



May 16, 2014

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

NOTICE is hereby given that a regular meeting of the Finance and Administration Committee will be held Monday, May 19, 2014 at 10:30 a.m. (or immediately following the conclusion of the regular Airport Authority meeting), 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

REGULAR MEETING  
OF THE  
FINANCE AND ADMINISTRATION COMMITTEE  
Airport Skyroom  
Monday, May 19, 2014  
10:30 A.M. or Immediately Following the  
Conclusion of the  
Regular Airport Authority Meeting

***NOTE TO THE PUBLIC: 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.***

***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.***

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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.***

AGENDA

1. Public Comment
2. Approval of Minutes
  - a. May 5, 2014 **[See page 1]**
3. Contracts and Leases
  - a. Third Amendment of Month-to-Month Ground Lease  
Sunrise Ford, Inc.
    - Staff Report Attached **[See page 4]**

***Staff seeks a Committee recommendation to the Authority for approval of a proposed Third Amendment of the Ground Lease with Sunrise Ford, Inc., which is currently leasing a 44,000-square-foot, paved portion of the B-6 Trust Property located near San Fernando Road. Due to increased business demands, Sunrise Ford has***

**requested to lease the entire lot where it is currently located. This amendment would allow Sunrise Ford to lease the remaining 56,200 square feet on the lot for a total of 100,200 square feet. Both parties reserve the right to terminate the Lease upon thirty (30) days' written notice.**

- b. Hangar 2 Month-to-Month Leases:  
Ameriflight, Inc.; United Parcel Service Co.; and  
Yucaipa Companies, LLC

- Staff Report Attached **[See page 10]**

**Staff seeks a Committee recommendation to the Commission for approval of three separate Month-to-Month Leases for Hangar 2 and its corresponding ramp space, with Ameriflight Inc., United Parcel Service Co. and Yucaipa Companies, LLC. Hangar 2 is located on the southwest quadrant of the Burbank Bob Hope Airport.**

**Through February 2014 these three companies were sub-tenants within the Hangar 2 premises. With the expiration of the hangar agreement with JG Boswell, these companies would like a direct lease with the Authority. Until longer term leases can be negotiated with each company, Staff is proposing month-to-month leases, copies attached, be provided for each company. Staff estimates that the longer term leases can be negotiated and brought to the Committee within four to six months.**

- c. Award of Ground Lease  
Arsual Investments

- Staff Report Attached **[See page 44]**

**Staff seeks a Committee recommendation to the Commission for approval of a proposed ground lease with Arsual Investments for approximately 5.4 acres (235,224 square feet) of the existing vacant paved portion of the B-6 Trust Property for the purpose of providing interim parking and storage for commercial trucks and vehicles. The proposed ground lease with Arsual will generate \$25,000 per month and will terminate on March 15, 2015, consistent with the March 15, 2005 Amended, Restated, Superseding and Combined Escrow and Trust Agreement.**

- d. Month-to-Month Office Lease  
Diverse Facility Solutions, Inc.

- Staff Report Attached **[See page 46]**

**Diverse Facility Solutions, Inc., the Authority's new janitorial services provider, desires to enter into a month-to-month office space lease for its on-site manager and to provide a break room for its employees at the Airport. The office space DFS is requesting is the same space that the previous provider of janitorial services had occupied. Staff seeks a Committee recommendation to the**

**Commission that it approve a month-to-month office space lease with DFS and authorize the Authority President to execute same.**

4. Items for Discussion

- a. Proposed FY 2014/2015 ("FY 2015") Budget Development:  
Capital Projects and Plan 2025

***No staff report is attached. Staff will continue discussions regarding the development of the FY 2014/2015 Budget, focusing on capital projects. Staff will also begin discussions regarding Plan 2025 and will provide an overview assessment of estimated infrastructure requirements to operate current terminal facilities to the year 2025 (ten-year time period).***

5. Items for Information

- a. Committee Pending Items

***[See page 48]***

**Future**

***(1) FY 2014/2015 Budget Development (continued)***

6. Other Contracts and Leases

7. Closed Session

- a. Conference with Real Property Negotiators  
(California Government Code Section 54956.8)

Property:	B-6 Property Leasehold
Authority Negotiator:	Executive Director
Negotiating Party:	Arsual Investments
Under Negotiation:	Price and Terms of Payment

8. Adjournment