



September 16, 2016

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, September 19, 2016, 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



REGULAR COMMISSION MEETING

AGENDA

SEPTEMBER 19, 2016

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
Regular Meeting of Monday, September 19, 2016
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 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 Hollywood Burbank 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. Committee Reports (For Noting and Filing)
 - 1) Operations and Development Committee
 - (i) August 15, 2016

[See page 1]

- 2) Finance and Administration Committee
 - (i) August 15, 2016 **[See page 6]**
- b. Commission Minutes (For Approval)
 - 1) September 6, 2016 **[See page 10]**
- c. Second Amendment to Ground Lease, MV Transportation, Inc. **[See page 17]**
- d. Clarification of BRICKANDMORTAR.ME, INC. Non-Exclusive Concession and Lease Agreement **[See page 20]**
- 6. ITEMS FOR COMMISSION APPROVAL
 - a. Second Amendment to the Parking Management Agreement with Standard Parking Corporation **[See page 21]**
- 7. ITEMS FOR COMMISSION INFORMATION
 - a. July 2016 Passenger/Cargo Statistics and Parking Information **[See page 24]**
- 8. ADJOURNMENT

COMMISSION NEWSLETTER

September 19, 2016

[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. COMMITTEE REPORTS: Approved minutes of the following committee meetings are included in the agenda packet for information purposes: August 15, 2016, Operations and Development Committee; and August 15, 2016, Finance and Administration Committee.
- b. COMMISSION MINUTES – SEPTEMBER 19, 2016: The draft minutes of this meeting are attached for Commission review and approval.
- c. SECOND AMENDMENT TO GROUND LEASE, MV TRANSPORTATION, INC.: At the September 6, 2016, special meeting of the Finance and Administration Committee, the Committee voted unanimously (3–0) to recommend to the Commission that it approve a Second Amendment to the Ground Lease with MV Transportation, Inc., to extend the term of the Lease for an additional four (4) years to September 30, 2020. MV Transportation currently leases 11,762 square feet of paved space on the former Aviall site, located south of Cohasset Street in the City of Burbank, for the purpose of parking and storing BurbankBus buses. The proposed lease amendment will increase the annual revenue from \$24,364 to \$24,900 on October 1, 2016, and will be subject to annual CPI adjustments thereafter.
- d. CLARIFICATION OR BRICKANDMORTAR.ME, INC., NON-EXCLUSIVE CONCESSION AND LEASE AGREEMENT – A staff report is included in the agenda packet. Staff presents this report as a “note and file” item to clarify the security deposit and space rent requirements of the Non-Exclusive Concession and Lease Agreement with BRICKANDMORTAR.ME, INC., dba, “Up Pup N’ Away”, approved by the Commission on July 11, 2016. First, the prior staff reports stated that the security deposit amount for the Agreement is three months’ worth of the MAG, which would be \$3,750. The correct security deposit amount is \$2,500, which is two months’ worth of the MAG. Secondly, the prior staff reports stated that the space rent is \$54 per month and the correct amount is \$60 per month.

6. ITEMS FOR COMMISSION APPROVAL

- a. SECOND AMENDMENT TO THE PARKING MANAGEMENT AGREEMENT WITH STANDARD PARKING CORPORATION: At the September 6, 2016, special meeting of the Operations and Development Committee, the Committee voted 2–0 (one absent) to recommend to the Commission that it approve a month-to-month extension of the current Parking Management Agreement with Standard Parking Corporation. The agreement is currently in a three-month extension that will expire on September 30, 2016.

7. ITEMS FOR COMMISSION INFORMATION

- a. JULY 2016 PASSENGER CARGO STATISTICS AND PARKING INFORMATION:
The July passenger count of 340,413 was up 1.70% compared to last year's 334,738. The total for the first seven months of the year is up 1.71% at 2,304,231 compared to 2,265,450 through July 2015. Airline aircraft operations have increased 8.48% during the first seven months of the year. Cargo volume decreased 16.8% to 7.7 million pounds in July 2016, and the year-to-date total of 59.4 million pounds is down 4.7%

A complete report is included in the agenda packet.

Approved September 6, 2016

**MINUTES OF THE SPECIAL MEETING OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

MONDAY, AUGUST 15, 2016

A special meeting of the Operations and Development Committee was called to order on this date in the Airport Skyroom of the Burbank-Glendale-Pasadena Airport Authority, 2627 Hollywood Way, Burbank, California, at 8:00 a.m., by Chairman Brown.

ROLL CALL

Present: Commissioners Brown, Selvidge and Sinanyan.

Absent: None

Also Present: Staff: Dan Feger, Executive Director; John Hatanaka, Senior Deputy Executive Director; Karen Sepulveda, Manager, Construction Services; David Freedman, Director, Business Development and Administrative Services; Denis Carvill, Deputy Executive Director, Engineering, Maintenance, Operations and Airline Relations; Bob Anderson, Director, Engineering and Planning; Mike Duong, Senior Manager, Business and Compliance; Rachel Warecki, Public Relations and Social Media Specialist; Derrick Cheng, Administrative Assistant, Public Relations Department and Government and Environmental Affairs

Anyone Collective: Michael Fiore, Co-CEO and Chief Creative Director, and Stephen Chavez, Co-CEO and Executive Creative Director

1. Approval of Agenda Commissioner Selvidge moved approval of the agenda. The agenda was approved (3-0).

2. Public Comment There were no public speakers.

3. Approval of Minutes

- a. July 7, 2016** Commissioner Sinanyan moved approval of the minutes of the July 7 and July 11, 2016, meeting.
- b. July 11, 2016** There being no objection, the minutes were approved 3-0.

4. Contracts and Leases

a. Award of Contract/Authorizations/ Approvals, Project Number E16-04, Engineering Materials Arresting System Replacement Project (Phase 2B)

Staff presented to the Committee Phase 2B of a multi-phased runway rehabilitation and EMAS (Engineering Materials Arresting System) program. Phase 2B encompasses the design-build phase of the EMAS for Runway 8/26 in FY 2017 and will remove and replace the existing south EMAS bed, which is 150 feet in width and 170 feet in length.

Staff initiated a bid process on May 21, 2016, posting bid documents, including design-bid bridging documents, on PlanetBids and advertising in the *Dodge Construction News* and local and minority newspapers, reaching out to DBEs and local construction companies, and providing public postings on the Internet and in the Burbank, Glendale and Pasadena City halls. Bids were opened publicly on June 21, 2016, and three contractors submitted bids ranging from \$2,829,000 to \$3,622,950. Staff reported that the low bidder, PALP, Inc., dba Excel Paving Company ("Excel Paving") indicated a 10.4% DBE participation, exceeding the 10% DBE goal for this project, thus no good-faith evaluation was required.

Following its presentation, which included various questions from the Committee, Staff recommended that the Committee recommend to the Commission that it: (1) award a construction contract for \$2,829,900 to Excel Paving for the design/build construction of the removal and replacement of the south bed of the EMAS; (2) authorize the issuance of a work order to the existing professional services agreement with RS&H for a lump-sum of \$118,129 for designer of record construction administration services, onsite technical services and inspection; (3) approve deployment of TBI Force Account including in-house consultants for project/ construction management services, field observation and security for a not-to-exceed amount of \$142,880; and (4) authorize the establishment of a Project Aggregate Contingency of \$300,000 which is approximately 10% of the total project.

Motion

Commissioner Selvidge moved approval of Staff's recommendation, seconded by Commissioner Sinanyan.

Motion Approved

The motion was approved unanimously (3-0).

This item was also included in the Commission's August 15, 2016, agenda, subject to the Committee's review and recommendation.

5. Items for Discussion

a. Disadvantaged Business Enterprises (DBE) Program Update

In response to a request by the Committee for more information about the history of the Disadvantaged Business Enterprises ("DBE") Program, Staff presented an analysis of the Airport's participation in the DBE program dating back to the past ten federal fiscal years.

Staff noted that for future Airport projects it will extend outreach to local communities to introduce the Authority's race-conscious program. The four groups that will be targeted include: (1) local chambers of commerce; (2) local trade associations; (3) minority business associations; and (4) minority community groups.

Staff noted it will be coming to the Commission in September to discuss new DBE goals for airport projects for the upcoming federal fiscal year, which will begin October 1, 2016, and end September 30, 2017.

Staff reported that this DBE update will also be presented to the Commission at its meeting immediately following the Committee meeting.

Staff requested, and the Committee concurred, to take agenda item 5.c. out of order and it was the next item.

c. RITC Lighting Study

Staff reviewed the background of the issue regarding the lighting intensity at the RITC (Regional Intermodal Transportation Center) and noted that in March of 2016 interior and exterior lighting had been reduced in various areas of the RITC by approximately 50%. Staff presented slides showing the "before" and "after" status of the attempt to reduce the amount of energy consumption and lighting at the facility. Staff stated it felt this was a significant reduction in the lighting intensity; however, in discussions with the Burbank City Council regarding RITC conditions of approval, the City Council has suggested that the Authority be required to further reduce the glare at the RITC. Staff reported the City Council has agreed that the lighting issue will not be a part of the conditions of approval.

Staff reported that following the discussions with the City of Burbank ("City"), and recognizing the Authority's commitment to this issue, the Authority's Engineering Department engaged three electrical contractors to provide proposals for assessing the RITC lighting. Following receipt and review of the proposals, and providing the proposals are less than \$75,000 (the Executive Director's single expenditure limit), Staff will select one of the three contractors to work with the City and Authority staff to examine and assess the lighting. Staff will then return to the Committee with a report on the electrical contractor's findings and recommendations as well as the cost to implement them, seeking Committee direction to move forward.

In response to a question from the Commission regarding the openness of the RITC, Staff reported that there is gasoline fueling on each level of the RITC and this fueling is immediately adjacent to the facility's parking areas. The Burbank Fire Marshall requested that the building's ventilation be maximized so that, in the event of an accumulation of fuel vapors, the vapors would be immediately dissipated and lower the potential risk to the adjacent parked vehicles. Staff stated this is the principle reason for the RITC's open design.

b. Branding Presentation – Logos

Anyone Collective representatives Michael Fiore and Stephen Chavez returned to present to the Committee four final potential Airport logos for Hollywood Burbank Airport, incorporating the Committee's suggestions from its special meeting on June 13, 2016.

Staff distributed to the Committee a printout of the PowerPoint presentation, which included a total of five logos narrowed down to the following categories: a Contemporary logo (Version 1); a Traditional logo (Versions 2 and 2b); and a Retro logo (Versions 3 and 4). With the exception of the Retro Version 4 logo, all of the logos had been previously presented to the Committee.

After viewing the presentation and receiving input from the Committee and Staff, the Committee agreed to have Anyone Collective make a presentation to the Commission on three final logos: the Contemporary logo (Version 1); the Traditional logo (Version 2); and the Retro logo (Version 4).

6. Items for Information

There were no other contracts and leases to be discussed.

a. June 2016 Passenger Statistics and Parking Information

In the interest of time, Staff and the Committee concurred that this item, which was also included in the Commission's August 15, 2016, agenda, be deferred to the Commission meeting.

7. Other Contracts and Leases and Capital Projects

This item was not discussed.

8. Adjournment

There being no further business, the meeting was adjourned at 9:46 a.m.

Approved September 6, 2016

**MINUTES OF THE REGULAR MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

MONDAY, AUGUST 15, 2016

A regular meeting of the Finance and Administration Committee was called to order on this date in the Airport Skyroom of the Burbank-Glendale-Pasadena Airport Authority, 2627 Hollywood Way, Burbank, California, at 11:11 a.m., by Chairman Tornek.

AB 23 Disclosure: The Senior Deputy Executive Director announced that, 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.

ROLL CALL

Present: Commissioners Tornek, Friedman, and Adams

Absent: None

Also Present: Staff: John Hatanaka, Senior Deputy Executive Director; Kathy David, Deputy Executive Director, Finance and Administration; Scott Smith, Director of Financial Services; Mike Duong, Senior Manager, Business and Compliance; Madeleine Zavala, Manager, Business and Property; Michael Johnston, Business Specialist, Business Property and Administrative Services

- 1. Approval of Agenda** The agenda was approved as presented.
- 2. Public Comment** There were no public speakers.
- 3. Approval of Minutes**
 - a. July 11, 2016** Draft minutes for the July 11, 2016, Finance and Administration Committee meeting were presented for approval.

Motion Commissioner Adams moved approval of the minutes, seconded by Commissioner Friedman.

Motion Approved There being no objection, the minutes were unanimously approved (3-0).

4. Treasurer's Report

a. May 2016

A copy of the May 2016 Treasurer's Report was included in the agenda packet. Staff discussed the Treasurer's Report with the Committee; there were no questions from the Committee.

Motion

Commissioner Friedman moved to recommend to the Commission that the May 2016 Treasurer's Report be noted and filed. The motion was seconded by Commissioner Adams.

Motion Approved

The motion was approved unanimously (3-0).

5. Auditor Required Communications for the FY 2016 Financial Audit

Staff discussed with the Committee two required communications provided by the Authority's auditor, Macias Gini & O'Connell LLP ("MGO"), copies of which were included in the agenda packet: (1) a letter to the Commission outlining its basic audit responsibilities, and planned scope and timing of the FY 2016 financial audits; and (2) an annual engagement letter which conforms to the Authority's professional services agreement with MGO for audit services.

Staff also clarified for the Committee the process by which the auditor is selected to perform these professional services.

Staff recommended that the Committee recommend to the Commission that it note and file these auditor communications.

The Committee agreed unanimously (3-0) to approve Staff's recommendation.

6. Contracts and Leases

a. Sixth Amendment to Lease and Concession Agreement, MCS Burbank, LLC

Staff presented to the Committee a proposed sixth amendment to the Lease and Concession Agreement with the Airport's food and beverage concessionaire, MCS Burbank, LLC ("MCS"). This amendment will provide MCS with an additional 95 square feet of space at its Peet's Coffee location in Terminal B. The space will be used to provide additional seating. The proposed amendment will generate approximately \$8,539 annually through an increase to the minimum annual guarantee ("MAG") and space rent combined. The new total rent for MCS will be \$1,400,695 annually.

Staff recommended that the Committee recommend to the Commission that it approve the proposed sixth amendment and authorize the Authority President to execute same.

Motion

Chairman Tornek moved approval of Staff's recommendation.

Motion Approved

Commissioner Adams abstained from voting on this item due to his past financial involvement with MCS.

There being no objection, the motion was approved 2-0 (one abstention).

7. Items for Discussion

a. Quarterly Minor Lease and Purchase Order Update

Staff reported one minor lease and one professional services agreement for the fourth quarter of FY 2015/2016.

The minor lease is with CenterStaging, LLC ("CenterStaging") for a short-term parking space reservation agreement from June 27, 2015, to August 31, 2016, for 109 parking spaces in Lot B, aka "the Hollyona property." Total revenue for this agreement is \$11,438.46. This lease was included in the Commission's agenda at its meeting immediately preceding the Committee meeting and was approved by the Commission.

The professional services agreement is with Ricondo & Associates ("Ricondo") for \$43,928 for the preparation and submission of documentation to petition the FAA for the release of Airport surplus land for sale to a third party in conjunction with the sale of the Trust Property. Staff noted that although the services provided by Ricondo occurred during April-June 2016, this agreement was not previously reported to the Committee.

8. Items for Information

a. Committee Pending Items

Future

1) Vacant Aviation Hangars and Market Conditions

Staff reported it anticipates discussing the issue of vacant aviation hangars and market conditions with the Committee at its September 6 meeting.

**2) Replacement Terminal
Project Finance Primer**

Staff noted that an overview of the Replacement Terminal Project Finance Primer will be agendaized for the Committee's September 6 meeting.

9. Other Contracts and Leases

There were no other contracts and leases to be discussed.

10. Adjournment

There being no further business, the meeting was adjourned at 11:30 a.m.

Subject to Approval

**MINUTES OF THE SPECIAL MEETING OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

TUESDAY, SEPTEMBER 6, 2016

A special meeting of the Burbank-Glendale-Pasadena Airport Authority was called to order this date in the Airport Skyroom, 2627 Hollywood Way, Burbank, California, at 9:00 a.m., by President Wiggins.

1. **PLEDGE OF ALLEGIANCE** Police Chief Skvarna led the assembly in the recitation of the Pledge of Allegiance to the Flag.

2. **ROLL CALL**
 - Present:** Commissioners Brown, Adams, Friedman (arrived at 9:15 a.m.), Wiggins, Quintero, Tornek and Selvidge

 - Absent:** Commissioners Madison and Sinanyan

 - Also Present:** Frank R. Miller, Executive Director, John Hatanaka, Senior Deputy Executive Director; Dan Feger, Director, Development Services, Mark Hardymont, Director, Government and Environmental Affairs; David Freedman, Director, Business, Property and Administrative Services; Rachael Warecki, Public Relations and Social Media Specialist; and Derrick Cheng, Administrative Assistant, Government and Environmental Affairs and Public Relations Departments

 - Airport Authority Assistant Counsel: Terence R. Boga of Richards, Watson & Gershon

 - Anyone Collective, LLC: Michael Fiore, Co-CEO and Chief Creative Director, and Stephen Chavez, Co-CEO and Executive Creative Director

3. **APPROVAL OF AGENDA** Commissioner Quintero moved approval of the agenda, seconded by Commissioner Brown. There being no objection, the agenda was approved 6-0 (three absent).

4. **PUBLIC COMMENT** The Hon. Chris Holden, a member of the California Legislature representing the 41st Assembly District, and a past President of the Airport Authority, presented a framed resolution from the California Legislature Assembly to Dan Feger in recognition of his long and distinguished record of professional services as Executive Director of the Hollywood Burbank Airport. Mr. Holden offered best wishes to Mr. Feger for continued success in his future endeavors. Following the presentation, Mr. Feger thanked Mr. Holden for

his leadership of the Commission as a former Authority President.

President Wiggins introduced the new Executive Director, Frank R. Miller. Mr. Miller thanked the Commission for its confidence in hiring him and stated he was very pleased to be at the Airport and is looking forward to working with the Commission and the Authority staff in taking the Airport forward.

5. CONSENT CALENDAR

a. Committee Reports (For Noting and Filing)

1) Operations and Development Committee

(i) July 7, 2016

(ii) July 11, 2016

Approved minutes of the following meetings were included in the agenda packet for information purposes: July 7, 2016, and July 11, 2016, Operations and Development Committee; July 11, 2016, Finance and Administration Committee; and July 1, 2016, Legal, Government and Environmental Affairs Committee.

2) Finance and Administration Committee

(i) July 11, 2016

3) Legal, Government and Environmental Affairs Committee

(i) July 11, 2016

b. Commission Minutes (For Approval)

1) August 15, 2016

Draft minutes of the following Commission meeting were included in the agenda packet for review and approval: August 15, 2016.

c. May 2016 Treasurer's Report

At its August 15, 2016, meeting the Finance and Administration Committee voted unanimously 3-0 to recommend to the Commission that the May 2016 Treasurer's report be noted and filed.

d. Auditor Required Communications for the FY 2016 Financial Audits

At its August 15, 2016, meeting the Finance and Administration Committee unanimously recommended (3-0) that the Commission note and file two required communications from the Authority's auditor, Macias Gini & O'Connell LLP ("MGO"), as follows: (1) a letter to the Commission

LLP ("MGO"), as follows: (1) a letter to the Commission outlining its audit responsibilities and planned scope and timing of the FY 2016 financial audits; and (2) a copy of the annual engagement letter that conforms to the Authority's professional services agreement with MGO for audit services.

e. Sixth Amendment to Lease and Concession Agreement, MCS Burbank LLC

The proposed Sixth Amendment to the Lease and Concession Agreement with MCS Burbank LLC ("MCS") will provide MCS with an additional 895 square feet of space at its Peet's Coffee location in Terminal B for additional seating capacity. The proposed amendment will generate approximately \$8,539 annually through a combined increase to the MAG (minimum annual guarantee) and space rent. The new total annual rent for MCS will be \$1,400,695.

At the August 15, 2016, meeting of the Finance and Administration Committee, the Committee voted 2-0 (one abstention due to a potential conflict of interest) to recommend that the Commission approve the proposed sixth amendment and authorize the Authority President to execute same.

MOTION

Commissioner Quintero moved approval of the Consent Calendar, seconded by Commissioner Brown.

MOTION APPROVED

The motion was approved by the following vote:

AYES: Commissioners Brown, Adams, Wiggins, Quintero, Tornek and Selvidge

NOES: None

ABSENT: Commissioners Friedman, Sinanyan and Madison

6. ITEMS FOR COMMISSION APPROVAL

a. Airport Access and Facilities Use Agreement, Class VIII Operators (Transportation Network Companies)

Staff reported that, based on several months of operations history and observations, in conjunction with Authority counsel, Staff has successfully negotiated an Airport Access and Facilities Use Agreement for Class VIII Operators ("Agreement") to replace the interim agreement that was put in place earlier this year. This agreement will be between the transportation network companies (TNCs) currently operating at the Airport (Wingz, Uber and Lyft) and the Airport Authority.

Staff stated the proposed three-year Agreement includes several new significant provisions. Similar to passenger pickups, the TNCs will now pay a \$3 per-transaction drop-off fee for passenger dropoffs at the Airport, with the amount of

transaction fees subject to change at the discretion of the Authority. Staff noted that total transaction fees for dropoffs and pickups are anticipated to total approximately \$775,000 annually.

Under the proposed Agreement each TNC must also establish a geo-fence based on GTS coordinants provided by Staff. Staff noted this geo-fence will allow for transaction monitoring, fee payment verification, and the ensurance of overall compliance with the agreement. Staff stated that no TNC driver may pass through the geo-fence unless dispatched by the TNC's mobile application and vehicle staging is prohibited.

Staff advised that, as in the current procedure, the proposed agreement provides for the pickup and dropoff of passengers at designated locations, with pickup at the designated TNC pick-up area within the short-term parking structure and dropoff at a designated portion of the Airport terminal curb area.

At the request of the TNCs, Staff reported the number of violations per TNC which may cause suspension of the Agreement has been modified from six to 15 within a 60-day period and that the fine schedule remains the same as in the current interim agreement.

Staff noted that, following approval, the proposed Agreement will become effective within approximately 30 days.

At the August 15, 2016, Legal, Government and Environmental Affairs Committee meeting, the Committee agreed unanimously (3-0) to recommend to the Commission that it approve the revised form of Airport Access and Facilities Use Agreement for Class VIII Operators for TNCs operating at Hollywood Burbank Airport and authorize the Executive Director to execute same with each TNC.

MOTION

Commissioner Quintero moved approval of the Legal, Government and Environmental Affairs Committee's recommendation, seconded by Commissioner Brown.

MOTION APPROVED

The motion was approved by the following vote:

- AYES: Commissioners Brown, Adams, Friedman, Wiggins, Quintero, Tornek and Selvidge
- NOES: None
- ABSENT: Commissioners Sinanyan and Madison

**b. Airport Branding
Presentation – Potential
Logo Designs**

Staff reported that once the Commission selected the name "Hollywood Burbank Airport" for branding and marketing purposes, the Authority's consultant, Anyone Collective, immediately began to develop logos and a mark for the consideration and recommendation of the Operations and Development Committee ("Committee"). Staff stated that over the past several months Anyone Collective has developed and presented a variety of logos and styles to the Committee. Staff added that the Committee, through this collaborative and learning process, has selected three distinct logo types and options for the Commission's consideration.

Staff introduced Michael Fiore and Stephen Chavez, the co-founders of Anyone Collective, to make their presentation to the Commission. Mr. Fiore discussed with the Commission a PowerPoint presentation of an Executive Summary which included a history of the Airport's logos, logos of various California airports, airports located in the United States, and airports from around the world. A copy of the Executive Summary, along with a detailed, 87-page PowerPoint printout, were included in the Commissioners' agenda packet to assist in providing the Commission with insight and understanding of the logo development process.

The Anyone Collective representatives described the creative process and the steps involved in developing a logo for the Airport: (1) establish overall objectives for the identity; (2) identify images, graphic elements and words that are associated with the Airport, Hollywood and Burbank; (3) the design phase to combine these defined elements in a manner that is aesthetic and evocative; (4) evaluate the identity for scalability, modularity and appeal and (5) ensure the graphic is relevant for present and future use and is timeless in nature, which Mr. Chavez stated is the most difficult challenge in the creative and development process.

Mr. Fiore stated that in the design process Anyone Collective, working with the Committee for several months, came up with three categories of logos, Contemporary, Traditional, and Retro, and the Committee then selected one identity in each category for Anyone Collective's presentation to the Commission.

Mr. Chavez discussed the logo design process for each of the three potential logos selected by the Committee. The three logos were each illustrated using various colors, applications and graphics, such as on the front of the terminal building, on a billboard, signage, applied as an overlay graphic, a banner graphic, etched in glass, and embroidered.

Concept 1, Contemporary, was presented and Mr. Chavez described this logo as an abstract design derived from crossed Hollywood searchlights and expanded to encompass an array of iconic graphic elements associated with the Airport. The Anyone Collective representatives presented an animated video using Concept 1 and stated a preference for this logo.

Mr. Chavez presented Concept 2, Traditional, and stated this concept began with a very simple idea: how to combine simple foundation elements into an iconic identity system. Mr. Chavez stated this concept uses the letters "H" and "B" and the Airport iconography of the 727 aircraft.

The final potential logo, Concept 3, Retro, was presented next. Mr. Chavez stated this concept combines the subtle beauty of the Boeing 727 aircraft's wings with original typography of the letters "H" and "B" and is memorable and iconic and exhibits the nostalgia and sentiment of the Airport's vibrant history.

Following the presentation, the Commissioners discussed their individual logo preferences and the Anyone Collective representatives answered various questions from the Commission.

MOTION

Commissioner Tornek moved that the traditional version logo, Concept 2, be adopted as the logo for Hollywood Burbank Airport, seconded by Commissioner Brown.

MOTION APPROVED

The motion was approved by the following vote:

- AYES: Commissioners Brown, Adams, Wiggins, Tornek and Selvidge
- NOES: Commissioners Friedman and Quintero
- ABSENT: Commissioners Sinanyan and Madison

7. ITEMS FOR COMMISSION DISCUSSION

a. Summer Daze Plus Program

On Thursday, July 14, 2016, the Airport Authority sponsored an Airport tour for Burbank's Summer Daze Plus program. The tour is an annual Airport event. Staff noted that 62 campers aged 11–15 from the Summer Daze Plus program participated in the tour. The campers heard presentations from employees of the TSA, Southwest Airlines, Alaska Airlines, Standard Parking, the Burbank and Glendale Police Departments, and fixed-base operator Million Air as well as staff from the Airport's Public Relations, Operations, Police, and Fire Departments. Staff gave a slide presentation of the various events that took place during the tour and thanked

all of the Airport participants who helped make the event a success.

8. ITEMS FOR INFORMATION

a. Airline Schedule Analysis

Staff presented the Airline Schedule Analysis and noted seasonal changes in service, fleet mix and scheduled operating times from two airlines serving the Airport. Effective August 28, 2016, American Airlines eliminated two flights to Phoenix and Alaska Airlines eliminated a daily flight to Seattle and two weekday flights to Portland.

9. CLOSED SESSION

The Commission recessed to closed session at 10:20 a.m. to discuss the item listed on the closed session agenda as follows:

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

Title: Executive Director

**Meeting Reconvened to
Open session**

The meeting reconvened to open session at 11:10 a.m. with the following Commissioners present: Brown, Adams, Wiggins, Quintero and Tornek.

Commissioner Wiggins announced that no reportable action was taken in closed session.

10. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:10 a.m.

Zareh Sinanyan, Secretary

Date

Bill Wiggins, President

Date

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
SEPTEMBER 19, 2016**

**SECOND AMENDMENT TO GROUND LEASE
MV TRANSPORTATION, INC.**

SUMMARY

At the September 6, 2016, special meeting of the Finance and Administration Committee, the Committee voted unanimously (3–0) to recommend to the Commission that it approve a Second Amendment to the Ground Lease (“Lease”) with MV Transportation, Inc. (“MV Transportation”), to extend the term of the Lease for an additional four (4) years to September 30, 2020. MV Transportation currently leases 11,762 square feet of paved space on the former Aviall site, located south of Cohasset Street in the City of Burbank (“City”), for the purpose of parking and storing BurbankBus buses. The proposed lease amendment will increase the annual revenue from \$24,364 to \$24,900 on October 1, 2016, and will be subject to annual CPI adjustments thereafter.

BACKGROUND

In 2011 the City awarded a contract to MV Transportation to operate its BurbankBus service. MV Transportation, whose corporate headquarters is based in Dallas, Texas, operates at more than 130 locations across North America. BurbankBus provides public transit service to various locations within the City of Burbank.

MV Transportation approached Staff looking to lease space to park and store BurbankBus buses. The initial lease provided for the parking and storage of the MV Transportation fleet for a period of three (3) years that commenced on October 1, 2011. The Lease was amended in September 2014 for a period of two (2) years and is scheduled to expire on September 30, 2016.

MV Transportation now seeks to extend the term of the Lease with the Authority for the continued parking and storage of its BurbankBus fleet through the proposed second amendment to September 30, 2020.

DETAILS

The key components of the Ground Lease, including the proposed amendment, are as follows:

<u>Premises:</u>	11,762 square feet of paved space on the former Aviall site located south of Cohasset Street in the City of Burbank
<u>Use:</u>	Parking and storage of approximately sixteen (16) buses used in the operation of the City of Burbank’s BurbankBus service. Servicing of vehicles is prohibited.
<u>Term:</u>	Four (4) year term, no extension options

<u>Base Rent:</u>	\$24,900 per year
<u>Adjustments:</u>	Annual adjustments at 120% of CPI not to exceed 6% annually
<u>Security Deposit:</u>	Six (6) months' rent
<u>Termination:</u>	Standard terms. Early termination may be invoked by either party by delivering thirty (30) days' prior written notice.
<u>Other:</u>	Tenant to pay all expenses related to its occupancy including all required permits, improvements, maintenance, utilities and taxes.

IMPACT ON REVENUE

The proposed amendment adjusts annual rent from \$24,364 to \$24,900 effective October 1, 2016.

RECOMMENDATION

At the September 6, 2016, special meeting of the Finance and Administration Committee, the Committee voted unanimously (3-0) to recommend to the Commission that it approve a Second Amendment to the Ground Lease ("Lease") with MV Transportation, Inc., as described above and to authorize the Authority President to execute same.

SECOND AMENDMENT TO GROUND LEASE

This SECOND AMENDMENT TO GROUND LEASE (this "Second Amendment") is dated as of _____, 2016 and is entered into by and between the BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY, a public entity formed under a joint exercise of powers agreement among the Cities of Burbank, Glendale and Pasadena, California, pursuant to the California Joint Exercise of Powers Act ("Landlord"), and MV TRANSPORTATION, INC., a California corporation ("Tenant").

RECITALS

- A. Landlord and Tenant entered into a Ground Lease dated October 1, 2011 and amended it by a First Amendment to Ground Lease dated September 15, 2014 (the "Lease").
- B. The Lease expires on September 30, 2016.
- C. Landlord and Tenant desire to extend the Lease as provided in this Amendment.

THEREFORE, in consideration of the foregoing recitals, the mutual terms set forth below, and other consideration, the sufficiency of which is hereby acknowledged, the parties hereto hereby agree as follows:

- 1. **Term.** The term of the Lease is hereby extended to September 30, 2020, and the term "Expiration Date" as used in the Lease shall mean September 30, 2020.
- 2. **Monthly Rent.** As of the date hereof, the Monthly Rent is \$2,075.00. Such Monthly Rent shall be adjusted on October 1, 2017 and October 1, 2018, and October 1, 2019 in accordance with Section 3.1.2 of the Lease.

IN WITNESS WHEREOF, this Second Amendment has been executed by the undersigned as of the date first written above

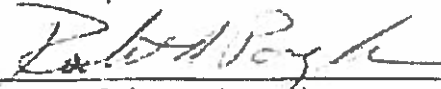
LANDLORD:

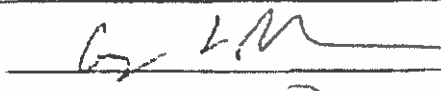
BURBANK-GLENDALE-PASADENA
AIRPORT AUTHORITY, a public entity

By: _____
Print Name: _____
Title: _____

TENANT:

MV TRANSPORTATION, INC.,
a California corporation

By: 
Print Name: Robert A. Pagorek
Title: CFO

By: 
Print Name: GARY RICHARDSON
Title: VP FINANCE

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
SEPTEMBER 19, 2016**

**CLARIFICATION OF BRICKANDMORTAR.ME, INC.
NON-EXCLUSIVE CONCESSION AND LEASE AGREEMENT**

SUMMARY

Staff presents this report as a "note and file" item to clarify the security deposit and space rent requirements of the Non-Exclusive Concession and Lease Agreement ("Agreement") with BRICKANDMORTAR.ME, INC., dba, "Up Pup N' Away", approved by the Commission on July 11, 2016.

BACKGROUND

Up Pup N' Away is a local area retail enterprise that specializes in travel products for pets. Pursuant to the Agreement, the firm leases 40 square feet of retail concession space adjacent to the Gate A2 holdroom area. The Agreement has a one-year initial term plus five one-year extension options. The initial Minimum Annual Guarantee ("MAG") is \$15,000, and this amount is adjusted annually.

As part of the Authority's internal controls, Staff routinely audits leases for billing purposes to ensure that the processing and billing of invoices matches the actions taken by the Commission. During such an audit, it was discovered that staff reports presented to the Finance Committee and the Commission contained inaccurate descriptions of the Agreement's security deposit and space rent requirements.

First, the prior staff reports stated that the security deposit amount for the Agreement is three months' worth of the MAG, which would be \$3,750. The correct security deposit amount is \$2,500, which is two months' worth of the MAG.

Secondly, the prior staff reports stated that the space rent is \$54 per month. The correct amount is \$60 per month.

STAFF RECOMMENDATION

Staff recommends that the Commission note and file this report.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
SEPTEMBER 19, 2016**

**SECOND AMENDMENT TO THE PARKING MANAGEMENT AGREEMENT
WITH STANDARD PARKING CORPORATION**

SUMMARY

At the September 6, 2016, special meeting of the Operations and Development Committee, the Committee voted 2–0 (one absent) to recommend to the Commission that it approve a month-to-month extension of the current Parking Management Agreement (“Agreement”) with Standard Parking Corporation (“Standard Parking”). The Agreement is currently in a three-month extension that will expire on September 30, 2016.

BACKGROUND

The Agreement for parking management services was awarded to Standard Parking with an effective date of February 6, 2012, and was scheduled to expire on June 30, 2016. At the February 1, 2016, Commission meeting, the Agreement was amended by the Commission, authorizing a three-month extension through September 30, 2016. This extension was granted to allow Staff time to issue an RFP for parking management services and make a recommendation to the Commission for its approval.

At the special Commission meeting held on July 11, 2016, the Commission requested that it be more involved in the selection process and that the new Executive Director be in place prior to an award of contract. Because of these requests, Staff put the bid process on a temporary hold. Staff had already received seven proposals on June 17, 2016, that remain valid for 180 days and therefore are still valid for review and award. The existing Agreement expires on September 30, 2016, and Staff is requesting approval of a month-to-month extension to the Agreement to allow for the additional review time requested. The month-to-month extension will operate under the existing terms and conditions of the Agreement.

BUDGET IMPACT

The proposed amendments will have no impact on the Authority’s operating budget for the current fiscal year.

RECOMMENDATION

At the September 6, 2016, special meeting of the Operations and Development Committee, the Committee voted 2–0 (one absent) to recommend to the Commission that it approve a month-to-month extension of the current Parking Management Agreement with Standard Parking Corporation.

**AMENDMENT NO. 2 TO
AGREEMENT FOR SELF-PARK MANAGEMENT SERVICES, VALET PARKING
SERVICES, AND PASSENGER AND EMPLOYEE BUSING SERVICES
(Burbank-Glendale-Pasadena Airport Authority/Standard Parking Corporation)**

This Amendment No. 2 ("Second Amendment") to the February 6, 2012 Agreement for Self-Park Management Services, Valet Parking Services, and Passenger and Employee Busing Services ("Agreement") executed by the Burbank-Glendale-Pasadena Airport Authority ("Authority"), a California joint powers agency, and SP Plus Corporation, a Delaware corporation f/k/a Standard Parking Corporation ("Manager"), is dated September 19, 2016 for reference purposes.

RECITALS

A. The parties executed the Agreement to provide for the Authority's engagement of Manager to manage the self-park facilities at the Bob Hope Airport ("Airport"), perform valet parking services at the Airport, and operate the passenger and employee busing services at the Airport.

B. The parties executed a February 1, 2016 Amendment No. 1 ("First Amendment") to the Agreement to: (i) eliminate the passenger and employee busing services; (ii) amend the Budget and Management Fee; (iii) reduce the performance bond amount; and (iv) extend the term by three months.

C. The parties desire to amend the Agreement to provide for a month-to-month extension of the term commencing October 1, 2016.

NOW, THEREFORE, the parties amend the Agreement as follows:

1. **Amendment of Section 1.** Subsection 1.11 ("Expiration") of Section 1 ("Definitions") of the Agreement is amended to read as follows:

"1.11 'Expiration' means the time and date for expiration of the Term specified in a termination notice issued pursuant to Section 11."

2. **Amendment of Section 11.** Paragraph 11.2.2 ("Month-to-Month") of Subsection 11.2 ("Extension") of Section 11 ("Term") of the Agreement is amended to read as follows:

"11.2.2 Month-to-Month. Commencing October 1, 2016, the Term shall automatically extend on a month-to-month basis until terminated. Either party may thereafter terminate this Agreement without cause by giving written notice to the other party at least thirty (30) days prior to the termination date."

3. **Amendment of Section 11.** Paragraph 11.3.2 ("Termination For Convenience") of Subsection 11.3 ("Early Termination by Authority") of Section 11 ("Term") of the Agreement is deleted.

4. **Preservation of Agreement.** Except as expressly modified by this Second Amendment, all of the provisions of the Agreement (as amended by the First Amendment) shall remain

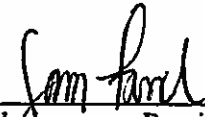
unaltered and in full force and effect. In the event of a conflict between the provisions of this Second Amendment and the provisions of the Agreement (as amended by the First Amendment), the provisions of this Second Amendment shall control.

TO EFFECTUATE THIS SECOND AMENDMENT, the parties have caused their duly authorized representatives to execute this Second Amendment by signing below.


Burbank-Glendale-Pasadena
Airport Authority

SP Plus Corporation

Bill Wiggins, President



 Chairman President Vice President
Senior Vice President



 Secretary Asst. Secretary
 Chief Finance Officer Asst. Treasurer

[Pursuant to California Corporations Code Section 313, both signature lines must be executed unless the signatory holds at least one of the offices designated on each line.]

Approved as to form:

Richards, Watson & Gershon
A Professional Corporation

JULY 2016

Hollywood Burbank Airport

REVENUE PASSENGERS	July			January - July		
	2016	2015	% Change	2016	2015	% Change
Signatory Airlines						
Alaska Airlines	38,454	39,062	-1.56%	252,700	239,154	5.66%
American Airlines (US Airways)	11,630	16,198	-28.20%	88,183	100,628	-12.37%
Delta Air Lines	8,153	6,860	18.85%	50,533	43,170	17.06%
JetBlue Airways	7,793	8,325	-6.39%	54,076	54,266	-0.35%
SeaPort Airlines	0	1,706	-100.00%	277	9,206	-96.99%
Southwest Airlines	252,098	241,813	4.25%	1,711,860	1,692,225	1.16%
United Airlines	22,285	20,774	7.27%	146,602	126,801	15.62%
Total Revenue Passengers	340,413	334,738	1.70%	2,304,231	2,265,450	1.71%
Inbound (deplaned)	170,816	167,093	2.23%	1,150,763	1,129,270	1.90%
Outbound (enplaned)	169,597	167,645	1.16%	1,153,468	1,136,180	1.52%

AIRCRAFT OPERATIONS *	July			January - July		
	2016	2015	% Change	2016	2015	% Change
Air Carrier	4,103	4,169	-1.58%	28,681	26,439	8.48%
Air Taxi	1,180	1,005	17.41%	7,575	8,653	-12.46%
General Aviation	3,418	3,120	9.55%	23,726	21,756	9.05%
Military Itinerant	79	65	21.54%	694	629	10.33%
Civil Local	1,550	3,067	-49.46%	17,539	17,633	-0.53%
Military Local	0	0	N/A	1	26	-96.15%
Total Aircraft Operations	10,330	11,426	-9.59%	78,216	75,136	4.10%

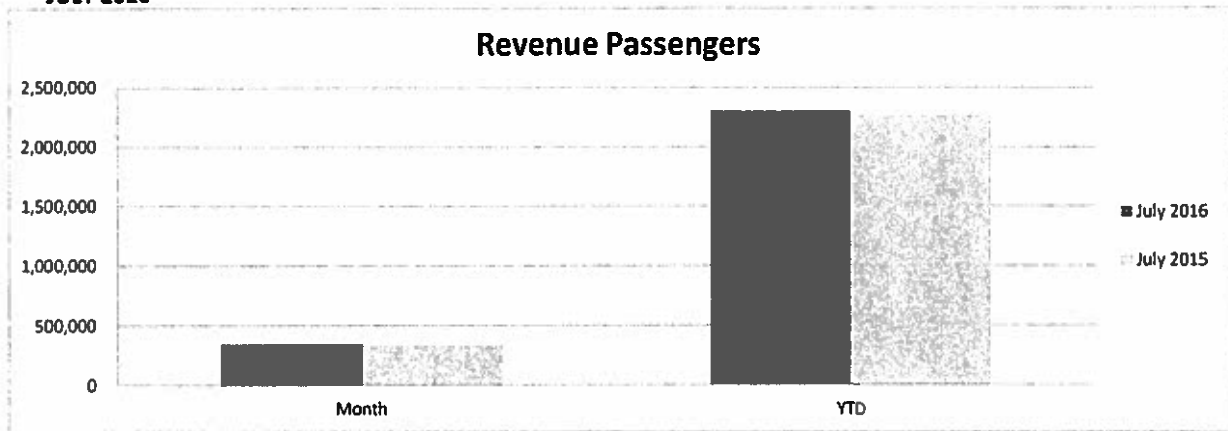
* Source: FAA Tower Daily Airport Operations Count, adjusted to show Canadair Regional Jet-200 operations as Air Carrier. Includes Hollywood Burbank Airport arrivals/departures only; excludes aircraft that enter local air space but do not land or take off at Hollywood Burbank Airport.

Hollywood Burbank Airport

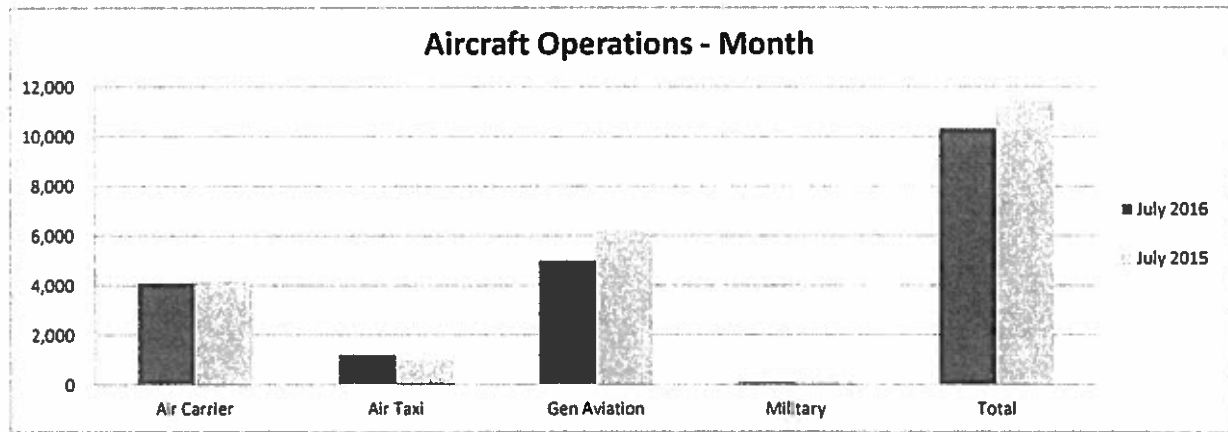
AIR CARGO (lbs.)	July			January - July		
	2016	2015	% Change	2016	2015	% Change
Signatory Airlines						
Alaska Airlines	642	774	-17.05%	3,046	3,329	-8.50%
American Airlines (US Airways)	0	600	-100.00%	40	1,524	-97.38%
Delta Air Lines						
JetBlue Airways						
SeaPort Airlines						
Southwest Airlines	162,891	154,791	5.23%	1,115,761	1,233,109	-9.52%
United Airlines						
Other Scheduled Carriers						
Federal Express	3,643,353	4,393,561	-17.08%	29,668,927	30,197,110	-1.75%
United Parcel Service	3,694,146	4,491,594	-17.75%	27,134,548	29,300,928	-7.39%
Charter/Contract Carriers						
AirNet Express	3,112	8,535	-63.54%	20,145	41,328	-51.26%
Ameriflight	200,425	212,733	-5.79%	1,473,942	1,591,080	-7.36%
Total Air Cargo	7,704,569	9,262,588	-16.82%	59,416,409	62,368,408	-4.73%
Inbound (deplaned)	3,695,228	4,412,004	-16.25%	29,889,031	29,368,915	1.77%
Outbound (enplaned)	4,009,341	4,850,584	-17.34%	29,527,378	32,999,493	-10.52%

MAIL (lbs.)	July			January - July		
	2016	2015	% Change	2016	2015	% Change
United Parcel Service	12,320	127,540	-90.34%	135,663	2,265,155	-94.01%
Total Mail	12,320	127,540	-90.34%	135,663	2,265,155	-94.01%
Inbound (deplaned)	12,320	45,195	-72.74%	57,135	1,568,434	-96.36%
Outbound (enplaned)	0	82,345	-100.00%	78,528	696,721	-88.73%

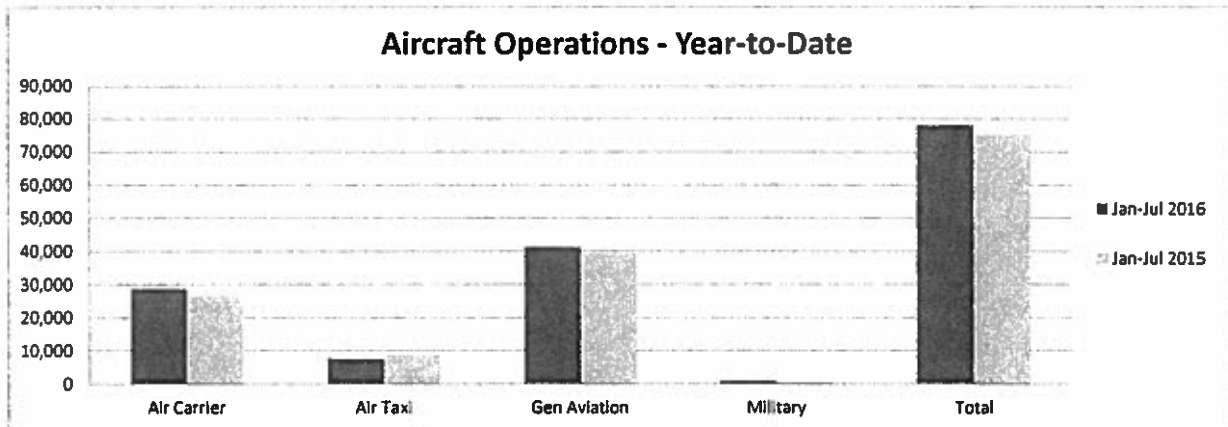
JULY 2016



Revenue Passengers	Month	YTD
July 2016	340,413	2,304,231
July 2015	334,738	2,265,450
% Change	1.70%	1.71%



Aircraft Operations - MO	Air Carrier	Air Taxi	Gen Aviation	Military	Total
July 2016	4,103	1,180	4,968	79	10,330
July 2015	4,169	1,005	6,187	65	11,426
% Change	-1.58%	17.41%	-19.70%	21.54%	-9.59%



Aircraft Operations - YTD	Air Carrier	Air Taxi	Gen Aviation	Military	Total
Jan-Jul 2016	28,681	7,575	41,265	695	78,216
Jan-Jul 2015	26,439	8,653	39,389	655	75,136
% Change	8.48%	-12.46%	4.76%	6.11%	4.10%