



April 27, 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, May 1, 2017, at 9:00 a.m., in the Airport Skyroom of 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, May 1, 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. CONSENT CALENDAR
 - a. Commission Minutes
(For Approval)
 - 1) April 17, 2017

[See page 1]

- b. Executive Director Travel Authorization For Attendance at ACI-NA Summer Board Meeting, ACI-NA U.S. Policy Council Meeting, and ACI Europe General Assembly Congress & Exhibition **[See page 6]**

- c. Month-to-Month Ground Lease: Overflow Storage Enterprise Rent-A-Car Company **[See page 8]**

- 6. ITEMS FOR COMMISSION APPROVAL
 - a. Amendment No. 1 to the Janitorial Service Agreement Diverse Facility Solutions, Inc. **[See page 10]**

 - b. Award of Contract — Forecast of Aviation Demand InterVISTAS Consulting Inc **[See page 14]**

- 7. ITEMS FOR INFORMATION
 - a. Airline Schedule Analysis **[See page 39]**

 - b. March 2017 Passenger/Cargo Statistics and Parking Information **[See page 44]**

- 8. CLOSED SESSION
 - a. CONFERENCE WITH LABOR NEGOTIATORS (California Government Code Section 54957.6)
Authority Representatives: Frank R. Miller
Employee Organization: IAFF I-60

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

Title: Executive Director

- 9. ADJOURNMENT

COMMISSION NEWSLETTER
May 1, 2017

[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. COMMISSION MINUTES – April 17, 2017 - The draft minutes of this meeting are attached for Commission's review and approval.
- b. EXECUTIVE DIRECTOR TRAVEL AUTHORIZATION FOR ATTENDANCE AT ACI-NA SUMMER BOARD MEETING, ACI-NA U.S. POLICY COUNCIL MEETING, AND ACI EUROPE GENERAL ASSEMBLY CONGRESS & EXHIBITION – A staff report is included in the agenda packet. Staff seeks Commission approval of a travel authorization for Executive Director Frank R. Miller to attend the Airports Council International-North America ("ACI-NA") U.S. Policy Council meeting, the ACI-NA Board of Directors summer meeting, and the Airports Council International-Europe ("ACI-Europe") General Assembly Congress & Exhibition, which are being held in Paris from June 11-14, 2017.
- c. MONTH-TO-MONTH GROUND LEASE – OVERFLOW STORAGE ENTERPRISE RENT-A-CAR COMPANY: A staff report is included in the agenda packet. At the April 17, 2017, meeting of the Finance and Administration Committee ("Committee"), the Committee voted unanimously (3–0) to recommend to the Commission that it approve the Month-to-Month Ground Lease ("Lease") between Enterprise Rent-A-Car Company of Los Angeles, LLC and the Burbank-Glendale-Pasadena Airport Authority for overflow storage of Enterprise's rent-a-car inventory. The Lease is for 34,358 sq. ft. of the former rent-a-car service area located off of Empire Avenue in the southwest quadrant of the airport. Under the proposed Lease, rent will be \$6,184.44 monthly.

6. ITEMS FOR COMMISSION APPROVAL

- a. AMENDMENT NO. 1 TO THE JANITORIAL SERVICE AGREEMENT – DIVERSE FACILITY SOLUTIONS, INC.: 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 a Commission authorization to exercise the first of two one-year extension options contained in the Janitorial Service Agreement between the Burbank-Glendale-Pasadena Airport Authority and Diverse Facility Solutions, Inc. Concurrent with this recommendation,

Staff is also recommending to the Commission that it exercises the first of two one-year extensions for janitorial services needed to address the post-security pet relief station located in Terminal A.

- b. **AWARD OF CONTRACT – FORECAST OF AVIATION DEMAND – INTERVISTAS CONSULTING INC.:** A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting preceding the Commission meeting, this item has been placed on the Commission's agenda for its consideration. In conjunction with the Airport Layout Plan revision currently in progress, Staff seeks the approval of the Commission that it authorize an award of contract to InterVISTAS Consulting Inc. for a lump-sum amount of \$40,000 for a Forecast of Aviation Activity required by the Federal Aviation Administration and authorize the Executive Director to execute the same.

InterVISTAS is currently under contract to provide air service development support. The combined value of the air service development support agreement and the proposed Forecast of Aviation Activity agreement exceeds the maximum amount the Executive Director is authorized to execute.

7. ITEMS FOR INFORMATION

- a. **AIRLINE SCHEDULE ANALYSIS –** A staff report is included in the agenda packet. Staff has received notice of changes in service, fleet mix, and scheduled operating times from three airlines serving Hollywood Burbank Airport. This report change is reflected in detail below and on the attached Schedule Change Analysis.
- b. **MARCH 2017 PASSENGER/CARGO STATISTICS AND PARKING INFORMATION:** The March 2017 passenger count of 382,245 was up 12.98% compared to last year's 338,334. The calendar year-to-date total for the first three months is up 8.38% at 1,012,011 compared to 933,794 through March 2016. Air carrier aircraft operations increased by 5.46%. Cargo volume continued to be up, posting a 9.39% increase to 10.4 million pounds in March, and the year-to-date the total of 27.6 million pounds is up 10.7% over last year. A complete report is included in the agenda packet.