



May 15, 2015

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, May 18, 2015 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, May 18, 2015
10:30 A.M. or Immediately Following the
Conclusion of the
Regular Airport Authority Meeting

NOTE TO THE PUBLIC: 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.

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 2, 2015 *[See page 1]*
 - b. March 16, 2015 *[See page 3]*
4. Treasurer's Report
 - a. March, 2015 *[See page 6]*

Treasurer's Report covering the month of March 2015 is included in the agenda packet for the Committee's review

5. Contracts and Leases

- a. Month-to-Month Storage and Office Space Lease
HG Burbank JV

[See page 26]

Staff seeks a Finance and Administration Committee (“Committee”) recommendation to the Commission for approval of a Month-to-Month Space Lease (“Lease”) with HG Burbank JV (“Hudson”), the Airport’s newly awarded non-exclusive news and gift concessionaire. The storage and office space will be used as support space for its five news, gifts and specialty retail concession locations in Terminals A and B. The Month-to-Month Space Lease includes four storage and office spaces which are located throughout Terminal A (exhibit showing spaces attached). These four office and storage spaces are currently being leased by the current news and gift concessionaire, Paradies LLC (“Paradies”). Hudson will assume these spaces when it begins retail operations on June 1, 2015.

- b. Non-Exclusive License Agreement Los Angeles SMSA
Limited Partnership, d/b/a Verizon Wireless

[See page 28]

Staff seeks the recommendation of the Finance and Administration Committee to the Commission that the Authority enter into a Non-Exclusive License Agreement with Los Angeles SMSA Limited Partnership, d/b/a Verizon Wireless. This agreement allows Verizon Wireless to continue to operate a wireless local area network for the purpose of providing secure internet and cellular connections to subscribing customers. The Authority and Verizon Wireless currently have a Non-Exclusive License Agreement that expires on May 31, 2015. The new Agreement will, in effect, extend Verizon Wireless’ tenancy to May 31, 2018 with two automatic one-year extension options.

- c. Approval of the Form of Agreement Airport Access and
Facilities Use Agreement for Class IV Operators and
Subtenants of Current Airport Tenants

[See page 30]

Staff seeks a recommendation of the Finance and Administration Committee (“Committee”) to the Commission for its approval of the following: Form of Airport Access and Facilities Use Agreement (“Agreement”) for Off-Airport Rental Car Companies and Subtenants of Airport Tenants; Form of Commercial Access License and Authorization for the Executive Director to execute or terminate the Agreement on behalf of the Authority.

6. Items for Discussion

- a. FY 2015/2016 ("FY 2016") Budget Development:
Proposed Capital Program

No staff report is attached. Staff will continue discussions regarding the development of the FY 2016 Budget, focusing on the proposed capital program.

7. Items for Information

- a. Committee Pending Items

[See page 32]

Future

***(1) FY 2016 Budget Development – Continued May 22, 2015;
June 1, 2015***

(2) RITC Project Costs Closeout – June 1, 2015

(3) Internal Controls Review

(4) Alliance Airport Advertising Consent of Assignment

(5) Atlantic Aviation Space Lease

8. Other Contracts and Leases

9. Closed Session

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

1) Title: Executive Director

2) Title: Senior Deputy Executive Director

10. Adjournment