



April 29, 2016

CALL AND NOTICE OF A REGULAR MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a regular meeting of the Finance and Administration Committee will be held Monday, May 2, 2016 at 10:30 a.m. (or immediately following the conclusion of the regular Airport Authority meeting), 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

REGULAR MEETING
OF THE
FINANCE AND ADMINISTRATION COMMITTEE
Airport Skyroom
Monday, May 2, 2016
10:30 A.M. or Immediately Following the
Conclusion of the
Regular Airport Authority Meeting

NOTE TO THE PUBLIC: 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.

As a result of the convening of this meeting of the Finance and Administration Committee, each Committee member is entitled to receive and shall be provided \$200.

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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.

AGENDA

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes
 - a. April 18, 2016 **[See page 1]**
4. Contracts and Leases
 - a. Aviation Hangar Lease, Delux Public Charter, LLC
 - Staff Report Attached **[See page 4]**

Delux Public Charter, LLC, a Federal Aviation Regulation Part 135 aircraft operator that is owned by JetSuite, Inc., is seeking to enter into an aviation hangar lease with the Authority to lease a portion of Hangar 2 at the Airport. This lease includes hangar, office, shop, vehicle parking and ramp space and will generate \$14,245.34 per month.

Delux will provide private jet service to the public by offering on-demand charter service. Staff seeks a recommendation from the Finance and Administration Committee to the Commission that it approve the Aviation Hangar Lease with Delux and authorize the Authority President to execute same.

- b. Third Amendment of Aviation Hangar Lease
Amblin' Films, LLC

- Staff Report Attached

[See page 6]

Staff seeks a Committee recommendation to the Commission to approve the proposed Third Amendment to the Aviation Hangar Lease with Amblin' Films, Inc., formerly known as Dreamworks, LLC. The amendment would allow Amblin's agreement to continue at the current monthly rate on a month-to-month basis past the termination date of April 23, 2016.

- c. Consent to Assignment of Sublease between
Avjet Corporation/Mercury Air Center, Inc. and
Consent to Facility Tenant Agreement between
Avjet Corporation/Jet Aviation Holdings USA, Inc.

- Staff Report Attached

[See page 10]

Staff seeks a recommendation from the Committee to the Commission that it authorize assignment of a January 28, 1999, Sublease between Mercury Air Center, Inc., dba Atlantic Aviation, and Avjet Corporation and consent to a Facility Tenant Agreement between Jet Aviation Holdings, Inc. and Marc J. Foulkrod. With the change in ownership of Avjet, an assignment of the Sublease is being requested as the Sublease requires consent of both the prime landlord and Atlantic. Separately, a Consent to a Facility Tenant Agreement by the Authority was requested under Section 9.1 of the Hangar Lease that was assigned from Avjet to Jet and approved by the Commission at its March 21, 2016, meeting.

5. Items for Discussion

- a. FY 2016/2017 ("FY 2017") Budget Development:
Projected Revenues and Proposed Staffing

No staff report is attached. Staff will continue discussions regarding the development of the FY 2017 Budget, focusing on revenue projections and proposed staffing.

6. Items for Information

a. Committee Pending Items

[See page 31]

Current

(1) FY 2016/2017 ("FY 2017")

***Budget Development: Projected Revenues and
Proposed Staffing***

Future

**(1) Replacement Passenger Terminal
Financial Alternatives Consultant**

(2) FY 2016/2017 ("FY 2017") Budget Development (continued)

7. Other Contracts and Leases

8. Adjournment