



# Weekly Management Report

## July 16, 2021

### **1. Notice**

Burbank-Glendale-Pasadena Airport Authority  
Meeting on July 19, 2021

**Burbank-Glendale-Pasadena Airport Authority**





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July 15, 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, July 19, 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, July 19, 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, July 19, 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) Operations and Development Committee  
(i) June 7, 2021 **[See page 1]**
    - 2) Finance and Administration Committee  
(i) June 7, 2021 **[See page 3]**
    - 3) Legal, Government and Environmental Affairs Committee  
(i) April 5, 2021 **[See page 6]**
  - b. Commission Minutes  
(For Approval)
    - 1) June 21, 2021 **[See page 8]**
  - c. Treasurer's Report
    - 1) April 2021 **[See page 15]**
6. ITEMS FOR COMMISSION APPROVAL
  - a. Election of Officers **[See page 40]**
  - b. Appointment of Committees
  - c. Award of Contract  
Acquisition of Airfield Sweeper **[See page 41]**
  - d. Award of Professional Services Agreement  
Airport Marketing Consultant Services **[See page 43]**

- e. Award of Professional Services Agreement for Air Service Consulting Services

***[See page 46]***

7. ITEMS FOR COMMISSION DISCUSSION

- a. FAA Southern California Metroplex Noise and Community Impact

8. ITEMS FOR COMMISSION INFORMATION

- a. May 2021 Passenger and Air Cargo Statistics
- b. United States Customs and Border Protection ("CBP") Preclearance Program
- c. May 2021 Transportation Network Companies
- d. May 2021 Parking Revenue Statistics
- e. Parking Lot C Reopening/Shuttle Service

***[See page 48]***

9. 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 – 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)

10. EXECUTIVE DIRECTOR COMMENTS

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

12. ADJOURNMENT

## COMMISSION NEWSLETTER

Monday, July 19, 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 Operations and Development Committee meeting of June 7, 2021; approved minutes of the Finance and Administration Committee meeting of June 7, 2021; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of April 5, 2021 are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the June 21, 2021, Commission meeting are attached for the Commission's review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for April 2021 is included in the agenda packet. At its June 21, 2021, meeting, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.

### 6. ITEMS FOR COMMISSION APPROVAL

- a. ELECTION OF OFFICERS. A staff report is included in the agenda packet. The joint powers agreement requires the Commission to elect or re-elect a President, a Vice President, and a Secretary at the first meeting of July every year. Although not required to do so, the Commission traditionally also has chosen an Assistant Secretary, Treasurer, and Auditor at the first July meeting. Staff recommends that the Commission elect or re-elect all of its officers, including an Assistant Secretary, Treasurer, and Auditor.
- b. 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 or she may wish to make.
- c. AWARD OF CONTRACT – ACQUISITION OF AIRFIELD SWEEPER. At its meeting on June 21, 2021, the Operations and Development Committee voted (2-0, 1 abstention) to recommend that the Commission award a contract to Haaker Equipment Company in the amount of \$148,623.15 for a NiteHawk Raptor II sweeper.
- d. AWARD OF PROFESSIONAL SERVICES AGREEMENT – AIRPORT MARKETING CONSULTANT 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 award a Professional Services Agreement to Anyone Collective, LLC,

for airport marketing consulting services, website support and media purchases. These services are in support of the continued branding, marketing, and advertising efforts of Hollywood Burbank Airport. These services are for a not-to-exceed amount of \$375,000 inclusive of media purchases.

- e. AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR 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 preceding the Commission meeting, staff seeks approval from the Commission for award of a Professional Services Agreement to Arthur D. Little, LLC, for air service consulting services. The total proposed expenditure for these services is for an amount not-to-exceed \$70,000.

## 7. ITEMS FOR COMMISSION DISCUSSION

- a. FAA SOUTHERN CALIFORNIA METROPLEX NOISE AND COMMUNITY IMPACT. No staff report attached. Staff will update the Commission on noise and community impact issues that are associated with the FAA's Southern California Metroplex project and that relate to Hollywood Burbank Airport.

## 8. ITEMS FOR COMMISSION INFORMATION

- a. MAY 2021 PASSENGER AND AIR CARGO STATISTICS. A staff report is included in the agenda packet. The May 2021 passenger count of 245,844 was down 51% compared to May of 2019's 499,289 passengers. Also compared to May of 2019, air carrier aircraft operations in May 2021, decreased 49%, with cargo volume down 11%, at 8.6 million pounds.
- b. UNITED STATES CUSTOMS AND BORDER PROTECTION ("CBP") PRECLEARANCE PROGRAM. No staff report attached. Staff will describe the CBP Preclearance Program, which enables airlines to offer direct routes to U.S. airports that do not have a CBP port of entry, such as Hollywood Burbank Airport. The program has strategically stationed CBP personnel at designated foreign airports to inspect travelers prior to boarding U.S.-bound flights. Currently CBP has more than 600 officers and agriculture specialists stationed at 16 preclearance locations in six countries. Calgary, Toronto, and Vancouver are some of the Canadian airports that are CBP preclearance locations. With preclearance, there is no security or waiting for CBP and Transportation Security Administration inspection upon arrival in the U.S. The program enables non-port of entry U.S. airports, such as Hollywood Burbank Airport, to receive air service from CBP's preclearance airports.
- c. MAY 2021 TRANSPORTATION NETWORK COMPANIES. No staff report attached. Staff will update the Commission on TNC activity for the month of May 2021.
- d. MAY 2021 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of May 2021.



- e. PARKING LOT C REOPENING/SHUTTLE SERVICE. No staff report attached. Due to the significant increase in demand for public parking at the Airport in advance of the July 4 holiday weekend, Staff responded by reopening Lot C, located across Hollywood Way on Thornton Avenue, on Friday, July 2 and instituted temporary shuttle bus services. Shuttle bus services are being provided through the previous service provider, MV Transportation, utilizing two of its natural gas shuttle fleet. In anticipation of the leisure travel demand continuing, Staff is preparing an RFP for continued shuttle bus services for the remainder of the fiscal year.

Staff will report back to the Operations and Development Committee and the Commission with further updates and recommendations for continued shuttle bus services between the airport terminals and remote parking lots.