



January 16, 2015

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

The Airport Authority administrative offices will be closed on Monday, January 19, 2015, in observance of Martin Luther King, Jr., Day. Therefore, the regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for Monday, January 19, 2015, at 9:00 a.m. in the Airport Skyroom has been cancelled.

NOTICE is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held Tuesday, January 20, 2015, at 9:00 a.m., in the Airport Skyroom of the Bob Hope Airport, 2627 Hollywood Way, Burbank, California, 91505, with a teleconference location at the Rosewood Hotel, 252 High Holborn, London, Great Britain.

The items to be discussed are listed on the attached agenda.

Sue Loyd, Board Secretary  
Burbank-Glendale-Pasadena Airport Authority

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Special Meeting of Tuesday, January 20, 2015

9:00 A.M.

***NOTE TO THE PUBLIC:*** Prior to consideration of business items, the Authority invites comment on airport-related matters during the Public Comment period. Members of the public are requested to observe the following decorum when attending or participating in meetings of the Commission:

- Turn off cellular telephones and pagers.
- Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.
- If you desire to address the Commission during the Public Comment period, fill out a speaker request card and present it to the Commission's secretary.
- Limit public comments to five minutes, or such other period of time as may be specified by the presiding officer, and confine remarks to matters that are on the Commission's agenda for consideration or are otherwise within the subject matter jurisdiction of the Commission.

*Any discloseable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Bob Hope Airport (2627 Hollywood Way, Burbank) in the administrative office during normal business hours.*

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*In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.*

1. PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. APPROVAL OF AGENDA

4. PUBLIC COMMENT

5. CONSENT CALENDAR

a. Committee Reports (For Noting and Filing)

1) Operations and Development Committee

(i) November 17, 2014

***[See page 1]***

2) Legal, Government and Environmental Affairs Committee

(i) November 17, 2014

***[See page 5]***

- b. Commission Minutes (For Approval)
  - 1) December 15, 2014 **[See page 7]**
  
- 6. ITEMS FOR COMMISSION APPROVAL
  - a. First Amendment to Rewards Program Administration Agreement Thanks Again Customer Loyalty Program **[See page 27]**
  - b. Award of Contract – Project Number E14-19 Terminal A Carpet Replacement **[See page 32]**
  - c. Amendments to Agreements for Management and Consultant Services Orangeline Development Authority, Emerson & Associates and STV, Inc. **[See page 35]**
  
- 7. ITEMS FOR COMMISSION INFORMATION
  - a. 2014 Charity Drive Results and Fire Department Training **[No Staff Report]**
  - b. 1943 Skyroom Menu **[No Staff Report]**
  - c. Terminal High-Voltage Improvement Project Update **[No Staff Report]**
  - d. November 2014 Passenger/Cargo Statistics and December 2014 Parking Information **[See page 53]**
  
- 8. CLOSED SESSION
  - a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (California Government Code Section 54956.8)
 

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

  

Property:	B-6 Property
Authority Negotiator:	Executive Director
Under Negotiation:	Price and Terms of Payment
  - b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (California Government Code Section 54956.9(d)(1))
 

Name of Case: Nadine Hays v. Transportation Security Administration, et al.  
(Case No. CV11-03198 DMG (PJWx))

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

Consultation with Director of Public Safety

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

- 1) Title: Executive Director

- 2) Title: Senior Deputy Executive Director

9. ADJOURNMENT

## COMMISSION NEWSLETTER

January 20, 2015

### *[Regarding agenda items]*

#### 5. CONSENT CALENDAR

*(Consent Calendar items may be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.)*

- a. COMMITTEE REPORTS – Approved minutes of the following committee meetings are included in the agenda packet for information purposes: November 17, 2014, Operations and Development Committee; and November 17, 2014, Legal, Government and Environmental Affairs Committee.
- b. COMMISSION MINUTES – DECEMBER 15, 2014 – The draft minutes of this meeting are attached for Commission review and approval.

#### 6. ITEMS FOR COMMISSION APPROVAL

- a. FIRST AMENDMENT TO REWARDS PROGRAM ADMINISTRATION AGREEMENT – THANKS AGAIN CUSTOMER LOYALTY PROGRAM – This item has been included in the Commission's agenda subject to the review and recommendation of the Operations and Development Committee at its meeting immediately prior to the Commission meeting.

A staff report is included in the agenda packet. Staff seeks an Operations and Development Committee recommendation to the Commission for approval of a first amendment to the Rewards Program Administration Agreement between Thanks Again, LLC and the Airport Authority. In an effort to provide an enhanced level of customer service and generate additional concession and parking revenue, Staff will coordinate with Thanks Again and Comarch Inc., its beacon technology partner, to install up to 50 beacons in the Terminals. Beacons are small sensors that transmit low-energy radio signals which can be detected by Bluetooth-enabled mobile devices. These signals, or messages, will allow the Authority to have personalized real-time communication with Thanks Again members while they are in the Terminal complex. These messages may provide varying information (e.g., TSA checkpoint line wait times) and/or provide retail offers which trigger a customer-based action. Beacons will provide Staff with further insight into customer behavior patterns as well as provide opportunity to stimulate additional customer spending at the Airport.

Thanks Again/Comarch will pay for the installation and maintenance of the beacons for a three-year period. The Authority will have no beacon-technology related costs during this period. If the Authority decides to continue to use beacon technology after the initial three-year period, the technology-based costs to the Authority are expected to be minimal.

- b. AWARD OF CONTRACT – PROJECT NUMBER E14-19, TERMINAL A CARPET REPLACEMENT – This item has been included in the Commission’s agenda subject to the review and recommendation of the Operations and Development Committee at its meeting immediately prior to the Commission meeting.

A staff report is attached. Staff seeks an Operations and Development Committee recommendation to the Commission that it award a construction contract in the amount of \$217,011 to Reliable Floor Covering, Inc., for the first phase of a two-phase project to replace the carpet in Terminal A. This first phase includes the Terminal A ticket lobby and hallway leading to the Terminal A screening area. Staff also seeks approval of an approximate 5% aggregate contingency in the amount of \$10,850 to permit Staff to authorize any necessary changes in the scope of the project.

- c. AMENDMENTS TO AGREEMENTS FOR MANAGEMENT AND CONSULTANT SERVICES – ORANGELINE DEVELOPMENT AUTHORITY, EMERSON & ASSOCIATES AND STV, INC. – A staff report is included in the agenda packet. At the December 15, 2014, Legal, Government and Environmental Affairs Committee meeting, the Committee voted unanimously (3–0) to recommend to the Commission that the Executive Director be authorized to execute contract amendments to reallocate previously authorized funding among three firms involved in the Authority’s ongoing Ground Access Study as follows: (i) Amendment No. 4 to the MOU with the Orangeline Development Authority to increase the contract amount by \$26,000 and to allow OLDA to continue in its role as Project Manager of the Study; (ii) Amendment No. 3 to the Professional Services Agreement with Emerson & Associates to increase the contract amount by \$60,000 and revise Emerson’s scope of service; and (iii) Amendment No. 1 to the PSA with STV, Inc. to reduce the contract amount by \$86,000 and revise STV’s scope of service.

## 7. ITEMS FOR COMMISSION INFORMATION

- a. 2014 CHARITY DRIVE RESULTS AND FIRE DEPARTMENT TRAINING – No staff report is attached. Staff will report to the Commission the results of this year’s Holiday Season Charity Event activities. The charity recipient for the 2014 drive was the Burbank Coordinating Council. Also receiving support through the efforts of the Airport Fire Department was the ABC7 “Spark of Love” campaign and the Susan G. Koman Breast Cancer Foundation. Staff will report on the specific activities undertaken and results of these efforts.

Staff will also show a video of a Fire Department live-fire training drill.

- b. 1943 SKYROOM MENU – No staff report is attached. Staff will share with the Commission and the public an Airport souvenir from 1943.
- c. TERMINAL HIGH-VOLTAGE IMPROVEMENT PROJECT UPDATE – In April of 2014 the Commission approved the Terminal High Voltage Improvement project to replace various transformers, switchboards, electrical panels, 2400 volt main feeder lines and other related electrical components in the terminal complex. This project will increase the reliability of the electrical system and reduce the potential for electrical system failures over the next ten-year period. Staff will provide an update

to the Commission on the progress of this project and report on issues discovered to date.

- d. **NOVEMBER 2014 PASSENGER/CARGO STATISTICS AND DECEMBER 2014 PARKING INFORMATION** – The passenger count of 325,515 in November increased 1.3% from last year's tally of 321,376, while the current year-to-date total of 3,528,389 was up 0.5%. Total airline seats offered in November declined from 439,796 in 2013 to 437,162 in 2014, a decrease of 0.6%. Cargo volume in November was down 1.8% from last year at 8.7 million pounds and year-to-date it was up 6.5% at 101.5 million pounds. Annual airline operations decreased by 5.9% through November, and overall aircraft operations were down 9.3% from last year. A report is included in the agenda packet.

*[Regarding non-agenda items]*

## **NEWS RELEASES**

January 13, 2015, SeaPort Airlines Announces Service to Visalia and Sacramento, California

December 15, 2014, Airport Authority Awards Contract for Airport Branding Consultant Services

December 15, 2014, Burbank Bob Hope Airport Launches New Website Flight Information System