



OCTOBER 1, 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, October 5, 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: (818) 862-3332*

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, October 5, 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, October 5, 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) Operations and Development Committee
      - (i) August 17, 2020 **[See page 1]**
    - 2) Finance and Administration Committee
      - (i) August 17, 2020 **[See page 4]**
    - 3) Legal Government and Environmental Affairs Committee
      - (i) August 17, 2020 **[See page 7]**
  - b. Commission Minutes  
(For Approval)
    - 1) September 21, 2020 **[See page 9]**
  - c. Treasurer's Report
    - 1) June 2020 **[See page 16]**
6. ITEMS FOR COMMISSION APPROVAL
  - a. Professional Services Agreement – Trifiletti Consulting, Inc. **[See page 41]**
7. 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.
8. COMMISSIONER COMMENTS  
(Other updates and information items, if any)
9. ADJOURNMENT

## COMMISSION NEWSLETTER

Monday, October 5, 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 Operations and Development Committee meeting of August 17, 2020; approved minutes of the Finance and Administration Committee meeting of August 17, 2020; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of August 17, 2020, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the September 21, 2020 Commission meeting are attached for the Commission's review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for June 2020 is included in the agenda packet. At its September 21, 2020, meeting, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.

### 6. ITEMS FOR COMMISSION APPROVAL

- a. PROFESSIONAL SERVICES AGREEMENT – TRIFILETTI CONSULTING, INC. A staff report is included in the agenda packet. At its meeting on September 21, 2020, the Legal, Government and Environmental Affairs Committee voted unanimously (3-0) to recommend that the Commission approve a proposed Professional Services Agreement with Trifiletti Consulting, Inc., in a not-to-exceed amount of \$75,000 for continued support services with environmental, entitlement, land use, sustainability, and government advisory services in support of the Memorandum of Understanding with the South Coast Air Quality Management District.

**MINUTES OF THE REGULAR MEETING OF THE  
OPERATIONS AND DEVELOPMENT COMMITTEE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

**MONDAY, AUGUST 17, 2020**

A regular meeting of the Operations and Development Committee was called to order on this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 8:30 a.m., by Commissioner Devine.

**ROLL CALL**

**Present:** Commissioners Devine (via teleconference) and Brown

**Absent:** None

**Also Present:** Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Anthony DeFrenza, Director of Engineering and Maintenance; Nerissa Sugars, Marketing Communications and Air Service Manager

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

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

**3. Approval of Minutes**

**a. May 18, 2020** Commissioner Brown moved approval of the minutes of the May 18, 2020 meeting, seconded by Commissioner Devine (via teleconference). There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (2-0).

**4. Contracts and Leases**

**a. Award of Construction Contract, Award of Professional Services Agreement, and Approval of Project Budget for Taxiway D7 Connector, Taxiway G Infield, and Delta Ramp Rehabilitation and Reconstruction Project - Project Number E20-01** Staff presented to the Committee a recommendation for Commission approval for i) Award of construction contract in the amount of \$2,374,323 to PALP, Inc. dba Excel Paving Company for Taxiway D7 Connector, Taxiway G Infield, and Delta Ramp Rehabilitation and Reconstruction Project; ii) Award of a professional services agreement to RDM International, Inc. for a lump sum amount of \$178,004 for an engineer of record construction administration services, onsite technical services, and materials testing for the Project; iii) Approval of a project budget for construction management, contract administration, and field observation for a not-to-exceed amount of

\$75,000; and, iv) Approval of a project contingency of \$120,000.

This project addresses the paving of specific areas located in the area north of the ramp, an unimproved lot outside of the Airfield Operations Area. The Delta Ramp area is utilized for Remaining Overnight operations for commercial aircraft when parking at the passenger terminal gates is unavailable. The existing ramp area requires rehabilitation along with the development of additional ramp space on an adjacent undeveloped parcel.

The adopted FY 2021 budget includes appropriations for the Project in the amount of \$2,295,000 to be funded with an AIP grant for 80.59% of the project costs, with the remaining sponsor match of 19.41% from allocated CARES Act funds.

**Motion**

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

**Motion Approved**

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

**b. Professional Services Agreement – Marketing and Brand Support Services**

Staff presented to the Committee a recommendation for Commission approval to award a Professional Services Agreement ("Agreement") to Anyone Collective, LLC, ("Anyone Collective") to provide marketing and brand support services for the Authority's FY 2021 marketing program. The total expenditure under the proposed Agreement will not exceed \$60,000 and all services will be completed within FY 2021.

The Agreement to Anyone Collective is to meet the most basic and essential marketing communications needs of the Authority, which include, website management, creative design and production services, monitoring of social and digital media analytics, and strategic planning for future outreach.

**Motion**

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

**Motion Approved**

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

**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 adjourned at 8:43 a.m.

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

**MONDAY, AUGUST 17, 2020**

A regular meeting of the Finance and Administration Committee was called to order on this date in the Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California, at 11:26 a.m., by Commissioner Selvidge.

AB 23 Disclosure: The Senior Deputy 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) and Najarian (via teleconference)

**Absent:** Commissioner Adams

**Also Present:** Staff: John Hatanaka, Senior Deputy Executive Director; David Kwon, Director, Financial Services; Scott Kimball, Director, Contracts, Properties, Procurement and SMS

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

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

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

**Motion Approved** There being no objection the motion was approved (2-0, 1 absent).

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

**3. Approval of Minutes**  
**a. July 20, 2020** Draft minutes for the July 20, 2020, regular meeting of the Finance and Administration Committee meeting was presented for approval.

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



**Motion Approved**

There being no objection the motion was approved (2-0, 1 absent).

Note: Agenda item 5.a was taken out of order at the request of Commissioner Selvidge.

**5. Items for Discussion**

**a. CMIA Quarterly Investment Portfolio – Quarter Ended June 30, 2020**

Staff introduced James Wilkinson, Ron Stahl and John Dempsey of Columbia Management Investments, the Authority's investment advisors, who participated via teleconference. Mr. Wilkinson and his colleagues presented an update on the status of the Authority's Operating and Passenger Facility Charge Investment portfolios for the period ended June 30, 2020.

**4. Contracts and Leases**

**a. Approval of Form of Non-Exclusive License Agreement Commercial Aviation Ground Handling and Support Services**

Staff presented to the Committee for recommendation to the Commission for approval of a template for a Non-Exclusive License Agreement to Conduct Commercial Aviation Ground Handling and Support Services ("Agreement").

Ground handling and support services can address an airline's many operational needs at an airport between the time the aircraft arrives at a terminal gate and the time the aircraft departs. Commercial passenger airlines have utilized subcontractors that provide these services as "above the wing" passenger services and "below the wing" ramp, fuel and baggage services.

This Agreement will enable the Authority to have a direct contractual relationship with ground handling companies. It addresses rights, privileges, insurance requirements and indemnification and airport rules and regulations, as well as the Authority's to restrict the number of ground handling services providers to ensure safe operations within a congested and highly active area of the Airport.

**Motion**

Commissioner Najarian moved approval, seconded by Commissioner Selvidge.

**Motion Approved**

There being no objection the motion was approved (2-0, 1 absent).

**5. Items for Discussion (Continued)**

**b. Auditor Required Communications for the FY 2020 Audits**

Staff discussed with the Committee two required communications: (1) a letter to the Commission outlining its basic audit responsibilities, and the planned scope and timing of the FY 2020 financial audits; and (2) an annual engagement letter which conforms to the Authority's professional services agreement with Macias, Gini and O'Connell for audit services.

Staff sought Committee recommendation to the Commission that it note and file these auditor communications.

**Motion**

Commissioner Najarian moved approval, seconded by Commissioner Selvidge.

**Motion Approved**

There being no objection the motion was approved (2-0, 1 absent).

**6. Items for Information**

**a. Committee Pending Items**

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

**7. Other Contracts and Leases**

Staff updated the Committee on the status of a few current contracts and leases.

**8. Adjournment**

There being no further business to discuss, the meeting was adjourned at 11:58 a.m.

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

**MONDAY, AUGUST 17, 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 11:35 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 Agajanian (via teleconference) and Wiggins

**Absent:** Commissioner Madison

**Also Present:** Staff: Frank Miller, Executive Director; Patrick Lammerding, Deputy Executive Director, Planning and Development; John Hatanaka, Senior Deputy Executive Director (arrived at 12:05 a.m.)

Airport Authority Counsel: Terence R. Boga of Richards, Watson & Gershon and Tom Ryan of McDermott, Will & Emery

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

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

**3. Approval of Minutes**

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

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

At this time, Commissioner Wiggins requested that Item 5.a., be taken after Item 3.a.

**5. Closed Session**

The meeting recessed to closed session at 11:37 a.m. to consider the items listed on the closed session agenda and to confer with legal counsel regarding existing and potential litigation.

**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

**Reconvene**

Commissioner Wiggins reconvened the meeting at 11:55 a.m. with the same Commissioners present.

**Closed Session Report**

Commissioner Wiggins announced that no reportable action was taken in closed session.

**4. Items for Information**

**a. Federal Legislative Update**

Staff briefed the Committee on pending federal legislation to provide additional assistance to the aviation industry due to the continuing COVID-19 pandemic.

**b. Committee Pending Items**

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

**6. Adjournment**

There being no further business, the meeting was adjourned at 12:15 a.m.

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

**MONDAY, SEPTEMBER 21, 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 Selvidge.

**1. ROLL CALL**

**Present:** Commissioners Selvidge (via teleconference); Devine (via teleconference); Brown, Wiggins, Adams, Agajanian (via teleconference), Najarian (via teleconference), Madison (via teleconference), and Kennedy (via teleconference)

**Absent:** None

**Also Present:** Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Anthony DeFrenza, Director, Engineering; Tom Lenahan, Fire Chief; Nerissa Sugars, Director, Marketing, Communications and Air Service; Tom Janowitz, Sr. Manager, Ground Access; Scott Kimball, Deputy Executive Director, Operations, Properties and SMS; Lucy Burghdorf, Director, Public Affairs and Communications

**2. PLEDGE OF ALLEGIANCE** Commissioner Selvidge led the assembly in the recitation of the Pledge of Allegiance to the Flag.

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

**4. PUBLIC COMMENTS** Laura Ioanou, Studio City; Sue Ellen Wagner, Studio City for Quiet Skies

**5. CONSENT CALENDAR**

**a. Committee Minutes  
(For Note and File)**

**1) Operations and  
Development  
Committee**

**(i) May 18, 2020** Approved minutes of the Operations and Development Committee meeting for May 18, 2020, were included in the agenda packet for information purposes.

**2) Finance and Administration Committee**

**(i) July 20, 2020**

Approved minutes of the Finance and Administration Committee meetings for July 20, 2020, were included in the agenda packet for information purposes.

**3) Legal, Government and Environmental Affairs Committee**

**(i) July 20, 2020**

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

**b. Commission Minutes (For Approval)**

**1) August 17, 2020**

Minutes of the August 17, 2020, Commission meeting were included in the agenda packet for review and approval.

**c. Auditor Required Communications for the FY 2020 Audits**

At its meeting on August 17, 2020, the Finance and Administration Committee reviewed two auditor required communications: (1) a letter to the Commission outlining its basic audit responsibilities, and the planned scope and timing of the FY 2020 financial audits; and (2) an annual engagement letter which conforms to the Authority's professional services agreement with Macias, Gini and O'Connell for audit services. The Committee recommended that these communications be submitted to the Commission for note and file.

**MOTION**

Commissioner Adams moved approval of the Consent Calendar; 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 unanimously (9-0).

**AYES:** Commissioners Selvidge (via teleconference) Devine (via teleconference); Brown, Wiggins, Adams, Agajanian (via teleconference), Najarian (via teleconference), Madison (via teleconference); Kennedy (via teleconference)

**NOES:** NONE

ABSENT: NONE

**6. ITEMS FOR COMMISSION APPROVAL**

**a. Award of Construction Contract, Award of Professional Services Agreement, and Approval of Project Budget for Taxiway D7 Connector, Taxiway G Infield, and Delta Ramp Rehabilitation and Reconstruction Project – Project Number E20-01**

At its meeting on August 17, 2020, the Operations and Development Committee voted unanimously (3–0) to recommend that the Commission approve the: i) Award of a construction contract in the amount of \$2,374,323 to PALP, Inc. dba Excel Paving Company (“Excel”) for Taxiway D7 Connector, Taxiway G Infield, and Delta Ramp Rehabilitation and Reconstruction Project (“Project”); ii) Award of a professional services agreement to RDM International, Inc. (“RDM”) for a lump sum amount of \$178,004 for engineer of record construction administration services, onsite technical services, and materials testing for the Project; iii) Approval of a project budget for construction management, contract administration, and field observation for a not-to-exceed amount of \$75,000; and, iv) Approval of a project contingency of \$120,000.

The adopted FY 2021 budget includes appropriations for the Project in the amount of \$2,295,000 to be funded with an AIP Grant for 80.59% of the project costs, with the remaining sponsor match of 19.41% from allocated CARES Act Grant funds.

**MOTION**

Commissioner Kennedy moved approval; 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 (9-0).

**AYES:** Commissioners Selvidge (via teleconference); Devine (via teleconference); Brown, Wiggins, Adams, Agajanian, (via teleconference), Najarian (via teleconference), Madison (via teleconference) and Kennedy (via teleconference)

**NOES:** NONE

**ABSENT:** NONE

**b. Award of Contract – Aircraft Rescue Fire-fighting Vehicle (“ARFF”) Vehicle Replacement**

At its meeting immediately preceding the Commission meeting, the Operations and Development Committee voted unanimously (3–0) to recommend that the Commission approve the award of an Aircraft Rescue Firefighting (“ARFF”) Vehicle Purchase Contract and

related Purchase Order in the amount of \$808,912.33 to Rosenbauer Minnesota, LLC for a Rosenbauer Panther 4x4 Aircraft Rescue Firefighter vehicle with a no later than August 31, 2021 deliver date.

The base vehicle acquisition of \$753,166.26 is being funded through an Airport Improvement Program ("AIP") Grant with the local sponsor match and ancillary equipment of \$55,746.07 funded through an additional allocation of CARES Act Grant funding for AIP Grant awards.

**MOTION**

Commissioner Devine moved approval; seconded by Commissioner Adams.

**MOTION APPROVED**

There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (9-0).

**AYES:** Commissioners Selvidge (via teleconference); Devine (via teleconference); Brown, Wiggins, Adams, Agajanian, (via teleconference), Najarian (via teleconference), Madison (via teleconference) and Kennedy (via teleconference)

**NOES:** NONE

**ABSENT:** NONE

**c. Approval of Form of Non-Exclusive License Agreement Commercial Aviation Ground Handling and Support Services**

At its meeting on August 17, 2020, the Finance and Administration Committee voted (2-0, 1 absent) to recommend that the Commission approve a template for a Non-Exclusive License Agreement to Conduct Commercial Aviation Ground Handling and Support Services ("Agreement").

This Agreement will enable the Authority to have a direct contractual relationship with ground handling companies. It addresses rights, privileges, insurance requirements and indemnification and airport rules and regulations, as well as the Authority's to restrict the number of ground handling services providers to ensure safe operations within a congested and highly active area of the Airport.

**MOTION**

Commissioner Kennedy moved approval; seconded by Commissioner Agajanian.

**MOTION APPROVED**

There being no objection, a voice vote was taken to accommodate those participating via teleconference.



The motion was approved (9-0).

AYES: Commissioners Selvidge (via teleconference); Devine (via teleconference); Brown, Wiggins, Adams, Agajanian, (via teleconference), Najarian (via teleconference), Madison (via teleconference) and Kennedy (via teleconference)

NOES: NONE

ABSENT: NONE

**d. Modification to Other Transaction Agreement – Transportation Security Administration**

Staff presented to the Commission for approval a Modification No. 2 to the Other Transaction Agreement to the Transportation Security Administration (“TSA”) for additional cleaning services for the passenger security checkpoints and employee breakroom in the Airport. These additional services were requested by the TSA and cover the period beginning September 1, 2020 – December 31, 2020, in a continuing effort to combat the spread of COVID-19.

The monthly cost for the cleaning services is \$13,707.88. The total value of the modification is \$54,831.52.

**MOTION**

Commissioner Brown moved approval; 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 (9-0).

AYES: Commissioners Selvidge (via teleconference); Devine (via teleconference); Brown, Wiggins, Adams, Agajanian, (via teleconference), Najarian (via teleconference), Madison (via teleconference) and Kennedy (via teleconference)

NOES: NONE

ABSENT: NONE

**e. Request for Appropriations - Director, Government and Public Affairs**

At its meeting on August 17, 2020, the Legal Government and Environmental Affairs Committee discussed with staff the need to fill the position of Director, Government and Public Affairs to address the

growing list of issues at the federal, state, county and local levels. These duties are currently being addressed by the Executive Director and Senior Deputy Executive Director. However, staff finds that the Authority would be best served with this position filled on a full-time basis.

This position will be initially funded with proceeds from the CARES Act Grant funds allocated to the Airport for the remaining nine months of FY 2021.

**MOTION**

Commissioner Agajanian moved approval; 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 (9-0).

**AYES:** Commissioners Selvidge (via teleconference); Devine (via teleconference); Brown, Wiggins, Adams, Agajanian, (via teleconference), Najarian (via teleconference), Madison (via teleconference) and Kennedy (via teleconference)

**NOES:** NONE

**ABSENT:** NONE

**7. ITEMS FOR COMMISSION INFORMATION**

**a. July 2020 Parking Revenue Statistics**

Staff presented an update on the July 2020 parking revenue.

**b. July 2020 Transportation Network Companies**

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

**c. July 2020 Passenger and Cargo Ground Statistics**

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

**8. COMMISSIONER COMMENTS**

Commissioner Kennedy requested that the minutes of the Operations Committee meeting reflect that he was present and voted yes on all agenda items which required a vote but was unable to be heard due to technical difficulties.

**9. ADJOURNMENT**

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

\_\_\_\_\_  
Ross Selvidge, President

\_\_\_\_\_  
Don Brown, Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



October 5, 2020

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

Dear Commissioners:

The attached report, covering the month of June 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]

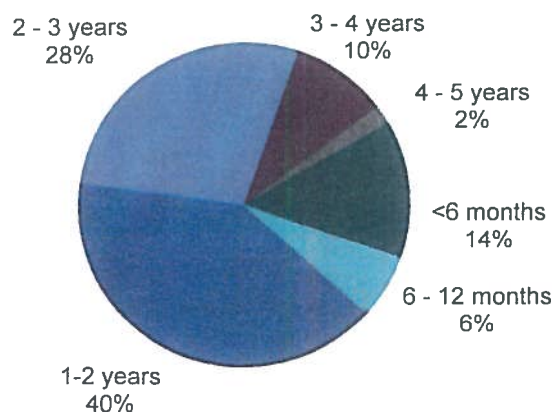
Paula Devine  
Treasurer

Attachments

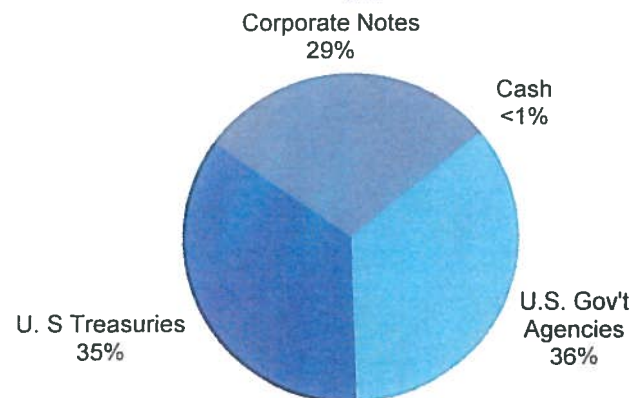
# Operating Portfolio Investment Guidelines Conformance as of June 30, 2020

	Legal Max Maturity	Actual Max Maturity	Policy Maximum	Policy Actual
U.S. Gov Agencies	5 Years	3.20 Years	70%	36%
Corporate Notes	5 Years	4.67 Years	30%	29%
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%	<1%
U.S. Gov Securities (Treasuries)	5 Years	3.42 Years	No Limit	35%

### Maturity Distribution



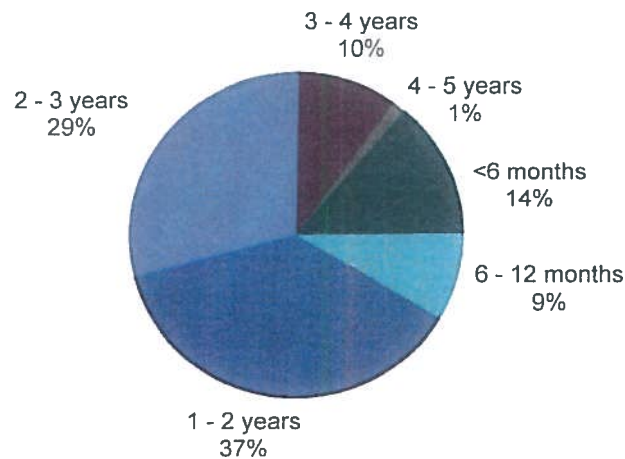
### Sector Allocation



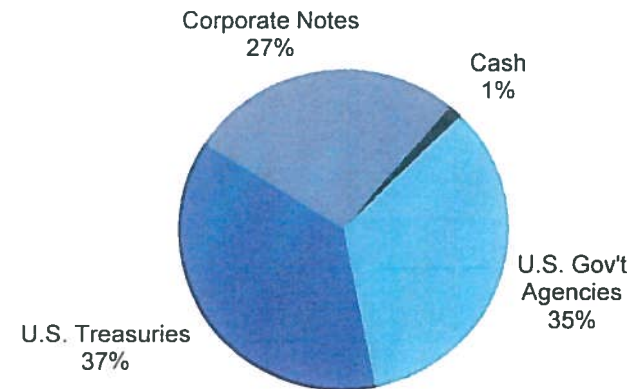
# PFC Portfolio Investment Guidelines Conformance as of June 30, 2020

	Legal Max Maturity	Actual Max Maturity	Policy Maximum	Policy Actual
U.S. Gov Agencies	5 Years	3.20 Years	70%	35%
Corporate Notes	5 Years	4.25 Years	30%	27%
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%	1%
U.S. Gov Securities (Treasuries)	5 Years	3.42 Years	No Limit	37%

**Maturity Distribution**



**Sector Allocation**



**Burbank-Glendale-Pasadena Airport Authority - Operating Account**  
**Statement of Investments**  
**As of 06/30/20**

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
06/30/20	Columbia Treasury Reserves	097101307	0.000	06/30/20	06/30/20	\$ 201,183	\$ 201,183	\$ 201,183	\$ -	0.00%	0	0.09%
03/22/18	FFCB	3133EHZK2	1.708	09/25/20	07/25/20	5,000,000	5,002,955	5,000,103	(2,852)	0.16%	25	2.17%
04/24/18	US Bank NA	90331HNQ2	2.256	04/26/21	07/26/20	1,175,000	1,175,000	1,178,645	3,645	0.31%	26	0.51%
01/16/19	Commonwealth Edison Company	202795HV5	4.000	08/01/20	08/01/20	680,000	688,833	681,783	(7,050)	0.94%	32	0.30%
06/24/19	Manufacturers & Traders Trust Co	55279HAN0	2.050	08/17/20	08/17/20	1,000,000	998,870	1,000,635	1,765	1.55%	48	0.43%
05/04/17	State Street Corporation	857477AS2	2.550	08/18/20	08/18/20	1,200,000	1,223,507	1,203,395	(20,112)	0.42%	49	0.52%
04/24/18	Wells Fargo & Company	949746RT0	3.240	03/04/21	09/04/20	1,300,000	1,330,534	1,309,308	(21,226)	0.60%	66	0.57%
04/28/16	American Express Credit Corp	0258MODY2	3.169	09/14/20	09/14/20	1,000,000	1,007,630	1,001,030	(6,600)	0.87%	76	0.43%
06/13/18	FHLB	3130ACE26	1.375	09/28/20	09/28/20	3,250,000	3,160,134	3,259,191	99,057	0.20%	90	1.41%
04/21/16	Travelers Cos Inc	89417EAG4	3.900	11/01/20	11/01/20	900,000	984,933	910,158	(74,775)	0.53%	124	0.39%
02/21/17	Ace InA Holdings Inc	00440EAT4	2.300	11/03/20	11/03/20	1,000,000	1,000,960	1,004,909	3,949	0.86%	126	0.44%
04/02/18	Coca-Cola Company (The)	191216AR1	3.150	11/15/20	11/15/20	1,300,000	1,315,548	1,313,643	(1,905)	0.35%	138	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	1,080,775	(55,009)	2.99%	138	0.47%
11/01/17	Treasury Note	912828PC8	2.625	11/15/20	11/15/20	8,000,000	8,211,250	8,073,438	(137,812)	0.17%	138	3.50%
06/25/18	Chevron Corp	166764AY6	2.419	11/17/20	11/17/20	1,050,000	1,039,037	1,056,417	17,380	0.81%	140	0.46%
01/12/18	FHLMC Reference Bond	3137EAEK1	1.875	11/17/20	11/17/20	4,000,000	3,968,800	4,024,707	55,907	0.25%	140	1.74%
03/06/18	Exxon Mobil Corp	30231GAV4	2.222	03/01/21	03/01/21	1,050,000	1,035,930	1,061,331	25,401	0.61%	244	0.46%
11/10/17	Praxair Inc	74005PAY0	4.050	03/15/21	03/15/21	404,000	429,143	414,567	(14,576)	0.35%	258	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	1,243,406	26,963	0.59%	289	0.54%
12/05/16	PNC Bank NA	6935REW4	2.150	04/29/21	04/29/21	1,450,000	1,436,649	1,468,707	32,058	0.59%	303	0.64%
06/13/18	FNMA	3135G0K69	1.250	05/06/21	05/06/21	3,000,000	2,883,300	3,026,415	143,115	0.21%	310	1.31%
12/21/18	General Dynamics Corporation	369550BE7	3.000	05/11/21	05/11/21	1,300,000	1,305,578	1,329,857	24,279	0.33%	315	0.58%
03/01/18	Fifth Third Bank	31677QBG3	2.250	06/14/21	06/14/21	1,000,000	977,850	1,015,328	37,478	0.64%	349	0.44%
06/20/18	WalMart Inc	931142EJ8	3.125	06/23/21	06/23/21	1,300,000	1,299,935	1,335,913	35,978	0.30%	358	0.58%
05/31/18	Treasury Note	912828WR7	2.125	06/30/21	06/30/21	12,500,000	12,338,867	12,742,188	403,321	0.19%	365	5.52%
10/05/17	Florida Power Corporation	341099CP2	3.100	08/15/21	08/15/21	705,000	728,709	720,085	(8,624)	1.18%	411	0.31%
05/31/19	FNMA Benchmark Note	3135G0N82	1.250	08/17/21	08/17/21	300,000	295,398	303,626	8,228	0.18%	413	0.13%
08/07/18	3M Company	88579YAU5	1.625	09/19/21	09/19/21	1,000,000	960,330	1,013,132	52,802	0.54%	446	0.44%
08/31/18	Treasury Note	912828T34	1.125	09/30/21	09/30/21	2,300,000	2,200,367	2,327,313	126,946	0.17%	457	1.01%
12/23/16	Federal Home Loan Banks	3130AABG2	1.875	11/29/21	11/29/21	15,000,000	14,742,129	15,359,608	617,479	0.18%	517	6.66%
01/23/17	Pfizer Inc	717081DZ3	2.200	12/15/21	12/15/21	1,500,000	1,498,845	1,537,893	39,048	0.46%	533	0.67%
04/15/19	FNMA Benchmark Note	3135G0S38	2.000	01/05/22	01/05/22	3,800,000	3,812,172	3,902,646	90,474	0.21%	554	1.69%
06/23/17	FHLMC	3137EADB2	2.375	01/13/22	01/13/22	8,125,000	8,173,493	8,397,397	223,904	0.19%	562	3.64%
06/26/19	Target Corporation	87612EAZ9	2.900	01/15/22	01/15/22	1,300,000	1,329,214	1,352,040	22,826	0.30%	564	0.59%
08/15/18	Berkshire Hathaway Finance Corp	084670BF4	3.400	01/31/22	01/31/22	1,500,000	1,521,795	1,570,298	48,503	0.38%	580	0.68%
02/03/17	Treasury Note	912828H86	1.500	01/31/22	01/31/22	2,450,000	2,386,645	2,501,488	114,843	0.17%	580	1.08%
08/06/18	PacifiCorp	695114CP1	2.950	02/01/22	02/01/22	1,000,000	991,823	1,034,174	42,351	0.78%	581	0.45%
11/05/18	Microsoft Corporation	594918BA1	2.375	02/12/22	02/12/22	1,225,000	1,199,000	1,264,912	65,912	0.35%	592	0.55%

**Burbank-Glendale-Pasadena Airport Authority - Operating Account**  
**Statement of Investments**  
**As of 06/30/20**

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
02/21/17	Walt Disney Co	25468PCT1	2.550	02/15/22	02/15/22	1,300,000	1,309,135	1,341,145	32,010	0.59%	595	0.58%
09/28/17	FHLB	313378CR0	2.250	03/11/22	03/11/22	4,000,000	4,059,140	4,136,125	76,985	0.24%	619	1.79%
04/09/19	Medtronic Inc	585055BR6	3.150	03/15/22	03/15/22	1,250,000	1,267,863	1,310,376	42,513	0.31%	623	0.57%
04/17/17	BB&T Corp	05531FAX1	2.750	04/01/22	04/01/22	1,250,000	1,263,379	1,295,356	31,977	0.66%	640	0.56%
05/18/17	Federal National Mortgage Association	3135G0T45	1.875	04/05/22	04/05/22	8,300,000	8,166,654	8,543,980	377,326	0.20%	644	3.70%
01/31/19	Treasury Note	912828X47	1.875	04/30/22	04/30/22	9,475,000	9,301,015	9,770,354	469,339	0.17%	669	4.23%
05/06/19	Apple Inc	037833CQ1	2.300	05/11/22	05/11/22	1,250,000	1,241,250	1,292,699	51,449	0.46%	680	0.56%
01/15/19	Oracle Corporation	68389XBB0	2.500	05/15/22	05/15/22	1,265,000	1,243,561	1,307,881	64,320	0.68%	684	0.57%
10/03/17	Home Depot Inc	437076BG6	2.625	06/01/22	06/01/22	1,200,000	1,214,701	1,251,738	37,037	0.37%	701	0.54%
09/25/17	Caterpillar Financial Services	14913QAA7	2.400	06/06/22	06/06/22	1,250,000	1,243,941	1,296,953	53,012	0.45%	706	0.56%
02/15/19	Cisco Systems Inc	17275RAV4	3.000	06/15/22	06/15/22	1,200,000	1,210,416	1,263,405	52,989	0.29%	715	0.55%
08/01/17	Treasury Note	912828XQ8	2.000	07/31/22	07/31/22	9,850,000	9,706,887	10,225,531	518,644	0.17%	761	4.43%
11/01/19	Procter & Gamble Company	742718EU9	2.150	08/11/22	08/11/22	1,275,000	1,290,912	1,323,680	32,768	0.34%	772	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	1,258,403	47,021	0.78%	793	0.55%
01/09/19	John Deere Capital Corp	24422ETV1	2.150	09/08/22	09/08/22	1,250,000	1,200,988	1,296,304	95,316	0.45%	800	0.56%
05/18/18	Merck & Co Inc	589331AT4	2.400	09/15/22	09/15/22	1,500,000	1,448,385	1,561,047	112,662	0.54%	807	0.68%
09/25/17	National Rural Utilities Coop	63743HEQ1	2.300	09/15/22	09/15/22	1,000,000	995,980	1,033,819	37,839	0.75%	807	0.45%
10/03/17	Treasury Note	9128282W9	1.875	09/30/22	09/30/22	9,125,000	9,098,667	9,475,029	376,362	0.17%	822	4.11%
09/12/19	FNMA	3135G0T78	2.000	10/05/22	10/05/22	4,500,000	4,543,965	4,680,278	136,313	0.22%	827	2.03%
07/25/18	Bank of America Corp	06051GEU9	3.300	01/11/23	01/11/23	1,675,000	1,655,367	1,786,609	131,242	0.64%	925	0.77%
09/26/19	Federal National Mortgage Association	3135G0T94	2.375	01/19/23	01/19/23	4,800,000	4,919,052	5,068,090	149,038	0.18%	933	2.20%
03/20/19	JP Morgan Chase & CO	46625HJH4	3.200	01/25/23	01/25/23	1,825,000	1,843,112	1,939,445	96,333	0.73%	939	0.84%
10/31/19	Treasury Note	9128283U2	2.375	01/31/23	01/31/23	4,200,000	4,309,594	4,438,219	128,625	0.17%	945	1.92%
02/14/19	IBM Corp	44932HAH6	3.000	02/06/23	02/06/23	1,225,000	1,222,811	1,299,908	77,097	0.63%	951	0.56%
03/18/19	Unitedhealth Group Inc	91324PBZ4	2.750	02/15/23	02/15/23	1,365,000	1,371,071	1,438,581	67,510	0.67%	960	0.62%
10/02/19	Pepsico Inc	713448CG1	2.750	03/01/23	03/01/23	1,300,000	1,344,486	1,374,837	30,351	0.57%	974	0.60%
12/03/19	Treasury Note	9128284L1	2.750	04/30/23	04/30/23	6,850,000	7,104,980	7,347,695	242,715	0.18%	1034	3.18%
06/06/19	Public Service Electric And Gas	74456QBC9	2.375	05/15/23	05/15/23	1,125,000	1,125,878	1,176,242	50,364	0.77%	1049	0.51%
02/04/19	Simon Property Group LP	828807DD6	2.750	06/01/23	06/01/23	1,250,000	1,234,086	1,299,699	65,613	1.36%	1066	0.56%
05/05/20	Federal Home Loan Mortgage Corp	3137EAEN5	2.750	06/19/23	06/19/23	6,250,000	6,718,056	6,712,760	(5,296)	0.25%	1084	2.91%
01/21/20	FNMA	3135G0U43	2.875	09/12/23	09/12/23	5,050,000	5,296,103	5,470,918	174,815	0.26%	1169	2.37%
07/31/19	Treasury Note	9128285D8	2.875	09/30/23	09/30/23	6,775,000	7,065,870	7,364,107	298,237	0.19%	1187	3.19%
03/16/20	Treasury Note	9128285P1	2.875	11/30/23	11/30/23	3,200,000	3,479,090	3,491,750	12,660	0.20%	1248	1.51%
03/20/19	Citibank NA	17325FAS7	3.650	01/23/24	01/23/24	1,750,000	1,806,514	1,919,005	112,491	0.89%	1302	0.83%
06/22/20	Comcast Corporation	2003NCR0	3.700	04/15/24	04/15/24	1,200,000	1,327,367	1,328,976	1,609	0.82%	1385	0.58%
06/23/20	Prudential Financial Inc	74432QBZ7	3.500	05/15/24	05/15/24	1,195,000	1,324,242	1,320,553	(3,689)	0.74%	1415	0.57%
10/31/19	Honeywell International Inc	438516BW5	2.300	08/15/24	08/15/24	1,250,000	1,275,020	1,330,865	55,845	0.71%	1507	0.58%
06/25/20	Wisconsin Electric Power Company	976656CLO	2.050	12/15/24	12/15/24	650,000	685,574	684,677	(897)	0.83%	1629	0.30%



**Burbank-Glendale-Pasadena Airport Authority - Operating Account  
Statement of Investments  
As of 06/30/20**

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
05/12/20	Intel Corp	458140BP4	3.400	03/25/25	03/25/25	1,000,000	1,106,179	1,121,977	15,798	0.77%	1729	0.49%
05/05/20	Florida Power & Light Company	341081FZ5	2.850	04/01/25	04/01/25	1,000,000	1,086,929	1,097,751	10,822	0.75%	1736	0.48%
		<b>Subtotal</b>				<b>\$211,945,183</b>	<b>\$213,528,175</b>	<b>\$219,898,411</b>	<b>\$ 6,370,236</b>	<b>0.33%</b>	<b>663</b>	<b>95.30%</b>
	Local Agency Investment Fund (LAIF)					10,780,370	10,780,370	10,833,332	52,962	1.22%	191	4.70%
		<b>Subtotal</b>				<b>\$222,725,553</b>	<b>\$224,308,545</b>	<b>\$230,731,743</b>	<b>\$ 6,423,198</b>	<b>0.37%</b>	<b>641</b>	<b>100.00%</b>
	Operating Bank Balance						<u>5,339,666</u>					
		<b>TOTAL</b>					<b>\$229,648,211</b>					

Burbank-Glendale-Pasadena Airport Authority - Operating Account  
 Statement of Purchases - Maturities - Sales  
 As of 06/30/20

**PURCHASES**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Par Value	Purchase Price	Purchase Cost	Prepaid Interest
06/22/20	Comcast Corporation	2003NCR0	3.700	04/15/24	1,200,000.00	110.61400	\$ 1,327,368.00	\$ (8,510.00)
06/22/20	FNMA	3135G0U43	2.875	09/12/23	400,000.00	108.37970	433,518.80	(3,226.39)
06/22/20	Treasury Note	9128285P1	2.875	11/30/23	700,000.00	108.96875	762,781.25	(1,264.69)
06/23/20	Prudential Financial Inc	74432QBZ7	3.500	05/15/24	400,000.00	110.80400	443,216.00	(1,555.56)
06/24/20	Prudential Financial Inc	74432QBZ7	3.500	05/15/24	795,000.00	110.82100	881,026.95	(3,168.96)
06/25/20	Wisconsin Electric Power Company	976656CL0	2.050	12/15/24	650,000.00	105.47300	685,574.50	(518.19)
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<b>TOTAL PURCHASES</b>					<b>\$ 4,145,000.00</b>		<b>\$ 4,533,485.50</b>	<b>\$ (18,243.79)</b>

**MATURITIES**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Par Value	Purchase Price	Purchase Cost	Gain / (Loss)
06/24/19	Prudential Financial Inc	74432QBM6	5.375	06/21/20	\$ 870,000.00	103.00100	\$ 896,108.70	\$ (26,108.70)
							-	-
							-	-
							-	-
							-	-
							-	-
							-	-
							-	-
<b>TOTAL MATURITIES</b>					<b>\$ 870,000.00</b>		<b>\$ 896,108.70</b>	<b>\$ (26,108.70)</b>

**SALES / REDEMPTIONS**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Sale Date	Par Value	Sale Price	Sale Amount	Purchase Cost	Gain / (Loss)
01/23/17	Comcast Corporation	20030NBV2	1.625	01/15/22	06/19/20	\$ 1,500,000.00	101.97043	\$ 1,529,556.45	\$ 1,437,900.00	\$ 91,656.45
								-	-	-
								-	-	-
								-	-	-
<b>TOTAL SALES</b>						<b>\$ 1,500,000.00</b>		<b>\$ 1,529,556.45</b>	<b>\$ 1,437,900.00</b>	<b>\$ 91,656.45</b>

**Burbank-Glendale-Pasadena Airport Authority - Operating Account**  
**Earnings Report**  
**06/01/20-06/30/20**

Type of Investment		Coupon	Maturity Date	Previous Accrual	Realized Interest For Period	Interest Paid At Purc/Recv	Current Accrual	Interest Earned	Amrt/Acrrt For Period	Adjusted Total Int. Earned
<b>FIXED INCOME</b>										
Prudential Financial Inc	NOTE	3.500	05/15/24	20,783.33	23,381.25	-	-	2,597.92	-	2,597.92
Comcast Corporation	NOTE	1.625	01/15/22	9,208.33	10,427.08	-	-	1,218.75	-	1,218.75
Commonwealth Edison Company	NOTE	4.000	08/01/20	9,066.67	-	-	11,333.33	2,266.66	(479.19)	1,787.47
Manufacturers & Traders Trust Co	NOTE	2.050	08/17/20	5,922.22	-	-	7,630.56	1,708.34	88.98	1,797.32
State Street Corporation	NOTE	2.550	08/18/20	8,755.00	-	-	11,305.00	2,550.00	(583.09)	1,966.91
American Express Credit Corp	NOTE	3.169	09/14/20	3,929.16	4,525.99	-	643.82	1,240.65	(160.39)	1,080.26
FFCB	NOTE	1.708	09/25/20	163.58	724.41	-	153.75	714.58	(96.68)	617.90
FHLB	NOTE	1.375	09/28/20	7,820.31	-	-	11,544.27	3,723.96	3,304.06	7,028.02
Travelers Cos Inc	NOTE	3.900	11/01/20	2,925.00	-	-	5,850.00	2,925.00	(1,581.69)	1,343.31
Ace InA Holdings Inc	NOTE	2.300	11/03/20	1,788.89	-	-	3,705.56	1,916.67	(22.12)	1,894.55
Coca-Cola Company (The)	NOTE	3.150	11/15/20	1,820.00	-	-	5,232.50	3,412.50	(495.69)	2,916.81
Public Service Company of Colorado	NOTE	3.200	11/15/20	1,535.99	-	-	4,416.00	2,880.01	(1,005.12)	1,874.89
Treasury Note	NOTE	2.625	11/15/20	9,701.09	-	-	26,820.65	17,119.56	(5,709.46)	11,410.10
Chevron Corp	NOTE	2.419	11/17/20	987.76	-	-	3,104.38	2,116.62	405.08	2,521.70
FHLMC Reference Bond	NOTE	1.875	11/17/20	2,916.67	-	-	9,166.67	6,250.00	916.74	7,166.74
Exxon Mobil Corp	NOTE	2.222	03/01/21	5,832.76	-	-	7,777.00	1,944.24	448.48	2,392.72
Wells Fargo & Company	NOTE	3.240	03/04/21	8,336.03	8,617.01	-	1,628.74	1,909.72	(1,031.20)	878.52
Praxair Inc	NOTE	4.050	03/15/21	3,454.20	-	-	4,817.70	1,363.50	(625.72)	737.78
Bank of New York Mellon Corp	NOTE	2.500	04/15/21	3,913.19	-	-	6,465.28	2,552.09	269.72	2,821.81
US Bank NA	NOTE	2.256	04/26/21	1,540.87	-	-	2,824.93	1,284.06	-	1,284.06
PNC Bank NA	NOTE	2.150	04/29/21	2,771.11	-	-	5,369.02	2,597.91	220.40	2,818.31
FNMA	NOTE	1.250	05/06/21	2,604.17	-	-	5,729.17	3,125.00	3,359.88	6,484.88
General Dynamics Corporation	NOTE	3.000	05/11/21	2,166.67	-	-	5,416.67	3,250.00	(332.49)	2,917.51
Fifth Third Bank	NOTE	2.250	06/14/21	10,437.50	11,250.00	-	1,062.50	1,875.00	578.33	2,453.33
WalMart Inc	NOTE	3.125	06/23/21	17,829.86	20,312.50	-	902.78	3,385.42	1.82	3,387.24
Treasury Note	NOTE	2.125	06/30/21	111,650.07	132,812.50	-	721.81	21,884.24	4,296.87	26,181.11
Florida Power Corporation	NOTE	3.100	08/15/21	6,435.08	-	-	8,256.34	1,821.26	(547.14)	1,274.12
FNMA Benchmark Note	NOTE	1.250	08/17/21	1,083.33	-	-	1,395.83	312.50	173.88	486.38
3M Company	NOTE	1.625	09/19/21	3,250.00	-	-	4,604.17	1,354.17	1,091.84	2,446.01
Treasury Note	NOTE	1.125	09/30/21	4,383.20	-	-	6,504.10	2,120.90	2,716.14	4,837.04
Federal Home Loan Banks	NOTE	1.875	11/29/21	1,562.51	-	-	25,000.01	23,437.50	5,398.51	28,836.01
Pfizer Inc	NOTE	2.200	12/15/21	15,216.67	16,500.00	-	1,466.67	2,750.00	19.67	2,769.67
FNMA Benchmark Note	NOTE	2.000	01/05/22	30,822.22	-	-	37,155.55	6,333.33	(415.71)	5,917.62
FHLMC	NOTE	2.375	01/13/22	74,218.75	-	-	90,122.76	15,904.01	(404.65)	15,499.36
Target Corporation	NOTE	2.900	01/15/22	14,242.23	-	-	17,383.88	3,141.65	(1,010.97)	2,130.68
Berkshire Hathaway Finance Corp	NOTE	3.400	01/31/22	17,141.67	-	-	21,391.67	4,250.00	(526.03)	3,723.97
Treasury Note	NOTE	1.500	01/31/22	12,317.30	-	-	15,346.15	3,028.85	1,177.41	4,206.26

**Burbank-Glendale-Pasadena Airport Authority - Operating Account**  
**Earnings Report**  
**06/01/20-06/30/20**

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	
PacifiCorp	NOTE	2.950	02/01/22	9,833.33	-	-	12,291.67	2,458.34	211.02	2,669.36
Microsoft Corporation	NOTE	2.375	02/12/22	8,808.94	-	-	11,233.41	2,424.47	689.34	3,113.81
Walt Disney Co	NOTE	2.550	02/15/22	9,760.83	-	-	12,523.33	2,762.50	(185.73)	2,576.77
FHLB	NOTE	2.250	03/11/22	20,000.00	-	-	27,500.00	7,500.00	(1,107.36)	6,392.64
Medtronic Inc	NOTE	3.150	03/15/22	8,312.50	-	-	11,593.75	3,281.25	(508.42)	2,772.83
BB&T Corp	NOTE	2.750	04/01/22	5,729.16	-	-	8,593.75	2,864.59	(307.90)	2,556.69
Federal National Mortgage Association	NOTE	1.875	04/05/22	24,208.33	-	-	37,177.08	12,968.75	3,245.57	16,214.32
Treasury Note	NOTE	1.875	04/30/22	15,448.37	-	-	29,931.22	14,482.85	4,446.84	18,929.69
Apple Inc	NOTE	2.300	05/11/22	1,597.22	-	-	3,993.06	2,395.84	249.29	2,645.13
Oracle Corporation	NOTE	2.500	05/15/22	1,405.56	-	-	4,040.97	2,635.41	552.22	3,187.63
Home Depot Inc	NOTE	2.625	06/01/22	15,750.00	15,750.00	-	2,625.01	2,625.01	(330.36)	2,294.65
Caterpillar Financial Services	NOTE	2.400	06/06/22	14,583.34	15,000.00	-	2,083.34	2,500.00	167.29	2,667.29
Cisco Systems Inc	NOTE	3.000	06/15/22	16,600.00	18,000.00	-	1,600.00	3,000.00	(261.49)	2,738.51
Treasury Note	NOTE	2.000	07/31/22	66,027.48	-	-	82,263.73	16,236.25	3,351.80	19,588.05
Procter & Gamble Company	NOTE	2.150	08/11/22	8,376.04	-	-	10,660.42	2,284.38	(479.27)	1,805.11
Burlington Northern Santa Fe LLC	NOTE	3.050	09/01/22	9,150.00	-	-	12,200.00	3,050.00	(347.89)	2,702.11
John Deere Capital Corp	NOTE	2.150	09/08/22	6,196.18	-	-	8,435.76	2,239.58	1,116.46	3,356.04
Merck & Co Inc	NOTE	2.400	09/15/22	7,600.00	-	-	10,600.00	3,000.00	1,127.78	4,127.78
National Rural Utilities Coop	NOTE	2.300	09/15/22	4,855.56	-	-	6,772.22	1,916.66	68.52	1,985.18
Treasury Note	NOTE	1.875	09/30/22	28,983.10	-	-	43,007.17	14,024.07	449.13	14,473.20
FNMA	NOTE	2.000	10/05/22	14,000.00	-	-	21,500.00	7,500.00	(1,196.87)	6,303.13
Bank of America Corp	NOTE	3.300	01/11/23	21,495.83	-	-	26,102.08	4,606.25	368.89	4,975.14
Federal National Mortgage Association	NOTE	2.375	01/19/23	41,800.00	-	-	51,300.00	9,500.00	(3,063.13)	6,436.87
JP Morgan Chase & CO	NOTE	3.200	01/25/23	20,440.00	-	-	25,306.67	4,866.67	(393.60)	4,473.07
Treasury Note	NOTE	2.375	01/31/23	33,432.69	-	-	41,653.85	8,221.16	(2,769.85)	5,451.31
IBM Corp	NOTE	3.000	02/06/23	11,739.58	-	-	14,802.08	3,062.50	24.11	3,086.61
Unitedhealth Group Inc	NOTE	2.750	02/15/23	11,052.70	-	-	14,180.84	3,128.14	(205.06)	2,923.08
Pepsico Inc	NOTE	2.750	03/01/23	8,937.50	-	-	11,916.67	2,979.17	(1,087.68)	1,891.49
Treasury Note	NOTE	2.750	04/30/23	16,380.43	-	-	31,737.09	15,356.66	(6,263.03)	9,093.63
Public Service Electric And Gas	NOTE	2.375	05/15/23	1,187.50	-	-	3,414.06	2,226.56	(19.87)	2,206.69
Simon Property Group LP	NOTE	2.750	06/01/23	17,187.50	17,187.50	-	2,864.59	2,864.59	311.50	3,176.09
Federal Home Loan Mortgage Corp	NOTE	2.750	06/19/23	77,343.75	85,937.50	-	5,729.17	14,322.92	(12,503.73)	1,819.19
FNMA	NOTE	2.875	09/12/23	29,336.98	-	3,226.39	43,959.54	11,396.17	(5,099.70)	6,296.47
Treasury Note	NOTE	2.875	09/30/23	32,995.73	-	-	48,961.40	15,965.67	(6,011.90)	9,953.77
Treasury Note	NOTE	2.875	11/30/23	196.38	-	1,264.69	7,792.35	6,331.28	(5,196.40)	1,134.88
Citibank NA	NOTE	3.650	01/23/24	22,711.11	-	-	28,034.03	5,322.92	(1,105.11)	4,217.81
Comcast Corporation	NOTE	3.700	04/15/24	-	-	8,510.00	9,373.33	863.33	(664.86)	198.47
Prudential Financial Inc	NOTE	3.500	05/15/24	-	-	4,724.52	5,344.31	619.79	(492.67)	127.12

**Burbank-Glendale-Pasadena Airport Authority - Operating Account  
Earnings Report  
06/01/20-06/30/20**

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	
Honeywell International Inc	NOTE	2.300	08/15/24	8,465.28	-	-	10,861.11	2,395.83	(452.34)	1,943.49
Wisconsin Electric Power Company	NOTE	2.050	12/15/24	-	-	518.19	592.22	74.03	(45.15)	28.88
Intel Corp	NOTE	3.400	03/25/25	6,233.33	-	-	9,066.67	2,833.34	(1,850.90)	982.44
Florida Power & Light Company	NOTE	2.850	04/01/25	5,066.67	-	-	7,441.67	2,375.00	(1,503.98)	871.02
<b>Subtotal</b>				<b>\$ 1,101,762.29</b>	<b>\$ 380,425.74</b>	<b>\$ 18,243.79</b>	<b>\$ 1,133,308.84</b>	<b>\$ 393,728.50</b>	<b>\$ (27,634.02)</b>	<b>\$ 366,094.48</b>
<b>CASH EQUIVALENTS</b>										
Cash Interest (MISC)				-	261.70	-	-	261.70	-	261.70
<b>Subtotal</b>				<b>\$ -</b>	<b>\$ 261.70</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 261.70</b>	<b>\$ -</b>	<b>\$ 261.70</b>
<b>LAIF</b>										
Local Agency Investment Fund				33,217.64	-	-	42,243.82	9,026.18	-	9,026.18
<b>TOTAL</b>				<b>\$ 1,134,979.93</b>	<b>\$ 380,687.44</b>	<b>\$ 18,243.79</b>	<b>\$ 1,175,552.66</b>	<b>\$ 403,016.38</b>	<b>\$ (27,634.02)</b>	<b>\$ 375,382.36</b>

**Burbank-Glendale-Pasadena Airport Authority - PFC Account**  
**Statement of Investments**  
**As of 06/30/20**

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
06/30/20	Columbia Treasury Reserves	097101307	0.000	06/30/20	06/30/20	\$ 658,145	\$ 658,145	\$ 658,145	\$ -	0.00%	0	1.33%
03/22/18	FFCB	3133EHZK2	2.315	09/25/20	07/25/20	350,000	350,207	350,007	(200)	0.16%	25	0.70%
01/16/19	Commonwealth Edison Company	202795HV5	4.000	08/01/20	08/01/20	235,000	238,217	235,616	(2,601)	0.94%	32	0.47%
10/02/17	Manufacturers & Traders Trust Co	55279HAN0	2.050	08/17/20	08/17/20	250,000	250,163	250,159	(4)	1.55%	48	0.50%
05/04/17	State Street Corporation	524144AS2	2.550	08/18/20	08/18/20	300,000	303,576	300,849	(2,727)	0.42%	49	0.61%
04/24/18	Wells Fargo & Company	949746RT0	4.076	03/04/21	09/04/20	350,000	357,655	352,506	(5,149)	0.60%	66	0.71%
09/29/17	FHLB	3130ACE26	1.375	09/28/20	09/28/20	1,000,000	991,915	1,002,828	10,913	0.20%	90	2.02%
04/21/16	Travelers Cos Inc	89417EAG4	3.900	11/01/20	11/01/20	200,000	210,963	202,257	(8,706)	0.53%	124	0.41%
02/21/17	Ace InA Holdings Inc	00440EAT4	2.300	11/03/20	11/03/20	250,000	249,320	251,227	1,907	0.86%	126	0.51%
04/02/18	Coca-Cola (The)	191216AR1	3.150	11/15/20	11/15/20	200,000	202,392	202,099	(293)	0.35%	138	0.41%
03/08/16	Public Service Company of Colorado	744448CD1	3.200	11/15/20	11/15/20	215,000	221,382	215,154	(6,228)	2.99%	138	0.43%
10/27/17	Treasury Note	912828PC8	2.625	11/15/20	11/15/20	1,525,000	1,564,256	1,538,999	(25,257)	0.17%	138	3.10%
06/25/18	Chevron Corp	166764AE0	2.419	11/17/20	11/17/20	250,000	248,295	251,528	3,233	0.81%	140	0.51%
03/01/18	FHLMC Reference Bond	3137EAEK1	1.875	11/17/20	11/17/20	1,350,000	1,330,451	1,358,339	27,888	0.25%	140	2.74%
03/06/18	Exxon Mobil Corp	30231GAV4	2.222	03/01/21	03/01/21	250,000	247,308	252,698	5,390	0.61%	244	0.51%
11/10/17	Praxair	74005PAY0	4.050	03/15/21	03/15/21	131,000	136,341	134,426	(1,915)	0.35%	258	0.27%
01/25/18	Bank of New York Mellon Corp	06406FAA1	2.500	04/15/21	04/15/21	300,000	299,256	304,508	5,252	0.59%	289	0.61%
01/24/18	Treasury Note	912828Q78	1.375	04/30/21	04/30/21	1,200,000	1,163,789	1,211,906	48,117	0.18%	304	2.44%
05/31/18	FNMA	3135G0K69	1.250	05/06/21	05/06/21	925,000	891,013	933,145	42,132	0.21%	310	1.88%
05/08/18	General Dynamics Corporation	369550BE7	3.000	05/11/21	05/11/21	300,000	300,494	306,890	6,396	0.33%	315	0.62%
06/20/18	WalMart Inc	931142EJ8	3.125	06/23/21	06/23/21	300,000	301,350	308,288	6,938	0.30%	358	0.62%
03/01/18	Fifth Third Bank	31677QBG3	2.250	06/14/21	06/14/21	200,000	195,570	203,066	7,496	0.64%	349	0.41%
12/23/16	Treasury Note	912828WR7	2.125	06/30/21	06/30/21	1,500,000	1,488,668	1,529,063	40,395	0.19%	365	3.08%
10/02/17	Florida Power Corporation	341099CP2	3.100	08/15/21	08/15/21	250,000	256,744	255,349	(1,395)	1.18%	411	0.51%
05/31/19	FNMA Benchmark Note	3135G0N82	1.250	08/17/21	08/17/21	130,000	128,006	131,571	3,565	0.18%	413	0.26%
08/07/18	3M Company	88579YAU5	1.625	09/19/21	09/19/21	275,000	266,930	278,611	11,681	0.54%	446	0.56%
07/05/18	Treasury Note	912828T34	1.125	09/30/21	09/30/21	1,590,000	1,517,091	1,608,881	91,790	0.17%	457	3.24%
12/23/16	Federal Home Loan Banks	3130AABG2	1.875	11/29/21	11/29/21	1,525,000	1,497,278	1,561,560	64,282	0.18%	517	3.14%
01/23/17	Pfizer Inc	717081DZ3	2.200	12/15/21	12/15/21	360,000	359,305	369,094	9,789	0.46%	533	0.74%
03/27/19	FNMA Benchmark Note	3135G0S38	2.000	01/05/22	01/05/22	1,150,000	1,152,401	1,181,064	28,663	0.21%	554	2.38%
09/25/18	FHLMC	3137EADB2	2.375	01/13/22	01/13/22	1,775,000	1,757,610	1,834,508	76,898	0.19%	562	3.69%
06/26/19	Target Corporation	87612EAZ9	2.900	01/15/22	01/15/22	300,000	306,848	312,009	5,161	0.30%	564	0.63%
08/15/18	Berkshire Hathaway Finance Corp	084670BF4	3.400	01/31/22	01/31/22	360,000	366,983	376,872	9,889	0.38%	580	0.76%
02/03/17	Treasury Note	912828H86	1.500	01/31/22	01/31/22	1,450,000	1,400,944	1,480,473	79,529	0.17%	580	2.98%
08/06/18	PacifiCorp	695114CP1	2.950	02/01/22	02/01/22	250,000	249,340	258,543	9,203	0.80%	581	0.52%
11/05/18	Microsoft Corporation	594918BA1	2.375	02/12/22	02/12/22	300,000	295,021	309,774	14,753	0.35%	592	0.62%
02/21/17	Walt Disney Co	25468PCT1	2.550	02/15/22	02/15/22	300,000	300,881	309,495	8,614	0.59%	595	0.62%

**Burbank-Glendale-Pasadena Airport Authority - PFC Account**  
**Statement of Investments**  
**As of 06/30/20**

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
07/09/19	FHLB	313378CR0	2.250	03/11/22	03/11/22	1,175,000	1,190,245	1,214,987	24,742	0.24%	619	2.45%
04/16/19	Medtronic Inc	585055BR6	3.150	03/15/22	03/15/22	300,000	304,905	314,490	9,585	0.31%	623	0.63%
05/31/19	US Bancorp	91159HHC7	3.000	03/15/22	03/15/22	290,000	294,840	302,328	7,488	0.50%	623	0.61%
01/11/19	BB&T Corp	05531FAX1	2.750	04/01/22	04/01/22	300,000	298,290	310,885	12,595	0.66%	640	0.63%
03/01/18	Federal National Mortgage Assoc	3135G0T45	1.875	04/05/22	04/05/22	1,050,000	1,033,101	1,080,865	47,764	0.20%	644	2.18%
01/31/19	Treasury Note	912828X47	1.875	04/30/22	04/30/22	1,550,000	1,530,471	1,598,316	67,845	0.00%	669	3.22%
05/31/19	Apple Inc	037833CQ1	2.300	05/11/22	05/11/22	300,000	300,762	310,248	9,486	0.46%	680	0.62%
01/15/19	Oracle Corporation	68389XBB0	2.500	05/15/22	05/15/22	300,000	296,412	310,169	13,757	0.68%	684	0.62%
10/03/17	Home Depot Inc	437076BG6	2.625	06/01/22	06/01/22	300,000	303,523	312,934	9,411	0.37%	701	0.63%
11/08/18	Caterpillar Financial Services	14913QAA7	2.400	06/06/22	06/06/22	300,000	292,337	311,269	18,932	0.45%	706	0.63%
02/15/19	Cisco Systems Inc	17275RAV4	3.000	06/15/22	06/15/22	300,000	303,772	315,851	12,079	0.29%	715	0.64%
12/31/18	Treasury Note	912828XQ8	2.000	07/31/22	07/31/22	1,425,000	1,405,583	1,479,328	73,745	0.17%	761	2.98%
11/01/19	Procter & Gamble Company	742718EU9	2.150	08/11/22	08/11/22	300,000	303,998	311,454	7,456	0.34%	772	0.63%
02/15/19	Burlington Northern Santa Fe LLC	12189LAL5	3.050	09/01/22	09/01/22	275,000	277,996	288,384	10,388	0.78%	793	0.58%
01/09/19	John Deere Capital Corp	24422ETV1	2.150	09/08/22	09/08/22	300,000	290,735	311,113	20,378	0.45%	800	0.63%
05/18/18	Merck & Co Inc	589331AT4	2.400	09/15/22	09/15/22	350,000	343,117	364,244	21,127	0.54%	807	0.73%
01/11/19	Treasury Note	9128282W9	1.875	09/30/22	09/30/22	1,225,000	1,201,813	1,271,990	70,177	0.17%	822	2.56%
09/12/19	FNMA	3135G0T78	2.000	10/05/22	10/05/22	1,000,000	1,009,770	1,040,062	30,292	0.22%	827	2.09%
04/25/18	Bank of America Corp	06051GEU9	3.300	01/11/23	01/11/23	400,000	399,124	426,653	27,529	0.64%	925	0.86%
09/26/19	Federal National Mortgage Assoc	3135G0T94	2.375	01/19/23	01/19/23	1,750,000	1,791,413	1,847,741	56,328	0.18%	933	3.72%
03/20/19	JP Morgan Chase & CO	46625HJH4	3.200	01/25/23	01/25/23	425,000	430,662	451,652	20,990	0.73%	939	0.91%
08/22/19	Treasury Note	9128283U2	2.375	01/31/23	01/31/23	1,675,000	1,718,542	1,770,004	51,462	0.17%	945	3.56%
02/14/19	IBM Corp	44932HAH6	3.000	02/06/23	02/06/23	325,000	326,680	344,874	18,194	0.63%	951	0.69%
03/18/19	Unitedhealth Group Inc	91324PBZ4	2.750	02/15/23	02/15/23	325,000	326,091	342,519	16,428	0.67%	960	0.69%
10/02/19	Pepsico Inc.	713448CG1	2.750	03/01/23	03/01/23	300,000	310,179	317,270	7,091	0.57%	974	0.64%
11/19/19	Treasury Note	9128284L1	2.750	04/30/23	04/30/23	1,900,000	1,969,049	2,038,047	68,998	0.18%	1034	4.10%
06/06/19	Public Service Electric And Gas	74456QBC9	2.375	05/15/23	05/15/23	275,000	275,974	287,526	11,552	0.77%	1049	0.58%
02/04/19	Simon Property Group LP	828807DD6	2.750	06/01/23	06/01/23	300,000	298,332	311,928	13,596	1.36%	1066	0.63%
02/19/20	FHLMC	3137EAEN5	2.750	06/19/23	06/19/23	1,875,000	1,984,695	2,013,828	29,133	0.25%	1084	4.06%
01/21/20	FNMA	3135G0U43	2.875	09/12/23	09/12/23	1,400,000	1,464,188	1,516,690	52,502	0.26%	1169	3.05%
07/31/19	Treasury Note	9128285D8	2.875	09/30/23	09/30/23	1,875,000	1,959,889	2,038,037	78,148	0.19%	1187	4.10%
02/19/20	Treasury Note	9128285P1	2.875	11/30/23	11/30/23	800,000	856,140	872,938	16,798	0.20%	1248	1.76%
03/20/19	Citibank NA	17325FAS7	3.650	01/23/24	01/23/24	300,000	307,316	328,972	21,656	0.89%	1302	0.66%
10/31/19	Honeywell International Inc	438516BW5	2.300	08/15/24	08/15/24	300,000	305,382	319,408	14,026	0.71%	1507	0.64%
02/12/20	PNC Funding Corp	69353REF1	3.300	10/30/24	10/30/24	325,000	345,448	357,089	11,641	0.97%	1583	0.72%
<b>Subtotal</b>						<b>\$ 47,844,145</b>	<b>\$ 48,106,882</b>	<b>\$ 49,655,600</b>	<b>\$ 1,548,718</b>	<b>0.31%</b>	<b>664</b>	<b>100.00%</b>

**Burbank-Glendale-Pasadena Airport Authority - PFC Account**  
**Statement of Investments**  
**As of 06/30/20**

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
	PFC Bank Balance						23,754					
		<b>TOTAL</b>					<b>\$ 48,130,636</b>					



**Burbank-Glendale-Pasadena Airport Authority - PFC Account**  
**Statement of Purchases - Maturities - Sales**  
**As of 06/30/20**

**PURCHASES**

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

**MATURITIES**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Par Value	Purchase Price	Purchase Cost	Gain / (Loss)
06/24/19	Prudential Financial Inc.	74432QMB6	5.375	06/21/20	\$ 225,000.00	102.93189	\$ 231,596.75	\$ (6,596.75)
							-	-
							-	-
							-	-
							-	-
<b>TOTAL MATURITIES</b>					\$ 225,000.00		\$ 231,596.75	\$ (6,596.75)

**SALES / REDEMPTIONS / DELIVERS**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Sale Date	Par Value	Sale Price	Sale Amount	Purchase Cost	Gain / (Loss)
01/23/17	Comcast Corporation	20030NBV2	1.625	01/15/22	06/19/20	50,000.00	101.97044	\$ 50,985.22	\$ 49,875.50	\$ 1,109.72
01/23/17	Comcast Corporation	20030NBV2	1.625	01/15/22	06/19/20	200,000.00	101.97043	203,940.86	191,720.00	12,220.86
01/23/17	Comcast Corporation	20030NBV2	1.625	01/15/22	06/19/20	100,000.00	101.97042	101,970.42	96,033.00	5,937.42
						\$ 350,000.00		\$ 356,896.50	\$ 337,628.50	\$ 19,268.00

Burbank-Glendale-Pasadena Airport Authority - PFC Account										
Earnings Report										
06/01/20-06/31/20										
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
<b>FIXED INCOME</b>										
Prudential Financial Inc.	NOTE	5.375	06/21/20	5,375.00	6,046.88	-	-	671.88	-	671.88
Comcast Corporation	NOTE	1.625	01/15/22	2,148.60	2,432.99	-	-	284.39	-	284.39
Commonwealth Edison Company	NOTE	4.000	08/01/20	3,133.33	-	-	3,916.67	783.34	(210.64)	572.70
Manufacturers & Traders Trust Co	NOTE	2.050	08/17/20	1,480.56	-	-	1,907.64	427.08	(4.85)	422.23
State Street Corporation	NOTE	2.550	08/18/20	2,188.75	-	-	2,826.25	637.50	(115.38)	522.12
FFCB	NOTE	2.315	09/25/20	11.45	50.71	-	10.76	50.02	(6.77)	43.25
FHLB	NOTE	1.375	09/28/20	2,406.25	-	-	3,552.08	1,145.83	224.79	1,370.62
Travelers Cos Inc	NOTE	3.900	11/01/20	650.00	-	-	1,300.00	650.00	(246.59)	403.41
Ace InA Holdings Inc	NOTE	2.300	11/03/20	447.21	-	-	926.39	479.18	26.72	505.90
Coca-Cola (The)	NOTE	3.150	11/15/20	280.00	-	-	805.00	525.00	(76.27)	448.73
Public Service Company of Colorado	NOTE	3.200	11/15/20	305.78	-	-	879.10	573.32	(124.25)	449.07
Treasury Note	NOTE	2.625	11/15/20	1,849.27	-	-	5,112.69	3,263.42	(1,059.14)	2,204.28
Chevron Corp	NOTE	2.419	11/17/20	235.19	-	-	739.13	503.94	34.74	538.68
FHLMC Reference Bond	NOTE	1.875	11/17/20	984.38	-	-	3,093.75	2,109.37	601.52	2,710.89
Exxon Mobil Corp	NOTE	2.222	03/01/21	1,388.75	-	-	1,851.66	462.91	78.62	541.53
Wells Fargo & Company	NOTE	4.076	03/04/21	2,244.31	2,319.97	-	438.51	514.17	(291.05)	223.12
Praxair	NOTE	4.050	03/15/21	1,120.05	-	-	1,562.18	442.13	(145.63)	296.50
Bank of New York Mellon Corp	NOTE	2.500	04/15/21	958.33	-	-	1,583.33	625.00	3.30	628.30
Treasury Note	NOTE	1.375	04/30/21	1,434.78	-	-	2,779.90	1,345.12	971.10	2,316.22
FNMA	NOTE	1.250	05/06/21	802.95	-	-	1,766.49	963.54	978.44	1,941.98
General Dynamics Corporation	NOTE	3.000	05/11/21	500.00	-	-	1,250.00	750.00	(37.96)	712.04
Fifth Third Bank	NOTE	2.250	06/14/21	2,087.50	2,250.00	-	212.50	375.00	115.67	490.67
WalMart Inc	NOTE	3.125	06/23/21	4,114.58	4,687.50	-	208.33	781.25	(65.72)	715.53
Treasury Note	NOTE	2.125	06/30/21	13,398.00	15,937.50	-	86.62	2,626.12	315.25	2,941.37
Florida Power Corporation	NOTE	3.100	08/15/21	2,281.95	-	-	2,927.79	645.84	(212.84)	433.00
FNMA Benchmark Note	NOTE	1.250	08/17/21	469.44	-	-	604.86	135.42	75.35	210.77
3M Company	NOTE	1.625	09/19/21	893.75	-	-	1,266.15	372.40	235.71	608.11
Treasury Note	NOTE	1.125	09/30/21	3,030.12	-	-	4,496.31	1,466.19	1,931.47	3,397.66
Federal Home Loan Banks	NOTE	1.875	11/29/21	158.86	-	-	2,541.66	2,382.80	591.22	2,974.02
Pfizer Inc	NOTE	2.200	12/15/21	3,652.00	3,960.00	-	352.00	660.00	5.17	665.17
FNMA Benchmark Note	NOTE	2.000	01/05/22	9,327.77	-	-	11,244.44	1,916.67	(85.77)	1,830.90
FHLMC	NOTE	2.375	01/13/22	16,213.95	-	-	19,688.36	3,474.41	446.31	3,920.72
Target Corporation	NOTE	2.900	01/15/22	3,286.67	-	-	4,011.67	725.00	(233.88)	491.12
Berkshire Hathaway Finance Corp	NOTE	3.400	01/31/22	4,114.00	-	-	5,134.01	1,020.01	(212.04)	807.97
Treasury Note	NOTE	1.500	01/31/22	7,289.84	-	-	9,082.41	1,792.57	1,035.27	2,827.84
PacifiCorp	NOTE	2.950	02/01/22	2,458.34	-	-	3,072.91	614.57	7.92	622.49

**Burbank-Glendale-Pasadena Airport Authority - PFC Account  
Earnings Report  
06/01/20-06/31/20**

Type of Investment	Type	Coupon	Maturity Date	Previous Accrual	Realized Interest For Period	Interest Paid At Purc/Recv	Current Accrual	Interest Earned	Amrt/Acct For Period	Adjusted Total Int. Earned
Microsoft Corporation	NOTE	2.375	02/12/22	2,157.29	-	-	2,751.04	593.75	123.74	717.49
Walt Disney Co	NOTE	2.550	02/15/22	2,252.51	-	-	2,890.01	637.50	(24.45)	613.05
FHLB	NOTE	2.250	03/11/22	5,875.00	-	-	8,078.13	2,203.13	(506.56)	1,696.57
Medtronic Inc	NOTE	3.150	03/15/22	1,995.00	-	-	2,782.50	787.50	(150.03)	637.47
US Bancorp	NOTE	3.000	03/15/22	1,836.67	-	-	2,561.67	725.00	(157.57)	567.43
BB&T Corp	NOTE	2.750	04/01/22	1,375.00	-	-	2,062.51	687.51	34.58	722.09
Federal National Mortgage Assoc	NOTE	1.875	04/05/22	3,062.49	-	-	4,703.12	1,640.63	349.69	1,990.32
Treasury Note	NOTE	1.875	04/30/22	2,527.17	-	-	4,896.40	2,369.23	491.17	2,860.40
Apple Inc	NOTE	2.300	05/11/22	383.33	-	-	958.33	575.00	(25.16)	549.84
Oracle Corporation	NOTE	2.500	05/15/22	333.33	-	-	958.33	625.00	86.21	711.21
Home Depot Inc	NOTE	2.625	06/01/22	3,937.50	3,937.50	-	656.27	656.27	(84.31)	571.96
Caterpillar Financial Services	NOTE	2.400	06/06/22	3,499.99	3,600.00	-	499.99	600.00	175.89	775.89
Cisco Systems Inc	NOTE	3.000	06/15/22	4,150.00	4,500.00	-	400.00	750.00	(107.48)	642.52
Treasury Note	NOTE	2.000	07/31/22	9,552.19	-	-	11,901.10	2,348.91	447.06	2,795.97
Procter & Gamble Company	NOTE	2.150	08/11/22	1,970.83	-	-	2,508.33	537.50	(125.05)	412.45
Burlington Northern Santa Fe LLC	NOTE	3.050	09/01/22	2,096.88	-	-	2,795.83	698.95	(90.10)	608.85
John Deere Capital Corp	NOTE	2.150	09/08/22	1,487.08	-	-	2,024.60	537.52	209.43	746.95
Merck & Co Inc	NOTE	2.400	09/15/22	1,773.34	-	-	2,473.34	700.00	129.25	829.25
Treasury Note	NOTE	1.875	09/30/22	3,890.88	-	-	5,773.57	1,882.69	512.88	2,395.57
FNMA	NOTE	2.000	10/05/22	3,111.11	-	-	4,777.78	1,666.67	(265.97)	1,400.70
Bank of America Corp	NOTE	3.300	01/11/23	5,133.33	-	-	6,233.33	1,100.00	(7.06)	1,092.94
Federal National Mortgage Assoc	NOTE	2.375	01/19/23	15,239.58	-	-	18,703.13	3,463.55	(1,066.95)	2,396.60
JP Morgan Chase & CO	NOTE	3.200	01/25/23	4,760.00	-	-	5,893.34	1,133.34	(130.82)	1,002.52
Treasury Note	NOTE	2.375	01/31/23	13,333.28	-	-	16,611.94	3,278.66	(1,095.06)	2,183.60
IBM Corp	NOTE	3.000	02/06/23	3,114.58	-	-	3,927.08	812.50	(51.24)	761.26
Unitedhealth Group Inc	NOTE	2.750	02/15/23	2,631.59	-	-	3,376.39	744.80	(34.48)	710.32
Pepsico Inc.	NOTE	2.750	03/01/23	2,062.51	-	-	2,750.00	687.49	(249.15)	438.34
Treasury Note	NOTE	2.750	04/30/23	4,543.48	-	-	8,802.99	4,259.51	(1,690.10)	2,569.41
Public Service Electric And Gas	NOTE	2.375	05/15/23	290.28	-	-	834.55	544.27	(24.09)	520.18
Simon Property Group LP	NOTE	2.750	06/01/23	4,125.00	4,125.00	-	687.50	687.50	24.90	712.40
FHLMC	NOTE	2.750	06/19/23	23,203.13	25,781.25	-	1,718.75	4,296.87	(2,796.51)	1,500.36
FNMA	NOTE	2.875	09/12/23	8,832.64	-	-	12,186.81	3,354.17	(1,469.97)	1,884.20
Treasury Note	NOTE	2.875	09/30/23	9,131.65	-	-	13,550.21	4,418.56	(1,759.84)	2,658.72
Treasury Note	NOTE	2.875	11/30/23	62.84	-	-	1,948.08	1,885.24	(1,235.80)	649.44
Citibank NA	NOTE	3.650	01/23/24	3,893.33	-	-	4,805.83	912.50	(128.90)	783.60
Honeywell International Inc	NOTE	2.300	08/15/24	2,031.66	-	-	2,606.66	575.00	(96.99)	478.01
PNC Funding Corp	NOTE	3.300	10/30/24	923.54	-	-	1,817.29	893.75	(368.23)	525.52

Burbank-Glendale-Pasadena Airport Authority - PFC Account										
Earnings Report										
06/01/20-06/31/20										
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
	Subtotal			\$ 263,301.72	\$ 79,629.30	\$ -	\$ 274,138.28	\$ 90,465.86	\$ (6,607.28)	\$ 83,858.58
<b>CASH EQUIVALENTS</b>										
Cash Interest				-	253.50	-	-	253.50	-	253.50
	Subtotal			\$ -	\$ 253.50	\$ -	\$ -	\$ 253.50	\$ -	\$ 253.50
	<b>TOTAL</b>			\$ 263,301.72	\$ 79,882.80	\$ -	\$ 274,138.28	\$ 90,719.36	\$ (6,607.28)	\$ 84,112.08

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

**SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS  
MONTH AND TWELVE MONTHS ENDED JUNE 30, 2020 & 2019**

	Monthly Performance					June 2020	Fiscal YTD Performance (July 2019 - June 2020)				
	A	B	C	D	E		F	G	H	I	J
	Actual \$ June 2020	Budget June 2020	Actual \$ Prior Year June 2019	Note	Variance Actual Vs. Budget		Fiscal YTD	Fiscal YTD Budget	Actual \$ Prior Year Fiscal YTD	Note	Variance Actual Vs. Budget
<b>OPERATING ACTIVITY</b>											
<b>CASH RECEIPTS FROM OPERATIONS</b>											
1	\$117,657	\$406,250	\$415,855	(2)	(\$288,593)	Landing/Fuel Fees	\$4,323,047	\$4,875,000	\$4,606,909	(2)	(\$551,953)
2	409,800	1,723,055	1,776,821	(3)	(1,313,255)	Parking Fees	17,330,557	20,940,000	21,600,691	(3)	(3,609,443)
3	236,944	1,075,104	1,226,111	(4)	(838,160)	Rental Receipts - Terminal Building	11,516,681	12,901,292	13,466,075	(4)	(1,384,611)
4	1,267,707	1,057,394	1,112,247	(5)	210,313	Rental Receipts - Other Buildings	13,429,910	12,938,708	12,676,418	(5)	491,202
5	33,745	341,663	419,826	(6)	(307,918)	Ground Transportation	4,251,940	4,100,000	3,837,513	(6)	151,940
6	103,674	20,413	145,818	(7)	83,261	Other Receipts	748,409	245,000	1,249,678	(7)	503,409
7	452,199	194,163	350,484	(8)	258,036	Investment Receipts - Treasurer/Other Interest Earned	4,681,551	4,250,000	3,687,217	(8)	431,551
8	\$2,621,726	\$4,818,042	\$5,447,162	(1)	(\$2,196,316)		\$56,282,095	\$60,250,000	\$61,124,501	(1)	(\$3,967,905)
<b>CASH DISBURSEMENTS FROM OPERATIONS</b>											
9	(\$129,195)	(\$168,310)	(\$69,130)	(10)	\$39,115	Administrative Supplies & Costs	(\$1,233,274)	(\$1,479,720)	(\$1,119,869)	(10)	\$246,446
10	(195,297)	(319,745)	(251,750)	(11)	124,448	Operating Supplies & Maintenance	(3,680,563)	(4,116,380)	(3,389,231)	(11)	435,817
11	(2,217,384)	(2,779,221)	(2,151,118)	(12)	561,837	Contractual Operating Costs	(28,200,666)	(30,154,625)	(26,997,015)	(12)	1,953,959
12	(318,137)	(247,647)	(232,501)	(13)	(70,490)	Contractual Professional Services	(5,539,893)	(5,369,800)	(4,272,972)	(13)	(170,093)
13	(389,719)	(416,000)	(407,767)	(14)	26,281	Wages & Benefits	(5,732,142)	(5,894,850)	(5,298,690)	(14)	162,708
14	(49,121)	(94,251)	(35,304)	(15)	45,130	Other Operating Costs	(1,044,917)	(1,359,000)	(971,990)	(15)	314,083
15	(380,683)	(380,683)	(380,288)		0	Bond Debt Service - 2015 Bonds	(4,568,250)	(4,568,250)	(4,563,500)		0
16	0	0	0	(16)	0	Parking Tax	(2,369,827)	(2,243,575)	(2,288,315)	(16)	(126,252)
17	(\$3,679,536)	(\$4,405,857)	(\$3,527,858)	(9)	\$726,321		(\$52,369,532)	(\$55,186,200)	(\$48,901,582)	(9)	\$2,816,668
<b>INCREASE (DECREASE) IN CASH FROM OPERATIONS</b>											
18	(\$1,057,810)	\$412,185	\$1,919,304		(\$1,469,995)		\$3,912,563	\$5,063,800	\$12,222,919		(\$1,151,237)
<b>FACILITY IMPROVEMENT / NOISE MITIGATION TRANSACTIONS</b>											
<b>CASH DISBURSEMENTS</b>											
19	(\$160)	(\$60,000)	(\$151)	(17)	\$59,840	Sound Insulation Program Costs	(\$1,898)	(\$500,000)	(\$4,293)	(17)	\$498,102
20	(351,084)	(2,196,000)	139,373	(18)	1,844,916	Other Facility Improvement Program Project Costs	(10,910,889)	(16,175,250)	(13,400,239)	(18)	5,264,361
21	(\$351,244)	(\$2,256,000)	\$139,222		\$1,904,756		(\$10,912,787)	(\$16,675,250)	(\$13,404,532)		\$5,762,463
<b>CASH RECEIPTS FROM FUNDING SOURCES</b>											
22	\$0	\$48,354	\$0	(17)	(\$48,354)	FAA Grants - Sound Insulation Program	\$0	\$402,950	\$0	(17)	(\$402,950)
23	0	413,592	351,131	(19)	(413,592)	FAA Grants - Facility Improvement Program	2,839,799	5,325,319	4,962,428	(19)	(2,485,520)
24	0	0	0	(20)	0	Other Grants	60,706	0	93,336	(20)	60,706
25	4,320,052	1,468,674	0	(21)	2,851,378	Passenger Facility Charge Receipts/Reserves	4,486,664	6,571,616	3,409,561	(21)	(2,084,952)
26	0	0	61,205		0	Facility Development Fund (Authority Reserves)	0	0	1,056,182		0
27	\$4,320,052	\$1,930,620	\$412,336		\$2,389,432		\$7,387,169	\$12,299,885	\$9,521,507		(\$4,912,716)
<b>INCREASE (DECREASE) - FACILITY / NOISE MITIGATION TRANSACTIONS</b>											
28	\$3,968,808	(\$325,380)	\$551,558		\$4,294,188		(\$3,525,618)	(\$4,375,365)	(\$3,883,025)		\$849,747
29	\$2,910,998	\$86,805	\$2,470,862		\$2,824,193		\$386,945	\$688,435	\$8,339,894		(\$301,490)
<b>NET ACTIVITY VS. BUDGET</b>											
30	\$0	\$0	(\$61,205)		\$0	LESS USE OF AUTHORITY RESERVES	\$0	\$0	(\$1,056,182)		\$0
<b>NET INCREASE (DECREASE) IN CASH - TOTAL (see note below)</b>											
31	\$2,910,998	\$86,805	\$2,409,657		\$2,824,193		\$386,945	\$688,435	\$7,283,712		(\$301,490)

# BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

## NOTES TO SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS MONTH AND TWELVE MONTHS ENDED JUNE 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 at fiscal year-end. 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. The Authority also granted economic relief to airline and tenant concessionaires by deferring or abating certain fees/rents to FY 2021. To address the reduction in revenues in the fourth quarter of the fiscal year, the Authority used approximately \$3.3 million of the \$21.1 million in CARES Act Grant Funds the Authority has received.

**NOTE (1) – Cash Receipts from Operations**

Cash receipts from operations are under budget at fiscal year-end. On an accrual basis, operating revenues are under budget at fiscal year-end by \$3,104,867. 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 are under budget by \$429,505 at fiscal year-end

**NOTE (3) – Parking Fees**

Parking fee revenues performed under budget forecast. Accrual basis Parking Fees are \$3,571,869 under budget at fiscal year-end

(Continued)

## BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

### NOTES TO SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS MONTH AND TWELVE MONTHS ENDED JUNE 30, 2020 & 2019

**NOTE (4) – Rental Receipts - Terminal Building**

Terminal Building rental receipts are under budget at fiscal year-end due to the impact of COVID-19 pandemic. Accrual basis Terminal Building rents are under budget by \$995,066 at fiscal year-end. FY 2020 annual passenger levels decreased by 17.36% from the prior fiscal year.

**NOTE (5) – Rental Receipts - Other Buildings**

Other Buildings rental receipts exceed the budget at fiscal year-end. Accrual basis Other Building rental receipts are \$785,061 ahead of budget at fiscal year-end due to CPI adjustments to existing leases and additional hangar leases during the fiscal year.

**NOTE (6) – Ground Transportation**

This category consists of off-airport access fees and TNC activity. Accrual basis Ground Transportation receipts are \$201,307 under budget at fiscal year-end.

**NOTE (7) – Other Receipts**

This category consists primarily of film location revenues. Other Receipts include a rent deposit of \$141,697 from Avalon Capital Group for the lease of Hangar 38. Accrual basis Other Receipts are \$464,038 ahead of budget at fiscal year-end.

**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 \$843,781 at fiscal year-end.

**NOTE (9) – Cash Disbursements from Operations**

Overall operating disbursements are favorably under budget at fiscal year-end. 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.

(Continued)

## **BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

### **NOTES TO SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS MONTH AND TWELVE MONTHS ENDED JUNE 30, 2020 & 2019**

**NOTE (13) – Contractual Professional Services**

This line item, which includes various professional services such as legal, auditing, noise, financial and insurance, exceeds the budget due to the joint noise and task force meetings with LAWA. These costs were not budgeted in FY 2020.

**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. July 2020 remittance, in the amount of \$81,437, covers parking activity for the months of April, May & June 2020.

**NOTE (17) – Sound Insulation Program**

The Sound Insulation program is funded primarily through FAA Airport Improvement Program ("AIP") grants 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 at fiscal year-end by \$5,264,361 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**

In March 2020, the Authority received approval of PFC application No. 16 which allowed the Authority to receive reimbursement in June for eligible expenditures from various projects in the amount of \$4,099,241. Of this amount, \$3,417,848 was reimbursement for prior years expenditures. Also included in FY 2020 PFC receipts is \$387,423 from application No. 13 for airfield lighting replacement.



**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 TWELVE MONTHS ENDED JUNE 30, 2020 & 2019**

	Monthly Performance					June 2020	Fiscal YTD Performance (July 2019 - June 2020)				
	A	B	C	D	E		F	G	H	I	J
	Actual \$ June 2020	Budget June 2020	Actual \$ Prior Year June 2019	Note	Variance Actual Vs. Budget		Actual \$ Fiscal YTD	Fiscal YTD Budget	Actual \$ Prior Year Fiscal YTD	Note	Variance Actual Vs. Budget
32	\$94,235	\$477,087	\$504,385	(1)	(\$382,852)	Customer Facility Charge Receipts	\$5,199,525	\$5,725,000	\$5,745,502	(1)	(\$525,475)
33	113,893	32,247	60,725	(2)	81,646	Facility Rent	914,004	387,008	996,527	(2)	526,996
34	(486,421)	(486,421)	(486,412)		0	Payments to Bond Trustee for 2012 Bond Debt Service	(5,837,008)	(5,837,008)	(5,836,911)		0
35	0	(22,913)	(24,270)	(2)	22,913	Loan Principal Repayments to the Authority	0	(275,000)	(398,278)	(2)	275,000
36	<u>(\$278,293)</u>	<u>\$0</u>	<u>\$54,428</u>	<u>(3)</u>	<u>(\$278,293)</u>		<u>\$276,521</u>	<u>\$0</u>	<u>\$506,840</u>	<u>(3)</u>	<u>\$276,521</u>

**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 at fiscal year-end are under budget due to the impact of COVID-19 pandemic.

**Note (2) – Facility Rent & Loan Principal Repayments to the Authority**

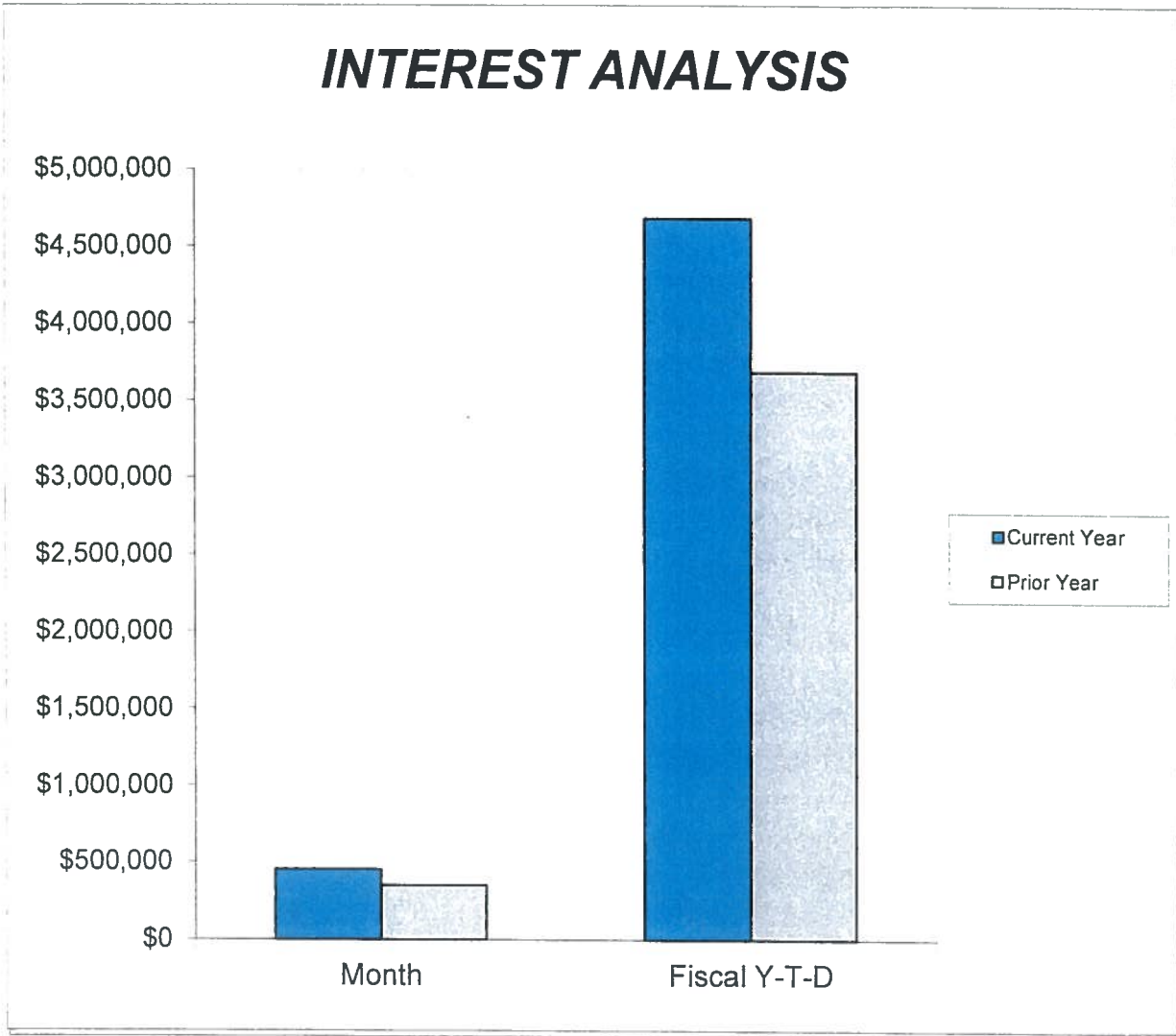
Due to the impact of the COVID-19 pandemic, all facility rent revenues were applied to offset the reduced CFC revenues to meet the 2020 debt service requirements.

**Note (3) – 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**



	June 2020	June 2019
Interest Receipts - - Month	\$452,199	\$350,484
Interest Receipts - - Fiscal Y-T-D	\$4,681,551	\$3,687,217
Month End Portfolio Balance	\$229,648,211	\$228,921,882
Yield to Maturity	0.37%	2.02%

## **Supplement to the June 2020 Treasurer's Report**

### **FYTD June 2020 Cash Disbursements**

#### **Facility Improvement / Noise Mitigation Transactions**

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**  
**FY 2020 Cash Disbursements - Facility Improvement / Noise Mitigation Transactions**

PROJECT DESCRIPTION	Annual Budgeted Cost	FYTD 2020 (June 2020) Budgeted Cost	FYTD 2020 (June 2020) Cash Basis Cost	FYTD 2020 (June 2020) Budget Variance Fav. / (Unfav.)	Project Status FYTD - June 2020
<b>BUILDING IMPROVEMENTS</b>					
Terminal High Voltage Electrical Upgrades	250,000	250,000	21,035	228,965	Project cancelled
Minor Building Improvements	250,000	250,000	80,793	169,207	Project completed
Building #36 Server Room Upgrade	-	-	212,372	(212,372)	Final costs - project completed
Maintenance Bldg. Electrical Upgrade	-	-	11,468	(11,468)	FY 2019 accrued costs - project completed
Terminal B Security Checkpoint Upgrade	-	-	150,515	(150,515)	FY 2019 accrued costs - project completed
<b>TOTAL BUILDING IMPROVEMENTS</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 476,183</b>	<b>\$ 23,817</b>	
<b>OTHER IMPROVEMENTS</b>					
Terminal Baggage Phase 2 (TSA OTA)	\$ -	\$ -	\$ (379,665)	\$ 379,665	TSA reimbursement - FY 2019 expenditures
<b>TOTAL OTHER IMPROVEMENTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (379,665)</b>	<b>\$ 379,665</b>	
<b>IT / COMMUNICATIONS / SECURITY</b>					
IT Infrastructure Equipment	\$ 175,000	\$ 175,000	\$ 76,299	\$ 98,701	Project completed
DVSS Camera Replacement	100,000	100,000	89,794	10,206	Project completed
<b>TOTAL IT / COMMUNICATIONS / SECURITY</b>	<b>\$ 275,000</b>	<b>\$ 275,000</b>	<b>\$ 166,093</b>	<b>\$ 108,907</b>	
<b>EQUIPMENT</b>					
Verdugo Dispatch Communications Upgrades	\$ 175,000	\$ 175,000	\$ 109,029	\$ 65,971	Project completed
Public Safety Radio Replacement (APD)	370,000	370,000	367,853	2,147	Acquisition completed
Airfield Maintenance Equipment	455,000	455,000	-	455,000	PFC recently awarded. FY 2021 budgeted project
ARFF Truck Replacement (bid process)	10,000	10,000	1,770	8,231	On going project
<b>TOTAL EQUIPMENT</b>	<b>\$ 1,010,000</b>	<b>\$ 1,010,000</b>	<b>\$ 478,651</b>	<b>\$ 531,349</b>	
<b>RUNWAY / TAXIWAY / ROADWAY PROJECTS</b>					
Taxiway A Rehabilitation - Construction	\$ 2,250,000	\$ 2,250,000	\$ 2,366,368	\$ (116,368)	Project completed in December 2019
Airfield Lighting System Rehabilitation	1,600,000	1,600,000	312,303	1,287,692	On going project
Taxilane A Rehabilitation	1,500,000	1,500,000	107,762	1,392,238	Design completed
Twy D7 Connector, Twy G & Infield Rehab	675,000	675,000	110,041	564,959	Design completed
Airside Paving Replacement	620,000	620,000	600,233	19,712	Project completed
Airfield Lighting Vault Replacement - Design	400,000	400,000	105,340	294,660	On going project
Delta Ramp Rehab & Expansion - Design	200,000	200,000	182,696	17,304	Design completed
Landside Paving Replacement	310,000	310,000	11,835	298,115	Project cancelled
Public Parking Lot Improvements	300,000	300,000	6,409	293,591	On going project
RPZ Land Acquisition - Hollyona Property	3,000,000	3,000,000	2,150,927	849,073	Acquisition completed
Terminal Ramp Rehabilitation	-	-	9,310	(9,310)	FY 2019 accrued costs - project completed
Taxiways C & D; GA Ramp Rehabilitation	-	-	253,784	(253,784)	FY 2019 accrued costs - project completed
<b>TOTAL RUNWAY/TAXIWAY/ROADWAY</b>	<b>\$ 10,855,000</b>	<b>\$ 10,855,000</b>	<b>\$ 6,217,118</b>	<b>\$ 4,637,882</b>	
<b>NOISE MITIGATION</b>					
Residential Acoustical Treatment Program	\$ 500,000	\$ 500,000	\$ 1,893	\$ 498,102	Pending award of FAA grant
<b>TOTAL NOISE MITIGATION</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 1,893</b>	<b>\$ 498,102</b>	
<b>DEVELOPMENT</b>					
Replacement Terminal Development	\$ 2,985,000	\$ 2,985,000	\$ 3,601,279	\$ (616,279)	Project on hold - except EIS continuing
Transportation Planning	-	-	65,500	(65,500)	Ongoing - costs reimbursed by Metro
<b>TOTAL DEVELOPMENT</b>	<b>\$ 2,985,000</b>	<b>\$ 2,985,000</b>	<b>\$ 3,666,779</b>	<b>\$ (681,779)</b>	
<b>O &amp; M CAPITAL</b>	<b>\$ 550,250</b>	<b>\$ 550,250</b>	<b>\$ 285,730</b>	<b>\$ 264,520</b>	Lower value O & M projects
<b>TOTAL</b>	<b>\$ 16,675,250</b>	<b>\$ 16,675,250</b>	<b>\$ 10,912,787</b>	<b>\$ 5,762,463</b>	

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OCTOBER 5, 2020**

**PROFESSIONAL SERVICES AGREEMENT  
TRIFILETTI CONSULTING, INC.**

**SUMMARY**

At its meeting on September 21, 2020, the Legal, Government and Environmental Affairs Committee ("Committee") voted unanimously (3–0) to recommend that the Commission approve a proposed Professional Services Agreement ("Agreement") with Trifiletti Consulting Inc. ("Trifiletti") in a not-to-exceed amount of \$75,000 for continued support services with environmental, entitlement, land use, sustainability, and government advisory services in support of the Memorandum of Understanding ("MOU") with the South Coast Air Quality Management District ("SCAQMD").

**BACKGROUND**

Previously the Authority has engaged the services of Trifiletti through a Professional Services Agreement to assist staff in negotiations with the SCAQMD related to the development of and semi-annual and annual reporting required by MOU for the SCAQMD's Airport Air Quality Improvement Plan ("AQIP") as well as coordination with the AQMD's Air Quality Management Plan ("AQMP").

The original Agreement with Trifiletti expired on June 30, 2020. The proposed new PSA with Trifiletti would provide for the continued semi-annual qualitative reporting of MOU initiatives contained in the MOU as well as qualitative emissions reporting on a calendar year-end basis of those same measures, all as more completely described in the attached Exhibits A-B.

**FUNDING**

Appropriations for these support services to meet the Authority's obligations under the MOU are contained in the adopted FY 2021 budget.

**RECOMMENDATION**

At its meeting on September 21, 2020, the Committee voted unanimously (3–0) to recommend that the Commission approve the new Professional Services Agreement with Trifiletti in a not-to-exceed amount of \$75,000 with Trifiletti Consulting Inc., for continued support services, as described above, for the associated reporting required by the MOU with SCAQMD.

## PROFESSIONAL SERVICES AGREEMENT

(Burbank-Glendale-Pasadena Airport Authority/Trifiletti Consulting, Inc.)

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is dated July 28, 2020 for reference purposes and is executed by the Burbank-Glendale-Pasadena Airport Authority (“Authority”), a California joint powers agency, and Trifiletti Consulting, Inc. (“Consultant”), a California corporation (“Consultant”).

### RECITALS

A. The Authority owns and operates the Bob Hope Airport (commonly known as Hollywood Burbank Airport) (“Airport”) and desires to retain Consultant as an independent contractor to provide the following professional services: environmental, entitlement, land use, sustainability and governmental consulting.

B. Consultant represents that it is fully qualified to perform such work by virtue of the training and experience of its personnel.

**NOW, THEREFORE**, the parties agree as follows:

**1. Definitions.** In addition to the terms defined above, the following definitions shall apply for purposes of this Agreement:

A. “Contract Administrator”: Patrick Lammerding or a duly authorized designee.

B. “Contract Limit”: Seventy-five thousand dollars (\$75,000).

C. “Executive Director”: Frank R. Miller or a duly authorized designee.

D. “Federal Requirements” the federal requirements set forth in the attached Exhibit D, which requirements are applicable to projects not funded by an Airport Improvement Program grant from the Federal Aviation Administration.

E. “Fee Schedule”: the fee schedule set forth in the attached Exhibit B.

F. “Indemnitees”: the Authority, TBI Airport Management, Inc., the Cities of Burbank, Glendale and Pasadena, and the respective officers, agents, employees and volunteers of each such entity.

G. “Insurance Requirements”: the insurance requirements set forth in the attached Exhibit C.

H. “Services”: the tasks set forth in the attached Exhibit A.

**2. Services.**

A. Consultant shall perform the Services in a timely, regular basis in accordance with the Authority's rules for the Airport, the Federal Requirements, and applicable laws. Time is of the essence in the performance of this Agreement

B. Consultant shall perform all work to professional standards and in a manner reasonably satisfactory to the Authority. Consultant shall consult the Contract Administrator for any decisions that must be made by the Authority. Consultant shall promptly notify the Contract Administrator of any unsafe condition that Consultant discovers at the Airport.

C. In the event any claim is brought against the Authority relating to Consultant's work under this Agreement, Consultant shall provide any reasonable assistance and cooperation that the Authority might require.

### **3. Term.**

A. This Agreement shall be deemed retroactive to July 1, 2020 and shall expire on June 30, 2021 unless terminated by either party pursuant to paragraph (B) below.

B. If Consultant breaches this Agreement and fails to cure such breach within seven days of written notice from the Contract Administrator, then the Authority may immediately terminate this Agreement for cause. Either party may terminate this Agreement for convenience upon 15 days prior written notice to the other party.

### **4. Compensation.**

A. The Authority shall compensate Consultant for performance of the Services, and Consultant agrees to accept as full satisfaction for such work, payment according to the Fee Schedule. In no event shall the compensation payable to Consultant under this Agreement exceed the Contract Amount.

B. Consultant shall submit monthly invoices to the Authority for the Services. Each invoice shall itemize the work performed during the billing period and the amount due. Within 10 business days of receipt of each invoice, the Authority shall notify Consultant in writing of any disputed amounts on the invoice. Within 30 calendar days of receipt of each invoice, the Authority shall pay all undisputed amounts on the invoice. The Authority shall not withhold applicable taxes or other authorized deductions from the payments, and Consultant shall pay all required taxes on the payments

**5. Independent Contractor Status.** Consultant is, and shall at all times remain as to the Authority, an independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of the Authority or to act otherwise on behalf of the Authority as an agent. Neither the Authority nor any of its officers, employees, agents or volunteers shall have control over the conduct of Consultant except as set forth in this Agreement.

**6. Work Product Ownership.** All reports, documents, or other written material developed by Consultant in the performance of this Agreement shall be and remain the property of the Authority without limitation upon use or dissemination by the Authority.

**7. Confidentiality.** Consultant shall preserve the confidentiality of all nonpublic data, documents, discussion or other information that is developed or received by it in connection with this Agreement. Consultant shall not disclose such information without the prior written authorization of the Executive Director. Upon request, all Authority data shall be returned to the Authority at expiration or termination of this Agreement. Consultant's obligations under this section shall survive expiration or termination of this Agreement.

**8. Conflict of Interest.** Consultant shall not maintain or acquire any financial interest that may be affected by its work under this Agreement. Consultant shall avoid the appearance of having any financial interest that would conflict in any manner with its work under this Agreement.

**9. Indemnification.**

A. Consultant shall defend, hold harmless, and indemnify the Indemnitees from and against any actual, alleged, or threatened causes of action, claims, costs, damages, demands, expenses (including fees of accountants, attorneys, and other professionals), judgments, liens, losses, penalties, and proceedings of any nature whatsoever (collectively, "Liabilities") that arise out of the acts or omissions of Consultant or its subcontractors in connection with this Agreement.

B. Consultant's obligations under this section shall survive expiration or termination of this Agreement, and shall apply regardless of whether or not any insurance policies are determined to be applicable to the Liabilities.

C. Consultant's obligations under this section shall apply, without limitation, to Liabilities that partially involve active or passive negligence by the Authority. However, Consultant's obligations under this section shall not apply to Liabilities that arise from the sole negligence or willful misconduct of the Authority, as determined by final arbitration or court decision or by consensus of the parties.

**10. Insurance.** Without limiting Consultant's defense, hold harmless, and indemnification obligations under this Agreement, Consultant shall maintain policies of insurance as specified in the Insurance Requirements.

**11. Suspension.** The Contract Administrator may suspend all or any part of Consultant's work for the Authority's convenience or for work stoppages beyond the control of the parties. Written notice of a suspension shall be given to Consultant.

**12. Notices.** Any notices, invoices, or other documents related to this Agreement shall be deemed received on: (a) the day of delivery, if delivered by hand during the receiving party's regular business hours or by e-mail before or during the receiving party's regular business hours;



(b) the business day after delivery, if delivered by e-mail after the receiving party's regular business hours; or (c) on the second business day following deposit in the United States mail, postage prepaid, to the addresses listed below, or to such other addresses as the parties may, from time to time, designate in writing.

Authority  
Burbank-Glendale-Pasadena Airport Authority  
2627 Hollywood Way  
Burbank, CA 91505  
Attn: Patrick Lammerding, Deputy Exec. Dir.  
E-mail: PLammerding@bur.org

Consultant  
Trifiletti Consulting, Inc.  
1541 Wilshire Blvd., Suite 560.  
Los Angeles, CA 90017  
Attn: Lisa Lopez Trifiletti, Principal  
E-mail: lisa@trifiletticonsulting.com

**13. Assignability.**

A. Except as provided in paragraph (B) below, Consultant shall not assign, transfer or subcontract any interest in this Agreement or the performance of any of its obligations without the Executive Director's prior written consent. Any attempt by Consultant to assign, transfer or subcontract any rights, duties or obligations in violation of this prohibition shall be void.

B. Consultant may subcontract with CDM Smith Inc. for development of annual airport emission inventories.

**14. Litigation.** In the event that either party shall commence legal action to enforce or interpret this Agreement, the prevailing party shall be entitled to recover its costs of suit including reasonable attorneys' fees. The venue for litigation shall be Los Angeles County, California. The interpretation of this Agreement shall not be resolved by any rules of construction providing for interpretation against the party who causes the uncertainty to exist or against the party who drafted the disputed language.

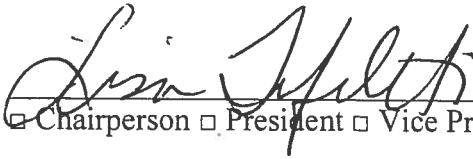
**15. Exhibits.** Exhibits A through D are incorporated into this Agreement by reference. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of Exhibits A through C, the provisions of this Agreement shall prevail. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of Exhibit D, the provisions of Exhibit D shall prevail.

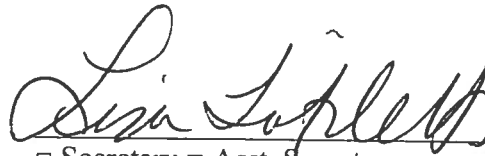
**16. Incorporation of Mandatory Language.** Each and every provision required by law to be inserted in this Agreement shall be deemed to be inserted and this Agreement shall be read and enforced as though such provision were included. If through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon request of either party this Agreement shall promptly be amended to make such insertion or correction.

**17. Entire Agreement.** This Agreement (and the attached Exhibits) represents the entire and integrated contract between the parties regarding the Services. This Agreement supersedes all prior oral or written negotiations, representations and contracts related to the Services. This Agreement may not be amended, nor any provision or breach waived, except in a writing that is signed by the parties and that expressly refers to this Agreement.

**TO EXECUTE THIS AGREEMENT**, the parties have caused their authorized representatives to sign below.

**Trifiletti Consulting, 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**

\_\_\_\_\_  
Ross Selvidge, Ph.D.  
President

Approved as to form:

\_\_\_\_\_  
Richards, Watson & Gershon  
A Professional Corporation

## **EXHIBIT A**

### **Scope of Services**

#### **I. Trifiletti Services**

Trifiletti Consulting Inc. (Trifiletti) shall assist Hollywood Burbank Airport by providing the following environmental, entitlement, land use, sustainability and governmental consulting on complex airport and transportation aviation projects and related professional services:

##### **Environmental Consulting/Advisory Services:**

Advise on sustainability policies as necessary to support the entitlement efforts at Hollywood Burbank Airport, including but not limited to coordination with the AQMD on the updates of future Air Quality Management Plan (AQMP), SCAG's latest Regional Transportation Plans, and its relationship to future MOUs with the AQMD.

- Assist with the update of the Southern California Association of Governments' Regional Transportation Plan Update, attend airport meetings to assist in developing the RTP, assist in consultation with SCAG to ensure critical Burbank capital projects, including the Terminal Replacement Project is included in the RTP
- Assist Hollywood Burbank Airport to secure Hollywood Burbank Airport's Conformity allocations and determinations are secured to support federal funding and grant funding requests.
- Assist the Hollywood Burbank Airport with grant funding support and continue to provide strategic advice regarding the ongoing Environmental Impact Statement for the Terminal Replacement Project.
- Provide strategic land use, environmental, entitlement, real estate, transportation, and governmental/public outreach consulting for airport projects, and advise, review, or prepare, as requested, environmental review documents for airport projects in compliance with the California Environmental Quality Act and the National Environmental Policy Act.
- Provide advice on the general conformity requirements for the 14 Gate Terminal Concept, which includes a 2-story structure, 14 gates, improved centralized functions, public auto parking garage, convenient terminal access, and other support facilities, such as relocated air cargo building, GSE/maintenance building and a new aircraft rescue firefighting station.
- Assist Hollywood Burbank Airport with agency coordination, including but not limited to City of Los Angeles, Los Angeles Department of Transportation, Los Angeles Department of City Planning, Los Angeles Public Works Department, South Coast Air Quality Management District, County Airport Land Use Commission, Southern California Association of Governments, Los Angeles Regional Water Quality Control Board, Los Angeles County Metropolitan Transportation Authority, California Public Utilities Commission, and the California Department of Transportation.
- Assist with stakeholder coordination, communication and external affairs, including but not limited to coordination with community stakeholders, elected officials and regulatory /responsible agencies.

**Proposed Terminal Replacement Project Advisory Services:**

- Define and refining policy objectives and goals associated with the Project and provide strategic advisory services to strategically define critical program considerations to advance the project in a coordinated manner towards an environmental process and the decision point for the Hollywood Burbank Airport.
- Provide leadership and direction associated with the program to support the project definition process and development of specific technical data by others.
- Evaluate data/information to identify critical policy and other issues, develop potential strategies including benefits/consequences considerations to support informed decision making.
- Support meetings/briefings in support of the Airport Authority's decision making on potential strategies/roadmap for furthering program development and implementation, including assisting with the Project Program Management Team selection process and contract development.
- Assist Hollywood Burbank Airport with updating the South Coast AQMD's Air Quality Management Plan and State Implementation Plan to include the Terminal Replacement Project, including all project components and enabling projects. Support the final completion and adoption of the Project on the RTP and if/as required by the Build America Bureau the STIP.
- Support and assist with financial feasibility analysis, especially as it relates to environmental regulatory, CEQA/NEPA obligations, FAA requirements, and environmental policies associated with the implementation of sustainability plan and AQIP implementation.
- Assist and support airline interface for the development of airline term sheets, and replacement of Airport Use Agreement (AUA). Provide input regarding environmental policies, regulations, sustainability costs to the Financial Feasibility study and Airport Use Agreement negotiations

In addition, Trifiletti will manage and partner with the subconsultant, CDM Smith, to develop the 2020 annual emission inventories. Trifiletti will also lead the facilitation and coordination work with the AQMD, including the production AQMD Midyear Report and Annual Year End Report, MidSource Committee Presentation and representation at the AQMD Facility Based Measure Working Group.

All consulting services and related professional services shall be completed to the satisfaction of the Hollywood Burbank Airport Deputy Executive Director of Planning & Development or any other appropriate designee of the Executive Director.

All advice provided by Trifiletti shall be reviewed in a significant, substantive manner by Hollywood Burbank Airport Deputy Executive Director of Planning & Development or any other appropriate designee of the Executive Director, and Trifiletti shall not have the independent authority to enter into or approve any contracts, issue any permits, or adopt or approve any plan, report, policy, etc., on behalf of Hollywood Burbank Airport.

When interacting with Hollywood Burbank Airport personnel, other Agencies, stakeholders, the public, etc. pursuant to this Agreement, Trifiletti shall solely represent Hollywood Burbank and its interests.

## **II. CDM Smith Services**

### **Annual Airport Emission Inventory Methodologies**

Beginning in 2021, and every year thereafter through 2032 (total of 12 years), BUR will be required to provide an annual emissions inventory report for the previous calendar year to the South Coast AQMD. For fiscal year 2020-2021, CDM Smith will work closely with Trifiletti and BUR staff to develop the approach and methods for determining the 2020 annual emission inventories for the following airport-related emission sources and activities:

- Ground Support Equipment (GSE)
- Construction Activity and Emissions
- Airport-Owned Vehicle Fleet
- Electric Vehicle Charging Infrastructure

### **Other Air Quality-Related Benefits**

In addition to the methodologies noted above, CDM Smith will also identify potential approaches associated with estimating air quality benefits for the following BUR AQIP elements:

- Trip Reduction Programs. CDM Smith will work closely with Trifiletti and BUR staff to develop approaches for identifying benefits from BUR trip reduction programs (such as the Regional Intermodal Transportation Center, Employee Rideshare Policy, and Burbank-Metrolink Shuttle Connection).
- Sustainable Design Programs. CDM Smith will work closely with Trifiletti and BUR staff to develop approaches for identifying benefits from BUR Sustainable Design Programs (such as BUR Replacement Terminal Project, BUR Sustainable Hanger Project, and Solar Facility).

Associated with the work noted above, CDM Smith staff may attend up to 3 meetings at the airport.

### **Schedule**

CDM Smith will complete the methodologies by July 1, 2021.

**EXHIBIT B**  
**Fee Schedule**

Trifiletti proposes to assist Hollywood Burbank Airport by providing expert environmental, entitlement, sustainability, land use, and governmental consulting on complex airport and transportation aviation projects and related professional consulting services, not to exceed \$75,000.00 for services rendered July 1, 2020 thru June 30, 2021. This amendment total includes a budget of \$40,000 for Trifiletti's services and \$35,000 for CDM Smith's services, at the hourly rates of:

Lisa Trifiletti, Principal	\$290 per hour,
Environmental Specialist	\$180 per hour
Planning Associate	\$130 per hour
CDM Smith Subconsultant Services	\$50,000 (not to exceed)
Photocopies	\$0.15 per copy for copying materials over \$100
Facsimile	\$0.25 per page

Direct expenses such as parking, copy fees, database research, authorized travel and related expenses will be billed at actual costs.

Any out-of-state or long-distance travel required to conduct the above-mentioned workplace investigations, compliance training or related services shall be approved in advance by the Executive Director or an authorized designee.

**EXHIBIT C**  
**Insurance Requirements**

1. Consultant shall obtain, provide, and maintain policies of insurance as specified below.
  - A. **General Liability Insurance.** Consultant shall maintain commercial general liability insurance in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage.
  - B. **Automobile Liability Insurance.** Consultant shall maintain automobile insurance covering bodily injury and property damage for all activities of Consultant arising out of or in connection with performance of this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.
  - C. **Professional Liability (Errors and Omissions) Insurance.** Consultant shall maintain professional liability insurance that covers its work under this Agreement in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the Commencement Date and Consultant shall maintain continuous coverage through a period of no less than three years after expiration or termination of this Agreement.
  - D. **Workers' Compensation/Employer's Liability Insurance.** Consultant shall maintain workers' compensation insurance (statutory limits) and employer's liability insurance with limits of at least \$1,000,000.
2. The insurance policy or policies shall contain, or shall be endorsed to contain, the following provisions:
  - A. General liability policies shall provide or be endorsed to provide: (i) that the Indemnitees shall be additional insureds; and (ii) a waiver of subrogation in favor of additional insureds. This provision shall also apply to any excess/umbrella liability policies.
  - B. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.
  - C. The coverage shall contain no special limitations on the scope of protection afforded to the Indemnitees.
  - D. For any claims related to this Agreement, Consultant's insurance coverage shall be primary insurance as respects the Indemnitees. Any insurance or self-insurance maintained by the Indemnitees shall be excess of Consultant's insurance and shall not contribute with it.

E. The limits of insurance may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of each Indemnatee before the Indemnatee's own insurance or self-insurance shall be called upon to protect it as a named insured.

F. Any failure to comply with reporting or other provisions of the policy, including breaches of warranties, shall not affect coverage provided to the Indemnitees.

G. Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

H. The policy shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, or reduced in coverage or in limits except after 30 calendar days (10 calendar days in the event of non-payment of premium) prior written notice by certified mail, return receipt requested, has been given to the Authority.

I. Insurance is to be placed with insurers authorized to conduct business in the State of California with a minimum current A.M. Best's rating of no less than A:X, unless waived by the Contract Administrator. An exception to this standard will be made for the State Compensation Insurance Fund when not specifically rated.

J. Any deductibles or self-insured retentions must be declared to and approved by the Contract Administrator. At the option of the Contract Administrator, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Indemnitees, or Consultant shall provide a financial guarantee satisfactory to the Contract Administrator guaranteeing payment of losses and related investigations, claim administration and defense expenses.

K. The workers' compensation insurer agrees to waive all rights of subrogation against the Authority for injuries to employees of Consultant resulting from work for the Authority or use of the Airport.

3. Requirements of specific coverage features or limits are not intended as a limitation on coverage, limits, or other requirements, or as a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for clarification purposes only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If Consultant maintains higher limits than the minimum specified above, the Authority requires and shall be entitled to coverage for the higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Authority.

4. Consultant shall furnish to the Authority an original certificate or certificates of insurance and amendatory endorsements showing that required policies are in effect in the required amounts and, as to the workers' compensation insurance, with the required waiver of



subrogation. The certificates and endorsements must be received and approved by the Contract Administrator prior to commencement of work. The Authority reserves the right to require complete, certified copies of all required insurance policies at any time.

5. Consultant shall ensure that its subcontractors provide the same minimum insurance coverage and endorsements required of Consultant. Consultant shall monitor and review all such coverage, and Consultant assumes all responsibility for ensuring that such coverage is provided. Upon request, Consultant shall submit all subcontractor agreements to the Authority for review.

6. In the event any policy of insurance does not comply with these requirements or is cancelled and not replaced, the Authority has the right but not the duty to obtain the insurance it deems necessary. Any premium paid by the Authority in such event shall be promptly reimbursed by Consultant or the Authority shall withhold from its payments to Consultant an amount sufficient to pay that premium.

7. The Authority reserves the right at any time to change the amounts and types of required insurance by giving Consultant 90 days notice of such change. If such change results in substantial additional cost to Consultant, then the parties shall renegotiate Consultant's compensation.

**EXHIBIT D**  
**Non-AIP Project Federal Requirements**

1. General Civil Rights Provisions

Consultant agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision binds Consultant and subtier contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.

2. Civil Rights – Title VI Assurance

During the performance of this contract, Consultant, for itself, its assignees, and successors in interest (hereinafter referred to as the “Consultant”) agrees as follows:

A. Compliance with Regulations: Consultant will comply with the Title VI List of Pertinent Nondiscrimination Acts And Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

B. Non-discrimination: Consultant, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. Consultant will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

C. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by Consultant for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by Consultant of Consultant’s obligations under this contract and the Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.

D. Information and Reports: Consultant will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Authority or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts And Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, Consultant will so certify to the Authority or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

E. Sanctions for Noncompliance: In the event of Consultant's noncompliance with the Non-discrimination provisions of this contract, the Authority will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:

1. Withholding payments to Consultant under the contract until Consultant complies; and/or
2. Cancelling, terminating, or suspending a contract, in whole or in part.

F. Incorporation of Provisions: Consultant will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. Consultant will take action with respect to any subcontract or procurement as the Authority or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if Consultant becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, Consultant may request the Authority to enter into any litigation to protect the interests of the Authority. In addition, Consultant may request the United States to enter into the litigation to protect the interests of the United States.

G. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
2. 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
3. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
4. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
5. The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
6. Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);

7. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

8. Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;

9. The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);

10. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;

11. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

12. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

### 3. Federal Fair Labor Standards Act

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers. Consultant has full responsibility to monitor compliance to the referenced statute or regulation. Consultant must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

4. Occupational Safety and Health Act

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. Consultant must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. Consultant retains full responsibility to monitor its compliance and its subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Consultant must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.