



June 13, 2019

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 on Monday, June 17, 2019, at 9:30 a.m., or immediately following the Commission meeting, in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

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

REGULAR MEETING
OF THE
FINANCE AND ADMINISTRATION COMMITTEE

Airport Skyroom
Monday, June 17, 2019
9:30 a.m., or Immediately Following
the Conclusion of the
Commission Meeting

As a result of the convening of this meeting of the Finance and Administration Committee, each Committee member in attendance is entitled to receive and shall be provided \$200.

The public comment period is the opportunity for members of the public to address the Committee on agenda items and on airport-related non-agenda matters that are within the Committee'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 Committee:

- *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 Committee 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 Committee'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 Committee 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. Approval of Agenda
2. Public Comment
3. Approval of Minutes

- a. June 3, 2019

[See page 1]

4. Contracts and Leases

- a. First Amendment to Office Lease
Los Angeles SMSA Limited Partnership,
dba Verizon Wireless

[See page 3]

Staff report attached. Staff seeks a Finance and Administration Committee recommendation to the Commission that it approve a proposed First Amendment to Office Lease ("Amendment") with the Los Angeles SMSA Limited Partnership, dba Verizon Wireless. The Amendment would extend the Office Lease for a five-year term to June 30, 2024. Verizon also seeks to be allowed to continue its tenancy beyond the proposed expiration date on a month-to-month basis thereafter.

5. Items for Information

- a. Committee Pending Items

[See page 8]

6. Other Contracts and Leases

7. Adjournment

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

MONDAY, JUNE 3, 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 12:04 p.m., by Commissioner Gharpetian.

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 Gharpetian, Selvidge and Adams

Absent: None

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 20, 2019 Draft minutes for the May 20, 2019, Finance and Administration Committee 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 unanimously approved (3-0).

4. Proposed Fiscal Year 2019/2020 ("FY 2020") Budget Staff presented to the Committee a proposed complete balanced budget, including the projected revenues, O&M highlights and Facility Improvement Program for FY 2020.

5. Items for Discussion

a. Airport Use Agreement Extension Update

Staff provided an update to the Committee on the Status of the Airport Use Agreement which expires at the end of June 2019.

b. Quarterly Minor Lease and Purchase Order Update

Staff reported on four items to the Committee covering the quarters ending December 31, 2018 and March 31, 2019, respectively.

6. Items for Information

a. Committee Pending Items

Staff informed the Committee of future pending items that will come to the Committee for review.

7. Other Contracts and Leases

There were no other contracts and leases to be discussed.

8. Adjournment

There being no further business to discuss, the meeting was adjourned at 12:20 p.m.

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

**FIRST AMENDMENT TO OFFICE LEASE
LOS ANGELES SMSA LIMITED PARTNERSHIP,
dba VERIZON WIRELESS**

SUMMARY

Staff seeks a Finance and Administration Committee recommendation to the Commission that it approve a proposed First Amendment to Office Lease ("Amendment") with the Los Angeles SMSA Limited Partnership, dba Verizon Wireless ("Verizon Wireless"). The Amendment would extend the Office Lease for a five-year term to June 30, 2024. Verizon also seeks to be allowed to continue its tenancy beyond the proposed expiration date on a month-to-month basis thereafter.

BACKGROUND

In March 2003, the Authority awarded a Non-Exclusive License Agreement to Verizon Wireless to install equipment at the Airport for the purpose of providing secure internet and cellular connections to subscribing customers. For the past sixteen years, Verizon Wireless, a tenant in good standing, has continued to provide this service to its customers.

In July 2012, Verizon Wireless entered into an Office Lease ("Lease") with the Authority for a 203 square foot office space located on the first floor of Building 9. The office space is used as storage and operations space for their communications equipment. This Lease is scheduled to expire on June 30, 2019, and under the terms of the proposed Amendment, would be extended for another five-year term to June 30, 2024. Further, if approved, Verizon would like to continue its tenancy on a month-to-month hold over basis beyond the proposed expiration date.

DETAILS

Key components of the Verizon Wireless Office Lease are as follows:

Premises:	Building 9, first floor office space. Room 9-120.
Use:	Storage space for a continued operation of a wireless local area network providing secure internet and cellular connection to subscribing customers.
Term:	July 1, 2019 to June 30, 2024, with a hold over on a month-to-month basis thereafter.
Termination:	Either party shall have the right to terminate this Lease at any time, with or without cause, by delivering to the other party at least sixty (60) days prior written notice, except for any hold over period after the expiration date.

- Rent: The current monthly rent is \$418.13, which will be increased to \$430.67 on July 1, 2019, with an annual adjustment of 3% on the anniversary of the rental commencement date.
- Adjustments: 3% fixed annual increase.
- Other: Tenant responsible for expenses related to occupancy including maintenance, and applicable taxes.

BUDGET IMPACT

The proposed Amendment is expected to have a positive revenue impact upon an immediate 3% adjustment and generate \$430.67 per month with a total gross revenue of \$5,168.04 per year.

RECOMMENDATION

Staff seeks the Finance and Administration Committee's recommendation to the Commission that it approve the proposed First Amendment to Office Lease with Verizon Wireless, and to authorize the President of the Authority to execute same.

FIRST AMENDMENT TO OFFICE LEASE

This FIRST AMENDMENT TO OFFICE LEASE (this "Amendment") is dated as of _____, 2019, and is entered into by and between the **BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**, a public entity formed under a joint exercise of powers agreement among the Cities of Burbank, Glendale and Pasadena, California, pursuant to the California Joint Exercise of Powers Act ("Landlord"), and **LOS ANGELES SMSA LIMITED PARTNERSHIP**, a California limited partnership d/b/a Verizon Wireless ("Tenant").

RECITALS

- A. Landlord and Tenant entered into an Office Lease dated August 20, 2012 ("Lease") for Room 9-120 described on Exhibit "A" attached hereto.
- B. The Lease expires on June 30, 2019, and Landlord and Tenant desire to extend the term of the Lease for five (5) years.

AMENDMENT/AGREEMENT

THEREFORE, the parties hereto agree as follows:

1. Definitions. Capitalized terms used herein shall have the meanings set forth in the Lease. Landlord hereby informs Tenant that "Bob Hope Airport" is now commonly known as the "Hollywood Burbank Airport".
2. Extension of Term. The term of the Lease is hereby extended to June 30, 2024.
3. Extension Term Monthly Rent. Tenant shall continue to pay Monthly Base Rent, in monthly installments, as heretofore adjusted, subject to further annual adjustments as described in Section 3.2 of the Lease.
4. Holding Over. If Tenant holds over after the expiration or earlier termination of the Lease ("Hold Over Period"), Landlord may elect to treat the holdover tenancy as either a tenancy at will or as a month to month tenancy terminable by either party upon thirty (30) days' prior written notice. The foregoing shall supersede anything to the contrary in Section 2.3 or Section 13 of the Lease or any other provision of the Lease during the Hold Over Period.
5. Conflict. In the event of a conflict or inconsistency between the terms and conditions of the Lease and the terms and conditions of this Amendment, the terms and conditions of this Amendment shall prevail and control.
6. Continuing Effect. Except as specifically modified hereby, the Lease shall remain unaffected and unchanged. The Lease is hereby ratified and affirmed by Landlord and Tenant and remains in full force and effect as modified hereby.

7. Counterparts. This Amendment may be executed in any number of counterparts, each of which, when executed and delivered, shall be deemed to be an original, and all of which, taken together, shall be deemed to be one and the same instrument.

IN WITNESS WHEREOF, this Amendment has been executed by the undersigned as of the date first written above.

LANDLORD:

BURBANK-GLENDALE-PASADENA
AIRPORT AUTHORITY, a public entity

By: _____
Print Name: _____
Title: _____

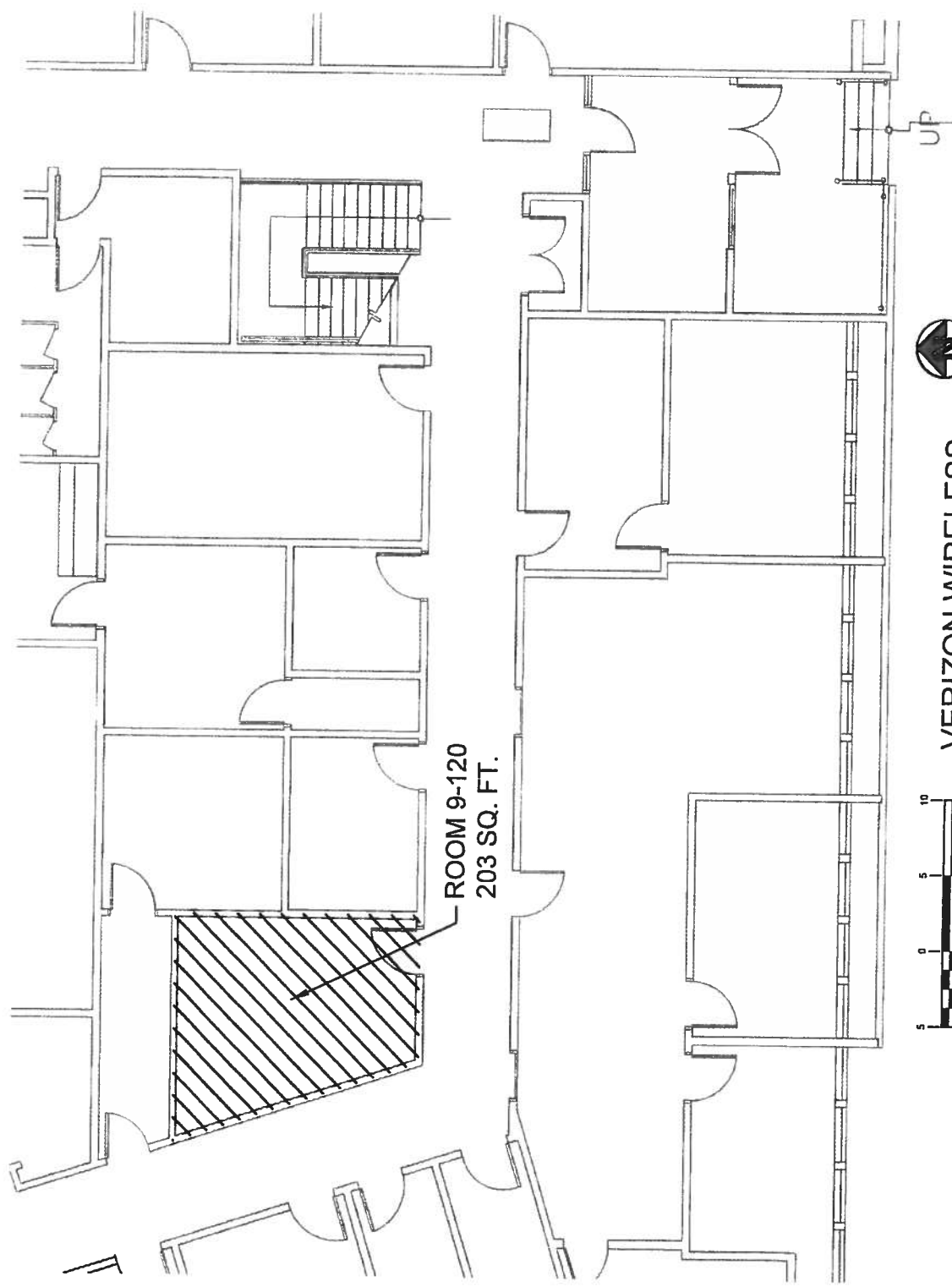
TENANT:

LOS ANGELES SMSA LIMITED
PARTNERSHIP, a California limited
partnership d/b/a Verizon Wireless

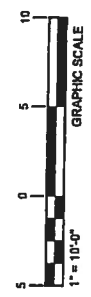
By: AirTouch Cellular, Inc.
its General Partner

By:  _____
Print Name: Steve Lamb
Title: Director - Network

5:\DRAWINGS\LEASE\VERIZON WIRELESS 1ST AMEND DWG Apr 11, 2019-1:21pm



ROOM 9-120
203 SQ. FT.



VERIZON WIRELESS

EXHIBIT A

NO.	DATE	BY	DESCRIPTION



REPORT AUTHORITY APPROVAL
"REPORT DORISBERT"

PROJECT:
VERIZON WIRELESS
FIRST AMENDMENT TO
OFFICE LEASE

SHEET TITLE:
BUILDING 9 GROUND
FLOOR - LEASE EXHIBIT

DATE DATE	BY DATE	REV. 1
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**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
FINANCE AND ADMINISTRATION COMMITTEE
JUNE 17, 2019**

COMMITTEE PENDING ITEMS

Future

1. Status Update of Hangar Lease Negotiations
2. Update: Replacement Passenger Terminal Project