



May 17, 2013

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, May 20, 2013, 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, May 20, 2013
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. PUBLIC COMMENT
4. CONSENT CALENDAR
 - a. Committee Reports (For Note and File)
 - 1) Operations and Development Committee
 - (i) April 15, 2013 **[See page 1]**
 - 2) Finance and Administration Committee
 - (i) April 15, 2013 **[See page 8]**

- 3) Legal, Government and Environmental Affairs Committee
 - (i) April 1, 2013 ***[See page 11]***
 - b. Commission Minutes (For Approval)
 - 1) May 6, 2013 ***[See page 18]***
 - c. Treasurer's Reports
 - 1) February 2013 ***[See page 36]***
 - d. Construction Coordination Services Agreement ***[See page 56]***
 - e. Los Angeles/Long Beach Urban Areas Security Initiative
Fiscal Years 2008 and 2009 Grant Program Closeouts ***[See page 58]***
5. ITEMS FOR COMMISSION ACTION
- a. Appointment of Committees ***[No Staff Report]***
6. ITEMS FOR COMMISSION APPROVAL
- a. Disparity Study Report ***[See page 68]***
 - b. Revised FAR Part 150, Noise Exposure Map
2017 Forecast Submittal ***[See page 72]***
 - c. Additional Match Funding
Ground Access Study ***[See page 94]***
 - d. Award of Month-to-Month Purchase Order to
Cooper Communications, Inc. for Public Relations Services ***[See page 105]***
7. ITEMS FOR COMMISSION INFORMATION
- a. Wings for Autism – Event Briefing ***[No Staff Report]***
 - b. Burbank Youth Leadership Program Airport Visit ***[No Staff Report]***
 - c. Free Shuttle Service – Metrolink Activity Update ***[No Staff Report]***
8. CLOSED SESSION
- a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(California Government Code Section 54956.8)

Property:	Bob Hope Airport Leasehold
Authority Negotiator:	Executive Director
Negotiating Party:	Seaport Airlines
Under Negotiation:	Price and Terms of Payment

Property: Bob Hope Airport Leasehold
Authority Negotiator: Executive Director
Negotiating Party: AVJET Corporation
Under Negotiation: Price and Terms of Payment

Property: B-6 Property Easements
Authority Negotiator: Executive Director
Negotiating Party: City of Burbank
Under Negotiation: Price and Terms of Payment

Property: Bob Hope Airport Leasehold
Authority Negotiator: Executive Director
Negotiating Party: Alaska Airlines, Delta Airlines, jetBlue Airways,
Southwest Airlines, United Air Lines, US Airways
Under Negotiation: Price and Terms of Payment

Property: Bob Hope Airport Leasehold
Authority Negotiator: Executive Director
Negotiating Party: Enterprise Rent-a-Car Company of Los Angeles, LLC,
The Hertz Corporation, Avis budget Car Rental LLC,
Budget Rent a Car of Southern California,
DTG Operations Inc., Fox Rent A Car, Midway Car Rental
Under Negotiation: Price and Terms of Payment

b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(California Government Code Section 54956.9(d)(1))

Name of Case: In re Petition of Burbank-Glendale-Pasadena Airport Authority for
Order Permitting Entry on Property (Union Pacific) (Case No. BS131944)

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
- 3) Title: Director, Public Safety

9. ADJOURNMENT

COMMISSION NEWSLETTER
May 20, 2013

[Regarding agenda items]

4. 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: April 15, 2013, Operations and Development Committee; April 15, 2013, Finance and Administration Committee; and April 1, 2013, Legal, Government and Environmental Affairs Committee.
- b. COMMISSION MINUTES – MAY 6, 2013 – The draft minutes of this meeting are attached for Commission review and approval.
- c. FEBRUARY 2013 TREASURER'S REPORT – The Finance and Administration Committee reviewed the February 2013 Treasurer's Report at its May 6, 2013, meeting and voted 2–0 to accept the Treasurer's Report and recommend to the Authority that it be noted and filed.
- d. CONSTRUCTION COORDINATION SERVICES AGREEMENT – A staff report is included in the agenda packet. At the May 6, 2013, meeting of the Operations and Development Committee, the Committee voted unanimously (3–0) to recommend to the Authority that it authorize Staff to renew an existing Purchase order and execute a new professional services agreement with Mr. Michael Perry as an independent contractor for construction coordination services on a time and materials basis at an hourly rate of \$63 (subject to a CPI adjustment after the end of each contract year) with a maximum 2,500 hours annually for a three (3) year period.
- e. LOS ANGELES/LONG BEACH URBAN AREAS SECURITY INITIATIVE FISCAL YEARS 2008 AND 2009 GRANT PROGRAM CLOSEOUTS – A staff report is included in the agenda packet. At the May 6, 2013, meeting of the Legal, Government and Environmental Affairs Committee, the Committee agreed unanimously (3–0) to recommend to the Authority that it authorize the Authority President to take two actions related to the acceptance of U.S. Department of Homeland Security Urban Areas Security Initiative grants. These two actions include:
 - (1) Close out Grant UASI 08 and allow for a reduction in the original amount of the grant allocation of Four Hundred Fifty Thousand Dollars (\$450,000) by the amount of unexpended funds of One Hundred Seventy-five Thousand Nine Hundred Fifteen Dollars (\$175,915), resulting in a revised allocated amount of UASI 08 funds to Two Hundred Seventy-four Thousand Eighty-six Dollars (\$274,086); and

- (2) Close out Grant UASI 09 to close out this contract and allow for a reduction in the original amount of the grant allocation of Two Hundred Seventy-five Thousand Dollars (\$275,000) by the amount of unexpended funds of Fifteen Thousand Four Hundred Eighty Dollars (\$15,480), resulting in a revised allocated amount for UASI 09 funds to Two Hundred Fifty-nine Thousand Five Hundred Twenty (\$259,520).

5. ITEMS FOR COMMISSION ACTION

- a. APPOINTMENT OF COMMITTEES – No staff report is attached. This item has been included in the agenda to give the Vice President the opportunity to appoint Glendale Commissioner Laura Friedman to one of the Commission’s standing advisory committees and to make any membership changes to the standing advisory committees or ad hoc committees that are deemed appropriate.

6. ITEMS FOR COMMISSION APPROVAL

- a. DISPARITY STUDY REPORT – A staff report is included in the agenda packet. On February 1, 2010, the Authority awarded a professional services agreement to BBC Research & Consulting, a Denver-based economic research firm, for the preparation of a disparity study intended to assist the Authority in developing procurement policies that meet the objectives of the U. S. Department of Transportation’s Disadvantaged Business Enterprise Program under 49 C.F.R. Part 26. In particular, the purpose of the disparity study is to determine what, if any, disparity exists between the number of qualified Disadvantaged Business Enterprises ready, willing and able to perform contracts for the Authority subject to the requirements of 49 C.F.R. Part 26, and the number of the DBEs actually engaged to perform such contracts for the Authority.

At the May 6, 2013, meeting of the Legal, Government and Environmental Affairs Committee, the Committee voted unanimously (3–0) to recommend to the Commission that BBC’s Disparity Study Report be accepted and used to assist the Authority in developing its updated DBE program, which must be submitted to the FAA by September 2013.

- b. REVISED FAR PART 150, NOISE EXPOSURE MAP, 2017 FORECAST SUBMITTAL – A staff report is included in the agenda packet. At the May 6, 2013, meeting of the Legal, Government and Environmental Affairs Committee, the Committee agreed unanimously (3–0) to recommend to the Authority that it approve and accept the attached revised Noise Exposure Map prepared by Coffman Associates Inc. that incorporates the Federal Aviation Administration’s comments and that the Executive Director be authorized to sign and submit the revised document to the FAA for its review and acceptance.
- c. ADDITIONAL MATCH FUNDING – GROUND ACCESS STUDY – A staff report is included in the agenda packet. At the May 6, 2013, meeting of the Finance and Administration Committee (“Committee”), the Committee voted 2–0 to recommend to the Burbank-Glendale-Pasadena Airport Authority (“Authority”) that it approve an amendment to the Fiscal Year 2012/2013 budget to appropriate \$142,532 in funding to advance as additional local match to its \$4.3 million Surface Transportation and

Uniform Relocation Assistance Act of 1987 (“STURAA”) grant obligations until the Los Angeles County Metropolitan Transportation Authority (“Metro”) fulfills its commitment to provide the local match reimbursement.

- d. AWARD OF MONTH-TO-MONTH PURCHASE ORDER TO COOPER COMMUNICATIONS, INC. FOR PUBLIC RELATIONS SERVICES – A staff report is included in the agenda packet. At its meeting on May 6, 2013, the Legal, Government and Environmental Affairs Committee voted (3-0) to recommend to the Authority that it approve an extension of the current monthly retainer to Cooper Communications on a month-to-month basis, cancelable by either party with 30 days’ notice. The Committee offered comment that the open-ended term of the agreement should be addressed. Staff therefore seeks Commission approval of a month-to-month extension of Cooper’s current purchase order at the current not-to-exceed amount of \$12,000 per month for a period not to extend beyond September 30, 2013, while a comprehensive outreach program for the Authority’s initiative for visioning the future of the Airport is being finalized.

7. ITEMS FOR COMMISSION INFORMATION

- a. WINGS FOR AUTISM – EVENT BRIEFING – No staff report is attached. The “Wings for Autism” program sponsored by jetBlue Airways took place on Saturday, May 4, with support and participation from a number of airport tenants. Staff, along with a representative from jetBlue, will update the Commission on the results of the events.
- b. BURBANK YOUTH LEADERSHIP PROGRAM AIRPORT VISIT – No staff report is attached. The recent City of Burbank Boards a Commissions dinner featured a visit to the Airport by the Burbank Youth Leadership Program earlier this year. Staff will show a brief montage of photos taken during this event. David Freedman, Director of Business Development and Administrative Services, serves on the board of the Burbank Youth Leadership Program, and Landside Operations Manager Tom Janowitz served as the host guide for the group.
- c. FREE SHUTTLE SERVICE – METROLINK ACTIVITY UPDATE – No staff report is included. Staff will present a report for October–December 2012 of ridership on the free Airport shuttle service to the Downtown Burbank Metrolink Station and the North Hollywood Red Line Station.

[Regarding non-agenda items]

NEWS RELEASES

May 7, 2013 – Burbank Bob Hope Airport Kicks Off Summer Promotions

May 14, 2013 – Burbank Bob Hope Airport Becomes a Sponsor of UCLA Intercollegiate Athletic Teams and the “Official Airport of the Rose Bowl Stadium”