



June 3, 2016

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

NOTICE is hereby given that a regular meeting of the Finance and Administration Committee will be held Monday, June 6, 2016 at 10:30 a.m. (or immediately following the conclusion of the regular Airport Authority meeting), 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 MEETING
OF THE
FINANCE AND ADMINISTRATION COMMITTEE
Airport Skyroom
Monday, June 6, 2016
10:30 A.M. or Immediately Following the
Conclusion of the
Regular Airport Authority Meeting

NOTE TO THE PUBLIC: Any disclosable public records related to an open session item on a 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.

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.

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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.

AGENDA

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes
 - a. May 13, 2016 **[See page 1]**
 - b. May 16, 2016 **[See page 2]**
4. Proposed FY 2016/2017 ("FY 2017") Budget Development

No staff report is attached. Staff will continue review of the FY 2017 Budget. Should the Committee make a recommendation for approval, the proposed FY 2017 Budget will be presented to the Commission at its June 20, 2016, regularly scheduled meeting.

5. Items for Information

a. Quarterly Minor Lease and Purchase Order Update

No staff report is attached. Staff will present the third quarter FY 2015/2016 Minor Lease and Purchase Order Update.

b. Committee Pending Items

[See page 4]

Current

***1) Proposed FY 2016/2017 ("FY 2017")
Budget Development***

Future

***1) Replacement Passenger Terminal
Financial Alternatives Consultant***

2) Vacant Aviation Hangars and Market Conditions

6. Other Contracts and Leases

7. Closed Session

a. Public Employee Performance Evaluation
(California Government Code Section 54957(b))

1) Title: Executive Director

2) Title: Senior Deputy Executive Director

8. Adjournment

Subject to Approval

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

FRIDAY, MAY 13, 2016

A special 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 1:15 p.m., by Commissioner Tornek.

ROLL CALL

Present: Commissioners Tornek, Adams and Friedman

Absent: None

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; Ed Skvarna, Director of Public Safety/Chief, Airport Authority Police Department; Chief John Scanlon, Airport Authority Fire Department; Scott Kimball, Director, Operations and Maintenance; and Rod Mercado, Director, Human Resources; and Alexander Jackson, Manager, Airport Security

1. **Approval of Agenda** There were no adjustments to the agenda.
2. **Public Comment** There were no public speakers.
3. **Items for Discussion**
 - a. **FY 2016/2017 ("FY 2017") Budget Development** Staff reviewed with the Committee the proposed FY 2017 staffing costs and program and answered various questions from the Committee.
4. **Closed Session** The Committee did not recess to closed session.
5. **Adjournment** There being no further business, the meeting was adjourned at 2:30 p.m.

Subject to Approval

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

MONDAY, MAY 16, 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 9:45 a.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; and David Freedman, Director, Business, Property and Administrative Services

Airport Authority Consultant: Randall Duncan, President, EQLaunch

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

2. Public Comment There were no public speakers.

3. Approval of Minutes

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

4. Treasurer's Reports

a. March 2016 A copy of the March 2016 Treasurer's Report was included in the agenda packet for the Committee's review. In response to questions from Commissioner Tornek, Staff advised the Committee that capital expenditures were over budget because of the airfield lighting project and the replacement terminal development project, and contractual

operating costs were over budget because of a timing difference for the May and June 2015 TBI costs paid in July 2015, which carries on throughout the year.

Motion

Commissioner Friedman moved approval of Staff's recommendation.

Motion Approved

There being no objection, the motion was approved unanimously (3-0).

5. Items for Discussion

**a. FY 2016/2017 ("FY 2017")
Budget Development**

Staff presented to the Committee a proposed complete balanced budget, including the projected revenues, O&M highlights and Facility Improvement Program for FY 2017.

6. Items for Information

a. Pending Items

Current

**(1) FY 2016/2017
("FY 2017") Budget
Development**

(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. Closed Session

The Committee did not recess to closed session.

9. Adjournment

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

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
FINANCE AND ADMINISTRATION COMMITTEE
JUNE 6, 2016
COMMITTEE PENDING ITEMS**

Current

1. Proposed FY 2016/2017 ("FY 2017") Budget Development

Future

1. Replacement Passenger Terminal – Financial Alternatives Consultant
2. Vacant Aviation Hangars and Market Conditions