



February 27, 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 2, 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 2, 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) January 20, 2015

**[See page 1]**

- 2) Finance and Administration Committee
  - (i) November 17, 2014 *[See page 8]*
- 3) Legal, Government and Environmental Affairs Committee
  - (i) December 15, 2014 *[See page 11]*
- b. Commission Minutes (For Approval)
  - 1) February 2, 2015 *[See page 16]*
  - 2) February 9, 2015 *[See page 26]*
- c. Fourth Amended Joint Exercise of Powers Agreement for the  
Orangeline Development Authority, dba Eco-Rapid Transit *[See page 32]*
- 6. ITEMS FOR COMMISSION DISCUSSION
  - a. FAA Part 139 Inspection Results *[See page 56]*
  - b. Dublin Airport Authority Presentation on the  
Future of Airport Parking *[No Staff Report]*
  - c. Presentation of FY 2014 Financial Statements and  
Analysis of Financial Results *[See page 58]*
  - d. FY 2014 Year-end Budget Performance Review *[See page 67]*
  - e. FY 2015 Mid-year Budget Performance Review *[See page 75]*
- 7. ITEMS FOR COMMISSION INFORMATION
  - a. Free Shuttle Service  
Metrolink and Metro Activity Update *[No Staff Report]*
  - b. Tower Banner Contest Winners *[No Staff Report]*
  - c. December 2014 and January 2015 Passenger/Cargo Statistics and  
January 2015 Parking Information *[See page 80]*
- 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. THREAT TO PUBLIC SERVICES OR FACILITIES  
(California Government Code Section 54957(a))

Consultation with Director of Public Safety

c. 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 2, 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: January 20, 2015, Operations and Development Committee; November 17, 2014, Finance and Administration Committee; and December 15, 2014, Legal, Government and Environmental Affairs Committee.
- b. COMMISSION MINUTES – FEBRUARY 2, 2015, AND FEBRUARY 9, 2015 – The draft minutes of these meetings are attached for Commission review and approval.
- c. FOURTH AMENDED JOINT EXERCISE OF POWERS AGREEMENT FOR THE ORANGELINE DEVELOPMENT AUTHORITY, DBA ECO-RAPID TRANSIT – A staff report is included in the agenda packet. At its February 2, 2015, meeting the Legal, Government and Environmental Affairs Committee voted unanimously (3–0) to recommend that the Authority adopt a resolution approving the Fourth Amended Joint Exercise of Powers Agreement for the Orangeline Development Authority, dba Eco-Rapid Transit. The Authority's Proposed Resolution No. 460 is included with the staff report.

#### 6. ITEMS FOR COMMISSION DISCUSSION

- a. FAA PART 139 INSPECTION RESULTS – No staff report is attached. Staff will brief the Commission on the results of the recent FAA annual Part 139 airport certification inspection. Included in the agenda packet is a copy of the correspondence from the FAA regarding the results of the inspection.
- b. DUBLIN AIRPORT AUTHORITY PRESENTATION ON THE FUTURE OF AIRPORT PARKING – No staff report is attached. Dublin Airport Authority representatives will brief the Commission on parking initiatives and concepts which they have embarked on at Dublin Airport, which, if implemented at Bob Hope Airport, could enhance customer service and increase revenue from existing parking facilities.
- c. PRESENTATION OF FY 2014 FINANCIAL STATEMENTS AND ANALYSIS OF FINANCIAL RESULTS – A staff report is included in the agenda packet. The Authority's independent auditor, Macias Gini & O'Connell LLP, has completed its audits of the Burbank-Glendale-Pasadena Airport Authority fiscal year 2014 financial statements. Enclosed with the staff report is a copy of the audited Basic Financial Statements for the fiscal years ended June 30, 2014, and 2013. Also enclosed are copies of the audited Single Audit Reports (audit of federal grant programs), Passenger Facility Charge Audit Reports, Customer Facility Charge Audit Reports,

Passenger Facility Charge Audit Reports, Customer Facility Charge Audit Reports, Independent Auditor's Report on Compliance with Section 6.05 of the Bond Indenture, Management Letter, and the Auditor's Report to the Authority Regarding the FY 2014 Audits.

MGO presented the results of its audits to the Finance and Administration Committee at its January 20, 2014, special meeting. The Committee unanimously recommended (2-0) that the Commission note and file these audit reports.

- d. **FY 2014 YEAR-END BUDGET PERFORMANCE REVIEW** – A staff report is included in the agenda packet. Staff vigilantly monitors the actual financial performance of the Authority against the approved budget to determine if the financial performance is within the parameters set forth in the annual Budget Resolution. Adoption of a formal year-end budget amendment by the Authority was not required this year as the FY 2014 financial performance was within approved budget expenditure appropriations by major category; i.e. Operations & Maintenance, Facility Improvement Program with the multi-year Regional Intermodal Transportation Center remaining within the approved Plan of Finance. Overall operating revenues favorably exceeded the budget by 3.1%.

At its February 2, 2015, meeting the Finance and Administration Committee voted unanimously (2-0) to recommend that the Commission note and file this report.

- e. **FY 2015 MID-YEAR BUDGET PERFORMANCE REVIEW** – A staff report is included in the agenda packet. The staff report presents the mid-year FY 2015 financial performance results as compared to original budget expectations and updates forecasts for the remainder of the fiscal year. Included is a review of operating revenues, operations and maintenance expenses and a status update for each individual capital program project.

At its February 2, 2015, meeting the Finance and Administration Committee voted unanimously (2-0) to recommend that the Commission note and file this report.

## 7. ITEMS FOR COMMISSION INFORMATION

- a. **FREE SHUTTLE SERVICE – METROLINK AND METRO ACTIVITY UPDATE** – No staff report is attached. 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. **TOWER BANNER CONTEST WINNERS** – No staff report is attached. For the eighth consecutive year, the Authority held its Student Art Tower Banner Contest in the public high schools of Burbank, Glendale, and Pasadena, resulting in the selection of three student art compositions with an aviation theme that will be displayed on the façade of the Airport terminal tower in the coming year. This year's program began in the fall of 2014, when high school art students were invited to submit art based on the theme "Great Moments in Flight." The school districts narrowed down the candidate submissions to three finalists in each district, which were then judged by the art commissions in their respective cities. The winners will be announced at the Authority meeting March 2, and winning student artists and faculty members are expected to be present.



- c. DECEMBER 2014 AND JANUARY 2015 PASSENGER/CARGO STATISTICS AND JANUARY 2015 PARKING INFORMATION – No staff report is attached. 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.

*[Regarding non-agenda items]*

#### **TRAVEL EXPENSE REPORTS SUMMARY**

For Period July 1, 2014, through December 31, 2014