



August 2, 2013

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 5, 2013, 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 5, 2013
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. PUBLIC COMMENT
4. CONSENT CALENDAR
 - a. Committee Reports (For Note and File)
 - 1) Operations and Development Committee
 - (i) July 1, 2013

[See page 1]

- 2) Legal, Government and Environmental Affairs Committee
 - (i) July 1, 2013 ***[See page 4]***
- b. Commission Minutes (For Approval)
 - 1) July 10, 2013 ***[See page 9]***
 - 2) July 15, 2013 ***[See page 15]***
- 5. ITEMS FOR COMMISSION APPROVAL
 - a. Project Number E13-09
Terminal High-Voltage Improvements
Project Design Services ***[See page 24]***
 - b. Other Transaction Agreement
Amendment and Change Order for the
Baggage Handling System Upgrade to PDGS V4.1 ***[See page 27]***
- 6. ITEMS FOR COMMISSION DISCUSSION
 - a. Regional Intermodal Transportation Center (RITC) Update ***[No Staff Report]***
- 7. ITEMS FOR COMMISSION INFORMATION
 - a. "Thanks Again" Start-up Program ***[No Staff Report]***
 - b. Robert Gross Park Summer Camp Airport Tour ***[No Staff Report]***
 - c. Avenue B Overhead Exit Sign Modification ***[See page 29]***
 - d. Airline Schedule Analysis ***[See page 30]***
 - e. June 2013 Passenger and Parking Statistics ***[See page 32]***
- 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

Property: Bob Hope Airport Leasehold
Authority Negotiator: Executive Director
Negotiating Party: Alaska Airlines; Delta Airlines; jetBlue Airways; SeaPort Airlines; Southwest Airlines; United Air Lines; US Airways
Under Negotiation: Price and Terms of Payment

Property: Bob Hope Airport Leasehold
Authority Negotiator: Executive Director
Negotiating Party: Enterprise Rent-a-Car Company of Los Angeles, LLC; The Hertz Corporation; Avis Budget Car Rental LLC; Budget Rent a Car of Southern California; DTG Operations, Inc.; Fox Rent A Car; Midway Car Rental
Under Negotiation: Price and Terms of Payment

b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(California Government Code Section 54956.9(d)(1))

Name of Case: In re Petition of Burbank-Glendale-Pasadena Airport Authority for Order Permitting Entry on Property (Union Pacific) (Case No. BS131944)

c. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant Exposure to Litigation (California Government Code Section 54956.9(d)(2)): Two potential cases. Facts and Circumstances: (1) McCarthy Building Companies Change Order Requests and (2) Fox Rent-a-Car Claim

d. THREAT TO PUBLIC SERVICES OR FACILITIES
(California Government Code Section 54957(a))

Consultation with Director of Public Safety

e. 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 5, 2013

[Regarding agenda items]

4. 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: July 1, 2013, Operations and Development Committee and July 1, 2013, Legal, Government and Environmental Affairs Committee.
- b. COMMISSION MINUTES – JULY 10, 2013, AND JULY 15, 2013 – The draft minutes of these meetings are attached for Commission review and approval.

5. ITEMS FOR COMMISSION APPROVAL

- a. PROJECT NUMBER E13-09, TERMINAL HIGH-VOLTAGE IMPROVEMENTS, PROJECT DESIGN SERVICES – A staff report is included in the agenda packet. At its July 15, 2013, meeting the Operations and Development Committee voted (2–0, 1 absent) to recommend to the Airport Authority that it authorize Staff to execute a “sole source” purchase order with dHA+CALPEC for the lump-sum fee of \$74,600 to provide electrical engineering solutions to complete a multi-phase project to replace certain components of the terminal building high-voltage distribution systems that require rehabilitation, while minimizing the impacts to operations during construction. Staff also seeks Authority authorization for an approximate 10% contingency in the amount of \$7,400 to permit Staff to authorize any necessary changes in the scope of work that may arise during the design process.
- b. OTHER TRANSACTION AGREEMENT, AMENDMENT AND CHANGE ORDER FOR THE BAGGAGE HANDLING SYSTEM UPGRADE TO PDGS V4.1 – A staff report is included in the agenda packet. This item has been placed on the Authority’s agenda subject to the recommendation of the Operations and Development Committee at its August 5, 2013, meeting immediately prior to the Authority’s meeting.

As part of a U.S. Department of Homeland Security – Transportation Security Administration funded multi-phase project to enhance the baggage inspection system at Burbank Bob Hope Airport, Staff seeks Commission authorization for Staff to execute an Amendment to the Other Transaction Agreement between the Authority and the TSA and execute a change order to Authority Purchase Order A5333 with G&S Airport Conveyor in the amount of \$125,000 as requested by the TSA.

6. ITEMS FOR COMMISSION DISCUSSION

- a. REGIONAL INTERMODAL TRANSPORTATION CENTER (RITC) UPDATE – No staff report is attached. Staff will update the Commission on the status of the project.

7. ITEMS FOR COMMISSION INFORMATION

- a. “THANKS AGAIN” START-UP PROGRAM – No staff report is attached. On July 26, 2013, the “Thanks Again” Customer Loyalty Program was launched at the Burbank Bob Hope Airport. Staff will update the Commission on the launch activities and local area businesses that have joined the program.
- b. ROBERT GROSS PARK SUMMER CAMP AIRPORT TOUR – No staff report is attached. Each year the Airport Authority sponsors an Airport tour by participants of the Robert Gross Park Summer Camp. A presentation of this year’s activities will be made by Staff.
- c. AVENUE B OVERHEAD EXIT SIGN MODIFICATION – No staff report is attached. As previously advised, Staff has approved a request from the Hope Family to add the words “Thanks for the Memory” and a caricature of Bob Hope to the Airport overhead exit sign on Avenue B. A rendering of the modified sign is included in the agenda packet. The Hope Family will be responsible for all costs of production and installation.
- d. AIRLINE SCHEDULE ANALYSIS – A staff report is included in the agenda packet. Also included in the agenda packet for noting and filing is a schedule analysis reflecting notice of changes in service, fleet mix and scheduled operating times from one airline serving Bob Hope Airport.
- e. JUNE 2013 PASSENGER AND PARKING STATISTICS – The June passenger count of 331,115 was down 3.5% from last year’s 342,944 and the total for the first half of the year is down 4.2% at 1,917,248, compared to 2,001,860 in 2012. Total airline seats in June declined 4.3%, from 494,188 in 2012 to 473,108 in 2013. Cargo declined 2.5% for the month and the year-to-date tally of 51,338,265 lbs. is up 0.3%. Airline aircraft operations dropped 6.3% the first half of the year. A complete report is included in the agenda packet.

[Regarding non-agenda items]

NEWS RELEASES

July 22, 2013 – Abertis to Sell Airport Assets in Europe and the US to ADC & HAS Airports Worldwide

July 26, 2013 – Burbank Bob Hope Airport Launches Customer Loyalty Program

TRAVEL EXPENSE REPORTS SUMMARY

For Period January 1, 2013, through June 30, 2013