



THE PORT  
OF LOS ANGELES  
Executive Director's  
Report to the

Board of Harbor Commissioners

**DATE: APRIL 3, 2018**

**FROM: COMMUNITY RELATIONS**

**SUBJECT: RESOLUTION NO. \_\_\_\_\_ - APPROVAL OF AGREEMENTS FOR HELICOPTER RENTAL SERVICES AMONG THE CITY OF LOS ANGELES HARBOR DEPARTMENT AND GROUP 3 AVIATION, INC.; HELINET AVIATION SERVICE; AND ISLAND EXPRESS HELICOPTERS, INC.**

**SUMMARY:**

Staff requests approval of three agreements for helicopter rental services for aerial photography and aerial tours of the Port of Los Angeles (Port) complex for a term of three years per agreement. The total sum of the three proposed agreements shall be from a pool of funds established by the City of Los Angeles Harbor Department (Harbor Department), which said pool of funds shall not exceed \$30,000 for three years. The Harbor Department is financially responsible for payment of expenses incurred under the proposed agreements.

**RECOMMENDATION:**

It is recommended that the Board of Harbor Commissioners:

1. Find that the Director of Environmental Management has determined that the proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II Section 2(f) of the Los Angeles City CEQA Guidelines;
2. Approve the three agreements for a term of three-years for a sum not-to-exceed \$30,000 for three years;
3. Authorize the Executive Director to execute and the Board Secretary to attest to the agreements for and on behalf of the Board; and
4. Adopt Resolution No. \_\_\_\_\_.

**DISCUSSION:**

Background – The Harbor Department has a periodic need of helicopter service for photo and video documentation. This can be for a wide variety of needs including construction progress, arrivals of cranes, ship first arrivals, event documentation and more. All of these photos serve a variety of documentation functions – from press releases and social media to construction files and archives. Typically, a member of the Engineering or Construction Division goes up in the helicopter with a member of the Graphic Services

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Division. Less often, a contract photographer or videographer may accompany Harbor Department staff in the helicopter.

Because of San Pedro Bay's vast size, a helicopter is occasionally required to provide aerial tours of the Port of Los Angeles and/or San Pedro Bay Ports complex. Tours of this nature would be for a high-ranking government or business partner/potential business partner.

The size and type of helicopter required varies depending on the purpose and number of people to be accommodated. Additionally, the lead-time on making reservations for the helicopter can be very short. For these reasons, a pool of service providers offers the Harbor Department the best flexibility in booking the correct helicopter for each occurrence. The Harbor Department will utilize firms on an as-needed basis and does not guarantee any work or hours for any of the three firms.

Selection Process – The Helicopter Rental Services Request for Qualifications (RFQ) was released on December 29, 2016 and posted on the Port of Los Angeles website and Los Angeles Business Virtual Network (LABAVN). The Harbor Department received three Statement of Qualifications (SOQs) by the January 23, 2017 deadline.

A selection committee that consisted of Harbor Department staff from Graphic Services and Construction evaluated the SOQs. Three firms responded with qualifications – Group 3 Aviation, Inc.; Helinet Aviation Service; and Island Express Helicopters, Inc. (a Port tenant).

After a complete review, staff recommends that the Board award agreements to the following three firms:

- Group 3 Aviation, Inc. (Transmittal 1)
- Helinet Aviation Service (Transmittal 2)
- Island Express Helicopters, Inc. (Transmittal 3)

**ENVIRONMENTAL ASSESSMENT:**

The proposed action is approval of three agreements for helicopter rental services. As an administrative activity, the Director of Environmental Management has determined that the proposed action is exempt from the requirements of CEQA in accordance with Article II Section 2(f) of the Los Angeles City CEQA Guidelines.

**FINANCIAL IMPACT:**

Approval of the proposed three-year agreements with Group 3 Aviation, Inc., Helinet Aviation Service, and Island Express Helicopters, Inc. authorizes a total aggregate amount of \$10,000 per year or the total not-to-exceed amount of \$30,000.

Funds in the amount of \$10,000 are available in the FY 2017/18 budget in Account 52040

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(Governmental/Community Promotional), 0220 (Community Relations), Program 000. The Harbor Department's financial commitments for the proposed Agreement beyond the current fiscal year are contingent upon approval of funds by the Board as part of the annual budget adoption process. If future fiscal year funds are not appropriated by the Board for the work in any subsequent fiscal year as by the Agreement, the Agreement shall be terminated. However, such termination shall not relieve the parties of liability for any obligation previously incurred.


**CITY ATTORNEY:**

The Office of the City Attorney has prepared and approved the proposed agreement as to form and legality.

**TRANSMITTALS:**

- 1. Agreement with Group 3 Aviation, Inc.
- 2. Helinet Aviation Service
- 3. Island Express Helicopters, Inc.


FIS Approval: MB  
CA Approval: me

  
THERESA ADAMS LOPEZ  
Director of Community Relations

  
ARLEY BAKER  
Sr. Director of Communications

  
DAVID LIBATIQUE  
Deputy Executive Director

APPROVED:

  
EUGENE D. SEROKA  
Executive Director

TAL/JB  
Author: TAdams Lopez; JBautista  
Board Meeting: April 19, 2018