




April 17, 2015

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 Monday, April 20, 2015, at 9:00 a.m. in the Airport Skyroom of the Bob Hope Airport, 2627 Hollywood Way, Burbank, California, 91505.

The items to be discussed are listed on the attached agenda.

  
Sue Loyd, Board Secretary  
Burbank-Glendale-Pasadena Airport Authority

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
Regular Meeting of Monday, April 20, 2015  
9:00 A.M.

*NOTE TO THE PUBLIC: Prior to consideration of business items, the Authority invites comment on airport-related matters during the Public Comment period. Members of the public are requested to observe the following decorum when attending or participating in meetings of the Commission:*

- *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 Commission's secretary.*
- *Limit public comments to five minutes, or such other period of time as may be specified by the presiding officer, and confine remarks to matters that are on the Commission's agenda for consideration or are otherwise within the subject matter jurisdiction of the Commission.*

*Any discloseable 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 Bob Hope Airport (2627 Hollywood Way, Burbank) in the administrative office during normal business hours.*

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*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.*

1. PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. APPROVAL OF AGENDA

4. PUBLIC COMMENT

5. CONSENT CALENDAR

a. February 2015 Treasurer's Report

*[See page 1]*

6. ITEMS FOR COMMISSION APPROVAL

a. Award of Non-Exclusive Concession and Lease Agreement to HG Burbank JV for News, Gifts & Specialty Retail

*[See page 22]*

- b. Short Term Parking Space Reservation Agreement  
Sunrise Ford, Inc. *[See page 26]*
- c. Addition of the Position, Manager, Parking to the TBI Staff  
at Bob Hope Airport *[See page 28]*
- d. Public Utilities Code Section 21661.6(A) Application for  
Runway Protection Zone Obstruction Removal Project *[See page 30]*

7. ITEMS FOR COMMISSION INFORMATION

- a. FAA Mandated Three Year Full Scale  
Emergency Response Drill *[No Staff Report]*
- b. Southwest Airlines 25<sup>th</sup> Anniversary at Burbank *[No Staff Report]*

8. CLOSED SESSION

a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(California Government Code Section 54956.8)

Property:	B-6 Property Easements
Authority Negotiator:	Executive Director
Negotiating Party:	City of Burbank
Under Negotiation:	Price and Terms of Payment

Property:	B-6 Property
Authority Negotiator:	Executive Director
Under Negotiation:	Price and Terms of Payment

a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Initiation of Litigation (California Government Code Section 54956.9(d)(4)):  
Three potential cases.

b. THREAT TO PUBLIC SERVICES OR FACILITIES  
(California Government Code Section 54957(a))

Consultation with Director of Public Safety

c. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(California Government Code Section 54957(b))

- 1) Title: Executive Director
- 2) Title: Senior Deputy Executive Director

9. ADJOURNMENT

## COMMISSION NEWSLETTER

April 20, 2015

### *[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. TREASURER'S REPORT – FEBRUARY 2015 – No staff report is attached. Included in the agenda packet is the Treasurer's Report for February 2015. The report was presented to the Finance and Administration Committee at its April 6, 2015, meeting at which time the Committee recommended 2-0 (one absent) that it be noted and filed by the Commission.

#### 6. ITEMS FOR COMMISSION APPROVAL

- a. AWARD OF NON-EXCLUSIVE CONCESSION AND LEASE AGREEMENT TO HG BURBANK JV FOR NEWS, GIFTS & SPECIALTY RETAIL – A staff report is attached. At its meeting on April 6, 2015, the Finance and Administration Committee unanimously voted 2-0 (one absent) to recommend that the commission award a non-exclusive Concession and Lease Agreement for five news, gifts and specialty retail concession areas in Terminals A and B to HG Burbank JV for a ten-year term. The Committee also authorized Staff to finalize preparation of the lease agreement which is included in the Commission agenda package for approval. HG Burbank JV is comprised of Stewart Manhattan Investments, Inc. (dba Palazzo Concessions) a California based certified Airport Concession Disadvantaged Business Enterprise and Hudson Group Retail, LLC ("Hudson").
- b. SHORT TERM PARKING SPACE RESERVATION AGREEMENT SUNRISE FORD, INC. – A staff report is attached. At its April 6, 2015 meeting, the Finance and Administration Committee ("Committee") unanimously voted 2-0 (one absent) to recommend that the Commission approve a proposed Short Term Parking Space Reservation Agreement ("Agreement"), copy attached, with Sunrise Ford, Inc. ("Sunrise Ford") for 287 spaces in Parking Lot D located off Avon Street. Sunrise Ford has requested to use parking spaces on a daily basis. Payment for this off-street parking will be in arrears rather than in advance, and this parking is subject to the City of Burbank's transient parking tax.
- c. ADDITION OF THE POSITION, MANAGER, PARKING TO THE TBI STAFF AT BOB HOPE AIRPORT – A staff report is attached. This item has been included in the Commission's agenda subject to the review and recommendation of the Operations & Development Committee at its meeting immediately prior to the Commission meeting. Staff recommends to the Commission that it approve a proposed addition to the TBI Staff at Bob Hope Airport for the position of Manager, Parking.
- d. PUBLIC UTILITIES CODE SECTION 21661.6(A) APPLICATION FOR RUNWAY PROTECTION ZONE OBSTRUCTION REMOVAL PROJECT – A staff report is attached. Staff seeks Commission authorization to submit to the City of Burbank

("City") a Public Utilities Code ("PUC") Section 21661.6(a) application for approval of the Authority's acquisition of approximately 1 acre at the southeast corner of the Hollywood Way/Winona Avenue intersection ("Hollyona Site") and use of such land as Runway Protection Zone ("RPZ") for Runway 8-26.

#### 7. ITEMS FOR COMMISSION INFORMATION

- a. FAA MANDATED THREE YEAR FULL SCALE EMERGENCY RESPONSE DRILL – No staff report is attached. Staff and Burbank City Fire Chief Thomas Lenahan will make a presentation regarding the FAA mandated three-year Emergency Response Drill held at the Airport on March 24, 2015.
- b. SOUTHWEST AIRLINES 25<sup>th</sup> ANNIVERSARY AT BURBANK – No staff report is attached. On April 16, Southwest Airlines employees at the Burbank Station celebrated the 25<sup>th</sup> anniversary of Southwest service at Burbank Bob Hope Airport. Staff will present a brief recap of the event, including visual highlights of Southwest's presence at the Airport over the years.