



January 16, 2015

REGULAR MEETING CANCELLATION NOTICE  
AND  
CALL AND NOTICE OF A SPECIAL MEETING  
OF THE FINANCE AND ADMINISTRATION COMMITTEE  
OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

The Airport Authority administrative offices will be closed on Monday, January 19, 2015, in observance of Martin Luther King, Jr., Day. Therefore, the regular meeting of the Finance and Administration Committee scheduled for Monday, January 19, 2015, at 10:30 a.m. in the Airport Skyroom at Bob Hope Airport has been cancelled.

NOTICE is hereby given that a special meeting of the Finance and Administration Committee will be held Tuesday, January 20, 2015, at 10:30 a.m. (or immediately following the conclusion of the special 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

SPECIAL MEETING  
OF THE  
FINANCE AND ADMINISTRATION COMMITTEE  
Airport Skyroom  
Tuesday, January 20, 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.***

A G E N D A

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes
  - a. November 17, 2014 ***[See page 1]***
4. Treasurer's Reports
  - a. November 2014 ***[See page 4]***
  - b. October 2014 ***[See page 26]***

***The Treasurer's Reports for the months of November and October 2014 are included in the agenda packet for the Committee's review.***

5. Proposed Resolution Approving the  
2015 Authority Investment Policy

- Staff Report Attached

[See page 48]

***The Commission annually reviews and approves an investment policy to identify policies and procedures for the prudent and systematic investment to be followed by the Authority Treasurer in the exercise of the investment authority delegated to him/her. Staff seeks a Finance and Administration Committee recommendation to the Commission that it adopt the proposed resolution approving the 2015 Investment Policy.***

6. Contracts and Leases

a. Fifth Amendment to Lease and Concession Agreement  
MCS Burbank LLC

- Staff Report Attached

[See page 56]

***Staff seeks a Committee recommendation to the Commission for approval of a Fifth Amendment to the Lease and Concession Agreement with the Airport's food and beverage concessionaire, MCS Burbank LLC. Currently there is no hot food service offered in Terminal B. The Fifth Amendment will provide MCS with 356 square feet of post-security space for a new "hot food" restaurant to better serve the needs of the Airport customers in Terminal B. This location was previously used as airline operations/office space and Staff has taken measures to ensure that the total amount of permitted concession space at the Airport is not increased. The City of Burbank has approved converting a portion of the previously used rental car concession space in the Terminal Baggage claim area to airline exclusive-use space. This newly created airline exclusive-use space will be equal to the amount of square footage used by MCS's new restaurant created by the Fifth Amendment.***

b. Terminal Space Lease – Newzoom, Inc.

- Staff Report Attached

[See page 66]

***NewZoom, Inc., dba ZoomSystems, desires to enter into a terminal space lease with the Airport Authority to provide a post-security concession kiosk. ZoomSystems will provide an unmanned retail store kiosk, ZoomShop, to be located adjacent to Gate A2, to dispense Benefit Cosmetics, a leading women's cosmetic brand, to the traveling public. ZoomShops selling Benefit Cosmetics have historically done very well at other airports and provide passengers a concession option not currently available. Prices for the products in the kiosk are at the same price as in retail stores. Staff has been able to negotiate rent at 9% of gross sales, which is on the higher end of what other airports are receiving for rent. Staff is seeking a***

**Committee recommendation to the Commission to approve the lease and authorize the Authority President to execute same.**

7. Items for Discussion

a. Presentation of FY 2014 Financial Statements and Analysis of Financial Results

- Staff Report Attached

**[See page 108]**

***The Authority's independent auditor, Macias Gini & O'Connell LLP, has completed its audits of the Airport Authority fiscal year 2014 financial statements. Included in the agenda packet is a copy of the audited Basic Financial Statements for the fiscal years ended June 30, 2014 (FY 2014) and 2013 (FY 2013). Also included are copies of the audited Single Audit Reports (audit of federal grant programs), Passenger Facility Charge Audit Reports, Customer Facility Charge Audit Reports, Independent Auditor's Report on Compliance with Section 6.05 of the Bond Indenture, Management Letter, and the Auditor's Report to the Authority Regarding the FY 2014 Audits.***

***MGO will present a summary of its audits. Staff seeks a Committee recommendation to the Commission that it note and file these audit reports.***

8. Items for Information

a. Committee Pending Items

**[See page 117]**

**Current**

***(1) Proposed 2015 Authority Investment Policy***

***(2) Review the results of the audits of the FY 2014 financial statements with Macias Gini & O'Connell LLP (MGO), the Authority's independent auditor***

**Future**

***(1) FY 2015 Financial Performance to Date***

***(2) Series 2015 Bond Refunding Update***

***(3) FY 2013/2014 Year-End Budget Performance Review***

9. Other Contracts and Leases

10. Adjournment