

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Special Meeting of Tuesday, January 17, 2017

9:00 A.M.

NOTE TO THE PUBLIC: Prior to consideration of business items, the Authority invites comment on airport-related matters during the Public Comment period. Members of the public are requested to observe the following decorum when attending or participating in meetings of the Commission:

- Turn off cellular telephones and pagers.
- Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.
- If you desire to address the Commission during the Public Comment period, fill out a speaker request card and present it to the Commission's secretary.
- Limit public comments to five minutes, or such other period of time as may be specified by the presiding officer, and confine remarks to matters that are on the Commission's agenda for consideration or are otherwise within the subject matter jurisdiction of the Commission.

Any 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 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.

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
 - a. Committee Reports
(For Noting and Filing)

- 1) Operations and Development Committee
 - (i) November 14, 2016 **[See page 1]**
- 2) Finance and Administration Committee
 - (i) November 14, 2016 **[See page 4]**
 - (ii) November 28, 2016 **[See page 7]**
- 3) Legal, Government and Environmental Affairs Committee
 - (i) October 17, 2016 **[See page 11]**
- b. Commission Minutes
(For Approval)
 - 1) December 12, 2016 **[See page 13]**
- c. Treasurer's Reports
 - 1) October 2016 Treasurer's Report **[See page 17]**
- d. Aviation Ramp Ground Lease: Yucaipa Companies, LLC **[See page 40]**
- 6. ITEMS FOR COMMISSION APPROVAL
 - a. FAA Noise Compatibility Program Record of Approval;
Authorization to Initiate Avigation Easement Appraisal Process **[See page 42]**
 - b. Project E15-12 Emergency Generator Replacement Project -
Increase in Project Contingency **[See page 60]**
- 7. ITEMS FOR COMMISSION INFORMATION
 - a. November 2016 Passenger/Cargo Statistics
and Parking Information **[See page 64]**
- 8. CLOSED SESSION
 - a. CONFERENCE WITH LABOR NEGOTIATORS
(California Government Code Section 54957.6)
Authority Representatives: Ed Skvarna and Dan Feger
Employee Organization: Burbank Airport Police Officers Association
 - b. THREAT TO PUBLIC SERVICES OR FACILITIES
(California Government Code Section 54957(a))
Consultation with Ed Skvarna, Chief of Police; Director of Public Safety

- c. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(California Government Code Section 54957(b))
Title: Executive Director

9. ADJOURNMENT

COMMISSION NEWSLETTER
January 17, 2017

[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 following committee meetings are included in the agenda packet for information purposes: November 14, 2016, Operations and Development Committee; November 14 and 28, 2016, Finance and Administrative Committee; October 17, 2016, Legal, Government and Environmental Affairs Committee.
- b. COMMISSION MINUTES: December 12, 2016: The draft minutes of this meeting are attached for Commission review and approval.
- c. TREASURER'S REPORTS – OCTOBER 2016 – The Treasurer's Report for October 2016 is contained in the agenda packet. At the December 12, 2016, Finance and Administration Committee meeting, the Committee voted unanimously (3–0) to recommend that the Commission note and file the report.
- d. AVIATION RAMP GROUND LEASE; YUCAIPA COMPANIES, LLC: A staff report is attached. At the December 12, 2016, meeting of the Finance and Administration Committee, the Committee voted (3–0) to recommend to the Commission the approval of an Aviation Ramp Ground Lease ("Lease") for the western half of the ramp space located north of Hangar 2 to Yucaipa Companies, LLC ("Yucaipa") for the purposes of parking their B757 aircraft. Yucaipa is a tenant of the Airport and currently has a month-to-month lease for the same 49,223 square feet of ramp space that is being proposed for a three-year Lease. A copy of the Lease is included in the Agenda packet.

6. ITEMS FOR COMMISSION APPROVAL

- a. FAA NOISE COMPATIBILITY PROGRAM RECORD OF APPROVAL; AUTHORIZATION TO INITIATE AVIGATION EASEMENT APPRAISAL PROCESS – A staff report is attached. At the December 12, 2016, meeting of the Legal, Government and Environmental Affairs Committee, the Committee voted (2–0; one absent) to recommend to the Commission that with FAA's ROA of the Authority's updated NCP, the Commission authorize Staff to initiate the program-wide appraisal process required to determine the actual value of the avigation easement purchase option as soon as grant funding is available. A copy of the ROA is included in the agenda packet.

- b. PROJECT E15-12 EMERGENCY GENERATOR REPLACEMENT PROJECT – INCREASE IN PROJECT CONTINGENCY – A staff report is attached. At the December 12, 2016, meeting of the Operations and Development Committee, the Committee voted unanimously (3–0) to recommend to the Commission that it increase the previously approved contingency for the Emergency Generator Replacement Project by \$183,936.80 making the total project contingency \$373,436.80 to cover additional costs for unforeseen necessary repairs to existing switchgear, and the resultant expenditure of force account labor relative to implementing a complete power shut down to most of the terminal complex that was required to affect these repairs.

7. ITEMS FOR COMMISSION INFORMATION

- a. NOVEMBER 2016 PASSENGER/CARGO STATISTICS AND PARKING INFORMATION: The November passenger count of 375,432 was up 11.22% compared to last year's 337,572. The calendar year-to-date total through November is up 4.73% at 3,777,987 compared to 3,607,394 through November 2015. Air carrier aircraft operations have increased 6.17% while cargo volume was up sharply for the month by 17.26% to 9.76 million pounds in November 2016, however, the year-to-date total of 96.1 million pounds is down slightly by approximately 2.1%. A complete report is included in the agenda packet.