



# Weekly Management Report

## March 12, 2021

- 1. Notice**      Burbank-Glendale-Pasadena Airport Authority  
Meeting on Monday, March 15, 2021  
**Burbank-Glendale-Pasadena Airport Authority**
- 2. Synopsis**    Art in Public Places Meeting on March 1, 2021  
**Parks and Recreation Department**
- 3. Minutes**      Police Commission Meeting on February 17, 2021  
**Police Department**





MAR 11 11:07

March 11, 2021

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 15, 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

Regular Meeting of Monday, March 15, 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

Monday, March 15, 2021

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT  
(For items not on the Agenda. Public Comment on specific Agenda items will be received at the time the item is presented.)
5. CONSENT CALENDAR
  - a. Committee Minutes  
(For Note and File)
    - 1) Operations and Development Committee
      - (i) December 14, 2020 **[See page 1]**
    - 2) Finance and Administration Committee
      - (i) February 1, 2021 **[See page 3]**
    - 3) Legal, Government and Environmental Affairs Committee
      - (i) January 19, 2021 **[See page 5]**
  - b. Commission Minutes  
(For Approval)
    - 1) February 16, 2021 **[See page 7]**
  - c. Treasurer's Report
    - 1) December 2020 **[See page 11]**
6. ITEMS FOR COMMISSION APPROVAL
  - a. Presentation of FY 2020 Audited Financial Statements and Analysis of Financial Results **[See page 37]**
  - b. Award of Fleet Maintenance Services Agreement Keolis Transit Services, LLC **[See page 44]**
  - c. Award of Aviation Hangar Lease – Hangar 1A TEM Enterprises **[See page 46]**

- d. Award of Aviation Hangar Lease – Hangar 40  
Innova Aviation, LLC **[See page 48]**
- e. Safety Management System Specialist **[See page 50]**
- 7. ITEMS FOR COMMISSION DISCUSSION
  - a. Update – RPT Project **[No staff report]**
- 8. ITEMS FOR COMMISSION INFORMATION
  - a. January 2021 Passenger and Air Cargo Statistics **[See page 52]**
  - b. January 2021 Transportation Network Companies **[No staff report]**
  - c. January 2021 Parking Revenue Statistics **[No staff report]**
- 9. CLOSED SESSION
  - a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(California Government Code Section 54957(b))  
Title: Executive Director
  - b. CONFERENCE WITH LABOR NEGOTIATOR  
(California Government Code Section 54957.6)  
Authority Representative: Terence R. Boga, Esq.  
Unrepresented Employee: Executive Director
- 10. EXECUTIVE DIRECTOR COMMENTS
- 11. COMMISSIONER COMMENTS  
(Other updates and information items, if any)
- 12. ADJOURNMENT

## COMMISSION NEWSLETTER

Monday, March 15, 2021

*[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 special meeting of December 14, 2020; approved minutes of the Finance and Administration Committee meeting of February 1, 2021; and approved minutes of the Legal, Government and Environmental Affairs Committee special meeting of January 19, 2021, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the February 16, 2021, Commission special meeting are attached for the Commission's review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for December 2020 is included in the agenda packet. At its February 16, 2021, special meeting, the Finance and Administration Committee voted (3-0) to recommend that the Commission note and file this report.

### 6. ITEMS FOR COMMISSION APPROVAL

- a. PRESENTATION OF FY 2020 AUDITED FINANCIAL STATEMENTS AND ANALYSIS OF FINANCIAL RESULTS. A staff report is included in the agenda packet. The Authority's independent auditor, Macias Gini & O'Connell LLP ("MGO") has completed its audits of the Burbank-Glendale-Pasadena Airport Authority fiscal year 2020 financial statements. Enclosed with the agenda packet is a copy of the audited Basic Financial Statements for the fiscal years ended June 30, 2020 ("FY 2020") and 2019. Also enclosed are copies of the audited Single Audit Reports (audit of federal grant programs), Passenger Facility Charge Compliance Reports, Customer Facility Charge Compliance Reports, Independent Auditor's Report on Compliance with Section 6.05 of the Bond Indenture, and the Auditor's Required Communications to the Authority Regarding the FY 2020 Audits.

Staff will present each report and provide an overview and analysis of financial results for the fiscal year ended June 30, 2020. MGO will present a summary of its audits. At its special meeting on February 16, 2021, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file these audit reports.

- b. AWARD OF FLEET MAINTENANCE SERVICES AGREEMENT – KEOLIS TRANSIT SERVICES, LLC. A staff report is included in the agenda packet. At its special meeting on February 16, 2021, the Operations and Development Committee voted unanimously (3-0) to recommend that the Commission award a Fleet Maintenance

Services Agreement (“Agreement”) to Keolis Transit Services, LLC. The proposed Agreement has a one-year base term and two one-year extension options.

- c. AWARD OF AVIATION HANGAR LEASE – HANGAR 1A – TEM ENTERPRISES. A staff report is included in the agenda packet. At its special meeting on February 16, 2021, the Finance and Administration Committee voted unanimously (3–0) to recommend the Commission approve an Aviation Hangar Lease with TEM Enterprises (“TEM”) for Hangar 1A. TEM seeks a lease term of five years with an option for one five-year extension for the purpose of aircraft ground service equipment maintenance at Hollywood Burbank Airport.
- d. AWARD OF AVIATION HANGAR LEASE – HANGAR 40 – INNOVA AVIATION, LLC. A staff report is included in the agenda packet. At its special meeting on February 16, 2021, the Finance and Administration Committee voted unanimously (3–0) to recommend the Commission approve an Aviation Hangar Lease with Innova Aviation, LLC for Hangar 40. Innova seeks a lease term of five years with an option for one five-year extension for purposes of storing aircraft at Hollywood Burbank Airport.
- e. SAFETY MANAGEMENT SYSTEM SPECIALIST. A staff report is included in the agenda packet. At its special meeting on February 16, 2021, the Finance and Administration Committee voted unanimously (3–0) to recommend the Commission approve an increase in staffing to support the operations of the Safety Management System Department by adding a Safety Management System Specialist position.

#### 7. ITEMS FOR COMMISSION DISCUSSION

- a. UPDATE – RPT PROJECT. No staff report attached. Staff will brief the Commission on the status of the Replacement Passenger Terminal (“RPT”) project, including illustrative potential cost to finance and impacts of a potential three-year delay.

#### 8. ITEMS FOR COMMISSION INFORMATION

- a. JANUARY 2021 PASSENGER AND AIR CARGO STATISTICS. A staff report is included in the agenda packet. The January 2021 passenger count of 68,643 was down 86%, compared to last year’s 480,876 passengers. Air carrier aircraft operations decreased 66%, while cargo volume in January was up 1%, at 8.9 million pounds.
- b. JANUARY 2021 TRANSPORTATION NETWORK COMPANIES. No staff report attached. Staff will update the Commission on TNC activity for the month of January 2021.
- c. JANUARY 2021 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of January 2021.





CITY OF BURBANK  
**PARKS AND RECREATION**  
**ANNOTATED AGENDA/MEETING SUMMARY**

**Meeting:** *Art in Public Places*

**Date:** *3-1-21*

**Members Present:** Dink O’Neal, Kat Olson, Lara Saikali, Heather Owens, Patti Hollis, Matt Gamboa, Myeisha Gamino

**Members Absent:** None

**Staff Present:** Paula Ohan - Administrative Analyst, Daniel Amaya – Clerical Worker, Megan Anghel – Senior Recreation Leader, Erin Barrows – Recreation Services Manager, Doug Fowler – Recreation Coordinator, Noah Altman – Recreation Supervisor

Item Discussed	Summary	Direction or Action, if any
1 BURBANK CULTURAL ARTS COMMISSION – BURBANK BEAUTIFICATION PROJECT (UTILITY BOX) PHASE V	Burbank Cultural Arts Commission (BCAC) staff liaisons, Doug Fowler and Erin Barrows, and BCAC Member Suzanne Weerts updated the Committee on Phase IV of the Burbank Beautification Program. They also provided the Committee with the plan for Phase V of the project which is ten traffic boxes along Glenoaks Boulevard. Ms. Weerts requested to once again partner with the Art in Public Places Committee on this phase of the project. Ms. Barrows requested \$10,000 (\$1,000 per box) from the Committee to help sponsor the artist supplies and cost of artwork portion of the project.	Motion made by Ms. Olson, seconded by Ms. Hollis, and carried (6-0-1 – Ms. Gamino abstained) to appropriate \$10,000 from the Public Art Fund to sponsor Phase V of the Burbank Beautification Program.  Motion made by Ms. Olson, seconded by Ms. Gamino and carried (7-0) to select Ms. Hollis as the Art in Public Places representative for the site-specific selection committee for Phase V of the project.
2 MCCAMBRIDGE RECREATION CENTER (GYM) MURAL PROJECT UPDATE	Ms. Anghel provided the Committee with a brief history and update on the McCambridge Recreation Center Gym Mural Project. A Call for Artists was sent for this project, however staff only received one submission which was incomplete. Ms. Anghel advised that staff will be extending the Call for Artists submission deadline to June 25, 2021.	None



## February 17, 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, and Executive Assistant Nakamura

Additional Staff: Lieutenant Meadows, Sergeant Brimway, Animal Shelter Superintendent Castaneda and Administrative Analyst Rojo

Via Videoconference: Senior Assistant City Attorney Oh, Liaisons Frutos and Schultz

### FLAG SALUTE

The flag salute was led by Chair Kobaissi.

### COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

None

### ORAL COMMUNICATIONS:

Phoning in to speak to the Commissioners were:

- Laura Tomasian: member of the Volunteers of the Burbank Animal Shelter (VBAS); urged Commission to retain Shelter services as part of the City of Burbank; pride over animal care and compassionate service to residents
- Gene Paulin: Oath Keepers recruited military and police to be involved in the insurrection in Washington; need parameters of hate, insurrection, and free speech
- Don Burgess – member of the VBAS; support of not outsourcing the services; pride and ownership with City services; with start of outsourcing, lose accountability
- Alisa Cunningham – City of Burbank is a city of services; having an animal shelter is critical of who we are; no outsourcing; VBAS support shelter and help with adoptions
- Jane Gray – The Shelter has been in the City since 1955 - they overlap with the police department to assist PD when addressing criminal activity; keep Shelter as it is..."if it ain't broke, don't fix it."

### RESPONSE TO ORAL COMMUNICATIONS

Chief LaChasse stated there is no proposal pending on changing the services of the Animal Shelter. As with all City entities, services are reviewed as a matter of fiscal responsibility.

### APPROVAL OF MINUTES FROM JANUARY 20, 2021

A motion was made by Commissioner Elman, with a second by Commissioner Chapman, to approve the minutes of the January 20, 2021 meeting. Approved, with an abstention by Commissioner Vest.

February 17, 2021

**Meeting of the Burbank Police Commission**

Page 2

**ITEMS OF BUSINESS**

**1. Presentation and discussion of the effects of the Corona Virus pandemic faced by the PD**

Lieutenant Meadows reviewed:

- Challenges faced - 24/7 operations; necessary in-person contact; high degree of exposure
- Multi-faceted approach to protect citizens and personnel – including disinfection of station and vehicles; protective personal equipment; social distancing in the station; screening questions by Comm Ctr prior to police arrival on service calls; telephonic/website crime reporting
- Personnel Exposure trends
- High degree of support by citizens and command staff, and personnel commitment to safety
- Vaccinations still needed

**2. Presentation and discussion on recommending a study be done on the operations of the Animal Shelter being outsourced and the budget savings be repurposed to technology upgrades in the Department**

Animal Shelter Superintendent Castaneda and Captain Irving reviewed Shelter staffing, services provided to the community, enforcement duties and support of PD on service calls, support by the Volunteers of the Burbank Animal Shelter, adoption programs, and comparisons of animal control services either integrated in police departments or contracted with alternative service delivery models (e.g. Pasadena Humane Society).

Commissioner Cohen made a motion, seconded by Commissioner Elman, not to recommend conducting a further study on the outsourcing of Animal Shelter operations. Approved by consensus.

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

Chief LaChasse announced:

- 2/24 First meeting of the Council's Racial Diversity and Equity Sub-Committee
- 3/12 Academy graduation – two recruits

**INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS**

Commissioner Chapman made a motion, seconded by Commissioner Elman, to have a discussion on having one or two periods of oral communications during the meeting, and to have a discussion on how oral communications are listed in the minutes. Approved, with dissenting votes by Commissioners Cohen and Vest.

Chair Kobaissi made a motion, seconded by Commissioner Chapman, to have the five items listed as Future Agenda Items in the City Council report of February 9, 2021, be agendaized for discussion at upcoming meetings. The items were as follows:

- Community Academy program

February 17, 2021

**Meeting of the Burbank Police Commission**

Page 3

- Partnerships with Community Based Organizations
- Recommendations from the BPOA
- Review of the hiring process
- Provision of Animal Control Services

For the March meeting, discussion will be on the decoupling of the Animal Shelter and the Community Academy program.

**NEXT MEETING DATE**

The next scheduled meeting of the Police Commission will be Wednesday, March 17, 2021, 1800 hours.

**ADJOURNMENT**

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

Mike Chapman, Secretary  
Burbank Police Commission

s