



January 29, 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, February 1, 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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
Regular Meeting of Monday, February 1, 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 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. Airport Authority Police Officer of the Year Award
 - b. Airport Authority Firefighter of the Year Award

6. CONSENT CALENDAR

a. Committee Reports (For Noting and Filing)

1) Operations and Development Committee

- (i) August 17, 2015 **[See page 1]**
- (ii) September 8, 2015 **[See page 3]**
- (iii) September 21, 2015 **[See page 6]**
- (iv) October 5, 2015 **[See page 7]**
- (v) October 19, 2015 **[See page 9]**
- (vi) November 16, 2015 **[See page 12]**
- (vii) November 23, 2015 **[See page 15]**
- (viii) December 7, 2015 **[See page 17]**

2) Finance and Administration Committee

- (i) August 17, 2015 **[See page 21]**
- (ii) October 5, 2015 **[See page 24]**
- (iii) October 19, 2015 **[See page 27]**
- (iv) November 16, 2015 **[See page 30]**
- (v) November 23, 2015 **[See page 34]**
- (vi) December 7, 2015 **[See page 36]**

3) Legal, Government and Environmental Affairs Committee

- (i) May 4, 2015 **[See page 38]**
- (ii) October 5, 2015 **[See page 40]**
- (iii) November 16, 2015 **[See page 42]**
- (iv) December 7, 2015 **[See page 44]**

b. Commission Minutes (For Approval)

- 1) January 19, 2016 **[See page 46]**

7. ACTION ITEMS

- a. Replacement Terminal Ad Hoc Committee Appointments **[See page 55]**

8. ITEMS FOR COMMISSION APPROVAL

- a. Presentation of FY 2015 Financial Statements and Analysis of Financial Results **[See page 56]**

- b. Resolution No. 466 Approving the Authority Investment Policy **[See page 63]**
- c. Proposed Amendment to the Parking Management Agreement **[See page 71]**

9. ITEMS FOR COMMISSION DISCUSSION

- a. FAA Part 139 Inspection Results **[See page 82]**

10. ITEMS FOR COMMISSION INFORMATION

- a. December 2015 Passenger/Cargo Statistics and Parking Information **[See page 83]**

11. 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:	Siegel & Associates
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)

Name of Case: Burbank-Glendale-Pasadena Airport Authority v. Arsuat Investments
(Case No. EC0643934)

c. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant Exposure to Litigation (California Government Code Section 54956.9(d)(2)):
Two potential cases. 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 Executive Director

f. CONFERENCE WITH LABOR NEGOTIATORS
(California Government Code Section 54957.6)

Authority Representative: President Frank Quintero

Unrepresented Employee: Executive Director

12. ADJOURNMENT

COMMISSION NEWSLETTER

February 1, 2016

[Regarding agenda items]

5. PRESENTATIONS

- a. AIRPORT AUTHORITY POLICE OFFICER OF THE YEAR AWARD – Airport Authority Police Chief Ed Skvarna will present Officer Jorge Martinez with the Police Officer of the Year Award for 2015.
- b. AIRPORT AUTHORITY FIREFIGHTER OF THE YEAR AWARD – Airport Authority Fire Department Chief John Scanlon will present Firefighter James Kubczak with the Firefighter of the Year Award for 2015.

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 – As listed in the Commission agenda, approved minutes of the Authority's standing committee meetings are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES, JANUARY 19, 2016 – The draft minutes of this meeting are attached for Commission review and approval.

7. ACTION ITEMS

- a. REPLACEMENT TERMINAL AD HOC COMMITTEE APPOINTMENTS – A staff report is included in the agenda packet. Staff seeks Commission approval of the creation of a Replacement Terminal Ad Hoc Committee and the Authority President's appointment of members to that Committee.

8. ITEMS FOR COMMISSION APPROVAL

- a. PRESENTATION OF FY 2015 FINANCIAL STATEMENTS AND ANALYSIS OF FINANCIAL RESULTS – A staff report is included in the agenda packet. The Authority's independent auditor, Macias Gini & O'Connell LLP has completed its audits of the Airport Authority fiscal year 2015 financial statements. A copy of the audited Basic Financial Statements for the fiscal years ended June 30, 2015 (FY 2015) and 2014 (FY 2014) was previously distributed to the Committee. Also previously distributed to the Committee were copies of the audited Single Audit Reports (audit of federal grant programs), Passenger Facility Charge Audit Reports, Customer Facility Charge Audit Reports, Independent Auditor's Report on Compliance with Section 6.05 of the Bond Indenture, and the Auditor's Report to the Authority Regarding the FY 2015 Audits.

Staff will present each report and provide an overview and analysis of financial results for the fiscal year ended June 30, 2015. MGO will present a summary of its audits.

At the January 19, 2016, meeting of the Finance and Administration Committee, the Committee voted unanimously (3–0) to recommend to the Commission that it note and file the audit reports.

- b. RESOLUTION NO. 466 APPROVING THE AUTHORITY INVESTMENT POLICY – A staff report is included in the agenda packet. Formerly mandated by State law and now currently recommended under Sections 53646(a)(2) and 53646(h) of the California Government Code, 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.

The Authority's Investment Manager, Columbia Management Investment Advisors LLC, has opined that the 2015 Authority Investment Policy, with overall investment criteria of capital preservation (safety) and liquidity, is solid and conservative and it does not need revisions at this time. At the January 19, 2016, Finance and Administration Committee, the Committee voted unanimously (3–0) to recommend to the Commission that it adopt the Resolution No. 466 approving the 2016 Investment Policy (Attachment 1), which reaffirms the current 2015 Investment Policy with no changes.

- c. PROPOSED AMENDMENT TO THE PARKING MANAGEMENT AGREEMENT – A staff report is included in the agenda packet. At the January 19, 2016, meeting the Operations and Development Committee, the Committee voted 2–1 to recommend to the Commission that it authorize an amendment to the current Parking Management Agreement with Standard Parking Corporation to: (i) approve a one-year extension of the current Parking Management Agreement with Standard Parking, to expire June 30, 2017; (ii) approve the elimination of the passenger and employee busing services requirement from the Standard Parking Agreement; (iii) approve the reduction of the performance bond from \$750,000 to \$600,000; and (iv) subject to the future development and approval process for the FY 2016/2017 Budget, approve the proposed FY 2016/2017 estimated annual budget of \$5,346,647 for the new extension. The current extension option expires June 30, 2016. If exercised, this new one-year extension will commence on July 1, 2016, and will expire on June 30, 2017.

9. ITEMS FOR COMMISSION DISCUSSION

- a. FAA PART 139 INSPECTION RESULTS – No staff report is attached. Staff will brief the Commission on the results of the recent FAA annual Part 139 airport certification inspection. Included in the agenda packet is a copy of the January 5, 2016, letter from the FAA regarding the results of the inspection.

10. ITEMS FOR COMMISSION INFORMATION

- a. **DECEMBER 2015 PASSENGER/CARGO STATISTICS AND PARKING INFORMATION** – The December passenger count of 336,235 was up 1.04% from last year's 332,790 and the total for the first 12 months of the year is up 2.14% at 3,943,629 compared to 3,861,179 through December 2014. Total airline seats in December increased by 3.42%, from 443,516 in 2014 to 458,684 in 2015. Air Cargo volume increased 3.07% to 11,407,450 pounds in December 2015; however, the year-to-date tally of 109,506,386 pounds is down 2.72%. Air Carrier Aircraft Operations increased 1.18% for the year. A complete report is included in the agenda packet.