



April 30, 2010

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

NOTICE is hereby given that a regular meeting of the Finance and Administration Committee will be held Monday, May 3, 2010, at 10:30 a.m. (or immediately following the conclusion of the regular Airport Authority meeting), in the Burbank Room of the Bob Hope Airport, 2627 Hollywood Way, Burbank, CA 91505.

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

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

REGULAR MEETING  
OF THE  
FINANCE AND ADMINISTRATION COMMITTEE

Burbank Room  
Monday, May 3, 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.***

AGENDA

1. Public Comment
2. Approval of Minutes
  - a. April 14, 2010 [See page 1]
  - b. April 19, 2010 [See page 2]
3. March 2010 Treasurer's Report [See page 4]

***The March 2010 Treasurer's Report is included in the agenda packet.***

4. FY 2010/2011 Budget Development

***Staff will continue the review of the draft FY 2010/2011 budget with a presentation of major projects and financial impacts of the Capital Budget.***

5. Items for Information

a. Remote Deposit Service

[See page 22]

**Staff has changed its method of deposit of non-parking revenues using a remote deposit service to improve cash flows and reduce costs. The remote deposit service, which uses a bank-provided scanner to create electronic images of checks negotiable in accordance with the Check Clearing for the 21st Century Act (29 CFR 229), will provide same day bank credit for deposits to the Authority's bank accounts of non-parking related operating revenues, Passenger Facility Charge revenues and Customer Facility Charge revenues, and eliminate the need for the armored car service and bank vault deposit charges for such bank deposits. The estimated monthly cost of such service is \$150 plus a one-time charge of approximately \$600 for the required scanner. Staff anticipates offsetting monthly savings from the elimination of the armored car service and related bank vault deposit charges totaling approximately \$580 per month.**

6. Other Contracts and Leases and Capital Projects

7. Pending Items

[See page 23]

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

8. 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)
- 3) Name of Case: La Barre v. Burbank-Glendale-Pasadena Airport Authority et al.  
(Case No. EC052254)
- 4) Name of Case: Burbank-Glendale-Pasadena Airport Authority v. Lockheed Martin Corporation (Case No. CV012392)

b. Conference with Legal Counsel – Anticipated Litigation

- 1) Initiation of Litigation (California Government Code Section 54956.9(c)): nine potential cases. One case: Keswick Street Vacation. 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  
 Under Negotiation: Price and Terms of Payment
  - 3) 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
  - 4) Property: APN Number 2466-016-801  
 Authority Negotiator: Executive Director  
 Negotiating Parties: Union Pacific  
 Under Negotiation: Price and Terms of Payment
  - 5) Property: Bob Hope Airport Leaseholds  
 Authority Negotiator: Executive Director  
 Negotiating Parties: Legacy Aviation, LLC  
 Under Negotiation: Price and Terms of Payment
  - 6) Property: Bob Hope Airport Leaseholds  
 Authority Negotiator: Executive Director  
 Negotiating Parties: Alaska Airlines; American Airlines; JetBlue Airways; SkyWest Airlines; Southwest Airlines; US Airways  
 Under Negotiation: Price and Terms of Payment
  - 7) Property: Bob Hope Airport Leaseholds  
 Authority Negotiator: Executive Director  
 Negotiating Parties: Alliance Airport Advertising; AT&T; KABC; T-Mobile; Verizon  
 Under Negotiation: Price and Terms of Payment

- 8) Property: Bob Hope Airport Leaseholds  
Authority Negotiator: Executive Director  
Negotiating Parties: Ameriflight LLC  
Under Negotiation: Price and Terms of Payment
  
- 9) Property: Hollyona Property  
Authority Negotiator: Executive Director  
Negotiating Parties: City of Burbank  
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

9. Adjournment