



September 12, 2024

CALL AND NOTICE OF A REGULAR MEETING OF THE
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a regular meeting of the Legal, Government and Environmental Affairs Committee will be held Monday, September 16, 2024, at 8:30 a.m. in the Burbank Room 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: (701) 802-5334
Access Code: 2451017#

Leslie Whitmore, Assistant Board Secretary
Burbank-Glendale-Pasadena Airport Authority

REGULAR MEETING
OF THE
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE
Burbank Room
Monday, September 16, 2024
8:30 a.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 the Board Secretary.*
- *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

Monday, September 16, 2024

1. Roll Call

2. Approval of Agenda

3. Public Comment

4. Approval of Minutes

a. August 19, 2024

[See page 1]

5. Items for Approval

a. Professional Services Agreement
Trifiletti Consulting, Inc.

[See page 3]

A staff report is attached. Staff seeks a Legal, Government and Environmental Affairs Committee recommendation to the Commission for approval of a proposed Professional Services Agreement with Trifiletti Consulting Inc. to continue providing environmental consulting services in support of the Authority's Memorandum of Understanding with the South Coast Air Quality Management District and the implementation of the Airport's voluntary measures identified in the Air Quality Improvement Plan. The proposed Agreement is for the period from November 1, 2024, to October 31, 2025.

b. Assignment of Legislative Representation Service Contract

[See page 5]

A staff report is attached. Staff seeks a Legal, Government and Environmental Affairs Committee ("Committee") recommendation to the Commission for approval of an Assignment of Professional Services Agreement to transfer the Authority's legislative representation service contract from Renne Public Law Group to California Public Policy Group. Subject to the recommendations of the Committee, this item has also been placed on the Commission's agenda for its consideration at its meeting immediately following the Committee's meeting.

6. Items for Information

a. Committee Pending Items

[See page 11]

7. Adjournment

**MINUTES OF THE REGULAR MEETING OF THE
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

AUGUST 19, 2024

A regular meeting of the Legal, Government and Environmental Affairs Committee was called to order on this date in the Burbank Room, 2627 N. Hollywood Way, Burbank, California, at 8:30 a.m., by Commissioner Gabel-Luddy.

1. ROLL CALL

Present:	Commissioners Gabel-Luddy, Najarian and Williams
Absent:	None
Also Present:	Staff: Frank Miller, Executive Director; Patrick Lammerding, Deputy Executive Director, Planning and Development; Nerissa Sugars, Director, Communications and Air Service; Aaron Galinis, Senior Airport Planner; Gregory Rabinovitz, Chief of Staff Terence R. Boga, Airport Authority Counsel; Richards, Watson, Gershon

2. Approval of Agenda

Commissioner Najarian moved approval of the agenda; seconded by Commissioner Williams. The agenda was approved (3-0).

3. Public Comment

There were no public comments.

4. Approval of Minutes

a. July 15, 2024

Commissioner Williams moved approval of the July 15, 2024 Committee meeting minutes, seconded by Commissioner Najarian. There being no objection, the motion was approved (3-0).

5. Items for Approval

a. Award of Professional Services Agreement – Air Service Consulting Services

Staff sought a Committee recommendation to the Commission for award of a Professional Services Agreement to Arthur D. Little, LLC (“ADL”) for continued air service consulting services. The services to be provided by ADL are complementary to the airport marketing consulting services obtained through the contract recently awarded to Anyone Collective. The proposed cost for the proposed

services are for an amount not-to-exceed \$70,000.

Subject to the recommendation of the Committee, this item was placed on the Commission agenda for its consideration immediately following the Committee's meeting.

Motion

Commissioner Najarian motioned for approval, Seconded by Commissioner Williams.

Motion Approved

The motion was approved (3-0).

b. Citizen Advisory Committee Appointments

Staff sought a Committee recommendation to the Commission that it appoint Citizen's Advisory Committee ("CAC") nominees provided by the Cities of Burbank, Glendale, and Pasadena. In order to allow the CAC to start work as soon as possible, this item has been placed on the Commission's agenda for its meeting immediately following the Committee's meeting.

Motion

Commissioner Williams motioned to continue This item to the next regularly scheduled meeting because the City of Pasadena is still in the process of vetting its nominees to the Committee. Commissioner Najarian seconded the motion.

Motion Approved

The motion was approved (3-0).

6. Items for Information

a. Committee Pending Items

Staff updated the Committee on future pending Items.

7. Adjournment

There being no further business, the meeting was adjourned at 8:50 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE
SEPTEMBER 16, 2024**

**PROFESSIONAL SERVICES AGREEMENT
TRIFILETTI CONSULTING, INC.**

Presented By Maggie Martinez
Director, Noise & Environmental Affairs

SUMMARY

Staff seeks a Legal, Government and Environmental Affairs Committee (“Committee”) recommendation to the Commission for approval of a proposed Professional Services Agreement (“PSA”) with Trifiletti Consulting Inc. (“Trifiletti”), copy attached, to continue providing environmental consulting services in support of the Authority’s Memorandum of Understanding (“MOU”) with the South Coast Air Quality Management District (“SCAQMD”) and the implementation of the Airport’s voluntary measures identified in the Air Quality Improvement Plan (“AQIP”). The proposed Agreement is for the period from November 1, 2024, to October 31, 2025.

BACKGROUND

In 2016, the SCAQMD created an Air Quality Management Plan (“AQMP”) which is intended to achieve the National Ambient Air Quality Standards for the South Coast Air Basin. The AQMP lists various measures to reduce Nitrogen Oxides (“NOx”) and Volatile Organic Compounds (“VOC”), Particulate Matter (“PM”) PM2.5, lead, and diesel particulate matter from non-aircraft sources. All airport operators in the basin were required by the AQMP to create an AQIP that specifically outlines actions and goals to reduce emissions in and around their facility. To memorialize the implementation terms for certain AQIP measures, each airport operator in the basin executed an MOU with the SCAQMD in 2019.

Since 2017, Trifiletti has provided its expertise to the Authority with negotiations and securing the adoption of the MOU and the development of the AQIP with the SCAQMD. The Authority is required to remit annual reports on progress made toward achieving the goals contained in the MOU. In 2017, the Authority entered into an agreement with Trifiletti to assist Staff in providing input to the SCAQMD in connection with the adoption of the AQIP, negotiating with the SCAQMD on the elements of the MOU, and to generate the required periodic reports. The MOU between the Authority and the SCAQMD was executed on December 17, 2019.

Trifiletti has assisted the Authority in producing the required annual reports to the AQMD since the first reporting period in 2020. Trifiletti’s services ensure the Authority is in compliance with the MOU, and the firm monitors MOU-related and airport-related regulatory actions at the SCAQMD. These services include development of required emissions inventories and mandatory annual progress reports. This proposed Agreement will provide for Trifiletti to continue to support the Authority with the mandatory MOU reports for calendar year 2024 and related coordination and meetings with the AQMD as well as provide project support on the implementation and monitoring of the Airport’s voluntary AQIP measures with SCAQMD. The voluntary AQIP measures include Clean Fleet Programs, Trip Reduction Programs and Sustainable Design Programs.

Trifiletti is a registered Women-owned Business Enterprise (“WBE”), Latino-owned Business Enterprise (“LBE”), Minority-owned Business Enterprise (“MBE”), Disadvantaged Business Enterprise (“DBE”), and Small Business Enterprise (“SBE”) with the City of Los Angeles, the County of Los Angeles, and the Los Angeles County Metropolitan Transportation Authority (“Metro”).

DETAILS

The current contract with Trifiletti expires on October 31, 2024. The proposed PSA with Trifiletti provides for continued annual qualitative reporting of MOU initiatives as well as qualitative emissions reporting on a calendar year-end basis of those same measures and the support with the implementation and monitoring of the Airport’s voluntary AQIP measures with SCAQMD. Trifiletti’s services would be billable on a time and materials basis, not to exceed \$85,000.

The following documents have been included in the proposed PSA as exhibits for reference:

- A. Scope of Services
- B. Trifiletti Consulting Fees
- C. CDM Smith, subcontractor to Trifiletti, Scope of Work

FUNDING

The adopted FY 2025 budget includes appropriations for these required services.

STAFF RECOMMENDATION

Staff seeks that the Committee’s recommendation to the Commission that it approve the proposed PSA with Trifiletti and authorize the President to execute the same.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE
SEPTEMBER 16, 2024**

ASSIGNMENT OF LEGISLATIVE REPRESENTATION SERVICE CONTRACT

Presented by Pamela Marcello
Senior Director, Government and Public Affairs

SUMMARY

Staff seeks a Legal, Government and Environmental Affairs Committee (“Committee”) recommendation to the Commission for approval of an Assignment of Professional Services Agreement (“Assignment”) to transfer the Authority’s legislative representation service contract from Renne Public Law Group (“RPLG”) to California Public Policy Group (“CPPG”). Subject to the recommendations of the Committee, this item has also been placed on the Commission’s agenda for its consideration at its meeting immediately following the Committee’s meeting.

BACKGROUND

On August 28, 2023, the Commission awarded a Professional Services Agreement (“PSA”) for legislative representation services to RPLG, a limited liability partnership doing business as Renne Public Policy Group. Effective close of business on September 30, 2024, the Legislative Advocacy and Grant Services areas of RPLG will be transferred to CPPG as part of an asset purchase agreement. All staff members currently assigned to perform work specified in the PSA will become employees of CPPG effective October 1, 2024. CPPG will retain the same Sacramento office location as well as the same contact information (e.g., emails, telephone number etc.). This move will allow RPLG employees an opportunity to gain ownership in the new entity while maintaining a partnership with RPLG—unified in a commitment to public sector representation. This move will also allow CPPG the opportunity to continue its growth and better serve its clients.

The proposed Assignment will approve the transfer of RPLG’s rights and obligations under the PSA to CPPG. Effective October 1, 2024, CPPG shall perform the legislative representation services and shall be solely entitled to the compensation payable by the Authority under the PSA. The Assignment will not change other provisions of the PSA including the fee schedule, base term, and the Authority’s extension options.

STAFF RECOMMENDATION

Staff recommends that the Committee recommend to the Commission approval of the Assignment to transfer the PSA for legislative representation services from RPLG to CPPG.

August 5, 2024

VIA EMAIL ONLY

Frank R. Miller
Executive Director
Hollywood Burbank Airport
Via Email: Fmiller@BUR.org

Re: Joint Notice—Change of Firm: Renne Public Law Group, LLP (DBA Renne Public Policy Group) to California Public Policy Group Inc. (CPPG) Effective Date of October 1, 2024

Dear Mr. Miller:

In May 2019, the Renne Public Law Group (RPLG) launched Sacramento-based Renne Public Policy Group (RPPG) to provide public sector clients with non-legal services including legislative advocacy and grant writing. Since then, RPPG has dramatically expanded its client base and staff, delivering high-level services across California.

We are pleased to report that RPPG and RPLG leadership have now agreed upon a plan to spin RPPG off as a separate corporation, forming the California Public Policy Group (CPPG). This move will allow RPPG employees an opportunity to gain ownership in the new entity while maintaining a partnership with RPLG—unified in our commitment to public sector representation. This move will also allow CPPG the opportunity to continue its growth and better serve its clients.

To that end, we are jointly notifying our clients to ensure a smooth transition from RPLG to CPPG for the non-legal work currently being performed by RPPG. Below are the specific details of this change.

Effective close of business on Monday, September 30, 2024, the Legislative Advocacy and Grant Services areas of Renne Public Law Group, LLP [DBA Renne Public Policy Group] will be transferred as part of an asset purchase agreement from Renne Public Law Group to California Public Policy Group, a California Corporation. All staff members currently assigned to perform work outlined in our professional services agreement will become employees of CPPG effective Tuesday, October 1, 2024. CPPG will retain the same Sacramento office location as well as the same contact information (e.g., emails, telephone number etc.).

Service(s) Currently Being Performed:

The Hollywood Burbank Airport is currently under contract with RPLG for the following non-legal services:

- State Legislative Advocacy

Per the terms of our professional service agreement with the Hollywood Burbank Airport we respectfully request that you approve—in writing—the assignment of your current service contract(s) enumerated above from Renne Public Law Group, LLP to California Public Policy Group Inc. Such assignment will include all terms and conditions of the contract currently in place including all requirements to adhere to your agency’s insurance and procurement requirements. The assignment shall be effective Tuesday, October 1, 2024.

We understand that different agencies may have different requirements and processes for effectuating this change. Please let us know how we can help navigate these processes, and any information we need to provide.

Invoicing Pre and Post October 1, 2024:

- All invoicing for services rendered will continue to be generated and distributed by RPLG for work performed through September 30, 2024.
- Your agency will receive a final invoice on or about the first week of October from RPLG for all work performed in arrears through September 30, 2024.
- All work commencing October 1, 2024, will transition to CPPG.
- Beginning November 1, your agency will begin receiving invoices for all work performed on and after October 1, 2024, from CPPG.
- **There will be no interruption of service during this transition.**

Lobbying Registration and Filings:

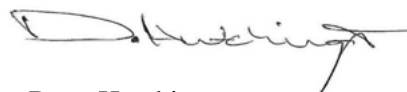
- CPPG will continue to work with the same Fair Political Practice Commission (FPPC) compliance vendor to ensure that all required forms are filed with the proper state agencies registering CPPG as the Hollywood Burbank Airport's lobbying firm of record. No cost will be assessed to your agency for this transition.
- CPPG will work with RPLG to ensure that all third quarter reporting requirements are met. No cost will be assessed to your agency for this service.

Any delivery of your files and records will be at no cost to you. Please direct us in writing by (including, should you wish, signing this form) to agree to the work assignment. Please feel free to contact Dane Hutchings or Jon Holtzman at any time on this matter. We appreciate your consideration of this request, and we look forward to the continued partnership with Hollywood Burbank Airport.

Very truly yours,



Jon Holtzman
Managing Partner
Renne Public Law Group, LLP



Dane Hutchings
Managing Director
Renne Public Policy Group
Founder/ CEO
California Public Policy Group, Inc.

In accordance with the current professional services agreement with Renne Public Law Group, LLP, the Hollywood Burbank Airport agrees to assign the performance off the requirements of the agreement subject to the terms and conditions of the agreement to the California Public Policy Group Inc. effective October 1, 2024.

Frank R. Miller
Executive Director
Hollywood Burbank Airport

CC: Pamela Marcello, Senior Director, Government & Public Affairs, Hollywood Burbank Airport

ASSIGNMENT OF PROFESSIONAL SERVICES AGREEMENT
(Burbank-Glendale-Pasadena Airport Authority /
Renne Public Law Group / California Public Policy Group)

This Assignment of Professional Services Agreement (“Assignment”) is dated September 16, 2024 for reference purposes and is executed by the Burbank-Glendale-Pasadena Airport Authority (“Authority”), Renne Public Law Group, LLP, a California limited liability partnership dba Renne Public Policy Group (“RPPG”), and California Public Policy Group, Inc. (“CPPG”), a California corporation.

RECITALS

- A. The Authority and RPPG executed an August 21, 2023 Professional Services Agreement (“Agreement”) to provide for the Authority’s retention of RPPG for performance of advisory and advocacy services related to legislative policy issues.
- B. The Agreement precludes RPPG from assigning, transferring, or subcontracting any interest in the contract, or the performance of any of its obligations, without the prior written consent of the Executive Director of the Authority.
- C. RPPG is transferring its Legislative Advocacy and Grant Services areas to CPPG as part of an asset purchase agreement.

NOW, THEREFORE, the parties agree as follows:

- 1. **Definitions.** Capitalized terms not defined in this Assignment shall have the meaning ascribed to such terms in the Agreement.
- 2. **Approval.** The Authority approves the assignment by RPPG to CPPG of all of RPPG’s rights and obligations under the Agreement. Effective October 1, 2024, CPPG shall perform the Services and all of RPPG’s other obligations under the Agreement, and shall be solely entitled to the compensation payable by the Authority under the Agreement. Nothing in this Assignment is intended to affect, or shall be construed as affecting, the provisions of the Agreement including the fee schedule, base term, and the Authority’s extension options.
- 3. **Payments/Notices.** Payments and notices to CPPG under the Agreement shall be delivered to CPPG at the physical and e-mail addresses specified for RPPG in Section 14 of the Agreement.
- 4. **Release.** RPPG irrevocably and unconditionally releases and forever discharges the Authority and its officers, employees and agents from any and all claims, demands, actions, or causes of action (past, present or future) that relate to payment for the Services performed after September 30, 2024.
- 5. **Integration.** This Assignment is supplemental to the Agreement and supersedes all prior oral or written negotiations, representations and contracts regarding this subject matter. This Assignment may not be amended, nor any provision or breach waived, except in a writing that is executed by the parties and expressly refers to this Assignment.

TO EFFECTUATE THIS ASSIGNMENT, the parties have caused their duly authorized representatives to sign below.

Renne Public Law Group, LLP dba Renne Public Policy Group

By: 

Print Name: Jonathan Holtzman

Title: Managing Partner

By: _____

Print Name: _____

Title: _____

California Public Policy Group, Inc.

By: 

Print Name: Dane Hutchings

☐ Chairperson ☒ President ☐ Vice President

By: 

Print Name: _____

☒ Secretary ☐ Asst. Secretary
☐ Chief Finance Officer ☐ Asst.

[Pursuant to California Corporations Code Section 313, both signature lines must be executed unless the signatory holds at least one of the offices designated on each line.]

Burbank-Glendale-Pasadena Airport Authority

Frank R. Miller, Executive Director

Approved as to form:

Richards, Watson & Gershon
A Professional Corporation

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE
SEPTEMBER 16, 2024
COMMITTEE PENDING ITEMS**

Future

1. Citizen's Advisory Committee Nomination - Part 150 Study
2. Report on APD Arsenal Inventory (AB 481)
3. Exploration of Options to Become an Electric Self Generator
4. LEEDS to Density Presentation (tentative) (City of Burbank - Golden State Plan)