



Weekly Management Report

June 4, 2021

- 1. Minutes** Infrastructure Oversight Board Meeting
on April 22, 2021
Public Works Department
- 2. Memo** Landlord-Tenant Commission
Meeting on May 3, 2021
Community Development Department
- 3. Notice** Burbank-Glendale-Pasadena Airport Authority
Meeting on June 7, 2021
Burbank-Glendale-Pasadena Airport Authority

CITY OF BURBANK
Infrastructure Oversight Board
Regular Meeting Minutes
April 22, 2021

A regular meeting of the Infrastructure Oversight Board was held virtually online, on the above date. Maria Coronado, Chair, called the meeting to order at 6:00p.m.

ROLL CALL

Present: Armen Avazian; Maria Coronado; Greg Jackson; Tamala Takahashi; Walter Brennan Jr.; Vanessa Rachal; Jef Vander Borght

Absent: None.

Also Present: Ken Berkman, Public Works Director
Lisa Kurihara, Senior Assistant City Attorney
Hoon Hahn, Capital Projects Program Manager
Karina Rosales, Senior Clerk – Recording Secretary

ANNOUNCEMENTS

Mr. Berkman announced first budget public hearing will be on April 27th and the Capital Improvement Projects (CIP) will be presented May 4th at the City Council Meeting.

Mr. Berkman announced traffic signals reverted to normal operation as of the first week of April.

Ms. Rosales announced the Community Development Department is seeking community input for short term rentals in Burbank.

Board Member Avazian recognized the Public Works Staff.

ORAL COMMUNICATIONS (During this period, any person may address the Board on any items on the printed agenda or items regarding the business of the Infrastructure Oversight Board; time limited to 5 minutes)

None.

PUBLIC COMMENT

None.

BOARD COMMENT

None.

CONSENT CALENDAR

It was moved by Board Member Brennan Jr. and carried 6-0, with Board Member Vander Borght abstaining, to approve the March 25, 2021 meeting minutes.

REPORTS TO BOARD

THIRD QUARTER FISCAL YEAR 2020-2021 REPORT

Staff presented the Third Quarter Report for Fiscal Year 2020-2021.

Board Member Vander Borcht requested pictures and budgeting information be presented on the same spreadsheet in the next report. Mr. Hahn acknowledged that Staff is determining the best format of presenting projects to the IOB and Mr. Berkman commented he wants to provide updates for projects in all stages; presentations will include slides to show a budget and schedule “snapshot” so that the board and the public are better informed.

Board Member Takahashi inquired whether the Signalized Intersection Project at Magnolia Blvd. and Lima St. had been included in previous CIP lists, in addition to the funding resources used. Mr. Hahn confirmed the project was included in previous presentations and grant funded.

Board Member Takahashi asked if additional intersections along Magnolia Blvd. will be updated with traffic signals and whether “zebra” striping will be implemented citywide. Mr. Berkman noted there are no other intersections on Magnolia Blvd. scheduled to be updated and “zebra” striping will not to be implemented citywide; updates to crosswalks will be made if there is additional need for enhancement of pedestrian safety.

Board Member Avazian requested that the status of design and construction contracts be included in the fourth quarter report. Mr. Berkman agreed that information can be included in the next presentation.

INTRODUCTION OF ADDITIONAL AGENDA ITEMS

1. Overview of infrastructure needs, including unfunded projects
2. Joint meeting with the Transportation Commission and the IOB
3. Gas Company project update

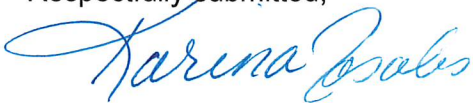
FUTURE AGENDA ITEMS

1. Update on sales tax income
2. Review of the IOB’s Scope of Responsibilities; including traffic responsibilities
3. Project Coordination Protocol

ADJOURNMENT

The meeting adjourned at 7:00 pm. The next meeting will be held on Thursday, May 27, 2021 at 6:00pm, via a virtual meeting to be held online.

Respectfully submitted,



Karina Rosales
Infrastructure Oversight Board - Recording Secretary
Public Works – Senior Clerk

MEMORANDUM



COMMUNITY DEVELOPMENT

21 JUN -2 P 3:07

DATE: May 17, 2021

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director *PP*
VIA: Simone McFarland, Assistant Community Development Director *SM*

SUBJECT: Landlord-Tenant Commission Meeting – May 3, 2021

- Three members of the public attended the Zoom meeting. One of the three members had a question regarding the current California eviction moratorium and if there have been recent updates. The remaining members were listening for educational purposes.
- Staff provided the following announcement:
 - The City of Burbank is seeking the community's input regarding short-term rentals in Burbank. A short-term rental is a residential property that is rented for a brief duration, typically for 30 days or less. An online 5-minute survey is available at www.burbankca.gov/str and will be open from April 19, 2021, to May 21, 2021, until 10:00 PM. For more information, please contact Nick Burant at nburant@burbankca.gov or Karen Pan at kpan@burbankca.gov.
- The Commissioners agreed to review the FAQ form questions and come up with revision to the current document. Staff member Tricia Smith suggested the Commission to redline the changes they wish to make and send their revisions to staff. The Commission will discuss the combined redlined version of the document at the next Commission meeting.
- Commissioners provided updates on three cases related to evictions, security deposits, and landlord retaliation. Commissioners provided legal resources and information on the Landlord and Tenant Handbook.
- The meeting adjourned at 7:05 pm.



21 JUN -4 10:20

June 3, 2021

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, June 7, 2021, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Commission or staff may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, members of the public may observe and participate in the meeting telephonically through the following number:

Dial In: (818) 862-3332

Terri Williams, Board Secretary
Burbank-Glendale-Pasadena Airport Authority

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Skyroom

Regular Meeting of Monday, June 7, 2021

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 of the public are requested to observe the following decorum when attending or participating in meetings of the Commission:

- *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, June 7, 2021

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
(For items not on the Agenda. Public Comment on specific Agenda items will be received at the time the item is presented.)
5. CONSENT CALENDAR
 - a. Committee Minutes
(For Note and File)
 - 1) Finance and Administration Committee
 - (i) May 10, 2021 **[See page 1]**
 - (ii) May 17, 2021 **[See page 3]**
 - b. Commission Minutes
(For Approval)
 - 1) May 17, 2021 **[See page 5]**
 - c. Treasurer's Report
 - 1) March 2021 **[See page 8]**
 - d. Approval of Joint Incentive Program
COVID-19 Vaccination **[See page 34]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Appointment of Committees
 - b. Award of Professional Services Agreement **[See page 37]**
 - c. Award of Month-to-Month Office Lease – Frontier Airlines, Inc. **[See page 42]**
 - d. Review of the Proposed Fiscal Year 2021/2022 ("FY 2022")
Annual Budget; and Proposed Resolution 490, A Resolution
of the Burbank-Glendale-Pasadena Airport Authority
Commission Adopting the Fiscal Year 2021/2022 ("FY 2022")
Annual Budget **[See page 44]**

7. ITEMS FOR COMMISSION INFORMATION

a. Future Award of License Agreement – City of Los Angeles Fire Department
(COVID-19 Mobile Trailer Storage)

b. April 2021 Passenger and Air Cargo Statistics

[See page 51]

c. April 2021 Transportation Network Companies

d. April 2021 Parking Revenue Statistics

8. CLOSED SESSION

a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant Exposure to Litigation (California Government Code Section
54956.9(d)(2)): 1 potential case. Facts and Circumstances: FAA Southern
California Metroplex Project

b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant Exposure to Litigation (California Government Code Section
54956.9(d)(2)): 1 potential case.

9. EXECUTIVE DIRECTOR COMMENTS

10. COMMISSIONER COMMENTS
(Other updates and information items, if any)

11. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, June 7, 2021

[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 Finance and Administration Committee special meeting of May 10, 2021; approved minutes of the regular meeting of May 17, 2021 are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the May 17, 2021, Commission meeting are attached for the Commission's review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for March 2021 is included in the agenda packet. At its May 17, 2021, meeting, the Finance and Administration Committee voted (3-0) to recommend that the Commission note and file this report.
- d. APPROVAL OF JOINT INCENTIVE PROGRAM – COVID-19 VACCINATION. A staff report is included in the agenda packet. Based on discussions with the Commission regarding a potential incentive program to encourage all TBI Airport Management Inc., staff and the Authority's sworn officers of the Airport Police Department to get vaccinated against COVID-19, staff seeks Commission approval of a cost sharing for a proposed Vaccination Incentive Program developed by TBI.

6. ITEMS FOR COMMISSION APPROVAL

- a. APPOINTMENT OF COMMITTEES. No staff report is 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 may wish to make.
- b. AWARD OF PROFESSIONAL SERVICES AGREEMENT. A staff report is included in the agenda packet. In conjunction with the development of a Replacement Passenger Terminal, Staff seeks Commission approval of a Professional Services Agreement ("Agreement") with Georgino Development LLC for strategic planning consulting services for the period from June 1, 2021 to May 31, 2022, with one extension option exercisable by mutual agreement for a period of one year. Compensation under the proposed Agreement is for a monthly retainer fee of \$4,000 with a seven-day cancellation provision by either party.
- c. AWARD OF MONTH-TO-MONTH OFFICE LEASE – FRONTIER AIRLINES, INC. A staff report is included in the agenda packet. Staff seeks Commission approval to award a proposed Month-to-Month Office Lease ("Lease") to Frontier Airlines, Inc. ("Frontier") to provide administrative office space in support of their operations scheduled to begin on July 15, 2021, from Hollywood Burbank Airport.

Due to the limited time available prior to the start of service, staff is bringing the proposed Lease to the Commission for its consideration without a recommendation from the Finance and Administration Committee.

- d. REVIEW OF THE PROPOSED FISCAL YEAR 2021/2022 ("FY 2022") ANNUAL BUDGET, AND PROPOSED RESOLUTION NO 490, A RESOLUTION OF THE BURBANK-GLENDALE-PASADENA AUTHORITY COMMISSION ADOPTING THE FISCAL YEAR 2021/2022 ("FY 2022") ANNUAL BUDGET. A staff report is included in the agenda packet. At the May 26, 2021, Finance and Administration Committee special meeting, the Committee voted unanimously (3-0) to recommend to the Commission that it adopt the proposed FY 2022 Budget. Staff seeks the Commission approval of Resolution No. 490 adopting the same.

7. ITEMS FOR COMMISSION INFORMATION

- a. FUTURE AWARD OF LICENSE AGREEMENT – CITY OF LOS ANGELES FIRE DEPARTMENT (COVID-19 MOBILE TRAILER STORAGE). No staff report attached. Airport Police and Airport Fire Departments have been working with the City of Los Angeles Fire Department ("LAFD") on matters of mutual assistance during the COVID-19 pandemic. As the mass vaccination sites within the City of Los Angeles are closing, LAFD needs to store 180 mobile trailer which can be deployed to various emergency responses in the local vicinity for a period of approximately one-year. After reviewing space at the Airport, the Adjacent Parcel was offered for these trailers and staff negotiated a no cost license agreement. As time is of the essence to relocate the trailers, upon execution by the City of Los Angeles Office of the Mayor, the license agreement will be presented directly to the Commission without a recommendation from the Legal, Environmental and Government Affairs Committee for its consideration.
- b. APRIL 2021 PASSENGER AND AIR CARGO STATISTICS. A staff report is included in the agenda packet. The April 2021 passenger count of 171,591 was down 65% compared to April of 2019's 486,027 passengers. Also compared to April of 2019, air carrier aircraft operations in April 2021, decreased 57%, while cargo volume was up 5%, at 9.1 million pounds.
- c. APRIL 2021 TRANSPORTATION NETWORK COMPANIES. No staff report attached. Staff will update the Commission on TNC activity for the month of April 2021.
- d. APRIL 2021 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of April 2021.