



August 14, 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, August 17, 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, August 17, 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.

▼ ▼ ▼

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. Treasurer's Reports
 - a. May 2015

[See page 1]

Treasurer's Report for the month of May 2015 is included in the agenda packet for the Committee's review.

4. Contracts and Leases
 - a. Short Term Parking Space Reservation Agreement
Century West, LLC, dba Century West BMW, LLC
 - Staff Report Attached

[See page 21]

Staff seeks a Committee recommendation to the Commission for approval of a proposed Short Term Parking Space Reservation

Agreement with Century West, LLC dba Century West BMW, LLC, for 410 spaces in Parking Lot B, located off Hollywood Way. Century West BMW has requested to use parking spaces on a daily basis. Payment for this off-street parking will be in arrears rather than in advance, and this parking is subject to the City of Burbank's transient parking tax.

- b. Other Transaction Agreement with the
Department of Homeland Security
Transportation Security Administration

- Staff Report Attached

[See page 23]

Staff seeks a Committee recommendation to the Commission that it approve the modified Other Transaction Agreement with the Department of Homeland Security Transportation Security Administration for the purpose of obtaining additional reimbursement for electrical utility charges associated with the use of areas for baggage screening operations at the Airport.

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, 2015. Representatives of Columbia Management will be presenting the quarterly review to the Committee via teleconference.

- b. Internal Controls Review

No staff report is attached. Staff will continue reviewing the internal control structure at the Airport with the Committee.

6. Items for Information

- a. Quarterly Minor Lease and Purchase Order Update

No staff report is attached. Staff will present the fourth quarter FY 2014–2015 Minor Lease and Purchase Order Update.

- b. Credit Card Machine Upgrades: EMV Update

No staff report is attached. Staff will provide additional information regarding the EMV credit cards and the requirements for the transition to accept the new technology.

c. Committee Pending Items

[See page 28]

Current

(1) Internal Controls Review

**(2) Preparation for Transition to EMV Credit Card
(chip-card technology)**

Future

(1) Transition to EMV Credit Card (chip-card technology)

7. Other Contracts and Leases

8. Adjournment