



April 29, 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, May 2, 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, May 2, 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) April 4, 2016

[See page 1]

- 2) Finance and Administration Committee
 - (i) April 4, 2016 **[See page 3]**
 - b. Commission Minutes (For Approval)
 - 1) April 18, 2016 **[See page 7]**
 - c. Treasurer's Reports
 - 1) February 2016 **[See page 16]**
 - d. Aon Risk Services, Insurance Brokerage Service Contract Addendum No. 7 **[See page 38]**
6. ITEMS FOR COMMISSION APPROVAL
- a. Airport Brand Name **[See page 42]**
 - b. Award of Contract, Project Number E15-27 Clybourn Avenue Blast Fence Project **[See page 44]**
7. ITEMS FOR COMMISSION DISCUSSION
- a. Environmental Impact Report Update **[No Staff Report]**
8. ITEMS FOR COMMISSION INFORMATION
- a. Mission Five Overview **[No Staff Report]**
9. 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
 - b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Significant Exposure to Litigation (California Government Code Section 54956.9(d)(4)): One potential case.
 - 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 APPOINTMENT
(California Government Code Section 54957(b))

Title: Executive Director

Title: Airport Engineer

10. ADJOURNMENT

COMMISSION NEWSLETTER

May 2, 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: April 4, 2016, Operations and Development Committee; and April 4, 2016, Finance and Administration Committee.
- b. COMMISSION MINUTES, APRIL 18, 2016 – The draft minutes of this meeting are attached for Commission review and approval.
- c. TREASURER’S REPORT – FEBRUARY 2016 – Included in the agenda packet is the Treasurer’s Report for February 2016. At the April 18, 2016, Finance and Administration Committee meeting, the Committee voted 2–0 (one absent) to recommend that the Commission note and file the report.
- d. AON RISK SERVICES, INSURANCE BROKERAGE SERVICE CONTRACT, ADDENDUM NO. 7 – A staff report is included in the agenda packet. Staff will be issuing a Request for Proposal for insurance brokerage services for all of the Authority’s insurance coverages. In the interim, Staff has negotiated an extension of the insurance brokerage service contract with Aon Risk Services (“Aon”), the retail brokering and risk management services arm of Aon Corporation that provides insurance brokerage services for the Authority. At the April 18, 2016, meeting of the Finance and Administration Committee, the Committee voted 2–0 (one absent) to recommend to the Commission that it authorize Staff to extend the insurance brokerage service contract with Aon for one year, with no change in fees from last year’s amount of \$90,000.

6. ITEMS FOR COMMISSION APPROVAL

- a. AIRPORT BRAND NAME – This item is a carry-over item from the Commission’s April 18, 2016, meeting agenda. A staff report is included in the agenda packet. As part of the Commission’s continuing effort to develop stronger geographic location identity for Bob Hope Airport, as well as generate additional passengers, the Commission engaged Anyone Collective LLC to provide brand consulting services. Over the past year, Anyone Collective has completed extensive local and national research and due diligence in order to recommend branding/marketing names that will create a clear and strong geographic location identity for the Airport, with particular focus on those prospective passengers east of the Rocky Mountains who are traveling to the Los Angeles area.

Based on this comprehensive research, Anyone Collective has identified four viable potential brand names that will all assist the Commission, potentially to varying degrees, achieve its overall goals of greater geographic location identity and passenger growth. The four identified potential brand names are: "Burbank Los Angeles Airport," "Los Angeles Burbank Airport," "Hollywood Burbank Airport" and "Burbank Hollywood Airport."

The Operations and Development Committee met on March 21 and April 4 to review, receive public input and discuss the options presented by Anyone Collective. As a result of the discussions over the course of these two public meetings, the Committee is recommending to the Commission the brand name "Hollywood Burbank Airport" and defers to the Commission whether it wishes to add the phrase "Bob Hope" to the brand name.

- b. AWARD OF CONTRACT, PROJECT NUMBER E15-27, CLYBOURN AVENUE BLAST FENCE PROJECT – A staff report is included in the agenda packet. At the April 18, 2016, meeting of the Operations and Development Committee, the Committee voted 2–0 (one absent) to recommend to the Commission that it authorize the expenditure of \$118,705 to E.C. Construction for the design-build construction of a blast fence along Clybourn Avenue near Hangars 41 and 45, to protect Clybourn Avenue and the residents across the street from jet blast during taxi operations. In addition, Staff further seeks a Contingency of \$16,295 to cover unforeseen expenses as well as other soft costs, including testing and inspection.

7. ITEMS FOR COMMISSION DISCUSSION

- a. ENVIRONMENTAL IMPACT REPORT UPDATE – No staff report is attached. Staff will update the Commission on the status of the Environmental Impact Report distributed on Friday, April 29, 2016.

8. ITEMS FOR COMMISSION INFORMATION

- a. MISSION FIVE OVERVIEW – No staff report is included in the agenda packet. Staff will present to the Commission the program Staff has implemented to help bring the Airport community together in obtaining goals and objectives of mutual interest. Mission 5 seeks to obtain five million passengers through Burbank Bob Hope Airport within ten years.

[Regarding non-agenda items]

NEWS RELEASES

April 18, 2016 – Burbank-Glendale-Pasadena Airport Authority Launches Search for New Executive Director