services in numerous convention centers and sports stadiums around the country. Priority Ventures price also fell below the approved budget for this project. The proposed agreement would allow for the supply and installation of LED screens and their related systems in accordance with the scope of services.

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

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

**IMPACT ON OPERATIONS:** Installation of displays will be scheduled to have minimal to no impact on airport operations.

**SCHEDULE:** Materials would be ordered following execution of the agreement and installation would be estimated to be completed around October/November 2023.

**ATTACHMENTS:** None.

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

Originator Name: Elisa Grey, Chief Revenue Management Officer

Originating Dept.: Advertisement

Director Review: N/A

Chief Review: 

CEO Approval: 

This Agenda Report has been reviewed by OIAA General Counsel.

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



**MEETING DATE:** JULY 13, 2023

**AGENDA SECTION:** CONSENT CALENDAR

**SUBJECT:** SOLE SOURCE CONTRACT WITH MOTOROLA SOLUTIONS FOR REPLACEMENT 800MHz PORTABLE RADIOS

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

**RECOMMENDED ACTION(S):** Authorize the Chief Executive Officer (CEO) to negotiate and execute a contract with Motorola Solutions for replacement 800MHz Portable Radios and Accessories in an amount not to exceed \$400,000.

**FISCAL IMPACT SUMMARY:** The cost for the procurement of replacement portable radios and accessories is accounted for in the OIAA Fiscal Year 2022-2023 capital budget. All ongoing user fees on the radios were approved by the board in the November 23, 2021, agreement with San Bernardino County Innovation and Technology Department.

**BACKGROUND:** The OIAA is currently part of the County of San Bernardino Radio System. This is a common 800MHz radio system for most public safety and public works organizations in the county. The existing (XTS-2500 and XTS-5000) radios were acquired from Los Angeles World Airports during the transition of operations. These radios are no longer supported by Motorola. Motorola stopped service support on the radios as of December 31, 2018. The County of San Bernardino Radio System Shop has been able to support the radios, however they only have a finite inventory of supply parts.

After reviewing compatible Motorola Radios with the County's System and after discussions with the staff from the County's Innovation and Technology Department, OIAA has decided to obtain the N-50 model from Motorola as the portable radio for ONT Operations. This purchase is for 80 radios and accessories that will allow ONT to replace all current portable radios in the fleet, including reserve radios for future growth.

**PROCUREMENT:** Ontario International Airport is part of the County of San Bernardino Radio System. This is the common 800Mhz radio system for most public safety and public works organizations in the county. The backbone of the radio system is Motorola Solutions product with Motorola Proprietary Security and Encryption Features. Currently the County of San Bernardino Innovation and Technology Department only allows for Motorola Equipment to be active on the system. Motorola is the manufacturer and supplier of the equipment.

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

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

**IMPACT ON OPERATIONS:** N/A

**SCHEDULE:** Contract will be signed upon commission approval. Lead time of radios and accessories will depend on manufacturer's procurement schedule.

**ATTACHMENTS:**

1. Sole Source Justification.

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

Originator Name: Andrew Harsh, Emergency Manager

Originating Dept.: Operations / Emergency Management

Director Review: 

Chief Review: 

CEO Approval: 

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

## Sole Source Procurement Justification Form

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

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

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

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

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

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

**Vendor:** Motorola Solutions

**Goods/Services:** Replacement Portable 800MHz Radios

**Justification:** *The item can only be procured directly from the original manufacturer or sole representative of the item in the Airport's geographical region.*

Ontario International Airport is part of the County of San Bernardino Radio System. This is the common 800Mhz radio system for most public safety and public works organizations in the county. The backbone of the radio system is Motorola Solutions product with Motorola Proprietary Security and Encryption Features. Currently the County of San Bernardino Innovation and Technology Department only allows for Motorola Equipment to be active on the system. Motorola is the manufacturer and supplier of the equipment.

**Submitted by:**

Name: Andrew Harsh

Title: Emergency Manager

Signature:

Date:

7/6/23

**Reviewed by:**

<sup>FOR</sup>  
Name: Luis Medina

Title: Procurement Manager

Signature:

Date:

July 6, 2023

**Authorized by:**

Name: Jamaal Avilez

Title: Chief Administration Officer

Signature:

Date:

July 6, 2023





**MEETING DATE:** JULY 13, 2023

**AGENDA SECTION:** ADMINISTRATIVE REPORT/DISCUSSION/ACTION

**SUBJECT:** CONTRACTS WITH ENVIRONMENTAL SCIENCE ASSOCIATES (ESA) AND RICONDO & ASSOCIATES FOR ON-CALL ENVIRONMENTAL PLANNING AND SUPPORT SERVICES

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

**RECOMMENDED ACTION(S):** Authorize the Chief Executive Officer (CEO) to negotiate and execute two separate contracts with Environmental Science Associates (ESA) and Ricondo & Associates for three years for an amount not to exceed \$9,000,000.00 over the three-year period, with two one-year extensions, each at \$3,000,000.00 annually, for a total amount of \$15,000,000.00 for on-call, as-needed airport environmental planning and support services.

**FISCAL IMPACT SUMMARY:** The funding for these contracts will come from a variety of sources, including operating and capital budgets. There are funds allocated in the current FY2024 Operating budget and funding in some currently approved capital projects. Additional budget will be requested in the FY2025 Operating Budget and in future capital budgets when they are brought to the Board for approval.

**BACKGROUND:** OIAA is the lead agency responsible for managing all environmental documentation pursuant to the California Environmental Quality Act (CEQA) and coordinating with the Federal Aviation Administration (FAA) regarding documents produced pursuant to the National Environmental Policy Act (NEPA). In addition, OIAA is responsible for compliance, monitoring and reporting on required environmental mitigations and all related entitlement work for projects at OIAA.

To ensure that all environmental documentation is prepared and properly submitted, the OIAA will require environmental planning services, including Staff Augmentation, to provide on-site support and management of all environmental planning issues, mentoring and knowledge transfer to OIAA staff and regular coordination with OIAA general counsel. The Environmental Planning services consultants will also prepare CEQA and NEPA documents for Terminal Planning activities and Tenant Development, make recommendations and prepare environmental studies and reports for OIAA Capital Improvement Projects (CIP) and provide oversight for compliance of CEQA MMRPs and NEPA Mitigation and Monitoring programs.

**PROCUREMENT:** The OIAA conducted a qualifications-based selection process. The Request for Proposal (RFP) was released and posted on April 27, 2023. A non-mandatory Pre-proposal meeting was held on May 4, 2023, and virtually attended by 24 people representing 19 companies. The Proposals were due on May 25, 2023, and two qualified proposals were received. The RFP Selection Team reviewed and evaluated the two proposals, both

of which were scored as exceptional in overall quality and content and determined that both Teams were equally qualified.

The two firms are leaders in the aviation industry and submitted outstanding proposals that demonstrated an excellent understanding of the unique position and challenges of the airport and the ability to responsive to the needs of OIAA. The Selection Team determined that no further information was needed or required from the Teams and therefore Interviews were not required. The RFP included language that OIAA reserves the right to select and award the contracts without conducting interviews. Each of the Section panelists and two advisors unanimously recommended awarding contracts to both ESA and Ricondo and Associates to ensure the OIAA will be able to meet the continuing environmental requirements related to development, provide studies and oversee NEPA and CEQA compliance.

**CEQA COMPLIANCE AND LAND USE APPROVALS:** The proposed professional services contract and staffing services is not a “project” under CEQA and does not require environmental review.

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


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

**SCHEDULE:** N/A

**ATTACHMENTS:** None


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


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Originator Name: Michelle Brantley 

Originating Dept.: Capital Development

Director Review: N/A

Chief Review: Michelle Brantley 

CEO Approval: 

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This Agenda Report has been reviewed by OIAA General Counsel.

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