

ONTARIO INTERNATIONAL AIRPORT AUTHORITY

FINANCE & AUDIT COMMITTEE SPECIAL MEETING AGENDA



AUGUST 16, 2023, AT 2:00 P.M.

Ontario International Airport Authority Administration Offices
1923 East Avion Street, Room 100, Ontario, CA 91761

STANDING COMMITTEE MEMBERS

ALAN D. WAPNER
Chair

RONALD O. LOVERIDGE
Member

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 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 and an opportunity to speak will not be taken 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.

1. CALL TO ORDER

2. ROLL CALL

Wapner (Chair), Loveridge (Member)

3. PUBLIC COMMENTS

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

4. COMMITTEE AGENDA REVIEW/ANNOUNCEMENTS

Staff will go over all updated materials and correspondence received after the Agenda was distributed to ensure Committee Members have received them.

5. COMMITTEE ACTION/DISCUSSION ITEMS

A. MINUTES

Approve minutes of the Finance & Audit Committee meetings on July 20, 2022, December 13, 2022, January 18, 2023, and June 8, 2023.

6. CLOSED SESSION

PUBLIC COMMENT ON CLOSED SESSION

CLOSED SESSION

- GC § 54956.8: CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: Portions of Airport Property
Agency Negotiator: OIAA General Counsel's Office
Under Negotiation: Contract Documents

REPORT ON CLOSED SESSION

General Legal Counsel

7. COMMITTEE MEMBER COMMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

Alan D. Wapner, Chair
Ronald O. Loveridge, Member

8. ADJOURNMENT

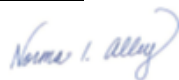
AFFIDAVIT OF POSTING

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: August 15, 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: AUGUST 16, 2023

AGENDA SECTION: COMMITTEE ACTION/DISCUSSION ITEMS

SUBJECT: APPROVAL OF MINUTES

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

RECOMMENDED ACTION(S): Approve minutes of the Finance & Audit Committee meetings on July 20, 2022, December 13, 2022, January 18, 2023, and June 8, 2023.

FISCAL IMPACT SUMMARY: N/A

BACKGROUND: The Finance & Audit Committee held a public meeting and minutes were recorded in text. In accordance with 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: *Norma I. Alley*

Chief Review: *[Signature]*

CEO Approval: *[Signature]*

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 _____

ONTARIO INTERNATIONAL AIRPORT AUTHORITY
FINANCE & AUDIT COMMITTEE MEETING
MINUTES
July 20, 2022
(not official until approved)

A regular meeting of the Ontario International Airport Authority was held on July 20, 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.

1. CALL TO ORDER

Chair Wapner called the Finance & Audit Committee meeting to order at 3:04 p.m.

2. ROLL CALL

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

A quorum of the Committee was present.

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

3. PUBLIC COMMENT

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

4. COMMITTEE AGENDA REVIEW/ANNOUNCEMENTS

No announcements were made.

5. CONSENT CALENDAR

A. MINUTES

Approve minutes of the Finance & Audit Committee special meeting on May 17, 2022.

MOTION: Moved by Committee Member Loveridge, seconded by Chair Wapner, to approve the Consent Calendar. Motion carried unanimously.

6. COMMITTEE DISCUSSION ITEMS

A. DISCUSSION OF OIAA RISK ASSESSMENT REPORT

Discussion regarding the OIAA Risk Assessment Report.

Moss Adams Consultants Colleen Rozilous and Tammy Morris reported on the biennial Risk Assessment Report and fielded questions from the Committee.

The Finance & Audit Committee Members supported additional audits, at which time staff would review and report back to the Committee.

B. BUDGET ADJUSTMENTS – NEW OIAA STAFF POSITIONS

Recommend Board of Commissioners approve budget adjustments.

Chief Executive Officer Elkadi and Chief Financial Officer/Treasurer Schubert presented the staff report. Discussion ensued between Staff and Committee Members. The Finance & Audit Committee Members recommended to the Board of Commissioners to approve the budget adjustments.

C. BUDGET POLICY PERSONNEL ADJUSTMENTS

Discussion on policy regarding personnel adjustments.

Chief Executive Officer Elkadi and Chief Financial Officer/Treasurer Schubert presented the staff report. Discussion ensued between Staff and Committee Members. The Finance & Audit Committee Members requested personnel changes continue to come before the Board of Commissioners when there are new classifications.

7. COMMITTEE STAFF UPDATES

Staff had no updates.

8. COMMITTEE MEMBER COMMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

Alan D. Wapner, Chair, expressed appreciation to Staff.
Ronald O. Loveridge, Member, had no further comments.

9. ADJOURNMENT

Chair Wapner adjourned the Finance & Audit Committee meeting at 4:19 p.m.

RESPECTFULLY SUBMITTED:

APPROVED:

NORMA I. ALLEY, MMC, BOARD CLERK

ALAN D. WAPNER, PRESIDENT

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY
FINANCE & AUDIT COMMITTEE MEETING
MINUTES
December 13, 2022
(not official until approved)**

A special meeting of the Ontario International Airport Authority was held on December 13, 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.

Pursuant to Assembly Bill No. 361, the Ontario International Airport Authority (OIAA) Finance & Audit Committee Meeting was conducted as a Zoom/Teleconference/Video meeting. Members of the public utilized alternative measures established by OIAA to view the meeting and/or to address the Commission. All matters were considered and voted upon by a roll call vote.

1. CALL TO ORDER

Chair Wapner called the Finance & Audit Committee meeting to order at 3:03 p.m.

2. ROLL CALL

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

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

3. PUBLIC COMMENT

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

4. COMMITTEE AGENDA REVIEW/ANNOUNCEMENTS

No announcements were made.

5. COMMITTEE DISCUSSION ITEMS

A. DISCUSSION ON EXTERNAL AUDIT

Review and discussion of draft audited financial statements required auditor communications (SAS 114)

LSL Representative Kelly Telford reported, accompanied by a PowerPoint, and fielded questions from the Committee.

The Finance & Audit Committee Members accepted the audit and requested the final Opinion Letter be provided to the Board of Commissioners upon completion.

6. COMMITTEE MEMBER COMMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

Chair Alan D. Wapner had no further comments.

Committee Member Ronald O. Loveridge had no further comments.

7. ADJOURNMENT

Chair Wapner adjourned the Finance & Audit Committee meeting at 3:30 p.m.

RESPECTFULLY SUBMITTED:

APPROVED:

NORMA I. ALLEY, MMC, BOARD CLERK

ALAN D. WAPNER, PRESIDENT

**ONTARIO INTERNATIONAL AIRPORT AUTHORITY
FINANCE AND AUDIT COMMITTEE MEETING
MINUTES
January 18, 2023
(not official until approved)**

This meeting was not called to order and adjourned due to lack of quorum.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENTS**
- 4. COMMITTEE AGENDA REVIEW/ANNOUNCEMENTS**
- 5. COMMITTEE ACTION/DISCUSSION ITEMS**
 - A. MINUTES**

Approve minutes of the Finance & Audit Committee meetings on July 20, 2022, and December 13, 2022
 - B. INTERNAL AUDIT**

Review and discuss internal audit
 - C. REVOLVING CREDIT FACILITY FOR CAPITAL PROJECTS**

Recommend approval by the full Commission
 - D. EXTERNAL AUDIT**

Update on Financial Statements and Opinion Letter
- 6. COMMITTEE MEMBER COMMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS**
- 7. ADJOURNMENT**

RESPECTFULLY SUBMITTED:

APPROVED:

NORMA I. ALLEY, MMC, BOARD CLERK

ALAN D. WAPNER, PRESIDENT

ONTARIO INTERNATIONAL AIRPORT AUTHORITY
FINANCE & AUDIT COMMITTEE SPECIAL MEETING
MINUTES
June 8, 2023
(not official until approved)

A meeting of the Ontario International Airport Authority was held on June 8, 2023, 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 1:39 p.m.

2. ROLL CALL

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

A quorum of the Committee was present.

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

3. PUBLIC COMMENTS

There were no public comments.

4. COMMITTEE AGENDA REVIEW/ANNOUNCEMENTS

No announcements were made.

5. COMMITTEE ACTION/DISCUSSION ITEMS

A. A RESOLUTION TO APPROVE THE FYE 2024 OPERATING BUDGET

That the Finance & Audit Committee recommend approval to the Ontario International Airport Authority (OIAA) Commission to approve the FYE 2024 Operating Budget.

B. A RESOLUTION TO APPROVE THE FYE 2024 CAPITAL IMPROVEMENT PROGRAM BUDGET

That the Finance & Audit Committee recommend approval to the Ontario International Airport Authority (OIAA) Commission to approve the FYE 2024 Capital Improvement Program Budget.

Chief Executive Officer Elkadi presented Items 5.A. and 5.B. staff reports and fielded questions from the Committee. Chief Financial Officer/Treasurer John M. Schubert and Chief Capital

Development Officer Michelle Brantley provided clarification to additional questions from the Committee.

Discussion ensued between Staff and Committee Members. The Finance & Audit Committee Members recommended to the Board of Commissioners for approval of the FYE 2024 Operating Budget and FYE 2024 Capital Improvement Program Budget, as presented.

6. COMMITTEE MEMBER COMMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS

Alan D. Wapner, Chair, had no further comments.

Ronald O. Loveridge, Member, had no further comments.

7. ADJOURNMENT

Chair Wapner adjourned the Finance & Audit Committee meeting at 2:27 p.m.

RESPECTFULLY SUBMITTED:

APPROVED:

NORMA I. ALLEY, MMC, BOARD CLERK

ALAN D. WAPNER, PRESIDENT