



January 6, 2010

CALL AND NOTICE OF A SPECIAL MEETING
OF THE FINANCE & ADMINISTRATION COMMITTEE
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a special meeting of the Finance & Administration Committee will be held Friday, January 8, 2010, at 10:30 a.m. (or immediately following the conclusion of the special Airport Authority meeting) in the Burbank Room 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

SPECIAL MEETING
OF THE
FINANCE AND ADMINISTRATION COMMITTEE

Burbank Room
Friday, January 8, 2010
10:30 A.M. or Immediately Following
The Conclusion of the Special
Airport Authority Meeting

NOTE TO THE PUBLIC: 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.

AGENDA

1. Public Comment
2. Approval of Minutes
 - a. December 14, 2009 [See Page 1]
3. Treasurer's Report – November 2009 [See page 2]

The November 2009 Treasurer's Report is included in the agenda packet.

4. Approval to Execute Extension Option of the External Auditing Services Agreement with Macias Gini & O'Connell LLP
 - Staff Report Attached [See Page 21]

The purchase order and Professional Services Agreement for External Auditing Services between the Burbank-Glendale-Pasadena Airport Authority ("Authority") and Macias Gini & O'Connell LLP ("MGO") ("Agreement") is nearing the end of the base period term, which expires on March 31, 2010. The Agreement, which was awarded on June 18, 2007, is for audits of the Authority's financial statements for fiscal years ended June 30, 2007, 2008 and 2009, with two one-year options to

extend the Agreement, at the Authority's option with 30 days prior written notice, for audits of the Authority's financial statements for fiscal years ending June 30, 2010 and 2011.

Staff seeks a recommendation from the Finance and Administration Committee to the full Authority that Staff be authorized to provide written notice to MGO of the Authority's intention to exercise Option No. 1 to extend the term of the Agreement with Macias Gini & O'Connell LLP for the period April 1, 2010, to March 31, 2011, for audits of the Authority's financial statements for fiscal year 2010.

5. 2010 Authority Investment Policy

- Staff Report Attached

[See Page 23]

In accordance with state law, the Authority annually reviews and approves an investment policy to identify policies and procedures for the prudent and systematic investment to be followed by the Authority Treasurer in the exercise of the investment authority delegated to him/her.

The Authority's Investment Manager, Columbia Management Advisors LLC ("CMA"), has reviewed the 2009 Investment Policy and concluded that the Authority's current investment policy, with overall investment criteria of capital preservation (safety) and liquidity, is solid and conservative and it does not recommend revisions to the policy at this time. Staff concurs with the CMA findings and seeks a Finance and Administration Committee recommendation to the full Authority that it adopt the attached proposed 2010 Investment Policy (Attachment 2), which reaffirms the current 2009 Investment Policy with no changes.

6. Review of the Fiscal Year 2009/2010 Annual Budget and Proposed Go-Forward Budget Program Recommendation

- Staff Report Attached

[See Page 31]

Staff seeks a Committee recommendation to the full Commission seeking approval of a proposed FY 2009/2010 Go-Forward Budget Program for the current fiscal year.

7. Pending Items

Staff will discuss the attached list of pending Committee items with the Committee.

8. Other Contracts and Leases and Capital Projects

9. Closed Session

a. Conference with Legal Counsel – Existing Litigation
(California Government Code Section 54956.9(a))

- 1) Name of Case: In the Matter of the Application Between Burbank-Glendale-Pasadena Airport Authority, Request for Variance, Before the Department of Transportation, Division of Aeronautics
- 2) Name of Case: Orr v. Burbank-Glendale-Pasadena Airport Authority et al.
(Case No. EC047664)

b. Conference with Legal Counsel – Anticipated Litigation

- 1) Initiation of Litigation (California Government Code Section 54956.9(c)): eight potential cases. One case: Los Angeles World Airports Van Nuys Noisier Aircraft Phaseout Project. One case: Keswick Street Vacation. One case: One case: Securitech contract. One case: Delta Fire contract.
- 2) Significant Exposure to Litigation (California Government Code Section 54956.9(b)): five potential cases. Facts and Circumstances: Notice of Violation from South Coast Air Quality Management District (No. P 54104); Stephanian Claim; La Barre Claim; Honeywell Monitoring Well Request; Environmental Protection Agency Second Interim Record of Decision for North Hollywood Operable Unit

c. Conference with Real Property Negotiators
(California Government Code Section 54956.8)

- 1) Property: Bob Hope Airport Leaseholds
Authority Negotiator: Executive Director
Negotiating Parties: Alamo Rent-A-Car; Avis Rent A Car; Budget Rent A Car; Enterprise Rent-A-Car; Hertz Rent-A-Car; and National Car Rental
Under Negotiation: Price and Terms of Payment
- 2) Property: Bob Hope Airport Leaseholds
Authority Negotiator: Executive Director
Negotiating Parties: Federal Express; Million Air
Under Negotiation: Price; Terms of Payment
- 3) Property: Bob Hope Airport Leasehold
Authority Negotiator: Executive Director
Negotiating Parties: Paradies Shops, Inc.
Under Negotiation: Price and Terms of Payment
- 4) Property: B-6 Property
Authority Negotiator: Executive Director
Negotiating Parties: City of Burbank; City of Glendale; State of California
Under Negotiation: Price and Terms of Payment

- 5) Property: APN Number 2466-16-1993
Authority Negotiator: Executive Director
Negotiating Parties: Union Pacific
Under Negotiation: Price and Terms of Payment

- d. Threat to Public Services or Facilities
(California Government Code Section 54957(a))

- 1) 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
- 3) Title: Chief of Police

- f. Conference with Labor Negotiators
(California Government Code Section 54957.6(a))

- 1) Authority Representative: Executive Director
Unrepresented Employee: Chief of Police

10. Adjournment