



# Weekly Management Report

## March 21, 2025

- 1. Notice**                      Burbank-Glendale-Pasadena-Airport Authority  
Notice for meeting on March 27, 2025  
**Burbank-Glendale-Pasadena Airport Authority**
  
- 2. Minutes**                      Sustainable Burbank Commission  
Meeting Minutes on February 24, 2025  
**Community Services Building**





March 20, 2025

CALL AND NOTICE OF A REGULAR MEETING OF THE  
CITIZEN'S ADVISORY COMMITTEE  
OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a regular meeting of the Citizen's Advisory Committee (CAC) for the Hollywood Burbank Airport Part 150 Study will be held Thursday, March 27, 2025 from 4:00 p.m. to 6:00 p.m. in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Terri Williams, Board Secretary  
Burbank-Glendale-Pasadena Airport Authority

**REGULAR MEETING OF THE  
CITIZEN'S ADVISORY COMMITTEE (CAC)  
FOR THE HOLLYWOOD BURBANK AIRPORT PART 150 STUDY  
Airport Skyroom  
Thursday, March 27, 2025  
4:00 p.m.**

*The public comment period is the opportunity for members of the public to address the Committee on agenda items and on airport-related non-agenda matters that are within the Committee'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 Committee:*

- *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 Committee during the public comment period, fill out a speaker request card and present it to a project team member.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Committee'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 Committee 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

Thursday, March 27, 2025

1. Roll Call
  - A brief acknowledgement of Committee members in attendance to confirm quorum and document participation for the meeting.
2. Approval of Agenda
3. Approval of Minutes – January 30, 2025
4. Introductions
  - Introduction of the study team and Citizen's Advisory Committee members.
5. Public Comment
  - Opportunity for members of the public to address the Committee.
6. Roles and Responsibilities
  - Brief overview of the roles and responsibilities of stakeholders and the Committee.
7. Update on March 17th BGPAA Commission Meeting
  - Information regarding CAC membership agenda item
8. Committee Chair Selection Process
9. Part 150 Overview
  - Summary of the Part 150 regulation and technical elements.
10. Aviation Forecast
  - Overview of the aviation forecast for the Part 150 study.
11. Land Use
  - Summary of land use data collection and review of the land use map for the Part 150 study.
12. Noise Model Input Overview
  - Overview of the noise modeling process and results for the Part 150 study.
13. Next Steps, Schedule, and Project Contacts
  - Summary of the next steps, project schedule, and list of contact information for the Part 150 study.
14. Discussion
  - Opportunity for Committee members to ask questions regarding agenda-related items.

**MINUTES OF THE CITIZEN'S ADVISORY COMMITTEE MEETING  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

**THURSDAY, JANUARY 30, 2025**

The Airport Authority held the first Part 150 Study Citizen's Advisory Committee meeting that was called to order on this date at the Burbank Elks Lodge at 4:02 PM by Eugene Reindel, Vice President with HMMH. A roll call was announced, and with a total of eight members of the committee present, a quorum was declared.

**1. Roll Call**

**Present:**

Raymond Scholl, Laura Ioanou, Martin Perlmutter, Aurora Abracia, Adrian Fieda, Carl Povilaitis, Rey Rodriguez, Phlunte Riddle

**Absent:**

Dino Barajas

**Also Present:**

Authority staff: Patrick Lammerding, Aaron Gallinis, Maggie Martinez; HMMH: Eugene Reindel, Timothy Middleton, Mariano Sarrate, Corbett Smith; Mead&Hunt: Ryk Dunkelberg; Arellano Associates: Stacey Falcioni and Eric Davidian

**2. Introductions**

Eugene Reindel, HMMH, introduced the study team and CAC members and reviewed the meeting agenda.

**3. Public Comment**

Thirteen members of the public provided public comments, including: Federico F., Lori Rittenberg, Heidi Mackay, Janine Love, John Van Tongern, Susan Hammer, Linda Clarke, Eric Robinson, Jane Goe, Benj Thall, Amy Higgins, Doug Mensman; Luke Klipp, Office of Laura Friedman.

**4. Roles and Responsibilities**

The Citizen's Advisory Committee (CAC) serves as an advisory body for the Hollywood Burbank Airport Part 150 Noise Compatibility Study focused on gathering public input on aircraft noise issues and assisting in the update of the Noise Exposure Map (NEM) and Noise Compatibility Program (NCP). Members are responsible for reviewing technical materials, analyzing aircraft noise data, and providing community perspectives on land use compatibility and mitigation measures. While CAC members represent their respective cities and contribute insights, the Authority Commission retains the discretion to accept or reject their recommendations and is responsible for submitting the final study to the FAA, which holds ultimate decision-making authority.

**5. Airport Overview**

Eugene Reindel, Vice President with HMMH provided an overview of the Airport Authority and noted that the Airport has undergone multiple FAA-approved Noise Compatibility Program (NCP) measures and Noise Exposure Map (NEM) updates to address aircraft noise.

**6. Aircraft Noise Terminology**

Eugene Reindel, HMMH, reviewed Aircraft Noise Terminology. The FAA Part 150 study requires DNL, but California mandates CNEL to assess land use compatibility in 5-dB contour bands starting at 65 dB CNEL. He noted that the measurements help regulate noise impacts and inform mitigation strategies under FAA's Noise Compatibility Planning process.

**7. Noise Compatibility Program**

Eugene Reindel, HMMH, described the Airport Noise Compatibility Program (NCP). Under FAA Part 150, the NCP mitigates aircraft noise through Noise Exposure Maps (NEMs) and strategic Noise Compatibility Programs (NCPs). It assesses noise abatement, land use planning, and mitigation measures, with FAA-approved actions eligible for federal funding. Regular updates ensure compliance, and public input is integral through workshops and comment periods.

**8. Schedule and Meeting Topics**

Eugene Reindel, HMMH, stated the second Citizens Advisory Committee (CAC) meeting is anticipated to be held on March 27, 2025. The focus of the meeting will be to review collected data, committee feedback, and updated noise modeling inputs. He also presented that the Part 150 Study will span from 2024 to winter 2026/27, with data collection, public meetings, and workshops leading to NEM submission in summer 2025, followed by the NCP phase and final FAA submission by Winter 2026/27.

**9. Project Contacts**

Eugene Reindel, HMMH mentioned the project contacts for the Part 150 Study include a dedicated project website for updates and resources, an email contact [BURPart150Study@arellanoassociates.com](mailto:BURPart150Study@arellanoassociates.com) for inquiries, and Timothy Middleton, C.M., as the Project Manager for direct communication.

**10. Discussions**

Following the presentation, Stacey Falcioni, Project Manager, Arellano Associates administered a discussion with committee members. Committee members engaged in a discussion, raising a total of 20 questions and comments.



Hollywood  
Burbank  
Airport



Part 150 STUDY

**Noise Compatibility Study  
Citizen's Advisory Committee  
Meeting #2  
March 27, 2025**





## Agenda

- 1 Roll Call
- 2 Introductions
- 3 Public Comment
- 4 Roles and Responsibilities
- 5 Results of March 17<sup>th</sup> BGPAA Airport Commission Meeting
- 6 Part 150 Overview
- 7 Aviation Forecast
- 8 Land Use
- 9 Noise Model Input Overview
- 10 Next Steps, Schedule, and Project Contacts
- 11 Discussion

## INTRODUCTIONS

# Study Team



Aaron Galinis  
Project Manager

Tim Middleton  
Project Manager

Kate Andrus  
NCP Manager

Stacey Falcioni  
Outreach Strategist

Patrick Lammerding  
Deputy Executive Director  
Planning & Development

Mariano Sarrate  
Asst. Project Manager

Ryk Dunkelberg  
Regulatory Advisor

Stevie Espinosa  
Outreach Manager

Maggie Martinez  
Director, Noise &  
Environmental Affairs

Gene Reindel  
Principal-in-Charge

Corbett Smith  
Aviation Forecaster

## AIRPORT

## PROJECT TEAM



INTRODUCTIONS

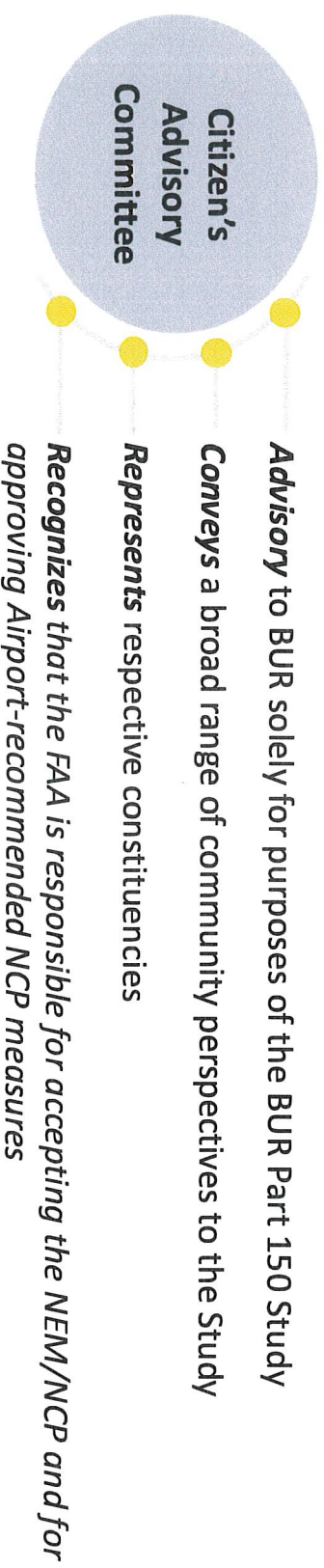
# Citizen's Advisory Committee Members



City Represented	CAC Member
Burbank	Raymond Scholl Laura Ioanou Martin Perlmutter
Glendale	Aurora Abracia Adrian Fieda Carl Povilaitis
Pasadena	Rey Rodriguez Dino Barajas Phlunté Riddle

## ROLES AND RESPONSIBILITIES

# Citizen's Advisory Committee (CAC)



### CAC responsible for:

- Participating in CAC meetings and distributing information about the Study with their constituencies
- Providing input to the Study
- Reviewing information/documentation
- Providing comments on study documentation

BUR shall respect and consider CAC input but must retain overall responsibility for the Part 150 Study and NCP recommendations.

The CAC was appointed by the Airport Authority (BGPAA) and must comply with the responsibilities of a Brown Act committee

# Results of March 17th BGPAA Airport Commission Meeting

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CAC Membership  
Commission Agenda  
Item Discussion

# Part 150 Overview



## Regulation

Title 14 of the Code of Federal Regulations Part 150 (14 CFR Part 150 or “Part 150”), “Airport Noise Compatibility Planning”

- Voluntary FAA-defined process for airport noise studies
  - Over 250 airports have participated
- Sets national standards for analysis
- Provides access to FAA funding of some approved measures

## Technical Elements

Part 150 has two technical elements:

1. **Noise Exposure Map (NEM)**  
FAA Accepts the document as being completed per 14 CFR Part 150
2. **Noise Compatibility Program (NCP)**  
FAA Accepts the document as being completed per 14 CFR Part 150  
FAA approves/disapproved each Airport-recommended measure in a Record of Approval (ROA)

## Part 150 Overview

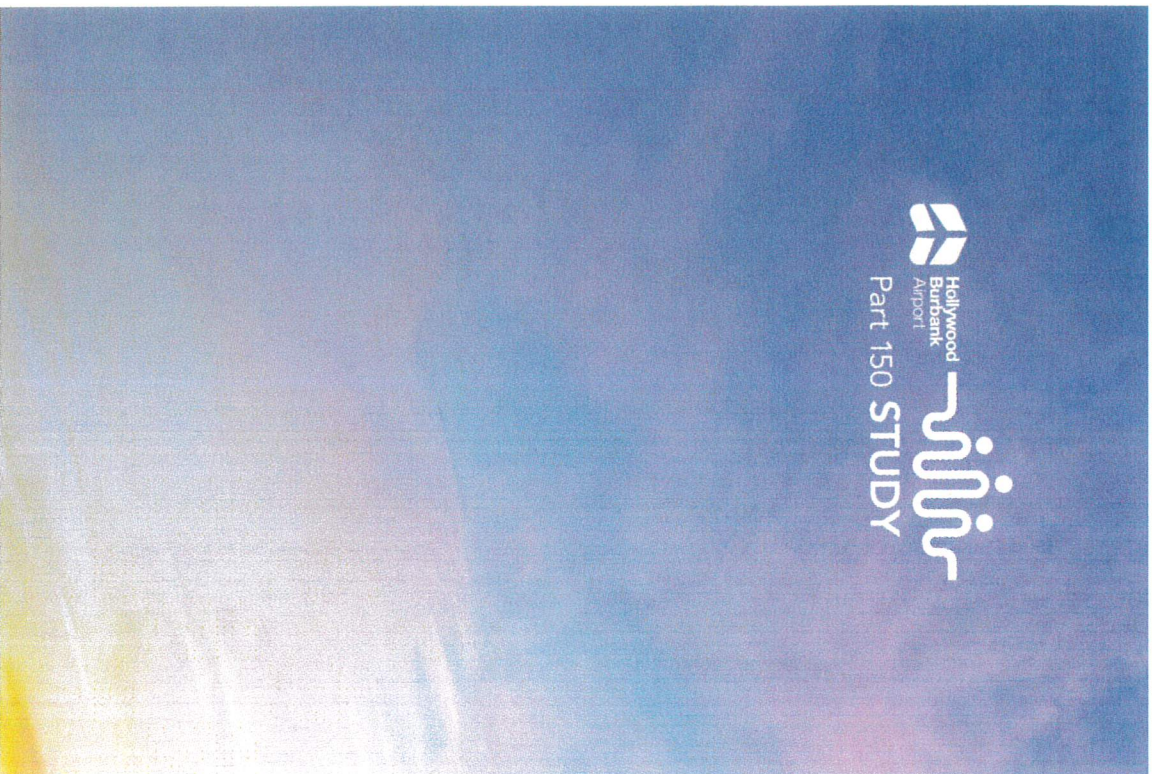
### Noise Exposure Map (NEM)



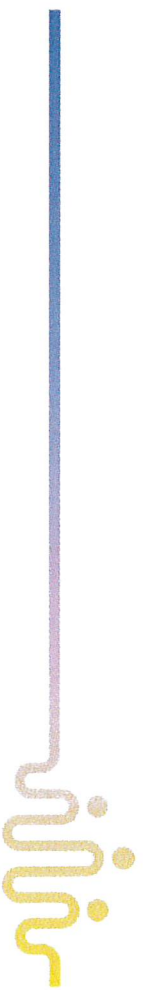
The NEM document describes:

- ✓ Airport layout and operation
- ✓ Aircraft-related noise exposure
- ✓ Land uses in the airport environs
- ✓ Noise/land use compatibility

- An NEM must provide information for two timeframes:
  - Year of submission (2025)
  - Five-year forecast (2030)
- An FAA checklist identifies NEM requirements and documentation
- Annual average community noise equivalent level (CNEL) is depicted using contour lines on a map



## Aviation Forecast





# FAA Terminal Area Forecast (TAF)



## Terminal Area Forecast (TAF)

- Official FAA forecast of aviation activity for U.S. airports
- Prepared for major users of the National Airspace System including
  - Air carrier
  - Air taxi/commuter
  - General aviation
  - Military
- Meets the budget and planning needs of the FAA
- Provides information for use by state and local authorities, the aviation industry, and the public

## BUR Part 150

- The 2024 FAA TAF (published Feb 2025) is being used as the basis for the forecast aircraft operations at BUR.
  - Confirmed through independent forecasts

[https://www.faa.gov/data\\_research/aviation/taf](https://www.faa.gov/data_research/aviation/taf)

# Comparison of Forecasts



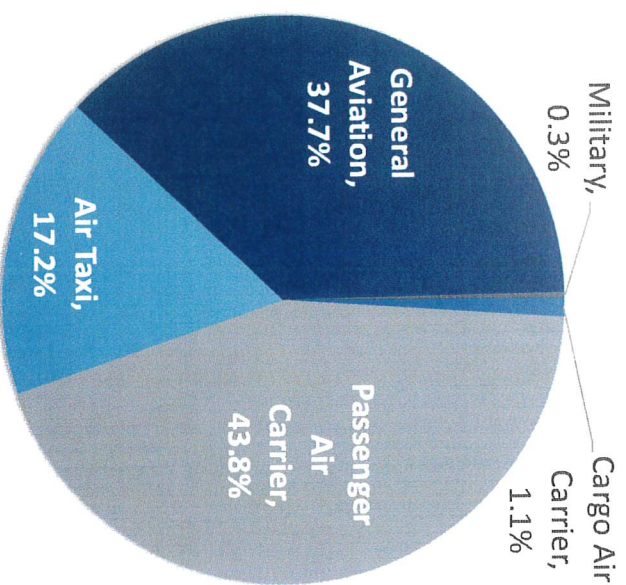
Year	M&H Forecast	2024 TAF	Variance
<b>Enplanements</b>			
2023	3,005,380	3,075,619	+2.3%
2025	3,295,722	3,764,361	+12.4%
2030	3,780,347	4,412,330	+14.3%
<b>Commercial Operations</b>			
2023	89,282	88,767	-0.6%
2025	92,866	97,700	+4.9%
2030	105,458	113,741	+7.3%
<b>Total Operations</b>			
2023	141,678	139,760	-1.4%
2025	145,760	159,671	+8.7%
2030	159,626	178,515	+10.6%

Source: Mead & Hunt analysis, FAA 2024 TAF, and FAA OPSNET

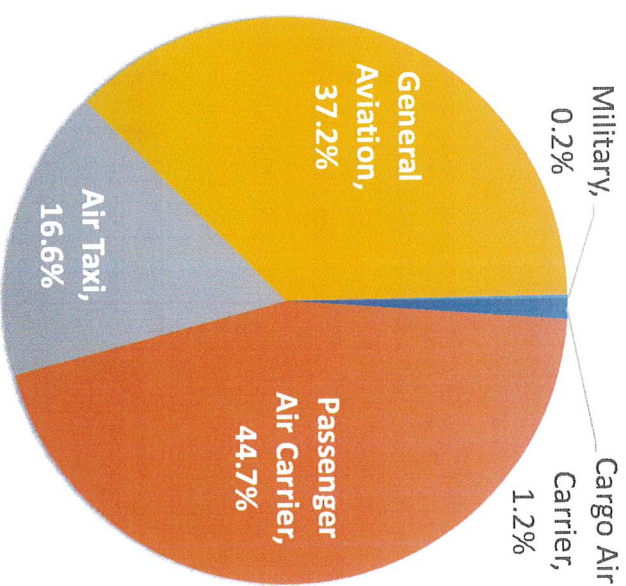


# Aircraft Summary by Category

## 2025 Operations



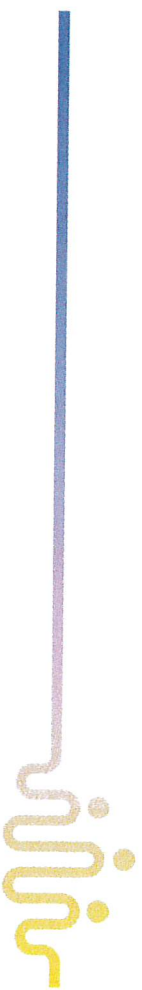
## 2030 Operations



- Most operations based on 2023 flight track and aircraft identification data from BUR Airport Noise & Operations Monitoring System (ANOMS™)
- Military operations based on 2023 FAA Traffic Flow Management System Counts (TFMSC) data



## Land Use



# Land Use Data Collection & Review



## Primary data collection steps include:

- Assemble and review land use, zoning, and population data
- Identify noise-sensitive sites, e.g., schools and places of worship
- Identify any local land use policies that address airport operations
- Create draft land use maps
- Verify land uses through windshield survey (in area of expected 65 dB CNEL contour)
- Local jurisdictions to review maps and advise of necessary corrections
- Assess any deficiencies of land use data and corrective approaches

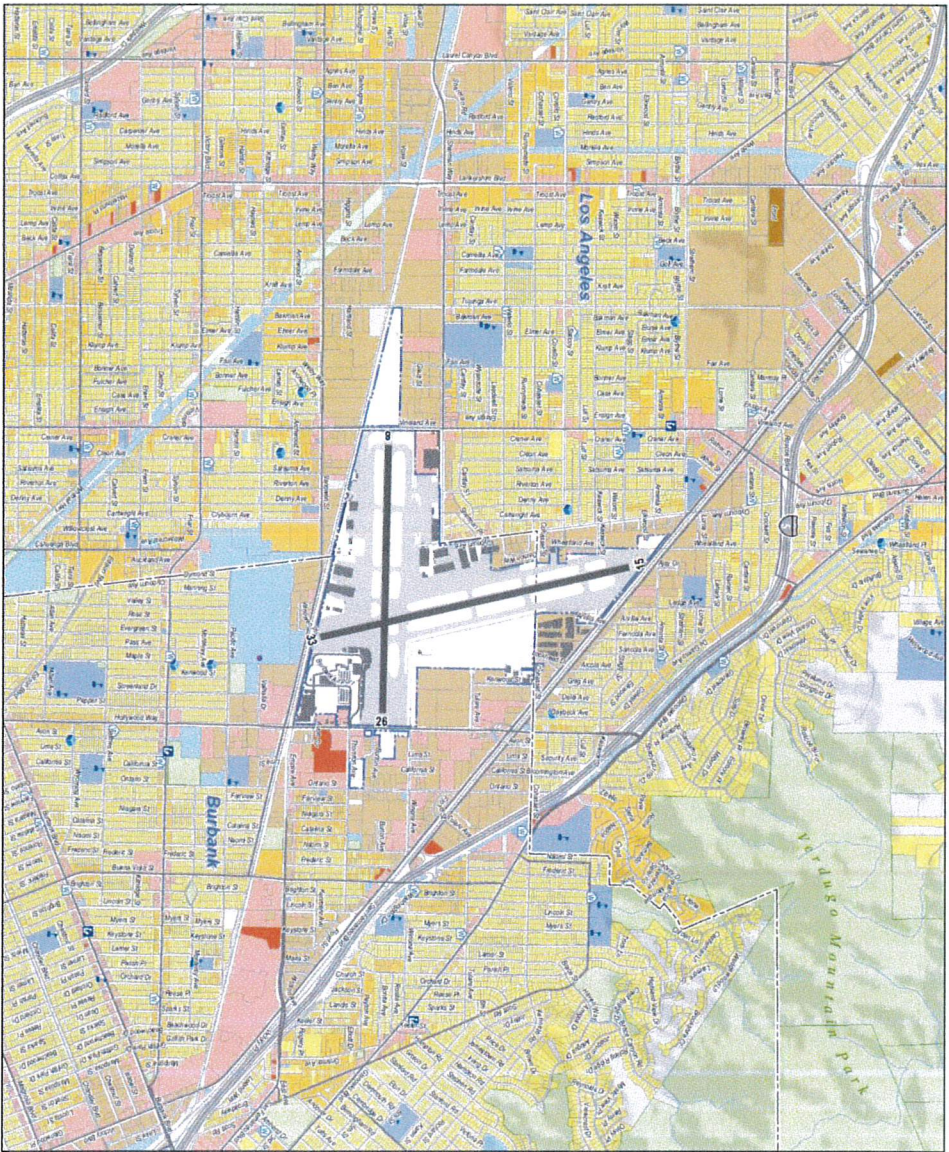


Figure 1:  
Existing Land Use

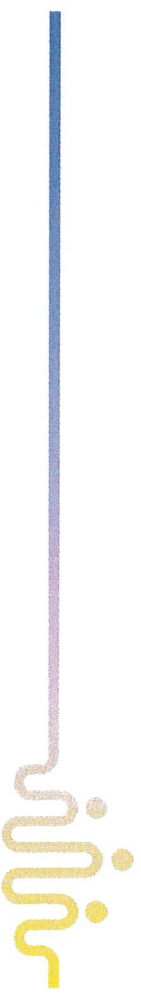
-  Airport Boundary
-  Runway / Taxiway
-  Major / Minor Road
-  Municipal Boundary
-  Building
-  Railroad
-  Single Family Residential
-  Multi-Family Residential
-  Mobile Home
-  Transient Lodging
-  Public Use 1 (Noncompatible)
-  Public Use 2 (Compatible)
-  Commercial Use
-  Manufacturing and Production
-  Lake / Pond
-  Agriculture
-  Recreation / Open Space
-  Golf Course
-  Wetland / Undeveloped
-  School
-  Place of Worship
-  Daycare
-  National Register of Historic Places
-  Hospital
-  Library



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## Noise Model Input Overview



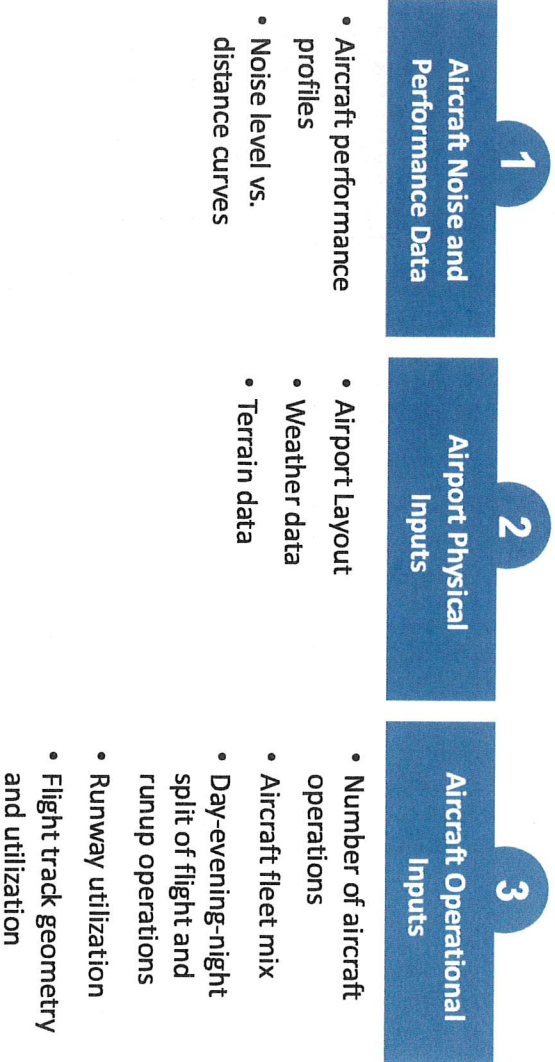
# Noise Model Overview



- FAA requires use of their Aviation Environmental Design Tool (AEDT) for civilian aircraft operations

- Version 3g is the most current version (at study's commencement)
- <https://aedt.faa.gov>

Noise model input data categories:





# Noise Modeling Process



## Base Year

2/1/2023 through 1/31/2024

- Obtained, processed and analyzed 12 months of flight track and aircraft identification data
- Determined day-night split of aircraft operations, and fleet mix

## Existing & Forecast Conditions

2025 and 2030

- Confirmation of FAA's Terminal Area Forecast (TAF)
- Scaled base year operations with updated fleet to 2025 existing operations and 2030 forecast operations

# Physical Conditions

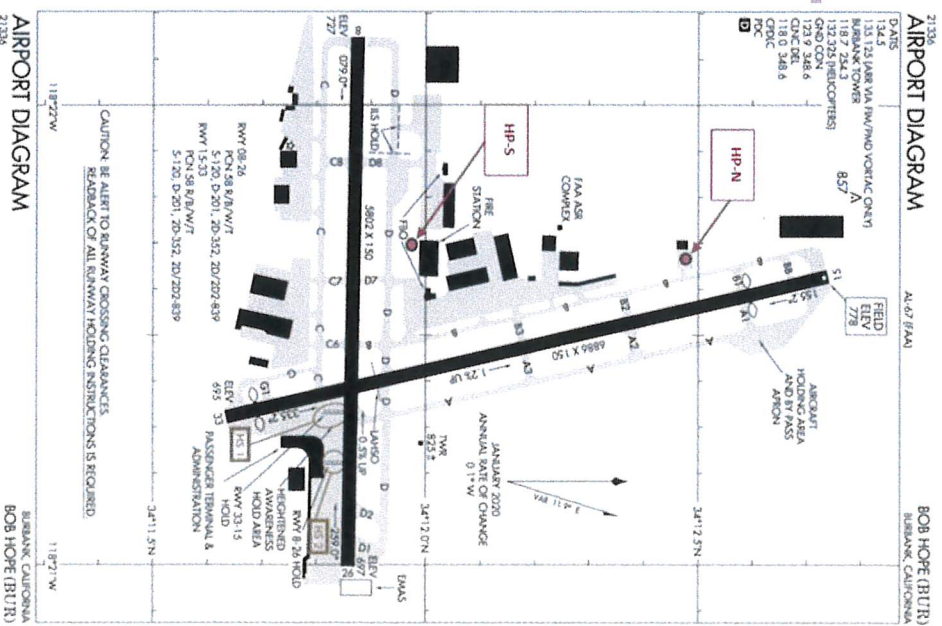
## AIRFIELD LAYOUT

### Runways

- Runway 15/33
- Runway 8/26
- Helipads (designated as **red dots on diagram**)
  - Differentiated by north (HP-N) and south (HP-S)

### New Terminal

- Projected to open in 2026
- No changes to the Runways or Helipads



SW-3, 25 JAN 2024 to 22 FEB 2024

# Weather and Terrain



## METEOROLOGICAL CONDITIONS

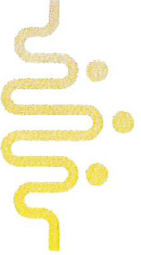
- AEDT database includes recent 10-year (2013-2022) averages:

Temperature	65.28° F
Station Pressure	988.38 mbar
Sea Level Pressure	1013.92 mbar
Relative Humidity	50.03 %
Dew Point	46.1° F
Wind Speed	4.48 knots

## TERRAIN DATA

- Describes elevation of ground surrounding the airport and airport property
- Data obtained from the U.S. Geological Survey National Elevation Dataset

# Aircraft Operations



<b>Annual Average Day Operations</b>	Existing Year 2025 Forecast Year 2030	
<b>Aircraft Type</b>	Jet Turboprop Helicopter Piston	Matched to specific AEDT Aircraft Types
<b>Day-Evening-Night Split</b>	Day: 7 AM – 7 PM Evening: 7 PM – 10 PM Night: 10 PM – 7 AM	
<b>Runway Use, Flight Tracks, Track Use</b>	Represents where the flight operations occur	
<b>Stage Length</b>	Surrogate for aircraft weight; determined by distance from departure to destination airport	

## AIRCRAFT OPERATIONS

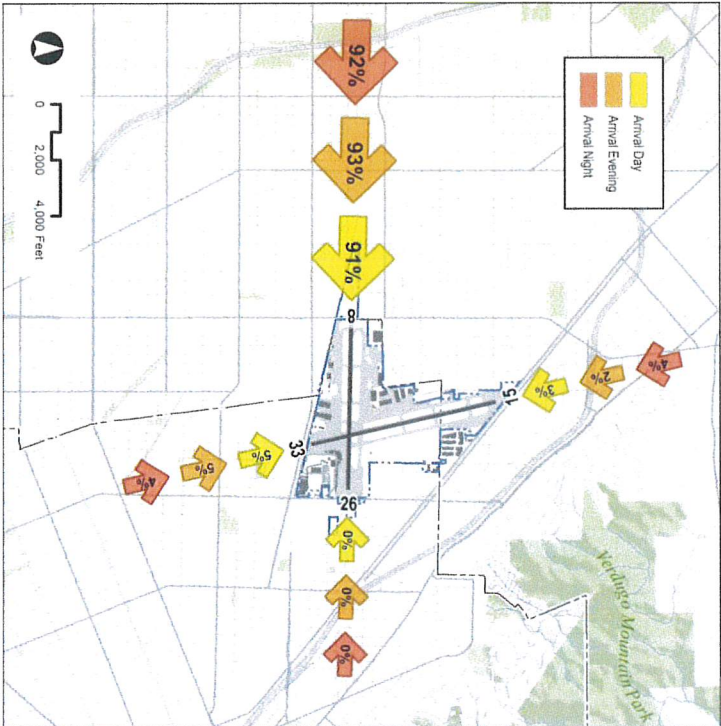
Year	Commercial	General Aviation	Military	Total
2025	92,866	52,494	400	145,967
2030	105,458	53,767	400	159,626

*Note 1: Forecast Pending FAA Approval.*

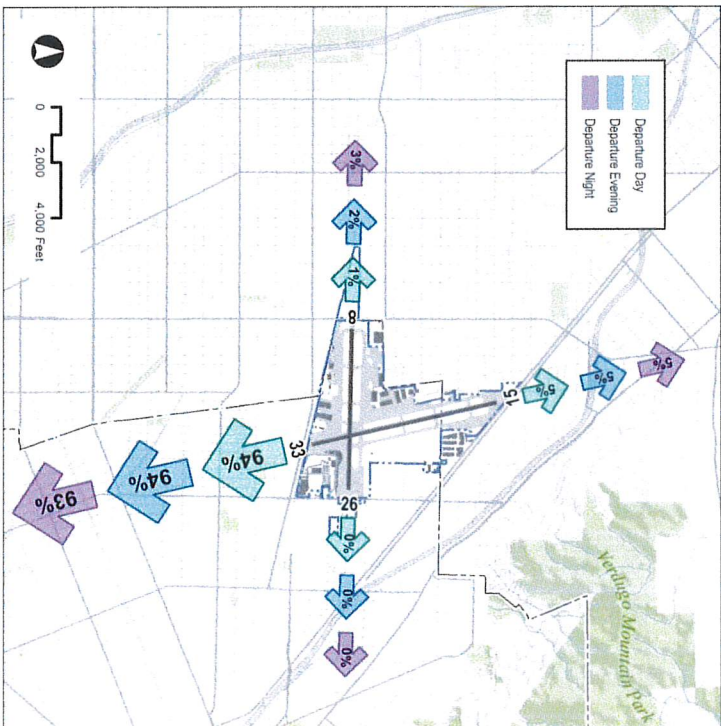
*Note 2: Operations sums may appear to be off due to rounding.*

*Source: M&H Forecast, FAA 2023 TAF*

# Runway Use

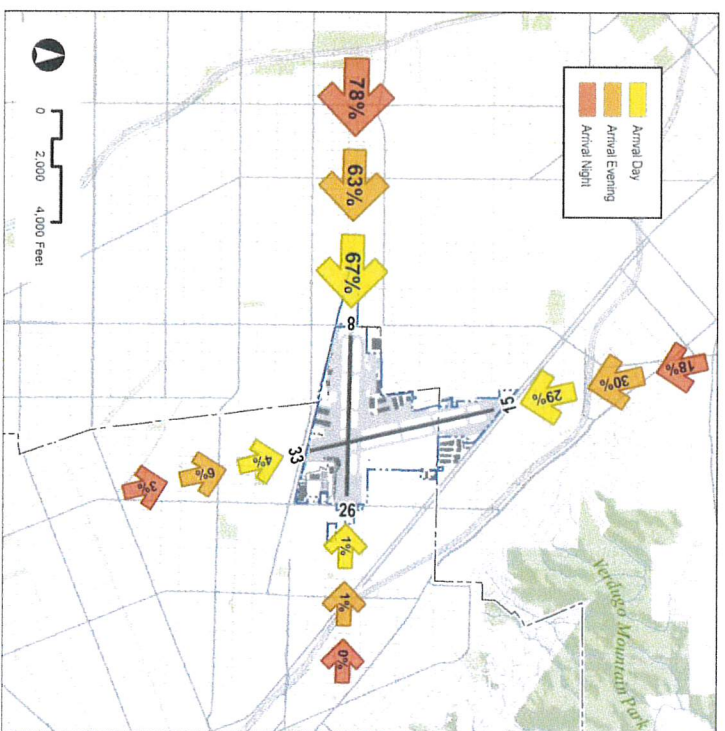


Jet Arrival Runway Use Percentages

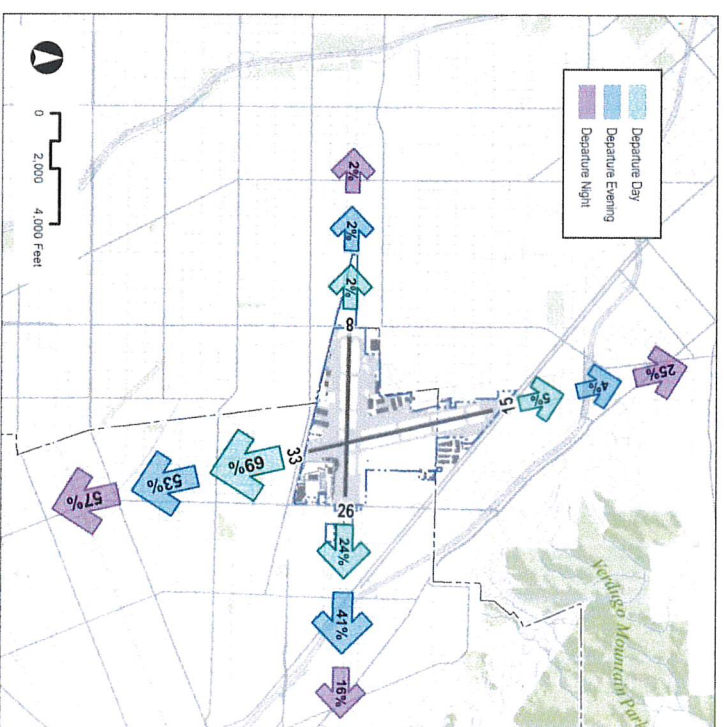


Jet Departure Runway Use Percentages

# Runway Use



Non-Jet Arrival Runway Use Percentages



Non-Jet Departure Runway Use Percentages

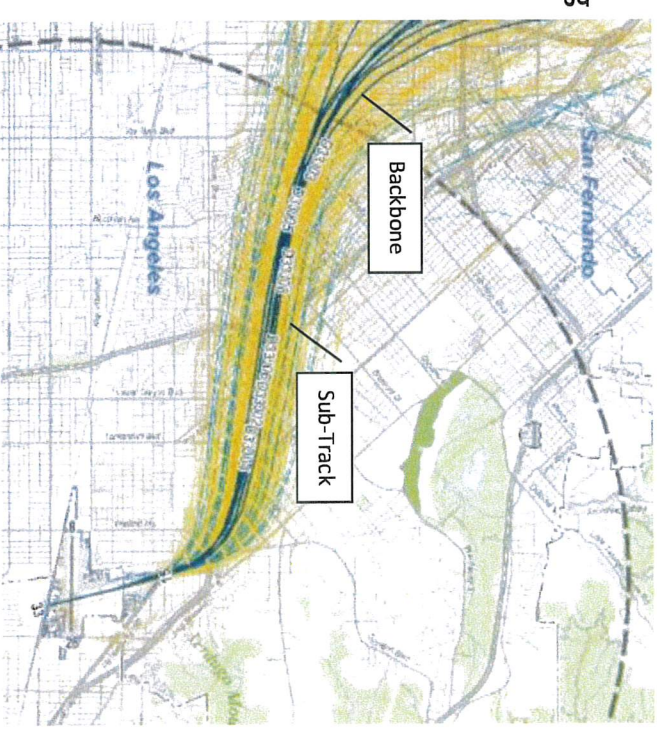
# Aircraft Flight Tracks



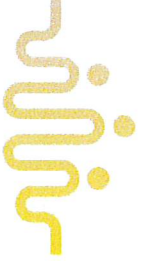
- Model flight tracks have been developed for arrivals and departures based on analysis of radar data
- Model “Backbone” tracks are developed for major origin/destination directions; backbones have subtracks, to increase fidelity of modeling

## Model Track Development Process

- Actual flight tracks are grouped into bundles (by aircraft type, runway, operation type, and destination)
- Track groups are represented by a “backbone” track and sub-tracks on either side to represent the dispersion of the bundle
- Representative tracks are developed to the extent of the study area
- Separate track use percentages are developed for each track bundle and type of operation



# Aircraft Flight Tracks



- Process is the same for arrivals and departures for each runway, aircraft type, direction, and track group
- Prepared 385 tracks: 103 backbone and 282 sub-tracks

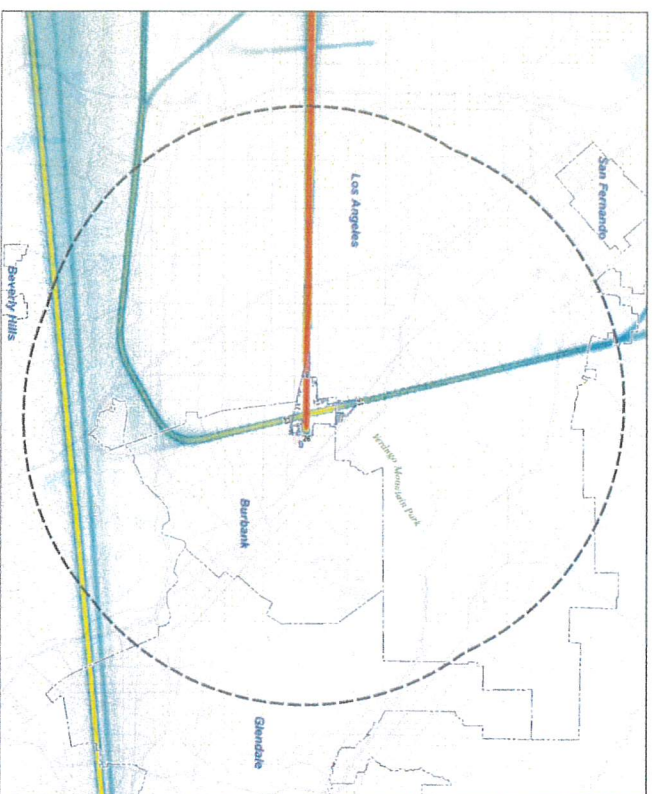
Subsequent slides

- Illustrate the results of HMMH development of model tracks
- Present overall arrival and departure flight track figures for each aircraft group

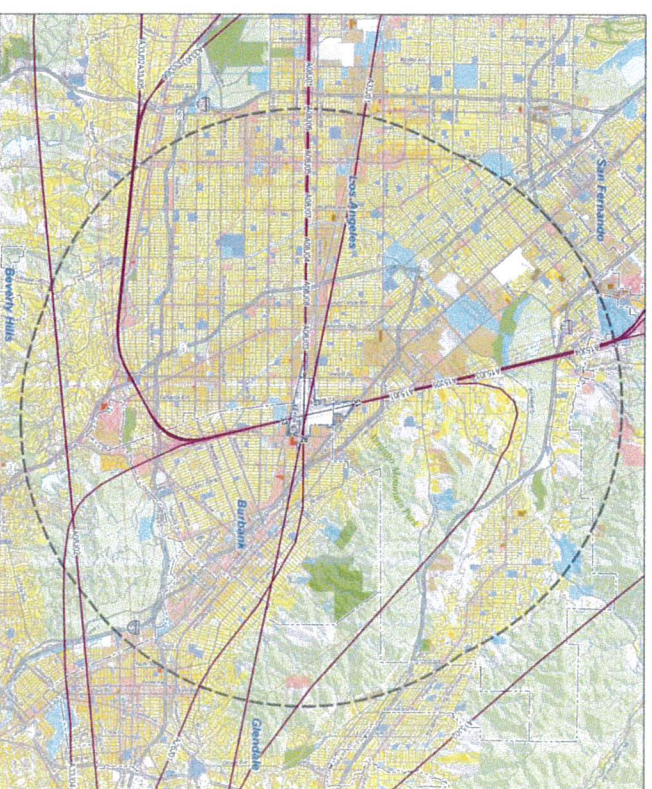
Runway	Arrival Tracks		Departure Tracks	
	Backbone	Sub-Track	Backbone	Sub-Track
15	8	20	16	68
33	10	22	11	28
8	17	60	6	14
26	3	0	6	18
HS	6	13	7	13
HN	6	11	7	15
<b>Total</b>	<b>50</b>	<b>126</b>	<b>53</b>	<b>156</b>



# Flight Tracks – Jet Arrivals



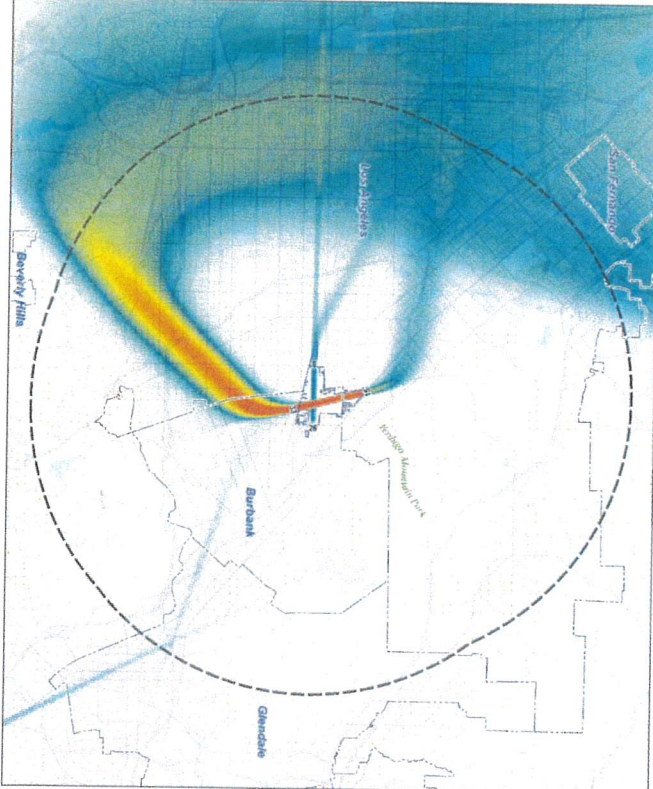
2023 Flight Track Density



Model Flight Tracks



# Flight Tracks – Jet Departures



2023 Flight Track Density



Model Flight Tracks

**Figure 10**  
**Modeled Jet Departure Flight Tracks**

**Legend:**

- Modeled Jet Departure Flight Tracks (2031)
- Modeled Jet Departure Flight Tracks (2030)
- Airport Boundary
- Bureau of Transport
- Major Street Road
- Municipal Boundary
- State Road
- Single Family Residential
- Medium Density Residential
- Medium Density Residential
- Transit Station
- Transit Station 1 (Transit Station)
- Transit Station 2 (Transit Station)
- Commercial Use
- Manufacturing Use (Production)
- Low Floor
- Airport
- Secondary (Open Space)
- Golf Course
- Water (Lake)

**Scale:** 0, 1, 2 Miles

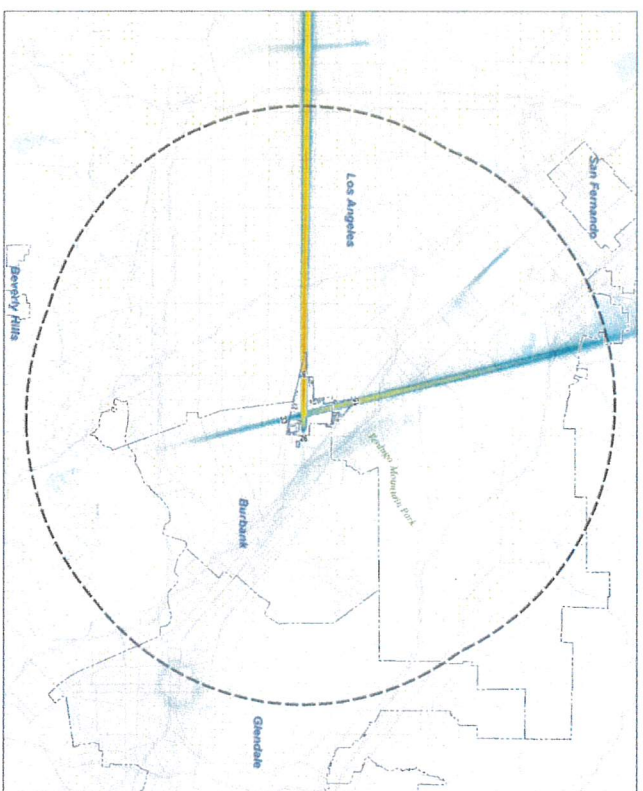
**Source:** LDM/MDM



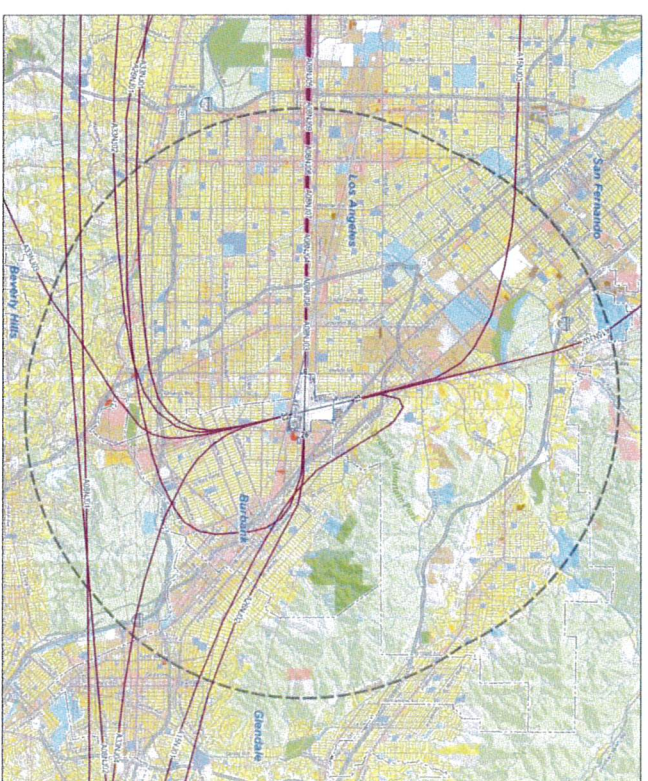
Hollywood Burbank Airport

Part 150 STUDY

# Flight Tracks – Non-Jet Arrivals



2023 Flight Track Density



Model Flight Tracks



Part 150 STUDY

Figure 11  
Modeled Non-Jet Arrival Flight Tracks

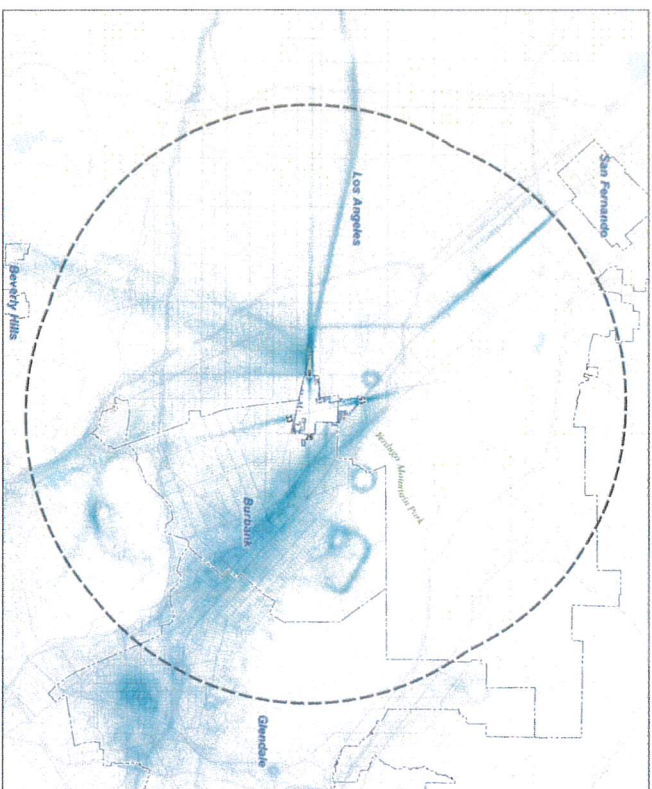
- Modeled Flight Pathways From
- Modeled Initial Descent Path
- Airport Boundaries
- Runway/Taxiway
- Slalom (Arrival) Bound
- Staggered Boundaries
- South Pass
- Single Point Descent
- Multi Point Descent
- Model Area
- Transition (Climb)
- Proposed 1500' Contour
- Proposed 1500' Contour
- Commercial Run
- Manufacturing and Industries
- Land Use
- Apartment
- Residential (Low-Density)
- Golf Course
- Urban (Low-Density)



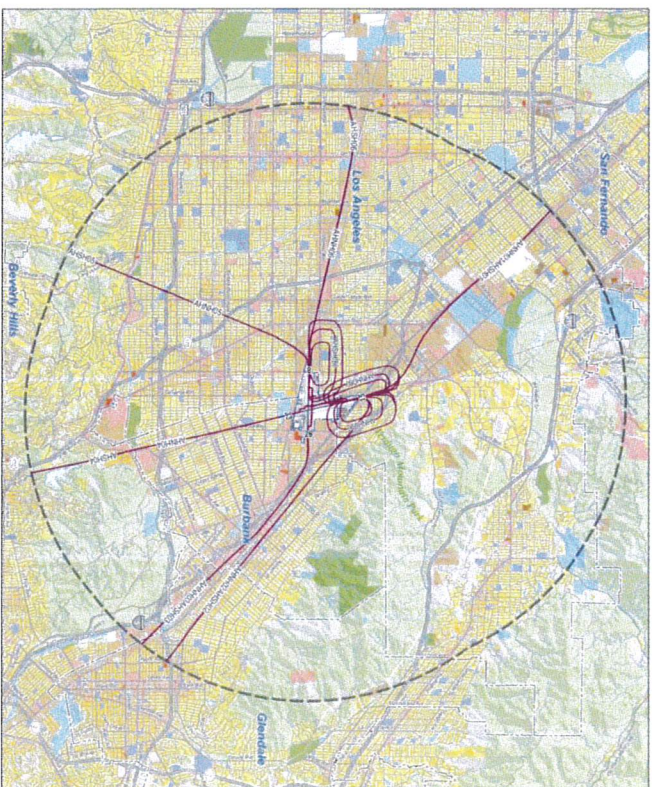
Part 150 STUDY



# Flight Tracks – Helicopter Arrivals



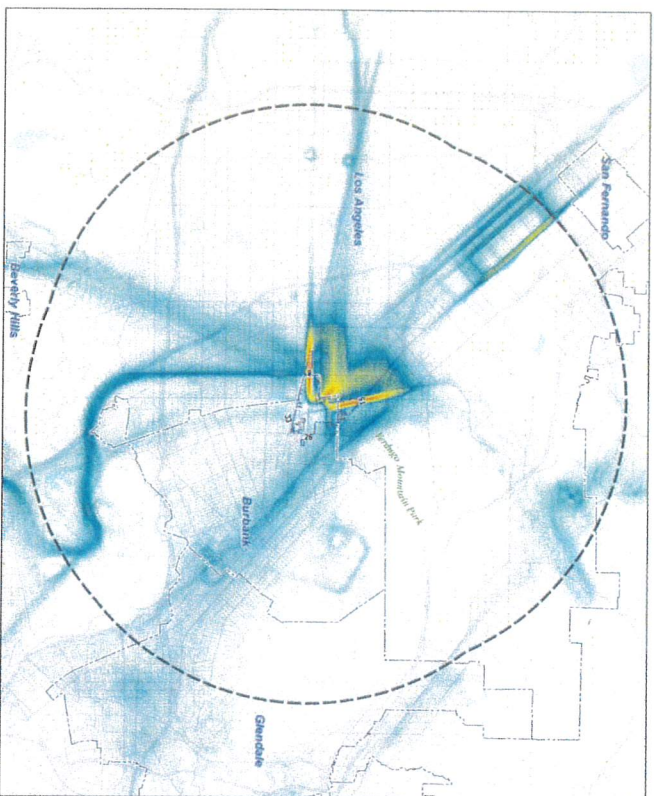
2023 Flight Track Density



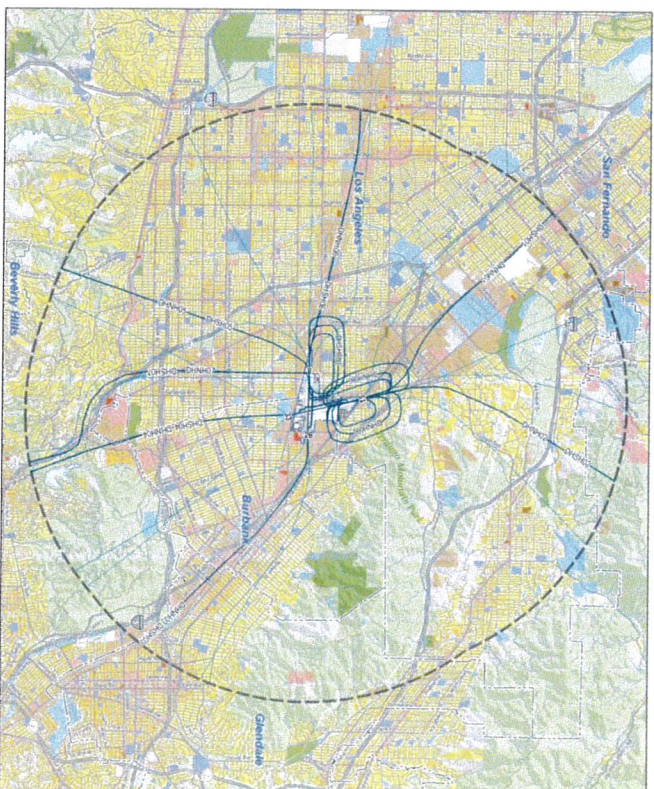
Model Flight Tracks



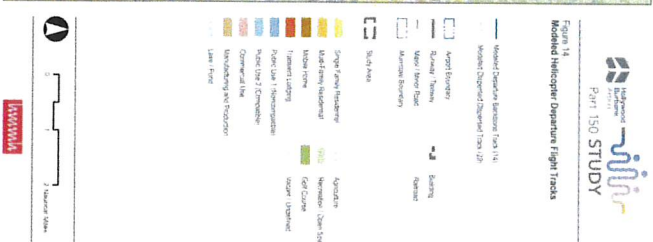
# Flight Tracks – Helicopter Departures



2023 Flight Track Density



Model Flight Tracks



## Next Steps

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- Generate noise contours with AEDT
- Assess land use compatibility
- Develop draft Noise Exposure Maps and report
- Present draft NEM to the public
- Submit the NEM to the FAA for review and acceptance
- Evaluate:
  - Potential **noise abatement measures** to reduce the number of people exposed to 65 dB CNEL and higher aircraft noise levels
  - Potential **land use measures** to mitigate uses not compatible with aircraft noise and prohibit introduction of future non-compatible land uses
  - Potential **programmatic measures** to implement, monitor and report on the Authority-recommended noise abatement and land use measures
- Update the Noise Compatibility Program

# Tentative Schedule

January 2024

Project Kick Off

February 2024

Data Collection and Study Protocol Development

January 30, 2025

TAC/CAC Meeting #1, Open House #1 (Study Introduction)

**March 27, 2025**

**TAC/CAC Meeting #2 (Review of Noise Modeling Inputs)**

Spring 2025

Publish Draft NEM Document, 30-Day Review Period

May 22, 2025

TAC/CAC Meeting #3 (Noise Modeling Results & Existing NCP Review)  
Open House Meeting #2 (NEM Draft Document)

Summer 2025

Submit NEM to FAA, NCP Phase Begins

Fall 2025

TAC/CAC Meeting #4 (Noise Abatement Measures)

Winter 2026

TAC/CAC Meeting #5 (Land Use & Programmatic Measures)

Spring 2026

TAC/CAC Meeting #6, Open House #3 (Draft NCP Recommendations)

Fall 2026

Open House #4 and Public Hearing (Draft NCP document)

November 2026

Submit NCP to FAA

*\*Please hold dates underlined above for upcoming TAC meetings.*







Part 150 STUDY

# Project Contacts



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**Project Website**

[www.hollywoodburbankairport.com/noise/part-150-study-update](http://www.hollywoodburbankairport.com/noise/part-150-study-update)

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**Project email address**

[BURPart150Study@arellanoassociates.com](mailto:BURPart150Study@arellanoassociates.com)

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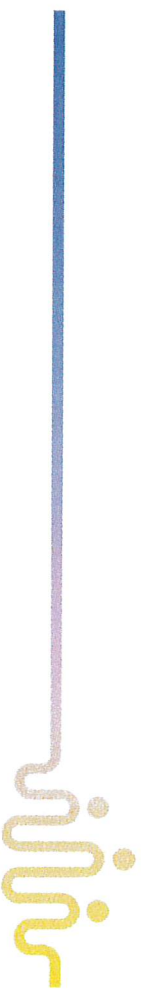
**Project Manager**

Timothy Middleton, C.M.  
[tmiddleton@hmmh.com](mailto:tmiddleton@hmmh.com)





## Discussion





**SUSTAINABLE BURBANK COMMISSION  
FEBRUARY 24, 2025, 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 5:03 p.m.

**II. ROLL CALL**

**Members Present:**

Victoria Kirschenbaum (Chair)  
Adrine Der-Tavitian (Vice Chair)  
Limor Zimskind  
Charles Wilson  
Alissandra Valdez  
Robin Gemmill  
Jared Cavagnuolo

**Members Absent:**

Kevin O'Brien  
Jenny Deahl  
Jared Cavagnuolo

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

John Molinar – Asst. Public Works Director – Streets & Waste Management  
Amber Duran – Recycling Coordinator  
Berenice Quintero – Senior Clerk, Recording Secretary  
Drew Johnstone – Sustainability Officer, Burbank Water & Power  
Lisa Blai – Admin. Analyst 1, Burbank Recycle Center

**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**

Burbank Eco Council co-founder and director, Karen Lau, provided operational and budget updates to the Commission on Eco Council's Earth Day event.

**B. Commission Member Communication**

Chair Kirschenbaum informed the Commission on an urban forest plan interview held by Parks and Recreation department and their consultants. She also provided an update regarding Burbank Water and Power's (BWP) solar net billing and the Parks and Recreation Board meeting.

Commissioner Gemmill thanked those for attending the Hollywood Way and Clark Community Garden open house. She asked for volunteers for the next community garden event.

**C. Staff Communication**

Drew Johnstone provided updates on the greenhouse gas reduction plan report. He also informed that he will be presenting to the BWP Board on updates to BWP incentive programs.

Amber Duran introduced Burbank Recycle Center staff, Lisa Blai.

Berenice Quintero introduced the Commission's new Youth Board representative, Alisa Avetisyan.

**IV. APPROVAL OF MINUTES**

Ms. Gemmill moved, and Mr. Wilson seconded a motion to approve the January 13, 2025, draft minutes. The motion was approved by Ms. Kirschenbaum, Ms. Valdez, Ms. Zimskind, and Ms. Der-Tavitian.

**V. WASTE REDUCTION ORDINANCE UPDATE**

Lisa Blai gave a presentation to the Commission on implementation of the Waste Reduction ordinance, specifically on business outreach and enforcement (attachment 1).

**VI. WORK PLAN UPDATE DISCUSSION**

Ms. Zimskind moved, and Ms. Valdez seconded a motion to approve the draft Work Plan with the amendments to change subcommittees to "ad hoc" and included information on reflective pavement services (attachment 2). All present approved the motion.

**VII. FISCAL YEAR 24-25 SUSTAINABLE BURBANK COMMISSION BUDGET PROPOSAL**

The Commission discussed changes to make to the budget and potential updates. Mr. Wilson moved, and Ms. Der-Tavitian seconded a motion to approve budget revisions (attachment 3). All present approved the motion.

**VIII. AD HOC SUSTAINABLE BURBANK COMMISSION BUDGET SUBCOMMITTEE**

The Commission and staff discussed the potential budget for fiscal year 2025-2026.

**IX. AD HOC OUTREACH SUBCOMMITTEE**

Chair Kirschenbaum provided an update on the February 19<sup>th</sup> Go Green event, "Unmasking the Plastics Crisis." Staff introduced Commission logos for the Commission to choose from. Ms. Kirschenbaum moved, and Ms. Valdez seconded a motion to select a Commission logo with revisions requested. All present approved the motion.

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

The subcommittee met and updated the subcommittee's portion of the Commission's work plan. Ms. Gemmill informed the Commission that she and the Chair met with the staff from Stough Nature Park regarding the landscape.

**XI. AD HOC ENVIRONMENTAL JUSTICE SUBCOMMITTEE**

There were no updates from the subcommittee.

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

1. Electric Bike and Scooter Usage – Review (March 11, 2025)
2. Waste Reduction Ordinance – Update (March 25, 2025)

**XIII. INTRODUCTION OF ADDITIONAL AGENDA ITEMS**

1. Solar Net Billing policy presentation by Cailey Underhill (TBD)

**FUTURE AGENDA ITEMS**

**XIV. ADJOURNMENT**

The meeting was adjourned at 6:40 p.m. The next meeting will be held on Monday, March 24, 2025, 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

# Waste Reduction Ordinance Update

SUSTAINABLE BURBANK COMMISSION

2.24.2025



# Education and Outreach

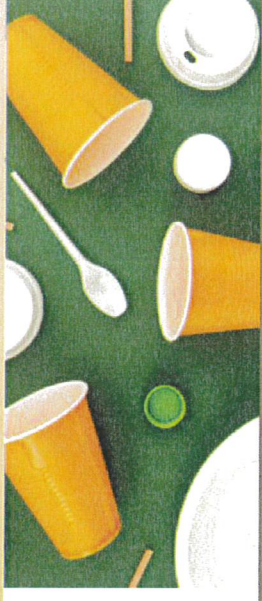




# Website Information

## Waste Reduction Regulations Ordinance

Learn about the Waste Reduction Regulations Ordinance, its goals and purpose, how your business may be impacted, what to expect as a stakeholder, and what resources are available for technical assistance and implementation.



[Link to the ordinance](#)





[Key dates](#)

[Enforcement policy](#)

[Facts about single-use plastic](#)

[Business toolkit](#)

# Compliant Product List

TAKE OUT CONTAINERS (UPDATED JULY 2024)							
ORDINANCE DETAILS	CERTIFICATION	VENDOR	PRODUCT	REPLACES	DIMENSIONS	PURCHASE LINK	PICTURE
No Added PFAS, Compostable	TUV OK Compost Certified	Green Paper Products	Compostable Takeout Bowl	Non-Compostable Takeout Bowl	32 oz	<a href="#">32 oz Soup &amp; Salad Bowl   Natural Plant Fiber</a>	
No Added PFAS, Compostable	TUV OK Home Compost Certifies	Green Paper Products	Compostable Takeout Bowl (Barrel Bowl)	Non-Compostable Takeout Bowl	8, 12, 16 oz	<a href="#">8 oz Bowl   Natural Plant Fiber</a>	
No Added PFAS, Compostable	TUV OK Compost Certified	Green Paper Products	Compostable Takeout Lid (Matching Barrel Bowl Lid)	Non-Compostable Takeout Lid	8, 12, 16 oz	<a href="#">Lid for 8-16 oz Barreled Bowl   Natural Plant Fiber</a>	
No Added PFAS, Compostable	TUV OK Compost Certified	Green Paper Products	Compostable Takeout Lid	Non-Compostable Takeout Lid	Fits 16, 24, 32 oz Soup/Salad Bowls	<a href="#">Fiber Lid for 16-32 oz Round Natural Fiber Bowl</a>	



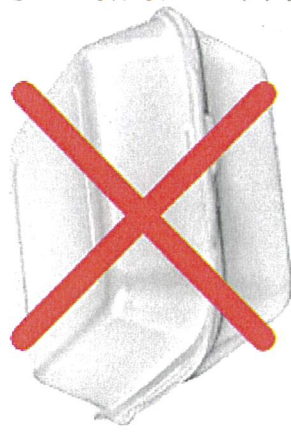
- **Mailer to businesses for license renewal**
- **Chamber of Commerce email advertisement**
- **“Unmasking Plastics” event**
- **Articles in the Recycle Center newsletter**

# Burbank's New Waste Reduction Ordinance

Plastic has become a staple in our everyday lives, found in everything from computers and medical devices to homes and clothing. While plastic is here to stay, steps are being taken at both the state and city levels to reduce single-use plastic—and these changes are necessary. California's regulations address critical issues, including the depletion of natural resources, litter in streets and waterways, and the harmful effects of PFAS chemicals. For example:

- **SB 54** establishes standards for recyclability and compostability and mandates producer responsibility.
- **AB 1200** bans foodware containing PFAS.
- **AB 1276** requires that single-use accessories like condiment packets, straws, and utensils are only provided to customers upon request.

To align with these regulations and maintain its commitment to environmental leadership, Burbank passed its own waste reduction ordinance with the following key provisions:



Credit: dreamstime | iStock | Getty Images Plus

## Effective Now

- A ban on selling or distributing polystyrene (Styrofoam™) foodware.
- Single-use foodware accessories are provided only upon customer request.

## Effective January 1, 2026

- All single-use food serviceware must be compostable or recyclable and free of added PFAS.
- Dine-in orders must be served on reusable food serviceware. Waivers will be available for businesses facing undue hardship due to limited space, financial constraints, or lack of suitable products.

# Polystyrene and Its Forms

You may be purchasing polystyrene products without realizing it. Most people recognize Styrofoam™ as the lightweight, foamy material that easily breaks into small pieces and contributes to marine litter, taking thousands of years to decompose. However, polystyrene comes in other forms too. It can also appear as clear or colored rigid plastic.

Any plastic marked with a #6 or PS symbol inside the recycling arrows is polystyrene—and is banned in Burbank and many other cities. This includes items like red party cups, many sushi and clamshell containers, and coffee cup lids. Plastic #6 cannot be recycled and ultimately ends up in landfills.

If you're a restaurant, ensure that your plastic containers are labeled #1, #2, or #5, as these types are recyclable.

# ReCreate Waste Collaborative Partnership



**Rebecca Allen**  
**Recycling Specialist II**



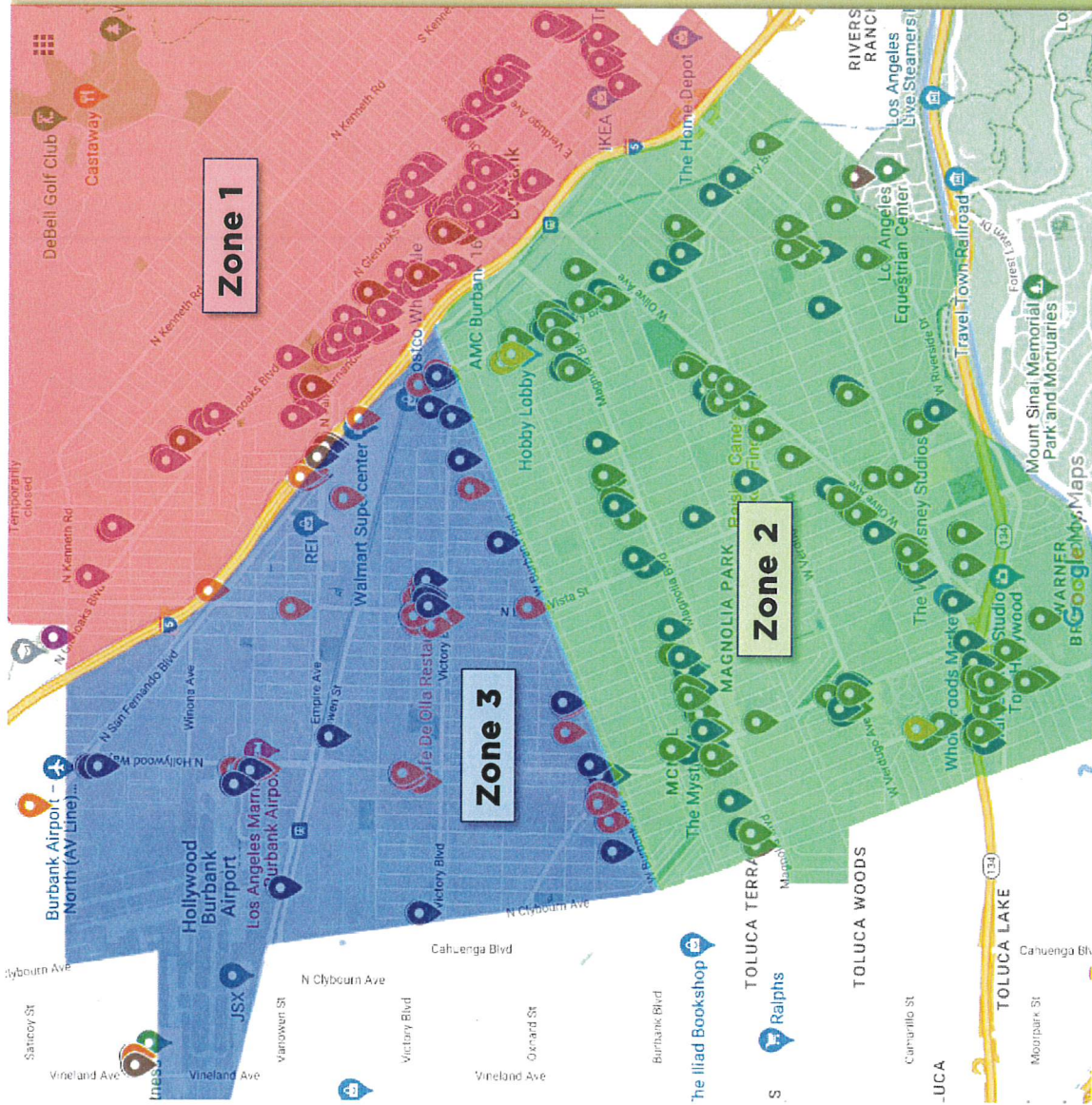
**Laney Richardson**  
**Recycling Specialist II**

# Methodology

**Outreach started early Sept 2024  
400 businesses by the end of June  
Visited 301 as of today**

**PHASE 1 Objective:  
Target businesses using polystyrene**

**PHASE 2 Objective:  
Focus on small businesses and restaurants  
that use single-use foodware for dine-in**



**PHASE 3: Objective: Work by zones**

- ZONE 1 (160 businesses)
- ZONE 2 (149 businesses)
- ZONE 3 (91 businesses)

**Zone 1**  
Everything North of I-5

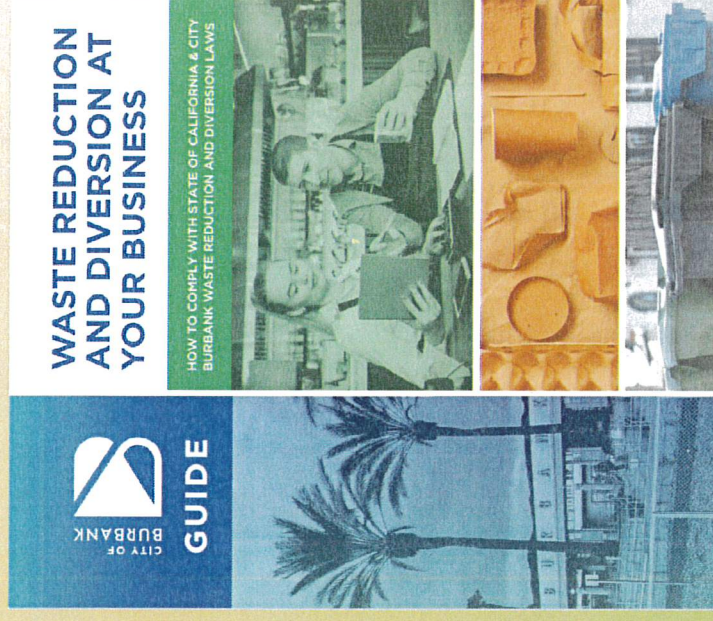
**Zone 2**  
Burbank Blvd South to the city borders and I-5

**Zone 3**  
Burbank Blvd North to the city borders and I-5

# Outreach Packet

## Educational brochure (13 pages)

- Letter of support from Ken Berkman
- Synopsis of the laws and FAQs
- Overview of State Laws—
  - SB 1383 (organics and recycling)
  - SB 619 (customers reusable containers)
  - AB 1276 (accessories upon request and unbundled)
  - SB 54 (ensuring foodware sold in CA is recyclable or compostable)





# Outreach Packet Continued

- Implementation checklist
- Show of community support
- Identifying compliant products
- Resources and contacts



**IDENTIFYING COMPLIANT PRODUCTS**

**PLASTIC PRODUCTS**

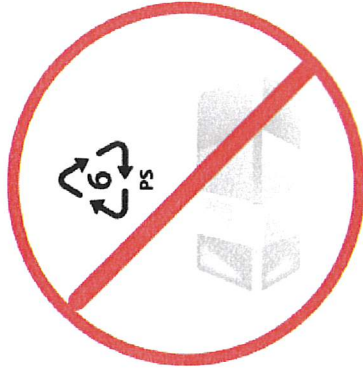
- ✓ The product must not be black
- ✓ Check the bottom of the product for the following symbols:

If it has one of these numbers, the product is acceptable.

- 1 PETE
- 2 HDPE
- 5 PP

✗ If it has no number or is a plastic #3, #4, #6, or #7, it is not acceptable

# POLYSTYRENE (STYROFOAM™) PROHIBITED



No vendor may sell, distribute, use, or provide any polystyrene foodware, drinkware, coolers or packing material in the City of Burbank. The following items are prohibited under the Plastic Waste Reduction Ordinance:

- Produce trays
- Egg cartons
- Meat and fish trays
- Coolers
- Packing Materials
  - Foam peanuts
  - Packing peanuts
  - Packaging noodles
  - Foam popcorn

## WHY?

Polystyrene is not recyclable and therefore ends up in the landfill, or even worse, as litter in waterways that flows to local beaches and the Pacific Ocean, leaching toxic chemicals and posing harm to all marine wildlife.



**CITY OF BURBANK ORDINANCE**  
WASTE REDUCTION REGULATIONS, ARTICLE 4-2-405 & AB 1276  
For more about the Waste Reduction Regulations Ordinance:

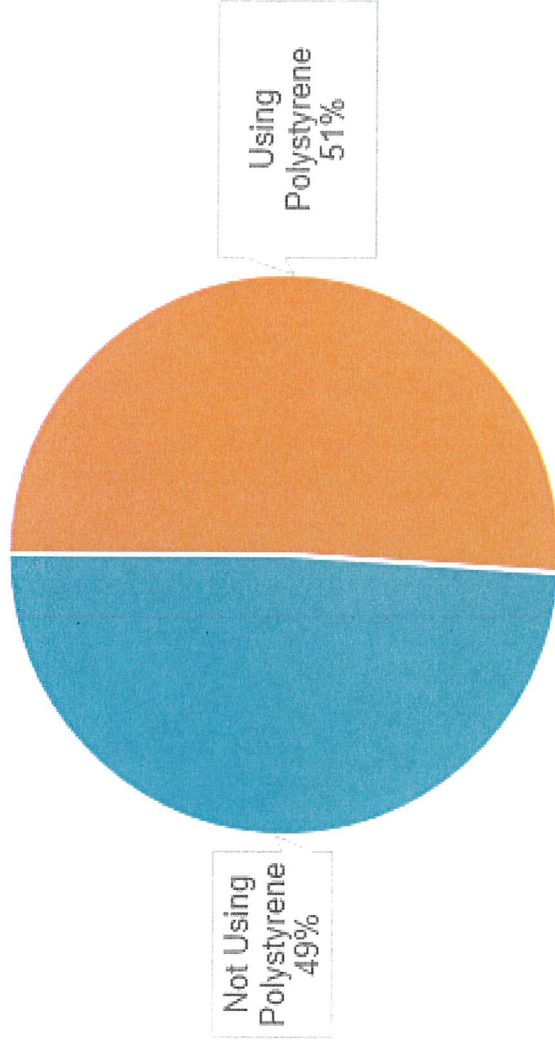
SCAN HERE



- Variety of signs and handouts, including an “Available Upon Request” “Employee Info Sheet” “Take What You Need”
- Available in Spanish and Armenian on our website

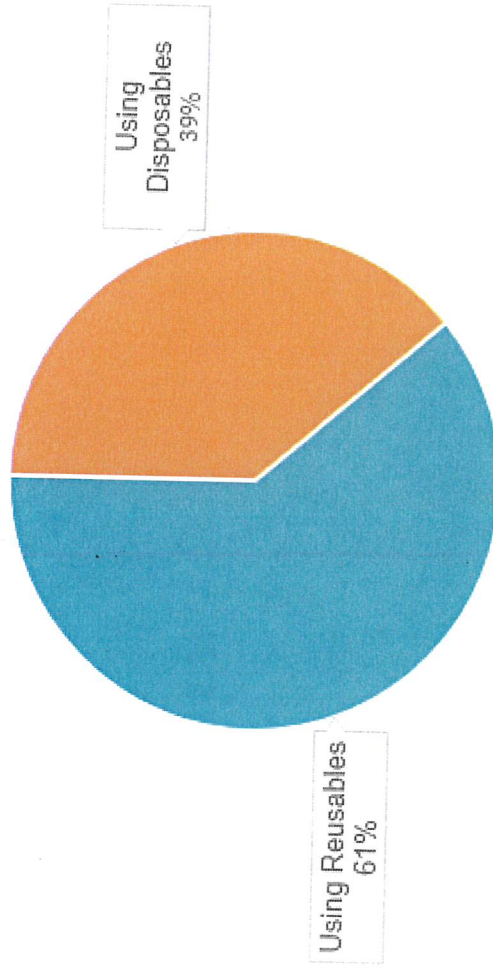
# Field Notes

## Businesses Using Polystyrene for Takeout



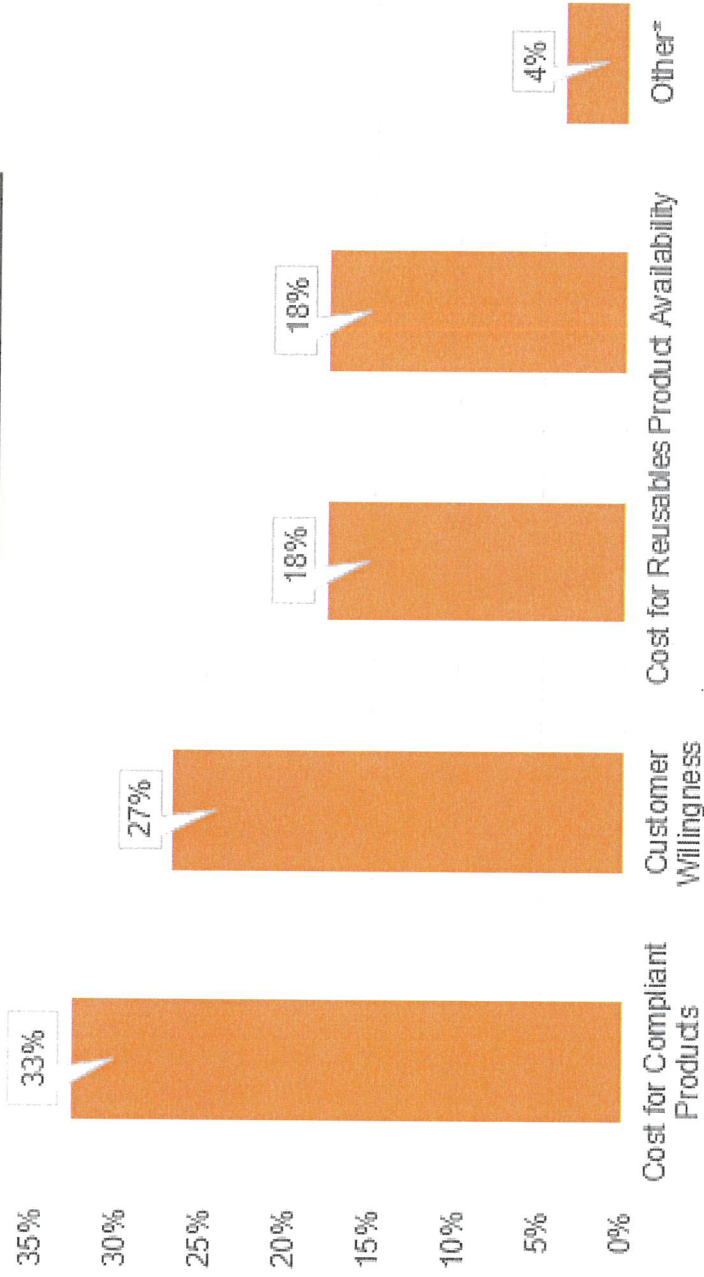
# Field Notes

Businesses Using Disposables for Dine-In



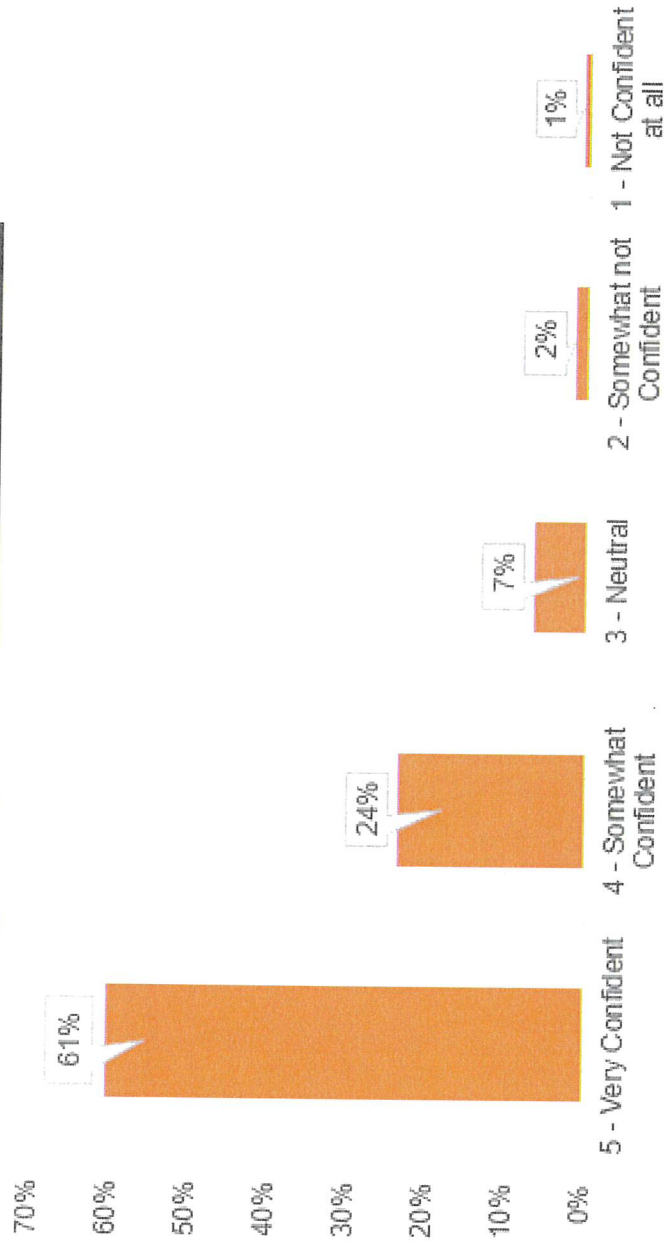
# Field Notes

Identified Barriers in Implementing Reusables



# Field Notes

## Confidence in Implementing the Regulations



# Business Spotlights

## Little Nelly

(To-go market and bakery; serves parties, picnics, breakfast and lunch at 3815 W Magnolia Blvd)

- Uses good compostable takeout foodware.

## Sweetgreen

(Fast casual; serves salads at 4320 W Riverside Dr)

- To-go materials are compostable—World Centric.
- They do not offer lids or straws to customers for drinks.

# Enforcement





# Welcome to Our Burbank

311

SEARCH

How can we help you?

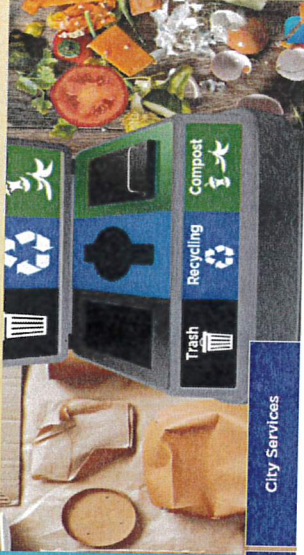
Search for Services, a Service Request number, or address.

311 Services

311 Services

Check Status

City Services



Search Services...

## New 311 Services



### Recycling & Foodware

Report Potential Recycling and Organics Services, Foodware Accessories, and Edible Food Donation Violations



[View All 311 Services](#)

### \* Food Service ware Violations

None selected



Search

**Select all**

- Serves dine-in customers with single-use food ware
- Serves to-go food with polystyrene (Styrofoam)
- Business sells polystyrene (Styrofoam)
- To-go Foodware is not compostable and/or recyclable
- Serves bundled foodware accessories
- Restaurant automatically gives customers condiment packages and/or foodware accessories
- Third-party online food app does not allow customers to opt out of single-use foodware



## Recycling & Foodware

Report Potential Recycling and Organics Services, Foodware Accessories, and Edible Food Donation Violations

[CREATE REQUEST](#)

# Complaint Follow-up Process

Visit the business and educate;  
revisit to see if corrected

NOV—with 60 days to correct

Send out a citation

# Cumulative Penalties

First violation: \$100

Second violation: \$200

Each subsequent violation: \$500

**LISA BLAI**  
**ADMINISTRATIVE ANALYST I**

[LBlai@BURBANKCA.GOV](mailto:LBlai@BURBANKCA.GOV)

BURBANK RECYCLE CENTER  
500 SOUTH FLOWER STREET  
BURBANK, CA 91502

[BURBANKCA.GOV](http://BURBANKCA.GOV)



**Sustainable Burbank Commission**  
**FY 2024/25 Work Plan - DRAFT -- NOT FOR PUBLIC DISTRIBUTION**

**Charter:** The Sustainable Burbank Commission shall act in an advisory capacity to the City Council in establishing policy on all matters as described in Section A; Engage the participation of the community; Provide community support for advancing policy initiatives and programs; Advise the City Council in the maximizing and leveraging efficient use of resources in the community; and, Advise the City Council in the review of proposals, programs, practices, and goals.

Goal	Strategy	Actions	Lead (Sub Committee)
Reduce waste	Support the implementation of the current waste ordinance	Mini-grants Implementation	Ad Hoc Waste Reduction Ordinance Implementation Sub Committee
		Develop budget mechanism to fund strategies, as needed	Ad Hoc Waste Reduction Ordinance Implementation Sub Committee
		Help to educate the public and businesses on the ordinance and future deadlines	Ad Hoc Waste Reduction Ordinance Implementation Sub Committee
		Continue to educate Staff, Commission, and Council on alternatives to current limitations on composting.	Ad Hoc Waste Reduction Ordinance Implementation Sub Committee
		Presentation by Staff on progress of implementation	Ad Hoc Waste Reduction Ordinance Implementation Sub Committee
		Continue to encourage Burbank to go further and ban all single-use plastics, including water bottles citywide	Ad Hoc Waste Reduction Ordinance Implementation Sub Committee
Implement Greenhouse Gas Reduction Plan	Reduce use of gas-powered leaf blowers	Encourage conversations around potential impacts of policy on small businesses	Environmental Justice
		Encourage Council to pass an ordinance banning gas-powered leaf blower on city property	Ad Hoc GGRP Implementation Sub Committee
		Advocate for Council to pass an ordinance banning gas-powered leaf blowers citywide	Ad Hoc GGRP Implementation Sub Committee

		<p>Explore community outreach, environmental justice and budget strategies</p> <p>Develop a letter of support to see robust outreach strategies, public health impact, etc; encourage city to fund rebates</p>	<p>Ad Hoc Environmental Justice Sub Committee</p> <p>Environmental Justice</p>
		Encourage BWP to invest in utility-owned local solar and batteries	Ad Hoc GGRP Implementation Sub Committee
		Study incentives and policies in neighboring cities	Ad Hoc GGRP Implementation Sub Committee
		Partner with nonprofits such as Solar Rights Alliance to explore strategies and policies	Ad Hoc GGRP Implementation Sub Committee
		Explore community outreach, environmental justice and budget strategies	Ad Hoc Environmental Justice Sub Committee
		Meet with Council members to share ideas and policy proposals	Ad Hoc GGRP Implementation Sub Committee
		Monthly social media post on topics/events related to sub-committee scope	Habitat Restoration
	City Council adopts citywide Urban Forestry Plan	Arrange to have quarterly updates by Forestry Department	Habitat Restoration
		Additional Action...	
	Engage with City by creating a community awareness for School Greening Project	Coordinate with Eco Council for periodic updates (for Commission and/or community)	Habitat Restoration
		Additional Action...	
	Expand California native planting and shade tree canopy within the public landscape.	Encourage native land stewardship-- connect with local tribes to have shared learning around native plants	Environmental Justice
Support habitat restoration		Support Stough Nature Center with Pollinator Project (Crotch	Habitat Restoration

		<p>Bumble Bee)</p> <p>Support Slough Nature Center's outreach around Youth and Adult groups</p> <p>Expansion of Native Public Landscape (community garden and Monarch Mile)</p>	
Expand Community Outreach	Plan and implement community events	<p>Habitat Restoration</p> <p>Habitat Restoration</p>	
		Host one or more cooking demos, working with Switch is On.	
		Monthly tabling at the Farmers' Market.	
		Host Waste Reduction/Plastics event	
		Plan Earth Day event	
		Host Enviro Justice Roundtable	
		Distribution of reusable produce bags	
		Develop budget mechanism to fund strategies, as needed	

## Attachment 3

2/24/25

**TO:** Ken Berkman, Public Works  
**FROM:** Sustainable Burbank Commission  
**SUBJECT:** FY 24-25 Budget Proposal for \$15,000

### BACKGROUND:

The Burbank City Council has provided the Sustainable Burbank Commission with \$15,000 for FY 2024-2025 to support activities within SBC's scope of work. The SBC Budget SubCommittee met with Commission Staff liaisons to flesh out priority areas for funding. Recommendations from the Budget SubCommittee were then presented at the October 21, 2024, SBC meeting, where Commission members discussed and then voted unanimously to support the proposed activities. On February 24, 2025, the Commission approved needed amendments.

### OBJECTIVE:

To use the City's financial support to promote SBC efforts in the community, as laid out below.

### PROPOSED ACTIVITIES FOR FY 2024-2025:

1. **EARTH DAY EVENT**, April 26, 2025, at Ralph Foy Park, modeled on the successful Burbank Eco Council Pedal Party held in April of 2024 for Earth Day. The event will be a partnership that includes SBC, Burbank Eco Council (BEC), Burbank Recycle Center, Public Works, BWP, and Burbank Parks and Recreation, to create a signature environmental outreach event, with plans to recreate this event annually.

The Earth Day event will include a bicycle obstacle course, booths staffed by local environmental organizations, a stage and musical acts, BWP demonstrations, Burbank Recycling Center display, and an SBC outreach table. In 2025, we anticipate additional participation by local youth clubs and organizations, speakers on environmental topics, and more representation by local green groups. Last year's Pedal Party attendance was approximately 300. With additional marketing and partnerships, we foresee an increase in attendance of 30%.

SBC sponsorship for this event will cover some of the necessary costs, as described in the Burbank Eco Council proposal below, not to exceed \$8,000.



<b>PROPOSED BUDGET</b>	<b>COST</b>
Canopies, Tables, Chairs*	\$2,000.00
Stage + Canopy (20x20 Riser)*	\$3,463.73
Audio (mic + speakers)*	\$929.00
Blowup Obstacle*	\$548.60
Falconer (Joe Suffredini-PW vendor)	\$400.00
Insurance for Non-City Exhibitors (35)*	\$1,593.00
Wayfinding Signage*	\$500.00
Misc admin (Nametag, pens, caution tape, easel rentals, etc)*	\$500.00
<b>TOTAL</b>	<b>\$9,934.33</b>

*\*These are quotes from Burbank Parks and Recreation approved vendors.*

2. **MICRO-GRANTS** to support small businesses in complying with Burbank's new [Waste Reduction Regulations Ordinance](#). With the passage of the City's Waste Reduction Regulations Ordinance, which was fully supported by the SBC, some small businesses in Burbank are feeling financially burdened by the unfunded mandate to transition to reusable foodware. To ease their initial investments in ordinance compliant materials, the SBC would like to pilot a micro-grant program, to provide eligible businesses up to \$500 each to support the new legislation. Burbank Recycle Center Staff would support SBC by developing the program, identifying the eligible recipients, and awarding the micro-grants to the seven businesses.
  
3. **SBC BRANDED REUSABLE PRODUCE BAGS** to increase SBC's visibility in the community and promote Senate Bill (SB) 1046 that bans single-use plastic produce bags which goes into effect January 1, 2025. These produce bags will encourage reduction of plastic and other one-time use bags. Burbank Recycle Center has offered to work with their contract graphic designer to present up to three SBC logos for the Commission's approval. There will be 2000 bags at \$1.94 each plus set up fees, taxes, etc.--costs split with Burbank Recycle Center. SBC portion of the cost will be \$2,000.

4. **NATIVE PLANTS** for the new Burbank Community Garden located on Hollywood Way, not to exceed \$1500.

**PROPOSED BUDGET:**

**Summary of Proposed Activities:**

\$8,000	Earth Day Event Sponsorship
3,500	7 Micro-Grants
2,000	Produce Bags
1,500	Native Plants
<b>\$15,000</b>	<b>Grand Total</b>