



**APRIL 16, 2020**

**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 on Monday, April 20, 2020, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Commission or staff may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, members of the public may observe and participate in the meeting telephonically through the following number:

*Dial In: (978) 990-5000*

*Access Code: 880737#*

Members of the public also may observe the meeting online at the following address by clicking on Watch Live Stream:

<https://hollywoodburbankairport.com/airport-authority/commission-meeting-videos/>

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, April 20, 2020

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.*

# A G E N D A

Monday, April 20, 2020

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) March 16, 2020 ***[See page 1]***
  - b. Commission Minutes  
(For Approval)
    - 1) April 6, 2020 ***[See page 3]***
  - c. Ratification of Emergency Short-Term Lease with  
California Department of General Services ***[See page 9]***
6. ITEMS FOR COMMISSION DISCUSSION
  - a. Update: COVID-19 Impact Report ***[No staff report]***
  - b. COVID-19, Discussion on Impacts to Revenues  
and Expenses ***[No staff report]***
7. COMMISSIONER COMMENTS  
(Other updates and information items, if any)
8. ADJOURNMENT

## COMMISSION NEWSLETTER

Monday, April 20, 2020

*[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 March 16, 2020 are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the April 6, 2020 Commission meeting are attached for the Commission's review and approval.
- c. RATIFICATION OF EMERGENCY SHORT-TERM LEASE WITH CALIFORNIA DEPARTMENT OF GENERAL SERVICES. A staff report is attached. Staff seeks the Commission's ratification of the Executive Director's execution of an emergency short term lease with the California Department of General Services for use of one-half of available space in Hangar 40 to support the State's response to the COVID-19 pandemic.

### 6. ITEMS FOR COMMISSION DISCUSSION

- a. UPDATE: COVID-19 IMPACT REPORT. No staff report attached. Staff will update the Commission on the status of the impact of COVID-19 and an update of the CARES Act Airport Grants.
- b. COVID-19, DISCUSSION ON IMPACTS TO REVENUES AND EXPENSES. No staff report attached. Staff will discuss with the Commission forecasts of revenues and expenses for the 4<sup>th</sup> Quarter of FY 2020, and preliminary estimated actuals of FY 2020.

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

**MONDAY, MARCH 16, 2020**

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 10:05 a.m., by Commissioner Selvidge.

AB 23 Disclosure: The Deputy Executive Director for Finance and Administration 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; David Kwon, Director, Financial Services

**Also present via teleconference:**

James Wilkenson, Columbia Management Investments; Ron Stahl, Columbia Management Investments; John Dempsey, Columbia Management Investments

**1. Approval of Agenda**

Agenda was approved as presented.

**2. Public Comment**

There were no public comments.

**3. Approval of Minutes**

**a. February 18, 2020**

Draft minutes for the February 18, 2020, 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 approved (2-0, 1 absent).

**4. Treasurer's Report**

**a. January 2020**

A copy of the January 2020 Treasurer's Report was included in the agenda packet for the Committee's review.

**Motion**

Commissioner Adams moved approval of the Treasurer's Report, seconded by Commissioner Selvidge.

**Motion Approved**

There being no objection, the motion was approved (2–0, 1 absent) to be forwarded to the Commission for note and file.

Please note: Items 5.a. and 5.b. were taken out of order.

**5. Items for Discussion**

**b. Fiscal Year 2020/2021 ("FY 2021")  
Budget Development**

Staff presented and discussed with the Committee the FY 2021 proposed budget focusing on the staffing program.

**a. CMIA Quarterly Investment  
Portfolio – Fourth Quarter**

Staff introduced James Wilkinson, Ron Stahl and John Dempsey, of Columbia Management Investments, the Authority's investment advisors, who participated via teleconference. Mr. Wilkinson and his colleagues presented an update on the status of the Authority's Operating and Passenger Facility Charge Quarterly Investment Portfolio reports ended December 31, 2019.

**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 11:02 a.m.

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

**MONDAY, APRIL 6, 2020**

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 9:00 a.m., by President Adams.

**1. ROLL CALL**

**Present:** Commissioners Brown, Agajanian (via teleconference), Tornek (via teleconference), Adams, Devine (via teleconference), Madison (via teleconference), Wiggins (via teleconference) and Selvidge (via teleconference)

**Absent:** None

**Also Present:** Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Kathy David, Deputy Executive Director; Tom Janowitz, Sr. Manager, Ground Access; Scott Kimball, Director, Contracts, Properties, Procurement and SMS; Sumire Spurlock, Manager, SMS

**2. PLEDGE OF ALLEGIANCE**

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.

**MOTION**

There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (8-0).

**MOTION APPROVED**

**AYES:** Commissioners Brown, Agajanian (via teleconference), Tornek (via teleconference), Adams, Devine (via teleconference), Madison (via teleconference), Wiggins (via teleconference) and Selvidge (via teleconference).

**NOES:** NONE

**ABSENT:** NONE

**4. PUBLIC COMMENT**

There were no public comments.

## **5. CONSENT CALENDAR**

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

#### **1) Operations and Development Committee**

##### **(i) February 18, 2020**

Approved minutes of the Operations and Development Committee special meeting for February 18, 2020, were included in the agenda packet for information purposes.

#### **2) Finance and Administration Committee**

##### **(i) February 18, 2020**

Approved minutes of the Finance and Administration Committee special meeting for February 18, 2020, were included in the agenda packet for information purposes.

#### **3) Legal, Government and Environmental Affairs Committee**

##### **(i) February 18, 2020**

Approved minutes of the Legal, Government and Environmental Affairs Committee special meeting for February 18, 2020, were included in the agenda packet for information purposes.

### **b. Commission Minutes (For Approval)**

#### **1) March 16, 2020**

Minutes of the March 16, 2020, Commission meeting were included in the agenda packet for review and approval.

### **c. Treasurer's Report**

#### **1) January 2020**

At its March 16, 2020, meeting, the Finance and Administration Committee reviewed the January 2020 Treasurer's report and voted (2–0, 1 absent) to accept the report and recommend it to the Commission for note and file.

### **d. Annual Review and Adjustment of Noise Violation Fines**

At its meeting on March 16, 2020, the Legal, Government and Environmental Affairs Committee voted unanimously (3–0) to recommend that the Commission authorize an increase to the noise fines associated with certain restricted operations as



detailed in Rules 8 and 9, in accordance with the annual adjustment of noise violation fines required by Resolution 382.

Applying the January 2020 CPI increase to the current fines results in the following revised fine levels: Rule 8: \$1,603 (first violation), Rule 8: \$2,328 (subsequent violations); and Rule 9: \$4,661 (each violation).

**e. Amendment No. 4 to Amended and Restated Employment Agreement with Director of Public Safety/Chief of Police**

A proposed Amendment No. 4 to the Amended and Restated Employment Agreement with the Director of Public Safety/Chief of Police was included in the agenda packet for Commission approval. The proposed Amendment memorializes that the Director of Public Safety/Chief of Police is subject to the Airport Authority Take-Home Vehicle Policy that applies to other personnel who have been authorized to take home an Authority vehicle.

**MOTION**

Commissioner Brown moved approval of the Consent Calendar; seconded by Commissioner Devine.

**MOTION APPROVED**

There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (8–0).

AYES: Commissioners Brown, Agajanian (via teleconference), Tornek (via teleconference), Adams, Devine (via teleconference), Madison (via teleconference), Wiggins (via teleconference) and Selvidge (via teleconference).

NOES: NONE

ABSENT: NONE

## **6. ITEMS FOR COMMISSION APPROVAL**

### **a. Award of Contract – Parking Access and Revenue Control Maintenance Service and Approval of Acquisition of Additional Pre-Book Parking Equipment**

At its meeting on March 16, 2020, the Operations and Development Committee voted (2–0, 1 absent) to recommend that the Commission award a contract to Skidata, Inc. (“Skidata”) for a replacement Maintenance Service Contract to maintain the Skidata Parking Access and Revenue Control System for a four-year term with one optional extension year; and (ii) authorize execution of a Change Order to Skidata for acquisition and installation of additional equipment that supports the pre-booking system.

As the installation of the equipment to support the pre-booking system progresses, Staff is recommending that authorization for additional equipment be granted at this time, with the actual acquisition deferred to later in the fiscal year depending on the operating conditions surrounding the Aviation Industry.

### **MOTION**

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

### **MOTION APPROVED**

There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (8–0).

AYES: Commissioners Brown, Agajanian (via teleconference), Tornek (via teleconference), Adams, Devine (via teleconference), Madison (via teleconference), Wiggins (via teleconference) and Selvidge (via teleconference).

NOES: NONE

ABSENT: NONE

### **b. Fourth Amended and Restated TBI Airport Management Contract**

At its meeting on March 16, 2020, the Legal, Government and Environmental Affairs Committee voted unanimously (3–0) to recommend that the Commission approve a fourth amended and restated airport management services agreement with TBI Airport Management, Inc. (“TBI”) which (i) extends the term by 10 years; (ii) redefines cost sharing for legal and professional fees and costs associated with Airport-related collective bargaining, employee grievances, and litigation; (iii) revises the supplemental employment practices liability insurance requirement; (iv) removes certain outdated

provisions; and (v) makes clerical revisions.

On February 18, 2020, the Legal Committee considered a proposed sixth amendment to the Third Management Contract. The Legal Committee decided that, rather than amending the Third Management Contract for the sixth time, it would be preferable for the Authority and TBI to execute a Fourth Management Contract.

**MOTION**

Commissioner Madison moved the item; seconded by Commissioner Selvidge. Commissioner Devine and Commissioner Brown voiced concerns regarding the wording of the contract.

**MOTION APPROVED**

There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (8-0).

AYES: Commissioners Brown, Agajanian (via teleconference), Tornek (via teleconference), Adams, Devine (via teleconference), Madison (via teleconference), Wiggins (via teleconference) and Selvidge (via teleconference).

NOES: NONE

ABSENT: NONE

**7. ITEMS FOR COMMISSION DISCUSSION**

**a. COVID-19 Impact Report and Proposals for Commission Consideration**

Staff updated the Commission on steps being taken by the SMS Department to aid in the health, safety and wellbeing of passengers and Airport personnel in light of the recently issued Health Officer Order issued by Los Angeles County, effective March 16, 2020 outlining social distancing measures and avoidance of non-essential travel and the subsequent Safer at Home Order issued by Los Angeles County effective March 19, 2020 and updated on March 25, 2020, in response to COVID-19.

The presentation also highlighted the impacts to date occurring at the Airport and the steps which are being implemented to ensure the safety and operational conditions are optimal for passengers, tenants and Airport personnel.

Staff proposed a recommendation for tenant relief which would include a deferral of rents and fees for a set period of time. Airlines, Rent-a-Car companies and terminal tenants' rents, Minimal Annual

Guarantees and fees would be deferred to June 30, 2020, with repayments made over the following 6 months. A discussion regarding this proposal followed.

**MOTION**

Commissioner Selvidge moved approval of the proposed tenant relief recommendation; seconded by Commissioner Wiggins.

**MOTION APPROVED**

There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (8-0).

AYES: Commissioners Brown, Agajanian (via teleconference), Tornek (via teleconference), Adams, Devine (via teleconference), Madison (via teleconference), Wiggins (via teleconference) and Selvidge (via teleconference).

NOES: NONE

ABSENT: NONE

**8. COMMISSIONER  
COMMENTS**

There were no comments.

**9. ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:10 a.m.

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Ray Adams, President

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Frank Miller, Executive Director

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Date

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Date

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
APRIL 20, 2020**

**RATIFICATION OF EMERGENCY SHORT-TERM LEASE WITH  
CALIFORNIA DEPARTMENT OF GENERAL SERVICES**

**SUMMARY**

Staff seeks the Commission's ratification of the Executive Director's execution of an emergency short term lease, copy attached, with the California Department of General Services ("DGS") for use of one-half of available space in Hangar 40 to support the State's response to the COVID-19 pandemic.

**BACKGROUND**

On April 9, 2020, DGS on behalf of the Office of Emergency Services ("OES") requested to lease 10,000 square feet of hangar space in Hangar 40 to support the State's response to the COVID-19 pandemic by OES. Specifically, OES will be decontaminating Personal Protection Equipment ("PPE") using the Battelle Decon System in CONEX containers installed within the hangar. The Battelle Decon System is being utilized to address the shortage of PPE for critical care workers such as the N95 respirator masks.

On April 13, 2020, due to the emergency need to establish a location to undertake this critical need, the Executive Director executed a short-term lease with DGS. The lease term is April 16, 2020 through July 31, 2020 with a holdover right not to exceed one year at the current market rate for the space. DGS is required to disinfect and restore the hangar to its preexisting condition prior to vacating the premises.

**DETAILS**

Key components of the lease are:

Premises:	An area of 10,000 square feet located in Hangar 40, with 22 associated parking positions
Use:	Installation of a CONEX container for the decontamination of Personal Protection Equipment for critical care workers
Term:	April 16, 2020 – July 31, 2020
Options:	Allows for a month-to-month holdover which may not exceed one (1) year
Rent:	\$15,600 per month
Utilities:	Authority will provide utilities, sewer, trash disposal and water service during the term of the lease

Termination: DGS may terminate the lease upon thirty (30) days' prior written notice to Authority

REVENUE IMPACT

Hangar 40 is currently vacant. Under the terms of the lease, a monthly rent of \$15,600 will be received.

RECOMMENDATION

Staff recommends that the Commission ratify the Executive Director's execution of an emergency short-term lease with DGS for use of one-half of available space in Hangar 40 to support the State's response to the COVID-19 pandemic.

April 13, 2020

Lease No. TBD  
Project No.: TBD

Hollywood Burbank Airport  
Attn: Scott Kimball  
2627 N. Hollywood way  
Burbank CA 91505

Dear Lessor:

THIS LEASE, made and entered into this 13th day of April 2020 by and between

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

hereinafter called Lessor, and the State of California, by and through its duly appointed, qualified and acting Director of the Department of General Services, hereinafter called State.

**PREMISES:** It is understood and agreed that the State shall lease, in its as-is condition, approximately 10,000 net usable square feet of warehouse/hanger space together with adjacent rest rooms including one (1) shower stall located in that certain building designated as 2627 N. Hollywood Blvd., Hanger 40, Burbank, CA 91505 (the "Premises") and including twenty-two (22) exclusive, unobstructed parking spaces contiguous to the subject building. The Premises are depicted on the attached Exhibit A. The above referenced space shall be occupied by the Governor's Office of Emergency Services and shall not be assigned or sublet to any other person or entity without Lessor's consent, which may be granted or denied in Lessor's sole and absolute discretion. Upon reasonable prior notice to the State, Lessor may enter the Premises for the purposes of conducting repairs and maintenance, and any other bona fide business purpose. Lessor may enter the Premises immediately if necessary to address an emergency.

**TERM:** The term of this Lease shall commence on April 16, 2020, and shall end July 31, 2020. Lessor agrees to provide utilities, sewer, trash disposal, and water service for the Premises. The State has the right to terminate this tenancy at any time upon thirty (30) days prior written notice. If the State fails to complete its move out within the notice period and remains in the premises, additional rent shall be paid and prorated on a thirty (30) day month, based on the actual number of days the State occupies the premises following the effective date of termination. In no event shall a holdover exceed one (1) year.

**RENTAL:** Monthly rental to be paid by the State during the term shall be Fifteen Thousand Six Hundred Dollars (\$15,600.00). Rental payments shall be paid by the State, from legally available funds and subject to the California Constitution, in arrears on the last day of each month during said term to Lessor at the following address:

Hollywood Burbank Airport  
Attn: Accounts Payable  
2627 N. Hollywood Way  
Burbank, CA 91505

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(Rev. 5/18)

**CASP INSPECTION:** The Premises have not been inspected by a Certified Access Specialist (CASP). A CASp can inspect the Premises and determine whether they comply with all of the applicable construction-related accessibility standards under state law. Although state law does not require a CASp inspection of the Premises, a commercial property owner or lessor may not prohibit a lessee or tenant from obtaining a CASp inspection of the subject premises for the occupancy or potential occupancy of the lessee or tenant, if requested by the lessee or tenant. The parties must mutually agree on the arrangements for the time and manner of the CASp inspection, the payment of the fee for the CASp inspection, and the cost of making any repairs necessary to correct violations of construction-related accessibility standards within the subject premises. Lessor and the State hereby agree that Lessor will not be obligated to obtain or pay for such an inspection report, and will not make or pay for any necessary repairs (all of which shall be the responsibility of the Tenant under this Lease).

**MAINTENANCE:** The State shall maintain in good repair and condition all areas and improvements within the Premises and shall surrender the Premises in the same condition as delivered with all the improvements, parts and surfaces thereof broom clean and free of debris or damage, and in good operating order, condition and state of repair.

**ALTERATIONS:** The State shall have the right during the term of this Lease to make change orders and alterations related to the delivery, installation including electrical connection, system ventilation and operation of the CONEX Battelle Decon System containers, including but not limited to alterations made to the buildings mechanical and electrical systems; in addition, attach fixtures; and erect additions, structures, or signs in or upon the Premises. Such mechanical and electrical alterations, fixtures, additions, structures, or signs so placed in or upon or attached to the Premises under this Lease or any extension hereof shall be and remain the property of the State and shall be removed therefrom by the State prior to the termination or expiration of this Lease or any renewal or extension hereof, or within 15 days thereafter.

In the event alterations, fixtures, additions, structures, or signs in or upon the leased premises are desired by State and State elects not to perform the work, State may request that Lessor do so and Lessor may in its sole and absolute discretion choose to perform the work. Any such work that Lessor agrees to perform, when authorized in writing by the State, shall be performed by Lessor in accordance with plans and specifications provided by State. Within forty-five (45) days after receiving Lessor's notice of completion of the requested work and an invoice requesting payment therefor, together with a complete detailed accounting of all costs for each trade, State agrees to reimburse Lessor by a single total payment for the cost of such work.

**RESTORATION:** Upon termination of this Lease, Lessor agrees that the equipment installed by the State shall be and remain the property of the State, and State shall remove such property when vacating the Premises. State shall restore all surfaces, including floors and walls, to the condition existing prior to its installation, including repair of damaged floor tile and patching and repainting damaged wall surfaces to match adjacent existing surfaces. State shall clean and disinfect the Premises prior to vacating the Premises.

**USE:** Decontamination of Personal Protection Equipment (PPE) using Battelle Decon Systems within CONEX containers. Excluding the use or storage of any asbestos, radioactive materials, petroleum or any substances or materials regulated by the Comprehensive Environmental Response, Compensation and Liability Act; the Resource Conservation and Recovery Act; and all state and local counterparts, and regulations or policies promulgated thereunder ("Hazardous Materials").



**INSURANCE:** The State and Lessor understand and agree to the following:

In accordance with Government Code section 11007.4, the State of California has elected to be self-insured for liability exposures. Under this form of insurance, the State and its employees acting in the course and scope of their employment are insured for tort liability arising out of official State business. All claims against the State of California based on tort liability should be presented as a government claim to the Government Claims Program, P.O. Box 989052 MS 414, West Sacramento, CA 95798-9052. (Gov. Code section 900, et. seq.) Internet link:

<https://www.dgs.ca.gov/ORIM/Services/Page-Content/Office-of-Risk-and-Insurance-Management-Services-List-Folder/File-a-Government-Claim>

The State of California has also elected to be insured for its motor vehicle liability exposures through the State Motor Vehicle Liability Self-Insurance Program (VELSIP). This program provides liability coverage arising out of the operations of motor vehicles used by state employees for official state business (California Vehicle Code Sections 17000 and 17001). Motor vehicle liability claims against the State of California should be presented to the Office of Risk and Insurance Management, P.O. Box 989052 MS-403, West Sacramento, CA 95798-9052, (800) 900-3634, [claims@dgs.ca.gov](mailto:claims@dgs.ca.gov). If your motor vehicle liability claim is not resolved within six months from the date of loss, California law requires you to file a formal claim with the Government Claims Program, P.O. Box 989052 MS 414, West Sacramento, CA 95798-9052. (Gov. Code section 900, et. seq.) Internet link:

<https://www.dgs.ca.gov/ORIM/Services/Page-Content/Office-of-Risk-and-Insurance-Management-Services-List-Folder/File-a-Government-Claim>

The State of California has a Master Agreement with the State Compensation Insurance Fund regarding workers' compensation benefits for all state employees, as required by the Labor Code.

**NOTICES:** All notices under this Lease shall be in writing, sent by reputable overnight courier, postage prepaid, and addressed at the applicable address provided for each party below the signature block below (or such other address as a party may provide by written notice to the other). Notice shall be deemed given upon delivery or refusal of delivery. This Lease may be executed in multiple counterparts, including by electronic delivery or facsimile, and each counterpart, when assembled with other duly executed counterparts shall constitute one Lease. In the event a party under this Lease brings an action to enforce the provisions hereof or collect damages for such breach, the prevailing party shall be entitled to recover all reasonable costs incurred in connection with such action (including, without limitation, reasonable attorney fees).

**INDEMNIFICATION:**

The State agrees to indemnify and hold harmless Lessor to the extent authorized by Government Code Section 14662.5 and agrees to repair or pay for any damage proximately caused by reason of the State's use of the Premises during the term of this Lease, (including, without limitation, with respect to Hazardous Materials) except to the extent that any such damages suffered by Lessor are the result of Lessor's negligent or wrongful acts or the acts of any persons acting under or on behalf of Lessor and/or where the State is found to have no liability by reason of any immunity arising by statute or common law in connection with the fulfillment of the State's constitutional and statutory public responsibilities.

Lessor agrees to indemnify and hold harmless the State in the event of any claim, demand, cause of action, judgments, obligations, or liabilities, and all reasonable expenses which State may suffer as direct and proximate result of the negligence or other wrongful act or violation of law by the Lessor, its employees, or any person or persons acting under the direct control and authority of the Lessor or its employees, in connection with the State's occupancy of the Premises under and during the term of this Lease except to the extent that any such damages or expenses suffered by State are the result of State's negligence.

TIME: Time is of the essence for purposes of this Lease.

\*\*\*

If you agree with the above terms, please indicate your approval by signing and returning the documents to the Department of General Services, 707 3<sup>rd</sup> Street, 5<sup>th</sup> Floor, West Sacramento, CA 95605. Retain one copy for your records.

Sincerely,

STATE OF CALIFORNIA

Approval Recommended

DEPARTMENT OF GENERAL SERVICES  
REAL ESTATE SERVICES DIVISION  
ASSET MANAGEMENT BRANCH

LESSOR

BURBANK-GLENDALE-PASADENA  
AIRPORT AUTHORITY

By

  
KERRY ZADEL, Real Estate Officer  
Real Estate Leasing and Planning Section

By

  
Frank R. Miller  
Executive Director

Date April 14, 2020


Date April 14, 2020

Approved

DIRECTOR OF THE DEPARTMENT  
OF GENERAL SERVICES

Notice Address:  
2627 N. Hollywood Way  
Burbank, CA 91505

By

  
DERON MORILLAS, Leasing Manager  
Real Estate Leasing and Planning Section

