



April 15, 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, April 18, 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, April 18, 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) March 21, 2016

[See page 1]

- 2) Finance and Administration Committee
 - (i) March 7, 2016 ***[See page 6]***
- 3) Legal, Government and Environmental Affairs Committee
 - (i) March 21, 2016 ***[See page 9]***
- b. Commission Minutes (For Approval)
 - 1) April 4, 2016 ***[See page 11]***
- c. Treasurer's Reports
 - 1) January 2016 ***[See page 16]***
- d. County of Los Angeles, First Amendment to Space Lease ***[See page 38]***
- e. Smarte Carte, Inc., Third Amendment to the Lease and Concession Agreement ***[See page 42]***
- 6. ITEMS FOR COMMISSION APPROVAL
 - a. Disadvantaged Business Enterprise Program Update ***[See page 46]***
 - b. Airport Brand Name ***[See page 48]***
 - c. Replacement Terminal Project Labor Agreement ***[No Staff Report]***
 - d. ADK Consulting, Inc. Contract ***[See page 50]***
 - e. TBI Airport Management Contract Amendment ***[See page 52]***
- 7. ITEMS FOR COMMISSION DISCUSSION
 - a. Emergency Backup Generator Replacement Project ***[No Staff Report]***
 - b. Fiscal Year 2015/2016 ("FY 2016") Mid-year Budget Performance Review ***[See page 54]***
 - c. Owner Controlled Insurance Program (OCIP) Update ***[No Staff Report]***
 - d. "Read Across America Day" ***[No Staff Report]***
- 8. ITEMS FOR COMMISSION INFORMATION
 - a. February 2016 Passenger/Cargo Statistics and Parking Information ***[See page 60]***

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)(2)): One potential case. Facts and Circumstances: FAA Runway Safety Area Determinations

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

Consultation with Director, Public Safety

d. PUBLIC EMPLOYEE APPOINTMENT
(California Government Code Section 54957(b))

Title: Executive Director

Title: Airport Engineer

10. ADJOURNMENT

COMMISSION NEWSLETTER

April 18, 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: March 21, 2016, Operations and Development Committee; March 7, 2016, Finance and Administration Committee; and March 21, 2016, Legal, Government and Environmental Affairs Committee.
- b. COMMISSION MINUTES, APRIL 4, 2016 – The draft minutes of this meeting are attached for Commission review and approval.
- c. TREASURER'S REPORT – JANUARY 2016 – The Treasurer's Report for January 2016 is contained in the agenda packet. At the April 4, 2016, Finance and Administration Committee meeting, the Committee voted unanimously (3–0) to recommend that the Commission note and file the report.
- d. COUNTY OF LOS ANGELES, FIRST AMENDMENT TO SPACE LEASE – A staff report is included in the agenda packet. At its April 4, 2016, meeting, the Finance and Administration Committee voted unanimously (3–0) to approve a proposed First Amendment to Space Lease with the County of Los Angeles, on behalf of the Los Angeles County Department of Coroner, to extend the terms of the Space Agreement, which expires on March 31, 2016, for two years. The County of L. A. has requested to extend its lease of approximately 2,100 square feet of space inside Hangar 35 for the parking and storage of its emergency response vehicles. The Amendment will generate \$2,557.02 per month with total gross revenue of \$30,684.24 per year.
- e. SMARTE CARTE, INC., THIRD AMENDMENT TO THE LEASE AND CONCESSION AGREEMENT – A staff report is included in the agenda packet. At its April 4, 2016, meeting, the Finance and Administration Committee voted unanimously (3–0) to approve the proposed Third Amendment to the Lease and Concession Agreement with Smarte Carte, Inc., which currently operates ten (10) self-operating luggage cart stations and two (2) Charge Carte cell phone charging units at the Airport. The Amendment will extend the Agreement for an additional five (5) years from April 30, 2016, to April 30, 2021. The financial terms of the Agreement will remain unchanged with Smarte Carte paying the Authority 10% of gross revenue.

6. ITEMS FOR COMMISSION APPROVAL

- a. DISADVANTAGED BUSINESS ENTERPRISE PROGRAM UPDATE – A staff report is included in the agenda packet. As part of its ongoing obligations as a recipient of Federal Airport Improvement Program funding, the Authority is required to implement a Disadvantaged Business Enterprise program in compliance with U.S. Department

of Transportation regulations. A disparity study was conducted by BBC Research and Consulting in 2012 and the result of that study was the recommendation to the Commission to begin implementation of race-conscious measures in AIP-funded projects in order to be compliant with 49 C.F.R. Part 26. In July 2015 the Commission approved the submission of updated goals and objectives to the FAA with a subsequent posting for public comment. Both actions have been completed and the Legal, Government and Environmental Affairs Committee recommended unanimously (3–0) at its April 4, 2016, meeting that the Commission begin implementation of race-conscious measures for AIP-funded planning and construction projects.

- b. AIRPORT BRAND NAME – 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.

- c. REPLACEMENT TERMINAL PROJECT LABOR AGREEMENT – No staff report is attached. Staff seeks Commission authorization for Staff to negotiate a project labor agreement for the replacement terminal project with a target date of May 16, 2016, for consideration by the Commission. Additionally, Staff seeks Commission authorization for the Replacement Terminal Ad Hoc Committee to provide direction to Staff on negotiation terms with union representatives.
- d. ADK CONSULTING, INC. CONTRACT – A staff report is included in the agenda packet. In recognition of the magnitude of effort that is necessary to get the replacement terminal project to a Measure B vote in November 2016, and subsequent activities, the Commission and Executive Director Dan Feger have jointly determined that it is in the Authority’s best interests for him to focus exclusively on the project. To create an orderly transition to a new Executive Director to oversee day-to-day operations of the Airport, this item seeks a contract award to ADK Consulting, Inc. to perform a search for a candidate to serve as Executive Director of the Airport. Once a candidate is selected and appointed to be the Executive Director, Mr. Feger will be appointed to a new position of Director, Development Services, so that he can devote his time exclusively to ensuring the

successful development of the replacement terminal project. He would remain as Director, Development Services, until his planned retirement date of May 1, 2018.

- e. TBI AIRPORT MANAGEMENT CONTRACT AMENDMENT – A staff report is included in the agenda packet. In order to allow Executive Director Dan Feger to focus exclusively on the replacement terminal project, Staff has proposed an Amendment No. 4 to the Authority’s Third Amended and Restated Agreement for Airport Management Services with TBI Airport Management, Inc. This amendment will provide for Mr. Feger’s transition to the position of Director, Development Services, at such time as the Commission appoints a successor Executive Director.

7. ITEMS FOR COMMISSION DISCUSSION

- a. EMERGENCY BACKUP GENERATOR REPLACEMENT PROJECT – No staff report is attached. Staff will update the Commission on the status of this project and several potential delays in its completion.
- b. FISCAL YEAR 2015/2016 (“FY 2016”) MID-YEAR BUDGET PERFORMANCE REVIEW – A staff report is included in the agenda packet. Staff will present to the Commission the mid-year financial performance results for FY 2016 as compared to original budget expectations.
- c. OWNER CONTROLLED INSURANCE PROGRAM (OCIP) UPDATE – No staff report is attached. Staff will update the Commission on the status of the Authority’s OCIP and the return of funds received from the program.
- d. “READ ACROSS AMERICA DAY” – No staff report is attached. Bob Hope Airport volunteers visited Bret Harte Elementary School in Burbank and read stories, passed out goodies, and answered questions about their jobs in honor of “Read Across America Day” on March 2, 2016. Representatives from American Airlines, Southwest Airlines, the TSA, Standard Parking Corporation, Million Air, and Airport staff spent time in multiple classrooms from kindergarten to fifth grade and shared their experiences with students, teachers, the principal, and members of the student council. The Airport has participated in this program since 2006.
- e. FEBRUARY 2016 PASSENGER/CARGO STATISTICS AND PARKING INFORMATION – The February passenger count of 299,360 was up 5.22% from last year’s 284,496. Part of this increase can be explained by the fact that February 2016 was a leap year. The total for the first two months of the year is up 2.36% at 595,460 compared to 581,705 through February 2015. Total airline seats for February 2016 increased 8.8% compared to February 2015. Air Cargo volume declined 8.33% to 7.6 million pounds in February 2016, and the year-to-date total of 15.3 million pounds is down 11.27%. Airline aircraft operations increased 10.6% the first two months of the year. A complete report is included in the agenda packet.