



May 25, 2021

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

NOTICE is hereby given that a special meeting of the Finance and Administration Committee will be held Wednesday, May 26, 2021, at 9:00 a.m., 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

SPECIAL MEETING  
OF THE  
FINANCE AND ADMINISTRATION COMMITTEE

Airport Skyroom  
Wednesday, May 26, 2021  
9:00 a.m.

*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

Wednesday, May 26, 2021

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes

- a. May 17, 2021

***[See page 1]***

5. Items for Discussion

- a. Proposed Fiscal Year 2021/2022 ("FY 2022") Budget

***No staff report is attached. Staff will continue to review with the Committee the proposed FY 2022 Budget. Should the Committee make a recommendation for adoption, the proposed FY 2022 Budget will be presented to the Commission at its June 7, 2021 regularly scheduled meeting.***

6. Adjournment

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

**MONDAY, MAY 17, 2021**

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 10:05 a.m., by Commissioner Selvidge.

**1. ROLL CALL**

**Present:**

Commissioners Selvidge, Najarian (via teleconference) and Adams

**Absent:**

None

**Also Present:**

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

Also Present: James Wilkinson, Columbia Management Investments; John Dempsey, Columbia Management Investments (both via teleconference)

**2. Staff Announcement: AB 23**

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 in attendance is entitled to receive and shall be provided \$200.

**3. Approval of Agenda**

The agenda was approved as presented. There being no objection, a voice vote was taken to accommodate those attending via teleconference. The motion was unanimously approved (3-0). Commissioner Selvidge announced that Item 8.a. would be taken out of order.

**4. Public Comment**

There were no public comments.

**5. Approval of Minutes**

**a. May 10, 2021**

Draft minutes for the May 10, 2021, special meeting of the Finance and Administration Committee was presented for approval.

**Motion**

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

**Motion Approved**

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

**8. Items for Information**

**a. CMIA Quarterly Investment Portfolio Review – Third Quarter (January to March 31, 2021)**

Staff introduced James Wilkinson of Columbia Management Investments, the Authority's investment advisor, who participated via teleconference. Mr. Wilkinson and his colleague John Dempsey, presented an update on the status of the Authority's Operating and Passenger Facility Charge Quarterly Investment Portfolio reports ended March 31, 2021.

**6. Treasurer's Report**

**a. March 2021**

A copy of the March 2021 Treasurer's Report was included in the agenda packet for the Committee's review.

**Motion**

Commissioner Adams moved approval, seconded by Commissioner Najarian.

**Motion Approved**

There being no objection, the motion was unanimously approved (3–0) that it be forwarded to the Commission for note and file. A voice vote was taken to accommodate those attending via teleconference.

**7. Items for Discussion**

**a. FY 2022 Budget Development (Draft Budget Review - continued)**

Staff presented and continued discussions with the Committee regarding the proposed FY 2022 budget.

**8. Items for Information - continued**

**b. Committee Pending Items**

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

**9. Adjournment**

There being no further business to discuss, the meeting was adjourned at 10:48 a.m.