



May 14, 2020

**CALL AND NOTICE OF A REGULAR MEETING OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

NOTICE is hereby given that a regular meeting of the Operations and Development Committee will be held Monday, May 18, 2020, at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Commission or staff may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, members of the public may observe and participate in the meeting telephonically from the Burbank Room at the Airport or through the following number:

Dial In: (669) 990-6833

Webinar ID: 8379668 0065 Password: 764720

A handwritten signature in dark ink, appearing to read "Terri Williams", is written over a light blue horizontal line.

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

REGULAR MEETING
OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE
Airport Skyroom
Monday, May 18, 2020
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 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 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.

A G E N D A

Monday, May 18, 2020

1. Approval of Agenda

2. Public Comment

3. Approval of Minutes

a. April 20, 2020

[See page 1]

4. Contracts and Leases

a. Operational Impacts of Proposed FY 2021 Capital Projects

No staff report is attached. Staff will review with the Committee the proposed FY 2021 Budget capital program.

5. Items for Information

a. Committee Pending Items

[See page 3]

6. Adjournment

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

MONDAY, APRIL 20, 2020

A regular 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 8:36 a.m., by Commissioner Brown.

ROLL CALL

Present: Commissioner Brown,
Commissioner Devine (via teleconference)
Commissioner Tornek (via teleconference)

Absent: None

Also Present: Staff: Frank Miller, Executive Director;
John Hatanaka, Senior Deputy Executive Director;
Thomas Henderson, Director of Operations

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

Please note: Item 2 was taken out of order.

2. Public Comment The public comment submitted via email, was read to the Committee following Staff's presentation of Item 4.a.

3. Approval of Minutes

a. March 16, 2020 Commissioner Brown moved approval of the minutes of the March 16, 2020 meeting seconded by Commissioner Devine (via teleconference). There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (2-0, 1 abstention).

4. Contracts and Leases

a. Proposed Restated Airport Rules and Regulations Staff sought Committee recommendation to the Commission that it approve the proposed Restated Airport Rules & Regulations in accordance with FAA requirements. The restated document addresses all functions of the Airport including an updated Notice of Violation and Fine Schedule, which provides Airport Staff a more effective means of enforcing the Rules and Regulations.

Motion Commissioner Brown moved approval of Staff's recommendation, seconded by Commissioner Devine (via teleconference).

Motion Approved

There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (3-0).

5. Adjournment

There being no further business, the meeting adjourned at 8:45 a.m.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
May 18, 2020**

COMMITTEE PENDING ITEMS

Future

1. Approval of Contract Amendment – MV Transportation