



August 15, 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, August 18, 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, August 18, 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. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
 - a. Committee Reports (For Noting and Filing)
 - 1) Operations and Development Committee
 - (i) July 14, 2014

[See page 1]

- 2) Finance and Administration Committee
 - (i) July 14, 2014 **[See page 5]**
- 3) Legal, Government and Environmental Affairs Committee
 - (i) July 14, 2014 **[See page 11]**
- b. Commission Minutes (For Approval)
 - 1) August 8, 2014 **[See page 15]**
- c. Marathon Communications, Inc.
Purchase Order for Outreach Services **[See page 24]**
- d. Award of Contract to Brinks, Inc., for
Equipment Rental and Armored Car Service **[See page 31]**
- 6. ITEMS FOR COMMISSION APPROVAL
 - a. Award of Contract, Project Number E14-13
Service Road Relocation, Runway 33 RSA **[See page 34]**
- 7. ITEMS FOR COMMISSION INFORMATION
 - a. Outreach Events – Gross Park Summer Camp Tour and
Annual Blood Drive **[No Staff Report]**
 - b. Airline Schedule Analysis **[See page 37]**
 - c. May and June 2014 Passenger/Cargo Statistics and
Parking Information **[See page 42]**
- 8. 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
 - b. THREAT TO PUBLIC SERVICES OR FACILITIES
(California Government Code Section 54957(a))
 - Consultation with Director of Public Safety

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

1) Title: Executive Director

2) Title: Senior Deputy Executive Director

9. ADJOURNMENT

COMMISSION NEWSLETTER

August 18, 2014

[Regarding agenda items]

5. 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: July 14, 2014, Operations and Development Committee; July 14, 2014, Finance and Administration Committee; and July 14, 2014, Legal, Government and Environmental Affairs Committee.
- b. COMMISSION MINUTES – AUGUST 8, 2014 – The draft minutes of this meeting are attached for Commission review and approval.
- c. MARATHON COMMUNICATIONS, INC., PURCHASE ORDER FOR OUTREACH SERVICES – A staff report is included in the agenda packet. At the August 8, 2014, meeting of the Legal, Government and Environmental Affairs Committee, the Committee voted unanimously (3–0) to recommend to the Commission that it authorize the Executive Director to issue a purchase order to Marathon Communications, Inc. in the not-to-exceed 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. for a three-month term from July 1, 2014, through September 30, 2014.
- d. AWARD OF CONTRACT TO BRINKS, INC., FOR EQUIPMENT RENTAL AND ARMORED CAR SERVICES – A staff report is included in the agenda packet. At its August 8, 2014, meeting the Finance and Administration Committee voted unanimously (3–0) to recommend to the Commission that it approve a five-year agreement with Brinks, Inc., for the rental of cash revenue control equipment and pickup and delivery services for parking operations in the amount of \$168,840, plus an additional one-time cost of \$4,194 for equipment installation and set-up services, and an estimated \$5,250 to remove the existing Dunbar equipment.

6. ITEMS FOR COMMISSION APPROVAL

- a. AWARD OF CONTRACT, PROJECT NUMBER E14-13, SERVICE ROAD RELOCATION, RUNWAY 33 RSA – A staff report is included in the agenda packet. At the August 8, 2014, meeting of the Operations and Development Committee, the Committee voted 2–0 (one absent) to recommend to the Commission that it award a construction contract in the amount of \$230,397 to E.C. Construction for constructing the service road relocation Runway Safety Area at the south end of Runway 33. Staff also seeks Commission authorization for Staff to execute a purchase order with RMA Group in the not-to-exceed amount of \$10,000 for material testing and inspection. Finally, Staff seeks the Commission's approval of an approximate 10%

aggregate contingency in the amount of \$23,000 to permit Staff to authorize any necessary changes in the scope of the project.

7. ITEMS FOR COMMISSION INFORMATION

- a. **OUTREACH EVENTS – GROSS PARK SUMMER CAMP TOUR AND ANNUAL BLOOD DRIVE** – No staff report is attached. In July the Airport Authority held its annual blood drive in conjunction with Providence Saint Joseph Medical Center, and it sponsored its eighth Airport tour for Robert Gross Park Summer Camp. Staff will offer a presentation on these two events.
- b. **AIRLINE SCHEDULE ANALYSIS** – A staff report is included in the agenda packet. Included in the agenda packet for noting and filing are schedule analyses reflecting summer seasonal changes in service and fleet mix and scheduled operating times for three airlines serving Bob Hope Airport. After incorporating these changes the noise impact area is projected to have a cumulative decrease of 0.24 acres.
- c. **MAY AND JUNE 2014 PASSENGER/CARGO STATISTICS AND PARKING INFORMATION** – No staff report is attached. The May passenger count of 334,143 was down 3.4% from 345,997 in May 2013, and the May year-to-date tally of 1,561,578 is down 1.6% from 1,586,133 last year. Airline seats for the month declined 6% from 491,172 to 460,670, and airline operations declined 8.4%. Air cargo volume grew 6.9% to 9.9 million pounds in May and is up 2.8% year-to-date at 44.1 million pounds.

The June passenger count of 327,858 was down 1% from last year's 331,115 and the total for the first half of the year is down 1.5% at 1,889,436 compared to 1,917,248 in 2013. Total airline seats in June declined 3.1%, from 473,108 in 2013 to 458,300 in 2014. Cargo rose 11.1% for the month and the year-to-date tally of 53,460,656 lbs. is up 4.1%. Airline aircraft operations dropped 7.7% the first half of the year. Complete reports for both months are included in the agenda packet.

In addition to information on May and June parking activity, Staff will discuss recent parking trends.