



March 4, 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 7, 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 7, 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. PRESENTATIONS
  - a. Tower Banner Student Art Contest  
Presentation of Winning Entries
6. CONSENT CALENDAR
  - a. Committee Reports (For Noting and Filing)
    - 1) Operations and Development Committee
      - (i) January 19, 2016

***[No Staff Report]***

***[See page 1]***

- 2) Finance and Administration Committee
  - (i) February 1, 2016 ***[See page 5]***
- 3) Legal, Government and Environmental Affairs Committee
  - (i) February 1, 2016 ***[See page 8]***
- b. Commission Minutes (For Approval)
  - 1) February 22, 2016 ***[See page 10]***
- c. Treasurer's Reports
  - 1) December 2015 ***[See page 16]***
- d. Salary Memorandum No. 2 for Amended and Restated Agreement with Director of Public Safety/Chief of Police ***[See page 38]***
- e. Approval to Execute Extension Option of the External Auditing Services Agreement with Macias Gini & O'Connell LLP ***[See page 40]***
- 7. ITEMS FOR COMMISSION APPROVAL
  - a. Award of Contract, Fleet Maintenance Services Agreement ***[See page 43]***
- 8. ITEMS FOR COMMISSION DISCUSSION
  - a. Fiscal Year 2014/2015 ("FY 2015") Financial Budget Performance Review ***[See page 72]***
  - b. RITC Lighting Status ***[No Staff Report]***
- 9. ITEMS FOR COMMISSION INFORMATION
  - a. Airline Schedule Analysis ***[See page 80]***
  - b. January 2016 Passenger/Cargo Statistics and Parking Information ***[See page 84]***
- 10. 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: Overton Moore Properties  
Under Negotiation: Price and Terms of Payment

b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(California Government Code Section 54956.9(d)(1))

Name of Case: Burbank-Glendale-Pasadena Airport Authority v. Affordable Storage, LLC (Case No. 15P03076)

Name of Case: Burbank-Glendale-Pasadena Airport Authority v. Affordable Storage, LLC (Case No. EC064286)

Name of Case: Burbank-Glendale-Pasadena Airport Authority v. Arsual Investments (Case No. EC0643934)

c. 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

d. THREAT TO PUBLIC SERVICES OR FACILITIES  
(California Government Code Section 54957(a))

Consultation with Director, Public Safety

e. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(California Government Code Section 54957(b))

1) Title: Executive Director

2) Title: Senior Executive Director

f. CONFERENCE WITH LABOR NEGOTIATORS  
(California Government Code Section 54957.6)

1) Authority Representative: President Frank Quintero  
Unrepresented Employee: Executive Director

11. ADJOURNMENT

## COMMISSION NEWSLETTER

March 7, 2016

### *[Regarding agenda items]*

#### 5. PRESENTATIONS

- a. TOWER BANNER STUDENT ART CONTEST, PRESENTATION OF WINNING ENTRIES – No staff report is attached. For the ninth consecutive year, the Airport Authority held its Student Art Tower Banner 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 2015, when high school art students were invited to submit art based on the theme "History of Aviation." 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 Airport Authority meeting on March 7 and winning student artists and faculty members are expected to be present.

#### 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 REPORTS – Approved minutes of the following committee meetings are included in the agenda packet for information purposes: January 19, 2016, Operations and Development Committee meeting; February 1, 2016, Finance and Administration Committee; and February 1, 2016, Legal, Government and Environmental Affairs Committee.
- b. COMMISSION MINUTES, FEBRUARY 22, 2016 – The draft minutes of this meeting are attached for Commission review and approval.
- c. TREASURER'S REPORTS – DECEMBER 2015 – The Treasurer's Report for December 2015 is contained in the agenda packet. At the February 22, 2016, Finance and Administration Committee meeting, the Committee voted unanimously (3–0) to recommend that the Commission note and file the reports.
- d. SALARY MEMORANDUM NO. 2 FOR AMENDED AND RESTATED EMPLOYMENT AGREEMENT WITH DIRECTOR OF PUBLIC SAFETY/CHIEF OF POLICE – A staff report is included in the agenda packet. Staff seeks Commission authorization to execute a salary memorandum for the Authority's amended and restated employment agreement with the Director of Public Safety/Chief of Police to provide for an annual base salary of \$173,791.90, which amounts to a 3% increase.

## 7. ITEMS FOR COMMISSION APPROVAL

- a. **AWARD OF CONTRACT, FLEET MAINTENANCE SERVICES AGREEMENT** – A staff report is included in the agenda packet. At the February 22, 2016, meeting of the Operations and Development Committee, the Committee voted unanimously (3–0) to recommend to the Commission that it enter into a time and materials Fleet Maintenance Services Agreement with Keolis Transit Services LLC for a three-year base period commencing April 1, 2016, and ending March 31, 2019, with two one-year extension options thereafter and authorize the Authority President to execute same.

## 8. ITEMS FOR COMMISSION DISCUSSION

- a. **FISCAL YEAR 2014/2015 ("FY 2015") FINANCIAL BUDGET PERFORMANCE REVIEW** – A staff report is included in the agenda packet. Staff will update the Commission on FY 2015 year-end results.
- b. **RITC LIGHTING STATUS** – No staff report is attached. A representative of AvAirPros Services, the property manager for the rental car companies located in the RITC (Regional Intermodal Transportation Center), will present to the Commission steps that have been implemented to reduce the lighting level and energy consumption within the Consolidated Rental Car Facility portion of the RITC.

## 9. ITEMS FOR COMMISSION INFORMATION

- a. **AIRLINE SCHEDULE ANALYSIS** – A staff report is included in the agenda packet. Included in the agenda packet for noting and filing are schedule analyses reflecting changes in service, fleet mix and scheduled operating times for three airlines serving Bob Hope Airport. After incorporating these changes the noise impact area is projected to have a cumulative increase of 0.24 acres.
- b. **JANUARY 2016 PASSENGER/CARGO STATISTICS AND PARKING INFORMATION** – The January 2016 passenger count of 296,100 was nearly flat from last year's 297,209. Air Cargo volume declined 14.1% to approximately 7.8 million pounds in January 2016, with air carrier operations increasing by 8.5%. A complete report is included in the agenda packet.