

October 3, 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 6, 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

Due Loyd

## REGULAR MEETING OF THE

#### FINANCE AND ADMINISTRATION COMMITTEE

Airport Skyroom Monday, October 6, 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.

### AGENDA

- 1. Approval of Agenda
- 2. Public Comment
- 3. Approval of Minutes

a. September 2, 2014 [See page 1]

b. September 15, 2014 [See page 7]

4. Treasurer's Reports

a. August 2014 [See page 11]

b. July 2014 [See page 33]

- 5. Contracts and Leases
  - a. Storage Space Leases: MCS Burbank, LLC;
     The Paradies Shops, Inc. and
     Fourth Amendment to Month-to-Month Office Lease,
     The Paradies Shops, Inc.
    - Staff Report Attached

[See page 53]

Staff seeks a Committee recommendation to the Commission to: (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.

- b. Award of Month-to-Month Office Lease SeaPort Airlines, Inc.
  - Staff Report Attached

[See page 123]

SeaPort Airlines, Inc. ("SeaPort"), 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 the 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 spaced located on the first floor of Building 9. Staff seeks a recommendation from the Committee 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 Information
  - a. Committee Pending Items

[See page 164]

#### **Future**

- (1) Municipalities Continuing Disclosure Cooperation ("MCDC")
  Initiative (Additional Information and Staff Recommendation)
- (2) FY 2013/2014 Year-End Budget Performance Review
- 7. Other Contracts and Leases
- 8. Adjournment