



January 30, 2014

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, February 2, 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, February 2, 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. PRESENTATIONS
  - a. Presentation to Susan Georgino
  - b. Airport Authority Officer of the Year Award
  - c. Airport Authority Life Saving Medal

6. CONSENT CALENDAR

a. Committee Reports (For Noting and Filing)

1) Operations and Development Committee

(i) December 15, 2014

***[See page 1]***

b. Commission Minutes (For Approval)

1) January 20, 2015

***[See page 8]***

c. Treasurer's Reports

1) November 2014

***[See page 23]***

2) October 2014

***[See page 45]***

d. Resolution No. 461 Approving the  
2015 Authority Investment Policy

***[See page 67]***

7. ITEMS FOR COMMISSION APPROVAL

a. Fifth Amendment to Lease and Concession Agreement  
MCS Burbank LLC

***[See page 75]***

b. Terminal Space Lease, Newzoom, Inc.

***[See page 85]***

c. Award of Contract, Project Number E14-21  
Flighteast Ramp Paving

***[See page 128]***

8. ITEMS FOR COMMISSION INFORMATION

a. Terminal A Carpet Replacement Program  
Project Number E14-19 Update

***[No Staff Report]***

b. Airline Schedule Analysis

***[See page 131]***

9. 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

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

10. ADJOURNMENT

## COMMISSION NEWSLETTER

February 2, 2015

### *[Regarding agenda items]*

#### 5. PRESENTATIONS

- a. PRESENTATION TO SUSAN GEORGINO – The Commission will present an award to Susan Georgino for dedicated service to the Burbank-Glendale-Pasadena Airport Authority from October 2011 through November 2014.
- b. AIRPORT AUTHORITY OFFICER OF THE YEAR AWARD – Airport Authority Police Chief Ed Skvarna will present Officer John Dohle with the Police Officer of the Year Award for 2014.
- c. AIRPORT AUTHORITY LIFE SAVING MEDAL – Police Chief Ed Skvarna will present the Airport Authority Life Saving Medal to Police Officer Jorge Martinez for his response to a recent life-threatening emergency.

#### 6. 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 REPORTS – Approved minutes of the December 15, 2014, Operations and Development Committee meeting are included in the agenda packet for noting and filing.
- b. COMMISSION MINUTES – JANUARY 20, 2015 – The draft minutes of this meeting are attached for Commission review and approval.
- c. TREASURER'S REPORTS – NOVEMBER AND OCTOBER 2014 – No staff report is attached. Included in the agenda packet are Treasurer's Reports for November 2014 and October 2014. The reports were presented to the Finance and Administration Committee at its January 20, 2015, meeting at which time the Committee recommended unanimously (2–0) that they be noted and filed by the Commission.
- d. RESOLUTION NO. 461 APPROVING THE 2015 AUTHORITY INVESTMENT POLICY – A staff report is included in the agenda packet. The Commission annually reviews and approves an investment policy to identify policies and procedures for the prudent and systematic investment to be followed by the Authority Treasurer in the exercise of the investment authority delegated to him/her. At the January 20, 2015, Finance and Administration Committee meeting, the Committee voted unanimously (2–0) to recommend to the Commission that it adopt proposed Resolution No. 461 approving the 2015 Investment Policy.

## 7. ITEMS FOR COMMISSION APPROVAL

- a. **FIFTH AMENDMENT TO LEASE AND CONCESSION AGREEMENT, MCS BURBANK LLC** – A staff report is included in the agenda packet. At the January 20, 2015, Finance and Administration Committee meeting, the Committee voted unanimously (2–0) to recommend to the Commission that it approve a proposed Fifth Amendment to the Lease and Concession Agreement with the Airport’s food and beverage concessionaire, MCS Burbank LLC. Currently there is no hot food service offered in Terminal B. The Fifth Amendment will provide MCS with 356 square feet of post-security space for a new “hot food” restaurant to better serve the needs of the Airport customers in Terminal B. This location was previously used as airline operations/office space and Staff has taken measures to ensure that the total amount of permitted concession space at the Airport is not increased. The City of Burbank has approved converting a portion of the previously used rental car concession space in the Terminal Baggage claim area to airline exclusive-use space. This newly created airline exclusive-use space will be equal to the amount of square footage used by MCS’s new restaurant created by the Fifth Amendment.
- b. **TERMINAL SPACE LEASE, NEWZOOM, INC.** – A staff report is included in the agenda packet. NewZoom, Inc., dba ZoomSystems, desires to enter into a terminal space lease with the Airport Authority to provide a post-security concession kiosk. ZoomSystems will provide an unstaffed retail store kiosk, ZoomShop, to be located adjacent to Gate A2, to dispense Benefit Cosmetics, a leading women’s cosmetic brand, to the traveling public. ZoomShops selling Benefit Cosmetics have historically done very well at other airports and provide passengers a concession option not currently available. Prices for the products in the kiosk are the same price as in retail stores. Staff has been able to negotiate rent at 9% of gross sales, which is on the higher end of what other airports are receiving for rent. At the January 20, 2015, meeting of the Finance and Administration Committee, the Committee voted unanimously (2–0) to recommend that the Commission approve the lease with ZoomSystems and authorize the Authority President to execute same.
- c. **AWARD OF CONTRACT, PROJECT NUMBER E14-21, FLIGHTEAST RAMP PAVING** – A staff report is included in the agenda packet. At its January 20, 2015, meeting the Operations and Development Committee voted unanimously (3–0) to recommend to the Commission that it award a construction contract in the amount of \$118,888.88 to All American Asphalt for rehabilitation of approximately 82,830 square feet of asphalt pavement at the Flighthead aircraft parking ramp, Hangar 1A, as well as to approve an approximate 10% aggregate contingency in the amount of \$12,000 to permit Staff to authorize any necessary changes in the scope of the project.

## 8. ITEMS FOR COMMISSION INFORMATION

- a. **TERMINAL A CARPET REPLACEMENT PROGRAM, PROJECT NUMBER E14-19 UPDATE** – No staff report is attached. As requested by the Commission, Staff will respond to a question regarding the price of carpeting raised during the Commission deliberation and award of contract for the carpet replacement program, Project E14-19.

- b. AIRLINE SCHEDULE ANALYSIS – A staff report is included in the agenda packet. Included in the agenda packet for noting and filing are schedule analyses reflecting changes in service, fleet mix and scheduled operating times for two airlines serving Bob Hope Airport. After incorporating these changes the noise impact area is projected to have a cumulative decrease of 0.06 acres.

*[Regarding non-agenda items]*

## **NEWS RELEASES**

January 20, 2015, Burbank Bob Hope Airport Holiday Charity Committees Raise Donations for Communities in Need