



Weekly Management Report

January 12, 2018

- 1. Synopsis** Landlord-Tenant Commission Meeting
of December 4, 2017
Community Development Department
- 2. Synopsis** Art in Public Places Meeting of January 8, 2018
Parks and Recreation Department
- 3. Notice** Cancellation of regular meeting and notice of Special
Meeting to be held on January 16, 2018
Burbank-Glendale-Pasadena Airport Authority

memorandum

DATE: December 20, 2017

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Simone McFarland, Assistant Community Development Director

SUBJECT: Landlord-Tenant Commission Meeting – December 4, 2017

- Staff informed the Commission that on December 12, a staff report and presentation will be given to City Council regarding rent control. The Commission was encouraged to attend or watch the meeting.
- The Commission discussed future agenda items and presentations in 2018 related to the powers and duties of the Landlord Tenant Commission. Staff reported that a presentation on the duties and functions of the Community Development Department is scheduled for January 2018, and more presentations will be scheduled as they relate to the Commission during the year.
- One member of the public attended the meeting. The tenant had questions related to proper moving-out procedures. The Commission answered his questions and provided information and resources.
- Questionnaires regarding various tenant issues, received throughout the month were divided amongst the Sub-Committee members. The Sub-Committee will give updates on the questionnaires at the next meeting.
- The Commission approved the amended minutes of November 6, 2017.
- The meeting was adjourned at 7:17 p.m.

**CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY**

Meeting: *Art in Public Places* **Date:** **1-8-18**

Members Present: Robert Brody, Gordon Haines, Carole Kubasak

Members Absent: Carolyn Jackson, Karen Bradfield, Dink O’Neal, Vacant Planning Board Member

Staff Present: Judie Wilke – Parks and Recreation Director, Marisa Garcia – Assistant Parks and Recreation Director, Paula Ohan-Administrative Analyst, Doug Fowler – Recreation Coordinator

Council Liaison Present: *none*

Item Discussed	Summary	Direction or Action, if any
1 BURBANK CULTURAL ARTS COMMISSION’S BURBANK BEAUTIFICATION PROGRAM	<p>Burbank Cultural Arts Commission staff liaison, Doug Fowler, reported to the Committee on phase I & II of the Burbank Beautification Program. He informed that the program is sponsorship based and a total of 12 utility boxes are painted throughout City parks and medians. Phase III of the beautification program is slated to begin this year and will include traffic control boxes.</p> <p>Members discussed extensively about the maintenance and lifespan of these types of projects and raised some questions regarding the program including the possibility of utilizing Public Art funds to help sponsor the program.</p> <p>Staff also reminded members of the potential mural project that was discussed at the last meeting and advised that a local muralist has been secured to attend the next scheduled meeting to provide more information and ways to preserve murals.</p>	None

2	<p>UPDATE ON THE ART IN PUBLIC PLACES ORDINANCE AND GUIDELINES FOR ALTERATION OR RELOCATION OF INSTALLED ART</p>	<p>Ms. Garcia provided members with an update on the status of the proposed changes from the Committee to the Art in Public Places (APP) ordinance. She advised that there is also a new code City Building officials are using to calculate a project valuation. Staff will also be working with the Building Department to review the proposed changes to the ordinance. Once reviewed, Staff will propose the updated ordinance to the City Attorney for further direction.</p> <p>Ms. Garcia also advised that the City Attorney's Office had reviewed and approved the established guidelines for the alteration or relocation of installed art with minor changes. Due to a lack of quorum, Staff will bring the final draft of the guidelines at the next scheduled meeting for the Committee's approval.</p>	<p>Staff will work with CDD and CAO to review the proposed changes to the ordinance and determine how to move forward.</p>
3	<p>LINCOLN PARK PUBLIC ART GARDEN UPDATE</p>	<p>Ms. Ohan advised members that tour dates have not been set with the Artist's, however, we are considering in April or May. Members requested to see the three (3) public art garden art pieces prior to the installation slated in July 2018. Ms. Ohan informed that once she can secure dates with the Artist's, she will confirm with the Committee.</p>	<p>None</p>



January 11, 2018

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

The Airport Authority administrative offices will be closed on Monday, January 15, 2018, in observance of Martin Luther King, Jr., Day. Therefore, the regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for Monday, January 15, 2018, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport has been cancelled.

NOTICE is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held Tuesday, January 16, 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

Special Meeting of Tuesday, January 16, 2018

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 least 48 hours prior to the meeting.

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) November 13, 2017

[See page 1]

- 2) Finance and Administration Committee **[See page 3]**
 - (i) November 13, 2017
- b. Commission Minutes (For Approval)
 - 1) December 4, 2017 **[See page 8]**
- 6. ITEMS FOR COMMISSION APPROVAL
 - a. Award of Professional Services Agreement for Additional Design Services for Baggage Recapitalization System Modification Project **[See page 18]**
 - b. Award of Professional Services Agreement for Concept Validation, Planning and Cost Estimate for Replacement Passenger Terminal and Support Projects **[See page 20]**
 - c. Award of Professional Services Agreement for Safety Management System Consulting Services **[See page 24]**
 - d. Proposed Adoption of Resolution No. 476 – Commission and Standing Advisory Committees – Regular Meeting Schedules **[See page 34]**
- 7. ITEMS FOR COMMISSION INFORMATION
 - a. Airline Schedule Analysis **[See page 39]**
 - b. October 2017 and November 2017 Passenger/Cargo and Regional Airport Passenger Statistics **[See page 44]**
 - c. October 2017 and November 2017 Parking Revenue Statistics **[No Staff Report]**
 - d. October 2017 and November 2017 Transportation Network Companies (“TNC”) Summary of Activities **[No Staff Report]**
- 8. COMMISSIONER COMMENTS (Updates and information items, if any)
- 9. CLOSED SESSION
 - a. CONFERENCE WITH LABOR NEGOTIATOR (California Government Code Section 54957.6)
 Authority Representative: Frank Miller
 Employee Organization: IOE – Local 501
- 10. ADJOURNMENT

COMMISSION NEWSLETTER
January 16, 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 November 13, 2017, Operations and Development Committee and approved minutes of the November 13, 2017, Finance and Administration Committee are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the December 4, 2017, meeting are attached for the Commission's review and approval.

6. ITEMS FOR COMMISSION APPROVAL

- a. AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR ADDITIONAL DESIGN SERVICES FOR BAGGAGE RECAPITALIZATION SYSTEM MODIFICATION PROJECT. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee ("Committee"), this item has also been placed on the Commission's agenda for consideration at its meeting immediately following the Committee's meeting.

Staff seeks a Commission recommendation for the award of a Professional Services Agreement to Swanson Rink, Inc., in the amount of \$25,000 for additional design services for the Baggage Recapitalization System Modification Project.

- b. AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR CONCEPT VALIDATION, PLANNING AND COST ESTIMATE FOR REPLACEMENT PASSENGER TERMINAL AND SUPPORT PROJECTS. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee ("Committee"), this item has also been placed on the Commission's agenda for consideration at its meeting immediately following the Committee's meeting.

Staff seeks a recommendation from the Commission for award of a Professional Services Agreement to Buro Happold Consulting Engineers, Inc., in the amount of \$604,500 for concept validation, planning and cost estimating consulting services for the replacement passenger terminal and related support projects.

- c. AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR SAFETY MANAGEMENT SYSTEM CONSULTING SERVICES. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee ("Committee"), this item has been placed on the

Commission's agenda for consideration at its meeting immediately following the Committee's meeting.

Staff seeks a Commission recommendation for award of a Professional Services Agreement to Garver, LLC ("Garver") in a not-to-exceed amount of \$398,139.63 for safety management system ("SMS") consulting services for fiscal years ("FY") 2018 through FY 2020.

- d. PROPOSED ADOPTION OF RESOLUTION NO. 476 – COMMISSION AND STANDING ADVISORY COMMITTEES – REGULAR MEETING SCHEDULES. A staff report is included in the agenda packet. Staff seeks Commission adoption of Resolution No.476 to update the times, dates, and places for regular meetings of the Commission and the standing advisory committees. The proposed update will reduce the number of regular meetings to make Authority operations more efficient.

7. 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 three airlines serving Hollywood Burbank Airport. This report change is reflected in detail on the attached Airline Schedule Analysis.
- b. OCTOBER 2017 AND NOVEMBER 2017 PASSENGER/CARGO AND REGIONAL AIRPORT PASSENGER STATISTICS – The passenger activity for the month of October 2017 was up 15.9% at 435,283 passengers compared to 375,456 in October 2016. The calendar year-to-date total for the first ten months now stands at 3,867,167 compared to 3,402,555 through the same period in 2016, an increase of 13.65%. During the month air carrier aircraft operations increased by 13.45%, and year-to-date, are up nearly 8.6%. Cargo volume declined to 8.9 million pounds in October bringing the year-to-date total to 89.1 million pounds which is a 3.2% increase over the same period last year. A complete report is included in the agenda packet.

The passenger activity for the month of November 2017 was up nearly 18.5% at 444,800 passengers compared to 375,432 in November 2016. The calendar year-to-date total for the first eleven months now stands at 4,311,967 compared to 3,777,987 through the same period in 2016, an increase of 14.13%. During the month air carrier aircraft operations increased by 12.5%, and year-to-date, are up 8.9%. Cargo volume declined 2.7% to 9.5 million pounds in November bringing the year-to-date total to 98.6 million pounds which is a 2.6% increase over the same period last year. A complete report is included in the agenda packet.

- c. OCTOBER 2017 AND NOVEMBER 2017 PARKING REVENUE STATISTICS – No staff report attached. Staff will present parking revenue data for the months of October 2017 and November 2017.
- d. OCTOBER 2017 AND NOVEMBER 2017 TRANSPORTATION NETWORK COMPANIES ("TNC") SUMMARY OF ACTIVITIES. No staff report attached. Staff will update the Commission on TNC activity for the months of October 2017 and November 2017.