



# Weekly Management Report

## October 18, 2024

- 1. Memo**                      Burbank Hospitality Association  
Meeting on August 28, 2024  
**Community Development Department**
  
- 2. Memo**                      Planning Commission Meeting on  
October 14, 2024  
**Community Development Department**
  
- 3. Notice**                    Burbank-Glendale-Pasadena Airport Authority  
Meeting on October 21, 2024  
**Burbank-Glendale-Pasadena Airport Authority**
  
- 4. Summary**                Parks and Recreation Board  
Meeting on October 10, 2024  
**Parks and Recreation Department**
  
- 5. Minutes**                Sustainable Burbank Commission  
Meeting on September 16, 2024  
**Public Works Department**



# MEMORANDUM



## COMMUNITY DEVELOPMENT



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**DATE:** October 11, 2024

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
VIA: Simone McFarland, Asst. Community Development Director  
Mary Hamzoian, Economic Development Manager  
BY: Odette Zakarian, Administrative Analyst I

**SUBJECT:** Burbank Hospitality Association (BHA) Meeting – August 28, 2024

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- Peter Kolla, newly appointed BHA Chair, had to resign as he is no longer with Hotel Amarano. Appointment of a new Chairperson will take place at the next BHA meeting scheduled for October 16<sup>th</sup>.
- The Strausberg Group's Media and Marketing Strategic Plan was approved on a month-to-month basis while the Board goes through the RFP process to develop the next phase of Visit Burbank's campaign.
- The Board approved the \$1.6 million budget for the 2024-2025 fiscal year. With an operating budget of \$1.4 million, about \$200,000 unappropriated funds will need to be used to meet increased costs. Primary reasons for the increase are greater investments in destination development projects, and increased marketing expenses.
- The Board made a motion to update short-term investments and financial institutions in order to obtain a higher yield on interest rates. It was decided that \$100,000 will be moved into a money market account at Citizens Business Bank, offering a 4% interest rate, and that the BHA's checking account will also be moved to this new financial institution.
- Visit Burbank will invest in airport advertising at Hollywood Burbank Airport, promoting Burbank as the Perfect Way to See LA, with two digital ads and two static ads placed in high traffic terminals. Staff will move forward with reserving spots and finalizing creative.



# MEMORANDUM



## COMMUNITY DEVELOPMENT

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**DATE:** October 16, 2024

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director

Via: Fred Ramirez, Assistant Community Development Director – Planning

By: Diana Arias, Clerical Worker

**SUBJECT:** Planning Commission Meeting – October 14, 2024

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This memorandum goes over general information of the Planning Commission meeting that was held on October 14, 2024.

- There was no public hearing; two reports were presented to the Planning Commission.
- Report on the Proposed Downtown Parking Management Plan was presented by Transportation Services Manager, Karen Pan, Parking Analyst, Angelica Gonzales, and Nicholas Burant, Administrative Analyst II explained the development of the Parking Management Plan for Downtown Burbank, that was directed to be developed by 2023 City Council. Next steps for the project include addition public outreach, and City Council consideration of the Plan at a future meeting in 2024 and potential implementation in early 2025. After receiving public comment, the Commission provided feedback to staff. Administrative Draft of the Media District Specific Plan Update Project was presented by Principal Planner, Amanda Landry and Senior Planner, David Kim. Staff asked the Commission to provide direction and feedback to staff on the Administrative Draft of the Media District Specific Plan Update Project specifically: land use goals, policies, and development standards. Chairperson Rizzotti recused himself from report. After receiving public comment, the Commission provided feedback to staff. Vice Chair Wick was selected as the Liaison for Arts in Public Places Committee.





October 17, 2024

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

NOTICE is hereby given that a regular meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Monday, October 21, 2024, at 9:00 a.m., 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: (818) 862-3332

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of October 21, 2024

9.00 A.M.

*The public comment period is the opportunity for members of the public to address the Commission on agenda items and on airport-related non-agenda matters that are within the Commission'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 in-person attendance or participation at meeting of the Commission 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 Commission 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 Commission'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 Commission 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, October 21, 2024

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT (Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Comments are limited to 3 minutes each, and the Authority President may limit this time if reasonable under the circumstances.)
5. CONSENT CALENDAR (Includes Minutes. Items on the Consent Calendar are generally routine in nature and may be acted upon by one motion unless removed for separate consideration.)
  - a. Committee Minutes  
(For Note and File)
    - 1) Finance and Administration Committee
      - (i) September 16, 2024 **[See page 1]**
      - 2) Legal, Government and Environmental Affairs Committee
        - (i) September 16, 2024 **[See page 3]**
    - b. Commission Minutes  
(For Approval)
      - 1) October 7, 2024 **[See page 5]**
    - c. Treasurer's Report
      - 1) June 2024 **[See page 10]**
  6. ITEMS FOR COMMISSION INFORMATION
    - a. Regional Intermodal Transportation Center ("RITC")  
Art in Public Places Update
  7. CLOSED SESSION
    - a. PUBLIC EMPLOYEE APPOINTMENT  
(California Government Code Section 54957(b))  
Title: Executive Director
    - b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Initiation of Litigation (California Government Code Section 54956.9(d)(4)):  
1 potential case

8. PULLED FROM CONSENT CALENDAR
9. EXECUTIVE DIRECTOR COMMENTS
10. COMMISSIONER COMMENTS  
(Commissioners may make a brief announcement, make a brief report on their activities, and request an agenda item for future meetings.)
11. PUBLIC COMMENT
12. ADJOURNMENT

## COMMISSION NEWSLETTER

Monday, October 21, 2024

*[Regarding agenda items]*

### 5. CONSENT CALENDAR

*(Consent Calendar items may be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.)*

- a. COMMITTEE MINUTES. Approved minutes of the Finance and Administration Committee meeting of September 16, 2024; and the Legal, Government and Environmental Affairs Committee meeting of September 16, 2024, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the minutes of the Commission regular meeting of October 7, 2024, is included in the agenda packet for Commission review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for June 2024 is included in the agenda packet. At its meeting on September 16, 2024, the Finance and Administration Committee voted (2-0, 1 absent) to recommend that the Commission note and file this report.

### 6. ITEMS FOR COMMISSION INFORMATION

- a. REGIONAL INTERMODAL TRANSPORTATION CENTER ("RITC") ART IN PUBLIC PLACES UPDATE. No staff report attached. Staff will update the Commission on the progress of the RITC Art in Public Places project.

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

**MONDAY, SEPTEMBER 16, 2024**

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 11:16 p.m., by Commissioner Wilson.

**1. ROLL CALL**

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

**Absent:** None

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

Also Present: David Bullock, Partner, Macias Gini & O'Connell LLP, John Waller, Manager, Macias, Gini & O'Connell

**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 Ovrom moved approval; seconded by Commissioner Quintero.

**Motion Approved**

The motion was approved (3-0).

**4. Public Comment**

There were no public comments.

**5. Approval of Minutes**

**a. August 19, 2024**

A draft copy of the minutes of the meeting of August 19, 2024, were included in the agenda packet for review and approval.

**Motion**

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

**Motion Approved**

The minutes were unanimously approved (3-0).

**MINUTES OF THE REGULAR MEETING OF THE  
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

**SEPTEMBER 16, 2024**

A regular meeting of the Legal, Government and Environmental Affairs Committee was called to order on this date in the Burbank Room, 2627 N. Hollywood Way, Burbank, California, at 8:30 a.m., by Commissioner Gabel-Luddy.

**1. ROLL CALL**

**Present:** Commissioners Gabel-Luddy, Najarian and Williams

**Absent:** None

**Also Present:** Staff: Frank Miller, Executive Director; Maggie Martinez, Director, Noise and Environmental Affairs; Pamela Marcello, Senior Director, Government and Public Affairs; Aaron Galinis, Senior Airport Planner

Tami McCrossen-Orr, Trifiletti Consulting, Inc.

Terence R. Boga, Airport Authority Counsel; (via teleconference) Richards, Watson, Gershon

**2. Approval of Agenda**

Commissioner Williams moved approval of the agenda, seconded by Commissioner Najarian. The agenda was approved (3-0).

**3. Public Comment**

There were no public comments.

**4. Approval of Minutes**

**a. August 19, 2024**

Commissioner Williams moved approval of the August 19, 2024 Committee meeting minutes, seconded by Commissioner Najarian. There being no objection, the motion was approved (3-0).

**5. Items for Approval**

**a. Professional Services Agreement  
Trifiletti Consulting, Inc.**

Commissioner Williams recused herself from Item 5.a., Items for Approval at 8:32 a.m., returning at 8:37 a.m. after the presentation and vote.

Staff sought a Committee recommendation to the Commission for approval of a proposed Professional Services Agreement with Trifiletti Consulting Inc. to

**MINUTES OF THE REGULAR MEETING OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

**MONDAY, OCTOBER 7, 2024**

A regular meeting of the Burbank-Glendale-Pasadena Airport Authority was called to order this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 9:02 a.m., by President Najarian.

**1. ROLL CALL**

**Present:**

Commissioners Najarian, Talamantes, Hampton, Quintero, Ovrom, Williams, Gabel-Luddy and Wilson

**Absent:**

Commissioner Asatryan

**Also Present:**

Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Patrick Lammerding, Executive Deputy Director, Planning and Development

**Also Present:**

Perry Martin, Senior Program Manager, Jacobs Program Management Co.;

**2. PLEDGE OF ALLEGIANCE**

Commissioner Najarian led the Pledge of Allegiance.

**3. APPROVAL OF AGENDA**

The agenda was approved as presented.

**MOTION**

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

**MOTION APPROVED**

The motion was approved (8–0, 1 absent).

**AYES:** Najarian, Talamantes, Hampton, Quintero, Ovrom, Williams, Gabel-Luddy and Wilson

**NOES:** None

**ABSENT:** Commissioner Asatryan

**d. Professional Services Agreement  
Trifiletti Consulting, Inc.**

At its meeting on September 16, 2024, the Legal, Government and Environmental Affairs Committee, voted (2–0, 1 absent) to recommend that the Commission approve a Professional Services Agreement with Trifiletti Consulting, Inc., to continue providing environmental consulting services in support of the Authority's Memorandum of Understanding with South Coast Air Quality Management District and implementing the Airport's voluntary measures identified in the Air Quality Improvement Plan. This Agreement is for the period November 1, 2024 to October 31, 2025.

**MOTION**

Commissioner Ovrom moved approval of the Consent Calendar; seconded by Commissioner Quintero.

**MOTION APPROVED**

The motion was approved (8–0, 1 absent)

**AYES:** Williams, Najarian, Talamantes, Quintero, Hampton, Ovrom, Gabel-Luddy and Wilson

**NOES:** None

**ABSENT:** Commissioner Asatryan

**6. ITEMS FOR COMMISSION APPROVAL**

**a. Approval of Aid-in-Construction  
Payment Deposits – Replacement  
Passenger Terminal Project**

At its meeting on October 2, 2024, the Executive Committee voted (2–0, 1 absent) to recommend that the Commission approve two Aid-in-Construction deposit requests, from the City of Burbank: 1. \$3,228,200 for Phase 2 (17 MVA Temporary Terminal Power) sub-structure installation including labor and materials, conduits, manholes and pull boxes; and 2. \$7,110,070 for Phase 2 (Temporary Terminal Power) 12kV Distribution installation including labor, balance of material, pad mount switches and partial 12kV conversion of the Clybourn substation.

**MOTION**

Commissioner Wilson moved approval ; seconded by Commissioner Williams .

**MOTION APPROVED**

The motion was approved (8–0, 1 absent)

**AYES:** Williams, Najarian, Talamantes, Quintero, Hampton, Ovrom, Gabel-Luddy and Wilson

**7. ITEMS FOR COMMISSION INFORMATION**

- a. **Replacement Passenger Terminal Project Construction Update**      Staff updated the Commission on the progress of construction of the Replacement Passenger Terminal.

**8. CLOSED SESSION**

- a. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**  
Initiation of Litigation (California Government Code Section 54956.9(d)(4))  
1 Potential Case

- b. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
(California Government Code Section 54957(b))  
Title: Executive Director

**Meeting reconvened to Open Session**

The meeting was reconvened to Open Session at 10:06 a.m. with 7 Commissioners present.

**Closed Session Report**

There was nothing to report from Closed Session.

**9. ITEMS PULLED FROM CONSENT CALENDAR**

There were no items pulled from the Consent Calendar.

**10. EXECUTIVE DIRECTOR COMMENTS**

There were no comments.

- 11. COMMISSIONER COMMENTS**  
(Commissioners may make a brief announcement, report on their activities, and request an agenda item for a future meeting.)

Commissioners Wilson and Gabel-Luddy mentioned that they will each be unavailable to attend the next scheduled Commission meeting.

Commissioner Najarian reiterated comments previously made by Commissioner Ovrom regarding the agendizing of Executive Director comments and how it will be addressed in the future.

- 12. PUBLIC COMMENT**

There were no further public comments.

- 13. ADJOURNMENT**

The meeting was adjourned by President Najarian at 11:08 a.m.

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Ara Najarian, President

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Tyron Hampton, Secretary

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Date

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Date





October 21, 2024

Burbank-Glendale-Pasadena Airport Authority  
2627 Hollywood Way  
Burbank, CA 91505

Dear Commissioners:

The attached report, covering the month of June 2024, fulfills the legal requirements of the California Code and our Investment Policy. Based on projected income and expenses, as well as investment liquidity, there will be sufficient funds available to meet the needs of the Airport Authority for the six month period following the date of the attached report.

Sincerely,

[To be signed]

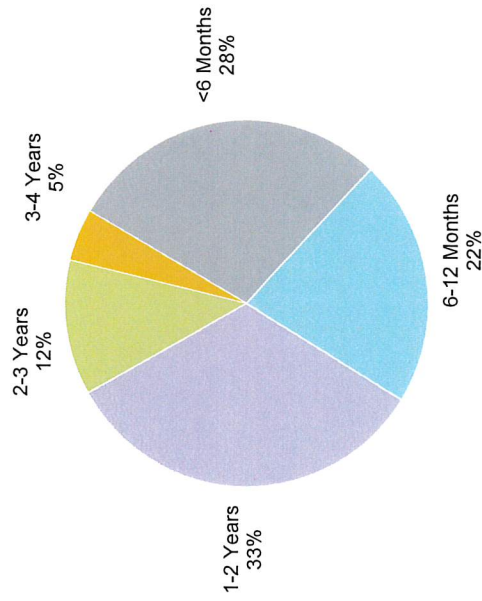
Tyron Hampton  
Treasurer

Attachments

# Operating Portfolio investment guidelines conformance As of June 30, 2024

	Legal max maturity	Actual max maturity	Policy maximum	Policy actual
U.S. Gov Agencies	5 Years	2.45 Years	70%	32%
Corporate Notes	5 Years	3.30 Years	30%	25%
LAIIF	N/A	N/A	\$20mil	N/A
Bankers Acceptance	6 Months	N/A	15%	N/A
Negotiable Certificates of Deposit	5 Years	N/A	15%	N/A
Non-Negotiable Certificates of Deposit	5 Years	N/A	15%	N/A
Commercial Paper	270 Days	N/A	15%	N/A
Repurchase Agreements	1 Year	N/A	10%	N/A
Money Market Fund	N/A	N/A	15%	10%
U.S. Gov Securities (Treasuries)	5 Years	3.01 Years	No limit	33%

## Maturity distribution

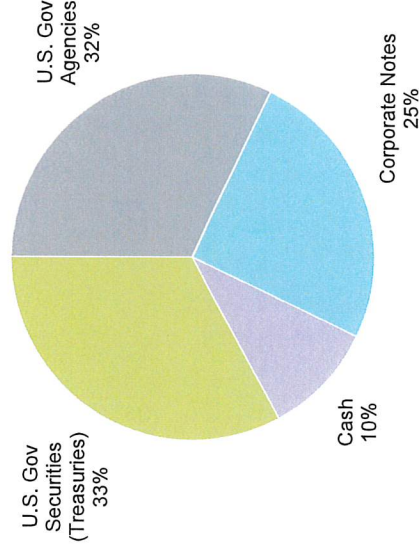


Source: Aladdin

There is no guarantee that the investment objective will be achieved or that return expectations will be met.

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## Sector allocation

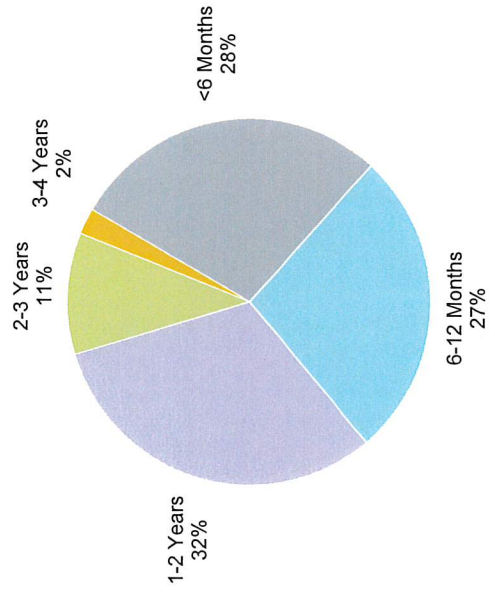


# PFC Portfolio investment guidelines conformance

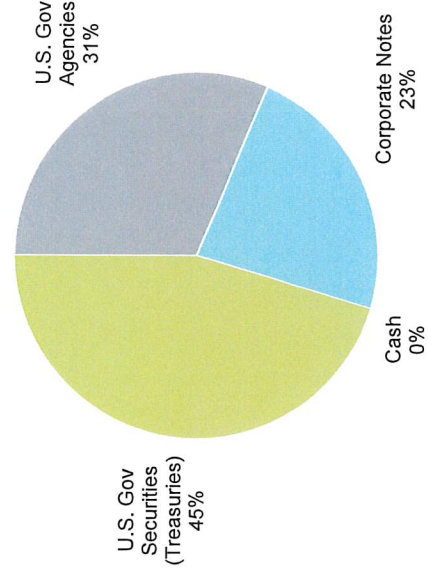
## As of June 30, 2024

	Legal max maturity	Actual max maturity	Policy maximum	Policy actual
U.S. Gov Agencies	5 Years	2.45 Years	70%	31%
Corporate Notes	5 Years	3.30 Years	30%	23%
LAIF	N/A	N/A	\$20mil	N/A
Bankers Acceptance	6 Months	N/A	15%	N/A
Negotiable Certificates of Deposit	5 Years	N/A	15%	N/A
Non-Negotiable Certificates of Deposit	5 Years	N/A	15%	N/A
Commercial Paper	270 Days	N/A	15%	N/A
Repurchase Agreements	1 Year	N/A	10%	N/A
Money Market Fund	N/A	N/A	15%	0%
U.S. Gov Securities (Treasuries)	5 Years	3.01 Years	No limit	45%

### Maturity distribution



### Sector allocation



Source: Aladdin  
There is no guarantee that the investment objective will be achieved or that return expectations will be met.

**Burbank-Glendale-Pasadena Airport Authority - Operating Account**  
**Statement of Investments**  
**As of 06/30/24**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Eff Mat. Date	Par Value	Purchase Cost	Market Price	Market Value	Unrealized Gain/Loss	YTM	Days to Eff. Mat.	% Mkt Value
06/30/24	Dreyfus Treasury	BAX9MM47	0.000	06/30/24	06/30/24	\$ 23,500,912	\$ 23,500,912	100.00	\$ 23,500,912	\$ -	5.36%	0	9.48%
06/13/24	Treasury Bill	912797KP1	0.000	07/16/24	07/16/24	9,500,000	9,455,616	99.78	9,479,187	23,571	5.34%	16	3.82%
01/18/22	Target Corporation	87612EBD7	3.500	07/01/24	07/01/24	1,750,000	1,831,278	100.00	1,750,000	(81,278)	3.44%	1	0.71%
01/11/23	Bank of America Corp	06051GLA5	4.830	07/22/26	07/22/24	2,300,000	2,271,572	99.03	2,277,578	6,006	6.42%	22	0.92%
11/03/20	Bristol-Myers Squibb Co	110122CM8	2.900	07/26/24	07/26/24	1,900,000	2,025,714	99.81	1,896,318	(129,396)	5.34%	26	0.76%
01/25/23	JP Morgan Chase & CO	46647PBW5	1.040	02/04/27	08/04/24	2,625,000	2,344,402	93.18	2,445,890	101,488	5.73%	35	0.99%
10/31/19	Honeywell International Inc	438516BW5	2.300	08/15/24	08/15/24	1,600,000	1,646,699	99.56	1,593,017	(53,682)	5.62%	46	0.64%
06/30/21	Treasury Note	9128282U3	1.875	08/31/24	08/31/24	13,000,000	13,567,227	99.39	12,920,273	(646,954)	5.40%	62	5.21%
05/20/21	United Parcel Service	911312BT2	2.200	09/01/24	09/01/24	1,571,000	1,637,949	99.38	1,561,273	(76,676)	5.73%	63	0.63%
06/20/23	FFCB	3133EPDE2	5.380	09/09/24	09/09/24	6,500,000	6,511,850	99.96	6,497,566	(14,284)	5.48%	71	2.62%
12/23/22	Morgan Stanley	61747YEX9	6.140	10/16/26	10/18/24	2,300,000	2,354,302	100.67	2,315,410	(38,892)	6.25%	110	0.93%
02/12/20	PNC Funding Corp	69353REF1	3.300	10/30/24	10/30/24	2,000,000	2,150,631	99.25	1,984,919	(165,712)	5.54%	122	0.80%
01/27/22	FHLB	3130A3GE8	2.750	12/13/24	12/13/24	2,200,000	2,281,046	98.82	2,173,955	(107,091)	5.40%	166	0.88%
01/27/22	Treasury Note	91282CDN8	1.000	12/15/24	12/15/24	2,000,000	1,977,266	98.07	1,961,484	(15,782)	5.25%	168	0.79%
06/25/20	Wisconsin Electric Power Company	976656CL0	2.050	12/15/24	12/15/24	1,450,000	1,518,887	98.34	1,425,885	(93,002)	5.73%	168	0.58%
01/06/22	FFCB	3133ENKS8	1.130	01/06/25	01/06/25	1,540,000	1,536,535	97.86	1,507,065	(29,470)	5.33%	190	0.61%
12/10/21	Federal National Mortgage Assoc	3135G0X24	1.630	01/07/25	01/07/25	1,500,000	1,527,600	98.13	1,472,001	(55,599)	5.28%	191	0.59%
05/11/22	Apple Inc	037833DF4	2.750	01/13/25	01/13/25	1,700,000	1,691,920	98.59	1,676,043	(15,877)	5.42%	197	0.68%
03/29/21	US Bank NA/Cincinnati	90331HPL1	2.050	01/21/25	01/21/25	2,000,000	2,069,895	97.98	1,959,542	(110,353)	5.74%	205	0.79%
09/15/22	Merck & Co Inc	58933YAR6	2.750	02/10/25	02/10/25	1,825,000	1,770,464	98.36	1,795,138	24,674	5.48%	225	0.72%
10/01/20	FHLMC Reference Note	3137EAEP0	1.500	02/12/25	02/12/25	7,000,000	7,082,816	97.71	6,939,417	(243,399)	5.29%	227	2.76%
03/04/22	FFCB	3133ENPY0	1.750	02/25/25	02/25/25	1,750,000	1,753,833	97.72	1,710,089	(43,744)	5.32%	240	0.69%
12/22/20	Exxon Mobil Corp	30231GAF9	2.709	03/06/25	03/06/25	1,825,000	1,939,204	98.18	1,791,816	(147,388)	5.43%	249	0.72%
08/05/20	FHLB	3130A4CH3	2.380	03/14/25	03/14/25	250,000	273,060	98.02	245,058	(28,002)	5.24%	257	0.10%
08/05/20	Ace InA Holdings Inc	00440EAS6	3.150	03/15/25	03/15/25	1,875,000	2,048,908	98.40	1,845,066	(203,842)	5.45%	258	0.74%
05/12/20	Intel Corp	458140BP4	3.400	03/25/25	03/25/25	1,000,000	1,106,180	98.47	984,670	(121,510)	5.53%	268	0.40%
09/30/21	Treasury Note	912828ZF0	0.050	03/31/25	03/31/25	2,300,000	2,287,242	96.57	2,221,207	(66,035)	5.17%	274	0.90%
05/05/20	Florida Power & Light Company	341081FZ5	2.850	04/01/25	04/01/25	1,000,000	1,086,930	98.03	980,276	(106,654)	5.54%	275	0.40%
02/12/21	General Dynamics Corporation	369550BK3	3.250	04/01/25	04/01/25	250,000	274,895	98.35	245,879	(29,016)	5.49%	275	0.10%
09/28/20	Federal Home Loan Banks	3130AJHU6	0.500	04/14/25	04/14/25	7,000,000	7,032,434	96.40	6,748,326	(284,108)	5.18%	288	2.72%
05/04/22	Home Depot Inc	437076CM2	2.700	04/15/25	04/15/25	1,800,000	1,770,312	97.95	1,763,121	(7,191)	5.35%	289	0.71%
12/01/21	FNMA	3135G03U5	0.630	04/22/25	04/22/25	9,500,000	9,317,379	96.38	9,156,296	(161,083)	5.21%	296	3.69%
06/06/22	Caterpillar Financial Services	14913R2V8	3.400	05/13/25	05/13/25	1,800,000	1,801,335	98.38	1,770,928	(30,407)	5.31%	317	0.71%
05/11/21	General Dynamics Corporation	369550BG2	3.500	05/15/25	05/15/25	1,400,000	1,514,257	98.40	1,377,636	(136,621)	5.38%	319	0.56%
02/10/22	Qualcomm Incorporated	747525AF0	3.450	05/20/25	05/20/25	1,700,000	1,751,887	98.40	1,672,741	(79,146)	5.30%	324	0.67%
12/15/21	Pfizer Inc	717081EX7	0.800	05/28/25	05/28/25	2,000,000	1,956,882	95.99	1,919,706	(37,176)	5.35%	332	0.77%
06/15/22	Cisco Systems Inc	17275RAW2	3.500	06/15/25	06/15/25	1,400,000	1,388,338	98.33	1,376,553	(11,785)	5.30%	350	0.56%

Burbank-Glendale-Pasadena Airport Authority - Operating Account  
Statement of Purchases - Maturities - Sales  
As of 06/30/24

**PURCHASES**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Par Value	Purchase Price	Purchase Cost	Prepaid Interest
06/13/24	Treasury Bill	912797KP1	0.000	07/16/24	\$ 9,500,000.00	99.53280	\$ 9,455,616.00	\$ -
					<b>\$ 9,500,000.00</b>		<b>\$ 9,455,616.00</b>	

**MATURITIES**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Par Value	Purchase Price	Purchase Cost	Gain / (Loss)
05/14/24	Treasury Bill	9112797FS1	0.000	06/13/24	\$ 7,000,000.00	99.58059	\$ 6,970,640.96	\$ 29,359.04
					<b>\$ 7,000,000.00</b>		<b>\$ 6,970,640.96</b>	<b>\$ 29,359.04</b>

**SALES / REDEMPTIONS / DELIVERS**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Par Value	Sale Price	Sale Amount	Purchase Cost	Gain / (Loss)
03/03/22	Truist Financial Corp	89788MAF9	5.320	06/09/25	2,100,000.00	100.00000	\$ 2,100,000.00	\$ 2,089,173.25	\$ 10,826.75
					<b>\$ 2,100,000.00</b>		<b>\$ 2,100,000.00</b>	<b>\$ 2,089,173.25</b>	<b>\$ 10,826.75</b>

**Burbank-Glendale-Pasadena Airport Authority - Operating Account**  
**Earnings Report**  
**06/01/24-06/30/24**

Type of Investment	Type	Coupon	Maturity Date	Previous Accrual	Realized Interest For Period	Interest Paid At Purc/Recv	Current Accrual	Interest Earned	Amt/Accrt For Period	Adjusted Total Int. Earned
Treasury Note	NOTE	3.000	07/15/25	56,868.13	-	-	69,230.77	12,362.64	5,072.82	17,435.46
Intel Corp	NOTE	3.700	07/29/25	7,836.81	-	-	9,763.89	1,927.08	(1,231.79)	695.29
State Street Corporation	NOTE	3.550	08/18/25	20,313.89	-	-	26,230.56	5,916.67	(3,993.26)	1,923.41
FNMA Benchmark Note	NOTE	0.375	08/25/25	3,500.00	-	-	4,593.75	1,093.75	112.90	1,206.65
Burlington Northern Santa Fe LLC	NOTE	3.650	09/01/25	12,546.88	-	-	16,729.17	4,182.29	379.08	4,561.37
John Deere Capital Corp	NOTE	4.050	09/08/25	17,741.25	-	-	24,153.75	6,412.50	46.39	6,458.89
FFCB	NOTE	4.250	09/30/25	50,409.72	-	-	75,201.39	24,791.67	606.26	25,397.93
FNMA Benchmark Note	NOTE	0.500	11/07/25	4,000.00	-	-	9,000.00	5,000.00	3,189.17	8,189.17
Lockheed Martin Corporation	NOTE	3.550	01/15/26	23,925.42	-	-	29,203.09	5,277.67	(979.50)	4,298.17
FHLB	NOTE	0.700	01/28/26	4,185.42	-	-	5,206.25	1,020.83	4,615.53	5,636.36
Treasury Note	NOTE	0.500	02/28/26	12,635.87	-	-	16,711.96	4,076.09	26,869.80	30,945.89
FHLB	NOTE	0.960	03/05/26	8,944.00	-	-	12,064.00	3,120.00	9,572.19	12,692.19
Prudential Financial Inc	NOTE	1.500	03/10/26	6,665.63	-	-	9,134.38	2,468.75	(185.28)	2,283.47
FHLB	NOTE	4.130	03/13/26	64,796.88	-	-	89,718.75	24,921.87	1,651.97	26,573.84
Loews Corporation	NOTE	3.750	04/01/26	9,375.00	-	-	14,062.50	4,687.50	873.02	5,560.52
Sierra Pacific Power	NOTE	2.600	05/01/26	3,520.83	-	-	7,041.67	3,520.84	(841.90)	2,678.94
Bank of America Corp	NOTE	4.830	07/22/26	39,782.53	-	-	49,034.28	9,251.75	728.81	9,980.56
FHLB	NOTE	1.880	09/11/26	4,166.67	-	-	5,729.17	1,562.50	(864.12)	698.38
Public Service Electric And Gas	NOTE	2.250	09/15/26	5,818.75	-	-	8,115.63	2,296.88	2,122.83	4,419.71
Pepsico Inc	NOTE	2.380	10/06/26	3,991.32	-	-	6,168.40	2,177.08	2,031.55	4,208.63
Morgan Stanley	NOTE	6.140	10/16/26	17,646.75	-	-	29,411.25	11,764.50	(1,273.91)	10,490.59
Treasury Note	NOTE	2.000	11/15/26	9,239.13	-	-	25,543.48	16,304.35	14,683.84	30,988.19
Duke Energy Carolinas	NOTE	2.950	12/01/26	-	-	-	2,458.33	2,458.33	1,344.76	3,803.09
FHLB	NOTE	2.130	12/11/26	38,131.94	40,375.00	-	4,486.11	6,729.17	(1,881.94)	4,847.23
JP Morgan Chase & CO	NOTE	1.040	02/04/27	8,872.50	-	-	11,147.50	2,275.00	6,078.65	8,353.65
Treasury Note	NOTE	0.630	03/31/27	10,587.43	-	-	15,710.38	5,122.95	23,655.22	28,778.17
Chevron Corp	NOTE	2.300	05/11/27	2,216.67	-	-	5,541.67	3,325.00	3,299.45	6,624.45
Treasury Note	NOTE	0.500	06/30/27	21,016.48	25,000.00	-	135.87	4,119.39	24,244.03	28,363.42
Unitedhealth Group Inc	NOTE	2.950	10/15/27	7,538.89	-	-	12,455.56	4,916.67	2,527.50	7,444.17
<b>Subtotal</b>				<b>\$ 967,597.25</b>	<b>\$ 218,644.97</b>	<b>\$ -</b>	<b>\$ 1,090,859.71</b>	<b>\$ 341,907.43</b>	<b>\$ 111,141.13</b>	<b>\$ 453,048.56</b>
<b>CASH EQUIVALENTS</b>										
Dreyfus Treasury				-	99,178.92	-	-	99,178.92	-	99,178.92
<b>Subtotal</b>				<b>\$ -</b>	<b>\$ 99,178.92</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 99,178.92</b>	<b>\$ -</b>	<b>\$ 99,178.92</b>
<b>LAIF</b>										
Local Agency Investment Fund				57,892.44	-	-	98,211.33	40,318.89	-	40,318.89
<b>TOTAL</b>				<b>\$ 1,025,489.69</b>	<b>\$ 317,823.89</b>	<b>\$ -</b>	<b>\$ 1,189,071.04</b>	<b>\$ 481,405.24</b>	<b>\$ 111,141.13</b>	<b>\$ 592,546.37</b>

**Burbank-Glendale-Pasadena Airport Authority - PFC Account**  
**Statement of Investments**  
**As of 06/30/24**

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Eff Mat. Date	Par Value	Purchase Cost	Market Price	Market Value	Unrealized Gain/Loss	YTM	Days to Eff. Mat.	% Mkt Value
09/08/22	John Deere Capital Corp	24422EWJ4	4.050	09/08/25	09/08/25	425,000	425,519	98.63	419,192	(6,327)	5.24%	435	0.74%
10/11/22	FFCB	3133ENP95	4.250	09/30/25	09/30/25	1,000,000	995,940	99.20	992,028	(3,912)	4.91%	457	1.75%
11/17/20	FNMA Benchmark Note	3135G06G3	0.500	11/07/25	11/07/25	3,155,000	3,140,117	94.19	2,971,561	(168,556)	4.98%	495	5.24%
06/30/21	Lockheed Martin Corporation	539830BH1	3.550	01/15/26	01/15/26	415,000	432,814	97.56	404,892	(27,922)	5.21%	564	0.71%
01/19/23	FHLB	3130AKQX7	0.700	01/28/26	01/28/26	1,050,000	949,566	93.33	980,015	30,449	5.14%	577	1.73%
12/06/22	Treasury Note	91282CB03	0.500	02/28/26	02/28/26	1,400,000	1,269,855	93.12	1,303,641	33,786	4.83%	608	2.30%
06/20/23	FFCB	3133EPCF0	4.500	03/02/26	03/02/26	2,000,000	2,003,788	99.28	1,985,587	(18,201)	4.95%	610	3.50%
01/19/23	FHLB	3130ALLH0	0.960	03/05/26	03/05/26	900,000	817,164	93.41	840,667	23,503	5.09%	613	1.48%
08/30/21	Prudential Financial Inc	74432QCH6	1.500	03/10/26	03/10/26	450,000	455,338	94.05	423,225	(32,113)	5.20%	618	0.75%
02/17/23	FHLB	3130AUU36	4.130	03/13/26	03/13/26	1,250,000	1,239,538	98.67	1,233,418	(6,120)	4.94%	621	2.17%
05/17/23	Loews Corporation	540424AS7	3.750	04/01/26	04/01/26	300,000	294,711	97.46	292,389	(2,322)	5.28%	640	0.52%
11/29/21	Sierra Pacific Power	826418BM6	2.600	05/01/26	05/01/26	375,000	389,284	95.37	357,644	(31,640)	5.27%	670	0.63%
09/13/21	FHLB	3130ABXY4	1.880	09/11/26	09/11/26	300,000	315,528	94.04	282,117	(33,411)	4.76%	803	0.50%
05/16/23	Public Service Electric And Gas	74456QBR6	2.250	09/15/26	09/15/26	300,000	279,264	93.95	281,862	2,598	5.17%	807	0.50%
03/01/23	Pepsico Inc	713448DN5	2.380	10/06/26	10/06/26	450,000	414,179	94.51	425,288	11,109	4.96%	828	0.75%
05/09/23	Treasury Note	912828U24	2.000	11/15/26	11/15/26	2,100,000	1,986,468	94.10	1,976,133	(10,335)	4.65%	868	3.48%
01/13/22	FHLB	3130A9YY1	2.130	12/11/26	12/11/26	700,000	720,418	94.10	658,681	(61,737)	4.70%	894	1.16%
01/31/23	Treasury Note	912828ZE3	0.630	03/01/27	03/01/27	2,250,000	1,984,481	89.95	2,023,769	39,288	4.56%	974	3.57%
05/11/23	Chevron Corp	166764BX7	2.000	05/11/27	05/11/27	475,000	442,085	92.40	438,907	(3,178)	4.86%	1045	0.77%
03/15/23	Treasury Note	912828ZV5	0.500	06/30/27	06/30/27	1,000,000	875,741	88.87	888,671	12,930	4.50%	1095	1.57%
02/15/23	Unitedhealth Group Inc	91324PDE9	2.950	10/15/27	10/15/27	450,000	416,654	94.01	423,024	6,370	4.94%	1202	0.75%
	<b>Subtotal</b>					<b>\$ 58,467,225</b>	<b>\$ 57,731,810</b>		<b>\$ 56,727,097</b>	<b>\$ (1,004,713)</b>	<b>5.16%</b>	<b>352</b>	<b>100.00%</b>
	<b>PFC Bank Balance</b>						<b>8,223,423</b>						
	<b>TOTAL</b>						<b>\$ 65,955,233</b>						

**Burbank-Glendale-Pasadena Airport Authority - PFC Account**  
**Earnings Report**  
**06/01/24-06/30/24**

Type of Investment	Type	Coupon	Maturity Date	Previous Accrual	Realized Interest For Period	Interest Paid At Purc/Recv	Current Accrual	Interest Earned	Amrt/Accrt For Period	Adjusted Total Int. Earned
<b>FIXED INCOME</b>										
Treasury Bill	NOTE	0.000	06/04/24	-	-	-	-	-	-	-
Treasury Bill	NOTE	0.000	06/13/24	-	-	-	-	-	-	-
Truist Financial Corp	NOTE	2.280	06/10/24	6,450.80	7,269.64	-	-	818.84	-	818.84
Treasury Bill	NOTE	0.000	07/05/24	-	-	-	-	-	28,342.08	28,342.08
Treasury Bill	NOTE	0.000	07/16/24	-	-	-	-	-	11,665.40	11,665.40
Target Corporation	NOTE	3.500	07/01/24	6,197.92	7,437.50	-	-	1,239.58	(719.16)	520.42
Bristol-Myers Squibb Co	NOTE	2.900	07/26/24	4,531.25	-	-	5,618.75	1,087.50	(734.97)	352.53
Honeywell International Inc	NOTE	2.300	08/15/24	2,641.17	-	-	3,388.67	747.50	(194.99)	552.51
Treasury Note	NOTE	1.875	08/31/24	7,581.52	-	-	10,027.17	2,445.65	(1,810.18)	635.47
United Parcel Service	NOTE	2.200	09/01/24	2,057.00	-	-	2,742.67	685.67	(478.18)	207.49
PNC Funding Corp	NOTE	3.300	10/30/24	923.54	-	-	1,817.29	893.75	(359.06)	534.69
Wisconsin Electric Power Company	NOTE	2.050	12/15/24	3,308.47	3,587.50	-	318.89	597.92	(377.41)	220.51
FFCB	NOTE	1.130	01/06/25	2,084.38	-	-	2,515.63	431.25	28.88	460.13
Federal National Mortgage Assoc	NOTE	1.630	01/07/25	11,375.00	-	-	13,744.79	2,369.79	(875.00)	1,494.79
Apple Inc	NOTE	2.750	01/13/25	4,480.21	-	-	5,454.17	973.96	63.13	1,037.09
US Bank NA/Cincinnati	NOTE	2.050	01/21/25	3,516.32	-	-	4,327.78	811.46	(21.46)	790.00
Merck & Co Inc	NOTE	2.750	02/10/25	3,679.96	-	-	4,674.54	994.58	451.89	1,446.47
FHLMC Reference Note	NOTE	1.500	02/12/25	7,947.92	-	-	10,135.42	2,187.50	(423.98)	1,763.52
FFCB	NOTE	1.750	02/25/25	5,833.33	-	-	7,656.25	1,822.92	(76.90)	1,746.02
Exxon Mobil Corp	NOTE	2.709	03/06/25	2,878.31	-	-	3,894.19	1,015.88	(476.78)	539.10
Ace InA Holdings Inc	NOTE	3.150	03/15/25	2,892.75	-	-	4,034.63	1,141.88	(796.61)	345.27
Treasury Note	NOTE	0.050	03/31/25	1,355.19	-	-	2,010.93	655.74	208.50	864.24
General Dynamics Corporation	NOTE	3.250	04/01/25	270.83	-	-	406.25	135.42	(100.50)	34.92
Federal Home Loan Banks	NOTE	0.500	04/14/25	946.53	-	-	1,550.69	604.16	(74.30)	529.86
Home Depot Inc	NOTE	2.700	04/15/25	1,466.25	-	-	2,422.50	956.25	178.07	1,134.32
FNMA	NOTE	0.630	04/22/25	829.43	-	-	1,467.45	638.02	1,029.98	1,668.00
Caterpillar Financial Services	NOTE	3.400	05/13/25	722.50	-	-	1,926.67	1,204.17	(46.43)	1,157.74
General Dynamics Corporation	NOTE	3.500	05/15/25	544.44	-	-	1,565.28	1,020.84	(635.58)	385.26
Qualcomm Incorporated	NOTE	3.450	05/20/25	421.67	-	-	1,571.67	1,150.00	(318.41)	831.59
Pfizer Inc	NOTE	0.800	05/28/25	31.67	-	-	348.33	316.66	204.10	520.76
Cisco Systems Inc	NOTE	3.500	06/15/25	6,455.56	7,000.00	-	622.22	1,166.66	66.68	1,233.34
Treasury Note	NOTE	2.875	06/15/25	21,240.44	23,000.00	-	2,010.93	3,770.49	831.49	4,601.98
Treasury Note	NOTE	0.250	06/30/25	1,838.94	2,187.50	-	11.89	360.45	903.55	1,264.00
Treasury Note	NOTE	3.000	07/15/25	13,648.35	-	-	16,615.38	2,967.03	1,118.36	4,085.39
Intel Corp	NOTE	3.700	07/29/25	5,015.56	-	-	6,248.89	1,233.33	(837.37)	395.96
State Street Corporation	NOTE	3.550	08/18/25	4,824.55	-	-	6,229.76	1,405.21	(1,012.80)	392.41



**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**  
**SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS**  
**MONTH AND TWELVE MONTHS ENDED JUNE 30, 2024 & 2023**

		Monthly Performance				June 2024				Fiscal YTD Performance (July 2023 - June 2024)			
		A	B	C	D	E			F	G	H	I	J
		Actual \$	Budget	Actual \$	Note	Variance	Actual \$	Fiscal	Fiscal	Actual \$	Fiscal	Actual Vs.	
		June 2024	June 2024	June 2023		Actual Vs.	June 2024	YTD Budget	YTD Budget	Prior Year	Fiscal YTD	Actual Budget	
						Budget						Budget	
<b>OPERATING ACTIVITY</b>													
<b>CASH RECEIPTS FROM OPERATIONS</b>													
1	Landing/Fuel Fees	\$366,503	\$436,500	\$439,180	(2)	(\$69,997)		\$4,636,552	\$4,850,000	\$5,176,067		(\$213,448)	
2	Parking Fees	2,418,396	2,443,506	2,376,685	(3)	(25,110)		29,568,086	27,450,000	29,608,564		2,118,086	
3	Rental/Concession Receipts - Terminal Building	946,338	1,395,329	1,017,417	(4)	(448,991)		16,689,728	15,684,847	17,072,092		1,004,881	
4	Rental Receipts - Other Buildings	1,230,759	1,265,970	1,281,740	(5)	(35,211)		16,064,251	15,800,153	16,167,741		264,098	
5	Ground Transportation	369,579	314,000	328,620	(6)	55,579		4,013,982	3,490,000	3,645,916		523,982	
6	Other Receipts	193,875	92,250	110,475	(7)	101,625		1,947,794	1,025,000	1,267,826		922,794	
7	Investment Receipts - Treasurer/Other Interest Earned	972,254	454,167	(147,780)	(8)	518,087		5,661,855	5,450,000	4,393,461		211,855	
8		\$6,497,704	\$6,401,722	\$5,406,337	(1)	\$95,982		\$78,582,249	\$73,750,000	\$77,331,667		\$4,832,249	
<b>CASH DISBURSEMENTS FROM OPERATIONS</b>													
9	Administrative Supplies & Costs	(\$77,066)	(\$135,495)	(\$93,865)	(10)	\$58,429		(\$1,419,895)	(\$1,598,995)	(\$1,305,499)		\$179,100	
10	Operating Supplies & Maintenance	(393,490)	(414,614)	(247,869)	(11)	21,124		(4,382,187)	(4,743,000)	(4,017,792)		360,813	
11	Contractual Operating Costs	(3,225,446)	(3,079,027)	(2,728,427)	(12)	(146,419)		(34,704,695)	(36,281,078)	(31,877,949)		1,576,383	
12	Contractual Professional Services	(213,735)	(504,200)	(301,800)	(13)	290,465		(6,060,405)	(8,055,400)	(5,608,592)		1,994,995	
13	Wages & Benefits	(520,424)	(656,176)	(486,626)	(14)	135,752		(7,101,716)	(7,843,700)	(7,068,957)		741,984	
14	Other Operating Costs	(111,958)	(116,430)	(38,616)	(15)	4,472		(1,293,130)	(1,397,150)	(912,195)		104,020	
15	Bond Debt Service - 2015 Bonds	0	0	(380,375)	(16)	0		(4,567,500)	(4,567,500)	(4,564,500)		0	
16	Parking Tax	0	0	0	(16)	0		(3,100,781)	(2,941,071)	(3,093,997)		(159,710)	
17		(\$4,542,119)	(\$4,905,942)	(\$4,277,578)	(9)	\$363,823		(\$62,630,310)	(\$67,427,894)	(\$58,449,481)		\$4,797,584	
18		\$1,955,585	\$1,495,780	\$1,128,759		\$459,805		\$15,951,939	\$6,322,106	\$18,882,186		\$9,629,833	
<b>FACILITY IMPROVEMENT TRANSACTIONS</b>													
<b>CASH DISBURSEMENTS</b>													
19	Noise Mitigation Program Costs	\$0	(\$250,000)	(\$15,292)	(17)	\$250,000		(\$190,006)	(\$1,000,000)	(\$25,289)		\$809,994	
20	Other Facility Improvement Program Project Costs	(127,735)	(2,915,583)	(570,585)	(18)	2,787,848		(4,533,144)	(10,479,000)	(8,478,175)		5,945,856	
21		(\$127,735)	(\$3,165,583)	(\$585,877)		\$3,037,848		(\$4,723,150)	(\$11,479,000)	(\$8,503,464)		\$6,755,850	
<b>CASH RECEIPTS FROM FUNDING SOURCES</b>													
22	FAA Grants - Noise Mitigation Program	\$0	\$201,475	\$0	(17)	(\$201,475)		\$114,986	\$805,900	\$0		(\$690,914)	
23	FAA Grants - Facility Improvement Program	16,613	851,836	0	(19)	(\$835,223)		258,483	851,836	2,628,083		(593,353)	
24	Passenger Facility Charge Receipts/Reserves	219,171	1,462,737	818,188	(20)	(\$1,243,566)		754,212	5,279,264	5,433,839		(4,525,052)	
25	Customer Facility Charge Reserves	42,000	50,000	0	(21)	(\$8,000)		158,325	400,000	0		(241,675)	
26		\$277,784	\$2,566,048	\$818,188		(\$2,288,264)		\$1,286,006	\$7,337,000	\$8,061,922		(\$6,050,994)	
27		\$150,049	(\$599,535)	\$232,311		\$749,584		(\$3,437,144)	(\$4,142,000)	(\$441,542)		\$704,856	
28		\$0	\$0	\$1,781,231	(22)	\$0		\$733,646	\$0	\$13,062,117		\$733,646	
29		\$2,105,634	\$896,245	\$3,142,301		\$1,209,389		\$13,248,441	\$2,180,106	\$31,502,761		\$11,068,335	
<b>NET INCREASE (DECREASE) IN CASH FROM OPERATIONS</b>													

# BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

## NOTES TO SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS MONTH AND TWELVE MONTHS ENDED JUNE 30, 2024 & 2023

### General Comments

The Schedule of Cash Receipts and Disbursements ("Schedule") represents the cash basis activity for the month and fiscal year-to-date ("FYTD") compared to the allocation of the annual adopted budget.

The Schedule consists of two sections: Operating Activity and Facility Improvement Transactions. Receipts are shown as positive amounts and disbursements as negative amounts. Favorable budget variances are shown as positive amounts and unfavorable variances as negative amounts. Because this Schedule is on a cash basis, cash timing differences may contribute to budget variances.

The Operating Activity receipts include charges for services (parking, landing fees and concessions), tenant rents, fuel flowage fees, other revenues and investment receipts. The Operating Activity disbursements include costs of services, materials, contracts, personnel and debt service.

Facility Improvement Transactions represent the activity for the Authority's capital program, which consists of Other Facility Improvement Program Projects and the Noise Mitigation Program.

FY 2024 Replacement Passenger Terminal ("RPT") Project expenditures are primarily funded through the Bipartisan Infrastructure Law grants, FAA-approved use of Passenger Facility Charge ("PFC") fees, and proceeds from the May issuance of the 2024 Revenue Bonds.

The FY 2024 Non-RPT Capital Program expenditures are primarily funded through the following sources:

- FAA-approved PFC program receipts/reserves;
- Grants; and
- Operating Revenues

The notes below provide additional information regarding the performance results detailed in the "Schedule of Cash Receipts and Disbursements."

A Supplemental Schedule of Cash Receipts and Disbursements reflecting the activities related to the 2012 Bond debt service for the Regional Intermodal Transportation Center / Consolidated Rental Car Facility is also presented.

FY 2024 projected operational activity has been based essentially flat to FY 2023 levels. The Authority's Adopted FY 2024 budget is based on the following quarterly activity assumptions to reflect seasonal fluctuations:

- Q1 (July - September): 1,620,000 (represents 27% of total)
- Q2 (October - December): 1,560,000 (represents 26% of total)
- Q3 (January - March): 1,200,000 (represents 20% of total)
- Q4 (April - June): 1,620,000 (represents 27% of total)

Passengers increased by 4.08% fiscal year-end when compared to the same period in FY 2023, and favorable to the budget assumption by 3.62%. Overall financial performance fiscal year-end remains positive to the budget.

(Continued)

# BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

## NOTES TO SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS MONTH AND TWELVE MONTHS ENDED JUNE 30, 2024 & 2023

**NOTE (11) – Operating Supplies & Maintenance**

This line item includes utilities, fuel, general repairs and maintenance, landscaping, supplies and telephone costs.

**NOTE (12) – Contractual Operating Costs**

This line item includes various contractual operating costs such as ARFF services, janitorial services, systems and vehicle repair, parking operations and the TBI Airport Management contract costs. Reimbursement of the Common Use Passenger Processing System ("CUPPS") upgrade defined in note 18 is reflected in this line item to offset operating costs of the CUPPS system.

**NOTE (13) – Contractual Professional Services**

This line item includes various professional services such as legal, auditing, noise, financial and insurance.

**NOTE (14) – Wages and Benefits**

Wages and Benefits consist of payroll and fringe benefit costs for the Airport Police officers, and include the impact of the terms of the Memorandum of Understanding effective February 2023. Wages and Benefits include overtime for film location services which are recovered through the related film revenue.

**NOTE (15) – Other Operating Costs**

This line item primarily includes public relations/advertising, air service retention, and license/permit fees.

**NOTE (16) – Parking Tax**

The 12% City of Burbank parking tax is paid quarterly for the prior three-month period. The next remittance, covering the months of April, May and June 2024, is due July 2024.

**NOTE (17) – Noise Mitigation Program**

FAA Grants are budgeted to partially fund the multi-year Part 150 Update project. A RFP for the Part 150 Update was issued in 3rd Quarter of FY 2023 and a contract was awarded in January 2024.

**NOTE (18) – Other Facility Improvement Program Projects**

Other Facility Improvement Program Project costs on a cash basis are under budget fiscal year-end primarily due to the timing of commencement and postponement of several major projects.

**NOTE (19) – FAA Grants – Facility Improvement Program Projects**

FAA Grants are budgeted to partially fund a new ARFF vehicle.

**NOTE (20) – Passenger Facility Charge Receipts/Reserves**

A number of capital projects are budgeted to be funded or partially funded by Passenger Facility Charges, including the completion of the Runway 8 PAPI relocation, Runway and Taxiway Shoulder Rehabilitation, a new ARFF vehicle, and the Part 150 Update project.

(Continued)

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**  
**SUPPLEMENTAL SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS**  
**REGIONAL INTERMODAL TRANSPORTATION CENTER / CONSOLIDATED RENTAL CAR FACILITY PAYMENTS AND COLLECTIONS**  
**MONTH AND TWELVE MONTHS ENDED JUNE 30, 2024 & 2023**

	Monthly Performance					June 2024					Fiscal YTD Performance (July 2023 - June 2024)				
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
35	\$570,016	\$383,337	\$514,802	(1)	\$186,679	Customer Facility Charge Receipts	\$5,330,885	\$4,600,000	\$5,035,704	(1)	\$730,885				
36	0	0	0	(2)	0	Federal Relief Grant Funds - 2012 Bond Debt Service	859,449	0	1,426,999	(2)	859,449				
37	36,649	102,700	80,350	(3)	(66,051)	Facility Rent	1,212,023	1,232,433	1,039,919	(3)	(20,410)				
38	(486,037)	(486,037)	(486,323)		0	Payments to Bond Trustee for 2012 Bond Debt Service	(5,832,433)	(5,832,433)	(5,835,892)		0				
39	<b>\$120,628</b>	<b>\$0</b>	<b>\$108,829</b>	<b>(4)</b>	<b>-\$120,628</b>		<b>\$1,569,924</b>	<b>\$0</b>	<b>\$1,666,730</b>	<b>(4)</b>	<b>\$1,569,924</b>				

**General Comments**

The debt service on the 2012 Revenue Bonds and the repayment to the Authority of the loans to the Rent-A-Car Companies ("RACs") is payable from Customer Facility Charges ("CFCs") and Facility Rents. Under the terms of the Bond Indenture, as amended, all CFCs collected subsequent to July 1, 2014 are remitted to the Bond Trustee for the 2012 Bond debt service.

On July 1, 2014, the terms and conditions of the Non-Exclusive Concession and Lease Agreement with the respective Rent-A-Car Companies became effective, including the collection of Facility Rent.

**Note (1) - Customer Facility Charge ("CFC") Receipts**

CFCs of \$6 per day per transaction, up to a maximum of five days, are collected and applied to the 2012 Bond debt service.

**Note (2) - Federal Relief Grant Funds**

All available awarded federal relief funds were utilized towards FY 2023 Bond debt service costs and no further drawdowns will be applied to FY 2024 debt service.

**Note (3) - Facility Rent**

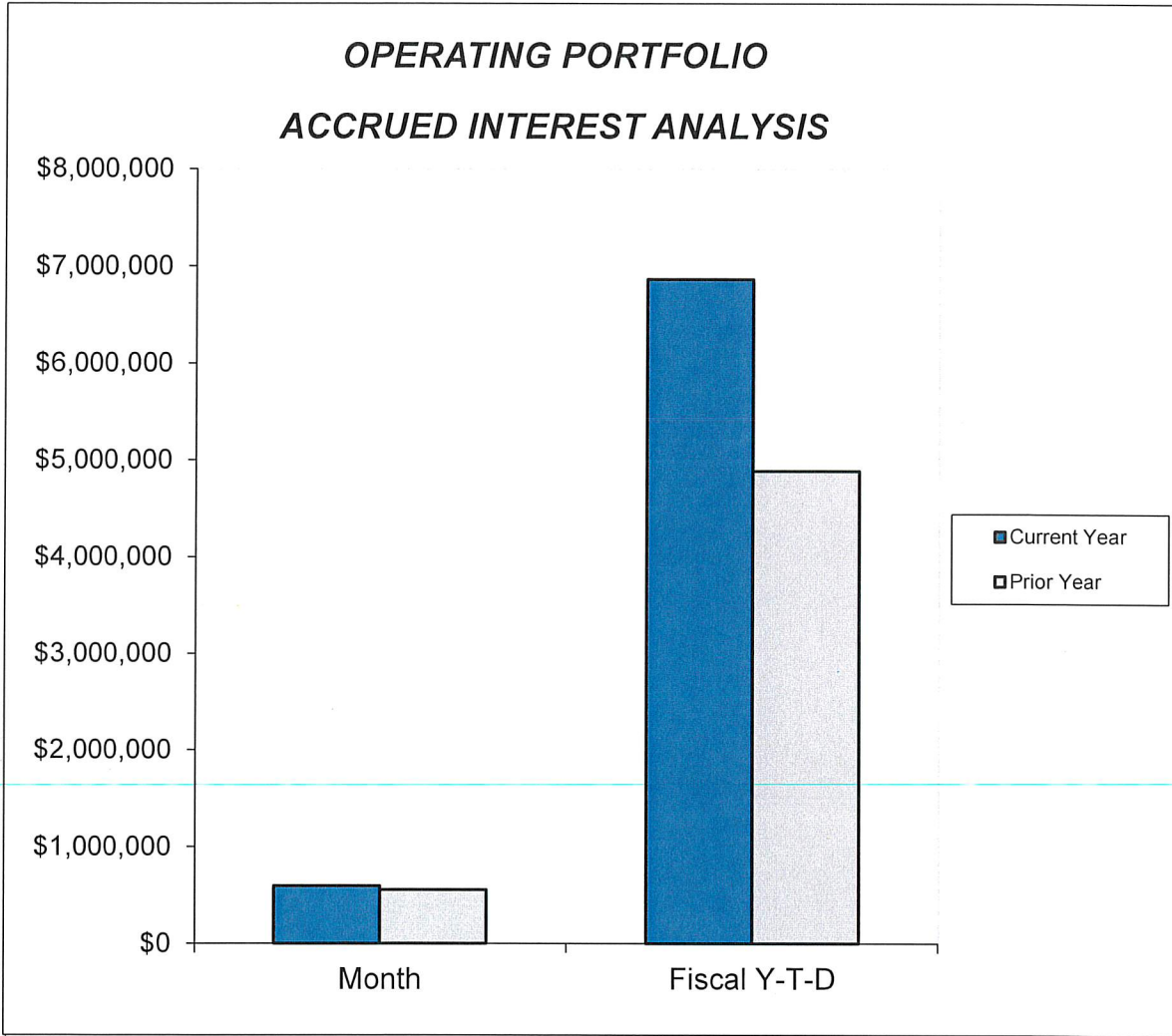
Facility Rent receipts may be applied to the 2012 Bond debt service or other allowable uses.

**Note (4) - Net RITC / ConRAC Facility Payments and Collections**

At fiscal year-end, upon conclusion of the required reconciliation, any excess surplus accumulated will be evaluated and applied toward the allowed uses under the terms and conditions of the Non-Exclusive Concession and Lease Agreement with the Rent-A-Car Companies.

In the event of a shortfall of receipts to meet the required payment obligations (i.e., CFC collections perform under budget projections), the Authority holds the right to adjust the Facility Rent paid by the rental car companies on a 30-day notice.

## *Burbank-Glendale-Pasadena Airport Authority*



	June 2024	June 2023
Accrued Interest Revenue - Month	\$592,546	\$551,377
Accrued Interest Revenue - FYTD	\$6,862,161	\$4,884,990
Month End Portfolio Balance	\$263,784,024	\$279,568,590
Yield to Maturity	5.12%	4.88%

**Supplement to the June 2024 Treasurer's Report**

**FYTD June 2024 Cash Disbursements**

**Facility Improvement Transactions**

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**  
**FY 2024 Cash Disbursements - Facility Improvement Transactions**

PROJECT DESCRIPTION		Annual Budgeted Cost	FYTD 2024 (July-June) Budgeted Cost	FYTD 2024 (July-June) Cash Basis Cost	FYTD 2024 (July-June) Budget Variance Fav. / (Unfav.)	Project Status FYTD 2024 (July 2023 - June 2024)
<b>BUILDING IMPROVEMENTS</b>						
1)	Minor Building Improvements	250,000	250,000	-	250,000	Ongoing
2)	RITC Art in Public Places	400,000	400,000	150,125	249,875	Project completion estimated FY 2025
3)	Bldg 36 Security/Ram Access Doors Replacement	135,000	135,000	-	135,000	Project scheduled to commence Q2 of FY 2025
<b>TOTAL BUILDING IMPROVEMENTS</b>		<b>\$ 785,000</b>	<b>\$ 785,000</b>	<b>\$ 150,125</b>	<b>\$ 634,875</b>	
<b>IT/COMMUNICATIONS/SECURITY</b>						
4)	Communications Center Equipment (carryover)	725,000	725,000	93,830	631,170	Project completion estimated FY 2025
5)	Mobile Police Firearms Training Range	425,000	425,000	277,737	147,263	Project completion estimated FY 2025
6)	DVSS Hardware Replacement/Upgrades	200,000	200,000	18,023	181,977	Ongoing
7)	IT Infrastructure Equipment	-	-	117,512	(117,512)	FY 2023 accrued costs - project completed
<b>TOTAL IT/COMMUNICATIONS/SECURITY</b>		<b>\$ 1,350,000</b>	<b>\$ 1,350,000</b>	<b>\$ 507,102</b>	<b>\$ 842,898</b>	
<b>EQUIPMENT</b>						
8)	ARFF Rescue Vehicle Replacement (Rescue # 17)	1,132,000	1,132,000	-	1,132,000	Delivery scheduled in FY 2025
9)	Airfield Maintenance Equipment (Tractor, Mower)	200,000	200,000	-	200,000	Project completion estimated FY 2025
10)	Parking Revenue Control Equipment	135,000	135,000	-	135,000	Ongoing
11)	CUPPS Upgrade	-	-	1,224,904	(1,224,904)	Project completed and to be fully reimbursed by the Airlines over a 12-month period
<b>TOTAL EQUIPMENT</b>		<b>\$ 1,467,000</b>	<b>\$ 1,467,000</b>	<b>\$ 1,224,904</b>	<b>\$ 242,096</b>	
<b>RUNWAY / TAXIWAY / ROADWAY PROJECTS</b>						
12)	Runway 8 PAPI Relocation (completion)	275,000	275,000	197,866	77,134	Project to be completed Q1 FY 2025.
13)	Runway/Taxiway Shoulder Rehabilitation	4,510,000	4,510,000	39,557	4,470,443	Project to be re-bid FY 2025
14)	Landside Roadway Pavement Construction	400,000	400,000	307,111	92,889	Project completed Q3 FY 2024
15)	Parking Lot F Development (carryover)	175,000	175,000	456,906	(281,906)	Project completed Q2 FY 2024. Includes FY 2023 accrued costs
16)	Preliminary Study - Parking Lot D Improvements	300,000	300,000	-	300,000	Project postponed
17)	Taxiway C Pavement Rehabilitation - Construction	-	-	35,418	(35,418)	FY 2023 accrued costs - project completed
18)	Airfield Lighting Vault Replacement - Construction	-	-	773,393	(773,393)	FY 2023 accrued costs - project completed
<b>TOTAL RUNWAY/TAXIWAY/ROADWAY</b>		<b>\$ 5,660,000</b>	<b>\$ 5,660,000</b>	<b>\$ 1,810,251</b>	<b>\$ 3,849,749</b>	
<b>NOISE MITIGATION</b>						
19)	Part 150 Update	\$ 1,000,000	\$ 1,000,000	\$ 190,006	\$ 809,994	Ongoing
<b>TOTAL NOISE MITIGATION</b>		<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 190,006</b>	<b>\$ 809,994</b>	
<b>O &amp; M CAPITAL</b>		<b>\$ 1,217,000</b>	<b>\$ 1,217,000</b>	<b>\$ 840,762</b>	<b>376,238</b>	Ongoing
<b>SUB TOTAL</b>		<b>\$ 11,479,000</b>	<b>\$ 11,479,000</b>	<b>\$ 4,723,150</b>	<b>\$ 6,755,850</b>	
<b>REPLACEMENT PASSENGER TERMINAL PROJECT</b>						
20)	Replacement Passenger Terminal Project	158,579,049	158,579,049	78,938,346	79,640,703	Ongoing
<b>TOTAL REPLACEMENT PASSENGER TERMINAL PROJECT</b>		<b>\$ 158,579,049</b>	<b>\$ 158,579,049</b>	<b>\$ 78,938,346</b>	<b>\$ 79,640,703</b>	
<b>TOTAL</b>		<b>\$ 170,058,049</b>	<b>\$ 170,058,049</b>	<b>\$ 83,661,496</b>	<b>\$ 86,396,553</b>	

**Supplement to the June 2024 Treasurer's Report**

**FYTD June 2024 Cash Expenditures**

**Replacement Passenger Terminal Project (RPT)**



**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**  
**Replacement Passenger Terminal Project (RPT)**  
**FY 2024 Cash Expenditures: Authorized Contracts**

Consultant/Vendor	Scope of Work	Prior Fiscal Years' Cash Expenditures	Current Authorized Amounts (1)	June 2024 Cash Expenditures	FYTD 2024 (July - June) Cash Expenditures	Remaining Contract Amount	Project-to-date Total Cash Expenditures
AECOM (1a)	Program Management Services	\$ 4,172,454	N/A	-	-	N/A	\$ 4,172,454
Jacobs Project Management Company (1a)	Program Management Services	4,154,588	25,048,752	966	4,839,215	16,054,949	8,993,803
Airport & Aviation Professionals Inc. (AvAirPros) (1b)	Airline Technical & Financial Coordination Services	216,599	350,000	25,856	294,929	55,071	511,528
AirProjects (1b)	Technical Support	-	69,315	7,498	7,498	61,817	7,498
Conway Consulting (1b)	Technical Support	211,327	206,162	-	184,400	21,762	395,727
Georgino Development (1b)	Strategic Planning Services	85,500	57,600	4,800	57,300	300	142,800
Public Resources Advisory Group (PRAG) (1b)	Financial Advisory Services	245,608	275,000	142,980	271,811	3,189	517,419
Ricondo & Associates (1b)	Financial Feasibility Services	351,440	482,186	58,843	480,482	1,704	831,922
Geosyntec Consultants (1c)	Soil Management Services	8,586	N/A	-	-	N/A	8,586
Holder, Pankow, TEC JV (1d)	Design Builder	14,288,816	1,045,012,508	11,518,221	68,297,466	962,426,226	82,586,282
Azrial (2)	Consulting Services	-	N/A	-	1,625	N/A	1,625
Fitch Ratings (2)	Rating Agency	-	N/A	-	35,000	N/A	35,000
Orrick, Herrington & Sutcliffe (2)	Bond Counsel	467,197	N/A	138,624	830,896	N/A	1,298,093
Chapman (2)	Legal Services	70,000	N/A	-	-	N/A	70,000
Geraci (2)	Legal Services	-	N/A	-	2,000	N/A	2,000
McDermott (2)	Legal Services	-	N/A	-	5,000	N/A	5,000
Moody's (2)	Rating Agency	-	N/A	32,500	61,400	N/A	61,400
Richards, Watson & Gershon (2)	Legal Services	237,956	N/A	12,209	106,425	N/A	344,381
Ring Bender (2)	Legal Services	4,793	N/A	-	-	N/A	4,793
S & P Global Rating (2)	Rating Agency	-	N/A	-	21,000	N/A	21,000
THU Legal Consulting (2)	Consulting Services	37,440	265,680	30,110	269,720	(4,040)	307,160
Thriving Restaurants (2)	Consulting Services	5,000	N/A	-	-	N/A	5,000
Woodward (2)	Consulting Services	-	36,000	-	24,000	12,000	24,000
Zions Bancorporation (2)	Consulting Services	-	N/A	-	2,500	N/A	2,500
RS&H (3)	Environmental Impact Study (EIS) Services	339,782	AIP / PFC Funded	-	416,994	N/A	756,776
XI-3 Corporation (4)	Consulting Services	91,770	91,770	-	-	-	91,770
City of Burbank (5a)	Burbank Water & Power Aid-in-Construction	569,000	2,020,000	40,000	1,451,000	-	2,020,000
City of Burbank (5b)	Plan Check Services	-	344,124	-	344,124	-	344,124
Barclays Bank (6)	CP Program / LOC Bank	-	N/A	107,456	442,813	N/A	442,813
Sumitomo Mitsui (6)	CP Program / LOC Bank	-	N/A	154,962	483,286	N/A	483,286
Meetings	Various Expenses	30,026	N/A	-	-	N/A	30,026
Licenses & Fees	Various Expenses	4,276	N/A	3,244	7,462	N/A	11,738
<b>TOTALS</b>		<b>\$ 25,592,158</b>	<b>\$ 1,074,259,097</b>	<b>\$ 12,278,269</b>	<b>\$ 78,938,346</b>	<b>\$ 978,632,978</b>	<b>\$ 104,530,504</b>

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**  
**Notes to Replacement Passenger Terminal Project Schedule**  
**Project Costs as of June 2024**

(1) Current authorized NTE Contract amounts represent Commission approved appropriations. The FY 2024 adopted budget includes appropriations of \$158,579,049 for the RPT project.

(1a) The Jacobs' authorized amount represents the following

Commission approved Task Orders against the Professional Services agreement to date:

Task Order 1 (Development of the Program Operations Manual) - \$1,419,896

Task Order 2 (Procurement of Progressive Design Builder) - \$1,463,250

Task Order 3 (Phase 2 Design and Pre-Construction Support Services) - \$10,438,765

Task Order 4 (Phase 3 Construction Phase Support Services) - \$11,726,841

(1b) These Professional Services contracts for technical, financial, and strategic airport services were presented and approved on August 28, 2023 to be effective July 1, 2023. These are multi-year support services contracts.

(1c) This Professional Services contract for geotechnical support was approved on September 1, 2022 to be effective August 1, 2022 through June 30, 2023.

(1d) In December 2022, the Commission approved an estimated \$55,000,000 for Task Order 1 for Phase 1 design services of the RPT project to develop the 60% design level and Guaranteed Maximum Price (GMP). Actual Phase 1 services were contracted at \$54,244,242 and are anticipated to be completed by April 2024.

FYTD June 2024, the Commission approved an additional six (6) Task Orders primarily for general conditions, equipment, and materials for a total of \$987,356,306. In addition, FYTD June 2024, the Commission approved total contingencies of \$3,411,960.

(2) Legal services and professional services to be utilized on an as needed basis.

(3) RS&H expenditures are for the FAA's Written Re-evaluation of the construction noise section in the Environmental Impact Study as directed by the Ninth Circuit.

(4) XI-3 Corporation: RFP coordination and technical support services for the selection of the progressive design-builder.

Commission approved professional services agreement in July 2022 (NTE \$50,000) which was increased by an amendment in October 2022 to NTE \$96,000.

(5a) The Commission approved Aid-In-Construction (AIC) payments with BWP for deposits as follows:

1) June 26, 2023 - \$494,000

2) September 18, 2023 - \$1,411,000

A payment of \$40,000 was made to BWP on June 13, 2024 for AIC inspections.

(5b) The Commission approved payment on October 16, 2023 in the amount of \$344,124 for a deposit with the City of Burbank for an independent contractor to undertake plan check services.

(6) LOC banks for the CP program.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**  
**Replacement Passenger Terminal Project (RPT)**  
**FY 2024 Wire Transfers**

<b>Consultant/Vendor</b>	<b>Scope of Work</b>	<b>June 2024 Wire Transfers</b>	<b>FYTD 2024 (July - June) Wire Transfers</b>	<b>Project-to-date Total Wire Transfers</b>
Barclays Bank (1)	CP Program / LOC Bank	107,456	442,813	442,813
Sumitomo Mitsui (2)	CP Program / LOC Bank	154,962	481,720	481,720
<b>TOTALS</b>		<b>\$ 262,418</b>	<b>\$ 924,533</b>	<b>\$ 924,533</b>

**Notes**  
(1) Quarterly payment of \$107,456 was made on June 5, 2024, to Barclays Bank PLC for the letter of credit maintenance fees.

(2) Quarterly payment of \$104,701 and an additional payment of \$50,261 was made on June 5, 2024 and June 11, 2024, respectively, to Sumitomo Mitsui Banking Corporation for the letter of credit maintenance fees.



**CITY OF BURBANK**  
**PARKS AND RECREATION**  
**ANNOTATED AGENDA/MEETING SUMMARY**

Meeting: Park, Recreation and Community Services Board (Board)

Date: Thursday, October 10, 2024

**Staff Present:** Kris Smith, Assistant Park, Recreation and Community Services Director; Grace Coronado, Assistant Park, Recreation and Community Services Director; Megan Wilke, Administrative Analyst II; Chad Thompson, Executive Assistant; Jon McGinley, Acting Recreation Services Manager; Erin Barrows, Recreation Services Manager; Dena Moon, Senior Administrative Analyst; Bryce Burton, Recreation Supervisor; Cody McKenna, Senior Recreation Leader; Christina Romero, Clerical Worker

**Board Members Present:** Mr. Messerlian, Ms. Ramsey, Mr. DePalo, and Mr. Brody

**Board Members Absent:** Ms. Gamiño

**Council Liaison Present:** None.

**Council Liaison Absent:** Konstantine Anthony and Nick Shultz (Alternate)

Item Discussed	Summary	Direction or Action, if any
1 Announcements	Ms. Romero provided announcements for the Parks and Recreation Department (P&R) programs and facilities.	
2 Presentations	Ms. Barrows presented the Disney VolunteARS with a certificate of recognition.	
3 Department Director Report	None.	
4 Oral Communications	Mr. Hawk shared information about the Burbank Community Band.	
5 Response to Oral Communications	None.	
6 Written Communications	None.	
7 Park Board Comments	Mr. DePalo thanked Mr. Hawk for his public comments and thanked the Disney VolunteARS.	
8 Starlight Bowl Annual Report	Mr. Burton and Mr. McKenna presented an annual report on the 2024 Starlight Bowl concert series. Ms. Ramsey questioned the private rentals and merchandise income. Mr. Brody thanked the staff for their presentation. Mr. Messerlian asked about the seating design at the Starlight Bowl.	Discussed, noted and filed.
9 DeBell Golf Course Annual Report for Fiscal Year	Ms. Moon along with Mr. Sean White, General Manager of the DeBell Golf Course, presented an annual report on the DeBell Golf Course operations for Fiscal Year 2023-24. Mr. Brody commended the Hilltop Restaurant for their food and location. Mr. Messerlian asked about the possibility of having internet for working from home individuals. He also inquired about the possibility of hosting a college football/football Sunday night.	Discussed, noted and filed.

CITY OF BURBANK  
**PARKS AND RECREATION**  
**ANNOTATED AGENDA/MEETING SUMMARY**

12	Consent Calendar	<p><u>Approval of Minutes</u>  Minutes of the September 12, 2024, and October 3, 2024, meetings were approved.</p> <p><u>City Council Agenda Items Update</u>  Noted and Filed.</p> <p><u>Contract Compliance</u>  Noted and Filed.</p> <p><u>Park Patrol Reports</u>  The Park Patrol Report for August was noted and filed.</p> <p><u>Departmental Operations Update</u>  Noted and Filed.</p>	<p>It was motioned by Mr. DePalo, seconded by Ms. Ramsey, and carried 4-0 to approve the Consent Calendar. Absent- Ms. Gamiño</p>
13	Tabled Items	None.	
14	Additional Comments from the Board and staff	None.	
15	Introduction of New Agenda Items	None.	
16	Adjournment	The meeting was adjourned at 7:05 PM.	



**SUSTAINABLE BURBANK COMMISSION  
SEPTEMBER 16, 2024, MINUTES**

**I. CALL TO ORDER**

The meeting of the Sustainable Burbank Commission was held in the Community Services Building, 150 N. Third St., on the above date. Chair Victoria Kirschenbaum called the meeting to order at 5:00 p.m.

**II. ROLL CALL**

**Members Present:**

Victoria Kirschenbaum (Chair)  
Kevin O'Brien  
Robin Gemmill  
Adrine Der-Tavitian (Vice Chair) arrived at 5:11 p.m.  
Jared Cavagnuolo  
Charles Wilson arrived at 5:11 p.m.  
Jenny Deahl

**Members Absent:**

Limor Zimskind  
Alissandra Valdez

**Council Members, Liaisons, and Staff Present:**

John Molinar – Asst. Public Works Director – Streets & Waste Management  
Amber Duran – Recycling Coordinator  
Drew Johnstone – Sustainability Officer, Burbank Water & Power  
Nikki Perez – City Council Member  
Tamala Takahashi – City Council Member

**III. ORAL COMMUNICATIONS** (Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Commission. The Commission has adopted rules to limit oral communications to 3 minutes; however, the Commission reserves the right to shorten this time period.)

**A. Public Communication**

Burbank resident Armand M. expressed his concerns about the gas emissions and noise levels of gas-powered leaf blowers.

**B. Commission Member Communication**

Chair Kirschenbaum stated she attended the Burbank Water and Power (BWP) Board meeting. She also spoke during public comment at the City Council meeting regarding gas-powered leaf blowers and provided an update to the Commission.

Commissioner Deahl announced that Parks and Recreation unveiled a mural.

**C. Staff Communication**

John Molinar elaborated on the new Brown Act booklets that were provided to the Commission. He also stated that City Clerk's is working on providing liaisons to Commissions.

Amber Duran stated that she and Burbank Recycle Center (BRC) staff presented on the plastics policy at the PBID meeting and updated the Commission on the feedback provided.

Drew Johnstone provided information on rebates for gas powered landscape equipment and batteries. He also informed the Commission on a community workshop help by BWP for a proposed update to their solar program. Drew also provided an update on BWP's partnership with Tree People.



**IV. APPROVAL OF MINUTES**

Mr. O'Brien moved, and Ms. Deahl seconded a motion to approve the August 19, 2024, draft minutes with the amendment to state "Cal Fire" instead of "Central Library" under Ms. Gemmill's Commission Member Communication. The motion was approved by Ms. Gemmill, Ms. Kirschenbaum, Ms. Der-Tavitian, Mr. Wilson, and Mr. Cavagnuolo.

**V. JAMES INGRAM OF LIVABLE COMMUNITIES INITIATIVE PRESENTATION**

James Ingram provided a presentation to the Commission on Livable Communities Initiative (LCI) and its initiatives on sustainable housing for Burbank. The Commission asked questions and provided feedback. Ms. Kirschenbaum moved a motion, and Ms. Der-Tavitian seconded for the Commission to send a brief statement to City Council recommending that staff study the LCI suggested building code changes and other proposals. All present approved.

**VI. AD HOC SUSTAINABLE BURBANK COMMISSION BUDGET SUBCOMMITTEE**

The Commission discussed possibilities of honorariums and gift limits for public speakers. They also discussed the timeline of the Commission's budget getting approved.

**VII. AD HOC OUTREACH SUBCOMMITTEE**

The subcommittee provided an update on planned Go Green events. They are also working with BRC and library staff to host a plastics event at the Buena Vista library on February 19, 2025.

**VIII. AD HOC ENVIRONMENTAL JUSTICE SUBCOMMITTEE**

The subcommittee provided an update that they will be focusing their efforts on the banning of gas-powered leaf blowers.

**IX. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS**

**X. INTRODUCTION OF ADDITIONAL AGENDA ITEMS**

**FUTURE AGENDA ITEMS**

- Discussion of the 2025 Draft Meeting Calendar (November 18, 2024)

**XI. ADJOURNMENT**

The meeting was adjourned at 6:37 p.m. The next meeting will be held on Monday, October 21 2024, at 5:00 p.m. at the Community Services Building, Room 104.

Respectfully submitted,

John Molinar, Assistant Public Works Director - Street & Waste Management

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