



January 28, 2021

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

NOTICE is hereby given that a regular meeting of the Finance and Administration Committee will be held Monday, February 1, 2021, at 9:30 a.m., or immediately following the Commission meeting, in the Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

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

*Dial In: (978) 990-5000*

*Access Code: 880737#*

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

REGULAR MEETING  
OF THE  
FINANCE AND ADMINISTRATION COMMITTEE

Skyroom

Monday, February 1, 2021  
9:30 a.m., or Immediately Following  
the Conclusion of the  
Commission Meeting

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

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

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

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Committee during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Committee's subject matter jurisdiction.*
- *Limit comments to five minutes or to such other period of time as may be specified by the presiding officer.*



*The following activities are prohibited:*

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



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



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

## AGENDA

Monday, February 1, 2021

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes
  - a. January 19, 2021 **[See page 1]**
4. Items for Discussion
  - a. FY 2022 Budget Development Calendar **[No staff report]**  
  
***No staff report attached. Staff will present a proposed schedule for the development of the FY 2022 budget.***
5. Items for Information
  - a. Aviation Hangar Lease Update – Hangar 40 **[No staff report]**  
  
***No staff report attached. Staff will update the Committee regarding on-going negotiations for a long-term lease for Hangar 40.***
  - b. Short-Term Lease (Rent-a-Car Storage) – Avis/Budget **[No staff report]**  
  
***No staff report attached. Staff will advise the Committee of recent planning changes by the local rent-a-car companies serving Hollywood Burbank Airport and the immediate need to temporarily increase fleet storage capacity at the Airport.***
  - c. Committee Pending Items **[See page 4]**
6. Adjournment

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

**TUESDAY, JANUARY 19, 2021**

A special 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 9:41 a.m., by Commissioner Selvidge.

AB 23 Disclosure: The Senior Deputy Executive Director announced that, as a result of the convening of this meeting of the Finance and Administration Committee, each Committee member is entitled to receive and shall be provided \$200.

**ROLL CALL**

**Present:** Commissioners Selvidge, Najarian (both via teleconference), and Adams

**Absent:** None

**Also Present:** Staff: John Hatanaka, Senior Deputy Executive Director; Kathy David, Deputy Executive Director, Finance and Administration; Scott Kimball, Deputy Executive Director, Operations, Properties and SMS; David Kwon, Director, Financial Services

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

**Motion** Commissioner Najarian moved approval of the agenda, 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 (3–0).

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

**3. Approval of Minutes**

**a. December 14, 2020** Draft minutes for the December 14, 2020, special meeting of the Finance and Administration Committee meeting was presented for approval.

**Motion** Commissioner Najarian moved approval of the minutes, 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 (3–0).

#### 4. Treasurer’s Report

##### a. November 2020

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

##### **Motion**

Commissioner Najarian moved approval, seconded by Commissioner Adams.

##### **Motion Approved**

There being no objection, a voice vote was taken. The motion was approved (3–0) that it be forwarded to the Commission for note and file.

#### 5. Items for Approval

##### a. Proposed Resolution No. 489 Adopting the 2021 Authority Investment Policy

Staff presented the proposed Resolution No. 489 adopting the 2021 Authority Investment Policy to the Committee. Staff sought Committee recommendation to the Commission to adopt proposed Resolution No. 489 approving the 2021 Authority Investment Policy.

##### **Motion**

Commissioner Najarian 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 (3–0).

##### b. Conditional Consent to Assignment – Development Ground Lease - AvJet Aviation

Staff sought a Committee recommendation to the Commission for approval a proposed Conditional Consent to Assignment of the Development Ground Lease for Hangar 25 from Avjet Corporation to Harbor Freight Tools, USA, pursuant to a Purchase and Sales Agreement dated November 23, 2020.

On March 21, 2016, the Commission approved a Consent to Assignment between Avjet and Jet Aviation Holdings USA, Inc., as a result of a Stock Purchase agreement which provided for a sale of Avjet to Jet Aviation.

On November 23, 2020, Avjet advised Staff that it executed a Purchase and Sales Agreement (“PSA”) with Harbor Freight Tools for the purchase of Hangar 25 and assumption of the lease.

The PSA is contingent upon the Commission's approval of the proposed Conditional Consent to Assignment of the Lease.

**Motion**

Commissioner Adams moved approval, seconded by Commissioner Najarian.

**Motion Approved**

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

**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. Adjournment**

There being no further business to discuss, the meeting was adjourned at 10:02 a.m.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
FINANCE AND ADMINISTRATION COMMITTEE  
FEBRUARY 1, 2021**

**COMMITTEE PENDING ITEMS**

**Future**

1. Presentation of FY 2020 Audited Financial Statements
2. CMIA Quarterly Portfolio Review (Oct to Dec 2020)
3. FY 2022 Budget Development
4. Award of Aviation Hangar Lease (1A)
5. Award of Contract – Armored Car Service
6. Award of Hangar 40 Lease
7. Award of Ground Development Lease (Lot C)
8. Approval of Amendment of Concession Agreement - Hudson
9. Succeeding Lease - TSA