

ONTARIO INTERNATIONAL AIRPORT AUTHORITY

COMMISSION AGENDA – REGULAR MEETING



APRIL 27, 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

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.
- 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.

CLOSED SESSION

PUBLIC COMMENT ON CLOSED SESSION

CLOSED SESSION

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

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 Board of Commissioners meeting on March 23, 2023.

3. CASH DISBURSEMENT REPORT (BILLS/PAYROLL)

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

5. PROFESSIONAL SERVICES AGREEMENT WITH SERVICETEC INTERNATIONAL, INC.

Authorize the Chief Executive Officer (CEO) to execute a Professional Services Agreement (PSA) with ServiceTec International, Inc. (ServiceTec) to support the Amadeus platform solutions, Airport Operations Database (AODB/RMS), Lease Management (Propworks), and Common Use (ACUS) in the amount of \$2,251,795.00 for a five (5) year term.

ADMINISTRATIVE REPORTS/DISCUSSION/ACTION

6. RESOLUTION REGARDING CHIEF EXECUTIVE OFFICER (CEO) SIGNATURE AUTHORITY

Adopt a resolution amending Resolution No. 2022-07 establishing additional delegation of signature authority for OIAA Chief Executive Officer (CEO) Atif Elkadi.

RESOLUTION NO. 2023-08

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY
AMENDING RESOLUTION NO. 2022-07 REGARDING THE SIGNATURE
AUTHORITY OF ATIF ELKADI AS THE CHIEF EXECUTIVE OFFICER OF THE
ONTARIO INTERNATIONAL AIRPORT AUTHORITY

MANAGEMENT REPORT

Executive Office

COMMISSION MATTERS

President Wapner

Vice President Loveridge

Secretary Bowman

Commissioner Hagman

Commissioner Gouw

ADJOURNMENT

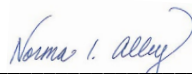
AFFIDAVIT OF POSTING

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: April 24, 2023

Posted Prior To: 2:00 P.M.

Signature:



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



MEETING DATE: APRIL 27, 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
05	ServiceTec International, 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

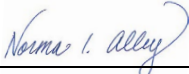
SCHEDULE: N/A

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 _____

ONTARIO INTERNATIONAL AIRPORT AUTHORITY



MEETING DATE: APRIL 27, 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 March 23, 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

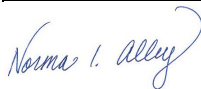
ATTACHMENTS:

- 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.

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BOARD DISPOSITION: Approved Denied Continued to _____

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

CALL TO ORDER

President Wapner called the Ontario International Airport Authority Commission meeting to order at 2:06 p.m.

ROLL CALL

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

ABSENT: Commissioners: Jim W. Bowman

A quorum of the Board of Commissioners was present.

Also present were Chief Executive Officer Atif Elkadi; General Counsel Lori D. Ballance; Assistant General Counsel Kevin P. Sullivan; Assistant Legal Counsel David Hubbard (for Closed Session only); and Board Clerk/Assistant Secretary Norma I. Alley, MMC

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

AGENDA REVIEW/ANNOUNCEMENTS

President Wapner announced there was a gathering at the terminal for the arrival of the OIAA 30 millionth passenger.

1. INFORMATION RELATIVE TO POSSIBLE CONFLICT OF INTEREST

No conflicts of interests were declared.

CLOSED SESSION

PUBLIC COMMENT ON CLOSED SESSION

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

CLOSED SESSION

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

Assistant General Counsel Kevin Sullivan announced the closed session item.

President Wapner recessed the open session and called the closed session to order at 2:07 p.m. The open session reconvened at 2:29 p.m.

REPORT ON CLOSED SESSION

President Wapner announced there was no reportable action.

PUBLIC COMMENT

President Wapner called for public comment.

Mr. Richard Sherman spoke to noise and the Part 150 Study, change in meeting time, and service of members on the Board.

Board Clerk Alley announced there was one written comment received from Jeff Strogon regarding owls.

Seeing no further comments, President Wapner closed public comment.

CONSENT CALENDAR

2. APPROVAL OF MINUTES

Approved minutes for the OIAA Board of Commissioners meetings on February 23, 2023.

3. CASH DISBURSEMENT REPORT (BILLS/PAYROLL)

Received and filed the Cash Disbursement Report (Bills/Payroll) for the month ended February 28, 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 February, 2023, and one in January, 2023.

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

Adopted 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

Approved personnel positions addition.

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

Authorized 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.

MOTION: Moved by Commissioner Hagman, seconded by Commissioner Gouw, to approve the Consent Calendar, including Resolution No. 2023-07. Motion carried by a 4 Yes/0 No/1 Absent (Bowman) vote.

ADMINISTRATIVE DISCUSSION/ACTION/REPORT

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

RESOLUTION NO. 2023-06: A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AMENDING RESOLUTION NO. 2021-20 BY DISBANDING CERTAIN STANDING COMMITTEES

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.

Vice President Loveridge stated he did not support disbanding the committees and preferred changing the occurrence to bi-annually. President Wapner noted the efficiency of operations to disbanding the committees and having the flexibility to call ad hoc meetings instead.

MOTION: Moved by Commissioner Hagman, seconded by Vice President Loveridge, approve Resolution No. 2023-06, and carried by a 3 Yes/1 No (Loveridge)/1 Absent (Bowman) vote.

MANAGEMENT REPORT

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

COMMISSIONER MATTERS

Vice President Loveridge requested a legislative update from the lobbyists.

ADJOURNMENT

President Wapner adjourned the Ontario International Airport Authority Board of Commissioners Meeting at 2:48 p.m.

RESPECTFULLY SUBMITTED:

APPROVED:

NORMA I. ALLEY, MMC, BOARD CLERK

ALAN D. WAPNER, PRESIDENT



MEETING DATE: APRIL 27, 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 March 31, 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 March 31, 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: Chief Financial Officer John Schubert

CEO Approval:



This Agenda Report has been reviewed by OIAA General Counsel.

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BOARD DISPOSITION: Approved Denied Continued to _____



MEETING DATE: APRIL 27, 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 March, 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 March 2023, President Wapner attended ten (10) 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

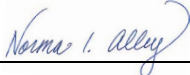
SCHEDULE: N/A

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: APRIL 27, 2023

AGENDA SECTION: CONSENT CALENDAR

SUBJECT: PROFESSIONAL SERVICES AGREEMENT (PSA) WITH SERVICETEC INTERNATIONAL, INC.

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

RECOMMENDED ACTION(S): Authorize the Chief Executive Officer (CEO) to execute a Professional Services Agreement (PSA) with ServiceTec International, Inc. (ServiceTec) to support the Amadeus platform solutions, Airport Operations Database (AODB/RMS), Lease Management (Propworks), and Common Use (ACUS) in the amount of \$2,251,795.00 for a five (5) year term.

FISCAL IMPACT SUMMARY: Funding for the ServiceTec International, Inc. managed Amadeus support services was included in the Fiscal Year 2022-23 IT budget. The cost of the professional services agreement is not to exceed \$2,251,795.00 for five years.

BACKGROUND: The Ontario International Airport Authority (OIAA) is implementing passenger processing systems that require onsite and offsite support services on a seven (7) day by 24-hour basis. This type of support is not a core competency of the OIAA IT staffing model and internal estimates to provide comparable service are cost prohibitive at this time. ServiceTec can provide the technicians, specialized training, and ongoing mentoring in support of our passenger processing systems (ACUS, AODB/RMS, Propworks) at a favorable rate due to their scale and ability to leverage costs with shared resources across several Southern California airports they currently support.

PROCUREMENT: The Procurement Manager approved the acquisition of these services as a Sole Source and verified that ServiceTec is the only authorized vendor that can provide onsite managed professional support services for Amadeus platform solutions, Airport Operations Database (AODB/RMS), Lease Management (Propworks), and Common Use (ACUS).

CEQA COMPLIANCE AND LAND USE APPROVALS: N/A

STAFFING IMPACT (# OF POSITIONS): N/A

IMPACT ON OPERATIONS: N/A

SCHEDULE: N/A

ATTACHMENTS:

- 1. Sole Source Justification

STAFF MEMBER PRESENTING: Chief Executive Officer Atif Elkadi

Originator Name: Chuck Miwa

Originating Dept.: Information Technology

Director Review: N/A

Chief Review: Chuck Miwa, Chief Information Officer

Charles Miwa

CEO Approval: 

This Agenda Report has been reviewed by OIAA General Counsel.

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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 the Board of Commissioners for the Ontario International Airport Authority. Requests for Sole Source approval are routed from 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: ServiceTec International, INC

Goods/Services: Support Services to provide onsite 7x24x365 support for our Common Use, Airport Operations Database / Resource Management System, and Lease Management System from Amadeus IT Group, SA.

Justification: *The Company demonstrated a unique qualification due to:*

- *Proven expertise or specialized knowledge in a wide field of few known providers and delivering continuous Airport support across multiple complex passenger processing systems.*
- *Previous experience providing similar service to over 20 airports in the US and internationally with recent specialism in Common Use systems increasing the likelihood of greater efficiency and success.*

As determined by OIAA IT management, ServiceTec International, Inc., has demonstrated their unique qualifications and proven reliability in providing highly available Managed Support Services to critical airport passenger processing functions. With over 33 years of Business-Critical IT support solutions in the Aviation Industry, this experience across all leading Common Use platforms and relationships with all major Integrators, Equipment Providers, and Airlines combines for a unique offering.

The OIAA requires onsite support of passenger processing systems 7 days a week, 24 hours a day, 365 days a year. This type of support is not within the core competency of the OIAA IT staffing model today. ServiceTec will manage and provide the technicians, specialist training and ongoing mentoring in support of our Common Use roll out and other growing passenger processing systems.

Submitted by:

Name: Chuck Miwa

Title: Chief Information Officer

Signature:

Date:

2/1/23

Reviewed by:

Name: Luis Medina

Title: Procurement Manager

Signature:

Date:

2/2/2023

Authorized by:

Name: Jamaal Avilez

Title: Chief Administration Officer

Signature:

Date:

2/2/2023



MEETING DATE: APRIL 27, 2023

AGENDA SECTION: ADMINISTRATIVE REPORTS/DISCUSSION/ACTION

SUBJECT: RESOLUTION REGARDING CEO SIGNATURE AUTHORITY

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

RECOMMENDED ACTION(S): Adopt a resolution amending Resolution No. 2022-07 establishing additional delegation of signature authority for OIAA Chief Executive Officer (CEO) Atif Elkadi.

FISCAL IMPACT SUMMARY: This action has no fiscal impact.

BACKGROUND: Ontario International Airport Authority's (OIAA) CEO has authority to approve and sign for contracts and other instruments necessary or convenient to obtain, hire, purchase or rent equipment, materials, supplies, labor, services or other items included within the budget approved by the OIAA Commission, up to \$100,000.00 per contract per Fiscal Year. This amendment will not impact the values approved in the original resolution. It will allow the CEO to delegate signing authority to other Chief level and Director level staff to sign certain contracts and other instruments, up to a defined value, within the CEO's signature authority and within budget amounts approved by the OIAA Commission.

The OIAA Commission acknowledges that providing signing authority for the CEO to allow for the execution of contracts and agreements, up to a certain threshold, is in the best interest of the Authority and is vital to creating efficient operations at the OIAA. However, with signature authority delegated only to the CEO, this creates potential bottle necks in approvals for agreements that commit the OIAA to relatively minor dollar values. Additionally, with other Chief level staff serving as subject matter experts for the groups they oversee, it becomes more efficient for Chiefs to execute agreements, especially those that directly impact their divisions, and then report those signed agreements to the CEO and to the OIAA Chief Financial Officer.

As part of Mastering the Basics, it is always best practice to have secondary signers to allow for processes to continue in the event that a signer is unable to perform their duty. This action will allow for a majority of OIAA's business to continue forward in the event the CEO is engaged in other pressing business for the Authority. This also allows for those working most closely on a contract or other instrument to be the ones executing the agreement, within a designated value.

Staff will work on a more detailed procedure, which will clearly outline which items may be executed and by whom. This procedure will be approved and executed by the CEO.

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. 2023-08
2. Resolution No. 2022-07

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.

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. 2023-08

A RESOLUTION OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY AMENDING RESOLUTION NO. 2022-07 REGARDING THE SIGNATURE AUTHORITY OF ATIF ELKADI AS THE CHIEF EXECUTIVE OFFICER OF THE ONTARIO INTERNATIONAL AIRPORT AUTHORITY

WHEREAS, in Resolution No. 2022-07, the Ontario International Airport Authority (OIAA or Authority) authorized the OIAA Chief Executive Officer (CEO) to approve contracts and other instruments necessary or convenient to obtain, hire, purchase or rent equipment, materials, supplies, labor, services or other items included within the budget approved by the OIAA Commission, with a maximum signature authority up to \$100,000.00 per contract per Fiscal Year, which authority is in the best interest of OIAA; and

WHEREAS, The current delegation of signing authority lists only the CEO, and cannot be interpreted to allow for additional delegated authority to other OIAA management staff; and

WHEREAS, The current delegation of signing authority impacts the efficiency of the OIAA due to its inherent limitations; and

WHEREAS, The Authority desires to amend and replace the current delegation of signing authority to allow for additional signature authority, up to well defined values and for specific positions within the authority, to increase efficiency and improve productivity at OIAA.

NOW, THEREFORE, BE IT RESOLVED by the Ontario International Airport Authority Commission that Resolution No. 2022-07 is amended as follows:

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

Within this authority, Atif Elkadi as OIAA's Chief Executive Officer may further delegate to OIAA's Chief Operating Officer, Chief Information Officer, Chief Financial Officer, Chief Revenue Management Officer, Chief Marketing & Communications Officer, Chief Capital Development Officer, and/or Chief Administrative Officer signature authority for the acquisition of equipment, materials, supplies, labor services or other items included within the budget approved by the OIAA Commission up to \$50,000 per contract per Fiscal Year. Additionally, within this authority, Atif Elkadi as OIAA's Chief Executive Officer may further delegate to other OIAA staff at the Director level, signature authority for the acquisition of equipment, materials, supplies, labor services or other items included within the budget approved by the OIAA Commission up to \$10,000 per contract per Fiscal Year.

SECTION 2. Items signed by staff will be reported to their supervising Chief. All items signed under this delegated authority shall be reported to the OIAA Chief Executive Officer and Chief Financial Officer.

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 27th day of April, 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. 2023-08 is the original and was duly passed and adopted by the Commission of the Ontario International Airport Authority at their Regular Meeting held April 27, 2023, by the following roll call vote, to wit:

AYES: COMMISSIONERS:

NOES: COMMISSIONERS:

ABSENT: COMMISSIONERS:

(SEAL)

NORMA I. ALLEY, MMC
BOARD CLERK/ASSISTANT SECRETARY

RESOLUTION NO. 2022-07

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

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

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

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

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

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

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

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

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



ALAN D. WAPNER
OIAA PRESIDENT

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

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

AYES: COMMISSIONERS: *HAGMAN, BOWMAN, LOVERIDGE, WARNER*

NOES: COMMISSIONERS: *NONE*

ABSENT: COMMISSIONERS: *GOUW*



SECRETARY/ASSISTANT SECRETARY

(SEAL)

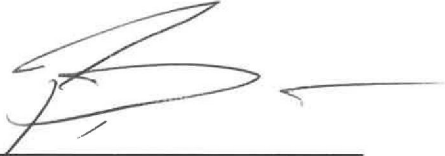
The foregoing is the original of Resolution No. 2022-__ duly passed and adopted by the Commission of the Ontario International Airport Authority at their special meeting held April 21, 2022.



SECRETARY/ASSISTANT SECRETARY

(SEAL)

ATTEST:



SECRETARY/ASSISTANT SECRETARY

APPROVED AS TO LEGAL FORM:



LORI D. BALLANCE
GENERAL COUNSEL