



# Weekly Management Report

## November 20, 2020

- 1. Agenda**

Burbank-Glendale-Pasadena Airport Authority  
Meeting on Monday, November 12, 2020  
**Burbank-Glendale-Pasadena Airport Authority**
- 2. Minutes**

Burbank Police Commission  
Meeting on October 21, 2020  
**Police Department**





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NOVEMBER 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, November 16, 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: (818) 862-3332*

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, November 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, November 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
      - (i) October 5, 2020 **[See page 1]**
    - 2) Finance and Administration Committee
      - (i) October 5, 2020 **[See page 3]**
    - 3) Legal, Government and Environmental Affairs Committee
      - (i) September 21, 2020 **[See page 5]**
  - b. Commission Minutes  
(For Approval)
    - 1) October 19, 2020 **[See page 7]**
  - c. Treasurer's Report
    - 1) July 2020 **[See page 11]**
  - d. Third Amendment to Ground Lease – MV Transportation, Inc. **[See page 33]**
  - e. Grant of Sidewalk Easement to City of Burbank **[See page 38]**
6. ITEMS FOR COMMISSION APPROVAL
  - a. Replacement Passenger Terminal Program **[See page 40]**  
Ricondo & Associates, Public Resources Advisory Group,  
and Conway Consulting Contract Renewals
  - b. Transit Systems Unltd., Inc., Contract **[See page 42]**
  - c. Design Services – Replacement Airfield Lighting Vault **[See page 44]**

- d. Short Term Parking Space Reservation Agreement  
Silverco Enterprises **[See page 46]**
- 7. ITEMS FOR COMMISSION DISCUSSION
  - a. First Quarter FY 2021 Financial Update **[No staff report]**
- 8. ITEMS FOR COMMISSION INFORMATION
  - a. September 2020 Passenger and Cargo Ground Statistics **[See page 48]**
  - b. September 2020 Transportation Network Companies **[No staff report]**
  - c. September 2020 Parking Revenue Statistics **[No staff report]**
- 9. COMMISSIONER COMMENTS  
(Other updates and information items, if any)
- 10. ADJOURNMENT

## COMMISSION NEWSLETTER

Monday, November 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 October 5, 2020; approved minutes of the Finance and Administration Committee meeting of October 5, 2020; approved minutes of the Legal, Government and Environmental Affairs Committee meeting of September 21, 2020, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the October 19, 2020 Commission meeting are attached for the Commission's review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for July 2020 is included in the agenda packet. At its October 19, 2020, meeting, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.
- d. THIRD AMENDMENT TO GROUND LEASE – MV TRANSPORTATION, INC. A staff report is included in the agenda packet. At its meeting on October 5, 2020, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission approve a proposed Third Amendment to Ground Lease dated October 1, 2011, with MV Transportation, Inc. The proposed Amendment will revise the performance term of the Ground Lease to a month-to-month term.
- e. GRANT OF SIDEWALK EASEMENT TO CITY OF BURBANK. A staff report is included in the agenda packet. Staff seeks Commission approval to grant the City of Burbank ("City") a sidewalk easement that is being requested by the City as part of the Conditions of Approval with the developer of Avion Burbank.

### 6. ITEMS FOR COMMISSION APPROVAL

- a. REPLACEMENT PASSENGER TERMINAL PROGRAM – RICONDO & ASSOCIATES, PUBLIC RESOURCES ADVISORY GROUP, AND CONWAY CONSULTING CONTRACT RENEWALS. A staff report is included in the agenda packet. At its meeting on October 19, 2020, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission approve one-year Professional Services Agreements with the following consultants to assist Staff with financial and technical support services related to compliance with current Authority's financial obligations and financial reprogramming of the Replacement Passenger Terminal project: (i) Financial Feasibility and Advisory Services: Ricondo & Associates and Public Resources Advisory Group; and (ii) Technical Support Services: Conway Consulting, Inc.

- b. TRANSIT SYSTEMS UNLTD., INC., CONTRACT. 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 approval from the Commission to award a Professional Services Agreement to Transit Systems Unltd., Inc., for on-call parking shuttle bus service and emergency transport service.
- c. DESIGN SERVICES – REPLACEMENT AIRFIELD LIGHTING VAULT. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee (“Committee”) at its meeting immediately preceding the Commission meeting, Staff seeks a recommendation to the Commission to resume design services for the replacement Airfield Lighting Vault under the terms of an existing Professional Services Agreement (“Agreement”) with Lean Engineering (“Lean”). The Commission approved the award of the Agreement to Lean on February 13, 2020. Design had advanced to approximately 30% when, on March 30, 2020, due to the impacts of the COVID-19 pandemic and the uncertainty of available Airport Improvement Program federal funding or Passenger Facility Charge revenues, Staff issued Lean a notice to suspend activities.
- d. SHORT TERM PARKING SPACE RESERVATION AGREEMENT – SILVERCO ENTERPRISES. A staff report is included in the agenda packet. Staff seeks Commission approval to award a Short Term Parking Space Reservation Agreement to Silverco Enterprises, a current tenant at the Hollywood Burbank Airport, for 350 spaces in the currently closed Remote Parking Lot A located at the corner of Winona Street and Hollywood Way.

#### 7. ITEMS FOR COMMISSION DISCUSSION

- a. FIRST QUARTER FY 2021 FINANCIAL UPDATE. No staff report attached. Staff will update the Commission with information regarding the First Quarter FY 2021 Financial results.

#### 8. ITEMS FOR COMMISSION INFORMATION

- a. SEPTEMBER 2020 PASSENGER AND CARGO GROUND STATISTICS. A staff report is included in the agenda packet. The September passenger count of 123,417 was down 76% compared to last year's 518,033 passengers. Air carrier aircraft operations decreased 62%, while cargo volume in September was up 17%, at 9.7 million pounds.
- b. SEPTEMBER 2020 TRANSPORTATION NETWORK COMPANIES. No staff report attached. Staff will update the Commission on TNC activity for the month of September 2020.
- c. SEPTEMBER 2020 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of September 2020.





**October 21, 2020**

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 1830 hours by Commission Chair Kobaissi.

**CALL TO ORDER**

Present: Via Videoconference: Commissioners Chapman, Cohen, Elman, Vest  
In Chamber: Chair Kobaissi

Also Present: In Chamber: Chief LaChasse, Deputy Chief Albanese, Captain Cremins and Irving, Acting Police Administrator Padgett, Sergeant Green, Lieutenant Puglisi, and Executive Assistant Nakamura  
Via Videoconference: Senior Assistant City Attorney Oh, Liaisons Frutos and Gabel-Luddy

**FLAG SALUTE**

The flag salute was led by Commissioner Kobaissi.

**COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES**

Chair Kobaissi announced that he had reached out to BUSD Superintendent Dr. Matt Hill inquire about their perspective on the SRO program. An email was sent to students, parents, faculty, and administrative staff soliciting their comments. Over 200 reply emails were received.

Deputy Director Miriam Brown of the LA Department of Mental Health was also contacted. She spoke highly of the BPD and stated all BPD officers have participated in mental health training hosted by the County.

Further discussion should be conducted at the next meeting regarding the results and drafting recommendations for the report to be presented to Council.

**FIRST PERIOD OF ORAL COMMUNICATIONS**

None

**RESPONSE TO ORAL COMMUNICATIONS**

None

**APPROVAL OF MINUTES FROM SEPTEMBER 16, 2020**

A motion was made by Commissioner Cohen, with a second by Commissioner Elman, to approve the minutes of the September 16, 2020 meeting. Approved by consensus, with an abstaining vote by Commissioner Vest.

**ITEMS OF BUSINESS**

**1. Presentation and discussion on implicit bias**

Lieutenant Puglisi introduced a short clip that explained implicit bias and how it operates at an unconscious level, and is shaped and developed over time by upbringing, environment, and the media.

Any bias in policing is prohibited and spelled out in the penal code. BPD Policy 402 also prohibits bias-based policing - officers need to understand and be able to articulate the reason

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why a person is being detained; a supervisor is to respond when there is concern that the stop was made with bias.

The Department remains committed to preventing bias in policing - outside audits are conducted to maintain CALEA accreditation; initial training occurs in Academy and ongoing at the BPD; complaints are reported to the DOJ annually; OIR reviews all bias-based complaints as part of their annual audit.

Procedural justice is the goal of maintaining an open line of communication when contacting citizens in the field. It is explaining what we are doing and the reasoning behind it to build understanding and remove any perceptions that the action was driven by bias.

Chief LaChasse will work with our PIO to post information on the website on what citizens can expect during a police contact. Following a request by Commissioner Chapman, Senior Assistant City Attorney Oh will report back on the availability of a report to the Commission/public mentioned in the policy.

**2. Discuss and determine topics to be addressed at upcoming meeting**

Chair Kobaissi reminded Commissioners that a report is due to the City Council either at the end of the year or in January. Senior Assistant City Attorney Oh will confirm the timeline for the presentation.

Commissioners agreed to agendaize a discussion and determination of recommendations on the SRO and MHET programs for next month's meeting.

**3. Announcements by the Police Chief - brief announcements regarding upcoming events and/or items of note related to the police department**

Chief LaChasse announced:

- October is breast cancer awareness month
- Recruit graduation, November 5<sup>th</sup> (3 recruits)
- BPD is prepared for any event that may occur during the election process
- An outside contractor has been hired to conduct mask education/enforcement within the City

**FINAL PERIOD OF ORAL COMMUNICATIONS**

None

**RESPONSE TO ORAL COMMUNICATIONS**

None

**INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS**

Commissioner Chapman made a motion to have a presentation by the Burbank Human Relations Commission (specific topic to be determined by the BHRC and the PD)

Chair Kobaissi requested that the BPOA have an opportunity to discuss their position on the recommendations to be presented to the City Council.

**NEXT MEETING DATE**

The next scheduled meeting of the Police Commission is Wednesday, November 18, 2020, at 1800 hours.

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**ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 1940 hours.

Mike Chapman, Secretary  
Burbank Police Commission

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