



November 14, 2014

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, November 17, 2014, 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, November 17, 2014

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) October 6, 2014 **[See page 1]**
 - 2) Finance and Administration Committee
 - (i) October 6, 2014 **[See page 6]**

- 3) Legal, Government and Environmental Affairs Committee
 - (i) October 6, 2014 ***[See page 11]***
 - b. Commission Minutes (For Approval)
 - 1) October 20, 2014 ***[See page 15]***
 - 2) November 3, 2014 ***[See page 24]***
 - c. Supplemental Continuing Disclosure Filings ***[See page 36]***
 - d. Ground Lease Between Century West, LLC, and Burbank-Glendale-Pasadena Airport Authority ***[See page 39]***
 - e. Extension of Term
Transportation Security Administration
Other Transaction Agreement ***[See page 41]***
6. ITEMS FOR COMMISSION APPROVAL
- a. Award of Contract to Pasadena Advertising for Website Redesign Services ***[See page 63]***
 - b. Fifth Amendment to Fixed Base Operator Lease and Concession Agreement and Award of Master Lease for Fligteast Van Nuys Skyways, Inc., dba Million Air Burbank ***[See page 66]***
 - c. Consent to Assignment (By Acquisition) Non-exclusive On-Airport Rental Car Lease and Concession Agreement and Ground Lease, Budget Rent a Car of Southern California, BevBur, LLC, and Budget Rent a Car System ***[See page 70]***
7. ITEMS FOR COMMISSION DISCUSSION
- a. History and Art Realization Program (HARP) Update ***[No Staff Report]***
8. ITEMS FOR COMMISSION INFORMATION
- a. Covered Lot G and Economy Lot B Holiday Opening Announcement ***[No Staff Report]***
 - b. Free Shuttle Service – Metrolink and Metro Activity Update ***[No Staff Report]***
 - c. I-5 Traffic Mitigation Improvements ***[No Staff Report]***

9. 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: 2736–2760 Hollywood Way
Authority Negotiator: Executive Director
Negotiating Party: Successor Agency, City of Burbank
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

10. ADJOURNMENT

COMMISSION NEWSLETTER

November 17, 2014

[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: October 6, 2014, Operations and Development Committee; October 6, 2014, Finance and Administration Committee; and October 6, 2014, Legal, Government and Environmental Affairs Committee.
- b. COMMISSION MINUTES – OCTOBER 20, 2014, AND NOVEMBER 3, 2014 – The draft minutes of these meetings are attached for Commission review and approval.
- c. SUPPLEMENTAL CONTINUING DISCLOSURE FILINGS – A staff report is included in the agenda packet. This report provides a briefing regarding the Authority's supplemental continuing disclosure filings for the Series 2005 and 2012 bonds with no further action required. Staff recommends that the Commission receive and file this report.
- d. GROUND LEASE BETWEEN CENTURY WEST, LLC, AND BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY – A staff report is included in the agenda packet. At its October 20, 2014, meeting the Finance and Administration Committee voted unanimously (3–0) to recommend to the Commission that it approve a six-month Ground Lease with Century West, LLC, dba Century West BMW, LLC, for the purpose of leasing approximately 33,417 square feet of the southern portion of a vacant paved parking space on Kenwood Street, south of Cohasset, in the City of Burbank located in the northeastern quadrant of the Airport. Century West BMW will be utilizing this space for the purpose of storing vehicles to support its operation for a six-month period. The proposed Ground Lease, a copy of which is attached, will generate approximately \$32,080 for six months.
- e. EXTENSION OF TERM, TRANSPORTATION SECURITY ADMINISTRATION OTHER TRANSACTION AGREEMENT – A staff report is included in the agenda packet. This item has been included in the Commissioner's November 17, 2014, agenda subject to the review and recommendation of the Operations and Development Committee at its meeting immediately prior to the Commission meeting. Staff seeks Commission approval of a second extension of the term of an Other Transaction Agreement with the U.S. Department of Homeland Security Transportation Security Administration (TSA) for the design work in preparation for the upgrade/replacement of the TSA-supplied in-line baggage inspection equipment at Bob Hope Airport and authorization for the Executive Director to execute the Amendment and forward it to the TSA for its execution.

6. ITEMS FOR COMMISSION APPROVAL

- a. AWARD OF CONTRACT TO PASADENA ADVERTISING FOR WEBSITE REDESIGN SERVICES – A staff report is included in the agenda packet. At the October 20, 2014, meeting of the Operations and Development Committee, the Committee voted 2–0 (one absent) to recommend to the Commission that it authorize Staff to enter into an agreement with the Pasadena Agency, doing business as “Pasadena Advertising,” for the redesign of the official Bob Hope Airport website at a proposed cost of \$28,975.
- b. FIFTH AMENDMENT TO FIXED BASE OPERATOR LEASE AND CONCESSION AGREEMENT AND AWARD OF MASTER LEASE FOR FLIGHTEAST VAN NUYS SKYWAYS, INC., dba MILLION AIR BURBANK – A staff report is included in the agenda packet. At its October 20, 2014, meeting the Finance and Administration Committee voted unanimously (3–0) to recommend to the Commission that it approve the Fifth Amendment to the Fixed Base Operator and Concession Agreement with Van Nuys Skyways, Inc., dba Million Air Burbank, to extend the terms of the Agreement to July 31, 2026, including a requirement of a minimum of \$300,000 in capital improvements to the facility which shall be completed before the end of the extension of the Agreement.

The Finance and Administration Committee also voted unanimously (3–0) to recommend to the Commission that it award a Master Lease for the management of the propeller aircraft tie-down area commonly known as “Fligtheast,” located on the southwest area of the Airport.

- c. CONSENT TO ASSIGNMENT (BY ACQUISITION), NON-EXCLUSIVE ON-AIRPORT RENTAL CAR LEASE AND CONCESSION AGREEMENT AND GROUND LEASE, BUDGET RENT A CAR OF SOUTHERN CALIFORNIA, BEVBUR, LLC, AND BUDGET RENT A CAR SYSTEM – A staff report is included in the agenda packet. Staff seeks Commission approval of an assignment of an April 2, 2012, Non-Exclusive On-Airport Rental Car Lease and Concession Agreement from Budget Rent a Car of Southern California (Budget SoCal) to Budget Rent A Car System, Inc. (Budget Inc.). Additionally, Staff seeks Commission approval of an assignment of a September 14, 2014, Ground Lease from BevBur, LLC (a wholly-owned subsidiary of Budget SoCal) to Budget Inc. These assignments have been requested because Budget Inc. is acquiring Budget SoCal and BevBur. While the notice of this assignment is dated October 22, 2014, because Authority Staff only received the documentation on November 5, 2014, this matter is being presented to the Commission without Committee review due to the expedited timing of the acquisition, which will close prior to the end of this month.

7. ITEMS FOR COMMISSION DISCUSSION

- a. HISTORY AND ART REALIZATION PROGRAM (HARP) UPDATE – No staff report is attached. Staff will update the Commission on the status of the History and Art Realization Program.

8. ITEMS FOR COMMISSION INFORMATION

- a. **COVERED LOT G AND ECONOMY LOT B HOLIDAY OPENING ANNOUNCEMENT** – No staff report is attached. Staff will announce the opening of two parking lots effective November 17, in time to accommodate travelers during the holiday season that begins Thanksgiving week. Covered Lot G, located to the south of Economy Lot E, will provide covered self-parking with pedestrian access to the passenger terminal. Economy Lot B on the east side of Hollywood Way near Winona Avenue will provide economy parking and shuttle service to the terminal. Both lots will feature express exit lanes and credit card payment stations.
- b. **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 first quarter of FY 2015.
- c. **I-5 TRAFFIC MITIGATION IMPROVEMENTS** – No staff report is attached. Staff will share with the Commission plans that have been announced by Caltrans for improvements to the I-5 North off-ramp at Hollywood Way as well as other traffic mitigation measures.

[Regarding non-agenda items]

NEWS RELEASE

November 12, 2014 – Burbank Bob Hope Airport Reopens Parking Spaces to Accommodate Holiday Travelers, Featuring Covered Spaces Within Walking Distance to Terminal

CORRESPONDENCE

October 22, 2014, Letter from LOSSAN (Los Angeles – San Diego – San Luis Obispo Rail Corridor Agency re LOSSAN Agency Business Plan