



Weekly Management Report

August 14, 2020

- 1. Agenda** Regular meeting of the Burbank-Glendale-Pasadena Airport Authority on Monday, August 17, 2020
Burbank-Glendale-Pasadena Airport Authority
- 2. Minutes** Burbank Police Commission Meeting on July 22, 2020
Police Department



AUGUST 13, 2020

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 on Monday, August 17, 2020, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Commission or staff may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, members of the public may observe and participate in the meeting telephonically through the following number:

Dial In: (978) 990-5000

Access Code: 880737#

Terri Williams, Board Secretary
Burbank-Glendale-Pasadena Airport Authority

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
Regular Meeting of Monday, August 17, 2020
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 N. 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

Monday, August 17, 2020

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) Finance and Administration Committee
 - (i) June 15, 2020 **[See page 1]**
 - 2) Legal Government and Environmental Affairs Committee
 - (i) June 15, 2020 **[See page 3]**
 - b. Commission Minutes
(For Approval)
 - 1) July 20, 2020 **[See page 5]**
 - c. Treasurer's Report
 - 1) May 2020 **[See page 12]**
 - d. Terminal Space Lease – HG Burbank JV dba Hudson Group Retail, LLC **[See page 35]**
 - e. Airport Access and Facilities Use Agreement Class II & III Operations **[See page 37]**
6. ITEMS FOR COMMISSION ACTION
 - a. Appointment of Committee Assignments **[No staff report]**
7. ITEMS FOR COMMISSION APPROVAL
 - a. Eighth Amendment to Development Ground Lease Mercury Air Center-Burbank, Inc., dba Atlantic Aviation **[See page 39]**
 - b. Eleventh Amendment to Lease and Concession Agreement MCS Burbank, LLC **[See page 41]**

- c. Professional Services Agreement – Marketing and Brand Support Services **[See page 45]**
 - d. Professional Services Agreement – Geosyntec Consultants, Inc. **[See page 47]**
 - e. Access and License Agreement – Lockheed Martin Corporation **[See page 50]**
 - f. TBI Airport Management – Human Resources Compliance Audit Request for Proposals **[See page 61]**
 - g. Response to Southern San Fernando Valley Airplane Noise Task Force Recommendations **[See page 79]**
 - h. Comment Letter for California High-Speed Rail Authority Burbank to Los Angeles Project Section Draft Environmental Impact Report/Environmental Impact Statement **[See page 82]**
8. ITEMS FOR COMMISSION DISCUSSION
- a. Financial Performance Update: Recommendation to Continue Concessionaire Relief Support **[No staff report]**
9. ITEMS FOR COMMISSION INFORMATION
- a. Presentation by CHSR Authority **[No staff report]**
 - b. June 2020 Parking Revenue Statistics **[No staff report]**
 - c. June 2020 Transportation Network Companies **[No staff report]**
 - d. June 2020 Passenger and Cargo Ground Statistics **[See page 83]**
10. CLOSED SESSION
- a. THREAT TO PUBLIC SERVICES OR FACILITIES
(California Government Code Section 54957(a))
Consultation with Director, Public Safety
11. COMMISSIONER COMMENTS
(Other updates and information items, if any)
12. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, August 17, 2020

[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 Finance and Administration Committee special meeting of June 15, 2020; and the Legal, Government and Environmental Affairs Committee special meeting of June 15, 2020, are included in the agenda packet for information purposes.
- b. **COMMISSION MINUTES.** Draft minutes of the July 20, 2020 Commission meeting are attached for the Commission's review and approval.
- c. **TREASURER'S REPORT.** The Treasurer's Report for May 2020 is included in the agenda packet. At its July 20, 2020, meeting, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.
- d. **TERMINAL SPACE LEASE – HG BURBANK JV dba HUDSON GROUP RETAIL, LLC.** A staff report is included in the agenda packet. At its July 20, 2020 meeting, the Finance and Administration Committee unanimously voted (3-0) to recommend that the Commission approve a Terminal Space Lease with HG Burbank JV dba Hudson Group Retail, LLC, retroactive to July 1, 2020, for space to accommodate the installation of kiosks to provide retail sales of personal protective equipment in the public areas of Terminal A and Terminal B at the Airport.
- e. **AIRPORT ACCESS AND FACILITIES USE AGREEMENT – CLASS II AND CLASS III OPERATIONS.** A staff report is included in the agenda packet. At its July 20, 2020 meeting, the Finance and Administration Committee unanimously voted (3-0) to recommend that the Commission approve a revised Airport Access and Facilities Use Agreement templates for Class II (Hotel/Motel Vehicle) Operators and Class III (Off-Airport Parking Lot Vehicle) Operators.

6. ITEMS FOR COMMISSION ACTION

- a. **APPOINTMENT OF COMMITTEE ASSIGNMENTS.** No staff report is attached. This item is included in the agenda to provide the Commission President the opportunity to make any standing or ad hoc committee appointments that he may wish to make. A copy of the current assignments is attached.

7. ITEMS FOR COMMISSION APPROVAL

- a. **EIGHTH AMENDMENT TO DEVELOPMENT GROUND LEASE – MERCURY AIR CENTER-BURBANK, INC., dba ATLANTIC AVIATION.** A staff report is included in the agenda packet. At its meeting on July 20, 2020, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission approve a proposed Eighth Amendment to the Development Ground Lease with Mercury Air Center-Burbank, Inc. (dba Atlantic Aviation), to extend the Lease for ten-years to April 30, 2035.
- b. **ELEVENTH AMENDMENT TO LEASE AND CONCESSION AGREEMENT – MCS BURBANK, LLC.** A staff report is included in the agenda packet. At its meeting on July 20, 2020, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission approve a proposed Eleventh Amendment to the Lease and Concession Agreement with MCS Burbank LLC. The proposed Amendment revises the expiration of the Agreement from June 30, 2023 to June 30, 2025.
- c. **PROFESSIONAL SERVICES AGREEMENT – MARKETING AND BRAND SUPPORT SERVICES.** A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval to award a Professional Services Agreement to Anyone Collective, LLC, to provide marketing and brand support services for the Authority's FY 2021 marketing program. The total expenditure under the proposed Agreement will not exceed \$60,000 and all services will be completed within FY 2021.
- d. **PROFESSIONAL SERVICES AGREEMENT – GEOSYNTEC CONSULTANTS, INC.** A staff report is included in the agenda packet. At its meeting on July 20, 2020, the Legal, Government & Environmental Affairs Committee voted unanimously (3-0) to approve a proposed Professional Services Agreement with Geosyntec Consultants, Inc., in the amount of \$152,000 with an additional \$15,200 for project contingency for implementation of the second phase of a State mandated work plan to determine the presence and extent in groundwater of a class of chemical substances commonly known as per- and polyfluoroalkyl substances.
- e. **ACCESS AND LICENSE AGREEMENT – LOCKHEED MARTIN CORPORATION.** A staff report is included in the agenda packet. Staff seeks the Commission's approval of a proposed Access and License Agreement ("Access Agreement") with Lockheed Martin Corporation ("LMCO") in the amount of \$7,500. The Access Agreement will allow the Authority (through Geosyntec Consultants, Inc.) to temporarily access six (6) LMCO monitoring wells for implementation of the second phase of a State mandated work plan to determine the presence and extent in groundwater of a class of chemical substances commonly known as per- and polyfluoroalkyl substances.
- f. **TBI AIRPORT MANAGEMENT - HUMAN RESOURCES COMPLIANCE AUDIT REQUEST FOR PROPOSALS.** A staff report is included in the agenda packet. At its meeting of July 20, 2020, the Legal, Government, and Environmental Affairs Committee voted unanimously (3–0) to recommend to the Commission that the Authority participate in a request for proposals, that TBI Airport Management, Inc. ("TBI") is issuing for a human resources compliance audit. TBI will evaluate

proposals with input from the Authority General Counsel and will select and contract with its preferred respondent. The consultant's audit findings will be issued to TBI and the Authority in a confidential legal opinion, and TBI requests that the Authority pay 35% of the consultant's fee up to a maximum of \$35,000.

- g. **RESPONSE TO SOUTHERN SAN FERNANDO VALLEY AIRPLANE NOISE TASK FORCE RECOMMENDATIONS.** A staff report is included in the agenda packet. The Southern San Fernando Valley Airplane Noise Task Force recently finalized a series of recommendations to help address community concerns regarding noise generated by aircraft departures from Hollywood Burbank Airport and Van Nuys Airport. Five of the Task Force's sixteen recommendations are specific to the Authority. Staff and legal counsel have drafted a response letter for the Commission's consideration. Staff recommends that the Commission authorize the Executive Director to send the letter to the Task Force.
- h. **COMMENT LETTER FOR CALIFORNIA HIGH-SPEED RAIL AUTHORITY – BURBANK TO LOS ANGELES PROJECT SECTION DRAFT ENVIRONMENTAL IMPACT REPORT/ENVIRONMENTAL IMPACT STATEMENT.** A staff report is included in the agenda packet. Staff seeks authorization from the Commission for the Authority General Counsel's office to send the California High-Speed Rail Authority (CHSRA) the attached comment letter on the Draft Environmental Impact Report/Environmental Impact Statement for the Burbank to Los Angeles Project Section.

8. ITEMS FOR COMMISSION DISCUSSION

- a. **FINANCIAL PERFORMANCE UPDATE: RECOMMENDATION TO CONTINUE CONCESSIONAIRE RELIEF SUPPORT.** No staff report attached. Staff will update the Commission on the Airport's financial performance with a recommendation to continue relief support for in-terminal concessionaires and on-airport rental car companies.

9. ITEMS FOR COMMISSION INFORMATION

- a. **PRESENTATION BY CHSR AUTHORITY.** The California High Speed Rail Authority will provide an update on the status and schedule of their program. The presentation is included in the agenda packet.
- b. **JUNE 2020 PARKING REVENUE STATISTICS.** No staff report attached. Staff will present parking revenue data for the month of June 2020.
- c. **JUNE 2020 TRANSPORTATION NETWORK COMPANIES.** No staff report attached. Staff will update the Commission on TNC activity for the month of June 2020.
- d. **JUNE 2020 PASSENGER AND CARGO GROUND STATISTICS.** A staff report is included in the agenda packet. The June passenger count of 94,891 was down 82% compared to last year's 520,215 passengers. Air carrier aircraft operations decreased 63%, while cargo volume in June was up 22%, at 10.5 million pounds.

July 22, 2020

A regular meeting of the Burbank Police Commission was held in the Council Chamber of City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 1812 hours by Commission Chair Vest.

CALL TO ORDER

Present: Via Videoconference: Commissioners Chapman, Cohen, Elman, Kobaissi
In Chamber: Chair Vest

Also Present: In Chamber: Chief LaChasse, Deputy Chief Albanese, Captain Cremins and Irving, Police Administrator Wilson, Sergeant Green, and Executive Assistant Nakamura
Via Videoconference: Senior Assistant City Attorney Oh, Liaisons Frutos and Gabel-Luddy

FLAG SALUTE

The flag salute was led by Commissioner Vest.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEE

Commissioner Elman stated he has been attending virtual sessions of the NACOLE Conference.

FIRST PERIOD OF ORAL COMMUNICATIONS

Phoning in to speak to the Commission was Elliot Gannon, who commented on enforcement by the PD of citizens not wearing masks in public.

RESPONSE TO ORAL COMMUNICATIONS

Chief LaChasse stated the BPD is monitoring the level of compliance and following the Governor's recommendation to encourage citizens by persuasion, not punishment. Department personnel and other City employees are distributing informational cards with mask and distancing rules during the warning process.

APPROVAL OF MINUTES FROM JANUARY 15, 2020

A motion was made by Commissioner Kobaissi, with a second by Commissioner Chapman, to approve the minutes of the January 15th meeting. Approved by consensus.

APPROVAL OF MINUTES FROM JUNE 30, 2020

A motion was made by Commissioner Cohen, with a second by Commissioner Kobaissi, to approve the minutes of the June 30th meeting. Approved by consensus.

ITEMS OF BUSINESS

1. Presentation and discussion of the BPD's compliance with 8 Can't Wait recommendations

Lieutenant Cornils reviewed the 8 Can't Wait recommendations proposed by "Campaign Zero" for reducing police uses of force. The BPD has a brief synopsis on-line which addresses each of their recommendations in comparison to the Department's current policy.

July 22, 2020

Meeting of the Burbank Police Commission

Page 2

2. Discussion and action, if any, regarding the joint Police Commission /City Council meeting

Chief LaChasse stated Exhibit A is the resultant list of concerns from public response and Council recommendations.

3. Discussion and action, if any, regarding Council direction and topic to be addressed at upcoming meetings

Commissioners raised the following topics for presentation and discussion:

- SRO's on campus
- Decoupling MHET
- Implicit bias training
- Review of disciplinary process
- Federal Legislation impact
- Follow up on previous recommendations from OIR
- BPOA participation in discussion

Commissioner Kobaissi reached out to Black Lives Matter, Los Angeles Chapter, to see if there is any interest in appearing at a Commission meeting. Commissioner Cohen suggested Commissioners review a June 25th article in the Washington Examiner which describes BLM's fiscal sponsor, which is approved as an IRS charitable group (which BLM is not), having a board member who is a convicted terrorist and who is suspected of helping a cop killer escape from prison.

4. Diversity on the Police Commission

Commissioners agreed that the decision over the number and the selection of Commission members lies with the Council. Community participation is key – encouraged applying to be appointed. Commissioners weighed the options of suggesting to Council to reinstate a 7-member Commission to allow more citizens to participate.

5. Announcements by the Police Chief

Chief LaChasse announced:

- A homicide occurred early Tuesday morning - suspect died at the scene
- National Night Out will be moved to the fall and will be a modified celebration, looking for new ways to engage the community
- Chief read a brief statement from the IACP: police leaders and community leaders working together on police practices is imperative to reflect a balanced strategic approach – hasty implementation of stark measures that do not get to the core of police engagement will have adverse negative impacts for years to come.

FINAL PERIOD OF ORAL COMMUNICATIONS

Phoning in to speak to the Commission was Carmenita, who commented on her family being policed differently in Burbank.

RESPONSE TO ORAL COMMUNICATIONS

Deputy Chief Albanese stated that the IAB had reached out to Carmenita after the joint Council/Police Commission meeting and is investigating her allegations. Commissioner Kobaissi requested a dispo on the investigation.

July 22, 2020

Meeting of the Burbank Police Commission

Page 3

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Commissioner Elman made a motion to have a presentation and discussion on the process and procedure to retain/delete stored body worn camera video. There was no second on the motion – Commissioners remain focused on the task of agendaizing items related to the preparation of recommendations to be made to Council.

Commissioners agreed on the following topics for presentation in August:

- SRO's in schools and in the community
- Decoupling the PD from the MHET team / mental health training for officers

A motion was made by Commissioner Kobaissi, seconded by Chair Vest, for a presentation and discussion on the disciplinary process and the amount of transparency related to the process (September).

A motion was made by Chair Vest, seconded by Commissioner Kobaissi, to review federal legislation that may affect BPD policy. Motion passed, with a dissenting vote from Commissioner Elman. Commissioners would like a presentation closer to the November meeting, prior to drafting the recommendations.

NEXT MEETING DATE

The next scheduled meeting of the Police Commission is Wednesday, August 19, 2020, at 1800 hours.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 8:05pm.

Robert Cohen, Secretary
Burbank Police Commission

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