



# Weekly Management Report

## November 18, 2022

- 1. Minutes**      Sustainable Burbank Commission Meeting  
on October 17, 2022  
**Public Works Department**
- 2. Minutes**      Police Commission Meeting  
on October 19, 2022  
**Police Department**
- 3. Memo**          Recruitment Report – End of  
October 2022  
**Management Services Department**
- 4. Memo**          Employer Assisted Housing  
**Community Development Department**
- 5. Notice**        Burbank-Glendale-Pasadena Airport Authority  
Meeting on November 21, 2022  
**Burbank-Glendale-Pasadena Airport Authority**



**SUSTAINABLE BURBANK COMMISSION  
OCTOBER 17, 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 5:01 p.m.

**II. ROLL CALL**

**Members Present:**

Robin Gemmill (Chair)  
Chris Weber  
Jean Schanberger (Vice Chair)  
Alissandra Valdez  
Victoria Kirschenbaum  
Jenny Deahl  
Jason Bennett

**Members Absent:**

Limor Zimskind  
Kevin O'Brien

**Council Members and Staff Present:**

Ken Berkman – Public Works Director  
John Molinar – Asst. Public Works Director - Streets & Sanitation  
Amber Duran – Recycling Coordinator  
Berenice Quintero – Clerical Worker – Recording Secretary  
Nick Schultz – Council Liaison  
Jeannine Edwards – Assistant General Manager, Burbank Water & Power  
Drew Johnstone – Sustainability Officer, 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 3 minutes; however, the Commission reserves the right to shorten this time period.)

**A. Public Communication**

**B. Commission Member Communication**

Victoria Kirschenbaum announced that she attended the Parks and Recreation meeting and the October 11, 2022, City Council meeting. She expressed her disappointment that the previously approved memoranda for Council had not been sent to them in time for that meeting.

Jean Schanberger stated she took an online course from University of California, Los Angeles Extension (UCLA Extension) regarding health and climate change. She also stated that she attended a presentation from an executive at Schneider Electric, the City Boards and Commission dinner, and the October 11 City Council meeting. Ms. Schanberger also expressed her disappointment regarding the memos.

Robin Gemmill informed the Commission on a follow up course by UCLA Extension, and on her trip during the Metropolitan Water District's Infrastructure Inspection.

Jenny Deahl announced that she also attended the City Boards and Commission dinner. She stated that some businesses have expressed their need to have more information on sustainable topics.

Alissandra Valdez informed the Commission that volunteers are needed for the Monarch Mile on October 22<sup>nd</sup> and at the community garden event on November 19<sup>th</sup>.

### C. Staff Communication

John Molinar reminded the Commission that their Boards and Commission training will be held at their November 14<sup>th</sup> meeting. He also informed them that the December meeting will be held on the 12<sup>th</sup>.

Ken Berkman explained why the memos were not provided to City Council for the October 11<sup>th</sup> meeting. He announced that Parks and Recreation provided an update on Brace Canyon Park to the Parks and Recreation Board.

### IV. APPROVAL OF MINUTES

The September 19, 2022, minutes were approved by Ms. Deahl, Mr. Bennett, Ms. Kirschenbaum, Ms. Gemmill and Ms. Schanberger. Mr. Weber and Ms. Valdez abstained.

### V. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT

John Molinar announced that staff from the Public Information Office was unable to attend this meeting and provided them with the standard media policy. Ms. Valdez announced she has been engaging in outreach at community events and suggested options for additional engagement. Ms. Gemmill stated the subcommittee should meet with Recycling Center staff member, Amy Hammes. She also suggested a calendar be created for the Commission's workplan in conjunction with City staff for providing educational workshops to the community. Ken Berkman stated the City Manager and executives will need to be included. Ms. Gemmill moved a motion to investigate the process and framework for providing educational trainings to the community. Ms. Valdez seconded the motion; all present approved.

### VI. SINGLE USE PLASTIC BAN PRESENTATION

City Staff Amber Duran presented to the Committee the single use plastic ban. She explained the reason for the ban and the plan to carry out the policy. She stated the policy will be presented to City Council in January of 2023. Commissioners asked about additional materials the policy would potentially ban. Amber stated she could present the final draft of the policy to the Commission at their December meeting.

### VII. PROCESS FOR SELECTING A COMMISSIONER TO PARTICIPATE IN OPPORTUNITIES AND CITY FUNCTIONS DISCUSSION

The committee will discuss the process for selecting a commissioner to participate in opportunities and City functions at their November 14, 2022, meeting.

### VIII. LETTER OF SUPPORT FOR ADOPTION OF COOL ROOF REQUIREMENT AND EV CALGREEN TIER 2 DISCUSSION

Jean Schanberger stated that the Greenhouse Gas Reduction Plan (GGRP) subcommittee would like to support Burbank Water and Power (BWP) and the Community Development Department (CDD) with their initiatives on breach code provisions included in the building code amendment update to Council. She inquired if the drafted letter of support would get to Council on time for the October 25, 2022, meeting. Ken stated he will need to discuss with the City Manager on the process of getting the letter to Council and would provide an update to Commission Chair Gemmill. BWP staff stated they would appreciate if the letter of support made it to Council before the meeting. Ms. Kirschenbaum moved to approve the letter of support to be sent to Council. Mr. Weber seconded the motion; all present approved.

### IX. AD HOC GREENHOUSE GAS REDUCTION PLAN SUBCOMMITTEE REPORT

Ms. Kirschenbaum informed the Commission of an organization that will assist them on electrification initiatives if the Commission helps introduce them to proper City staff. Ms. Schanberger reminded the Committee of the possible change in City Council and expressed a preferred time the draft letter be sent to Council should it be approved. She moved for the Committee to approve the memo of Consideration of Prohibiting Gas-Powered Leaf-Blowing

Machines to be sent to Council between January 1, 2023, and January 31, 2023. Ms. Kirschenbaum seconded the motion; all present approved.

**X. AD HOC EQUITY AND ECONOMIC SUSTAINABILITY SUBCOMMITTEE REPORT**

Alissandra Valdez announced that the subcommittee met with Drew Johnstone and Jeanine Edwards to discuss the Commission's goals and BPW's role. They concluded to have another meeting in January to discuss affordable housing, solar energy and how the Commission could support them on their initiatives.

**XI. AD HOC NATIVE LANDSCAPING IN PUBLIC SPACES SUBCOMMITTEE REPORT**

Jenny Deal expressed that the library is an ideal location to provide educational programs to benefit the community.

**XII. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS**

3. Adoption of an Ordinance to Adopt the 2022 California Building Standards Codes and Related Codes Enforced by the City – CDD

**XIII. INTRODUCTION OF ADDITIONAL AGENDA ITEMS**

- Discussion of letter of support for expansion of social media platform
- Discussion to have a liaison from Parks and Recreation for the Commission

**FUTURE AGENDA ITEMS**

- UCR Turf Grass Research & Extension meeting
- Subcommittee coordination with Workplan subcommittee
- Native Tree Canopy Initiative presentation (December 12, 2022)
- Process for selecting a commissioner to participate in opportunities and City functions

**XIV. ADJOURNMENT**

The meeting was adjourned at 7:04 p.m. The next meeting will be held on Monday, November 14, 2022, at 5:00 p.m. at the Burbank Recycle Center.

Respectfully submitted,

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



**October 19, 2022**

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 Coomes, Lu, Chapman, Elman, Hacobian, McKenna, and Forouzan.

Also Present: Chief Albanese, Captain Irving, Captains Puglisi, Cremins, and Cornils, Sergeants Gordon, Baumgarten, and eFekety, Detective Peltier, Chief Assistant City Attorney Oh, Communication Manager Mendez, and Administrative Analyst I Fournier

**FLAG SALUTE**

The flag salute was led by Commissioner McKenna.

**COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES**

Commissioners reported out on events/meetings attended.

**FIRST PERIOD OF ORAL COMMUNICATIONS**

None

**RESPONSE TO ORAL COMMUNICATIONS**

None

**ITEMS OF BUSINES**

**1. Introduction of new Police Communication Manager**

Captain Puglisi introduced the new Police Communication Manager, Cheryl Mendez to the board.

**2. Wellness/Peer Support Presentation**

Sergeant Baumgarten and Gordon presented the Wellness/Peer Support program for the Police Department. This presentation included the history of the program, selection process for peer support members, training for the team, grants available for the program, accomplishments the program have made so far, and future goals for the program.

Chair Coomes recommended the peer support team create a way to measure the outcome of the program. Commissioner McKenna second the recommendation. Passed with seven votes.

**INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS**

- Chair Coomes motioned for an agenda item to conduct a discussion on the procedural function and process of the Police Commission. Seconded by Commissioner McKenna. Passed with seven votes.
- Commissioner Hacobian motioned for an agenda item to report out and discuss attendance at the NACOLE conference, seconded by Commissioner Lu. Passed with seven votes.

October 19, 2022

**Meeting of the Burbank Police Commission**

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- Commissioner Elman motioned for an agenda item for a presentation on Cyber Crime, seconded by Commissioner Chapman. Passed with six votes, with one opposed (Commissioner Hacobian).
- Commissioner Hacobian motioned for an agenda item for a presentation from the SROs on their responsibilities, seconded by Commissioner McKenna. Motion did not pass - opposed with five votes.
- Chair Coomes motioned for an agenda item for a discussion of the ORI and Council recommendations presented at the joint meeting held in September, seconded by Commissioner Hacobian. Passed with seven votes.

Commissioner McKenna has volunteered to be on the Traffic/Pedestrian Safety Subcommittee, replacing Chair Coomes.

**NEXT MEETING DATE**

The next scheduled meeting of the Police Commission will be Wednesday, November 16, 2022, at 1800 hours.

**ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 1920 hours.

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Romik Hacobian, Secretary  
Burbank Police Commission





# MEMORANDUM



**MANAGEMENT  
SERVICES**



**DATE:** November 1, 2022

**TO:** Justin Hess, City Manager

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

**SUBJECT: RECRUITMENT REPORT – End of October 2022**

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## **Vacancies open to the public (20)**

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

Assistant City Clerk	Manager Technology (BWP)
(4) Custodian (PW)*	Manager Technology (IT)
Data Engineer (BWP)*	Planning Technician
(17) Facility Attendant II (PT) (Temp)*	(11) Police Recruit or Police Officer*
(6) Firefighter Recruit or Firefighter*	Principal Civil Engineer (PW)*
Human Resources Technician I (Temp)*	Records Manager
Legal Assistant*	Senior Lifeguard*
(14) Lifeguard*	Veterinary Technician
(16) Lifeguard-Instructor*	Workers' Comp Representative III (Temp)*
(2) Locker Room Attendant*	Youth Services Worker (BEST)*

\*Continuous opening/open until filled

## **Vacancies open to City employees (2)**

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

Information Systems Analyst II (BWP)  
Principal Clerk (PR)

## **Recruitment examinations in process (15)**

*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.*

(2) Admin. Analyst II (MS) (Temp) (Nov 2022)	(2) Jailer (Nov 2022)
Administrative Analyst II (M) (BWP) (Nov 2022)	Legislative Analyst (Nov 2022)
Administrative Analyst II (M) (PR) (Nov 2022)	License & Code Services Inspector II (Nov 2022)
Custodial Supervisor (Nov 2022)	(11) Police Recruit or Police Officer (Nov 2022)
(5) Customer Service Rep II (Nov 2022)	Public Works Journeyman (Nov 2022)
Heavy Equipment Operator (Nov 2022)	Senior Secretary (BWP) (Nov 2022)
Housing Specialist (Nov 2022)	Utility Accounting Analyst (Nov 2022)
	Welder (Nov 2022)

## **Recruitment examinations completed (56)**

*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 (BWP)	(2) Library Page (PT)
(2) Administrative Analyst I (M) (PD)	(14) Lifeguard
Associate Planner	(16) Lifeguard-Instructor
Building Administration Manager	(2) Locker Room Attendant
Buyer I	Marketing Associate
Clerical Worker (PT) (CM)	(3) Parking Control Officer
(4) Communications Operator	(2) Permit Technician
Communications Operator (As-Needed)	(2) Police Cadet (PT)
Communications Technician Trainee	Police Records Technician
(4) Crossing Guard	(11) Police Recruit or Police Officer
Electrical Engineering Associate I	Police Technician
(17) Facility Attendant II (PT) (Temp)	Power Plant Maintenance Trainee
Field Service Representative	Power Plant Operator Trainee
Fire Battalion Chief	(2) Principal Electrical Engineer
(4) Fire Captain	(4) Recreation Leader
Fire Engineer	(7) Senior Clerk (4-PW, PD, 2-BWP)
Fire Inspector I	(2) Senior Electrician
(6) Firefighter Recruit or Firefighter	Senior Groundskeeper
Financial Accounting Manager – BWP (Temp)	Senior Library Assistant
Food Services Aide	Senior Plan Check Engineer
(2) Groundskeeper Helper	Senior Recreation Leader
Information Systems Analyst I (BWP)	Senior Test Technician
(3) Intermediate Clerk (CC, FD, MS)	(3) Senior Tree Trimmer
Irrigation Specialist	(2) Storekeeper
(5) Jailer (As-Needed)	Transportation Operations Supervisor
Legal Secretary	(6) Tree Trimmer
Library Assistant	(3) Utility Worker (PR)
(2) Library Clerk	(9) Work Trainee I (PR)

## **Recruitments by outside recruitment firms (2)**

*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  
Manager Technology (BWP)

## **Upcoming job openings (25)**

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

Associate Transportation Planner	Manager Technology (IT)
(2) Civil Engineering Associate	Parking Control Supervisor
Collection Systems Leadworker	(11) Police Recruit or Police Officer
Construction Inspector I	Senior Clerk (FD)
Custodial Leadworker	Senior Control Operator
Electrical Engineering Associate II	Senior Engineering Technician
(5) Groundskeeper	Senior Transportation Planner
(2) Heavy Equipment Operator	(4) Skilled Worker (PW)
(2) Intermediate Clerk (CT, PR)	(6) Technology Product Manager
Junior Engineering Aide-BWP	(3) Tree Trimmer Helper
(2) Laborer	(2) Water Service Planner
(2) Lead Technology Product Manager	Workers' Compensation Representative II
Library Monitor	

### **Recruitment Plan Update – Police Recruit/Police Officer**

There are currently 11 Police Recruit/Police Officer vacancies. There were no candidates hired this month, and we received notice of no additional vacancies (Personnel Requisition) this month. 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:

- One Police Recruit is anticipated to attend the Rio Hondo Police Academy beginning in November 2022.

### **Recruitment Plan Update – Firefighter Recruit/Firefighter**

There are currently six Firefighter Recruit/Firefighter vacancies. MS staff is proctoring two recruitments. 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 is one candidate in the onboarding process.
- In FF2, a total of 85 candidates were invited to attend a background orientation and applicant packet interview. Of the 73 that appeared, 53 passed the applicant packet interview and are now in the onboarding process.



# MEMORANDUM




## COMMUNITY DEVELOPMENT



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**DATE:** October 7, 2022

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
VIA: Fred Ramirez, Assistant Community Development Director –  
Planning  
Shipra Rajesh, Senior Planner

**SUBJECT:** CM Tracking List #2511: Employer Assisted Housing

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At the September 27, 2022, City Council meeting, Council Member Springer requested information on Employer Assisted Housing. City Council recently adopted the 2021-2029 Housing Element that includes a Housing Plan that sets forth Burbank's programs to address the community's identified housing needs. On October 7, 2022, the City received notification from the California Department of Housing and Community Development that the City's Housing Element had been given certification as a Housing Element in compliance with applicable State Housing Laws.

The Element's Housing Plan identifies a list of 27 programs that define the specific actions the City will undertake over the elements 8 year planning implementation period to achieve the stated goals and policies, and are organized around Burbank's five housing goals. Page 109 of the 2021-2029 Housing Element addresses Employer Assisted Housing:

Program No. 13: Employer Assisted Housing

The most significant generator of housing needs in Burbank is the local workforce of over 130,000 employees. Employers are increasingly recognizing that recruitment and retention of employees is dependent upon the availability of local affordable housing options, as evidenced by the surge of employer assisted housing (EAH) programs being initiated throughout the country, including programs offered by Amazon, Google and LAUSD. EAH can be provided in a variety of ways, including through down payment grants or loans that are forgiven over a period of employment, homeownership counseling and education, rental subsidies, and direct investment in the construction of housing and/or provision of land. The City will be convening a series of meetings with major employers to provide information on EAH programs and available resources to support in initiating local workforce housing programs.

**Objective:** Engage major employers in the City to discuss and determine feasibility of establishing employer assisted housing programs  
**Agency/Department:** Community Development Department/Planning Division, Housing and Economic Development Division  
**Funding Sources:** None Required  
**Time Frame:** Ongoing

As noted above, this program is ongoing through the current Housing Element's 8-year planning period as the City continues to work with our major employers to find opportunities for collaboration to help meet our Regional Housing Needs Assessment (RHNA) Allocation, which tasks the City with finding ways to facilitate the development of 8,772 new residential units by 2029, make inroads to the City's current 3 to 1 jobs to housing imbalance, and find ways to promote the development of affordable and workforce housing in close proximity to our major transit and employment centers.







November 17, 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, November 21, 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, November 21, 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, November 21, 2022

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
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) October 5, 2022 **[See page 1]**
    - 2) Operations and Development Committee
      - (i) October 3, 2022 **[See page 3]**
    - 3) Legal, Government and Environmental Affairs Committee
      - (i) October 3, 2022 **[See page 5]**
  - b. Commission Minutes  
(For Approval)
    - 1) October 17, 2022 **[See page 8]**
    - 2) November 7, 2022 **[See page 15]**
  - c. Award of Professional Services Agreement for Parking Lot Reconfiguration Electrical Work **[See page 18]**
  - d. Award of Terminal Space Lease **[See page 25]**
  - e. Eighth Amendment to Concession Agreement Airport Advertising Program **[See page 27]**
  - f. Amendment No. 1 to Courtesy Shuttle Services Agreement **[See page 33]**
  - g. First Extension Option - Airfield Lighting Electrical Inspection, Testing and On-Call Repair Services **[See page 37]**

- h. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings **[See page 41]**
- i. Agenda Item Protocol **[See page 43]**
- 6. ITEMS FOR COMMISSION APPROVAL
  - a. Committee Assignments
- 7. ITEMS FOR COMMISSION DISCUSSION
  - a. Update on the Replacement Passenger Terminal Progressive Design Builder Selection
- 8. ITEMS FOR COMMISSION INFORMATION
  - a. Life Saving Award – Airport Police Department
  - b. FAA Part 139 Inspection Report
  - c. September 2022 Passenger and Air Cargo Statistics **[See page 47]**
  - d. September 2022 Ground Transportation Statistics
  - e. September 2022 Parking Revenue Statistics
- 9. 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 LEGAL COUNSEL – EXISTING LITIGATION (California Government Code Section 54956.9(d)(1))  
Name of Case: In re: Passenger Facility Charge Investigation (Under Seal)
- 10. ITEMS PULLED FROM CONSENT CALENDAR
- 11. EXECUTIVE DIRECTOR COMMENTS
- 12. COMMISSIONER COMMENTS  
(Commissioners may make a brief announcement, make a brief report on their activities, and request an agenda item for a future meeting.)
- 13. ADJOURNMENT

## COMMISSION NEWSLETTER

Monday, November 21, 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 Executive Committee meeting of October 5, 2022, approved minutes of the Operations and Development Committee meeting of October 3, 2022; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of October 3, 2022, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft copies of the October 17, 2022, regular and November 7, 2022, special Commission meeting minutes are attached for the Commission's review and approval.
- c. AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR PARKING LOT RECONFIGURATION ELECTRICAL WORK. A staff report is included in the agenda packet. At its meeting on October 17, 2022, the Operations and Development Committee voted unanimously (3-0) to recommend that the Commission:  
(1) Award a Construction Agreement in the amount of \$105,000 to ISSA Electric Inc., (2) Approve a project budget for Construction Management, Field Oversight and Contract Administration to be completed by Staff for a not to exceed amount of \$10,000; and (3) Approve a project contingency of \$13,000.
- d. AWARD OF TERMINAL SPACE LEASE. A staff report is included in the agenda packet. At its meeting on October 17, 2022, the Legal, Government and Environmental Affairs Committee voted unanimously (3-0) to recommend that the Commission approve a proposed Terminal Space Lease with Prepango, LLC., to provide a post-security concession kiosk in Terminal A at Hollywood Burbank Airport. Prepango proposes to install an unmanned retail store kiosk located across from Gate A3 for the purposes of selling "Kylie Cosmetics", a leading women's cosmetic brand.
- e. EIGHTH AMENDMENT TO CONCESSION AGREEMENT – AIRPORT ADVERTISING PROGRAM. 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 of the Commission for a proposed Eighth Amendment ("Amendment") to the Concession Agreement for Airport Advertising Program ("Agreement") with Lamar Airport Advertising Company. The proposed Amendment extends the Agreement to the earlier of December 31, 2026, or the date the Replacement Passenger Terminal opens.

- f. **AMENDMENT NO. 1 TO COURTESY SHUTTLE 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 No. 1 ("Amendment") to the Courtesy Shuttle Services Agreement dated March 1, 2022 ("Agreement") with MV Transportation, Inc., scheduled to expire on December 31, 2022. The proposed Amendment revises the cost of the contract from \$234,797.61 per month to \$239,493.56 per month, plus the cost of fuel, and extends the performance term of the Agreement to June 30, 2023. If approved, the proposed Amendment would become effective December 31, 2022.
- g. **FIRST EXTENSION OPTION – AIRFIELD LIGHTING ELECTRICAL INSPECTION, TESTING, AND ON-CALL REPAIR 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 exercise the first of two one-year extension options and a 3% fee schedule increase for the Airfield Lighting Electrical Inspection, Testing and On-Call Repair Services Agreement with Vellutini Corporation dba Royal Electric Company.
- h. **AB 361 FINDINGS FOR SPECIAL BROWN ACT REQUIREMENTS FOR TELECONFERENCE MEETINGS.** A staff report is included in the agenda packet. Staff has placed this item on the agenda to give the Commission an opportunity to make the findings specified in AB 361 (2021) for special Brown Act requirements for teleconference meetings.
- i. **AGENDA ITEM PROTOCOL.** A staff report is included in the agenda packet. At its meeting on November 7, 2022, the Executive Committee voted unanimously (3–0) to recommend that the Commission establish an agenda item protocol for items submitted to the Commission or a Committee.

## 6. ITEMS FOR COMMISSION APPROVAL

- a. **COMMITTEE ASSIGNMENTS.** This item is included in the agenda to provide the Commission President the opportunity to make any standing committee appointments that she may wish to make.

## 7. ITEMS FOR COMMISSION DISCUSSION

- a. **UPDATE ON REPLACEMENT PASSENGER TERMINAL ("RPT") PROGRESSIVE DESIGN BUILDER SELECTION.** No staff report attached. Staff will update the Commission on the selection of the RPT Progressive Design Builder.

## 8. ITEMS FOR COMMISSION INFORMATION

- a. **LIFE SAVING AWARD – AIRPORT POLICE DEPARTMENT.** No staff report is attached. Airport Police Chief and Director of Public Safety Edward Skvarna will bestow the Airport Police Department Life Saving Award to Sargent Jerry Maeda for his response on October 7, 2022, to a male passenger that suffered a seizure in the lobby of Terminal A adjacent to the Lunchbox Restaurant. The passenger was being

escorted via wheelchair service to his gate when he fell ill. Sargent Maeda, with the assistance of J. Davis Skycap personnel, placed the passenger on the floor, monitored his breathing, and was checking for medical information when the passengers breathing stopped. Sargent Maeda knew time was of the essence and initiated live-saving measures with CPR and mouth-to-mouth resuscitation with only the passenger's wellbeing in mind. The passenger regained consciousness and Sargent Maeda held his head in such a manner as to ensure his alignment and airway remained open until the Airport Fire Department and Burbank Fire Department arrived and transported the passenger to the hospital.

- b. FAA PART 139 INSPECTION REPORT. No staff report attached. The Federal Aviation Administration (FAA) regulates airports with air carrier service under Title 14, Part 139 of the Code of Federal Regulations. Commercial service airports are inspected by the FAA on an annual basis to confirm adherence to Part 139 and other compliance directives. This includes an inspection checklist of over 120 items including recordkeeping, airfield facilities, fueling operations, and Aircraft Rescue Firefighting facilities. This year's inspection for BUR was conducted May 9-10, 2022. After all corrective action items were completed, the inspection was officially concluded on October 5, 2022.
- c. SEPTEMBER 2022 PASSENGER AND AIR CARGO STATISTICS. No staff report attached. The September 2022 passenger count of 542,102 was up nearly 5% compared to September of 2019's 518,033 passengers. Also compared to September of 2019, air carrier aircraft operations in September 2022 were flat, while cargo volume was down 18%, at 6.8 million pounds.
- d. SEPTEMBER 2022 GROUND TRANSPORTATION STATISTICS. No staff report attached. Staff will update the Commission on Ground Transportation activities for the month of September 2022.
- e. SEPTEMBER 2022 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of September 2022.