

ONTARIO INTERNATIONAL AIRPORT AUTHORITY

COMMISSION AGENDA – REGULAR MEETING



MARCH 23, 2023, AT 2:00 P.M.

Ontario International Airport Authority Administration Offices
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

NORMA I. ALLEY, MMC
Board Clerk/Assistant Secretary

WELCOME TO A 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 agenda item, will be required to fill out a Request to Address Card (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 4:00 p.m. the day before 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 their time is up and no further comments will be permitted. Speakers are then to return to their seats.
- 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.
- 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. Any members of the public who require special assistance or a reasonable accommodation to participate may contact the Board Clerk at (909) 544-5307 or clerk@flyontario.com.

CALL TO ORDER (OPEN SESSION)

ROLL CALL

Loveridge, Bowman, Hagman, Gouw, President Wapner

PLEDGE OF ALLEGIANCE

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.

CLOSED SESSION

PUBLIC COMMENT ON CLOSED SESSION

CLOSED SESSION

- GC § 54956.9(d)(1): CONFERENCE WITH LEGAL COUNSEL— Existing Litigation (1 matter)

REPORT ON CLOSED SESSION

General Legal Counsel

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.

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

Approve minutes for the OIAA meeting on February 23, 2023.

3. CASH DISBURSEMENT REPORT (BILLS/PAYROLL)

Receive and file the Cash Disbursement Report (Bills/Payroll) for the month ended February 28, 2023.

4. COMMISSIONER'S STIPENDS AS REQUIRED BY AUTHORITY BYLAWS

Approve additional stipends per Article IV, Section 6 of the Authority's Bylaws for Alan Wapner for the month of February, 2023, and one in January, 2023.

5. RESOLUTION ESTABLISHING AN ELECTRONIC SIGNATURE POLICY FOR THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY

Adopt a resolution establishing an Electronic Signature policy at the Ontario International Airport Authority (OIAA).

RESOLUTION NO. 2023-07

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY
ESTABLISHING AN ELECTRONIC SIGNATURE POLICY FOR THE ONTARIO
INTERNATIONAL AIRPORT AUTHORITY

6. PERSONNEL POSITIONS ADDITION

Approve personnel positions addition.

7. CONTRACT AMENDMENT WITH VELLUTINI CORPORATION DBA ROYAL ELECTRIC FOR THE RUNWAY 26R TOUCHDOWN ZONE LIGHTS PROJECT

Authorize the Chief Executive Officer (CEO) to amend the contract with Royal Electric company, increasing the contract amount by \$232,793.45 for a total contract amount of \$3,043,903.95 for the Runway 26R Touchdown Zone Lights Project.

ADMINISTRATIVE REPORTS/DISCUSSION/ACTION

8. RESOLUTION AMENDING THE BOARD OF COMMISSIONER’S STANDING COMMITTEES

Approve a Resolution amending Resolution No. 2021-20 by disbanding certain standing committees.

RESOLUTION NO. 2023-06

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY
AMENDING RESOLUTION NO. 2021-20 BY DISBANDING CERTAIN
STANDING COMMITTEES

MANAGEMENT REPORT

Executive Office

COMMISSION MATTERS

President Wapner

Vice President Loveridge

Secretary Bowman

Commissioner Hagman

Commissioner Gouw

ADJOURNMENT

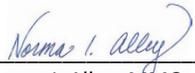
AFFIDAVIT OF POSTING

I, Norma I. Alley, MMC, Board Clerk of the Ontario International Airport Authority (OIAA), do hereby declare under penalty of perjury that the foregoing agenda has been posted at the administrative office and on the OIAA website in compliance to the Brown Act.

Date Posted: March 20, 2023

Posted Prior To: 2:00 P.M.

Signature:



Norma I. Alley, MMC
Ontario International Airport Authority Board Clerk

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



MEETING DATE: MARCH 19, 2023

AGENDA SECTION: AGENDA REVIEW/ANNOUNCEMENTS

SUBJECT: RELATIVE POSSIBLE CONFLICT OF INTEREST

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

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

FISCAL IMPACT SUMMARY: N/A

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
07	Vellutini Corporation DBA Royal Electric	<ul style="list-style-type: none">Griffith CompanyMadole and Associates, Inc.Daco ConstructionBetter Way MechanicalCalifornia BoringCal-Stripe

PROCUREMENT: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

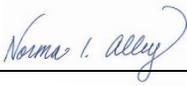
SCHEDULE: N/A

ATTACHMENTS: N/A

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Originator Name: Norma I. Alley, MMC

Originating Dept.: Clerk's Office

Director Review: 

Chief Review: 

CEO Approval: 

This Agenda Report has been reviewed by OIAA General Counsel.

The Agenda Report references the terms and conditions of the recommended actions and request for approval. Any document(s) referred to herein, which are not attached or posted online, may be reviewed prior to or following scheduled Commission meetings in the Office of the Clerk of the Board. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday, although these hours and review procedures may be modified. In that case, the documents may be requested by email at clerk@flyontario.com.

BOARD DISPOSITION: Approved Denied Continued to _____



MEETING DATE: MARCH 23, 2023

AGENDA SECTION: CONSENT CALENDAR

SUBJECT: APPROVAL OF MINUTES

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

RECOMMENDED ACTION(S): Approve minutes for the OIAA Board of Commissioners meeting on February 23, 2023.

FISCAL IMPACT SUMMARY: N/A

BACKGROUND: The OIAA Board of Commission held public meetings and minutes were recorded in text. In accordance to OIAA's Records Retention Schedule, the OIAA must preserve these historical records in hard copy form for permanent retention.

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

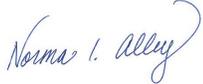
ATTACHMENTS:

1. Minutes

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Originator Name: Norma I. Alley, MMC, Board Clerk

Originating Dept.: Clerk's Office

Director Review: 

Chief Review: 

CEO Approval: 

This Agenda Report has been reviewed by OIAA General Counsel.

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BOARD DISPOSITION: Approved Denied Continued to _____

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY
REGULAR COMMISSION MEETING
MINUTES
FEBRUARY 23, 2023**

CALL TO ORDER

President Wapner called the Ontario International Airport Authority Commission meeting to order at 2:09 p.m.

ROLL CALL

PRESENT: Commissioners: Jim W. Bowman, Curt Hagman (arrived at 2:09 p.m.), Ronald O. Loveridge, and Alan D. Wapner

ABSENT: Commissioners: Julia Gouw

A quorum of the Board of Commissioners was present.

Also present were Chief Executive Officer Atif Elkadi; General Counsel Lori D. Ballance; Chief Financial Officer/Treasurer John M. Schubert; and Board Clerk/Assistant Secretary Norma I. Alley, MMC.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

AGENDA REVIEW/ANNOUNCEMENTS

No announcements were made.

1. CONFLICT OF INTEREST

No conflict of interests were declared.

PUBLIC COMMENT

President Wapner called for public comment. Seeing no one come forward, he closed public comment.

CONSENT CALENDAR

2. APPROVAL OF MINUTES

Approved minutes for the OIAA Board of Commissioners meetings on December 19, 2022; January 19, 2023; January 26, 2023 (Regular), and January 26, 2023 (Special).

3. CASH DISBURSEMENT REPORT (BILLS/PAYROLL)

Received and filed the Cash Disbursement Report (Bills/Payroll) for the month ended January 31, 2023.

4. COMMISSIONER'S STIPENDS AS REQUIRED BY AUTHORITY BYLAWS

Approved additional stipends per Article IV, Section 6 of the Authority's Bylaws for President Wapner and Commissioner Hagman for the month of January, 2023.

5. LEASE AGREEMENT WITH SOUTHWEST AIRLINES CO FOR GROUND SERVICE EQUIPMENT

Authorized the Chief Executive Officer (CEO) to execute lease agreement ONT-20-10024 (Agreement) between the Ontario International Airport Authority (OIAA) and Southwest Airlines Co (Southwest) for its Ground Service Equipment (GSE) Maintenance Facility areas (Premises) located at Building 18.

6. LEASE AGREEMENT WITH SOUTHWEST AIRLINES CO FOR CARGO OPERATION FACILITY

Authorized the Chief Executive Officer (CEO) to execute lease agreement ONT-20-10025 (Agreement) between the Ontario International Airport Authority (OIAA) and Southwest Airlines Co (Southwest) for its Belly Cargo Operation Facility areas (Premises) located at the Legacy Hangar.

7. FISCAL YEAR 2022-2023 FINANCIAL STATEMENTS FOR THE THREE MONTHS ENDED DECEMBER 31, 2022

Received and filed financial statements for the three months ended December 31, 2022.

8. INVESTMENT REPORT FOR THE THREE MONTHS ENDED DECEMBER 31, 2022

Received and file the Investment Report for the three months ended December 31, 2022.

MOTION: Moved by Vice President Loveridge, seconded by Secretary Bowman, to approve the Consent Calendar. Motion carried by a 4 Yes/0 No/1 Absent (Gouw) vote.

ADMINISTRATIVE DISCUSSION/ACTION/REPORT

9. RESOLUTION ADOPTING A NEW AIR CARRIER INCENTIVE PROGRAM A

Approved a Resolution implementing a new Air Carrier Incentive Program (ACIP) A, offering qualifying air carriers a waiver of certain fees and marketing incentives for providing nonstop service to unserved destinations within the United States, Canada and Mexico, and offering qualifying new entrant Air Carriers certain credits and marketing incentives.

RESOLUTION NO. 2023-05: A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY APPROVING A NEW AIR CARRIER INCENTIVE PROGRAM (ACIP) A AND TERMINATING THE EXISTING ACIP HAWAII

Chief Executive Officer Elkadi presented the staff report and fielded questions from the Board of Commissioners.

President Wapner called for public comment. Seeing no one come forward, he closed public comment.

MOTION: Moved by Commissioner Hagman, seconded by Secretary Bowman, approve Resolution No. 2023-05, and carried by a 4 Yes/0 No/1 Absent (Gouw) vote.

MANAGEMENT REPORT

Chief Executive Officer Elkadi provided updates on passenger traffic numbers, changes to flights, and general airport matters.

SPECIAL CEREMONIES

President Wapner and the Board of Commissioners received a presentation from Captain Langford highlighting Detective Joseph Paterson's and his K9 partner Frida's years of service, hard work, and dedication to the Ontario International Airport. President Wapner presented Detective Paterson with a special plaque for Frida's retirement to service.

COMMISSIONER MATTERS

There were no updates or matters brought forth to the Board of Commissioners.

ADJOURNMENT

President Wapner adjourned the Ontario International Airport Authority Board of Commissioners Meeting at 2:28 p.m.

RESPECTFULLY SUBMITTED:

APPROVED:

NORMA I. ALLEY, MMC, BOARD CLERK

ALAN D. WAPNER, PRESIDENT



MEETING DATE: MARCH 23, 2023

AGENDA SECTION: CONSENT CALENDAR

SUBJECT: CASH DISBURSEMENT REPORT (BILLS/PAYROLL)

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

RECOMMENDED ACTION(S): That the Ontario International Airport Authority (OIAA) Commission receive and file the Cash Disbursement Report (Bills/Payroll) for the month ended February 28, 2023.

FISCAL IMPACT SUMMARY: The funding is approved in the Fiscal Year 2022-2023 budget.

BACKGROUND: In June 2022, the OIAA Board of Commissioners adopted an operating budget that was driven by strong aviation activity and financial performance realized by OIAA in FYE 2022. The operating budget was developed from OIAA goals and objectives and includes significant increases in resources to meet current and expected near term growth. The budget FYE 2023 assumes that there will be no significant impacts associated with any possible COVID outbreaks. As passenger activities continue to increase over pre-pandemic levels, OIAA has continued to resume normal operations, fill vacant positions as well as add new staff positions, and has returned to pre-pandemic initiatives.

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:

1. Cash Disbursement Report (Bills/Payroll) for the month ended February 28, 2023.

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Originator Name: Kim Snow, Finance Manager

Originating Dept.: Finance and Accounting

Director Review: N/A

Chief Review: 

CEO Approval: 

This Agenda Report has been reviewed by OIAA General Counsel.

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BOARD DISPOSITION: Approved Denied Continued to _____



MEETING DATE: MARCH 23, 2023

AGENDA SECTION: CONSENT CALENDAR

SUBJECT: APPROVAL OF COMMISSIONER'S STIPENDS AS REQUIRED BY AUTHORITY BYLAWS

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

RECOMMENDED ACTION(S): Approve additional stipends per Article IV, Section 6 of the Authority's Bylaws for President Wapner for the month of February, 2023.

FISCAL IMPACT SUMMARY: 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 February 2023, President Wapner attended seven (7) additional Authority-related business functions. In addition, it was noted after publishing the February packet, President Wapner attended one (1) additional Authority-related business function in January and needs approval for this additional stipend payment. Full Commission approval is needed to approve payment of these additional stipends.

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: N/A

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Originator Name: Executive Office Staff

Originating Dept.: Executive Office

Director Review: N/A

Chief Review: 

CEO Approval: 

This Agenda Report has been reviewed by OIAA General Counsel.

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BOARD DISPOSITION: Approved Denied Continued to _____



MEETING DATE: MARCH 23, 2023

AGENDA SECTION: CONSENT CALENDAR

SUBJECT: RESOLUTION ESTABLISHING AN ELECTRONIC SIGNATURE POLICY FOR THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY

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

RECOMMENDED ACTION(S): Adopt a resolution approving an Electronic Signature policy at the Ontario International Airport Authority (OIAA).

FISCAL IMPACT SUMMARY: The OIAA already utilizes Adobe Acrobat for its business processes. Adobe Acrobat comes with Electronic Signature (eSignature) features that allow the OIAA to implement this policy with no fiscal impact. External stakeholders can execute OIAA documents, at no charge utilizing Adobe Acrobat, or through their own eSignature platform provided it meets the requirements of the policy.

BACKGROUND: Throughout its normal course of business the OIAA executes a variety of documents to establish contracts, agreements, policies, resolutions, and other official agreements with internal and external stakeholders. The current process involves securing wet/manual signatures to officially execute each document.

This process can be time consuming as it requires either coordination to have the signing party(ies) in the same place, or to send the document to the signing party(ies) and await their return through the mail. In addition, this requires physical documents which can increase waste production over time. The current approach does not take advantage of industry standard and legally acceptable innovative methods to securing signatures.

The new policy will allow the OIAA to utilize and accept eSignatures, in different forms, for all the documents executed on behalf of the OIAA and its Board of Commissioners. Implementing this policy will allow for the efficient and timely execution of documents, both internally and externally, the reduction of waste over time, and the improved tracking and storing of executed agreements.

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:

1. Resolution No. 2023-07
2. Electronic Signature (eSignature) Policy

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Originator Name: Jamaal Avilez, Chief Administrative Officer

Originating Dept.: Administration

Director Review: N/A

Chief Review:



CEO Approval:



This Agenda Report has been reviewed by OIAA General Counsel.

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BOARD DISPOSITION: Approved Denied Continued to _____

RESOLUTION NO. 2023-07

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY ESTABLISHING AN ELECTRONIC SIGNATURE POLICY FOR THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY

WHEREAS, The Ontario International Airport Authority (OIAA or Authority), in its normal course of business, executes a variety of documents to establish contracts, agreements, policies, resolutions and other official agreements with internal and external stakeholders. Currently these documents are executed with manual/wet signatures. The process requires time for hard copy documents to be returned to the Authority, and imposes a cost on the Authority's external partners; and

WHEREAS, The Authority seeks to encourage the use of electronic signatures (eSignatures) or scanned signatures in all internal and external activities, documents, forms, and transactions where it is operationally feasible to do so, where existing technology permits, where it is efficient to do so, and where it is not otherwise prohibited by law; and

WHEREAS, The Authority intends to adopt a policy allowing for the affixing of an eSignature or scanned signature to a document to be legally binding and equivalent to wet/manual signatures, and shall satisfy the Authority's requirements for signing a document; and

WHEREAS, The Authority endeavours to promote efficiency, improve productivity, reduce waste, and further OIAA's "Be Impactful" core value through the use of innovation; and

WHEREAS, The Authority intends to utilize eSignatures to collect and preserve signatures on documents quickly, securely, and efficiently, furthering its core value of Mastering the Basics; and

WHEREAS, The use of eSignatures cannot be mandated, nor can the Authority require any third party signing a document use eSignatures.

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

SECTION 1. The Ontario International Airport Authority Commission hereby approves and adopts the Electronic Signature (eSignature) Policy attached to this Resolution as Exhibit "A" and by this reference is incorporated.

SECTION 2. Effective Date. This Resolution will take effect immediately upon its adoption.

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

PASSED, APPROVED, AND ADOPTED at a Regular Meeting this 23rd day of March, 2023.

ALAN D. WAPNER, OIAA PRESIDENT

ATTEST:

NORMA I. ALLEY, MMC, ASSISTANT SECRETARY

APPROVED AS TO LEGAL FORM:

LORI D. BALLANCE, GENERAL COUNSEL

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

I, Norma I. Alley, MMC, Board Clerk/Assistant Secretary of the Ontario International Airport Authority, DO HEREBY CERTIFY the foregoing Resolution No. 2023-07 is the original and was duly passed and adopted by the Commission of the Ontario International Airport Authority at their Regular Meeting held March 23, 2023, by the following roll call vote, to wit:

AYES: COMMISSIONERS:

NOES: COMMISSIONERS:

ABSENT: COMMISSIONERS:

(SEAL)

NORMA I. ALLEY, MMC
BOARD CLERK/ASSISTANT SECRETARY

	Ontario International Airport Authority Policy	Effective Date	03/23/2023
	Electronic Signature (eSignature) Policy	Page	1 of 5
Approved: <p style="text-align: center;">Atif Elkadi, Chief Executive Officer</p>			

1. Purpose

This policy establishes the guidelines for the use of electronic signatures by the Ontario International Airport Authority (“OIAA” or “Authority”), including its Board of Commissioners. The policy establishes where electronic signature technology may replace a “manual” / “wet” signature, with the goal of encouraging the use of paperless, electronic documents whenever appropriate and allowed by law. This policy applies to all signatures used in processing various Authority documents and assumes the Authority signer has been granted authority to sign.

Implementation of this policy will promote efficiency, improve productivity, reduce waste, and further OIAA’s “Be Impactful” core value through the use of innovation. It will also provide a platform to collect and preserve signatures on documents quickly, securely, and efficiently.

Although the use of electronic signatures is suggested and encouraged when permitted, this Policy does not mandate the use of electronic signatures, nor can the Authority require any third party signing a document use electronic signatures. To the fullest extent permitted by law, the Authority accepts electronic signatures as legally binding and equivalent to wet/manual signatures.

2. Definitions

The following definitions shall apply throughout this policy:

- i. **“Authority”** means the Ontario International Airport Authority, including any Commission member, officer, or employee authorized to act on behalf of the Authority.
- ii. **“Contract”** means a contract, subcontract or other agreement let by, or on behalf of, the Authority to provide professional or technical personal services, for the performance of any work or service, the provision of any materials or supplies, or the rendition of any service to the Authority.
- iii. **“Digital Signature”** means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature. A Digital Signature utilizes a specific signature technology implementation of electronic signature that uses cryptography to provide additional proof of the identity of a signer and integrity of a document. This cryptography uses Public Key Infrastructure (PKI) technology to issue digital

- certificates. PKI technology is accepted by the California Secretary of State for digital signatures created by a public entity.
- iv. **“Electronic”** means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.
 - v. **“Electronic Record”** means a record created, generated, sent, communicated, received, or stored by electronic means.
 - vi. **“Electronic Signature”** or “eSignature” means an electronic sound, symbol, process, or identifier, created by computer, attached or affixed to or logically associated with an electronic record, executed or adopted by a person with the intention of using it to have the same force and effect as the use of a manual signature. A Digital Signature is a type of Electronic Signature.
 - vii. **“Electronic Transaction”** means a transaction conducted or performed, in whole or in part, by electronic means or electronic records.
 - viii. **“eSignature Product”** means a software or service that provides a means of affixing an Electronic Signature to an electronic record.
 - ix. **“Proxy Signature”** means when Person A authorizes Person B to sign Person A’s signature on their behalf. Proxy signatures are prohibited under this Policy.
 - x. **“Public Key Infrastructure (PKI)”** means a set of roles, policies, hardware, software and procedures needed to create, manage, distribute, use, store and revoke digital certificates and manage public-key encryption.
 - xi. **“Record”** means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.
 - xii. **“Scanned Signature”** means a manual signature that has been placed or attached on a document that has been scanned into an electronic record. A Scanned Signature is a type of Electronic Signature.
 - xiii. **“Signature”** means a mark or sign (including a full name, initial, or identifying) made by an individual on an instrument or document to signify knowledge, approval, acceptance, or obligation.

3. Policy

- A. This Policy applies to contracts, documents and/or forms requiring a signature of any person where the signature is intended to show authorship, approval, authorization, or certification, as allowed by law. It is the goal of this Policy to encourage the use of Electronic or Scanned Signatures, in lieu of a manual/wet signature, in all internal and external activities, documents, forms, and transactions where it is operationally feasible to do so, where existing technology permits, where it is efficient to do so, and in otherwise appropriate activities based on the Authority’s preferences. In such situations, affixing an electronic or scanned signature to the document in a manner consistent with this Policy shall satisfy the Authority's requirements for signing a document.

Unless otherwise prohibited by law, an electronic or scanned signature shall have the same force and effect as a contract executed with an original ink or manual/wet signature. As identified in this Policy, OIAA may use electronic signatures to execute all Authority contracts and related documents, provided the electronic signatures are appropriate, available, and comply with applicable laws.

The terms "Digital Signature" and "Electronic Signature" may sound similar. However, a Digital Signature is a specific type of Electronic Signature that uses cryptography technology, as defined above. In the event the Authority feels that federal, state, or municipal law requires a Digital Signature, the Authority should seek the advice of its Counsel. Some OIAA documents will require Digital Signatures, and an Electronic Signature will typically be sufficient.

It is also the policy of the Authority to accept use of an Electronic Signature in lieu of a manual/wet signature. There is no longer a preference for obtaining manual/wet signatures from vendors on signed copies of contracts, although each division within the Authority has discretion to require submission of a manual/wet signature.

B. Requirements of Digital Signatures

The use of Digital Signatures is permitted and shall have the same force and effect as the use of a manual/wet signature if all the following criteria are met:

1. The Digital Signature is unique to the person using it.
2. The Digital Signature is capable of verification.
3. The Digital Signature is under the sole control of the person using it:
 - i. Email notifications requesting Digital Signatures must not be forwarded, unless delegation has been assigned.
 - ii. These requirements prohibit the use of proxy signatures.
4. It conforms to regulations adopted by the California Secretary of State (Title 2, Div. 7, Chapt. 10, Section 22000 *et seq.* of the Cal Code Regs.)
5. The Digital Signature is linked to the data in such a manner that if the data is changed after the Digital Signature is affixed, the Digital Signature is invalidated.
6. Documents submitted for Electronic Signature are in PDF format.

C. Types of Documents Permitted for Electronic Signature

This Policy is intended to broadly support the use of Electronic Signatures. Examples of common types of documents are listed in the following table, with notes on each type of document. OIAA staff are encouraged to consult the Chief Administrative Officer, or designee, if there is uncertainty about the applicability of electronic/digital/scanned signatures on a document.

OIAA Electronic Signature (eSignature) Policy

Document Type Examples	Electronic Signature Acceptable	Notes
Memos, Forms, and Other Correspondence	Yes	Electronic Signature is recommended
Contracts, Amendments, Agreements, Board Documents (Including Resolutions)	Yes	Digital Signature is recommended*
HR Forms	Yes	Electronic Signature is recommended
Policies, Programs, Procedures	Yes	Electronic Signature is recommended
Certificates, Permits	Yes	Digital Signature is recommended*
Documents Approved as to Form by Legal Counsel	Yes	Electronic Signature is recommended
Documents Requiring Notarization	No	A Wet/Manual Signature is Required

* i.e. AdobeSign, DocuSign, or other eSignature product approved by OIAA

D. Document Involving Other Parties

In the case of contracts or transactions which must be signed by outside parties, each party to the agreement must agree to the use of an Electronic Signature. No party to a contract or other document may be forced to accept an Electronic Signature; they must be permitted to decide either way. Such consent may be withdrawn by the other party at any time such that future documents must be signed in hardcopy format.

When a document is electronically signed by all parties, the Authority will provide a copy of the electronically-signed document to the other parties in an electronic format that is capable of being retained and printed by the other parties.

E. eSignature Product Providers

The Authority currently utilizes Adobe Sign to provide Electronic and Digital Signature capabilities for internal approvals for staff and employees. DocuSign, which appeared on the California Secretary of State *Approved List of Digital Signature Certification Authorities*, is also considered an acceptable eSignature Product for the purposes of this policy.

Given the complex nature and ongoing evolution of signature technologies, OIAA's Information Technology Department will be responsible to determine additional acceptable technologies and Digital Signature Product Providers consistent with current state legal requirements and industry best practices to ensure the security and integrity of the data and the signature.



MEETING DATE: MARCH 23, 2023

AGENDA SECTION: CONSENT CALENDAR

SUBJECT: PERSONNEL POSITION ADDITIONS

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

RECOMMENDED ACTION(S): Approve personnel positions additions.

FISCAL IMPACT SUMMARY: The new positions requests increase total FTE's by two (2). The estimated additional cost impact, for these positions for the remainder of FY 2023 is \$66,065 (\$234,201 annually). The estimated additional costs for these positions FYE 2023 will be offset by actual YTD savings as well as estimated future savings as a result of extended vacancies.

BACKGROUND: The return of ONT to pre-pandemic or higher levels of aviation activity has increased workloads and staffing levels, requiring Ontario International Airport Authority (OIAA) employees in certain functional areas to assume additional job responsibilities. In addition, recent organizational changes require additional resources to expand the scope of these function areas consistent with the Authority's Strategic Plan and related initiatives. In addition to business demands, the request for additional resources is to respond to the results, needs, and recommendations identified in the Enterprise Risk Assessment report. OIAA management is recommending the following new staff positions to meet these business requirements.

With increased Public Records Act (PRA) requests, intent to enhance application software systems in the Clerk's Office, continual changes to the Brown Act and PRA, development and implementation of a full and robust records management and destruction program, remaining in compliance with State laws, and other projects on the horizon, there is a need for one additional staff to keep up with these demands and changes. It is requested to add Records Manager position. This position would assume the complex responsibilities of records management, as well as support the Board Clerk in matters of the Board and Clerk's Office Department responsibilities. This position will be filled immediately, if approved by the Board, to fill the immediate need of a long-term absence of a member of the Clerk's Office Department.

With the reorganization in January, there was an increase in staff in the Executive Office and direct reports to the CEO. There is currently no direct administrative support for any of these positions in the Executive Office. It is requested an administrative assistant position be approved to support the directors, managers, and other staff on this valuable team. In addition, this position would temporarily support the Chief Administrative Officer, allowing the current Executive Assistant to focus on the needs of the CEO. This will also better serve our organization and be better stewards of our funds having an administrative assistant perform these duties instead of our directors and managers.

These changes provide a stable future for the Ontario International Airport and OIAA creating stronger and valuable relationships with our partners. We will be able to provide greater public service to our airport partners and the public, implement transparency initiatives, ensure state compliance with records management, and stay abreast and in front of the ever-changing demands of our growing and amazing airport!

PROCUREMENT: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): Creates two (2) full-time equivalent positions.

IMPACT ON OPERATIONS: These requests directly support efforts to improve the Authority's Enterprise Risk Assessment program. In addition, the requested positions will support additional resource requirements that are a result of a return to pre-pandemic aviation and business activity, as well as a substantial increase in project and administrative needs to support expectations for expansion and growth of the airport.

SCHEDULE: The Records Manager will be filled immediately due to the long-term absence of a member of the Clerk's Office Department. The Administrative Assistant is expected to be filled toward the end of FY 2023.

ATTACHMENTS: None

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Originator Name: Atif Elkadi, Chief Executive Officer

Originating Dept.: Executive Office

Director Review: N/A

Chief Review: 

CEO Approval: 

This Agenda Report has been reviewed by OIAA General Counsel.

The Agenda Report references the terms and conditions of the recommended actions and request for approval. Any document(s) referred to herein, which are not attached or posted online, may be reviewed prior to, or following scheduled Commission meetings in the Office of the Clerk of the Board. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday, although these hours and review procedures may be modified. In that case, the documents may be requested by email at clerk@flyontario.com.

BOARD DISPOSITION: Approved Denied Continued to _____



MEETING DATE: March 23, 2023

AGENDA SECTION: CONSENT CALENDAR

SUBJECT: CONTRACT AMENDMENT WITH VELLUTINI CORPORATION DBA ROYAL ELECTRIC FOR THE RUNWAY 26R TOUCHDOWN ZONE LIGHTS PROJECT

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

RECOMMENDED ACTION(S): Authorize the Chief Executive Officer (CEO) to amend the contract with Royal Electric company, increasing the contract amount by \$232,793.45 for a total contract amount of \$3,043,903.95 for the Runway 26R Touchdown Zone Lights Project.

FISCAL IMPACT SUMMARY: The additional cost to construct this project is accounted for in the OIAA fiscal year 2022-2023 budget. Funds for this project are to be paid with a combination of Federal Aviation Administration (FAA) Airport Improvement program (AIP) entitlement grant funds in the amount of \$187,608.24 and OIAA appropriations in the amount of \$45,185.21.

BACKGROUND: This project consists of the installation of the Runway 26R/8L Touchdown Zone Lights (TDZ), and directly benefits all airfield users. This project was the initial phase to the upgrade of the Runway 26R Instrument Landing System (ILS) to Category (CAT III). This project is essential to the airport operation when the upgrade to the keel section of the south runway 26L/8R occurs in the upcoming two years.

The construction of the Runway 26R TDZ Lighting Project was impacted by the COVID-19 pandemic which caused delays to construction, increase in material and labor costs. The additional costs submitted by the contractor were reviewed by the OIAA, the Construction Management team as well as the FAA. A cost analysis for all additional requests was submitted, reviewed, and approved.

PROCUREMENT: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: A Categorical Exemption (CATEX) has been approved by the FAA. This project is Categorically Exempt (Class 1 and Class 2) from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301 provides an exemption for relating to minor alterations to existing structures and facilities involving negligible or no expansion of use beyond that existing at the time the lead agency's determination, as well as under CEQA Guidelines Section 15302 relating to the reconstruction of existing structures or facilities involving substantially the same purpose and capacity as the structure replaced.

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: The project is 100% complete and final report was submitted to the FAA

ATTACHMENTS:

1. FAA AIP 3-06-0175-045-2019 Grant Letter Amendment No.1

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Originator Name: Michael Bishara

Originating Dept.: Project Management

Director Review: Keith Owens 

Chief Review: Michelle Brantley 

CEO Approval: 

This Agenda Report has been reviewed by OIAA General Counsel.

The Agenda Report references the terms and conditions of the recommended actions and request for approval. Any document(s) referred to herein, which are not attached or posted online, may be reviewed prior to or following scheduled Commission meetings in the Office of the Clerk of the Board. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday, although these hours and review procedures may be modified. In that case, the documents may be requested by email at clerk@flyontario.com.

BOARD DISPOSITION: Approved Denied Continued to _____



U.S. Department
of Transportation
**Federal Aviation
Administration**

Western-Pacific Region
Airports Division
Los Angeles Airport District Office

FAA LAX ADO
777 South Aviation Blvd., Suite 150
El Segundo, CA 90245

January 17, 2023

Mr. Atif Elkadi
Chief Executive Officer
Ontario International Airport Authority
1923 East Avion Street
Ontario, CA 91761-7720

Dear Mr. Elkadi:

Ontario International Airport (ONT)
AIP 3-06-0175-045-2019
Letter Amendment No.1

This is in response to your letter dated July 28, 2022, requesting an amendment to the Grant Agreement for the subject AIP project to increase the maximum obligation of the United States, as set forth in the Grant Agreement accepted by the Sponsor on September 23, 2019.

This letter, together with your letter, effects the amendment, as requested, and commits the Federal Aviation Administration, acting for and on behalf of the United States of America, to increase the maximum obligation of the United States by \$865,877 (from \$7,937,951.00 to \$8,803,828.00) to cover the Federal share of the total actual eligible and allowable project costs of the above referenced Grant Agreement.

Under the terms of the Grant Agreement, this document is incorporated into and constitutes Amendment No.1 to the above referenced Grant Agreement. All other terms and conditions of the Grant Agreement remain in full force and effect.

Sincerely,

Manson W. Wong
Assistant Manager
Los Angeles Airports District Office

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MEETING DATE: MARCH 23, 2023

AGENDA SECTION: CONSENT CALENDAR

SUBJECT: RESOLUTION AMENDING THE BOARD OF COMMISSIONERS' STANDING COMMITTEES

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

RECOMMENDED ACTION(S): Approve a Resolution amending Resolution No. 2021-20 by disbanding certain standing committees.

FISCAL IMPACT SUMMARY: N/A

BACKGROUND: On June 24, 2021, the OIAA Board of Commissioners established seven (7) standing committees in accordance with Section 3(0)(1) of the Joint Exercise of Powers Agreement. On September 13, 2021, the Board of Commissioners approved Resolution No. 2021-20, establishing a set meeting schedule for the standing committees. In the time the committee's were established, the standing committees cancelled several meetings due to lack of agenda items or schedule conflicts. It is recommended to disband the standing committees, excluding the Finance and Audit Committee, and proceed with the Board President calling an ad-hoc committee when the need arises, instead of continuing to cancel meetings.

PROCUREMENT: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: The resolution will be effective upon approval.

ATTACHMENTS:

1. Resolution

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Originator Name: Atif Elkadi, Chief Executive Officer

Originating Dept.: Executive Office

Director Review: N/A

Chief Review:



CEO Approval:



This Agenda Report has been reviewed by OIAA General Counsel.

The Agenda Report references the terms and conditions of the recommended actions and request for approval. Any document(s) referred to herein, which are not attached or posted online, may be reviewed prior to, or following scheduled Commission meetings in the Office of the Clerk of the Board. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday, although these hours and review procedures may be modified. In that case, the documents may be requested by email at clerk@flyontario.com.

BOARD DISPOSITION: Approved Denied Continued to _____

RESOLUTION NO. 2023-06

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AMENDING RESOLUTION NO. 2021-20 BY DISBANDING CERTAIN STANDING COMMITTEES

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

WHEREAS, the Joint Exercise of Powers Agreement authorizes the establishment of standing and ad hoc committees of the Authority Commission; and

WHEREAS, on August 16, 2016, the Authority Commission established five (5) ad hoc committees; and

WHEREAS, on March 13, 2020, the Authority Commission established the Legislative Ad Hoc Committee; and

WHEREAS, on June 24, 2021, the Authority Commission established seven (7) standing committees, in place of the six ad hoc committees; and

WHEREAS, on September 13, 2021, the Authority Commission approved Resolution No. 2021-20, which designated the quarterly dates and times of the standing committees; and

WHEREAS, the Authority Commission desires to disband some of the standing committees.

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

SECTION 1. The Ontario International Airport Authority Commission disbands the Air Services Development, Commercial, Emerging Technology, Legislative, Planning and Development, and Public Safety Committees.

SECTION 2. The Ontario International Airport Authority Commission retains and maintains the Finance and Audit Committee as a standing committee, which will meet in accordance with the established schedule as set in Resolution No. 2021-20.

SECTION 3. Effective Date. This Resolution will take effect immediately upon its adoption.

SECTION 4. Certification. The Secretary/Assistant Secretary shall certify as to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting this 23rd day of March, 2023.

ALAN D. WAPNER, OIAA PRESIDENT

ATTEST:

NORMA I. ALLEY, MMC, ASSISTANT SECRETARY

APPROVED AS TO LEGAL FORM:

LORI D. BALLANCE, GENERAL COUNSEL

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

I, Norma I. Alley, MMC, Board Clerk/Assistant Secretary of the Ontario International Airport Authority, DO HEREBY CERTIFY the foregoing Resolution No. 2023-06 is the original and was duly passed and adopted by the Commission of the Ontario International Airport Authority at their Regular Meeting held March 23, 2023, by the following roll call vote, to wit:

AYES: COMMISSIONERS:

NOES: COMMISSIONERS:

ABSENT: COMMISSIONERS:

(SEAL)

NORMA I. ALLEY, MMC
BOARD CLERK/ASSISTANT SECRETARY