



October 17, 2019

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, October 21, 2019, at 9:00 a.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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, October 21, 2019

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 of the public are requested to observe the following decorum when attending or participating in meetings of the Commission:*

- *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 five 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, October 21, 2019

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
  - a. Committee Minutes  
(For Note and File)
    - 1) Operations and Development Committee
      - (i) September 23, 2019 **[See page 1]**
  - b. Commission Minutes  
(For Approval)
    - 1) October 7, 2019 **[See page 3]**
6. ITEMS FOR COMMISSION DISCUSSION
  - a. Community Noise Concerns **[See page 11]**
7. ITEMS FOR COMMISSION INFORMATION
  - a. 2019 Annual Fundraising Recipient **[No staff report]**
8. CLOSED SESSION
  - a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant Exposure to Litigation (California Government Code Section 54956.9(d)(2)): 1 potential case. Facts and Circumstances: FAA Southern California Metroplex Project
  - b. THREAT TO PUBLIC SERVICES OR FACILITIES  
(California Government Code Section 54957(a))  
Consultation with Director, Public Safety
  - c. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(California Government Code Section 54957(b))  
  
Title: Executive Director

9. COMMISSIONER COMMENTS  
(Other updates and information items, if any)
10. ADJOURNMENT

## COMMISSION NEWSLETTER

Monday, October 21, 2019

*[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 September 23, 2019, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the October 7, 2019, meeting are attached for the Commission's review and approval.

### 6. ITEMS FOR COMMISSION DISCUSSION

- a. COMMUNITY NOISE CONCERNS. A staff report is included in the agenda packet. Staff will report to the Commission on activities regarding community noise concerns.

### 7. ITEMS FOR COMMISSION INFORMATION

- a. 2019 ANNUAL FUNDRAISING RECIPIENT. No staff report attached. In accordance with the Authority's rotating schedule among the tri-cities, Jericho Road Pasadena, located in the City of Pasadena, has been chosen as this year's fundraising recipient. Jericho Road Pasadena's mission is to bridge communities by matching the professional talents of volunteers with the needs of community-based nonprofit organizations to promote community development, strengthen social services, and enrich the lives of volunteers. Therefore, Staff recommends to the Commission Jericho Road Pasadena as the 2019 Annual Airport Fundraising recipient.

**MINUTES OF THE SPECIAL MEETING OF THE  
OPERATIONS AND DEVELOPMENT COMMITTEE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

**MONDAY, SEPTEMBER 23, 2019**

A special meeting of the Operations and Development Committee was called to order on this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 8:30 a.m., by Commissioner Tornek.

**ROLL CALL**

**Present:** Commissioners Tornek, Devine and Brown

**Absent:** None

**Also Present:** Staff: Frank Miller, Executive Director;  
John Hatanaka, Senior Deputy Executive Director;  
Denis Carvill, Deputy Executive Director, Operations  
and Air Service Development;

**1. Approval of Agenda** There were no adjustments to the agenda.

**2. Public Comment** There were no public speakers.

**3. Approval of the Minutes**

**a. August 19, 2019** Commissioner Brown moved approval of the minutes of the August 19, 2019 meeting, seconded by Commissioner Devine. The minutes were unanimously approved (3-0).

**4. Contract and Leases**

**a. Renewal of SITA Airport Solution Line Service Agreement for the Common Use Passenger Processing System and Related Equipment** Staff presented to the Committee ("Committee") a recommendation for Commission approval of a proposed renewal of the Airport Solution Line Service Agreement ("Service Agreement") with SITA Information Networking Computing USA Inc. ("SITA") for the Common Use Passenger Processing System ("CUPPS") installed at the Airport. The term of the proposed renewal is for a three-year base period with two optional one-year extensions. The monthly cost during the base period will be \$61,880 and will be \$64,153 and \$66,065, respectively, during the extension periods. The Authority's payments to SITA under the Service Agreement are reimbursed monthly by the Airlines serving the Airport and will continue to be reimbursed.

The proposed transaction will have no impact on the Authority's FY 2020 budget as the cost of the proposed extension is borne and reimbursed by the Airlines.

**Motion**

Commissioner Devine moved approval of Staff's recommendation, seconded by Commissioner Brown.

The motion was approved unanimously (3-0).

**Motion Approved**

There being no further business, the meeting adjourned at 8:37 a.m.

**5. Adjournment**

**MINUTES OF THE SPECIAL MEETING OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

**MONDAY, OCTOBER 7, 2019**

A regular meeting of the Burbank-Glendale-Pasadena Airport Authority was called to order this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 9:01 a.m., by Vice President Adams.

**1. ROLL CALL**

**Present:** Commissioners Brown, Agajanian (arr. 9:10 a.m.), Gharpetian, Tornek, Adams, Devine, Wiggins and Selvidge

**Absent:** Commissioner Madison

**Also Present:** Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Nerissa Sugars, Director, Marketing, Communications and Air Service; Patrick Lammerding, Deputy Executive Director, Planning and Development; Tom Janowitz, Sr. Manager, Ground Access

**2. PLEDGE OF ALLEGIANCE** President Adams led the assembly in the recitation of the Pledge of Allegiance to the Flag.

**3. APPROVAL OF AGENDA** The agenda was approved as presented.

**4. PUBLIC COMMENT** At this time, the public was given the opportunity to express their concerns.

**5. CONSENT CALENDAR**

**a. Committee Minutes  
(For Note and File)**

**1) Operations and Development Committee**  
**(i) August 19, 2019** Approved minutes of the Operations and Development Committee meeting for August 19, 2019; approved minutes of the Finance and Administration Committee meeting for August 19, 2019; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting for August 19, 2019, were



2) **Finance and Administration Committee** included in the agenda packet for information purposes.

(i) **August 19, 2019**

3) **Legal, Government and Environmental Affairs Committee**

(i) **August 19, 2019**

b. **Commission Minutes (For Approval)**

1) **September 23, 2019** Minutes of the September 23, 2019, special Commission meeting were included in the agenda packet for review and approval.

c. **Treasurer's Report**

1) **June 2019** At the September 23, 2019, special meeting of the Finance and Administration Committee ("Committee"), the Committee reviewed the June 2019 Treasurer's Reports and voted unanimously (3-0) to accept the Treasurer's Report and recommend to the Commission to note and file.

d. **Auditor Required Communications for FY 2019 Audits**

At the Finance and Administration Committee ("Committee") special meeting held on September 23, 2019, the Committee voted unanimously (3-0) to recommend that the Commission note and file two required communications from the Authority's auditor, Macias Gini & O'Connell LLP ("MGO"), as follows: (1) a letter to the Commission outlining its audit responsibilities and planned scope and timing of the FY 2019 financial audits; and (2) a copy of the annual engagement letter that conforms to the Authority's professional services agreement with MGO for audit services.

**MOTION**

Commissioner Gharpetian moved approval of the Consent Calendar; seconded by Commissioner Wiggins.

**MOTION APPROVED**

There being no objection, the motion was approved (7-0, 2 absent).

AYES: Commissioners Brown, Adams, Gharpetian, Tornek, Devine, Wiggins and Selvidge

NOES: None

ABSENT: Commissioner Madison, Commissioner Agajanian

## 6. ITEMS FOR COMMISSION APPROVAL

### a. Approval of Purchase and Sale Agreement – Hollyona Parcel Acquisition

Staff presented to the Commission for approval a Purchase and Sale Agreement with the Successor Agency to the Redevelopment Agency of the City of Burbank in the amount of \$2,132,000 for the Hollyona Parcel (“Hollyona Parcel”) which is a 0.99-acre parcel located at the southeast corner of Hollywood Way and Winona Avenue across from Runway 8/26. It was first leased from the Redevelopment Agency in May 1990 and presently used for public parking.

In 2011, the State of California eliminated redevelopment agencies and the agencies began developing their process of dissolving redevelopment agencies and disposing of their properties. The Hollyona Parcel is one such redevelopment property that must be disposed of. In 2014, staff reached out to the City of Burbank’s Community Development Department to buy the parcel. The City of Burbank required a Public Utilities Code Section 21661.6(a) as part of the process to approve the acquisition of the land by the Airport Authority. After undertaking a few more steps in the process, the Airport Authority’s application was approved at a public hearing held by the City Council in May 2018.

Staff and the representatives of the City undertook negotiations for a fair market value of the parcel. Because the location of the parcel is within the Runway 8/26 Runway Protection Zone, the FAA is willing to support the funding for the acquisition of the land and an AIP grant

is pending subject to the actual conclusion and closing of the Purchase and Sale Agreement.

At the September 23, 2019, special meeting of the Finance and Administration Committee ("Committee"), the Committee voted unanimously (3-0) to recommend the Commission approve the Purchase and Sale Agreement for the Hollyona Parcel Acquisition.

**MOTION**

Commissioner Tornek moved approval; seconded by Commissioner Wiggins.

**MOTION APPROVED**

There being no objection, the motion was approved (8-0, 1 absent).

AYES: Commissioners Brown, Agajanian, Gharpetian, Tornek, Adams, Devine, Wiggins and Selvidge

NOES: None

ABSENT: Commissioner Madison

**b. Amendment No. 1 to Professional Services Agreement – Geosyntec Consultant, Inc.**

Staff presented to the Commission for approval an Amendment No. 1 to Professional Services Agreement with Geosyntec Consultant, Inc., in the amount of \$170,000 with an additional \$10,000 for their continued investigation with a state mandated work plan to determine the presence and quality of a class of chemical substances commonly known by the name of per- and polyfluoroalkyl substances ("PFAS").

In March 2019, the Authority received a letter from the State Water Resources Board through the Los Angeles Regional Water Quality Control Board requesting that the Authority conduct a study of investigating the level and presence of PFAS compounds in the soil. At that time, the Authority hired Geosyntec to initiate Phase 1, which was the development of the work plan which was then submitted to the State of California. The State has approved the work plan on a conditional basis and has added three items that need to be added to the work plan. A further work plan and an amendment will be required in the future, as the state has required the Authority to collaborate with Lockheed

Martin, Inc. ("LMCO") on a testing analysis utilizing their groundwater monitoring wells. LMCO has already undertaken from these groundwater monitoring wells with their own testing for PFAS compounds in 2017 and 2019.

At the September 23, 2019, special meeting of the Legal, Government and Environmental Affairs Committee ("Committee"), the Committee voted unanimously (3-0) to recommend that the Commission approve Amendment No. 1 to the Professional Services Agreement with Geosyntec, Inc., for continued environmental services, as described above.

**MOTION**

Commissioner Wiggins moved approval; seconded by Commissioner Selvidge.

**MOTION APPROVED**

There being no objection, the motion was approved (8-0, 1 absent).

AYES: Commissioners Brown, Agajanian, Gharpetian, Tornek, Adams, Devine, Wiggins and Selvidge

NOES: None

ABSENT: Commissioner Madison

**c. Award of Professional Services Agreement for Air Service Consulting Services**

Staff presented to the Commission for its approval, an Award of a Professional Services Agreement to InterVistas Consulting, Inc., for air services consulting services in the not-to-exceed amount of \$70,000 to be completed in Fiscal Year 2020.

Since 2017, InterVistas has been assisting staff in connection with the Authority's general air services retention and development efforts and industry air service development conferences and meetings throughout the year by providing the data research and market analysis airlines require in determining whether current services are to be maintained or if other market opportunities exist.

With the positive passenger growth that is being experienced by Hollywood Burbank Airport, staff

would like to be able to continue to provide air carriers with the information they need to retain the existing services. InterVistas will continue to provide staff with on-call support air service research, advice on communications with network planning and scheduling, market data support and other information regarding policy and regulatory matters which may impact air service.

At the meeting of the Operations and Development Committee ("Committee") held immediately prior to the Commission meeting, the Committee voted unanimously (3–0) to recommend the Commission approve the Award of Professional Services Agreement to InterVistas Consulting, Inc.

**MOTION**

Commissioner Wiggins moved approval; seconded by Commissioner Tornek.

**MOTION APPROVED**

There being no objection, the motion was approved (8–0, 1 absent).

AYES: Commissioners Brown, Agajanian, Gharpetian, Tornek, Adams, Devine, Wiggins and Selvidge

NOES: None

ABSENT: Commissioner Madison

NOTE: At this time, public comment was taken on Item 6.c.

**d. Harris Miller Miller & Hanson, Inc. – Contract Amendment**

Staff presented to the Commission for approval an Amendment No. 1 to the Professional Services Agreement with Harris Miller Miller Hanson ("HMMH") for professional aircraft noise analysis and meeting facilitation services in support of the Southern San Fernando Valley Airplane Noise Task Force ("Task Force"). The proposed amendment will increase the compensation by \$250,000, resulting in a not-to-exceed amount of \$324,960.

As this item was not contemplated during the FY 2020 budget development and is not included in the FY 2020 budget, the Authority will provide

initial funding with the understanding that staff will seek 50% reimbursement from Los Angeles World Airports for these services.

At the Operations and Development Committee ("Committee") meeting held immediately prior to the Commission meeting, the Committee voted unanimously (3-0) to recommend the Commission approve this item.

**MOTION**

Commissioner Wiggins moved approval; seconded by Commissioner Devine.

**MOTION APPROVED**

There being no objection, the motion was approved (8-0, 1 absent).

AYES: Commissioners Brown, Agajanian, Gharpetian, Tornek, Adams, Devine, Wiggins and Selvidge

NOES: None

ABSENT: Commissioner Madison

**d. Designation of Representatives on Orangeline Development Authority Board of Directors**

With the resignation of Glendale City Council member and former Glendale Airport Authority Commissioner Zareh Sinanyan, President Adams proposed a designation of representative for the Orangeline Development Authority Board of Directors (OLDA). Commissioner Tornek nominated Commissioner Gharpetian. There were no other nominations.

There were no objections and Commissioner Gharpetian was designated as the OLDA representative.

**7. ITEMS FOR COMMISSION INFORMATION**

**a. August 2019 Parking Revenue Statistics**

Staff presented an update on the August 2019 parking revenue.

**b. August 2019 Transportation Network Companies**

Staff presented an update on the August 2019 Transportation Network Companies activities.

- c. **August 2019 Passenger and Regional Airport Passenger Statistics**      Staff updated the Commission on the August 2019 Passenger and Regional Airport Passenger Statistics.
- 8. **CLOSED SESSION**      The meeting recessed to close session at 10:15 a.m.
  - a. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**  
 Significant Exposure to Litigation (California Government Code Section 54956.9(d)(2)); 1 potential case; Facts and Circumstances: FAA Southern California Metroplex Project
    - Meeting Reconvened to Open Session**      The meeting reconvened to open session at 10:42 a.m., with all Commissioners present.
    - Closed Session Report**      No reportable action taken on the presented item.
- 9. **COMMISSIONER COMMENTS**      There were no comments.
- 10. **ADJOURNMENT**      There being no further business, the meeting was adjourned at 10:42 a.m.

\_\_\_\_\_  
 Ray Adams, President

\_\_\_\_\_  
 Vartan Gharpetian, Secretary

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OCTOBER 21, 2019**

**COMMUNITY NOISE CONCERNS**

**Second Southern San Fernando Valley Airplane Noise Task Force Meeting**

During the second Task Force meeting, held on September 11<sup>th</sup>, representatives of the Task Force submitted questions and directed Harris Miller Miller & Hanson, Inc. ("HMMH") to consolidate and categorize the questions by the appropriate responding agency. The consolidated and categorized list of questions has been delivered to the Federal Aviation Administration ("FAA"), Los Angeles World Airports ("LAWA"), and Burbank-Glendale-Pasadena Airport Authority ("BGPAA") for responses. While some of the questions can be answered relatively quickly by the respective agencies, others will require time to conduct analyses and review. Completed responses will be provided by the FAA, HMMH, as well as LAWA and BGPAA at the next Task Force meeting.

**Future Task Force Meetings**

The third Task Force Meeting will be held on Wednesday, November 6<sup>th</sup> at 6:30 p.m. The Los Angeles Marriott Burbank Airport Hotel and Convention Center, where the previous two Task Force meetings were held, will again be the location of the next Task Force meeting. It is anticipated that there will be presentations by at least three community groups.

For scheduling purposes, the next three Task Force meetings have been tentatively set for December 4<sup>th</sup>, January 15<sup>th</sup> and February 19<sup>th</sup>, again at the Los Angeles Marriott Burbank Airport Hotel and Convention Center.

The FAA is expected to offer a technical presentation at the Task Force meeting on December 4<sup>th</sup>. That presentation will have an explanation of how aircraft are handled by Air Traffic Control, as well as the FAA's analysis of how flight paths and altitudes have evolved over time in the airspace surrounding both Van Nuys Airport and Hollywood Burbank Airport.

**Analysis and Review by HMMH**

At the direction of the Task Force, HMMH has begun an analysis of the current and historic flight paths, as well as an analysis of the UpRoarLA proposal presented at the second Task Force meeting. HMMH anticipates that the initial results of this analysis will be provided at the next Task Force meeting.

**Availability of Documentation and Recordings**

Agendas and videos of the first two Task Force meetings have been posted to both LAWA and BGPAA websites. Summaries of the Task Force meetings will also be posted as these are approved by the Task Force. Currently a summary of the first Task Force meeting as well as the presentation by UpRoarLA from the second Task Force meeting are posted.