



January 14, 2010

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

The regular meeting of the Finance and Administration Committee scheduled for Monday, January 18, 2010, at 10:30 a.m. at Bob Hope Airport has been cancelled.

NOTICE is hereby given that a special meeting of the Finance and Administration Committee will be held Tuesday, January 19, 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
Tuesday, January 19, 2010
10:30 A.M. or Immediately Following
The Conclusion of the Regular
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.

A G E N D A

1. Public Comment
2. 2010 Authority Investment Policy
 - Staff Report Attached

[See Page 1]

Formerly mandated by State law and currently recommended under Section 53646(g) of the California Government Code, 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. At its January 8, 2010, special meeting, the Finance and Administrative Committee requested that Staff review the policy related to maximum portions of the Authority investment portfolios that could be invested in those types of investments related to financial institutions—including bankers' acceptances, negotiable certificates of deposit and non-negotiable certificates of deposit. CMA and Staff subsequently discussed the limits for those

investment types. Based on CMA's findings and the subsequent discussion, Staff seeks a Finance and Administration Committee recommendation to the full Authority that it adopt the attached proposed 2010 Investment Policy (Attachment 2), reflecting reductions from the 2009 Investment Policy in the maximum allowable portions of the portfolios that can be invested in bankers' acceptances, negotiable certificates of deposit and non-negotiable certificates of deposits, and limitations on the amount of such investments with any one issuer.

3. Contracts and Leases

- a. Third Amendment to Fixed Based Operator Lease and Concession Agreement – Van Nuys Skyways, Inc.
dba Million Air Burbank

- Staff Report Attached

[See Page 9]

Staff seeks a Committee recommendation to the full Commission for approval of a proposed Third Amendment, a copy of which is included with the staff report, to its Fixed Base and Concession Agreement with Van Nuys Skyways, Inc. (dba Million Air Burbank) to return 23,958 sq. ft. of aircraft parking ramp space and 20,176 square feet of hangar space. The proposed transaction will reduce the Authority's annual revenue by \$306,390 and will reduce the rent in the current fiscal year by \$153,195.

- b. Sixth Amendment – Lease and Concession Agreement
The Paradies Shops, Inc.

- Staff Report Attached

[See Page 17]

Staff seeks a Finance and Administration Committee recommendation to the full Commission for approval of a proposed Sixth Amendment ("Amendment") to Lease and Concession Agreement ("Agreement") for news and gifts at the Bob Hope Airport with The Paradies Shops, a copy of which is attached. This Amendment would extend the Agreement which expires on April 30, 2010, for a period of five (5) years with an additional five (5) year option.

4. Items for Discussion

- a. Finance and Administration Committee Agenda Schedule

No staff report is attached. Currently the Finance and Administration Committee is scheduled to meet on the first and third Monday of each month at 10:30 AM or immediately following the conclusion of the Burbank-Glendale-Pasadena Airport Authority meeting. This item is placed on the Committee's agenda in order for the Committee to discuss its current meeting schedule.

5. Pending Items

[See page 27]

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

6. Other Contracts and Leases and Capital Projects

7. 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

8. Adjournment