



Weekly Management Report

August 12, 2022

- 1. Memo** Recruitment Report – End of July 2022
Management Services Department
- 2. Minutes** Sustainable Burbank Commission
Meeting on July 18, 2022
Public Works Department
- 3. Notice** Burbank-Glendale-Pasadena Airport Authority
Meeting on August 15, 2022
Burbank-Glendale-Pasadena Airport Authority

MEMORANDUM



**MANAGEMENT
SERVICES**



DATE: August 8, 2022

TO: Justin Hess, City Manager

FROM: Betsy McClinton, Management Services Director
By: Rene Sanchez, Acting Human Resources Manager

SUBJECT: RECRUITMENT REPORT – End of July 2022

Vacancies open to the public (21)

The Management Services Department (MS) is currently accepting applications from the public for these positions.

(2) Administrative Analyst II (MS) (Temp)	(3) Locker Room Attendant*
Communications Technician Trainee	Permit Technician
Cross Connection Control Specialist*	(8) Police Recruit or Police Officer*
(8) Custodian (PW)*	Police Technician
Engineering Assistant/Traffic	Real Estate and Project Manager
(14) Facility Attendant II (PT) (Temp)*	(3) Senior Clerk (PD, PW, BWP)
(5) Firefighter Recruit or Firefighter*	(2) Senior Lifeguard*
Food Services Aide	Workers' Comp Representative III (Temp)*
(3) Groundskeeper Helper	(4) Youth Services Worker (BEST)*
(2) Lifeguard*	(20) Youth Services Worker (CREST)
(16) Lifeguard-Instructor*	

*Continuous opening/open until filled

Vacancies open to City employees (3)

MS is currently accepting applications from City employees only for these positions.

Assistant General Manager-Cust Serv & Marketing
Senior Administrative Analyst (M) (BWP)
Senior Water Plant Operator

Recruitment examinations in process (31)

MS is conducting an examination process for these positions. MS estimates it will complete the examination process by the date indicated and will provide a list of candidates eligible for hire to the hiring department.

Accountant (Aug 2022)	(4) Crossing Guard (Aug 2022)
Administrative Analyst I (M) (PR) (Aug 2022)	(2) Electrical Engineering Associate I (Sep 2022)
Animal Control Officer (Sep 2022)	(2) Electrical Engineering Associate II (Sep 2022)
Associate Transportation Planner (Aug 2022)	Electrical Supervisor (Aug 2022)
Cement Finisher (Aug 2022)	Engineering Assistant/Traffic (Sep 2022)
(5) Communications Operator (Aug 2022)	Fire Equipment Mechanic (Aug 2022)
Crime Analyst (Aug 2022)	(5) Firefighter Recruit (Sep 2022)

Housing Assistant (Aug 2022)
Information System Analyst I (Sep 2022)
(2) Legal Assistant (Aug 2022)
(2) Library Page (PT) (Aug 2022)
(2) Marketing Associate (Aug 2022)
Motor Sweeper Operator (Aug 2022)
Police Communications Manager (Aug 2022)
(8) Police Recruit or Police Officer (Aug 2022)
(2) Police Records Technician (Sep 2022)

Power Supply Scheduler (Aug 2022)
(2) Power Systems Operator (Aug 2022)
(2) Property and Evidence Technician (Aug 2022)
Senior Fleet Maintenance Technician (Aug 2022)
Senior Line Mechanic-G (Aug 2022)
Senior Water Plant Operator (Aug 2022)
Solid Waste Truck Operator (Aug 2022)
(2) Water Service Planner (Aug 2022)

Recruitment examinations completed (48)

MS completed the examination process for these positions. MS gave names of candidates eligible for hire to the hiring department for their internal selection process (typically a final interview). MS is awaiting notice of selection.

Account Clerk
(3) Administrative Analyst I (M) (2-PD, PR)
Assistant Traffic Signal Technician
Clerical Worker (PT) (CM)
(2) Clerical Worker (MS, PW)
Communications Operator (As-Needed)
(8) Custodian (PW)
(4) Electrician Apprentice
(14) Facility Attendant
(5) Firefighter
Financial Accounting Manager – BWP (Temp)
Fire Inspector II
(3) Fleet Maintenance Tech (2-PW, BWP)
Instrument Controls Technician
(2) Jailer
(5) Jailer (As-Needed)
Junior Engineering Aide-BWP
Legal Secretary
(2) Librarian
(2) Library Assistant
(2) Lifeguard
(16) Lifeguard-Instructor
(5) Line Mechanic Apprentice
(3) Locker Room Attendant

(2) Marketing Associate
(3) Parking Control Officer
(2) Pipefitter Apprentice
(2) Police Cadet (PT)
(8) Police Recruit or Police Officer
(2) Power Plant Maintenance Trainee
Power Plant Operator Trainee
(5) Recreation Leader
(2) Senior Accountant
Senior Electrician
Senior Groundskeeper
Senior Library Assistant
Senior Planner
Senior Property and Evidence Tech
Senior Recreation Leader
(3) Senior Tree Trimmer
Technical Support Analyst I
Test Technician Apprentice
Transportation Services Driver (PT)
(5) Tree Trimmer
Utility Worker (PT) (As-Needed) (PW)
(2) Water Plant Operator (Jul 2022)
(3) Work Trainee I (PR)
Work Trainee I (Temp) (MS)

Recruitments by outside recruitment firms (1)

The City sometimes uses outside firms for certain difficult-to-fill positions and also managerial and executive positions because outside firms have expertise in specific fields, use established networks of quality candidates, and proactively reach out to prospective candidates.

Manager Energy Control Center

Upcoming job openings (38)

MS received notice that these positions are vacant, and they will be open to accept applications soon.

Administrative Analyst II (M) (PR)
Associate Planner
Building Administration Manager
Buyer I
Carpenter
Civil Engineering Associate
Collection Systems Leadworker

Construction Inspector I
Custodial Supervisor (PW)
(4) Customer Service Representative II
Fire Battalion Chief
Fire Engineer
Fire Inspector I
Heavy Equipment Operator

(2) Intermediate Clerk (CT, PR)
Irrigation Specialist
Laborer
Lead Jailer
Manager Technology
Parking Control Supervisor
(8) Police Recruit or Police Officer
Police Sergeant
Principal Civil Engineer
Principal Clerk (PR)
Principal Electric Engineer
Senior Engineering Technician

Senior Plan Check Engineer
(3) Senior Secretary (BWP)
Senior Transportation Planner
Senior Test Technician
Skilled Worker
(2) Storekeeper
Transportation Operations Supervisor
(3) Tree Trimmer Helper
Utility Accounting Analyst
Veterinary Technician
Welder (PW)
Workers' Compensation Representative II

Recruitment Plan Update – Police Recruit/Police Officer

There are currently nine Police Recruit/Police Officer vacancies. There were no candidates hired this month, and we received notice of one new vacancy (Personnel Requisition). As indicated above, the recruitment for Police Recruit/Police Officer is open continuously. Physical agility examinations will continue to occur once a month, and our pace is to complete 12 this year.

Currently there is one candidate in the onboarding process and following are updates for Police Recruits attending police academies:

- Two Police Recruits are attending the Los Angeles Sherriff's Department (LASD) Academy. Anticipated graduation date is August 2022
- One Police Recruit is attending the Rio Hondo Police Academy. Anticipated graduation date is October 2022.

Recruitment Plan Update – Firefighter Recruit/Firefighter

There are currently five Firefighter Recruit/Firefighter vacancies. MS staff is proctoring two recruitments in 2022. For the purposes of this report, they will be listed as Firefighter Recruitment 1 (FF1) and Firefighter Recruit Recruitment 2 (FF2).

- In FF1, the City is currently accepting applications for the position of Firefighter. This application submittal period will be open continuously until vacancies are filled. Currently there are two candidates in the onboarding process.
- In FF2, the City opened Firefighter Recruit on July 15, 2022. The application submittal period ended on August 5, 2022. The City accepted applications from those candidates who are on the Fire Candidate Testing Center (FCTC) Statewide Eligibility List (SEL). We received 906 applications for this recruitment. Recruitment and Selection staff reached out to those candidates on the SEL and oral interviews will be held at the end of August.

SUSTAINABLE BURBANK COMMISSION

July 18, 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 5:02 p.m.

II. ROLL CALL

Members Present:

Robin Gemmill (Chair)
Victoria Kirschenbaum
Chris Weber
Limor Zimskind
Alissandra Valdez
Jenny Deahl
Jason Bennett

Members Absent:

Jean Schanberger (Vice Chair)
Kevin O'Brien

Council Members and Staff Present:

John Molinar – Asst. Public Works Director - Street & Sanitation
Amber Duran – Recycling Coordinator
Berenice Quintero – Clerical Worker – Recording Secretary
Nick Schultz – Council Liaison
Jared Lee – Civil Engineer, Burbank Water & Power
Jeannine Edwards – Assistant General Manager, Burbank Water & Power

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

Jean Schanberger expressed concern with the lack of alternative options for members of the public to attend the Sustainable Burbank Commission meetings. She mentioned the options neighboring cities, such as Glendale and Pasadena, have to attend virtually and have access to the meetings. Ms. Schanberger urged the Committee to consider different ways for the public and Commissioners to attend meetings.

B. Commission Member Communication

Commissioners and staff welcomed the newest Commissioner, Jason Bennett.

Commissioner Kirschenbaum informed the Commission that a member of the local Sierra Club at Verdugo Hills, David Isenberg, reached out to her and Commissioner Weber offering to give a presentation on the Club's position for the artificial turf plans for Brace Canyon Park.

Mr. Weber included that artificial turf would be discussed during the Greenhouse Gas Reduction Plan subcommittee's meeting with Burbank Water and Power (BWP) on Greenhouse Gas Reduction Plan (GGRP) related elements. He also mentioned the subcommittee needs to identify information they would need to know about artificial turf in order to provide an update during the next SBC meeting. Chair Gemmill informed she had further information on the latest research from the University of California system on turf.

Ms. Gemmill informed the Commission that Parks and Recreation and Public Works are working together to obtain \$300,000 in funding from Measure W for the McCambridge Storm Water Capture project.

C. Staff Communication

John Molinar informed the Commission on the Urgency Ordinance regarding masks being required during City public meetings. He also informed the Commissioners that they would need to RSVP two weeks before meetings going forward.

Amber Duran updated the Committee on the start of the organic's food scraps collection, and on outreach strategies taken to inform the public on the new resources provided by the City. Ms. Duran informed the Committee that a member from another commission or board would need to get permission from their board to speak as a representative and would only be allowed to speak during the public comment period.

IV. APPROVAL OF MINUTES

The amended May 16 minutes and the June 20 minutes were approved by Ms. Gemmill, Ms. Kirschenbaum, Ms. Valdez, Mr. Weber, Ms. Zimskind and Ms. Deahl, noting Ms. Schanberger's and Mr. O'Brien's absence. Mr. Bennett abstained from the vote.

V. ADVANCED METERING INFRASTRUCTURE UPGRADE PROJECT

BWP employee Jared Lee provided the Commission with history on the water meter system. He informed the Commission that the system the City invested in has been failing at a rate exceeding industry standards. He stated that the equipment could no longer be replaced due to the lack of resources from the company originally used. The cost to replace the necessary equipment is almost \$8M. Mr. Lee informed the Commission that the Bureau of Reclamation is offering a grant that matches at least 50% up to \$5M for the technology. He mentioned that BWP is aggressively pursuing the grant and is reaching out to other constituents and stakeholders for letters of support. Commissioner Limor Zimskind motioned and Commissioner Ali Valdez seconded for the Commission to sign the draft letter provided by BWP in support of the grant; all in attendance approved with the exception of Mr. Bennet; he abstained.

VI. ALTERNATIVE ATTENDANCE OPTIONS FOR THE SBC MEETINGS

Commissioners discussed the advantages and drawbacks of attending meetings in person and virtually. They also discussed how the public has limited access to the meetings. Staff reminded the Commission that City Council decides how the meetings are conducted. Council Liaison Nick Schultz informed the Committee he will provide feedback to City Council which could help them make a better-informed decision on the attendance options for public meetings. He informed them that they can decide to send a representative to Council to voice their concerns if all were in accordance. No action was taken.

VII. RE-ENGAGING AND FILLING SEATS OF SBC LIAISONS

Ms. Gemmill advocated having a representative from the Youth Board be present at all meetings. The Committee discussed the advantages of having a Youth Board representative and the importance of them having a voice during the meetings. Ms. Gemmill moved and Commissioner Chris Weber seconded that the reengaging and filling seats of SBC liaisons discussion be moved to the Community Engagement Phase 2 Subcommittee; all in attendance approved.

VIII. AD HOC WORK PLAN DEVELOPMENT SUBCOMMITTEE

Ms. Gemmill asked if staff could provide Mr. Bennett the Committee Work Plan and subcommittee list.

IX. ELECTRIFICATION OF LANDSCAPE EQUIPMENT

Ms. Kirshenbaum announced that she has been working on a draft memorandum to send to Council on banning gas leaf blowers. She included that she had been gathering information on Glendale's pilot program on banning gas powered landscape equipment. Staff noted that South Pasadena would also be a good resource to evaluate their efforts in electrification of landscape equipment. Staff Member Jeannine Edwards expressed that BWP is in support of this subcommittee's efforts and mentioned that they have been doing research on how to target

and connect with local landscapers as they are the ones purchasing the equipment. Ms. Gemmill moved and Ms. Zimskind seconded a motion to have this discussion moved under the Greenhouse Gas Reduction Plan subcommittee; all in attendance approved.

X. AD HOC EQUITY AND ECONOMIC SUSTAINABILITY SUBCOMMITTEE REPORT

The subcommittee discussed the 2019 in-flow and out-flow commuting patterns in the City . They expressed that they could use the information to provide Council recommendations regarding key issues such as housing and transportation. Ms. Gemmill announced that Council will be discussing the Tiny House Village on North Lincoln St. and North Victory Pl. and stated the Commission will need to discuss their positions on the matter.

XI. AD HOC SINGLE USE PLASTIC BAN IMPLEMENTATION SUBCOMMITTEE REPORT

The subcommittee and Chair met with Staff to receive an update on the implementation of the single use plastic ordinance. Staff provided an update on the plans to implement the policy to businesses. Ms. Kirschenbaum expressed her concerns about the possible delay of the ordinance getting to Council.

XII. AD HOC GREENHOUSE GAS REDUCTION PLAN SUBCOMMITTEE REPORT

The subcommittee announced their scheduled meeting with BWP for July 25, 2022. They also reached out to Karen Pan, Transportation Services Manager, regarding the electrification of new construction and informed Staff they have not received an update. Ms. Gemmill announced that she asked Karen Pan to provide the subcommittee with an update on when Complete Streets will be providing a report to the Transportation Commission in the case the subcommittee would like to attend. She also informed the subcommittee that there is a section of Complete Streets that relates to the GGRP rollout and advised they keep updated. BWP staff informed the subcommittee on their integrative resource plan.

XIII. AD HOC NATIVE LANDSCAPING IN PUBLIC SPACES SUBCOMMITTEE REPORT

Ms. Gemmill announced that Charles Miller will be talking about the Native Tree Canopy initiative at the August meeting. Ms. Gemmill expressed she would like to have the Commission write a letter to Council on the issues of artificial turf. Commissioner Deahl joined the subcommittee.

XIV. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT

Staff updated the subcommittee that they can continue to use their current social media platform if Staff are account administrators. Staff also noted that the Commission could respond to comments if responses remain neutral. The subcommittee plans to share green food scrap pails and BWP resources on their social account. The subcommittee also discussed with Staff what they are allowed to share on their accounts as it pertains to resources outside of the City.

XV. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS

The Commission discussed the following Council agenda items:

- Presentation of a Legislative Update from State Senator Robert Hertzberg's Office – CMO

XVI. INTRODUCTION OF ADDITIONAL AGENDA ITEMS

Ms. Kirschenbaum moved and Mr. Weber seconded a motion to discuss and vote on sending a memo to Council on banning gas leaf blowers; all in present approved. Ms. Kirschenbaum moved and Ms. Zimskind seconded a motion to discuss and vote on Mr. Weber and Ms. Kirschenbaum writing a letter to Council on artificial turf being proposed for Brace Canyon Park; all present approved. Ms. Kirschenbaum moved and Ms. Zimskind seconded a motion for Commissioner Gemmill to bring forward a letter to Council regarding artificial turf being used on City property; all present approved.

XVII. ADJOURNMENT

The meeting was adjourned at 6:42 p.m. The next meeting will be held on Monday, August 15, 2022 at 5:00 p.m. at the Burbank Recycle Center.

Respectfully submitted,

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



22 AUG 11 P7:11

August 11, 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, August 15, 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, August 15, 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, August 15, 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 20, 2022 **[See page 1]**
 - 2) Finance and Administration Committee
(i) June 20, 2022 **[See page 4]**
 - 3) Legal, Government and Environmental Affairs Committee
(i) June 20, 2022 **[See page 6]**
 - b. Commission Minutes
(For Approval)
 - 1) July 18, 2022 **[See page 8]**
 - c. Treasurer's Report
 - 1) May 2022 **[See page 18]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Exercise of First Extension Option for Waste Hauling and Recycling Services Agreement **[See page 42]**
 - b. Exercise of First Extension Option for Janitorial Services Agreement **[See page 47]**
 - c. Avalon Capital Group, Inc.
Aviation Hangar Lease Amendment **[See page 50]**
 - d. The Yucaipa Companies, LLC
Aviation Ramp Ground Lease Amendment **[See page 54]**

- e. The Hertz Corporation **[See page 60]**
Ground Lease Amendment
- f. Fourteenth Amendment to Lease and Concession Agreement **[See page 66]**
MCS Burbank, LLC
- g. Approval of Additional Appropriations and Extension **[See page 76]**
Professional Services Agreement – RS&H California, Inc.
- h. Award of Professional Services Agreement **[See page 84]**
Air Service Consulting Services

7. ITEMS FOR COMMISSION INFORMATION

- a. Commemoration of Pasadena City Councilmember and
Former Airport Commissioner John J. Kennedy
- b. Airport Police Department Life Saving Award
Officers Fisher and McLaughlin
- c. Recognition (Southwest Airlines, J. Davies, TSA and
TBI Airport Management Staff)
- d. June 2022 Passenger and Air Cargo Statistics **[See page 100]**
- e. June 2022 Ground Transportation Statistics
- f. June 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)

- b. CONFERENCE WITH LABOR NEGOTIATORS
(California Government Code Section 54957.6)
Authority Representatives: Frank Miller, Executive Director
Edward Skvarna, Chief of Police/Director of
Public Safety
Employee Organization: Burbank Airport Police Officers Association

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, August 15, 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 meeting of June 20, 2022; approved minutes of the Finance and Administration Committee meeting of June 20, 2022; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of June 20, 2022, are included in the agenda packet for information purposes.
- b. **COMMISSION MINUTES.** Draft minutes of the July 18, 2022, Commission meeting are attached for the Commission's review and approval.
- c. **TREASURER'S REPORT.** The Treasurer's Report for May 2022 is included in the agenda packet. At its meeting on July 18, 2022, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.

6. ITEMS FOR COMMISSION APPROVAL

- a. **EXERCISE OF FIRST EXTENSION OPTION FOR WASTE HAULING AND RECYCLING SERVICES AGREEMENT.** A staff report is included in the agenda packet. At its meeting on July 18, 2022, the Operations and Development Committee voted unanimously (3-0) to recommend that the Commission authorize the exercise of the first of two one-year extension options for the Waste Hauling and Recycling Services Agreement with American Reclamation, Inc.
- b. **EXERCISE OF FIRST EXTENSION OPTION FOR JANITORIAL SERVICES AGREEMENT.** A staff report is included in the agenda packet. At its meeting on July 18, 2022, the Operations and Development Committee voted unanimously (3-0) to recommend that the Commission authorize the exercise of the first of two one-year extension options for the Janitorial Services Agreement with Diverse Facilities Solutions ("DFS"). Additionally, as part of the extension, Staff seeks approval of an increase to the Year 4 fee schedule to address the changes in costs primarily resulting from the impacts of the COVID-19 pandemic that could not have been anticipated when DFS submitted its proposal in 2019.
- c. **AVIATION CAPITAL GROUP, INC. – AVIATION HANGAR LEASE AMENDMENT.** A staff report is included in the agenda packet. At its meeting on July 18, 2022, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission approve a proposed First Amendment ("Amendment") to the Aviation Hangar Lease ("Lease") with Avalon Capital Group, Inc. The proposed

Amendment will extend the term of the Lease for Hangar 38 by three years and incorporate requirements of the Authority's Air Quality Improvement Plan.

- d. **THE YUCAIPA COMPANIES, LLC – AVIATION RAMP GROUND LEASE AMENDMENT.** A staff report is included in the agenda packet. At its meeting on July 18, 2022, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission approve a proposed First Amendment (“Amendment”) to the Aviation Ramp Ground Lease (“Lease”) with The Yucaipa Companies, LLC. The proposed Amendment will extend the term of the Lease for an additional five years and incorporate requirements of the Authority's Air Quality Improvement Plan.
- e. **THE HERTZ CORPORATION – GROUND LEASE AMENDMENT.** A staff report is included in the agenda packet. At its meeting on July 18, 2022, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission approve a proposed First Amendment (“Amendment”) to the Ground Lease with The Hertz Corporation (“Hertz”). The proposed Amendment will provide Hertz an additional 7,770 square feet for its current month-to-month overflow storage lot located at 4529 Empire Avenue in the southwest quadrant of the Airport.
- f. **FOURTEENTH AMENDMENT TO LEASE AND CONCESSION AGREEMENT – MCS BURBANK, LLC.** A staff report is included in the agenda packet. At its meeting on July 18, 2022, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission approve a proposed Fourteenth Amendment (“Amendment”) to the Lease and Concession Agreement with MCS Burbank, LLC (“MCS”). The proposed Amendment grants MCS additional space for the installation of food warmers, installation of a food storage facility, and extends the term of the Agreement to June 30, 2026, and thereafter extends it on month-to-month basis.
- g. **APPROVAL OF ADDITIONAL APPROPRIATIONS AND EXTENSION – PROFESSIONAL SERVICES AGREEMENT – RS&H CALIFORNIA, INC.** A staff report is included in the agenda packet. At its meeting on July 18, 2022, the Legal, Government and Environmental Affairs Committee voted (2–0) to recommend that the Commission approve a Fourth Amendment to the Professional Services Agreement with RS&H California, Inc. that provides additional appropriations in the amount of \$269,663 and extends the term for four-months to December 31, 2022. The purpose of the proposed Fourth Amendment is to provide for additional support for the Environmental Impact Statement litigation related to the Replacement Passenger Terminal Project.
- h. **AWARD OF PROFESSIONAL SERVICES AGREEMENT - AIR SERVICE CONSULTING 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 seeks approval from the Commission for award of a Professional Services Agreement to Arthur D. Little, LLC (“ADL”) for continued air service consulting services. The services to be provided by ADL are complementary to the airport marketing consulting services obtained through the recently awarded Anyone Collective agreement. The proposed expenditure for these services is for an amount not-to-exceed \$70,000.

7. ITEMS FOR COMMISSION INFORMATION

- a. **COMMEMORATION OF PASADENA CITY COUNCILMEMBER AND FORMER AIRPORT COMMISSIONER JOHN J. KENNEDY.** No staff report attached. This meeting will be adjourned in memory of former Airport Commission colleague John J. Kennedy. A dedicated public servant, he represented Council District 3 of the City of Pasadena since 2013 and served on the Airport Authority Commission and its Operations and Development Committee from August 2020 to July 2021.
- b. **AIRPORT POLICE DEPARTMENT LIFE SAVING AWARD - OFFICERS FISHER AND MCLAUGHLIN.** No staff report attached. Airport Police Chief and Director of Public Safety Edward Skvarna will bestow the Airport Police Lifesaving Award to Officers Marcuss Fisher and Sean McLaughlin for their response following the discovery of an unconscious passenger in the Studio Bar restaurant sitting area on June 12, 2022. Their intervention saved the life of the passenger that, after being treated and released from St. Joseph Medical Facility, continued with travel plans the following day.
- c. **RECOGNITION (SOUTHWEST AIRLINES, J. DAVIES, TSA AND TBI AIRPORT MANAGEMENT STAFF).** No staff report attached. Airport Police Chief and Director of Public Safety Edward Skvarna will recognize the following individuals from the Hollywood Burbank Airport Community for the selfless act with assisting an Airport Police Officer attempting to control a violent individual at Security Checkpoint A on June 23, 2022. These individuals are: Mr. Bob Beal, Southwest Airlines; TSA Supervisory Transportation Security Officer Oscar Cruz; TSA Transportation Security Officer Terence Thomas; TSA Transportation Security Officer Oscar Quintero; TSA Lead Transportation Security Officer Diego Arellano; Mr. Cesario Sta Marie, J. Davies Skycap; and, Mr. Ryan Gilley, Airport Operations Department.
- d. **JUNE 2022 PASSENGER AND AIR CARGO STATISTICS.** A staff report is included in the agenda packet. The June 2022 passenger count of 542,379 was up 4% compared to June of 2019's 520,215 passengers. Also compared to June of 2019, air carrier aircraft operations in June 2022 increased 3%, while cargo volume was down 16%, at 7.2 million pounds.
- e. **JUNE 2022 GROUND TRANSPORTATION STATISTICS.** No staff report attached. Staff will update the Commission on Ground Transportation activities for the month of June 2022.
- f. **JUNE 2022 PARKING REVENUE STATISTICS.** No staff report attached. Staff will present parking revenue data for the month of June 2022.