



May 2, 2014

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, May 5, 2014 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, May 5, 2014
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.

A G E N D A

1. Public Comment
2. Approval of Minutes
 - a. April 21, 2014 **[See page 1]**
3. Contracts and Leases
 - a. Fourth Amendment to Lease and Concession Agreement
MCS Burbank LLC
 - Staff Report Attached **[See page 3]**

Staff seeks a Committee recommendation to the Commission for approval of a proposed Fourth Amendment to the Lease and Concession Agreement with the Authority's food and beverage concessionaire, MCS Burbank LLC. The Fourth Amendment will provide MCS with 647 square feet of space for a new "grab and

go” style restaurant to better serve the needs of the Airport customers in Terminal B. This location was previously leased by The Paradies Shops, LLC, the Airport’s news and gifts concessionaire. At Paradies’ request, the Airport Authority took back the space effective February 15, 2014.

As MCS will invest approximately \$100,000 to renovate the space, MCS and Staff negotiated an extension to the term of the Lease and Concession Agreement for an additional two years from 2018 to 2020. The addition of this new food and beverage location will increase the Minimum Annual Guarantee by \$31,056 and the space rent by \$11,103 annually. Copies of the proposed Fourth Amendment and the Lease and Concession Agreement are attached.

4. Items for Discussion

- a. Proposed FY 2014/2015 (“FY 2015”) Budget Development:
Preliminary Projected Revenues

No staff report is attached. Staff will continue discussions regarding the development of the FY 2014/2015 Budget, focusing on preliminary revenue projections.

5. Items for Information

- a. Committee Pending Items

[See page 5]

Future

(1) FY 2014/2015 Budget Development (continued)

6. Other Contracts and Leases

7. Closed Session

- a. Conference with Real Property Negotiators
(California Government Code Section 54956.8)

Property:	B-6 Property Leasehold
Authority Negotiator:	Executive Director
Negotiating Party:	Arsual Investments
Under Negotiation:	Price and Terms of Payment