



June 14, 2018

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

NOTICE is hereby given that a regular meeting of the Burbank-Glendale-Pasadena Airport Authority will be held Monday, June 18, 2018, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505.

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, June 18, 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) Finance and Administration Committee
      - (i) May 21, 2018 ***[See page 1]***
    - 2) Legal, Government and Environmental Affairs Committee
      - (i) March 12, 2018 ***[See page 4]***
  - b. Commission Minutes  
(For Approval)
    - 1) June 4, 2018 ***[See page 9]***
6. ITEMS FOR COMMISSION APPROVAL
  - a. Salary Memorandum No. 3 for Amended and Restated Employment Agreement With Director of Public Safety/Chief of Police ***[See page 14]***
  - b. Amended and Restated Terminal Space Lease NewZoom, LLC ***[See page 17]***
  - c. Replacement Passenger Terminal Project Consultant Agreements for Financial Feasibility and Advisory Services, Technical Support and Airline Coordination Services, and Outreach and Support Services ***[See page 20]***
  - d. Review of the Proposed Fiscal Year 2018/2019 ("FY 2019") Annual Budget; and Proposed Resolution 478, A Resolution of the Burbank-Glendale-Pasadena Airport Authority Adopting the Fiscal Year 2018/2019 ("FY 2019") Annual Budget ***[See page 23]***

7. COMMISSIONER COMMENTS  
(Updates and information items, if any)
8. ADJOURNMENT

4

COMMISSION NEWSLETTER  
June 18, 2018

*[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 MINUTES. Approved minutes of the May 21, 2018, Finance and Administration Committee meeting; and approved minutes of the March 12, 2018, Legal Government and Environmental Affairs Committee meeting are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the June 4, 2018, meeting are attached for the Commission's review and approval.

6. ITEMS FOR COMMISSION APPROVAL

- a. SALARY MEMORANDUM NO. 3 FOR AMENDED AND RESTATED EMPLOYMENT AGREEMENT WITH DIRECTOR OF PUBLIC SAFETY/CHIEF OF POLICE. A staff report is included in the agenda packet. Staff seeks Commission authorization to execute a salary memorandum for the Authority's amended and restated employment agreement with the Director of Public Safety/Chief of Police to provide for an annual base salary of \$186,167.35, which amounts to a 3% increase.
- b. AMENDED AND RESTATED TERMINAL SPACE LEASE – NEW ZOOM, LLC. A staff report is included in the agenda packet. At the June 4, 2018, meeting of the Finance and Administration Committee ("Committee"), the Committee voted unanimously (3–0) to recommend that the Commission approve an Amended and Restated Terminal Space Lease with NewZoom, LLC dba ZoomSystems, to provide one post-security concession kiosk in Terminal A, and one kiosk inside of the Regional Intermodal Transportation Center Customer Service Building.
- c. REPLACEMENT PASSENGER TERMINAL PROJECT CONSULTANT AGREEMENTS FOR FINANCIAL FEASIBILITY AND ADVISORY SERVICES, TECHNICAL SUPPORT AND AIRLINE COORDINATION SERVICES, AND OUTREACH AND SUPPORT SERVICES. A staff report is included in the agenda packet. At the June 4, 2018, meeting of the Finance and Administration Committee ("Finance Committee"), the Committee voted unanimously (3–0) to recommend that the Commission approve new contracts with the following consultants currently providing financial, outreach, or technical support services related to the development of the Replacement Passenger Terminal ("RPT") project: for Financial Feasibility and Advisory Services: Ricondo & Associates, Public Resources Advisory Group, and Michael G. Moroney & Associates; for Technical Support and Airline Coordination

Services: Conway Consulting LLC, Airport & Aviation Professionals Inc.; and for Outreach and Support Services: Georgino Development LLC, and Marathon Communications Inc.

- d. REVIEW OF THE PROPOSED FISCAL YEAR 2018/2019 ("FY 2019") ANNUAL BUDGET AND PROPOSED RESOLUTION 478, A RESOLUTION OF THE BURBANK-GLENDALE-PASADENA AUTHORITY ADOPTING THE FISCAL YEAR 2018/2019 ("FY 2019") ANNUAL BUDGET. A staff report is included in the agenda packet. At the June 4, 2018, Finance and Administration Committee meeting, the Committee voted unanimously (3-0) to recommend to the Commission that it approve the proposed Fiscal Year 2018/2019 budget.

*Approved June 4, 2018*

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

**MONDAY, MAY 21, 2018**

A special meeting of the Finance and Administration Committee was called to order on this date in the Airport Skyroom of the Burbank-Glendale-Pasadena Airport Authority, 2627 Hollywood Way, Burbank, California, at 9:50 a.m., by Vice Chairman Selvidge.

AB 23 Disclosure: The Senior 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 Selvidge and Adams

**Absent:**

Commissioner Gharpetian

**Also Present:**

Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Kathy David, Deputy Executive Director (via teleconference); David Kwon, Director of Financial Services; David Freedman, Director, Strategic Planning and Business Development; Mark Guedikian, Assistant Controller.

Terence Boga, Richard, Watson & Gershon

Jim Wilkinson, Columbia Management Investments, Columbia Threadneedle (via telephone)

**1. Approval of Agenda**

The agenda was approved as presented.

**2. Public Comment**

There were no public speakers.

**3. Approval of Minutes**

**a. May 7, 2018**

The minutes were approved with the correction of the roll call. Commissioner Gharpetian and Selvidge were in attendance with Commissioner Adams being absent.

**4. Treasurer's Report**

**a. March 2018**

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

**Motion**

Commissioner Adams moved that the Committee recommend to the Commission that it approve the

March 2018 Treasurer's Report, seconded by Commissioner Selvidge.

**Motion Approved**

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

**5. Contracts and Leases**

**a. Fourth Amendment to Airport Advertising Program Concession Agreement**

Staff presented to the Committee a recommendation to the Commission to approve a Fourth Amendment to the Concession Agreement ("Agreement") for the Airport Advertising Program with Lamar Transit, LLC dba Lamar Airport Advertising ("Lamar"). The Fourth Amendment will: (i) remove the Authority from the process of Lamar's review and approval of proposed advertisements; (ii) extend the term of the Agreement to December 31, 2022, or the closure of the existing terminal building, whichever occurs first; (iii) give the Authority an option to extend the term of the Agreement on a month-to-month basis, if necessary, to accommodate the completion of the replacement passenger terminal; (iv) establish a new \$95,000 minimum capital investment requirement; and (v) provide for a contingent \$75,000 capital investment requirement.

On May 17, 2004, the Authority and F/F/E Display Services ("F/F/E"), a dba name of Alliance Corporation, executed the Agreement. The Agreement granted F/F/E the exclusive right to operate an advertising concession at the Airport.

Effective August 26, 2006, Alliance Corporation changed its dba name from F/F/E Display Services to Alliance Airport Advertising ("Alliance").

On October 6, 2008, the Authority and Alliance executed a Second Amendment to the Agreement extending the Agreement to July 31, 2014, eliminating the Authority's extension option, and clarifying the MAG payment requirement.

On November 4, 2013, the Authority and Alliance executed a Third Amendment to the Agreement establishing a five-year extension (until July 31, 2019) and authorizing the Authority an option to extend the term two more years (until July 31, 2021). Additionally, the Third Amendment further clarified the MAG payment requirement and set forth a requirement to invest \$250,000 in additional capital



improvements.

On June 15, 2015, the Commission consented to an ownership change for Alliance. Lamar Transit, LLC, a wholly owned subsidiary of Lamar Advertising Company, acquired all of Alliance's outstanding capital stock. The ownership change did not affect the day-to-day management of services or Alliance's sales representative, primary support team, and other key personnel.

Lamar is a tenant in good standing with a long productive history at the Airport, and has made capital investments in excess of contractual obligations. Based on the current agreement in place, Lamar annually pays the Authority the greater of MAG, which currently is about \$508,000 or 50% of gross revenues.

**Motion**

Following the presentation, Commissioner Adams moved approval of Staff's recommendation to the Commission that it approve the Fourth Amendment, seconded by Commissioner Selvidge.

**Motion Approved**

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

**6. Items for Discussion**

**a. CMIA Quarterly Investment Portfolio – First Quarter**

CMIA provided an update to the Committee on the status of the Authority's Operating and Passenger Facility Charge Investment Portfolios for the first quarter ended March 31, 2018.

**b. Fiscal Year 2018/2019 ("FY2019") Budget Development**

Staff presented to the Committee a proposed complete balanced budget, including the projected revenues, O&M highlights and Facility Improvement Program for FY 2019.

**7. Items for Information**

**a. Committee Pending Items**

Staff informed the Committee of future pending items that will come to the Committee for review.

**8. Other Contracts and Leases**

There were no additional contracts and leases.

**9. Adjournment**

There being no further business, the meeting was adjourned at 10:36 a.m.

*Approved June 4, 2018*

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

**MONDAY, MARCH 12, 2018**

A special meeting of the Legal, Government and Environmental Affairs Committee was called to order on this date in the Burbank Room, 2627 Hollywood Way, Burbank, California, at 9:00 a.m., by Chairman Wiggins.

**ROLL CALL**

**Present:** Commissioners Wiggins and Sinanyan

**Absent:** Commissioner Madison

**Also Present:** Staff: Frank Miller, Executive Director;  
John Hatanaka, Senior Deputy Executive Director;  
Lucy Burghdorf, Director of Public Affairs and  
Communications; Sarah Sheehy, Senior Director,  
Government and Public Affairs; Rachael Warecki,  
Public Relations and Media Specialist; Maggie  
Martinez, Manager, Noise and Environmental  
Compliance

Airport Authority Counsel: Terence R. Boga of  
Richards, Watson & Gershon

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

**1. Approval of Agenda**

The Committee approved the agenda  
(2-0, one absent).

**2. Public Comment**

There were no public speakers.

**3. Approval of Minutes**

**a. February 20, 2018**

Commissioner Sinanyan moved approval of the  
minutes of the February 20, 2018, meeting. The  
minutes were approved (2-0, one absent).

Staff requested that agenda item 5.a., be taken out of order. There being no objection from the Committee, the next item was item 5, Items for Discussion, followed by agenda item 4, Contracts and Leases.

## **5. Items for Discussion**

### **a. Legislative (State) Update**

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

## **4. Contracts and Leases**

### **a. Annual Review and Adjustment of Noise Violation Fines**

The Airport Authority's Resolution No. 382 requires an annual review and adjustment of noise violation fines. This adjustment is based on year-over-year increases in the Consumer Price Index ("CPI") for the month of January. The January index has been used to calculate this adjustment and the new rates are effective each April 1<sup>st</sup>. The January 2018 CPI for All Urban Consumers in the Los Angeles, Long Beach, and Anaheim area is 261.24 according to the U.S. Bureau of Labor Statistics. This level represents an approximate increase of 3.5 % when compared to the January 2107 index reading of 252.37. After applying the CPI increase, Staff reported the 2018 fines for Rule 8 and Rule 9 violations as follows: Rule 8, the first violation is \$1,508, subsequent violations are \$2,190. Rule 9 violation is \$4,384.

Accordingly, Staff recommended that the Committee recommend to the full Commission increases to the current Rules 8 and 9 violation fines effective April 1, 2018.

The Committee concurred with Staff to move this item to the Consent Calendar.

#### **Motion**

Commissioner Wiggins moved approval of Staff's recommendation.

#### **Motion Approved**

There being no objections, the motion was approved (2-0, one absent).

### **b. Award of Professional Services Agreement for Maintenance and Search Engine Optimization for Replacement Terminal Website**

Staff recommended that the Committee recommend to the Commission for approval of an Award of Professional Services Agreement ("PSA") to Counterintuity, LLC ("Counterintuity") for the

([WWW.BURreplacementterminal.com](http://WWW.BURreplacementterminal.com))

maintenance and Search Engine Optimization ("SEO") of the replacement terminal website, [WWW.BURreplacementterminal.com](http://WWW.BURreplacementterminal.com), in the amount of \$1,950 per month, \$23,400 per year, totaling \$70,200 for a three-year period. In addition to the initial three-year period, the proposed PSA includes two (2) one-year options to extend, with a 5% escalation fee.

Staff noted that the website was launched in December 2015 and Counterintuity has maintained it since. The Authority has since executed two (2) 12-month change orders to extend the scope of Counterintuity's services at a rate of \$2,875 per month.

Ongoing website maintenance and SEO will continue to help members of the public find the website quickly and easily, as well as continue to demonstrate the Authority's commitment to transparency throughout the replacement passenger terminal concept validation process, design charrette workshops, and Environmental Impact Study.

Following the presentation, Staff recommended that the Committee recommend to the Commission for approval of the Professional Services Agreement to Counterintuity, LLC for the maintenance and Search Engine Optimization of the replacement terminal website.

#### **Motion**

Commissioner Wiggins moved approval of Staff's recommendation, seconded by Commissioner Sinanyan.

#### **Motion Approved**

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

#### **c. Substation Reimbursement Agreement; Substation Capacity Assignment Agreement**

Staff reported that the Substation Reimbursement Agreement with Burbank Industrial Investors ("BII") provides for the Authority's payment of \$2,146,667 to BII as reimbursement for 33% of the \$6,440,000 aid-in-construction fee that BII has paid to the City to expedite completion of a new 67 mega-volt amperes ("MVA") three-bank Burbank Water and Power ("BWP") community substation. Among other parcels, the new substation will serve BII's property (the former B-6 Trust Property) and the Airport northeast quadrant, which is the preferred site for the Replacement Passenger Terminal.

The Substation Capacity Assignment Agreement ("Capacity Assignment Agreement") provides for the

City's commitment to make 5 MVA of the new substation's capacity available for energization of the Airport northeast quadrant. Further, the Capacity Assignment Agreement provides for the Authority's receipt of an option to purchase up to 1.667 MVA of additional electrical load.

Staff reported that in April 2016, the Authority sold the B-6 Trust Property to Overton Moore Properties ("OMP"). Prior to the close of escrow, the Authority and OMP executed a March 7, 2016, Memorandum of Understanding ("MOU") to memorialize their intent to act in good faith on certain matters related to OMP's development of the Trust Property.

At the time of the Trust Property sale, the Authority and OMP anticipated that the City would develop a BWP substation on Authority land to serve, at a minimum, an Airport northeast quadrant development with a 5 MVA energy load and a Trust Property development with a 10 MVA energy load. The MOU contemplated that the Authority would negotiate with the City regarding the Authority's grant to the City of easements for such a substation. The MOU also contemplated that the Authority would negotiate with OMP regarding the Authority's grant to OMP of easements to facilitate OMP's connection and access to, and usage of, such a substation. Thus, in the MOU, the Authority and OMP committed to discuss in good faith each party's bearing costs for such a substation in proportion to each party's benefits and burdens with respect to such a substation.

Staff noted two timing issues related to the Capacity Assignment Agreement. First, the Capacity Assignment Agreement will not become effective upon execution. Instead, there are two prerequisites for it to become effective: (i) the Authority and BII must execute the Reimbursement Agreement; and (ii) BII must receive the Authority's \$2,146,667 reimbursement payment under the Reimbursement Agreement.

Second, the assignment of electrical load interests from BII to the Authority will not occur when the Capacity Assignment Agreement becomes effective. Instead, the electrical load interests are assigned when the new substation is capable of delivering energy to the termination point. The City awarded a design-build contract for the new substation in September 2017 and it is anticipated that the assignment of electrical load interests from BII to the

Authority will be effective long before the Authority commences construction of any development on the Airport northeast quadrant.

Staff recommended that the Committee recommend to the Commission approval of the proposed Substation Reimbursement Agreement and the proposed Capacity Assignment Agreement, and that the President be authorized to execute such contracts with any non-substantive amendments deemed acceptable by the General Counsel.

**Motion**

Commissioner Wiggins moved approval of Staff's recommendation.

**Motion Approved**

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

**5. Adjournment**

There being no further business, the meeting was adjourned at 9:45 a.m.

Subject to Approval

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

**MONDAY, JUNE 4, 2018**

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

**1. ROLL CALL**

**Present:** Commissioners Tornek, Brown, Adams, Sinanyan (arr. 9:02 a.m.), Gharpetian, Devine, Madison (arr. 9:14 a.m.), Wiggins and Selvidge

**Absent:** None

**Also Present:** Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Denis Carvill, Deputy Executive Director, Operations and Airline Relations; David Freedman, Director, Strategic Planning and Business Development; Mike Duong, Senior Manager, Business and Compliance; Nerissa Sugars, Manager, Air Service Development; Maggie Martinez, Manager, Noise and Environmental Compliance

**2. PLEDGE OF ALLEGIANCE** Commissioner Selvidge led the assembly in the recitation of the Pledge of Allegiance to the Flag.

**3. APPROVAL OF AGENDA** The agenda was approved as presented.

**4. PUBLIC COMMENT** There were no public speakers.

**5. CONSENT CALENDAR**

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

**1) Operations and Development Committee** Approved minutes of the Operations and Development Committee meetings for April 16, 2018 and May 7, 2018, were included in the agenda packet for information purposes.

- (i) April 16, 2018**
- (ii) May 7, 2018**

**2) Finance and  
Administration  
Committee**

- (i) April 9, 2018
- (ii) April 16, 2018
- (iii) April 30, 2018
- (iv) May 7, 2018

Approved minutes of the special meeting of April 9, 2018; and regular meetings of April 16, 2018; April 30, 2018; and May 7, 2018, of the Finance and Administration Committee were included in the agenda packet for information purposes.

**b. Commission Minutes  
(For Approval)**

Minutes of the May 7, 2018, Commission meeting were included in the agenda packet for review and approval.

- 1) May 7, 2018

**c. Treasurer's Report**

- 1) March 2018  
Treasurer's Report

At the May 21, 2018, meeting of the Finance and Administration Committee ("Committee"), the Committee voted (2-0) to recommend that the March 2018 Treasurer's report be noted and filed by the Commission.

**MOTION**

Commissioner Gharpetian moved approval of the Consent Calendar; seconded by Commissioner Wiggins.

**MOTION APPROVED**

There being no objection, the motion was unanimously approved (8-0).

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

NOES: None

ABSENT: Commissioner Madison

**6. ITEMS FOR COMMISSION  
INFORMATION**

- a. Award of Fourth  
Amendment to Airport  
Advertising Program  
Concession Agreement

Staff presented for Commission approval a proposed Fourth Amendment to Airport Advertising Program Concession Agreement with Lamar Transit, LLC, dba Lamar Airport Advertising ("Lamar"). The Fourth Amendment will: (i) remove the Authority from the process of Lamar's review and approval of proposed advertisements; (ii) extend the term of the Agreement to December 31, 2022, or the



closure of the existing terminal building, whichever occurs first; (iii) give the Authority an option to extend the term of the Agreement on a month-to-month basis, if necessary, to accommodate the completion of the replacement passenger terminal; (iv) establish a new \$95,000 minimum capital investment requirement; and (v) provide for a contingent \$75,000 capital investment requirement.

On May 17, 2004, the Authority and F/F/E Display Services ("F/F/E"), a dba name of Alliance Corporation, executed the Agreement. The Agreement granted F/F/E the exclusive right to operate an advertising concession at the Airport. This agreement was subsequently amended including the Change in Ownership to Lamar Transit, LLC.

The Agreement currently provides that Lamar must obtain prior written approval from the Authority for each advertisement that Lamar proposes to install or affix at the Airport. To implement this requirement, Staff has prepared and enforced Advertisement Guidelines that specify the type of content that is ineligible for the airport advertising program.

A key component of the proposed Fourth Amendment is the elimination of the Authority from Lamar's advertisement review and approval process. Lamar will be solely responsible for determining whether proposed advertisements are consistent with the Authority's Advertisement Guidelines. The proposed Fourth Amendment also revises the Advertisement Guidelines to provide greater clarity on the content that is ineligible for the airport advertising program and establishes a new capital investments requirement for Lamar from August 1, 2019, to the closure of the existing terminal building.

At the May 21, 2018, meeting of the Finance and Administration Committee, the Committee voted (2–0) to recommend the Commission approve the proposed Fourth Amendment to the Agreement with Lamar and authorize the President to execute the same.

**MOTION**

Commissioner Wiggins moved approval of the Consent Calendar; seconded by Commissioner Brown. Commissioner Gharpetian abstained.

**MOTION APPROVED**

There being no objection, the motion was approved (8–0, 1 abstention).

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

NOES: None

ABSENT: None

ABSTAINED: Commissioner Gharpetian

**7. ITEMS FOR COMMISSION DISCUSSION**

Staff presented for discussion with the Commission a Letter of Support for the Aviation Workforce Alliance (“AWA”) to be signed by the President regarding the forecasted pilot shortage within the next 10 years.

- a. Letter of Support –  
Aviation World Alliance

**8. ITEMS FOR COMMISSION INFORMATION**

- a. Airline Schedule Analysis

Staff presented a report on changes in services, fleet mix and schedule operating times.

- b. April 2018  
Passenger/Cargo and  
Regional Airport Statistics

Staff presented an update on the April 2018 passenger/cargo and regional airport statistics.

- c. April 2018 Parking and  
Revenue Statistics

Staff presented an update on parking revenue statistics for April 2018.

- d. March 2018 Transportation  
Network Company (“TNC”)  
Summary of Activities

Staff updated the Commission on Transportation Network Activity (“TNC”) for April 2018.

- e. Letter of Support –  
American Airlines/New  
Zealand Services

Staff presented to the Commission for information, a letter signed by the Executive Director in support of the application for American Airlines and Qantas Airlines, to form a joint venture to provide service to Australia and New Zealand, and to grant anti-trust immunity for the two airlines.

and New Zealand, and to grant anti-trust immunity for the two airlines.

**9. CLOSED SESSION**

The meeting recessed to closed session at 9:31 a.m.

- a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(California Government Code Section 54957(b))  
Title: Chief of Police/Director of Public Safety
- b. CONFERENCE WITH LABOR NEGOTIATOR  
(California Government Code Section 54957.6)  
Authority Representatives: Frank R. Miller, Executive Director  
Unrepresented Employee: Director of Public Safety/Chief of Police
- c. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Initiation of Litigation (California Government Code Section 54956.9(d)(4)):  
1 potential case: Noise Variance Application to California Department of Transportation, Division of Aeronautics

**Meeting Reconvened to Open Session**

There being no further business, the meeting was adjourned at 10:02 a.m.

**Closed Session Report**

Commissioner Tornek advised no reportable action was taken during close session.

**10. COMMISSIONER COMMENTS**

There were no Commissioner Comments.

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Terry Tornek, President

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Ray Adams, Secretary

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Date

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Date

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JUNE 18, 2018**

**SALARY MEMORANDUM NO. 3 FOR  
AMENDED AND RESTATED EMPLOYMENT AGREEMENT WITH  
DIRECTOR OF PUBLIC SAFETY/CHIEF OF POLICE**

**SUMMARY**

Staff seeks Commission authorization to execute a salary memorandum for the Authority's amended and restated employment agreement with the Director of Public Safety/Chief of Police to provide for an annual base salary of \$186,167.35, which amounts to a 3% increase.

**BACKGROUND**

In April 2012, the Authority executed an amended and restated employment agreement with Edward B. Skvarna to provide for his continued employment as Director of Public Safety/Chief of Police.

The Commission previously has approved two amendments to the agreement. On March 17, 2014, following the conclusion of labor negotiations with the police union, the agreement was amended to: (i) increase Chief Skvarna's annual base salary; and (ii) provide for monthly POST Certificate and range training payments to Chief Skvarna consistent with the monthly POST Certificate and range training payments to the Authority's Police Officers and Sergeants. On March 20, 2017, the agreement was amended to: (i) extend the term by three years (until April 1, 2020); (ii) increase Chief Skvarna's annual base salary; (iii) increase Chief Skvarna's POST Certificate payment; and (iv) reduce the amount of Comprehensive Annual Leave that Chief Skvarna may accrue.

Additionally, in accordance with Section 4(A) of the agreement, the Commission previously has approved two salary memoranda. On May 4, 2015, the first salary memorandum granted a one-time 3% merit bonus. On March 7, 2016, the second salary memorandum granted a 3% salary increase.

The Executive Director has conducted this year's performance evaluation for Chief Skvarna and believes that a 3% salary increase is warranted. Upon the Commission approval, this salary increase will be memorialized by a new salary memorandum and does not require a new contract amendment.

**RECOMMENDATION**

It is recommended that the Commission approve the attached Salary Memorandum No. 3 for the Authority's employment agreement with the Director of Public Safety/Chief of Police.

**SALARY MEMORANDUM NO. 3 FOR  
AMENDED AND RESTATED EMPLOYMENT AGREEMENT BETWEEN  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY AND  
EDWARD B. SKVARNA**

THIS SALARY MEMORANDUM NO. 3 ("Third Salary Memorandum") for the April 1, 2012 Amended and Restated Employment Agreement ("Agreement") executed by the Burbank-Glendale-Pasadena Airport Authority, a California joint powers agency ("Employer"), and Edward B. Skvarna, an individual ("Employee"), is dated June 18, 2018 for reference purposes.

**RECITALS**

- A. Employer and Employee executed the Agreement to provide for Employer's continued employment of Employee as its Director of Public Safety/Chief of Police.
- B. The parties have executed the following two amendments to the Agreement (collectively, the "Amendments"):
  - 1. A March 17, 2014 Amendment No. 1 to: (i) increase Employee's annual base salary; and (ii) provide for monthly POST Certificate and range training payments to Employee consistent with the monthly POST Certificate and range training payments to Employer's Police Officers and Sergeants pursuant to the January 21, 2014 Memorandum of Understanding executed by Employer and the Burbank Airport Police Officers Association, Local 576.
  - 2. A March 20, 2017 Amendment No. 2 to: (i) extend the term by three years (until April 1, 2020); (ii) increase Employee's annual base salary; (iii) increase Employee's POST Certificate payment; and (iv) reduce the amount of Comprehensive Annual Leave that Employee may accrue.
- C. Section 4(A) of the Agreement provides that the Executive Director of the Authority may, upon approval of the Authority Commission, increase Employee's annual salary by memorandum, personnel action form or similar written documentation without the need to amend the Agreement.
- D. The parties executed the following two salary memoranda to memorialize increases of Employee's annual salary:
  - 1. A May 4, 2015 Salary Memorandum No. 1 granting a one-time 3% merit bonus.
  - 2. A March 7, 2016 Salary Memorandum No. 2 granting a 3% salary increase.
- E. On June 18, 2018 the Authority Commission authorized a 3% increase of Employee's annual base salary.

**NOW, THEREFORE,** the Executive Director of the Authority resolves as follows:

1. Base Salary. Employer shall pay Employee an annual salary of \$186,167.35 (One Hundred Eighty-Six Thousand One Hundred Sixty-Seven Dollars and Thirty Five Cents) subject to legally permissible or required withholding, prorated and paid on Employer's normal paydays.
2. Preservation of the Agreement. All provisions of the Agreement (as amended by the Amendments) remain unaltered and in full force and effect.

EXECUTED:

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Frank R. Miller  
Executive Director  
Burbank-Glendale-Pasadena Airport Authority

ACKNOWLEDGED:

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Edward B. Skvarna  
Director of Public Safety/Chief of Police  
Burbank-Glendale-Pasadena Airport Authority

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JUNE 18, 2018**

**AMENDED AND RESTATED TERMINAL SPACE LEASE  
NEWZOOM, LLC**

**SUMMARY**

At the June 4, 2018, meeting of the Finance and Administration Committee ("Committee"), the Committee voted unanimously (3–0) to recommend that the Commission approve an Amended and Restated Terminal Space Lease ("Amendment") with NewZoom, LLC dba ZoomSystems ("ZoomSystems") to provide one post-security concession kiosk in Terminal A, and one kiosk inside of the Regional Intermodal Transportation Center ("RITC") Customer Service Building.

During the first six months of the proposed Amendment, monthly rent for each of the new proposed ZoomShop kiosks will be set at 9% of gross revenue for that month. During the second six months of the proposed Lease, monthly rent will be set at the greater of \$250 per month or 9% of gross revenue for that month. Finally, for each year thereafter, monthly rent will be set at the greatest of one-twelfth of 85% of rent paid for the preceding annual period, \$250, or 9% of gross revenue for that month.

The term of the Amendment will remain consistent with the Authority's existing lease with ZoomSystems, with all leased space expiring on December 4, 2020, and may be extended for five (5) one-year periods.

**BACKGROUND**

The Authority entered into a January 1, 2015, Terminal Space Lease with ZoomSystems for a post-security concession kiosk adjacent to Gate A2 to dispense Benefit Cosmetics, a leading women's cosmetic brand. In December 2017, the Authority entered into a new master Terminal Space Lease with ZoomSystems that included four (4) post-security concession kiosks; two (2) Benefit Cosmetics ZoomShops; one (1) UNIQLO ZoomShop; and one (1) Best Buy Express ZoomShop. The UNIQLO ZoomShop has generated an average of \$6,500 of gross revenue a month and currently exceeds ZoomSystems' expectations. Hollywood Burbank Airport ranks as one of UNIQLO's top performing airports. The Terminal A Benefit Cosmetics ZoomShop has also continued to perform well. Due to its overall positive revenue generation, ZoomSystems would like to add two (2) additional ZoomShops at Hollywood Burbank Airport.

The Allure – Best of Beauty ZoomShop launched in 2017 and showcases the beauty industry's top products ranging from hair to makeup and skin care products. The Allure ZoomShop is currently serving several airports around the country including LaGuardia Airport and George Bush Intercontinental Airport in Houston. All of the beauty products offered will be selected from the Editor's favorites and the Reader's Choice Survey. The proposed Allure – Best of Beauty ZoomShop will be located in Terminal A across from gate A3 and adjacent to the existing UNIQLO clothing ZoomShop. The Allure ZoomShop is not expected to compete with the existing Benefit Cosmetics ZoomShop.

The CVS ZoomShop launched in fall 2017 and is serving LaGuardia Airport and George Bush Intercontinental Airport, among others. This unit is stocked with 85 different products from both CVS store brands and leading national brands, focusing on health essentials, personal care and snacks. The CVS ZoomShop will be placed at the Regional Intermodal Transportation Center ("RITC") inside of the Customer Service Building where all of the rental car companies are based at Hollywood Burbank Airport.

#### DETAILS

The key components of the proposed Amended and Restated Lease are as follows:

Premises:

<b>Allure – Best of Beauty ZoomShop</b>	<b>CVS ZoomShop</b>
<b>Space 5</b>	<b>Space 6</b>
One (1) proposed kiosk to be located just east of Gate A3 in Terminal A (adjacent to UNIQLO)	One (1) proposed kiosk to be located inside of the Regional Intermodal Transportation Center ("RITC") Customer Service Building

- Use: - Unstaffed Retail Kiosk
- Term: - Remaining portion of three (3) years with Tenant having five (5) one-year extension options subject to written consent of the Executive Director of the Authority  
- Three (3) year term will expire on December 4, 2020
- Improvements: - Tenant is responsible for the installation, maintenance and other necessary infrastructure required for the proposed lease
- Termination: - 60 days' prior written notice by tenant to Authority  
- 30 days' prior written notice by Executive Director to tenant  
- Executive Director may terminate individual kiosks upon 30 days' written notice to tenant
- Other: - Each kiosk has been assigned a Space Number 1 - 6  
- Tenant to pay all expenses related to occupancy including all required permits, improvements, maintenance and taxes



Rent:

Outlined in the schedule below:

<b>Monthly Rent for Space 5 and Space 6</b>		
<b>(A)</b>	<b>(B)</b>	<b>(C)</b>
<b>Months 1-6</b>	<b>Months 7-12</b>	<b>Monthly Rent for each Year of the Term after Year 1 of the Term</b>
<b>June 19, 2018 – December 18, 2018</b>	<b>December 19, 2018 – June 18, 2019</b>	<b>June 19, 2019 – End of Term</b>
Nine Percent (9%) of Gross Revenue	<p>The greater of:</p> <ul style="list-style-type: none"> <li>(i) \$250.00 ("Monthly Minimum Rent")</li> <li>(ii) Nine Percent (9%) of Gross Revenue</li> </ul>	<p>The greatest of:</p> <ul style="list-style-type: none"> <li>(i) One-twelfth of eighty-five percent (85%) of the entire Monthly Rent paid to the Landlord for that space for the previous year of the term</li> <li>(ii) \$250.00 ("Monthly Minimum Rent")</li> <li>(iii) Nine Percent (9%) of Gross Revenue</li> </ul>

#### IMPACT ON REVENUE

The proposed Lease is revenue positive to the Authority. After the first six months, the revenue for each of the two new proposed ZoomShops will be a minimum of \$250/month.

#### STAFF RECOMMENDATION

At the June 4, 2018, meeting of the Finance and Administration Committee, the Committee unanimously voted (3–0) to recommend that the Commission: (i) approve the proposed Amended and Restated Terminal Space Lease with NewZoom LLC for two additional ZoomShops and authorize the President to execute same; (ii) authorize the Executive Director to approve any substitute of ZoomShop brands upon written request from the tenant; (iii) authorize the Executive Director to consent to any future extensions of the Lease if ZoomSystems is in good standing; and (iv) authorize the Executive Director to terminate one or more spaces upon thirty (30) days' written notice to tenant.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JUNE 18, 2018**

**REPLACEMENT PASSENGER TERMINAL PROJECT CONSULTANT AGREEMENTS  
FOR FINANCIAL FEASIBILITY AND ADVISORY SERVICES, TECHNICAL SUPPORT  
AND AIRLINE COORDINATION SERVICES, AND OUTREACH AND SUPPORT  
SERVICES**

**SUMMARY**

At the June 4, 2018, meeting of the Finance and Administration Committee ("Finance Committee"), the Committee voted unanimously (3–0) to recommend that the Commission approve new contracts with the following consultants currently providing financial, outreach, or technical support services related to the development of the Replacement Passenger Terminal ("RPT") project:

- 1.) Financial Feasibility and Advisory Services
  - a. Ricondo & Associates ("Ricondo")
  - b. Public Resources Advisory Group ("PRAG")
  - c. Moroney & Associates ("Moroney")
- 2.) Technical Support and Airline Coordination Services
  - a. Conway Consulting LLC ("Conway Consulting")
  - b. Airport & Aviation Professionals Inc. ("AvAirPros")
- 3.) Outreach and Support Services
  - a. Georgino Development LLC ("Georgino Development")
  - b. Marathon Communications Inc. ("Marathon Communications")

Staff discussed this item with the Replacement Terminal Ad Hoc Committee on April 30, 2018, and there was concurrence with moving this item forward to the Finance Committee for their consideration.

**BACKGROUND**

Since the passage of Measure B in November 2016, Staff has been undertaking numerous steps toward the development of the RPT project. These steps include: (i) revising the Airport Layout Plan to depict the RPT and receiving conditional approval from the Federal Aviation Administration ("FAA"); (ii) executing a Memorandum of Understanding with the FAA for the Environmental Impact Study ("EIS") for the RPT project; (iii) completing a Human Health Risk Assessment for the Adjacent Property and obtaining approval of that report by the State Office of Environmental Health Hazard Assessment and the Los Angeles Regional Water Quality Control Board; and (iv) implementing a concept validation and cost

estimate study that will be completed in FY 2018. The steps also include preliminary cost and financial modeling, as well as gathering of information on various potential financial project delivery methods.

With the EIS underway, the next steps in the process include: (i) obtaining the services of a design charrette facilitator to undertake a series of public meetings regarding the RPT and new parking structures; (ii) continued research into the various project delivery methods that may be applicable to the project; (iii) additional work and refinement of financial models and Passenger Facility Charge revenue forecasts; and (iv) continued technical support with the concept validation and cost estimating as well as airline coordination.

## PROPOSED AGREEMENTS

To continue the advancement of the RPT project, Staff recommends that the Authority execute new contracts with certain consultants currently providing financial, outreach, or technical support services for the project. In particular, Staff is recommending the terms and service levels for each consultant as follows:

### 1.) Financial Feasibility and Advisory Services

#### a. Ricondo

- i. Two-year term with one-year option to extend effective July 1, 2018
- ii. Budget: Year One - \$75,000 ; Year Two – subject to scope and need
- iii. Termination: either party; fifteen (15) days prior notice

#### b. PRAG

- i. Two-year term with one-year option to extend effective July 1, 2018
- ii. Budget: Year One - \$75,000 ; Year Two – subject to scope and need
- iii. Termination: either party; fifteen (15) days prior notice

#### c. Moroney

- i. Two-year term with one-year option to extend effective July 1, 2018
- ii. Budget: Year One - \$75,000 ; Year Two – subject to scope and need
- iii. Termination: either party; fifteen (15) days prior notice

### 2.) Technical Support and Airline Coordination Services

#### a. Conway Consulting

- i. Two-year term with one-year option to extend effective July 1, 2018
- ii. Budget: \$25,000 per month throughout term of the agreement
- iii. Termination: either party; fifteen (15) days prior notice

#### b. AvAirPros

- i. Two-year term with one-year option to extend effective July 1, 2018
- ii. Budget: Year One - \$100,000 ; Year Two – subject to scope and need
- iii. Termination: either party; fifteen (15) days prior notice

### 3.) Outreach and Support Services

#### a. Georgino Development

- i. Two-year term with one-year option to extend effective June 1, 2018
- ii. Budget: Year One: \$4,000 per month; Year Two: \$4,500 per month
- iii. Termination: either party; seven (7) day prior notice

#### b. Marathon Communications

- i. Initial six-month term with an option to extend for an additional six months effective July 1, 2018
- ii. Budget: \$6,500 per month for the initial six-month term; monthly rate subject to review if extension is exercised; documented out-of-pocket expenses not to exceed \$500 per month
- iii. Termination: either party; thirty (30) day prior notice

The new contracts will be in the form of a Professional Services Agreement or a Letter Agreement based on the nature of the services and proposed budget. Copies of the proposed Professional Services Agreement or Letter Agreement (each including the scope of services) for each firm are attached.

These consultants have been working with Staff over the past two years on various aspects of the RPT and have been instrumental in helping to achieve numerous minor and major milestones. Staff feels the continuation of the services provided by these consultants will assist Staff with the advancement of the RPT project.

### FUNDING

As in previous years, appropriations for these services were included in the proposed upcoming fiscal year budget which was approved for recommendation to the Commission by the Finance Committee at its meeting on June 4, 2018. Subject to the approval of the Commission of the proposed FY 2018/2019 ("FY 2019") Budget, funding for these services will be from the Facility Improvement Program, Replacement Passenger Terminal Project line item.

### RECOMMENDATION

At the June 4, 2018, meeting of the Finance Committee, the Committee voted unanimously (3-0) to recommend that the Commission approve new contracts with Ricondo, PRAG, Moroney, Conway Consulting, AvAirPros, Georgino Development, and Marathon Communications as described above.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JUNE 18, 2018**

**REVIEW OF THE PROPOSED  
FISCAL YEAR 2018/2019 ("FY 2019") ANNUAL BUDGET;  
AND  
PROPOSED RESOLUTION NO. 478,  
A RESOLUTION OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
ADOPTING THE FISCAL YEAR 2018/2019 ("FY 2019") ANNUAL BUDGET**

**RECOMMENDATION**

Staff seeks Commission approval of the attached Resolution No. 478, which adopts the proposed Fiscal Year 2018/2019 ("FY 2019") budget. This proposed budget provides a comprehensive balanced financial program which identifies all anticipated expenditures for the next year including the estimated Operations and Maintenance expenditures and the proposed Facility Improvement ("Capital") Program. The budget identifies all proposed funding sources as detailed in the Revenue Summary section of the attached documents.

At the June 4, 2018, Finance and Administration Committee meeting, the Committee voted unanimously (3–0) to recommend to the Commission that it approve the proposed FY 2019 budget.

Enclosed in the agenda package is a workbook which provides detailed information regarding the proposed FY 2019 financial budget program.

**RESOLUTION NO. 478**

**A RESOLUTION OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
ADOPTING THE FISCAL YEAR 2018/2019 ("FY 2019") ANNUAL BUDGET**

THE BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY DOES  
RESOLVE AS FOLLOWS:

SECTION 1. The proposed financial budget for the fiscal year commencing July 1, 2018, and ending June 30, 2019, is set forth in that certain document entitled "Burbank-Glendale-Pasadena Airport Authority Adopted FY 2018/2019 ("FY 2019") Budget" and the same is hereby approved and adopted.

SECTION 2. There is hereby appropriated to each account as set forth in the "REVENUE SUMMARY," the "EXPENDITURE SUMMARY" and accompanying exhibits of the Burbank-Glendale-Pasadena Authority Adopted FY 2018/2019 ("FY 2019") Budget, the sums shown for the categories therein set forth, and the Director, Financial Services, is hereby authorized and empowered to expend such for the purposes of such accounts subject to the review and approval of the Executive Director and/or his/her designee.

SECTION 3. The authorization granted to the Director, Financial Services, in Section 2 of this resolution is hereby made subject to the terms of the Authority's Expenditure policy.

ADOPTED, this 18<sup>th</sup> day of June 2018.

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Terry Tornek, President  
Burbank-Glendale-Pasadena Airport Authority

Attest:

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Ray Adams, Secretary

STATE OF CALIFORNIA       )  
  )ss.  
COUNTY OF LOS ANGELES    )

I, Frank R. Miller, do hereby certify that the foregoing resolution was duly and regularly adopted by the Commissioners of the Burbank-Glendale-Pasadena Airport Authority at its regular meeting held on the 18<sup>th</sup> day of June 2018 by the following vote:

AYES:       [TO COME]

NOES:

ABSENT:

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Frank R. Miller  
Assistant Secretary

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**  
**ADOPTED FY 2018/2019 ("FY 2019") BUDGET**

**SOURCES OF FUNDS: SUMMARY**

	<b>Adopted Budget FY 2019</b>	<b>Adopted Budget FY 2018</b>	<b>\$ Change</b>
Rentals	\$14,530,000	\$13,840,000	\$690,000
Parking	20,940,000	19,125,000	1,815,000
Concessions	9,800,000	8,850,000	950,000
Landing Fees	4,060,000	3,235,000	825,000
Investment Income	3,400,000	2,650,000	750,000
Ground Transportation	3,030,000	2,145,000	885,000
Other Revenues	935,000	1,035,000	(100,000)
<b>Total Operating Revenues</b>	<b>\$56,695,000</b>	<b>\$50,880,000</b>	<b>\$5,815,000</b>
PFC Revenues / Reserves	\$9,184,968	\$5,242,120	\$3,942,848
AIP / Other Grants	8,300,032	10,737,880	(2,437,848)
Facility Development Reserve Funds	1,875,000	4,680,000	(2,805,000)
CFC Fees: 2012 Bond Issue	5,400,000	5,040,000	360,000
Facility Rent - RAC: 2012 Bond Issue	436,911	794,996	(358,085)
Facility Rent - RAC: Loan Principal	290,870	255,930	34,940
<b>Total Nonoperating Sources</b>	<b>\$25,487,781</b>	<b>\$26,750,926</b>	<b>(\$1,263,145)</b>
<b>Total</b>	<b>\$82,182,781</b>	<b>\$77,630,926</b>	<b>\$4,551,855</b>

**USES OF FUNDS: SUMMARY**

	<b>Adopted Budget FY 2019</b>	<b>Adopted Budget FY 2018</b>	<b>\$ Change</b>
Bond P & I (2012 Issue)	\$5,836,911	\$5,834,996	\$1,915
Bond P & I (2015 Issue)	4,563,500	4,565,750	(2,250)
<b>Subtotal Debt Service</b>	<b>10,400,411</b>	<b>10,400,746</b>	<b>(335)</b>
Operations and Maintenance	46,170,884	43,682,720	2,488,164
<b>Total Operating Expenses</b>	<b>\$56,571,295</b>	<b>\$54,083,466</b>	<b>\$2,487,829</b>
Facility Improvements			
Noise Mitigation / Abatement	\$500,000	\$1,000,000	(\$500,000)
Other Improvements	18,280,000	16,460,000	1,820,000
Development	3,675,000	3,200,000	475,000
<b>Total Improvement Program</b>	<b>\$22,455,000</b>	<b>\$20,660,000</b>	<b>\$1,795,000</b>
Additional O & M Reserve	\$622,041	\$582,420	\$39,621
Facility Dev. Fund Reimbursement	\$290,870	\$255,930	\$34,940
Parking Tax	\$2,243,575	\$2,049,110	\$194,465
<b>Total</b>	<b>\$82,182,781</b>	<b>\$77,630,926</b>	<b>\$4,551,855</b>



**ADOPTED FY 2018/2019 ("FY 2019") BUDGET  
OPERATIONS & MAINTENANCE ("O & M") EXPENDITURES**

<b>ACCT #</b>	<b>DESCRIPTION</b>	<b>ADOPTED BUDGET FY 2019</b>	<b>ADOPTED BUDGET FY 2018</b>	<b>\$ AMOUNT CHANGE</b>
8000	Regular Wages	\$3,085,788	\$2,882,067	\$203,721
8012	Overtime Wages	325,000	310,000	15,000
8100	Sick Leave	255,495	243,420	12,075
8102	Vacation	252,502	237,675	14,827
8103	Payroll Taxes	311,842	289,213	22,629
8104	Workers' Compensation Insurance	500,000	485,000	15,000
8105	Group Insurance	425,735	372,858	52,877
8106	State Unemployment Insurance	5,000	5,000	0
8107	Retiree Medical Trust	50,400	49,200	1,200
8109	Holiday	207,734	193,998	13,736
8110	Employee Retirement Plan	267,374	248,238	19,136
8111	Employee Medical Opt Out	30,600	43,200	(12,600)
8115	FSA Admin.	900	900	0
8120	Certification Pay	73,900	75,100	(1,200)
8125	Training Pay	12,600	12,300	300
8200	Office Supplies	65,000	65,000	0
8202	Periodicals, Maps and Pamphlets	6,500	6,500	0
8204	Printing and Binding	12,000	14,100	(2,100)
8206	Special Office / Other Supplies	89,700	89,700	0
8208	Postage	14,000	14,500	(500)
8210	Office / Noise Equipment Service	191,000	142,000	49,000
8212	Copy Machine Lease	25,000	19,575	5,425
8214	Office Equipment Rent	700	700	0
8216	Photographic Expense	2,000	2,250	(250)
8252	Recruitment Expense	35,000	40,000	(5,000)
8254	Membership Dues	132,600	125,000	7,600
8256	Uniform Expense	108,335	85,350	22,985
8258	Commission Meeting	175,000	190,000	(15,000)
8260	Conference Meeting	122,930	95,000	27,930
8261	Training Expense	342,155	330,000	12,155
8302	Fuel, Oil and Lubricants	425,000	425,000	0
8303	Low Value Communications Equipment	12,000	12,000	0
8304	Low Value Machinery / Equipment	44,115	26,500	17,615
8305	Low Value Furniture / Fixtures	25,450	21,250	4,200
8306	Vehicle Repair / Maintenance Supplies	67,700	67,700	0
8308	General Repair / Maintenance	168,950	168,950	0
8316	Shop Supplies	77,600	77,600	0
8318	Electrical Supplies	93,550	73,850	19,700
8320	Plumbing, Heating and Air Conditioning	85,000	85,000	0
8322	Building / Construction Supplies	86,250	86,250	0
8324	Telephone Expense	325,000	325,000	0
8326	Communications Maintenance	53,200	53,200	0
8332	Industrial Chemical Supplies	12,500	19,200	(6,700)

**ADOPTED FY 2018/2019 ("FY 2019") BUDGET  
OPERATIONS & MAINTENANCE ("O & M") EXPENDITURES**

<b>ACCT #</b>	<b>DESCRIPTION</b>	<b>ADOPTED BUDGET FY 2019</b>	<b>ADOPTED BUDGET FY 2018</b>	<b>\$ AMOUNT CHANGE</b>
8334	Operating / Maintenance Equipment Lease	\$54,300	\$54,300	\$0
8335	Other Leases / Rentals	36,000	36,000	0
8336	Utility – Gas	37,000	37,000	0
8338	Utility – Electric	1,590,000	1,590,000	0
8340	Utility – Water	430,000	395,000	35,000
8341	Sign Repair and Maintenance	114,500	60,000	54,500
8342	Landscaping Expense	205,500	205,500	0
8344	Paint Expense	115,100	115,100	0
8604	ARFF Services	3,334,500	3,030,992	303,508
8606	Tenant Janitorial Services	550,000	525,000	25,000
8607	Janitorial Services	720,000	720,000	0
8608	Refuse Collection	171,500	171,500	0
8610	Contractual Building Repair	158,000	158,000	0
8612	Contractual Systems Repair	1,018,215	903,900	114,315
8620	Contractual Vehicle Maintenance	385,400	385,400	0
8622	Other Contracted O & M Costs	1,055,280	1,141,960	(86,680)
8625	Contractual Parking Ops. (Self-Park / Valet)	4,910,000	4,690,000	220,000
8626	Contractual Transportation Services	2,409,029	2,363,574	45,455
8702	Noise Consultants	68,500	68,500	0
8704	Legal Services	650,000	650,000	0
8706	Audit Services	115,000	115,000	0
8708	Professional Management Services	13,586,280	12,900,325	685,955
8709	Engineering Services	100,000	100,000	0
8710	Financial Services	869,600	805,700	63,900
8711	Other Professional Services	1,839,800	1,546,000	293,800
8715	Environmental Services	65,000	65,000	0
8804	Bad Debt Expense	4,000	4,000	0
8816	Insurance	1,575,000	1,575,000	0
8818	Public Relations / Advertising	130,000	120,000	10,000
8819	Air Service Retention and Development	685,000	609,425	75,575
8822	Licenses, Permits and Fees	167,175	125,000	42,175
8825	Uninsured Loss	10,000	10,000	0

<b>TOTAL O &amp; M EXPENSES</b>	<b>\$45,762,784</b>	<b>\$43,386,520</b>	<b>\$2,376,264</b>
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**O & M EQUIPMENT AND PROJECTS**

9010	Vehicles / Equipment	\$135,000	\$108,000	\$27,000
9022	Other Machinery / Equipment	188,100	93,200	94,900
9024	Furniture / Fixtures	0	10,000	(10,000)
9026	Office Equipment / Systems	85,000	85,000	0

<b>TOTAL O &amp; M EQUIPMENT / PROJECTS</b>	<b>\$408,100</b>	<b>\$296,200</b>	<b>\$111,900</b>
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<b>TOTAL OPERATIONS AND MAINTENANCE</b>	<b>\$46,170,884</b>	<b>\$43,682,720</b>	<b>\$2,488,164</b>
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**Burbank-Glendale-Pasadena Airport Authority**  
**ADOPTED FY 2018/2019 ("FY 2019") - Facility Improvement Program ("Capital") Budget**

PROJECT DESCRIPTION	Cost	Funded By PFC	Funded By Grant	Airport Share
<b>BUILDING IMPROVEMENTS</b>				
Building #36 Server Room Upgrades <i>(completion)</i>	\$ 350,000	\$ 350,000	\$ -	\$ -
Terminal High Voltage Electrical Upgrades	350,000	245,000	-	105,000
Terminal B Security Checkpoint Upgrade	100,000	100,000	-	-
Minor Building Improvements	250,000	-	-	250,000
<b>TOTAL BUILDING IMPROVEMENTS</b>	<b>\$ 1,050,000</b>	<b>\$ 695,000</b>	<b>\$ -</b>	<b>\$ 355,000</b>
<b>IT / COMMUNICATIONS / SECURITY</b>				
Fiber Optic Installation	\$ 500,000	\$ 500,000	\$ -	\$ -
DVSS Camera Replacement / Installation	250,000	-	-	250,000
IT Equipment (Network Switch, Server Replacements)	180,000	-	-	180,000
<b>TOTAL IT / COMMUNICATIONS / SECURITY</b>	<b>\$ 930,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 430,000</b>
<b>EQUIPMENT</b>				
Verdugo Dispatch Communications Upgrades - Interoperability	\$ 350,000	\$ -	\$ -	\$ 350,000
Parking Revenue Control Equip: LPR Camera Replacement	200,000	-	-	200,000
Airfield Maintenance Equipment	455,000	265,000	-	190,000
<b>TOTAL EQUIPMENT</b>	<b>\$ 1,005,000</b>	<b>\$ 265,000</b>	<b>\$ -</b>	<b>\$ 740,000</b>
<b>RUNWAY / TAXIWAY / ROADWAY PROJECTS</b>				
Taxiways C & D; GA Ramp Rehabilitation - Construction	\$ 6,175,000	\$ 1,198,568	\$ 4,976,432	\$ -
Terminal Ramp Rehabilitation <i>(completion)</i>	3,600,000	3,600,000	-	-
RPZ Land Acquisition - Hollyona Property	1,800,000	349,380	1,450,620	-
Airfield Lighting System Rehabilitation	1,650,000	1,650,000	-	-
Airfield Lighting Vault Replacement <i>(multi-year)</i>	500,000	500,000	-	-
Taxiway A Rehabilitation - Design	400,000	-	-	400,000
Airside Paving Replacement	620,000	-	-	620,000
Landside Paving Replacement	250,000	-	-	250,000
Public Parking Lot Improvements	300,000	-	-	300,000
<b>TOTAL RUNWAY / TAXIWAY / ROADWAY</b>	<b>\$ 15,295,000</b>	<b>\$ 7,297,948</b>	<b>\$ 6,427,052</b>	<b>\$ 1,570,000</b>
<b>NOISE MITIGATION</b>				
Residential Acoustical Treatment Program <i>(multi-year)</i>	\$ 500,000	\$ 97,050	\$ 402,950	\$ -
<b>TOTAL NOISE MITIGATION</b>	<b>\$ 500,000</b>	<b>\$ 97,050</b>	<b>\$ 402,950</b>	<b>\$ -</b>
<b>DEVELOPMENT</b>				
Replacement Passenger Terminal Project <i>(multi-year)</i>	\$ 3,575,000	\$ 329,970	\$ 1,370,030	\$ 1,875,000
Transportation Planning <i>(multi-year)</i>	100,000	-	100,000	-
<b>TOTAL DEVELOPMENT</b>	<b>\$ 3,675,000</b>	<b>\$ 329,970</b>	<b>\$ 1,470,030</b>	<b>\$ 1,875,000</b>
<b>TOTAL FACILITY IMPROVEMENT PROGRAM</b>	<b>\$ 22,455,000</b>	<b>\$ 9,184,968</b>	<b>\$ 8,300,032</b>	<b>\$ 4,970,000</b>