



October 2, 2015

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 5, 2015 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 5, 2015
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. Approval of Agenda
2. Public Comment
3. Treasurer's Reports

- a. June 2015

[See page 1]

No staff report is attached. The Treasurer's Report for the month of June 2015 is included in the agenda packet for the Committee's review.

4. Contracts and Leases

- a. Consent to Assignment of Triad International Maintenance Corporation Month-to-Month Space Lease to Haeco Americas Line Services, LLC

- Staff Report Attached

[See page 22]

Staff seeks a Committee recommendation to the Commission for approval of a Consent of Assignment of the Month-to-Month Space

Lease of Triad International Maintenance Corporation to Haeco Americas Line Services, LLC. Triad provides aircraft and ground service equipment maintenance (line maintenance) to the airlines at Burbank Bob Hope Airport. As part of a corporate reorganization of its parent company, Triad, a wholly-owned subsidiary of Timco Aviation Services, LLC, will now provide line services under Haeco, a wholly-owned subsidiary of Triad.

5. Items for Discussion

- a. Credit Card Machine Upgrades: EMV Update

No staff report is attached. Staff will provide the status regarding the EMV credit cards and the requirements for the transition to accept the new technology.

- b. Internal Controls Review

No staff report is attached. Staff will continue reviewing the internal control structure at the Airport with the Committee.

6. Items for Information

- a. Quarterly Minor Lease and Purchase Order Update

No staff report is attached. Staff will present the fourth quarter FY 2014/2015 Minor Lease and Purchase Order Update.

- b. Committee Pending Items

[See page 26]

Current

(1) Internal Controls Review – Continued

(2) Preparation for Transition to EMV Credit Card (chip-card technology)

Future

(1) Internal Controls Review – Continued

(2) Transition to EMV Credit Card (chip-card technology)

(3) Insurance Program Renewal

7. Other Contracts and Leases

8. Adjournment