



February 3, 2012

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, February 6, 2012, at 9:00 a.m. in the Airport Skyroom of the Bob Hope Airport, 2627 Hollywood Way, Burbank, California, 91505.

The items to be discussed are listed on the attached agenda.

Sue Loyd, Board Secretary  
Burbank-Glendale-Pasadena Airport Authority

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, February 6, 2012

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 discloseable 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 Bob Hope Airport (2627 Hollywood Way, Burbank) in the administrative office during normal business hours.*

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*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. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENT
4. CONSENT CALENDAR
  - a. Committee Reports (For Note and File)
    - 1) Finance and Administration Committee
      - (i) December 12, 2011 **[See page 1]**
  - b. Commission Minutes (For Approval)
    - 1) January 17, 2012 **[See page 6]**

- c. Treasurer's Report
  - 1) November 2011 ***[See page 22]***
  
- 5. ITEMS FOR COMMISSION APPROVAL
  - a. Consent to Assignment of Parking Lot Lease  
Beverly Star, Inc. ***[See page 41]***
  
  - b. Williams Pipeline Contractors, Inc.  
First Amendment to Ground Lease ***[See page 46]***
  
  - c. Second Amendment to Non-Exclusive License Agreement  
AT&T Wi-Fi Services ***[See page 50]***
  
  - d. Extension of Agreement Between  
Burbank-Glendale-Pasadena Airport Authority and  
LSF Shuttle to Provide Fleet Vehicle and  
Special Equipment Repair/Maintenance Services ***[See page 54]***
  
- 6. ITEMS FOR COMMISSION INFORMATION
  - a. Federal Aviation Administration ("FAA")  
Part 139 Inspection Certification Results ***[No Staff Report]***
  
  - b. Delivery and Acceptance of Rosenbauer ARFF Truck ***[No Staff Report]***
  
  - c. Airline Schedule Analysis ***[See page 56]***
  
  - d. FY 2011/2012 Free Shuttle Service to  
Metrolink & Metro Update ***[No Staff Report]***
  
  - e. December 2011 Passenger Statistics ***[See page 64]***
  
  - f. RITC Project Status Update ***[No Staff Report]***
  
  - g. Letter to Editor, Burbank Leader ***[See page 70]***
  
- 7. CLOSED SESSION
  - a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(California Government Code Section 54956.8)
 

Property:	Bob Hope Airport Leaseholds
Authority Negotiator:	Executive Director
Negotiating Parties:	Enterprise Rent-a-Car Company of Los Angeles, LLC; The Hertz Corporation; Avis Budget Car Rental LLC; Budget Rent a Car of Southern California; DTG Operations; Fox Rent A Car; and Midway Car Rental
Under Negotiation:	Price and Terms of Payment

Property: Bob Hope Airport Leasehold  
Authority Negotiator: Executive Director  
Negotiating Party: American Airlines  
Under Negotiation: Price and Terms of Payment

Property: Bob Hope Airport Leasehold  
Authority Negotiator: Executive Director  
Negotiating Party: AVJET Corporation  
Under Negotiation: Price and Terms of Payment

Property: Bob Hope Airport Leasehold  
Authority Negotiator: Executive Director  
Negotiating Party: D & L Studio Transportation Inc. dba Desmond's  
Studio Production  
Under Negotiation: Price and Terms of Payment

Property: B-6 Property Easements  
Authority Negotiator: Executive Director  
Negotiating Party: City of Burbank  
Under Negotiation: Price and Terms of Payment

b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(California Government Code Section 54956.9(a))

Name of Case: In re Petition of Burbank-Glendale-Pasadena Airport Authority for  
Order Permitting Entry on Property (Union Pacific) (Case No. BS131944)

c. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

Significant Exposure to Litigation (California Government Code Section 54956.9(b)):  
One potential case. Facts and Circumstances: Maintenance Department Claim

d. THREAT TO PUBLIC SERVICES OR FACILITIES  
(California Government Code Section 54957(a))

Consultation with Director of Public Safety

e. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(California Government Code Section 54957(b))

1) Title: Executive Director

2) Title: Senior Deputy Executive Director

8. ADJOURNMENT

## COMMISSION NEWSLETTER

February 6, 2012

### *[Regarding agenda items]*

#### 4. 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 REPORTS – Approved minutes of the following committee meeting are included in the agenda packet for information: December 12, 2011, Finance and Administration Committee.
- b. COMMISSION MINUTES – JANUARY 17, 2012 – The draft minutes of this meeting are attached for Commission review and approval.
- c. TREASURER'S REPORT – NOVEMBER 2011 – The Treasurer's Report for November 2011 is included in the agenda packet. The Finance and Administration Committee reviewed the Treasurer's Report at its January 17, 2012, meeting and recommended that it be noted and filed by the Commission.

#### 5. ITEMS FOR COMMISSION APPROVAL

- a. CONSENT TO ASSIGNMENT OF PARKING LOT LEASE, BEVERLY STAR, INC. – A staff report is included in the agenda packet. Beverly Star, Inc. desires to assign its month-to-month lease for overflow parking at the Bob Hope Airport to Avis Rent A Car System, LLC. At the January 17, 2012, meeting of the Finance and Administration Committee, the Committee voted unanimously (3–0) to recommend to the Authority approval of the Assignment and Assumption of Lease between the two companies.
- b. WILLIAMS PIPELINE CONTRACTORS, INC., FIRST AMENDMENT TO GROUND LEASE – A staff report is included in the agenda packet. At the January 17, 2012, meeting of the Finance and Administration Committee, the Committee voted unanimously (3–0) to recommend to the Airport Authority approval of a proposed First Amendment to the Ground Lease with Williams Pipeline Contractors, Inc., which is currently leasing a 20,000 square foot unpaved portion of the Airport Trust Property located at 2949 Hollywood Way, Burbank CA 91505, commonly known as the B-6 Trust Property, under the Authority's Minor Lease Program. Williams Pipeline was contracted by the City of Burbank in June 2010 and has been utilizing the leased property for the sole purpose of parking and storing construction vehicles.
- c. SECOND AMENDMENT TO NON-EXCLUSIVE LICENSE AGREEMENT, AT&T WI-FI SERVICES – A staff report is included in the agenda packet. AT&T Wi-Fi Services, one of two current wireless providers serving the Bob Hope Airport, seeks an Amendment to its current Non-Exclusive License Agreement with the Authority which would extend its contract for a five-year term with an increased fee. The

increase in the license fee from the current \$750 per month, or \$9,000 per year, to the proposed \$2,983 per month, or \$35,796 per year, will result in a \$26,796 annual increase in revenue. At the January 17, 2012, meeting of the Finance and Administration Committee, the Committee voted unanimously (3–0) to recommend to the Authority approval of the Second Amendment to the Non-Exclusive Wireless Internet Service License Agreement with AT&T Wi-Fi Services and authorization for the Authority President to execute same.

- d. EXTENSION OF AGREEMENT BETWEEN BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY AND LSF SHUTTLE TO PROVIDE FLEET VEHICLE AND SPECIAL EQUIPMENT REPAIR/MAINTENANCE SERVICES – This item has been placed on the Authority’s agenda subject to review and recommendation by the Operations and Development Committee at its February 6, 2012, meeting immediately prior to the Authority’s meeting.

A staff report is included in the agenda packet. Staff seeks the Authority’s concurrence with its decision to exercise and issue the required thirty-day advance notice to LSF Shuttle for the second and final one-year contract extension option to provide maintenance services for the Authority’s fleet of shuttle buses, vehicles and specialized maintenance equipment, for the period from March 3, 2012, to March 2, 2013.

## 6. ITEMS FOR COMMISSION INFORMATION

- a. FEDERAL AVIATION ADMINISTRATION (“FAA”) PART 139 INSPECTION CERTIFICATION RESULTS – No staff report is included. Staff will update the Authority on the results of the recent FAA Part 139 Airport Certification Inspection and Caltrans, Division of Aeronautics, Inspection.
- b. DELIVERY AND ACCEPTANCE OF ROSENBAUER ARFF TRUCK – No staff report is included. Staff will present the latest addition to the Authority’s fleet of Aircraft Rescue and Fire Fighting equipment including a presentation on this unit’s firefighting capabilities.
- c. AIRLINE SCHEDULE ANALYSIS – Included in the agenda packet for noting and filing is a schedule analysis reflecting equipment and operation changes, and seasonal adjustments for several airlines and the effect of the changes in the noise impact area.
- d. FY 2011/2012 FREE SHUTTLE SERVICE TO METROLINK & METRO UPDATE – No staff report is included. Staff will present a report of ridership through December on the free Airport shuttle service to the Downtown Burbank Metrolink Station and the North Hollywood Red Line Station. Since July 2011, the monthly Red Line total ridership has grown substantially, from 136 in July to 321 in December, an increase of 136%. It is also noteworthy that the ridership from the Red Line to the Airport in December grew by 68% over the previous month and began to approach the number of riders from the Airport to the Red Line, indicating a true two-way pattern of using the service.

- e. DECEMBER 2011 PASSENGER STATISTICS – There were 359,272 passengers in December 2011, down 2.5% from last December's 368,326. The number of aircraft passenger seats offered by the airlines in December increased 1.4%, but the combined airline load factor declined from 69.4% to 66.8%. The passenger count for all of calendar year 2011 totaled 4,301,568, down 3.6% from the 2010 total of 4,461,271. Cargo volume increased 2.2% for the year, totaling 98,231,166 pounds. Airline operations for the year declined 5.8%, from 57,606 to 54,253, and overall aircraft operations increased from 112,658 in 2010 to 122,908 in 2011, up 9.1%. A report is included in the agenda packet.
- f. RITC PROJECT STATUS UPDATE – No staff report is included. Staff will brief the Commission on the results of the February 2, 2012, RITC pre-construction meeting with general contractors and subcontractors, including discussion of steel and concrete alternatives.
- g. LETTER TO EDITOR, BURBANK LEADER – Included in the agenda for Commission information is a letter to the editor submitted to the *Burbank Leader* in response to recent editorial and news coverage about the Airport.