



Weekly Management Report

February 12, 2021

- 1. Memo** Planning Board Actions of January 25, 2021
Community Development Department
- 2. Notice** Cancellation of Regular Meeting on February 15, 2021
and Notice of Special Meeting of the Burbank-Glendale-
Pasadena Airport Authority on Tuesday,
February 16, 2021
Burbank-Glendale-Pasadena Airport Authority
- 3. Synopsis** Infrastructure Oversight Board Meeting
on January 28, 2021
Public Works Department
- 4. Minutes** Police Commission Meeting on
January 20, 2021
Police Department



memorandum

DATE: January 25th 2021

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
Fred Ramirez, Assistant Community Development Director
Lisa Frank, Senior Planner
Daniel Villa, Senior Planner

SUBJECT: **Planning Board Actions of January 25th 2021**

At the Planning Board meeting of January 25th, 2021 the Planning Board met for a public hearing to discuss the following items:

Public Hearing

1. Project No. 20-0002167 | Housing and Safety Element Update and Environmental Justice Compliance | Note and File

The Board was presented with a report to review the work completed to date on the State-required updates to the Burbank 2035 General Plan Housing and Safety Elements, and new Environmental Justice component. The board provided staff input and then made a motion to note and file this report.

2. Project No. 15-0004844 | Golden State Specific Plan Update | Note and File

The Board was presented with a report of an update of work completed to date on the Golden State Specific Plan. The board provided staff input and then made a motion to note and file this report.

Attendance

Present: Rizzotti, Liu, Hadian, Gamboa, Atteukenian

Absent: None.



21 FEB 11 P2:00

February 11, 2021

CANCELLATION NOTICE OF THE REGULAR MEETING AND
CALL AND NOTICE OF A SPECIAL MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

The Airport Authority administrative offices will be closed on Monday, February 15, 2021, in observance of President's Day. Therefore, the regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for Monday, February 15, 2021, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505, has been cancelled.

NOTICE is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held Tuesday, February 16, 2021, 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
Special Meeting of Tuesday, February 16, 2021
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

Tuesday, February 16, 2021

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. 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 **[No staff report]**
5. PUBLIC COMMENT
(For items not on the Agenda. Public Comment on specific Agenda items will be received at the time the item is presented.)
6. CONSENT CALENDAR
 - a. Committee Minutes
(For Note and File)
 - 1) Finance and Administration Committee
 - (i) January 19, 2021 **[See page 1]**
 - b. Commission Minutes
(For Approval)
 - 1) February 1, 2021 **[See page 4]**
7. ITEMS FOR COMMISSION APPROVAL
 - a. Ground Lease and License Agreement
Avis Rent A Car System, LLC **[See page 8]**
8. ITEMS FOR COMMISSION DISCUSSION
 - a. Financial Performance Update
First Six Months of FY 2021 **[No staff report]**
 - b. New Entrant Announcement **[No staff report]**
 - c. World Jet, Inc. (Aircraft N734TJ) **[See page 10]**
9. ITEMS FOR COMMISSION INFORMATION
 - a. December 2020 Passenger and Air Cargo Statistics **[See page 13]**

COMMISSION NEWSLETTER

Tuesday, February 16, 2021

[Regarding agenda items]

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 Finance and Administration Committee special meeting of January 19, 2021; are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the February 1, 2021 Commission meeting are attached for the Commission's review and approval.

7. ITEMS FOR COMMISSION APPROVAL

- a. GROUND LEASE AND LICENSE AGREEMENT - AVIS RENT A CAR SYSTEM, LLC. A staff report is included in the agenda packet. Staff seeks Commission approval of a Month-to-Month Ground Lease ("Lease") and a License Agreement with Avis Rent A Car System, LLC for temporary overflow storage of its rental car fleet inventory. The Lease covers a 34,358 square feet area of the former Enterprise Rental Car service area located off of Empire Avenue in the southwest quadrant of the Airport, and the Agreement is for the fifth floor of the Replacement Parking Structure located across from the Regional Intermodal Transportation Center.

8. ITEMS FOR COMMISSION DISCUSSION

- a. FINANCIAL PERFORMANCE UPDATE – FIRST SIX MONTHS OF FY 2021. No staff report attached. Staff will update the Commission with information regarding the financial results for the first six months of FY 2021.
- b. NEW ENTRANT ANNOUNCEMENT. No staff report attached. Staff will be announcing to the Commission that TEM Enterprise ("TEM"), to be doing business as Avelo Airlines, has executed an Airport Use Agreement and anticipates commencing operations to Hollywood Burbank Airport in the late spring to early summer time frame.
- c. WORLD JET, INC. (AIRCRAFT N734TJ). A staff report is included in the agenda packet. This discussion item provides a briefing on the enforcement of the Airport Noise Rules against the Gulfstream III aircraft, N734TJ, periodically operated by World Jet, Inc. ("World Jet") at Hollywood Burbank Airport. Aircraft N734TJ is based elsewhere and is one of the noisiest, if not the noisiest, general aviation aircraft using the Airport. Departures of aircraft N734TJ have triggered a number of noise complaints by residents dating back to last summer. Pursuant to Airport Noise Rule 9 ("Rule 9"), the Authority is able to issue a fine if that aircraft departs from the

Infrastructure Oversight Board

January 28, 2021 SYNOPSIS

Members Present: Maria Coronado; Arman Avazian; Greg Jackson; Tamala Takahashi; Jef Vander Borcht; Walter Brennan Jr.; Vanessa Rachal

Members Absent: None.

ANNOUNCEMENTS

The Recording Secretary noted the Agenda for the meeting was dated with the incorrect year and is to be updated in the City's public record to reflect the correct date.

PUBLIC COMMENT

None.

BOARD MEMBER RESPONSE TO PUBLIC COMMENTS

None.

CONSENT CALENDAR

It was moved by Board Member Jackson and carried 6-0, with Board Member Avazian abstaining from this item, to approve the December 3, 2020 meeting minutes.

REPORTS TO BOARD

G-2 Second Quarter Report FY 20-21

The purpose of this presentation was to share with the IOB the Second Quarter CIP Report of FY 20-21.

After discussion, the Board noted and filed.

INTRODUCTION OF ADDITIONAL AGENDA ITEMS

None.

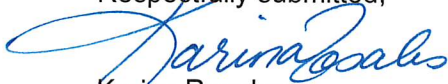
FUTURE AGENDA ITEMS

- A. Update on sales tax income
- B. Review of the IOB's Scope of Responsibilities; including Traffic responsibilities
- C. Project Coordination Protocol

ADJOURNMENT

The meeting adjourned at 7:00pm.

Respectfully submitted,



Karina Rosales

Infrastructure Oversight Board - Recording Secretary
Public Works – Senior Clerk

January 20, 2021

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 1800 hours by Commission Chair Kobaissi.

CALL TO ORDER

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

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

FLAG SALUTE

The flag salute was led by Commissioner Kobaissi.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

None

FIRST PERIOD OF ORAL COMMUNICATIONS

Phoning in to speak to the Commissioners, commenting as follows:

- Leila Forouzan – diversity of members on the Commission;
- Linda Bessin - amendments to BPD policy on standards of conduct and community conduct; PD did not recognize officer injured/died in protest at the Capitol on 1/16;
- Gene Palm - be mindful of power of police unions.

RESPONSE TO ORAL COMMUNICATIONS

Chief LaChasse and Commissioners responded.

APPROVAL OF MINUTES FROM NOVEMBER 18, 2020

A motion was made by Commissioner Cohen, with a second by Commissioner Elman, to approve the minutes of the November 18, 2020 meeting. Approved by consensus.

ITEMS OF BUSINESS

1. **Review, discussion and modification of the draft report of the Commission's recommendations to the City Council to be presented at the February join meeting**

Recommendation #6 - Number of commissioners – Commissioners agreed to amend the report to reflect their recommendation that it is the responsibility of the City Council to decide if they want to raise the number of Commissioners back to 7 members.

Additional Topics - Partnership with community based organization – change wording from “no groups responded” to denote that the Burbank Human Relations Council did respond and made a presentation.

Commissioner Cohen made a motion, seconded by Commissioner Chapman, to staff make modifications as noted and send report to the Chair for final review prior to submitting to the Council for their review for the joint meeting. Approved by consensus.

January 20, 2021

Meeting of the Burbank Police Commission

Page 2

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

Chief LaChasse announced:

- Recap of last year's statistics
- He is participating with other Department heads on the City Council's Racial Equality and Diversity subcommittee

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Commission Elman made a motion, seconded by Commissioner Chapman, to review the challenges faced by the PD during the pandemic, key results, and take-aways learned from the crisis. Approved by consensus.

NEXT MEETING DATE

The next scheduled meeting of the Police Commission is Tuesday, February 9, 2021, 1800 hours (joint City Council meeting).

Commissioners agreed to tentatively meet on February 17th, their regularly scheduled monthly meeting, pending Council's direction on future meeting dates (dissenting vote by Commissioner Cohen).

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 1850 hours.

Mike Chapman, Secretary
Burbank Police Commission

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