



Weekly Management Report

August 18, 2023

- 1. Memo** Downtown Burbank Partnership (PBID)
Meeting on July 6, 2023
Community Development Department

- 2. Memo** Burbank Hospitality Association Meeting
on July 19, 2023
Community Development Department

- 3. Report** Burbank-Glendale-Pasadena Airport Authority
Meeting on August 21, 2023
Burbank-Glendale-Pasadena Airport Authority

- 4. Minutes** Sustainable Burbank Commission
Meeting on July 17, 2023
Public Works Department

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: August 11, 2023

TO: Justin Hess, City Manager

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

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – July 6, 2023

- Josh Snyder from Flappers Comedy Club made a presentation regarding the upcoming Burbank Comedy Festival event on August 12-19, 2023. Mr. Snyder requested \$7,500 in sponsorship for the event. The Board approved \$5,000 in sponsorship requesting that the event producer work with PBID staff on social media engagement and stakeholder participation.
- Staff asked the Board to consider dissolving all existing standing committees and transitioning them into ad hoc committees. Currently, the PBID committees don't have ongoing responsibilities that require them to meet regularly, for this reason, the Board approved the recommendation to form ad hoc committees going forward.
- In honor of the 20th Anniversary of the PBID, staff provided a brief overview of the goals and accomplishments of the PBID throughout 20 years.

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: August 10, 2023

TO: Justin Hess, City Manager

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

SUBJECT: Burbank Hospitality Association Meeting – July 19, 2023

- The Board made a motion to appoint Tony Garibian, General Manager for Coast Anabelle Hotel and Safari Inn, to the BHA Board. This filled the vacant position.
- Marisa Di Domenico from BWP provided the latest information regarding incentives and discounts being provided by BWP for energy and water usage, as well as the rate changes for 2024.
- Staff provided a staff report to assist the Board in determining whether to join the Hotel Association of Los Angeles (HALA) and California Hotel and Lodging Association (CHALA) organizations. After reviewing details, the Board agreed that the \$67,000 cost to join HALA/CHALA would be better utilized for marketing and destination development initiatives.
- The Board approved the following three sponsorships: \$10,000 for the Burbank Comedy Festival, \$30,000 for the Creative Talent Network Expo (CTNx), and \$50,000 for MUSEXPO.



August 17, 2023

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 21, 2023, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

In addition to attending the meeting in person, 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

AGENDA

Monday, August 21, 2023

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT (Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Comments are limited to 3 minutes each, and the Authority President may limit this time if reasonable under the circumstances.)
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 **[See page 1]**
 - (i) June 7, 2023
 - 2) Operations and Development Committee **[See page 3]**
 - (i) June 26, 2023
 - 3) Finance and Administration Committee **[See page 6]**
 - (i) June 26, 2023
 - 4) Legal, Government and Environmental Affairs Committee **[See page 8]**
 - (i) June 26, 2023
 - b. Commission Minutes
(For Approval)
 - 1) July 10, 2023 **[See page 10]**
 - c. Treasurer's Report **[See page 19]**
 - 1) April 2023
 - d. Sixteenth Amendment to the Lease and Concession Agreement
MCS Burbank, LLC **[See page 47]**
 - e. Amendment No. 2 to License Agreement
County of Los Angeles **[See page 53]**

- f. Wire Transfers for Payments Under Commercial Paper Program **[See page 58]**
 - g. Award of Professional Services Agreements
Replacement Passenger Terminal Project **[See page 65]**
 - h. Award of Professional Services Agreement
Reliance Engineers, LLC **[See page 69]**
 - i. Janitorial Services Transition – Diverse Facility Solutions Contract
Amendment and C&W Facility Services Contract Award **[See page 85]**
 - j. Award of Professional Services Agreement
Air Service Consulting Services **[See page 89]**
 - k. Renee Public Policy Group
Legislative Representation Service Contract **[See page 104]**
 - l. June 2023 Passenger and Air Cargo Statistics **[See page 108]**
 - m. June 2023 Ground Transportation Statistics
 - n. June 2023 Parking Revenue Statistics
6. ITEMS FOR COMMISSION APPROVAL
- a. Committee Assignments
7. ITEMS FOR COMMISSION DISCUSSION
- a. Hollywood Burbank Airport - Replacement Passenger Terminal Project **[See page 114]**
Subcontractor Procurement Overview
8. ITEMS FOR COMMISSION INFORMATION
- a. Status of Replacement Passenger Terminal Project
Dashboard for Commissioners
 - b. AQIP MOU Report
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 future meeting.)
12. PUBLIC COMMENT
13. ADJOURNMENT

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of August 21, 2023

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.



Members in-person attendance or participation at meeting 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 three 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.

COMMISSION NEWSLETTER

Monday, August 21, 2023

[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 June 7, 2023; approved minutes of the Operations and Development Committee meeting of June 26, 2023; approved minutes of the Finance and Administration Committee meeting of June 26, 2023; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting June 26, 2023, are included in the agenda packet for information purposes.
- b. **COMMISSION MINUTES.** A draft copy of the July 10, 2023, Commission special meeting minutes is attached for the Commission's review and approval.
- c. **TREASURER'S REPORT.** The Treasurer's Report for April 2023 is included in the agenda packet. At its special meeting on July 10, 2023, the Finance and Administration Committee voted (2-0, 1 absent) to recommend that the Commission note and file this report.
- d. **SIXTEENTH AMENDMENT TO THE LEASE AND CONCESSION AGREEMENT – MCS BURBANK, LLC.** A staff report is included in the agenda packet. At its special meeting held on July 10, 2023, the Finance and Administration Committee voted (2-0, 1 absent) to recommend that the Commission approve the proposed Sixteenth Amendment ("Amendment") to the Lease and Concession Agreement with the Authority's exclusive food and beverage concessionaire, MCS Burbank, LLC. The proposed Amendment will provide an additional 108 square feet of space for a "Grab N Go" location in Terminal A.
- e. **AMENDMENT NO. 2 TO LICENSE AGREEMENT – COUNTY OF LOS ANGELES.** A staff report is included in the agenda packet. At its special meeting held on July 10, 2023, the Finance and Administration Committee voted (2-0, 1 absent) to recommend that the Commission approve the proposed Amendment No. 2 to a License Agreement with the County of Los Angeles to extend the term for an additional year for the continued operation of a vaccination clinic at the Airport.
- f. **WIRE TRANSFERS FOR PAYMENTS UNDER COMMERCIAL PAPER PROGRAM.** A staff report is included in the agenda packet. The Authority has established a commercial paper program ("CP Program") as a part of the financing plan for the Replacement Passenger Terminal project. At its special meeting on July 10, 2023, the Finance and Administration Committee voted (2-0, 1 absent) to recommend that the Commission adopt Resolution No. 506, subject to one revision. By adopting Resolution No.506, the Commission will: (i) affirm the authorization for the use of wire transfers for the CP Program, and (ii) give

directions regarding the processing of these wire transfers and the preparation of related quarterly reports.

Pursuant to the Committee's instructions, Staff has revised the proposed Resolution No. 506 to require either the Treasurer or Auditor approval for any single wire transfer exceeding \$10 million and for combined wire transfers that exceed such amount within a 24-hour period. A copy of Resolution No. 506, with markings to show the changes, is attached to the staff report as Exhibit B.

- g. **AWARD OF PROFESSIONAL SERVICES AGREEMENTS – REPLACEMENT PASSENGER TERMINAL PROJECT.** A staff report is included in the agenda packet. At its special meeting held on August 2, 2023, the Executive Committee voted unanimously (3–0) to recommend the Commission approve new professional services agreements (“PSAs”) with seven consultants to continue their services assisting Staff, Jacobs Project Management Co. (“Jacobs”), and Holder, Pankow, TEC - A Joint Venture (“HPTJV”), with the Replacement Passenger Terminal Project (“Project”) development. Except for a shut-down during the suspension of the Project at the height of the COVID-19 pandemic, the Authority has been utilizing the following services for the project for several years: strategic planning, outreach and support services; financial feasibility, forecasting and advisory services; Passenger Facility Charge applications and implementation; and airline coordination and technical support services.

The proposed PSAs reflect support services needed through the forecasted schedule for Phase 1 of the Project (design and construction of the RPT and associated improvements) and the start of Phase 2 (demolition of the current terminal).

- h. **AWARD OF PROFESSIONAL SERVICES AGREEMENT – RELIANCE ENGINEERS, LLC.** A staff report is included in the agenda packet. Subject to the recommendation of the Legal, Government and Environmental Affairs Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval to award a Professional Services Agreement to Reliance Engineers, LLC for continued technical support and advisory services in a not-to-exceed amount of \$95,000 in conjunction with the Authority's California Environmental Quality Act lawsuit against the California High-Speed Rail Authority.
- i. **JANITORIAL SERVICES TRANSITION – DIVERSE FACILITY SOLUTIONS CONTRACT AMENDMENT AND C&W FACILITY SERVICES CONTRACT AWARD.** 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: (i) approve an amendment to the Janitorial Services Agreement with Diverse Facility Solutions, Inc., to extend the term until October 31, 2023, and increase the monthly fee; and (ii) award a 12-month Janitorial Services Agreement to C&W Facility Services Inc., which will commence on November 1, 2023. During the next 12 months, Staff will issue a Request for Proposals for a long-term janitorial services provider.
- j. **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 prior to the Commission meeting, Staff seeks Commission approval to award 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 contract recently awarded to Anyone Collective. The proposed cost for the proposed services are for an amount not-to-exceed \$70,000.

- k. **RENNE PUBLIC POLICY GROUP - LEGISLATIVE REPRESENTATION SERVICE CONTRACT.** A staff report is included in the agenda packet. Subject to the recommendation of the Legal, Government and Environmental Affairs Committee immediately preceding the Commission meeting, Staff seeks Commission approval to award a Professional Services Agreement (“Agreement”) to Renne Public Policy Group (“RPPG”) for state legislative representation services in Sacramento. The proposed Agreement will have a three-year base term and two one-year extension options for the Authority. The compensation for RPPG will be \$8,300 per month plus expenses for the first year, and may be adjusted based on CPI-changes each subsequent year up to a 5% cap.
- l. **JUNE 2023 PASSENGER AND AIR CARGO STATISTICS.** Included in the agenda packet is a presentation updating the Commission on the passenger and air cargo statistics for the month of June 2023. The June 2023 passenger count of 513,921 was down 1% compared to June of 2019’s 520,215 passengers. Also compared to June 2019, air carrier aircraft operations in June 2023 were down 6%, while cargo volume was down 26% at 6.4 million pounds.
- m. **JUNE 2023 GROUND TRANSPORTATION STATISTICS.** No staff report attached. Included in the agenda packet is a presentation updating the Commission on Ground Transportation activities for the month of June 2023.
- n. **JUNE 2023 PARKING REVENUE STATISTICS.** No staff report attached. Included in the agenda packet is a presentation updating the Commission on parking revenue data for the month of June 2023.

6. ITEMS FOR COMMISSION APPROVAL

- a. **COMMITTEE ASSIGNMENTS.** No staff report attached. This item is included in the agenda to provide the Commission President the opportunity to make any standing or ad hoc committee appointments that he or she may wish to make.

7. ITEMS FOR COMMISSION DISCUSSION

- a. **HOLLYWOOD BURBANK AIRPORT - REPLACEMENT PASSENGER TERMINAL PROJECT – SUBCONTRACTOR PROCUREMENT OVERVIEW.** A staff report is included in the agenda packet. With the progress continuing with the development of the Replacement Passenger Terminal (“RPT”) Project, this item was agendaized for Holder, Pankow, TEC - A Joint Venture (“HPTJV”) to brief the Executive Committee on the contractual requirements for subcontractor trade package procurements at its special meeting on August 2, 2023, and will now be presented to the Commission. Subcontractor procurements do not require Authority approval, and this item for discussion will allow HPTJV to describe its commitment to community participation in the RPT Project.

8. ITEMS FOR COMMISSION INFORMATION

- a. **STATUS OF REPLACEMENT PASSENGER TERMINAL PROJECT DASHBOARD FOR COMMISSIONERS.** No staff report attached. With input from the Executive Committee at its special meeting of August 2, 2023, Jacobs

will present to the Commission the draft of the Replacement Passenger Terminal Project dashboard specifically for the Commissioners.

- b. **AQIP MOU REPORT.** No staff report attached. Staff and a representative from Trifiletti Consulting will update the Commission on the Memorandum of Understanding the Authority entered into with the South Coast Air Quality Management District for the implementation of certain Air Quality Improvement Plan measures to reduce emissions from airport operations at Hollywood Burbank Airport.

**SUSTAINABLE BURBANK COMMISSION
JULY 17, 2023, MINUTES**

I. CALL TO ORDER

The meeting of the Sustainable Burbank Commission was held in the Council Chambers, 275 E. Olive Ave., on the above date. Chair Robin Gemmill called the meeting to order at 5:03 p.m.

II. ROLL CALL

Members Present:

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

Members Absent:

Alissandra Valdez
Jason Bennett

Council Members, Liaisons, and Staff Present:

John Molinar – Asst. Public Works Director - Street & Sanitation
Amber Duran – Recycling Coordinator
Berenice Quintero – Senior Clerk – Recording Secretary
Drew Johnstone – Sustainability Officer, Burbank Water & Power (BWP)
Nikki Perez – Council Member
Tamala Takahashi – Council Member

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

Kevin McCarney informed that the Burbank Chamber of Commerce is engaged in the sustainability movement and plans to assist with the implementation efforts of the plastics ordinance.

Burbank resident, Dyane Mackinna, expressed her concerns about the tree removals on Niagara Street. She announced that she and residents on her street started a petition to stop the tree removals.

Burbank resident, Rafael Molina, stated his concerns about the scheduled tree removals on Niagara Street.

B. Commission Member Communication

Commissioner Victoria Kirschenbaum asked staff about options for the listening in live on the Commission's meeting. She also asked about participation and attendance requirements from the Council member liaisons.

Commissioner Kevin O'Brien expressed his concerns about the tree removals on Niagara Street and stated he will suggest adding this discussion on a future agenda.

Vice Chair Jean Schanberger thanked the public commentators for their participation. She announced that her term with the Commission expires at the end of July.

Commissioner Jenny Deahl thanked the public speakers.

Commissioner Limor Zimskind expressed concern about the tree removals. She stated that her term may be expiring at the end of July.

Chair Robin Gemmill thanked the public commentators and stated the Commission will try to add the tree removal topic on a future agenda. She informed them that the Parks and Recreation Board approved to have a liaison for the Commission and will be selecting a member at their upcoming meeting. Ms. Gemmill also informed the Commission about Assembly Bill 1573 (native plants in public spaces). She also stated that her term may be expiring at the end of July.

C. Staff Communication

John Molinar reminded the Commission that election for Chair and Vice Chair will be held during their August meeting.

Drew Johnstone updated the Commission on the Zero Emissions Building Regulation. He also informed them on sustainable related items that would be discussed at the July 25, 2023, and August 22, 2023, City Council meetings. Mr. Johnstone also announced that BWP is encouraging the community to reach out for sponsorship programs and career opportunities. He informed they will be tabling at the National Night Out event on August 1, 2023. He also announced that a water conservation letter template will be drafted for Burbank tenants.

Amber Duran explained that additional staffing would be needed to host live broadcasts of Commission meetings, so it was not possible at this time.

IV. APPROVAL OF MINUTES

Commissioner Kevin O'Brien moved, and Ms. Kirschenbaum seconded a motion to approve the June 26, 2023, draft minutes with the proposed revisions brought forth by Ms. Kirschenbaum for Item XII. All present approved, noting Commissioner Alissandra Valdez's and Commissioner Jason Bennett's absence.

V. BOARDS AND COMMISSIONS TEAM DEVELOPMENT TRAINING

Chief Engagement Officer of Breaking the Chain Consulting, Jim Uhl, trained the Commission to promote team building and purpose.

VI. CONSIDERATION TO PERMANENTLY HOLD FUTURE MEETINGS IN THE COMMUNITY SERVICES BUILDING, ROOM 104

Ms. Zimskind moved, and Ms. Gemmill seconded a motion to permanently hold future meetings in the Community Services Building, Room 104. All present approved, noting Ms. Valdez's and Mr. Bennett's absence.

VII. DISCUSSION OF A PROCESS TO EXTEND MEETINGS PAST 7PM

The Commission discussed ways to avoid meetings extending past the scheduled time. Ms. Kirschenbaum moved, and Mr. O'Brien seconded a motion for the chair and staff to maintain timeliness of discussions during meetings and to hold a vote to table an item or extend the meeting if necessary. Ms. Gemmill, Ms. Zimskind, and Commissioner Jenny Deahl also approved, noting Ms. Valdez's and Mr. Bennett's absence. Ms. Schanberger abstained from voting.

VIII. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT

Ms. Kirschenbaum announced that the September "Go Green" community forum will be centered on electrification.

IX. AD HOC SINGLE USE PLASTIC BAN IMPLEMENTATION SUBCOMMITTEE REPORT

The Commission and staff discussed restaurant focused outreach and when the draft ordinance would be available.

X. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS

1. 2024 Integrated Resources Plan – Update (July 25, 2023)

XI. INTRODUCTION OF ADDITIONAL AGENDA ITEMS

1. Election of Officers
2. City Reforestation Program (Parks & Recreation)
3. Greenhouse Gas Reduction Plan including carbon sequestration update (Community Development Department)

FUTURE AGENDA ITEMS

- SBC Roles and Responsibilities (August 21, 2023)
- UCR Turf Grass Research & Extension meeting (TBD)

XII. ADJOURNMENT

The meeting was adjourned at 6:59 p.m. The next meeting will be held on Monday, August 21, 2023, at 5:00 p.m. at the Community Services Building, Room 104.

Respectfully submitted,

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