



October 17, 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, October 20, 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, October 20, 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.

A G E N D A

1. Approval of Agenda

2. Public Comment

3. Approval of Minutes

a. October 6, 2014

[See page 1]

4. Contracts and Leases

a. Fifth Amendment to Fixed Base Operator Lease and Concession Agreement and Award of Master Lease for Flighthead Van Nuys Skyways, Inc., dba Million Air Burbank

- Staff Report Attached

[See page 6]

Staff seeks a recommendation from the Committee 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.

- b. Ground Lease Between Century West, LLC and Burbank-Glendale-Pasadena Airport Authority

- Staff Report Attached

[See page 10]

Staff seeks a recommendation from the Committee 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.

5. Items for Discussion

- a. Minor Lease and Professional Services Purchase Orders Update

No staff report is attached. Staff will present the first quarter FY 2014/2015 Minor Lease Report and Professional Services Purchase Orders Update.

6. Items for Information

- a. Committee Pending Items

[See page 12]

Future

(1) Municipalities Continuing Disclosure Cooperation (“MCDC “) Initiative (Supplemental Disclosure and Staff Recommendation)

(2) FY 2013/2014 Year-End Budget Performance Review

(3) Planning and Preparation for the Series 2005 Bond Refinancing

7. Other Contracts and Leases

8. Adjournment