

ONTARIO INTERNATIONAL AIRPORT AUTHORITY

COMMISSION AGENDA – SPECIAL MEETING



April 21, 2022 AT 2:00 P.M.

Ontario International Airport Authority Special Meeting

1923 East 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

ATIF ELKADI
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.
- You may submit public comments by e-mail to publiccomment@flyontario.com no later than 12:00 p.m. the day of the meeting. Please identify the Agenda item you wish to address in your comments. All e-mail comments will be included in the meeting record.
- Comments will be limited to 3 minutes. Speakers will be alerted when 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 Special Commission meeting begins at 2:00 p.m. with Closed Session Public Comment and Closed Session, followed by Public Comment and the Special 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

PUBLIC COMMENTS

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

CLOSED SESSION PUBLIC COMMENT

The Closed Session Public Comment portion of the Commission meeting is limited to a maximum of 3 minutes for each speaker and comments will be limited to matters appearing on the Closed Session.

CLOSED SESSION

CLOSED SESSION

- CONFERENCE WITH REAL PROPERTY NEGOTIATORS (GOV §54956.8.)
Property: ONT Terminals 2 and 4.
Agency negotiator: OIAA General Counsel's office
Negotiating parties: Delaware North Travel Hospitality Services, Inc.
Under negotiation: Lease extension term and price

REPORT ON CLOSED SESSION

General Legal Counsel

AGENDA REVIEW/ANNOUNCEMENTS

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

1. INFORMATION RELATIVE TO POSSIBLE CONFLICT OF INTEREST

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

CONSENT CALENDAR

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

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

2. APPROVAL OF MINUTES

Minutes for the Ontario International Airport Authority regular meeting on March 24, 2022 and approving the same as on file with the Secretary/Assistant Secretary.

3. BILLS/PAYROLL

Bills March 1 through March 31, 2022 and Payroll March 1 through March 31, 2022.

4. APPROVAL OF MEETING STIPENDS

That the Ontario International Airport Authority Commission approve meeting stipends for President Wapner for the month of March, 2022.

5. ADOPTION OF A RESOLUTION MAKING FINDINGS AND DETERMINATIONS UNDER ASSEMBLY BILL NO. 361 TO CONTINUE AUTHORIZATION OF VIRTUAL MEETINGS OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY FOR A PERIOD OF 30 DAYS

That the Ontario International Airport Authority (OIAA) Commission adopt a Resolution making findings and determinations under Assembly Bill 361 (AB 361) to authorize staff to continue to conduct virtual-only Commission and Committee meetings, in response to COVID-19.

RESOLUTION NO. 2022 -__

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AUTHORIZING REMOTE TELECONFERENCE MEETINGS BY THE COMMISSION AND ALL COMMITTEES IN ACCORDANCE WITH ASSEMBLY BILL 361 FOR A PERIOD OF THIRTY DAYS

6. AUTHORIZING THE CHIEF EXECUTIVE OFFICER'S SIGNATURE AUTHORITY

That the Commission authorize the Chief Executive Officer (CEO) signature authority to execute contracts on behalf of Ontario International Airport Authority (OIAA), for the acquisition of equipment, materials, supplies, labor services or other items up to a maximum of \$100,000 per fiscal year.

RESOLUTION NO. 2022 -__

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY COMMISSION APPROVING THE SIGNATURE AUTHORITY OF ATIF ELKADI AS THE CHIEF EXECUTIVE OFFICER OF THE OIAA

7. PURSUANT TO TREASURY REGULATION §1.150-2 INTER-ALIA, ADOPTING A RESOLUTION DECLARING THE AUTHORITY'S INTENT THAT CERTAIN COSTS PAID BY THE AUTHORITY PRIOR TO THE ISSUANCE OF A TAX-EXEMPT OBLIGATION SHALL BE REIMBURSED FROM THE OBLIGATION PROCEEDS

That the Ontario International Airport Authority (OIAA) declare its intention to issue tax exempt obligations and adopt a resolution evidencing the intent to reimburse with the proceeds of a borrowing to be issued in the future certain capital improvement project costs paid, not to exceed \$75,000,000.

RESOLUTION NO. 2022 -__

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY PROVIDING A DECLARATION OF OFFICIAL INTENT TO PROVIDE A PLAN OF FINANCING TO FINANCE A PORTION OF THE COST OF AUTHORITY'S CAPITAL IMPROVEMENT PROGRAM AND DIRECTING THE AUTHORITY TO PUBLISH A NOTICE OF PUBLIC HEARING AND TO CONDUCT SUCH HEARING IN COMPLIANCE WITH THE UNITED STATES INTERNAL REVENUE CODE

8. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO PROCURE VARIOUS JUNIPER REPLACEMENT SWITCHES FROM HYPERTEC USA FOR ONTARIO INTERNATIONAL AIRPORT

That the Ontario International Airport Authority (OIAA) approve and authorize the Chief Executive Officer (CEO) to execute an authority in the amount of \$382,300.28 plus shipping and applicable sales

tax to procure Juniper Replacement Switches from Hypertec USA for use at Ontario International Airport per Request for Bids (RFB) #220003.

9. APPROVAL OF THE FIRST CONTRACT AMENDMENT TO JACOB GREEN & ASSOCIATES, INC., (JGA) FOR LEADERSHIP DEVELOPMENT SERVICES

That the Ontario International Airport Authority (OIAA) authorize the Chief Executive Officer (CEO) to amend the existing JGA, Contract No. SCONT-000411, by: 1) increasing the contractual authority by \$150,000 for the remaining six months of the first contract year; 2) authorize the CEO to exercise two, one-year extensions at \$250,000 per year, for an overall amount not to exceed \$750,000 over the three-year term of contract; and, 3) authorize ongoing training continuity and expansion in support of organizational and leadership development and project management services for OIAA executives, management, and staff.

ADMINISTRATIVE REPORTS/DISCUSSION/ACTION

10. OIAA BUDGET ADJUSTMENTS AND ALLOCATIONS, AND STAFF POSITION ADDITIONS AND CHANGES

That the Ontario International Airport Authority (OIAA) Commission approve three (3) new OIAA Staff positions and implement a budget adjustment.

MANAGEMENT REPORT

Executive Office

COMMISSION MATTERS

President Wapner

Vice President Loveridge

Secretary Bowman

Commissioner Hagman

Commissioner Gouw

ADJOURNMENT



DATE: **APRIL 21, 2022**

CLOSED SESSION REPORT

ROLL CALL: Gouw __, Bowman __, Hagman __, Loveridge __, President Wapner __

STAFF: CEO __, General Counsel __

- CONFERENCE WITH REAL PROPERTY NEGOTIATORS (GOV §54956.8.)
Property: ONT Terminals 2 and 4.
Agency negotiator: OIAA General Counsel’s office
Negotiating parties: Delaware North Travel Hospitality Services, Inc.
Under negotiation: Lease extension term and price

No Reportable Action	Continue	Approved
//	//	//

Disposition: _____

Reported by:

General Legal Counsel / Chief Executive Office



DATE: APRIL 21, 2022

SECTION: MINUTE ACTION

SUBJECT: RELATIVE TO POSSIBLE CONFLICT OF INTEREST

RECOMMENDED ACTION(S): Agenda items and contractors/subcontractors 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
8	Hypertec USA	<ul style="list-style-type: none">• None
9	Jacob Green & Associates	<ul style="list-style-type: none">• None

STAFF MEMBER PRESENTING: Atif Elkadi, Deputy Chief Executive Officer

Department: Clerk's Office

Submitted to OIAA: April 21, 2022

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY
REGULAR COMMISSION MEETING
MINUTES
MARCH 24, 2022
(Not official until approved)**

A regular meeting of the Ontario International Airport Authority was held on Thursday, March 24, 2022, 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 2:03 p.m.

ROLL CALL

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

ABSENT: Commissioners: Ronald O. Loveridge (excused)

Also present were Deputy Chief Executive Officer Atif Elkadi, General Counsel Lori Ballance, Assistant General Counsel Kevin Sullivan, and Board Clerk Claudia Y. Isbell.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Wapner.

CLOSED SESSION PUBLIC COMMENT

There were no closed session public comments.

CLOSED SESSION

President Wapner recessed the regular meeting of the Ontario International Airport Authority to Closed Session at 2:07 p.m. General Counsel Ballance announced the closed session items.

- GC § 54956.9(d)(2): CONFERENCE WITH LEGAL COUNSEL— Potential Litigation (1 matter)
- GC § 54956.9(d)(1): CONFERENCE WITH LEGAL COUNSEL— Existing Litigation
- GC § 54957: PUBLIC EMPLOYMENT

Title: Chief Executive Officer

The Ontario International Airport Authority Commission regular meeting was reconvened in public session at 2:28 p.m.

REPORT ON CLOSED SESSION

President Wapner announced there was no reportable action.

PUBLIC COMMENT

Members of the public wishing to provide public comment for the items on the agenda were able to do so via email comments to publiccomment@flyontario.com or in-person during the meeting. All email public comments are provided to the Commissioners prior to the Commission meeting and saved to the meeting record.

Richard Sherman provided an email comment regarding the appointing Atif Elkadi as CEO.

AGENDA REVIEW/ANNOUNCEMENT

No announcements were made.

1. CONFLICT OF INTEREST

No conflicts were announced.

CONSENT CALENDAR

MOTION: Moved by Secretary Bowman, seconded by Commissioner Hagman, and carried by a vote of 4-0-1, to approve consent calendar Items #2-7, including Resolution 2022-05, with Vice President Loveridge absent).

2. APPROVAL OF MINUTES

Approved Minutes for the Ontario International Airport Authority regular meeting on February 24, 2022 and approving the same as on file with the Secretary/Assistant Secretary.

3. BILLS/PAYROLL

Approved Bills February 1 through February 28, 2022 and Payroll February 1 through February 28, 2022.

4. APPROVAL OF MEETING STIPENDS

The Ontario International Airport Authority Commission approved meeting stipends for President Wapner for the month of February, 2022.

5. ADOPTION OF A RESOLUTION MAKING FINDINGS AND DETERMINATIONS UNDER ASSEMBLY BILL NO. 361 TO CONTINUE AUTHORIZATION OF VIRTUAL MEETINGS OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY FOR A PERIOD OF 30 DAYS

The Ontario International Airport Authority (OIAA) Commission adopted a Resolution making findings and determinations under Assembly Bill 361 (AB 361) to authorize staff to continue to conduct virtual-only Commission and Committee meetings, in response to COVID-19.

RESOLUTION NO. 2022-05 A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AUTHORIZING REMOTE TELECONFERENCE MEETINGS BY THE COMMISSION AND ALL COMMITTEES IN ACCORDANCE WITH ASSEMBLY BILL 361 FOR A PERIOD OF THIRTY DAYS

6. AUTHORIZE THE CHIEF EXECUTIVE OFFICER'S OFFICE TO EXECUTE AN AMENDMENT OF THE RENTAL CAR CONCESSION AND LEASE AGREEMENTS

The Ontario International Airport Authority (OIAA) Commission authorized the Chief Executive Officer (CEO), or his designee, to negotiate a one (1) year amendment (with two (2) one-year options at the sole discretion of the OIAA) to the existing Concession and Lease agreement(s) with the Rental Car Concessionaires.

7. APPROVAL AUTHORIZE THE CHIEF EXECUTIVE OFFICER'S OFFICE TO EXECUTE A SECOND AMENDMENT TO PROSEGUR SERVICES GROUP, INC., CONTRACT

The Ontario International Airport Authority (OIAA) Commission authorized the Chief Executive Officer (CEO), or their designee, to amend the existing Prosegur Services Group, Inc., Contract No. SCONT-000325, by increasing the annual authority by \$350,000, for an overall annual spend authority of up to \$1,200,000 to approve an added scope to encompass CBP Federal Inspection Station and TSA Screening Checkpoint Exit Lane coverage, and to provide mobile security response on a 24/7 basis. Funding is available in current fiscal year budget and additional funding for subsequent years will be requested through the annual budget process.

ADMINISTRATIVE DISCUSSION/ACTION/REPORT

8. APPROVE THE HIRING OF MR. ATIF ELKADI AS OIAA CHIEF EXECUTIVE OFFICER, AND AUTHORIZE THE PRESIDENT OF THE COMMISSION TO EXECUTE AN EMPLOYMENT AGREEMENT WITH MR. ELKADI FOR THE OIAA CHIEF EXECUTIVE OFFICER POSITION

President Wapner stated Mark Thorpe submitted his resignation as OIAA CEO effective March 31, 2022. After consideration, the Commission unanimously determined that it would appoint Atif Elkadi to the OIAA Chief Executive Officer position effective April 1, 2022.

Assistant General Counsel Sullivan presented the proposed terms of Atif Elkadi's employment agreement, including the \$370,000 annual salary for the position, and benefits addressed in the agreement. These terms are similar to and consistent with agreements for previous OIAA CEOs.

MOTION: Moved by Secretary Bowman, seconded by Commissioner Hagman, and carried by a vote of 4-0-1, with Vice President Loveridge absent.

9. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE A NON-EXCLUSIVE LEASE AND LICENSE AGREEMENT WITH ALCLEAR, LLC

The Ontario International Airport Authority Board of Commissioners (OIAA Board) authorized the Chief Executive Officer (CEO) or their designee to execute a Non-Exclusive Lease and License Agreement to allow Alclear, LLC, to provide biometric verification lanes, enrollment stations and related queuing solutions as a registered traveler service.

Deputy CEO Elkadi presented this item, providing Commissioners with an overview of the proposed agreement. Discussion ensued between Commissioners and Staff regarding the benefits of Alclear and the service it would provide our customers. Commissioners expressed appreciation for the new service and asked clarifying questions.

MOTION: Moved by Commissioner Hagman, seconded by Commissioner Gouw, and carried by a vote of 4-0-1, with Vice President Loveridge absent.

10. AUTHORIZATION TO CONTRACT WITH AMADEUS AIRPORT IT AMERICAS, INC., FOR A COMMON USE PASSENGER PROCESSING SYSTEM

The Ontario International Airport Authority (OIAA) Commission authorized the Chief Executive Officer or their designee to negotiate and execute a contract with Amadeus Airport IT Americas, Inc., to utilize their flight, baggage, and gate information system at Ontario International Airport and other locations that provide flight information; to also design, implement, install, and maintain a Common Use Passenger Processing System (CUPPS) in Terminal 2.

Deputy CEO Elkadi presented this item, providing Commissioners with an overview of the proposed agreement. Discussion ensued between Commissioners and Staff. Commission asked clarifying questions.

MOTION: Moved by Commissioner Hagman, seconded by and carried by Secretary Bowman, a vote of 4-0-1, with Vice President Loveridge absent.

MANAGEMENT REPORT

Deputy CEO Elkadi provided updates on passenger and cargo traffic.

COMMISSIONER MATTERS

Commissioner Hagman made no comments.

Commissioner Gouw made no comments.

Secretary Bowman commended Deputy CEO Elkadi's hard work and dedication.

President Wapner congratulated Deputy CEO Elkadi.

ADJOURNMENT

President Wapner adjourned the Ontario International Airport Authority Commission meeting at 2:43 p.m.

RESPECTFULLY SUBMITTED:

BOARD CLERK

APPROVED:

ALAN D. WAPNER, PRESIDENT
ONTARIO INTERNATIONAL AIRPORT AUTHORITY



DATE: April 21, 2022

SECTION: CONSENT CALENDAR

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

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

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

FISCAL IMPACT AND SOURCE OF FUNDS: OIAA operating revenue.

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

“No salary: Reimbursement for Expenses; Stipends. The members of the Commission shall receive no salary but shall be reimbursed for necessary expenses (including mileage in accordance with standard IRS mileage reimbursement rates) incurred in the performance of their duties. Additionally, Commissioners will receive a stipend in the amount of one hundred fifty dollars (\$150.00) for attendance at each Commission meeting, standing committee meeting, ad hoc committee meeting, and any Authority-related business function. A maximum of six (6) stipends are permitted per month. An additional two (2) stipends are permitted with prior approval of the President. More than eight (8) stipends per month will require approval by the full Commission.”

During the month of March 2022, President Wapner attended ten (10) additional Authority-related business functions. Full Commission approval is needed to approve payment of these additional stipends.

STAFF MEMBER PRESENTING: Atif J. Elkadi, Deputy Chief Executive Officer

Department: Clerk’s Office

Submitted to OIAA: April 21, 2022

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: 

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).)

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

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

ATTACHMENTS: N/A

COMMITTEE RECOMMENDATION: 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, although these hours and review procedures may be modified due to COVID-19 precautions. In that case, the documents may be requested by email at clerk@flyontario.com.

This Agenda Report has been reviewed by OIAA General Counsel.



DATE: APRIL 21, 2022

SECTION: CONSENT CALENDAR

SUBJECT: ADOPTION OF A RESOLUTION MAKING FINDINGS AND DETERMINATIONS UNDER ASSEMBLY BILL NO. 361 TO CONTINUE AUTHORIZATION OF VIRTUAL MEETINGS OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY FOR A PERIOD OF 30 DAYS

RELEVANT STRATEGIC OBJECTIVE: Invest in ONT.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission adopt a Resolution making findings and determinations under Assembly Bill 361 (AB 361) to authorize staff to continue to conduct virtual-only Commission and Committee meetings, in response to COVID-19.

BACKGROUND: Governor Newsom declared a state of emergency for California due to the COVID-19 virus on March 4, 2020. On March 12, 2020, the Governor issued Executive Orders relaxing some provisions of the Brown Act meeting requirements to allow remote meetings without legislative body members physically present at the meeting location. The OIAA Commission began conducting meetings virtually on March 26, 2020. The Executive Orders expired September 30, 2021, and the OIAA Commission resumed in-person meetings on October 28, 2021.

The Governor signed Assembly Bill 361 on September 17, 2021, allowing local agency legislative bodies to continue to hold meetings remotely through December 31, 2023, provided local agencies comply with specified requirements. The purpose of Assembly Bill 361 is to improve public access to local agency meetings during the COVID-19 pandemic by allowing broader remote meeting options.

As of December 20, 2021, the Center for Disease Control and Prevention has stated the Omicron variant is expected to result in a rapid increase in infections in the United States. As of December 31, 2021, the

STAFF MEMBER PRESENTING: Atif Elkadi, Deputy Chief Executive Officer

Department: Administration

Submitted to OIAA: April 21, 2022

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: 

California Department of Public Health has evidenced emergency conditions related to the Omicron variant, including ongoing COVID-19 cases, hospitalizations, and deaths.

A legislative body member may hold a meeting remotely without needing to comply with the teleconferencing requirements of the Brown Act if:

1. Either a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing.

And

2. The legislative body makes the following findings by majority vote within the last 30 days (vote may occur at that meeting): (A) The legislative body has reconsidered the circumstances of the state of emergency. (B) Any of the following circumstances exist: (i) The state of emergency continues to directly impact the ability of the members to meet safely in person. (ii) State or local officials continue to impose or recommend measures to promote social distancing.
3. The legislative body continues to make the determinations in Item 2 every 30 days thereafter the initial determination.

The Commission adopted Resolution 2022-05 on March 24, 2022, making findings to hold remote meetings in accordance with AB 361, and may continue to extend the authorization in additional thirty (30) day increments for the duration of the declared emergency, or until the Commission decides to return to in-person meetings, or otherwise complies with the regular remote meeting requirements of the Brown Act.

If the Commission does not continue to adopt the Resolution to make the findings required for remote participation per Assembly Bill 361, the Brown Act rules regarding teleconferencing would apply for remote participation. Under the Brown Act rules, the Commission may hold remote meetings provided the meeting meets the following criteria:

- A majority of the Commission members participate in the meeting from locations within the jurisdiction boundaries.
- The meeting notice and agenda identify the teleconference locations, including full address and room number.
- The meeting agendas are posted at each teleconference location at least 72 hours before a regular meeting.
- The public has access to each teleconference location, including hotel room or residence, and each location has the technology, such as a speakerphone, to allow the public to participate in the meeting.
- The agenda must provide the opportunity for the public to address the legislative body directly at each teleconference location.
- The legislative body conducts all votes by roll call.

The adoption of the proposed Resolution would continue to authorize Commission and its Committee meetings to be conducted virtually through May 21, 2022. In order to comply with Assembly Bill 361, the attached Resolution needs to be renewed within 30-day intervals in order to allow for continued virtual meetings. The adoption of the Resolution will also apply to Commission Standing Committees, thus authorizing the Committees to meet virtually as well.

If adopted to continue virtual meetings, it is anticipated that staff will return with another Resolution on May 26, 2022, to re-evaluate at that time and determine if future meetings will be held virtually or in-person.

FISCAL IMPACT SUMMARY: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

PRIOR COMMISSION ACTION: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

EXHIBITS & ATTACHMENTS: Attachment A – Proposed Resolution

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, although these hours and review procedures may be modified due to COVID-19 precautions. In that case, the documents may be requested by email at clerk@flyontario.com.

This Agenda Report has been reviewed by OIAA General Counsel.

RESOLUTION NO. 2022-__

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT
AUTHORITY AUTHORIZING REMOTE TELECONFERENCE
MEETINGS BY THE COMMISSION AND ALL COMMITTEES IN
ACCORDANCE WITH ASSEMBLY BILL 361 FOR A PERIOD OF
THIRTY DAYS

WHEREAS, COVID-19 (also known as the “Coronavirus Disease”) is a respiratory disease that has spread across the globe, with hundreds of thousands of confirmed cases in California, including San Bernardino County; and

WHEREAS, social distancing measures decrease the chance of spread of COVID-19; and

WHEREAS, the Ontario International Airport Authority (OIAA) is committed to preserving and nurturing public access and participation in meetings of the Commission; and

WHEREAS, all meetings of OIAA’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the Commission’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), authorizes remote teleconference meetings by a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625; and

WHEREAS, on March 4, 2020, the Governor proclaimed a state of emergency, which covers the entire state; and

WHEREAS, Government Code Section 54953(e)(3)(A-B) added by AB 361 provides an alternative to having public meetings in accordance with Government Code Section 54953(b)(3) when the OIAA has reconsidered the circumstances of the COVID-19 state of emergency and that the following circumstances exist:

1. The state of emergency as a result of COVID-19 continues to directly impact the ability of the members of the Commission to meet safely in person; or
2. State or local officials continue to recommend measures to promote social distancing.

WHEREAS, Government Code Section 54953(e) *et seq.* further requires that state or local officials have imposed or recommended measures to promote social distancing or the legislative body finds that meeting in person would present an imminent risk to the health or safety of attendees; and

WHEREAS, as of December 20, 2021, the Center for Disease Control and Prevention has stated the Omicron variant is expected to result in a rapid increase in infections in the United States; and

WHEREAS, such conditions under Government Code Section 54953(e)(3)(A-B) now exist in the general area surrounding the Ontario Airport in that:

- (i) State officials recommend social distancing measures (CalOSHA (December 16, 2021) COVID-19 Prevention Emergency Temporary Standards What Employers Need to Know About the December 16 Standards) and
- (ii) Emergency conditions evidenced by COVID-19 and its variants create ongoing COVID-19 cases, hospitalizations, and deaths and meeting in person would present imminent risk to health or safety of attendees (California Department of Public Health (December 31, 2021) State Officials Announce Latest COVID-19 Facts); and

WHEREAS, the OIAA affirms that it will allow for observation and participation by Commissioners and the public via Zoom in an effort to protect the constitutional and statutory rights of all attendees; and

WHEREAS, the OIAA approved Resolution 2022-05 at their regular meeting on March 24, 2022, authorizing virtual meetings of the Commission and Committee meetings in accordance with AB 361; and

WHEREAS, Government Code Section 54953 (e)(3) requires that the OIAA review the need and make findings for continuing the teleconferencing procedures as authorized by AB 361 at least once every thirty days.

NOW, THEREFORE, THE COMMISSION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The above recitals are true and correct and are incorporated herein by this reference.

Section 2. The OIAA finds that the state of emergency conditions related to COVID-19 as set forth in the Governor's Proclamation of a State of Emergency referenced above are on-going.

Section 3. The OIAA further finds that state officials recommend social

distancing measures because conditions causing imminent risk to attendees as described above exist.

Section 4. The OIAA recognizes and affirms the existence and conditions of a state of emergency as proclaimed by the Governor, and affirms, authorizes, and proclaims the existence of a local emergency throughout the general area surrounding the Ontario Airport.

Section 5. The OIAA finds that the state of emergency as a result of COVID-19 continues to directly impact the ability of members of the Commission to meet safely in person and such fact creates an imminent health risk to such members.

Section 6. The OIAA authorizes the Commission and its Committees to conduct their meetings without compliance with Government Code section 54953(b)(3), and to instead comply with the remote meeting requirements as authorized by Government Code section 54953(e) *et seq.*

Section 7. The Chief Executive Officer, or his designee, and the Board Clerk of Ontario International Airport Authority are authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 8. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) May 21, 2022, or such time the Commission adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Ontario International Airport Authority may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED, APPROVED, AND ADOPTED at a special meeting this 21st day of April 2022.

ALAN D. WAPNER
OIAA PRESIDENT

ATTEST:

SECRETARY/ASSISTANT SECRETARY

APPROVED AS TO LEGAL FORM:

LORI D. BALLANCE
GENERAL COUNSEL

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

I, Jim Bowman, Secretary of the Ontario International Airport Authority, DO HEREBY CERTIFY that foregoing Resolution No. 2022-__ was duly passed and adopted by the Commission of the Ontario International Airport Authority at their special meeting held on April 21, 2022 by the following roll call vote, to wit:

AYES: COMMISSIONERS:

NOES: COMMISSIONERS:

ABSENT: COMMISSIONERS:

SECRETARY/ASSISTANT SECRETARY

(SEAL)

The foregoing is the original of Resolution No. 2022-__ duly passed and adopted by the Commission of the Ontario International Airport Authority at their special meeting held April 21, 2022.

SECRETARY/ASSISTANT SECRETARY

(SEAL)



DATE: APRIL 21, 2022

SECTION: CONSENT CALENDAR

SUBJECT: AUTHORIZING THE CHIEF EXECUTIVE OFFICER'S SIGNATURE AUTHORITY

RELEVANT STRATEGIC OBJECTIVE: Invest in ONT, Plan for the Future.

RECOMMENDED ACTION(S): That the Commission authorize the Chief Executive Officer (CEO) signature authority to execute contracts on behalf of Ontario International Airport Authority (OIAA), for the acquisition of equipment, materials, supplies, labor services or other items up to a maximum of \$100,000 per fiscal year.

FISCAL IMPACT SUMMARY: Appropriations and corresponding expenditures for salary, benefits, and related personnel costs for the CEO will be accounted for and reported by the Authority pursuant to the adopted operating budget for the OIAA s approved by the OIAA Commission for each Fiscal Year.

BACKGROUND: In accordance with provisions of the Joint Exercise of Powers Agreement establishing the Ontario International Airport Authority (OIAA), Section 3(E)(4), the Commission may provide for the employment or engagement of professional staff to assist in the overall operation of the Authority. On March 24, 2022, the Commission appointed Atif Elkadi as CEO.

This authorization will enable the CEO to efficiently and expeditiously acquire needed items and services on behalf of the Commission. It is critical to the day-to-day operations of the Commission and ONT that the CEO be authorized to promptly purchase and/or acquire supplies, hire personnel or enter into service agreements, and execute all other staff support administrative functions for amounts and contracts less than \$100,000 per contract per Fiscal Year. Contracts or acquisitions costing more than \$100,000 in any Fiscal Year shall be brought to the Commission for consideration.

STAFF MEMBER PRESENTING: Atif Elkadi, Chief Executive Officer

Department: Administration

Submitted to OIAA: April 21, 2022

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: 

PROCUREMENT: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: N/A

ATTACHMENTS: Attachment A: Resolution appointing Atif Elkadi as Chief Executive Officer.

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, although these hours and review procedures may be modified due to COVID-19 precautions. In that case, the documents may be requested by email at clerk@flyontario.com.

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

RESOLUTION NO. 2022-__

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY COMMISSION APPROVING THE SIGNATURE AUTHORITY OF ATIF ELKADI AS THE CHIEF EXECUTIVE OFFICER OF THE OIAA

WHEREAS, the Ontario International Airport Authority (OIAA) was formed through the Joint Exercise of Power Agreement by and between the City of Ontario (City) and the County of San Bernardino (County); and

WHEREAS, the Joint Powers Agreement requires and/or allows the appointment, employment, or engagement of professional staff to assist in the overall operation of OIAA; and

WHEREAS, authorizing the OIAA Chief Executive Officer to approve contracts and other instruments necessary or convenient to obtain, hire, purchase or rent equipment, materials, supplies, labor, services or other items included within the budget approved by the OIAA Commission, a maximum signature authority up to \$100,000.00 per contract per Fiscal Year, is in the best interest of OIAA.

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

SECTION 1. The OIAA Commission, in accordance with the Joint Powers Agreement, hereby authorizes and delegates to Atif Elkadi as OIAA's Chief Executive Officer signature authority to execute contracts on behalf of OIAA for the acquisition of equipment, materials, supplies, labor services or other items up to a maximum of \$100,000 per contract per Fiscal Year.

SECTION 2. Effective Date. This Resolution will take effect on April 1, 2022.

SECTION 3. Certification. The Secretary/Assistant Secretary shall certify as to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED at a special meeting this 21st day of April 2022.

ALAN D. WAPNER
OIAA PRESIDENT

ATTEST:

SECRETARY/ASSISTANT SECRETARY

APPROVED AS TO LEGAL FORM:

LORI D. BALLANCE
GENERAL COUNSEL

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

I, Jim Bowman, Secretary of the Ontario International Airport Authority, DO HEREBY CERTIFY that foregoing Resolution No. 2022-__ was duly passed and adopted by the Commission of the Ontario International Airport Authority at their special meeting held on April 21, 2022 by the following roll call vote, to wit:

AYES: COMMISSIONERS:

NOES: COMMISSIONERS:

ABSENT: COMMISSIONERS:

SECRETARY/ASSISTANT SECRETARY

(SEAL)

The foregoing is the original of Resolution No. 2022-__ duly passed and adopted by the Commission of the Ontario International Airport Authority at their special meeting held April 21, 2022.

SECRETARY/ASSISTANT SECRETARY

(SEAL)



DATE: APRIL 21, 2022

SECTION: ADMINISTRATIVE REPORTS/DISCUSSION/ACTION

SUBJECT: PURSUANT TO TREASURY REGULATION §1.150-2 INTER-ALIA, ADOPTING A RESOLUTION DECLARING THE AUTHORITY'S INTENT THAT CERTAIN COSTS PAID BY THE AUTHORITY PRIOR TO THE ISSUANCE OF A TAX-EXEMPT OBLIGATION SHALL BE REIMBURSED FROM THE OBLIGATION PROCEEDS

RELEVANT STRATEGIC OBJECTIVE: Invest in ONT, Plan for the Future.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) declare its intention to issue tax exempt obligations and adopt a resolution evidencing the intent to reimburse with the proceeds of a borrowing to be issued in the future certain capital improvement project costs paid, not to exceed \$75,000,000.

FISCAL IMPACT SUMMARY: N/A

BACKGROUND: The Authority has approved various capital projects that will require interim and/or long-term financing. A portion of this financing may include tax-exempt obligations. In order to be able to reimburse itself from the proceeds of tax-exempt obligations for any cash used to fund such capital improvements on an interim basis, prior to the issuance of any project tax-exempt financing OIAA must declare its intention to issue tax-exempt obligations and adopt a resolution evidencing its intent to reimburse eligible capital project costs paid prior to the issuance of tax-exempt obligations. A portion of the project costs, such as architectural, engineering professional services and construction, will be paid directly by the Authority to the service providers as the costs are incurred and prior to the issuance of tax-exempt bonds. The Authority will seek reimbursement of these costs from the proceeds of issuance(s) of tax-exempt bonds. The attached resolution will provide the Authority with the ability,

STAFF MEMBER PRESENTING: Chief Financial Officer, John M. Schubert

Department: Finance

Submitted to OIAA: April 21, 2022

Approved: _____

Continued to: _____

Denied: _____

Chief Executive
Officer Approval: 

under Internal Revenue Code, to reimburse itself for its eligible project cost expenditures, not to exceed \$75,000,000.

The benefit of this reimbursement mechanism to the Authority is that eligible project costs may be financed with tax-exempt debt, which generally bears lower effective interest rates than comparable taxable debt. The resolution does not provide project budget authority for or commit the Authority to any specific financing sources or amounts for the Projects included in Exhibit A to the Resolution.

STAFFING IMPACT (# OF POSITIONS): N/A

PROCUREMENT: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: N/A

ATTACHMENTS: Attachment A – A Resolution of the Ontario International Airport Authority Regarding its Intention to Issue Tax-Exempt Obligations, Exhibit A – Project Descriptions and Estimated Costs.

Exhibit A to the Resolution – Project Schedule

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This Agenda Report has been reviewed by OIAA General Counsel.

RESOLUTION NO. 2022-__

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY PROVIDING A DECLARATION OF OFFICIAL INTENT TO PROVIDE A PLAN OF FINANCING TO FINANCE A PORTION OF THE COST OF AUTHORITY'S CAPITAL IMPROVEMENT PROGRAM AND DIRECTING THE AUTHORITY TO PUBLISH A NOTICE OF PUBLIC HEARING AND TO CONDUCT SUCH HEARING IN COMPLIANCE WITH THE UNITED STATES INTERNAL REVENUE CODE

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY:

SECTION 1. Official Intent. The Authority intends to pay, on a temporary basis, from its own funds or the proceeds of a credit facility evidenced by a note purchase agreement or similar agreement and one or more promissory notes, a portion of the cost of the Authority's capital improvement program, including land acquisition and the acquisition, construction, rehabilitation, replacement, repair, renovation, improvement and reconstruction of terminal, airfield, parking, hangar, roadway and other airport structures and facilities and the acquisition of airport equipment and other facilities and improvements as may be necessary and appropriate for the operation of such airport facilities at the Ontario International Airport, including, but not limited to, the projects referred to in Exhibit A. These costs are reasonably expected and intended to be reimbursed from the proceeds of the Authority's revenue bonds in an amount not to exceed \$75,000,000. This Resolution is a declaration of official intent under Treasury Regulation §1.150-2.

SECTION 2. Authorization of Public Hearing. In order to comply with Section 147(f) of the Internal Revenue Code of 1986, as amended, and the regulations of the United States Treasury Department, Chief Financial Officer of the Authority is hereby authorized and directed to fix a date for, and conduct, a public hearing and publish a notice of public hearing on the issuance of the proposed bonds.

SECTION 3. Effectiveness of this Resolution. The Resolution shall become effective upon its adoption.

PASSED, APPROVED, AND ADOPTED at a special meeting this 21st day of April 2022.

ALAN D. WAPNER
OIAA PRESIDENT

ATTEST:

SECRETARY/ASSISTANT SECRETARY

APPROVED AS TO LEGAL FORM:

LORI D. BALLANCE
GENERAL COUNSEL

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

I, Jim Bowman, Secretary of the Ontario International Airport Authority, DO HEREBY CERTIFY that foregoing Resolution No. 2022-__ was duly passed and adopted by the Commission of the Ontario International Airport Authority at their special meeting held on April 21, 2022 by the following roll call vote, to wit:

AYES: COMMISSIONERS:

NOES: COMMISSIONERS:

ABSENT: COMMISSIONERS:

SECRETARY/ASSISTANT SECRETARY

(SEAL)

The foregoing is the original of Resolution No. 2022-__ duly passed and adopted by the Commission of the Ontario International Airport Authority at their special meeting held April 21, 2022.

SECRETARY/ASSISTANT SECRETARY

(SEAL)



DATE: APRIL 21, 2022

SECTION: CONSENT CALENDAR

SUBJECT: AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO PROCURE VARIOUS JUNIPER REPLACEMENT SWITCHES FROM HYPERTEC USA FOR ONTARIO INTERNATIONAL AIRPORT

RELEVANT STRATEGIC OBJECTIVE: Invest in ONT, Plan for the Future.

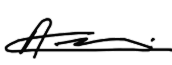
RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) approve and authorize the Chief Executive Officer (CEO) to execute an authority in the amount of \$382,300.28 plus shipping and applicable sales tax to procure Juniper Replacement Switches from Hypertec USA for use at Ontario International Airport per Request for Bids (RFB) #220003.

FISCAL IMPACT SUMMARY: Funds for this project were approved in the FY2022 Capital Improvement budget and are included in the 2021 revenue bonds.

BACKGROUND: In 2019 OIAA engaged a professional consulting and engineering firm to conduct an evaluation of OIAA’s existing security related information technology systems and to provide an Integrated Technologies and Recommendations Report that identifies and supports technology requirements and opportunities that supports the Authority’s efforts for continuous security and public safety updates and improvements. This report was finalized in October 2019 and covered three main areas: Information Technology Infrastructure, Security Detection, Analytics, and Prevention Technology and Dispatch and Emergency Communications. The purchase of the Juniper Switches in this staff report fulfils one of the Information Technology Infrastructure recommendations.

Access switches provide connectivity to the Airport’s network. Cameras, access control systems, servers and desktop computers all connect to the Airport’s network using access switches. The

STAFF MEMBER PRESENTING: John M. Schubert, Chief Financial Officer

Department:	<u>Information Technology</u>	Submitted to OIAA:	<u>April 21, 2022</u>
		Approved:	_____
		Continued to:	_____
		Denied:	_____
Chief Executive Officer Approval:	 _____		

manufacturer of the Airport's existing access switch hardware has given notice that the equipment has reached its end of life. The Authority is recommending the purchase of Juniper network access switch hardware to replace the aged equipment. The new switches will allow for higher speed data communications, replace, and enhance the Wi-Fi network in the terminals and provide a modern infrastructure to support the Airport's upcoming Common Use Passenger Processing (CUPPS) system.

PROCUREMENT: On February 3, 2022, the Authority issued RFB #220003 for the purchase of various Juniper Replacement Switches for Ontario International Airport. Three responsive bids were received on February 25, 2022. Staff reviewed the bids and determined Hypertec USA as the low, responsive, and responsible bidder meeting all specifications/requirements of the RFB. Therefore, staff recommends that the Commission authorize the CEO to execute an authority in the amount of \$382,300.28 plus shipping and applicable sales tax to Hypertec USA.

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

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: The order will be placed in April 2022 with delivery/acceptance of the various Juniper Replacement Switches anticipated within 60 days of the issuance of a Purchase Order.

ATTACHMENTS: N/A

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This Agenda Report has been reviewed by OIAA General Counsel.



DATE: APRIL 21, 2022

SECTION: CONSENT CALENDAR

SUBJECT: APPROVAL OF THE FIRST CONTRACT AMENDMENT TO JACOB GREEN & ASSOCIATES, INC., (JGA) FOR LEADERSHIP DEVELOPMENT SERVICES

RELEVANT STRATEGIC OBJECTIVE: Invest in ONT.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) authorize the Chief Executive Officer (CEO) to amend the existing JGA, Contract No. SCONT-000411, by: 1) increasing the contractual authority by \$150,000 for the remaining six months of the first contract year; 2) authorize the CEO to exercise two, one-year extensions at \$250,000 per year, for an overall amount not to exceed \$750,000 over the three-year term of contract; and, 3) authorize ongoing training continuity and expansion in support of organizational and leadership development and project management services for OIAA executives, management, and staff.

FISCAL IMPACT SUMMARY: Funds for this contract are approved in the FY 2021-2022 OIAA Executive Offices operating budget. Funding for subsequent years will be requested as part of the annual budget process.

BACKGROUND: On September 15, 2021, under the CEO's signing authority, the OIAA entered into a Professional Services Agreement (PSA) with JGA for leadership development services including organizational assessment, teambuilding and work planning sessions, leadership development training services, and one-to-one coaching services for OIAA staff. JGA's developmental and leadership services provide unique methods to assist in improved communication, greater trust between team members, teamwork solidification, and renewed motivation. Leadership development training helps build a diverse, equitable and inclusive workplace, conflict resolution, building trust and respect, project management best practice and leading innovation initiatives.

STAFF MEMBER PRESENTING: Chief Executive Officer, Atif Elkadi

Department: Executive Offices

Submitted to OIAA: April 21, 2022

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval: 

Staff has responded well to JGA's training technique providing a positive outlook to changes within the OIAA organization. Consequently, staff recommends that the Commission authorize continued support for organization and leadership development and project management services by extending the term of contract for two, one-year options exercised, and increasing the authority for an overall not to exceed amount of \$750,000 over the three-year term of contract.

PROCUREMENT: Sole Source Procurement - There is a reasonable basis to conclude the Airport's minimum needs can only be satisfied by continuing with the unique training services offered by JGA as demonstrated by their exceptional coaching skills and abilities, innovative concept, and capability to provide the developmental and leadership training sessions proposed. JGA has proven expertise and knowledge that taps into an organization's full potential and finds sustainable solutions to affect positive change. JGA's proven technique in understanding OIAA's immediate needs and practices, at all levels, increases the likelihood of greater efficiency and success in achieving a cohesive work environment with a committed, ongoing training source. Additionally, JGA understands the Commission's vision to build ONT into the most competitive, efficient, innovative, and customer-friendly passenger, cargo and business airports in the United States as well as Management's position as the "airport and employer of choice". Therefore, staff requests the Commission approve the first amendment to Contract, SCONT-000411 between the OIAA and JGA.

CEQA COMPLIANCE AND LAND USE APPROVALS: 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 Categorically 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 CEQA Guidelines section 15303 for new construction, installation or conversion of a limited number of small structures, facilities or equipment.

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

IMPACT ON OPERATIONS: N/A

SCHEDULE: N/A

ATTACHMENTS: Attachment A: First Contract Amendment

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This Agenda Report has been reviewed by OIAA General Counsel.



DATE: APRIL 21, 2022

SECTION: ADMINISTRATIVE REPORTS/DISCUSSION/ACTION

SUBJECT: OIAA BUDGET ADJUSTMENTS AND ALLOCATIONS, AND STAFF POSITION ADDITIONS AND CHANGES

RELEVANT STRATEGIC OBJECTIVE: Master the Basics, Invest in ONT.

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission approve three (3) new OIAA Staff positions and implement a budget adjustment.

FISCAL IMPACT SUMMARY: The cost of the requested personnel changes will be covered from personnel cost savings associated with FYE 2022 vacancies. The expected cost of the positions FYE 2022 is estimated to be \$63K.

BACKGROUND: Fiscal Year Financial Performance: In June 2021, the OIAA Board of Commissioners adopted an operating budget, which was subsequently amended effective January 1, 2022 and approved by the Board of Commissioners on February 24, 2022. Net income from operations totaled \$15.5M with a favorable variance to the amended budget of \$14.2M. Operating revenue of \$65M exceeded budget by \$9.2M and Operating expenses of \$45.3 were favorable to budget by \$5.4. The favorable operating expense budget includes a favorable personnel expense budget of \$752K.

Electric Bus Acquisition and Maintenance Requirements: The OIAA has purchased 8 new 40-foot electric buses from Proterra, Inc. to provide shuttle services around the terminal, CONRAC and parking lot areas. Proterra has advised that maintenance for these buses is typically handled in-house by other public transit agencies that have purchased the same buses. Electric buses require much of the same non-engine maintenance that traditional fuel buses require, in addition to any electric-specific issues that may occur. Such maintenance items may include transmission (single speed), brakes, suspension,

STAFF MEMBER PRESENTING: Chief Financial Officer, John M. Schubert

Department: Finance

Submitted to OIAA: April 21, 2022

Approved: _____

Continued to: _____

Denied: _____

Chief Executive Officer Approval:

steering, air conditioning, heating, and ADA systems (mechanical and electrical components to operate wheelchair ramps, the Kneeling Bus feature, and wheelchair locking mechanisms). Regulatory requirements of the California Highway Patrol (CHP) and the State of California Bi-Annual Inspection of Terminals (BIT) must also be met. This includes mandatory facility and mechanical inspections by the CHP where the buses will undergo safety and mechanical inspections and can potentially be grounded based on their findings. Thorough recordkeeping and maintenance are paramount and a dedicated technician to the bus fleet is essential.

The airport's Garage Staff currently consists of only three mechanics who are responsible for approximately 50 vehicles and equipment, of which only two are Heavy Duty Equipment Mechanics that can service the Airport Rescue and Firefighting Equipment (ARFF). Existing personnel is currently at capacity and would be unable to take on the maintenance needs of eight additional full-sized buses, which would be serviced by the Heavy-Duty Equipment Mechanics. Due to the safety-related nature of the Airport Rescue Fire Fighting (ARFF) trucks, any service required on them would generally have priority over other vehicles, including the electric buses. When staff are out sick or on other assignments, available personnel is even more strained.

Administrative and Government Requirements: Economic and industry recovery from COVID-19 has increased the need for additional administrative support and more extensive efforts to facilitate government relations efforts.

STAFFING IMPACT (# OF POSITIONS): New Positions: Two additional Heavy Duty Equipment Mechanics and one additional Garage Technician are needed to ensure safe, reliable public transportation, and to perform all maintenance, repairs, troubleshooting, and potentially in-house warranty repairs. It is crucial that staff be available in-house so that response time is short and operational delays are kept to a minimum. Contracted maintenance may be used for emergency, after hours and exceptional situations. However, since there are not any qualified contractors near the airport who can service the electric buses, lead time for contracted services could take significantly longer and impact service. In-house mechanics would be trained by Proterra on maintenance specific to their buses.

Position Upgrades: The FYE 2022 personnel budget includes a part-time Document Management Specialist. This position works with OIAA Management and the Authority's Board of Commissioners. Conferences and training opportunities for Board members has increased with the end of the pandemic and has required substantially more clerical support to arrange for registrations, travel, and expense reimbursements. To assist with this additional workload the part-time Document Management Specialist is being upgraded to an Assistant to the Board that will be dedicated to support Board activities on behalf of the Authority.

The Authority has utilized a consulting firm to support organization and airport industry government relations activities. A Government Relations Manager was approved FYE 2022, however the volume and complexity of legislation requires a position with more experience and skills to facilitate government relationship activities. To meet the increased government related activities the Government Relations Manager is being upgraded to Director of Government Relations.

Budget adjustment or allocation to Deputy CEO Salary: A budget adjustment or allocation of an additional \$30,000, that covers 7/1/22 through 3/31/22, to the Deputy CEO salary.

Position Title Changes: Management is making the following title changes that have no financial impact on the budget:

- Chief Planning Officer to Chief Capital Development Officer
- Chief Innovation Officer to Chief Marketing & Air Service Strategy Officer

These changes reflect broader functional responsibilities than those indicated and/or intended by the previous titles. There are no changes in compensation related to these title change.

PROCUREMENT: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

IMPACT ON OPERATIONS: The financial results provide additional resources for the OIAA to respond to increased passenger carrier activity.

SCHEDULE: N/A

ATTACHMENTS: N/A

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