



December 9, 2021

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

NOTICE is hereby given that the regular meeting of the Finance and Administration Committee scheduled for Monday, December 20, 2021, at 9:30 a.m., or immediately following the Commission meeting, in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505, has been cancelled.

NOTICE is hereby given that a special meeting of the Finance and Administration Committee will be held Monday, December 13, 2021, at 9:30 a.m., or immediately following the Commission meeting, in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

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

Dial In: (978) 990-5000

Access Code: 880737#

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

SPECIAL MEETING
OF THE
FINANCE AND ADMINISTRATION COMMITTEE

Airport Skyroom
Monday, December 13, 2021
9:30 a.m., or Immediately Following
the Conclusion of the
Commission Meeting

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

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

When in-person attendance or participation at meetings of the Committee is allowed, members of the public are requested to observe the following rules of decorum:

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

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The following activities are prohibited:

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

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

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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, December 13, 2021

1. Roll Call
2. Staff Announcement: AB 23
3. Approval of Agenda
4. Public Comment
5. Approval of Minutes
 - a. November 15, 2021 **[See page 1]**
6. Items for Discussion
 - a. Replacement Passenger Terminal (RPT) Financing Update

No staff report attached. This item has been placed as a standing item on the agenda to allow the Committee to discuss the RPT Financing.
7. Items for Information
 - a. Committee Pending Items **[See page 4]**
8. Adjournment

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

MONDAY, NOVEMBER 15, 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 11:00 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

Also present:
James Wilkinson, Columbia Threadneedle Investments (via teleconference); John Dempsey, Columbia Threadneedle Investments (via teleconference)

2. Staff Announcement: AB 23

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

3. Approval of Agenda

Agenda was approved as presented.

Commissioner Selvidge announced that Item No. 8.a. CTI Quarterly Investment Portfolio Review would be taken after Item 5.a.

4. Public Comment

There were no public comments.

5. Approval of Minutes

a. October 18, 2021

Draft minutes for the October 18, 2021, Finance and Administration Committee meeting were presented for approval.

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).

8. Items for Information

a. CTI Quarterly Investment Portfolio Review (July – September 2021)

Staff introduced James Wilkinson of Columbia Threadneedle Investments, the Authority's investment advisor, who participated via teleconference.

Mr. Wilkinson and his colleague, John Dempsey, presented an update on the status of the Authority's Operating and Passenger Facility Charge Quarterly Investment Portfolio reports ended September 30, 2021.

6. Treasurer's Report

a. September 2021

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

A proposed supplement to the Treasurer's Report was introduced to the Committee which explains the Fiscal Year to Date cash expenditures of Authorized Contracts for the Replacement Passenger Terminal Project. This information will be included in the Treasurer's Report on a quarterly basis.

Motion

Commissioner Ovrom moved approval; seconded by Commissioner Najarian.

Motion Approved

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

7. Items for Discussion

a. Authority Financial Procedures (Continued)

The Internal Control Procedures will be scheduled for presentation in February 2022.

b. Replacement Passenger Terminal (RPT) Financing Update

A proposed supplement to the Treasurer's Report was introduced to the Committee which explains the Fiscal Year to Date cash expenditures of Authorized Contracts for the Replacement Passenger Terminal Project. This information will be included in the Treasurer's Report on a quarterly basis.

Commissioner Ovrom requested to be informed periodically of the billings from the consultants.

8. Items for Information (Continued)

b. Committee Pending Items

Staff reviewed with the Committee future pending items.

Commissioner Ovrom requested an update on the billing/fee schedule and the milestone calendar from Anyone Collective, the company handling the marketing for the Airport.

9. Adjournment

There being no further business to discuss, the meeting was adjourned at 11:54 a.m.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
FINANCE AND ADMINISTRATION COMMITTEE
DECEMBER 13, 2021**

COMMITTEE PENDING ITEMS

	<u>Tentative Presentation</u>
1. Resolution Adopting CY 2022 Investment Policy	January 2022
2. Presentation of FY 2021 Audited Financial Statements	February 2022
3. Amendment of Hangar Lease – Star Aviation (extension)	Q3 of FY 2022
4. Amendment of Hangar Lease – Innova Aviation (Hangar 88)	Q3 of FY 2022
5. Award of Hangar Lease – JetSuite (Hangar 2)	Q3 of FY 2022
6. Commencement of FY 2023 Budget Development	Q3 of FY 2022
7. Amendment of Hangar Lease - Netflix (extension)	Q4 of FY 2022
8. BOINGO	Q4 of FY 2022
9. Authority Financial Procedures	Continuing
10. Succeeding Lease - TSA	Subject to General Services Administration Updates