

ONTARIO INTERNATIONAL AIRPORT AUTHORITY

COMMISSION AGENDA - REGULAR MEETING



NOVEMBER 27, 2018 AT 3:00 P.M.

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

ALAN D. WAPNER
President

RONALD O. LOVERIDGE
Vice President

JIM W. BOWMAN
Secretary

CURT HAGMAN
Commissioner

JULIA GOUW
Commissioner

MARK A. THORPE
Chief Executive Officer

LORI D. BALLANCE
General Counsel

ATIF J. ELKADI
Interim Treasurer

WELCOME TO THE MEETING OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY

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

ORDER OF BUSINESS

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

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

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

ROLL CALL

Loveridge, Bowman, Hagman, Gouw, President Wapner

PLEDGE OF ALLEGIANCE

INVOCATION

Jeff Smith, Ordained High Priest - Church of Jesus Christ Latter-day Saints.

PUBLIC COMMENT

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

AGENDA REVIEW/ANNOUNCEMENTS

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

1. INFORMATION RELATIVE TO POSSIBLE CONFLICT OF INTEREST

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

CONSENT CALENDAR

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

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

2. APPROVAL OF MINUTES

Minutes for the regular meeting of the Ontario International Airport Authority on October 23, 2018, approving same as on file with the Secretary/Assistant Secretary.

3. BILLS/PAYROLL

Bills October 1, 2018 through October 31, 2018 and Payroll October 1, 2018 through October 31, 2018.

4. APPROVAL OF MEETING STIPENDS

That the Ontario International Airport Authority Commission approve meeting stipends for President Wapner.

5. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A LEASE AGREEMENT WITH LGSTX

That the Ontario International Airport Authority (OIAA) authorize the Chief Executive Officer to enter into a lease agreement with LGSTX. If approved, the annual revenue from the new lease will be approximately \$119,000. Additionally, this facility will support between 8 and 15 daily cargo flights for Amazon Prime Air.

6. APPROVE AN AUTHORITY INCREASE TO OIAA CONTRACTS WITH RYMAX ELECTRIC, INC., WITH E.L. ENGINEERING, AND AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXERCISE THE SECOND EXTENSION OPTION OF EACH CONTRACTS FOR THE THIRD/FINAL CONTRACT YEAR

That the Ontario International Airport Authority (OIAA) authorize the Chief Executive Officer (CEO) to increase the existing OIAA Contract No. SCONT-000102 with Rymax Electric for electrical repair services, Contract No. SCONT-000104 with E.L. Engineering Corporation for plumbing repair services, and SCONT-000134 with E.L. Engineering Corporation for light construction and board-ups, for an amount not to exceed \$300,000 annually per contract for an overall amount not to exceed \$600,000 over the term of each contract; and, authorize the CEO to exercise the second extension option for each contract for the third/final contract year. Funds for these contracts are included in the current Fiscal Year 2019 budget. Funding for subsequent years will be requested through the annual budget process.

7. AWARD OF CONTRACT FOR A TWO-YEAR PERIOD TO MODSQUAD INCORPORATED FOR 24/7/365 SOCIAL MEDIA MODERATION COVERAGE (IN ENGLISH, SPANISH, AND MANDARIN) AND ANALYTICS FOR THE ONTARIO INTERNATIONAL AIRPORT FACEBOOK, TWITTER, INSTAGRAM, LINKEDIN, YELP, AND YOUTUBE ACCOUNTS

That the Ontario International Airport Authority (OIAA) authorize the award of a two-year contract with ModSquad Inc. for 24/7/365 social media moderation coverage and analytics for the Ontario International Airport social media accounts and authorize the extension of the contract at the discretion of the OIAA's CEO, for three, one-year extension periods, for an overall term not to exceed 5 years and an increase of no more than 5% for each extension year. The total cost allocation will not exceed \$700,000 for ModSquad Inc. for the (2) year period. This item was approved in the 2018-19 Budget Marketing and Advertising.

8. APPROVE THE FIRST ONE-YEAR EXTENSION OPTION WITH KENAZ DESIGNS LLC FOR CONTINUED STRATEGIC SUPPORT RELATED TO CARGO AND OPERATIONS AND AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE THE SECOND ONE-YEAR EXTENSION OPTION FOR THE THIRD AND FINAL CONTRACT YEAR

That the Ontario International Airport Authority (OIAA) approve the first one-year extension (second contract year) for a monthly amount of \$20,000 and an overall amount not to exceed \$480,000 over the contract term, and authorize the Chief Executive Officer to execute the second extension option (third/final contract year). OIAA will pay Kenaz Designs LLC a monthly retainer fee of \$20,000 per month for one year with one renewal option. Funds for this contract were approved in the 2017-2018 budget.

9. APPROVE THE FIRST ONE-YEAR EXTENSION OPTION WITH PAUL A. HANEY & ASSOCIATES LLC FOR CONTINUED STRATEGIC SUPPORT RELATED TO STRATEGIC PLANNING, AIRPORT ADMINISTRATION DEVELOPMENT AND PUBLIC AND COMMUNITY RELATIONS AND AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE THE SECOND ONE-YEAR EXTENSION OPTION FOR THE THIRD AND FINAL CONTRACT YEAR

That the Ontario International Airport Authority (OIAA) approve the first one-year extension (second contract year) for a monthly amount of \$20,000 and an overall amount not to exceed \$480,000 over the contract term, and authorize the Chief Executive Officer to execute the second extension option (third/final contract year). OIAA will pay Paul A. Haney & Associates LLC a monthly retainer fee of \$20,000 per month for one year with one renewal option. Funds for this contract were approved in the 2017-2018 budget.

10. APPROVE AND AUTHORIZE THE COOPERATIVE LEASE OF TEN FLEET VEHICLES FOR OIAA STAFF THROUGH NATIONAL COOPERATIVE LEASING UNDER THE SAME TERMS AND CONDITIONS AS THE SOURCEWELL COOPERATIVE CONTRACT 032615-NCL

That the Ontario International Airport Authority (OIAA) approve and authorize the Chief Executive Officer (CEO) to enter into a three-year contract with National Cooperative Leasing to lease and receive delivery of one (1) each 15-seat passenger van, two (2) each HOV access cars, three (3) each four-door sedans and three (3) each mid-size SUV's, for a lease amount not to exceed \$150,000 annually over the three-year term of contract. : Funding of \$27,000 was included in the Fiscal Year 2019 budget to lease a 15-passenger van. The OIAA has funds of \$491,000 available that will be applied to the first year of the lease through surplus equipment sales not recognized in the current year's budget. Funding for subsequent years will be requested through the annual budget process.

ADMINISTRATIVE DISCUSSION/ACTION/REPORT

11. AUTHORIZE THE COOPERATIVE PURCHASE OF REPLACEMENT AIRCRAFT RESCUE AND FIREFIGHTING (ARFF) VEHICLES/EQUIPMENT THROUGH NATIONAL AUTO FLEET GROUP OF WATSONVILLE, CALIFORNIA, UNDER THE SAME TERMS AND CONDITIONS AS THE SOURCEWELL COOPERATIVE CONTRACT 120716-NAF

That the Ontario International Airport Authority (OIAA) authorize the Chief Executive Officer (CEO) to purchase and receive delivery of one (1) each Rescue Stair Truck, one (1) each Airport Command Vehicle, and one (1) each Airport Utility Vehicle through National Auto Fleet Group of Watsonville, California; and, approve 10-8 Retrofit of Ontario, California, and West Coast Lights and Sirens Inc. of Riverside, California, as authorized suppliers for the purchase and installation of electronics and equipment associated with the routine replacement of ARFF fleet vehicles, for an overall amount not to exceed cost of \$431,162.82. Funding for \$210,000 is approved and available in the Fiscal Year 2019 OIAA Budget. Remaining funds of \$221,162.82 are available in the unrestricted cash account.

12. BUDGET UPDATE AND ANALYSIS FOR THE THREE MONTHS ENDED SEPTEMBER 28, 2018 and 2017

That the Ontario International Airport Authority (OIAA) review the results of operation for the three months ended September 30, 2018 and 2017. In addition, review the results of operations for the 3 months ended September 30, 2018 with comparison the budget for the corresponding periods.

MANGEMENT REPORT

Chief Executive Officer Thorpe

COMMISSION MATTERS

President Wapner

Vice President Loveridge - **Report - San Diego Tour**

Secretary Bowman

Commissioner Hagman

Commissioner Gouw

ADJOURNMENT

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: NOVEMBER 27, 2018

SECTION: MINUTE ACTION

SUBJECT: RELATIVE TO POSSIBLE CONFLICT OF INTEREST

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

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

Item No	Principals & Agents	Subcontractors
Item No. 5	LGSTX	• None
Item No. 6	Rymax Electric, Inc.	• None
Item No. 6	E.L. Engineering Corporation	• None
Item No. 7	ModSquad Incorporated	• None
Item No. 8	Kenaz Designs LLC	• None
Item No. 9	Paul A. Haney & Associates	• None

STAFF MEMBER PRESENTING: Board Clerk, Claudia Y. Isbell

Department: Clerk's Office

Submitted to OIAA: November 27, 2018

Approved: _____

Continued to: _____

Denied: _____

Item No. 10	National Cooperative Leasing	<ul style="list-style-type: none">• None
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**ONTARIO INTERNATIONAL AIRPORT AUTHORITY
REGULAR COMMISSION MEETING
MINUTES
OCTOBER 23, 2018
(Not Official Until Approved)**

A regular meeting of the Ontario International Airport Authority was held on Tuesday, October 23, 2018, at 1923 E. Avion Street, Room 100, Ontario, California.

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

CALL TO ORDER

President Wapner called the Ontario International Airport Authority Commission meeting to order at 3:00 p.m.

ROLL CALL

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

ABSENT: Commissioners: None.

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice President Loveridge.

PUBLIC COMMENT

Jesse Fonseca: shared his concerns regarding noise around the airport.

POSSIBLE CONFLICT OF INTEREST ISSUES

1. INFORMATION RELATIVE TO POSSIBLE CONFLICT OF INTEREST

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

There were no conflict of interests reported.

CONSENT CALENDAR

MOTION: Moved by Commissioner Hagman, seconded by Secretary Bowman and carried by a vote of 5-0, to approve the consent calendar as presented and adopt Resolution No. 2018-20.

2. APPROVAL OF MINUTES

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

3. BILLS/PAYROLL

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

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

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

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

The Ontario International Airport Authority approved to award and authorized the Chief Executive Officer to execute contracts with Jacobs Project Management CO, Ontario Aviation Group, AND PPM Group, Inc., for as-needed construction management and related services for capital improvement projects at the airport. If approved, Project Management CO, Ontario Aviation Group, AND PPM Group, Inc., would be retained on a list of on-call for three (3) years. The total cost allocation is \$6,000,000 for all three (3) contracts for the three (3) year period for the OIAA. Individual task orders will be authorized by the OIAA up to the not-to-exceed amount of \$6,000,000 for the three (3) year contract term.

6. A RESOLUTION TO ADOPT THE RECORDS RETENTION SCHEDULES

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

RESOLUTION NO. 2018-20 A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY COMMISSION ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN AGENCY RECORDS

ADMINISTRATIVE DISCUSSION/ACTION/REPORT

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

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

MOTION: Moved by Secretary Bowman, seconded by Commissioner Gouw and carried by a vote of 5-0, to approve agreements with ONT Air-Novation Alliance and InterVistas for on-call air service development.

STAFF MATTERS

There were no updates.

COMMISSIONER MATTERS

Commissioner Gouw had no comments.

Commissioner Hagman requested a report and performance goals for contracts before they are renewed.

Vice President announced he would have a report on his filed trip to San Diego.

Secretary Bowman had no comments.

President Wapner thanked staff for their hard work and asked for consensus from the Commissioners to add an invocation to future meetings. There was no opposition.

ADJOURNMENT

President Wapner adjourned the Ontario International Airport Authority Commission meeting at 3:27 p.m.

RESPECTFULLY SUBMITTED:

CLAUDIA Y. ISBELL, CLERK OF THE BOARD

APPROVED:

ALAN D. WAPNER, PRESIDENT
ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: NOVEMBER 27, 2018

SECTION: CONSENT CALENDAR

SUBJECT: ONTARIO INTERNATIONAL AIRPORT AUTHORITY COMMISSION APPROVAL OF STIPENDS AS REQUIRED BY AUTHORITY BYLAWS

RELEVANT STRATEGIC OBJECTIVE: Development of Airport-Related Businesses.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority Commission approve additional stipends per Article IV, Section 6 of the Authority’s Bylaws.

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 October 2018, President Wapner attended three (3) additional Authority-related business function. Full Commission approval is needed to approve payment of stipends.

CEQA COMPLIANCE: Exclusion from the definition of “project”: The creation of government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. (CEQA Guidelines §15378(b)(4).)

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

Department: Clerk’s Office

Submitted to OIAA: November 27, 2018

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: Mark A. Thorpe

FISCAL IMPACT AND SOURCE OF FUNDS: OIAA operating revenue.

PRIOR COMMISSION ACTION: On December 8, 2016, the OIAA Commission adopted Resolution No. 2016-14 approving and adopting the OIAA Bylaws.

STAFFING IMPACT (# OF POSITIONS):

N/A

IMPACT ON OPERATIONS:

N/A

ATTACHMENTS:

N/A

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

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



DATE: NOVEMBER 27, 2018

SECTION: CONSENT CALENDAR

SUBJECT: AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A LEASE AGREEMENT BETWEEN THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY (OIAA) AND LGSTX

RELEVANT STRATEGIC OBJECTIVE: Provide facilities to support air services

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) authorize the Chief Executive Officer to enter into a lease agreement with LGSTX.

FISCAL IMPACT SUMMARY: If approved, the annual revenue from the new lease will be approximately \$119,000. Additionally, this facility will support between 8 and 15 daily cargo flights for Amazon Prime Air.

BACKGROUND: In order to enable the development of the Northwest area of the airport for the new Federal Express air terminal and sort facility, four hangars need to be demolished. These hangars are the current lease space for LGSTX who runs cargo flight operations for Amazon Prime Air. This lease is for the new facility that is being created to replace the soon to be demolished old facility.

PROCUREMENT: Not applicable.

CEQA COMPLIANCE AND LAND USE APPROVALS: The issuance or approval of leases, agreements, renewals, amendments, or extension thereof, granting use of an existing facility at a public airport, involving negligible or no expansion of use is exempt from the requirements of the California Environmental Quality Act (CEQA). In addition, to the extent any alteration of facilities occurs, CEQA

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

Department: Lease Management

Submitted to OIAA: November 27, 2018

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: Mark A. Thorpe

Guidelines section 15301 provides an exemption for minor alterations to existing structures or facilities involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination.

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: The lease will begin upon completion of the replacement facilities.

ATTACHMENTS: Attachment A - Lease agreement between the OIAA and LGSTX.

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



DATE: NOVEMBER 27, 2018

SECTION: CONSENT CALENDAR

SUBJECT: APPROVE AN AUTHORITY INCREASE TO OIAA CONTRACTS WITH RYMAX ELECTRIC, INC., WITH E.L. ENGINEERING, AND AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXERCISE THE SECOND EXTENSION OPTION OF EACH CONTRACTS FOR THE THIRD/FINAL CONTRACT YEAR

RELEVANT STRATEGIC OBJECTIVE: Provide Facilities to Support Air Services and Increase Revenue.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority authorize the Chief Executive Officer (CEO) to increase the existing OIAA Contract No. SCONT-000102 with Rymax Electric for electrical repair services, Contract No. SCONT-000104 with E.L. Engineering Corporation for plumbing repair services, and SCONT-000134 with E.L. Engineering Corporation for light construction and board-ups, for an amount not to exceed \$300,000 annually per contract for an overall amount not to exceed \$600,000 over the term of each contract; and, authorize the CEO to exercise the second extension option for each contract for the third/final contract year.

FISCAL IMPACT SUMMARY: Funds for these contracts are included in the current Fiscal Year 2019 budget. Funding for subsequent years will be requested through the annual budget process.

BACKGROUND: As a means to uphold available and/or immediate facility occupancy for prospective lease-hold tenants, light construction, electrical and plumbing maintenance and repair services are required on an ongoing basis. In July 2018, the OIAA joined the City of Ontario's contracts with Rymax Electric, Inc., for electrical repair services, E.L. Engineering Corporation for plumbing maintenance and repair, and E.L. Engineering Corporation for light construction and board-ups, at an annual expenditure estimated at \$100,000 per contract. Due to the neglect of various facilities, the lack of a maintenance program for vacant buildings/structures as well as

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

Department: Lease Management

Submitted to OIAA: November 27, 2018

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: _____

Item No. 06

vandalism, the OIAA requires outsourced contractors to provide maintenance and repairs on an as-needed basis. Scheduled preventive maintenance of existing electrical and plumbing systems as well as light construction repairs, assists in the preservation of OIAA's assets, provides increased activities around the facilities, keeps vacant facility systems operational, and will assist in deterring vandals and squatters from occupying the property.

PROCUREMENT: In July 2018, the OIAA piggybacked on three (3) City of Ontario maintenance and repair contracts to provide light construction, board-ups, electrical, and plumbing services for ONT. The contracts are currently in their 1st extension and/or second contract year expiring on June 30, 2019. With the Commission's authorization, the CEO, at his sole discretion, can exercise the 2nd extension period for the third/final contract year ending June 30, 2020.

CEQA COMPLIANCE AND LAND USE APPROVALS: The issuance or approval of leases, agreements, renewals, amendments, or extension thereof, granting use of an existing facility at a public airport, involving negligible or no expansion of use is exempt from the requirements of the California Environmental Quality Act (CEQA). In addition, to the extent any alteration of facilities occurs, CEQA Guidelines section 15301 provides an exemption for minor alterations to existing structures or facilities involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination.

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: N/A

ATTACHMENTS: None.

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



DATE: NOVEMBER 27, 2018

SECTION: CONSENT CALENDAR

SUBJECT: AWARD OF CONTRACT FOR A TWO-YEAR PERIOD TO MODSQUAD INCORPORATED FOR 24/7/365 SOCIAL MEDIA MODERATION COVERAGE (IN ENGLISH, SPANISH, AND MANDARIN) AND ANALYTICS FOR THE ONTARIO INTERNATIONAL AIRPORT FACEBOOK, TWITTER, INSTAGRAM, LINKEDIN, YELP, AND YOUTUBE ACCOUNTS.

RELEVANT STRATEGIC OBJECTIVE: Provide Customer Friendly Services and Facilities.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) authorize the award of a two-year contract with ModSquad Inc. for 24/7/365 social media moderation coverage and analytics for the Ontario International Airport social media accounts and authorize the extension of the contract at the discretion of the OIAA’s CEO, for three, one-year extension periods, for an overall term not to exceed 5 years and an increase of no more than 5% for each extension year.

FISCAL IMPACT SUMMARY: If approved, the firm will begin contracted work December 1, 2018. The total cost allocation will not exceed \$700,000 for ModSquad Inc. for the (2) year period. This item was approved in the 2018-19 Budget Marketing and Advertising.

BACKGROUND: In today’s digital-first world, 24/7 operations have to meet 24/7 customer service demands. The Airport requires moderation, analytics, and crisis communications support services to assist achieve 100% response rate in the customer experience and brand awareness/outreach efforts of the Ontario International Airport. This firm will provide an efficient remote staff to meet the aforementioned needs and will be managed by the OIAA Social Media Manager.

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

Department: Marketing & Communications

Submitted to OIAA: November 27, 2018

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: *Mark A. Thorpe*

Based on industry best practices and current ONT social media volume, OIAA staff has determined that out-sourcing social media moderation and related services needs is a cost-effective alternative to hiring a full complement of OIAA staff to carry out these functions.

PROCUREMENT: OIAA selection panel has evaluated two (2) proposals under the qualifications-based solicitation process and has selected one (1) firm, ModSquad Incorporated to provide 24/7/365 social media moderation coverage (in English, Spanish, and Mandarin) and analytics for the Ontario International Airport social media accounts for a two (2) year term.

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: N/A

ATTACHMENTS: Agreement between OIAA and ModSquad Inc.

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

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



DATE: NOVEMBER 27, 2018

SECTION: CONSENT CALENDAR

SUBJECT: APPROVE THE FIRST ONE-YEAR EXTENSION OPTION WITH KENAZ DESIGNS LLC FOR CONTINUED STRATEGIC SUPPORT RELATED TO CARGO AND OPERATIONS AND AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE THE SECOND ONE-YEAR EXTENSION OPTION FOR THE THIRD AND FINAL CONTRACT YEAR.

RELEVANT STRATEGIC OBJECTIVE: Develop Airport Related Business, Expand Air Service & Promote Customer Friendly Facilities and Services

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) approve the first one-year extension (second contract year) for a monthly amount of \$20,000 and an overall amount not to exceed \$480,000 over the contract term, and authorize the Chief Executive Officer to execute the second extension option (third/final contract year).

FISCAL IMPACT SUMMARY: OIAA will pay Kenaz Designs LLC a monthly retainer fee of \$20,000 per month for one year with one renewal option. Funds for this contract were approved in the 2017-2018 budget.

BACKGROUND: The Ontario International Airport Authority has employed some consultants who work at a fraction of what a large firm would cost or what a full-time employee would cost. In the last year, Kenaz Designs LLC., has performed the following duties, and continues to oversee a number of strategic objectives set forth by the OIAA:

- Providing strategic direction on all Cargo Related matters and strategic planning for the future of ONT operations.

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

Department: Administration Department

Submitted to OIAA: November 27, 2018

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: Mark A. Thorpe

Item No. 08

- Managed, coordinated, and completed the renovation of the FIS to bring it into compliance with new CBP standards, install Automatic Passport Control kiosks, and ready the facilities for new international service. This project came in on time and on budget.
- Worked directly with Jet Blue to complete their construction projects and establish service at ONT
- Toured multiple VIPs around the airport, both land side and airside, as well as the terminal buildings. These VIPs included Congressional Delegations, Foreign Dignitaries, Airline Executives, and other key partners of the Airport.

Additional activity is provided in the attachment.

PROCUREMENT: N/A – Renewal of existing contract

CEQA COMPLIANCE AND LAND USE APPROVALS: The proposed contract is Categorically Exempt (Class 1) from the provisions of the California Environmental Quality Act (CEQA) pursuant to Guidelines Section 15301 because it involves creative Advertising, Marketing and Promotional Services on an as-needed, on-call basis.

STAFFING IMPACT (# OF POSITIONS): No Impact

IMPACT ON OPERATIONS: No Impact

SCHEDULE: N/A

ATTACHMENTS: Attachment A - Renewal Letter.

Attachment B – Activity Report

Exhibit A – Extension Letter

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



DATE: NOVEMBER 27, 2018

SECTION: CONSENT CALENDAR

SUBJECT: APPROVE THE FIRST ONE-YEAR EXTENSION OPTION WITH PAUL A. HANEY & ASSOCIATES LLC FOR CONTINUED STRATEGIC SUPPORT RELATED TO STRATEGIC PLANNING, AIRPORT ADMINISTRATION DEVELOPMENT AND PUBLIC AND COMMUNITY RELATIONS AND AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE THE SECOND ONE-YEAR EXTENSION OPTION FOR THE THIRD AND FINAL CONTRACT YEAR.

RELEVANT STRATEGIC OBJECTIVE: Develop Airport Related Business, Expand Air Service & Promote Customer Friendly Facilities and Services

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) approve the first one-year extension (second contract year) for a monthly amount of \$20,000 and an overall amount not to exceed \$480,000 over the contract term, and authorize the Chief Executive Officer to execute the second extension option (third/final contract year).

FISCAL IMPACT SUMMARY: OIAA will pay Paul A. Haney & Associates LLC a monthly retainer fee of \$20,000 per month for one year with one renewal option. Funds for this contract were approved in the 2017-2018 budget.

BACKGROUND: The Ontario International Airport Authority has employed some consultants who work at a fraction of what a large firm would cost or what a full-time employee would cost. In the last year, Paul A. Haney & Associates, LLC., has performed the following duties, and continues to oversee a number of strategic objectives set forth by the OIAA:

- Provided oversight of transitioning of remaining LAWA employees to LAX to include identifying employees to declare surplus and preparing needed documents

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

Department: Administration Department

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Chief Executive Officer Approval: Mark A. Thorpe

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- Assisted in negotiating and drafting long-term agreements and related documents with ONT-TEC and TBI and assists with maintenance of the overarching contracts under the director of the Chief Operating Officer
- Provides continued guidance and assistance in negotiations with Signatory Airlines regarding amendments and modifications to the Airline Use and Lease Agreement
- Continued recommendations for cost-effective improvements to differentiate ONT from other primary and secondary airports in the region
- SCAG liaison for the Aviation Technical Advisory Committee

Additional activity is provided in the attachment.

PROCUREMENT: N/A – Renewal of existing contract

CEQA COMPLIANCE AND LAND USE APPROVALS:

The proposed contract is Categorically Exempt (Class 1) from the provisions of the California Environmental Quality Act (CEQA) pursuant to Guidelines Section 15301 because it involves creative Advertising, Marketing and Promotional Services on an as-needed, on-call basis.

STAFFING IMPACT (# OF POSITIONS): No Impact

IMPACT ON OPERATIONS: No Impact

SCHEDULE: N/A

ATTACHMENTS: Attachment A - Renewal Letter.

Attachment B – Activity Report.

Exhibit A – Professional Services Agreement between OIAA and Paul A. Haney & Associates LLC

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DATE: NOVEMBER 27, 2018

SECTION: CONSENT CALENDAR

SUBJECT: APPROVE AND AUTHORIZE THE COOPERATIVE LEASE OF TEN FLEET VEHICLES FOR OIAA STAFF THROUGH NATIONAL COOPERATIVE LEASING UNDER THE SAME TERMS AND CONDITIONS AS THE SOURCEWELL COOPERATIVE CONTRACT 032615-NCL.

RELEVANT STRATEGIC OBJECTIVE: Expand Air Service, Execute Tasks and Assignments

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) approve and authorize the Chief Executive Officer (CEO) to enter into a three-year contract with National Cooperative Leasing to lease and receive delivery of one (1) each 15-seat passenger van, two (2) each HOV access cars, three (3) each four-door sedans and three (3) each mid-size SUV's, for a lease amount not to exceed \$150,000 annually over the three-year term of contract.

FISCAL IMPACT SUMMARY: Funding of \$27,000 was included in the Fiscal Year 2019 budget to lease a 15-passenger van. The OIAA has funds of \$491,000 available that will be applied to the first year of the lease through surplus equipment sales not recognized in the current year's budget. Funding for subsequent years will be requested through the annual budget process.

BACKGROUND: The existing OIAA vehicle fleet has exceeded its useful life cycle and requires replacement. Several vehicles are more than 7 years old, with some vehicles more than 11 years in age. High mileage vehicles require additional maintenance due to unanticipated repairs, breakdowns and worn mechanical parts. A 15-seat passenger van is needed to provide a reliable method of tour transportation capable of seating more than six passengers which requires multiple vehicles, staff coordination, and splitting of tour groups.

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

Department: Operations and Maintenance

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Chief Executive Officer Approval: Mark A. Thorpe

PROCUREMENT: Joining Sourcewell’s cooperative contract through National Cooperative Leasing, Contract 032615-NCL, offers pre-negotiated “best price leasing”, which represents a streamlined procurement approach that complies with government procurement statutes for competitive bidding.

CEQA COMPLIANCE AND LAND USE APPROVALS: This item is exempt from CEQA under the general rule that, “CEQA applies only to projects which have the potential for causing a significant effect on the environment.” (CEQA Guidelines, §15061(b)(3).)

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: The delivery/acceptance of leased vehicles is anticipated prior to the end of Fiscal Year 2019.

ATTACHMENTS: N/A

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DATE: NOVEMBER 27, 2018

SECTION: ADMINISTRATIVE REPORT/DISCUSSION/ACTION

SUBJECT: AUTHORIZE THE COOPERATIVE PURCHASE OF REPLACEMENT AIRCRAFT RESCUE AND FIREFIGHTING (ARFF) VEHICLES/EQUIPMENT THROUGH NATIONAL AUTO FLEET GROUP OF WATSONVILLE, CALIFORNIA, UNDER THE SAME TERMS AND CONDITIONS AS THE SOURCEWELL COOPERATIVE CONTRACT 120716-NAF.

RELEVANT STRATEGIC OBJECTIVE: Maintain Public, Aircraft, and Airport Safety.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) authorize the Chief Executive Officer (CEO) to purchase and receive delivery of one (1) each Rescue Stair Truck, one (1) each Airport Command Vehicle, and one (1) each Airport Utility Vehicle through National Auto Fleet Group of Watsonville, California; and, approve 10-8 Retrofit of Ontario, California, and West Coast Lights and Sirens Inc. of Riverside, California, as authorized suppliers for the purchase and installation of electronics and equipment associated with the routine replacement of ARFF fleet vehicles, for an overall amount not to exceed cost of \$431,162.82.

FISCAL IMPACT SUMMARY: Funding for \$210,000 is approved and available in the Fiscal Year 2019 OIAA Budget. Remaining funds of \$221,162.82 are available in the unrestricted cash account.

BACKGROUND: Due to the mass casualty potential of an aviation emergency, the speed with which emergency response vehicles/equipment and first responders arrive at the scene is paramount. The arrival and initial mission to secure the aircraft against hazards, particularly fire, increases the survival rate of the passengers and aircraft crew. The replacement of aged ARFF vehicles/equipment is imperative to assist in the responder’s ability to rescue and evacuate passengers safely. The

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

Department: Finance Department

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Chief Executive Officer Approval: Mark A. Thorpe

existing vehicles, C3605 Rescue Stair Truck, C2443 Airport Command Vehicle, and C3519 Airport Utility Vehicle, are 13 – 16 years in age and have exceeded their service life cycle. Replacement vehicles will provide updated ARFF support for responses to aircraft emergency incidents, preservation of airport property, as well as provide equipment that meets ADA compliance.

PROCUREMENT: Joining Sourcewell’s cooperative contract 120716-NAF through the National Auto Fleet Group, offers pre-negotiated “best-pricing”, which represents a streamlined procurement approach that complies with government procurement statutes for competitive bidding. In addition, 10-8 Retrofit of Ontario, California and West Coast Lights and Sirens Inc., of Riverside, California, are the preferred source suppliers for outfitting the City of Ontario security and emergency response vehicle fleet including the purchase, installation and/or changeover of radios, lights, lightbars, and specialized equipment. The pricing and quality of workmanship between the two vendors is very competitive and will improve the efficiency of attaining vehicles outfitted and ready to serve ONT through local businesses.

CEQA COMPLIANCE AND LAND USE APPROVALS: This item is exempt from CEQA under the general rule that, “CEQA applies only to projects which have the potential for causing a significant effect on the environment.” (CEQA Guidelines, §15061(b)(3).)

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: The replacement ARFF vehicles/equipment will improve the effectiveness of the airport’s emergency response capabilities and its ability to evacuate ADA passengers from aircrafts by providing updated more efficient apparatus.

SCHEDULE: The delivery/acceptance of replacement vehicles/equipment is anticipated prior to the end of Fiscal Year 2019.

ATTACHMENTS: N/A

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DATE: NOVEMBER 27, 2018

SECTION: ADMINISTRATIVE REPORT/DISCUSSION/ACTION

SUBJECT: BUDGET UPDATE AND ANALYSIS FOR THE THREE MONTHS ENDED SEPTEMBER 28, 2018 AND 2017

RELEVANT STRATEGIC OBJECTIVE: Maintain Financial Accountability and Transparency

RECOMMENDED ACTION(S): That the Ontario International Airport Authority review the results of operation for the three months ended September 30, 2018 with comparison the budget for the corresponding period.

FISCAL IMPACT AND SOURCE OF FUNDS: None.

BACKGROUND: The OIAA periodically provides to the Commission with the results of operation during the fiscal with a comparison to budget.

Key highlights for the 3 Months Ended September 30, 2018 compared budgeted amounts are as follows (expressed in \$000):

Airline Revenue.

Total Airline Revenues for the 3 months ended September 30, was \$8,870, as compared to the budgeted amount of \$9,580 resulting in a variance of \$(710). The variance was primarily attributable to new revenue initiatives not fully materializing in the first quarter.

Landing Fees for the 3 months ended September 30, was \$3,312, as compared to the budgeted amount of \$3,254 resulting in a variance of \$57. The variance was primarily attributable to increase in passenger volume and overall landed weight.

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

Department: Finance Department

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Building and Land Rentals for the 3 months ended September 30, was \$4,664, as compared to the budgeted amount of \$5,177 resulting in a variance of \$(512). The variance was primarily attributable to contemplated land rentals not fully materializing in the first quarter.

Concessions and Parking.

Concession revenues for the 3 months ended September 30, was \$7,618, as compared to the budgeted amount of \$7,972 resulting in a variance of \$(354). The variance was primarily attributable to new revenue initiatives not fully not fully materializing in the first quarter.

Personnel Costs.

Personnel for the 3 months ended September 30, was \$1,212, as compared to the budgeted amount of \$1,532 resulting in a variance of \$ 320. The variance was primarily attributable to new budgeted positions not employed during the quarter.

Operating and Maintenance.

Total Operating and Maintenance Expenses for the 3 months ended September 30, was \$13,073, as compared to the budgeted amount of \$12,332 resulting in a variance of \$(741). The variance was primarily attributable to safety & security costs and utilities.

Total General and Administrative Expenses (G&A).

G&A Expenses for the 3 months ended September 30, was \$2,019, as compared to the budgeted amount of \$2,729 resulting in a variance of \$710. The variance was primarily attributable to new marketing and promotional campaigns not fully launched in the first quarter.

Net Operating Income.

Net Operating Income for the 3 months ended September 30, was \$489, as compared to the budgeted amount of \$1,179 resulting in a variance of \$(690). The variance was primarily attributable to the reasons stated above.

SCHEDULE: The OIAA Staff is committed to reporting accurate and timely financial information to the commission for their review.

IMPACT ON OPERATIONS: None.

EXHIBITS & ATTACHMENTS: None.

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This Agenda Report has been reviewed by OIAA General Counsel|