



Weekly Management Report

October 4, 2024

- 1. Synopsis** Downtown Burbank Partnership (PBID)
Meeting on September 5, 2024
Community Development Department

- 2. Notice** Cancellation of Regular Meeting on October 7, 2024
of the Burbank-Glendale-Pasadena Airport Authority
Burbank-Glendale-Pasadena Airport Authority

MEMORANDUM



COMMUNITY DEVELOPMENT



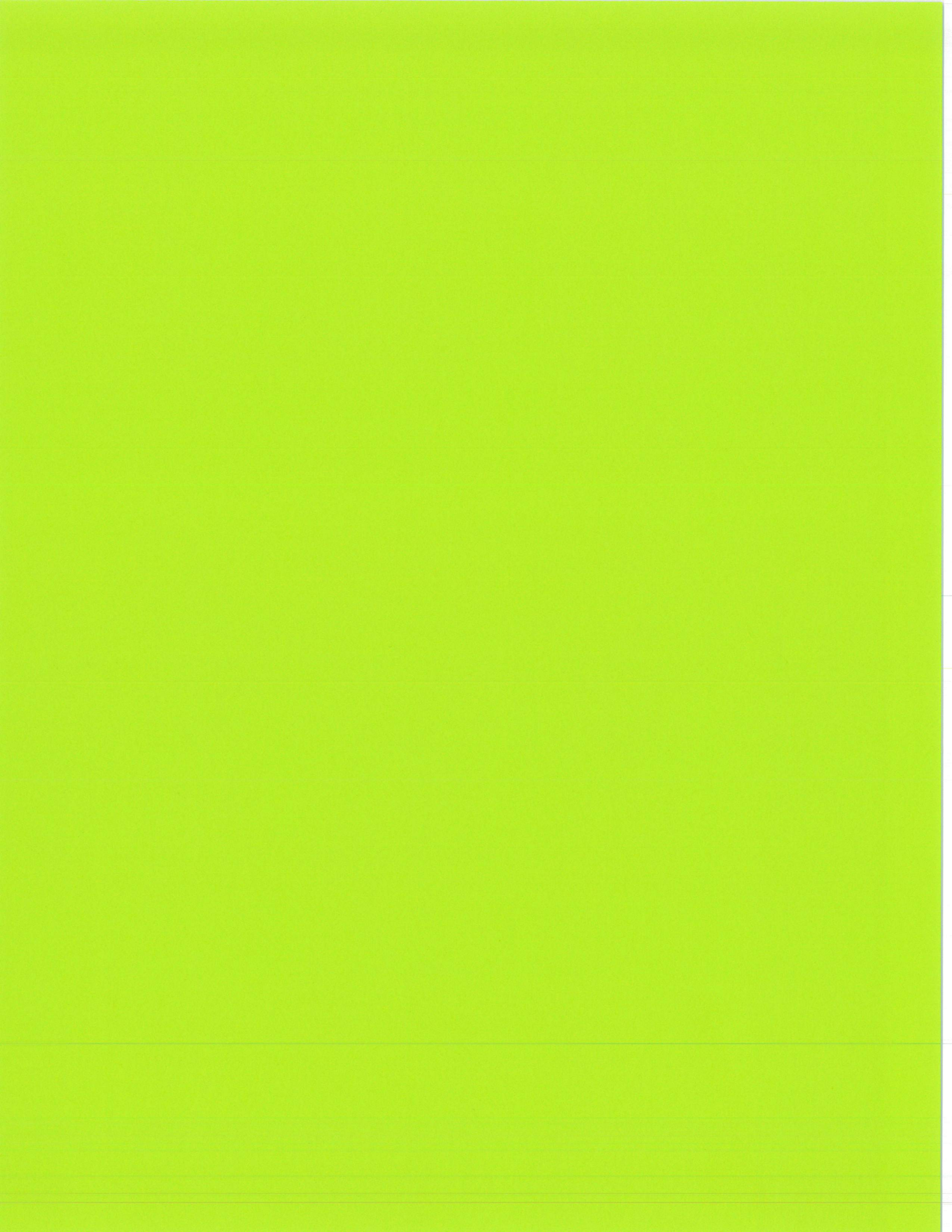
DATE: September 30, 2024

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Simone McFarland, Asst. Community Development Director 
Mary Hamzoian, Economic Development Manager
BY: Aida Ofsepien, Economic Development Analyst I

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – September 5, 2024

- Staff announced that new vibrant outdoor dining furniture for the communal dining areas in Downtown Burbank was ordered and should be delivered and set up in the next couple of weeks. As a reminder the furniture was purchased through the mid-year funding allocation from City Council.
- Leonard Bechet, Principal Planner from the City's Planning Division provided an update to the Board on The Downtown Burbank Transit Oriented Specific Plan (Plan). The goal of the presentation was to inform the PBID Board of the ongoing efforts with community engagement including walking tours and upcoming workshops on topics such as mobility, parking management, and urban design standards. The Plan aims to revise the zoning and usage regulations and modify certain restrictions within the area. A draft of the specific plan and the environmental impact report (EIR) will be released for public review by winter 2025.
- Amber Duran from the Recycling Center provided and update on the Waste Reduction Ordinance. The primary goal of the presentation was to inform stakeholders about the new policies and encourage collaboration between the City and local businesses. The ordinance focuses on improving environmental sustainability by reducing waste and ensuring compliance with state regulations.





October 3, 2024

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, October 7, 2024, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

In addition to attending the meeting in person, members of the public may observe the meeting telephonically and may offer comment in real time 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 October 7, 2024

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 in-person attendance or participation at meeting of the Commission is allowed, members of the public are requested to observe the following rules of decorum:

- *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 three 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, October 7, 2024

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT (Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Comments are limited to 3 minutes each, and the Authority President may limit this time if reasonable under the circumstances.)
5. CONSENT CALENDAR (Includes Minutes. Items on the Consent Calendar are generally routine in nature and may be acted upon by one motion unless removed for separate consideration.)
 - a. Committee Minutes
(For Note and File)
 - 1) Executive Committee
 - (i) September 4, 2024 **[See page 1]**
 - 2) Finance and Administration Committee
 - (i) August 19, 2024 **[See page 3]**
 - 3) Legal, Government and Environmental Affairs Committee
 - (i) August 19, 2024 **[See page 6]**
 - b. Commission Minutes
(For Approval)
 - 1) September 16, 2024 **[See page 8]**
 - c. Auditor's Required Communications – The FY 2024 Audits **[See page 14]**
 - d. Professional Services Agreement
Trifiletti Consulting, Inc. **[See page 20]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Approval of Aid-in-Construction Payment Deposits
Replacement Passenger Terminal Project **[See page 37]**
 - b. Tree and Landscaping Guaranty
Replacement Passenger Terminal Project **[See page 42]**

c. Avion Burbank Retaining Wall Finish
Replacement Passenger Terminal Project

[See page 50]

d. Citizen's Advisory Committee Appointments

[See page 55]

7. ITEMS FOR COMMISSION INFORMATION

a. Replacement Passenger Terminal Project Construction Update

8. CLOSED SESSION

a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of Litigation (California Government Code Section 54956.9(d)(4)):
1 potential case

b. PUBLIC EMPLOYEE APPOINTMENT
(California Government Code Section 54957(b))
Title: Executive Director

9. PULLED FROM CONSENT CALENDAR

10. EXECUTIVE DIRECTOR COMMENTS

11. COMMISSIONER COMMENTS
(Commissioners may make a brief announcement, make a brief report on
their activities, and request an agenda item for future meetings.)

12. PUBLIC COMMENT

13. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, October 7, 2024

[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 Executive Committee meeting of September 4, 2024; Finance and Administration Committee meeting of August 19, 2024; and the Legal, Government and Environmental Affairs Committee meeting of August 19, 2024, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the minutes of the Commission regular meeting of September 16, 2024, is included in the agenda packet for Commission review and approval.
- c. AUDITOR'S REQUIRED COMMUNICATIONS – THE FY 2024 AUDITS. In accordance with applicable professional standards, the Authority's auditor, Macias Gini & O'Connell LLP has provided the attached letter to the Commission outlining its audit responsibilities, and planned scope and timing of the FY 2024 audits. At its meeting on September 16, 2024, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission approve to note and file this Auditor communications letter.
- d. PROFESSIONAL SERVICES AGREEMENT – TRIFILETTI CONSULTING, INC. A staff report is included in the agenda packet. At its meeting on August 19, 2024, the Legal, Government and Environmental Affairs Committee voted (2–0, 1 abstention) to recommend that the Commission approve a proposed Professional Services Agreement with Trifiletti Consulting Inc. to continue providing environmental consulting services in support of the Authority's Memorandum of Understanding with the South Coast Air Quality Management District and the implementation of the Airport's voluntary measures identified in the Air Quality Improvement Plan. The proposed Agreement is for the period from November 1, 2024, through October 31, 2025.

6. ITEMS FOR COMMISSION APPROVAL

- a. APPROVAL OF AID-IN-CONSTRUCTION PAYMENT DEPOSITS - REPLACEMENT PASSENGER TERMINAL PROJECT. A staff report is included in the agenda packet. At its meeting on October 2, 2024, the Executive Committee voted (2–0, 1 absent) to recommend that the Commission approve two Aid-In-Construction deposit requests from the City of Burbank: 1) \$3,228,200 for Phase 2 (17 MVA Temporary Terminal Power) substructure installation including labor and materials, conduits, manholes and pull boxes; and 2) \$7,110,070 for Phase 2 (Temporary Terminal Power) 12kV Distribution installation including

labor, balance of material, pad mount switches and partial 12kV conversion of the Clybourn substation.

- b. **TREE AND LANDSCAPING GUARANTY - REPLACEMENT PASSENGER TERMINAL PROJECT.** A staff report is included in the agenda packet. At its meeting on October 2, 2024, the Executive Committee voted (2-0, 1 absent) to recommend that the Commission approve the attached Tree Canopy and Landscaping Guaranty for the benefit of Burbank Industrial Investors II, owner of the development known as Avion Burbank.
- c. **AVION BURBANK RETAINING WALL FINISH – REPLACEMENT PASSENGER TERMINAL PROJECT.** A staff report is included in the agenda packet. At its meeting on October 2, 2024, the Executive Committee voted (2-0, 1 absent) to recommend that the Commission approve a proposed finish for the retaining wall at the Avion Burbank property line in the amount of \$2,400,000. This finish is to maintain the aesthetics of wrought iron fence structure, trees and landscaping that was installed at the Avion development and removed for the construction of the retaining wall and electrical vault for the Replacement Passenger Terminal Project.
- d. **CITIZENS ADVISORY COMMITTEE APPOINTMENTS.** A staff report is included in the agenda packet. Subject to the recommendation of the Legal, Government, and Environmental Affairs Committee at its meeting immediately prior to the Commission meeting, Staff seeks a recommendation from the Commission that it appoint Citizen's Advisory Committee nominees provided by the Cities of Burbank, Glendale, and Pasadena.

7. ITEMS FOR COMMISSION INFORMATION

- a. **REPLACEMENT PASSENGER TERMINAL PROJECT CONSTRUCTION UPDATE.** No staff report attached. Staff will update the Commission on the status of construction of the Replacement Passenger Terminal Project.