



June 13, 2019

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, June 17, 2019, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Terri Williams, Board Secretary  
Burbank-Glendale-Pasadena Airport Authority



# **COMMISSION MEETING**

## **AGENDA**

**JUNE 17, 2019**

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, June 17, 2019

9:00 a.m.

*The public comment period is the opportunity for members of the public to address the Commission on agenda items and on airport-related non-agenda matters that are within the Commission's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.*



*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 Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Commission's subject matter jurisdiction.*
- *Limit comments to five minutes or to such other period of time as may be specified by the presiding officer.*



*The following activities are prohibited:*

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*



*Any disclosable 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 Hollywood Burbank Airport (2627 N. Hollywood Way, Burbank) in the administrative office during normal business hours.*



*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

Monday, June 17, 2019

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
  - a. Committee Minutes  
(For Note and File)
    - 1) Finance and Administration Committee
      - (i) May 20, 2019 ***[See page 1]***
  - b. Commission Minutes  
(For Approval)
    - 1) June 3, 2019 ***[See page 3]***
6. ITEMS FOR COMMISSION APPROVAL
  - a. Proposed Resolution No. 483 ***[See page 6]***  
A Resolution of the Burbank-Glendale-Pasadena Airport Authority Commission Recommending to the Federal Aviation Administration Hollywood Burbank Airport Takeoff Flight Pattern Adjustments
  - b. Review of the Proposed Fiscal Year 2019/2020 ("FY 2020") Annual Budget; and Proposed Resolution No. 484, A Resolution of the Burbank-Glendale-Pasadena Airport Authority Commission Adopting the Fiscal Year 2019/2020 ("FY 2020") Annual Budget ***[See page 9]***
  - c. Airport Use Agreement Extensions ***[See page 16]***
  - d. Acquisition and Installation of Additional Common Use Kiosks ***[See page 22]***

7. CLOSED SESSION

a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of Litigation (California Government Code Section 54956.9(d)(4)):  
1 potential case: Noise Variance Application to California Department of  
Transportation, Division of Aeronautics

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:  
FAA Southern California Metroplex Project

8. COMMISSIONER COMMENTS

(Other updates and information items, if any)

9. ADJOURNMENT

## COMMISSION NEWSLETTER

Monday, June 17, 2019

*[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 MINUTES. Approved minutes of the Finance and Administration Committee meeting of May 20, 2019 are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the June 3, 2019 meeting are attached for the Commission's review and approval.

### 6. ITEMS FOR COMMISSION APPROVAL

- a. PROPOSED RESOLUTION NO. 483 - A RESOLUTION OF THE BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY COMMISSION RECOMMENDING TO THE FEDERAL AVIATION ADMINISTRATION HOLLYWOOD BURBANK AIRPORT TAKEOFF FLIGHT PATTERN ADJUSTMENTS. A staff report is included in the agenda packet. A proposed resolution of the Commission to recommend takeoff flight pattern adjustments to the FAA will be presented for consideration.
- b. REVIEW OF THE PROPOSED FISCAL YEAR 2019/2020 ("FY 2020") ANNUAL BUDGET; AND PROPOSED RESOLUTION NO. 484, A RESOLUTION OF THE BURBANK-GLENDALE-PASADENA AUTHORITY COMMISSION ADOPTING THE FISCAL YEAR 2019/2020 ("FY 2020") ANNUAL BUDGET. A staff report is included in the agenda packet. At the June 3, 2019, Finance and Administration Committee meeting, the Committee voted unanimously (3-0) to recommend to the Commission that it adopt the proposed FY 2020 Budget. Staff seeks the Commission approval of Resolution No. 484 adopting the same.
- c. AIRPORT USE AGREEMENT EXTENSIONS. A staff report is included in the agenda packet. Staff seeks authorization from the Commission for the Executive Director to execute the following: (1) Amendments to the Airport Use Agreement with Alaska Airlines, American Airlines, Delta Air Lines, Jetblue Airways, Spirit Airlines, Southwest Airlines and United Air Lines to extend the term of each contract for a period of one-year to June 30, 2020, that may be further extended on a month-to-month basis thereafter; and (2) Month-to-Month Extension Requests, if necessary, to complete negotiations for a replacement Airport Use Agreement.
- d. ACQUISITION AND INSTALLATION OF ADDITIONAL COMMON USE KIOSKS. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the

Commission meeting, Staff seeks Commission authorization to issue the following purchase orders to: (1) SITA for the acquisition and installation of ten additional common use kiosks in the amount of \$172,299, including sales tax; (2) Shires Electric for the installation of the electric power for each kiosk in the amount of \$8,400; and (3) Future Design Communication for the installation of data lines for each kiosk in the amount of \$3,227.

An additional \$10,000 in project contingency is also requested in the event of unforeseen circumstances. The total cost of the proposed project is \$193,926 and is subject to full reimbursement to the Authority from the airlines.

**MINUTES OF THE REGULAR MEETING OF THE  
FINANCE AND ADMINISTRATION COMMITTEE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

**MONDAY, MAY 20, 2019**

A regular meeting of the Finance and Administration Committee was called to order this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 10:44 a.m., by Commissioner Selvidge.

AB 23 Disclosure: The Senior Deputy Executive Director announced that, 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.

**ROLL CALL**

**Present:**

Commissioners Selvidge and Adams

**Absent:**

Commissioner Gharpetian

**Also Present:**

Staff: John Hatanaka, Senior Deputy Executive Director; Kathy David, Deputy Executive Director, Finance and Administration

**1. Approval of Agenda**

Agenda was approved as presented.

**2. Public Comment**

There were no public comments.

**3. Approval of Minutes**

**a. May 6, 2019**

Draft minutes for the May 6, 2019, Finance and Administration Committee special meeting were presented for approval.

**Motion**

Commissioner Adams moved approval of the minutes, seconded by Commissioner Selvidge.

**Motion Approved**

There being no objection, the minutes were approved (2-0, one absent).

**4. Treasurer's Report**

**a. March 2019**

A copy of the March 2019 Treasurer's Report was included in the agenda packet for the Committee's review.



<b>Motion</b>	Commissioner Adams moved approval, seconded by Commissioner Selvidge.
<b>Motion Approved</b>	There being no objection, the Committee voted (2–0, one absent) to recommend that the Treasurer's Report be forwarded to the Commission to note and file.
<b>5. Item for Discussion</b>	
<b>a. Fiscal Year 2019/2020 ("FY 2020") Budget Development O&amp;M Highlights</b>	Staff presented and discussed with the Committee the O&M Highlights of the proposed FY 2020 Budget.
<b>6. Item for Information</b>	
<b>a. Committee Pending Items</b>	Staff informed the Committee of future pending items that will come to the Committee for review.
<b>7. Other Contracts and Leases</b>	There were no other contracts and leases to be discussed.
<b>8. Adjournment</b>	There being no further business to discuss, the meeting was adjourned at 11:12 a.m.

**MINUTES OF THE REGULAR MEETING OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

**MONDAY, JUNE 3, 2019**

A regular meeting of the Burbank-Glendale-Pasadena Airport Authority was called to order this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 9:05 a.m., by Vice President Adams.

**1. ROLL CALL**

**Present:** Commissioners Brown, Adams, Gharpetian  
(arrived 9:11 a.m.) Tornek, Sinanyan, Devine,  
Madison, Wiggins and Selvidge

**Absent:** None

**Also Present:** Staff: Frank Miller, Executive Director;  
John Hatanaka, Senior Deputy Executive  
Director;

**2. PLEDGE OF ALLEGIANCE** Vice President Adams led the assembly in the  
recitation of the Pledge of Allegiance to the  
Flag.

**3. APPROVAL OF AGENDA** The agenda was approved as presented.

President Sinanyan indicated Item 6.a. would be taken out of order due to the large number of members of the public in attendance that wished to address their concerns on this item.

**6. ITEMS FOR COMMISSION  
DISCUSSION**

**a. Community Noise  
Concerns** Staff updated the Commission on activities  
undertaken regarding community noise  
concerns. Members of the public were then  
given the opportunity to voice their concerns to  
the Commission.

**5. CONSENT CALENDAR**

**a. Committee Minutes  
(For Note and File)**

**1) Operations and  
Development  
Committee** Approved minutes of the Operations and  
Development Committee meeting for May 6,  
2019; approved minutes of the Finance and

- (i) **May 6, 2019**
  - 2) **Finance and Administration Committee**
- Administration Committee meeting for May 6, 2019; and approved minutes for the Legal, Government and Environmental Affairs Committee meeting of May 6, 2019, were included in the agenda packet for information purposes.

- (i) **May 6, 2019**
- 3) **Legal, Government and Environmental Affairs Committee**

(i) **May 6, 2019**

- b. **Commission Minutes (For Approval)**
- Minutes of the May 20, 2019, Commission meeting were included in the agenda packet for review and approval.

- 1) **May 20, 2019**

**c. Treasurer's Report**

- 1) **March 2019**
- At the May 20, 2019, meeting of the Finance and Administration Committee ("Committee"), the Committee reviewed the March 2019 Treasurer's Report and voted unanimously (3-0) to accept the Treasurer's Report and recommend the Commission note and file the report.

**MOTION**

Commissioner Tornek moved approval of the Consent Calendar; seconded by Commissioner Wiggins.

**MOTION APPROVED**

There being no objection, the motion was approved (9-0).

**AYES:** Commissioners Adams, Brown, Gharpetian, Tornek, Sinanyan, Devine, Madison, Wiggins and Selvidge

**NOES:** None

**ABSENT:** None

NOTE: Before continuing with the vote, staff made a clarification on the minutes of the May 20, 2019 Commission meeting. Commissioner Devine abstained from voting on Item 6.b. due to her position with the City of Glendale. The vote should have read (6-0, 1 abstention, 2 absent).

Commissioner Devine departed the meeting at 11:20 a.m.

**7. ITEM FOR COMMISSION  
INFORMATION**

- a. **April 2019 Parking  
Revenue Statistics** Due to the late hour, the Commission voted to  
note and file Items 7.a, 7.b.,7.c. and 7.d.
- b. **April 2019 Transportation  
Network Companies**
- c. **Airline Schedule  
Analysis  
and April 2019  
Passenger/Cargo and  
Regional Airport  
Statistics**
- d. **Highlights of Airport  
Academy of 2019**

**MOTION**

Commissioner Madison moved approval;  
seconded by Commissioner Wiggins.

**MOTION APPROVED**

There being no objection, the motion was  
approved (8–0, 1 absent).

AYES: Commissioners Adams, Brown  
Gharpetian, Tornek, Sinanyan,  
Madison, Wiggins and Selvidge

NOES: None

ABSENT: Commissioners Devine

**4. PUBLIC COMMENTS**

There were no public comments.

**8. COMMISSIONER COMMENTS**

There were no comments.

**9. ADJOURNMENT**

There being no further business, the meeting  
was adjourned at 12.00 p.m.

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Ray Adams, Vice President

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Ross Selvidge, Secretary

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Date

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Date

**RESOLUTION NO. 483**

**A RESOLUTION OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY COMMISSION  
RECOMMENDING TO THE FEDERAL AVIATION ADMINISTRATION  
HOLLYWOOD BURBANK AIRPORT TAKEOFF FLIGHT PATTERN  
ADJUSTMENTS**

The Burbank-Glendale-Pasadena Airport Authority Commission resolves as follows:

WHEREAS, the Burbank-Glendale-Pasadena Airport Authority (“Authority”) owns and operates the Hollywood Burbank Airport (“Airport”); and

WHEREAS, the Authority’s mission is to provide state-of-the-art regional airport facilities and related services which are efficient, safe, convenient, and user-friendly, while being a good neighbor; and

WHEREAS, the Authority strives to be a good neighbor to all surrounding communities; and

WHEREAS, the Authority has worked diligently with passenger airlines to obtain compliance with a voluntary curfew on scheduled takeoffs and arrivals between the hours of 10 p.m. to 6:59 a.m. local time; and

WHEREAS, the Authority spent nearly \$7,000,000 and nine years in an unsuccessful effort to obtain Federal Aviation Administration (“FAA”) approval of a Part 161 Application seeking to convert the voluntary curfew into a mandatory restriction; and

WHEREAS, the Authority additionally has spent millions of dollars in noise mitigation and abatement activities; and

WHEREAS, documented changes in takeoff flight patterns have concentrated flights over neighborhoods south of the Ventura freeway; and

WHEREAS, in 2018 a consultant retained by the Authority studied these takeoff flight pattern changes and identified several possible contributing factors including the FAA’s NextGen Transportation System, steadily rising summer temperatures since 2012, and an increased number of aircraft in Southern California’s airspace; and

WHEREAS, federal law (49 U.S.C. § 40103) provides that the “United States Government has exclusive sovereignty of airspace of the United States” and requires the FAA to “prescribe air traffic regulations on the flight of aircraft.”

NOW, THEREFORE, in an effort to improve the quality of life in neighborhoods south of the Ventura Freeway, the Authority Commission recommends as follows:

1. That the FAA implement alternative dispersal headings for flights departing the Airport in order to achieve an equitable distribution of impacts on affected communities.

2. That the FAA implement the maximum feasible time interval between flights departing the Airport as conditions will allow.

Adopted this 17<sup>th</sup> day of June, 2019.

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Ray Adams, Vice President  
Burbank-Glendale-Pasadena Airport  
Authority

Attest:

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Ross Selvidge, Ph.D, Secretary

STATE OF CALIFORNIA            )  
  )ss.  
COUNTY OF LOS ANGELES    )

I, Frank Miller, do hereby certify that the foregoing resolution was duly and regularly adopted by the Commissioners of the Burbank-Glendale-Pasadena Airport Authority (“Authority”) as a result of the following vote taken at the Authority’s regularly scheduled meeting on \_\_\_\_\_, 2019:

AYES:           [TO COME]

NOES:

ABSENT:

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Frank R. Miller  
Assistant Secretary

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JUNE 17, 2019**

**REVIEW OF THE PROPOSED  
FISCAL YEAR 2019/2020 ("FY 2020") ANNUAL BUDGET;  
AND  
PROPOSED RESOLUTION NO. 484,  
A RESOLUTION OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY COMMISSION  
ADOPTING THE FISCAL YEAR 2019/2020 ("FY 2020") ANNUAL BUDGET**

**SUMMARY**

Staff seeks Commission approval of the attached Resolution No. 484, which adopts the proposed Fiscal Year 2019/2020 ("FY 2020") budget. This proposed budget provides a comprehensive balanced financial program which identifies all anticipated expenditures for the next year including the estimated Operations and Maintenance expenditures and the proposed Facility Improvement (Capital) Program. The budget identifies all proposed funding sources as detailed in the Sources of Funds Summary section of the attached documents.

Enclosed in the agenda packet is a workbook which provides detailed information regarding the proposed FY 2020 financial budget program.

**RECOMMENDATION**

At the June 3, 2019, Finance and Administration Committee ("Committee") meeting, the Committee voted unanimously (3–0) to recommend to the Commission that it adopt the proposed FY 2020 Budget. Staff seeks Commission approval of Resolution No. 484 adopting the same.



**RESOLUTION NO. 484**

**A RESOLUTION OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY COMMISSION  
ADOPTING THE FISCAL YEAR 2019/2020 ("FY 2020") ANNUAL BUDGET**

THE BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY COMMISSION  
DOES RESOLVE AS FOLLOWS:

SECTION 1. The proposed financial budget for the fiscal year commencing July 1, 2019, and ending June 30, 2020, is set forth in that certain document entitled "Burbank-Glendale-Pasadena Airport Authority Adopted FY 2019/2020 ("FY 2020") Budget Summary" and the same is hereby approved and adopted.

SECTION 2. There is hereby appropriated to each account as set forth in the "SOURCES OF FUNDS: SUMMARY," the "USES OF FUNDS: SUMMARY" and accompanying exhibits of the Burbank-Glendale-Pasadena Authority Adopted FY 2019/2020 ("FY 2020") Budget Summary, the sums shown for the categories therein set forth, and the Director, Financial Services, is hereby authorized and empowered to expend such for the purposes of such accounts subject to the review and approval of the Executive Director and/or his/her designee.

SECTION 3. The authorization granted to the Director, Financial Services, in Section 2 of this resolution is hereby made subject to the terms of the Authority's Expenditure policy.

ADOPTED, this 17<sup>th</sup> day of June 2019.

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Ray Adams, Vice President  
Burbank-Glendale-Pasadena Airport Authority

Attest:

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Ross Selvidge, Secretary

STATE OF CALIFORNIA            )  
  )ss.  
COUNTY OF LOS ANGELES       )

I, Frank R. Miller, do hereby certify that the foregoing resolution was duly and regularly adopted by the Commissioners of the Burbank-Glendale-Pasadena Airport Authority at its regular meeting held on the 17<sup>th</sup> day of June 2019 by the following vote:

AYES:    [TO COME]

NOES:

ABSENT:

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Frank R. Miller  
Assistant Secretary

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**  
**ADOPTED FY 2019/2020 ("FY 2020") BUDGET**  
**SUMMARY**

**SOURCES OF FUNDS: SUMMARY**

	Adopted Budget FY 2020	Adopted Budget FY 2019	\$ Change
Rentals	\$ 15,290,000	\$ 14,530,000	\$ 760,000
Parking	20,940,000	20,940,000	-
Concessions	10,550,000	9,800,000	750,000
Landing Fees	4,175,000	4,060,000	115,000
Investment Income	4,250,000	3,400,000	850,000
Ground Transportation	4,100,000	3,030,000	1,070,000
Other Revenues	945,000	935,000	10,000
<b>Total Operating Revenues</b>	<b>60,250,000</b>	<b>56,695,000</b>	<b>3,555,000</b>
PFC Revenues / Reserves	6,571,616	9,184,968	(2,613,352)
AIP / Other Grants	5,728,269	8,300,032	(2,571,763)
Facility Development Reserve Funds	-	1,875,000	(1,875,000)
CFC Fees: 2012 Bond Issue	5,725,000	5,400,000	325,000
Facility Rent - RAC: 2012 Bond Issue	112,008	436,911	(324,903)
Facility Rent - RAC: Loan Principal	275,000	290,870	(15,870)
<b>Total Nonoperating Sources</b>	<b>18,411,893</b>	<b>25,487,781</b>	<b>(7,075,888)</b>
<b>Total</b>	<b>\$ 78,661,893</b>	<b>\$ 82,182,781</b>	<b>\$ (3,520,888)</b>

**USES OF FUNDS: SUMMARY**

	Adopted Budget FY 2020	Adopted Budget FY 2019	\$ Change
Bond P & I (2012 Issue)	\$ 5,837,008	\$ 5,836,911	\$ 97
Bond P & I (2015 Issue)	4,568,250	4,563,500	4,750
<b>Subtotal Debt Service</b>	<b>10,405,258</b>	<b>10,400,411</b>	<b>4,847</b>
Operations and Maintenance	48,924,625	46,170,884	2,753,741
<b>Total Operating Expenses</b>	<b>59,329,883</b>	<b>56,571,295</b>	<b>2,758,588</b>
Facility Improvements			
Noise Mitigation	500,000	500,000	-
Other Improvements	12,640,000	18,280,000	(5,640,000)
Development	2,985,000	3,675,000	(690,000)
<b>Total Improvement Program</b>	<b>16,125,000</b>	<b>22,455,000</b>	<b>(6,330,000)</b>
Additional O & M Reserve	688,435	622,041	66,394
Facility Dev. Fund Reimbursement	275,000	290,870	(15,870)
Parking Tax	2,243,575	2,243,575	-
<b>Total</b>	<b>\$ 78,661,893</b>	<b>\$ 82,182,781</b>	<b>\$ (3,520,888)</b>

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**  
**ADOPTED FY 2019/2020 ("FY 2020") BUDGET**  
**OPERATIONS & MAINTENANCE ("O & M") EXPENSES**

ACCT #	DESCRIPTION	ADOPTED BUDGET FY 2020	ADOPTED BUDGET FY 2019	\$ AMOUNT CHANGE
8000	Regular Wages	\$ 3,118,300	\$ 3,085,788	\$ 32,512
8012	Overtime Wages	335,000	325,000	10,000
8100	Sick Leave	259,720	255,495	4,225
8102	Vacation	265,700	252,502	13,198
8103	Payroll Taxes	327,570	311,842	15,728
8104	Workers' Compensation Insurance	515,000	500,000	15,000
8105	Group Insurance	408,500	425,735	(17,235)
8106	State Unemployment Insurance	-	5,000	(5,000)
8107	Retiree Medical Trust	50,400	50,400	-
8109	Holiday	212,955	207,734	5,221
8110	Employee Retirement Plan	274,105	267,374	6,731
8111	Employee Medical Opt Out	39,600	30,600	9,000
8115	FSA Admin.	900	900	-
8120	Certification Pay	74,500	73,900	600
8125	Training Pay	12,600	12,600	-
8200	Office Supplies	65,000	65,000	-
8202	Periodicals, Maps and Pamphlets	3,000	6,500	(3,500)
8204	Printing and Binding	11,000	12,000	(1,000)
8206	Special Office / Other Supplies	85,000	89,700	(4,700)
8208	Postage	14,000	14,000	-
8210	Office / Noise Equipment Service	186,700	191,000	(4,300)
8212	Copy Machine Lease	25,000	25,000	-
8214	Office Equipment Rent	700	700	-
8216	Photographic Expense	3,000	2,000	1,000
8252	Recruitment Expense	35,000	35,000	-
8254	Membership Dues	178,625	132,600	46,025
8256	Uniform Expense	185,100	108,335	76,765
8258	Commission Meeting	175,000	175,000	-
8260	Conference Meeting	134,800	122,930	11,870
8261	Training Expense	377,795	342,155	35,640
8302	Fuel, Oil and Lubricants	385,000	425,000	(40,000)
8303	Low Value Communications Equipment	8,700	12,000	(3,300)
8304	Low Value Machinery / Equipment	32,250	44,115	(11,865)
8305	Low Value Furniture / Fixtures	49,180	25,450	23,730
8306	Vehicle Repair / Maintenance Supplies	70,900	67,700	3,200
8308	General Repair / Maintenance	178,950	168,950	10,000
8316	Shop Supplies	86,100	77,600	8,500
8318	Electrical Supplies	93,550	93,550	-
8320	Plumbing, Heating and Air Conditioning	85,000	85,000	-
8322	Building / Construction Supplies	86,250	86,250	-
8324	Telephone Expense	339,400	325,000	14,400
8326	Communications Maintenance	53,200	53,200	-
8332	Industrial Chemical Supplies	12,500	12,500	-

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**  
**ADOPTED FY 2019/2020 ("FY 2020") BUDGET**  
**OPERATIONS & MAINTENANCE ("O & M") EXPENSES**

ACCT #	DESCRIPTION	ADOPTED BUDGET FY 2020	ADOPTED BUDGET FY 2019	\$ AMOUNT CHANGE
8334	Operating / Maintenance Equipment Lease	\$ 54,300	\$ 54,300	\$ -
8335	Other Leases / Rentals	36,000	36,000	-
8336	Utility – Gas	40,000	37,000	3,000
8338	Utility – Electric	1,610,000	1,590,000	20,000
8340	Utility – Water	460,000	430,000	30,000
8341	Sign Repair and Maintenance	114,500	114,500	-
8342	Landscaping Expense	205,500	205,500	-
8344	Paint Expense	115,100	115,100	-
8604	ARFF Services	3,432,325	3,334,500	97,825
8606	Tenant Janitorial Services	658,000	550,000	108,000
8607	Janitorial Services	932,000	720,000	212,000
8608	Refuse Collection	260,000	171,500	88,500
8610	Contractual Building Repair	158,000	158,000	-
8612	Contractual Systems Repair	1,314,700	1,018,215	296,485
8620	Contractual Vehicle Maintenance	385,400	385,400	-
8622	Other Contracted O & M Costs	1,088,900	1,055,280	33,620
8625	Contractual Parking Ops. (Self-Park / Valet)	4,950,000	4,910,000	40,000
8626	Contractual Transportation Services	2,452,000	2,409,029	42,971
8702	Noise Consultants	87,000	68,500	18,500
8704	Legal Services	650,000	650,000	-
8706	Audit Services	115,000	115,000	-
8708	Professional Management Services	14,523,300	13,586,280	937,020
8709	Engineering Services	100,000	100,000	-
8710	Financial Services	900,000	869,600	30,400
8711	Other Professional Services	2,002,800	1,839,800	163,000
8715	Environmental Services	65,000	65,000	-
8804	Bad Debt Expense	4,000	4,000	-
8816	Insurance	1,450,000	1,575,000	(125,000)
8818	Public Relations / Advertising	130,000	130,000	-
8819	Air Service Retention and Development	950,000	685,000	265,000
8822	Licenses, Permits and Fees	265,000	167,175	97,825
8825	Uninsured Loss	10,000	10,000	-

<b>TOTAL O &amp; M EXPENDITURES</b>	<b>\$ 48,374,375</b>	<b>\$ 45,762,784</b>	<b>\$ 2,611,591</b>
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**O & M EQUIPMENT AND PROJECTS**

9010	Vehicles / Equipment	\$ 212,750	\$ 135,000	\$ 77,750
9022	Other Machinery / Equipment	252,500	188,100	64,400
9026	Office Equipment / Systems	85,000	85,000	-

<b>TOTAL O &amp; M EQUIPMENT / PROJECTS</b>	<b>\$ 550,250</b>	<b>\$ 408,100</b>	<b>\$ 142,150</b>
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<b>TOTAL OPERATIONS AND MAINTENANCE</b>	<b>\$ 48,924,625</b>	<b>\$ 46,170,884</b>	<b>\$ 2,753,741</b>
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**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
ADOPTED FY 2019/2020 ("FY 2020") BUDGET  
FACILITY IMPROVEMENT (CAPITAL) PROGRAM**

PROJECT DESCRIPTION	Cost	Funded By PFC	Funded By Grant	Airport Share
<b>BUILDING IMPROVEMENTS</b>				
Terminal High Voltage Electrical Upgrades	\$ 250,000	\$ 186,970	\$ -	\$ 63,030
Minor Building Improvements	250,000	-	-	250,000
<b>TOTAL BUILDING IMPROVEMENTS</b>	<b>\$ 500,000</b>	<b>\$ 186,970</b>	<b>\$ -</b>	<b>\$ 313,030</b>
<b>IT / COMMUNICATIONS / SECURITY</b>				
IT Infrastructure Equipment	\$ 175,000	\$ -	\$ -	\$ 175,000
DVSS Camera Replacement / Installation	100,000	-	-	100,000
<b>TOTAL IT / COMMUNICATIONS / SECURITY</b>	<b>\$ 275,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 275,000</b>
<b>EQUIPMENT</b>				
Verdugo Fire Communications Upgrades - <i>completion</i>	\$ 175,000	\$ 175,000	\$ -	\$ -
Public Safety Radio Replacement (APD)	370,000	-	-	370,000
Airfield Maintenance Equipment	455,000	455,000	-	-
ARFF Truck Replacement (bid process)	10,000	-	-	10,000
<b>TOTAL EQUIPMENT</b>	<b>\$ 1,010,000</b>	<b>\$ 630,000</b>	<b>\$ -</b>	<b>\$ 380,000</b>
<b>RUNWAY / TAXIWAY / ROADWAY PROJECTS</b>				
Taxiway A Rehabilitation - Construction	\$ 2,250,000	\$ 436,725	\$ 1,813,275	\$ -
Airfield Lighting System Rehabilitation	1,600,000	1,600,000	-	-
Taxilane A Rehabilitation	1,500,000	1,500,000	-	-
Taxiway D7 Connector, Taxiway G and Infield Rehabilitation	675,000	675,000	-	-
Airside Paving Replacement	620,000	-	-	620,000
Airfield Lighting Vault Replacement ( <i>multi-year</i> ) - Design	400,000	400,000	-	-
Delta Ramp Rehabilitation and Expansion - Design	200,000	200,000	-	-
Landside Paving Replacement	310,000	-	-	310,000
Public Parking Lot Improvements	300,000	-	-	300,000
RPZ Land Acquisition - Hollyona Property	3,000,000	582,300	2,417,700	-
<b>TOTAL RUNWAY / TAXIWAY / ROADWAY</b>	<b>\$ 10,855,000</b>	<b>\$ 5,394,025</b>	<b>\$ 4,230,975</b>	<b>\$ 1,230,000</b>
<b>NOISE MITIGATION</b>				
Residential Acoustical Treatment Program ("RATP") ( <i>multi-year</i> )	\$ 500,000	\$ 97,050	\$ 402,950	\$ -
<b>TOTAL NOISE MITIGATION</b>	<b>\$ 500,000</b>	<b>\$ 97,050</b>	<b>\$ 402,950</b>	<b>\$ -</b>
<b>DEVELOPMENT</b>				
Replacement Passenger Terminal Project ( <i>multi-year</i> )	\$ 2,985,000	\$ 263,571	\$ 1,094,344	\$ 1,627,085
<b>TOTAL DEVELOPMENT</b>	<b>\$ 2,985,000</b>	<b>\$ 263,571</b>	<b>\$ 1,094,344</b>	<b>\$ 1,627,085</b>
<b>TOTAL FACILITY IMPROVEMENT PROGRAM</b>	<b>\$ 16,125,000</b>	<b>\$ 6,571,616</b>	<b>\$ 5,728,269</b>	<b>\$ 3,825,115</b>

**Notes:**

*The FY 2020 appropriations for the Replacement Passenger Terminal project are subject to adjustment during the fiscal year subsequent to the anticipated engagement of a Program Manager.*

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JUNE 17, 2019**

**AIRPORT USE AGREEMENT EXTENSIONS**

**SUMMARY**

Staff seeks authorization from the Commission for the Executive Director to execute the following:

1. Amendments to the Airport Use Agreement with Alaska Airlines, American Airlines, Delta Air Lines, Jetblue Airways, Spirit Airlines, Southwest Airlines and United Air Lines to extend the term of each contract for a period of one-year to June 30, 2020, that may be further extended on a month-to-month basis thereafter; and
2. Month-to-Month Extension Requests, if necessary, to complete negotiations for a replacement Airport Use Agreement.

**BACKGROUND**

Hollywood Burbank Airport has been served by scheduled passenger air carrier service since its opening in 1930. Since 1978 scheduled air carrier service by those carriers certified by the Federal Aviation Administration under Title 14 of the Code of Federal Regulations, Part 121, has been authorized by the Authority through the execution of an Airport Use Agreement.

Airport Use Agreement: The Airport Use Agreement is generally executed with airlines providing passenger service at the Airport and provides for exclusive use of specific space, common and joint use of specific space, payment of landing fees, and waiver of certain items such as a surcharge on fuel uplift. In exchange, the airlines signing the Airport Use Agreement are obligated to be responsible for costs of the Airport not covered by certain revenues. In 2009, the Authority approved the form of the current Airport Use Agreement that has been executed in substantially the same form by all air carriers serving the Airport. All air carriers currently serving the Airport have executed Airport Use Agreements with the Authority with a stated term that expires on June 30, 2019, without any provision to be extended on a month-to-month basis.

Replacement Airport Use Agreement: As the Authority progresses with the development of a proposed Replacement Passenger Terminal, Staff will begin negotiations with the air carriers to replace the current Airport Use Agreement. The methodology, including terms and conditions of a replacement agreement will be in part based on a future plan of finance to support the Replacement Passenger Terminal and all associated ancillary projects.

The development of a replacement Airport Use Agreement will also provide an opportunity to review contract terms to ensure conformance with current federal, state and local laws, as

well as to reflect any fundamental changes in the way that airlines will be operating in the Replacement Passenger Terminal.

#### BOND INDENTURE

The extension of the Airport Use Agreement also allows for Authority to maintain its conformance with the Authority's Master Indenture of Trust, as amended.

#### STATUS

Delta Air Lines and United Air Lines have submitted executed Amendments to their respective Airport Use Agreements with the Authority. Alaska Airlines, American Airlines, JetBlue Airways, Spirit Airlines and Southwest Airlines have each notified Staff that the Amendment will be executed as soon as their internal processes are completed.

#### RECOMMENDATION

At the June 3, 2019, Finance and Administration Committee meeting, Staff updated the Committee on the status of the Amendment to the Airport Use Agreement. With the concurrence of the Committee, Staff is seeking the Commission's authorization for the Executive Director to execute the Amendment to the Airport Use Agreements and, if necessary, Month-to-Month Extension Requests.



**AMENDMENT NO. 1 TO  
AIRPORT USE AGREEMENT**  
(Burbank-Glendale-Pasadena Airport Authority / Name of Airline)

This Amendment No. 1 ("First Amendment") to the October 1, 2009 Airport Use Agreement ("Agreement") executed by the Burbank-Glendale-Pasadena Airport Authority ("Authority"), a California joint powers agency, and [name of airline]. ("Airline"), a[n] \_\_\_\_\_ corporation, is dated May 6, 2019 for reference purposes.

**R E C I T A L S**

A. The parties executed the Agreement to set forth their respective rights, privileges, and obligations with respect to Airline's use and occupancy of the Bob Hope Airport and to facilitate the development, promotion, and improvement of air commerce.

B. Pursuant to request of the Authority and consent of Airline, the Agreement's initial Stated Expiration Date of June 30, 2014 has been extended to June 30, 2019.

C. The parties desire to: (i) extend the Expiration Date of the Agreement by one year; and (ii) establish a process for an additional month-to-month extension of the Expiration Date if necessary to complete negotiations for a new contract.

**NOW, THEREFORE**, the parties agree as follows:

**1. Amendment of Section 2.01.** Section 2.01 (Term) of Article II (Term; Termination) of the Agreement is amended to read as follows;

"2.01 Term. (a) This Agreement shall become effective on the Effective Date set forth in Section 1.01. The term of this Agreement shall continue from the Effective Date through the Expiration Date.

(b) The Expiration Date is June 30, 2020; provided that the Expiration Date may be extended on a month-to-month basis as set forth in subsection (c).

(c) Any request to extend the Expiration Date shall be made by the Authority by execution and delivery to Airline of a Month-to-Month Extension Request, in the form of Exhibit Q hereto, no later than May 1, 2020. Airline shall evidence its approval of the request by execution and delivery to the Authority of a Month-to-Month Extension Approval Certificate, in the form of Exhibit R hereto, within 30 days following receipt of the request. If Airline delivers such certificate to the Authority, then commencing July 1, 2020 the Expiration Date shall be extended on a month-to-month basis subject to termination by either party. If Airline does not deliver such certificate to the Authority, then this Agreement shall terminate with respect to such Signatory Airline on the Expiration Date."

**2. Addition of Exhibits.** The attached Exhibits Q and R are added to the Agreement and are incorporated by reference.

3. **Counterparts.** This First Amendment may be executed in any number of counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same document.

4. **Effective Date.** This First Amendment shall be effective upon execution.

5. **Preservation of Agreement.** Except as expressly modified by this First Amendment, all of the provisions of the Agreement shall remain unaltered and in full force and effect. In the event of a conflict between the provisions of this First Amendment and the provisions of the Agreement, the provisions of this First Amendment shall control.

**TO EFFECTUATE THIS FIRST AMENDMENT**, the parties have caused their duly authorized representatives to execute this First Amendment by signing below.

[Name of Airline]

\_\_\_\_\_  
☐ Chairperson ☐ President ☐ Vice President

\_\_\_\_\_  
☐ Secretary ☐ Asst. Secretary  
☐ Chief Finance Officer ☐ Asst. Treasurer

[Pursuant to California Corporations Code Section 313, both signature lines must be executed unless the signatory holds at least one of the offices designated on each line.]

**Burbank-Glendale-Pasadena Airport Authority**

\_\_\_\_\_  
Zareh Sinanyan, President

Approved as to form:

\_\_\_\_\_  
Richards, Watson & Gershon  
A Professional Corporation

**EXHIBIT Q**  
**Month-to-Month Extension Request**

[Name of Airline]  
[contact information]

Re: Request for Month-to-Month Extension of Airport Use Agreement

The Burbank-Glendale-Pasadena Airport Authority hereby requests that [name of airline] consent to a month-to-month extension of the Expiration Date of the parties' October 1, 2009 Airport Use Agreement ("Agreement"). This request is delivered pursuant to Section 2.01(c) of the Agreement.

Dated: \_\_\_\_\_

Burbank-Glendale-Pasadena Airport Authority

By: \_\_\_\_\_  
Executive Director

**EXHIBIT R**  
**Month-to-Month Extension Approval Certificate**

Burbank-Glendale-Pasadena Airport Authority  
2627 Hollywood Way  
Burbank, California 91505  
Attention: Executive Director

Re: Request for Month-to-Month Extension of Airport Use Agreement

[Name of Airline] hereby approves the request by the Burbank-Glendale-Pasadena Airport Authority for a month-to-month extension of the Expiration Date of the parties' October 1, 2009 Airport Use Agreement ("Agreement"). This approval is delivered pursuant to Section 2.01(c) of the Agreement.

Dated: \_\_\_\_\_

[Name of Airline]

By: \_\_\_\_\_  
Authorized Representative

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JUNE 17, 2019**

**ACQUISITION AND INSTALLATION OF  
ADDITIONAL COMMON USE KIOSKS**

**SUMMARY**

Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission authorization to issue the following purchase orders to:

1. SITA for the acquisition and installation of ten additional common use kiosks in the amount of \$172,299, including sales tax;
2. Shires Electric for the installation of the electric power for each kiosk in the amount of \$8,400; and
3. Future Design Communication for the installation of data lines for each kiosk in the amount of \$3,227.

An additional \$10,000 in project contingency is also requested in the event of unforeseen circumstances. The total cost of the proposed project is \$193,926 and is subject to full reimbursement to the Authority from the airlines.

**BACKGROUND**

In January 2012, the Commission awarded a contract to SITA to install and maintain the Common Use Passenger Processing System ("CUPPS") along with Common Use Self-Serve kiosks ("CUSS") for the ticket counter, ticket lobbies and gate holdrooms at the Airport. The initial SITA equipment was acquired through a Passenger Facility Charge Application and under the terms of the Airport Use Agreement, the airlines bear sole responsibility of the cost to maintain the equipment as well as any cost for additional equipment or services they desire. The Authority holds title to all the common use equipment initially installed and any additional equipment installed thereafter.

At the May 23, 2019 Airline Airport Affairs Committee meeting, the airlines were presented the estimated cost to acquire, install and maintain ten additional kiosks for the ticket lobbies with the airlines voting in favor of the proposal.

**FUNDING**

Under the terms of the Airport Use Agreement, the airlines are fully responsible for the cost of any additional equipment as well as the installation and maintenance cost. As the contract for the common use system is currently between the Authority and SITA, the cost of the additional equipment and installation will initially be funded utilizing Authority funds subject to an immediate reimbursement of all project related costs by each airline based on their agreed to cost-sharing formula. There will be no impact to the FY 2019 or proposed FY 2020 budget.

## RECOMMENDATION

Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff recommends that the Commission authorize the issuance of purchase orders to SITA for the acquisition and installation of ten additional common use kiosks in the amount of \$172,299, including sales tax; Shires Electric for the installation of the electric power for each kiosk in the amount of \$8,400; and Future Design Communication for the installation of data lines for each kiosk in the amount of \$3,227.

Staff also seeks an additional \$10,000 in project contingency in the event of unforeseen circumstances for a total proposed project cost of \$193,926.



## PRICING QUOTATION

<b>Customer:</b>	<b>Burbank Glendale Pasadena Airport</b>	<b>Total One Time:</b>	<b>172,299 USD</b>	<b>Quote Number</b>	<b>AMER-4062a</b>
		<b>Monthly Support</b>	<b>2,889 USD</b>		
<b>Site Code</b>	<b>BUR</b>	<b>Term:</b>	<b>3 Months</b>		
<b>Quotation Date:</b>	<b>11-Apr-19</b>	<b>Cutover Date:</b>	<b>1-Jul-19</b>		
<b>Expiration Date:</b>	<b>11-May-19</b>	<b>Contract End Date:</b>	<b>30-Sep-19</b>		

SITA is pleased to submit this pricing quotation to: Burbank Glendale Pasadena Airport

### Price and Payment Terms:

Equipment Quoted	Total Qty	One Time Unit Price USD	One-Time Total Price USD
<b>KIOSKS</b>			
SITA S5 Base Kiosk: 19" LCD Monitor/Touch Screen Assembly (TPK monitor), PC with iBase M1981FI Industrial M/B, i3-4330 CPU, 250G Crucial SSD, 4G RAM, Win7, Card Reader Verifone UX300, IP Power - Aviosys, KMP180 BP Printer, Shipping Crate. <b>OPTIONS:</b> 110V-120V UPS Option BOM (Includes UPS, mechanical mounting, ground box, cabling and hardware), Bar Code Scanner Option (Scanner + Kiosk mods req'd), 3M Passport Reader option BOM (without RFID) (3M KR9000 no RFID with black case and black top), Single BTP non RFID Option (Custom KPM150) 1 single BTP installed in the kiosk, Top availability LED in top arch of kiosk and device LED s for MSR/OCR/GPP/BTP	10	15,628	156280
<b>Estimated Taxes</b>	1	16,019	16019
<b>One Time Total Price</b>		<b>USD</b>	<b>172,299</b>

### PLUS

Equipment Quoted	Total Qty	Monthly Unit Price USD	Monthly Total Price USD
<b>KIOSKS</b>			
SITA S5 Base Kiosk: 19" LCD Monitor/Touch Screen Assembly (TPK monitor), PC with iBase M1981FI Industrial M/B, i3-4330 CPU, 250G Crucial SSD, 4G RAM, Win7, Card Reader Verifone UX300, IP Power - Aviosys, KMP180 BP Printer, Shipping Crate. <b>OPTIONS:</b> 110V-120V UPS Option BOM (Includes UPS, mechanical mounting, ground box, cabling and hardware), Bar Code Scanner Option (Scanner + Kiosk mods req'd), 3M Passport Reader option BOM (without RFID) (3M KR9000 no RFID with black case and black top), Single BTP non RFID Option (Custom KPM150) 1 single BTP installed in the kiosk, Top availability LED in top arch of kiosk and device LED s for MSR/OCR/GPP/BTP	10	262	2620
<b>Estimated Taxes</b>	1	269	269

<b>Monthly Maintenance for 3 Months</b>	<b>USD</b>	<b>2,889</b>
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### Services Included in this Price ==>

#### Installation

#### Provision of All Equipment

**Spares:** (1) Monitor, (1) PC, (1) Card Reader Verifone UX300, (1) IP Power - Aviosys, (1) KMP180 BP Printer, (1) UPS - Cyberpower 120V, (1) Bar Code Scanner (FMS scanner), (1) 3M Passport Reader (3M KR9000 no RFID), (1) EZ Access Keypad 8-Key, (1) Custom KMP150 printer (no RFID), (1) LED Controller Board, (1) Top availability LED & (4) Device LED

#### CUSS Administration

#### CUSS Licences

#### CUSS Maintenance

#### CUSS Consumables

\*\*No Paper Consumables Provided\*\*

\*Taxes are only an estimate.

**PLEASE NOTE THIS PRICING IS VALID FOR 30 DAYS FROM THE "QUOTATION DATE" [SHOWN ABOVE] TO THE DATE OF CUSTOMER SIGNATURE OF THE CONTRACT ORDER.**

# Proposal

## Shires Electric

8525 Variel Ave

Canoga Park, Ca. 91304

PH # 818 700-9033 FAX # 818 700-1499

LIC # 511952

PO # 54779

Date: 05/21/19

ATTN: Hilda

To: Hollywood Burbank Airport

Job: Airline Ticket lobby Kiosk

Work Description: Install the following items listed below

Install the following items listed below to complete the project

- 1) Install 10) 10' Power poles
- 2) All circuits feed from existing panel NP2
- 3) Install 5) 15 amp single pole breakers in panel NP2
- 4) Install 5) 15 amp 120V dedicated circuits
- 5) One circuit will share power for two poles
- 6) Install 1) 1" conduit from Panel NP2 to new pull can above new kiosk
- 7) Pull 5) 15 amp circuits with # 12 wire 20 amp rated

### Notes:

- 1) Time for tool check in included one hour
- 2) All work to be done after hours at night. 8 hours a night
- 3) Each Power pole has one duplex outlet at the bottom for kiosk to plug in
- 4) Extra changes will be added if not able to work 8 hours a night.

### Exclusions:

- 1) Plans, permit
- 2) Low Voltage cabling
- 3) Difference between plans and what is existing or Unforeseen conditions

Labor & Material: 8,400.00

Approved By: sign \_\_\_\_\_

Approved By print \_\_\_\_\_





## Quotation

3283 Industry Drive.  
Signal Hill, Ca. 90806  
(562) 597-2446 Fax: (562) 597-1826

Date: 5/15/2019

**Sold To:**  
Burbank-Glendale-Pasadena Airport Authority  
2627 Hollywood Way  
Burbank, CA 01505

**Ship To:**  
Southwest Ticket Kiosks

Kimberley Parker-Polito  
PH: 818.729.2210  
Fax: 818.331.3223

Joseph Jones  
(661) 476-2667

*We are pleased to quote as follows:*

Job Description															
<p>FDC will provide the necessary labor and materials to install and test the following task:            Task 1: Install (10) Cat6 data cables for Kiosks in the Southwest ticket area. The Cat6 cables will pull from the existing IDF cabinet behind the Southwest ticket area and will be terminated on an existing patch panel.            Task 2: Provide (10) 4' and (10) 10' Cat6 patch cables.</p>															
<p>Techs. 2 x hrs. 16.0 , labor rate \$68.00 = \$2176.00 Regular Time</p>															
Special Instructions															
<table border="1"> <thead> <tr> <th colspan="2">Price</th> </tr> </thead> <tbody> <tr> <td>Materials:</td> <td>\$ 952.68</td> </tr> <tr> <td>Sales Tax:</td> <td>\$ 97.65</td> </tr> <tr> <td>Shipping:</td> <td>\$ -</td> </tr> <tr> <td>Lift Rental:</td> <td>\$ -</td> </tr> <tr> <td>Labor:</td> <td>\$ 2,176.00</td> </tr> <tr> <td>Total Due:</td> <td>\$ 3,226.33</td> </tr> </tbody> </table>	Price		Materials:	\$ 952.68	Sales Tax:	\$ 97.65	Shipping:	\$ -	Lift Rental:	\$ -	Labor:	\$ 2,176.00	Total Due:	\$ 3,226.33	<p>Terms: Net 10</p>
Price															
Materials:	\$ 952.68														
Sales Tax:	\$ 97.65														
Shipping:	\$ -														
Lift Rental:	\$ -														
Labor:	\$ 2,176.00														
Total Due:	\$ 3,226.33														

Signature below signifies acceptance of all terms, prices, and conditions of proposal. Proposal is valid for 30 days.

**Rich Adams**

5/15/2019

FDC Authorized Estimator

Date

Customer Acceptance

Date