



August 11, 2022

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 15, 2022, at 9:00 a.m., 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: (818) 862-3332*

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Airport Skyroom

Regular Meeting of Monday, August 15, 2022

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.*



*When in-person attendance or participation at meetings of the Commission 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 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.*

# A G E N D A

Monday, August 15, 2022

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 20, 2022 ***[See page 1]***
    - 2) Finance and Administration Committee  
(i) June 20, 2022 ***[See page 4]***
    - 3) Legal, Government and Environmental Affairs Committee  
(i) June 20, 2022 ***[See page 6]***
  - b. Commission Minutes  
(For Approval)
    - 1) July 18, 2022 ***[See page 8]***
  - c. Treasurer's Report
    - 1) May 2022 ***[See page 18]***
6. ITEMS FOR COMMISSION APPROVAL
  - a. Exercise of First Extension Option for Waste Hauling and Recycling Services Agreement ***[See page 42]***
  - b. Exercise of First Extension Option for Janitorial Services Agreement ***[See page 47]***
  - c. Avalon Capital Group, Inc.  
Aviation Hangar Lease Amendment ***[See page 50]***
  - d. The Yucaipa Companies, LLC  
Aviation Ramp Ground Lease Amendment ***[See page 54]***

- e. The Hertz Corporation ***[See page 60]***  
Ground Lease Amendment
- f. Fourteenth Amendment to Lease and Concession Agreement ***[See page 66]***  
MCS Burbank, LLC
- g. Approval of Additional Appropriations and Extension ***[See page 76]***  
Professional Services Agreement – RS&H California, Inc.
- h. Award of Professional Services Agreement ***[See page 84]***  
Air Service Consulting Services

## 7. ITEMS FOR COMMISSION INFORMATION

- a. Commemoration of Pasadena City Councilmember and  
Former Airport Commissioner John J. Kennedy
- b. Airport Police Department Life Saving Award  
Officers Fisher and McLaughlin
- c. Recognition (Southwest Airlines, J. Davies, TSA and  
TBI Airport Management Staff)
- d. June 2022 Passenger and Air Cargo Statistics ***[See page 100]***
- e. June 2022 Ground Transportation Statistics
- f. June 2022 Parking Revenue Statistics

## 8. CLOSED SESSION

- a. 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)

- b. CONFERENCE WITH LABOR NEGOTIATORS  
(California Government Code Section 54957.6)  
Authority Representatives: Frank Miller, Executive Director  
Edward Skvarna, Chief of Police/Director of  
Public Safety  
Employee Organization: Burbank Airport Police Officers Association

## 9. EXECUTIVE DIRECTOR COMMENTS

## 10. COMMISSIONER COMMENTS

(Commissioners may make a brief announcement, make a brief report on their activities, and request an agenda item for a future meeting.)

## 11. ADJOURNMENT



## COMMISSION NEWSLETTER

Monday, August 15, 2022

*[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 20, 2022; approved minutes of the Finance and Administration Committee meeting of June 20, 2022; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of June 20, 2022, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the July 18, 2022, Commission meeting are attached for the Commission's review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for May 2022 is included in the agenda packet. At its meeting on July 18, 2022, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission note and file this report.

### 6. ITEMS FOR COMMISSION APPROVAL

- a. EXERCISE OF FIRST EXTENSION OPTION FOR WASTE HAULING AND RECYCLING SERVICES AGREEMENT. A staff report is included in the agenda packet. At its meeting on July 18, 2022, the Operations and Development Committee voted unanimously (3–0) to recommend that the Commission authorize the exercise of the first of two one-year extension options for the Waste Hauling and Recycling Services Agreement with American Reclamation, Inc.
- b. EXERCISE OF FIRST EXTENSION OPTION FOR JANITORIAL SERVICES AGREEMENT. A staff report is included in the agenda packet. At its meeting on July 18, 2022, the Operations and Development Committee voted unanimously (3–0) to recommend that the Commission authorize the exercise of the first of two one-year extension options for the Janitorial Services Agreement with Diverse Facilities Solutions ("DFS"). Additionally, as part of the extension, Staff seeks approval of an increase to the Year 4 fee schedule to address the changes in costs primarily resulting from the impacts of the COVID-19 pandemic that could not have been anticipated when DFS submitted its proposal in 2019.
- c. AVIATION CAPITAL GROUP, INC. – AVIATION HANGAR LEASE AMENDMENT. A staff report is included in the agenda packet. At its meeting on July 18, 2022, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission approve a proposed First Amendment ("Amendment") to the Aviation Hangar Lease ("Lease") with Avalon Capital Group, Inc. The proposed

Amendment will extend the term of the Lease for Hangar 38 by three years and incorporate requirements of the Authority's Air Quality Improvement Plan.

- d. **THE YUCAIPA COMPANIES, LLC – AVIATION RAMP GROUND LEASE AMENDMENT.** A staff report is included in the agenda packet. At its meeting on July 18, 2022, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission approve a proposed First Amendment (“Amendment”) to the Aviation Ramp Ground Lease (“Lease”) with The Yucaipa Companies, LLC. The proposed Amendment will extend the term of the Lease for an additional five years and incorporate requirements of the Authority's Air Quality Improvement Plan.
- e. **THE HERTZ CORPORATION – GROUND LEASE AMENDMENT.** A staff report is included in the agenda packet. At its meeting on July 18, 2022, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission approve a proposed First Amendment (“Amendment”) to the Ground Lease with The Hertz Corporation (“Hertz”). The proposed Amendment will provide Hertz an additional 7,770 square feet for its current month-to-month overflow storage lot located at 4529 Empire Avenue in the southwest quadrant of the Airport.
- f. **FOURTEENTH AMENDMENT TO LEASE AND CONCESSION AGREEMENT – MCS BURBANK, LLC.** A staff report is included in the agenda packet. At its meeting on July 18, 2022, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission approve a proposed Fourteenth Amendment (“Amendment”) to the Lease and Concession Agreement with MCS Burbank, LLC (“MCS”). The proposed Amendment grants MCS additional space for the installation of food warmers, installation of a food storage facility, and extends the term of the Agreement to June 30, 2026, and thereafter extends it on month-to-month basis.
- g. **APPROVAL OF ADDITIONAL APPROPRIATIONS AND EXTENSION – PROFESSIONAL SERVICES AGREEMENT – RS&H CALIFORNIA, INC.** A staff report is included in the agenda packet. At its meeting on July 18, 2022, the Legal, Government and Environmental Affairs Committee voted (2–0) to recommend that the Commission approve a Fourth Amendment to the Professional Services Agreement with RS&H California, Inc. that provides additional appropriations in the amount of \$269,663 and extends the term for four-months to December 31, 2022. The purpose of the proposed Fourth Amendment is to provide for additional support for the Environmental Impact Statement litigation related to the Replacement Passenger Terminal Project.
- h. **AWARD OF PROFESSIONAL SERVICES AGREEMENT - AIR SERVICE CONSULTING SERVICES.** 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 seeks approval from the Commission for award of a Professional Services Agreement to Arthur D. Little, LLC (“ADL”) for continued air service consulting services. The services to be provided by ADL are complementary to the airport marketing consulting services obtained through the recently awarded Anyone Collective agreement. The proposed expenditure for these services is for an amount not-to-exceed \$70,000.

## 7. ITEMS FOR COMMISSION INFORMATION

- a. COMMEMORATION OF PASADENA CITY COUNCILMEMBER AND FORMER AIRPORT COMMISSIONER JOHN J. KENNEDY. No staff report attached. This meeting will be adjourned in memory of former Airport Commission colleague John J. Kennedy. A dedicated public servant, he represented Council District 3 of the City of Pasadena since 2013 and served on the Airport Authority Commission and its Operations and Development Committee from August 2020 to July 2021.
- b. AIRPORT POLICE DEPARTMENT LIFE SAVING AWARD - OFFICERS FISHER AND MCLAUGHLIN. No staff report attached. Airport Police Chief and Director of Public Safety Edward Skvarna will bestow the Airport Police Lifesaving Award to Officers Marcuss Fisher and Sean McLaughlin for their response following the discovery of an unconscious passenger in the Studio Bar restaurant sitting area on June 12, 2022. Their intervention saved the life of the passenger that, after being treated and released from St. Joseph Medical Facility, continued with travel plans the following day.
- c. RECOGNITION (SOUTHWEST AIRLINES, J. DAVIES, TSA AND TBI AIRPORT MANAGEMENT STAFF). No staff report attached. Airport Police Chief and Director of Public Safety Edward Skvarna will recognize the following individuals from the Hollywood Burbank Airport Community for the selfless act with assisting an Airport Police Officer attempting to control a violent individual at Security Checkpoint A on June 23, 2022. These individuals are: Mr. Bob Beal, Southwest Airlines; TSA Supervisory Transportation Security Officer Oscar Cruz; TSA Transportation Security Officer Terence Thomas; TSA Transportation Security Officer Oscar Quintero; TSA Lead Transportation Security Officer Diego Arellano; Mr. Cesario Sta Marie, J. Davies Skycap; and, Mr. Ryan Gilley, Airport Operations Department.
- d. JUNE 2022 PASSENGER AND AIR CARGO STATISTICS. A staff report is included in the agenda packet. The June 2022 passenger count of 542,379 was up 4% compared to June of 2019's 520,215 passengers. Also compared to June of 2019, air carrier aircraft operations in June 2022 increased 3%, while cargo volume was down 16%, at 7.2 million pounds.
- e. JUNE 2022 GROUND TRANSPORTATION STATISTICS. No staff report attached. Staff will update the Commission on Ground Transportation activities for the month of June 2022.
- f. JUNE 2022 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of June 2022.

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

**MONDAY, JUNE 20, 2022**

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 Devine.

**1. ROLL CALL**

**Present:** Commissioners Devine (via teleconference),  
Commissioner Dyson, Commissioner Hampton  
(Arrived at 8:32 a.m., via teleconference)

**Absent:** None

**Also Present:** John Hatanaka, Senior Deputy Executive Director;  
Thomas Henderson, Director of Operations

**2. Approval of Agenda** The agenda was approved as submitted.

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

**4. Approval of Minutes**

**a. June 6, 2022**

**Motion** Commissioner Dyson moved approval of the minutes of the June 6, 2022, meeting 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, 1 absent).

**5. Items for Approval**

- a. Airport Solution Line Service Agreement Extension and Change Order #1 to the Common Use Passenger Processing System Refresh Project with SITA Information Networking Computing USA Inc.** Staff sought Committee recommendation to the Commission to approve a 1-year extension of the Airport Solution Line Service Agreement ("Service Agreement") with SITA Information Networking Computing USA, Inc. for the Common Use Passenger Processing System ("CUPPS") installed at the Hollywood Burbank Airport. This extension will run from October 1, 2022 to September 30, 2023, at a monthly cost of \$64,153. The cost of the services provided under this agreement are reimbursed monthly by the airlines serving the Airport.

Staff also sought Committee recommendation to the Commission to approve Change Order #1 to the CUPPS Refresh project in the amount of \$118,896.60. The proposed Change Order #1 is a modification to Amendment No. 3 of the Service Agreement, by which the Commission approved the CUPPS Refresh project in October 2021 at an original cost of \$1,106,007.52. Ongoing supply chain issues and changes to the original Scope of Work have increased the overall cost of the CUPPS Refresh project to \$1,224,904.12. On May 17, 2022, the airlines approved the change order request and the cost of the Refresh project, upon certification and acceptance by the Authority, will be fully reimbursed by the airlines over a 12-month amortization period.

**Motion**

Commissioner Dyson moved approval of Staff's recommendation, seconded by Commissioner Devine (via teleconference).

**Motion Approved**

There being no objection, the motion was approved (3-0).

**b. National Auto Fleet Group Change Order; Replacement Vehicles Acquisition Authorization**

Staff sought Committee recommendation to the Commission to execute a Change Order to an existing Purchase Order with National Auto Fleet Group for the acquisition of a second 2022 Ford Escape Plug-In Hybrid vehicle resulting in a total contract amount of \$80,977.

In addition, due to the current supply chain environment resulting in inventory shortages, long lead time delivery delays (4-6 months) and the need to respond without delay if replacement vehicles become available for purchase or pre-order to secure production priority, Staff seeks authorization to issue future Purchase Orders for any of the remaining six vehicles, included in the adopted FY 2023 budget, if vehicles become available in the aggregate not-to-exceed amount of \$434,000.

**Motion**

Commissioner Hampton (via teleconference) moved approval of Staff's recommendation, seconded by Commissioner Dyson.

**Motion Approved**

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

**6. Items for Information**

**a. Committee Pending Items**

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

**7. Adjournment**

There being no further business, the meeting adjourned at 8:49 a.m.

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

**MONDAY, JUNE 20, 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 11:25 a.m., by Commissioner Selvidge.

**1. ROLL CALL**

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

**Absent:** Commissioner Najarian

**Also Present:** Staff: John Hatanaka, Senior Deputy Executive Director (arrived 11:29 a.m.); Kathy David, Deputy Executive Director, Finance and Administration; David Kwon, Director, Financial Services

**2. Staff Announcement: AB 23**

The Deputy Executive Director, Finance and Administration 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. June 6, 2022**

A draft copy of the June 6, 2022, minutes were included in the agenda packet for review and approval.

**Motion**

Commissioner Ovrom moved approval of the minutes; seconded by Commissioner Selvidge.

**Motion Approved**

The minutes were approved as presented (2–0, 1 absent).

**6. Treasurer's Report**

**a. April 2022**

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

**Motion**

Commissioner Ovrom moved approval to recommend that the Commission note and file the April 2022 Treasurer's Report; seconded by Commissioner Selvidge.

**Motion Approved**

There being no objection, the motion was approved (2–0, 1 absent).

**7. Items for Discussion**

**a. Replacement Passenger Terminal Financing Update**

Mr. Geoff Wheeler of Ricondo & Associates and Mr. Louis Choi of Public Resources Advisory Group discussed with the Committee the general requirements of potential interim financing options, the flexibility of these options, and the ability to increase the amount of the interim financing for the Replacement Passenger Terminal.

**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 11:57 a.m.



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

**MONDAY, JUNE 20, 2022**

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 11:20 a.m., by Commissioner Agajanian.

**1. ROLL CALL**

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

**Absent:** Commissioner Williams

**Also Present:** Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Patrick Lammerding, Deputy Executive Director, Planning and Development  
  
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**

Commissioner Gabel-Luddy moved approval of the agenda, seconded by Commissioner Agajanian. There being no objection, a voice vote was taken to accommodate the Commissioners participating via teleconference. The motion was approved (2-0, 1 absent).

**4. Public Comment**

There were no public comments.

**5. Approval of Minutes**

**a. June 6, 2022**

Commissioner Gabel-Luddy moved approval of the minutes of the June 6, 2022 meeting, seconded by Commissioner Agajanian (via teleconference). There being no objection, a voice vote was taken to accommodate the Commissioners participating via teleconference. The motion was approved (2-0, 1 absent).

## **6. Items for Approval**

### **a. Approval of Amendments to Professional Services Agreements Replacement Passenger Terminal Program**

With the assumption of program management duties by Jacobs Project Management Co. ("Jacobs") for the Replacement Passenger Terminal ("RPT") Program in May of this year, Staff, Jacobs, Support Consultants and the Airlines serving Hollywood Burbank Airport have been working with a renewed effort with a goal to complete the RPT Program as early as financially feasible. In conjunction with this effort, Staff sought a Committee recommendation to the Commission to amend six current Professional Services Agreements with the consultants listed in the staff report to continue their services assisting Staff and Jacobs to maintain the momentum to move the RPT Program forward. The services these consultants provide include strategic planning consulting, outreach and support services, financial feasibility and advisory services, airline coordination, and technical service support related to the next phase of development for the RPT Program in FY 2023.

#### **Motion**

Commissioner Gabel-Luddy moved approval of Staff's recommendation, seconded by Commissioner Agajanian (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, 1 absent).

## **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, the meeting was adjourned at 11:28 a.m.

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

**MONDAY, JULY 18, 2022**

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 9:02 a.m., by Commissioner Devine.

**1. ROLL CALL**

**Present:** Commissioners Devine (via teleconference), Gabel-Luddy, Williams, Najarian (via teleconference), Selvidge (via teleconference), Ovrom (via teleconference), Hampton (via teleconference), Dyson

**Absent:** NONE

**Also Present:** Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Scott Kimball, Deputy Executive Director, Operations Business and SMS; Nerissa Sugars, Director, Marketing and Air Service; Tom Janowitz, Senior Manager, Ground Access

Also Present:  
Terence Boga, Esq., Authority General Counsel  
Rebekah Gladson, XI-3 Corporation  
Roger Johnson, Senior Program Manager, Jacobs Program Management Co.

**2. PLEDGE OF ALLEGIANCE**

Commissioner Devine led the Pledge of Allegiance.

**3. APPROVAL OF AGENDA**

The agenda was approved as presented.

Commissioner Gabel-Luddy moved approval of the agenda; seconded by Commissioner Ovrom (8–0).

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

**NOES:** NONE

**ABSENT:** NONE

At this point, Staff requested that Item No. 7.a. be taken after Item No. 5.a. Commissioner Devine concurred.

**4. PUBLIC COMMENT**

There were no public comments.

**5. CONSENT CALENDAR**

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

**1) Operations and Development Committee**

**(i) June 6, 2022**

Approved minutes of the June 6, 2022, Operations and Development Committee meeting were included in the agenda packet for information purposes.

**2) Finance and Administration Committee**

**(i) June 6, 2022**

Approved minutes of the June 6, 2022, Finance and Administration Committee meeting were included in the agenda packet for information purposes.

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

**(i) June 6, 2022**

Approved minutes of the June 6, 2022, Legal, Government and Environmental Affairs Committee meeting were included in the agenda packet for information purposes.

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

**1) June 20, 2022**

A copy of the draft minutes of the June 20, 2022, meeting were included in the agenda packet for review and approval.

**c. Treasurer's Report**

**1) April 2022**

At its meeting on June 20, 2022, the Finance and Administration Committee reviewed the April 2022 Treasurer's Report and voted unanimously (3–0) to accept the report and recommend to the Commission for note and file.

**d. County of Los Angeles  
License Agreement Amendment**

Staff requested approval of an Amendment to the non-fee License Agreement ("Agreement") with the County of Los Angeles for use of Authority facilities to provide a COVID-19 vaccination clinic. The Amendment extends the Agreement expiration date to August 15, 2023, and will memorialize relocation of the vaccination clinic from the terminal to the Valet Center.

**MOTION**

Commissioner Hampton moved approval of the Consent Calendar; 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 (7–0, 1 absent).

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

NOES: NONE

ABSENT: Commissioner Ovrom

**7. ITEMS FOR COMMISSION INFORMATION**

**a. Reintroduction of Pet Therapy Program**

Staff introduced Sharon Segal, other volunteers and their dogs who are part of the Authority's reintroduction of the pet therapy program now called "Waggage Claim." The dogs and their handlers are tasked with roaming throughout each terminal, visiting passengers and airport/airline staff to help alleviate the stress of travel.

The program was on hiatus due to the pandemic.

**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 Selvidge nominated Commissioner Gabel-Luddy as President, Commissioner Williams as Vice-President and Commissioner Najarian as Secretary, seconded by Commissioner Williams.

**MOTION APPROVED**

There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (8–0).

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

NOES: NONE

ABSENT: Commissioner Ovrom

President Gabel-Luddy appointed Frank Miller as Assistant Secretary and indicated that the positions of Treasurer and Auditor will be determined and announced at the next regularly scheduled meeting. In the meantime, Commissioner Najarian will serve as the Interim Treasurer.

Outgoing President Devine thanked the Commission and Staff for their assistance during her term as President.

**b. Creation of Executive Committee; Redefinition of Standing Advisory Committee Subject Matter Jurisdiction; and Update of Committee Operation Guidelines**

Staff presented to the Commission for approval Resolution No. 495 which creates a new standing advisory committee to be known as the Executive Committee consisting of the Commission's President, Vice-President and Secretary. This Committee will meet on an as-needed basis in accordance with the Brown Act and have subject matter jurisdiction to make recommendations to the Commission on four topics: (1) the Replacement Passenger Terminal ("RPT") Program; (2) the airport management services contract; (3) labor negotiations; and (4) legislative matters; and redefines and updates language of the jurisdiction of the standing committees and their operating guidelines.

After discussion, it was decided that Resolution No. 495 be amended to include: 1) Executive Committee will meet monthly; 2) future ad-hoc committees will be reviewed after 180-days; 3) the Executive Committee will deal with the Commission administration of the agenda; and 4) clarification will include that the Operations Committee will deal with communications.

**MOTION**

Commissioner Devine moved approval of the additional amendments to be made to the proposed Resolution No. 495; seconded by Commissioner Williams.

**MOTION APPROVED**

A voice vote was taken to accommodate those participating via teleconference. The motion was approved (8-0).

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

NOES: NONE

ABSENT: NONE

**c. Appointment of Committees**

New Committee memberships will be as follows:

Executive Committee: Commissioners Gabel-Luddy, Williams and Najarian

Legal, Government and Environmental Affairs Committee: Commissioners Williams, Najarian, and Dyson

Operations and Development Committee: Commissioners Gabel-Luddy, Devine and Hampton

Finance and Administration Committee: Commissioners Selvidge, Ovrom

**MOTION**

Commissioner Gabel-Luddy moved approval; seconded by Commissioner Dyson.

**MOTION APPROVED**

A voice vote was taken to accommodate those participating via teleconference. The motion was approved (8–0).

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

NOES: NONE

ABSENT: NONE

**d. Determinations Regarding Return to In-Person Meetings and AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings**

Staff revisited this item to give the Commission an opportunity to provide direction regarding the return to in-person Commission and Committee meetings at the Airport. This was also an opportunity to make the findings specified in AB 361(2021) for special Brown Act requirements for teleconference meetings.

Taking into consideration the July 1, 2022, press release by the Los Angeles County Department of Public Health stating “increasing concerns” about the impact of new Omicron sub-variants that could result in the County moving into the High Community Level designation, the Commission recommended that current measures stay in place.

**MOTION**

Commissioner Devine moved approval; seconded by Commissioner Hampton.

**MOTION APPROVED**

A voice vote was taken to accommodate those participating via teleconference. The motion was approved (8–0).

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

NOES: NONE

ABSENT: NONE

**e. Replacement Passenger Terminal Project - Progressive Design-Build Services Shortlist Approval and Request for Proposals Authorization**

Staff introduced Rebekah Gladson of XI-3 Corporation, who gave a presentation on the Progressive Design-Build Services Procurement Status and Shortlist of applicants for the Replacement Passenger Terminal. With this information, staff requested Commission approval of the three-team shortlist and authorization to issue the Request for Proposals for this procurement.

The proposed shortlist consists of the following teams (listed in ranked order): 1) Austin-WebCor, Contractor/ Fentress, Architect/ TYLin, Engineer/ Granite, Subcontractor (Pre-con & Civil partner); 2) Holder-Pankow, JV Contractor/ Corgan, Architect/ Burns & McDonnell, Engineer, and 3) Turner, Contractor/ HNTB, Architects and Engineers/ Flatiron, Subcontractor (Pre-con & Civil partner).

**MOTION**

Commissioner Williams moved approval; seconded by Commissioner Devine.

**MOTION APPROVED**

A voice vote was taken to accommodate those participating via teleconference. The motion was approved (6–0, 1 absent, 1 abstained).

AYES: Commissioners Devine (via teleconference), Gabel-Luddy, Selvidge (via teleconference), Najarian (via teleconference), Williams, Dyson

NOES: NONE

ABSENT: Commissioner Hampton

ABSTAINED: Commissioner Ovrom (via teleconference)



**f. Airport Solution Line Service Agreement Extension and Change Order #1 to the Common Use Passenger Processing System Refresh Project with SITA Information Networking Computing USA, Inc.**

At its meeting on June 20, 2022, the Operations and Development Committee voted (3–0) to recommend that the Commission approve a 1-year extension of the Airport Solution Line Service Agreement with SITA Information Networking Computing USA, Inc. for the Common Use Passenger Processing System (“CUPPS”) installed at Hollywood Burbank Airport. The extension runs from October 1, 2022, to September 30, 2023, at a monthly cost of \$64,153.

This also includes the recommendation to approve Change Order #1 to the CUPPS Refresh project amount of \$118,8960. The proposed Change Order #1 is a modification to Amendment No. 3 of the Service Agreement, by which the Commission approved the CUPPS Refresh project in October 2021 at an original cost of \$1,106,007.52. Ongoing supply chain issues and changes to the original Scope of Work have increased the overall cost of the CUPPS Refresh project to \$1,224,904.12.

The CUPPS Refresh project will be fully reimbursed by the airlines over a 12-month amortization period.

**MOTION**

Commissioner Najarian moved approval; seconded by Commissioner Devine.

**MOTION APPROVED**

A voice vote was taken to accommodate those participating via teleconference. The motion was approved (7–0, 1 absent).

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

NOES: NONE

ABSENT: Commissioner Hampton

**g. Approval of Amendments to Professional Services Agreements – Replacement Passenger Terminal Program**

At its meeting on June 20, 2022, the Legal, Government and Environmental Affairs Committee voted (2–0, 1 absent) to recommend that the Commission amend six current Professional Services Agreements with the listed consultants to continue their services assisting Staff and Jacobs Project Management, the current project manager, for the Replacement Passenger Terminal (“RPT”). Since May of this year, Staff, Jacobs, Support Consultants and the Airlines serving Hollywood Burbank Airport have been working with a renewed effort with a goal to complete the RPT project as early as financially feasible.

The six consultants are: 1) Georgino Development LLC; 2) Woodward and Associates; 3) Ricondo & Associates, Inc.; 4) Public Resources Advisory Group, Inc.; 5) Conway Consulting, Ltd.; and 6) Airport & Aviation Professionals, Inc.

**MOTION**

Commissioner Williams moved approval; seconded by Commissioner Devine.

**MOTION APPROVED**

A voice vote was taken to accommodate those participating via teleconference. The motion was approved (8–0).

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

NOES: NONE

ABSENT: NONE

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

At its meeting held immediately preceding the Commission meeting, the Operations and Development Committee voted unanimously (3–0) to recommend that the Commission approve the award of a Professional Services Agreement to Anyone Collective, LLC for airport marketing consulting services, website support and media purchases in support of the continued branding, marketing, and advertising efforts of Hollywood Burbank Airport in a not-to-exceed amount of \$600,000.

**MOTION**

Commissioner Devine moved approval; seconded by Commissioner Hampton.

**MOTION APPROVED**

A voice vote was taken to accommodate those participating via teleconference. The motion was approved (8–0).

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

NOES: NONE

ABSENT: NONE

## **7. ITEMS FOR COMMISSION INFORMATION (continued)**

- |   |   |
|---|---|
| <b>b. May 2022 Passenger and Air Cargo Statistics</b> | Staff presented an update on the May 2022 Passenger and Air Cargo statistics. |
| <b>c. May 2022 Ground Transportation Statistics</b>   | Staff presented an update on the May 2022 Ground Transportation statistics.   |
| <b>d. May 2022 Parking Revenue Statistics</b>         | Staff presented an update on the May 2022 Parking Revenue statistics.         |

## **8. CLOSED SESSION**

The meeting convened to Closed Session at 10:55 a.m.

### **a. 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 11:00 a.m. with (8) Commissioners present.

#### **Closed Session Report**

There was nothing to report from Closed Session.

## **9. EXECUTIVE DIRECTOR COMMENTS**

The Executive Director informed the Commission that Hollywood Burbank Airport did not receive funding from IJJA in the recent July 8<sup>th</sup> disbursement of competitive grant funding which would have benefited the building of the Replacement Passenger Terminal. He stated this was most likely due to a requirement that projects be “shovel-ready.”

The FAA has informed Staff that with the selection of a Progressive Design Builder by December, the Authority will need to be ready to resubmit its application later this year.

The new CEO of Metro Link, Darren Kettle, met with staff to tour the Airport and discuss working together to enhance the passenger travel experience.

## **10. COMMISSIONER COMMENTS (Commissioners may make a brief announcement, make a brief report on their activities, and request an agenda item for a future meeting)**

There were no Commissioner comments.

## 11. ADJOURNMENT

The meeting was adjourned at 11:04 a.m.

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Emily Gabel Luddy, President

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Ara Najarian, Secretary

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Date

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Date



August 15, 2022

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

Dear Commissioners:

The attached report, covering the month of May 2022, 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]

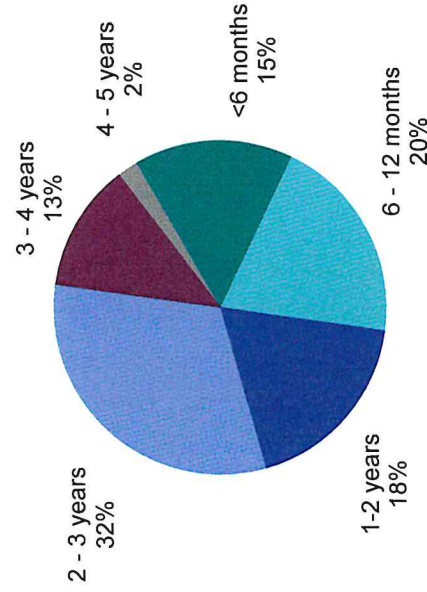
Ara Najarian  
Interim Treasurer

Attachments

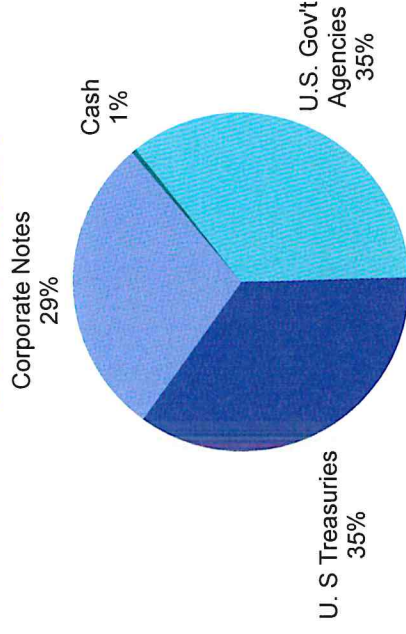
# Operating Portfolio Investment Guidelines Conformance as of May 31, 2022

	Legal Max Maturity	Actual Max Maturity	Policy Maximum	Policy Actual
U.S. Gov Agencies	5 Years	4.53 Years	70%	35%
Corporate Notes	5 Years	3.70 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	3.08 Years	No Limit	35%

## Maturity Distribution



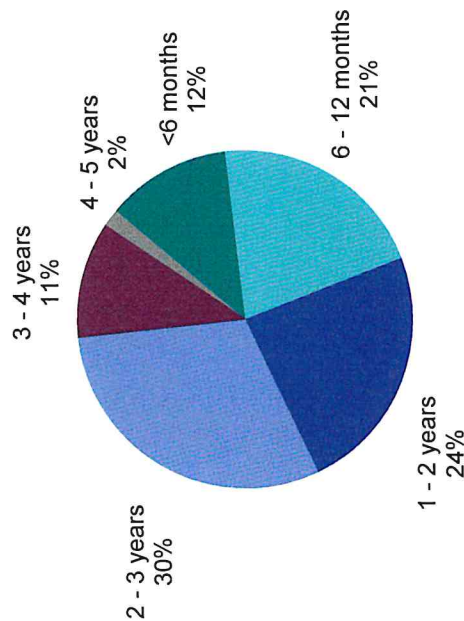
## Sector Allocation



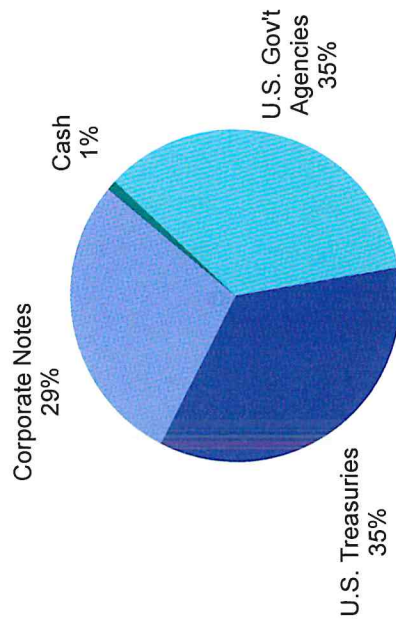
# PFC Portfolio Investment Guidelines Conformance as of May 31, 2022

	Legal Max Maturity	Actual Max Maturity	Policy Maximum	Policy Actual
U.S. Gov Agencies	5 Years	4.53 Years	70%	35%
Corporate Notes	5 Years	3.70 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	3.08 Years	No Limit	35%

## Maturity Distribution



## Sector Allocation



**Burbank-Glendale-Pasadena Airport Authority - Operating Account**  
**Statement of Investments**  
**As of 05/31/22**

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
05/31/22	Columbia Treasury Reserves	097101307	0.000	05/31/22	05/31/22	\$ 1,081,621	\$ 1,081,621	\$ 1,081,621	\$ -	1.07%	0	0.44%
09/25/17	Caterpillar Financial Services	149130AA7	2.400	06/06/22	06/06/22	1,500,000	1,503,869	1,500,150	(3,719)	1.64%	6	0.60%
02/15/19	Cisco Systems Inc	17275RAV4	3.000	06/15/22	06/15/22	1,200,000	1,210,416	1,200,864	(9,552)	1.13%	15	0.48%
08/01/17	Treasury Note	912828XQ8	2.000	07/31/22	07/31/22	9,850,000	9,706,887	9,884,972	158,085	1.09%	61	3.97%
02/16/22	Chevron Corp	166764BU3	1.280	05/11/23	08/11/22	1,700,000	1,715,045	1,707,378	(7,667)	2.03%	72	0.69%
11/01/19	Procter & Gamble Company	742718EU9	2.150	08/11/22	08/11/22	1,275,000	1,290,912	1,277,053	(13,859)	1.31%	72	0.51%
02/24/22	3M	88579YBE0	0.690	02/14/24	08/14/22	1,625,000	1,628,055	1,622,855	(5,200)	2.00%	75	0.65%
03/03/22	Truist Financial Corp	89788MAF9	0.300	06/09/25	08/31/22	2,000,000	1,991,167	1,965,540	(25,627)	1.84%	92	0.79%
02/15/19	Burlington Northern Santa Fe LLC	12189LAL5	3.050	09/01/22	09/01/22	1,200,000	1,211,382	1,200,564	(10,818)	2.84%	93	0.48%
01/09/19	John Deere Capital Corp	24422ETV1	2.150	09/08/22	09/08/22	1,600,000	1,561,718	1,600,560	38,842	2.01%	100	0.64%
05/18/18	Merck & Co Inc	589331AT4	2.400	09/15/22	09/15/22	1,500,000	1,448,385	1,500,945	52,560	2.17%	107	0.60%
09/25/17	National Rural Utilities Coop	63743HEQ1	2.300	09/15/22	09/15/22	1,000,000	995,980	1,000,860	4,880	1.99%	107	0.40%
10/03/17	Treasury Note	912828W9	1.875	09/30/22	09/30/22	9,125,000	9,098,667	9,140,330	41,663	1.36%	122	3.68%
09/12/19	FNMA	3135G0T78	2.000	10/05/22	10/05/22	4,500,000	4,543,965	4,506,795	(37,170)	1.55%	127	1.81%
07/25/18	Bank of America Corp	06051GEU9	3.300	01/11/23	01/11/23	2,200,000	2,203,493	2,217,820	14,327	1.96%	225	0.89%
09/26/19	Federal National Mortgage Association	3135G0T94	2.375	01/19/23	01/19/23	4,800,000	4,919,052	4,815,648	(103,404)	1.85%	233	1.94%
03/20/19	JP Morgan Chase & CO	46625HJH4	3.200	01/25/23	01/25/23	2,225,000	2,257,348	2,242,444	(14,904)	2.02%	239	0.90%
10/31/19	Treasury Note	9128283U2	2.375	01/31/23	01/31/23	4,200,000	4,309,594	4,216,422	(93,172)	1.78%	245	1.70%
03/18/19	Unitedhealth Group Inc	91324PBZ4	2.750	02/15/23	02/15/23	1,500,000	1,508,738	1,505,670	(3,068)	2.20%	260	0.61%
04/05/22	Federal Home Loan Banks	3130AJTE3	1.380	02/17/23	02/17/23	8,900,000	8,870,870	8,864,934	(5,936)	1.94%	262	3.57%
10/02/19	Pepsico Inc	713448CG1	2.750	03/01/23	03/01/23	1,300,000	1,344,486	1,307,384	(37,102)	1.98%	274	0.53%
05/02/22	Treasury Note	912828ZD5	0.500	03/15/23	03/15/23	5,000,000	4,936,914	4,944,150	7,236	1.93%	288	1.99%
12/03/19	Treasury Note	9128284L1	2.750	04/30/23	04/30/23	6,850,000	7,104,980	6,889,318	(215,662)	2.12%	334	2.77%
11/03/20	Loews Corporation	540424AQ1	2.625	05/15/23	05/15/23	1,700,000	1,775,550	1,701,547	(74,003)	2.54%	349	0.69%
06/06/19	Public Service Electric And Gas	74456QBC9	2.375	05/15/23	05/15/23	1,125,000	1,125,878	1,123,155	(2,723)	2.55%	349	0.45%
05/02/22	Treasury Note	912828ZP8	0.130	05/15/23	05/15/23	5,000,000	4,896,289	4,905,650	9,361	2.13%	349	1.98%
02/04/19	Simon Property Group LP	828807DD6	2.750	06/01/23	06/01/23	1,250,000	1,234,086	1,251,163	17,077	2.65%	366	0.50%
05/05/20	Federal Home Loan Mortgage Corp	3137EAE5	2.750	06/19/23	06/19/23	6,250,000	6,718,056	6,288,751	(429,305)	2.15%	384	2.53%
03/14/22	FNMA	3135G05G4	0.250	07/10/23	07/10/23	4,000,000	3,929,320	3,913,920	(15,400)	2.23%	405	1.58%
01/31/22	Treasury Note	91282CCN9	0.130	07/31/23	07/31/23	4,500,000	4,432,793	4,392,765	(40,028)	2.20%	426	1.77%
01/21/20	FNMA	3135G0U43	2.875	09/12/23	09/12/23	5,050,000	5,296,103	5,085,401	(210,702)	2.31%	469	2.05%
07/31/19	Treasury Note	9128285D8	2.875	09/30/23	09/30/23	6,775,000	7,065,870	6,827,642	(238,228)	2.28%	487	2.75%
03/16/20	Treasury Note	9128285P1	2.875	11/30/23	11/30/23	3,200,000	3,479,090	3,224,864	(254,226)	2.34%	548	1.30%
03/20/19	Citibank NA	17325FAS7	3.650	01/23/24	01/23/24	2,000,000	2,074,053	2,026,440	(47,613)	2.84%	602	0.82%
03/26/21	IBM Corp	459200HU8	3.625	02/12/24	02/12/24	1,650,000	1,783,935	1,673,628	(110,307)	2.75%	622	0.67%



**Burbank-Glendale-Pasadena Airport Authority - Operating Account**  
**Statement of Investments**  
**As of 05/31/22**

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
12/10/21	Treasury Note	91282CBM2	0.130	02/15/24	02/15/24	1,725,000	1,702,562	1,659,295	(43,267)	2.41%	625	0.67%
04/10/21	Mettlife Inc	59156RBH0	3.600	04/10/24	04/10/24	1,750,000	1,897,945	1,775,375	(122,570)	2.79%	680	0.71%
06/22/20	Comcast Corporation	2003NCR0	3.700	04/15/24	04/15/24	1,700,000	1,873,553	1,728,458	(145,095)	2.77%	685	0.70%
03/16/21	Bank of New York Mellon Corp	06406HCV9	3.400	05/15/24	05/15/24	1,900,000	2,044,650	1,923,066	(121,584)	2.89%	715	0.77%
01/18/22	Target Corporation	87612EBD7	3.500	07/01/24	07/01/24	1,650,000	1,732,850	1,675,509	(57,341)	2.94%	762	0.67%
11/03/20	Bristol-Myers Squibb Co	110122CM8	2.900	07/26/24	07/26/24	1,800,000	1,928,530	1,805,886	(122,644)	2.74%	787	0.73%
10/31/19	Honeywell International Inc	438516BW5	2.300	08/15/24	08/15/24	1,600,000	1,646,699	1,586,384	(60,315)	2.70%	807	0.64%
06/30/21	Treasury Note	9128282U3	1.875	08/31/24	08/31/24	13,000,000	13,567,227	12,791,740	(775,487)	2.61%	823	5.15%
05/20/21	United Parcel Service INC	911312BT2	2.200	09/01/24	09/01/24	1,471,000	1,542,175	1,450,377	(91,798)	2.85%	824	0.58%
02/12/21	PNC Bank NA	69353REF1	3.300	10/30/24	10/30/24	1,725,000	1,877,908	1,728,778	(149,130)	3.20%	883	0.70%
01/27/22	FHLB	3130A3GE8	2.750	12/13/24	12/13/24	2,200,000	2,281,046	2,200,220	(80,826)	2.75%	927	0.89%
01/27/22	Treasury Note	91282CDN8	1.000	12/15/24	12/15/24	2,000,000	1,977,266	1,918,440	(58,826)	2.67%	929	0.77%
06/25/20	Wisconsin Electric Power Company	976656CL0	2.050	12/15/24	12/15/24	1,350,000	1,421,717	1,318,869	(102,848)	3.00%	929	0.53%
01/06/22	FFCB	3133ENKS8	1.130	01/06/25	01/06/25	1,540,000	1,536,535	1,478,246	(58,289)	2.73%	951	0.60%
12/10/21	Federal National Mortgage Association	3135G0X24	1.630	01/07/25	01/07/25	1,500,000	1,527,600	1,458,720	(68,880)	2.73%	952	0.59%
05/11/22	Apple Inc	037833DF4	2.750	01/13/25	01/13/25	1,700,000	1,691,920	1,703,332	11,412	2.67%	958	0.69%
03/29/21	US Bank NA/Cincinnati OH	90331HPL1	2.050	01/21/25	01/21/25	2,000,000	2,069,895	1,945,360	(124,535)	3.14%	966	0.78%
10/01/20	FHLMC Reference Note	3137EAEPO	1.500	02/12/25	02/12/25	7,000,000	7,082,816	6,774,040	(308,776)	2.75%	988	2.73%
03/04/22	FFCB	3133ENPY0	1.750	02/25/25	02/25/25	1,750,000	1,753,833	1,701,648	(52,185)	2.81%	1001	0.69%
12/22/20	Exxon Mobil Corp	30231GAF9	2.709	03/06/25	03/06/25	1,650,000	1,767,200	1,639,539	(127,661)	2.95%	1010	0.66%
08/05/20	FHLB	3130A4CH3	2.380	03/14/25	03/14/25	250,000	273,060	247,018	(26,042)	2.82%	1018	0.10%
08/05/20	Ace InA Holdings Inc	00440EAS6	3.150	03/15/25	03/15/25	1,775,000	1,952,639	1,770,509	(182,130)	3.24%	1019	0.71%
05/12/20	Intel Corp	458140BP4	3.400	03/25/25	03/25/25	1,000,000	1,106,180	1,012,170	(94,010)	3.10%	1029	0.41%
09/30/21	Treasury Note	912828ZF0	0.050	03/31/25	03/31/25	2,300,000	2,287,242	2,161,287	(125,955)	2.73%	1035	0.87%
05/05/20	Florida Power & Light Company	341081FZ5	2.850	04/01/25	04/01/25	1,000,000	1,086,930	995,390	(91,540)	3.10%	1036	0.40%
02/12/21	General Dynamics Corporation	369550BK3	3.250	04/01/25	04/01/25	250,000	274,995	250,755	(24,140)	3.14%	1036	0.10%
09/28/20	Federal Home Loan Banks	3130AJHU6	0.500	04/14/25	04/14/25	7,000,000	7,032,434	6,567,050	(465,384)	2.76%	1049	2.64%
05/04/22	Home Depot Inc	437076CM2	2.700	04/15/25	04/15/25	1,400,000	1,379,294	1,395,338	16,044	2.82%	1050	0.56%
12/01/21	FNMA	3135G03U5	0.630	04/22/25	04/22/25	8,350,000	8,251,387	7,854,094	(397,293)	2.78%	1057	3.16%
05/11/21	General Dynamics Corporation	369550BG2	3.500	05/15/25	05/15/25	1,200,000	1,319,565	1,212,924	(106,641)	3.12%	1080	0.49%
02/10/22	Qualcomm Incorporated	747525AF0	3.450	05/20/25	05/20/25	1,500,000	1,556,295	1,517,685	(38,610)	3.03%	1085	0.61%
12/15/21	Pfizer Inc	717081EZ7	0.800	05/28/25	05/28/25	1,900,000	1,865,884	1,789,610	(76,274)	2.84%	1093	0.72%
08/05/20	Treasury Note	912828ZW3	0.250	06/30/25	06/30/25	9,000,000	8,958,043	8,337,690	(620,353)	2.76%	1126	3.36%
11/19/20	Intel Corp	458140AS9	3.700	07/29/25	07/29/25	625,000	690,233	636,025	(54,208)	3.11%	1155	0.26%
09/24/20	State Street Corporation	857477AT0	3.550	08/18/25	08/18/25	1,900,000	2,128,366	1,920,691	(207,675)	3.19%	1175	0.77%

**Burbank-Glendale-Pasadena Airport Authority - Operating Account**

**Statement of Investments**

**As of 05/31/22**

<b>Purchase Date</b>	<b>Type of Investment</b>	<b>CUSIP</b>	<b>Coupon</b>	<b>Maturity Date</b>	<b>Eff. Date</b>	<b>Par Value</b>	<b>Purchase Cost</b>	<b>Market Value</b>	<b>Unrealized Gain/Loss</b>	<b>YTM</b>	<b>Days to Eff. Mat.</b>	<b>% Mkt Value</b>
09/25/20	FNMA Benchmark Note	3135G05X7	0.375	08/25/25	08/25/25	3,500,000	3,493,349	3,238,935	(254,414)	2.80%	1182	1.30%
11/17/20	FNMA Benchmark Note	3135G06G3	0.500	11/07/25	11/07/25	12,000,000	11,848,979	11,097,960	(751,019)	2.81%	1256	4.47%
06/30/21	Lockheed Martin Corporation	539830BH1	3.550	01/15/26	01/15/26	894,000	932,017	909,296	(22,721)	3.05%	1325	0.37%
08/30/21	Prudential Financial Inc	74432QCH6	1.500	03/10/26	03/10/26	1,875,000	1,899,596	1,749,038	(150,558)	3.41%	1379	0.70%
11/29/21	Sierra Pacific Power	826418BM6	2.600	05/01/26	05/01/26	1,350,000	1,410,319	1,303,857	(106,462)	3.54%	1431	0.53%
09/13/21	FHLB	3130A8XY4	1.880	09/11/26	09/11/26	1,000,000	1,051,760	958,290	(93,470)	2.92%	1564	0.39%
01/13/22	FHLB	3130A9YY1	2.130	12/11/26	12/11/26	3,800,000	3,910,845	3,665,366	(245,479)	2.97%	1655	1.48%
	<b>Subtotal</b>					<b>\$233,511,621</b>	<b>\$237,887,806</b>	<b>\$229,443,463</b>	<b>\$(8,444,343)</b>	<b>2.37%</b>	<b>640</b>	<b>92.39%</b>
	Local Agency Investment Fund (LAIF)					19,117,973	19,117,973	18,902,963	(215,010)	0.68%	309	7.61%
	<b>Subtotal</b>					<b>\$252,629,594</b>	<b>\$257,005,779</b>	<b>\$248,346,426</b>	<b>\$(8,659,353)</b>	<b>2.24%</b>	<b>615</b>	<b>100.00%</b>
	Operating Bank Balance						6,050,156					
	<b>TOTAL</b>						<b>\$263,055,935</b>					

**Burbank-Glendale-Pasadena Airport Authority - Operating Account**  
**Statement of Purchases - Maturities - Sales**  
**As of 05/31/22**

**PURCHASES**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Par Value	Purchase Price	Purchase Cost	Prepaid Interest
05/02/22	Treasury Note	912828ZF8	0.130	05/15/23	5,000,000.00	97.92578	\$ 4,896,289.06	\$ (2,917.82)
05/02/22	Treasury Note	912828ZD5	0.500	03/15/23	5,000,000.00	98.73828	4,936,914.06	(3,328.80)
05/04/22	Home Depot Inc	437076CM2	2.700	04/15/25	1,400,000.00	98.52100	1,379,294.00	(3,990.00)
05/11/22	Apple Inc	037833DF4	2.750	01/13/25	800,000.00	99.55700	796,456.00	(7,333.33)
05/11/22	Apple Inc	037833DF4	2.750	01/13/25	900,000.00	99.49600	895,464.00	(8,250.00)
05/11/22	Lockheed Martin Corporation	539830BH1	3.550	01/15/26	250,000.00	100.74100	251,852.50	(2,909.03)
						-	-	-
						-	-	-
						-	-	-
						-	-	-
<b>TOTAL PURCHASES</b>					<b>\$ 13,350,000.00</b>	<b>\$ 13,156,269.62</b>	<b>\$ (28,728.98)</b>	

**MATURITIES**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Par Value	Purchase Price	Purchase Cost	Gain / (Loss)
05/06/19	Apple Inc	037833CQ1	2.300	05/11/22	\$ 1,250,000.00	99.30000	\$ 1,241,250.00	\$ 8,750.00
						-	-	-
						-	-	-
						-	-	-
						-	-	-
<b>TOTAL MATURITIES</b>					<b>\$ 1,250,000.00</b>	<b>\$ 1,241,250.00</b>	<b>\$ 8,750.00</b>	

**SALES / REDEMPTIONS**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Sale Date	Par Value	Sale Price	Purchase Cost	Gain / (Loss)
10/03/17	Home Depot Inc	437076BG6	2.625	06/01/22	05/01/22	\$ 1,200,000.00	100.00000	\$ 1,214,701.00	\$ (14,701.00)
06/30/21	Lockheed Martin Corporation	539830BH1	3.550	01/15/26	05/11/22	681,000.00	102.17806	695,832.59	(87,973.10)
						-	-	-	-
						-	-	-	-
<b>TOTAL SALES</b>						<b>\$ 1,881,000.00</b>	<b>\$ 1,895,832.59</b>	<b>\$ 1,998,506.69</b>	<b>\$ (102,674.10)</b>

**Burbank-Glendale-Pasadena Airport Authority - Operating Account**  
**Earnings Report**  
**05/01/22-05/31/22**

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>									
Apple Inc	NOTE	05/11/22	13,576.39	14,375.00	-	-	798.61	-	798.61
Home Depot Inc	NOTE	06/01/22	13,125.00	13,125.01	-	-	0.01	-	0.01
Caterpillar Financial Services	NOTE	06/06/22	14,500.00	-	-	17,500.00	3,000.00	(263.48)	2,736.52
Cisco Systems Inc	NOTE	06/15/22	13,600.00	-	-	16,600.00	3,000.00	(261.49)	2,738.51
Treasury Note	NOTE	07/31/22	48,977.90	-	-	65,848.07	16,870.17	3,767.73	20,637.90
Procter & Gamble Company	NOTE	08/11/22	6,091.67	-	-	8,376.04	2,284.37	(479.28)	1,805.09
Burlington Northern Santa Fe LLC	NOTE	09/01/22	6,100.00	-	-	9,150.00	3,050.00	(274.41)	2,775.59
John Deere Capital Corp	NOTE	09/08/22	5,064.44	-	-	7,931.11	2,866.67	680.54	3,547.21
Merck & Co Inc	NOTE	09/15/22	4,600.00	-	-	7,600.00	3,000.00	716.93	3,716.93
National Rural Utilities Coop	NOTE	09/15/22	2,938.89	-	-	4,855.56	1,916.67	68.69	1,985.36
Treasury Note	NOTE	09/30/22	14,491.55	-	-	28,983.09	14,491.54	497.49	14,989.03
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	22,183.33	-	-	28,233.33	6,050.00	(850.22)	5,199.78
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	18,986.67	-	-	24,920.00	5,933.33	(1,301.59)	4,631.74
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	8,708.33	-	-	12,145.83	3,437.50	(359.23)	3,078.27
Federal Home Loan Banks	NOTE	02/17/23	25,154.86	-	-	35,352.78	10,197.92	2,809.94	13,007.86
Pepsico Inc	NOTE	03/01/23	5,958.33	-	-	8,937.50	2,979.17	(1,087.68)	1,891.49
Treasury Note	NOTE	03/15/23	-	-	3,328.80	5,298.91	1,970.11	5,789.53	7,759.64
Treasury Note	NOTE	04/30/23	511.89	-	-	16,380.43	15,868.54	(6,471.79)	9,396.75
Chevron Corp	NOTE	05/11/23	4,765.52	5,368.75	-	2,279.42	2,882.65	(1,043.39)	1,839.26
Loews Corporation	NOTE	05/15/23	20,577.08	22,312.50	-	1,983.33	3,718.75	(2,536.83)	1,181.92
Public Service Electric And Gas	NOTE	05/15/23	12,320.31	13,359.38	-	1,187.50	2,226.57	(17.34)	2,209.23
Treasury Note	NOTE	05/15/23	-	3,125.00	2,917.82	288.72	495.90	7,977.76	8,473.66
Simon Property Group LP	NOTE	06/01/23	14,322.92	17,187.50	-	-	2,864.58	286.83	3,151.41
Federal Home Loan Mortgage Corp	NOTE	06/19/23	63,020.83	-	-	77,343.75	14,322.92	(12,503.73)	1,819.19
FNMA	NOTE	07/10/23	3,083.33	-	-	3,916.67	833.34	4,464.00	5,297.34
Treasury Note	NOTE	07/31/23	1,398.48	-	-	1,880.18	481.70	3,949.63	4,431.33
FNMA	NOTE	09/12/23	19,761.63	-	-	31,860.59	12,098.96	(5,735.95)	6,363.01
Treasury Note	NOTE	09/30/23	16,497.87	-	-	32,995.73	16,497.86	(6,712.31)	9,785.55
Treasury Note	NOTE	11/30/23	38,417.58	46,000.00	-	251.37	7,833.79	(6,506.85)	1,326.94
Citibank NA	NOTE	01/23/24	19,872.22	-	-	25,955.56	6,083.34	(1,686.95)	4,396.39
IBM Corp	NOTE	02/12/24	13,125.52	-	-	18,109.90	4,984.38	(4,029.71)	954.67

**Burbank-Glendale-Pasadena Airport Authority - Operating Account**  
**Earnings Report**  
**05/01/22-05/31/22**

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
3M	NOTE	02/14/24	2,383.76	2,854.23	-	1,235.93	1,706.40	(85.79)	1,620.61
Treasury Note	NOTE	02/15/24	446.74	-	-	631.39	184.65	876.06	1,060.71
Metlife Inc	NOTE	04/10/24	3,675.00	-	-	8,925.00	5,250.00	(4,306.21)	943.79
Comcast Corporation	NOTE	04/15/24	2,795.56	-	-	8,037.22	5,241.66	(3,997.51)	1,244.15
Bank of New York Mellon Corp	NOTE	05/15/24	29,787.78	32,300.00	-	2,871.11	5,383.33	(4,015.60)	1,367.73
Target Corporation	NOTE	07/01/24	19,250.00	-	-	24,062.50	4,812.50	(2,829.54)	1,982.96
Bristol-Myers Squibb Co	NOTE	07/26/24	13,775.00	-	-	18,125.00	4,350.00	(2,990.28)	1,359.72
Honeywell International Inc	NOTE	08/15/24	7,768.89	-	-	10,835.56	3,066.67	(920.81)	2,145.86
Treasury Note	NOTE	08/31/24	41,066.58	-	-	61,599.86	20,533.28	(15,197.95)	5,335.33
United Parcel Service INC	NOTE	09/01/24	5,393.67	-	-	8,090.50	2,696.83	(1,963.41)	733.42
PNC Bank NA	NOTE	10/30/24	158.13	-	-	4,901.88	4,743.75	(3,620.47)	1,123.28
FHLB	NOTE	12/13/24	23,191.67	-	-	28,233.33	5,041.66	(2,349.15)	2,692.51
Treasury Note	NOTE	12/15/24	7,527.47	-	-	9,230.77	1,703.30	669.93	2,373.23
Wisconsin Electric Power Company	NOTE	12/15/24	10,455.00	-	-	12,761.25	2,306.25	(1,438.00)	888.25
FFCB	NOTE	01/06/25	5,293.75	-	-	6,737.50	1,443.75	96.70	1,540.45
Federal National Mortgage Association	NOTE	01/07/25	7,718.75	-	-	9,750.00	2,031.25	(750.00)	1,281.25
Apple Inc	NOTE	01/13/25	-	-	15,583.33	17,920.83	2,337.50	151.50	2,489.00
US Bank NA/Cincinnati OH	NOTE	01/21/25	11,388.89	-	-	14,805.56	3,416.67	(1,582.58)	1,834.09
FHLMC Reference Note	NOTE	02/12/25	23,041.67	-	-	31,791.67	8,750.00	(2,042.08)	6,707.92
FFCB	NOTE	02/25/25	5,614.58	-	-	8,166.67	2,552.09	(107.65)	2,444.44
Exxon Mobil Corp	NOTE	03/06/25	6,828.94	-	-	10,553.81	3,724.87	(2,412.98)	1,311.89
FHLB	NOTE	03/14/25	775.17	-	-	1,269.97	494.80	(417.25)	77.55
Ace InA Holdings Inc	NOTE	03/15/25	7,144.38	-	-	11,803.75	4,659.37	(3,431.21)	1,228.16
Intel Corp	NOTE	03/25/25	3,400.00	-	-	6,233.33	2,833.33	(1,810.58)	1,022.75
Treasury Note	NOTE	03/31/25	974.04	-	-	1,948.09	974.05	309.70	1,283.75
Florida Power & Light Company	NOTE	04/01/25	2,375.00	-	-	4,750.00	2,375.00	(1,471.36)	903.64
General Dynamics Corporation	NOTE	04/01/25	677.08	-	-	1,354.17	677.09	(502.51)	174.58
Federal Home Loan Banks	NOTE	04/14/25	1,652.78	-	-	4,569.44	2,916.66	(603.36)	2,313.30
Home Depot Inc	NOTE	04/15/25	-	-	3,990.00	6,615.00	2,625.00	488.81	3,113.81
FNMA	NOTE	04/22/25	1,304.69	-	-	5,653.65	4,348.96	2,424.92	6,773.88
General Dynamics Corporation	NOTE	05/15/25	19,366.67	21,000.00	-	1,866.67	3,500.00	(2,496.87)	1,003.13
Qualcomm Incorporated	NOTE	05/20/25	23,143.75	25,875.00	-	1,581.25	4,312.50	(1,436.10)	2,876.40
Pfizer Inc	NOTE	05/28/25	6,460.00	7,600.00	-	126.67	1,266.67	838.65	2,105.32
Truist Financial Corp	NOTE	06/09/25	1,890.12	-	-	3,635.76	1,745.64	59.38	1,805.02
Treasury Note	NOTE	06/30/25	7,520.72	-	-	9,447.51	1,926.79	775.64	2,702.43

**Burbank-Glendale-Pasadena Airport Authority - Operating Account**  
**Earnings Report**  
**05/01/22-05/31/22**

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
Intel Corp	NOTE	07/29/25	5,909.72	-	-	7,836.81	1,927.09	(1,231.79)	695.30
State Street Corporation	NOTE	08/18/25	13,677.36	-	-	19,298.19	5,620.83	(4,086.89)	1,533.94
FNMA Benchmark Note	NOTE	08/25/25	2,406.25	-	-	3,500.00	1,093.75	112.90	1,206.65
FNMA Benchmark Note	NOTE	11/07/25	29,000.00	30,000.00	-	4,000.00	5,000.00	3,189.17	8,189.17
Lockheed Martin Corporation	NOTE	01/15/26	13,849.93	-	2,909.03	11,989.53	(4,769.43)	(1,702.79)	(6,472.22)
Prudential Financial Inc	NOTE	03/10/26	3,984.38	-	-	6,328.13	2,343.75	(452.25)	1,891.50
Sierra Pacific Power	NOTE	05/01/26	-	-	-	2,925.00	2,925.00	(1,138.77)	1,786.23
FHLB	NOTE	09/11/26	2,604.17	-	-	4,166.67	1,562.50	(864.12)	698.38
FHLB	NOTE	12/11/26	31,402.78	-	-	38,131.94	6,729.16	(1,881.94)	4,847.22
<b>Subtotal</b>			<b>\$ 922,413.08</b>	<b>\$ 254,482.37</b>	<b>\$ 28,728.98</b>	<b>\$ 1,043,606.09</b>	<b>\$ 346,946.40</b>	<b>\$ (92,379.78)</b>	<b>\$ 254,566.62</b>
<b>CASH EQUIVALENTS</b>									
Blackrock Liquidity Funds			-	318.82	-	-	318.82	-	318.82
<b>Subtotal</b>			<b>\$ -</b>	<b>\$ 318.82</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 318.82</b>	<b>\$ -</b>	<b>\$ 318.82</b>
<b>LAIIF</b>									
Local Agency Investment Fund			8,214.87	-	-	19,321.10	11,106.23	-	11,106.23
<b>TOTAL</b>			<b>\$ 930,627.95</b>	<b>\$ 254,801.19</b>	<b>\$ 28,728.98</b>	<b>\$ 1,062,927.19</b>	<b>\$ 358,371.45</b>	<b>\$ (92,379.78)</b>	<b>\$ 265,991.67</b>

**Burbank-Glendale-Pasadena Airport Authority - PFC Account**  
**Statement of Investments**  
**As of 05/31/22**

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
05/31/22	Blackrock Liquidity Funds	09248U718	0.000	05/31/22	05/31/22	\$ 532,707	\$ 532,707	\$ 532,707	\$ -	1.07%	0	0.96%
11/08/18	Caterpillar Financial Services	14913QAA7	2.400	06/06/22	06/06/22	400,000	393,353	400,040	6,687	1.64%	6	0.72%
02/15/19	Cisco Systems Inc	17275RAV4	3.000	06/15/22	06/15/22	300,000	303,772	300,216	(3,556)	1.13%	15	0.54%
12/31/18	Treasury Note	912828XQ8	2.000	07/31/22	07/31/22	1,425,000	1,405,583	1,427,166	21,583	1.09%	61	2.57%
02/16/22	Chevron Corp	166764BU3	1.280	05/11/23	08/11/22	400,000	403,540	401,736	(1,804)	2.03%	72	0.72%
11/01/19	Procter & Gamble Company	742718EU9	2.150	08/11/22	08/11/22	300,000	303,998	300,483	(3,515)	1.31%	72	0.54%
02/24/22	3M Co	88579YBE0	0.690	02/14/24	08/14/22	375,000	375,705	374,505	(1,200)	2.00%	75	0.67%
03/03/22	Truist Financial Corp	89788MAF9	0.300	06/09/25	08/31/22	500,000	497,792	491,385	(6,407)	1.84%	92	0.89%
02/15/19	Burlington Northern Santa Fe LLC	12189LAL5	3.050	09/01/22	09/01/22	275,000	277,996	275,129	(2,867)	2.84%	93	0.50%
01/09/19	John Deere Capital Corp	24422ETV1	2.150	09/08/22	09/08/22	400,000	392,096	400,140	8,044	2.01%	100	0.72%
05/18/18	Merck & Co Inc	589331AT4	2.400	09/15/22	09/15/22	400,000	393,656	400,252	6,596	2.17%	107	0.72%
01/11/19	Treasury Note	9128282W9	1.875	09/30/22	09/30/22	1,225,000	1,201,813	1,227,058	25,245	1.36%	122	2.21%
09/12/19	FNMA	3135G0T78	2.000	10/05/22	10/05/22	1,000,000	1,009,770	1,001,510	(8,260)	1.55%	127	1.80%
03/04/22	Treasury Note	91282CAX9	0.130	11/30/22	11/30/22	300,000	298,313	297,843	(470)	1.57%	183	0.54%
04/25/18	Bank of America Corp	06051GEU9	3.300	01/11/23	01/11/23	510,000	512,807	514,131	1,324	1.96%	225	0.93%
09/26/19	Federal National Mortgage Assoc	3135G0T94	2.375	01/19/23	01/19/23	1,750,000	1,791,413	1,755,705	(35,708)	1.85%	233	3.16%
03/20/19	JP Morgan Chase & CO	46625HJH4	3.200	01/25/23	01/25/23	510,000	518,383	513,998	(4,385)	2.02%	239	0.93%
08/22/19	Treasury Note	9128283U2	2.375	01/31/23	01/31/23	2,000,000	2,047,465	2,007,820	(39,645)	1.78%	245	3.62%
03/18/19	Unitedhealth Group Inc	91324PBZ4	2.750	02/15/23	02/15/23	390,000	392,376	391,474	(902)	2.20%	260	0.71%
04/05/22	Federal Home Loan Banks	3130AJ7E3	1.380	02/17/23	02/17/23	1,175,000	1,171,154	1,170,371	(783)	1.94%	262	2.11%
10/02/19	Pepsico Inc.	713448CG1	2.750	03/01/23	03/01/23	375,000	387,177	377,130	(10,047)	1.98%	274	0.68%
05/02/22	Treasury Note	912828ZD5	0.500	03/15/23	03/15/23	800,000	789,906	791,064	1,158	1.93%	288	1.42%
11/19/19	Treasury Note	9128284L1	2.750	04/30/23	04/30/23	2,000,000	2,070,830	2,011,480	(59,350)	2.12%	334	3.62%
11/03/20	Loews Corporation	540424AQ1	2.625	05/15/23	05/15/23	425,000	441,638	425,387	(16,251)	2.54%	349	0.77%
06/06/19	Public Service Electric And Gas	74456QBC9	2.375	05/15/23	05/15/23	300,000	302,050	299,508	(2,542)	2.55%	349	0.54%
05/02/22	Treasury Note	912828ZP8	0.130	05/15/23	05/15/23	800,000	783,406	784,904	1,498	2.13%	349	1.41%
02/04/19	Simon Property Group LP	828807DD6	2.750	06/01/23	06/01/23	300,000	298,333	300,279	1,946	2.65%	366	0.54%
02/19/20	FHLMC	3137EAEN5	2.750	06/19/23	06/19/23	1,875,000	1,984,696	1,886,625	(98,071)	2.15%	384	3.40%
03/14/22	FNMA	3135G05G4	0.250	07/10/23	07/10/23	1,200,000	1,178,796	1,174,176	(4,620)	2.23%	405	2.11%
01/31/22	Treasury Note	91282CCN9	0.130	07/31/23	07/01/23	2,000,000	1,971,406	1,952,340	(19,066)	2.20%	396	3.52%
01/21/20	FNMA	3135G0U43	2.875	09/12/23	09/12/23	1,400,000	1,484,189	1,409,814	(54,375)	2.31%	469	2.54%
07/31/19	Treasury Note	9128285D8	2.875	09/30/23	09/30/23	1,875,000	1,959,890	1,889,569	(70,321)	2.28%	487	3.40%

**Burbank-Glendale-Pasadena Airport Authority - PFC Account**  
**Statement of Investments**  
**As of 05/31/22**

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
02/19/20	Treasury Note	9128285P1	2.875	11/30/23	11/30/23	800,000	856,141	806,216	(49,925)	2.34%	548	1.45%
03/20/19	Citibank NA	17325FAS7	3.650	01/23/24	01/23/24	300,000	307,317	303,966	(3,351)	2.84%	602	0.55%
03/26/21	IBM Corp	459200HU8	3.625	02/12/24	02/12/24	410,000	441,862	415,871	(25,991)	2.75%	622	0.75%
04/30/21	Treasury Note	91282CBM2	0.125	02/15/24	02/15/24	1,750,000	1,737,221	1,683,343	(53,878)	2.41%	625	3.03%
04/26/21	MetLife Inc	59156RBH0	3.600	04/10/24	04/10/24	425,000	460,084	431,163	(28,921)	2.79%	680	0.78%
09/25/20	Comcast Corporation	20030NCR0	3.700	04/15/24	04/15/24	425,000	465,452	432,115	(33,337)	2.77%	685	0.78%
03/16/21	Bank of New York Mellon Corp	06406HCV9	3.400	05/15/24	05/15/24	475,000	510,244	480,767	(29,477)	2.89%	715	0.87%
01/18/22	Target Corporation	87612EBD7	3.500	07/01/24	07/01/24	425,000	446,008	431,571	(14,437)	2.94%	762	0.78%
11/03/20	Bristol-Myers Squibb Co	110122CM8	2.900	07/26/24	07/26/24	450,000	480,768	451,472	(29,296)	2.74%	787	0.81%
10/31/19	Honeywell International Inc	438516BW5	2.300	08/15/24	08/15/24	390,000	399,138	386,681	(12,457)	2.70%	807	0.70%
06/30/21	Treasury Note	9128282U3	1.875	08/31/24	08/31/24	1,600,000	1,669,813	1,574,368	(95,445)	2.61%	823	2.84%
05/20/21	United Parcel Service	911312BT2	2.200	09/01/24	09/01/24	374,000	391,124	368,757	(22,367)	2.85%	824	0.66%
02/12/20	PNC Funding Corp	69353REF1	3.300	10/30/24	10/30/24	325,000	345,449	325,712	(19,737)	3.20%	883	0.59%
09/24/20	Wisconsin Electric Power Company	976656CLO	2.050	12/15/24	12/15/24	350,000	368,382	341,929	(26,453)	3.00%	929	0.62%
01/06/22	FFCB	3133ENKS8	1.130	01/06/25	01/06/25	460,000	458,965	441,554	(17,411)	2.73%	951	0.80%
12/10/21	FNMA	3135G0X24	1.630	01/07/25	01/07/25	1,750,000	1,782,200	1,701,840	(80,360)	2.73%	952	3.07%
05/11/22	Apple Inc	037833DF4	2.750	01/13/25	01/13/25	425,000	422,980	425,833	2,853	2.67%	958	0.77%
02/17/22	US Bancorp	90331HPL1	2.050	01/21/25	01/21/25	475,000	475,751	462,023	(13,728)	3.14%	966	0.83%
01/06/22	FHLMC Reference Note	3137EAEPO	1.500	02/12/25	02/12/25	1,750,000	1,765,705	1,693,510	(72,195)	2.75%	988	3.05%
03/04/22	FFCB	3133ENPY0	1.750	02/25/25	02/25/25	1,250,000	1,252,738	1,215,463	(37,275)	2.81%	1001	2.19%
12/22/20	Exxon Mobil Corp	30231GAF9	2.709	03/06/25	03/06/25	400,000	426,156	397,464	(28,692)	2.95%	1010	0.72%
11/03/20	Ace InA Holdings Inc	00440EAS6	3.150	03/15/25	03/15/25	435,000	474,791	433,899	(40,892)	3.24%	1019	0.78%
09/30/21	Treasury Note	912828ZF0	0.050	03/31/25	03/31/25	1,600,000	1,591,125	1,503,504	(87,621)	2.73%	1035	2.71%
02/12/21	General Dynamics Corporation	369550BK3	3.250	04/01/25	04/01/25	50,000	54,979	50,151	(4,828)	3.14%	1036	0.09%
09/28/20	Federal Home Loan Banks	3130AJHU6	0.500	04/14/25	04/14/25	1,450,000	1,453,984	1,360,318	(93,666)	2.76%	1049	2.45%
05/04/22	Home Depot Inc	437076CM2	2.700	04/15/25	04/15/25	425,000	418,714	423,585	4,871	2.82%	1050	0.76%
12/01/21	FNMA	3135G03U5	0.630	04/22/25	04/22/25	900,000	889,371	846,549	(42,822)	2.78%	1057	1.52%
05/11/21	General Dynamics Corporation	369550BG2	3.500	05/15/25	05/15/25	315,000	345,259	318,393	(26,866)	3.12%	1080	0.57%
02/10/22	Qualcomm Incorporated	747525AF0	3.450	05/20/25	05/20/25	350,000	363,136	354,127	(9,009)	3.03%	1085	0.64%
12/15/21	Pfizer Inc	717081EX7	0.800	05/28/25	05/28/25	475,000	466,704	447,403	(19,301)	2.84%	1093	0.81%
11/17/20	Treasury Note	912828ZW3	0.250	06/30/25	06/30/25	1,750,000	1,710,434	1,621,218	(89,216)	2.76%	1126	2.92%
09/25/20	Intel Corp	458140AS9	3.700	07/29/25	07/29/25	400,000	447,034	407,056	(39,978)	3.11%	1155	0.73%



**Burbank-Glendale-Pasadena Airport Authority - PFC Account**  
**Statement of Investments**  
**As of 05/31/22**

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
09/24/20	State Street Corporation	857477AT0	3.550	08/18/25	08/18/25	475,000	531,316	480,173	(51,143)	3.19%	1175	0.86%
11/17/20	FNMA Benchmark Note	3135G06G3	0.500	11/07/25	11/07/25	3,155,000	3,140,116	2,917,839	(222,277)	2.81%	1256	5.26%
06/30/21	Lockheed Martin Corporation	539830BH1	3.550	01/15/26	01/15/26	375,000	413,077	381,416	(31,661)	3.05%	1325	0.69%
08/30/21	Prudential Financial Inc	74432QCH6	1.500	03/10/26	03/10/26	450,000	455,337	419,769	(35,568)	3.41%	1379	0.76%
11/29/21	Sierra Pacific Power	826418BM6	2.600	05/01/26	05/01/26	350,000	365,596	338,037	(27,559)	3.54%	1431	0.61%
09/13/21	FHLB	3130A8XY4	1.880	09/11/26	09/11/26	300,000	315,527	287,487	(28,040)	2.92%	1564	0.52%
01/13/22	FHLB	3130A9YY1	2.130	12/11/26	12/11/26	700,000	720,418	675,199	(45,219)	2.97%	1655	1.22%
		<b>Subtotal</b>				<b>\$ 56,481,707</b>	<b>\$ 57,476,425</b>	<b>\$ 55,523,686</b>	<b>\$ (1,952,739)</b>	<b>2.38%</b>	<b>636.6416</b>	<b>100.00%</b>
	PFC Bank Balance						<u>2,573,334</u>					
		<b>TOTAL</b>					<b>\$ 60,049,759</b>					

**Burbank-Glendale-Pasadena Airport Authority - PFC Account**  
**Statement of Purchases - Maturities - Sales**  
**As of 05/31/22**

PURCHASES										
Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Par Value	Purchase Price	Purchase Cost	Prepaid Interest		
05/02/22	Treasury Note	912828ZP8	0.130	05/15/23	\$ 800,000.00	97.92578	\$ 783,406.25	\$ (466.85)		
05/02/22	Treasury Note	912828ZD5	0.500	03/15/23	800,000.00	98.73828	789,906.25	(532.61)		
05/04/22	Home Depot Inc	437076CM2	2.700	04/15/25	425,000.00	98.52100	418,714.25	(1,211.25)		
05/11/22	Apple Inc	037833DF4	2.750	01/13/25	200,000.00	99.55700	199,114.00	(1,833.33)		
05/11/22	Apple Inc	037833DF4	2.750	01/13/25	225,000.00	99.49600	223,866.00	(2,062.50)		
05/11/22	Lockheed Martin Corporation	539830BH1	3.550	01/15/26	200,000.00	100.74100	201,482.00	(2,327.22)		
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						-	-	-		
						-	-	-		
						-	-	-		
TOTAL PURCHASES					\$ 2,650,000.00		\$ 2,616,488.75	\$ (8,433.76)		
MATURITIES										
Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Par Value	Purchase Price	Purchase Cost	Gain / (Loss)		
05/31/19	Apple Inc	037833CQ1	2.300	05/11/22	\$ 300,000.00	100.25400	\$ 300,762.00	\$ (762.00)		
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TOTAL MATURITIES					\$ 300,000.00		\$ 300,762.00	\$ (762.00)		
SALES / REDEMPTIONS / DELIVERS										
Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Sale Date	Par Value	Sale Price	Sale Amount	Purchase Cost	Gain / (Loss)
05/11/22	Lockheed Martin Corporation	539830BH1	3.550	01/15/26	05/11/22	200,000.00	102.17806	\$ 204,356.12	\$ 201,482.00	\$ 2,874.12
10/03/17	Home Depot Inc	437076BG6	2.625	06/01/22	05/01/22	350,000.00	100.00000	350,000.00	353,957.50	(3,957.50)
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**Burbank-Glendale-Pasadena Airport Authority - PFC Account**  
**Earnings Report**  
**05/01/22-05/31/22**

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>										
Apple Inc	NOTE	2.300	05/11/22	3,258.33	3,450.00	-	-	191.67	-	191.67
Home Depot Inc	NOTE	2.625	06/01/22	3,828.13	3,828.13	-	-	-	-	-
Caterpillar Financial Services	NOTE	2.400	06/06/22	3,866.67	-	-	4,666.67	800.00	18.51	818.51
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	7,085.64	-	-	9,526.24	2,440.60	503.59	2,944.19
Procter & Gamble Company	NOTE	2.150	08/11/22	1,433.33	-	-	1,970.83	537.50	(125.06)	412.44
Burlington Northern Santa Fe LLC	NOTE	3.050	09/01/22	1,397.92	-	-	2,096.88	698.96	(71.07)	627.89
John Deere Capital Corp	NOTE	2.150	09/08/22	1,266.11	-	-	1,982.78	716.67	71.58	788.25
Merck & Co Inc	NOTE	2.400	09/15/22	1,226.67	-	-	2,026.67	800.00	25.12	825.12
Treasury Note	NOTE	1.875	09/30/22	1,945.44	-	-	3,890.88	1,945.44	568.37	2,513.81
FNMA	NOTE	2.000	10/05/22	1,444.44	-	-	3,111.11	1,666.67	(265.97)	1,400.70
Treasury Note	NOTE	0.130	11/30/22	156.59	187.50	-	1.02	31.93	195.20	227.13
Bank of America Corp	NOTE	3.300	01/11/23	5,142.50	-	-	6,545.00	1,402.50	(262.78)	1,139.72
Federal National Mortgage Assoc	NOTE	2.375	01/19/23	11,776.04	-	-	15,239.58	3,463.54	(1,066.94)	2,396.60
JP Morgan Chase & CO	NOTE	3.200	01/25/23	4,352.00	-	-	5,712.00	1,360.00	(322.15)	1,037.85
Treasury Note	NOTE	2.375	01/31/23	11,809.39	-	-	15,877.07	4,067.68	(1,500.06)	2,567.62
Unitedhealth Group Inc	NOTE	2.750	02/15/23	2,264.17	-	-	3,157.92	893.75	(119.82)	773.93
Federal Home Loan Banks	NOTE	1.380	02/17/23	3,321.01	-	-	4,667.36	1,346.35	370.97	1,717.32
Pepsico Inc.	NOTE	2.750	03/01/23	1,718.75	-	-	2,578.13	859.38	(386.32)	473.06
Treasury Note	NOTE	0.500	03/15/23	-	-	532.61	847.83	315.22	926.33	1,241.55
Treasury Note	NOTE	2.750	04/30/23	149.46	-	-	4,782.61	4,633.15	(1,878.22)	2,754.93
Chevron Corp	NOTE	1.280	05/11/23	1,121.30	1,263.24	-	536.33	678.27	(245.50)	432.77
Loews Corporation	NOTE	2.625	05/15/23	5,144.27	5,578.13	-	495.83	929.69	(594.28)	335.41
Public Service Electric And Gas	NOTE	2.375	05/15/23	3,285.42	3,562.51	-	316.67	593.76	(60.22)	533.54
Treasury Note	NOTE	0.130	05/15/23	-	500.00	466.85	46.20	79.35	1,276.44	1,355.79
Simon Property Group LP	NOTE	2.750	06/01/23	3,437.50	4,125.00	-	-	687.50	24.74	712.24
FHLMC	NOTE	2.750	06/19/23	781.25	-	-	1,250.00	468.75	(259.24)	209.51
FNMA	NOTE	0.250	07/10/23	925.00	-	-	1,175.00	250.00	1,339.20	1,589.20
Treasury Note	NOTE	0.130	07/31/23	621.55	-	-	835.64	214.09	1,658.14	1,872.23
FNMA	NOTE	2.875	09/12/23	5,478.47	-	-	8,832.64	3,354.17	(1,469.98)	1,884.19
Treasury Note	NOTE	2.875	09/30/23	4,565.83	-	-	9,131.66	4,565.83	(1,818.51)	2,747.32
Treasury Note	NOTE	2.875	11/30/23	9,604.40	11,500.00	-	62.84	1,958.44	(1,277.00)	681.44
Citibank NA	NOTE	3.650	01/23/24	2,980.83	-	-	3,893.33	912.50	(123.62)	788.88

**Burbank-Glendale-Pasadena Airport Authority - PFC Account**  
**Earnings Report**  
**05/01/22-05/31/22**

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
IBM Corp	NOTE	3.625	02/12/24	3,261.49	-	-	4,500.03	1,238.54	(980.71)	257.83
Treasury Note	NOTE	0.125	02/15/24	453.21	-	-	640.54	187.33	450.62	637.95
3M Co	NOTE	0.690	02/14/24	550.10	658.67	-	285.21	393.78	(19.80)	373.98
Metlife Inc	NOTE	3.600	04/10/24	892.50	-	-	2,167.50	1,275.00	(1,031.18)	243.82
Comcast Corporation	NOTE	3.700	04/15/24	698.89	-	-	2,009.31	1,310.42	(1,025.64)	284.78
Bank of New York Mellon Corp	NOTE	3.400	05/15/24	7,446.94	8,075.00	-	717.78	1,345.84	(988.67)	357.17
Target Corporation	NOTE	3.500	07/01/24	4,958.33	-	-	6,197.92	1,239.59	(719.16)	520.43
Bristol-Myers Squibb Co	NOTE	2.900	07/26/24	3,443.75	-	-	4,531.25	1,087.50	(734.97)	352.53
Honeywell International Inc	NOTE	2.300	08/15/24	1,893.67	-	-	2,641.17	747.50	(194.99)	552.51
Treasury Note	NOTE	1.875	08/31/24	5,054.35	-	-	7,581.52	2,527.17	(1,870.52)	656.65
United Parcel Service	NOTE	2.200	09/01/24	1,371.33	-	-	2,057.00	685.67	(478.18)	207.49
PNC Funding Corp	NOTE	3.300	10/30/24	29.79	-	-	923.54	893.75	(359.06)	534.69
Wisconsin Electric Power Company	NOTE	2.050	12/15/24	2,710.56	-	-	3,308.47	597.91	(377.41)	220.50
FFCB	NOTE	1.130	01/06/25	1,581.25	-	-	2,012.50	431.25	28.88	460.13
FNMA	NOTE	1.630	01/07/25	9,005.21	-	-	11,375.00	2,369.79	(875.00)	1,494.79
Apple Inc	NOTE	2.750	01/13/25	-	-	3,895.83	4,480.21	584.38	37.88	622.26
US Bancorp	NOTE	2.050	01/21/25	2,704.86	-	-	3,516.32	811.46	(21.46)	790.00
FHLMC Reference Note	NOTE	1.500	02/12/25	5,760.42	-	-	7,947.92	2,187.50	(423.98)	1,763.52
FFCB	NOTE	1.750	02/25/25	4,010.42	-	-	5,833.33	1,822.91	(76.90)	1,746.01
Exxon Mobil Corp	NOTE	2.709	03/06/25	1,655.50	-	-	2,558.50	903.00	(554.63)	348.37
Ace InA Holdings Inc	NOTE	3.150	03/15/25	1,750.88	-	-	2,892.75	1,141.87	(796.61)	345.26
Treasury Note	NOTE	0.050	03/31/25	677.60	-	-	1,355.19	677.59	215.45	893.04
General Dynamics Corporation	NOTE	3.250	04/01/25	135.42	-	-	270.83	135.41	(100.50)	34.91
Federal Home Loan Banks	NOTE	0.500	04/14/25	342.36	-	-	946.53	604.17	(74.30)	529.87
Home Depot Inc	NOTE	2.700	04/15/25	-	-	1,211.25	2,008.13	796.88	148.39	945.27
FNMA	NOTE	0.630	04/22/25	140.63	-	-	609.37	468.74	261.37	730.11
General Dynamics Corporation	NOTE	3.500	05/15/25	5,083.75	5,512.50	-	490.00	918.75	(641.35)	277.40
Qualcomm Incorporated	NOTE	3.450	05/20/25	5,400.21	6,037.50	-	368.96	1,006.25	(335.09)	671.16
Pfizer Inc	NOTE	0.800	05/28/25	1,615.00	1,900.00	-	31.67	316.67	204.10	520.77
Truist Financial Corp	NOTE	0.300	06/09/25	472.53	-	-	908.94	436.41	14.85	451.26
Treasury Note	NOTE	0.250	06/30/25	1,462.36	-	-	1,837.02	374.66	933.67	1,308.33
Intel Corp	NOTE	3.700	07/29/25	3,782.22	-	-	5,015.56	1,233.34	(837.37)	395.97
State Street Corporation	NOTE	3.550	08/18/25	3,419.34	-	-	4,824.55	1,405.21	(1,012.80)	392.41
FNMA Benchmark Note	NOTE	0.500	11/07/25	7,624.58	7,887.50	-	1,051.67	1,314.59	311.02	1,625.61

**Burbank-Glendale-Pasadena Airport Authority - PFC Account**  
**Earnings Report**  
**05/01/22-05/31/22**

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
Lockheed Martin Corporation	NOTE	3.550	01/15/26	3,919.79	-	2,327.22	5,029.17	(1,217.84)	(469.98)	(1,687.82)
Prudential Financial Inc	NOTE	1.500	03/10/26	956.25	-	-	1,518.75	562.50	(98.18)	464.32
Sierra Pacific Power	NOTE	2.600	05/01/26	-	-	-	758.33	758.33	(294.61)	463.72
FHLB	NOTE	1.880	09/11/26	18,906.25	-	-	23,203.13	4,296.88	(2,796.51)	1,500.37
FHLB	NOTE	2.130	12/11/26	5,784.72	-	-	7,024.31	1,239.59	(346.67)	892.92
<b>Subtotal</b>				<b>\$ 227,744.87</b>	<b>\$ 64,065.68</b>	<b>\$ 8,433.76</b>	<b>\$ 254,836.60</b>	<b>\$ 82,723.65</b>	<b>\$ (20,906.03)</b>	<b>\$ 61,817.62</b>
<b>CASH EQUIVALENTS</b>										
Blackrock Liquidity Funds				-	150.62	-	-	150.62	-	150.62
<b>Subtotal</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150.62</b>	<b>\$ -</b>	<b>\$ 150.62</b>
<b>TOTAL</b>				<b>\$ 227,744.87</b>	<b>#VALUE!</b>	<b>\$ 8,433.76</b>	<b>\$ 254,836.60</b>	<b>\$ 82,874.27</b>	<b>\$ (20,906.03)</b>	<b>\$ 61,968.24</b>

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**  
**SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS**  
**MONTH AND ELEVEN MONTHS ENDED MAY 31, 2022 & 2021**

Fiscal YTD Performance (July 2021 - May 2022)									
May 2022									
Monthly Performance					Fiscal YTD Performance (July 2021 - May 2022)				
A	B	C	D	E	F	G	H	I	J
Actual \$ May 2022	Budget May 2022	Actual \$ Prior Year May 2021	Note	Variance Actual Vs. Budget	Fiscal YTD	Fiscal YTD Budget	Prior Year Fiscal YTD	Note	Variance Actual Vs. Budget
<b>OPERATING ACTIVITY</b>									
<b>CASH RECEIPTS FROM OPERATIONS</b>									
1	\$395,630	\$315,170	\$200,944	(2)	\$80,460				
2	2,563,752	1,237,427	1,042,635	(3)	1,326,325				
3	1,259,003	673,690	555,660	(4)	585,313				
4	1,273,574	1,157,126	1,198,525	(5)	116,448				
5	273,868	132,417	85,455	(6)	141,451				
6	204,167	5,000	85,822	(7)	199,167				
7	132,085	168,667	468,458	(8)	(36,582)				
8	\$6,102,079	\$3,689,497	\$3,637,499	(1)	\$2,412,582				
<b>CASH DISBURSEMENTS FROM OPERATIONS</b>									
9	(\$91,878)	(\$102,242)	(\$83,543)	(10)	\$10,364				
10	(298,656)	(311,175)	(257,621)	(11)	12,519				
11	(2,530,547)	(2,334,775)	(2,042,155)	(12)	(195,772)				
12	(351,375)	(245,477)	(238,274)	(13)	(105,898)				
13	(431,317)	(564,842)	(437,595)	(14)	133,525				
14	(80,335)	(67,253)	(87,763)	(15)	(13,082)				
15	(380,125)	(380,125)	(380,354)	(16)	0				
16	0	0	0	(16)	0				
17	(\$4,164,233)	(\$4,005,889)	(\$3,527,305)	(9)	(\$158,344)				
18	<b>\$1,937,846</b>	<b>(\$316,392)</b>	<b>\$110,194</b>		<b>\$2,254,238</b>				
<b>INCREASE (DECREASE) IN CASH FROM OPERATIONS</b>									
19	(\$180)	(\$20,833)	(\$169)	(17)	\$20,653				
20	(659,164)	(770,000)	(298,035)	(18)	110,836				
21	(419,178)	(22,917)	(11,000)	(19)	(396,261)				
22	(\$1,078,522)	(\$813,750)	(\$309,204)		(\$264,772)				
23	\$0	\$16,789	\$0	(17)	(\$16,789)				
24	0	0	174,327	(20)	0				
25	0	0	0		0				
26	761,593	754,044	0	(21)	7,549				
27	\$761,593	\$770,833	\$174,327		(\$9,240)				
28	(\$316,929)	(\$42,917)	(\$134,877)		(\$274,012)				
29	\$0	\$1,028,406	\$2,453,589	(22)	(\$1,028,406)				
30	\$0	\$1,028,406	\$2,453,589		(\$1,028,406)				
	<b>\$1,620,917</b>	<b>\$669,097</b>	<b>\$2,428,906</b>		<b>\$951,820</b>				
<b>NET INCREASE (DECREASE) IN CASH - TOTAL</b>									
<b>FACILITY IMPROVEMENT TRANSACTIONS</b>									
<b>CASH DISBURSEMENTS</b>									
19	(\$1,990)	(\$104,166)	(\$1,864)	(17)	\$102,176				
20	(2,784,905)	(8,491,475)	(3,684,032)	(18)	5,706,570				
21	(2,483,440)	(252,084)	(918,409)	(19)	(2,231,356)				
22	(\$5,270,335)	(\$8,847,725)	(\$4,604,305)		\$3,577,390				
23	\$0	\$83,948	\$0	(17)	(\$83,948)				
24	3,392,476	823,319	3,316,785	(20)	2,569,157				
25	0	0	1,520		0				
26	2,014,666	6,287,107	1,348,556	(21)	(4,272,441)				
27	\$5,407,142	\$7,194,374	\$4,666,861		(\$1,787,232)				
28	<b>\$136,807</b>	<b>(\$1,653,351)</b>	<b>\$62,556</b>		<b>\$1,790,158</b>				
29	\$10,612,063	\$13,812,467	\$13,493,398	(22)	(\$3,200,404)				
30	\$10,612,063	\$13,812,467	\$13,493,398		(\$3,200,404)				
	<b>\$24,718,002</b>	<b>(\$331,483)</b>	<b>\$6,327,568</b>		<b>\$25,049,485</b>				
<b>INCREASE (DECREASE) - FACILITY / NOISE MITIGATION TRANSACTIONS</b>									
<b>FEDERAL RELIEF GRANT FUNDS</b>									
28	\$0	\$1,028,406	\$2,453,589	(22)	(\$1,028,406)				
29	\$0	\$1,028,406	\$2,453,589		(\$1,028,406)				
	<b>\$1,620,917</b>	<b>\$669,097</b>	<b>\$2,428,906</b>		<b>\$951,820</b>				

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

## **NOTES TO SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS MONTH AND ELEVEN MONTHS ENDED MAY 31, 2022 & 2021**

### **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 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 Transactions represent the activity for the Authority's capital program, which consists of Other Facility Improvement Program Projects and the Sound Insulation Program.

The FY 2022 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 2022. The Authority's Adopted FY 2022 budget was based on the following quarterly activity assumptions:

- Q1 (July - September): a reduction of 65% (represents recovery of 35%)
- Q2 (October - December): a reduction of 55% (represents recovery of 45%)
- Q3 (January - March): a reduction of 50% (represents recovery of 50%)
- Q4 (April - June): a reduction of 45% (represents recovery of 55%)

Passengers were down 13.11% FYTD May when compared to pre-COVID levels. The FYTD May result was favorably above the blended budgeted assumption of a passenger reduction of 54.55% resulting in positive financial performance.

The Adopted FY 2022 Budget includes the use of \$12.3 million in federal relief funds to support bond debt service and personnel costs, and the use of \$2.5 million in ARPA concessions relief funds to supplement the loss in revenue from in-terminal concessionaires due to declined passenger activity resulting from the COVID-19 pandemic.

### **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 \$26,672,120. 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, 2022 & 2021**

**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 \$1,310,536 FYTD May.

**NOTE (3) – Parking Fees**

Parking fee revenues performed above the budget forecast. The Authority approved Increases in parking rates for Lots A, C, Structure, and Valet parking lots effective January 1, 2022. Accrual basis Parking Fees are \$13,212,266 ahead of budget FYTD May.

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

Terminal Building rental receipts exceed the budget FYTD May. Accrual basis Terminal Building rents exceed the budget by \$7,609,774 FYTD May.

**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 \$912,574 ahead of budget FYTD May due to CPI adjustments and additional lease revenues.

**NOTE (6) – Ground Transportation**

This category consists of off-airport access fees and TNC activity. Accrual basis Ground Transportation receipts exceed the budget by \$1,553,170 FYTD May.

**NOTE (7) – Other Receipts**

This category consists primarily of filming, TSA LEO reimbursements, fingerprint/badge renewal fees, noise fees, access fees, and the newly implemented fee for ground handling services for the airlines. Accrual basis Other Receipts are \$1,167,140 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 \$906,660 FYTD May.

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

Overall operating disbursements on a cash basis and accrual basis exceed the budget FYTD May primarily due to the reinstatement of various services resulting from positive passenger activity. 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.

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

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

(Continued)



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

## **NOTES TO SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS MONTH AND ELEVEN MONTHS ENDED MAY 31, 2022 & 2021**

**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. In October 2021, in response to the better than expected passenger activity recovery, the authority approved additional expenses associated with the Airport's parking operations and remote parking lot shuttle services that are estimated to be \$2,390,000 in excess of the adopted FY 2022 budget for these services.

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

This line item includes various professional services such as legal, auditing, noise, financial and insurance. In October 2021, in response to the better than expected passenger activity recovery, the authority approved additional expenses associated with airport security and traffic control services that are estimated to be \$325,000 in excess of the adopted FY 2022 budget for these services. Also, due to favorable parking revenue transactions, credit card processing fees have increased. In addition, legal services expenses are trending above budget due to ongoing litigation matters.

**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 2022, is due July 2022.

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

The Sound Insulation program is funded primarily through FAA Airport Improvement Program ("AIP") grants 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 are under budget FYTD May by \$5,706,570 due to the delay of certain projects.

**NOTE (19) – Replacement Passenger Terminal Project**

Replacement Passenger Terminal Project costs on a cash basis exceed the budget FYTD May by \$2,231,356 partially due to payments for FY 2021 accrued costs. The majority of the \$2,483,440 in cash expenditures FYTD May are related to the completion of the EIS (payments to RS&H - \$421,670, which are funded through an AIP grant and PFC revenues) and AECOM project management services (\$1,707,802). On April 27, 2022, the Commission approved the substitution of the Replacement Passenger Terminal project manager from AECOM to Jacobs.

(Continued)

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

## **NOTES TO SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS MONTH AND ELEVEN MONTHS ENDED MAY 31, 2022 & 2021**

**NOTE (20) – FAA Grants – Other Facility Improvement Program Projects**

FAA Grants are budgeted to partially fund the ARFF Truck Replacement and required Hollyona Property modifications.

**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, the Airfield Vault Replacement Project, the Taxilane A Rehabilitation and the Runway 8 PAPI Relocation Project.

**NOTE (22) – Federal Relief Grant Funds**

FYTD May reimbursement includes \$3.6 million is from CARES Act Grant funds, covering FY 2021 costs related to the 2015 Bond Debt Service for June 2021 and certain personnel costs for March to April 2021. Also included are \$7.0 million from CRRSA Act Grant funds, covering July to December 2021 costs related to the 2015 Bond Debt Service and July to December 2021 costs related to personnel costs.

The Adopted FY 2022 Budget includes the use of \$12.3 million in federal relief funds to support bond debt service and personnel costs, and the use of \$2.5 million in ARPA concessions relief funds to supplement the loss in revenue from in-terminal concessionaires due to declined passenger activity resulting from the COVID-19 pandemic.

# 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, 2022 & 2021

May 2022									
Monthly Performance					Fiscal YTD Performance (July 2021 - May 2022)				
A	B	C	D	E	F	G	H	I	J
Actual \$ May 2022	Budget May 2022	Actual \$ Prior Year May 2021	Note	Variance Actual Vs. Budget	Actual \$ Fiscal YTD	Fiscal YTD Budget	Actual \$ Prior Year Fiscal YTD	Note	Variance Actual Vs. Budget
31	\$411,830	\$241,667	\$230,838 (1)	\$170,163	Customer Facility Charge Receipts	\$4,125,840	\$2,058,334	\$1,900,117 (1)	\$2,067,506
32	0	158,666	776,783 (3)	(158,666)	Federal Relief Grant Funds - 2012 Bond Debt Service	376,227	2,345,328	2,127,519 (3)	(1,969,101)
33	85,914	85,914	64,298 (4)	0	Facility Rent	950,398	945,048	989,787 (4)	5,350
34	(486,247)	(486,247)	(486,171)	0	Payments to Bond Trustee for 2012 Bond Debt Service	(5,348,710)	(5,348,710)	(5,347,882)	0
35	<u>\$11,497</u>	<u>\$0</u>	<u>\$585,748</u> (5)	<u>\$11,497</u>		<u>\$103,755</u>	<u>\$0</u>	<u>(\$330,459)</u> (5)	<u>\$103,755</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) - Federal Relief Grant Funds

FYTD May reimbursement of \$376,227 covers FY 2021 costs related to the 2012 Bond Debt service for May and June 2021 and was paid with the remainder of the CARES Act grant funds. The Authority has programmed as part of the adopted FY 2022 budget approximately \$2.5 million in Federal Relief Grant funds (CRRSAA and ARPA) to fund the 2012 Bond Debt Service.

#### Note (3) - Facility Rent

Facility Rent receipts are applied to the 2012 Bond debt service.

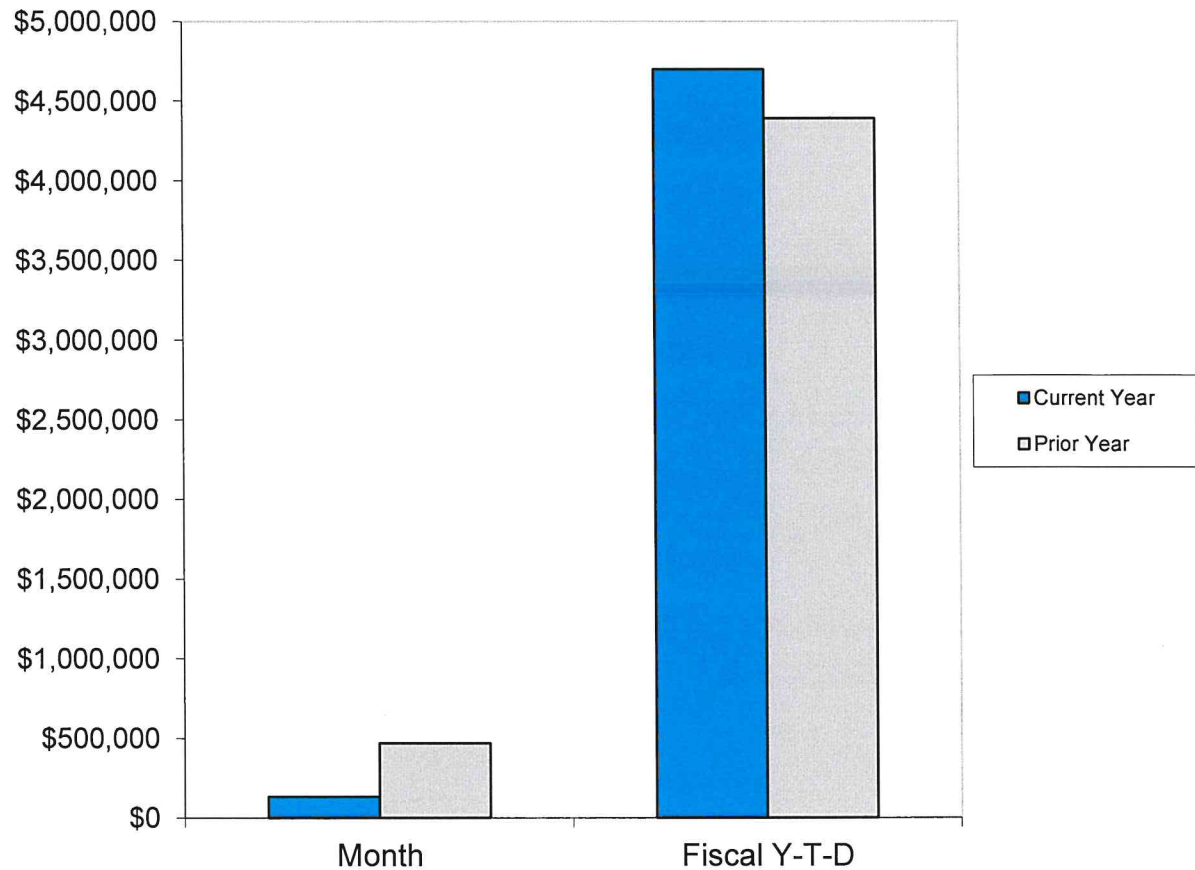
#### Note (4) - Net RITC / ConRAC Facility Payments and Collections

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 2022	May 2021
Interest Receipts - - Month	\$132,085	\$468,458
Interest Receipts - - Fiscal Y-T-D	\$4,699,881	\$4,390,750
Month End Portfolio Balance	\$263,055,935	\$235,394,288
Yield to Maturity	2.24%	0.31%

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
AUGUST 15, 2022**

**EXERCISE OF FIRST EXTENSION OPTION FOR  
WASTE HAULING AND RECYCLING SERVICES AGREEMENT**

Presented by Anthony Defrenza  
Director, Engineering and Maintenance

**SUMMARY**

At its meeting on July 18, 2022, the Operations and Development Committee (“Committee”) voted unanimously (3–0) to recommend that the Commission authorize the exercise of the first of two one-year extension options for the Waste Hauling and Recycling Services Agreement (“Agreement”) with American Reclamation, Inc.

**BACKGROUND**

On August 19, 2019, through a competitive process, the Commission awarded the Agreement to American Reclamation for a three-year base term, at predetermined rates for waste hauling and recycling needs at the Airport. Services include regular pickup at 15 different locations throughout the Airport at a frequency ranging from daily to weekly. The contract also defines rates for on-call or additional pickups to be requested on an as needed basis, not to exceed \$1,500 per month. The three-year base term is scheduled to expire on September 30, 2022, and the Agreement provides the Authority two one-year extension options. For each extension option exercised by the Authority, the Fee Schedule for services will increase based on the most recent previous 12-month period published Consumer Price Index (CPI) rate for all indices for Los Angeles County. If the proposed extension is approved by the Commission, then effective October 1, 2022, the monthly cost for waste hauling and recycling services will increase by 8.0% raising the annual cost from \$126,871 to \$137,020 with a new expiration date of September 30, 2023. A proposed notice to exercise the first of the two available extension options, along with a revised Fee Schedule for this extension period, is attached.

American Reclamation’s services are in compliance with state laws regarding waste diversion and recycling, specifically AB 341 (2011), AB 1826 (2014) and SB 1383 (2016). The firm has performed its contractual obligations and provided a satisfactory level of service throughout the base period of the Agreement.

**BUDGET**

Appropriations for these services were included in the adopted FY 2023 budget.

**RECOMMENDATION**

At its meeting on July 18, 2022, the Committee voted unanimously (3–0) to recommend that the Commission approve the exercise of the first extension option and authorization for Staff to issue a notice to American Reclamation, Inc.



August 15, 2022

Via e-mail

Mr. John Gasparian  
**American Reclamation, Inc.**  
4560 Doran Street  
Los Angeles, CA 90039

Re: **Waste Hauling and Recycling Services Agreement dated  
August 19, 2019 Exercise Extension Option Number 1**

Dear Mr. Chad Babcock:

I write on behalf of the Burbank-Glendale-Pasadena Airport Authority ("Authority") with reference to the August 19, 2019 Waste Hauling and Recycling Services Agreement ("Agreement") executed by the Authority and American Reclamation, Inc. ("American Reclamation"). Pursuant to Section 3.B. of the Agreement, the Authority has the option to exercise two contract extensions which would extend the term for one year at a time.

This letter serves as notice that, at its August 15, 2022 meeting, the Authority Commission approved the exercise of Extension Option 1, extending the term through September 30, 2023.

In accordance with the Agreement, for each extension option exercised by the Authority, the Fee Schedule shall be increased based on the most recent previous 12-month period published Consumer Price Index (CPI) rate for all indices, Los Angeles County. As such, the values provided in the updated Fee Schedule table (attached) have been increased by 8.0% and will be effective October 1, 2022.

If you have any questions, please contact us at your convenience.

Anthony DeFrenza  
Director, Engineering and Maintenance



**RFP No. NE19-02: WASTE HAULING AND RECYCLING SERVICES  
FEE SCHEDULE**

\*The Fee Schedule Offer pricing shall be firm, fixed price, all-inclusive, and shall include, without limitation, all costs for furnishing and transporting the containers for each designated, requested location, waste pick-up, waste disposal fees, including any 3<sup>rd</sup> party fees, labor, equipment, PPEs, uniforms, regulatory fees and permits, insurance and equipment maintenance, fuel, fuel surcharges, trip charges except where indicated as an "additional pick-up" within the Fee Schedule, general and administrative support costs, materials, mileage, overhead(s), profit, supplies, sale and use taxes, shipping and handling, etc. Labor pricing shall contemplate all planned and unplanned wage changes and shall be firm for a 3 year period. Any increases in minimum wage rates shall have been contemplated in the Fee Schedule Offer.

Updated Rates effective 10/1/22

#	Bin Contents	Location	Address	Qty.	Container	Pick-up/wk	Monthly Fee (hold firm for 3 years)	Each Add'l Pick-up per Container
1	Mixed, minimal food waste	Maintenance Yard	7901 San Fernando Rd.*	2	3 yard	1	\$ 135.45 \$146.29	\$ 15.00 \$16.20
2	Mixed, minimal food waste	Hangar 4	4511 W. Empire Ave.	1	4 yard	2	\$ 180.60 \$195.05	\$ 20.00 \$21.60
3	Mixed, minimal food waste	Hangar 5	4511 W. Empire Ave.	1	4 yard	2	\$ 180.60 \$195.05	\$ 20.00 \$21.60
4	Mixed, minimal food waste	Hangar 37	2800 N. Clybourn St.	1	4 yard	2	\$ 180.60 \$195.05	\$ 20.00 \$21.60
5	Mixed, minimal food waste	Gate 435	2800 N. Clybourn St.	2	4 yard	2	\$ 361.20 \$390.10	\$ 20.00 \$21.60
6	Mixed, minimal food waste	Hangar 35	2800 N. Clybourn St.	1	3 yard	2	\$ 135.45 \$146.29	\$ 15.00 \$16.20
7	Mixed, minimal food waste	Hangar 45	2800 N. Clybourn St.	1	4 yard	2	\$ 180.60 \$195.05	\$ 20.00 \$21.60
8	Mixed, minimal food waste	Hangar 43	2800 N. Clybourn St.	1	4 yard	2	\$ 180.60 \$195.05	\$ 20.00 \$21.60
9	Mixed, includes food waste	Air Cargo	4209 Empire Ave	4	4 yard**	6	\$2,269.20 \$2,450.74	\$ 20.00 \$21.60
10	Mixed, includes food waste	Air Cargo	4209 Empire Ave	1	6 yard**	6	\$ 851.40 \$919.50	\$ 30.00 \$32.40
11	Mixed, includes food waste	Ave. A	2627 Hollywood Way	8	4 yard**	7	\$ 5297.60 \$5,721.40	\$ 20.00 \$21.60
15	Cardboard	Ave. A, Terminal B	2627 Hollywood Way	3	4 yard	4	\$ 619.20 \$668.73	\$ 20.00 \$21.60
<b>TOTAL PRICE PER MONTH ALL LOCATIONS:</b>							<b>\$ 10,572.50</b>	

\$11,418.30



YEAR ONE NOT-TO-EXCEED TOTAL ALL LOCATIONS:	<b>\$ 126,871.20</b>
YEAR TWO NOT-TO-EXCEED TOTAL ALL LOCATIONS:	<b>\$ 126,871.20</b>
YEAR THREE NOT-TO-EXCEED TOTAL ALL LOCATIONS:	<b>\$ 126,871.20</b>
<b>THREE YEARS NOT-TO-EXCEED TOTAL ALL LOCATIONS:</b>	<b>\$ 380,613.60</b>
<b>PRICE IN WORDS:</b>	

### OVERFLOW BINS – WASTE HAULING ON AN AS-NEEDED BASIS

Updated Rates  
effective 10/1/22

#	Bin Contents	Location	Address	Qty.	Container	Collection Schedule	Rate per Pull
12	Mixed, minimal food waste	Maintenance Yard	7901 San Fernando Rd. *	1	40 yard	Services by Phone/Email request-12 hour response	\$ 395 426.60
13	Mixed, minimal food waste	Maintenance Yard	7901 San Fernando Rd. *	1	10 yard	Services by Phone/Email request-12 hour response	\$ 295 318.60
14	Mixed, minimal food waste	Hangar 40	2800 N. Clybourn St.	1	4 yard	Services by Phone/Email request-12 hour response	\$ 85.14 91.95

\*7901 San Fernando Rd. – Waiver to RecycLA exclusive franchise system for the City of Los Angeles address is pending.

\*\*Locations 9, 10 & 11 require device to prop dumpster lid open while trash is being deposited into the container without the use of hands.

### ADDITIONAL EQUIPMENT AS NEEDED (fees include delivery and removal of container)

Container	Rate per Pull
2 yard	\$ 125.00
3 yard	\$ 150.00
4 yard	\$ 175.00
6 yard	\$ 225.00
10 yard	\$ 350.00
40 yard	\$ 425.00

Updated Rates effective 10/1/22

135.00

162.00

189.00

243.00

378.00

459.00



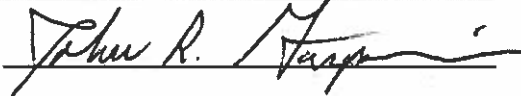
\*For Options Years 4 & 5 automatic labor rate adjustments shall be made each year by the Consumer Price Index (CPI) for All Urban Consumers for the Los Angeles-Riverside-Orange County statistical area (CPI-U) published by the United States Department of Labor, Bureau of Labor Statistics. In the event the CPI-U is discontinued or revised during the term of this Agreement, such other governmental index or computation with which it is replaced shall be used.

The undersigned Company hereby submits its Fee Schedule Offer Form to the Authority. This offer is firm, and valid for acceptance via award by the Authority for a period of one hundred and twenty days (120) from the bid closing date. This offer accepts and incorporates by reference all of the solicitation documents.

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This Schedule of Fees has been executed by a duly authorized representative of the Company as indicated below:

Contractor Name: American Reclamation, Inc.

Authorized Signature: 

Name: John R. Gasparian

Title: President

Date: 7/17/19

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
AUGUST 15, 2022**

**EXERCISE OF FIRST EXTENSION OPTION FOR  
JANITORIAL SERVICES AGREEMENT**

Presented by Anthony Defrenza  
Director, Engineering and Maintenance

**SUMMARY**

At its meeting on July 18, 2022, the Operations and Development Committee (“Committee”) voted unanimously (3–0) to recommend that the Commission authorize the exercise of the first of two one-year extension options for the Janitorial Services Agreement (“Agreement”) with Diverse Facilities Solutions (“DFS”). Additionally, as part of the extension, Staff seeks approval of an increase to the Year 4 fee schedule to address the changes in costs primarily resulting from the impacts of the COVID-19 pandemic that could not have been anticipated when DFS submitted its proposal in 2019.

**BACKGROUND**

On August 28, 2019, the Commission awarded the Agreement to DFS to obtain janitorial services throughout the terminal building and in specific Authority facilities outside of the terminal building. The Agreement has a three-year base term and affords the Authority two one-year extension options. DFS has a workforce of approximately 30 full-time staff covering three shifts providing services 24 hours a day 7 days a week.

The Agreement defines a fixed monthly cost for each of the three years in the base term and provides fixed rates for Year 4 and Year 5 if the extension options are exercised. Materials and supplies are billed to the Authority at cost.

In anticipation of the end of the three-year base term, DFS contacted Authority staff to request consideration of additional compensation above the Year 4 rates defined in the Agreement. The current monthly cost is \$135,975.37 plus materials and supplies (approximately \$22,000 per month). The monthly cost for Year 4 (the first option year) is \$140,506.44. DFS has requested \$161,417.75 for Year 4, a 14.9% increase over the rate defined in the Agreement. DFS provided Staff the following explanation to justify its request. Since 2019, DFS has experienced changes to its costs that could not have been anticipated when its proposal was submitted. The costs of providing workers compensation, general liability insurance, health and welfare benefits have all increased over the last three years at significantly higher rates than historical trends. In order to retain employees, it is necessary for DFS to pay a higher premium over minimum wage than was anticipated and changes in state law since 2019 also have impacted costs. The following is a breakdown of the requested additional funds above the as-bid pricing.

Annual Wage increase (approximately 8% of the requested increase)

- \*Supports Premiums over CA Minimum wage to attract and retain good employees

- \*DFS currently pays \$0.20 over minimum wage, if approved the requested increase would increase to wages to pay \$0.50 over minimum wage.

-Health & Welfare (approximately 12% of the requested increase)

- \*Historical annual increases of 2.5 to 3%

- \*Over the last 3 years, annual increase of 5%

-CA Worker's Comp (approximately 73% of the requested increase)

- \* Historical annual increases of 3% to 5%

- \*California and Industry-wide increases over 24%

- General Liability Insurance (approximately 7% of the requested increase)

- \*Historical annual increase of 2% to 3%

- \*Increased 33% from the prior year

DFS employees are represented under a collective bargaining agreement with SEIU United Service Workers West (SEIU-USWW). Both DFS and SEIU-USWW have been a good partner with the Authority during the COVID-19 pandemic. DFS was able to adjust staffing as requested by the Authority to accommodate changes in cleaning requirements and procedures as directed by the local, state and national jurisdiction agencies resulting from the impacts of the pandemic, including the reduction in facility use due to the significant drop in passenger activity experienced in 2020 and 2021. While the requested fee increase is significant, the pandemic has impacted operating costs for a number of the service providers and operators at the Airport. DFS was not alone in having to manage staffing shortages exacerbated by the pandemic and the economy, and it has maintained a satisfactory level of service throughout the base period of the contract and remains in good standing with its obligations to the Authority.

## BUDGET

Appropriations for these services with accommodations to address increase costs were included in the adopted FY 2023 budget.

## RECOMMENDATION

At its meeting on July 18, 2022, the Committee voted unanimously (3–0) to recommend that the Commission approve the first extension option at the revised fee schedule and authorize Staff to issue a notice and associated change order to DFS.



August 15, 2022

Via e-mail

Mr. Mark Wright  
**Diverse Facility Solutions**  
12838 S. Cicero Avenue  
Alsip, IL 60803

Re: **Janitorial Services Agreement dated September 1, 2019**  
**Exercise Extension Option Number 1**

Dear Mr. Mark Wright:

I write on behalf of the Burbank-Glendale-Pasadena Airport Authority ("Authority") with reference to the September 1, 2019 Janitorial Services Agreement ("Agreement") executed by the Authority and Diverse Facility Solutions ("DFS"). Pursuant to Section 3.B. of the Agreement, the Authority has the option to exercise two contract extensions which would extend the term for one year at a time.

This letter serves as notice that, at its August 15, 2022 meeting, the Authority Commission approved the exercise of Extension Option 1, extending the term through August 31, 2023.

Additionally, the Commission approved the requested increase, thus effective September 1, 2022 the Authority will pay \$161,417.75 per month for services as defined in the contract.

<u>OPTION YEAR 1 (YEAR 4) PRICING</u>	MONTHLY HOURS (COPY FROM ABOVE)	FULLY BURDENED HOURLY RATE	MONTHLY COST	ANNUAL COST
Site Manager	173.33	\$ 55.18	\$ 9,564.54	\$ 114,774.51
Supervisor	346.67	\$ 40.01	\$ 13,869.93	\$ 166,439.17
Lead	520.00	\$ 33.24	\$ 17,286.46	\$ 207,437.51
Custodian 1st & 2nd Shift	2,516.81	\$ 31.19	\$ 78,497.43	\$ 941,969.18
Custodian 3rd Shift	811.88	\$ 32.22	\$ 26,155.71	\$ 313,868.49
Custodian - Special Projects (if applicable)	487.13	\$ 32.94	\$ 16,043.68	\$ 192,524.11
<b>TOTAL STAFF MONTHLY HOURS</b>	<b>4,855.82</b>			
<b>OPTION YEAR 1 TOTAL PRICE (YEAR 4, IF EXERCISED)</b>			\$ 161,417.75	\$ 1,937,012.97

A Change Order to the Agreement will follow to incorporate the revised rates into the contract. If you have any questions, please contact us at your convenience.

Anthony DeFrenza  
Director, Engineering and Maintenance

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
AUGUST 15, 2022**

**AVALON CAPITAL GROUP, INC.  
AVIATION HANGAR LEASE AMENDMENT**

Presented by Scott Kimball  
Deputy Executive Director, Operations, Business, Procurement, SMS

**SUMMARY**

At its meeting on July 18, 2022, the Finance and Administration Committee (“Committee”) voted unanimously (3–0) to recommend that the Commission approve a proposed First Amendment (“Amendment”), copy attached, to the Aviation Hangar Lease (“Lease”) with Avalon Capital Group, Inc. (“Avalon”). The proposed Amendment will extend the term of the Lease for Hangar 38 by three years and incorporate requirements of the Authority’s Air Quality Improvement Plan.

**BACKGROUND**

Avalon is a privately held investment company with diverse interests, including public and private investments in real estate, technology, health care finance and entertainment.

On August 19, 2019, the Commission awarded the Lease to Avalon for a three-year rental of Hangar 38 for the purpose of storing corporate aircrafts. The Lease allowed Avalon to relocate its base of operation from Van Nuys Airport to Hollywood Burbank Airport.

The Lease is set to expire on August 31, 2022. Per section 2.2 of the Lease, Avalon has the option to extend the term of the Lease for 36 months by notifying the Authority in writing of its desire to exercise the extension option no later than 180 days prior to the expiration date. Avalon timely notified the Authority of its desire to exercise the three-year extension of the Lease. All other terms, conditions, rents, and fees related to the Lease will remain unchanged.

Avalon is a tenant in good standing and has met all its obligations under the Lease.

**DETAILS**

Key components of the proposed Amendment are:

Premises: Hangar 38 (located in the northwest quadrant of the Airport)

Use: Storage of general aviation aircraft

New Expiration Date: August 31, 2025

Rent: \$28,427.17 per month; \$341,126.04 per year

Adjustments: Greater of three percent (3%) per year or 120% of CPI, not to exceed 6% annually

Other: Tenant is responsible for expenses related to occupancy including maintenance, utilities, share of property insurance and applicable taxes

#### REVENUE IMPACT

The proposed Amendment is revenue neutral.

#### RECOMMENDATION

At its meeting on July 18, 2022, the Committee voted unanimously (3–0) to recommend that the Commission approve the proposed Amendment to the Lease with Avalon for Hangar 38 and authorize the President to execute the same.

## FIRST AMENDMENT TO AVIATION HANGAR LEASE

This FIRST AMENDMENT TO AVIATION HANGAR LEASE (this "Amendment") is dated as of 6/22, 2022 ("Effective Date") and is entered into by and between 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"), and AVALON CAPITAL GROUP, INC., a Delaware corporation ("Tenant").

### RECITALS

A. Landlord and Tenant are parties to an Aviation Hangar Lease dated in 2019 (the "Lease") which expires on August 31, 2022.

B. Tenant provided timely notice to extend the term of the Lease until 11:59 P.M., August 31, 2025.

C. Landlord and Tenant desire to amend the Lease to memorialize the extension of the term, and add additional Tenant covenants, all as more particularly set forth below.

THEREFORE, in consideration of the foregoing recitals, the mutual terms set forth below, and other consideration, the sufficiency of which is hereby acknowledged, the parties hereto hereby agree as follows:

1. Extension of Term. The term of the Lease is extended to August 31, 2025.
2. Additional Tenant Covenants. The following is hereby added to the Lease as new Sections 4.3.5 and 4.3.6:

4.3.5 Air Quality Improvement Plan. In addition to complying with Section 4.3.3, Tenant shall also comply with the following provisions of the Burbank Airport's Air Quality Improvement Plan:

4.3.5.1 Ground Support Equipment Emissions Policy. Airlines and other entities own and operate ground support equipment ("GSE") to support arriving, departing, and parked aircraft at the Airport. The Airport's GSE policy will ensure that the Airport achieves Airport-wide GSE emissions targets. The Airport will achieve an airport average composite emissions factor for its GSE fleet which is equal to or less than 1.66 horsepower-hour of nitrogen oxides (g/hp-h of NOx) by January 1, 2023, and 0.74 g/hp-h of NOx by January 1, 2031. Upon achieving the 2023 and 2031 emissions targets, Tenant shall be required to ensure its fleet average continues to meet the Airport emissions targets. Tenant's obligation to meet the 2031 target shall be contingent on the installation of adequate infrastructure to support zero-emission GSE, which is operationally feasible and commercially available. Tenant's "Burbank Airport GSE fleet" shall be comprised solely of GSE operated at the Airport. Emissions performance of GSE operating at the Airport cannot be averaged with emissions performance of GSE operating at other airports to demonstrate compliance with the Airport GSE emissions targets.

4.3.5.2 Clean Construction Policy. Landlord has adopted a Clean Construction Policy, which may be accessed/found at <http://hollywoodburbankairport.com/green-initiatives/>. For all capital improvement projects ("CIPs") undertaken by Tenant, Tenant shall comply, and shall cause its CIP contractors to comply, with such Clean Construction Policy, and shall otherwise ensure its contractors follow clean construction policies to reduce emissions of NOx such as using low-emission vehicles and equipment, recycling construction and demolition debris, and minimizing non-essential trips through better schedule coordination.

4.3.6 Burbank Airport Employee Ride Share Policy. Landlord intends to join the Burbank Transportation Management Organization (BTMO), which will serve all Airport employees and all Airport tenant employers, including employers with less than 250 employees. Tenant is encouraged to also join and to actively participate in the BTMO as an individual member."

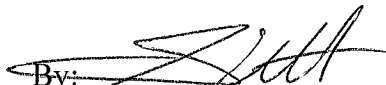
3. No Other Changes. Except as expressly modified herein, all of the terms of the Lease shall remain in full force and effect.

4. Entire Agreement; Conflict. This Amendment, in conjunction with the Lease, as amended, constitutes the entire agreement of Landlord and Tenant with respect to the subject matter hereof and supersedes all oral and written agreements and understandings regarding the subject matter hereof. In the event of any conflict between the terms of the Lease, and the terms of this Amendment, the terms of this Amendment shall control. This Amendment shall be binding upon and inure to the benefit of Landlord, Tenant and their respective successors and permitted assigns.

IN WITNESS WHEREOF, this Amendment has been executed by the undersigned as of the date first written above.

**TENANT:**

AVALON CAPITAL GROUP, INC.

By:   
Print Name: Shane Hartnett  
Title: President

**LANDLORD:**

BURBANK-GLENDALE-PASADENA  
AIRPORT AUTHORITY, a public entity

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

Approved as to form:

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



**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
AUGUST 15, 2022**

**THE YUCAIPA COMPANIES, LLC  
AVIATION RAMP GROUND LEASE AMENDMENT**

Presented by Scott Kimball  
Deputy Executive Director, Operations, Business, Procurement, SMS

**SUMMARY**

At its meeting on July 18, 2022, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission approve a proposed First Amendment (“Amendment”), copy attached, to the Aviation Ramp Ground Lease (“Lease”) with The Yucaipa Companies, LLC (“Yucaipa”). The proposed Amendment will extend the term of the Lease for an additional five years and incorporate requirements of the Authority’s Air Quality Improvement Plan.

**BACKGROUND**

Yucaipa is an American private equity firm based in the Los Angeles area and has had a presence at the Hollywood Burbank Airport since 1998.

On January 17, 2017, the Commission awarded the Lease to Yucaipa for 49,223 square feet of ramp space located north of Hangar 2. Hangar 2 is located in the southwest quadrant of the Airport and the use of the ramp space is dedicated to the parking of Yucaipa’s Boeing 757 aircraft. The Lease currently has an expiration date of December 31, 2022, and Yucaipa reached out to staff requesting an extension for an additional five years with the option to further extend the Lease for an additional five years.

As Yucaipa is a tenant in good standing and has met all of their obligations under the Lease, Staff worked with representatives of Yucaipa and negotiated the proposed Amendment.

**DETAILS**

Key components of the proposed Amendment are:

Premises:	49,223 sq. ft. of ramp space, located north of Hangar 2
Use:	Aircraft Parking
Term:	January 1, 2023 through December 31, 2027
Option:	One five-year extension
Rent:	\$6,405 per month; \$76,860 per year

Adjustments: Greater of three percent (3%) per year or 120% of CPI, not to exceed 6% annually on the anniversary date of the extension with the first adjustment to be effective on January 1, 2023

Other: Yucaipa is responsible for expenses related to occupancy including maintenance, utilities, share of property insurance and applicable taxes

#### REVENUE IMPACT

The proposed Amendment extends the lease revenue to the Authority for five years with defined annual rent escalation.

#### RECOMMENDATION

At its meeting on July 18, 2022, the Committee voted unanimously (3–0) to recommend that the Commission approve the proposed Amendment to the Aviation Ramp Ground Lease with Yucaipa and authorize the President to execute the same.

## **FIRST AMENDMENT TO AVIATION RAMP GROUND LEASE**

This FIRST AMENDMENT TO AVIATION RAMP GROUND LEASE (this "Amendment") is dated as of \_\_\_\_\_, 2022 ("Effective Date") and is entered into by and between 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"), and THE YUCAIPA COMPANIES, LLC, a Delaware limited liability company ("Tenant").

### **RECITALS**

A. Landlord and Tenant are parties to an Aviation Ramp Ground Lease dated January 17, 2017 (the "Lease") which expires on December 31, 2022.

B. Landlord and Tenant desire to amend the Lease to extend the term, grant a 5 year extension option to the Tenant, and add additional Tenant covenants, all as more particularly set forth below.

THEREFORE, in consideration of the foregoing recitals, the mutual terms set forth below, and other consideration, the sufficiency of which is hereby acknowledged, the parties hereto hereby agree as follows:

1. **Extension of Term.** The term of the Lease is hereby extended to December 31, 2027.
2. **Extension Option.** Section 2.2 of the Lease is hereby amended by changing "thirty-six (36) months" to "sixty (60) months" (such that the single remaining extension described therein shall extend the Lease to December 31, 2032, if exercised), and adding the following to the end of Section 2.2: "Notwithstanding the foregoing, Landlord's Executive Director shall have the right to approve or disapprove the single extension in his or her sole and absolute discretion, and the extension shall not be effective unless approved in writing by the Executive Director."
3. **Additional Tenant Covenants.** The following is hereby added to the Lease as new Sections 4.3.5 and 4.3.6:

4.3.5 **Air Quality Improvement Plan.** In addition to complying with Section 4.3.3, Tenant shall also comply with the following provisions of the Burbank Airport's Air Quality Improvement Plan:

"4.3.5.1 **Ground Support Equipment Emissions Policy.**  
Airlines and other entities own and operate ground support equipment ("GSE") to support arriving, departing, and parked aircraft at the Airport. The Airport's GSE policy will ensure that the Airport achieves Airport-wide GSE emissions targets. The Airport will achieve an airport average composite emissions factor for its GSE fleet which is

equal to or less than 1.66 horsepower-hour of nitrogen oxides (g/hp-h of NOx) by January 1, 2023, and 0.74 g/hp-h of NOx by January 1, 2031. Upon achieving the 2023 and 2031 emissions targets, Tenant shall be required to ensure its fleet average continues to meet the Airport emissions targets. Tenant's obligation to meet the 2031 target shall be contingent on the installation of adequate infrastructure to support zero-emission GSE, which is operationally feasible and commercially available. Tenant's "Burbank Airport GSE fleet" shall be comprised solely of GSE operated at the Airport. Emissions performance of GSE operating at the Airport cannot be averaged with emissions performance of GSE operating at other airports to demonstrate compliance with the Airport GSE emissions targets.

4.3.5.2 Clean Construction Policy. Landlord has adopted a Clean Construction Policy, which may be accessed/found at <http://hollywoodburbankairport.com/green-initiatives/>. For all capital improvement projects ("CIPs") undertaken by Tenant, Tenant shall comply, and shall cause its CIP contractors to comply, with such Clean Construction Policy, and shall otherwise ensure its contractors follow clean construction policies to reduce emissions of NOx such as using low-emission vehicles and equipment, recycling construction and demolition debris, and minimizing non-essential trips through better schedule coordination.

4.3.6 Burbank Airport Employee Ride Share Policy. Landlord intends to join the Burbank Transportation Management Organization (BTMO), which will serve all Airport employees and all Airport tenant employers, including employers with less than 250 employees. Tenant is encouraged to also join and to actively participate in the BTMO as an individual member."

4. No Other Changes. Except as expressly modified herein, all of the terms of the Lease shall remain in full force and effect.

5. Entire Agreement; Conflict. This Amendment, in conjunction with the Lease, as amended, constitutes the entire agreement of Landlord and Tenant with respect to the subject matter hereof and supersedes all oral and written agreements and understandings regarding the subject matter hereof. In the event of any conflict between the terms of the Lease, and the terms of this Amendment, the terms of this Amendment shall control. This Amendment shall be binding upon

and inure to the benefit of Landlord, Tenant and their respective successors and permitted assigns.

IN WITNESS WHEREOF, this Amendment has been executed by the undersigned as of the date first written above.


**LANDLORD:**

BURBANK-GLENDALE-PASADENA  
AIRPORT AUTHORITY, a public entity

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

**TENANT:**

THE YUCAIPA COMPANIES, LLC

By:  \_\_\_\_\_  
Print Name: Robert D. Bermingham  
Title: J.D.

**FIRST AMENDMENT TO AVIATION RAMP GROUND LEASE**  
**(THE YUCAIPA COMPANIES, LLC)**

Approved as to form:

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Richards, Watson & Gershon  
A Professional Corporation

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
AUGUST 15, 2022**

**THE HERTZ CORPORATION  
GROUND LEASE AMENDMENT**

Presented by Scott Kimball  
Deputy Executive Director, Operations, Business, Procurement, SMS

**SUMMARY**

At its meeting on July 18, 2022, the Finance and Administration Committee (“Committee”) voted unanimously (3–0) to recommend that the Commission approve a proposed First Amendment (“Amendment”) to the Ground Lease (“Lease”) with The Hertz Corporation (“Hertz”), copy attached. The proposed Amendment will provide Hertz an additional 7,770 square feet for its current month-to-month overflow storage lot located at 4529 Empire Avenue in the southwest quadrant of the Airport.

**BACKGROUND**

Hertz is a signatory to the Non-Exclusive On-Airport Rental Car Lease and Concession Agreement for its operation in the Regional Intermodal Transportation Center (“RITC”). Hertz has operated in this facility since July 2014 and currently is a tenant in good standing.

In 2017, with the reallocation of space within the RITC and the Dollar brand moving to the first floor of the RITC, Hertz approached Staff seeking additional space for vehicle storage for its three operating brands: Hertz, Dollar and Thrifty. All three brands are currently co-located and operate on the first floor of the RITC.

On May 15, 2017, the Commission awarded Hertz the Lease for a month-to-month rental of 15,499 square feet of space at the Empire overflow storage area. In May of this year, Hertz reached out to staff about the availability of additional space for vehicle overflow storage. Specifically, Hertz expressed interest in 7,770 square feet of unoccupied space located adjacent to its current leasehold. Staff therefore negotiated the terms of the proposed Amendment which increases the Hertz’s overflow lot to 23,269 square feet. The rent for the total lot will be \$4,886 per month of which \$1,632 is generated from the leasing of the additional space.

**DETAILS**

Key components of the proposed Amendment are as follows:

Term:	Month to Month
Additional Rent:	\$1,632 per month/\$19,584 per year
Termination:	30 days’ written notice
Adjustment:	3% annual adjustment

Premises:	Increase of 7,770 square feet of space
Others:	Hertz is responsible for maintaining the property, any and all applicable taxes that may be assessed on the property and utility costs.

#### IMPACT ON REVENUE

The proposed Amendment will increase operating revenues with an additional \$19,584 in the first year and subsequent applicable annual rent adjustment.

#### RECOMMENDATION

At its meeting on July 18, 2022, the Committee voted unanimously (3–0) to recommend that to the Commission approve the proposed Amendment to the Lease with Hertz and authorize the President to execute same.



## **FIRST AMENDMENT TO GROUND LEASE**

This FIRST AMENDMENT TO GROUND LEASE (this "Amendment") is dated as of \_\_\_\_\_, 2022 ("Effective Date") and is entered into by and between 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"), and THE HERTZ CORPORATION, a Delaware corporation (dba "hertz Rent a Car") ("Tenant").

### **RECITALS**

A. Landlord and Tenant are parties to a Ground Lease dated May 15, 2017 (the "Lease").

B. Landlord and Tenant desire to amend the Lease, as more particularly set forth below.

THEREFORE, in consideration of the foregoing recitals, the mutual terms set forth below, and other consideration, the sufficiency of which is hereby acknowledged, the parties hereto hereby agree as follows:

1. Leased Premises. As of \_\_\_\_\_, 2022 ("Effective Date"), Exhibit "A" to the Ground Lease dated May 15, 2017 (Description/Diagram of Leased Premises) is replaced with Exhibit "A" attached hereto, and all references to "Leased Premises" in the Lease shall mean the premises described on Exhibit "A" attached hereto.

2. Rent. As of the Effective Date, monthly rent for the Leased Premises shall be Four Thousand Eight Hundred Eighty-Six and 49/100 (\$4,886.49), and shall thereafter increase on each anniversary of the Effective Date by three percent (3%), on a cumulative basis.

3. Future Adjustments in Leased Premises and Monthly Rent. The Executive Director of Landlord, acting on behalf of Landlord, shall have the authority to enter into further amendments of the Lease with Tenant which adjust the Leased Premises, provided such further amendments are in writing. Such further amendments shall adjust the Monthly Rent proportionate to the increase or decrease in the size of the Leased Premises, as determined by the Executive Director.

4. No Other Changes. Except as expressly modified herein, all of the terms of the Lease shall remain in full force and effect.

4. Entire Agreement; Conflict. This Amendment, in conjunction with the Lease, as amended, constitutes the entire agreement of Landlord and Tenant with respect to the subject matter hereof and supersedes all oral and written agreements and understandings regarding the subject matter hereof. In the event of any conflict between the terms of the Lease, and the terms of this Amendment, the terms of this Amendment shall control. This Amendment shall be binding upon

and inure to the benefit of Landlord, Tenant and their respective successors and permitted assigns.

IN WITNESS WHEREOF, this Amendment has been executed by the undersigned as of the date first written above.


**LANDLORD:**

BURBANK-GLENDALE-PASADENA  
AIRPORT AUTHORITY, a public entity

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

**TENANT:**

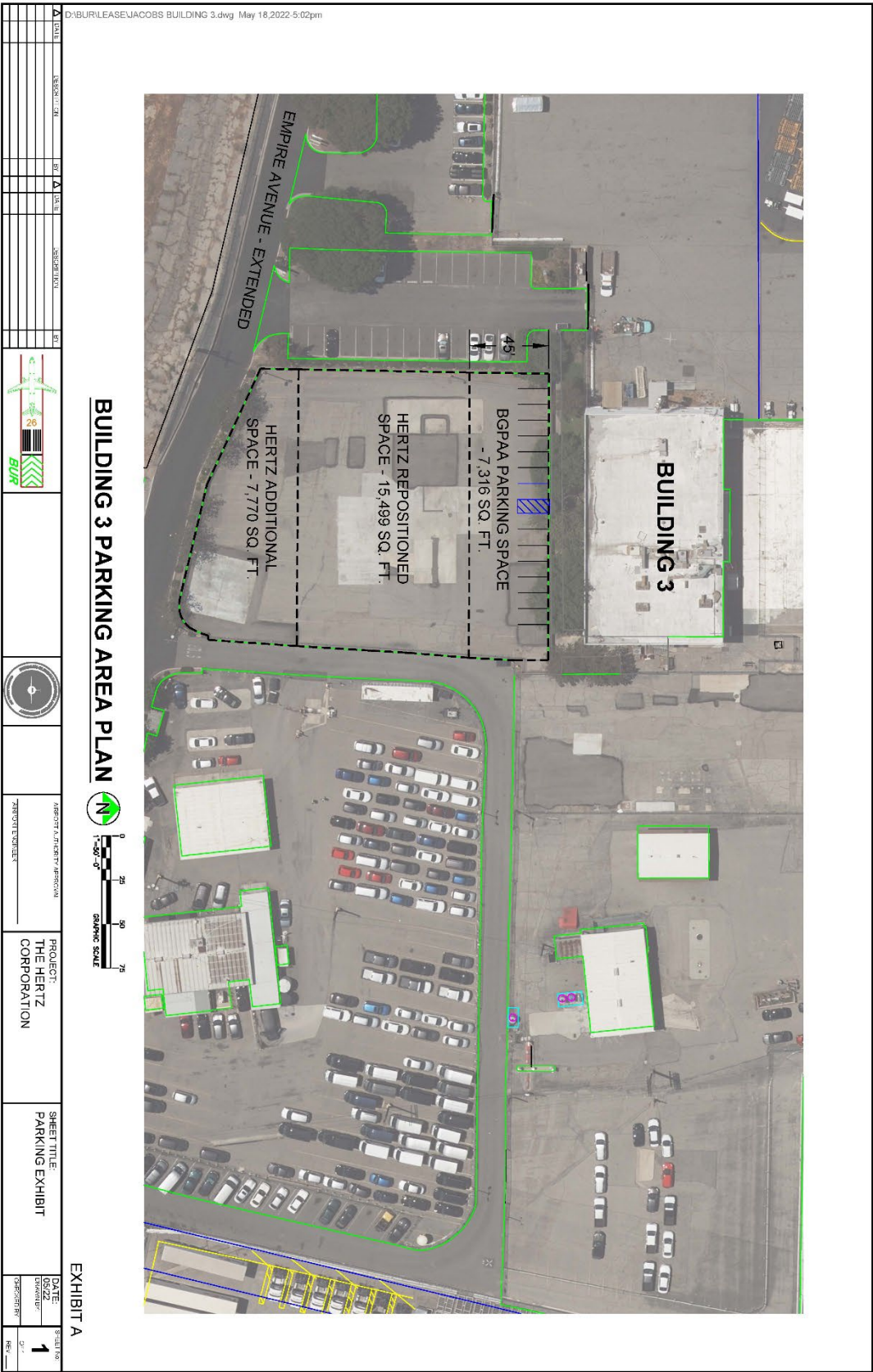
THE HERTZ CORPORATION

By:  \_\_\_\_\_  
Print Name: Stephen A. Blum  
Title: Senior Vice President, Real Estate & Facilities

**EXHIBIT “A”**

**DESCRIPTION/DIAGRAM OF LEASED PREMISES**

(Attached.)



**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
AUGUST 15, 2022**

**FOURTEENTH AMENDMENT TO  
LEASE AND CONCESSION AGREEMENT  
MCS BURBANK, LLC**

Presented by Scott Kimball  
Deputy Executive Director, Operations, Business, Procurement, SMS

**SUMMARY**

At its meeting on July 18, 2022, the Finance and Administration Committee (“Committee”) voted unanimously (3–0) to recommend that the Commission approve a proposed Fourteenth Amendment (“Amendment”) to the Lease and Concession Agreement (“Agreement”) with MCS Burbank, LLC (“MCS”). The proposed Amendment grants MCS additional space for the installation of food warmers, installation of a food storage facility, and extends the term of the Agreement to June 30, 2026, and thereafter extends it on month-to-month basis.

**BACKGROUND**

MCS has had a presence at Hollywood Burbank Airport since May 1992. On December 31, 2000, the Authority granted MCS the exclusive food and beverage concession at the Airport for an initial ten-year term. Under a Second Amendment to the Agreement, the term was extended to June 30, 2013, with subsequent amendments extending the term to June 30, 2025 in exchange for additional capital improvements and refurbishments for new branding and products. MCS has approximately 15,000 square feet of concession space in Terminal A and B for food and beverage operations.

To address the changes in passenger demographics, MCS requested additional space for the installation of food warmers at the Grab n Go locations. Two of these venues are located in Terminal A with one in Terminal B. With the installation of these food warmers, passengers that have limited time in the holdroom areas of the terminals will be able to purchase a Grab n Go warm food product prior to their flight.

Additionally, MCS requested space for the installation of a food storage facility to augment its limited storage capacity. With the upgrading of food brands and opening of additional food and beverage locations over the past few years, the additional food storage capacity will help to accommodate potential new products offering at the Airport. The location of the food storage facility will be in an area next to the Airport Valet Center.

In order to amortize the additional capital investment, MCS requested an extension of one year to June 30, 2026 and an allowance for a month-to-month term thereafter. This month-to-month extension after June 2026 would accommodate maintaining food and beverage services in the current facilities until such time as the Replacement Passenger Terminal is available.

MCS is a tenant in good standing whose recent performance shows recovery from the impacts of the COVID-19 and who is now exceeding the Minimum Annual Guarantee requirement.

#### DETAILS OF THE PROPOSED AMENDMENT

Term:	One-year extension to June 30, 2026, and thereafter convert to a month-to-month basis
Rent:	Food Warmers: \$30.78 per month or \$369 per year Food Storage Facility: \$1,278 per month or \$15,336 per year
Annual Adjustment:	Adjusted annually by CPI, not to exceed 3%
Termination Clause:	Allows for the termination of the Agreement in the event of an early completion of the Replacement Passenger Terminal

#### REVENUE IMPACT

The proposed Amendment to the Agreement will add an additional \$15,705 the Authority's operating revenues plus any annual applicable CPI adjustment thereafter.

#### RECOMMENDATION

At its meeting on July 18, 2022, the Committee voted unanimously (3-0) to recommend that the Commission approve the proposed Amendment to the agreement with MCS and authorize the President to execute same.

## **FOURTEENTH AMENDMENT TO LEASE AND CONCESSION AGREEMENT**

This FOURTEENTH AMENDMENT TO LEASE AND CONCESSION AGREEMENT (this "Amendment") is dated as of \_\_\_\_\_, 2022 ("Effective Date") and is entered into by and between 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"), and MCS BURBANK, LLC, a Nevada limited liability company ("Tenant").

### **RECITALS**

A. Landlord and Tenant are parties to a Lease and Concession Agreement dated December 31, 2000, which was amended by thirteen amendments dated October 15, 2001, September 2, 2003, November 5, 2012, May 19, 2014, February 2, 2015, September 6, 2016, October 2, 2017, March 19, 2018, March 15, 2019, April 6, 2020, August 17, 2020, August 17, 2020, and December 14, 2020 (the "Lease").

B. Landlord and Tenant desire to further amend the Lease to: (i) add food warmers (6 sq. ft. each) outside the current Leased Premises at the locations described on Exhibit "A-1" attached hereto; (ii) add separate premises to the Lease at the location described in Exhibit "A-2" attached hereto on which Tenant will be constructing a food storage facility, and the plans for and construction of which shall be subject to the terms of the Lease regarding improvements; and (iii) extend the term of the Lease and provide that upon the expiration of the term, the Lease shall become month to month, terminable by Landlord or Tenant upon thirty (30) days' prior written notice by either party.

THEREFORE, in consideration of the foregoing recitals, the mutual terms set forth below, and other consideration, the sufficiency of which is hereby acknowledged, the parties hereto hereby agree as follows:

1. Additional Leased Premises; Uses. As of the Effective Date, the locations described in Exhibits "A-1" and "A-2" shall be added to and become part of the Premises under the Lease, and all references to "Premises" in the Lease shall include such locations.

Tenant may use such locations described on Exhibit "A-1" for food warmers in a "grab and go" operation, subject to all terms of the Lease, including terms relating to improvements. Tenant shall use the land described on Exhibit "A-2" for the construction and operation of a storage facility for storing food used in Tenant's operations, subject to all terms of the Lease, including terms relating to improvements.

2. Authority of Landlord Executive Director to Further Alter Premises. The Executive Director of Landlord shall have the authority, on behalf of Landlord, to enter into further amendments of the Lease that add to, remove or relocate portions of the Premises.

3. Extension of Term of Lease. The term of the Lease is extended to June 30, 2026, and shall thereupon become a month-to-month tenancy, terminable by either party upon thirty (30) days' written notice to the other. The Executive Director of Landlord shall have the authority to issue such a notice on behalf of Landlord.



Tenant hereby agrees that Landlord may exercise its rights under Section 2.2 and/or 3.3.1 of the Lease with respect to the Premises described on Exhibit "A-1" and the Premises described on Exhibit "A-2", or both, but separately from the other Premises, in Landlord's sole and absolute discretion.

4. Rent. As of September 1, 2022, monthly rent for the additional Premises described on Exhibit "A-1" shall be THIRTY AND 78/100 DOLLARS (\$30.78).

As of September 1, 2022, monthly rent for the additional Premises described in Exhibit "A-2" shall be ONE THOUSAND TWO HUNDRED SEVENTY-EIGHT AND 23/100 DOLLARS (\$1,278.23).

All such additional rent shall be payable together with the rent and other applicable monthly charges for the remainder of the Premises without prior notice, deduction or offset, and shall increase on each anniversary (i.e., January 1 of each calendar year) as described in Section 7.2.2 of the Lease.

5. Repairs and Maintenance. Without limiting Section 1 above, but for the sake of clarity, Section 8 of the Lease shall apply to the Additional Premises.

6. No Other Changes. Except as expressly modified herein, all of the terms of the Lease shall remain in full force and effect.

4. Entire Agreement; Conflict. This Amendment, in conjunction with the Lease, constitutes the entire agreement of Landlord and Tenant with respect to the subject matter hereof and thereof and supersedes all oral and written agreements and understandings regarding the subject matter hereof. In the event of any conflict between the terms of the Lease, and the terms of this Amendment, the terms of this Amendment shall control. This Amendment shall be binding upon and inure to the benefit of Landlord, Tenant and their respective successors and permitted assigns.

IN WITNESS WHEREOF, this Amendment has been executed by the undersigned as of the date first written above.

**TENANT:**

MCS BURBANK, LLC

By: Tamara Mora  
Print Name: Tamara Mora  
Manager

By: Steve Mora  
Print Name: Steve Mora  
Manager

**LANDLORD:**

BURBANK-GLENDALE-PASADENA  
AIRPORT AUTHORITY, a public entity

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

Approved as to Form:

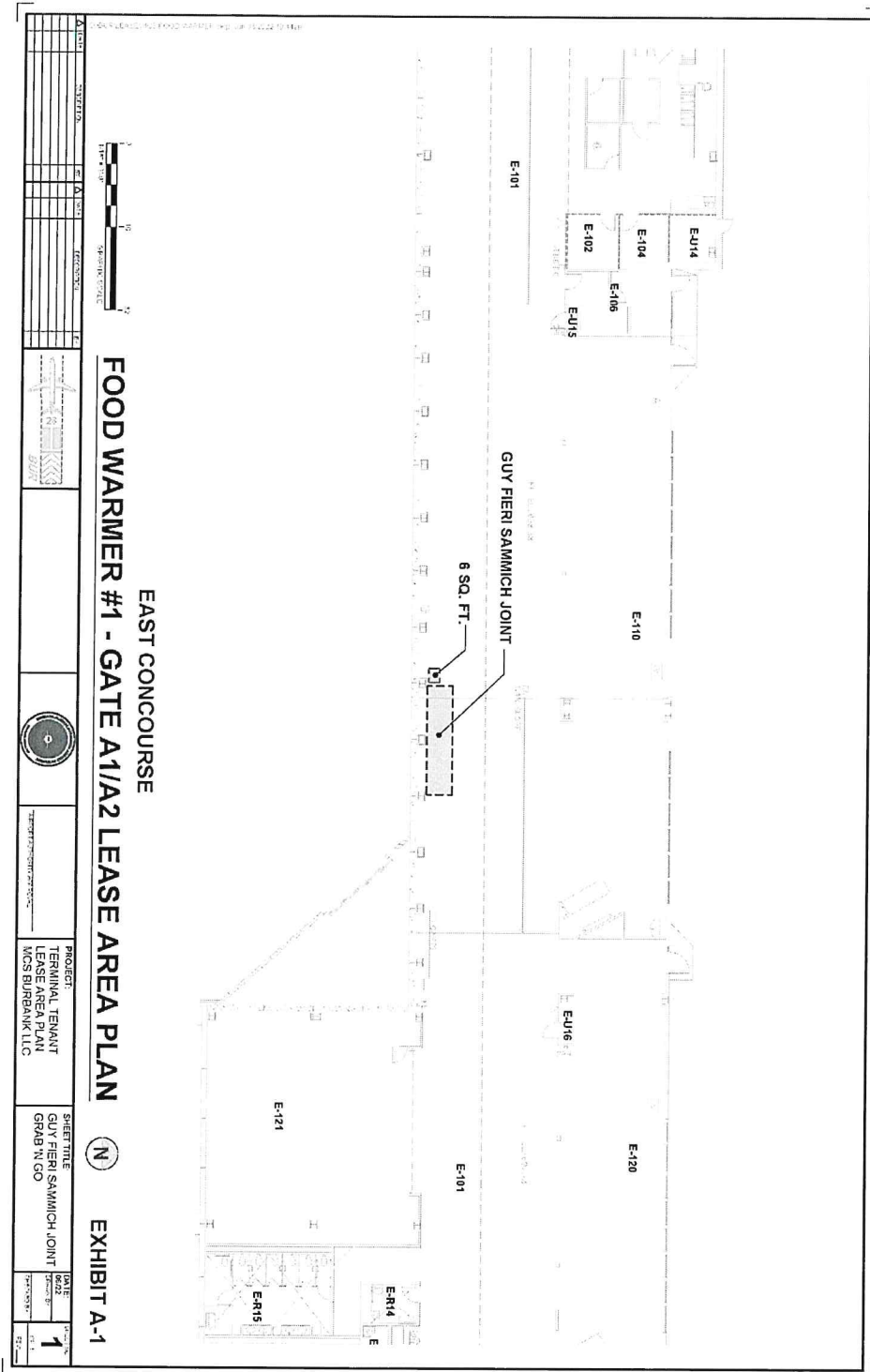
\_\_\_\_\_  
Richards, Watson & Gershon,  
A Professional Corporation

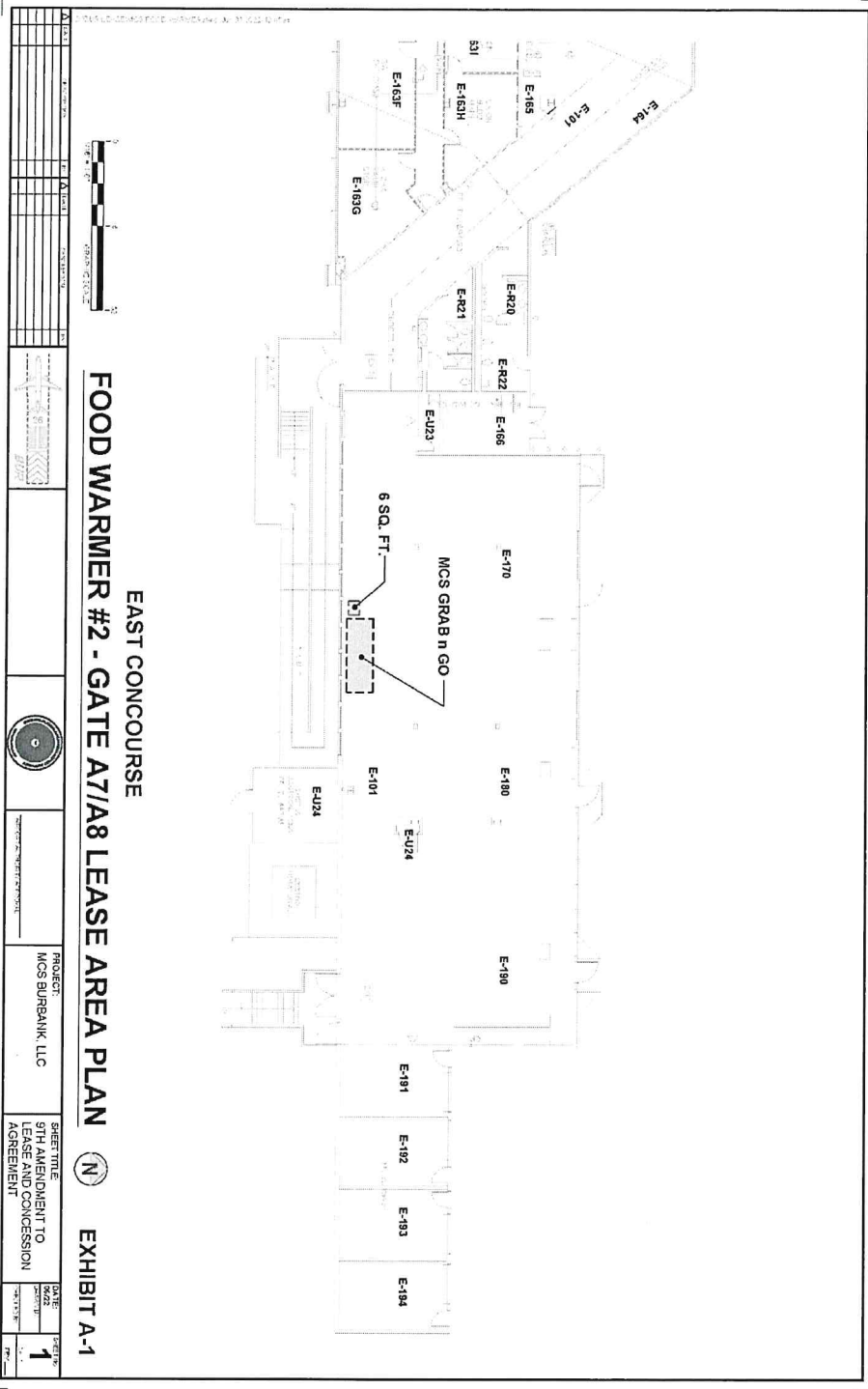


**EXHIBIT "A-1"**

**FOOD WARMER PREMISES LOCATIONS**

(Attached.)





EAST CONCOURSE  
**FOOD WARMER #2 - GATE A7/A8 LEASE AREA PLAN**



EXHIBIT A-1

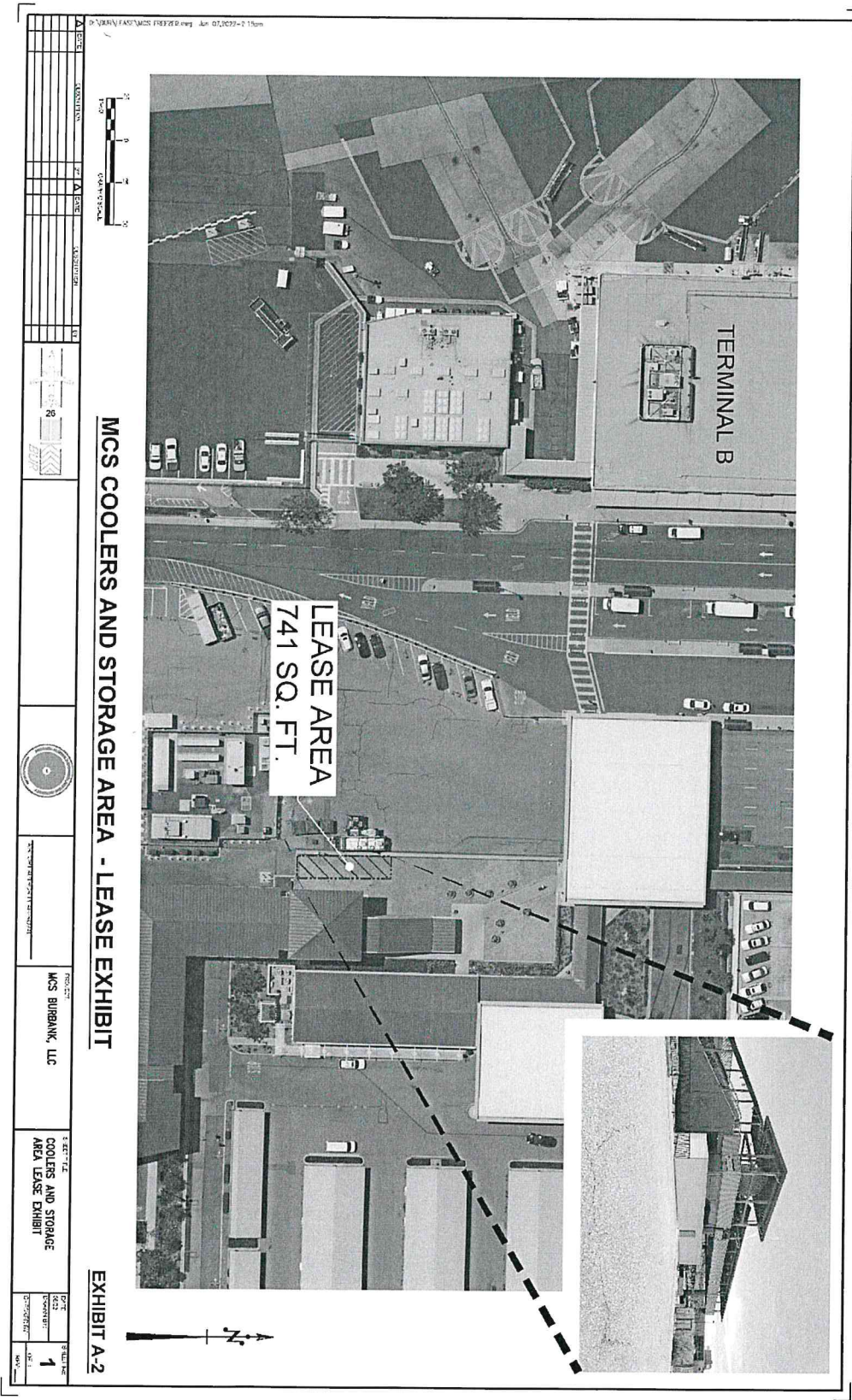
DATE: 12/1/18	BY: [Signature]	PROJECT: MCS BURSANK, LLC	SHEET TITLE: 9TH AMENDMENT TO LEASE AND CONCESSION AGREEMENT
1	1		



**EXHIBIT "A-2"**

**DESCRIPTION OF STORAGE FACILITY LAND**

(Attached.)



**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
AUGUST 15, 2022**

**APPROVAL OF ADDITIONAL APPROPRIATIONS AND EXTENSION  
PROFESSIONAL SERVICES AGREEMENT  
RS&H CALIFORNIA, INC.**

Presented by John T. Hatanaka  
Senior Deputy Executive Director

**SUMMARY**

At its meeting on July 18, 2022, the Legal, Government and Environmental Affairs Committee (“Committee”) voted (2–0) to recommend that Commission approve a Fourth Amendment, copy attached, to the Professional Services Agreement (“Agreement”) with RS&H California, Inc. (“RS&H”) that provides additional appropriations in the amount of \$269,663 and extends the term for four-months to December 31, 2022. The purpose of the proposed Fourth Amendment is to provide for additional support for the Environmental Impact Statement (“EIS”) litigation related to the Replacement Passenger Terminal (“RPT”) Project.

**BACKGROUND**

On April 16, 2018, the Commission approved the Agreement with RS&H to assist the Federal Aviation Administration (“FAA”) with the preparation of an EIS for a replacement 14-gate passenger terminal building, aircraft parking apron and connector taxiways, and ground access and automobile parking. The FAA subsequently directed RS&H to perform additional tasks resulting in Amendment No. 1, which expanded the scope of services to be performed and increased the compensation. Amendment Nos. 2 and 3 extended the original expiration date to accommodate anticipated close-out activities. The Agreement currently is scheduled to expire on August 31, 2022.

The source of funding for the Agreement is from an Airport Improvement Program (“AIP”) grant with local matching funds provided through an approved Passenger Facility Charge (“PFC”) application. The AIP grant had a term of four years and was scheduled to expire in August 2021.

In May 2021, the FAA issued its Final EIS and Record of Decision (“ROD”) for the RPT Project. Shortly thereafter, the City of Los Angeles filed a federal court lawsuit against the FAA challenging the EIS and ROD. The lawsuit designated the Authority as a real party in interest, but the Authority has been redesignated as an intervenor.

Due to this lawsuit, the FAA notified staff on October 23, 2021 of its decision to extend the period of performance of the AIP grant to October 2022. This decision maintains access to the remaining funds to allow RS&H to support the FAA during the EIS litigation.

The proposed Fourth Amendment is for approval of an increase in compensation and an extension of time. This additional compensation and time in the project schedule comes at

the FAA's request to allow RS&H to provide additional litigation support activities. The proposed Fourth Amendment will extend the expiration date to December 31, 2022.

### FUNDING

The funding for the EIS has been through an AIP grant in the amount of \$2,417,700 which was received in Federal Fiscal Year 2017 with the local required matching funds in the amount of \$582,300 provided through an approved PFC application. Together the amount of funding for the EIS was \$3,000,000. RS&H was initially authorized an amount of \$2,811,801 and, through Amendment No. 1, RS&H was authorized an additional \$47,564 for a total of \$2,859,365. The proposed Fourth Amendment increases the compensation by \$269,663 for a revised total of \$3,129,028.

The balance available through the initial grant and local match from the approved PFC application is \$140,737 and is insufficient to cover the additional compensation by \$128,926. At the request of the local FAA Airports District Office, a separate grant application under the available Infrastructure and Investment Jobs Act/Bipartisan Infrastructure Law will be submitted for the balance of funding. In the interim, it is proposed that the shortfall in funding be through Authority reserves in order to ensure that RS&H's litigation support services are provided in a timely manner.

### RECOMMENDATION

At its meeting on July 18, 2022, the Committee voted (2-0) to recommend that the Commission approve of the proposed contract amendment with RS&H for a four-month term extension and a \$269,663 compensation increase for litigation support services as requested by the FAA and authorize the President to execute the same.





369 Pine Street, Suite 610  
San Francisco, California 94104  
415.780.4600

29 June 2022

Mr. John Hatanaka  
Burbank-Glendale-Pasadena Airport Authority  
2627 Hollywood Way  
Burbank, California 91505

RE: Contract Amendment 4

Dear John:

This letter is a request to execute Amendment No. 4 ("Fourth Amendment") to the 16 April 2018 Professional Services Agreement ("Agreement") executed by the Burbank-Glendale-Pasadena Airport Authority ("Authority"), a California joint powers agency, and RS&H California, Inc. ("Consultant"), a California corporation.

### ***Background***

The City of Los Angeles, California (Petitioner) is challenging the Federal Aviation Administration's (FAA's) Record of Decision (ROD) in the Proposed Replacement Passenger Terminal Environmental Impact Statement (EIS) at the Bob Hope "Hollywood Burbank" Airport. The lawsuit is being heard in the U.S. Court of Appeals for the Ninth Circuit. While the petitioner may challenge any component of the EIS during litigation, initially the Petitioner specifically raised issues with the sufficiency of the FAA's project description, alternatives, air quality, transportation, health impacts, and noise and vibration, environmental justice, socioeconomics, and cumulative analyses contained in the EIS. As part of the legal challenge, the FAA submitted a certified administrative record to the court and all of the parties. This administrative record is a massive document, containing thousands of pages of data. The Petitioner submitted their written brief containing all of their arguments on 25 January 2022. With Consultant assistance, the FAA and Department of Justice (DOJ) legal team prepared and submitted an FAA response brief on 27 April 2022. The parties supported their arguments with specific reference to the administrative record. Oral arguments are expected to be heard by the court in 2022.

In order to adequately prepare a response brief and prepare DOJ for oral argument, the FAA required the assistance of the technical experts with specific knowledge and expertise of the analyses that went into preparing the EIS as well as experience in finding and interpreting responsive documents located

in the administrative record. The level of technical expertise and time required was not available within the FAA. The Consultant has provided the experts who wrote and developed the Proposed Replacement Passenger Terminal EIS, performed the analyses to help the FAA defend the EIS, and compiled the administrative record for the FAA. Without this technical expertise, the FAA attorneys would not have had adequate technical support in preparing and making arguments in the briefs and at oral hearing(s), potentially jeopardizing the case and which may ultimately lead to a loss in court.

### ***General Scope and Deliverables for Litigation Support***

The Consultant<sup>1</sup> shall provide the following services within the context of a time and materials tasking / contract with a designated not to exceed cost amount.

- Compile the administrative record for FAA review
- Read the Petitioners' brief in the case of City of Los Angeles, California v. FAA, which included arguments raised by the Petitioner.
- Participate in litigation strategy meetings with the FAA and DOJ attorneys, and environmental protection specialists.
- Provide technical expertise, including interpretation, on the EIS.
- Help draft response language to develop FAA's response to petitioners' brief.
- Review and research the administrative record to provide specific responsive sources of data for reference and interpretation in the FAA's response brief.
- Provide detailed explanations of the EIS particularly about the technical analyses and methodologies.
- Review and comment on the draft FAA brief on an expedited basis.

### ***General Scope and Deliverables for Oral Argument Support***

The Consultant shall provide the following services within the context of a time and materials tasking / contract with a designated not to exceed cost amount.

- Participate in oral argument preparation with DOJ and FAA.

### ***Required Expertise***

The prime consultant<sup>2</sup> has provided experts with the following qualifications either directly or through its subconsultants.

---

<sup>1</sup> The Consultant consists of experts from the EIS Team: RS&H California, Inc; Environmental Science Associates, Gibson Transportation Consulting Inc., and Consensus.

<sup>2</sup> The Prime Consultant is RS&H California, Inc.

- Project Manager must have minimum 25 years aviation NEPA experience.
  - Must have performed a minimum of 5 years of project manager duties for FAA environmental projects.
  - Past experience coordinating and consulting with the FAA on the NEPA process.
- NEPA Technical Expert must have minimum 10 – 15 years aviation NEPA experience.
- Senior Noise and Air Quality Modeling Expert with a minimum of 5 years of AEDT modelling experience for FAA projects.
- Transportation Expert must have a minimum of 10 years experience with transportation projects.
- Senior Scientist Expert must have a minimum of 10 years aviation NEPA experience.
- Public Outreach Expert must have a minimum of 10 years experience coordinating outreach efforts associated with transportation projects.

### ***Extension of the Term of the Agreement***

The term of the Agreement should be extended through the end of 2022 (31 December 2022) to accommodate support on oral arguments and to complete project close-out activities.

### ***Level of Effort/ Cost Estimate***

<i>Role</i>	<i>Labor Hours</i>	<i>Labor Rate</i>	<i>Cost</i>
<i>Litigation Support Work Performed to Date (Prior to 27 April 2022)</i>			
	647.25		\$151,063
<i>Projected Hours Oral Argument Support (To Occur After 27 April 2022)</i>			
<i>Project Manager</i>	100	\$415	\$41,500
<i>NEPA Technical Expert</i>	100	\$242	\$24,200
<i>Administrative Record Expert</i>	60	\$118	\$7,080
<i>Senior Scientist/ Analyst</i>	40	\$300	\$12,000
<i>Noise/Air Quality Modeling Expert</i>	80	\$300	\$24,000
<i>Transportation Expert</i>	20	\$250	\$5,000
<i>Public Outreach Expert</i>	10	\$300	\$3,000
<i>Clerical</i>	20	\$91	\$1,820
<i>Subtotal for Projected Hours</i>			\$118,600
<b><i>Grand Total</i></b>			<b>\$269,663</b>

The Consultant is available to provide these services at the request of the FAA and DOJ. If you have any questions regarding this Fourth Amendment, please do not hesitate to contact me.

Sincerely,

**RS&H CALIFORNIA, INC.**

A handwritten signature in blue ink, appearing to read "D. Full", with a stylized, cursive script.

David J. Full, AICP  
Vice President – Aviation

**AMENDMENT NO. 4 TO  
PROFESSIONAL SERVICES AGREEMENT**  
(Burbank-Glendale-Pasadena Airport Authority / RS&H California, Inc.)

This Amendment No. 4 (“Fourth Amendment”) to the April 16, 2018 Professional Services Agreement (“Agreement”) executed by the Burbank-Glendale-Pasadena Airport Authority (“Authority”), a California joint powers agency, and RS&H California, Inc. (“Consultant”), a California corporation, is dated August 15, 2022 for reference purposes.

**RECITALS**

A. The parties executed the Agreement to provide for the Authority’s engagement of Consultant as an independent contractor to assist the Federal Aviation Administration (“FAA”) in preparing an environmental impact statement (“EIS”) for a replacement 14-gate passenger terminal building (no more than 355,000 square feet), aircraft parking apron and connector taxiways, and ground access and automobile parking facility.

B. The FAA subsequently directed Consultant to perform additional tasks and approved additional compensation for Consultant, and Consultant completed such work.

C. The parties have executed the following amendments to the Agreement (collectively, “Prior Amendments”)

1. An Amendment No. 1 to memorialize the expanded scope of services and compensation increase specified by the FAA.

2. An Amendment No. 2 to extend the term by six months to October 31, 2021 to accommodate project close-out activities.

3. An April 5, 2021 Amendment No. 3 to extend the term by ten months to August 31, 2022 to accommodate project close-out activities.

D. The parties desire to amend the Agreement to extend the term by four months and increase the contract amount to provide for Consultant’s performance of litigation support services.

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

**1. Amendment of Section 1.** Paragraph C of Section 1 (“Definitions”) of the Agreement is amended to read as follows:

“C. “Contract Amount”: \$3,129,028.”

**2. Amendment of Section 1.** Paragraph E of Section 1 (“Definitions”) of the Agreement is amended to read as follows:

“E. “Expiration Date”: December 31, 2022.”

3. **Effective Date.** This Fourth Amendment shall be effective upon execution.

4. **Preservation of Agreement.** Except as expressly modified by this Fourth 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 Fourth Amendment and the provisions of the Agreement (as amended by the Prior Amendments), the provisions of this Fourth Amendment shall control.

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

**RS&H California, Inc.**



☐ Chairperson ☒ President ☐ Vice President



☒ Secretary ☐ Asst. Secretary  
☐ Chief Finance Officer ☐ Asst. Treasurer

[Pursuant to California Corporations Code Section 313, both signature lines must be executed unless the signatory holds at least one of the offices designated on each line.]

**Burbank-Glendale-Pasadena Airport Authority**

\_\_\_\_\_  
President

Approved as to form:

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

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
AUGUST 15, 2022**

**AWARD OF PROFESSIONAL SERVICES AGREEMENT  
AIR SERVICE CONSULTING SERVICES**

Presented by  
Nerissa Sugars, Director  
Communications and Air Service

**SUMMARY**

Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks approval from the Commission to award a Professional Services Agreement (“Agreement”), copy attached, to Arthur D. Little, LLC (“ADL”) for continued air service consulting services. The services to be provided by ADL are complementary to the airport marketing consulting services obtained through the recently awarded Anyone Collective agreement. The proposed expenditure for these services is for an amount not-to-exceed \$70,000.

**BACKGROUND**

Staff has previously engaged the services of air service consulting firms in connection with the Authority’s general air service retention and development efforts. These firms provide data research and market analysis that airlines review in considering whether current air services at an airport are to be maintained or if other potential market opportunities exist. ADL is an international management consultant firm that provides an array of services including market research, strategy, and information management.

Since 2017, Staff has utilized the expertise of Mr. Richard Sullivan, an Associate Consultant with ADL. Mr. Sullivan has many years of experience, knowledge, and contacts in the field of aviation and assisted Staff with bringing recognition to Hollywood Burbank Airport’s location and opportunities for air carriers’ consideration. His support helped to develop new nonstop flight segments prior to the COVID-19 pandemic.

As the aviation industry continues toward recovery from the pandemic, Staff seeks to continue the air service retention and development initiative utilizing the services of Mr. Sullivan. The collaboration will continue to focus on retention of existing route networks and cultivating interest from air carriers to include Hollywood Burbank Airport in their future network planning.

**PROPOSAL DETAILS**

Under the proposed Agreement, ADL will provide Staff with on-call support for air service research, communication recommendations with airline network planning and scheduling representatives, marketing data support, and background information regarding policy and regulatory matters that may impact the aviation industry. Services also include ADL’s participation with Staff at airline meetings and air service conferences.

The term of the proposed Agreement is for a one-year period beginning September 1, 2022 to August 31, 2023, for an amount not to exceed \$70,000.

#### BUDGET IMPACT

Appropriations for these services are included in the adopted FY 2023 budget.

#### RECOMMENDATION

Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks approval from the Commission to award ADL the proposed Agreement in an amount not-to-exceed \$70,000 for air service consulting services and that the President be authorized to execute the same



Ms. Nerissa Sugars  
Marketing, Communications and Air Service  
Burbank-Glendale-Pasadena Airport Authority  
2627 North Hollywood Way  
Burbank, CA 91505

Tel: (1) 617.532.9550  
Fax: (1) 617.849.8890

July 1, 2022

Dear Nerissa,

Arthur D. Little ("ADL") is pleased to present this proposal to provide air service development support to the Burbank-Glendale-Pasadena Airport Authority ("Authority").

ADL proposes the following:

### **Ad Hoc Services**

ADL will undertake the following activities in support of the Authority's air service development efforts:

Provide the Authority with on call support for various air service development related efforts from September 1, 2022, to August 31, 2023.

- Provide advice on air carrier communications
- Provide BUR airport management with intelligence on potential air service development opportunities.
- Provide advice related to policy and regulatory matters.
- Provide miscellaneous air carrier and market analysis, as requested.

Provide services to support the Authority's participation at airline/airport conferences such as World Routes, Routes Americas, and Jumpstart.

Services to be provided in conjunction with these conferences could include:

- Review with the Authority air carriers planning to attend each conference to assist in the prioritization of requests for airline meetings.
- In conjunction with the Authority, develop objectives for each air carrier meeting.
- Analyze and recommend an approach, including target markets, for each of the air carrier meetings.
- Prepare marketing and analytical materials, as appropriate, for the one-on-one airline meetings.
- Support follow up efforts with air carriers directly related to interactions at these conferences.
- At the Authority's option on-site support and participation at each conference.

## Proposed Budget

The proposed budget for the activities outlined above, including estimated reimbursable expenses, is not to exceed \$70,000.00.

Work on these tasks will be billed at the following hourly rates:

Role	Hourly Rate
Project Manager	\$250.00
Consultant	\$200.00
Graphic Artist	\$100.00

Reimbursable expenses will be charged to the Authority at cost, subject to prior approval by the Authority. The budget includes an estimate for reimbursable expenses.

Please let us know if you have any questions regarding this proposal.

With best regards,



Jim Miller  
Partner, Arthur D. Little LLC  
Miller.Jim@adlittle.com

## PROFESSIONAL SERVICES AGREEMENT

(Burbank-Glendale-Pasadena Airport Authority / Arthur D. Little, LLC)

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is dated August 15, 2022 for reference purposes and is executed by the Burbank-Glendale-Pasadena Airport Authority ("Authority"), a California joint powers agency, and Arthur D. Little, LLC, ("Consultant"), a Delaware limited liability company ("Consultant").

### RECITALS

A. The Authority owns and operates the Bob Hope Airport (commonly known as Hollywood Burbank Airport) ("Airport") and desires to retain Consultant as an independent contractor to provide the following professional services: air service development support for FY 2023.

B. Consultant represents that it is fully qualified to perform such work by virtue of the training and experience of its personnel.

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

**1. Definitions.** In addition to the terms defined above, the following definitions shall apply for purposes of this Agreement:

A. "Commencement Date": September 1, 2022.

B. "Contract Administrator": Nerissa Sugars or a duly authorized designee.

C. "Contract Limit": \$70,000.

D. "Executive Director": Frank R. Miller or a duly authorized designee.

E. "Expiration Date": August 31, 2023.

F. "Federal Requirements" the federal requirements set forth in the attached Exhibit C, which requirements are applicable to projects not funded by an Airport Improvement Program grant from the Federal Aviation Administration.

G. "Fee Schedule": the fee schedule set forth in the Proposal.

H. "Indemnitees": the Authority, TBI Airport Management, Inc., the Cities of Burbank, Glendale and Pasadena, and the respective officers, agents, employees and volunteers of each such entity.

I. "Insurance Requirements": the insurance requirements set forth in the attached Exhibit B.

J. "Proposal": Consultant's July 1, 2022 proposal attached as Exhibit A.

K. "Services": the tasks set forth in the Proposal.

**2. Services.**

A. Consultant shall perform the Services in a timely, regular basis in accordance with the Authority's rules for the Airport, the Federal Requirements, and applicable laws. Time is of the essence in the performance of this Agreement.

B. Consultant shall perform all work to the highest professional standards and in a manner reasonably satisfactory to the Authority. Consultant shall consult the Contract Administrator for any decisions that must be made by the Authority. Consultant shall promptly notify the Contract Administrator of any unsafe condition that Consultant discovers at the Airport.

C. In the event any claim is brought against the Authority relating to Consultant's performance of the Services, Consultant shall provide any reasonable assistance and cooperation that the Authority might require.

**3. Term.**

A. This Agreement shall commence on the Commencement Date and shall expire on the Expiration Date unless earlier terminated.

B. If Consultant breaches this Agreement and fails to cure such breach within seven days of written notice from the Contract Administrator, then the Authority may immediately terminate this Agreement for cause. Either party may terminate this Agreement for convenience upon 15 days prior written notice to the other party.

**4. Compensation.**

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 Fee Schedule. In no event shall the compensation payable to Consultant under this Agreement exceed the Contract Limit.

B. Consultant shall submit monthly invoices to the Authority for the Services. Each invoice shall itemize the work performed during the billing period and the amount due. Within 10 business days of receipt of each invoice, the Authority shall notify Consultant in writing of any disputed amounts on the invoice. Within 30 calendar days of receipt of each invoice, the Authority shall pay all undisputed amounts on the invoice. The Authority shall not withhold applicable taxes or other authorized deductions from the payments, and Consultant shall pay all required taxes on the payments.

**5. Independent Contractor Status.** Consultant is, and shall at all times remain as to the Authority, an independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of the Authority or to act otherwise on behalf of the Authority as

an agent. Neither the Authority nor any of its officers, employees, agents or volunteers shall have control over the conduct of Consultant except as set forth in this Agreement.

**6. Work Product Ownership.** All reports, documents, or other written material developed by Consultant in the performance of this Agreement shall be and remain the property of the Authority without limitation upon use or dissemination by the Authority.

**7. Confidentiality.** Consultant shall preserve the confidentiality of all nonpublic data, documents, discussion or other information that is developed or received by it in connection with this Agreement. Consultant shall not disclose such information without the prior written authorization of the Executive Director. Upon request, all Authority data shall be returned to the Authority at expiration or termination of this Agreement. Consultant's obligations under this section shall survive expiration or termination of this Agreement.

**8. Conflict of Interest.** Consultant shall not maintain or acquire any financial interest that may be affected by the Services. Consultant shall avoid the appearance of having any financial interest that would conflict in any manner with the Services.

**9. Indemnification.**

A. Consultant shall defend, hold harmless, and indemnify the Indemnitees from and against any actual, alleged, or threatened causes of action, claims, costs, damages, demands, expenses (including fees of accountants, attorneys, and other professionals), judgments, liens, losses, penalties, and proceedings of any nature whatsoever (collectively, "Liabilities") that arise out of the acts or omissions of Consultant or its subcontractors in connection with this Agreement.

B. Consultant's obligations under this section shall survive expiration or termination of this Agreement, and shall apply regardless of whether or not any insurance policies are determined to be applicable to the Liabilities.

C. Consultant's obligations under this section shall apply, without limitation, to Liabilities that partially involve active or passive negligence by the Authority. However, Consultant's obligations under this section shall not apply to Liabilities that arise from the sole negligence or willful misconduct of the Authority, as determined by final arbitration or court decision or by consensus of the parties.

**10. Insurance.** Without limiting Consultant's defense, hold harmless, and indemnification obligations under this Agreement, Consultant shall maintain policies of insurance as specified in the Insurance Requirements.

**11. Suspension.** The Contract Administrator may suspend all or any part of the Services for the Authority's convenience or for work stoppages beyond the control of the parties. Written notice of a suspension shall be given to Consultant.

**12. Notices.** Any notices, invoices, or other documents related to this Agreement shall be deemed received on: (a) the day of delivery, if delivered by hand during the receiving party's regular business hours or by e-mail before or during the receiving party's regular business hours; (b) the business day after delivery, if delivered by e-mail after the receiving party's regular business hours; or (c) on the second business day following deposit in the United States mail, postage prepaid, to the addresses listed below, or to such other addresses as the parties may, from time to time, designate in writing. Any notice delivered by e-mail that concerns breach or termination of this Agreement shall concurrently be sent by deposit in the United States mail, postage prepaid but such notice shall be deemed received based on the e-mail delivery.

Authority  
Burbank-Glendale-Pasadena Airport Authority  
2627 Hollywood Way  
Burbank, CA 91505  
Attn: Nerissa Sugars  
E-mail: [NSugars@bur.org](mailto:NSugars@bur.org)

Consultant  
Arthur D. Little, LLC  
10 High Street, Suite 900  
Boston, MA 02110  
Attn: Jim Miller  
E-mail: [miller.jim@adlittle.com](mailto:miller.jim@adlittle.com)

**13. Assignability.** Consultant shall not assign, transfer or subcontract any interest in this Agreement or the performance of any of its obligations without the Executive Director's prior written consent. Any attempt by Consultant to assign, transfer or subcontract any rights, duties or obligations in violation of this prohibition shall be void.

**14. Litigation.** In the event that either party shall commence legal action to enforce or interpret this Agreement, the prevailing party shall be entitled to recover its costs of suit including reasonable attorneys' fees. The venue for litigation shall be Los Angeles County, California. The interpretation of this Agreement shall not be resolved by any rules of construction providing for interpretation against the party who causes the uncertainty to exist or against the party who drafted the disputed language.

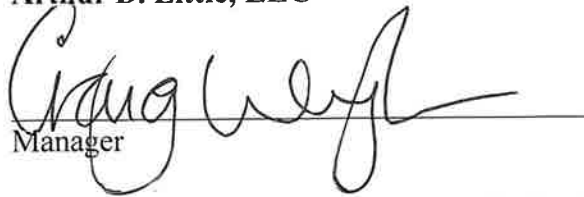
**15. Exhibits.** Exhibits A through C are incorporated into this Agreement by reference. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of Exhibits A or B, the provisions of this Agreement shall prevail. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of Exhibit C, the provisions of Exhibit C shall prevail.

**16. 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.

**17. Entire Agreement.** This Agreement (and the attached Exhibits) represents the entire and integrated contract between the parties regarding the Services. This Agreement supersedes all prior oral or written negotiations, representations and contracts related to the Services. This Agreement may not be amended, nor any provision or breach waived, except in a writing that is signed by the parties and that expressly refers to this Agreement.

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

**Arthur D. Little, LLC**

  
Manager

  
Manager

[Pursuant to California Corporations Code Section 17703.01(d), both signature lines must be executed unless the articles of incorporation state that the firm is managed by only one manager.]

**Burbank-Glendale-Pasadena Airport Authority**

\_\_\_\_\_  
Emily Gabel-Luddy, President

Approved as to form:

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

**EXHIBIT A**  
**Proposal**

(attached)



**EXHIBIT B**  
**Insurance Requirements**

1. Consultant shall obtain, provide, and maintain policies of insurance as specified below.

A. General Liability Insurance. Consultant shall maintain commercial general liability insurance in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage.

B. Automobile Liability Insurance. Consultant shall maintain automobile insurance covering bodily injury and property damage for all activities of Consultant arising out of or in connection with the Services, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

C. Professional Liability (Errors and Omissions) Insurance. Consultant shall maintain professional liability insurance that covers the Services in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the Commencement Date and Consultant shall maintain continuous coverage through a period of no less than three years after expiration or termination of this Agreement.

D. Workers' Compensation/Employer's Liability Insurance. Consultant shall maintain workers' compensation insurance (statutory limits) and employer's liability insurance with limits of at least \$1,000,000.

2. The insurance policy or policies shall contain, or shall be endorsed to contain, the following provisions:

A. The coverage shall contain no special limitations on the scope of protection afforded to the Indemnitees.

B. For any claims related to this Agreement, Consultant's insurance coverage shall be primary insurance as respects the Indemnitees. Any insurance or self-insurance maintained by the Indemnitees shall be excess of Consultant's insurance and shall not contribute with it.

C. Any failure to comply with reporting or other provisions of the policy, including breaches of warranties, shall not affect coverage provided to the Indemnitees.

D. Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

E. The policy shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, or reduced in coverage or in limits except after 30 calendar days, or 10 calendar days in the event of non-payment of premium, prior written notice by certified mail, return receipt requested, has been given to the Authority.

F. Insurance is to be placed with insurers authorized to conduct business in the State of California with a minimum current A.M. Best's rating of no less than A:X, unless waived by the Contract Administrator. An exception to this standard will be made for the State Compensation Insurance Fund when not specifically rated.

G. Any deductibles or self-insured retentions must be declared to and approved by the Contract Administrator. At the option of the Contract Administrator, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Indemnitees, or Consultant shall provide a financial guarantee satisfactory to the Contract Administrator guaranteeing payment of losses and related investigations, claim administration and defense expenses.

H. The workers' compensation insurer agrees to waive all rights of subrogation against the Authority for injuries to employees of Consultant resulting from work for the Authority or use of the Airport.

3. Consultant shall furnish to the Authority an original certificate or certificates of insurance and amendatory endorsements showing that required policies are in effect in the required amounts. The certificates and endorsements must be received and approved by the Contract Administrator prior to commencement of work.

**EXHIBIT C**  
**Non-AIP Project Federal Requirements**

1. General Civil Rights Provisions

Consultant agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision binds Consultant and subtier contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.

2. Civil Rights – Title VI Assurance

During the performance of this contract, Consultant, for itself, its assignees, and successors in interest (hereinafter referred to as the “Consultant”) agrees as follows:

A. Compliance with Regulations: Consultant will comply with the Title VI List of Pertinent Nondiscrimination Acts And Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

B. Non-discrimination: Consultant, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. Consultant will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

C. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by Consultant for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by Consultant of Consultant’s obligations under this contract and the Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.

D. Information and Reports: Consultant will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Authority or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts And Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, Consultant will so certify to the Authority or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

E. Sanctions for Noncompliance: In the event of Consultant's noncompliance with the Non-discrimination provisions of this contract, the Authority will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:

1. Withholding payments to Consultant under the contract until Consultant complies; and/or
2. Cancelling, terminating, or suspending a contract, in whole or in part.

F. Incorporation of Provisions: Consultant will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. Consultant will take action with respect to any subcontract or procurement as the Authority or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if Consultant becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, Consultant may request the Authority to enter into any litigation to protect the interests of the Authority. In addition, Consultant may request the United States to enter into the litigation to protect the interests of the United States.

G. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
2. 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
3. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
4. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
5. The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
6. Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);

7. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

8. Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;

9. The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);

10. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;

11. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

12. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

### 3. Federal Fair Labor Standards Act

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers. Consultant has full responsibility to monitor compliance to the referenced statute or regulation. Consultant must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

4. Occupational Safety and Health Act

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. Consultant must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. Consultant retains full responsibility to monitor its compliance and its subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (29 CFR Part 1910). Consultant must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

## Hollywood Burbank Airport

REVENUE PASSENGERS			June			January - June*		
	2022	2019	% Change	2022	2019	% Change		
Signatory Airlines								
Alaska Airlines	45,627	60,648	-24.77%	214,395	284,230	-24.57%		
American Airlines	29,834	33,422	-10.74%	163,938	177,350	-7.56%		
Avelo Airlines	33,513	0	N/A	178,552	0	N/A		
Delta Airlines	16,116	13,992	15.18%	89,899	96,391	-6.74%		
Flair Airlines**	2,492	0	N/A	9,229	0	N/A		
Frontier Airlines	9,383	0	N/A	52,248	0	N/A		
JetBlue Airways	9,543	20,907	-54.36%	72,376	126,665	-42.86%		
Southwest Airlines	368,160	356,781	3.19%	1,860,813	2,036,154	-8.61%		
Spirit Airlines	13,067	3,681	254.99%	46,541	23,513	97.94%		
United Airlines	14,644	30,784	-52.43%	69,403	158,478	-56.21%		
<b>Total Revenue Passengers</b>	<b>542,379</b>	<b>520,215</b>	<b>4.26%</b>	<b>2,757,394</b>	<b>2,902,781</b>	<b>-5.01%</b>		
Inbound (deplaned)	270,086	258,606	4.44%	1,379,000	1,448,861	-4.82%		
Outbound (enplaned)	272,293	261,609	4.08%	1,378,394	1,453,920	-5.19%		
AIRCRAFT OPERATIONS			June			January - June*		
	2022	2019	% Change	2022	2019	% Change		
<b>Landings &amp; Takeoffs</b>								
Air Carrier	5,833	5,652	3.20%	32,257	31,591	2.11%		
Air Taxi	1,835	1,835	0.00%	11,065	11,452	-3.38%		
General Aviation	2,295	2,675	-14.21%	13,614	15,797	-13.82%		
Military Itinerant	53	44	20.45%	225	269	-16.36%		
<b>Subtotal</b>	<b>10,016</b>	<b>10,206</b>	<b>-1.86%</b>	<b>57,161</b>	<b>59,109</b>	<b>-3.30%</b>		
<b>Pass Through BUR Airspace</b>								
Civil Local	2,212	2,188	1.10%	13,358	13,444	-0.64%		
Military Local	0	0	N/A	0	0	N/A		
<b>Subtotal</b>	<b>2,212</b>	<b>2,188</b>	<b>1.10%</b>	<b>13,358</b>	<b>13,444</b>	<b>-0.64%</b>		
<b>Total Aircraft Operations</b>	<b>12,228</b>	<b>12,394</b>	<b>-1.34%</b>	<b>70,519</b>	<b>72,553</b>	<b>-2.80%</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

\* 2019 Year-to-Date numbers include January - February 2020, and March - June 2019 totals.

\*\*Flair Passenger numbers are currently unavailable. Total recorded is the average of April and May passenger numbers.

## Hollywood Burbank Airport

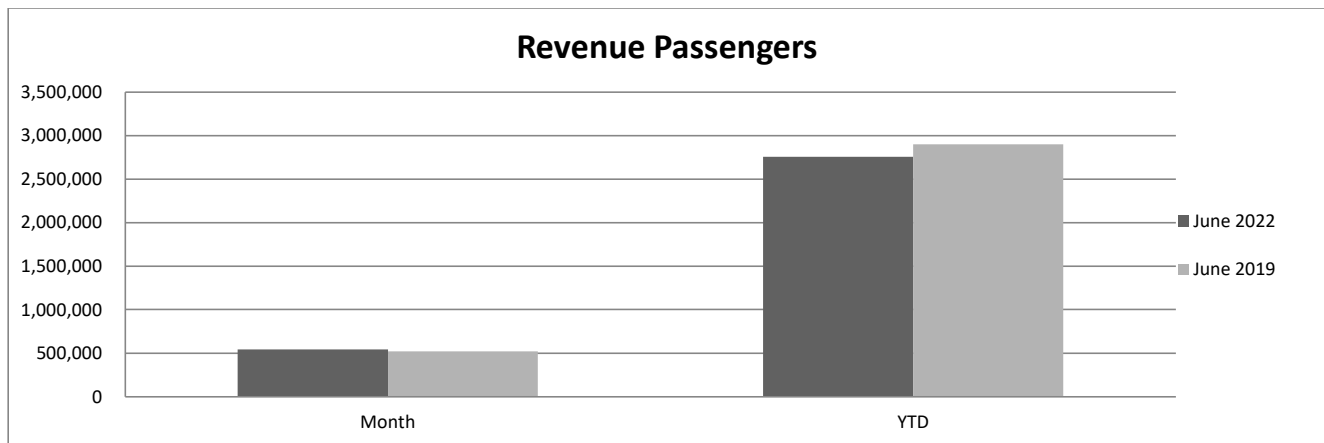
<b>AIR CARGO (lbs.)</b>	<b>June</b>			<b>January - June*</b>		
	<b>2022</b>	<b>2019</b>	<b>% Change</b>	<b>2022</b>	<b>2019</b>	<b>% Change</b>
Signatory Airlines						
Alaska Airlines	2,002	797	151.19%	6,549	3,359	94.97%
American Airlines	2	0	N/A	621	29	2041.38%
Avelo Airlines						
Delta Airlines						
Flair Airlines						
Frontier Airlines						
JetBlue Airways						
Southwest Airlines	165,327	163,551	1.09%	1,338,334	1,029,501	30.00%
Spirit Airlines						
United Airlines	0	44,421	-100.00%	0	45,496	-100.00%
Other Scheduled Carriers						
Federal Express	2,954,783	4,118,428	-28.25%	22,064,722	25,819,338	-14.54%
United Parcel Service	3,874,782	4,014,916	-3.49%	23,203,961	24,215,668	-4.18%
Charter/Contract Carriers						
Ameriflight	192,659	246,941	-21.98%	1,045,857	1,382,983	-24.38%
<b>Total Air Cargo</b>	<b>7,189,555</b>	<b>8,589,054</b>	<b>-16.29%</b>	<b>47,660,044</b>	<b>52,496,374</b>	<b>-9.21%</b>
Inbound (deplaned)	3,702,322	4,154,544	-10.88%	23,942,376	26,188,119	-8.58%
Outbound (enplaned)	3,487,233	4,434,510	-21.36%	23,717,668	26,308,255	-9.85%

<b>MAIL (lbs.)</b>	<b>June</b>			<b>January - June*</b>		
	<b>2022</b>	<b>2019</b>	<b>% Change</b>	<b>2022</b>	<b>2019</b>	<b>% Change</b>
American Airlines						
<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)	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>6,032</b>	<b>-100.00%</b>
Outbound (enplaned)	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>3,016</b>	<b>-100.00%</b>

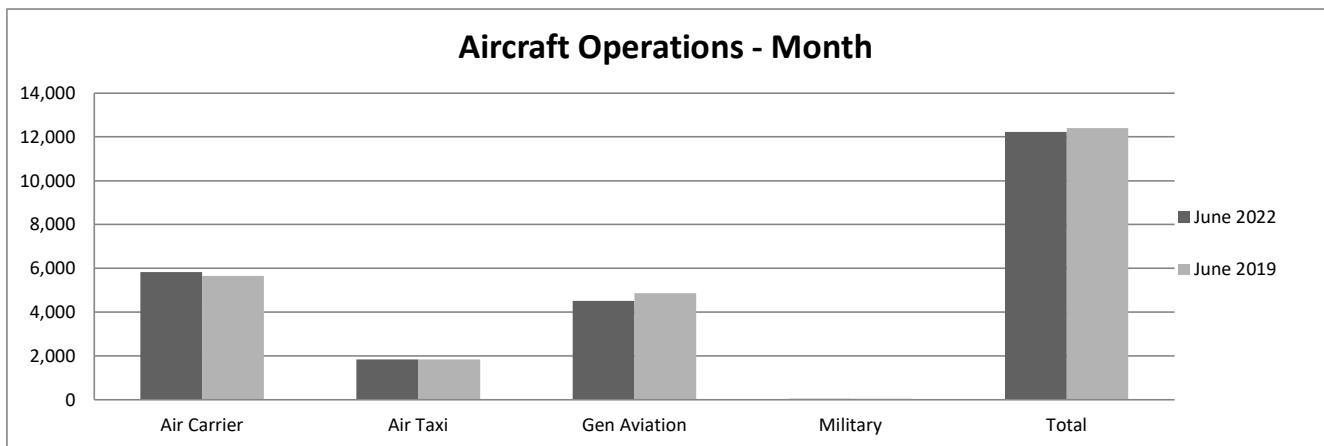
\* 2019 Year-to-Date numbers include January - February 2020, and March - June 2019 totals.

\*\*Flair Passenger numbers are currently unavailable. Total recorded is the average of April and May passenger numbers.

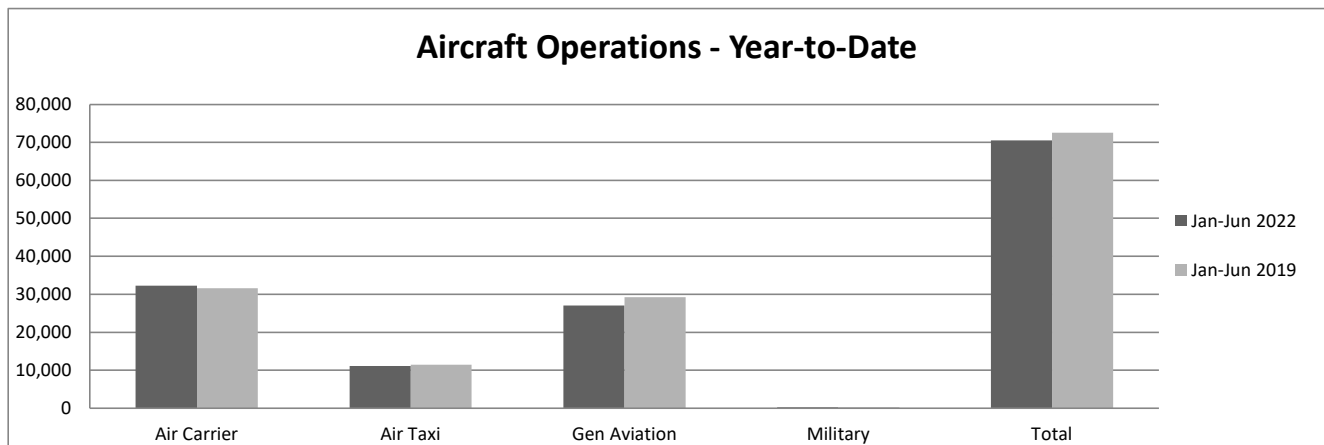




Revenue Passengers	Month	YTD
June 2022	542,379	2,757,394
June 2019	520,215	2,902,781
% Change	4.26%	-5.01%



Aircraft Operations - MO	Air Carrier	Air Taxi	Gen Aviation	Military	Total
June 2022	5,833	1,835	4,507	53	12,228
June 2019	5,652	1,835	4,863	44	12,394
% Change	3.20%	0.00%	-7.32%	20.45%	-1.34%



Aircraft Operations - YTD	Air Carrier	Air Taxi	Gen Aviation	Military	Total
Jan-Jun 2022	32,257	11,065	26,972	225	70,519
Jan-Jun 2019	31,591	11,452	29,241	269	72,553
% Change	2.11%	-3.38%	-7.76%	-16.36%	-2.80%

# Hollywood Burbank Airport

## REVENUE PASSENGERS

	June			January - June		
	2022	2021	% Change	2022	2021	% Change
Signatory Airlines						
Alaska Airlines	45,627	38,125	19.68%	214,395	115,858	85.05%
American Airlines	29,834	29,532	1.02%	163,938	117,056	40.05%
Avelo Airlines	33,513	48,109	-30.34%	178,552	74,036	141.17%
Delta Airlines	16,116	15,249	5.69%	89,899	58,349	54.07%
Flair Airlines*	2,492	0	N/A	9,229	0	N/A
Frontier Airlines	9,383	0	N/A	52,248	0	N/A
JetBlue Airways	9,543	7,805	22.27%	72,376	7,805	827.30%
Southwest Airlines	368,160	212,977	72.86%	1,860,813	652,336	185.25%
Spirit Airlines	13,067	3,475	276.03%	46,541	12,936	259.78%
United Airlines	14,644	3,832	282.15%	69,403	17,439	297.98%
<b>Total Revenue Passengers</b>	<b>542,379</b>	<b>359,104</b>	<b>51.04%</b>	<b>2,757,394</b>	<b>1,055,815</b>	<b>161.16%</b>
Inbound (deplaned)	270,086	177,528	52.14%	1,379,000	529,015	160.67%
Outbound (enplaned)	272,293	181,576	49.96%	1,378,394	526,800	161.65%

## AIRCRAFT OPERATIONS

	June			January - June		
	2022	2021	% Change	2022	2021	% Change
<b>Landings &amp; Takeoffs</b>						
Air Carrier	5,833	3,569	63.44%	32,257	14,009	130.26%
Air Taxi	1,835	1,690	8.58%	11,065	8,462	30.76%
General Aviation	2,295	2,782	-17.51%	13,614	13,443	1.27%
Military Itinerant	53	55	-3.64%	225	213	5.63%
<b>Subtotal</b>	<b>10,016</b>	<b>8,096</b>	<b>23.72%</b>	<b>57,161</b>	<b>36,127</b>	<b>58.22%</b>
<b>Pass Through BUR Airspace</b>						
Civil Local	2,212	2,899	-23.70%	13,358	18,805	-28.97%
Military Local	0	0	N/A	0	0	N/A
<b>Subtotal</b>	<b>2,212</b>	<b>2,899</b>	<b>-23.70%</b>	<b>13,358</b>	<b>18,805</b>	<b>-28.97%</b>
<b>Total Aircraft Operations</b>	<b>12,228</b>	<b>10,995</b>	<b>11.21%</b>	<b>70,519</b>	<b>54,932</b>	<b>28.38%</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

\*Flair Passenger numbers are currently unavailable. Total recorded is the average of April and May passenger numbers.

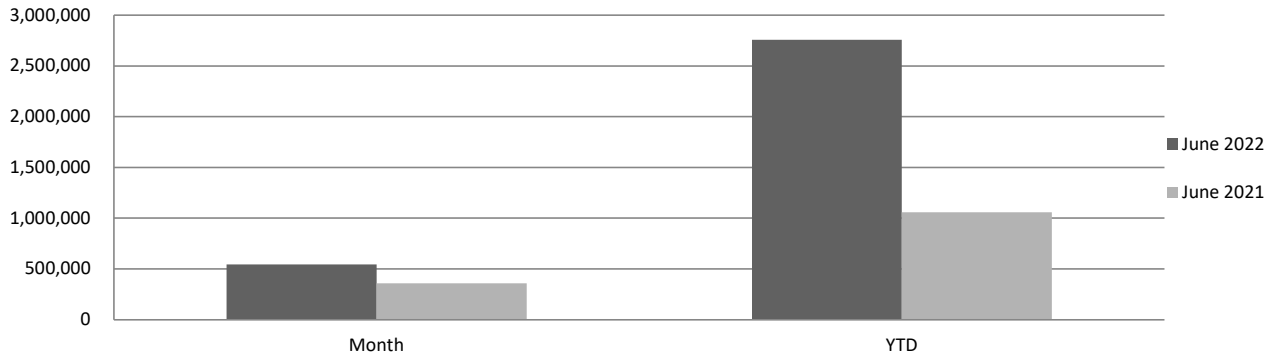
# Hollywood Burbank Airport

<b>AIR CARGO (lbs.)</b>	<b>June</b>			<b>January - June</b>		
	<b>2022</b>	<b>2021</b>	<b>% Change</b>	<b>2022</b>	<b>2021</b>	<b>% Change</b>
Signatory Airlines						
Alaska Airlines	2,002	461	334.27%	6,549	2,923	124.05%
American Airlines	2	200	-99.00%	621	200	210.50%
Avelo Airlines						
Delta Airlines						
Flair Airlines						
Frontier Airlines						
JetBlue Airways						
Southwest Airlines	165,327	223,991	-26.19%	1,338,334	840,879	59.16%
Spirit Airlines						
United Airlines						
Other Scheduled Carriers						
Federal Express	2,954,783	4,415,104	-33.08%	22,064,722	26,793,760	-17.65%
United Parcel Service	3,874,782	4,182,924	-7.37%	23,203,961	24,558,583	-5.52%
Charter/Contract Carriers						
Ameriflight	192,659	203,976	-5.55%	1,045,857	1,212,366	-13.73%
<b>Total Air Cargo</b>	<b>7,189,555</b>	<b>9,026,656</b>	<b>-20.35%</b>	<b>47,660,044</b>	<b>53,408,711</b>	<b>-10.76%</b>
	=====	=====	=====	=====	=====	=====
Inbound (deplaned)	3,702,322	4,343,501	-14.76%	23,942,376	26,408,918	-9.34%
Outbound (enplaned)	3,487,233	4,683,155	-25.54%	23,717,668	26,999,793	-12.16%

<b>MAIL (lbs.)</b>	<b>June</b>			<b>January - June</b>		
	<b>2022</b>	<b>2021</b>	<b>% Change</b>	<b>2022</b>	<b>2021</b>	<b>% Change</b>
	0	0	N/A	N/A	0	N/A
<b>Total Mail</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>	<b>0</b>	<b>N/A</b>
	=====	=====	=====	=====	=====	=====
Inbound (deplaned)	0	0	N/A	N/A	0	N/A
Outbound (enplaned)	0	0	N/A	N/A	0	N/A

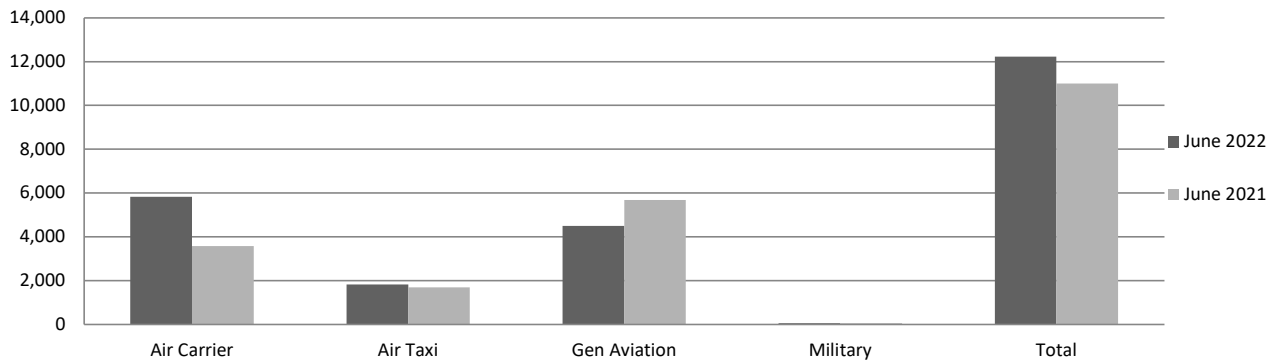
\*Flair Passenger numbers are currently unavailable. Total recorded is the average of April and May passenger numbers.

### Revenue Passengers



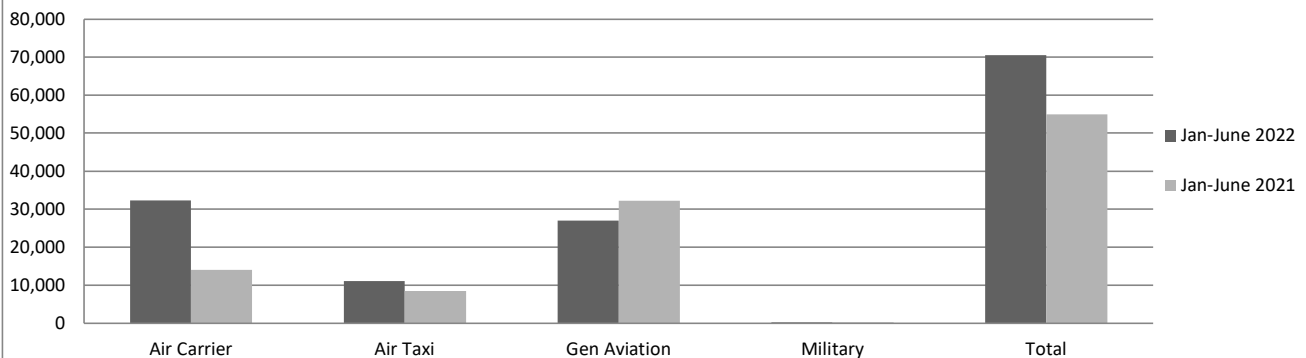
Revenue Passengers	Month	YTD
June 2022	542,379	2,757,394
June 2021	359,104	1,055,815
% Change	51.04%	161.16%

### Aircraft Operations - Month



Aircraft Operations - MO	Air Carrier	Air Taxi	Gen Aviation	Military	Total
June 2022	5,833	1,835	4,507	53	12,228
June 2021	3,569	1,690	5,681	55	10,995
% Change	63.44%	8.58%	-20.67%	-3.64%	11.21%

### Aircraft Operations - Year-to-Date



Aircraft Operations - YTD	Air Carrier	Air Taxi	Gen Aviation	Military	Total
Jan-June 2022	32,257	11,065	26,972	225	70,519
Jan-June 2021	14,009	8,462	32,248	213	54,932
% Change	130.26%	30.76%	-16.36%	5.63%	28.38%