



May 30, 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, June 3, 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.

A handwritten signature in blue ink, appearing to read "Terri Williams".

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

REGULAR MEETING
OF THE
FINANCE AND ADMINISTRATION COMMITTEE

Airport Skyroom
Monday, June 3, 2019
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.

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, June 3, 2019

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes
 - a. May 20, 2019 **[See page 1]**
4. Proposed Fiscal Year 2019/2020 ("FY 2020") Budget **[No staff report]**

No staff report is attached. Staff will continue to review with the Committee, the proposed FY 2020 Budget. Should the Committee make a recommendation for adoption, the proposed FY 2020 Budget will be presented to the Commission at its June 17, 2019, regularly scheduled meeting.
5. Items for Discussion
 - a. Airport Use Agreement Extension Update **[No staff report]**

No staff report is attached. Staff will update the Committee on the status of the Airport Use Agreement, copy attached, with the Airlines.
 - b. Quarterly Minor Lease and Purchase Order Update **[No staff report]**

No staff report is attached. Staff will present the Minor Lease and Purchase Order Update through March 31, 2019.
6. Items for Information
 - a. Committee Pending Items **[See page 3]**
7. Other Contracts and Leases
8. Adjournment

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

MONDAY, MAY 20, 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 10:44 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 and Adams

Absent: Commissioner Gharpetian

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

1. Approval of Agenda Agenda was approved as presented.

2. Public Comment There were no public comments.

3. Approval of Minutes

a. May 6, 2019 Draft minutes for the May 6, 2019, Finance and Administration Committee special meeting were presented for approval.

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

Motion Approved There being no objection, the minutes were approved (2-0, one absent).

4. Treasurer's Report

a. March 2019 A copy of the March 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 (2–0, one absent) to recommend that the Treasurer's Report be forwarded to the Commission to note and file.

5. Item for Discussion

a. Fiscal Year 2019/2020 ("FY 2020") Budget Development O&M Highlights

Staff presented and discussed with the Committee the O&M Highlights of the proposed FY 2020 Budget.

6. Item 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

There were no other contracts and leases to be discussed.

8. Adjournment

There being no further business to discuss, the meeting was adjourned at 11:12 a.m.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
FINANCE AND ADMINISTRATION COMMITTEE
JUNE 3, 2019**

COMMITTEE PENDING ITEMS

Future

1. Award of Lease – Hangar 38
2. Status of UPS Lease
3. Status of FedEx Lease