



Weekly Management Report

March 29, 2024

- 1. Memo** Landlord-Tenant Commission Meeting
on March 4, 2024
Community Development Department
- 2. Notice** Burbank-Glendale-Pasadena Airport Authority
Meeting on April 1, 2024
Burbank-Glendale-Pasadena Airport Authority



MEMORANDUM



COMMUNITY DEVELOPMENT

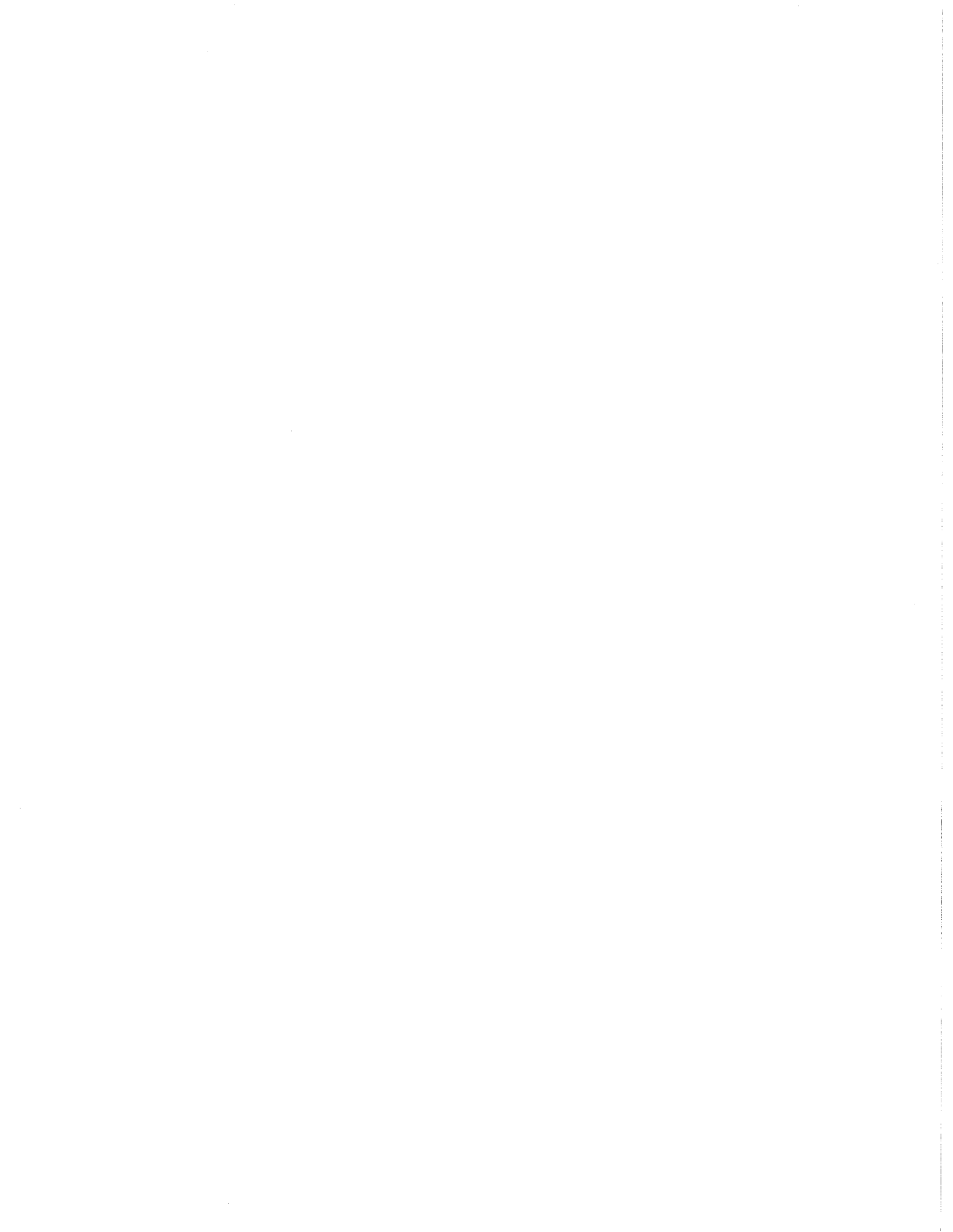
DATE: March 22, 2024

TO: Justin Hess, City Manager

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

SUBJECT: Landlord-Tenant Commission Meeting – March 4, 2024

- The meeting had no members from the public over Zoom. Three members of the public attended the in-person meeting and commented on issues related to rent increases, relocation due to termite fumigation and surveillance cameras surrounding a laundry room. Chairperson Ingalsbee suggest for both tenants to submit an intake form through Housing staff so their case can be assigned to a commissioner.
- The Commission provided updates on two tenant forms received last month related to habitability and harassment issues.
- Staff provided a brief presentation on the Boards, Commissions, and Committees attendance policy and later opened discussion for questions and comments between staff and the Commission.
- Commissioner Nahabedian reported out on information she received from a company called Liveable which, is involved with common area utilities charges and Ratio Utility Billing Systems (RUBS).
- The Commission motioned to invite a representative from Livable to make a presentation on common area utilities charges and information on Ratio Utility Billing Systems (RUBS) at any of the upcoming Commission meetings.
- The Commission approved the draft minutes of February 5, 2024.
- The meeting adjourned at 07:17 p.m.





March 28, 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, April 1, 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 April 1, 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, April 1, 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) Operations and Development Committee
 - (i) January 16, 2024 *[See page 1]*
 - 2) Legal, Government and Environmental Affairs Committee
 - (i) February 20, 2024 *[See page 3]*
 - 3) Finance and Administration Committee
 - (i) February 20, 2024 *[See page 5]*
 - (ii) February 29, 2024 *[See page 8]*
 - b. Commission Minutes
(For Approval)
 - 1) March 4, 2024 *[See page 9]*
 - 2) March 18, 2024 *[See page 12]*
 - c. Treasurer's Report
 - 1) December 2023 *[See page 20]*
 - d. Airport Noise and Operations Management System Service Agreement *[See page 50]*
 - e. Annual Review and Adjustment of Noise Violation Fines *[See page 52]*

f. Second Amendment to Aviation Hangar Lease
Consent to Sublease

[See page 54]

6. ITEMS FOR COMMISSION APPROVAL

a. Amended and Restated Master Indenture of Trust

[See page 56]

7. ITEMS PULLED FROM CONSENT CALENDAR

8. EXECUTIVE DIRECTOR COMMENTS

9. COMMISSIONER COMMENTS

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

10. PUBLIC COMMENT

11. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, April 1, 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 Operations and Development Committee special meeting of January 16, 2024; approved minutes of the Legal, Government and Environmental Committee special meeting of February 20, 2024; and approved minutes of the Finance and Administration Committee special meeting of March 4, 2024, and regular meeting of March 18, 2024, are included in the agenda packet for information purposes.
- b. **COMMISSION MINUTES.** A draft copy of the minutes of the Commission special meeting of March 4, 2024 and the regular meeting of March 18, 2024, are included in the agenda packet for Commission review and approval.
- c. **TREASURER'S REPORT.** The Treasurer's Report for December 2023 is included in the agenda packet. At its meeting on March 18, 2024, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.
- d. **AIRPORT NOISE AND OPERATIONS MANAGEMENT SYSTEM SERVICE AGREEMENT.** A staff report is included in the agenda packet. At its meeting on March 18, 2024, the Legal, Government and Environmental Affairs Committee voted (2-0, 1 absent) to recommend that the Commission award an Airport Noise and Operations Management System Service Agreement ("Agreement") to EMS Bruel & Kjaer Inc. D.B.A. Envirosuite, Inc., for continued maintenance and support services of the Airport Noise and Operations Management System. The proposed Agreement is for a period of five years, from April 15, 2024, to April 14, 2029 .
- e. **ANNUAL REVIEW AND ADJUSTMENT OF NOISE VIOLATION FEES.** A staff report is included in the agenda packet. At its meeting on March 18, 2024, the Legal, Government and Environmental Affairs Committee voted (2-0, 1 absent) to recommend the Commission authorize an increase to the noise fines associated with certain restricted operations as detailed in Airport Noise Rules 8 and 9, in accordance with the annual adjustment of noise violation fines required by Resolution No. 382.
- f. **SECOND AMENDMENT TO AVIATION HANGAR LEASE – CONSENT TO SUBLEASE.** A staff report is included in the agenda packet. At its meeting on March 18, 2024, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission approve a proposed Second Amendment to the Aviation Hangar Lease between Avalon Capital Group, Inc. and a Consent to Sublease between Avalon and Thornton Aircraft, LLC, a tenant in Hangar 89.

6. ITEMS FOR COMMISSION APPROVAL

- a. AMENDED AND RESTATED MASTER INDENTURE OF TRUST. A staff report is included in the agenda packet. At its meeting on March 18, 2024, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission approve an Amended and Restated Master Indenture of Trust substantially in the form presented.