



October 2, 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, October 5, 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, October 5, 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. Award of Lease and Maintenance Services Agreement to Copy-R Office Solutions, LLC, for Copier Lease and Maintenance Services **[See page 1]**
6. ITEMS FOR COMMISSION ACTION
  - a. Ad Hoc Committee Appointments **[No Staff Report]**

7. ITEMS FOR COMMISSION DISCUSSION

- a. 2015 Upcoming Fall/Holiday Charity Events **[No Staff Report]**

8. ITEMS FOR COMMISSION INFORMATION

- a. BurbankBus Update **[No Staff Report]**

- b. August 2015 Passenger/Cargo Statistics and Parking Information **[See page 4]**

9. CLOSED SESSION

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

Property: B-6 Adjacent Property (Part of the former Lockheed Plant B-6 Property located in the City of Burbank adjacent to the Bob Hope Airport and roughly bounded by Hollywood Way, parts of Cohasset Street (Los Angeles), and Winona Avenue)  
Authority Negotiator: Executive Director  
Negotiating Party: City of Burbank  
Under Negotiation: Price and Terms of Payment for the Sale, Exchange or Lease of Easements and Use Restrictions

Property: B-6 Trust Property (Part of the former Lockheed Plant B-6 Property located in the City of Burbank and roughly bounded by B-6 Adjacent Property, San Fernando Road, Hollywood Way, and Winona Avenue)  
Authority Negotiator: Matt Hargrove (CBRE, Inc.)  
Negotiating Party: Overton Moore Properties  
Under Negotiation: Price and Terms of Payment

Property: B-6 Trust Property (Part of the former Lockheed Plant B-6 Property located in the City of Burbank and roughly bounded by B-6 Adjacent Property, San Fernando Road, Hollywood Way, and Winona Avenue)  
Authority Negotiator: Matt Hargrove (CBRE, Inc.)  
Negotiating Party: Trammell Crow Company  
Under Negotiation: Price and Terms of Payment

Property: B-6 Trust Property (Part of the former Lockheed Plant B-6 Property located in the City of Burbank and roughly bounded by B-6 Adjacent Property, San Fernando Road, Hollywood Way, and Winona Avenue)  
Authority Negotiator: Matt Hargrove (CBRE, Inc.)  
Negotiating Party: Shubin Nadal Realty Investors & Sudberry Properties  
Under Negotiation: Price and Terms of Payment

b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(California Government Code Section 54956.9(d)(1))

Name of Case: Burbank-Glendale-Pasadena Airport Authority v. Affordable Storage, LLC (Case No. 15P03076)

Name of Case: Burbank-Glendale-Pasadena Airport Authority v. Affordable Storage, LLC (Case No. EC064286)

c. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant Exposure to Litigation (California Government Code Section 54956.9(d)(2)):  
One potential case. Facts and Circumstances: FAA Runway Safety Area  
Determinations

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

Consultation with Director of Public Safety

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

1) Title: Executive Director

2) Title: Senior Deputy Executive Director

10. ADJOURNMENT

## COMMISSION NEWSLETTER

October 5, 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. AWARD OF LEASE AND MAINTENANCE SERVICES AGREEMENT TO COPY-R OFFICE SOLUTIONS, LLC, FOR COPIER LEASE AND MAINTENANCE SERVICES – A staff report is included in the agenda packet. This item has been included in the Authority's agenda subject to the recommendation of the Operations and Development Committee at its October 5, 2015, meeting immediately prior to the Authority's meeting.

As the copy machine fleet of the Authority has reached its end of life, Staff seeks Commission authorization to award a lease and a separate maintenance agreement to Copy-R Office Solutions, LLC for twelve (12) new multi-function copiers. The proposed lease agreement is for a five (5) year term in the monthly amount of \$1,038.31. The Fiscal Year 2015/2016 lease payments can be accommodated within the current fiscal year's copy machine account budget. The proposed four (4) year maintenance agreement of \$408.09 monthly will commence in the second year of the copy machine lease agreement and will be included in the proposed 2016/2017 Fiscal Year Budget. The total combined cost over the lease term for the 12 new multi-function copiers and the annual maintenance services agreement is approximately \$81,887.

### 6. ITEMS FOR COMMISSION ACTIONS

- a. AD HOC COMMITTEE APPOINTMENTS – No staff report is included. This item has been placed on the Commission's agenda to provide the Authority President the opportunity to appoint members to an ad hoc committee. The Authority currently has two ad hoc committees.

Commission Resolution No. 311 requires that the membership of each ad hoc committee have equal representation from the three JPA cities. Additionally, this resolution generally precludes Commissioners from serving on more than one ad hoc committee.

### 7. ITEMS FOR COMMISSION DISCUSSION

- a. 2015 UPCOMING FALL/HOLIDAY CHARITY EVENTS – No staff report is included. An overview of upcoming charity events that Airport staff will be coordinating and participating in will be presented.

## 8. ITEMS FOR COMMISSION INFORMATION

- a. BURBANKBUS UPDATE – David Kriske from the City of Burbank will provide the Commission with an update on the first three months of passenger operations since the local BurbankBus service expanded its schedule to all-day service between the Airport and the North Hollywood Red Line Station.
- b. AUGUST 2015 PASSENGER/CARGO STATISTICS AND PARKING INFORMATION – No staff report is included. The August passenger count of 342,095 was basically flat from the prior year's count of 342,390. The total for the first eight months of the year is up 2.08% at 2,607,545 compared to 2,554,338 through August 2014. Total airline seats in August decreased by 2.22%, from 472,190 in 2014 to 461,725 in 2015. Air Cargo volume declined 7.55% to 8.7 million pounds in August 2015, and the year-to-date tally of 71.1 million pounds is down 2.25%. Airline aircraft operations were essentially flat for the first eight months of the year. A complete report is included in the agenda packet.

*[Regarding non-agenda items]*

### **TRAVEL EXPENSE REPORT**

For Period January 1, 2015, through June 30, 2015

### **NEWS RELEASES**

September 21, 2015 – Burbank Bob Hope Airport Awards Courtesy Shuttle Services Contract to MV Transportation, Inc.