



November 30, 2017

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 4, 2017, at 10:30 a.m., or immediately following the Commission meeting, in the Airport Skyroom of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505.

Terri Williams, Board Secretary
Burbank-Glendale-Pasadena Airport Authority

REGULAR MEETING
OF THE
FINANCE AND ADMINISTRATION COMMITTEE

Airport Skyroom
Monday, December 4, 2017
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 special meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank 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 prior to the meeting.

AGENDA

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes
 - a. November 13, 2017 **[See page 1]**
4. Items for Discussion
 - a. CMIA Quarterly Investment Portfolio Review **[No Staff Report]**

No staff report is attached. Columbia Management Investment Advisors will provide an update to the Committee on the status of the Authority's Operation and Passenger Facility Charge Investment Portfolios for the quarter ended September 30, 2017. A copy of this quarterly investment review is included in the agenda packet.
5. Items for Information
 - a. Committee Pending Items **[See page 6]**
6. Other Contracts and Leases
7. Adjournment

Subject to Approval

**MINUTES OF THE SPECIAL MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

MONDAY, NOVEMBER 13, 2017

A special meeting of the Finance and Administration Committee was called to order on this date in the Airport Skyroom of the Burbank-Glendale-Pasadena Airport Authority, 2627 Hollywood Way, Burbank, California, at 10:09 a.m., by Chairman Gharpetian.

AB 23 Disclosure: The Senior Deputy Executive Director announced that, 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.

ROLL CALL

Present: Commissioners Gharpetian, Selvidge and Adams

Absent: None

Also Present: Staff: John Hatanaka, Senior Deputy Executive Director; Kathy David, Deputy Executive Director; Michael Johnston, Business Development Specialist, Business Property and Administrative Services; Michael Duong, Senior Manager, Business and Compliance

1. Approval of Agenda The agenda was approved as presented.

2. Public Comment There were no public speakers.

3. Approval of Minutes

a. October 16, 2017 Draft minutes for the October 16, 2017, Finance and Administration Committee meeting were presented for approval.

Motion Commissioner Selvidge moved approval of the minutes, seconded by Commissioner Adams.

Motion Approved There being no objection, the minutes were approved (2-0, one abstention).

4. Treasurer's Reports

a. September 2017 Copies of the Treasurer's Reports for September 2017 and August 2017 were included in the agenda packet.

Motion

Commissioner Selvidge moved approval of Staff's recommendation for note and file of the Treasurer's Report, seconded by Commissioner Adams.

Motion Approved

The motion was unanimously approved (3-0).

5. Contracts and Leases

a. Award of Lease – Terminal Space Lease Between Burbank-Glendale-Pasadena Airport Authority and NewZoom LLC (dba ZoomSystems)

Staff reintroduced a proposed Terminal Space Lease Between Burbank-Glendale-Pasadena Airport Authority and NewZoom LLC (dba ZoomSystems) to provide four post-security concession kiosks. At the Committee meeting held on September 18, 2017, staff presented this Lease. At that time the Committee raised questions to staff regarding the proposed terms of the lease and it was agreed that the Lease be deferred until Staff could clarify those issues.

In January 2015, the Authority entered into a lease with a predecessor of ZoomSystems for a post-security Benefit Cosmetics ZoomShop located in Terminal A. That lease will be replaced by the proposed Lease, creating a master lease for all spaces leased at the airport by ZoomSystems. In addition to the pre-existing Benefit Cosmetics ZoomShop located in Terminal A, the proposed Lease will allow ZoomSystems to install three new ZoomShop kiosks to include a UNIQLO ZoomShop in Terminal A, and a Best Buy Express ZoomShop and an additional Benefit Cosmetics ZoomShop in Terminal B.

The Committee reviewed the Lease terms for the pre-existing kiosk and the proposed new kiosks.

Motion

Commissioner Adams moved approval; seconded by Commissioner Selvidge.

Motion Approved

There being no objection, the motion was unanimously approved (3-0).

b. Award of Month-to Month Space Lease Between Burbank-Glendale-Pasadena Airport Authority and Universal Protection Services, L.P., dba Allied Universal Security Services

Staff presented for Committee approval a month-to-month Office Lease ("Lease") with Universal Protection Service, L.P., dba Allied Universal Security Services ("Allied Universal"). The 290 sq. ft. office space located in Building 9 will be used a support space for Allied Universal's airport security and traffic control services operation. HSS the

previous provider of airport security and traffic control services vacated the office space on October 13, 2017.

The terms of the proposed lease are month-to-month, retroactive to November 2017, and will provide \$555.83 monthly, or \$6,669.96 annually. Termination may be invoked by either party by delivering thirty (30) days' written notice.

Motion

Commissioner Adams moved approval; seconded by Commissioner Selvidge.

Motion Approved

There being no objection, the motion was unanimously approved (3-0).

c. Award of Concession and Lease Agreement for Automated Teller Machine – MOBILEMONEY, INC.

Staff presented to the Committee a proposed Award of Concession and Lease Agreement ("Agreement") for an Automated Teller Machine ("ATM") with MOBILEMONEY, INC., for an initial five-year term. The Agreement is for six (6) ATM kiosks to be located both pre and post security in Terminal A and B, the Valet Center and the Customer Service Building of the Regional Intermodal Transportation Center ("RITC") where the rental car companies are located.

With the existing ATM Concession Agreement expiring and the current provider not interested in extending their agreement, Staff issued a Request for Proposal ("RFP") for ATM Concession in August 2017. MOBILEMONEY was the only responsive proposer to RFP. Staff is recommending an award of a Concession and Lease to MOBILEMONEY for ATM services and if approved, the proposed Agreement will generate a total rent amount of \$3,800.00 per month or \$45,600.00 annually

Based out of San Clemente, California, MOBILEMONEY has 21 years of ATM experience and currently have ATMs located at Palm Springs Airport and Des Moines Airport. They operate over 5,500 ATMs in 47 states at retail, government, hospitality, gaming and special event locations. MOBILEMONEY, working with the Burbank City Federal Credit Union ("BCFCU") intends to brand the ATMs for the Hollywood Burbank Airport ("Airport") with the BCFCU signage. Staff considers the local recognizable name as a positive added feature.

Through dialogue with other airports and financial institutions, Staff has recognized that there is a downward trend in use of ATM's at airports throughout the country as the banking industry continues to evolve and embrace newer technology. Bank customers increasingly use smart phones and other mobile devices to meet their banking needs and are relying less on cash as a method of payment for transactions.

Motion

Commissioner Selvidge moved approval; seconded by Commissioner Adams.

Motion Approved

There being no objection, the motion was unanimously approved (3-0).

d. Award of Short-Term Parking Space Reservation Agreement – Trophy Automotive Dealer Group LLC

Staff presented to the Committee for approval an Award of Short Term Parking Space Reservation Agreement with Trophy Automotive Dealer Group LLC, dba Universal City Nissan ("Universal City Nissan") for 523 spaces in Parking Lot B ("Lot B") located on Hollywood Way. Due to operational needs, Universal City Nissan has requested to utilize the parking spaces in Lot B for the parking of motor vehicles on a daily basis. The daily parking rate is \$1.59/per stall/per day or \$24,947.10 per month. And is subject to an annual increase of 3% beginning December 4, 2018. Payment for these parking spaces will be in arrears and is subject to the City of Burbank's transient parking tax.

On October 20, 2017, Staff received a 30-day termination notice from JP Motorsports, the current tenant in Lot B requesting to terminate their Short Term Parking Space Reservation Agreement with the Burbank-Glendale-Pasadena Airport Authority effective November 20, 2017. Concurrently with the termination notice, Staff fielded interest from the new owners of Universal City Nissan for space to park motor vehicles on a daily basis.

Universal City Nissan was a previous tenant under a different ownership which terminated their lease when the dealership was sold.

Motion

Commissioner Adams moved approval; seconded by Commissioner Selvidge.

Motion Approved

There being no objection, the motion was unanimously approved (3-0).

6. Items for Information

a. Committee Pending Items

Staff informed the Committee of future pending items that will come to the Committee for review.

7. Other Contracts and Leases

There were no additional contracts and leases.

8. Adjournment

There being no further business, the meeting was adjourned at 9:48 a.m.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
FINANCE AND ADMINISTRATION COMMITTEE
DECEMBER 4, 2017
COMMITTEE PENDING ITEMS**

Future

1. Award of Professional Services Agreements -
Replacement Passenger Terminal Consultants
2. Concession and Lease Agreements, A.C. Vroman, Inc.
3. MCS – Lease Amendment
4. Award of Aviation Ramp Ground Lease;
United Parcel Service, Inc.
5. Market Conditions Analysis – Hangar Facilities