



# Weekly Management Report

## August 18, 2017

- 1. Agenda** Burbank-Glendale-Pasadena Airport Authority Regular Meeting of August 21, 2017  
**Burbank-Glendale-Pasadena Airport Authority**
- 2. Notes** City Notes, August 18, 2017  
**City Manager**





August 17, 2017

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, August 21, 2017, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505, with a teleconference location at Boyd Memorial Park, Council Drive, Mt. Vernon, Oregon, 97865.

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, August 21, 2017

With Teleconference Location at

Boyd Memorial Park, Council Drive, Mt. Vernon, OR 97865

9.00 A.M.

***NOTE TO THE PUBLIC:*** *The Commission invites public comments on airport-related non-agenda matters during the Public Comment period. The Commission will receive public comments on agenda items as each 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 Commission's secretary.*
- *Limit public comments to five minutes, or such other period of time as may be specified by the presiding officer, and confine remarks to matters that are on the Commission's agenda for consideration or are otherwise within the subject matter jurisdiction of the Commission.*

*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*

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
  - a. Committee Minutes  
(For Note and File)
    - 1) Operations and Development Committee

- (i) July 17, 2017 **[See page 1]**
  - 2) Finance and Administration Committee
    - (i) July 17, 2017 **[See page 5]**
    - b. Commission Minutes  
(For Approval)
      - 1) August 7, 2017 **[See page 7]**
- 6. ITEMS FOR COMMISSION APPROVAL
  - a. Appointment of Auditor **[No Staff Report]**
  - b. Appointment to Ad Hoc Committee  
for Replacement Passenger Terminal **[No Staff Report]**
  - c. Award of Contract – Project Number E16-07  
Hangar 34 Roof Rehabilitation **[See page 13]**
  - d. Amendment No. 1: Wireless Communications Use  
And Maintenance Agreement with City of Burbank **[See page 16]**
- 7. ITEMS FOR COMMISSION DISCUSSION
  - a. Ground Transportation Update **[No Staff Report]**
- 8. CLOSED SESSION
  - a. (California Government Code Section 54956.9(d)(1))  
Name of Case: Yarbrough v. Burbank-Glendale-Pasadena  
Airport Authority (WCAB Case No. ADJ9979761, ADJ10423172, ADJUnassigned)
  - b. CONFERENCE WITH LABOR NEGOTIATORS  
(California Government Code Section 54957.6)  
Authority Representatives: Frank R. Miller  
Employee Organization: IAFF I-60
  - c. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(California Government Code Section 54957(b))  
  
Title: Executive Director
- 9. ADJOURNMENT

COMMISSION NEWSLETTER  
August 21, 2017

*[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 July 17, 2017, Operations and Development Committee; and July 17, 2017, Finance and Administration Committee are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES – Draft minutes of the August 7, 2017, meeting are attached for Commission's review and approval.

6. ITEMS FOR COMMISSION APPROVAL

- a. APPOINTMENT OF AUDITOR – No staff report attached. Commissioner Brown has indicated he is unable to serve as Auditor. This item is included in the agenda to provide the Commission the opportunity to elect an Auditor.
- b. APPOINTMENT TO AD HOC COMMITTEE FOR THE REPLACEMENT PASSENGER TERMINAL - No staff report is attached. This item is included in the agenda to provide the Commission the opportunity to make appointments to the ad hoc committee for the Replacement Passenger Terminal.
- c. AWARD OF CONTRACT: PROJECT NUMBER E16-07 HANGAR 34 ROOF REHABILITATION - A staff report is included in the agenda packet. At the Operations and Development Committee ("Committee") on August 7, 2017, the Committee voted unanimously (3–0) to recommend that the Commission authorize the following actions for the installation of a polyurethane foam roofing system on Hangar 34: (i) Award a construction contract in the amount of \$329,500 to Universal Coatings, Inc. to install a polyurethane foam roof on Hangar 34; (ii) authorize the issuance of a sole source Purchase Order in the lump sum amount of \$11,900 to National Roofing Consultants, Inc., the engineer of record, for construction administration services; (iii) approve the deployment of the TBI Force Account, including in-house construction management service, field observation, and security for the not-to-exceed amount of \$60,000; and (iv) authorize the establishment of an aggregate project contingency of \$40,000 which is approximately 10% of the engineer's construction estimate for the project.
- d. AMENDMENT NO. 1 TO WIRELESS COMMUNICATIONS USE AND MAINTENANCE AGREEMENT WITH THE CITY OF BURBANK – A staff report is included in the agenda packet. At the August 7, 2017, meeting of the Operations and Development Committee ("Committee"), the Committee voted unanimously

(3-0) to recommend that the Commission approve Amendment No. 1 to the Wireless Communications Use and Maintenance Agreement ("Radio Agreement") with the City of Burbank. The proposed Amendment No. 1 will extend the term of the Radio Agreement by three years so that the expiration date is October 8, 2020.

7. ITEMS FOR COMMISSION DISCUSSION

- a. GROUND TRANSPORTATION UPDATE. No staff report is attached. Staff will update the Commission on the transition to the revised space assignments for the ground transportation operators.



# CITY MANAGER'S OFFICE CITY NOTES

Important Updates for the Burbank City Council

August 18, 2017

## Burbank Tech Talks



The Burbank Tech Talks concluded another successful, four-part entrepreneurial speaking series. A total of 500 attendees listened to reputable industry professionals in media, information technology, and venture capital provide advice and knowledge on how to succeed in the entrepreneurial industry, while also networking with local entrepreneurs. The City's Economic Development staff created this series, in part, to help highlight Burbank's technological and entrepreneurial attributes and assets while also

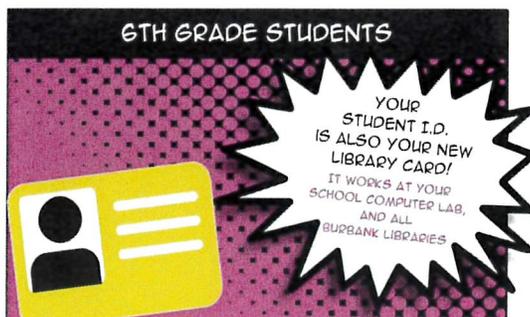
assisting start-ups with opening or relocating their business to Burbank. In partnership with the newly opened WeWork Burbank, staff hosted two Burbank Tech Talk events on site. WeWork provides co-working space and services for entrepreneurs, freelancers, start-ups and small businesses. The partnership was mutually beneficial to both WeWork and the City. WeWork was able to market their available co-working space to local entrepreneurs, while the City was able to further solidify its position as a hub for entrepreneurial activity. Attendees were surveyed after each event and due to overwhelmingly positive feedback, Burbank Tech Talk events are slated to return with new speakers and additional networking opportunities in Fall 2017.

## Summer Luau at the Joslyn Center

The Joslyn Center partnered with HealthCare Partners to put on an amazing Summer Luau, dinner and dance event on Monday, July 31. This was the largest turnout for their special events so far, with more than 200 people in attendance. HealthCare Partners hosted a wonderful dinner. Joslyn Center's residing DJ played the tunes. Everyone in attendance had a great time!



## BConnectED



The Burbank Public Library and Burbank Unified School District have launched a pilot program for sixth grade students this year. Students' school ID can be used at any Burbank Public Library to check out materials and use online research resources. Tom Kissinger, Assistant Superintendent of Instructional Services for BUSD, said district officials are excited to team up with the City to give students access to research materials to help with their studies. "It really represents a community coming together to support children," he said.

## The City's Records Management Program

The City Clerk's Office staff has been working through the stages of a massive undertaking focused on the City's Records Management Program. This undertaking includes a full records audit of all archived records stored in the following Records Centers: City Hall, BWP and Olive Plant. Some key elements of this project includes a physical audit and inventory of each box of records. The storage units currently house thousands of boxes of files from all City departments. The ultimate goal of this project is to convert paper records into digital records. Digitizing City Records preserves the content and prevents spoliation and degradation. Digitizing City records will also increase efficiencies and enhance customer service, minimize paper storage, save time on record searches, improve workflow, improve document security and allow staff to share, access, collaborate on and exchange documents electronically, making them more readily accessible to staff and ultimately, the public. Completed tasks at this stage of the project have been accomplished through the efforts of two full-time staff, one part-time staff member, and the on-going constant rotation of the Crest/Best students, interns and volunteers. Given the size of the project, outsourcing it or using full-time staff would have been extremely costly just in hours alone. Utilizing students, interns and volunteers has made it possible to accomplish the immediate objectives and, on a continuous basis, gave the ability to move the project forward without delay. This group of individuals have collectively worked more than 2,700 hours. This is a "Win-Win" working relationship for the City, Best/Crest students, interns and volunteers; the added bonus to using these workers is opening the doors for these individuals to gain valuable office experience that will be a beneficial addition to their skillset and resumes.



## Starlight Bowl Summer Concert Series



The 2017 Burbank Starlight Bowl Summer Concert Series concluded with Rock and Roll Hall of Famer Dave Mason taking to the stage on Saturday, August 5. The Summer Concert Series included Jefferson Starship, and tributes to The Doobie Brothers, Journey, Bon Jovi, The Beatles, and The Allman Brothers. The Starlight Bowl welcomed more than 15,200 patrons through its gates over the course of the summer. To end the summer, Parks and Recreation staff collaborated with the LA Concert Group with a hosted private rental concert featuring 1980's artist Alphaville. The Starlight Bowl and its fans enjoyed another successful summer concert season and look forward to the 2018 season.

## Build Super Soil by Composting, Mulching and Grasscycling!

The Burbank Recycle Center's 2017 backyard composting workshops will continue through November on the last Wednesday of each month. At the classes, participants will learn to compost, grasscycle, and mulch. Individuals will also learn how professional landscape managers at parks, golf courses, and schools save money, return nutrients, retain water, and build soil. Every household that applies these techniques can keep one ton of nutrients on site and out of the landfill. So far, 90 residents have participated in the 2017 workshops and 78 composting bins have been distributed. In addition to the Wednesday evening classes, a "special event" workshop will be held at the Starlight Bowl on Saturday, September 16. Learn how the Starlight Bowl composts organics from concerts!

