



Weekly Management Report

July 15, 2022

- 1. Minutes** Sustainable Burbank Commission
Meeting on June 20, 2022
Public Works Department
- 2. Notice** Burbank-Glendale-Pasadena Airport Authority
Meeting on July 18, 2022
Burbank-Glendale-Pasadena Airport Authority
- 3. Memo** SpongeBob SquarePants Statue
Community Development Department

SUSTAINABLE BURBANK COMMISSION

June 20, 2022 MINUTES

I. CALL TO ORDER

The meeting of the Sustainable Burbank Commission was held in the Burbank Recycle Center Conference Room, 500 South Flower Street on the above date. Chair Robin Gemmill called the meeting to order at 5:00 p.m.

II. ROLL CALL

Members Present:

Robin Gemmill (Chair)
Jean Schanberger (Vice Chair)
Victoria Kirschenbaum
Kevin O'Brien
Chris Weber
Limor Zimskind
Alissandra Valdez
Jenny Deahl

Members Absent:

Council Members and Staff Present:

John Molinar – Asst. Public Works Director - Street & Sanitation
Amber Duran – Recycling Coordinator
Ken Berkman – Public Works Director
Stephanie Kandt – Senior Administrative Analyst
Berenice Quintero – Clerical Worker – Recording Secretary
Nick Schultz – Council Liaison
Bob Frutos – Council Liaison

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 2 minutes; however, the Commission reserves the right to extend this time period.)

A. Public Communication

Tamala Takahashi expressed concern with the delay in the plastics ban and the timing for businesses to adapt, expressed concern of elements of the Parks and Recreation Plan to replace grass with artificial turf, which lacks recycling options, contributes to heat island effect, and prevents water conservation and quality, and urged the Commissioners to support the City in providing more bike paths and making alternative transportation more accessible.

Commissioner Gemmill agreed with Ms. Takahashi's comments regarding artificial turf and mentioned it having the same heat effects as asphalt according to a study from University of California (UC) Riverside.

B. Commission Member Communication

Commissioners and staff welcomed the newest Commissioner, Jenny Deahl.

Commissioner Schanberger raised concern about the Commission meeting in-person during another COVID surge while other Commissions and Boards, such as the Airport Authority Board, have hybrid options. She also expressed the public having limited access to the meetings. Commissioner Schanberger expressed interest in staying on the Commission and mentioned the possibility of her resignation due to lack of hybrid or virtual options to attend the meeting. Commissioners Valdez and Kirschenbaum voiced their support of Commissioner Schanberger's point of view.

X. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT

The Subcommittee continues to provide outreach at the Farmer's Market and will provide SB1383 outreach along with staff at the July 2, 2022 Farmer's Market. Ms. Zimskind was removed from the Subcommittee; Ms. Valdez joined the Subcommittee. The Subcommittee discussed using different social media platforms with regards to the Brown Act. Staff will provide the Commission with the Burbank's rules and regulations regarding social media.

XI. UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS

The Commission discussed the following Council agenda items:

- Update to Burbank Water and Power's New Low-Income Residential Assistance Program
- Authorization for Pre-Planning and Feasibility Analysis of Developing a Tiny Homes Village Project at Northeast Corner of N. Lincoln Street and N. Victory Place, Commonly Referred to as "Lincoln Yard", and Request for Proposals for Related Consultant Services
- Proposal to Install EV Charging Stations at the 133 E. Orange Grove Blvd. Parking Structure

XII. INTRODUCTION OF ADDITIONAL AGENDA ITEMS

Ms. Kirschenbaum moved and Ms. Gemmill seconded a motion to include the electrification of landscape equipment on the July 18, 2022 agenda; all in attendance approved. Ms. Schanberger moved and Ms. Gemmill seconded a motion to add an agenda item to have a discussion about alternative options to in-person attendance for the Commissioners and the public to participate in the monthly meetings. All in attendance approved the motion. Ms. Schanberger moved and Ms. Gemmill seconded a motion to discuss reengaging and filling seats of Sustainable Burbank Commission liaisons. All in attendance approved the motion.

XIII. ADJOURNMENT

The meeting was adjourned at 6:11 p.m. The next meeting will be held on Monday, July 18, 2022 at 5:00 p.m. at the Burbank Recycle Center.

Respectfully submitted,

John Molinar, Assistant Public Works Director - Street & Sanitation

JM: ad



July 14, 2022

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, July 18, 2022, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Government Code Section 54953(e), members of the Commission may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, a physical location is not being provided for the public to attend or comment. 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

Airport Skyroom

Regular Meeting of Monday, July 18, 2022

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.



When in-person attendance or participation at meetings 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 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, July 18, 2022

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) June 6, 2022 **[See page 1]**
 - 2) Finance and Administration Committee
(i) June 6, 2022 **[See page 3]**
 - 3) Legal, Government and Environmental Affairs Committee
(i) June 6, 2022 **[See page 5]**
 - b. Commission Minutes
(For Approval)
 - 1) June 20, 2022 **[See page 7]**
 - c. Treasurer's Report
 - 1) April 2022 **[See page 15]**
 - d. County of Los Angeles - License Agreement Amendment **[See page 40]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Election of Officers **[See page 48]**
 - b. Creation of Executive Committee; Redefinition of Standing Advisory Committee Subject Matter Jurisdiction and Update of Committee Operation Guidelines **[See page 50]**
 - c. Appointment to Committees
 - d. Determinations Regarding Return to In-Person Meetings and AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings **[See page 69]**

e. Replacement Passenger Terminal Project Progressive Design-Build Services Shortlist Approval and Request for Proposals Authorization **[See page 71]**

f. Airport Solution Line Service Agreement Extension and Change Order #1 to the Common Use Passenger Processing System Refresh Project with SITA Information Networking Computing USA Inc. **[See page 74]**

g. Approval of Amendments to Professional Services Agreements Replacement Passenger Terminal Program **[See page 77]**

h. Award of Professional Services Agreement Airport Marketing Consultant Services **[See page 80]**

7. ITEMS FOR COMMISSION INFORMATION

a. Reintroduction of Pet Therapy Program

b. May 2022 Passenger and Air Cargo Statistics **[See page 83]**

c. May 2022 Ground Transportation Statistics

d. May 2022 Parking Revenue Statistics

8. CLOSED SESSION

a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(California Government Code Section 54956.9(d)(1))

Name of Case: City of Los Angeles v. FAA et al. (Case No. 21-71170)

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 a future meeting.)

11. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, July 18, 2022

[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 Operations and Development Committee meetings of June 6, 2022; approved minutes of the Finance and Administration Committee meeting of June 6, 2022; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of June 6, 2022, are included in the agenda packet for information purposes.
- b. **COMMISSION MINUTES.** Draft minutes of the June 20, 2022, Commission meeting are attached for the Commission's review and approval.
- c. **TREASURER'S REPORT.** The Treasurer's Report for April 2022 is included in the agenda packet. At its meeting on June 20, 2022, the Finance and Administration Committee voted unanimously (2-0, 1 absent) to recommend that the Commission note and file this report.
- d. **COUNTY OF LOS ANGELES – LICENSE AGREEMENT AMENDMENT.** A staff report is included in the agenda packet. Staff seeks Commission approval of a proposed Amendment to the non-fee License Agreement ("Agreement") with the County of Los Angeles for the use of Authority facilities for the purposes of providing a COVID-19 vaccination clinic. The proposed Amendment would extend the Agreement expiration date to August 15, 2023, and memorialize relocation of the vaccination clinic from the terminal to the Valet Center.

6. ITEMS FOR COMMISSION APPROVAL

- a. **ELECTION OF OFFICERS.** A staff report is included in the agenda packet. The joint powers agreement requires the Commission to elect or re-elect a President, a Vice President, and a Secretary at the first meeting of July every year. Although not required to do so, the Commission traditionally also has chosen an Assistant Secretary, Treasurer, and Auditor at the first July meeting. Staff recommends that the Commission elect or re-elect all of its officers, including an Assistant Secretary, Treasurer, and Auditor.
- b. **CREATION OF EXECUTIVE COMMITTEE; REDEFINITION OF STANDING ADVISORY COMMITTEE SUBJECT MATTER JURISDICTION; AND UPDATE OF COMMITTEE OPERATION GUIDELINES.** A staff report is included in the agenda packet. Staff seeks the Commission's creation of a new standing advisory committee to be known as the Executive Committee and to be comprised of the Commission's President, Vice President, and Secretary. It is proposed that the

Executive Committee will meet on an as-needed basis in accordance with the Brown Act and will have subject matter jurisdiction to make recommendations to the Commission on four topics: (1) the Replacement Passenger Terminal Program; (2) the airport management services contract; (3) labor negotiations; and (4) legislative matters. Staff also seeks Commission approval of a redefinition of the subject matter jurisdiction of the three existing standing advisory committees and an update of the committee operation guidelines.

- c. APPOINTMENT OF COMMITTEES. 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 or she may wish to make.
- d. DETERMINATIONS REGARDING RETURN TO IN-PERSON MEETINGS AND AB 361 FINDINGS FOR SPECIAL BROWN ACT REQUIREMENTS FOR TELECONFERENCE MEETINGS. A staff report is included in the agenda packet. Pursuant to the motion passed at the May 16, 2022, meeting, Staff has placed this item on the agenda to give the Commission an opportunity to provide direction on the return to in-person Commission and Committee meetings at the Airport. Additionally, this item gives the Commission an opportunity to make the findings specified in AB 361 (2021) for special Brown Act requirements for teleconference meetings.
- e. REPLACEMENT PASSENGER TERMINAL PROJECT – PROGRESSIVE DESIGN-BUILD SERVICES SHORTLIST APPROVAL AND REQUEST FOR PROPOSALS AUTHORIZATION. A staff report is included in the agenda packet. Staff seeks Commission approval of a three-team shortlist for progressive design-build services for the Replacement Passenger Terminal Project and authorization to issue the Request for Proposals for this procurement. The proposed shortlist consists of the following teams (listed in ranked order): 1) Austin-WebCor, Contractor/ Fentress, Architect/ TYLin, Engineer/ Granite, Subcontractor (Pre-con & Civil partner); 2) Holder-Pankow, JV Contractor/ Corgan, Architect/ Burns & McDonnell, Engineer, and 3) Turner, Contractor/ HNTB, Architects and Engineers/ Flatiron, Subcontractor (Pre-con & Civil partner).
- f. AIRPORT SOLUTION LINE SERVICE AGREEMENT EXTENSION AND CHANGE ORDER #1 TO THE COMMON USE PASSENGER PROCESSING SYSTEM REFRESH PROJECT WITH SITA INFORMATION NETWORKING COMPUTING USA, INC. A staff report is included in the agenda packet. At its meeting on June 20, 2022, the Operations and Development Committee (“Committee”) voted (3–0) to recommend that the Commission approve a 1-year extension of the Airport Solution Line Service Agreement with SITA Information Networking Computing USA, Inc. (“SITA”) for the Common Use Passenger Processing System (“CUPPS”) installed at the Hollywood Burbank Airport. This extension will run from October 1, 2022 to September 30, 2023, at a monthly cost of \$64,153. The cost of the services provided under this agreement are reimbursed monthly by the airlines serving the Airport.

The approved vote by the Committee also included the recommendation to approve Change Order #1 to the CUPPS Refresh project in the amount of \$118,896.60. The proposed Change Order #1 is a modification to Amendment No. 3 of the Service Agreement, by which the Commission approved the CUPPS Refresh project in

October 2021 at an original cost of \$1,106,007.52. Ongoing supply chain issues and changes to the original Scope of Work have increased the overall cost of the CUPPS Refresh project to \$1,224,904.12. On May 17, 2022, the airlines approved the change order request and the cost of the Refresh project, upon certification and acceptance by the Authority, will be fully reimbursed by the airlines over a 12-month amortization period.

- g. APPROVAL OF AMENDMENTS TO PROFESSIONAL SERVICES AGREEMENTS - REPLACEMENT PASSENGER TERMINAL PROGRAM. A staff report is included in the agenda packet. With the assumption of program management duties by Jacobs Project Management Co. ("Jacobs") for the Replacement Passenger Terminal Project ("RPT") in May of this year, Staff, Jacobs, Support Consultants and the Airlines serving Hollywood Burbank Airport have been working with a renewed effort with a goal to complete the RPT project as early as financially feasible. In conjunction with this effort, at its meeting on June 20, 2022, the Legal, Government and Environmental Committee voted (2-0, 1 absent) to recommend that the Commission amend six current Professional Services Agreements with the following consultants to continue their services assisting Staff and Jacobs to maintain the momentum to move the RPT program forward. The services these consultants provide include strategic planning consulting, outreach and support services, financial feasibility and advisory services, airline coordination and technical service support related to the next phase of development for the RPT project in FY 2023
- h. AWARD OF PROFESSIONAL SERVICES AGREEMENT – AIRPORT MARKETING CONSULTANT 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 approval from the Commission to award a Professional Services Agreement to Anyone Collective, LLC for airport marketing consulting services, website support and media purchases. These services are in support of the continued branding, marketing, and advertising efforts of Hollywood Burbank Airport. These services, as detailed below, are for a not-to-exceed amount of \$600,000 inclusive of commission for media purchases.

7. ITEMS FOR COMMISSION INFORMATION

- a. REINTRODUCTION OF THE PET THERAPY PROGRAM. No staff report is included in the agenda packet. Staff will introduce volunteers and dogs who are part of the Authority's pet therapy program, called "Waggage Claim." The dogs and their handlers roam throughout each terminal, visiting with passengers and airport/airline staff to help alleviate the stress of travel.
- b. MAY 2022 PASSENGER AND AIR CARGO STATISTICS. A staff report is included in the agenda packet. The May 2022, passenger count of 530,751 was up 6% compared to May of 2019's 499,289 passengers. Also compared to May of 2019, air carrier aircraft operations in May 2022, increased 11%, while cargo volume was down 22%, at 7.5 million pounds.

- c. MAY 2022 GROUND TRANSPORTATION STATISTICS. No staff report attached. Staff will update the Commission on Ground Transportation activities for the month of May 2022.
- d. MAY 2022 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of May 2022.

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: June 17, 2022

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
VIA: Simone McFarland, Asst. Community Development Director
Mary Hamzoian, Economic Development Manager
BY: Aida Ofsepan, Economic Development Analyst I

Handwritten signatures and initials in blue ink:
- A large signature above the 'FROM' line.
- Initials 'MH.' next to 'Mary Hamzoian'.
- Initials 'AO' next to 'Aida Ofsepan'.
- A signature 'for P.P.' next to 'Patrick Prescott'.

SUBJECT: SpongeBob SquarePants Statue Tracking Sheet #2478

At the April 12 City Council meeting, Council member Frutos asked for a first step report on the installation of a SpongeBob SquarePants statue in front of Nickelodeon Studios, similar to the Batman statue that was developed in 2020 in collaboration with the Burbank Hospitality Association and DC Comics.

Two years ago, Burbank Economic Development Team led a collaboration between the Burbank Hospitality Association (also known as Visit Burbank) and Burbank-based DC Comics to create and install a 600-pound, 7 1/2-foot-tall bronze statue of Batman in front of the AMC theaters as part of a multi-year Destination Development Program.

The Program is fully funded by Visit Burbank with the goal of leveraging Burbank's large entertainment presence and reputation as "Media Capital of the World" by establishing a series of awe-inspiring "selfie spots" featuring Burbank-created characters. While the City is already renowned for attractions such as Warner Bros. Studio Tour Hollywood, Universal Studios Hollywood, live TV tapings, and the Hollywood Burbank Airport, Visit Burbank was eager to further develop the destination by integrating the concept into the fabric of Burbank's commercial districts where tourists and shoppers congregate. The idea was to establish one-of-a-kind experiences that are unique to Burbank.

Visit Burbank entered into an agreement with DC Comics to fabricate and install multiple super-hero statues throughout Burbank. With the Batman statue successfully installed, phase II of the Program is underway with the installation of Wonder Woman in front of the new Warner Bros. Studio Tour facility set to be in place November 2022.

At Councilmember Frutos' request, Economic Development staff held a meeting with Carson Smith, Vice President Community Outreach from Nickelodeon to further discuss the feasibility of establishing a SpongeBob SquarePants statue in Burbank. Mr. Smith

stated that he would discuss the desire to pursue such a project with his colleagues. In the past, Nickelodeon has been receptive to integrating SpongeBob into the fabric of Burbank, at their current facility and at alternative locations. Staff will continue to talk with Nickelodeon to further discuss if there is a desire to move forward with a project.