



Weekly Management Report

March 15, 2019

- 1. Memo** Downtown Burbank Partnership Meeting on
February 21, 2019
Community Development Department



- 2. Agenda** Burbank-Glendale-Pasadena Airport Authority
Regular Meeting of Monday, March 18, 2019
Burbank-Glendale-Pasadena Airport Authority



memorandum

DATE: March 11, 2019

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 
Via: Simone McFarland, Asst. Community Development Director:
Business & Economic Development 

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – February 21, 2019

- Staff presented post event wrap-up information regarding the 2018 Burbank Beer Festival and Winter Wine Walk events. In 2018, the Burbank Beer Festival resulted in 4.2 million digital media impressions and 2,300 ticketed attendees. The Winter Wine Walk once again sold out with 1,600 ticketed attendees and 4.1 million digital media impressions. Although both events were successful, the Beer Festival has been experiencing a downturn in attendance year over year and for that reason, the California Beer Festival group who produces the event in collaboration with the PBID, has decided to discontinue the event going forward in 2019.
- Staff reviewed the 2019 calendar year budget with the Board, noting that funding will be allocated this year and moving forward to new Management District Plan (MDP) categories including: Zone 3 maintenance, a new marketing and design program, new wayfinding signage and banners, a Social Outreach and Hospitality Program, and an updated district website. Additionally, the Board elected to conclude outgoing sponsorship allocations in 2019 and beyond reallocating those funds to new MDP programs noted above. After further review and discussion, the Board unanimously approved the 2019 budget for Downtown Burbank.



CITY OF BURBANK
CITY MANAGER'S OFFICE

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March 14, 2019

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 Monday, March 18, 2019, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Terri Williams, Board Secretary
Burbank-Glendale-Pasadena Airport Authority



COMMISSION MEETING

AGENDA

MARCH 18, 2019

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, March 18, 2019

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, March 18, 2019

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) February 4, 2019 **[See page 1]**
 - 2) Legal, Government and Environmental Affairs Committee
 - (i) November 5, 2018 **[See page 3]**
 - b. Commission Minutes
(For Approval)
 - 1) February 19, 2019 **[See page 5]**
 - c. Treasurer's Report
 - 1) December 2018 **[See page 10]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Transportation Network Company Passenger Loading and Unloading Fee Increase **[See page 35]**
 - b. Amendment No. 1 to Agreement for Self-Park Management Services and Valet Parking Services; Purchase Order for Additional Parking Equipment; Licensing and Development Fee Allowance **[See page 38]**
7. ITEMS FOR COMMISSION INFORMATION
 - a. January 2019 Parking Revenue Statistics **[No Staff Report]**
 - b. January 2019 Transportation Network Companies **[No Staff Report]**

- c. Airline Schedule Analysis ***[See page 42]***
- d. January 2019 Passenger\Cargo and Regional Airport
Passenger Statistics ***[See page 47]***
- e. New Air Service Announcement – Spirit Airlines ***[No Staff Report]***
- 8. Build America Bureau Meeting ***[No Staff Report]***
- 9. CLOSED SESSION
- 10. COMMISSIONER COMMENTS
(Other updates and information items, if any)
- 11. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, March 18, 2019

[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 February 4, 2019, and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of November 5, 2018, are included in the agenda packet for information purposes.
- b. **COMMISSION MINUTES.** Draft minutes of the February 19, 2019, special meeting are attached for the Commission's review and approval.
- c. **TREASURER'S REPORT.** The Treasurer's Report for December 2018 is included in the agenda packet. At the February 19, 2019, Finance and Administration Committee special meeting, the Committee voted unanimously (3-0) to recommend that the Commission note and file this report.

6. ITEMS FOR COMMISSION APPROVAL

- a. **TRANSPORTATION NETWORK COMPANIES PASSENGER LOADING AND UNLOADING FEE INCREASE.** 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 Commission approval of a fee increase of \$0.50 for unloading and loading of passengers by Transportation Network Companies serving Hollywood Burbank Airport. If approved, the Executive Director will issue a notice indicating that fees for loading and unloading of passengers will increase from \$3.00 to \$3.50 effective May 1, 2019.
- b. **AMENDMENT NO. 1 TO AGREEMENT FOR SELF-PARK MANAGEMENT SERVICES AND VALET PARKING SERVICES; PURCHASE ORDER FOR ADDITIONAL PARKING EQUIPMENT; LICENSING AND DEVELOPMENT FEE ALLOWANCE.** 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 Commission approval of the following: (1) Amendment No. 1, copy attached, to the Agreement for Self-Park Management Services and Valet Parking Services dated May 7, 2018, with SP Plus Corporation ("SP+") to specify implementation and management requirements for an e-Commerce platform as well as to reinforce applicability of SP+'s indemnification obligations to the e-Commerce platform; (2) an Award of a Purchase Order in the amount of \$68,624 to Sentry Control Systems LLC for the purchase and installation of Skidata gate entry columns and barcode scanners for the pre-booking self-park revenue control equipment at the short-term Parking Structure, Lot E and

Lot C; and (3) authorization of a \$10,000 allowance for licensing and development fees to CVPS, an Amano Company ("CVPS"), to allow SP+ and its subcontractor, MAG US Parking Management ("MAG"), to connect to the CVPS system used at the Airport.

7. ITEMS FOR COMMISSION INFORMATION

- a. JANUARY 2019 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of January 2019.
 - b. JANUARY 2019 TRANSPORTATION NETWORK COMPANIES. No staff report attached. Staff will update the Commission on TNC activity for the month of January 2019.
 - c. AIRLINE SCHEDULE ANALYSIS. A staff report is included in the agenda packet. Staff has received notice of changes in service, fleet mix, and scheduled operating times from three airlines serving Hollywood Burbank Airport. This report change is reflected in detail on the attached Airline Schedule Analysis.
 - d. JANUARY 2019 PASSENGER/CARGO AND REGIONAL AIRPORT PASSENGER STATISTICS. A staff report is included in the agenda packet. The January 2019 passenger count of 402,529 was up 8.72% compared to last year's count of 370,230 passengers. Air carrier aircraft operations increased 7.53% while cargo volume in January was virtually unchanged at 8.75 million pounds.
 - e. NEW AIR SERVICE ANNOUNCEMENT – SPIRIT AIRLINES. No staff report attached. Staff will provide overview of air service announcement made on Tuesday, March 12, 2019.
8. BUILD AMERICA BUREAU MEETING – No staff report attached. Staff will brief the Commission on an upcoming meeting in Washington D.C., with the U.S. Department of Transportation's Build America Bureau to discuss federal funding opportunities for the Replacement Passenger Terminal project.