



APRIL 4, 2014

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 7, 2014, 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 7, 2014

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. PUBLIC COMMENT
4. CONSENT CALENDAR
 - a. Committee Reports (For Noting and Filing)
 - 1) Operations and Development Committee
 - (i) March 3, 2014
 - 2) Finance and Administration Committee
 - (i) March 3, 2014

[See page 1]

[See page 5]

- 3) Legal, Government and Environmental Affairs Committee
 - (i) March 3, 2014 *[See page 9]*
- b. Commission Minutes (For Approval)
 - 1) March 17, 2014 *[See page 12]*
- c. Treasurer's Reports
 - 1) January 2014 *[See page 24]*
- d. County of Los Angeles Space Lease *[See page 45]*
- e. Sky River Management Month-to-Month Lease *[See page 46]*
- f. Annual Review and Adjustment of Noise Violation Fines *[See page 57]*
- 5. ITEMS FOR COMMISSION APPROVAL
 - a. Award of Contract, Janitorial Services Agreement *[See page 59]*
 - b. Award of Contract, Aircraft Rescue and Firefighting Vehicle Replacement *[See page 64]*
 - c. Fiscal Year 2013/2014 ("FY 2014") Mid-Year Budget Performance Review *[See page 67]*
- 6. ITEMS FOR COMMISSION DISCUSSION
 - a. Authority's Letter of Support for California High-Speed Rail Business Plan *[See page 74]*
- 7. ITEMS FOR COMMISSION INFORMATION
 - a. Metro System Map Addition of Bob Hope Airport *[No Staff Report]*
 - b. Airline Schedule Analysis *[See page 76]*
 - c. February 2014 Passenger/Cargo Statistics and Parking Information *[See page 78]*
- 8. CLOSED SESSION
 - a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (California Government Code Section 54956.8)

Property:	B-6 Property Easements
Authority Negotiator:	Executive Director
Negotiating Party:	City of Burbank
Under Negotiation:	Price and Terms of Payment

Property:	A-1 North Property Easements
Authority Negotiator:	Executive Director
Negotiating Party:	City of Burbank
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: Fox Rent-A-Car, Inc. v. Burbank-Glendale-Pasadena Airport Authority
(Case No. BC517650)

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: McCarthy Building Companies
Change Order Requests

Significant Exposure to Litigation (California Government Code Section 54956.9(d)(2)):
Facts and Circumstances: Honeywell Claim

Initiation of Litigation (California Government code Section 54956.9(d)(4)): Two
potential cases.

d. THREAT TO PUBLIC SERVICES OR FACILITIES
(California Government code Section 54957(a))

Conference with Public Safety Director

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

1) Title: Executive Director

2) Title: Senior Deputy Executive Director

9. ADJOURNMENT

COMMISSION NEWSLETTER

April 7, 2014

[Regarding agenda items]

4. 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 3, 2014, Operations and Development Committee; March 3, 2014, Finance and Administration Committee; and March 3, 2014, Legal, Government and Environmental Affairs Committee.
- b. COMMISSION MINUTES – MARCH 17, 2014 – The draft minutes of this meeting are attached for Commission review and approval.
- c. TREASURER'S REPORT – JANUARY 2014 – No staff report is attached. The Treasurer's Report for January 2014 is included in the agenda packet. The Finance and Administration Committee reviewed the January report at its March 17, 2014, meeting and recommended unanimously (3–0) that it be noted and filed by the Commission.
- d. COUNTY OF LOS ANGELES SPACE LEASE – A staff report is included in the agenda packet. At the March 17, 2014, meeting of the Finance and Administration Committee, the Committee voted unanimously (3–0) to recommend to the Authority approval of a proposed space lease with the County of Los Angeles, on behalf of the Los Angeles County Department of Coroner, which has requested to renew its lease of approximately 2,100 square feet of space inside Hangar 35 for parking/storage of its emergency response vehicles. The proposed transaction will have a positive impact on the Authority's operating budget in FY 2014 with expected future annual revenue of approximately \$28,922 in FY 2015.
- e. SKY RIVER MANAGEMENT MONTH-TO-MONTH LEASE – A staff report is included in the agenda packet. At the March 17, 2014, meeting of the Finance and Administration Committee, the Committee voted unanimously (3–0) to recommend to the Authority approval of a proposed month-to-month lease with Sky River Management for two offices and shop space in Hangar 38, which is currently vacant. The proposed transaction would have a positive impact on the Authority's operating budget with expected annual revenue of approximately \$13,461.
- f. ANNUAL REVIEW AND ADJUSTMENT OF NOISE VIOLATION FINES – A staff report is included in the agenda packet. The Airport Authority's Resolution No. 382 requires an annual review and adjustment of noise violation fines. This adjustment is based on year-over-year increases in the Consumer Price Index for the month of January. At the March 17, 2014, meeting of the Legal, Government and Environmental Affairs Committee, the Committee voted 2–0 (1 absent) to

recommend to the Authority increases in the current Rule 8 and Rule 9 violation fines by 0.77% effective April 1, 2014, as detailed in the staff report.

5. ITEMS FOR COMMISSION APPROVAL

- a. AWARD OF CONTRACT, JANITORIAL SERVICES AGREEMENT – A staff report is included in the agenda packet. Staff recently completed a comprehensive competitive selection process for janitorial services, and, at the March 17, 2014, meeting of the Operations and Development Committee, the Committee voted unanimously (3–0) to recommend to the Commission that it enter into a janitorial services agreement with Diverse Facility Solutions, Inc. for a three-year period, with two one-year extension options, for a fixed price of \$1,060,574.40 annually (\$88,381.20 monthly), excluding supplies, which will be billed monthly at an actual cost basis. Supplies are estimated to cost approximately \$12,000 per month.
- b. AWARD OF CONTRACT, AIRCRAFT RESCUE AND FIREFIGHTING ("ARFF") VEHICLE REPLACEMENT – In order to expedite the issuance of a purchase order, this item has been included in the Authority's agenda, subject to the recommendation of the Operations and Development Committee at its April 7, 2014, meeting immediately prior to the Authority meeting.

A staff report is included in the agenda packet. Staff seeks Commission approval to authorize Staff to issue a purchase order in the amount of \$646,237.02 to Rosenbauer Minnesota, LLC for a Rosenbauer Panther 4x4 ARFF vehicle with a projected delivery date of May 31, 2015.

- c. FISCAL YEAR 2013/2014 ("FY 2014") MID-YEAR BUDGET PERFORMANCE REVIEW – A staff report is included in the agenda packet. Staff will review the FY 2014 Mid-Year Financial Budget Performance with the Commission. At the March 17, 2014, meeting of the Finance and Administration Committee, the Committee voted unanimously (3–0) to recommend to the Commission approval of a go-forward FY 2014 budget program as detailed in the staff report.

6. ITEMS FOR COMMISSION DISCUSSION

- a. LETTER OF SUPPORT FOR CALIFORNIA HIGH-SPEED RAIL BUSINESS PLAN – Staff will review with the Commission a proposed letter of support for the California High Speed Rail Authority 2014 Business Plan.

7. ITEMS FOR COMMISSION INFORMATION

- a. METRO SYSTEM MAP ADDITION OF BOB HOPE AIRPORT – No staff report is attached. Staff will present an updated version of the regional map of the Los Angeles Metro/Metrolink service area that now includes Burbank Bob Hope Airport by name and other stops on the Metrolink Ventura County Line. Previous editions of the map referred only to the Ventura County Line, without calling out individual stops.

- b. AIRLINE SCHEDULE ANALYSIS – A staff report is included in the agenda packet. Included in the agenda packet for noting and filing is a schedule analysis reflecting service, fleet mix and scheduled operating time changes for one airline serving Bob Hope Airport. After incorporating all schedule adjustments, the noise impact area is projected to increase by 0.09 acres.
- c. FEBRUARY 2014 PASSENGER/CARGO STATISTICS AND PARKING INFORMATION – No staff report is attached. The February 2014 passenger count was 278,420, down 1.3% from last year's 282,073. The year-to-date count of 580,809 is up by 0.9%. Cargo volume is little changed from last year, increasing 1.3% for the month and declining 0.3% year-to-date at 16.6 million pounds. Airline operations fell 8.8% for the first two months of the year while General Aviation activity has declined from last year's level by 8.2% through February. Airline seats declined 5.2% for the month from 429,974 in 2013 to 407,542 this year. A report is included at the end of the agenda packet.

Staff will also brief the Commission regarding February 2014 parking information.

[Regarding non-agenda items]

NEWS RELEASES

March 27, 2014 – “ReCharge Zones” Program Debuts at Bob Hope Airport