



July 10, 2015

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

NOTICE is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held Monday, July 13, 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 1 Fleet Place, London, England.

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 Monday, July 13, 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. April 2015 Treasurer's Report

[See page 1]

b. Second Amendment to Ground Lease between
Century West, LLC and Burbank-Glendale-Pasadena
Airport Authority

[See page 21]

6. ITEMS FOR COMMISSION ACTION

a. Election of Officers

[See page 23]

b. Appointment of Committees

[No Staff Report]

7. ITEMS FOR COMMISSION APPROVAL

a. Hangar 2 Ramp Rehabilitation, Phase 2

[See page 24]

b. 14 CFR Part 150 Study
Draft Final Noise Compatibility Program

[See page 27]

c. Approval of Right of Entry Agreements with the City of Burbank for Installation and Maintenance of Photovoltaic System at the Regional Intermodal Transportation Center and Plug-In Electric Vehicle Charging Stations at the Bob Hope Airport

[See page 30]

d. Disadvantaged Business Enterprise Program Update

[See page 46]

8. ITEMS FOR COMMISSION DISCUSSION

a. Regional Intermodal Transportation Center ("RITC")
Project Closeout Cost

[No Staff Report]

b. Final Report, Multi-Modal Ground Access Planning Study ("MGAPS") and Transit Oriented Development ("TOD") Study

[See page 51]

c. Replacement Terminal and B-6 Property Easements Update

[No Staff Report]

9. ITEMS FOR COMMISSION INFORMATION

a. May 2015 Passenger/Cargo Statistics and
Parking Information

[See page 61]

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

Consultation with Director, Public Safety

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

- 1) Title: Executive Director

- 2) Title: Senior Deputy Executive Director

11. ADJOURNMENT

COMMISSION NEWSLETTER

July 13, 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. APRIL 2015 TREASURER'S REPORT – No staff report is attached. Included in the agenda packet is the Treasurer's Report for April 2015. The report was presented to the Finance and Administration Committee at its June 15, 2015, meeting at which time the Committee recommended unanimously (3–0) that it be noted and filed by the Commission.
- b. SECOND AMENDMENT TO GROUND LEASE BETWEEN CENTURY WEST, LLC, AND BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY – A staff report is included in the agenda packet. At its meeting on June 15, 2015, the Finance and Administration Committee voted unanimously (3–0) to recommend to the Commission that it approve a Second Amendment to the Ground Lease with Century West, LLC, dba Century West BMW, LLC, for the purpose of extending by two additional months the ground Lease of approximately 33,417 square feet of the southern portion of paved surface located on Kenwood Street, south of Cohasset, in the City of Burbank, located in the northeastern quadrant of the Airport. Century West BMW has been utilizing this area since October 1, 2014, for the purpose of storing vehicles to support its operation. The proposed Second Amendment to Ground Lease will generate \$10,693.44 for the two-month term.

6. ITEMS FOR COMMISSION ACTION

- a. ELECTION OF OFFICERS – A staff report is included in the agenda packet. The Authority's joint powers agreement requires the Commission to elect or re-elect a President, a Vice President and a Secretary at the first meeting in July every year. The joint powers agreement allows the Commission to elect an Assistant Secretary, and requires the Commission to appoint a Treasurer and Auditor, but those officers do not have to be selected at any particular time of year. Traditionally, the Commission also has chosen an Assistant Secretary, Treasurer and Auditor at the first July meeting.
- b. APPOINTMENT OF COMMITTEES – No staff report is included. This item is included in the agenda to provide the Commission President the opportunity to make any standing or ad hoc committee appointments that he or she might wish to make.

7. ITEMS FOR COMMISSION APPROVAL

- a. HANGAR 2 RAMP REHABILITATION, PHASE 2 – A staff report is included in the agenda packet. At the July 7, 2015, Operations and Development Committee meeting, the Committee voted 2–0 to recommend that the Commission (1) award a construction contract in the amount of \$119,685 to E.C. Construction to complete the rehabilitation of the remaining 50,000 square feet of asphalt pavement for Phase 2 of the Hangar 2 Aircraft Parking Ramp and (2) approve an approximate 10% aggregate contingency in the amount of \$12,000 to permit Staff to authorize any necessary changes in the scope of the project during the course of construction.
- b. 14 CFR PART 150 STUDY, DRAFT FINAL NOISE COMPATIBILITY PROGRAM – A staff report is included in the agenda packet. At the June 15, 2015, meeting of the Legal, Government and Environmental Affairs Committee, the Committee voted 2–0 (one absent) to recommend to the Authority that it approve and accept the attached Noise Compatibility Program Revision No. 2 prepared by Coffman and that the Executive Director be authorized to sign and submit the revised document to the FAA for its review and approval.
- c. APPROVAL OF RIGHT OF ENTRY AGREEMENTS WITH THE CITY OF BURBANK FOR INSTALLATION AND MAINTENANCE OF PHOTOVOLTAIC SYSTEM AT THE REGIONAL INTERMODAL TRANSPORTATION CENTER AND PLUG-IN ELECTRIC VEHICLE CHARGING STATIONS AT THE BOB HOPE AIRPORT – A staff report is included in the agenda packet. At the June 15, 2015, Legal, Government and Environmental Affairs Committee meeting, the Committee voted 2–0 (1 absent) to recommend to the Commission that it authorize the Executive Director to execute the attached two “Right of Entry” agreements with the City of Burbank that would permit City access to certain portions of the Bob Hope Airport for:
 - (1) Installation and maintenance of a photovoltaic system at the Regional Intermodal Transportation Center (“RITC”) pursuant to the City Ordinance No. 3788; and
 - (2) Installation and maintenance of plug-in electric vehicle charging stations at certain Airport public parking lots.

The two proposed agreements are interrelated. The installation of a photovoltaic system at the RITC is one of the conditions of approval of the RITC project required by the City while the proposed installation of Plug-in Electric Vehicle Charging Stations satisfies concerns raised by the FAA regarding revenue diversion with installation and use of a photovoltaic system by a third party on Airport property.
- d. DISADVANTAGED BUSINESS ENTERPRISE (“DBE”) PROGRAM UPDATE – A staff report is included in the agenda packet. At the June 15, 2015, Legal, Government and Environmental Affairs Committee meeting, the Committee voted 2–0 (one absent) to recommend to the Commission that it authorize
 - (i) submission of an updated DBE program utilizing race-neutral and race-conscious goals based on BBC’s disparity study to the FAA; and
 - (ii) publication of notice of the proposed DBE program update.

8. ITEMS FOR COMMISSION DISCUSSION

- a. REGIONAL INTERMODAL TRANSPORTATION CENTER (“RITC”) PROJECT CLOSEOUT COST – No staff report is attached. Staff will present to the Commission the RITC project closeout cost for the five components of the project: Consolidated Rental Car Facility; Customer Service Building; Transit Center; Replacement Parking Structure; and the Elevated Walkway.
- b. FINAL REPORT, MULTI-MODAL GROUND ACCESS PLANNING (“MGAPS”) AND TRANSIT ORIENTED DEVELOPMENT (“TOD”) STUDY – As part of a continuing commitment to reduce the impacts of the Burbank Bob Hope Airport on the surrounding community and to enhance convenience for the traveling public, the Authority initiated a Ground Access Study in September 2011 that sought to identify and facilitate implementation of practical alternative transportation improvements that would serve the Airport and the community. The study has now been completed and Staff and the consultant team will review with the Commission the results and recommendations of this multi-year effort.
- c. REPLACEMENT TERMINAL AND B-6 PROPERTY EASEMENTS UPDATE – No staff report is attached. Staff will update the Commission regarding a replacement terminal, the joint meeting with the City of Burbank, and the B-6 Property easements.

9. ITEMS FOR COMMISSION INFORMATION

- a. MAY 2015 PASSENGER/CARGO STATISTICS AND PARKING INFORMATION – No staff report is attached. The May 2015 passenger count of 341,191 was up 2.1% from 334,143 in May 2014, and the year-to-date tally of 1,593,734 was up 2.1% from 1,561,578 last year. Airline seats for the month declined 2.8% from 460,670 to 447,822. Air cargo volume declined 12.7% to 8.6 million pounds in May 2015 and was essentially flat year-to-date at 44.1 million pounds. Airline operations declined 2.4% January through May. A complete report is included in the agenda packet.

[Regarding non-agenda items]

SOUTHWEST AIRLINES MEDIA ALERTS

June 30, 2015 – Southwest Airlines Extends Flight Schedule Through Early March 2016 and Southwest Airlines to Announce New Nonstop Service at Burbank Bob Hope Airport