



April 1, 2016

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 Monday, April 4, 2016 at 10:30 a.m. (or immediately following the conclusion of the regular Airport Authority meeting), 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

REGULAR MEETING  
OF THE  
FINANCE AND ADMINISTRATION COMMITTEE  
Airport Skyroom  
Monday, April 4, 2016  
10:30 A.M. or Immediately Following the  
Conclusion of the  
Regular Airport Authority Meeting

***NOTE TO THE PUBLIC: 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 Bob Hope Airport (2627 Hollywood Way, Burbank) in the administrative office during normal business hours.***

***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.***

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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.***

AGENDA

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes
  - a. March 7, 2016 **[See page 1]**
4. Treasurer's Reports
  - a. January 2016 **[See page 4]**

***No staff report is attached. The Treasurer's Report for the month of January 2016 is included in the agenda packet for the Committee's review.***

5. Contracts and Leases

a. County of Los Angeles, First Amendment to Space Lease

- Staff Report Attached

[See page 26]

**Staff seeks a Committee recommendation to the Commission that it approve a proposed First Amendment to Space Lease with the County of Los Angeles, on behalf of the Los Angeles County Department of Coroner, to extend the terms of the Space Agreement, which expires on March 31, 2016, for two years. The County of L.A. has requested to extend its lease of approximately 2,100 square feet of space inside Hangar 35 for the parking and storage of its emergency response vehicles. The Amendment will generate \$2,557.02 per month with total gross revenue of \$30,684.24 per year.**

b. Smarte Carte, Inc., Third Amendment to the Lease and Concession Agreement

- Staff Report Attached

[See page 30]

**Staff seeks a Committee recommendation to the Commission to approve the proposed Third Amendment to the Lease and Concession Agreement with Smarte Carte, Inc., which currently operates ten (10) self-operating luggage cart stations and two (2) Charge Carte cell phone charging units at the Airport. The Amendment will extend the Agreement for an additional five (5) years from April 30, 2016, to April 30, 2021. The financial terms of the Agreement will remain unchanged with Smarte Carte paying the Authority 10% of gross revenue.**

6. Items for Discussion

a. Fiscal Year 2015/2016 ("FY 2016")  
Mid-year Budget Performance Review

- Staff Report Attached

[See page 34]

**Staff will continue discussion of the mid-year FY 2016 financial performance review.**

7. Items for Information

a. OCIP Update

**No staff report is attached. Staff will update the Committee on the status of the Authority's OCIP (Owner Controlled Insurance Program) and the return of funds received from the program.**

b. Committee Pending Items

*[See page 40]*

**Current**

- (1) Fiscal Year 2015/2016 ("FY 2016")  
Mid-year Budget Performance Review**

**Future**

- (1) Replacement Passenger Terminal  
Financial Alternatives Consultant**
- (2) Revised Budget Development Calendar**
- (3) FY 2017 Budget Development**

8. Other Contracts and Leases

9. Adjournment