



Weekly Management Report

May 16, 2025

- 1. Notice** Burbank-Glendale-Pasadena Airport Authority
Meeting on May 19, 2025
Burbank-Glendale-Pasadena Airport Authority
- 2. Memo** Burbank Hospitality Association
Meeting on April 16, 2025
Community Development Department
- 3. Minutes** Burbank Police Commission
Meeting on April 16, 2025
Police Department



May 15, 2025

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, May 19, 2025, 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 May 19, 2025

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.

A G E N D A

Monday, May 19, 2025

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
 - (i) April 2, 2025 *[See page 1]*
 - 2) Operations and Development Committee
 - (i) April 21, 2025 *[See page 3]*
 - 3) Finance and Administration Committee
 - (i) April 21, 2025 *[See page 5]*
 - 4) Legal, Government and Environmental Affairs Committee
 - (i) April 21, 2025 *[See page 7]*
 - (ii) April 7, 2025 *[See page 9]*
 - b. Commission Minutes
 - 1) May 5, 2025 *[See page 11]*
 - 2) April 21, 2025 (Revised) *[See page 15]*
 - c. Treasurer's Report
 - 1) February 2025 *[See page 22]*
 - d. Amendment No. 1 to Azrial Ltd. Professional Services Agreement *[See page 49]*
 - e. Law Enforcement Cooperative Agreement – City of Burbank *[See page 53]*

6. ITEMS FOR COMMISSION APPROVAL

- a. Authorization to Issue Purchase Order
Acquisition of Backup Emergency Generator

[See page 54]

7. ITEMS FOR COMMISSION INFORMATION

- a. Quarterly Passenger Activity Report: January - March 2025
- b. Replacement Passenger Terminal Project Construction Update

8. CLOSED SESSION

- a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(California Government Code Section 54956.9(d)(1))
Name of Case: SSP America, Inc., SSP America BUR, LLC v. Burbank-Glendale-Pasadena Airport Authority (FAA Docket No. 16-25-04)

9. ITEMS PULLED FOR DISCUSSION

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

COMMISSION NEWSLETTER

Monday, May 19, 2025

[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 April 2, 2025; the approved minutes of the Operations and Development Committee meeting of April 21, 2025; the approved minutes of the Finance and Administration Committee meeting of April 21, 2025, and copies of the approved minutes of the Legal, Government, and Environmental Affairs Committee meetings of April 7 and April 21, 2025 are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the May 5, 2025, Commission minutes are included in the agenda packet for review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for February 2025, is included in the agenda packet. At its meeting on April 21, 2025, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.
- d. AMENDMENT NO. 1 TO AZRIAL LTD. PROFESSIONAL SERVICES AGREEMENT. A staff report is included in the agenda packet. At its meeting on May 5, 2025, the Operations and Development Committee voted unanimously (3-0) to recommend that the Commission approve Amendment No. 1 to Azrial Ltd. Professional Services Agreement ("Agreement") to exercise the first of two one-year extension options for the Professional Services Agreement with Azrial Ltd., for continued AutoCAD, Geographic Information Systems, graphic display, and airport planning services.

The proposed Amendment is on a time-and-materials basis at an hourly rate of \$139.00 per hour, not to exceed 1,000 hours for a one-year extension period. An allowance of \$5,000 for miscellaneous out-of-pocket expenses, such as paper, ink, and reproduction costs, is included in the Agreement.

- e. LAW ENFORCEMENT COOPERATIVE AGREEMENT – CITY OF BURBANK. A staff report is included in the agenda packet. At its meeting on May 5, 2025, the Legal, Government and Environmental Affairs Committee voted (2-0, 1 absent) to recommend that the Commission approve a revised Law Enforcement Cooperative Agreement with the City of Burbank as approved by the Burbank City Council on April 22, 2025. The Burbank Police Department and the Burbank-Glendale-Pasadena Airport Authority Police Department share law enforcement jurisdiction at the Airport. The purpose of this mutual aid agreement is to set forth guidelines and responsibilities of the parties as they support each other.

6. ITEMS FOR COMMISSION APPROVAL

- a. AUTHORIZATION TO ISSUE PURCHASE ORDER – ACQUISITION OF BACKUP EMERGENCY GENERATOR. 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 of the Commission to authorize Staff to issue a purchase order in the amount of \$88,618.82 to Multiquip Inc. for the purchase of an emergency backup generator for the Emergency Operations Center located in Building 3.

7. ITEMS FOR COMMISSION INFORMATION

- a. QUARTERLY PASSENGER ACTIVITY REPORT: JANUARY - MARCH 2025. No staff report attached. Staff will review revenue passenger numbers for January - March (Q1) of 2025.
- b. REPLACEMENT PASSENGER TERMINAL PROJECT CONSTRUCTION UPDATE. Staff will update the Commission on the status of the Replacement Passenger Terminal Project.

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: May 14, 2025

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director *DOC FOR PP*
VIA: Simone McFarland, Asst. Community Development Director
Mary Hamzoian, Economic Development Manager
BY: Odette Zakarian, Administrative Analyst II

SUBJECT: Burbank Hospitality Association (BHA) Meeting – April 16, 2025

- BHA completed their audit review for FY 2022-2023. The reports were approved by the Board and sent over to the City Manager's office and the City's Finance Director for final review.
- This meeting was primarily dedicated to selecting a new marketing agency and social media manager for Visit Burbank. The top three finalists from each category presented to the Board for final consideration. Verdin, a San Luis Obispo based agency with DMO and tourism experience was selected as the new marketing agency, and Lady Muse, a Los Angeles based content creator who currently manages social media for Downtown Burbank was selected as the new social media manager.

APRIL 16, 2025

A regular meeting of the Burbank Police Commission was held in the Council Chamber of City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 1800 hours by Commission Chair Coomes.

CALL TO ORDER

Present: Commissioners Chapman, Coomes, Elman, Forouzan, Hacobian, McKenna and Wenzel

Also Present: Deputy Chief Cornils, Captain Losacco, Sergeant Turner, Senior Assistant City Attorney Johal, Executive Assistant Nakamura; Liaison Rizzotti

FLAG SALUTE

The flag salute was led by Commissioner Wenzel.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION AD HOC SUBCOMMITTEES

Commissioners reported out on events/meetings attended.

FIRST PERIOD OF ORAL COMMUNICATIONS

None

RESPONSE TO ORAL COMMUNICATIONS

None

APPROVAL OF MINUTES FROM MARCH 19, 2025, MEETING

Commissioner Chapman made a motion, seconded by Commissioner Elman, to approve the minutes from the March 19th meeting. Motion carried with abstention by Commissioner Forouzan.

ITEMS OF BUSINESS

- 1. Presentation, discussion, and recommendations, if applicable, on efforts and strategies related to equity and inclusion in recruitment hiring and promotional processes**

Lieutenant Green reviewed the goals and priorities of the Department's recruitment efforts, current demographics of personnel, policies related to hiring and promotional practices, training and professional development, and strategies to promote equity and diversity.

- 2. Presentation, discussion, and recommendations, if applicable, for an overview of the Communications Center**

Captain Losacco described the call taking and dispatching process for non-emergency and 911 calls, staffing of the Center, and provided some notable stats:

- Average of 9-1-1 calls per year: 38,415
- Average of all incoming calls per year: 181,916
- Text to 9-1-1: approximately 60 per month
- 9-1-1 ring time: 94% of all 9-1-1 calls are picked up within 10 seconds

- 3. Presentation, discussion, and recommendations, if applicable, of the Pedestrian Safety Ad Hoc Subcommittee report**

Commissioner Forouzan presented the highlights of the Subcommittee's report, spanning from January 2020 to May 2024. The report included stats on pedestrian/bicycle vs vehicle collisions,

at-fault designations, and primary collision factors. Commissioner Forouzan made three recommendations, based on an analysis the data presented:

- Education and enforcement efforts to reduce pedestrian injuries/fatalities, with focus on driver safety and responsibilities
- Education and enforcement efforts to reduce bicycle injuries/fatalities, with focus on both drivers and bicyclists, due to equivalent at fault ratios
- Education and enforcement efforts to reduce both pedestrian and bicycle injuries/fatalities along Glenoaks and other hot spots, such as the Empire Center and Costco

Chair Coomes made a motion, seconded by Commissioner McKenna, to provide the recommendations to the Department for consideration. Motion carried, with one vote in opposition by Commissioner Elman.

4. General announcements by Deputy Chief Cornils - brief announcements regarding upcoming events and/or items of note related to the police department

Upcoming events:

4/21 Chief Quintero's first day at the BPD
4/26 Drug Take Back event
5/8 Recruit Graduation
5/10 Police Fire Service Day

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Already agendized for May:

- statistical review of RIPA data for the City of Burbank last year.
- Narcotics impact on the arrests in the City

Chair Coomes made a motion, seconded by Commissioner Hacobian, for a presentation from the MHET team as to updates and any changes of the interaction between mental health and law enforcement. Motion carried.

NEXT MEETING DATE – Wednesday, June 18, 2025
6:00 p.m., City Council Chamber

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 8:05 pm.

Paul McKenna
Secretary, Burbank Police Commission