



July 10, 2015

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

NOTICE is hereby given that a special meeting of the Finance and Administration Committee will be held Monday, July 13, 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  
Monday, July 13, 2015  
10:30 A.M. or Immediately Following the  
Conclusion of the  
Special 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. Approval of Agenda
2. Public Comment
3. Contracts and Leases
  - a. New Zoom, Inc. Terminal Space Lease (Amazon Kiosk)
    - Staff Report Attached

**[See page 1]**

***Staff seeks the recommendation of the Committee to the Commission that it enter into a Terminal Space Lease with NewZoom, Inc. dba ZoomSystems to provide a post-security concession kiosk. ZoomSystems will provide an unmanned retail store kiosk, Amazon ZoomShop, to be located adjacent to Gate A2, to dispense consumer electronic products, primarily Amazon Kindles and associated accessories. Prices for the products in the***

***kiosk are the same as those on Amazon's website. Staff has been able to negotiate rent at the greater of \$250 per month or 9% of gross sales, which is on the higher end of what other airports are receiving for rent for this same concession. Staff seeks the Committee's recommendation to the Commission to approve the lease and authorize the Authority President to execute same.***

4. Items for Discussion

a. Internal Controls Review

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

5. Items for Information

a. Committee Pending Items

***[See page 43]***

**Current**

***(1) Internal Controls Review***

**Future**

***(1) Preparation for Transition to EVM credit card (chip-card technology)***

6. Other Contracts and Leases

7. Adjournment