

**ONTARIO INTERNATIONAL AIRPORT
AUTHORITY
COMMISSION AGENDA
REGULAR MEETING**

**February 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

Jeff P. Reynolds
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 a 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

PUBLIC COMMENTS

3:00 p.m.

The Public Comment portion of the Authority meeting is limited to 30 minutes with each speaker given a maximum of 3 minutes. An opportunity for further Public Comment may be given at the end of the meeting. Under provisions of the Brown Act, the Commission is prohibited from taking action on oral requests.

As previously noted -- if you wish to address the Commission, fill out one of the blue slips at the rear of the chambers and give it to the Secretary/Assistant Secretary.

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 January 23, 2018, and the special meeting on February 2, 2018, approving same as on file with the Secretary/Assistant Secretary.

3. BILLS/PAYROLL

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

4. APPROVAL OF MEETING STIPENDS

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

5. APPROVAL TO AWARD CONTRACTS FOR A 3 YEAR PERIOD BETWEEN THE FOLLOWING FIRMS; BURNS & MCDONNELL, JACOBS, MEAD & HUNT, AND TY LIN INTERNATIONAL, FOR ON-CALL ENGINEERING, ARCHITECTURE, AND SUPPORT SERVICES AT THE ONTARIO INTERNATIONAL AIRPORT

That the Ontario International Airport Authority authorize the Chief Executive Officer to execute contracts with Burns & McDonnell, Jacobs, Mead & Hunt, and TY Lin International for as-needed engineering, architecture and support services at the airport, for an allocation of \$500,000 per contract per year. If approved, the aforementioned firms would be retained on a list of on-call with individual not-to-exceed amounts of \$500,000 per contract per year for three (3) years. The total cost allocation is \$6,000,000 for all four (4) contracts for the three (3) year period for the Ontario International Airport Authority. The contract allocation is not an authorization for the entire contract amount as the contract is for “on-call” engineering, architectural and support services.

6. AMEND COOPERATIVE AGREEMENT BETWEEN THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AND WGJ ENTERPRISES INC. DBA PCI PARTNERSHIP FOR PAINTING OF TAXIWAYS AND RUNWAYS, PARKING LOTS, STREETS, AND ROADWAYS AND AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXTEND EXISTING THREE-YEAR COOPERATIVE AGREEMENT FOR A FINAL YEAR

That the Ontario International Airport Authority (OIAA) approve an amendment to an existing three (3) year cooperative agreement between the OIAA and WGJ Enterprises Inc. dba PCI Partnership (PCI) for painting taxiways, runways, parking lots, streets, roadways by increasing the current contract amount in year-two from \$100,000 to \$250,000, and authorize the Chief Executive Officer to extend the agreement for a third and final year for another \$250,000, for a total amount not-to-exceed amount of \$500,000 for the remainder of the contract term. Funds for this recommendation are included in the current OIAA budget appropriations and operating revenue projections.

7. A RESOLUTION ADOPTING THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY LOGO

That the Ontario International Airport Authority adopt a resolution approving the use of the full Ontario International Airport (ONT) logo as the official logo for the Authority and associated colors to represent and identify the Ontario International Airport Authority. There will be no fiscal impact associated with this resolution.

RESOLUTION NO. _____

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT
AUTHORITY ADOPTING THE ONTARIO INTERNATIONAL
AIRPORT AUTHORITY LOGO

8. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE A LEASE AND LICENSE AGREEMENT BETWEEN ONTARIO INTERNATIONAL AIRPORT AUTHORITY AND ONTARIO INTERNATIONAL AIRPORT TERMINAL & EQUIPMENT COMPANY LLC (ONT-TEC)

That the Ontario International Airport Authority (OIAA) authorize the CEO to negotiate and execute a Lease and License Agreement between OIAA and Ontario International Airport Terminal & Equipment Company LLC (ONT-TEC), for the lease of terminal space, and the maintenance and operation of terminal and other landside equipment and facilities at Ontario International Airport (ONT) for ten (10) years with the option to extend for one additional period of five (5) years. The new Agreement replaces and expands on a similar agreement assumed by OIAA in connection with the transfer of ONT to local control on November 1, 2016.

9. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE AN AMENDMENT TO THE PRODIGIQ CONTRACT TO ADD SOFTWARE TRAINING AND ONGOING TECHNICAL SUPPORT FOR A NEW BAGGAGE INFORMATION DISPLAY SYSTEM (BIDS), GATE INFORMATION DISPLAY SYSTEM (GIDS) AND COMMON USE TERMINAL EQUIPMENT (CUTE) PILOT SYSTEM AND TO INCREASE THE FY 17/2018 OIAA BUDGETED AMOUNT FOR PRODIGIQ FROM \$350,000 TO \$550,000

That the Ontario International Airport Authority authorize the Chief Executive Officer to amend the OIAA's existing Professional Services Agreement with Prodigiq to allow for the purchase and license of Baggage Information Display Systems (BIDS) and Gate Information Display Systems (GIDS); and authorize necessary expenditure for the implementation of the pilot of Common Use Terminal Equipment (CUTE) in Terminal 2 at Ontario International Airport (ONT) to increase capacity for additional passenger airline operations and improve the overall customer service. This action will (1) increase the OIAA's contractual authority during the currently fiscal year from \$350,000 to \$800,000 (2) increase the OIAA's contractual authority from \$350,00 to \$450,00 for the four (4) succeeding years of the contract.

STAFF MATTERS

Chief Executive Officer Thorpe

COMMISSION MATTERS

President Wapner
Vice President Loveridge
Secretary Bowman
Commissioner Hagman
Commissioner Gouw

ADJOURNMENT

**ONTARIO INTERNATIONAL
AIRPORT AUTHORITY**
February 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. 05	Mead & Hunt	<ul style="list-style-type: none">• Twining• Argus (SBE)• Psomas• Valued Engineering (SBE)• Cage• GPSI (SBE)• Lynn Capouya (SBE)• SWCA

STAFF MEMBER PRESENTING: Claudia Y. Isbell, Board Clerk

Prepared by: Claudia Y. Isbell

Submitted to OIAA: February 27, 2018

Department: Clerk

Approved: _____

Chief Executive Officer Approval: Mark A. Hoopes

Continued to: _____

Denied: _____

Item No. 01

Item No. 05	Burns & McDonnell	<ul style="list-style-type: none"> • Global Geo-Engineering • Salful Bouguet • PBS Engineers • Michael Baker • Connico • Tammy Edmonds Design • RDM • Mead & Hunt • Lean Engineering
Item No. 05	TY Lin International	<ul style="list-style-type: none"> • Diaz-Yourman • Wagner Engineering • Rivers & Christian • American Infrastructure • VCA • Kleinfelder • Mead and Hunt
Item No. 05	Jacobs	<ul style="list-style-type: none"> • Diaz-Yourman & Associates • WLC Architects • RDM International • CH2M • ARB Electrical, Inc • AE Consulting, Inc. • Lee Andrews Group • Lynn Capouya, Inc. • Birdi & Associates
Item No. 06	WGJ Enterprises Inc. dba PCI Partnership	<ul style="list-style-type: none"> • None
Item No. 08	Equipment Company LLC (ONT-TEC)	<ul style="list-style-type: none"> • JBT AeroTech • DFS (Diverse Facility Solutions) • BrightView Landscaping • JBT Airport Services
Item No. 09	Prodigiq, Inc.	<ul style="list-style-type: none"> • None

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY
REGULAR COMMISSION MEETING
MINUTES
TUESDAY, JANUARY 23, 2018
(Not Official Until Approved)**

A regular meeting of the Ontario International Airport Authority was held on Tuesday, January 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 3:06 p.m.

ROLL CALL

PRESENT: Commissioners: Jim W. Bowman, Curt Hagman, and
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 Robert De Casas.

Hearing no requests to speak, President Wapner recessed the regular meeting of the Ontario International Airport Authority to Closed Session at 3:07 p.m. with all Commissioners in attendance except Commissioner Hagman (arrived at 3:08 p.m.).

CLOSED SESSION

- GC 54956.9(d)(2), CONFERENCE WITH LEGAL COUNSEL, ANTICIPATED LITIGATION: *One (1) case.*

The Ontario International Airport Authority Commission regular meeting was reconvened in public session at 3:12 p.m.

CLOSED SESSION REPORT

President Wapner announced there was no reportable action.

PUBLIC COMMENTS

Daniel Possnack, spoke on his concerns regarding an increase in cargo aircrafts taking off to the west and the amount of noise it is causing.

Commissioner Hagman suggested that information from Noise Monitoring Stations be added to agendas.

Christopher Campos, spoke on the Federal Aviation Administration, Summary of Small Unmanned Aircraft Rule, Part 107 and inquired if the OIAA had programs regarding drones. He also suggested that a tour be provided for youth who are interested in learning more about the airport.

Therese Andrews, Director of Traveler's Aid at the Ontario International Airport, gave a brief update on Traveler's Aid and their work at the airport.

AGENDA REVIEW/ANNOUNCEMENTS

Chief Executive Officer Thorpe provided an update regarding Item No. 05 of the agenda, stating changes from a 2 month agreement to 6 months.

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 unanimous vote of those present, to approve the Consent Calendar as presented, with the amendment to Item No. 05.

2. APPROVAL OF MINUTES

Approved minutes for the cancelled meetings of the Ontario International Airport Authority on April 25, 2017, June 27, 2017, November 28, 2017 and December 26, 2017 and the special meeting on December 13, 2017, as on file with the Secretary/Assistant Secretary.

3. BILLS/PAYROLL

Approved bills December 1, 2017 through December 31, 2017 and Payroll December 1, 2017 through December 31, 2017.

4. APPROVAL OF MEETING STIPENDS

The Ontario International Airport Authority Commission approved meeting stipends for Commissioner Hagman.

5. APPROVAL TO AMEND THE CONTRACT FOR A 2 MONTH EXTENSION BETWEEN MEAD & HUNT AND THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY FOR MONTH-TO-MONTH ENGINEERING, ARCHITECTURAL, SURVEY, AND CONSTRUCTION INSPECTION SUPPORT SERVICES AT THE ONTARIO INTERNATIONAL AIRPORT

The Ontario International Airport Authority authorized the CEO to execute a 6-month contract extension with Mead & Hunt for as-needed engineering, architectural, survey, and construction inspection support services at the airport, for a not-to-exceed monthly amount of (up to) \$60,000 until OIAA staff is in position to procure similar services from one or more firms via an Request For Qualifications process. Approval of this contract amendment will not require the use of additional funds in the 2017/18 OIAA budget, or any other budget adopted, continued, or approved by the OIAA Commission.

6. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE A MANAGEMENT AGREEMENT FOR AIRPORT OPERATIONS MAINTENANCE BETWEEN TBI AIRPORT MANAGEMENT, INC. AND THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY

The Ontario International Airport Authority (OIAA) authorized the CEO to negotiate and execute a management agreement with TBI Airport Management Inc. (TBI), a Florida corporation, for airport operations and airfield management services for ten (10) years with the mutual option to extend for one five-year period. This effort will increase efficiencies to airport and airfield operations and result in a substantial cost savings for the OIAA over the 10-year term of TBI management agreement. The basic terms of the TBI agreement will be generally consistent with those contained in similar agreements at U.S. airports including reimbursement of employee salaries and benefits, and expenses, and an annual management fee to be paid to TBI.

7. AMENDMENT OF THE T.Y. LIN INTERNATIONAL INC. CONTRACT FOR CIVIL DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES

The Ontario International Airport Authority authorized the Chief Executive Officer to execute a contract amendment with T.Y. Lin International Inc. (TY Lin), in the amount of \$52,946.87 to revise plans and documents and provide bidding support and to provide construction administration services related to the Taxiway S&W Intersection Repair and New Taxiway S5 Construction project. The additional requested amount will provide bidding support and construction administration services for the project. The cost for these additional services are to be paid for with OIAA appropriations.

8. APPROVAL OF A FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AND GRIFFITH COMPANY

The Ontario International Airport Authority (OIAA) authorized the Chief Executive Officer to execute the First Amendment to a Contract between the Ontario International Airport Authority and Griffith Company. The amendment will incorporate required U.S. Department of Transportation regulations (49 CFR Part 26) and OIAA's Disadvantaged Business Enterprise (DBE) Program language to ensure continued compliance with regulations and policies.

9. APPROVAL OF THE FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AND THE KENNARD DEVELOPMENT GROUP

The Ontario International Airport Authority (OIAA) authorized the Chief Executive Officer to execute the First Amendment to a Professional Services Agreement between the Ontario International Airport Authority and Kennard Development Group dba KDG Construction Consulting. The amendment will incorporate required U.S. Department of Transportation regulations (49 CFR Part 26) and OIAA's Disadvantaged Business Enterprise (DBE) Program language to ensure continued compliance with regulations and policies.

10. A RESOLUTION TO APPROVE AND EXECUTE THIRD AMENDMENT TO LEASE ONT-7994 BETWEEN THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AND GUARDIAN AIR SERVICES, LLC RELATED TO THE JET CENTER EXPANSION PROJECT

The Ontario International Airport Authority (OIAA) adopted a resolution to approve and execute a Third Amendment to lease ONT-7994 between the Ontario International Airport Authority and Guardian Air Services, LLC ("Guardian") to implement the Guardian Jet Center Expansion Project ("Expansion Project") approved by the Commission by Resolution 2017-18 on December 13, 2017. The OIAA will provide rent abatements or rent credits to Guardian in the estimated amount of \$40,000 to

\$50,000 for Guardian's costs to demolish and remove the existing OIAA structures at the Expansion Project site. Further, the OIAA will receive market rate rental payments from Guardian once Guardian takes possession of the Expansion Project site area and additional temporary aircraft parking area and hangar space at the Airport displaced by the Expansion Project.

RESOLUTION NO. 2018-01 A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY TO APPROVE AND EXECUTE THE GUARDIAN AIR SERVICES THIRD AMENDMENT TO LEASE ONT-7994.

11. A RESOLUTION ADOPTING THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY PURCHASING POLICIES AND PROCEDURES MANUAL

The Ontario International Airport Authority adopted a resolution for the Ontario International Airport Authority Purchasing Policies and Procedures Manual. The purpose of the Ontario International Airport Authority (OIAA) Procurement Manual (Manual) is to provide procedural guidelines on the application of Federal, State, and Municipal laws, rules, and regulations as well as the rules, regulations, and procedures established by the OIAA.

RESOLUTION NO. 2018-02 A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY TO ADOPT THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY PURCHASING POLICIES AND PROCEDURES MANUAL.

12. PURSUANT TO TREASURY REGULATION §1.150-2 INTER-ALIA, ADOPTING A RESOLUTION THAT PROVIDES CERTAIN COSTS INCURRED BY THE AUTHORITY PRIOR TO THE ISSUANCE OF A TAX-EXEMPT OBLIGATION SHALL QUALIFY FOR REIMBURSEMENT FROM THE OBLIGATION PROCEEDS

The Ontario International Airport Authority authorized the intention to issue tax exempt obligations and adopt a resolution enabling the reimbursement of certain capital improvement project costs incurred prior to the issuance of tax exempt obligations.

RESOLUTION NO.2018-03 A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY REGARDING ITS INTENTION TO ISSUE TAX-EXEMPT OBLIGATIONS

ADMINISTRATIVE REPORTS/DISCUSSION/ACTION

13. A RESOLUTION TO APPROVE AND AUTHORIZE THE FEDERAL INSPECTION SERVICES AND INTERNATIONAL TERMINAL REPLACEMENT FACILITY PROJECT AT ONTARIO INTERNATIONAL AIRPORT, AND THE RELATED REQUEST FOR PROPOSAL PROCESS FOR PROJECT DESIGN SERVICES AND CONSTRUCTION

The Ontario International Airport Authority Commission adopted a resolution to approve the Federal Inspection Services and International Terminal Replacement Facility Project at Ontario International Airport, as well as a Request for Proposal process for Project design services and construction.

RESOLUTION NO. 2018-04 A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY TO APPROVE AND AUTHORIZE THE FEDERAL INSPECTION SERVICES AND RELATED INTERNATIONAL TERMINAL REPLACEMENT FACILITIES PROJECT, AS WELL AS A REQUEST FOR PROPOSAL PROCESS RELATING TO THE DESIGN SERVICES AND CONSTRUCTION FOR THE PROJECT.

CEO Thorpe gave a brief background and presented a Power Point regarding the project design for the Federal Inspection Services and International Terminal Replacement Facility.

MOTION: Moved by Secretary Bowman, seconded by Commissioner Hagman and carried by a unanimous vote of those present, to adopt Resolution No. 2018-04.

14. FISCAL YEAR 2017-18 BUDGET UPDATE AND ANALYSIS OF OPERATING AND MAINTENANCE BUDGET VS. ACTUAL FOR THE FIVE MONTHS ENDED NOVEMBER 30, 2017

The Ontario International Airport Authority approved the budget adjustments and recommendations as listed in the Fiscal Year 2017-18 Budget Update. The analysis shows that the Authority is performing well from a financial perspective, overall, in comparison with Budget. For the 5-months to November 30, 2017, the Authority' Net Operating Income is approximately \$2.4 million higher than budget.

MOTION: Moved by Vice President Loveridge, seconded by Secretary Bowman and carried by a unanimous vote of those present, to approve the budget adjustments and recommendations as listed in the Fiscal Year 2017-18 Budget update.

STAFF MATTERS

CEO Thorpe provided a brief update on traffic for the year and provided a brief update on transitional changes at the airport, and marketing efforts for China Airlines.

COMMISSIONER MATTERS

Vice President Loveridge reminded staff of the Business group to be presented at the February 27, 2018 OIAA meeting.

ADJOURNMENT

President Wapner adjourned the Ontario International Airport Authority Commission meeting at 3:47 p.m.

Respectfully submitted:

CLAUDIA Y. ISBELL, CLERK OF THE BOARD

APPROVED:

ALAN D. WAPNER, PRESIDENT
ONTARIO INTERNATIONAL AIRPORT AUTHORITY

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY
SPECIAL COMMISSION MEETING
MINUTES
FRIDAY, FEBRUARY 2, 2018
(Not Official Until Approved)**

A special meeting of the Ontario International Airport Authority was held on Friday, February 2, 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: Jim W. Bowman, Curt Hagman, Julia Gouw, Ronald O. Loveridge and Alan D. Wapner.

ABSENT: Commissioners: None.

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Wapner.

PUBLIC COMMENT

There were no public comments.

MOTION: Moved by Commissioner Hagman, seconded by Commissioner Gouw and carried by a unanimous vote of 5-0, to approve the Consent Calendar as presented and adopted Resolution No. 2018-05.

CONSENT CALENDAR

1. RESOLUTION TO APPROVE AND AUTHORIZE FUNDS FOR IMPROVEMENTS TO THE EXISTING FEDERAL INSPECTION SERVICES FACILITY

The Ontario International Airport Authority Commission adopted a resolution to approve improvements at the existing Federal Inspection Services Facility at Ontario International Airport, to include the addition of Automated Passport Control (APC) kiosks, Cabling, Office Equipment, Security and Information Technology Infrastructure to meet U.S. Customs and Border Protection's request. Staff is requesting \$512,000 for the addition and installation of APC kiosks, \$250,000 for cabling, \$207,000 for

security and information technology, \$51,000 for Office Equipment. Funds will be appropriated from the General Fund pursuant to either Majority In Interest approval from the Airlines or Use and Lease Agreement Section 6.03 (b) (3) under which the OIAA can undertake and fund "Projects or improvements that ensure compliance with a rule, regulation, or order of any federal, state or other governmental body".

RESOLUTION NO. 2018-05 A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY TO AUTHORIZE FUNDS FOR IMPROVEMENTS TO THE EXISTING FEDERAL INSPECTION SERVICES FACILITY

2. APPROVAL TO AMEND CONTRACT (#DA-3737D) CUBIC TRANSPORTATION SYSTEMS, INC. FOR MAINTENANCE FOR THE COMPUTERIZED PARKING CONTROL SYSTEM AT ONTARIO INTERNATIONAL AIRPORT

The Ontario International Airport Authority (OIAA) authorized the Chief Executive Officer to execute a month-to-month contract extension with Cubic Transportation Systems, Inc. for maintenance for the computerized parking control system in Lot 5, for a not-to-exceed monthly amount of (up to) \$17,422 until OIAA staff is in position to procure similar services.

STAFF MATTERS

Chief Executive Officer Thorpe made no announcements.

COMMISSIONER MATTERS

Vice President Loveridge reported on his trip to Taiwan, Taipei.

Commissioner Hagman reported on his trip to Taiwan, Taipei.

Commissioner Gouw reported on her trip to Taiwan, Taipei.

ADJOURNMENT

President Wapner adjourned the Ontario International Airport Authority Commission meeting at 3:21 p.m.

Ontario International Airport Authority Commission
Special Meeting Minutes
Friday, February 2, 2018
Page 3 of 3

Respectfully submitted:

CLAUDIA Y. ISBELL, CLERK OF THE BOARD

APPROVED:

ALAN D. WAPNER, PRESIDENT
ONTARIO INTERNATIONAL AIRPORT AUTHORITY

**ONTARIO INTERNATIONAL
AIRPORT AUTHORITY**
Agenda Report
February 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."

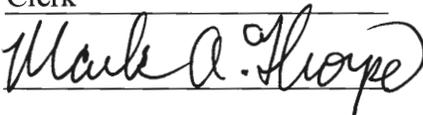
During the month of January 2018, OIAA President Wapner attended seven (7) additional Authority-related business functions and Commissioner Hagman attended twelve (12) additional Authority-related business functions. Full Commission approval is needed to approve payment of stipends.

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).)

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.

STAFF MEMBER PRESENTING: Claudia Y. Isbell, Clerk of the Board

Prepared by:	<u>Claudia Y. Isbell</u>	Submitted to OIAA:	<u>February 27, 2018</u>
Department:	<u>Clerk</u>	Approved:	_____
Chief Executive Officer Approval:		Continued to:	_____
		Denied:	_____

Item No. 04

STAFFING IMPACT (# OF POSITIONS):

N/A

IMPACT ON OPERATIONS:

N/A

EXHIBITS AND 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.

**ONTARIO INTERNATIONAL
AIRPORT AUTHORITY**

Agenda Report
February 27, 2018

**SECTION:
CONSENT CALENDAR**

SUBJECT: APPROVAL TO AWARD CONTRACTS FOR A 3 YEAR PERIOD BETWEEN THE FOLLOWING FIRMS; BURNS & MCDONNELL, JACOBS, MEAD & HUNT, AND TY LIN INTERNATIONAL, FOR ON-CALL ENGINEERING, ARCHITECTURE, AND SUPPORT SERVICES AT THE ONTARIO INTERNATIONAL AIRPORT.

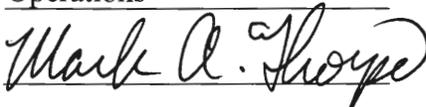
RELEVANT STRATEGIC OBJECTIVE: Provide Customer-Friendly Facilities and Services.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority authorize the Chief Executive Officer to execute contracts with Burns & McDonnell, Jacobs, Mead & Hunt and TY Lin International for as-needed engineering, architecture and support services at the airport, for an allocation of \$500,000 per contract per year. The contract allocation is not an authorization for the entire contract amount as the contract is for “on-call” engineering, architectural and support services.

FISCAL IMPACT AND SOURCE OF FUNDS: If approved, Burns & McDonnell, Jacobs, Mead & Hunt, and TY Lin International would be retained on a list of on-call with individual not-to-exceed amounts of \$500,000 per contract per year for three (3) years. The total cost allocation is \$6,000,000 for all four (4) contracts for the three (3) year period for the Ontario International Airport Authority. The contract allocations are not contract authorizations as the contracts are for on-call engineering, architectural and support services. Individual task orders will be authorized by the Ontario International Airport Authority up to, however, the not-to-exceed amount of \$500,000 for each contract.

BACKGROUND: The OIAA was formed in August 2012, under a Joint Powers Agreement (JPA) between the City of Ontario and the County of San Bernardino, to provide overall direction for the management, operations, development, and marketing of Ontario International Airport (ONT). As part of the preparation for transfer of ownership, the OIAA identified a need for engineering support services during this transition period. After transfer of ownership, the OIAA identified the critical need for immediate engineering support services for ongoing projects as LAWA did not have any engineering staff located at ONT to manage tenant improvement or capital improvement projects, and would have no engineering staff that would be transferred as part of the Staff Augmentation Agreement.

STAFF MEMBER PRESENTING: Bruce Atlas, Chief Operating Officer

Prepared by:	<u>Bruce Atlas</u>	Submitted to OIAA:	<u>February 27, 2018</u>
Department:	<u>Operations</u>	Approved:	_____
Chief Executive Officer Approval:		Continued to:	_____
		Denied:	_____

Item No. 05

PROCUREMENT: OIAA staff has determined that out-sourcing most of its engineering, architectural, and support services needs is a cost-effective alternative to hiring a full complement of OIAA staff to carry out these functions, particularly in light of the variable nature of the workload required for these tasks.

OIAA selection panel has evaluated 12 proposals under the qualifications-based solicitation process and has selected four (4) firms, Burns & McDonnell, Jacobs, Mead & Hunt, and TY Lin International, for NON-AIP projects, to provide engineering, architecture and support services for a three (3) year term, on an on-call, as-needed basis.

CEQA COMPLIANCE: The proposed staffing services decision is not a "project" under CEQA and does not require environmental review. To the extent the staffing services decision could be deemed a "project" for purposes of CEQA, it would be Categorical Exempt (Class 1) from the provisions of CEQA pursuant to (1) CEQA Guidelines section 15309 for project inspection services, (2) CEQA Guidelines section 15301 for the operations, repair, maintenance, permitting, 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, and (3) CEQA Guidelines section 15303 for new construction, installation or conversion of a limited number of small structures, facilities or equipment.

STAFFING IMPACT (# OF POSITIONS):

N/A

IMPACT ON OPERATIONS:

N/A

EXHIBITS AND ATTACHMENTS:

N/A

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This Agenda Report has been reviewed by OIAA General Counsel.

**ONTARIO INTERNATIONAL
AIRPORT AUTHORITY**
Agenda Report
February 27, 2018

**SECTION:
CONSENT CALENDAR**

SUBJECT: AMENDMENT TO COOPERATIVE AGREEMENT BETWEEN THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AND WGJ ENTERPRISES INC. DBA PCI PARTNERSHIP FOR PAINTING OF TAXIWAYS AND RUNWAYS, PARKING LOTS, STREETS, AND ROADWAYS AND AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXTEND EXISTING THREE-YEAR COOPERATIVE AGREEMENT FOR A FINAL YEAR

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

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) approve an amendment to an existing three-year cooperative agreement between the OIAA and WGJ Enterprises Inc. dba PCI Partnership (PCI) for painting taxiways, runways, parking lots, streets, roadways by increasing the current contract amount in year-two from \$100,000 to \$250,000, and authorize the Chief Executive Officer to extend the agreement for a third and final year for another \$250,000, for a total amount not-to-exceed amount of \$500,000 for the remainder of the contract term.

FISCAL IMPACT AND SOURCE OF FUNDS: Funds for this recommendation are included in the current OIAA budget appropriations and operating revenue projections.

BACKGROUND: On November 1, 2016, the Ontario International Airport (ONT) was transferred from Los Angeles World Airports (LAWA) to the Ontario International Airport Authority (OIAA). Prior to the transfer, LAWA, through the competitive bid process, awarded a three-year contract (Master Contract #4600006136) to PCI for painting at ONT, which began on March 30, 2016. Full Assignment and Novation Agreements were provided to the OIAA for existing contracts specific to ONT; however, PCI's painting contract was excluded. Nevertheless, on March 30, 2017, PCI agreed to assign the cooperative agreement to OIAA so that work could continue at ONT in year two of the Master Contract. The OIAA's procurement policy allows cooperative purchasing with another agency's competitive purchasing process.

When the OIAA extended the contract for a second year it did so for a not-to-exceed amount of \$100,000, and added airfield paint markings, as well as striping to streets, roadways and parking lots, to PCI's scope of work. The airfield painting was done to correct inconsistencies documented during an FAA annual inspection. Highly visible airfield markings are imperative to achieve the high-level safety standards

STAFF MEMBER PRESENTING: Jeff Reynolds, Chief Financial Officer

Prepared by: Jeff Reynolds

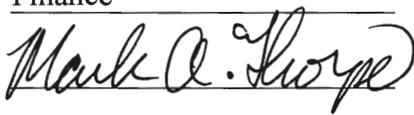
Submitted to OIAA: February 27, 2018

Department: Finance

Approved: _____

Chief Executive

Continued to: _____

Officer Approval: 

Denied: _____

Item No. 06

established for airport operations to safely guide pilots during take-off, landing, and ground movement. Crisp markings on taxiway and runway surfaces reduce the number of incidents and excursions which are a top priority in the aviation industry. As a result, OIAA staff recommends, on an as-needed basis, that the existing contract amount in year-two be increased to \$250,000 and the contract be extended for a third- and final year for another \$250,000, for a total not-to-exceed amount of \$500,000. If approved, the contract will then expire on March 3, 2019.

FISCAL IMPACT AND SOURCE OF FUNDS: OIAA operating revenue.

CEQA COMPLIANCE: The proposed agreement is Categorically Exempt (Class 1) from the provisions of the California Environmental Quality Act (CEQA) pursuant to Guidelines Section 15301, because it provides for the exemption from environmental review relating to the 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

EXHIBITS AND ATTACHMENTS:

Attachment A – PCI Amendment

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This Agenda Report has been reviewed by OIAA General Counsel.

**ONTARIO INTERNATIONAL
AIRPORT AUTHORITY**
Agenda Report
February 27, 2018

**SECTION:
CONSENT CALENDAR**

SUBJECT: A RESOLUTION ADOPTING THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY LOGO

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

RECOMMENDED ACTION(S): That the Ontario International Airport Authority adopt a resolution approving the use of the full Ontario International Airport (ONT) logo as the official logo for the Authority and associated colors to represent and identify the Ontario International Airport Authority.

FISCAL IMPACT SUMMARY: No Fiscal Impact

BACKGROUND: On August 22, 2017 the OIAA adopted Resolution No. 2017-09, approving the use of four versions of the ONT logo. The new ONT logo is now becoming more visible online and throughout the airport in new signage, and all advertising features the new ONT logo.

The Authority logo does not resemble the ONT logo and provides an inconsistent brand message for the airport. The Authority will always be the Ontario International Airport Authority but would utilize the ONT logo to further drive brand consistency across all platforms. Staff recommends that the OIAA adopt the ONT Horizontal Logo as the official logo for the Authority.

SCOPE OF WORK: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: 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).)

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: Effective upon approval.

STAFF MEMBER PRESENTING: Atif J. Elkadi, Senior Marketing Director.

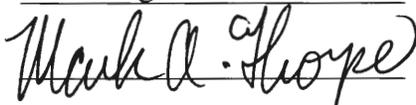
Prepared by: Atif Elkadi

Submitted to OIAA: February 27, 2018

Department: Marketing & Communication

Approved: _____

Chief Executive
Officer Approval:



Continued to: _____

Denied: _____

Item No. 07

EXHIBITS AND ATTACHMENTS

Attachment A – A Resolution Adopting the Ontario International Airport Authority Logo

This 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 General Counsel.

RESOLUTION NO. _____

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY ADOPTING THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY LOGO

WHEREAS, the Ontario International Airport Authority (the “OIAA” or “Authority”) was formed through the Joint Exercise of Powers Agreement (“JPA”) by and between the City of Ontario and the County of San Bernardino pursuant to the Joint Exercise of Powers Act of the State of California, for the purpose of operating, maintaining, managing, developing, and marketing the Ontario International Airport (the “Airport”); and

WHEREAS, On August 22, 2017 the Ontario International Airport Authority adopted Resolution No. 2017-09, approving the use of four versions of the Ontario International Airport (ONT) logo; and

WHEREAS, logos are meant to represent an organization’s brand or corporate identity and the image used should be consistent across all platforms; and

WHEREAS, the Ontario International Airport Authority logo does not resemble the ONT logo; and

WHEREAS, the Ontario International Airport Authority desires to provide recognizable and consistent branding to represent and identify with the Ontario International Airport (ONT).

NOW THEREFORE, BE IT RESOLVED, by the Ontario International Airport Authority Commission as follows:

SECTION 1: The ‘Horizontal logo’ described and identified pursuant to (Exhibit 1) is designated as the official logo. All use of the Authority logo shall be pursuant to conduct of Authority related business. The colors of the logo include Grey (Pantone P 176-3 C), White, Blue (Pantone P 115-6 C), and Dark Blue (Pantone 661 C).

SECTION 2: This Resolution shall take effect immediately upon its adoption.

SECTION 3: The Commission Clerk of the Ontario International Airport Authority shall certify as to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 27th day of February 2018.

ALAN D. WAPNER, OIAA PRESIDENT

ATTEST:

CLAUDIA Y. ISBELL, COMMISSION CLERK/
ASSISTANT SECRETARY

APPROVED AS TO LEGAL FORM:

LORI D. BALLANCE
GENERAL COUNSEL

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

I, Claudia Y. Isbell, Assistant Secretary of the Ontario International Airport Authority, DO HEREBY CERTIFY that foregoing Resolution No. _____ was duly passed and adopted by the Commission of the Ontario International Airport Authority at their regular meeting held February 27, 2018 by the following roll call vote, to wit:

AYES: COMMISSIONERS:

NOES: COMMISSIONERS:

ABSENT: COMMISSIONERS:

CLAUDIA Y. ISBELL, CLERK TO THE BOARD/
ASSISTANT SECRETARY

(SEAL)

The foregoing is the original of Resolution No. _____ duly passed and adopted by the Commission of the Ontario International Airport Authority at their regular meeting held February 27, 2018.

CLAUDIA Y. ISBELL, CLERK TO THE BOARD/
ASSISTANT SECRETARY

(SEAL)

HORIZONTAL LOGO



Uses:

- The horizontal logo is an alternate logo to the square logo, both logos share the same airplane icon, color palette and fonts.
- The horizontal logo provides for greater flexibility for larger scale placements such as signage, advertising, as well as allows animation (the plane can start in the “O” and end in the final circle) for video and digital advertising uses.

Research findings:

- 31% selected this option
 - *Focus group comments:*
 - “I surveyed my employees ... the winner, capturing 70% of the vote, was the logo on the lower left that has Ontario with the swirly line going through it.”
 - “I like the bottom-left logo because it’s a good combination of letting me know the city but also the airport code in one visual.”

Color palette:



**ONTARIO INTERNATIONAL
AIRPORT AUTHORITY**

Agenda Report
February 27, 2018

**SECTION:
CONSENT CALENDAR**

SUBJECT: AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE A LEASE AND LICENSE AGREEMENT BETWEEN ONTARIO INTERNATIONAL AIRPORT AUTHORITY AND ONTARIO INTERNATIONAL AIRPORT TERMINAL & EQUIPMENT COMPANY LLC (ONT-TEC)

**RELEVANT STRATEGIC OBJECTIVE: To Reduce Airline Costs.
To Increase Efficiency in the Management, Operations and Maintenance of ONT.**

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) authorize the CEO to negotiate and execute a Lease and License Agreement between OIAA and Ontario International Airport Terminal & Equipment Company LLC (ONT-TEC), for the lease of terminal space, and the maintenance and operation of terminal and other landside equipment and facilities at Ontario International Airport (ONT) for ten (10) years with the option to extend for one additional period of five (5) years. The new Agreement replaces and expands on a similar agreement assumed by OIAA in connection with the transfer of ONT to local control on November 1, 2016.

FISCAL IMPACT AND SOURCE OF FUNDS: Approval of this recommendation allows the OIAA to continue to authorize ONT-TEC to assume responsibilities and costs related to operation and maintenance of passenger terminal and other land side facilities. ONT-TEC can provide these services at levels satisfactory to the ONT passenger air carriers and OIAA at significant cost savings to the air carriers in furtherance of OIAA's commitment to lower costs and create efficiencies. The Lease generates approximately \$106,000 per year for the lease of 914 square feet of office space in Terminal 4. The License Agreement enables a reduction of approximately \$11.4 million in the ONT Operating Budget and a corresponding reduction in revenue to OIAA by virtue of the residual rate-setting method defined in the Operating Use and Terminal Lease Agreement.

BACKGROUND: ONT-TEC is a consortium representing passenger air carriers at ONT formed in 2013 to assume responsibilities for custodial services in the passenger terminals, and maintenance of inbound/outbound baggage conveyor systems, checked-baggage inspection systems, and passenger loading bridges. After consultation with the air carriers, OIAA staff determined it was in the financial and operational interests of the parties to expand ONT-TEC's scope for additional land side maintenance services including but not limited to landscaping, electrical, plumbing, carpentry, elevators, escalators and air conditioning. The additional scope allowed OIAA to avoid replacing employees of Los Angeles World Airports that were performing the duties under terms of the Staff Augmentation Agreement between OIAA and LAWA.

STAFF MEMBER PRESENTING: Bruce Atlas, Chief Operating Officer

Prepared by: Bruce Atlas

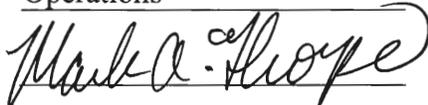
Submitted to OIAA: February 27, 2018

Department: Operations

Approved: _____

Chief Executive

Continued to: _____

Officer Approval: 

Denied: _____

Item No. 08

SCOPE OF WORK: ONT-TEC and its contractors provide the necessary support staff and services to perform the above-mentioned airport land side operational and maintenance services on a seven-day-per-week, 24-hour-per-day basis.

CEQA COMPLIANCE AND LAND USE APPROVALS: The proposed management agreement is not a “project” within the meaning of Section 15378 of the CEQA Guidelines because there is no potential for ONT-TEC’s work to result in a direct or indirect physical change in the environment. As a result, the activity is not subject to CEQA.

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

IMPACT ON OPERATIONS: None. The expanded scope of services set forth in the new Agreement have already been assumed by ONT-TEC. OIAA staff will monitor ONT-TEC and its contractor’s performance on an on-going basis to ensure satisfactory service levels are achieved.

SCHEDULE: Implementation of the expanded scope of services was completed on January 22, 2018, under terms and conditions of the current Lease and License Agreement assumed by the OIAA on November 1, 2016. That agreement is scheduled to expire in June 2018, necessitating OIAA and ONT-TEC entering into a new Agreement.

EXHIBITS AND ATTACHMENTS

N/A

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This Agenda Report has been reviewed by General Counsel.

**ONTARIO INTERNATIONAL
AIRPORT AUTHORITY**

Agenda Report
February 27, 2018

**SECTION:
CONSENT CALENDAR**

SUBJECT: AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE AN AMENDMENT TO THE PRODIGIQ CONTRACT TO ADD SOFTWARE TRAINING AND ONGOING TECHNICAL SUPPORT FOR A NEW BAGGAGE INFORMATION DISPLAY SYSTEM (BIDS), GATE INFORMATION DISPLAY SYSTEM (GIDS) AND COMMON USE TERMINAL EQUIPMENT (CUTE) PILOT SYSTEM AND TO INCREASE THE FY 17/2018 OIAA BUDGETED AMOUNT FOR PRODIGIQ FROM \$350,000 TO \$550,000.

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

RECOMMENDED ACTION(S): That the Ontario International Airport Authority authorize the Chief Executive Officer to amend the OIAA's existing Professional Services Agreement with Prodigiq to allow for the purchase and license of Baggage Information Display Systems (BIDS) and Gate Information Display Systems (GIDS); and authorize necessary expenditure for the implementation of the pilot of Common Use Terminal Equipment (CUTE) in terminal two at Ontario International Airport (ONT) to increase capacity for additional passenger airline operations and improve the overall customer service.

BACKGROUND: Prior to the transfer of the airport on November 1, 2016, all IT systems used at ONT for daily operations were legacy technologies utilized by LAWA. Immediately following the transfer, all LAWA IT systems used at ONT ceased to be operational. This resulted in an immediate need for aggressive deployment of a number of IT systems, including public safety, radio, physical access, fuel/fleet tracking, monitoring, security, phone, network, productivity suite, firewall and airport operations software.

In September 2016, OIAA entered into an agreement with Prodigiq for airport operation solutions needed for daily operations at ONT. Prodigiq provides a scalable software suite of integrated web-based tools giving users quick, efficient access to work orders, leases, flight information display systems (FIDS), and airfield inspections. Since the Prodigiq systems are cloud-based, Prodigiq is able to bring them online very rapidly for real-time interfacing. The contract has been amended twice previously to meet the OIAA's changing post-transfer needs. In addition to maintaining the currently-deployed modules, amending the contract again to add BIDS and GIDS will further seamlessly integrate with the existing FIDS to create a positive customer experience and address continuing operational requirements. Prodigiq also will help OIAA validate a CUTE system pilot program which will allow the OIAA to bring additional airline partners to ONT with its existing terminal check-in counter in Terminal 2.

STAFF MEMBER PRESENTING: Atif Elkadi, Senior Director of Marketing

Prepared by: Atif Elkadi

Submitted to OIAA: February 27, 2018

Department: Marketing & Communication

Approved: _____

Chief Executive

Continued to: _____

Officer Approval: Mark A. Hoyle

Denied: _____

Item No. 09

FISCAL IMPACT AND SOURCE OF FUNDS: The 2017/2018 OIAA budgeted amount for Prodigiq is \$350,000.00. To date, the OIAA has paid Prodigiq \$229,895 of this budgeted amount. The addition of GIDS and BIDS and CUTE system installation, software licensing, technical support services and training, will add \$450,000 in expenses with ProDIGIQ during FY 2017-2018. The estimated \$330,000 in necessary FY 2017-2018 funds is available within the OIAA's current budget. Increased expenditures with ProDIGIQ in future years will be included in future budgets.

This action will (1) increase the OIAA's contractual authority during the currently fiscal year from \$350,000 to \$800,000 (2) increase the OIAA's contractual authority from \$350,000 to \$450,000 for the four (4) succeeding years of the contract.

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).)

STAFFING IMPACT (# OF POSITIONS):

N/A

IMPACT ON OPERATIONS: A new BIDS and GIDS system along with the existing FIDS will significantly improve the passenger experience as well as the ability for the airlines to have a single solution to manage flights, baggage and gates. The Common Use pilot is expected to prove out the concept for more flexibility and efficiency in carrier counter and gate space.

EXHIBITS AND ATTACHMENTS:

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This Agenda Report has been reviewed by OIAA General Counsel.