



May 12, 2017

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, May 15, 2017, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505.

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



REGULAR COMMISSION MEETING

AGENDA

MAY 15, 2017

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, May 15, 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 Minutes
(For Note and File)
 - 1) Operations and Development Committee
 - (i) April 3, 2017

[See page 1]

- 2) Finance and Administration Committee
 - (i) April 17, 2017 **[See page 3]**
 - (ii) April 11, 2017 **[See page 6]**
 - b. Commission Minutes
(For Approval)
 - 1) May 1, 2017 **[See page 8]**
 - c. Third Amendment to Airport Use Agreement:
United Airlines, Inc. **[See page 14]**
 - d. Month-to-Month Ground Lease: Overflow Storage
The Hertz Corporation **[See page 19]**
 - e. Temporary Human Resources Letter Agreement
with TBI U.S. Operations, Inc. **[See page 21]**
6. ITEMS FOR COMMISSION APPROVAL
- a. Replacement Passenger Terminal Program
Marathon Communications, Inc., Georgino Development LLC,
and Conway Consulting, Ltd., Contract Extensions **[See page 24]**
 - b. Award of Aviation Hangar Lease - Netflix, Inc. **[See page 41]**
7. ITEMS FOR INFORMATION
- a. Revised March 2017 Passenger/Cargo Statistics **[See page 43]**
 - b. Moody's Credit Rating Update
 - c. Replacement Passenger Terminal Status Update
8. CLOSED SESSION
- a. CONFERENCE WITH LABOR NEGOTIATORS
(California Government Code Section 54957.6)
Authority Representatives: Frank R. Miller
Employee Organization: IAFF I-60
 - b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(California Government Code Section 54957(b))

Title: Executive Director
9. ADJOURNMENT

COMMISSION NEWSLETTER
May 15, 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 April 3, 2017, Operations and Development Committee and the April 11 and 17, 2017, Finance and Administration Committee meetings are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES – May 1, 2017 - The draft minutes of this meeting are attached for Commission’s review and approval.
- c. THIRD AMENDMENT TO AIRPORT USE AGREEMENT – UNITED AIRLINES, INC. A staff report is included in the agenda packet. At the May 1, 2017, meeting of the Finance and Administration Committee (“Committee”), the Committee voted (2–0, one absent) to recommend to the Commission that it approve a proposed Third Amendment to the Airport Use Agreement (“Agreement”) with United Airlines, Inc. (“United”). The Third Amendment will add 95 square feet (“sq.ft.”) of additional Baggage Service Office space to United’s Exclusive Use Space.

Due to United’s need for extra storage space, United is interested in leasing room B100E, located in the Terminal B baggage claim area for storage of passenger service and aircraft provisioning supplies. The lease of this space will coincide with the current terms of the Agreement which expires on June 30, 2019. If approved, the proposed lease will produce an additional \$1,966.56 annually.

- d. MONTH-TO-MONTH GROUND LEASE – OVERFLOW STORAGE THE HERTZ CORPORATION: A staff report is included in the agenda packet. At the May 1, 2017, meeting of the Finance and Administration Committee (“Committee”), the Committee voted (2–0, one absent) to recommend to the Commission that it approve the Month-to-Month Ground Lease (“Lease”) between The Hertz Corporation and the Burbank-Glendale-Pasadena Airport Authority for overflow storage of Hertz’s rent-a-car inventory. The Lease is for 15,499 square feet of the former rent-a-car service area located off of Empire Avenue in the southwest quadrant of the airport. Under the proposed Lease, rent will be \$2,789.82 monthly.
- e. TEMPORARY HUMAN RESOURCES LETTER AGREEMENT WITH TBI U.S. OPERATIONS, INC. – A staff report is included in the agenda packet. Staff seeks Commission approval of a letter agreement with TBI U.S. Operations, Inc. for the short term assignment of Ms. Jana Basubas to the Hollywood Burbank Airport to administer and execute Human Resources functions.

6. ITEMS FOR COMMISSION APPROVAL

- a. **REPLACEMENT PASSENGER TERMINAL PROGRAM - MARATHON COMMUNICATIONS, INC., GEORGINO DEVELOPMENT LLC, AND CONWAY CONSULTING, LTD.:** - A staff report is included in the agenda packet. At the May 1, 2017, meeting of the Legal, Government and Environmental Affairs Committee ("Committee") in conjunction with the development of a Replacement Passenger Terminal ("RPT") project, the Committee voted (2–0, one absent) to recommend to the Commission that it approve and authorize execution of the following: (i) Amendment #3 to the Professional Services Agreement with Conway Consulting, Ltd., for completion of the Airport Layout Plan and associated planning activities for the period from July 1, 2017, to June 30, 2018, at the same retainer fee of \$30,000 per month; (ii) a new Purchase Order extending the term of services with Marathon Communications, Inc., for continued public affair services for the period from July 1, 2017, to June 30, 2018, at the current fixed-fee rate of \$10,000 per month plus an allowance of up to \$500 per month with a thirty-day cancellation; and (iii) Amendment #4 to the Professional Services Agreement with Georgino Development LLC for strategic planning consulting services for the period from July 1, 2017, to June 30, 2018. Compensation under this amendment shall remain unchanged at a monthly retainer fee of \$3,500 with a seven-day cancellation.
- b. **AWARD OF AVIATION HANGAR LEASE – NETFLIX, INC.:** A staff report is included in the agenda packet. At the meeting of the Special Finance and Administration Committee ("Committee") on May 11, 2017, the Committee voted unanimously (3–0) to recommend to the Commission that it approve an Aviation Hangar Lease between Netflix, Inc., and the Burbank-Glendale-Pasadena Airport Authority to lease Hangar 43 for a five-year term for the purpose of storing its Gulfstream G550 aircraft.

7. ITEMS FOR INFORMATION

- a. **REVISED MARCH 2017 PASSENGER/CARGO STATISTICS INFORMATION:** Following presentation of the March 2017 passenger numbers at the May 1, 2017, Commission meeting, Alaska Airlines and United Airlines advised that they had discovered errors in their passenger reporting. Accordingly, included in your agenda package is a revised passenger report. The final, restated March tally reflects a total passenger count of 383,252 which was up 13.28% compared to last year's 338,334. The calendar year-to-date total for the first three months is up 8.54% at 1,013,588 compared to 933,794 through March 2016. A revised report is included in the agenda packet.
- b. **MOODY'S CREDIT RATING UPDATE –** No staff report is attached. A copy of Moody's credit rating update on the outstanding Burbank-Glendale-Pasadena Airport Authority revenue bonds is attached. Moody's has maintained the Authority A2 rating with a stable outlook.
- c. **REPLACEMENT PASSENGER TERMINAL STATUS UPDATE –** No staff report is attached. Staff will update the Commission regarding activities to date for the development of a Replacement Passenger Terminal and the projected timeline of activities for FY 2017/2018 and FY 2018/2019.