



December 13, 2013

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, December 16, 2013 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, December 16, 2013  
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.***

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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. Public Comment
2. Approval of Minutes
  - a. November 4, 2013 **[See page 1]**
  - b. November 18, 2013 **[See page 6]**
3. Treasurer's Reports
  - a. June 2013 **[See page 8]**
4. Contracts and Leases
  - a. Consent to Sublease Amendment to the Development Ground Lease Between the Burbank-Glendale-Pasadena Airport Authority and Mercury Air Center-Burbank, Inc. dba Atlantic Aviation-BUR
    - Staff Report Attached **[See page 28]**

***Mercury Air Center-Burbank dba Atlantic Aviation-BUR and Avjet Corporation have amended an existing agreement between them that allows Avjet to sublease from Atlantic Aviation the premises***

**commonly known as Hangars 6, 7, 7A and 7B. The amendment to that agreement was effective October 28, 2013, and extended the sublease term to 2025.**

**The existing Development Ground Lease between the Airport Authority and Atlantic Aviation requires that any such amendment to a subleasing arrangement requires the consent of the Authority. Accordingly, Staff has prepared a Consent to Sublease Amendment to the Development Ground Lease. Due to the voluminous nature of the Development Ground Lease, a copy of the lease is not included in the agenda packet. However, a copy of the lease will be available at the meeting for the Committee's review if so desired.**

5. Items for Discussion

a. Status of Investment Portfolios

**No staff report is attached. Via teleconference Columbia Management Investment Advisors, LLC, the Authority's investment manager, will provide an overview and discussion of the Operating and PFC investment portfolios.**

b. FY 2013 Budget Performance Review

- Staff Report Attached

**[See page 37]**

**Staff will update the Committee on FY 2013 year-end results.**

6. Items for Information

a. Minor Lease and Professional Services Purchase Orders Update

**No staff report is attached. Staff will present the first quarter FY 2014 Minor Lease Report.**

b. Committee Pending Items

**[See page 44]**

**Current**

**(1) Year-End FY 2013 Budget Performance Review**

**Future**

**(1) Other Transactions Agreement – TSA for Use of Space and Cost Reimbursement at Checkpoints and Baggage Screening**

**(2) Review the results of the audits of the FY 2013 financial statements with Macias Gini & O'Connell LLP (MGO), the Authority's Independent auditor**

**(3) Review draft 2014 Authority Investment Policy**

## 7. 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: 2736–2760 Hollywood Way  
Authority Negotiator: Executive Director  
Negotiating Party: Successor Agency, 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)

Name of Case: Fox Rent-A-Car, Inc. v. Burbank-Glendale-Pasadena Airport Authority (Case No. BC517650)

### c. Conference with Legal Counsel – Anticipated Litigation

Significant Exposure to Litigation (California Government Code Section 54956.9(d)(2)):  
One potential case. Facts and Circumstances: McCarthy Building Companies  
Change Order Requests

## 8. Adjournment