



September 11, 2025

CALL AND NOTICE OF A REGULAR MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a regular meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Monday, September 15, 2025, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

The meeting may also be accessed at the following location:

912 Stagecoach Road
Santa Fe, NM 87501

In addition to attending the meeting in person, members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

Dial in: (818) 862-3332

Terri Williams, Board Secretary
Burbank-Glendale-Pasadena Airport Authority

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of September 15, 2025

9.00 A.M.

The public comment period is the opportunity for members of the public to address the Commission on agenda items and on Airport-related non-agenda matters that are within the Commission's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.



Members in-person attendance or participation at meeting of the Commission is allowed, members of the public are requested to observe the following rules of decorum:

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Commission during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to Airport-related non-agenda matters that are within the Commission's subject matter jurisdiction.*
- *Limit comments to three minutes or to such other period of time as may be specified by the presiding officer.*



The following activities are prohibited:

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*



Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 N. Hollywood Way, Burbank) in the administrative office during normal business hours.



In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.

AGENDA

Monday, September 15, 2025

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT (Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Comments are limited to 3 minutes each, and the Authority President may limit this time if reasonable under the circumstances.)
5. CONSENT CALENDAR (Includes Minutes. Items on the Consent Calendar are generally routine in nature and may be acted upon by one motion unless removed for separate consideration.)
 - a. Committee Minutes
(For Note and File)
 - 1) Executive Committee
 - (i) August 6, 2025 **[See page 1]**
 - (ii) July 2, 2025 **[See page 5]**
 - 2) Finance and Administration Committee
 - (i) July 21, 2025 **[See page 7]**
 - 3) Legal, Government and Environmental Affairs Committee
 - (i) July 21, 2025 **[See page 9]**
 - b. Commission Minutes
 - 1) August 18, 2025 **[See page 12]**
 - c. Records Retention and Destruction **[See page 22]**
 - d. Treasurer's Report
 - 1) May 2025 **[See page 23]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Replacement Vehicle Acquisition **[See page 52]**
 - b. Award of Professional Services Agreement
Air Service Consulting Services **[See page 54]**

- c. Approval of Task Order for Solar Photovoltaic Array System Replacement Passenger Terminal Project

[See page 56]

7. ITEMS FOR COMMISSION INFORMATION

- a. Replacement Passenger Terminal Project – Construction Update

8. ITEMS PULLED FOR DISCUSSION

9. EXECUTIVE DIRECTOR COMMENTS

10. COMMISSIONER COMMENTS

(Commissioners may make a brief announcement, make a brief report on their activities, and request an agenda item for a future meeting.)

11. PUBLIC COMMENT

12. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, September 15, 2025

[Regarding agenda items]

5. CONSENT CALENDAR

(Consent Calendar items may be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.)

- a. COMMITTEE MINUTES. A copy of the approved minutes of the Executive Committee meeting of August 6, 2025, a copy of the approved minutes of the July 2, 2025 Executive Committee meeting; a copy of the approved minutes of the Finance and Administration Committee meeting of July 21, 2025, and a copy of approved minutes of the the Legal, Government and Environmental Affairs Committee meeting of July 21, 2025 are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the August 18, 2025, Commission minutes are included in the agenda packet for review and approval.
- c. RECORDS RETENTION AND DESTRUCTION. A staff report is included in the agenda packet. At its meeting on August 18, 2025, the Legal, Government and Environmental Affairs Committee voted unanimously (3–0) to recommend that the Commission approve the destruction of certain obsolete Authority records under the Authority’s Records Retention and Destruction Policy. This proposed records management effort is part of an ongoing protocol to eliminate storage of outdated records consistent with record retention requirements under Resolution No. 465.
- d. TREASURER’S REPORT. The Treasurer’s Report for May 2025 is included in the agenda packet. At its meeting on August 18, 2025, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission note and file these reports.

6. ITEMS FOR COMMISSION APPROVAL

- a. REPLACEMENT VEHICLE ACQUISITION. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission, and due to time sensitivity, Staff seek Commission authorization to issue future Purchase Orders, up to the \$375,000 limit, for the two hybrid engine SUVs and two other department vehicles programmed in the FY 2026 budget.
- b. AWARD OF PROFESSIONAL SERVICES AGREEMENT – AIR SERVICE CONSULTING SERVICES. A staff report is included in the agenda packet. At its meeting on August 18, 2025, the Operations and Development Committee voted (2–0, 1 absent) to move to the Commission without recommendation. Staff recommends the Commission award a Professional Services Agreement (“PSA”) to Arthur D. Little, LLC (“ADL”) for continued air service consulting services. The

services to be provided by ADL are complementary to the airport marketing consulting services obtained through the contract recently awarded to Anyone Collective. The proposed PSA is for an amount not-to-exceed \$70,000.

- c. APPROVAL OF TASK ORDER FOR SOLAR PHOTOVOLTAIC ARRAY SYSTEM REPLACEMENT PASSENGER TERMINAL. A staff report is included in the agenda packet. At its meeting on September 3, 2025, the Executive Committee voted unanimously (3–0) to recommend that the Commission approve a \$1,762,485 Task Order Amendment to Holder, Pankow, TEC – A Joint Venture for the installation of a solar photovoltaic array system on the Replacement Passenger Terminal. This installation will enhance the project's ability to achieve the Commission's aspirational goal of a Leadership in Energy and Environmental Design Gold Certification from the U.S. Green Building Council.

7. ITEMS FOR COMMISSION INFORMATION

- a. REPLACEMENT PASSENGER TERMINAL PROJECT CONSTRUCTION UPDATE. No staff report attached. An updated video will be shown.

Approved on September 3, 2025

**MINUTES OF THE REGULAR MEETING OF THE
EXECUTIVE COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

WEDNESDAY, AUGUST 6, 2025

A regular meeting of the Executive Committee was called to order on this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 9:00 a.m., by Commissioner Najarian.

1. ROLL CALL

Present: Commissioners Talamantes and Quintero

Absent Commissioner Hampton

Also Present: Staff: John Hatanaka, Executive Director
Kimberley Parker-Polito, Director, Information and Communication Technologies; Thomas Henderson, Director, Operations

Perry Martin, Sr. Program Manager,
Roger Johnson, Executive Program Manager,
Jacobs Project Management Co.; Douglas Wilson, President, Dynamic Science, Inc.

2. Approval of Agenda

Motion Commissioner Quintero moved approval of the agenda, seconded by Commissioner Talamantes.

Motion Approved The motion was approved (2–0, 1 absent).

3. Public Comment
(Due to late submittal, this item was taken after 6.b., Committee Pending Items)

Jasmine Aracely Rios, Glendale, CA

4. Approval of Minutes

a. July 2, 2025

A draft copy of the Committee meeting minutes of the July 2, 2025, meeting was included in the agenda packet for review and approval.

Due to the lack of a quorum present, this item was held over until the Committee's next meeting.

5. Items for Approval

a. Approval of Aid-In-Construction Deposits to City of Burbank

Staff sought a recommendation from the Executive Committee to the Commission to approve two Aid-In-Construction ("AIC") deposit

Replacement Passenger Terminal Project

requests from the City of Burbank on behalf of Burbank Water and Power for the Replacement Passenger Terminal electrical power infrastructure.

1. \$712,570 for Phases 1 & 2 – represents the final funding requirement for these two phases of the program. Specifically, this AIC will fund the 17 MVA temporary power, engineering, substructure inspection and Clybourn substation 12kV conversion costs for engineering, labor, materials and equipment.
2. \$2,050,000 for Phase 3 – is the initial funding for the development of the permanent power community substation costs for engineering, procurement of equipment, and construction contract award deposits.

Motion

Commissioner Quintero moved approval; seconded by Commissioner Talamantes.

Motion Approved

The motion was approved (2–0, 1 absent).

b. Approval of Task Order Amendments Replacement Passenger Terminal Project

Staff sought a recommendation from the Executive Committee to the Commission to approve two Task Order Amendments to Holder, Pankow, TEC – a Joint Venture for the Replacement Passenger Terminal Project:

1. \$727,605 - Terminal Automated Exit Lane System
2. \$994,278 - Food Service Concessions HVAC ductwork installation

Motion

Commissioner Quintero moved approval; seconded by Commissioner Talamantes.

Motion Approved

The motion was approved (2–0, 1 absent).

c. Master Services Agreement City of Burbank for Internet Service

Staff sought a recommendation from the Executive Committee ("Committee") to the Commission to enter into a proposed Master Services Agreement with the City of Burbank for internet service using the ONE Burbank fiber optic core network.

This Agreement will make Burbank Water and Power the primary internet service provider ("ISP") supporting the operations of the Replacement Passenger Terminal and the Airport. Similar contracts with other ISPs for redundant backup internet services will be brought to the Committee and the Commission for consideration at a later date.

Motion

Commissioner Quintero moved approval; seconded by Commissioner Talamantes.

Motion Approved

The motion was approved (2–0, 1 absent).

**d. Award of Contract
Virtual Ramp Control Room Operator**

Staff sought a recommendation from the Executive Committee to the Commission to award a contract to Dynamic Science, Inc. ("DSI") in the amount of \$5,623,899.77 for a five-year term to serve as the operator of a Virtual Ramp Control Room that will commence operations with the opening of the Replacement Passenger Terminal. Under the proposed contract, DSI will provide the qualified personnel to conduct ramp control operations for all air carrier operations at Hollywood Burbank Airport. The proposed contract includes two 1-year extension options at the Authority's discretion.

Motion

Commissioner Quintero moved approval; seconded by Commissioner Talamantes.

Motion Approved

The motion was approved (2–0, 1 absent).

**e. Approval of Electrical Services
Agreement - City of Burbank**

Subject to the approval of the Federal Aviation Administration for compliance with revenue diversion prohibitions, Staff sought a recommendation from the Executive Committee to the Commission to approve an Electrical Services Agreement ("Agreement", Attachment A), with the City of Burbank ("City") for the development of a community substation to provide the permanent electrical power to the Replacement Passenger Terminal. Upon execution of the Agreement, Burbank Water and Power will issue Aid-In-Construction deposit requests for the final design and construction of the substation.

Motion

Commissioner Quintero moved approval; seconded by Commissioner Talamantes.

Motion Approved

The motion was approved (2–0, 1 absent).

6. Items for Information

**a. Replacement Passenger Terminal
Project Construction Update**

Jacobs Project Management Co. provided a construction update and the latest progress video.

b. Committee Pending Items

Staff informed the Committee of future pending items that will come to the Committee for review.

7. Adjournment

There being no further business, the meeting was adjourned at 9:35 a.m.

Approved on September 3, 2025

**MINUTES OF THE REGULAR MEETING OF THE
EXECUTIVE COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

WEDNESDAY, JULY 2, 2025

A regular meeting of the Executive Committee was called to order on this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 9:00 a.m., by Commissioner Najarian.

1. ROLL CALL

Present: Commissioners Talamantes and Najarian

Absent Commissioner Hampton

Also Present: Staff: John Hatanaka, Executive Director
Stephanie Gunawan-Piraner, Deputy Executive Director, Planning and Development

Roger Johnson, Executive Program Manager, Jacobs Project Management Co.

2. Approval of Agenda

Motion Commissioner Talamantes moved approval of the agenda, seconded by Commissioner Najarian.

Motion Approved The motion was approved (2–0, 1 absent).

3. Public Comment

Jasmine Aracely Rios, Glendale, CA

4. Approval of Minutes

a. June 9, 2025

A draft copy of the Committee meeting minutes of the June 9, 2025, special meeting was included in the agenda packet for review and approval.

Motion Commissioner Talamantes moved approval of the Committee minutes; seconded by Commissioner Najarian.

Motion Approved There being no objections, the motion was approved (2–0, 1 absent).

5. Items for Information

a. Replacement Passenger Terminal Program Manager - Jacobs Project Management Company Task Order Authorization

Staff sought a recommendation from the Executive Committee to the Commission to authorize Task Order #5 in the amount of \$13,765,895 with Jacobs Project Management Co. for Replacement Passenger Terminal Project program management services.

Motion

Commissioner Talamantes moved approval;
seconded by Commissioner Najarian.

Motion Approved

There being no objections, the motion was
approved (2–0, 1 absent).

**b. Woodward & Associates
Professional Services Agreement
Replacement Passenger Terminal
Project**

Staff sought an Executive Committee
recommendation to the Commission to approve the
proposed Professional Services Agreement with
Woodward & Associates for continued outreach and
support services working with the Federal Aviation
Administration for financial assistance towards
completion of the Replacement Passenger Terminal
Project.

Motion

Commissioner Talamantes moved approval;
seconded by Commissioner Najarian.

Motion Approved

There being no objections, the motion was approved
(2–0, 1 absent).

6. Items for Information

**a. Replacement Passenger Terminal
Project Construction Update**

Jacobs Project Management provided a
construction update and the latest progress video.

b. Committee Pending Items

Staff informed the Committee of future pending
items that will come to the Committee for review.

7. Adjournment

There being no further business, the meeting was
adjourned at 9:35 a.m.

Approved on August 18, 2025

**MINUTES OF THE REGULAR MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

MONDAY, JULY 21, 2025

A regular meeting of the Finance and Administration Committee was called to order this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 11:15 a.m., by Commissioner Wilson.

1. ROLL CALL

Present: Commissioners Wilson, Ovrom and Quintero

Absent: None

Also Present: Staff: John Hatanaka, Executive Director; Kathy David, Senior Deputy Executive Director; David Kwon, Director, Financial Services; Derrick Chang, Assistant Manager, Business and Properties

Louis Choi, Public Resources Advisory Group

2. Staff Announcement: AB 23

The Executive Director announced that, as a result of the convening of this meeting of the Finance and Administration Committee, each Committee member in attendance is entitled to receive and shall be provided \$200.

3. Approval of Agenda

The agenda was approved as presented.

Motion

Commissioner Quintero moved approval; seconded by Commissioner Ovrom.

Motion Approved

The motion was approved (3-0).

4. Public Comment

There were no public comments.

5. Approval of Minutes

a. June 16, 2025

A draft copy of the minutes of the meeting of June 16, 2025, was included in the agenda packet for review.

Motion

Commissioner Ovrom moved approval; seconded by Commissioner Quintero.

Motion Approved

The minutes were unanimously approved (3-0).

6. Items for Approval

**a. Award of Lease Extension
Vehicle Effects, Inc.**

Staff presented to the Committee for recommendation for approval by the Commission a proposed Second Amendment to Ground Lease ("Lease") with Vehicle

Effects, Inc. ("Vehicle Effects"), to extend the term of the Lease for an additional three years to September 30, 2028. Vehicle Effects currently occupies a 5,000 square-foot lot located at 7604 Wheatland Avenue in Sun Valley.

Motion

Commissioner Quintero moved approval; seconded by Commissioner Ovrom.

Motion Approved

The motion was unanimously approved (3–0).

a. Award of Professional Services Agreement – Replacement Passenger Terminal – Phase 2 Support

Staff presented to the Committee for recommendation for approval by the Commission a Professional Services Agreement to Macias Gini & O'Connell LLP for Phase 2 of the Replacement Passenger Terminal project to support work to assist the Authority with ongoing monitoring of federal compliance requirements for federally reimbursable project expenditures. This contract will have a not-to-exceed amount of \$175,000 beginning August 1, 2025, through June 30, 2026.

Motion

Commissioner Quintero moved approval; seconded by Commissioner Ovrom.

Motion Approved

The motion was unanimously approved (3–0).

7. Items for Discussion

a. Replacement Passenger Terminal Financing – Plan of Finance Update

Staff updated the Committee on the status of the financial aspects of the Replacement Passenger Terminal Project.

8. Items for Information

a. Committee Pending Items

Staff reviewed future items to be presented to the Committee.

9. Adjournment

The meeting was adjourned at 12:02 p.m.

Approved on August 18, 2025

**MINUTES OF THE REGULAR MEETING OF THE
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

MONDAY, JULY 21, 2025

A regular meeting of the Legal, Government and Environmental Affairs Committee was called to order on this date in the Burbank Room, 2627 N. Hollywood Way, Burbank, California, at 8:30 a.m., by Commissioner Gabel-Luddy.

1. ROLL CALL

Present: Commissioners Gabel-Luddy and Najarian

Absent: Commissioner Lyon

Also Present: Staff: Kathy David, Senior Deputy Executive Director, Greg Rabinovitz, Chief of Staff; Neil Gallucci, Deputy Police Chief; Kyle Porter, Manager, Noise & Environmental Affairs

Zoe Bertro-Foell, Steer, Consultant

2. Approval of Agenda

Motion Commissioner Najarian moved approval of the agenda.

Motion Approved Hearing no objections, the motion was approved as submitted (2–0, 1 absent).

3. Public Comment

There were no public comments.

4. Approval of Minutes

a. June 16, 2025

A draft copy of the Committee meeting minutes of the June 16, 2025, meeting was included in the agenda packet for review and approval.

Motion Commissioner Najarian moved approval of the Committee meeting minutes, seconded by Commissioner Gabel-Luddy.

Motion Approved The motion was approved (2–0, 1 absent).

5. Items for Approval

a. Award of Contract Airport Communication Center Computer Aided Dispatch Services

Staff sought a recommendation from the Legal, Government and Environmental Affairs Committee ("Committee") to the Commission to approve a Shared Services Agreement with Versaterm, Inc. for Computer Aided Dispatch ("CAD") services in the amount of \$274,485. On February 18, 2025, Staff provided a briefing to the Committee for a proposed acquisition of a CAD system to support the operations of the Airport Communications Center. In conjunction with this proposed project, on May 19, 2025, the Commission approved a revised Law Enforcement Cooperative Agreement with the City of Burbank to continue mutual aid between the Airport Police Department and the Burbank Police Department.

As the delivery of the CAD system components is time-sensitive, subject to the Committee's recommendation, this item was placed on the Commission's agenda for consideration following the Committee's meeting.

Motion

Commissioner Najarian moved approval of the recommendation, seconded by Commissioner Gabel-Luddy.

Motion Approved

There being no objection, the motion was approved (2-0, 1 absent).

b. Award of Professional Services Agreement for Transportation Coordinator Support Services

Staff sought a Legal, Government and Environmental Affairs Committee recommendation to the Commission for award of a Professional Services Agreement ("PSA") to Steer, Davies & Gleave, Inc. for employee transportation coordinator support services for a two-year period. The services and fees under the proposed PSA will be for implementation and support for the Airport's Employee Trip Reduction Program for the Replacement Passenger Terminal, which is a requirement of the Development Agreement with the City of Burbank. The PSA will have a not-to-exceed amount of \$33,760 for the first year and \$35,449 for the second year.

Motion

Commissioner Najarian moved approval of the recommendation, seconded by Commissioner Gabel-Luddy.

Motion Approved

There being no objection, the motion was approved (2–0, 1 absent).

6. Items for Information

a. Committee Pending Items

Staff informed the Committee of future pending items that will come to the Committee for review.

7. Adjournment

There being no further business to discuss, the meeting was adjourned at 8:55 a.m.

**MINUTES OF THE REGULAR MEETING OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

MONDAY, AUGUST 18, 2025

A regular meeting of the Burbank-Glendale-Pasadena Airport Authority was called to order this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 9:05 a.m., by President Talamantes.

1. ROLL CALL

Present: Commissioners Najarian, Asatryan,
Talamantes, Lyon, Quintero, Ovrom, Wilson,
Gabel-Luddy

Absent: Commissioner Hampton

Also Present: Staff: John Hatanaka, Executive Director;
Stephanie Gunawan-Piraner, Deputy
Executive Director, Planning and
Development; Kimberley Parker-Polito,
Director, Information and Communication
Technologies; Madeleine Zavala, Sr.
Manager, Business & Properties; Kyle Porter,
Manager, Noise & Environmental Affairs

Perry Martin, Sr. Program Manager, Jacobs
Project Management Co.

2. PLEDGE OF ALLEGIANCE

Commissioner Talamantes led the Pledge of
Allegiance.

3. APPROVAL OF AGENDA

The agenda was approved as presented.

Motion Commissioner Lyon moved approval of the
agenda; seconded by Commissioner Wilson.

Motion Approved The motion was approved (8–0, 1 absent)

AYES: Najarian, Talamantes, Asatryan,
Lyon, Quintero, Ovrom, Wilson,
Gabel-Luddy

NOES: None

ABSENT: Hampton

4. PUBLIC COMMENT

(Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Comments are limited to 3 minutes each, and the Authority President may limit this time if reasonable under the circumstances.) Justin, Studio City

5. CONSENT CALENDAR

(Includes Minutes. Items on the Consent Calendar are generally routine in nature and may be acted upon by one motion unless removed for separate consideration.)

a. Committee Minutes (For Note and File)

1) Operations and Development Committee

(i) June 16, 2025

Approved minutes of the June 16, 2025, Operations and Development Committee meeting were included in the agenda packet for information purposes.

2) Finance and Administration Committee

(i) June 16, 2025

Approved minutes of the June 16, 2025, Finance and Administration Committee meeting were included in the agenda packet for information purposes.

3) Legal, Government and Environmental Affairs Committee

(i) June 16, 2025

Approved minutes of the June 16, 2025, Legal, Government and Environmental Affairs Committee meeting were included in the agenda packet for information purposes.

b. Commission Minutes

1) July 21, 2025

A draft copy of the minutes of the Commission meeting of July 21, 2025, was included in the agenda packet for review and approval.

**c. Award of Lease Extension
Vehicle Effects. Inc.**

At its meeting on July 21, 2025, the Finance and Administration Committee unanimously approved (3–0) a recommendation for the Commission to authorize a proposed Second Amendment to the Ground Lease (“Lease”) with Vehicle Effects, Inc. (“Vehicle Effects”). The amendment seeks to extend the Lease term by an additional three years, through September 30, 2028. Vehicle Effects

currently occupies a 5,000-square-foot parcel situated in the northwest quadrant of the Airport, located at 7604 Wheatland Avenue in Sun Valley.

d. Award of Professional Services Agreement – Replacement Passenger Terminal – Phase 2 Support

At its meeting on July 21, 2025, the Finance and Administration Committee unanimously voted (3–0) to recommend that the Commission authorize the execution of a Professional Services Agreement with Macias, Gini & O’Connell LLP. The agreement pertains to Phase 2 support services for the Replacement Passenger Terminal project and is intended to assist the Authority in ensuring federal compliance for eligible project expenditures. The contract shall not exceed \$175,000 and will be effective from August 1, 2025, through June 30, 2026.

Motion

Commissioner Quintero moved approval of the Consent Calendar; seconded by Commissioner Wilson.

Motion Approved

The motion was approved (8–0, 1 absent)

AYES: Najarian, Talamantes, Asatryan, Lyon, Quintero, Ovrom, Wilson, Gabel-Luddy

NOES: None

ABSENT: Hampton

6. ITEMS FOR COMMISSION APPROVAL

a. Eighth Amendment to Fixed Base Operator Lease and Concession Agreement – Van Nuys Skyways, Inc.

At the meeting held immediately prior to the Commission meeting, the Legal, Government and Environmental Affairs Committee unanimously voted (3–0) to recommend that the Commission approve an Eighth Amendment (“Amendment”) to the Fixed Base Operator (“FBO”) Lease and Concession Agreement with Van Nuys Skyways, Inc. (“VNS”). The proposed Amendment authorizes VNS to conduct its FBO operations at Hollywood Burbank Airport under the trade name “Hollywood Burbank Jet Center.”

Motion

Commissioner Wilson moved approval;
seconded by Commissioner Gabel-Luddy.
The motion was approved (8–0, 1 absent)

Motion Approved

AYES: Najarian, Talamantes, Asatryan,
Lyon, Quintero, Ovrom, Wilson,
Gabel-Luddy

NOES: None

ABSENT: Hampton

**b. Award of Professional Services
Agreement – Transportation
Coordinator Support Services**

At its meeting on July 21, 2025, the Legal,
Government and Environmental Affairs
Committee voted (2–0, 1 absent) to
recommend that the Commission authorize
the execution of a Professional Services
Agreement (“PSA”) with Steer, Davies &
Gleave, Inc. The agreement pertains to the
provision of employee transportation
coordinator support services over a two-year
term. These services are intended to facilitate
the implementation and ongoing support of
the Airport’s Employee Trip Reduction
Program, a requirement stipulated in the
Development Agreement with the City of
Burbank. The PSA shall not exceed \$33,760
for the first year and \$35,449 for the second
year.

Motion

Commissioner Wilson moved approval;
seconded by Commissioner Asatryan.

Motion Approved

The motion was approved (8–0, 1 absent)

AYES: Najarian, Talamantes, Asatryan,
Lyon, Quintero, Ovrom, Wilson,
Gabel-Luddy

NOES: None

ABSENT: Hampton

**c. Master Services Agreement
City of Burbank for Internet
Service**

At its meeting on August 6, 2025, the
Executive Committee voted (2–0, 1 absent) to
recommend that the Commission authorize
entry into a proposed Master Services
Agreement (“Agreement”) with the City of
Burbank for the provision of internet services

utilizing the ONE Burbank fiber optic core network.

Under the terms of this Agreement, Burbank Water and Power will serve as the primary internet service provider supporting the operational needs of both the Replacement Passenger Terminal and the broader Airport infrastructure.

Motion

Commissioner Wilson moved approval;
seconded by Commissioner Asatryan.

Motion Approved

The motion was approved (8–0, 1 absent)

AYES: Najarian, Talamantes, Asatryan,
Lyon, Quintero, Ovrom, Wilson,
Gabel-Luddy

NOES: None

ABSENT: Hampton

**d. Award of Contract
Virtual Ramp Control Room
Operator**

At its meeting on August 6, 2025, the Executive Committee voted (2–0, 1 absent) to recommend that the Commission approve the award of a contract to Dynamic Science, Inc. (“DSI”) in the amount of \$5,623,899.77 for a five-year term. The contract designates DSI as the operator of the Virtual Ramp Control Room, which is scheduled to commence operations in conjunction with the opening of the Replacement Passenger Terminal. Under the terms of the agreement, DSI will provide qualified personnel to manage ramp control operations for all air carrier activities at Hollywood Burbank Airport. The contract also includes two optional one-year extensions, exercisable at the discretion of the Authority.

Motion

Commissioner Gabel-Luddy moved approval;
seconded by Commissioner Wilson.

Motion Approved

The motion was approved (8–0, 1 absent)

AYES: Najarian, Talamantes, Asatryan,
Lyon, Quintero, Ovrom, Wilson,
Gabel-Luddy

NOES: None

ABSENT: Hampton

**e. Approval of Task Order
Amendments – Replacement
Passenger Terminal Project**

At its meeting on August 6, 2025, the Executive Committee voted (2–0, 1 absent) to recommend that the Commission approve two Task Order Amendments to the agreement with Holder, Pankow, TEC – a Joint Venture for the Replacement Passenger Terminal Project. The proposed amendments include:

1. An allocation of \$727,605 for the implementation of a Terminal Automated Exit Lane System; and
2. An allocation of \$994,278 for the installation of HVAC ductwork to support food service concessions.

Motion

Commissioner Wilson moved approval; seconded by Commissioner Ovrom.

Motion Approved

The motion was approved (8–0, 1 absent)

AYES: Najarian, Talamantes, Asatryan, Lyon, Quintero, Ovrom, Wilson, Gabel-Luddy

NOES: None

ABSENT: Hampton

**f. Approval of Aid-in-Construction
Deposits to City of Burbank
Replacement Passenger Terminal
Project**

At its meeting on August 6, 2025, the Executive Committee voted (2–0, 1 absent) to recommend that the Commission approve two Aid-In-Construction deposit requests submitted by the City of Burbank on behalf of Burbank Water and Power, in support of the electrical power infrastructure for the Replacement Passenger Terminal.

1. Phase 1 & 2 – An amount of \$712,570 representing the final funding requirement for these phases. This deposit will cover costs associated with the 17 MVA temporary power system, engineering services, substructure inspection, and the conversion of the Clybourn substation to 12kV, including labor, materials, and equipment.

2. Phase 3 – An initial deposit of \$2,050,000 to support the development of the permanent community substation. This funding will be applied toward engineering, equipment procurement, and construction contract award deposits.

Motion

Commissioner Quintero moved approval;
seconded by Commissioner Gabel-Luddy.

Motion Approved

The motion was approved (8–0, 1 absent)

AYES: Najarian, Talamantes, Asatryan,
Lyon, Quintero, Ovrom, Wilson,
Gabel-Luddy

NOES: None

ABSENT: Hampton

g. Approval of Electrical Services Agreement – City of Burbank

At its meeting on August 6, 2025, the Executive Committee voted (2-0, 1 absent) to recommend that the Commission approve an Electrical Services Agreement with the City of Burbank. This agreement supports the development of a community substation that will provide permanent electrical power to the Replacement Passenger Terminal. The Federal Aviation Administration (FAA) Los Angeles Airports District Office reviewed the agreement and recommended one clarification, which has been incorporated. The FAA raised no concerns regarding compliance with grant assurances or revenue use policies. Upon execution of the agreement, Burbank Water and Power will issue Aid-In-Construction deposit requests to initiate the final design and construction of the substation.

Motion

Commissioner Quintero moved approval;
seconded by Commissioner Wilson.

Motion Approved

AYES: Najarian, Talamantes, Asatryan,
Lyon, Quintero, Ovrom, Wilson,
Gabel-Luddy

NOES: None

ABSENT: Hampton

h. Approval of Aid-in-Construction Deposit to City of Burbank Replacement Passenger Terminal Project

At its meeting on August 18, 2025—held immediately prior to the Commission meeting—the Legal, Government, and Environmental Affairs Committee voted unanimously (3–0) to approve an Aid-In-Construction deposit request from the City of Burbank, on behalf of Burbank Water and Power (BWP), in the amount of \$6,000,000. This funding will support the development of a community substation to provide a permanent electrical power solution for the Replacement Passenger Terminal. As part of this effort, BWP will upgrade the sub-transmission electrical lines along Clybourn Avenue and Sherman Way from 4kV to 12kV, enabling redundant power feeds and ensuring long-term, reliable electrical service to the airport.

Motion

Commissioner Gabel-Luddy moved approval; seconded by Commissioner Ovrom.

Motion Approved

AYES: Najarian, Talamantes, Asatryan, Lyon, Quintero, Ovrom, Wilson, Gabel-Luddy

NOES: None

ABSENT: Hampton

i. Approval of Airport History Book Commission Agreement - Establishment of Airport History Book Ad Hoc Committee

At its meeting on August 18, 2025, Staff requested Commission approval of an Airport History Book Commission Agreement with Mr. Martin M. Cooper of Cooper Communications, Inc. Under the agreement, Mr. Cooper will research, write, and oversee the production of a book chronicling the history of Hollywood Burbank Airport, timed to coincide with the opening of the Replacement Passenger Terminal in October 2026.

Staff also recommended the formation of an Airport History Book Ad Hoc Committee to review Mr. Cooper's work and provide feedback and direction on behalf of the Authority.

The Commission requested revisions to the proposed agreement. Additionally, an Ad Hoc Committee was established, consisting of representatives from the tri-cities—Burbank, Glendale, and Pasadena—consisting of Commissioners Hampton, Ovrom, and Quintero, with Commissioner Talamantes as an ex officio member.

Motion

Commissioner Wilson moved approval; seconded by Commissioner Quintero.

Motion Approved

AYES: Najarian, Talamantes, Asatryan, Lyon, Quintero, Ovrom, Wilson, Gabel-Luddy

NOES: None

ABSENT: Hampton

7. ITEMS FOR COMMISSION INFORMATION

a. Q2 2025 Passenger Activity Report

Staff presented revenue passenger numbers for April - June (Q2) of 2025.

b. Replacement Passenger Terminal Project Construction Update

Staff presented an updated video showing the progress of the Replacement Passenger Terminal Project.

8. CLOSED SESSION

The meeting convened to Closed Session at 10:49 a.m.

a. THREAT TO PUBLIC SERVICES OR FACILITIES
(California Government Code Section 54957(a))
Consultation with Director of Public Safety

b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(California Government Code Section 54956.9(d)(1))
Name of Case: SSP America, Inc., SSP America BUR, LLC v. Burbank-Glendale-Pasadena Airport Authority (FAA Docket No. 16-25-04)

c. CONFERENCE WITH LABOR NEGOTIATOR
California Government Code Section 54957.6)
Authority Representative: Terence Boga, General Counsel
Unrepresented Employee: Executive Director

The meeting reconvened to Open Session

The meeting was reconvened to Open Session at 11:16 a.m. with all eight Commissioners present.

Closed Session Report

There was nothing to report from Closed Session.

9. ITEMS PULLED FOR DISCUSSION

There were no items pulled for discussion.

10. EXECUTIVE DIRECTOR COMMENTS

The Executive Director updated the Commission on current grant funding for the Replacement Passenger Terminal Project, meeting with the FAA Western Pacific Regional Administrator, an update on the federal policy impacted by a new Executive Order, and the release by FAA of an Environmental Assessment and Record of Decision for Settlement Agreement Departure Procedure Amendments at Hollywood Burbank Airport.

11. COMMISSIONER COMMENTS

(Commissioners may make a brief announcement, report on their activities, and request an agenda item for a future meeting.)

- Commissioner Gabel-Luddy acknowledged the positive feedback received regarding the Waggage Claim program, noting its success and public appreciation.
- Commissioner Najarian expressed gratitude to Staff for maintaining a strong and collaborative relationship with the Federal Aviation Administration, emphasizing that this partnership is instrumental in supporting the continued progress of the Replacement Passenger Terminal project.

12. PUBLIC COMMENT

There were no public comments.

13. ADJOURNMENT

The meeting was adjourned at 11:05 a.m.

Jess Talamantes, President

Frank Quintero, Secretary

Date.

Date

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
SEPTEMBER 15, 2025**

RECORDS RETENTION AND DESTRUCTION

Prepared by
Kathy David
Deputy Executive Director, Finance and Administration

SUMMARY

At its meeting on August 18, 2025, the Legal, Government and Environmental Affairs Committee ("Committee") voted unanimously (3–0) to recommend that the Commission approve of the destruction of certain obsolete Authority records under the Authority's Records Retention and Destruction Policy. This proposed records management effort is part of an ongoing protocol to eliminate storage of outdated records consistent with record retention requirements under Resolution No. 465, copy attached.

BACKGROUND

On September 21, 2015, the Commission adopted Resolution No. 465 to update the Authority's Records Retention and Destruction Policy.

Accordingly, as part of the Operations Readiness and Airport Transfer ("ORAT") process, Staff undertook a review of documents in preparation for the relocation to the Replacement Passenger Terminal next year. Each department was tasked to review its records and prepare an initial list of documents for destruction consideration. This review has been completed with each department preparing a destruction inventory list, copy attached. General Counsel has reviewed the destruction inventory lists and provided written consent, copy attached, subject to the Commission's adoption of a resolution approving the destruction.

RECOMMENDATION

At its meeting on August 18, 2025, the Committee voted unanimously (3–0) to recommend that the Commission adopt Resolution No. 518 (Attachment A) to authorize destruction of the records identified in the listed destruction inventory lists:

Attachments:

- Attachment A – Proposed Resolution No. 518
- Attachment No. 1 - Financial Services Destruction Inventory List
- Attachment No. 2 - Operations Destruction Inventory List
- Attachment No. 3 - Police/Public Safety Destruction Inventory List
- Attachment No. 4 - Parking Destruction Inventory List
- Attachment No. 5 - Noise and Environmental Destruction Inventory List
- Attachment No. 6 - Procurement Destruction Inventory List



September 15, 2025

Burbank-Glendale-Pasadena Airport Authority
2627 Hollywood Way
Burbank, CA 91505

Dear Commissioners:

The attached report, covering the month of May 2025, fulfills the legal requirements of the California Code and our Investment Policy. Based on projected income and expenses, as well as investment liquidity, there will be sufficient funds available to meet the needs of the Airport Authority for the six month period following the date of the attached report.

Sincerely,

[To be signed]

Tyron Hampton
Treasurer

Attachments

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
EXECUTIVE SUMMARY
MONTH AND ELEVEN MONTHS ENDED MAY 31, 2025

Introduction:

The Treasurer's Report includes the Authority's month-end summary of investments and investment activity, and the Schedule of Cash Receipts and Disbursements ("Schedule"), which represents the cash basis activity for the month and fiscal-year-to-date ("FYTD") compared to the allocation of the annual adopted budget. As this Schedule is on a cash basis, cash timing differences may contribute to budget variances. The purpose of this report is to provide monthly updates on how the Authority's cash transaction activities are tracking to the adopted budget, and to provide insight to the Authority's change in liquidity each month. In summary, FYTD May 2025 financial activity is tracking favorably to the budget with passenger activity exceeding budget assumptions.

Below are the most significant highlights of activities for the month and FYTD ended May 31, 2025.

Passenger Activity:

Passengers increased by 7.33% FYTD May when compared to the same period last year, and was favorable to the budget assumption by 8.40%. Overall financial performance FYTD May remains positive to budget.

Operating Activities:

- 1) Operating revenues exceed the FYTD budget by \$4,630,208 on the cash basis and \$7,344,508 on the full accrual basis.
- 2) Operating expenses are within budgeted parameters.
- 3) Net increase in cash from operating activities FYTD May is \$24,524,045 and positive to budget by \$10,804,140.

Non-RPT Facility Improvement Program:

- 1) There were no significant non-RPT capital cash disbursements in May. Majority of disbursements related to O&M capital, amounting to \$22,829.
- 2) There were no federal grants or PFC drawdowns for non-RPT expenses in May.

RPT Activities:

- 1) Payments of \$1,270,622 and \$26,751,081 were made in May to Jacobs and HPTJV, respectively.
- 2) 2024 Bond draws for eligible RPT expenditures of \$28,021,703 were received in May.
- 3) The majority of FYTD May expenditures are related to Holder Pankow JV, Jacobs and the City of Burbank Water and Power Aid-In-Construction payments for the community substation, totaling \$326,716,313 or 99% of the total FYTD May RPT expenditures.
- 4) On a cash basis, expenditures are below budget due to the timing of when invoices are received and paid. Overall, the RPT project is on budget and on schedule.

Summary:

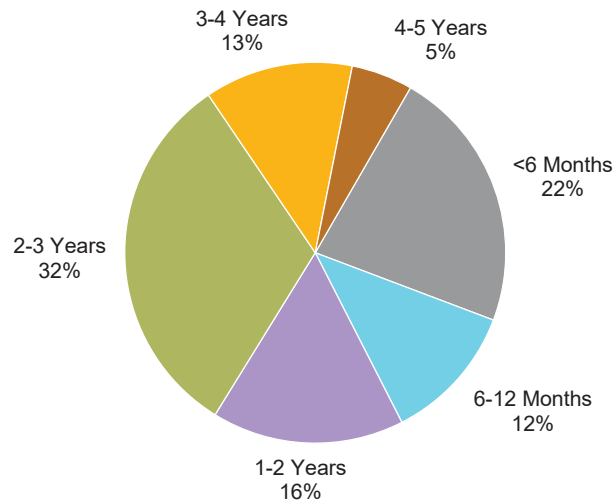
May 2025 activities resulted in net cash increases of \$4,159,393 for the month and \$35,547,866 FYTD May.

Operating Portfolio investment guidelines conformance

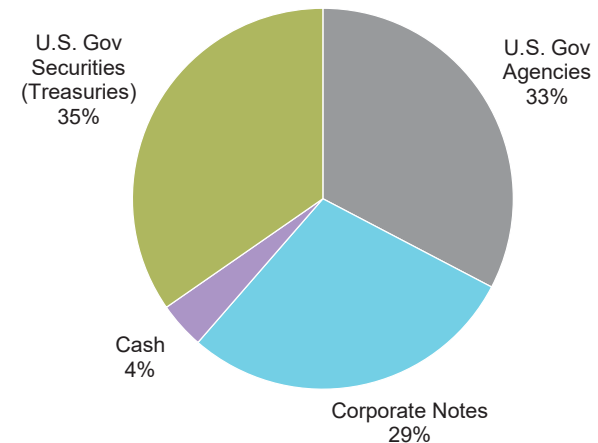
As of May 31, 2025

	Legal max maturity	Actual max maturity	Policy maximum	Policy actual
U.S. Gov Agencies	5 Years	4.63 Years	70%	33%
Corporate Notes	5 Years	4.88 Years	30%	29%
LAIF	N/A	N/A	\$20mil	N/A
Bankers Acceptance	6 Months	N/A	15%	N/A
Negotiable Certificates of Deposit	5 Years	N/A	15%	N/A
Non-Negotiable Certificates of Deposit	5 Years	N/A	15%	N/A
Commercial Paper	270 Days	N/A	15%	N/A
Repurchase Agreements	1 Year	N/A	10%	N/A
Money Market Fund	N/A	N/A	15%	4%
U.S. Gov Securities (Treasuries)	5 Years	3.84 Years	No limit	35%

Maturity distribution



Sector allocation



Source: Aladdin

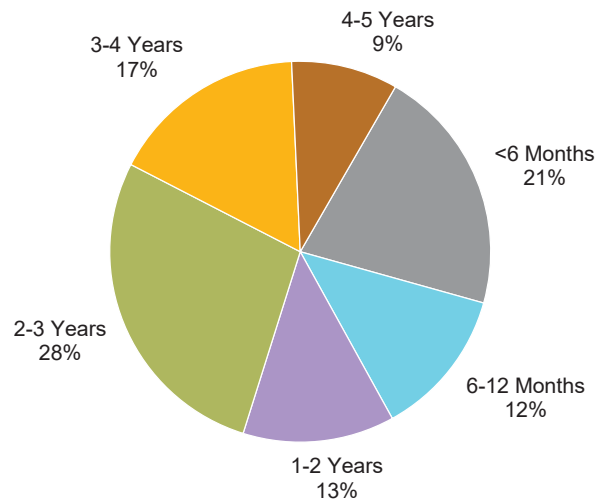
There is no guarantee that the investment objective will be achieved or that return expectations will be met.

PFC Portfolio investment guidelines conformance

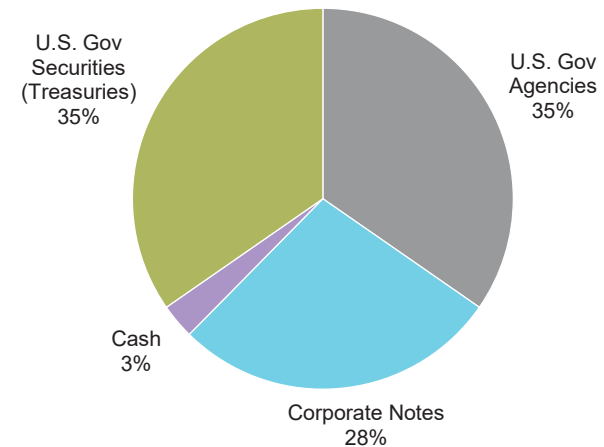
As of May 31, 2025

	Legal max maturity	Actual max maturity	Policy maximum	Policy actual
U.S. Gov Agencies	5 Years	4.30 Years	70%	35%
Corporate Notes	5 Years	4.88 Years	30%	28%
LAIF	N/A	N/A	\$20mil	N/A
Bankers Acceptance	6 Months	N/A	15%	N/A
Negotiable Certificates of Deposit	5 Years	N/A	15%	N/A
Non-Negotiable Certificates of Deposit	5 Years	N/A	15%	N/A
Commercial Paper	270 Days	N/A	15%	N/A
Repurchase Agreements	1 Year	N/A	10%	N/A
Money Market Fund	N/A	N/A	15%	3%
U.S. Gov Securities (Treasuries)	5 Years	3.42 Years	No limit	35%

Maturity distribution



Sector allocation



Source: Aladdin

There is no guarantee that the investment objective will be achieved or that return expectations will be met.

Burbank-Glendale-Pasadena Airport Authority - Operating Account
Statement of Investments
As of 05/31/25

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Eff Mat. Date	Par Value	Purchase Cost	Market Price	Market Value	Unrealized Gain/Loss	YTM	Days to Eff. Mat.	% Mkt Value
05/31/25	Dreyfus Treasury	BAX9MM47	0.000	05/31/25	05/31/25	\$ 10,142,076	\$ 10,142,076	100.00	\$ 10,142,076	\$ -	4.35%	0	3.48%
06/15/22	Cisco Systems Inc	17275RAW2	3.500	06/15/25	06/15/25	1,400,000	1,388,338	99.95	1,399,252	10,914	4.71%	15	0.48%
08/05/20	Treasury Note	912828ZW3	0.250	06/30/25	06/30/25	10,000,000	9,874,566	99.67	9,966,797	92,231	4.14%	30	3.42%
09/30/22	Treasury Note	91282CEY3	3.000	07/15/25	07/15/25	5,000,000	4,843,262	99.82	4,991,211	147,949	4.34%	45	1.71%
01/11/23	Bank of America Corp	06051GLA5	4.830	07/22/26	07/22/25	2,650,000	2,621,626	99.98	2,649,549	27,923	5.97%	52	0.91%
09/10/24	Bank of New York Mellon	06406RBX4	4.890	07/21/28	07/22/25	2,550,000	2,594,449	101.01	2,575,671	(18,778)	4.64%	52	0.88%
01/25/23	JP Morgan Chase & CO	46647PBW5	1.040	02/04/27	08/04/25	2,750,000	2,466,041	97.58	2,683,489	217,448	4.89%	65	0.92%
09/24/20	State Street Corporation	857477AT0	3.550	08/18/25	08/18/25	2,000,000	2,225,136	99.77	1,995,346	(229,790)	4.59%	79	0.69%
09/25/20	FNMA Benchmark Note	3135G05X7	0.375	08/25/25	08/25/25	3,500,000	3,493,350	99.06	3,467,200	(26,150)	4.38%	86	1.19%
06/14/22	Burlington Northern Santa Fe LLC	12189LAY7	3.650	09/01/25	09/01/25	1,375,000	1,360,702	99.65	1,370,181	9,479	5.01%	93	0.47%
09/08/22	John Deere Capital Corp	24422EWJ4	4.050	09/08/25	09/08/25	1,900,000	1,899,060	99.80	1,896,240	(2,820)	4.74%	100	0.65%
09/29/22	FFCB	3133ENP95	4.250	09/30/25	09/30/25	7,000,000	6,978,380	99.89	6,992,073	13,693	4.56%	122	2.40%
12/23/22	Morgan Stanley	61747YEX9	6.140	10/16/26	10/18/25	2,425,000	2,481,308	100.48	2,436,549	(44,759)	5.78%	140	0.84%
03/31/25	US Bank NA	90331HPP2	4.510	10/22/27	10/22/25	2,600,000	2,597,087	99.87	2,596,680	(407)	4.79%	144	0.89%
11/17/20	FNMA Benchmark Note	3135G06G3	0.500	11/07/25	11/07/25	12,000,000	11,848,980	98.35	11,802,342	(46,638)	4.35%	160	4.05%
09/10/24	MetLife Inc	59156RBQ0	3.600	11/13/25	11/13/25	2,000,000	1,986,680	99.53	1,990,634	3,954	4.65%	166	0.68%
06/30/21	Lockheed Martin Corporation	539830BH1	3.550	01/15/26	01/15/26	1,784,000	1,840,277	99.28	1,771,241	(69,036)	4.72%	229	0.61%
01/19/23	FHLB	3130AKQX7	0.700	01/28/26	01/28/26	1,750,000	1,582,610	97.54	1,706,950	124,340	4.52%	242	0.59%
12/23/22	Treasury Note	91282CBQ3	0.500	02/28/26	02/28/26	10,000,000	9,073,164	97.27	9,726,953	653,789	4.22%	273	3.34%
01/19/23	FHLB	3130ALHH0	0.960	03/05/26	03/05/26	3,900,000	3,541,043	97.34	3,796,131	255,088	4.55%	278	1.30%
08/30/21	Prudential Financial Inc	74432QCH6	1.500	03/10/26	03/10/26	1,975,000	1,990,956	97.71	1,929,761	(61,195)	4.53%	283	0.66%
02/17/23	FHLB	3130AUU36	4.130	03/13/26	03/13/26	7,250,000	7,189,318	99.95	7,246,282	56,964	4.19%	286	2.49%
05/17/23	Loews Corporation	540424AS7	3.750	04/01/26	04/01/26	1,500,000	1,470,312	99.37	1,490,623	20,311	4.51%	305	0.51%
11/29/21	Sierra Pacific Power	826418BM6	2.600	05/01/26	05/01/26	1,625,000	1,672,301	98.35	1,598,183	(74,118)	4.45%	335	0.55%
09/13/21	FHLB	3130A8XY4	1.880	09/11/26	09/11/26	1,000,000	1,051,761	97.22	972,222	(79,539)	4.12%	468	0.33%
01/07/25	FHLB	3130AWTQ3	4.630	09/11/26	09/11/26	3,250,000	3,266,283	100.70	3,272,808	6,525	4.05%	468	1.12%
12/17/24	FHLB	3130A2VE3	3.000	09/11/26	09/11/26	4,950,000	4,845,450	98.61	4,881,192	35,742	4.12%	468	1.68%
05/16/23	Public Service Electric And Gas	74456QBR6	2.250	09/15/26	09/15/26	1,225,000	1,140,325	97.49	1,194,213	53,888	4.27%	472	0.41%
03/01/23	PepsiCo Inc	713448DN5	2.380	10/06/26	10/06/26	1,100,000	1,012,440	97.65	1,074,112	61,672	4.18%	493	0.37%
02/09/23	Treasury Note	912828U24	2.000	11/15/26	11/15/26	10,000,000	9,353,945	97.16	9,716,016	362,071	4.02%	533	3.34%

Burbank-Glendale-Pasadena Airport Authority - Operating Account
Statement of Investments
As of 05/31/25

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Eff Mat. Date	Par Value	Purchase Cost	Market Price	Market Value	Unrealized Gain/Loss	YTM	Days to Eff. Mat.	% Mkt Value
06/28/23	Duke Energy Carolinas	26442CAS3	2.950	12/01/26	12/01/26	1,000,000	944,820	98.12	981,166	36,346	4.26%	549	0.34%
01/13/22	FHLB	3130A9YY1	2.130	12/11/26	12/11/26	3,800,000	3,910,846	97.15	3,691,633	(219,213)	4.07%	559	1.27%
09/10/24	Bristol-Myers Squibb Co	110122EE4	4.900	02/22/27	02/22/27	2,000,000	2,045,640	101.16	2,023,211	(22,429)	4.19%	632	0.69%
03/17/25	FHLB	3130B5K64	4.000	03/10/27	03/10/27	600,000	599,436	100.03	600,165	729	3.98%	648	0.21%
01/31/23	Treasury Note	912828ZE3	0.630	03/31/27	03/31/27	10,000,000	8,842,266	94.23	9,423,047	580,781	3.91%	669	3.24%
09/10/24	Comcast Corporation	20030NDK4	3.300	04/01/27	04/01/27	2,050,000	2,017,944	98.17	2,012,386	(5,558)	4.35%	670	0.69%
05/11/23	Chevron Corp	166764BX7	2.300	05/11/27	05/11/27	2,125,000	1,963,472	96.24	2,045,013	81,541	4.02%	710	0.70%
03/15/23	Treasury Note	912828ZV5	0.500	06/30/27	06/30/27	10,000,000	8,761,016	93.27	9,326,563	565,547	3.89%	760	3.20%
09/10/24	Honeywell International Inc	438516CX2	4.650	07/30/27	07/30/27	2,000,000	2,044,680	100.53	2,010,691	(33,989)	4.39%	790	0.69%
09/11/24	Procter & Gamble Co	742718EV7	2.850	08/11/27	08/11/27	2,100,000	2,047,647	97.50	2,047,598	(49)	4.05%	802	0.70%
09/10/24	Meta Platforms Inc	30303M8G0	3.500	08/15/27	08/15/27	2,050,000	2,033,992	98.74	2,024,202	(9,790)	4.10%	806	0.70%
09/11/24	Alabama Power Company	010392FY9	3.750	09/01/27	09/01/27	1,550,000	1,543,521	99.03	1,534,953	(8,568)	4.20%	823	0.53%
09/10/24	FNMA	3135G05Y5	0.750	10/08/27	10/08/27	10,800,000	9,946,364	92.94	10,037,542	91,178	3.92%	860	3.45%
02/15/23	UnitedHealth Group Inc	91324PDE9	2.950	10/15/27	10/15/27	2,100,000	1,960,394	96.52	2,026,819	66,425	4.51%	867	0.70%
09/17/24	Treasury Note	91282CAU5	0.500	10/31/27	10/31/27	10,000,000	9,128,184	92.27	9,226,563	98,379	3.88%	883	3.17%
05/15/25	General Dynamics Corporation	369550AZ1	2.630	11/15/27	11/15/27	1,950,000	1,876,427	96.42	1,880,233	3,806	4.17%	898	0.65%
12/17/24	Treasury Note	91282CLX7	4.130	11/15/27	11/15/27	10,000,000	9,972,656	100.55	10,055,469	82,813	3.89%	898	3.45%
09/17/24	FHLB	3130ATUS4	4.250	12/10/27	12/10/27	9,055,000	9,143,342	100.78	9,125,625	(17,717)	3.92%	923	3.13%
01/22/25	PNC Bank NA	69353RFJ2	3.250	01/22/28	01/22/28	2,000,000	1,917,900	97.18	1,943,651	25,751	4.39%	966	0.67%
02/12/25	FFCB	3133ERZ46	4.250	01/28/28	01/28/28	7,100,000	7,065,127	100.86	7,161,197	96,070	3.90%	972	2.46%
09/11/24	PepsiCo Inc	713448FL7	3.600	02/18/28	02/18/28	1,000,000	994,150	98.75	987,506	(6,644)	4.09%	993	0.34%
05/13/25	Caterpillar Financial Services	14913UAY6	4.400	03/03/28	03/03/28	2,000,000	2,002,080	100.44	2,008,836	6,756	4.23%	1007	0.69%
04/01/25	Florida Power & Light Company	341081GK7	5.050	04/01/28	04/01/28	1,200,000	1,224,312	102.18	1,226,210	1,898	4.22%	1036	0.42%
12/17/24	Treasury Note	91282CBZ3	1.250	04/30/28	04/30/28	10,000,000	9,070,313	92.86	9,285,938	215,625	3.86%	1065	3.19%
05/20/25	Qualcomm Incorporated	747525BN2	1.300	05/20/28	05/20/28	1,900,000	1,747,582	92.24	1,752,521	4,939	4.10%	1085	0.60%
12/17/24	Treasury Note	91282CCR0	1.000	07/31/28	07/31/28	10,000,000	8,919,207	91.52	9,151,563	232,356	3.87%	1157	3.14%
09/10/24	Citibank NA	17325FBB3	5.800	09/29/28	09/29/28	2,600,000	2,754,524	104.09	2,706,393	(48,131)	4.46%	1217	0.93%
04/24/25	Treasury Note	91282CDF5	1.380	10/31/28	10/31/28	5,000,000	4,599,023	92.02	4,601,172	2,149	3.89%	1249	1.58%
09/10/24	AbbVie Inc	00287YBF5	4.250	11/14/28	11/14/28	2,000,000	2,027,680	99.95	1,998,972	(28,708)	4.27%	1263	0.69%
02/11/25	Merck & Co Inc	58933YBD6	1.900	12/10/28	12/10/28	2,300,000	2,081,981	92.41	2,125,319	43,338	4.24%	1289	0.73%

Burbank-Glendale-Pasadena Airport Authority - Operating Account
Statement of Investments
As of 05/31/25

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Eff Mat. Date	Par Value	Purchase Cost	Market Price	Market Value	Unrealized Gain/Loss	YTM	Days to Eff. Mat.	% Mkt Value
02/25/25	Union Pacific Corporation	907818FB9	3.700	03/01/29	03/01/29	2,000,000	1,938,480	98.04	1,960,809	22,329	4.27%	1370	0.67%
05/28/25	Pfizer Inc	717081ET6	3.450	03/15/29	03/15/29	2,100,000	2,034,585	97.18	2,040,863	6,278	4.26%	1384	0.70%
09/17/24	Target Corporation	87612EBH8	3.380	04/15/29	04/15/29	2,000,000	1,964,920	96.78	1,935,607	(29,313)	4.28%	1415	0.66%
01/21/25	Wisconsin Electric Power Company	976656CQ9	5.000	05/15/29	05/15/29	1,550,000	1,560,680	102.08	1,582,193	21,513	4.42%	1445	0.54%
04/29/25	FNMA Benchmark Note	31359MEU3	6.250	05/15/29	05/15/29	5,750,000	6,288,229	108.26	6,225,136	(63,093)	3.97%	1445	2.14%
03/17/25	Chubb InA Holdings Inc	171239AL0	4.650	08/15/29	08/15/29	2,000,000	2,007,139	100.99	2,019,833	12,694	4.39%	1537	0.69%
03/06/25	Exxon Mobil Corp	30231GBE1	2.440	08/16/29	08/16/29	2,300,000	2,129,477	93.50	2,150,562	21,085	4.14%	1538	0.74%
04/14/25	FHLMC Reference Note	3134A3U46	6.750	09/15/29	09/15/29	7,300,000	8,097,393	110.80	8,088,084	(9,309)	3.99%	1568	2.78%
04/15/25	Home Depot Inc	437076CB6	2.700	04/15/30	04/15/30	2,000,000	1,832,819	92.47	1,849,361	16,542	4.43%	1780	0.64%
Subtotal						\$ 277,881,076	\$ 268,871,474		\$ 272,206,582	\$ 3,335,108	4.05%	603	93.50%
Local Agency Investment Fund (LAIF)						18,900,464	18,900,464	100.08	18,916,514	16,050	4.27%	236	6.50%
Subtotal						\$ 296,781,541	\$ 287,771,938		\$ 291,123,096	\$ 3,351,158	4.06%	579	100.00%
Operating Bank Balance							9,259,798						
TOTAL							\$ 297,031,736						

Burbank-Glendale-Pasadena Airport Authority - Operating Account
Earnings Report
05/01/25-05/31/25

Type of Investment	Type	CUSIP	Coupon	Maturity Date	Previous Accrual	Realized Interest For Period	Interest Paid At Purc/Recv	Current Accrual	Interest Earned	Amrt/Accrt For Period	Adjusted Total Int. Earned
FIXED INCOME											
Caterpillar Financial Services	NOTE	14913R2V8	3.400	05/13/25	28,560.00	30,600.00	-	-	2,040.00	-	2,040.00
General Dynamics Corporation	NOTE	369550BG2	3.500	05/15/25	22,594.44	24,500.00	-	-	1,905.56	-	1,905.56
Qualcomm Incorporated	NOTE	747525AF0	3.450	05/20/25	26,229.58	29,325.00	-	-	3,095.42	-	3,095.42
Pfizer Inc	NOTE	717081EX7	0.800	05/28/25	6,800.00	8,000.00	-	-	1,200.00	-	1,200.00
Cisco Systems Inc	NOTE	17275RAW2	3.500	06/15/25	18,511.11	-	-	22,594.44	4,083.33	338.12	4,421.45
Treasury Note	NOTE	912828ZW3	0.250	06/30/25	8,356.35	-	-	10,497.24	2,140.89	4,249.16	6,390.05
Treasury Note	NOTE	91282CEY3	3.000	07/15/25	43,922.65	-	-	56,767.96	12,845.31	5,241.91	18,087.22
State Street Corporation	NOTE	857477AT0	3.550	08/18/25	14,397.22	-	-	20,313.89	5,916.67	(3,993.26)	1,923.41
FNMA Benchmark Note	NOTE	3135G05X7	0.375	08/25/25	2,406.25	-	-	3,500.00	1,093.75	112.90	1,206.65
Burlington Northern Santa Fe LLC	NOTE	12189LAY7	3.650	09/01/25	8,364.58	-	-	12,546.88	4,182.30	379.08	4,561.38
John Deere Capital Corp	NOTE	24422EWJ4	4.050	09/08/25	11,328.75	-	-	17,741.25	6,412.50	46.39	6,458.89
FFCB	NOTE	3133ENP95	4.250	09/30/25	25,618.06	-	-	50,409.72	24,791.66	606.26	25,397.92
FNMA Benchmark Note	NOTE	3135G06G3	0.500	11/07/25	29,000.00	30,000.00	-	4,000.00	5,000.00	3,189.17	8,189.17
MetLife Inc	NOTE	59156RBQ0	3.600	11/13/25	33,600.00	36,000.00	-	3,600.00	6,000.00	946.92	6,946.92
Lockheed Martin Corporation	NOTE	539830BH1	3.550	01/15/26	18,647.76	-	-	23,925.42	5,277.66	(979.50)	4,298.16
FHLB	NOTE	3130AKQX7	0.700	01/28/26	3,164.58	-	-	4,185.42	1,020.84	4,615.53	5,636.37
Treasury Note	NOTE	91282CBQ3	0.500	02/28/26	8,423.91	-	-	12,635.87	4,211.96	27,765.46	31,977.42
FHLB	NOTE	3130ALHH0	0.960	03/05/26	5,824.00	-	-	8,944.00	3,120.00	9,572.19	12,692.19
Prudential Financial Inc	NOTE	74432QCH6	1.500	03/10/26	4,196.88	-	-	6,665.63	2,468.75	(185.28)	2,283.47
FHLB	NOTE	3130AUU36	4.130	03/13/26	39,875.00	-	-	64,796.88	24,921.88	1,651.97	26,573.85
Loews Corporation	NOTE	540424AS7	3.750	04/01/26	4,687.50	-	-	9,375.00	4,687.50	873.02	5,560.52
Sierra Pacific Power	NOTE	826418BM6	2.600	05/01/26	-	-	-	3,520.83	3,520.83	(841.90)	2,678.93
Bank of America Corp	NOTE	06051GLA5	4.830	07/22/26	35,176.76	-	-	45,836.39	10,659.63	726.89	11,386.52
FHLB	NOTE	3130A8XY4	1.880	09/11/26	2,604.17	-	-	4,166.67	1,562.50	(864.12)	698.38
FHLB	NOTE	3130AWTQ3	4.630	09/11/26	20,876.74	-	-	33,402.78	12,526.04	(810.07)	11,715.97
FHLB	NOTE	3130A2VE3	3.000	09/11/26	20,625.00	-	-	33,000.00	12,375.00	5,034.52	17,409.52
Public Service Electric And Gas	NOTE	74456QBR6	2.250	09/15/26	3,521.88	-	-	5,818.75	2,296.87	2,122.83	4,419.70
PepsiCo Inc	NOTE	713448DN5	2.380	10/06/26	1,814.24	-	-	3,991.32	2,177.08	2,031.55	4,208.63
Morgan Stanley	NOTE	61747YEX9	6.140	10/16/26	6,201.94	-	-	18,605.81	12,403.87	(1,353.74)	11,050.13
Treasury Note	NOTE	912828U24	2.000	11/15/26	92,265.19	100,000.00	-	9,239.13	16,973.94	15,173.30	32,147.24
Duke Energy Carolinas	NOTE	26442CAS3	2.950	12/01/26	12,291.67	14,750.00	-	-	2,458.33	1,344.76	3,803.09

Burbank-Glendale-Pasadena Airport Authority - Operating Account
Earnings Report
05/01/25-05/31/25

Type of Investment	Type	CUSIP	Coupon	Maturity Date	Previous Accrual	Realized Interest For Period	Interest Paid At Purc/Recv	Current Accrual	Interest Earned	Amrt/Accrt For Period	Adjusted Total Int. Earned
FHLB	NOTE	3130A9YY1	2.130	12/11/26	31,402.78	-	-	38,131.94	6,729.16	(1,881.94)	4,847.22
Bristol-Myers Squibb Co	NOTE	110122EE4	4.900	02/22/27	18,783.33	-	-	26,950.00	8,166.67	(1,554.14)	6,612.53
FHLB	NOTE	3130B5K64	4.000	03/10/27	3,133.33	-	-	5,133.33	2,000.00	23.76	2,023.76
JP Morgan Chase & CO	NOTE	46647PBW5	1.040	02/04/27	6,911.67	-	-	9,295.00	2,383.33	6,237.20	8,620.53
Treasury Note	NOTE	912828ZE3	0.630	03/31/27	5,293.72	-	-	10,587.43	5,293.71	24,443.73	29,737.44
Comcast Corporation	NOTE	20030NDK4	3.300	04/01/27	5,637.50	-	-	11,275.00	5,637.50	1,045.49	6,682.99
Chevron Corp	NOTE	166764BX7	2.300	05/11/27	20,019.27	21,196.88	-	2,355.21	3,532.82	3,477.14	7,009.96
Treasury Note	NOTE	912828ZV5	0.500	06/30/27	16,712.71	-	-	20,994.48	4,281.77	25,052.17	29,333.94
Honeywell International Inc	NOTE	438516CX2	4.650	07/30/27	23,508.33	-	-	31,258.33	7,750.00	(1,290.09)	6,459.91
Procter & Gamble Co	NOTE	742718EV7	2.850	08/11/27	13,300.00	-	-	18,287.50	4,987.50	1,497.23	6,484.73
Meta Platforms Inc	NOTE	30303M8G0	3.500	08/15/27	15,147.22	-	-	21,126.39	5,979.17	455.71	6,434.88
Alabama Power Company	NOTE	010392FY9	3.750	09/01/27	9,687.50	-	-	14,531.25	4,843.75	181.82	5,025.57
FNMA	NOTE	3135G05Y5	0.750	10/08/27	5,175.00	-	-	11,925.00	6,750.00	23,133.76	29,883.76
UnitedHealth Group Inc	NOTE	91324PDE9	2.950	10/15/27	2,753.33	-	-	7,915.83	5,162.50	2,598.28	7,760.78
US Bank NA	NOTE	90331HPP2	4.510	10/22/27	2,929.55	-	-	12,694.72	9,765.17	95.27	9,860.44
Treasury Note	NOTE	91282CAU5	0.500	10/31/27	135.87	-	-	4,347.83	4,211.96	23,748.95	27,960.91
General Dynamics Corporation	NOTE	369550AZ1	2.630	11/15/27	-	-	142.19	2,275.00	2,132.81	1,227.59	3,360.40
Treasury Note	NOTE	91282CLX7	4.130	11/15/27	190,296.96	206,250.00	-	19,055.71	35,008.75	798.17	35,806.92
FHLB	NOTE	3130ATUS4	4.250	12/10/27	150,728.02	-	-	182,797.81	32,069.79	(2,283.16)	29,786.63
PNC Bank NA	NOTE	69353RFJ2	3.250	01/22/28	17,875.00	-	-	23,291.67	5,416.67	2,282.67	7,699.34
FFCB	NOTE	3133ERZ46	4.250	01/28/28	77,952.08	-	-	103,097.92	25,145.84	982.33	26,128.17
PepsiCo Inc	NOTE	713448FL7	3.600	02/18/28	7,300.00	-	-	10,300.00	3,000.00	141.99	3,141.99
Caterpillar Financial Services	NOTE	14913UAY6	4.400	03/03/28	-	-	17,355.56	21,511.11	4,155.55	(35.04)	4,120.51
Florida Power & Light Company	NOTE	341081GK7	5.050	04/01/28	5,050.00	-	-	10,100.00	5,050.00	(675.96)	4,374.04
Treasury Note	NOTE	91282CBZ3	1.250	04/30/28	339.67	-	-	10,869.57	10,529.90	23,450.21	33,980.11
Qualcomm Incorporated	NOTE	747525BN2	1.300	05/20/28	-	-	68.61	754.72	686.11	1,412.59	2,098.70
Bank of New York Mellon	NOTE	06406RBX4	4.890	07/21/28	34,637.50	-	-	45,028.75	10,391.25	(980.60)	9,410.65
Treasury Note	NOTE	91282CCR0	1.000	07/31/28	24,861.88	-	-	33,425.41	8,563.53	25,816.90	34,380.43
Citibank NA	NOTE	17325FBB3	5.800	09/29/28	13,411.38	-	-	25,984.54	12,573.16	(3,218.07)	9,355.09
Treasury Note	NOTE	91282CDF5	1.380	10/31/28	186.82	-	-	5,978.26	5,791.44	9,673.36	15,464.80
AbbVie Inc	NOTE	00287YBF5	4.250	11/14/28	39,430.56	42,500.00	-	4,013.89	7,083.33	(552.50)	6,530.83
Merck & Co Inc	NOTE	58933YBD6	1.900	12/10/28	17,115.83	-	-	20,757.50	3,641.67	4,752.24	8,393.91

Burbank-Glendale-Pasadena Airport Authority - Operating Account
Earnings Report
05/01/25-05/31/25

Type of Investment	Type	CUSIP	Coupon	Maturity Date	Previous Accrual	Realized Interest For Period	Interest Paid At Purc/Recv	Current Accrual	Interest Earned	Amrt/Accrt For Period	Adjusted Total Int. Earned
Union Pcfic Corporation	NOTE	907818FB9	3.700	03/01/29	12,333.33	-	-	18,500.00	6,166.67	1,277.23	7,443.90
Pfizer Inc	NOTE	717081ET6	3.450	03/15/29	-	-	14,892.50	15,295.00	402.50	95.78	498.28
Target Corporation	NOTE	87612EBH8	3.380	04/15/29	3,000.00	-	-	8,625.00	5,625.00	638.98	6,263.98
Wisconsin Electric Power Company	NOTE	976656CQ9	5.000	05/15/29	35,736.11	38,750.00	-	3,444.44	6,458.33	(206.30)	6,252.03
FNMA Benchmark Note	NOTE	31359MEU3	6.250	05/15/29	165,711.81	179,687.50	-	15,972.22	29,947.91	(11,097.50)	18,850.41
Chubb InA Holdings Inc	NOTE	171239AL0	4.650	08/15/29	19,633.33	-	-	27,383.33	7,750.00	(134.97)	7,615.03
Exxon Mobil Corp	NOTE	30231GBE1	2.440	08/16/29	11,691.67	-	-	16,368.33	4,676.66	3,199.29	7,875.95
FHLMC Reference Note	NOTE	3134A3U46	6.750	09/15/29	62,962.50	-	-	104,025.00	41,062.50	(15,055.74)	26,006.76
Home Depot Inc	NOTE	437076CB6	2.700	04/15/30	2,400.00	-	-	6,900.00	4,500.00	2,787.88	7,287.88
Subtotal					\$ 1,633,071.77	\$ 761,559.38	\$ 32,458.86	\$ 1,472,645.70	\$ 568,674.45	\$ 228,555.77	\$ 797,230.22
CASH EQUIVALENTS											
Dreyfus Treasury					-	39,930.91	-	-	39,930.91	-	39,930.91
Subtotal					\$ -	\$ 39,930.91	\$ -	\$ -	\$ 39,930.91	\$ -	\$ 39,930.91
LAIF											
Local Agency Investment Fund					66,186.90	-	-	134,762.96	68,576.06	-	68,576.06
TOTAL					\$ 1,699,258.67	\$ 801,490.29	\$ 32,458.86	\$ 1,607,408.66	\$ 677,181.42	\$ 228,555.77	\$ 905,737.19

Burbank-Glendale-Pasadena Airport Authority - PFC Account
Statement of Investments
As of 05/31/25

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Eff Mat. Date	Par Value	Purchase Cost	Market Price	Market Value	Unrealized Gain/Loss	YTM	Days to Eff. Mat.	% Mkt Value
05/31/25	Dreyfus Trsy Sec CM Investor	BAXB9MMA7	0.000	05/31/25	05/31/25	\$ 1,891,032	\$ 1,891,032	100.00	\$ 1,891,032	\$ -	4.35%	0	2.72%
06/15/22	Cisco Systems Inc	17275RAW2	3.500	06/15/25	06/15/25	400,000	397,604	99.95	399,786	2,182	4.71%	15	0.58%
09/01/22	Treasury Note	91282CEU1	2.875	06/15/25	06/15/25	1,800,000	1,771,328	99.93	1,798,734	27,406	4.42%	15	2.59%
11/17/20	Treasury Note	912828ZW3	0.250	06/30/25	06/30/25	1,750,000	1,710,434	99.67	1,744,189	33,755	4.14%	30	2.51%
09/30/22	Treasury Note	91282CEY3	3.000	07/15/25	07/15/25	1,200,000	1,162,125	99.82	1,197,891	35,766	4.34%	45	1.72%
04/22/25	Federal Home Loan Mortgage Corpora	3137EAEU9	0.380	07/21/25	07/21/25	1,011,000	1,001,274	99.45	1,005,472	4,198	4.25%	51	1.45%
01/11/23	Bank of America Corp	06051GLA5	4.830	07/22/26	07/22/25	645,000	640,254	99.98	644,890	4,636	5.97%	52	0.93%
03/18/25	Bank of New York Mellon	06406RBX4	4.890	07/21/28	07/22/25	550,000	553,801	101.01	555,537	1,736	4.64%	52	0.80%
01/25/23	JP Morgan Chase & CO	46647PBW5	1.040	02/04/27	08/04/25	700,000	630,509	97.58	683,070	52,561	4.89%	65	0.98%
09/24/20	State Street Corporation	857477AT0	3.550	08/18/25	08/18/25	475,000	531,317	99.77	473,895	(57,422)	4.59%	79	0.68%
06/14/22	Burlington Northern Santa Fe LLC	12189LAY7	3.650	09/01/25	09/01/25	325,000	322,095	99.65	323,861	1,766	5.01%	93	0.47%
09/08/22	John Deere Capital Corp	24422EWJ4	4.050	09/08/25	09/08/25	425,000	425,519	99.80	424,159	(1,360)	4.74%	100	0.61%
10/11/22	FFCB	3133ENP95	4.250	09/30/25	09/30/25	1,000,000	995,940	99.89	998,868	2,928	4.56%	122	1.44%
12/23/22	Morgan Stanley	61747YEX9	6.140	10/16/26	10/18/25	625,000	639,205	100.48	627,977	(11,228)	5.78%	140	0.90%
03/19/25	US Bank NA	90331HPP2	2.950	10/22/27	10/22/25	625,000	623,150	99.87	624,202	1,052	4.79%	144	0.90%
11/17/20	FNMA Benchmark Note	3135G06G3	0.500	11/07/25	11/07/25	3,155,000	3,140,117	98.35	3,103,033	(37,084)	4.35%	160	4.46%
06/30/21	Lockheed Martin Corporation	539830BH1	3.550	01/15/26	01/15/26	415,000	432,814	99.28	412,032	(20,782)	4.72%	229	0.59%
01/19/23	FHLB	3130AKQX7	0.700	01/28/26	01/28/26	1,050,000	949,566	97.54	1,024,170	74,604	4.52%	242	1.47%
12/06/22	Treasury Note	91282CBQ3	0.500	02/28/26	02/28/26	1,400,000	1,269,855	97.27	1,361,773	91,918	4.22%	273	1.96%
06/20/23	FFCB	3133EPCF0	4.500	03/02/26	03/02/26	2,000,000	2,003,788	100.20	2,003,959	171	4.22%	275	2.88%
01/19/23	FHLB	3130ALHH0	0.960	03/05/26	03/05/26	900,000	817,164	97.34	876,030	58,866	4.55%	278	1.26%
08/30/21	Prudential Financial Inc	74432QCH6	1.500	03/10/26	03/10/26	450,000	455,338	97.71	439,692	(15,646)	4.53%	283	0.63%
02/17/23	FHLB	3130AUU36	4.130	03/13/26	03/13/26	1,250,000	1,239,538	99.95	1,249,359	9,821	4.19%	286	1.80%
05/17/23	Loews Corporation	540424AS7	3.750	04/01/26	04/01/26	375,000	369,385	99.37	372,656	3,271	4.51%	305	0.54%
11/29/21	Sierra Pacific Power	826418BM6	2.600	05/01/26	05/01/26	375,000	389,284	98.35	368,812	(20,472)	4.45%	335	0.53%
09/13/21	FHLB	3130A8XY4	1.880	09/11/26	09/11/26	300,000	315,528	97.22	291,667	(23,861)	4.12%	468	0.42%
05/16/23	Public Service Electric And Gas	74456QBR6	2.250	09/15/26	09/15/26	300,000	279,264	97.49	292,460	13,196	4.27%	472	0.42%
03/01/23	Pepsico Inc	713448DN5	2.380	10/06/26	10/06/26	450,000	414,180	97.65	439,410	25,230	4.18%	493	0.63%
05/09/23	Treasury Note	912828U24	2.000	11/15/26	11/15/26	2,100,000	1,986,469	97.16	2,040,363	53,894	4.02%	533	2.93%
01/13/22	FHLB	3130A9YY1	2.130	12/11/26	12/11/26	700,000	720,419	97.15	680,038	(40,381)	4.07%	559	0.98%
04/14/25	FHLB	3130B5K64	4.000	03/10/27	03/10/27	1,500,000	1,503,375	100.03	1,500,411	(2,964)	3.98%	648	2.16%
01/31/23	Treasury Note	912828ZE3	0.630	03/31/27	03/31/27	2,250,000	1,984,482	94.23	2,120,186	135,704	3.91%	669	3.05%
03/18/25	Comcast Corporation	20030NDK4	3.300	04/01/27	04/01/27	550,000	537,609	98.17	539,908	2,299	4.35%	670	0.78%
05/11/23	Chevron Corp	166764BX7	2.000	05/11/27	05/11/27	475,000	442,086	96.24	457,120	15,034	4.02%	710	0.66%
03/15/23	Treasury Note	912828ZV5	0.500	06/30/27	06/30/27	3,750,000	3,421,533	93.27	3,497,461	75,928	3.89%	760	5.03%

Burbank-Glendale-Pasadena Airport Authority - PFC Account
Statement of Investments
As of 05/31/25

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Eff Mat. Date	Par Value	Purchase Cost	Market Price	Market Value	Unrealized Gain/Loss	YTM	Days to Eff. Mat.	% Mkt Value
03/18/25	Procter & Gamble Co	742718EV7	2.850	08/11/27	08/11/27	575,000	557,532	97.50	560,652	3,120	4.05%	802	0.81%
03/18/25	Meta Platforms Inc	30303M8G0	3.500	08/15/27	08/15/27	550,000	540,447	98.74	543,079	2,632	4.10%	806	0.78%
03/18/25	Alabama Power Company	010392FY9	3.750	09/01/27	09/01/27	425,000	417,822	99.03	420,874	3,052	4.20%	823	0.61%
02/15/23	Unitedhealth Group Inc	91324PDE9	2.950	10/15/27	10/15/27	550,000	512,972	96.52	530,833	17,861	4.51%	867	0.76%
05/15/25	General Dynamics Corporation	369550AZ1	2.630	11/15/27	11/15/27	550,000	529,249	96.42	530,322	1,073	4.17%	898	0.76%
03/20/25	Treasury Note	91282CMF5	4.250	01/15/28	01/15/28	3,425,000	3,452,293	100.92	3,456,574	4,281	3.88%	959	4.97%
03/18/25	PNC Bank NA	39353RFJ2	3.250	01/22/28	01/22/28	550,000	531,361	97.18	534,504	3,143	4.39%	966	0.77%
03/18/25	Pepsico Inc	713448FL7	3.600	02/18/28	02/18/28	125,000	122,811	98.75	123,438	627	4.09%	993	0.18%
03/20/25	FFCB	3133ER4Q1	4.250	02/24/28	02/24/28	3,500,000	3,527,790	100.81	3,528,217	427	3.93%	999	5.07%
05/13/25	Caterpillar Financial Services	14913UAY6	4.400	03/03/28	03/03/28	525,000	525,546	100.44	527,319	1,773	4.23%	1007	0.76%
03/18/25	FHLB	3130ATS57	4.500	03/10/28	03/10/28	3,500,000	3,545,465	101.59	3,555,788	10,323	3.89%	1014	5.11%
04/01/25	Florida Power & Light CO	341081GK7	5.050	04/01/28	04/01/28	400,000	408,104	102.18	408,737	633	4.22%	1036	0.59%
05/20/25	Qualcomm Incorporated	747525BN2	1.300	05/20/28	05/20/28	500,000	459,890	92.24	461,190	1,300	4.10%	1085	0.66%
03/18/25	Public Service Electric And Gas	74456QBX3	3.650	09/01/28	09/01/28	150,000	145,974	97.87	146,812	838	4.39%	1189	0.21%
09/17/24	Citibank NA	17325FBB3	5.800	09/29/28	09/29/28	615,000	646,834	104.09	640,166	(6,668)	4.46%	1217	0.92%
03/18/25	Treasury Note	91282CDF5	1.380	10/31/28	10/31/28	4,000,000	3,644,531	92.02	3,680,938	36,407	3.89%	1249	5.29%
03/18/25	Abbvie Inc	00287YBF5	4.250	11/14/28	11/14/28	550,000	546,865	99.95	549,717	2,852	4.27%	1263	0.79%
03/18/25	Merck & Co Inc	58933YBD6	1.900	12/10/28	12/10/28	600,000	549,204	92.41	554,431	5,227	4.24%	1289	0.80%
03/18/25	Bristol-Myers Squibb Co	110122EF1	4.900	02/22/29	02/22/29	550,000	557,821	101.88	560,348	2,527	4.35%	1363	0.81%
03/18/25	Union Pacific Corporation	907818FB9	3.700	03/01/29	03/01/29	550,000	534,221	98.04	539,222	5,001	4.27%	1370	0.78%
05/28/25	Pfizer Inc	717081ET6	3.450	03/15/29	03/15/29	575,000	557,089	97.18	558,808	1,719	4.26%	1384	0.80%
03/20/25	Treasury Note	91282CEE7	2.380	03/31/29	03/31/29	3,650,000	3,432,141	94.58	3,452,102	19,961	3.91%	1400	4.97%
03/18/25	Target Corporation	87612EBH8	3.380	04/15/29	04/15/29	550,000	528,000	96.78	532,292	4,292	4.28%	1415	0.77%
03/18/25	Wisconsin Electric Power Company	976656CQ9	5.000	05/15/29	05/15/29	425,000	430,698	102.08	433,827	3,129	4.42%	1445	0.62%
03/18/25	Chubb InA Holdings Inc	171239AL0	4.650	08/15/29	08/15/29	550,000	553,277	100.99	555,454	2,177	4.39%	1537	0.80%
03/18/25	Exxon Mobil Corp	30231GBE1	2.440	08/16/29	08/16/29	600,000	555,629	93.50	561,016	5,387	4.14%	1538	0.81%
03/25/25	FHLMC Reference Notes	3134A3U46	6.750	09/15/29	09/15/29	750,000	831,547	110.80	830,968	(579)	3.99%	1568	1.20%
03/19/25	FNMA Benchmark Note	31359MFJ7	7.130	01/15/30	01/15/30	3,000,000	3,389,339	112.97	3,389,164	(175)	4.02%	1690	4.87%
03/18/25	Duke Energy Carolinas	26442CBP8	4.850	03/15/30	03/15/30	425,000	428,110	101.70	432,216	4,106	4.45%	1749	0.62%
04/15/25	Home Depot Inc	437076CB6	2.700	04/15/30	04/15/30	500,000	458,204	92.47	462,340	4,136	4.43%	1780	0.66%
Subtotal						\$ 70,382,032	\$ 68,888,147		\$ 69,525,451	\$ 637,304	4.19%	742	100.00%
PFC Bank Balance							4,315,126						
TOTAL							\$ 73,203,273						

Burbank-Glendale-Pasadena Airport Authority - PFC Account										
Statement of Purchases - Maturities - Sales										
As of 05/31/25										
PURCHASES										
Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Par Value	Purchase Price	Purchase Cost	Prepaid Interest		
05/13/25	Caterpillar Financial Services	14913UAY6	4.400	03/03/28	\$ 525,000.00	100.10400	\$ 525,546.00	\$ (4,555.83)		
05/15/25	General Dynamics Corporation	369550AZ1	2.630	11/15/27	550,000.00	96.22700	529,248.50	(40.10)		
05/20/25	Qualcomm Incorporated	747525BN2	1.300	05/20/28	500,000.00	91.97800	459,890.00	(18.06)		
05/28/25	Pfizer Inc	717081ET6	3.450	03/15/29	575,000.00	96.88500	557,088.75	(4,077.71)		
							-			
							-			
							-			
							-			
							-			
							-			
TOTAL PURCHASES					\$ 2,150,000.00		\$ 2,071,773.25	\$ (8,691.70)		
MATURITIES										
Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Par Value	Purchase Price	Purchase Cost	Gain / (Loss)		
06/06/22	Caterpillar Financial Services	14913R2V8	3.400	05/13/25	\$ 425,000.00	100.38400	\$ 426,632.00	\$ (1,632.00)		
05/11/21	General Dynamics Corporation	369550BG2	3.500	05/15/25	\$ 350,000.00	108.59227	380,072.94	(30,072.94)		
02/10/22	Qualcomm Incorporated	747525AF0	3.450	05/20/25	400,000.00	103.14850	412,594.00	(12,594.00)		
12/15/21	Pfizer Inc	717081EX7	0.800	05/28/25	475,000.00	98.25337	466,703.50	8,296.50		
							-	-		
							-	-		
TOTAL MATURITIES					\$ 1,650,000.00		\$ 1,686,002.44	\$ (36,002.44)		
SALES / REDEMPTIONS / DELIVERS										
Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Sale Date	Par Value	Sale Price	Sale Amount	Purchase Cost	Gain / (Loss)
								\$ -		\$ -
								-		-
								-		-
								-		-
								-		-
						\$ -		\$ -	\$ -	\$ -

Burbank-Glendale-Pasadena Airport Authority - PFC Account
Earnings Report
05/01/25-05/31/25

Type of Investment	Type	CUSIP	Coupon	Maturity Date	Previous Accrual	Realized Interest For Period	Interest Paid At Purc/Recv	Current Accrual	Interest Earned	Amrt/Accrt For Period	Adjusted Total Int. Earned
FIXED INCOME											
Caterpillar Financial Services	NOTE	14913R2V8	3.400	05/13/25	6,743.33	7,225.00	-	-	481.67	-	481.67
General Dynamics Corporation	NOTE	369550BG2	3.500	05/15/25	5,648.61	6,125.00	-	-	476.39	-	476.39
Qualcomm Incorporated	NOTE	747525AF0	3.450	05/20/25	6,171.67	6,900.00	-	-	728.33	-	728.33
Pfizer Inc	NOTE	717081EX7	0.800	05/28/25	1,615.00	1,900.00	-	-	285.00	-	285.00
Cisco Systems Inc	NOTE	17275RAW2	3.500	06/15/25	5,288.89	-	-	6,455.56	1,166.67	66.68	1,233.35
Treasury Note	NOTE	91282CEU1	2.875	06/15/25	19,477.34	-	-	23,884.62	4,407.28	1,109.46	5,516.74
Treasury Note	NOTE	912828ZW3	0.250	06/30/25	1,462.36	-	-	1,837.02	374.66	933.67	1,308.33
Treasury Note	NOTE	91282CEY3	3.000	07/15/25	10,541.44	-	-	13,624.31	3,082.87	1,155.63	4,238.50
Federal Home Loan Mortgage Corpora	NOTE	3137EAEU9	0.380	07/21/25	1,053.13	-	-	1,369.06	315.93	3,315.62	3,631.55
State Street Corporation	NOTE	857477AT0	3.550	08/18/25	3,419.34	-	-	4,824.55	1,405.21	(1,012.80)	392.41
Burlington Northern Santa Fe LLC	NOTE	12189LAY7	3.650	09/01/25	1,977.08	-	-	2,965.63	988.55	75.47	1,064.02
John Deere Capital Corp	NOTE	24422EWJ4	4.050	09/08/25	2,534.06	-	-	3,968.44	1,434.38	(14.46)	1,419.92
FFCB	NOTE	3133ENP95	4.250	09/30/25	3,659.72	-	-	7,201.39	3,541.67	114.04	3,655.71
FNMA Benchmark Note	NOTE	3135G06G3	0.500	11/07/25	7,624.58	7,887.50	-	1,051.67	1,314.59	311.02	1,625.61
Lockheed Martin Corporation	NOTE	539830BH1	3.550	01/15/26	4,337.90	-	-	5,565.61	1,227.71	(343.47)	884.24
FHLB	NOTE	3130AKQX7	0.700	01/28/26	1,898.75	-	-	2,511.25	612.50	2,769.32	3,381.82
Treasury Note	NOTE	91282CBQ3	0.500	02/28/26	1,179.35	-	-	1,769.02	589.67	3,731.37	4,321.04
FFCB	NOTE	3133EPCF0	4.500	03/02/26	14,750.00	-	-	22,250.00	7,500.00	(117.03)	7,382.97
FHLB	NOTE	3130ALHH0	0.960	03/05/26	1,344.00	-	-	2,064.00	720.00	2,208.97	2,928.97
Prudential Financial Inc	NOTE	74432QCH6	1.500	03/10/26	956.25	-	-	1,518.75	562.50	(98.18)	464.32
FHLB	NOTE	3130AUU36	4.130	03/13/26	6,875.00	-	-	11,171.88	4,296.88	284.82	4,581.70
Loews Corporation	NOTE	540424AS7	3.750	04/01/26	1,171.88	-	-	2,343.75	1,171.87	180.94	1,352.81
Sierra Pacific Power	NOTE	826418BM6	2.600	05/01/26	-	-	-	812.50	812.50	(264.67)	547.83
Bank of America Corp	NOTE	06051GLA5	4.830	07/22/26	8,561.89	-	-	11,156.40	2,594.51	113.21	2,707.72
FHLB	NOTE	3130A8XY4	1.880	09/11/26	781.25	-	-	1,250.00	468.75	(259.24)	209.51
Public Service Electric And Gas	NOTE	74456QBR6	2.250	09/15/26	862.50	-	-	1,425.00	562.50	519.84	1,082.34
Pepsico Inc	NOTE	713448DN5	2.380	10/06/26	742.19	-	-	1,632.81	890.62	831.09	1,721.71
Morgan Stanley	NOTE	61747YEX9	6.140	10/16/26	1,598.44	-	-	4,795.31	3,196.87	(354.78)	2,842.09
Treasury Note	NOTE	912828U24	2.000	11/15/26	19,375.69	21,000.00	-	1,940.22	3,564.53	2,738.89	6,303.42
FHLB	NOTE	3130A9YY1	2.130	12/11/26	5,784.72	-	-	7,024.31	1,239.59	(346.67)	892.92

Burbank-Glendale-Pasadena Airport Authority - PFC Account
Earnings Report
05/01/25-05/31/25

Type of Investment	Type	CUSIP	Coupon	Maturity Date	Previous Accrual	Realized Interest For Period	Interest Paid At Purc/Recv	Current Accrual	Interest Earned	Amrt/Accrt For Period	Adjusted Total Int. Earned
JP Morgan Chase & CO	NOTE	46647PBW5	1.040	02/04/27	1,759.33	-	-	2,366.00	606.67	1,513.40	2,120.07
FHLB	NOTE	3130B5K64	4.000	03/10/27	7,833.33	-	-	12,833.33	5,000.00	(147.81)	4,852.19
Treasury Note	NOTE	912828ZE3	0.630	03/31/27	1,191.09	-	-	2,382.17	1,191.08	5,418.73	6,609.81
Comcast Corporation	NOTE	20030NDK4	3.300	04/01/27	1,512.50	-	-	3,025.00	1,512.50	507.85	2,020.35
Chevron Corp	NOTE	166764BX7	2.000	05/11/27	4,474.90	4,738.13	-	526.46	789.69	688.84	1,478.53
Treasury Note	NOTE	912828ZV5	0.500	06/30/27	6,267.27	-	-	7,872.93	1,605.66	10,076.10	11,681.76
Procter & Gamble Co	NOTE	742718EV7	2.850	08/11/27	3,641.67	-	-	5,007.29	1,365.62	607.95	1,973.57
Meta Platforms Inc	NOTE	30303M8G0	3.500	08/15/27	4,063.89	-	-	5,668.06	1,604.17	330.95	1,935.12
Alabama Power Company	NOTE	010392FY9	3.750	09/01/27	2,656.25	-	-	3,984.38	1,328.13	244.16	1,572.29
Unitedhealth Group Inc	NOTE	91324PDE9	2.950	10/15/27	721.11	-	-	2,073.19	1,352.08	715.48	2,067.56
US Bank NA	NOTE	90331HPP2	2.950	10/22/27	704.22	-	-	3,051.61	2,347.39	59.60	2,406.99
General Dynamics Corporation	NOTE	369550AZ1	2.630	11/15/27	-	-	40.10	641.67	601.57	346.24	947.81
Treasury Note	NOTE	91282CMF5	4.250	01/15/28	42,623.27	-	-	55,088.57	12,465.30	(821.44)	11,643.86
PNC Bank NA	NOTE	39353RFJ2	3.250	01/22/28	4,915.63	-	-	6,405.21	1,489.58	546.61	2,036.19
Pepsico Inc	NOTE	713448FL7	3.600	02/18/28	912.50	-	-	1,287.50	375.00	62.60	437.60
FFCB	NOTE	3133ER4Q1	4.250	02/24/28	27,684.03	-	-	40,079.86	12,395.83	(792.72)	11,603.11
Caterpillar Financial Services	NOTE	14913UAY6	4.400	03/03/28	-	-	4,555.83	5,646.67	1,090.84	(9.20)	1,081.64
FHLB	NOTE	3130ATS57	4.500	03/10/28	22,312.50	-	-	35,437.50	13,125.00	(1,273.53)	11,851.47
Florida Power & Light CO	NOTE	341081GK7	5.050	04/01/28	1,683.33	-	-	3,366.67	1,683.34	(225.32)	1,458.02
Qualcomm Incorporated	NOTE	747525BN2	1.300	05/20/28	-	-	18.06	198.61	180.55	371.73	552.28
Bank of New York Mellon	NOTE	06406RBX4	4.890	07/21/28	7,470.83	-	-	9,712.08	2,241.25	(94.85)	2,146.40
Public Service Electric And Gas	NOTE	74456QBX3	3.650	09/01/28	912.50	-	-	1,368.75	456.25	97.25	553.50
Citibank NA	NOTE	17325FBB3	5.800	09/29/28	3,172.31	-	-	6,146.34	2,974.03	(686.75)	2,287.28
Treasury Note	NOTE	91282CDF5	1.380	10/31/28	149.46	-	-	4,782.61	4,633.15	8,335.50	12,968.65
Abbvie Inc	NOTE	00287YBF5	4.250	11/14/28	10,843.40	11,687.50	-	1,103.82	1,947.92	71.52	2,019.44
Merck & Co Inc	NOTE	58933YBD6	1.900	12/10/28	4,465.00	-	-	5,415.00	950.00	1,136.38	2,086.38
Bristol-Myers Squibb Co	NOTE	110122EF1	4.900	02/22/29	5,165.42	-	-	7,411.25	2,245.83	(166.05)	2,079.78
Union Pacific Corporation	NOTE	907818FB9	3.700	03/01/29	3,391.67	-	-	5,087.50	1,695.83	332.90	2,028.73
Pfizer Inc	NOTE	717081ET6	3.450	03/15/29	-	-	4,077.71	4,187.92	110.21	26.22	136.43
Treasury Note	NOTE	91282CEE7	2.380	03/31/29	7,342.38	-	-	14,684.77	7,342.39	4,591.19	11,933.58
Target Corporation	NOTE	87612EBH8	3.380	04/15/29	825.00	-	-	2,371.88	1,546.88	450.20	1,997.08

Burbank-Glendale-Pasadena Airport Authority - PFC Account
Earnings Report
05/01/25-05/31/25

Type of Investment	Type	CUSIP	Coupon	Maturity Date	Previous Accrual	Realized Interest For Period	Interest Paid At Purc/Recv	Current Accrual	Interest Earned	Amrt/Accrt For Period	Adjusted Total Int. Earned
Wisconsin Electric Power Company	NOTE	976656CQ9	5.000	05/15/29	9,798.61	10,625.00	-	944.44	1,770.83	(114.29)	1,656.54
Chubb InA Holdings Inc	NOTE	171239AL0	4.650	08/15/29	5,399.17	-	-	7,530.42	2,131.25	(62.01)	2,069.24
Exxon Mobil Corp	NOTE	30231GBE1	2.440	08/16/29	3,050.00	-	-	4,270.00	1,220.00	838.75	2,058.75
FHLMC Reference Notes	NOTE	3134A3U46	6.750	09/15/29	6,468.75	-	-	10,687.50	4,218.75	(1,520.46)	2,698.29
FNMA Benchmark Note	NOTE	31359MFJ7	7.130	01/15/30	62,937.50	-	-	80,750.00	17,812.50	(6,732.10)	11,080.40
Duke Energy Carolinas	NOTE	26442CBP8	4.850	03/15/30	6,584.55	-	-	8,302.26	1,717.71	(51.97)	1,665.74
Home Depot Inc	NOTE	437076CB6	2.700	04/15/30	600.00	-	-	1,725.00	1,125.00	696.97	1,821.97
Subtotal					\$ 420,969.73	\$ 78,088.13	\$ 8,691.70	\$ 519,837.28	\$ 168,263.98	\$ 43,017.36	\$ 211,281.34
CASH EQUIVALENTS											
Dreyfus Trsy Sec CM Investor					-	4,425.99	-	-	4,425.99	-	4,425.99
Subtotal					\$ -	\$ 4,425.99	\$ -	\$ -	\$ 4,425.99	\$ -	\$ 4,425.99
TOTAL					\$ 420,969.73	\$ 82,514.12	\$ 8,691.70	\$ 519,837.28	\$ 172,689.97	\$ 43,017.36	\$ 215,707.33

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS
MONTH AND ELEVEN MONTHS ENDED MAY 31, 2025

Monthly Performance					MAY 2025		Fiscal YTD Performance (July 2024 - May 2025)				
A	B	C	D	E			F	G	H	I	J
Actual \$ May 2025	Budget May 2025	Actual \$ Prior Year May 2024	Note	Variance Actual Vs. Budget			Fiscal YTD	Fiscal YTD Budget	Actual \$ Prior Year Fiscal YTD	Note	Variance Actual Vs. Budget
OPERATING ACTIVITY											
CASH RECEIPTS FROM OPERATIONS											
1	\$445,714	\$443,083	\$330,548	(2)	\$2,631	Landing/Fuel Fees	\$5,652,695	\$4,521,917	\$4,270,049	(2)	\$1,130,778
2	3,121,672	2,982,603	2,626,107	(3)	139,069	Parking Fees	31,978,777	29,447,403	27,146,177	(3)	2,531,374
3	1,738,962	1,366,647	1,594,778	(4)	372,315	Rental/Concession Receipts - Terminal Building	16,869,090	15,033,110	15,743,759	(4)	1,835,980
4	1,438,369	1,329,186	1,334,158	(5)	109,183	Rental Receipts - Other Buildings	15,411,698	14,621,046	14,833,492	(5)	790,652
5	361,212	333,583	339,291	(6)	27,629	Ground Transportation	3,951,558	3,381,413	3,644,403	(6)	570,145
6	214,108	98,333	129,536	(7)	115,775	Other Receipts	2,037,064	1,081,663	1,757,064	(7)	955,401
7	644,671	659,375	264,222	(8)	(14,704)	Investment Receipts - Treasurer/Other Interest Earned	4,066,503	7,250,625	4,689,601	(8)	(3,184,122)
8	\$7,964,708	\$7,212,810	\$6,618,640	(1)	\$751,898		\$79,967,385	\$75,337,177	\$72,084,545	(1)	\$4,630,208
CASH DISBURSEMENTS FROM OPERATIONS											
9	(\$129,781)	(\$112,290)	(\$127,071)	(10)	(\$17,491)	Administrative Supplies & Costs	(\$1,381,027)	(\$1,484,640)	(\$1,333,705)	(10)	\$103,613
10	(294,891)	(454,220)	(255,639)	(11)	159,329	Operating Supplies & Maintenance	(4,043,642)	(4,790,578)	(3,943,718)	(11)	746,936
11	(2,075,937)	(3,177,296)	(2,765,850)	(12)	1,101,359	Contractual Operating Costs	(31,939,235)	(34,950,256)	(31,408,444)	(12)	3,011,021
12	(358,902)	(526,549)	(512,377)	(13)	167,647	Contractual Professional Services	(6,167,698)	(7,962,039)	(5,755,308)	(13)	1,794,341
13	(513,956)	(642,906)	(600,945)	(14)	128,950	Wages & Benefits	(7,370,572)	(7,639,978)	(6,581,292)	(14)	269,406
14	(70,911)	(119,558)	(85,560)	(15)	48,647	Other Operating Costs	(991,774)	(1,315,138)	(1,135,263)	(15)	323,364
15	0	0	0		0	Bond Debt Service – 2015 Bonds	0	0	(4,567,500)		0
16	0	0	0	(16)	0	Parking Tax	(3,549,392)	(3,474,643)	(3,100,781)	(16)	(74,749)
17	(\$3,444,378)	(\$5,032,819)	(\$4,347,442)	(9)	\$1,588,441		(\$55,443,340)	(\$61,617,272)	(\$57,826,011)	(9)	\$6,173,932
18	\$4,520,330	\$2,179,991	\$2,271,198		\$2,340,339	INCREASE (DECREASE) IN CASH FROM OPERATIONS	\$24,524,045	\$13,719,905	\$14,258,534		\$10,804,140
FACILITY IMPROVEMENT TRANSACTIONS											
CASH DISBURSEMENTS											
19	\$0	(\$125,000)	(\$47,325)	(17)	\$125,000	Noise Mitigation Program Costs	(\$519,973)	(\$1,375,000)	(\$190,006)	(17)	\$855,027
20	(24,352)	(1,938,473)	(80,104)	(18)	1,914,121	Other Facility Improvement Program Project Costs	(2,982,805)	(11,648,531)	(4,548,859)	(18)	8,665,726
21	(\$24,352)	(\$2,063,473)	(\$127,429)		\$2,039,121		(\$3,502,778)	(\$13,023,531)	(\$4,738,865)		\$9,520,753
CASH RECEIPTS FROM FUNDING SOURCES											
22	\$0	\$100,738	\$114,986	(17)	(\$100,738)	FAA Grants - Noise Mitigation Program	\$298,961	\$1,007,375	\$114,986	(17)	(\$708,414)
23	0	0	15,766	(19)	0	FAA Grants - Facility Improvement Program	883,937	878,029	241,870	(19)	5,908
24	0	1,317,596	0	(20)	(1,317,596)	Passenger Facility Charge Receipts/Reserves	317,343	5,485,027	535,041	(20)	(5,167,684)
25	0	100,000	0	(21)	(100,000)	Customer Facility Charge Reserves	109,103	675,000	116,325	(21)	(565,897)
26	\$0	\$1,518,334	\$130,752		(\$1,518,334)		\$1,609,344	\$8,045,431	\$1,008,222		(\$6,436,087)
27	(\$24,352)	(\$545,139)	\$3,323		\$520,787	INCREASE (DECREASE) – FACILITY / NOISE MITIGATION TRANSACTIONS	(\$1,893,434)	(\$4,978,100)	(\$3,730,643)		\$3,084,666
FEDERAL RELIEF GRANT FUNDS											
28	\$0	\$0	\$0	(22)	\$0	ARPA Grant Funds	\$0	\$0	\$733,646	(22)	\$0
29	\$4,495,978	\$1,634,852	\$2,274,521		\$2,861,126	NET INCREASE (DECREASE) IN CASH FROM OPERATIONS	\$22,630,611	\$8,741,805	\$11,261,537		\$13,888,806

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS
MONTH AND ELEVEN MONTHS ENDED MAY 31, 2025

	Monthly Performance					MAY 2025	Fiscal YTD Performance (July 2024 - May 2025)				
	A	B	C	D	E		F	G	H	I	J
	Actual \$	Budget	Actual \$	Note	Variance		Fiscal	Fiscal	Actual \$	Note	Variance
	May 2025	May 2025	Prior Year May 2024		Actual Vs. Budget		YTD	YTD Budget	Prior Year Fiscal YTD		Actual Vs. Budget
29	<u>\$4,495,978</u>	<u>\$1,634,852</u>	<u>\$2,274,521</u>		<u>\$2,861,126</u>	<u>NET INCREASE (DECREASE) IN CASH FROM OPERATIONS</u>	<u>\$22,630,611</u>	<u>\$8,741,805</u>	<u>\$11,261,537</u>		<u>\$13,888,806</u>
						<u>REPLACEMENT PASSENGER TERMINAL PROJECT ("RPT")</u>					
						<u>CASH DISBURSEMENTS¹</u>					
30	<u>(\$28,358,288)</u>	<u>(\$46,266,000)</u>	<u>(\$8,563,681)</u>	(23)	<u>\$17,907,712</u>	Replacement Passenger Terminal Project Costs	<u>(\$337,583,538)</u>	<u>(\$457,606,000)</u>	<u>(\$66,778,807)</u>	(23)	<u>\$120,022,462</u>
						<u>CASH RECEIPTS FROM FUNDING SOURCES</u>					
31	\$0	\$0	\$0	(24)	\$0	FAA Grants - Replacement Passenger Terminal Project	\$17,992,312	\$17,992,312	\$9,664,220	(24)	\$0
32	0	0	892,741	(24)	0	Passenger Facility Charge Receipts/Reserves	5,085,592	5,085,592	14,922,243	(24)	0
33	<u>28,021,703</u>	<u>28,021,703</u>	<u>16,626,095</u>	(24)	<u>0</u>	Bond Reimbursement - 2024 Revenue Bond	<u>327,422,889</u>	<u>327,422,889</u>	<u>16,626,095</u>	(24)	<u>0</u>
34	<u>\$28,021,703</u>	<u>\$28,021,703</u>	<u>\$17,518,836</u>		<u>\$0</u>		<u>\$350,500,793</u>	<u>\$350,500,793</u>	<u>\$41,212,558</u>		<u>\$0</u>
						<u>INCREASE (DECREASE) - RPT PROJECT TRANSACTIONS</u>					
35	<u>(\$336,585)</u>	<u>(\$18,244,297)</u>	<u>\$8,955,155</u>		<u>\$17,907,712</u>		<u>\$12,917,255</u>	<u>(\$107,105,207)</u>	<u>(\$25,566,249)</u>		<u>\$120,022,462</u>
						<u>NET INCREASE (DECREASE) IN CASH - TOTAL</u>					
36	<u>\$4,159,393</u>	<u>(\$16,609,445)</u>	<u>\$11,229,676</u>		<u>\$20,768,838</u>		<u>\$35,547,866</u>	<u>(\$98,363,402)</u>	<u>(\$14,304,712)</u>		<u>\$133,911,268</u>

Note 1 - Due to timing of invoices and payments thereof, the cash to budget analysis may not fully reflect current status of the project.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTES TO SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS MONTH AND ELEVEN MONTHS ENDED MAY 31, 2025

General Comments

The Schedule of Cash Receipts and Disbursements ("Schedule") represents the cash basis activity for the month and fiscal year-to-date ("FYTD") compared to the allocation of the annual adopted budget.

The Schedule consists of two sections: Operating Activity and Facility Improvement Transactions. Receipts are shown as positive amounts and disbursements as negative amounts. Favorable budget variances are shown as positive amounts and unfavorable variances as negative amounts. Because this Schedule is on a cash basis, cash timing differences may contribute to budget variances.

The Operating Activity receipts include charges for services (parking, landing fees and concessions), tenant rents, fuel flowage fees, other revenues and investment receipts. The Operating Activity disbursements include costs of services, materials, contracts, personnel and debt service.

Facility Improvement Transactions represent the activity for the Authority's capital program, which consists of Other Facility Improvement Program Projects and the Noise Mitigation Program.

FY 2025 Replacement Passenger Terminal ("RPT") Project expenditures are primarily funded through the Bipartisan Infrastructure Law grants, FAA-approved use of Passenger Facility Charge ("PFC") fees, and proceeds from the 2024 Revenue Bonds.

The FY 2025 Non-RPT Capital Program expenditures are primarily funded through the following sources:

- FAA-approved PFC program receipts/reserves;
- Grants; and
- Operating Revenues

The notes below provide additional information regarding the performance results detailed in the "Schedule of Cash Receipts and Disbursements."

A Supplemental Schedule of Cash Receipts and Disbursements reflecting the activities related to the 2012 Bond debt service for the Regional Intermodal Transportation Center / Consolidated Rental Car Facility is also presented.

FY 2025 projected operational activity has been based essentially flat to FY 2024 levels. The Authority's Adopted FY 2025 budget is based on the following quarterly activity assumptions to reflect seasonal fluctuations:

- Q1 (July - September): 1,647,000 (represents 27% of total)
- Q2 (October - December): 1,586,000 (represents 26% of total)
- Q3 (January - March): 1,220,000 (represents 20% of total)
- Q4 (April - June): 1,647,000 (represents 27% of total)

Passengers increased by 7.33% FYTD May when compared to the same period in FY 2024, and favorable to the budget assumption by 8.40%. Overall financial performance in FYTD May remains positive to the budget.

(Continued)

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTES TO SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS MONTH AND ELEVEN MONTHS ENDED MAY 31, 2025

NOTE (1) – Cash Receipts from Operations

Cash receipts from operations exceed the budget FYTD May. On an accrual basis, operating revenues exceed the budget FYTD May by \$7,344,508. See notes 2 through 8 for additional information regarding operating receipts.

NOTE (2) – Landing/Fuel Fees

Landing Fees are based on landed weight of the aircraft. Fuel fees are charged at a rate of \$0.05 a gallon to non-signatory air carriers for fuel loaded at BUR. On an accrual basis, Landing Fees combined with Fuel Flowage Fees exceed the budget by \$479,289 FYTD May.

NOTE (3) – Parking Fees

Parking fee revenues performed above the budget forecast FYTD May. Accrual basis Parking Fees exceed the budget by \$2,368,679 FYTD May.

NOTE (4) – Rental/Concession Receipts - Terminal Building

Terminal Building rental/concession receipts exceed the budget FYTD May partially due to the timing of receipts. Accrual basis Terminal Building rents/concessions exceed the budget by \$1,600,957 FYTD May.

NOTE (5) – Rental Receipts - Other Buildings

Other Buildings rental receipts exceed the budget FYTD May partially due to the timing of receipts. Accrual basis Other Building rents are \$763,176 above budget expectations FYTD May due to CPI adjustments.

NOTE (6) – Ground Transportation

This category consists of off-airport access fees and TNC activity. Accrual basis Ground Transportation receipts exceed the budget by \$559,630 FYTD May.

NOTE (7) – Other Receipts

Other Receipts consist primarily of ground handling and airfield access fees. Accrual basis Other Receipts are \$766,480 ahead of budget FYTD May.

NOTE (8) – Investment Receipts - Treasurer

This line item represents cash received from the investment of funds. These receipts fluctuate in response to interest rate and portfolio balance changes, the timing of coupon payments and individual investment maturities. Accrual basis investment income exceeds the budget by \$806,297 FYTD May.

NOTE (9) – Cash Disbursements from Operations

Overall operating disbursements on a cash basis and accrual basis are favorably under the budget FYTD May. See additional information on operating disbursement in notes 10 through 16.

NOTE (10) – Administrative Supplies & Costs

This line item includes office supplies, printing, postage and delivery, office equipment service and lease, recruiting, membership, uniform, Commission meeting, conference and training costs.

(Continued)

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTES TO SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS

MONTH AND ELEVEN MONTHS ENDED MAY 31, 2025

NOTE (11) – Operating Supplies & Maintenance

This line item includes utilities, fuel, general repairs and maintenance, landscaping, supplies and telephone costs.

NOTE (12) – Contractual Operating Costs

This line item includes various contractual operating costs such as ARFF services, janitorial services, systems and vehicle repair, parking operations and the TBI Airport Management contract costs.

NOTE (13) – Contractual Professional Services

This line item includes various professional services such as legal, auditing, noise, financial and insurance.

NOTE (14) – Wages and Benefits

Wages and Benefits consist of payroll and fringe benefit costs for the Airport Police officers, and include the impact of the terms of the Memorandum of Understanding effective February 2023.

NOTE (15) – Other Operating Costs

This line item primarily includes public relations/advertising, air service retention, and license/permit fees.

NOTE (16) – Parking Tax

The 12% City of Burbank parking tax is paid quarterly for the prior three-month period. The next remittance, covering the months of April, May and June 2025, is due July 2025.

NOTE (17) – Noise Mitigation Program

FAA Grants and a PFC match are budgeted to partially fund the multi-year Part 150 Update project. This project commenced Q3 FY 2024 and is ongoing.

NOTE (18) – Other Facility Improvement Program Projects

Other Facility Improvement Program Project costs on a cash basis are below the budget FYTD May.

NOTE (19) – FAA Grants – Facility Improvement Program Projects

FAA Grants are budgeted to partially fund a new ARFF vehicle. The Authority accepted delivery of the vehicle in November 2024 and grant reimbursement was received in February 2025.

NOTE (20) – Passenger Facility Charge Receipts/Reserves

A number of capital projects are budgeted to be funded or partially funded by Passenger Facility Charges, including the construction of the Runway and Taxiway Shoulder Rehabilitation, a new ARFF vehicle, and the Part 150 Update project.

(Continued)

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTES TO SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS MONTH AND ELEVEN MONTHS ENDED MAY 31, 2025

NOTE (21) – Customer Facility Charge Reserves

The Regional Intermodal Transportation Center ("RITC") Art in Public Places capital project is budgeted to be funded by Customer Facility Charge Reserves and was completed December 2024.

NOTE (22) – Federal Relief Grant Funds

All available non-concessionaire federal relief funds were utilized towards FY 2023 bond debt service and personnel costs. The remaining FAA approved use of awarded concessionaire relief funds (\$2,560,425) apply only as direct payments to qualifying concessionaires.

NOTE (23) – Replacement Passenger Terminal Project

The Authority programmed appropriations in the amount of \$506,848,000 for development of the multi-year RPT program. RPT costs on a cash basis are below budget expectations FYTD May by \$120,022,462 primarily due to the timing of payments. The majority of cash expenditures FYTD May are related to Holder, Pankow, TEC JV (\$305,960,343), including retention payments to the escrow bank, and City of Burbank Water and Power Aid-in-Construction Deposits (\$20,755,970).

NOTE (24) – Replacement Passenger Terminal Project Funding Sources

Includes funding sources specifically approved for reimbursement of certain eligible RPT expenses, which include FAA grant awards (e.g. BIL), FAA approved Passenger Facility Charge fees and Bond Reimbursements (2024 Revenue Bonds).

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
SUPPLEMENTAL SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS
MONTH AND ELEVEN MONTHS ENDED MAY 31, 2025

Monthly Performance					MAY 2025	Fiscal YTD Performance (July 2024 - May 2025)					
A	B	C	D	E		F	G	H	I	J	
Actual \$ May 2025	Budget May 2025	Actual \$ Prior Year May 2024	Note	Variance Actual Vs. Budget		Actual \$ Fiscal YTD	Fiscal YTD Budget	Actual \$ Prior Year Fiscal YTD	Note	Variance Actual Vs. Budget	
37	\$487,307	\$450,000	\$475,508	(1)	\$37,307	Customer Facility Charge Receipts	\$5,289,122	\$4,550,000	\$4,760,869	(1)	\$739,122
38	0	0	0		0	Federal Relief Grant Funds - 2012 Bond Debt Service	0	0	859,449		0
39	120,951	85,914	102,703	(2)	35,038	Facility Rent	1,021,526	945,049	1,175,374	(2)	76,478
40	(521,545)	(486,095)	(486,036)		(35,451)	Payments to Bond Trustee for 2012 Bond Debt Service	(5,356,336)	(5,347,040)	(5,346,396)		(9,297)
41	<u>\$86,713</u>	<u>\$49,819</u>	<u>\$92,175</u>	(3)	<u>\$36,894</u>		<u>\$954,312</u>	<u>\$148,009</u>	<u>\$1,449,296</u>	(3)	<u>\$806,303</u>

General Comments

The debt service on the 2012 Revenue Bonds is payable from Customer Facility Charges ("CFCs") and Facility Rents. Under the terms of the Bond Indenture, as amended, all CFCs collected subsequent to July 1, 2014 are remitted to the Bond Trustee for the 2012 Bond debt service.

On July 1, 2014, the terms and conditions of the Non-Exclusive Concession and Lease Agreement with the respective Rent-A-Car Companies became effective, including the collection of Facility Rent.

Note (1) – Customer Facility Charge ("CFC") Receipts

CFCs of \$6 per day per transaction, up to a maximum of five days, are collected and applied to the 2012 Bond debt service.

Note (2) – Facility Rent

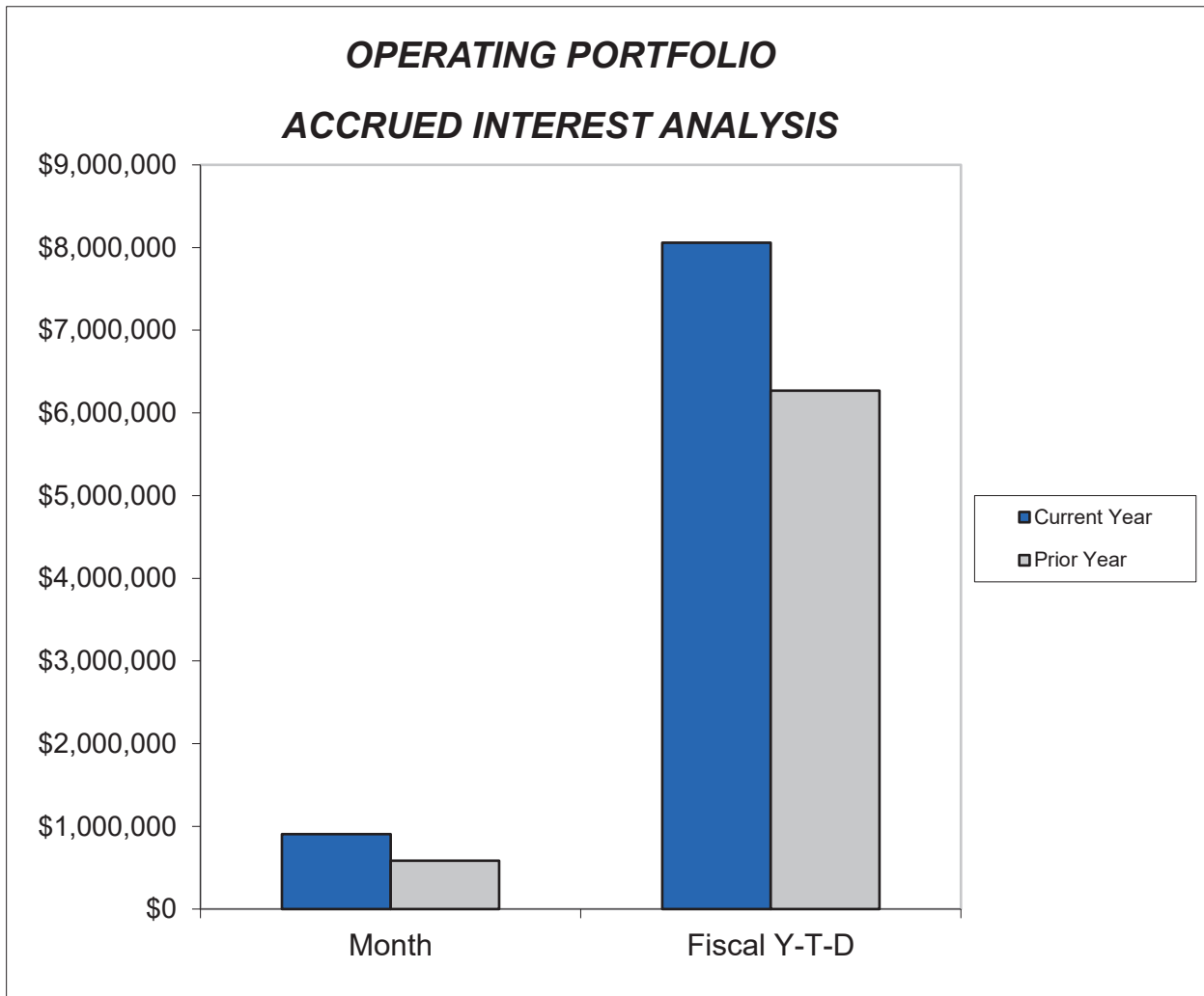
Facility Rent receipts may be applied to the 2012 Bond debt service or other allowable uses.

Note (3) – Net RITC / ConRAC Facility Payments and Collections

At fiscal year-end, upon conclusion of the required reconciliation, any excess surplus accumulated will be evaluated and applied toward the allowed uses under the terms and conditions of the Non-Exclusive Concession and Lease Agreement with the Rent-A-Car Companies.

In the event of a shortfall of receipts to meet the required payment obligations (i.e., CFC collections perform under budget projections), the Authority holds the right to adjust the Facility Rent paid by the rental car companies on a 30-day notice.

MONTH AND ELEVEN MONTHS ENDED MAY 31, 2025



	May 2025	May 2024
Accrued Interest Revenue - Month	\$905,737	\$586,242
Accrued Interest Revenue - FYTD	\$8,056,921	\$6,269,615
Month End Portfolio Balance (cost)	\$297,031,736	\$269,626,567
Yield to Maturity	4.06%	5.20%

Supplement to the May 2025 Treasurer's Report

FYTD May 2025 Cash Expenditures

Replacement Passenger Terminal Project (RPT)

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
REPLACEMENT PASSENGER TERMINAL PROJECT (RPT)
MONTH AND ELEVEN MONTHS ENDED MAY 31, 2025**

Consultant/Vendor	Scope of Work	Prior Fiscal Years' Cash Expenditures	Current Authorized Amounts (1)	May 2025 Cash Expenditures	FYTD 2025 (Jul - May) Cash Expenditures	Remaining Contract Amount	Project-to-date Total Cash Expenditures
AECOM (1a)	Program Management Services	\$ 4,172,454	N/A	-	-	N/A	\$ 4,172,454
Jacobs Project Management Company (1a)	Program Management Services	8,993,803	25,048,752	1,270,622	8,639,122	7,415,827	17,632,925
Airport & Aviation Professionals Inc. (AvAirPros) (1b)	Airline Technical & Financial Coordination Services	511,528	350,000	-	191,578	158,422	703,106
Airport Projects (1b)	Technical Support	7,498	69,315	-	72,040	(2,725)	79,538
ATX (1b)	Technical Support	-	1,747,044	224,788	291,163	1,455,881	291,163
Conway Consulting (1b)	Technical Support	395,727	150,000	2,194	29,015	120,985	424,742
Georgino Development (1b)	Strategic Planning Services	142,800	60,000	4,800	52,800	7,200	195,600
Public Resources Advisory Group (PRAG) (1b)	Financial Advisory Services	517,419	275,000	-	65,139	209,861	582,558
Ricondo & Associates (1b)	Financial Feasibility Services	831,922	340,000	6,420	125,288	214,712	957,210
Geosyntec Consultants (1c)	Soil Management Services	8,586	N/A	-	-	N/A	8,586
Holder, Pankow, TEC JV (1d)	Design Builder	82,586,282	1,078,901,485	25,437,379	287,889,718	690,354,860	388,546,625
Truist Bank (1d)	Design Builder - Retention Escrow Account			1,313,702	18,070,625		
Azrial (2)	Consulting Services	1,625	N/A	-	-	N/A	1,625
Fitch Ratings (2)	Rating Agency	35,000	N/A	-	-	N/A	35,000
Orrick, Herrington & Sutcliffe (2)	Bond Counsel	1,298,093	N/A	-	-	N/A	1,298,093
Camano Consulting Group (1b)	Consulting Services	-	348,000	14,500	48,645	299,355	48,645
DSM, Inc. (1b)	Consulting Services	-	12,500	-	12,500	-	12,500
Chapman (2)	Legal Services	70,000	N/A	-	-	N/A	70,000
Geraci (2)	Legal Services	2,000	N/A	-	-	N/A	2,000
Gordon Rees (2)	Legal Services	-	N/A	-	200	N/A	200
McDermott (2)	Legal Services	5,000	N/A	-	-	N/A	5,000
Moody's (2)	Rating Agency	61,400	N/A	-	-	N/A	61,400
Richards, Watson & Gershon (2)	Legal Services	344,381	N/A	3,415	125,985	N/A	470,366
Ring Bender (2)	Legal Services	4,793	N/A	-	-	N/A	4,793
S & P Global Rating (2)	Rating Agency	21,000	N/A	-	-	N/A	21,000
THU Legal Consulting (2)	Consulting Services	307,160	150,000	11,925	153,810	(3,810)	460,970
Thriving Restaurants (2)	Consulting Services	5,000	N/A	-	-	N/A	5,000
Woodward (2)	Consulting Services	24,000	36,000	6,000	24,000	12,000	48,000
Zions Bancorporation (2)	Consulting Services	2,500	-	-	3,000	N/A	5,500
RS&H (3)	Environmental Impact Study (EIS) Services	756,776	AIP / PFC Funded	537	45,028	N/A	801,804
XI-3 Corporation (4)	Consulting Services	91,770	N/A	-	-	N/A	91,770
City of Burbank (5a)	Burbank Water & Power Aid-in-Construction Deposit	2,020,000	22,775,970	-	20,755,970	-	22,775,970
City of Burbank (5b)	Plan Check Services	344,124	496,874	60,000	152,750	-	496,874
Barclays Bank (6)	CP Program / LOC Bank	442,813	N/A	-	323,549	N/A	766,362
Sumitomo Mitsui (6)	CP Program / LOC Bank	483,286	N/A	-	481,174	N/A	964,460
Meetings	Various Expenses	30,026	N/A	-	-	N/A	30,026
Licenses & Fees	Various Expenses	11,738	N/A	2,006	30,439	N/A	42,177
TOTALS		\$ 104,530,504	\$ 1,130,760,940	\$ 28,358,288	\$ 337,583,538	\$ 700,242,568	\$ 442,114,042

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
NOTES TO REPLACEMENT PASSENGER TERMINAL PROJECT SCHEDULE
MONTH AND ELEVEN MONTHS ENDED MAY 31, 2025**

- (1) Current authorized NTE Contract amounts represent Commission approved appropriations. The FY 2025 adopted budget includes appropriations of \$506,848,000 for the RPT project.
- (1a) The Jacobs' authorized amount represents the following
Commission approved Task Orders against the Professional Services agreement to date:
Task Order 1 (Development of the Program Operations Manual) - \$1,419,796
Task Order 2 (Procurement of Progressive Design Builder) - \$1,125,722
Task Order 3 (Phase 2 Design and Pre-Construction Support Services) - \$10,438,765
Task Order 4 (Phase 3 Construction Phase Support Services) - \$11,726,841
- (1b) These are multi-year Professional Services contracts for technical, financial, and strategic airport services. These contracts were presented to and approved by the Commission.
- (1c) This Professional Services contract for geotechnical support was approved on September 1, 2022 to be effective August 1, 2022 through June 30, 2023.
- (1d) In December 2022, the Commission approved an estimated \$55,000,000 for Task Order 1 for Phase 1 design services of the RPT project to develop the 60% design level and Guaranteed Maximum Price (GMP). Actual Phase 1 services were contracted at \$54,244,242 and were completed April 2024.
- To date the Commission approved an additional six (6) Task Orders primarily for general conditions, equipment, and materials for a total of \$1,048,020,887. In addition, FYTD May 2025, total contingencies of \$24,460,259 and owner allowance of \$6,420,339 have been approved.
- (2) Legal services and professional services to be utilized on an as needed basis.
- (3) RS&H expenditures are for the FAA's Written Re-evaluation of the construction noise section in the Environmental Impact Study as directed by the Ninth Circuit.
- (4) XI-3 Corporation: RFP coordination and technical support services for the selection of the progressive design-builder. Commission approved professional services agreement in July 2022 (NTE \$50,000) which was increased by an amendment in October 2022 to NTE \$96,000.
- (5a) The Commission approved Aid-In-Construction payments with BWP for deposits as follows:
- 1) September 20, 2022 - \$25,000
 - 2) March 7, 2023 - \$50,000
 - 3) June 26, 2023 - \$494,000
 - 4) September 18, 2023 - \$1,411,000
 - 5) June 13, 2024 - \$40,000 (AIC Inspections)
 - 6) August 20, 2024 - \$960,000
 - 7) September 20, 2024 - \$9,457,700
 - 8) October 17, 2024 - \$10,338,270
- (5b) The Commission approved payment October 2023 in the amount of \$344,124 for a deposit with the City of Burbank for an independent contractor to undertake plan check services. Additional deposits of \$92,750 and \$60,000 were made September 2024 and May 2025, respectively.
- (6) LOC banks for the CP program.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
REPLACEMENT PASSENGER TERMINAL PROJECT (RPT)
MONTH AND ELEVEN MONTHS ENDED MAY 31, 2025**

Funding Source (1)	Total Amount	Prior Fiscal Years' Reimbursements	May 2025 Reimbursement	FYTD May 2025 Reimbursement	Total-to-Date Project Reimbursements	Remaining Amount
BIL-AIG (<i>formulaic</i>)	\$ 24,057,834	\$ 1,354,747	\$ -	\$ 10,817,257	\$ 12,172,004	\$ 11,885,830
BIL-ATP (<i>competitive</i>)	47,300,000	11,385,576	-	7,175,055	18,560,631	28,739,369
PFC (2)	61,632,719	14,922,243	-	5,085,592	20,007,835	41,624,884
2024 Bonds (3)	682,766,355	17,191,077	28,021,703	327,422,889	344,613,966	338,152,389
TOTALS	\$ 815,756,908	\$ 44,853,643	\$ 28,021,703	\$ 350,500,793	\$ 395,354,436	\$ 420,402,472

BIL - Bipartisan Infrastructure Law

ATP - Airport Terminal Program

AIG - Airport Infrastructure Grant

PFC - Passenger Facility Charge

Notes:

(1) Does not include pending additional BIL and AIP grant awards.

(2) Includes PFC Applications 21 and 22 in the amount of \$48,338,420 and \$13,294,299, respectively.

(3) Includes interest and dividend earnings to date:

Bond Proceeds Amount	\$ 655,871,612
Accrued Interest and Dividends to Date (Held by Trustee)	26,881,357
Transfers (Closing of Cost of Issuance Fund)	13,386
Total Available Amount	\$ 682,766,355

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
SEPTEMBER 15, 2025**

REPLACEMENT VEHICLE ACQUISITION AUTHORIZATION

Presented by Lanna Aguilera
Senior Manager, Procurement

SUMMARY

The adopted FY 2026 budget includes appropriations to address the acquisition of five vehicles in the aggregate amount of \$375,000. One Maintenance Department replacement truck (SULEV) that was approved in this budget has already been acquired in the amount of \$32,284.03.

Staff have become aware of the availability of two hybrid engine SUV replacement vehicles for the Operations Department. These are available through a State-authorized government fleet vehicle retailer for a combined price of \$107,053.96 (quote attached). The Authority's policy is that any acquisition in excess of \$75,000 requires Commission approval prior to execution of a contract.

As experienced in previous years, the availability of new vehicles has been impacted by supply chain issues and manufacturer production schedules. FY 2026 is not any different but has the added potential impact of tariff assessment on parts and location of final vehicle assembly. Therefore, there is a time sensitivity to respond quickly when vehicles are available.

Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission, and due to time sensitivity, Staff seek Commission authorization to issue future Purchase Orders, up to the \$375,000 limit, for the two hybrid engine SUVs and two other department vehicles programmed in the FY 2026 budget.

BACKGROUND

Staff continues with efforts to procure the most environmentally sustainable vehicles that meet department operational requirements and the Authority's Air Quality Improvement Plan ("AQIP") goals. The remaining four vehicles programmed as part of the adopted FY 2026 budget, and the sustainability goal for such vehicles, are as follows:

<u>Vehicle</u>	<u>Sustainability Goal</u>
Two Operations SUVs:	Quote obtained for two hybrid SUV's
One ARFF/Operations Van:	Hybrid
One Administration vehicle:	EV

Upon new vehicle placement into service, older and less environmentally sustainable vehicles will be retired from the Authority's fleet.

Staff will reach out to all potential fleet vehicle vendors both in government programs and retail. Items required beyond the base acquisition (such as emergency lights, sirens, and specialty equipment) will be procured separately through a bid process as applicable.

FUNDING

The adopted FY 2026 budget includes appropriations in the amount of \$375,000 to provide funding for five vehicles.

As the fiscal year progresses, Staff will provide a status report to the Committee regarding the fleet vehicle inventory.

RECOMMENDATION

Subject to the recommendation of the Committee at its meeting immediately preceding the Commission meeting, and with the time sensitivity to respond quickly when vehicles are available to procure, Staff recommends Commission authorization to issue Purchase Orders for the remaining four vehicles authorized within the total adopted FY 2026 budget appropriations of \$375,000.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
SEPTEMBER 15, 2025**

**AWARD OF PROFESSIONAL SERVICES AGREEMENT
AIR SERVICE CONSULTING SERVICES**

Presented by Nerissa Sugars
Director, Communications and Air Services

SUMMARY

At its meeting on August 18, 2025, the Operations and Development Committee (“Committee”) voted (2–0, 1 absent) to move to the Commission without approval a Staff recommendation to award a Professional Services Agreement (“Agreement”), copy attached, to Arthur D. Little, LLC (“ADL”) for continued air service consulting services. The services to be provided by ADL are complementary to the airport marketing consulting services obtained through the contract recently awarded to Anyone Collective. The proposed cost for the proposed services is for an amount not-to-exceed \$70,000.

BACKGROUND

Staff has previously engaged the services of ADL in connection with the Authority’s general air service retention and development efforts. ADL provides data research and market analysis that airlines review in considering whether current air services at an airport are to be maintained or if other potential market opportunities exist. ADL is an international management consultant firm that provides an array of services including market research, strategy, and information management.

ADL has been assisting Staff with bringing recognition to Hollywood Burbank Airport’s location and opportunities for air carriers’ consideration. The firm’s continuing involvement has significantly helped the development of new nonstop flight segments.

As Hollywood Burbank Airport works to build on the momentum of 2024’s record breaking passenger count, but also navigate the challenges of the forecasted downturn in passenger activity during FY 2026, Staff seeks to continue the air service retention and development initiative utilizing the services of ADL. The collaboration will continue to focus on retention of existing route networks, identifying potential new markets, and cultivating interest from air carriers to include Hollywood Burbank Airport in their future network planning.

PROPOSAL DETAILS

Under the proposed Agreement, ADL will provide Staff with:

- On-call support for air service research
- Communication recommendations with airline network planning and scheduling representatives
- Marketing data support

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- Background information regarding policy and regulatory matters that may impact the aviation industry
- Participation with Staff at airline meetings and air service conferences

BUDGET IMPACT

Appropriations for these services are included in the adopted FY 2026 budget.

RECOMMENDATION

At its meeting on August 18, 2025, the Committee voted (2–0, 1 absent) to move to the Commission without recommendation. Staff recommends the Commission award a PSA to ADL for continued air service consulting services, and that the President be authorized to execute the same.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
SEPTEMBER 15, 2025**

**APPROVAL OF TASK ORDER FOR SOLAR PHOTOVOLTAIC ARRAY SYSTEM
REPLACEMENT PASSENGER TERMINAL**

Presented by Perry Martin
Senior Program Manager
Jacobs Project Management Co.

SUMMARY

At its meeting on September 3, 2025, the Executive Committee (“Committee”) voted unanimously (3–0) to recommend that the Commission approve a \$1,762,485 Task Order Amendment to Holder, Pankow, TEC – A Joint Venture (“HPTJV”) for the installation of a solar photovoltaic array system on the Replacement Passenger Terminal (“RPT”). This installation will enhance the project’s ability to achieve the Commission’s aspirational goal of a Leadership in Energy and Environmental Design (“LEED”) Gold Certification from the U.S. Green Building Council (“USGBC”).

Staff previously notified the Commission of change orders approved pursuant to Resolution No. 499 for the cost of design and procurement of materials for the solar photovoltaic array system. Those notifications, copies attached, were issued on:

- November 6, 2024 - \$389,664 for the design of the solar photovoltaic system.
- August 18, 2025 - \$350,000 for the procurement of long-lead equipment and materials.

With the above actions, inclusive of this proposed Task Order Amendment, the total cost of the solar photovoltaic array system is \$2,502,149.

BACKGROUND

In September 2023, the Commission directed Staff to pursue a USGBC LEED sustainability Silver Certification for the RPT at a minimum. The Commission further directed Staff to investigate possibilities to achieve an aspirational goal of LEED Gold Certification. To achieve LEED Certification, a project earns points by adhering to prerequisites and credits that address sustainable practices in carbon, energy, water, waste, transportation, materials, health, and indoor environmental quality. Within the LEED system, sustainable design and/or construction features are assigned points based on their environmental benefits. The value of these points is assigned by the USGBC.

The attached LEED Project Checklist presents the categories and available points for each category. As shown on the checklist, there are a total of 110 points available to achieve a level of certification. The USGBC assigns points to the various categories and assigns different levels of certification corresponding to the number of points a project can demonstrate it has achieved. To earn LEED Platinum Certification a project needs to

-1-

achieve 80+ points. LEED Gold requires 60-79 points, and LEED Silver requires 50-59 points. HPTJV and their design and environmental consultants worked closely with Staff and an environmental consultant to investigate the RPT's ability to reach a LEED Platinum Certification. The results of the evaluation demonstrated that LEED Platinum Certification is not possible for the project for several reasons. First, because the RPT is located on a portion of the airport that is part of the San Fernando Valley Superfund site, points for on-site stormwater infiltration and other typically practicable features are not achievable. Adding to this, because the terminal operations are facing east and west (by necessity), heat load minimization points related to building orientation also are not possible.

As shown on the attached checklist, there are three potential actions the project team can take.

- “Y” – This column indicates the project team is pursuing that credit or prerequisite.
- “?” – This column indicates that the project team has not yet determined whether they will or will not pursue the credit.
- “N” – This column indicates that the project team is not attempting to receive these points.

In the case of the RPT, the “N” column represents the points that are not eligible to the project due to various constraints as previously discussed.

The design architect of record has assigned LEED points to the RPT using the attached checklist and based on their understanding of the LEED requirements, the expected scores indicate the project will achieve the Commission's aspirational goal. However, it must be noted that the final determination of the LEED level of certification is at the sole discretion of the USGBC. Consequently, a recommended design practice is to include additional features that can produce a point total higher than the minimum required to achieve the desired certification. In the event the USGBC disagrees with the architect's assignment of points in one or two categories, additional points earned in other areas can help to reach the desired goal. In the case of the RPT, the architect of record has assigned 66 LEED points to the current design, without the inclusion of the proposed solar photovoltaic array system.

DETAILS

Following the desire of the Commission, the HPTJV design-build team investigated additional opportunities to increase the number of USGBC LEED points for the RPT, thereby increasing the possibility of the project achieving a LEED Gold Certification. HPTJV recommends installation of a solar photovoltaic array system on the roof of the RPT in order to potentially obtain four additional LEED points. These four additional points will raise the total number of expected LEED points for the project to 70, which is ten points above the minimum required to achieve LEED Gold Certification. Another benefit is that any energy generated by this solar array will be channeled to help power the RPT.

As previously discussed, the design costs for the solar photovoltaic array system are \$389,664. The construction costs are estimated to be \$2,112,485, of which \$350,000 was approved earlier to facilitate the purchase of long-lead materials. The remaining cost of \$1,762,485 for construction and installation of the solar photovoltaic array system will be funded through a transfer from the Owner's Contingency and added to HPTJV's Guaranteed

Maximum Price ("GMP") for the project.

As shown on the attached checklist, the architect has also identified additional points under the "?" category. These points could be awarded based on the current design, thus providing an even more comfortable cushion for the project to achieve a LEED Gold Certification.

FUNDING

The proposed \$1,762,485 for this Task Order Amendment will be transferred from the Owner's Contingency to the design-builder's GMP. The Owner's Contingency budget for the project is \$50 million. If this proposal is approved, the Owner's Contingency will have used \$10,209,887 and will have a balance of \$39,790,113.

A list of the previous authorized use of Owner's Contingency is attached for reference.

RECOMMENDATION

At its meeting on September 3, 2025, the Committee voted unanimously (3-0) to recommend that the Commission approve the proposed \$1,762,485 Task Order Amendment for the installation of a solar photovoltaic array system on the RPT and a corresponding increase of the GMP of the project.

Attachments:

1. Resolution 499 Notification issued on November 6, 2024
2. Resolution 499 Notification issued on August 18, 2025
3. List of previously authorized use of Owner's Contingency
4. LEED Certification Checklist.

Attachment 1



November 7, 2024

To: Commissioners

cc: P. Lammerding
Jacobs Project Management Inc.
T. Boga, RWG

Subject: Notification of HPTJV Change Order Approval for LEED Gold Design

On May 6, 2024, the Commission approved a Guaranteed Maximum Price (GMP) with Holder, Pankow, TEC — A Joint Venture (HPTJV) for the Replacement Passenger Terminal (RPT) Project. Concurrently, the Commission approved the appropriation and expenditure authorization of a portion of the owner's contingency in the amount of \$28,235,082 subject to the Change Order approval process established by Resolution No. 499. That resolution authorizes the Executive Director to unilaterally approve the use of the owner's contingency for single Change Orders that do not exceed \$500,000 and that collectively do not exceed 70% of the owner's contingency budget. The resolution requires the Executive Director to notify the Commission in writing within 24 hours of approval of a Change Order exceeding \$150,000.

Per Resolution No. 499, please be advised that I approved a Change Order in the amount of \$389,664 related to design of a photovoltaic solar panel system. Specifically, this Change Order covers additional costs for the design of a solar panel system for the RPT roof in response to the Commission's direction to pursue a LEED Gold certification. The RPT Project Management Team (Jacobs) reviewed HPTJV's Change Order proposal and recommended authorizing the cost for design.

I anticipate that the cost of the construction work related to design of the solar panel system will exceed \$500,000. Staff will return to the Commission requesting approval of additional owner's contingency to fund the construction of the solar panels and associated systems.

Sincerely,

Frank R. Miller
Executive Director

Attachment: HPTJV Design LEED Gold Proposal

Attachment 2



August 19, 2025

To: Commissioners

cc: K. David
S. Gunawan-Piraner
Jacobs Project Management Co.
T. Boga, Richards Watson Gershon

Subject: Notification of HPTJV Change Order Approval for Procurement of Solar Array Materials Only

On May 6, 2024, the Commission approved a Guaranteed Maximum Price (GMP) with Holder, Pankow, TEC — A Joint Venture (HPTJV) for the Replacement Passenger Terminal (RPT) Project. Concurrently, the Commission approved the appropriation and expenditure authorization of a portion of the budgeted \$50 million owner's contingency in the amount of \$28,235,082. Authorization of the owner's contingency funds is subject to the Change Order approval process established by Resolution No. 499. To date, approximately \$4.5 million of the \$50 million owner's contingency budget has been authorized.

Resolution No. 499 authorizes the Executive Director to unilaterally approve the use of the owner's contingency for single Change Orders that do not exceed \$500,000 and that collectively do not exceed 70% of the owner's contingency budget. The resolution requires the Executive Director to notify the Commission in writing within 24 hours of approval of a Change Order exceeding \$150,000.

Per my verbal notification to the Commission yesterday and in accordance with Resolution No. 499, please be advised that I approved a Change Order in the amount of \$350,000 for the procurement of materials for a Solar Photovoltaic Array System (solar panels) to be installed on the roof of the RPT. Energy generated by the solar panels will be used to help power the RPT.

The solar panels were identified by HPTJV as part of a study requested by the Commission to identify measures to help achieve the highest LEED certification possible for the project.

HPTJV has estimated that the total cost for the solar panels will be \$2,502,149. This total is broken down to,

- Design \$ 389,664
- Construction and materials \$2,112,485

The design costs were authorized under a separate task order amendment. Due to global supply chain issues, as well as rapid changes in the industry, the solar panel provider has indicated that it will not be able to meet the project schedule and the selected models may not be available if the order for fabrication is not received soon. To remain on schedule, I authorized a Change Order for \$350,000 which will allow

HPTJV to procure the materials for the solar panels. Staff will be bringing to the Commission a task order amendment to the HPTJV contract for the balance of construction cost which is approximately \$1,762,485 for completion of the solar panels.

Sincerely,

John T. Hatanaka
Executive Director



LEED v4 for BD+C: New Construction and Major Renovation
Project Checklist

Project Name: Burbank RPT
Date: 7/1/2025
Design Submittal



Y	?	N			
1			Credit	Integrative Process	1
11 0 5 Location and Transportation 16					
			Credit	LEED for Neighborhood Development Location	16
1			Credit	Sensitive Land Protection	1
2			Credit	High Priority Site	2
2	3		Credit	Surrounding Density and Diverse Uses	5
4	1		Credit	Access to Quality Transit v4	5
1			Credit	Bicycle Facilities v4.1	1
1	1		Credit	Reduced Parking Footprint	1
1			Credit	Green Vehicles v4.1	1
5 0 5 Sustainable Sites 10					
Y			Prerequisite	Construction Activity Pollution Prevention	Required
1			Credit	Site Assessment	1
2			Credit	Site Development - Protect or Restore Habitat	2
1			Credit	Open Space	1
2	3		Credit	Rainwater Management v4.1	3
2			Credit	Heat Island Reduction	2
1			Credit	Light Pollution Reduction	1
5 0 0 Water Efficiency 10					
Y			Prerequisite	Outdoor Water Use Reduction	Required
Y			Prerequisite	Indoor Water Use Reduction	Required
Y			Prerequisite	Building-Level Water Metering	Required
2			Credit	Outdoor Water Use Reduction	2
4	2		Credit	Indoor Water Use Reduction	6
2			Credit	Cooling Tower Water Use	2
1			Credit	Water Metering	1
19 3 11 Energy and Atmosphere 33					
Y			Prerequisite	Fundamental Commissioning and Verification v4.1	Required
Y			Prerequisite	Minimum Energy Performance	Required
Y			Prerequisite	Building-Level Energy Metering	Required
Y			Prerequisite	Fundamental Refrigerant Management	Required
5	1		Credit	Enhanced Commissioning v4.1	6
10	6		Credit	Optimize Energy Performance	18
1			Credit	Advanced Energy Metering	1
2	2		Credit	Demand Response v4.1	2
2	1		Credit	Renewable Energy Production v4.1	3
1			Credit	Enhanced Refrigerant Management	1
2			Credit	Green Power and Carbon Offsets v4.1	2

9 1 3 Materials and Resources 13					
Y			Prerequisite	Storage and Collection of Recyclables	Required
Y			Prerequisite	Construction and Demolition Waste Management Planning	Required
3	2		Credit	Building Life-Cycle Impact Reduction v4.1	5
1	1		Credit	Building Product Disclosure and Optimization - Environmental Product Declarations v4.1	2
1			Credit	Building Product Disclosure and Optimization - Sourcing of Raw Materials v4.1	2
2			Credit	Building Product Disclosure and Optimization - Material Ingredients v4.1	2
2			Credit	Construction and Demolition Waste Management	2
11 2 3 Indoor Environmental Quality 15					
Y			Prerequisite	Minimum Indoor Air Quality Performance	Required
Y			Prerequisite	Environmental Tobacco Smoke Control	Required
2			Credit	Enhanced Indoor Air Quality Strategies	2
3			Credit	Low-Emitting Materials v4.1	3
1			Credit	Construction Indoor Air Quality Management Plan	1
2	2		Credit	Indoor Air Quality Assessment	2
1			Credit	Thermal Comfort (Retail Pathway)	1
2			Credit	Interior Lighting (Retail Pathway)	2
1	2		Credit	Daylight v4.1	3
1			Credit	Quality Views v4.1	1
1			Credit	Acoustic Performance v4.1	1
6 0 0 Innovation 6					
5			Credit	Innovation	5
1			Credit	LEED Accredited Professional	1
3 0 1 Regional Priority 4					
1			Credit	Access to Quality Transit (3pts)	1
1			Credit	Indoor Water Use (4pts)	1
1			Credit	Opt. Energy (10pts)	1
1	1		Credit	Reduced Parking Footprint (1pt)	1
72 6 32 TOTALS Possible Points 110					

Certified: 40 to 49 points, Silver: 50 to 59 points, Gold: 60 to 79 points, Platinum: 80 to 110

Attachment 3
List of previously authorized use of Owner's Contingency

Owner - Contingency Total Authorized	\$10,209,687.00
CCR-00020 - Design for HVAC ductwork in Module C from the concession spaces to RPT roof	\$36,095.00
AIC - Community Substation Underground Electric Lines	\$6,000,000.00
CCR-00009 - Owner Change Directive - LEED Path to Gold Design Costs	\$389,664.00
CCR-00011 - Surface Lot Canopy design proposal	\$79,782.00
CCR-00013 - Parking garage valet entrance re-design	\$323,868.00
CCR-00019 - Multi-use Concrete Walkway redesign - Pedestrian/ bike path design	\$39,675.00
CCR-00022 - Design for automated passenger exit system into baggage claim area	\$51,980.00
CCR-00021 - Cellular DAS in Parking Garage - Design Only	\$26,890.00
CCR-00023 - Common Use Passenger Processing System (CUPPS)	\$58,347.00
CCR-00008 - CSI - Differing BWP as-built at Tulare - CGMPs 01, 06, 14 Terminal Team Approach	\$258,750.00
CCR-00025 - Blois Unforeseen Subsurface Obstruction - Construction Costs	\$19,223.00
CCR-00027 - Generator Resiliency - Construction Costs	\$95,434.00
CCR-00029 - RPT Concessions Mechanical HVAC Ductwork Fabrication	\$223,368.00
CCR-00030 - Interior Art Sculpture Support	\$104,393.00
CCR-00036 - Module C Static Signs	\$30,679.00
CCR-00035 - Police Locker Rooms - Added Power Outlets	\$60,640.00
CCR-00043 - BUR Airport Fire Access Road - construction cost	\$72,915.00
CCR-00033 - L2 BGPAA Admin Space Card Readers	\$160,664.00
CCR-00034 - ACCO additional owner request from air carrier for a trench drain in the ice room and an emergency eye wash station in the ramp and operation offices	\$50,503.00
CCR-00037 - 2 ATM provisions in Module C	\$36,520.00
CCR-00041 - Widen Pedestrian Pathway - Construction cost	\$170,772.00
CCR-00044 - VRCCR Camera Height Increase	\$145,967.00
CCR-00045 - RPT Auto Exit Lane System	\$701,811.00
CCR-00047 - Concessions Mechanical HVAC Ducting Installation in Module C	\$721,747.00
CCR-00038 - LEED Path to Gold - Solar Photovoltaic Array System early material procurement only	\$350,000.00

Attachment No. 4

LEED Project Checklist



LEED v4 for BD+C: New Construction and Major Renovation Project Checklist

Y ? N
1

Credit Integrative Process

1

11	0	5	Location and Transportation	16
1			Credit LEED for Neighborhood Development Location	16
2			Credit Sensitive Land Protection	1
2			Credit High Priority Site	2
2	3		Credit Surrounding Density and Diverse Uses	5
4	1		Credit Access to Quality Transit v4	5
1			Credit Bicycle Facilities v4.1	1
1		1	Credit Reduced Parking Footprint	1
1			Credit Green Vehicles v4.1	1

5	0	5	Sustainable Sites	10
1			Prereq Construction Activity Pollution Prevention	Required
1			Credit Site Assessment	1
1	2		Credit Site Development - Protect or Restore Habitat	2
1			Credit Open Space	1
2	3		Credit Rainwater Management v4.1	3
2			Credit Heat Island Reduction	2
1			Credit Light Pollution Reduction	1

7	0	4	Water Efficiency	11
Y			Prereq Outdoor Water Use Reduction	Required
Y			Prereq Indoor Water Use Reduction	Required
Y			Prereq Building-Level Water Metering	Required
2			Credit Outdoor Water Use Reduction	2
4	2		Credit Indoor Water Use Reduction	8
1		2	Credit Cooling Tower Water Use	2
1			Credit Water Metering	1

19	3	11	Energy and Atmosphere	33
Y			Prereq Fundamental Commissioning and Verification v4.1	Required
Y			Prereq Minimum Energy Performance	Required
Y			Prereq Building-Level Energy Metering	Required
Y			Prereq Fundamental Refrigerant Management	Required
6	1		Credit Enhanced Commissioning v4.1	6
10	8		Credit Optimize Energy Performance	18
1			Credit Advanced Energy Metering	1
1		2	Credit Demand Response v4.1	2
2	1		Credit Renewable Energy Production v4.1	3
1			Credit Enhanced Refrigerant Management	1
2	2		Credit Green Power and Carbon Offsets v4.1	2

Project Name: Burbank RPT
Date: 7/1/2025
Design Submittal



9	1	3	Materials and Resources	13
Y			Prereq Storage and Collection of Recyclables	Required
Y			Prereq Construction and Demolition Waste Management Planning	Required
3	2		Credit Building Life-Cycle Impact Reduction v4.1	6
1	1		Credit Building Product Disclosure and Optimization - Environmental Product Declarations v4.1	2
1	1		Credit Building Product Disclosure and Optimization - Sourcing of Raw Materials v4.1	2
2			Credit Building Product Disclosure and Optimization - Material Ingredients v4.1	2
2			Credit Construction and Demolition Waste Management	2

11	2	3	Indoor Environmental Quality	16
Y			Prereq Minimum Indoor Air Quality Performance	Required
Y			Prereq Environmental Tobacco Smoke Control	Required
2			Credit Enhanced Indoor Air Quality Strategies	2
3			Credit Low-Emitting Materials v4.1	3
1			Credit Construction Indoor Air Quality Management Plan	1
1	2		Credit Indoor Air Quality Assessment	2
1			Credit Thermal Comfort (Retail Pathway)	1
2			Credit Interior Lighting (Retail Pathway)	2
1	2		Credit Daylight v4.1	3
1	1		Credit Quality Views v4.1	1
1			Credit Acoustic Performance v4.1	1

6	0	0	Innovation	6
5			Credit Innovation	5
1			Credit LEED Accredited Professional	1

3	0	1	Regional Priority	Zip code 91505	4
1			Credit Access to Quality Transit (3pts)		1
1			Credit Indoor Water Use (4pts)		1
1			Credit Opt. Energy (10pts)		1
1		1	Credit Reduced Parking Footprint (1pt)		1

72	6	32	TOTALS	Possible Points:	110
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Certified: 40 to 49 points, Silver: 50 to 59 points, Gold: 60 to 79 points, Platinum: 80 to 110

RESOLUTION NO. 518

**A RESOLUTION OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY COMMISSION
AUTHORIZING DESTRUCTION OF CERTAIN OBSOLETE RECORDS**

The Burbank-Glendale-Pasadena Airport Authority Commission resolves as follows:

Section 1. Findings and Intent.

A. On September 21, 2015, by Resolution No. 465, the Commission adopted a revised airport procedure for records retention and destruction.

B. Department Heads have prepared destruction inventory lists, attached as Exhibit A, that identify Authority records that are obsolete and not required by law to be retained.

C. General Counsel has reviewed the attached destruction inventory lists for compliance with records retention requirements of Resolution No. 465 and has provided consent for destruction of the identified records.

Section 2. Destruction Authorization. The Authority records identified in the attached destruction inventory lists may be destroyed without a copy being retained.

Section 3. Effective Date. This Resolution shall be effective upon adoption.

Adopted this 15th day of September, 2025.

Jess Talamantes, President

Attest:

Frank Quintero, Secretary

STATE OF CALIFORNIA)
)ss.
COUNTY OF LOS ANGELES)

I, John Hatanaka, do hereby certify that the foregoing resolution was duly and regularly adopted by the Commissioners of the Burbank-Glendale-Pasadena Airport Authority at its regular meeting held on the ____ day of September 2025 by the following vote:

AYES:

NOES:

ABSENT:

John Hatanaka
Assistant Secretary

EXHIBIT A
Destruction Inventory Lists

(attached)



Records Destruction Authorization Form

Department: Finance

Date of Inventory: 06/04/2025

Submitted by: David Kwon

☒ Records Hold Cleared. (Please verify the records you wish to destroy are not on a current records hold or litigation hold before submitting this form.)

Attach the following:

- The Department Retention Schedule as approved by the Airport Authority Commission; and
- A destruction inventory list, with the approved retention period listed for each Record to be destroyed.

DESTRUCTION AUTHORIZATION & SIGNATURES

I certify that the records on the attached destruction inventory list are no longer required and are eligible for destruction based upon the attached Retention Schedule, approved by Burbank-Glendale-Pasadena Airport Authority Commission Resolution No. 465, and **do not have to be retained based upon any record retention requirements imposed pursuant to a grant received by the Authority or a bond issued by the Authority, and are not related to or potentially relevant to any of the following in which the Authority may be involved: a reasonably anticipated claim or litigation; an ongoing claim or litigation; a pending employee grievance; a pending regulatory or governmental investigation; a pending subpoena; a pending Public Records Act request; a pending audit; or other similar legal matter.**

Dept. Head Signature: [Signature]

Date: 06/04/2025

Print Name: David Kwon

Title: Director, Financial Services

I certify that I have reviewed the attached destruction inventory list and, based upon the above certification by the department head, agree that the identified records are not records required to be kept by statute or law. My review has been limited to the descriptions contained on the list and did not involve review of the actual records. Based on the foregoing, I consent to the destruction of the identified records subject to Authority Commission approval by adoption of a Destruction Resolution.

Counsel Signature: [Signature]

Date: 7-3-25

Terence Boga

Print Name: _____

Title (Check one): ☒ General Counsel ☐ Assistant General Counsel

Authority Destruction Resolution No: _____ Date: _____

DESTRUCTION RECORD (Commission Secretary Use Only)

- ☐ Authority Commission Destruction Resolution is attached to this form.
- ☐ The records on the attached list have been destroyed as of the date set forth below.

Commission Secretary/Records Manager _____ Date: _____

**Retention Log
Financial Services Department**

Attachment 1

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
1996-1997	Hangar 35	10	Checks 65000-69999 4/12/96-5/19/97	Accounting	AU+7	2004	Obsolete
1997-1998	Hangar 35	9	Checks 70000-73999 5/19/97-5/31/98	Accounting	AU+7	2005	Obsolete
1998-1999	Hangar 35	8	Checks 74000-77999 5/31/98-8/27/99	Accounting	AU+7	2006	Obsolete
1999-2000	Hangar 35	12	Checks 78000-79999 8/27/99-3/30/00	Accounting	AU+7	2007	Obsolete
2000	Hangar 35	7	Checks 80000-81999 3/30/00-10/19/00	Accounting	AU+7	2007	Obsolete
2000-2001	Hangar 35	22	Checks 82000-83999 10/19/00-5/10/01	Accounting	AU+7	2008	Obsolete
2001	Hangar 35	18	Checks 84000-85999 5/17/01-11/08/01	Accounting	AU+7	2008	Obsolete
1996-2001	Hangar 35	21	Payroll Checks Aug 1996-Jun 2001	Accounting	AU+7	2008	Obsolete
2001-2002	Hangar 35	17	Checks 86000-87999 11/08/01-5/23/02	Accounting	AU+7	2009	Obsolete
2002	Hangar 35	2	Checks 88000-89999 5/23/02-12/06/02	Accounting	AU+7	2009	Obsolete
2003	Hangar 35	15	Checks 90000-91999 1/10/03-3/27/03	Accounting	AU+7	2010	Obsolete
2003	Hangar 35	4	Checks 95000-96999 4/04/03-10/03/03	Accounting	AU+7	2010	Obsolete
2003-2004	Hangar 35	23	Checks 97000-98999 10/03/03-4/02/04	Accounting	AU+7	2011	Obsolete
2004	Hangar 35	6	Checks 99000-100999 4/02/04-10/11/04	Accounting	AU+7	2011	Obsolete
2004-2005	Hangar 35	13	Checks 101000-102999 10/04/04-4/01/05	Accounting	AU+7	2012	Obsolete
2005	Hangar 35	11	Checks 103000-104999 4/11/05-10/03/05	Accounting	AU+7	2012	Obsolete
2005-2006	Hangar 35	3	Checks 105000-106999 10/03/05-3/31/06	Accounting	AU+7	2013	Obsolete
2006	Hangar 35	5	Checks 107000-108999 3/31/06-9/22/06	Accounting	AU+7	2013	Obsolete
2006-2007	Hangar 35	16	Checks 109000-111699 4/22/06-5/29/07	Accounting	AU+7	2014	Obsolete
2007-2008	Hangar 35	19	Checks 111700-113999 5/29/07-1/11/08	Accounting	AU+7	2015	Obsolete
2008	Hangar 35	14	Checks 114000-116700 10/10/08-11/11-08	Accounting	AU+7	2015	Obsolete
2008-2009	Hangar 35	20	Checks 116701-119300 11/10/08-7/04/09	Accounting	AU+7	2016	Obsolete
2009-2010	Building 9		Checks 119301-121980 07/09/2009 – 04/16/2010	Accounting	AU+7	2017	Obsolete
2010-2011	Building 9		Checks 121981-125999 04/16/2010 – 05/23/2011	Accounting	AU+7	2018	Obsolete
2011-2012	Building 9		Checks 126000 05/23/2011 – 06/11/2012	Accounting	AU+7	2019	Obsolete
2001	Hangar 35	1	Payroll Jul 2001 7/15/01-9/19/01	Accounting	AU+7	2008	Obsolete
2000-2009	Hangar 35	22	Accounting A/R Various Years Annual Mag Reviews, RAC, Fuel Farm 2000-20	Accounting	AU+7	2016	Obsolete
2009	Hangar 35	2	Securitech 2007 - 2009 Invoices	Accounting	AU+7	2016	Obsolete
2010	Hangar 35	1	Parking Audit Accounting Notes 01/2010 - 03/2010	Accounting	AU+7	2017	Obsolete
2013	Hangar 35	15	Accounting A/R Revenues Parking DOT Shuttle 2013	Accounting	AU+7	2020	Obsolete
2013	Hangar 35	32	TBIAM MG FY 2013 (1 of 1)	Accounting	AU+7	2020	Obsolete
2013	Hangar 35	26	Time Cards 01/2013 - 02/2013	Accounting	AU+7	2020	Obsolete

**Retention Log
Financial Services Department**

Attachment 1

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2000	Hangar 35		Misc. A/R Manuals	Accounting	AU+7	2007	Obsolete
2014	Hangar 35	3	A/P Vendor 00005 - 07013	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	36	A/P Vendor 07016 - 07021	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	6	A/P Vendor 08021 - 20541	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	10	A/P Vendor 20580 - 29380	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	14	A/P Vendor 29450 - 39002	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	23	A/P Vendor 39200 - 47450	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	5	A/P Vendor 47478 - 57310	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	30	A/P Vendor 57377 - 61033	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	37	A/P Vendor 61200 - 66800	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	4	A/P Vendor 66880 - 78035	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	13	A/P Vendor 78015 - 86356	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	32	A/P Vendor 82415 Standard Parking	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	21	A/P Vendor 86360 - 87390	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	34	A/P Vendor 87415 - 96680	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	31	A/P Vendor 96686 - VRR	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	22	Accounting A/R AccPac Billing Revenue Receipts 07/2013 - 06/2014	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	38	Accounting A/R Billing Reports 07/2013 - 06/2014	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	18	Accounting A/R Monthly PFC/CFC ME 01/2014 - 06/2014	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	25	Accounting A/R Monthly PFC/CFC ME 07/2013 - 12/2013	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	24	Accounting A/R Parking Revenue Receipts 07/2013 - 06/2014	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	8	Accounting A/R Parking Revenue Receipts 07/2013 - 12/2013	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	33	Accounting A/R Rents & Concession Receipts 03/2014 - 06/2014	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	9	Accounting A/R Rents & Concession Receipts 07/2013 - 10/2013	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	20	Accounting A/R Rents & Concession Receipts 11/2013 - 02/2014	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	18	Accounting A/R Revenues Parking LPI October 2014	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	1	Accounting Billings Employee Parking 07/2012 - 06/2014	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	35	Accounting Revenue Batch Billings 07/2011 - 06/2014	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	15	FY2014 Bank Statements/BNY Reports/LAIF/ Working Papers	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	16	FY2014 Operating PFC Investment Reports/Payroll Reports	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	34	TBIAM MG FY 2014 (1 of 1)	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	11	Weekly Check Run Reports 03/2014 FY2014	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	28	Weekly Check Run Reports FY 2014 07/2013 - 10/2013	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	29	Weekly Check Run Reports FY 2014 11/2013 - 02/2014	Accounting	AU+7	2021	Obsolete

Retention Log Financial Services Department

Attachment 1

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2015	Hangar 35	1	3D-AND A/P Vendor 00005 - 04876	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	17	A/R Accounting Daily Deposit Yellow Sheets 01/2013 - 12/2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	19	A/R Accounting Daily Yellow Revenue Sheets 2007, 2012, 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	16	Accounting A/R Account Comparison FYE 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	27	Accounting A/R Billing Reports (07/2013 - 06/2014) Parking Receipts (07/2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	19	Accounting A/R Parking Revenue Receipts 06/2014 - 12/2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	26	Accounting A/R Revenues Parking Aug 1 - 11, 2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	34	Accounting A/R Revenues Parking Aug 22 - 30, 2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	10	Accounting A/R Revenues Parking Aug 23 - 31, 2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	36	Accounting A/R Revenues Parking Aug 23 -31, 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	35	Accounting A/R Revenues Parking Dec 1 - 11, 2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	34	Accounting A/R Revenues Parking Dec 12 - 20, 2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	28	Accounting A/R Revenues Parking Feb 1 -10, 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	32	Accounting A/R Revenues Parking Feb 11 - 20 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	38	Accounting A/R Revenues Parking Feb 21 -28, 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	29	Accounting A/R Revenues Parking Jan 1 - 11, 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	33	Accounting A/R Revenues Parking Jan 12 -21, 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	25	Accounting A/R Revenues Parking Jan 13 - 27, 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	31	Accounting A/R Revenues Parking Jun 1 - 11, 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	3	Accounting A/R Revenues Parking Jun 12 - 22, 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	26	Accounting A/R Revenues Parking Jun 22 - 30, 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	40	Accounting A/R Revenues Parking Jun 23 - 30, 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	41	Accounting A/R Revenues Parking May 1 - 11, 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	4	Accounting A/R Revenues Parking May 23 - 31, 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	30	Accounting A/R Revenues Parking Nov 1 - 11, 2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	27	Accounting A/R Revenues Parking Nov 12 - 21, 2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	29	Accounting A/R Revenues Parking Nov 13 - 21, 2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	37	Accounting A/R Revenues Parking Sep 1 - 10, 2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	43	Accounting A/R Revenues Parking Sep 11 -20, 2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	33	Accounting A/R Revenues Parking Sep 21 - 30, 2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	29	Accounting AccPac 07/2014 - 06/2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	14	Accounting Billings Backup 06/2014 - 06/2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	22	Accounting Billings Backup TSA Utilities 07/07 - 12/13 FY2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	16	Accounting Employee Parking Billing 07/2014 - 06/2015 (FY15)	Accounting	AU+7	2022	Obsolete

**Retention Log
Financial Services Department**

Attachment 1

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2015	Hangar 35	24	Accounting ME FY2015 07/2014 - 02/2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	18	Accounting ME 03/2015 - 06/2015 Parking Receipts, CC 1-4/2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	27	Accounting Parking Revenue Deposits 07/2014 - 12/2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	17	Accounting Parking Revenue Deposits 12/14/14 - 05/2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	20	Accounting R&C Receipts 07/2014 - 11/2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	26	Accounting R&C Receipts 12/2014 - 04/2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	23	Accounting R&C Receipts PFC/CFC Monthly FY2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	2	Accounting Tracking & Reporting & Past Due Tenants 06/2012 - 12/2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	2	AND-ATT A/P Vendor 05613 - 07019	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	3	ATT-BUR A/P Vendor 07021-14099	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	4	BUR-CIT A/P Vendor 14360 - 20550	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	5	CFT-EMR A/P Vendor 20581 - 33455	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	15	Check Run Reports 04/2015 - 06/2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	7	Check Run Reports 07/2014 - 10/2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	12	Check Run Reports 11/2014 - 03/2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	7	GSM-LAD A/P Vendor 40880 - 53150	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	8	LOS-MES A/P Vendor 53155 - 59330	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	9	MIC-MIC A/P Vendor 59375 - 66957	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	42	Parking Audit Jun 1 - Aug 2015, 2010 Accounting Notes	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	10	PET-SMA A/P Vendor 66995 - 80000	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	11	SMA-STU A/P Vendor 80025 - 86360	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	12	STV-TBI A/P Vendor 86365-87435	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	23	TBI Labor Distribution Jul 2013-Jun 2015 FY 2014 & 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	31	TBIAM MG FY 2015 (1 of 1)	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	13	The-URR A/P Vendor 87447 - URR	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	25	Time Cards 03/201313 - 03/2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	21	Time Cards 04/2015 - 11/6/2016	Accounting	AU+7	2022	Obsolete
2010-2015	Hangar 35		Old BIs FY2010 - FY2015	Accounting	AU+7	2022	Obsolete
2016	Hangar 35	25	A/P Vendor 00004-04810 FY 2017	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	8	A/R Accounting Daily C/C 06/2015 - 06/2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	12	A/R Accounting Daily Recon 10/2016 - 06/2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	28	A/R Accounting Daily Rent & Concessions Payments 07/2015 - 12/2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	9	A/R Accounting FY2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	24	A/R Accounting Monthly AccPac Reports 03/2016 - 06/2016	Accounting	AU+7	2023	Obsolete

**Retention Log
Financial Services Department**

Attachment 1

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2016	Hangar 35	23	A/R Accounting Monthly AccPac Reports 11/2015 - 02/2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	30	A/R Accounting Monthly AccPac Reports PFC/CFC 07/2015 - 10/2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	6	A/R Accounting Monthly Report 03/2016 - 06/2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	22	A/R Accounting Monthly Revenue Report FY2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	25	A/R Accounting Parking Cash Receipts 07/2015 - 11/2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	7	A/R Accounting Parking Cash Receipts 12/2015 - 06/2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	19	Accounting A/R Revenues Parking Aug 1 - 12, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	31	Accounting A/R Revenues Parking Aug 1 - 12, 2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	39	Accounting A/R Revenues Parking Aug 13 - 22, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	36	Accounting A/R Revenues Parking Dec 1 - 11, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	9	Accounting A/R Revenues Parking Dec 12 - 22, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	8	Accounting A/R Revenues Parking Dec 23 - 31, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	37	Accounting A/R Revenues Parking Feb 1 - 12, 2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	21	Accounting A/R Revenues Parking Feb 13 -23, 2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	6	Accounting A/R Revenues Parking Feb 24 - 29, 2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	24	Accounting A/R Revenues Parking Jan 1 - 12, 2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	13	Accounting A/R Revenues Parking Jan 14- 24, 2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	11	Accounting A/R Revenues Parking Jan 25 - 31, 2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	22	Accounting A/R Revenues Parking Jul 1 -12, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	45	Accounting A/R Revenues Parking Jul 13 -22, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	27	Accounting A/R Revenues Parking Jul 23 -31, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	7	Accounting A/R Revenues Parking Mar 1 - 12, 2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	35	Accounting A/R Revenues Parking Mar 12 - 22, 2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	32	Accounting A/R Revenues Parking Mar 23 -30, 2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	5	Accounting A/R Revenues Parking May 1 - 11, 2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	28	Accounting A/R Revenues Parking Nov 1 - 12, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	44	Accounting A/R Revenues Parking Nov 22 -30, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	14	Accounting A/R Revenues Parking Oct 1 - 12, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	16	Accounting A/R Revenues Parking Oct 23 - 31, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	30	Accounting A/R Revenues Parking Sep 1 -10, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	17	Accounting A/R Revenues Parking Sep 11 - 20, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	12	Accounting A/R Revenues Parking Sep 21 - 30, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	17	AP Vendor # 04815 - 07019	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	15	AP Vendor # 07021 - 17570	Accounting	AU+7	2023	Obsolete

Retention Log Financial Services Department

Attachment 1

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2016	Hangar 35	20	AP Vendor # 17571 - 23479	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	1	AP Vendor # 23950 - 34922	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	2	AP Vendor # 34930 - 41990	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	3	AP Vendor # 42800 - 53450	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	18	AP Vendor # 53155 - 61400	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	4	AP Vendor # 61540 - 70673	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	21	AP Vendor # 72295 - 80355	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	16	AP Vendor # 80360 - 86365	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	19	AP Vendor # 86400 - 88319	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	5	AP Vendor # 88320 - VPR	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	6	ENG-Grand 33600 - 40650 A/P Vendor	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	33	TBIAM MG FY 2016 (1 of 1)	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	11	Weekly Check Run Docs 07/2015 - 10/2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	13	Weekly Check Run Docs 07/2016 - 10/2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	10	Weekly Check Run Docs 11/2015 - 03/2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	14	Weekly Check Run Reports FY2016	Accounting	AU+7	2023	Obsolete
2014-2016	Hangar 35		Cash Drops Parking Revenue	Accounting	AU+7	2023	Obsolete
2012-2016	Hangar 35		Landing Fees - Concesion - Shuttle	Accounting	AU+7	2023	Obsolete
2017	Hangar 35	30	A/P Vendor 04810-97355 FY 2014, FY 2015, Fy 2016	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	26	A/P Vendor 04816-12995 FY 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	18	A/P Vendor 13000-20580 FY 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	36	A/P Vendor 20581-33831 FY 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	3	A/P Vendor 33939-40627 FY 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	27	A/P Vendor 40632-53151 FY 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	13	A/P Vendor 53150-59330 FY 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	24	A/P Vendor 59375-69593 FY 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	35	A/P Vendor 69601-79977 FY 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	2	A/P Vendor 80000-86590 FY 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	17	A/P Vendor 86615-92078 FY 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	14	A/P Vendor 92100 VPR FY 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	15	Accounting A/R AccPac Billing Rpts Jan-Jun 2017, Credit Card Rpts Jul-Dec 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	19	Accounting A/R Billing Empl. FYE June 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	6	Accounting A/R Credit Card Rpts Jan-Jun 2017, Daily Parking Revenue Jul-Oct 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	10	Accounting A/R Daily Parking Nov 2016-Jun 2017	Accounting	AU+7	2024	Obsolete

Retention Log
Financial Services Department

Attachment 1

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2017	Hangar 35	5	Accounting A/R July 2016-Feb 2017 Rents & Concession Receipts	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	11	Accounting A/R July 2016-Jun 2017 Billing Rpts + Rents & Concession Backup	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	21	Accounting A/R Landing Reports FY 7/2011-FY 7/2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	7	Accounting A/R Mar 2017-Jun 2017 Rents & Concession Receipts, Billing Rpts	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	4	Accounting A/R ME CFC/PFC July 2016-Nov 2016	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	9	Accounting A/R ME CFC/PFC Rpts Dec 2016-Apr 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	8	Accounting A/R ME CFC/PFC Rpts May 2017-Jun 2017, AccPac Billing Rpts Ju	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	1	Accts Payable 00005-04810 FY 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	20	TBI Labor Distribution Jul 2015-Jun 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	28	TBIAM MG FY 2017 (1 of 2)	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	29	TBIAM MG FY 2017 (2 of 2)	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	12	Weekly Check Run Rpts Nov 2016-Feb 2017	Accounting	AU+7	2024	Obsolete
2016-2017	Hangar 35		5855 Misc. Paperwork New Zoom Annual Audit FY 2016-2017	Accounting	AU+7	2024	Obsolete
2013 -2017	Hangar 35		Rental Car Annual Review 2013-2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35		Rental Car Annual Review 2017	Accounting	AU+7	2024	Obsolete



Records Destruction Authorization Form

Department: Operations

Date of Inventory: April 18, 2025

Submitted by: Thomas Henderson

☐ Records Hold Cleared. (Please verify the records you wish to destroy are not on a current records hold or litigation hold before submitting this form.)

Attach the following:

- The Department Retention Schedule as approved by the Airport Authority Commission; and
- A destruction inventory list, with the approved retention period listed for each Record to be destroyed.

DESTRUCTION AUTHORIZATION & SIGNATURES

I certify that the records on the attached destruction inventory list are no longer required and are eligible for destruction based upon the attached Retention Schedule, approved by Burbank-Glendale-Pasadena Airport Authority Commission Resolution No. 465, and do not have to be retained based upon any record retention requirements imposed pursuant to a grant received by the Authority or a bond issued by the Authority, and are not related to or potentially relevant to any of the following in which the Authority may be involved: a reasonably anticipated claim or litigation; an ongoing claim or litigation; a pending employee grievance; a pending regulatory or governmental investigation; a pending subpoena; a pending Public Records Act request; a pending audit; or other similar legal matter.

Dept. Head Signature: Thomas J. Henderson Date: June 5, 2025

Print Name: Thomas J. Henderson Title: Director, Operations

I certify that I have reviewed the attached destruction inventory list and, based upon the above certification by the department head, agree that the identified records are not records required to be kept by statute or law. My review has been limited to the descriptions contained on the list and did not involve review of the actual records. Based on the foregoing, I consent to the destruction of the identified records subject to Authority Commission approval by adoption of a Destruction Resolution.

Counsel Signature: Terence Boga Date: 7-3-25

Print Name: Terence Boga

Title (Check one): ☒ General Counsel ☐ Assistant General Counsel
Authority Destruction Resolution No: _____ Date: _____

DESTRUCTION RECORD (*Commission Secretary Use Only*)

☐ Authority Commission Destruction Resolution is attached to this form.

☐ The records on the attached list have been destroyed as of the date set forth below.

Commission Secretary/Records Manager _____ Date: _____

Retention Log Operations Department

Attachment 2

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2007	Old EOC	6	9. Inspection - Airfield and Runway	Operations	5 years	2013	Obsolete
2007-2008	Old EOC	10	19. Reports - Airport Operational (Administrative)	Operations	5 years	2013	Obsolete
2007 - 2008	Old EOC	6	19. Reports - Airport Operational (Administrative)	Operations	5 years	2013	Obsolete
2007-2010	Old EOC	10	19. Reports - Airport Operational (Administrative)	Operations	5 years	2013	Obsolete
2007	Old EOC	6	9. Inspection - Airfield and Runway	Operations	7 years	2014	Obsolete
2013-2014	Old EOC	3	25. Training Records	Operations	7 years	2021	Obsolete
2014-2015	Old EOC	5	9. Inspection - Airfield and Runway	Operations	7 years	2022	Obsolete
2014-2015	Old EOC	7	9. Inspection - Airfield and Runway	Operations	7 years	2022	Obsolete
2015	Old EOC	8	9. Inspection - Airfield and Runway	Operations	7 years	2022	Obsolete
2014-2015	Old EOC	9	9. Inspection - Airfield and Runway	Operations	7 years	2022	Obsolete
2017	Old EOC	4	9. Inspection - Airfield and Runway	Operations	7 years	2024	Obsolete
2016-2017	Old EOC	2	9. Inspection - Airfield and Runway	Operations	7 years	2024	Obsolete
2018	Old EOC	1	9. Inspection - Airfield and Runway	Operations	7 years	2025	Obsolete



Records Destruction Authorization Form

Department: Police Department Date of Inventory: 4/22/2025
Submitted by: Cmdr. Allen M. Schmitt

☒ Records Hold Cleared. (Please verify the records you wish to destroy are not on a current records hold or litigation hold before submitting this form.)

Attach the following:

- The Department Retention Schedule as approved by the Airport Authority Commission; and
- A destruction inventory list, with the approved retention period listed for each Record to be destroyed.

DESTRUCTION AUTHORIZATION & SIGNATURES

I certify that the records on the attached destruction inventory list are no longer required and are eligible for destruction based upon the attached Retention Schedule, approved by Burbank-Glendale-Pasadena Airport Authority Commission Resolution No. 465, and **do not have to be retained based upon any record retention requirements imposed pursuant to a grant received by the Authority or a bond issued by the Authority, and are not related to or potentially relevant to any of the following in which the Authority may be involved: a reasonably anticipated claim or litigation; an ongoing claim or litigation; a pending employee grievance; a pending regulatory or governmental investigation; a pending subpoena; a pending Public Records Act request; a pending audit; or other similar legal matter.**

Dept. Head Signature: [Signature]

Date: 06/05/2025

Print Name: EDWARD. B. SKVARNA

Title: Chief of Police

I certify that I have reviewed the attached destruction inventory list and, based upon the above certification by the department head, agree that the identified records are not records required to be kept by statute or law. My review has been limited to the descriptions contained on the list and did not involve review of the actual records. Based on the foregoing, I consent to the destruction of the identified records subject to Authority Commission approval by adoption of a Destruction Resolution.

Counsel Signature: [Signature]

Date: 7-3-25

Print Name: Terence Boga

Title (Check one): ☒ General Counsel ☐ Assistant General Counsel

Authority Destruction Resolution No: _____ Date: _____

DESTRUCTION RECORD *(Commission Secretary Use Only)*

- ☐ Authority Commission Destruction Resolution is attached to this form.
- ☐ The records on the attached list have been destroyed as of the date set forth below.

Commission Secretary/Records Manager _____ Date: _____

Retention Log Police/Public Safety Department

Attachment 3

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
1993	Hangar 35	43	Personnel Records	APD	Term plus 10 Years	2004	Obsolete
1994	Hangar 35	43	Personnel Records	APD	Term plus 10 Years	2005	Obsolete
1995	Hangar 35	43	Personnel Records	APD	Term plus 10 Years	2006	Obsolete
1996	Hangar 35	43	Personnel Records	APD	Term plus 10 Years	2007	Obsolete
1996	Hangar 35	39	Time Cards	APD	Close of Audit plus 7 Years	2005	Obsolete
1997	Hangar 35	43	Personnel Records	APD	Term plus 10 Years	2008	Obsolete
1997	Hangar 35	39	Time Cards	APD	Close of Audit plus 7 Years	2006	Obsolete
1998	Hangar 35	33	Applications Non Hires	APD	3 Years	2002	Obsolete
1998	Hangar 35	43	Personnel Records	APD	Term plus 10 Years	2009	Obsolete
1998	Hangar 35	26	Police Officer Logs	APD	5 Years	2004	Obsolete
1998	Hangar 35	44	Police Officer Logs	APD	5 Years	2004	Obsolete
1999	Hangar 35	43	Personnel Records	APD	Term plus 10 Years	2010	Obsolete
1999	Hangar 35	27	Police Officer Logs	APD	5 Years	2005	Obsolete
1999	Hangar 35	32	Police Officer Logs	APD	5 Years	2005	Obsolete
2000	Hangar 35	43	Personnel Records	APD	Term plus 10 Years	2011	Obsolete
2000	Hangar 35	25	Police Officer Logs	APD	5 Years	2006	Obsolete
2001	Hangar 35	59	Administrative/Internal Affairs	APD	Closed plus 5	2007	Obsolete
2001	Hangar 35	5	Personnel Records	APD	Term plus 10 Years	2012	Obsolete
2001	Hangar 35	28	Police Reports	APD	4 Years	2006	Obsolete
2002	Hangar 35	59	Administrative/Internal Affairs	APD	Closed plus 5	2008	Obsolete
2002	Hangar 35	17	Applications Non Hires	APD	3 Years	2006	Obsolete
2002	Hangar 35	18	Applications Non Hires	APD	3 Years	2006	Obsolete
2002	Hangar 35	34	Applications Non Hires	APD	3 Years	2006	Obsolete
2002	Hangar 35	72	Correspondance	APD	4 Years	2007	Obsolete
2002	Hangar 35	37	Lost & Found Logs	APD	3 Years	2006	Obsolete
2002	Hangar 35	5	Personnel Records	APD	Term plus 10 Years	2013	Obsolete
2002	Hangar 35	29	Police Reports	APD	4 Years	2007	Obsolete
2002	Hangar 35	30	Police Reports	APD	4 Years	2007	Obsolete
2003	Hangar 35	59	Administrative/Internal Affairs	APD	Closed plus 5	2009	Obsolete
2003	Hangar 35	9	Applications Non Hires	APD	3 Years	2007	Obsolete

Retention Log
Police/Public Safety Department

Attachment 3

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2003	Hangar 35	12	Applications Non Hires	APD	3 Years	2007	Obsolete
2003	Hangar 35	17	Applications Non Hires	APD	3 Years	2007	Obsolete
2003	Hangar 35	18	Applications Non Hires	APD	3 Years	2007	Obsolete
2003	Hangar 35	36	Applications Non Hires	APD	3 Years	2007	Obsolete
2003	Hangar 35	72	Correspondance	APD	4 Years	2008	Obsolete
2003	Hangar 35	4	Personnel Records	APD	Term plus 10 Years	2014	Obsolete
2003	Hangar 35	46	Personnel Records	APD	Term plus 10 Years	2014	Obsolete
2003	Hangar 35	24	Police Officer Logs	APD	5 Years	2009	Obsolete
2003	Hangar 35	23	Police Reports	APD	4 Years	2008	Obsolete
2004	Hangar 35	2	Administrative/Internal Affairs	APD	Closed plus 5	2010	Obsolete
2004	Hangar 35	3	Administrative/Internal Affairs	APD	Closed plus 5	2010	Obsolete
2004	Hangar 35	6	Administrative/Internal Affairs	APD	Closed plus 5	2010	Obsolete
2004	Hangar 35	59	Administrative/Internal Affairs	APD	Closed plus 5	2010	Obsolete
2004	Hangar 35	73	Administrative/Internal Affairs	APD	Closed plus 5	2010	Obsolete
2004	Hangar 35	9	Applications Non Hires	APD	3 Years	2008	Obsolete
2004	Hangar 35	17	Applications Non Hires	APD	3 Years	2008	Obsolete
2004	Hangar 35	18	Applications Non Hires	APD	3 Years	2008	Obsolete
2004	Hangar 35	36	Applications Non Hires	APD	3 Years	2008	Obsolete
2004	Hangar 35	72	Correspondance	APD	4 Years	2009	Obsolete
2004	Hangar 35	19	Police Officer Logs	APD	5 Years	2010	Obsolete
2004	Hangar 35	41	Police Officer Logs	APD	5 Years	2010	Obsolete
2004	Hangar 35	20	Police Reports	APD	4 Years	2009	Obsolete
2004	Hangar 35	22	Police Reports	APD	4 Years	2009	Obsolete
2004	Hangar 35	34	Police Reports	APD	4 Years	2009	Obsolete
2005	Hangar 35	59	Administrative/Internal Affairs	APD	Closed plus 5	2011	Obsolete
2005	Hangar 35	73	Administrative/Internal Affairs	APD	Closed plus 5	2011	Obsolete
2005	Hangar 35	9	Applications Non Hires	APD	3 Years	2009	Obsolete
2005	Hangar 35	11	Applications Non Hires	APD	3 Years	2009	Obsolete
2005	Hangar 35	74	Applications Non Hires	APD	3 Years	2009	Obsolete
2005	Hangar 35	76	Applications Non Hires	APD	3 Years	2009	Obsolete
2005	Hangar 35	7	Police Officer Logs	APD	5 Years	2011	Obsolete

Retention Log Police/Public Safety Department

Attachment 3

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2005	Hangar 35	21	Police Reports	APD	4 Years	2010	Obsolete
2005	Hangar 35	77	Police Reports	APD	4 Years	2010	Obsolete
2006	Hangar 35	73	Administrative/Internal Affairs	APD	Closed plus 5	2012	Obsolete
2006	Hangar 35	74	Administrative/Internal Affairs	APD	Closed plus 5	2012	Obsolete
2006	Hangar 35	74	Applications Non Hires	APD	3 Years	2010	Obsolete
2006	Hangar 35	76	Applications Non Hires	APD	3 Years	2010	Obsolete
2006	Hangar 35	33	Personnel Records	APD	Term plus 10 Years	2017	Obsolete
2006	Hangar 35	8	Police Officer Logs	APD	5 Years	2012	Obsolete
2006	Hangar 35	16	Police Officer Logs	APD	5 Years	2012	Obsolete
2006	Hangar 35	15	Police Reports	APD	4 Years	2011	Obsolete
2007	Hangar 35	65	Administrative/Internal Affairs	APD	Closed plus 5	2013	Obsolete
2007	Hangar 35	73	Administrative/Internal Affairs	APD	Closed plus 5	2013	Obsolete
2007	Hangar 35	74	Administrative/Internal Affairs	APD	Closed plus 5	2013	Obsolete
2007	Hangar 35	74	Applications Non Hires	APD	3 Years	2011	Obsolete
2007	Hangar 35	76	Applications Non Hires	APD	3 Years	2011	Obsolete
2007	Hangar 35	46	Personnel Records	APD	Term plus 10 Years	2018	Obsolete
2007	Hangar 35	35	Police Officer Logs	APD	5 Years	2013	Obsolete
2007	Hangar 35	13	Police Reports	APD	4 Years	2012	Obsolete
2008	Hangar 35	73	Administrative/Internal Affairs	APD	Closed plus 5	2014	Obsolete
2008	Hangar 35	74	Administrative/Internal Affairs	APD	Closed plus 5	2014	Obsolete
2008	Hangar 35	74	Applications Non Hires	APD	3 Years	2012	Obsolete
2008	Hangar 35	76	Applications Non Hires	APD	3 Years	2012	Obsolete
2008	Hangar 35	31	Police Officer Logs	APD	5 Years	2014	Obsolete
2008	Hangar 35	71	Police Officer Logs	APD	5 Years	2014	Obsolete
2008	Hangar 35	77	Police Officer Logs	APD	5 Years	2014	Obsolete
2008	Hangar 35	86	Police Officer Logs	APD	5 Years	2014	Obsolete
2008	Hangar 35	38	Police Reports	APD	4 Years	2013	Obsolete
2009	Hangar 35	73	Administrative/Internal Affairs	APD	Closed plus 5	2015	Obsolete
2009	Hangar 35	74	Administrative/Internal Affairs	APD	Closed plus 5	2015	Obsolete
2009	Hangar 35	74	Applications Non Hires	APD	3 Years	2013	Obsolete
2009	Hangar 35	75	Applications Non Hires	APD	3 Years	2013	Obsolete

**Retention Log
Police/Public Safety Department**

Attachment 3

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2009	Hangar 35	76	Applications Non Hires	APD	3 Years	2013	Obsolete
2009	Hangar 35	14	Personnel Records	APD	Term plus 10 Years	2020	Obsolete
2009	Hangar 35	8	Police Officer Logs	APD	5 Years	2015	Obsolete
2009	Hangar 35	31	Police Officer Logs	APD	5 Years	2015	Obsolete
2009	Hangar 35	86	Police Officer Logs	APD	5 Years	2015	Obsolete
2009	Hangar 35	8	Police Reports	APD	4 Years	2014	Obsolete
2009	Hangar 35	38	Police Reports	APD	4 Years	2014	Obsolete
2009	Hangar 35	65	Police Reports	APD	4 Years	2014	Obsolete
2010	Hangar 35	74	Applications Non Hires	APD	3 Years	2014	Obsolete
2010	Hangar 35	75	Applications Non Hires	APD	3 Years	2014	Obsolete
2010	Hangar 35	76	Applications Non Hires	APD	3 Years	2014	Obsolete
2010	Hangar 35	61	Correspondance	APD	4 Years	2015	Obsolete
2010	Hangar 35	67	Correspondance	APD	4 Years	2015	Obsolete
2010	Hangar 35	69	Correspondance	APD	4 Years	2015	Obsolete
2010	Hangar 35	33	Personnel Records	APD	Term plus 10 Years	2021	Obsolete
2010	Hangar 35	51	Police Officer Logs	APD	5 Years	2016	Obsolete
2010	Hangar 35	22	Police Reports	APD	4 Years	2015	Obsolete
2010	Hangar 35	63	Police Reports	APD	4 Years	2015	Obsolete
2011	Hangar 35	47	Administrative/Internal Affairs	APD	Closed plus 5	2017	Obsolete
2011	Hangar 35	74	Applications Non Hires	APD	3 Years	2015	Obsolete
2011	Hangar 35	75	Applications Non Hires	APD	3 Years	2015	Obsolete
2011	Hangar 35	76	Applications Non Hires	APD	3 Years	2015	Obsolete
2011	Hangar 35	61	Correspondance	APD	4 Years	2016	Obsolete
2011	Hangar 35	69	Correspondance	APD	4 Years	2016	Obsolete
2011	Hangar 35	1	Police Officer Logs	APD	5 Years	2017	Obsolete
2011	Hangar 35	62	Police Officer Logs	APD	5 Years	2017	Obsolete
2011	Hangar 35	42	Police Reports	APD	4 Years	2016	Obsolete
2012	Hangar 35	48	Administrative/Internal Affairs	APD	Closed plus 5	2018	Obsolete
2012	Hangar 35	67	Administrative/Internal Affairs	APD	Closed plus 5	2018	Obsolete
2012	Hangar 35	74	Applications Non Hires	APD	3 Years	2016	Obsolete
2012	Hangar 35	75	Applications Non Hires	APD	3 Years	2016	Obsolete

Retention Log
Police/Public Safety Department

Attachment 3

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2012	Hangar 35	76	Applications Non Hires	APD	3 Years	2016	Obsolete
2012	Hangar 35	61	Correspondance	APD	4 Years	2017	Obsolete
2012	Hangar 35	67	Correspondance	APD	4 Years	2017	Obsolete
2012	Hangar 35	69	Correspondance	APD	4 Years	2017	Obsolete
2012	Hangar 35	46	Personnel Records	APD	Term plus 10 Years	2023	Obsolete
2012	Hangar 35	1	Police Officer Logs	APD	5 Years	2018	Obsolete
2012	Hangar 35	10	Police Reports	APD	4 Years	2017	Obsolete
2013	Hangar 35	47	Administrative/Internal Affairs	APD	Closed plus 5	2019	Obsolete
2013	Hangar 35	60	Applications Non Hires	APD	3 Years	2017	Obsolete
2013	Hangar 35	74	Applications Non Hires	APD	3 Years	2017	Obsolete
2013	Hangar 35	61	Correspondance	APD	4 Years	2018	Obsolete
2013	Hangar 35	67	Correspondance	APD	4 Years	2018	Obsolete
2013	Hangar 35	69	Correspondance	APD	4 Years	2018	Obsolete
2013	Hangar 35	33	Personnel Records	APD	Term plus 10 Years	2024	Obsolete
2013	Hangar 35	46	Personnel Records	APD	Term plus 10 Years	2024	Obsolete
2013	Hangar 35	67	Police Officer Logs	APD	5 Years	2019	Obsolete
2013	Hangar 35	66	Police Reports	APD	4 Years	2018	Obsolete
2013	Hangar 35	68	Police Reports	APD	4 Years	2018	Obsolete
2013	Hangar 35	68	Police Reports	APD	4 Years	2018	Obsolete
2014	Hangar 35	47	Administrative/Internal Affairs	APD	Closed plus 5	2020	Obsolete
2014	Hangar 35	60	Applications Non Hires	APD	3 Years	2018	Obsolete
2014	Hangar 35	61	Correspondance	APD	4 Years	2019	Obsolete
2014	Hangar 35	69	Correspondance	APD	4 Years	2019	Obsolete
2014	Hangar 35	70	Correspondance	APD	4 Years	2019	Obsolete
2014	Hangar 35	49	Police Officer Logs	APD	5 Years	2020	Obsolete
2014	Hangar 35	50	Police Officer Logs	APD	5 Years	2020	Obsolete
2014	Hangar 35	14	Police Reports	APD	4 Years	2019	Obsolete
2014	Hangar 35	40	Police Reports	APD	4 Years	2019	Obsolete
2014	Hangar 35	70	Police Reports	APD	4 Years	2019	Obsolete
2015	Hangar 35	47	Administrative/Internal Affairs	APD	Closed plus 5	2021	Obsolete
2015	Hangar 35	60	Applications Non Hires	APD	3 Years	2019	Obsolete

Retention Log Police/Public Safety Department

Attachment 3

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2015	Hangar 35	61	Correspondance	APD	4 Years	2020	Obsolete
2015	Hangar 35	70	Correspondance	APD	4 Years	2020	Obsolete
2015	Hangar 35	70	Police Reports	APD	4 Years	2020	Obsolete
2016	Hangar 35	47	Administrative/Internal Affairs	APD	Closed plus 5	2022	Obsolete
2016	Hangar 35	60	Applications Non Hires	APD	3 Years	2020	Obsolete
2016	Hangar 35	61	Correspondance	APD	4 Years	2021	Obsolete
2016	Hangar 35	55	Police Officer Logs	APD	5 Years	2022	Obsolete
2016	Hangar 35	56	Police Officer Logs	APD	5 Years	2022	Obsolete
2016	Hangar 35	54	Police Reports	APD	4 Years	2021	Obsolete
2017	Hangar 35	60	Applications Non Hires	APD	3 Years	2021	Obsolete
2017	Hangar 35	61	Correspondance	APD	4 Years	2022	Obsolete
2017	Hangar 35	83	Police Officer Logs	APD	5 Years	2023	Obsolete
2017	Hangar 35	85	Police Officer Logs	APD	5 Years	2023	Obsolete
2017	Hangar 35	82	Police Reports	APD	4 Years	2022	Obsolete
2018	Hangar 35	60	Applications Non Hires	APD	3 Years	2022	Obsolete
2018	Hangar 35	61	Correspondance	APD	4 Years	2023	Obsolete
2018	Hangar 35	64	Police Officer Logs	APD	5 Years	2024	Obsolete
2018	Hangar 35	65	Police Officer Logs	APD	5 Years	2024	Obsolete
2018	Hangar 35	45	Police Reports	APD	4 Years	2023	Obsolete
2019	Hangar 35	61	Correspondance	APD	4 Years	2024	Obsolete
2019	Hangar 35	52	Police Officer Logs	APD	5 Years	2025	Obsolete
2019	Hangar 35	53	Police Officer Logs	APD	5 Years	2025	Obsolete
2019	Hangar 35	57	Police Reports	APD	4 Years	2024	Obsolete
2019	Hangar 35	58	Police Reports	APD	4 Years	2024	Obsolete
2020	Hangar 35	57	Police Reports	APD	4 Years	2025	Obsolete
N/A	Hangar 35	78	Miscellaneous Law Enforcement Manuals	APD	Not Applicable	NONE	Obsolete
N/A	Hangar 35	79	Miscellaneous Law Enforcement Manuals	APD	Not Applicable	NONE	Obsolete
N/A	Hangar 35	80	Miscellaneous Law Enforcement Manuals	APD	Not Applicable	NONE	Obsolete
N/A	Hangar 35	81	Miscellaneous Law Enforcement Manuals	APD	Not Applicable	NONE	Obsolete
N/A	Hangar 35	84	Miscellaneous Law Enforcement Manuals	APD	Not Applicable	NONE	Obsolete



Records Destruction Authorization Form

Department: Parking

Date of Inventory: 2007 - 2013

Submitted by: Armen Avoyan

☐ Records Hold Cleared. (Please verify the records you wish to destroy are not on a current records hold or litigation hold before submitting this form.)

Attach the following:

- The Department Retention Schedule as approved by the Airport Authority Commission; and
- A destruction inventory list, with the approved retention period listed for each Record to be destroyed.

DESTRUCTION AUTHORIZATION & SIGNATURES

I certify that the records on the attached destruction inventory list are no longer required and are eligible for destruction based upon the attached Retention Schedule, approved by Burbank-Glendale-Pasadena Airport Authority Commission Resolution No. 465, and **do not have to be retained based upon any record retention requirements imposed pursuant to a grant received by the Authority or a bond issued by the Authority, and are not related to or potentially relevant to any of the following in which the Authority may be involved: a reasonably anticipated claim or litigation; an ongoing claim or litigation; a pending employee grievance; a pending regulatory or governmental investigation; a pending subpoena; a pending Public Records Act request; a pending audit; or other similar legal matter.**

Dept. Head Signature: [Signature]

Date: 6/26/25

Print Name: Scott Kimball

Title: Deputy Executive Director

I certify that I have reviewed the attached destruction inventory list and, based upon the above certification by the department head, agree that the identified records are not records required to be kept by statute or law. My review has been limited to the descriptions contained on the list and did not involve review of the actual records. Based on the foregoing, I consent to the destruction of the identified records subject to Authority Commission approval by adoption of a Destruction Resolution.

Counsel Signature: Terence Boga

Date: 7-3-25

Print Name: Terence Boga

Title (Check one): ☒ General Counsel ☐ Assistant General Counsel

Authority Destruction Resolution No: _____ Date: _____

DESTRUCTION RECORD (Commission Secretary Use Only)

- ☐ Authority Commission Destruction Resolution is attached to this form.
- ☐ The records on the attached list have been destroyed as of the date set forth below.

Commission Secretary/Records Manager _____ Date: _____

**Retention Log
Parking Department**

Attachment 4

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2007	Hangar 35	-	Cashier and Revenue Reports	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Cashier and Revenue Reports	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Daily Revenue Reports	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Daily Revenue Reports	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Employee Performance	Parking	AU+7	2011	Obsolete
2007	Hangar 35	-	Misc. Admin.	Parking	AU+4	2011	Obsolete
2007	Hangar 35	-	Misc. Admin.	Parking	AU+4	2011	Obsolete
2007	Hangar 35	-	Misc. Reports	Parking	AU+4	2011	Obsolete
2007	Hangar 35	-	Payroll	Parking	AU+7	2011	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Tickets and Credit Card Slips	Parking	AU+4	2011	Obsolete
2007	Hangar 35	-	Tickets and Credit Card Slips	Parking	AU+4	2011	Obsolete
2008	Hangar 35	-	Cashier Reports	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Close-Out Reports	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Daily Revenue Reports - MISC	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Employee Applications	Parking	AU+7	2012	Obsolete

Retention Log

Parking Department

Attachment 4

[illegible]

Retention Log

Parking Department

Attachment 4

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Tickets and Credit Card Slips	Parking	AU+4	2012	Obsolete
2008	Hangar 35	-	Tickets and Credit Card Slips	Parking	AU+4	2012	Obsolete

**Retention Log
Parking Department**

Attachment 4

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2008	Hangar 35	-	Tickets and Credit Card Slips	Parking	AU+4	2012	Obsolete
2008	Hangar 35	-	Tickets and Credit Card Slips	Parking	AU+4	2012	Obsolete
2008	Hangar 35	-	Tickets and Credit Card Slips	Parking	AU+4	2012	Obsolete
2009	Hangar 35	67	Applications	Parking	AU+7	2013	Obsolete
2009	Hangar 35	-	Bank Deposit Slips	Parking	AU+7	2016	Obsolete
2009	Hangar 35	44	Car Wash	Parking	AU+7	2016	Obsolete
2009	Hangar 35	201	Car Wash	Parking	AU+7	2016	Obsolete
2009	Hangar 35	-	Cash Collection	Parking	AU+7	2016	Obsolete
2009	Hangar 35	272	Cash Collection - Employee Keycards	Parking	AU+7	2016	Obsolete
2009	Hangar 35	105	Cashier Revenue Reports	Parking	AU+7	2016	Obsolete
2009	Hangar 35	1	Daily Revenue Reports	Parking	AU+7	2016	Obsolete
2009	Hangar 35	9	Employee DMV Records	Parking	AU+7	2013	Obsolete
2009	Hangar 35	10	LPI	Parking	AU+2	2011	Obsolete
2009	Hangar 35	11	LPI	Parking	AU+2	2011	Obsolete
2009	Hangar 35	43	LPI	Parking	AU+2	2011	Obsolete
2009	Hangar 35	21	LPI	Parking	AU+2	2011	Obsolete
2009	Hangar 35	-	LPI	Parking	AU+2	2011	Obsolete
2009	Hangar 35	9	LPI	Parking	AU+2	2011	Obsolete
2009	Hangar 35	54	LPI	Parking	AU+2	2011	Obsolete
2009	Hangar 35	32	LPI	Parking	AU+2	2011	Obsolete
2009	Hangar 35	274	Misc - Admin	Parking	AU+4	2013	Obsolete
2009	Hangar 35	35	Misc - Admin	Parking	AU+4	2013	Obsolete
2009	Hangar 35	6	Misc - Admin	Parking	AU+4	2013	Obsolete
2009	Hangar 35	-	Misc - Admin	Parking	AU+4	2013	Obsolete
2009	Hangar 35	-	Misc - Admin	Parking	AU+4	2013	Obsolete
2009	Hangar 35	-	Misc - Admin	Parking	AU+4	2013	Obsolete
2009	Hangar 35	-	Misc - Admin	Parking	AU+4	2013	Obsolete
2009	Hangar 35	98	Misc - Admin	Parking	AU+4	2013	Obsolete
2009	Hangar 35	-	Payroll	Parking	AU+7	2013	Obsolete
2009	Hangar 35	278	Payroll	Parking	AU+7	2013	Obsolete
2009	Hangar 35	57	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete

**Retention Log
Parking Department**

Attachment 4

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2009	Hangar 35	25	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	80	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	64	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	53	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	93	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	23	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	3	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	78	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	15	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	95	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	94	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	49	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	104	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	77	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	87	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	24	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	117	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	106	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	96	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	62	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	107	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	60	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	89	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	22	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	56	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	88	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	55	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	79	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	14	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	48	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete

**Retention Log
Parking Department**

Attachment 4

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2009	Hangar 35	114	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	63	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	13	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	126	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	93	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	127	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	51	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	58	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	59	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	2	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	4	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	116	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	115	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	50	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	125	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	1	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	97	Self-Park Tickets	Parking	AU+4	2013	Obsolete
2009	Hangar 35	37	Tickets	Parking	AU+4	2013	Obsolete
2009	Hangar 35	71	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	39	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	29	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	131	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	16	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	28	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	20	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	73	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	65	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	34	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	33	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	130	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	170	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete

**Retention Log
Parking Department**

Attachment 4

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2009	Hangar 35	7	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	66	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	81	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	23	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	17	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	84	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	83	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	26	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	5	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	82	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	64	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	18	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	169	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	72	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	38	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	132	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	99	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	12	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	118	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	111	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	67	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	110	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	100	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	-	Tickets and Reports	Parking	AU+4	2013	Obsolete
2009	Hangar 35	113	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	52	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	102	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	134	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	123	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	112	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	86	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete

**Retention Log
Parking Department**

Attachment 4

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2009	Hangar 35	68	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	69	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	122	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	30	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	31	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	41	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	101	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	133	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	19	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	36	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	90	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	42	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	75	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	9	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	-	Vehicle Logs - #203	Parking	AU+4	2013	Obsolete
2009	Hangar 35	-	Vehicle Logs - #83	Parking	AU+4	2013	Obsolete
2009	Hangar 35	-	Vehicle Logs - #99	Parking	AU+4	2013	Obsolete
2009	Hangar 35	47	Voided Tickets	Parking	AU+7	2016	Obsolete
2010	Hangar 35	357	Cash collection - Employee Keycards	Parking	AU+7	2017	Obsolete
2010	Hangar 35	163	Tickets and Credit Card Slips	Parking	AU+4	2014	Obsolete
2010	Hangar 35	###	Valet Tickets - 2010	Parking	AU+4	2014	Obsolete
2011	Hangar 35	42	Misc. Parking 2011	Parking	AU+7	2018	Obsolete
2011	Hangar 35	401	Parking Audits Daily Revenue Reports - 10/25 -31/2011	Parking	AU+7	2018	Obsolete
2011	Hangar 35	420	Parking Audits Daily Revenue Reports - 12/1 - 8/2011	Parking	AU+7	2018	Obsolete
2011	Hangar 35	-	Parking Audits Daily Revenue Reports - 12/17 - 24/2011	Parking	AU+7	2018	Obsolete
2011	Hangar 35	423	Parking Audits Daily Revenue Reports - 12/25 - 31/2011	Parking	AU+7	2019	Obsolete
2011	Hangar 35	-	Parking Audits Daily Revenue Reports - 12/9 - 16/2011	Parking	AU+7	2018	Obsolete
2011	Hangar 35	-	Parking Audits Daily Revenue Reports - 7/25 - 31/2011	Parking	AU+7	2018	Obsolete
2011	Hangar 35	-	Parking Audits Daily Revenue Reports - 8/17 -24/2011	Parking	AU+7	2018	Obsolete
2011	Hangar 35	-	Parking Audits Daily Revenue Reports - 9/1 - 7/2011	Parking	AU+7	2018	Obsolete
2011	Hangar 35	-	Parking Audits Daily Revenue Reports - 9/23 - 30/2011	Parking	AU+7	2018	Obsolete

**Retention Log
Parking Department**

Attachment 4

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2011	Hangar 35	-	Self Park Tickets - /1 - 20/2011	Parking	AU+4	2015	Obsolete
2011	Hangar 35	415	Self Park Tickets - 12/10 - 17/2011	Parking	AU+4	2015	Obsolete
2011	Hangar 35	###	Valet Tickets - 2010 - 2011	Parking	AU+4	2015	Obsolete
2011	Hangar 35	###	Valet Tickets- March 2011	Parking	AU+4	2015	Obsolete
2012	Hangar 35	451	Self Park Tickets - 3/11 - 20/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	-	Car Wash Tickets - 2/11 - 6/29/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	-	Invoices - 2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	169	LPI - April 2012	Parking	AU+2	2014	Obsolete
2012	Hangar 35	-	LPI - December 2012	Parking	AU+2	2014	Obsolete
2012	Hangar 35	-	LPI - January 2012	Parking	AU+2	2014	Obsolete
2012	Hangar 35	497	LPI - July/August 2012	Parking	AU+2	2014	Obsolete
2012	Hangar 35	450	LPI - March 2012	Parking	AU+2	2014	Obsolete
2012	Hangar 35	-	LPI - May/June 2012	Parking	AU+2	2014	Obsolete
2012	Hangar 35	-	LPI - November/December 2012	Parking	AU+2	2014	Obsolete
2012	Hangar 35	511	LPI - September/October 2012	Parking	AU+2	2014	Obsolete
2012	Hangar 35	-	Misc. Parking - 2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	Bur-6	Misc. Parking - 2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	448	Parking Audits Daily Revenue Report - 2/23 - 29/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 1/17 - 21/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	439	Parking Audits Daily Revenue Reports - 1/25 - 31/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 1/9 - 16/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	514	Parking Audits Daily Revenue Reports - 10/20 - 31/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	516	Parking Audits Daily Revenue Reports - 11/11 - 20/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	517	Parking Audits Daily Revenue Reports - 11/21 - 30/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 12/1 - 21/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 12/1 -10/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	520	Parking Audits Daily Revenue Reports - 12/22 - 31/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	445	Parking Audits Daily Revenue Reports - 2/1 - 7/ 2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	447	Parking Audits Daily Revenue Reports - 2/15 - 22/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	420	Parking Audits Daily Revenue Reports - 2/23 - 29/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 2/8 - 14/2012	Parking	AU+7	2019	Obsolete

**Retention Log
Parking Department**

Attachment 4

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 3/1 -8/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 3/17 - 24/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	558	Parking Audits Daily Revenue Reports - 3/25 - 31/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	556	Parking Audits Daily Revenue Reports - 3/9 -16/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 4/16 -23/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 4/24 - 30/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	475	Parking Audits Daily Revenue Reports - 5/1 - 8/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	478	Parking Audits Daily Revenue Reports - 5/24 - 31/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	476	Parking Audits Daily Revenue Reports - 5/9 -15/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 6/1 - 7/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 6/1 -7/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 6/23 - 30/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 7/1 - 8/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 7/18 - 25/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	492	Parking Audits Daily Revenue Reports - 7/26 31/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 7/9 -17/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 8/1 - 8/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	495	Parking Audits Daily Revenue Reports - 8/17 - 24/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 8/25 - 31/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 9/11 -20/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	505	Parking Audits Daily Revenue Reports - 9/21 - 30/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - Misc. 1/2012 - 1	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports 10/1 - 10/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	513	Parking Audits Daily Revenue Reports 10/10 - 19/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports -3/9 - 16/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	466	Parking Audits Daily Revenue Reports 4/9 - 15/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports 6/15 - 22/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports- 6/23 - 30/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	494	Parking Audits Daily Revenue Reports 8/9 - 16/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	503	Parking Audits Daily Revenue Reports 9/1 - 10/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	436	Parking Auidits Daily Revenue Reports 1/1 - 8/2012	Parking	AU+7	2019	Obsolete

**Retention Log
Parking Department**

Attachment 4

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2012	Hangar 35	682	PT - 70 - Parking - 2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	684	PT - 70 - Parking -February, March, April, May 2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	724	PT 70 - Parking - September/October 2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	425	Self Park Tickets - 1/1 -7/2011	Parking	AU+4	2016	Obsolete
2012	Hangar 35	-	Self Park Tickets - 1/17 - 24/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	428	Self Park Tickets - 1/25 - 31/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	426	Self Park Tickets - 1/9 - 16/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	521	Self Park Tickets - 10/28 - 11/16/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	500	Self Park Tickets - 10/9 -27/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	522	Self Park Tickets - 11/11 - 12/6/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	523	Self Park Tickets - 12/7 - 26/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	440	Self Park Tickets - 2/1 - 10/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	441	Self Park Tickets - 2/11 -20/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	431	Self Park Tickets - 2/20 - 29/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	-	Self Park Tickets - 3/1 -10/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	-	Self Park Tickets - 3/21 - 30/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	461	Self Park Tickets - 4/11 -20/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	462	Self Park Tickets - 4/21 -30/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	-	Self Park Tickets - 5/12 - 5/29/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	473	Self Park Tickets - 5/30 - 6/17/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	-	Self Park Tickets - 6/18 - 30/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	-	Self Park Tickets - 7/7 - 21/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	498	Self Park Tickets - 8/29 - 9/16/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	499	Self Park Tickets - 9/17 - 10/12/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	429	Valet Tickets - 1/1 - 16/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	430	Valet Tickets - 1/17 -31/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	527	Valet Tickets - 10/20 - 11/13/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	528	Valet Tickets - 11/24 - 12/31/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	444	Valet Tickets - 2/18 - 29/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	442	Valet Tickets - 3/1 - 3/19/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	454	Valet Tickets - 3/20 - 3/31/2012	Parking	AU+4	2016	Obsolete

**Retention Log
Parking Department**

Attachment 4

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2012	Hangar 35	463	Valet Tickets - 4/1 -18/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	464	Valet Tickets - 4/9 - 30/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	475	Valet Tickets - 5/18 - 6/20/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	-	Valet Tickets - 5/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	-	Valet Tickets - 6/21 -7/22/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	484	Valet Tickets - 7/23 - 8/2/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	-	Valet Tickets - 7/23 - 8/20/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	501	Valet Tickets - 8/21 - 9/18/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	502	Valet Tickets - 9/19 - 10/19/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	443	Valet Tickets 2/1 - 17/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	735	Void Tickets - 2012	Parking	AU+4	2016	Obsolete
2013	Hangar 35	733	Car Wash Tickets - 2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Carwash Tickets - January - December 2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	LPI - August 2013	Parking	AU+2	2015	Obsolete
2013	Hangar 35	611	LPI - December 2013	Parking	AU+2	2015	Obsolete
2013	Hangar 35	-	LPI - February 2013	Parking	AU+2	2015	Obsolete
2013	Hangar 35	-	LPI - January 2013	Parking	AU+2	2015	Obsolete
2013	Hangar 35	734	LPI - July 2013	Parking	AU+2	2015	Obsolete
2013	Hangar 35	-	LPI - March & April 2013	Parking	AU+2	2015	Obsolete
2013	Hangar 35	555	LPI - May/June 2013	Parking	AU+2	2015	Obsolete
2013	Hangar 35	581	LPI - November 2013	Parking	AU+2	2015	Obsolete
2013	Hangar 35	-	LPI - October 2013	Parking	AU+2	2015	Obsolete
2013	Hangar 35	610	LPI - September 2013	Parking	AU+2	2015	Obsolete
2013	Hangar 35	563	Parking Audits Daily Revenue Report - 10/27 -31/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	512	Parking Audits Daily Revenue Reports - 1/1 -11/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	561	Parking Audits Daily Revenue Reports - 1/10 - 18/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 10/19 - 26/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	562	Parking Audits Daily Revenue Reports - 10/19 - 26/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	564	Parking Audits Daily Revenue Reports - 11/1 - 11/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 11/12 - 20/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 12/1 - 10/2013	Parking	AU+7	2020	Obsolete

**Retention Log
Parking Department**

Attachment 4

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2013	Hangar 35	584	Parking Audits Daily Revenue Reports - 12/21 - 31/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	515	Parking Audits Daily Revenue Reports - 2/1 - 11/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	516	Parking Audits Daily Revenue Reports - 2/12 - 20/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	517	Parking Audits Daily Revenue Reports - 2/21 - 3/3/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 3/14 - 22/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 3/22 - 31/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	518	Parking Audits Daily Revenue Reports - 3/4 - 13/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	521	Parking Audits Daily Revenue Reports - 4/1 - 10/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	522	Parking Audits Daily Revenue Reports - 4/11 - 21/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	523	Parking Audits Daily Revenue Reports - 4/22 - 30/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 5/1 - 9/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 5/10 - 17/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 5/16 - 23/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	537	Parking Audits Daily Revenue Reports - 5/17 - 31/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	536	Parking Audits Daily Revenue Reports - 5/18 - 26/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 5/22/21013 & 7	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 6/1 - 10/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 6/11 - 19/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 6/20 - 26/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	541	Parking Audits Daily Revenue Reports - 6/27 - 30/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	542	Parking Audits Daily Revenue Reports - 7/1 - 9/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 7/10 - 18/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	549	Parking Audits Daily Revenue Reports - 8/26 - 31/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 9/1 - 10/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	558	Parking Audits Daily Revenue Reports - 9/11 - 19/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	559	Parking Audits Daily Revenue Reports - 9/20 - 30/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	547	Parkng Audits Daily Revenue Reports - 8/9 - 16/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	725	PT - 70 - Parking - April & August 2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	706	PT - 70 - Parking September & November 2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	PT 70 - Parking - December 2012 - March 2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	526	Self Park Tickets - 1/17 - 2/7/2013	Parking	AU+4	2017	Obsolete

**Retention Log
Parking Department**

Attachment 4

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2013	Hangar 35	-	Self Park Tickets - 1/18 - 31/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Self Park Tickets - 10/14 - 24/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Self Park Tickets - 10/25 - 11/6/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	578	Self Park Tickets - 11/7 - 17/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Self Park Tickets - 11/8 - 30/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	595	Self Park Tickets - 12/1 - 11/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Self Park Tickets - 12/12 - 12/23/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	524	Self Park Tickets - 12/27/2012 - 1/16/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	527	Self Park Tickets - 2/27 - 3/13/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	530	Self Park Tickets - 4/23 - 5/9/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	529	Self Park Tickets - 4/4 - 22/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Self Park Tickets - 5/10 - 28/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	547-2	Self Park Tickets - 5/20 - 6/6/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Self Park Tickets - 6/17 - 7/17/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	550	Self Park Tickets - 7/29 - 8/16/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	549	Self Park Tickets - 7/8 - 28/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Self Park Tickets - 8/17 - 9/5/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Self Park Tickets - 8/1 - 8/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Self Park Tickets - 9/19 - 30/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	573	Self Park Tickets - 9/6 - 15/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Self Park Tickets - Misc 2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Self Park Tickets - 10/1 - 13/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	528	Self Park Tickets - 3/15 - 4/3/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Timescards - 2013	Parking	AU+7	2017	Obsolete
2013	Hangar 35	716	Timescards Box #2 - 2013	Parking	AU+7	2017	Obsolete
2013	Hangar 35	-	Valet Tickets - 1/1 - 31/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Valet Tickets - 1/3 - 20/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Valet Tickets - 10/21 - 11/7/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Valet Tickets - 10/3 - 20/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	572	Valet Tickets - 11/8 - 30/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Valet Tickets - 12/1 - 11/2013	Parking	AU+4	2017	Obsolete

**Retention Log
Parking Department**

Attachment 4

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2013	Hangar 35	-	Valet Tickets - 12/1 - 25/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Valet Tickets - 12/12 -31/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	567	Valet Tickets - 12/24/2013 - 1/5/2014	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Valet Tickets - 2/8 - 2/26/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Valet Tickets - 3/1 - 27/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Valet Tickets - 3/1 - 8/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	551	Valet Tickets - 3/29 - 4/14/1013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Valet Tickets - 3/9 -28/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	552	Valet Tickets - 4/25 - 5/28/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Valet Tickets - 5/29 - 6/30/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	554	Valet Tickets - 7/1 - 26/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Valet Tickets - 7/27 - 8/16/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	487	Valet Tickets - 8/13 - 28/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Valet Tickets - 9/11 - 10/2/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	532	Valet Tickets 2/1 - 2/28/2013	Parking	AU+4	2017	Obsolete



Records Destruction Authorization Form

Department: Environmental Date of Inventory: 6/10/2025

Submitted by: Maggie Martinez

☐ XX Records Hold Cleared. (Please verify the records you wish to destroy are not on a current records hold or litigation hold before submitting this form.)

Attach the following:

- The Department Retention Schedule as approved by the Airport Authority Commission; and
- A destruction inventory list, with the approved retention period listed for each Record to be destroyed.

DESTRUCTION AUTHORIZATION & SIGNATURES

I certify that the records on the attached destruction inventory list are no longer required and are eligible for destruction based upon the attached Retention Schedule, approved by Burbank-Glendale-Pasadena Airport Authority Commission Resolution No. 465, and **do not have to be retained based upon any record retention requirements imposed pursuant to a grant received by the Authority or a bond issued by the Authority, and are not related to or potentially relevant to any of the following in which the Authority may be involved: a reasonably anticipated claim or litigation; an ongoing claim or litigation; a pending employee grievance; a pending regulatory or governmental investigation; a pending subpoena; a pending Public Records Act request; a pending audit; or other similar legal matter.**

Dept. Head Signature: [Signature]

Date: 6/10/2025

Print Name: Maggie Martinez

Title: Director

I certify that I have reviewed the attached destruction inventory list and, based upon the above certification by the department head, agree that the identified records are not records required to be kept by statute or law. My review has been limited to the descriptions contained on the list and did not involve review of the actual records. Based on the foregoing, I consent to the destruction of the identified records subject to Authority Commission approval by adoption of a Destruction Resolution.

Counsel Signature: Terence Boga

Date: 7-3-25

Print Name: Terence Boga

Title (Check one): ☒ General Counsel ☐ Assistant General Counsel

Authority Destruction Resolution No: Date:

DESTRUCTION RECORD (Commission Secretary Use Only)

- ☐ Authority Commission Destruction Resolution is attached to this form.
☐ The records on the attached list have been destroyed as of the date set forth below.

Commission Secretary/Records Manager Date:

Retention Log Noise and Environmental Department

Attachment 5

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
1988	Hangar 35	1567	Federal Aviation Regulations	Noise & Environmental	AU+10	1998	Obsolete
1991	Hangar 35	1571	Congestion Management Program	Noise & Environmental	AU+2	1993	Obsolete
1992	Hangar 35	1567	Early Departure Notices	Noise & Environmental	AU+4	1996	Obsolete
1991-1992	Hangar 35	1567	Quarterly Noise Meetings	Noise & Environmental	AU+10	2002	Obsolete
1991-1992	Hangar 35	1573	Rideshare Budget	Noise & Environmental	AU+2	1994	Obsolete
1994	Hangar 35	43	CNG Conversion	Noise & Environmental	AU+4	1998	Obsolete
1994	Hangar 35	1572	Technical Specifications for Upgrading and Expansion of Aircraft Noise Monitoring Systems for BUR	Noise & Environmental	AU+10	2004	Obsolete
1995	Hangar 35	1571	SCAQMD Completed Surveys	Noise & Environmental	AU+4	1999	Obsolete
1995	Hangar 35	1571	SCAQMD Rule 1501.1 Registration Approval Documents	Noise & Environmental	AU+4	1999	Obsolete
1996	Hangar 35	1573	ACES (Arts II Collection and Editing System) for Noise Monitoring Technical Reference Manual	Noise & Environmental	AU+2	1998	Obsolete
1996	Hangar 35	1572	Acoustical Analysis Association	Noise & Environmental	AU+2	1998	Obsolete
1996, 1997	Hangar 35	1573	SCAQMD Check Request / Transportation Survey	Noise & Environmental	AU+4	2001	Obsolete
1997	Hangar 35	1572	The Burbank Airport Residential Acoustical Treatment Program Video Cassette	Noise & Environmental	AU+10	2007	Obsolete
1997	Hangar 35	54	Tracor User Guide	Noise & Environmental	AU+4	2001	Obsolete
1999	Hangar 35	55	Marconi Proposal for Noise Monitoring Systems & Flight Track Display	Noise & Environmental	AU+4	2003	Obsolete
1999	Hangar 35	54	TAMIS (Total Airport Management Information Systems) Step by Step Manual	Noise & Environmental	AU+2	2001	Obsolete
1999	Hangar 35	1572	Various Purchase Orders and Invoices	Noise & Environmental	AU+4	2003	Obsolete
2000	Hangar 35	1572	TAMIS (Total Airport Management Information Systems) Step by Step Manual	Noise & Environmental	AU+2	2002	Obsolete
2001	Hangar 35	1570	BGPA Home Owner's Meeting	Noise & Environmental	AU+10	2011	Obsolete
2001	Hangar 35	1572	City of Burbank Office of City Attorney	Noise & Environmental	AU+10	2011	Obsolete
2001	Hangar 35	49	Recommened Security Guidelines for Airport Planning, Design, Constrcution	Noise & Environmental	AU+4	2005	Obsolete
2002	Hangar 35	1569	Acoustical Analysis Check on Changes in BUR Monitoring Station CNEL Values	Noise & Environmental	AU+2	2004	Obsolete
2002	Hangar 35	1570	BGPA Picnic Burbank & Sun Valley	Noise & Environmental	AU+2	2004	Obsolete

Retention Log Noise and Environmental Department

Attachment 5

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2002	Hangar 35	1572	BGPAA Noise Monitoring Systems Kiosk Proposal	Noise & Environmental	AU+4	2006	Obsolete
2002	Hangar 35	49	South Coast Ground Service Equipment Referene Manal	Noise & Environmental	AU+4	2006	Obsolete
2002	Hangar 35	1570	Tenant Safety Meetings	Noise & Environmental	AU+4	2006	Obsolete
2003	Hangar 35	56	BGPAA Field Purchasing Handbook	Noise & Environmental	AU+2	2005	Obsolete
2003	Hangar 35	1570	Schedule Charge Replies	Noise & Environmental	AU+4	2007	Obsolete
2004	Hangar 35	43	1st Annual Aviation Air Quality Conference	Noise & Environmental	AU+10	2014	Obsolete
2004	Hangar 35	43	4th Annual Sound Insulation Symposium	Noise & Environmental	AU+2	2006	Obsolete
2004	Hangar 35	49	Air Science Airport Management & Flight Tracking	Noise & Environmental	AU+2	2006	Obsolete
2003-2004	Hangar 35	56	Flight Event List	Noise & Environmental	AU+10	2014	Obsolete
2004	Hangar 35	15	Lubrizol-PuriNox	Noise & Environmental	AU+2	2006	Obsolete
2004	Hangar 35	1569	Wyle Labs (OSHA Noise Standards)	Noise & Environmental	AU+10	2014	Obsolete
2005	Hangar 35	43	Aviation Noise & Air Quality Symposium Palm Springs	Noise & Environmental	AU+2	2007	Obsolete
2005	Hangar 35	1569	BAE Systems (Change Order and Purchase Order	Noise & Environmental	AU+10	2015	Obsolete
2003-2005	Hangar 35	10	BUR Revenue Passengers	Noise & Environmental	AU+3	2008	Obsolete
2005	Hangar 35	1569	Quarterly Updates	Noise & Environmental	AU+10	2015	Obsolete
2003-2005	Hangar 35	12	Safety Meetings	Noise & Environmental	AU+4	2009	Obsolete
2005	Hangar 35	12	U.S. DOT FAA, Progam Guidance Letters, Guidance Letters, Guidance for Funding Mitigation Projects for Aircraft Noise > 65 NDL	Noise & Environmental	AU+10	2015	Obsolete
2006	Hangar 35	1569	BAE Contracts	Noise & Environmental	AU+10	2016	Obsolete
2006	Hangar 35	10	Draft 5050.4B	Noise & Environmental	AU+4	2010	Obsolete
2006	Hangar 35	56	Mactec Authorized Work Orders	Noise & Environmental	AU+4	2010	Obsolete
2006	Hangar 35	56	Mactec Statement of Qualifications and Proposal Environmental Assessment, Monitoring & Remediation Programs	Noise & Environmental	AU+4	2010	Obsolete
2006	Hangar 35	56	Response to Request of Qualifications/Proposal on going Environmental Assessment, Monitoring and Remediation Program	Noise & Environmental	AU+4	2010	Obsolete
2006	Hangar 35	1572	State Water Resources Control Board Accounting Office Check Request Voucher	Noise & Environmental	AU+4	2010	Obsolete

Retention Log Noise and Environmental Department

Attachment 5

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2005, 2006	Hangar 35	1572	Various Invoices	Noise & Environmental	AU+4	2010	Obsolete
2007	Hangar 35	1569	DTSC Accounts Payable	Noise & Environmental	AU+4	2011	Obsolete
2007	Hangar 35	1569	Employee Expense Reports	Noise & Environmental	AU+3	2010	Obsolete
2007	Hangar 35	1569	Human Resources AGI Incoming	Noise & Environmental	AU+2	2009	Obsolete
2007	Hangar 35	15	RWQC B Letter NOV	Noise & Environmental	AU+4	2011	Obsolete
2007	Hangar 35	1569	Travel Expense Forms	Noise & Environmental	AU+3	2010	Obsolete
2007	Hangar 35	1569	Vacation Request Forms	Noise & Environmental	AU+2	2009	Obsolete
2008	Hangar 35	49	Certified SW Inspector Manual	Noise & Environmental	AU+2	2010	Obsolete
2008	Hangar 35	10	I.I.P.P.	Noise & Environmental	AU+4	2012	Obsolete
2008	Hangar 35	1569	Purchase Orders	Noise & Environmental	AU+14	2022	Obsolete
2006, 2008	Hangar 35	19	Quarterly Noise Reports	Noise & Environmental	AU+10	2018	Obsolete
2009	Hangar 35	10	Airports Compliance Handbook	Noise & Environmental	AU+2	2011	Obsolete
2009	Hangar 35	15	State Water Resources Control Board (NPDES) General Permit for Storm Water Discharges	Noise & Environmental	AU+4	2013	Obsolete
2006-2010	Hangar 35	10	A/P Capitol Improvement Plan	Noise & Environmental	AU+2	2012	Obsolete
2010	Hangar 35	10	Aerospace Recommended Practices	Noise & Environmental	AU+2	2012	Obsolete
2010	Hangar 35	56	Emergency Phone Directory - DIR. Noise/Environmental	Noise & Environmental	AU+2	2012	Obsolete
2010	Hangar 35	15	Voluntary Airport Law Emissions Programs (VALE)	Noise & Environmental	AU+4	2014	Obsolete
2010, 2011	Hangar 35	41	1Q Quarterly Noise Monitoring Reports	Noise & Environmental	AU+10	2021	Obsolete
2009-2011	Hangar 35	41	2Q Quarterly Noise Monitoring Reports	Noise & Environmental	AU+10	2021	Obsolete
2009-2011	Hangar 35	41	3Q Quarterly Noise Monitoring Reports	Noise & Environmental	AU+10	2021	Obsolete
2008-2011	Hangar 35	41	4Q Quarterly Noise Monitoring Reports	Noise & Environmental	AU+10	2021	Obsolete
2011	Hangar 35	56	ANOMS 8 Training Workbook - Core Training	Noise & Environmental	AU+2	2013	Obsolete
2011	Hangar 35	56	ANOMS 8 Training Workbook - Specialist Training	Noise & Environmental	AU+2	2013	Obsolete
2011	Hangar 35	10	FY 2011 Budget	Noise & Environmental	AU+3	2014	Obsolete
2009-2011	Hangar 35	20	Quarterly Noise Reports	Noise & Environmental	AU+10	2021	Obsolete
2012	Hangar 35	3	BUR Noise 101	Noise & Environmental	AU+5	2017	Obsolete
2012	Hangar 35	10	FY 2012 Budget	Noise & Environmental	AU+3	2015	Obsolete
2008-2012	Hangar 35	38	Quarterly Noise Reports	Noise & Environmental	AU+10	2022	Obsolete
2013	Hangar 35	3	ICS 300 Student Manual	Noise & Environmental	AU+2	2015	Obsolete

Retention Log Noise and Environmental Department

Attachment 5

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2013	Hangar 35	16	ICS-300: Intermediate ICS for Expanding Incidents Student Manual	Noise & Environmental	AU+2	2015	Obsolete
2013	Hangar 35	41	Quarterly Noise Monitoring Reports	Noise & Environmental	AU+10	2023	Obsolete
2014	Hangar 35	50	DVDs from Part 161, Miscellaneous Documents	Noise & Environmental	AU+2	2016	Obsolete
2014	Hangar 35	3	Planning and Noise Protection AD HOC Committee Meeting	Noise & Environmental	AU+4	2018	Obsolete
2012-2014	Hangar 35	21	Quarterly Noise Reports	Noise & Environmental	AU+10	2024	Obsolete
2011-2015	Hangar 35	1568	1Q Noise Monitoring Reports	Noise & Environmental	AU+10	2025	Obsolete
1, 2014-2015	Hangar 35	1568	2Q Noise Monitoring Reports	Noise & Environmental	AU+10	2025	Obsolete
1, 2014-2015	Hangar 35	1568	3Q Noise Monitoring Reports	Noise & Environmental	AU+10	2025	Obsolete
1, 2014-2015	Hangar 35	1568	4Q Noise Monitoring Reports	Noise & Environmental	AU+10	2025	Obsolete
2015	Hangar 35	10	Administration (Contracts)	Noise & Environmental	AU+4	2019	Obsolete
2015	Hangar 35	1572	Bruel & Kjaer Technical Documentation for Monitor #1	Noise & Environmental	AU+2	2017	Obsolete
2015	Hangar 35	1572	BUR Revenue Passengers	Noise & Environmental	AU+3	2018	Obsolete
2015	Hangar 35	1569	City Council	Noise & Environmental	AU+2	2017	Obsolete
2015	Hangar 35	10	Environmental Management + System Background	Noise & Environmental	AU+2	2017	Obsolete
2015	Hangar 35	43	Noise Monitoring System	Noise & Environmental	AU+4	2019	Obsolete
2015	Hangar 35	3	Purchasing Policies and Procedures	Noise & Environmental	AU+4	2019	Obsolete
2008-2015	Hangar 35	39	Southwest Schedule Changes	Noise & Environmental	AU+4	2019	Obsolete
2016	Hangar 35	10	FY 2016 Budget	Noise & Environmental	AU+3	2019	Obsolete
2016	Hangar 35	12	Transcript of Proceedings	Noise & Environmental	AU+4	2020	Obsolete
2017	Hangar 35	18	ACRP Research Report 174 2 copies green stormwater infrastructure Vol.1: Primer	Noise & Environmental	AU+2	2019	Obsolete
2007-2017	Hangar 35	39	Schedule Changes	Noise & Environmental	AU+4	2021	Obsolete
2019	Hangar 35	18	ACRP Research Report 208 Airport Cooperative Research Program Benefit-Cost Analyses Guidebook for Airport Stormwater	Noise & Environmental	AU+2	2021	Obsolete
2019-2020	Hangar 35	18	ACI-NA Membership Directory Facts about Airports	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	56	Aircraft Characteristics (7th edition)	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	1570	Aircraft Types / Flight Strips	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	43	Allen, Sid (Contract)	Noise & Environmental	AU+4	2024	Obsolete

Retention Log Noise and Environmental Department

Attachment 5

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2020	Hangar 35	43	BUS Conversion	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	13	City FTA Grants	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	43	Conferences	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	54	Environmental Operations Info	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	10	FEMA	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	1569	General Information	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	43	NFTMS	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	10	Noise Department BUDGET	Noise & Environmental	AU+3	2023	Obsolete
2020	Hangar 35	15	Noise Planning A/C	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	1567	Other Airport Noise Rules (John Wayne, Sacramento, Seattle, San Jose)	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	12	Sample Part 150 Study RFP	Noise & Environmental	AU+3	2023	Obsolete
2020	Hangar 35	55	Tracor Contracts	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	55	Tracor Flight Tracking	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	47	Various CDs/DVDs (Department related, Part 150, blanks)	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	921	Various Invoices	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	1569	Various Purchase Orders, Change Orders, and Invoices	Noise & Environmental	AU+4	2024	Obsolete
2021	Hangar 35	10	Airport Noise on Housing Values	Noise & Environmental	AU+2	2023	Obsolete
2021	Hangar 35	54	TAMIS (Total Airport Management Information Systems) Step by Step Manual	Noise & Environmental	AU+2	2023	Obsolete

Retention Log Noise and Environmental Department

Attachment 5

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
1988	Hangar 35	1567	Federal Aviation Regulations	Noise & Environmental	AU+10	1998	Obsolete
1991	Hangar 35	1571	Congestion Management Program	Noise & Environmental	AU+2	1993	Obsolete
1992	Hangar 35	1567	Early Departure Notices	Noise & Environmental	AU+4	1996	Obsolete
1991-1992	Hangar 35	1567	Quarterly Noise Meetings	Noise & Environmental	AU+10	2002	Obsolete
1991-1992	Hangar 35	1573	Rideshare Budget	Noise & Environmental	AU+2	1994	Obsolete
1994	Hangar 35	43	CNG Conversion	Noise & Environmental	AU+4	1998	Obsolete
1994	Hangar 35	1572	Technical Specifications for Upgrading and Expansion of Aircraft Noise Monitoring Systems for BUR	Noise & Environmental	AU+10	2004	Obsolete
1995	Hangar 35	1571	SCAQMD Completed Surveys	Noise & Environmental	AU+4	1999	Obsolete
1995	Hangar 35	1571	SCAQMD Rule 1501.1 Registration Approval Documents	Noise & Environmental	AU+4	1999	Obsolete
1996	Hangar 35	1573	ACES (Arts II Collection and Editing System) for Noise Monitoring Technical Reference Manual	Noise & Environmental	AU+2	1998	Obsolete
1996	Hangar 35	1572	Acoustical Analysis Association	Noise & Environmental	AU+2	1998	Obsolete
1996, 1997	Hangar 35	1573	SCAQMD Check Request / Transportation Survey	Noise & Environmental	AU+4	2001	Obsolete
1997	Hangar 35	1572	The Burbank Airport Residential Acoustical Treatment Program Video Casette	Noise & Environmental	AU+10	2007	Obsolete
1997	Hangar 35	54	Tracor User Guide	Noise & Environmental	AU+4	2001	Obsolete
1999	Hangar 35	55	Marconi Proposal for Noise Monitoring Systems & Flight Track Display	Noise & Environmental	AU+4	2003	Obsolete
1999	Hangar 35	54	TAMIS (Total Airport Management Information Systems) Step by Step Manual	Noise & Environmental	AU+2	2001	Obsolete
1999	Hangar 35	1572	Various Purchase Orders and Invoices	Noise & Environmental	AU+4	2003	Obsolete
2000	Hangar 35	1572	TAMIS (Total Airport Management Information Systems) Step by Step Manual	Noise & Environmental	AU+2	2002	Obsolete
2001	Hangar 35	1570	BGPA Home Owner's Meeting	Noise & Environmental	AU+10	2011	Obsolete
2001	Hangar 35	1572	City of Burbank Office of City Attorney	Noise & Environmental	AU+10	2011	Obsolete
2001	Hangar 35	49	Recommened Security Guidelines for Airport Planning, Design, Constrcution	Noise & Environmental	AU+4	2005	Obsolete
2002	Hangar 35	1569	Acoustical Analysis Check on Changes in BUR Monitoring Station CNEL Values	Noise & Environmental	AU+2	2004	Obsolete
2002	Hangar 35	1570	BGPA Picnic Burbank & Sun Valley	Noise & Environmental	AU+2	2004	Obsolete

Retention Log Noise and Environmental Department

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Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2002	Hangar 35	1572	BGPAA Noise Monitoring Systems Kiosk Proposal	Noise & Environmental	AU+4	2006	Obsolete
2002	Hangar 35	49	South Coast Ground Service Equipment Referene Manal	Noise & Environmental	AU+4	2006	Obsolete
2002	Hangar 35	1570	Tenant Safety Meetings	Noise & Environmental	AU+4	2006	Obsolete
2003	Hangar 35	56	BGPAA Field Purchasing Handbook	Noise & Environmental	AU+2	2005	Obsolete
2003	Hangar 35	1570	Schedule Charge Replies	Noise & Environmental	AU+4	2007	Obsolete
2004	Hangar 35	43	1st Annual Aviation Air Quality Conference	Noise & Environmental	AU+10	2014	Obsolete
2004	Hangar 35	43	4th Annual Sound Insulation Symposium	Noise & Environmental	AU+2	2006	Obsolete
2004	Hangar 35	49	Air Science Airport Management & Flight Tracking	Noise & Environmental	AU+2	2006	Obsolete
2003-2004	Hangar 35	56	Flight Event List	Noise & Environmental	AU+10	2014	Obsolete
2004	Hangar 35	15	Lubrizol-PuriNox	Noise & Environmental	AU+2	2006	Obsolete
2004	Hangar 35	1569	Wyle Labs (OSHA Noise Standards)	Noise & Environmental	AU+10	2014	Obsolete
2005	Hangar 35	43	Aviation Noise & Air Quality Symposium Palm Springs	Noise & Environmental	AU+2	2007	Obsolete
2005	Hangar 35	1569	BAE Systems (Change Order and Purchase Order	Noise & Environmental	AU+10	2015	Obsolete
2003-2005	Hangar 35	10	BUR Revenue Passengers	Noise & Environmental	AU+3	2008	Obsolete
2005	Hangar 35	1569	Quarterly Updates	Noise & Environmental	AU+10	2015	Obsolete
2003-2005	Hangar 35	12	Safety Meetings	Noise & Environmental	AU+4	2009	Obsolete
2005	Hangar 35	12	U.S. DOT FAA, Progam Guidance Letters, Guidance Letters, Guidance for Funding Mitigation Projects for Aircraft Noise > 65 NDL	Noise & Environmental	AU+10	2015	Obsolete
2006	Hangar 35	1569	BAE Contracts	Noise & Environmental	AU+10	2016	Obsolete
2006	Hangar 35	10	Draft 5050.4B	Noise & Environmental	AU+4	2010	Obsolete
2006	Hangar 35	56	Mactec Authorized Work Orders	Noise & Environmental	AU+4	2010	Obsolete
2006	Hangar 35	56	Mactec Statement of Qualifications and Proposal Environmental Assessment, Monitoring & Remediation Programs	Noise & Environmental	AU+4	2010	Obsolete
2006	Hangar 35	56	Response to Request of Qualifications/Proposal on going Environmental Assessment, Monitoring and Remediation Program	Noise & Environmental	AU+4	2010	Obsolete
2006	Hangar 35	1572	State Water Resources Control Board Accounting Office Check Request Voucher	Noise & Environmental	AU+4	2010	Obsolete
2005, 2006	Hangar 35	1572	Various Invoices	Noise & Environmental	AU+4	2010	Obsolete

Retention Log Noise and Environmental Department

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Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2007	Hangar 35	1569	DTSC Accounts Payable	Noise & Environmental	AU+4	2011	Obsolete
2007	Hangar 35	1569	Employee Expense Reports	Noise & Environmental	AU+3	2010	Obsolete
2007	Hangar 35	1569	Human Resources AGI Incoming	Noise & Environmental	AU+2	2009	Obsolete
2007	Hangar 35	15	RWQC B Letter NOV	Noise & Environmental	AU+4	2011	Obsolete
2007	Hangar 35	1569	Travel Expense Forms	Noise & Environmental	AU+3	2010	Obsolete
2007	Hangar 35	1569	Vacation Request Forms	Noise & Environmental	AU+2	2009	Obsolete
2008	Hangar 35	49	Certified SW Inspector Manual	Noise & Environmental	AU+2	2010	Obsolete
2008	Hangar 35	10	I.I.P.P.	Noise & Environmental	AU+4	2012	Obsolete
2008	Hangar 35	1569	Purchase Orders	Noise & Environmental	AU+14	2022	Obsolete
, 2006, 2008	Hangar 35	19	Quarterly Noise Reports	Noise & Environmental	AU+10	2018	Obsolete
2009	Hangar 35	10	Airports Compliance Handbook	Noise & Environmental	AU+2	2011	Obsolete
2009	Hangar 35	15	State Water Resources Control Board (NPDES) General Permit for Storm Water Discharges	Noise & Environmental	AU+4	2013	Obsolete
2006-2010	Hangar 35	10	A/P Capitol Improvement Plan	Noise & Environmental	AU+2	2012	Obsolete
2010	Hangar 35	10	Aerospace Recommended Practices	Noise & Environmental	AU+2	2012	Obsolete
2010	Hangar 35	56	Emergency Phone Directory - DIR. Noise/Environmental	Noise & Environmental	AU+2	2012	Obsolete
2010	Hangar 35	15	Voluntary Airport Law Emissions Programs (VALE)	Noise & Environmental	AU+4	2014	Obsolete
2010, 2011	Hangar 35	41	1Q Quarterly Noise Monitoring Reports	Noise & Environmental	AU+10	2021	Obsolete
2009-2011	Hangar 35	41	2Q Quarterly Noise Monitoring Reports	Noise & Environmental	AU+10	2021	Obsolete
2009-2011	Hangar 35	41	3Q Quarterly Noise Monitoring Reports	Noise & Environmental	AU+10	2021	Obsolete
2008-2011	Hangar 35	41	4Q Quarterly Noise Monitoring Reports	Noise & Environmental	AU+10	2021	Obsolete
2011	Hangar 35	56	ANOMS 8 Training Workbook - Core Training	Noise & Environmental	AU+2	2013	Obsolete
2011	Hangar 35	56	ANOMS 8 Training Workbook - Specialist Training	Noise & Environmental	AU+2	2013	Obsolete
2011	Hangar 35	10	FY 2011 Budget	Noise & Environmental	AU+3	2014	Obsolete
, 2009-2011	Hangar 35	20	Quarterly Noise Reports	Noise & Environmental	AU+10	2021	Obsolete
2012	Hangar 35	3	BUR Noise 101	Noise & Environmental	AU+5	2017	Obsolete
2012	Hangar 35	10	FY 2012 Budget	Noise & Environmental	AU+3	2015	Obsolete
2008-2012	Hangar 35	38	Quarterly Noise Reports	Noise & Environmental	AU+10	2022	Obsolete
2013	Hangar 35	3	ICS 300 Student Manual	Noise & Environmental	AU+2	2015	Obsolete

Retention Log Noise and Environmental Department

Attachment 5

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2013	Hangar 35	16	ICS-300: Intermediate ICS for Expanding Incidents Student Manual	Noise & Environmental	AU+2	2015	Obsolete
2013	Hangar 35	41	Quarterly Noise Monitoring Reports	Noise & Environmental	AU+10	2023	Obsolete
2014	Hangar 35	50	DVDs from Part 161, Miscellaneous Documents	Noise & Environmental	AU+2	2016	Obsolete
2014	Hangar 35	3	Planning and Noise Protection AD HOC Committee Meeting	Noise & Environmental	AU+4	2018	Obsolete
2012-2014	Hangar 35	21	Quarterly Noise Reports	Noise & Environmental	AU+10	2024	Obsolete
2011-2015	Hangar 35	1568	1Q Noise Monitoring Reports	Noise & Environmental	AU+10	2025	Obsolete
2014-2015	Hangar 35	1568	2Q Noise Monitoring Reports	Noise & Environmental	AU+10	2025	Obsolete
2014-2015	Hangar 35	1568	3Q Noise Monitoring Reports	Noise & Environmental	AU+10	2025	Obsolete
2014-2015	Hangar 35	1568	4Q Noise Monitoring Reports	Noise & Environmental	AU+10	2025	Obsolete
2015	Hangar 35	10	Administration (Contracts)	Noise & Environmental	AU+4	2019	Obsolete
2015	Hangar 35	1572	Bruel & Kjaer Technical Documentation for Monitor #1	Noise & Environmental	AU+2	2017	Obsolete
2015	Hangar 35	1572	BUR Revenue Passengers	Noise & Environmental	AU+3	2018	Obsolete
2015	Hangar 35	1569	City Council	Noise & Environmental	AU+2	2017	Obsolete
2015	Hangar 35	10	Environmental Management + System Background	Noise & Environmental	AU+2	2017	Obsolete
2015	Hangar 35	43	Noise Monitoring System	Noise & Environmental	AU+4	2019	Obsolete
2015	Hangar 35	3	Purchasing Policies and Procedures	Noise & Environmental	AU+4	2019	Obsolete
2008-2015	Hangar 35	39	Southwest Schedule Changes	Noise & Environmental	AU+4	2019	Obsolete
2016	Hangar 35	10	FY 2016 Budget	Noise & Environmental	AU+3	2019	Obsolete
2016	Hangar 35	12	Transcript of Proceedings	Noise & Environmental	AU+4	2020	Obsolete
2017	Hangar 35	18	ACRP Research Report 174 2 copies green stormwater infrastructure Vol.1: Primer	Noise & Environmental	AU+2	2019	Obsolete
2007-2017	Hangar 35	39	Schedule Changes	Noise & Environmental	AU+4	2021	Obsolete
2019	Hangar 35	18	ACRP Research Report 208 Airport Cooperative Research Program Benefit-Cost Analyses Guidebook for Airport Stormwater	Noise & Environmental	AU+2	2021	Obsolete
2019-2020	Hangar 35	18	ACI-NA Membership Directory Facts about Airports	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	56	Aircraft Characteristics (7th edition)	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	1570	Aircraft Types / Flight Strips	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	43	Allen, Sid (Contract)	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	43	BUS Conversion	Noise & Environmental	AU+2	2022	Obsolete

Retention Log Noise and Environmental Department

Attachment 5

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2020	Hangar 35	13	City FTA Grants	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	43	Conferences	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	54	Environmental Operations Info	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	10	FEMA	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	1569	General Information	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	43	NFTMS	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	10	Noise Department BUDGET	Noise & Environmental	AU+3	2023	Obsolete
2020	Hangar 35	15	Noise Planning A/C	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	1567	Other Airport Noise Rules (John Wayne, Sacramento, Seattle, San Jose)	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	12	Sample Part 150 Study RFP	Noise & Environmental	AU+3	2023	Obsolete
2020	Hangar 35	55	Tracor Contracts	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	55	Tracor Flight Tracking	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	47	Various CDs/DVDs (Department related, Part 150, blanks)	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	921	Various Invoices	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	1569	Various Purchase Orders, Change Orders, and Invoices	Noise & Environmental	AU+4	2024	Obsolete
2021	Hangar 35	10	Airport Noise on Housing Values	Noise & Environmental	AU+2	2023	Obsolete
2021	Hangar 35	54	TAMIS (Total Airport Management Information Systems) Step by Step Manual	Noise & Environmental	AU+2	2023	Obsolete



Records Destruction Authorization Form

Department: Procurement Date of Inventory: 7/15/25
Submitted by: Irene Cabil / Semija Bolton

☒ Records Hold Cleared. (Please verify the records you wish to destroy are not on a current records hold or litigation hold before submitting this form.)

Attach the following:

- The Department Retention Schedule as approved by the Airport Authority Commission; and
- A destruction inventory list, with the approved retention period listed for each Record to be destroyed.

DESTRUCTION AUTHORIZATION & SIGNATURES

I certify that the records on the attached destruction inventory list are no longer required and are eligible for destruction based upon the attached Retention Schedule, approved by Burbank-Glendale-Pasadena Airport Authority Commission Resolution No. 465, and do not have to be retained based upon any record retention requirements imposed pursuant to a grant received by the Authority or a bond issued by the Authority, and are not related to or potentially relevant to any of the following in which the Authority may be involved: a reasonably anticipated claim or litigation; an ongoing claim or litigation; a pending employee grievance; a pending regulatory or governmental investigation; a pending subpoena; a pending Public Records Act request; a pending audit; or other similar legal matter.

Dept. Head Signature: _____

Date: 8/5/25

Print Name: _____

Scott Kimball

Title: _____

Deputy Executive Director

I certify that I have reviewed the attached destruction inventory list and, based upon the above certification by the department head, agree that the identified records are not records required to be kept by statute or law. My review has been limited to the descriptions contained on the list and did not involve review of the actual records. Based on the foregoing, I consent to the destruction of the identified records subject to Authority Commission approval by adoption of a Destruction Resolution.

Counsel Signature: _____

Terence Boga

Date: _____

8-5-25

Print Name: _____

Terence Boga

Title (Check one): ☒ General Counsel ☐ Assistant General Counsel

Authority Destruction Resolution No: _____ Date: _____

DESTRUCTION RECORD (Commission Secretary Use Only)

- ☐ Authority Commission Destruction Resolution is attached to this form.
- ☐ The records on the attached list have been destroyed as of the date set forth below.

Commission Secretary/Records Manager _____

Date: _____

Retention Log Procurement Department

Attachment 6

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
1988, 1996	Building 9	3	Sec. 38: RFQs, RFPs – Proposals from Unsuccessful Proposers:	Procurement	3 Years	1991, 1999	Obsolete
1995	Building 9	3	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	1998	Obsolete
1994, 2001-2007	Building 9	4	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	1998, 2005-2011	Obsolete
2004, 2005	Building 9	4	Sec. 35: Purchase Orders Related to an Executed Contract:	Procurement	10 Years	2014, 2015	Obsolete
2005	Building 9	5	Sec. 38: RFQs, RFPs – Proposals from Unsuccessful Proposers:	Procurement	3 Years	2008	Obsolete
2004	Building 9	6	Sec. 38: RFQs, RFPs – Proposals from Unsuccessful Proposers:	Procurement	3 Years	2007	Obsolete
2005, 2006	Building 9	7	Sec. 38: RFQs, RFPs – Proposals from Unsuccessful Proposers:	Procurement	3 Years	2008, 2009	Obsolete
2015-2021	Building 9	14	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2019-2025	Obsolete
2003-2020	Building 9	16	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2007-2024	Obsolete
2016-2020	Building 9	17	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2020-2024	Obsolete
2018-2021	Building 9	18	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2022-2025	Obsolete
2019-2021	Building 9	20	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2023-2025	Obsolete
2015-2021	Building 9	21	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2019-2025	Obsolete
2020-2021	Building 9	26	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2024-2025	Obsolete
2020-2021	Building 9	28	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2024-2025	Obsolete
1996-2000	Building 9	37	Sec. 35: Purchase Orders Related to an Executed Contract:	Procurement	10 Years	2006-2010	Obsolete
1999	Building 9	38	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2003	Obsolete
1999	Building 9	39	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2003	Obsolete
1983-1997	Building 9	40	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	1987-2001	Obsolete
1983-1998	Building 9	42	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	1987-2002	Obsolete
1986, 1997-1998	Building 9	43	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2001-2002	Obsolete
2000-2015	Building 9	44	Sec. 35: Purchase Orders Related to an Executed Contract:	Procurement	10 Years	2010-2025	Obsolete
2000-2020	Building 9	44	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2004-2024	Obsolete
2006-2015	Building 9	45	Sec. 35: Purchase Orders Related to an Executed Contract:	Procurement	10 Years	2016-2025	Obsolete
1998-2020	Building 9	45	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2002-2024	Obsolete
2008-2020	Building 9	46	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2012-2024	Obsolete
2000-2015	Building 9	47	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2004-2019	Obsolete
2008-2016	Building 9	48	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2012-2020	Obsolete
2013-2015	Building 9	49	Sec. 35: Purchase Orders Related to an Executed Contract:	Procurement	10 Years	2023-2025	Obsolete
2012-2020	Building 9	49	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2016-2024	Obsolete
2016-2020	Building 9	50	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2020-2024	Obsolete
2014	Building 9	51	Sec. 35: Purchase Orders Related to an Executed Contract:	Procurement	10 Years	2018	Obsolete
2014-2020	Building 9	51	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2018-2024	Obsolete
2014-2020	Building 9	52	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2018-2024	Obsolete
2014	Building 9	53	Sec. 35: Purchase Orders Related to an Executed Contract:	Procurement	10 Years	2018	Obsolete
2013-2020	Building 9	53	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2017-2024	Obsolete

Retention Log Procurement Department

Attachment 6

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2015-2018	Building 9	54	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2019-2022	Obsolete
2004-2020	Building 9	55	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2008-2024	Obsolete
2017-2020	Building 9	56	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2021-2024	Obsolete
2010-2016	Building 9	57	Sec. 38: RFQs, RFPs – Proposals from Unsuccessful Proposers:	Procurement	3 Years	2014-2020	Obsolete
2010-2016	Building 9	58	Sec. 38: RFQs, RFPs – Proposals from Unsuccessful Proposers:	Procurement	3 Years	2014-2020	Obsolete
1983-1997	Building 9	60	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	1987-2001	Obsolete
2016	Building 9	61	Sec. 38: RFQs, RFPs – Proposals from Unsuccessful Proposers:	Procurement	3 Years	2020	Obsolete
2011-2012	Building 9	62	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2015-2016	Obsolete
2011-2017	Building 9	63	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2015-2021	Obsolete

RESOLUTION NO. 465

**A RESOLUTION OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY COMMISSION
ADOPTING A REVISED AIRPORT PROCEDURE
FOR RECORDS RETENTION AND DESTRUCTION**

The Burbank-Glendale-Pasadena Airport Authority Commission resolves as follows:

Section 1. Findings and Intent.

A. On April 5, 2004, the Commission adopted Resolution No. 390 establishing a records retention and destruction policy known as Airport Procedure No. 2150.

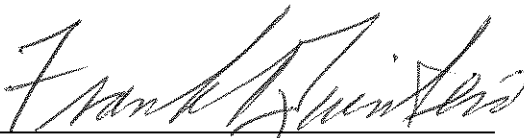
B. After eleven years, Airport Procedure No. 2150 requires updating to provide for greater control and efficiency in the management of Authority records.

C. The Commission desires to adopt a revised Airport Procedure No. 2150 that establishes a new records retention and destruction policy for the Authority, which has taken into consideration factors such as legal requirements, State of California archival recommendations, and business needs.

Section 2. Adoption of Revised Airport Procedure. The Commission adopts the attached Airport Procedure No. 2150 (Revised September 21, 2015) to serve as the Authority's records retention and destruction policy. Resolution No. 390 and all prior versions of Airport Procedure No. 2150 are superseded and shall be of no further force or effect.

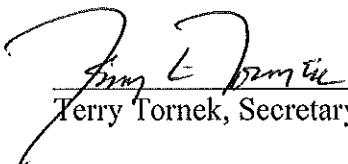
Section 3. Designation of Counsel. In the implementation of the attached Airport Procedure No. 2150 (Revised September 21, 2015), consent of Authority counsel for destruction of a record shall mean consent of either General Counsel Laurence S. Wiener or Assistant General Counsel Terence Boga.

Adopted this 21st day of September 2015.



Frank Quintero, President
Burbank-Glendale-Pasadena Airport Authority

ATTEST:



Terry Tornek, Secretary

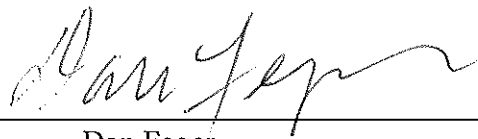
STATE OF CALIFORNIA)
) ss.
COUNTY OF LOS ANGELES)

I, Dan Feger, do hereby certify that the foregoing resolution was duly and regularly adopted by the Commission of the Burbank-Glendale-Pasadena Airport Authority at its regular meeting held on the 21st day of September 2015 by the following vote:

YES: Commissioners Brown, Adams, Friedman, Sinanyan,
 Quintero, Wiggins, Madison, Tornek and Selvidge

NOES: None

ABSENT: None

A handwritten signature in cursive script, appearing to read "Dan Feger", is written over a horizontal line.

Dan Feger
Assistant Secretary

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

AIRPORT PROCEDURE

PROCEDURE NO. 2150

Revised Effective September 21, 2015

I. Subject:

Records Retention and Destruction Policy

II. Purpose:

The purpose of this Procedure is to provide standards for the orderly retention of Authority records and the orderly destruction of obsolete Authority records.

III. Background:

The Authority has a need to reduce inventories of records that have fulfilled the administrative, fiscal, or legal purpose for which they were created or received. To facilitate the destruction of obsolete Authority records, this Procedure incorporates a Records Retention Schedule (Attachment A) that prescribes retention periods for each department's records. The retention periods have been determined based upon legal requirements (including federal and state statutes, grant agreements, and regulatory agency policies), State of California archival recommendations, and the Authority's business needs.

IV. Definitions:

The terms used in this Procedure shall have the following meanings:

“Authority Record” or “Record”: A writing (as defined below) regarding the conduct of Authority business, which satisfies both the following criteria: (i) the writing is in the custody of an employee or officer of the Authority or its airport management firm; and (ii) is kept either (a) because a law requires it to be kept or (b) because it is necessary or convenient to the discharge of the employee's or officer's duties and was made or retained for the purpose of preserving its informational content for future reference. If no law requires a writing to be kept, then the records custodian shall consider the following in determining whether the writing is an Authority record that must be retained: the writing's informational content; the purpose for which it was prepared or retained; and the manner of its use. Record series listed on the Authority's records retention schedule are presumptively Authority Records under this definition.

“Duplicate Record”: A duplicate record is considered a “non-record” only if the original Authority record that it duplicates is retained by the Authority.

“Non-record”: A writing that does not constitute an Authority record regardless of whether the writing is in an electronic format or a paper format. Examples of non-records include: (i) magazines or publications not produced by the Authority; (ii) library

material intended solely for reference or exhibition; (iii) spam e-mails; (iv) transitory writings (e.g. working papers, appointment logs, notes, preliminary drafts, and intra-agency correspondence) that are not retained by the Authority in the ordinary course of business even if they contain information relating to the conduct of the Authority's business; and (v) unofficial duplicate of documents kept only for convenience or reference. "Intra-agency" means between officers, employees, or counsel of the Authority or its airport management firm. Items of correspondence that are not necessary for future reference, such as personal communications, minor transmittals, information provided or received for inclusion in a larger document, preliminary discussions of ideas, and basic scheduling correspondence, for example, are generally non-records.

"Writing": Any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting and storing digitally by electronic mail (e-mail), text message, or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. Notwithstanding the preceding, "writing" does not include voice mails.

V. Responsibility:

- A.** The Records Retention Program shall be administered by the Senior Deputy Executive Director.
- B.** Each Director shall appoint a Custodian of Records for his/her department to work with the Senior Deputy Executive Director. The Custodian of Records shall be responsible for coordinating the retention and destruction of the department's records consistent with this Procedure.
- C.** Each Director and department Custodian of Records shall periodically review the Records Retention Schedule as it applies to his/her department and, as necessary, shall propose revisions to ensure that every identifiable record produced or maintained by that department is covered. Proposed revisions shall be submitted in writing to the Senior Deputy Executive Director and Authority counsel.

VI. Process:

A. Overview of Records Retention Schedule

- 1. The Records Retention Schedule identifies the following for each type of record:
 - Record Series Description: identifies the type of Authority record to be retained.
 - Retention Period: establishes the minimum period of time that the document must be retained.

- Legal Authority: identifies relevant laws used in determining the retention period.
 - Contents/Notes: describes the record by content and may include examples of records that is covered by the Record Series.
2. The Records Retention Schedule sets the minimum retention period before an Authority record becomes obsolete. It does not authorize destruction of obsolete records. To destroy those records, additional Commission action is required in accordance with Section VI(F) below.
 3. Contractual obligations may impose longer retention periods. The Authority has contracted with various grantors to receive grant or other funding. As a condition of receiving monies through funding source agreements, the Authority has agreed to retain certain records specified in the grant agreements for a set length of time. Authority records that are specified in each funding source agreement must be retained for the period of time set forth in the funding source agreement, even if that is a longer retention period than the retention period stated on the Records Retention Schedule.

B. Preserved Records

The following Authority records shall not be destroyed:

1. Authority records affecting the title to real property or liens thereon.
2. Authority records required to be kept by statute.
3. Authority records less than two (2) years old with the exception of duplicate records or as otherwise provided by law.
4. The minutes and resolutions of the Commission or its standing committees.

C. Duty To Obtain Commission Approval for Records Destruction

Authority records may not be destroyed until approved for destruction in accordance with Section VI(F) below. Authority records include writings listed on the Records Retention Schedule, as well as writings that meet the definition of an Authority record even if not listed on the Records Retention Schedule.

D. Duty To Preserve Records on Legal Hold

1. A legal hold places a freeze on any destruction authorization for a particular record or type of record.

- a. A legal hold refers to the duty of the Authority to preserve and not destroy any records that are potentially relevant to any of the following in which the Authority may be involved: a reasonably anticipated claim or litigation; an ongoing claim or litigation; a pending employee grievance; a pending regulatory or governmental investigation; a pending subpoena; a pending Public Records Act request; a pending audit or similar legal matter.
 - b. Any records subject to a legal hold must be preserved in all forms in which the record exists, including both paper and electronic formats.
2. Any part of this Procedure that permits destruction of Authority records, or purging of non-records or duplicates, is superseded when a legal hold is placed on the records and non-records, and such records and non-records may not be destroyed.
3. Destruction in accordance with this Procedure may resume after notice is provided by the attorney responsible for the matter that the legal hold has been lifted and is no longer in effect.

E. Purge of Non-Records

1. Non-records need not be retained and should be purged (destroyed) when no longer needed, provided a legal hold does not prohibit their destruction.
2. E-mails are automatically saved for two years and then, due to storage limitations, are automatically purged on a rolling basis. Staff must take appropriate steps, within the two-year period, to save to the Authority's network server system any e-mails that are Authority Records; all other e-mails will be automatically deleted as non-records unless subject to a legal hold. Spam e-mails and transitory writing e-mails may be purged as described below.
3. Spam e-mails (e.g. unsolicited commercial offers unrelated to Authority business) are considered non-records and may be purged immediately, provided a legal hold does not prohibit their destruction.
4. Transitory writings:
 - a. Intra-agency e-mails are considered non-records and, provided a legal hold does not prohibit their destruction, may be purged after 30 days unless such e-mails (1) record the formulation and implementation of policies and decisions (e.g., staff changes, policy setting, strategic planning); (2) initiate, authorize, further, or complete a transaction of Authority business; or (3) otherwise qualify by definition as an Authority record.

- b. Working papers, informal notes, internal drafts and other non-records should be kept separate from the files containing Authority records, and they may be purged once a project, contract or document is finalized.
- 5. Duplicate records (printed copies):
 - a. Duplicate copies of records less than two (2) years old may be purged (destroyed) if the duplicate copies are no longer required. However, a duplicate copy may not be destroyed unless the original Authority record is retained by the department, transferred to another department for retention, or generated by another department that retains the original record.
 - b. Not all copies are duplicate records; in some cases, the Authority receives or retains a “copy” as the original Authority record, such as when a letter sent by the Authority is mailed or when the Authority receives a copy of a contractor’s insurance policy. Those copies that are original Authority records may not be purged and must be retained.
- 6. Duplicate records (electronic digital copies)
 - a. Unless retention in electronic format is otherwise required by law, the Record Retention Schedule, or a legal hold, Authority records that are in native electronic format, including e-mail, may be destroyed as duplicates, provided that printed copies or copies converted to PDF are retained as follows:
 - (i) In lieu of retaining an e-mail in native electronic format, an e-mail printed on paper or converted to PDF may be retained as the original Authority record in accordance with its appropriate retention schedule so long as the printed/converted e-mail includes the identity of the sender and recipient, the date and time of the e-mail, and any attachments. If a printed/converted e-mail is retained as the original Authority record, the native electronic version is deemed to be a duplicate and may be destroyed after the e-mail is printed/converted.
 - (ii) In lieu of retaining any letter, memorandum, spreadsheet or report in native electronic format, the final version of a letter, memorandum, spreadsheet or report printed on paper or converted to PDF may be retained as the original Authority record. If a printed/converted letter, memorandum, spreadsheet or report is retained as the original Authority record, the native electronic version is

deemed to be a duplicate and may be destroyed after the original is printed or converted.

- b. The authorization to convert native electronic records to PDF does not permit the Authority to scan paper records to PDF and destroy the paper record. A separate policy must be adopted to permit the destruction of paper records after scanning such paper records to PDF format.
- c. The authorization to destroy electronic duplicates provided herein does not permit the destruction of those native electronic files that are routinely used, edited and updated by the Authority on an on-going basis, such as a financial accounting database or spreadsheet.

F. Destruction of Authority Records

1. Prior to destroying any Authority records listed on the Records Retention Schedule, the following Steps shall be completed.

Step 1: Staff shall consider the following factors for records that have reached the expiration of their retention period:

- Is the record subject to a legal hold (see Section VI(D) above)?
- Does the record have a specific administrative or fiscal function that justifies longer retention? A department may retain a record past its minimum retention period for operational purposes where it can demonstrate the record meets an extraordinary administrative or fiscal need.
- Does the record have a specific historical/archival value that justifies longer retention? Records with archival value are to be preserved because they contain information of continuing and enduring value to the Authority, provide valuable research data, or document the history of the Authority and its departments.
- If the answer to any of the questions is yes, the record will not be proposed for destruction.

Step 2: A list will be made of all records that are to be destroyed and submitted to the Senior Deputy Executive Director or designee. The list of records shall not include any Authority records that are subject to a legal hold, and the Department Head shall sign a destruction form so attesting.

Step 3: This list, and the signed destruction form, will be presented to Authority counsel who will be asked to review and consent to the destruction of the records identified.

Step 4: Once the written consent of Authority counsel has been obtained, a resolution will be brought before the Commission at an open meeting requesting approval of the request to destroy those records.

Step 5: The Commission shall authorize records destruction by resolution.

2. For those Authority records that are not listed on the Records Retention Schedule, staff shall follow Steps 1-3 above, and provide Authority counsel with a description of the writings, their administrative, operational, contractual, fiscal and historical value, and why staff believes they are obsolete and should be destroyed. Authority counsel will review and provide advice regarding any legal requirements related to retention of the unscheduled records. If Authority counsel consents to destruction, the Senior Deputy Executive Director or designee may propose the record for destruction. The Commission shall authorize such records destruction by resolution.
3. The Senior Deputy Executive Director or designee will coordinate with any department requiring destruction of records to ensure protocol is followed and requisite review and approvals are obtained from Authority counsel and the Commission.
4. In the event a department desires to retain a record series beyond its retention period, the appropriate staff person shall complete a form stating the Step 1 basis for retaining the records for a longer period than set forth in the Records Retention Schedule.
5. Exceptions to Steps 1-5:
 - a. Authority Records Pre-Approved for Destruction. In the event the Records Retention Schedule expressly states that an Authority record may be destroyed without further Commission approval, such record is not subject to the destruction resolution requirement above and may be destroyed without further approval.
 - b. Destruction of Records Mandated by Law. If state or federal law mandates that an Authority record must be destroyed within a certain period of time or by a specified date, the Senior Deputy Executive Director, with the written consent of Authority counsel, is hereby authorized to destroy such Authority records as required by law.

G. Method of Destruction

The secure destruction of any record shall be by burning, shredding, or other mechanism which shall render its content forever unreconstructable.

H. Staff Training

Staff will be trained annually on what Authority records to keep, and what non-records may be purged.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
COMMISSION AND ADMINISTRATION

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
1.	Administration – General Subjects (internal working files)	4 years		Working files for general subjects involving miscellaneous issues that do not fall under any other retention category to the extent staff retains them. If subject matter requires longer retention, use the longer retention period. This category does not require the retention of temporary working files for any subject matter, but instead provides a retention period for those miscellaneous working files staff determines are desirable to retain.
2.	Agendas and Staff Reports – Commission	Permanent		
3.	Agendas and Staff Reports – Committees	7 years		
4.	Airport Certification – Permits, Certifications and Related Documentation	Permanent		
5.	Appointment Books	3 years		
6.	Budget – Working Papers and Reports	3 years		Working papers related to preparation of annual department budget.
7.	Calendar – Regular Meeting Dates of Authority and Commission and Committees	2 years		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
COMMISSION AND ADMINISTRATION

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
8.	Correspondence – Substantive General Correspondence	4 years		Substantive general correspondence ¹ involving miscellaneous issues that do not fall under any other retention category. If subject matter requires longer retention, use the longer retention period.
9.	Development Agreements	Permanent		
10.	Directories	2 years		
11.	Employment Agreement – Chief of Airport Police and Director of Public Safety	Date agreement expired or terminated plus 4 years	CCP § 337	
12.	Employment Investigations (Airport Police)	Investigation closed plus 5 years	Evidence Code § 1045 Penal Code §§ 801.5; 803(c); 832.5	Administration department serves as civilian oversight for Airport Police. If litigation, see retention for “Litigation Records” below.

¹ “Substantive correspondence” means correspondence that relates to the conduct of the Authority’s business, is required for future reference by the Authority, and documents actions, decisions, or other matters of importance to the Authority, including any writing that: (1) is required by law to be kept; (2) records the formulation and implementation of policies and decisions (e.g., staff changes, policy setting, strategic planning); or (3) initiates, authorizes, furthers, or completes a transaction of official agency business. Items of correspondence that are not necessary for future reference, such as personal communications, minor transmittals, information provided or received for inclusion in a larger document, preliminary or draft discussions of ideas, and basic scheduling correspondence, for example, are generally non-records and not considered “substantive correspondence.”

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
COMMISSION AND ADMINISTRATION

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
13.	FPPC Filings – Code Filers	4 years	Gov't Code § 81009(f)	Statement of Economic Interest (Form 700). NOTE: Original Form 700 is filed with LA County. Airport Authority retains a copy for 4 years.
14.	FPPC Filings –Filers Designated in Airport Authority Local Conflicts of Interest Code	7 years	Gov't Code § 81009(e)	Statement of Economic Interest (Form 700). NOTE: Original Form 700 is filed with the Airport Authority and retained for 7 years.
15.	Hearing or Review before Hearing Officer	Permanent		
16.	Joint Powers Authority (JPA) Agreement and Amendments	Permanent		
17.	Legal Opinions	Superseded plus 2 years		
18.	Litigation and Claims Records	Date claim is closed plus 7 years		Litigation directly managed by Administration Department Applies to all records in the file except those scheduled as “Permanent”.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
COMMISSION AND ADMINISTRATION

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
		Permanent		Retain all original claims against the Authority and Authority's answer to claims; documents initiating litigation, such as complaints/writs filed with court incl. amendments, and defendant's answer; settlements, judgments, final awards and similar final records terminating the litigation.
19.	Minutes – Committees and Commission	Permanent		
20.	Notice of Meeting – Commission	Permanent		
21.	Notice of Meeting – Committee	7 years		
22.	Oaths of Office	Termination of Office plus 3 years		
23.	Policies and Procedures of Airport Authority (agency-wide)	Superseded plus 5 years		
24.	Public Records Requests	4 years		Public records requests, 14-day extension letters (if any), determination letters, and related records.
25.	Recordings - Audio and/or Video Recordings of Committee and Commission	2 years		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
COMMISSION AND ADMINISTRATION

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
26.	Reports/Studies/Projects – Completed	Completion plus 10 years unless paid for with grant or PFC funds		
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
27.	Reports/Studies/Projects – Terminated Prior to Completion	Abandonment plus 3 years		Record series covers reports, studies or projects that are initiated, but later terminated prior to completion.
28.	Resolutions – Commission	Permanent		
29.	Vehicle Assignment – Log Books, Sign Out Forms	3 years		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
HUMAN RESOURCES DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
1.	Airport Police – Benefit Plan Claims	Permanent		
2.	Airport Police – Benefit Plan Enrollment – Approved	Transfer record to Airport Police for Personnel File		
3.	Airport Police – Benefit Plan Enrollment – Denied	Date denied plus 4 years		
4.	Airport Police – Benefit Plan Records	Superseded plus 7 years		Insurance policies and benefit summaries regarding benefit plans.
5.	Airport Police – Correspondence Regarding Airport Police Personnel Matters	Transfer record to Airport Police or Administration, as appropriate		Examples: Employee complaints; management requests for assistance. Includes letters, memos, emails, etc.
6.	Airport Police – Employee Programs – EAP, recognition, star awards, etc.	Superseded plus 7 years		Program-level records (employee specific records are filed with Personnel Files).
7.	Airport Police – Insurance Policies – Workers Compensation	Permanent		
8.	Appointment Books	3 years		
9.	Budget – Working Papers and Reports	3 years		Working papers related to preparation of annual department budget.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
HUMAN RESOURCES DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
10.	Correspondence – Substantive General Correspondence	4 years		Substantive general correspondence ¹ involving miscellaneous issues that do not fall under any other retention category. If subject matter requires longer retention, use the longer retention period.
11.	Performance and Compensation Reviews of Senior Staff per TBI Agreement	Employment termination plus 10 years EXCEPT do not destroy any files if (1) Authority has received verified FEHA complaint, or (2) if <u>any</u> pending employment claim or litigation	Gov't Code § 34090; 29 CFR §§ 1602.14, 1602.31, 1627.3; Cal. Lab. Code § 1174; OMB A-133; Gov't Code §§ 12940(e), 12946	NOTE: "Do not destroy" instruction applies to all performance, compensation or personnel files, and not just files of the complaining party.
12.	Public Records Requests	4 years		Public records requests, 14-day extension letters (if any), determination letters, and related records.

¹ "Substantive correspondence" means correspondence that relates to the conduct of the Authority's business, is required for future reference by the Authority, and documents actions, decisions, or other matters of importance to the Authority, including any writing that: (1) is required by law to be kept; (2) records the formulation and implementation of policies and decisions (e.g., staff changes, policy setting, strategic planning); or (3) initiates, authorizes, furthers, or completes a transaction of official agency business. Items of correspondence that are not necessary for future reference, such as personal communications, minor transmittals, information provided or received for inclusion in a larger document, preliminary or draft discussions of ideas, and basic scheduling correspondence, for example, are generally non-records and not considered "substantive correspondence."

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
AIRPORT POLICE DEPARTMENT/PUBLIC SAFETY

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
1.	Administrative/Internal Affairs – Misconduct, Complaints, Officer Involved Shootings (No Death)	Investigation closed plus 5 years	Evidence Code § 1045 Penal Code §§ 801.5; 803(c); 832.5	
2.	Administrative/Internal Affairs – Officer Involved Shootings with Death	Investigation closed plus 25 years	Evidence Code § 1045 Penal Code §§ 801.5; 803(c); 832.5	
3.	Appointment Books	3 years		
4.	Armory Inventory – Weapons, Ammunition, Equipment	Permanent		
5.	Asset Forfeiture – Expenditures and Recapture	Close of annual financial audit plus 7 years; (but not less than the time period described under “Contents/Notes”)	DOJ Guidelines (published April 2009)	Retain for at least 5 years all documents and records pertaining to the Airport Authority’s participation in the Dept. of Justice Equitable Sharing Program and its receipt and expenditure or use of shared cash, proceeds, real property or tangible personal property, including Form DAG-71, Equitable Sharing Agreement and Certification forms, accounting and bookkeeping documents, logs and records, bank records and statements, and audit reports.
6.	Automated License Plate Recognition System (ALPRS) (Contract and Service Warranty)	Date contract is terminated plus 4 years		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
AIRPORT POLICE DEPARTMENT/PUBLIC SAFETY

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
7.	Automated License Plate Recognition System (ALPRS) (Data)	2 years		Data such as license plate, time stamp, picture of license plate, picture of rear of vehicle, location of ALPRS camera, and search results.
8.	Budget – Working Papers and Reports	3 years		Working papers related to preparation of annual department budget.
9.	Citations –Health and Safety Code Sections 11357(b), 11357(c), 11357(d), 11357(e) [not juvenile] and 11360(b) Violations	Date of conviction plus 2 years; if no conviction, date of arrest plus 2 years	Health & Safety Code § 11361.5	Original is attached to Desk Report that is sent to Burbank Police Department; Airport Police retain a copy only.
10.	Citations – Health and Safety Code Section 11357(e) Violations (Juvenile)	Date juvenile offender attains the age of 18 years	Health & Safety Code § 11361.5	Original is attached to Desk Report that is sent to Burbank Police Department; Airport Police retain a copy only.
11.	Citations – To Appear (other than Health and Safety Code violations listed in No. 6 and 7)	4 year		Original is attached to Desk Report that is sent to Burbank Police Department; Airport Police retain a copy only.
12.	Citations – Parking/Traffic/Infractions (duplicates)	Date closed plus 2 years		The Burbank Police Department is the custodian of the original citations issued by the Airport Police Department. Obsolete category: Airport Police no longer retain a separate copy file; officer copy may be attached to log.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
AIRPORT POLICE DEPARTMENT/PUBLIC SAFETY

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
13.	Correspondence – Substantive General Correspondence	4 years		Substantive general correspondence ¹ involving miscellaneous issues that do not fall under any other retention category. If subject matter requires longer retention, use the longer retention period.
14.	Field Interview Reports – Police	3 years		A 3x5 card (FI Card) that documents a contact with someone that does not involve a citation or arrest.
15.	Fire Department Training	Employment termination plus 10 years	14 CFR § 139.301; 14 CFR. § 139.303; 14 CFR. § 139.329; 14 CFR. § 139.319	EMT Certifications, Training Certifications, Driver's License Endorsements, etc.
16.	Fire Incident Reports - Aircraft	Permanent	14 CFR § 139.301; 14 CFR. § 139.329	Aircraft accidents and related injuries, property damages
17.	Fire Incident Reports - Not Aircraft	Permanent	CCP § 338	

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BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
AIRPORT POLICE DEPARTMENT/PUBLIC SAFETY

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NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
18.	Fire Inspections – Fire Prevention, Fuel Trucks and Farm	Date of inspection plus 5 years	14 CFR § 139.301; Calif. Fire Code, § 104.6	
19.	Fire Journals – Fire Station (activities, personnel, prevention, efforts)	10 years		
20.	General Orders, Policies/Procedures Police and Fire	Superseded plus 10 years		
21.	Juvenile Custody Reports (including yearly)	3 years		
22.	Litigation and Claims (Filed by a member of the public against the police department)	Date claim is closed plus 7 years		Applies to all records in the file except those scheduled as “Permanent”.
		Permanent		Retain all original claims against the Authority and Authority’s answer to claims; documents initiating litigation, such as complaints/writs filed with court including amendments, and defendant’s answer; settlements, judgments, final awards and similar final records terminating the litigation.
23.	Logs – Police Officer Logs/Daily Activity	5 years		In the event of a crime, an official police report is prepared and filed with the Burbank Police Department.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
AIRPORT POLICE DEPARTMENT/PUBLIC SAFETY

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NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
24.	Logs – Property Lost/Found	3 years	Civil Code §§ 2080 et seq.	
25.	Mutual Aid, Strategic Plans	Superseded plus 5 years unless paid for with grant or PFC funds		
		Permanent (See note re: Grants and PFC)		NOTE: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
26.	Public Records Requests	4 years		Public records requests, 14-day extension letters (if any), determination letters, and related records
27.	Recorded Radio Traffic and DVSS	See Communications and Information Technology Retention Schedule	Gov't Code §§ 34090.6, 53160	
28.	Reports – Criminal/Police (Desk Reports)	4 years		Original sent to Burbank PD; copy retained by Airport PD. In the future, Desk Reports will be entered online and Airport PD will have access to Burbank PD full report.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
AIRPORT POLICE DEPARTMENT/PUBLIC SAFETY

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NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
29.	Reports – Fatal Injury including Traffic Accident with Fatality (Desk Reports)	Permanent		Original sent to Burbank PD; copy retained by Airport PD.
30.	Reports – Non-Criminal/Police, including Traffic Accident with No Injuries (Desk Report or Airport Report)	<u>Desk Report</u> : 4 years <u>Airport Report</u> : Year closed plus 3 years	Vehicle Code § 2547	Includes traffic collisions with no injuries and no fatalities. <u>Desk Report</u> : Original sent to Burbank PD; copy retained by Airport PD. In the future, Desk Reports will be entered online and Airport PD will have access to Burbank PD full report. <u>Airport Report</u> : Retained by Airport PD only
31.	Reports – Traffic Accident with Injuries (No Fatalities)	Date closed plus 5 years (see note)		Traffic collisions with no fatalities but one or more injuries are involved. NOTE: If Airport Authority employee is injured, retain per “Workers’ Compensation Case Files” below.
32.	Restraining Orders, Emergency Protective Orders, Temporary Restraining orders, Similar Legal Stipulations	Date expired plus 2 years		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
AIRPORT POLICE DEPARTMENT/PUBLIC SAFETY

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NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
33.	RFQs, RFPs Bids and related Agreement – Successful Proposers	<u>Assets</u> Life of asset plus 2 years unless paid for with grant or PFC funds <u>All others</u> Date related contract is terminated plus 4 years unless paid for with grant or PFC funds	Cal. Code Procedure § 337	
		Permanent (See note re: Grants and PFC)		NOTE: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
34.	RFQs, RFPs – Proposals or Statements of Qualification from Unsuccessful Proposers	3 years		Proposals and statements of qualification received in response to an RFQ or RFP, which were not chosen by the Airport Authority; no agreement was entered into with the unsuccessful proposer.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
AIRPORT POLICE DEPARTMENT/PUBLIC SAFETY

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NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
35.	RFQs, RFPs – Cancelled Solicitations	3 years		After an RFQ or RFP was issued, it was cancelled and no agreement was finalized, executed or acted upon. Records covered by this record series include the RFQ or RFP and any proposals or statement of qualifications received by the Airport Authority.
36.	Schedules – Deployment – Police/Fire Operations	3 years		
37.	Schedules – Daily Attendance/Roll Call Agenda	3 years		
38.	Statistical – Crime Statistics	3 years		
39.	Subpoenas	Response completed plus 2 years		
40.	Subpoenas Tracking Log	3 years		
41.	Videos – Security (DVDs)	Retain for same time period as other related evidence.		DVD copy of video from DVSS, retained for evidentiary purposes (See Information and Communications Technology retention schedule for DVSS retention period.)

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
AIRPORT POLICE DEPARTMENT/PUBLIC SAFETY

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NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
Personnel and Risk Management Files – Safety Employees				
1.	Grievances and Arbitrations	Permanent		
2.	Employee Association Recognition/Formation	Permanent		Records related to recognition of Burbank Airport Police Officers Association as bargaining agent for Airport Police
3.	Employee Handbook (Airport Police)	Permanent		
4.	Employment Litigation	Permanent		
5.	Labor – Memorandum of Understanding	Permanent		Memorandum of Understanding between BGPAA and Burbank Airport Police Officers Association
6.	Non-Hires – Recruitment related including: <ul style="list-style-type: none"> • unsuccessful applications and resumes; • unsuccessful applicant exams, including pre-employment medical exams; • unsuccessful applicant – pre-employment investigations; • self-identifier forms; • alternate lists/logs; • indices, exam materials, exam answer sheets; • job bulletins/job postings/advertisements; • personnel requisitions 	Position filled (or search terminated) plus 3 years EXCEPT do not destroy any files if (1) Authority has received verified FEHA complaint, or (2) if <u>any</u> pending employment claim or litigation	Gov't Code § 34090; 29 CFR §§ 1602.14, 1602.31, 1627.3; Cal. Lab. Code § 1174; OMB A-133; Gov't Code §§ 12940(e), 12946	<p>“Do not destroy” instruction applies to all personnel files, and not just files of the complaining party.</p> <p>NOTE: Recruitment records specific to individuals who are hired as employees of the Airport Authority are retained per “Personnel Records” below.</p>

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
AIRPORT POLICE DEPARTMENT/PUBLIC SAFETY

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NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
7.	Personnel Records	Employment termination plus 10 years EXCEPT do not destroy any files if (1) Authority has received verified FEHA complaint, or (2) if <u>any</u> pending employment claim or litigation	Gov't Code § 34090; 29 CFR §§ 1602.14, 1602.31, 1627.3; Cal. Lab. Code § 1174; OMB A-133; Gov't Code §§ 12940(e), 12946	Applies to both medical and non-medical personnel files. Includes application, resume, pre-employment medical exam report, pre-employment Investigations, I-9 forms, Safety training records, Prevention of Harassment Training and all other personnel records that are not otherwise individually scheduled for retention. Retain for longer period if record is listed under a separate record series (e.g., "Personnel Records – Employee Exposure Record"). NOTE: "Do not destroy" instruction applies to all personnel files, and not just files of the complaining party
8.	Personnel Records – Employee Exposure Record, if any	Permanent	29 CFR 1910.1020	Employee exposure to toxic substances or harmful physical agents as defined in federal law
9.	Risk Management Reports – Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies	6 years	29 CFR §§ 1904.4, 1904.33; Labor Code § 6401.7; Gov't Code § 34090(d)	
10.	Risk Management Reports – CalOSHA Forms 300, 300A and 301	6 years	8 CCR § 14300.33, Gov't Code § 34090(d)	

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
AIRPORT POLICE DEPARTMENT/PUBLIC SAFETY

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NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
11.	Unemployment claims and related litigation	Permanent		
12.	Weapons-related Records for Retirees (e.g., Carrying concealed weapon, Range qualification, etc.)	Life of Retiree plus 2 years	Penal Code §§ 25450 et seq.; 26300 et seq.	
13.	Workers' Compensation Case Files	Permanent	8 CCR §§ 10101 10101.1, 10102, 10103, 10103.1-10103.3; Labor Code § 6410	Includes incident reports, and accident reports regarding employee injury.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
OPERATIONS AND MAINTENANCE DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
1.	Apparatus/Vehicle – Police and Fire Repair, Maintenance, and Inspection Records	4 years		
2.	Appointment Books	3 years		
3.	Budget – Working Papers and Reports	3 years		Working papers related to preparation of annual department budget.
4.	Correspondence – Substantive General Correspondence	4 years		Substantive general correspondence ¹ involving miscellaneous issues that do not fall under any other retention category. If subject matter requires longer retention, use the longer retention period.
5.	Elevator Permits – Annual Inspection	Date of inspection plus 5 years	8 CCR § 3001(c); Calif. Fire Code, § 104.6	
6.	Equipment – Radio Logs (communication problems, resolution, performance)	3 years		

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BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
OPERATIONS AND MAINTENANCE DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
7.	Emergency Generator – Use and Maintenance Logbook	3 years	SCAQMD Rule 1470(7)(C)	
8.	Fire Protection System – Annual Inspection	Date of inspection plus 5 years	Calif. Fire Code, § 104.6	Includes fire extinguisher inspection log, and automatic fire suppression system log and documentation.
9.	Inspection – Airfield and Runway	7 years	14 CFR 139.301; 14 C.F.R. § 139.327; 14 C.F.R. § 139.329	Inspections of airfield and runway as required by Part 139 of Title 14 the Code of Federal Regulations.
10.	Inspection – Other FAA Part 139 Related Reports (not Airfield or Runway)	7 years	14 CFR 139.301	Part 139 of Title 14 the Code of Federal Regulations reports other than inspections of airfield and runway.
11.	Logs – Operations (Daily)	5 years		Operations and Maintenance Department maintains logs. Communication center log (includes fire dispatch); airside operations log; and landside operations log. NOTE: Some logs may require longer retention based upon subject matter covered by retention periods set forth on this retention schedule or a retention schedule of another department. Example: Log entries regarding fuel spill reports that do not qualify as minimal must be retained permanently.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
OPERATIONS AND MAINTENANCE DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
12.	Maintenance and Operations – Service of Vehicles	Until vehicle is sold or otherwise disposed of plus 2 years		
13.	Maintenance and Operations – Service Requests, Work Orders, Invoices, Supporting Documentation	7 years	14 CFR 139.301	Related to airfield and runway.
14.	Material Safety Data Sheets (MSDS), Chemical Inventory, etc.	Termination of product used plus 30 years	29 CFR 1910.1020(c)(5) & (d)(1)(ii)	Summary of chemical components of materials used in maintenance and operations that are required as part of a record of employee exposure to certain toxic substance or harmful physical agent. Includes record of use of any toxic substance or harmful physical agent.
15.	Pest Control: Pesticide Applications, Inspections, Sampling Documents	8 years (but see MSDS)		See Exception for material safety data sheets, chemical inventory, etc.
16.	Policies and Procedures - Operations	Superseded plus 5 years		
17.	Public Records Requests	4 years		Public records requests, 14-day extension letters (if any), determination letters, and related records.
18.	Reports – Accident and Incident (Aircraft)	Permanent		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
OPERATIONS AND MAINTENANCE DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
19.	Reports – Airport Operational (Administrative)	5 years (but retain longer if specific subject matter is covered by a longer retention period)	14 CFR 139.301	Includes first aid reports; security reports; and minimal fuel spill reports (see Storm Water Discharge Permit No. CAS000001). NOTE: Some reports may require longer retention based upon subject matter covered by retention periods set forth on this retention schedule or a retention schedule of another department. Example: Fuel spill reports that do not qualify as minimal must be retained permanently.
20.	RFQs, RFPs – Successful Proposers	Date agreement is terminated plus 10 years unless paid for with grant or PFC funds	CCP 326, 337, 337.2, 339.5	
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
21.	RFQs, RFPs – Proposals or Statements of Qualification from Unsuccessful Proposers	3 years		Proposals and statements of qualification received in response to an RFQ or RFP, which were not chosen by the Airport Authority; no agreement was entered into with the unsuccessful proposer.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
OPERATIONS AND MAINTENANCE DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
22.	RFQs, RFPs – Cancelled Solicitations	3 years		After an RFQ or RFP was issued, it was cancelled and no agreement was finalized, executed or acted upon. Records covered by this record series include the RFQ or RFP and any proposals or statement of qualifications received by the Airport Authority.
23.	Traffic Signals –Drawings, Codes, Installation	Until signal is removed or replaced plus 2 years	CCP § 335.1	
24.	Traffic Signals - Maintenance and Repair Logs and Records	10 years		
25.	Training Records	7 years	14 CFR 139.301	Training required by Part 139 of Title 14 the Code of Federal Regulations

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
PUBLIC AFFAIRS AND COMMUNICATIONS DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
1.	Appointment Books	3 years		
2.	Budget – Working Papers and Reports	3 years		Working papers related to preparation of annual department budget.
3.	Contracts	Date contract is terminated plus 4 years unless paid for with grant or PFC funds	CCP § 337	Contracts for public relations and marketing products and services. Includes related correspondence and related purchase orders.
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
4.	Correspondence – Substantive General Correspondence	4 years		Substantive general correspondence ¹ involving miscellaneous issues that do not fall under any other retention category. If subject matter requires longer retention, use the longer retention period.
5.	Historical Reference File	Permanent		Various airport projects requiring public relations support

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BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
PUBLIC AFFAIRS AND COMMUNICATIONS DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
6.	Media Relations – Speeches/Presentations	5 years		Speeches and PowerPoint presentations to the public (e.g., service clubs, governmental entities or other associations).
7.	Public Relations – Brochures, Printed Publications	Permanent		For historical purposes.
8.	Public Relations – Press Releases	Permanent		For historical purposes.
9.	Photographs – Historical	Permanent		Those deemed by staff to have historical value.
10.	Project Files	4 years		
11.	Public Records Requests	4 years		Public records requests, 14-day extension letters (if any), determination letters, and related records.
12.	RFQs, RFPs – Successful Proposers	Date contract is terminated plus 4 years unless paid for with grant or PFC funds	CCP § 337	
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
PUBLIC AFFAIRS AND COMMUNICATIONS DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
13.	RFQs, RFPs – Proposals or Statements of Qualification from Unsuccessful Proposers	3 years		Proposals and statements of qualification received in response to an RFQ or RFP, which were not chosen by the Airport Authority; no agreement was entered into with the unsuccessful proposer
14.	RFQs, RFPs – Cancelled Solicitations	3 years		After an RFQ or RFP was issued, it was cancelled and no agreement was finalized, executed or acted upon. Records covered by this record series include the RFQ or RFP and any proposals or statement of qualifications received by the Airport Authority.
15.	Statistics	Permanent		Statistical summaries, monthly FAA Control Tower report; monthly airline reports and other supporting documentation including passenger count, cargo volume, aircraft operations data. For historical purposes.
16.	Studies and Reports	4 years		Customer Service Survey; Economic Impact Report
17.	Videos – Marketing/Promotional Videos	2 years		
18.	Videos – Historical Videos	Permanent		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
ENGINEERING AND CONSTRUCTION DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
1.	Air Space Construction (FAA 7460)	Permanent		
2.	Appointment Books	3 years		
3.	Bidders List	2 years		
4.	Budget – Working Papers and Reports	3 years		Working papers related to preparation of annual department budget.
5.	Capital Improvement Program	3 years		Long-range planning document
6.	Capital Improvement Projects (Built)	Permanent	14 CFR §§ 151.53, 151.55 et al	Agreements/Contracts; Asbestos – abatement projects; Bid documents (complete bid package, successful proposer); Certificate of occupancy; Contractor and subcontractor time sheets and invoices (prevailing wages); Construction planning and design; Engineering plans; Environmental review; Hazardous waste disposal (handling and disposal); Plans as proposed and “as built”; State and Federal Licenses, Permits and related documents
7.	Capital Improvement Projects (Not built)	10 years		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
ENGINEERING AND CONSTRUCTION DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
8.	Contracts (Not Capital Improvement Project)	Date contract is terminated plus 4 years unless paid for with grant or PFC funds	CCP § 337	Contracts that are not related to a capital improvement project
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently
9.	Correspondence – Substantive General Correspondence	4 years		Substantive general correspondence ¹ involving miscellaneous issues that do not fall under any other retention category. If subject matter requires longer retention, use the longer retention period.
10.	Correspondence – FAA/City of Burbank/City of Los Angeles	4 years		Correspondence not related to any project or matter.

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BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
ENGINEERING AND CONSTRUCTION DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
		Superseded or Obsolete: Retain minimum 2 years		If regarding a statute, regulation, ordinance, or similarly related regulatory advice, retain until superseded or outdated, but for no less than 2 years.
11.	Grants	Permanent		
12.	Land Uses – Non-conforming	Permanent		
13.	Public Records Requests	4 years		Public records requests, 14-day extension letters (if any), determination letters, and related records.
14.	Purchase Orders (Not Capital Improvement Project)	Date open purchase order is terminated or date of purchase (if single purchase) plus 4 years unless paid for with grant or PFC funds	CCP § 337	Single or on-going purchase orders not related to a capital improvement project
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
15.	RFQs and RFPs – Capital Improvement Projects – Successful Proposer	Permanent		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
ENGINEERING AND CONSTRUCTION DEPARTMENT

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NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
16.	RFQs and RFPs – Not Capital Improvement Projects – Successful Proposer	Date contract is terminated plus 4 years unless paid for with grant or PFC funds		Contracts that are not related to a capital improvement project
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
17.	RFQs, RFPs – Proposals or Statements of Qualification from Unsuccessful Proposers	3 years		Proposals and statements of qualification received in response to an RFQ or RFP, which were not chosen by the Airport Authority; no agreement was entered into with the unsuccessful proposer.
18.	RFQs, RFPs – Cancelled Solicitations	3 years		After an RFQ or RFP was issued, it was cancelled and no agreement was finalized, executed or acted upon. Records covered by this record series include the RFQ or RFP and any proposals or statement of qualifications received by the Airport Authority.
19.	Seismic Retrofit Program	Permanent		
20.	Soil Reports	Permanent		
21.	Surveys	Permanent		
22.	Tenant Improvement Documents	Permanent		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
ENGINEERING AND CONSTRUCTION DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
23.	Underground Storage Tank – Compliance	3 years		Records of compliance with current standards, laws & regulations for underground storage tanks.
24.	Underground Storage Tank – Maintenance and Operations	Permanent		
25.	Underground Storage Tank – Removal	Permanent		
26.	Vehicle Assignment – Log Books, Sign Out Forms	3 years		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
TRANSPORTATION, NOISE AND ENVIRONMENTAL DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
1.	Airport Noise Monitoring and Complaints	10 years		Includes database records (ANOMS)
2.	Air Quality Management District – Permits and related records (except operational logbooks)	Permanent		Standby emergency generators. Related records include any Notice of Violations (NOVs), Responses to NOVs, and documents supporting Responses to NOVs [For operational logbooks, see Operations and Maintenance Retention Schedule.]
3.	Appointment Books	3 years		
4.	Asbestos – Abatement Project Documents, Testing and Reports	Permanent		
5.	Budget – Working Papers and Reports	3 years		Working papers related to preparation of annual department budget.
6.	Capital Improvement Plans – Department Specific	Plan superseded plus 2 years		No structures involved. Example: Noise monitoring system
7.	Contracts	Date contract is terminated plus 4 years unless paid for with grant or PFC funds	CCP 337	Includes related correspondence and related purchase orders that do not otherwise fall under another records series with a longer retention period.
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
TRANSPORTATION, NOISE AND ENVIRONMENTAL DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
8.	Correspondence – Substantive General Correspondence	4 years		Substantive general correspondence ¹ involving miscellaneous issues that do not fall under any other retention category. If subject matter requires longer retention, use the longer retention period.
9.	Environmental Hazard Records/Permits	Permanent		Hazardous waste disposal and permits, including documentation of handling (manifest) and disposal; Asbestos abatement; Fuel spills; Sanitary waste spills; Superfund and Operable Unit records; Related permits NOTE: For small fuel spills, see “Environmental Hazard Records - minimal fuel spills”.
10.	Environmental Hazard Records – Minimal Fuel Spills	5 years	Storm Water Discharge Permit No. CAS000001	As defined in Storm Water Discharge Permit No. CAS000001.

¹ “Substantive correspondence” means correspondence that relates to the conduct of the Authority’s business, is required for future reference by the Authority, and documents actions, decisions, or other matters of importance to the Authority, including any writing that: (1) is required by law to be kept; (2) records the formulation and implementation of policies and decisions (e.g., staff changes, policy setting, strategic planning); or (3) initiates, authorizes, furthers, or completes a transaction of official agency business. Items of correspondence that are not necessary for future reference, such as personal communications, minor transmittals, information provided or received for inclusion in a larger document, preliminary or draft discussions of ideas, and basic scheduling correspondence, for example, are generally non-records and not considered “substantive correspondence.”

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
TRANSPORTATION, NOISE AND ENVIRONMENTAL DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
11.	Environmental Review	Permanent		CEQA and NEPA records
12.	Home and School Sound Insulation Program	Permanent		Includes asbestos abatement, if any
13.	NPDES Permits / Storm Water Regulatory Actions and Plans	Permanent	40 CFR 122.28	National Pollutant Discharge Elimination System permits and annual reports; Construction SWPPP; Correspondence with the Regional Water Quality Board and other agencies; Correspondence with consultant related to permits/reports; Final consultant reports Investigations, violations and site visits; General Industrial SWPPP; Memorandum of Agreement(s) with other agencies and related records regarding joint responses
14.	NPDES Consultant – Contract-Related Records	Date contract is terminated plus 4 years unless paid for with grant or PFC funds	CCP 337	Contract; Contract administration correspondence; Invoices
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
TRANSPORTATION, NOISE AND ENVIRONMENTAL DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
15.	Noise – California Variance	Records must be retained until completion of a subsequent variance proceeding plus 5 years		Application and plan for California Noise Variance
16.	Noise – Studies and Reports	Permanent	14 CFR Part 150, 161	FAA-required noise studies
17.	Noise Violation – Investigation and Fines	Records must be retained until a noise hearing is held subsequent to closure of the investigation/fine, or close of the matter plus 4 years, whichever is later		
18.	Noise Violation – Fine	Permanent		
19.	Public Records Requests	4 years		Public records requests, 14-day extension letters (if any), determination letters, and related records.
20.	RFQs, RFPs – Successful Proposer	Date related contract is terminated plus 4 years unless paid for with grant or PFC funds	CCP 337	

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
TRANSPORTATION, NOISE AND ENVIRONMENTAL DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
21.	RFQs, RFPs – Proposals or Statements of Qualification from Unsuccessful Proposers	3 years		Proposals and statements of qualification received in response to an RFQ or RFP, which were not chosen by the Airport Authority; no agreement was entered into with the unsuccessful proposer.
22.	RFQs, RFPs – Cancelled Solicitations	3 years		After an RFQ or RFP was issued, it was cancelled and no agreement was finalized, executed or acted upon. Records covered by this record series include the RFQ or RFP and any proposals or statement of qualifications received by the Airport Authority.
23.	Soil Reports	Permanent		
24.	Training – Event Files	Superseded plus 2 years		
25.	Training materials	Training materials superseded with new materials plus 2 years		
26.	Training Records – Personnel (by name)	Termination of employment plus 2 years		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
TRANSPORTATION, NOISE AND ENVIRONMENTAL DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
27.	Transit Oriented Development – Reports and Studies	Completion plus 10 years unless paid for with grant or PFC funds		
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
28.	Transportation Plan	Permanent		Funded by federal grant from 1987; Includes Ground Access Study

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
RECORDS RETENTION SCHEDULE
INFORMATION AND COMMUNICATIONS TECHNOLOGY**

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
1.	Administration – Information Technology	3 years		Documentation regarding network and file server, including working files and correspondence.
2.	Appointment Books	3 years		
3.	Budget – Working Papers and Reports	3 years		Working papers related to preparation of annual department budget.
4.	Correspondence – Substantive General Correspondence	4 years		Substantive general correspondence ¹ involving miscellaneous issues that do not fall under any other retention category. If subject matter requires longer retention, use the longer retention period.
5.	Contracts	Date contract is terminated plus 4 years unless paid for with grant or PFC funds	CCP 337	Contracts for I.T. equipment, products and services. Includes related correspondence and related purchase orders.

¹ “Substantive correspondence” means correspondence that relates to the conduct of the Authority’s business, is required for future reference by the Authority, and documents actions, decisions, or other matters of importance to the Authority, including any writing that: (1) is required by law to be kept; (2) records the formulation and implementation of policies and decisions (e.g., staff changes, policy setting, strategic planning); or (3) initiates, authorizes, furthers, or completes a transaction of official agency business. Items of correspondence that are not necessary for future reference, such as personal communications, minor transmittals, information provided or received for inclusion in a larger document, preliminary or draft discussions of ideas, and basic scheduling correspondence, for example, are generally non-records and not considered “substantive correspondence.”

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
RECORDS RETENTION SCHEDULE
INFORMATION AND COMMUNICATIONS TECHNOLOGY**

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
6.	Department Manual	3 years (unless document is still in active use)		
7.	Information Technology Audit	3 years		
8.	Inventory – Information Systems (hardware and software)	Superseded (but retain minimum 2 years total)		
9.	Network Information Systems (LAN/WAN)	2 years		Network map.
10.	Public Records Requests	4 years		Public records requests, 14-day extension letters (if any), determination letters, and related records.
11.	RFQs, RFPs – Successful Proposer	Date contract is terminated plus 4 years unless paid for with grant or PFC funds	CCP 337	
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
RECORDS RETENTION SCHEDULE
INFORMATION AND COMMUNICATIONS TECHNOLOGY

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
12.	RFQs, RFPs – Proposals or Statements of Qualification from Unsuccessful Proposers	3 years		Proposals and statements of qualification received in response to an RFQ or RFP, which were not chosen by the Airport Authority; no agreement was entered into with the unsuccessful proposer.
13.	RFQs, RFPs – Cancelled Solicitations	3 years		After an RFQ or RFP was issued, it was cancelled and no agreement was finalized, executed or acted upon. Records covered by this record series include the RFQ or RFP and any proposals or statement of qualifications received by the Airport Authority.
14.	Recording Media – Digital Video Surveillance System	1 year	Gov't Code § 34090.6; 53160	Not related to Commission meetings. NOTE: Due to data storage limitations, data (videos) may be overwritten after the specified 1 year time period expires. With approval of this retention schedule, such automatic destruction is hereby approved by the Commission unless a video is subject to a legal hold. If subject to a legal hold, such video shall be timely copied to DVD or other appropriate media.
15.	Recording Media – Audio of Telephone and Radio Traffic Communications	100 days	Gov't Code § 34090.6; 53160	Not related to Commission meetings. NOTE: Due to storage limitations, radio recordings may be overwritten after the specified 100 days time period expires. With approval of this retention schedule, such

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
RECORDS RETENTION SCHEDULE
INFORMATION AND COMMUNICATIONS TECHNOLOGY**

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
				automatic destruction is hereby approved by the Commission unless a recording is subject to a legal hold. If subject to a legal hold, the recording shall be timely copied to a different media for retention.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
BUSINESS, PROPERTY & ADMINISTRATIVE SERVICES INCLUDING PURCHASING

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
1.	Abandonments/Vacations	Permanent		
2.	Agreements – Concessionaire, Tenant (Lease), Ground Transportation	Date agreement is terminated plus 10 years unless PRP involved (see note)	CCP 326, 337, 337.2, 339.5	NOTE: If Agreement involves a Potentially Responsible Party (PRP), retain permanently. See “Agreements – Potentially Responsible Parties,” below.
3.	Agreements – Unsuccessful Leases and Unsuccessful Concession Agreements	3 years		After negotiations commenced, an agreement was not finalized, executed or acted upon.
4.	Agreements – Minor Lease Agreements	Date agreement is terminated plus 4 years unless PRP involved (see note)	CCP 337, 337.2, 339.5	Short term lease agreements for movies, parking, etc. NOTE: If Agreement involves a Potentially Responsible Party (PRP), retain permanently. See “Agreements – Potentially Responsible Parties.”
5.	Agreements – Airport Use	Date agreement is terminated plus 10 years unless PRP involved (see note)	CCP 326, 337, 337.2, 339.5	Airline use agreements. NOTE: If Agreement involves a Potentially Responsible Party (PRP), retain permanently. See “Agreements – Potentially Responsible Parties.”
6.	Agreements – Potentially Responsible Parties	Permanent	CERCLA	If any of the above agreements are with “potentially responsible parties,” retain permanently.
7.	Appointment Books	3 years		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
BUSINESS, PROPERTY & ADMINISTRATIVE SERVICES INCLUDING PURCHASING

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
8.	Billing Records	Date contract or lease is terminated plus 10 years	CCP 326, 337, 337.2, 339.5	Billing instructions sent to accounting regarding contracts and properties.
9.	Bond – Personnel Fidelity	Date bond terminated plus 2 years		Notary bond for Commission Secretary and the Home Sound Department.
10.	Bonds – Administration	Date bond is terminated plus 10 years		Performance bonds for parking company; food and beverage.
11.	Budget – Working Papers and Reports	3 years		Working papers related to preparation of annual department budget.
12.	Claims and Litigation	Date claim is closed plus 7 years		Personal injury or property damage claims against the Authority and insurance claims. Applies to all records in the file except those scheduled as “Permanent”.
		Permanent		Retain all original claims against the Authority and Authority’s answer to claims; documents initiating litigation, such as complaints/writs filed with court incl. amendments, and defendant’s answer; settlements, judgments, final awards and similar final records terminating the litigation.
13.	Contracts – Purchases or Services	Date contract is terminated plus 10 years unless paid for with grant or PFC funds	CCP 337	Contracts for purchases or services that are administered by the Business, Property & Administrative Services Department. Includes related correspondence and related purchase orders.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
BUSINESS, PROPERTY & ADMINISTRATIVE SERVICES INCLUDING PURCHASING

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
14.	Contracts/Agreements for other Departments	Per Responsible Department Retention Schedule		NOTE: Business, Property & Administrative Services Department holds certain originals in fire-proof file cabinets. The originals are scheduled on the retention schedule of the department that manages the document.
15.	Correspondence – Substantive General Correspondence	4 years		Substantive general correspondence ¹ involving miscellaneous issues that do not fall under any other retention category. If subject matter requires longer retention, use the longer retention period.
16.	Deeds and Promissory Notes	Permanent		
17.	Easements, Dedications, Rights of Way	Permanent		
18.	Facility Rentals / Use – Administration of Conference Rooms Rentals	Date rental is terminated plus 4 years	CCP 326, 337, 337.2, 339.5	

¹ “Substantive correspondence” means correspondence that relates to the conduct of the Authority’s business, is required for future reference by the Authority, and documents actions, decisions, or other matters of importance to the Authority, including any writing that: (1) is required by law to be kept; (2) records the formulation and implementation of policies and decisions (e.g., staff changes, policy setting, strategic planning); or (3) initiates, authorizes, furthers, or completes a transaction of official agency business. Items of correspondence that are not necessary for future reference, such as personal communications, minor transmittals, information provided or received for inclusion in a larger document, preliminary or draft discussions of ideas, and basic scheduling correspondence, for example, are generally non-records and not considered “substantive correspondence.”

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
BUSINESS, PROPERTY & ADMINISTRATIVE SERVICES INCLUDING PURCHASING

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
19.	Incident Reports – Risk management (personal injury, accidents, theft, arson, property damage, etc.)	2 years unless claim or lawsuit filed. (See note)		NOTE: Retain for two years minimum; if claim or lawsuit filed involving Authority, retain per “Claims and Litigation” above.
20.	Insurance – Authority Insurance Policies and Certificates	Permanent		
21.	Insurance – Tenant Policies and Certificates (Non-PRP)	Date insurance is terminated plus 10 years	CCP 326, 337, 337.2, 339.5	Tenant insurance policies.
22.	Insurance – Tenant Policies and Certificates (PRP)	Permanent	CERCLA	Tenants who are potentially responsible parties.
23.	Inventory – Vehicles and Mobile Equipment	8 years		Inventory prepared for Authority’s insurer; not fixed asset inventory.
24.	Legal – Advertising	5 years		Related to RFPs/RFQs issued by department.
25.	Litigation – Civil (Consent Decrees)	Permanent		
26.	Maps and Plats – Recorded Maps, Surveys, Monuments	Permanent		
27.	Master Purchase Agreement – Lockheed	Permanent		
28.	Policies and Procedures - Procurement	Superseded plus 5 years		
29.	Possessory Interest Reports	5 years	CCP 338	Submitted to Los Angeles County assessor’s office

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
BUSINESS, PROPERTY & ADMINISTRATIVE SERVICES INCLUDING PURCHASING

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
30.	Property - Appraisals	Closed plus 10 years		Appraisals performed related to property purchases, property sales, or rental rates.
31.	Property - Purchases	Permanent		Includes purchase and sale agreement, escrow statement, and related records.
32.	Property - Sales	Permanent		Includes purchase and sale agreement, escrow statement, and related records.
33.	Property Management – Logs and Reports	4 years		
34.	Public Records Requests	4 years		Public records requests, 14-day extension letters (if any), determination letters, and related records.
35.	Purchase Orders Related to an Executed Contract	Date contract is terminated plus 10 years unless paid for with grant or PFC funds		
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
36.	Purchase Orders Unrelated to a Contract	Date purchase order is terminated plus 4 years unless paid for with grant or PFC funds		While the purchase order itself is a contract, the purchase orders that fall under this records series do not relate to a separate contract document.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
BUSINESS, PROPERTY & ADMINISTRATIVE SERVICES INCLUDING PURCHASING

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
37.	RFQs, RFPs – Successful Proposers	Date related agreement is terminated plus 10 years unless paid for with grant or PFC funds	CCP 326, 337, 337.2, 339.5	
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
38.	RFQs, RFPs – Proposals or Statements of Qualification from Unsuccessful Proposers	3 years		Proposals and statements of qualification received in response to an RFQ or RFP, which were not chosen by the Airport Authority; no agreement was entered into with the unsuccessful proposer.
39.	RFQs, RFPs – Cancelled Solicitations	3 years		After an RFQ or RFP was issued, it was cancelled and no agreement was finalized, executed or acted upon. Records covered by this record series include the RFQ or RFP and any proposals or statement of qualifications received by the Airport Authority.
40.	Request to Purchase (RTP)	4 years		An internal document authorizing a purchase.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
BUSINESS, PROPERTY & ADMINISTRATIVE SERVICES INCLUDING PURCHASING

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
41.	Vehicle Ownership and Title	Until vehicle is sold or otherwise disposed (if less than 2 years, record must be retained for a minimum of 2 years)		License, title, registration.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
FINANCIAL SERVICES

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
1.	Accounting Records – General	Close of annual financial audit plus 7 years	CCP 337; IRS Regulations	
2.	Accounts Payable – Invoices, Check Copies, Supporting Documents, Check Register, Reports	Close of annual financial audit plus 7 years	CCP 337; IRS Regulations	
3.	Accounts Receivable	Close of annual financial audit plus 7 years	CCP 337; IRS Regulations	
4.	Annual Financial Report	Permanent		
5.	Appointment Books	3 years		
6.	Asset Forfeiture Disbursements/Receipts – Department of Justice (DOJ) Includes monies received and spent through federal/state DOJ asset forfeiture program.	Close of annual financial audit plus 7 years (but not less than the time period described under “Contents/Notes”)	DOJ Guidelines (published April 2009)	Retain for at least 5 years all documents and records pertaining to the Airport Authority’s participation in the Dept. of Justice Equitable Sharing Program and their receipt and expenditure or use of shared cash, proceeds, real property or tangible personal property, including Form DAG-71, Equitable Sharing Agreement and Certification forms, accounting and bookkeeping documents, logs and records, bank records and statements, and audit reports.
7.	Audit Report	Permanent		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
FINANCIAL SERVICES

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
8.	Audit – Other Reports	Permanent		Includes Passenger Facility Charge, Customer Facility Charge, Single Audit Report, etc.
9.	Bank Reconciliations – Statements, Summaries of Receipts, Disbursements, Reconciliations	Close of annual financial audit plus 7 years	CCP 337; IRS Regulations	
10.	Bonds – Account Statements	Closed plus 10 years	IRC; IRS Regulations; CCP 229, 230, 337.5	Retained while any bonds of a bond issue are outstanding and during the period specified following the final maturity or redemption of the bond issue or, if later, while any bonds that refund bonds of that original issue are outstanding and for the specified period following the final maturity or redemption date of the latest refunding bond issue.
11.	Bonds – Debt Service Payments	Closed plus 10 years	IRC; IRS Regulations CCP 229, 230, 337.5	See explanation under 10.
12.	Bonds – Final Bond Documentation	Closed plus 10 years	IRC; IRS Regulations CCP 229, 230, 337.5	See explanation under 10.
13.	Bonds – Payment Schedule Draw Submitted to Trustee	Closed plus 10 years	IRC; IRS Regulations CCP 229, 230, 337.5	Includes backup documentation supporting payment schedule draw. See explanation under 10.
14.	Budget – Accounting	Close of annual financial audit plus 7 years		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
FINANCIAL SERVICES

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
15.	Budget Adjustments, Journal Entries, Account Transfers	Close of annual financial audit plus 7 years		
16.	Budget – Working Papers and Reports	3 years		Working papers related to preparation of annual department budget.
17.	Capital Improvement Projects using Federal Grants and/or Passenger Facility Charge (PFC) Revenues	Permanent		Payments and draws.
18.	Cash Disbursement/Receipt	Close of annual financial audit plus 7 years	CCP 337; IRS Regulations	
19.	Checks – All Including Payroll, Cancelled, Void	Close of annual financial audit plus 7 years	CCP 337; IRS Regulations	
20.	Contracts	Date contract is terminated plus 4 years unless paid for with grant or PFC funds	CCP 337	Contracts for financial products and services, and contracts administered by Financial Services Department. Includes related correspondence and related purchase orders.
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
FINANCIAL SERVICES

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
21.	Correspondence – Substantive General Correspondence	4 years		Miscellaneous substantive general correspondence ¹ unrelated to grants, bonds, PFC, accounts payable or receivable, or any specific project, etc. If subject matter requires longer retention, use the longer retention period.
22.	Cost Recovery – Federal or State Court	Close of annual financial audit plus 7 years		Court-ordered restitution paid to Airport Authority in restitution for the cost of police investigation
23.	Customer Facility Charge – Rental Car Monthly Reports	Close of annual financial audit plus 3 years	Cal. Civ. Code § 1936	
24.	Deferred Compensation – Authority Payments to 401k and 401a	Close of annual financial audit plus 7 years		
25.	Department Manual and/or Policies and Procedures, Departmental (Originals)	Superseded plus 5 years		

¹ “Substantive correspondence” means correspondence that relates to the conduct of the Authority’s business, is required for future reference by the Authority, and documents actions, decisions, or other matters of importance to the Authority, including any writing that: (1) is required by law to be kept; (2) records the formulation and implementation of policies and decisions (e.g., staff changes, policy setting, strategic planning); or (3) initiates, authorizes, furthers, or completes a transaction of official agency business. Items of correspondence that are not necessary for future reference, such as personal communications, minor transmittals, information provided or received for inclusion in a larger document, preliminary or draft discussions of ideas, and basic scheduling correspondence, for example, are generally non-records and not considered “substantive correspondence.”

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
FINANCIAL SERVICES

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
26.	Deposits, Receipts (checks, coin, currency)	Close of annual financial audit plus 7 years		
27.	Employee Time Sheets	Close of annual financial audit plus 7 years	29 CFR 516.2, 516.5, 516.6; 22 CCR 1085-2; 26 CFR 31.6001-1; IRS Reg. 31.6001-1(e)(2); R&T 19530; LC 1174(d)	
28.	Federal and State Tax Records – 1096, 1099	Close of annual financial audit plus 7 years	IRC 6041; IRS Regulations	
29.	Federal and State Tax Records – W-4	As long as in effect plus 4 years	26 USC § 3402; Treasury Regulation § 31.6001-2; IRS Pub. 15 (2014), (Circular E)	W-4 Forms filed with Airport Authority by Airport Police and Commissioners
30.	Federal and State Tax Records – Vendor W-9	Date vendor is terminated plus 4 years	IRC 6041; IRS Regulations	Retain for the period the form is in effect plus four years.
31.	Fixed Asset Records	Permanent		
32.	Grants – Financial Records	Permanent		
33.	Investment Transactions – Summary of Transactions, Inventory, Earnings	Close of annual financial audit plus 7 years	CCP 337; IRS Regulations	Investment of excess cash.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
FINANCIAL SERVICES

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
34.	Invoices – For Fees Owed, Billings	Close of annual financial audit plus 7 years	CCP 337; IRS Regulations	
35.	Ledger – General	Permanent		
36.	Parking Facilities – Daily Audit Package	Close of annual financial audit plus 7 years	CCP 337; IRS Regulations	Records supporting daily parking revenue. Includes Skidata and CPVS systems, and other reports.
37.	Parking Facilities – Individual Parking Tickets, Credit Card Slips and Daily Inventory Report	4 years	BMC 2-4-1914(B) CCP 338	
38.	Passenger Facility Charge	Permanent	14 CFR Part 158; 14 CFR Part 158 Appendix A (B)(10)	Note: Because PFC funds have been used for purchase of land, these records should be retained permanently.
39.	Policies and Procedures - Finance	Superseded plus 5 years		
40.	Public Records Requests	4 years		Public records requests, 14-day extension letters (if any), determination letters, and related records.
41.	Reports – Expense	Close of annual financial audit plus 7 years		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
FINANCIAL SERVICES

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
42.	Reviews – Internal/External Periodic-Audit	Close of annual financial audit plus 7 years		
43.	RFQs, RFPs – Successful Proposers	Date contracted is terminated plus 4 years unless paid for with grant or PFC funds	CCP 337	
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
44.	RFQs, RFPs – Proposals or Statements of Qualification from Unsuccessful Proposers	3 years		Proposals and statements of qualification received in response to an RFQ or RFP, which were not chosen by the Airport Authority; no agreement was entered into with the unsuccessful proposer.
45.	RFQs, RFPs – Cancelled Solicitations	3 years		After an RFQ or RFP was issued, it was cancelled and no agreement was finalized, executed or acted upon. Records covered by this record series include the RFQ or RFP and any proposals or statement of qualifications received by the Airport Authority.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
FINANCIAL SERVICES

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
46.	Salary (Payroll) Records	Close of annual financial audit plus 7 years	29 CFR 516.2, 516.5, 516.6; 22 CCR 1085-2; 26 CFR 31.6001-1; IRS Reg. 31.6001-1(e)(2); R&T 19530; LC 1174(d)	Labor distribution reports and time cards.
47.	Surplus Property – Auction	Close of annual financial audit plus 7 years		
48.	Surplus Property – Disposal	Close of annual financial audit plus 7 years		
49.	Travel Expense Reports	Close of annual financial audit plus 7 years		
50.	Warrant Register	Close of annual financial audit plus 7 years		

PROFESSIONAL SERVICES AGREEMENT
(Burbank-Glendale-Pasadena Airport Authority / Arthur D. Little, LLC)

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is dated September 15, 2025 for reference purposes and is executed by the Burbank-Glendale-Pasadena Airport Authority (“Authority”), a California joint powers agency, and Arthur D. Little, LLC (“Consultant”), a Delaware limited liability company.

R E C I T A L S

A. The Authority owns and operates the Bob Hope Airport (commonly known as Hollywood Burbank Airport) (“Airport”) and desires to retain Consultant as an independent contractor to provide the following professional services: air service development support for FY 2026.

B. Consultant represents that it is fully qualified to perform such work by virtue of the training and experience of its personnel.

NOW, THEREFORE, the parties agree as follows:

1. Definitions. In addition to the terms defined above, the following definitions shall apply for purposes of this Agreement:

A. “Airport Rules and Regulations”: July 1, 2023 Airport Rules and Regulations or any successor adopted by the Authority Commission.

B. “Commencement Date”: September 15, 2025.

C. “Contract Administrator”: Nerissa Sugars or a duly authorized designee.

D. “Contract Limit”: \$70,000.

E. “Executive Director”: John T. Hatanaka or a duly authorized designee.

F. “Expiration Date”: August 31, 2026.

G. “Federal Requirements” the federal requirements set forth in the attached Exhibit C, which requirements are applicable to projects not funded by an Airport Improvement Program grant from the Federal Aviation Administration.

H. “Fee Schedule”: the fee schedule set forth in the Proposal.

I. “Indemnitees”: the Authority, TBI, the Cities of Burbank, Glendale and Pasadena, and the respective officers, agents, employees and volunteers of each such entity.

J. “Insurance Requirements”: the insurance requirements set forth in the attached Exhibit B.

K. “Liabilities”: any actual, alleged, or threatened causes of action, claims, costs, damages, demands, expenses (including fees of accountants, attorneys, and other professionals), judgments, liens, losses, penalties, and proceedings of any nature whatsoever.

L. “Proposal”: Consultant’s August 1, 2025 proposal set forth in the attached Exhibit A.

M. “Services”: the tasks set forth in the Proposal.

N. “TBI”: TBI Airport Management, Inc.

2. Services.

A. Consultant shall perform the Services in a timely, regular basis in accordance with the Federal Requirements and applicable laws. Time is of the essence in the performance of this Agreement.

B. Consultant shall perform all work to professional standards and in a manner reasonably satisfactory to the Authority. Consultant shall consult the Contract Administrator for any decisions that must be made by the Authority. Consultant shall promptly notify the Contract Administrator of any unsafe condition that Consultant discovers at the Airport.

C. Consultant’s duties and services under this Agreement shall not include preparing or assisting the Authority with any portion of the Authority’s preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with the Authority. The Authority shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of this project. Consultant’s participation in the planning, discussions, or drawing of project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. Consultant shall cooperate with the Authority to ensure that all competitors for a subsequent contract on any subsequent phase of this project have access to the same information, including all conceptual, preliminary, or initial plans or specifications prepared by Consultant pursuant to this Agreement.

D. In the event any claim is brought against the Authority relating to Consultant’s performance of the Services, Consultant shall provide any reasonable assistance and cooperation that the Authority might require.

3. Term.

A. This Agreement shall commence on the Commencement Date and shall expire on the Expiration Date unless earlier terminated.

B. If Consultant breaches this Agreement and fails to cure such breach within seven days of written notice from the Contract Administrator, then the Authority may immediately

terminate this Agreement for cause. Either party may terminate this Agreement for convenience upon 15 days prior written notice to the other party.

4. Compensation.

A. The Authority shall compensate Consultant for performance of the Services, and Consultant agrees to accept as full satisfaction for such work, payment according to the Fee Schedule. In no event shall the compensation payable to Consultant under this Agreement exceed the Contract Limit.

B. Consultant shall submit monthly invoices to the Authority for the Services. Each invoice shall itemize the work performed during the billing period and the amount due. Within 10 business days of receipt of each invoice, the Authority shall notify Consultant in writing of any disputed amounts on the invoice. Within 30 calendar days of receipt of each invoice, the Authority shall pay all undisputed amounts on the invoice. The Authority shall not withhold applicable taxes or other authorized deductions from the payments, and Consultant shall pay all required taxes on the payments.

5. Independent Contractor Status. Consultant is, and shall at all times remain as to the Authority, an independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of the Authority or to act otherwise on behalf of the Authority as an agent. Neither the Authority nor any of its officers, employees, agents or volunteers shall have control over the conduct of Consultant except as set forth in this Agreement.

6. Airport Rules and Regulations. Consultant shall comply with the Airport Rules and Regulations. Consultant acknowledges that the Airport Rules and Regulations are available on the Authority's webpage (hollywoodburbankairport.com). Violations of the Airport Rules and Regulations by Consultant or its personnel shall be punishable as stated in the Airport Rules and Regulations including by administrative fines.

7. Work Product Ownership. All reports, documents, or other written material developed by Consultant in the performance of this Agreement shall be and remain the property of the Authority without limitation upon use or dissemination by the Authority.

8. Confidentiality. Consultant shall preserve the confidentiality of all nonpublic data, documents, discussion or other information that is developed or received by it in connection with this Agreement. Consultant shall not disclose such information without the prior written authorization of the Executive Director. Upon request, all Authority data shall be returned to the Authority at expiration or termination of this Agreement. Consultant's obligations under this section shall survive expiration or termination of this Agreement.

9. Conflict of Interest. Consultant shall not maintain or acquire any financial interest that may be affected by the Services. Consultant shall avoid the appearance of having any financial interest that would conflict in any manner with the Services.

10. Indemnification.

A. Consultant shall defend, hold harmless, and indemnify the Indemnitees from and against any Liabilities that arise out of the acts or omissions of Consultant or its subcontractors in connection with this Agreement.

B. Consultant's obligations under this section shall survive expiration or termination of this Agreement, and shall apply regardless of whether or not any insurance policies are determined to be applicable to the Liabilities.

C. Consultant's obligations under this section shall apply, without limitation, to Liabilities that partially involve active or passive negligence by the Authority. However, Consultant's obligations under this section shall not apply to Liabilities that arise from the sole negligence or willful misconduct of the Authority, as determined by final arbitration or court decision or by consensus of the parties.

11. Insurance. Without limiting Consultant's defense, hold harmless, and indemnification obligations under this Agreement, Consultant shall maintain policies of insurance as specified in the Insurance Requirements.

12. Suspension. The Contract Administrator may suspend all or any part of the Services for the Authority's convenience or for work stoppages beyond the control of the parties. Written notice of a suspension shall be given to Consultant.

13. Notices. Any notices, invoices, or other documents related to this Agreement shall be deemed received on: (a) the day of delivery, if delivered by hand during the receiving party's regular business hours or by e-mail before or during the receiving party's regular business hours; (b) the business day after delivery, if delivered by e-mail after the receiving party's regular business hours; or (c) on the second business day following deposit in the United States mail, postage prepaid, to the addresses listed below, or to such other addresses as the parties may, from time to time, designate in writing. Any notice delivered by e-mail that concerns breach or termination of this Agreement shall concurrently be sent by deposit in the United States mail, postage prepaid but such notice shall be deemed received on the day of e-mail delivery.

Authority
Burbank-Glendale-Pasadena Airport Authority
2627 Hollywood Way
Burbank, CA 91505
Attn: Nerissa Sugars
E-mail: NSugars@bur.org

Consultant
Arthur D. Little, LLC
10 High Street, Suite 900
Boston, MA 02110
Attn: Jim Miller
E-mail: miller.jim@adlittle.com

14. Assignability. Consultant shall not assign, transfer or subcontract any interest in this Agreement or the performance of any of its obligations without the Executive Director's prior written consent. Any attempt by Consultant to assign, transfer or subcontract any rights, duties or obligations in violation of this prohibition shall be void.

15. Litigation. In the event that either party shall commence legal action to enforce or interpret this Agreement, the prevailing party shall be entitled to recover its costs of suit including reasonable attorneys' fees. The venue for litigation shall be Los Angeles County, California. The interpretation of this Agreement shall not be resolved by any rules of construction providing for interpretation against the party who causes the uncertainty to exist or against the party who drafted the disputed language.

16. Exhibits. Exhibits A through C are incorporated into this Agreement by reference. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of Exhibits A or B, the provisions of this Agreement shall prevail. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of Exhibit C, the provisions of Exhibit C shall prevail.

17. Incorporation of Mandatory Language. Each and every provision required by law to be inserted in this Agreement shall be deemed to be inserted and this Agreement shall be read and enforced as though such provision were included. If any such provision is not inserted, or is not correctly inserted, then upon request of either party this Agreement shall promptly be amended to make such insertion or correction.

18. Entire Agreement. This Agreement (and the attached Exhibits) represents the entire and integrated contract between the parties regarding the Services. This Agreement supersedes all prior oral or written negotiations, representations and contracts related to the Services. This Agreement may not be amended, nor any provision or breach waived, except in a writing that is signed by the parties and that expressly refers to this Agreement.

[SIGNATURES ON FOLLOWING PAGE]

TO EXECUTE THIS AGREEMENT, the parties have caused their authorized representatives to sign below.

Arthur D. Little, LLC



By:
Print Name: Craig Wylie

Title: Manager



By:
Print Name: Rodolfo Guzman

Title: Manager

[Pursuant to California Corporations Code Section 17703.01(d), both signature lines must be executed unless the articles of incorporation state that the firm is managed by only one manager.]

Burbank-Glendale-Pasadena Airport Authority

Jess Talamantes, President

Approved as to form:

Richards, Watson & Gershon
A Professional Corporation

EXHIBIT A
Proposal

(attached)



Arthur D. Little, LLC
10 High Street, Suite 900
Boston, MA 02110
U.S.A.

August 1, 2025

Ms. Nerissa Sugars
Director
Communications and Air Service
Burbank-Glendale-Pasadena Airport Authority
2627 North Hollywood Way
Burbank, CA 91505

Dear Nerissa:

Arthur D. Little (“ADL”) is pleased to present this proposal to provide air service development support to the Burbank-Glendale-Pasadena Airport Authority (“Authority”)

ADL proposes the following:

Ad Hoc Services

ADL will undertake the following activities in support of the Authority’s air service development efforts:

Provide the Authority with on call support for various air service development related efforts from September 1, 2025, to August 31, 2026.

- Provide advice on air carrier communications.
- Provide BUR airport management with intelligence on potential air service development opportunities.
- Provide advice related to policy and regulatory matters.
- Provide miscellaneous air carrier and market analysis, as requested.

Provide services to support the Authority’s participation at airline/airport conferences such as World Routes, Routes Americas, and Jumpstart.

Services to be provided in conjunction with these conferences could include:

- Review with the Authority air carriers planning to attend each conference to assist in the prioritization of requests for airline meetings.
- In conjunction with the Authority, develop objectives for each air carrier meeting.
- Analyze and recommend an approach, including target markets, for each of the air carrier meetings.

- Prepare marketing and analytical materials, as appropriate, for the one-on-one airline meetings.
- Support follow up efforts with air carriers directly related to interactions at these conferences.
- At the Authority's option on-site support and participation at each conference.

Proposed Budget

The proposed budget for the activities outlined above, including estimated reimbursable expenses, is not to exceed \$70,000.00.

Work on these tasks will be billed at the following hourly rates:

Staff	Hourly Rate
Project Manager	\$250.00
Consultant	\$200.00
Graphic Artist	\$100.00

Reimbursable expenses will be charged to the Authority at cost, subject to prior approval by the Authority. The budget includes an estimate for reimbursable expenses.

Please let us know if you have any questions regarding this proposal.

With best regards,



Jim Miller

Partner
Arthur D. Little, LLC

E: miller.jim@adlittle.com / T: 301-850-8050

EXHIBIT B

Insurance Requirements

1. Consultant shall obtain, provide, and maintain policies of insurance as specified below.

A. General Liability Insurance. Consultant shall maintain commercial general liability insurance in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage.

B. Automobile Liability Insurance. Consultant shall maintain automobile insurance covering bodily injury and property damage for all activities of Consultant arising out of or in connection with the Services, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

C. Professional Liability (Errors and Omissions) Insurance. Consultant shall maintain professional liability insurance that covers the Services in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the Commencement Date and Consultant shall maintain continuous coverage through a period of no less than three years after expiration or termination of this Agreement.

D. Workers' Compensation/Employer's Liability Insurance. Consultant shall maintain workers' compensation insurance (statutory limits) and employer's liability insurance with limits of at least \$1,000,000.

2. The insurance policy or policies shall contain, or shall be endorsed to contain, the following provisions:

A. General liability policies shall provide or be endorsed to provide: (i) that the Indemnitees shall be additional insureds; and (ii) a waiver of subrogation in favor of additional insureds. This provision shall also apply to any excess/umbrella liability policies.

B. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

C. The coverage shall contain no special limitations on the scope of protection afforded to the Indemnitees.

D. For any claims related to this Agreement, Consultant's insurance coverage shall be primary insurance as respects the Indemnitees. Any insurance or self-insurance maintained by the Indemnitees shall be excess of Consultant's insurance and shall not contribute with it.

E. The limits of insurance may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of each Indemnatee before the Indemnatee's own insurance or self-insurance shall be called upon to protect it as a named insured.

F. Any failure to comply with reporting or other provisions of the policy, including breaches of warranties, shall not affect coverage provided to the Indemnitees.

G. Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

H. The policy shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, or reduced in coverage or in limits except after 30 calendar days (10 calendar days in the event of non-payment of premium) prior written notice by certified mail, return receipt requested, has been given to the Authority.

I. Insurance is to be placed with insurers authorized to conduct business in the State of California with a minimum current A.M. Best's rating of no less than A:X, unless waived by the Contract Administrator. An exception to this standard will be made for the State Compensation Insurance Fund when not specifically rated.

J. Any deductibles or self-insured retentions must be declared to and approved by the Contract Administrator. At the option of the Contract Administrator, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Indemnitees, or Consultant shall provide a financial guarantee satisfactory to the Contract Administrator guaranteeing payment of losses and related investigations, claim administration and defense expenses.

K. The workers' compensation insurer agrees to waive all rights of subrogation against the Authority for injuries to employees of Consultant resulting from work for the Authority or use of the Airport.

3. Requirements of specific coverage features or limits are not intended as a limitation on coverage, limits, or other requirements, or as a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for clarification purposes only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If Consultant maintains higher limits than the minimum specified above, the Authority requires and shall be entitled to coverage for the higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Authority.

4. Consultant shall furnish to the Authority an original certificate or certificates of insurance and amendatory endorsements showing that required policies are in effect in the required amounts and, as to the workers' compensation insurance, with the required waiver of

subrogation. The certificates and endorsements must be received and approved by the Contract Administrator prior to commencement of work. The Authority reserves the right to require complete, certified copies of all required insurance policies at any time.

5. Consultant shall ensure that its subcontractors provide the same minimum insurance coverage and endorsements required of Consultant. Consultant shall monitor and review all such coverage, and Consultant assumes all responsibility for ensuring that such coverage is provided. Upon request, Consultant shall submit all subcontractor agreements to the Authority for review.

6. In the event any policy of insurance does not comply with these requirements or is cancelled and not replaced, the Authority has the right but not the duty to obtain the insurance it deems necessary. Any premium paid by the Authority in such event shall be promptly reimbursed by Consultant or the Authority shall withhold from its payments to Consultant an amount sufficient to pay that premium.

7. The Authority reserves the right at any time to change the amounts and types of required insurance by giving Consultant 90 days notice of such change. If such change results in substantial additional cost to Consultant, then the parties shall renegotiate Consultant's compensation.

EXHIBIT C
Non-AIP Project Federal Requirements

References to “Contractor” in this Exhibit shall be deemed to refer to Consultant.

1. General Civil Rights Provisions

A. In all its activities within the scope of its airport program, the Contractor agrees to comply with pertinent statutes, Executive Orders, and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin (including limited English proficiency), creed, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

B. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

C. The above provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract.

2. Civil Rights – Title VI Assurance

A. During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

1. Title VI of the Civil Rights Act of 1964 (42 USC § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);

2. 49 CFR part 21 (Non-discrimination in Federally-Assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);

3. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

4. Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 et seq.), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);

5. The Age Discrimination Act of 1975, as amended (42 USC § 6101 et seq.) (prohibits discrimination on the basis of age);

6. Airport and Airway Improvement Act of 1982 (49 USC § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);

7. The Civil Rights Restoration Act of 1987 (PL 100-259) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

8. Titles II and III of the Americans with Disabilities Act of 1990 (42 USC § 12101, et seq) (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;

9. The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);

10. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [70 Fed. Reg. 74087 (2005)];

11. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC § 1681, et seq).

B. During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”), agrees as follows:

1. Compliance with Regulations: The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination: The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin (including limited English proficiency), creed, sex, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

3. Solicitations for Subcontracts, including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor

of the contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.

4. Information and Reports: The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance: In the event of a Contractor's noncompliance with the non-discrimination provisions of this contract, the Sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:

a. Withholding payments to the Contractor under the contract until the Contractor complies; and/or

b. Cancelling, terminating, or suspending a contract, in whole or in part.

6. Incorporation of Provisions: The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Sponsor to enter into any litigation to protect the interests of the Sponsor. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

Hollywood Burbank Airport Replacement Passenger Terminal



Safety

- Work Craft Hours to Date – 1,528,615 Hours
- Safety Orientations to Date – 2,767
- Daily Average Workers Onsite – 880
- Pre-Task-Plans to Date – 10,085
- Site Security Incidents to Date – 0

Current Construction Statistics

- Terminal Concrete Poured to Date – 18,094 cubic yards
- Garage Concrete Poured to Date – 26,563 cubic yards
- Terminal Steel Erected to Date – 4,200 tons
- Total Virtual Design and Construction Clashes Resolved to Date – 11,181

Current Construction Activities

Terminal

- Ongoing Roofing Install
- Ongoing Overhead Mechanical, Electrical and Plumbing Install
- Ongoing Interior Framing
- Ongoing Exterior Skin Install

Garage

- Ongoing Vertical Construction
- Continued Column Placement
- Ongoing Ramp Construction
- Ongoing Overhead Mechanical, Electrical and Plumbing Install

Civil

- Completed Perimeter Moment Slab Install
- Continued Airside Gate Utility Install
- Continued Electrical Ductbank Install
- Continued Airside Paving

Photos



Airside Curtainwall

Photos



Garage and Spotlight Column



Landside Terminal Entrance

Photos



Future Airline Offices



Underground Conduit