



September 12, 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, September 15, 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, September 15, 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. First Amendment to Ground Lease  
MV Transportation, Inc.

*[See page 1]*

b. Auditor Required Communications for the FY 2014 Audits  
(For Noting and Filing)

*[See page 4]*

6. ITEMS FOR COMMISSION APPROVAL

- a. Terminal Space Lease  
BLT Innovations, LLC (dba flightfeet) *[See page 16]*
- b. Ground Lease  
BevBur, LLC *[See page 18]*
- c. Award of Contract, Project Number E14-04  
Residential Acoustical Treatment Program Module 13.2 *[See page 20]*
- d. Extension of Agreement With Pro-Tec Fire Services,  
Ltd. and Issuance of Request for Proposals for Aircraft  
Rescue and Firefighting Services *[See page 22]*
- e. Purchase Order for Outreach Services  
Marathon Communications, Inc. *[See page 26]*

7. ITEMS FOR COMMISSION DISCUSSION

- a. Standard & Poor's Rating of the Burbank-Glendale-  
Pasadena Airport Authority Airport Revenue Bonds,  
Series 2005 and 2012 *[See page 27]*

8. ITEMS FOR COMMISSION INFORMATION

- a. July 2014 Passenger / Cargo Statistics and Parking Information *[See page 36]*
- b. Free Shuttle Service / Metrolink and Metro Activity Update *[See page 41]*

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: A-1 North Property Easements  
Authority Negotiator: Executive Director  
Negotiating Party: City of Burbank  
Under Negotiation: Price and Terms of Payment

- b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant Exposure to Litigation (California Government Code Section  
54956.9(d)(2)): 1 potential case. Facts and Circumstances: McCarthy Building  
Companies Change Order Requests

- c. THREAT TO PUBLIC SERVICES OR FACILITIES  
(California Government Code Section 54957(a))

Consultation with Director, Public Safety

- d. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(California Government Code Section 54957(b))

- 1) Title: Executive Director

- 2) Title: Senior Deputy Executive Director

10. ADJOURNMENT



## COMMISSION NEWSLETTER

September 15, 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. FIRST AMENDMENT TO GROUND LEASE, MV TRANSPORTATION, INC. – At its special meeting on September 2, 2014, the Finance and Administration Committee unanimously voted (3-0) to recommend that the Commission approve the First Amendment to the Ground Lease ("Lease") with MV Transportation, Inc. ("MV Transportation"), extending the term of the Lease for an additional two years to September 30, 2016. The City of Burbank recently awarded MV Transportation, the current operator of the BurbankBus service, a pair of one-year extensions of its existing contract. MV Transportation currently leases 11,762 square feet of paved space on the former Aviall site located south of Cohasset Street in the City of Burbank for the purpose of parking and storing the BurbankBus fleet when not in service. Currently rent is \$23,697 annually and the next rent adjustment is scheduled for October 1, 2014. The information needed for the next rent adjustment will not be available until October 2014.
- b. AUDITOR REQUIRED COMMUNICATIONS FOR THE FY 2014 AUDITS (For Noting and Filing) – In accordance with professional standards, the Authority's auditor, Macias Gini & O'Connell LLP ("MGO"), has provided the attached letter to the Commission outlining its audit responsibilities, and planned scope and timing of the FY 2014 audits. Also attached is a copy of the annual engagement letter, which substantially conforms to the professional services agreement between the Authority and MGO for audit services. At its September 2, 2014 special meeting, the Finance and Administration Committee unanimously voted (3-0) to recommend that the Commission note and file these communications.

### 6. ITEMS FOR COMMISSION APPROVAL

- a. TERMINAL SPACE LEASE, BLT INNOVATIONS, LLC (DBA FLIGHTFEET) – A staff report is included in the agenda packet. At its special meeting on September 2, 2014, the Finance and Administration Committee unanimously voted (3-0) to recommend that the Commission approve the proposed Terminal Space Lease ("Lease") with BLT Innovations, LLC dba flightfeet ("flightfeet") to provide a pre-security concession, a copy of which is attached, and authorize the Authority President to execute same. flightfeet will provide vending machines, to be located next to Checkpoints A and B, to dispense, for a fee, non-skid, non-latex booties and shoe bags to the traveling public. This product would provide passengers with an alternative to having to walk through the security checkpoints with just socks or bare feet. Staff has consulted with local TSA and while the TSA does not endorse



products, TSA does not currently foresee any issues that would impede TSA's ability to properly screen passengers that are using flightfeet's product. A representative from flightfeet will be making a presentation of its product to the Commission.

- b. GROUND LEASE, BEVBUR, LLC – A staff report is included in the agenda packet. At its special meeting on September 2, 2014, the Finance and Administration Committee unanimously voted (3-0) to recommend that the Commission approve the proposed ground lease with BevBur, LLC ("Budget"), a copy of which is attached, for the purpose of leasing approximately 33,000 square feet of vacant paved parking space on Kenwood Street, south of Cohasset, in the City of Burbank located in the northeastern quadrant of the Airport. Budget will be utilizing this space for the purpose of storing vehicles to support its operation in the Regional Intermodal Transportation Center. The proposed ground lease will generate approximately \$63,000 annually.
- c. AWARD OF CONTRACT, PROJECT NUMBER E14-04, RESIDENTIAL ACOUSTICAL TREATMENT PROGRAM MODULE 13.2 – A staff report is included in the agenda packet. At its special meeting on September 2, 2014, the Legal, Government and Environmental Affairs Committee unanimously voted (3-0) to recommend that the Commission award a contract for Residential Acoustical Treatment Program ("RATP") Module 13.2 to Harry H. Joh Construction, Inc., in the amount of \$1,042,000 and authorize an approximate 5% contingency, not to exceed \$52,100, to permit Staff to approve any changes in scope that may arise during the course of construction. Module 13.2 acoustically treats 29 single-family and condominium style residences. Twelve of the residences are located in Burbank, eleven are located in North Hollywood, and six are located in Sun Valley.
- d. EXTENSION OF AGREEMENT WITH PRO-TEC FIRE SERVICES, LTD. AND ISSUANCE OF REQUEST FOR PROPOSALS FOR AIRCRAFT RESCUE AND FIREFIGHTING SERVICES – A staff report is included in the agenda packet. At the September 2, 2014 meeting of the ARFF Ad Hoc Committee, the Committee unanimously voted (3-0) to recommend that the Commission approve a six-month extension to an existing aircraft rescue and firefighting ("ARFF") services agreement (see attached) with Pro-Tec Fire Services, Ltd. from November 1, 2014 through April 30, 2015 for the lump sum amount of \$1,125,000, based on a monthly cost of \$187,500. The Committee also voted unanimously to recommend that the Commission authorize Staff to issue a Request for Proposals (see attached) seeking proposals from qualified firms to provide ARFF services at Bob Hope Airport.
- e. PURCHASE ORDER FOR OUTREACH SERVICES, MARATHON COMMUNICATIONS, INC. – At the September 2, 2014, special Legal, Government and Environmental Affairs Committee meeting, the Committee unanimously voted (3-0) to recommend that the Commission authorize the Executive Director to extend the current purchase order with Marathon Communications, Inc. in the monthly amount of \$10,000 plus reimbursement of up to \$500 per month for out-of-pocket expenses such as preparation of meeting handout materials, mileage, photocopy, etc. for a six-month term from October 1, 2014, through March 31, 2015. In addition, Marathon representative Jim McDermott will be present to update the Commission regarding ongoing consensus outreach activities.

7. ITEMS FOR COMMISSION DISCUSSION

- a. STANDARD & POOR'S RATING OF THE BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY AIRPORT REVENUE BONDS, SERIES 2005 AND 2012 – No staff report is attached. Staff will review with the Commission Standard & Poor's Rating Services ("S&P") decision to revise its outlook on the outstanding bond issues. A copy of S&P's report is attached.

8. ITEMS FOR COMMISSION INFORMATION

- a. JULY 2014 PASSENGER/CARGO STATISTICS AND PARKING INFORMATION – No staff report is attached. The July passenger count of 322,512 was up 1.2% from July 2013 and the year-to-date total of 2,211,948 is down 1.1%. The number of airline seats in July declined from 488,426 in 2013 to 465,356, a drop of 4.7%. Cargo activity was up 14.9% for the month, and year-to-date cargo volume is ahead of 2013 levels by 5.7%. Airline aircraft operations decreased 6% from July 2013 and are down 7.5% year-to-date. A complete report is included in the agenda packet.
- 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 Fiscal Year 2013-2014.