

ONTARIO INTERNATIONAL AIRPORT AUTHORITY

COMMISSION AGENDA – REGULAR MEETING



September 28, 2023, AT 2:00 P.M.

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

Live YouTube Streaming for Listening Only: <https://www.youtube.com/@flyont/streams>

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

VACANT
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.
- This meeting is streamed live from our YouTube channel at <https://www.youtube.com/@flyont/streams>. Streaming will be for listening only and not participation. Public Comments will be taken by email or in-person only. This is a pilot stream, so errors and bugs may occur. If you have any issues, feel free to email clerk@flyontario.com for resolution after the meeting.
- 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.

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 ON CLOSED SESSION

CLOSED SESSION

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

REPORT ON CLOSED SESSION

General Legal Counsel

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 August 24, 2023.

3. CASH DISBURSEMENT REPORT (BILLS/PAYROLL)

Receive and file the Cash Disbursement Report (Bills/Payroll) for the month ended August 31, 2023.

4. COMMISSIONER'S STIPENDS AS REQUIRED BY AUTHORITY BYLAWS

Approve additional stipends per Article IV, Section 6 of the Authority's Bylaws for President Wapner for the month of August, 2023.

5. RESOLUTION APPOINTING AN INTERIM TREASURER

Approve a Resolution appointing the Director of Finance Kim Snow as the Interim Treasurer of the Ontario International Airport Authority.

RESOLUTION NO. 2023-15

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY REPEALING RESOLUTION NO. 2016-05, RESOLUTION NO. 2018-15, AND REPEALING RESOLUTION NO. 2019-01; AND APPOINTING THE DIRECTOR OF FINANCE AS THE AUTHORITY'S INTERIM TREASURER

6. AGREEMENT WITH GREATER ONTARIO CONVENTION CENTER AND VISITORS BUREAU FOR THE ECONOMIC DEVELOPMENT FORUM

Authorize the Chief Executive Officer to execute an agreement with the Greater Ontario Convention Center and Visitors Bureau to host the third-annual Economic Development Forum in an amount not to exceed \$200,000.

7. AGREEMENT WITH DEDRONE HOLDINGS, INC. FOR DRONE DETECTION

Authorize the Chief Executive Officer to execute a three (3) year service agreement with Dedrone Holdings, Inc. for drone detection and mitigation services in the amount of \$80,000 annually for a total contract value of \$240,000.

8. PERSONNEL POSITION ADDITIONS AND MODIFICATIONS

Approve personnel position additions and modifications and new Organization Chart.

ADMINISTRATIVE REPORTS/DISCUSSION/ACTION

9. RESOLUTION ESTABLISHING A PARKING CARD POLICY

Approve a Resolution establishing policy for the governing of an Airport Parking Card Policy at the Ontario International Airport (ONT).

RESOLUTION NO. 2023-16

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY ESTABLISHING A PARKING CARD POLICY AT THE ONTARIO INTERNATIONAL AIRPORT

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: September 25, 2023 Posted Prior To: 2:00 P.M.

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

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ONTARIO INTERNATIONAL AIRPORT AUTHORITY



MEETING DATE: SEPTEMBER 28, 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
06	Greater Ontario Convention Center and Visitors Bureau	<ul style="list-style-type: none">• Projection AV• Form Infotech
07	Dedrone Holdings, Inc.	<ul style="list-style-type: none">• None

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: SEPTEMBER 28, 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 August 24, 2023.

FISCAL IMPACT SUMMARY: N/A

BACKGROUND: The OIAA Board of Commission 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: 

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 _____

ONTARIO INTERNATIONAL AIRPORT AUTHORITY
COMMISSION MEETING
MINUTES
AUGUST 24, 2023

CALL TO ORDER

Vice President Loveridge called the Ontario International Airport Authority Commission meeting to order at 2:00 p.m.

ROLL CALL

COMMISSIONERS:

PRESENT: Jim W. Bowman, Julia Gouw, Curt Hagman, and Ronald D. Loveridge

ABSENT: Alan D. Wapner

A quorum of the Board of Commissioners was present.

STAFF:

Chief Executive Officer Atif Elkadi

Chief Capital Development Officer Michele Brantley
General Counsel Lori D. Ballance

Chief Financial Officer/Treasurer John M. Schubert

Board Clerk/Assistant Secretary Norma I. Alley, MMC
Assistant General Counsel Kevin P. Sullivan

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

AGENDA REVIEW/ANNOUNCEMENTS

1. INFORMATION RELATIVE TO POSSIBLE CONFLICT OF INTEREST

No conflicts of interests were declared.

PUBLIC COMMENT

Vice President Loveridge called for public comment.

Nida Austria spoke to the Hudson labor negotiations.

Arun Ramahrishna, UniteHere! Local 11 Representative, spoke to the Hudson labor negotiations.

Board Clerk Alley noted a written comment was received from Richard Sherman regarding plane noise, which was to be entered into the record.

Seeing no further comments, Vice President Loveridge closed public comment.

CONSENT CALENDAR

2. APPROVAL OF MINUTES

Approved minutes for the OIAA Board of Commissioners meeting on July 13, 2023.

3. CASH DISBURSEMENT REPORT (BILLS/PAYROLL)

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

5. FISCAL YEAR 2022-2023 FINANCIAL STATEMENTS FOR THE THREE MONTHS ENDED JUNE 30, 2022

Received and filed financial statements for the three months ended June 30, 2023.

6. INVESTMENT REPORT FOR THE THREE MONTHS ENDED JUNE 30, 2022

Received and filed the Investment Report for the three months ended June 30, 2023.

7. CONTRACT WITH GCR, INC., DBA CIVIX FOR AN IDENTITY MANAGEMENT SYSTEM

Authorized the Chief Executive Officer (CEO) to negotiate and execute a contract with GCR Inc., DBA Civix (CIVIX), for the procurement, configuration, installation, support, and maintenance services of an Identity Management System (IDMS) in an amount not to exceed \$1,500,000.00.

8. CONTRACT WITH COFFMAN SPECIALTIES, INC. FOR RUNWAY PROJECT

Authorized the Chief Executive Officer (CEO) to:

1. Execute a contract with Coffman Specialties, Inc. in the amount of \$42,950,000.00 for Year 2 construction of the Runway 8R-26L Rehabilitation and Connecting Taxiways Program;
2. Execute budgeted amendments to the contract for additional related services, if needed, up to 15% of the overall contract value;
3. Execute task orders on existing contracts to perform construction administration, construction management and other services related to construction; and
4. Accept and execute applicable grant offers for construction of the program.

9. CONTRACT WITH ANGELES CONTRACTOR, INC., FOR THE PARKING LOT 5 REHABILITATION PROJECT

Authorized the Chief Executive Officer (CEO) to:

1. Negotiate and execute a contract with Angeles Contractor, Inc., in an amount of \$10,200,000 to perform the construction activities required for the Parking Lot 5 Rehabilitation project; and
2. Authorize the CEO to execute amendments to the contract within the approved budgeted amount for additional related services, if needed, up to the limit allowed by the approved budget; and
3. Execute task orders on existing contracts to perform construction administration, construction management and other services related to construction.

10. CONTRACT WITH ANGELES CONTRACTOR, INC., FOR THE CONSTRUCTION OF THE OIAA ADMINISTRATION OFFICE RECONFIGURATION PROJECT

Authorized the Chief Executive Officer (CEO) to negotiate and execute a contract with Angeles Contractor, Inc., in an amount of \$350,100 to perform the Construction activities required for the Administration Office Reconfiguration project; and authorize the CEO to execute budgeted amendments to the contract for additional related services, if needed, up to the limit allowed by the approved project budget.

11. CONTRACT WITH WINDSONG PRODUCTIONS FOR ECONOMIC DEVELOPMENT FORUM VIDEO PRODUCTION

Authorized the Chief Executive Officer to negotiate and execute a contract with Windsong Productions for video production at the Economic Development Forum in the amount not to exceed \$140,000 and authorize the CEO to execute budgeted amendments to the contract for additional related services, if needed, up to 10% of the overall contract value.

12. CONTRACT WITH FLAGSHIP AIRPORT SERVICES, INC. FOR JANITORIAL SERVICES

Authorized the Chief Executive Officer (CEO) to execute a three-year Contract with Flagship Airport Services, Inc. for \$935,730.00 including a one-year extension to be exercised at OIAA's discretion and authorize the CEO to execute budgeted amendments to the contract for additional related services, if needed, up to 15% of the overall contract value.

13. SOLE SOURCE PURCHASE OF LED DISPLAYS AND EQUIPMENT FROM PRIORITY VENTURES MANAGEMENT

Clarified that the previous July 2023 Commission approval of the Agreement with PVM including for Light-Emitting Diode (LED) screens and equipment for advertising and business-related matters at Ontario International Airport for the not to exceed amount of \$710,000 was based on a sole source procurement.

14. AGREEMENT AMENDMENT WITH AMADEUS AIRPORT IT AMERICAS, INC. FOR THE AIRPORT LEASE MANAGEMENT SYSTEM

Authorized the Chief Executive Officer (CEO) to negotiate and execute an agreement amendment with Amadeus Airport IT Americas, Inc. (Amadeus) for increased services related to the Airport Lease Management System in the amount to \$495,467 and authorize the CEO to execute budgeted amendments to the contract for other additional related services up to 21% of the overall contract value.

MOTION: Moved by Commissioner Hagman, seconded by Commissioner Gouw, to approve the Consent Calendar. Motion carried by a 4 Yes/0 No/1 Absent (Wapner) vote.

ADMINISTRATIVE DISCUSSION/ACTION/REPORT

15. AMENDMENT TO CHIEF EXECUTIVE OFFICER'S EMPLOYMENT AGREEMENT

Assistant General Counsel Sullivan presented the staff report and fielded questions from the Board of Commissioners regarding the authorization for the Commission President to sign an Amendment to the CEO's Employment Agreement regarding an 8% increase in base salary effective to April 1, 2023; payment of taxable income attributed to CEO's personal use of OIAA vehicle effective to April 1, 2023; and payment of retention bonus at the end of each successive employment year.

MOTION: Moved by Commissioner Hagman, seconded by Commissioner Gouw. Motion carried by a 4 Yes/0 No/1 Absent (Wapner) vote.

16. PRESENTATION REGARDING LEGISLATIVE UPDATE

Atlas Advocacy Representative/Lobbyist Matt Smith provided a brief legislative update to the Board regarding lobbying efforts to date and expected efforts moving forward. Mr. Smith fielded questions from the Board of Commissioners.

17. PRESENTATION REGARDING SOLAR PANELS

Chief Capital Development Officer Brantley presented a brief updated regarding solar panels on airport property and future plans for possible installation. Ms. Brantley fielded questions from the Board of Commissioners.

MANAGEMENT REPORT

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

CLOSED SESSION

PUBLIC COMMENT ON CLOSED SESSION

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

CLOSED SESSION

- GC § 54956.8: CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: Portions of Airport Property

Agency Negotiator: OIAA General Counsel's Office

Assistant General Counsel Kevin P. Sullivan announced the closed session items.

Vice President Loveridge recessed the open session and called the closed session to order at 2:56 p.m. The open session reconvened at 3:23 p.m.

REPORT ON CLOSED SESSION

Vice President Loveridge announced there were no reportable action.

COMMISSIONER MATTERS

There were no Commissioner matters to report.

ADJOURNMENT

Vice President Loveridge adjourned the Ontario International Airport Authority Board of Commissioners Meeting at 3:23 p.m.

RESPECTFULLY SUBMITTED:

APPROVED:

NORMA I. ALLEY, MMC, BOARD CLERK

ALAN D. WAPNER, PRESIDENT

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MEETING DATE: SEPTEMBER 28, 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): Receive and file the Cash Disbursement Report (Bills/Payroll) for the month ended August 31, 2023.

FISCAL IMPACT SUMMARY: The funding is approved in the Fiscal Year 2023-2024 budget.

BACKGROUND: Fiscal Year Financial Performance: In June 2023, the OIAA Board of Commissioners adopted an operating budget that is driven by strong aviation activity and financial performance realized by OIAA in FYE 2023. The operating budget was developed from OIAA goals and objectives and includes significant increases in resources to meet current and expected near term growth.

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 August 31, 2023.

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Originator Name: Director of Finance Kim Snow

Originating Dept.: Financial Accounting and Reporting

Director Review: 

Chief Review: N/A

CEO Approval: 

This Agenda Report has been reviewed by OIAA General Counsel.

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BOARD DISPOSITION: Approved Denied Continued to _____



MEETING DATE: SEPTEMBER 28, 2023

AGENDA SECTION: CONSENT CALENDAR

SUBJECT: 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 August, 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 August 2023, President Wapner attended four (4) additional Authority-related business functions. 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

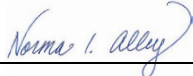
SCHEDULE: N/A


ATTACHMENTS: N/A

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Originator Name: Executive Office Staff

Originating Dept.: Executive Office

Director Review: 

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: SEPTEMBER 28, 2023

AGENDA SECTION: CONSENT CALENDAR

SUBJECT: RESOLUTION APPOINTING AN INTERIM TREASURER

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

RECOMMENDED ACTION(S): Approve a Resolution appointing the Director of Finance Kim Snow as the Interim Treasurer of the Ontario International Airport Authority.

FISCAL IMPACT SUMMARY: No financial impact.

BACKGROUND: In accordance with the provisions of the Joint Exercise of Powers Agreement Section 3.E.(2), the Board of Commissioners may appoint a Treasurer to perform such duties as are set forth in the Joint Powers Agreement and any other duties specified by the Commission. The Treasurer of the Authority is responsible for the custody and safekeeping of the Authority funds and all officers, including the Treasurer, serve at the pleasure of the Commission.

An opening of the Treasurer position recently occurred, and staff recommends the position be filled on an interim basis until the Authority can fill that position more permanently. An interim appointment will ensure the Authority continues meeting its financial responsibilities. Therefore, it is recommended the Director of Finance Kim Snow serve as the Interim Treasurer of the Authority.

PROCUREMENT: N/A

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: This appointment will enable continuity of business and increase work efficiencies.

SCHEDULE: N/A

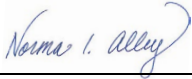
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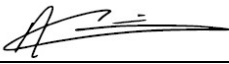
1. Resolution

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

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

Originating Dept.: Executive 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 _____

RESOLUTION NO. 2023-15

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY REPEALING RESOLUTION NO. 2016-05, RESOLUTION NO. 2018-15, AND REPEALING RESOLUTION NO. 2019-01; AND APPOINTING THE DIRECTOR OF FINANCE AS THE AUTHORITY'S INTERIM TREASURER

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

WHEREAS, the JPA requires and allows the appointment, employment, or engagement of professional staff to assist in the overall operation of the Authority; and

WHEREAS, Section 3.E.(2) of the JPA provides the Secretary of the Commission with the authority to appoint a Treasurer to perform duties as set out in the JPA and to perform such other duties specified by the Commission; and

WHEREAS, an opening of the Treasurer position recently occurred and the Authority desires to fill that position on an interim basis until the position can be filled by a future permanent appointment.

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

SECTION 1. Repeals Resolution No. 2016-05, Resolution No. 2018-15, and Resolution No. 2019-01, which appointed previous Treasurers.

SECTION 2. In accordance with the terms and provisions of the Joint Exercise of Powers Agreement, hereby appoints the Director of Finance Kim Snow, as the Interim Treasurer on behalf of the Ontario International Airport Authority.

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 28th day of September, 2023.

ALAN D. WAPNER, OIAA PRESIDENT

ATTEST:

APPROVED AS TO LEGAL FORM:

NORMA I. ALLEY, MMC, ASSISTANT SECRETARY

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. 2023-15 is the original and was duly passed and adopted by the Commission of the Ontario International Airport Authority at their Regular Meeting held September 28, 2023, by the following roll call vote, to wit:

AYES: COMMISSIONERS:

NOES: COMMISSIONERS:

ABSENT: COMMISSIONERS:

NORMA I. ALLEY, MMC
BOARD CLERK/ASSISTANT SECRETARY

(SEAL)



MEETING DATE: SEPTEMBER 28, 2023

AGENDA SECTION: CONSENT CALENDAR

SUBJECT: AGREEMENT WITH GREATER ONTARIO CONVENTION CENTER AND VISITORS BUREAU FOR THE ECONOMIC DEVELOPMENT FORUM

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

RECOMMENDED ACTION(S): Authorize the Chief Executive Officer to execute an agreement with the Greater Ontario Convention Center and Visitors Bureau to host the third-annual Economic Development Forum in an amount not to exceed \$200,000.

FISCAL IMPACT SUMMARY: The agreement between the OIAA and the Greater Ontario Convention and Visitors Bureau is estimated not to exceed \$200,000, which will be utilized from the Marketing and Communications budget. Funding for this activity is included in the approved June 30, 2024, adopted budget.

BACKGROUND: Ontario International Airport Authority has managed and operated ONT creating a significant economic impact to the region. The Economic Forum will feature a complete production and overview of the overall economic impact that Ontario International Airport has on the Inland region, in addition to covering all the milestones accomplished in the 7-years of local control. Delta Airlines CEO Ed Bastion is scheduled as a keynote fireside chat panelist. This forum will highlight the continued year of unprecedented achievements, as well as the positive impact ONT has on the community. The overall leadership of the Board, airline partners, stakeholders, and integral federal partners will also be topics covered during the forum.

PROCUREMENT: OIAA's procurement policies allow for non-competitive services if specialized subject matter expertise are unique and competitive proposals would be impractical or undesirable. As determined by OIAA leadership, the Greater Ontario Convention Center (CVB) has demonstrated unique qualifications and have proven expertise in the service of event production for our primary catchment area (CVB). The nature of the contract is such that competitive proposals would not produce an advantage, and so far no other venues (CVB) have met the needs for venues in ONT's primary catchment area. The advertisement for competitive bids would be undesirable in both cases. In this report, staff recommends an award of contract based on the sole source justification provided in Attachment 1.

CEQA COMPLIANCE AND LAND USE APPROVALS: The proposed contract is Categorically Exempt (Class 1) from the provisions of the California Environmental Quality Act (CEQA) pursuant to Guidelines Section 15301 because it involves creative Advertising, Marketing and Promotional Services for this one day event.

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: N/A

ATTACHMENTS:


1. Sole Source Justification Form.

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Originator Name: Eren Cello

Originating Dept.: Marketing & Communications

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 _____

Sole Source Procurement Justification Form

Full and open competition should be the objective in public procurement; but it is not always possible or practicable. In the procurement of goods and services, staff may determine that the purchase offering the best value to the Airport may only be available from one vendor due to technological, specialized, or other unique characteristics. Otherwise, as long as there is more than one potential vendor available to satisfy a given need, there exists insufficient justification for a sole source procurement.

Request for approval of a Sole Source Procurement must be justified in writing by the initiator and approved by the appropriate approval authority. The Chief Executive Officer may approve Sole Source Procurement up to an amount of \$100,000. Request for Sole Source procurements in excess of \$100,000 must be approved by Ontario International Airport Authority. Requests for Sole Source approval are routed from the Requesting Department through the Finance Department.

The following factors are among those that constitute justifications for sole source purchases:

- The vendor is determined to be the only known source after solicitation of a number of sources, or after competitive bids, competition is determined to be inadequate.
- The item can only be procured directly from the original manufacturer or sole representative of the item in the Airport's geographical region.
- There is a reasonable basis to conclude the Airport's minimum needs can only be satisfied by unique supplies or services and the vendor demonstrated a unique qualification due to
 - an innovative concept or a unique capability to provide the particular services proposed;
 - proven expertise or specialized knowledge in a field of few known experts,
 - previous experience providing like services to the airport resulting in an understanding of the airport's immediate needs and practices increasing the likelihood of greater efficiency and success.
- The use of an equivalent piece of equipment or commodity would require modifications to existing equipment, necessitate engineering re-design, or require voiding of a warranty.
- Supplies may be deemed available only from the original source in the case of a follow-on contract for the continued development or production of a major system or highly specialized equipment, including major components thereof, when it is likely that award to any other source would result in:
 - Substantial duplication of cost to the Airport that is not expected to be recovered through competition, or
 - Unacceptable delays in fulfilling the Airport's requirements
- Airport property is released to a proven vendor who must dismantle equipment in order to assess repair needs and it is not practical or feasible to obtain competitive pricing for repair.
- The existence of limited rights in data, patent rights, copyrights, or secret processes.

- When in accordance with the Airport’s standardization program only specified makes and models of technical equipment and parts will satisfy the Airport’s needs for additional units or replacement items and only one source is available.
- The item is one with which staff members who will use the item have specialized training and/or expertise and retraining would incur substantial cost in time and/or money.
- Purchase of property for which it is determined there is no functional equivalent.
- Existence of an unusual and compelling urgency with serious potential repercussions for the Airport resulting in the impracticality of a competitive purchase.
- When the Airport determines, with the advice of legal counsel, that seeking competition would not produce an advantage, competitive bidding requirements may be waived.

Please provide detailed justification below and furnish the necessary documentation. Attach additional sheets as necessary.

Vendor: Ontario Convention Center: Also known as Go-Cal

Goods/Services: Event Production; Audio Visual and Catering

Justification: The Greater Ontario Convention and Visitors Bureau (CVB) offers a unique and specialized event production capability
that is fully equipped to handle the event capacity the Ontario International Airport needs to host the annual State of the Airport.
Their proven expertise in this area has benefited the region, global partners, and more. Partnering with the CVB will allow
ONT to report to their extended community. The staff has handled thousands of events in our area with a global reach,
and are equipped to provide the service that OIAA needs to produce an effective, thorough, comfortable, and impactful
event for all that attend.

Submitted by:

Authorized by:

Name: Eren Cello

Name: _____

Title: Chief Marketing & Communications Officer

Title: _____

Signature: 

Signature: 

Date: 08/04/23

Date: _____



MEETING DATE: SEPTEMBER 28, 2023

AGENDA SECTION: CONSENT CALENDAR

SUBJECT: AGREEMENT WITH DEDRONE HOLDINGS INC. FOR DRONE DETECTION

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

RECOMMENDED ACTION(S): Authorize the Chief Executive Officer to execute a three (3) year service agreement with Dedrone Holdings, Inc. for drone detection and mitigation services in the amount of \$80,000 annually for a total contract value of \$240,000.

FISCAL IMPACT SUMMARY: Funding for this service agreement is approved with revenue bonds. Subsequent years will be requested through the annual budget process.

BACKGROUND: As drones become more prevalent, there is an increased risk of collision with landing and departing aircraft at ONT. Even without a collision, a drone sighting close to ONT or operating aircraft can be very disruptive by causing significant flight delays or diversions to our airline partners. Dedrone Holdings Inc. is the only company with technology capable of not only detecting and identifying unauthorized drones, but to identify the location of the drone's operator in real time. This will allow quick mitigation by our federal and local law enforcement partners for airspace incursions by unauthorized drone operations. Dedrone Holdings Inc. is the only company our federal law enforcement partners are trained on and have specialized compatible mobile equipment to assist in tracking and locating unauthorized drones.

PROCUREMENT: Dedrone Holdings, Inc. (Dedrone) has secured five (5) patents from the United States Patent and Trademark Office (USPTO) for their hardware and software solutions. Due to these patents the OIAA will obtain the services of Dedrone via a Sole Source procurement process, meaning no other company can provide comparable services. The Authority's Procurement Group reviewed and verified the sole source justification.

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

ATTACHMENTS:

1. Sole Source Justification

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Originator Name: Dean Brown

Originating Dept.: Operations

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 _____

Sole Source Procurement Justification Form

Full and open competition should be the objective in public procurement, but it is not always possible or practicable. In procuring goods and services, staff may determine that the most valuable purchase to the Airport may only be available from one vendor due to technological, specialized, or other unique characteristics. Otherwise, as long as there is more than one potential vendor available to satisfy a given need, there exists insufficient justification for a sole source procurement.

Request for approval of a Sole Source Procurement must be justified in writing by the initiator and approved by the appropriate approval authority. The Chief Executive Officer may authorize Sole Source Procurements up to \$100,000. Requests for Sole Source procurements in excess of \$100,000 must be approved by Ontario International Airport Authority. Requests for Sole Source approval are routed from the Board of Commissioners for the Requesting Department through the Procurement Department and the Chief Administrative Officer.

The following factors are among those that constitute justifications for sole source purchases:

- The vendor is determined to be the only known source after solicitation of several sources or after competitive bids; competition is determined to be inadequate.
- The item can only be procured directly from the original manufacturer or sole representative of the item in the Airport's geographical region.
- There is a reasonable basis for concluding the Airport's minimum needs can only be satisfied by unique supplies or services, and the vendor demonstrated a distinctive qualification due to
 - an innovative concept or a unique capability to provide the particular services proposed;
 - proven expertise or specialized knowledge in a field of few known experts,
 - previous experience providing similar services to the airport resulting in an understanding of the airport's immediate needs and practices increasing the likelihood of greater efficiency and success.
- Using an equivalent piece of equipment or commodity would require modifications to existing equipment, necessitate engineering re-design, or require voiding of a warranty.
- Supplies may be deemed available only from the original source in the case of a follow-on contract for the continued development or production of a major system or highly specialized equipment, including significant components thereof, when it is likely that award to any other source would result in:
 - Substantial duplication of cost to the Airport that is not expected to be recovered through competition,
 - or
 - Unacceptable delays in fulfilling the Airport's requirements
- Airport property is released to a proven vendor who must dismantle equipment in order to assess repair needs and it is not practical or feasible to obtain competitive pricing for repair.
- Limited rights in data, patent rights, copyrights, or secret processes exist.
- When in accordance with the Airport's standardization program, only specified makes and models of technical equipment and parts will satisfy the Airport's needs for additional units or replacement items, and only one source is available.
- The item is one with which staff members who will use the item have specialized training and/or expertise, and retraining would incur substantial costs in time and/or money.
- Purchase of property for which it is determined there is no functional equivalent.

- The existence of an unusual and compelling urgency with potentially severe repercussions for the Airport resulted in the impracticality of a competitive purchase process.
- When the Airport determines, with the advice of legal counsel, that seeking competition would not produce an advantage, the Airport may waive competitive bidding requirements.

Please provide detailed justification below and furnish the necessary documentation. Attach additional sheets as necessary.

Vendor: Dedrone Holdings, Inc.

Goods/Services: Proprietary software to support drone detection and drone data collection to increase the safety of airport operations through the control of unmanned aircraft.

Justification:

- Limited rights in data, patent rights, copyrights, or secret processes exist.

Dedrone Holdings, Inc. (Dedrone) is the sole provider of the proprietary platform under which the Dedrone software operates. Dedrone also has proprietary sensors that feed data into the software to help detect and deter the use of drones around the airfield. In addition, Dedrone has provided a sole source justification, including the various patents it has on the software and its sensors.

The OIAA requires this software and the sensors to better protect passenger and aircraft safety from the interference of unmanned aircraft. The installation and utilization of the Dedrone system will allow the Authority to detect drones and their operators, up to 5 miles from the airport. This will increase safety and security at ONT.

Submitted by:

Reviewed by:

Authorized by:

Name: James Kessler

Name: Luis Medina

Name: Jamaal Avilez

Title: Chief of Operations

Title: Director of Procurement & Contracts

Title: Chief Administration Officer

Signature:


James Kessler (Sep 7, 2023 15:25 PDT)

Date:

09/07/2023

Signature: 09/07/2023

Date:

09/07/2023

Signature:


Jamaal Avilez (Sep 7, 2023 16:22 PDT)

Date:

09/07/2023



MEETING DATE: SEPTEMBER 28, 2023

AGENDA SECTION: CONSENT CALENDAR

SUBJECT: PERSONNEL POSITION ADDITIONS AND MODIFICATIONS

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

RECOMMENDED ACTION(S): Approve personnel position additions and modifications and new Organization Chart.

FISCAL IMPACT SUMMARY: The requested personnel changes will increase total Full Time Employees (FTEs) by six (6.0) positions and provide for six (6) reclass/internal promotions. The estimated cost impact for these position additions and modifications for the remainder of FY 2024 is approximately \$450,000. The financial impact will come partially from Fiscal Year 2023-24 Operating Budget and remainder will be requested for subsequent Fiscal Years through the annual budget process.

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 supervisory and or additional job responsibilities. In addition to business demands, the request for additional resources is in response to the identified results, needs, and recommendations. OIAA management is recommending the following new staff positions and modifications to meet these business requirements.

Capital Development:

The addition of an Environmental Compliance Manager will ensure oversight, health & safety, and compliance on an environmental level for staff and overall airport operations. As we work through our Safety Management Systems (SMS) implementation the need for the position has become apparent. This position will be under the Capital Development Division with support to Human Resources and Operations. The OIAA receives a variety of environmental management services via a contract currently held by NV5 including monitoring and reporting activities required by regulation; identifying areas of environmental risk related to existing facilities and operations; providing recommendations on strategies and activities to mitigate risk; and providing training, certification, and inspections services. Environmental management involves a complex stakeholder matrix and a variety of OIAA departmental interface and responsibility. Given increased operations and regulatory considerations at the airport, it is slated a current OIAA employee be hired to direct the activities of the contractor and ensure the needs of each OIAA department, stakeholder, and regulatory agency are being met. Addition of one (1) FTE.

This request is to reclassify an existing position within the Capital Development Division from Project Compliance Supervisor to Airport Construction Manager. When the Project Compliance Supervisor position was created, the amount and type of projects the OIAA was directly delivering was limited in number, scope, and complexity. At that time, the Program Manager was able to handle all management activities during design and construction. With operations at the airport increasing, the number and type of projects is growing quickly, so there is a need to expand the role of project compliance to include oversight of all construction activities from permitting to close-out, which typically move at fast pace and require careful monitoring to stay on schedule and budget. This will provide better oversight of contracted staff who are working on the ground at each project monitoring compliance with building and safety regulations, ensuring contractors are meeting contractual conditions of performance, confirming that proper construction techniques are being utilized. The position will also negotiate terms of agreements, draft contracts, and change orders and oversee reports pertaining to job status. No addition to FTE.

Operations:

Create new classification for Safety Management Systems Specialist who will support and oversee the SMS implementation currently in process. They will also monitor and oversee this system once up and operational. This will be filled internally with an addition of one (1) FTE.

Promotion of Airport Security Manger to Senior Manager of Airport Security. Current Airport Security Manager has been in current role for five years and has been instrumental in upgrading our current security procedures and protocol. The ability to recognize accomplishments while providing a growth and development path is very important to the OIAA. No addition to FTE.

Finance:

The following promotions are requested, from Accountant II to Accounting Supervisor, promotion from Payroll Representative I to Payroll Specialist II, and promotion and reclass from Office Assistant to Accounts Payable Representative I. As part of the OIAA's growth and increased financial complexities, these adjustments will ensure a strong finance team moving forward with the knowledge and expertise to maintain compliance. No addition to FTE.

Administration:

Management is requesting the establishment of a Human Resource Generalist II position. The position would be filled by a current Human Resources Generalist I. As part of the Authority's organizational strategies, OIAA has transitioned all Human Resource functions from the City of Ontario Municipal Services contract to OIAA's Human Resource Department. This transition has not only increased the volume of human resource function tasks, but also the complexity of those tasks. No addition to FTE.

Management is requesting the establishment of a Procurement Representative III position, to acknowledge success and prepare staff to take on more responsibility. The position would potentially be filled by a current Procurement Representative. As the Authority continues its growth, the importance of building out a full and functional Procurement team also increases. Part of this build out is to create the opportunity for growth within the current team structure. No addition to FTE.

Marketing & Communications:

Create a new classification of Director of Community Engagement. OIAA has maintained an upward trajectory of positive exposure, which has translated to increased opportunities for strategic engagement regionally, nationally, and globally. OIAA has exponentially increased strategic engagement activity thanks to the increase in news coverage, record-breaking statistics in air service, and industry exposure. The type of activity, increased frequency, and complexity in strategic engagement have contributed to the recommendation for OIAA to add a Director of Community Engagement role to oversee and manage strategic plans for engagement with our global, domestic, and regional stakeholders. It is recommended that an internal candidate be considered for this role, as they have met and exceeded the needs for strategic airport engagement. As the program grows to meet the demand, a high-level leadership role should oversee the department, budget, and strategy. Addition of one (1) FTE.

Additionally requesting two (2) Community Engagement Representative I positions to broaden our coverage for the OIAA and provide a strong foundation of outreach as needed for our upward trajectory of positive exposure. Addition of two (2) FTE.

Revenue Management:

Addition of a Revenue Management Specialist I Airline Affairs & Properties to assist the Airline Affairs & Properties team with contract management. This role is needed to maintain our lease management system, issue notices to our contract holders and other duties specific to PROPWorks. Addition of one (1) FTE.

STAFFING IMPACT (# OF POSITIONS): Creates an additional 6.0 full-time equivalent positions and six (6) employee promotions/reclassifications.

IMPACT ON OPERATIONS: The requested positions will support additional resource requirements that are a result of a return to pre-pandemic aviation and business activity, our SMS implementation, as well as an increase in planning, project, and administrative needs to support and ensure the health and safety of staff and ONT.

SCHEDULE: Select positions that are expected to be filled through promotion will be completed in October 2023. The additional FTEs will be recruited for in FY2024.

ATTACHMENTS:

- 1. Organization Chart

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Originator Name: Angela Lauber-Conroy, Director of Human Resources

Originating Dept.: Human Resources

Director Review: 

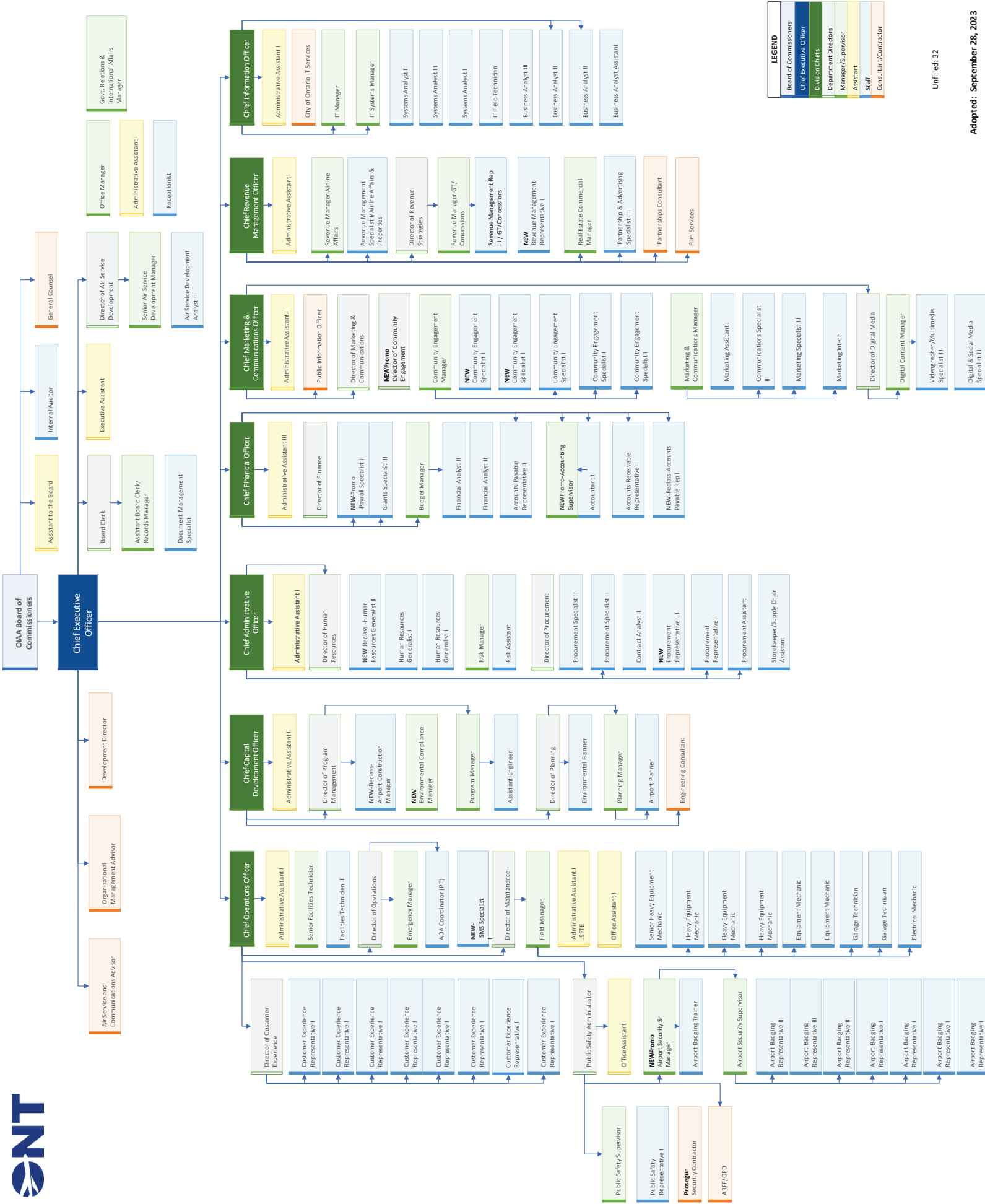
Chief Review: 

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 _____



LEGEND

Board of Commissioners
Chief Executive Officer
Division Chief's
Department Directors
Manager/Supervisor
Assistant
Staff
Consultant/Contractor

Unfilled: 32

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MEETING DATE: SEPTEMBER 28, 2023

AGENDA SECTION: ADMINISTRATIVE REPORTS/DISCUSSION/ACTION

SUBJECT: RESOLUTION ESTABLISHING A PARKING CARD POLICY

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

RECOMMENDED ACTION(S): Approve a Resolution establishing a policy governing issuance of Airport Parking Cards at the Ontario International Airport (ONT).

FISCAL IMPACT SUMMARY: The adoption of a parking card policy is estimated to generate an additional \$100,000 in parking revenues per fiscal year. Each parking card has a pre-determined monthly monetary value of \$50 for SIDA badge holders and \$175 for non-SIDA badge holders.

BACKGROUND: In 2016, when the Ontario International Airport Authority (OIAA) took control of the Ontario International Airport (ONT), there was no Parking Card Policy in place. The use of parking cards allows staff and eligible individuals to access secured parking areas while conducting business on behalf of the Authority. Due to the costs of maintaining the parking cards and the parking access benefits afforded to the cardholders, it is necessary to establish a policy regarding their proper use. Preventing the indiscriminate use of parking cards at ONT will help comply with our obligation to make the airport self-sustaining. With new growth, it is vital a Policy is set in place for the continuity of our airport.

In addition, the adoption of this policy will prevent the improper use of the parking cards and revenue diversion, consistent with the FAA's Revenue Use Policy. Under this policy, the OIAA will ensure the proper use of public funds and to prevent all improper financial gifts by requiring a clearly defined purpose and eligible user. Any individual or organization requesting a parking card must then provide a service or benefit to the OIAA.

Through implementing the Parking Card Policy, additional parking revenues would be attained by not issuing and/or deactivating parking cards for individuals and organizations that do not provide any direct service or benefit to the OIAA.

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
2. Airport Parking Card Policy (Exhibit to Resolution)
3. Parking Card Credential (Exhibit to Resolution)

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Originator Name: David Goldsberry, Director of Revenue Strategies

Originating Dept.: Revenue Management

Director Review: *David Goldsberry*

Chief Review: *Elson J. Quigg*

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 _____

RESOLUTION NO. 2023-16

**A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT
AUTHORITY ESTABLISHING A PARKING CARD POLICY AT THE
ONTARIO INTERNATIONAL AIRPORT**

WHEREAS, The Ontario International Airport Authority (OIAA or Authority), in its normal course of business, issues parking cards to tenants, partners, and federal, state, and or local organizations or representatives, which allow access to our parking lots for those individuals who provide services to and benefit the Authority; and

WHEREAS, The Authority seeks to comply with our obligation to make the airport self-sustaining and prevent improper revenue diversion by ensuring parking cards are only issued to those individuals or organizations that provide a direct service or benefit to the OIAA; and

WHEREAS, The Authority intends to adopt a policy that promotes the proper use of public funds consistent with the *FAA's Revenue Use Policy* by clearly defining the purpose and eligible users of parking cards; and

WHEREAS, The Authority aims to further promote its core values of Investing in ONT and Mastering the Basics by maintaining self-sustainability through clearly stated guidelines.

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 Airport Parking Card Policy, which is attached to this Resolution as Exhibit "A" and by this reference incorporated. Authorizations for amendments to this Policy will remain with the Ontario International Airport Authority Commission.

SECTION 2. The Ontario International Airport Authority Commission hereby approves Terms and Conditions of the Parking Card Policy, which is attached to this Resolution as Exhibit "B" and by this reference incorporated. The Ontario International Airport Authority Commission recognizes the Terms and Conditions may need to be periodically updated to reflect any regulatory changes and authorizes non-substantative changes to be made by Ontario International Airport Authority staff.

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 28th day of September, 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. 2023-16 is the original and was duly passed and adopted by the Commission of the Ontario International Airport Authority at their Regular Meeting held September 28, 2023, by the following roll call vote, to wit:

AYES: COMMISSIONERS:

NOES: COMMISSIONERS:

ABSENT: COMMISSIONERS:

(SEAL)

NORMA I. ALLEY, MMC
BOARD CLERK/ASSISTANT SECRETARY

Exhibit “A”

	Ontario International Airport Authority Policy	Effective Date	
	Airport Parking Card Policy For External Stakeholders	Page	1 of 2
Approved: Atif Elkadi, Chief Executive Officer Approved by the Board of Commissioners Resolution No. 2023-16 on September 28, 2023			

Purpose:

To establish a policy governing issuance of Airport Parking Cards at the Ontario International Airport (ONT).

Overview:

The use of parking cards allows staff and eligible individuals to access secured parking areas while conducting business on behalf of the Ontario International Airport Authority (Authority or OIAA). Due to the costs of maintaining the parking cards and the parking access benefits afforded to the cardholders, it is necessary to establish a policy regarding their proper use.

Establishing an Airport Parking Card Policy is intended to:

1. Promote revenue use consistent with the FAA’s *Revenue Use Policy* and prevent improper revenue diversion (64 FR 7696 (1999) [available at <https://www.govinfo.gov/content/pkg/FR-1999-02-16/pdf/FR-1999-02-16.pdf>]; Order 5190.6B, Change 1, Airport Compliance Manual (Nov. 22, 2021) (available at <https://www.faa.gov/documentLibrary/media/Order/Order-5190-6B-Change1.pdf>); U.S.C section 47107).
2. Ensure the airport is as self-sustaining as possible.
 - a. The parking cards have a monetary value associated to their use; a parking card policy will ensure the Authority collects fees for facilities uses and services at the airport to promote self-sustainability. [See, 49 U.S.C section 47107(a)(13); Order 5190.6B, Change 1, Airport Compliance Manual (Nov. 22, 2021).]
 - b. Rates charged for non-aeronautical use of the airport must be based on fair market value. The rates proposed to be charged for SIDA badge holder parking card fee, which will be established by Resolution in the Airport System Rates and Charges Schedule.
3. Promote the proper use of public funds and prevent improper gifts by requiring a clearly defined public purpose and benefit to OIAA when parking cards are distributed to appropriate Federal, State and local organizations or representatives. Any individual or organization requesting a parking card must provide a service or benefit to the OIAA.

Failure to adhere to these policies will be viewed as extremely serious and subject to the appropriate disciplinary action including having parking card revoked.

Policy Statement:

1. Objectives. The principal objectives of the Authority's Parking Card Policy are to:
 - a. Benefit the Ontario International Airport (ONT) by efficiently managing access to public parking lots by eligible individuals.
 - b. Establish an efficient and well-managed policy that expedites parking for tenants and others who provide direct services to the Airport.

2. Eligibility.
 - a. The Authority's Chief Executive Officer, or designee, ("CEO") may issue Airport parking cards to the following groups.
 - i. Employees of airlines that serve the Airport.
 - ii. Employees of local and government agencies that serve the Airport (e.g., Ontario Fire Department, Ontario Police Department, Federal Aviation Administration, Transportation Security Administration, United States Customs and Border Protection).
 - iii. Contractors, vendors, suppliers, and concessionaires that serve the Airport.

Notwithstanding the foregoing, the Authority may change, limit or expand the foregoing groups at its discretion.

- b. If the eligibility status of a cardholder changes (e.g., the cardholder ceases to be an airline employee), then the cardholder no longer shall be entitled to use his or her parking card. The cardholder promptly shall notify the Authority of such change of status and the Authority shall deactivate his or her parking card.

3. Usage Restrictions.
 - a. Each parking card shall be issued only for the eligible individual's use, and each cardholder shall use the parking card for official business purposes.
 - b. In some cases, financial, gift or economic reporting requirements may apply to a cardholder's receipt or use of a parking cards. In addition, misuse of a parking card may constitute a gift of public funds. Each cardholder shall comply with all applicable legal requirements relating to receipt and use of the parking card.
 - c. Before being issued a parking card, each potential cardholder shall sign a Statement outlining terms and conditions in which the cardholder agrees to comply with this Policy.
 - d. The Chief Revenue Management Officer (CRMO) may impose restrictions on the parking locations at the Airport that are authorized for use by cardholders.

4. Administration.
 - a. The CRMO shall be responsible for the overall administration and management of the Parking Cards Policy and program.
 - b. The CRMO shall oversee periodic audits of the Parking Card Policy, program, and parking cards and report to the CEO the results thereof.
 - c. The Authority shall maintain a list of cardholders, which shall be reviewed at least on an annual basis.

- d. Each parking card shall be valid for a period of one year. The CRMO may renew any parking cards for additional one-year periods.
- e. The Authority shall promptly deactivate unauthorized parking cards.
- f. The CRMO may require a cardholder to surrender his or her parking card at any time, for any reason within the CEO's discretion.

Exhibit "B"

Ontario International Airport (ONT) Parking Card Credential

Name:

Job Title:

Company:

E-Mail:

Phone:

Parking Card Issued:

Issue Date:

Terms and Conditions

PLEASE READ CAREFULLY

1. ONT Parking Card Credential remains property of the Ontario International Airport Authority (OIAA).
2. ONT Parking Card Credential shall be immediately surrendered to the Revenue Management Division (Ground Transportation Department) upon request or upon termination of employment or change in job status.
3. ONT Parking Card Credential holder agrees to abide by all applicable Federal, State, and City laws, and Airport Rules and Regulations while on Airport property.
4. ONT Parking Card Credential is non-transferrable and is for the sole use of the individual specifically authorized by issue of the credential.
5. Under no circumstances is tailgating allowed at the entry or exit of any parking lots at ONT. Any credential holder found tailgating may have their parking privileges revoked.
6. Loaning, or allowing use of an ONT Parking Card Credential by other individuals is prohibited.
7. ONT Parking Card Credential should only be used during work at or for the Airport.
8. **Improper use and abuse of the ONT Parking Card Credential could result in revocation of parking card privileges until the situation has been reviewed by the OIAA Revenue Management Division and may result in individual being required to pay any applicable outstanding parking fees within seven (7) days of receipt of decision and notice.**

Signature: _____

Date: _____