



December 6, 2018

CANCELLATION NOTICE OF THE REGULAR MEETING AND
CALL AND NOTICE OF A SPECIAL MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that the regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for Monday, December 17, 2018, at 9:00 a.m., has been canceled.

NOTICE is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held Monday, December 10, 2018, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Terri Williams, Board Secretary
Burbank-Glendale-Pasadena Airport Authority



SPECIAL COMMISSION MEETING

AGENDA

DECEMBER 10, 2018

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Special Meeting of Monday, December 10, 2018

9.00 A.M.

The public comment period is the opportunity for members of the public to address the Commission on agenda items and on airport-related non-agenda matters that are within the Commission's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.



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 Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Commission's subject matter jurisdiction.*
- *Limit comments to five minutes or to such other period of time as may be specified by the presiding officer.*



The following activities are prohibited:

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*



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 Hollywood Burbank Airport (2627 Hollywood Way, Burbank) in the administrative office during normal business hours.



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. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
 - a. Committee Minutes
(For Note and File)
 - 1) Operations and Development Committee
 - (i) October 15, 2018 [See page 1]
 - (ii) October 18, 2018 [See page 3]
 - 2) Finance and Administration Committee
 - (i) October 15, 2018 [See page 6]
 - 3) Legal, Government and Environmental Affairs Committee
 - (i) August 20, 2018 [See page 8]
 - b. Commission Minutes
(For Approval)
 - 1) November 5, 2018 [See page 11]
 - c. Treasurer's Report
 - 1) August 2018 [See page 17]
 - d. Consent to Sublease Between Ameriflight LLC and Delux Public Charter LLC [See page 41]
6. ITEMS FOR COMMISSION APPROVAL
 - a. Award of Design-Build Agreement to Charles Pankow Builders, LTD. - Award of Purchase Order to G&S Airport Conveyor for Terminal B Security Checkpoint and Ticket Counter Renovation Project Number E18-15 [See page 55]
 - b. Approval of Change Order #2 to The Stone Collector for Building #36 Data Server Room Upgrades Project Number E17-01 [See page 60]

- c. Award of Contract - Elevators Etc. LP for Elevator, Escalator and Moving Walkway Inspection, Maintenance and Repair Services ***[See page 67]***
- d. Award of Contract Amendment - RS&H California, Inc. Replacement Passenger Terminal Project Environmental Impact Statement ***[See page 70]***
- e. Award of Professional Services Agreement – MIG, Inc. For Public Design Charrette Workshops Facilitator ***[See page 71]***
- 7. ITEMS FOR COMMISSION DISCUSSION
 - a. Update: FAA Community Meetings of November 7 and 8 ***[See page 77]***
- 8. ITEMS FOR COMMISSION INFORMATION
 - a. Announcement of New Vehicle Charging Stations ***[No Staff Report]***
 - b. September 2018 Parking Revenue Statistics ***[No Staff Report]***
 - c. October 2018 Parking Revenue Statistics ***[No Staff Report]***
 - d. September 2018 Transportation Network Companies (“TNC”) ***[No Staff Report]***
 - e. October 2018 Transportation Network Companies (“TNC”) ***[No Staff Report]***
 - f. September 2018 Passenger/Cargo and Regional Airport Passenger Statistics ***[See page 94]***
 - g. October 2018 Passenger/Cargo and Regional Airport Passenger Statistics ***[See page 97]***
- 9. CLOSED SESSION
 - a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (California Government Code Section 54957(b))
Title: Executive Director
 - b. CONFERENCE WITH LABOR NEGOTIATOR (California Government Code Section 54957.6)
Authority Representative: Terence R. Boga, Esq.
Unrepresented Employee: Frank R. Miller
- 10. COMMISSIONER COMMENTS
(Updates and information items, if any)
- 11. ADJOURNMENT

Approved November 5, 2018

**MINUTES OF THE REGULAR MEETING OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

MONDAY, OCTOBER 15, 2018

A regular meeting of the Operations and Development Committee was called to order on this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 8:38 a.m., by Chairman Brown.

ROLL CALL

Present: Commissioners Brown and Tornek

Absent: Commissioner Devine

Also Present: Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Sumi Spurlock, Supervisor, Airport Security; Denis Carvill, Deputy Executive Director, Operations and Airline Relations

1. Approval of Agenda There were no adjustments to the agenda.

2. Public Comment There were no public speakers.

3. Approval of the Minutes

a. September 17, 2018 Commissioner Tornek moved approval of the minutes of the September 17, 2018, meeting, seconded by Commissioner Brown. The minutes were approved (2-0, one absent).

4. Contract and Leases

a. Award of Professional Services Agreement for Airport Consumer Item Inspection Services to Universal Protection Service, LP dba Allied Universal and Approval of Inspection Services Reimbursement Agreement with MCS Burbank LLC and HG Burbank JV Staff presented to the Committee for approval an Award of Professional Services Agreement ("Agreement") Airport Consumer Item Inspection Services Universal Protection Service LP dba Allied Universal ("Allied") and Approval of Approval of Inspection Services Reimbursement Agreement with MCS Burbank LLC ("MCS") and HG Burbank JV ("Hudson").

All items and/or equipment of the respective vendors and concessionaires that are sold, consumed or used beyond the terminal security checkpoint are subject to inspection for any prohibited items.

The proposed Agreement is for a two-year term with two one-year extension options available to the Commission at its discretion at a not-to-exceed contract price of \$321,485 for the initial two years. The cost of these services under the proposed Reimbursement Agreement will be fully reimbursed by MCS and Hudson, with MCS responsible for 69% of the cost and Hudson 31%.

Staff recommended that the Committee recommend to the Commission that it approve a Professional Services Agreement with Allied Universal and the Inspection Services Reimbursement Agreement with MCS and Hudson for the Airport Consumer Item Inspection Services and authorize the President to execute the same.

Motion

Commissioner Tornek moved approval of Staff's recommendation, seconded by Commissioner Brown.

Motion Approved

The motion was approved unanimously (2-0, one absent).

This item has been placed on the Authority's agenda for its October 15, 2018, meeting immediately following the Committee's meeting.

5. Items for Information

a. Metrolink Transportation Shuttle Services Update

Staff provided an update to the Committee regarding the status of the shuttle service from the Burbank Airport-North Metrolink Station at the Airport. At the Committee meeting held August 20, 2018, the Committee expressed its concerns on the cost of busing people to and from the Metrolink Station and the Airport terminal. At that meeting, the Committee suggested a three-month deal with SuperShuttle to operate that service, with that contract ending November 21. During this time, Staff put out a bid for on-demand service between the Metrolink Station and The Airport and received no bids on that request.

Staff further reported, that they are currently working with some of the Authorities existing vendors to come up with a workable solution and they will report back at the Committees next meeting scheduled for November 5.

6. Adjournment

There being no further business, the meeting adjourned at 8:45 a.m.

Approved November 5, 2018

**MINUTES OF THE SPECIAL MEETING OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

THURSDAY, OCTOBER 18, 2018

A special meeting of the Operations and Development Committee was called to order on this date in the Buena Vista Room of the Burbank Public Library, 300 N. Buena Vista Street, Burbank, California 91505, at 6:00 p.m., by Chairman Brown.

ROLL CALL

Present:

Commissioners Brown and Tornek

Absent:

Commissioner Divine

Also Present:

Staff: Frank Miller, Executive Director;
John Hatanaka, Senior Deputy Executive Director;
Patrick Lammerding, Deputy Executive Director,
Planning and Development; Mark Hardymont,
Director, Government and Environmental Affairs

Landrum & Brown Inc., Aviation Consultants:
Rob Adams, Executive V.P. and Christian Valdes,
Managing Consultant

Commissioner Tornek, the Presiding Officer, addressed members of the public in response to concerns raised by Burbank citizens and residents of surrounding communities at the Committee's special meeting held, March 29, 2018. The Authority retained aviation consulting firm Landrum & Brown Inc., to prepare an independent study to respond to community concerns about the recent increase in overflights as a result of the SoCal Metroplex project implementation. Aviation Consultants; Rob Adams, Executive V.P. and Christian Valdes, Managing Consultant, presented the final results of that study.

The Presiding officer also introduced Member of Congress, Brad Sherman, who addressed the community residents and the Committee.

1. Items for Discussion

**a. Landrum & Brown "Flight
Path Analysis, Final Report"
Regarding NextGen Impact**

Following the Committee's opening remarks and a brief introduction of Staff, the platform recused to Aviation Consultants, Rob Adams and Christian Valdes, of Landrum & Brown Inc.

The Landrum & Brown consultants highlighted the purpose of the analysis and responded to community concerns about the recent increase

in overflights as a result of the SoCal Metroplex project implementation. The presentation covered the following topics: Roles and Responsibilities, Community Input, Number of Operations over Time, Flight Corridor and Concentration, Frequency of Flights, Noise Monitor Levels, Altitude Analysis, FAA Comments and Conclusion. background information on the various components of the study they've been contracted to perform for the Airport Authority regarding the aircraft noise issues around the Airport. Following their introduction, the consultants answered various questions posed to the Committee by members of the public.

**2. Remarks by the Honorable
Brad Sherman, Member of
Congress, United States Congress**

Commissioner Tornek addressed members of the public and introduced Landrum & Brown Inc., Aviation Consultants: Rob Adams, Executive V.P. and Christian Valdes, Managing Consultant, along with members of the audience, including Burbank City Councilmembers, Jess Talamantes, Sharon Springer, and Bob Frutos; Burbank City Manager, Ron Davis; Airport Authority Commissioners, Ray Adams and Dr. Ross Selvidge, who were all present for the discussion, before continuing the ongoing dialogue with residents about concerns related to Nextgen and Airport operations.

Staff heard from residents from Burbank, Studio City and Van Nuys regarding their concerns. The Committee along with the Landrum & Brown Consultants, committed to follow up with them with additional information and a response to any unanswered questions and concerns at a future date.

3. Public Comment

Staff heard from the following residents regarding their concerns about Nextgen and Airport operations: Henrik Helgesen, Burbank resident; David Kamin, Studio City resident; Brad Schreiber, Studio City resident; Stephanie Baio, Studio City resident; Kimberly Turner, Studio city resident; Roy Wiegand, Burbank resident; Geraldine Simon, Studio City resident; Jeanie Love, Studio City resident; Eric McLeod, Studio City resident;

Jay Pennick, Van Nuys resident; Audrey Geiger-Ford, Burbank resident; Claudia Keene, Burbank resident; Lauri Trapp, Burbank resident; Heidi McKay, Studio City resident; Suellen Wagner, Studio city resident; Alan Lorimer, Burbank resident; Glenn Ochenkoski, Burbank resident; Mike Moynahan, Burbank resident.

4. Adjournment

There being no further business, the meeting adjourned at 8:06 p.m.

Approved November 5, 2018

**MINUTES OF THE REGULAR MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

MONDAY, OCTOBER 15, 2018

A regular meeting of the Finance and Administration Committee was called to order this date in the Airport Skyroom, 2627 Hollywood Way, Burbank, California, at 10:50 a.m., by Chairman Gharpetian.

AB 23 Disclosure: The Deputy Executive Director announced that, 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.

ROLL CALL

Present: Commissioners Gharpetian and Selvidge

Absent: Commissioner Adams

Also Present: Staff: Kathy David, Deputy Executive Director, Finance and Administration

1. Approval of Agenda There were no adjustments to the agenda.

2. Public Comment There were no public speakers.

3. Approval of Minutes

a. October 1, 2018 Draft minutes for the October 1, 2018, Finance and Administration Committee meeting were presented for approval.

Motion Commissioner Selvidge moved approval of the minutes, seconded by Commissioner Gharpetian.

Motion Approved There being no objection, the minutes were approved (2-0, one absent).

4. Treasurer's Report

a. August 2018 A copy of the August 2018 Treasurer's Report was included in the agenda packet for the Committee's review.

Motion

Commissioner Selvidge moved approval; seconded by Commissioner Gharpetian.

Motion Approved

There being no objection, the Committee voted (2-0, one absent) to recommend that the report be forwarded to the Commission for note and file.

5. Other Contracts and Leases

There were no other contracts and leases to be discussed.

6. Adjournment

There being no further business, the meeting was adjourned at 10:58 a.m.

Approved November 5, 2018

**MINUTES OF THE REGULAR MEETING OF THE
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

MONDAY, AUGUST 20, 2018

A regular meeting of the Legal, Government and Environmental Affairs Committee was called to order on this date in the Burbank Room, 2627 N. Hollywood Way, Burbank, California, at 10:15 a.m., by Chairman Wiggins.

AB 23 Disclosure: The Assistant Board Secretary announced that, as a result of the convening of this meeting of the Legal, Government and Environmental Affairs Committee, each Committee member in attendance is entitled to receive and shall be provided \$200.

ROLL CALL

Present: Commissioners Wiggins, Madison and Sinanyan

Absent: None

Also Present: Staff: Frank Miller, Executive Director;
John Hatanaka Senior Deputy Executive Director;
Ed Skvarna, Director of Public Safety/Chief, Airport
Authority Police; Commander Jorge Martinez, Airport
Authority Police; Sarah Sheehy, Senior Director,
Government and Public Affairs; Lucy Burghdorf,
Director of Public Affairs and Communications; Scott
Kimball, Director, Operations and Maintenance;
Michael Johnston, Business Development Specialist

Airport Authority Legislative Consultant
(via teleconference): Kristian Foy, Michael J. Arnold
& Associates

1. Approval of Agenda The agenda was approved as presented.

2. Public Comment There were no public speakers.

3. Approval of Minutes

a. July 16, 2018 Commissioner Wiggins moved approval of the minutes of the June 4, 2018, meeting. The minutes were approved unanimously (3-0).

5. Items for Discussion Staff requested that agenda item 5.a., be taken out of order. There being no objection from the Committee, the next agenda item was 5.a., State Legislative Update, followed by agenda item 5.b.

a. State Legislative Update

Via teleconference Kristian Foy of Michael J. Arnold & Associates, the Authority's Sacramento legislative consultant updated the Committee and answered various questions on current airport-related legislative issues which they have been monitoring.

b. Public Art at the Regional Intermodal Transportation Center

Staff updated the Committee regarding the status of the public art panels for the Regional Intermodal Transportation Center ("RITC") and recommended that this item required further deliberation in selecting the artwork and artist for the RITC panel display. Staff further recommended that the artist is paid per the Authority's contractual obligation.

Commissioners Sinanyan, Madison and Wiggins all concurred with Staff's recommendation.

4. Contracts and Leases

**a. Resolution No. 479 –
Authorizing Acceptance of
Transportation Security
Administration Grant Funding**

Staff reported that since 1999, the Commission has authorized a small number of senior personnel to execute documents accepting Federal Aviation Administration ("FAA") grant funding on the Authority's behalf. Initially, pursuant to Resolution No. 353, this authorization was given to the Executive Director and the Director of Engineering. In 2004, by Resolution No. 394, this authorization was extended to the Deputy Executive Director and the Controller. In 2013, Resolution No. 456 updated the list to add the Senior Deputy Executive Director and to reflect changes in certain personnel titles.

The Authority has now received several TSA grant awards for security-related Airport improvement projects. These projects include installation of new digital video surveillance system workstations in TSA's on-site offices, as well as the ongoing baggage recapitalization system modification to accommodate new CTX machines. In anticipation of future TSA grant awards, the attached Resolution No. 479 will establish, for TSA grant funding, document execution authorization that is equivalent to the document execution authorization for FAA grant funding. This resolution will authorize the following senior personnel to execute documents for acceptance of TSA grant awards: The Executive Director; the Senior Deputy Executive Director; the Deputy Executive Director – Finance and Administration; and the Director of Financial Services. These are the same positions that the Commission has given document execution authorization for FAA

grant funding and has given expenditure authorization under the Authority Expenditure Policy.

Adoption of Resolution No. 479 will enable Staff to process more efficiently documents associated with TSA grant funding, including documents associated with extensions of such funding.

Therefore, Staff recommended that the Committee recommend to the Commission adoption of Resolution No. 479 authorizing designated senior personnel to execute documents for acceptance of TSA grant funding.

Motion

Commissioner Sinanyan moved approval of Staff's recommendation to move this item to the Commissions Consent Calendar, seconded by Commissioner Madison.

Motion Approved

The motion was approved unanimously (3-0).

Mr. Hatanaka left the meeting at 10:47 a.m. to return to the Finance and Administration Committee meeting after briefing the Legal, Government and Environmental Affairs Committee on Resolution No.479.

6. Closed Session

The meeting recessed to closed session at 10:47 a.m. to discuss items listed on the closed session agenda.

Meeting Reconvened

Commissioner Wiggins reconvened the meeting to open session at 11:02 a.m. with the same Commissioners present.

Closed Session Report

Commissioner Wiggins announced that no reportable action was taken in closed session.

7. Adjournment

There being no further business, the meeting adjourned at 11:02 a.m.

Subject to Approval

**MINUTES OF THE SPECIAL MEETING OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

MONDAY, NOVEMBER 5, 2018

A special meeting of the Burbank-Glendale-Pasadena Airport Authority was called to order this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 9:00 a.m., by President Sinanyan.

1. ROLL CALL

Present:	Commissioners Brown, Adams, Gharpetian, Tornek, Sinanyan, Devine, Wiggins and Selvidge
Absent:	Commissioner Madison
Also Present:	Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Anthony Defrenza, Director, Engineering and Maintenance; Tom Janowitz, Manager, Parking Development

2. PLEDGE OF ALLEGIANCE	Commissioner Brown led the assembly in the recitation of the Pledge of Allegiance to the Flag.
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3. APPROVAL OF AGENDA	The agenda was approved as presented.
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4. PUBLIC COMMENT	Suellen Wagner of Studio City, Kimberly Turner of Studio City and Mike Nolan of Burbank commented on the issue of airport noise.
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5. CONSENT CALENDAR

**a. Committee Reports
(For Noting and filing)**

1) Operations and Development Committee	Approved minutes of the Operations and Development Committee meeting for September 17, 2018, were included in the agenda packet for information purposes.
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**(i) September 17,
2018**

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| <p>2) Finance and Administration Committee</p> <p style="padding-left: 40px;">(i) October 1, 2018</p> | <p>Approved minutes of the Finance and Administration Committee meeting for October 1, 2018, were included in the agenda packet for information purposes.</p> |
| <p>b. Commission Minutes (For Approval)</p> <p style="padding-left: 40px;">1) October 15, 2018</p> | <p>Minutes of the October 15, 2018, Commission meeting were included in the agenda packet for review and approval.</p> |
| <p>c. Proposed Letter to Federal Aviation Administration – Confirmation of Project for Environmental Impact Statement</p> | <p>Staff introduced a proposed letter to the Federal Aviation Administration (“FAA”) confirming the description of the Replacement Passenger Terminal (“RPT”) Project to be used in the Environmental Impact Statement currently being prepared by the FAA. The purpose of the proposed letter is to ensure there is no misunderstanding about a connection between the RPT project and the California High Speed Rail project.</p> <p>Recently, FAA staff requested that the Authority clarify the scope of the RPT project and any connection to the CHSR project.</p> <p>The proposed letter responds to FAA’s request and specifically states that, “The project does not have any connection to any proposed component of CHSR, including any CHSR station that may be planned for development adjacent to or in the vicinity of the Airport Authority’s property.”</p> |
| <p>d. Treasurer’s Report</p> <p style="padding-left: 40px;">July 2018</p> | <p>The Finance and Administration Committee reviewed the July 2018 Treasurer’s Report at its meeting on October 15, 2018, and voted unanimously (2–0, one absent) to accept the Treasurer’s Report and recommend to the Authority that the report be noted and filed.</p> |
| <p>MOTION</p> | <p>Commissioner Adams moved approval of the Consent Calendar, seconded by Commissioner Wiggins.</p> |
| <p>MOTION APPROVED</p> | <p>The motion was approved (8–0, one absent).</p> |

AYES: Commissioners Brown, Adams,
Gharpetian, Tornek, Sinanyan,
Devine, Wiggins and Selvidge

NOES: None

ABSENT: Commissioner Madison

**6. ITEMS FOR COMMISSION
APPROVAL**

**a. Issuance of Purchase
Order for On-Demand
Shuttle Services –
Burbank Airport – North
Metrolink Station and
Hollywood Burbank
Airport**

On May 7, 2018, Staff advised the Commission of a three-month trial shuttle service between the Airport and the Station, effective with the opening of the Station on May 14, 2018.

SuperShuttle was initially contracted to provide three months of shuttle service on a month-to-month basis. During this initial period, Staff analyzed ridership figures with the goal of identifying an appropriate level of shuttle service. Based on the results, the Commission directed Staff to investigate an on-demand shuttle service.

A Request for Quotes for on-demand shuttle service was issued and no responses were received. Staff approached the Authority's existing vendors for parking and busing, and requested a proposal for the shuttle service. Both vendors responded with SP+ providing the best proposal at \$3,340 per month.

The Right of Entry Agreement with Metro provides the Authority with the discretion to determine the frequency of its shuttles.

The cost of the shuttle service was not included in the adopted FY 2019 budget. Staff is currently seeking alternate funding sources to support the shuttle service; however, if other funding sources are not obtained, a budget amendment may be required in the future.

Staff recommended that the Committee recommend to the Commission issuance of a Purchase Order to SP+ in the amount of \$3,340 per month for on-demand shuttle services between the Airport and the Burbank Airport - North Metrolink Station and

authorization for the Executive Director to issue the same.

MOTION

Commissioner Tornek moved approval;
Commissioner Wiggins seconded the motion.

MOTION APPROVED

The motion was approved (8–0, one absent).

AYES: Commissioners Brown, Adams,
Gharpetian, Tornek, Sinanyan,
Devine, Wiggins and Selvidge

NOES: None

ABSENT: Commissioner Madison

**b. Exercise of Second Option
- Landscaping Service
Agreement – Parkwood
Landscape Maintenance,
Inc.**

Staff presented to the Commission for authorization the second of two, one -year extension options for the Landscaping Service Agreement between the Burbank-Glendale-Pasadena Airport Authority and Parkwood Landscape Maintenance, Inc., and authorization for the Executive Director to issue the required extension notice.

The Service Agreement has two, one-year option periods at the fixed price of \$149,940 per year with terms and provisions of the Service Agreement applying to the extension period. Parkwood remains in good standing with its obligations to the Authority and has maintained a satisfactory level of service throughout the first extension period.

MOTION

Commissioner Adams moved approval,
seconded by Commissioner Gharpetian.

MOTION APPROVED

There being no objection, the motion was approved (8–0, one absent).

AYES: Commissioners Brown, Adams,
Gharpetian, Tornek, Sinanyan,
Devine, Wiggins and Selvidge

NOES: None

ABSENT: Commissioner Madison

7. ITEMS FOR COMMISSION DISCUSSION

a. Presentation: Metrolink SCORE Program

Staff introduced representatives of the Southern California Regional Rail Authority (Metrolink) Mr. Ronnie Campbell, Chief Financial Officer and Mr. Scott Johnson, Public Affairs Officer. The Commission received a presentation on the Metrolink Southern California Optimized Rail Expansion (SCORE) program.

8. ITEMS OR COMMISSION INFORMATION

a. Hollywood Burbank Airport Replacement Passenger Terminal – Concept Validation Report and Cost Estimate

Staff introduced Mr. David Herd, Managing Director, Buro Happold Consulting Engineers, Inc., who presented the Concept Validation Report for the new Replacement Passenger Terminal. The presentation provided an overview of the methodology and findings of the report.

Staff followed the presentation with an initial review of the cost estimate.

10. COMMISSIONER COMMENTS

Commissioner Tornek commented on the special public meeting of the Operations and Development Committee which was held on Thursday, October 18 at 6:00 p.m. at the Burbank Library in the Buena Vista meeting room regarding the issue of flight patterns, noise and NexGen.

9. CLOSED SESSION

The meeting recessed to close session at 10:23 a.m.

**a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(California Government Code Section 54957(b))
Title: Executive Director**

**b. CONFERENCDE WITH LABOR NEGOTIATOR
(California Government Code Section 54957.6)
Authority Representative: Emily Milder, Esq.
Unrepresented Employee: Frank R. Miller**

Meeting Reconvened to Open Session

The meeting reconvened to open session at 10:35 a.m. with the same members present.

Closed Session Report

President Sinanyan advised there was nothing to report from closed session.

11. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:35 a.m.

Zareh Sinanyan, President

Ross Selvidge, Secretary

Date

Date



December 10, 2018

Burbank-Glendale-Pasadena Airport Authority
2627 Hollywood Way
Burbank, CA 91505

Dear Commissioners:

The attached report, covering the month of August 2018, fulfills the legal requirements of the California Code and our Investment Policy. Based on projected income and expenses, as well as investment liquidity, there will be sufficient funds available to meet the needs of the Airport Authority for the six month period following the date of the attached report.

Sincerely,

[To be signed]

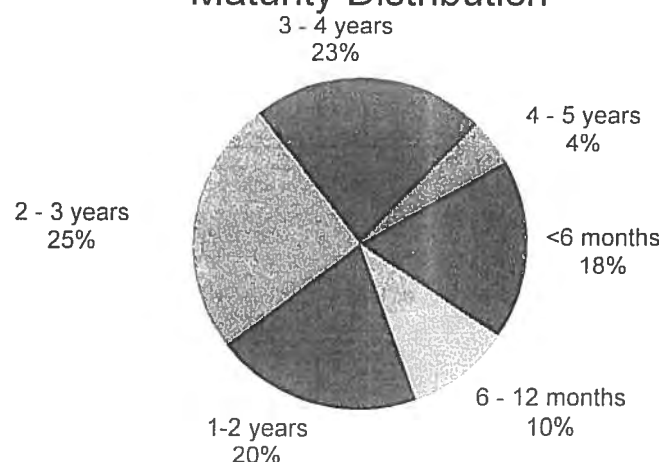
Vartan Gharpetian
Treasurer

Attachments

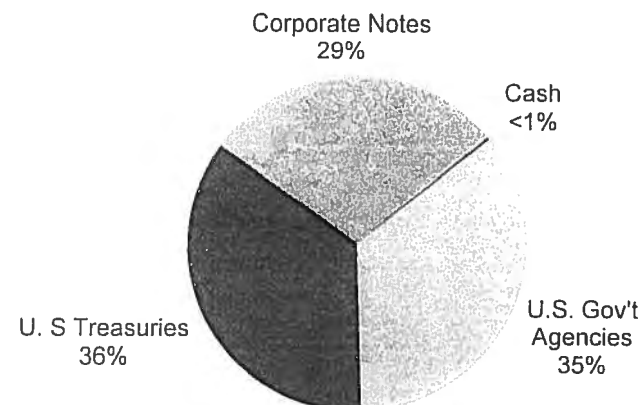
Operating Portfolio Investment Guidelines Conformance as of August 31, 2018

	Legal Max Maturity	Actual Max Maturity	Policy Maximum	Policy Actual
U.S. Gov Agencies	5 Years	3.60 Years	70%	35%
Corporate Notes	5 Years	4.37 Years	30%	29%
LAIF	N/A	N/A	\$20 mil	N/A
Bankers Acceptances	6 Months	N/A	15%	N/A
Negotiable Certificates of Deposit	5 Years	N/A	15%	N/A
Non-Negotiable Certificates of Deposit	5 Years	N/A	15%	N/A
Commercial Paper	270 Days	N/A	15%	N/A
Repurchase Agreements	1 Year	N/A	10%	N/A
Money Market Fund	N/A	N/A	15%	<1%
U.S. Gov Securities (Treasuries)	5 Years	4.08 Years	No Limit	36%

Maturity Distribution



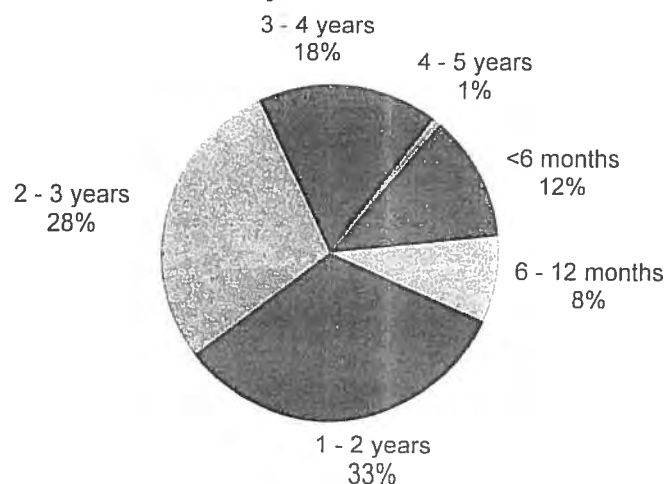
Sector Allocation



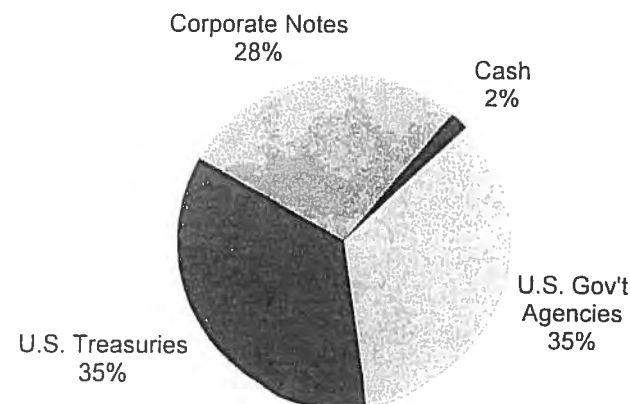
PFC Portfolio Investment Guidelines Conformance as of August 31, 2018

	Legal Max Maturity	Actual Max Maturity	Policy Maximum	Policy Actual
U.S. Gov Agencies	5 Years	3.60 Years	70%	35%
Corporate Notes	5 Years	4.37 Years	30%	28%
LAIF	N/A	N/A	\$20 mil	N/A
Bankers Acceptances	6 Months	N/A	15%	N/A
Negotiable Certificates of Deposit	5 Years	N/A	15%	N/A
Non-Negotiable Certificates of Deposit	5 Years	N/A	15%	N/A
Commercial Paper	270 Days	N/A	15%	N/A
Repurchase Agreements	1 Year	N/A	10%	N/A
Money Market Fund	N/A	N/A	15%	2%
U.S. Gov Securities (Treasuries)	5 Years	3.42 Years	No Limit	35%

Maturity Distribution



Sector Allocation



Burbank-Glendale-Pasadena Airport Authority - Operating Account
Statement of Investments
As of 08/31/18

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Eff. Mat. Date	Par Value	Purchase Cost	Market Value	Unrealized Gain/Loss	YTM	Days to Eff. Mat.	% Mkt Value
08/31/18	Columbia Treasury Reserves	097101307	0.000	08/31/18	08/31/18	\$ 551,081	\$ 551,081	\$ 551,081	\$ -	0.00%	0	0.26%
03/02/16	Johnson & Johnson	478160BW3	1.325	03/01/19	09/01/18	1,500,000	1,502,346	1,502,291	(55)	2.30%	1	0.70%
04/24/18	Wells Fargo & Company	949746RT0	3.365	03/04/21	09/04/18	1,000,000	1,026,435	1,023,805	(2,630)	2.73%	4	0.48%
04/28/16	American Express Credit Corp	0258M0DY2	2.171	09/14/20	09/14/18	1,000,000	1,007,630	1,011,307	3,677	2.86%	14	0.47%
03/20/17	Citigroup Inc	17325FAB4	1.492	03/20/19	09/20/18	450,000	450,000	450,621	621	2.43%	20	0.21%
03/22/18	FFCB	3133EHZK2	1.872	09/25/20	09/25/18	5,000,000	5,002,955	4,999,725	(3,230)	2.16%	25	2.34%
01/21/16	Oracle Corporation	68389XAR6	1.000	01/15/19	10/15/18	1,170,000	1,173,824	1,172,470	(1,354)	2.39%	45	0.55%
04/03/18	General Electric Capital Corp	36966THX3	3.148	04/15/20	10/15/18	1,300,000	1,307,731	1,308,750	1,019	2.75%	45	0.61%
04/19/16	FNMA	3135G0E58	1.125	10/19/18	10/19/18	6,569,000	6,578,874	6,560,572	(18,302)	2.08%	49	3.07%
04/24/18	US Bank NA	90331HNQ2	2.682	04/26/21	10/26/18	1,175,000	1,175,000	1,179,465	4,465	2.54%	56	0.55%
11/03/15	Microsoft Corporation	594918BF0	1.300	11/03/18	11/03/18	650,000	649,898	648,998	(900)	2.19%	64	0.30%
05/06/16	Apple Inc	037833AP5	1.334	05/06/19	11/06/18	1,200,000	1,196,747	1,202,920	6,173	2.28%	67	0.56%
07/03/18	QualComm Inc	747525AL7	2.881	05/20/20	11/20/18	500,000	502,525	502,006	(519)	2.67%	81	0.23%
04/13/16	Commonwealth Edison Company	202795JC5	2.150	01/15/19	12/15/18	1,000,000	1,018,088	998,787	(19,301)	2.47%	106	0.47%
09/25/15	Manufacturers & Traders Trust Co	55279HAE0	2.300	01/30/19	12/30/18	1,000,000	1,013,451	998,378	(15,073)	2.69%	121	0.47%
12/01/15	Treasury Note	912828A75	1.500	12/31/18	12/31/18	8,150,000	8,134,256	8,131,429	(2,827)	2.19%	122	3.80%
06/10/16	John Deere Capital Corp	24422ETE9	1.950	01/08/19	01/08/19	1,200,000	1,222,064	1,198,426	(23,638)	2.32%	130	0.56%
07/01/15	Treasury Note	912828SD3	1.250	01/31/19	01/31/19	4,000,000	4,003,594	3,983,747	(19,847)	2.23%	153	1.86%
12/24/15	Simon Property Group LP	828807CQ8	2.200	02/01/19	02/10/19	950,000	961,032	948,291	(12,741)	2.63%	163	0.44%
01/14/16	IBM Corp	459200HT1	1.950	02/12/19	02/12/19	1,150,000	1,164,229	1,147,424	(16,805)	2.45%	165	0.54%
02/26/16	Cisco Systems Inc	17275RAE2	4.950	02/15/19	02/15/19	1,050,000	1,156,947	1,061,353	(95,594)	2.54%	168	0.50%
06/30/16	Treasury Note	912828P53	0.750	02/15/19	02/15/19	5,000,000	5,008,984	4,966,813	(42,171)	2.24%	168	2.32%
01/21/15	Union Pacific Corporation	907818DW5	2.250	02/15/19	02/15/19	1,050,000	1,078,576	1,048,220	(30,356)	2.63%	168	0.49%
07/11/16	JP Morgan Chase & CO	46625HQU7	1.850	03/22/19	02/22/19	1,900,000	1,921,250	1,893,124	(28,126)	2.51%	175	0.89%
09/15/14	Unitedhealth Group Inc	91324PCB6	1.625	03/15/19	03/15/19	720,000	706,025	716,222	10,197	2.61%	196	0.33%
12/07/15	FHLMC	3137EACA5	3.750	03/27/19	03/27/19	6,000,000	6,332,700	6,047,478	(285,222)	2.35%	208	2.83%
04/16/16	Lowe's Companies Inc	548661DL8	1.150	04/15/19	04/15/19	1,000,000	998,565	991,348	(7,217)	2.56%	227	0.46%
09/12/14	Public Service Electric And Gas	74456QBG0	1.800	06/01/19	05/01/19	1,129,000	1,122,407	1,118,816	(3,591)	2.66%	243	0.52%
07/20/18	FNMA	3135G0AZE6	1.750	06/20/19	06/20/19	3,000,000	2,985,240	2,984,190	(1,050)	2.42%	293	1.40%
12/08/14	Target Corporation	87612EBB1	2.300	06/26/19	06/26/19	1,005,000	1,027,143	1,002,788	(24,355)	2.57%	299	0.47%
11/01/16	Treasury Note	912828WW6	1.625	07/31/19	07/31/19	4,000,000	4,034,688	3,970,638	(64,050)	2.46%	334	1.86%
03/17/15	FNMA Bench	3135G0ZG1	1.750	09/12/19	09/12/19	4,500,000	4,545,910	4,465,053	(80,857)	2.52%	377	2.09%
11/20/17	FHLB	3130A9EP2	1.000	09/26/19	09/26/19	3,000,000	2,956,556	2,953,407	(3,149)	2.48%	391	1.38%
10/30/16	Honeywell International Inc	438516BJ4	1.400	10/30/19	10/30/19	250,000	249,803	246,294	(3,509)	2.70%	425	0.12%
04/01/16	Treasury Note	912828F62	1.500	10/31/19	10/31/19	4,175,000	4,236,706	4,126,411	(110,295)	2.53%	426	1.93%

Burbank-Glendale-Pasadena Airport Authority - Operating Account
Statement of Investments
As of 08/31/18

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Eff. Mat. Date	Par Value	Purchase Cost	Market Value	Unrealized Gain/Loss	YTM	Days to Eff. Mat.	% Mkt Value
11/07/16	Procter & Gamble Company	742718EG0	1.900	11/01/19	11/01/19	1,325,000	1,348,771	1,313,075	(35,696)	2.69%	427	0.61%
05/26/15	Arizona Public Service Company	040555CR3	2.200	01/15/20	12/15/19	1,000,000	1,006,693	989,632	(17,061)	3.01%	471	0.46%
01/19/16	Treasury Note	912828G95	1.625	12/31/19	12/31/19	4,250,000	4,326,504	4,198,888	(127,616)	2.55%	487	1.96%
11/01/17	Treasury Note	912828UF5	1.125	12/31/19	12/31/19	4,000,000	3,946,797	3,926,749	(20,048)	2.54%	487	1.84%
04/21/16	Pepsico Inc	713448BN7	4.500	01/15/20	01/15/20	1,300,000	1,445,831	1,330,372	(115,459)	2.75%	502	0.62%
04/28/17	FNMA	3135G0A78	1.625	01/21/20	01/21/20	4,725,000	4,743,801	4,663,759	(80,042)	2.58%	508	2.18%
04/25/16	Medtronic Inc	585055BG0	2.500	03/15/20	03/15/20	1,200,000	1,241,267	1,192,230	(49,037)	2.93%	562	0.56%
07/16/18	Treasury Note	912828W63	1.625	03/15/20	03/15/20	3,000,000	2,953,594	2,956,975	3,381	2.58%	562	1.38%
05/08/15	United Technologies Corporation	913017BR9	4.500	04/15/20	04/15/20	1,150,000	1,283,710	1,176,483	(107,227)	3.03%	593	0.55%
07/25/18	FHLMC Reference Notes	3137EADR7	1.375	05/01/20	05/01/20	375,000	366,882	367,417	535	2.62%	609	0.17%
05/11/17	Intel Corp	458140AZ3	1.850	05/11/20	05/11/20	1,000,000	999,620	985,226	(14,394)	2.75%	619	0.46%
03/08/16	Public Service Company of Colorado	744448CD1	3.200	11/15/20	05/15/20	1,080,000	1,135,784	1,081,979	(53,805)	3.11%	623	0.51%
05/04/17	State Street Corporation	857477AS2	2.550	08/18/20	08/18/20	1,150,000	1,174,001	1,141,160	(32,841)	2.96%	718	0.53%
06/13/18	FHLB	3130ACE26	1.375	09/28/20	09/28/20	3,250,000	3,160,134	3,160,755	621	2.68%	759	1.48%
02/21/17	Ace InA Holdings Inc	00440EAT4	2.300	11/03/20	10/03/20	1,000,000	1,000,960	984,637	(16,323)	3.04%	764	0.46%
04/21/16	Travelers Cos Inc	89417EAG4	3.900	11/01/20	11/01/20	900,000	984,933	914,059	(70,874)	3.15%	793	0.43%
04/02/18	Coca-Cola Company (The)	191216AR1	3.150	11/15/20	11/15/20	1,300,000	1,315,548	1,308,353	(7,195)	2.83%	807	0.61%
11/01/17	Treasury Note	912828PC8	2.625	11/15/20	11/15/20	8,000,000	8,211,250	7,994,267	(216,983)	2.67%	807	3.74%
06/25/18	Chevron Corp	166764AY6	2.419	11/17/20	11/17/20	900,000	889,488	891,607	2,119	2.86%	809	0.42%
01/12/18	FHLMC Reference Bond	3137EAEK1	1.875	11/17/20	11/17/20	4,000,000	3,968,800	3,930,732	(38,068)	2.69%	809	1.84%
12/19/17	Metlife Inc	59156RAX6	4.750	02/08/21	02/08/21	1,000,000	1,071,340	1,036,257	(35,083)	3.19%	892	0.48%
03/06/18	Exxon Mobil Corp	30231GAV4	2.222	03/01/21	03/01/21	725,000	714,118	713,629	(489)	2.87%	913	0.33%
11/10/17	Praxair Inc	74005PAY0	4.050	03/15/21	03/15/21	404,000	429,143	413,524	(15,619)	3.08%	927	0.19%
12/05/16	PNC Bank NA	6935REW4	2.150	04/29/21	03/30/21	1,200,000	1,185,804	1,169,770	(16,034)	3.14%	942	0.55%
01/25/18	Bank of New York Mellon Corp	06406FAA1	2.500	04/15/21	04/15/21	1,000,000	995,270	985,628	(9,642)	3.07%	958	0.46%
06/13/18	FNMA	3135G0K69	1.250	05/06/21	05/06/21	3,000,000	2,883,300	2,889,129	5,829	2.69%	979	1.35%
10/05/17	Florida Power Corporation	341099CP2	3.100	08/15/21	05/15/21	705,000	728,709	704,052	(24,657)	3.15%	988	0.33%
03/01/18	Fifth Third Bank	31677QBG3	2.250	06/14/21	06/14/21	1,000,000	977,850	974,352	(3,498)	3.22%	1018	0.46%
06/20/18	WalMart Inc	931142EJ8	3.125	06/23/21	06/23/21	1,300,000	1,299,935	1,306,374	6,439	2.94%	1027	0.61%
05/31/18	Treasury Note	912828WR7	2.125	06/30/21	06/30/21	12,500,000	12,338,867	12,310,515	(28,352)	2.69%	1034	5.76%
08/07/18	3M Company	88579YAU5	1.625	09/19/21	09/19/21	1,000,000	960,330	961,484	1,154	2.95%	1115	0.45%
08/31/18	Treasury Note	912828T34	1.125	09/30/21	09/30/21	2,000,000	1,907,422	1,907,720	298	2.70%	1126	0.89%
12/23/16	Federal Home Loan Banks	3130AABG2	1.875	11/29/21	11/29/21	15,000,000	14,742,129	14,597,100	(145,029)	2.08%	1186	6.82%
01/23/17	Pfizer Inc	717081DZ3	2.200	12/15/21	12/15/21	1,500,000	1,498,845	1,466,514	(32,331)	2.92%	1202	0.69%
01/23/17	Comcast Corporation	20030NBV2	1.625	01/15/22	12/15/21	1,500,000	1,437,900	1,422,093	(15,807)	3.26%	1202	0.66%

Burbank-Glendale-Pasadena Airport Authority - Operating Account
Statement of Investments
As of 08/31/18

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Eff. Mat. Date	Par Value	Purchase Cost	Market Value	Unrealized Gain/Loss	YTM	Days to Eff. Mat.	% Mkt Value
06/23/17	FHLMC	3137EADB2	2.375	01/13/22	01/13/22	4,500,000	4,613,235	4,442,634	(170,601)	2.77%	1231	2.08%
08/15/18	Berkshire Hathaway Finance Corp	084670BF4	3.400	01/31/22	01/31/22	1,500,000	1,521,795	1,521,006	(789)	2.99%	1249	0.71%
02/03/17	Treasury Note	912828H86	1.500	01/31/22	01/31/22	2,450,000	2,386,645	2,353,862	(32,783)	2.71%	1249	1.10%
08/06/18	PacifiCorp	695114CP1	2.950	02/01/22	02/01/22	1,000,000	991,823	993,216	1,393	3.16%	1250	0.46%
02/21/17	Walt Disney Co	25468PCT1	2.550	02/15/22	02/15/22	1,200,000	1,207,588	1,175,737	(31,851)	3.17%	1264	0.55%
04/17/17	BB&T Corp	05531FAX1	2.750	04/01/22	03/01/22	1,000,000	1,009,060	982,002	(27,058)	3.29%	1278	0.46%
05/15/18	Boeing Co	097023BT1	2.125	03/01/22	03/01/22	1,000,000	963,020	971,857	8,837	2.98%	1278	0.45%
09/28/17	FHLB	313378CR0	2.250	03/11/22	03/11/22	4,000,000	4,059,140	3,929,956	(129,184)	2.77%	1288	1.84%
05/18/17	Federal National Mortgage Association	3135G0T45	1.875	04/05/22	04/05/22	4,500,000	4,502,732	4,359,510	(143,222)	2.79%	1313	2.04%
10/03/17	Home Depot Inc	437076BG6	2.625	06/01/22	05/01/22	650,000	661,334	640,786	(20,548)	3.03%	1339	0.30%
09/25/17	Caterpillar Financial Services	14913QAA7	2.400	06/06/22	06/06/22	718,000	720,492	698,137	(22,355)	3.19%	1375	0.33%
08/01/17	Treasury Note	912828XQ8	2.000	07/31/22	07/31/22	1,300,000	1,309,851	1,265,165	(44,686)	2.73%	1430	0.59%
09/25/17	National Rural Utilities Coop	63743HEQ1	2.300	09/15/22	08/15/22	1,000,000	995,979	964,069	(31,910)	3.26%	1445	0.45%
05/18/18	Merck & Co Inc	589331AT4	2.400	09/15/22	09/15/22	1,500,000	1,448,384	1,461,570	13,186	3.08%	1476	0.68%
10/03/17	Treasury Note	9128282W9	1.875	09/30/22	09/30/22	9,000,000	8,976,444	8,704,122	(272,322)	2.73%	1491	4.07%
07/25/18	Bank of America Corp	06051GEU9	3.300	01/11/23	01/11/23	300,000	296,210	297,514	1,304	3.51%	1594	0.14%
	Subtotal					\$201,651,081	\$202,342,322	\$199,240,287	\$(3,102,035)	2.57%	682	93.16%
	Local Agency Investment Fund (LAIF)					14,665,984	14,665,984	14,638,513	(27,471)	1.94%	194	6.84%
	Subtotal					\$216,317,065	\$217,008,306	\$213,878,800	\$(3,129,506)	2.53%	649	100.00%
	Operating Bank Balance						4,414,489					
	TOTAL						\$221,422,795					

Burbank-Glendale-Pasadena Airport Authority - Operating Account
Statement of Purchases - Maturities - Sales
As of 08/31/18

PURCHASES

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Par Value	Purchase Price	Purchase Cost	Prepaid Interest
08/06/18	PacifiCorp	695114CP1	2.950	02/01/22	730,000.00	99.22500	\$ 724,342.50	\$ (418.74)
08/07/18	3M Company	88579YAU5	1.625	09/19/21	1,000,000.00	96.03300	960,330.00	(6,319.44)
08/08/18	PacifiCorp	695114CP1	2.950	02/01/22	270,000.00	99.06700	267,480.90	(199.13)
08/15/18	Berkshire Hathaway Finance Corp	084670BF4	3.400	01/31/22	1,500,000.00	101.45300	1,521,795.00	(2,408.33)
08/31/18	Treasury Note	912828T34	1.125	09/30/21	2,000,000.00	95.37109	1,907,421.88	(9,651.64)
08/31/18	Treasury Note	912828A75	1.500	12/31/18	4,650,000.00	99.77734	4,639,646.45	(12,509.51)
TOTAL PURCHASES					\$ 10,150,000.00		\$ 10,021,016.73	\$ (31,506.79)

MATURITIES

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Par Value	Purchase Price	Purchase Cost	Gain / (Loss)
07/06/15	Nevada Power Company	641423BW7	6.500	08/01/18	\$ 1,050,000.00	113.26333	\$ 1,189,265.00	\$ (139,265.00)
08/07/15	3M Company	88579YAP6	1.375	08/07/18	900,000.00	99.82200	898,398.00	1,602.00
12/18/15	Berkshire Hathaway Finance Corp	084664BY6	2.000	08/15/18	1,550,000.00	101.74523	1,577,051.00	(27,051.00)
08/18/15	Treasury Note	912828RE2	1.500	08/31/18	6,400,000.00	101.28333	6,482,132.81	(82,132.81)
TOTAL MATURITIES					\$ 9,900,000.00		\$ 10,146,846.81	\$ (246,846.81)

SALES / REDEMPTIONS

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Sale Date	Par Value	Sale Price	Sale Amount	Purchase Cost	Gain / (Loss)
								\$ -		\$ -
								-		-
								-		-
								-		-
								-		-
TOTAL SALES						\$ -		\$ -	\$ -	\$ -

Burbank-Glendale-Pasadena Airport Authority - Operating Account
Earnings Report
08/01/18-08/31/18

Type of Investment		Coupon	Maturity Date	Previous Accrual	Realized Interest For Period	Interest Paid At Purc/Recv	Current Accrual	Interest Earned	Amrt/Accrt For Period	Adjusted Total Int. Earned
FIXED INCOME										
Nevada Power Company	NOTE	6.500	08/01/18	34,125.00	34,125.00	-	-	-	-	-
3M Company	NOTE	1.375	08/07/18	5,981.25	6,187.50	-	-	206.25	-	206.25
Berkshire Hathaway Finance Corp	NOTE	2.000	08/15/18	14,294.44	15,500.00	-	-	1,205.56	-	1,205.56
Treasury Note	NOTE	1.500	08/31/18	40,173.92	48,000.00	-	-	7,826.08	-	7,826.08
3M Company	NOTE	1.625	09/19/21	-	-	6,319.44	7,312.50	993.06	800.68	1,793.74
Berkshire Hathaway Finance Corp	NOTE	3.400	01/31/22	-	-	2,408.33	4,391.67	1,983.34	(245.48)	1,737.86
Treasury Note	NOTE	1.125	09/30/21	40,173.92	-	-	-	(40,173.92)	-	(40,173.92)
FNMA	NOTE	1.125	10/19/18	20,938.69	-	-	27,097.13	6,158.44	403.45	6,561.89
Microsoft Corporation	NOTE	1.300	11/03/18	2,065.56	-	-	2,769.72	704.16	2.56	706.72
Treasury Note	NOTE	1.500	12/31/18	4,565.21	-	12,509.51	20,928.67	3,853.95	1,556.47	5,410.42
John Deere Capital Corp	NOTE	1.950	01/08/19	1,495.00	-	-	3,445.00	1,950.00	(713.27)	1,236.73
Commonwealth Edison Company	NOTE	2.150	01/15/19	955.55	-	-	2,747.22	1,791.67	(566.04)	1,225.63
Oracle Corporation	NOTE	1.000	01/15/19	1,612.85	-	-	4,553.94	2,941.09	(115.37)	2,825.72
Manufacturers & Traders Trust Co	NOTE	2.300	01/30/19	63.89	-	-	1,980.55	1,916.66	(374.85)	1,541.81
Treasury Note	NOTE	1.250	01/31/19	135.87	-	-	4,347.83	4,211.96	(85.05)	4,126.91
Simon Property Group LP	NOTE	2.200	02/01/19	10,450.00	10,450.00	-	1,741.67	1,741.67	(357.85)	1,383.82
IBM Corp	NOTE	1.950	02/12/19	10,527.29	11,212.50	-	1,183.54	1,868.75	(404.57)	1,464.18
Cisco Systems Inc	NOTE	4.950	02/15/19	23,966.25	25,987.50	-	2,310.00	4,331.25	(3,056.13)	1,275.12
Treasury Note	NOTE	0.750	02/15/19	17,299.72	18,750.00	-	1,732.34	3,182.62	(290.12)	2,892.50
Union Pacific Corporation	NOTE	2.250	02/15/19	10,893.76	11,812.50	-	1,050.00	1,968.74	(687.24)	1,281.50
Johnson & Johnson	NOTE	1.325	03/01/19	6,532.86	-	-	3,615.02	(2,917.84)	(69.50)	(2,987.34)
Unitedhealth Group Inc	NOTE	1.625	03/15/19	4,420.00	-	-	5,395.00	975.00	258.80	1,233.80
Citigroup Inc	NOTE	1.492	03/20/19	1,365.65	-	-	1,375.63	9.98	-	9.98
JP Morgan Chase & CO	NOTE	1.850	03/22/19	12,595.42	-	-	15,524.59	2,929.17	(676.33)	2,252.84
FHLMC	NOTE	3.750	03/27/19	77,500.00	-	-	96,250.00	18,750.00	(10,891.13)	7,858.87
Lowes Companies Inc	NOTE	1.150	04/15/19	3,386.11	-	-	4,344.44	958.33	40.15	998.48
Apple Inc	NOTE	1.334	05/06/19	7,723.08	8,166.93	-	2,288.43	2,732.28	92.10	2,824.38
Public Service Electric And Gas	NOTE	1.800	06/01/19	3,387.00	-	-	5,080.50	1,693.50	90.00	1,783.50
Target Corporation	NOTE	2.300	06/26/19	2,247.29	-	-	4,173.55	1,926.26	(509.90)	1,416.36
Treasury Note	NOTE	1.625	07/31/19	176.63	-	-	5,652.17	5,475.54	(497.46)	4,978.08
FNMA Bench	NOTE	1.750	09/12/19	30,406.25	-	-	36,968.76	6,562.51	(913.80)	5,648.71
FHLB	NOTE	1.000	09/26/19	10,416.67	-	-	12,916.67	2,500.00	2,179.96	4,679.96
Honeywell International Inc	NOTE	1.400	10/30/19	884.72	-	-	1,176.39	291.67	5.49	297.16
Treasury Note	NOTE	1.500	10/31/19	15,826.43	-	-	21,101.90	5,275.47	(1,313.70)	3,961.77

Burbank-Glendale-Pasadena Airport Authority - Operating Account
Earnings Report
08/01/18-08/31/18

Type of Investment		Coupon	Maturity Date	Previous Accrual	Realized Interest For Period	Interest Paid At Purc/Recv	Current Accrual	Interest Earned	Amrt/Accrt For Period	Adjusted Total Int. Earned
Procter & Gamble Company	NOTE	1.900	11/01/19	6,293.75	-	-	8,391.67	2,097.92	(663.98)	1,433.94
Treasury Note	NOTE	1.625	12/31/19	6,005.44	-	-	11,823.20	5,817.76	(1,837.30)	3,980.46
Treasury Note	NOTE	1.125	12/31/19	3,913.04	-	-	7,703.80	3,790.76	2,550.69	6,341.45
Arizona Public Service Company	NOTE	2.200	01/15/20	977.78	-	-	2,811.11	1,833.33	(144.30)	1,689.03
Pepsico Inc	NOTE	4.500	01/15/20	2,600.00	-	-	7,475.00	4,875.00	(3,292.49)	1,582.51
FNMA	NOTE	1.625	01/21/20	2,132.81	-	-	8,531.25	6,398.44	(573.78)	5,824.66
Medtronic Inc	NOTE	2.500	03/15/20	11,333.33	-	-	13,833.33	2,500.00	(884.28)	1,615.72
Treasury Note	NOTE	1.625	03/15/20	18,413.72	-	-	22,520.38	4,106.66	2,370.00	6,476.66
General Electric Capital Corp	NOTE	3.148	04/15/20	1,927.11	-	-	5,441.26	3,514.15	(323.44)	3,190.71
United Technologies Corporation	NOTE	4.500	04/15/20	15,237.50	-	-	19,550.00	4,312.50	(2,441.44)	1,871.06
FHLMC Reference Notes	NOTE	1.375	05/01/20	1,289.06	-	-	1,718.75	429.69	383.53	813.22
Intel Corp	NOTE	1.850	05/11/20	4,111.11	-	-	5,652.78	1,541.67	10.56	1,552.23
QualComm Inc	NOTE	2.881	05/20/20	2,921.27	3,641.58	-	478.71	1,199.02	(114.44)	1,084.58
FNMA	NOTE	1.750	06/20/19	5,979.17	-	-	10,354.17	4,375.00	1,354.13	5,729.13
State Street Corporation	NOTE	2.550	08/18/20	13,277.71	14,662.50	-	1,058.96	2,443.75	(608.12)	1,835.63
American Express Credit Corp	NOTE	2.171	09/14/20	4,514.16	-	-	7,429.57	2,915.41	(165.73)	2,749.68
FFCB	NOTE	1.872	09/25/20	2,006.31	8,885.07	-	2,007.40	8,886.16	(99.90)	8,786.26
FHLB	NOTE	1.375	09/28/20	15,268.23	-	-	18,992.19	3,723.96	3,304.06	7,028.02
Travelers Cos Inc	NOTE	3.900	11/01/20	8,775.00	-	-	11,700.00	2,925.00	(1,581.68)	1,343.32
Ace InA Holdings Inc	NOTE	2.300	11/03/20	5,622.22	-	-	7,538.89	1,916.67	(22.12)	1,894.55
Coca-Cola Company (The)	NOTE	3.150	11/15/20	8,645.00	-	-	12,057.50	3,412.50	(495.70)	2,916.80
Public Service Company of Colorado	NOTE	3.200	11/15/20	7,296.00	-	-	10,175.99	2,879.99	(1,126.95)	1,753.04
Treasury Note	NOTE	2.625	11/15/20	44,510.87	-	-	62,201.09	17,690.22	(5,899.78)	11,790.44
Chevron Corp	NOTE	2.419	11/17/20	4,475.15	-	-	6,289.40	1,814.25	379.95	2,194.20
FHLMC Reference Bond	NOTE	1.875	11/17/20	15,416.67	-	-	21,666.67	6,250.00	916.75	7,166.75
Metlife Inc	NOTE	4.750	02/08/21	22,826.39	23,750.00	-	3,034.72	3,958.33	(1,895.66)	2,062.67
Exxon Mobil Corp	NOTE	2.222	03/01/21	6,712.29	-	-	8,054.75	1,342.46	313.00	1,655.46
Wells Fargo & Company	NOTE	3.365	03/04/21	5,898.68	-	-	9,050.19	3,151.51	(785.70)	2,365.81
Praxair Inc	NOTE	4.050	03/15/21	6,181.20	-	-	7,544.70	1,363.50	(625.71)	737.79
Bank of New York Mellon Corp	NOTE	2.500	04/15/21	7,361.11	-	-	9,444.44	2,083.33	126.02	2,209.35
US Bank NA	NOTE	2.682	04/26/21	519.91	-	-	3,238.49	2,718.58	-	2,718.58
PNC Bank NA	NOTE	2.150	04/29/21	6,593.33	-	-	8,743.33	2,150.00	273.88	2,423.88
FNMA	NOTE	1.250	05/06/21	8,854.17	-	-	11,979.17	3,125.00	3,359.88	6,484.88
Fifth Third Bank	NOTE	2.250	06/14/21	2,937.50	-	-	4,812.50	1,875.00	578.33	2,453.33
WalMart Inc	NOTE	3.125	06/23/21	3,836.81	-	-	7,222.22	3,385.41	1.82	3,387.23

Burbank-Glendale-Pasadena Airport Authority - Operating Account
Earnings Report
08/01/18-08/31/18

Type of Investment		Coupon	Maturity Date	Previous Accrual	Realized Interest For Period	Interest Paid At Purc/Recv	Current Accrual	Interest Earned	Amrt/Accrt For Period	Adjusted Total Int. Earned
Treasury Note	NOTE	2.125	06/30/21	23,097.83	-	-	45,473.85	22,376.02	4,440.10	26,816.12
Florida Power Corporation	NOTE	3.100	08/15/21	10,077.58	10,927.50	-	971.33	1,821.25	(547.13)	1,274.12
Treasury Note	NOTE	1.125	09/30/21	-	-	9,651.64	9,467.21	(184.43)	-	(184.43)
Federal Home Loan Banks	NOTE	1.875	11/29/21	48,437.51	-	-	71,875.01	23,437.50	5,398.51	28,836.01
Pfizer Inc	NOTE	2.200	12/15/21	4,216.67	-	-	6,966.67	2,750.00	19.66	2,769.66
FHLMC	NOTE	2.375	01/13/22	5,518.00	-	-	14,521.06	9,003.06	(2,119.68)	6,883.38
Comcast Corporation	NOTE	1.625	01/15/22	1,083.33	-	-	3,114.58	2,031.25	1,057.33	3,088.58
Treasury Note	NOTE	1.500	01/31/22	99.86	-	-	3,195.65	3,095.79	1,216.67	4,312.46
PacifiCorp	NOTE	2.950	02/01/22	-	-	617.87	2,458.33	1,840.46	157.46	1,997.92
Walt Disney Co	NOTE	2.550	02/15/22	14,110.00	15,300.00	-	1,360.00	2,550.00	(126.89)	2,423.11
Boeing Co	NOTE	2.125	03/01/22	8,854.17	-	-	10,625.00	1,770.83	831.64	2,602.47
FHLB	NOTE	2.250	03/11/22	35,000.00	-	-	42,500.00	7,500.00	(1,107.38)	6,392.62
BB&T Corp	NOTE	2.750	04/01/22	9,166.67	-	-	11,458.33	2,291.66	(154.08)	2,137.58
Federal National Mortgage Association	NOTE	1.875	04/05/22	27,187.50	-	-	34,218.75	7,031.25	(46.64)	6,984.61
Home Depot Inc	NOTE	2.625	06/01/22	2,843.75	-	-	4,265.63	1,421.88	(206.55)	1,215.33
Caterpillar Financial Services	NOTE	2.400	06/06/22	2,632.67	-	-	4,068.67	1,436.00	(44.37)	1,391.63
Treasury Note	NOTE	2.000	07/31/22	70.65	-	-	2,260.87	2,190.22	(167.34)	2,022.88
Merck & Co Inc	NOTE	2.400	09/15/22	13,600.00	-	-	16,600.00	3,000.00	1,127.78	4,127.78
National Rural Utilities Coop	NOTE	2.300	09/15/22	8,688.89	-	-	10,605.56	1,916.67	68.52	1,985.19
Treasury Note	NOTE	1.875	09/30/22	56,711.07	-	-	71,004.10	14,293.03	400.55	14,693.58
Bank of America Corp	NOTE	3.300	01/11/23	550.00	-	-	1,375.00	825.00	70.87	895.87
Subtotal				\$ 973,196.23	\$ 267,358.58	\$ 31,506.79	\$ 1,032,368.01	\$ 295,023.57	\$ (13,729.00)	\$ 281,294.57
CASH EQUIVALENTS										
Blackrock Liquidity Funds				-	2,957.11	-	-	2,957.11	-	2,957.11
BOA Temp Overnight Deposit				-	1.05	-	-	1.05	-	1.05
Subtotal				\$ -	\$ 2,958.16	\$ -	\$ -	\$ 2,958.16	\$ -	\$ 2,958.16
LAIF										
Local Agency Investment Fund				25,143.48	-	-	50,030.59	24,887.11	-	24,887.11
TOTAL				\$ 998,339.71	\$ 270,316.74	\$ 31,506.79	\$ 1,082,398.60	\$ 322,868.84	\$ (13,729.00)	\$ 309,139.84

Burbank-Glendale-Pasadena Airport Authority - PFC Account
Statement of Investments
As of 08/31/18

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Eff Mat. Date	Par Value	Purchase Cost	Market Value	Unrealized Gain/Loss	YTM	Days to Eff. Mat.	% Mkt Value
08/31/18	Columbia Treasury Reserves	097101307	0.000	08/31/18	08/31/18	\$ 651,822	\$ 651,822	\$ 651,822	\$ -	0.00%	0	1.84%
03/02/16	Johnson & Johnson	478160BW3	1.325	03/01/19	09/01/18	160,000	160,136	160,244	108	2.30%	1	0.45%
04/24/18	Wells Fargo & Company	949746RT0	3.365	03/04/21	09/04/18	225,000	230,948	230,356	(592)	2.73%	4	0.65%
03/20/17	Citigroup Inc	17325FAB4	1.492	03/20/19	09/20/18	250,000	250,000	250,345	345	2.43%	20	0.71%
03/22/18	FFCB	3133EHZK2	1.872	09/25/20	09/25/18	350,000	350,207	349,981	(226)	2.16%	25	0.99%
04/03/18	General Electric Co	36966THX3	3.148	04/15/20	10/15/18	200,000	201,189	201,346	157	2.75%	45	0.57%
01/21/16	Oracle Corporation	68389XAR6	1.000	01/15/19	10/15/18	175,000	175,728	175,369	(359)	2.39%	45	0.50%
12/24/15	Simon Property Group LP	828807CQ8	2.200	02/01/19	11/01/18	152,000	153,346	151,727	(1,619)	2.63%	62	0.43%
01/21/16	Microsoft Corporation	5594918BF0	1.300	11/03/18	11/03/18	100,000	100,032	99,846	(186)	2.19%	64	0.28%
05/06/16	Apple Inc	037833AP5	1.334	05/06/19	11/06/18	143,000	142,668	143,348	680	2.28%	67	0.41%
08/04/16	Caterpillar Financial Services	14912L6M8	1.800	11/13/18	11/13/18	135,000	137,086	134,852	(2,234)	2.34%	74	0.38%
07/03/18	Qualcomm Inc	747525AL7	2.881	05/20/20	11/20/18	90,000	90,455	90,361	(94)	2.67%	81	0.26%
05/31/17	US Bank NA/Cincinnati OH	90331HNE9	1.612	05/24/19	11/24/18	250,000	250,000	250,160	160	2.40%	85	0.71%
04/13/16	Commonwealth Edison Company	202795JC5	2.150	01/15/19	12/15/18	115,000	117,094	114,861	(2,233)	2.47%	106	0.32%
11/16/15	Treasury Note	912828A75	1.500	12/31/18	12/31/18	600,000	604,953	598,633	(6,320)	2.19%	122	1.69%
09/25/15	BB&T Corp	05531FAQ6	2.250	02/01/19	01/02/19	110,000	111,642	109,876	(1,766)	2.52%	124	0.31%
06/30/16	John Deere Capital Corp	24422ETE9	1.950	01/08/19	01/08/19	160,000	163,115	159,790	(3,325)	2.32%	130	0.45%
04/01/15	Treasury Note	912828SD3	1.250	01/31/19	01/31/19	900,000	905,625	896,343	(9,282)	2.23%	153	2.53%
01/14/16	IBM Corp	459200HT1	1.950	02/12/19	02/12/19	160,000	160,909	159,642	(1,267)	2.45%	165	0.45%
02/26/16	Cisco Systems Inc	17275RAE2	4.950	02/15/19	02/15/19	150,000	164,276	151,622	(12,654)	2.54%	168	0.43%
11/01/16	Treasury Note	912828P53	0.750	02/15/19	02/15/19	500,000	498,164	496,681	(1,483)	2.24%	168	1.40%
01/21/15	Union Pacific Corporation	907818DW5	2.250	02/15/19	02/15/19	165,000	168,822	164,720	(4,102)	2.63%	168	0.47%
07/11/16	JP Morgan Chase & CO	46625HQU7	1.850	03/22/19	02/22/19	240,000	242,332	239,131	(3,201)	2.51%	175	0.68%
09/15/14	Unitedhealth Group Inc	91324PCB6	1.625	03/15/19	03/15/19	175,000	173,100	174,082	982	2.61%	196	0.49%
08/31/16	FHLMC	3137EACA5	3.750	03/27/19	03/27/19	400,000	428,344	403,165	(25,179)	2.35%	208	1.14%
04/20/16	Lowes Companies Inc	548661DL8	1.150	04/15/19	04/15/19	140,000	139,491	138,789	(702)	2.56%	227	0.39%
09/12/14	Public Service Electric And Gas	74456QBG0	1.800	06/01/19	05/01/19	124,000	123,022	122,882	(140)	2.66%	243	0.35%
07/25/18	FNMA	3135G0ZE6	1.750	06/20/19	06/20/19	325,000	323,271	323,287	16	2.42%	293	0.91%
01/21/15	Target Corporation	87612EBB1	2.300	06/26/19	06/26/19	185,000	188,482	184,593	(3,889)	2.57%	299	0.52%
07/29/16	Treasury Note	912828WW6	1.625	07/31/19	07/31/19	800,000	817,703	794,128	(23,575)	2.46%	334	2.24%
01/28/15	FNMA Bench	3135G0ZG1	1.750	09/12/19	09/12/19	990,000	1,004,663	982,312	(22,351)	2.52%	377	2.78%
06/23/17	FHLB	3130A9EP2	1.000	09/26/19	09/26/19	1,000,000	990,820	984,469	(6,351)	2.48%	391	2.78%
10/30/16	Honeywell International Inc	438516BJ4	1.400	10/30/19	10/30/19	150,000	149,882	147,776	(2,106)	2.70%	425	0.42%
04/01/16	Treasury Note	912828F62	1.500	10/31/19	10/31/19	935,000	940,998	924,118	(16,880)	2.53%	426	2.61%

Burbank-Glendale-Pasadena Airport Authority - PFC Account
Statement of Investments
As of 08/31/18

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Eff Mat. Date	Par Value	Purchase Cost	Market Value	Unrealized Gain/Loss	YTM	Days to Eff. Mat.	% Mkt Value
11/07/16	Procter & Gamble Company	742718EG0	1.900	11/01/19	11/01/19	175,000	178,140	173,425	(4,715)	2.69%	427	0.49%
05/26/15	Arizona Public Service Company	040555CR3	2.200	01/15/20	12/15/19	150,000	150,301	148,445	(1,856)	3.01%	471	0.42%
09/02/16	National Rural Utilities Coop	637432NC5	2.000	01/27/20	12/27/19	150,000	151,841	148,247	(3,594)	2.85%	483	0.42%
01/11/16	Treasury Note	912828G95	1.625	12/31/19	12/31/19	960,000	975,537	948,455	(27,082)	2.55%	487	2.68%
09/26/16	Treasury Note	912828UF5	1.125	12/31/19	12/31/19	700,000	697,922	687,181	(10,741)	2.54%	487	1.94%
12/14/15	Pepsico Inc	713448BN7	4.500	01/15/20	01/15/20	225,000	241,021	230,257	(10,764)	2.75%	502	0.65%
04/05/17	FNMA	3135G0A78	1.625	01/21/20	01/21/20	1,100,000	1,103,600	1,085,743	(17,857)	2.58%	508	3.07%
09/02/16	PNC Funding Corp	693476BJ1	5.125	02/08/20	02/08/20	165,000	182,818	169,873	(12,945)	3.01%	526	0.48%
05/18/17	FHLB	313378J77	1.875	03/13/20	03/13/20	1,650,000	1,651,489	1,630,791	(20,698)	2.65%	560	4.61%
04/25/16	Medtronic Inc	585055BG0	2.500	03/15/20	03/15/20	200,000	204,756	198,705	(6,051)	2.93%	562	0.56%
05/30/17	Treasury Note	912828W63	1.625	03/15/20	03/15/20	550,000	552,156	542,112	(10,044)	2.58%	562	1.53%
05/18/15	United Technologies Corporation	913017BR9	4.500	04/15/20	04/15/20	150,000	166,595	153,454	(13,141)	3.03%	593	0.43%
09/25/15	American Express Credit Corp	0258M0DT3	2.375	05/26/20	04/25/20	150,000	151,913	148,263	(3,650)	3.06%	603	0.42%
10/25/16	FHLMC Reference Notes	3137EADR7	1.375	05/01/20	05/01/20	1,350,000	1,339,018	1,322,700	(16,318)	2.52%	609	3.74%
05/11/17	Intel Corp	458140AZ3	1.850	05/11/20	05/11/20	150,000	149,943	147,784	(2,159)	2.75%	619	0.42%
03/08/16	Public Service Company of Colorado	744448CD1	3.200	11/15/20	05/15/20	150,000	156,290	150,275	(6,015)	3.11%	623	0.42%
10/02/17	Manufacturers & Traders Trust Co	55279HAN0	2.050	08/17/20	07/17/20	250,000	250,163	244,744	(5,419)	3.16%	686	0.69%
05/04/17	State Street Corporation	524144AS2	2.550	08/18/20	08/18/20	175,000	178,652	173,655	(4,997)	2.96%	718	0.49%
09/29/17	FHLB	3130ACE26	1.375	09/28/20	09/28/20	1,000,000	991,915	972,540	(19,375)	2.68%	759	2.75%
02/21/17	Ace InA Holdings Inc	00440EAT4	2.300	11/03/20	10/03/20	150,000	150,144	147,696	(2,448)	3.04%	764	0.42%
04/21/16	Travelers Cos Inc	89417EAG4	3.900	11/01/20	11/01/20	100,000	109,437	101,562	(7,875)	3.15%	793	0.29%
04/02/18	Coca-Cola (The)	191216AR1	3.150	11/15/20	11/15/20	200,000	202,392	201,285	(1,107)	2.83%	807	0.57%
10/27/17	Treasury Note	912828PC8	2.625	11/15/20	11/15/20	1,525,000	1,564,256	1,523,907	(40,349)	2.67%	807	4.31%
06/25/18	Chevron Corp	166764AE0	2.419	11/17/20	11/17/20	150,000	148,248	148,601	353	2.86%	809	0.42%
03/01/18	FHLMC Reference Bond	3137EAEK1	1.875	11/17/20	11/17/20	1,350,000	1,330,451	1,326,622	(3,829)	2.69%	809	3.75%
01/25/18	Metlife Inc	59156RAX6	4.750	02/08/21	02/08/21	150,000	159,602	155,439	(4,163)	3.19%	892	0.44%
03/06/18	Exxon Mobil Corp	30231GAV4	2.222	03/01/21	03/01/21	150,000	147,749	147,647	(102)	2.87%	913	0.42%
11/10/17	Praxair	74005PAY0	4.050	03/15/21	03/15/21	131,000	136,341	134,088	(2,253)	3.08%	927	0.38%
01/25/18	Bank of New York Mellon Corp	06406FAA1	2.500	04/15/21	04/15/21	200,000	199,054	197,126	(1,928)	3.07%	958	0.56%
01/24/18	Treasury Note	912828Q78	1.375	04/30/21	04/30/21	1,200,000	1,163,789	1,160,161	(3,628)	2.68%	973	3.28%
05/31/18	FNMA	3135G0K69	1.250	05/06/21	05/06/21	925,000	891,013	890,815	(198)	2.69%	979	2.52%
05/08/18	General Dynamics Corporation	369550BE7	3.000	05/11/21	05/11/21	150,000	149,107	149,733	626	3.07%	984	0.42%
06/20/18	WalMart Inc	931142EJ8	3.125	06/23/21	06/23/21	225,000	224,989	226,103	1,114	2.94%	1027	0.64%
10/02/17	Florida Power Corporation	341099CP2	3.100	08/15/21	05/15/21	150,000	155,102	149,798	(5,304)	3.15%	988	0.42%

Burbank-Glendale-Pasadena Airport Authority - PFC Account
Statement of Investments
As of 08/31/18

Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Eff Mat. Date	Par Value	Purchase Cost	Market Value	Unrealized Gain/Loss	YTM	Days to Eff. Mat.	% Mkt Value
03/01/18	Fifth Third Bank	31677QBG3	2.250	06/14/21	06/14/21	200,000	195,570	194,870	(700)	3.22%	1018	0.55%
12/23/16	Treasury Note	912828WR7	2.125	06/30/21	06/30/21	1,500,000	1,488,668	1,477,262	(11,406)	2.69%	1034	4.18%
08/07/18	3M Company	88579YAU5	1.625	09/19/21	09/19/21	175,000	168,058	168,260	202	2.95%	1115	0.48%
07/05/18	Treasury Note	912828T34	1.125	09/30/21	09/30/21	1,550,000	1,477,813	1,478,483	670	2.70%	1126	4.18%
12/23/16	Federal Home Loan Banks	3130AABG2	1.875	11/29/21	11/29/21	1,525,000	1,497,278	1,484,039	(13,239)	2.75%	1186	4.19%
01/23/17	Pfizer Inc	717081DZ3	2.200	12/15/21	12/15/21	225,000	224,533	219,977	(4,556)	2.92%	1202	0.62%
01/23/17	Comcast Corporation	20030NBV2	1.625	01/15/22	12/15/21	250,000	239,790	237,016	(2,774)	3.26%	1202	0.67%
08/15/18	Berkshire Hathaway Finance Corp	084670BF4	3.400	01/31/22	01/31/22	275,000	278,996	278,851	(145)	2.99%	1249	0.79%
02/03/17	Treasury Note	912828H86	1.500	01/31/22	01/31/22	1,085,000	1,052,581	1,042,425	(10,156)	2.71%	1249	2.95%
08/06/18	PacifiCorp	695114CP1	2.950	02/01/22	02/01/22	175,000	173,564	173,813	249	3.16%	1250	0.49%
02/21/17	Walt Disney Co	25468PCT1	2.550	02/15/22	02/15/22	225,000	224,937	220,451	(4,486)	3.17%	1264	0.62%
05/15/18	Boeing Co	097023BT1	2.125	03/01/22	03/01/22	165,000	158,897	160,356	1,459	2.98%	1278	0.45%
03/01/18	Federal National Mortgage Assoc	3135G0T45	1.875	04/05/22	04/05/22	500,000	486,036	484,390	(1,646)	2.79%	1313	1.37%
10/03/17	Home Depot Inc	437076BG6	2.625	06/01/22	05/01/22	150,000	152,590	147,874	(4,716)	3.03%	1339	0.42%
05/18/18	Merck & Co Inc	589331AT4	2.400	09/15/22	09/15/22	250,000	241,397	243,595	2,198	3.08%	1476	0.69%
04/25/18	Bank of America Corp	06051GEU9	3.300	01/11/23	01/11/23	275,000	271,353	272,721	1,368	3.51%	1594	0.77%
Subtotal						\$ 35,886,822	\$ 35,848,130	\$ 35,382,272	\$ (465,858)	2.61%	662	100.00%
PFC Bank Balance							1,171					
TOTAL							\$ 35,849,301					

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SALES / REDEMPTIONS / DELIVERS										
Purchase Date	Type of Investment	CUSIP	Coupon	Maturity Date	Sale Date	Par Value	Sale Price	Sale Amount	Purchase Cost	Gain / (Loss)
								\$ -		\$ -
								-		-
								-		-
								-		-
						\$ -		\$ -	\$ -	\$ -

Burbank-Glendale-Pasadena Airport Authority - PFC Account
Earnings Report
08/01/18-08/31/18

Type of Investment	Type	Coupon	Maturity Date	Previous Accrual	Realized Interest For Period	Interest Paid At Purc/Recv	Current Accrual	Interest Earned	Amrt/Accrt For Period	Adjusted Total Int. Earned
FIXED INCOME										
Nevada Power Company	NOTE	6.500	08/01/18	3,737.50	3,737.50	-	-	-	-	-
3M Company	NOTE	1.375	08/07/18	664.58	687.50	-	-	22.92	-	22.92
Berkshire Hathaway Finance Corp	NOTE	2.000	08/15/18	1,521.66	1,650.00	-	-	128.34	-	128.34
Treasury Note	NOTE	1.500	08/31/18	5,021.74	6,000.00	-	-	978.26	-	978.26
Microsoft Corporation	NOTE	1.300	11/03/18	317.78	-	-	426.11	108.33	(0.96)	107.37
Caterpillar Financial Services	NOTE	1.800	11/13/18	526.50	-	-	729.00	202.50	(76.40)	126.10
Treasury Note	NOTE	1.500	12/31/18	782.61	-	-	1,540.76	758.15	(133.63)	624.52
John Deere Capital Corp	NOTE	1.950	01/08/19	199.34	-	-	459.33	259.99	(103.74)	156.25
Commonwealth Edison Company	NOTE	2.150	01/15/19	109.89	-	-	315.93	206.04	(65.40)	140.64
Oracle Corporation	NOTE	1.000	01/15/19	241.24	-	-	681.14	439.90	(32.18)	407.72
Treasury Note	NOTE	1.250	01/31/19	30.57	-	-	978.26	947.69	(142.46)	805.23
BB&T Corp	NOTE	2.250	02/01/19	1,237.50	1,237.50	-	206.26	206.26	(48.56)	157.70
Simon Property Group LP	NOTE	2.200	02/01/19	1,672.00	1,672.00	-	278.66	278.66	(50.81)	227.85
IBM Corp	NOTE	1.950	02/12/19	1,464.67	1,560.00	-	164.67	260.00	(4.45)	255.55
Cisco Systems Inc	NOTE	4.950	02/15/19	3,423.76	3,712.50	-	330.00	618.74	(419.16)	199.58
Treasury Note	NOTE	0.750	02/15/19	1,729.97	1,875.00	-	173.23	318.26	68.08	386.34
Union Pacific Corporation	NOTE	2.250	02/15/19	1,711.90	1,856.25	-	165.00	309.35	(101.32)	208.03
Johnson & Johnson	NOTE	1.325	03/01/19	696.83	-	-	385.60	(311.23)	(4.02)	(315.25)
Unitedhealth Group Inc	NOTE	1.625	03/15/19	1,074.31	-	-	1,311.28	236.97	77.85	314.82
Citigroup Inc	NOTE	1.492	03/20/19	758.70	-	-	764.24	5.54	-	5.54
JP Morgan Chase & CO	NOTE	1.850	03/22/19	1,591.00	-	-	1,961.00	370.00	(74.04)	295.96
FHLMC	NOTE	3.750	03/27/19	5,166.67	-	-	6,416.67	1,250.00	(917.28)	332.72
Lowes Companies Inc	NOTE	1.150	04/15/19	474.05	-	-	608.22	134.17	17.49	151.66
Apple Inc	NOTE	1.334	05/06/19	920.34	973.23	-	272.71	325.60	9.13	334.73
US Bank NA/Cincinnati OH	NOTE	1.612	05/24/19	1,188.33	1,584.44	-	136.76	532.87	-	532.87
Public Service Electric And Gas	NOTE	1.800	06/01/19	372.00	-	-	558.00	186.00	15.51	201.51
FNMA	NOTE	1.750	06/20/19	647.74	-	-	1,121.70	473.96	160.09	634.05
Target Corporation	NOTE	2.300	06/26/19	413.68	-	-	768.27	354.59	(68.00)	286.59
Treasury Note	NOTE	1.625	07/31/19	35.32	-	-	1,130.44	1,095.12	(507.43)	587.69
FNMA Bench	NOTE	1.750	09/12/19	6,689.38	-	-	8,133.13	1,443.75	(319.56)	1,124.19
FHLB	NOTE	1.000	09/26/19	3,472.22	-	-	4,305.56	833.34	338.75	1,172.09
Honeywell International Inc	NOTE	1.400	10/30/19	530.83	-	-	705.83	175.00	3.29	178.29
Treasury Note	NOTE	1.500	10/31/19	3,544.36	-	-	4,725.81	1,181.45	39.12	1,220.57

Burbank-Glendale-Pasadena Airport Authority - PFC Account
Earnings Report
08/01/18-08/31/18

Type of Investment	Type	Coupon	Maturity Date	Previous Accrual	Realized Interest For Period	Interest Paid At Purc/Recv	Current Accrual	Interest Earned	Amrt/Accrt For Period	Adjusted Total Int. Earned
Procter & Gamble Company	NOTE	1.900	11/01/19	831.25	-	-	1,108.33	277.08	(87.69)	189.39
Treasury Note	NOTE	1.625	12/31/19	1,356.53	-	-	2,670.66	1,314.13	(370.89)	943.24
Treasury Note	NOTE	1.125	12/31/19	684.79	-	-	1,348.17	663.38	76.32	739.70
Arizona Public Service Company	NOTE	2.200	01/15/20	146.66	-	-	421.67	275.01	(3.03)	271.98
Pepsico Inc	NOTE	4.500	01/15/20	450.00	-	-	1,293.75	843.75	(409.85)	433.90
FNMA	NOTE	1.625	01/21/20	496.53	-	-	1,986.11	1,489.58	(110.85)	1,378.73
National Rural Utilities Coop	NOTE	2.000	01/27/20	33.34	-	-	283.33	249.99	(47.36)	202.63
PNC Funding Corp	NOTE	5.125	02/08/20	4,063.70	4,228.13	-	540.26	704.69	(447.45)	257.24
FHLB	NOTE	1.875	03/13/20	11,859.37	-	-	14,437.50	2,578.13	98.82	2,676.95
Medtronic Inc	NOTE	2.500	03/15/20	1,888.89	-	-	2,305.55	416.66	(104.05)	312.61
Treasury Note	NOTE	1.625	03/15/20	3,375.85	-	-	4,128.74	752.89	(65.09)	687.80
General Electric Co	NOTE	3.148	04/15/20	296.48	-	-	837.12	540.64	(49.75)	490.89
United Technologies Corporation	NOTE	4.500	04/15/20	1,987.50	-	-	2,550.00	562.50	(296.21)	266.29
FHLMC Reference Notes	NOTE	1.375	05/01/20	4,640.63	-	-	6,187.50	1,546.87	296.52	1,843.39
Intel Corp	NOTE	1.850	05/11/20	616.67	-	-	847.92	231.25	1.59	232.84
Qualcomm Inc	NOTE	2.881	05/20/20	525.83	655.48	-	86.17	215.82	(20.60)	195.22
American Express Credit Corp	NOTE	2.375	05/26/20	643.22	-	-	940.10	296.88	(43.93)	252.95
Manufacturers & Traders Trust Co	NOTE	2.050	08/17/20	2,334.72	2,562.50	-	199.31	427.09	(4.85)	422.24
State Street Corporation	NOTE	2.550	08/18/20	2,020.52	2,231.25	-	161.15	371.88	(92.54)	279.34
FFCB	NOTE	1.872	09/25/20	140.44	621.96	-	140.52	622.04	(6.99)	615.05
FHLB	NOTE	1.375	09/28/20	4,697.92	-	-	5,843.75	1,145.83	224.79	1,370.62
Travelers Cos Inc	NOTE	3.900	11/01/20	975.00	-	-	1,300.00	325.00	(175.74)	149.26
Ace InA Holdings Inc	NOTE	2.300	11/03/20	843.33	-	-	1,130.83	287.50	(3.32)	284.18
Coca-Cola (The)	NOTE	3.150	11/15/20	1,330.00	-	-	1,855.00	525.00	(76.26)	448.74
Public Service Company of Colorado	NOTE	3.200	11/15/20	1,013.33	-	-	1,413.33	400.00	(136.44)	263.56
Treasury Note	NOTE	2.625	11/15/20	8,484.89	-	-	11,857.08	3,372.19	(1,094.45)	2,277.74
Chevron Corp	NOTE	2.419	11/17/20	745.86	-	-	1,048.23	302.37	63.32	365.69
FHLMC Reference Bond	NOTE	1.875	11/17/20	5,203.13	-	-	7,312.50	2,109.37	601.52	2,710.89
Metlife Inc	NOTE	4.750	02/08/21	3,423.96	3,562.50	-	455.21	593.75	(264.50)	329.25
Exxon Mobil Corp	NOTE	2.222	03/01/21	1,388.75	-	-	1,666.50	277.75	64.76	342.51
Wells Fargo & Company	NOTE	3.365	03/04/21	1,327.20	-	-	2,036.29	709.09	(176.78)	532.31
Praxair	NOTE	4.050	03/15/21	2,004.30	-	-	2,446.43	442.13	(145.64)	296.49
Bank of New York Mellon Corp	NOTE	2.500	04/15/21	1,472.22	-	-	1,888.89	416.67	25.20	441.87
Treasury Note	NOTE	1.375	04/30/21	4,169.84	-	-	5,559.78	1,389.94	1,003.46	2,393.40

Burbank-Glendale-Pasadena Airport Authority - PFC Account
Earnings Report
08/01/18-08/31/18

Type of Investment	Type	Coupon	Maturity Date	Previous Accrual	Realized Interest For Period	Interest Paid At Purc/Recv	Current Accrual	Interest Earned	Amrt/Accrt For Period	Adjusted Total Int. Earned
FNMA	NOTE	1.250	05/06/21	2,730.03	-	-	3,693.57	963.54	978.45	1,941.99
General Dynamics Corporation	NOTE	3.000	05/11/21	1,000.00	-	-	1,375.00	375.00	24.82	399.82
Fifth Third Bank	NOTE	2.250	06/14/21	587.50	-	-	962.50	375.00	115.66	490.66
WalMart Inc	NOTE	3.125	06/23/21	664.06	-	-	1,250.00	585.94	0.31	586.25
Treasury Note	NOTE	2.125	06/30/21	2,771.74	-	-	5,456.86	2,685.12	325.75	3,010.87
Florida Power Corporation	NOTE	3.100	08/15/21	2,144.17	2,325.00	-	206.67	387.50	(117.46)	270.04
3M Company	NOTE	1.625	09/19/21	-	-	1,105.90	1,279.69	173.79	140.12	313.91
Treasury Note	NOTE	1.125	09/30/21	1,417.78	-	5,670.34	7,337.09	248.97	466.78	715.75
Federal Home Loan Banks	NOTE	1.875	11/29/21	4,924.47	-	-	7,307.29	2,382.82	591.23	2,974.05
Pfizer Inc	NOTE	2.200	12/15/21	632.50	-	-	1,045.00	412.50	9.35	421.85
Comcast Corporation	NOTE	1.625	01/15/22	180.55	-	-	519.10	338.55	182.45	521.00
Berkshire Hathaway Finance Corp	NOTE	3.400	01/31/22	-	-	441.53	805.14	363.61	(45.00)	318.61
Treasury Note	NOTE	1.500	01/31/22	44.23	-	-	1,415.22	1,370.99	648.02	2,019.01
PacifiCorp	NOTE	2.950	02/01/22	-	-	108.58	430.21	321.63	27.60	349.23
Walt Disney Co	NOTE	2.550	02/15/22	2,645.63	2,868.75	-	255.01	478.13	8.98	487.11
Boeing Co	NOTE	2.125	03/01/22	1,460.94	-	-	1,753.13	292.19	137.21	429.40
Federal National Mortgage Assoc	NOTE	1.875	04/05/22	3,020.83	-	-	3,802.08	781.25	284.38	1,065.63
Home Depot Inc	NOTE	2.625	06/01/22	656.25	-	-	984.38	328.13	(47.15)	280.98
Merck & Co Inc	NOTE	2.400	09/15/22	2,266.67	-	-	2,766.67	500.00	187.96	687.96
Bank of America Corp	NOTE	3.300	01/11/23	504.16	-	-	1,260.41	756.25	65.83	822.08
Subtotal				\$ 155,093.13	\$ 45,601.49	\$ 7,326.35	\$ 171,946.27	\$ 55,128.28	\$ (132.76)	\$ 54,995.52
CASH EQUIVALENTS										
Blackrock Liquidity Funds				-	1,063.96	-	-	1,063.96	-	1,063.96
BOA Temp Overnight Deposit				-	0.09	-	-	0.09	-	0.09
Bond Cash Adjustment				-	34.15	-	-	34.15	-	34.15
Subtotal				\$ -	\$ 1,098.20	\$ -	\$ -	\$ 1,098.20	\$ -	\$ 1,098.20
TOTAL				\$ 155,093.13	\$ 46,699.69	\$ 7,326.35	\$ 171,946.27	\$ 56,226.48	\$ (132.76)	\$ 56,093.72

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS MONTH AND TWO MONTHS ENDED AUGUST 31, 2018 & 2017

Monthly Performance					August 2018	Fiscal YTD Performance (July 2018 - August 2018)				
Actual \$ Aug 2018	Budget Aug 2018	Actual \$ Prior Year Aug 2017	Note	Variance Actual Vs. Budget		Actual \$ Fiscal YTD	Fiscal YTD Budget	Actual \$ Prior Year Fiscal YTD	Note	Variance Actual Vs. Budget
OPERATING ACTIVITY										
CASH RECEIPTS FROM OPERATIONS										
\$375,104	\$390,416	\$326,153	(2)	(\$15,312)	Landing/Fuel Fees	\$676,622	\$780,832	\$672,564	(2)	(\$104,210)
1,837,338	1,815,753	1,819,887	(3)	21,585	Parking Fees	3,693,286	3,455,515	3,455,931	(3)	237,771
\$1,091,282	1,013,713	1,163,238	(4)	77,569	Rental Receipts - Terminal Building	\$2,376,855	2,027,426	2,342,331	(4)	349,429
973,531	1,013,787	1,113,177	(5)	(40,256)	Rental Receipts - Other Buildings	2,155,585	2,027,574	2,204,495	(5)	128,011
277,365	252,500	89,428	(6)	24,865	Ground Transportation	566,556	505,000	235,563	(6)	61,556
144,428	25,833	13,901	(7)	118,595	Other Receipts	111,736	51,666	135,750	(7)	60,070
4,184	283,333	280,917	(8)	(279,149)	Investment Receipts - Treasurer/Other Interest Earned	404,920	566,666	680,619	(8)	(161,746)
<u>\$4,703,232</u>	<u>\$4,795,335</u>	<u>\$4,806,701</u>	<u>(1)</u>	<u>(\$92,103)</u>		<u>\$9,985,560</u>	<u>\$9,414,679</u>	<u>\$9,727,253</u>	<u>(1)</u>	<u>\$570,881</u>
CASH DISBURSEMENTS FROM OPERATIONS										
(\$89,358)	(\$105,160)	(\$120,805)	(10)	\$15,802	Administrative Supplies & Costs	(\$148,427)	(\$191,320)	(\$237,359)	(10)	\$42,893
(346,268)	(348,226)	(344,239)	(11)	1,958	Operating Supplies & Maintenance	(620,125)	(686,452)	(582,165)	(11)	66,327
(2,047,582)	(2,133,952)	(863,956)	(12)	86,370	Contractual Operating Costs	(4,327,425)	(4,577,904)	(1,691,678)	(12)	250,479
(370,410)	(371,408)	(1,634,032)	(13)	998	Contractual Professional Services	(1,789,302)	(2,030,816)	(1,813,134)	(13)	241,514
(436,192)	(460,000)	(484,378)	(14)	23,808	Wages & Benefits	(989,104)	(1,035,000)	(929,343)	(14)	45,896
(220,879)	(226,015)	(37,688)	(15)	5,136	Other Operating Costs	(243,467)	(277,030)	(307,649)	(15)	33,563
(380,292)	(380,292)	(380,479)		0	Bond Debt Service - 2015 Bonds	(760,584)	(760,584)	(760,958)		0
0	0	0	(16)	0	Parking Tax	(592,743)	(565,000)	(570,140)	(16)	(27,743)
<u>(\$3,890,981)</u>	<u>(\$4,025,053)</u>	<u>(\$3,865,577)</u>	<u>(9)</u>	<u>\$134,072</u>		<u>(\$9,471,177)</u>	<u>(\$10,124,106)</u>	<u>(\$6,892,426)</u>	<u>(9)</u>	<u>\$652,929</u>
INCREASE (DECREASE) IN CASH FROM OPERATIONS										
<u>\$812,251</u>	<u>\$770,282</u>	<u>\$941,124</u>		<u>\$41,969</u>		<u>\$514,383</u>	<u>(\$709,427)</u>	<u>\$2,834,827</u>		<u>\$1,223,810</u>
FACILITY IMPROVEMENT / NOISE MITIGATION TRANSACTIONS										
CASH DISBURSEMENTS										
(\$151)	(\$50,000)	(\$371)	(17)	\$49,849	Sound Insulation Program Costs	(\$302)	(\$100,000)	(\$512)	(17)	\$99,698
(394,044)	(492,000)	(767,975)	(18)	97,956	Other Facility Improvement Program Project Costs	(1,351,944)	(1,192,000)	(2,438,629)	(18)	(159,944)
<u>(\$394,195)</u>	<u>(\$542,000)</u>	<u>(\$768,346)</u>		<u>\$147,805</u>		<u>(\$1,352,246)</u>	<u>(\$1,292,000)</u>	<u>(\$2,439,141)</u>		<u>(\$60,246)</u>
CASH RECEIPTS FROM FUNDING SOURCES										
\$0	\$40,295	\$0	(17)	(\$40,295)	FAA Grants - Sound Insulation Program	\$0	\$80,590	\$0	(17)	(\$80,590)
123,449	161,398	0	(19)	(37,949)	FAA Grants - Facility Improvement Program	123,449	334,292	1,570,989	(19)	(210,843)
0	7,000	0	(20)	(7,000)	Other Grants	8,490	42,000	0	(20)	(33,510)
0	97,080	0	(21)	(97,080)	Passenger Facility Charge Receipts/Reserves	0	336,928	0	(21)	(336,928)
158,280	154,727	174,859	(22)	3,553	Facility Development Fund (Authority Reserves)	272,313	325,190	238,616	(22)	(52,877)
<u>\$281,729</u>	<u>\$460,500</u>	<u>\$174,859</u>		<u>(\$178,771)</u>		<u>\$404,252</u>	<u>\$1,119,000</u>	<u>\$1,809,605</u>		<u>(\$714,748)</u>
INCREASE (DECREASE) - FACILITY / NOISE MITIGATION TRANSACTIONS										
<u>(\$112,466)</u>	<u>(\$81,500)</u>	<u>(\$593,487)</u>		<u>(\$30,966)</u>		<u>(\$947,994)</u>	<u>(\$173,000)</u>	<u>(\$629,536)</u>		<u>(\$774,994)</u>
NET ACTIVITY VS. BUDGET										
\$699,785	\$688,782	\$347,637		\$11,003		(\$433,611)	(\$882,427)	\$2,205,291		\$448,816
<u>(\$158,280)</u>	<u>(\$154,727)</u>	<u>(\$174,859)</u>		<u>(\$3,553)</u>	LESS USE OF AUTHORITY RESERVES	<u>(\$272,313)</u>	<u>(\$325,190)</u>	<u>(\$238,616)</u>		<u>\$52,877</u>
NET INCREASE (DECREASE) IN CASH - TOTAL										
<u>\$541,505</u>	<u>\$534,055</u>	<u>\$172,778</u>		<u>\$7,450</u>	(see note below)	<u>(\$705,924)</u>	<u>(\$1,207,617)</u>	<u>\$1,966,675</u>		<u>\$501,693</u>

Notes: The FY 2019 adopted budget approved use of \$1,875,000 of Authority Reserves to provide funding for the Replacement Terminal Project

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTES TO SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS

MONTH AND TWO MONTHS ENDED AUGUST 31, 2018 & 2017

General Comments

The Schedule of Cash Receipts and Disbursements ("Schedule") represents the cash basis activity for the month and fiscal year-to-date ("FYTD") compared to the allocation of the annual adopted budget.

The Schedule consists of two sections: Operating Activity and Facility Improvement/Noise Mitigation Transactions. Receipts are shown as positive amounts and disbursements as negative amounts. Favorable budget variances are shown as positive amounts and unfavorable variances as negative amounts. Because this Schedule is on a cash basis, cash timing differences may contribute to budget variances.

The Operating Activity receipts include charges for services (parking, landing fees and concessions), tenant rents, fuel flowage fees, other revenues and investment receipts. The Operating Activity disbursements include costs of services, materials, contracts, personnel and debt service.

Facility Improvement / Noise Mitigation Transactions represent the activity for the Authority's capital program, which consists of the Sound Insulation Program and Other Facility Improvement Program Projects.

The FY 2019 Capital Program expenditures are primarily funded by the following sources:

- FAA-approved Passenger Facility Charge ("PFC") program receipts/reserves;
- Grants;
- Facility Development Funds (Authority Reserves).

The notes below provide additional information regarding the performance results detailed in the "Schedule of Cash Receipts and Disbursements."

A Supplemental Schedule of Cash Receipts and Disbursements reflecting the activities related to the Series 2012 Bond debt service and repayment to the Authority of the loans provided to the Rent-A-Car Companies ("RACs") for the Regional Intermodal Transportation Center / Consolidated Rental Car Facility is also presented.

NOTE (1) – Cash Receipts from Operations

Cash receipts from operations are ahead of budget FYTD August. On an accrual basis, operating revenues are favorably ahead of budget FYTD August by \$979,791. See notes 2 through 8 for additional information regarding operating receipts.

NOTE (2) – Landing/Fuel Fees

Landing fees are based on landed weight of the aircraft. Fuel fees are charged at a rate of \$0.05 a gallon to non-signatory air carriers for fuel loaded at BUR. Landing fees and fuel fees are under budget FYTD August due to the timing of receipts. Accrual basis revenues are ahead of budget FYTD August by \$428.

NOTE (3) – Parking Fees

Parking fee revenues are performing ahead of the budget forecast. Accrual basis parking fees are \$225,321 ahead of budget FYTD August.

NOTE (4) – Rental Receipts - Terminal Building

Terminal Building rental receipts exceed the budget FYTD August due to the timing of receipts and additional concession revenues received above the minimum annual guarantee. Accrual basis terminal building rents are \$281,056 ahead of budget FYTD August. The positive FYTD August passenger growth of 12.10% has contributed to achieving the favorable performance results.

(Continued)

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTES TO SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS

MONTH AND TWO MONTHS ENDED AUGUST 31, 2018 & 2017

NOTE (5) – Rental Receipts - Other Buildings

Other Buildings rental receipts exceed the budget FYTD August due to the timing of receipts. Accrual basis Other Building receipts are \$82,074 ahead of budget FYTD August.

NOTE (6) – Ground Transportation

This category consists of off-airport access fees and TNC activity. Ground Transportation receipts exceed the budget FYTD August. Accrual basis ground transportation receipts are \$89,935 ahead of budget FYTD August primarily due to TNC activity.

NOTE (7) – Other Receipts

This category consists primarily of film location revenues. Accrual basis other receipts are \$193,445 ahead of budget FYTD August.

NOTE (8) – Investment Receipts - Treasurer

This line item represents cash received from the investment of funds. These receipts fluctuate in response to interest rate and portfolio balance changes and the timing of coupon payments and individual investment maturities and sales. Accrual basis investment income, including the interest earned on loans to Rent-A-Car Companies, exceeds the budget by \$107,532 FYTD August.

NOTE (9) – Cash Disbursements from Operations

Overall operating disbursements are favorably under budget FYTD August. On an accrual basis operating disbursements are favorably within budget parameters. See additional information on operating disbursements in notes 10 through 16.

NOTE (10) – Administrative Supplies & Costs

This line item includes office supplies, printing, postage and delivery, office equipment service and lease, recruiting, membership, uniform, Commission meeting, conference and training costs.

NOTE (11) – Operating Supplies & Maintenance

This line item includes utilities, fuel, general repairs and maintenance, landscaping, supplies and telephone costs.

NOTE (12) – Contractual Operating Costs

This line item includes various contractual operating costs such as ARFF services, janitorial services, systems and vehicle repair, parking operations and the TBI Airport Management contract costs.

NOTE (13) – Contractual Professional Services

This line item includes various professional services such as legal, auditing, noise, financial and insurance.

NOTE (14) – Wages and Benefits

Wages and Benefits consist of payroll and fringe benefit costs for the Airport Police officers, and include the impact of the terms of the new Memorandum of Understanding effective February 2017. Wages and benefits include overtime for film location services which are recovered through the related film revenue.

(Continued)

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTES TO SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS

MONTH AND TWO MONTHS ENDED AUGUST 31, 2018 & 2017

NOTE (15) – Other Operating Costs

This line item includes public relations/advertising, air service retention, license and permits and bad debt expense.

NOTE (16) – Parking Tax

The 12% City of Burbank parking tax is paid quarterly for the prior three-month period. The July 2018 remittance, in the amount of \$592,743, covers parking activity for the months of April, May and June 2018. The next remittance, covering parking activity for the months of July, August and September 2018, is due October 2018.

NOTE (17) – Sound Insulation Program

The Sound Insulation program is funded primarily through FAA Airport Improvement Program ("AIP") grants and and Passenger Facility Charge ("PFC") revenues. In December 2016, the FAA issued a Record of Approval on the Part 150 Study which has recently been recertified by FAA. Staff is awaiting FAA's decision to award a noise discretionary grant, the receipt of which will facilitate the restart of the program.

NOTE (18) – Other Facility Improvement Program Projects

Other Facility Improvement Program Projects costs exceed the budget FYTD August by \$159,944 due to the timing of payments for expenditures related to projects completed in fiscal year 2018.

NOTE (19) – FAA Grants – Other Facility Improvement Program Projects

FAA Grants are budgeted to partially fund the Taxiway C & D, GA Ramp Rehabilitation Project and Land Acquisition of Hollyona Property.

NOTE (20) – Other Grants

Other grants represent federal grants, other than FAA AIP grants, and local grants that fund or partially fund the Ground Access Study.

NOTE (21) – Passenger Facility Charge Receipts/Reserves

A number of capital projects are budgeted to be funded or partially funded by Passenger Facility Charges, including the Taxiway C & D and GA Ramp Rehabilitation Project, Terminal Ramp Rehabilitation and and Airfield Lighting System Rehabilitation.

NOTE (22) – Facility Development Fund (Authority Reserves)

The FY 2019 adopted budget programmed the use of Authority Reserves as a funding source for the airport share of Replacement Terminal Project.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

SUPPLEMENT SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS REGIONAL INTERMODAL TRANSPORTATION CENTER / CONSOLIDATED RENTAL CAR FACILITY PAYMENTS AND COLLECTIONS MONTH AND TWO MONTHS ENDED AUGUST 31, 2018 & 2017

Monthly Performance					August 2018	Fiscal YTD Performance (July 2018 - August 2018)				
Actual \$ Aug 2018	Budget Aug 2018	Actual \$ Prior Year Aug 2017	Note	Variance Actual Vs. Budget		Actual \$ Fiscal YTD	Fiscal YTD Budget	Actual \$ Prior Year Fiscal YTD	Note	Variance Actual Vs. Budget
\$482,470	\$450,000	\$482,346	(1)	\$32,470	Customer Facility Charge Receipts	\$988,929	\$900,000	\$1,040,110	(1)	\$88,929
59,297	60,648	85,385	(2)	(1,351)	Facility Rent	166,771	121,296	177,070	(2)	45,475
(486,409)	(486,409)	(486,250)		0	Payments to Bond Trustee for 2012 Bond Debt Service	(972,818)	(972,818)	(972,500)		0
(23,699)	(24,239)	(20,794)	(3)	540	Loan Principal Repayments to the Authority	(49,872)	(48,478)	(43,122)	(3)	(1,394)
<u>\$31,659</u>	<u>\$0</u>	<u>\$60,687</u>	(4)	<u>\$31,659</u>		<u>\$133,010</u>	<u>\$0</u>	<u>\$201,558</u>	(4)	<u>\$133,010</u>

General Comments

The debt service on the 2012 Revenue Bonds and the repayment to the Authority of the loans to the Rent-A-Car Companies ("RACs") is payable from Customer Facility Charges ("CFCs") and Facility Rents. Under the terms of the Bond Indenture, as amended, all CFCs collected subsequent to July 1, 2014 are remitted to the Bond Trustee for the 2012 Bond debt service.

On July 1, 2014, the terms and conditions of the Non-Exclusive Concession and Lease Agreement with the respective Rent-A-Car Companies became effective, including the collection of Facility Rent.

Note (1) – Customer Facility Charge ("CFC") Receipts

CFCs of \$6 per day per transaction, up to a maximum of five days, are collected and applied to the 2012 Bond debt service. CFCs received FYTD August exceeded the budget due to better than expected car rental activity.

Note (2) – Facility Rent

Facility Rent exceeds the budget FYTD August due to the timing of receipts.

Note (3) – Loan Principal Repayments to the Authority

Repayments of the loan principal to the Authority from the Rent-A-Car Companies exceeds the budget FYTD August due to timing of receipts. The principal portion of the payment will be deposited as reimbursement to the Authority's Facility Development Fund. The interest portion of the loan repayment is recorded as investment income.

Note (4) – Net RITC / ConRAC Facility Payments and Collections

A positive amount in this line indicates that cash has been received above the required payment obligations. At fiscal year-end, upon conclusion of the required reconciliation, any excess surplus accumulated will be evaluated and applied toward the allowed uses under the terms and conditions of the Non-Exclusive Concession and Lease Agreement with the Rent-A-Car Companies.

In the event of a shortfall of receipts to meet the required payment obligations (i.e., CFC collections perform under budget projections), the Authority holds the right to adjust the Facility Rent paid by the rental car companies on a 30-day notice.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

SUPPLEMENT SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS REGIONAL INTERMODAL TRANSPORTATION CENTER / CONSOLIDATED RENTAL CAR FACILITY PAYMENTS AND COLLECTIONS MONTH AND TWO MONTHS ENDED AUGUST 31, 2018 & 2017

Monthly Performance					August 2018	Fiscal YTD Performance (July 2018 - August 2018)				
Actual \$ Aug 2018	Budget Aug 2018	Actual \$ Prior Year Aug 2017	Note	Variance Actual Vs. Budget		Actual \$ Fiscal YTD	Fiscal YTD Budget	Actual \$ Prior Year Fiscal YTD	Note	Variance Actual Vs. Budget
\$482,470	\$450,000	\$482,346	(1)	\$32,470	Customer Facility Charge Receipts	\$988,929	\$900,000	\$1,040,110	(1)	\$88,929
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(486,409)	(486,409)	(486,250)		0	Payments to Bond Trustee for 2012 Bond Debt Service	(972,818)	(972,818)	(972,500)		0
(23,699)	(24,239)	(20,794)	(3)	540	Loan Principal Repayments to the Authority	(49,872)	(48,478)	(43,122)	(3)	(1,394)
<u>\$31,659</u>	<u>\$0</u>	<u>\$60,687</u>	<u>(4)</u>	<u>\$31,659</u>		<u>\$133,010</u>	<u>\$0</u>	<u>\$201,558</u>	<u>(4)</u>	<u>\$133,010</u>

General Comments

The debt service on the 2012 Revenue Bonds and the repayment to the Authority of the loans to the Rent-A-Car Companies ("RACs") is payable from Customer Facility Charges ("CFCs") and Facility Rents. Under the terms of the Bond Indenture, as amended, all CFCs collected subsequent to July 1, 2014 are remitted to the Bond Trustee for the 2012 Bond debt service.

On July 1, 2014, the terms and conditions of the Non-Exclusive Concession and Lease Agreement with the respective Rent-A-Car Companies became effective, including the collection of Facility Rent.

Note (1) – Customer Facility Charge ("CFC") Receipts

CFCs of \$6 per day per transaction, up to a maximum of five days, are collected and applied to the 2012 Bond debt service. CFCs received FYTD August exceeded the budget due to better than expected car rental activity.

Note (2) – Facility Rent

Facility Rent exceeds the budget FYTD August due to the timing of receipts.

Note (3) – Loan Principal Repayments to the Authority

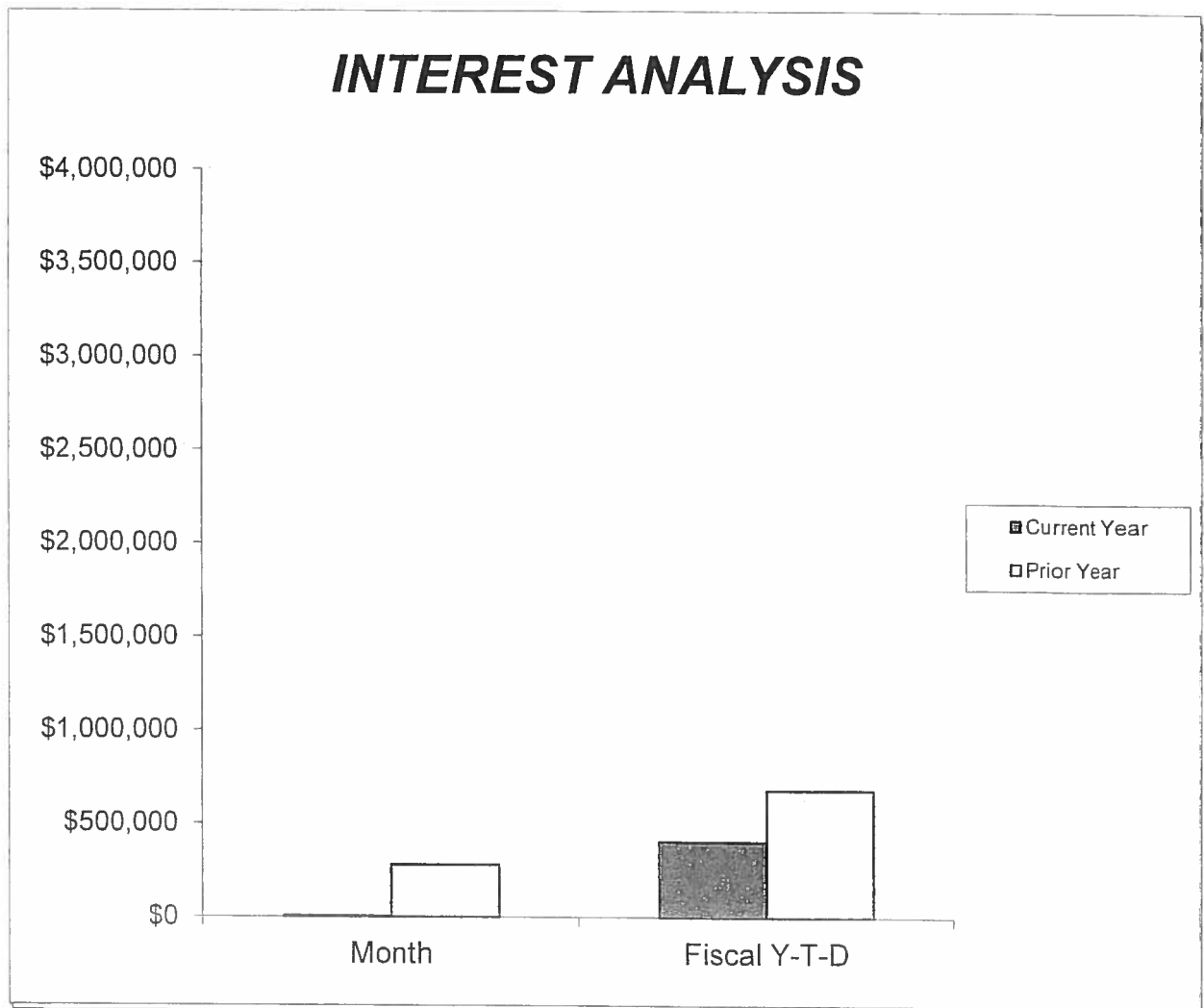
Repayments of the loan principal to the Authority from the Rent-A-Car Companies exceeds the budget FYTD August due to timing of receipts. The principal portion of the payment will be deposited as reimbursement to the Authority's Facility Development Fund. The interest portion of the loan repayment is recorded as investment income.

Note (4) – Net RITC / ConRAC Facility Payments and Collections

A positive amount in this line indicates that cash has been received above the required payment obligations. At fiscal year-end, upon conclusion of the required reconciliation, any excess surplus accumulated will be evaluated and applied toward the allowed uses under the terms and conditions of the Non-Exclusive Concession and Lease Agreement with the Rent-A-Car Companies.

In the event of a shortfall of receipts to meet the required payment obligations (i.e., CFC collections perform under budget projections), the Authority holds the right to adjust the Facility Rent paid by the rental car companies on a 30-day notice.

Burbank-Glendale-Pasadena Airport Authority



	August 2018	August 2017
Interest Receipts - - Month	\$4,184	\$280,917
Interest Receipts - - Fiscal Y-T-D	\$404,920	\$680,619
Month End Portfolio Balance	\$221,422,795	\$213,291,101
Yield to Maturity	2.53%	1.39%

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
DECEMBER 10, 2018**

**CONSENT TO SUBLEASE
BETWEEN
AMERIFLIGHT LLC AND DELUX PUBLIC CHARTER LLC**

SUMMARY

At the November 5, 2018, meeting of the Finance & Administration Committee ("Committee"), the Committee voted unanimously (3–0) to recommend that the Commission approve a Consent to Sublease (copy attached) that will allow Ameriflight, LLC ("Ameriflight") to sublease a portion of its ramp and automobile parking lot to Delux Public Charter, LLC ("JetSuite").

BACKGROUND

Ameriflight, which has been a tenant at the airport since 1979, was awarded a ten-year Aviation Hangar Lease ("Lease") on February 1, 2013, for the operation of its cargo business on approximately 316,000 square feet of ramp, including the Hanger 1 facility.

On or about April 11, 2016, the Authority awarded a three-year Lease to JetSuite for its Part 380/Part 135 public charter operation utilizing a portion of Hanger 2 and associated ramp area.

In response to changes in the activity levels of these tenants (Ameriflight experiencing a reduction and JetSuite experiencing growth), staff undertook a Safety Risk Assessment ("SRA") of the aircraft activity between their operations. The SRA results indicate that it would be beneficial to address the aircraft wingtip clearance between Ameriflight and JetSuite to increase the distance between their respective operations. Staff coordinated a discussion between the tenants to address this issue and they have negotiated a solution in which JetSuite will sublease from Ameriflight ramp space as well as automobile parking space. The sublease also addresses any JetSuite aircraft that remain overnight, as well as mitigating the number of runway crossing JetSuite has between Hangar 2 and the facilities it uses at Atlantic Aviation. This sublease between Ameriflight and JetSuite is on a month-to-month basis for the term of JetSuite's tenancy at the Airport.

Ameriflight's Lease prohibits it from subleasing any of its premises. Thus, Authority consent is necessary for the proposed sublease to JetSuite to become effective.

DETAILS

Key components of the proposed sublease are as follows:

Use: Access to Ameriflight's ramp for aircraft taxiing by JetSuite

Premises: A portion of the eastern half of Hangar 1 aircraft ramp

Commencement: Upon Authority consent to sublease

Expiration: Month-To-Month during JetSuite's tenancy at the Airport

Termination: Sublease will terminate if either tenant's Aviation Hangar Lease is terminated

BUDGET IMPACT

There is no impact to the revenues of the Authority from the consent to sublease.

RECOMMENDATION

At the November 5, 2018, meeting of the Finance & Administration Committee ("Committee"), the Committee voted unanimously (3–0) to recommend that the Commission approve a Consent to Sublease that will allow Ameriflight to sublease a portion of its ramp and automobile parking lot to JetSuite, and to authorize the President to execute same.

CONSENT TO SUBLEASE

The Burbank-Glendale-Pasadena Airport Authority ("Landlord"), as landlord under that certain Aviation Hangar Lease dated February 1, 2013 (the "Lease"), entered into by between Landlord and AMERIFLIGHT, LLC, as tenant ("Tenant"), **subject to and conditioned upon the following terms and conditions**, hereby grants its consent to that certain Sublease Agreement dated August 1, 2018 entered into by and between the Tenant, as sublessor, and DELUX PUBLIC CHARTER, LLC a Delaware corporation, as sublessee ("Sublessee"), a copy of which is attached hereto as "**Facility Rental Agreement**" (the "Sublease"), covering the premises ("Premises") described in the Sublease.

The capitalized terms used herein and not otherwise defined shall have the meanings ascribed thereto in the Lease. This Consent to Sublease ("Consent") may be executed in counterparts, each of which shall be considered an original but shall constitute one and the same document.


As conditions to the consent of Landlord to the Sublease, it is understood and agreed as follows:

1. **No Release.** This Consent shall in no way release the Tenant or any person or entity claiming by, through or under Tenant, including Sublessee, from any of its covenants, agreements, liabilities and duties under the Lease (including, without limitation, all duties to cause and keep Landlord and others named or referred to in the Lease fully insured and indemnified with respect to any acts or omissions of Sublessee or its agents, employees or invitees or other matters arising by reason of the Sublease or Sublessee's use or occupancy of the Premises), as the same may be amended from time to time, without respect to any provision to the contrary in the Sublease.
2. **Specific Provisions of Sublease.** This Consent does not constitute approval by Landlord of any of the provisions of the Sublease; nor shall the same be construed to amend the Lease in any respect, any purported modifications being solely for the purpose of setting forth the rights and obligations as between Tenant and Sublessee, but not binding Landlord.
3. **Amendment of Sublease.** Tenant and Sublessee shall not amend the Sublease without the prior written approval of Landlord.
4. **Limited Consent.** This Consent does not and shall not be construed or implied to be a consent to any other matter for which Landlord's consent is required under the Lease, including, without limitation, any improvements or alterations.
5. **Tenant's Continuing Liability.** Tenant shall be liable to Landlord for any default under the Lease, whether such default is caused by Tenant or Sublessee or anyone claiming by or through either Tenant or Sublessee, but the foregoing shall not be deemed to restrict or diminish any right which Landlord may have against Sublessee pursuant to the Lease, in law or in equity for violation of the Lease or otherwise, including, without limitation, the right to enjoin or otherwise restrain any violation of the Lease by Sublessee.
6. **Termination of Lease.** If at any time prior to the expiration of the term of the Sublease, as amended, the Lease shall terminate or be terminated for any reason (or Tenant's right to

possession shall terminate without termination of the Lease), the Sublease, as amended, shall simultaneously terminate.

TENANT:

AMERIFLIGHT, LLC


By: 

Print Name: Paul Chase

Title: CEO

SUBLESSEE:

DELUX PUBLIC CHARTER, LLC

By: 

Print Name: Alex Wilcox

Title: CEO

LANDLORD:

BURBANK-GLENDALE-PASADENA
AIRPORT AUTHORITY

By: _____

Print Name: _____

Title: _____

Facility Rental Agreement

WHEREAS, Ameriflight LLC, A Delaware Limited Liability Company (“AMF”) has excess ramp space and other associated facilities at the Burbank Airport (“BUR”); and

WHEREAS, Delux Public Charter, LLC, a Delaware Limited Liability Company (“Delux”) desires to rent such excess ramp space and other associated facilities;

NOW THEREFORE: the parties enter into this Facility Rental Agreement and in, in consideration of the mutual covenants and agreements set forth herein, the Parties hereby agree as follows:

TERMS:

Aircraft means the aircraft, which is/are directly owned, leased, managed, operated or otherwise in the care, custody and control of Delux (the “Aircraft”):

Ramp Space means non-dedicated, non-exclusive use of the outside ramp space for the purpose of operating and/or parking Aircraft.

Rental Facilities means those areas designed in Exhibits A, B, and C.

Rental Rate and Misc Commercial Terms means those terms defined in Appendix D

FURTHER PROVISIONS:

1. Each of Delux and AMF agree that it shall not engage in any activity that is prohibited by any material law, regulation or is a material violative of the Master Lease of the facilities (between BUR and AMF).
2. Each of Delux and AMF agree not to assign or otherwise transfer this agreement without the express written permission of the other. The terms of this lease may be amended by mutual consent.
3. Delux agrees that all facilities subject to this agreement are WHEREIS, AS IS, Delux agrees that they have inspected such facilities and find them appropriate for their intended use. No improvements shall be made to the facilities by AMF during the terms of this agreement.

4. Indemnification by Delux and AMF:

- a. Delux shall indemnify, assume liability for, defend and hold harmless AMF from and against any and all Claims and shall pay on demand any Losses that AMF suffers or incurs as a result of, arising out of, caused by or occurring in connection with (or alleged to arise out of, be caused by or be occurring in connection with) any of the following: (i) the death of or injury to persons (including all invitees, guests, passengers on the facilities, and any delay or loss of or damage to property in each case occurring while such persons or property are under the control of, being on the rented facilities used by or in the custody of Delux. Such indemnification shall be satisfied solely from any policy of insurance maintained by Delux.
- b. AMF shall indemnify, assume liability for, defend and hold harmless Delux from and against any and all Claims and shall pay on demand any Losses that Delux suffers or incurs as a result of, arising out of, caused by or occurring in connection with (or alleged to arise out of, be caused by or be occurring in connection with) any of the following: (i) the death of or injury to persons (including all invitees, guests, passengers on the facilities, and any delay or loss of or damage to property in each case occurring while such persons or property are under the control of, being on the rented facilities used by or in the custody of AMF. Such indemnification shall be satisfied solely from any policy of insurance maintained by AMF.
- c. Notwithstanding any other provisions in this agreement, it is expressly agreed and understood that under no circumstances shall either party be liable to the other for indirect, incidental, consequential, special or exemplary damages, whether in contract or tort (including strict liability and negligence), such as but not limited to: loss of revenue, loss of use or anticipated profits, diminution or loss of value, or costs associated with substitution or replacement aircraft.

5. Minimum Insurance Coverage:

- a. Without limiting and in addition to any other insurance required to be maintained by each of Delux and AMF, shall at all times during the Term hereof, maintain, or cause to be maintained, in full force and effect policies of insurance with insurers of recognized reputation and responsibility, in each case:
 - i. A minimum liability limit of \$100,000,000
 - ii. A certificate evidencing coverage of Aviation General Liability insurance, including Aircraft Hull and Liability insurance by Delux.
 - iii. All such policies shall name AMF, et al, as an additional insured
 - iv. Provide evidence of War Risk Coverage.
- b. Workers' Compensation Insurance and Employer's Liability Insurance. Each of Delux and AMF shall maintain workers' compensation insurance providing the statutory coverage required by the appropriate jurisdiction and employer's liability with a limit of not less than one million dollars (\$1,000,000) each accident for bodily injury by accident or one million dollars (\$1,000,000) each employee for bodily injury by disease.
- c. Automobile Liability Insurance. Each of Delux and AMF shall maintain automobile liability insurance covering all owned, non-owned leased and hired vehicles with policy limits of not less than one million dollars (\$1,000,000) combined single limit per occurrence.
- d. Other Property and Liability Insurance. Each of Delux and AMF shall maintain other property and liability insurance coverages and any other property damage liability insurance, exclusive of any manufacturer's product liability insurance of the types and in the amounts that would be considered prudent for a business organization of each of Delux's and AMF's size and nature, under the insurance market conditions in effect at the time of placement, but in any event of the type and the amount that Delux or AMF, as the case may be, may require to prevent or minimize a disruption in the provision of its

services resulting from a casualty or liability incident related to any of Delux's operations.

- e. Deductibles. All coverages described above shall be placed with deductibles that are commercially reasonable. On the date hereof and on each anniversary hereof during the Term, each of Delux and AMF shall furnish to the other a list of the deductibles applicable for each such coverage and such other information reasonably requested.
- f. Endorsements. Delux shall cause the liability policies required to be maintained pursuant to this agreement to be duly and properly endorsed by each of Delux's insurance underwriters as follows:
 - i. Subrogation Rights. To provide that the underwriters shall waive subrogation rights against AMF, except for their gross negligence or willful misconduct;
 - ii. Additional Insureds. To provide that AMF, shall be named as additional insured parties under Delux's liability coverage.
 - iii. Right of Contribution. To provide that such insurance shall be primary to and without right of contribution from any other insurance which may be available to the additional insureds;
 - iv. No Cancellation or Amendment. With respect to all of the insurance policies described above to provide that such policies shall not be canceled, terminated or the limits or coverage required hereunder be reduced (or subjected to an adverse change) until thirty (30) days after receipt by each AMF, of Notice from such insurers of such cancellation, termination or reduction.
 - v. Evidence of Insurance Coverage. On the date hereof and on each anniversary thereof during the Term, Each of Delux and AMF shall furnish to the other a certificate of insurance certifying that such insurance and endorsements are in full force and effect.

6. Other

- a. AMF has determined that BUR Airport Authority approval is a requirement under the master lease. Such approval is expected at the next scheduled BUR Airport Authority Meeting.

IN WITNESS WHEREOF, the authorized representatives of AMF and Delux have executed this agreement as of October 1, 2018.

Ameriflight LLC:



Name: Paul Chase

Title: CEO

Dated: 1 October, 2018

Delux:



Name: Alex Wilcox

Title: CEO

Dated: 1 October, 2018

EXHIBIT A, B, and C.

Exhibit A: Approximately 42,000 sq. ft. for JetSuite aircraft parking. AMF retains the right to use the wash rack to maintain our aircraft as needed, but agrees not to interfere with JetSuite aircraft activity.

Exhibit B: Approximately 31,000 sq. ft. of shared ramp space to be utilized by both JetSuite and AMF for aircraft movement, temporary parking, contract fuel truck parking/ staging.

Exhibit C: Vehicle parking, exclusive for JetSuite valet service. Twenty (20) parking stalls to be selected from the available spaces identified.

EXHIBIT 'A'

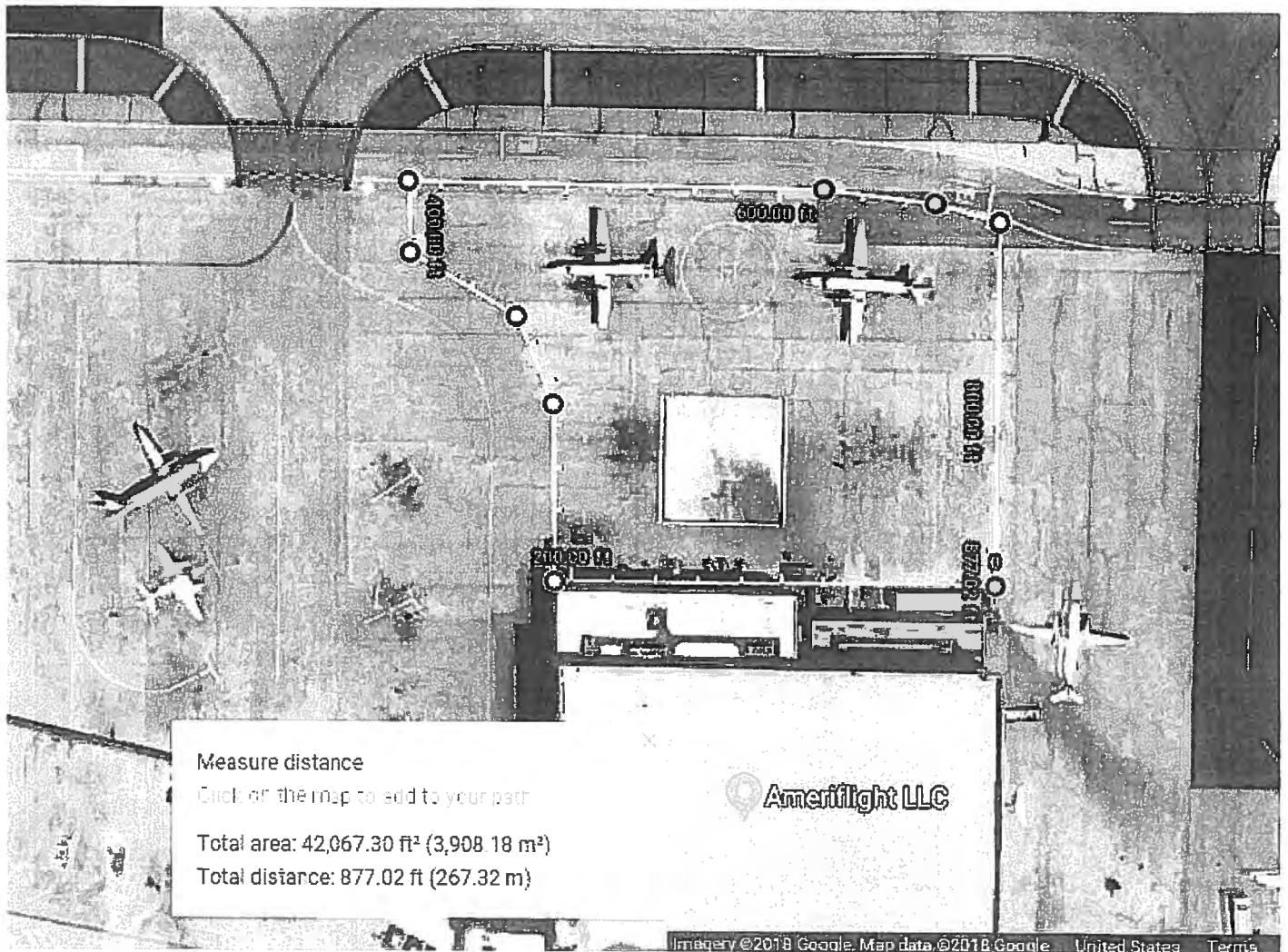


EXHIBIT 'B'



EXHIBIT 'C'

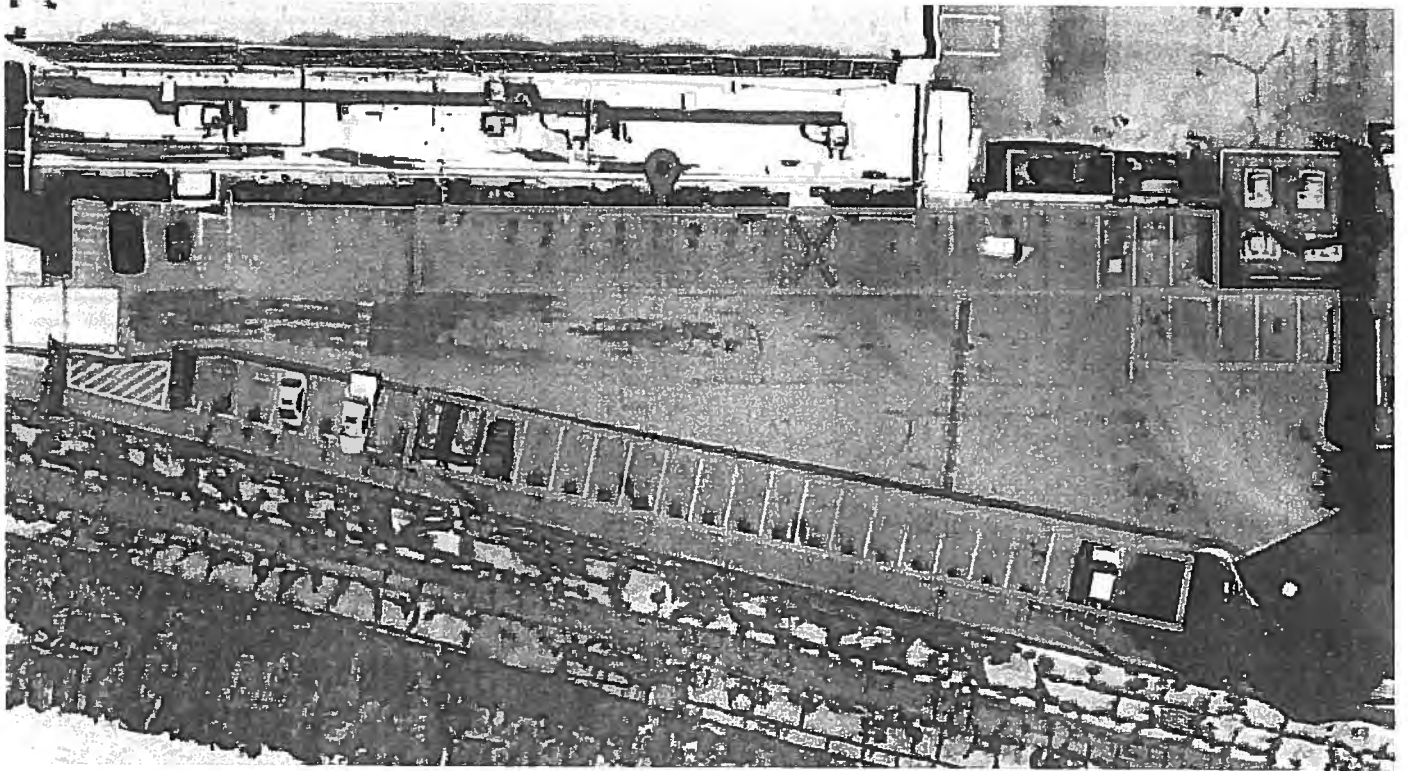


EXHIBIT D – COMMERCIAL TERMS

The Agreement shall run Month to Month, commencing August 1, 2018. A thirty (30) day notification to cancel by either party, with payment prorated for partial months.

All rents dues to commence from August 1, 2018. Payment is due no later than the 10th business day of the month and will become delinquent after the 15th of the month. For all delinquencies a 10% finance charge shall be assessed 30 days after the due date on the unpaid balance.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
DECEMBER 10, 2018**

**AWARD OF DESIGN-BUILD AGREEMENT TO
CHARLES PANKOW BUILDERS, LTD.**

**AWARD OF PURCHASE ORDER TO
G&S AIRPORT CONVEYOR**

**FOR
TERMINAL B SECURITY CHECKPOINT AND TICKET COUNTER RENOVATION
PROJECT NUMBER E18-15**

SUMMARY

Subject to the recommendation from the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks a Commission recommendation for the:

- i) Award of a Design-Build Agreement in the amount of \$526,777 to Charles Pankow Builders, Ltd. ("Pankow") for renovation of the Terminal B ticket counters and security checkpoint;
- ii) Award of a Purchase Order in the amount of \$85,860 to G&S Airport Conveyor ("G&S") for installation of a baggage conveyor belt extension and associated controls in connection with such renovation;
- iii) Approval of a project budget for relocation of associated IT hardware and support in the not-to-exceed amount of \$20,000;
- iv) Approval of a project budget for construction management and administration for a not-to-exceed amount of \$65,000;
- v) Approval of a project aggregate contingency of \$30,000; and
- vi) Authorization for the President to execute the contracts.

This project of \$727,637 was not contemplated during the FY 2019 Budget development however, due to airline schedule changes beginning with American Airlines service to Dallas-Ft. Worth next April and Southwest Airlines service to Nashville next June, the airlines have requested Staff to accommodate facility modifications to support the future air schedule.

BACKGROUND

In addition to the growth in passenger activity the past two fiscal years, the airlines serving the Airport have announced additional air service to current and new destinations. In order to accommodate the anticipated increase in passenger and baggage activity, Staff, in working with the airlines, have developed the proposed project for improvements to the

\\STAFF REPORTS\\COMMISSION\\12-10-18
AWARD OF DESIGN-BUILD AGREEMENT TO
CHARLES PANKOW BUILDERS, LTD./AWARD OF
PURCHASE ORDER TO G&S AIRPORT CONVEYOR/
FOR TERMINAL B SECURITY CHECKPOINT AND TICKET COUNTER
RENOVATION PROJECT NUMBER E18-15

terminal B ticket counters, ticket counter baggage belt, and security screening processing facility.

The proposed improvements will allow the Alaska Airlines ticket counter operation to be relocated from Terminal A to Terminal B (the departure and arrival point for Alaska Airlines flights). Additionally, the proposed improvements will allow for the reallocation of Terminal A space to the remaining Terminal A airlines (American Airlines, JetBlue Airways and Southwest Airlines) to accommodate their increases in air service to their respective operations. The relocation and reallocation of airline operations is made simpler due to the Common Use Passenger Processing System ("CUPPS"), which provides the Authority the flexibility to assign, allocate, and manage the ticket and gate counters and well as aircraft gate assignments.

The Terminal B passenger security screening checkpoint currently has only two lanes for passenger processing and does not have a Transportation Security Administration ("TSA") Pre-Check lane. Additionally, passenger activity has increased, especially for the morning departures, which has impacted the ability of the checkpoint to process the increasing volume of passengers. The Terminal B airlines estimate that more than 40% of the morning passengers are TSA Pre-Check eligible customers.

PROJECT DESCRIPTION AND PHASING

The proposed project will modify and renovate facilities in Terminal B which by increasing the number of available ticket counter positions, extending the ticket counter baggage belt and controls, providing replacement airline ticket office space for Alaska Airlines, and adding a third passenger processing lane to the TSA Security Checkpoint which will be used to accommodate TSA Pre-Check eligible passengers. The proposed project will incorporate space which was formerly rental car counters and is currently vacant; remove an unused office next to the baggage claim belt; reconfigure the dividing wall between bag claim and ticket counter in the lobby; and reconfigure the dividing wall between passenger security screening lanes and the Gate B1 and B2 hold room which will slightly reduce the space within this hold room area.

Upon completion, the project will provide for the following changes:

- 1) Relocation of Alaska Airline passenger ticket counter from Terminal A to Terminal B;
- 2) Assignment of the processing of Alaska Airlines checked bags from Terminal A to Terminal B;
- 3) Relocation of Alaska Airlines ticket office from Terminal A to Terminal B;
- 4) Installation of an additional TSA passenger processing security screening lane to accommodate TSA Pre-Check eligible passengers which will reduce lobby congestion; and
- 5) Maximization of the available bag claim area for arriving passengers in Terminal B.

The proposed design-build project scope includes development of permitted, construction ready design drawings, construction services, and quality control services associated with renovating the existing facility. In summary, the design-builder will perform the following tasks:

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\\STAFF REPORTS\\COMMISSION\\12-10-18
AWARD OF DESIGN-BUILD AGREEMENT TO
CHARLES PANKOW BUILDERS, LTD./AWARD OF
PURCHASE ORDER TO G&S AIRPORT CONVEYOR/
FOR TERMINAL B SECURITY CHECKPOINT AND TICKET COUNTER
RENOVATION PROJECT NUMBER E18-15

- Complete 100% construction ready design drawings based on the concept drawings provided by the Authority;
- Coordinate with Staff to incorporate requirements of the Airport, TSA, G&S, SIDA and airlines in the final design;
- Complete the plan check and permitting process within the City of Burbank;
- Coordinate with the Airport, TSA, G&S, SIDA and airlines for the placement and connection of their equipment; and
- Provide construction and quality control services.

PROCUREMENT

Staff publicly solicited responses to a Request for Proposals ("RFP") on the Authority's PlanetBids e-procurement website. Despite significant attendance at the mandatory pre-proposal meeting, only Pankow submitted a proposal.

G&S is currently under contract with the airlines to maintain the Airport's existing baggage belts, carousels and conveyors. A necessary element of the proposed renovation is an extension of the existing baggage conveyor behind the proposed additional ticket counters. A quote was requested from G&S to provide and install the belt extension and associated controls and make necessary modifications to the existing system to accommodate the extension. This scope was specifically excluded from the design-builder's scope as it requires integration with the existing system currently maintained by G&S.

SELECTION PROCESS

The proposal received from Pankow was reviewed by Staff from the Procurement and Engineering departments. The proposal met all of the requirements of the RFP and demonstrated that Pankow has appropriate experience and qualifications. However, Pankow's proposed fee was \$720,577 and this price significantly exceeded Staff expectations. Staff invited Pankow to meet and discuss its proposal. Following the initial meeting, Staff undertook a detailed job walk with Pankow and its subcontractor team to clarify elements of the project. Based on these clarifications, Pankow submitted a reduced fee proposal of \$526,777.

OPERATIONAL IMPACTS

The project will require that work at Terminal B be performed at night between the hours of 9pm – 5am. This schedule should minimize operational impacts by allowing work to start after the completion of the last flight operation in Terminal B. All Terminal B functions are required to be fully available by 5am every day with liquidated damages within the contract for any delays experienced.

ENVIRONMENTAL REVIEW

Staff has reviewed the California Environmental Quality Act guidelines regarding exemptions applicable to this project and determined that this project is exempt pursuant to the Class 1 categorical exemption (14 C.C.R. § 15301). Among other things, that exemption covers

minor alteration of existing public facilities involving negligible or no expansion of use.

PROPOSED BUDGET

CATEGORY OF WORK	AMOUNT
Pankow Design-Build Agreement	\$ 526,777
G&S Airport Conveyor Purchase Order	\$ 85,860
Construction Management/Contract Administration	\$ 65,000
Associated IT hardware and support	\$ 20,000
Total	\$ 697,637
Project Contingency (See Note below)	\$ 30,000
Project Total	\$ 727,637

FUNDING

The adopted FY 2019 budget includes appropriations in the amount of \$100,000 for Terminal B Security Checkpoint Upgrades programmed to be funded through a pending PFC application. The originally contemplated scope included the addition of a new passenger security screening lane; however, the airline need for additional ticket counter space, office space and relocation were not envisioned at the time of budget development. The additional scope and compressed schedule associated with the need to accommodate next summer air service schedule by May 2019 are the drivers to the significant increase in the total project cost.

The total project is now expected to cost \$727,637. The project will be initially funded utilizing Airport Reserves pending reimbursement from an amended PFC Application.

SCHEDULE

The proposed design phase of the project will commence upon approval by the Commission and execution of the contract with Pankow. If the Committee recommends and the Commission approves the proposed project, then a Notice to Proceed to Pankow will be issued on December 11, 2018 with an anticipated mobilization to be on site in March 2019. It is Staff's expectation that Alaska Airlines check-in functions will be fully operational by the end of April 2019 with all remaining work necessary to obtain substantial completion finished by the end of May 2019.

RECOMMENDATION

Subject to the recommendation of the Operations and Development Committee at its meeting immediately prior to the Commission meeting, Staff recommends the Commission: 1) award of a Design-Build Agreement to Pankow in the amount of \$526,777 for the

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\\STAFF REPORTS\\COMMISSION\\12-10-18
AWARD OF DESIGN-BUILD AGREEMENT TO
CHARLES PANKOW BUILDERS, LTD./AWARD OF
PURCHASE ORDER TO G&S AIRPORT CONVEYOR/
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RENOVATION PROJECT NUMBER E18-15

Terminal B Security Checkpoint & Ticket Counter Renovation Project; 2) award of a Purchase Order to G&S in the amount of \$85,860 for installation of a baggage conveyor belt extension and associated controls; 3) approve a project budget for relocation of associated IT hardware and support in the not-to-exceed amount of \$20,000; 4) approve a project budget for construction management and administration for a not-to-exceed amount of \$65,000; 5) approve a project aggregate contingency of \$30,000; and 6) authorize the President to execute the contracts.

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\\STAFF REPORTS\\COMMISSION\\12-10-18
AWARD OF DESIGN-BUILD AGREEMENT TO
CHARLES PANKOW BUILDERS, LTD./AWARD OF
PURCHASE ORDER TO G&S AIRPORT CONVEYOR/
FOR TERMINAL B SECURITY CHECKPOINT AND TICKET COUNTER
RENOVATION PROJECT NUMBER E18-15

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
DECEMBER 10, 2018**

**APPROVAL OF CHANGE ORDER #2
TO
THE STONE COLLECTOR
FOR
BUILDING #36 DATA SERVER ROOM UPGRADES
PROJECT NUMBER E17-01**

SUMMARY

Subject to the recommendation from the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval for a Change Order #2, in the amount of \$74,871, to the contract with The Stone Collector for additional scope, revised phasing requirements, and delay costs associated with the Building #36 Server Room Upgrades project.

BACKGROUND

At its meeting on March 20, 2017, the Commission awarded a contract to The Stone Collector for the Building #36 Server Room Upgrades project. This project includes: installation of a new HVAC system; replacement of the existing wet sprinklers with a pre-action dry sprinklers system; installation of a fire suppression system; installation of clean-room specific ceiling tiles; sealing all entry points for cables and conduits to meet the air tightness requirements of the new fire suppression system; installation of Title 24 specific lighting; and necessary changes to certain electrical components.

The Stone Collector was given notice to proceed on May 22, 2017, with an expected project duration of 90 calendar days. However, the contractor was placed on hold the third week of June 2017 due to the need to evaluate changes to the project scope in response to the discovery of unanticipated electrical issues. This delay was compounded by impacts associated with the HVAC and electrical work being undertaken in the redundant server room located in the main terminal. In order for the work to proceed in Building #36, the redundant server room needed to be fully operational.

Since June 2017, work on the Building #36 Data Server Room Upgrades project has been advanced intermittently. Last May 2017, Change Order #1 was executed with The Stone Collector to include installation of anti-static flooring and painting of the server room. This change to the project scope was, in part, to address changes necessary to accommodate certain existing conditions discovered during work to modify the HVAC roof curb and condensate line routing. Change Order #1 was in the amount of \$23,176 and was within the \$46,600 aggregate project contingency approved by the Commission.

\\STAFF REPORTS\\COMMISSION\\12-10-18
APPROVAL OF CHANGE ORDER #2
TO THE STONE COLLECTOR FOR
BUILDING #36 DATA SERVER ROOM UPGRADES
PROJECT NUMBER E17-01

Separate from the discovery of existing conditions to be addressed, a recommendation to replace the DVSS servers was received due to the number of failures and downtime that began to occur. The electrical requirements for replacement DVSS servers included increased power capacity, power redundancy, and power regularity. To accommodate this power requirement, a change order was negotiated with Cal+Pac, the designer of the Building #36 Server Room Upgrade Project, in the amount of \$6,500 to incorporate a new dedicated 100-amp electrical power circuit. This dedicated 100-amp panel will meet the near and long-term needs of the new DVSS servers and the data contained therein.

The revised design drawings incorporating the 100-amp panel were completed and provided to The Stone Collector for pricing. The price proposed by the contractor exceeds the remaining uncommitted project budget authorized in 2017.

PROJECT DETAILS

The scope of the proposed Change Order #2 is as follows:

1. Install a dedicated circuit for the servers with a 100-amp panel in the Building #36 Data Server Room - \$18,500
2. Radio rack relocation power supply - \$4,998
3. Provide and install additional light fixtures - \$6,500
4. Remobilizations expense - \$11,373
5. HVAC Equipment Startup -\$3,500
6. Additional costs due to project delays - \$30,000

The above tasks to complete the project is \$74,871.

SCHEDULE

The work will begin as soon as possible after the execution of Change Order #2, with the work scheduled to be complete by June 30, 2019.

OPERATIONS IMPACTS

All work will be phased and coordinated with IT, Engineering, and Operations and Maintenance departments to have minimal impacts on airport operations.

BUDGET IMPACTS

The adopted FY 2019 budget includes PFC funded appropriations for the completion of this project in the amount of \$350,000. The revised FY 2019 cost to complete the project

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\\STAFF REPORTS\\COMMISSION\\12-10-18
APPROVAL OF CHANGE ORDER #2
TO THE STONE COLLECTOR FOR
BUILDING #36 DATA SERVER ROOM UPGRADES
PROJECT NUMBER E17-01

(including proposed Change Order #2) is \$331,011. These costs will initially be funded through Airport Reserves pending approval of a previously submitted PFC Application.

The total cost of this multi-year project, including the proposed change order, is \$476,047.

RECOMMENDATIONS

Subject to the recommendation from the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff recommends that the Commission approve Change Order #2, in the amount of \$74,871, to the contract with The Stone Collector for additional scope, revised phasing requirements, and delay costs associated with the Building #36 Server Room Upgrade Project.

**BURBANK-GLENDALE-PASADENA
AIRPORT AUTHORITY**

CHANGE ORDER

PROJECT: Building 36 Server Room

CHANGE ORDER NUMBER:02

INITIATION DATE: November 15, 2018

TO: (Contractor)

PROJECT NUMBER:E17-01

The Stone Collector
2220 Skyline Drive
Fullerton, CA 92831

CONTRACT FOR:BLDG. 36 Server Room

CONTRACT DATE: May 22, 2017

You are directed to make the following changes:

1 Install 100 Amp Panel Per Attached DWG	\$	18,500.00
2 Radio Rack Relocation Power Supply	\$	4,998.00
3 Provide & Install Add'l Lighting Fixtures per Attached DWG	\$	6,500.00
4 Add'l time & Expenses Due to Project Delay	\$	11,373.00
5 AC Equipment Start Up	\$	3,500.00
6 Additional Costs Due to Project Delay	\$	30,000.00
7 Project Extension of 365 Days from June 30, 2018 to June 30, 2019	\$	-

GRAND TOTAL \$74,871.00

The original Contract Sum was.....	\$378,000.00
Net change by previously authorized Change Orders.....	\$23,175.82
The Contract Sum prior to this Change Order was.....	\$401,175.82
The Contract Sum will be increased by this Change Order.....	\$74,871.00
The new Contract Sum including this Change Order will be.....	\$476,046.82
The Contract Time will be extended to June 30, 2019	

CONTRACTOR

OWNER

The Stone Collector

Burbank-Glendale-Pasadena Airport

ADDRESS

ADDRESS

2220 Skyline Drive

2627 Hollywood Way

Fullerton, CA 92831

Burbank, CA 91505

BY

BY

DATE

DATE



HAUTEN UND HAAR

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CHILD SUPPORT UNIT

4477287

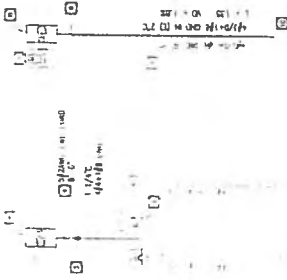
City of New York
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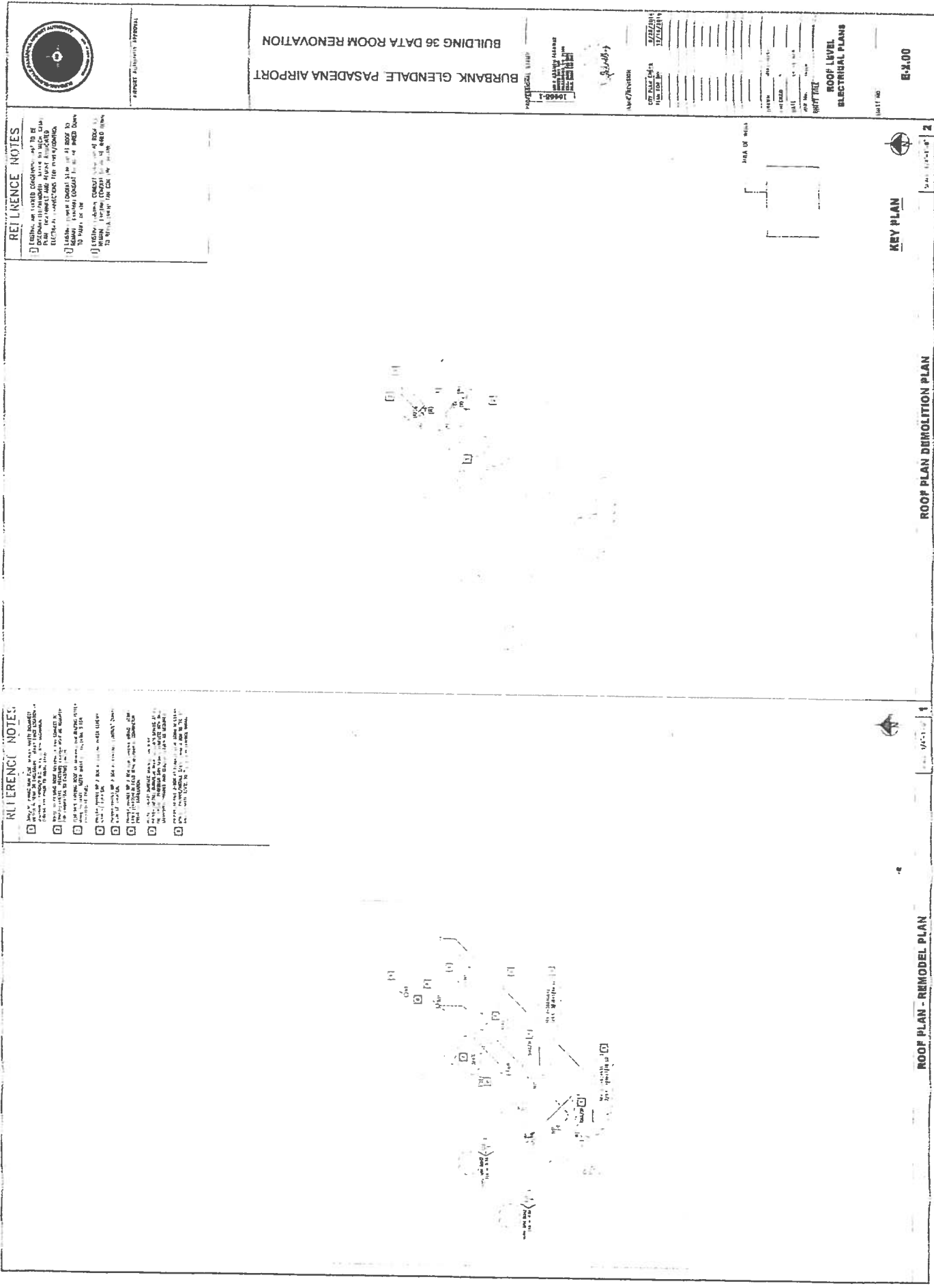
SINGLE LINE DIAGRAM & SCHEDULES

44477-48.

B.0.02

1. **REVENUE AND EXPENSE STATEMENTS** are prepared on the **accrual basis** of accounting. **Revenue** is recognized when it is earned, regardless of when cash is received. **Expenses** are recognized when they are incurred, regardless of when cash is paid.
2. **REVENUE** is the amount of money received from the sale of goods or services. **EXPENSES** are the costs incurred in the process of generating revenue.
3. **NET INCOME** is the difference between revenue and expenses. It is the amount of money left over after all expenses have been paid.
4. **NET LOSS** is the difference between expenses and revenue. It is the amount of money lost in the process of generating revenue.
5. **NET INCOME** is the amount of money left over after all expenses have been paid. **NET LOSS** is the amount of money lost in the process of generating revenue.
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10. **NET INCOME** is the amount of money left over after all expenses have been paid. **NET LOSS** is the amount of money lost in the process of generating revenue.





- REFERENCE NOTES:
- 1. SEE PLAN FOR REMODEL PLAN.
 - 2. SEE PLAN FOR DEMOLITION PLAN.
 - 3. SEE PLAN FOR REMODEL PLAN.
 - 4. SEE PLAN FOR DEMOLITION PLAN.
 - 5. SEE PLAN FOR REMODEL PLAN.
 - 6. SEE PLAN FOR DEMOLITION PLAN.
 - 7. SEE PLAN FOR REMODEL PLAN.
 - 8. SEE PLAN FOR DEMOLITION PLAN.
 - 9. SEE PLAN FOR REMODEL PLAN.
 - 10. SEE PLAN FOR DEMOLITION PLAN.

- REFERENCE NOTES:
- 1. SEE PLAN FOR REMODEL PLAN.
 - 2. SEE PLAN FOR DEMOLITION PLAN.
 - 3. SEE PLAN FOR REMODEL PLAN.
 - 4. SEE PLAN FOR DEMOLITION PLAN.
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 - 8. SEE PLAN FOR DEMOLITION PLAN.
 - 9. SEE PLAN FOR REMODEL PLAN.
 - 10. SEE PLAN FOR DEMOLITION PLAN.

BURBANK GLENDALE PASADENA AIRPORT
BUILDING 36 DATA ROOM RENOVATION

ROOF LEVEL
ELECTRICAL PLANS

KEY PLAN

ROOF PLAN - DEMOLITION PLAN

ROOF PLAN - REMODEL PLAN

E-2.00

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
DECEMBER 10, 2018**

**AWARD OF CONTRACT
ELEVATORS ETC. LP
FOR
ELEVATOR, ESCALATOR AND MOVING WALKWAY
INSPECTION, MAINTENANCE AND REPAIR SERVICES**

SUMMARY

Subject to the recommendation from the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval to award an Airport Conveyance Equipment Services Agreement ("Agreement") to Elevators Etc. LP ("Elevators Etc.") for preventative maintenance services, on-call repair services, and emergency repair services for six elevators, two escalators, and six moving walkways located throughout the Airport. The Agreement will be for a three-year period with two one-year extension options available to the Authority. For preventative maintenance services during the three-year base term, the annual fee will be \$78,594 totaling to \$235,782 for the three-year period. The contract also includes rates for on-call repair and emergency services.

BACKGROUND

In November 2015, the Authority awarded two purchase orders to Excelsior Elevator ("Excelsior") for monthly inspection and preventative maintenance for the previously described conveyance systems and for time and material as-needed repairs cost. These conveyance systems are located in the elevated covered walkway and North Tower, the Replacement Parking Structure, the Short-Term Parking Structure, Building 10 of the terminal, and Building 36. There are escalators and elevators within the Regional Intermodal Transportation Center which are the responsibility of the rental car companies to maintain and are not included in the scope of the proposed contract.

REQUEST FOR PROPOSALS

In September 2018 Staff issued a Request for Proposals ("RFP") for the inspection, preventative maintenance, on-call repair and emergency repair services for elevators, escalators and moving walkways. Proposals were received from two firms, Elevators Etc. and Excelsior.

EVALUATION AND SELECTION PROCESS

Proposals were evaluated by a panel consisting of three staff members. The firms were scored based upon five selection criteria for a total of 100 maximum points possible as described below:

- SC-1 Experience and Past Performance (20 points)
- SC-2 Firm Capabilities (20 points)

- SC-3 Technical Approach (20 points)
- SC-4 Agreement Acceptance (10 points)
- SC-5 Price (30 points)

The average scores are presented in the table below and demonstrate that, despite the higher annual price for preventative maintenance, it is the determination of the evaluation panel that Elevators Etc. would provide the best value to the Authority.

	Annual PM Price	SC-1	SC-2	SC-3	SC-4	SC-5	Total
Max Points Possible		20	20	20	10	30	100
Excelsior	\$ 39,906	15.7	14.0	11.0	10.0	27.0	77.7
Elevators Etc.	\$ 78,594	19.7	20.0	20.0	10.0	20.0	89.7

The current annual preventative maintenance cost for the elevators, escalators, and moving walkways described above is \$49,962. However, to date, in the current fiscal year the Authority has already spent \$80,473.73 on repair service calls in addition to the monthly preventative service cost. It is staff's expectation that a more robust preventative maintenance service program will result in fewer service calls for repairs and less equipment downtime. Based on a review of the submitted proposals, the panel determined that Elevators Etc. presented a more complete preventative maintenance program which should improve the equipment reliability and reduce down time. The additional money spent on preventative maintenance is expected to be offset by a reduction in the amount of on-call and emergency repair services.

FUNDING

The annual cost for preventative maintenance services by Elevators Etc. is \$78,594. This amounts to \$235,782 for preventative services for the three-year base term of the contract. Any identified repairs will be charged at predetermined rate on an as-needed basis. It needs to be noted that the rental car companies are responsible for 90% of the annual preventative maintenance cost for the conveyance facilities for the elevated covered walkway. The remaining costs are the Authority's responsibility, which are part of the annual O&M budget which is passed onto the airlines.

RECOMMENDATION

Subject to the recommendation from the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff recommends that the

Commission award an Agreement to Elevators Etc. and authorize the President to execute the same.

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\STAFF REPORTS\COMMISSION\12-10-18
AWARD OF CONTRACT_ELEVATORS ETC. LP
ESCALATOR AND MOVING WALKWAY_INSPECTION,
MAINTENANCE AND REPAIR SERVICES

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
DECEMBER 10, 2018**

**AWARD OF CONTRACT AMENDMENT
RS&H CALIFORNIA, INC.
REPLACEMENT PASSENGER TERMINAL PROJECT
ENVIRONMENTAL IMPACT STATEMENT**

SUMMARY

Staff seeks Commission approval of a contract amendment with RS&H California, Inc. ("RS&H"), which was selected by the Federal Aviation Administration ("FAA") to prepare an Environmental Impact Statement ("EIS") for the Replacement Passenger Terminal project. The proposed amendment will memorialize an expanded scope of services and a \$47,564 compensation increase specified by the FAA.

BACKGROUND

On April 16, 2018, in accordance with a selection by the FAA, the Commission awarded RS&H a contract in the amount of \$2,811,801 for preparation of an EIS for the Replacement Passenger Terminal project. FAA completion of an EIS pursuant to the National Environmental Policy Act ("NEPA") is a prerequisite for construction of the project. As the lead agency, the FAA is responsible for compliance with NEPA and the associated regulations. As the airport sponsor, the Authority is responsible for retaining an FAA-selected contractor to prepare the EIS.

After contract execution and commencement of the work, the FAA determined that it was necessary for RS&H to perform additional fieldwork in the northwest quadrant of the Airport. The FAA and RS&H agreed upon a revised scope of services and a \$47,564 fee increase for the additional work. That work is now complete and the proposed contract amendment (attached) will memorialize in the agreement the expanded scope of services and increased compensation that the FAA specified.

FUNDING

An Airport Improvement Program grant of \$2,417,700 was received by the Airport in Federal Fiscal Year 2017 for the EIS. Matching funds in the amount of \$582,300 have been applied for through a PFC application which is in process with the FAA. FAA anticipates that the additional costs incurred will be offset through cost-savings in other areas as the study progresses. If the anticipated savings are not achieved, FAA will address any funding shortfall.

RECOMMENDATIONS

Staff recommends that the Commission approve the proposed contract amendment with RS&H to memorialize an expanded scope of services and a \$47,564 compensation increase specified by the FAA.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
DECEMBER 10, 2018**

**AWARD OF PROFESSIONAL SERVICES AGREEMENT
MIG, INC.
FOR
PUBLIC DESIGN CHARRETTE WORKSHOPS FACILITATOR**

SUMMARY

Subject to the recommendation from the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval to award a Professional Services Agreement ("PSA") to MIG, Inc. ("MIG") in the amount of \$325,490 for Design Charrette Workshop Facilitator services for the replacement passenger terminal ("RPT").

BACKGROUND

With the approval of Measure B by Burbank voters on November 8, 2016, Hollywood Burbank Airport is working with the community and neighboring cities to build a 14-gate replacement terminal that meets current FAA safety standards for separation from runways and taxiways, and that also meets modern seismic standards. In the planning process for the replacement terminal, the Authority has completed the following:

- Certification of an Environmental Impact Report for the Project pursuant to the California Environmental Quality Act
- Negotiation of a Development Agreement and entitlements for the Project
- An affirmative vote by Burbank citizens ratifying the Development Agreement and entitlements for the Project
- Conditional Approval of the project from the FAA through the Airport Layout Plan
- Concept Validation Report and Cost Estimate

The next steps are:

- FAA completion of an Environmental Impact Statement pursuant to the National Environmental Policy Act (ongoing)
- Public Design Charrette Workshop process
- Finalization of project delivery method and funding
- Selection of Program Manager
- Start of design and construction services

In 2016, the Authority entered into a Development Agreement with the City of Burbank providing a vested right to build the RPT. One of the requirements of the Development Agreement is for the Authority to conduct a Public Design Charrette Workshop process, consisting of six workshops in the City of Burbank. The Authority has also chosen to conduct additional workshops in the Cities of Glendale, Pasadena, and Los Angeles.

PROJECT DETAILS

The Public Design Charrette Workshop process will provide information for the ultimate design of the replacement terminal, particularly in regard to aesthetics, amenities, and integration into the community. The workshops will be an iterative process, addressing large, medium, and small design aspects of the project. A successful workshop facilitator will guide attendees through a process that will create a useful and meaningful deliverable to inform a designer of the desires of the community for the new building. The deliverable will allow the final design to contain identifiable elements obtained from the workshop process.

SOLICITATION AND EVALUATION – 1ST STEP – REQUEST FOR QUALIFICATIONS

Utilizing a two-step procurement process, Staff issued a Request for Qualifications ("RFQ") via PlanetBids on May 24, 2018, soliciting Statements of Qualifications ("SOQs") from qualified consulting firms specializing in architectural design, public outreach and engineering, and advertised the competitive opportunity in several local newspapers, as well as public postings on the Internet and in the Burbank, Glendale, and Pasadena City Halls. Staff received SOQs from five (5) firms. Those five firms, listed alphabetically, are:

- Collaborate, Inc.
- Dudek
- Gruen Associates
- MIG, Inc.
- North Star Alliances

The first evaluation step was the review of the written SOQs received, to determine which 3 firms were most qualified based on the selection criteria listed in the RFQ: Management and Financial Strength (20 points), Firm Capability and Experience (30 points), Understanding of Design Charrettes Project as described (30 points), Firm Key Personnel's qualifications and background (20 points) – 100 potential points totals. The evaluation committee was comprised of three staff members; Mr. Patrick Prescott, Community Development Director, City of Burbank; Mr. Tom Flavin, CEO, Burbank Chamber of Commerce; and Ms. Sue Georgino of Georgino Consulting. The resultant cumulative averaged scoring was as follows: Collaborate Inc. – 45.0 points; Dudek – 94.0 points; Gruen Associates – 83.2 points; MIG Inc. – 89.5 points; and North Star Alliances – 57.0 points. This scoring resulted in Dudek, Gruen Associates, and MIG, Inc. being selected as the three most qualified firms to move onto the next step in the acquisition.

The detailed evaluation score sheet is attached. (Attachment 1)

SOLICITATION AND EVALUATION – 2ND STEP – REQUEST FOR PROPOSALS

A Request for Proposals ("RFP") was issued on July 23, 2018 via PlanetBids to the three shortlisted firms identified through the RFQ process.

Once proposals were received, the proposals were reviewed and scored by the same evaluation panel as reviewed the SOQs. Scoring for proposal evaluation was as follows:

-2-

Overall Project Management Approach (20 points); Firm Capabilities (20 points); Technical Approach (20 points); PSA language acceptance (15 points); and Price (25 points) — 100 potential points totals. Additionally, the firms were each invited to participate in an interview to describe their approach to the project, introduce their teams, and answer any questions the evaluation committee may have had, for an additional 100 points in evaluation scoring, bringing the total potential score tally to 200 points. The panel conducting the interviews was the same as it was from the review of the SOQs and proposals, except for Tom Flavin, CEO, Burbank Chamber of Commerce, who was unable to attend the interviews due to schedule conflicts. After the interviews were conducted and scored, further evaluation was performed to compare the quality of services proposed by each of the respondents. Negotiations with MIG resulted in a reduction of the proposed price from the proposed \$392,445 to \$325,490.

The final scoring for the proposals and interviews is as follows:

MIG Inc.	177.3 points
Dudek	172.5 points
Gruen Assoc.	159.2 points

The detailed evaluation score sheet is attached. (Attachment 2).

FUNDING

The adopted FY 2019 budget includes appropriations in the amount of \$285,000 as part of the Replacement Passenger Terminal project line item. The additional \$40,490 required to fund this agreement which totals \$325,490 will come from Airport Reserves.

RECOMMENDATIONS

Subject to the recommendation from the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval to award a Professional Services Agreement to MIG, Inc., in the amount of \$325,490 for Design Charrette Workshop Facilitator services for the replacement passenger terminal.

RFQ No. E18-08
Design Charrettes (Workshops) Facilitator Services

	Management/ Financial Strength		Experience-Firm Capability		Conveyed understanding of project		Key personnel		Comments		Total
Weighting Factor:	1	1	1	1	1	1	1	1			
Maximum Points Possible	20	30	30	30	30	20	20				100
Collaborate Inc.	0.8	18.0	12.8	13.3							45.0
Dudek	19.5	27.8	28.3	18.3							94.0
Gruen Associates	11.7	27.2	27.0	17.3							83.2
MIG Inc	19.2	26.0	26.7	17.7							89.5
North Star Alliances	10.8	17.2	17.2	11.8							57.0

Evaluator: _____ Date: _____
Cumulative Median Scores-A. DeHoyos 7/17/2018

		Management/ Financial Strength	Experience- Firm Capability	Conveyed understanding of project	Key personnel	TOTAL
	Points Available	20	30	30	20	100
E1	Collaborate Inc.	0	28	0	19	47
	Dudek	20	30	30	20	100
	Gruen Associates	20	30	30	20	100
	MIG Inc	20	28	28	19	95
	North Star Alliances	20	29	15	19	83
E2	Collaborate Inc.	0	10	20	10	40
	Dudek	20	25	25	15	85
	Gruen Associates	0	20	20	10	50
	MIG Inc	20	20	20	15	75
	North Star Alliances	5	10	25	5	45
E3	Collaborate Inc.	0	20	22	16	58
	Dudek	20	27	30	18	95
	Gruen Associates	15	28	27	19	89
	MIG Inc	20	28	27	20	95
	North Star Alliances	20	24	23	17	84
E4	Collaborate Inc.	0	15	10	10	35
	Dudek	20	30	30	20	100
	Gruen Associates	10	30	30	20	90
	MIG Inc	20	30	30	20	100
	North Star Alliances	5	10	10	10	35
E5	Collaborate Inc.	0	20	10	15	45
	Dudek	20	30	30	20	100
	Gruen Associates	10	30	30	20	90
	MIG Inc	20	30	30	20	100
	North Star Alliances	5	15	15	10	45
E6	Collaborate Inc.	5	15	15	10	45
	Dudek	17	25	25	17	84
	Gruen Associates	15	25	25	15	80
	MIG Inc	15	20	25	12	72
	North Star Alliances	10	15	15	10	50
MEDIAN	Collaborate Inc.	0.8	18.0	12.8	13.3	45.0
	Dudek	19.5	27.8	28.3	18.3	94.0
	Gruen Associates	11.7	27.2	27.0	17.3	83.2
	MIG Inc	19.2	26.0	26.7	17.7	89.5
	North Star Alliances	10.8	17.2	17.2	11.8	57.0

Weighting Factor:		Overall Project Management Approach		Firm Capabilities		Technical Approach		PSA Acceptance		Price		Interview		Comments		Total	
Maximum Points Possible	1	20	1	20	1	20	1	15	1	25	1	100	1			200	
Dudek	18.8		18.5	18.2			14.5	22.5	80.0	Good proposal and interview, but needed more outreach focus. No online component discussed at interview.	172.5						
Gruen Associates	16.3		17.5	16.8		14.5	25.0	69.0	Good proposal, interview missed type of work needed.	159.2							
MIG Inc.	17.3		18.7	17.2		14.5	17.0	92.6	Good proposal, excellent interview, would have liked to hear more from the whole team participating.	177.3							

Evaluator: A. DeHoyos
 Averaged Cumulative Score: 9/21/2018
 Date:



November 15, 2018

Stephanie C. Harris
 Manager, Flight Procedures Team
 Operations Support Group
 c/o Burbank Public Comments
 2200 South 216th Street
 Des Moines, WA 98198

RE: Request to extend public comment period for the Draft Environmental Review
 (Proposed Categorical Exclusion) for the Proposed OROSZ THREE and SLAAP TWO
 (RNAV) Open Standard Instrument Departure Procedures at Hollywood Burbank Airport

Dear Ms. Harris:

We write to request that the public comment period regarding the proposed RNAV procedures under review be extended from 30 to 90 days and that the Federal Aviation Administration (FAA) provide the information and data requested below well before a new comment period closes. As you know, there continues to be significant public interest surrounding these procedures. Yet the Draft Environmental Review report provides neither basic information for public understanding nor the underlying analytical data supporting FAA's decision. Absent such information, the public cannot make informed decisions about whether they should submit comments, and if so, what issues should be addressed by their comments.

This high level of public interest and need for additional information strongly support an extension of the public comment period. Specifically, we are requesting the FAA provide the following information:

- Precise descriptions of the proposed procedures, including the location and nature of the new RNAV segment. The imprecise descriptions in the Draft Environmental Review Report impede a basic understanding of the proposed procedures.
- Higher quality maps and files showing existing radar tracks and the proposed procedures. In addition, we request TARGETS, AEDT and other input and output files with underlying geographic references. The current maps are low-resolution, small, and otherwise insufficient to convey the location of the proposed procedures. Without this information, the City and the general public are unable to determine exactly where the proposed route will fly vis-à-vis underlying homes, schools, historic properties, parks, etc.

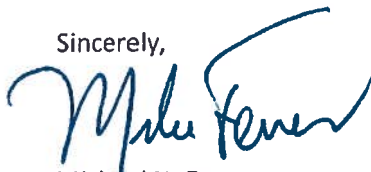
Stephanie C. Harris
November 15, 2018
Page 2

- Detailed information regarding FAA's noise analysis, including data regarding the flight tracks modeled, assumptions about early or late vectors from the RNAV paths, dispersion from the centerline assumed flight track, and assumed receptor elevations. This information is critical to understanding the reasonableness and adequacy of FAA's noise analysis.
- The Aviation Environmental Design Tool (AEDT) Environmental Plug-In, TARGETS, radar track and other information used by FAA, including all input and output files, in native electronic format. Please be advised that Los Angeles City Councilmember Paul Krekorian submitted a FOIA request for these records on October 29, 2018.
- A copy of the FAA's settlement agreement with Benedict Hills Homeowners Association, as the FAA has disclosed that the proposed procedures are tied to implementation of a settlement agreement.


The City and the public need this information and the time to properly analyze it. Such information would allow the City and the public to appreciate the locations and impacts of the proposed flight procedures and provide meaningful comments. A ninety-day comment period, extending the deadline from November 18, 2018 to February 16, 2019 is reasonable, provided that FAA discloses the requested information within the next 30 days.

We thank you for your attention to this request. If you have any questions, please contact Chief Assistant City Attorney David Michaelson at (213) 978-7100.

Sincerely,



Michael N. Feuer
City Attorney



Paul Krekorian
Councilmember, Second District



David Ryu
Councilmember, Fourth District

cc: The Honorable Dianne Feinstein, United States Senate
The Honorable Kamala Harris, United States Senate
The Honorable Adam Schiff, United States House of Representatives
The Honorable Brad Sherman, United States House of Representatives

Settlement Agreement
Between the Federal Aviation Administration, Benedict Hills Estates Association and
Benedict Hills Homeowners Association

The United States of America, acting through the Federal Aviation Administration (FAA), and Benedict Hills Estates Association and the Benedict Hills Homeowners Association (together, the Associations) (collectively, the Parties) enter into this Settlement Agreement (Agreement), by and through their undersigned representatives, to resolve the disputes outlined below and pertaining to FAA's Southern California Metroplex (SoCal Metroplex) project which replaces dozens of existing conventional air traffic control procedures with new satellite-based procedures at twenty-one airports in Southern California.

Litigation

On October 24, 2016, the Associations filed a petition for review challenging the FAA's Finding Of No Significant Impact and Record Of Decision for the Southern California Metroplex Project under 49 U.S.C. § 46110 in the United States Court of Appeals for the District of Columbia Circuit, Case No. 16-1366.

The Parties have reached an agreement to settle and stipulate to the dismissal of Case No. 16-1366.

Agreement

NOW, THEREFORE, in consideration of the mutual covenants and other consideration described herein, the Parties agree it is in the interest of the public and civil aviation to AGREE as follows:

I. Complete Settlement of all Claims

The Parties agree that this Agreement upon execution shall resolve all claims by the Associations that have been brought, or could have been brought, in *Benedict Hills Estates Assoc. v. FAA*, No. 16-1366 (D.C. Cir.).

The Parties agree that within 30 days of this Agreement's execution, the Associations shall move to dismiss with prejudice their petition for review, No. 16-1366, in the United States Court of Appeals for the District of Columbia Circuit, which shall resolve all claims by the Associations that have been brought, or could have been brought, in *Benedict Hills Estates Assoc. v. FAA*, No. 16-1366 (D.C. Cir.).

II. Terms

The Parties agree to the following terms:

A. FAA will design and develop two open standard instrument departure procedures from Bob Hope Airport called SLAPP and OROSZ. Incorporated by reference and attached hereto is Exhibit "A," which depicts the proposed initial designs for these procedures. The parties acknowledge that aircraft departing Bob Hope Airport utilizing the SLAPP and OROSZ

procedures will be radar vectored by air traffic control north as soon as practicable after take-off and would depend on the circumstances described in paragraph F.

B. Implementation of the proposed open departure procedures SLAPP and OROSZ from Bob Hope Airport are subject to FAA compliance with and evaluation under the National Environmental Policy Act (NEPA) and any other required environmental analysis, including but not limited to the National Historic Preservation Act, Clean Air Act, and Section 4(f) of the Department of Transportation Act. Nothing in this agreement should be construed to commit FAA to a specific outcome of the NEPA environmental review process or require FAA to make any specific decision based on the NEPA environmental review process.

C. Implementation of the open departure procedures SLAPP and OROSZ from Bob Hope Airport are subject to FAA's safety risk management analysis. Nothing in this agreement should be construed to commit FAA to a specific outcome under FAA's safety risk management analysis.

D. If, at the conclusion of either the NEPA review or safety risk management analysis, the FAA determines that it will not proceed with implementing either the SLAPP or OROSZ procedures from Bob Hope Airport, the FAA will document that decision in an "order" subject to the provisions of 49 U.S.C. § 46110.

E. If the conditions in B and C are satisfied, FAA shall: (i) implement the open departure procedures SLAPP and OROSZ from Bob Hope Airport as shown in Exhibit "A" as soon as practicable; (ii) within 60 days of implementation, evaluate whether aircraft are flying the SLAPP and OROSZ procedures as proposed ; and (iii) if necessary and consistent with FAA policies and requirements, make adjustments to the SLAPP and OROSZ procedures to ensure aircraft fly the procedure as proposed and depicted in Exhibit "A."

F. The implementation and aircraft operational use of the open departure procedures SLAPP and OROSZ shown in Exhibit "A" will take place under normal air traffic conditions permitting their use. Aircraft operational use of the open departure procedures are subject to safety and operational restrictions and potential conflicts, including, but not limited to events, other air traffic, weather, and emergencies.

G. To the maximum extent practicable, the FAA agrees that it shall keep aircraft departing from Bob Hope Airport using the open departure procedures SLAPP and OROSZ shown in Exhibit "A" on the procedures. The parties acknowledge that aircraft departing Bob Hope Airport utilizing the SLAPP and OROSZ procedures will be radar vectored by air traffic control north as soon as practicable after take-off and would depend on the circumstances described in paragraph F.

H. The parties agree and understand that due to safety and efficiency it is impossible to restrict or otherwise limit an air traffic controller's options for vectoring aircraft at all times. Adherence to procedures is dependent on a variety of factors at any given time and depends on individual circumstances. Factors and circumstances include air traffic volume and complexity, weather, winds, pilot abilities, aircraft and equipment capabilities, and other flight and air traffic

dynamics. The parties understand that individual aircrew performance requirements are set forth in FAA Order 8260.58A, U.S. Standard for PBN Instrument Procedure Design, and FAA Advisory Circular 90-100A, Change 2, Terminal and En Route Area Navigation (RNAV) Operations. Therefore, FAA must be able to vector aircraft in controlled airspace for safety, separation, operational efficiency, sequencing, or other air traffic control purposes.

I. The FAA agrees to provide to Bob Hope Airport, for public dissemination, quarterly reports for one (1) year regarding the FAA's monitoring of the open departure procedures SLAPP and OROSZ shown in Exhibit "A" to evaluate deviations from expected flight paths. The FAA further agrees to provide copies of such reports to the Associations.

III. Miscellaneous Provisions

Notices. All notices required under this Agreement shall be in writing, and may be given either personally or by registered or certified mail (return receipt requested) or facsimile. Any Party may at any time, by giving 10 days' written notice to the other Party, designate any other person or address in substitution of the address to which such notice shall be given. Such notice shall be given to the Parties at their addresses set forth below:

Parties to identify those to receive future notifications

Benedict Hills Homeowners Association
640 S. San Vicente Blvd. #474
Los Angeles, CA 90048

Benedict Hills Estates Association
9903 Santa Monica Blvd. #355
Beverly Hills, CA 90212

Regional Administrator, Western-Pacific Region
Federal Aviation Administration
15000 Aviation Blvd
Lawndale, CA 90261

Enforcement. If one of the Parties alleges a breach of the terms or conditions of this Agreement, the Party alleging a breach must notify the other in writing prior to filing any legal action regarding this agreement. For purposes of this paragraph, the Associations agree to send written notice to the FAA Office of Regional Counsel, Western Pacific Region. For purposes of this paragraph, the FAA agrees to send written notice to counsel for the Associations, Steven M. Taber, Esq. Upon receipt of such written notice, the Parties shall confer and, as soon as possible, try to resolve the alleged breach. The Parties agree to attempt to resolve any such issues in good faith. Should those attempts be unsuccessful, the Parties agree to engage voluntarily in mediation overseen by the FAA's Office of Dispute Resolution for Acquisitions ("ODRA"). *See* 14 C.F.R. §17.3(q) (defining ODRA and its authority to provide dispute resolution services). The Parties understand that mediation may be terminated by any Party or the mediator at any time. If the

Parties cannot settle the entirety of the dispute in mediation, all unsettled elements shall be subject to the enforcement provision in Section III as stated below.

The Parties reserve the right to judicially enforce any terms or provisions of this Agreement. An action to enforce this Agreement must be brought and pursued in Federal court and shall be governed by and construed in accordance with Federal law.

Own Costs. Each Party shall bear its own costs, including any attorneys' fees, in connection with this Agreement and the litigation giving rise to this Agreement.

Authority. The representatives of each Party hereby certify that he or she is duly authorized to enter into the Agreement. The Associations represent that they have full authority to perform all of the acts and obligations they have agreed to perform under the terms of this Agreement.

The United States, acting through the Department of Justice and the FAA, represents that the FAA has the full authority to perform all of the acts and obligations it and the United States of America has agreed to perform under the terms of this Agreement. Nothing in this Agreement shall be construed to require any action in violation of the Anti-Deficiency Act, 31 U.S.C. § 1341.

Copies and Counterparts. It is contemplated that this Agreement may be executed in counterparts, each of which shall be deemed an original, and all of which together constitute one and the same document. Facsimiles, hard copies, and scanned electronic copies of signatures, including scanned electronic copies sent by email shall constitute acceptable, binding signatures for purposes of this Agreement.

Defense of this Agreement. The Parties agree to vigorously and actively defend this Agreement and all terms embodied herein as fair and reasonable and to vigorously and actively defend the same against any challenge by any individual or entity. The Parties further agree not to undermine directly or indirectly this Agreement or any terms set forth therein for so long as this Agreement remains in effect.

Modification. This Agreement may be supplemented or modified only by the mutual agreement of the Parties. No supplement, amendment, or modification of this Agreement shall be binding unless it is in writing and signed by all duly authorized representatives of each Party.

Successors or Assigns. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors, transferees, licensees, agents, heirs, and assigns.

Precedent. Nothing in this Agreement shall constitute an admission concerning any allegation, claim, or defense at issue in *Benedict Hills Estates Assoc. v. FAA*, No. 16-1366 (D.C. Cir.) or related cases. This Agreement has no precedential effect as to any other dispute between the Parties or between either the Associations or the FAA and any third party. This Agreement is made in light of the unique circumstances of this case and the uncertainty of the specific matters resolved hereby. Nothing herein shall be construed to be an admission of liability or as an interpretation of the validity or terms or provisions of any other instruments or contracts.

Release. Upon dismissal of this matter (*Benedict Hills Estates Assoc. v. FAA*, No. 16-1366 (D.C. Cir.)), the Petitioners Benedict Hills Estates Association and the Benedict Hills Homeowners Association and all their heirs, administrators, representatives, attorneys, successors, and assigns, hereby release, waive, acquit, and forever discharge the FAA and all its respective officers, employees, and agents from, and are hereby forever barred and precluded from prosecuting, any and all claims, causes of action, and/or requests for relief asserted in *Benedict Hills Estates Assoc. v. FAA*, No. 16-1366 (D.C. Cir.), as well as any and all claims, causes of action, and/or requests for relief, whether or not made, against any Party that could have been raised in those matters, with the exception of proceedings to enforce this Agreement.

No Third Party Rights. This Agreement is not intended to create, and does not create, any third-party beneficiary rights, confer upon any non-party a right to enforce or sue for an alleged breach of the Agreement, or generate any other kind of right or privilege for any person, group, or entity other than the Parties.

Effective Date. This Agreement shall be effective upon the date of execution by all Parties.

Date: March 1, 2018

BENEDICT HILLS HOMEOWNERS ASSOCIATION

By: 
David Herman
Its President

Date: _____, 2018

BENEDICT HILLS ESTATES ASSOCIATION

By: _____
Edward B. Brody
Its President

Date: _____, 2018

FEDERAL AVIATION ADMINISTRATION

By: _____
Maurice Hoffman
Acting Director, Airspace Services, AJV-1

Date: _____, 2018

UNITED STATES DEPARTMENT OF JUSTICE

By: _____
Lane McFadden
Attorney, Env't & Nat. Res. Division

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Effective Date. This Agreement shall be effective upon the date of execution by all Parties.

Date: _____, 2018

BENEDICT HILLS HOMEOWNERS ASSOCIATION

By: _____

David Herman
Its President

Date: 02/17, 2018

BENEDICT HILLS ESTATES ASSOCIATION

By: _____

Edward B. Brody
Its President

Date: _____, 2018

FEDERAL AVIATION ADMINISTRATION

By: _____

Maurice Hoffman
Acting Director, Airspace Services, AJV-1

Date: _____, 2018

UNITED STATES DEPARTMENT OF JUSTICE

By: _____

Lane McFadden
Attorney, Env't & Nat. Res. Division

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Date: _____, 2018

BENEDICT HILLS HOMEOWNERS ASSOCIATION

By: _____
David Herman
Its President

Date: _____, 2018

BENEDICT HILLS ESTATES ASSOCIATION

By: _____
Edward B. Brody
Its President

Date: 3-12, 2018

FEDERAL AVIATION ADMINISTRATION

By: Maurice Hoffman
Maurice Hoffman
Acting Director, Airspace Services, AJV-1

Date: _____, 2018

UNITED STATES DEPARTMENT OF JUSTICE

By: _____
Lane McFadden
Attorney, Env't & Nat. Res. Division

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Date: _____, 2018

BENEDICT HILLS HOMEOWNERS ASSOCIATION

By: David Herman
Its President

Date: _____, 2018

BENEDICT HILLS ESTATES ASSOCIATION

By: Edward B. Brody
Its President

Date: _____, 2018

FEDERAL AVIATION ADMINISTRATION

By: _____
Maurice Hoffman
Acting Director, Airspace Services, AJV-1

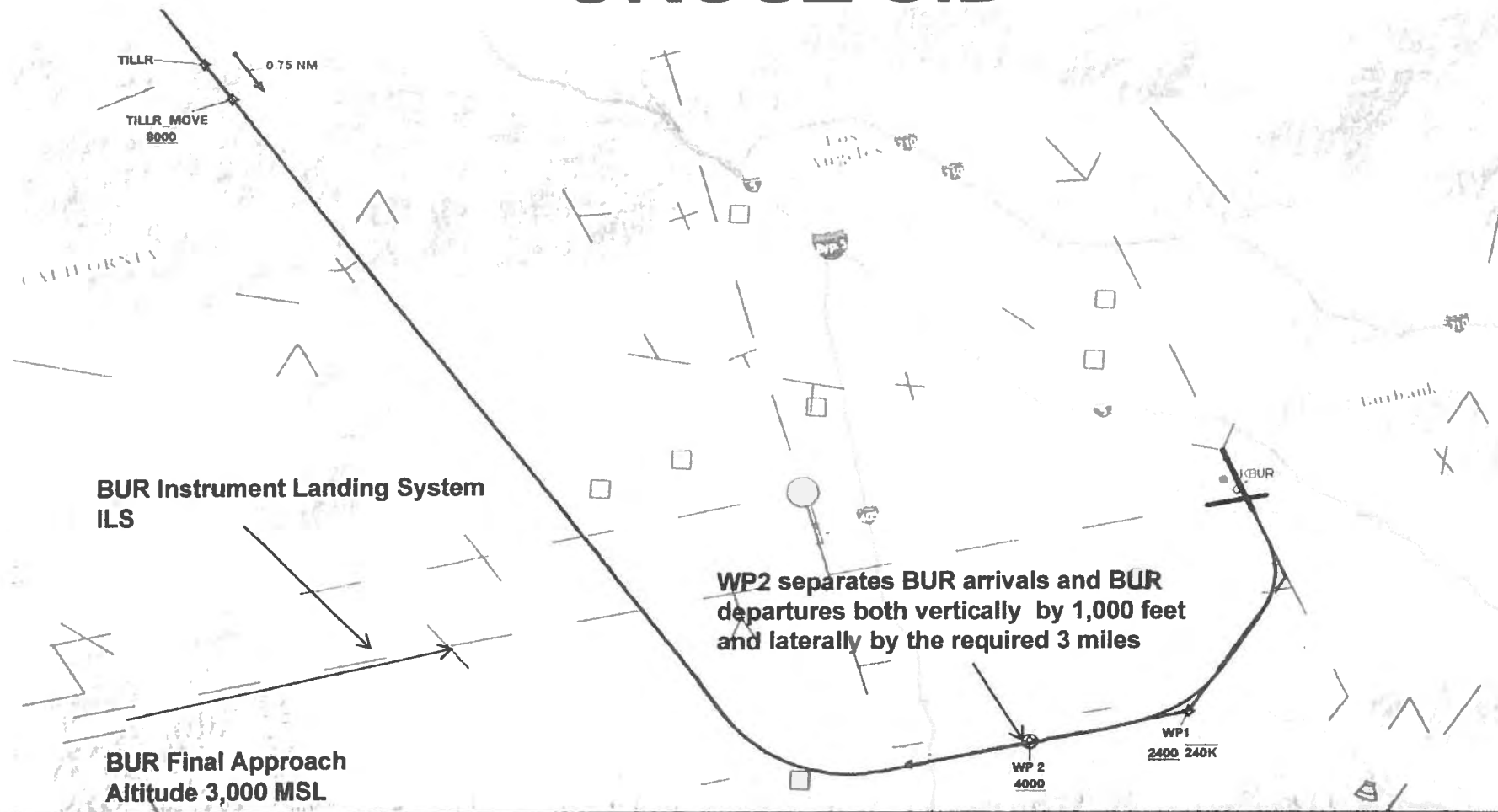
Date: 3/16/2, 2018

UNITED STATES DEPARTMENT OF JUSTICE

By: 
Lane McFadden
Attorney, Env't & Nat. Res. Division

Benedict Hills Proposal

OROSZ SID



Federal Aviation
Administration

OROSZ and SLAPP Technical Data

Runway Transition Data - KBUR:15_VI CF TF FM

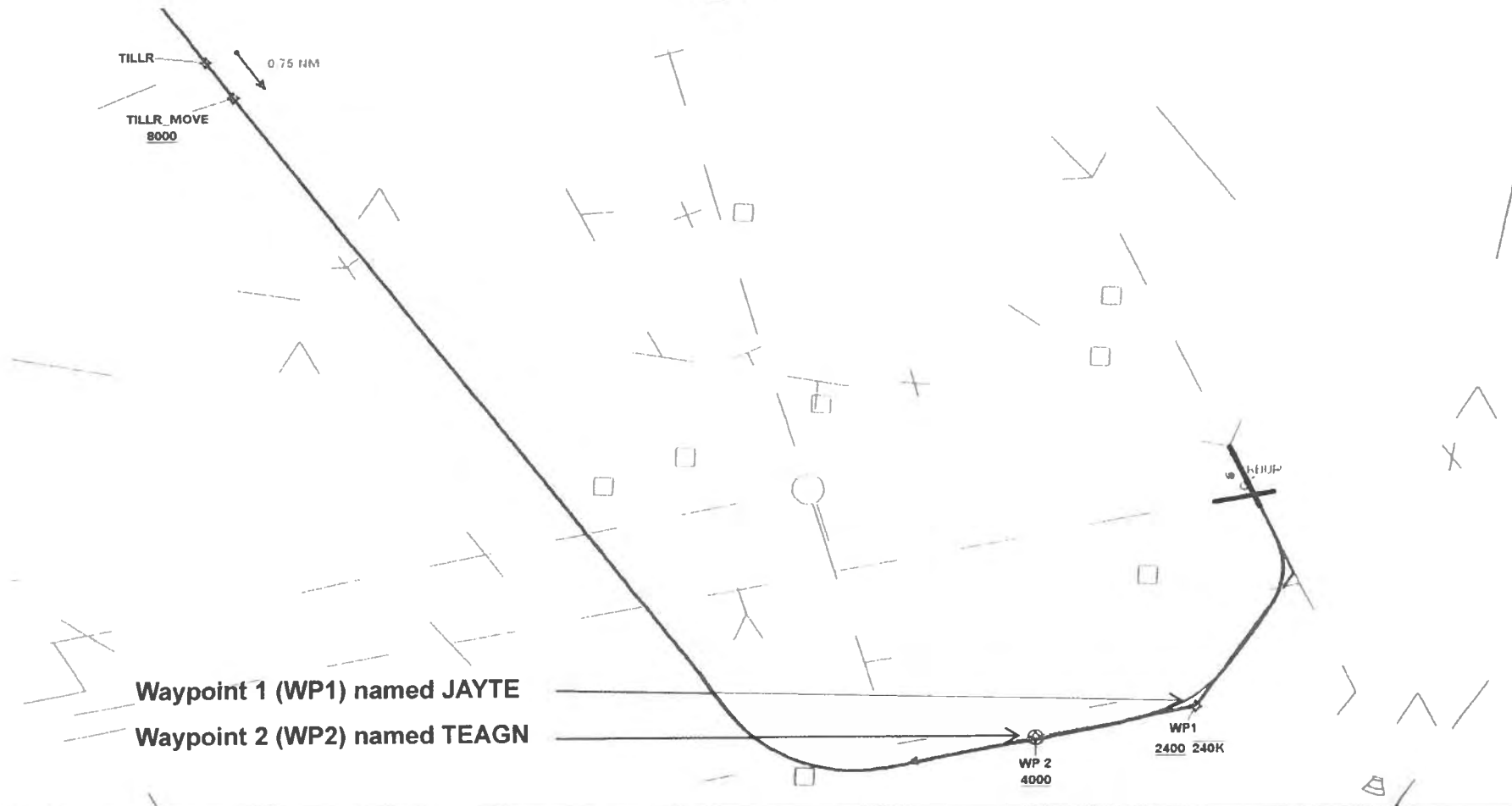
DB	End Point	Latitude (D° M' S.ss")	Longitude (D° M' S.ss")	FO/FB	Leg	TC	MC	Distance	Altitude	Speed	MEA	MOCA	Arc Center Lat (D° M' S.ss")	Arc Center Lon (D° M' S.ss")	Arc Radius (NM)
AIRNAV2 r13 10-13- 16 TO UNK	DER RW15	N34 11 38 06	W118 21 19 33												
					VI	167 08	155 08	1 21							
	JAYTE WP	N34 08 33 85	W118 23 20 20	FB	CF	225 93	213 93	2 70	+2400	-240					
	TEAGN WP	N34 08 34 83	W118 26 22 36	FO	TF	270 38	258 38	2 52	+4000						
	TEAGN WP	N34 08 34 83	W118 26 22 36		FM	270 38	258 38								



Federal Aviation
Administration

Benedict Hills Proposal

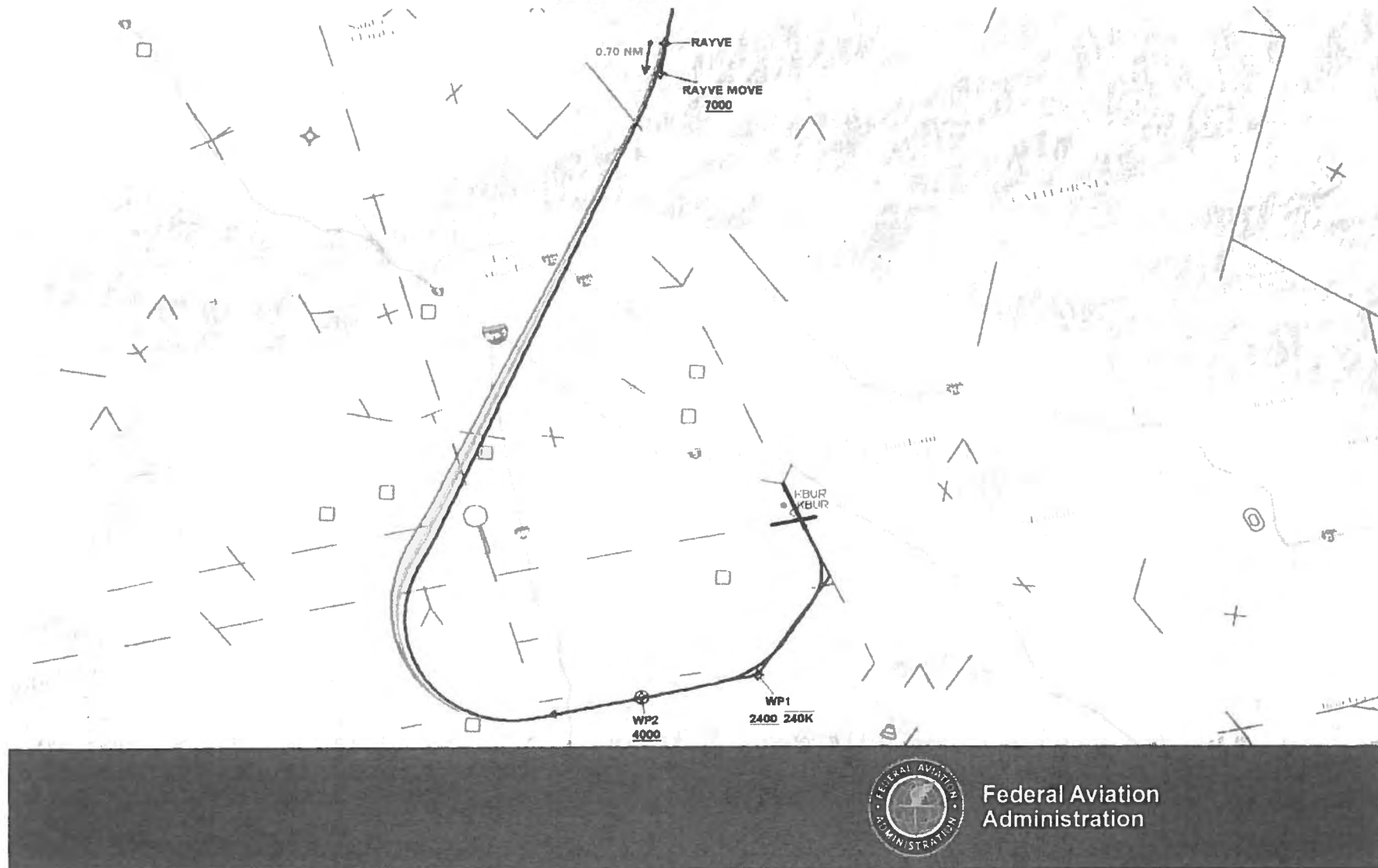
OROSZ SID



Federal Aviation
Administration

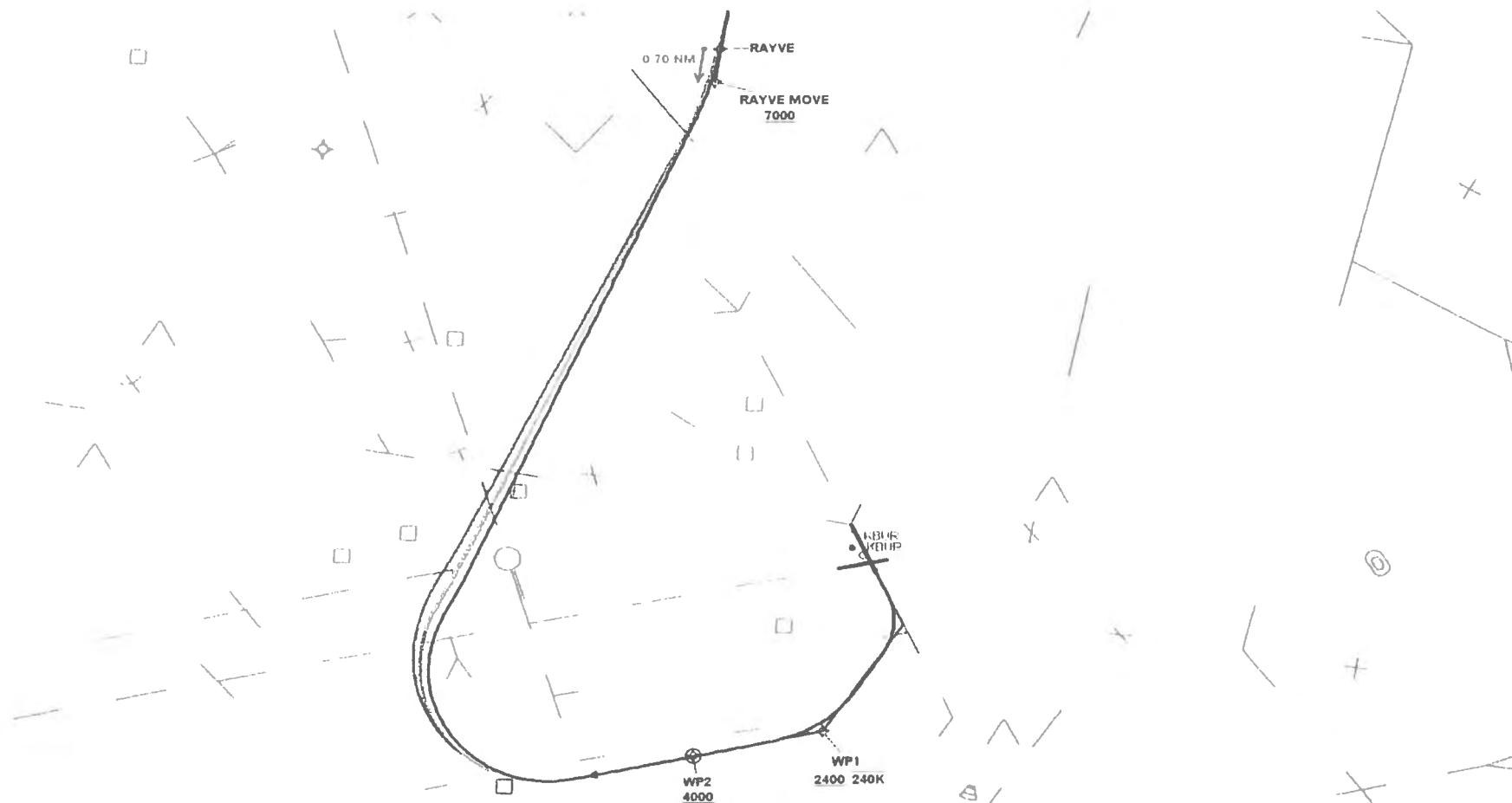
Benedict Hills Proposal

SLAPP SID



* EXHIBIT A *

Benedict Hills Proposal SLAPP SID



Federal Aviation
Administration



DRAFT

December 10, 2018

The Honorable Daniel K. Elwell
Acting Administrator
Federal Aviation Administration
800 Independence Ave SW
Washington, DC 20591

Re: Proposed Amendment to OROSZ and SLAPP Area Navigation Departure Procedures at
Hollywood Burbank Airport — Request for Consideration of Dispersal Headings/Other
Lateral Track Variations to Address Community Noise Concerns

Dear Administrator Elwell:

The Federal Aviation Administration (“FAA”) recently solicited public comments on proposed amendments to the OROSZ and SLAPP area navigation departure (“RNAV”) procedures at Bob Hope Airport (commonly known as Hollywood Burbank Airport) (“Airport”). The Burbank-Glendale-Pasadena Airport Authority (“Authority”), owner and operator of the Airport, respectfully submits this letter pursuant to Section 175 of the FAA Reauthorization Act of 2018 (“Act”) to request that you consider the feasibility of dispersal headings or other lateral track variations to address community noise concerns.

Earlier this year, in response to a significant increase in noise complaints, the Authority retained the firm Landrum & Brown, Inc. (“L&B”) to prepare a flight path analysis and report on the impact of the FAA’s implementation of NextGen in the Southern California Metroplex. L&B presented its findings to the Authority’s Operations & Development Committee at an evening meeting on October 18, 2018. There was exceptionally high public attendance — hundreds of people were accommodated in the meeting room and an overflow space had to be provided. Dozens of public speakers, most of whom are residents of the Studio City and Sherman Oaks neighborhoods in the City of Los Angeles, expressed concerns about increased aircraft noise experienced since the FAA’s March 2017 NextGen implementation in the Southern California Metroplex.

As such, the Authority has consulted with the affected community and makes this request that the proposed OROSZ and SLAPP RNAV amendments not be approved until the FAA analyzes the feasibility of dispersal headings or other lateral track variations to address community noise concerns. Thank you for your attention to this important matter.

Very truly yours,

Zareh Sinanyan
President

cc: FAA Operations Support Group, C/O Public Comments
The Honorable Adam Schiff, Member of Congress, California District 28
The Honorable Brad Sherman, Member of Congress, California District 30
The Honorable Eric Garcetti, Mayor, City of Los Angeles
The Honorable Paul Kerkorian, Council Member, City of Los Angeles
The Honorable Emily Gable-Luddy, Mayor, City of Burbank
Commission Members, Burbank-Glendale-Pasadena Airport Authority

Hollywood Burbank Airport

REVENUE PASSENGERS	September			January - September		
	2018	2017	% Change	2018	2017	Change
Signatory Airlines						
Alaska Airlines	49,564	40,687	21.82%	475,154	364,753	30.27%
American Airlines	9,338	9,710	-3.83%	111,258	110,866	0.35%
Delta Airlines	16,106	11,690	37.78%	107,268	94,917	13.01%
JetBlue Airways	18,509	7,943	133.02%	82,363	71,308	15.50%
Mokulele Airlines	0	0	N/A	0	0	N/A
Southwest Airlines	305,864	294,912	3.71%	2,807,635	2,548,883	10.15%
United Airlines	29,968	29,844	0.42%	270,814	241,157	12.30%
Total Revenue Passengers	429,349	394,786	8.75%	3,854,492	3,431,884	12.31%
Inbound (deplaned)	215,642	197,692	9.08%	1,926,358	1,715,790	12.27%
Outbound (enplaned)	213,707	197,094	8.43%	1,928,134	1,716,094	12.36%

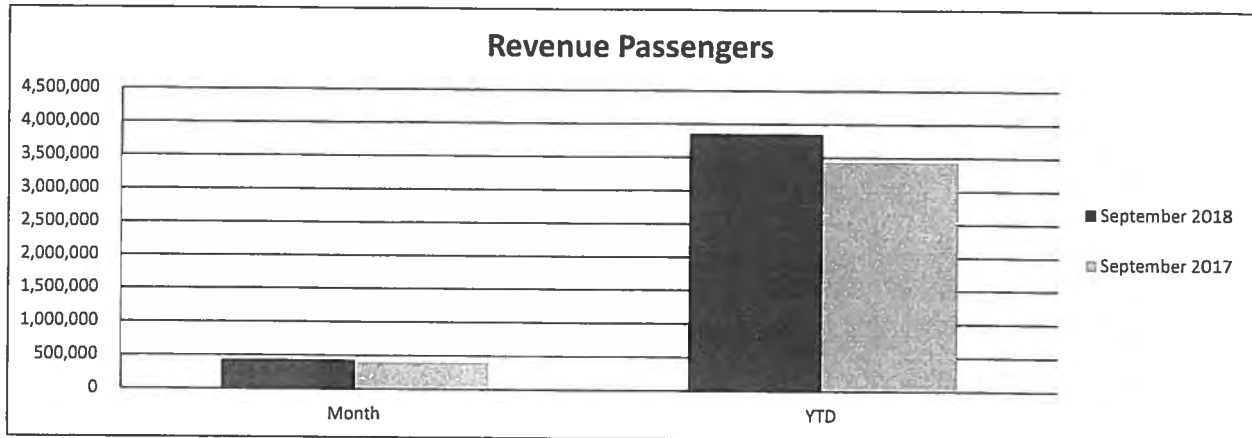
AIRCRAFT OPERATIONS *	September			January - September		
	2018	2017	% Change	2018	2017	% Change
Air Carrier	4,632	4,551	1.78%	41,985	39,846	5.37%
Air Taxi	1,575	1,538	2.41%	14,473	12,221	18.43%
General Aviation	2,475	3,148	-21.38%	24,145	27,838	-13.27%
Military Itinerant	38	75	-49.33%	605	819	-26.13%
Civil Local	1,562	1,259	24.07%	18,600	16,737	11.13%
Military Local	0	0	N/A	0	0	N/A
Total Aircraft Operations	10,282	10,571	-2.73%	99,808	97,461	2.41%

* Source: FAA Tower Daily Airport Operations Count, adjusted to show Canadair Regional Jet-200 operations as Air Carrier. Includes Hollywood Burbank Airport arrivals/departures only; excludes aircraft that enter local air space but do not land or take off at Hollywood Burbank Airport.

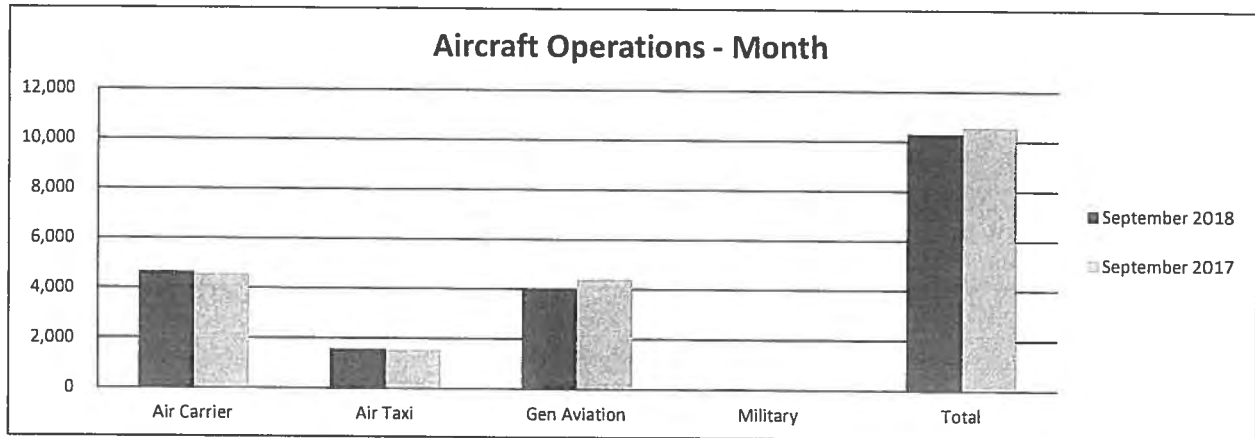
Hollywood Burbank Airport

AIR CARGO (lbs.)	September			January - September		
	2018	2017	% Change	2018	2017	% Change
Signatory Airlines						
Alaska Airlines	329	1,460	-77.47%	9,291	5,842	59.04%
American Airlines						
Delta Airlines						
JetBlue Airways						
Mokulele Airlines						
Southwest Airlines	174,317	140,867	23.75%	1,530,874	1,212,673	26.24%
United Airlines	42	8,337	-99.50%	129,669	9,904	1209.26%
Other Scheduled Carriers						
Federal Express	4,474,788	4,274,340	4.69%	41,900,506	41,662,644	0.57%
United Parcel Service	3,624,987	3,904,137	-7.15%	35,079,424	35,199,282	-0.34%
Charter/Contract Carriers						
AirNet Express	2,766	2,184	26.65%	28,026	22,486	24.64%
Ameriflight	246,260	253,350	-2.80%	2,297,926	1,994,459	15.22%
Total Air Cargo	8,523,489	8,584,675	-0.71%	80,975,716	80,107,290	1.08%
	=====	=====	=====	=====	=====	=====
Inbound (deplaned)	4,138,477	4,205,461	-1.59%	39,198,102	40,533,413	-3.29%
Outbound (enplaned)	4,385,012	4,379,214	0.13%	41,777,614	39,573,877	5.57%

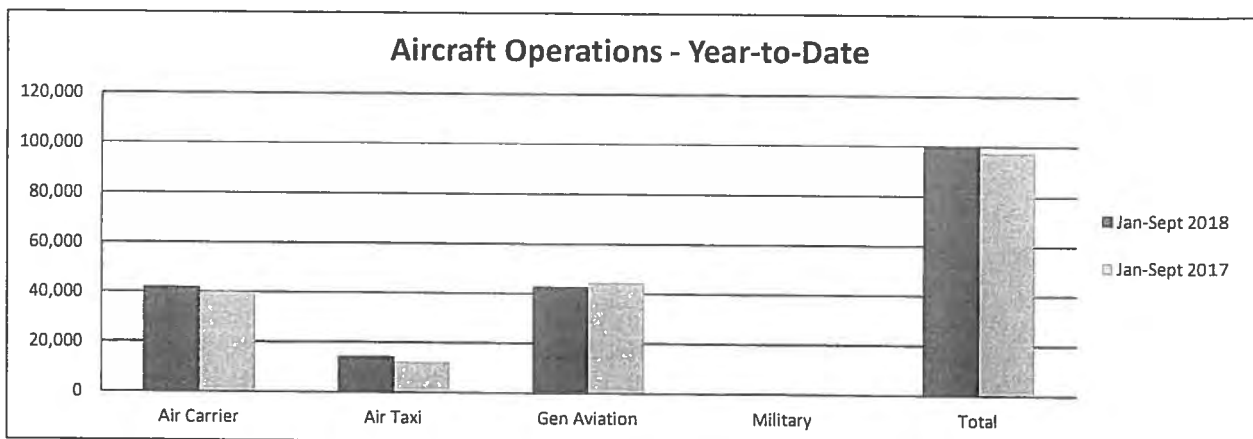
MAIL (lbs.)	September			January - September		
	2018	2017	% Change	2018	2017	Change
United Parcel Service	0	5,898	-100.00%	0	81,499	-100.00%
Total Mail	0	5,898	-100.00%	0	81,499	-100.00%
	=====	=====	=====	=====	=====	=====
Inbound (deplaned)	0	0	N/A	0	68,458	-100.00%
Outbound (enplaned)	0	5,898	-100.00%	0	13,041	-100.00%



Revenue Passengers	Month	YTD
September 2018	429,349	3,854,492
September 2017	394,786	3,431,884
% Change	8.75%	12.31%



Aircraft Operations - MO	Air Carrier	Air Taxi	Gen Aviation	Military	Total
September 2018	4,632	1,575	4,037	38	10,282
September 2017	4,551	1,538	4,407	75	10,571
% Change	1.78%	2.41%	-8.40%	-49.33%	-2.73%



Aircraft Operations - YTD	Air Carrier	Air Taxi	Gen Aviation	Military	Total
Jan-Sept 2018	41,985	14,473	42,745	605	99,808
Jan-Sept 2017	39,846	12,221	44,575	819	97,461
% Change	5.37%	18.43%	-4.11%	-26.13%	2.41%

Hollywood Burbank Airport

REVENUE PASSENGERS	October			January - October		
	2018	2017	% Change	2018	2017	% Change
Signatory Airlines						
Alaska Airlines	50,561	43,509	16.21%	525,715	408,262	28.77%
American Airlines	11,507	11,764	-2.18%	122,765	122,630	0.11%
Delta Airlines	18,019	13,500	33.47%	125,287	108,417	15.56%
JetBlue Airways	19,563	8,271	136.53%	101,926	79,579	28.08%
Mokulele Airlines	0	147	-100.00%	0	147	-100.00%
Southwest Airlines	335,682	325,524	3.12%	3,143,317	2,874,407	9.36%
United Airlines	29,275	32,568	-10.11%	300,089	273,725	9.63%
Total Revenue Passengers	464,607	435,283	6.74%	4,319,099	3,867,167	11.69%
Inbound (deplaned)	233,855	219,836	6.38%	2,160,213	1,935,626	11.60%
Outbound (enplaned)	230,752	215,447	7.10%	2,158,886	1,931,541	11.77%

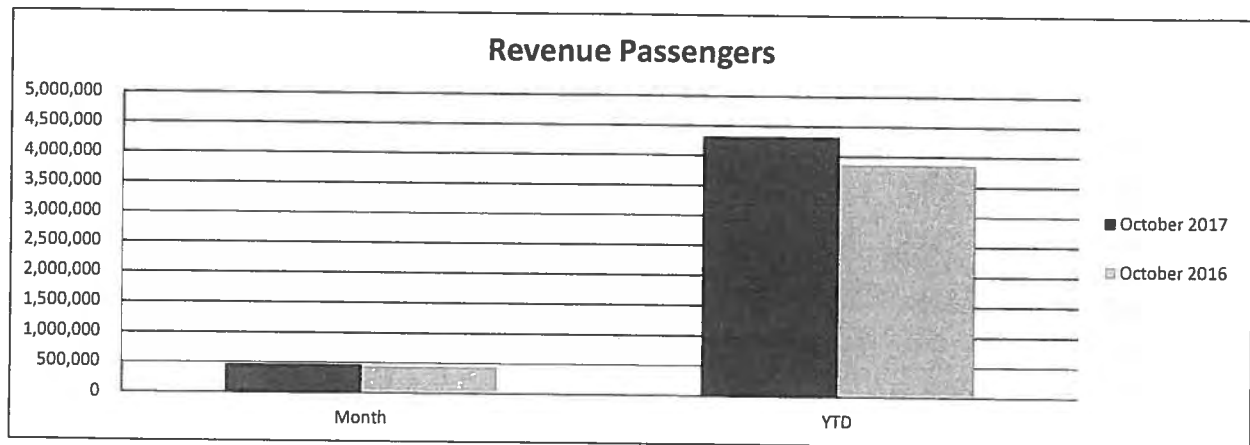
AIRCRAFT OPERATIONS *	October			January - October		
	2018	2017	% Change	2018	2017	% Change
Air Carrier	4,994	4,790	4.26%	46,979	44,636	5.25%
Air Taxi	1,682	1,736	-3.11%	16,155	13,957	15.75%
General Aviation	2,790	3,375	-17.33%	26,935	31,213	-13.71%
Military Itinerant	29	91	-68.13%	634	910	-30.33%
Civil Local	1,948	1,788	8.95%	20,548	18,525	10.92%
Military Local	0	2	-100.00%	0	2	-100.00%
Total Aircraft Operations	11,443	11,782	-2.88%	111,251	109,243	1.84%

* Source: FAA Tower Daily Airport Operations Count, adjusted to show Canadair Regional Jet-200 operations as Air Carrier. Includes Hollywood Burbank Airport arrivals/departures only; excludes aircraft that enter local air space but do not land or take off at Hollywood Burbank Airport.

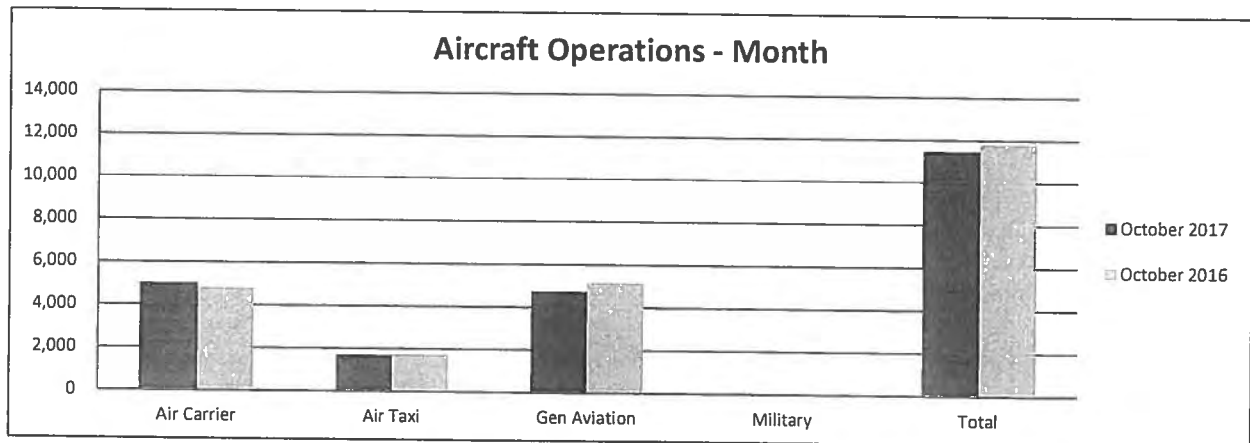
Hollywood Burbank Airport

AIR CARGO (lbs.)	October			January - October		
	2018	2017	% Change	2018	2017	% Change
Signatory Airlines						
Alaska Airlines	907	1,072	-15.39%	10,198	6,914	47.50%
American Airways						
Delta Airlines						
JetBlue Airways						
Mokulele Airlines						
Southwest Airlines	199,634	146,405	36.36%	1,730,508	1,359,078	27.33%
United Airlines	51	1,604	-96.82%	129,720	11,508	1027.22%
Other Scheduled Carriers						
Federal Express	5,178,080	4,546,989	13.88%	47,078,586	46,209,633	1.88%
United Parcel Service	4,152,252	4,002,928	3.73%	39,231,676	39,202,210	0.08%
Charter/Contract Carriers						
AirNet Express	3,195	2,733	16.90%	31,221	25,219	23.80%
Ameriflight	245,818	268,618	-8.49%	2,543,744	2,263,077	12.40%
Total Air Cargo	9,779,937	8,970,349	9.03%	90,755,653	89,077,639	1.88%
Inbound (deplaned)	4,652,987	4,434,428	4.93%	43,851,089	44,967,841	-2.48%
Outbound (enplaned)	5,126,950	4,535,921	13.03%	46,904,564	44,109,798	6.34%

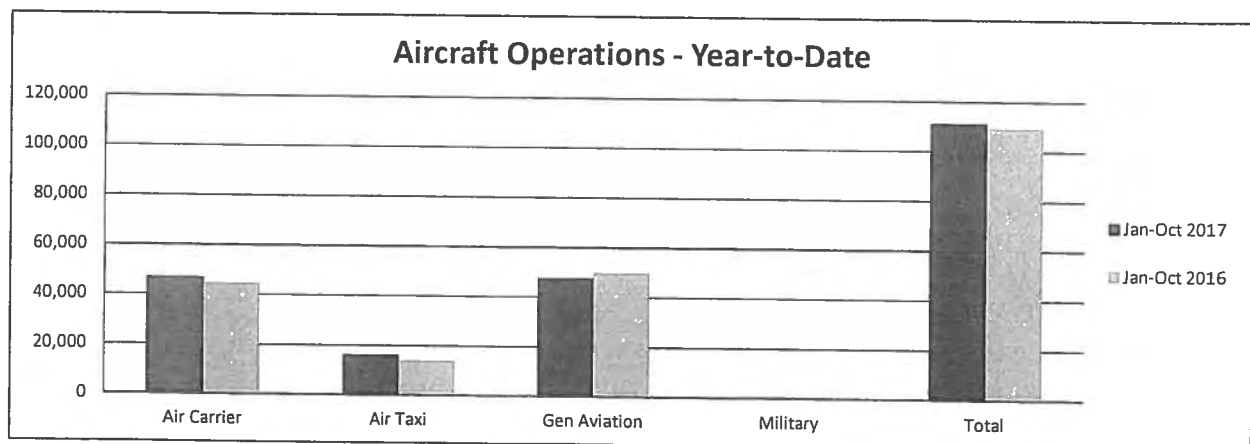
MAIL (lbs.)	October			January - October		
	2018	2017	% Change	2018	2017	% Change
United Parcel Service	0	0	N/A	0	81,499	-100.00%
Total Mail	0	0	N/A	0	81,499	-100.00%
Inbound (deplaned)	0	0	N/A	0	68,458	-100.00%
Outbound (enplaned)	0	0	N/A	0	13,041	-100.00%



Revenue Passengers	Month	YTD
October 2017	464,607	4,319,099
October 2016	435,283	3,867,167
% Change	6.74%	11.69%



Aircraft Operations - MO	Air Carrier	Air Taxi	Gen Aviation	Military	Total
October 2017	4,994	1,682	4,738	29	11,443
October 2016	4,790	1,736	5,163	93	11,782
% Change	4.26%	-3.11%	-8.23%	-68.82%	-2.88%



Aircraft Operations - YTD	Air Carrier	Air Taxi	Gen Aviation	Military	Total
Jan-Oct 2017	46,979	16,155	47,483	634	111,251
Jan-Oct 2016	44,636	13,957	49,738	912	109,243
% Change	5.25%	15.75%	-4.53%	-30.48%	1.84%

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
DECEMBER 10, 2018**

**AWARD OF DESIGN-BUILD AGREEMENT TO
CHARLES PANKOW BUILDERS, LTD.**

**AWARD OF PURCHASE ORDER TO
G&S AIRPORT CONVEYOR**

**FOR
TERMINAL B SECURITY CHECKPOINT AND TICKET COUNTER RENOVATION
PROJECT NUMBER E18-15**

SUMMARY

Subject to the recommendation from the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks a Commission recommendation for the:

- i) Award of a Design-Build Agreement in the amount of \$526,777 to Charles Pankow Builders, Ltd. ("Pankow") for renovation of the Terminal B ticket counters and security checkpoint;
- ii) Award of a Purchase Order in the amount of \$85,860 to G&S Airport Conveyor ("G&S") for installation of a baggage conveyor belt extension and associated controls in connection with such renovation;
- iii) Approval of a project budget for relocation of associated IT hardware and support in the not-to-exceed amount of \$20,000;
- iv) Approval of a project budget for construction management and administration for a not-to-exceed amount of \$65,000;
- v) Approval of a project aggregate contingency of \$30,000; and
- vi) Authorization for the President to execute the contracts.

This project of \$727,637 was not contemplated during the FY 2019 Budget development however, due to airline schedule changes beginning with American Airlines service to Dallas-Ft. Worth next April and Southwest Airlines service to Nashville next June, the airlines have requested Staff to accommodate facility modifications to support the future air schedule.

BACKGROUND

In addition to the growth in passenger activity the past two fiscal years, the airlines serving the Airport have announced additional air service to current and new destinations. In order to accommodate the anticipated increase in passenger and baggage activity, Staff, in working with the airlines, have developed the proposed project for improvements to the

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AWARD OF DESIGN-BUILD AGREEMENT TO
CHARLES PANKOW BUILDERS, LTD./AWARD OF
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FOR TERMINAL B SECURITY CHECKPOINT AND TICKET COUNTER
RENOVATION PROJECT NUMBER E18-15

terminal B ticket counters, ticket counter baggage belt, and security screening processing facility.

The proposed improvements will allow the Alaska Airlines ticket counter operation to be relocated from Terminal A to Terminal B (the departure and arrival point for Alaska Airlines flights). Additionally, the proposed improvements will allow for the reallocation of Terminal A space to the remaining Terminal A airlines (American Airlines, JetBlue Airways and Southwest Airlines) to accommodate their increases in air service to their respective operations. The relocation and reallocation of airline operations is made simpler due to the Common Use Passenger Processing System ("CUPPS"), which provides the Authority the flexibility to assign, allocate, and manage the ticket and gate counters and well as aircraft gate assignments.

The Terminal B passenger security screening checkpoint currently has only two lanes for passenger processing and does not have a Transportation Security Administration ("TSA") Pre-Check lane. Additionally, passenger activity has increased, especially for the morning departures, which has impacted the ability of the checkpoint to process the increasing volume of passengers. The Terminal B airlines estimate that more than 40% of the morning passengers are TSA Pre-Check eligible customers.

PROJECT DESCRIPTION AND PHASING

The proposed project will modify and renovate facilities in Terminal B which by increasing the number of available ticket counter positions, extending the ticket counter baggage belt and controls, providing replacement airline ticket office space for Alaska Airlines, and adding a third passenger processing lane to the TSA Security Checkpoint which will be used to accommodate TSA Pre-Check eligible passengers. The proposed project will incorporate space which was formerly rental car counters and is currently vacant; remove an unused office next to the baggage claim belt; reconfigure the dividing wall between bag claim and ticket counter in the lobby; and reconfigure the dividing wall between passenger security screening lanes and the Gate B1 and B2 hold room which will slightly reduce the space within this hold room area.

Upon completion, the project will provide for the following changes:

- 1) Relocation of Alaska Airline passenger ticket counter from Terminal A to Terminal B;
- 2) Assignment of the processing of Alaska Airlines checked bags from Terminal A to Terminal B;
- 3) Relocation of Alaska Airlines ticket office from Terminal A to Terminal B;
- 4) Installation of an additional TSA passenger processing security screening lane to accommodate TSA Pre-Check eligible passengers which will reduce lobby congestion; and
- 5) Maximization of the available bag claim area for arriving passengers in Terminal B.

The proposed design-build project scope includes development of permitted, construction ready design drawings, construction services, and quality control services associated with renovating the existing facility. In summary, the design-builder will perform the following tasks:

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AWARD OF DESIGN-BUILD AGREEMENT TO
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RENOVATION PROJECT NUMBER E18-15

- Complete 100% construction ready design drawings based on the concept drawings provided by the Authority;
- Coordinate with Staff to incorporate requirements of the Airport, TSA, G&S, SIDA and airlines in the final design;
- Complete the plan check and permitting process within the City of Burbank;
- Coordinate with the Airport, TSA, G&S, SIDA and airlines for the placement and connection of their equipment; and
- Provide construction and quality control services.

PROCUREMENT

Staff publicly solicited responses to a Request for Proposals ("RFP") on the Authority's PlanetBids e-procurement website. Despite significant attendance at the mandatory pre-proposal meeting, only Pankow submitted a proposal.

G&S is currently under contract with the airlines to maintain the Airport's existing baggage belts, carousels and conveyors. A necessary element of the proposed renovation is an extension of the existing baggage conveyor behind the proposed additional ticket counters. A quote was requested from G&S to provide and install the belt extension and associated controls and make necessary modifications to the existing system to accommodate the extension. This scope was specifically excluded from the design-builder's scope as it requires integration with the existing system currently maintained by G&S.

SELECTION PROCESS

The proposal received from Pankow was reviewed by Staff from the Procurement and Engineering departments. The proposal met all of the requirements of the RFP and demonstrated that Pankow has appropriate experience and qualifications. However, Pankow's proposed fee was \$720,577 and this price significantly exceeded Staff expectations. Staff invited Pankow to meet and discuss its proposal. Following the initial meeting, Staff undertook a detailed job walk with Pankow and its subcontractor team to clarify elements of the project. Based on these clarifications, Pankow submitted a reduced fee proposal of \$526,777.

OPERATIONAL IMPACTS

The project will require that work at Terminal B be performed at night between the hours of 9pm – 5am. This schedule should minimize operational impacts by allowing work to start after the completion of the last flight operation in Terminal B. All Terminal B functions are required to be fully available by 5am every day with liquidated damages within the contract for any delays experienced.

ENVIRONMENTAL REVIEW

Staff has reviewed the California Environmental Quality Act guidelines regarding exemptions applicable to this project and determined that this project is exempt pursuant to the Class 1 categorical exemption (14 C.C.R. § 15301). Among other things, that exemption covers

minor alteration of existing public facilities involving negligible or no expansion of use.

PROPOSED BUDGET

CATEGORY OF WORK	AMOUNT
Pankow Design-Build Agreement	\$ 526,777
G&S Airport Conveyor Purchase Order	\$ 85,860
Construction Management/Contract Administration	\$ 65,000
Associated IT hardware and support	\$ 20,000
Total	\$ 697,637
Project Contingency (See Note below)	\$ 30,000
Project Total	\$ 727,637

FUNDING

The adopted FY 2019 budget includes appropriations in the amount of \$100,000 for Terminal B Security Checkpoint Upgrades programmed to be funded through a pending PFC application. The originally contemplated scope included the addition of a new passenger security screening lane; however, the airline need for additional ticket counter space, office space and relocation were not envisioned at the time of budget development. The additional scope and compressed schedule associated with the need to accommodate next summer air service schedule by May 2019 are the drivers to the significant increase in the total project cost.

The total project is now expected to cost \$727,637. The project will be initially funded utilizing Airport Reserves pending reimbursement from an amended PFC Application.

SCHEDULE

The proposed design phase of the project will commence upon approval by the Commission and execution of the contract with Pankow. If the Committee recommends and the Commission approves the proposed project, then a Notice to Proceed to Pankow will be issued on December 11, 2018 with an anticipated mobilization to be on site in March 2019. It is Staff's expectation that Alaska Airlines check-in functions will be fully operational by the end of April 2019 with all remaining work necessary to obtain substantial completion finished by the end of May 2019.

RECOMMENDATION

Subject to the recommendation of the Operations and Development Committee at its meeting immediately prior to the Commission meeting, Staff recommends the Commission: 1) award of a Design-Build Agreement to Pankow in the amount of \$526,777 for the

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\\STAFF REPORTS\\COMMISSION\\12-10-18
AWARD OF DESIGN-BUILD AGREEMENT TO
CHARLES PANKOW BUILDERS, LTD./AWARD OF
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FOR TERMINAL B SECURITY CHECKPOINT AND TICKET COUNTER
RENOVATION PROJECT NUMBER E18-15

Terminal B Security Checkpoint & Ticket Counter Renovation Project; 2) award of a Purchase Order to G&S in the amount of \$85,860 for installation of a baggage conveyor belt extension and associated controls; 3) approve a project budget for relocation of associated IT hardware and support in the not-to-exceed amount of \$20,000; 4) approve a project budget for construction management and administration for a not-to-exceed amount of \$65,000; 5) approve a project aggregate contingency of \$30,000; and 6) authorize the President to execute the contracts.

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FOR TERMINAL B SECURITY CHECKPOINT AND TICKET COUNTER
RENOVATION PROJECT NUMBER E18-15

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
DECEMBER 10, 2018**

**APPROVAL OF CHANGE ORDER #2
TO
THE STONE COLLECTOR
FOR
BUILDING #36 DATA SERVER ROOM UPGRADES
PROJECT NUMBER E17-01**

SUMMARY

Subject to the recommendation from the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval for a Change Order #2, in the amount of \$74,871, to the contract with The Stone Collector for additional scope, revised phasing requirements, and delay costs associated with the Building #36 Server Room Upgrades project.

BACKGROUND

At its meeting on March 20, 2017, the Commission awarded a contract to The Stone Collector for the Building #36 Server Room Upgrades project. This project includes: installation of a new HVAC system; replacement of the existing wet sprinklers with a pre-action dry sprinklers system; installation of a fire suppression system; installation of clean-room specific ceiling tiles; sealing all entry points for cables and conduits to meet the air tightness requirements of the new fire suppression system; installation of Title 24 specific lighting; and necessary changes to certain electrical components.

The Stone Collector was given notice to proceed on May 22, 2017, with an expected project duration of 90 calendar days. However, the contractor was placed on hold the third week of June 2017 due to the need to evaluate changes to the project scope in response to the discovery of unanticipated electrical issues. This delay was compounded by impacts associated with the HVAC and electrical work being undertaken in the redundant server room located in the main terminal. In order for the work to proceed in Building #36, the redundant server room needed to be fully operational.

Since June 2017, work on the Building #36 Data Server Room Upgrades project has been advanced intermittently. Last May 2017, Change Order #1 was executed with The Stone Collector to include installation of anti-static flooring and painting of the server room. This change to the project scope was, in part, to address changes necessary to accommodate certain existing conditions discovered during work to modify the HVAC roof curb and condensate line routing. Change Order #1 was in the amount of \$23,176 and was within the \$46,600 aggregate project contingency approved by the Commission.

Separate from the discovery of existing conditions to be addressed, a recommendation to replace the DVSS servers was received due to the number of failures and downtime that began to occur. The electrical requirements for replacement DVSS servers included increased power capacity, power redundancy, and power regularity. To accommodate this power requirement, a change order was negotiated with Cal+Pac, the designer of the Building #36 Server Room Upgrade Project, in the amount of \$6,500 to incorporate a new dedicated 100-amp electrical power circuit. This dedicated 100-amp panel will meet the near and long-term needs of the new DVSS servers and the data contained therein.

The revised design drawings incorporating the 100-amp panel were completed and provided to The Stone Collector for pricing. The price proposed by the contractor exceeds the remaining uncommitted project budget authorized in 2017.

PROJECT DETAILS

The scope of the proposed Change Order #2 is as follows:

1. Install a dedicated circuit for the servers with a 100-amp panel in the Building #36 Data Server Room - \$18,500
2. Radio rack relocation power supply - \$4,998
3. Provide and install additional light fixtures - \$6,500
4. Remobilizations expense - \$11,373
5. HVAC Equipment Startup -\$3,500
6. Additional costs due to project delays - \$30,000

The above tasks to complete the project is \$74,871.

SCHEDULE

The work will begin as soon as possible after the execution of Change Order #2, with the work scheduled to be complete by June 30, 2019.

OPERATIONS IMPACTS

All work will be phased and coordinated with IT, Engineering, and Operations and Maintenance departments to have minimal impacts on airport operations.

BUDGET IMPACTS

The adopted FY 2019 budget includes PFC funded appropriations for the completion of this project in the amount of \$350,000. The revised FY 2019 cost to complete the project

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\\STAFF REPORTS\\COMMISSION\\12-10-18
APPROVAL OF CHANGE ORDER #2
TO THE STONE COLLECTOR FOR
BUILDING #36 DATA SERVER ROOM UPGRADES
PROJECT NUMBER E17-01

(including proposed Change Order #2) is \$331,011. These costs will initially be funded through Airport Reserves pending approval of a previously submitted PFC Application.

The total cost of this multi-year project, including the proposed change order, is \$476,047.

RECOMMENDATIONS

Subject to the recommendation from the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff recommends that the Commission approve Change Order #2, in the amount of \$74,871, to the contract with The Stone Collector for additional scope, revised phasing requirements, and delay costs associated with the Building #36 Server Room Upgrade Project.

**BURBANK-GLENDALE-PASADENA
AIRPORT AUTHORITY**

CHANGE ORDER

PROJECT: Building 36 Server Room

CHANGE ORDER NUMBER:02

INITIATION DATE: November 15, 2018

TO: (Contractor)

PROJECT NUMBER:E17-01

The Stone Collector
2220 Skyline Drive
Fullerton, CA 92831

CONTRACT FOR:BLDG. 36 Server Room

CONTRACT DATE: May 22, 2017

You are directed to make the following changes:

1 Install 100 Amp Panel Per Attached DWG	\$	18,500.00
2 Radio Rack Relocation Power Supply	\$	4,998.00
3 Provide & Install Add'l Lighting Fixtures per Attached DWG	\$	6,500.00
4 Add'l time & Expenses Due to Project Delay	\$	11,373.00
5 AC Equipment Start Up	\$	3,500.00
6 Additional Costs Due to Project Delay	\$	30,000.00
7 Project Extension of 365 Days from June 30, 2018 to June 30, 2019	\$	-

GRAND TOTAL \$74,871.00

The original Contract Sum was.....	\$378,000.00
Net change by previously authorized Change Orders.....	\$23,175.82
The Contract Sum prior to this Change Order was.....	\$401,175.82
The Contract Sum will be increased by this Change Order.....	\$74,871.00
The new Contract Sum including this Change Order will be.....	\$476,046.82
The Contract Time will be extended to June 30, 2019	

CONTRACTOR

OWNER

The Stone Collector

Burbank-Glendale-Pasadena Airport

ADDRESS

ADDRESS

2220 Skyline Drive

2627 Hollywood Way

Fullerton, CA 92831

Burbank, CA 91505

BY

BY

DATE

DATE



PROJECT: AIRPORT RENOVATION

BURBANK GLENDALE PASADENA AIRPORT BUILDING 36 DATA ROOM RENOVATION

PROJECT NO. 10469

DATE: 1/10/89
BY: J. L. BROWN
CHECKED: J. L. BROWN
DATE: 1/10/89

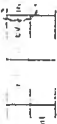
REVISIONS

DATE: 1/10/89
BY: J. L. BROWN
CHECKED: J. L. BROWN
DATE: 1/10/89

SINGLE LINE DIAGRAM & SCHEDULES

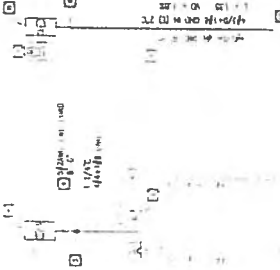
B-0.02

PANEL KEY

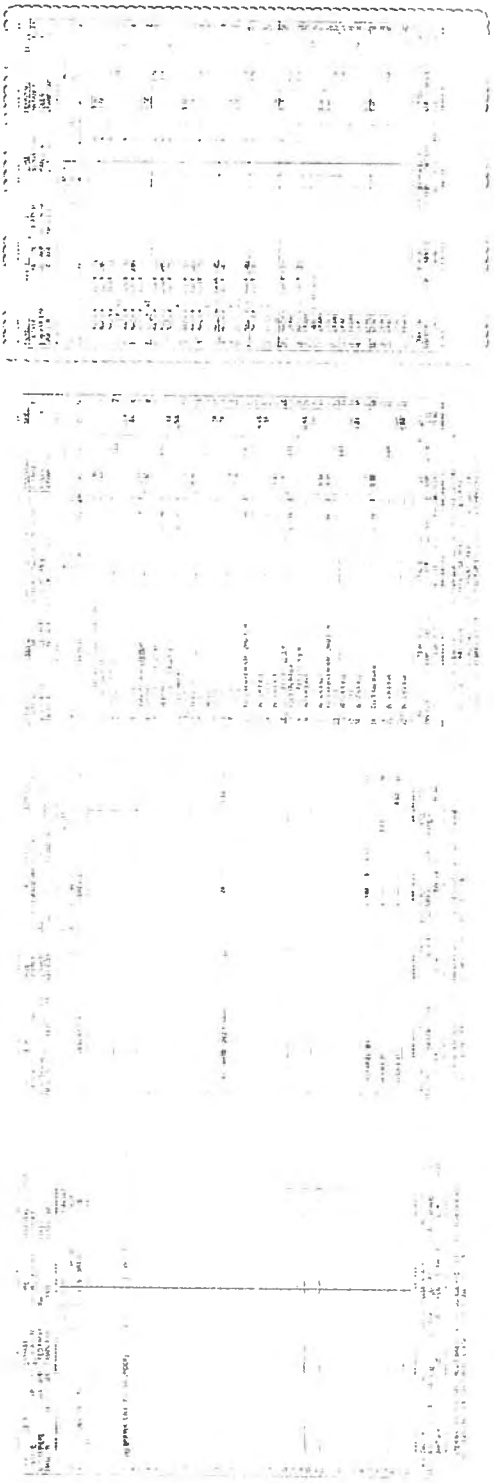


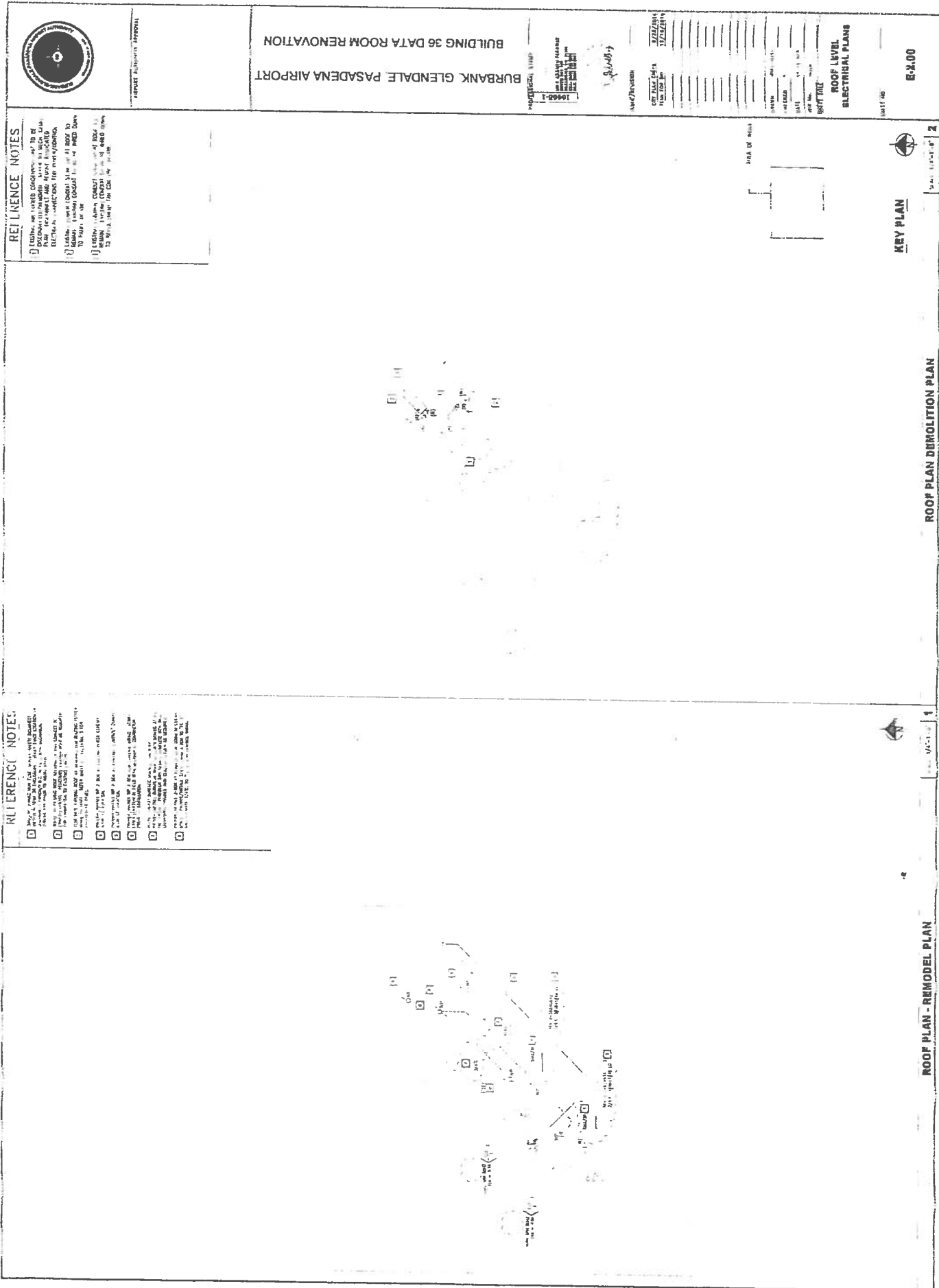
REFERENCE NOTES:

1. EXISTING BUILDING DATA ROOMS (EQUIPMENT) IN BUILDING 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.



GROUND LEVEL





**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
DECEMBER 10, 2018**

**AWARD OF CONTRACT
ELEVATORS ETC. LP
FOR
ELEVATOR, ESCALATOR AND MOVING WALKWAY
INSPECTION, MAINTENANCE AND REPAIR SERVICES**

SUMMARY

Subject to the recommendation from the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval to award an Airport Conveyance Equipment Services Agreement ("Agreement") to Elevators Etc. LP ("Elevators Etc.") for preventative maintenance services, on-call repair services, and emergency repair services for six elevators, two escalators, and six moving walkways located throughout the Airport. The Agreement will be for a three-year period with two one-year extension options available to the Authority. For preventative maintenance services during the three-year base term, the annual fee will be \$78,594 totaling to \$235,782 for the three-year period. The contract also includes rates for on-call repair and emergency services.

BACKGROUND

In November 2015, the Authority awarded two purchase orders to Excelsior Elevator ("Excelsior") for monthly inspection and preventative maintenance for the previously described conveyance systems and for time and material as-needed repairs cost. These conveyance systems are located in the elevated covered walkway and North Tower, the Replacement Parking Structure, the Short-Term Parking Structure, Building 10 of the terminal, and Building 36. There are escalators and elevators within the Regional Intermodal Transportation Center which are the responsibility of the rental car companies to maintain and are not included in the scope of the proposed contract.

REQUEST FOR PROPOSALS

In September 2018 Staff issued a Request for Proposals ("RFP") for the inspection, preventative maintenance, on-call repair and emergency repair services for elevators, escalators and moving walkways. Proposals were received from two firms, Elevators Etc. and Excelsior.

EVALUATION AND SELECTION PROCESS

Proposals were evaluated by a panel consisting of three staff members. The firms were scored based upon five selection criteria for a total of 100 maximum points possible as described below:

- SC-1 Experience and Past Performance (20 points)
- SC-2 Firm Capabilities (20 points)

- SC-3 Technical Approach (20 points)
- SC-4 Agreement Acceptance (10 points)
- SC-5 Price (30 points)

The average scores are presented in the table below and demonstrate that, despite the higher annual price for preventative maintenance, it is the determination of the evaluation panel that Elevators Etc. would provide the best value to the Authority.

	Annual PM Price	SC-1	SC-2	SC-3	SC-4	SC-5	Total
Max Points Possible		20	20	20	10	30	100
Excelsior	\$ 39,906	15.7	14.0	11.0	10.0	27.0	77.7
Elevators Etc.	\$ 78,594	19.7	20.0	20.0	10.0	20.0	89.7

The current annual preventative maintenance cost for the elevators, escalators, and moving walkways described above is \$49,962. However, to date, in the current fiscal year the Authority has already spent \$80,473.73 on repair service calls in addition to the monthly preventative service cost. It is staff's expectation that a more robust preventative maintenance service program will result in fewer service calls for repairs and less equipment downtime. Based on a review of the submitted proposals, the panel determined that Elevators Etc. presented a more complete preventative maintenance program which should improve the equipment reliability and reduce down time. The additional money spent on preventative maintenance is expected to be offset by a reduction in the amount of on-call and emergency repair services.

FUNDING

The annual cost for preventative maintenance services by Elevators Etc. is \$78,594. This amounts to \$235,782 for preventative services for the three-year base term of the contract. Any identified repairs will be charged at predetermined rate on an as-needed basis. It needs to be noted that the rental car companies are responsible for 90% of the annual preventative maintenance cost for the conveyance facilities for the elevated covered walkway. The remaining costs are the Authority's responsibility, which are part of the annual O&M budget which is passed onto the airlines.

RECOMMENDATION

Subject to the recommendation from the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff recommends that the

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\\STAFF REPORTS\\COMMISSION\\12-10-18
AWARD OF CONTRACT_ELEVATORS ETC. LP
ESCALATOR AND MOVING WALKWAY_INSPECTION,
MAINTENANCE AND REPAIR SERVICES

Commission award an Agreement to Elevators Etc. and authorize the President to execute the same.

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\STAFF REPORTS\COMMISSION\12-10-18
AWARD OF CONTRACT_ELEVATORS ETC. LP
ESCALATOR AND MOVING WALKWAY_INSPECTION,
MAINTENANCE AND REPAIR SERVICES

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
DECEMBER 10, 2018**

**AWARD OF CONTRACT AMENDMENT
RS&H CALIFORNIA, INC.
REPLACEMENT PASSENGER TERMINAL PROJECT
ENVIRONMENTAL IMPACT STATEMENT**

SUMMARY

Staff seeks Commission approval of a contract amendment with RS&H California, Inc. ("RS&H"), which was selected by the Federal Aviation Administration ("FAA") to prepare an Environmental Impact Statement ("EIS") for the Replacement Passenger Terminal project. The proposed amendment will memorialize an expanded scope of services and a \$47,564 compensation increase specified by the FAA.

BACKGROUND

On April 16, 2018, in accordance with a selection by the FAA, the Commission awarded RS&H a contract in the amount of \$2,811,801 for preparation of an EIS for the Replacement Passenger Terminal project. FAA completion of an EIS pursuant to the National Environmental Policy Act ("NEPA") is a prerequisite for construction of the project. As the lead agency, the FAA is responsible for compliance with NEPA and the associated regulations. As the airport sponsor, the Authority is responsible for retaining an FAA-selected contractor to prepare the EIS.

After contract execution and commencement of the work, the FAA determined that it was necessary for RS&H to perform additional fieldwork in the northwest quadrant of the Airport. The FAA and RS&H agreed upon a revised scope of services and a \$47,564 fee increase for the additional work. That work is now complete and the proposed contract amendment (attached) will memorialize in the agreement the expanded scope of services and increased compensation that the FAA specified.

FUNDING

An Airport Improvement Program grant of \$2,417,700 was received by the Airport in Federal Fiscal Year 2017 for the EIS. Matching funds in the amount of \$582,300 have been applied for through a PFC application which is in process with the FAA. FAA anticipates that the additional costs incurred will be offset through cost-savings in other areas as the study progresses. If the anticipated savings are not achieved, FAA will address any funding shortfall.

RECOMMENDATIONS

Staff recommends that the Commission approve the proposed contract amendment with RS&H to memorialize an expanded scope of services and a \$47,564 compensation increase specified by the FAA.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
DECEMBER 10, 2018**

**AWARD OF PROFESSIONAL SERVICES AGREEMENT
MIG, INC.
FOR
PUBLIC DESIGN CHARRETTE WORKSHOPS FACILITATOR**

SUMMARY

Subject to the recommendation from the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval to award a Professional Services Agreement ("PSA") to MIG, Inc. ("MIG") in the amount of \$325,490 for Design Charrette Workshop Facilitator services for the replacement passenger terminal ("RPT").

BACKGROUND

With the approval of Measure B by Burbank voters on November 8, 2016, Hollywood Burbank Airport is working with the community and neighboring cities to build a 14-gate replacement terminal that meets current FAA safety standards for separation from runways and taxiways, and that also meets modern seismic standards. In the planning process for the replacement terminal, the Authority has completed the following:

- Certification of an Environmental Impact Report for the Project pursuant to the California Environmental Quality Act
- Negotiation of a Development Agreement and entitlements for the Project
- An affirmative vote by Burbank citizens ratifying the Development Agreement and entitlements for the Project
- Conditional Approval of the project from the FAA through the Airport Layout Plan
- Concept Validation Report and Cost Estimate

The next steps are:

- FAA completion of an Environmental Impact Statement pursuant to the National Environmental Policy Act (ongoing)
- Public Design Charrette Workshop process
- Finalization of project delivery method and funding
- Selection of Program Manager
- Start of design and construction services

In 2016, the Authority entered into a Development Agreement with the City of Burbank providing a vested right to build the RPT. One of the requirements of the Development Agreement is for the Authority to conduct a Public Design Charrette Workshop process, consisting of six workshops in the City of Burbank. The Authority has also chosen to conduct additional workshops in the Cities of Glendale, Pasadena, and Los Angeles.

PROJECT DETAILS

The Public Design Charrette Workshop process will provide information for the ultimate design of the replacement terminal, particularly in regard to aesthetics, amenities, and integration into the community. The workshops will be an iterative process, addressing large, medium, and small design aspects of the project. A successful workshop facilitator will guide attendees through a process that will create a useful and meaningful deliverable to inform a designer of the desires of the community for the new building. The deliverable will allow the final design to contain identifiable elements obtained from the workshop process.

SOLICITATION AND EVALUATION – 1ST STEP – REQUEST FOR QUALIFICATIONS

Utilizing a two-step procurement process, Staff issued a Request for Qualifications ("RFQ") via PlanetBids on May 24, 2018, soliciting Statements of Qualifications ("SOQs") from qualified consulting firms specializing in architectural design, public outreach and engineering, and advertised the competitive opportunity in several local newspapers, as well as public postings on the Internet and in the Burbank, Glendale, and Pasadena City Halls. Staff received SOQs from five (5) firms. Those five firms, listed alphabetically, are:

- Collaborate, Inc.
- Dudek
- Gruen Associates
- MIG, Inc.
- North Star Alliances

The first evaluation step was the review of the written SOQs received, to determine which 3 firms were most qualified based on the selection criteria listed in the RFQ: Management and Financial Strength (20 points), Firm Capability and Experience (30 points), Understanding of Design Charrettes Project as described (30 points), Firm Key Personnel's qualifications and background (20 points) – 100 potential points totals. The evaluation committee was comprised of three staff members; Mr. Patrick Prescott, Community Development Director, City of Burbank; Mr. Tom Flavin, CEO, Burbank Chamber of Commerce; and Ms. Sue Georgino of Georgino Consulting. The resultant cumulative averaged scoring was as follows: Collaborate Inc. – 45.0 points; Dudek – 94.0 points; Gruen Associates – 83.2 points; MIG Inc. – 89.5 points; and North Star Alliances – 57.0 points. This scoring resulted in Dudek, Gruen Associates, and MIG, Inc. being selected as the three most qualified firms to move onto the next step in the acquisition.

The detailed evaluation score sheet is attached. (Attachment 1)

SOLICITATION AND EVALUATION – 2ND STEP – REQUEST FOR PROPOSALS

A Request for Proposals ("RFP") was issued on July 23, 2018 via PlanetBids to the three shortlisted firms identified through the RFQ process.

Once proposals were received, the proposals were reviewed and scored by the same evaluation panel as reviewed the SOQs. Scoring for proposal evaluation was as follows:

-2-

Overall Project Management Approach (20 points); Firm Capabilities (20 points); Technical Approach (20 points); PSA language acceptance (15 points); and Price (25 points) — 100 potential points totals. Additionally, the firms were each invited to participate in an interview to describe their approach to the project, introduce their teams, and answer any questions the evaluation committee may have had, for an additional 100 points in evaluation scoring, bringing the total potential score tally to 200 points. The panel conducting the interviews was the same as it was from the review of the SOQs and proposals, except for Tom Flavin, CEO, Burbank Chamber of Commerce, who was unable to attend the interviews due to schedule conflicts. After the interviews were conducted and scored, further evaluation was performed to compare the quality of services proposed by each of the respondents. Negotiations with MIG resulted in a reduction of the proposed price from the proposed \$392,445 to \$325,490.

The final scoring for the proposals and interviews is as follows:

MIG Inc.	177.3 points
Dudek	172.5 points
Gruen Assoc.	159.2 points

The detailed evaluation score sheet is attached. (Attachment 2).

FUNDING

The adopted FY 2019 budget includes appropriations in the amount of \$285,000 as part of the Replacement Passenger Terminal project line item. The additional \$40,490 required to fund this agreement which totals \$325,490 will come from Airport Reserves.

RECOMMENDATIONS

Subject to the recommendation from the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval to award a Professional Services Agreement to MIG, Inc., in the amount of \$325,490 for Design Charrette Workshop Facilitator services for the replacement passenger terminal.

RFQ No. E18-08
Design Charrettes (Workshops) Facilitator Services

	Management/ Financial Strength		Experience-Firm Capability		Conveyed understanding of project		Key personnel		Comments	Total
Weighting Factor:	1	30	1	30	1	30	1	20		
Maximum Points Possible	20									100
Collaborate Inc.	0.8	18.0		12.8		13.3				45.0
Dudek	19.5	27.8		28.3		18.3				94.0
Gruen Associates	11.7	27.2		27.0		17.3				83.2
MIG Inc	19.2	26.0		26.7		17.7				89.5
North Star Alliances	10.8	17.2		17.2		11.8				57.0

Evaluator: _____ Date: _____
Cumulative Median Scores-A. DeHoyos 7/17/2018

		Management/ Financial Strength	Experience- Firm Capability	Conveyed understanding of project	Key personnel	TOTAL
	Points Available	20	30	30	20	100
E1	Collaborate Inc.	0	28	0	19	47
	Dudek	20	30	30	20	100
	Gruen Associates	20	30	30	20	100
	MIG Inc	20	28	28	19	95
	North Star Alliances	20	29	15	19	83
E2	Collaborate Inc.	0	10	20	10	40
	Dudek	20	25	25	15	85
	Gruen Associates	0	20	20	10	50
	MIG Inc	20	20	20	15	75
	North Star Alliances	5	10	25	5	45
E3	Collaborate Inc.	0	20	22	16	58
	Dudek	20	27	30	18	95
	Gruen Associates	15	28	27	19	89
	MIG Inc	20	28	27	20	95
	North Star Alliances	20	24	23	17	84
E4	Collaborate Inc.	0	15	10	10	35
	Dudek	20	30	30	20	100
	Gruen Associates	10	30	30	20	90
	MIG Inc	20	30	30	20	100
	North Star Alliances	5	10	10	10	35
E5	Collaborate Inc.	0	20	10	15	45
	Dudek	20	30	30	20	100
	Gruen Associates	10	30	30	20	90
	MIG Inc	20	30	30	20	100
	North Star Alliances	5	15	15	10	45
E6	Collaborate Inc.	5	15	15	10	45
	Dudek	17	25	25	17	84
	Gruen Associates	15	25	25	15	80
	MIG Inc	15	20	25	12	72
	North Star Alliances	10	15	15	10	50
MEDIAN	Collaborate Inc.	0.8	18.0	12.8	13.3	45.0
	Dudek	19.5	27.8	28.3	18.3	94.0
	Gruen Associates	11.7	27.2	27.0	17.3	83.2
	MIG Inc	19.2	26.0	26.7	17.7	89.5
	North Star Alliances	10.8	17.2	17.2	11.8	57.0

Weighting Factor:		Overall Project Management Approach		Firm Capabilities		Technical Approach		PSA Acceptance		Price		Interview		Comments		Total	
Maximum Points Possible	1	20	1	20	1	20	1	15	1	25	1	100	1			200	
Dudek	18.8		18.5	18.2			14.5	22.5	80.0	Good proposal and interview, but needed more outreach focus. No online component discussed at interview.	172.5						
Gruen Associates	16.3		17.5	16.8		14.5	25.0	69.0	Good proposal, interview missed type of work needed.	159.2							
MIG Inc.	17.3		18.7	17.2		14.5	17.0	92.6	Good proposal, excellent interview, would have liked to hear more from the whole team participating.	177.3							

Evaluator: A. DeHoyos
 Averaged Cumulative Score: 9/21/2018
 Date:



November 15, 2018

Stephanie C. Harris
 Manager, Flight Procedures Team
 Operations Support Group
 c/o Burbank Public Comments
 2200 South 216th Street
 Des Moines, WA 98198

RE: Request to extend public comment period for the Draft Environmental Review
 (Proposed Categorical Exclusion) for the Proposed OROSZ THREE and SLAAP TWO
 (RNAV) Open Standard Instrument Departure Procedures at Hollywood Burbank Airport

Dear Ms. Harris:

We write to request that the public comment period regarding the proposed RNAV procedures under review be extended from 30 to 90 days and that the Federal Aviation Administration (FAA) provide the information and data requested below well before a new comment period closes. As you know, there continues to be significant public interest surrounding these procedures. Yet the Draft Environmental Review report provides neither basic information for public understanding nor the underlying analytical data supporting FAA's decision. Absent such information, the public cannot make informed decisions about whether they should submit comments, and if so, what issues should be addressed by their comments.

This high level of public interest and need for additional information strongly support an extension of the public comment period. Specifically, we are requesting the FAA provide the following information:

- Precise descriptions of the proposed procedures, including the location and nature of the new RNAV segment. The imprecise descriptions in the Draft Environmental Review Report impede a basic understanding of the proposed procedures.
- Higher quality maps and files showing existing radar tracks and the proposed procedures. In addition, we request TARGETS, AEDT and other input and output files with underlying geographic references. The current maps are low-resolution, small, and otherwise insufficient to convey the location of the proposed procedures. Without this information, the City and the general public are unable to determine exactly where the proposed route will fly vis-à-vis underlying homes, schools, historic properties, parks, etc.

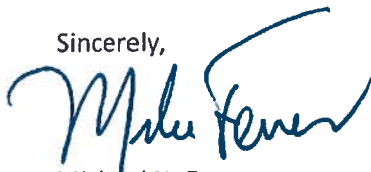
Stephanie C. Harris
November 15, 2018
Page 2

- Detailed information regarding FAA's noise analysis, including data regarding the flight tracks modeled, assumptions about early or late vectors from the RNAV paths, dispersion from the centerline assumed flight track, and assumed receptor elevations. This information is critical to understanding the reasonableness and adequacy of FAA's noise analysis.
- The Aviation Environmental Design Tool (AEDT) Environmental Plug-In, TARGETS, radar track and other information used by FAA, including all input and output files, in native electronic format. Please be advised that Los Angeles City Councilmember Paul Krekorian submitted a FOIA request for these records on October 29, 2018.
- A copy of the FAA's settlement agreement with Benedict Hills Homeowners Association, as the FAA has disclosed that the proposed procedures are tied to implementation of a settlement agreement.

The City and the public need this information and the time to properly analyze it. Such information would allow the City and the public to appreciate the locations and impacts of the proposed flight procedures and provide meaningful comments. A ninety-day comment period, extending the deadline from November 18, 2018 to February 16, 2019 is reasonable, provided that FAA discloses the requested information within the next 30 days.

We thank you for your attention to this request. If you have any questions, please contact Chief Assistant City Attorney David Michaelson at (213) 978-7100.

Sincerely,



Michael N. Feuer
City Attorney



Paul Krekorian
Councilmember, Second District



David Ryu
Councilmember, Fourth District

cc: The Honorable Dianne Feinstein, United States Senate
The Honorable Kamala Harris, United States Senate
The Honorable Adam Schiff, United States House of Representatives
The Honorable Brad Sherman, United States House of Representatives

Settlement Agreement
Between the Federal Aviation Administration, Benedict Hills Estates Association and
Benedict Hills Homeowners Association

The United States of America, acting through the Federal Aviation Administration (FAA), and Benedict Hills Estates Association and the Benedict Hills Homeowners Association (together, the Associations) (collectively, the Parties) enter into this Settlement Agreement (Agreement), by and through their undersigned representatives, to resolve the disputes outlined below and pertaining to FAA's Southern California Metroplex (SoCal Metroplex) project which replaces dozens of existing conventional air traffic control procedures with new satellite-based procedures at twenty-one airports in Southern California.

Litigation

On October 24, 2016, the Associations filed a petition for review challenging the FAA's Finding Of No Significant Impact and Record Of Decision for the Southern California Metroplex Project under 49 U.S.C. § 46110 in the United States Court of Appeals for the District of Columbia Circuit, Case No. 16-1366.

The Parties have reached an agreement to settle and stipulate to the dismissal of Case No. 16-1366.

Agreement

NOW, THEREFORE, in consideration of the mutual covenants and other consideration described herein, the Parties agree it is in the interest of the public and civil aviation to AGREE as follows:

I. Complete Settlement of all Claims

The Parties agree that this Agreement upon execution shall resolve all claims by the Associations that have been brought, or could have been brought, in *Benedict Hills Estates Assoc. v. FAA*, No. 16-1366 (D.C. Cir.).

The Parties agree that within 30 days of this Agreement's execution, the Associations shall move to dismiss with prejudice their petition for review, No. 16-1366, in the United States Court of Appeals for the District of Columbia Circuit, which shall resolve all claims by the Associations that have been brought, or could have been brought, in *Benedict Hills Estates Assoc. v. FAA*, No. 16-1366 (D.C. Cir.).

II. Terms

The Parties agree to the following terms:

A. FAA will design and develop two open standard instrument departure procedures from Bob Hope Airport called SLAPP and OROSZ. Incorporated by reference and attached hereto is Exhibit "A," which depicts the proposed initial designs for these procedures. The parties acknowledge that aircraft departing Bob Hope Airport utilizing the SLAPP and OROSZ

procedures will be radar vectored by air traffic control north as soon as practicable after take-off and would depend on the circumstances described in paragraph F.

B. Implementation of the proposed open departure procedures SLAPP and OROSZ from Bob Hope Airport are subject to FAA compliance with and evaluation under the National Environmental Policy Act (NEPA) and any other required environmental analysis, including but not limited to the National Historic Preservation Act, Clean Air Act, and Section 4(f) of the Department of Transportation Act. Nothing in this agreement should be construed to commit FAA to a specific outcome of the NEPA environmental review process or require FAA to make any specific decision based on the NEPA environmental review process.

C. Implementation of the open departure procedures SLAPP and OROSZ from Bob Hope Airport are subject to FAA's safety risk management analysis. Nothing in this agreement should be construed to commit FAA to a specific outcome under FAA's safety risk management analysis.

D. If, at the conclusion of either the NEPA review or safety risk management analysis, the FAA determines that it will not proceed with implementing either the SLAPP or OROSZ procedures from Bob Hope Airport, the FAA will document that decision in an "order" subject to the provisions of 49 U.S.C. § 46110.

E. If the conditions in B and C are satisfied, FAA shall: (i) implement the open departure procedures SLAPP and OROSZ from Bob Hope Airport as shown in Exhibit "A" as soon as practicable; (ii) within 60 days of implementation, evaluate whether aircraft are flying the SLAPP and OROSZ procedures as proposed ; and (iii) if necessary and consistent with FAA policies and requirements, make adjustments to the SLAPP and OROSZ procedures to ensure aircraft fly the procedure as proposed and depicted in Exhibit "A."

F. The implementation and aircraft operational use of the open departure procedures SLAPP and OROSZ shown in Exhibit "A" will take place under normal air traffic conditions permitting their use. Aircraft operational use of the open departure procedures are subject to safety and operational restrictions and potential conflicts, including, but not limited to events, other air traffic, weather, and emergencies.

G. To the maximum extent practicable, the FAA agrees that it shall keep aircraft departing from Bob Hope Airport using the open departure procedures SLAPP and OROSZ shown in Exhibit "A" on the procedures. The parties acknowledge that aircraft departing Bob Hope Airport utilizing the SLAPP and OROSZ procedures will be radar vectored by air traffic control north as soon as practicable after take-off and would depend on the circumstances described in paragraph F.

H. The parties agree and understand that due to safety and efficiency it is impossible to restrict or otherwise limit an air traffic controller's options for vectoring aircraft at all times. Adherence to procedures is dependent on a variety of factors at any given time and depends on individual circumstances. Factors and circumstances include air traffic volume and complexity, weather, winds, pilot abilities, aircraft and equipment capabilities, and other flight and air traffic

dynamics. The parties understand that individual aircrew performance requirements are set forth in FAA Order 8260.58A, U.S. Standard for PBN Instrument Procedure Design, and FAA Advisory Circular 90-100A, Change 2, Terminal and En Route Area Navigation (RNAV) Operations. Therefore, FAA must be able to vector aircraft in controlled airspace for safety, separation, operational efficiency, sequencing, or other air traffic control purposes.

I. The FAA agrees to provide to Bob Hope Airport, for public dissemination, quarterly reports for one (1) year regarding the FAA's monitoring of the open departure procedures SLAPP and OROSZ shown in Exhibit "A" to evaluate deviations from expected flight paths. The FAA further agrees to provide copies of such reports to the Associations.

III. Miscellaneous Provisions

Notices. All notices required under this Agreement shall be in writing, and may be given either personally or by registered or certified mail (return receipt requested) or facsimile. Any Party may at any time, by giving 10 days' written notice to the other Party, designate any other person or address in substitution of the address to which such notice shall be given. Such notice shall be given to the Parties at their addresses set forth below:

Parties to identify those to receive future notifications

Benedict Hills Homeowners Association
640 S. San Vicente Blvd. #474
Los Angeles, CA 90048

Benedict Hills Estates Association
9903 Santa Monica Blvd. #355
Beverly Hills, CA 90212

Regional Administrator, Western-Pacific Region
Federal Aviation Administration
15000 Aviation Blvd
Lawndale, CA 90261

Enforcement. If one of the Parties alleges a breach of the terms or conditions of this Agreement, the Party alleging a breach must notify the other in writing prior to filing any legal action regarding this agreement. For purposes of this paragraph, the Associations agree to send written notice to the FAA Office of Regional Counsel, Western Pacific Region. For purposes of this paragraph, the FAA agrees to send written notice to counsel for the Associations, Steven M. Taber, Esq. Upon receipt of such written notice, the Parties shall confer and, as soon as possible, try to resolve the alleged breach. The Parties agree to attempt to resolve any such issues in good faith. Should those attempts be unsuccessful, the Parties agree to engage voluntarily in mediation overseen by the FAA's Office of Dispute Resolution for Acquisitions ("ODRA"). *See* 14 C.F.R. §17.3(q) (defining ODRA and its authority to provide dispute resolution services). The Parties understand that mediation may be terminated by any Party or the mediator at any time. If the

Parties cannot settle the entirety of the dispute in mediation, all unsettled elements shall be subject to the enforcement provision in Section III as stated below.

The Parties reserve the right to judicially enforce any terms or provisions of this Agreement. An action to enforce this Agreement must be brought and pursued in Federal court and shall be governed by and construed in accordance with Federal law.

Own Costs. Each Party shall bear its own costs, including any attorneys' fees, in connection with this Agreement and the litigation giving rise to this Agreement.

Authority. The representatives of each Party hereby certify that he or she is duly authorized to enter into the Agreement. The Associations represent that they have full authority to perform all of the acts and obligations they have agreed to perform under the terms of this Agreement.

The United States, acting through the Department of Justice and the FAA, represents that the FAA has the full authority to perform all of the acts and obligations it and the United States of America has agreed to perform under the terms of this Agreement. Nothing in this Agreement shall be construed to require any action in violation of the Anti-Deficiency Act, 31 U.S.C. § 1341.

Copies and Counterparts. It is contemplated that this Agreement may be executed in counterparts, each of which shall be deemed an original, and all of which together constitute one and the same document. Facsimiles, hard copies, and scanned electronic copies of signatures, including scanned electronic copies sent by email shall constitute acceptable, binding signatures for purposes of this Agreement.

Defense of this Agreement. The Parties agree to vigorously and actively defend this Agreement and all terms embodied herein as fair and reasonable and to vigorously and actively defend the same against any challenge by any individual or entity. The Parties further agree not to undermine directly or indirectly this Agreement or any terms set forth therein for so long as this Agreement remains in effect.

Modification. This Agreement may be supplemented or modified only by the mutual agreement of the Parties. No supplement, amendment, or modification of this Agreement shall be binding unless it is in writing and signed by all duly authorized representatives of each Party.

Successors or Assigns. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors, transferees, licensees, agents, heirs, and assigns.

Precedent. Nothing in this Agreement shall constitute an admission concerning any allegation, claim, or defense at issue in *Benedict Hills Estates Assoc. v. FAA*, No. 16-1366 (D.C. Cir.) or related cases. This Agreement has no precedential effect as to any other dispute between the Parties or between either the Associations or the FAA and any third party. This Agreement is made in light of the unique circumstances of this case and the uncertainty of the specific matters resolved hereby. Nothing herein shall be construed to be an admission of liability or as an interpretation of the validity or terms or provisions of any other instruments or contracts.

Release. Upon dismissal of this matter (*Benedict Hills Estates Assoc. v. FAA*, No. 16-1366 (D.C. Cir.)), the Petitioners Benedict Hills Estates Association and the Benedict Hills Homeowners Association and all their heirs, administrators, representatives, attorneys, successors, and assigns, hereby release, waive, acquit, and forever discharge the FAA and all its respective officers, employees, and agents from, and are hereby forever barred and precluded from prosecuting, any and all claims, causes of action, and/or requests for relief asserted in *Benedict Hills Estates Assoc. v. FAA*, No. 16-1366 (D.C. Cir.), as well as any and all claims, causes of action, and/or requests for relief, whether or not made, against any Party that could have been raised in those matters, with the exception of proceedings to enforce this Agreement.

No Third Party Rights. This Agreement is not intended to create, and does not create, any third-party beneficiary rights, confer upon any non-party a right to enforce or sue for an alleged breach of the Agreement, or generate any other kind of right or privilege for any person, group, or entity other than the Parties.

Effective Date. This Agreement shall be effective upon the date of execution by all Parties.

Date: March 1, 2018

BENEDICT HILLS HOMEOWNERS ASSOCIATION

By: 
David Herman
Its President

Date: _____, 2018

BENEDICT HILLS ESTATES ASSOCIATION

By: _____
Edward B. Brody
Its President

Date: _____, 2018

FEDERAL AVIATION ADMINISTRATION

By: _____
Maurice Hoffman
Acting Director, Airspace Services, AJV-1

Date: _____, 2018

UNITED STATES DEPARTMENT OF JUSTICE

By: _____
Lane McFadden
Attorney, Env't & Nat. Res. Division

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Date: _____, 2018

BENEDICT HILLS HOMEOWNERS ASSOCIATION

By: _____

David Herman
Its President

Date: 02/17, 2018

BENEDICT HILLS ESTATES ASSOCIATION

By: _____

Edward B. Brody
Its President

Date: _____, 2018

FEDERAL AVIATION ADMINISTRATION

By: _____

Maurice Hoffman
Acting Director, Airspace Services, AJV-1

Date: _____, 2018

UNITED STATES DEPARTMENT OF JUSTICE

By: _____

Lane McFadden
Attorney, Env't & Nat. Res. Division

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Date: _____, 2018

BENEDICT HILLS HOMEOWNERS ASSOCIATION

By: _____
David Herman
Its President

Date: _____, 2018

BENEDICT HILLS ESTATES ASSOCIATION

By: _____
Edward B. Brody
Its President

Date: 3-12, 2018

FEDERAL AVIATION ADMINISTRATION

By: Maurice Hoffman
Maurice Hoffman
Acting Director, Airspace Services, AJV-1

Date: _____, 2018

UNITED STATES DEPARTMENT OF JUSTICE

By: _____
Lane McFadden
Attorney, Env't & Nat. Res. Division

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Effective Date. This Agreement shall be effective upon the date of execution by all Parties.

Date: _____, 2018

BENEDICT HILLS HOMEOWNERS ASSOCIATION

By: David Herman
Its President

Date: _____, 2018

BENEDICT HILLS ESTATES ASSOCIATION

By: Edward B. Brody
Its President

Date: _____, 2018

FEDERAL AVIATION ADMINISTRATION

By: _____
Maurice Hoffman
Acting Director, Airspace Services, AJV-1

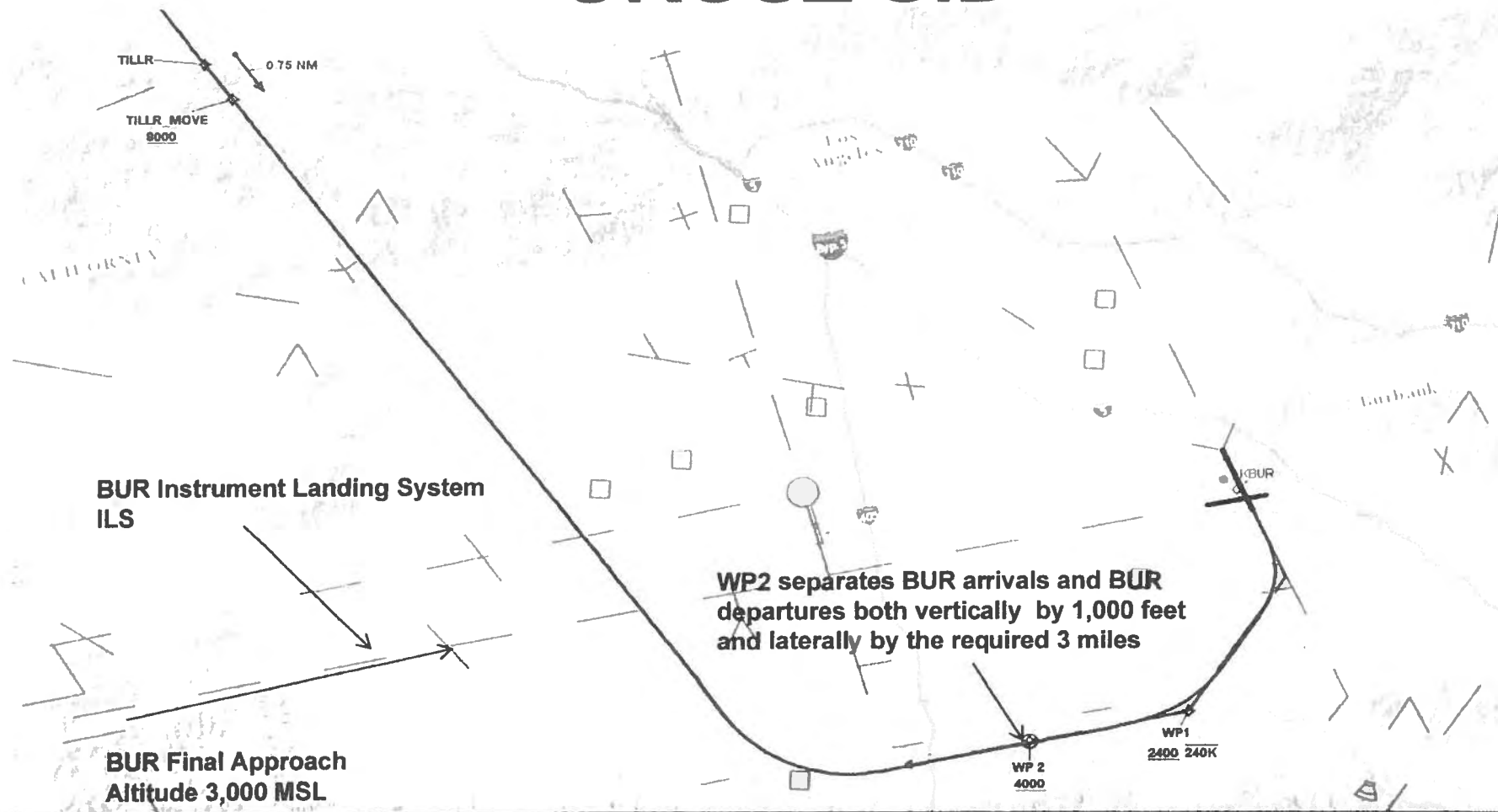
Date: 3/16/2, 2018

UNITED STATES DEPARTMENT OF JUSTICE

By: 
Lane McFadden
Attorney, Env't & Nat. Res. Division

Benedict Hills Proposal

OROSZ SID



Federal Aviation
Administration

OROSZ and SLAPP Technical Data

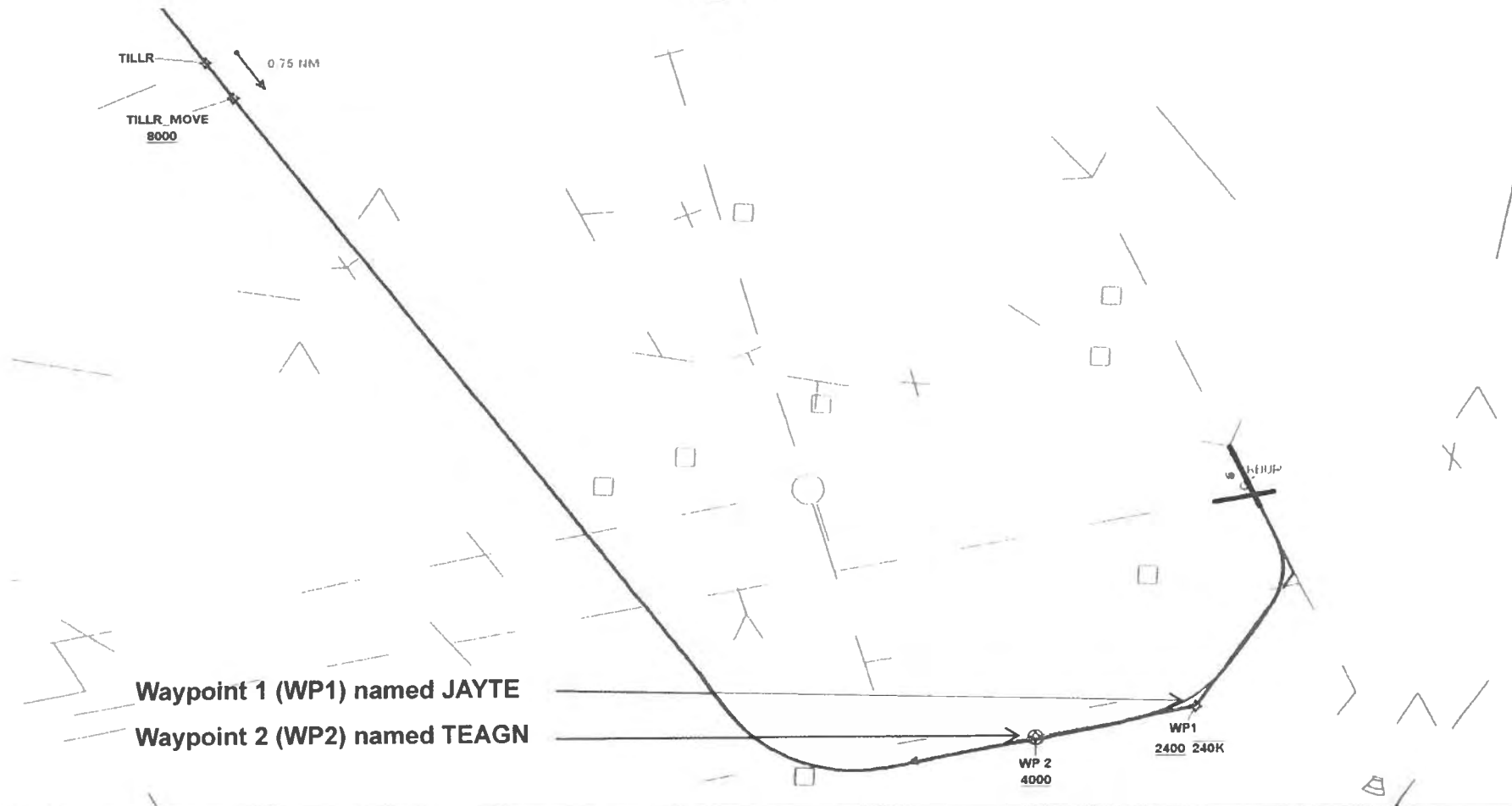
Runway Transition Data - KBUR:15_VI CF TF FM

DB	End Point	Latitude (D° M' S.ss")	Longitude (D° M' S.ss")	FO/FB	Leg	TC	MC	Distance	Altitude	Speed	MEA	MOCA	Arc Center Lat (D° M' S.ss")	Arc Center Lon (D° M' S.ss")	Arc Radius (NM)
AIRNAV2 r13 10-13- 16 TO UNK	DER RW15	N34 11 38 06	W118 21 19 33												
					VI	167 08	155 08	1 21							
	JAYTE WP	N34 08 33 85	W118 23 20 20	FB	CF	225 93	213 93	2 70	+2400	-240					
	TEAGN WP	N34 08 34 83	W118 26 22 36	FO	TF	270 38	258 38	2 52	+4000						
	TEAGN WP	N34 08 34 83	W118 26 22 36		FM	270 38	258 38								



Federal Aviation
Administration

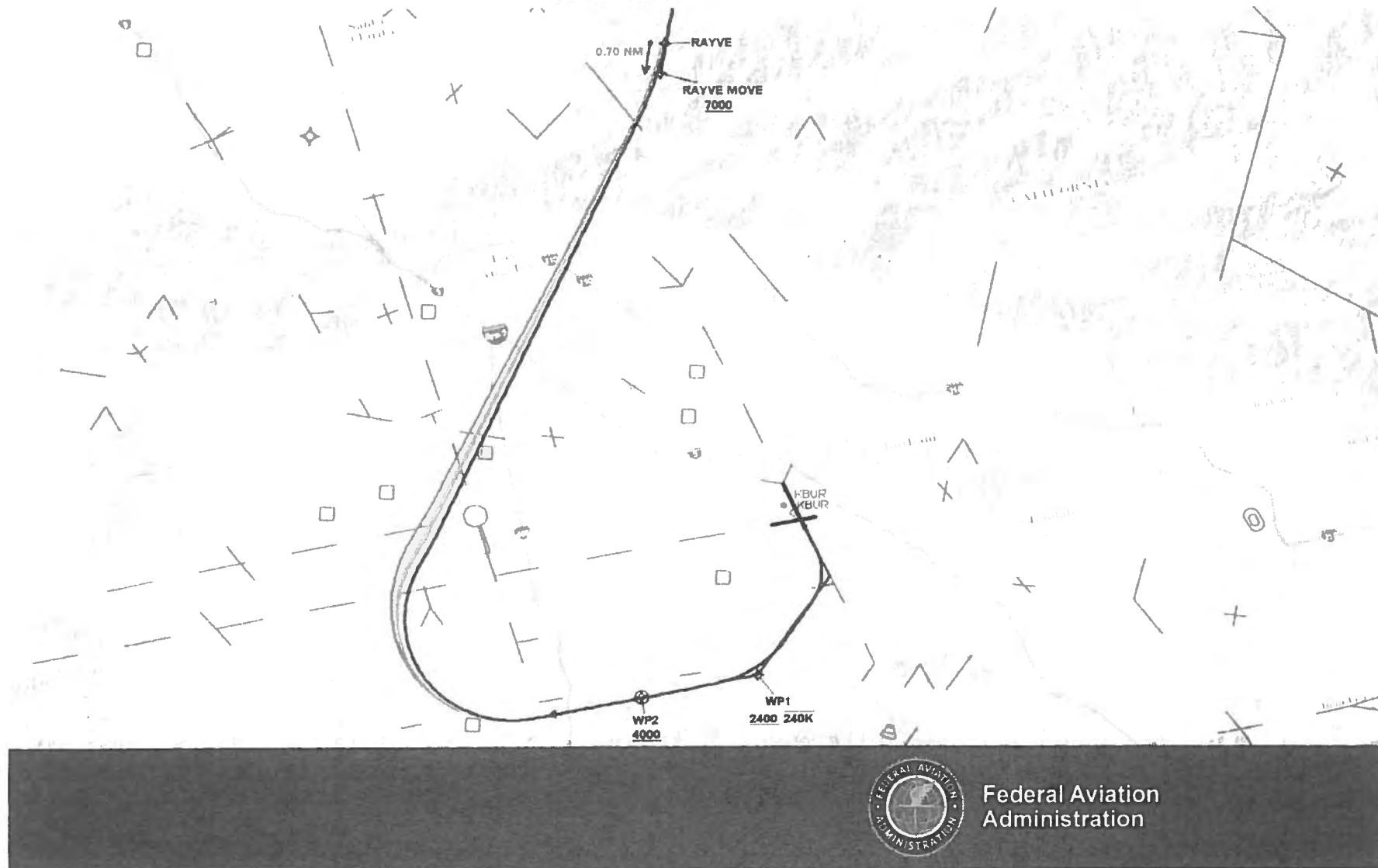
Benedict Hills Proposal OROSZ SID



Federal Aviation
Administration

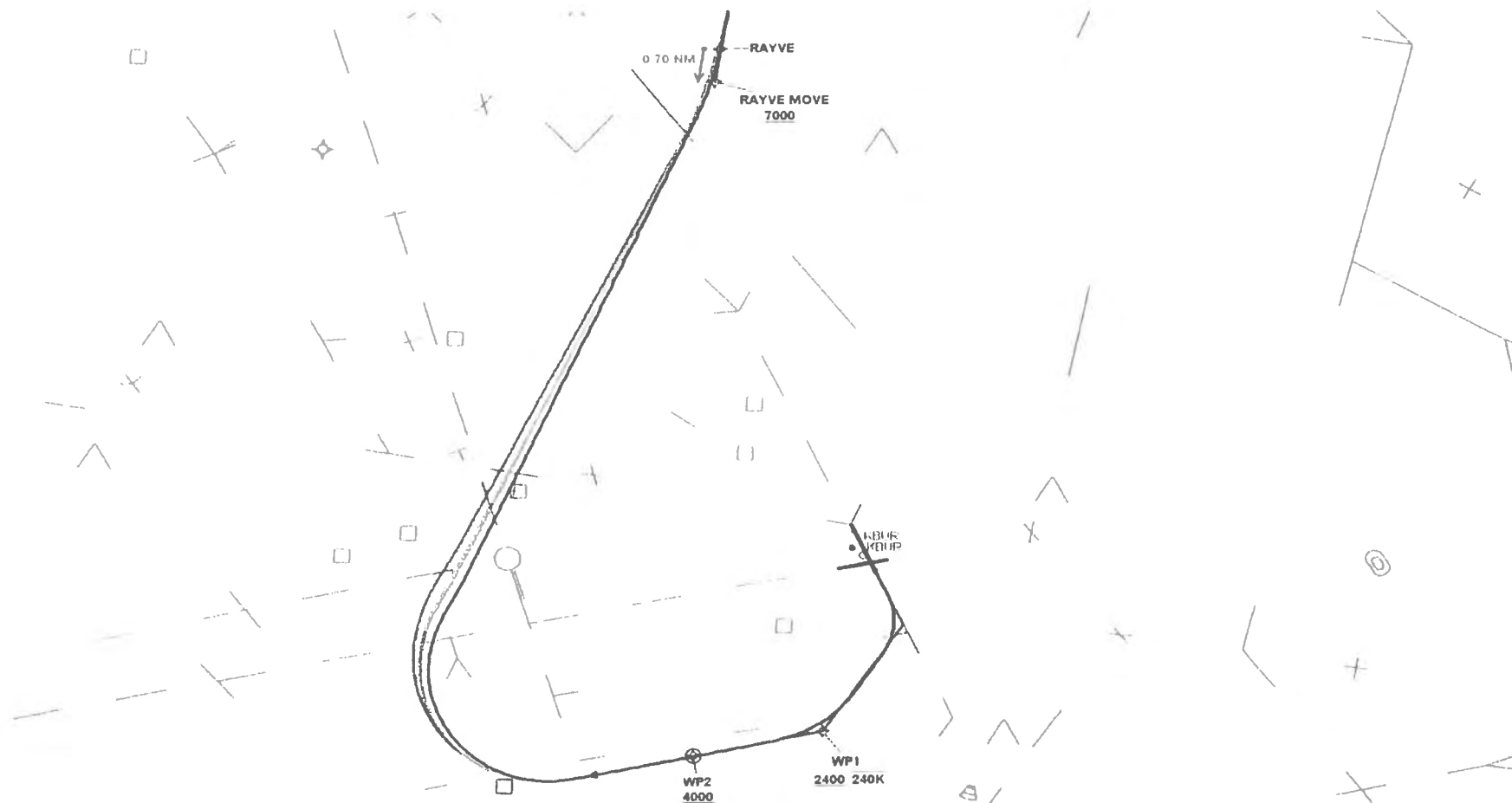
Benedict Hills Proposal

SLAPP SID



* EXHIBIT A *

Benedict Hills Proposal SLAPP SID



Federal Aviation
Administration



DRAFT

December 10, 2018

The Honorable Daniel K. Elwell
Acting Administrator
Federal Aviation Administration
800 Independence Ave SW
Washington, DC 20591

Re: Proposed Amendment to OROSZ and SLAPP Area Navigation Departure Procedures at
Hollywood Burbank Airport — Request for Consideration of Dispersal Headings/Other
Lateral Track Variations to Address Community Noise Concerns

Dear Administrator Elwell:

The Federal Aviation Administration (“FAA”) recently solicited public comments on proposed amendments to the OROSZ and SLAPP area navigation departure (“RNAV”) procedures at Bob Hope Airport (commonly known as Hollywood Burbank Airport) (“Airport”). The Burbank-Glendale-Pasadena Airport Authority (“Authority”), owner and operator of the Airport, respectfully submits this letter pursuant to Section 175 of the FAA Reauthorization Act of 2018 (“Act”) to request that you consider the feasibility of dispersal headings or other lateral track variations to address community noise concerns.

Earlier this year, in response to a significant increase in noise complaints, the Authority retained the firm Landrum & Brown, Inc. (“L&B”) to prepare a flight path analysis and report on the impact of the FAA’s implementation of NextGen in the Southern California Metroplex. L&B presented its findings to the Authority’s Operations & Development Committee at an evening meeting on October 18, 2018. There was exceptionally high public attendance — hundreds of people were accommodated in the meeting room and an overflow space had to be provided. Dozens of public speakers, most of whom are residents of the Studio City and Sherman Oaks neighborhoods in the City of Los Angeles, expressed concerns about increased aircraft noise experienced since the FAA’s March 2017 NextGen implementation in the Southern California Metroplex.

As such, the Authority has consulted with the affected community and makes this request that the proposed OROSZ and SLAPP RNAV amendments not be approved until the FAA analyzes the feasibility of dispersal headings or other lateral track variations to address community noise concerns. Thank you for your attention to this important matter.

Very truly yours,

Zareh Sinanyan
President

cc: FAA Operations Support Group, C/O Public Comments
The Honorable Adam Schiff, Member of Congress, California District 28
The Honorable Brad Sherman, Member of Congress, California District 30
The Honorable Eric Garcetti, Mayor, City of Los Angeles
The Honorable Paul Kerkorian, Council Member, City of Los Angeles
The Honorable Emily Gable-Luddy, Mayor, City of Burbank
Commission Members, Burbank-Glendale-Pasadena Airport Authority

Hollywood Burbank Airport

REVENUE PASSENGERS	September			January - September		
	2018	2017	% Change	2018	2017	Change
Signatory Airlines						
Alaska Airlines	49,564	40,687	21.82%	475,154	364,753	30.27%
American Airlines	9,338	9,710	-3.83%	111,258	110,866	0.35%
Delta Airlines	16,106	11,690	37.78%	107,268	94,917	13.01%
JetBlue Airways	18,509	7,943	133.02%	82,363	71,308	15.50%
Mokulele Airlines	0	0	N/A	0	0	N/A
Southwest Airlines	305,864	294,912	3.71%	2,807,635	2,548,883	10.15%
United Airlines	29,968	29,844	0.42%	270,814	241,157	12.30%
Total Revenue Passengers	429,349	394,786	8.75%	3,854,492	3,431,884	12.31%
Inbound (deplaned)	215,642	197,692	9.08%	1,926,358	1,715,790	12.27%
Outbound (enplaned)	213,707	197,094	8.43%	1,928,134	1,716,094	12.36%

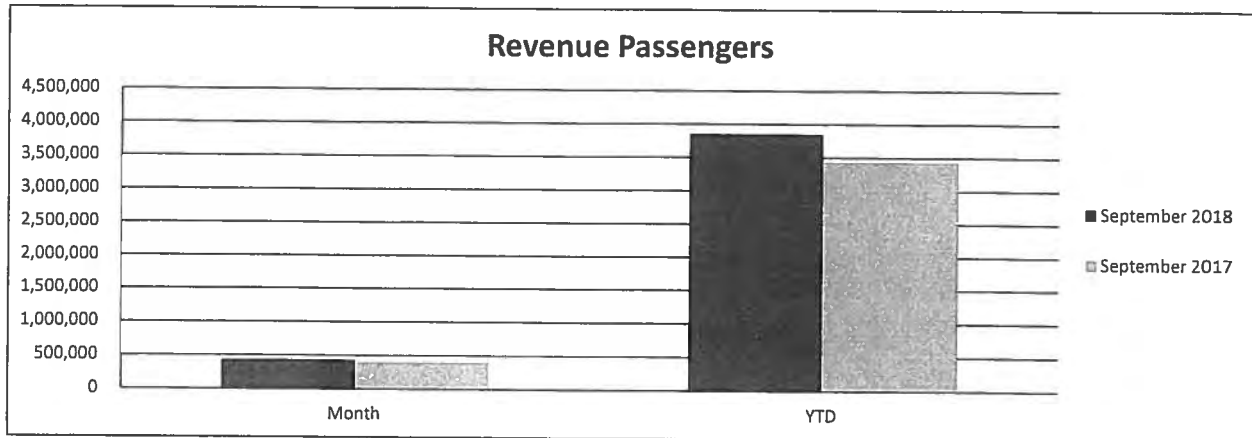
AIRCRAFT OPERATIONS *	September			January - September		
	2018	2017	% Change	2018	2017	% Change
Air Carrier	4,632	4,551	1.78%	41,985	39,846	5.37%
Air Taxi	1,575	1,538	2.41%	14,473	12,221	18.43%
General Aviation	2,475	3,148	-21.38%	24,145	27,838	-13.27%
Military Itinerant	38	75	-49.33%	605	819	-26.13%
Civil Local	1,562	1,259	24.07%	18,600	16,737	11.13%
Military Local	0	0	N/A	0	0	N/A
Total Aircraft Operations	10,282	10,571	-2.73%	99,808	97,461	2.41%

* Source: FAA Tower Daily Airport Operations Count, adjusted to show Canadair Regional Jet-200 operations as Air Carrier. Includes Hollywood Burbank Airport arrivals/departures only; excludes aircraft that enter local air space but do not land or take off at Hollywood Burbank Airport.

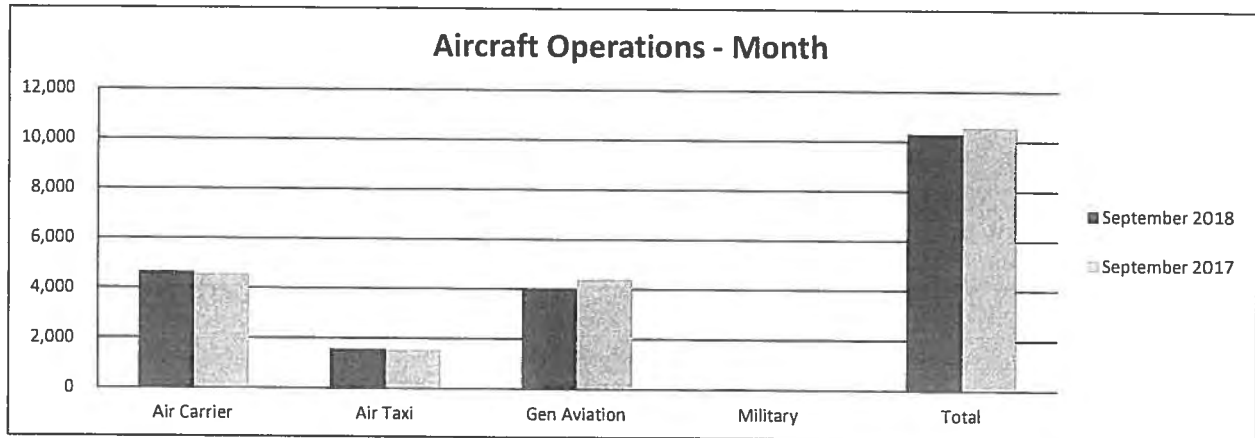
Hollywood Burbank Airport

AIR CARGO (lbs.)	September			January - September		
	2018	2017	% Change	2018	2017	% Change
Signatory Airlines						
Alaska Airlines	329	1,460	-77.47%	9,291	5,842	59.04%
American Airlines						
Delta Airlines						
JetBlue Airways						
Mokulele Airlines						
Southwest Airlines	174,317	140,867	23.75%	1,530,874	1,212,673	26.24%
United Airlines	42	8,337	-99.50%	129,669	9,904	1209.26%
Other Scheduled Carriers						
Federal Express	4,474,788	4,274,340	4.69%	41,900,506	41,662,644	0.57%
United Parcel Service	3,624,987	3,904,137	-7.15%	35,079,424	35,199,282	-0.34%
Charter/Contract Carriers						
AirNet Express	2,766	2,184	26.65%	28,026	22,486	24.64%
Ameriflight	246,260	253,350	-2.80%	2,297,926	1,994,459	15.22%
Total Air Cargo	8,523,489	8,584,675	-0.71%	80,975,716	80,107,290	1.08%
	=====	=====	=====	=====	=====	=====
Inbound (deplaned)	4,138,477	4,205,461	-1.59%	39,198,102	40,533,413	-3.29%
Outbound (enplaned)	4,385,012	4,379,214	0.13%	41,777,614	39,573,877	5.57%

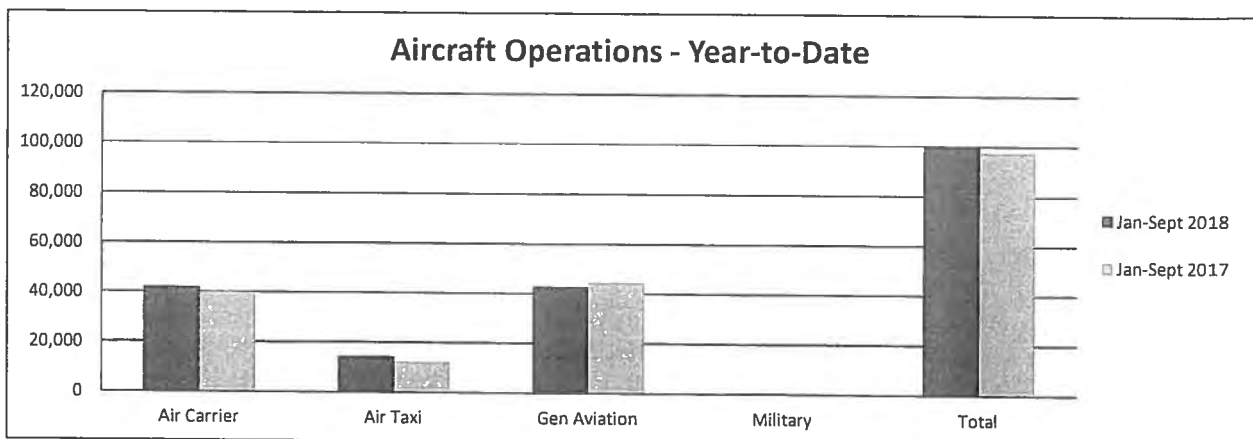
MAIL (lbs.)	September			January - September		
	2018	2017	% Change	2018	2017	Change
United Parcel Service	0	5,898	-100.00%	0	81,499	-100.00%
Total Mail	0	5,898	-100.00%	0	81,499	-100.00%
	=====	=====	=====	=====	=====	=====
Inbound (deplaned)	0	0	N/A	0	68,458	-100.00%
Outbound (enplaned)	0	5,898	-100.00%	0	13,041	-100.00%



Revenue Passengers	Month	YTD
September 2018	429,349	3,854,492
September 2017	394,786	3,431,884
% Change	8.75%	12.31%



Aircraft Operations - MO	Air Carrier	Air Taxi	Gen Aviation	Military	Total
September 2018	4,632	1,575	4,037	38	10,282
September 2017	4,551	1,538	4,407	75	10,571
% Change	1.78%	2.41%	-8.40%	-49.33%	-2.73%



Aircraft Operations - YTD	Air Carrier	Air Taxi	Gen Aviation	Military	Total
Jan-Sept 2018	41,985	14,473	42,745	605	99,808
Jan-Sept 2017	39,846	12,221	44,575	819	97,461
% Change	5.37%	18.43%	-4.11%	-26.13%	2.41%

Hollywood Burbank Airport

REVENUE PASSENGERS	October			January - October		
	2018	2017	% Change	2018	2017	% Change
Signatory Airlines						
Alaska Airlines	50,561	43,509	16.21%	525,715	408,262	28.77%
American Airlines	11,507	11,764	-2.18%	122,765	122,630	0.11%
Delta Airlines	18,019	13,500	33.47%	125,287	108,417	15.56%
JetBlue Airways	19,563	8,271	136.53%	101,926	79,579	28.08%
Mokulele Airlines	0	147	-100.00%	0	147	-100.00%
Southwest Airlines	335,682	325,524	3.12%	3,143,317	2,874,407	9.36%
United Airlines	29,275	32,568	-10.11%	300,089	273,725	9.63%
Total Revenue Passengers	464,607	435,283	6.74%	4,319,099	3,867,167	11.69%
Inbound (deplaned)	233,855	219,836	6.38%	2,160,213	1,935,626	11.60%
Outbound (enplaned)	230,752	215,447	7.10%	2,158,886	1,931,541	11.77%

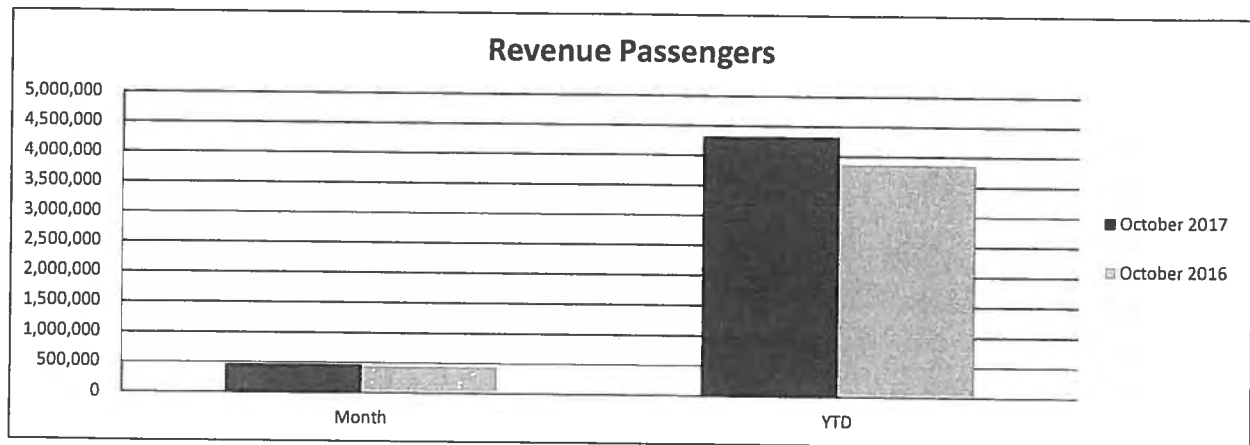
AIRCRAFT OPERATIONS *	October			January - October		
	2018	2017	% Change	2018	2017	% Change
Air Carrier	4,994	4,790	4.26%	46,979	44,636	5.25%
Air Taxi	1,682	1,736	-3.11%	16,155	13,957	15.75%
General Aviation	2,790	3,375	-17.33%	26,935	31,213	-13.71%
Military Itinerant	29	91	-68.13%	634	910	-30.33%
Civil Local	1,948	1,788	8.95%	20,548	18,525	10.92%
Military Local	0	2	-100.00%	0	2	-100.00%
Total Aircraft Operations	11,443	11,782	-2.88%	111,251	109,243	1.84%

* Source: FAA Tower Daily Airport Operations Count, adjusted to show Canadair Regional Jet-200 operations as Air Carrier. Includes Hollywood Burbank Airport arrivals/departures only; excludes aircraft that enter local air space but do not land or take off at Hollywood Burbank Airport.

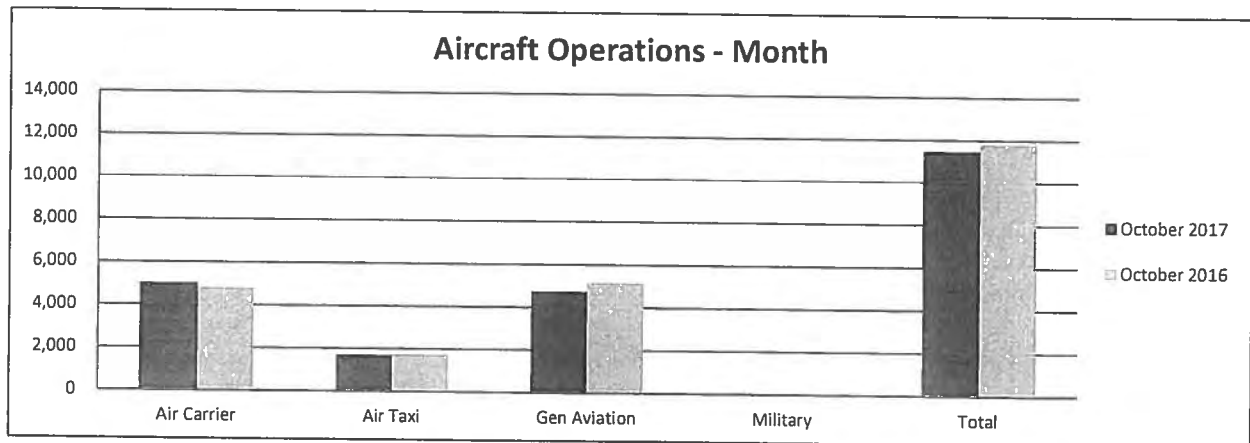
Hollywood Burbank Airport

AIR CARGO (lbs.)	October			January - October		
	2018	2017	% Change	2018	2017	% Change
Signatory Airlines						
Alaska Airlines	907	1,072	-15.39%	10,198	6,914	47.50%
American Airways						
Delta Airlines						
JetBlue Airways						
Mokulele Airlines						
Southwest Airlines	199,634	146,405	36.36%	1,730,508	1,359,078	27.33%
United Airlines	51	1,604	-96.82%	129,720	11,508	1027.22%
Other Scheduled Carriers						
Federal Express	5,178,080	4,546,989	13.88%	47,078,586	46,209,633	1.88%
United Parcel Service	4,152,252	4,002,928	3.73%	39,231,676	39,202,210	0.08%
Charter/Contract Carriers						
AirNet Express	3,195	2,733	16.90%	31,221	25,219	23.80%
Ameriflight	245,818	268,618	-8.49%	2,543,744	2,263,077	12.40%
Total Air Cargo	9,779,937	8,970,349	9.03%	90,755,653	89,077,639	1.88%
	=====	=====	=====	=====	=====	=====
Inbound (deplaned)	4,652,987	4,434,428	4.93%	43,851,089	44,967,841	-2.48%
Outbound (enplaned)	5,126,950	4,535,921	13.03%	46,904,564	44,109,798	6.34%

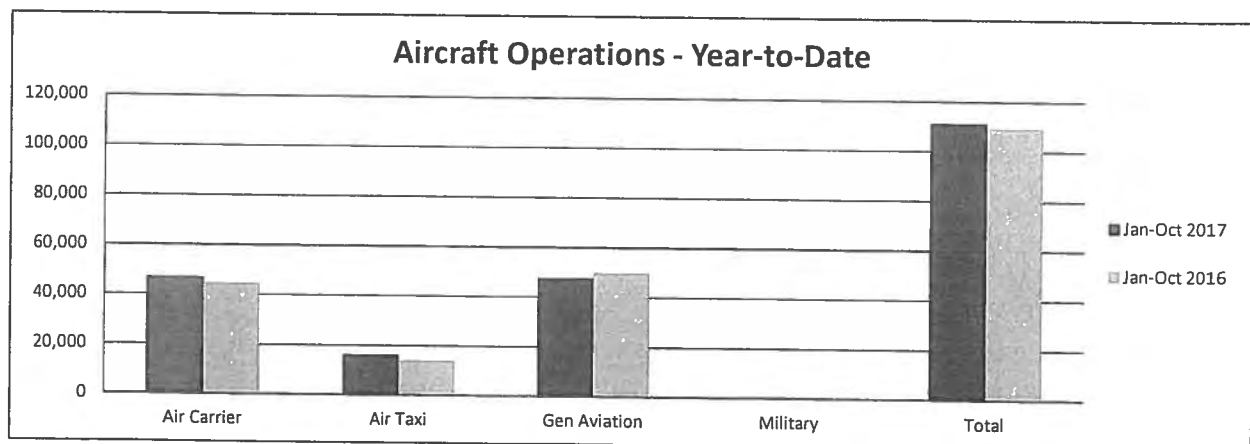
MAIL (lbs.)	October			January - October		
	2018	2017	% Change	2018	2017	% Change
United Parcel Service	0	0	N/A	0	81,499	-100.00%
Total Mail	0	0	N/A	0	81,499	-100.00%
	=====	=====	=====	=====	=====	=====
Inbound (deplaned)	0	0	N/A	0	68,458	-100.00%
Outbound (enplaned)	0	0	N/A	0	13,041	-100.00%



Revenue Passengers	Month	YTD
October 2017	464,607	4,319,099
October 2016	435,283	3,867,167
% Change	6.74%	11.69%



Aircraft Operations - MO	Air Carrier	Air Taxi	Gen Aviation	Military	Total
October 2017	4,994	1,682	4,738	29	11,443
October 2016	4,790	1,736	5,163	93	11,782
% Change	4.26%	-3.11%	-8.23%	-68.82%	-2.88%



Aircraft Operations - YTD	Air Carrier	Air Taxi	Gen Aviation	Military	Total
Jan-Oct 2017	46,979	16,155	47,483	634	111,251
Jan-Oct 2016	44,636	13,957	49,738	912	109,243
% Change	5.25%	15.75%	-4.53%	-30.48%	1.84%