



Weekly Management Report

May 01, 2020

1. Agenda

Burbank-Glendale-Pasadena Airport Authority
Meeting via Zoom on May 4, 2020

Burbank-Glendale-Pasadena Airport Authority



APRIL 30, 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, May 4, 2020, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Commission or staff may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, members of the public may observe and participate in the meeting telephonically through the following number:

Dial In: (978) 990-5000

Access Code: 880737#

Members of the public also may observe the meeting online at the following address by clicking on Watch Live Stream:

<https://hollywoodburbankairport.com/airport-authority/commission-meeting-videos/>

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, May 4, 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, May 4, 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
 - (i) March 16, 2020 **[See page 1]**
 - 2) Finance and Administration Committee
 - (i) April 6, 2020 **[See page 3]**
 - 3) Legal, Government and Environmental Affairs Committee
 - (i) March 16, 2020 **[See page 5]**
 - b. Commission Minutes
(For Approval)
 - 1) April 20, 2020 **[See page 8]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Proposed Restated Airport Rules and Regulations **[See page 12]**
 - b. Right of Entry and Access Agreement with Burbank Industrial Investors **[See page 14]**
7. ITEMS FOR COMMISSION DISCUSSION
 - a. Update: COVID-19 Impact Report **[No staff report]**
8. 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

9. COMMISSIONER COMMENTS
(Other updates and information items, if any)

10. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, May 4, 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 March 16, 2020; approved minutes of the Finance and Administration Committee meeting of April, 6, 2020; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of March 16, 2020 are included in the agenda packet for information purposes.
- b. **COMMISSION MINUTES.** Draft minutes of the April 20, 2020 Commission meeting are attached for the Commission's review and approval.

6. ITEMS FOR COMMISSION APPROVAL

- a. **PROPOSED RESTATED AIRPORT RULES AND REGULATIONS.** A staff report is included in the agenda packet. At its meeting on April 20, 2020, the Operations and Development Committee voted unanimously (3-0) to recommend that the Commission approve the proposed Restated Airport Rules and Regulations. The Airport Rules & Regulations is an FAA-required document that promotes safe operations for all airside, terminal and landside airport facilities. The current Rules & Regulations were originally approved in 1976 and has gone through numerous revisions. Given the number of revisions since the original documents was approved, and in discussion with the FAA, a comprehensive, updated Restated Rules and Regulations document has been prepared for review and approval by the Commission.
- b. **RIGHT OF ENTRY AND ACCESS AGREEMENT WITH BURBANK INDUSTRIAL INVESTORS.** A staff report is included in the agenda packet. At its meeting on April 20, 2020, the Legal, Government and Environmental Affairs Committee voted unanimously (3-0) to recommend that the Commission approve a proposed second Right of Entry and Access Agreement with Burbank Industrial Investors, LP to facilitate additional grading and drainage work on the Adjacent Property to protect the Avion Burbank site.

7. ITEMS FOR COMMISSION DISCUSSION

- a. **UPDATE: COVID-19 IMPACT REPORT.** No staff report attached. Staff will update the Commission on the status of the impact of COVID-19.