



Weekly Management Report

September 2, 2022

- 1. Minutes** Civil Service Board Meeting
on August 3, 2022
Management Services Department
- 2. Memo** Downtown Burbank Partnership (PBID)
Meeting on August 4, 2022
Community Development Department
- 3. Report** Airport Commissioners Monthly Report
Burbank Airport Commissioners

**August 3, 2022
4:30 p.m.**

The regular meeting of the Civil Service Board was held in the Council Chambers of City Hall.

Roll Call

Members present: Jacqueline Waltman, Vice-Chairperson
 Richard Ramos, Secretary
 Linda Barnes
 Matthew Doyle

Members not present: Iveta Ovsepyan, Chairperson

Also present: Daniel Amaya, Administrative Analyst I
 David Lasher, Administrative Analyst II
 Betsy McClinton, Management Services Director
 April Rios, Human Resources Manager
 Rene Sanchez, Acting Human Resources Manager
 Jessica Sandoval, Executive Assistant
 Julianne Venturo, Ast Management Services Director
 Craid Wood, Fanacial Systems Manager

Future Agenda Items

None

Open Public Comment Period of Oral Communications

None

Election of Officers

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Mr. Doyle and carried 4-0 to appoint Ms. Waltman as Chair. It was moved by Mr. Doyle, seconded by Ms. Barnes and carried 4-0 to appoint Mr. Ramos as Vice-Chairperson. It was moved by Ms. Barnes, seconded by Mr. Ramos and carried 4-0 to appoint Mr. Doyle as Secretary.

Approval of Minutes

MOTION CARRIED: It was moved by Mr. Ramos, seconded by Ms. Barnes and carried 4-0 to approve the minutes of the regular meeting of July 6, 2022.

Team Development Series Training for Boards and Commissions

Staff provided information to the Board on the upcoming Team Development Series Training the City is providing for all Board and Commission members.

Proposed Amendments to Classification Plan

- a. **Revision of the Specifications for the Classifications of Administrative Analyst I, Administrative Analyst II, and Senior Administrative Analyst**

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Mr. Ramos and carried 4-0 to approve the revision of the specifications for the classifications of Administrative Analyst II and Senior Administrative Analyst. and requested staff bring back the Administrative Analyst I revision for the Board's review in September.

Recruitment and Selection Report – July 2022

RECOMMENDATION: Note and file.

Appointments and Assignments

For the month of August, 2022, there were two temporary assignment extensions. The extensions were being sought on behalf of the Burbank Water and Power Department and the Financial Services Department.

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Barnes and carried 4-0 to approve the Appointments and Assignments for the month of August, 2022.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 5:19 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

Jacqueline Waltman, Chairperson

DATE _____

Matthew Doyle, Secretary

DATE _____

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: August 23, 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: Marissa Minor, Senior Economic Development Analyst

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – August 4, 2022

- A quorum was not present at the meeting so the Partnership Board opted to informally go over updates and activities. All action items were tabled to a future meeting.
- Staff presented an update on the Pilot Valet Parking Program which began on July 7th. It was reported that 91 cars used valet services for the month of July. The program runs Thursday – Saturday from 5pm – 11pm and Sunday 4pm – 10pm.
- Staff shared an action plan for the Board vacancy recruitments. Applications for the two available seats have been distributed via e-mail and newsletter, and also posted on the Downtown Burbank website.
- Representatives from the Burbank International Film Festival made a presentation to the Board requesting a sponsorship of \$5,000 for the September 2022 event. This item will be considered for approval at a future PBID meeting.

September 1, 2022

TO: Mayor Jess Talamantes
Vice Mayor Konstantine Anthony

FROM: Burbank Airport Commissioners
Paul Dyson
Emily Gabel-Luddy
Bud Ovrom

CC: Justin Hess, Judie Wilke, Joe MacDougall

RE: BUR Airport Authority Report for August 2022

1. Commission Meeting

- The August meeting of the Commission was low key compared to the previous month. Routine matters were dealt with including approval of janitorial and waste handling contracts, hangar leases, etc.
- Police Chief Skvarna made presentations to officers Fisher and McLaughlin for dealing with a passenger taken ill, and to Southwest Airlines and TSA staff for their teamwork in dealing with a passenger who attempted to run through the security station.
- Glendale has yet to appoint a third Commissioner to replace Vrej Hagajanian.
- The meeting was adjourned in memory of Pasadena City Councilmember and former Commissioner John J. Kennedy.

2. Passenger Statistics:

- Monthly passenger activity in **June 2022 exceeded June 2019 by 4.26%**, continuing the growth trend of the quarter.
- It should be noted that the number of available seats has increased by 12.81% June 2019 – June 2022, resulting in a reduction of load factor from 73.11% to 67.57%. This is the result of additional flights, and some conversion of regional jet flights to 737/A320 mainline jets.
- General Aviation flights are down 14% in the same period.
- The same comparison of parking revenue reveals a 26.76% increase for a total of \$2,402,886.

3. Executive Director:

The Executive Director was on vacation.

4. Executive Committee (makes recommendations on RPT Project, management services contracts; labor negotiations; and legislative matters)

At its first meeting on August 10, the Committee established a regular schedule for future public meetings as the first Wednesday of every month; with additional meetings as needed. The Executive Committee is now posted at <https://www.hollywoodburbankairport.com/airport-authority/reports-meeting-documents/>

The Committee re-examined Commission meeting operations, recasting staff presentations for clarity/efficiency, structure of Consent Calendar to more well-ordered procedure that permits matters for routine airport operations (already vetted for full Commission action by a

recommendation by one of the Authority's Standing Committees) to be reordered under one motion in the Consent Calendar at full Commission meeting. There were subsequent modifications to these procedures recommended at the Authority meeting (see below).

The Committee reviewed the updated costs and schedule presented by Jacobs Project Manager Roger Johnson (subsequently discussed in greater detail with the Finance Committee, report below). It is worth noting that selection/procurement procedures used through the RFQ and the current RFP processes are affected by FAA/federal requirements. The RPT and its airport field improvement procedures must comply with FAA/federal standards (regulations for Architectural, Engineering and Planning Consultant Services for Airport Grant Projects). The Replacement Terminal Project is being funded with federal money.

The standards for qualification, selection and ultimately negotiation with the selected consultants differ significantly from traditional design/build or low bid processes commonly understood for a city. A Design/Build process allows savings in one area to be "banked" for use in another area of project construction. This means that savings can be applied towards improving our sustainability objectives for the RPT— which is something we will continue to advocate for (Platinum!). At future Executive Committee meeting we will look at how to achieve greater sustainability when there are constraints like those of the federal procedures.

5. Finance and Administration Committee

Replacement Passenger Terminal (RPT) Updated Cost Estimate

Project Manager Roger Johnson provided an updated cost estimate of the RPT to the Executive Committee on August 10 and a revised version to the Finance Committee on August 15. These numbers will be continually updated, particularly after the 3 Design Build teams from the "short list" submit their proposals in October.

Since 2019 the Authority had been using the AECOM estimate of \$1.2 billion. The Johnson/Jacobs estimate is now just over \$1.273 billion. Included in that number are now more refined estimates for the demolition of the old terminal, parking structure and related site work (\$43 million) as well as inflation (at 8% per year), design evolution (4.5%) and the cost associated with the Buy American requirement (0.50%). The new projected estimates also include funding for the projects that were thought might have to be deferred – a very much needed Fire Station (\$18 million) and the Emergency Operation Center (\$6 million). So, although the old and new estimates appear relatively close, we get much more for the money with the revised estimate!

North East Quadrant (New Terminal)

Terminal	\$498,217,863
Parking	224,972,519
Site work	90,538,775
Road work	56,387,903
Support Facilities	13,341,948
Demolition	40,644,398
Subtotal	\$1,131,549,038

South East Quadrant (Old Terminal)

Demo & Site Work	117,115,138
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Deferred Projects

Fire Station	18,811,739
EOC	5,937,168
Subtotal	24,748,907

Grand Total \$ 1,273,413,083

-RPT Schedule Update

Project Manager Johnson also briefed the Executive Committee and the Finance Committee on his team's most recent thinking on the overall schedule.

Procurement

Request for Qualifications (RFQ)	May 2022-Jul 2022
Requests for Proposals (RFP)	Jul 2022-Oct 2022
Design Build Notice to Proceed (NTP)	Dec 2022

Preconstruction

Conceptual Design	Dec 2022-Apr 2023
Basis of Design	Apr 2023-Aug 2023
30/60% Design	Jun 2023-Jan 2024
Guaranteed Maximum Price (GMP)	Jan 2024-Apr 2024
100% Design	Jan 2024-Jun 2024
Issue for Construction	June 2024

Construction

RPT Construction	Apr 2024-Sept 2026
Transition and Activation	Jul 2026-Oct 2026

Obviously, Mr. Johnson, the Jacobs team and Authority staff have a much more detailed schedule which takes into consideration when some functions overlap and provide for "early work package" when the contractor can go in to do site work, utilities, etc.

Using this updated budget and schedule, staff and the Finance Committee are continuing to work with our consultants to develop a financing plan to make sure we have enough money to pay our bills when they come due!

Staff keeps the public updated via Elevate BUR on our website. The latest entry noted that proposals from the Design Build Teams are due on October 11, 2022. In a broad-brush summary, it notes that design will start in late 2022, construction will start in 2024 and the replacement terminal will be open in 2027.

6. Legal/Government and Environmental Affairs Committee:

This was the writer's first meeting on L&E, having just been reassigned from O & D. The main item was a presentation by staff regarding the utilization of what is being characterized as Sustainable Aviation Fuel ("SAF"). Airport staff have met with the predominant carrier, Southwest Airlines ("SWA") regarding greater use of SAF and maintaining an inventory of the fuel at the airport. In addition, Million Air Burbank has provided over 186,000 gallons of SAF to their private jet clients.

SAF is manufactured from a variety of vegetable and animal sources including oils and fats, cellulose, soy and corn. The predominant local supplier of SAF is World Energy, which utilizes the former Paramount Petroleum refinery in the City of Paramount.

It is appropriate to note that SAF has its critics regarding just how sustainable it is in practice, and whether adequate supplies of raw material will be available without diversion from food crops.

7. Operations: No Report. Items discussed will move to the next Commission meeting for approval.