



# Weekly Management Report

## March 15, 2024

- 1. Synopsis** Planning Commission  
Meeting on February 12, 2024  
**Community Development Department**
- 2. Memo** Downtown Burbank Partnership (PBID)  
Meeting on February 8, 2024  
**Community Development Department**
- 3. Minutes** Sustainable Burbank Commission  
Meeting on February 12, 2024  
**Public Works Department**
- 4. Notice** Burbank-Glendale-Pasadena Airport Authority  
Meeting on March 18, 2024  
**Burbank-Glendale-Pasadena Airport Authority**



# MEMORANDUM



## COMMUNITY DEVELOPMENT

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**DATE:** March 7, 2024

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director *for P. Prescott*  
Via: Fred Ramirez, Assistant Community Development Director – Planning *F.R.*  
By: Diana Arias, Intermediate Clerk

**SUBJECT:** Planning Commission Meeting – February 12, 2024

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This memorandum summarizes actions taken at the Planning Commission meeting on February 12, 2024.

- **Project No. 23-0005367** was presented by Principal Planner, Amanda Landry, an appeal of the Director's Decision that the Emergency Removal of Three Public Trees located at 113 North Niagara Street, 434 North Niagara Street, and 400 South Keystone Street is statutorily exempt from the California Environmental Quality Act Pursuant to the California Code of Regulations Title 14 Section 15269 (c) pertaining to emergency projects.
  - After hearing from the appellant and considering all public comments, the Planning Commission deliberated on the appeal. After discussion, Ms. Wick made a motion to approve a Resolution denying Project No. 23-0005367 | An Appeal of the Director's Decision that the Emergency Removal of three public trees are statutorily exempt from the California Environmental Quality Act, seconded by Mr. Monaco. Motion passed by a 4-1 vote.
- **Project No. 23-0003103** was presented by Assistant Planner, Sara Hrynik, a request for a Conditional Use Permit to allow the sale of beer, wine, and distilled spirits at an existing restaurant.
  - After public comment and commission discussion, Mr. Monaco made a motion to approve Project No. 23-0003103 | A Request for a Conditional Use Permit to allow the incidental sale of beer, wine, and distilled spirits for on-site consumption at 2018 West Burbank Boulevard (Chili John's Restaurant) as amended from the floor, seconded by Ms. Wick. Motion passed by a 4-1 vote.

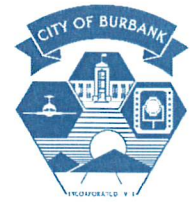




# MEMORANDUM



## COMMUNITY DEVELOPMENT



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**DATE:** February 28, 2024

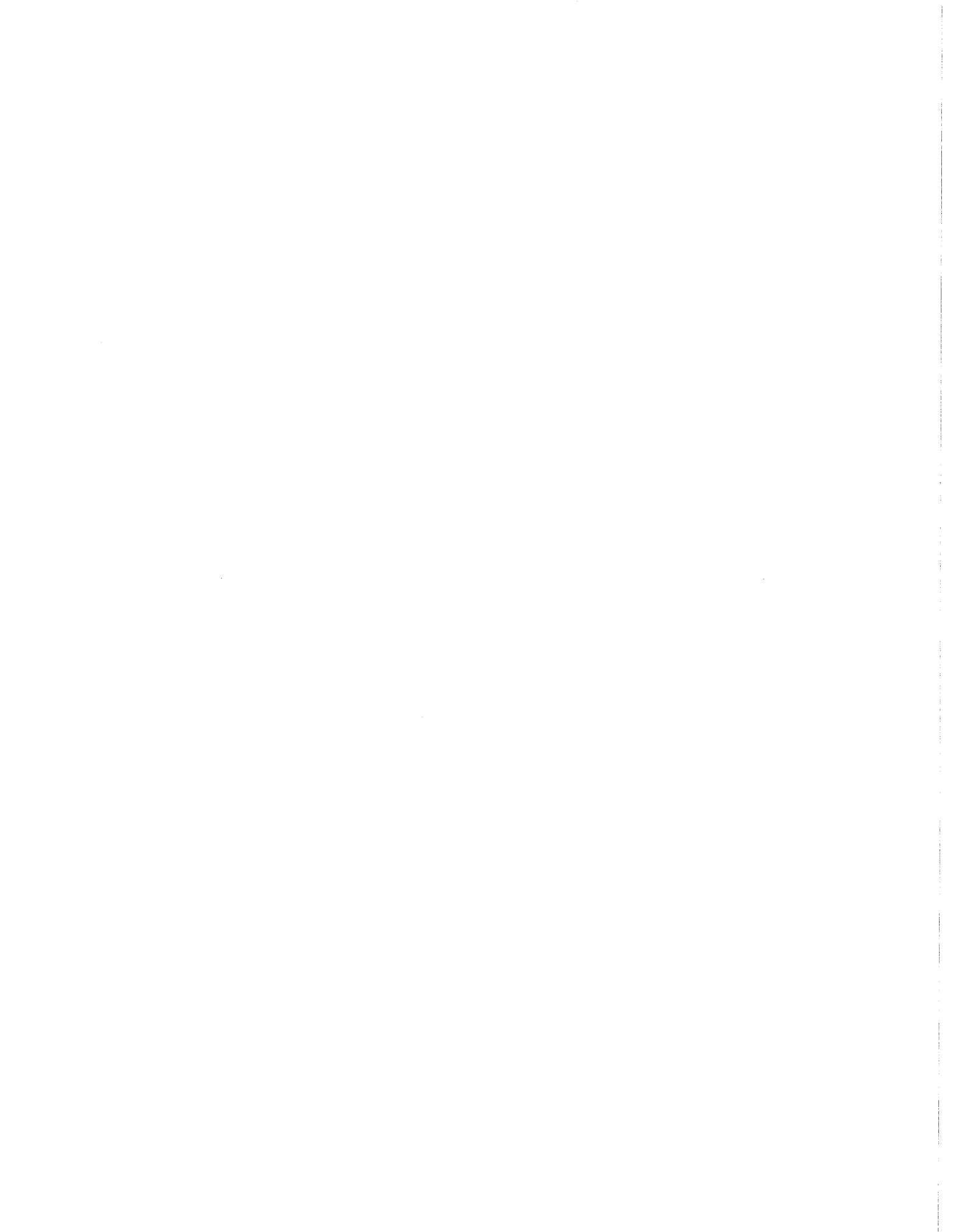
**TO:** Justin Hess, City Manager

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

**SUBJECT:** Downtown Burbank Partnership (PBID) Meeting – February 8, 2024

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- Leonard Bechet, Principal Planner from the City's Planning Division made a presentation to the Board on The Downtown Burbank Transit Oriented Development Specific Plan (Plan). The Plan provides recommendations, insight, and strategies to create a diverse well-connected Downtown, with a street network accessible to all, including a public realm of parks and parking for mixed-use.
- The Board approved the 2024 annual Budget and events calendar for the PBID. The Budget provides an outline for annual spending and ensures that the PBID is on target in accordance with the Management District Plan.



**SUSTAINABLE BURBANK COMMISSION  
FEBRUARY 12, 2024, MINUTES**

**I. CALL TO ORDER**

The meeting of the Sustainable Burbank Commission was held in the Community Services Building, 150 N. Third St., on the above date. Chair Victoria Kirschenbaum called the meeting to order at 5:02 p.m.

**II. ROLL CALL**

**Members Present:**

Victoria Kirschenbaum (Chair)  
Robin Gemmill (Vice Chair)  
Alissandra Valdez  
Limor Zimskind  
Jason Bennett  
Adrine Der-Tavitian  
Kevin O'Brien  
Jenny Deahl  
Jared Cavagnuolo

**Members Absent:**

**Council Members, Liaisons, and Staff Present:**

John Molinar – Asst. Public Works Director - Streets & Waste Management  
Berenice Quintero – Senior Clerk – Recording Secretary  
Drew Johnstone – Sustainability Officer, Burbank Water & Power (BWP)  
Sid Sinai – Senior Administrative Analyst, BWP

**III. ORAL COMMUNICATIONS** (Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Commission. The Commission has adopted rules to limit oral communications to 3 minutes; however, the Commission reserves the right to shorten this time period.)

**A. Public Communication**

Heath Patton provided the Commission information on water treatment and saving technology.

**B. Commission Member Communication**

Vice Chair Robin Gemmill attended a countywide Urban Forestry Plan Feedback event. She encouraged Commissioners to attend the next feedback event.

Ms. Deahl provided an update on the January Parks and Recreation Board meeting and stated she would provide an update on the board's February meeting.

Chair Kirschenbaum asked staff if the Commission could have a joint meeting with the Transportation Commission on March 18, 2024. She also asked staff how the Commission could get funding for their outreach efforts.

**C. Staff Communication**

John Molinar informed the Commission that Ken Berkman and Amber Duran were not able to attend the meeting.

**IV. APPROVAL OF MINUTES**

Ms. Zimskind moved, and Mr. O'Brien seconded a motion to approve the January 8, 2024, draft minutes. The motion was approved by Ms. Gemmill, Ms. Kirschenbaum, Ms. Valdez, Mr. Bennett, Ms. Deahl, Ms. Der-Tavitian, and Mr. Cavagnuolo.

**V. BURBANK WATER & POWER'S SUSTAINABLE WATER USE ORDINANCE UPDATE**

Burbank Water & Power (BWP) staff Drew Johnstone and Sid Sinai provided the Commission with an update on the Sustainable Water Use Ordinance (attachment 1). The Commission discussed and provided feedback.

**VI. AD HOC SINGLE USE PLASTIC BAN IMPLEMENTATION SUBCOMMITTEE**

Ms. Kirschenbaum provided details of the Foodware ordinance that was passed by City Council. Ms. Gemmill moved, and Mr. Cavagnuolo seconded a motion to accept the letter as written by Chair Kirschenbaum and send to City Council (attachment 2). All present approved. The ad hoc subcommittee has been updated to Ad Hoc Waste Reduction Ordinance Implementation Subcommittee.

**VII. AD HOC GREENHOUSE GAS REDUCTION PLAN IMPLEMENTATION SUBCOMMITTEE**

Ms. Kirschenbaum provided an update on the Delta project. The subcommittee plans to meet with staff to discuss electrification of landscaping equipment. Mr. Bennett informed that the Drought Tolerance Task Force is scheduled to meet in April.

**VIII. AD HOC OUTREACH SUBCOMMITTEE**

Ms. Kirschenbaum provided an update on the subcommittees outreach plans. Ms. Valdez announced that the subcommittee and Burbank Community Garden will be hosting an Earth Day event on April 13, 2024, and provided event details.

**IX. AD HOC BURBANK HABITAT RESTORATION SUBCOMMITTEE**

Ms. Gemmill informed the Commission that the subcommittee will be extending the Monarch Mile impact alongside the Chandler bike path.

**X. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS**

1. Development Standards in Response to Senate Bill 9 – Adoption (February 27, 2024)
2. Cooperation Agreement with the Metropolitan Transportation Authority for the Bus Rapid Transit Corridor Project – Approval (March 26, 2024)
3. Exclude Certain Decorative Posts from the LED Replacement Program – Approval (April 9, 2024)

**XI. INTRODUCTION OF ADDITIONAL AGENDA ITEMS**

Green Spotlight Award (March 18, 2024)

**FUTURE AGENDA ITEMS**

- GGRP Carbon Sequestration Update (Community Development Department) (TBD)
- Urban Forestry Plan Presentation by Parks and Recreation (TBD)

**XII. ADJOURNMENT**

The meeting was adjourned at 6:26 p.m. The next meeting will be held on Monday, March 18, 2024, at 5:00 p.m. at the Community Services Building, Room 104.

Respectfully submitted,

John Molinar, Assistant Public Works Director - Street & Waste Management

JM: ad

Attachment 1

# Updating the Sustainable Water Use Ordinance

Sustainable Burbank Commission  
February 12, 2024

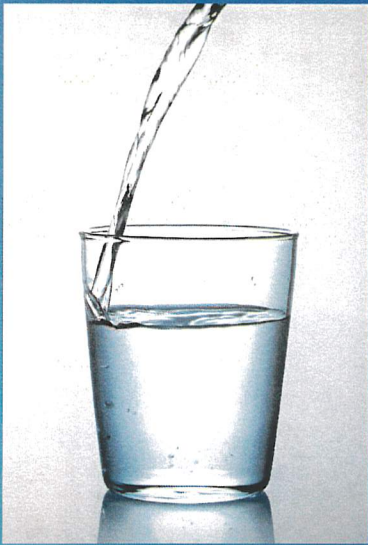


**WATER AND  
POWER**



# Purpose of Presentation

- Understand BWP's water resources & the impact of climate change
- Gather input to update the Sustainable Water Use Ordinance
- Input will be shared with City executives and leadership



# Burbank's Water System

Jeannine Edwards, AGM  
Communications & Strategy  
Richard Wilson  
AGM, Water Services



**WATER AND  
POWER**

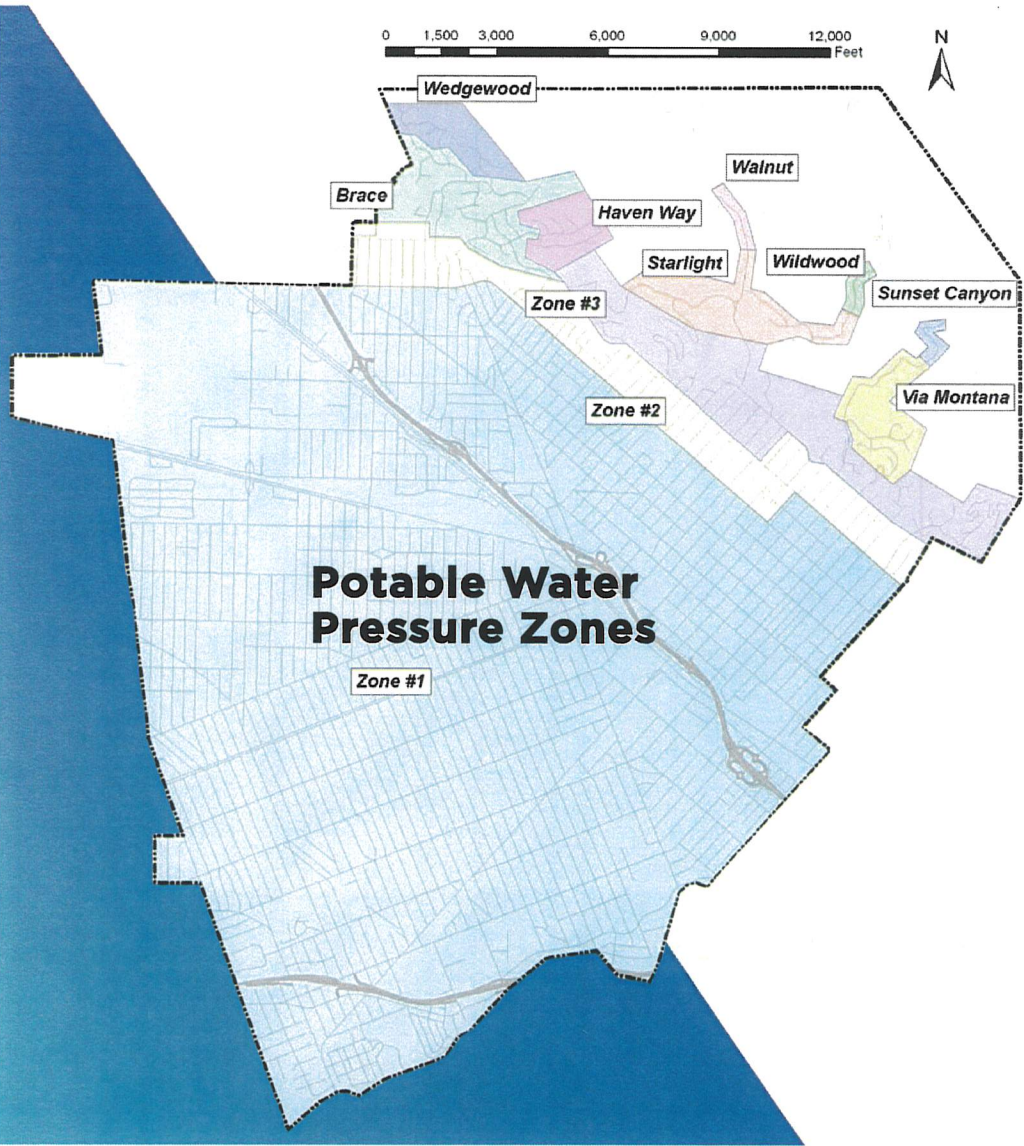


# Story of Burbank's Water

<https://f.io/x8ji4Zrm>







# Potable System

- 5 Metropolitan Water District Connections
- 11 Pressure zones
- 35 Boosters
- 286 Miles of pipe
- 6,217 Valves
- 1,844 Hydrants

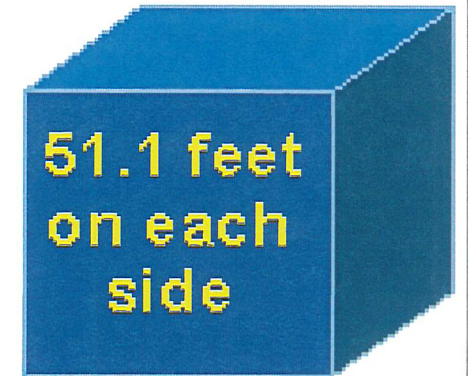
# Burbank Water Demand

- 26,800 service connections
- Average demand: 14.5 Million Gallons/Day
- Max day: ~ 21 Million Gallons

1 million gallons is:

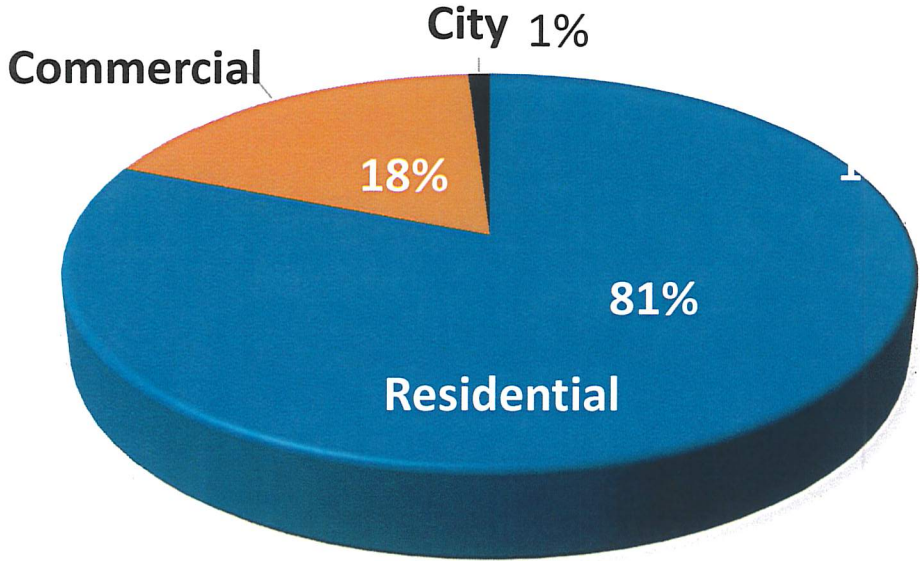


or

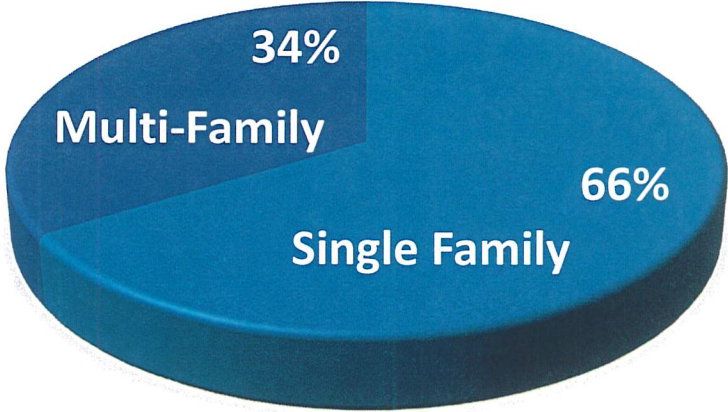




# Burbank Water End Use



Residential Breakdown



# BWP Has Two Main Water Sources

- No Native Water Rights
- Local treated groundwater
- MWD Treated Deliveries
  - 5 treated MWD connections





# Water Supply Facts

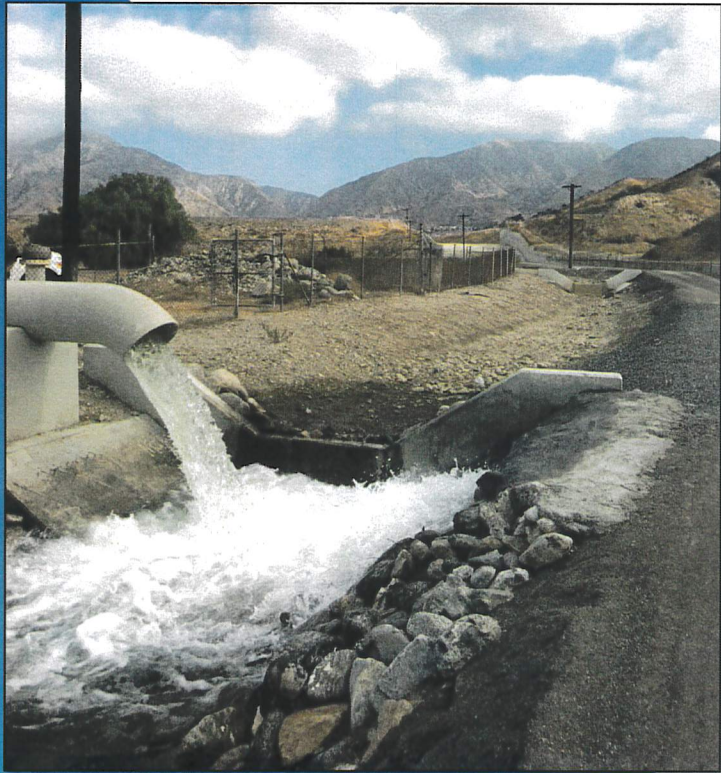
- Burbank does not have water rights

Water must be purchased and imported by the Metropolitan Water District (MWD)



- BWP “spreads” untreated water onto the ground where it seeps into the aquifer.

# Spreading Grounds



- Located in Sylmar at the terminus of MWD's San Fernando Tunnel
- Deliveries are spread at Pacoima and/or Lopez spreading grounds
- Relied on for approximately 8,000 acre-feet per year
- Necessary for maintaining groundwater inventory







# Burbank Operable Unit (BOU)

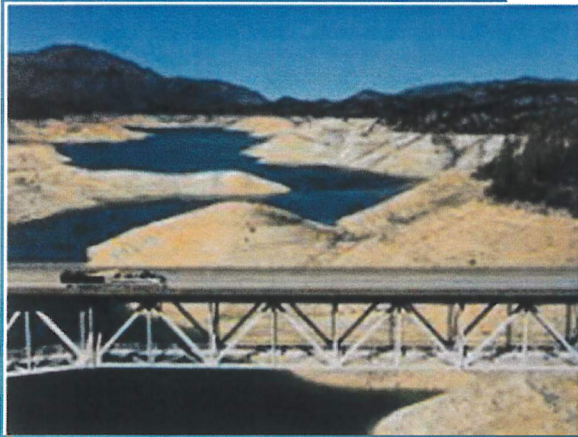


- Treats the groundwater to remove chemicals from Lockheed's airplane manufacturing operations
- Required by the EPA to remediate the contamination
- Water quality meets or exceeds state and federal water quality regulations



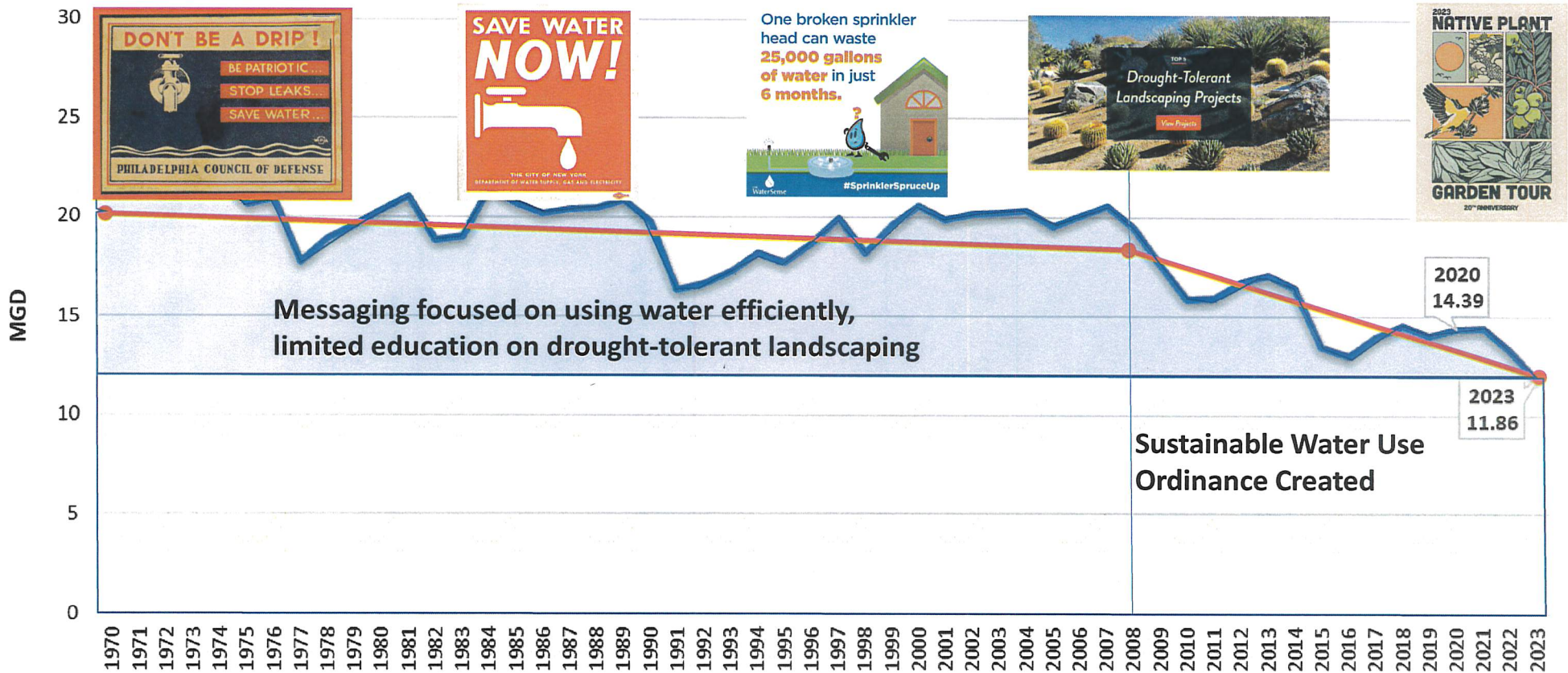
# Oversight of the Ground Water Basin

- The Watermaster oversees the San Fernando Ground Water Basin
  - Keeps the official account of what is stored, used, and transferred
  - Burbank purchases from MWD and does not have water supply projects
  - BWP must maximize what we already have



# Historical Water Demand

Burbank Water Demand 1970-2023

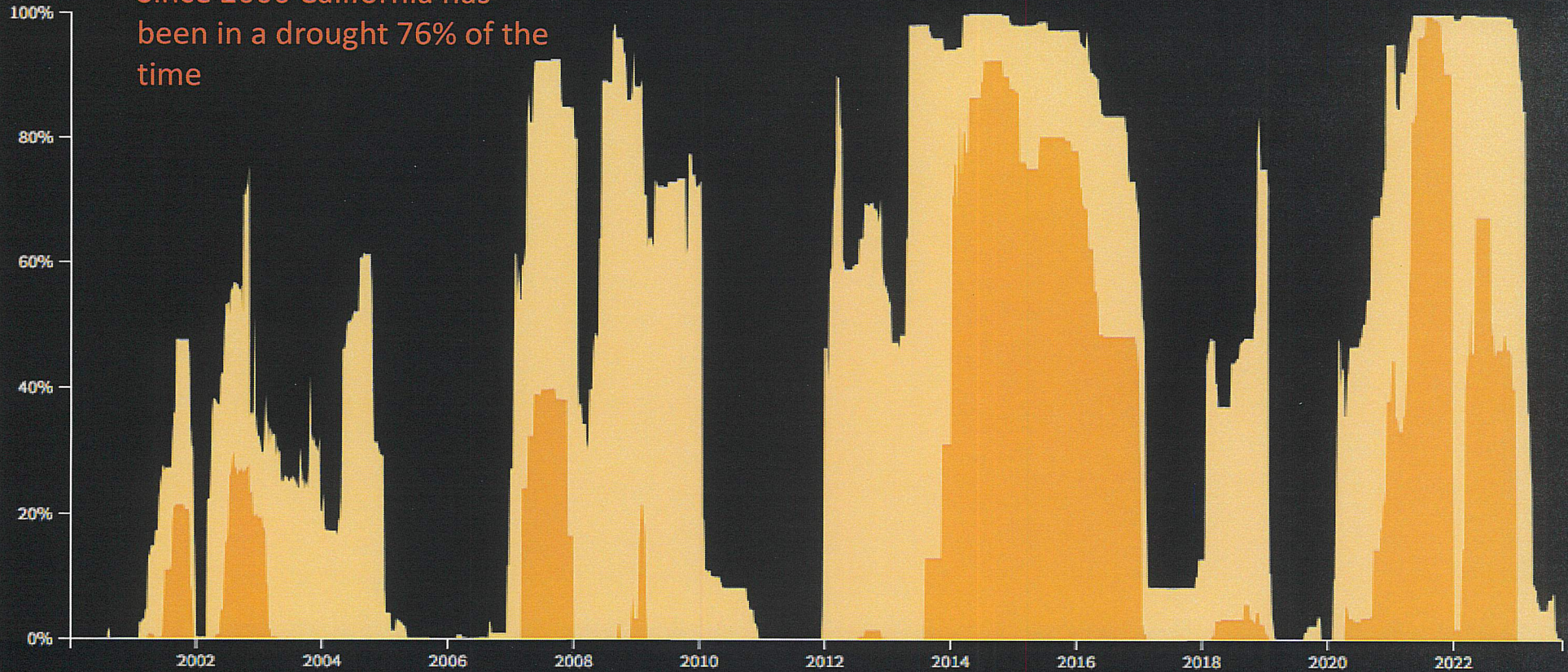




# A historical look at drought conditions in California, 2000-Present

■ Drought ■ Extreme Drought

Since 2000 California has been in a drought 76% of the time



Source: [National Integrated Drought Information System](#)



# Burbank's Sustainable Water Use Ordinance

Drew Johnstone  
Sustainability Officer



**WATER AND  
POWER**



# New Draft Legislation:

## *Making Conservation a California Way of Life*



**Residential Indoor**  
(Rindoor)

+



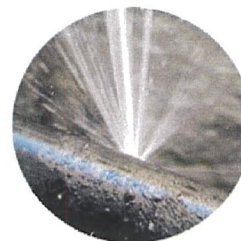
**Residential Outdoor**  
(Routdoor)

+



**CII-DIM Outdoor**  
(CIIDIM)

+



**Water Loss**  
(L)

+



*If applicable:*  
**Variances (V) and/or  
Bonus Incentive (BPR)**



# What is the Sustainable Water Use Ordinance?


















- Six stages
  - Maximizing efficient use of water
  - Preventing waste
- Enforcement to discourage wasteful use



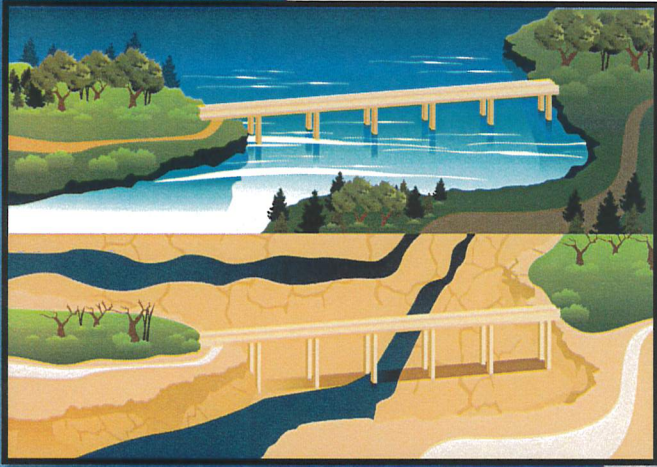
# Existing Watering Schedule



Stages	Number of Watering days Summer	Number of Watering days Winter
1	  	  
2	  	
3	 	
4		
5	2 days/month	
6	No irrigation	



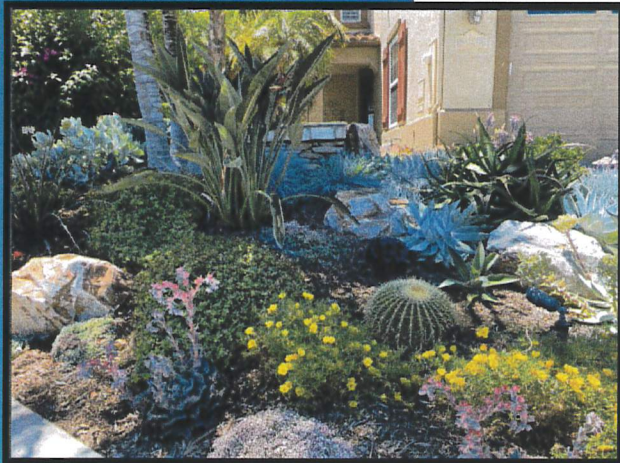
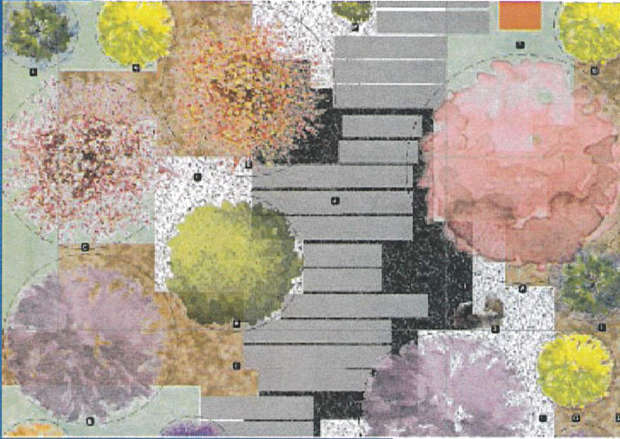
# Why Update the Sustainable Water Use Ordinance?



- Greater variability and unpredictability of weather patterns
- California's arid climate
- New technologies



# Other Factors to Consider



- Best practices of horticulture management
- California native landscaping
- Sustain more plant and animal life

# Gathering Community Input

Sid Saini  
Sr. Administrative Analyst



**WATER AND  
POWER**

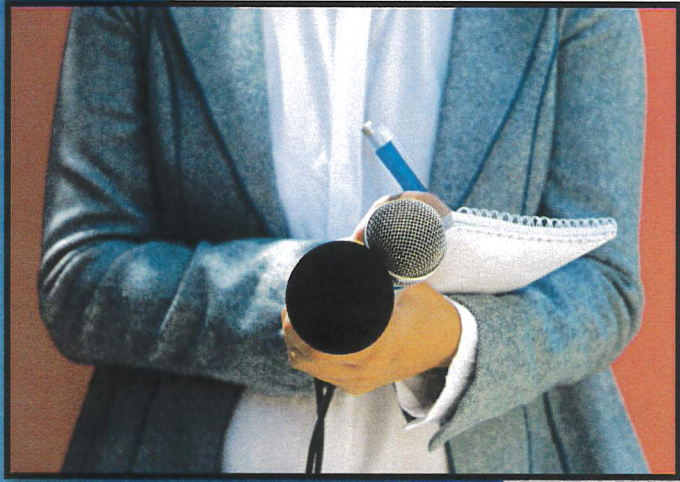


# Input is being gathered from a wide range of sources



- Other water agencies – locally and nationally
- Horticulture subject matter experts
- Chamber of Commerce
- Sustainable Burbank Commission

# Initial Insights



- Include native plants in outdoor landscaping
- Consideration of plant watering and soil needs
- Maintain focus on watering needs of trees
- Invest in low-flow irrigation
- Increase use of smart controllers and soil moisture sensors



# Community input will be gathered



- In-Person Meetings
- Surveys
- BWP Board Mtgs
- City Council Report

# Timeline to Update the Ordinance

First community meeting	Jan 24, 2024
Community Survey launch	Feb 2, 2024
Sustainable Burbank Commission	Feb 12, 2024
Second community meeting	Feb 20, 2024
Third community meeting	Mar 27, 2024



# Timeline to Update the Ordinance

BWP Board approval	May
City Council approval	June
New ordinance effective	July









# Questions & Feedback

Richard Wilson, Assistant General  
Manager, Water Systems

Drew Johnstone, Sustainability Officer

Sid Saini, Sr. Admin Analyst

# Enforcement via Observations and AMI data



- Residents report water waste on 311 app or BWP webpage
- WaterSmart identifies customers watering on non-watering days via AMI data

# Enforcement Steps



- First notice
- Second notice
- Citations
  - 1st = \$100 fine
  - 2nd = \$200 fine
  - 3rd = \$500

Three weeks provided between each notice or citation.



# Existing Watering Schedule Cont.



- Watering hours: 6:00 pm – 9:00 am
- Duration: 15 minutes per day per station
- No watering for 48 hours after rain

# Key Takeaways from Interviews



- Replace turf with native plants
- Watering depends on the type of soil and grass
- Watering needs of trees differ from plants
- Watering needs based on seasons
- Deep watering vs shallow watering



# Key Takeaways from Interviews

- Use low-flow irrigation systems
- Cycle and soak method of watering – multiple short cycles
- Smart irrigation controllers combined with soil moisture sensors
- Ground covers as a replacement for turf
- Hardship waiver



## Attachment 2

February 12, 2024

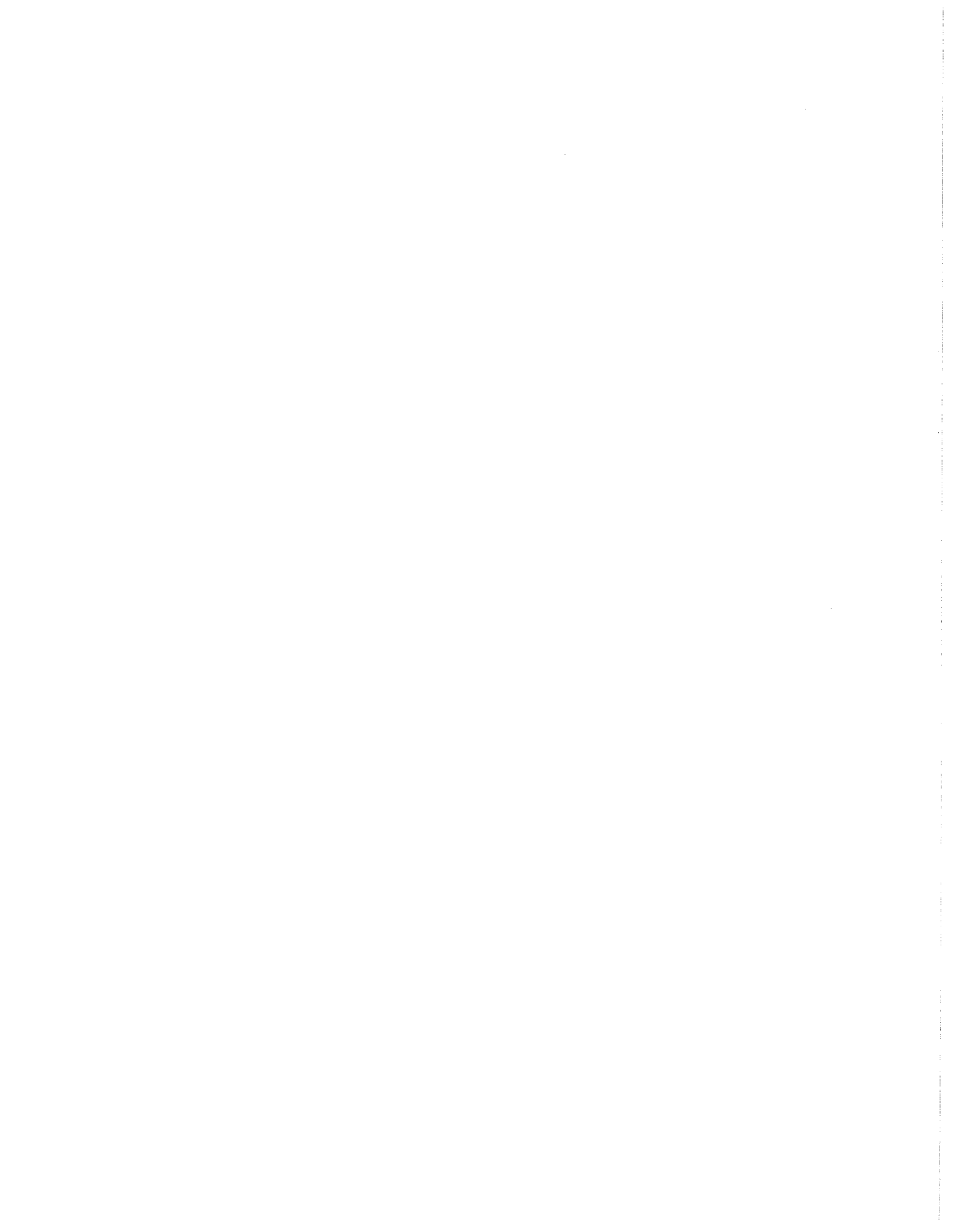
**TO:** Honorable Mayor and City Council  
**FROM:** Sustainable Burbank Commission  
**SUBJECT:** The Waste Reduction Ordinance

The Sustainable Burbank Commission commends Council on voting to require that all Burbank restaurants transition to reusables for dine-in with a deadline of two years. Eliminating disposable foodware for dine-in will save businesses money, reduce waste, and increase customer satisfaction. The Commission had advocated for a ban on retail polystyrene products, and we welcome Council's support for this section of the ordinance. Requiring businesses to purchase only recyclable plastics will be a first step toward plastic waste reduction. We recommend revisiting a ban on single-use plastics in the near future.

The Commission strongly supports the suggestions made by Council regarding the implementation of the ordinance. We agree that money should be budgeted for funding direct outreach to businesses to explain the ordinance requirements and to offer advice on price comparisons and product sourcing. Also, funding should be available for incentives such as grants, stickers, and other compliance acknowledgments. We look forward to Staff reports on the progress of this outreach and on challenges with compliance in 10 to 12 months.

The Commission offers our support in making the Waste Reduction Ordinance a success.







March 14, 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, March 18, 2024, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

The following is an additional teleconference location for this meeting:

50 West 63<sup>rd</sup> Street 17  
New York, NY 10023

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 March 18, 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, March 18, 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) January 24, 2024 **[See page 1]**
    - 2) Legal, Government and Environmental Affairs Committee
      - (i) January 16, 2024 **[See page 4]**
    - 3) Finance and Administration Committee
      - (i) January 16, 2024 **[See page 6]**
  - b. Commission Minutes  
(For Approval)
    - 1) February 20, 2024 **[See page 9]**
  - c. Treasurer's Report
    - 1) November 2023 **[See page 15]**
  - d. Presentation of Fiscal Year 2023 Financial Statements and Summary of Audit Results **[See page 43]**
  - e. Award of Month-to-Month Lease  
Unifi Aviation, LLC **[See page 50]**
  - f. Authorization to Engage Rating Agencies for  
Replacement Passenger Terminal Project Bonds **[See page 52]**
  - g. Approval of Amendment 1 to Professional Services Agreement  
Polytechnique Environmental, Inc. **[See page 54]**



- h. Award of Professional Services Agreement  
Data Reporting System – Airport Workers Screening Program **[See page 56]**
- i. Award of Contract – Fleet Maintenance Services Agreement **[See page 58]**
- j. Federal Transit Administration Recipient Title VI Program **[See page 61]**
- 6. ITEMS FOR COMMISSION APPROVAL
  - a. Approval of Task Order 5 and Appropriation of Owner's  
Contingency Funds – Replacement Passenger Terminal Project **[See page 63]**
  - b. Citizen's Advisory Committee Reestablishment **[See page 72]**
- 7. ITEMS FOR COMMISSION INFORMATION
  - a. Airport Police Officer of the Year Award
  - b. Airport Firefighter of the Year Award
  - c. FY 2024 Mid-Year Financial Performance Update
- 8. ITEMS FOR COMMISSION DISCUSSION
  - a. Replacement Passenger Terminal Program Art In Public Places  
Requirement Exterior Sculpture Update and Direction to  
Program Management Team
- 9. CLOSED SESSION
  - a. 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<sup>th</sup> Cir. 2021)
- 10. ITEMS PULLED FROM CONSENT CALENDAR
- 11. EXECUTIVE DIRECTOR COMMENTS
- 12. COMMISSIONER COMMENTS  
(Commissioners may make a brief announcement, make a brief report on  
their activities, and request an agenda item for future meeting.)
- 13. PUBLIC COMMENT
- 14. ADJOURNMENT

## COMMISSION NEWSLETTER

Monday, March 18, 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 special meeting of January 24, 2024; approved minutes of the Legal, Government and Environmental Committee special meeting of January 16, 2024; and approved minutes of the Finance and Administration Committee special meeting of January 16, 2024, are included in the agenda packet for information purposes.
- b. **COMMISSION MINUTES.** A draft copy of the February 20, 2024, Commission special meeting minutes are included in the agenda packet for Commission review and approval.
- c. **TREASURER'S REPORT.** The Treasurer's Report for November 2023 is included in the agenda packet. At its special meeting on February 20, 2024, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.
- d. **PRESENTATION OF FISCAL YEAR 2023 FINANCIAL STATEMENTS AND SUMMARY OF AUDIT RESULTS.** A staff report is included in the agenda packet. Staff report attached. The Authority's independent auditor, Macias Gini & O'Connell LLP has completed its audit of the Burbank-Glendale-Pasadena Airport Authority fiscal year 2023 financial statements. Enclosed with this staff report is a copy of the audited Basic Financial Statements for the fiscal years ended June 30, 2023 ("FY 2023") and 2022 ("FY 2022"). Also enclosed are copies of the audited Single Audit Reports (audit of federal grant programs), Passenger Facility Charge Compliance Report, Customer Facility Charge Compliance Report, Independent Auditor's Report on Compliance with Aspects of Contractual Agreements (bond compliance), and the Auditor's Required Communications to the Authority Regarding the FY 2023 Audits. At its special meeting on February 20, 2024, the Finance and Administration Committee voted unanimously to recommend that the Commission note and file these audit reports.
- e. **AWARD OF MONTH-TO-MONTH LEASE – UNIFI AVIATION, LLC.** A staff report is included in the agenda packet. At its special meeting on February 20, 2024, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission approve the proposed Month-to-Month Office Lease with Unifi Aviation, LLC.
- f. **AUTHORIZATION TO ENGAGE RATING AGENCIES FOR REPLACEMENT PASSENGER TERMINAL PROJECT BONDS.** A staff report is included in the agenda packet. At its special meeting on February 20, 2024, the Finance and Administration Committee voted unanimously (3-0) to recommend that the



Commission: (i) approve the engagement of S&P Global Ratings, Moody's Investors Services, and Fitch Ratings, Inc., for the assignment of bond credit ratings for the Replacement Passenger Terminal project bonds; and (ii) authorize the Executive Director to execute agreements for such engagements and for the maintenance of the ratings assignments through the term of the bonds.

- g. APPROVAL OF AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT – POLYTECHNIQUE ENVIRONMENTAL, INC. A staff report is included in the agenda packet. At its special meeting on February 20, 2024, the Legal, Government and Environmental Affairs Committee voted unanimously (3–0) to recommend that the Commission approve proposed Amendment No. 1 to the Professional Services Agreement with Polytechnique Environmental, Inc., for additional scope and cost of services for Level 2 Airport Carbon Accreditation support in the amount of \$4,930.
- h. AWARD OF PROFESSIONAL SERVICES AGREEMENT – DATA REPORTING SYSTEM – AIRPORT WORKERS SCREENING PROGRAM. 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 for the award of a Professional Services Agreement (“Agreement”) to JMA Strategy Group for development of a data reporting system to comply with Airport Workers Screening Program requirements imposed by the Transportation Security Administration, which initiated random checks effective September 2023. The proposed Agreement is for a three-year base term with two one-year extension options available to the Commission at its discretion. The Agreement has a not-to-exceed contract price of \$256,317.36 during the base term, with a first-year annual cost of \$105,510 and an annual cost of \$75,403.68 for the next two years.
- i. AWARD OF CONTRACT – FLEET MAINTENANCE SERVICES AGREEMENT. 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 Commission approval to award a Fleet Maintenance Services Agreement (“Agreement”) with Keolis Transit Services, LLC (“Keolis”) for a three-year period, with two one-year extension options. This Agreement is for time and materials services, with an expected first year total cost of approximately \$400,000 based on an average annual price of \$250,000 for labor and \$150,000 for parts (including a 15% markup on parts ordered through Keolis). Services received are to be billed monthly.
- j. FEDERAL TRANSIT ADMINISTRATION RECIPIENT TITLE VI PROGRAM. 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 preceding the Commission meeting, Staff seeks a recommendation to the Commission that it approve a Federal Transit Administration (“FTA”) Recipient Title VI Program. As a recipient of an FTA grant that was utilized in conjunction with the development of the Regional Intermodal Transportation Center, the Authority is required to submit this document to the Los Angeles County Metropolitan Transportation Authority, which is the administrator of the grant.

## 6. ITEMS FOR COMMISSION APPROVAL

- a. **APPROVAL OF TASK ORDER 5 AND APPROPRIATION OF OWNER'S CONTINGENCY FUNDS – REPLACEMENT PASSENGER TERMINAL PROJECT.** A staff report is included in the agenda packet. At its meeting on March 6, 2023, the Executive Committee voted unanimously (3-0) to recommend that the Commission approve issuance of a proposed Task Order 5 to Holder, Pankow, TEC - A Joint Venture in the amount of \$74,290,109 to fund the following Component Guaranteed Maximum Price ("CGMP") items related to the construction of the Replacement Passenger Terminal Project: 1) CGMP – 06, Terminal Building Mechanical, Electrical, and Special Systems (Pt2 – Team Approach Controls & Long Lead Equipment) \$16,088,114; 2) CGMP – 07, Terminal Structure (Pt2 – Balance of Trades) \$27,879,874; 3) CGMP – 08, Interior Public Art \$799,268; and CGMP – 09, Phase 2 Design Services \$29,522,853.

Additionally, the Committee voted unanimously to recommend that the Commission approve partial authorization of Owner's Contingency in the amount \$5 million.

- b. **CITIZEN'S ADVISORY COMMITTEE REESTABLISHMENT.** A staff report is included in the agenda packet. At its meeting on January 16, 2024, the Legal, Government and Environmental Affairs Committee voted unanimously (3-0) to recommend that the Commission adopt a resolution to modify the Citizen's Advisory Committee ("CAC") parameters set by Resolution No. 488 to reduce the CAC's membership to nine members representing the Cities of Burbank, Glendale, and Pasadena.

## 7. ITEMS FOR COMMISSION INFORMATION

- a. **AIRPORT POLICE OFFICER OF THE YEAR AWARD.** The Airport Police Department is proud to honor Office Sean Toth as its 2024 Police Officer of the Year. Officer Toth demonstrates exceptional dedication and commitment to ensuring the safety and well-being of the Airport's customers, employees, and the traveling public while on duty. His tireless efforts uphold highest standards of law enforcement while enhancing the overall experience of those passing through Hollywood Burbank Airport and always carrying out his duties with a genuine smile and sincere willingness to help others. Officer Toth's compassion and empathy shine brightly in his interactions with passengers with special needs, including children with autism which has helped many families and individuals navigate the stress of traveling through an airport. With a career spanning nearly three decades in law enforcement, including tenures at Ventura County Sheriff Department and the Burbank Police Department, Officer Toth brings a wealth of expertise and professionalism to the Department and Airport family.
- b. **AIRPORT FIREFIGHTER OF THE YEAR AWARD.** For 2024, the Airport Fire Department is proud to honor Ramiro Jauregui as Firefighter of the Year. Firefighter Jauregui has selflessly helped out his fellow firefighters while continuing his efforts to earn certifications in hazardous materials, self-contained breathing apparatus, and active shooter-hostile event response. His efforts to earn these certifications are an asset to the Department and the Airport. He is able to impart this knowledge to his fellow firefighters with potentially large-scale casualty incidents. Firefighter Jauregui also conducts training instruction for bleed and control, cardiopulmonary resuscitation, and fire extinguisher training for the airport community at large. Lastly, his dedication to the department is unmatched, and is a trusted professional by his peers.

- c. **FY 2024 MID-YEAR FINANCIAL PERFORMANCE UPDATE.** Staff will update the Commission on the FY 2024 mid-year financial performance.

**8. ITEMS FOR COMMISSION DISCUSSION**

- a. **REPLACEMENT PASSENGER TERMINAL PROGRAM ART IN PUBLIC PLACES REQUIREMENT EXTERIOR SCULPTURE UPDATE AND DIRECTION TO PROGRAM MANAGEMENT TEAM.** The attached PowerPoint presentation will be presented by the Program Management Team.