



October 2, 2015

CALL AND NOTICE OF A REGULAR MEETING
OF THE OPERATIONS AND DEVELOPMENT COMMITTEE
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a regular meeting of the Operations and Development Committee will be held Monday, October 5, 2015, at 8:30 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

REGULAR MEETING
OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE

Airport Skyroom
Monday, October 5, 2015
8:30 A.M.

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.

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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. Contracts and Leases
 - a. Award of Lease and Maintenance Services Agreement to Copy-R Office Solutions, LLC, for Copier Lease and Maintenance Services

- Staff Report Attached

[See page 1]

As the Authority's copy machine fleet has reached its end of life, Staff seeks a Committee recommendation to the Commission 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.

Subject to the approval of the Committee, this item has been placed on the agenda for the Commission's consideration at its meeting immediately following the Committee meeting.

4. Items for Information

a. August 2015 Passenger Statistics and Parking Information

No staff report is attached. Staff will discuss the August 2015 passenger statistics and will brief the Committee regarding parking revenue for August 2015.

5. Other Contracts and Leases and Capital Projects

6. Adjournment