



Weekly Management Report

March 13, 2020

1. Synopsis

Burbank Hospitality Association (BHA)
Meeting on February 19, 2020
Community Development Department

2. Agenda

Burbank-Glendale-Pasadena Airport Authority
Special Meeting on Monday, March 16, 2020
Burbank-Glendale-Pasadena Airport



memorandum

DATE: March 5, 2020

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
Via: Simone McFarland, Assistant Community Development Director-
Housing and Economic Development 

**SUBJECT: BURBANK HOSPITALITY ASSOCIATION (BHA) MEETING SYNOPSIS
– FEBRUARY 19, 2020**

- The Board appointed Ali Schmidt, Director of Sales at Universal Studios Hollywood, to serve on the Board for a term beginning February 1, 2020, and ending July 1, 2021.
- Tom Whelan, General Manager of Hotel Amarano, provided a presentation to the Board on the renovations to the hotel lobby, restaurant and rooms.
- The Board adopted resolution 2020-01 giving authority to the BHA Board Chair to appointment members to the Sponsorship Committee to replace members who have left the Board.



March 12, 2020

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, March 16, 2020 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, March 16, 2020

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 16, 2020

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 **[See page 1]**
 - (i) February 3, 2020
 - 2) Finance and Administration Committee **[See page 3]**
 - (i) February 3, 2020
 - 3) Legal, Government and Environmental Affairs Committee **[See page 5]**
 - (i) February 3, 2020
 - b. Commission Minutes
(For Approval)
 - 1) February 18, 2020 **[See page 9]**
 - c. Treasurer's Reports
 - 1) December 2019 **[See page 17]**
 - d. Federal Aviation Administration
On-Airport Lease (Burbank Air Traffic Control Tower)
Lease No. 690EG4-19-L-00109 **[See page 42]**
 - e. Memorandum of Understanding -
Burbank Airport Police Officer Association **[See page 54]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Award of Professional Services Agreement for
Parking Lots Reconfiguration Design Project **[See page 55]**

- b. Award of Contract for ILS and Ramp Signage Project
Project Number E19-01 **[See page 58]**
- c. Department of Homeland Security
Transportation Security Administration
Other Transaction Agreement **[See page 61]**
- d. Approval of Amendment No. 1
Professional Services Agreement
Cerrell Associates, Inc. **[See page 76]**
- e. Approval to Execute Professional Services Agreement
Extension Option No. 1 with Macias Gini & O'Connell, LLP
for External Auditing Services **[See page 82]**
- 7. ITEMS FOR COMMISSION DISCUSSION
 - a. Community Noise Concerns **[See page 84]**
- 8. ITEMS FOR COMMISSION INFORMATION
 - a. BUR Parking and Pre-Booking Update
SP+/MAG **[No staff report]**
 - b. Airport Authority Police Officer of the Year **[No staff report]**
 - c. Airport Authority Fire Department
Firefighter of the Year **[No staff report]**
 - d. January 2020 Parking Revenue Statistics **[No staff report]**
 - e. January 2020 Transportation Network Companies **[No staff report]**
 - f. January 2020 Passenger/Cargo and
Regional Airport Passenger Statistics **[See page 85]**
 - g. Airline Schedule Change and Analysis **[See page 88]**
 - h. Replacement Passenger Terminal Program
Status Update – AECOM **[No staff report]**
 - i. Update: COVID-19 Impact **[No staff report]**
- 9. CLOSED SESSION
 - a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant Exposure to Litigation (California Government Code Section
54956.9(d)(2)): 1 potential case. Facts and Circumstances: FAA Southern
California Metroplex Project

10. COMMISSIONER COMMENTS
(Other updates and information items, if any)
11. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, March 16, 2020

[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 3, 2020; approved minutes of the Finance and Development Committee meeting of February 3, 2020; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of February 3, 2020, are included in the agenda packet for information purposes.
- b. **COMMISSION MINUTES.** Draft minutes of the February 18, 2020, special Commission meeting are attached for the Commission's review and approval.
- c. **TREASURER'S REPORTS.** The Treasurer's Report for December 2019 is included in the agenda packet. At its February 18, 2020, special meeting, the Finance and Administration Committee voted (2-0, 1 absent) to recommend that the Commission note and file this report.
- d. **APPROVAL OF FEDERAL AVIATION ADMINISTRATION ON-AIRPORT LEASE (BURBANK AIR TRAFFIC CONTROL TOWER) LEASE NO. 690EG4-19-L-00109.** A staff report is included in the agenda packet. At its February 18, 2020, special meeting, the Finance and Administration Committee voted (2-0, 1 absent) to recommend that the Commission approve a proposed On-Airport Land Lease between the United States Government via the Federal Aviation Administration and the Burbank-Glendale-Pasadena Airport Authority for a period of twenty (20) years for the Burbank Air Traffic Control Tower facility at the Airport.
- e. **MEMORANDUM OF UNDERSTANDING – BURBANK AIRPORT POLICE OFFICER ASSOCIATION.** A staff report is included in the agenda packet. This item seeks Commission authorization to execute a replacement Memorandum of Understanding ("MOU") with the Burbank Airport Police Officers Association and approve the changes in compensation and benefits contained therein. The MOU will be effective retroactively to February 1, 2020, and will expire on January 31, 2023.

6. ITEMS FOR COMMISSION APPROVAL

- a. **AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR PARKING LOTS RECONFIGURATION DESIGN PROJECT.** A staff report is included in the agenda packet. At its February 18, 2020, special meeting, the Operations and Development Committee voted unanimously (3-0) to recommend that the Commission: (i) award a Professional Services Agreement for design and construction administration services in the amount of \$93,900 to Valued Engineering, Inc.; (ii) approve a project budget for in-house design management services for a not-to-exceed amount of \$15,000;

and (iii) approve a project aggregate contingency of \$15,000 to address changes in scope of design and engineering services resulting from information developed as part of the initial design development.

- b. **AWARD OF CONTRACT FOR ILS AND RAMP SIGNAGE PROJECT – PROJECT NUMBER E19-01.** A staff report is included in the agenda packet. At its special meeting on February 18, 2020, the Operations and Development Committee voted unanimously (3–0) to recommend that the Commission: (i) award a contract for ILS and Ramp Signage in the amount of \$430,478 to Royal Electric Company; (ii) authorize a project budget for construction management, administration and quality assurance testing services for a not-to-exceed amount of \$40,000; and (iii) authorize a project aggregate contingency of \$40,000 for unforeseen circumstances that may arise during construction.
- c. **DEPARTMENT OF HOMELAND SECURITY TRANSPORTATION SECURITY ADMINISTRATION – OTHER TRANSACTION AGREEMENT.** A staff report is included in the agenda packet. At its special meeting on February 18, 2020, the Finance and Administration Committee voted (2–0, 1 absent) to recommend that the Commission approve a modified Other Transaction Agreement with the Department of Homeland Security, Transportation Security Administration, for reimbursement of electrical charges associated with areas used for baggage screening operations at the Airport.
- d. **APPROVAL OF AMENDMENT NO. 1 – PROFESSIONAL SERVICES AGREEMENT – CERRELL ASSOCIATES, INC.** A staff report is included in the agenda packet. Subject to the recommendation of the Operation and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval of Amendment No. 1 (“Amendment”) to the Professional Services Agreement (“Agreement”) with Cerrell Associates Inc., for an additional amount of \$40,000 to provide continued media and community relations services in support of the Southern San Fernando Valley Airplane Noise Task Force. If the Amendment is approved, the total compensation under the Agreement will be increased from \$65,000 to \$105,000.
- e. **APPROVAL TO EXECUTE PROFESSIONAL SERVICES AGREEMENT EXTENSION OPTION NO. 1 WITH MACIAS GINI & O’CONNELL, LLP FOR EXTERNAL AUDITING SERVICES.** A staff report is included in the agenda packet. At its February 18, 2020, special meeting, the Finance and Administration Committee voted (2–0, 1 absent) to recommend that the Commission authorize to provide written notice to Macias Gini O’Connell, LLP (“MGO”) of the Authority’s intention to exercise Option Year No. 1 to extend the term of the Agreement with MGO for the period April 1, 2020 to March 31, 2021, for audits of the Authority’s financial statements for the fiscal year ending June 30, 2020.

7. ITEMS FOR COMMISSION DISCUSSION

- a. **COMMUNITY NOISE CONCERNS.** A staff report is included in the agenda packet. The seventh meeting of the Task Force will be held on Wednesday, April 1, 2020, at 6:30 p.m. at the Los Angeles Burbank Marriott Hotel.

8. ITEMS FOR COMMISSION INFORMATION

- a. BUR PARKING AND PRE-BOOKING UPDATE - SP+/MAG. No staff report attached. SP+ and MAG will update the Commission on their parking and pre-booking system.
- b. AIRPORT AUTHORITY POLICE OFFICER OF THE YEAR. No staff report attached. Officer Whitehead recently completed his first year with the Department. Prior to joining the Airport Police Department, Officer Whitehead was with the California Highway Patrol for over 28 years undertaking a wide variety of assignments rising to the rank of Lieutenant. Officer Whitehead is known to be knowledgeable, reliable, personable, with outstanding customer service skills by his peers, supervisors, and airport employees. Officer Whitehead frequently reports early for his shift, accepts additional duty hours during staffing shortages and thrives on extra responsibilities.
- c. AIRPORT AUTHORITY FIRE DEPARTMENT FIREFIGHTER OF THE YEAR – No staff report attached. Firefighter Sanchez began his career in 2009 and currently serves on the Department's C shift team. Though many, some of the reasons Firefighter Sanchez was selected to receive this year's award is his continued selfless acts and contributions to the Department and the Airport. Firefighter Sanchez voluntarily undertakes numerous tasks without hesitation such as managing all EMS supply needs, including ensuring supplies and equipment are ready for use at any time, acting as an instructor for CPR, AED and first aid training as well as assisting in airport tours and public events.
- d. JANUARY 2020 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of January 2020.
- e. JANUARY 2020 TRANSPORTATION NETWORKING COMPANIES. No staff report attached. Staff will update the Commission on the TNC activity for the month of January 2020.
- f. JANUARY 2020 PASSENGER/CARGO AND REGIONAL AIRPORT PASSENGER STATISTICS. A staff report is included in the agenda packet. The January passenger count of 480,876 was up 19.46% compared to last year's passengers. Air carrier aircraft operations increased 4.70%, while cargo volume in January was slightly up at 8.8 million pounds.
- g. AIRLINE SCHEDULE CHANGE AND ANALYSIS. A staff report is included in the agenda packet. Airlines serving Hollywood Burbank Airport have notified Staff of changes in services, fleet mix, and scheduled operating times.
- h. REPLACEMENT PASSENGER TERMINAL STATUS UPDATE – AECOM. No staff report attached. AECOM will update the Commission on the program management services associated with the RPT project.
- i. UPDATE: COVID-19 IMPACT. No staff report attached. Staff will update the Commission with current information regarding the Coronavirus.