



# Weekly Management Report

## December 16, 2022

- 1. Minutes**      Sustainable Burbank Commission  
Meeting on November 14, 2022  
**Public Works Department**
  
- 2. Notice**      Burbank-Glendale-Pasadena Airport Authority  
Meeting on December 19, 2022  
**Burbank-Glendale-Pasadena Airport Authority**



**SUSTAINABLE BURBANK COMMISSION**  
**November 14, 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)  
Kevin O'Brien  
Jean Schanberger (Vice Chair)  
Alissandra Valdez  
Victoria Kirschenbaum  
Jenny Deahl  
Jason Bennett  
Limor Zimskind (left after item VI)

**Members Absent:**

Chris Weber

**Council Members and Staff Present:**

Ken Berkman – Public Works Director  
John Molinar – Asst. Public Works Director - Streets & Sanitation  
Amber Duran – Recycling Coordinator  
Diego Cevallos – Deputy Director of Parks and Recreation  
Jonathan Jones – Public Information Specialist  
Brianna Krejsa – Recreation Coordinator

**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**

David Eisenberg, Chair of the Verdugo Hills Group - Sierra Club, expressed concern about the Brace Canyon Park turf project.

Dianne Wolke expressed her concerns with the PFAS chemicals in artificial turf in the Brace Canyon Park project and concerns about requiring in-person meetings.

**B. Commission Member Communication**

Victoria Kirschenbaum attended the hearing of the Parks and Recreation Board and watched the Burbank Water and Power Board meeting regarding their sustainability efforts.

Alissandra Valdez announced the native planting at the Community Garden on November 19, 2022, and noted that CicLAvia will occur on December 4, 2022, in South Los Angeles. Ms. Valdez also announced she applied to a leadership development academy for youth regarding climate activism and encourages others to apply.

Jean Schanberger also attended the hearing of the Parks and Recreation Board and watched the Burbank Water and Power Board meeting regarding their sustainability efforts. Ms. Schanberger also attended a continuing education program on PFAS.

Robin Gemmill thanked Public Works for supporting efforts at the Community Garden.

#### C. Staff Communication

Ken Berkman announced that the Library Department is soliciting input on the proposed Burbank Civic Center project, which includes the Central Library, including input on sustainability. Mr. Berkman also clarified that the Parks and Recreation Board was asked by staff to make recommendation on materials at Brace Canyon Park, but a decision on final product will be made by City Council on December 6, 2022.

#### IV. APPROVAL OF MINUTES

The October 17, 2022, minutes were approved by Ms. Valdez, Ms. Deahl, Mr. Bennett, Ms. Kirschenbaum, Ms. Gemmill and Ms. Schanberger, noting Mr. Weber's absence. Ms. Zimskind and Mr. O'Brien abstained.

#### V. BRACE CANYON PARK PROJECT PRESENTATION

A consultant for the Parks and Recreation department, Ravi Bajaj, presented an overview of the turf replacement alternative life cycle analysis study, which evaluates three options for the field at Brace Canyon Park Ballfield using the impact categories of environment, human health, and community. Ms. Schanberger motioned to write a letter of support for the Parks and Recreation Boards recommendation for either option # 1 or option #3 of the Brace Canyon Park Ballfield Life Cycle Assessment and Triple Bottom Line Analysis and support the Vice Chair to speak for the Commission at the City Council meeting. The motion passed with Ms. Zimskind and Mr. Bennett abstaining, noting the absence of Mr. Weber.

#### VI. LETTER OF SUPPORT FOR EXPANSION OF SOCIAL MEDIA PLATFORM DISCUSSION

Ms. Valdez shared the draft letter with the Commission. Jonathan Jones from the Public Information Office shared the City's social media policy, clarifying that the Public Works Director has the authority to expand the Commission's social media platform. Mr. Berkman said he will consider the request and communicate with the other Department executives and the City Manager.

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

It was agreed to discuss this item in the next meeting.

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

It was agreed to discuss this item in the next meeting.

#### IX. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS

November 15, 2022 City Council Meeting, Item J.1. Information Update on the Intermountain Power Project – Burbank Water and Power Department

#### X. INTRODUCTION OF ADDITIONAL AGENDA ITEMS

It was motioned and approved by all in attendance, noting Mr. Weber and Ms. Zimskind's absence, to add a Letter to Council Supporting a Robust Single Use Plastics Ordinance to the December 12, 2022, agenda.

### **FUTURE AGENDA ITEMS**

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

### **XI. ADJOURNMENT**

The meeting was adjourned at 7:23 p.m. The next meeting will be held on Monday, December 12, 2022, at 5:00 p.m. at the Burbank Recycle Center.

Respectfully submitted,

John Molinar, Assistant Public Works Director - Street & Sanitation

JM: ad

# SUSTAINABLE BURBANK COMMISSION

## 2023 Meeting Dates

Monday, 5:00 p.m.

<b>January (Dark)</b>	<b>July (Dark)</b>
<b>February 6</b>	<b>August 21</b>
<b>March 20</b>	<b>September 18</b>
<b>April 17</b>	<b>October 16</b>
<b>May 15</b>	<b>November 13</b>
<b>June 26</b>	<b>December 11</b>

Regular meetings are scheduled for 5:00 p.m. on the third Monday of every month in the Conference Room at the Burbank Recycle Center located at 500 S. Flower Street.

Special meetings may be called as needed.

Please be aware that the City Council has a strict policy that allows for the removal of any member who misses three consecutive meetings or fails to attend 75% of the regularly scheduled meetings in a one-year period.

**Please make an effort to notify City staff in advance at (818) 238-3800 if you are unable to attend a meeting, so that all Commission members may receive advance notice if a quorum cannot be achieved. Thank you.**





December 15, 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, December 19, 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, December 19, 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, December 19, 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) November 2, 2022 **[See page 1]**
    - 2) Operations and Development Committee
      - (i) October 17, 2022 **[See page 3]**
    - 3) Finance and Administration Committee
      - (i) September 19, 2022 **[See page 5]**
    - 4) Legal, Government and Environmental Affairs Committee
      - (i) October 17, 2022 **[See page 8]**
  - b. Commission Minutes  
(For Approval)
    - 1) November 21, 2022 **[See page 10]**
  - c. Award of Professional Services Agreement for Airport Carbon Accreditation **[See page 17]**
  - d. Award of Professional Services Agreement Bond and Disclosure Counsel Services Replacement Passenger Terminal Project **[See page 21]**
  - e. Agenda Item Protocol **[See page 23]**
6. ITEMS FOR COMMISSION APPROVAL
  - a. Committee Assignments

- b. Award of Replacement Passenger Terminal Design-Build Agreement **[See page 26]**  
Implementing a Project Studied in a Previously Certified Environment  
Impact Report
- c. Replacement Passenger Terminal Program Manager **[See page 34]**  
Jacobs Project Management Company Task Order Authorization

7. ITEMS FOR COMMISSION INFORMATION

- a. October 2022 Passenger and Air Cargo Statistics **[See page 50]**
- b. October 2022 Ground Transportation Statistics
- c. October 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. ITEMS PULLED FROM CONSENT CALENDAR

10. EXECUTIVE DIRECTOR COMMENTS

11. COMMISSIONER COMMENTS

(Commissioners may make a brief announcement, make a brief report on their activities, and request an agenda item for a future meeting.)

12. ADJOURNMENT

## COMMISSION NEWSLETTER

Monday, December 19, 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 November 2, 2022; approved minutes of the Operations and Development Committee meeting of October 17, 2022; approved minutes of the Finance and Administration Committee meeting of September 19, 2022; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of October 17, 2022, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the November 21, 2022, Commission meeting minutes is attached for the Commission's review and approval.
- c. AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR AIRPORT CARBON ACCREDITATION. A staff report is included in the agenda packet. At its meeting held on November 21, 2022, the Legal, Government and Environmental Affairs Committee voted unanimously (3-0) to recommend that the Commission award a Professional Services Agreement to Polytechnique Environmental, Inc., for a Level 2 Airport Carbon Accreditation certification from Airports Council International, to support the Authority with its sustainability efforts in reducing the carbon emissions footprint of Hollywood Burbank Airport through a Carbon Management Plan. The proposed Agreement has a not-to-exceed amount of \$34,720 for a one year-base period, with four one-year options capped in the amounts of \$19,810, \$23,310, \$19,810 and \$23,310 respectively for each option year, if exercised.
- d. AWARD OF PROFESSIONAL SERVICES AGREEMENT – BOND AND DISCLOSURE COUNSEL SERVICES – REPLACEMENT PASSENGER TERMINAL. A staff report is included in the agenda packet. At its meeting held on December 7, 2022, the Executive Committee voted unanimously (3-0) to recommend that the Commission award a Professional Services Agreement to Orrick Herrington Sutcliffe LP to provide Bond and Disclosure Counsel services in support of the financing program for the development of the Replacement Passenger Terminal project at Hollywood Burbank Airport.
- e. AGENDA ITEM PROTOCOL. A staff report is included in the agenda packet. Staff seeks the Commission's adoption of an updated Resolution No. 496 to 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.
- b. **AWARD OF REPLACEMENT PASSENGER TERMINAL DESIGN-BUILD AGREEMENT IMPLEMENTING A PROJECT STUDIED IN A PREVIOUSLY CERTIFIED ENVIRONMENTAL IMPACT REPORT.** A staff report is included in the agenda packet. At its meeting held on December 7, 2022, the Executive Committee voted unanimously (3–0) to recommend that the Commission: (i) award a Design-Build Agreement to Holder, Pankow, TEC, Joint Venture (“HPTJV”) for the Replacement Passenger Terminal Project pursuant to a previously certified Environmental Impact Report; (ii) authorize initial funding of \$55,000,000 and (iii) authorize the issuance of a Notice to Proceed. HPTJV is comprised of Holder Construction Group, LLC, Charles Pankow Builders, Ltd., and TEC Management Consultants, Inc. d.b.a. TEC Constructors & Engineers.
- c. **REPLACEMENT PASSENGER TERMINAL PROGRAM MANAGER – JACOBS PROJECT MANAGEMENT COMPANY TASK ORDER AUTHORIZATION.** A staff report is included in the agenda packet. At its meeting held on December 7, 2022, the Executive Committee voted unanimously (3–0) to recommend that the Commission approve Task Order #3 in the amount of \$10,438,765 with Jacobs Project Management Co. for program management services for the Replacement Passenger Terminal project.

## 7. ITEMS FOR COMMISSION INFORMATION

- a. **OCTOBER 2022 PASSENGER AND AIR CARGO STATISTICS.** No staff report attached. The October 2022 passenger count of 557,741 was up 1% compared to October of 2019's 551,544 passengers. Also compared to October of 2019, air carrier aircraft operations in October 2022 decreased 6%, while cargo volume was down 27%, at 6.7 million pounds.
- b. **OCTOBER 2022 GROUND TRANSPORTATION STATISTICS.** No staff report attached. Staff will update the Commission on Ground Transportation activities for the month of October 2022.
- c. **OCTOBER 2022 PARKING REVENUE STATISTICS.** No staff report attached. Staff will present parking revenue data for the month of October 2022.