



JULY 16, 2020

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 on Monday, July 20, 2020, at 9:00 a.m., 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 through the following number:

Dial In: (978) 990-5000

Access Code: 880737#

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, July 20, 2020

9:00 A.M.

The public comment period is the opportunity for members of the public to address the Commission on agenda items and on airport-related non-agenda matters that are within the Commission'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 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 Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Commission'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 Commission 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.

AGENDA

Monday, July 20, 2020

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
 - a. Committee Minutes
(For Note and File)
 - 1) Finance and Administration Committee
 - (i) June 1, 2020 ***[See page 1]***
 - (ii) May 26, 2020 ***[See page 2]***
 - 2) Legal Government and Environmental Affairs Committee
 - (i) May 18, 2020 ***[See page 4]***
 - b. Commission Minutes
(For Approval)
 - 1) June 1, 2020 ***[See page 6]***
 - c. Treasurer's Report
 - 1) April 2020 ***[See page 13]***
 - d. Ratification of Parkwood Landscape Maintenance, Inc.
Service Agreement Amendment ***[See page 36]***
6. ITEMS FOR COMMISSION ACTION
 - a. Election of Officers ***[See page 39]***
 - b. Appointment of Committees ***[No staff report]***
7. ITEMS FOR COMMISSION INFORMATION
 - a. May 2020 Parking Revenue Statistics ***[No staff report]***
 - b. May 2020 Transportation Network Companies ***[No staff report]***

c. May 2020 Passenger and Cargo Ground Statistics

[See page 40]

d. Collective Bargaining Agreement Between
TBI Airport Management, Inc. and IAFF Local 1-61

[No staff report]

8. ITEMS FOR COMMISSION DISCUSSION

a. Update: COVID-19 Impact Report

[No staff report]

b. Community Noise Concerns

[See page 43]

9. CLOSED SESSION

a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant Exposure to Litigation (California Government Code Section
54956.9(d)(2)): 1 potential case. Facts and Circumstances:
FAA Southern California Metroplex Project

10. COMMISSIONER COMMENTS

(Other updates and information items, if any)

11. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, July 20, 2020

[Regarding agenda items]

5. 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 MINUTES. Approved minutes of the special meeting of the Finance and Administration Committee of May 26, 2020, and the regular meeting of June 1, 2020; the Legal, Government and Environmental Affairs Committee regular meeting of May 18, 2020, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the June 1, 2020 Commission meeting are attached for the Commission's review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for April 2020 is included in the agenda packet. At its June 1, 2020, meeting, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.
- d. RATIFICATION OF PARKWOOD LANDSCAPE MAINTENANCE, INC. - SERVICE AGREEMENT AMENDMENT. A staff report is included in the agenda packet. Staff seeks the Commission's ratification of the Executive Director's execution of an amendment to the Landscape Maintenance Services Agreement with Parkwood Landscape Maintenance, Inc., for a COVID-19 reduced service plan that saves the Authority \$3,223 per month.

6. ITEMS FOR COMMISSION ACTION.

- a. ELECTION OF OFFICERS. A staff report is included in the agenda packet. The joint powers agreement requires the Commission to elect or re-elect a President, Vice President and a Secretary at the first meeting of July every year. Although not required to do so, the Commission traditionally also has chosen an Assistant Secretary, Treasurer and Auditor at the first July meeting. Staff recommends that the Commission elect or re-elect all of its officers, including an Assistant Secretary, Treasurer and Auditor.
- b. APPOINTMENT OF COMMITTEES. No staff report attached. This item is included in the agenda to provide the Commission President the opportunity to make any standing committee appointments that he or she may wish to make.

7. ITEMS FOR COMMISSION INFORMATION

- a. MAY 2020 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of May 2020.

- b. MAY 2020 TRANSPORTATION NETWORK COMPANIES. No staff report attached. Staff will update the Commission on TNC activity for the month of May 2020.
- c. MAY 2020 PASSENGER AND CARGO GROUND STATISTICS. A staff report is included in the agenda packet. The May passenger count of 39,330 was down 92.12% compared to last year's 499,289 passengers. Air carrier aircraft operations decreased 71.57%, while cargo volume in May was down 2.30%, at 9.4 million pounds.
- d. COLLECTIVE BARGAINING AGREEMENT BETWEEN TBI AIRPORT MANAGEMENT, INC. AND IAFF LOCAL 1-61. No staff report attached. TBI Airport Management, Inc. ("TBI") has reached an agreement with the Burbank Airport Professional Firefighters, IAFF Local 1-61, for a new three-year agreement effective July 1, 2020. The new agreement, copy attached, provides for a 3% pay increase each year of the agreement and was ratified by the union membership on June 27, 2020, covering 18 employees of the Airport Fire Department.

8. ITEMS FOR COMMISSION DISCUSSION

- a. UPDATE: COVID-19 Impact Report. No staff report attached. Staff will update the Commission on the status of the impact of COVID-19.
- b. COMMUNITY NOISE CONCERNS. A staff report is included in the agenda packet. Staff will brief the Commission regarding the Southern San Fernando Valley Noise Task Force recommendations delivered to the Federal Aviation Administration.

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

MONDAY, JUNE 1, 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 10:21 a.m., by Commissioner Selvidge.

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 Selvidge (via teleconference),
Adams and Najarian (via teleconference)

Absent: None

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

1. Approval of Agenda Agenda was approved as presented.

Motion Commissioner Adams moved approval of the agenda, seconded by Commissioner Najarian.

Motion Approved There being no objection, a voice vote was taken to accommodate those Commissioners participating via teleconference. The motion was approved (3-0).

2. Public Comment There were no public comments.

3. Items for Discussion

a. Fiscal Year 2020/2021 ("FY 2021") Budget With the adoption of the FY 2021 Budget, the Committee and staff discussed the budgetary uncertainties not previously encountered because of the COVID-19 pandemic and its possible effect on the newly adopted budget. The Committee requested that staff prepare a quarterly or semi-annual update to the adopted budget during the ensuing year in order to keep the Committee and ultimately the Commission, up to date on possible changes.

4. Adjournment There being no further business to discuss, the meeting was adjourned at 10:34 a.m.

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

TUESDAY, MAY 26, 2020

A special meeting of the Finance and Administration Committee was called to order this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 9:01 a.m., by Commissioner Selvidge.

ROLL CALL

Present:

Commissioners Selvidge (via teleconference),
Adams and Najarian (via teleconference).

Absent:

None

Also Present:

Staff: John Hatanaka, Senior Deputy Executive Director (via teleconference); Kathy David, Deputy Executive Director, Finance and Administration (via teleconference); David Kwon, Director, Financial Services (via teleconference)

1. Approval of Agenda

Agenda was approved as presented.

Motion

Commissioner Adams moved approval; seconded by Commissioner Najarian.

Motion Approved

There being no objection, a voice vote was taken to accommodate those Commissioners participating via teleconference. The motion was unanimously approved (3–0).

2. Public Comment

There were no public comments.

3. Approval of Minutes

a. May 18, 2020

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

Motion

Commissioner Adams moved approval of the minutes, seconded by Commissioner Najarian.

Motion Approved

There being no objection, a voice vote was taken to accommodate those Commissioners participating via teleconference. The motion was unanimously approved (3–0).

4. Items for Discussion

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

Staff presented and discussed with the Committee a draft of the proposed FY 2021 budget.

Motion

Commissioner Selvidge moved approval to recommend that the FY 2021 budget be presented to the full Commission at its next meeting on June 1, 2021; seconded by Commissioner Najarian.

Motion Approved

There being no objection, a voice vote was taken to accommodate those Commissioners participating via teleconference. The motion was unanimously approved (3–0).

5. Adjournment

There being no further business to discuss, the meeting was adjourned at 9:50 a.m.

**MINUTES OF THE REGULAR MEETING OF THE
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

MONDAY, MAY 18, 2020

A regular meeting of the Legal, Government and Environmental Affairs Committee was called to order on this date in the Burbank Room, 2627 N. Hollywood Way, Burbank, California, at 10:33 a.m., by Chairman Wiggins.

AB 23 Disclosure: The Assistant Board Secretary announced that, as a result of the convening of this meeting of the Legal, Government and Environmental Affairs Committee, each Committee member in attendance is entitled to receive and shall be provided \$200.

ROLL CALL

Present: Commissioners Wiggins, Madison and Agajanian
(via teleconference)

Absent: None

Also Present: Staff: Frank Miller, Executive Director;
Lucy Burghdorf, Director of Public Affairs and
Communications

Airport Authority Counsel: Terence R. Boga of
Richards, Watson and Gershon

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

2. Public Comment There were no public speakers.

3. Approval of Minutes

a. April 20, 2020 Commissioner Agajanian (via teleconference) moved approval of the minutes of the April 20, 2020 meeting seconded by Commissioner Wiggins (via teleconference).

There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (2-0, 1 abstention).

4. Contracts and Leases

a. Award of Professional Services Agreement to Arnold and Associates for Legislative Representation Services Staff sought a recommendation from the Committee to the Commission for award of a proposed new three-year Professional Services agreement to Arnold and Associates for continued legislative representation services in Sacramento.

The proposed agreement will retain the current compensation rate of \$8,000 per month plus expenses.

Motion

Commissioner Madison (via teleconference) moved approval of Staff's recommendation, seconded by Commissioner Agajanian (via teleconference).

Motion Approved

There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (3-0).

5. Items for Information

a. Committee Pending Items

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

6. Adjournment

There being no further business, the meeting was adjourned at 10:55 a.m.

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

MONDAY, JUNE 1, 2020

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

1. ROLL CALL

Present: Commissioners Brown, Agajanian (via teleconference), Najarian (via teleconference), Tornek (via teleconference), Adams, Madison (arrived 9:10 a.m., via teleconference), Wiggins (via teleconference) and Selvidge (via teleconference)

Absent: Commissioner Devine

Also Present: Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director (via teleconference); Kathy David, Deputy Executive Director; Scott Kimball, Director, Contracts, Properties, Procurement and SMS;

2. PLEDGE OF ALLEGIANCE President Adams led the assembly in the recitation of the Pledge of Allegiance to the Flag.

3. APPROVAL OF AGENDA The agenda was approved as presented.

MOTION Commissioner Selvidge moved approval of the agenda; seconded by Commissioner Wiggins.

There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (7-0, 2 absent).

MOTION APPROVED AYES: Commissioners Brown, Agajanian, Najarian (via teleconference, Tornek (via teleconference), Adams, Wiggins (via teleconference) and Selvidge (via teleconference)

NOES: NONE

ABSENT: Commissioners Devine and Madison

4. PUBLIC COMMENTS There were no public comments.

5. CONSENT CALENDAR

a. Committee Minutes (For Note and File)

1) Operations and Development Committee

(i) April 20, 2020

Approved minutes of the Operations and Development Committee meeting for April 20, 2020, were included in the agenda packet for information purposes.

2) Finance and Administration Committee

(i) May 11, 2020

(ii) May 18, 2020

Approved minutes of the Finance and Administration Committee meetings for May 11, 2020, and May 18, 2020, were included in the agenda packet for information purposes.

3) Legal, Government and Environmental Affairs Committee

(i) April 20, 2020

Approved minutes of the Legal, Government and Environmental Affairs Committee meeting for April 20, 2020, were included in the agenda packet for information purposes.

b. Commission Minutes (For Approval)

1) May 18, 2020

Minutes of the May 18, 2020, Commission meeting were included in the agenda packet for review and approval.

c. Treasurer's Report

1) March 2020

At its meeting on May 18, the Finance and Administration Committee reviewed the March 2020 Treasurer's report and voted (3–0) to accept the report and recommend it to the Commission for note and file.

MOTION

Commissioner Wiggins moved approval of the Consent Calendar; seconded by Commissioner Selvidge.

MOTION APPROVED

There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (7-0, 2 absent).

AYES: Commissioners Brown, Agajanian (via teleconference), Najarian (via teleconference), Tornek (via teleconference), Adams, Wiggins (via teleconference), and Selvidge (via teleconference)

NOES: NONE

ABSENT: Commissioners Devine and Madison

6. ITEM FOR COMMISSION APPROVAL

a. First Amendment to License Agreement; Los Angeles SMSA Limited Partnership, dba Verizon Wireless

At the Finance and Administration Committee meeting on May 18, 2020, the Committee voted unanimously (3–0) to recommend that the Commission approve a proposed First Amendment to the License Agreement dated June 1, 2015, with the Los Angeles SMSA Limited Partnership, dba Verizon Wireless expiring on May 31, 2020. This Amendment would extend the term of the License Agreement for an additional four (4) years to June 1, 2024 and continue thereafter on a month-to-month basis.

This Agreement allows Verizon Wireless to continue to operate its wireless local area network for the purpose of providing secure internet and cellular connections to its subscribing customers.

MOTION

Commissioner Brown moved approval of the motion; seconded by Commissioner Selvidge.

MOTION APPROVED

There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (7-0, 1 absent, 1 unable to be counted due to technical difficulties).

AYES: Commissioners Brown, Agajanian (via teleconference), Najarian (via teleconference), Tornek (via teleconference), Adams, Wiggins (via teleconference), and Selvidge (via teleconference)

NOES: NONE

ABSENT: Commissioner Devine

**b. Aviation Hangar Lease;
Federal Express
Corporation**

At the Finance and Administration Committee meeting on May 18, 2020, the Committee voted unanimously (3–0) to recommend that the Commission approve an Aviation Hangar Lease (“Lease”) between Federal Express Corporation (“FedEx”) and the Authority. FedEx seeks to renew their lease in Hangar 4 and the western portion of Hangar 5 for a five-year term, with a five-year extension option for the purpose of continuing to operate their air cargo operation.

Under the terms of the Lease extension, the Authority will receive rent of \$149,777.30 per month, or \$1,797,327.62 per year, subject to annual rent adjustments. There is no impact to FY 2020 budget.

MOTION

Commissioner Selvidge moved approval of the motion; seconded by Commissioner Wiggins.

MOTION APPROVED

There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (7-0, 1 absent, 1 unable to be counted due to technical difficulties).

AYES: Commissioners Brown, Agajanian (via teleconference), Najarian (via teleconference), Tornek (via teleconference), Adams, Wiggins (via teleconference), and Selvidge (via teleconference)

NOES: NONE

ABSENT: Commissioner Devine

**c. Award of Professional
Services Award to Arnold
And Associates for
Legislative Representation
Services**

At the May 18, 2020, Legal Government and Environmental Affairs Committee, the Committee voted unanimously (3–0) to recommend that the Commission award a three-year Professional Services Agreement (“Agreement”) to Arnold and Associates for legislative representation services in Sacramento. The proposed Agreement will retain the current compensation rate of \$8,000 per month plus expenses.

MOTION

Commissioner Wiggins moved approval of the motion; seconded by Commissioner Brown.

MOTION APPROVED

There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (7-0, 1 absent, 1 unable to

be counted due to technical difficulties).

AYES: Commissioners Brown, Agajanian (via teleconference), Najarian (via teleconference), Tornek (via teleconference), Adams, Wiggins (via teleconference), and Selvidge (via teleconference)

NOES: NONE

ABSENT: Commissioner Devine

d. Review of the Proposed Fiscal Year 2020/2021 ("FY 2021") Annual Budget; and Proposed Resolution No. 487, A Resolution of the Burbank-Glendale-Pasadena Airport Authority Adopting the Fiscal Year 2020/2021 ("FY 2021") Annual Budget

Staff presented the proposed FY 2020/2021 ("FY 2021") Annual Budget which covered in detail the effects COVID-19 will have upon the FY 2021 budget. Staff also presented proposed Authority Resolution No. 487 adopting the FY 2021 budget. At the May 26, 2020, Finance and Administration Committee ("Committee") meeting, the Committee voted unanimously (3-0) to recommend to the Commission that it approve the proposed FY 2021 annual budget and the proposed resolution adopting the budget.

Due to the uncertainties involved because of COVID-19, during the upcoming fiscal year, staff will work closely with the Finance Committee in monitoring the actual performance of the FY 2021 budget and present periodic updates to the Commission.

MOTION

Commissioner Selvidge moved approval; seconded by Commissioner Tornek.

MOTION APPROVED

There being no objection, the motion was approved (7-0, 1 absent, 1 unable to be counted due to technical difficulties).

AYES: Commissioners Brown, Agajanian (via teleconference), Najarian (via teleconference), Tornek (via teleconference), Adams, Wiggins (via teleconference), and Selvidge (via teleconference)

NOES: NONE

ABSENT: Commissioner Devine

7. ITEM FOR COMMISSION DISCUSSION

a. Update: COVID-19 Impact Report

Staff presented the Social Distancing Plan for Hollywood Burbank Airport which was implemented throughout the Airport on May 29, 2020, and also continued to update the Commission on how COVID-19 has impacted the airlines' daily flight schedules, cargo operations, and concessions serving the Airport.

8. ITEMS FOR COMMISSION INFORMATION

a. April 2020 Parking Revenue Statistics

Staff presented an update on the April 2020 parking revenue.

b. April 2020 Transportation Network Companies

Staff presented an update on the April 2020 Transportation Network Companies' activities.

c. April 2020 Passenger and Cargo Ground Statistics

Staff presented an update on the April 2020 Passenger and Cargo Ground statistics.

9. COMMISSIONER COMMENTS

Commissioner Brown expressed appreciation on receiving a copy of The Boarding Pass from Commissioner Madison.

10. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:12 a.m.

MOTION

Commissioner Wiggins moved approval of the motion; seconded by Commissioner Brown.

MOTION APPROVED

There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (7-0, 1 absent, 1 unable to be counted due to technical difficulties).

AYES: Commissioners Brown, Agajanian (via teleconference), Najarian (via teleconference), Tornek (via teleconference), Adams, Wiggins (via teleconference), and Selvidge (via teleconference)

NOES: NONE

ABSENT: Commissioner Devine

Ray Adams, President

Frank Miller, Executive Director

Date

Date



July 20, 2020

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

Dear Commissioners:

The attached report, covering the month of April 2020, 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,

[To be signed]

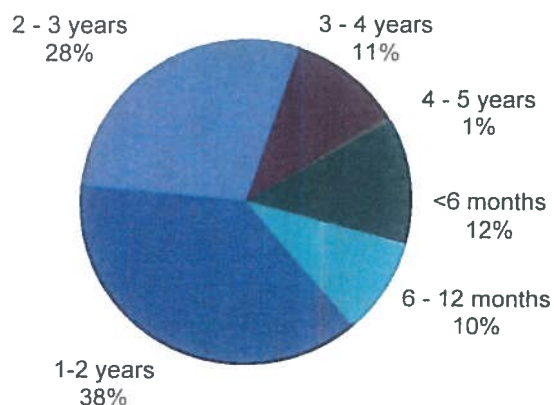
Paula Devine
Treasurer

Attachments

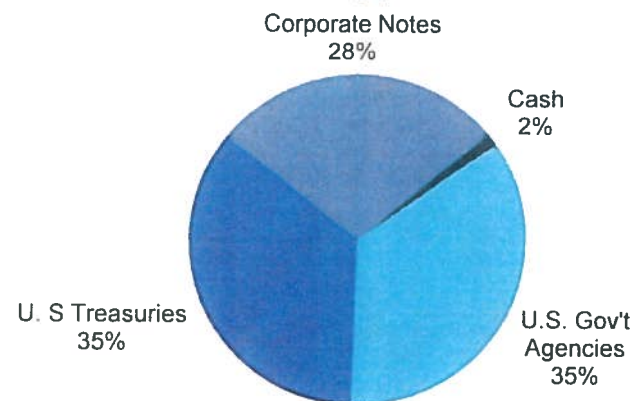
Operating Portfolio Investment Guidelines Conformance as of April 30, 2020

	Legal Max Maturity	Actual Max Maturity	Policy Maximum	Policy Actual
U.S. Gov Agencies	5 Years	3.37 Years	70%	35%
Corporate Notes	5 Years	4.21 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	3.59 Years	No Limit	35%

Maturity Distribution



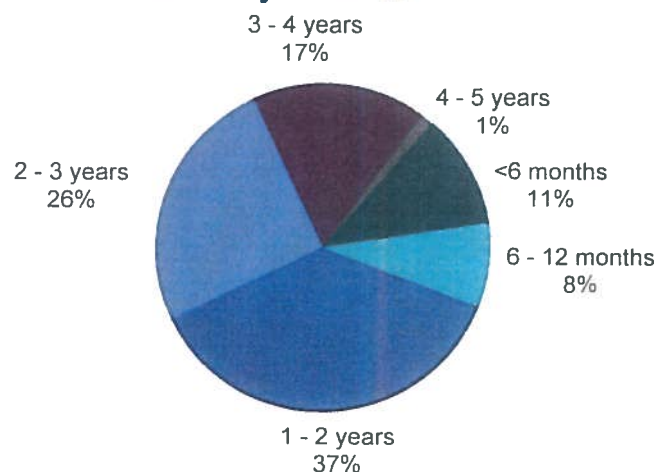
Sector Allocation



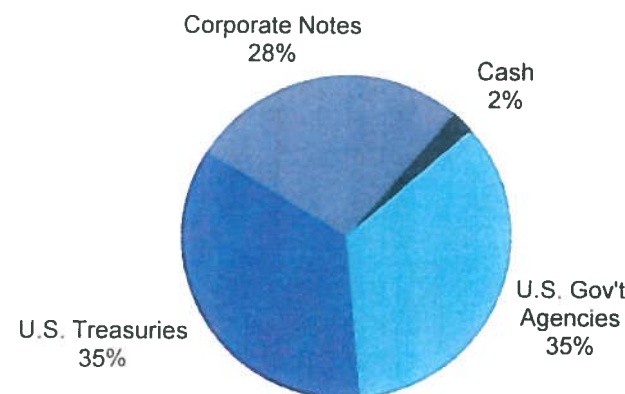
PFC Portfolio Investment Guidelines Conformance as of April 30, 2020

	Legal Max Maturity	Actual Max Maturity	Policy Maximum	Policy Actual
U.S. Gov Agencies	5 Years	3.37 Years	70%	35%
Corporate Notes	5 Years	4.42 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	3.59 Years	No Limit	35%

Maturity Distribution



Sector Allocation



Burbank-Glendale-Pasadena Airport Authority - Operating Account
Statement of Investments
As of 04/30/20

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
04/30/20	Columbia Treasury Reserves	097101307	0.000	04/30/20	04/30/20	\$ 2,816,073	\$ 2,816,073	\$ 2,816,073	\$ -	0.00%	0	1.21%
07/25/18	FHLMC Reference Notes	3137EADR7	1.375	05/01/20	05/01/20	6,375,000	6,306,222	6,375,000	68,778	1.37%	1	2.74%
05/11/17	Intel Corp	458140AZ3	1.850	05/11/20	05/11/20	1,000,000	999,620	1,000,164	544	1.05%	11	0.43%
07/03/18	QualComm Inc	747525AL7	2.449	05/20/20	05/20/20	500,000	502,525	500,365	(2,160)	0.93%	20	0.22%
03/22/18	FFCB	3133EHZK2	1.708	09/25/20	05/25/20	5,000,000	5,002,955	5,002,573	(382)	0.24%	25	2.15%
04/24/18	Wells Fargo & Company	949746RT0	3.240	03/04/21	06/04/20	1,300,000	1,330,534	1,303,564	(26,970)	1.65%	35	0.56%
04/28/16	American Express Credit Corp	0258M0DY2	3.169	09/14/20	06/14/20	1,000,000	1,007,630	1,001,622	(6,008)	1.26%	45	0.43%
06/24/19	Prudential Financial Inc	74432QBM6	5.375	06/21/20	06/21/20	870,000	896,109	874,773	(21,336)	1.34%	52	0.38%
04/24/18	US Bank NA	90331HNQ2	2.256	04/26/21	07/26/20	1,175,000	1,175,000	1,170,992	(4,008)	1.34%	87	0.50%
01/16/19	Commonwealth Edison Company	202795HV5	4.000	08/01/20	08/01/20	680,000	688,833	681,206	(7,627)	3.36%	93	0.29%
06/24/19	Manufacturers & Traders Trust Co	55279HAN0	2.050	08/17/20	08/17/20	1,000,000	998,870	1,000,606	1,736	1.35%	109	0.43%
05/04/17	State Street Corporation	857477AS2	2.550	08/18/20	08/18/20	1,200,000	1,223,507	1,205,381	(18,126)	0.97%	110	0.52%
06/13/18	FHLB	3130ACE26	1.375	09/28/20	09/28/20	3,250,000	3,160,134	3,265,784	105,650	0.31%	151	1.41%
04/21/16	Travelers Cos Inc	89417EAG4	3.900	11/01/20	11/01/20	900,000	984,933	913,981	(70,952)	0.77%	185	0.39%
02/21/17	Ace InA Holdings Inc	00440EAT4	2.300	11/03/20	11/03/20	1,000,000	1,000,960	1,004,662	3,702	1.31%	187	0.43%
04/02/18	Coca-Cola Company (The)	191216AR1	3.150	11/15/20	11/15/20	1,300,000	1,315,548	1,316,285	737	0.77%	199	0.57%
03/08/16	Public Service Company of Colorado	744448CD1	3.200	11/15/20	11/15/20	1,080,000	1,135,784	1,081,083	(54,701)	2.96%	199	0.47%
11/01/17	Treasury Note	912828PC8	2.625	11/15/20	11/15/20	8,000,000	8,211,250	8,106,875	(104,375)	0.15%	199	3.49%
06/25/18	Chevron Corp	166764AY6	2.419	11/17/20	11/17/20	1,050,000	1,039,037	1,056,896	17,859	1.22%	201	0.45%
01/12/18	FHLMC Reference Bond	3137EAEK1	1.875	11/17/20	11/17/20	4,000,000	3,968,800	4,036,566	67,766	0.20%	201	1.74%
03/06/18	Exxon Mobil Corp	30231GAV4	2.222	03/01/21	03/01/21	1,050,000	1,035,930	1,058,685	22,755	1.23%	305	0.46%
11/10/17	Praxair Inc	74005PAY0	4.050	03/15/21	03/15/21	404,000	429,143	414,703	(14,440)	1.00%	319	0.18%
01/25/18	Bank of New York Mellon Corp	06406FAA1	2.500	04/15/21	04/15/21	1,225,000	1,216,443	1,243,289	26,846	0.93%	350	0.54%
12/05/16	PNC Bank NA	6935REW4	2.150	04/29/21	04/29/21	1,450,000	1,436,649	1,466,709	30,060	0.99%	364	0.63%
06/13/18	FNMA	3135G0K69	1.250	05/06/21	05/06/21	3,000,000	2,883,300	3,031,853	148,553	0.20%	371	1.30%
12/21/18	General Dynamics Corporation	369550BE7	3.000	05/11/21	05/11/21	1,300,000	1,305,578	1,326,224	20,646	1.03%	376	0.57%
03/01/18	Fifth Third Bank	31677QBG3	2.250	06/14/21	06/14/21	1,000,000	977,850	1,011,194	33,344	1.24%	410	0.44%
06/20/18	WalMart Inc	931142EJ8	3.125	06/23/21	06/23/21	1,300,000	1,299,935	1,336,637	36,702	0.65%	419	0.58%
05/31/18	Treasury Note	912828WR7	2.125	06/30/21	06/30/21	12,500,000	12,338,867	12,782,227	443,360	0.19%	426	5.50%
10/05/17	Florida Power Corporation	341099CP2	3.100	08/15/21	08/15/21	705,000	728,709	720,399	(8,310)	1.39%	472	0.31%
05/31/19	FNMA Benchmark Note	3135G0N82	1.250	08/17/21	08/17/21	300,000	295,398	303,702	8,304	0.30%	474	0.13%
08/07/18	3M Company	88579YAU5	1.625	09/19/21	09/19/21	1,000,000	960,330	1,010,370	50,040	0.87%	507	0.43%
08/31/18	Treasury Note	912828T34	1.125	09/30/21	09/30/21	2,300,000	2,200,367	2,330,547	130,180	0.19%	518	1.00%
12/23/16	Federal Home Loan Banks	3130AABG2	1.875	11/29/21	11/29/21	15,000,000	14,742,129	15,384,210	642,081	0.25%	578	6.62%
01/23/17	Pfizer Inc	717081DZ3	2.200	12/15/21	12/15/21	1,500,000	1,498,845	1,533,443	34,598	0.82%	594	0.66%
04/15/19	FNMA Benchmark Note	3135G0S38	2.000	01/05/22	01/05/22	3,800,000	3,812,172	3,910,630	98,458	0.26%	615	1.68%
06/23/17	FHLMC	3137EADB2	2.375	01/13/22	01/13/22	8,125,000	8,173,493	8,413,784	240,291	0.28%	623	3.62%
01/23/17	Comcast Corporation	20030NBV2	1.625	01/15/22	01/15/22	1,500,000	1,437,900	1,524,200	86,300	0.67%	625	0.66%

Burbank-Glendale-Pasadena Airport Authority - Operating Account
Statement of Investments
As of 04/30/20

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
06/26/19	Target Corporation	87612EAZ9	2.900	01/15/22	01/15/22	1,300,000	1,329,214	1,354,471	25,257	0.44%	625	0.58%
08/15/18	Berkshire Hathaway Finance Corp	084670BF4	3.400	01/31/22	01/31/22	1,500,000	1,521,795	1,573,274	51,479	0.52%	641	0.68%
02/03/17	Treasury Note	912828H86	1.500	01/31/22	01/31/22	2,450,000	2,386,645	2,505,316	118,671	0.21%	641	1.08%
08/06/18	PacifiCorp	695114CP1	2.950	02/01/22	02/01/22	1,000,000	991,823	1,033,387	41,564	1.02%	642	0.44%
11/05/18	Microsoft Corporation	594918BA1	2.375	02/12/22	02/12/22	1,225,000	1,199,000	1,263,508	64,508	0.60%	653	0.54%
02/21/17	Walt Disney Co	25468PCT1	2.550	02/15/22	02/15/22	1,300,000	1,309,135	1,336,454	27,319	0.97%	656	0.58%
09/28/17	FHLB	313378CR0	2.250	03/11/22	03/11/22	4,000,000	4,059,140	4,144,128	84,988	0.31%	680	1.78%
04/09/19	Medtronic Inc	585055BR6	3.150	03/15/22	03/15/22	1,250,000	1,267,863	1,305,898	38,035	0.74%	684	0.56%
04/17/17	BB&T Corp	05531FAX1	2.750	04/01/22	04/01/22	1,250,000	1,263,379	1,281,136	17,757	1.43%	701	0.55%
05/18/17	Federal National Mortgage Association	3135G0T45	1.875	04/05/22	04/05/22	8,300,000	8,166,654	8,555,594	388,940	0.27%	705	3.68%
01/31/19	Treasury Note	912828X47	1.875	04/30/22	04/30/22	9,475,000	9,301,015	9,788,859	487,844	0.21%	730	4.21%
05/06/19	Apple Inc	037833CQ1	2.300	05/11/22	05/11/22	1,250,000	1,241,250	1,291,265	50,015	0.66%	741	0.56%
01/15/19	Oracle Corporation	68389XBB0	2.500	05/15/22	05/15/22	1,265,000	1,243,561	1,301,403	57,842	1.07%	745	0.56%
10/03/17	Home Depot Inc	437076BG6	2.625	06/01/22	06/01/22	1,200,000	1,214,701	1,243,303	28,602	0.68%	762	0.54%
09/25/17	Caterpillar Financial Services	14913QAA7	2.400	06/06/22	06/06/22	1,250,000	1,243,941	1,283,599	39,658	1.10%	767	0.55%
02/15/19	Cisco Systems Inc	17275RAV4	3.000	06/15/22	06/15/22	1,200,000	1,210,416	1,263,606	53,190	0.49%	776	0.54%
08/01/17	Treasury Note	912828XQ8	2.000	07/31/22	07/31/22	9,850,000	9,706,887	10,245,539	538,652	0.21%	822	4.41%
11/01/19	Procter & Gamble Company	742718EU9	2.150	08/11/22	08/11/22	1,275,000	1,290,912	1,322,311	31,399	0.51%	833	0.57%
02/15/19	Burlington Northern Santa Fe LLC	12189LAL5	3.050	09/01/22	09/01/22	1,200,000	1,211,382	1,250,921	39,539	1.20%	854	0.54%
01/09/19	John Deere Capital Corp	24422ETV1	2.150	09/08/22	09/08/22	1,250,000	1,200,988	1,284,349	83,361	0.97%	861	0.55%
05/18/18	Merck & Co Inc	589331AT4	2.400	09/15/22	09/15/22	1,500,000	1,448,385	1,556,983	108,598	0.78%	868	0.67%
09/25/17	National Rural Utilities Coop	63743HEQ1	2.300	09/15/22	09/15/22	1,000,000	995,980	1,028,248	32,268	1.09%	868	0.44%
10/03/17	Treasury Note	912828W9	1.875	09/30/22	09/30/22	9,125,000	9,098,667	9,489,287	390,620	0.22%	883	4.08%
09/12/19	FNMA	3135G0T78	2.000	10/05/22	10/05/22	4,500,000	4,543,965	4,683,106	139,141	0.32%	888	2.02%
07/25/18	Bank of America Corp	06051GEU9	3.300	01/11/23	01/11/23	1,675,000	1,655,367	1,754,462	99,095	1.50%	986	0.75%
09/26/19	Federal National Mortgage Association	3135G0T94	2.375	01/19/23	01/19/23	4,800,000	4,919,052	5,065,298	146,246	0.33%	994	2.18%
03/20/19	JP Morgan Chase & CO	46625HJH4	3.200	01/25/23	01/25/23	1,825,000	1,843,112	1,911,094	67,982	1.44%	1000	0.82%
10/31/19	Treasury Note	9128283U2	2.375	01/31/23	01/31/23	4,200,000	4,309,594	4,446,422	136,828	0.24%	1006	1.91%
02/14/19	IBM Corp	44932HAH6	3.000	02/06/23	02/06/23	1,225,000	1,222,811	1,293,456	70,645	0.95%	1012	0.56%
03/18/19	Unitedhealth Group Inc	91324PBZ4	2.750	02/15/23	02/15/23	1,365,000	1,371,071	1,426,768	55,697	1.10%	1021	0.61%
10/02/19	Pepsico Inc	713448CG1	2.750	03/01/23	03/01/23	1,300,000	1,344,486	1,374,052	29,566	0.72%	1035	0.59%
12/03/19	Treasury Note	9128284L1	2.750	04/30/23	04/30/23	6,850,000	7,104,980	7,361,609	256,629	0.25%	1095	3.17%
06/06/19	Public Service Electric And Gas	74456QBC9	2.375	05/15/23	05/15/23	1,125,000	1,125,877	1,166,822	40,945	1.13%	1110	0.50%
02/04/19	Simon Property Group LP	828807DD6	2.750	06/01/23	06/01/23	1,250,000	1,234,085	1,234,697	612	3.17%	1127	0.53%
01/21/20	FNMA	3135G0U43	2.875	09/12/23	09/12/23	4,650,000	4,862,583	5,035,734	173,151	0.39%	1230	2.17%
07/31/19	Treasury Note	9128285D8	2.875	09/30/23	09/30/23	6,775,000	7,065,869	7,373,635	307,766	0.28%	1248	3.17%
03/16/20	Treasury Note	9128285P1	2.875	11/30/23	11/30/23	2,500,000	2,716,308	2,730,273	13,965	0.29%	1309	1.17%
03/20/19	Citibank NA	17325FAS7	3.650	01/23/24	01/23/24	1,500,000	1,536,584	1,612,472	75,888	1.57%	1363	0.69%

Burbank-Glendale-Pasadena Airport Authority - Operating Account
Statement of Investments
As of 04/30/20

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
10/31/19	Honeywell International Inc	438516BW5	2.300	08/15/24	08/15/24	1,250,000	1,275,020	1,313,442	38,422	1.09%	1568	0.57%
	Subtotal					\$212,160,073	\$212,570,859	\$219,003,438	\$ 6,432,579	0.52%	644	94.24%
	Local Agency Investment Fund (LAIF)					13,280,370	13,280,370	13,379,721	99,351	1.65%	189	5.76%
	Subtotal					\$225,440,443	\$225,851,229	\$232,383,159	\$ 6,531,930	0.58%	618	100.00%
	Operating Bank Balance						4,600,520					
	TOTAL						\$230,451,749					

Burbank-Glendale-Pasadena Airport Authority - Operating Account
Statement of Purchases - Maturities - Sales
As of 04/30/20

PURCHASES

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Par Value	Purchase Price	Purchase Cost	Prepaid Interest
							\$ -	
							-	
							-	
							-	
							-	
							-	
							-	
							-	
							-	
TOTAL PURCHASES					\$ -		\$ -	\$ -

MATURITIES

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Par Value	Purchase Price	Purchase Cost	Gain / (Loss)
							\$ -	\$ -
							-	-
							-	-
							-	-
							-	-
							-	-
TOTAL MATURITIES					\$ -		\$ -	\$ -

SALES / REDEMPTIONS

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Sale Date	Par Value	Sale Price	Sale Amount	Purchase Cost	Gain / (Loss)
05/15/18	Boeing Co	097023BT1	2.125	03/01/22	04/29/20	\$ 1,000,000.00	96.01700	\$ 960,170.00	\$ 963,020.00	\$ (2,850.00)
								-		-
								-		-
TOTAL SALES						\$ 1,000,000.00		\$ 960,170.00	\$ 963,020.00	\$ (2,850.00)

Burbank-Glendale-Pasadena Airport Authority - Operating Account
Earnings Report
04/01/20-04/30/20

Type of Investment	Coupon	Maturity Date	Previous Accrual	Realized Interest For Period	Interest Paid At Purc/Recv	Current Accrual	Interest Earned	Amrt/Acrt For Period	Adjusted Total Int. Earned
FIXED INCOME									
Boeing Co	NOTE	2.125	03/01/22	1,770.83	3,541.67	-	1,770.84	-	1,770.84
FHLMC Reference Notes	NOTE	1.375	05/01/20	36,523.44	-	43,828.13	7,304.69	5,014.06	12,318.75
Intel Corp	NOTE	1.850	05/11/20	7,194.44	-	8,736.11	1,541.67	10.55	1,552.22
QualComm Inc	NOTE	2.449	05/20/20	1,278.19	-	2,213.45	935.26	(110.74)	824.52
Prudential Financial Inc	NOTE	5.375	06/21/20	12,989.58	-	16,886.46	3,896.88	(2,206.37)	1,690.51
Commonwealth Edison Company	NOTE	4.000	08/01/20	4,533.33	-	6,800.00	2,266.67	(572.35)	1,694.32
Manufacturers & Traders Trust Co	NOTE	2.050	08/17/20	2,505.56	-	4,213.89	1,708.33	88.97	1,797.30
State Street Corporation	NOTE	2.550	08/18/20	3,655.00	-	6,205.00	2,550.00	(583.09)	1,966.91
American Express Credit Corp	NOTE	3.169	09/14/20	895.25	-	2,387.32	1,492.07	(160.41)	1,331.66
FFCB	NOTE	1.708	09/25/20	920.33	4,075.77	406.04	3,561.48	(96.68)	3,464.80
FHLB	NOTE	1.375	09/28/20	372.40	-	4,096.35	3,723.95	3,304.06	7,028.01
Travelers Cos Inc	NOTE	3.900	11/01/20	14,625.00	-	17,550.00	2,925.00	(1,581.69)	1,343.31
Ace InA Holdings Inc	NOTE	2.300	11/03/20	9,455.56	-	11,372.22	1,916.66	(22.12)	1,894.54
Coca-Cola Company (The)	NOTE	3.150	11/15/20	15,470.00	-	18,882.50	3,412.50	(495.70)	2,916.80
Public Service Company of Colorado	NOTE	3.200	11/15/20	13,056.00	-	15,936.00	2,880.00	(1,126.97)	1,753.03
Treasury Note	NOTE	2.625	11/15/20	79,615.38	-	96,923.08	17,307.70	(5,709.46)	11,598.24
Chevron Corp	NOTE	2.419	11/17/20	9,454.26	-	11,570.88	2,116.62	405.08	2,521.70
FHLMC Reference Bond	NOTE	1.875	11/17/20	27,916.67	-	34,166.67	6,250.00	916.75	7,166.75
Exxon Mobil Corp	NOTE	2.222	03/01/21	1,944.25	-	3,888.50	1,944.25	448.49	2,392.74
Wells Fargo & Company	NOTE	3.240	03/04/21	2,622.57	-	5,432.47	2,809.90	(1,031.22)	1,778.68
Praxair Inc	NOTE	4.050	03/15/21	727.20	-	2,090.70	1,363.50	(625.72)	737.78
Bank of New York Mellon Corp	NOTE	2.500	04/15/21	14,121.53	15,312.50	1,361.11	2,552.08	269.72	2,821.80
US Bank NA	NOTE	2.256	04/26/21	4,554.19	6,279.26	214.01	1,939.08	-	1,939.08
PNC Bank NA	NOTE	2.150	04/29/21	13,162.77	15,587.50	173.19	2,597.92	220.39	2,818.31
FNMA	NOTE	1.250	05/06/21	15,104.17	-	18,229.17	3,125.00	3,359.88	6,484.88
General Dynamics Corporation	NOTE	3.000	05/11/21	15,166.67	-	18,416.67	3,250.00	(332.49)	2,917.51
Fifth Third Bank	NOTE	2.250	06/14/21	6,687.50	-	8,562.50	1,875.00	578.33	2,453.33
WalMart Inc	NOTE	3.125	06/23/21	11,059.03	-	14,444.44	3,385.41	1.81	3,387.22
Treasury Note	NOTE	2.125	06/30/21	67,135.99	-	89,028.16	21,892.17	4,296.88	26,189.05
Florida Power Corporation	NOTE	3.100	08/15/21	2,792.59	-	4,613.83	1,821.24	(547.12)	1,274.12
FNMA Benchmark Note	NOTE	1.250	08/17/21	458.33	-	770.83	312.50	173.88	486.38
3M Company	NOTE	1.625	09/19/21	541.67	-	1,895.83	1,354.16	1,091.84	2,446.00
Treasury Note	NOTE	1.125	09/30/21	70.70	-	2,191.60	2,120.90	2,716.14	4,837.04
Federal Home Loan Banks	NOTE	1.875	11/29/21	95,312.51	-	118,750.01	23,437.50	5,398.52	28,836.02
Pfizer Inc	NOTE	2.200	12/15/21	9,716.67	-	12,466.67	2,750.00	19.67	2,769.67
FNMA Benchmark Note	NOTE	2.000	01/05/22	18,155.55	-	24,488.89	6,333.34	(415.71)	5,917.63
FHLMC	NOTE	2.375	01/13/22	41,880.58	-	57,784.60	15,904.02	(404.65)	15,499.37

Burbank-Glendale-Pasadena Airport Authority - Operating Account
Earnings Report
04/01/20-04/30/20

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
Comcast Corporation	NOTE	1.625	01/15/22	5,145.83	-	-	7,177.08	2,031.25	1,057.32	3,088.57
Target Corporation	NOTE	2.900	01/15/22	7,958.88	-	-	11,100.56	3,141.68	(1,010.95)	2,130.73
Berkshire Hathaway Finance Corp	NOTE	3.400	01/31/22	8,641.67	-	-	12,891.67	4,250.00	(526.02)	3,723.98
Treasury Note	NOTE	1.500	01/31/22	6,158.65	-	-	9,187.50	3,028.85	1,177.42	4,206.27
PacifiCorp	NOTE	2.950	02/01/22	4,916.67	-	-	7,375.00	2,458.33	211.04	2,669.37
Microsoft Corporation	NOTE	2.375	02/12/22	3,959.98	-	-	6,384.47	2,424.49	689.34	3,113.83
Walt Disney Co	NOTE	2.550	02/15/22	4,235.83	-	-	6,998.33	2,762.50	(185.71)	2,576.79
FHLB	NOTE	2.250	03/11/22	5,000.00	-	-	12,500.00	7,500.00	(1,107.37)	6,392.63
Medtronic Inc	NOTE	3.150	03/15/22	1,750.00	-	-	5,031.25	3,281.25	(508.42)	2,772.83
BB&T Corp	NOTE	2.750	04/01/22	17,187.50	17,187.50	-	2,864.59	2,864.59	(307.89)	2,556.70
Federal National Mortgage Association	NOTE	1.875	04/05/22	76,083.33	77,812.50	-	11,239.58	12,968.75	3,245.57	16,214.32
Treasury Note	NOTE	1.875	04/30/22	74,674.19	88,828.13	-	482.76	14,636.70	4,446.84	19,083.54
Apple Inc	NOTE	2.300	05/11/22	11,180.56	-	-	13,576.39	2,395.83	249.29	2,645.12
Oracle Corporation	NOTE	2.500	05/15/22	11,947.22	-	-	14,582.64	2,635.42	552.23	3,187.65
Home Depot Inc	NOTE	2.625	06/01/22	10,500.00	-	-	13,125.01	2,625.01	(330.38)	2,294.63
Caterpillar Financial Services	NOTE	2.400	06/06/22	9,583.34	-	-	12,083.34	2,500.00	167.31	2,667.31
Cisco Systems Inc	NOTE	3.000	06/15/22	10,600.00	-	-	13,600.00	3,000.00	(261.49)	2,738.51
Treasury Note	NOTE	2.000	07/31/22	33,013.73	-	-	49,250.00	16,236.27	3,351.79	19,588.06
Procter & Gamble Company	NOTE	2.150	08/11/22	3,807.29	-	-	6,091.67	2,284.38	(479.28)	1,805.10
Burlington Northern Santa Fe LLC	NOTE	3.050	09/01/22	3,050.00	-	-	6,100.00	3,050.00	(347.91)	2,702.09
John Deere Capital Corp	NOTE	2.150	09/08/22	1,717.01	-	-	3,956.60	2,239.59	1,116.45	3,356.04
Merck & Co Inc	NOTE	2.400	09/15/22	1,600.00	-	-	4,600.00	3,000.00	1,127.79	4,127.79
National Rural Utilities Coop	NOTE	2.300	09/15/22	1,022.22	-	-	2,938.89	1,916.67	68.52	1,985.19
Treasury Note	NOTE	1.875	09/30/22	467.47	-	-	14,491.54	14,024.07	449.14	14,473.21
FNMA	NOTE	2.000	10/05/22	44,000.00	45,000.00	-	6,500.00	7,500.00	(1,196.87)	6,303.13
Bank of America Corp	NOTE	3.300	01/11/23	12,283.33	-	-	16,889.58	4,606.25	368.90	4,975.15
Federal National Mortgage Association	NOTE	2.375	01/19/23	22,800.00	-	-	32,300.00	9,500.00	(3,063.13)	6,436.87
JP Morgan Chase & CO	NOTE	3.200	01/25/23	10,706.67	-	-	15,573.33	4,866.66	(393.59)	4,473.07
Treasury Note	NOTE	2.375	01/31/23	16,716.35	-	-	24,937.50	8,221.15	(2,769.85)	5,451.30
IBM Corp	NOTE	3.000	02/06/23	5,614.58	-	-	8,677.08	3,062.50	24.11	3,086.61
Unitedhealth Group Inc	NOTE	2.750	02/15/23	4,796.46	-	-	7,924.59	3,128.13	(205.06)	2,923.07
Pepsico Inc	NOTE	2.750	03/01/23	2,979.17	-	-	5,958.33	2,979.16	(1,087.67)	1,891.49
Treasury Note	NOTE	2.750	04/30/23	79,179.60	94,187.50	-	511.89	15,519.79	(6,263.02)	9,256.77
Public Service Electric And Gas	NOTE	2.375	05/15/23	10,093.75	-	-	12,320.31	2,226.56	(19.87)	2,206.69
Simon Property Group LP	NOTE	2.750	06/01/23	11,458.34	-	-	14,322.91	2,864.57	311.49	3,176.06
FNMA	NOTE	2.875	09/12/23	7,055.73	-	-	18,196.35	11,140.62	(4,868.33)	6,272.29
Treasury Note	NOTE	2.875	09/30/23	532.19	-	-	16,497.87	15,965.68	(6,011.90)	9,953.78
Treasury Note	NOTE	2.875	11/30/23	24,154.71	-	-	30,046.11	5,891.40	(4,796.20)	1,095.20

Burbank-Glendale-Pasadena Airport Authority - Operating Account
Earnings Report
04/01/20-04/30/20

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
Citibank NA	NOTE	3.650	01/23/24	10,341.67	-	-	14,904.17	4,562.50	(644.48)	3,918.02
Honeywell International Inc	NOTE	2.300	08/15/24	3,673.61	-	-	6,069.45	2,395.84	(452.35)	1,943.49
	Subtotal			\$ 1,144,033.22	\$ 367,812.33	\$ -	\$ 1,166,235.62	\$ 390,014.73	\$ (5,930.66)	\$ 384,084.07
CASH EQUIVALENTS										
Cash Interest (MISC)				-	660.10	-	-	660.10	-	660.10
	Subtotal			\$ -	\$ 660.10	\$ -	\$ -	\$ 660.10	\$ -	\$ 660.10
LAIF										
Local Agency Investment Fund				76,518.59	76,518.59	-	19,291.20	19,291.20	-	19,291.20
	TOTAL			\$ 1,220,551.81	\$ 444,991.02	\$ -	\$ 1,185,526.82	\$ 409,966.03	\$ (5,930.66)	\$ 404,035.37

Burbank-Glendale-Pasadena Airport Authority - PFC Account
Statement of Investments
As of 04/30/20

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
04/30/20	Columbia Treasury Reserves	097101307	0.000	04/30/20	04/30/20	\$ 1,185,494	\$ 1,185,494	\$ 1,185,494	\$ -	0.00%	0	2.26%
10/25/16	FHLMC Reference Notes	3137EADR7	1.375	05/01/20	05/01/20	1,350,000	1,339,018	1,350,000	10,982	0.32%	1	2.57%
05/11/17	Intel Corp	458140AZ3	1.850	05/11/20	05/11/20	250,000	249,115	250,041	926	1.05%	11	0.48%
07/03/18	Qualcomm Inc	747525AL7	3.195	05/20/20	05/20/20	90,000	90,455	90,066	(389)	0.93%	20	0.17%
04/24/18	Wells Fargo & Company	949746RT0	4.076	03/04/21	06/04/20	350,000	357,655	350,960	(6,695)	1.65%	35	0.67%
06/24/19	Prudential Financial Inc.	74432QMB6	5.375	06/21/20	06/21/20	225,000	231,597	226,234	(5,363)	1.34%	52	0.43%
03/22/18	FFCB	3133EHZK2	2.315	09/25/20	06/25/20	350,000	350,207	350,180	(27)	0.24%	56	0.67%
01/16/19	Commonwealth Edison Company	202795HV5	4.000	08/01/20	08/01/20	235,000	238,217	235,417	(2,800)	3.36%	93	0.45%
10/02/17	Manufacturers & Traders Trust Co	55279HAN0	2.050	08/17/20	08/17/20	250,000	250,163	250,152	(11)	1.35%	109	0.48%
05/04/17	State Street Corporation	524144AS2	2.550	08/18/20	08/18/20	300,000	303,576	301,345	(2,231)	0.97%	110	0.57%
09/29/17	FHLB	3130ACE26	1.375	09/28/20	09/28/20	1,000,000	991,915	1,004,857	12,942	0.31%	151	1.92%
04/21/16	Travelers Cos Inc	89417EAG4	3.900	11/01/20	11/01/20	200,000	210,963	203,107	(7,856)	0.77%	185	0.39%
02/21/17	Ace InA Holdings Inc	00440EAT4	2.300	11/03/20	11/03/20	250,000	249,320	251,165	1,845	1.31%	187	0.48%
04/02/18	Coca-Cola (The)	191216AR1	3.150	11/15/20	11/15/20	200,000	202,392	202,505	113	0.77%	199	0.39%
03/08/16	Public Service Company of Colorado	744448CD1	3.200	11/15/20	11/15/20	215,000	221,382	215,216	(6,166)	2.96%	199	0.41%
10/27/17	Treasury Note	912828PC8	2.625	11/15/20	11/15/20	1,525,000	1,564,256	1,545,373	(18,883)	0.15%	199	2.95%
06/25/18	Chevron Corp	166764AE0	2.419	11/17/20	11/17/20	250,000	248,295	251,642	3,347	1.22%	201	0.48%
03/01/18	FHLMC Reference Bond	3137EAEK1	1.875	11/17/20	11/17/20	1,350,000	1,330,451	1,362,341	31,890	0.20%	201	2.60%
03/06/18	Exxon Mobil Corp	30231GAV4	2.222	03/01/21	03/01/21	250,000	247,308	252,068	4,760	1.23%	305	0.48%
11/10/17	Praxair	74005PAY0	4.050	03/15/21	03/15/21	131,000	136,341	134,471	(1,870)	1.00%	319	0.26%
01/25/18	Bank of New York Mellon Corp	06406FAA1	2.500	04/15/21	04/15/21	300,000	299,256	304,479	5,223	0.93%	350	0.58%
01/24/18	Treasury Note	912828Q78	1.375	04/30/21	04/30/21	1,200,000	1,163,789	1,214,484	50,695	0.17%	365	2.32%
05/31/18	FNMA	3135G0K69	1.250	05/06/21	05/06/21	925,000	891,013	934,821	43,808	0.20%	371	1.78%
05/08/18	General Dynamics Corporation	369550BE7	3.000	05/11/21	05/11/21	300,000	300,494	306,052	5,558	1.03%	376	0.58%
06/20/18	WalMart Inc	931142EJ8	3.125	06/23/21	06/23/21	300,000	301,350	308,455	7,105	0.65%	419	0.59%
03/01/18	Fifth Third Bank	31677QBG3	2.250	06/14/21	06/14/21	200,000	195,570	202,239	6,669	1.24%	410	0.39%
12/23/16	Treasury Note	912828WR7	2.125	06/30/21	06/30/21	1,500,000	1,488,668	1,533,867	45,199	0.19%	426	2.93%
10/02/17	Florida Power Corporation	341099CP2	3.100	08/15/21	08/15/21	250,000	256,744	255,461	(1,283)	1.39%	472	0.49%
05/31/19	FNMA Benchmark Note	3135G0N82	1.250	08/17/21	08/17/21	130,000	128,006	131,604	3,598	0.30%	474	0.25%
08/07/18	3M Company	88579YAU5	1.625	09/19/21	09/19/21	275,000	266,930	277,852	10,922	0.87%	507	0.53%
07/05/18	Treasury Note	912828T34	1.125	09/30/21	09/30/21	1,590,000	1,517,091	1,611,117	94,026	0.19%	518	3.07%
12/23/16	Federal Home Loan Banks	3130AABG2	1.875	11/29/21	11/29/21	1,525,000	1,497,278	1,564,061	66,783	0.25%	578	2.98%
01/23/17	Pfizer Inc	717081DZ3	2.200	12/15/21	12/15/21	360,000	359,305	368,026	8,721	0.82%	594	0.70%
03/27/19	FNMA Benchmark Note	3135G0S38	2.000	01/05/22	01/05/22	1,150,000	1,152,401	1,183,480	31,079	0.26%	615	2.26%
09/25/18	FHLMC	3137EADB2	2.375	01/13/22	01/13/22	1,775,000	1,757,610	1,838,088	80,478	0.28%	623	3.51%
01/23/17	Comcast Corporation	20030NBV2	1.625	01/15/22	01/15/22	350,000	337,629	355,647	18,018	0.67%	625	0.68%
06/26/19	Target Corporation	87612EAZ9	2.900	01/15/22	01/15/22	300,000	306,848	312,570	5,722	0.44%	625	0.60%

Burbank-Glendale-Pasadena Airport Authority - PFC Account
Statement of Investments
As of 04/30/20

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
08/15/18	Berkshire Hathaway Finance Corp	084670BF4	3.400	01/31/22	01/31/22	360,000	366,983	377,586	10,603	0.52%	641	0.72%
02/03/17	Treasury Note	912828H86	1.500	01/31/22	01/31/22	1,450,000	1,400,944	1,482,738	81,794	0.21%	641	2.83%
08/06/18	PacifiCorp	695114CP1	2.950	02/01/22	02/01/22	250,000	249,340	258,347	9,007	1.02%	642	0.49%
11/05/18	Microsoft Corporation	594918BA1	2.375	02/12/22	02/12/22	300,000	295,021	309,430	14,409	0.60%	653	0.59%
02/21/17	Walt Disney Co	25468PCT1	2.550	02/15/22	02/15/22	300,000	300,881	308,412	7,531	0.97%	656	0.59%
07/09/19	FHLB	313378CR0	2.250	03/11/22	03/11/22	1,175,000	1,190,245	1,217,338	27,093	0.31%	680	2.32%
04/16/19	Medtronic Inc	585055BR6	3.150	03/15/22	03/15/22	300,000	304,905	313,416	8,511	0.74%	684	0.60%
05/31/19	US Bancorp	91159HHC7	3.000	03/15/22	03/15/22	290,000	294,840	300,165	5,325	1.11%	684	0.57%
01/11/19	BB&T Corp	05531FAX1	2.750	04/01/22	04/01/22	300,000	298,290	307,473	9,183	1.43%	701	0.59%
03/01/18	Federal National Mortgage Assoc	3135G0T45	1.875	04/05/22	04/05/22	1,050,000	1,033,101	1,082,334	49,233	0.27%	705	2.06%
01/31/19	Treasury Note	912828X47	1.875	04/30/22	04/30/22	1,550,000	1,530,471	1,601,344	70,873	0.21%	730	3.05%
05/31/19	Apple Inc	037833CQ1	2.300	05/11/22	05/11/22	300,000	300,762	309,904	9,142	0.66%	741	0.59%
01/15/19	Oracle Corporation	68389XBB0	2.500	05/15/22	05/15/22	300,000	296,412	308,633	12,221	1.07%	745	0.59%
10/03/17	Home Depot Inc	437076BG6	2.625	06/01/22	06/01/22	300,000	303,523	312,076	8,553	0.68%	762	0.60%
11/08/18	Caterpillar Financial Services	14913QAA7	2.400	06/06/22	06/06/22	300,000	292,337	308,064	15,727	1.10%	767	0.59%
02/15/19	Cisco Systems Inc	17275RAV4	3.000	06/15/22	06/15/22	300,000	303,772	315,902	12,130	0.49%	776	0.60%
12/31/18	Treasury Note	912828XQ8	2.000	07/31/22	07/31/22	1,425,000	1,405,583	1,482,223	76,640	0.21%	822	2.83%
11/01/19	Procter & Gamble Company	742718EU9	2.150	08/11/22	08/11/22	300,000	303,998	311,132	7,134	0.51%	833	0.59%
02/15/19	Burlington Northern Santa Fe LLC	12189LAL5	3.050	09/01/22	09/01/22	275,000	277,996	286,669	8,673	1.20%	854	0.55%
01/09/19	John Deere Capital Corp	24422ETV1	2.150	09/08/22	09/08/22	300,000	290,735	308,244	17,509	0.97%	861	0.59%
05/18/18	Merck & Co Inc	589331AT4	2.400	09/15/22	09/15/22	350,000	343,117	363,296	20,179	0.78%	868	0.69%
01/11/19	Treasury Note	9128282W9	1.875	09/30/22	09/30/22	1,225,000	1,201,813	1,273,904	72,091	0.22%	883	2.43%
09/12/19	FNMA	3135G0T78	2.000	10/05/22	10/05/22	1,000,000	1,009,770	1,040,690	30,920	0.32%	888	1.98%
04/25/18	Bank of America Corp	06051GEU9	3.300	01/11/23	01/11/23	400,000	399,124	418,976	19,852	1.50%	986	0.80%
09/26/19	Federal National Mortgage Assoc	3135G0T94	2.375	01/19/23	01/19/23	1,750,000	1,791,413	1,846,723	55,310	0.33%	994	3.52%
03/20/19	JP Morgan Chase & CO	46625HJH4	3.200	01/25/23	01/25/23	425,000	430,662	445,049	14,387	1.44%	1000	0.85%
08/22/19	Treasury Note	9128283U2	2.375	01/31/23	01/31/23	1,675,000	1,718,542	1,773,275	54,733	0.24%	1006	3.38%
02/14/19	IBM Corp	44932HAH6	3.000	02/06/23	02/06/23	325,000	326,680	343,162	16,482	0.95%	1012	0.65%
03/18/19	Unitedhealth Group Inc	91324PBZ4	2.750	02/15/23	02/15/23	325,000	326,091	339,707	13,616	1.10%	1021	0.65%
10/02/19	Pepsico Inc.	713448CG1	2.750	03/01/23	03/01/23	300,000	310,178	317,089	6,911	0.72%	1035	0.60%
11/19/19	Treasury Note	9128284L1	2.750	04/30/23	04/30/23	1,900,000	1,969,048	2,041,906	72,858	0.25%	1095	3.89%
06/06/19	Public Service Electric And Gas	74456QBC9	2.375	05/15/23	05/15/23	275,000	275,974	285,223	9,249	1.13%	1110	0.54%
02/04/19	Simon Property Group LP	828807DD6	2.750	06/01/23	06/01/23	300,000	298,332	296,327	(2,005)	3.17%	1127	0.57%
02/19/20	FHLMC	3137EAEN5	2.750	06/19/23	06/19/23	1,875,000	1,984,695	2,013,595	28,900	0.38%	1145	3.84%
01/21/20	FNMA	3135G0U43	2.875	09/12/23	09/12/23	1,400,000	1,464,188	1,516,135	51,947	0.39%	1230	2.89%
07/31/19	Treasury Note	9128285D8	2.875	09/30/23	09/30/23	1,875,000	1,959,889	2,040,674	80,785	0.28%	1248	3.89%
02/19/20	Treasury Note	9128285P1	2.875	11/30/23	11/30/23	800,000	856,140	873,688	17,548	0.29%	1309	1.67%

Burbank-Glendale-Pasadena Airport Authority - PFC Account
Statement of Investments
As of 04/30/20

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
03/20/19	Citibank NA	17325FAS7	3.650	01/23/24	01/23/24	300,000	307,316	322,494	15,178	1.57%	1363	0.62%
10/31/19	Honeywell International Inc	438516BW5	2.300	08/15/24	08/15/24	300,000	305,382	315,226	9,844	1.09%	1568	0.60%
02/12/20	PNC Funding Corp	69353REF1	3.300	10/30/24	10/30/24	325,000	345,448	350,006	4,558	1.52%	1644	0.67%
	Subtotal					\$ 50,636,494	\$ 50,882,043	\$ 52,433,512	\$ 1,551,469	0.49%	688	100.00%
	PFC Bank Balance						1,241,671					
	TOTAL						\$ 52,123,714					

Burbank-Glendale-Pasadena Airport Authority - PFC Account
Statement of Purchases - Maturities - Sales
As of 04/30/20

PURCHASES

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Par Value	Purchase Price	Purchase Cost	Prepaid Interest
							\$ -	
							-	
							-	
							-	
							-	
							-	
							-	
							-	
							-	
							-	
							-	
TOTAL PURCHASES					\$ -		\$ -	\$ -

MATURITIES

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Par Value	Purchase Price	Purchase Cost	Gain / (Loss)
							\$ -	\$ -
							-	-
							-	-
							-	-
							-	-
TOTAL MATURITIES					\$ -		\$ -	\$ -

SALES / REDEMPTIONS / DELIVERS

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Sale Date	Par Value	Sale Price	Sale Amount	Purchase Cost	Gain / (Loss)
05/15/18	Boeing Co	097023BT1	2.125	03/01/22	04/29/20	200,000.00	96.01700	\$ 192,034.00	\$ 193,117.80	\$ (1,083.80)
09/25/15	American Express Credit Corp	0258M0DT3	2.375	05/26/20	04/27/20	250,000.00	100.00000	250,000.00	251,333.15	(1,333.15)
						\$ 450,000.00		\$ 442,034.00	\$ 444,450.95	\$ (2,416.95)

Burbank-Glendale-Pasadena Airport Authority - PFC Account
Earnings Report
04/01/20-04/30/20

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
FIXED INCOME										
American Express Credit Corp	NOTE	2.375	05/26/20	2,061.63	2,473.96	-	-	412.33	-	412.33
Boeing Co	NOTE	2.125	03/01/22	354.17	708.33	-	-	354.16	-	354.16
FHLMC Reference Notes	NOTE	1.375	05/01/20	9,421.88	-	-	11,531.25	2,109.37	601.52	2,710.89
Intel Corp	NOTE	1.850	05/11/20	1,798.61	-	-	2,184.04	385.43	58.69	444.12
Qualcomm Inc	NOTE	3.195	05/20/20	230.07	-	-	398.42	168.35	(19.94)	148.41
Prudential Financial Inc.	NOTE	5.375	06/21/20	3,359.38	-	-	4,367.19	1,007.81	(580.59)	427.22
Commonwealth Edison Company	NOTE	4.000	08/01/20	1,566.67	-	-	2,350.00	783.33	(264.97)	518.36
Manufacturers & Traders Trust Co	NOTE	2.050	08/17/20	626.39	-	-	1,053.47	427.08	(4.85)	422.23
State Street Corporation	NOTE	2.550	08/18/20	913.75	-	-	1,551.25	637.50	(115.38)	522.12
FFCB	NOTE	2.315	09/25/20	64.42	285.30	-	28.42	249.30	(6.77)	242.53
FHLB	NOTE	1.375	09/28/20	114.58	-	-	1,260.42	1,145.84	224.79	1,370.63
Travelers Cos Inc	NOTE	3.900	11/01/20	3,250.00	-	-	3,900.00	650.00	(246.61)	403.39
Ace InA Holdings Inc	NOTE	2.300	11/03/20	2,363.89	-	-	2,843.05	479.16	26.72	505.88
Coca-Cola (The)	NOTE	3.150	11/15/20	2,380.00	-	-	2,905.00	525.00	(76.26)	448.74
Public Service Company of Colorado	NOTE	3.200	11/15/20	2,599.10	-	-	3,172.44	573.34	(142.09)	431.25
Treasury Note	NOTE	2.625	11/15/20	15,176.68	-	-	18,475.96	3,299.28	(1,059.15)	2,240.13
Chevron Corp	NOTE	2.419	11/17/20	2,251.01	-	-	2,754.97	503.96	34.73	538.69
FHLMC Reference Bond	NOTE	1.875	11/17/20	7,734.37	-	-	9,281.25	1,546.88	296.53	1,843.41
Exxon Mobil Corp	NOTE	2.222	03/01/21	462.91	-	-	925.84	462.93	78.61	541.54
Wells Fargo & Company	NOTE	4.076	03/04/21	706.08	-	-	1,462.58	756.50	(291.06)	465.44
Praxair	NOTE	4.050	03/15/21	235.80	-	-	677.93	442.13	(145.63)	296.50
Bank of New York Mellon Corp	NOTE	2.500	04/15/21	3,458.33	3,750.00	-	333.34	625.01	3.32	628.33
Treasury Note	NOTE	1.375	04/30/21	6,935.44	8,250.00	-	44.84	1,359.40	971.10	2,330.50
FNMA	NOTE	1.250	05/06/21	4,657.11	-	-	5,620.66	963.55	978.45	1,942.00
General Dynamics Corporation	NOTE	3.000	05/11/21	3,500.00	-	-	4,250.00	750.00	(37.97)	712.03
Fifth Third Bank	NOTE	2.250	06/14/21	1,337.50	-	-	1,712.50	375.00	115.67	490.67
WalMart Inc	NOTE	3.125	06/23/21	2,552.07	-	-	3,333.34	781.27	(65.71)	715.56
Treasury Note	NOTE	2.125	06/30/21	8,056.32	-	-	10,683.38	2,627.06	315.23	2,942.29
Florida Power Corporation	NOTE	3.100	08/15/21	990.29	-	-	1,636.11	645.82	(212.85)	432.97
FNMA Benchmark Note	NOTE	1.250	08/17/21	198.61	-	-	334.03	135.42	75.35	210.77
3M Company	NOTE	1.625	09/19/21	148.96	-	-	521.35	372.39	235.72	608.11
Treasury Note	NOTE	1.125	09/30/21	48.88	-	-	1,515.06	1,466.18	1,931.46	3,397.64
Federal Home Loan Banks	NOTE	1.875	11/29/21	9,690.11	-	-	12,072.91	2,382.80	591.21	2,974.01
Pfizer Inc	NOTE	2.200	12/15/21	2,332.00	-	-	2,992.01	660.01	5.18	665.19
FNMA Benchmark Note	NOTE	2.000	01/05/22	5,494.44	-	-	7,411.12	1,916.68	(85.78)	1,830.90
FHLMC	NOTE	2.375	01/13/22	9,149.30	-	-	12,623.72	3,474.42	446.31	3,920.73

Burbank-Glendale-Pasadena Airport Authority - PFC Account
Earnings Report
04/01/20-04/30/20

Type of Investment	Type	Coupon	Maturity Date	Previous Accrual	Realized Interest For Period	Interest Paid At Purc/Recv	Current Accrual	Interest Earned	Amrt/Acrt For Period	Adjusted Total Int. Earned
Comcast Corporation	NOTE	1.625	01/15/22	1,200.69	-	-	1,674.66	473.97	245.63	719.60
Target Corporation	NOTE	2.900	01/15/22	1,836.67	-	-	2,561.66	724.99	(233.89)	491.10
Berkshire Hathaway Finance Corp	NOTE	3.400	01/31/22	2,074.01	-	-	3,094.00	1,019.99	(212.04)	807.95
Treasury Note	NOTE	1.500	01/31/22	3,644.91	-	-	5,437.50	1,792.59	1,035.28	2,827.87
PacifiCorp	NOTE	2.950	02/01/22	1,229.16	-	-	1,843.76	614.60	7.92	622.52
Microsoft Corporation	NOTE	2.375	02/12/22	969.79	-	-	1,563.55	593.76	123.75	717.51
Walt Disney Co	NOTE	2.550	02/15/22	977.51	-	-	1,615.01	637.50	(24.43)	613.07
FHLB	NOTE	2.250	03/11/22	1,468.75	-	-	3,671.88	2,203.13	(506.56)	1,696.57
Medtronic Inc	NOTE	3.150	03/15/22	420.00	-	-	1,207.50	787.50	(150.03)	637.47
US Bancorp	NOTE	3.000	03/15/22	386.67	-	-	1,111.67	725.00	(157.57)	567.43
BB&T Corp	NOTE	2.750	04/01/22	4,125.00	4,125.00	-	687.49	687.49	34.58	722.07
Federal National Mortgage Assoc	NOTE	1.875	04/05/22	9,624.99	9,843.75	-	1,421.87	1,640.63	349.68	1,990.31
Treasury Note	NOTE	1.875	04/30/22	12,215.83	14,531.25	-	78.97	2,394.39	491.16	2,885.55
Apple Inc	NOTE	2.300	05/11/22	2,683.33	-	-	3,258.34	575.01	(25.16)	549.85
Oracle Corporation	NOTE	2.500	05/15/22	2,833.33	-	-	3,458.34	625.01	86.21	711.22
Home Depot Inc	NOTE	2.625	06/01/22	2,625.00	-	-	3,281.27	656.27	(84.32)	571.95
Caterpillar Financial Services	NOTE	2.400	06/06/22	2,299.99	-	-	2,899.99	600.00	175.89	775.89
Cisco Systems Inc	NOTE	3.000	06/15/22	2,650.00	-	-	3,400.00	750.00	(107.47)	642.53
Treasury Note	NOTE	2.000	07/31/22	4,776.10	-	-	7,125.00	2,348.90	447.05	2,795.95
Procter & Gamble Company	NOTE	2.150	08/11/22	895.83	-	-	1,433.33	537.50	(125.06)	412.44
Burlington Northern Santa Fe LLC	NOTE	3.050	09/01/22	698.95	-	-	1,397.92	698.97	(90.10)	608.87
John Deere Capital Corp	NOTE	2.150	09/08/22	412.08	-	-	949.58	537.50	209.45	746.95
Merck & Co Inc	NOTE	2.400	09/15/22	373.34	-	-	1,073.34	700.00	129.24	829.24
Treasury Note	NOTE	1.875	09/30/22	62.76	-	-	1,945.44	1,882.68	512.87	2,395.55
FNMA	NOTE	2.000	10/05/22	9,777.78	10,000.00	-	1,444.44	1,666.66	(265.97)	1,400.69
Bank of America Corp	NOTE	3.300	01/11/23	2,933.33	-	-	4,033.33	1,100.00	(7.08)	1,092.92
Federal National Mortgage Assoc	NOTE	2.375	01/19/23	8,312.50	-	-	11,776.05	3,463.55	(1,066.94)	2,396.61
JP Morgan Chase & CO	NOTE	3.200	01/25/23	2,493.34	-	-	3,626.66	1,133.32	(130.81)	1,002.51
Treasury Note	NOTE	2.375	01/31/23	6,666.63	-	-	9,945.31	3,278.68	(1,095.05)	2,183.63
IBM Corp	NOTE	3.000	02/06/23	1,489.58	-	-	2,302.08	812.50	(51.25)	761.25
Unitedhealth Group Inc	NOTE	2.750	02/15/23	1,142.02	-	-	1,886.81	744.79	(34.49)	710.30
Pepsico Inc.	NOTE	2.750	03/01/23	687.50	-	-	1,375.00	687.50	(249.16)	438.34
Treasury Note	NOTE	2.750	04/30/23	21,962.23	26,125.00	-	141.98	4,304.75	(1,690.09)	2,614.66
Public Service Electric And Gas	NOTE	2.375	05/15/23	2,467.36	-	-	3,011.63	544.27	(24.11)	520.16
Simon Property Group LP	NOTE	2.750	06/01/23	2,750.01	-	-	3,437.50	687.49	24.91	712.40
FHLMC	NOTE	2.750	06/19/23	14,609.38	-	-	18,906.25	4,296.87	(2,796.50)	1,500.37
FNMA	NOTE	2.875	09/12/23	2,124.31	-	-	5,478.47	3,354.16	(1,469.97)	1,884.19

Burbank-Glendale-Pasadena Airport Authority - PFC Account											
Earnings Report											
04/01/20-04/30/20											
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	
Treasury Note	NOTE	2.875	09/30/23	147.28	-	-	4,565.84	4,418.56	(1,759.85)	2,658.71	
Treasury Note	NOTE	2.875	11/30/23	7,729.50	-	-	9,614.76	1,885.26	(1,235.80)	649.46	
Citibank NA	NOTE	3.650	01/23/24	2,068.33	-	-	2,980.83	912.50	(128.90)	783.60	
Honeywell International Inc	NOTE	2.300	08/15/24	881.66	-	-	1,456.67	575.01	(97.00)	478.01	
PNC Funding Corp	NOTE	3.300	10/30/24	4,498.54	5,362.50	-	29.79	893.75	(368.23)	525.52	
Subtotal				\$ 269,446.72	\$ 85,455.09	\$ -	\$ 278,413.32	\$ 94,421.69	\$ (6,679.23)	\$ 87,742.46	
CASH EQUIVALENTS											
Cash Interest				-	408.86	-	-	408.86	-	408.86	
Subtotal				\$ -	\$ 408.86	\$ -	\$ -	\$ 408.86	\$ -	\$ 408.86	
TOTAL				\$ 269,446.72	\$ 85,863.95	\$ -	\$ 278,413.32	\$ 94,830.55	\$ (6,679.23)	\$ 88,151.32	

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

**SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS
MONTH AND TEN MONTHS ENDED APRIL 30, 2020 & 2019**

Monthly Performance					April 2020	Fiscal YTD Performance (July 2019 - April 2020)				
A	B	C	D	E		F	G	H	I	J
Actual \$ Apr 2020	Budget Apr 2020	Actual \$ Prior Year Apr 2019	Note	Variance Actual Vs. Budget		Fiscal YTD	Fiscal YTD Budget	Actual \$ Prior Year Fiscal YTD	Note	Variance Actual Vs. Budget
OPERATING ACTIVITY										
CASH RECEIPTS FROM OPERATIONS										
1	\$152,284	\$406,250	\$400,737	(2)	(\$253,966)	Landing/Fuel Fees	\$4,107,162	\$4,062,500	\$3,819,438	(2) \$44,662
2	156,929	1,781,956	1,955,577	(3)	(1,625,027)	Parking Fees	16,703,349	17,375,815	17,869,081	(3) (672,466)
3	269,376	1,075,108	1,454,931	(4)	(805,732)	Rental Receipts - Terminal Building	11,151,424	10,751,080	11,239,492	(4) 400,344
4	1,124,043	1,057,392	1,041,619	(5)	66,651	Rental Receipts - Other Buildings	11,154,431	10,823,922	10,325,129	(5) 330,509
5	177,467	341,667	342,731	(6)	(164,200)	Ground Transportation	4,203,074	3,416,670	3,074,240	(6) 786,404
6	12,107	20,417	31,857	(7)	(8,310)	Other Receipts	661,764	204,170	966,251	(7) 457,594
7	449,148	448,167	332,889	(8)	981	Investment Receipts - Treasurer/Other Interest Earned	3,874,862	3,795,670	2,820,366	(8) 79,192
8	\$2,341,354	\$5,130,957	\$5,560,341	(1)	(\$2,789,603)		\$51,856,066	\$50,429,827	\$50,113,997	(1) \$1,426,239
CASH DISBURSEMENTS FROM OPERATIONS										
9	(\$125,347)	(\$131,310)	(\$63,423)	(10)	\$5,963	Administrative Supplies & Costs	(\$1,010,344)	(\$1,175,100)	(\$943,366)	(10) \$164,756
10	(213,461)	(320,236)	(260,912)	(11)	106,775	Operating Supplies & Maintenance	(3,254,825)	(3,476,399)	(2,874,337)	(11) 221,574
11	(2,171,564)	(2,338,555)	(770,755)	(12)	166,991	Contractual Operating Costs	(23,479,972)	(24,593,014)	(20,797,204)	(12) 1,113,042
12	(220,501)	(248,650)	(216,986)	(13)	28,149	Contractual Professional Services	(4,850,635)	(4,870,503)	(3,775,571)	(13) 19,868
13	(448,507)	(449,485)	(446,376)	(14)	978	Wages & Benefits	(4,961,713)	(5,073,365)	(4,514,712)	(14) 111,652
14	(68,345)	(85,250)	(53,652)	(15)	16,905	Other Operating Costs	(989,577)	(1,171,499)	(862,359)	(15) 181,922
15	0	0	(380,292)		0	Bond Debt Service - 2015 Bonds	(3,806,879)	(3,806,879)	(3,802,920)	0
16	(480,047)	(510,000)	(529,222)	(16)	29,953	Parking Tax	(2,369,827)	(2,243,575)	(2,288,315)	(16) (126,252)
17	(\$3,727,772)	(\$4,083,486)	(\$2,721,618)	(9)	\$355,714		(\$44,723,772)	(\$46,410,334)	(\$39,858,784)	(9) \$1,686,562
INCREASE (DECREASE) IN CASH FROM OPERATIONS										
18	(\$1,386,418)	\$1,047,471	\$2,838,723		(\$2,433,889)		\$7,132,294	\$4,019,493	\$10,255,213	\$3,112,801
FACILITY IMPROVEMENT / NOISE MITIGATION TRANSACTIONS										
CASH DISBURSEMENTS										
19	(\$158)	(\$40,000)	(\$151)	(17)	\$39,842	Sound Insulation Program Costs	(\$1,580)	(\$400,000)	(\$3,990)	(17) \$398,420
20	(1,100,155)	(1,190,750)	(1,954,968)	(18)	90,595	Other Facility Improvement Program Project Costs	(9,874,318)	(12,598,500)	(11,585,102)	(18) 2,724,182
	(\$1,100,313)	(\$1,230,750)	(\$1,955,119)		\$130,437		(\$9,875,898)	(\$12,998,500)	(\$11,589,092)	\$3,122,602
CASH RECEIPTS FROM FUNDING SOURCES										
21	\$0	\$32,236	\$0	(17)	(\$32,236)	FAA Grants - Sound Insulation Program	\$0	\$322,360	\$0	(17) (\$322,360)
22	41,038	131,487	1,036,458	(19)	(90,449)	FAA Grants - Facility Improvement Program	2,619,499	4,780,240	4,611,297	(19) (2,160,741)
23	0	0	0	(20)	0	Other Grants	60,706	0	93,336	(20) 60,706
24	0	714,392	684,535	(21)	(714,392)	Passenger Facility Charge Receipts/Reserves	166,612	4,268,550	2,122,721	(21) (4,101,938)
25	0	0	64,956		0	Facility Development Fund (Authority Reserves)	0	0	902,487	0
26	\$41,038	\$878,115	\$1,785,949		(\$837,077)		\$2,846,817	\$9,371,150	\$7,729,841	(\$6,524,333)
INCREASE (DECREASE) - FACILITY / NOISE MITIGATION TRANSACTIONS										
27	(\$1,059,275)	(\$352,635)	(\$169,170)		(\$706,640)		(\$7,029,081)	(\$3,627,350)	(\$3,859,251)	(\$3,401,731)
NET ACTIVITY VS. BUDGET										
28	(\$2,445,693)	\$694,836	\$2,669,553		(\$3,140,529)		\$103,213	\$392,143	\$6,395,962	(\$288,930)
LESS USE OF AUTHORITY RESERVES										
29	\$0	\$0	(\$64,956)		\$0		\$0	\$0	(\$902,487)	\$0
NET INCREASE (DECREASE) IN CASH - TOTAL (see note below)										
30	(\$2,445,693)	\$694,836	\$2,604,597		(\$3,140,529)		\$103,213	\$392,143	\$5,493,475	(\$288,930)

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTES TO SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS

MONTH AND TEN MONTHS ENDED APRIL 30, 2020 & 2019

General Comments

The Schedule of Cash Receipts and Disbursements ("Schedule") represents the cash basis activity for the month and fiscal year-to-date ("FYTD") 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 the Sound Insulation Program and Other Facility Improvement Program Projects.

The FY 2020 Capital Program expenditures are primarily funded by the following sources:

- FAA-approved Passenger Facility Charge ("PFC") program receipts/reserves;
- Grants;
- Operating Revenues;

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.

Beginning the second half of March 2020, revenues reflected the sudden impact to the global travel industry due to the COVID-19 pandemic. As a result, cash receipts from operations reflect a negative actual to budgeted variance for the month of April 2020. This negative impact is expected to continue through at least the remainder of the fiscal year. In response to the drop in activity, the Authority immediately implemented expense reduction measures, a hiring freeze, and suspended all discretionary expenditures and capital projects to conserve cash. To make up for the anticipated reduction in revenues in the fourth quarter of the fiscal year, approximately \$5 million of the \$21.1 million in CARES Act Grant funds the Authority has received has been reserved.

NOTE (1) – Cash Receipts from Operations

Cash receipts from operations are ahead of budget FYTD April. On an accrual basis, operating revenues are favorably ahead of budget FYTD April by \$2,294,182. See notes 2 through 8 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. On an accrual basis, Landing Fees combined with Fuel Flowage Fees exceed the budget by \$11,181 FYTD April.

NOTE (3) – Parking Fees

Parking fee revenues performed under budget forecast. Accrual basis Parking Fees are \$685,160 under budget FYTD April due to the impact of COVID-19 pandemic.

(Continued)

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTES TO SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS

MONTH AND TEN MONTHS ENDED APRIL 30, 2020 & 2019

NOTE (4) – Rental Receipts - Terminal Building

Terminal Building rental receipts exceed the budget FYTD April due to additional concession revenues received above the minimum annual guarantee. Accrual basis Terminal Building rents are \$991,171 ahead of budget FYTD April. Passenger count has decreased by 1.53% FYTD April due to the impact of COVID-19 pandemic.

NOTE (5) – Rental Receipts - Other Buildings

Other Buildings rental receipts exceed the budget FYTD April due to the timing of receipts. Accrual basis Other Building receipts are \$557,537 ahead of budget FYTD April.

NOTE (6) – Ground Transportation

This category consists of off-airport access fees and TNC activity. Ground Transportation receipts exceed the budget FYTD April. Accrual basis Ground Transportation receipts are \$411,866 ahead of budget FYTD April primarily due to TNC activity.

NOTE (7) – Other Receipts

This category consists primarily of film location revenues. FYTD April Other Receipts include a rent deposit of \$141,697 from Avalon Capital Group for the lease of Hangar 38. Accrual basis Other Receipts are \$470,346 ahead of budget FYTD April.

NOTE (8) – Investment Receipts - Treasurer

This line item represents cash received from the investment of funds. These receipts fluctuate in response to interest rate and portfolio balance changes, the timing of coupon payments and individual investment maturities. Accrual basis investment income exceeds the budget by \$537,241 FYTD April.

NOTE (9) – Cash Disbursements from Operations

Overall operating disbursements are favorably under budget FYTD April. On an accrual basis operating disbursements are favorably within budget parameters. See additional information on operating disbursements in notes 10 through 16.

NOTE (10) – 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.

NOTE (11) – Operating Supplies & Maintenance

This line item includes utilities, fuel, general repairs and maintenance, landscaping, supplies and telephone costs.

NOTE (12) – 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.

NOTE (13) – Contractual Professional Services

This line item includes various professional services such as legal, auditing, noise, financial and insurance.

(Continued)

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTES TO SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS

MONTH AND TEN MONTHS ENDED APRIL 30, 2020 & 2019

NOTE (14) – 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 Memorandum of Understanding effective February 2020. Wages and Benefits include overtime for film location services which are recovered through the related film revenue.

NOTE (15) – Other Operating Costs

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

NOTE (16) – Parking Tax

The 12% City of Burbank parking tax is paid quarterly for the prior three-month period. April 2020 remittance, in the amount of \$480,047, covers parking activity for the months of January, February and March 2020.

NOTE (17) – Sound Insulation Program

The Sound Insulation program is funded primarily through FAA Airport Improvement Program ("AIP") grants and and Passenger Facility Charge ("PFC") revenues. Staff is awaiting FAA's decision to award a noise discretionary grant, the receipt of which will facilitate the restart of the program.

NOTE (18) – Other Facility Improvement Program Projects

Other Facility Improvement Program Projects costs are under budget FYTD April by \$2,724,182 due to the suspension of certain projects.

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

FAA Grants are budgeted to partially fund the Taxiway A Rehabilitation Project and Hollyona Property Land Acquisition.

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.

NOTE (21) – Passenger Facility Charge Receipts/Reserves

A number of capital projects are budgeted to be funded or partially funded by Passenger Facility Charges, including the Taxiway A Rehabilitation Project and Airfield Lighting System Rehabilitation Project.

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 TEN MONTHS ENDED APRIL 30, 2020 & 2019

Monthly Performance					April 2020	Fiscal YTD Performance (July 2019 - April 2020)					
A	B	C	D	E		F	G	H	I	J	
Actual \$ Apr 2020	Budget Apr 2020	Actual \$ Prior Year Apr 2019	Note	Variance Actual Vs. Budget		Actual \$ Fiscal YTD	Fiscal YTD Budget	Actual \$ Prior Year Fiscal YTD	Note	Variance Actual Vs. Budget	
31	\$270,038	\$477,083	\$494,699	(1)	(\$207,045)	Customer Facility Charge Receipts	\$5,014,959	\$4,770,830	\$4,690,728	(1)	\$244,129
32	27,119	32,251	85,001	(2)	(5,132)	Facility Rent	620,948	322,510	850,801	(2)	298,438
33	(486,417)	(486,417)	(486,409)		0	Payments to Bond Trustee for 2012 Bond Debt Service	(4,864,170)	(4,864,170)	(4,864,090)		0
34	(19,270)	(22,917)	(33,972)	(3)	3,647	Loan Principal Repayments to the Authority	(356,835)	(229,170)	(340,036)	(3)	(127,665)
35	(\$208,530)	\$0	\$59,319	(4)	(\$208,530)		\$414,902	\$0	\$337,403	(4)	\$414,902

General Comments

Beginning in the second week in March, RAC activities were severely impacted due to the COVID-19 pandemic resulting in a decrease in CFC collections. 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 FYTD April exceeded the budget due to better than expected car rental activity.

Note (2) – Facility Rent

Facility Rent exceeds the budget FYTD April due to the timing of receipts.

Note (3) – Loan Principal Repayments to the Authority

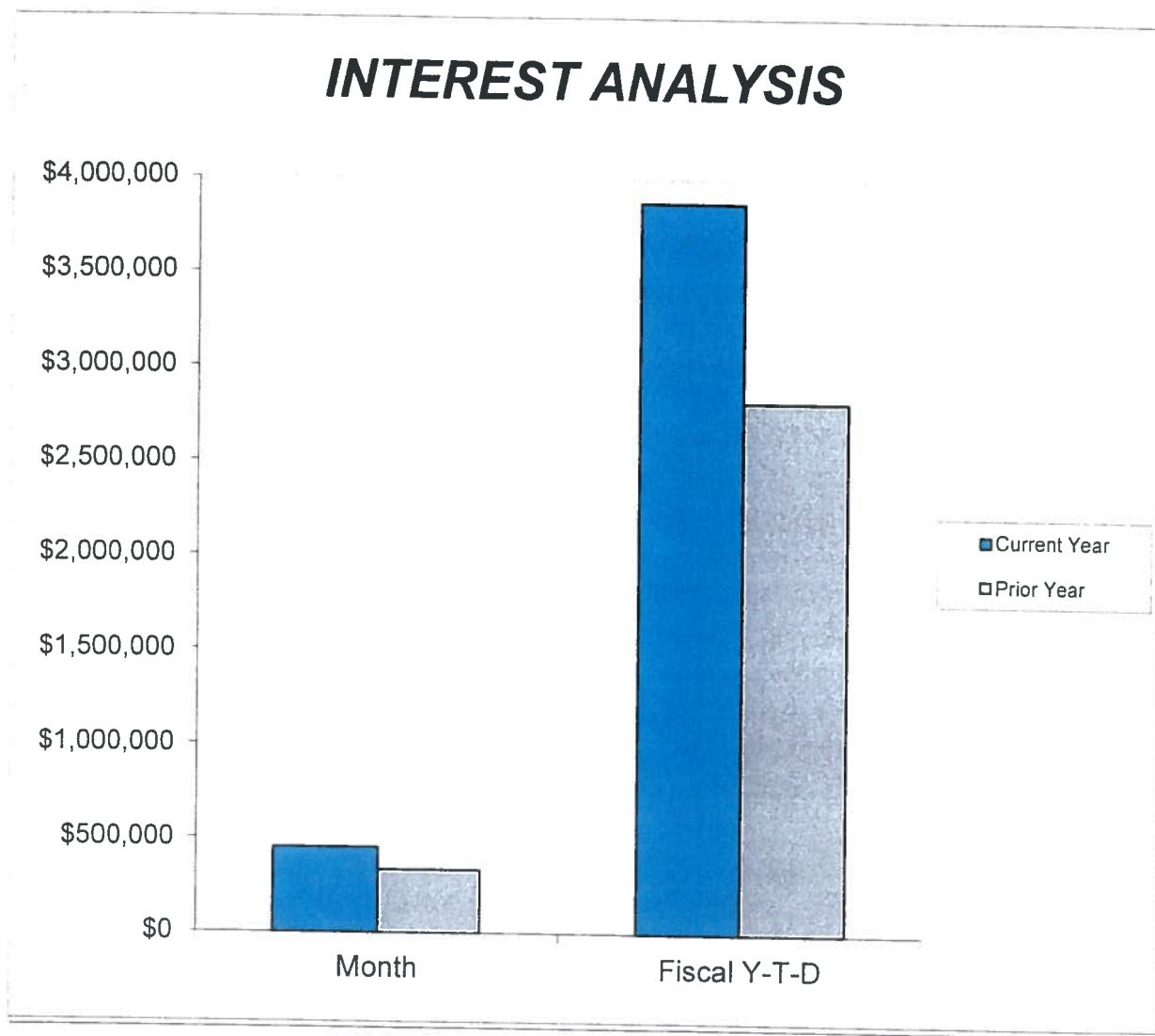
Repayments of the loan principal to the Authority from the Rent-A-Car Companies exceed the budget FYTD April due to timing of receipts. The principal portion of the payment will be deposited as reimbursement to the Authority's Facility Development Fund. The interest portion of the loan repayment is recorded 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



	April 2020	April 2019
Interest Receipts - - Month	\$449,148	\$332,889
Interest Receipts - - Fiscal Y-T-D	\$3,874,862	\$2,820,366
Month End Portfolio Balance	\$230,451,749	\$228,167,537
Yield to Maturity	0.58%	2.42%

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
JULY 20, 2020**

**RATIFICATION OF PARKWOOD LANDSCAPE MAINTENANCE, INC.
SERVICE AGREEMENT AMENDMENT**

SUMMARY

Staff seeks the Commission's ratification of the Executive Director's execution of an amendment, copy attached, to the Landscape Maintenance Services Agreement ("Agreement") with Parkwood Landscape Maintenance, Inc. ("Parkwood") for a COVID-19 reduced service plan that saves the Authority \$3,223 per month.

BACKGROUND

On November 4, 2019, the Commission awarded the Agreement to Parkwood for a 3-year term with two 1-year extension options. The monthly cost for the initial 3-year term was \$19,992 with Parkwood required to provide a minimum of 4 full-time landscape technicians to meet the agreed to scope of services described in the Agreement.

DETAILS

In order to address the impact COVID-19 has had on the revenue producing activity levels of the Airport, Staff requested that Parkwood provide a cost savings proposal associated with a reduction of the minimum required personnel from four (4) full-time landscape technicians to three (3). The negotiated cost reduction is from \$19,992 to \$16,769 per month and was evaluated to meet the basic landscape needs of the Airport during the reduced activity levels caused by the pandemic. Due to the exigent circumstances, the Executive Director executed an amendment to the Agreement last month so that the reduced service plan could go into effect on July 1, 2020.

Parkwood may also request relief on specific contract defined service frequencies on a case by case basis. If Staff determines that a specific frequency requirement cannot be satisfied due to the reduced personnel, then a waiver will be granted.

If and when activity returns to levels experienced in 2019 and if conditions allow, the Authority has the option of reinstating the original service level specified in the Agreement. This option is exercised by providing written notice to Parkwood on or before the 15th day of the month prior to the date the reinstatement is to begin.

RECOMMEDATION

Staff recommends that the Commission ratify the Executive Director's execution of Amendment No. 1 to the Agreement with Parkwood for a COVID-19 reduced service plan that saves the Authority \$3,223 per month.

**AMENDMENT NO. 1 TO
LANDSCAPE MAINTENANCE SERVICES AGREEMENT
(Burbank-Glendale-Pasadena Airport Authority / Parkwood Landscape Maintenance, Inc.)**

THIS AMENDMENT NO. 1 ("First Amendment") to the November 4, 2019 Landscape Maintenance Services Agreement ("Agreement") executed by the Burbank-Glendale-Pasadena Airport Authority ("Authority"), a California joint powers agency, and Parkwood Landscape Maintenance, Inc. ("Contractor"), a California corporation, is dated June 15, 2020 for reference purposes.

MR

RECITALS

A. The parties executed the Agreement to provide for the Authority's retention of Contractor as an independent contractor to provide landscape maintenance services at the Bob Hope Airport (commonly known as "Hollywood Burbank Airport").

B. The parties desire to implement a temporary reduced service plan due to the COVID-19 pandemic.

NOW, THEREFORE, the parties agree as follows:

1. **Addition of Section 19.** The Agreement is amended by adding a new Section 19 to read as follows:

"19. COVID-19 Pandemic Reduced Service Plan.

A. Effective July 1, 2020, the following reduced service plan shall apply:

1. Contractor's minimum required staffing shall be 3 full-time landscaping technicians (minimum 120 hours per week).

2. Contractor's monthly compensation shall be \$16,769.


3. The minimum frequencies and service areas specified in Exhibit A and Schedule A shall remain in effect unless a waiver is granted by the Authority. The Contract Administrator may grant waivers based on a showing that the reduced staff cannot meet a requirement.

B. The Authority may terminate the reduced service plan at any time by giving notice on or before the 15th day of a month. Commencing on the first day of the calendar month following such notice, Contractor's minimum required staffing and monthly compensation shall revert to the levels in effect as of June 30, 2020."

2. **Preservation of Agreement.** Except as expressly modified by this First Amendment, all of the provisions of the Agreement shall remain unaltered and in full force and effect. In the event of a conflict between the provisions of this First Amendment and the provisions of the Agreement, the provisions of this First Amendment shall control.

TO EXECUTE THIS FIRST AMENDMENT, the parties have caused their duly authorized representatives to sign below.


Parkwood Landscape Maintenance, Inc.



☐ Chairperson ☒ President ☐ Vice President ☐ Secretary ☐ Asst. Secretary
☐ Chief Finance Officer ☐ Asst. Treasurer

[Pursuant to California Corporations Code Section 313, both signature lines must be executed unless the signatory holds at least one of the offices designated on each line.]

Burbank-Glendale-Pasadena Airport Authority



Frank R. Miller, Executive Director

Approved as to form:



Richards, Watson & Gershon
A Professional Corporation

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
JULY 20, 2020**

ELECTION OF OFFICERS

SUMMARY

The joint powers agreement requires the Commission to elect or re-elect a President, a Vice President, and a Secretary at the first meeting of July every year. Although not required to do so, the Commission traditionally also has chosen an Assistant Secretary, Treasurer, and Auditor at the first July meeting. Staff recommends that the Commission elect or re-elect all of its officers, including an Assistant Secretary, Treasurer, and Auditor.

BACKGROUND

Section 2.4.1 of the joint powers agreement addresses the offices of President, Vice President, Secretary, and Assistant Secretary. This provision requires the Commission to elect or re-elect a President, Vice President, and Secretary at the first meeting of July every year. This provision allows, but does not require, the Commission to elect an Assistant Secretary to assist the Secretary in the performance of the Secretary's duties, certify copies of official Authority documents, and perform other duties specified by the Commission. Traditionally, the Commission has elected an Assistant Secretary at the first July meeting. Last year, consistent with past practice, the Commission chose to have the Executive Director serve as the Assistant Secretary.

Sections 2.4.2 and 2.4.3 of the joint powers agreement address the Treasurer and Auditor offices. These provisions require the Commission to appoint a Treasurer and an Auditor, but they do not require that such appointments be made at any particular time of year. Traditionally, the Commission has appointed a Treasurer and Auditor at the first July meeting. Currently, Commissioner Devine serves as Treasurer and Commissioner Wiggins serves as Auditor.

FPPC REGULATION

Fair Political Practices Commission Regulation 18702.5 defines what constitutes a "personal financial effect" for purposes of the Political Reform Act's conflict of interest prohibition. As a result of an amendment adopted several years ago, this regulation allows a public official to participate in decisions to fill a position on a body of which the official is a member. Thus, even though the President is compensated slightly more than other Commissioners, the nominees(s) for President may participate in the Commission's discussion and vote on that office.

RECOMMENDATION

Staff recommends that the Commission elect a President, Vice President, and Secretary for the 2020-2021 term. Staff also recommends that the Commission determine whether to change the existing appointments to the offices of Assistant Secretary, Treasurer, and Auditor.

Hollywood Burbank Airport

REVENUE PASSENGERS	May			January - May		
	2020	2019	% Change	2020	2019	% Change
Signatory Airlines						
Alaska Airlines	4,353	52,785	-91.75%	100,232	220,766	-54.60%
American Airlines	5,173	33,736	-84.67%	88,488	102,378	-13.57%
Delta Airlines	757	13,693	-94.47%	55,222	62,432	-11.55%
JetBlue Airways	0	24,025	-100.00%	49,557	104,323	-52.50%
Southwest Airlines	26,668	348,408	-92.35%	812,261	1,612,802	-49.64%
Spirit Airlines	0	0	N/A	24,618	0	N/A
United Airlines	2,379	26,642	-91.07%	67,123	113,012	-40.61%
Total Revenue Passengers	39,330	499,289	-92.12%	1,197,501	2,215,713	-45.95%
Inbound (deplaned)	20,017	250,931	-92.02%	598,383	1,104,409	-45.82%
Outbound (enplaned)	19,313	248,358	-92.22%	599,118	1,111,304	-46.09%

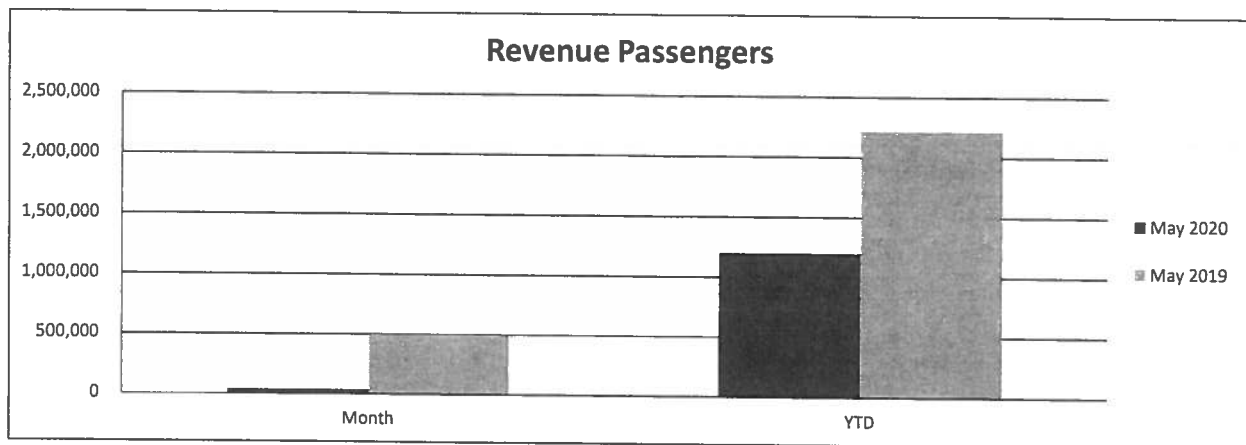
AIRCRAFT OPERATIONS *	May			January - May		
	2020	2019	% Change	2020	2019	% Change
Air Carrier	1,498	5,270	-71.57%	18,215	24,700	-26.26%
Air Taxi	813	1,947	-58.24%	6,923	8,995	-23.04%
General Aviation	1,826	2,794	-34.65%	9,687	12,537	-22.73%
Military Itinerant	35	59	-40.68%	209	219	-4.57%
Civil Local	3,988	2,300	73.39%	11,361	12,269	-7.40%
Military Local	0	0	N/A	0	0	N/A
Total Aircraft Operations	8,160	12,370	-34.03%	46,395	58,720	-20.99%

* Source: FAA Tower Daily Airport Operations Count, adjusted to show Canadair Regional Jet-200 operations as Air Carrier. Includes Hollywood Burbank Airport arrivals/departures only; excludes aircraft that enter local air space but do not land or take off at Hollywood Burbank Airport.

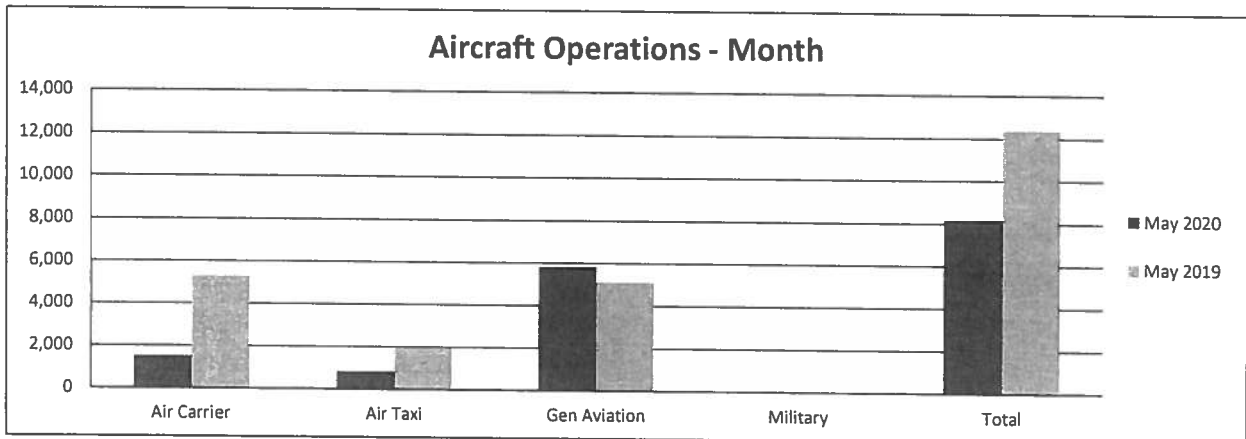
Hollywood Burbank Airport

AIR CARGO (lbs.)	May			January - May		
	2020	2019	% Change	2020	2019	% Change
Signatory Airlines						
Alaska Airlines	468	690	-32.17%	1,719	2,849	-39.66%
American Airlines	0	0	N/A	345	11	3036.36%
Delta Airlines	0	0	N/A	8	0	N/A
JetBlue Airways						
Southwest Airlines	155,226	194,324	-20.12%	746,843	782,211	-4.52%
Spirit Airlines						
United Airlines	0	0	N/A	1,106	0	N/A
Other Scheduled Carriers						
Federal Express	4,241,870	4,869,896	-12.90%	18,976,403	22,746,160	-16.57%
United Parcel Service	4,721,056	4,333,771	8.94%	21,970,749	18,907,516	16.20%
Charter/Contract Carriers						
AirNet Express	0	0	N/A	0	0	N/A
Ameriflight	308,682	250,487	23.23%	1,345,069	1,046,658	28.51%
Total Air Cargo	9,427,302	9,649,168	-2.30%	43,042,242	43,485,405	-1.02%
Inbound (deplaned)	4,921,077	4,780,666	2.94%	22,951,764	21,029,130	9.14%
Outbound (enplaned)	4,506,225	4,868,502	-7.44%	20,090,478	22,456,275	-10.54%

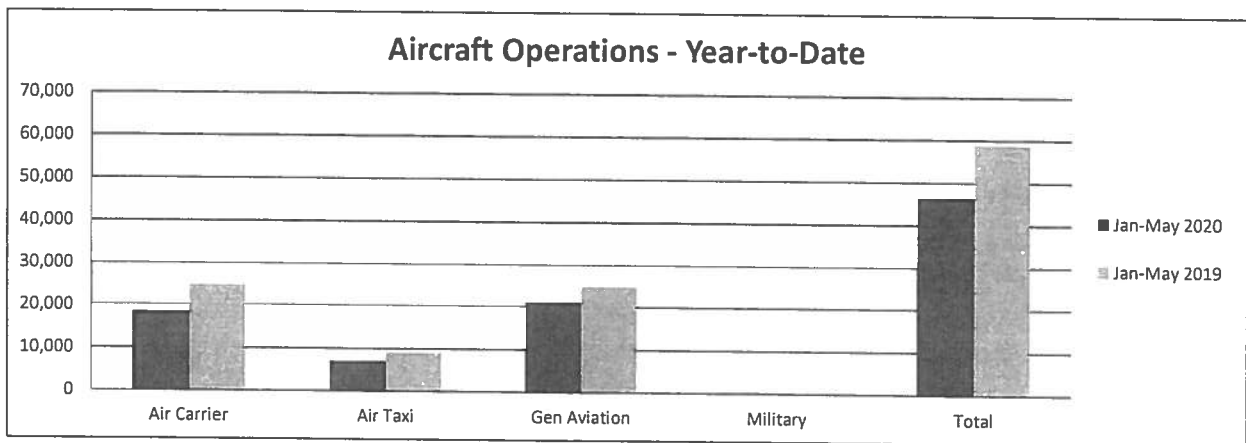
MAIL (lbs.)	May			January - May		
	2020	2019	% Change	2020	2019	% Change
United Parcel Service	0	0	N/A	6,032	0	N/A
Total Mail	0	0	N/A	6,032	0	N/A
Inbound (deplaned)	0	0	N/A	3,016	0	N/A
Outbound (enplaned)	0	0	N/A	3,016	0	N/A



Revenue Passengers	Month	YTD
May 2020	39,330	1,197,501
May 2019	499,289	2,215,713
% Change	-92.12%	-45.95%



Aircraft Operations - MO	Air Carrier	Air Taxi	Gen Aviation	Military	Total
May 2020	1,498	813	5,814	35	8,160
May 2019	5,270	1,947	5,094	59	12,370
% Change	-71.57%	-58.24%	14.13%	-40.68%	-34.03%



Aircraft Operations - YTD	Air Carrier	Air Taxi	Gen Aviation	Military	Total
Jan-May 2020	18,215	6,923	21,048	209	46,395
Jan-May 2019	24,700	8,995	24,806	219	58,720
% Change	-26.26%	-23.04%	-15.15%	-4.57%	-20.99%

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
JULY 20, 2020**

COMMUNITY NOISE CONCERNS

Southern San Fernando Valley Airplane Noise Task Force Meetings

The seventh meeting of the Task Force was held virtually over two evenings, May 6th and 7th, 2020. The Task Force heard final comments from community groups and the Federal representatives, as well as extensive public comment. The Task Force representatives approved 16 recommendations to be included in the final memorandum from HMMH. The recommendations list a responsible entity or entities for each recommendation, which includes the FAA, Van Nuys Airport, Hollywood Burbank Airport, and the Department of Homeland Security Customs and Border Patrol (related to a VNY specific recommendation). The meeting was left in recess rather than adjournment.

The final memorandum from HMMH and a letter signed by the Task Force Chair was sent to each of the responsible entities on May 28, 2020. The letter requested a response within 60 days from the responsible entities as well as quarterly updates thereafter.

An initial response from the FAA was received dated June 11, 2020, indicating that it will take more than 60 days to respond to all of the recommendations due to the complexity of the requests. Hollywood Burbank Airport staff are currently drafting the airport's response to the applicable recommendations.

Availability of Documentation and Recordings

Agendas and videos of the Task Force meetings are posted to the both LAWA and Hollywood Burbank Airport websites including the presentations made during the meetings.

The final HMMH memorandum with the 16 approved recommendations, the letters to the responsible entities, and the FAA's initial response letter are also available on the Task Force website.

COLLECTIVE BARGAINING AGREEMENT
BETWEEN
TBI AIRPORT MANAGEMENT, INC. ("TBI")
AND THE
BURBANK AIRPORT PROFESSIONAL FIREFIGHTERS,
IAFF LOCAL 1-61 ("Union")

July 1, 2020 – June 30, 2023

TABLE OF CONTENTS		
PREAMBLE		3
ARTICLE 1 – RECOGNITION		3
ARTICLE 2 – DEFINITIONS		3
ARTICLE 3 – NON-DISCRIMINATION		3-4
ARTICLE 4 – AUTHORIZED REPRESENTATIVES		4
ARTICLE 5 – SENIORITY		4-5
5.1 – COMPUTATION		4
5.2 – USE OF SENIORITY		5
ARTICLE 6 – HOURS OF WORK AND OVERTIME		5-6
6.1 – WORK SCHEDULE		5
6.2 – PAY CALCULATION		6
6.3 – OVERTIME		6
ARTICLE 7 – WAGES, BENEFITS AND SPECIAL PAY		6-11
7.1 – PAY PERIODS		6
7.2 – BASE HOURLY RATE		7
7.3 – EMERGENCY CALL BACK PAY		7
7.4 – SPECIAL CIRCUMSTANCE PAY		7
7.5 – CERTIFICATION PAY		7
7.6 – INSTRUCTOR PAY		7
7.6A – MENTOR PAY		8
7.7 – OUT OF CLASS ASSIGNMENTS		8
7.8 – HEALTH AND WELFARE BENEFITS		8
7.9 – RETIREMENT PLAN		9
7.10 – TUITION REIMBURSEMENT		9
7.11 – HOLIDAYS		10
7.12 – PAID TIME OFF		10
7.13 – JURY DUTY		10
7.14 – WITNESS LEAVE		10
7.15 – BEREAVEMENT LEAVE		11
7.16 – PAID LEAVE		11
7.17 – FUNERAL COST		11
ARTICLE 8 – UNIFORMS AND EQUIPMENT		11-12
ARTICLE 9 – CATASTROPHIC ILLNESS PROGRAM		12-13
ARTICLE 10 – LEAVE OF ABSENCE		13
ARTICLE 11 – TRADES		13-14
ARTICLE 12 – EARLY RELIEF		14
ARTICLE 13 – TRAINING		14
ARTICLE 14 – UNION REPRESENTATION		14-16
ARTICLE 15 – PROBATIONARY PERIOD		16
ARTICLE 16 – LAYOFF, DISPLACEMENT AND RECALL		16-17
16.1 – ORDER OF LAYOFF		16
16.2 – LAYOFF REINSTATEMENT ELIGIBLE LIST		17
16.3 – BENEFIT CONSIDERATIONS		17
ARTICLE 17 – NO STRIKE OR LOCKOUT		17
ARTICLE 18 – DISCIPLINE		18-19
ARTICLE 19 – ADMINISTRATION OF DISCIPLINE		19-20
ARTICLE 20 – GRIEVANCE AND ARBITRATION PROCEDURE		20-22
ARTICLE 21 – MANAGEMENT RIGHTS		22
ARTICLE 22 – FULL UNDERSTANDING, MODIFICATION AND WAIVER		22
ARTICLE 23 – SEVERABILITY		22
ARTICLE 24 – PERIOD OF AGREEMENT		24
SIGNATURES		25
UNION DUES AUTHORIZATION FORM		26

		20
ARTICLE 20 – GRIEVANCE AND ARBITRATION PROCEDURE		20- 22
ARTICLE 21 – MANAGEMENT RIGHTS		22
ARTICLE 22 – FULL UNDERSTANDING, MODIFICATION AND WAIVER		22
ARTICLE 23 – SEVERABILITY		22
ARTICLE 24 – PERIOD OF AGREEMENT		24
SIGNATURES		25
UNION DUES AUTHORIZATION FORM		26

PREAMBLE

This Agreement is entered into between TBI Airport Management, Inc. and the International Association of Fire Fighters Locall-61 as a mutual agreement of the wages, hours and terms and conditions of employment in effect during the period of July 1, 2020 through June 30, 2023 for employees who work in the classifications of fire fighter or fire captain at the Burbank Airport.

ARTICLE 1 - RECOGNITION

The Employer recognizes the Union as the exclusive bargaining representative of all fire protection and suppression personnel employed by the Employer at the Burbank Airport ("Airport"), excluding the Assistant Fire Chief and Fire Chief.

ARTICLE 2- DEFINITIONS

Department: Refers to the Burbank Airport Fire Department.

Employees: Refers to Firefighters and Captains employed by TBI. Employer: Refers to TBI Airport Management, Inc.

Blended Rate: Refers to the total dollar amount of a firefighter's pay for a 24-hour shift, divided by 24 hours.

Board: Refers to the Board of Directors of the Union and is comprised of the following officers: President; Vice President; Secretary; Treasurer and other positions as the Board deems necessary.

Emergency Call-Back: Refers to the definition provided in the Overtime Roster Rules established by agreement between the Union and the Fire Chief.

Holiday Routine: Refers to the hours worked by an employee on Employer-recognized holidays, during which time Employees shall only perform necessary and emergency-related duties, as determined by the Fire Chief or his/her designee, and which hours shall be assigned by the Fire Chief or his/her designee.

Immediate Supervisor: Immediate supervisor is defined as the employee's closest superior whose position has been designated as supervisory or management by the Employer.

Normal Work Hours: Those hours a unit employee is normally scheduled to work during a given deployment period.

Shifts: Regularly scheduled deployment period consisting of 24 hours.

Shift Schedule: Employment in which the employee works the standard work week consisting of two consecutive 24-hour shifts and 96 hours off.

Defined terms shall retain the same meaning whether used in the singular or plural.

ARTICLE 3- NON-DISCRIMINATION

The provisions of this Agreement shall be applied equally to all Employees without

unlawful discrimination as to age, gender, marital status, race, color, ancestry, religious creed, medical condition, national origin, physical or mental disability, sexual orientation, pregnancy or political affiliation.

3.1 Unlawful Discrimination.

Employer will not unlawfully discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, gender, marital status, ancestry, medical condition, physical or mental disability, sexual orientation, pregnancy, or political affiliation.

3.2 Notice to Union.

Employer hereby notifies the Union in compliance with Federal Aviation Administration regulation that it will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to the characteristics identified in the Article 3.1. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff, or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Employer shall post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause. Employer will, in all solicitations or advertisements for employee placed by or on behalf of Employer, state that all qualified applicants will receive consideration for employment without regard to the characteristics identified in Article 3.1.

ARTICLE 4 - AUTHORIZED REPRESENTATIVES

For purposes of administering the terms and provisions of the various ordinances, resolutions, rules, and regulations adopted pursuant to this Agreement, Management's principal authorized agent shall be the Fire Chief or his/her duly authorized representative. The Union's principal authorized agent shall be the President, or any member of the Board designated by the President.

The Union may hold meetings on the Airport premises as designated by the Fire Chief, provided however that the space so designated shall be suitable for holding Union meetings in a comfortable and confidential setting at least equivalent to the Conference Room in Building 9. Meetings also may be held at the Fire Department, as long as such meeting does not interfere with other Airport personnel or the Airport's normal course of business. Employer shall permit the Union to use the Burbank-Glendale-Pasadena Airport Authority's ("Authority") duplicating equipment to make copies of brief documents, which are related to day-to-day Association responsibilities.

ARTICLE 5 – SENIORITY

5.1 Computation of Seniority

- A. Seniority will be based on the last date of hire with the Airport fire department. Seniority of an employee who is hired after May 1, 2015 will be determined by the date of hire with Employer. The two classifications covered under the scope of this Agreement are: Firefighter and Captain.
- B. Seniority shall accrue from the employee's most recent beginning date of employment by the Employer, except as otherwise expressly provided in this Agreement. Seniority shall be determined by the employee's placement on the hiring list.

An employee's seniority shall be terminated for any of the following reasons except where otherwise provided for in this Agreement or as required by law (e.g., protected family leave):

- a. If the employee resigns.
- b. If the employee is discharged.
- c. If a non-probationary employee does not work for the Employer or is laid off for a period of one year or more. Probationary employees are not subject to recall
- d. If the employee is laid off and fails to notify the Employer of his/her intention to return to work within seven calendar days after issuance of recall notice or fails to report for work within ten calendar days of the date of issuance of the recall notice. It shall be the responsibility of each employee to keep the employer informed in writing of their current address and telephone number where they can be reached. Recall shall be by certified mail.
- e. If the employee is absent from employment for two consecutive scheduled shifts without notice to the Employer.
- f. If the employee retires.
- g. If the employee fails to return to work upon the expiration of an approved leave of absence without approval from the Fire Chief or the Fire Chief's designee.

If requested by the Union, the Employer agrees to furnish the Union a current seniority list on an annual basis.

Probationary employees shall not earn seniority rights until the completion of their probationary period. Upon successful completion of probation, the employee will gain full seniority rights retroactive to his/her date of hire.

Seniority is determined by the number of days worked by an employee, including holidays and regular days off during weeks worked, and days on paid vacation or personal leave, as well as days off work due to occupation injury or illness if the employee returns to the active payroll of Employer immediately upon recovery from such injury or illness, provided that such days off shall not exceed 12 consecutive months.

Employees on approved leaves of absence for one year or less will continue to accrue seniority. Seniority will be frozen for leaves of absence longer than one year, unless otherwise specified by law.

5.2 Use of Seniority

The principle of seniority shall be taken into account only to the extent expressly provided in this Agreement.

ARTICLE 6 -HOURS OF WORK AND OVERTIME

6.1 Work Schedule

6.1 A Unless otherwise required by the agreement between Employer and the Burbank Glendale Pasadena Airport Authority, the Employees shall work a 56 average hour work week, working two consecutive 24 hour shifts, each commencing at 0700 hours daily and ending at 0700 hours the following day, and then having four consecutive 24 hour shifts off.

6.1B The Employer shall maintain staffing levels of at a minimum one captain and five firefighters per shift on a three- platoon schedule. Changes to an Employee's scheduled shift will be made only where there is a reasonable basis for the change, and all Employees not within the Probationary Period will be provided 15 days' notice of any such change if business needs permit.

The current 24-hour schedule will be as follows:

- **Work Period** --Ten hours. This period shall include two hours for mealtime and a minimum of one hour of physical fitness.
- **Standby** -- Five hours. This period shall include one hour for mealtime. No normal work shall be scheduled. Employees are required to respond to emergency calls and scheduled training. Recreational facilities may be used during this period.
- **Sleep Time** -- Eight hours
- **Prep Time** --One hour: One-half hour employee prep time; one-half) hour station prep time.

All Employer holidays shall be designated as "Holiday Routine" and all Employees on duty on Employer holiday days shall only perform necessary duties, as determined by the Fire Chief or his/her designee, and emergency-related duties. Notwithstanding the foregoing, training duties may be performed on Employer holidays.

Employees that medically require, and have been approved to perform, light duty work shall be scheduled for same during their regularly scheduled shifts in accordance with business needs. Employees working light duty will not count toward any required minimum staffing levels for the shift during which light duty is worked.

6.2 Pay and Overtime Pay Calculation

Employees working a regularly scheduled 24hour shift, or any part thereof, shall be compensated at straight time for the first 8 hours of a shift, time and one-half for the next 4 hours of the shift and double time for the next 12 hours. This pay calculation shall be repeated for each regularly scheduled 24-hour shift.

Employees working an Overtime Shift shall be paid at two times their base hourly rate for all hours worked outside of the employees regularly assigned work schedule.

6.3 Overtime Shifts

The Burbank Airport Fire Department Overtime Guidelines Policy Manual shall govern all overtime policies and procedures agreed to therein by Union and Fire Chief.

ARTICLE 7 -WAGES, BENEFITS AND SPECIAL PAY

7.1 Pay Periods

For the purposes of payroll, the workweek begins Friday at 12:01 a.m. and ends on Thursday at 12 midnight. Paychecks are generally distributed on Thursdays on a bi-weekly basis; however, Employer reserves the right to change pay periods.

7.2 Base Hourly Rate

Job Title	2019	Wage Rate July 1, 2020	Wage Rate July 1, 2021	Wage Rate July 1, 2022
Starting Rate	14.33	15.00	15.45	15.91
FF 1 Year	15.91	16.39	16.88	17.39
FF 2 Year	16.85	17.36	17.88	18.41
FF 3 Year	18.84	19.41	19.99	20.59
Captain	23.1	23.79	24.51	25.24

7.3 Emergency Call Back Pay

Emergency Call-Back shall be paid in accordance with the pay calculation and overtime rules set forth in this Agreement.

7.4 Special Circumstance Pay

An employee who is required to attend an off-duty scheduled meeting, parade or event, etc., shall receive a minimum of four hours pay at two times their base hourly rate.

7.5 Certification Pay

Emergency Medical Technician Certification

Employees who maintain a current Emergency Medical Technician certification will receive a \$25 per month premium. Such certification is mandatory for all employees.

FAA Part 139 Live Fire

Training

Employees who maintain a current FAA Part 139 Live Fire Training certification will receive a \$100 per month premium. Such certification is mandatory for all employees.

State Fire Marshal

Training

A firefighter or captain who successfully completes State Fire Marshal Officer training requirements and receives certification or completed task book shall be paid \$125 per month premium.

Air Pac

Tech

Up to three employees shall be paid \$70 per month when designated by the Fire Chief as Air Pac

Techs, with duties as specified by the Chief.

7.6 Instructor Pay

An employee who is designated by the Fire Chief to perform duties as an instructor shall receive additional compensation pay for the 24-hour shift on which the instruction is given.

Instructors shall be provided a reasonable time to prepare for the training event, depending on the training involved. Instructor pay shall be \$150 per day for each day of training. Instructor pay is limited to one instructor per shift, except when the Fire Chief assigns and requires more than one trainer per shift (such as when two trainers are required for CPR training involving ten (10) employees or more).

The following classes qualify for additional compensation:

- AED/CPR/First Aid
- Mobile Fueler
- Fire Extinguisher
- Emergency Operation Center

The Fire Chief may designate additional classes as needed.

7.6a Mentor Pay

Firefighters designated as mentors by the Fire Chief shall be paid 5% above firefighter base rate of pay when assigned to mentor probationary firefighters.

7.7 Out of Class Assignments

Working in a Higher Class

Upon specific assignment by the Fire Chief, a Firefighter may be required to perform the duties of Captain when the position of Captain is not actively occupied due to the temporary absence of the regularly appointed Captain. When a Firefighter is working in a higher classification, he/she shall be compensated 15% above his/her regular rate of pay for all hours actually worked in the classification, rounded up to the next hour. Firefighters shall not be required to perform traditional managerial or supervisory duties except when emergency conditions or the unavailability, inaccessibility or incapacity of a Captain requires designation of a Firefighter to the position of Captain.

Captains Working in a Lower Class

A Captain may voluntarily elect to fill a firefighter position only in the circumstance where a Firefighter would otherwise be forced to work. The Captain shall be paid at the Captain's regular pay rate if he or she volunteered to do so. If the Captain is forced to work at a lower class, the Captain shall be paid at the current Captain top step rate. When a Captain works in a lower classification, he or she is required to perform a Captain's normal administrative duties while on the shift.

Captains Working in a Higher

Class

A Captain designated by the Chief or Director of Public Safety to temporarily serve as Assistant Chief shall receive 15% premium pay for all hours actually designated. A Captain designated as Assistant Chief shall perform their normal Captain duties while designated as Assistant Chief.

Hiring for vacancies shall be on a rank-for-rank basis except as set forth above.

7.8 Health and Welfare Benefits

Employees covered by this Agreement shall be entitled to the same health and welfare benefits (including medical, dental, vision, life and ADD insurance) on the same terms and conditions as is made available by the Employer to all other TBI Burbank employees, as may be modified by the Employer in its sole discretion from time to time. The Employee contribution cost for medical and dental coverage shall not increase in any calendar year by more than 10% above the previous year's rates.

The following rates are in effect as of the Effective Date of this Agreement:

Medical & Dental Coverage Cost*

Employee Only -

\$40

Employee + One -

\$60

Employee + Family -

\$90

* If an employee elects medical coverage, the dental coverage will be free of charge.

Dental Only Coverage

Cost

Employee Only-

\$8

Employee + One-

\$16

Employee+ Family-

\$16

Any Employee who waives medical insurance coverage offered by the Employer shall receive a gross reimbursement of \$150.00 per month, less taxes and other required or authorized deductions.

7.9 Retirement Plan

Employees may contribute from 1% to 100% of their pay into the Employer's 401k plan. The employee contributions may be made in whole numerals only. The Employer shall make a 401k contribution of 2.5% of each employee's gross pay each pay period to the 401k plan.

In addition, the Employer shall make a matching contribution of 50% on the first 8% of an employee's voluntary contribution to the plan.

7.10 Tuition Reimbursement

Employees may choose to participate in higher education programs on their own time and at their own expense. Employees will be reimbursed for tuition, lab fees, and textbooks for that private effort if all of the following requirements are met:

1. The employee is participating in a program
 - a. leading to a degree at a college or university accredited by the Western Association of Schools and Colleges or an equivalent crediting agency.; or
 - b. where the instruction is job-related as determined by Employer. Job-related includes course work to obtain a Fire Officer Certifications through the California State Fire Marshall's Office;
2. The employee seeks approval of reimbursement prior to taking the instruction, provides suitable proof of satisfactory completion, and submits the application for reimbursement after completion.

The maximum yearly amount of reimbursement that any individual employee may receive through this program is \$5,000.

Any employee who leaves the employment of TBI less than one (1) year after being reimbursed shall return those funds to TBI as a condition of accepting the reimbursement.

7.11 Holidays

The parties recognize the following holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day (day observed), Independence Day, Labor Day, Thanksgiving Day, Day following Thanksgiving Day, Christmas Eve, Christmas Day.

In lieu of paid time off for holidays, employees will receive 12 hours of pay per holiday for each of the 10 holidays listed above. These holiday hours will be paid to the employees in the pay period in which the holiday occurs, regardless of whether or not the employee works the holiday.

7.12 Paid Time Off (PTO)

Employees shall be entitled to accrue and take paid time off according to the following schedule:

Years of service

- Less than 5 years of service = employee accrues 224 hours per year
 - 5 + years of service = employee accrues 280 hours per year
 - 10 + years of service = employee accrues 336 hours per year
 - 15 + years of service = employee accrues 385 hours per year
- The 15-year accrual rate applies only to those Employees hired before May 1, 2015.

Employees are permitted to cash out PTO hours three times per year, but such cash-outs will be allowed only if at least 48 hours remain in the employee's leave bank after the cash-out.

PTO

Carryover

Employees are encouraged to use PTO during the year in which it is accrued. However, employees will not lose any accrued, unused PTO. Instead, in the event that an employee does not use all their accrued PTO by the end of benefit year in which it was earned, the employee may carry over to the following benefit year up to a maximum of four hundred and twenty (420) hours of accrued, unused PTO. Any accrued, unused PTO in excess of four hundred and twenty (420) hours will be paid out to the employee at the end of each year.

7.13 Jury Duty

Any employee assigned to jury duty in state or federal court must notify his/her immediate supervisor as soon as possible. Around 5:00 p.m. on the day prior to each expected day of jury service, the employee will determine if he/she is expected to report to jury service and inform his/her immediate supervisor of the determination. If the employee is not expected to report to jury service, the employee will report to work as assigned.

An employee will be compensated while on jury duty at his/her regular shift rate when it falls on a scheduled workday for a maximum of four 24 hours shifts per occurrence.

If an employee receives pay for jury duty, the employee must forward a copy of those checks to the Human Resources Department. The amount paid to the employee by the court will be deducted from the pay received from Employer for the period of jury duty. Under no circumstance will an employee receive more than 100% of his/her regular shift rate as a result of the combination of jury duty payments and the Employer's payment.

7.14 Witness Leave

Upon service of a subpoena, an employee shall advise his/her immediate supervisor as soon as practical.

Each employee who is required, under subpoena, to take time off duty to appear as a witness by reason of employment with the Employer in any case or proceeding in an administrative action, local, state, or federal court shall receive pay in accordance with the pay calculation and overtime rules set forth in this agreement.

Each employee who is called from off-duty status to testify in any court or proceeding, under subpoena, on any subject connected with employment with the Employer, shall be paid in accordance with the pay calculation and overtime rules set forth in this agreement while in court, rounded up to the next full hour with a four (4) hour minimum.

Each employee who is on his/her regular day off who is required by the court, under subpoena, to be on-call to testify on any subject connected with employment with TBI, but who is not in fact called as a witness, shall receive four hours pay in accordance with the pay calculation and overtime rules set forth in this agreement. It shall be the responsibility of the employee to inquire of the court each day if an "on-call" subpoena is trailing and if the employee will continue to be "on call" for the following day.

If an employee receives pay for witness duty, the employee must forward a copy of those checks to the Human Resources Department. The amount paid to the employee will be deducted from the pay received from Employer for the period of witness duty. Under no

circumstance will an employee receive more than 100% of his/her regular shift rate as a result of the combination of witness duty payments and the Employer's payment if on a regularly scheduled shift but if in an off-duty status will be paid in accordance with the pay calculation and overtime rules set forth in this Agreement.

7.15 Bereavement Leave

Employees are provided up to four full shifts paid time off in the event of death in the immediate family. For the purposes of this policy "immediate family member" is defined as employee's child, spouse, domestic partner, sibling, parent, grandparent, grandchild, stepparent, stepchild and current mother/father-in-law, son/daughter-in-law and brother/sister-in-law. Bereavement leave may be extended, paid or unpaid, for other family members at the sole discretion and approval of the Employer.

7.16 Paid Leave

All paid leave time shall be payable at the Blended Rate.

7.17 Funeral Cost

If an employee is killed in the line of duty, the Employer will pay funeral costs in an amount not to exceed \$10,000.

ARTICLE 8- UNIFORMS AND EQUIPMENT

Employees shall be provided with the following as uniforms and equipment: three pairs of pants; three uniform shirts and three uniform t-shirts; standard firefighter footwear for Class A and B (up to \$250.00 for Class B); Class A uniforms; belts; badge; hats (baseball style and rim hat); flat badge for wallets; and any other item needed for the job. The three uniform T- shirts shall be replaced biannually.

The Employer will replace any worn out items turned in by Employees or any items that have been damaged or lost during the course of employment. Any change of uniforms that would require replacement shall be supplied by the Employer.

The Employer shall provide for uniforms to be cleaned. Employees are responsible to ensure that they have clean uniforms to wear. In the event that an employee does not have a clean uniform to wear, through his/her own fault, the employee may be subject to disciplinary action.

The Employer shall provide Employees with any necessary equipment to perform their duties and shall provide Employees with lockers that are adequate to contain uniforms and all equipment.

An employee will be disciplined for any equipment that is lost or damaged due to the employee's gross negligence or intentional acts.

Upon termination of employment, Employees must return all issued uniforms and equipment received in the course of employment or be charged for the value of such equipment.

ARTICLE 9 -CATASTROPHIC ILLNESS PROGRAM

The purpose of the Catastrophic Illness Program is to address the need of an individual who has been incapacitated and who is facing extreme hardship as a result of the exhaustion of personal time off (PTO). The program may be implemented when a catastrophic illness or injury is expected to incapacitate an employee or his/her spouse or child for at least 30 days. Fellow employees may voluntarily donate any accrued PTO hours to that employee under the following specific requirements and limitations:

- A. The employee, or the employee's spouse or child, must be suffering from a catastrophic illness or injury.
- B. The employee must request donations of accrued PTO (Personal Time Off) under the
Catastrophic Illness
Program.
- C. "Catastrophic illness" means an illness (a) that is expected to incapacitate the employee for at least 30 days; or (b) that incapacitates a spouse or child of the employee, and requires the employee to take time off from work for at least 30 days to care for that family member. In addition, taking extended time off work must create a financial hardship for the employee. The employee must have exhausted all of his/her PTO.
- D. Upon requesting donations under this program, the employee shall provide verification of
the catastrophic illness. Verification shall be made by means of a letter, dated and signed by the attending physician, indicating the incapacitating nature and probable duration of the illness.
- E. The Fire Chief or his/her designee shall determine:
 - a. That the employee is unable to work due to the employee's or employee's spouse's or child's catastrophic illness and
 - b. That the employee has exhausted all accrued paid leave.
- F. When the above verification and determinations are made, the Fire Chief or his/her designee may approve the transfer of donated accrued PTO.
- G. An employee who receives donated PTO pursuant to this program shall use any PTO that he/she continues to accrue on a monthly basis before receiving paid leave pursuant to this program.
- H. Management or its designee shall inform employees of the means by which donations may be made in response to the employee's request.
- I. To ensure that employees retain sufficient accrued PTO to meet needs that normally arise, donors shall not reduce their personal days to less than seven days or their vacation days to less than ten days. Each donating employee is individually responsible for his/her awareness and understanding of the consequences to retirement.
- J. Recipient employees may use donated leave credits for a maximum of six consecutive months.

- K. Employees who have submitted a letter of resignation may, upon separation, donate any remaining PTO to any other employee who is seeking donations under this program.
- L. Any dispute regarding the allocation or non-allocation of catastrophic leave credits shall be presented in writing to the Executive Director, whose decision will be final. Such allocations will not be unreasonably withheld. Disputes under this section will not be subject to the grievance procedure.
- M. Any donated leave that is not used by the recipient will revert back to the donor employee.

ARTICLE 10 - LEAVES OF ABSENCE

Employer shall follow the qualifications for a leave of absence consistent with its policies and state and federal leave regulations.

ARTICLE 11 - TRADES

Employer allows Department personnel assigned to line functions the flexibility to trade shifts and or/time between Employees ("Trade" or plural "Trades").

Individuals involved in the Trade have the ultimate responsibility to assure all Trades submitted to and approved by a Captain prior to being initiated. All Trades will be submitted on the Department's "Miscellaneous Request Form". Any changes to Trades after approval must be resubmitted and re-approved.

Trades must be submitted at least three working days prior to the requested date on which the Trade will take place. All Trades must be completed within a six-month period.

Trades with less than three days' notice shall be in the sole discretion of the Captains on a case by case basis.

Failure of Employees to adhere to this procedure will result in disciplinary actions that may include, but is not limited to, loss of the privilege to participate in trades/exchanges.

TBI reserves the right to cancel and/or change previously approved Trades due to operational requirements.

It is the sole responsibility of the Employee initiating the trade to ensure that all request forms are processed correctly and that all required signatures for approval have been obtained.

ARTICLE 12 - EARLY RELIEF

In the event an employee requires an early relief from his/her shift for any purpose, that employee will first receive approval from the assigned Shift Captain. Early reliefs made without prior approval will not be honored.

Employees performing the early relief will assure that they have been briefed as to their

assignment and the status of their vehicle, and that their personal protective equipment has been placed on or near the vehicle.

Failure to comply with this procedure will result in disciplinary actions and/or possible loss of the privilege.

The Shift Captain will be responsible for the proper administration of early relief.

ARTICLE 13- TRAINING

13.1 Employer will provide at least 60 calendar days' advance notice for any mandatory training. Notwithstanding the foregoing, any mandatory training that must be rescheduled due to an employee's absence is not subject to the notice requirements of this Article 13 and may be rescheduled to the earliest possible date. Training that is deemed to be a mandatory requirement by the Federal Aviation Administration may be conducted off-duty when an employee is not regularly scheduled to work ("Off Duty Training). Employees will be compensated at their overtime rate for all hours spent attending Off Duty Training. All other training will be conducted during employees' regularly scheduled working hours at the discretion of the Fire Chief.

13.2 If Employees provide firefighting services involving the subjects identified below, or if the subjects identified below become part of the job description for captains and firefighters, the policies, procedures, training and equipment shall be provided prior to deployment or change in job description.

- Wildland firefighter- California State Fire Training (SFT) 40 hours certification
- Technical Rescue- California State Fire Training (SFT) 16 hours certification
- Active Shooter Hostile Environment Response- Hollywood Burbank Airport Police (In-house) 4 hours annually
- Confined Space Rescue- California State Fire Training (SFT) 8 hours certification

ARTICLE 14- UNION REPRESENTATION

1. The Employer recognizes the right of the Union to designate one steward for each shift. The Union shall advise the Employer in writing of the name(s) of the steward(s), Chief Steward, Executive Board, and any changes of stewards or Board members. The steward(s) shall have no authority to take strike action or any other action interrupting the Employer's business in violation of law or this Agreement. The steward(s) shall be an employee of the Employer and subject to all the terms of this Agreement Applicable to Employees.
2. Should it become necessary to change the work schedule of a chief steward or executive board member to another shift; the Employer agrees to provide the Union with specific details as to the business necessity for making the change. Where reasonable, at least 15 calendar days' advance notice must be given to such employee before he/she is permanently transferred to another shift. A permanent transfer will consist of such employee being assigned to a shift other than his/her own for more than 30 days, or a total of 45 days out of a period of one year.
3. The chief steward(s) / executive board members should conduct Union business off the job as much as is reasonably possible. Only one chief steward/ executive board member will have the right to investigate grievances during working hours. Under no

circumstances shall the investigation and processing of grievances or the conducting of other Union business interfere with the Employer's necessary operations during the work period. Any investigations will be conducted after the work period if reasonably possible. The steward may not leave his/her workstation without the prior approval of his/her supervisor, and permission will not be unreasonably withheld.

4. The Employer agrees to grant the necessary time off, without pay, to any employee designated by the Union to attend a Union convention or serve in any capacity on other official Union business provided the Employer is given at least seven days' notice of the scheduled absences. The notice shall specify the requested time off. Time off will not exceed thirty 30 days per calendar year; any changes in the above time limit restrictions shall be by mutual agreement. The Union shall give the notice specified in this paragraph sufficient to ensure that there is no disruption of the Employer's operation due to lack of available employees. A leave of absence approved under this section shall not adversely affect an employee's eligibility for PTO or health insurance.
5. An employee elected to hold Union office in other than the local office shall be granted an unpaid leave of absence for the term of the office. Seniority shall accrue while on an approved leave, but the employee shall not accrue benefits.
6. A bulletin board, accessible only to the Union for posting Union notices, shall be provided by the Employer. The board space provided shall be equal to and like that of the Employer bulletin board.
7. All Employees covered by this Agreement shall, become responsible for paying the initiation fee and monthly dues required by the Union immediately following ninety (90) days of employment, or immediately following ninety (90) days after the signing of this Agreement, whichever is later.

Employees will have the Employer deduct the amount of monthly Union membership dues from their pay for transmittal to the Union by executing an authorization card to be furnished by the Union in the form prescribed. Such authorization shall automatically cancel any prior deduction authorization executed by such employee. The amounts of monthly Union dues will be certified to the Employer in writing whenever a change in the amount of monthly union dues is enacted by the Secretary or Treasurer of the local Union. A certification from the Secretary or Treasurer, which changes the amount of said dues, shall become effective no later than the first day of the month following a period of 30 days from the date the Employer received such certification.

One deduction in respect to the current month's dues will be made from the wages paid in the first pay period of each month for the full amount of such dues, provided the authorization is received by the Employer at least one week in advance of the scheduled deduction period and provided there is sufficient pay available to cover the same for the full amount authorized after all other deductions required by law or authorized by the employee have been made. Deductions will not be made in respect to any prior month's dues except when the Employer, through error or oversight, failed to make the deduction in any such month.

Within ten business days following the pay period in which the deduction has been made, the Employer will remit the monthly dues to the Union bank account on record via ACH payment or check by mail to P.O. Box 1108, Sun Valley, CA 91353. The

Union agrees to pay for any and all fees incurred by the Employer in remitting the dues via ACH payment. The Employer shall provide a monthly list of the names of the employees who are having union dues deducted from their paychecks along with the amounts and dates.

An authorization for the deduction of dues that is executed in the form prescribed on or after the effective date of this Agreement may be revoked by the employee by a written notice from the Union to the Employer. Such revocations shall be effective with respect to the deduction that would otherwise have been made immediately after such revocation. A newly executed authorization signed by the employee shall be required if he/she desires to replace an authorization that has been terminated or dues have changed.

ARTICLE 15 - PROBATION

1. Employees shall serve a probationary period that shall be 12 months from the date of the first day of the first shift assigned to the Employee by the Fire Chief ("Probationary Period"). The Probationary Period may be extended at the Employer's discretion to cover periods of extended absences.
2. Extension of Probationary Period: The Probationary Period shall be utilized for closely observing the employee's work, for securing the most effective adjustment of an employee to a new position, and for rejecting any employee whose performance does not meet the required standards of work during the Probationary Period. The Employer may extend an employee's Probationary Period in two-month increments to a maximum Probationary Period totaling 18 months. For purposes of this Article 15, a "Probationary Employee" shall mean an employee employed during his or her respective Probationary Period.
3. Termination of Probationary Employment: Probationary Employees do not have property or vested rights in their positions with the Employer. A Probationary Employee may be discharged or rejected at any time by the Employer with or without cause and without right of appeal. Notification in writing of discharge or rejection shall be served on the Probationary Employee and a copy provided to the Union.
5. During an employee's Probationary Period, the Employer may discipline or discharge the employee and said discipline or discharge shall not be subject to recourse under the grievance and arbitration procedure; provided, however, that any such discipline or discharge shall not constitute a precedent that is binding on, waive any rights of, Employees who have completed their Probationary Period. Employees that have been hired but not yet assigned a first shift to trigger the Probationary Period may also be terminated at will by Employer.

ARTICLE 16-LAYOFF, DISPLACEMENT AND RECALL

16.1 Order of Layoff

When one or more employees are to be laid off for lack of work, purposes of economy, curtailment of positions, or other reason, the order of layoff shall be as follows:

- A. Probationary employees, in an order to be determined by date of hire (last hired will be the first laid off).

- B. Employees who have successfully completed probation, in inverse order of seniority determined by date of hire or adjusted date of hire due to one or more leaves of absence.

16.2 Layoff Reinstatement Eligible List

The names of such persons laid off in accordance with the provisions of this Article 16 shall be placed upon a Reinstatement Eligible List in inverse order of seniority. When a vacancy exists in a position, the most senior person on the list who held the position prior to layoff will be offered reinstatement, except that a laid off employee who held the position of Captain and who is at the top of the list may be offered reinstatement to a Firefighter position. In the event the person refuses the offer of reinstatement, such person's name shall be removed from the Reinstatement Eligible List, unless such person has reinstatement rights under the provisions of this Article 16 to a Captain position and he/she was offered, and result a position as a Firefighter.

In the event a person on layoff cannot be contacted by the Employer through usual and customary channels within ten days of a vacancy arising, such person's name shall be removed from the Reinstatement Eligible List; provided, however, that such person within the three year period specified herein may request in writing that his/her name be reinserted on the Reinstatement Eligible List and, upon such written request, such person's name will be returned to the Reinstatement Eligible List.

In no event shall the names of any person laid off pursuant to the provisions of this Article 16 remain on a Reinstatement Eligible List for a period longer than three years from the effective date of such person's most recent layoff.

Upon reinstatement to any classification to which the employee is entitled pursuant to the provisions of this Article 16, all benefits acquired by the employee prior to the layoff shall also be reinstated. An employee shall not receive credit for time spent on layoff in computing time for any benefit entitlement.

16.3 Benefit Considerations

For layoffs under thirty (30) days, all benefits will be retained.

For layoffs of 30 days up to three years, there is no accrual of seniority, PTO or other benefits for the period of the layoff.

Recall privileges cease at three years.

Any employee recalled following a layoff shall be entitled to receive at least the same level of benefits that he/she was receiving at the time the layoff occurred; provided, however, any reduction or increase in benefits for all employees in the recalled employee's represented group during the layoff period shall apply to the recalled employee.

ARTICLE 17 - NO STRIKE OR LOCKOUT

The Employer agrees that there will be no lockout during the term of this Agreement. The Union agrees that there will not be any complete or partial strikes, sympathy strikes, picketing, refusals to cross picket lines, slowdowns, work stoppages, secondary boycotts or

other cessation of work, economic or otherwise, during the term of this Agreement. Participation by any employee in any of the foregoing activities whether or not sanctioned by the Union shall be cause for discipline, up to and including immediate discharge.

ARTICLE 18 – DISCIPLINE

Obedience to Rules and Orders

All Employees shall conform to and promptly obey all rules and orders of the Employer and the Department. Infraction of the rules and orders of the Department may cause the offending employee to be subject to verbal or written reprimand, suspension, reduction in pay, demotion, termination or any combination thereof as deemed appropriate by the Employer in its sole discretion.

Payment of Just Debts

All Employees must promptly pay all liabilities contracted during the term of their service. Repeated complaints (of failure or refusal to do so) that bring discredit to the Employer or the department will subject the employee to disciplinary action, up to and including termination of employment.

Insubordination

Employees refusing to obey a lawful order of his/her superior shall be reported in writing to the Fire Chief through appropriate channels. Failure on the part of any superior to report such refusal will constitute a violation of this rule.

Suspension, Demotion, or Termination

Suspension, demotion or termination of an employee may be imposed for just cause. One or more of the following reasons, without limitation, may constitute just cause:

- A. Violation of any official regulation or order or failure to obey any proper direction made and given by a superior, or failure to comply with any condition of employment or to maintain any necessary qualification in the course of employment.
- B. Neglect of duty.
- C. Unjustified failure or refusal to properly perform the duties assigned.
- D. Gross carelessness in the discharge of assigned duties.
- E. Conduct of a disgraceful or scandalous nature.
- F. Malfeasance in office or employment.
- G. Conviction or failure of bail for any misdemeanor involving moral turpitude, or any felony.
- H. Having one's privilege to operate a motor vehicle on a public highway/street in the State of California suspended or revoked by the Department of Motor Vehicles where a driver's license is required for the performance of your job.
- I. One or more day's unauthorized absence.
- J. Repeated tardiness.
- K. Inability to establish and maintain proper working relationships with fellow employees.
- L. Reporting for duty, or being on duty, under the influence of alcohol, drugs, or any combination thereof; or rendering oneself unfit to perform fully one's duties for reasons attributable to, or produced by, indulgence in alcohol, drugs or any

combination thereof.

- M. Absence from the job during work hours without permission.
- N. Unauthorized use of Department tools, equipment or property or any other tools, equipment or property owned or managed by the Employer.
- O. Abuse or gross negligence in the care or operation of the Department tools, equipment or property or any other tools, equipment or property owned or managed by the Employer.
- P. Conduct unbecoming of an Airport employee.
- Q. Receiving gratuities or any personal favor in exchange for the performance or for the non-performance of an assigned duty.
- R. Discussion of confidential Airport/Employer business or information with unauthorized persons.
- S. Violation of uniform rules and standards.
- T. Use of abusive or publicly profane language.
- U. Unauthorized possession or carrying of weapons, firearms or explosives while on duty or in work areas.
- V. Threatening violence or physically assaulting a visitor, member of the public, supervisor or fellow employee.
- W. Theft or misappropriation of property that belongs to the Airport/Employer, its visitors, fellow employees or other individuals associated with the Airport/Employer.
- X. Forging, altering, intentional misstatement or intentional material omission on any document, authorization, or record that is to be used by the Airport/Employer (including, but not limited to employment application forms or timecards).
- Y. Failure to report an accident/incident involving Airport/Employer property within four hours of the accident/incident.
- Z. Threatening, intimidating or coercing fellow workers, customers, visitors or other people affiliated with the Airport/Employer.
- AA. Smoking in prohibited areas.
- BB. Sleeping on the job (not including scheduled or otherwise approved downtime).
- CC. Dishonesty.
- DD. Sexual or other unlawful or unwelcome harassment.
- EE. Violation of safety or health rules.
- FF. Violation of Airport security rules or other Airport regulations.
- GG. Violation of personnel policies.
- HH. Unsatisfactory performance or conduct.
- II. Violation of any law, regulation, or other such rule relating to the employee's duties or employment.

This Article includes examples of conduct that is subject to disciplinary action, up to and including termination of employment.

The Employer views disciplinary action as being primarily for progressive, corrective purposes. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

A copy of all discipline imposed will be sent to the Union President.

ARTICLE 19- ADMINISTRATION OF DISCIPLINE

Upon the conclusion of an investigation, the Fire Chief will determine the appropriate level of discipline.

The following constitutes the levels of progressive discipline and can be used in any combination and sequence, depending upon the severity of the conduct, as determined by the Employer in its sole discretion:

- Verbal reprimand
- Written reprimand
- Reduction in pay
- Suspension
- Demotion
- Termination

Pre-Disciplinary Hearing

Prior to the imposition of discipline, other than a verbal reprimand, the employee shall be served with written notice of the proposed discipline. The notice shall include the level of proposed discipline, the charges and the reasons for the severity of the proposed action.

The employee shall be given at least ten (10) calendar days in which to request in writing a pre-disciplinary hearing or submit a written appeal of the proposed discipline. If the employee does not request a hearing or submit an appeal within this timeframe, the discipline will be imposed as proposed. Upon the Employer's receipt of the appeal or request for a hearing, the employee shall have the right to review all materials which make up the basis of the proposed discipline. The Fire Chief or his/her designee shall schedule a hearing within ten (10) calendar days of receipt of the request for a hearing or render a decision based on a review of the written appeal within this time frame. The employee shall have the right to Union representation during the hearing. This hearing shall be informal in nature, with the Fire Chief or designee rendering his/her decision within ten (10) calendar days of the hearing. The decision shall be in writing, stating the findings and the imposition, reduction or termination of the disciplinary action.

A disciplinary situation may exist where the continuation on the job by the subject employee has an immediate adverse effect on safe and/or efficient operations or may interfere with the investigation. Under such circumstances, an employee may be placed on paid administrative leave without first holding a pre-disciplinary hearing.

Appeal of Disciplinary Action

For discipline that is greater in severity than a verbal reprimand, employees shall have the right to appeal from the issuance of discipline. The first level of appeal shall be to the Executive Director of the Airport. The Executive Director of the Airport must receive the appeal in writing within ten calendar days of the date on which the employee received notice of discipline from the Fire Chief. At the request of the employee, the Executive Director of the Airport or designee shall hear the appeal in person. Appeals not made in writing within this time frame shall be deemed waived and the discipline shall take effect. If the employee is not satisfied with the decision of the Executive Director of the Airport, the employee will have the right to the next level of appeal, using the Grievance and Arbitration Procedure of this Agreement.

ARTICLE 20- GRIEVANCE AND ARBITRATION PROCEDURE

Definition

A grievance is defined as a written statement that alleges a violation of a specific provision of this Agreement.

Exclusive Remedy

During term of this Agreement, all disputes between the parties regarding the interpretation and application of this Agreement shall be resolved in accordance with the procedures set forth in this Article 20.

Procedure

1. **Employee/Union Claims.** Any employee who believes there has been a violation of this Agreement shall first discuss the matter with his or her immediate supervisor. If a mutually agreed resolution is not reached, the employee or the Union may submit a grievance to the Fire Chief, which must allege a violation of this Agreement and identifying the facts that support such violation. All grievances must be submitted to the Fire Chief with 30 business days of the date of the event that caused the grievance or the date the employee knew or should have known of the event that caused the grievance.

The Fire Chief shall submit to the Union a written response to the grievance within 10 business days of receipt of the grievance. Unless the employee or Union reaches a mutually agreed resolution of the matter with the Fire Chief prior to this date. The Union may request a meeting with the employer's Human Resources representative within 10 business days following receipt of the response to the grievance. A representative from the Local Union of International Union may participate in such meeting or telephone conference. If the grievance is not resolved through the foregoing process, the Union may submit the grievance to arbitration within 30 days of its receipt of the written response to the grievance from the Fire Chief by providing written notice to the Employer of its intentions to submit the grievance to arbitration. The Union shall simultaneously submit a written request to the American Arbitration Association of the Federal Mediation and Conciliation Service to provide a list of seven potential arbitrators to the Employer and the Union. Within seven business days of receiving the list of arbitrator names, the Employer and the Union shall alternately strike names from the list, with the Union being entitled to make the first strike, until one name remains, and the name remaining will be the arbitrator designated to hear the dispute. If the grievance is not submitted to arbitration as provided in this paragraph, the grievance shall be deemed resolved.

2. In the event Employer believes there is a breach of this Agreement, Employer reserves all rights to pursue redress of such breach through arbitration.
3. **Arbitration Proceedings.** Arbitration proceedings under this Article 20 shall be implemented in a manner prescribed by the arbitrator. The arbitrator shall hold a hearing at a time and place convenient to the Employer, the Union and the arbitrator. The arbitrator shall take such evidence as in his or her judgment is appropriate for the disposition of the dispute. Witnesses may be called by the Employer and the Union and oral and written statements of position may be made by the parties.

The arbitrator shall render a written decision as soon as possible to both the Employer and the Union, but such decision must be issued by the arbitrator no more

than sixty (60) calendar days from the close of the hearing. The arbitrator's decision shall be final and binding upon both parties. In making his or her decision, the arbitrator shall neither add to, detract from, nor modify the of this Agreement. The arbitrator shall expressly confine himself or herself to the precise issue(s) submitted for arbitration and shall have no authority to determine any other issue not so submitted to him or her, or to submit observations or declarations of opinion that are not directly essential in reaching the determination.

The fees and expenses charged by the arbitrator shall be borne by the Employer and Union equally. Either the Employer or the Union may request a transcript of the arbitration proceeding. The cost of a transcript shall be borne entirely by the party ordering it, but if both the Employer and the union desire a transcript, the cost shall be equally shared.

Any and all attorneys' fees that may result from the arbitration held under this Article 20 shall be borne exclusively by the party retaining the attorney. Either the Employer or the Union may obtain the services of an attorney or other representative of its choice at any stage of the proceedings under this Article 20.

ARTICLE 21 - MANAGEMENT RIGHTS

Except as specifically limited by provision in this agreement, the Employer retains all rights and authority to direct, manage and control its business and operations. Such rights and authority retained by the Employer include, but are not limited to, the right to direct the work of its Employees; to determine the times and hours of operations; to determine the kinds and levels of service to be provided and the means of providing them; to discontinue work or services; to select the equipment used by Employees; to determine staffing patterns; to determine the classifications and number of personnel required; to specify and assign work requirements, work schedules and overtime; to schedule and change working hours, shifts and days off, to establish and change work rules and safety rules and penalties for violation thereof, to create, change, combine and abolish jobs, departments or facilities in whole or in part subject to applicable licensing requirements; to modify job descriptions; to build, move, modify or relocate facilities and work performed therein; to establish budget procedures and determine budgetary allocations, to subcontract work provided the Union is given reasonable notice and an opportunity to discuss the effects of such action on bargaining unit Employees; to assign work and decide which Employees are qualified to perform work; to hire, classify, assign, transfer, evaluate, demote, promote, layoff, and recall Employees; to discipline, suspend and terminate Employees for cause; to maintain the discipline and efficiency of Employees; and to take action on any matter in the event of an emergency. This Article 21 governs unless abridged by another portion of this Agreement.

ARTICLE 22-FULL UNDERSTANDING, MODIFICATION AND WAIVER

This Agreement sets forth the full and entire understanding of the parties regarding the matters set forth herein. No amendment or change to the provisions of this Agreement shall be valid or binding unless reduced to writing and signed by duly authorized representatives of the parties. Any agreement, alteration, understanding, variation, waiver or modification of any of the terms or provisions of this Agreement by either party does not constitute a precedent for other action under the same provisions, nor does it constitute a waiver of any other provisions of this agreement.

Although nothing in this Agreement shall preclude the parties from mutually agreeing to meet and confer or negotiate on any subject within the scope of representation during the term of this Agreement, it is understood and agreed that neither party may require the other party to meet and confer or negotiate on any subject matter covered herein during the term of this Agreement.

ARTICLE 23 -SEVERABILITY

In the event that any article or subsection of this Agreement shall be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by a decree of a court of competent jurisdiction, such invalidation shall not invalidate the remaining portions hereof and all other provisions of this Agreement not affected shall continue in full force and effect.

ARTICLE 24 – PERIOD OF AGREEMENT

This Agreement shall become effective and remain in effect through

Notwithstanding the foregoing, in the event the Employer's contract with the Authority to operate the Airport ("Authority Contract") terminates for any reason, this Agreement shall terminate on the effective termination date of the Authority Contract.

[SIGNATURES ON THE FOLLOWING PAGE]


TBI Airport Management Inc.



John Green, Vice President



Date



Frank Miller, Executive Director

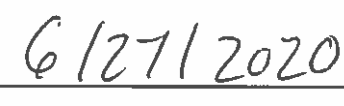


Date

Burbank Airport Professional Firefighters, IAFF Local I-61



Steven Niles



Date