



August 29, 2014

REGULAR MEETING CANCELLATION NOTICE
AND
CALL AND NOTICE OF A SPECIAL MEETING
OF THE FINANCE AND ADMINISTRATION COMMITTEE
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

The Airport Authority administrative offices will be closed on Monday, September 1, 2014, in observance of Labor Day. Therefore, the regular meeting of the Finance and Administration Committee scheduled for Monday, September 1, 2014, at 10:30 a.m. in the Airport Skyroom at Bob Hope Airport has been cancelled.

NOTICE is hereby given that a special meeting of the Finance and Administration Committee will be held Tuesday, September 2, 2014, at 10:30 a.m. (or immediately following the conclusion of the special 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

SPECIAL MEETING
OF THE
FINANCE AND ADMINISTRATION COMMITTEE
Airport Skyroom
Tuesday, September 2, 2014
10:30 A.M. or Immediately Following the
Conclusion of the
Special 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. August 8, 2014 **[See page 1]**
4. Contracts and Leases
 - a. Ground Lease Between BevBur and Burbank-Glendale-Pasadena Airport Authority
 - Staff Report Attached **[See page 5]**

Staff seeks a Committee recommendation to the Commission that it approve a ground lease with BevBur, LLC, for the purpose of leasing approximately 33,000 square feet of vacant paved parking space on Kenwood Street, south of Cohasset, in the City of Burbank, located in

the Northeastern quadrant of the Airport. Budget will be utilizing this space for the purpose of storing vehicles to support its operation in the RITC. The proposed ground lease will generate approximately \$63,000 annually.

b. First Amendment to Ground Lease
MV Transportation

- Staff Report Attached

[See page 7]

Staff seeks a recommendation from the Committee to the Commission for approval of a First Amendment to Ground Lease with MV Transportation, Inc., extending the term of the Lease for an additional two years to September 30, 2016. The City of Burbank recently awarded MV Transportation, the current operator of the BurbankBus service, a pair of one-year extensions of its existing contract. MV Transportation currently leases 11,762 square feet of paved space on the former Aviall site located south of Cohasset Street in the City of Burbank for the purpose of parking and storing the BurbankBus buses when not in service. Currently rent is \$23,697 and the next rent adjustment is scheduled for October 1, 2014. The information needed for the next rent adjustment will not be available until October 2014.

c. Terminal Space Lease
BLT Innovations, LLC

- Staff Report Attached

[See page 10]

BLT Innovations, LLC, dba flightfeet, desires to enter into a Terminal space lease with the Airport Authority to provide a pre-security concession. flightfeet will provide vending machines, to be located next to Checkpoints A and B, to dispense, for a fee, non-skid, non-latex booties and shoe bags to the traveling public. This product would provide passengers with an alternative to having to walk through the security checkpoints with just socks or bare feet. Staff has consulted with local TSA and, while the TSA does not endorse products, TSA does not currently foresee any issues that would impede TSA's ability to properly screen passengers that are using flightfeet's product. Staff seeks the Committee's recommendation to the Commission to approve the lease and to authorize the Authority President to execute same.

d. Auditor Required Communications for the
FY 2014 Audits

- Staff Report Attached

[See page 12]

In accordance with professional standards, the Authority's auditor, Macias Gini & O'Connell LLP has provided the attached letter to the Commission outlining its audit responsibilities, and planned scope and timing of the FY 2014 audits. Also attached is a copy of the annual engagement letter, which substantially conforms to the

professional services agreement between the Authority and MGO for audit services. Staff seeks the Committee's recommendation to the Commission that it note and file these communications.

5. Items for Discussion

a. Status of Investment Portfolios

No staff report is attached. Columbia Management Investment Advisors, the Authority's investment manager, will provide a review of the Authority's Operating and Passenger Facility Charge investment portfolios for the quarter ended June 30, 2014. Via teleconference representatives from Columbia Management will be presenting the quarterly review to the Committee.

b. Minor Lease and Professional Services Purchase Orders Update

No staff report is attached. Staff will present the fourth quarter FY 2014 Minor Lease Report and Professional Services Purchase Orders Update.

6. Items for Information

a. Committee Pending Items

[See page 24]

Future

(1) FY 2013/2014 Preliminary Budget Performance Review

7. Other Contracts and Leases

8. Closed Session

a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(California Government Code Section 54956.8)

Property:	Bob Hope Airport Leasehold
Authority Negotiator:	Executive Director
Negotiating Party:	Paradies Shops, Inc.
Under Negotiation:	Price and Terms of Payment

9. Adjournment