



April 3, 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, April 6, 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, April 6, 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. February 2015 **[See page 1]**
4. Contracts and Leases
 - a. Award of Non-Exclusive Concession and Lease Agreement to HG Burbank JV for News, Gifts & Speciality Retail
 - Staff Report Attached **[See page 22]**

As part of the Burbank-Glendale-Pasadena Airport Authority's continuing effort to provide the best retail options for our

passengers and enhance their traveling experience while also generating increased annual revenue for the Authority, Staff seeks a Finance and Administration Committee recommendation to the Commission to award a non-exclusive Concession and Lease Agreement for five news, gifts and specialty retail concession areas in Terminals A and B to HG Burbank JV for a ten-year term. Staff also seeks the Committee's authorization to finalize preparation of the lease agreement to be included in the Commission agenda package for approval. HG Burbank JV is comprised of Stewart Manhattan Investments, Inc. (dba Palazzo Concessions) a California based certified Airport Concession Disadvantaged Business Enterprise and Hudson Group Retail, LLC.

- b. Short Term Parking Space Reservation Agreement
Sunrise Ford, Inc.

- Staff Report Attached

[See page 26]

Staff seeks a Finance and Administration Committee recommendation to the Commission for approval of a proposed Short Term Parking Space Reservation Agreement with Sunrise Ford, Inc. for 287 spaces in Parking Lot D located off Avon Street. Sunrise Ford has requested to use parking spaces on a daily basis. Payment for this off-street parking will be in arrears rather than in advance, and this parking is subject to the City of Burbank's transient parking tax.

5. Items for Discussion

6. Items for Information

- a. Committee Pending Items

[See page 28]

Future

- (1) *Internal Controls Review*
- (2) *FY 2016 Budget Development*
- (3) *RITC Project Costs Closeout*

7. Other Contracts and Leases

8. Closed Session

No items

9. Adjournment