



September 14, 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, September 18, 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, September 18, 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.*



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 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.



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, September 18, 2023

1. Roll Call
2. Staff Announcement: AB 23
3. Approval of Agenda
4. Public Comment
5. Approval of Minutes
 - a. July 10, 2023 [See page 1]
 - b. August 28, 2023 [See page 4]
6. Items for Approval
 - a. Award of Ground Lease ACE Parking III, LLC [See page 6]

A staff report is attached. Staff seeks a Finance and Administration Committee recommendation to the Commission for approval of a proposed rent-free Ground Lease with ACE Parking III, LLC.
7. Items for Information
 - a. Replacement Passenger Terminal Project Update

No staff report attached. Staff and Consultants will provide a Replacement Passenger Terminal Project financing status update to the Committee which will include the current project element cost forecast, sources of funds, potential annual debt service, passenger projections, and estimated cost per enplaned passenger.
 - b. Committee Pending Items [See page 8]
8. Adjournment

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

MONDAY, JULY 10, 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 11:24 a.m., by Commissioner Wilson.

1. ROLL CALL

Present: Commissioners Quintero and Wilson

Absent: Commissioner Ovrom

Also Present: Staff: John Hatanaka, Senior Deputy Executive Director; Kathy David, Deputy Executive Director, Finance and Administration; David Kwon, Director, Financial Services; Scott Kimball, Executive Deputy Director, Operations, Business and SMS

Also Present:
Mr. Louis Choi, Managing Director, Public Resources Advisory Group
Ms. Teresa Ho-Urano, Esq., THU Consulting

2. Staff Announcement: AB 23

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

3. Approval of Agenda

The agenda was approved as presented.

Motion

Commissioner Quintero moved approval; seconded by Commissioner Wilson.

Motion Approved

The motion was approved (2–0, 1 absent).

4. Public Comment

There were no public comments.

5. Approval of Minutes

a. June 26, 2023

A draft copy of the minutes of the meeting of June 26, 2023, were included in the agenda packet for review and approval.

Motion

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

Motion Approved

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

6. Treasurer’s Report

a. April 2023

A copy of the April 2023 Treasurer’s Report was included in the agenda packet for the Committee’s review.

Motion

Commissioner Quintero moved approval to recommend that the Commission note and file this report; seconded by Commissioner Wilson.

Motion approved

The motion was unanimously approved (2–0, 1 absent).

7. Items for Approval

a. Sixteenth Amendment to the Lease and Concession Agreement – MCS Burbank, LLC

Staff presented to the Committee for recommendation to the Commission for approval, a proposed Sixteenth Amendment to the Lease and Concession Agreement with MCS Burbank, LLC the Authority’s exclusive food and beverage concessionaire. The Amendment provides an additional 108 sq. ft. of space for a “Grab n’ Go” location in Terminal A.

The Grab n’ Go location will generate an additional \$9,681 per year through an increase to the MAG, and an additional \$2,281 per year in additional rent space.

Motion

Commissioner Quintero moved approval; seconded by Commissioner Wilson.

Motion Approved

The motion was unanimously approved (2–0, 1 absent).

b. Amendment No. 2 to License Agreement – County of Los Angeles

Staff presented to the Committee for recommendation to the Commission for approval, a proposed Amendment No. 2 to a License Agreement with the County of Los Angeles to extend the term for an additional year for the continued operation of a vaccination clinic at the Airport.

Having a County-operated vaccination clinic at the Airport provides convenience for anyone who wants to receive a COVID-19 vaccination or other vaccinations when available. The County currently offers all approved COVID-19 vaccine options, boosters, and the M-Pox vaccine.

Motion

Commissioner Quintero moved approval; seconded by Commissioner Wilson.

Motion Approved

The motion was unanimously approved (2–0, 1 absent).

c. Wire Transfers for Payments Under Commercial Paper Program

The Authority has established a commercial paper program (“CP Program”) as a part of the financing plan for the Replacement Passenger Terminal project. Staff presented to the Committee for recommendation for approval by the Commission, the adoption of the proposed Resolution No. 506 to: (i) affirm authorization to use wire transfers for the CP Program, and (ii) give directions regarding the processing of these wire transfers and the preparation of related quarterly reports.

After the discussion, the Committee made the recommendation to Staff to revise the Resolution to reflect a financial limit authorization with appropriate signatures.

Motion

Commissioner Quintero moved approval; seconded by Commissioner Wilson.

Motion Approved

The motion was unanimously approved (2–0, 1 absent).

d. Committee Pending Items

This item was not addressed.

8. Adjournment

There being no further business to discuss, the meeting was adjourned at 11:47 a.m.

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

MONDAY, AUGUST 28, 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 10:50 a.m., by Commissioner Ovrom.

1. ROLL CALL

Present: Commissioners Ovrom and Quintero

Absent: Commissioner Wilson

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

2. Staff Announcement: AB 23

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

3. Approval of Agenda

The agenda was approved as submitted.

4. Public Comment

There were no public comments.

5. Approval of Minutes

a. July 10, 2023

This item was moved to the next scheduled meeting on September 18, 2023.

6. Treasurer's Report

a. May 2023

A copy of the May 2023 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 May 2023 Treasurer's Report; seconded by Commissioner Quintero.

Motion Approved

The motion was approved (2–0, 1 absent) to note and file the report.

7. Items for Information

a. CTI Quarterly Investment Review – April 1, 2023 - June 30, 2023

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

Mr. Wilkinson and his colleague, Ron Stahl, also via teleconference, presented a quarterly update on the status of the Authority's Operating and Passenger Facility Charge Investment portfolios ended June 30, 2023.

b. Passenger Forecast – FY 2024

At the request of the Committee, Staff reviewed the FY 2024 passenger forecast.

c. Committee Pending Items

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

8. Adjournment

There being no further business to discuss, the meeting was adjourned at 11:16 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
FINANCE AND ADMINISTRATION COMMITTEE
SEPTEMBER 18, 2023**

**AWARD OF GROUND LEASE
ACE PARKING III, LLC**

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

SUMMARY

Staff seeks a Finance and Administration Committee ("Committee") recommendation to the Commission for approval of a proposed rent-free Ground Lease ("Lease") with ACE Parking III, LLC ("ACE Parking").

BACKGROUND

On July 10, 2023, the Authority awarded a Parking and Shuttle Services Agreement to ACE Parking to provide self-park management services, valet parking services and shuttle services for the Airport. Ace will assume the parking and shuttle services operation on October 1, 2023, with a termination date of September 30, 2028.

ACE Parking approached Staff seeking to lease 960 square feet of space to install and locate a mobile trailer office in the courtesy shuttle parking area adjacent to the FAA Air Traffic Control Tower. The proposed Lease would cover the space previously leased to MV Transportation, the former courtesy shuttle service operator.

Per the Parking and Shuttle Service Agreement, the Authority is responsible for providing office space without charge, but ACE Parking shall be responsible for all costs associated with the mobile trailer including building permits, maintenance, utilities share of property insurance and applicable taxes.

DETAILS

Location:	960 square feet of paved space inside the south end of Lot A next to the FAA Air Traffic Control Tower
Rent:	Authority responsibility to provide office space per the Parking and Airport Shuttle Service Agreement
Relocation Clause:	Executive Director shall have the ability to relocate and designate a new or different area for some or all of the Leased Premises
Term:	Month-To-Month

Termination: Either party shall have the right to terminate the Agreement at any time, with or without cause, by delivering to the other party at least 30 days' prior written notice.

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

IMPACT ON REVENUE

The proposed Ground Lease does not generate any rental revenue as access to office space is a requirement under the Parking and Airport Shuttle Service Agreement.

STAFF RECOMMENDATION

Staff seeks a Committee recommendation to the Commission to approve the proposed rent-free Lease with ACE Parking and authorize the President to execute same.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
FINANCE AND ADMINISTRATION COMMITTEE
SEPTEMBER 18, 2023**

COMMITTEE PENDING ITEMS

	<u>Tentative Presentation</u>
1. June 2023 Treasurer's Report	October 2
2. Award of Contract – Mobile Money (ATM Services)	October 2
3. Award of Office Lease – C&W Services	October 2
4. Replacement Master Indenture of Trust	November/December