



# Weekly Management Report

## December 10, 2021

- 1. Notice**                      Burbank-Glendale-Pasadena Airport Authority Meeting on July 19, 2021  
**Burbank-Glendale-Pasadena Airport Authority**
  
- 2. Memo**                        Burbank Hospitality Association Meeting on November 17, 2021  
**Community Development Department**
  
- 3. Memo**                        Downtown Burbank Partnership (PBID) Meeting on November 10, 2021  
**Community Development Department**
  
- 4. Synopsis**                    Cultural Arts Commission Meeting on November 18, 2021  
**Parks and Recreation Department**





December 9, 2021

CANCELLATION NOTICE OF THE REGULAR MEETING AND  
CALL AND NOTICE OF A SPECIAL MEETING  
OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that the regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for Monday, December 20, 2021, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505, has been cancelled.

NOTICE is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Monday, December 13, 2021, 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

Special Meeting of Monday, December 13, 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.*



*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 13, 2021

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
  - a. Committee Minutes  
(For Note and File)
    - 1) Operations and Development Committee
      - (i) October 18, 2021 **[See page 1]**
      - (ii) September 20, 2021 **[See page 4]**
    - 2) Finance and Administration Committee
      - (i) October 18, 2021 **[See page 7]**
    - 3) Legal, Government and Environmental Affairs Committee
      - (i) October 18, 2021 **[See page 10]**
  - b. Commission Minutes  
(For Approval)
    - 1) November 15, 2021 **[See page 12]**
  - c. AB 361 Findings for Special Brown Act Requirements  
for Teleconference Meetings **[See page 18]**
  - d. Treasurer's Reports
    - 1) September 2021 **[See page 20]**
  - e. Annual Exempt Surplus Land Declaration **[See page 46]**
6. ITEMS FOR COMMISSION APPROVAL
  - a. Award of Construction Contract **[See page 50]**  
Award of Professional Services Agreement, and  
Approval of Project Budget for Taxilane Alpha  
Rehabilitation - Project Number E20-02

b. Award of Construction Contract, Award of Professional Services Agreement, and Approval of Project Budget for Replacement Airfield Lighting Vault **[See page 54]**

c. Award of Contract Acquisition of Replacement Police Patrol Vehicles **[See page 59]**

7. ITEMS FOR COMMISSION INFORMATION

a. Metro Micro Service Schedule Update

b. October 2021 Passenger and Cargo Statistics **[See page 61]**

c. October 2021 Transportation Network Company Statistics

d. October 2021 Parking Revenue Statistics

e. Proposed Art in Public Places; Regional Intermodal Transportation Center

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)

b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Initiation of Litigation (California Government Code Section 54956.9(d)(4)):  
1 potential case

9. EXECUTIVE DIRECTOR COMMENTS

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

11. ADJOURNMENT

## COMMISSION NEWSLETTER

Monday, December 13, 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 October 18, 2021, and approved minutes of the meeting of September 20, 2021; approved minutes of the Finance and Administration Committee meeting of October 18, 2021; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of October 18, 2021, are included in the agenda packet for information purposes.
- b. **COMMISSION MINUTES.** Draft minutes of the November 15, 2021, Commission meeting are attached for the Commission's review and approval.
- c. **AB 361 FINDINGS FOR SPECIAL BROWN ACT REQUIREMENTS FOR TELECONFERENCE MEETINGS.** A staff report is included in the agenda package. Staff has placed this item on the agenda to give the Commission an opportunity to make findings specified in AB 361 (2021) for special Brown Act requirements for teleconference meetings. These special requirements give local public agencies greater flexibility to conduct teleconference meetings when there is a declared state of emergency and either social distancing is mandated or recommended, or an in-person meeting would present imminent risks to the health and safety of attendees.
- d. **TREASURER'S REPORTS.** The Treasurer's Report for September 2021 is included in the agenda packet. At its November 15, 2021, meeting, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file these reports.
- e. **ANNUAL EXEMPT SURPLUS LAND DECLARATION.** A staff report is included in the agenda packet. At its meeting on November 15, 2021, the Legal, Government and Environmental Affairs Committee voted unanimously (3-0) to recommend that the Commission adopt Resolution No. 491 to make the annual exempt surplus land declaration required by state law.

### 6. ITEMS FOR COMMISSION APPROVAL

- a. **AWARD OF CONSTRUCTION CONTRACT, AWARD OF PROFESSIONAL SERVICES AGREEMENT, AND APPROVAL OF PROJECT BUDGET FOR TAXILANE ALPHA REHABILITATION - PROJECT NUMBER E20-02.** A staff report is included in the agenda packet. At its meeting on November 15, 2021, the Operations and Development Committee voted unanimously (3-0) to recommend that the Commission: i) Award a construction contract in the amount of \$1,197,130

to All American Asphalt for the Taxilane Alpha Rehabilitation Project; ii) Award a Professional Services Agreement in the amount of \$86,665 to RDM International, Inc., for an engineer of records services, onsite technical services; and material testing; iii) Authorize a project budget for construction management, contract administration and field observation for a not-to-exceed amount of \$60,000; and, iv) Authorize a project contingency of \$40,000.

- b. **AWARD OF CONSTRUCTION CONTRACT, AWARD OF PROFESSIONAL SERVICES AGREEMENT, AND APPROVAL OF PROJECT BUDGET FOR REPLACEMENT AIRFIELD LIGHTING VAULT.** A staff report is included in the agenda packet. At its meeting on November 15, 2021, the Operations and Development Committee voted unanimously (3–0) to recommend that the Commission: i) Award a construction contract in the amount \$4,782,907 to Aldridge Electric, Inc. for a replacement airfield lighting vault; ii) Award a Professional Services Agreement in the amount of \$165,385 to Lean Engineering for an engineer of record services, onsite technical services, special inspection, and material testing; iii) Authorize a project budget for construction management, contract administration and field observation for a not-to-exceed amount of \$150,000; iv) Authorize a project allowance for buildings permit and Burbank Water and Power fees in the amount of \$150,000; v) Authorize a project allowance of \$20,000 to provide backup generators to maintain power as needed to existing hangar tenants; and vi) Authorize a project contingency of \$250,000.
- c. **AWARD OF CONTRACT – ACQUISITION OF REPLACEMENT POLICE PATROL VEHICLES.** A staff report is included in an 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 authorize a purchase order to National Auto Fleet Group for the acquisition of two replacement Airport Police Department patrol vehicles in the amount of \$117,192.73.

## 7. ITEMS FOR COMMISSION INFORMATION

- a. **METRO MICRO SERVICE SCHEDULE UPDATE.** No staff report attached. Staff will review with the Commission the service provided under the Metro Micro program and the revised operating schedule for Hollywood Burbank Airport.
- b. **OCTOBER 2021 PASSENGER AND AIR CARGO STATISTICS.** A staff report is included in the agenda packet. The October 2021 passenger count of 462,454 was down 16% compared to October of 2019's 551,544 passengers. Also compared to October of 2019, air carrier aircraft operations in October 2021 decreased 14%, while cargo volume was down 3%, at 8.9 million pounds
- c. **OCTOBER 2021 TRANSPORTATION NETWORK STATISTICS.** No staff report attached. Staff will update the Commission on TNC activity for the month of October 2021.
- d. **OCTOBER 2021 PARKING STATISTICS.** No staff report attached. Staff will present parking revenue data for the month of October 2021.



- e. PROPOSED ART IN PUBLIC PLACES; REGIONAL INTERMODAL TRANSPORTATION CENTER. No staff report attached. Staff will present to the Commission a project outline and proposed art concept theme.



# MEMORANDUM



## COMMUNITY DEVELOPMENT



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**DATE:** December 7, 2021

**TO:** Justin Hess, City Manager

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

**SUBJECT:** Burbank Hospitality Association Meeting – November 17, 2021

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- Burbank Water and Power staff provided an informational presentation updating the Board on the new ONEBurbank charges.
- Chris Martin and Emily Wilkins from Universal Parks & Resorts Vacations presented a summary on the 2021 Partner Hotel Program and requested approval of the 2022 Partner Hotel Program.
- Marketing Consultant, Robin Faulk provided an update on the current and ongoing marketing projects for Visit Burbank.



# MEMORANDUM



## COMMUNITY DEVELOPMENT



**DATE:** December 1, 2021

**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, Economic Development Analyst II

**SUBJECT:** Downtown Burbank Partnership (PBID) Meeting – November 10, 2021

- Staff announced that they would be working with Hye Noor Inc. to bring a recurring, outdoor cultural market to Downtown Burbank. The event, which will take place weekly on Palm Ave. is set to begin the first week of December.
- Due to materials delays and staffing constraints for Ice America, the Downtown Burbank Ice Rink will not take place this year, a 2021 holiday ice rink will not be feasible for Downtown Burbank. Staff will meet with Ice America to look into options for a 2022 rink early next year.
- The Jackalope Indie Artisan Fair is coming to Downtown Burbank Saturday and Sunday December 11th-12th on San Fernando Blvd. between Magnolia Blvd. and Olive Ave. The event will feature more than 100 handmade artisan booths, jewelry, art, photography, and more.
- StreetPlus Team Leader Samuel Merritt provided an update on October Hospitality and Social Outreach happenings.
- The Board approved the 2020 Taxes for the Downtown Burbank Partnership.
- The board approved an allocation of \$17,000 to purchase new street furniture for the dining parklets managed by the Downtown Burbank PBID.



**CITY OF BURBANK  
CULTURAL ARTS COMMISSION - ANNOTATED AGENDA/MEETING SUMMARY**

Meeting: Burbank Cultural Arts Commission Date: November 18, 2021  
 Members Present: Leah Harrison, Eric Conner, Cynthia Pease, Katherine Zoraster, Suzanne Weerts, Lucy Simonyan, Jackie Brenneman, Stefanie Girard  
 Members Absent: Rajasri Malikarjuna  
 Staff Present: Marisa Garcia, Kris Smith, Erin Barrows, Noah Altman, Doug Fowler, Caroline Arrechea  
 Liaisons: Barry Gussow

Item Discussed	Summary	Direction or Action, if any
1. Cultural Arts Funding Update	The Commission discussed possible ways to approach the use of funding, such as: focusing on strengthening the awareness and footprint of the arts in Burbank, supporting artists financially, the possibility of hiring a grant writer and/or project development coordinator, procuring a shared community space for local artists/groups, and Commission member suggestions. They would continue more in depth discussions next month and have additional conversations during subcommittee meetings. The Commission provided recommendations to staff to include in a report at the January Park Board meeting.	Motion made by Ms. Simonyan, seconded by Ms. Pease and passed 8-0 to provide the following recommendations to Park Board for the use of funding (in no order of importance): 1) procure a Part-time Project Development Coordinator, 2) provide a shared community space and a joint event; 3) provide grants to artists.
2. Holiday Meeting Schedule	The Commission discussed the possibility of going dark in December but agreed to meet as scheduled.	