



May 21, 2020

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

NOTICE is hereby given that a special meeting of the Finance and Administration Committee will be held Tuesday, May 26, 2020, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

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

Dial In: (978) 990-5000

Access Code: 880737#

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

SPECIAL MEETING
OF THE
FINANCE AND ADMINISTRATION COMMITTEE

Airport Skyroom
Tuesday, May 26, 2020
9:00 a.m.

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.

Members of the public are requested to observe the following decorum when attending or participating in meetings of the Committee:

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



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.

AGENDA

Tuesday, May 26, 2020

1. Approval of Agenda

2. Public Comment

3. Approval of Minutes

a. May 18, 2020

[See page 1]

4. Items for Discussion

a. Proposed Fiscal Year 2020/2021 ("FY 2021") Budget

[No staff report]

No staff report is attached. Staff will continue to review with the Committee the proposed FY 2021 Budget. Should the Committee make a recommendation for adoption, the proposed FY 2021 Budget will be presented to the Commission at its June 1, 2020 regularly scheduled meeting.

5. Adjournment

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

MONDAY, MAY 18, 2020

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 10:20 a.m., by Commissioner Selvidge.

AB 23 Disclosure: 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 is entitled to receive and shall be provided \$200.

ROLL CALL

- | | |
|-------------------------------|---|
| Present: | Commissioners Selvidge (via teleconference), Najarian (via teleconference), and Adams |
| Absent: | None |
| Also Present: | Staff: John Hatanaka, Senior Deputy Executive Director; Kathy David, Deputy Executive Director, Finance and Administration; David Kwon, Director, Financial Services; Scott Kimball, Director, Contracts, Properties, Procurement and SMS |
| 1. Approval of Agenda | Agenda was approved as presented. |
| 2. Public Comment | There were no public comments. |
| 3. Approval of Minutes | |
| a. May 11, 2020 | Draft minutes for the May 11, 2020, Finance and Administration Committee meeting were presented for approval. |
| Motion | Commissioner Adams moved approval of the minutes, seconded by Commissioner Selvidge. |
| Motion Approved | There being no objection the motion was approved (2-0, 1 abstention). |
| 4. Treasurer's Report | |
| a. March 2020 | A copy of the March 2020 Treasurer's Report was included in the agenda packet for the Committee's review. |
| Motion | Commissioner Selvidge moved approval of the Treasurer's Report, seconded by Commissioner Adams. |

Motion Approved

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

5. Contracts and Leases

a. First Amendment to License Agreement; Los Angeles SMSA Limited Partnership, dba Verizon Wireless

Staff presented to the Committee a proposed First Amendment to the License Agreement dated June 1, 2015, with the Los Angeles SMSA Limited Partnership, dba Verizon Wireless expiring on May 31, 2020. The first Amendment would extend the term of the License Agreement for an additional four (4) years to June 1, 2024 and continue thereafter on a month-to-month basis.

The Agreement allows Verizon Wireless to continue to operate its wireless local area network for the purpose of providing secure internet and cellular connections to its subscribing customers.

Motion

Commissioner Adams moved approval; seconded by Commissioner Najarian.

Motion Approved

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

b. Aviation Hangar Lease; Federal Express Corporation

Staff presented for Committee approval an Aviation Hangar Lease between Federal Express Corporation ("FedEx") and the Authority. FedEx seeks to renew their lease in Hangar 4 and the western portion of Hangar 5 for a five-year term, with a five-year extension option for the purpose of continuing to operate their air cargo operation.

FedEx is a tenant in good standing for the past 31 years and will be responsible for expenses related to occupancy including maintenance, utilities, share of property insurance and applicable taxes.

Motion

Commissioner Adams moved approval; seconded by Commissioner Najarian.

Motion Approved

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

6. Items for Discussion

a. Fiscal Year 2020/2021 (“FY 2021”) Budget Development

Staff presented and continued discussions with the Committee regarding the proposed FY 2021 Budget.

7. Items for Information

a. Committee Pending Items

Staff informed the Committee of future pending items that are expected to be presented to the Committee for review.

8. Other Contracts and Leases

There were no other contracts and leases to be discussed.

9. Adjournment

There being no further business to discuss, the meeting was adjourned at 11:06 a.m.