



October 17, 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, October 20, 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, October 20, 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) September 2, 2014

[See page 1]

- 2) Finance and Administration Committee
 - (i) September 2, 2014 ***[See page 3]***
 - (ii) September 15, 2014 ***[See page 9]***
- 3) Legal, Government and Environmental Affairs Committee
 - (i) September 2, 2014 ***[See page 13]***
 - (ii) September 15, 2014 ***[See page 17]***
- b. Commission Minutes (For Approval)
 - 1) October 6, 2014 ***[See page 20]***
- c. Treasurer's Reports
 - 1) August 2014 ***[See page 30]***
 - 2) July 2014 ***[See page 51]***
- d. Storage Space Leases: MCS Burbank, LLC;
The Paradies Shops, Inc. and
Fourth Amendment to Month-to-Month Office Lease,
The Paradies Shops, Inc. ***[See page 71]***
- e. Award of Month-to-Month Office Lease
SeaPort Airlines, Inc. ***[See page 74]***
- 6. ITEMS FOR COMMISSION APPROVAL
 - a. Approval of Professional Services Agreement
Conway Consulting, Ltd. ***[See page 76]***
 - b. Project Number E14-07, Consultant Selection
Taxiway Bravo Rehabilitation Design and
Construction Administration Services ***[See page 104]***
- 7. ITEMS FOR COMMISSION INFORMATION
 - a. Announcement of Commission Retreat on November 3, 2014 ***[No Staff Report]***
 - b. September 2014 Passenger/Cargo Statistics and
Parking Information ***[See page 107]***

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

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

October 20, 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: September 2, 2014, Operations and Development Committee; September 2, 2014, and September 15, 2014, Finance and Administration Committee; and September 2, 2014, and September 15, 2014, Legal, Government and Environmental Affairs Committee.
- b. COMMISSION MINUTES – OCTOBER 6, 2014 – The draft minutes of this meeting are attached for Commission review and approval.
- c. TREASURER'S REPORTS – AUGUST AND JULY 2014 – No staff report is attached. Included in the agenda packet are Treasurer's Reports for August 2014 and July 2014. The reports were presented to the Finance and Administration Committee at its October 6, 2014, meeting at which time the Committee recommended unanimously (3–0) that they be noted and filed by the Commission.
- d. STORAGE SPACE LEASES: MCS BURBANK, LLC; THE PARADIES SHOPS, INC. AND FOURTH AMENDMENT TO MONTH-TO-MONTH OFFICE LEASE, THE PARADIES SHOPS, INC. – A staff report is included in the agenda packet. At the October 6, 2014, meeting of the Finance and Administration Committee, the Committee voted unanimously (3–0) to recommend the Commission that it: (i) award to MCS Burbank, LLC, and the Paradies Shops, Inc., separate storage space leases for locations in the East Concourse; (ii) approve a Fourth Amendment of Paradies' month-to-month office space lease to terminate a location in Building 9; and (iii) authorize the Authority President to execute such lease documents.
- e. AWARD OF MONTH-TO-MONTH OFFICE LEASE, SEAPORT AIRLINES INC. – A staff report is included in the agenda packet. SeaPort Airlines, Inc., a signatory to the Authority's Airport Use Agreement, desires to enter into a month-to-month office space for its increased flight schedule to/from Burbank Bob Hope Airport. In addition to its current Essential Air Service route to El Centro, SeaPort is increasing its schedule to include daily service to San Diego. The proposed lease is for space located on the first floor of Building 9. At the October 6, 2014, meeting of the Finance and Administration Committee, the Committee voted unanimously (3–0) to recommend to the Commission that it approve a month-to-month office space lease with SeaPort and authorize the Authority President to execute same.

6. ITEMS FOR COMMISSION APPROVAL

- a. APPROVAL OF PROFESSIONAL SERVICES AGREEMENT, CONWAY CONSULTING, LTD. – A staff report is included in the agenda packet. At the October 6, 2014, meeting of the Legal, Government and Environmental Affairs Committee, the Committee agreed unanimously (3–0) to recommend to the Commission that it approve a time and materials professional services agreement with Conway Consulting, Ltd., to provide planning and engineering support for the Authority. For a variety of reasons, the position of Senior Director of Planning and Facilities remains vacant. In order to address this, as an interim measure, a realignment and restructuring of duties is being implemented between members of the senior staff.

To assist with this interim measure, Staff has negotiated a time and materials agreement with Conway Consulting for certain engineering and planning services, in the not-to-exceed amount of \$14,800 per month (\$177,600 annually) for an initial 12-month term providing the Authority with no less than 80 hours per month (\$185 per hour) of on-airport support service.

- b. PROJECT NUMBER E14-07, CONSULTANT SELECTION, TAXIWAY BRAVO REHABILITATION DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES – A staff report is included in the agenda packet. At the October 6, 2014, meeting of the Operations and Development Committee, the Committee voted unanimously (3–0) to recommend to the Commission that it authorize the Executive Director to execute a work order-based professional services agreement and Work Order #1 with AECOM for the lump-sum fee of \$359,952 to provide detailed design and construction administration services to reconstruct Taxiway Bravo, while minimizing the impacts to airfield operations during construction. Staff also seeks authorization for an approximate 10% contingency in the amount of \$36,000 to permit Staff to authorize any necessary changes in the scope of work that may arise during the design.

7. ITEMS FOR COMMISSION INFORMATION

- a. ANNOUNCEMENT OF COMMISSION RETREAT ON NOVEMBER 3, 2014 – No staff report is attached. Staff will make a brief announcement that the Commission will hold a retreat at a special meeting November 3, 2014, to consider its goals and objectives for the coming year. The meeting will take place at the Pasadena Convention Center, Ballroom F, located at 300 E. Green Street in Pasadena, commencing at 9:00 a.m., and members of the public are invited to attend. There will be validated parking for meeting attendees, accessible via the Marengo Avenue parking entrance on the west side of the Convention Center. The Commission last held a retreat on goals and objectives in July 2013.

The agenda for the retreat will be posted on or before Friday, October 31, 2014, and will be available on the Airport's website, bobhopeairport.com.

- b. **SEPTEMBER 2014 PASSENGER/CARGO STATISTICS AND PARKING INFORMATION** – No staff report is attached. Airline passenger activity in September increased 5.4% from the prior year, from 300,860 passengers in 2013 to 317,071 in 2014. Year-to-date, the passenger count is virtually even with last year at 2,871,424 versus 2,873,328 a year ago. Cargo activity increased 15.8% for the month and is up 6.6% year-to-date. Airline aircraft operations for the year are 7% below last year's level. The number of available seats in September declined 5.7% from 477,294 to 449,876. Overall aircraft operations year-to-date are down 10.7%. A report is included in the agenda packet.

[Regarding non-agenda items]

CORRESPONDENCE

Letter Dated October 9, 2014, from U.S. Department of Transportation Regarding Waiver Petition Submitted by Imperial County Airport to Continue EAS (Essential Air Service) at El Centro