



Weekly Management Report

April 12, 2024

- 1. Synopsis** Planning Commission
Meeting on March 25, 2024
Community Development Department
- 2. Minutes** Sustainable Burbank Commission
Meeting on March 18, 2024
Public Works Department
- 3. Minutes** Burbank Police Commission
Meeting on March 20, 2024
Police Department
- 4. Memo** Special Event Application Process Update
Tracking List #2566
Community Development Department
- 5. Notice** Burbank-Glendale-Pasadena Airport Authority
Meeting on April 15, 2024
Burbank-Glendale-Pasadena Airport Authority

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: April 4, 2024

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director *for P. Prescott*
Via: Fred Ramirez, Assistant Community Development Director – Planning *FR*
By: Diana Arias, Clerical Worker

SUBJECT: Planning Commission Meeting – March 25, 2024

This memorandum goes over general information of the Planning Commission meeting that was held on March 25, 2024.

- Project No. 23-0005187 was presented to the Planning Commission by Associate Planner, Fatima Benitez, a request for a Conditional Use permit to allow a pet shop with grooming services in a retail tenant space located at 325 North First Street (i.e., 1st Street Village Project Site, Building 1).
- After commission discuss, Ms. Wick made a motion to approve Project No. 23-0005187 | A Request for a Conditional Use Permit to Allow a Pet Shop with Grooming Services at 325 North First Street, seconded by Mr. Monaco. Motioned passes by a 3-0 vote.
- Project No. 22-0007085 was presented to the Planning Commission by Associate Planner, Joseph Pangilinan, a request for a Conditional Use Permit to allow the sale of beer, wine, and distilled spirits for offsite consumption and incidental onsite product sampling for a retail establishment at 140 South Glenoaks Boulevard (i.e., Gini, Inc.).
- After commission discussion, Mr. Monaco made a motion to approve Project No. 22-0007085 | A Request for a Conditional use Permit to allow the sale of beer, wine, and distilled spirits for offsite consumption and incidental onsite product sampling for a retail establishment at 140 South Glenoaks Blvd, seconded by Ms. Wick. Motioned passes by a 3-0 vote.

SUSTAINABLE BURBANK COMMISSION
March 18, 2024, MINUTES

I. CALL TO ORDER

The meeting of the Sustainable Burbank Commission was held in the Community Services Building, 150 N. Third St., on the above date. Chair Victoria Kirschenbaum called the meeting to order at 5:00 p.m.

II. ROLL CALL

Members Present:

Victoria Kirschenbaum (Chair)
Robin Gemmill (Vice Chair)
Alissandra Valdez
Jason Bennett
Adrine Der-Tavitian
Jenny Deahl
Jared Cavagnuolo

Members Absent:

Kevin O'Brien
Limor Zimskind

Council Members, Liaisons, and Staff Present:

Ken Berkman – Public Works Director
John Molinar – Asst. Public Works Director - Streets & Waste Management
Amber Duran – Recycling Coordinator and acting Recording Secretary
Drew Johnstone – Sustainability Officer, Burbank Water & Power (BWP)
Nikki Perez – City Council Member

III. ORAL COMMUNICATIONS (Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Commission. The Commission has adopted rules to limit oral communications to 3 minutes; however, the Commission reserves the right to shorten this time period.)

A. Public Communication

No public comments were made.

B. Commission Member Communication

Vice Chair Robin Gemmill announced an Earth Day event hosted by the Eco Council on April 21, 2024. She also informed that Recycle Center staff is working on initiating trash sorting efforts in Burbank middle schools.

Ms. Deahl stated she attended the Parks and Recreation Board meeting.

Chair Kirshenbaum stated she and Ms. Deahl attended the online webinar of the dog park. She also stated that she and the Vice Chair Gemmill completed a questionnaire from Parks and Recreation.

Ms. Valdez announced that she attended a group walking tour hosted by the City of Burbank of the infrastructure of Front Street.

C. Staff Communication

Amber Duran announced that the organics facility tour will be rescheduled to May due to the weather. She also provided an update on SB 1383 initiatives.

Ken Berkman announced that John Molinar will now be taking on the role as the department liaison lead.

Drew Johnstone announced that the next meeting on the Sustainable Water Use Ordinance will be on March 27, 2024. He also announced that the iron flow ribbon cutting will be on April 5th. Drew informed the Commission on the Earth Day events Burbank Water and Power (BWP) will be tabling at.

IV. APPROVAL OF MINUTES

Mr. Bennett moved, and Ms. Valdez seconded a motion to approve the February 12, 2024, draft minutes. The motion was approved by Ms. Gemmill, Ms. Kirschenbaum, Ms. Deahl, Ms. Der-Tavitian, and Mr. Cavagnuolo.

V. GREEN SPOTLIGHT AWARD

Chair Kirschenbaum and Vice Chair Gemmill informed the Commission that they decided to no longer present the award during this month and will possibly award one in April.

VI. AD HOC WASTE REDUCTION ORDINANCE IMPLEMENTATION SUBCOMMITTEE

The subcommittee had no update.

VII. AD HOC GREENHOUSE GAS REDUCTION PLAN IMPLEMENTATION SUBCOMMITTEE

Ms. Kirschenbaum informed that City Council will be discussing the Bus Rapid Transit (BRT) at their March 26th meeting. She stated that the Commission and Transportation Commission should consider a joint meeting to discuss BRT. Mr. Cavagnuolo provided an update on the subcommittee's meeting with staff regarding electrification for new construction.

VIII. AD HOC OUTREACH SUBCOMMITTEE

Ms. Valdez provided an update on the Earth Day event in partnership with the Community Garden. Ms. Gemmill expressed her appreciation to the Community Garden.

IX. AD HOC BURBANK HABITAT RESTORATION SUBCOMMITTEE

Ms. Gemmill announced that the subcommittee attended a lawn transformation project in Leimert Park.

X. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS

1. Commercial Electric Vehicle Charger Rebate Program – Approval (March 26, 2024)
2. Bus Rapid Transit Corridor Project – Approval (March 26, 2024)

XI. INTRODUCTION OF ADDITIONAL AGENDA ITEMS

FUTURE AGENDA ITEMS

- GGRP Update (Community Development Department) (TBD)
- Urban Forestry Plan Presentation by Parks and Recreation (TBD)
- Joint Meeting with Transportation Commission (TBD)

XII. ADJOURNMENT

The meeting was adjourned at 5:41 p.m. The next meeting will be held on Monday, April 15, 2024, at 5:00 p.m. at the Community Services Building, Room 104.

Respectfully submitted,

John Molinar, Assistant Public Works Director - Street & Waste Management
JM: ad

March 20, 2024

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 1800 hours by Commission Chair Coomes.

CALL TO ORDER

Present: Commissioners Chapman, Coomes, Elman, Forouzan, Hacobian, McKenna, and Wenzel

Also Present: Captain Ruiz, Sergeants Turner and Dugas, Senior Assistant City Attorney Johal, Records Manager Moran, and Administrative Analysts Hamoui and Rangel
(Arriving at 7:14 pm): Chief Albanese, Captains Cremins and Cornils, Executive Assistant Nakamura

FLAG SALUTE

The flag salute was led by Chair Coomes.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION AD HOC SUBCOMMITTEES

Commissioners reported out on events/meetings attended.

FIRST PERIOD OF PUBLIC COMMENTS

Appearing before the Commission was David Donohue, who expressed appreciation for BPD professionalism during a public rally in front of City Hall, and commented on a previous presentation on Vision Zero and the procedure to bring forth this and other matters to the City Council.

RESPONSE TO PUBLIC COMMENTS

Commissioners will follow up with BPD and Council Liaisons on the process of information sharing from Commission meetings to the Council.

APPROVAL OF MINUTES FROM FEBRUARY 21, 2024

A motion was made by Commissioner McKenna, seconded by Commissioner Elman, to approve the minutes from the February 21st meeting. Motion carried by consensus, with abstentions by Chair Coomes and Commissioner Hacobian.

ITEMS OF BUSINESS

1. Presentation and discussion of the Public Records Act (PRA) process

Records Manager Moran and Analyst Hamoui explained what PRAs are, how they come to the Department, and how they are processed. PRA requests require full transparency of government records, defined as writings containing information relating to the conduct of the public's business.

2. Presentation and discussion of current recruitment programs and educational efforts

Sergeant Dugas described recruitment and new educational outreach efforts. They include the creation of a new recruitment website, offer of hiring and retention incentives, partnership with Management Services to administer testing and assist with the application process, more robust

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Meeting of the Burbank Police Commission

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social media posts, and improvement of the pathway from high school Police Explorers to paid Police Cadets, then possible full-time employment within the Department.

3. Update and discussion on encrypted radio communications

Pursuant to the DOJ mandate to law enforcement to protect the transmission of sensitive personal information, the BPD began radio encryption in July 2023. In an effort to balance public/media concerns about current events and critical incidents, the Department partnered with Broadcastify, which is a platform which streams live audio from the Communications Center, with a 15-minute delay.

4. Discussion and recommendations, if any, to amend the Commission's annual dashboard calendar

Commissioners discussed the possibility of adding a reporting out of crime stats to the dashboard. It was agreed that the reports will be provided at the discretion of the Chief.

5. Announcements by the Police Chief - brief announcements regarding upcoming events and/or items of note related to the police department

Chief Albanese announced:

3/23 Baker to Vegas Relay Race
4/11 Community Academy Graduation
4/11 Recruit Graduation
4/27 Drug Take Back Event

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Already agendized for April:

Discuss and make recommendations, if applicable on Ad Hoc Subcommittees, status, goals, and due dates of their specific goals.

A motion was made by Commissioner Hacobian, with a second by Commissioner Wenzel, for a presentation, discussion, and recommendations, if applicable, on the Zero Bail measure and its effect on the Department. Motion carried by consensus.

A motion was made by Commissioner Wenzel, seconded by Commissioner McKenna, for a presentation, discussion, and recommendations, if applicable, on the Department's policies, statistics, and outcomes of our homeless population engagement. Motion did not pass with one in favor and six opposed. (Item may be reconsidered following a presentation agendized for the April 9th City Council meeting on a homeless action plan)

A motion was made by Commissioner Forouzan, seconded by Commissioner Wenzel, for a report, discussion, and recommendations on the pedestrian safety ad hoc subcommittee data request regarding injuries and fatalities of pedestrian and active transportation users. Motion carried, with one vote in opposition by Commissioner Chapman.

A motion was made by Commissioner Elman, seconded by Commissioner Forouzan, for a presentation, discussion, and recommendations, if applicable, on the results of the biennial citywide survey conducted by the Department as required under the standards of CALEA accreditation (future agenda item). Motion carried by consensus.

March 20, 2024

Meeting of the Burbank Police Commission

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A motion was made by Commissioner Hacobian, seconded by Commissioner Forouzan, for a presentation, discussion, and recommendations, if applicable, on school gang activity. No vote was taken – Chief Albanese stated there will be a joint Council/BUSD meeting on April 2nd where the Department will present on traffic safety, crime stats, and the SRO program.

NEXT MEETING DATE

The next scheduled meeting of the Police Commission will be Wednesday, April 17, 2024, at 1800 hours.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 2023 hours.

Mike Elman

Secretary, Burbank Police Commission

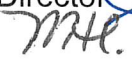
MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: March 20, 2024

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
Simone McFarland, Assistant Community Development Director 
BY: Mary Hamzoian, Economic Development Manager 
Marissa Cardwell, Senior Administrative Analyst

**SUBJECT: SPECIAL EVENT APPLICATION PROCESS UPDATE TRACKING LIST
#2566**

BACKGROUND

On September 8, 2023, staff submitted a memo to the City Manager's office providing an update regarding the Special Event Application (Application) (Attachment 1) that had recently launched in July 2023, as well as an overview of how staff facilitated special events in the past, and solutions to community member concerns regarding street usage, staff time, and city resources.

To better manage and streamline the special event process for the City of Burbank, in January of 2023, the Community Development Department's Economic Development staff took on the initiative of creating an Application for special events. Even though several approvals are required for special event applications, a formal process did not exist. This was causing confusion, both internally and externally, and causing delays in approving applications. When developing this application, staff wanted to gain a better understanding of the process, how to develop greater efficiencies for both event producers and staff, and how to best help event producers navigate the City's process. Economic Development staff met with each department involved in special event approvals and developed a new Application and event intake process based on the input and feedback received.

The City defines a special event as *"...any event or activity taking place on private or public property such as a city facilities, street, sidewalk, or alley that is impacting the public right of way."* Examples include outdoor concerts, festivals, markets, parades, or sporting events such as marathons or bike races. Specific permits may be required for all occasional and non-recurring events. Once the City has established that a permit is

required, each department issues its respective event requirements and corresponding permits. Events at City Facilities and City Properties do not require a special event permit because they are not considered public right-of-way, but rather these are handled through permitting from the Parks and Recreation Department through special agreements approved by City Council such as the Farmers Market.

The new Application and intake process for special events launched in July 2023. Economic Development staff is now taking the lead on this Application whereas this was previously facilitated through Public Works. The changes implemented through the Special Event Permit Process aimed to create greater efficiencies and included the following:

1. An online application is now available for download on the City's website or in person at the Community Development Department's public counter.
2. A singular point of contact for event applications was established, and event producers now e-mail completed applications to: EconDev@BurbankCA.gov
3. Economic Development staff reviews the Application for completeness and sends out an email to all respective City Departments requesting subsequent review of the application. This is also the Department's opportunity to provide comments and assign the required fees associated with the corresponding event application.
4. Each department has 14 days to provide their comments in order to process the application in a timely matter.
5. When all information and comments are received from the respective Departments, Economic Development staff compiles the information and submits the comments back to the event producer.
6. The event producer is then responsible for obtaining the necessary permits from each Department as stated in their comments.
7. Once the event producer obtains the Special Event Permit to Encroach on public right of way, the permit requires the event producer notify the businesses that are impacted by the street closure five (5) days prior to the event.
8. All events must complete an Application regardless of whether they are on public or private property.
9. Applications for events are requested to be submitted to the Economic Development Division at least sixty (60) days prior to the start of the event.

DISCUSSION

Ongoing Concerns

Although the new Application process was implemented in July 2023, there is still work that needs to be done to create predictability and further streamline the process for event producers. Staff has determined that there are four core departments that are heavily involved in the Application process, Fire, Police, Public Works, and Community Development (Core Team). At the six-month mid-point of the Application launch, staff held a meeting with the Core Team to discuss what was working and what needed additional refinement. After further discussion it was determined that the following five new procedures are necessary to create greater efficiency moving forward:

1. Larger events that close more than one City block and/or attract more than 1,000+ attendees will require an initial pre-event meeting with the Core Team to help address concerns early on.

2. The Application distribution and review will be limited to include only those departments/divisions that may be impacted by the event thus reducing internal staff approval time.
3. In addition to the traffic plan, applicants will be notified that they are required to provide a site map or layout of the event as a part of their initial Application process. The site plan will help Traffic (Public Works), Fire, and Police better determine the safety and traffic needs of the event.
4. Staff will create an approved event map and layout template with street closure requirements for high-traffic event areas including Downtown Burbank and Magnolia Park. Event producers will have the ability to align with this template in order to further streamline the approval process and provide predictability of costs for those who follow this template.
5. Police, Fire, and Public Works will create detailed event requirements that can be provided to applicants prior to application submittal. Sharing this information up front will help applicants determine costs and procedures ahead of the submission of the Application, which will better streamline internal Application approvals.

Event Costs

There are several internal costs associated with the Special Event Application Process depending on the type of event and its magnitude. Fees are determined by each department based on the criteria noted in the event application. For example, the Public Works Department charges fees for event inspection, street usage fees, and issuance of the final permit. The Traffic division of Public Works reviews the applicant's traffic control plan while collaborating with the Police Department for effective coordination. Additionally, extra fees may apply for supplementary inspections, police presence at the event, tent permits, stage permits, itinerant or food merchant permits, City-managed traffic control, street sweeping services, stormwater protection, solid waste services, and/or other fees as deemed necessary based on the assessment following the permit review.

The Police Department coordinates the presence of officers at events, which is billed to the applicant at a flat per-hour rate with a four-hour minimum requirement. If the event is entirely contained on private property, the Police Department will determine if an off-duty Police Officer is required. If no Police Officer is needed, the Patrol Captain will be informed of the event. The Fire Department determines if an event inspection is needed for an event on a case-by-case basis.

One of the major concerns Economic Development staff has heard from event producers is the increasing costs for producing events in Burbank. To that end, staff evaluated the costs for the three most recent events in Burbank: Winter Wine Walk (November 18, 2023), Holiday in the Park (November 17, 2023), and the Jackalope Indie Artisan Faire (June 3rd to June 4th 2023). In 2023, Holiday in the Park paid \$63,838 in City fees compared to \$36,155 in 2022, a 77% increase from the year prior. The Winter Wine Walk paid \$24,253 in 2023 compared to \$22,316 in 2022 and Jackalope paid a total of \$32,149 in 2023 compared to a total of \$18,653 in 2022 (Attachment 2). Additionally, there were/have been inconsistencies when looking at the charges in Attachment 2, some events were/have been charged for certain items while others are not. Staff is working to correct these inconsistencies.

Event Costs Paid to the City	2022	2023	Increase
Holiday in the Park	\$36,155	\$63,838	77%
Winter Wine Walk	\$22,316	\$24,253	9%
Jackalope Artisan Faire	\$18,653	\$32,149	72%

While the new procedures outlined in this report will help streamline the process, they will not reduce the escalating costs for the applicants. In 2024, event costs are anticipated to increase due to costs for street closures and barricades, the implementation of enhanced safety protocols and procedures recommended by Police and Public Works for public safety and wellbeing, and costs associated with personnel resources.

To attract and maintain large events, the City is evaluating options to reduce costs by lowering fees related to special events or by allocating funds to be used for additional City sponsorships. The City is also reviewing technology options to assist in the process, to include an online platform that can facilitate application review, approval, and payment submission. Staff will return to Council later this year with recommendations for consideration.

CONCLUSION

With the City Council's goal of attracting more events to Burbank, Economic Development staff has taken the lead in developing a process for event producers to obtain their necessary permits. Events and requests for event applications continue to increase with a total of 18 event applications received between July to December 2023. The introduction of the new Application has helped create better transparency and communication with event applicants and staff. The Special Event process will continue to be refined in 2024, and the implementation of the five new procedures noted in this report will further support staff in achieving a better process both internally and externally allowing the City to provide more high quality, entertaining events to the community. Staff will continue to monitor the program and will return to City Council in the future with recommendations for continued process improvements.

ATTACHMENTS

Attachment 1 – Special Event Application (as of July 2023)

Attachment 2 – Event Cost Comparison



April 11, 2024

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, April 15, 2024, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

The following is an additional teleconference location for this meeting:

Frankfurt Marriott Hotel
Hamburger Allee 2
Frankfurt, Hessen 60486

In addition to attending the meeting in person, members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

Dial in: (818) 862-3332

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of April 15, 2024

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 in-person attendance or participation at meeting of the Commission is allowed, members of the public are requested to observe the following rules of decorum:

- *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 three 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, April 15, 2024

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT (Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Comments are limited to 3 minutes each, and the Authority President may limit this time if reasonable under the circumstances.)
5. CONSENT CALENDAR (Includes Minutes. Items on the Consent Calendar are generally routine in nature and may be acted upon by one motion unless removed for separate consideration.)
 - a. Committee Minutes
(For Note and File)
 - 1) Executive Committee
 - (i) March 6, 2024 **[See page 1]**
 - 2) Finance and Administration Committee
 - (i) March 18, 2024 **[See page 4]**
 - b. Commission Minutes
(For Approval)
 - 1) April 1, 2024 **[See page 7]**
 - c. Approval of Task Order 5 – Amendment 1
Replacement Passenger Terminal Project **[See page 13]**
 - d. Amendment No. 1 to Designated Aviation
Channeling Services Agreement **[See page 17]**
 - e. Parking Access and Revenue Control System
Agreement Extension **[See page 25]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Code of Conduct **[See page 29]**
7. ITEMS FOR COMMISSION INFORMATION
 - a. Rating Agency Assignments – Proposed Issuance of
2024 Bonds **[See page 31]**

b. Resolution and Financing Documents for 2024 Bonds
for Replacement Passenger Terminal Project

[See page 60]

c. Replacement Passenger Terminal Update

8. ITEMS PULLED FROM CONSENT CALENDAR
9. EXECUTIVE DIRECTOR COMMENTS
10. COMMISSIONER COMMENTS
(Commissioners may make a brief announcement, make a brief report on
their activities, and request an agenda item for future meeting.)
11. PUBLIC COMMENT
12. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, April 15, 2024

[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 Executive Committee meeting of March 6, 2024; and approved minutes of the Finance and Administration Committee special meeting of March 18, 2024, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the minutes of the Commission regular meeting of April 1, 2024, are included in the agenda packet for Commission review and approval.
- c. APPROVAL OF TASK ORDER 5 – AMENDMENT 1 – REPLACEMENT PASSENGER TERMINAL PROJECT. A staff report is included in the agenda packet. At its meeting on April 3, 2024, the Executive Committee voted unanimously (3–0) to recommend that the Commission approve an Amendment 1 to Task Order 5 for Holder, Pankow, TEC - A Joint Venture in the amount of \$1,065,691 to amend the following Component Guaranteed Maximum Price item related to the construction of the Replacement Passenger Terminal Project:
(1) CGMP – 08b, Exterior Public Art Sculpture \$1,065,691.
- d. AMENDMENT NO. 1 TO DESIGNATED AVIATION CHANNELING SERVICES AGREEMENT. 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 of a proposed amendment (“Amendment”) to the Designated Aviation Channeling Services Agreement (“Agreement”) with Telos Identity Management Solutions, LLC. The Amendment extends the term of the Agreement by one year, provides the Authority an option for an additional one-year extension, and revises the fee schedule.
- e. PARKING ACCESS AND REVENUE CONTROL SYSTEM AGREEMENT EXTENSION. 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 of a one-year extension of the Parking Access and Revenue Control System Service Agreement with SKIDATA Inc.

6. ITEMS FOR COMMISSION APPROVAL

- a. COMMISSIONER CODE OF CONDUCT. A staff report is included in the agenda packet. At its meeting on April 3, 2024, the Executive Committee voted unanimously (3–0) to approve a further revised draft Code of Conduct to formally

establish policies on appropriate conduct by Commissioners with the media and at Authority meetings.

7. ITEMS FOR COMMISSION INFORMATION

- a. **RATING AGENCY ASSIGNMENTS – PROPOSED ISSUANCE OF 2024 BONDS.** No staff report attached. Included in the agenda packet are the rating agency reports received regarding assignments for the proposed issuance of 2024 Bonds. The rating assignments are as follows: Moody's "A2" affirmed, outlook stable; S&P "A" affirmed, outlook stable; Fitch Ratings "A-" one notch downgrade, outlook stable.

- b. **RESOLUTION AND FINANCING DOCUMENTS FOR 2024 BONDS FOR REPLACEMENT PASSENGER TERMINAL PROJECT.** A staff report is included in the agenda packet. Being presented to the Commission, as an informational item, are the proposed Resolution No. 511 ("Bond Resolution") for the issuance of bonds ("2024 Bonds") for the Replacement Passenger Terminal ("RPT") Project and the forms of related key financing documents.

The issuance of the 2024 Bonds will be a major milestone for the RPT Project. In view of the significance of this step and the volume and complexity of the documents, Staff is bringing this item to the Commission for informational purposes. No action is requested. Staff plans to return with the recommendation to adopt the Bond Resolution at the May 6, 2024 Commission meeting.

- c. **REPLACEMENT PASSENGER TERMINAL UPDATE.** No staff report attached. A representative from the Project Management Team will brief the Commission on the Replacement Passenger Terminal status of design.