



September 4, 2015

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

The Airport Authority administrative offices will be closed on Monday, September 7, 2015, in observance of Labor Day. Therefore, the regular meeting of the Finance and Administration Committee scheduled for Monday, September 7, 2015, at 10:30 a.m. in the Airport Skyroom at Bob Hope Airport has been cancelled.

NOTICE is hereby given that a special meeting of the Finance and Administration Committee will be held Tuesday, September 8, 2015, at 10:30 a.m. (or immediately following the conclusion of the special 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

SPECIAL MEETING
OF THE
FINANCE AND ADMINISTRATION COMMITTEE
Airport Skyroom
Tuesday, September 8, 2015
10:30 A.M. or Immediately Following the
Conclusion of the
Special Airport Authority Meeting

NOTE TO THE PUBLIC: Any discloseable 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. Items for Discussion
 - a. Status of Investment Portfolios

No staff report is attached. This item was deferred from the Committee's August 17, 2015, meeting. Columbia Management Investment Advisors, the Authority's investment manager, will provide a review of the Authority's Operating and Passenger Facility Charge investment portfolios for the quarter ended June 30, 2015. Representatives of Columbia Management will be presenting the quarterly review to the Committee via teleconference.

b. Internal Controls Review

No staff report is attached. This item was deferred from the Committee's August 17, 2015, meeting. Staff will continue reviewing the internal control structure at the Airport with the Committee.

4. Items for Information

a. Quarterly Minor Lease and Purchase Order Update

No staff report is attached. This item was deferred from the Committee's August 17, 2015, meeting. Staff will present the fourth quarter FY 2014–2015 Minor Lease and Purchase Order Update.

b. Credit Card Machine Upgrades: EMV Update

No staff report is attached. This item was deferred from the Committee's August 17, 2015, meeting. Staff will provide the status regarding the EMV credit cards and the requirements for the transition to accept the new technology.

c. Committee Pending Items

[See page 1]

Current

(1) Internal Controls Review

***(2) Preparation for Transition to EMV Credit Card
(chip-card technology)***

Future

(1) Internal Controls Review – Continued

(2) Transition to EMV Credit Card (chip-card technology)

5. Other Contracts and Leases

6. Adjournment