



# Weekly Management Report

## April 12, 2019

- 1. Agenda**            Burbank-Glendale-Pasadena Airport Authority Meeting for Monday, April 15, 2019  
**Burbank-Glendale-Pasadena Airport Authority**
- 2. Memo**             Downtown Burbank Partnership Meeting on March 14, 2019  
**Community Development Department**
- 3. Memo**             Planning Board Actions of April 8, 2019  
**Community Development Department**





April 11, 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, April 15, 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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, April 15, 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, April 15, 2019

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. PRESENTATION
  - a. Hollywood Burbank Airport Student Art **[No staff report]**  
"Tower Banner" Contest - Presentation  
of the Winning Entries
6. CONSENT CALENDAR
  - a. Committee Minutes  
(For Note and File)
    - 1) Operations and Development Committee  
(i) March 18, 2019 **[See page 1]**
    - 2) Finance and Administration Committee  
(i) March 18, 2019 **[See page 4]**
  - b. Commission Minutes  
(For Approval)
    - 1) April 1, 2019 **[See page 6]**
7. ITEM FOR COMMISSION APPROVAL
  - a. Award of Contract for Landside Paving  
Rehabilitation - Project Number E18-17 **[See page 11]**
  - b. Amendment No. 1 to Professional Services Agreement  
Universal Protection Service LP dba Allied Universal  
for Additional Traffic Control Services **[See page 13]**

8. ITEMS FOR COMMISSION INFORMATION

a. February 2019 Parking Revenue Statistics

***[No staff report]***

b. February 2019 Transportation Network Companies

***[No staff report]***

c. February 2019 Passenger/Cargo and Regional  
Airport Statistics

***[See page 19]***

d. Airline Schedule Analysis

***[See page 22]***

9. COMMISSIONER COMMENTS

(Other updates and information items, if any)

10. ADJOURNMENT

## COMMISSION NEWSLETTER

Monday, April 15, 2019

*[Regarding agenda items]*

### 5. PRESENTATION

- a. HOLLYWOOD BURBANK AIRPORT STUDENT ART "TOWER BANNER" CONTEST - PRESENTATION OF THE WINNING ENTRIES – No staff report is attached. For the past 12 years, the Authority has supported the high school art programs at each school district of Burbank, Glendale and Pasadena. The 1st, 2nd and 3rd place winners from each school district will present their winning composition to the Commission based on this year's theme "Heroes of Aviation."

### 6. 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 March 18, 2019, and approved minutes of the Finance and Administration Committee meeting of March 18, 2019, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the April 1, 2019, meeting are attached for the Commission's review and approval.

### 7. ITEM FOR COMMISSION APPROVAL

- a. AWARD OF CONTRACT FOR LANDSIDE PAVING REHABILITATION - PROJECT NUMBER E18-17. A staff report is included in the agenda packet. At the April 1, 2019, Operations and Development Committee meeting, the Committee voted unanimously (3-0) to recommend that the Commission: (i) authorize an Award of Contract for Landside Paving Rehabilitation in the amount of \$157,400 to PALP, Inc., dba Excel Paving Company; (ii) authorize a project budget for construction management, administration and quality assurance testing services for a not-to-exceed amount of \$20,000; and (iii) authorize a project aggregate contingency in the amount of \$17,000 for unforeseen circumstances that may arise during the course of construction.
- b. AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT – UNIVERSAL PROTECTION SERVICE LP DBA ALLIED UNIVERSAL FOR ADDITIONAL TRAFFIC CONTROL SERVICES. A staff report is included in the agenda packet. Subject to the recommendation from the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks approval from the Commission of proposed Amendment No. 1 ("Amendment") to the Professional Services Agreement ("Agreement"), copy attached, with Universal Protection Service LP, dba Allied Universal, to provide

additional traffic control services specifically to coordinate the Transportation Network Company activities at the Airport. The proposed Amendment is for a term of 18 months beginning May 1, 2019, to coincide with the original three-year term of the Agreement for an amount not-to-exceed \$220,500.

8. ITEMS FOR COMMISSION INFORMATION

- a. FEBRUARY 2019 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of February 2019.
- b. FEBRUARY 2019 TRANSPORTATION NETWORK COMPANIES. No staff report attached. Staff will update the Commission on TNC activity for the month of February 2019.
- c. FEBRUARY 2019 PASSENGER/CARGO AND REGIONAL AIRPORT PASSENGER STATISTICS. A staff report is included in the agenda packet. Due to severe weather conditions experienced in the Pacific Northwest and the Northern California Bay area, the month of February had multiple flight cancellations. These cancellations impacted the February 2019 passenger count of 368,039, which was a relatively flat 1.04% increase compared to the previous year's count of 364,245 passengers. Air carrier aircraft operations increased by 3.65% with cargo volume decreasing in February by 2.93% for a total volume carried of 7.87 million pounds.
- d. AIRLINE SCHEDULE ANALYSIS. A staff report is included in the agenda packet. The Airlines serving Hollywood Burbank Airport have notified Staff of changes in service, fleet mix, and scheduled operating times. This report reflects the changes in detail on the attached Schedule Change Analysis.





# memorandum

**DATE:** April 9, 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 – March 14, 2019**




- Upon selection by the Marketing and Wayfinding Subcommittee, marketing firms *Anyone Collective* and *The Strausberg Group* each presented three draft advertising and wayfinding concepts to the Board for review. Upon review of the contracts and presentations submitted, the Board unanimously voted to enter into a 1-year contract for services with *Anyone Collective*.



# memorandum

**DATE:** April 9, 2019

**TO:** Ron Davis, City Manager

**FROM:** Patrick Prescott, Community Development Director   
Fred Ramirez, Assistant Community Development Director   
Scott Plambaeck, Deputy City Planner 

**SUBJECT:** **Planning Board Actions of April 8, 2019**

At the Planning Board meeting of April 8, 2019, the Planning Board met for a public hearing to discuss the following items:

## Public Hearing

### **1. Project No. 17-0002839 | Conditional Use Permit and Development Review | 115 S. Victory Blvd.**

The Board was presented an item requesting to construct a 1,013 square foot carwash exclusively operated by Enterprise Rent-A-Car to wash the vehicles associated with the company's existing renal facility at 110 S. Victory Blvd. The Board conditioned the operational hours of the carwash to be open from 8:30 am – 6:00pm on the weekdays and 9:00 am – 4:00 pm on the weekends. In addition, the Board recommended adjusting the traffic route that leads to the car wash, per the discretionary approval of the City Traffic Engineer. The Board approved the project by a 4-0 vote.

### **2. Project No. 18-0002676 | Planned Development No. 2001-2 | Development Agreement Extension | 3201 W. Olive Ave. – Bob Hope Center**

The Board was presented with an extension request for a current Development Agreement (DA) at the Bob Hope Office Center until December 31, 2020 to allow for the completion of the Environmental Impact Report (EIR). The Board approved the extension by a 4-0 vote.

## Attendance

Present: Rizzotti, Eaton, Atteukenian, Hadian.

Absent: Liu