




May 29, 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, June 1, 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, June 1, 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.*

A G E N D A

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes

a. April 6, 2015

**[See page 1]**

4. Contracts and Leases

a. Consent to Change of Ownership of Alliance Airport Advertising to Lamar Transit, LLC

- Staff Report Attached

**[See page 3]**

***Due to ownership changes, Alliance Airport Advertising ("Alliance"), the Airport's exclusive concessionaire for Airport advertising, has requested to assign its Concession Agreement for Airport Advertising Program ("Agreement") to***

**Lamar Transit, LLC ("Lamar"), a Delaware limited liability company and wholly-owned subsidiary of Lamar Advertising Company. As one of the largest outdoor advertising companies in North America, Lamar Advertising Company, a publicly traded company (NASDAQ: LAMR), reported net revenues of \$1.29 billion for the twelve months ending December 31, 2014. Lamar currently is the airport advertising concessionaire at Juneau, Grand Junction, Boise, Buffalo, Albany, Elko and Spokane airports. This assignment will not impact services or operations provided by Alliance, as the acquisition will fold the existing Lamar airport contracts under Alliance's purview. All current Alliance management, sales and operations employees, and city offices are being retained. Accordingly, Staff seeks the Finance and Administration Committee's recommendation to the Commission for the Consent of Change of Ownership of the Concession Agreement for Airport Advertising Program from Alliance to Lamar.**

b. First Amendment to Short Term Lease USHFCC

- Staff Report Attached

[See page 12]

**Staff seeks a Finance and Administration Committee recommendation to the Commission for approval of a First Amendment to Short Term Lease ("Amendment") with USHFCC, who was approved January 2015, through a six-month short term lease, to install an antenna on the roof top of Building #36 at the Airport. The antenna allows them to communicate with outside resources and responders in case of a major disaster, such as a large magnitude earthquake. The Amendment will allow USHFCC to continue leasing the antenna space on a month-to-month basis at the same current rate of \$500.00 per month.**

c. Month-to-Month Space Lease Mercury Air Center-Burbank, Inc. d/b/a Atlantic Aviation-BUR

- Staff Report Attached

[See page 15]

**Staff seeks the recommendation of the Finance and Administration Committee to the Commission to award a month-to-month space lease to Mercury Air Center-Burbank, Inc., d/b/a Atlantic Aviation-BUR ("Atlantic") for 1,500 square feet of cargo space located in Building #8, 3,662 square feet of adjacent vehicle parking and 1,276 square feet of ramp area parking at an annual rent of \$11,834.40. Atlantic operates a private terminal/Fixed Base Operation ("FBO") and provides fuel services to the Authority and various tenants at the Airport. Atlantic will be utilizing the cargo space as a break room for**

***fueling personnel and using adjacent ramp space as a parking area for three fuel trucks when they are not in service.***

5. Items for Discussion

a. CMIA Quarterly Portfolio Review

***Columbia Management Investment Advisors will provide an update to the Finance and Administration Committee on the status of the Authority's Operating and Passenger Facility Charge Investment Portfolios for the quarter ended March 31, 2015. A copy of the Columbia Management Investment Advisors' Quarterly Investment Review As of March 31, 2015 is included in the agenda package.***

b. Proposed FY 2015/2016 ("FY 2016") Budget Development

***No staff report is attached. Staff will continue review of the FY 2016 Budget. Should the Committee make a recommendation for approval, the proposed FY 2016 Budget will be presented to the Commission at its June 15, 2015 regularly scheduled meeting.***

6. Items for Information

a. Minor Lease and Professional Services Purchase Orders Update

***No staff report is attached. Staff will present the third quarter FY 2014-2015 Minor Lease Report. There are no professional services purchase orders to report for the third quarter FY 2014-2015.***

b. Committee Pending Items

***[See page 17]***

**Future**

***(1) Internal Controls Review***

***(2) Regional Intermodal Transportation Center Project Close Out Cost***

7. Other Contracts and Leases

8. Closed Session

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

1) Title: Executive Director

2) Title: Senior Deputy Executive Director

9. Adjournment