

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY  
FINANCE & AUDIT SPECIAL COMMITTEE MEETING  
MINUTES  
October 26, 2021**

A special meeting of the Finance & Audit Committee was held on October 26, 2021, at 1923 E. Avion Street, Room 100, Ontario, California.

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

**1. CALL TO ORDER**

Chair Wapner called the Finance & Audit Committee meeting to order at 3:00 p.m.

**2. ROLL CALL**

PRESENT: Commissioners: Ronald O. Loveridge, Member  
Alan D. Wapner, Chair

ABSENT: Commissioners: None

Also present were: Deputy Chief Executive Officer Atif J. Elkadi, Chief Financial Officer John M. Schubert, General Counsel Lori Balance (via teleconference), and Board Clerk Natalie Gonzaga.

**3. PUBLIC COMMENT**

Members of the public wishing to provide public comment were able to do so via email comments to [publiccomment@flyontario.com](mailto:publiccomment@flyontario.com) or in-person at the meeting.

There were no public comments.

**4. COMMITTEE AGENDA REVIEW/ANNOUNCEMENT**

No announcements were made.

**5. CONFLICT OF INTEREST**

No conflicts were announced.

**6. CONSENT CALENDAR**

**A. APPROVAL OF MINUTES**

Approved minutes of the Finance & Audit Committee meetings on August 11, 2021 and September 2, 2021.

The Committee unanimously approved consent calendar Item 6A.

## 7. COMMITTEE DISCUSSION ITEMS

The Committee heard Item No. 7B before Item No. 7A.

### **B. INTERVIEW OF INTERNAL AUDIT FIRM**

Interview sole respondent to Request for Proposal (RFP #210012) Internal Audit Services as a qualified certified public accounting firm licensed in the state of California for internal audit services for the Ontario International Airport Authority (OIAA).

Chief Financial Officer John Schubert introduced the agenda item. Mark Sterenka and Olga Darlington of Moss Adams participated virtually for the interview with the Committee members.

The Committee members asked questions to get acquainted with the Moss Adams Firm. Questions included the size of the Moss Adams organization, locations, number of clients, service expectations, internal audit department and experience working specifically with Airports.

Mr. Sterenka and Ms. Darlington provided a detailed overview of the Firm and answered all questions of the Committee members. Mr. Sterenka mentioned Halie Garcia will be the lead for the OIAA internal audit.

Committee Chair Wapner stated the OIAA needs the internal audit firm to establish processes and systems so that at some point an internal employee can handle the functions as part of the internal audit office once it is established. One part of the scope of work will be to establish the systems for the internal audit function, and the other part will be to start to carry out the functions.

Committee members and Staff discussed the proposed contract and next steps. The Committee had an understanding that an increase in the contract amount is a possibility depending on the scope.

The Finance and Audit Committee recommended approval to the Commission.

### **A. THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY PROCUREMENT CARD POLICY AND PROCEDURES**

Review and recommend to the Commission for approval.

Deputy CEO Elkadi presented a draft Procurement Card Policy and Procedures to the Committee members. Discussion ensued regarding the policy and current processes. Deputy CEO Elkadi explained the current process related to credit cards for traveling to conferences.

Commissioners expressed concerns issuing individual credit cards. Discussion ensued related to pre-paid travel purchases and using reimbursements for travel related costs that take place while traveling, in order to not utilize agency credit cards. Staff expressed concerns with requiring staff members purchase and be reimbursed for the expenses.

Staff agreed that credit cards should be used in a very limited way and minimize use, in order to protect the agency. Committee member Loveridge strongly recommended to use reimbursements rather than utilizing credit cards for travel purchases. He asked about a meal limit and Deputy CEO mentioned that a travel policy is to be established next.

Committee members made recommendations to staff for processes to put in place for the credit cards, including having limited cards for Directors and above, and to check out credit cards for purchases, with the exception of Chief Officer titles who would retain their cards. The Board Clerk would also maintain a credit card for purchases related to Commissioners. Travel expenses will be pre-paid as much as possible to limit using the credit card during travel.

The Committee confirmed the policy does not need to come back to the Committee for discussion.

#### **B. COMMITTEE STAFF UPDATES**

Staff had no further updates.

#### **C. COMMITTEE MEMBER COMMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS**

Chair Wapner had no further comments.

Member Loveridge had no further comments.

#### **D. ADJOURNMENT**

Chair Wapner adjourned the Finance & Audit Committee meeting at 4:15 p.m.

RESPECTFULLY SUBMITTED:

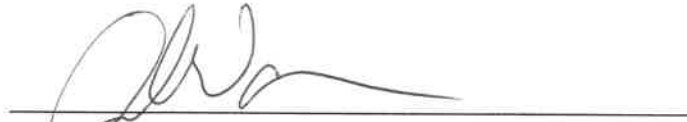


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NATALIE GONZAGA, BOARD CLERK

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APPROVED:

A handwritten signature in black ink, appearing to read 'A. Wapner', is written over a horizontal line.

ALAN D. WAPNER, CHAIR