



Weekly Management Report

December 13, 2024

1. Notice

Burbank-Glendale-Pasadena Airport Authority
Meeting on December 16, 2024

Burbank-Glendale-Pasadena Airport Authority



December 12, 2024

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, December 16, 2024, 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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of December 16, 2024

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.

AGENDA

Monday, December 16, 2024

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) November 6, 2024
 - 2) Operations and Development Committee **[See page 3]**
 - (i) October 21, 2024
 - 3) Legal, Government and Environmental Affairs Committee **[See page 5]**
 - (i) October 7, 2024
 - b. Commission Minutes
(For Approval)
 - 1) November 18, 2024 **[See page 7]**
 - 2) December 9, 2024 **[See page 12]**
 - c. Military Equipment Use Policy **[See page 14]**
 - d. Memorabilia Donation **[See page 32]**
 - e. Treasurer's Report **[See page 34]**
 - 1) July 2024

6. ITEMS FOR COMMISSION APPROVAL

- a. Additional Public Artwork Opportunity – Artist Outreach and Selection Program – Replacement Passenger Terminal Project

[See page 60]

7. ITEMS FOR COMMISSION INFORMATION

- a. Replacement Passenger Terminal Construction Update

8. CLOSED SESSION

- a. THREAT TO PUBLIC SERVICES OR FACILITIES
(California Government Code Section 54957(a))
Consultation with Director of Public Safety

9. 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 meetings.)

12. PUBLIC COMMENT

13. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, December 16, 2024

[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. A copy of the approved minutes of the Executive Committee meeting of November 6, 2024; approved minutes of the Operations and Development Committee meeting of October 21, 2024; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of October 7, 2024, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the minutes of the Commission regular meeting of November 18, 2024, and a copy of the minutes of the special meeting of December 9, 2024, are included in the agenda packet for Commission review and approval.
- c. MILITARY EQUIPMENT USE POLICY. A staff report is included in the agenda packet. At its meeting on November 18, 2024, the Legal, Government and Environmental Affairs Committee voted unanimously (3–0) to recommend that the Commission adopt proposed Resolution 514 approving Burbank-Glendale-Pasadena Airport Authority Policy Department Policy 705 regarding the use of military equipment as defined by Assembly Bill 481.
- d. MEMORABILIA DONATION. A staff report is included in the agenda packet. At its meeting on December 4, 2024, the Executive Committee voted (2–0, 1 absent) to recommend that the Commission approve the donation of certain memorabilia to the TWA Hotel Museum at JFK International Airport and the Cradle of Aviation Museum in Garden City, New York.
- e. TREASURER'S REPORT. The Treasurer's Report for July 2024 is included in the agenda packet. At its meeting on November 18, 2024, 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. ADDITIONAL PUBLIC ARTWORK OPPORTUNITY – ARTIST OUTREACH AND SELECTION PROGRAM – REPLACEMENT PASSENGER TERMINAL PROJECT. A staff report is included in the agenda packet. At its meeting on July 15, 2024, the Commission approved design modifications and infrastructure to provide for additional public artwork opportunities in the three modular connectors of the Replacement Passenger Terminal. The Design-Builder has begun this work.