



July 31, 2015

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, August 3, 2015 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, August 3, 2015
10:30 A.M. or Immediately Following the
Conclusion of the
Regular Airport Authority Meeting

NOTE TO THE PUBLIC: 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.

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. Arbitrage Rebate Payment Related to the 2005 Airport Revenue Bonds
 - Staff Report Attached

[See page 1]

Among requirements related to the issuance of tax exempt bond financing, Internal Revenue Code section 148(f) requires that interest earned on tax-exempt bond funds in excess of the allowable yield (Arbitrage Earnings) be paid to the Internal Revenue Service once each five years after issuance and at the final maturity of the bond issue. The Authority has engaged the BLX Group, LLC to analyze and prepare an annual arbitrage rebate report for each bond issue. In conjunction with the refunding and defeasance of the 2005 Airport Revenue Bonds Series A and Series B, BLX has completed its analysis and report on the arbitrage rebate and has determined that \$461,001.92 is due to the IRS (Arbitrage Rebate). The source of funds for the payment of the

Arbitrage Rebate is held by the Bank of New York Mellon Trust Company, N.A. (Bond Trustee) in the 2005 Bonds Debt Service Reserve Fund.

Staff seeks a Committee recommendation to the Commission that it authorize the Executive Director to instruct the Bond Trustee to issue a check to the IRS for the Arbitrage Rebate and to direct Staff to submit the necessary IRS form 8038-T and payment to the IRS on or before the August 30, 2015 deadline.

4. Contracts and Leases

a. Award of Aviation Hangar Lease, SeaPort Airlines, Inc.

- Staff Report Attached

[See page 3]

SeaPort Airlines, Inc., a signatory airline at the Airport, is seeking to enter into an aviation hangar lease to consolidate its Southern California offices and maintenance operations at the Airport. Staff seeks a Committee recommendation to the Commission that it approve the proposed aviation hangar lease with SeaPort and authorize the Authority President to execute same.

b. Award of Month-to-Month Lease, AvSource, LLC

- Staff Report Attached

[See page 5]

AvSource, LLC is seeking to enter into a Month-to-Month Lease to provide office and parking spaces for its support staff at the Airport. Staff seeks a recommendation from the Committee to the Commission that it approve the proposed lease with AvSource and authorize the Authority President to execute same.

c. Consent to Assignment of Airport Access and Facilities Use Agreement (Class II and Class III Operator) and Event Overflow Parking Agreement, AWH Burbank Hotel, LLC, dba Burbank Airport Marriott Hotel and Convention Center

- Staff Report Attached

[See page 15]

Trifecta Hotel B Owner, LLC, dba Los Angeles Marriott Burbank Airport Hotel, desires to assign its Airport Access and Facilities Use Agreements (Class II Operator and Class III Operator) and its Event Overflow Parking Agreement to the new owner, AWH Burbank Hotel, LLC. Staff seeks a recommendation to the Authority seeking approval to the Assignment and Assumption Agreement between Trifecta and AWH.

5. Items for Discussion

a. Internal Controls Review

No staff report is attached. Staff will continue reviewing the internal control structure at the Airport with the Committee.

6. Items for Information

a. Committee Pending Items

[See page 22]

Current

(1) Internal Controls Review

Future

***(1) Preparation for Transition to EMV credit card
(chip-card technology)***

7. Other Contracts and Leases

8. Adjournment