

ONTARIO INTERNATIONAL AIRPORT AUTHORITY

COMMISSION AGENDA – REGULAR MEETING



JANUARY 23, 2020 AT 2:00 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

JOHN M. SCHUBERT
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 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.

ORDER OF BUSINESS

The Authority meeting begins at 2:00 p.m. with 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) - 2:00 P.M.

ROLL CALL

Loveridge, Bowman, Hagman, Gouw, President Wapner

PLEDGE OF ALLEGIANCE

INVOCATION

Pastor Adam Kaloostian, Ontario United Reformed Church

PUBLIC COMMENT

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

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 meetings of the Ontario International Airport Authority special meeting on December 23, 2019 and cancelled meeting on December 24, 2019, and approving the same as on file with the Secretary/Assistant Secretary.

3. BILLS/PAYROLL

Bills December 1, 2019 through December 31, 2019 and Payroll December 1, 2019 through December 31, 2019.

4. APPROVAL OF A CONTRACT WITH VELLUTINI CORPORATION DBA ROYAL ELECTRIC COMPANY FOR THE RUNWAY 26R TOUCHDOWN ZONE LIGHTS PROJECT AT THE ONTARIO INTERNATIONAL AIRPORT

That the Ontario International Airport Authority authorize the Chief Executive Officer to execute a contract with Royal Electric Company, in the amount of \$2,811,110.50 for the Runway 26R Touchdown Zone Lights Project at Ontario International Airport. The cost to construct this project is accounted for in the OIAA Fiscal Year 2019-2020 budget. Total construction cost of \$2,555,555.00, plus a 10% contingency in the amount of \$255,555.50. Funds for this project are to be paid with a combination of FAA Airport Improvement Program (AIP) entitlement grant funds in the amount of \$2,059,521.77 and OIAA appropriations in the amount of \$496,033.23.

5. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE A RENTAL CAR CONCESSION AND LEASE AGREEMENT HOLDOVER TENANCY STATUS

That the Ontario International Airport Authority authorize the Chief Executive Officer to continue negotiation with rental car concessionaires culminating with new concession/lease agreements by July 1, 2020. This extension will ensure that ONT will continue receiving approximately \$3,556,000 in revenue through July 1, 2020 based on projected revenue.

6. APPROVE A MONTH-TO-MONTH EXTENSION WITH ALL AMERICAN ASPHALT FOR THE SUPPLY AND DELIVERY OF ASPHALT CONCRETE MIXES AT ONTARIO INTERNATIONAL AIRPORT

That the Ontario International Airport Authority authorize the Chief Executive Officer to execute a month-to-month contract extension with All American Asphalt. Funds for this project are approved in the FY 2019/2020 budget. Funding for subsequent years will be requested through the annual budget process.

7. AMENDMENT TO FUNDING AGREEMENT WITH THE COUNTY OF SAN BERNARDINO FOR AIRPORT SECURITY RELATED PROJECTS

That the Ontario International Airport Authority approve the first amendment to the funding agreement between the OIAA and the County of San Bernardino for an extension to use \$250,000 in funds for airport related security projects. Upon approval, the OIAA will be granted an extension to use County Funds received for Airport Related Security Projects for through December 31, 2021.

8. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE AN AGREEMENT WITH ABS AVIATION CONSULTANCY INC. DBA AIRPORT BUSINESS SOLUTIONS FOR MARKET RENT ANALYSIS OF AERONAUTICAL AND NON-AERONAUTICAL LAND AND FACILITIES

That the Ontario International Airport Authority authorize the Chief Executive Officer to execute an agreement with Airport Business Solutions to perform an airport-wide appraisal in an amount not to exceed \$135,225. Funds for this project are approved in the FY 2019/2020 budget. Funding for subsequent years will be requested through the annual budget process.

9. CONSENT TO ASSIGNMENT AND ASSUMPTION OF CONTRACT SCONT-000125 FROM INTERVISTAS CONSULTING INC. TO MEEHAN AVIATION GROUP FOR ON-CALL AIR SERVICE DEVELOPMENT AND RELATED SERVICES AT ONTARIO INTERNATIONAL AIRPORT

That the Ontario International Airport Authority consent to the assignment and assumption of Contract SCONT-000125 from InterVistas Consulting, Inc. to Meehan Aviation Group in an amount not to exceed \$300,000 annually for the remaining second and third contract years, and authorize the Chief Executive Officer to exercise two, one-year extensions, in the amount of \$300,000 annually, for an overall amount not to exceed \$1,200,000 over the term of contract. Funds for this project are approved in the FY 2019/2020 budget. Funding for subsequent years will be requested through the annual budget process.

10. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO INCREASE THE SPENDING AUTHORITY FOR THE EXISTING CONTRACT WITH FRUITION GROWTH, LLC DBA FRUITION FOR WEBSITE MAINTENANCE, SEARCH ENGINE OPTIMIZATION ENHANCEMENTS AND INTRANET DEVELOPMENT

That the Ontario International Airport Authority authorize the Chief Executive Officer to increase the spending authority for existing Contract No. SCONT-000188 with Fruition Growth LLC dba Fruition for website maintenance, search engine optimization enhancements and intranet development, for an amount not-to-exceed \$60,000 and an overall authority amount not-to-exceed \$160,000 through the term of the contract ending June 30, 2020.

ADMINISTRATIVE DISCUSSION/ACTION/REPORT

11. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE A CONCESSION LEASE AGREEMENT WITH BATTER BOYS, INC., FOR A DUNKIN DONUTS KIOSK IN TERMINAL 4 AT ONTARIO INTERNATIONAL AIRPORT

That the Ontario International Airport Authority (OIAA) authorize the Chief Executive Officer to execute a (5) year, with three (3) one-year options to extend, concession lease agreement with Batter Boys, Inc., to provide one Dunkin Donuts kiosk in Terminal 4 at Ontario International Airport. Upon the Rent Commencement Date of this agreement, Batter Boys shall pay the OIAA an eight percent (8%) Concession Fee of its annual Gross Revenues, plus annual budget savings from actual Operating Expenses to contribute up to an additional 3% Concession Fee to provide a total annual percentage rent up to 11% of the annual Gross Revenues. Annual rent of \$120.84 per square foot shall be paid monthly upon occupancy for any office or storage space rented in the Terminals, if required to support their operations.

12. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE A CONCESSION LEASE AGREEMENT WITH INNOVATIVE VENDING SOLUTIONS, LLC, FOR MASSAGE CHAIRS IN TERMINALS 2 AND 4 AT ONTARIO INTERNATIONAL AIRPORT

That the Ontario International Airport Authority authorize the Chief Executive Officer to execute a (1) year, with two (2) one-year options to extend, concession lease agreement with Innovative Vending Solutions, LLC, to provide massage chairs in Terminals 2 and 4 at Ontario International Airport. Upon the Rent Commencement Date of this agreement, Innovative Vending Solutions shall pay the OIAA an fifty percent (50%) Concession Fee of its annual Gross Revenues payable monthly. Annual rent of \$120.84 per square foot shall be paid monthly upon occupancy for any office or storage space rented in the Terminals, if required to support their operations.

MANAGEMENT REPORT

Chief Executive Officer Thorpe

COMMISSION MATTERS

President Wapner

Vice President Loveridge

Secretary Bowman

Commissioner Hagman

Commissioner Gouw

ADJOURNMENT

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: JANUARY 23, 2020

SECTION: MINUTE ACTION

SUBJECT: RELATIVE TO POSSIBLE CONFLICT OF INTEREST

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

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

Item No	Principals & Agents	Subcontractors
Item No. 04	Vellutini Corporation dba Royal Electric Company	<ul style="list-style-type: none">• Marina Landscape, Inc.• Cal-Stripe• MB Professional Service, Inc.• Cunha Engineering, Inc.• Griffith Company• Austin Enterprise• Cal Boring
Item No. 06	All American Asphalt	<ul style="list-style-type: none">• None
Item No. 08	ABS Aviation Consultancy Inc. dba Airport Business Solutions	<ul style="list-style-type: none">• None
Item No. 09	Meehan Aviation Group and InterVISTAS Consulting, Inc.	<ul style="list-style-type: none">• None

STAFF MEMBER PRESENTING: Board Clerk, Claudia Y. Isbell

Department: Clerk's Office

Submitted to OIAA: January 23, 2020

ITEM NO. 01

Item No. 10	Fruition Growth, LLC	<ul style="list-style-type: none">• None
Item No. 11	Batter Boys, Inc. (Dunkin Donuts)	<ul style="list-style-type: none">• None
Item No. 12	Innovative Vending Solutions	<ul style="list-style-type: none">• Dieva Services

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY
SPECIAL COMMISSION MEETING
MINUTES
DECEMBER 23, 2019
(Not Official Until Approved)**

A special meeting of the Ontario International Airport Authority was held on Monday, December 23, 2019, 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, Jim W. Bowman, Ronald O. Loveridge, and Alan D. Wapner.

ABSENT: Commissioners: Curt Hagman (excused).

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice President Loveridge.

INVOCATION

The invocation was led by Pastor Osbaldo Perez, Salvation Army, Ontario, CA.

PUBLIC COMMENT

There were no public comments.

AGENDA REVIEW/ANNOUNCEMENT

There were no announcements.

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.

No conflicts were announced.

CONSENT CALENDAR

MOTION: Moved by Commissioner Gouw, seconded by Secretary Bowman and carried by a vote of 4-0-1, to approve the consent calendar including Resolution 2019-07 with a modification of the regular board meeting new set date and time to the fourth Thursday of every month at 2:00 p.m., with Commissioner Hagman absent.

2. APPROVAL OF MINUTES

Approved minutes for the meetings of the Ontario International Airport Authority regular meeting on November 26, 2019 and approving the same as on file with the Secretary/Assistant Secretary.

3. BILLS/PAYROLL

Approved bills November 1, 2019 through November 30, 2019 and Payroll November 1, 2019 through November 30, 2019.

4. APPROVAL OF MEETING STIPENDS

The Ontario International Airport Authority Commission approved meeting stipends for Commissioner Hagman for the month of November.

5. A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY COMMISSION, RESCINDING RESOLUTION 2016-015 AND DESIGNATING THE AUTHORITY'S NEW DATE AND TIME FOR OIAA REGULAR BOARD MEETINGS

The Ontario International Airport Authority Commission adopted a resolution rescinding Resolution No. 2016-015, establishing a new date and time for the regular Authority meetings to the fourth Thursday monthly at 2 p.m.

RESOLUTION NO. 2019-07 A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY COMMISSION, RESCINDING RESOLUTION NO. 2016-015 AND DESIGNATING THE AUTHORITY'S NEW DATE AND TIME FOR REGULAR AUTHORITY MEETINGS

6. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE A CONCESSION LEASE AGREEMENT WITH TRICOPIAN INC, d/b/a FUELROD FOR MOBILE CHARGING KIOSKS AT ONTARIO INTERNATIONAL AIRPORT

The Ontario International Airport Authority (OIAA) authorized the Chief Executive Officer (CEO) to execute a concession lease with Tricopian, Inc., d/b/a FuelRod (FuelRod) for one (1) year, with two (2) one-year extension, at the discretion of the CEO, to provide two kiosks in

Terminal 2 and two kiosks in Terminal 4 at Ontario International Airport (ONT). Upon the Rent Commencement Date of this agreement, FuelRod shall pay the OIAA an ten percent (10%) Concession Fee of its monthly Gross Receipts. Annual rent of \$120.84 per square foot shall be paid monthly upon occupancy for any office or storage space rented in the Terminals, if required to support their operations.

ADMINISTRATIVE DISCUSSION/ACTION/REPORT

7. APPROVAL OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY'S AUDITED FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2019

That the Ontario International Airport Authority approve the Audited Financial Statements for the fiscal year ended June 30, 2019, presented in draft form, with the stipulation that no material changes to these financial statements will be made prior to their final distribution, and that the Auditor's opinion on the final financial statements contains no modifications from the Auditor's standard opinion.

OIAA outside auditor Brian Gruber, CPA of LSL CPAs spoke regarding the unmodified opinion audit results and answered commissioner questions. The audit was received and filed.

MANAGEMENT REPORT

CEO Mark Thorpe gave an update on cargo and passenger numbers for the month of November 2019 and gave a presentation of the year in review noting the accomplishments and growth of the airport in 2019.

COMMISSIONER MATTERS

Commissioner Gouw had no comments.

Secretary Bowman had no comments.

Vice President Loveridge had no comments.

President Wapner had no comments.

Ontario International Airport Authority
Special Commission Meeting
Minutes
December 23, 2019
Page 4 of 4
(Not Official Until Approved)

ADJOURNMENT

President Wapner adjourned the Ontario International Airport Authority Commission meeting at 3:22 p.m.

RESPECTFULLY SUBMITTED:

CLAUDIA Y. ISBELL, CLERK OF THE BOARD

APPROVED:

ALAN D. WAPNER, PRESIDENT
ONTARIO INTERNATIONAL AIRPORT AUTHORITY

ONTARIO INTERNATIONAL AIRPORT AUTHORITY
MINUTES
Tuesday, December 24, 2019
(Not official until approved)

The Regular Meeting scheduled for Tuesday, December 24, 2019 at 3:00 p.m. was cancelled due to a holiday.

Respectfully submitted:

CLAUDIA Y. ISBELL, CLERK OF THE BOARD

ALAN D. WAPNER, PRESIDENT
ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: JANUARY 23, 2020

SECTION: CONSENT CALENDAR

SUBJECT: APPROVAL OF A CONTRACT WITH VELLUTINI CORPORATION DBA ROYAL ELECTRIC COMPANY FOR THE RUNWAY 26R TOUCHDOWN ZONE LIGHTS PROJECT AT THE ONTARIO INTERNATIONAL AIRPORT

RELEVANT STRATEGIC OBJECTIVE: Improve Airport Operational Safety, Security and Efficiency.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority authorize the Chief Executive Officer (CEO) to execute a contract with Royal Electric Company, in the amount of \$2,811,110.50 for the Runway 26R Touchdown Zone Lights Project at Ontario International Airport.

FISCAL IMPACT SUMMARY: The cost to construct this project is accounted for in the OIAA Fiscal Year 2019-2020 budget. Total construction cost of \$2,555,555.00, plus a 10% contingency in the amount of \$255,555.50. Funds for this project are to be paid with a combination of FAA Airport Improvement Program (AIP) entitlement grant funds in the amount of \$2,059,521.77 and OIAA appropriations in the amount of \$496,033.23.

BACKGROUND: This project consists of the installation Runway 26R Touchdown Zone Lights (TDZ), and directly benefits all airfield users. The former airport owner reconstructed 10,000 feet of Runway 26R-8L in 2005 to 2006. Based on the Pavement Management Program report, Runway 26L-8R, currently 40 years old, will require reconstruction of the keel section and shoulders and rehabilitation of the remaining existing concrete pavement in approximately 3 to 4 years. When this project occurs, ONT is moving forward to upgrade the Runway 26R Instrument Landing System (ILS) to Category (CAT) III. The initial phase of the Runways 26R ILS upgrade is the installation of TDZ lights. This project utilizes Airport

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

Department: Engineering

Submitted to OIAA: January 23, 2020

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: Mark A. Thorpe

ITEM NO. 04

Entitlement funds, which will be returned to the FAA if not utilized for this project. All supplemental documents have been received, and OIAA has executed the grant offer, AIP Grant Number 3-06-0175-045-2019.

PROCUREMENT: On September 24, 2019, the OIAA Board of Airport Commissioners approved rejections of the bids for the initial procurement for the Runway 26R Touchdown Zone Lights project. Subsequently, on October 3, 2019, an NIB was advertised for the Runway 26R Touchdown Zone Lights Project. On November 8, 2019, the OIAA received four sealed bids in response to the project. Staff reviewed the apparent low bid response, and recommends the award of contract for the Runway 26R Touchdown Zone Lights Project to Royal Electric Company as the low responsive and responsible bidder for an amount of \$2,555,555.00, plus a 10% contingency for change orders, for an overall contract amount not to exceed \$2,811,110.50.

CEQA COMPLIANCE AND LAND USE APPROVALS: CATEX has been approved by the FAA. This project is Categorically Exempt (Class 1 and Class 2) from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301 provides an exemption for relating to 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, as well as under CEQA Guidelines Section 15302 relating to the reconstruction of existing structures or facilities involving substantially the same purpose and capacity as the structure replaced.

STAFFING IMPACT (# OF POSITIONS): Not applicable.

IMPACT ON OPERATIONS: Runway 26R-8L, will be closed during construction, with phasing to allow use of specific sections for ingress and egress to south airfield lease holds and aircraft parking.

SCHEDULE: The Runway 26R Touchdown Zone lights project is scheduled to commence in February 2020 and has a duration of 120 calendar days.

ATTACHMENTS: Attachment A: Agreement with Royal Electric Company.

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: JANUARY 23, 2020

SECTION: CONSENT CALENDAR

SUBJECT: AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE A RENTAL CAR CONCESSION AND LEASE AGREEMENT HOLDOVER TENANCY STATUS

RELEVANT STRATEGIC OBJECTIVE: Develop and Grow Non-Airline Revenue Sources.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) authorize the Chief Executive Officer (CEO) to continue negotiation with rental car concessionaires culminating with new concession/lease agreements by July 1, 2020.

FISCAL IMPACT SUMMARY: This extension will ensure that ONT will continue receiving approximately \$3,556,000 in revenue through July 1, 2020 based on projected revenue.

BACKGROUND: There are four (4) concession agreements in place for on-airport rental car services at ONT's Consolidated Rental Car facility. Each concessionaire also has a ground lease for a vehicle quick turnaround area (QTA) with vehicle storage and service facilities. The Commercial division is working with Hertz Corporation, Enterprise Holdings and Avis Budget Group (three family groups representing Alamo, Avis, Budget, Dollar, Enterprise, Hertz, National, Payless and Thrifty) to establish new concession and ground lease agreements. All existing concession and lease agreements are in holdover tenancy status since agreement expiration in February 2019.

The Holdover Tenancy for an additional six (6) months will allow Commercial division staff to negotiate with the rental car concessionaires to align concession and lease agreements by family groups and increase revenues through graduated rates over the life of the agreements/leases and

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

Department: Commercial

Submitted to OIAA: January 23, 2020

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: Mark A. Thorpe

ITEM NO. 05

renegotiate the collection of Customer Facility Charges (CFCs). The extension will also provide time to develop a long-term strategy and framework for rental car operations at ONT.

PROCUREMENT: During Holdover Tenancy Status staff is evaluating and producing a Rental Car Business Plan for future non-airline revenue growth.

CEQA COMPLIANCE AND LAND USE APPROVALS: The proposed action is Categorically Exempt from the provisions of CEQA pursuant to Section 15301, because it provides for the exemption of existing facilities. Operations, repair, maintenance, permitting, leasing, licensing, or minor alteration of 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: N/A

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



DATE: JANUARY 23, 2020

SECTION: CONSENT CALENDAR

SUBJECT: APPROVE A MONTH-TO-MONTH EXTENSION WITH ALL AMERICAN ASPHALT FOR THE SUPPLY AND DELIVERY OF ASPHALT CONCRETE MIXES AT ONTARIO INTERNATIONAL AIRPORT

RELEVANT STRATEGIC OBJECTIVE: Maintain a Safe and Secure Operational Environment.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) authorize the Chief Executive Officer (CEO) to execute a month-to-month contract extension with All American Asphalt.

FISCAL IMPACT SUMMARY: Funds for this project are approved in the FY 2019/2020 budget. Funding for subsequent years will be requested through the annual budget process.

BACKGROUND: Asphalt is a critical material used for paving taxiways, runways, safety area, parking lots, roadways, and streets throughout ONT. Immediate identification and replacement of damaged and deteriorated surfaces is critical to ensuring safe aircraft movement, safety for the traveling public, and compliance with FAA Safety Regulations. Specifications for asphalt repair require the contractor’s plant(s) to be no further than 35 miles from the airport delivery site to ensure the asphalt concrete mix meet required application temperature, defined as no less than 250 degrees Fahrenheit. As a result, staff is recommending a month-to-month extension with All American Asphalt for an amount not to exceed \$500,000 for the year, to allow time for a proper Request for Proposals to be conducted.

PROCUREMENT: N/A

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

Department: Engineering

Submitted to OIAA: January 23, 2020

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: Mark A. Thorpe

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: Work will continue upon approval of the item.

ATTACHMENTS: None.

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



DATE: JANUARY 23, 2020

SECTION: CONSENT CALENDAR

SUBJECT: AMENDMENT TO FUNDING AGREEMENT WITH THE COUNTY OF SAN BERNARDINO FOR AIRPORT SECURITY RELATED PROJECTS

RELEVANT STRATEGIC OBJECTIVE: Maintain a Safe and Secure Airport.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) approve the first amendment to the funding agreement between the OIAA and the County of San Bernardino (County) for an extension to use \$250,000 in funds for airport related security projects.

FISCAL IMPACT AND SOURCE OF FUNDS: Upon approval, the OIAA will be granted an extension to use County Funds received for Airport Related Security Projects through December 31, 2021.

BACKGROUND: The County and OIAA entered into a Funding Agreement (Agreement) on May 29, 2019. The Agreement recognized the need for modernization of safety and security equipment in the Parking lots at the Airport (Project). Through the Agreement, the County agreed to contribute the sum of \$250,000 towards the costs of the Project. OIAA has determined that it needs to undertake a larger project (Improvement Plan) to include extension of fencing, resurfacing and restriping of parking lots, of which the Project is included, with no change to the use of funds, but with a change in the timing of the implementation of the Improvement Plan. The County previously paid the total sum of \$250,000 to the OIAA, defined as the "County Funds" in the Agreement, which County Funds were to be used for the Project no later than December 31, 2019.

Staff advised the County on December 18, 2019 that the County Funds would not be used for the Project by December 31, 2019. The County is willing to extend the time for the Authority to complete the Project so that the Improvement Plan can be accommodated.

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

Department: Administrative

Submitted to OIAA: January 23, 2020

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: *Mark A. Thorpe*

ITEM NO. 07

If the Authority does not use the County Funds to pay appropriate costs associated with the Project by December 31, 2021, the Authority shall return the County Funds, or any unused portion thereof, to the County in accordance with any directions issued by County staff, within 60 days of written demand for the return of the County Funds. The term of the Agreement shall commence when it has been approved and executed by both Parties and will terminate on December 31, 2021. All other terms and conditions of the Agreement shall remain in full force and effect as written.

CEQA COMPLIANCE: The subject activity is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines Section 15378 and is therefore not subject to review under CEQA.

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

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

SCHEDULE: N/A

EXHIBITS & ATTACHMENTS: Attachment A: Amendment No. 01 to funding agreement between the Ontario International Airport Authority and the County of San Bernardino.

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: JANUARY 23, 2020

SECTION: CONSENT CALENDAR

SUBJECT: AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE AN AGREEMENT WITH ABS AVIATION CONSULTANCY INC. DBA AIRPORT BUSINESS SOLUTIONS FOR MARKET RENT ANALYSIS OF AERONAUTICAL AND NON-AERONAUTICAL LAND AND FACILITIES

RELEVANT STRATEGIC OBJECTIVE: Develop Airport Related Business.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) authorize the Chief Executive Officer (CEO) to execute an agreement with Airport Business Solutions (ABS) to perform an airport-wide appraisal in an amount not to exceed \$135,225.

FISCAL IMPACT SUMMARY: Funds for this project are approved in the FY 2019/2020 budget. Funding for subsequent years will be requested through the annual budget process.

BACKGROUND: The last property appraisal performed by LAWA at ONT was approximately 15 years ago. Since then, property values and rental rates have changed. This process will allow ONT to establish rates that are more commensurate with the surrounding area. This will impact future tenant developments and update current lease rates.

ABS is an industry leader in providing aviation appraisals and fair market rental value analysis services. They have completed over 100 aeronautical property appraisals or market rent studies at comparable airports in the past five years and is currently working on an appraisal for John Wayne Airport. Therefore, staff recommends that OIAA authorize the CEO to execute an agreement with ABS for market rent analysis for aeronautical and non-aeronautical land and facilities that will

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

Department: Executive Office

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Chief Executive Officer Approval: Mark A. Thorpe

include the determination of market rental rates for miscellaneous airport land, existing hangars, other structures being used for aeronautical purposes, and Terminals 2 and 4.

PROCUREMENT: 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. In this case, staff recommends award of contract based on sole-source due to the existence of an unusual and compelling urgency with serious potential repercussions for the Airport resulting in the impracticality of a competitive purchase.

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: N/A

EXHIBITS & ATTACHMENTS:

Attachment A: Agreement with Airport Business Solutions

Attachment B: Sole Source Justification Form

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This Agenda Report has been reviewed by OIAA General Counsel.



DATE: JANUARY 23, 2020

SECTION: CONSENT CALENDAR

SUBJECT: CONSENT TO ASSIGNMENT AND ASSUMPTION OF CONTRACT SCONT-000125 FROM INTERVISTAS CONSULTING INC. TO MEEHAN AVIATION GROUP FOR ON-CALL AIR SERVICE DEVELOPMENT AND RELATED SERVICES AT ONTARIO INTERNATIONAL AIRPORT

RELEVANT STRATEGIC OBJECTIVE: Expand Air Service.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) consent to the assignment and assumption of Contract SCONT-000125 from InterVistas Consulting, Inc. to Meehan Aviation Group in an amount not to exceed \$300,000 annually for the remaining second and third contract years, and authorize the Chief Executive Officer to exercise two, one-year extensions, in the amount of \$300,000 annually, for an overall amount not to exceed \$1,200,000 over the term of contract.

FISCAL IMPACT SUMMARY: Funds for this project are approved in the FY 2019/2020 budget. Funding for subsequent years will be requested through the annual budget process.

BACKGROUND: The Airport requires strategic, analytical, econometric and forecasting support services to assist in the recruitment of additional passenger and cargo air service at ONT. In August 2018, staff advertised for professional and related support services on commercial passenger and cargo air service development as well as guidance and representation regarding federal regulatory matters related to domestic and international air service. On October 23, 2018, the OIAA approved a three-year contract with InterVistas Consulting, Inc. Staff has determined that out-sourcing air service development and related services is a cost-effective alternative to hiring a full complement of OIAA staff to carry out these functions. This action will provide continued passenger and cargo

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recruitment and related services assigned and assumed by Meehan Aviation Group for two remaining contract years and two, one-year extension periods, exercised at the sole discretion of the Chief Executive Officer.

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

EXHIBITS & ATTACHMENTS: Attachment A: Assignment and Assumption Agreement

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This Agenda Report has been reviewed by OIAA General Counsel.



DATE: JANUARY 23, 2020

SECTION: CONSENT CALENDAR

SUBJECT: AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO INCREASE THE SPENDING AUTHORITY FOR THE EXISTING CONTRACT WITH FRUITION GROWTH, LLC DBA FRUITION FOR WEBSITE MAINTENANCE, SEARCH ENGINE OPTIMIZATION ENHANCEMENTS AND INTRANET DEVELOPMENT

RELEVANT STRATEGIC OBJECTIVE: Provide Customer Friendly Facilities and Services.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) authorize the Chief Executive Officer (CEO) to increase the spending authority for existing Contract No. SCONT-000188 with Fruition Growth LLC dba Fruition for website maintenance, search engine optimization enhancements and intranet development, for an amount not-to-exceed \$60,000 and an overall authority amount not-to-exceed \$160,000 through the term of the contract ending June 30, 2020.

FISCAL IMPACT AND SOURCE OF FUNDS: Funds for this contract are included in the current Fiscal Year 2020 budget.

BACKGROUND: In today’s digital-first world, 24/7 operations must meet 24/7 customer service demands. The Airport requires website maintenance, communications and digital analytics support services to assist in the customer experience and brand awareness/outreach efforts of the Ontario International Airport. Fruition provides an efficient remote staff to meet the aforementioned needs and will be managed by the Director of Digital Media. Due to an ongoing increase of updates and page modifications on flyontario.com as well as the development of the company intranet, an increase of contract funds is necessary.

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

Department: Digital Media

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PROCUREMENT: Based on industry best practices, flyontario.com session volume and ONT digital needs, staff has determined that continuing to out-source digital web service needs is a cost-effective alternative to hiring a full complement of OIAA staff to carry out these functions.

CEQA COMPLIANCE: N/A.

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

IMPACT ON OPERATIONS: N/A.

SCHEDULE: N/A.

EXHIBITS & ATTACHMENTS: Attachment A: Agreement between OIAA and Fruition Growth, LLC.

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DATE: JANUARY 23, 2020

SECTION: ADMINISTRATIVE DISCUSSION/ACTION/REPORT

SUBJECT: AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE A CONCESSION LEASE AGREEMENT WITH BATTER BOYS, INC., FOR A DUNKIN DONUTS KIOSK IN TERMINAL 4 AT ONTARIO INTERNATIONAL AIRPORT

RELEVANT STRATEGIC OBJECTIVE: (1) Provide Customer-Friendly Facilities and Services; and (2) Develop and Grow Non-Airline Revenue Sources.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) authorize the Chief Executive Officer (CEO) to execute a (5) year, with three (3) one-year options to extend, concession lease agreement with Batter Boys, Inc., to provide one Dunkin Donuts kiosk in Terminal 4 at Ontario International Airport (ONT).

FISCAL IMPACT SUMMARY: Upon the Rent Commencement Date of this agreement, Batter Boys shall pay the OIAA an eight percent (8%) Concession Fee of its annual Gross Revenues, plus annual budget savings from actual Operating Expenses to contribute up to an additional 3% Concession Fee to provide a total annual percentage rent up to 11% of the annual Gross Revenues. Annual rent of \$120.84 per square foot shall be paid monthly upon occupancy for any office or storage space rented in the Terminals, if required to support their operations.

BACKGROUND: ONT is a medium hub airport serving more than 5.5 million passengers per year and is a major air-cargo facility in Southern California, with more than 750,000 tons being carried to and from the airport each year. The OIAA wishes to provide passengers traveling through ONT with a friendly environment that helps reduce the stress of travel, while providing them with a superior travel experience and productivity-enhancing amenities. The OIAA is confident that the

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

Department: Commercial

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development of a broad width and breadth of food and beverage outlets in each of its terminals will be an important step to provide such highly-sought-after amenities.

The proposed term of the proposed concession will be five (5) years from Date of Beneficial Occupancy (DBO) with three (3) one-year options to extend at the discretion of the CEO. Batter Boys provides a nationally recognized and sought-after restaurant brand in the airport. Therefore, staff recommends the OIAA Board to authorize the CEO to execute a concession lease agreement with Batter Boys.

PROCUREMENT: After receiving very few proposals to the RFP for Food & Beverage, Staff contacted local, regional and national businesses to procure additional restaurant options in ONT.

CEQA COMPLIANCE AND LAND USE APPROVALS: The proposed project is Categorically Exempt (Class 1) from the provisions of CEQA pursuant to Section 15301, because it provides for the exemption of existing facilities. Operations, repair, maintenance, permitting, leasing, licensing, or minor alteration of 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: N/A

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ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: JANUARY 23, 2020

SECTION: ADMINISTRATIVE DISCUSSION/ACTION/REPORT

SUBJECT: AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE A CONCESSION LEASE AGREEMENT WITH INNOVATIVE VENDING SOLUTIONS, LLC, FOR MASSAGE CHAIRS IN TERMINALS 2 AND 4 AT ONTARIO INTERNATIONAL AIRPORT

RELEVANT STRATEGIC OBJECTIVE: (1) Provide Customer-Friendly Facilities and Services; and (2) Develop and Grow Non-Airline Revenue Sources.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) authorize the Chief Executive Officer (CEO) to execute a (1) year, with two (2) one-year options to extend, concession lease agreement with Innovative Vending Solutions, LLC, to provide massage chairs in Terminals 2 and 4 at Ontario International Airport (ONT).

FISCAL IMPACT SUMMARY: Upon the Rent Commencement Date of this agreement, Innovative Vending Solutions shall pay the OIAA an fifty percent (50%) Concession Fee of its annual Gross Revenues payable monthly. Annual rent of \$120.84 per square foot shall be paid monthly upon occupancy for any office or storage space rented in the Terminals, if required to support their operations.

BACKGROUND: ONT is a medium hub airport serving more than 5.5 million passengers per year and is a major air-cargo facility in Southern California, with more than 750,000 tons being carried to and from the airport each year. The OIAA wishes to provide passengers traveling through ONT with a friendly environment that helps reduce the stress of travel, while providing them with a superior travel experience and productivity-enhancing amenities. The OIAA is confident that the development of a broad width and breadth of food and beverage outlets in each of its terminals will be an important step to provide such highly-sought-after amenities.

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Department: Commercial

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The proposed term of the proposed concession will be one (1) year from Date of Beneficial Occupancy (DBO) with two (2) one-year options to extend the term at the discretion of the CEO. Innovative Vending Solutions will provide massage chairs with USB charging ports in both Terminals at Ontario International Airport (ONT). Therefore, staff recommends the OIAA Board to authorize the CEO to execute a concession lease agreement with Innovative Vending Solutions.

PROCUREMENT: After receiving very few proposals to the RFP for Retail in 2019, staff contacted local, regional and national businesses to procure additional amenity options in ONT and recommends approval of this concession lease agreement.

CEQA COMPLIANCE AND LAND USE APPROVALS: The proposed project is Categorically Exempt (Class 1) from the provisions of CEQA pursuant to Section 15301, because it provides for the exemption of existing facilities. Operations, repair, maintenance, permitting, leasing, licensing, or minor alteration of 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: N/A

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