



October 16, 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, October 19, 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, October 19, 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. Treasurer's Reports
 - a. August 2015 ***[See page 1]***
 - b. July 2015 ***[See page 22]***

No staff report is attached. Treasurer's Reports for the months of August and July 2015 are included in the agenda packet for the Committee's review.

4. Contracts and Leases

a. Award of Non-Exclusive Concession and Lease Agreement to ME Brand LLC for Specialty Retail

- Staff Report Attached

[See page 43]

As part of the Airport Authority's continuing effort to provide additional retail options for our passengers and enhance their traveling experience while also generating increased annual revenue for the Authority, Staff seeks a Committee recommendation to the Commission to award an initial one-year, non-exclusive Concession and Lease Agreement for an approximate 176 square-foot specialty retail location adjacent to the Gate A4 holdroom area to ME Brand LLC (MenEssentials). MenEssentials will use this currently vacant concession space to primarily sell men's grooming and associated lifestyle products. The proposed Agreement will generate a Minimum Annual Guaranteed rent amount of \$12,000 for the Authority.

b. Auditor Required Communications for the Fiscal Year 2015 Financial Audits

- Staff Report Attached

[See page 45]

In accordance with professional standards, the Authority's auditor, Macias Gini & O'Connell LLP has provided the attached letter to the Commission outlining its audit responsibilities, and planned scope and timing of the FY 2015 financial audits. Also attached is a copy of the annual engagement letter, which substantially conforms to the professional services agreement between the Authority and MGO for audit services. Staff seeks a Committee recommendation to the Commission that it note and file these communications.

5. Items for Discussion

a. Insurance Program Renewal

No staff report is attached. Representatives from Aon, the Authority's insurance broker, will provide an update of the current insurance program renewal results. A 2015-2016 Airport Authority Insurance Coverage Summary is included in the agenda packet.

b. Committee Pending Items

[See page 53]

Current

(1) Insurance Program Renewal

Future

(1) Transition to EMV Credit Card (chip-card technology)

6. Other Contracts and Leases

7. Adjournment