



# Weekly Management Report

## September 17, 2021

- 1. Memo**                      Landlord-Tenant Commission Meeting  
On August 2, 2021  
**Community Development Department**
  
- 2. Minutes**                    Art in Public Places  
on September 13, 2021  
**Parks and Recreation Department**
  
- 3. Memo**                        Planning Board Actions of May 24, 2021  
**Community Development Department**
  
- 4. Notice**                      Burbank-Glendale-Pasadena Airport Authority  
Meeting on September 20, 2021  
**Burbank-Glendale-Pasadena Airport Authority**



# MEMORANDUM



## COMMUNITY DEVELOPMENT

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**DATE:** August 9, 2021

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
VIA: Simone McFarland, Assistant Community Development Director 

**SUBJECT:** Landlord-Tenant Commission Meeting – August 2, 2021

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- Four members of the public attended the Zoom meeting. Two members had questions regarding about the current eviction moratorium and security deposits associated with rent increases. The two other members were listening for educational purposes.
- The Commission re-elected Commissioner Stump as Chairperson and Commissioner Small as Vice Chair to serve from September 2021 through August 2022. The Commission also elected the same subcommittee teams.
- Staff provided an outline of continuing social media outreach efforts in coordination with the Public Information Office (PIO). The promotional outreach plan includes: bi-weekly social media posts, electronic and printed newsletters, Burbank Channel, city website banner, and printed flyers.
- The Commission discussed and made changes to the FAQ form questions. Staff will incorporate the changes and provide the revised version at the next meeting for the Commission to finalize.
- Commissioners provided updates on seven cases related to rodent infestation, habitability, notice to vacate, air conditioner issues, and AB 1482. The Commission provided mediation and provided resources to utilize from the City's Housing page.
- The meeting adjourned at 8:10 pm.



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

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

**Date:** *9-13-21*

**Members Present:** Dink O’Neal, Kat Olson, Patti Hollis, Myeisha Gamino, Robert Monaco

**Members Absent:** Lara Saikali, Heather Owens

**Staff Present:** Paula Ohan - Administrative Analyst II, Marisa Garcia – Parks and Recreation Director

Item Discussed	Summary	Direction or Action, if any
1 ELECTION OF OFFICERS	Ms. Ohan introduced the Election of Officers agenda item and reminded members of the current officers. Members discussed the roles and responsibilities of each officer.	<p>Motion made by Ms. Hollis, seconded by Ms. Gamino, and carried (5-0) to elect Ms. Olson as Chair.</p> <p>Motion made by Ms. Gamino, seconded by Mr. Monaco., and carried (5-0) to elect Ms. Hollis as Vice Chair.</p> <p>Motion made by Mr. O’Neal, seconded by Mr. Monaco, and carried (5-0) to elect Ms. Saikali as Secretary.</p>
2 MCCAMBRIDGE RECREATION CENTER GYM MURAL SITE-SPECIFIC SELECTION COMMITTEE	Ms. Ohan provided the Committee with a brief background on the McCambridge Recreation Center Gym Mural Public Art Project. She advised that it is common for a site – specific selection committee (committee) to be formed consisting of two Department staff members, and a liaison from the Art in Public Places Committee (APP), Burbank Cultural Arts Commission, and Park Board for a total of five committee members to review the submittals and select a	Motion made by Mr. O’Neal, seconded by Ms. Gamino, and carried (5-0) to elect Mr. Monaco as the site-specific selection committee member from APP for the McCambridge Recreation Center Gym Mural Public Art Project.

		<p>final artist. After the final artist is selected, the project will come before APP for the final review and approval.</p>	
3	<p>PUBLIC ART FUND FINANCIALS AND DEFERRED ART PROJECTS UPDATE</p>	<p>Ms. Ohan provided the Committee with an update of the current deferred art projects and the current balance in the Public Art Fund. Members discussed and raised questions regarding the interest earned in the deferral account.</p>	<p>Ms. Garcia provided the Committee with information on how the City handles earned interest. Ms. Ohan advised that she would follow-up with the City's Finance Department for further background.</p>







# memorandum

**DATE:** May 24<sup>th</sup> 2021

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
Fred Ramirez, Assistant Community Development Director   
Greg Mirza-Avakyan, Associate Planner

**SUBJECT: Planning Board Actions of May 24<sup>th</sup> 2021**

At the Planning Board meeting of May 24, 2021 the Planning Board met for a public hearing to discuss the following items:

## Public Hearing

### 1. Project No. 20-0005303 | 630 S. Parish PI | Resolution

The Board was presented with a request for a Conditional Use Permit and Single-Family Special Development Permit to allow the construction of a 4,153 sq.ft. single-family residence with a subterranean parking garage and basement space. The Board made a motion to approve the resolution. Motion passed 3-1.

### Attendance

Present: Rizzotti, Liu, Hadian, Atteukenian

Absent: Gamboa







September 16, 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, September 20, 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

Airport Skyroom

Regular Meeting of Monday, September 20, 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, September 20, 2021

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) July 19, 2021 **[See page 1]**
    - 2) Finance and Administration Committee  
(i) July 19, 2021 **[See page 4]**
    - 3) Legal, Government and Environmental Affairs Committee  
(i) July 19, 2021 **[See page 6]**
  - b. Commission Minutes  
(For Approval)
    - 1) August 16, 2021 **[See page 8]**
    - 2) August 23, 2021 **[See page 15]**
  - c. Treasurer's Report
    - 1) June 2021 **[See page 17]**
6. ITEMS FOR COMMISSION APPROVAL
  - a. Amendment No. 1 to Inspection Services Reimbursement Agreement and Amendment No. 2 to Professional Services Agreement for Airport Consumer Goods Inspections **[See page 43]**
  - b. First Amendment to Services Agreement with the Regents of the University of California, on Behalf of the UCLA Center for Prehospital Care for EMT Continuing Education and Quality Improvement Care **[See page 49]**
  - c. Transit Station Access License **[See page 53]**  
Los Angeles County Metropolitan Transportation Authority

d. Award of Hangar Lease **[See page 58]**  
Thornton Aviation (Hangar 89)  
Sublease Consents

e. Award of Professional Services Agreement **[See page 60]**  
Trifiletti Consulting, Inc.

f. Award of Professional Services Agreements **[See page 62]**  
Replacement Passenger Terminal Program and  
Approval of Additional Appropriations for  
Program Manager Services

7. ITEMS FOR COMMISSION INFORMATION

a. Federal Aviation Administration ("FAA") Part 139 Inspection Report

b. LA Daily News Readers' Choice Award

c. U.S. Customs and Border Protection Preclearance Program

d. July 2021 Passenger and Air Cargo Statistics **[See page 66]**

e. July 2021 Transportation Network Companies

f. July 2021 Parking Revenue Statistics

8. CLOSED SESSION

a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(California Government Code Section 54956.9(d)(1))  
Name of Case: Burbank-Glendale-Pasadena Airport Authority v. Ellis (WCAB  
Case No. ADJ3240302, ADJ7860789, ADJ8989162, ADJ8989156,  
ADJ12075999)

b. 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

c. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(California Government Code Section 54956.9(d)(1))  
Name of Case: City of Los Angeles v. FAA et al. (Case No. 21-71170)

9. EXECUTIVE DIRECTOR COMMENTS

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

11. ADJOURNMENT

## COMMISSION NEWSLETTER

Monday, September 20, 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 meeting of July 19, 2021; approved minutes of the Finance and Administration Committee meeting of July 19, 2021; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of July 19, 2021, are included in the agenda packet for information purposes.
- b. **COMMISSION MINUTES.** Draft minutes of the August 16, 2021, Commission meeting and draft minutes of the August 23, 2021, special Commission meeting, are attached for the Commission's review and approval.
- c. **TREASURER'S REPORT.** The Treasurer's Report for June 2021 is included in the agenda packet. At its August 16, 2021, meeting, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.

### 6. ITEMS FOR COMMISSION APPROVAL

- a. **AMENDMENT NO. 1 TO INSPECTION SERVICES REIMBURSEMENT AGREEMENT AND AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT FOR AIRPORT CONSUMER GOODS INSPECTIONS.** 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 of Amendment No. 1 to the Inspection Services Reimbursement Agreement between MCS Burbank LLC ("MCS"), HG Burbank JV ("Hudson"), and the Authority. MCS and Hudson have agreed to a revised cost sharing formula for the security inspection of airport consumer goods. Under the proposed amendment, MCS and Hudson will split the cost equally for these services. The proposed amendment also provides that, if either MCS or Hudson requests additional service outside of the set hours that are mutually agreed upon, then the requesting party will be solely responsible for the entire cost of those additional hours.

Also subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks approval of Amendment No. 2 to the Professional Services Agreement ("Inspection Agreement") with Universal Protection Service LLP dba Allied Universal ("Allied Universal") for these inspection services. The proposed amendment will add

\$15,000 to the current authorization of \$113,568 to cover the remainder of the contract term through October 31, 2021, for a total of \$128,568.

- b. **FIRST AMENDMENT TO SERVICES AGREEMENT WITH THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, ON BEHALF OF THE UCLA CENTER FOR PREHOSPITAL CARE, FOR EMT CONTINUING EDUCATION AND QUALITY IMPROVEMENT CARE.** 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 for a First Amendment (“Amendment”) to the Service Agreement (“Agreement”) with The Regents of the University of California, on behalf of the UCLA Center for Prehospital Care, for emergency medical technician continuing education and quality improvement care. The Amendment will extend the term of Agreement by two years at a cost of \$24,245 per year with annual CPI adjustments starting in October 2022.
- c. **TRANSIT STATION ACCESS LICENSE – LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY.** 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 for a proposed Transit Station Access License with the Los Angeles County Metropolitan Transportation Authority for its Metro Micro rideshare service.
- d. **AWARD OF HANGAR LEASE – THORNTON AVIATION (HANGAR 89) - SUBLEASE CONSENTS.** A staff report is included in the agenda packet. At its meeting on August 16, 2021, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission approve an Aviation Hangar Lease with Thornton Aircraft Company, LLC., for Hangar 89. Thornton seeks a lease term of five years, with an option for one five-year extension, for purpose of storing and maintaining general aviation aircraft at Hollywood Burbank Airport.  
  
In addition, the Committee voted unanimously (3–0) to recommend that the Commission approve three sublease consents for firms that work with Thornton and are essential to the proposed Lease.
- e. **PROFESSIONAL SERVICES AGREEMENT - TRIFILETTI CONSULTING, INC.** A staff report is included in the agenda packet. At its meeting on August 16, 2021, the Legal, Government and Environmental Affairs Committee voted unanimously (3–0) to recommend that the Commission approve a proposed Professional Services Agreement with Trifiletti Consulting Inc. for FY 2022 in the amount of \$53,000 for continued support services with environmental, entitlement, land use, sustainability and government advisory services in support of the implementation of the Authority's Memorandum of Understanding with the South Coast Air Quality Management District.

- f. **AWARD OF PROFESSIONAL SERVICES AGREEMENTS – REPLACEMENT PASSENGER TERMINAL PROGRAM AND APPROVAL OF ADDITIONAL APPROPRIATIONS FOR PROGRAM MANAGER SERVICES.** A staff report is included in the agenda packet. In January of this year, Staff and the airlines serving Hollywood Burbank Airport began the process to restart the Replacement Passenger Terminal Program (“Program”) with the goal to open the Replacement Passenger Terminal and complete all improvements as early as financially feasible. At its meeting on August 16, 2021, the Legal, Government and Environmental Affairs Committee voted unanimously (3–0) to recommend that the Commission approve six Professional Services Agreements with the consultants. The services these consultants provide include strategic planning, outreach and support, financial feasibility, and technical support and airline coordination related to the development of the Program.

On August 23, 2021, the Commission provided direction to Staff to restart the Program which included reactivation of the Program Manager, AECOM. At its meeting on September 8, 2021, the RPT Ad Hoc Committee voted unanimously (3-0) to recommend that the Commission approve appropriations, the balance of the previously approved tasks not yet completed, to fund AECOM’s activities in connection with the Commission’s approved restart approach.

## 7. ITEMS FOR COMMISSION INFORMATION

- a. **FEDERAL AVIATION ADMINISTRATION (“FAA”) PART 139 ANNUAL INSPECTION REPORT.** No staff report attached. The Federal Aviation Administration (“FAA”) regulates airports with air carrier service under Title 14, Part 139 of the Code of Federal Regulations. Commercial service airports are inspected by the FAA on an annual basis to confirm adherence to Part 139 and other compliance directives. This includes an inspection checklist of over 120 items including recordkeeping, airfield facilities, fueling operators, and Aircraft Rescue Firefighting facilities. Due to the pandemic, the 2020 inspection format was modified to accommodate health and safety protocols. Because of the needed health and safety protocols, the inspection was separated into two phases: an administrative inspection and a physical inspection. The administrative inspection was conducted by the FAA remotely, reviewing all inspection and training documents as submitted by Airport staff using an online portal. The administrative inspection commenced on October 9, 2020, and was completed on February 19, 2021. The physical portion of the inspection was conducted April 28-30, 2021. After all corrective action items were completed, the full inspection was officially concluded on July 27, 2021. Because of the extended duration of the 2020 annual inspection, the FAA will not conduct an inspection in Calendar Year 2021.
- b. **LA DAILY NEWS READERS’ CHOICE AWARD.** No staff report attached. Staff will report on the LA Daily News Readers’ Choice Awards, for which Hollywood Burbank Airport received designation as the “Best Airport in LA”.



- c. U.S. CUSTOMS AND BORDER PROTECTION PRECLEARANCE PROGRAM. No staff report attached. Staff will brief the Commission on the United States Customs and Border Protection Preclearance Program. This is the program that will provide the Canadian carrier Flair Airlines the opportunity to begin air service from Vancouver and Edmonton to Hollywood Burbank Airport.
- d. JULY 2021 PASSENGER AND AIR CARGO STATISTICS. A staff report is included in the agenda packet. The July 2021 passenger count of 439,131 was down 19% compared to 541,942 passengers in July 2019. Also compared to July of 2019, air carrier aircraft operations in July 2021 decreased 32%, while cargo volume was down 3%, at 9 million pounds.
- e. JULY 2021 TRANSPORTATION NETWORK COMPANIES. No staff report attached. Staff will update the Commission on TNC activity for the month of July 2021.
- f. JULY 2021 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of July 2021.