



August 12, 2021

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, August 16, 2021, 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

Airport Skyroom

Regular Meeting of Monday, August 16, 2021

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, August 16, 2021

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) June 21, 2021 ***[See page 1]***
    - 2) Finance and Administration Committee  
(i) June 21, 2021 ***[See page 3]***
    - 3) Legal, Government and Environmental Affairs Committee  
(i) June 21, 2021 ***[See page 5]***
  - b. Commission Minutes  
(For Approval)
    - 1) July 19, 2021 ***[See page 7]***
  - c. Treasurer's Report
    - 1) May 2021 ***[See page 14]***
  - d. Amendment to Conditional Consent to Assignment  
Development Ground Lease – AvJet Corporation ***[See page 39]***
  - e. Update to Los Angeles City Councilmembers on Response  
to Southern San Fernando Valley Airplane Noise Task Force  
Recommendations; Letter to Federal Aviation Administration  
On Flight Path Shifts ***[See page 44]***
6. ITEMS FOR COMMISSION APPROVAL
  - a. Award of Purchase Order – Airport Operations Department  
Portable Radio Replacement ***[See page 66]***
  - b. Award of License Agreement – County of Los Angeles ***[See page 70]***

- c. Allied Universal Contract Amendment

***[See page 79]***

7. ITEMS FOR COMMISSION DISCUSSION

- a. Financial Performance Update FY 2021  
(Fourth Quarter and 12 Months)

8. ITEMS FOR COMMISSION INFORMATION

- a. FAA Briefing on Proposed VNY Departure Procedures
- b. June 2021 Passenger and Air Cargo Statistics
- c. June 2021 Transportation Network Companies
- d. June 2021 Parking Revenue Statistics

***[See page 85]***

9. CLOSED SESSION

- a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant Exposure to Litigation (California Government Code Section 54956.9(d)(2)): 1 potential case. Facts and Circumstances: FAA Southern California Metroplex Project
- b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
California Government Code Section 54956.9(d)(1))  
Name of Case: City of Los Angeles v. FAA et al. (Case No. 21-71170)

10. EXECUTIVE DIRECTOR COMMENTS

11. COMMISSIONER COMMENTS  
(Other updates and information items, if any)

12. ADJOURNMENT

## COMMISSION NEWSLETTER

Monday, August 16, 2021

*[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 June 21, 2021; approved minutes of the Finance and Administration Committee meeting of June 21, 2021; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of June 21, 2021, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the July 19, 2021, Commission meeting are attached for the Commission's review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for May 2021 is included in the agenda packet. At its July 19, 2021 meeting, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.
- d. AMENDMENT TO CONDITIONAL CONSENT TO ASSIGNMENT DEVELOPMENT GROUND LEASE – AVJET CORPORATION. A staff report is included in the agenda packet. At its meeting on July 19, 2021, the Finance and Administration Committee unanimously voted (3-0) to recommend that the Commission approve an amendment to the Conditional Consent to Assignment of Lease for transfer of Hangar 25 from AvJet Corporation to Harbor Freight Tools, USA. The purpose of the amendment is to provide additional time for the completion of certain repairs as required under the Purchase and Sales Agreement between AvJet and Harbor Freight Tools.
- e. UPDATE TO LOS ANGELES CITY COUNCILMEMBERS ON RESPONSE TO SOUTHERN SAN FERNANDO VALLEY AIRPLANE NOISE TASK FORCE RECOMMENDATIONS LETTER TO FEDERAL AVIATION ADMINISTRATION ON FLIGHT PATH SHIFTS. A staff report is included in the agenda packet. Staff seeks the Commission's authorization for Executive Director Frank Miller to send Los Angeles City Councilmembers Paul Krekorian, Paul Koretz, Nithya Raman, and Nury Martinez the attached letter updating them on the Authority's response to recommendations of the Southern San Fernando Valley Airplane Noise Task Force (Task Force) that are specific to the Authority. Additionally, Staff seeks the Commission's authorization for President Devine to send the Federal Aviation Administration (FAA) a letter reiterating the Authority's prior requests that the shift in flight paths be addressed

## 6. ITEMS FOR COMMISSION APPROVAL

- a. **AWARD OF PURCHASE ORDER – AIRPORT OPERATIONS DEPARTMENT PORTABLE RADIO REPLACEMENT.** A staff report is included in the agenda packet. At its meeting on July 19, 2021, the Operations and Development Committee voted unanimously (3–0) to recommend that the Commission approve the acquisition of replacement interoperable radio equipment from Motorola Solutions. The proposed acquisition replaces the Airport Operations Department’s current 17 handheld Motorola portable radios, which have reached the end of their useful life, with the Motorola APX 8000 series radios and ancillary accessories at a total cost of \$122,699.95.
- b. **AWARD OF LICENSE AGREEMENT – COUNTY OF LOS ANGELES.** A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks a Operations and Development Committee recommendation to the Commission to award a License Agreement to the County of Los Angeles for the purpose of conducting a temporary free COVID-19 vaccination clinic within the Airport passenger terminal building commencing August 16, 2021 through August 15, 2022.
- c. **ALLIED UNIVERSAL CONTRACT AMENDMENT.** A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks approval from the Commission for a proposed Amendment No. 3 to the Professional Services Agreement (“PSA”) with Universal Protection Service LP, dba Allied Universal, to increase the appropriations for airport security and traffic controls services. In October 2020, the Commission approved a one-year extension of this PSA, in the amount of \$974,413, based on the projected reduced traffic volume due to the effects of the COVID-19 pandemic, and the contract is set to expire on October 31, 2021. However with the rapid return of leisure travel, vehicular and passenger traffic has increased significantly. In order to maintain consistent flow of traffic and ensure pedestrian safety on the Airport roads, Staff is recommending that the current appropriation be increased by a not-to-exceed amount of \$125,000 to accommodate additional staffing, which would result in a total contract amount of \$1,099,413 for the extension period ending October 31, 2021.

## 7. ITEMS FOR COMMISSION DISCUSSION

- a. **FINANCIAL PERFORMANCE UPDATE FY 2021 (FOURTH QUARTER AND 12 MONTHS).** No staff report attached. Staff will update the Commission with information regarding the financial results for the fourth quarter of FY 2021 and the full fiscal year ending June 30, 2021.

## 8. ITEMS FOR COMMISSION INFORMATION

- a. **FAA BRIEFING ON PROPOSED VNY DEPARTURE PROCEDURES.** No staff report attached. Staff will report on the FAA briefing regarding the proposed VNY departure procedures that was presented virtually to the public on August 9, 2021.

- b. JUNE 2021 PASSENGER AND AIR CARGO STATISTICS. A staff report is included in the agenda packet. The June 2021 passenger count of 359,104 was down 31% compared to June of 2019's 520,215 passengers. Also compared to June of 2019, air carrier aircraft operations in June 2021 decreased 37%, while cargo volume was up 5%, at 9 million pounds.
- c. JUNE 2021 TRANSPORTATION NETWORK COMPANIES. No staff report attached. Staff will update the Commission on TNC activity for the month of June 2021.
- d. JUNE 2021 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of June 2021.

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

**MONDAY, JUNE 21, 2021**

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 Brown.

**1. ROLL CALL**

**Present:** Commissioners Devine (via teleconference), Hampton (via teleconference arr. 8:32) and Brown

**Absent:** None

**Also Present:** Frank Miller, Executive Director;  
John Hatanaka, Senior Deputy Executive Director;  
Anthony Defrenza, Director of Engineering and Maintenance; Ray Hunting, Manager, Airport Security

**2. Approval of Agenda**

The agenda was approved as presented.

**3. Public Comment**

There were no public comments.

**4. Approval of Minutes**

**a. June 7, 2021**

Commissioner Brown moved approval of the minutes of the June 7, 2021 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, 1 absent).

**5. Items for Approval**

**a. Award of Contract  
Acquisition of Airfield  
Sweeper**

Staff sought a Committee recommendation to the Commission to award a contract to Haaker Equipment Company in the amount of \$148,623.15 for a NiteHawk Raptor II sweeper to replace the current 12-year-old GMC sweeper that has reached the end of its useful life.

The adopted FY 2022 budget includes appropriations for the purchase of the sweeper utilizing funds provided through an approved PFC Application.

**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, with Commissioner Hampton abstaining).

**b. Award of Contract  
Designated Aviation  
Channeling Services**

Staff sought a Committee recommendation to the Commission for award of a contract to, and authorization for the Executive Director to execute an associated purchase order with Telos Identity Management Solutions, LLC to provide Designated Aviation Channeling services for approximately \$25,000 per year for a three-year term.

**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, with Commissioner Hampton abstaining).

**6. Items for Discussion**

**a. Committee Organizational  
Discussion**

Commissioner Hampton nominated Commissioner Brown for the position of Chairperson of the Operations and Development Committee, Commissioner Divine seconded the motion. There being no further nomination and no objections, Commissioner Brown was elected Chairperson.

**7. 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, JUNE 21, 2021**

A regular meeting of the Finance and Administration Committee was called to order this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 10:50 a.m., by Commissioner Selvidge.

**1. ROLL CALL**

**Present:** Commissioners Selvidge, Najarian (via teleconference), Ovrom

**Absent:** None

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

**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**

Agenda was approved as presented.

**Motion**

Commissioner Najarian moved approval; seconded by Commissioner Ovrom.

**Motion Approved**

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

**4. Public Comment**

There were no public comments.

**5. Approval of Minutes**

**a. June 7, 2021**

Draft minutes for the June 7, 2021, Finance and Administration Committee meeting was presented for approval.

Commissioner Ovrom requested that the names of the Commissioners who abstain from voting be recorded in the Finance Committee minutes.

**Motion**

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

**Motion Approved**

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

**6. Treasurer's Report**

**a. April 2021**

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

**Motion**

Commissioner Ovrom moved approval; seconded by Commissioner Najarian.

**Motion Approved**

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

**7. Items for Information**

**a. Committee Pending Items**

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

**8. Adjournment**

There being no further business to discuss, the meeting was adjourned at 11:09 a.m.

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

**MONDAY, JUNE 21, 2021**

A regular meeting of the Legal, Government and Environmental Affairs Committee was called to order on this date in the Burbank Room, 2627 N. Hollywood Way, Burbank, California, at 10:47 a.m., by Commissioner Wiggins.

**1. ROLL CALL**

**Present:** Commissioners Agajanian (via teleconference),  
Williams, Gabel-Luddy

**Absent:** None

**Also Present:** Frank Miller, Executive Director

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

**2. Staff Announcement: AB 23**

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.

**3. Approval of Agenda**

The agenda was approved as presented.

**4. Public Comment**

There were no public speakers.

**5. Approval of Minutes**

**a. April 5, 2021**

Commissioner Agajanian (via teleconference) moved and seconded approval of the minutes of the April 5, 2021. There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (1-0, with Commissioners Williams and Gabel-Luddy abstaining).

**6. Items for Discussion**

**a. Committee Organizational  
Discussion**

Commissioner Gabel-Luddy nominated Commissioner Agajanian for the position of Chairperson of the Legal, Government and Environmental Affairs Committee, Commissioner Williams seconded the motion. There being no further nominations and no objection, a voice vote was taken to accommodate those participating via teleconference. The nomination was approved (3-0).

**7. Items for Information**

**a. Committee Pending Items**

This item was not discussed.

**8. Adjournment**

There being no further business, the meeting was adjourned at 10:54 a.m.

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

**MONDAY, JULY 19, 2021**

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 9:03 a.m., by President Selvidge.

**1. ROLL CALL**

**Present:** Commissioners Selvidge, Brown, Ovrom, Devine, Agajanian, Najarian (via teleconference), Gabel-Luddy, Williams, Hampton (via teleconference) (arrived 9:05 a.m.)

**Absent:** None

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

**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.

Commissioner Devine requested that Item 7.a. be addressed after Item 6.b. Commissioner Selvidge concurred.

**MOTION**

Commissioner Devine moved the request, seconded by Commissioner Gabel-Luddy.

**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, Devine, Brown, Agajanian, Najarian (via teleconference), Gabel-Luddy, Ovrom, Williams, Hampton (via teleconference)

**NOES:** NONE

**ABSENT:** NONE

**4. PUBLIC COMMENT**

Federico Figis, Toluca Lake

## **5. CONSENT CALENDAR**

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

#### **1) Operations and Development Committee**

**(i) June 7, 2021**

Approved minutes of the June 7, 2021, Operations and Development Committee meeting were included in the agenda packet for information purposes.

#### **2) Finance and Administration Committee**

**(i) June 7, 2021**

Approved minutes of the June 7, 2021, Finance and Administration Committee meeting were included in the agenda packet for information purposes.

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

**(i) April 5, 2021**

Approved minutes of the April 5, 2021, Legal, Government and Environmental Affairs Committee meeting were included in the agenda packet for information purposes.

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

**1) June 21, 2021**

Minutes of the June 21, 2021, Commission meeting were included in the agenda packet for review and approval.

### **c. Treasurer's Report**

**1) April 2021**

At its meeting on June 21, 2021, the Finance and Administration Committee reviewed the April 2021 Treasurer's Report and voted unanimously (3–0) to accept the report and recommend to the Commission for note and file.

### **MOTION**

Commission Devine moved approval of the Consent Calendar; seconded by Commissioner Ovrom.

### **MOTION APPROVED**

There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (5–0, 4 abstentions).

**AYES:** Commissioners Selvidge, Devine, Brown, Agajanian, Najarian (via teleconference),

NOES: NONE

ABSENT: NONE

ABSTAINED: Commissioners Ovrom, Gabel-Luddy, Williams, Hampton (via teleconference), (all abstained on item 5.a.)

## **6. ITEMS FOR COMMISSION APPROVAL**

### **a. Election of Officers**

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

### **MOTION**

Commissioner Gabel-Luddy nominated Commissioner Devine as President, Commissioner Brown as Vice President and Commissioner Williams as Secretary, seconded by Commissioner Agajanian.

### **MOTION APPROVED**

AYES: Commissioners Selvidge, Devine, Brown, Agajanian, Najarian (via teleconference), Gabel-Luddy, Ovrom, Williams, Hampton (via teleconference)

NOES: NONE

ABSENT: NONE

At this point Commissioner Selvidge transferred the duties of President to the new President, Commissioner Devine.

### **b. Appointment of Committees**

Commissioner Devine re-appointed Frank Miller as Assistant Secretary, Commissioner Agajanian as Treasurer, and appointed Commissioner Gabel-Luddy as Auditor.

The Standing Committee appointments remained the same.



## **7. ITEMS FOR COMMISSION DISCUSSION**

### **a. FAA Southern California Metroplex Noise and Community Impact**

Staff updated the Commission on the history and progress of the Metroplex Task Force, Noise Contour regulations, Operations Levels, Airport Noise and Capacity Act of 1990 and the Mandatory Curfew.

Public Comments were then taken on this item. The callers are listed below:

1) Los Angeles Councilmember Paul Krekorian, 2) Suellen Wagner, Studio City, 3) Lisa, Sherman Oaks, 4) Angela, Burbank, 5) Heidi, Studio City, 6) Shawn Robinson, Sherman Oaks, 7) Timi, Quiet Skies Woodland Hills, 8) Jason, Sherman Oaks, 9) Nickolas Bobaroff, Studio City, 10) Darlene Grant, Sherman Oaks Hills, 11) Federico Figus, Toluca Lake, 12) Justin Dickerson, Studio City, 13) George Weisenfeld, Studio City, 14) Phil Erenberg, Studio City, 15) Robert Van, Benedict Canyon, 16) David Kimball, Studio City, 17) Jeanine, Studio City, 18) Sandy Patten, Sherman Oaks, 19) Marykate Harris, Studio City, 20) Ari, Studio City, 21) Mindy Mann, Beverly Hills, 22) Julia Bricklin, Studio City, 23) Heather, Studio City, 24) Lori Rittenberg, Studio City, 25) Steven Bao, Studio City South, 26) Kate Tervinsky, Los Angeles, 27) Deborah Lane, Studio City, 28) Jeanie Love, Studio City, 29) Karen Kirschner, Sherman Oaks, 30) Lisa Petrus, Sherman Oaks, 31) Lynn Bertle, Studio City, 32) Irena Diggs, Sherman Oaks, 33) Eric Allen, Studio City, 34) Robin, Sherman Oaks, 35) Stacy, Studio City, 36) Rosalyn Dahl, Sherman Oaks, 37) Lyndsey, Studio City, 38) John Denterini, Sherman Oaks, 39) Dennis, Sherman Oaks, 40) David, Studio City, 41) Miguel Almaguer, Studio City, 42) Linda, Sherman Village, 43) Marie, Sherman Oaks, 44) Laura Ioanou, Burbank, 45) Susan Drescher, Studio City, 46) Clementina Duran, Studio City, 47) Diana Nicole, Studio City

The Commission and Staff then followed up with comments and suggestions on how to better inform the Community on steps taken and being taken in regard to this ongoing issue.

## **6. ITEMS FOR COMMISSION APPROVAL (cont'd)**

### **c. Award of Contract – Acquisition of Airfield Sweeper**

At its meeting on June 21, 2021, the Operations and Development Committee voted (2–0, 1 abstention) to recommend that the Commission award a contract to Haaker Equipment Company in the amount of \$148,623 for a NiteHawk Raptor II sweeper to replace the current GMC sweeper that, after 12 years, has reached the end of its useful life.

The adopted FY 2022 budget includes appropriations for the purchase of the sweeper utilizing funds provided through an approved PFC Application.

### **MOTION**

Commission Agajanian moved the item; seconded by Commissioner Selvidge.

### **MOTION APPROVED**

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

AYES: Commissioners Selvidge, Devine, Brown, Agajanian, Najarian (via teleconference), Gabel-Luddy, Ovrom, Williams, Hampton (via teleconference)

NOES: NONE

ABSENT: NONE

**d. Award of Professional Services Agreement – Airport Marketing Consultant Services**

At the Operations and Development Committee (“Committee”) meeting held immediately prior to the Commission meeting, the Committee voted unanimously (3–0) to recommend that the Commission award a Professional Services Agreement to Anyone Collective, LLC for airport marketing consulting services, website support and media purchases.

**MOTION**

Commissioner Selvidge moved the item, seconded by Commissioner Agajanian.

**MOTION APPROVED**

A voice vote was taken to accommodate those participating via teleconference. The motion was approved (8–0–1 abstention from Commissioner Ovrom who requested a budget review be presented within six months.)

AYES: Commissioners Selvidge, Devine, Brown, Agajanian, Najarian (via teleconference), Gabel-Luddy, Williams, Hampton (via teleconference)

NOES: NONE

ABSENT: NONE

ABSTAINED: Commissioner Ovrom

**e. Award of Professional Services Agreement for Air Service Consulting Services**

At the Operations and Development Committee (“Committee”) meeting held immediately prior to the Commission meeting, the Committee voted unanimously (3–0) to recommend that the Commission award a Professional Services Agreement to Arthur D. Little, LLC for air service consulting services. The total expenditure for these services is for an amount not-to-exceed \$70,000.

**MOTION**

Commissioner Najarian moved this item, seconded by Commissioner Selvidge.

**MOTION APPROVED**

A voice vote was taken to accommodate those participating via teleconference. The motion was approved (9–0).

AYES: Commissioners Selvidge, Devine, Brown, Agajanian, Najarian (via teleconference), Gabel-Luddy, Ovrom, Williams, Hampton (via teleconference)

NOES: NONE

ABSENT: NONE

Commissioner Devine indicated that item 8. Items for Commission Information would be discussed after Item 9.

## **9. CLOSED SESSION**

The meeting convened to Closed Session at 12:08 p.m.

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**

b. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**  
**California Government Code Section 54956.9(d)(1))**  
**Name of Case: City of Los Angeles v. FAA et al. (Case No. 21-71170)**

**Meeting Reconvened to  
Open Session**

**The meeting reconvened to open session at  
1:22 p.m., with all Commissioners present.**

**Closed Session Report**

**No reportable action taken on the presented items.**

## **8. ITEMS FOR COMMISSION INFORMATION**

- a. **May 2021 Passenger and Air Cargo Statistics**
- b. **United States Customs and Border Protection (“CBP”) Preclearance Program**
- c. **May 2021 Transportation Network Companies**
- d. **May 2021 Parking Revenue Statistics**
- e. **Parking Loc C Reopening/Shuttle Service**

Due to the lateness of the hour, Staff suggested that Item 8. Items for Commission Information be accepted and noted without presentation. The Commission concurred with this suggestion.

## **10. EXECUTIVE DIRECTOR COMMENTS**

The Executive Director updated the Commission on the status of the Public Art program, Art in Public Places at the Regional Intermodal Transportation Center (“RITC”). In March 2021, Staff requested a 2-year extension from the City of Burbank to reevaluate the conception of Art in Public Places at the RITC. After rejecting an earlier proposed project, Staff will return to

the Commission at a later date to begin the process once again.

**11. COMMISSIONER COMMENTS  
(Other updates and information,  
if any)**

Commissioner Ovrom suggested that the Commission consider scheduling 2 meetings a month during the next few months in order to handle an expected increase in post-pandemic activity at the Airport. Commissioner Devine proposed that the current schedule of meetings be adhered to until it is evident that additional meetings need to be scheduled. Commissioner Gabel-Luddy requested that better ground connectivity be looked into, in particular a proposal regarding a pilot program involving Metrolink.

Commissioner Ovrom requested an update on electrification of the Police and Fire Department vehicles. The Commissioner also raised the issue of solar panels on the RITC

**12. ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:40 p.m.

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Paula Devine, President

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Felicia Williams, Secretary

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Date

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Date

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
AUGUST 16, 2021**

**TREASURER'S REPORT  
MAY 2021**

Prepared by David Kwon  
Director, Financial Services

**SUMMARY**

While formerly mandated by State law, the California Government Code under Section 53646(b)(3) currently recommends, but does not require, that local agencies present a quarterly report that includes a statement denoting the ability of the local agency to meet its cash expenditure requirements for the next six months. Historically, staff has prepared and presented a monthly Treasurer's Report to the Finance and Administration Committee ("Committee") that details the Authority's investment holdings and its monthly cash basis activities from operations, copy attached. Included in the Treasurer's Report is a statement, signed by the Authority's Treasurer, affirming the Authority's ability to meet its cash expenditure requirements over the next six months.

**RECOMMENDATION**

At its meeting on July 19, 2021, the Committee voted (3-0) to recommend that the Commission note and file the May 2021 Treasurer's Report.



August 16, 2021

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

Dear Commissioners:

The attached report, covering the month of May 2021, 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]

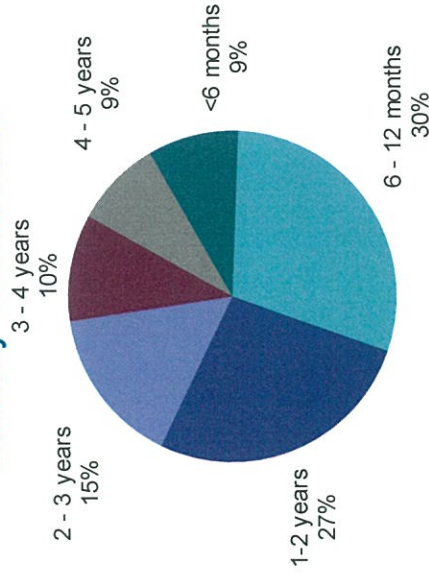
Vrej Agajanian  
Treasurer

Attachments

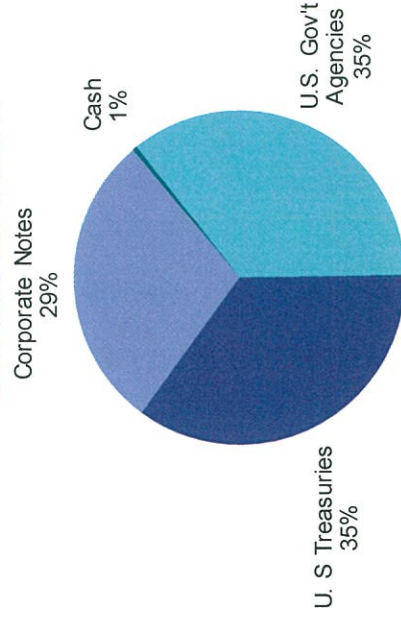
# Operating Portfolio Investment Guidelines Conformance as of May 31, 2021

	Legal Max Maturity	Actual Max Maturity	Policy Maximum	Policy Actual
U.S. Gov Agencies	5 Years	4.44 Years	70%	35%
Corporate Notes	5 Years	4.22 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	4.08 Years	No Limit	35%

## Maturity Distribution



## Sector Allocation

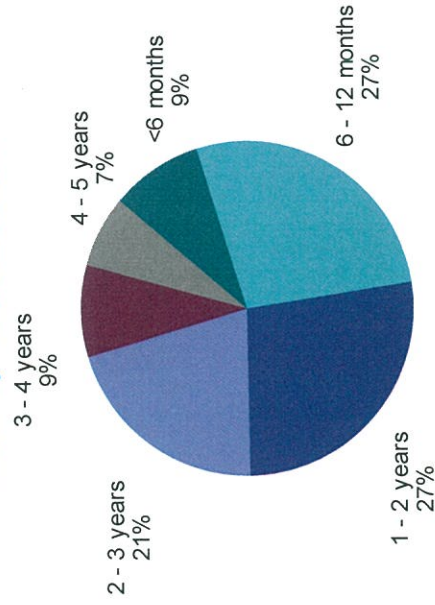




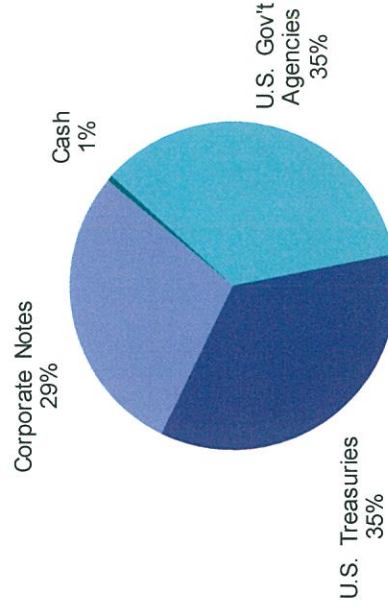
# PFC Portfolio Investment Guidelines Conformance as of May 31, 2021

	Legal Max Maturity	Actual Max Maturity	Policy Maximum	Policy Actual
U.S. Gov Agencies	5 Years	4.44 Years	70%	35%
Corporate Notes	5 Years	4.22 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	4.08 Years	No Limit	35%

## Maturity Distribution



## Sector Allocation





**Burbank-Glendale-Pasadena Airport Authority - Operating Account**  
**Statement of Investments**  
**As of 05/31/21**

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
05/31/21	Columbia Treasury Reserves	097101307	0.000	05/31/21	05/31/21	\$ 1,522,090	\$ 1,522,090	\$ 1,522,090	\$ -	0.00%	0	0.66%
06/20/18	WalMart Inc	931142EJ8	3.125	06/23/21	06/23/21	1,300,000	1,299,935	1,302,276	2,341	0.60%	23	0.57%
05/31/18	Treasury Note	912828WR7	2.125	06/30/21	06/30/21	12,500,000	12,338,867	12,520,508	181,641	0.32%	30	5.45%
10/05/17	Florida Power Corporation	341099CP2	3.100	08/15/21	08/15/21	705,000	728,709	706,473	(22,236)	2.10%	76	0.31%
05/31/19	FNMA Benchmark Note	3135G0N82	1.250	08/17/21	08/17/21	300,000	295,398	300,726	5,328	0.15%	78	0.13%
08/31/18	Treasury Note	912828T34	1.125	09/30/21	09/30/21	2,300,000	2,200,367	2,308,355	107,988	0.06%	122	1.00%
12/23/16	Federal Home Loan Banks	3130AABG2	1.875	11/29/21	11/29/21	15,000,000	14,742,129	15,136,141	394,012	0.07%	182	6.59%
01/23/17	Pfizer Inc	717081DZ3	2.200	12/15/21	12/15/21	1,500,000	1,498,845	1,516,496	17,651	0.19%	198	0.66%
04/15/19	FNMA Benchmark Note	3135G0S38	2.000	01/05/22	01/05/22	3,800,000	3,812,172	3,843,554	31,382	0.10%	219	1.67%
06/23/17	FHLMC	3137EADB2	2.375	01/13/22	01/13/22	8,125,000	8,173,493	8,242,017	68,524	0.07%	227	3.59%
06/26/19	Target Corporation	87612EAAZ9	2.900	01/15/22	01/15/22	1,300,000	1,329,214	1,321,816	(7,398)	0.24%	229	0.58%
08/15/18	Berkshire Hathaway Finance Corp	084670BF4	3.400	01/31/22	01/31/22	1,500,000	1,521,795	1,532,245	10,450	0.18%	245	0.67%
02/03/17	Treasury Note	912828H86	1.500	01/31/22	01/31/22	2,450,000	2,386,645	2,473,734	87,089	0.07%	245	1.08%
08/06/18	PacifiCorp	695114CF1	2.950	02/01/22	02/01/22	1,000,000	991,823	1,011,319	19,496	1.26%	246	0.44%
11/05/18	Microsoft Corporation	594918BA1	2.375	02/12/22	02/12/22	1,225,000	1,199,000	1,241,531	42,531	0.46%	257	0.54%
02/21/17	Walt Disney Co	25468PCT1	2.550	02/15/22	02/15/22	1,300,000	1,309,135	1,321,189	12,054	0.26%	260	0.58%
09/25/20	American Express Credit Corp	0258M0EG0	2.700	03/03/22	03/03/22	1,300,000	1,341,041	1,321,900	(19,141)	0.49%	276	0.58%
09/28/17	FHLB	313378CR0	2.250	03/11/22	03/11/22	4,000,000	4,059,140	4,067,063	7,923	0.12%	284	1.77%
04/17/17	BB&T Corp	05531FAX1	2.750	04/01/22	04/01/22	1,500,000	1,523,109	1,528,903	5,794	0.45%	305	0.67%
05/18/17	Federal National Mortgage Association	3135G0T45	1.875	04/05/22	04/05/22	8,300,000	8,166,654	8,427,651	260,997	0.07%	309	3.67%
01/31/19	Treasury Note	912828X47	1.875	04/30/22	04/30/22	9,475,000	9,301,015	9,631,190	330,175	0.09%	334	4.19%
05/06/19	Apple Inc	037833CQ1	2.300	05/11/22	05/11/22	1,250,000	1,241,250	1,272,344	31,094	0.37%	345	0.55%
10/03/17	Home Depot Inc	437076BG6	2.625	06/01/22	06/01/22	1,200,000	1,214,701	1,227,233	12,532	0.37%	366	0.53%
09/25/17	Caterpillar Financial Services	14913QAA7	2.400	06/06/22	06/06/22	1,500,000	1,503,869	1,533,609	29,740	0.20%	371	0.67%
02/15/19	Cisco Systems Inc	17275RAV4	3.000	06/15/22	06/15/22	1,200,000	1,210,416	1,234,771	24,355	0.23%	380	0.54%
08/01/17	Treasury Note	912828XQ8	2.000	07/31/22	07/31/22	9,850,000	9,706,887	10,070,086	363,199	0.10%	426	4.38%
11/01/19	Procter & Gamble Company	742718EU9	2.150	08/11/22	08/11/22	1,275,000	1,290,912	1,304,909	13,997	0.20%	437	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	1,233,533	22,151	0.81%	458	0.54%
01/09/19	John Deere Capital Corp	24422ETV1	2.150	09/08/22	09/08/22	1,500,000	1,460,768	1,537,611	76,843	0.18%	465	0.67%
05/18/18	Merck & Co Inc	589331AT4	2.400	09/15/22	09/15/22	1,500,000	1,448,385	1,534,023	85,638	0.64%	472	0.67%
09/25/17	National Rural Utilities Coop	63743HEQ1	2.300	09/15/22	09/15/22	1,000,000	995,980	1,023,617	27,637	0.47%	472	0.45%
10/03/17	Treasury Note	912828ZW9	1.875	09/30/22	09/30/22	9,125,000	9,098,667	9,340,649	241,982	0.11%	487	4.07%
09/12/19	FNMA	3135G0T78	2.000	10/05/22	10/05/22	4,500,000	4,543,965	4,613,044	69,079	0.14%	492	2.01%
07/25/18	Bank of America Corp	06051GEU9	3.300	01/11/23	01/11/23	1,825,000	1,815,791	1,913,141	97,350	0.31%	590	0.83%
09/26/19	Federal National Mortgage Association	3135G0T94	2.375	01/19/23	01/19/23	4,800,000	4,919,052	4,973,512	54,460	0.17%	598	2.17%

**Burbank-Glendale-Pasadena Airport Authority - Operating Account**  
**Statement of Investments**  
**As of 05/31/21**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Eff. Mat. Date	Par Value	Purchase Cost	Market Value	Unrealized Gain/Loss	YTM	Days to Eff. Mat.	% Mkt Value
03/20/19	JP Morgan Chase & CO	46625HJH4	3.200	01/25/23	01/25/23	1,925,000	1,948,001	2,018,687	70,686	0.26%	604	0.88%
10/31/19	Treasury Note	9128283U2	2.375	01/31/23	01/31/23	4,200,000	4,309,594	4,357,500	47,906	0.14%	610	1.90%
03/18/19	Unitedhealth Group Inc	91324PBZ4	2.750	02/15/23	02/15/23	1,365,000	1,371,071	1,414,638	43,567	0.61%	625	0.62%
10/02/19	Pepsico Inc	713448CG1	2.750	03/01/23	03/01/23	1,300,000	1,344,486	1,358,120	13,634	0.20%	639	0.59%
12/03/19	Treasury Note	9128284L1	2.750	04/30/23	04/30/23	6,850,000	7,104,980	7,191,965	86,985	0.16%	699	3.13%
11/03/20	Loews Corporation	540424AQ1	2.625	05/15/23	05/15/23	1,500,000	1,572,790	1,557,786	(15,004)	0.77%	714	0.68%
06/06/19	Public Service Electric And Gas	74456QBC9	2.375	05/15/23	05/15/23	1,125,000	1,125,878	1,166,940	41,062	0.47%	714	0.51%
02/04/19	Simon Property Group LP	828807DD6	2.750	06/01/23	06/01/23	1,250,000	1,234,086	1,301,141	67,055	0.70%	731	0.57%
05/05/20	Federal Home Loan Mortgage Corp	3137EAEN5	2.750	06/19/23	06/19/23	6,250,000	6,718,056	6,579,027	(139,029)	0.19%	749	2.86%
03/04/21	Wells Fargo & Company	94988JBR4	3.550	08/14/23	08/14/23	1,650,000	1,773,371	1,764,726	(8,645)	0.39%	805	0.77%
01/21/20	FNMA	3135G0U43	2.875	09/12/23	09/12/23	5,050,000	5,296,103	5,354,762	58,659	0.23%	834	2.33%
07/31/19	Treasury Note	9128285D8	2.875	09/30/23	09/30/23	6,775,000	7,065,870	7,198,967	133,097	0.20%	852	3.13%
03/16/20	Treasury Note	9128285P1	2.875	11/30/23	11/30/23	3,200,000	3,479,090	3,413,000	(66,090)	0.21%	913	1.49%
03/20/19	Citibank NA	17325FAS7	3.650	01/23/24	01/23/24	1,750,000	1,806,515	1,897,200	90,685	0.46%	967	0.83%
03/26/21	IBM Corp	459200HU8	3.625	02/12/24	02/12/24	1,400,000	1,521,590	1,517,127	(4,463)	0.51%	987	0.66%
04/10/21	Mellife Inc	59156RBH0	3.600	04/10/24	04/10/24	1,500,000	1,632,233	1,632,088	(145)	0.50%	1045	0.71%
06/22/20	Comcast Corporation	2003NCR0	3.700	04/15/24	04/15/24	1,500,000	1,660,320	1,634,040	(26,280)	0.57%	1050	0.71%
03/16/21	Bank of New York Mellon Corp	06406HCV9	3.400	05/15/24	05/15/24	1,425,000	1,544,788	1,543,987	(801)	0.56%	1080	0.67%
06/23/20	Prudential Financial Inc	74432QBZ7	3.500	05/15/24	05/15/24	1,500,000	1,660,011	1,635,577	(24,434)	0.43%	1080	0.71%
11/03/20	Bristol-Myers Squibb Co	110122CM8	2.900	07/26/24	07/26/24	1,475,000	1,593,144	1,581,332	(11,812)	0.59%	1152	0.69%
10/31/19	Honeywell International Inc	438516BW5	2.300	08/15/24	08/15/24	1,500,000	1,543,546	1,584,220	40,674	0.54%	1172	0.69%
05/20/21	United Parcel Service INC	911312BT2	2.200	09/01/24	09/01/24	371,000	390,596	390,786	190	0.55%	1189	0.17%
02/12/21	PNC Bank NA	69353REF1	3.300	10/30/24	10/30/24	1,475,000	1,614,555	1,609,711	(4,844)	0.60%	1248	0.70%
06/25/20	Wisconsin Electric Power Company	976656CL0	2.050	12/15/24	12/15/24	1,100,000	1,161,130	1,154,923	(6,207)	0.62%	1294	0.50%
08/05/20	FHLB	3130A4CH3	2.050	12/15/24	12/15/24	250,000	273,060	267,247	(5,813)	0.54%	1294	0.12%
03/29/21	US Bank NA/Cincinnati OH	90331HPL1	2.050	01/21/25	01/21/25	1,500,000	1,561,780	1,570,377	8,597	0.74%	1331	0.68%
10/01/20	FHLMC Reference Note	3137EAEP0	1.500	02/12/25	02/12/25	500,000	524,867	518,707	(6,160)	0.50%	1353	0.23%
12/22/20	Exxon Mobil Corp	30231GAF9	2.709	03/06/25	03/06/25	1,450,000	1,555,182	1,550,143	(5,039)	0.84%	1375	0.67%
08/05/20	Ace InA Holdings Inc	00440EAS6	3.150	03/15/25	03/15/25	1,500,000	1,660,740	1,633,159	(27,581)	0.77%	1384	0.71%
05/12/20	Intel Corp	458140BP4	3.400	03/25/25	03/25/25	1,000,000	1,106,180	1,097,460	(8,720)	0.81%	1394	0.48%
05/05/20	Florida Power & Light Company	341081FZ5	2.850	04/01/25	04/01/25	1,000,000	1,086,930	1,074,331	(12,599)	0.88%	1401	0.47%
02/12/21	General Dynamics Corporation	369550BK3	3.250	04/01/25	04/01/25	250,000	274,894	271,959	(2,935)	0.92%	1401	0.12%
09/28/20	Federal Home Loan Banks	3130AJHU6	0.500	04/14/25	04/14/25	7,000,000	7,032,433	6,988,728	(43,705)	0.54%	1414	3.04%
05/11/21	General Dynamics Corporation	369550BG2	3.500	05/15/25	05/15/25	1,150,000	1,266,047	1,265,637	(410)	0.91%	1445	0.55%
08/05/20	Treasury Note	912828ZW3	0.250	06/30/25	06/30/25	9,000,000	8,958,042	8,884,688	(73,354)	0.57%	1491	3.87%

**Burbank-Glendale-Pasadena Airport Authority - Operating Account**  
**Statement of Investments**  
**As of 05/31/21**

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
11/19/20	Intel Corp	458140AS9	3.700	07/29/25	07/29/25	400,000	452,247	444,114	(8,133)	0.99%	1520	0.19%
09/24/20	State Street Corporation	857477AT0	3.550	08/18/25	08/18/25	1,500,000	1,705,082	1,671,094	(33,988)	0.81%	1540	0.73%
09/25/20	FNMA Benchmark Note	3135G05X7	0.375	08/25/25	08/25/25	3,500,000	3,493,349	3,462,620	(30,729)	0.63%	1547	1.51%
11/17/20	FNMA Benchmark Note	3135G06G3	0.500	11/07/25	11/07/25	5,000,000	4,998,149	4,961,273	(36,876)	0.68%	1621	2.16%
	Subtotal					\$214,563,090	\$217,823,387	\$220,609,046	\$ 2,785,659	0.30%	638	96.04%
Local Agency Investment Fund (LAIF)												
						9,075,909	9,075,909	9,087,434	11,525	0.32%	287	3.96%
	Subtotal					\$223,638,999	\$226,899,296	\$229,696,480	\$ 2,797,184	0.31%	624	100.00%
Operating Bank Balance												
							8,494,992					
	TOTAL						\$235,394,288					

**Burbank-Glendale-Pasadena Airport Authority - Operating Account**  
**Statement of Purchases - Maturities - Sales**  
**As of 05/31/21**

**PURCHASES**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Par Value	Purchase Price	Purchase Cost	Prepaid Interest
05/06/21	Federal Home Loan Banks	3130AJHU6	0.500	04/14/25	545,000.00	99.73600	\$ 543,561.20	\$ (174.10)
05/07/21	Federal Home Loan Banks	3130AJHU6	0.500	04/14/25	2,455,000.00	100.00808	2,455,198.29	(886.53)
05/11/21	General Dynamics Corporation	369550BG2	3.500	05/15/25	1,150,000.00	110.09100	1,266,046.50	(19,901.39)
05/20/21	United Parcel Service INC	911312BT2	2.200	09/01/24	371,000.00	105.28200	390,596.22	(1,881.79)
05/27/21	Bank of New York Mellon Corp	06406HCY9	3.400	05/15/24	100,000.00	108.57000	108,570.00	(151.11)
05/27/21	JP Morgan Chase & CO	46625HJH4	3.200	01/25/23	100,000.00	104.88900	104,889.00	(1,120.00)
05/27/21	MetLife Inc	59156RBH0	3.600	04/10/24	325,000.00	108.88600	353,879.50	(1,657.50)
05/27/21	US Bank NA/Cincinnati OH	90331HPL1	2.050	01/21/25	250,000.00	104.68700	261,717.50	(1,850.69)
<b>TOTAL PURCHASES</b>					<b>\$ 5,296,000.00</b>	<b>\$ 5,484,458.21</b>	<b>\$ (27,623.11)</b>	

**MATURITIES**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Par Value	Purchase Price	Purchase Cost	Gain / (Loss)
06/13/18	FNMA	3135G0K69	1.250	05/06/21	\$ 3,000,000.00	96.11000	\$ 2,883,300.00	\$ 116,700.00
12/21/18	General Dynamics Corporation	369550BE7	3.000	05/11/21	1,300,000.00	100.42908	1,305,578.00	(5,578.00)
<b>TOTAL MATURITIES</b>					<b>\$ 4,300,000.00</b>	<b>\$ 4,188,878.00</b>	<b>\$ 111,122.00</b>	

**SALES / REDEMPTIONS**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Sale Date	Par Value	Sale Price	Purchase Cost	Gain / (Loss)
03/01/18	Fifth Third Bank	31677QBG3	2.250	06/14/21	05/17/21	\$ 1,000,000.00	100.00000	\$ 977,850.00	\$ 22,150.00
<b>TOTAL SALES</b>						<b>\$ 1,000,000.00</b>	<b>\$ 1,000,000.00</b>	<b>\$ 977,850.00</b>	<b>\$ 22,150.00</b>

**Burbank-Glendale-Pasadena Airport Authority - Operating Account**  
**Earnings Report**  
**05/01/21-05/31/21**

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
<b>FIXED INCOME</b>									
FNMA	1.250	05/06/21	18,229.17	18,750.00	-	-	520.83	-	520.83
General Dynamics Corporation	3.000	05/11/21	18,416.67	19,500.00	-	-	1,083.33	-	1,083.33
Fifth Third Bank	2.250	06/14/21	8,562.50	9,437.50	-	-	875.00	-	875.00
WalMart Inc	3.125	06/23/21	14,444.44	-	-	17,829.86	3,385.42	1.81	3,387.23
Treasury Note	2.125	06/30/21	88,786.26	-	-	111,533.15	22,746.89	4,440.10	27,186.99
Florida Power Corporation	3.100	08/15/21	4,613.83	-	-	6,435.08	1,821.25	(511.70)	1,309.55
FNMA Benchmark Note	1.250	08/17/21	770.83	-	-	1,083.33	312.50	173.88	486.38
Treasury Note	1.125	09/30/21	2,191.60	-	-	4,383.20	2,191.60	2,806.69	4,998.29
Federal Home Loan Banks	1.875	11/29/21	118,750.01	140,625.00	-	1,562.51	23,437.50	5,398.50	28,836.00
Pfizer Inc	2.200	12/15/21	12,466.67	-	-	15,216.67	2,750.00	19.66	2,769.66
FNMA Benchmark Note	2.000	01/05/22	24,488.89	-	-	30,822.22	6,333.33	(415.72)	5,917.61
FHLMC	2.375	01/13/22	57,890.63	-	-	73,971.36	16,080.73	(410.24)	15,670.49
Target Corporation	2.900	01/15/22	11,100.56	-	-	14,242.23	3,141.67	(1,010.96)	2,130.71
Berkshire Hathaway Finance Corp	3.400	01/31/22	12,891.67	-	-	17,141.67	4,250.00	(526.03)	3,723.97
Treasury Note	1.500	01/31/22	9,136.74	-	-	12,283.84	3,147.10	1,216.68	4,363.78
PacificCorp	2.950	02/01/22	7,375.00	-	-	9,833.33	2,458.33	211.02	2,669.35
Microsoft Corporation	2.375	02/12/22	6,384.47	-	-	8,808.94	2,424.47	689.33	3,113.80
Walt Disney Co	2.550	02/15/22	6,998.33	-	-	9,760.83	2,762.50	(185.71)	2,576.79
American Express Credit Corp	2.700	03/03/22	5,655.00	-	-	8,580.00	2,925.00	(2,559.73)	365.27
FHLB	2.250	03/11/22	12,500.00	-	-	20,000.00	7,500.00	(1,107.37)	6,392.63
BB&T Corp	2.750	04/01/22	3,437.51	-	-	6,874.99	3,437.48	(825.46)	2,612.02
Federal National Mortgage Association	1.875	04/05/22	11,239.58	-	-	24,208.33	12,968.75	3,245.57	16,214.32
Treasury Note	1.875	04/30/22	482.76	-	-	15,448.37	14,965.61	4,595.07	19,560.68
Apple Inc	2.300	05/11/22	13,576.39	14,375.00	-	1,597.22	2,395.83	249.29	2,645.12
Home Depot Inc	2.625	06/01/22	13,125.01	-	-	15,750.00	2,624.99	(330.38)	2,294.61
Caterpillar Financial Services	2.400	06/06/22	14,500.01	-	-	17,500.01	3,000.00	(284.62)	2,715.38
Cisco Systems Inc	3.000	06/15/22	13,600.00	-	-	16,600.00	3,000.00	(261.49)	2,738.51
Treasury Note	2.000	07/31/22	48,977.90	-	-	65,848.07	16,870.17	3,463.53	20,333.70
Procter & Gamble Company	2.150	08/11/22	6,091.67	-	-	8,376.04	2,284.37	(479.28)	1,805.09
Burlington Northern Santa Fe LLC	3.050	09/01/22	6,100.00	-	-	9,150.00	3,050.00	(347.90)	2,702.10
John Deere Capital Corp	2.150	09/08/22	4,747.92	-	-	7,435.42	2,687.50	725.78	3,413.28
Merck & Co Inc	2.400	09/15/22	4,600.00	-	-	7,600.00	3,000.00	1,127.79	4,127.79
National Rural Utilities Coop	2.300	09/15/22	2,938.89	-	-	4,855.56	1,916.67	68.52	1,985.19
Treasury Note	1.875	09/30/22	14,491.54	-	-	28,983.10	14,491.56	484.11	14,955.67

**Burbank-Glendale-Pasadena Airport Authority - Operating Account**  
**Earnings Report**  
**05/01/21-05/31/21**

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
FNMA	NOTE	10/05/22	6,500.00	-	-	14,000.00	7,500.00	(1,196.87)	6,303.13
Bank of America Corp	NOTE	01/11/23	18,402.08	-	-	23,420.83	5,018.75	11.12	5,029.87
Federal National Mortgage Association	NOTE	01/19/23	32,300.00	-	-	41,800.00	9,500.00	(3,063.13)	6,436.87
JP Morgan Chase & CO	NOTE	01/25/23	15,573.33	-	1,120.00	21,560.00	4,866.67	(393.60)	4,473.07
Treasury Note	NOTE	01/31/23	24,799.72	-	-	33,341.85	8,542.13	(2,862.18)	5,679.95
Unitedhealth Group Inc	NOTE	02/15/23	7,924.59	-	-	11,052.70	3,128.11	(205.07)	2,923.04
Pepsico Inc	NOTE	03/01/23	5,958.33	-	-	8,937.50	2,979.17	(1,087.68)	1,891.49
Treasury Note	NOTE	04/30/23	511.89	-	-	16,380.43	15,868.54	(6,471.79)	9,396.75
Loews Corporation	NOTE	05/15/23	18,156.25	19,687.50	-	1,750.00	3,281.25	(2,718.13)	563.12
Public Service Electric And Gas	NOTE	05/15/23	12,320.31	13,359.38	-	1,187.50	2,226.57	(19.87)	2,206.70
Simon Property Group LP	NOTE	06/01/23	14,322.91	-	-	17,187.50	2,864.59	311.51	3,176.10
Federal Home Loan Mortgage Corp	NOTE	06/19/23	63,020.83	-	-	77,343.75	14,322.92	(12,503.73)	1,819.19
Wells Fargo & Company	NOTE	08/14/23	12,528.54	-	-	17,409.79	4,881.25	(4,374.85)	506.40
FNMA	NOTE	09/12/23	19,761.63	-	-	31,860.59	12,098.96	(5,735.94)	6,363.02
Treasury Note	NOTE	09/30/23	16,497.87	-	-	32,995.73	16,497.86	(6,212.30)	10,285.56
Treasury Note	NOTE	11/30/23	38,417.59	46,000.00	-	251.37	7,833.78	(6,506.84)	1,326.94
Citibank NA	NOTE	01/23/24	17,388.20	-	-	22,711.11	5,322.91	(1,105.12)	4,217.79
IBM Corp	NOTE	02/12/24	11,136.81	-	-	15,365.97	4,229.16	(3,534.60)	694.56
Medlife Inc	NOTE	04/10/24	2,467.50	-	1,657.50	7,650.00	3,525.00	(2,919.57)	605.43
Comcast Corporation	NOTE	04/15/24	2,466.66	-	-	7,091.67	4,625.01	(3,650.80)	974.21
Bank of New York Mellon Corp	NOTE	05/15/24	20,773.05	22,525.00	151.11	2,153.33	3,754.17	(3,014.04)	740.13
Prudential Financial Inc	NOTE	05/15/24	24,208.34	26,250.00	-	2,333.33	4,374.99	(3,561.09)	813.90
Bristol-Myers Squibb Co	NOTE	07/26/24	11,287.85	-	-	14,852.43	3,564.58	(2,715.26)	849.32
Honeywell International Inc	NOTE	08/15/24	7,283.34	-	-	10,158.34	2,875.00	(844.27)	2,030.73
United Parcel Service INC	NOTE	09/01/24	-	-	1,881.79	2,040.50	158.71	(119.59)	39.12
PNC Bank NA	NOTE	10/30/24	135.21	-	-	4,191.46	4,056.25	(3,304.56)	751.69
Wisconsin Electric Power Company	NOTE	12/15/24	8,518.89	-	-	10,398.06	1,879.17	(1,193.05)	586.12
FHLB	NOTE	12/15/24	775.17	-	-	1,269.97	494.80	(417.25)	77.55
US Bank NA/Cincinnati OH	NOTE	01/21/25	7,118.06	-	1,850.69	11,104.16	2,135.41	(1,120.80)	1,014.61
FHLMC Reference Note	NOTE	02/12/25	1,645.83	-	-	2,270.83	625.00	(477.19)	147.81
Exxon Mobil Corp	NOTE	03/06/25	6,001.19	-	-	9,274.56	3,273.37	(2,276.64)	996.73
Ace InA Holdings Inc	NOTE	03/15/25	6,037.50	-	-	9,975.00	3,937.50	(3,010.67)	926.83
Intel Corp	NOTE	03/25/25	3,400.00	-	-	6,233.33	2,833.33	(1,850.90)	982.43
Florida Power & Light Company	NOTE	04/01/25	2,375.00	-	-	4,750.00	2,375.00	(1,503.97)	871.03
General Dynamics Corporation	NOTE	04/01/25	677.08	-	-	1,354.17	677.09	(513.65)	163.44

**Burbank-Glendale-Pasadena Airport Authority - Operating Account**  
**Earnings Report**  
**05/01/21-05/31/21**

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
Federal Home Loan Banks	NOTE 0.500	04/14/25	944.44	-	1,060.53	4,569.44	2,564.47	(608.18)	1,956.29
General Dynamics Corporation	NOTE 3.500	05/15/25	-	20,125.00	19,901.39	1,788.89	2,012.50	(1,511.46)	501.04
Treasury Note	NOTE 0.250	06/30/25	7,520.72	-	-	9,447.51	1,926.79	775.64	2,702.43
Intel Corp	NOTE 3.700	07/29/25	3,782.22	-	-	5,015.56	1,233.34	(982.11)	251.23
State Street Corporation	NOTE 3.550	08/18/25	10,797.91	-	-	15,235.42	4,437.51	(3,543.01)	894.50
FNMA Benchmark Note	NOTE 0.375	08/25/25	2,406.25	-	-	3,500.00	1,093.75	112.91	1,206.66
FNMA Benchmark Note	NOTE 0.500	11/07/25	11,736.11	12,152.78	-	1,666.67	2,083.34	31.02	2,114.36
<b>Subtotal</b>			<b>\$ 1,077,441.65</b>	<b>\$ 362,787.16</b>	<b>\$ 27,623.01</b>	<b>\$ 1,130,596.58</b>	<b>\$ 388,319.08</b>	<b>\$ (76,246.82)</b>	<b>\$ 312,072.26</b>
<b>CASH EQUIVALENTS</b>									
Cash Interest (MISC)			-	21.96	-	-	21.96	-	21.96
<b>Subtotal</b>			<b>\$ -</b>	<b>\$ 21.96</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21.96</b>	<b>\$ -</b>	<b>\$ 21.96</b>
<b>LAIF</b>									
Local Agency Investment Fund			2,527.31	-	-	4,955.54	2,428.23	-	2,428.23
<b>TOTAL</b>			<b>\$ 1,079,968.96</b>	<b>\$ 362,809.12</b>	<b>\$ 27,623.01</b>	<b>\$ 1,135,552.12</b>	<b>\$ 390,769.27</b>	<b>\$ (76,246.82)</b>	<b>\$ 314,522.45</b>

**Burbank-Glendale-Pasadena Airport Authority - PFC Account**  
**Statement of Investments**  
**As of 05/31/21**

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
05/31/21	Columbia Treasury Reserves	097101307	0.000	05/31/21	05/31/21	\$ 319,797	\$ 319,797	\$ 319,797	\$ -	0.00%	0	0.66%
06/20/18	WalMart Inc	931142EJ8	3.125	06/23/21	06/23/21	300,000	301,350	300,525	(825)	0.60%	23	0.62%
12/23/16	Treasury Note	912828WR7	2.125	06/30/21	06/30/21	1,500,000	1,488,688	1,502,461	13,793	0.32%	30	3.09%
10/02/17	Florida Power Corporation	341099CP2	3.100	08/15/21	08/15/21	250,000	256,744	250,522	(6,222)	2.10%	76	0.52%
05/31/19	FNMA Benchmark Note	3135G0N82	1.250	08/17/21	08/17/21	130,000	128,006	130,315	2,309	0.15%	78	0.27%
07/05/18	Treasury Note	912828T34	1.125	09/30/21	09/30/21	1,590,000	1,517,091	1,595,776	78,685	0.06%	122	3.28%
12/23/16	Federal Home Loan Banks	3130AABG2	1.875	11/29/21	11/29/21	1,525,000	1,497,278	1,538,841	41,563	0.07%	182	3.17%
01/23/17	Pfizer Inc	717081DZ3	2.200	12/15/21	12/15/21	360,000	359,305	363,959	4,654	0.19%	198	0.75%
03/27/19	FNMA Benchmark Note	3135G0S38	2.000	01/05/22	01/05/22	1,150,000	1,152,401	1,163,181	10,780	0.10%	219	2.39%
09/25/18	FHLMC	3137EADB2	2.375	01/13/22	01/13/22	1,775,000	1,757,610	1,800,564	42,954	0.07%	227	3.70%
06/26/19	Target Corporation	87612EAZ9	2.900	01/15/22	01/15/22	300,000	306,848	305,034	(1,814)	0.24%	229	0.63%
08/15/18	Berkshire Hathaway Finance Corp	084670BF4	3.400	01/31/22	01/31/22	360,000	366,983	367,739	756	0.18%	245	0.76%
02/03/17	Treasury Note	912828H86	1.500	01/31/22	01/31/22	1,450,000	1,400,944	1,464,047	63,103	0.07%	245	3.01%
08/06/18	PacifiCorp	695114CP1	2.950	02/01/22	02/01/22	250,000	249,340	252,830	3,490	1.26%	246	0.52%
11/05/18	Microsoft Corporation	594918BA1	2.375	02/12/22	02/12/22	300,000	295,021	304,048	9,027	0.46%	257	0.63%
02/21/17	Walt Disney Co	25468PCT1	2.550	02/15/22	02/15/22	300,000	300,881	304,890	4,009	0.26%	260	0.63%
11/19/20	American Express Credit Corp	0258M0EG0	2.700	03/03/22	03/03/22	275,000	282,835	279,633	(3,202)	0.49%	276	0.58%
07/09/19	FHLB	313378CR0	2.250	03/11/22	03/11/22	1,175,000	1,190,245	1,194,700	4,455	0.12%	284	2.46%
05/31/19	US Bancorp	91159HHC7	3.000	03/15/22	03/15/22	290,000	294,840	295,785	945	0.49%	288	0.61%
01/11/19	BB&T Corp	05531FAX1	2.750	04/01/22	04/01/22	300,000	298,290	305,781	7,491	0.45%	305	0.63%
03/01/18	Federal National Mortgage Assoc	3135G0T45	1.875	04/05/22	04/05/22	1,050,000	1,033,101	1,066,149	33,048	0.07%	309	2.19%
01/31/19	Treasury Note	912828X47	1.875	04/30/22	04/30/22	1,550,000	1,530,471	1,575,551	45,080	0.09%	334	3.24%
05/31/19	Apple Inc	037833CQ1	2.300	05/11/22	05/11/22	300,000	300,762	305,363	4,601	0.37%	345	0.63%
10/03/17	Home Depot Inc	437076BG6	2.625	06/01/22	06/01/22	300,000	303,523	306,808	3,285	0.37%	366	0.63%
11/08/18	Caterpillar Financial Services	14913QAA7	2.400	06/06/22	06/06/22	300,000	292,337	306,722	14,385	0.20%	371	0.63%
02/15/19	Cisco Systems Inc	17275RAV4	3.000	06/15/22	06/15/22	300,000	303,772	308,693	4,921	0.23%	380	0.64%
12/31/18	Treasury Note	912828XQ8	2.000	07/31/22	07/31/22	1,425,000	1,405,583	1,456,840	51,257	0.10%	426	3.00%
11/01/19	Procter & Gamble Company	742718EU9	2.150	08/11/22	08/11/22	300,000	303,998	307,037	3,039	0.20%	437	0.63%
02/15/19	Burlington Northern Santa Fe LLC	12189LAL5	3.050	09/01/22	09/01/22	275,000	277,996	282,685	4,689	0.81%	458	0.58%
01/09/19	John Deere Capital Corp	24422ETV1	2.150	09/08/22	09/08/22	300,000	290,735	307,522	16,787	0.18%	465	0.63%
05/18/18	Merck & Co Inc	589331AT4	2.400	09/15/22	09/15/22	350,000	343,117	357,939	14,822	0.64%	472	0.74%
01/11/19	Treasury Note	9128282W9	1.875	09/30/22	09/30/22	1,225,000	1,201,813	1,253,950	52,137	0.11%	487	2.58%



**Burbank-Glendale-Pasadena Airport Authority - PFC Account**  
**Statement of Investments**  
**As of 05/31/21**

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
09/12/19	FNMA	3135G0T78	2.000	10/05/22	10/05/22	1,000,000	1,009,770	1,025,121	15,351	0.14%	492	2.11%
04/25/18	Bank of America Corp	06051GEU9	3.300	01/11/23	01/11/23	400,000	399,124	419,319	20,195	0.31%	590	0.86%
09/26/19	Federal National Mortgage Assoc	3135G0T94	2.375	01/19/23	01/19/23	1,750,000	1,791,413	1,813,259	21,846	0.17%	598	3.73%
03/20/19	JP Morgan Chase & CO	46625HJH4	3.200	01/25/23	01/25/23	425,000	430,662	445,684	15,022	0.26%	604	0.92%
08/22/19	Treasury Note	9128283U2	2.375	01/31/23	01/31/23	1,675,000	1,718,542	1,737,813	19,271	0.14%	610	3.57%
03/18/19	Unitedhealth Group Inc	91324PBZ4	2.750	02/15/23	02/15/23	325,000	326,091	336,819	10,728	0.61%	625	0.69%
10/02/19	Pepsico Inc.	713448CG1	2.750	03/01/23	03/01/23	300,000	310,179	313,412	3,233	0.20%	639	0.64%
11/19/19	Treasury Note	9128284L1	2.750	04/30/23	04/30/23	1,900,000	1,969,049	1,994,852	25,803	0.16%	699	4.10%
11/03/20	Loews Corporation	540424AQ1	2.625	05/15/23	05/15/23	300,000	314,644	311,557	(3,087)	0.77%	714	0.64%
06/06/19	Public Service Electric And Gas	74456QBC9	2.375	05/15/23	05/15/23	300,000	302,050	311,184	9,134	0.47%	714	0.64%
02/04/19	Simon Property Group LP	828807DD6	2.750	06/01/23	06/01/23	300,000	298,333	312,274	13,941	0.70%	731	0.64%
02/19/20	FHLMC	3137EAEN5	2.750	06/19/23	06/19/23	1,875,000	1,984,696	1,973,708	(10,988)	0.19%	749	4.06%
03/04/21	Wells Fargo Bank NA	94988J5R4	3.550	08/14/23	08/14/23	350,000	376,170	374,336	(1,834)	0.39%	805	0.77%
01/21/20	FNMA	3135G0U43	2.875	09/12/23	09/12/23	1,400,000	1,464,189	1,484,488	20,299	0.23%	834	3.05%
07/31/19	Treasury Note	9128285D8	2.875	09/30/23	09/30/23	1,875,000	1,959,890	1,992,334	32,444	0.20%	852	4.10%
02/19/20	Treasury Note	9128285P1	2.875	11/30/23	11/30/23	800,000	856,141	853,250	(2,891)	0.21%	913	1.76%
03/20/19	Citibank NA	17325FAS7	3.650	01/23/24	01/23/24	300,000	307,317	325,234	17,917	0.46%	967	0.67%
03/26/21	IBM Corp	459200HU8	3.625	02/12/24	02/12/24	310,000	336,924	335,935	(989)	0.51%	987	0.69%
04/30/21	Treasury Note	91282CBM2	0.125	02/15/24	02/15/24	1,200,000	1,194,375	1,196,531	2,156	0.23%	990	2.46%
04/26/21	Metlife Inc	59156RBH0	3.600	04/10/24	04/10/24	350,000	380,854	380,821	(33)	0.50%	1045	0.78%
09/25/20	Comcast Corporation	20030NCR0	3.700	04/15/24	04/15/24	315,000	348,289	343,148	(5,141)	0.57%	1050	0.71%
03/16/21	Bank of New York Mellon Corp	06406HCV9	3.400	05/15/24	05/15/24	350,000	379,467	379,225	(242)	0.56%	1080	0.78%
09/28/20	Prudential Financial Inc	74432QBZ7	3.500	05/15/24	05/15/24	350,000	386,984	381,635	(5,329)	0.43%	1080	0.79%
11/03/20	Bristol-Myers Squibb Co	110122CM8	2.900	07/26/24	07/26/24	325,000	351,139	348,429	(2,710)	0.59%	1152	0.72%
10/31/19	Honeywell International Inc	438516BW5	2.300	08/15/24	08/15/24	325,000	332,088	343,248	11,160	0.54%	1172	0.71%
05/20/21	United Parcel Service	911312BT2	2.200	09/01/24	09/01/24	74,000	77,909	77,946	37	0.55%	1189	0.16%
02/12/20	PNC Funding Corp	69353REF1	3.300	10/30/24	10/30/24	325,000	345,449	354,682	9,233	0.60%	1248	0.73%
09/24/20	Wisconsin Electric Power Company	976656CL0	2.050	12/15/24	12/15/24	300,000	317,209	314,979	(2,230)	0.62%	1294	0.65%
12/22/20	Exxon Mobil Corp	30231GAF9	2.709	03/06/25	03/06/25	315,000	336,711	336,755	44	0.07%	1375	0.69%
11/03/20	Ace InA Holdings Inc	00440EAS6	3.150	03/15/25	03/15/25	350,000	385,090	381,071	(4,019)	0.77%	1384	0.78%
02/12/21	General Dynamics Corporation	369550BK3	3.250	04/01/25	04/01/25	50,000	54,978	54,392	(586)	0.92%	1401	0.11%
09/28/20	Federal Home Loan Banks	3130AJHU6	0.500	04/14/25	04/14/25	1,450,000	1,453,983	1,447,665	(6,318)	0.54%	1414	2.98%

**Burbank-Glendale-Pasadena Airport Authority - PFC Account**  
**Statement of Investments**  
**As of 05/31/21**

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
05/11/21	General Dynamics Corporation	369550BG2	3.500	05/15/25	05/15/25	265,000	291,740	291,647	(93)	0.91%	1445	0.60%
11/17/20	Treasury Note	912828ZW3	0.250	06/30/25	06/30/25	500,000	497,395	493,594	(3,801)	0.57%	1491	1.02%
09/25/20	Intel Corp	458140AS9	3.700	07/29/25	07/29/25	325,000	368,501	360,842	(7,659)	0.99%	1520	0.74%
09/24/20	State Street Corporation	857477AT0	3.550	08/18/25	08/18/25	365,000	414,692	406,633	(8,059)	0.81%	1540	0.84%
11/17/20	FNMA Benchmark Note	3135G06G3	0.500	11/07/25	11/07/25	2,500,000	2,499,074	2,480,637	(18,437)	0.68%	1621	5.10%
		Subtotal				\$ 47,193,797	\$ 47,922,776	\$ 48,610,146	\$ 687,370	0.30%	648	100.00%
	PFC Bank Balance						2,042,186					
		TOTAL					\$ 49,964,962					

**Burbank-Glendale-Pasadena Airport Authority - PFC Account**  
**Statement of Purchases - Maturities - Sales**  
**As of 05/31/21**

**PURCHASES**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Par Value	Purchase Price	Purchase Cost	Prepaid Interest
05/06/21	Federal Home Loan Banks	3130AJHU6	0.500	04/14/25	\$ 170,000.00	99.73600	\$ 169,551.20	\$ (54.30)
05/06/21	Federal Home Loan Banks	3130AJHU6	0.500	04/14/25	755,000.00	100.00808	755,060.98	(272.64)
05/11/21	General Dynamics Corporation	369550BG2	3.500	05/15/25	265,000.00	110.09100	291,741.15	(4,585.97)
05/20/21	United Parcel Service	911312BT2	2.200	09/01/24	74,000.00	105.28200	77,908.68	(375.34)
05/27/21	Bank of New York Mellon Corp	06406HCV9	3.400	05/15/24	50,000.00	108.57000	54,285.00	(75.56)
05/27/21	Metlife Inc	59156RBH0	3.600	04/10/24	75,000.00	108.88600	81,664.50	(382.50)
						-	-	-
						-	-	-
						-	-	-
						-	-	-
						-	-	-
						-	-	-
<b>TOTAL PURCHASES</b>					<b>\$ 1,389,000.00</b>		<b>\$ 1,430,211.51</b>	<b>\$ (5,746.31)</b>

**MATURITIES**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Par Value	Purchase Price	Purchase Cost	Gain / (Loss)
05/31/18	FNMA	3135G0K69	1.250	05/06/21	\$ 925,000.00	96.32573	\$ 891,013.00	\$ 33,987.00
05/08/18	General Dynamics Corporation	369550BE7	3.000	05/11/21	300,000.00	100.16463	300,493.90	(493.90)
						-	-	-
						-	-	-
						-	-	-
<b>TOTAL MATURITIES</b>					<b>\$ 1,225,000.00</b>		<b>\$ 1,191,506.90</b>	<b>\$ 33,493.10</b>

**SALES / REDEMPTIONS / DELIVERS**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Sale Date	Par Value	Sale Price	Purchase Cost	Gain / (Loss)
03/01/18	Fifth Third Bank	31677QBG3	2.250	06/14/21	05/17/21	200,000.00	100.00000	\$ 200,000.00	\$ 4,430.00
								-	-
								-	-
						<b>\$ 200,000.00</b>		<b>\$ 200,000.00</b>	<b>\$ 4,430.00</b>

**Burbank-Glendale-Pasadena Airport Authority - PFC Account**  
**Earnings Report**  
**05/01/21-05/31/21**

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>										
FNMA	NOTE	1.250	05/06/21	5,620.66	5,781.25	-	-	160.59	-	160.59
General Dynamics Corporation	NOTE	3.000	05/11/21	4,250.00	4,500.00	-	-	250.00	-	250.00
Fifth Third Bank	NOTE	2.250	06/14/21	1,712.50	1,887.50	-	-	175.00	-	175.00
WalMart Inc	NOTE	3.125	06/23/21	3,333.34	-	-	4,114.58	781.24	(65.71)	715.53
Treasury Note	NOTE	2.125	06/30/21	10,654.35	-	-	13,383.98	2,729.63	325.73	3,055.36
Florida Power Corporation	NOTE	3.100	08/15/21	1,636.11	-	-	2,281.95	645.84	(190.69)	455.15
FNMA Benchmark Note	NOTE	1.250	08/17/21	334.03	-	-	469.44	135.41	75.35	210.76
Treasury Note	NOTE	1.125	09/30/21	1,515.06	-	-	3,030.12	1,515.06	1,995.85	3,510.91
Federal Home Loan Banks	NOTE	1.875	11/29/21	12,072.91	14,296.88	-	158.86	2,382.83	591.23	2,974.06
Pfizer Inc	NOTE	2.200	12/15/21	2,992.01	-	-	3,652.00	659.99	5.17	665.16
FNMA Benchmark Note	NOTE	2.000	01/05/22	7,411.12	-	-	9,327.77	1,916.65	(85.78)	1,830.87
FHLMC	NOTE	2.375	01/13/22	12,646.88	-	-	16,159.89	3,513.01	453.02	3,966.03
Target Corporation	NOTE	2.900	01/15/22	2,561.66	-	-	3,286.67	725.01	(233.88)	491.13
Berkshire Hathaway Finance Corp	NOTE	3.400	01/31/22	3,094.00	-	-	4,114.00	1,020.00	(212.03)	807.97
Treasury Note	NOTE	1.500	01/31/22	5,407.46	-	-	7,270.03	1,862.57	1,069.77	2,932.34
PacificCorp	NOTE	2.950	02/01/22	1,843.76	-	-	2,458.34	614.58	7.94	622.52
Microsoft Corporation	NOTE	2.375	02/12/22	1,563.55	-	-	2,157.29	593.74	123.74	717.48
Walt Disney Co	NOTE	2.550	02/15/22	1,615.01	-	-	2,252.51	637.50	(24.43)	613.07
American Express Credit Corp	NOTE	2.700	03/03/22	1,196.25	-	-	1,815.00	618.75	(550.45)	68.30
FHLB	NOTE	2.250	03/11/22	3,671.88	-	-	5,875.00	2,203.12	(506.57)	1,696.55
US Bancorp	NOTE	3.000	03/15/22	1,111.67	-	-	1,836.67	725.00	(157.58)	567.42
BB&T Corp	NOTE	2.750	04/01/22	687.49	-	-	1,375.00	687.51	34.60	722.11
Federal National Mortgage Assoc	NOTE	1.875	04/05/22	1,421.87	-	-	3,062.49	1,640.62	349.69	1,990.31
Treasury Note	NOTE	1.875	04/30/22	78.97	-	-	2,527.17	2,448.20	507.55	2,955.75
Apple Inc	NOTE	2.300	05/11/22	3,258.34	3,450.00	-	383.33	574.99	(25.16)	549.83
Home Depot Inc	NOTE	2.625	06/01/22	3,281.27	-	-	3,937.50	656.23	(84.33)	571.90
Caterpillar Financial Services	NOTE	2.400	06/06/22	2,899.99	-	-	3,499.99	600.00	175.89	775.89
Cisco Systems Inc	NOTE	3.000	06/15/22	3,400.00	-	-	4,150.00	750.00	(107.48)	642.52
Treasury Note	NOTE	2.000	07/31/22	7,085.63	-	-	9,526.24	2,440.61	461.96	2,902.57
Procter & Gamble Company	NOTE	2.150	08/11/22	1,433.33	-	-	1,970.83	537.50	(125.05)	412.45
Burlington Northern Santa Fe LLC	NOTE	3.050	09/01/22	1,397.92	-	-	2,096.88	698.96	(90.11)	608.85
John Deere Capital Corp	NOTE	2.150	09/08/22	949.58	-	-	1,487.08	537.50	209.45	746.95
Merck & Co Inc	NOTE	2.400	09/15/22	1,073.34	-	-	1,773.34	700.00	129.25	829.25

**Burbank-Glendale-Pasadena Airport Authority - PFC Account**  
**Earnings Report**  
**05/01/21-05/31/21**

Type of Investment	Type	Coupon	Maturity Date	Previous Accrual	Realized Interest For Period	Interest Paid At Purc/Recv	Current Accrual	Interest Earned	Amrt/Accrt For Period	Adjusted Total Int. Earned
Treasury Note	NOTE	1.875	09/30/22	1,945.44	-	-	3,890.88	1,945.44	529.98	2,475.42
FNMA	NOTE	2.000	10/05/22	1,444.44	-	-	3,111.11	1,666.67	(265.97)	1,400.70
Bank of America Corp	NOTE	3.300	01/11/23	4,033.33	-	-	5,133.33	1,100.00	(7.06)	1,092.94
Federal National Mortgage Assoc	NOTE	2.375	01/19/23	11,776.05	-	-	15,239.58	3,463.53	(1,066.94)	2,396.59
JP Morgan Chase & CO	NOTE	3.200	01/25/23	3,626.66	-	-	4,760.00	1,133.34	(130.81)	1,002.53
Treasury Note	NOTE	2.375	01/31/23	9,890.37	-	-	13,297.04	3,406.67	(1,131.53)	2,275.14
Unitedhealth Group Inc	NOTE	2.750	02/15/23	1,886.81	-	-	2,631.59	744.78	(34.48)	710.30
Pepsico Inc.	NOTE	2.750	03/01/23	1,375.00	-	-	2,062.51	687.51	(249.15)	438.36
Treasury Note	NOTE	2.750	04/30/23	141.98	-	-	4,543.48	4,401.50	(1,746.43)	2,655.07
Loews Corporation	NOTE	2.625	05/15/23	3,631.25	3,937.50	-	350.00	656.25	(541.27)	114.98
Public Service Electric And Gas	NOTE	2.375	05/15/23	3,285.41	3,562.50	-	316.67	593.76	(68.99)	524.77
Simon Property Group LP	NOTE	2.750	06/01/23	3,437.50	-	-	4,125.00	687.50	24.90	712.40
FHLMC	NOTE	2.750	06/19/23	18,906.25	-	-	23,203.13	4,296.88	(2,796.51)	1,500.37
Wells Fargo Bank NA	NOTE	3.550	08/14/23	2,657.57	-	-	3,692.99	1,035.42	(928.00)	107.42
FNMA	NOTE	2.875	09/12/23	5,478.47	-	-	8,832.64	3,354.17	(1,469.97)	1,884.20
Treasury Note	NOTE	2.875	09/30/23	4,565.84	-	-	9,131.65	4,565.81	(1,818.51)	2,747.30
Treasury Note	NOTE	2.875	11/30/23	9,604.40	11,500.00	-	62.84	1,958.44	(1,276.99)	681.45
Citibank NA	NOTE	3.650	01/23/24	2,980.83	-	-	3,893.33	912.50	(128.90)	783.60
IBM Corp	NOTE	3.625	02/12/24	2,466.01	-	-	3,402.47	936.46	(782.66)	153.80
Treasury Note	NOTE	0.125	02/15/24	310.77	-	-	439.23	128.46	160.24	288.70
Mellife Inc	NOTE	3.600	04/10/24	577.50	-	382.50	1,785.00	825.00	(683.31)	141.69
Comcast Corporation	NOTE	3.700	04/15/24	518.00	-	-	1,489.25	971.25	(801.76)	169.49
Bank of New York Mellon Corp	NOTE	3.400	05/15/24	4,703.33	5,100.00	75.56	528.90	850.01	(682.42)	167.59
Prudential Financial Inc	NOTE	3.500	05/15/24	5,648.61	6,125.00	-	544.44	1,020.83	(874.23)	146.60
Bristol-Myers Squibb Co	NOTE	2.900	07/26/24	2,487.15	-	-	3,272.57	785.42	(600.00)	185.42
Honeywell International Inc	NOTE	2.300	08/15/24	1,578.06	-	-	2,200.97	622.91	(134.50)	488.41
United Parcel Service	NOTE	2.200	09/01/24	-	-	375.34	407.00	31.66	(23.85)	7.81
PNC Funding Corp	NOTE	3.300	10/30/24	29.79	-	-	923.54	893.75	(368.23)	525.52
Wisconsin Electric Power Company	NOTE	2.050	12/15/24	2,323.33	-	-	2,835.84	512.51	(353.32)	159.19
Exxon Mobil Corp	NOTE	2.709	03/06/25	1,303.71	-	-	2,014.82	711.11	(477.11)	234.00
Ace InA Holdings Inc	NOTE	3.150	03/15/25	1,408.75	-	-	2,327.50	918.75	(676.95)	241.80
General Dynamics Corporation	NOTE	3.250	04/01/25	135.42	-	-	270.83	135.41	(102.73)	32.68
Federal Home Loan Banks	NOTE	0.500	04/14/25	123.96	-	326.94	946.53	495.63	(75.81)	419.82
General Dynamics Corporation	NOTE	3.500	05/15/25	-	4,637.50	4,585.97	412.22	463.75	(348.29)	115.46

Burbank-Glendale-Pasadena Airport Authority - PFC Account										
Earnings Report										
05/01/21-05/31/21										
Type of Investment	Type	Coupon	Maturity Date	Previous Accrual	Realized Interest For Period	Interest Paid At Purc/Recv	Current Accrual	Interest Earned	Amrt/Accrft For Period	Adjusted Total Int. Earned
Treasury Note	NOTE	0.250	06/30/25	417.82	-	-	524.86	107.04	48.84	155.88
Intel Corp	NOTE	3.700	07/29/25	3,073.05	-	-	4,075.14	1,002.09	(799.37)	202.72
State Street Corporation	NOTE	3.550	08/18/25	2,627.49	-	-	3,707.28	1,079.79	(858.64)	221.15
FNMA Benchmark Note	NOTE	0.500	11/07/25	5,868.06	6,076.39	-	833.33	1,041.66	15.51	1,057.17
Subtotal				\$ 239,480.35	\$ 70,854.52	\$ 5,746.31	\$ 260,653.44	\$ 86,281.30	\$ (17,468.28)	\$ 68,813.02
CASH EQUIVALENTS										
Cash Interest				-	4.23	-	-	4.23	-	4.23
Subtotal				\$ -	\$ 4.23	\$ -	\$ -	\$ 4.23	\$ -	\$ 4.23
TOTAL				\$ 239,480.35	\$ 70,858.75	\$ 5,746.31	\$ 260,653.44	\$ 86,285.53	\$ (17,468.28)	\$ 68,817.25

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**  
**SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS**  
**MONTH AND ELEVEN MONTHS ENDED MAY 31, 2021 & 2020**

Fiscal YTD Performance (July 2020 - May 2021)										
Monthly Performance					May 2021					
A	B	C	D	E	F	G	H	I	J	
Actual \$ May 2021	Budget May 2021	Actual \$ Prior Year May 2020	Note	Variance Actual Vs. Budget	Fiscal YTD	Fiscal YTD Budget	Actual \$ Prior Year Fiscal YTD	Note	Variance Actual Vs. Budget	
OPERATING ACTIVITY										
CASH RECEIPTS FROM OPERATIONS										
1	\$200,944	\$206,688	(2)	(\$5,744)	Landing/Fuel Fees	\$2,618,530	\$1,961,312	\$4,205,390	(2)	\$657,218
2	1,042,635	1,132,422	(3)	(89,787)	Parking Fees	6,667,821	6,377,577	16,920,757	(3)	290,244
3	555,660	845,201	(4)	(289,541)	Rental Receipts - Terminal Building	6,175,396	7,398,022	11,279,737	(4)	(1,222,626)
4	1,198,525	1,074,314	(5)	124,211	Rental Receipts - Other Buildings	13,070,587	11,817,460	12,162,203	(5)	1,253,127
5	85,455	139,096	(6)	(53,641)	Ground Transportation	732,230	890,904	4,218,195	(6)	(158,674)
6	85,822	5,417	(7)	80,405	Other Receipts	758,525	59,584	644,735	(7)	698,941
7	468,458	270,833	(8)	197,625	Investment Receipts - Treasurer/Other Interest Earned	4,390,750	2,979,166	4,253,560	(8)	1,411,584
8	\$3,637,499	\$3,673,971	(1)	(\$36,472)		\$34,413,839	\$31,484,025	\$53,684,577	(1)	\$2,929,814
CASH DISBURSEMENTS FROM OPERATIONS										
9	(\$83,543)	(\$93,942)	(10)	\$10,399	Administrative Supplies & Costs	(\$812,284)	(\$1,088,359)	(\$1,104,079)	(10)	\$276,075
10	(257,621)	(300,799)	(11)	43,178	Operating Supplies & Maintenance	(2,781,175)	(3,308,789)	(3,485,266)	(11)	527,614
11	(2,042,155)	(2,180,513)	(12)	138,358	Contractual Operating Costs	(22,858,107)	(23,621,207)	(25,983,282)	(12)	763,100
12	(238,274)	(267,075)	(13)	28,801	Contractual Professional Services	(4,413,113)	(4,531,225)	(5,221,756)	(13)	118,112
13	(437,595)	(529,333)	(14)	91,738	Wages & Benefits	(5,711,482)	(5,822,664)	(5,342,423)	(14)	111,182
14	(87,763)	(41,679)	(15)	(46,084)	Other Operating Costs	(295,407)	(403,472)	(995,796)	(15)	108,065
15	(380,354)	(380,354)	(16)	0	Bond Debt Service - 2015 Bonds	(4,183,896)	(4,183,896)	(4,187,567)	(16)	0
16	0	0	(17)	0	Parking Tax	(586,761)	(804,650)	(2,369,827)	(17)	217,889
17	(\$3,527,305)	(\$3,793,695)	(9)	\$266,390		(\$41,642,225)	(\$43,764,262)	(\$48,689,996)	(9)	\$2,122,037
18	\$110,194	(\$119,724)		\$229,918	INCREASE (DECREASE) IN CASH FROM OPERATIONS	(\$7,228,386)	(\$12,280,237)	\$4,994,581		\$5,051,851
FACILITY IMPROVEMENT / NOISE MITIGATION TRANSACTIONS										
CASH DISBURSEMENTS										
19	(\$169)	(\$10,000)	(17)	\$9,831	Sound Insulation Program Costs	(\$1,864)	(\$113,750)	(\$1,738)	(17)	\$111,886
20	(309,035)	(29,875)	(18)	(279,160)	Other Facility Improvement Program Project Costs	(4,602,441)	(3,623,625)	(10,559,805)	(18)	(978,816)
21	(\$309,204)	(\$39,875)		(\$269,329)		(\$4,604,305)	(\$3,737,375)	(\$10,561,543)		(\$866,930)
CASH RECEIPTS FROM FUNDING SOURCES										
22	\$0	\$8,059	(17)	(\$8,059)	FAA Grants - Sound Insulation Program	\$0	\$91,670	\$0	(17)	(\$91,670)
23	174,327	0	(19)	174,327	FAA Grants - Facility Improvement Program	3,316,785	3,020,310	2,839,799	(19)	296,475
24	0	0	(20)	0	Other Grants	1,520	0	60,706	(20)	1,520
25	0	2,851	(21)	(2,851)	Passenger Facility Charge Receipts/Reserves	1,348,556	383,590	166,612	(21)	964,966
26	\$174,327	\$10,910		\$163,417		\$4,666,861	\$3,495,570	\$3,067,117		\$1,171,291
27	(\$134,877)	(\$28,965)		(\$105,912)	INCREASE (DECREASE) - FACILITY / NOISE MITIGATION TRANSACTIONS	\$62,556	(\$241,805)	(\$7,494,426)		\$304,361
CARES ACT FUNDING										
28	\$2,453,589	\$1,055,122		\$1,398,467	2015 Bond Debt Service & Personnel Costs	\$13,493,398	\$11,606,342	\$0		\$1,887,056
29	\$2,453,589	\$1,055,122	(22)	\$1,398,467		\$13,493,398	\$11,606,342	\$0	(22)	\$1,887,056
30	\$2,428,906	\$906,433		\$1,522,473	NET INCREASE (DECREASE) IN CASH - TOTAL	\$6,327,568	(\$915,700)	(\$2,499,845)		\$7,243,268

# BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

## NOTES TO SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS

MONTH AND ELEVEN MONTHS ENDED MAY 31, 2021 & 2020

### 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 2021 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.

Due to the uncertainty caused by the impacts of COVID-19 to the aviation industry, the Authority continued its conservative outlook on passenger activity recovery into FY 2021. The Authority's Adopted FY 2021 budget was based on the following quarterly activity assumptions:

- Q1 (July -September): a reduction of 85%
- Q2 (October - December): a reduction of 75%
- Q3 (January - March): a reduction of 65%
- Q4 (April - June): a reduction of 50%

Passengers were down 75.14% FYTD May when compared to pre-COVID levels and down 50.76% when compared to May 2019 (pre-COVID). This result was slightly below the Q4 budgeted assumption of a passenger reduction of 50.00% for the month and below the blended reduction of 70.45% for the first eleven months of the fiscal year. Although, the overall passenger activity performance of the first eleven months was below the budgeted assumptions, the FYTD May 2021 financial performance remains slightly positive.

Additionally, the Adopted FY 2021 Budget includes the use of \$16.1 million in CARES Act Grant Funds for the reimbursement of bond debt service and personnel costs to help supplement the reduction in revenues due to declined passenger activity.

### NOTE (1) - Cash Receipts from Operations

Cash receipts from operations exceed the budget FYTD May. On an accrual basis, operating revenues exceed the budget FYTD May by \$1,632,706. See notes 2 through 8 for additional information regarding operating receipts.

(Continued)



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

## **NOTES TO SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS MONTH AND ELEVEN MONTHS ENDED MAY 31, 2021 & 2020**

**NOTE (2) – Landing/Fuel Fees**

Landing Fees are based on landed weight of the aircraft. Fuel fees are charged at a rate of \$0.05 a gallon to non-signatory air carriers for fuel loaded at BUR. On an accrual basis, Landing Fees combined with Fuel Flowage Fees exceed the budget by \$375,127 FYTD May. The Authority deferred landing fees for signatory airlines for April 2020 through June 2020. This deferral was paid back by the airlines in equal installments during the first half of FY 2021, which was reflected in the actual monthly cash receipts, but not in the monthly FY 2021 budgeted amounts as these amounts were accrued as part of FY 2020 activity.

**NOTE (3) – Parking Fees**

Parking fee revenues performed above the FYTD budget forecast. Accrual basis Parking Fees are \$527,594 ahead of budget FYTD May.

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

Terminal Building rental receipts are under budget FYTD May. The Authority deferred Terminal Building rental fees for signatory airlines for April 2020 through June 2020. This deferral was paid back by the airlines in equal installments during the first half of FY 2021, which was reflected in the actual monthly cash receipts, but not in the monthly FY 2021 budgeted amounts as these amounts were accrued as part of FY 2020 activity. Accrual basis Terminal Building rents are under budget by \$1,074,123 FYTD May due to the continued economic relief extended by the Authority to the concessionaires from July 2020 to June 2021.

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

Other Buildings rental receipts exceed the budget FYTD May partially due to the timing of receipts. Accrual basis Other Building rents are \$832,385 ahead of budget FYTD May due to CPI adjustments and additional lease revenue.

**NOTE (6) – Ground Transportation**

This category consists of off-airport access fees and TNC activity. Accrual basis Ground Transportation receipts are under budget by \$104,484 FYTD May.

**NOTE (7) – Other Receipts**

This category consists primarily of filming, TSA LEO reimbursements, fingerprint/badge renewal fees, noise fees, and access fees. FYTD May Other Receipts include a security deposit of \$222,242 from TEM Enterprises operating as Avelo Aviation and a security deposit of \$118,737 from Innova Aviation, LLC. Accrual basis Other Receipts are \$299,260 ahead of budget FYTD May.

**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 \$776,947 FYTD May.

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

Overall operating disbursements are favorably under budget FYTD May. 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.

(Continued)

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

## **NOTES TO SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS**

**MONTH AND ELEVEN MONTHS ENDED MAY 31, 2021 & 2020**

**NOTE (11) – Operating Supplies & Maintenance**

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

**NOTE (12) – Contractual Operating Costs**

This line item includes various contractual operating costs such as ARFF services, janitorial services, systems and vehicle repair, parking operations and the TBI Airport Management contract costs.

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

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

**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 primarily includes public relations/advertising, air service retention, and license/permit fees.

**NOTE (16) – Parking Tax**

The 12% City of Burbank parking tax is paid quarterly for the prior three-month period. The next remittance, covering parking activity for the months of April, May and June, is due July 2021.

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

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

**NOTE (18) – Other Facility Improvement Program Projects**

Other Facility Improvement Program Projects costs on a cash basis exceed the budget FYTD May by \$978,816 primarily due to payments for FY 2020 accrued costs for certain projects.

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

FAA Grants are budgeted to partially fund the ARFF Truck Replacement, Taxiway D7 Connector, G Infield and Delta Ramp Rehabilitation Project and the Environmental Impact Statement (EIS) for the Replacement Passenger Terminal.

**NOTE (20) – Other Grants**

Other grants represent federal grants, other than FAA AIP grants, and local grants that fund or partially fund the Ground Access Study.

**NOTE (21) – Passenger Facility Charge Receipts/Reserves**

A number of capital projects are budgeted to be funded or partially funded by Passenger Facility Charges, including the Airfield Maintenance Equipment and the Environmental Impact Statement (EIS) for the Replacement Passenger Terminal.

(Continued)

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

## **NOTES TO SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS**

**MONTH AND ELEVEN MONTHS ENDED MAY 31, 2021 & 2020**

**NOTE (22) – CARES Act Grant**

The Authority has programmed approximately \$13.3 million of the \$21.1 million in CARES Act Grant funds to fund the 2015 Bond Debt Service and certain personnel costs for FY 2021. FYTD May reimbursements include FY 2020 costs of \$3.3 million related to the 2015 Bond debt service for April through June 2020 and certain personnel costs for May and June 2020. Also included are FY 2021 costs of \$10.2 million for the 2015 Bond Debt Service for the months of July 2020 through April 2021 and certain personnel costs for July to December 2020.

# 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 ELEVEN MONTHS ENDED MAY 31, 2021 & 2020

May 2021									
Monthly Performance					Fiscal YTD Performance (July 2020 - May 2021)				
A	B	C	D	E	F	G	H	I	J
Actual \$ May 2021	Budget May 2021	Actual \$ Prior Year May 2020	Note	Variance Actual Vs. Budget	Actual \$ Fiscal YTD	Fiscal YTD Budget	Actual \$ Prior Year Fiscal YTD	Note	Variance Actual Vs. Budget
31	\$230,838	\$302,900	\$90,331 (1)	(\$72,062)	\$1,900,117	\$1,697,102	\$5,105,290	(1)	\$203,015
32	776,783	97,358	0 (2)	679,425	2,127,519	2,705,733	0	(2)	(578,214)
33	64,298	85,913	24,536 (3)	(21,615)	989,787	945,047	796,111	(3)	44,740
34	(486,171)	(486,171)	(486,417)	0	(5,347,882)	(5,347,882)	(5,350,587)		0
35	0	0	0	0	0	0	0		0
36	<u>\$585,748</u>	<u>\$0</u>	<u>(\$371,550)</u>	<u>(4)</u>	<u>(\$330,459)</u>	<u>\$0</u>	<u>\$550,814</u>	<u>(4)</u>	<u>(\$330,459)</u>

#### General Comments

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.

#### Note (2) -- CARES Act Grant Funds

The Authority has reserved approximately \$2.8 million of the \$21.1 million in CARES Act Grant funds to fund the 2012 Bond Debt Service. Reimbursements are anticipated to continued to be received through future CARES Act Grant drawdowns.

#### Note (3) -- Facility Rent

Facility Rent receipts are applied to the 2012 Bond debt service

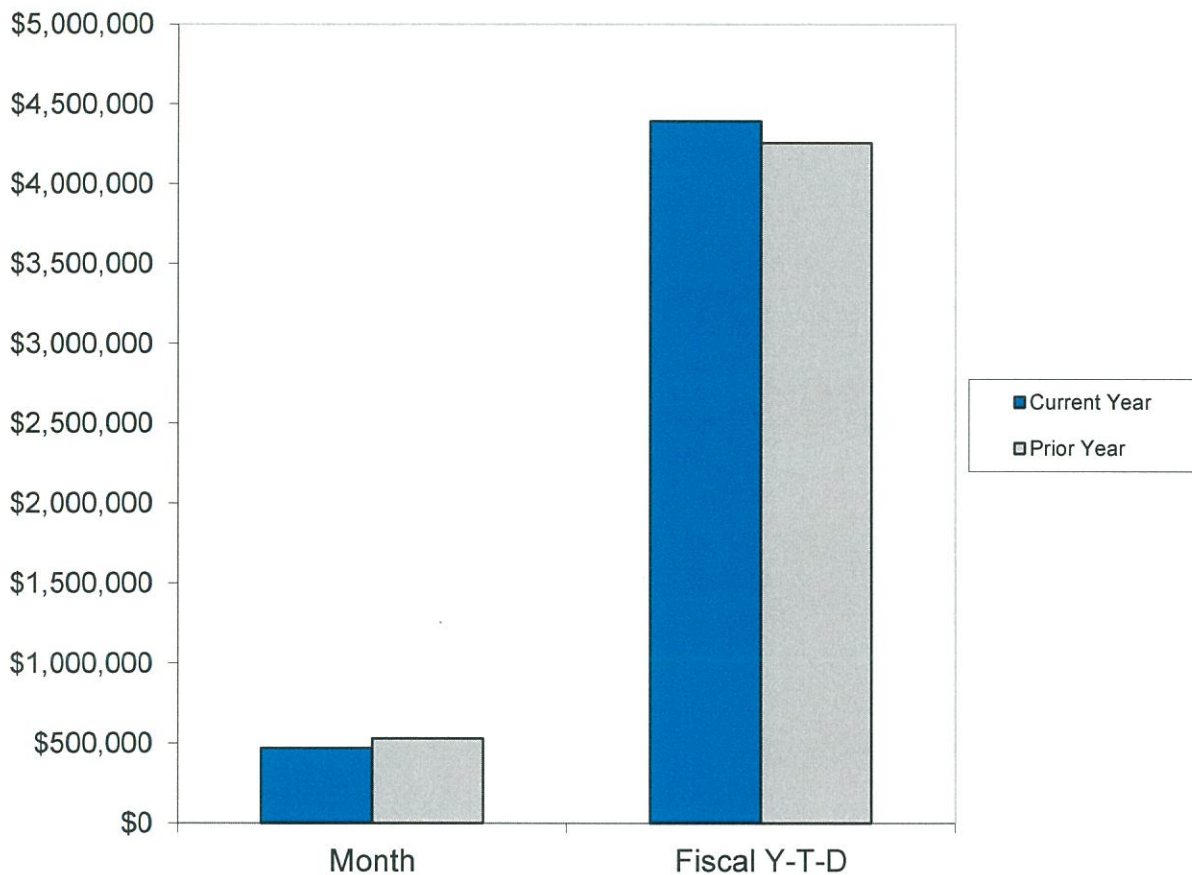
#### Note (4) -- Net RITC / ConRAC Facility Payments and Collections

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***

### ***INTEREST ANALYSIS***



	May 2021	May 2020
Interest Receipts - - Month	\$468,458	\$529,325
Interest Receipts - - Fiscal Y-T-D	\$4,390,750	\$4,253,560
Month End Portfolio Balance	\$235,394,288	\$227,080,499
Yield to Maturity	0.31%	0.41%

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
AUGUST 16, 2021**

**AMENDMENT TO CONDITIONAL CONSENT TO ASSIGNMENT  
DEVELOPMENT GROUND LEASE  
AVJET CORPORATION**

Prepared by Scott Kimball  
Deputy Executive Director,  
Operations, Business, Procurement and Safety

**SUMMARY**

At its meeting on July 19, 2021, the Finance and Administration Committee (“Committee”) voted unanimously (3–0) to recommend that the Commission approve a proposed amendment (“Amendment”) to the Conditional Consent to Assignment of Lease, copy attached, for transfer of Hangar 25 from AvJet Corporation (“AvJet”) to Harbor Freight Tools, USA (“Harbor Freight Tools”). The purpose of the Amendment is to provide additional time for the completion of certain repairs as required under the Purchase and Sales Agreement (“PSA”) between AvJet and Harbor Freight Tools.

**BACKGROUND**

AvJet is a corporate jet management company that has operated at Hollywood Burbank Airport since 1978. On June 19, 2006, AvJet was granted a Development Ground Lease (“Lease”) for the development and construction of Hangar 25 which was completed in December 2008. The hangar is located on the northwest quadrant of Hollywood Burbank Airport.

On March 21, 2016, the Commission approved a Consent to Assignment between AvJet and Jet Aviation Holdings USA Inc. (“Jet Aviation”) as a result of a Stock Purchase Agreement which provided for a sale of AvJet to Jet Aviation. Under the Lease, the sale of stock constitutes a deemed assignment of the Lease. In addition to Hangar 25, with the acquisition of AvJet, Jet Aviation also operates in Hangars 6, 7, 7A and 7B as a sublessee of Atlantic Aviation.

On November 23, 2020, AvJet advised Staff that it executed a PSA with Harbor Freight Tools for the purchase of Hangar 25 and assumption of the Lease. Harbor Freight Tools is a privately held discount tool and equipment retailer headquartered in Calabasas, California. It is a multi-billion-dollar company that operates a chain of retail stores, as well as a mail-order and e-commerce business with 1,000 locations in 48 states. As the proposed assignee of the Lease, Harbor Freight Tools intends to house two corporate Stage 4 Gulfstream 650 aircraft.

On February 1, 2021, the Commission approved a Conditional Consent to Assignment of Lease for the transfer of Hangar 25 from AvJet to Harbor Freight Tools. On June 4, 2021, AvJet and Harbor Freight Tools advised staff that they desire to extend the term of the Conditional Consent to Assignment of Lease to allow for the completion of certain facility repairs to the hangar that are required to be completed prior to the closing of their

transaction. These repairs have been delayed due to the longer than anticipated lead time for components due to industry wide shortages experienced because of the COVID-19 pandemic. The proposed Amendment would extend the deadline for satisfaction of the conditions precedent to December 31, 2021. All other terms and conditions remain unchanged as previously approved.

#### DETAILS

Key components of the proposed assignment of the Lease are as follows:

<u>Use:</u>	Headquarters for Assignee's aircraft and flight department currently located at Van Nuys Airport
<u>Premises:</u>	Hangar 25
<u>Commencement:</u>	Upon satisfaction of the conditions listed in the Conditional Consent of Assignment of Lease.
<u>Expiration:</u>	June 30, 2031
<u>Rent:</u>	\$38,106.16 monthly/ \$457,273.92 annually
<u>Adjustment:</u>	Done annually at 120% of CPI. Fair market value assessment every five (5) years
<u>Termination:</u>	Authority has sole discretion to terminate upon six (6) months' notice
<u>Others:</u>	Tenant responsible for expenses related to occupancy including maintenance, utilities, insurances and applicable taxes

#### BUDGET IMPACT

The proposed Amendment is revenue neutral.

#### RECOMMENDATION

At its meeting on July 19, 2021, the Committee voted unanimously (3-0) to recommend that the Commission approve the proposed Amendment and authorize the President to execute same.

## **AMENDMENT TO CONDITIONAL CONSENT TO ASSIGNMENT OF LEASE**

This AMENDMENT TO CONDITIONAL CONSENT TO ASSIGNMENT OF LEASE ("Amendment") is dated \_\_\_\_\_, 2021 and is executed by the **BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**, a public entity formed under a joint exercise of powers agreement among the Cities of Burbank, Glendale, and Pasadena, California pursuant to the California Joint Exercise of Powers Act ("Landlord") in favor of **AVJET CORPORATION** ("Tenant") and **HARBOR FREIGHT TOOLS USA, INC.**, a Delaware corporation ("Assignee").

A. Landlord, Tenant and Assignee entered into a Conditional Consent to Assignment of Lease dated February 1, 2021 (the "Consent").

B. Landlord, Tenant and Assignee desire to amend the consent in order to extend the date by which the "Conditions Precedent" (as defined therein) must be satisfied.

THEREFORE, in consideration of the foregoing recitals and the mutual terms hereof, Landlord, Tenant and Assignee agree as follows:

1. Extension of Deadline.

Section 1 of the Consent is hereby revised to delete "June 30, 2021" and substitute "December 31, 2021" in lieu thereof.

2. Change of Address.

Section 1 of the Consent is hereby revised to change the address for written notice to Assignee as follows: "Harbor Freight Tools USA, Inc., 26709 Agoura Road, Calabasas, CA 91302, Attention: Jason Kupper and Saba Yazdani, Email: [jkupper@sfegroup.com](mailto:jkupper@sfegroup.com) and [syazdani@sfegroup.com](mailto:syazdani@sfegroup.com)."

Additionally, Section 3 of the Consent is hereby revised to change Assignee's address for notices as "Tenant" under the Lease from and after the closing of the assignment of the Lease as follows:

"26677 Agoura Road  
Calabasas, CA 91302  
Attention: Trey Feiler  
Email: [tfeiler@harborfreight.com](mailto:tfeiler@harborfreight.com)

and:  
26709 Agoura Road  
Calabasas, CA 91302  
Attention: Jason Kupper and Saba Yazdani  
Email: [jkupper@sfegroup.com](mailto:jkupper@sfegroup.com); [syazdani@sfegroup.com](mailto:syazdani@sfegroup.com)

with a copy to:  
26677 Agoura Road



Calabasas, CA 91302  
Attention: Meryl Chae  
Email: [mchae@harborfreight.com](mailto:mchae@harborfreight.com)

with a copy to:  
3030 Clybourn Avenue  
Burbank, CA 91505  
Attention: Terry Walby and Eric Luevano  
Email: [twalby@sfegroup.com](mailto:twalby@sfegroup.com); [eluevano@sfegroup.com](mailto:eluevano@sfegroup.com)

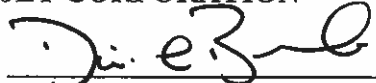
3. Effect of Amendment; Reservation of Rights.

Except as modified by this Amendment, the Consent shall remain in full force and effect, as so amended. Neither this Amendment nor Landlord's execution or delivery hereof is intended to waive any defaults by Tenant that may exist under the Lease, and Landlord hereby reserves all of its rights and remedies with respect to any such defaults.

**BURBANK-GLENDALE-PASADENA  
AIRPORT AUTHORITY**

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**AVJET CORPORATION**

By:  \_\_\_\_\_  
Print Name: DAVID BEST  
Title: SENIOR VICE PRESIDENT & GM.

**HARBOR FREIGHT TOOLS USA, INC.**

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Calabasas, CA 91302  
Attention: Meryl Chae  
Email: [mchae@harborfreight.com](mailto:mchae@harborfreight.com)

with a copy to:  
3030 Clybourn Avenue  
Burbank, CA 91505  
Attention: Terry Walby and Eric Luevano  
Email: [twalby@sfgroup.com](mailto:twalby@sfgroup.com); [eluevano@sfgroup.com](mailto:eluevano@sfgroup.com)

3. **Effect of Amendment; Reservation of Rights.**

Except as modified by this Amendment, the Consent shall remain in full force and effect, as so amended. Neither this Amendment nor Landlord's execution or delivery hereof is intended to waive any defaults by Tenant that may exist under the Lease, and Landlord hereby reserves all of its rights and remedies with respect to any such defaults.


**BURBANK-GLENDALE-PASADENA  
AIRPORT AUTHORITY**

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**AVJET CORPORATION**

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**HARBOR FREIGHT TOOLS USA, INC.**

By:  \_\_\_\_\_  
Print Name: WILLIAM FEILER  
Title: SVP REAL ESTATE

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
AUGUST 16, 2021**

**UPDATE TO LOS ANGELES CITY COUNCILMEMBERS ON RESPONSE TO SOUTHERN  
SAN FERNANDO VALLEY AIRPLANE NOISE TASK FORCE RECOMMENDATIONS  
LETTER TO FEDERAL AVIATION ADMINISTRATION ON FLIGHT PATH SHIFTS**

Prepared by Terence R. Boga, Esq.  
Authority General Counsel  
Richards, Watson & Gershon

**SUMMARY**

Staff seeks the Commission's authorization for Executive Director Frank Miller to send Los Angeles City Councilmembers Paul Krekorian, Paul Koretz, Nithya Raman, and Nury Martinez the attached letter updating them on the Authority's response to recommendations of the Southern San Fernando Valley Airplane Noise Task Force (Task Force) that are specific to the Authority. Additionally, Staff seeks the Commission's authorization for President Devine to send the Federal Aviation Administration (FAA) a letter reiterating the Authority's prior requests that the shift in flight paths be addressed.

**BACKGROUND**

On July 16, 2021, Los Angeles City Councilmembers Krekorian, Koretz, and Raman sent Executive Director Miller a letter seeking an update on the Authority's response to the Task Force's five recommendations that are specific to the Authority. The letter also demanded that the Authority submit an instrument flight procedure gateway request to the FAA, which was not a recommendation of the Task Force. A copy of this letter is attached as Exhibit A.

Staff and legal counsel have drafted a proposed response letter for the Commission's consideration. The proposed response letter is attached as Exhibit B. It is contemplated that the response letter will have three enclosures: (1) Executive Director Miller's August 17, 2020 letter to Task Force Chair Emily-Gabel Luddy and Vice Chair Paul Koretz regarding the Task Force's recommendations; (2) Commission Resolution No. 483 recommending to the FAA adjustments to the airport's takeoff flight patterns; and (3) Commission Resolution No. 488 establishing a citizen's advisory committee to provide recommendations on updates to the Authority's noise exposure map and noise compatibility program. Copies of these materials are respectively attached as Exhibit C, D, and E. It is also contemplated that a copy of the response letter and enclosures be sent to Los Angeles City Councilmember Nury Martinez for several reasons: she was a Task Force member too and her district is proximate to the airport; Resolution No. 488 requires that she be solicited for a recommendation on her district's representative on the citizen's advisory committee; and it is vital that she have an opportunity to participate in any discussions between the Authority and the City of Los Angeles about these issues.

Even before the Task Force was created, the Authority has been requesting the FAA to address the shift in flight paths. Staff and legal counsel have drafted a proposed letter to the FAA to reiterate that request. The proposed letter is attached as Exhibit F.

## RECOMMENDATION

Staff recommends that the Commission authorize the following: (i) Executive Director Miller's issuance of the attached letter to Los Angeles City Councilmembers Krekorian, Koretz, Raman, and Martinez; and (2) President Devine's issuance of the attached letter to the FAA.

## EXHIBITS

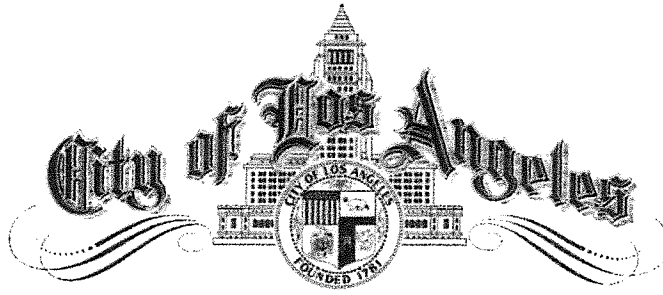
- A. Letter from Los Angeles City Councilmembers
- B. Proposed Response Letter to Los Angeles City Councilmembers
- C. August 17, 2020 Letter to Task Force Chair Gabel-Luddy and Vice Chair Krekorian
- D. BGPAA Commission Resolution No. 483
- E. BGPAA Commission Resolution No. 488
- F. Proposed Letter to FAA

## EXHIBITS TO COMMISSION ITEM 5.E.

UPDATE TO LOS ANGELES CITY COUNCILMEMBERS ON  
RESPONSE TO SOUTHERN SAN FERNANDO VALLEY  
AIRPLANE NOISE TASK FORCE RECOMMENDATIONS;  
LETTER TO FEDERAL AVIATION ADMINISTRATION ON  
FLIGHT PATH SHIFTS

### EXHIBITS

- A. Letter from Los Angeles City Councilmembers
- B. Proposed Response Letter to Los Angeles City Councilmembers
- C. August 17, 2020 Letter to Task Force Chair Gabel-Luddy and Vice Chair Krekorian
- D. BGPAA Commission Resolution No. 483
- E. BGPAA Commission Resolution No. 488
- F. Proposed Letter to FAA



Friday, July 16<sup>th</sup>, 2021

**Mr. Frank Miller**  
**Executive Director**  
**Hollywood Burbank Airport**  
**2627 N Hollywood Way**  
**Burbank, CA 91505**

Dear Mr. Miller:

As you know, in recent years many of our constituents in the San Fernando Valley and the Santa Monica Mountains have experienced worsening noise impacts caused by flights departing from and landing at both Hollywood Burbank Airport (BUR) and Van Nuys Airport (VNY). These changes have caused widespread public outrage and a massive spike in noise complaints regarding both airports.

In response to these concerns and complaints, the Southern San Fernando Valley Airplane Noise Task Force was created at the initiation of the Burbank-Glendale-Pasadena Airport Authority ("BGPAA") and Los Angeles World Airports ("LAWA"). The mission of the Task Force was "to provide a forum for representatives of communities that are currently being affected, and those that could potentially be affected, by aircraft procedural and operational changes related to aircraft noise in the southern San Fernando Valley." The members of the Task Force received voluminous public comment, heard extensive expert presentations, and thoroughly debated and considered appropriate actions that the responsible parties could take. The Task Force agreed upon and approved sixteen recommendations directed at mitigating the noise impacts, and those recommendations were transmitted to the Federal Aviation Administration ("FAA"), BGPAA and LAWA for further action.

We are writing to follow upon the Task Force recommendations that were transmitted to BGPAA. Within the bylaws by which the Task Force was created, BGPAA expressly stated that it is "committed to continuing to work with the community, the Federal Aviation Administration (FAA), and other stakeholders to help identify potential actions to reduce airplane noise annoyance without shifting noise to other noise-sensitive communities." Yet over a year has passed since the recommendations were approved and submitted to BGPAA, and the Task Force has not been informed of any progress on any of them.

By contrast, staff at Van Nuys Airport have been in continuous conversation with the Federal Aviation Administration as they work through similar recommendations and concerns, including the formation of a working group to review departure waypoints at VNY. Most recently, LAWA staff reported to the Los Angeles Board of Airport Commissioners (BOAC) on the progress that they are making with the FAA.

Therefore, the undersigned Los Angeles City Councilmembers request your immediate follow-up to the Task Force recommendations below. It is our understanding that some or all of these recommendations may be taken up for consideration by the BGPAA at its board meeting next week, and we encourage the Board to treat these recommendations with the seriousness demanded by the degree of public concern and by the amount of work devoted to this process by Task Force members.

### **Recommendations from the Southern San Fernando Valley Airplane Noise Task Force Directed to BUR**

**Recommendation 4** - *“Conduct a study to determine how to obtain the lowest noise levels from aircraft departures from Hollywood Burbank Airport (BUR) Runway 15 and Van Nuys Airport (VNY) Runway 16R in the South San Fernando Valley communities through increased climb gradients, noise abatement departures profile (NADP) procedures, derated takeoff procedures, or a combination of the three alternatives.”* In their response to the Task Force Recommendations, BGPAA states the need to conduct a new Part 150 Study to determine how best to obtain the lowest noise levels from aircraft departures. **Is there a current timeline for undertaking the new Part 150 study?**

**Recommendation 7** - *“Provide for Instrument Flight Rules (IFR) procedures for aircraft to arrive all runways at Hollywood Burbank Airport (BUR).”* **Has the BGPAA submitted a request for the FAA to publish these instrument approach procedures? If not, why not?**

**Recommendation 11** - *“Increase enforcement of the existing voluntary curfew at Hollywood Burbank Airport (BUR).”* In order to increase enforcement of the existing voluntary curfew at Hollywood Burbank Airport, BGPAA’s response to the Task Force stated that the Authority would consider including language that encourages general aviation operators to be cognizant of the voluntary curfew applicable to the scheduled air carriers, subject to consistency with the Airport Noise and Capacity Act. **Has this item been considered by the BGPAA and if so, could you please provide an update?**

**Recommendation 14** - *“Maintain and update when and if necessary the Noise Exposure Map (NEM) and Noise Compatibility Program (NCP) at Hollywood Burbank Airport (BUR) and Van Nuys Airport (VNY) in order to continue to provide noise mitigation to all potentially eligible property owners and continue to monitor the aircraft operations and associated noise levels throughout the San Fernando Valley communities. The NCPs will specifically consider preferential runway use programs in a coordinated approach at both airports to determine whether more northerly flow provides noise benefits. The NCP at BUR will also analyze Runway 33 arrivals to limit the use of the flight path some operators use to arrive over the Santa Monica Mountains.”* In BGPAA’s response to the Task Force Recommendations, BGPAA states, in order to provide noise mitigation to all potentially eligible property owners and to monitor aircraft noise and operations in the San Fernando Valley and Santa Monica Mountain communities, they noted a need for a new Part 150 study, similar to recommendation 4. **Again, is there a current timeline for undertaking the new Part 150 study?**

**Recommendation 15** - *“Create a Citizen’s Advisory Committee at Hollywood Burbank Airport (BUR) to address community concerns throughout the San Fernando Valley.”* The Task Force recommended creating a Citizens Advisory Committee at Hollywood Burbank Airport to address community concerns; BGPAA anticipated a final determination on this by the end of 2020. **Can BUR provide an update regarding the formation of a CAC?**

In addition, in order to provide relief to the communities impacted by the shift in the flight paths, BUR must immediately submit an Instrument Flight Procedure (IFP) Gateway request to the FAA regarding the exploration of any and all new waypoints and flight path options. The IFP Gateway request should also include exploration of any and all other technical improvements that would help disperse flights more equitably. Our request is that the waypoints qualify as fly by waypoints, as opposed to fly-over-waypoints, in order to reverse flight concentration over our communities.

The Task Force assumed the limited role of developing these recommendations and working with both airports to find a path forward to address the concerns of our residents. That work is complete, yet we still wait for BUR to follow through with the recommendations and requests mentioned above.

Each of the undersigned Los Angeles City Councilmembers will continue to use all means available to ensure that our constituents' concerns are taken seriously and are effectively addressed. We expect an update from Hollywood Burbank Airport within 30 days, focusing on actions the airport is taking to address the recommendations put forth by the Task Force, along with the additional requests made in this letter. We look forward to hearing from you and stand ready to work with your staff and advocate with the FAA to protect the interests of our residents.

Very truly yours,



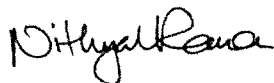
**PAUL KREKORIAN**

Los Angeles City Councilmember, 2nd District  
Vice-Chair, Southern San Fernando Valley  
Airplane Noise Task Force



**PAUL KORETZ**

Los Angeles City Councilmember, 5th District  
Member, Southern San Fernando Valley  
Airplane Noise Task Force



**NITHYA RAMAN**

Los Angeles City Councilmember, 4th District  
Member, Southern San Fernando Valley  
Airplane Noise Task Force





August 16, 2021

Via Email; Original via U.S. Mail

Honorable Paul Krekorian  
 City Councilmember, City of Los Angeles, 2nd District  
 Vice-Chair, Southern San Fernando Valley Airplane Noise Task Force  
 200 N. Spring Street, Room 435  
 Los Angeles, CA 90012

Honorable Paul Koretz  
 City Councilmember, City of Los Angeles, 5th District  
 Member, Southern San Fernando Valley Airplane Noise Task Force  
 200 N. Spring Street, Suite 440  
 Los Angeles, CA 90012

Honorable Nithya Raman  
 City Councilmember, City of Los Angeles, 4th District  
 Member, Southern San Fernando Valley Airplane Noise Task Force  
 200 N. Spring Street, Suite 415  
 Los Angeles, CA 90012

Re: Update on Noise Task Force Recommendations

Dear Councilmembers Krekorian, Koretz, and Raman:

The Burbank-Glendale-Pasadena Airport Authority (BGPAA), owner and operator of the Bob Hope Airport (commonly known as Hollywood Burbank Airport) (BUR), is in receipt of your July 16, 2021 correspondence seeking an update on BGPAA's actions to address the recommendations of the Southern San Fernando Valley Airplane Noise Task Force (Task Force). The requested update is provided below. This update is supplemental to my August 17, 2020 letter to Task Force Chair Emily Gabel-Luddy and Vice Chair Paul Krekorian, a copy of which is enclosed for your convenience.

Preliminarily, it is important to note that, four days before you sent your letter, the City of Los Angeles (LA) filed a lawsuit against BGPAA and the Federal Aviation Administration (FAA) in an effort to block the replacement terminal project. BGPAA remains committed to working with the community and other stakeholders to help identify potential actions to reduce airplane noise without shifting noise to other noise-sensitive communities. Unfortunately, LA's lawsuit places our agencies in an adversarial posture and hampers BGPAA's ability to communicate freely and work with LA to achieve the shared goal of airplane noise reduction. A speedy and amicable resolution of that lawsuit is in the best interest of our agencies, and the general public, because

Honorable Paul Krekorian  
Honorable Paul Koretz  
Honorable Nithya Raman  
August \_\_, 2021  
Page 2

the replacement terminal project will significantly enhance safety and has nothing to do with airplane noise.

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#### **Recommendation 4**

As explained in my August 17, 2020 letter, BGPAA is addressing Recommendation 4 by undertaking a new Part 150 study once there has been sufficient operational and economic recovery from the COVID-19 pandemic. Enplanement levels at BUR have improved in recent months, but are not yet to the point where it is appropriate to begin a new Part 150 study. Assuming a continuation of the current favorable trend, BGPAA anticipates that the new Part 150 study will commence next summer.

#### **Recommendation 7**

As explained in my August 17, 2020 letter, Recommendation 7 involves a federal action that can only be taken by the FAA. BGPAA will review and comment as appropriate on any additional instrument arrival and departure procedures that the FAA designs and implements for BUR.

#### **Recommendation 11**

As explained in my August 17, 2020 letter, BGPAA monitors all aircraft operations for compliance with the voluntary curfew and takes appropriate actions to encourage compliance when violations occur. Further, the “Noise Rules Summary” page on BGPAA’s website contains the following notice: “The Authority has a long-standing voluntary curfew on scheduled arrivals and departures of passenger airline operations between the hours of 10 p.m. and 6:59 a.m. During those hours, airlines are strongly encouraged not to schedule any arrivals or departures.” Additionally, the Authority will update its noise abatement best practices guide as part of the new Part 150 study and that update will include additional language encouraging general aviation operators to be cognizant of the applicable voluntary curfew.

#### **Recommendation 14**

As explained in my August 17, 2020 letter, BGPAA is addressing Recommendation 14 by undertaking a new Part 150 study once there has been sufficient operational and economic recovery from the COVID-19 pandemic. Again, if the current favorable trend of enplanement levels at BUR continues, it is anticipated that the new Part 150 study will commence in next summer.

#### **Recommendation 15**

As explained in my August 17, 2020 letter, BGPAA is addressing Recommendation 15 by creating a Citizen’s Advisory Committee. On December 14, 2020, the BGPAA Commission adopted Resolution No. 488 establishing the Hollywood Burbank Airport Citizen’s Advisory

Honorable Paul Krekorian  
Honorable Paul Koretz  
Honorable Nithya Raman  
August \_\_, 2021  
Page 3

Committee to provide recommendations on updates to the Noise Exposure Map and Noise Compatibility Program as part of the new Part 150 study. The Committee will be comprised of three representatives from each of BGPAA's member cities and three representatives from LA (one each from Council Districts 2, 4 and 6). A copy of the resolution is enclosed for your convenience.

**Demand for Instrument Flight Procedure Gateway Request**

In addition to asking for an update on BGPAA's response to the Task Force recommendations, your letter demands that BGPAA "immediately submit an Instrument Flight Procedure (IFP) Gateway request to the FAA regarding the exploration of any and all new waypoints and flight path options." It is important to highlight that this contradicts the unanimous decision by the Task Force, including each of you, to oppose the implementation of waypoints in departure procedures south of BUR.

Please be advised that BGPAA has been requesting the FAA to address the shift in flight paths for several years. Moreover, on June 17, 2019, the BGPAA Commission adopted Resolution No. 483 recommending to the FAA implementation of alternative dispersal headings and optimization of ascent for flights departing BUR in order to achieve an equitable distribution of impacts on affected communities. A copy of that resolution is attached for your convenience. BGPAA will renew this request to the FAA.

Please also be advised that the FAA has awarded a contract for an Environmental Assessment for proposed amendments to two existing departure procedures at BUR. It is BGPAA's understanding that the FAA is considering the Task Force's recommendations as reasonable alternatives to the proposed amendments.

\*\*\*

In closing, I wish to reiterate that BGPAA is mindful of airplane noise complaints and is supportive of measures that will equitably distribute impacts on affected communities. Also, because it appears that you did not send a copy of your correspondence to LA Councilmember Nury Martinez (who also served on the Task Force), I am providing one to her along with a copy of this response. Given that her district is proximate to BUR, and given that she will be solicited for a recommendation on her district's representative on the Hollywood Burbank Airport Citizen's Advisory Committee, it is vital that she have an opportunity to participate in any discussions between BGPAA and LA about these issues.

Sincerely,

Frank R. Miller  
Executive Director

Honorable Paul Krekorian  
Honorable Paul Koretz  
Honorable Nithya Raman  
August \_\_, 2021  
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Enclosures:

August 17, 2020 Letter to Task Force Chair Gabel-Luddy and Vice Chair Krekorian  
BGPAA Commission Resolution No. 483  
BGPAA Commission Resolution No. 488

cc: BGPAA Commissioners

Nury Martinez, Councilmember, City of Los Angeles, 6th District



August 17, 2020

Via Email; Original via U.S. Mail

Honorable Emily Gabel-Luddy  
Chair, Southern San Fernando Valley Airplane Noise Task Force  
City Council Member, City of Burbank  
275 East Olive Avenue  
Burbank, California 91502

Honorable Paul Krekorian  
Vice Chair, Southern San Fernando Valley Airplane Noise Task Force  
City Councilmember, City of Los Angeles  
200 North Spring Street Room 435  
Los Angeles, California 90012

Re: Noise Task Force Recommendations

Dear Chair Gabel-Luddy and Vice Chair Krekorian:

The Burbank-Glendale-Pasadena Airport Authority (BGPAA), owner and operator of the Bob Hope Airport (commonly known as Hollywood Burbank Airport), is in receipt of Chair Gabel-Luddy's May 28, 2020 correspondence transmitting the recommendations of the Southern San Fernando Valley Airplane Noise Task Force. I am writing to thank the Task Force for the significant work that led to the recommendations and to provide BGPAA's responses to the five items that are specific to our agency.

\*\*\*

**Recommendation 4**

*Conduct a study to determine how to obtain the lowest noise levels from aircraft departures from Hollywood Burbank Airport (BUR) Runway 15 and Van Nuys Airport (VNY) Runway 16R in the South San Fernando Valley communities through increased climb gradients, noise abatement departures profile (NADP) procedures, de-rated takeoff procedures, or a combination of the three alternatives.*

*Responsible Entities: Federal Aviation Administration, Burbank-Glendale-Pasadena Airport Authority and Los Angeles World Airports*

Honorable Emily Gabel-Luddy  
Honorable Paul Krekorian  
August 17, 2020  
Page 2

BGPAA Response: The geographical position, runway lengths, aircraft fleet mix, surrounding terrain, and nature of land uses in the departure areas would likely yield different results for best practices for noise abatement departure procedures at each airport. For that reason, such a study would best be conducted separately by each airport operator. In the case of BUR, this will be accomplished as part of a new Part 150 study. BGPAA intends to undertake a new Part 150 study once there has been sufficient operational and economic recovery from the COVID-19 pandemic.

#### **Recommendation 7**

*Provide for Instrument Flight Rules (IFR) procedures for aircraft to arrive all runways at Hollywood Burbank Airport (BUR).*

*Responsible Entities: Federal Aviation Administration and Burbank-Glendale-Pasadena Airport Authority*

BGPAA Response: BGPAA supports the publication of additional instrument arrival and departure procedures for the airport by the FAA. The design and implementation of any new instrument procedures is a federal action and would therefore require the FAA to undertake a review under the National Environmental Protection Act. BGPAA would review and comment as appropriate during the design of such procedures.

#### **Recommendation 11**

*Increase enforcement of the existing voluntary curfew at Hollywood Burbank Airport (BUR).*

*Responsible Entity: Burbank-Glendale-Pasadena Airport Authority*

BGPAA Response: BGPAA currently monitors all aircraft operations for compliance with the voluntary curfew. Operators who appear to violate the voluntary curfew are consistently contacted by airport staff and appropriate actions are taken to encourage compliance. It should be noted that the voluntary curfew is applicable to the scheduling of air carrier operations and is not applicable to general aviation operations. Subject to consistency with the Airport Noise and Capacity Act, as part of an updated noise abatement best practices guide for airport users, BGPAA will consider including language that encourages general aviation operators to be cognizant of the voluntary curfew applicable to the scheduled air carriers.

**Recommendation 14**

Maintain and update when and if necessary the Noise Exposure Map (NEM) and Noise Compatibility Program (NCP) at Hollywood Burbank Airport (BUR) and Van Nuys Airport (VNY) in order to continue to provide noise mitigation to all potentially eligible property owners and continue to monitor the aircraft operations and associated noise levels throughout the San Fernando Valley communities. The NCPs will specifically consider preferential runway use programs in a coordinated approach at both airports to determine whether more northerly flow provides noise benefits. The NCP at BUR will also analyze Runway 33 arrivals to limit the use of the flight path some operators use to arrive over the Santa Monica Mountains.

*Responsible Entities: Burbank-Glendale-Pasadena Airport Authority and Los Angeles World Airports*

BGPAA Response: As previously noted, BGPAA intends to undertake a new Part 150 study once there has been sufficient operational and economic recovery from the COVID-19 pandemic. That study will include updated noise exposure maps.

**Recommendation 15**

*Create a Citizen's Advisory Committee at Hollywood Burbank Airport (BUR) to address community concerns throughout the San Fernando Valley.*

*Responsible Entity: Burbank-Glendale-Pasadena Airport Authority*

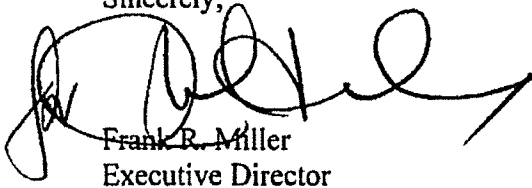
BGPAA Response: BGPAA is currently evaluating issues associated with the creation of a Citizen's Advisory Committee. The issues being considered include size, membership selection, function, and duration. BGPAA anticipates that a final determination will be made by the end of the year and will provide an update at that time.

\*\*\*

Honorable Emily Gabel-Luddy  
Honorable Paul Krekorian  
August 17, 2020  
Page 4

In closing, I wish to reiterate that BGPAA appreciates the Task Force's efforts to identify measures that can help mitigate airplane noise impacts in the Southern San Fernando Valley region. This letter is the start, not the end, of BGPAA's response to the Task Force's recommendations.

Sincerely,



Frank R. Miller  
Executive Director

cc: BGPAA Commissioners  
Raquel Girvin, Regional Administrator, Federal Aviation Administration Western-Pacific  
Region  
Justin Erbacci, Chief Executive Officer, Los Angeles World Airports



**RESOLUTION NO. 483**

**A RESOLUTION OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY COMMISSION  
RECOMMENDING TO THE FEDERAL AVIATION ADMINISTRATION  
HOLLYWOOD BURBANK AIRPORT TAKEOFF FLIGHT PATTERN ADJUSTMENTS**

The Burbank-Glendale-Pasadena Airport Authority Commission resolves as follows:

WHEREAS, the Burbank-Glendale-Pasadena Airport Authority (“Authority”) owns and operates the Hollywood Burbank Airport (“Airport”); and

WHEREAS, the Authority’s mission is to provide state-of-the-art regional airport facilities and related services which are efficient, safe, convenient, and user-friendly, while being a good neighbor; and

WHEREAS, the Authority strives to be a good neighbor to all surrounding communities; and

WHEREAS, the Authority has worked diligently with passenger airlines to obtain compliance with a voluntary curfew on scheduled takeoffs and arrivals between the hours of 10 p.m. to 6:59 a.m. local time; and

WHEREAS, the Authority spent nearly \$7,000,000 and nine years in an unsuccessful effort to obtain Federal Aviation Administration (“FAA”) approval of a Part 161 Application seeking to convert the voluntary curfew into a mandatory restriction; and

WHEREAS, the Authority additionally has spent millions of dollars in noise mitigation and abatement activities; and

WHEREAS, documented changes in takeoff flight patterns have concentrated flights over neighborhoods south of the Ventura freeway; and

WHEREAS, in 2018 a consultant retained by the Authority studied these takeoff flight pattern changes and identified several possible contributing factors including the FAA’s NextGen Transportation System, steadily rising summer temperatures since 2012, and an increased number of aircraft in Southern California’s airspace; and

WHEREAS, federal law (49 U.S.C. § 40103) provides that the “United States Government has exclusive sovereignty of airspace of the United States” and requires the FAA to “prescribe air traffic regulations on the flight of aircraft.”

NOW, THEREFORE, in an effort to improve the quality of life in neighborhoods south of the Ventura Freeway, the Authority Commission recommends as follows:

1. That the FAA implement alternative dispersal headings and optimize ascent for flights departing the Airport in order to achieve an equitable distribution of impacts on affected communities.


2. That the FAA implement the maximum feasible time interval between flights departing the Airport as conditions will allow.

Adopted this 17<sup>th</sup> day of June, 2019.

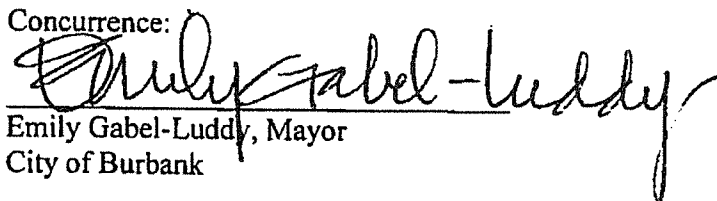

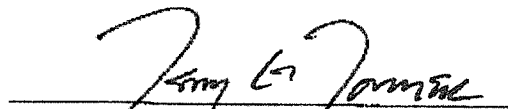


Ray Adams, Vice President  
Burbank-Glendale-Pasadena Airport Authority

Attest:

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

Concurrence:

  
\_\_\_\_\_  
Emily Gabel-Luddy, Mayor  
City of Burbank  
\_\_\_\_\_  
Ara Najarian, Mayor  
City of Glendale  
\_\_\_\_\_  
Terry Tomek, Mayor  
City of Pasadena

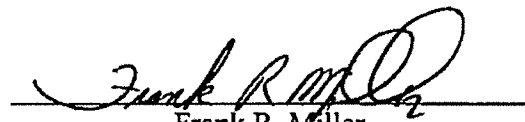
STATE OF CALIFORNIA            )  
  )ss.  
COUNTY OF LOS ANGELES       )

I, Frank Miller, do hereby certify that the foregoing resolution was duly and regularly adopted by the Commissioners of the Burbank-Glendale-Pasadena Airport Authority ("Authority") as a result of the following vote taken at the Authority's regularly scheduled meeting on June 17, 2019:

AYES:           Commissioners Adams, Brown, Gharpetian, Tornek,  
                    Devine, Madison, Wiggins and Selvidge

NOES:           NONE

ABSENT:        NONE

  
\_\_\_\_\_  
Frank R. Miller  
Assistant Secretary

**RESOLUTION NO. 488****A RESOLUTION OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY COMMISSION  
ESTABLISHING A CITIZEN'S ADVISORY COMMITTEE  
TO PROVIDE RECOMMENDATIONS ON UPDATES TO  
THE NOISE EXPOSURE MAP AND NOISE COMPATIBILITY PROGRAM**

The Burbank-Glendale-Pasadena Airport Authority Commission resolves as follows:

**Section 1. Findings.**

A. Residents in the southern San Fernando Valley have expressed increased concerns about noise from airplanes that use Bob Hope Airport (commonly known as Hollywood Burbank Airport) ("BUR") and Van Nuys Airport ("VNY").

B. The Authority is committed to working with the community and other stakeholders to help identify potential actions to reduce airplane noise without shifting noise to other noise-sensitive communities.

C. In August 2019, the Authority and Los Angeles World Airports jointly formed the Southern San Fernando Valley Airplane Noise Task Force ("Task Force") to help address community concerns regarding noise associated with BUR and VNY.

D. Among other recommendations, the Task Force encouraged the Authority to create a Citizen's Advisory Committee ("CAC") to address community concerns throughout the San Fernando Valley.

E. The Commission concurs with the Task Force's recommendation and believes that a CAC will provide a significant contribution to the Authority's update of its Noise Exposure Map and Noise Compatibility Program pursuant to Title 14, Part 150 of the Code of Federal Regulations ("Part 150").

**Section 2. Establishment.** The Authority shall have a CAC to be known as the "Hollywood Burbank Airport Citizen's Advisory Committee."

**Section 3. Functions.** The CAC shall be a purely advisory body and shall focus exclusively on the following matters: (i) gathering public input on airplane noise issues associated with BUR; and (ii) assisting in the update of the Authority's Noise Exposure Map and Noise Compatibility Program pursuant to Part 150. Other matters, including airport marketing, airline retention, and the replacement terminal project, are not within the CAC's jurisdiction. The CAC shall not have access to attorney-client privilege Authority documents without prior authorization from the Commission.

**Section 4. Membership.**

A. The CAC shall be a 12-member body comprised of three members from each of the Cities of Burbank, Glendale, Pasadena, and Los Angeles. CAC members shall be residents of the city that they are representing; provided, however, that the Los Angeles representatives shall be residents of Los Angeles City Council Districts 2, 4, and 6 (one each).

B. CAC members shall be appointed by the Commission by majority vote. The Authority shall ask the Burbank City Council, the Glendale City Council, and the Pasadena City Council to each recommend three constituents who are interested in serving on the CAC; and shall ask the Los Angeles City Council Members from Districts 2, 4, and 6 to each recommend one constituent who is interested in serving on the CAC. The Commission shall reasonably defer to the recommendations received, but the Commission may reject any recommendation and appoint an alternative person at its discretion. In the event the Commission rejects one or more recommendations, the Authority shall solicit applications from residents of the area(s) to be represented. Any person who is an elected official, a staff member of an elected official, or a candidate for elective office shall not be considered for appointment to the CAC.

C. The Commission shall proceed with the appointment of CAC members upon determining that the Authority has made a sufficient operational and economic recovery from the COVID-19 pandemic.

D. CAC members shall serve without compensation at the pleasure of the Commission and may be removed by majority vote of the Commission.

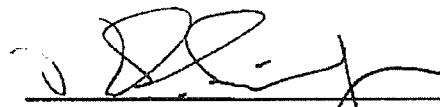
Section 5. Officers. The CAC shall elect a Chairperson from its membership.

Section 6. Meetings. Regular meetings of the CAC shall be held on a quarterly basis. CAC meetings shall be held in accordance with the Brown Act (Government Code Sections 54950 et seq.).

Section 7. Duration. The CAC shall become active upon appoint of its membership by the Commission. The CAC shall dissolve upon the Authority's submission of an updated Noise Exposure Map and Noise Compatibility Program to the FAA.

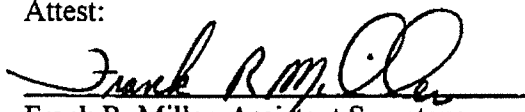
Section 8. Effective Date. This Resolution shall be effective upon adoption.

Adopted this 14<sup>th</sup> day of December 2020.



Ross Selvidge, Ph.D., President  
Burbank-Glendale-Pasadena Airport Authority

Attest:

  
Frank R. Miller, Assistant Secretary


STATE OF CALIFORNIA        )  
  )ss.  
COUNTY OF LOS ANGELES    )

I, Frank R. Miller, do hereby certify that the foregoing resolution was duly and regularly adopted by the Commissioners of the Burbank-Glendale-Pasadena Airport Authority at its regular meeting held on the 14th day of December 2020 by the following vote:

AYES:                   Commissioners Brown, Agajanian, Adams,  
                                  Devine, Kennedy, Najarian, Selvidge,  
                                  and Wiggins

NOES:                   None

ABSENT:                Commissioner Madison

  
\_\_\_\_\_  
Frank R. Miller  
Assistant Secretary

DRAFTATTORNEY-CLIENT PRIVILEGE[AUTHORITY LETTERHEAD]

August 16, 2021

Hon. Steve Dickson  
 Administrator  
 Federal Aviation Administration  
 800 Independence Ave., SW  
 Washington, DC 20591

Re: Southern Departures at Bob Hope Burbank Airport

Dear Administrator Dickson:

I write to you on behalf of the Burbank-Glendale-Pasadena Airport Authority (“Authority”), owner/operator of the Bob Hope Airport, commonly known as the Hollywood-Burbank Airport (“BUR”). The Authority previously has written to the Federal Aviation Administration (“FAA”) a number of times concerning a southern drift in departure tracks from BUR, which had led to growing public controversy concerning the impacts of that drift on City of Los Angeles residents south of the Airport. In those letters, and in a resolution adopted by the Authority Commission on June 17, 2019, the Authority requested that flight tracks be returned to their historic patterns while the matter is further studied by the FAA.

You also will recall that the Authority and Los Angeles World Airports jointly formed the Southern San Fernando Valley Airplane Noise Task Force (“Task Force”) in 2019 to help address community noise concerns regarding aircraft departures from BUR and from Van Nuys Airport. The Task Force worked into the pandemic and ultimately developed consensus recommendations (including optimizing up and out procedures) to minimize aircraft noise throughout the southern San Fernando Valley.<sup>1</sup> The Authority previously thanked the FAA for participating in an advisory capacity at the meetings of the Task Force and again extends its appreciation to the FAA.

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<sup>1</sup> During the pandemic, flights at the Airport decreased significantly, both in terms of volume and load factor. The southern drift, however, continued.

The Authority is aware that the FAA has previously stated that flight procedures at BUR remain within the same historical flight paths that existed prior to the implementation of the Southern California Metroplex. The Authority is also aware that there is ongoing litigation between the City of Los Angeles and the FAA concerning departure flight tracks at BUR and a separate litigation involving arrival flight tracks at Los Angeles International Airport.

Notwithstanding the above, given that aircraft operations are now increasing across the country despite the ongoing Covid situation, the Authority renews its request that the FAA take action to return BUR departures to their historic flight tracks.

The Authority makes its request fully aware that under federal law the United States government has exclusive sovereignty over the airspace of the United States. Additionally, having unsuccessfully submitted a Part 161 application for a mandatory curfew at BUR, the Authority also is aware that the Airport Noise and Capacity Act of 1990 precludes airport proprietors from imposing noise or access restrictions without FAA approval.

Your consideration to this request is greatly appreciated.

Sincerely,

Paula Devine  
President of the Burbank-Glendale-Pasadena  
Airport Authority



**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
AUGUST 16, 2021**

**AWARD OF PURCHASE ORDER  
AIRPORT OPERATIONS DEPARTMENT PORTABLE RADIO REPLACEMENT**

Presented by Thomas Henderson  
Director, Operations

**SUMMARY**

At its meeting on July 19, 2021, the Operations and Development Committee (“Committee”) voted unanimously (3–0) to recommend that the Commission approve the acquisition of replacement interoperable radio equipment from Motorola Solutions. The proposed acquisition replaces the Airport Operations Department’s current seventeen handheld Motorola portable radios, which have reached the end of their useful life, with the Motorola APX 8000 series radios and ancillary accessories at a total cost of \$122,699.95.

**BACKGROUND**

The Airport Operations Department personnel currently share seventeen interoperable portable radios which have reached the end of their useful life and will no longer be supported by Motorola for repairs or service. The purchase of the Motorola APX 8000 model radio maintains uniformity with the recently acquired replacement interoperable radios purchased for both Airport Police and Airport Fire Departments.

Interoperable communication equipment for the Airport Operations Department is essential to maintain access to communications with Airport Police, Airport Fire, the Airport Communications Center as well as Verdugo Fire Communications Center in the course of the department’s daily duties. The APX 8000 is a rugged and reliable model that meets interoperability requirements of the local area Interagency Communications Interoperability System and provides advanced features such as adaptive audio processing and advanced security including encryption capabilities. The Authority also contracts with the City of Burbank for radio programming services and the proposed acquisition of Motorola equipment ensures that all Airport Departments continue to maintain programming consistency with Burbank’s public safety departments.

Allocation of the proposed radios is:

- Six units for Communications Center, staged at both primary and alternate locations
- Eleven units for field Operations personnel

By participating in the Territory Los Angeles Volume Pricing Program, the cost of these radios are reduced by 32% per radio with a 20% discount applied to accessories. Details on the radios and accessories are listed on the attached proposal from Motorola Solutions, the exclusive authorized provider of Motorola radios.

### FUNDING

Appropriations in the amount of \$125,000 are included in the recently adopted FY 2022 budget for the acquisition of these replacement interoperable portable radios.

### RECOMMENDATION

At its meeting on July 19, 2021, the Committee voted unanimously (3–0) to recommend that the Commission approve to authorize the issuance of a purchase order in the amount of \$122,699.95 for the proposed replacement Motorola APX 8000 series radios.

Billing Address:  
BURBANK GLENDALE  
PASADENA AIRPORT  
AUTHORITY  
2627 HOLLYWOOD WAY  
BURBANK, CA 91505  
US

Quote Date:06/10/2021  
Expiration Date:08/31/2021  
Quote Created By:  
Andrew Gretencord  
Andrew.Gretencord@  
motorolasolutions.com

End Customer:  
BURBANK GLENDALE PASADENA  
AIRPORT AUTHORITY  
Carlos Villaneda  
CVILLANEDA@bur.org

Freight Terms:FREIGHT PREPAID  
Payment Terms:30 NET

Line #	Item Number	Description	Qty	List Price	Disc \$	Sale Price	Ext. Sale Price
	APX™ 8000 Series	APX8000					
1	H91TGD9PW7AN	APX 8000 ALL BAND PORTABLE MODEL 3.5	17	\$6,795.00	\$2,174.40	\$4,620.60	\$78,550.20
1a	Q806CB	ADD: ASTRO DIGITAL CAI OPERATION	17	\$515.00	\$164.80	\$350.20	\$5,953.40
1b	Q361AN	ADD: P25 9600 BAUD TRUNKING	17	\$300.00	\$96.00	\$204.00	\$3,468.00
1c	Q58AL	ADD: 3Y ESSENTIAL SERVICE	17	\$121.00	\$0.00	\$121.00	\$2,057.00
1d	QA00580AA	ADD: TDMA OPERATION	17	\$450.00	\$144.00	\$306.00	\$5,202.00
1e	Q15AJ	ADD: AES/DES-XL/DES- OFB ENCRYPTION AND ADP	17	\$799.00	\$255.68	\$543.32	\$9,236.44
1f	Q498AU	ENH: ASTRO 25 OTAR W/ MULTIKEY	17	\$740.00	\$236.80	\$503.20	\$8,554.40
1g	H38BS	ADD: SMARTZONE OPERATION	17	\$1,500.00	\$480.00	\$1,020.00	\$17,340.00
1h	H112LT	DEL: DELETE STANDARD ANTENNA	17	\$0.00	\$0.00	\$0.00	\$0.00



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.  
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	List Price	Disc \$	Sale Price	Ext. Sale Price
1i	QA05507AA	DEL: DELETE 7/800 MHZ BAND	17	-\$800.00	-\$256.00	-\$544.00	-\$9,248.00
1j	QA05508AA	DEL: DELETE VHF BAND	17	-\$800.00	-\$256.00	-\$544.00	-\$9,248.00
2	FAF5260A	ASSY,ANT,UHF R2 PLUS GPS STUBBY ANT	17	\$60.00	\$12.01	\$47.99	\$815.83
3	PMNN4486A	BATT IMPRES 2 LIION R IP67 3400T	17	\$163.00	\$32.62	\$130.38	\$2,216.46
4	NNTN8860A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC, US/NA	17	\$157.00	\$31.42	\$125.58	\$2,134.86
5	PMKN4012B	PORTABLE PROGRAMMING CABLE	1	\$84.70	\$16.94	\$67.76	\$67.76
6	Incentive	One-off Customer Loyalty Discount Expiration Date: 08/31/2021	1	-\$5,807.88	\$0.00	-\$5,807.88	-\$5,807.88
Subtotal						\$111,292.47	

\$11,407.48

Grand Total

**\$122,699.95(USD)**

### Notes:

- ICI System Users Discount Promotion - Expires December 10, 2021  
APX Radio = 32% discount  
APX Accessory = 20% discount



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
AUGUST 16, 2021**

**AWARD OF LICENSE AGREEMENT  
COUNTY OF LOS ANGELES**

Presented by Sumire Spurlock  
Manager, Safety Management System

**SUMMARY**

Subject to the recommendation of the Operations and Development Committee (“Committee”) at its meeting immediately preceding the Commission meeting, Staff seeks approval from the Commission to award a License Agreement (“Agreement”), copy attached, to the County of Los Angeles (“County”) for the purpose of conducting a temporary free COVID-19 vaccination clinic within the Airport passenger terminal building (“Terminal”) commencing on August 16, 2021 through August 15, 2022.

COVID-19 continues to exist as does the need to provide the general public access to free COVID-19 vaccinations.

**BACKGROUND**

Since the beginning of the COVID-19 pandemic, Staff has been working with the Los Angeles County Department of Public Health (“LACDPH”) on matters related to ensuring the safety and well-being of airport customers, staff, tenants, vendors and service providers. These efforts and coordination with LACDPH continue to this day. As the mass vaccination sites within the City of Los Angeles have closed, LACDPH contacted Staff about the possibility of conducting a temporary vaccination clinic within the Terminal through the County’s contracted provider, MedEx Pharmacies.

Staff met with LACDPH representatives, and a proposed location was identified in the corridor leading toward the Terminal A Security Checkpoint, depicted in Exhibit A of the proposed Agreement. While visible, this location is not intrusive to the flow of passenger traffic. The term of the proposed Agreement is through August 15, 2022, and is can be cancelled upon thirty days’ notice by either party.

**REVENUE IMPACT**

The proposed Agreement is a no-cost license that provides temporary access for the purpose of conducting a free COVID-19 vaccination clinic within the Terminal.

**RECOMMENDATION**

Staff seeks the Committee’s recommendation to the Commission that it approve the proposed Agreement with the County to allow access to the Terminal for a free COVID-19 vaccination clinic and authorize the President to execute the same.

## LICENSE AGREEMENT

THIS LICENSE AGREEMENT ("Agreement") is dated August 16, 2021 for reference purposes, and is executed by the BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY, a California joint powers agency ("Licensor"), and the COUNTY OF LOS ANGELES, a California political subdivision ("Licensee").

## R E C I T A L S

A. Licensor is the owner and operator of the Bob Hope Airport ("Airport") (commonly known as "Hollywood Burbank Airport").

B. Licensee has requested the right to temporarily use a portion of the passenger terminal building depicted on Exhibit A ("Licensed Premises") for a COVID-19 vaccination clinic ("Clinic")

C. Licensor has agreed to give to Licensee, and Licensee has agreed to accept from Licensor, a temporary and limited contractual license to enter upon the Airport to conduct the Clinic in accordance with and subject to this Agreement.

NOW, THEREFORE, for and in consideration of the foregoing recitals, the mutual terms, covenants and agreements contained herein, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, Licensor and Licensee agree as follows:

1. Term. This Agreement shall commence on August 16, 2021 ("License Commencement Date") and shall expire on August 15, 2022 unless earlier terminated. Either party may terminate this Agreement without cause upon 30 days' prior written notice. Licensee hereby waives any and all rights to relocation benefits under applicable law upon the expiration or earlier termination of this Agreement.

2. Use of Licensed Premises.

2.1 Licensee may use the Licensed Premises during the term of this Agreement for the Clinic only, and for no other use or purpose. Licensee may operate the Clinic through a contract with MedEx Pharmacies. In connection therewith, Licensee shall comply with the FAA Grant Assurances described in the attached Exhibit C to the extent applicable, and with all applicable laws.

2.2 Licensor shall have the right to enter and inspect the Licensed Premises at any time. It is understood and agreed that nothing herein contained shall be construed to grant or authorize the granting of any exclusive right within the meaning of Section 308 (a) of the Federal Aviation Act of 1958 (49 U.S.C. 1349(a)).

2.3 Licensee shall not make use of the Airport in any manner that might interfere with the landing and taking off of aircraft from the Airport, or that might otherwise constitute a hazard. In the event this covenant is breached, in addition to all other rights and remedies of Licensor, Licensor may cause the abatement of such interference at Licensee's expense.

2.4 Licensee shall prevent persons under Licensee's supervision from gaining unauthorized access to restricted flight and aircraft operational areas of the Airport.

3. No Improvements; Hazardous Substances. Licensee shall not construct any improvements on the Licensed Premises. Licensee shall not store or release any hazardous materials or substances on the Licensed Premises or the Airport.

4. Trash Removal. Licensee shall remove and properly dispose of all trash.

5. Removal of Personal Property. No later than the expiration date or any earlier termination date of this Agreement, Licensee shall remove its personal property from the Licensed Premises (and the Airport) and shall restore the Licensed Premises to its condition of the date of execution of this Agreement. If Licensee does not do so, then Licenser may do so, and may dispose of or retain such property without obligation or liability to Licensee.

6. Damage; Indemnity. Licensee agrees that: (i) all activities by or on behalf of Licensee, or Licensee's officers, members, employees, agents, customers, guests or contractors (collectively, "Licensee's Designees") shall not damage the Licensed Premises or the Airport in any manner whatsoever (normal wear and tear excepted); and (ii) in the event the Airport is damaged, altered, or disturbed in any manner in connection with the Clinic, Licensee shall return the Licensed Premises and the Airport to the condition existing prior to the damage, alteration, or disturbance. To the extent allowable by law, Licensee and Licenser shall mutually indemnify, defend, and hold harmless the other party and the other party's officers, employees, agents, contractors and volunteers, against any and all liability, loss, damage, expense, costs (including reasonable attorneys' fees) or claims for injury or property damages to the extent arising out of or in connection with Licensee's or Licenser's acts and/or omissions arising from or related to the Agreement, including Licensee's or Licenser's obligations from the use and/or maintenance of the Licensed Premises, and Licensee's or Licenser's breach of the Agreement. This provision shall survive the expiration or termination of the Agreement.

7. Public Readiness and Emergency Preparedness Act of 2005 (PREP Act). The PREP Act authorizes the Secretary of the US Department of Health and Human Services (HHS) to issue a PREP Act declaration that provides immunity from liability (except for willful misconduct) for claims of loss caused, arising out of, relating to, or resulting from administration or use of medical countermeasures to disease, threats and conditions determined by the Secretary to constitute a present, or credible risk of a future public health emergency to entities and individuals involved in the development, manufacture, testing, distribution, administration, and use of such medical countermeasures. A PREP Act declaration is specifically for the purpose of providing immunity from liability, and is different from, and not dependent on, other emergency declarations. Licensee and Licenser agree that they and their employees, subcontractors, and all volunteers shall be bound by and shall abide by all applicable federal and State statutes or regulations pertaining to the confidentiality of client records and information. The parties shall not use or disclose any information about a recipient of the services provided under this Agreement for any purpose not connected with the parties' Agreement responsibilities, except with the written consent of such recipient, recipient's attorney, or recipient's parent or guardian, or as required by law.

8. Insurance. At all times during the term of this Agreement and at its sole cost and expense, Licensee shall maintain or cause to be maintained in effect the insurance coverage specified in the July 15, 2021 proof of insurance set forth in the attached Exhibit B.

9. Contractual in Nature; No Recording. Licenser does not hereby convey to Licensee any right, title, or interest in or to the Airport, but merely grants the specific and limited contractual rights and privileges set forth in this Agreement. In no event shall this Agreement or any memorandum hereof be recorded.

10. Notices. Any notice, demand, request, consent, approval, or communication hereunder shall be in writing; shall be delivered either by (i) e-mail at the addresses set forth below (deemed delivered on the date of delivery provided the e-mail is not rejected as shown by the sender's e-mail system), (ii) certified mail (deemed delivered on date of delivery or attempted delivery on the return receipt) or (iii) reputable overnight delivery service (deemed delivered one business day after being given to the service for overnight delivery); and shall be addressed as set forth below.

If to Licenser, to:

Burbank-Glendale-Pasadena  
Airport Authority  
2627 Hollywood Way  
Burbank, CA 91505  
Attn: Sumire Spurlock, CM, ACE

If to Licensee, to:

County of Los Angeles  
Department of Public Health  
313 North Figueroa Street, Room 806  
Los Angeles, California 90012  
Attn: Barbara Ferrer, Ph.D., M.P.H., M.Ed.

11. Assignment. This Agreement may not be assigned by Licensee, in whole or in part.

12. Governing Law. This Agreement shall be construed, enforced, and interpreted in accordance with the laws of the State of California.

13. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same instrument. Furthermore, executed counterparts of this Agreement may be delivered by e-mails of pdf documents, and such electronic transmissions shall be valid and binding for all purposes when transmitted to and actually received by the other party.

14. Time. Time is of the essence of this Agreement and each and all of its provisions in which performance is a factor.

15. Prior Agreements. This Agreement contains the entire agreement of the parties with respect to the Clinic.



16. Partial Invalidity. Any provision of this Agreement which shall prove to be invalid, void, or illegal shall in no way affect, impair or invalidate any other provision hereof and such other provision shall remain in full force and effect.

17. Attorneys' Fees. If any party brings an action in connection with this Agreement, the prevailing party in any such action, as determined by the trier of fact, shall be entitled to recover its costs and reasonable outside attorneys' fees.

18. Condition of Property. Licensee represents that it has inspected the Licensed Premises and hereby accepts the Licensed Premises in its current "AS IS" condition, without representation or warranty, express or implied.

19. Exhibits. Exhibits A through C 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 or B, 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 C, the provisions of Exhibit C shall prevail.

20. 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.

21. Compensation. No reimbursement or compensation will be made by Licensee to the Licensor for the use of the Licensed Premises described herein.

IN WITNESS WHEREOF, Licensor and Licensee have executed this Agreement as of the day and year first written above.

**LICENSEE:**

COUNTY OF LOS ANGELES

*Barbara Ferrer*

By: Barbara Ferrer (Aug 10, 2021 18:24 PDT)

Print Name: Barbara Ferrer, Ph.D., M.P.H., M.Ed.

Title: Director

**LICENSOR:**

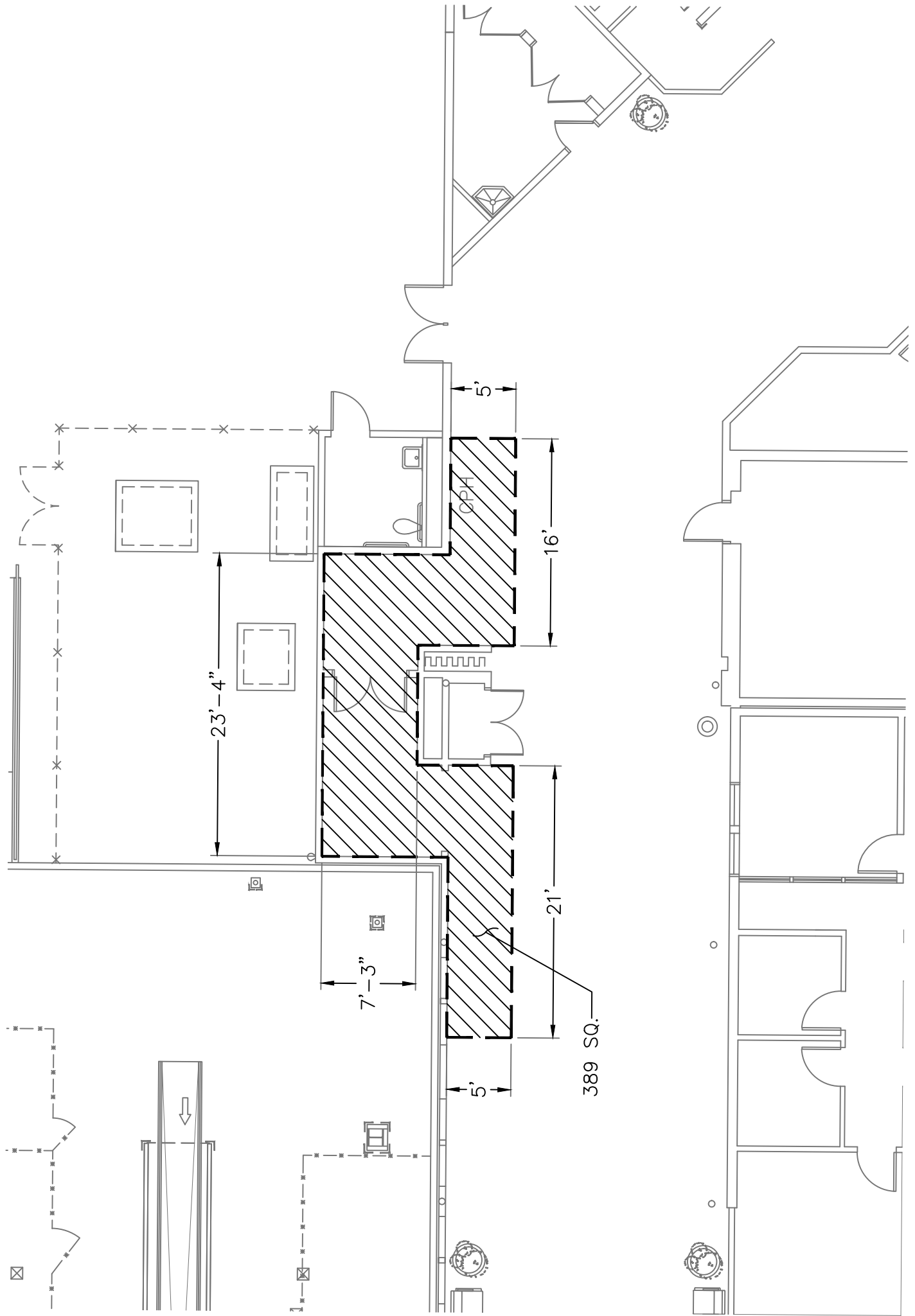
BURBANK-GLENDALE-PASADENA  
AIRPORT AUTHORITY

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**EXHIBIT A**  
**Depiction of License Premises**



**EXHIBIT B**  
**Proof of Insurance**



# COUNTY OF LOS ANGELES

07/15/2021

## CERTIFICATE OF SELF-INSURANCE COVERAGE

**PRODUCER/INSURED**

COUNTY OF LOS ANGELES  
CHIEF EXECUTIVE OFFICE  
RISK MANAGEMENT BRANCH  
320 WEST TEMPLE STREET, 7TH FLOOR  
LOS ANGELES, CA 90010

This certificate is provided for informational purposes only, and does not affect, or expand any of the County's obligations pursuant to the Agreement. This Certificate also confirms that the County is not an insurance company, and that no insurance obligation or relationship exists, or will be established in any manner whatsoever between the County and any individual, contractor, vendor and public or private entity/organization.

### ENTITIES AFFORDING COVERAGE

**COUNTY OF LOS ANGELES**

**PARTICIPATION**  
**100%**

**COVERAGES**

This Certificate of County Self-Funding Insurance Obligation (Certificate) is the County of Los Angeles (County) authorized Statement that is elected to self-fund its financial obligations. This self-funding of liability is in lieu of commercial insurance coverage, and applies only to the extent permitted by State Law.

The County is permitted to self-fund its liabilities arising from acts or omissions of the County; its appointed and elected officers, employees and volunteers (except actual fraud, corruption, or malice), by virtue of California Government Code Sections 989-991.2, County Code 5.32 and Articles 1 and 2 of the County Charter. The liabilities that the County self-funds include general, automobile, property and workers' compensation.

TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS
<input checked="" type="checkbox"/> Commercial General Liability	Self Insured	07/15/2021	07/15/2022	Occurrence Amount - \$1,000,000 Aggregate Amount - \$2,000,000
<input checked="" type="checkbox"/> Automobile Liability	Self Insured	07/15/2021	07/15/2022	Occurrence Amount - \$1,000,000 Aggregate Amount - \$2,000,000
<input checked="" type="checkbox"/> Property Liability	Self Insured	07/15/2021	07/15/2022	Occurrence Amount - \$1,000,000 Aggregate Amount - \$2,000,000
<input checked="" type="checkbox"/> Workers' Compensation and Employers Liability	Self Insured	07/15/2021	07/15/2022	Occurrence Amount - Statutory Statutory aggregate

**DEPARTMENT OF OPERATIONS/LOCATIONS**

County Department	<b>Public Health</b>
Facility Use Agreement	Burbank-Glendale-Pasadena Airport Authority

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

**CANCELLATION**

SHOULD THE COUNTY ELECT TO DISCONTINUE SELF-INSURING ITS LIABILITIES, THE COUNTY WILL NOTIFY THE HOLDERS ON ITS RISK MANAGEMENT WEBSITE

**BY:**

**STEVE ROBLES, COUNTY RISK MANAGER**

## **EXHIBIT C**

### **FAA Grant Assurances**

A. Licensee, for itself, its representatives, successors in interest, and permitted assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the Licensed Premises that in the event facilities are constructed, maintained, or otherwise operated on the Licensed Premises for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, Licensee shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as such regulations may be amended.

B. Licensee for itself and its representatives, successors and any permitted assigns as a part of the consideration hereof, does hereby covenant and agree that:

1. No person on the ground of race, color, or national origin shall be excluded from participation, denied the benefits of, or be otherwise subjected to discrimination in the use of the Airport;

2. In the construction of any improvements on, over or under the Licensed Premises, if allowed, and the furnishings of services thereon, no person on the ground of race, color, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination; and

3. Licensee shall use the Licensed Premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as such Regulations may be amended.

C. In the event of breach of any of the above nondiscrimination covenants, Licensor shall have the right to terminate this Agreement and to re-enter and to repossess the Licensed Premises, and hold the Licensed Premises as if this Agreement had never been made.

D. Licensee shall furnish its accommodations and/or services on a fair, equal and not unjustly discriminatory basis to all users thereof and it shall charge fair, reasonable and not unjustly discriminatory prices for each unit or service; provided, that Licensee may make reasonable and nondiscriminatory discounts, rebates or other similar type of price reductions to volume purchasers.

E. Noncompliance with paragraph D, above shall constitute a material breach hereof and in the event of such noncompliance Licensor shall have the right to terminate this Agreement

and the estate hereby created without liability therefor or, at the election of Licensor or the United States, either or both thereof shall have the right to judicially enforce paragraphs A, B, C and D above.

F. Licensee agrees that it shall insert the above five provisions in any permitted agreement by which Licensee grants a right or privilege to any person, firm or corporation to render accommodations and/or service to the public at the Airport.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
AUGUST 16, 2021**

**ALLIED UNIVERSAL CONTRACT AMENDMENT**

Presented by Ray Hunting  
Airport Security Manager

**SUMMARY**

Subject to the recommendation of the Operations and Development Committee (“Committee”) at its meeting immediately preceding the Commission meeting, Staff seeks approval from the Commission for a proposed Amendment No. 3 (“Third Amendment”) to the Professional Services Agreement (“PSA”) with Universal Protection Service LP, dba Allied Universal (“Allied Universal”), to increase the appropriations for airport security and traffic controls services. In October 2020, the Commission approved a one-year extension of this PSA, in the amount of \$974,413, based on the projected reduced traffic volume due to the effects of the COVID-19 pandemic, and the contract is set to expire on October 31, 2021. However with the rapid return of leisure travel, vehicular and passenger traffic has increased significantly. In order to maintain consistent flow of traffic and ensure pedestrian safety on the Airport roads, Staff is recommending that the current appropriation be increased by a not-to-exceed amount of \$125,000 to accommodate additional staffing, which would result in a total contract amount of \$1,099,413 for the extension period ending October 31, 2021.

**BACKGROUND**

The airport security and traffic control services that are being provided are:

- (i) Perimeter Security: Transportation Security Administration security directives require the Authority to provide for positive control and identification of each person gaining access to the Secured Area of the Airport. Part of this positive control requires staffing at checkpoints on the airfield.
- (ii) Traffic Control: Due to the configuration and congestion of the airport loop road from increased vehicle traffic, traffic control from the crosswalk located next to the short-term parking structure to past Terminal B is necessary in order to ensure pedestrian safety and vehicular flow, as well as manage vehicle activity along the terminal curb front.

**BUDGET IMPACT**

As discussed during the contract extension presentation last October, Staff advised the Committee that if a significant increase in passenger and traffic activity occurred requiring additional staffing hours, Staff would return to seek additional authorization. Staff is now seeking such additional authorization.

**RECOMMENDATION**

Subject to the recommendation of the Committee at its meeting immediately preceding the Commission meeting, Staff seeks approval from the Commission for a proposed Third

Amendment to the PSA with Allied Universal to increase staffing and hours for traffic control services for the remainder of the contract with a not-to-exceed amount of \$125,000 of the total contract amount.

**AMENDMENT NO. 3 TO  
PROFESSIONAL SERVICES AGREEMENT  
(Burbank-Glendale-Pasadena Airport Authority / Allied Universal)**

THIS AMENDMENT NO. 3 ("Third Amendment") to the October 13, 2017 Professional Services Agreement ("Agreement") executed by the Burbank-Glendale-Pasadena Airport Authority ("Authority"), a California joint powers agency, and Universal Protection Service, LP d.b.a. Allied Universal ("Consultant"), a California Limited Partnership, is dated August 16, 2021 for reference purposes.

**RECITALS**

A. The parties executed the Agreement to provide for the Authority's retention of Consultant as an independent contractor to provide the following professional services: airport security and traffic control services.

B. The parties have executed the following amendments (collectively, "Prior Amendments") to the Agreement:

1. An April 15, 2019 Amendment No. 1 to: (i) expand the scope of services; and (ii) increase the contract price.

2. An October 19, 2020 Amendment No. 2 to: (i) provide for a one-year extension; and (ii) set the staffing level and compensation limit for the extension period.

C. The parties desire to amend the Agreement to further increase the staff level and compensation limit for the remainder of the extension period.

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

**1. Amendment of Section 1.** Paragraph (F) ("Contract Limit") of Section 1 ("Definitions") of the Agreement is amended to read as follows:

"(F) 'Contract Limit': Four Million Eight Hundred Thirty-Six Thousand Three Hundred Forty-Nine Dollars and Forty-Four Cents (\$4,836,349.44)."

**2. Amendment of Section 4.** Paragraph (A) of Section 4 ("Compensation") of the Agreement is amended to read as follows:

"(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 Rate Sheet for Years 1-3 and according to the Supplemental Rate Sheet for the Extension Period. In no event shall the compensation payable to Consultant under this Agreement exceed the Contract Limit. In no event shall the compensation payable to Consultant for the Services set forth in Exhibit "A-1" exceed Two Hundred Twenty Thousand, Five Hundred Dollars and Zero Cents (\$220,500.00) between May 1, 2019 through October 31, 2020. In no event shall the compensation payable to Consultant for the Services during the Extension Period exceed One Million Ninety-Nine



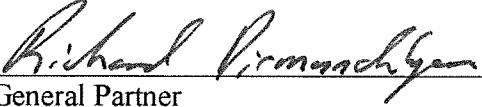
Thousand Four Hundred Thirteen Dollars and Zero Cents (\$1,099,413.00).”

**3. Replacement of Exhibit E.** Effective August 17, 2021, references in the Agreement to Exhibit E shall be deemed to refer to the attached Replacement Supplemental Rate Sheet.

**4. Preservation of Agreement.** Except as expressly modified by this Third Amendment, all of the provisions of the Agreement (as amended by the Prior Amendments) shall remain unaltered and in full force and effect. In the event of a conflict between the provisions of this Third Amendment and the provisions of the Agreement (as amended by the Prior Amendments), the provisions of this Third Amendment shall control.

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

**Universal Protection Service, LP**  
**d.b.a. Allied Universal**

  
General Partner

[Pursuant to Corporations Code Section 15904.02, signature line must be executed by a general partner.]

**Burbank-Glendale-Pasadena Airport Authority**

\_\_\_\_\_  
Paula Devine, President

Approved as to form:

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

**EXHIBIT E**  
**Replacement Supplemental Rate Sheet**

(attached)



**Hollywood Burbank Airport  
Traffic  
2021 Pricing**

<b>Current Positions</b>						
<b>NAME</b>	<b>WEEKLY HOURS</b>	<b>Current Pay</b>	<b>Regular Hourly Rate</b>	<b>HOLIDAY RATE</b>	<b>WEEKLY</b>	<b>MONTHLY</b>
Airport Security Supervisor(s)	112	17.25	\$ 28.16	\$ 42.24	\$ 3,153.99	\$ 13,667.29
Airport Secured West Checkpoint	168	15.45	\$ 25.30	\$ 37.95	\$ 4,250.30	\$ 18,417.94
Airport Secured North Checkpoint	168	15.45	\$ 25.30	\$ 37.95	\$ 4,250.30	\$ 18,417.94
Airport Vehicle Traffic Controller AM	224	15.45	\$ 25.30	\$ 37.95	\$ 5,667.06	\$ 24,557.26
Airport Vehicle Traffic Controller PM	168	15.45	\$ 25.30	\$ 37.95	\$ 4,250.30	\$ 18,417.94
Terminal Rover	0	15.45	\$ 25.30	\$ 37.95	\$ -	\$ -
TNC Coordinator (As needed)*	0		\$ 25.30	\$ 37.95	\$ -	\$ -
<b>TOTAL Hours</b>	<b>840.00</b>					
<b>*Budget may adjust based on weekly requested hours including holiday and operational needs.</b>					<b>\$21,571.94</b>	<b>\$93,478.38</b>

**Hollywood Burbank Airport  
Traffic  
2021 Pricing**



<b>Added Positions</b>						
<b>NAME</b>	<b>WEEKLY HOURS</b>	<b>Current Pay</b>	<b>Regular Hourly Rate</b>	<b>HOLIDAY RATE</b>	<b>WEEKLY</b>	<b>MONTHLY</b>
Airport Vehicle Traffic Controller PM (EXT)	16	15.45	\$ 25.30	\$ 37.95	\$ 404.79	\$ 1,754.09
Airport Vehicle Traffic Controller PM	56	15.45	\$ 25.30	\$ 37.95	\$ 1,416.77	\$ 6,139.31
Terminal Rover	7	15.45	\$ 25.30	\$ 37.95	\$ 177.10	\$ 767.41
<b>TOTAL Hours</b>	<b>79.00</b>					\$ -
<b>*Budget may adjust based on weekly requested hours including holiday and operational needs.</b>					<b>\$1,998.65</b>	<b>\$8,660.82</b>

## Hollywood Burbank Airport

REVENUE PASSENGERS	June			January - June		
	2021	2020	% Change	2021	2020	% Change
Signatory Airlines						
Alaska Airlines	38,125	8,658	340.34%	115,858	108,890	6.40%
American Airlines	29,532	10,392	184.18%	117,056	98,880	18.38%
Avelo Airlines	48,109	0	N/A	74,036	0	N/A
Delta Airlines	15,249	0	N/A	58,349	55,222	5.66%
JetBlue Airways	7,805	0	N/A	7,805	49,557	-84.25%
Southwest Airlines	212,977	69,244	207.57%	652,336	881,505	-26.00%
Spirit Airlines	3,475	2,503	38.83%	12,936	27,121	-52.30%
United Airlines	3,832	4,094	-6.40%	17,439	71,217	-75.51%
<b>Total Revenue Passengers</b>	<b>359,104</b>	<b>94,891</b>	<b>278.44%</b>	<b>1,055,815</b>	<b>1,292,392</b>	<b>-18.31%</b>
Inbound (deplaned)	177,528	47,232	275.86%	529,015	645,615	-18.06%
Outbound (enplaned)	181,576	47,659	280.99%	526,800	646,777	-18.55%

AIRCRAFT OPERATIONS	June			January - June		
	2021	2020	% Change	2021	2020	% Change
<b>Landings &amp; Takeoffs</b>						
Air Carrier	3,569	2,079	71.67%	14,009	20,294	-30.97%
Air Taxi	1,690	1,288	31.21%	8,462	8,211	3.06%
General Aviation	2,782	2,056	35.31%	13,443	11,743	14.48%
Military Itinerant	55	32	71.88%	213	241	-11.62%
<i>Subtotal</i>	<i>8,096</i>	<i>5,455</i>	<i>48.41%</i>	<i>36,127</i>	<i>40,489</i>	<i>-10.77%</i>
<b>Pass Through BUR Airspace</b>						
Civil Local	2,899	3,192	-9.18%	18,805	14,553	29.22%
Military Local	0	0	N/A	0	0	N/A
<i>Subtotal</i>	<i>2,899</i>	<i>3,192</i>	<i>-9.18%</i>	<i>18,805</i>	<i>14,553</i>	<i>29.22%</i>
<b>Total Aircraft Operations</b>	<b>10,995</b>	<b>8,647</b>	<b>27.15%</b>	<b>54,932</b>	<b>55,042</b>	<b>-0.20%</b>

**Air Carrier:** Scheduled commercial air carrier operations; including cargo operators

**Air Taxi:** Smaller aviation operators such as charters, commuter carriers or on-demand operators

**General Aviation:** Civil aviation operations for personal use

**Military Itinerant:** Military aviation activities

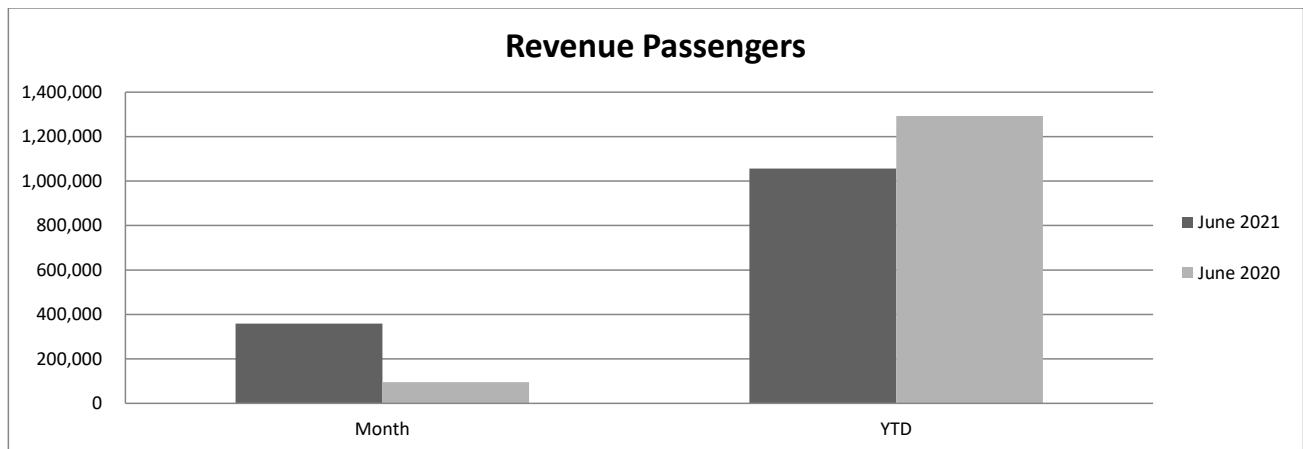
**Civil Local:** Civil aviation operations that pass through BUR airspace monitored by FAA ATCT at BUR.

**Military Local:** Military aviation operations that pass through BUR airspace monitored by FAA ATCT at BUR

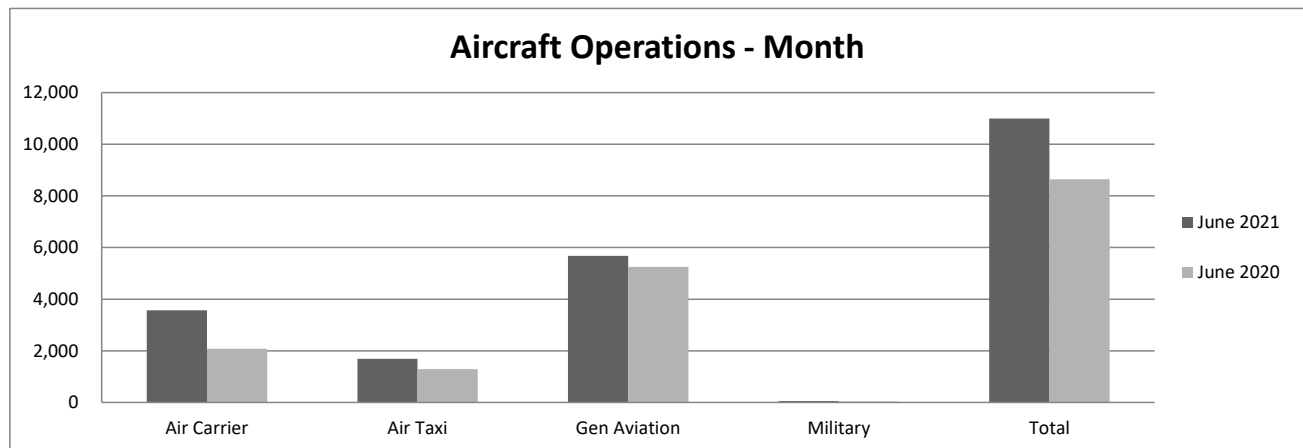
## Hollywood Burbank Airport

AIR CARGO (lbs.)	June			January - June		
	2021	2020	% Change	2021	2020	% Change
Signatory Airlines						
Alaska Airlines	461	608	-24.18%	2,923	2,327	25.61%
American Airlines	200	235	-14.89%	200	580	-65.52%
Avelo Airlines						
Delta Airlines	0	0	N/A	0	8	-100.00%
JetBlue Airways						
Southwest Airlines	223,991	81,818	173.77%	840,879	828,661	1.47%
Spirit Airlines						
United Airlines	0	0	N/A	0	1,106	-100.00%
Other Scheduled Carriers						
Federal Express	4,415,104	5,100,258	-13.43%	26,793,760	24,076,661	11.29%
United Parcel Service	4,182,924	5,030,501	-16.85%	24,558,583	27,001,250	-9.05%
Charter/Contract Carriers						
Ameriflight	203,976	294,749	-30.80%	1,212,366	1,639,818	-26.07%
<b>Total Air Cargo</b>	<b>9,026,656</b>	<b>10,508,169</b>	<b>-14.10%</b>	<b>53,408,711</b>	<b>53,550,411</b>	<b>-0.26%</b>
Inbound (deplaned)	4,343,501	5,638,249	-22.96%	26,408,918	28,590,013	-7.63%
Outbound (enplaned)	4,683,155	4,869,920	-3.84%	26,999,793	24,960,398	8.17%

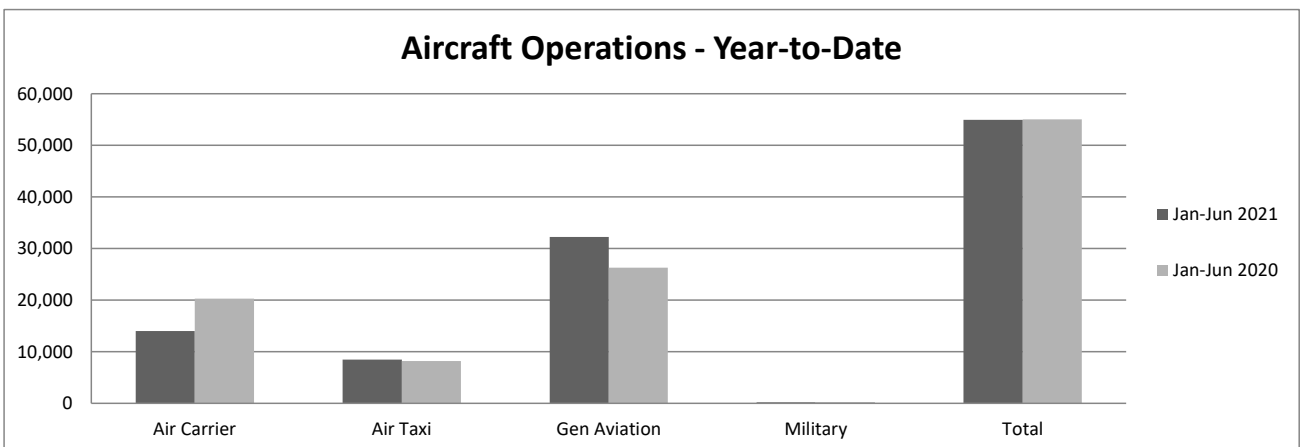
MAIL (lbs.)	June			January - June		
	2021	2020	% Change	2021	2020	% Change
American Airlines	0	0	N/A	0	6,032	-100.00%
<b>Total Mail</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>6,032</b>	<b>-100.00%</b>
Inbound (deplaned)	0	0	N/A	0	3,016	-100.00%
Outbound (enplaned)	0	0	N/A	0	3,016	-100.00%



Revenue Passengers	Month	YTD
June 2021	359,104	1,055,815
June 2020	94,891	1,292,392
% Change	278.44%	-18.31%



Aircraft Operations - MO	Air Carrier	Air Taxi	Gen Aviation	Military	Total
June 2021	3,569	1,690	5,681	55	10,995
June 2020	2,079	1,288	5,248	32	8,647
% Change	71.67%	31.21%	8.25%	71.88%	27.15%



Aircraft Operations - YTD	Air Carrier	Air Taxi	Gen Aviation	Military	Total
Jan-Jun 2021	14,009	8,462	32,248	213	54,932
Jan-Jun 2020	20,294	8,211	26,296	241	55,042
% Change	-30.97%	3.06%	22.63%	-11.62%	-0.20%