

RESOLUTION NO. 513

**A RESOLUTION OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY COMMISSION
ADOPTING A CODE OF CONDUCT**

The Burbank-Glendale-Pasadena Airport Authority Commission resolves as follows:

Section 1. Findings and Intent.

A. The Commission has carefully reviewed sample Codes of Conduct and similar policies adopted by the Authority's member cities.

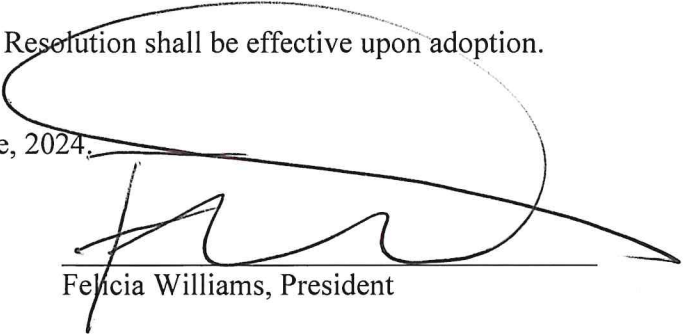
B. The Code of Conduct set forth in the attached Exhibit A represents an amalgamation of the sample materials that is suitable for Authority Commissioners.

C. The Commission is adopting a Code of Conduct for Authority Commissioners in order to accomplish the following objectives: (1) improve media relations, protect and enhance the public's perception of the Authority, and ensure that the Authority provides accurate and appropriate information to the media and stakeholders; (2) improve the efficiency of public meetings of the Commission and its standing committees; and (3) ensure that Authority Commissioners conduct themselves at Authority meetings in a manner that will instill public confidence and trust in the fair operation and integrity of the Authority.

Section 2. Code of Conduct Adoption. The Code of Conduct set forth in the attached Exhibit A is adopted.

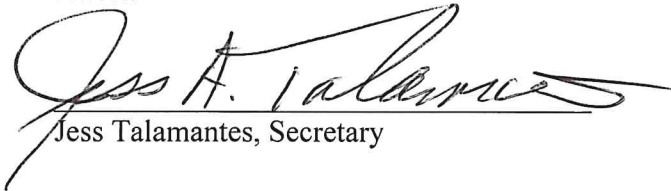
Section 3. Effective Date. This Resolution shall be effective upon adoption.

Adopted this 17th day of June, 2024.



Felicia Williams, President

Attest:



Jess Talamantes, Secretary

STATE OF CALIFORNIA)
)ss.
COUNTY OF LOS ANGELES)

I, Frank R. Miller, do hereby certify that the foregoing resolution was duly and regularly adopted by the Commissioners of the Burbank-Glendale-Pasadena Airport Authority at its regular meeting held on the 17th day of June 2024 by the following vote:

AYES:	Commissioners Williams, Najarian, Talamantes, Quintero, Gabel-Luddy, Wilson
NOES:	Commissioner Hampton
ABSENT:	Commissioner Asatryan
ABSTAINED:	Commissioner Ovrom



Frank R. Miller
Assistant Secretary



Date: June 17, 2024

Adopted by Resolution No. 513

The Burbank-Glendale-Pasadena Airport Authority ("Authority") responds to inquiries from the media and disseminates information to the public to keep the public informed on various topics of interest related to the Hollywood Burbank Airport ("Airport"). The purposes of this Code of Conduct are to: (1) improve media relations, protect and enhance the public's perception of the Authority, and ensure that the Authority provides accurate and appropriate information to the media and institutional stakeholders; (2) improve the efficiency of public meetings of the Commission and its standing committees; and (3) ensure that Authority Commissioners conduct themselves at Authority meetings in a manner that will instill public confidence and trust in the fair operation and integrity of the Authority.

A. MEDIA / INSTITUTIONAL STAKEHOLDER COMMUNICATIONS

The following rules apply to Commissioner communications with the news media and institutional stakeholders on any matter related to the Authority or the Airport:

1. Institutional Stakeholder Definition. For purposes of these rules, the term "institutional stakeholder" means an airline, chamber of commerce, federal agency, service club, or similar entity that is unaffiliated with the Authority and seeks updates on activities at the Airport.
2. Exemptions. These rules do not apply to communications between a Commissioner and the Authority member agency that appointed such person to the Commission. These rules also do not apply to impromptu Commissioner communications with the news media or institutional stakeholders during an event conducted by the Authority.
3. Spokesperson. All Commissioner communications with the media and institutional stakeholders regarding the Authority or the Airport will be through the President, the Executive Director, or a Commissioner approved by the President. Inquiries from the news media should be responded to by the President or the Executive Director in a timely manner to the extent possible. The President and the Executive Director should make every effort to ensure that all information provided to the media is accurate and meets media deadlines.
4. Staff Notification. Commissioners shall promptly notify the following staff of news media and institutional stakeholder inquiries regarding the Authority or the Airport: the Executive Director; Senior Deputy Executive Director; and Director, Communications and Air Service.

B. PROCUREMENT COMMUNICATIONS POLICY

Commissioners shall comply with the Authority's Procurement Communications Policy (Resolution No. 492).

C. CONDUCT AT AUTHORITY MEETINGS

The following rules apply to Commissioners during public meetings of the Commission or its standing committees. At these meetings, Commissioners must:

1. Make the public feel welcome.
2. Honor the role of the meeting chair in maintaining order.
3. Prepare themselves for meetings, listen courteously and attentively to all public discussions before the body, and focus on the business at hand.
4. Make comments that concisely address the agenda item under consideration. Detailed inquiries of staff should be raised in advance of the meeting.
5. Refrain from making comments that may be viewed as divisive, unnecessary, or inappropriate.
6. Act with respect and integrity.
7. Be fair and impartial with all decision making.
8. Provide all Commissioners with an equal opportunity to state their opinion or position on an agenda item.
9. Practice civility and decorum in all discussions.
10. Demonstrate effective problem-solving approaches.
11. Maintain the confidentiality of written materials and verbal information provided to Commissioners that is subject to the attorney-client privilege or otherwise exempt from public disclosure.
12. Abstain from using alcohol, tobacco, cannabis, or other controlled substances during the meeting. Such substances should not be used prior to a meeting if doing so will result in impairment at the meeting.

D. Enforcement

This Code of Conduct sets guidelines for Commissioner behavior. Two or more instances of noncompliance with this Code of Conduct is grounds for censure by the Commission but is not otherwise subject to an Authority-imposed penalty.