



Weekly Management Report

June 01, 2018

- 1. Agenda** Burbank-Glendale-Pasadena Airport Authority
 Regular Meeting of June 4, 2018
 Burbank-Glendale-Pasadena Airport Authority



May 31, 2018

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, June 4, 2018, 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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, June 4, 2018

9.00 A.M.

The public comment period is the opportunity for members of the public to address the Commission on agenda items and on airport-related non-agenda matters that are within the Commission's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.



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 Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Commission's subject matter jurisdiction.*
- *Limit comments to five minutes or to such other period of time as may be specified by the presiding officer.*



The following activities are prohibited:

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*



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.

AGENDA

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
 - a. Committee Minutes
(For Note and File)
 - 1) Operations and Development Committee
 - (i) April 16, 2018 **[See page 1]**
 - (ii) May 7, 2018 **[See page 4]**
 - 2) Finance and Administration Committee
 - (i) April 9, 2018 **[See page 8]**
 - (ii) April 16, 2018 **[See page 9]**
 - (iii) April 30, 2018 **[See page 11]**
 - (iv) May 7, 2018 **[See page 13]**
 - b. Commission Minutes
(For Approval)
 - 1) May 7, 2018 **[See page 15]**
 - c. March 2018 Treasurer's Report **[See page 24]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Award of Fourth Amendment to Airport Advertising Program Concession Agreement **[See page 49]**
7. ITEMS FOR COMMISSION DISCUSSION
 - a. Letter of Support – Aviation World Alliance **[See page 53]**

8. ITEMS FOR COMMISSION INFORMATION

- a. Airline Schedule Analysis **[See page 58]**
- b. April 2018 Passenger/Cargo and Regional Airport Passenger Statistics **[See page 63]**
- c. April 2018 Parking Revenue Statistics **[No Staff Report]**
- d. April 2018 Transportation Network Companies ("TNC") Summary of Activities **[No Staff Report]**
- e. Letter of Support – American Airlines/New Zealand Service **[See page 66]**

9. CLOSED SESSION

- a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(California Government Code Section 54957(b))
Title: Chief of Police/Director of Public Safety
- b. CONFERENCE WITH LABOR NEGOTIATOR
(California Government Code Section 54957.6)
Authority Representatives: Frank R. Miller, Executive Director
Unrepresented Employee: Director of Public Safety/Chief of Police
- c. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of Litigation (California Government Code Section 54956.9(d)(4)):
1 potential case: Noise Variance Application to California Department of Transportation, Division of Aeronautics

10. COMMISSIONER COMMENTS
(Updates and information items, if any)

11. ADJOURNMENT

COMMISSION NEWSLETTER
June 4, 2018

[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 16, 2018, and May 7, 2018, Operations and Development Committee meetings; and approved minutes of the April 9, 2018, April 16, 2018, April 30, 2018, and May 7, 2018, Finance and Administration Committee meeting are included in the agenda packet for information purposes.
- b. **COMMISSION MINUTES.** Draft minutes of the May 7, 2018, meeting are attached for the Commission's review and approval.
- c. **TREASURER'S REPORT.** The Treasurer's Report for March 2018 is contained in the agenda packet. At the May 21, 2018, Finance and Administration Committee special meeting, the Committee voted (2-0) to recommend that the Commission note and file the report.

6. ITEMS FOR COMMISSION APPROVAL

- a. **AWARD OF AGREEMENT FOURTH AMENDMENT TO AIRPORT ADVERTISING PROGRAM CONCESSION AGREEMENT.** A staff report is included in the agenda packet. At the May 21, 2018, meeting of the Finance and Administration Committee ("Committee"), the Committee voted (2-0) to recommend that the Commission approve a Fourth Amendment to the Concession Agreement for Airport Advertising Program ("Agreement") with Lamar Transit, LLC dba Lamar Airport Advertising ("Lamar"). The Fourth Amendment will: (i) remove the Authority from the process of Lamar's review and approval of proposed advertisements; (ii) extend the term of the Agreement to December 31, 2022, or the closure of the existing terminal building, whichever occurs first; (iii) give the Authority an option to extend the term of the Agreement on a month-to-month basis, if necessary, to accommodate the completion of the replacement passenger terminal; (iv) establish a new \$95,000 minimum capital investment requirement; and (v) provide for a contingent \$75,000 capital investment requirement.

7. ITEM FOR COMMISSION DISCUSSION

- a. **LETTER OF SUPPORT – AVIATION WORLD ALLIANCE.** No staff report is attached. Staff will present a request to the Commission for its consideration to participate in a letter of support for the Aviation Workforce Alliance, a newly formed organization established to work with the FAA and Congress to address the growing pilot shortage in the United States. Current projections are indicating that close to 50% of all commercial pilots will reach the U.S. mandated retirement age of 65 years

in 10 years. There are currently not enough new pilots in the system to take the place of these retiring pilots. To focus on this area of concern, the Aviation Workforce Alliance has been formed, comprised of representatives from airlines, airports, chambers of commerce, aircraft manufacturers and labor organizations. The organization is being headed by Mr. Dan Akins, co-founder of Flightpath Economics LLC and a leader in addressing this issue. The letter recognizes the concern of the pilot shortage and its potential impacts and supports the Alliance's efforts to find a non-partisan solution to the problem. A copy of the proposed letter of support is attached.

8. ITEMS FOR COMMISSION INFORMATION

- a. **AIRLINE SCHEDULE ANALYSIS.** A staff report is included in the agenda packet. Staff has received notice of changes in service, fleet mix, and scheduled operating times from five airlines serving Hollywood Burbank Airport. This report change is reflected in detail on the attached Airline Schedule Analysis.
- b. **APRIL 2018 PASSENGER/CARGO AND REGIONAL AIRPORT PASSENGER STATISTICS.** A staff report is included in the agenda packet. The April 2018 passenger count of 439,597 was up 12.12% compared to the April 2017 tally of 392,088. The calendar year-to-date total for the first four months is up nearly 14.2% at 1,604,542 compared to 1,405,106 through April 2017. Air carrier aircraft operations increased by 8.56% and cargo volume increase for the month by nearly 6.1% to 8.9 million pounds in April 2018, while the year-to-date the total of 35.2 million pounds continues to be slightly off last years' pace by 2.31% compared to the same period in 2017.
- a. **APRIL 2018 PARKING REVENUE STATISTICS.** No staff report attached. Staff will present parking revenue data for the month of April 2018.
- b. **APRIL 2018 TRANSPORTATION NETWORK COMPANIES ("TNC") SUMMARY OF ACTIVITIES.** No staff report attached. Staff will update the Commission on TNC activity for the month April 2018.
- c. **LETTER OF SUPPORT - AMERICAN AIRLINES/NEW ZEALAND SERVICE.** No staff report is attached. Staff will report to the Commission a letter of support sent to United States Secretary of Transportation Elaine Chao, for American Airlines and Qantas Airways, application for antitrust immunity to form a joint venture to provide service between the United States and Australia and New Zealand. The proposed joint venture, if approved, will provide benefits to passengers including lower fares, increased capacity, new flight and route options, enhanced codeshare connectivity, and improved schedule coordination. A copy of the letter of support is attached.