



March 3, 2017

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 6, 2017, at 9:00 a.m., in the Airport Skyroom of the Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505.

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, March 6, 2017

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 Hollywood Burbank Airport (2627 Hollywood Way, Burbank) in the administrative office during normal business hours.



***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. PRESENTATIONS
  - a. Hollywood Burbank Airport Tower Banner Student Art Contest, Presentation of Winning Entries
  - b. Airport Authority Police Department Officer of the Year

c. Airport Authority Fire Department Firefighter of the Year

6. CONSENT CALENDAR

a. Committee Reports  
(For Note and File)

1) Finance and Administration Committee

(i) February 6, 2017 **[See page 1]**

b. Commission Minutes  
(For Approval)

1) February 21, 2017 **[See page 4]**

c. Los Angeles 2024 Exploratory Committee  
Advertising Space Letter Agreement **[See page 10]**

7. ITEMS FOR COMMISSION APPROVAL

a. Award of Insurance Brokerage  
Services Agreement **[See page 12]**

b. Award of Contract: Project Number E17-02  
Maintenance Department Electrical Service Upgrades **[See page 15]**

8. ITEMS FOR COMMISSION DISCUSSION

a. Fiscal Year 2015/2016 ("FY 2016")  
Year-End Financial Budget Performance Review **[See page 19]**

9. ITEMS FOR COMMISSION INFORMATION

a. Airline Schedule Analysis **[See page 26]**

10. CLOSED SESSION

a. THREAT TO PUBLIC SERVICES OR FACILITIES  
(California Government Code Section 54957(a))  
Consultation with Director, Public Safety

b. Conference WITH LABOR NEGOTIATOR  
(California Government Code Section 54957.6)

Authority Representative: Frank R. Miller

Unrepresented Employee: Director of Public Safety/Chief of Police

11. ADJOURNMENT

COMMISSION NEWSLETTER  
March 6, 2017

*[Regarding agenda items]*

5. PRESENTATIONS

- a. **HOLLYWOOD BURBANK AIRPORT TOWER BANNER STUDENT ART CONTEST, PRESENTATION OF WINNING ENTRIES** – No staff report is attached. For the 10<sup>th</sup> consecutive year, the Authority held its Tower Banner Student Art Contest in the public high schools of Burbank, Glendale, and Pasadena, resulting in the selection of three student art compositions with an aviation theme that will be displayed on the façade of the Airport terminal tower in the coming year. This year's program began in the fall of 2016, when high school art students were invited to submit art based on the theme "Aviation Goes to Hollywood." The school districts narrowed down the candidate submissions to three finalists in each district, which were then judged by the art commissions in their respective cities. The winners will be announced at the Authority meeting March 6, and winning student artists and faculty members are expected to be present.
- b. **AIRPORT AUTHORITY POLICE DEPARTMENT OFFICER OF THE YEAR** – No staff report is attached. The Burbank-Glendale-Pasadena Airport Police Department Officer of the Year is Sergeant Lorie Taylor, a six-year veteran of the Department. In addition to her excellent work ethic that she displays each day on duty, Sgt. Taylor earned this recognition due to her proactive approach to law enforcement and her tireless planning/coordination of the Department's annual Active Shooter training in 2015 and 2016.
- c. **AIRPORT AUTHORITY FIRE DEPARTMENT FIREFIGHTER OF THE YEAR** - No staff report is attached. The Burbank-Glendale-Pasadena Airport Authority Fire Department Firefighter of the Year is Firefighter Guillermo Perez, a five-year veteran of the Department. In addition to his firefighter duties, Firefighter Perez also serves as a CPR Instructor, Terrorism Liaison Officer and EOC representative. Firefighter Perez has had an active role in the AFD's annual breast cancer awareness campaign, and is involved in his community providing first-aid and fire awareness training. Firefighter Perez is currently pursuing a degree in Emergency Management.

6. 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 MINUTES** - Approved minutes of the February 6, 2017, Finance and Administrative Committee meeting is included in the agenda packet for information purposes.

- b. **COMMISSION MINUTES - February 21, 2017 - The draft minutes of this meeting are attached for Commission review and approval.**
- c. **LOS ANGELES 2024 EXPLORATORY COMMITTEE ADVERTISING SPACE LETTER AGREEMENT – A staff report is included in the agenda packet. At the February 21, 2017, Finance and Administration Committee meeting, the Committee voted unanimously (3–0) to recommend to the Commission that it authorize the Executive Director to execute a Letter Agreement with the Los Angeles 2024 Exploratory Committee for advertising space at Hollywood Burbank Airport. The Letter Agreement provides for the granting of a purchase option for the Airport's advertising space if the City of Los Angeles is chosen to host the 2024 Olympic and Paralympic Games.**

#### **7. ITEMS FOR COMMISSION APPROVAL**

- a. **AWARD OF INSURANCE BROKERAGE SERVICES AGREEMENT – A staff report is included in the agenda packet. At the February 21, 2017, meeting of the Finance and Administration Committee, the Committee voted unanimously (3–0) to recommend that the Commission award an Insurance Brokerage Services Agreement to Willis Insurance Services of California, Inc., for brokerage services for all Authority insurance policies for a five-year term.**
- b. **AWARD OF CONTRACT: PROJECT NUMBER E17-02 MAINTENANCE DEPARTMENT ELECTRICAL SERVICE UPGRADES – A staff report is included in the agenda packet. This item, subject to the recommendation of the Operations and Development Committee, has been placed on the Commission's agenda for consideration at its meeting immediately following the Committee's meeting. Staff seeks the Commission authorization of the following actions for the construction of upgrades to the electrical service at the Airport Maintenance Department to bring the service up to current code: (1) award a construction contract in the amount of \$204,500 to Ace Construction and Maintenance, Inc., to construct the upgrades; (2) authorize the issuance of a Purchase Order in the lump sum amount of \$14,000 to DHA + CALPEC for construction administration service; (3) authorize the Executive Director to execute the Authority to bill for Transformer Deposit from the City of Los Angeles for a new transformer in the amount of \$18,756; (4) approve the deployment of the TBI Force Account, including in-house construction management service, field observation and security for the not-to-exceed amount of \$30,000; and, (5) authorize the establishment of an aggregate project contingency of \$27,000 which is approximately 10% the project total less contingency.**

#### **8. ITEMS FOR COMMISSION DISCUSSION**

- a. **FISCAL YEAR 2015/2016 ("FY 2016") YEAR-END FINANCIAL BUDGET PERFORMANCE REVIEW – Staff report is attached. Staff will update the Commission on FY 2016 year-end results.**

**9. ITEMS FOR COMMISSION INFORMATION**

- a. **AIRLINE SCHEDULE ANALYSIS - A staff report is attached. Staff has received notice of changes in service, fleet mix, and scheduled operating times from two airlines serving Hollywood Burbank Airport. This report change is reflected in detail on the attached Schedule Change Analysis.**