



June 3, 2016

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 Monday, June 6, 2016, at 9:00 a.m., in the Airport Skyroom of the Bob Hope Airport, 2627 Hollywood Way, Burbank, California, 91505.

The items to be discussed are listed on the attached agenda.

Sue Loyd, Board Secretary  
Burbank-Glendale-Pasadena Airport Authority



# **REGULAR COMMISSION MEETING**

## **AGENDA**

**JUNE 6, 2016**

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, June 6, 2016

9:00 A.M.

***NOTE TO THE PUBLIC:*** Prior to consideration of business items, the Authority invites comment on airport-related matters during the Public Comment period. Members of the public are requested to observe the following decorum when attending or participating in meetings of the Commission:

- 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 Commission's secretary.
- Limit public comments to five minutes, or such other period of time as may be specified by the presiding officer, and confine remarks to matters that are on the Commission's agenda for consideration or are otherwise within the subject matter jurisdiction of the Commission.

***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 Bob Hope Airport (2627 Hollywood Way, Burbank) in the administrative office during normal business hours.***

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***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.***

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT  
(On Any Non-EIR Related Matters)

5. PRESENTATIONS

- a. Airport Authority Certificate of Recognition

***[No Staff Report]***

6. CONSENT CALENDAR

- a. Committee Reports (For Noting and Filing)
  - 1) Operations and Development Committee

(i) May 2, 2016

***[See page 1]***

- 2) Finance and Administration Committee
  - (i) May 2, 2016 *[See page 4]*
- b. Commission Minutes (For Approval)
  - 1) May 16, 2016 *[See page 8]*
- c. Treasurer's Reports
  - 1) March 2016 *[See page 14]*
- d. Title VI Program *[See page 36]*
- 7. ITEMS FOR COMMISSION DISCUSSION
  - a. Mission Five *[No Staff Report]*
  - b. Fire Service Day *[No Staff Report]*
  - c. Inaugural Southwest Flight from  
Hollywood Burbank Airport to Dallas Love Field *[No Staff Report]*
- 8. SPECIAL ITEM
  - a. Staff/Consultant Presentation  
Draft Environmental Impact Report ("EIR") for a  
Replacement Airline Passenger Terminal *[No Staff Report]*
  - b. Public Comment on Draft EIR for a  
Replacement Airline Passenger Terminal
- 9. CLOSED SESSION
  - a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(California Government Code Section 54956.8)
 

Property:	B-6 Adjacent Property (Part of the former Lockheed Plant B-6 Property located in the City of Burbank adjacent to the Bob Hope Airport and roughly bounded by Hollywood Way, parts of Cohasset Street (Los Angeles), and Winona Avenue)
Authority Negotiator:	Executive Director
Negotiating Party:	City of Burbank
Under Negotiation:	Price and Terms of Payment for the Sale, Exchange or Lease of Easements and Use Restrictions
  - b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant Exposure to Litigation (California Government Code  
Section 54956.9(d)(2)): One potential case. Facts and Circumstances:  
FAA Runway Safety Area Determinations

- c. **THREAT TO PUBLIC SERVICES OR FACILITIES**  
(California Government Code Section 54957(a))

Consultation with Director, Public Safety

- d. **PUBLIC EMPLOYEE APPOINTMENT**  
(California Government Code Section 54957(b))

Title: Executive Director

- e. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
(California Government code Section 54957(b))

1) Title: Executive Director

2) Title: Senior Deputy Executive Director

## 10. ADJOURNMENT

## COMMISSION NEWSLETTER

June 6, 2016

*[Regarding agenda items]*

### 5. PRESENTATIONS

- a. AIRPORT AUTHORITY CERTIFICATE OF RECOGNITION: Ed Skvarna, Director of Public Safety/Chief, Airport Authority Police Department, will present Certificates of Recognition to Security Officers Robert Cortez and Steven Sanchez for their response to a life-threatening emergency at the RITC (Regional Intermodal Transportation Center) in the early morning of April 17, 2016.

### 6. 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 REPORTS: Approved minutes of the following committee meetings are included in the agenda packet for information purposes: May 2, 2016, Operations and Development Committee; and May 2, 2016, Finance and Administration Committee.
- b. COMMISSION MINUTES, MAY 16, 2016: The draft minutes of this meeting are attached for Commission review and approval.
- c. TREASURER'S REPORT, MARCH 2016: Included in the agenda packet is the Treasurer's Report for March 2016. At the May 16, 2016, Finance and Administration Committee meeting, the Committee voted 2-0 (one absent) to recommend that the Commission note and file the report.
- d. TITLE VI PROGRAM: A staff report is included in the agenda packet. As part of the closeout documents for the construction of the Regional Intermodal Transportation Center, the Department of Transportation requires approval of a Title VI Program ensuring that no individual will be subjected to discrimination under any program or activity that receives federal financial assistance. Staff seeks Commission approval of the attached Title VI Program.

### 7. ITEMS FOR COMMISSION DISCUSSION

- a. MISSION FIVE OVERVIEW: No staff report is included in the agenda packet. In an effort to recover some of the past passenger activity that was lost during the Great Recession from 2008 through 2013, Staff will make a presentation outlining the program Staff has implemented to help bring the Airport community together in obtaining goals and objectives of mutual interest. Mission 5 seeks to recover an activity level of five million annual passengers through Hollywood Burbank Airport within the next ten years.

- b. **FIRE SERVICE DAY:** No staff report is included in the agenda packet. On May 14, 2016, members of the Airport Fire Department and Airport staff participated in the Burbank Fire Department's annual Fire Service Day. Staff handed out information about the 14-gate Replacement Terminal and over 600 fire hats to the families in attendance, who also received tours of an ARFF vehicle.
  - c. **INAUGURAL SOUTHWEST AIRLINES FLIGHT FROM HOLLYWOOD BURBANK AIRPORT TO DALLAS LOVE FIELD:** No staff report is included in the agenda packet. On June 5, 2016, Airport staff celebrated Southwest Airlines' first flight from Hollywood Burbank Airport to Dallas Love Field. Staff provided donuts and coffee to passengers and Southwest Airlines employees before the flight's departure.
- 8. SPECIAL ITEM**
- a. **STAFF/CONSULTANT PRESENTATION, DRAFT ENVIRONMENTAL IMPACT REPORT ("EIR") FOR A REPLACEMENT AIRLINE PASSENGER TERMINAL:** No staff report is included in the agenda packet. A representative from RS&H, the environmental consulting firm engaged by the Authority to prepare the environmental report, will moderate a public meeting on the Airport Terminal Project Draft EIR.
  - b. **PUBLIC COMMENT ON DRAFT EIR FOR A REPLACEMENT AIRLINE PASSENGER TERMINAL:** Staff will have a court reporter record comments from all public speakers that choose to comment on the Draft EIR.

*[Regarding non-agenda items]*

## **NEWS RELEASES**

May 18, 2016 – Alaska Airlines Adds California Routes

*Approved May 16, 2016*

**MINUTES OF THE REGULAR MEETING OF THE  
OPERATIONS AND DEVELOPMENT COMMITTEE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

**MONDAY, MAY 2, 2016**

A regular meeting of the Operations and Development Committee was called to order this date in the Airport Skyroom of the Burbank-Glendale-Pasadena Airport Authority, 2627 Hollywood Way, Burbank, California, at 8:33 a.m., by Chairman Brown.

**ROLL CALL**

**Present:** Commissioners Brown, Sinanyan and Selvidge

**Absent:** None

**Also Present:** Staff: Dan Feger, Executive Director; John Hatanaka, Senior Deputy Executive Director; Denis Carvill, Deputy Executive Director, Engineering, Maintenance, Operations and Airline Relations; Commander Allen Schmitt of the Airport Police Department; and Alexander Jackson, Manager, Airport Security

**1. Approval of Agenda** Commissioner Selvidge moved approval of the agenda; there being no objection, the agenda was approved 3-0 as presented.

**2. Public Comment** There were no public speakers.

**3. Approval of Minutes**

**a. April 18, 2016** Commissioner Brown moved approval of the minutes of the April 18, 2016, meeting, seconded by Commissioner Selvidge. There being no objection, the minutes were approved unanimously (3-0) as submitted by Staff.

**4. Contracts and Leases**

**a. Rate Adjustment and Agreement Extension for HSS, Inc. Staffing Services** Staff reported that in July 2013 HSS, Inc. Staffing Services ("HSS"), which provides the Airport with professional services including traffic control, guard booth staffing, and inspection services, was awarded an initial three-year contract with two one-year extensions. The Professional Services Agreement ("Agreement") between the Authority and HSS provides for a CPI rate adjustment beginning in year two of the Agreement.

Regarding the CPI adjustment, Staff recommended that a CPI annual adjustment in the amount of \$12,115 be retroactively



applied effective July 31, 2015. Staff noted that the reason for the retroactive CPI adjustment is that Authority staff and HSS were negotiating HSS' request for a separate wage adjustment amounting to approximately \$56,626 per year. Staff does not recommend the additional wage increase and HSS has agreed to comply with the terms of the original Agreement, which provide for the CPI adjustment in year two of the Agreement.

Staff advised the Committee that it does not believe the security marketplace has changed substantially since the Agreement was awarded; therefore, Staff recommended that the first of two one-year extension options be exercised, extending the Agreement to July 31, 2016.

**Motion**

Commissioner Sinanyan moved approval of Staff's recommendation to recommend the following to the Commission: (1) approval of a CPI rate adjustment to the Agreement with HSS in the annual amount of \$12,115, retroactively effective July 31, 2015; (2) approval of a one-year extension of the Agreement for a one-year period through July 31, 2017; and (3) disapproval of the additional wage increase proposed by HSS. The motion was seconded by Commissioner Selvidge.

**Motion Approved**

The motion was approved unanimously (3-0).

**5. Items for Discussion**

**a. Update: Transportation Network Company ("TNC") Operation**

Commander Schmitt of the Airport Police Department ("Department") updated the Committee on the enforcement of the Authority's Interim Use and Facility Access Agreement for the TNC operation at the Airport and answered various questions from the Committee.

Commander Schmitt advised that when the agreements were initially executed with Uber, Lyft and Wingz, there was a period of approximately two months during which the Department continued to notify TNC drivers of violations without actually issuing citations. Commander Schmitt reported that on approximately April 21, 2016, the Department began citing TNC drivers for violations of the contract and, to date, approximately 14 passenger loading citations have been issued for picking up passengers in the wrong location and 19 citations have been issued to TNC drivers for not displaying trade dress, the small TNC emblem displayed on the passenger side of the windshield.

Commander Schmitt noted that since the initiation of issuing citations for violations, the TNC drivers' behavior has improved and he believes there will be less citations issued in the future.

Staff advised the Committee that a permanent Use and Facility Agreement for execution by TNC operators will be completed soon which Staff will discuss with the TNC operators serving the Airport. This agreement will take four additional steps: (1) establishment of a geofence; (2) institution of self-reporting by the TNCs; (3) institution of drop-off charges at the Airport; and (4) no advance staging is to be permitted and the TNC driver must remain in the vehicle when picking up riders.

**b. Update: Parking Rate Adjustments**

Staff reported that pursuant to the Commission's approval of the variable pricing strategy implementation regarding the Airport's public parking lots in April 2016, there will be daily rate adjustments as of 12:01 a.m. on May 16 in three of the Airport's public parking lots and for the short-term parking structure to determine which rates best benefit the Airport financially while still attracting passengers to the lots.

Staff reported that Lot E and the short-term parking structure are full on Tuesdays, Wednesdays and Thursdays; Staff therefore decided to increase the daily rates for these two parking products by \$1, from \$23 to \$24 and from \$31 to \$32, respectively. Staff also decided to increase the daily rate for Valet parking by \$1, from \$23 to \$24. Regarding Lot C, which Staff noted has not been performing as well as some of the other lots, it was decided to try to encourage competition on the off-airport lots by decreasing the daily rate for Lot C by \$1, from \$13 to \$12.

Staff advised the Committee it will carefully monitor activity in these parking lots to determine whether the adjusted rates are effective.

**6. Other Contracts and Capital Projects**

This item was not discussed.

**7. Adjournment**

There being no further business, the meeting adjourned at 8:56 a.m.

*Approved May 16, 2016*

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

**MONDAY, MAY 2, 2016**

A regular meeting of the Finance and Administration Committee was called to order this date in the Airport Skyroom of the Burbank-Glendale-Pasadena Airport Authority, 2627 Hollywood Way, Burbank, California, at 12:00 p.m., by Commissioner 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 and Friedman

**Absent:** Commissioner Adams

**Also Present** Staff: Dan Feger, Executive Director; John Hatanaka, Senior Deputy Executive Director; Kathy David, Deputy Executive Director, Finance and Administration; Scott R. Smith, Director of Financial Services; David Freedman, Director, Business, Property and Administrative Services; Madeleine Zavala, Manager, Business and Property; Mike Duong, Senior Manager, Business and Compliance; and Rachael Warecki, Public Relations and Social Media Specialist

**1. Approval of Agenda** There were no adjustments to the agenda.

**2. Public Comment** There were no public speakers.

**3. Approval of Minutes**

**a. April 18, 2016** The draft minutes of the April 18, 2016, Committee meeting were approved 2-0 (one absent) as submitted by Staff.

**4. Contracts and Leases**

**a. Aviation Hangar Lease, Delux Public Charter, LLC** Staff presented to the Committee a proposed aviation hangar lease with Delux Public Charter, LLC ("Delux"), a Federal Aviation Regulation Part 135 aircraft operation that is owned by JetSuite, Inc. ("JetSuite") to lease a portion of Hangar 2 at the Airport.

In February 2016 JetSuite contacted Staff requesting to lease certain general aviation facilities at the Airport to support its public charter operations. To accommodate JetSuite's expedited schedule, Staff negotiated terms to allow JetSuite in Hangar 2 on April 11, 2016, to begin improving the facilities for operations by Delux, its affiliated entity.

Key components of the proposed lease are as follows: the lease will be retroactive to April 11, 2016, for a three-year term with two one-year extension options; rent will be at the rate of \$14,245.34 per month, or \$170,944.08 annually; the space is to be used for support space for public charter operations; the security deposit is three months' rent, or \$42,736.02; and the tenant is to pay all expenses related to its occupancy, including maintenance, utilities, rest room maintenance, trash and any applicable taxes.

Staff recommended that the Committee recommend to the Commission that it approve the proposed aviation hangar lease with Delux and authorize the Authority President to execute same.

**Motion**

Commissioner Friedman moved approval of Staff's recommendation.

**Motion Approved**

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

**b. Third Amendment of Aviation Hangar Lease, Amblin' Films, Inc.**

Staff presented a proposed Third Amendment ("Amendment") to the aviation hangar lease ("Lease") with Amblin' Films, Inc. ("Amblin"), formerly known as Dreamworks, LLC. The Amendment would allow Amblin's agreement with the Authority to continue on the same terms and conditions past the termination date of April 23, 2016, with rent at the current monthly rate of \$46,352 on a month-to-month basis. The initial Lease of Hangar 43 for storage of general aviation aircraft, which was for ten years and expired in May of 2013, was later extended to May of 2018 by a Second Amendment.

Amblin exercised its right to terminate the Lease as of April 23, 2016, but has requested a month-to-month extension because its relocation facilities at Van Nuys Airport will not be ready until late May or June of 2016.

Staff recommended that the Committee recommend to the Commission that it approve the proposed Third Amendment to the Aviation Hangar Lease with Amblin'

Films, Inc., and authorize the Authority President to execute such Amendment.

**Motion**

Commissioner Friedman moved approval of Staff's recommendation.

**Motion Approved**

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

**c. Consent to Assignment of Sublease between Avjet Corporation/Mercury Air Center, Inc., and Consent to Facility Tenant Agreement between Avjet Corporation/ Jet Aviation Holdings USA, Inc.**

Staff presented a proposed consent to assignment of a January 28, 1999, sublease between Mercury Air Center, Inc., dba Atlantic Aviation ("Atlantic") and Avjet Corporation ("Avjet") and consent to a Facility Tenant Agreement between Jet Aviation Holdings, Inc. ("Jet") and Marc J. Foulkrod ("Subtenant").

Staff reported that at the March 21, 2016, Commission meeting, the Authority approved the assignment of the Ground Lease and Hangar Lease from Avjet to Jet due to a Stock Purchase Agreement dated March 3, 2016, for all of Avjet's stock to Jet. Following the acquisition, Jet became the new owner of Avjet, with Avjet continuing to operate as it currently does at the Airport.

As Jet is now the new owner of Avjet, Jet is seeking approval for other agreements that Avjet has with Atlantic and the Authority: a sublease between Atlantic and Avjet for Hangars 6, 7, 7A, and 7B; and a sublet of 2,952 square feet of office space in Hangar 25 to the Subtenant.

Staff recommended that the Committee recommend to the Commission that it approve the Consent of Assignment for the Sublease and the Consent to Facility Tenant Agreement and that the Authority President be authorized to execute such consents.

**Motion**

Commissioner Friedman moved approval of Staff's recommendation.

**Motion Approved**

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

**5. Items for Discussion**

**a. Fiscal Year 2016/2017 ("FY 2017") Budget Development: Projected Revenues and Proposed Staffing**

Staff reviewed with the Committee the proposed FY 2017 TBI staffing costs and program and answered various questions from the Committee.

Staff discussed with the Committee the possibility of scheduling a special Committee meeting prior to the

regularly scheduled May 16, 2016, meeting. Staff will poll the Commissioners and advise the Committee of an agreed-upon date and time.

**6. Items for Information**

**a. Pending Items**

**Current**

- (1) **Fiscal Year 2016/2017  
("FY 2017") Budget  
Development:  
Projected Revenues  
and Proposed Staffing** (See agenda item 5.a. above)

**Future**

- (1) **Replacement  
Passenger Terminal  
Financial Alternatives  
Consultant**
- (2) **FY 2016/2017  
("FY 2017") Budget  
Development  
(continued)**

**7. Other Contracts and Leases**

There were no other contracts and leases to be discussed.

**8. Adjournment**

There being no further business, the meeting was adjourned at 12:26 p.m.

Subject to Approval

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

**MONDAY, MAY 16, 2016**

A regular meeting of the Burbank-Glendale-Pasadena Airport Authority was called to order this date in the Airport Skyroom, 2627 Hollywood Way, Burbank, California, at 9:00 a.m., by President Quintero.

- |                                |   |
|--------------------------------|---|
| <b>1. PLEDGE OF ALLEGIANCE</b> | Executive Director Feger led the assembly in the recitation of the Pledge of Allegiance to the Flag.  |
| <b>2. ROLL CALL</b>            |   |
| <b>Present:</b>                | Commissioners Brown, Adams, Friedman (arrived at 9:06 a.m.), Sinanyan (arrived at 9:02 a.m.), Wiggins, Tornek and Selvidge  |
| <b>Absent:</b>                 | Commissioners Quintero and Madison  |
| <b>Also Present:</b>           | Staff: Dan Feger, Executive Director; John Hatanaka, Senior Deputy Executive Director; Mark Hardymont, Director, Government and Environmental Affairs; Alexander Jackson, Manager, Airport Security; Mary Tromp, Manager, Parking; Madeleine Zavala, Manager, Business and Property; and Rachael Warecki, Public Relations and Social Media Specialist  |
|                                | Airport Authority General Counsel: Tom Ryan of McDermott, Will & Emery, and Terence R. Boga of Richards, Watson & Gershon   |
| <b>3. APPROVAL OF AGENDA</b>   | There being no objection, the agenda was approved with no revisions.  |
| <b>4. PUBLIC COMMENT</b>       | Mike Nolan of Burbank commented on the following: an oral Public Records Act request for which he stated he received no answers and was directed to meet with Authority staff to clarify his questions; whether Commissioner Friedman had received a copy of the reply to his Public Records Act request; improvements over the years to the Airport terminal and facilities; building permits which he stated the Authority had obtained to complete earthquake work on the terminal; a structure that no longer exists that permitted passengers to board a plane at higher than surface level; the TSA improvements being closer to the center line of the runway than the terminal is; how the Authority intends to pay for the replacement terminal project; and stated some Burbank residents do not wish to have Measure B included on the |

November 8, 2016, general election ballot, preferring instead that it be included on the ballot at the same time as the election of Burbank city officials.

Commissioner Friedman stated she had received a copy of Staff's response to Mr. Nolan's Public Record Act request and several other Commissioners indicated they received it also.

Commissioners Wiggins and Brown responded to Mr. Nolan's comments. Commissioner Wiggins stated it was his hope that Mr. Nolan was able to work with Staff to obtain the information he requested; Commissioner Brown thanked Mr. Nolan for attending the meeting and expressing himself and asked that he "pinpoint" certain questions and dates to facilitate Staff's providing the requested information.

## **5. CONSENT CALENDAR**

### **a. Committee Reports (For Noting and Filing)**

#### **1) Operations and Development Committee**

**(i) April 18, 2016**

Approved minutes of the following meetings were included in the agenda packet for information purposes: April 18, 2016, Operations and Development Committee; April 18, 2016, Finance and Administration Committee; and April 4, 2016, Legal, Government and Environmental Affairs Committee.

#### **2) Finance and Administration Committee**

**(i) April 18, 2016**

#### **3) Legal, Government and Environmental Affairs Committee**

**(i) April 4, 2014**

### **b. Commission Minutes (For Approval)**

#### **1) May 2, 2016**

Draft minutes of the May 2, 2016, Commission meeting were included in the agenda packet for review and approval.

### **c. Third Amendment of Aviation Hangar Lease, Amblin' Films, LLC**

Staff presented a proposed Third Amendment ("Amendment") to the aviation hangar lease ("Lease") with Amblin' Films, Inc. ("Amblin"), formerly known as Dreamworks, LLC. The Amendment would allow Amblin's agreement with the Authority to continue on the same terms



and conditions past the termination date of April 23, 2016, with rent at the current monthly rate of \$46,352 on a month-to-month basis. The initial Lease of Hangar 43 for storage of general aviation aircraft, which was for ten years and expired in May of 2013, was later extended to May of 2018 by a Second Amendment.

Amblin exercised its right to terminate the Lease as of April 23, 2016, but has requested a month-to-month extension because its relocation facilities at Van Nuys Airport will not be ready until late May or June of 2016.

At the May 2, 2016, meeting of the Finance and Administration Committee, the Committee voted 2-0 (one absent) to recommend that the Commission approve the proposed Third Amendment to the Aviation Hangar Lease with Amblin' Films, Inc., and authorize the Authority President to execute such Amendment.

**d. Consent to Assignment of Sublease Between Avjet Corporation/Mercury Air Center, Inc., and Consent to Facility Tenant Agreement Between Avjet Corporation/Jet Aviation Holdings USA, Inc.**

Staff presented a proposed consent to assignment of a January 28, 1999, sublease between Mercury Air Center, Inc., dba Atlantic Aviation ("Atlantic") and Avjet Corporation ("Avjet") and consent to a Facility Tenant Agreement between Jet Aviation Holdings, Inc. ("Jet") and Marc J. Foulkrod ("Subtenant").

Staff reported that at the March 21, 2016, Commission meeting, the Authority approved the assignment of the ground lease and hangar lease from Avjet to Jet due to a stock purchase agreement dated March 3, 2016, for the acquisition of Avjet's stock by Jet. Following the acquisition, Jet became the new owner of Avjet, with Avjet continuing to operate as it currently does at the Airport.

As Jet is now the new owner of Avjet, Jet is seeking approval for other agreements that Avjet has with Atlantic and the Authority: a sublease between Atlantic and Avjet for Hangars 6, 7, 7A, and 7B; and a sublet of 2,952 square feet of office space in Hangar 25 to the Subtenant.

At the May 2, 2016, meeting of the Finance and Administration Committee, the Committee voted 2-0 (one absent) to recommend that the Commission approve the consent of assignment for the sublease and the Consent to Facility Tenant Agreement and authorize the Authority President to execute such consents.

**MOTION**

Commissioner Brown moved approval of the Consent Calendar, seconded by Commissioner Adams.

**MOTION APPROVED**

The motion was approved by the following vote:

AYES: Commissioners Brown, Adams, Friedman,  
Sinanyan, Wiggins, Tornek and Selvidge

NOES: None

ABSENT: Commissioners Quintero and Madison

**6. ITEMS FOR COMMISSION  
APPROVAL**

**a. Rate Adjustment and  
Agreement Extension for  
HSS, Inc. Staffing Services**

Staff reported that in July 2013 HSS, Inc. Staffing Services ("HSS"), which provides the Airport with professional services including traffic control, guard booth staffing, and inspection services, was awarded an initial three-year contract with two one-year extensions. The Professional Services Agreement ("Agreement") between the Authority and HSS provides for a CPI rate adjustment beginning in year two of the Agreement.

Regarding the CPI adjustment, Staff recommended that a CPI annual adjustment in the amount of \$12,115 be retroactively applied effective July 31, 2015. Staff noted that the reason for the retroactive CPI adjustment is due to negotiations between Authority staff and HSS regarding HSS' request for a separate wage adjustment amounting to approximately \$56,626 per year. Staff does not recommend the additional wage increase and HSS has agreed to comply with the terms of the original Agreement, which provide for the CPI adjustment in year two of the Agreement.

At its May 2, 2016, meeting, the Operations and Development Committee voted unanimously (3-0) to recommend approval of the following to the Commission: (1) A CPI rate adjustment to the Agreement with HSS in the annual amount of \$12,115, retroactively effective July 31, 2015; (2) a one-year extension of the Agreement for a one-year period through July 31, 2017; and (3) disapproval of the additional wage increase proposed by HSS.

**MOTION**

Commissioner Adams moved approval of the recommendation of the Operations and Development Committee, seconded by Commissioner Brown.

**MOTION APPROVED**

The motion was approved by the following vote:

AYES: Commissioners Brown, Adams, Friedman,  
Sinanyan, Wiggins, Tornek and Selvidge

NOES: None

ABSENT: Commissioners Quintero and Madison

**b. Aviation Hangar Lease,  
Delux Public Charter, LLC**

Prior to presenting this item, Staff reviewed with the Commission the types of commercial airline passenger service regulated and certified by the FAA and answered various questions from the Commission.

Staff presented to the Commission a proposed aviation hangar lease with Delux Public Charter, LLC ("Delux"), a Federal Aviation Regulation Part 135 aircraft operation that is owned by JetSuite, Inc. ("JetSuite") to lease a portion of Hangar 2 at the Airport.

In February 2016 JetSuite contacted Staff requesting to lease certain general aviation facilities at the Airport to support its public charter operations. To accommodate JetSuite's expedited schedule, Staff negotiated terms to allow JetSuite in Hangar 2 on April 11, 2016, to begin improving the facilities for operations by Delux, its affiliated entity.

Key components of the proposed lease are as follows: the lease will be retroactive to April 11, 2016, for a three-year term with two one-year extension options; rent will be at the rate of \$14,245.34 per month, or \$170,944.08 annually; the space is to be used for support space for public charter operations; the security deposit is three months' rent, or \$42,736.02; and the tenant is to pay all expenses related to its occupancy, including maintenance, utilities, rest room maintenance, trash and any applicable taxes.

At the May 2, 2016, meeting of the Finance and Administration Committee, the Committee voted 2-0 (one absent) to recommend that the Commission approve the proposed aviation hangar lease with Delux and authorize the Authority President to execute same.

**MOTION**

Commissioner Tornek moved approval of the recommendation of the Finance and Administration Committee; Commissioner Friedman seconded the motion.

**MOTION APPROVED**

The motion was approved by the following vote:

AYES: Commissioners Brown, Adams, Friedman,  
Sinanyan, Wiggins, Tornek and Selvidge

NOES: None

ABSENT: Commissioners Quintero and Madison

**7. ITEMS FOR COMMISSION  
INFORMATION**

**a. March 2016 Passenger/  
Cargo Statistics and**

Staff presented the Passenger/Cargo Statistics and Parking Information for the month of March 2016.

**8. CLOSED SESSION**

The meeting did not recess to closed session.

**9. ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:44.

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Terry Tornek, Secretary

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Date

---

Frank Quintero, President

---

Date



May 16, 2016

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

Dear Commissioners:

The attached report, covering the month of March 2016, 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,

*[Original Letter Signed by Commissioner Sinanyan]*

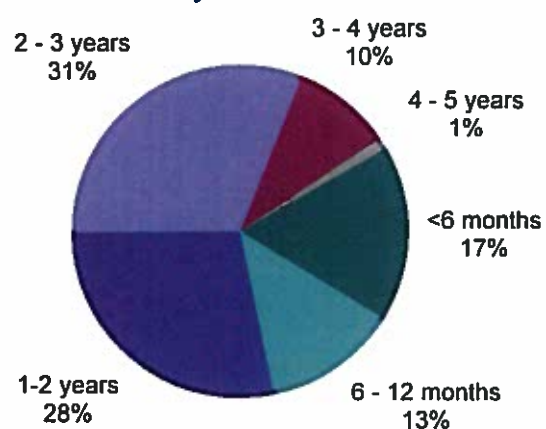
Zareh Sinanyan  
Treasurer

Attachments

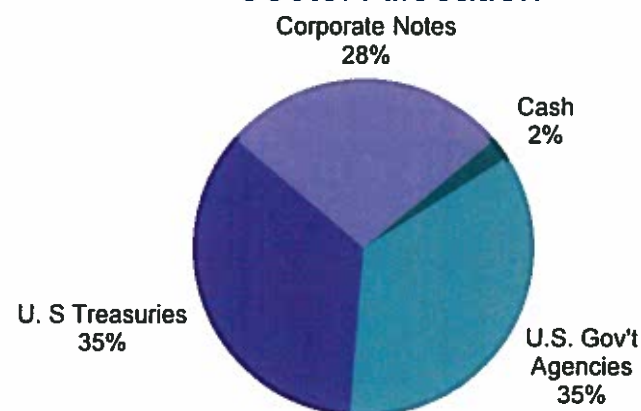
# Operating Portfolio Investment Guidelines Conformance as of March 31, 2016

	Legal Max Maturity	Actual Max Maturity	Policy Maximum	Policy Actual
U.S. Gov Agencies	5 Years	3.45 Years	70%	35%
Corporate Notes	5 Years	4.13 Years	30%	28%
LAIF	N/A	N/A	\$20 mil	N/A
Bankers Acceptances	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%	2%
U.S. Gov Securities (Treasuries)	5 Years	3.75 Years	No Limit	35%

**Maturity Distribution**



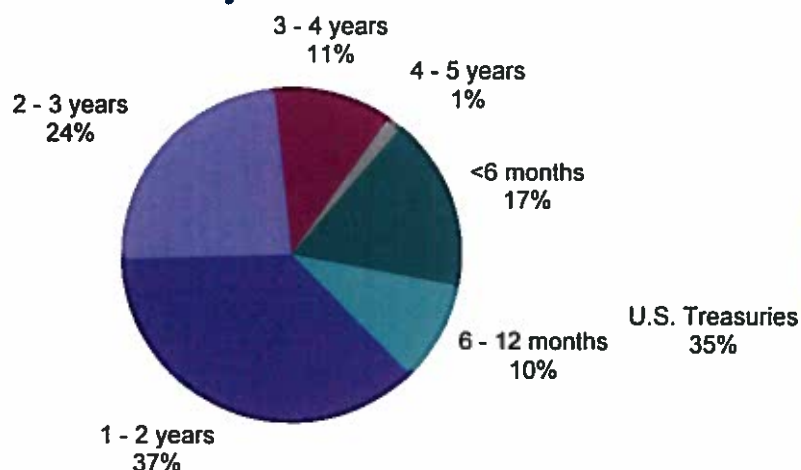
**Sector Allocation**



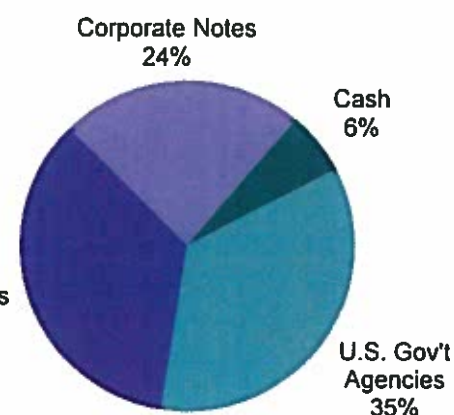
# PFC Portfolio Investment Guidelines Conformance as of March 31, 2016

	Legal Max Maturity	Actual Max Maturity	Policy Maximum	Policy Actual
U.S. Gov Agencies	5 Years	3.45 Years	70%	35%
Corporate Notes	5 Years	4.13 Years	30%	24%
LAIF	N/A	N/A	\$20 mil	N/A
Bankers Acceptances	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%	6%
U.S. Gov Securities (Treasuries)	5 Years	3.75 Years	No Limit	35%

**Maturity Distribution**



**Sector Allocation**



**Burbank-Glendale-Pasadena Airport Authority - Operating Account**  
**Statement of Investments**  
**As of 03/31/16**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Eff. Mat. Date	Par Value	Purchase Cost	Market Value	Unrealized Gain/Loss	YTM	Days to Eff. Mat.	% Mkt Value
03/31/16	Columbia Treasury Reserves	097101307	0.000	03/31/16	03/31/16	\$ 2,644,422	\$ 2,644,422	\$ 2,644,422	\$ -	0.00%	0	1.81%
12/08/14	General Electric Capital Corp	36962G6X7	1.339	04/02/18	04/02/16	1,000,000	1,013,394	1,003,542	(9,852)	1.18%	2	0.69%
07/11/13	Duke Energy Indiana Inc	263901AE0	0.979	07/11/16	04/11/16	705,000	706,115	705,214	(901)	0.88%	11	0.48%
04/11/13	Wal-Mart Stores Inc	931142DE0	0.600	04/11/16	04/11/16	900,000	899,361	900,008	647	0.57%	11	0.62%
01/21/16	Oracle Corporation	68389XAR6	1.202	01/15/19	04/15/16	775,000	776,651	778,310	1,659	1.07%	15	0.53%
07/08/15	Wells Fargo & Company	94974BFK1	1.249	04/23/18	04/23/16	1,000,000	1,002,200	999,847	(2,353)	1.28%	23	0.68%
05/03/13	Apple Inc	037833AF7	0.669	05/03/16	05/03/16	750,000	750,007	750,147	140	0.45%	33	0.51%
02/21/13	Pepsico Inc	713448BT4	2.500	05/10/16	05/10/16	1,000,000	1,053,330	1,002,111	(51,219)	0.54%	40	0.69%
03/02/16	Johnson & Johnson	478160BW3	0.905	03/01/19	06/01/16	785,000	785,167	786,850	1,683	0.83%	62	0.54%
04/18/13	John Deere Capital Corp	24422ERC5	2.250	06/07/16	06/07/16	850,000	887,627	852,754	(34,873)	0.48%	68	0.58%
06/24/13	Chevron Corp	166764AC4	0.889	06/24/16	06/24/16	890,000	892,720	890,377	(2,343)	0.70%	85	0.61%
06/17/13	FHLB	3133834R9	0.375	06/24/16	06/24/16	1,500,000	1,490,925	1,499,991	9,066	0.38%	85	1.03%
10/21/13	Treasury Note	91282QR4	1.500	06/30/16	06/30/16	5,050,000	5,166,160	5,064,892	(101,268)	0.32%	91	3.46%
02/19/13	JPMorgan Chase & Co	46625HJA9	3.150	07/05/16	07/05/16	1,015,000	1,074,431	1,021,386	(53,045)	0.73%	96	0.70%
08/20/13	Caterpillar Financial Services	14912L4X6	2.050	08/01/16	08/01/16	850,000	872,678	853,851	(18,827)	0.69%	123	0.58%
08/05/13	Halliburton Company	406216BB6	1.000	08/01/16	08/01/16	575,000	574,563	574,925	362	1.04%	123	0.39%
02/21/13	Coca-Cola Company (The)	191216AU4	1.800	09/01/16	09/01/16	1,000,000	1,034,540	1,004,267	(30,273)	0.77%	154	0.69%
10/09/13	PNC Bank NA	69349LAN8	1.300	10/03/16	09/03/16	800,000	804,435	801,726	(2,709)	0.87%	156	0.55%
11/26/13	Key Bank NA	49327M2J2	1.100	11/25/16	10/25/16	500,000	499,620	500,438	818	0.96%	208	0.34%
10/15/13	Treasury Note	912828RM4	1.000	10/31/16	10/31/16	3,970,000	4,005,203	3,981,942	(23,261)	0.48%	214	2.72%
09/12/14	Procter & Gamble Co	742718ED7	0.750	11/04/16	11/04/16	1,000,000	999,680	1,000,305	625	0.70%	218	0.68%
03/20/14	Comcast Corporation	20030NAP6	6.500	01/15/17	01/15/17	850,000	976,735	886,830	(89,905)	0.97%	290	0.61%
12/30/13	Pfizer Inc	717081DD2	0.900	01/15/17	01/15/17	1,000,000	994,630	1,000,345	5,715	0.86%	290	0.68%
04/03/14	Treasury Note	912828SC5	0.875	01/31/17	01/31/17	2,050,000	2,049,920	2,054,565	4,645	0.61%	306	1.40%
12/03/12	Walt Disney Co	25468PCS3	1.125	02/15/17	02/15/17	800,000	803,872	802,613	(1,259)	0.75%	321	0.55%
06/12/14	Branch Banking and Trust Company	07330NAH8	1.000	04/03/17	03/03/17	650,000	647,524	649,427	1,903	1.09%	337	0.44%
10/16/12	FHLMC	3137EADC0	1.000	03/08/17	03/08/17	6,000,000	6,045,930	6,018,330	(27,600)	0.67%	342	4.11%
05/20/14	US Bancorp	91159HHD5	1.650	05/15/17	04/15/17	1,000,000	1,016,310	1,005,250	(11,060)	1.18%	380	0.69%
05/21/12	FNMA	3135G0JA2	1.125	04/27/17	04/27/17	4,550,000	4,575,085	4,570,292	(4,793)	0.71%	392	3.12%
05/06/14	State Street Corporation	857477AD5	5.375	04/30/17	04/30/17	609,000	684,238	637,018	(47,220)	1.09%	395	0.44%
02/03/14	FHLB	3133XKQX6	4.875	05/17/17	05/17/17	4,375,000	4,868,587	4,580,463	(288,124)	0.69%	412	3.13%
01/28/15	FHLB	313379DD8	1.000	06/21/17	06/21/17	4,000,000	4,027,520	4,015,096	(12,424)	0.69%	447	2.75%
08/02/12	Treasury Note	912828TG5	0.500	07/31/17	07/31/17	1,275,000	1,266,020	1,271,862	5,842	0.69%	487	0.87%
09/29/15	FNMA Bench	3135G0ZL0	1.000	09/27/17	09/27/17	3,000,000	3,016,945	3,011,295	(5,650)	0.75%	545	2.06%
11/02/12	Treasury Note	912828TW0	0.750	10/31/17	10/31/17	3,200,000	3,196,547	3,201,031	4,484	0.73%	579	2.19%



**Burbank-Glendale-Pasadena Airport Authority - Operating Account**  
**Statement of Investments**  
**As of 03/31/16**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Eff. Mat. Date	Par Value	Purchase Cost	Market Value	Unrealized Gain/Loss	YTM	Days to Eff. Mat.	% Mkt Value
09/10/14	FHLMC Reference Notes	3137EABA6	5.125	11/17/17	11/17/17	5,200,000	5,834,036	5,565,420	(268,616)	0.77%	596	3.80%
10/07/14	Metlife Inc	59156RBK3	1.903	12/15/17	12/15/17	800,000	805,636	803,412	(2,224)	1.65%	624	0.55%
05/06/14	Bank of New York Mellon Corp	06406HCE7	1.300	01/25/18	12/25/17	675,000	667,157	675,941	8,784	1.22%	634	0.46%
08/07/15	Fifth Third Bank	31677QAV1	1.450	02/28/18	01/28/18	500,000	496,560	498,680	2,120	1.59%	668	0.34%
12/23/13	FNMA Benchmark Notes	3135G0TG8	0.875	02/08/18	02/08/18	6,000,000	5,904,390	6,013,776	109,386	0.75%	679	4.11%
11/18/15	Exxon Mobil Corp	30231GAL6	1.305	03/06/18	03/06/18	700,000	701,862	703,144	1,282	1.07%	705	0.48%
05/08/15	Corning Inc	219350BA2	1.500	05/08/18	05/08/18	775,000	774,279	771,609	(2,670)	1.71%	768	0.53%
09/25/15	Boeing Co	097023BE4	0.950	05/15/18	05/15/18	650,000	644,482	647,702	3,220	1.12%	775	0.44%
03/11/14	Merck & Co Inc	58933YAG0	1.300	05/18/18	05/18/18	1,000,000	987,010	1,008,145	21,135	0.91%	778	0.69%
12/03/14	Treasury Note	912828VE7	1.000	05/31/18	05/31/18	13,010,000	12,972,601	13,070,991	98,390	0.78%	791	8.94%
08/05/15	FHLMC	3137EABP3	4.875	06/13/18	06/13/18	2,000,000	2,211,180	2,175,388	(35,792)	0.84%	804	1.49%
07/06/15	Southern California Gas Company	842434CN0	1.550	06/15/18	06/15/18	300,000	301,086	300,179	(907)	1.52%	806	0.21%
07/06/15	Nevada Power Company	641423BW7	6.500	08/01/18	08/01/18	700,000	800,198	775,630	(24,568)	1.75%	853	0.53%
08/07/15	3M Company	88579YAP6	1.375	08/07/18	08/07/18	900,000	898,398	910,043	11,645	0.89%	859	0.62%
12/18/15	Berkshire Hathaway Finance Corp	084664BY6	2.000	08/15/18	08/15/18	1,050,000	1,065,876	1,069,848	3,972	1.19%	867	0.73%
08/18/15	Treasury Note	912828RE2	1.500	08/31/18	08/31/18	6,400,000	6,482,133	6,508,250	26,117	0.79%	883	4.45%
12/24/15	Simon Property Group LP	828807CQ8	2.200	02/01/19	11/01/18	530,000	534,161	537,992	3,831	1.65%	945	0.37%
11/03/15	Microsoft Corporation	594918BF0	1.300	11/03/18	11/03/18	650,000	649,898	656,321	6,423	0.92%	947	0.45%
09/25/15	Manufacturers & Traders Trust Co	55279HAE0	2.300	01/30/19	12/30/18	635,000	642,658	643,724	1,066	1.80%	1004	0.44%
12/01/15	Treasury Note	912828A75	1.500	12/31/18	12/31/18	500,000	503,516	509,004	5,488	0.84%	1005	0.35%
07/01/15	Treasury Note	912828SD3	1.250	01/31/19	01/31/19	4,000,000	4,003,594	4,044,532	40,938	0.85%	1036	2.77%
01/14/16	IBM Corp	459200HT1	1.950	02/12/19	02/12/19	765,000	772,405	779,008	6,603	1.30%	1048	0.53%
02/26/16	Cisco Systems Inc	17275RAE2	4.950	02/15/19	02/15/19	710,000	781,618	785,662	4,044	1.17%	1051	0.54%
01/21/15	Union Pacific Corporation	907818DW5	2.250	02/15/19	02/15/19	625,000	643,066	638,150	(4,916)	1.50%	1051	0.44%
09/15/14	Unitedhealth Group Inc	91324PCB6	1.625	03/15/19	03/15/19	720,000	706,025	725,084	19,059	1.38%	1079	0.50%
12/07/15	FHLMC	3137EACA5	3.750	03/27/19	03/27/19	3,500,000	3,763,900	3,787,196	23,296	0.96%	1091	2.59%
09/12/14	Public Service Electric And Gas	74456QBG0	1.800	06/01/19	05/01/19	800,000	790,456	807,342	16,886	1.50%	1126	0.55%
12/08/14	Target Corporation	87612EBB1	2.300	06/26/19	06/26/19	625,000	634,311	647,128	12,817	1.18%	1182	0.44%
03/17/15	FNMA Bench	3135G0ZG1	1.750	09/12/19	09/12/19	4,500,000	4,545,910	4,611,627	65,717	1.02%	1260	3.15%
04/01/16	Treasury Note	912828F62	1.500	10/31/19	10/31/19	3,905,000	3,970,133	3,972,271	2,138	1.01%	1309	2.72%
05/26/15	Arizona Public Service Company	040555CR3	2.200	01/15/20	12/15/19	625,000	627,130	632,171	5,041	1.88%	1354	0.43%
01/19/16	Treasury Note	912828G95	1.625	12/31/19	12/31/19	1,750,000	1,772,694	1,787,051	14,357	1.05%	1370	1.22%
05/08/15	United Technologies Corporation	913017BR9	4.500	04/15/20	04/15/20	750,000	838,117	828,869	(9,248)	1.79%	1476	0.57%
03/08/16	Public Service Company of Colorado	744448CD1	3.200	11/15/20	05/15/20	600,000	628,811	633,662	4,851	1.93%	1506	0.43%
<b>Subtotal</b>						<b>\$127,768,422</b>	<b>\$130,458,379</b>	<b>\$129,846,674</b>	<b>\$ (611,705)</b>	<b>0.83%</b>	<b>615</b>	<b>88.77%</b>

**Burbank-Glendale-Pasadena Airport Authority - Operating Account**  
**Statement of Investments**  
**As of 03/31/16**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Eff. Mat. Date	Par Value	Purchase Cost	Market Value	Unrealized Gain/Loss	YTM	Days to Eff. Mat.	% Mkt Value
	Local Agency Investment Fund (LAIF)					16,418,651	16,418,651	16,422,281	3,630	0.51%	146	11.23%
		Subtotal				\$144,187,073	\$146,877,030	\$146,268,955	\$ (608,075)	0.79%	563	100.00%
	Operating Bank Balance						2,477,110					
		TOTAL					\$149,354,140					

**Burbank-Glendale-Pasadena Airport Authority - Operating Account**  
**Statement of Purchases - Maturities - Sales**  
**As of 03/31/16**

**PURCHASES**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Par Value	Purchase Price	Purchase Cost	Prepaid Interest
03/08/16	Public Service Company of Colorado	744448CD1	3.200	11/15/20	600,000.00	104.80200	\$ 628,812.00	\$ 6,026.67
04/01/16	Treasury Note	912828F62	1.500	10/31/19	3,905,000.00	101.66797	3,970,134.18	24,620.81
							-	-
							-	-
							-	-
							-	-
							-	-
<b>TOTAL PURCHASES</b>					<b>\$ 4,505,000.00</b>		<b>\$ 4,598,946.18</b>	<b>\$ 30,647.48</b>

**MATURITIES**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Par Value	Purchase Price	Purchase Cost	Gain / (Loss)
10/09/13	Loews Corporation	540424AN8	5.250	03/15/16	\$ 700,000.00	109.73843	\$ 768,169.00	\$ (68,169.00)
04/18/11	Treasury Note	912828QA1	2.250	03/31/16	4,500,000.00	100.60938	4,527,421.88	(27,421.88)
							-	-
							-	-
							-	-
<b>TOTAL MATURITIES</b>					<b>\$ 5,200,000.00</b>		<b>\$ 5,295,590.88</b>	<b>\$ (95,590.88)</b>

**SALES / REDEMPTIONS**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Sale Date	Par Value	Sale Price	Sale Amount	Purchase Cost	Gain / (Loss)
								\$ -		\$ -
								-		-
								-		-
								-		-
								-		-
<b>TOTAL SALES</b>						<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Burbank-Glendale-Pasadena Airport Authority - Operating Account**  
**Earnings Report**  
**03/01/16-03/31/16**

Type of Investment	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										
Loews Corporation	NOTE	5.250	03/15/16	16,945.83	18,375.00	-	-	1,429.17	(1,160.21)	268.96
Treasury Note	NOTE	2.250	03/31/16	42,325.82	50,625.00	-	-	8,299.18	(454.46)	7,844.72
Wal-Mart Stores Inc	NOTE	0.600	04/11/16	2,100.00	-	-	2,550.00	450.00	17.75	467.75
Apple Inc	NOTE	0.669	05/03/16	376.09	-	-	807.89	431.80	(0.26)	431.54
Pepsico Inc	NOTE	2.500	05/10/16	7,708.33	-	-	9,791.67	2,083.34	(1,380.41)	702.93
John Deere Capital Corp	MTN	2.250	06/07/16	4,462.50	-	-	6,056.26	1,593.76	(1,036.32)	557.44
Chevron Corp	NOTE	0.889	06/24/16	1,472.53	-	-	2,131.87	659.34	(127.10)	532.24
FHLB	NOTE	0.375	06/24/16	1,046.88	-	-	1,515.63	468.75	250.46	719.21
Treasury Note	NOTE	1.500	06/30/16	12,694.37	-	-	19,145.61	6,451.24	(4,227.02)	2,224.22
JPMorgan Chase & Co	NOTE	3.150	07/05/16	4,973.50	-	-	7,637.88	2,664.38	(1,478.88)	1,185.50
Duke Energy Indiana Inc	NOTE	0.979	07/11/16	946.71	-	-	1,533.46	586.75	(35.39)	551.36
Caterpillar Financial Services	NOTE	2.050	08/01/16	1,452.08	-	-	2,904.17	1,452.09	(641.23)	810.86
Halliburton Company	NOTE	1.000	08/01/16	479.17	-	-	958.33	479.16	12.18	491.34
Coca-Cola Company (The)	NOTE	1.800	09/01/16	9,000.00	9,000.00	-	1,500.00	1,500.00	(815.90)	684.10
PNC Bank NA	NOTE	1.300	10/03/16	4,275.55	-	-	5,142.22	866.67	(134.50)	732.17
Treasury Note	NOTE	1.000	10/31/16	13,306.04	-	-	16,687.09	3,381.05	(981.37)	2,399.68
Procter & Gamble Co	NOTE	0.750	11/04/16	2,437.50	-	-	3,062.50	625.00	12.44	637.44
Key Bank NA	NOTE	1.100	11/25/16	1,466.67	-	-	1,925.00	458.33	10.87	469.20
Comcast Corporation	NOTE	6.500	01/15/17	7,059.72	-	-	11,663.89	4,604.17	(3,745.86)	858.31
Pfizer Inc	NOTE	0.900	01/15/17	1,150.00	-	-	1,900.00	750.00	147.12	897.12
Treasury Note	MTN	0.875	01/31/17	1,478.37	-	-	3,006.01	1,527.64	2.40	1,530.04
Walt Disney Co	MTN	1.125	02/15/17	400.00	-	-	1,150.00	750.00	(76.82)	673.18
FHLMC	NOTE	1.000	03/08/17	28,833.33	30,000.00	-	3,833.33	5,000.00	(1,029.26)	3,970.74
Branch Banking and Trust Company	MTN	1.000	04/03/17	2,672.22	-	-	3,213.89	541.67	75.74	617.41
FNMA	NOTE	1.125	04/27/17	17,631.25	-	-	21,896.88	4,265.63	(632.13)	3,633.50
State Street Corporation	NOTE	5.375	04/30/17	11,002.17	-	-	13,729.99	2,727.82	(2,109.84)	617.98
US Bancorp	NOTE	1.650	05/15/17	4,858.33	-	-	6,233.33	1,375.00	(468.23)	906.77
FHLB	NOTE	4.875	05/17/17	61,614.58	-	-	79,388.02	17,773.44	(14,292.65)	3,480.79
FHLB	NOTE	1.000	06/21/17	7,759.56	-	-	11,147.54	3,387.98	(974.99)	2,412.99
Treasury Note	NOTE	0.500	07/31/17	525.41	-	-	1,068.34	542.93	155.32	698.25
FNMA Bench	NOTE	1.000	09/27/17	12,833.34	15,000.00	-	333.34	2,500.00	(708.01)	1,791.99
Treasury Note	NOTE	0.750	10/31/17	8,043.96	-	-	10,087.91	2,043.95	131.32	2,175.27
FHLMC Reference Notes	NOTE	5.125	11/17/17	76,988.89	-	-	99,197.22	22,208.33	(16,583.33)	5,625.00
Metlife Inc	NOTE	1.903	12/15/17	3,213.96	3,806.00	-	676.62	1,268.66	(147.29)	1,121.37

**Burbank-Glendale-Pasadena Airport Authority - Operating Account**  
**Earnings Report**  
**03/01/16-03/31/16**

Type of Investment		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
Bank of New York Mellon Corp	NOTE	1.300	01/25/18	877.50	-	-	1,608.75	731.25	179.76	911.01
FNMA Benchmark Notes	NOTE	0.875	02/08/18	3,354.17	-	-	7,729.16	4,374.99	2,127.74	6,502.73
Fifth Third Bank	NOTE	1.450	02/28/18	20.14	-	-	624.31	604.17	115.82	719.99
Exxon Mobil Corp	NOTE	1.305	03/06/18	4,440.63	4,567.50	-	634.38	761.25	(67.46)	693.79
General Electric Capital Corp	NOTE	1.339	04/02/18	2,166.94	-	-	3,346.50	1,179.56	(342.86)	836.70
Wells Fargo & Company	NOTE	1.249	04/23/18	1,317.97	-	-	2,393.15	1,075.18	(66.86)	1,008.32
Coming Inc	NOTE	1.500	05/08/18	3,648.96	-	-	4,617.71	968.75	20.02	988.77
Boeing Co	NOTE	0.950	05/15/18	1,818.19	-	-	2,332.78	514.59	174.26	688.85
Merck & Co Inc	NOTE	1.300	05/18/18	3,719.44	-	-	4,802.78	1,083.34	258.59	1,341.93
Treasury Note	NOTE	1.000	05/31/18	32,702.73	-	-	43,722.14	11,019.41	782.46	11,801.87
FHLMC	NOTE	4.875	06/13/18	21,125.00	-	-	29,250.00	8,125.00	(6,162.84)	1,962.16
Southern California Gas Company	NOTE	1.550	06/15/18	981.67	-	-	1,369.17	387.50	(30.77)	356.73
Nevada Power Company	NOTE	6.500	08/01/18	3,791.67	-	-	7,583.33	3,791.66	(2,720.30)	1,071.36
3M Company	NOTE	1.375	08/07/18	825.00	-	-	1,856.25	1,031.25	44.50	1,075.75
Berkshire Hathaway Finance Corp	NOTE	2.000	08/15/18	933.33	-	-	2,683.33	1,750.00	(497.68)	1,252.32
Treasury Note	NOTE	1.500	08/31/18	260.86	-	-	8,347.82	8,086.96	(2,309.02)	5,777.94
Microsoft Corporation	NOTE	1.300	11/03/18	2,769.72	-	-	3,473.88	704.16	2.54	706.70
Treasury Note	NOTE	1.500	12/31/18	1,256.87	-	-	1,895.60	638.73	(96.79)	541.94
Oracle Corporation	NOTE	1.202	01/15/19	1,190.31	-	-	1,992.48	802.17	(46.95)	755.22
Manufacturers & Traders Trust Co	NOTE	2.300	01/30/19	1,257.65	-	-	2,474.74	1,217.09	(195.53)	1,021.56
Treasury Note	NOTE	1.250	01/31/19	4,120.88	-	-	8,379.12	4,258.24	(85.04)	4,173.20
Simon Property Group LP	NOTE	2.200	02/01/19	971.67	-	-	1,943.33	971.66	(121.53)	850.13
IBM Corp	NOTE	1.950	02/12/19	787.31	-	-	2,030.44	1,243.13	(200.50)	1,042.63
Cisco Systems Inc	NOTE	4.950	02/15/19	1,562.00	-	-	4,490.75	2,928.75	(2,009.85)	918.90
Union Pacific Corporation	NOTE	2.250	02/15/19	625.00	-	-	1,796.88	1,171.88	(371.30)	800.58
Johnson & Johnson	NOTE	0.905	03/01/19	-	-	-	611.82	611.82	(4.57)	607.25
Unitedhealth Group Inc	NOTE	1.625	03/15/19	5,395.00	5,850.00	-	520.00	975.00	258.80	1,233.80
FHLMC	NOTE	3.750	03/27/19	56,145.83	65,625.00	-	1,458.33	10,937.50	(6,652.94)	4,284.56
Public Service Electric And Gas	NOTE	1.800	06/01/19	3,600.00	-	-	4,800.00	1,200.00	171.56	1,371.56
Target Corporation	NOTE	2.300	06/26/19	2,595.49	-	-	3,793.41	1,197.92	(173.67)	1,024.25
FNMA Bench	NOTE	1.750	09/12/19	36,968.76	39,375.00	-	4,156.25	6,562.49	(913.81)	5,648.68
Treasury Note	NOTE	1.500	10/31/19	-	-	24,620.81	24,620.81	-	-	-
Treasury Note	NOTE	1.625	12/31/19	4,765.63	-	-	7,187.50	2,421.87	(487.90)	1,933.97
Arizona Public Service Company	NOTE	2.200	01/15/20	1,756.94	-	-	2,902.78	1,145.84	(39.01)	1,106.83
United Technologies Corporation	NOTE	4.500	04/15/20	12,750.00	-	-	15,562.50	2,812.50	(1,487.64)	1,324.86

**Burbank-Glendale-Pasadena Airport Authority - Operating Account  
Earnings Report  
03/01/16-03/31/16**

Type of Investment	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	
Public Service Company of Colorado	NOTE	3.200	11/15/20	-	-	6,026.67	7,253.33	1,226.66	(439.73)	786.93
	Subtotal			\$ 594,037.92	\$ 242,223.50	\$ 30,647.48	\$ 576,121.40	\$ 193,659.50	\$ (73,814.36)	\$ 119,845.14
CASH EQUIVALENTS										
Columbia Treasury Reserves				-	310.49	-	-	310.49	-	310.49
	Subtotal			\$ -	\$ 310.49	\$ -	\$ -	\$ 310.49	\$ -	\$ 310.49
LAIF										
Local Agency Investment Fund				12,308.77	-	-	18,952.62	6,643.85	-	6,643.85
	TOTAL			\$ 606,346.69	\$ 242,533.99	\$ 30,647.48	\$ 595,074.02	\$ 200,613.84	\$ (73,814.36)	\$ 126,799.48



**Burbank-Glendale-Pasadena Airport Authority - PFC Account**  
**Statement of Investments**  
**As of 03/31/16**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Eff Mat. Date	Par Value	Purchase Cost	Market Value	Unrealized Gain/Loss	YTM	Days to Eff. Mat.	% Mkt Value
03/31/16	Columbia Treasury Reserves	097101307	0.000	03/31/16	03/31/16	\$ 1,282,460	\$ 1,282,460	\$ 1,282,460	\$ -	0.00%	0	6.18%
01/21/15	General Electric Capital Corp	36962G6X7	1.339	04/02/18	04/02/16	150,000	151,464	150,531	(933)	1.18%	2	0.73%
02/20/15	Duke Energy Indiana Inc	263901AE0	0.979	07/11/16	04/11/16	100,000	100,176	100,030	(146)	0.88%	11	0.48%
11/04/14	Wal-Mart Stores Inc	931142DE0	0.600	04/11/16	04/11/16	150,000	150,231	150,001	(230)	0.57%	11	0.72%
01/21/16	Oracle Corporation	68389XAR6	1.202	01/15/19	04/15/16	115,000	115,245	115,491	246	1.07%	15	0.56%
10/05/15	Wells Fargo & Company	94974BFK1	1.249	04/23/18	04/23/16	150,000	150,525	149,977	(548)	1.28%	23	0.72%
07/09/14	Apple Inc	037833AF7	0.669	05/03/16	05/03/16	115,000	115,036	115,023	(13)	0.45%	33	0.55%
03/02/16	Johnson & Johnson	478160BW3	0.905	03/01/19	06/01/16	125,000	125,030	125,295	265	0.83%	62	0.60%
02/19/13	John Deere Capital Corp	24422ERC5	2.250	06/07/16	06/07/16	150,000	156,479	150,486	(5,993)	0.48%	68	0.73%
11/04/14	Chevron Corp	166764AC4	0.889	06/24/16	06/24/16	125,000	125,729	125,053	(676)	0.70%	85	0.60%
02/24/16	Treasury Note	912828QR4	1.500	06/30/16	06/30/16	325,000	326,231	325,958	(273)	0.32%	91	1.57%
02/19/13	JPMorgan Chase & Co	46625HJA9	3.150	07/05/16	07/05/16	185,000	195,921	186,164	(9,757)	0.73%	96	0.90%
07/09/14	Caterpillar Financial Services	14912A4X6	2.050	08/01/16	08/01/16	125,000	128,036	125,566	(2,470)	0.69%	123	0.60%
07/09/14	Halliburton Company	406216BB6	1.000	08/01/16	08/01/16	100,000	100,516	99,987	(529)	1.04%	123	0.48%
02/20/15	PNC Funding Corp	693476BM4	2.700	09/19/16	08/19/16	100,000	102,528	100,691	(1,837)	1.21%	141	0.49%
03/06/13	Coca-Cola Company (The)	191216AU4	1.800	09/01/16	09/01/16	200,000	207,142	200,853	(6,289)	0.77%	154	0.97%
05/06/15	Treasury Note	912828RM4	1.000	10/31/16	10/31/16	375,000	377,871	376,128	(1,743)	0.48%	214	1.81%
09/12/14	Procter & Gamble Co	742718ED7	0.750	11/04/16	11/04/16	125,000	124,960	125,038	78	0.70%	218	0.60%
07/09/14	Comcast Corporation	20030NAP6	6.500	01/15/17	01/15/17	100,000	113,458	104,333	(9,125)	0.97%	290	0.50%
09/12/14	Pfizer Inc	717081DD2	0.900	01/15/17	01/15/17	125,000	124,829	125,043	214	0.86%	290	0.60%
05/06/15	Treasury Note	912828SC5	0.875	01/31/17	01/31/17	350,000	351,859	350,779	(1,080)	0.61%	306	1.69%
02/19/13	Walt Disney Company (The)	25468PCS3	1.125	02/15/17	02/15/17	160,000	159,987	160,523	536	0.75%	321	0.77%
03/19/12	FHLMC	3137EADC0	1.000	03/08/17	03/08/17	755,000	746,165	757,307	11,142	0.67%	342	3.65%
07/09/14	US Bancorp	91159HHD5	1.650	05/15/17	04/15/17	115,000	116,445	115,604	(841)	1.18%	380	0.56%
05/06/15	FNMA	3135G0JA2	1.125	04/27/17	04/27/17	300,000	302,598	301,338	(1,260)	0.71%	392	1.45%
09/12/14	State Street Corporation	857477AD5	5.375	04/30/17	04/30/17	73,000	80,821	76,358	(4,463)	1.09%	395	0.37%
07/07/14	FHLB	3133XKQX6	4.875	05/17/17	05/17/17	875,000	957,246	916,093	(41,153)	0.69%	412	4.41%
01/28/15	FHLB	313379DD8	1.000	06/21/17	06/21/17	700,000	704,816	702,642	(2,174)	0.69%	447	3.39%
10/17/12	Treasury Note	912828TG5	0.500	07/31/17	07/31/17	1,265,000	1,259,009	1,261,887	2,878	0.69%	487	6.08%
03/17/15	FNMA Bench	3135G0ZL0	1.000	09/27/17	09/27/17	700,000	700,924	702,636	1,712	0.75%	545	3.39%
09/25/14	Treasury Note	912828TW0	0.750	10/31/17	10/31/17	940,000	932,264	940,303	8,039	0.73%	579	4.53%
11/20/14	FHLB	3133XMQ87	5.000	11/17/17	11/17/17	450,000	501,998	480,807	(21,191)	0.76%	596	2.32%
09/10/14	FHLMC Reference Notes	3137EABA6	5.125	11/17/17	11/17/17	800,000	897,594	856,218	(41,376)	0.77%	596	4.13%
10/07/14	Metlife Inc	59156RBK3	1.903	12/15/17	12/15/17	100,000	100,663	100,427	(236)	1.65%	624	0.48%

**Burbank-Glendale-Pasadena Airport Authority - PFC Account**  
**Statement of Investments**  
**As of 03/31/16**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Eff Mat. Date	Par Value	Purchase Cost	Market Value	Unrealized Gain/Loss	YTM	Days to Eff. Mat.	% Mkt Value
07/09/14	Bank Of New York Mellon Corp	06406HCE7	1.300	01/25/18	12/25/17	100,000	98,925	100,139	1,214	1.22%	634	0.48%
07/07/14	FNMA Benchmark Notes	3135G0TG8	0.875	02/08/18	02/08/18	1,000,000	986,045	1,002,296	16,251	0.75%	679	4.83%
10/28/15	Exxon Mobil Corp	30231GAL6	1.305	03/06/18	03/06/18	100,000	100,776	100,449	(327)	1.07%	705	0.48%
05/08/15	Corning Inc	219350BA2	1.500	05/08/18	05/08/18	125,000	124,884	124,453	(431)	1.71%	768	0.60%
09/25/15	Boeing Co	097023BE4	0.950	05/15/18	05/15/18	65,000	64,448	64,770	322	1.12%	775	0.31%
07/09/14	Merck & Co Inc	58933YAG0	1.300	05/18/18	05/18/18	111,000	109,497	111,904	2,407	0.91%	778	0.54%
02/18/15	Treasury Note	912828VE7	1.000	05/31/18	05/31/18	825,000	825,248	828,868	3,620	0.78%	791	3.99%
09/25/14	FHLMC	3137EABP3	4.875	06/13/18	06/13/18	750,000	834,773	815,771	(19,002)	0.84%	804	3.93%
02/29/16	Nevada Power Company	641423BW7	6.500	08/01/18	08/01/18	100,000	111,119	110,804	(315)	1.75%	853	0.53%
12/18/15	Berkshire Hathaway Finance Corp	084664BY6	2.000	08/15/18	08/15/18	150,000	152,268	152,835	567	1.19%	867	0.74%
12/10/15	Treasury Note	912828RE2	1.500	08/31/18	08/31/18	500,000	504,688	508,457	3,769	0.79%	883	2.45%
12/24/15	Simon Property Group LP	828807CQ8	2.200	02/01/19	11/01/18	82,000	82,644	83,237	593	1.65%	945	0.40%
01/21/16	Microsoft Corporation	5594918BF0	1.300	11/03/18	11/03/18	100,000	100,032	100,972	940	0.92%	947	0.49%
11/16/15	Treasury Note	912828A75	1.500	12/31/18	12/31/18	600,000	604,953	610,805	5,852	0.84%	1005	2.94%
09/25/15	BB&T Corp	05531FAQ6	2.250	02/01/19	01/02/19	75,000	75,778	76,276	498	1.63%	1007	0.37%
04/01/15	Treasury Note	912828SD3	1.250	01/31/19	01/31/19	900,000	905,625	910,020	4,395	0.85%	1036	4.38%
01/14/16	IBM Corp	459200HT1	1.950	02/12/19	02/12/19	110,000	111,065	112,014	949	1.30%	1048	0.54%
02/26/16	Cisco Systems Inc	17275RAE2	4.950	02/15/19	02/15/19	125,000	137,609	138,321	712	1.17%	1051	0.67%
01/21/15	Union Pacific Corporation	907818DW5	2.250	02/15/19	02/15/19	90,000	92,638	91,894	(744)	1.50%	1051	0.44%
09/15/14	Unitedhealth Group Inc	91324PCB6	1.625	03/15/19	03/15/19	100,000	98,472	100,706	2,234	1.38%	1079	0.49%
09/12/14	Public Service Electric And Gas	74456QBG0	1.800	06/01/19	05/01/19	100,000	98,807	100,918	2,111	1.50%	1126	0.49%
01/21/15	Target Corporation	87612EBB1	2.300	06/26/19	06/26/19	90,000	92,552	93,186	634	1.18%	1182	0.45%
01/28/15	FNMA Bench	3135G0ZG1	1.750	09/12/19	09/12/19	740,000	749,249	758,356	9,107	1.02%	1260	3.65%
04/01/16	Treasury Note	912828F62	1.500	10/31/19	10/31/19	610,000	620,175	620,508	333	1.01%	1309	2.99%
05/26/15	Arizona Public Service Company	040555CR3	2.200	01/15/20	12/15/19	100,000	100,341	101,147	806	1.88%	1354	0.49%
01/11/16	Treasury Note	912828G95	1.625	12/31/19	12/31/19	525,000	530,107	536,115	6,008	1.05%	1370	2.58%
12/14/15	Pepsico Inc	713448BN7	4.500	01/15/20	01/15/20	125,000	137,149	139,160	2,011	1.42%	1385	0.67%
05/18/15	United Technologies Corporation	913017BR9	4.500	04/15/20	04/15/20	125,000	139,686	138,145	(1,541)	1.79%	1476	0.67%
09/25/15	American Express Credit Corp	0258M0DT3	2.375	05/26/20	04/25/20	65,000	65,156	65,963	807	2.00%	1486	0.32%
03/08/16	Public Service Company of Colorado	744448CD1	3.200	11/15/20	05/15/20	95,000	99,561	100,330	769	1.93%	1506	0.48%
Subtotal						\$ 20,388,460	\$ 20,840,526	\$ 20,755,849	\$ (84,677)	0.81%	619	100.00%
PFC Bank Balance							176,467					
TOTAL							\$ 21,016,993					





**Burbank-Glendale-Pasadena Airport Authority - PFC Account**  
**Earnings Report**  
**03/01/16-03/31/16**

Type of Investment	Type	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
<b>FIXED INCOME</b>										
Loews Corporation	NOTE	5.250	03/15/16	2,057.71	2,231.25	-	-	173.54	(146.18)	27.36
Treasury Note	NOTE	2.250	03/31/16	9,405.74	11,250.00	-	-	1,844.26	(1,499.67)	344.59
Wal-Mart Stores Inc	MTN	0.600	04/11/16	350.00	-	-	425.00	75.00	(13.40)	61.60
Apple Inc	NOTE	0.669	05/03/16	57.67	-	-	123.88	66.21	(1.75)	64.46
John Deere Capital Corp	MTN	2.250	06/07/16	787.50	-	-	1,068.75	281.25	(163.60)	117.65
Chevron Corp	MTN	0.889	06/24/16	206.82	-	-	299.42	92.60	(37.05)	55.55
Treasury Note	NOTE	1.500	06/30/16	816.96	-	-	1,232.14	415.18	(300.59)	114.59
JPMorgan Chase & Co	NOTE	3.150	07/05/16	906.50	-	-	1,392.13	485.63	(269.42)	216.21
Duke Energy Indiana Inc	NOTE	0.979	07/11/16	134.28	-	-	217.51	83.23	(10.53)	72.70
Caterpillar Financial Services	NOTE	2.050	08/01/16	213.54	-	-	427.09	213.55	(130.70)	82.85
Halliburton Company	NOTE	1.000	08/01/16	83.33	-	-	166.67	83.34	(21.92)	61.42
Coca-Cola Company (The)	NOTE	1.800	09/01/16	1,800.00	1,800.00	-	300.00	300.00	(170.72)	129.28
PNC Funding Corp	NOTE	2.700	09/19/16	1,215.00	1,350.00	-	90.00	225.00	(140.71)	84.29
Treasury Note	NOTE	1.000	10/31/16	1,256.87	-	-	1,576.24	319.37	(163.61)	155.76
Procter & Gamble Co	NOTE	0.750	11/04/16	304.69	-	-	382.81	78.12	1.55	79.67
Comcast Corporation	NOTE	6.500	01/15/17	830.56	-	-	1,372.22	541.66	(445.63)	96.03
Pfizer Inc	NOTE	0.900	01/15/17	143.75	-	-	237.50	93.75	6.10	99.85
Treasury Note	NOTE	0.875	01/31/17	252.40	-	-	513.22	260.82	(90.63)	170.19
Walt Disney Company (The)	MTN	1.125	02/15/17	80.00	-	-	230.00	150.00	0.27	150.27
FHLMC	NOTE	1.000	03/08/17	3,628.19	3,775.00	-	482.36	629.17	209.60	838.77
FNMA	NOTE	1.125	04/27/17	1,162.50	-	-	1,443.75	281.25	(109.62)	171.63
State Street Corporation	NOTE	5.375	04/30/17	1,318.82	-	-	1,645.80	326.98	(249.24)	77.74
US Bancorp	NOTE	1.650	05/15/17	558.71	-	-	716.84	158.13	(43.51)	114.62
FHLB	NOTE	4.875	05/17/17	12,322.92	-	-	15,877.61	3,554.69	(2,848.55)	706.14
FHLB	NOTE	1.000	06/21/17	1,357.92	-	-	1,950.82	592.90	(170.63)	422.27
Treasury Note	NOTE	0.500	07/31/17	521.29	-	-	1,059.96	538.67	250.87	789.54
FNMA Bench	NOTE	1.000	09/27/17	2,994.44	3,500.00	-	77.78	583.34	(30.46)	552.88
Treasury Note	NOTE	0.750	10/31/17	2,362.92	-	-	2,963.32	600.40	219.17	819.57
FHLB	NOTE	5.000	11/17/17	6,500.00	-	-	8,375.00	1,875.00	(1,448.40)	426.60
FHLMC Reference Notes	NOTE	5.125	11/17/17	11,844.44	-	-	15,261.11	3,416.67	(2,574.44)	842.23
Metlife Inc	NOTE	1.903	12/15/17	401.74	475.75	-	84.58	158.59	(17.34)	141.25
Bank Of New York Mellon Corp	NOTE	1.300	01/25/18	130.00	-	-	238.33	108.33	26.46	134.79
FNMA Benchmark Notes	NOTE	0.875	02/08/18	559.03	-	-	1,288.20	729.17	337.88	1,067.05

**Burbank-Glendale-Pasadena Airport Authority - PFC Account**  
**Earnings Report**  
**03/01/16-03/31/16**

Type of Investment	Type	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
Exxon Mobil Corp	NOTE	1.305	03/06/18	634.38	652.50	-	90.63	108.75	(27.45)	81.30
General Electric Capital Corp	NOTE	1.339	04/02/18	325.04	-	-	501.98	176.94	(38.90)	138.04
Wells Fargo & Company	NOTE	1.249	04/23/18	197.70	-	-	358.97	161.27	(17.48)	143.79
Corning Inc	NOTE	1.500	05/08/18	588.54	-	-	744.79	156.25	3.23	159.48
Boeing Co	NOTE	0.950	05/15/18	181.82	-	-	233.28	51.46	17.43	68.89
Merck & Co Inc	NOTE	1.300	05/18/18	412.86	-	-	533.11	120.25	33.10	153.35
Treasury Note	NOTE	1.000	05/31/18	816.94	-	1,680.33	2,772.54	275.27	54.10	329.37
FHLMC	NOTE	4.875	06/13/18	5,809.38	-	2,518.75	10,968.75	2,640.62	(1,835.73)	804.89
Nevada Power Company	NOTE	6.500	08/01/18	541.67	-	-	1,083.33	541.66	(382.97)	158.69
Berkshire Hathaway Finance Corp	NOTE	2.000	08/15/18	133.33	-	-	383.33	250.00	(71.10)	178.90
Treasury Note	NOTE	1.500	08/31/18	20.38	-	-	652.17	631.79	(146.04)	485.75
Microsoft Corporation	NOTE	1.300	11/03/18	426.11	-	-	534.44	108.33	(0.96)	107.37
Treasury Note	NOTE	1.500	12/31/18	1,508.24	-	-	2,274.72	766.48	(133.64)	632.84
Oracle Corporation	NOTE	1.202	01/15/19	176.63	-	-	295.66	119.03	(6.97)	112.06
Treasury Note	NOTE	1.250	01/31/19	927.19	-	-	1,885.31	958.12	(142.47)	815.65
BB&T Corp	NOTE	2.250	02/01/19	140.63	-	-	281.25	140.62	(19.83)	120.79
Simon Property Group LP	NOTE	2.200	02/01/19	150.33	-	-	300.67	150.34	(18.81)	131.53
IBM Corp	NOTE	1.950	02/12/19	113.21	-	-	291.96	178.75	(28.83)	149.92
Cisco Systems Inc	NOTE	4.950	02/15/19	275.00	-	-	790.63	515.63	(353.85)	161.78
Union Pacific Corporation	NOTE	2.250	02/15/19	90.00	-	-	258.76	168.76	(54.20)	114.56
Johnson & Johnson	NOTE	0.905	03/01/19	-	-	-	97.42	97.42	(0.82)	96.60
Unitedhealth Group Inc	NOTE	1.625	03/15/19	749.30	812.50	-	72.22	135.42	28.25	163.67
Public Service Electric And Gas	NOTE	1.800	06/01/19	450.00	-	-	600.00	150.00	21.45	171.45
Target Corporation	NOTE	2.300	06/26/19	373.75	-	-	546.25	172.50	(48.00)	124.50
FNMA Bench	NOTE	1.750	09/12/19	6,079.31	6,475.00	-	683.47	1,079.16	(167.19)	911.97
Treasury Note	NOTE	1.500	10/31/19	-	-	3,846.02	3,846.02	-	-	-
Treasury Note	NOTE	1.625	12/31/19	1,429.68	-	-	2,156.25	726.57	(109.54)	617.03
Arizona Public Service Company	NOTE	2.200	01/15/20	281.11	-	-	464.44	183.33	(6.25)	177.08
Pepsico Inc	NOTE	4.500	01/15/20	718.75	-	-	1,187.50	468.75	(247.77)	220.98
United Technologies Corporation	NOTE	4.500	04/15/20	2,125.00	-	-	2,593.75	468.75	(247.94)	220.81
American Express Credit Corp	NOTE	2.375	05/26/20	407.38	-	-	536.02	128.64	(2.86)	125.78
Public Service Company of Colorado	NOTE	3.200	11/15/20	-	-	954.22	1,148.44	194.22	(69.62)	124.60
<b>Subtotal</b>				<b>\$ 92,649.90</b>	<b>\$ 32,322.00</b>	<b>\$ 8,999.32</b>	<b>\$ 100,688.10</b>	<b>\$ 31,360.88</b>	<b>\$ (14,068.06)</b>	<b>\$ 17,292.82</b>

**Burbank-Glendale-Pasadena Airport Authority - PFC Account  
Earnings Report  
03/01/16-03/31/16**

Type of Investment	Type	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
<b>CASH EQUIVALENTS</b>										
Columbia Treasury Reserve				-	117.40	-	-	117.40	-	117.40
	Subtotal			\$ -	\$ 117.40	\$ -	\$ -	\$ 117.40	\$ -	\$ 117.40
	TOTAL			\$ 92,649.90	\$ 32,439.40	\$ 8,999.32	\$ 100,688.10	\$ 31,478.28	\$ (14,068.06)	\$ 17,410.22

## BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS  
MONTH AND NINE MONTHS ENDED MARCH 31, 2016 & 2015

Monthly Performance					March 2016	Fiscal YTD Performance (July 2015 - March 2016)				
Actual \$ Mar 2016	Budget Mar 2016	Actual \$ Prior Year Mar 2015	Note	Variance Actual Vs. Budget		Actual \$ Fiscal YTD	Fiscal YTD Budget	Actual \$ Prior Year Fiscal YTD	Note	Variance Actual Vs. Budget
<b>OPERATING ACTIVITY</b>										
<b>CASH RECEIPTS FROM OPERATIONS</b>										
\$307,787	\$284,917	\$257,757	(2)	\$22,870	Landing/Fuel Fees	\$2,612,436	\$2,564,253	\$2,568,989	(2)	\$48,183
1,667,543	1,698,000	1,779,334	(3)	(30,457)	Parking Fees	14,575,556	14,365,000	14,409,252	(3)	210,556
884,886	902,081	1,004,381	(4)	(17,195)	Rental Receipts - Terminal Building	8,557,245	8,118,729	8,125,143	(4)	438,516
1,088,546	903,335	1,122,663	(5)	185,211	Rental Receipts - Other Buildings	9,031,675	8,130,015	9,004,254	(5)	901,660
152,859	59,167	118,097	(6)	93,692	Other Receipts	1,036,758	532,503	973,907	(6)	504,255
135,262	120,833	194,152	(7)	14,429	Investment Receipts - Treasurer/Other Interest Earned	1,144,862	1,087,497	1,015,442	(7)	57,365
<u>\$4,236,883</u>	<u>\$3,968,333</u>	<u>\$4,476,384</u>	<u>(1)</u>	<u>\$268,550</u>		<u>\$36,958,532</u>	<u>\$34,797,997</u>	<u>\$36,096,987</u>	<u>(1)</u>	<u>\$2,160,535</u>
<b>CASH DISBURSEMENTS FROM OPERATIONS</b>										
(\$85,268)	(\$95,851)	(\$54,089)	(9)	\$10,583	Administrative Supplies & Costs	(\$681,535)	(\$836,764)	(\$692,170)	(9)	\$155,229
(270,819)	(341,008)	(325,285)	(10)	70,189	Operating Supplies & Maintenance	(2,488,356)	(2,946,572)	(2,781,280)	(10)	458,216
(3,312,658)	(3,521,715)	(2,529,409)	(11)	209,057	Contractual Operating Costs	(18,668,326)	(18,327,948)	(16,370,085)	(11)	(340,378)
(170,845)	(223,522)	(255,004)	(12)	52,677	Contractual Professional Services	(3,644,981)	(3,764,198)	(3,668,248)	(12)	119,217
(371,936)	(364,873)	(424,902)	(13)	(7,063)	Wages & Benefits	(3,610,477)	(3,711,885)	(3,483,492)	(13)	101,408
(40,183)	(44,885)	(25,327)	(14)	4,702	Other Operating Costs	(252,052)	(418,965)	(286,760)	(14)	166,913
(358,454)	(358,454)	(451,365)		0	Bond Debt Service - 2015 Bonds	(3,226,086)	(3,226,086)	(4,062,285)		0
0	0	0	(15)	0	Parking Tax	(1,592,536)	(1,562,000)	(1,553,223)	(15)	(30,536)
<u>(\$4,610,163)</u>	<u>(\$4,950,308)</u>	<u>(\$4,065,381)</u>	<u>(8)</u>	<u>\$340,145</u>		<u>(\$34,164,349)</u>	<u>(\$34,794,418)</u>	<u>(\$32,897,543)</u>	<u>(8)</u>	<u>\$630,069</u>
<u>(\$373,280)</u>	<u>(\$981,975)</u>	<u>\$411,003</u>		<u>\$608,695</u>	<b>INCREASE (DECREASE) IN CASH FROM OPERATIONS</b>	<u>\$2,794,183</u>	<u>\$3,579</u>	<u>\$3,199,444</u>		<u>\$2,790,604</u>
<b>FACILITY IMPROVEMENT / NOISE MITIGATION TRANSACTIONS</b>										
<b>CASH DISBURSEMENTS</b>										
(\$423)	\$0	(\$40,751)	(16)	(\$423)	Sound Insulation Program Costs	(\$383,626)	(\$25,000)	(\$1,462,683)	(16)	(\$358,626)
(1,395,545)	(819,380)	(737,973)	(17)	(576,165)	Other Facility Improvement Program Project Costs	(6,872,705)	(3,952,280)	(5,087,997)	(17)	(2,920,425)
0	0	(27,577)	(18)	0	Regional Intermodal Transportation Center	(30,590)	0	(4,849,317)	(18)	(30,590)
<u>(\$1,395,968)</u>	<u>(\$819,380)</u>	<u>(\$806,301)</u>		<u>(\$576,588)</u>		<u>(\$7,286,921)</u>	<u>(\$3,977,280)</u>	<u>(\$11,399,997)</u>		<u>(\$3,309,641)</u>
<b>CASH RECEIPTS FROM FUNDING SOURCES</b>										
\$0	\$0	\$88,435	(16)	\$0	FAA Grants - Sound Insulation Program	\$303,958	\$0	\$1,202,755	(16)	\$303,958
499,315	536,164	112	(19)	(36,849)	FAA Grants - Facility Improvement Program	1,020,072	1,029,295	471,127	(19)	(9,223)
2,595	0	0	(20)	2,595	Other Grants	110,420	51,300	1,526,592	(20)	59,120
0	0	0		0	Bond Proceeds Reimbursement	0	0	536,328		0
500,000	0	0	(21)	500,000	OCIP Insurance Refund	500,000	0	0	(21)	500,000
0	0	0		0	Customer Facility Charge Receipts/Reserves	0	0	(512,960)		0
72,105	153,184	196,791	(22)	(81,079)	Passenger Facility Charge Receipts/Reserves	6,133,294	910,794	5,500,322	(22)	5,222,500
461,247	125,700	240,181	(23)	335,547	Facility Development Fund (Authority Reserves)	3,065,574	1,873,760	5,298,268	(23)	1,191,814
<u>\$1,535,262</u>	<u>\$815,048</u>	<u>\$525,519</u>		<u>\$720,214</u>		<u>\$11,133,318</u>	<u>\$3,865,149</u>	<u>\$14,022,432</u>		<u>\$7,268,169</u>
<u>\$139,294</u>	<u>(\$4,332)</u>	<u>(\$280,782)</u>		<u>\$143,626</u>	<b>INCREASE (DECREASE) - FACILITY / NOISE MITIGATION TRANSACTIONS</b>	<u>\$3,846,397</u>	<u>(\$112,131)</u>	<u>\$2,622,435</u>		<u>\$3,958,528</u>
<u>(\$233,986)</u>	<u>(\$986,307)</u>	<u>\$130,221</u>		<u>\$752,321</u>	<b>NET ACTIVITY VS. BUDGET</b>	<u>\$6,640,580</u>	<u>(\$108,552)</u>	<u>\$5,821,879</u>		<u>\$6,749,132</u>
<u>(\$461,247)</u>	<u>(\$125,700)</u>	<u>(\$240,181)</u>		<u>(\$335,547)</u>	<b>LESS USE OF AUTHORITY RESERVES</b>	<u>(\$3,065,574)</u>	<u>(\$1,873,760)</u>	<u>(\$5,298,268)</u>		<u>(\$1,191,814)</u>
<u>(\$695,233)</u>	<u>(\$1,112,007)</u>	<u>(\$109,960)</u>		<u>\$416,774</u>	<b>NET INCREASE (DECREASE) IN CASH - TOTAL (see note below)</b>	<u>\$3,575,006</u>	<u>(\$1,982,312)</u>	<u>\$523,611</u>		<u>\$5,557,318</u>

Note: The FY 2016 adopted budget approved use of \$4,624,500 of Authority Reserves to provide funding for the airport share of capital projects. See additional discussion at note 23.

# **BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

## **NOTES TO SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS MONTH AND NINE MONTHS ENDED MARCH 31, 2016 & 2015**

### **General Comments**

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

The Schedule consists of two sections: Operating Activity and Facility Improvement/Noise Mitigation 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 / Noise Mitigation Transactions represent the activity for the Authority's capital program, which consists of (a) the Sound Insulation Program, (b) Other Facility Improvement Program Projects, and (c) the Regional Intermodal Transportation Center ("RITC"). The RITC project was completed in FY 2015.

The FY 2016 Capital Program expenditures are primarily funded by the following sources:

- FAA-approved Passenger Facility Charge ("PFC") program receipts/reserves;
- Grants;
- Facility Development Funds (Authority Reserves).

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 Series 2012 Bond debt service and repayment to the Authority of the loans provided to the Rent-A-Car Companies ("RACs") for the Regional Intermodal Transportation Center / Consolidated Rental Car Facility is also presented.

### **NOTE (1) – Cash Receipts from Operations**

Cash receipts from operations are favorably ahead of budget FYTD March due to better than expected performance primarily in parking, concessions and filming revenues. On the accrual basis, all categories of operating revenues are favorably ahead of budget FYTD 2016 by \$1,839,676. See notes 2 through 7 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. Landing fees and fuel fees performed ahead of the budget forecast FYTD 2016. Accrual basis revenues for this line item are ahead of budget FYTD 2016 by \$61,948.

### **NOTE (3) – Parking Fees**

Parking fee revenues performed ahead of the budget forecast. Accrual basis parking fees are \$216,150 ahead of budget FYTD 2016.

### **NOTE (4) – Rental Receipts - Terminal Building**

Terminal Building rental receipts exceed the budget FYTD March primarily due to the timing of receipts and additional concession revenues received above the minimum annual guarantee. Accrual basis terminal building rents are \$363,486 ahead of budget FYTD 2016.

(Continued)



# **BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

## **NOTES TO SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS MONTH AND NINE MONTHS ENDED MARCH 31, 2016 & 2015**

### **NOTE (5) – Rental Receipts - Other Buildings**

Other Buildings rental receipts exceed the budget FYTD March primarily due to the timing of receipts. This line item includes a partial settlement from the unlawful detainer claim against Affordable Storage and reimbursement for utilities billed in FY 2015. Accrual basis other building receipts are \$527,671 ahead of budget in FYTD 2016.

### **NOTE (6) – Other Receipts**

This category consists primarily of off-airport access fees and film location revenues. This line item favorably exceeds the budget FYTD March primarily due to strong film location revenues. Accrual basis other revenues are \$498,242 ahead of budget FYTD 2016.

This line item represents cash received from the investment of funds. These receipts fluctuate in response to interest rate and portfolio balance changes and the timing of coupon payments and individual investment maturities and sales. Accrual basis investment income, including the interest earned on loans to Rent-A-Car Companies, exceeds the budget FYTD March by \$172,179.

### **NOTE (8) – Cash Disbursements from Operations**

Overall operating disbursements are favorably under budget FYTD 2016. On an accrual basis operating disbursements are favorably within budget parameters. See additional information on operating disbursements in notes 9 through 15.

### **NOTE (9) – 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. This line item is under budget FYTD March primarily due lower than expected training expenses and to the timing of payments.

### **NOTE (10) – Operating Supplies & Maintenance**

This line item includes utilities, fuel, general repairs and maintenance, landscaping, supplies and telephone costs. This line item is under budget FYTD March primarily due to lower than expected fuel costs and the timing of payments.

### **NOTE (11) – 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. This line item exceeds the budget FYTD March due to the timing of payments; specifically, the payment in July of May and June TBI Airport Management costs (this offsets June 2015 which was under budget by a corresponding amount). This line item is within budget on the accrual basis.

### **NOTE (12) – Contractual Professional Services**

This line item includes various professional services such as legal, auditing, noise, financial and insurance. This line item is tracking essentially on budget FYTD March.

### **NOTE (13) – 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 new Memorandum of Understanding effective February 2014. Wages and benefits include overtime for film location services which are recovered through the related revenue. Wages and benefits are tracking essentially on budget FYTD March.

(Continued)

# **BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

## **NOTES TO SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS MONTH AND NINE MONTHS ENDED MARCH 31, 2016 & 2015**

### **NOTE (14) – Other Operating Costs**

This line item includes public relations/advertising, air service retention, license and permits and bad debt expense.

### **NOTE (15) – Parking Tax**

The 12% City of Burbank parking tax is paid quarterly for the prior three-month period. April 2016 parking tax remittance, in the amount of \$497,133, covers the months of January, February and March 2016.

### **NOTE (16) – Sound Insulation Program**

The FY 2016 Sound Insulation Program expenditures represents the closeout of the single family modules in the program. A Part 150 Study is in process, which may result in eligible multi-family and an additional number of single family residences being added to the sound insulation program in the future.

### **NOTE (17) – Other Facility Improvement Program Projects**

Other Facility Improvement Program Projects expenditures exceed the budget FYTD 2016 by \$2,920,425 primarily due to FY 2015 expenditures related to the Airfield Lighting Project of \$1,335,494 and the FY 2016 Replacement Terminal Development Project expenditures. The PFC Application for the Airfield Lighting Project was approved by the FAA in August 2015 and cumulative project expenditures were reimbursed from the PFC Fund in August and September 2015.

### **NOTE (18) – Regional Intermodal Transportation Center**

The Regional Intermodal Transportation Center project was completed in FY 2015. \$30,590 of final completion expenditures related to FY 2015 were paid in the current year.

### **NOTE (19) – FAA Grants – Other Facility Improvement Program Projects**

FAA Grants – Other Facility Improvement Program Projects are under budget FYTD March by \$9,223 due to the timing of grant reimbursements for eligible expenditures.

### **NOTE (20) – Other Grants**

Other grants represent federal grants, other than FAA AIP grants, and local grants that fund or partially fund the Ground Access Study. \$92,070 in grant funds were received FYTD March related to the Ground Access Study, of which approximately \$25,000 related to FY 2015 expenditures.

### **NOTE (21) – OCIP Insurance Refund**

Due to the strong safety measures taken during the construction of the RITC and other OCIP-covered projects, the Insurance Underwriter returned \$500,000 of excess OCIP reserves to the Authority. The Authority's Financial Advisor and Bond Counsel are determining the allocation of the \$500,000 to the appropriate funding sources.

### **NOTE (22) – Passenger Facility Charge Receipts/Reserves**

A number of capital projects are budgeted to be funded or partially funded by Passenger Facility Charges. A PFC Application was approved in August 2015 for the Airfield Lighting Project. Cumulative expenditures for this project were reimbursed from the PFC Fund in August and September 2015. This line item is ahead of budget FYTD 2016 due to the reimbursement for the Airfield Lighting Project.

### **NOTE (23) – Facility Development Fund (Authority Reserves)**

The FY 2016 adopted budget programmed the use of Authority Reserves as a funding source for the airport share of capital projects. This line item exceeds the budget FYTD March primarily due to Replacement Terminal Project expenditures



# **BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

## **SUPPLEMENT SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS REGIONAL INTERMODAL TRANSPORTATION CENTER / CONSOLIDATED RENTAL CAR FACILITY PAYMENTS AND COLLECTIONS MONTH AND NINE MONTHS ENDED MARCH 31, 2016 & 2015**

Monthly Performance					March 2016	Fiscal YTD Performance (July 2015 - March 2016)				
Actual \$ Mar 2016	Budget Mar 2016	Actual \$ Prior Year Mar 2015	Note	Variance Actual Vs. Budget		Actual \$ Fiscal YTD	Fiscal YTD Budget	Actual \$ Prior Year Fiscal YTD	Note	Variance Actual Vs. Budget
\$475,848	\$410,000	\$456,564	(1)	\$65,848	Customer Facility Charge Receipts	\$4,270,374	\$3,690,000	\$4,049,705	(1)	\$580,374
86,639	101,864	201,967	(2)	(15,225)	Facility Rent	870,439	916,776	1,785,392	(2)	(46,337)
(486,380)	(486,380)	(486,008)		0	Payments to Bond Trustee for 2012 Bond Debt Service	(4,377,420)	(4,377,420)	(4,374,072)		0
(21,675)	(25,484)	(70,975)	(3)	3,809	Loan Principal Repayments to the Authority	(217,765)	(229,356)	(627,418)	(3)	11,591
<u>\$54,432</u>	<u>\$0</u>	<u>\$101,548</u>	(4)	<u>\$54,432</u>		<u>\$545,628</u>	<u>\$0</u>	<u>\$833,607</u>	(4)	<u>\$545,628</u>

**General Comments** – The debt service on the 2012 Revenue Bonds and the repayment to the Authority of the loans to the Rent-A-Car Companies ("RACs") 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. CFCs received in March and fiscal year-to-date ("FYTD") exceeded the budget due to better than expected car rental activity.

**Note (2) – Facility Rent**

Facility Rent are under budget FYTD March due to the timing of receipts.

**Note (3) – Loan Principal Repayments to the Authority**

Repayments of the loan principal to the Authority from the Rent-A-Car Companies are under budget FYTD March (\$11,591) due to timing of receipts.

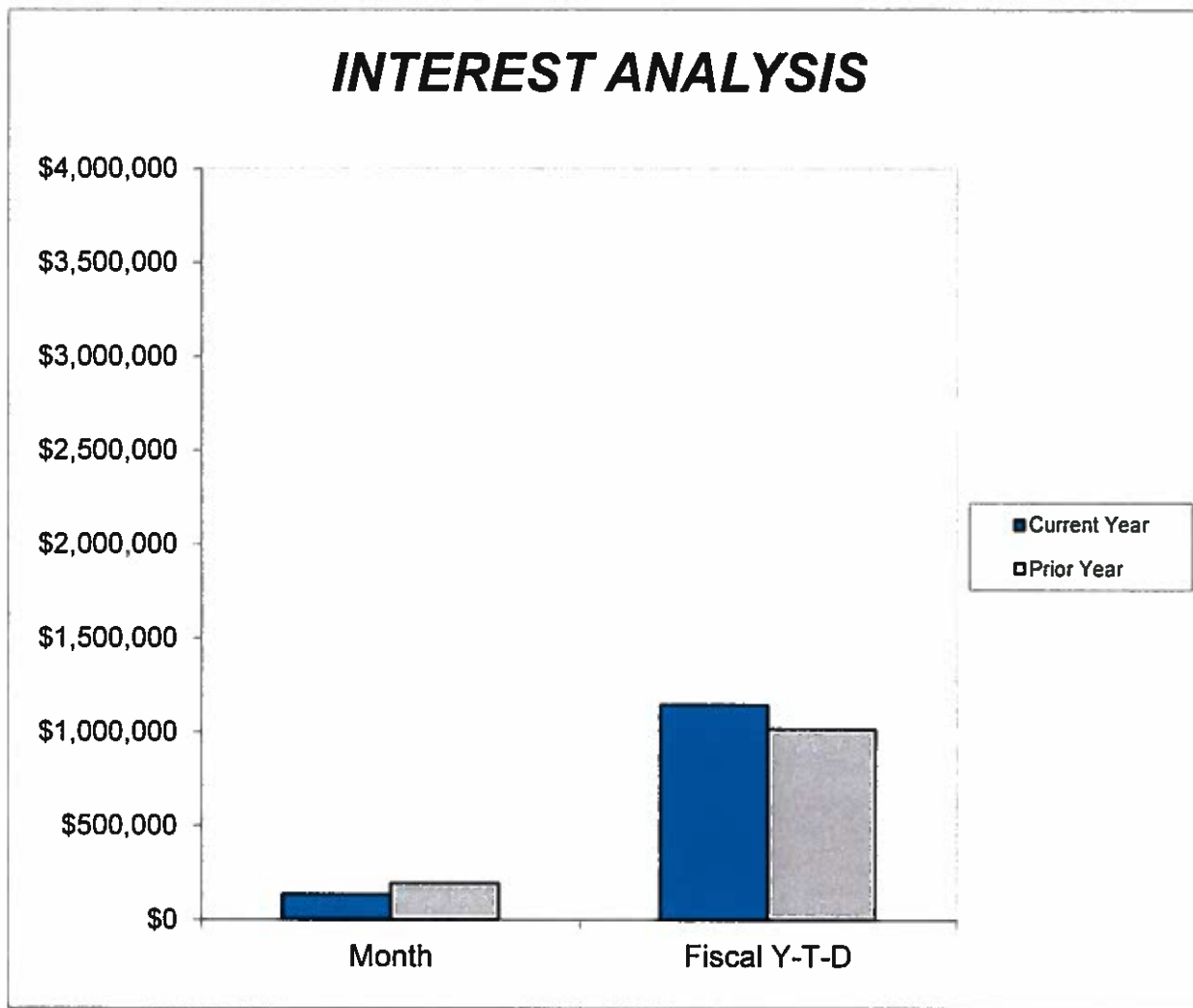
The principal portion of the payment will be deposited as reimbursement to the Authority's Facility Development Fund. The interest portion of the loan repayment is recorded as investment income.

**Note (4) – Net RITC / ConRAC Facility Payments and Collections**

A positive amount in this line indicates that cash has been received above the required payment obligations. 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.

## ***Burbank-Glendale-Pasadena Airport Authority***



	March 2016	March 2015
Interest Receipts - - Month	\$135,262	\$194,152
Interest Receipts - - Fiscal Y-T-D	\$1,144,862	\$1,015,442
Month End Portfolio Balance	\$149,354,140	\$147,299,706
Yield to Maturity	0.79%	0.57%

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JUNE 6, 2016**

**TITLE VI PROGRAM**

**SUMMARY**

As part of the closeout documents for the construction of the Regional Intermodal Transportation Center ("RITC"), the Department of Transportation ("DOT") requires approval of a Title VI Program ensuring that no individual will be subjected to discrimination under any program or activity that receives federal financial assistance. Staff seeks Commission approval of the attached Title VI Program.

**BACKGROUND**

The Authority was the recipient of several Federal Transit Agency ("FTA") grants that were used to facilitate construction of the intermodal bus station portion of the RITC. Use of such federal grants requires that the Authority ensure that all facets of the federally-assisted construction effort comply with federal grant assurances, including those assurances Regarding discrimination.

Included in those grant assurances is Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, and its implementing regulations, that provide that no person in the United States shall, on the grounds of race, color, national origin, sex or creed be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any programs or activity that receives federal financial assistance.

Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency," reprinted at 65 FR 50121 (August 11, 2000), directs each federal agency to examine the services it provides and develop and implement a system by which persons with limited English Proficiency ("LEP") can meaningfully access the services.

The FTA requires that agencies that receive and use grants from FTA must demonstrate compliance with Title VI and Executive Order 13166, including the establishment of a process of documenting and handling complaints for any possible discrimination in addition to providing reasonable accommodations for individuals with LEP through the use of available staff and language cards.

**PROGRAM DETAILS**

The construction of the RITC is complete. However, FTA requires that there be a close-out procedure for the grants that were utilized. This close-out procedure requires that there be on file with FTA a formal Title VI Program with a process for documenting and handling complaints for any possible discrimination. Attached as Exhibit 1 is a proposed Title VI Program. Because FTA will not process the close-out documents for these grants without a Commission-approved Title VI Program on file, Staff has prepared this Title VI Program, which satisfies the FTA requirements.

**STAFF RECOMMENDATION**

Staff seeks Commission approval of the attached Title VI Program.

## ATTACHMENTS

***Burbank-Glendale-Pasadena  
Airport Authority***

***Hollywood Burbank Airport***

***TITLE VI PROGRAM***

***2627 N. Hollywood Way, Burbank, CA 91505  
(818) 840-8840, ext. 1314  
[www.bobhopeairport.com](http://www.bobhopeairport.com)***

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## **Introduction**

*Burbank-Glendale-Pasadena Airport Authority (BGPAA) assures that no person shall, on the grounds of race, color, national origin, sex or creed as provided by Title VI of the Civil Right Act of 1964, The Civil Rights Restoration Act of 1987 (PL 100.259, and the Section 520 of the Airport and Airway Improvement Act of 1982, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. BGPAA further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs are federally funded or not. Anytime communities may be impacted by programs or activities effort will be made to involve their leaders and the general public in the decision making process. Award of contracting, concessionaires, and leases are made without regard for race, color, national origin, sex or creed.*

*BGPAA requires Title VI assurances from each tenant, contractor, and concessionaire providing an activity, service or facility at the airport under lease, contract or franchise from the airport. BGPAA also requires that such tenants, contractors, and concessionaires require Title VI assurances of their subcontractors*

*Mike Duong is responsible for initiating and monitoring Title VI activities, preparing required reports and other responsibilities as required by 49 CFR.*

\_\_\_\_\_  
*Frank Quintero, President  
Burbank-Glendale-Pasadena Airport Authority  
Hollywood Burbank Airport*

*Date* \_\_\_\_\_

**This document was prepared by Burbank-Glendale-Pasadena Airport Authority (BGPAA) and approved by its Board of Commissioners to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in U.S. Department of Transportation's FTA Circular 4702.1B, "Title VI Requirement and Guidelines for Federal Transit Administration Recipients."**



## **General Requirements**

### **Notice to the Public**

To make the Hollywood Burbank Airport users aware of its commitment to Title VI compliance, and of their right to file a civil rights complaint, Burbank-Glendale-Pasadena Airport Authority has presented the following language, in English, on its website: [www.BobHopeAirport.com](http://www.BobHopeAirport.com), on bulletins and in Terminal A&B of the Airport.

**Your Civil Rights** (Translated material will be completed by June 30, 2016)

Burbank-Glendale-Pasadena Airport Authority (BGPAA) operates its programs and services without regard to race, color, and national origin, religion, sex, disability (physical or mental), age, genetic information, marital status, sexual orientation or identity, AIDs/HIV status, medical condition, political views or affiliations in accordance with Title VI Civil Rights Acts. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with BGPAA.

For more information on BGPAA's civil rights program and the procedures to file a complaint, please contact Mike Duong, Title VI Coordinator at (818) 565-1314; email [mduong@bur.org](mailto:mduong@bur.org) or visit the administrative office at 2627 N. Hollywood Way, Terminal A, 2nd Floor, Burbank, CA 91505.

A complainant may file a complaint directly with the Federal Transit Administration, Office of Civil Rights, Attention: Title VI Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

If information is needed in another language, contact Mike Duong at (818) 565-1314.

*Si se necesita información en otro idioma, por favor póngase en contacto con Mike Duong a (818) 565-1314.*

**List of Locations Where Title VI Notice Is Posted**

BGPAA's Title VI notice to the public is currently posted at the following locations:

Location	Address	City
Hollywood Burbank Airport	2627 N. Hollywood Way	Burbank, CA 91505
Hollywood Burbank Airport Website	<a href="http://www.BobHopeAirport.com">www.BobHopeAirport.com</a>	Not applicable

## **Title VI Complaint Procedures**

The following complaint procedures and complaint form are posted on BGPAA's website at [www.BobHopeAirport.com](http://www.BobHopeAirport.com). Written Title VI complaints received by airport personnel are forwarded to the Title VI Coordinator. The coordinator maintains a record of the complaints, conducts a preliminary review and attempt at resolution, and forwards a copy of the complaint and a description of the resolution efforts to the FTA within 15 days of receipt. The following are our complaints procedures:

These procedures are for complaints of discrimination, other than employment discrimination by the Burbank-Glendale-Pasadena Airport Authority (BGPAA). They apply to discrimination by airport employees, contractors, concessionaires, lessees, or tenants of the Airport, or at Airport facilities based upon race, creed, color, national origin, or gender, including but not necessarily limited to complaint under Title VI of the Civil Rights Act of 1964 and Civil Rights Restoration Act of 1987. They cover any program or activity administered by BGPAA.

Any person who feels that he or she has been subjected to discrimination on the basis of race, creed, color, national origin, or gender has the right to file a complaint with the Airport. These procedures do not deny or limit the right of a complainant to file a formal complaint with an outside agency, such as the U.S. Department of Transportation (DOT) Federal Transit Agency (FTA) to seek private legal counsel regarding discrimination. Complaints must be filed within (90) day after the discriminatory event, must be in writing, and must be delivered to:

***Burbank-Glendale-Pasadena Airport Authority***

***Attn: Mike Duong  
Title VI Coordinator  
2627 N Hollywood Way  
Burbank, CA 91505  
Phone: (818) 565-1314***

**Or**

**Federal Transit Administration**

**Office of Civil Rights**

**Attention: Title VI Program Coordinator,  
East Building, 5<sup>th</sup> Floor-TCR,  
1200 New Jersey Ave., SE, Washington DC 20590**

If a complainant wishes to file a complaint directly with the Federal Transit Administration (FTA), the complainant has 180-days to file his or her complaint.

If a complaint is initially made by phone, it must be supplemented with a written complaint within 90 days. Accommodation will be provided upon request to individuals unable to file written complaint due to a disability.

Once a Title VI complaint is made, the Title VI Coordinator will begin investigating the complaint. The Title VI Coordinator's investigation may include but is not limited to:

interviewing complainant, witnesses, or other involved parties to clarify the issues, obtain additional information, and determine if informal resolution might be possible.

Once the investigation is complete the Title VI Coordinator will respond accordingly to the complainant: A letter of finding (LOF) or a closure letter.

A LOF summarizes the allegations and interviews regarding the alleged incident and, explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, she/he has 10 days after the date of the letter or the LOF to do so.

A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. The letter may be drafted by BGPAA's legal counsel, and if appropriate, BGPAA's counsel may administratively close the complaint. If this is the case, BGPAA will notify the complainant of the action as soon as possible.

A person may also file a complaint directly with the Federal Transit Administration at:

Federal Transit Administration  
Office of Civil Rights  
1200 New Jersey Avenue SE  
Washington, DC 20590

## BGPAA Title VI Complaint Form

<b>Section I: Please write legibly</b>		
1. Name:		
2. Address:		
3. Telephone:	3.a. Secondary Phone <i>(Optional)</i> :	
4. Email Address:		
5. Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
<b>Section II:</b>		
6. Are you filing this complaint on your own behalf?	YES*	NO
*If you answered "yes" to #6, go to Section III.		
7. If you answered "no" to #6, what is the name of the person for whom you are filing this complaint? Name:		
8. What is your relationship with this individual:		
9. Please explain why you have filed for a third party:		
10. Please confirm that you have obtained permission of the aggrieved party to file on his or her behalf.	YES	NO
<b>Section III:</b>		
11. I believe the discrimination I experienced was based on <i>(check all that apply)</i> :		
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Other		
12. Date of alleged discrimination: <i>(mm/dd/yyyy)</i>		
13. Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known), as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.		

## BGPAA Title VI Complaint Form, Page 2

<b>Section IV:</b>		
14. Have you previously filed a Title VI complaint with BGPAA?	YES	NO
<b>Section V:</b>		
15. Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? <input type="checkbox"/> YES* <input type="checkbox"/> NO If yes, check all that apply: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Federal Agency _____  <input type="checkbox"/> Federal Court _____  <input type="checkbox"/> State Court _____         </div> <div> <input type="checkbox"/> State Agency _____  <input type="checkbox"/> Local Agency _____         </div> </div>		
16. If you answered "yes" to #15, provide information about a contact person at the agency/court where the complaint was filed.		
Name: _____		
Title: _____		
Agency: _____		
Address: _____		
Telephone: _____	Email: _____	
<b>Section VI:</b>		
Name of Agency complaint is against: _____		
Contact Person: _____		
Telephone: _____		

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date are required below to complete form:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please submit this form in person or mail this form to the address below:

**Attn: BGPAA, Mike Duong Title VI Coordinator, 2627 N. Hollywood Way, Burbank, CA 91505**  
***Si se necesita información en otro idioma, por favor póngase en contacto con Mike Duong a (818) 565-1314***

**Form revised April 2016**

Notifying the Public of Rights Under Title VI

## **Burbank-Glendale-Pasadena Airport Authority**

Burbank-Glendale-Pasadena Airport Authority (BGPAA) operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act and additionally without regard to religion, sex, disability (physical or mental), age, genetic information, marital status, sexual orientation or identity, AIDs/HIV status, medical condition, political views or affiliations. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with BGPAA.

For more information on BGPAA civil rights program, and the procedures to file a complaint, contact Mike Duong at (818) 565-1314, or visit our administrative office at 2627 North Hollywood Way, Burbank, CA 91505. For more information, visit:  
[www.bobhopeairport.com](http://www.bobhopeairport.com).

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

If information is needed in another language, contact Mike Duong at (818) 565-1314.

Si se necesita información en otro idioma, por favor póngase en contacto con  
Mike Duong a (818) 565-1314.

Notifying the Public of Rights Under Title VI

## **Burbank-Glendale-Pasadena Airport Authority**

Notificar al público de los derechos bajo el título VI Burbank-Glendale-Pasadena Airport Authority opera sus programas y servicios sin respecto a raza, color y origen nacional con arreglo al título VI de la Civil Ley de derechos. Cualquier persona que cree que él o ella ha sido agraviado por cualquier práctica discriminatoria ilegal bajo el título VI puede presentar una queja con Burbank-Glendale-Pasadena Airport Authority

Para obtener más información sobre el programa derechos civiles capaz de industrias y el procedimientos para presentar una queja, llame al (818) 565-1314, o visite nuestra oficina administrativa en 2627 North Hollywood Way, Burbank, California 91505.

Para más información, visite a [www.bobhopeairport.com](http://www.bobhopeairport.com). Un demandante puede presentar una queja directamente con el Federal Transit Administration por archivar una queja con la Office of Civil Rights. Atención: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

Si se necesita información en otro idioma, por favor póngase en contacto con  
Mike Duong a (818) 565-1314.

### **Transit-Related Title VI Investigation, Complaints, and Lawsuits**

In order to comply with 49 CFR Section 12.9 (b) the BGPAA will prepare and maintain a list of any active investigations conducted by the Authority or any other entities other than the FTA, lawsuits, or complaints naming the BGPAA and/or its subcontractor (s), and tenants that allege discrimination on the basis of race, color, or national origin. As of the approval of this program, BGPAA has received no Title VI complaints, investigations or lawsuits. In the last three years, BGPAA has not had a Title VI investigation, lawsuit, or complaint.



### **List of BGPAA Transit-Related Title VI Investigations, Complaints, and Lawsuits**

Type of Process	Date	Summary (including basis of complaint)	Status	Action(s) Taken
Investigations				
1. None				
2.				
Lawsuits				
1. None				
2.				
Complaints				
1. None				
2.				

### **Public Participation Plan**

The BGPAA public participation plan will ensure that early and continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions.

- Potentially affected community members will have an appropriate opportunity to participate in decisions about proposed activity that will affect the environment.
- The public's contribution will be considered in the District's decision making.
- The concerns of all participants involved will be considered in the decision-making process.
- BGPAA will seek out and facilitate the involvement of those potentially affected.

The BGPAA uses a variety of communication mechanisms to reach out to all populations within the service area. Outreach efforts may include:

- Issuing press releases to local newspapers
- Issuing program announcement brochure
- Publicizing programs and services on LACCD's website
- BGPAA will provide LEP persons with the opportunity to request oral translation services for public meetings where actions and decision making will occur on the identified projects for which federal funding was received for the construction enhancement of the Public Comment transit areas.
- Translation.

## **Public Meetings**

BGPAA will host public meetings when presenting a proposed program change to the public. BGPAA will utilize one or more of the outreach methods listed above to publicize the meeting. BGPAA will ensure that all public meetings are held in ADA accessibility buildings and at various times of the day to ensure that members of the public are able to attend.

## **Summary of Outreach Efforts Made Since Last Title VI Submission**

This is the first Title VI for the Federal Transit Administration.

## **Language Assistance Plan**

Limited English Proficiency Plan has been prepared to address the Burbank-Glendale-Pasadena Airport Authority's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English proficiency language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

**Limited English Proficiency** - A person who does not speak English as his or her primary language and who has a limited ability to read, write, speak or understand English may be a limited English Proficient person.

**Language Assistance** - Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. One critical concern addressed by Title VI is the language barrier that Limited English Proficiency (LEP) persons face with respect to accessing information about and using transit service. Agencies that receive federal funds must ensure that this group has adequate access to the agency's programs and activities, including public participation opportunities.

Executive Order 13166, titled "Improving Access to Services for Persons with Limited English Proficiency," forbids funding recipients from "restricting an individual in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under the program," or from "utilizing criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program as respects to individuals of a particular race, color, or national origin."

FTA Circular 4702.1B was developed by the Federal Transit Administration (FTA) and details the administrative and reporting requirements for recipients of FTA financial assistance to comply with Title VI and related executive orders including on LEP.

The United States Department of Transportation (DOT) published guidance that directed its recipients to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for LEP customers. Burbank-Glendale-Pasadena Airport Authority (BGPAA) language assistance plan (LAP) includes two sections. The first section consists of a four factor analysis and implementation plan that complies with the requirements of DOT LEP guidance. The second section of this document discusses the results of the Four-Factor Analysis and the implementation of the Language Assistance Plan.

### **Improving Access for People with Limited English Proficiency**

In order to ensure meaningful access to programs and activities, BGPAA uses the information obtained in a Four Factor Analysis to determine the specific language services that are appropriate. This analysis helps BGPAA to determine if it communicates effectively with LEP persons and informs language access planning. The **Four Factor Analysis** is a local assessment that considers:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the Agency's Program;
2. The frequency with which LEP persons come into contact with the Agency's Program;
3. The nature and importance of the Agency's Program in people's lives; and
4. The resources available to the Agency's Program for LEP outreach, as well as the costs associated with that outreach.

#### **Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered by the Agency's Program.**

Community Statistic for BGPAA's service area would include Los Angeles County and all of San Fernando Valley and Santa Clarita Valley.

In Community Statistics we have identified the following languages in which LEP may exist:

- Spanish            37.9%
- Chinese            3.3%
- Tagalog            2.2%
- Korean            1.9%
- Armenian          1.6%

### **Limited English Proficiency**

The following languages are the top 5, in descending order, spoken in homes (by individuals who believe they “do not speak English well” in the state and the prescribed area, Los Angeles County, (Source: 2000 Census):

#### **State Overall**

Spanish  
Chinese  
Tagalog  
Vietnamese  
Korean

#### **Los Angeles County**

Spanish  
Chinese  
Tagalog  
Vietnamese  
Korean

American Community Survey, 2007 to 2009 3-Year Estimates:

Unlike the decennial Census, Pubic Use Microdata Sample (PUMS) data released as part of the ACS shows the prevalence of individual languages spoken for smaller units of geography. A county-level summary of languages spoken by those with limited English proficiency is displayed in Table 6.

Table 6. Language Spoken at Home

Language	TOTAL	LEP Population (Speaks English Less than Well)	Percent of Total Population Over 5
Spanish	3,602,064	1,108,365	12.23%
Korean	173,918	69,443	0.77%
Chinese	173,323	59,171	0.65%
Armenian	161,568	44,821	0.49%
Vietnamese	67,707	24,781	0.27%
Cantonese	61,274	23,766	0.26%
Mandarin	72,233	20,333	0.22%
Persian	74,225	16,698	0.18%
Tagalog	221,623	14,972	0.17%
Russian	47,941	13,886	0.15%
Japanese	53,325	12,942	0.14%
Mon-Khmer, Cambodian	26,178	9,429	0.10%
Thai	19,387	5,546	0.06%
Arabic	40,552	4,794	0.05%
Formosan	13,137	4,601	0.05%
Indonesian	10,517	2,028	0.02%
Italian	18,659	1,906	0.02%
French	33,423	1,837	0.02%
Portuguese	9,597	1,267	0.01%
Hebrew	23,033	1,230	0.01%
Bengali	8,833	1,202	0.01%
Panjabi	6,085	1,163	0.01%
Burmese	3,487	1,038	0.01%
Gujarati	10,004	1,019	0.01%
Hindi	17,892	825	0.01%
Amharic	7,966	780	0.01%
Greek	6,706	762	0.01%
Romanian	6,154	734	0.01%
Polish	6,334	728	0.01%
Laotian	2,743	712	0.01%
Hungarian	5,091	701	0.01%
Sinhalese	4,348	519	0.01%
Urdu	7,632	500	0.01%
Ukrainian	1,327	488	0.01%
German	25,795	487	0.01%
South/Central American Indian languages	1,051	372	0.00%
Bulgarian	2,465	305	0.00%
Syriac	1,574	276	0.00%
Malayalam	2,227	256	0.00%
Samoan	9,372	245	0.00%
Other languages	74,704	3,912	0.04%

Although a number of years have passed since the 2000 Census data was collected, the same twelve languages have remained consistent as the most populous LEP groups. They are as follows:

- Spanish
- Chinese
- Korean
- Armenian
- Tagalog
- Vietnamese
- Persian
- Japanese
- Russian
- Mon-Khmer/Cambodian
- Arabic
- Thai

**Factor 2: The frequency with which LEP persons come into contact with the Agency's Program.**

A brief survey of airport and airline employees indicated very few requests for language assistance were actually received. In most cases, the language that the Airport receives requests for assistance is Spanish.

**Factor 3: The nature and importance of the Agency's Program in people's lives.**

To promote a positive, friendly and safe environment.

**Factor 4: The resources available to the Agency's Program for LEP outreach, as well as the costs associated with that outreach.**

We have Airport staff that is fluent in various languages. The Agency's program will initially utilize airport staff and manpower to accommodate individuals that have limited English proficiency.

**Language Assistance Measures**

The results of the Four Factor Analysis concluded that despite LA County having a rich LEP community, the Hollywood Burbank Airport encounters very limited LEP individuals and the ones that do require any assistance usually need a Spanish interpreter. The BGPAA staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who can have difficulty communicating in English.

1. The following resources will be available to accommodate LEP persons using airport Staff:
  - Volunteer interpreters of the airport staff for the following languages:
  - Spanish      French I      Italian      Vietnamese      Korean
  - Tagalog      Bangali      Hindi      Indonesian      Urdu
  - Punjabi      Japanese      Portuguese      German      Arabic
  - Mandarin Chinese
  
2. BGPAA will translate the following vital documents into Spanish by June 30, 2016.
  - Civil Rights Notice
  - Complaint Form
  - Complaint Procedures
  
3. BGPAA staff will provide notice to the public of our language assistance measures by:
  - Posting notice of LEP plan and the availability of interpretation or translation services free of charge in languages LEP persons would understand.
  - All BGPAA staff will be provided with “I Speak” cards to assist in identifying the language interpretation needed if the occasion arises.
  - All BGPAA staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year.
  - When the BGPAA sponsors an informational meeting or event, an advanced public notice of the event should be published including special needs related to offering a translator (LEP) or interpreter (sign language for hearing impaired individuals). Additionally, a staff person may greet participants as they arrive. By informally engaging participants in conversation it is possible to gauge each attendee’s ability to speak and understand English. Although translation may not be able to be provided at the event it will help identify the need for future events.

### **Staff Training**

The following training will be provided to all staff:

- Information on the Title VI Policy and LEP responsibilities.
- Description of language assistance services offered to the public.
- Use of the “I Speak” cards.
- Documentation of language assistance requests.
- How to handle a potential Title VI/LEP complaint.
- Who to contact language translation

All contractors or subcontractors performing work for the BGPAA will be required to follow the Title VI/LEP guidelines.

### **Translation of Documents**

Due to the limited number of individuals that require and/or need LEP assistance, the BGPAA is electing to only have the vital documents, outlined in Section 2, translated and does not have a formal outreach procedure in place. Translation resources have been identified and are limited. However, when and if the need arises for LEP outreach, the BGPAA will consider the following:

Any document, or scheduled meetings, for which the target audience is expected to include LEP individuals, Staff will consider having the documents, meeting notices fliers, and agendas printed in an alternative language based on the known LEP population.

### **Safe Harbor Provision**

The FTA Circular 4702.1B states, “DOT has adopted DOJ’s Safe Harbor Provision, which outlines circumstances that can provide a “safe harbor” for recipients regarding translation of written materials for LEP populations. The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient’s written translation obligations. Translation of non-vital documents, if needed, can be provided orally. If there are fewer than 50 persons in a language group that reaches the five percent (5%) trigger, the recipient is not required to translate vital written materials but should provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

These safe harbor provisions apply to the translation of written documents only. They do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. A recipient may determine, based on the Four Factor Analysis, that even though a language group meets the threshold specified by the Safe Harbor Provisions, written translation may not be an effective means to provide language assistance measures. For example, a recipient may determine that a large number of persons in that language group have low literacy skills in their native language and therefore require oral interpretation. In such cases, background documentation regarding the determination shall be provided to FTA in the Title VI Program.

Although BGPAA strives to adhere to the Safe Harbor Provision, BGPAA operates from a limited budget, thus making it financially prohibitive to translate all vital documents into every language that constitutes the lesser of 5% or 1,000 persons of the total population of persons eligible to be served or likely to encounter our transportation services. Given that, BGPAA mostly receives requests for language assistance from Spanish Speaking individuals, necessary documents are translated into Spanish. BGPAA will provide oral interpretation services to other languages besides Spanish.



### **Monitoring and Updating the LEP Plan**

The BGPAA will update the LEP Plan as required. At a minimum, the plan will be reviewed and updated when data from the 2010 U.S. Census is available, or when it is clear that higher concentrations of LEP are present in the BGPAA area. Updates will include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the Airport area.
- Determination as to whether the need for translation services has changed.
- Determination whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether the BGPAA's financial resources are sufficient to fund language assistance resources needed.
- Determine whether the BGPAA fully complies with the goals of this LEP Plan.
- Determine whether complaints have been received concerning the Authority's failure to meet the needs of LEP individuals.
- Maintain a Title VI complaint log, including LEP to determine issues and basis of complaints.

### **Dissemination of the BGPAA LEP Plan**

- Post signs at conspicuous and accessible locations notifying LEP persons of the LEP Plan and how to access language services.
- State on agendas and public notices in the language those LEP persons would understand that documents are available in that language upon request at (818) 840-8840.

### **Title VI Equity Analysis**

An Environmental Assessment was conducted in 2010 and concluded that the construction of the Regional Intermodal Transportation Center is not likely to be controversial on environmental grounds and there was no known organized opposition to the project. The proposed Project was consistent with the plans, goals, and policies of the City of Burbank and development of the proposed Project has been undertaken in coordination with the city. The construction project was also not likely to directly, indirectly, or cumulatively create a significant impact on the human environment.

## **Appendix**


I Speak cards

Civil Rights Poster

Airport staff translators

**Confidential**

# 

<div> <div> United States  <b>Census</b>  2000 </div> <div> U.S. Department of Commerce  Bureau of the Census </div>  </div>	
LANGUAGE IDENTIFICATION FLASHCARD	
<input type="checkbox"/> <p>املا هذا المربع اذا كنت تقرأ أو تتحدث العربية.</p>	Arabic
<input type="checkbox"/> <p>Խոսողում ե՞նք նշում կատարե՞ք այս քառակուսում,          եթե խոսում կամ կարդում եք հայերեն:</p>	Armenian
<input type="checkbox"/> <p>যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।</p>	Bengali
<input type="checkbox"/> <p>សូមញាតក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។</p>	Cambodian
<input type="checkbox"/> <p>Matka i kakhon komu un taitai pat un sang i Chamorro.</p>	Chamorro
<input type="checkbox"/> <p>如果您具有中文閱讀和會話能力，請在本空格內標上X記號。</p>	Chinese
<input type="checkbox"/> <p>Make kazyé sa a si ou li oswa ou pale kreyòl ayisyen.</p>	Creole
<input type="checkbox"/> <p>Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.</p>	Croatian (Serbo-Croatian)
<input type="checkbox"/> <p>Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.</p>	Czech
<input type="checkbox"/> <p>Kruis dit vakje aan als u Nederlands kunt lezen of spreken.</p>	Dutch
<input type="checkbox"/> <p>Mark this box if you read or speak English.</p>	English
<input type="checkbox"/> <p>اگر خواندن و نوشتن فارسی بدرهستین، این مربع را علامت بگذارید.</p>	Farsi

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<input type="checkbox"/> Cocher ici si vous lisez ou parlez le français.	French
<input type="checkbox"/> Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	German
<input type="checkbox"/> Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	Greek
<input type="checkbox"/> अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस गोले पर चिह्न लगाएँ।	Hindi
<input type="checkbox"/> Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	Hmong
<input type="checkbox"/> Jelölje meg ezt a kockát, ha megérti vagy beszél a magyar nyelvet.	Hungarian
<input type="checkbox"/> Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	Ilocano
<input type="checkbox"/> Marchi questa casella se legge o parla italiano.	Italian
<input type="checkbox"/> 日本語を読んだり、話せる場合はここに印を付けてください。	Japanese
<input type="checkbox"/> 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	Korean
<input type="checkbox"/> ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານສາມາດຟັກພາສາລາວ.	Laotian
<input type="checkbox"/> Zaznacz tę kratkę jeżeli czyta Pan/Pani lub mówi po polsku.	Polish
<input type="checkbox"/> Assinale este quadrado se voce lê ou fala Português.	Portuguese

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<input type="checkbox"/>	Însemnați această căsuță dacă citiți sau vorbiți Românește.	Romanian
<input type="checkbox"/>	Пометьте этот квадратик, если вы читаете или говорите по-русски.	Russian
<input type="checkbox"/>	Maka pe fa'ailoga le pusa lea pe afai e te faitau pe tusitusi i le gagana Samoa.	Samoan
<input type="checkbox"/>	Обележите овај квадратик уколико читате или говорите српски језик.	Serbian (Serbo-Croatian)
<input type="checkbox"/>	Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	Slovak
<input type="checkbox"/>	Marque esta casilla si lee o habla español.	Spanish
<input type="checkbox"/>	Markahan ang kahon na ito kung ikaw ay nagsasalita o nagbabasa ng Tagalog.	Tagalog
<input type="checkbox"/>	ให้กาเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย.	Thai
<input type="checkbox"/>	Faka'ilonga'i 'ae puha ko'eni kapau 'oku te lau pe lea 'ae lea fakatonga.	Tongan
<input type="checkbox"/>	Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.	Ukrainian
<input type="checkbox"/>	اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانہ میں نشان لگائیں.	Urdu
<input type="checkbox"/>	Xin đánh dấu vào ô này nếu quý biết đọc và nói được Việt Ngữ.	Vietnamese
<input type="checkbox"/>	צייכנט דעם קעסטל אויב איר שרייבט אדער ליינט אידיש.	Yiddish

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## POSTER SIGNAGE

### Unlawful Discrimination

It is unlawful for airport operators and their lessees, tenants, concessionaires and Contractors to discriminate against any person because of race, color, national origin, sex, creed, or disability in public services and employment opportunities. Allegations of discrimination should be promptly reported to the Airport Manager or

Federal Transit Administration  
Office of Civil Rights, Region IX  
201 Madison Street, Suite 1650  
San Francisco, California 94106

Federal regulations on unlawful discrimination are available for review in the Airport Manager's Office.

Coordinator: Mike Duong  
Phone: (818) 565 – 1314  
Address: Burbank-Glendale-Pasadena Airport Authority  
2627 N. Hollywood Way  
Burbank, CA 91505

### Discriminación Ilegal

Se prohíbe a los operadores de aeropuertos y a sus arrendatarios, inquilinos, concesionarios y contratistas discriminar contra cualquier persona por motivo de raza, color, nacionalidad de origen, sexo, creencias religiosas, impedimento físico o discapacidad en lo que respecta a servicios públicos y oportunidades de empleo. Las alegaciones de discriminación deberán ser dirigidas inmediatamente al Administrador del Aeropuerto o a:

Federal Transit Administration  
Office of Civil Rights, Region IX  
201 Madison Street, Suite 1650  
San Francisco, California 94106

Los reglamentos sobre discriminación ilegal están a la disposición de los interesados para su examen en la oficina del Administrador del Aeropuerto.

Coordinador: Mike Duong  
Teléfono: (818) 565 – 1314  
Dirección: Burbank-Glendale-Pasadena Airport Authority  
2627 N Hollywood Way  
Burbank, CA 91505

## AIRPORT STAFF TRANSLATORS

Rachael Warecki - PR	French
Linda Lansdown - Acct.	French
Greg Driotez - Fire	French
Marco Rodriguez - Maint.	Spanish
Carmen LoVerme - Badging	Spanish
Stephanie Sosa - Airside Ops.	Spanish
Ramiro Jauregui - Fire	Spanish
Oscar Chavez - Fire	Spanish
Lucy Burghdorf - PR	Italian
David Kim - Operations	Korean
Rod Mercado - HR	Tagalog
Sam Robin - Landside Ops.	Bangali, Hinda, Urdu, Punjabi
Maggie Martinez – Noise & Environment	Spanish
Cynthia Goldman	Spanish
Derrick Cheng	Cantonese
Paul Chang - Eng.	Mandarin
William Yarbrough - Police	German
Ashraf Mankarios - Police	Arabic

## Non-Agenda Item

# Alaska Airlines Adds California Routes

5/18/2016 8:09 a.m.

SEATTLE — Alaska Airlines today announced it will add new, three-times daily service between San Diego and Sacramento and Burbank and San Jose, beginning March 16, 2017. The nonstop service will connect California fliers to London, Beijing and Tokyo on Alaska's partners British Airways, Hainan Airlines and Japan Airlines.

"These new routes will bring more options and low fares to our California customers, as well as creating new connections to key international business markets served by our partner carriers," said Andrew Harrison, Alaska Airlines' Chief Commercial Officer.

Alaska will fly the routes with 76-seat E175 jets, operated by SkyWest Airlines, which features 12 seats in first class, 12 seats in premium class and 52 seats in the main cabin. The E175 boasts cabin dimensions on par with a mainline jet. Onboard amenities include Wi-Fi Internet access, and Alaska Beyond Entertainment, which includes free and premium entertainment direct to customer devices and power outlets in the first class cabin.

### Summary of new service\*:

City pair	Departs	Arrives	Frequency
San Diego-Sacramento	7 a.m.	8:43 a.m.	Daily
	12:10 p.m.	1:55 p.m.	Daily
	5 p.m.	6:45 p.m.	Daily
Sacramento-San Diego	9:25 a.m.	11 a.m.	Daily
	2:35 p.m.	4:20 p.m.	Daily
	7:25 p.m.	9:10 p.m.	Daily
Burbank-San Jose	8:35 a.m.	9:42 a.m.	Daily
	2:15 p.m.	3:22 p.m.	Daily
	6:50 p.m.	7:57 p.m.	Daily
San Jose-Burbank	6:50 a.m.	7:59 a.m.	Daily
	12:30 p.m.	1:39 p.m.	Daily
	5:05 p.m.	6:14 p.m.	Daily

\*All times based on local time zones

Mileage Plan members can earn and redeem miles on 17 airline partners, who fly to more than 800 destinations worldwide. Members also earn miles based on distance flown when traveling on Alaska, regardless of fare paid. With the award-winning Mileage Plan program, members enjoy generous availability on award redemptions, one-way travel awards, and no minimum spend requirement to reach elite status. All fliers



receive a variety of amenities at no extra charge, including online reservations, advance seat selection and complimentary inflight water, soft drinks, Starbucks coffee and tea.

Alaska Airlines Mileage Plan elite members can enjoy priority boarding, two free checked bags, complimentary upgrades on Alaska, as well as bonus miles on every flight with Alaska and other elite-qualifying partner airlines, among other benefits. In addition, change fees are waived for changes made 60 days prior to departure flight and for all MVP Gold and Gold 75K-level members.

To qualify, customers must be members of the Alaska Airlines Mileage Plan program or register for free at [www.alaskaair.com](http://www.alaskaair.com).

Tickets for the new routes will go on sale May 25, 2016.

Alaska Airlines, a subsidiary of Alaska Air Group (NYSE: ALK), together with its partner regional airlines, serves more than 100 cities through an expansive network in the United States, Canada, Costa Rica and Mexico. Alaska Airlines ranked "Highest in Customer Satisfaction Among Traditional Carriers in North America" in the J.D. Power North American Airline Satisfaction Study for nine consecutive years from 2008 to 2016. Alaska Airlines' Mileage Plan also ranked "Highest in Customer Satisfaction with Airline Loyalty Rewards Programs" in the J.D. Power Airline Loyalty/Rewards Program Satisfaction Report for the last three consecutive years. For reservations, visit [www.alaskaair.com](http://www.alaskaair.com). For more news and information, visit the Alaska Airlines Newsroom at [www.alaskaair.com/newsroom](http://www.alaskaair.com/newsroom).

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