



March 13, 2015

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, March 16, 2015, at 9:00 a.m. in the Airport Skyroom of the Bob Hope Airport, 2627 Hollywood Way, Burbank, California, 91505.

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

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, March 16, 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) February 2, 2015

[See page 1]

- 2) Finance and Administration Committee
 - (i) January 20, 2015 *[See page 3]*
 - (ii) February 2, 2015 *[See page 10]*
- 3) Legal, Government and Environmental Affairs Committee
 - (i) February 2, 2015 *[See page 13]*

6. ITEMS FOR COMMISSION APPROVAL

- a. Project Number E12-18
Runway 8-26 and Runway 15-33 Shoulder Rehabilitation *[See page 17]*
- b. Approval of Resolution 463 Authorizing the Issuance and Sale of Airport Revenue Bonds; Providing the Terms and Conditions for the Issuance and Sale of Said Bonds; Approving the Form of and Authorizing the Execution and Delivery of Specified Documents in Connection Therewith; and Authorizing Certain Other Matters Relating Thereto *[See page 21]*
- c. Operations and Maintenance Service Agreement with SITA for Common Use Passenger Processing System and Related Equipment *[See page 35]*

7. ITEMS FOR COMMISSION INFORMATION

- a. Free Shuttle Service Metrolink and Metro Activity Update *[No Staff Report]*
- b. December 2014 and January 2015 Passenger/Cargo Statistics and January 2015 Parking Information *[See page 37]*

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 – ANTICIPATED LITIGATION
Significant Exposure to Litigation (California Government Code Section 54956.9(d)(2)):
One potential case. Facts and Circumstances: Reid Claim

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

March 16, 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: February 2, 2015, Operations and Development Committee; January 20, 2015, and February 2, 2015, Finance and Administration Committee; and February 2, 2015, Legal, Government and Environmental Affairs Committee.

6. ITEMS FOR COMMISSION APPROVAL

- a. PROJECT NUMBER E12-18, RUNWAY 8-26 AND RUNWAY 15-33 SHOULDER REHABILITATION – A staff report is included in the agenda packet. At the March 2, 2015, meeting of the Operations and Development Committee, the Committee voted (2–0; one absent) to recommend to the Commission that it award a construction contract in the amount of \$1,538,743.50 to C. A. Rasmussen, Inc., for the Runway 8-26 and Runway 15-33 Shoulder Rehabilitation Project and authorize Staff to execute Work Order #2 with RS&H California, Inc. in the lump-sum amount of \$199,794 to provide construction administration services as well as to approve an approximate 10% aggregate contingency in the amount of \$171,700 to permit Staff to authorize any necessary changes in the scope of the project.
- b. APPROVAL OF RESOLUTION NO. 463 AUTHORIZING THE ISSUANCE AND SALE OF AIRPORT REVENUE BONDS; PROVIDING THE TERMS AND CONDITIONS FOR THE ISSUANCE AND SALE OF SAID BONDS; APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF SPECIFIED DOCUMENTS IN CONNECTION THEREWITH; AND AUTHORIZING CERTAIN OTHER MATTERS RELATING THERETO – A staff report is included in the agenda packet. At the March 2, 2015, meeting of the Finance and Administration Committee, the Committee voted unanimously (3–0) to recommend to the Commission approval of the Authority's Resolution No. 463, authorizing the issuance of Airport Revenue Bonds to refinance the Authority's 2005 Series Revenue bonds. Resolution No. 463 would:
 - (1) Authorize the issuance and sale of Airport Revenue Bonds, 2015 Series; provide the terms and conditions for the issuance and sale of such bonds; approve the form of and authorize the execution and delivery of specified documents in connection therewith;
 - (2) Authorize each of the President, the Vice President, the Treasurer, the Secretary and the Assistant Secretary of the Authority to execute the final version of the Official Statement, Fourth Supplemental Indenture, Escrow Agreement, Bond Purchase Agreement, Termination Agreement and Continuing Disclosure Agreement, and to undertake any and all necessary actions,

including execution and delivery of any and all documents, assignments, certificates, requisitions, agreements, notices and consents which they may deem necessary or advisable in order to consummate the issuance and sale of the 2015 Series Bonds; and

- (3) Approve the use of Bank of New York Mellon, current Trustee for all of the Authority's existing bonds, as Trustee for the 2015 Series Bonds.

- c. OPERATIONS AND MAINTENANCE SERVICE AGREEMENT WITH SITA FOR COMMON USE PASSENGER PROCESSING SYSTEM AND RELATED EQUIPMENT – A staff report is included in the agenda packet. 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.

Staff seeks approval from the Commission for approval of a proposed interim extension to the CUPPS Operations and Maintenance Service Agreement between the Authority and SITA in the amount of \$52,221 per month, the cost of which is fully reimbursable by the airlines. The term of this agreement is for three months and will provide Staff the time necessary to finalize and fully review a replacement service agreement, along with obtaining airline concurrence and Commission approval for a proposed future four-year service contract.

7. ITEMS FOR COMMISSION INFORMATION

- a. FREE SHUTTLE SERVICE – METROLINK AND METRO ACTIVITY UPDATE – No staff report is attached. This item was deferred from the Commission's March 2, 2015, meeting. Staff will update the Commission on utilization of the free shuttle service between Burbank Bob Hope Airport and Metrolink and Metro stations during the second quarter of FY 2015.
- b. DECEMBER 2014 AND JANUARY 2015 PASSENGER/CARGO STATISTICS AND JANUARY 2015 PARKING INFORMATION – No staff report is attached. This item was deferred from the Commission's March 2, 2015, meeting. There were 332,790 passengers in December 2014, down 0.6% from 334,878 in December 2013. The number of aircraft passenger seats offered by the airlines in December decreased 1.7%, but the combined airline load factor rose from 74.2% to 75%. The passenger count for all of calendar year 2014 totaled 3,861,179, up 0.4% from the 2013 total of 3,844,390. Cargo volume increased 6.4% for the year, totaling 112,563,670 pounds. Airline operations for the year declined 5.7%, from 48,968 to 46,160, and overall aircraft operations decreased from 130,560 in 2013 to 118,543 in 2014, down 9.2%.

There were 297,209 passengers in January of this year, down 1.7% from 302,389 in 2014. Cargo volume rose 7.1%, from 8.5 million pounds last year to 9.1 million pounds this year. Airline operations decreased by 2.3%, and the number of airline seats was virtually even with last year at 442,982. Air Taxi flights increased 0.8% while General Aviation activity declined 3.3%. Overall aircraft operations for the month decreased 2.2%. Complete reports for both months are included in the agenda packet.

An update on air service development will also be provided by Staff.