



March 30, 2023

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

NOTICE is hereby given that a regular meeting of the Finance and Administration Committee will be held Monday, April 3, 2023, at 9:30 a.m., or immediately following the Commission meeting, in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

In addition to attending the meeting in person, members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

*Dial In: (978) 990-5000*

*Access Code: 880737#*

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

REGULAR MEETING  
OF THE  
FINANCE AND ADMINISTRATION COMMITTEE

Airport Skyroom  
Monday, April 3, 2023  
9:30 a.m., or Immediately Following  
the Conclusion of the  
Commission Meeting

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

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

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

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

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*The following activities are prohibited:*

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

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

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*In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.*

## A G E N D A

Monday, April 3, 2023

1. Roll Call
2. Staff Announcement: AB 23
3. Approval of Agenda
4. Public Comment
5. Approval of Minutes
  - a. March 24, 2023 *[See page 1]*
6. Items for Discussion
  - a. FY 2024 Budget Development  
Proposed FY 2024 Capital Projects  
Including Replacement Passenger Terminal Activities  
  
***No staff report attached. As part of the budget development process, Staff will review with the Committee the proposed FY 2024 Capital Program including the Replacement Passenger Terminal Project.***
7. Items for Information
  - a. Committee Pending Items *[See page 3]*
8. Adjournment

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

**FRIDAY, MARCH 24, 2023**

A special meeting of the Finance and Administration Committee was called to order this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 9:05 a.m., by Commissioner Ovrom.

**1. ROLL CALL**

**Present:** Commissioners Ovrom, Quintero and Wilson

**Absent:** NONE

**Also Present:** Staff: John Hatanaka, Senior Deputy Executive Director; Kathy David, Deputy Executive Director, Finance and Administration; David Kwon, Director, Financial Services; Derrick Cheng, Sr. Property Specialist

Also present:  
Mr. Louis Choi, Public Resources Advisory Group

**2. Approval of Agenda**

Agenda was approved as presented.

**3. Public Comment**

There were no public comments.

**4. Approval of Minutes**

**a. February 21, 2023**

A draft copy of the minutes of the special meeting of February 21, 2023, were included in the agenda packet for review and approval.

**Motion**

Commissioner Wilson moved approval of the minutes; seconded by Commissioner Quintero.

**Motion Approved**

The minutes were approved as presented (3–0).

**5. Items for Approval**

**a. Fourth Amendment to Ground Lease – MV Transportation, Inc.**

Staff presented to the Committee for its recommendation to the Commission for approval a proposed Fourth Amendment to Ground Lease with MV Transportation, Inc., in support of its BurbankBus operation.

**Motion**

Commissioner Wilson moved approval; seconded by Commissioner Quintero.

**Motion Approved**

The motion was approved (3–0).

Staff requested that Item No. 7 be taken out of order. The Committee concurred.

**7. Items for Discussion**

**a. FY 2024 Budget Development  
Proposed Initial Budget Assump-  
tions and Highlights of Noteworthy  
Issues and Staffing**

Staff presented and discussed with the Committee the FY 2024 preliminary budget assumptions and highlights of noteworthy items and staffing.

**6. Treasurer's Report**

**a. December 2022**

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

**Motion**

Commissioner Wilson moved approval; seconded by Commissioner Quintero.

**Motion Approved**

The motion was approved (3–0) that it be forwarded to the Commission for note and file.

**8. Items for Information**

**a. Replacement Passenger Terminal  
Interim Financing Update**

Mr. Louis Choi of Public Resources Advisory Group briefed the Committee on the Authority's status of financing activities for the Replacement Passenger Terminal.

**b. Committee Pending Items**

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

**9. Adjournment**

There being no further business to discuss, the meeting was adjourned at 10:57 a.m.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
FINANCE AND ADMINISTRATION COMMITTEE  
APRIL 3, 2023**

**COMMITTEE PENDING ITEMS**

		<b><u>Tentative Presentation</u></b>
1.	FY 2024 Budget Development	Ongoing
2.	Lease Amendment – MCS Burbank LLC (Space Revision)	May 1
3.	Approval of Debt Management Policy	May 15
4.	Selection and Approval of LOC Banks, Issuing Bank, CP Broker and TIFIA Loan Arranger	May 15
5.	Approval of LOC; Issuing Bank and CP Broker Documents	May 15
6.	Award of Contract TIFIA Loan Arranger; Citigroup	May 15
7.	Succeeding Lease - TSA	TBD