



October 30, 2015

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, November 2, 2015, 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, November 2, 2015
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 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.

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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. Treasurer's Reports
 - 1) August 2015
 - 2) July 2015

[See page 1]

[See page 22]

- b. Auditor Required Communications for the FY 2015 Financial Audits **[See page 43]**
6. ITEMS FOR COMMISSION APPROVAL
- a. Replacement Terminal Project Conceptual Term Sheet with City of Burbank; EIR Cooperation Memorandum of Understanding with City of Burbank; and EIR Professional Services Agreement **[See page 56]**
 - b. Relocation of High-Voltage Equipment **[See page 80]**
 - c. Award of Contract, Project Number E15-15 Building 36 Parking Lot Pavement **[See page 83]**
 - d. Hewlett Packard Network Switch Chassis Purchase and Installation Services **[See page 86]**
 - e. Award of Non-Exclusive Concession and Lease Agreement to ME Brand LLC for Specialty Retail **[See page 89]**
 - f. Interim Airport Access and Facilities Use Agreement Class VIII Operators (Transportation Network Companies) **[See page 91]**
7. ITEMS FOR COMMISSION INFORMATION
- a. Airline Schedule Analysis **[See page 93]**
 - b. September 2015 Passenger/Cargo Statistics and Parking Information **[See page 96]**
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: Overton Moore Properties
 - Under Negotiation: Price and Terms of Payment

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: Executive Director
Negotiating Party: California High Speed Rail Authority
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 of Public Safety

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

1) Title: Executive Director

2) Title: Senior Executive Director

9. ADJOURNMENT

COMMISSION NEWSLETTER

November 2, 2015

[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. TREASURER'S REPORTS – No staff report is attached. Included in the agenda packet are the Treasurer's Reports for August 2015 and July 2015. These reports were presented to the Finance and Administration Committee at its October 19, 2015, meeting at which time the Committee recommended unanimously (3-0) that they be noted and filed by the Commission.
- b. AUDITOR REQUIRED COMMUNICATIONS FOR THE FY 2015 FINANCIAL AUDITS – A staff report is included in the agenda packet. In accordance with professional standards, the Authority's auditor, Macias Gini & O'Connell LLP has provided the attached letter to the Commission outlining its audit responsibilities, and planned scope and timing of the FY 2015 financial audits. Also attached is a copy of the annual engagement letter, which substantially conforms to the professional services agreement between the Authority and MGO for audit services. At its October 19, 2015, meeting, the Finance and Administration Committee unanimously recommended (3-0) that the Commission note and file these communications.

6. ITEMS FOR COMMISSION APPROVAL

- a. REPLACEMENT TERMINAL PROJECT CONCEPTUAL TERM SHEET WITH CITY OF BURBANK; EIR COOPERATION MEMORANDUM OF UNDERSTANDING WITH CITY OF BURBANK; AND EIR PROFESSIONAL SERVICES AGREEMENT – A staff report is included in the agenda packet. Staff seeks Commission endorsement of a Bob Hope Airport Replacement Terminal Conceptual Term Sheet with the City of Burbank and a Memorandum of Understanding with the City of Burbank to provide for cooperation in the preparation of the environmental impact report for the replacement terminal project. Additionally, Staff seeks Commission approval of the award of a sole source professional services agreement to RS&H California Inc. for preparation of the EIR for the replacement terminal project.
- b. RELOCATION OF HIGH-VOLTAGE EQUIPMENT – A staff report is included in the agenda packet. At the October 19, 2015, Operations and Development Committee meeting, the Committee agreed unanimously (3-0) to recommend to the Commission that it (1) authorize the Executive Director to award a purchase order to GA Technical Services, Inc. in the amount of \$72,314.52 for additional construction effort associated with the Terminal High-Voltage Phase 2 Project and (2) approve an additional increase of \$10,000 in the approved contingency to cover any additional expenses to complete this project.

- c. AWARD OF CONTRACT, PROJECT NUMBER E15-15, BUILDING 36 PARKING LOT PAVEMENT – A staff report is included in the agenda packet. At the October 19, 2015, Operations and Development Committee meeting, the Committee agreed unanimously (3–0) to recommend to the Commission that it (1) award a construction contract in the amount of \$203,293 to Griffith Company for rehabilitation of the parking lot and entrance road pavement at Building 36 and (2) approve an approximate 10% contingency in the amount of \$20,000 to permit Staff to authorize any necessary changes in the scope of the project during the course of construction.
- d. HEWLETT PACKARD NETWORK SWITCH CHASSIS PURCHASE AND INSTALLATION SERVICES – A staff report is included in the agenda packet. At the October 19, 2015, Operations and Development Committee meeting, the Committee agreed unanimously (3–0) to recommend to the Commission that it approve the purchase and installation of two (2) Hewlett Packard 5400 Series switch chassis plus the acquisition of one spare switch chassis to replace the current network switch stacks as part of the Burbank-Glendale-Pasadena Airport Authority's Information and Communication Technologies Department's continuing efforts to provide a technologically secure and advanced network infrastructure.
- e. AWARD OF NON-EXCLUSIVE CONCESSION AND LEASE AGREEMENT TO ME BRAND LLC FOR SPECIALTY RETAIL – A staff report is included in the agenda packet. As part of the Airport Authority's continuing effort to provide additional retail options for our passengers and enhance their traveling experience while also generating increased annual revenue for the Authority, Staff seeks Commission approval to award an initial one-year, non-exclusive Concession and Lease Agreement for an approximate 176 square-foot specialty retail location adjacent to the Gate A4 holdroom area to ME Brand LLC (MenEssentials). MenEssentials will use this currently vacant concession space to primarily sell men's grooming and associated lifestyle products. At the October 19, 2015, meeting of the Finance and Administration Committee, the Committee voted unanimously (3–0) to recommend that the Commission approve the proposed Agreement with MenEssentials, which will generate a Minimum Annual Guaranteed rent amount of \$12,000 for the Authority.
- f. INTERIM AIRPORT ACCESS AND FACILITIES USE AGREEMENT, CLASS VIII OPERATORS (TRANSPORTATION NETWORK COMPANIES) – A staff report is included in the agenda packet. At the October 19, 2015, meeting of the Legal, Government and Environmental Affairs Committee, the Committee agreed unanimously (3–0) to recommend to the Commission approval of a form Interim Airport Access and Facilities Use Agreement Class VIII Operators for transportation network companies as well as authorization for the Executive Director to execute or terminate Agreements with TNCs on the Authority's behalf.

7. ITEMS FOR COMMISSION INFORMATION

- a. AIRLINE SCHEDULE ANALYSIS – A staff report is included in the agenda packet. Attached to the staff report for noting and filing are schedule analyses reflecting changes in service, fleet mix and scheduled operating times for two airlines serving Bob Hope Airport. After incorporating these changes the noise impact area is projected to have a cumulative decrease of 0.60 acres.

- b. **SEPTEMBER 2015 PASSENGER/CARGO STATISTICS AND PARKING INFORMATION** – No staff report is included. The September passenger count of 318,769 was up 0.54% from last year's 317,060. The total for the first nine months of the year is up 1.91% at 2,926,314 compared to 2,871,398 through September 2014. Total airline seats in September decreased by -0.96%, from 449,876 in 2014 to 445,555 in 2015. Air Cargo volume declined 2.53% to 9.1 million pounds in September 2015, and the year-to-date tally of 80.2 million pounds is down 2.28%. Aircraft operations increased 8.69% the first nine months of the year. A complete report is included in the agenda packet.