



REVISED

April 3, 2020

**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 on Monday, April 6, 2020, at 9:30 a.m., or immediately following the Commission meeting, in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Commission or staff may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, members of the public may observe and participate in the meeting telephonically from the Burbank Room at the Airport or through the following number:

Dial In: (978) 990-5000

Access Code: 880737#

Members of the public also may observe the meeting online at the following address by clicking on Watch Live Stream:

<https://hollywoodburbankairport.com/airport-authority/commission-meeting-videos/>

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

REGULAR MEETING
OF THE
FINANCE AND ADMINISTRATION COMMITTEE

Airport Skyroom
Monday, April 6, 2020
9:30 a.m., or Immediately Following
the Conclusion of the
Commission Meeting

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

The public comment period is the opportunity for members of the public to address the Committee on agenda items and on airport-related non-agenda matters that are within the Committee's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.

Members of the public are requested to observe the following decorum when attending or participating in meetings of the Committee:

- *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 Committee during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Committee's subject matter jurisdiction.*
- *Limit comments to five minutes or to such other period of time as may be specified by the presiding officer.*



The following activities are prohibited:

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*



Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Committee less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 N. Hollywood Way, Burbank) in the administrative office during normal business hours.



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.

REVISED

A G E N D A

Monday, April 6, 2020

1. Approval of Agenda

2. Public Comment

3. Approval of Minutes

a. March 16, 2020

[See page 1]

4. Items for Discussion

a. Fiscal Year 2020/2021 ("FY 2021") Budget Development

[No staff report]

No staff report is attached. Staff will update the Committee on the FY 2021 budget development. As part of the update, Staff will brief the Committee on COVID-19 pandemic effects on FY 2020 revenues and expenses to date.

5. Items for Information

a. Committee Pending Items

[See page 3]

6. Other Contracts and Leases

7. Adjournment

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

MONDAY, MARCH 16, 2020

A regular meeting of the Finance and Administration Committee was called to order this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 10:05 a.m., by Commissioner Selvidge.

AB 23 Disclosure: The Deputy Executive Director for Finance and Administration 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 Selvidge and Adams

Absent: Commissioner Gharpetian

Also Present: Staff: John Hatanaka, Senior Deputy Executive Director; Kathy David, Deputy Executive Director, Finance and Administration; David Kwon, Director, Financial Services

Also present via teleconference:
James Wilkenson, Columbia Management Investments; Ron Stahl, Columbia Management Investments; John Dempsey, Columbia Management Investments

1. Approval of Agenda Agenda was approved as presented.

2. Public Comment There were no public comments.

3. Approval of Minutes

a. February 18, 2020 Draft minutes for the February 18, 2020, Finance and Administration Committee meeting were presented for approval.

Motion Commissioner Adams moved approval of the minutes, seconded by Commissioner Selvidge.

Motion Approved There being no objection, the minutes were approved (2–0, 1 absent).

4. Treasurer’s Report

a. January 2020 A copy of the January 2020 Treasurer’s Report was included in the agenda packet for the Committee’s review.

Motion

Commissioner Adams moved approval of the Treasurer's Report, seconded by Commissioner Selvidge.

Motion Approved

There being no objection, the motion was approved (2-0, 1 absent) to be forwarded to the Commission for note and file.

Please note: Items 5.a. and 5.b. were taken out of order.

5. Items for Discussion

**b. Fiscal Year 2020/2021 ("FY 2021")
Budget Development**

Staff presented and discussed with the Committee the FY 2021 proposed budget focusing on the staffing program.

**a. CMIA Quarterly Investment
Portfolio – Fourth Quarter**

Staff introduced James Wilkinson, Ron Stahl and John Dempsey, of Columbia Management Investments, the Authority's investment advisors, who participated via teleconference. Mr. Wilkinson and his colleagues presented an update on the status of the Authority's Operating and Passenger Facility Charge Quarterly Investment Portfolio reports ended December 31, 2019.

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 and leases to be discussed.

8. Adjournment

There being no further business to discuss, the meeting was adjourned at 11:02 a.m.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
FINANCE AND ADMINISTRATION COMMITTEE
APRIL 6, 2020**

COMMITTEE PENDING ITEMS

Future

1. FY 2020/2021 Budget Development – Continued
2. Approval of Lease – FedEx (Renewal)
3. Approval of Form of Non-Exclusive Agreement - Aviation Ground Handling and Support Services
4. Approval of Amendment of Concession Agreement - Hudson
5. Award of Hangar Lease; Hangar 41