



May 3, 2018

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, May 7, 2018, at 10:30 a.m., or immediately following the Commission meeting, in the Airport Skyroom of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505.

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

REGULAR MEETING  
OF THE  
FINANCE AND ADMINISTRATION COMMITTEE

Airport Skyroom  
Monday, May 7, 2018  
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 Hollywood Burbank Airport (2627 Hollywood Way, Burbank) in the administrative office during normal business hours.***

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



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

AGENDA

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes
  - a. April 9, 2018 **[See page 1]**
  - b. April 16, 2018 **[See page 2]**
  - c. April 30, 2018 **[See page 4]**
4. Item for Discussion
  - a. Fiscal Year 2018/2019 ("FY2019") Budget Development **[No Staff Report]**  
Proposed Capital Program: Financial Impacts

***No staff report attached. Staff will review with the Committee the proposed FY 2019 Budget capital program and funding sources.***

5. Items for Information

a. Committee Pending Items

***[See page 6]***

6. Other Contracts and Leases

7. Adjournment

Subject to Approval

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

**MONDAY, APRIL 9, 2018**

A special meeting of the Finance and Administration Committee was called to order on this date in the Airport Skyroom of the Burbank-Glendale-Pasadena Airport Authority, 2627 Hollywood Way, Burbank, California, at 9:00 a.m., by Chairman Gharpetian.

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 Gharpetian, Selvidge and Adams

**Absent:** None

**Also Present:** Staff: John Hatanaka, Senior Deputy Executive Director; Kathy David, Deputy Executive Director (via teleconference); David Kwon, Director of Financial Services.

**1. Approval of Agenda** The agenda was approved as presented.

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

**3. Items for Discussion**

**a. Fiscal Year 2018/2019 ("FY2019")  
Budget Development: Proposed  
Staffing Program** Staff presented and discussed with the Committee the proposed FY 2019 budget focusing on the staffing program.

**4. Items for Information**

**a. Committee Pending Items** Staff informed the Committee of future pending items that will come to the Committee for review.

**5. Other Contracts and Leases** There were no additional contracts and leases.

**6. Adjournment** There being no further business, the meeting was adjourned at 9:38 a.m.

Subject to Approval

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

**MONDAY, APRIL 16, 2018**

A regular meeting of the Finance and Administration Committee was called to order on this date in the Airport Skyroom of the Burbank-Glendale-Pasadena Airport Authority, 2627 Hollywood Way, Burbank, California, at 9:00 a.m., by Chairman Gharpetian.

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 Gharpetian, Selvidge and Adams

**Absent:** None

**Also Present:** Staff: John Hatanaka, Senior Deputy Executive Director; Kathy David, Deputy Executive Director (via teleconference); David Kwon, Director of Financial Services.

**1. Approval of Agenda** The agenda was approved as presented.

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

**3. Approval of Minutes** The minutes were approved as presented.

**4. Treasurer's Report**

**a. February 2018** A copy of the February 2018 Treasurer's Report was included in the agenda packet for the Committee's review.

**Motion** Commissioner Adams moved approval; seconded by Commissioner Selvidge.

**Motion Approved** There being no objection, the Committee voted unanimously (3-0) to recommend that the Report be forwarded to the Commission for note and file.

**5. Items for Discussion**

**a. Discussion of Fiscal Year (“FY”) 2019 Proposed Budget Assumptions and Highlights of Noteworthy Issues**

Staff presented and discussed with the Committee the proposed FY 2019 budget assumptions and highlights of noteworthy issues for development of the FY 2019 budget.

**6. Items for Information**

**a. Committee Pending Items**

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

**7. Other Contracts and Leases**

There were no other contracts or leases.

**8. Adjournment**

There being no further business, the meeting was adjourned at 10:44 a.m.

Subject to Approval

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

**MONDAY, APRIL 30, 2018**

A regular meeting of the Finance and Administration Committee was called to order on this date in the Airport Skyroom of the Burbank-Glendale-Pasadena Airport Authority, 2627 Hollywood Way, Burbank, California, at 9:00 a.m., by Chairman Gharpetian.

**ROLL CALL**

**Present:** Commissioners Gharpetian, Adams and Selvidge

**Absent:** None

**Also Present:** Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Kathy David, Deputy Executive Director (via teleconference); David Kwon, Director of Financial Services; Mike Duong, Senior Manager, Business and Compliance.

**1. Approval of Agenda** The agenda was approved as presented.

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

**3. Contracts and Leases**

**a. Consent of Sublease of Aviation Hangar Lease, Chartwell Aviation Services LLC to Star Aviation, Inc.** Staff presented to the Committee a Consent of Sublease of the Aviation Hangar Lease for Hangar 22 between Chartwell Aviation Services, LLC, a California limited liability company, and Star Aviation, Inc., a Delaware corporation.

Chartwell entered into a Lease with the Authority on March 3, 2003, which expires on October 31, 2018. In February 2018, Chartwell notified Staff that the corporate aircraft that had resided in Hangar 22 was recently sold. With the sale of the aircraft, Chartwell stated that they had minimal need for the hangar and that they were actively seeking to sublease the hangar.

In March 2018, Chartwell informed the Staff that they had been in negotiations with Star, currently a

subtenant in Hangar 25 of Jet Aviation, to assign their Lease and submit a Sublease Agreement for review and comment.

Staff and Authority Counsel reviewed the Sublease Agreement and determined that the terms of the Sublease Agreement are agreeable and in compliance with the terms of the Lease.

**Motion**

Commissioner Adams moved approval; seconded by Commissioner Selvidge.

**Motion Approved**

There being no objection, the Committee voted unanimously (3-0) to recommend the Commission approve the Consent of Sublease.

**4. Items for Discussion**

**a. Fiscal Year 2018/2019 ("FY 2019")  
Presentation of FY 2019  
Projected Revenues**

Staff presented and discussed with the Committee the proposed FY 2019 projected revenues of the 2019 budget.

**5. Adjournment**

There being no further business, the meeting was adjourned at 10:44 a.m.



**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
FINANCE AND ADMINISTRATION COMMITTEE  
MAY 7, 2018  
COMMITTEE PENDING ITEMS**

**Future**

1. Fiscal Year 2018/2019 ("FY2019") Budget Development
2. Lamar On-Airport Advertising: Restated and Amended Agreement
3. Market Conditions Analysis – Hangar Facilities