



March 28, 2019

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 on Monday, April 1, 2019, 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.

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

REGULAR MEETING  
OF THE  
FINANCE AND ADMINISTRATION COMMITTEE

Airport Skyroom  
Monday, April 1, 2019  
9:30 a.m., or Immediately Following  
the Conclusion of the  
Airport Authority 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.*

*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

Monday, April 1, 2019

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes
  - a. March 18, 2019 **[See page 1]**
4. Item for Discussion
  - a. Fiscal Year 2019/2020 ("FY 2020") Budget Development: Replacement Passenger Terminal Status/Forecast of Activities **[No staff report]**  
  
***No staff report is attached. Staff will discuss with the Committee, development of the FY 2020 budget focusing on the Replacement Passenger Terminal Status/Forecast of Activities.***
5. Item for Information
  - a. Committee Pending Items **[See page 3]**
6. Other Contracts and Leases
7. Adjournment

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

**MONDAY, MARCH 18, 2019**

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 10:21 a.m., by Chairman Gharpetian.

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 Gharpetian, Adams and Selvidge

**Absent:** None

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

**1. Approval of Agenda** Agenda was approved as presented.

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

**3. Approval of Minutes**  
Draft minutes for the February 19, 2019, and the February 11, 2019, Finance and Administration Committee special meetings were presented for approval.

**a. February 19, 2019**

**b. February 11, 2019**

**Motion** Commissioner Adams moved approval of the minutes, seconded by Commissioner Selvidge.

**Motion Approved** There being no objection, the minutes were unanimously approved (3-0).

**4. Treasurer's Report**

**a. January 2019** A copy of the January 2019 Treasurer's Report was included in the agenda packet for the Committee's review.

**Motion**

Commissioner Adams moved approval; seconded by Commissioner Selvidge.

**Motion Approved**

There being no objection, the Committee voted unanimously (3–0) to recommend that the Treasurer’s Report be forwarded to the Commission to note and file.

**5. Items for Discussion**

**a. Fiscal Year 2019/2020 (“FY 2020”) Budget Development Proposed Staffing Program**

Staff presented and discussed with the Committee the proposed FY 2020 budget focusing on the staffing program.

**b. Proposed Revised FY 2020 Proposed Budget Development Calendar**

Staff presented and discussed the proposed budget schedule for development of the FY 2019 budget. Due to a scheduling conflict, staff proposed cancelling the meeting scheduled for April 15<sup>th</sup> and rescheduling it to April 22<sup>nd</sup>.

**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. Other Contracts and Leases**

**a. Update on Cargo Lease Negotiations**

Staff updated the Committee on the status of two lease negotiations with the cargo carriers (FedEx and UPS).

**8. Adjournment**

There being no further business, the meeting was adjourned at 10:53 a.m.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
FINANCE AND ADMINISTRATION COMMITTEE  
APRIL 1, 2019

COMMITTEE PENDING ITEMS

Future

1. FY 2020 Budget Development (Continuation)