



August 3, 2017

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

NOTICE is hereby given that a regular meeting of the Finance and Administration Committee will be held Monday, August 7, 2017, at 10:30 a.m., (or immediately following the regular Commission meeting), in the Airport Skyroom of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505.

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

REGULAR MEETING
OF THE
FINANCE AND ADMINISTRATION COMMITTEE

Airport Skyroom
Monday, August 7, 2017
10:30 A.M. or Immediately Following the
Conclusion of the
Regular Airport Authority Meeting

NOTE TO THE PUBLIC: Any disclosable public records related to an open session item on a special 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 Hollywood Way, Burbank) in the administrative office during normal business hours.



As a result of the convening of this meeting of the Finance and Administration Committee, each Committee member is entitled to receive and shall be provided \$200.

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 prior to the meeting.

AGENDA

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes
 - a. July 17, 2017 **[See page 1]**
4. Items for Discussion
 - a. CMIA Quarterly Investment Portfolio Review

No staff report is attached. Columbia Management Investment Advisors will provide an update to the Committee on the status of the Authority's Operation and Passenger Facility Charge Investment Portfolios for the second quarter ended June 30, 2017. A copy of this quarterly investment review is included in the agenda packet.
5. Items for Information
 - a. Committee Pending Items **[See page 3]**

6. Other Contracts and Leases

7. Adjournment

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

MONDAY, JULY 17, 2017

A regular meeting of the Finance and Administration Committee was called to order on this date in the Airport Skyroom of the Burbank-Glendale-Pasadena Airport Authority, 2627 Hollywood Way, Burbank, California, at 10:19 a.m., by Chairman Tornek.

AB 23 Disclosure: The Senior Deputy Executive Director announced that, as a result of the convening of this meeting of the Finance and Administration Committee, each Committee member is entitled to receive and shall be provided \$200.

ROLL CALL

Present: Commissioners Tornek, Gharpetian, and Adams.

Absent: None

Also Present: Staff: John Hatanaka, Senior Deputy Executive Director; Kathy David, Deputy Executive Director, Finance and Administration; David Freedman, Director, Strategic Planning and Business Development

1. **Approval of Agenda** The agenda was approved as presented.
2. **Public Comment** There were no public speakers.
3. **Approval of Minutes**
 - a. **June 19, 2017** Draft minutes for the June 19, 2017, Finance and Administration Committee meeting were presented for approval.
Motion Commissioner Adams moved approval of the minutes, seconded by Commissioner Gharpetian.
Motion Approved There being no objection, the minutes were unanimously approved (3-0).
4. **Treasurer's Report**
 - a. **May 2017** The May 2017 Treasurer's Report was included in the agenda packet.

The Committee accepted the Treasurer's Report and recommended it be forwarded to the Commission to note and file.

5. Items for Discussion

a. Quarterly Minor Lease and Purchase Order Update

Staff presented one minor lease with Swyft, Inc., which has a 6 month lease for a kiosk in Terminal A with a rental of \$1500 per month. This service provides an unmanned Google 5 kiosk which is part of a new Google platform allowing customers to receive various cell phone services in different platforms.

Staff also presented a purchase order with LexVolo, LLC ("LexVolo") in a not-to-exceed value of \$66,000. LexVolo is a consultant to help support the airport's efforts with air service strategic planning. The professional service agreement has a term ending December 31, 2017.

6. Items for Information

a. Committee Pending Items

- 1) Award of Aviation Ramp Ground Lease; United Parcel Service Inc.**
- 2) New Branding Food & Beverage Concession**
- 3) Market Conditions Analysis - Hangar Facilities**

7. Other Contracts and Leases

There were no other contracts or leases.

8. Adjournment

There being no further business, the meeting was adjourned at 10:30 a.m.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
FINANCE AND ADMINISTRATION COMMITTEE
AUGUST 7, 2017
COMMITTEE PENDING ITEMS**

Future

1. Award of Aviation Ramp Ground Lease;
United Parcel Service, Inc.
2. New Branding Food & Beverage Concession
3. Market Conditions Analysis – Hangar Facilities