



April 28, 2022

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

NOTICE is hereby given that a regular meeting of the Finance and Administration Committee will be held Monday, May 2, 2022, 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 Government Code Section 54953(e), members of the Commission may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, a physical location is not being provided for the public to attend or comment. Members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

Dial In: (978) 990-5000

Access Code: 880737#

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

REGULAR MEETING
OF THE
FINANCE AND ADMINISTRATION COMMITTEE

Airport Skyroom
Monday, May 2, 2022
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, May 2, 2022

1. Roll Call
2. Staff Announcement: AB 23
3. Approval of Agenda
4. Public Comment
5. Approval of Minutes
 - a. April 18, 2022 **[See page 1]**
6. Items for Discussion
 - a. Fiscal Year 2022/2023 ("FY 2023") Budget Development
No staff report attached. As part of the budget development process, Staff will review with the Committee the proposed FY 2023 revenue projections.
 - b. Replacement Passenger Terminal 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 3]**
8. Adjournment

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

MONDAY, APRIL 18, 2022

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 11:27 a.m., by Commissioner Selvidge.

1. ROLL CALL

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

Absent: None

Also Present: Staff: John Hatanaka, Senior Deputy Executive Director; Kathy David, Deputy Executive Director, Finance and Administration (via teleconference); 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.

4. Public Comment

There were no public comments.

5. Approval of Minutes

a. April 4, 2022

Draft minutes for the April 4, 2022, Finance and Administration Committee meeting were presented for approval.

Motion

Commissioner Ovrom moved approval of the minutes, 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 approved (3-0).

6. Treasurer's Report

a. February 2022

A copy of the Treasurer's Report for February 2022 was included in the agenda packet for the Committee's review.

Motion

Commissioner Najarian moved approval to recommend that the Commission note and file the February 2022 Treasurer's report; 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).

7. Items for Discussion

**a. Fiscal Year 2022/2023 ("FY 2023")
Budget Development**

Staff presented and discussed with the Committee the proposed FY 2023 Passenger Level Assumptions and proposed Staffing program.

**b. Replacement Passenger Terminal
Financing Update**

There were no updates available at this time.

8. Items for Information

a. Committee Pending Items

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

9. Adjournment

There being no further business to discuss, the meeting was adjourned at 12:38 p.m.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
FINANCE AND ADMINISTRATION COMMITTEE
MAY 2, 2022**

COMMITTEE PENDING ITEMS

	<u>Tentative Presentation</u>
1. FY 2023 Budget Development (Continued)	Continuing
2. Amendment No. 1 to Aviation Hangar Lease – Ameriflight	May 2022
3. Award of Hangar Lease – Delux Public Charter	May 2022
4. Consent of Sublease – Ameriflight and Delux Public Charter	May 2022
5. Concession Revenue and Performance	May 2022
6. Federal Relief for Concessions	May 2022
7. Parking Revenue Report (Net Value)	May 2022
8. Amendment of Hangar Lease – Star Aviation (extension)	TBD
9. Internal Controls Presentation	TBD
10. Amendment of Hangar Lease – Innova Aviation (Hangar 88)	TBD
11. Amendment of Hangar Lease – Avalon (Hangar 38)	TBD
12. Succeeding Lease TSA	TBD
13. BOINGO	TBD
14. Authority Financial Procedures	Continuing