



March 18, 2016

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, March 21, 2016, 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, March 21, 2016

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 disclosable 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. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
 - a. Committee Reports (For Noting and Filing)
 - 1) Operations and Development Committee
 - (i) February 22, 2016
 - 2) Finance and Administration Committee
 - (i) February 22, 2016

[See page 1]

[See page 4]

- b. Commission Minutes (For Approval)
 - 1) March 7, 2016 **[See page 7]**
- c. Assignment, Assumption and Airport Consent of Airport Use Agreement for US Airways, Inc. **[See page 15]**
- d. Short Term Parking Space Reservation Agreement Universal City Nissan, Inc. **[See page 19]**

6. ITEMS FOR COMMISSION APPROVAL

- a. Award of Purchase Order to Barich, Inc. for Access Control Threat and Vulnerability Assessment **[See page 21]**
- b. Memorial Brick Relocation **[No Staff Report]**
- c. Consent to Assignment (By Acquisition of Stock) of Development Ground Lease and Aviation Hangar Lease Avjet Corporation/Jet Aviation Holdings USA, Inc. **[See page 23]**

7. ITEMS FOR COMMISSION INFORMATION

- a. Hudson Retail Concessions – Grand Opening **[No Staff Report]**
- b. Mayor’s Photos **[No Staff Report]**

8. CLOSED SESSION

a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(California Government Code Section 54956.8)

Property:	B-6 Adjacent Property (Part of the former Lockheed Plant B-6 Property located in the City of Burbank adjacent to the Bob Hope Airport and roughly bounded by Hollywood Way, parts of Cohasset Street (Los Angeles), and Winona Avenue)
Authority Negotiator:	Executive Director
Negotiating Party:	City of Burbank
Under Negotiation:	Price and Terms of Payment for the Sale, Exchange or Lease of Easements and Use Restrictions

Property:	B-6 Trust Property (Part of the former Lockheed Plant B-6 Property located in the City of Burbank and roughly bounded by B-6 Adjacent Property, San Fernando Road, Hollywood Way, and Winona Avenue)
Authority Negotiator:	Matt Hargrove (CBRE, Inc.)
Negotiating Party:	Burbank Industrial Investors (Overton Moore Properties)
Under Negotiation:	Price and Terms of Payment

Property: Kenwood Lot (Part of the Aviall Property located in the City of Burbank and bounded by B-6 Trust Property and Kenwood Avenue)
Authority Negotiator: Matt Hargrove (CBRE, Inc.)
Negotiating Party: Burbank Industrial Investors (Overton Moore Properties)
Under Negotiation: Price and Terms of Payment

- b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant Exposure to Litigation (California Government Code Section 54956.9(d)(2)):
One potential case. Facts and Circumstances: FAA Runway Safety Area Determinations
- c. THREAT TO PUBLIC SERVICES OR FACILITIES
(California Government Code Section 54957(a))

Consultation with Director, Public Safety
- d. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(California Government Code Section 54957(b))
 - 1) Title: Executive Director
 - 2) Title: Senior Deputy Executive Director
- e. CONFERENCE WITH LABOR NEGOTIATORS
(California Government Code Section 54957.6)
 - 1) Authority Representative: President Frank Quintero
Unrepresented Employee: Executive Director

9. ADJOURNMENT

COMMISSION NEWSLETTER

March 21, 2016

[Regarding agenda items]

5. 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 purposes: February 22, 2016, Operations and Development Committee; and February 22, 2016, Finance and Administration Committee.
- b. COMMISSION MINUTES, MARCH 7, 2016 – The draft minutes of this meeting are attached for Commission review and approval.
- c. ASSIGNMENT, ASSUMPTION AND AIRPORT CONSENT OF AIRPORT USE AGREEMENT FOR US AIRWAYS, INC. – A staff report is included in the agenda packet. Due to the merger of US Airways, Inc. with American Airlines, Inc., US Airways seeks to assign its Airport Use Agreement and Month-to Month Office Lease to American Airlines. At the March 7, 2016, Finance and Administration Committee meeting, the Committee voted unanimously (3–0) to recommend to the Commission that it approve the assignment of the agreement and lease.
- d. SHORT TERM PARKING SPACE RESERVATION AGREEMENT, UNIVERSAL CITY NISSAN, INC. – A staff report is included in the agenda packet. At the March 7, 2016, meeting of the Finance and Administration Committee, the Committee voted unanimously (3–0) to recommend to the Commission that it approve the Short Term Parking Space Reservation Agreement with Sage Management Co., Inc., dba Universal City Nissan, for 523 spaces in Parking Lot B located on Hollywood Way. Due to operational needs, Universal City Nissan has requested to utilize the available parking spaces in Lot B for the parking of motor vehicles on a daily basis. Payment for these parking spaces will be in arrears and is subject to the City of Burbank's transient parking tax.

6. ITEMS FOR COMMISSION APPROVAL

- a. AWARD OF PURCHASE ORDER TO BARICH, INC. FOR ACCESS CONTROL THREAT AND VULNERABILITY ASSESSMENT – A staff report is included in the agenda packet. At the March 7, 2016, Operations and Development Committee meeting, the Committee voted 2–0 (one absent) to recommend that the Commission authorize the Executive Director to execute a sole-source purchase order with Barich Inc. to complete an Access Control Threat and Vulnerability Assessment at Bob Hope Airport in the lump-sum amount of \$82,395.

- b. MEMORIAL BRICK RELOCATION – No staff report is attached. Staff presented to the Operations and Development Committee a suggestion to move the current memorial bricks to a new location for more visibility and to better service and protect them as well as to prevent further damage to the bricks. With the recommendation of the Operations and Development Committee, Staff will present the suggestion to relocate the Memorial Bricks for the Commission’s consideration.
- c. CONSENT TO ASSIGNMENT (BY ACQUISITION OF STOCK) OF DEVELOPMENT GROUND LEASE AND AVIATION HANGAR LEASE, AVJET CORPORATION/JET AVIATION HOLDINGS USA, INC. – A staff report is included in the agenda packet. Staff seeks the Commission’s approval of the assignment of a June 19, 2006, Development Ground Lease, as amended, and a December 19, 2003, Aviation Hangar Lease from Avjet Corporation to Jet Aviation Holdings USA, Inc. These assignments are being requested due to Jet Aviation’s entering into a Stock Purchase Agreement to acquire the outstanding shares of Avjet.

Due to the expedited timing of the proposed acquisition, and Jet Aviation’s condition of closing requirement that the landlord’s consent of assignment be obtained prior to the close scheduled for the end of this month, Avjet is seeking the Commission’s approval of both assignments as soon as possible.

7. ITEMS FOR COMMISSION INFORMATION

- a. HUDSON RETAIL CONCESSIONS – GRAND OPENING – No staff report is attached. On March 7, 2016, Hudson Stores held a Grand Opening for all of its renovated stores in Terminals A and B at the Bob Hope Airport. Staff will report on the festivities.
- b. MAYORS’ PHOTOS – No staff report is attached. Staff will advise the Commission of photos of the three Mayors of Burbank, Glendale and Pasadena that have been placed in Terminals A and B.