



April 15, 2016

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 18, 2016 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 18, 2016
10:30 A.M. or Immediately Following the
Conclusion of the
Regular Airport Authority Meeting

NOTE TO THE PUBLIC: Any disclosable 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. Approval of Minutes
 - a. April 4, 2016 **[See page 1]**
4. Treasurer's Reports
 - a. February 2016 **[See page 5]**

No staff report is attached. The Treasurer's Report for the month of February 2016 is included in the agenda packet for the Committee's review.

5. Contracts and Leases

- a. Aon Risk Services
Insurance Brokerage Service Contract, Addendum No. 7

- Staff Report Attached **[See page 27]**

Staff will be issuing a Request for Proposal for insurance brokerage services for all the Authority's insurance coverages. In the interim, Staff has negotiated with Aon Risk Services, the retail brokering and risk management services arm of Aon Corporation that provides insurance brokerage services for the Authority, and seeks a Committee recommendation to the Commission authorizing Staff to extend the insurance brokerage service contract with Aon for one year, with no change in fees from last year's amount of \$90,000.

- b. First Amendment to Lease Agreement for
Hertz Equipment Rental Corp.

- Staff Report Attached **[See page 31]**

Staff seeks a Committee recommendation to the Commission that it approve a proposed First Amendment to the January 17, 2006, Lease Agreement between Hertz Equipment Rental Corporation and the Authority to extend for five years the current lease for the 210,844 square feet of land located at 3111 North Kenwood Avenue, which is scheduled to expire on May 16, 2016. The proposed Amendment provides that the rent for this property will be increased to \$840,000 annually.

6. Items for Discussion

- a. Fiscal Year 2016/2017 ("FY 2017") Budget Development

No staff report is attached. Staff will discuss with the Committee proposed FY 2017 budget assumptions and highlights of noteworthy budget issues.

7. Items for Information

- a. Committee Pending Items **[See page 39]**

Current

- (1) Fiscal Year 2016/2017 ("FY 2017")
Budget Development**

Future

**(1) Replacement Passenger Terminal
Financial Alternatives Consultant**

(2) Revised Budget Development Calendar

8. Other Contracts and Leases
9. Adjournment