



Weekly Management Report

June 13, 2025

- 1. Notice** Burbank-Glendale-Pasadena Airport Authority
Meeting on June 16, 2025
Burbank-Glendale-Pasadena Airport Authority
- 2. Minutes** Sustainable Burbank Commission
Meeting on May 19, 2025
Public Works Department
- 3. Minutes** Burbank Police Commission
Meeting on May 21, 2025
Police Department



June 19, 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, June 16, 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 June 16, 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.

AGENDA

Monday, June 16, 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) May 7, 2025 ***[See page 1]***
 - 2) Finance and Administration Committee
 - (i) May 27, 2025 ***[See page 3]***
 - (ii) May 19, 2025 ***[See page 4]***
 - b. Commission Minutes
 - 1) June 2, 2025 ***[See page 6]***
 - c. Amendment No. 1 to Employment Agreement
Deputy Chief of Police ***[See page 12]***
 - d. Transportation Security Administration Terminal Space Lease ***[See page 15]***
 - e. Memorandum of Agreement – Replacement Passenger Terminal
Project Checked Baggage Inspection System Equipment ***[See page 22]***
 - f. Approval of Aid-In-Construction Payment Deposit
Replacement Passenger Terminal Project ***[See page 24]***
 6. ITEMS FOR COMMISSION APPROVAL
 - a. Waiver and License by Lessor to Secured Party
for the Benefit of International Lease Finance Corporation ***[See page 28]***

7. ITEMS FOR COMMISSION DISCUSSION
 - a. Introduction to Airport Certification; 14 CFR Part 139
 - b. Commissioning of a Book on the History of Hollywood Burbank Airport
8. ITEMS FOR COMMISSION INFORMATION
 - a. Suspension of the Elevated Walkway Escalator Operations
 - b. Replacement Passenger Terminal Project Construction Update
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 a future meeting.)
12. PUBLIC COMMENT
13. ADJOURNMENT

Today's meeting is adjourned in honor of former Commissioner Don Brown who passed on June 8. Mr. Brown served on the Commission from 2001 to 2021, and his 20-year service is the second longest in the Authority's history.

COMMISSION NEWSLETTER

Monday, June 16, 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 regular meeting of May 7, 2025, a copy of the approved minutes of the Finance and Administration Committee special meeting of May 27, 2025, and a copy of approved minutes of the regular meeting of May 19, 2025, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the June 2, 2025, Commission minutes are included in the agenda packet for review and approval.
- c. AMENDMENT NO. 1 TO EMPLOYMENT AGREEMENT – DEPUTY CHIEF OF POLICE. A staff report is included in the agenda packet. This item seeks Commission authorization to execute Amendment No. 1 to the Authority's Employment Agreement, copy attached, with the Deputy Chief of Police. The amendment increases the annual base salary and increases the annual Peace Officer Standards and Training certification benefit. Effective July 1, 2025, the base salary will be \$247,000 reflecting a 5% increase, and the Peace Officer Standards and Training. Executive Certificate Level benefit will increase to \$30,000. All other benefits remain the same.
- d. TRANSPORTATION SECURITY ADMINISTRATION TERMINAL SPACE LEASE. A staff report is included in the agenda packet. At its meeting on June 2, 2025, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission approve a proposed Terminal Space Lease with General Services Administration on behalf of the Transportation Security Administration for 3,500 square feet of exclusive use space for a period of one year.
- e. MEMORANDUM OF AGREEMENT – REPLACEMENT PASSENGER TERMINAL PROJECT CHECKED BAGGAGE INSPECTION SYSTEM EQUIPMENT. A staff report is included in the agenda packet. At its special meeting on June 9, 2025, the Executive Committee voted unanimously (3–0) to recommend that the Commission approve the ratification of the Executive Director's execution of a Memorandum of Agreement ("Agreement") with the Transportation Security Administration ("TSA") for a new in-line Checked Baggage Inspection System ("CBIS") at the Replacement Passenger Terminal. The Agreement defines each party's responsibilities to ensure the timely procurement, delivery, and installation of the CBIS.

- f. APPROVAL OF AID-IN-CONSTRUCTION PAYMENT DEPOSIT – REPLACEMENT PASSENGER TERMINAL PROJECT. A staff report is included in the agenda packet. At its special meeting on June 9, 2025, the Executive Committee voted unanimously (3–0) to recommend that the Commission approve an Aid-In-Construction deposit request from the City of Burbank for continued Phase 3 engineering of a community substation permanent power solution in the amount of \$225,000.

6. ITEMS FOR COMMISSION APPROVAL

- a. WAIVER AND LICENSE BY LESSOR TO SECURED PARTY FOR THE BENEFIT OF INTERNATIONAL LEASE FINANCE CORPORATION. A staff report is included in the agenda packet. Subsequent to the recommendation of the Operations and Development Committee at its meeting immediately prior to the Commission meeting, Staff seeks Commission approval of a Waiver and License by Lessor to Secured Party (“Agreement”) to give International Lease Finance Corporation (“ILFC”) access to certain physical assets of Avelo Airlines (“Avelo”) currently stored in Hangar 1A. The proposed Agreement is in support of a loan Avelo is seeking from ILFC.

7. ITEMS FOR COMMISSION DISCUSSION

- a. INTRODUCTION TO AIRPORT CERTIFICATION: 14 CFR Part 139. No staff report attached. At the request of the Commission, Staff will present an introduction of FAA Airport Certification requirements codified under 14 Code of Federal Regulations Part 139.
- b. COMMISSIONING A BOOK ON THE HISTORY OF HOLLYWOOD BURBANK AIRPORT. No staff report attached. This item is agendaized, at the request of Commissioner Ovrom, to provide the Commission the opportunity to discuss pursuing the development and publication of a book regarding the history of the Airport. Attached is a memorandum prepared by Commissioner Ovrom on the subject and was discussed at the Operations Committee. The Committee recommended this item be brought to the Commission for further discussion.

8. ITEMS FOR COMMISSION INFORMATION

- a. SUSPENSION OF THE ELEVATED WALKWAY ESCALATOR OPERATIONS. No staff report attached. Since the opening of Elevated Walkway Escalators in 2012, the expense to operate and maintain the two escalators has increased significantly. After a number of stoppages, a recent assessment of the equipment determined a major rehabilitation that would exceed over \$350,000, subject to the availability of certain parts, would be necessary for the escalators to continue to be operational until the opening of Replacement Passenger Terminal. Additionally, the type of wear and tear the equipment is subjected to makes the equipment vulnerable to breakage. The valet center has one elevator as well as a staircase to provide vertical transport from the ground floor to the Elevated Walkway. Staff recommend transitioning away from the escalators for safety as well as cost for the next 16 months. Staff will monitor the activity level and report back to the Commission if there is a need to restart the escalator equipment.
- b. REPLACEMENT PASSENGER TERMINAL PROJECT CONSTRUCTION UPDATE. No staff report attached. An updated video will be shown.

**SUSTAINABLE BURBANK COMMISSION
MAY 19, 2025, MINUTES**

I. CALL TO ORDER

The meeting of the Sustainable Burbank Commission was held in the Community Services Building, 150 N. Third St., on the above date. Interim Chair Adrine Der-Tavitian called the meeting to order at 5:01 p.m.

II. ROLL CALL

Members Present:

Adrine Der-Tavitian (Interim Chair)
Alissandra Valdez (Interim Vice Chair)
Kevin O'Brien
Jenny Deahl
Jared Cavagnuolo
Charles Wilson
Robin Gemmill
Jared Cavagnuolo – arrived at 5:17 p.m.

Members Absent:

Limor Zimskind

Council Members, Liaisons, and Staff Present:

John Molinar – Asst. Public Works Director – Streets & Waste Management
Amber Duran – Recycling Coordinator
Berenice Quintero – Senior Clerk, Recording Secretary
Drew Johnstone – Sustainability Officer, Burbank Water & Power
Michelle Hoffmann – Senior Admin. Analyst, Burbank Recycle Center
Tamala Takahashi – City Council Member

III. ORAL COMMUNICATIONS (Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Commission. The Commission has adopted rules to limit oral communications to 3 minutes; however, the Commission reserves the right to shorten this time period.)

A. Public Communication

Council Member Konstantine Anthony addressed the Commission about the changes made by City Council regarding the roles and responsibilities of Burbank Boards, Commissions and Committees.

Sam from Plant Based Treaty provided an introduction on the organization in hopes that they can present to the Commission at a later meeting and assist with working on sustainable related efforts.

Gilberto from Plant Based Treaty spoke to the Commission about the organization's work.

B. Commission Member Communication

There were no Commissioner updates

C. Staff Communication

Amber Duran informed the Commission that is Public Works Week and it would be recognized at the next City Council meeting.

Drew Johnstone announced that City Council approved the proposed updates to Burbank Water & Power's (BWP) rebates portfolio.

IV. APPROVAL OF MINUTES

Ms. Deahl moved, and Mr. O'Brien seconded a motion to approve the April 21, 2025, draft minutes. The motion was approved by Ms. Gemmill, Ms. Der-Tavitian, and Mr. Wilson. Ms. Zimskind, and Mr. Cavagnulo were not present.

V. SELECTION OF CHAIR/VICE CHAIR

Ms. Valdez moved, and Mr. O'Brien seconded a motion to nominate Ms. Der-Tavitian as the interim Chair. The motion passed with all Commissioners present approving. Ms. Deahl moved, and Ms. Gemmill seconded a motion to nominate Ms. Valdez as the interim Vice Chair. The motion passed with all Commissioners present approving.

VI. 2025 EARTH DAY EVENT UPDATE FROM THE ECO-COUNCIL

Melissa Thompson from the Burbank Eco Council provided an update and shared photos and statistics on the 2025 Earth Day event.

VII. CITY COUNCIL EXPECTATIONS OF BOARD, COMMISSION AND COMMITTEE MEMBERS

Staff updated the Commission on the capacity and responsibilities of all Burbank Boards, Commissions and Committees regarding transparency.

VIII. FISCAL YEAR 25-26 SUSTAINABLE BURBANK COMMISSION BUDGET PROPOSAL DISCUSSION

Ms. Deahl moved, and Ms. Gemmill seconded a motion to approve the Fiscal Year 25-26 Sustainable Burbank Commission Budget Proposal (attachment 1). All those present approved the motion.

IX. LIAISON UPDATES

A. Parks, Recreation and Community Services Board

Ms. Deahl updated the Commission on the Board's events and provided an update on the Aleppo Pine Project.

B. Drought Tolerance Task Force

C. Community Gardens

Ms. Gemmill informed that the Community Garden at Hollywood Way will be hosting water conservation classes.

D. Monarch Mile

Ms. Gemmill informed that there will be more Sunday workdays.

X. UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS

1. Wildfire Mitigation Plan – Verification (June 3, 2025)

XI. INTRODUCTION OF ADDITIONAL AGENDA ITEMS

1. Urban Forestry Update (TBD)
2. Plant Based Treaty Presentation (June 16, 2025)

FUTURE AGENDA ITEMS

XII. ADJOURNMENT

The meeting was adjourned at 6:42 p.m. The next meeting will be held on Monday, August 18, 2025, at 5:00 p.m. at the Community Services Building, Room 104.

Respectfully submitted,

John Molinar, Assistant Public Works Director - Street & Waste Management

JM: ad

DRAFT

Attachment 1

**Proposed 2025-2026
Sustainable Burbank Commission Budget**

Proposed 2025-26 Budget:

Activity	Budgeted Amount
Earth Day	\$6,000
Micro-grants to restaurants	\$5,000
Community Outreach	\$1,500 (ie. Cooking demo, round table, garden events, etc)
Habitat Restoration	\$1,000
Contingency	\$1,500
Total	\$15,000

MAY 21, 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: Chief Quintero, Deputy Chief Cornils, Captain Ruiz, Lieutenants Brimway and Green, Sergeants Turner and Edwards, Administrative Analyst Bravo, LCSW Magana, Officer Sudbrook, Senior Assistant City Attorney Johal, Executive Assistant Nakamura; Liaison Rizzotti

FLAG SALUTE

The flag salute was led by Mr. Liam McKenna.

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 APRIL 16, 2025, MEETING

Commissioner Chapman made a motion, seconded by Commissioner Hacobian, to approve the minutes from the April 16th meeting. Motion carried.

ITEMS OF BUSINESS

1. Presentation, discussion, and recommendations, if applicable, on the impact of narcotics on arrest made in the City of Burbank

Crime Analyst Panu explained the NIBRS system of collecting data; drug and theft offense codes and statistics related to each; highlighted Empire Center and Downtown stats; CA Prop 36, which took effect in 2025 which allows for felony charges and increased sentences for certain drug and theft offenses. Sergeant Michael Edwards, of the Investigation Division, explained the difference between synthetic and manufactured drugs.

2. Presentation, discussion, and recommendations, if applicable, from the MHET team as to updates and any changes of the interaction between mental health professionals and law enforcement

Appearing before the Commission were Administrative Analyst Bravo-Cuevas, Officer Sudbrook, and Licensed Clinical Social Worker (LCSW) Magana. They provided an update on MHET activity from last year, stats on mental health commitments (5150 WIC), and challenges faced, including assisting elderly hoarders and interactions with DMH's Psychiatric Mental Response Team (PMRT).

3. Presentation, discussion, and recommendations, if applicable, on a statistical review of the RIPA data for the City of Burbank last year

Lieutenant Brimway stated there were approximately 20,000 RIPA contacts in 2023. Statistics related to stops by perceived race/ethnicity/gender included:

- Results of stops: issuing citation, education with equal measure
- Warning vs citations
- Arrests
- Reason for stop (majority were traffic related)

For 2025, the Department added the collection of zip codes as part of the RIPA contact to better track folks that are part of the daytime influx to the city.

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

Event recap

- 4/26 Drug Take Back event – 30 boxes collected
- 5/9 Recruit Graduation – our officer was the top PT recruit of the class
- 5/10 Police/Fire Service Day - good community event
Unity Tour – ride from New Jersey to Washington D.C.
- 5/17 2nd Women’s self-defense class hosted by the BPD

Upcoming:

- 6/4 Special Olympics torch run

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

- (Future) Presentation on crime stats (possibly August or September?)
- (Future) Commission Hacobian made a motion, seconded by Commissioner McKenna, for a presentation by Police Chief Quintero on his priorities and vision for the BPD. Motion carried by consensus.
- (July) Commissioner Elman made a motion, seconded by Commissioner McKenna, for a presentation on the preparations to address traffic safety and parking for the upcoming school year. Motion carried by consensus.
- (Future) Commissioner McKenna made a motion, seconded by Commissioner Elman, to remove the LAZ Parking discussion from the June agenda and place the topic on the Future agenda list. Motion carried by consensus.
- (June) Commissioner McKenna made a motion, seconded by Commissioner Wenzel, for a discussion of the Commission’s year in review. Motion carried by consensus

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 8:07 pm.

Paul McKenna
Secretary, Burbank Police Commission