



February 28, 2014

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, March 3, 2014, 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, March 3, 2014

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. PUBLIC COMMENT
4. CONSENT CALENDAR
 - a. Committee Reports (For Noting and Filing)
 - 1) Operations and Development Committee
 - (i) February 3, 2014
 - 2) Finance and Administration Committee
 - (i) February 3, 2014

[See page 1]

[See page 5]

- 3) Legal, Government and Environmental Affairs Committee
 - (i) February 3, 2014 ***[See page 9]***
- b. Commission Minutes (For Approval)
 - 1) February 18, 2014 ***[See page 12]***
- c. Treasurer's Reports
 - 1) July 2013 – December 2013 ***[See page 21]***
- 5. ITEMS FOR COMMISSION APPROVAL
 - a. Award of Contract, Marathon Communications, Inc. ***[See page 134]***
 - b. Award of Contract, Cooper Communications, Inc. ***[See page 141]***
- 6. ITEMS FOR COMMISSION INFORMATION
 - a. Tower Banner Contest Winners ***[No Staff Report]***
 - b. Thanks Again Update ***[No Staff Report]***
 - c. Airline Schedule Analysis ***[See page 145]***
 - d. January 2014 Passenger/Cargo Statistics and Parking Information ***[See page 149]***
- 7. CLOSED SESSION
 - a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(California Government Code Section 54956.8)

Property:	B-6 Property Easements
Authority Negotiator:	Executive Director
Negotiating Party:	City of Burbank
Under Negotiation:	Price and Terms of Payment
Property:	A-1 North Property Easements
Authority Negotiator:	Executive Director
Negotiating Party:	City of Burbank
Under Negotiation:	Price and Terms of Payment
Property:	2736–2760 Hollywood Way
Authority Negotiator:	Executive Director
Negotiating Party:	Successor Agency, City of Burbank
Under Negotiation:	Price and Terms of Payment

Property:	3003 Hollywood Way (Unsolicited Offer)
Authority Negotiator:	Executive Director
Negotiating Party:	General Electric
Under Negotiation:	Price and Terms of Payment
Property:	Bob Hope Airport Leaseholds
Authority Negotiator:	Executive Director
Negotiating Party:	Alaska Airlines; Delta Airlines; jetBlue Airways; SeaPort Airlines; Southwest Airlines; United Air Lines; US Airways
Under Negotiation:	Price and Terms of Payment
Property:	Bob Hope Airport Leaseholds
Authority Negotiator:	Executive Director
Negotiating Party:	Enterprise Rent-a-Car Company of Los Angeles, LLC; The Hertz Corporation; Avis Budget Car Rental LLC; Budget Rent a Car of Southern California; DTG Operations, Inc.; Fox Rent A Car; Midway Car Rental
Under Negotiation:	Price and Terms of Payment
Property:	Bob Hope Airport Leaseholds
Authority Negotiator:	Executive Director
Negotiating Party:	Avjet
Under Negotiation:	Price and Terms of Payment
Property:	Bob Hope Airport Leaseholds
Authority Negotiator:	Executive Director
Negotiating Party:	United Parcel Service
Under Negotiation:	Price and Terms of Payment
Property:	Bob Hope Airport Leaseholds
Authority Negotiator:	Executive Director
Negotiating Party:	Yucaipa Companies
Under Negotiation:	Price and Terms of Payment
Property:	Bob Hope Airport Leaseholds
Authority Negotiator:	Executive Director
Negotiating Party:	Sierra Land
Under Negotiation:	Price and Terms of Payment
Property:	Bob Hope Airport Leaseholds
Authority Negotiator:	Executive Director
Negotiating Party:	J. G. Boswell Company
Under Negotiation:	Price and Terms of Payment
Property:	Bob Hope Airport Leasehold
Authority Negotiator:	Executive Director
Negotiating Party:	Lockheed
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: Fox Rent-A-Car, Inc. v. Burbank-Glendale-Pasadena Airport Authority
(Case No. BC517650)

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: McCarthy Building Companies
Change Order Requests

Significant Exposure to Litigation (California Government Code Section 54956.9(d)(2)):
Facts and Circumstances: Honeywell Claim

Initiation of Litigation (California Government code Section 54956.9(d)(4)): Two
potential cases.

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

Authority Designated Representative: Dan Feger
Unrepresented Employees: Chief of Police and Police Commanders

e. THREAT TO PUBLIC SERVICES OR FACILITIES
(California Government code Section 54957(a))

Conference with Public Safety Director

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

1) Title: Executive Director

2) Title: Senior Deputy Executive Director

8. ADJOURNMENT

COMMISSION NEWSLETTER

March 3, 2014

[Regarding agenda items]

4. 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: February 3, 2014, Operations and Development Committee; February 3, 2014, Finance and Administration Committee; and February 3, 2014, Legal, Government and Environmental Affairs Committee.
- b. COMMISSION MINUTES – FEBRUARY 18, 2014 – The draft minutes of this meeting are attached for Commission review and approval.
- c. TREASURER'S REPORTS – No staff report is attached. Included in the agenda packet are Treasurer's Reports for July 2013 through December 2013. The reports were presented to the Finance and Administration Committee at its February 18, 2014, meeting at which time the Committee recommended unanimously (3–0) that they be noted and filed by the Commission.

5. ITEMS FOR COMMISSION APPROVAL

- a. AWARD OF CONTRACT, MARATHON COMMUNICATIONS, INC. – A staff report is included in the agenda packet. Staff seeks Commission authorization for the Executive Director to issue a purchase order to Marathon Communications, Inc. in the fixed monthly amount of \$10,000 plus reimbursement of up to \$500 per month for out-of-pocket expenses such as preparation of meeting handout materials, mileage, photocopy, etc.

Marathon has provided timely strategic communications and outreach consulting—working with Staff, Authority consultants and legal counsel—in support of the ongoing process of developing a consensus-based vision for the future of the Bob Hope Airport (“Outreach and Consensus Initiative”). Staff believes Marathon’s services continue to bring value to this effort and recommends that retroactive to February 1, 2014, a Purchase Order with Marathon be entered into incorporating the proposed Scope of Work, which is attached as Exhibit A, for a fixed monthly fee of \$10,000 per month, plus an allowance of up to \$500 per month, with evidence of supporting receipt, for reimbursement of expenses such as preparation of meeting handout materials, mileage, photocopy, etc. This purchase order would terminate June 30, 2014, and would need to be reviewed by the Commission prior to being extended. This matter was reviewed with the Airport Planning and Noise Protection Ad Hoc Committee at its February 5, 2014, meeting.

- b. AWARD OF CONTRACT, COOPER COMMUNICATIONS, INC. – A staff report is included in the agenda packet. Staff seeks Commission authorization for the Executive Director to issue a purchase order to Cooper Communications, Inc. for outreach support services on a time and materials basis as specifically authorized by the Executive Director. The purchase order would be valid through June 30, 2014, and would authorize payment of a one-time retainer of \$5,000 to Cooper upon issuance of the Purchase Order. The hourly rate for Cooper President Martin M. Cooper would be \$400, and his named staff would bill at an hourly rate of \$225 for Terry Stevens, and \$150 for Mari Gilbert. Out-of-pocket expenses expressly authorized by the Executive Director such as local mileage, photocopy and related activities would be reimbursed at cost with evidence of supporting receipt. Third-party expenses authorized by the Executive Director for advertising, design and printing that are incurred and paid for by Cooper would be reimbursed on production of proof of payment and would include an additional administrative markup of 17.65%. This matter was reviewed with the Airport Planning and Noise Protection Ad Hoc Committee at its February 5, 2014, meeting.

6. ITEMS FOR COMMISSION INFORMATION

- a. BOB HOPE AIRPORT STUDENT ART TOWER BANNER CONTEST, PRESENTATION OF WINNING ENTRIES – No staff report is attached. For the seventh consecutive year, the Authority held its Student Art Tower Banner Contest in the public high schools of Burbank, Glendale, and Pasadena, resulting in the selection of three student art compositions with an aviation theme that will be displayed on the façade of the Airport terminal tower in the coming year. This year's program began in the fall of 2013, when high school art students were invited to submit art based on the theme "Skies of Freedom." The school districts narrowed down the candidate submissions to three finalists in each district, which were then judged by the art commissions in their respective cities. The winners will be announced at the Authority meeting March 3, and winning student artists and faculty members are expected to be present.
- b. THANKS AGAIN UPDATE – No staff report is attached. Staff will brief the Commission on the status of this customer loyalty program which was launched at the Airport in July 2013.
- c. AIRLINE SCHEDULE ANALYSIS – Included in the agenda packet for noting and filing are schedule analyses reflecting service, fleet mix and scheduled operating time changes for two airlines serving Bob Hope Airport. After incorporating all schedule adjustments, the noise impact area is projected to have a cumulative increase of 0.11 acres.
- d. JANUARY 2014 PASSENGER/CARGO STATISTICS AND PARKING INFORMATION – No staff report is attached. There were 302,389 passengers in January of this year, up 3% from 293,644 in 2013. Cargo volume declined 1.8%, from 8.6 million pounds last year to 8.5 million pounds this year. Airline operations decreased by 7.9%, and the number of airline seats declined from 475,006 in 2013 to 442,782 this year, a decrease of 6.8%. Air Taxi flights increased 1.6% while General Aviation activity increased 11.1%. Overall aircraft operations for the month increased 2.9%. A report is included in the agenda packet.

Staff will also brief the Commission regarding January 2014 parking information.