



October 13, 2022

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 17, 2022, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Government Code Section 54953(e), members of the Commission may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, a physical location is not being provided for the public to attend or comment. 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

Airport Skyroom

Regular Meeting of Monday, October 17, 2022

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.



When in-person attendance or participation at meetings 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 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.

A G E N D A

Monday, October 17, 2022

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
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) Executive Committee
 - (i) September 26, 2022 ***[See page 1]***
 - 2) Operations and Development Committee
 - (i) September 19, 2022 ***[See page 4]***
 - 3) Legal, Government and Environmental Affairs Committee
 - (i) September 19, 2022 ***[See page 6]***
 - b. Commission Minutes
(For Approval)
 - 1) October 3, 2022 ***[See page 8]***
 - c. Award of Professional Services Agreement
Airport Security, Traffic Control and Consumer Item
Inspection Services ***[See page 14]***
 - d. Transfer of Custody Services for the Authority's Managed Assets
The Bank of New York Mellon Corporate Trust Company, N.A. ***[See page 20]***
 - e. Award of Professional Services Agreement
Trifiletti Consulting, Inc. ***[See page 22]***
 - f. Memorandum of Understanding
Burbank Airport Police Officers Association ***[See page 30]***

6. ITEMS FOR COMMISSION APPROVAL

- a. Determinations Regarding Return to In-Person Meetings and AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings

[See page 31]

7. ITEMS FOR COMMISSION INFORMATION

- a. August 2022 Passenger and Air Cargo Statistics
- b. August 2022 Ground Transportation Statistics
- c. August 2022 Parking Revenue Statistics

[See page 41]

8. CLOSED SESSION

- a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(California Government Code Section 54956.9(d)(1))

Name of Case: City of Los Angeles v. FAA et al. (Case No. 21-71170)

9. ITEMS PULLED FROM CONSENT CALENDAR

10. EXECUTIVE DIRECTOR COMMENTS

11. COMMISSIONER COMMENTS

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

12. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, October 17, 2022

[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 Executive Committee special meeting of September 26, 2022, approved minutes of the Operations and Development Committee meeting of September 19, 2022; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of September 19, 2022, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the October 3, 2022, Commission meeting minutes are attached for the Commission's review and approval.
- c. AWARD OF PROFESSIONAL SERVICES AGREEMENT – AIRPORT SECURITY, TRAFFIC CONTROL AND CONSUMER ITEM INSPECTION SERVICES. A staff report is included in the agenda packet. At its meeting held on October 3, 2022, the Operations and Development Committee voted (3–0) to recommend that the Commission award a Professional Services Agreement (“Agreement”) to Universal Protection Service LP for Airport Security, Traffic Control and Consumer item Inspection Services. The proposed Agreement is for a three-year base term starting November 1, 2022, through October 31, 2025, with two one-year extension options.

The proposed Agreement is for a three-year initial contract price not-to-exceed \$5,987,415 for Airport Security and Traffic Control Services. This cost is subject to a potential annual increase based on prevailing Consumer Price Index for the Los Angeles area (all indices) as published by the U.S. Department of Labor, Bureau of Labor Statistics, not-to-exceed 6% after the first year of the Agreement. The proposed three-year base cost for Consumer Item Inspection Services is \$595,568 which is fully reimbursable by two concessionaires utilizing these services, MCS Burbank, LLC and HG Burbank JV.

- d. TRANSFER OF CUSTODY SERVICES FOR THE AUTHORITY'S MANAGED ASSETS – THE BANK OF NEW YORK MELLON CORPORATE TRUST COMPANY, N.A. A staff report is included in the agenda packet. In June 2022, Bank of America (“BofA”) notified Staff that by the end of 2022 it will be terminating its Global Custody and Agency Services (“GCAS”), which provides custodial services for the Authority's investment portfolio accounts. BofA further informed Staff that the Authority must make arrangements to transition managed assets to another custodian by the end of November 2022.

Normally, this item would be presented to the Finance and Administration Committee, but that Committee was not able to meet on October 3, 2022, due to lack of a quorum. Because of the time sensitivity of this item, at its meeting held on

October 3, 2022, the Legal, Government and Environmental Affairs Committee voted unanimously (3–0) to recommend that the Commission approve a proposed transfer of the Authority’s managed assets from BofA’s GCAS to the Bank of New York Mellon Corporate Trust Company’s, N.A., Global Custody Services.

- e. AWARD OF PROFESSIONAL SERVICES AGREEMENT – TRIFILETTI CONSULTING, INC. A staff report is included in the agenda packet. At its meeting held on October 3, 2022, the Legal, Government and Environmental Affairs Committee voted unanimously (3–0) to recommend that the Commission approve a new Professional Services Agreement (“PSA”) with Trifiletti Consulting, Inc., to provide for continued environmental services in support with the Authority’s Memorandum of Understanding and for the implementation of the voluntary Airport measures identified in the Air Quality Improvement Plan with the South Coast Air Quality Management District. The requested PSA will cover the period from November 1, 2022, to October 31, 2023, at a not-to-exceed annual amount of \$120,000.
- f. MEMORANDUM OF UNDERSTANDING – BURBANK AIRPORT POLICE OFFICERS ASSOCIATION. A staff report is included in the agenda packet. This item seeks Commission approval of a replacement Memorandum of Understanding (“MOU”) with the Burbank Airport Police Officers Association incorporating changes in compensation and benefits. The new MOU will be effective from February 1, 2023, through June 30, 2026.

6. ITEMS FOR COMMISSION APPROVAL

- a. DETERMINATIONS REGARDING RETURN TO IN-PERSON MEETINGS AND AB 361 FINDINGS FOR SPECIAL BROWN ACT REQUIREMENTS FOR TELECONFERENCE MEETINGS. A staff report is included in the agenda packet. Staff has placed this item on the agenda to give the Commission an opportunity to provide direction on the return to in-person Commission and Committee meetings at the Airport. Additionally, this item gives the Commission an opportunity to make the findings specified in AB 361 (2021) for special Brown Act requirements for teleconference meetings.

7. ITEMS FOR COMMISSION INFORMATION

- a. AUGUST 2022 PASSENGER AND AIR CARGO STATISTICS. No staff report attached. The August 2022 passenger count of 533,393 was down 4% compared to August of 2019’s 556,491 passengers. Also compared to August of 2019, air carrier aircraft operations in August 2022 decreased 2%, while cargo volume was down 26%, at 6.9 million pounds.
- b. AUGUST 2022 GROUND TRANSPORTATION STATISTICS. No staff report attached. Staff will update the Commission on Ground Transportation activities for the month of August 2022.
- c. AUGUST 2022 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of August 2022.

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

MONDAY, SEPTEMBER 26, 2022

A special meeting of the Executive Committee was called to order on this date in the Burbank Room, 2627 N. Hollywood Way, Burbank, California, at 9:00 a.m., by Commissioner Gabel-Luddy.

1. ROLL CALL

Present: Commissioners Gabel-Luddy (via teleconference)
and Williams (via teleconference)

Absent: Commissioner Najarian

Also Present: Staff: Frank Miller, Executive Director;
John Hatanaka, Senior Deputy Executive Director;
Patrick Lammerding, Deputy Executive Director,
Planning and Development; Kathy David, Deputy
Executive Director, Finance and Administration;
Ed Skvarna, Chief of Police, Director of Public
Safety;

Authority Counsel: Terence Boga, Esq.,
Richards, Watson & Gershon; Tom Ryan, Esq.,
McDermott, Will & Emery

Roger Johnson, Senior Program Manager, Jacobs
Project Management Co.

2. Approval of Agenda

Motion Commissioner Williams (via teleconference)
moved approval; seconded by Commissioner
Gabel-Luddy (via teleconference).

Motion Approved A voice vote was taken to accommodate those
participating via teleconference. The motion was
approved (2–0, 1 absent).

Commissioner Gabel-Luddy stated that Item Nos. 8.a., 8.b., Closed Session, would be taken out of order and would be presented after Item No. 4.a.

3. Public Comment There were no public comments.

4. Approval of Minutes

a. September 7, 2022 Commissioner Williams (via teleconference)
moved approval of the minutes of the
September 7, 2022 meeting, seconded by

Commissioner Gabel-Luddy (via teleconference). There being no objection, a voice vote was taken to accommodate the Commissioners participating via teleconference. The motion was approved (2–0, 1 absent).

8. Closed Session

The meeting convened to Closed Session at 9:01 a.m.

- a. **CONFERENCE WITH LABOR NEGOTIATORS**
(California Government Code Section 54957.6)
Authority Representatives: Frank Miller, Executive Director
Edward Skvarna, Chief of Police/Director of Public Safety
Employee Organization: Burbank Airport Police Officers Association
- b. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
(California Government Code Section 54956.9(d)(1))
Name of Case: City of Los Angeles v. FAA et al. (Case No. 21-71170)

The meeting reconvened to open session at 9:14 a.m. with Commissioners Gabel-Luddy and Williams present (via teleconference). No reportable action was taken.

5. Items for Approval

a. XI-3 Contract Amendment Replacement Passenger Terminal Project - Progressive Design- Build Procurement Consultant Services

Staff sought an Executive Committee recommendation to the Commission for approval of a proposed Amendment No. 1, to the Professional Services Agreement with XI-3 Corporation for coordination and evaluation services in connection with the Progressive Design-Build Services Request for Proposals for the Replacement Passenger Terminal Project.

Motion

Commissioner Williams (via teleconference) moved approval; seconded by Commissioner Gabel-Luddy(via teleconference).

Motion Approved

A voice vote was taken to accommodate those participating via teleconference. The motion was approved (2–0, 1 absent).

b. Memorandum of Adjacent Property - Replacement Passenger Terminal Selection Covenant and Environmental Restriction on Property

Staff sought an Executive Committee recommendation to the Commission for approval of a Memorandum of Adjacent Property Replacement Passenger Terminal Selection and a Covenant and Environmental Restriction on Property. The Terminal Selection Memo formally designates the Adjacent Property as the location of the Replacement Passenger Terminal. The

Land Use Covenant memorializes development and use restrictions imposed on the Adjacent Property by the Los Angeles Regional Water Quality Control Board.

Motion

Commissioner Williams (via teleconference) moved approval; seconded by Commissioner Gabel-Luddy (via teleconference).

Motion Approved

A voice vote was taken to accommodate those participating via teleconference. The motion was approved (2–0, 1 absent).

6. Items for Discussion

a. Replacement Passenger Terminal Project Decision and Risk Matrix

Roger Johnson of Jacobs Project Management Co. discussed a decision and risk matrix for the Replacement Passenger Terminal Project.

7. Items for Information

a. Committee Pending Items

Staff informed the Committee of future pending items that will come to the Committee for review.

9. Adjournment

There being no further business, the meeting was adjourned at 10:12 a.m.

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

MONDAY, SEPTEMBER 19, 2022

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 8:30 a.m., by Commissioner Devine.

1. ROLL CALL

Present:	Commissioners Devine (via teleconference), Hampton (arrived at 8:32 a.m., via teleconference) and Gabel-Luddy
Absent:	None
Also Present:	Staff: John Hatanaka, Senior Deputy Executive Director; Anthony Defrenza, Director, Engineering and Maintenance

2. Approval of Agenda

Motion	Commissioner Gabel-Luddy moved approval of the Agenda, seconded by Commissioner Devine (via teleconference).
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Motion Approved	There being no objection, the motion was approved (2-0, 1 absent).
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3. Public Comment

There were no public comments.

4. Approval of Minutes

a. August 15, 2022

Motion	Commissioner Gabel-Luddy moved approval of the minutes of the August 15, 2022 meeting, seconded by Commissioner Devine (via teleconference).
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Motion Approved	There being no objection, the motion was approved (2-0, 1 absent).
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5. Items for Approval

a. First Extension Option and Landscape Equipment Electrification – Landscape Maintenance Services Agreement Parkwood Landscape Maintenance, Inc.

Staff sought a Committee recommendation to the Commission to authorize the exercise of the first of two one-year extension options for the Landscape Maintenance Services Agreement with Parkwood Landscape Maintenance, Inc. Staff further sought a recommendation to authorize a proposed additional monthly cost of \$1,250 to replace all gas-powered landscape equipment used at the Airport with electric equipment.

Motion

Commissioner Gabel-Luddy motioned to approve the contract extension for one year and include the changeover to electrical equipment for the stated monthly costs. Commissioner Hampton (via teleconference) seconded the motion.

Motion Approved

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

b. Award of Contract – HVAC System Compressor Replacement

Staff sought a Committee recommendation to the Commission to award a contract in the amount of \$109,889 to ACCO Engineered Systems for the replacement of two compressors and associated valves and piping of the Heating Ventilation and Air Condition system that provides cooling for Building 9.

Due to critical condition of the current system and in order to prevent any further damage to the HVAC system, this item, subject to the recommendation of the Committee, was also placed on the Commission agenda for its consideration immediately following the Committee's meeting.

Motion

Commissioner Gabel-Luddy moved approval of Staff's recommendation, seconded by Commissioner Hampton (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).

6. Items for Information

a. Committee Pending Items

Staff informed the Committee of future pending items that will come to the Committee for review.

7. Adjournment

There being no further business, the meeting adjourned at 8:52 a.m.

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

MONDAY, SEPTEMBER 19, 2022

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 10:53 a.m., by Commissioner Williams.

1. ROLL CALL

Present:	Commissioners Williams (via teleconference) and Dyson (via teleconference)
Absent:	Commissioner Najarian
Also Present:	Staff: John Hatanaka, Senior Deputy Executive Director (left the meeting at 10:55 a.m.); Patrick Lammerding, Deputy Executive Director, Planning and Development; Aaron Galinis, Airport Planner
	Authority Counsel: Terence R. Boga of Richards, Watson & Gershon

2. Staff Announcement: AB 23

The Assistant Board Secretary announced that, as a result of the convening of this meeting of the Legal, Government and Environmental Affairs Committee, each Committee member in attendance is entitled to receive and shall be provided \$200.

3. Approval of Agenda

Commissioner Dyson (via teleconference) moved approval of the agenda, seconded by Commissioner Williams (via teleconference). There being no objection, a voice vote was taken to accommodate the Commissioners participating via teleconference. The motion was approved (2-0, 1 absent).

4. Public Comment

There were no public comments.

5. Approval of Minutes

a. August 15, 2022

Commissioner Dyson (via teleconference) moved approval of the minutes of the August 15, 2022 meeting, seconded by Commissioner Williams (via teleconference). There being no objection, a voice vote was taken to accommodate the Commissioners participating via teleconference. The motion was approved (2-0, 1 absent).

6. Items for Discussion

a. Part 150 Study Scope of Work Review

Staff provided the Committee with an overview of the Code of Federal Regulations Part 150 Noise Study Process and reviewed the draft scope of work.

7. Items for Information

a. Committee Pending Items

Staff informed the Committee of future pending items that will come to the Committee for review.

8. Adjournment

There being no further business, the meeting adjourned at 11:06 a.m.

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

MONDAY, OCTOBER 3, 2022

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 Commissioner Gabel-Luddy.

1. ROLL CALL

Present: Commissioners Gabel-Luddy, Devine (via teleconference), Najarian (via teleconference), Hampton (via teleconference), Dyson (via teleconference); Williams (arrived 9:20 a.m.)

Absent: Commissioner Ovrom

Also Present: Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Lewis Pianka, Assistant Fire Chief, Ray Hunting, Airport Security Manager, Safety and Badging

Also Present:
Terence Boga, Esq., Authority General Counsel,
Richards Watson Gershon
Tom Ryan, Authority Counsel, McDermott Will & Emery

2. PLEDGE OF ALLEGIANCE

Tom Lenahan, Airport Fire Chief, led the Pledge of Allegiance.

Commissioner Gabel-Luddy announced the sudden passing of Commissioner Ross Selvidge and indicated that there would be a moment of silence before adjourning the meeting in his memory. Commissioners who wished to make comments were asked to do so at that time.

3. APPROVAL OF AGENDA

The agenda was approved as presented.

MOTION

Commissioner Devine moved approval of the modified agenda; seconded by Commissioner Najarian.

MOTION APPROVED

There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (5–0, 2 absent).

AYES: Commissioners Gabel-Luddy, Devine (via teleconference), Najarian (via teleconference), Hampton (via teleconference), Dyson (via teleconference)

NOES: NONE

ABSENT: Commissioners Williams, Ovrom

4. PUBLIC COMMENT

Lauren Stewart, City of Burbank; Robert Wallerstein, Los Angeles; Carolyn, Los Angeles

5. CONSENT CALENDAR

a. Committee Minutes (For Note and File)

1) Executive Committee

(i) September 7, 2022

Approved minutes of the September 7, 2022, Executive Committee meeting were included in the agenda packet for information purposes.

2) Operations and Development Committee

(i) August 15, 2022

Approved minutes of the August 15, 2022, Operations and Development Committee meeting were included in the agenda packet for information purposes.

3) Finance and Administration Committee

(i) August 15, 2022

Approved minutes of the August 15, 2022, Finance and Administration Committee meeting were included in the agenda packet for information purposes.

4) Legal, Government and Environmental Affairs Committee

(i) August 15, 2022

Approved minutes of the August 15, 2022, Legal, Government and Environmental Affairs Committee meeting were included in the agenda packet for information purposes.

b. Commission Minutes (For Approval)

1) September 19, 2022

A copy of the draft minutes of the September 19, 2022, Commission meeting were included in the agenda packet for review and approval.

c. Treasurer's Report

1) June 2022

At its meeting on September 19, 2022, the Finance and Administration Committee voted (2–0) to recommend that the Commission note and file the June 2022 Treasurer's Report.

d. Auditor Required Communications for the FY 2022 Audits

At its meeting on September 19, 2022, the Finance and Administration Committee reviewed two auditor required communications (1) letter to the Commission outlining its basic audit responsibilities, and the planned scope and timing of the FY 2022 financial audits; and (2) an annual engagement letter which conforms to the Authority's professional services agreement with

Macias, Gini, and O'Connell for audit services. The Committee voted (2–0) to recommend that these communications be submitted to the Commission for note and file.

e. Authorization to Acquire Replacement Airport Fire Department Rescue Vehicle

At its meeting held immediately preceding the Commission meeting, the Operations and Development Committee voted (3–0) to recommend that the Commission authorize the issue of a future purchase order in a not-to-exceed amount of \$400,000 to acquire a previously owned Aircraft Rescue and Fire Fighting vehicle.

f. First Extension Option and Landscape Equipment Electrification Landscape Maintenance Services Agreement Parkwood Landscape Maintenance, Inc.

At its meeting on September 19, 2022, the Operations and Development Committee voted (3–0) to recommend that the Commission authorize to exercise the first of two (2) one-year extension options for the Landscape Maintenance Services Agreement with Parkwood Landscape Maintenance, Inc. The Committee also voted to recommend the Commission authorize a proposed additional monthly cost of \$1,250 to replace all gas-powered landscape equipment used at the Airport with electric equipment.

g. Memorandum of Adjacent Property Replacement Passenger Terminal Selection Covenant and Environmental Restriction on Property

At its special meeting held on September 26, 2022, the Executive Committee voted (2–0, 1 absent) to recommend that the Commission approve a Memorandum of Adjacent Property Replacement Passenger Terminal Selection which formally designates the Adjacent Property as the location of the Replacement Passenger Terminal. Also requested for approval is a Covenant and Environmental Restriction on Property which memorializes development and use restrictions imposed on the Adjacent Property by the Los Angeles Regional Water Quality Control Board.

h. XI-3 Contract Amendment Replacement Passenger Terminal Project Progressive Design-Build Procurement Consultant Services

At its special meeting held on September 26, 2022, the Executive Committee voted (2–0, 1 absent) to recommend that the Commission approve a proposed Amendment No. 1 to the Professional Services Agreement with XI-3 Corporation revising the not-to-exceed amount from \$50,000 to \$96,000 for coordination and evaluation services in connection with the Progressive Design-Build Services Request for Proposals for the Replacement Passenger Terminal Project.

MOTION

Commissioner Devine moved approval of the Consent Calendar; seconded by Commissioner Hampton.

MOTION APPROVED

There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (6–0, 1 absent).

AYES: Commissioners Gabel-Luddy, Williams, Devine (via teleconference), Najarian (via teleconference), Hampton (via teleconference), Dyson (via teleconference),

NOES: NONE

ABSENT: Commissioner Ovrom

6. ITEMS FOR COMMISSION APPROVAL

a. Appointment of Treasurer and Auditor

The Joint Powers Agreements designates that the Commission elect a President, Vice President, and Secretary. This occurred at the Commission meeting held July 18, 2022. The Commission also appointed an Assistant Secretary and, due to a vacancy in the Glendale representatives, Commissioner Najarian was requested to serve as both Interim Treasurer and Auditor which he did for the past few months. To improve the workload distribution, Staff recommended that the Commission reconsider appointment of Treasurer and Auditor so that the offices are filled by two different Commissioners for the remainder of the fiscal year.

Commissioner Gabel-Luddy appointed Commissioner Hampton as Treasurer and Commissioner Najarian as Auditor.

MOTION

Commissioner Williams moved approval; seconded by Commissioner Dyson.

MOTION APPROVED

A voice vote was taken to accommodate those participating via teleconference. The motion was approved (6–0, 1 absent).

AYES: Commissioners Gabel-Luddy, Williams, Devine (via teleconference), Najarian (via teleconference), Hampton (via teleconference), Dyson (via teleconference),

NOES: NONE

ABSENT: Commissioner Ovrom

7. CLOSED SESSION

The meeting convened to Closed Session at 9:26 a.m.

a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(California Government Code Section 54956.9(d)(1))

Name of Case: City of Los Angeles v. FAA et al. (Case No. 21-71170)

b. CONFERENCE WITH LABOR NEGOTIATORS
(California Government Code Section 54957.6)

Authority Representatives: Frank Miller, Executive Director
Edward Skvarna, Chief of Police/Director of
Public Safety

Employee Organization: Burbank Airport Police Officers Association

**Meeting Reconvened to
Open Session**

The meeting reconvened to open session at 10:00 a.m.
with (6) Commissioners present.

Closed Session Report

There was nothing to report from Closed Session.

8. ITEMS PULLED FROM CONSENT CALENDAR

There were no items pulled from the Consent Calendar.

9. EXECUTIVE DIRECTOR COMMENTS

The Executive Director updated the Commission on the status of the Regional Intermodal Transportation Center (“RITC”) Art Project. An RFP was sent out which is due on October 12 with a question-and-answer cut-off period ending on October 19. All proposals will be due November 6. Anyone Collective, the firm managing the marketing of the Airport, is assisting in the procedure of choosing an artist.

An update was given on the issue of the staging area which is utilized by Uber and Lyft which has been a cause of concern for residents. Both companies are aware of this issue and have been implementing ways in which their drivers can access the Airport in other ways. The Airport is also in discussions to create a parking area for Uber and Lyft drivers which will be available in the near future.

10. COMMISSIONER COMMENTS

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

Commissioner Dyson commented that he had been unable to make comments during the Public Comment period at the Operations and Development Committee meeting held prior to the Commission meeting. He also raised the issue of how the Airport was ending contracts with a few of the tenants which he felt could be managed in a more efficient manner, and requested that it be discussed as an item on a future agenda.

At the request of Commissioner Gabel-Luddy, Staff updated the Commission on the acquisition of additional vehicles for Airport Operations, Police Department and Fire Department.

11. ADJOURNMENT

Members of the Commission made comments upon the recent and sudden passing of Commissioner Ross Selvidge.

The meeting was adjourned at 10:21 a.m. in the memory of Commissioner Selvidge.

MOTION

Commissioner Williams moved to adjourn in the memory of Commissioner Ross Selvidge, seconded by Commissioner Hampton.

MOTION APPROVED

A voice vote was taken to accommodate those participating via teleconference. The motion was approved (6-0, 1 absent)

AYES: Commissioners Gabel-Luddy, Devine (via teleconference), Williams, Najarian (via teleconference), Hampton (via teleconference), Dyson (via teleconference)

NOES: NONE

ABSENT: Commissioner Ovrom

Emily Gabel-Luddy, President

Date

Ara Najarian, Secretary

Date

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OCTOBER 17, 2022**

AWARD OF PROFESSIONAL SERVICES AGREEMENT

**AIRPORT SECURITY, TRAFFIC CONTROL
AND CONSUMER ITEM INSPECTION SERVICES**

Prepared by
Ray Hunting, Airport Security Manager

SUMMARY

At its meeting held on October 3, 2022, the Operations and Development Committee (“Committee”) voted (3–0) to recommend that the Commission award a Professional Services Agreement (“Agreement”), copy attached, to Universal Protection Service LP (“Allied Universal”) for Airport Security, Traffic Control, and Consumer Item Inspection Services. The proposed Agreement is for a three-year base term starting November 1, 2022, through October 31, 2025, with two one-year extension options.

The proposed Agreement is for a three-year initial contract price not-to-exceed \$5,987,415 for Airport Security and Traffic Control Services. This cost is subject to a potential annual increase based on prevailing Consumer Price Index for the Los Angeles area (all indices) as published by the U.S. Department of Labor, Bureau of Labor Statistics (“CPI”), not-to-exceed 6% after the first year of the Agreement. The proposed three-year base cost for Consumer Item Inspection Services is \$595,568 which is fully reimbursable by two concessionaires utilizing these services, MCS Burbank, LLC (“MCS”) and HG Burbank JV (“Hudson”).

BACKGROUND

The current Airport Security and Traffic Control Agreement base term was for a three-year period beginning November 1, 2017, through October 31, 2020. The Authority had available two option years. The Agreement was amended in 2019 to add a new location for staffing and the increase in cost. In 2020, the first option was exercised, and staffing levels were adjusted to reflect the impacts to passenger activity due to the COVID-19 pandemic. In 2021, the second option was exercised, and staffing levels were again adjusted to changes in passenger activity levels. This Agreement is set to expire on October 31, 2022.

The current Airport Security and Traffic Control Services that are being provided by Allied Universal are:

- i. Airport Security, as defined in the Security Directive issued by the Transportation Security Administration (“TSA”), requiring airport sponsors to provide “positive control” and identification of each person needing access to the Secured Area of the airport. This requires 24/7 staffing of two airfield checkpoints.

- ii. Traffic Control of the TNC Island and the airport loop road from the crosswalk at the short-term parking structure to past Terminal B to minimize traffic congestion, improve vehicular flow, manage vehicle activity along the terminal curb front, and ensure pedestrian safety.

The current Consumer Item Inspection Services Agreement base term was for a two-year period beginning October 16, 2018, through October 31, 2020. The Agreement also contained two one-year extension options available to the Commission at its discretion. In 2020, the first option was exercised, and staffing levels adjusted again to reflect the changes in passenger activity impacted by the pandemic and in 2021, the second option was exercised. This Agreement is also set to expire on October 31, 2022.

The current Consumer Items Inspection Services that are being provided by Allied Universal are:

- (i) Airport Consumer Item Inspection Services of all commercial merchandise and consumables for sale and/or use by screened individuals within the Sterile Area of the terminal for any prohibited item as well as allowing entry in this area by approved Security Identification Display Area badge holders. This specific service is fully reimbursable by the in-terminal concessionaires, MCS (food and beverage) and Hudson (news and gifts).

Allied Universal has been providing these services at the Airport for the past five years and is in good standing in meeting these requirements.

Request for Proposals

Staff issued a Request for Proposals ("RFP") on May 25, 2022, and held a mandatory pre-proposal meeting on June 7, 2022. On June 29, 2022, the deadline for submittals, proposals were received from the following six firms (listed alphabetically): AIS, Allied Universal; Global Aviation; Inter-Con Security; PACWEST; and Professional Security Consultants.

All six firms were qualified proposers that met the minimum qualifications set by the Authority, which consisted of the following:

- Proposer must have a minimum of two (2) years of verifiable continuous experience within the last seven (7) years providing security and traffic control services.
- Proposer must have had at least two (2) contracts within the last seven (7) years providing security and traffic control services at a medium hub airport or larger, which includes the tasks listed below:
 - Providing Air Operations Area access gate vehicle inspections and security services.
 - Providing traffic control services.
 - Performing Pre/Post Security Inspection of deliveries and merchandise.
 - Performing Security Services in response to TSA security directives or emergencies.

-2-

- Proposer must have at least one contract providing “as-needed” or “on-call” services within the last five (5) years in providing security services and traffic control services at a medium hub airport or larger.

A. Proposal Evaluation

Staff formed a five-person evaluation team to perform a point-based analysis of the presented qualifications, consisting of a review and ranking of the technical proposals received from the six firms. The evaluation focused on the following categories, with the sum of reviewer totals being averaged for each category for a total of 100 possible points:

SC-1: Firm's Experience, Background and Past Performance (25 points)

- Expertise of the firm providing similar scope of services as defined in the Scope of Work
- On-call as-needed contract experience, preferably at a medium hub airport or larger
- Experience with TSA directives and regulations
- Staff accessibility and timeliness to respond to on-call requests

SC-2: Qualifications of Proposed Project Team (25 points)

- Staff workload, including the capacity of the firm staff to support services.
- Professional qualifications, education, and recent security experience of proposed staff and management

SC-3: Technical Approach and Appropriate Credentials (25 points)

- Demonstrates the understanding of the Authority’s security and traffic control services needs and the ability to comply with relevant regulations
- Provides methods for supporting “on-call” or “as-needed” Airport security and traffic control services
- Exhibits creative and/or innovative processes and/or procedures in executing Airport security and traffic control services
- Promotes collaboration, teamwork, and effective communication
- Provides for employee development and/or incentives programs

SC-4: Proposed Compensation (20 points)

- Hourly rates are reasonable and markets justifiable for services provided, are firm and fixed price, and are inclusive of all services, equipment, supervision, travel, overhead and profit, and general and administrative fees

SC-5: PSA Acceptance (5 points)

- Acceptance of the Airport Authority contract language

After reviewing the received proposals, three of the submittals were deemed responsive which were scored and ranked as follows:

Selection Criteria	SC-1	SC-2	SC-3	SC-4	SC-5	TOTAL
	Firm's Experience, Background and Past Performance	Qualifications of Proposed Project Team	Technical Approach and Appropriate Credentials	Proposed Compensation	PSA Acceptance	
Maximum Points Possible	25	25	25	20	5	100
FIRM:						
Allied Universal	25	24	24	20	5	98
Global Aviation	23	24	24	18	5	94
Inter-Con Security	20	19	20	19	5	83

B. Pricing Proposals

The pricing proposals from the top three proposers are as follows and reflect the average hourly rate of Security Officers and Supervisors:

Proposer	Average Hourly Rate
Inter-Con Security	\$32.24
Global Aviation	\$34.32
Allied Universal	\$31.26

Each subsequent contract year, service provider may request for an adjustment to the all-inclusive hourly rate based on an increase in the Consumer Price Index for the preceding 12 months, not-to-exceed 6%. Each such request shall be subject to approval by the Commission.

C. Performance Objectives

Performance objectives designed around certain minimum customer service standards and quality of service are included in the RFP requirements and the Airport security and traffic control services Agreement. As part of the proposal evaluation, Staff considered each proposer's ability to meet these and other proposed performance objectives, including measuring achievement of these objectives.

Performance objectives designed around certain minimum training and compliance standards and requirements are included in the RFP requirements and the Airport security and traffic control services Agreement.

To ensure the Authority remains in compliance with all security regulations and security directives, Staff considered each proposer's ability to meet these needs by evaluating the airport experience of the proposer, their training and compliance programs and proposed project approach.

BUDGET IMPACT

Appropriations in the amount of \$1,440,000 were included in the FY 2023 adopted budget for Airport Security and Traffic Control Services to serve as a placeholder pending the results of the RFP process. The FY 2023 estimated costs for these services are \$1,790,200, including eight months of the proposed Agreement, which exceed the appropriations by \$350,200. This increase is primarily due to 1) an increase in the proposed hourly rate; 2) additional staffing hours to address operational needs due to the increase in passenger activity levels and meeting Transportation Security Agency ("TSA") mandates; and 3) a 10% contingency to respond to holiday and operational needs. The additional cost for these services in FY 2023 will be closely monitored and adjusted as necessary to respond to the level of passenger activity. Any significant change will be reported to the Committee and Commission. Appropriations for each subsequent year of the proposed Agreement will be requested during the fiscal year budget process.

The cost of Consumer Item Inspection Services will have no impact on the budget as these costs are fully reimbursable by MCS and Hudson.

RECOMMENDATION

At its meeting held on October 3, 2022, the Committee voted unanimously (3-0) to recommend that the Commission award the proposed Agreement to Allied Universal for a base term of three-years starting November 1, 2022, through October 31, 2025, at a not-to-exceed cost of \$5,987,415, with two one-year extension options for Airport Security and Traffic Control Services, and Consumer Item Inspection Services for \$595,568 and to authorize the President to execute the same.

Proposed Not-To-Exceed
For the period from November 1, 2022 through October 31, 2023
Hollywood Burbank Airport Security and Traffic Services

Name	Annual Hours	Hourly Pay Rate	Annually
Airport Security Supervisors	6,388	\$ 36.04	\$ 230,223.52
Airport Secured Area North Checkpoint	8,760	\$ 30.30	\$ 265,428.00
Airport Secured Area West Checkpoint	8,760	\$ 30.30	\$ 265,428.00
Terminal Rover	2,912	\$ 30.30	\$ 88,233.60
TNC Island	6,370	\$ 30.30	\$ 193,011.00
Airport Vehicle Traffic Controllers	25,480	\$ 30.30	\$ 772,044.00
TOTAL	58,670		\$ 1,814,368.12
Contingency (10%)			\$ 181,436.81
TOTAL			\$ 1,995,804.93

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OCTOBER 17, 2022**

**TRANSFER OF CUSTODY SERVICES FOR THE AUTHORITY'S MANAGED ASSETS
THE BANK OF NEW YORK MELLON CORPORATE TRUST COMPANY, N.A.**

Prepared by David Kwon
Director, Financial Services

SUMMARY

In June 2022, Bank of America ("BofA") notified Staff that by the end of 2022 it will be terminating its Global Custody and Agency Services ("GCAS"), which provides custodial services for the Authority's investment portfolio accounts. BofA further informed Staff that the Authority must make arrangements to transition managed assets to another custodian by the end of November 2022.

Normally, this item would be presented to the Finance and Administration Committee, but that Committee was not able to meet on October 3, 2022, due to lack of a quorum. Because of the time sensitivity of this item, at its meeting held on October 3, 2022, the Legal, Government and Environmental Affairs Committee voted unanimously (3-0) to recommend that the Commission approve a proposed transfer of the Authority's managed assets from BofA's GCAS to the Bank of New York Mellon Corporate Trust Company's, N.A., ("BNYM") Global Custody Services.

BACKGROUND

BofA's GCAS is the current custodial services provider for the Authority's managed assets, which include both the Operating investment portfolio and the Passenger Facility Charge ("PFC") investment portfolio. These custodial services include the settlement, safekeeping, and reporting of the Authority's marketable investments and cash equivalents, which are managed by the Authority's investment advisor, Columbia Management Investment Advisers, LLC ("CMIA"). Currently, the Authority's custodial accounts total approximately \$230 million (Operating portfolio) and \$55 million (PFC portfolio).

With BofA terminating its global custodial services business line by the end of 2022, all of BofA's current custodial services clients have been notified to transfer their assets to new custodial institutions. Staff evaluated other institutions that offer custodial services and concluded that BNYM would be the best option for the Authority. Under the Authority's Master Indenture of Trust, BNYM also serves as trustee and custodian for the Authority's 2012 and 2015 Bond trust accounts. The asset transfer process will take approximately one month, and if approved, BNYM will work directly with CMIA and Staff to setup the custodial accounts at BNYM to meet BofA's deadline.

Attached are the BNYM onboarding documents that will need to be executed by the President, which include the Custody Agreement, Fee Schedule, and Incumbency Certificate. The Custody Agreement provides the terms and conditions of BNYM's custody services, and the Fee Schedule provides the fees associated with the BNYM's custody

services. The Incumbency Certificate provides authorization to the President's designees to act as administrators of the Authority's custodial accounts with BNYM.

Even with this change, Staff recommends that the Authority continue to maintain its non-custodial accounts (e.g., operating checking account, passenger facility charge checking account, customer facility charge checking account, and payroll clearing account) with BofA, and all internal controls related to the Authority's non-custodial cash accounts remain in place.

FINANCIAL IMPACT

The proposed transfer of custodial assets will have no financial impact to the Authority. The current custodial management fees paid to BofA's GCAS is approximately \$30,000 annually and is expected to remain at approximately the same levels based on BNYM's Fee Schedule. The majority of the BNYM's fees are based on a percentage of the total balance of the Authority's investment portfolios at the end of each quarter along with nominal per transaction fees for the execution of security transactions, wire transfers, and external audit confirmations. Appropriations for this service are included in the FY 2023 adopted budget.

RECOMMENDATION

At its meeting on October 3, 2022, the Legal, Government and Environmental Affairs Committee voted unanimously (3-0) to recommend that the Commission (1) approve the transfer of the Authority's managed assets from BofA's GCAS to BNYM's Global Custody Services; (2) authorize the President to execute documentation required by BNYM to complete the transfer of the Authority's custodial accounts; and (3) authorize the President's designees to continue to manage and act as administrators of the Authority's custodial accounts with BNYM.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OCTOBER 17, 2022**

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

Prepared by: Maggie Martinez
Director, Noise & Environmental Affairs

SUMMARY

At its meeting held on October 3, 2022, the Legal, Government and Environmental Affairs Committee ("Committee") voted unanimously (3–0) to recommend that the Commission approve a new Professional Services Agreement ("PSA") with Trifiletti Consulting Inc. ("Trifiletti"), copy attached, to provide for continued environmental services in support with the Authority's Memorandum of Understanding ("MOU") and the implementation of the voluntary Airport measures identified in the Air Quality Improvement Plan ("AQIP") with the South Coast Air Quality Management District ("SCAQMD"). The requested PSA will cover the period from November 1, 2022, to October 31, 2023.

BACKGROUND

Previously the Authority has engaged the services of Trifiletti through a PSA to assist staff in negotiations with the SCAQMD related to the development of Hollywood Burbank Airport's Air Quality Improvement Plan (AQIP), and the semi-annual and annual reporting required by the MOU as well as coordination with SCAQMD's continued update of future Air Quality Management Plans (AQMP).

In 2016, the SCAQMD created an 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 airports in the basin were required by the AQMP to create an Air Quality Improvement Plan ("AQIP") which specifically outlines actions and goals for each airport to reduce emissions in and around their airports. 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 supported Hollywood Burbank Airport with negotiating and securing the adoption of the MOU with the SCAQMD. The Authority's MOU requires both semi-annual and annual reports on progress made towards the goals contained in the MOU. In 2017, the Authority entered into a PSA with Trifiletti to assist airport staff in providing input to the SCAQMD in connection with the adoption of the AQIP, in negotiating with the SCAQMD on the MOU, and to generate the required periodic reports. The MOU between the Authority and the SCAQMD was signed December 17, 2019.

Trifiletti has assisted the Airport in producing the required annual reports to the AQMD since the first reporting period in 2020. Trifiletti's services assist the airport to comply with the MOU and monitor MOU-related and airport-related regulatory actions at the SCAQMD.

These services include development of required emissions inventories and mandatory annual progress reports. This new PSA will allow Trifiletti to support the Authority with the mandatory MOU reports for calendar year 2022 and related coordination and meetings with the AQMD as well as provide project support on the implementation and monitoring of Airport's voluntary AQIP measures with SCAQMD. The voluntary AQIP measures include Clean Fleet Programs, Trip Reduction Programs and the 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 PSA with Trifiletti expires on October 31, 2022. The proposed new PSA with Trifiletti would provide for the continued semi-annual qualitative reporting of MOU initiatives contained in the MOU 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 the annual amount of \$120,000.

The following list of documents have been included as exhibits for reference:

- A. Scope of Services
- B. Trifiletti Consulting Fees
- C. Summary Scope of Work

FUNDING

The FY 2023 budget provides a specific funding allocation to support the on-going efforts described above.

RECOMMENDATION

At its meeting held on October 3, 2022, the Committee voted unanimously (3–0) to recommend that the Commission approve the new PSA with Trifiletti Consulting in the amount of \$120,000 for the continued support services for the associated reporting required by the MOU and the implementation of the AQIP with SCAQMD.



TRIFILETTI
CONSULTING

September 19, 2022

John T. Hatanaka
Senior Deputy Executive Director
Hollywood Burbank Airport
2627 N. Hollywood Way
Burbank, CA 91505

Subject: Trifiletti Consulting, Inc (Trifiletti). Professional Services Agreement

Dear Mr. Hatanaka,

Trifiletti Consulting is truly grateful for the opportunity to work with the Burbank-Glendale-Pasadena Airport Authority (Authority) to continue to provide the Authority with the required environmental consulting in connection with the South Coast Air Quality Management District (SCAQMD) Memorandum of Understanding (MOU). Trifiletti proposes to perform the services set forth in Exhibits A and C in the amount of \$120,000 for services rendered from November 1, 2022, to October 31, 2023.

For your review and consideration, enclosed is Exhibit A, which provides a detailed description of the proposed scope of work. In addition, Exhibit B provides a breakdown of the costs and fees associated with the proposed scope of work. Finally, Exhibit C provides a detailed scope and fee proposal for Trifiletti's subconsultant, CDM Smith, to perform the annual airport emissions inventory and reporting to the SCAQMD.

We are dedicated to working with the Hollywood Burbank Airport on this important project and are available to answer questions you have regarding any aspect of the scope of work or budget described below.

Sincerely,

Lisa Trifiletti

Lisa Trifiletti/Principal



EXHIBIT A

SCOPE OF SERVICES


Trifiletti Consulting Inc. (Trifiletti) shall assist Hollywood Burbank Airport by providing the following environmental, entitlement, land use, sustainability and governmental consulting on complex airport and transportation aviation projects and related professional services:

Environmental Consulting/Advisory Services:

Advise on sustainability policies as necessary to support the entitlement efforts at Hollywood Burbank Airport, including but not limited to coordination with the AQMD on the updates of future Air Quality Management Plan (AQMP), SCAG's latest Regional Transportation Plans, and its relationship to future MOUs with the AQMD.

- Advise on air quality improvement and sustainability policies as necessary to support the entitlement efforts at Hollywood Burbank Airport, including but not limited to coordination with the South Coast Air Quality Management District ("SCAQMD") on airport-related updates to the future Air Quality Management Plan (AQMP), SCAG's latest Regional Transportation Plans, and its relationship to future MOUs with the SCAQMD.
- Provide strategic land use, environmental, entitlement, real estate, transportation, and governmental/public outreach consulting for airport projects, and advise, review, or prepare, as requested, environmental review documents for airport projects in compliance with the California Environmental Quality Act and the National Environmental Policy Act.
- Manage and partner with subconsultant, CDM Smith, to develop the 2022 annual emission inventories required under Burbank's MOU with the SCAQMD. CDM Smith's detailed scope and fee is depicted in Exhibit C for your reference.
- Lead the facilitation and coordination work with the SCAQMD, including the production of the annual status report to the SCAQMD and representation at the SCAQMD Airports Working Group, Mobile Source Committee, and AQMD Board Meetings, as requested by the AQMD.
- Provide support on the implementation and monitoring of Burbank Airport's Air Quality Improvement Program (AQIP) measures.

All consulting services and related professional services shall be completed to the satisfaction of the Hollywood Burbank Airport Deputy Executive Director of Planning & Development or any



other appropriate designee of the Executive Director.

All advice provided by Trifiletti shall be reviewed in a significant, substantive manner by Hollywood Burbank Airport Deputy Executive Director of Planning & Development or any other appropriate designee of the Executive Director, and Trifiletti shall not have the independent authority to enter into or approve any contracts, issue any permits, or adopt or approve any plan, report, policy, etc., on behalf of Hollywood Burbank Airport.

When interacting with Hollywood Burbank Airport personnel, other Agencies, stakeholders, the public, etc. pursuant to this Agreement, Trifiletti shall solely represent Hollywood Burbank and its interests.



EXHIBIT B

TRIFLETTI CONSULTING, INC. FEES

Trifiletti proposes to assist Hollywood Burbank Airport by providing expert environmental, entitlement, sustainability, land use, and governmental consulting on complex airport and transportation aviation projects and related professional consulting services, not to exceed \$120,000.00 for services rendered November 1, 2022, thru October 31, 2023. This amendment total includes a budget of approximately \$70,000 for Trifiletti's services at the hourly rates of:

Lisa Trifiletti, Principal	\$290 per hour
Tami McCrossen-Orr Director	\$290 per hour
Environmental Specialist	\$180 per hour
Planning Associate	\$130 per hour

CDM Smith's services shall be provided for a budget of approximately \$50,000 as described in more detail in Exhibit C.

Direct expenses such as parking, copy fees, database research, authorized travel and related expenses will be billed at actual costs.

Any out-of-state or long-distance travel required to conduct the above-mentioned workplace investigations, compliance training or related services shall be approved in advance by the Executive Director or an authorized designee.

EXHIBIT C

Hollywood-Burbank Airport – 2022 GSE Emission Factor and Inventory Report for BUR-SCAQMD MOU
CDM Smith Summary Scope of Work as Subconsultant to Trifiletti Consulting, Inc.

Summary Scope of Work

Annual Ground Support Equipment (GSE) Emission Factors & Inventory

Beginning in 2021, and every year thereafter through 2032 (total of 12 years), BUR will be required to provide an annual GSE emissions inventory and GSE emissions factor report for the previous calendar year to the South Coast AQMD as required by the BUR-SCAQMD MOU. CDM Smith will support the presentation by BUR staff to the SCAQMD Mobile Source Committee meeting when the 2021 GSE emission factors and inventories are reviewed by that committee; and develop the 2022 GSE emission factors and inventories, including methodology and calculations. The specific Tasks include:

1. CDM Smith will support the development of presentation materials on the CY 2021 results for the SCAQMD Mobile Source Committee Meeting, anticipated to be held in the 4th quarter of 2022 or 1st quarter of 2023.
2. CDM Smith will calculate the 2022 NO_x emission inventories for GSE and calculate the airport-wide GSE NO_x emission factor to support progress tracking towards achieving the emission factor targets.
3. CDM Smith will support the development of presentation materials on the CY 2022 results for the SCAQMD Mobile Source Committee Meeting, anticipated to be held in the 3rd or 4th quarter of 2023.

Key assumptions for this scope include:

- Presentation graphics and materials developed by CDM for the GSE MOU submittals to SCAQMD in June and September 2022 will be used in the presentation to the SCAQMD Mobile Source Committee on the CY 2021 BUR-SCAQMD MOU results.
- CDM Smith will attend the meeting and, if needed, provide responses to technical questions on the GSE MOU data.
- The GSE data obtained for the 2021 calendar year will be incorporated by CDM Smith into the data sheets used to collect the 2022 calendar year data.
- The 2022 GSE data will be collected by BUR and provided to CDM Smith.
- The 2022 GSE data will be obtained for all tenants operating at BUR during 2022.
- CDM Smith will review the collected data and inform BUR and Trifiletti Consulting of unusual looking information or data deficiencies; BUR will be responsible for verifying this data is correct or obtaining corrected data from the tenants.
- Emissions will be developed primarily from emission factor data obtained from the CARB OFFROAD2017 and EMFAC2017 emission models, per the MOU methodology.
- CDM-Smith may also develop emission benefit estimates of the Airport Shuttle measures of the BUR-SCAQMD MOU.

- Presentation graphics and materials developed by CDM for the GSE MOU submittals to SCAQMD in June 2023 will be used in the presentation to the SCAQMD Mobile Source Committee on the CY 2022 BUR-SCAQMD MOU results.

Associated with the work noted above, CDM Smith staff may attend up to 3 meetings at the airport, and up to 5 additional meeting at with SCAQMD either on-line or at the SCAQMD Diamond Bar office.

Budget

CDM Smith estimates that the budget for preparing presentation materials for two SCAQMD Mobile Source Committee Meetings (one each for review of the CY 2021 and CY 2022 MOU results), and completing the CY 2022 GSE NOx emission inventory, NOx airport-wide emission factor, and associated report will be \$49,500.

Schedule

CDM Smith anticipates that the preparation activities for the Mobile Source Committee Meeting conducted to review the CY 2021 results will begin November 1, 2022. Development of GSE MOU activities for CY 2022 BUR 2022 GSE emission factor and inventory calculations would begin in the 1st quarter of 2023, and the submittal of the GSE MOU documents to SCAQMD by June 1, 2023. Follow-up correspondence with SCAQMD is anticipated to continue up through the Mobile Source Committee Meeting held to review the CY 2022 MOU results. The Mobile Source Committee Meeting conducted to review the CY 2022 results is anticipated to be held in October 2023. The budget for this scope of work covers the period from November 1, 2022 through October 31, 2023.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OCTOBER 17, 2022**

**MEMORANDUM OF UNDERSTANDING
BURBANK AIRPORT POLICE OFFICERS ASSOCIATION**

Prepared by Edward B. Skvarna
Chief of Police, Director of Public Safety

SUMMARY

This item seeks Commission approval of a replacement Memorandum of Understanding ("MOU") with the Burbank Airport Police Officers Association ("BAPOA") incorporating changes in compensation and benefits. The new MOU will be effective from February 1, 2023 through June 30, 2026.

BACKGROUND

On October 3, 2022, the Commission considered a proposal for a replacement MOU with BAPOA for a term of three years and five months from February 1, 2023 to June 30, 2026, covering terms, conditions and compensation. The current MOU has a three-year term that will expire on January 31, 2023.

The proposed MOU carries forward most of the terms of the current MOU and incorporates changes specified in the authorized offer from the Commission. Those changes are: a 4.5% annual wage increase over the term of the MOU; an increase in Peace Officers Standards and Training ("POST") Certificate pay by certificate level; an increase in the employer contribution to an officer's retirement program; and an increase of the maximum accrual for Compensatory hours. The proposed MOU was presented to BAPOA on October 3, 2022 and ratified by a unanimous vote of its members on October 12, 2022.

RECOMMENDATION

It is recommended that the Commission approve the attached MOU with the BAPOA and authorize the President to execute the same.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OCTOBER 17, 2022**

**DETERMINATIONS REGARDING RETURN TO IN-PERSON MEETINGS
AND AB 361 FINDINGS FOR SPECIAL BROWN ACT REQUIREMENTS
FOR TELECONFERENCE MEETINGS**

Presented by Terence Boga, Esq.
General Counsel

SUMMARY

Staff has placed this item on the agenda to give the Commission an opportunity to provide direction on the return to in-person Commission and Committee meetings at the Airport. Additionally, this item gives the Commission an opportunity to make the findings specified in AB 361 (2021) for special Brown Act requirements for teleconference meetings.

BACKGROUND

Since the start of the COVID-19 pandemic and Governor Newsom's relaxation of Brown Act requirements, the Authority has followed the course of many other local public agencies and held teleconference meetings to promote social distancing and protect public safety. The Governor's executive orders allowed agencies to conduct teleconference meetings without having to provide a physical location from which the public may attend or comment, without having to use teleconference locations that are publicly accessible, and without having to identify teleconference locations on the agenda. Those executive orders expired on September 30, 2021, and teleconference meetings now are conducted pursuant to AB 361, which confers similar flexibility.

In order for a local public agency to be subject to the AB 361 special Brown Act requirements for teleconference meetings, the legislative body of the agency must periodically make two findings. First, the legislative body must find that it has "reconsidered" the circumstances of a declared state of emergency. Second, the legislative body must find that such emergency continues to directly impact the ability of the legislative body's members to meet in person. Alternatively, for the second finding, the legislative body must find that state or local officials continue to impose or recommend social distancing measures.

Governor Newsom is rolling back his COVID-19 executive orders in phases, but he has left his COVID-19 state of emergency declaration in effect. Furthermore, the State of California and the County of Los Angeles have recommended measures to promote social distancing. In particular, the California Division of Occupational Safety and Health still requires that employers provide training on the effectiveness of physical distancing in the workplace. Additionally, the Los Angeles County Department of Public Health continues to recommend that employers take steps to reduce indoor crowding and to enable employees and visitors to physically distance from each other.

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STAFF REPORT\COMMISSION\10-17-22

DETERMINATIONS REGARDING RETURN TO IN-PERSON MEETINGS
AND AB 361 FINDINGS FOR SPECIAL BROWN ACT REQUIREMENTS
FOR TELECONFERENCE MEETINGS

MASK MANDATE STATUS

On September 22, 2022, the Los Angeles County Department of Public Health issued a new COVID-19 health order (copy attached as Exhibit 1). That health order revises the masking requirement on public transportation and indoor transportation hubs (including airport terminals) from required to strongly recommended.

MEMBER CITY STATUS

As of the preparation of this staff report, Burbank City Council and Glendale City Council meetings are being conducted on a “hybrid” basis in which Councilmembers attend in person and members of the public may participate in person or telephonically. Pasadena City Council meetings are being conducted by teleconference and Pasadena City Hall remains closed to the public.

RECOMMENDATION

Staff recommends that the Commission provide direction on when the Authority will return to in-person Commission and Committee meetings at the Airport. Additionally, Staff recommends that the Commission determine whether to make the AB 361 findings for special Brown Act requirements for teleconference meetings. If the Commission desires that the Authority be able to utilize that statute’s teleconference meeting flexibility for another 30 days, then the appropriate motion is:

“I move that the Commission make the following findings: (1) the Commission has reconsidered the circumstances of the COVID-19 state of emergency; and (2) state and local officials continue to recommend measures to promote social distancing.”

Attachment:

Exhibit 1: September 22, 2022 Los Angeles County Health Order

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER



RESPONDING TOGETHER AT WORK AND IN THE COMMUNITY
COMMUNITY MONITORING **OF COVID-19** AND CONTINUED RESPONSE MEASURES

Issue Date: **Thursday, September 22, 2022**

Effective at 12:01am on **Friday, September 23, 2022**

Brief Highlights (Changes highlighted in yellow):

9/22/2022

- Revised to strongly recommend, but no longer require, masking for all persons using public transit or at indoor transportation hubs. Transit agencies may elect to continue requiring masking.
- Revised to align with the [State Public Health Officer's September 20, 2022 guidance](#) regarding masking in the following high-risk settings: correctional facilities, homeless shelters, emergency shelters, and cooling and heating centers.
- Continues to require masking at all indoor healthcare settings.
- Revised to update Appendix T1: Protocols for K-12 Schools to align with the State and retire the requirement for schools to conduct routine testing of unvaccinated school staff.

Please read this Order carefully.

The County of Los Angeles is now experiencing both a Low Community Level, as measured by the Centers for Disease Control and Prevention's (CDC) [COVID-19 Community Level Framework](#), and a weekly COVID-19 transmission rate that is lower than 100 cases per 100,000 residents. This Health Officer Order is updated to closely align with the State Public Health Officer's recent guidance regarding the requirement to wear a face mask in the following higher-risk settings: correctional facilities; homeless shelters, emergency shelters and cooling centers. This Order also revises the masking requirement on public transportation and indoor transportation hubs from required to strongly recommended given the current lower rate of COVID-19 transmission within Los Angeles County. Public Health will continue following the [County's COVID-19 Response Plan](#) to recommend or require future mitigation measures should the County's designation on the CDC's Community Level framework increase to Medium or High and the County's COVID-19 transmission level substantially increases in the future. Local health jurisdictions may implement additional protective measures based upon local conditions.

This Order's primary intent **continues to be to** reduce the transmission risk of COVID-19 in the County for those in higher transmission risk settings and **protect those persons at elevated risk for severe health outcomes due to COVID-19 infection.** It is very likely that there will be additional **and** unpredictable waves of infections and hospitalizations that will require monitoring and may require implementing different strategies to meet changing mitigation needs. The County will need to be ready to meet those challenges should they arise.

This Order **may** be revised in the future, if needed, to reflect the State Executive Orders, California Division of Occupational Safety and Health's (better known as Cal/OSHA) worksite

requirements, State Public Health Officer Orders and guidance, and CDC recommendations. Should local COVID-19 conditions warrant, the County Health Officer may, after consultation with the Board of Supervisors, issue Orders that are more protective than those of the State Public Health Officer.

This Order is effective within the County of Los Angeles Public Health Jurisdiction, defined as all cities and unincorporated areas within the County of Los Angeles, except for the cities of Long Beach and Pasadena that must follow their respective City Health Officer orders and guidance. This Order is effective at 12:01 am on **Friday, September 23, 2022**.

**UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND
SAFETY CODE SECTIONS 101040, 101085, AND 120175
THE COUNTY OF LOS ANGELES HEALTH OFFICER ORDERS:**

- 1) This Order supersedes the Health Officer's Prior Order.
- 2) This Order's intent is to continue to protect those at greater risk, including those at risk of experiencing elevated rates of illness, hospitalization, and death, from COVID-19; safeguard the functioning of hospitals and the health care system; prevent the spread of and significant illness due to COVID-19; and encourage persons to be up-to-date with their COVID-19 vaccinations, including the Fall 2022 updated Pfizer or Moderna (bivalent) COVID-19 booster, so that the whole community is safer. Failure to comply with any of the Order's provisions may constitute an imminent threat and menace to public health, and a public nuisance, and is punishable by citation or fine.
 - a) This Order does not supersede any stricter limitation imposed by a local public entity within the County of Los Angeles Public Health Jurisdiction. The Order is consistent with existing authority that local health jurisdictions may implement or continue more protective public health measures if the jurisdiction's Local Health Officer determines that health conditions in that jurisdiction warrant such measures. Where a conflict exists between this Order and any State Public Health Officer Order related to controlling the spread of COVID-19 during this pandemic, the most restrictive provision controls, unless the County of Los Angeles is subject to a court order requiring it to act on, or enjoining it from enforcing, any part of this Order.
- 3) **Face Masks at Healthcare Indoor Settings.** This Order requires that all persons 2 years of age and older, regardless of vaccination status, wear a face mask or respirator that covers their mouth and nose at healthcare (including long term care facilities and adult and senior care facilities) indoor settings. This requirement applies to all health care settings, including those that are not covered by the State Health Officer Order issued on July 26, 2021.
 - a) Operators of healthcare facilities or settings where face masks are required to be worn indoors, shall take the following actions:

- i) Require employees and workers to wear a well-fitting medical mask or respirator that covers their mouth and nose while working indoors with others and in vehicles with more than one person.
- ii) Provide information to all patrons, guests, and attendees regarding masking requirements for all persons 2 years of age and older, regardless of vaccination status.
- iii) Post conspicuous signage at the entrance and other places within the facility to clearly communicate the indoor masking requirement to all persons coming into the indoor portion of the premises.
- iv) Remind all patrons, employees, and workers to wear masks that covers their mouth and nose while indoors.

4) Face Masks on Public Transportation and in Transportation Hubs.

- a) The Health Officer strongly recommends, but no longer requires, that persons continue to mask while in:
 - i) Public transit (examples: ships, ferries, commuter trains, subways, buses, taxis, and ride- shares).
 - ii) Transportation hubs (examples: airport and bus terminals, marina, train and subway stations, seaport or other ports, or any other area that provides transportation).

Please note that transit providers may elect to continue requiring masking in their transportation hubs and on their conveyances.

5) Face Masks in Specified High-Risk Settings

- a) In the following non-healthcare indoor settings, facilities may use the CDC COVID-19 Community Levels to determine the level of masking requirements within their facility:
 - i) State and local correctional facilities and detention centers.
 - ii) Homeless shelters, emergency shelters, and cooling and heating centers.
- b) When the COVID-19 Community Levels is Low, masking may be based on individual preference:
 - i) Only in non-clinical areas (such as housing units, communal dining areas, visitation areas, and in administrative areas where only staff may have access), and
 - ii) When there have been no outbreaks (defined as three suspected, probable, or confirmed COVID-19 cases within a 14-day period among epidemiologically linked residents and/or staff) in the entire facility or within separated, closed subunits that do not allow for mixing of those residents or staff with the general population.
- c) When the COVID-19 Community Level is low, facilities must make surgical masks or higher-level respirators (e.g., N95s, KN95s, KF94s) with good fit available at all

times to any residents and staff who would like to use them based upon their personal preferences

d) When the COVID-19 Community Level is Medium or High, facilities must maintain or reinstate universal masking for all staff and residents, regardless of if there are no outbreaks within the facility.

i) Universal masking of all staff and residents, regardless of vaccination status and Community Level, is required in all clinical areas (or when any healthcare is being delivered), including isolation and quarantine areas, or any other areas that are covered by other specified high-risk settings.

*In certain healthcare situations or settings surgical masks (or higher filtration masks) are required. In workplaces, employers and employees are subject to either the Cal/OSHA COVID-19 Emergency Temporary Standards (ETS) or the Cal/OSHA Aerosol Transmissible Diseases Standard and should consult those regulations for additional applicable requirements.

6) Additional Masking Requirements.

a) No person can be prevented from wearing a mask as a condition of participation in an activity or entry into a business or venue, including K-12 Schools and childcare settings.

b) Regardless of the CDC's COVID-19 Community Level, employers are required to offer well-fitting medical masks and respirators, such as an N95, KN95 or KF94, at no cost to their employees who work indoors and have contact with other workers, customers, or members of the public, or in vehicles with more than one person. Respirators must be offered at no cost to workers in indoor settings where customers may spend time unmasked.

c) In workplaces, employers and employees are subject to either the Cal/OSHA COVID-19 Emergency Temporary Standards or the Cal/OSHA Aerosol Transmissible Diseases Standard and should consult those regulations for additional applicable requirements.

d) The following individuals are exempt from wearing masks at all times:

i) Persons younger than two years old. Very young children must not wear a mask because of the risk of suffocation.

ii) Persons with a medical condition, mental health condition, or disability that prevents wearing a mask. This includes persons with a medical condition for whom wearing a mask could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a mask without assistance.

iii) Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.

- iv) Persons for whom wearing a mask would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.

7) Mandatory Reporting by Businesses and Governmental Entities. Persons and businesses within the County of Los Angeles Public Health Jurisdiction must continue to report clusters of confirmed or suspected COVID-19 cases to the County Department of Public Health.

- a) In the event that an owner, manager, or operator of any business knows of three (3) or more cases of COVID-19 among their employees, assigned or contracted workers or volunteers within a span of 14 days, the employer must report this outbreak to the Department of Public Health at (888) 397-3993 or (213) 240-7821, or online at www.redcap.link/covidreport.
- b) In the event that an owner, manager, or operator of any business is informed that one or more employees, assigned or contracted workers, or volunteers of the business has tested positive for, or has symptoms consistent with COVID-19 (case), the employer must have a protocol to require the case(s) to isolate themselves at home and follow Cal/OSHA requirements for workers who were exposed to the COVID-19 case(s).

8) Sectors that Require Specific Mitigation and COVID-19 Response Measures. The following sectors must operate subject to the following conditions listed:

- a) **Day camps.** Day camp owners and operators must review, implement, and post the Protocol for Day Camps, attached to this Order as [Appendix K](#).
- b) **Schools (K-12) and School Districts.** All public and private schools (K-12) and school districts within the County of Los Angeles must review, implement, and post the Protocols for K-12 Schools, attached to this Order as [Appendix T1](#), and must follow the Protocol for COVID-19 Exposure Management Plan in K-12 Schools, attached to this Order as [Appendix T2](#).
- c) **Overnight Organized/ Children's Camps.** The owner or operator of an Overnight Organized/ Children's Camp must review, implement and post the Protocol for Overnight Organized / Children's Camps, attached to this Order as [Appendix K-1](#).
- d) **Organized Youth Sports Activities.** Organized youth sports include all school (TK-12 Grades) and community-sponsored programs and recreational or athletic activities and privately organized clubs and leagues. Organized Youth Sport Protocols do not apply to collegiate or professional sports. This Protocol provides direction on outdoor and indoor youth sports activities to support an environment that presents less risk for participants of these sports. The organizers and operators of Organized Youth Sport Activities must review, implement, and post the Protocol for Organized Youth Sports, attached to this Order as [Appendix S](#).

REASONS FOR THE ORDER

9) This Order is based upon the following determinations:

Evidence that the County of Los Angeles has receded to a Low COVID-19 Community Level as determined by the CDC and receded to a weekly rate of current COVID-19 transmission that is below 100 new cases per 100,000 people. Public Health continues urging individuals to continue taking common sense precautions, such as, being up to date on their vaccinations, including obtaining the Fall 2022 bivalent COVID-19 booster; that persons at elevated risk for severe illness continue to mask at indoor public spaces, that persons continue to mask at indoor transportation hubs and while on public transportation, including ride shares and shuttles; test prior to gathering with others who are at an elevated risk for severe illness; and increase ventilation at indoor settings.

10) The Health Officer will continue monitoring epidemiological data and indicators to determine the need for potential community mitigation measures. Those indicators include, but are not limited to:

- a) The number of new cases, hospitalizations, and deaths among residents in areas in the lowest Healthy Places Index (HPI) quartile and by race/ethnicity.
- b) The COVID-19 case rate.
- c) New COVID-19 hospital admissions per 100,000 population (7-day total).
- d) Proportion of staffed hospital inpatient beds occupied by COVID-19 patients (7-day average).
- e) The percentage of COVID-19 tests reported that are positive.
- f) The availability of COVID-19 vaccines and the percentage of eligible County residents vaccinated against COVID-19.
- g) The number of fully vaccinated people who get sick, are hospitalized, or die from COVID-19.
- h) The sufficient supply and wide availability of effective therapeutics.
- i) The presence of Variants of Concern, such as, Omicron and its subvariants, and their impact on indicators (a) – (g).

ADDITIONAL TERMS

11) The County shall promptly provide copies of this Order by: (a) posting it on the Los Angeles Department of Public Health's website (www.publichealth.lacounty.gov), (b) providing it to any member of the public requesting a copy, and (c) issuing a press release to publicize the Order throughout the County.

12) If any subsection, sentence, clause, phrase, or word of this Order or any application of it to any person, structure, gathering, or circumstance is held to be invalid or unconstitutional by a

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER



decision of a court of competent jurisdiction, then such decision will not affect the validity of the remaining portions or applications of this Order.

- 13) This Order incorporates by reference, the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom and the March 4, 2020 Declarations of a Local and Public Health Emergency issued by the Los Angeles County Board of Supervisors and Los Angeles County Health Officer, respectively, and as they may be supplemented.
- 14) This Order may be revised in the future as the State Public Health Officer amends its guidance to reflect evolving public health conditions and recommendations issued by the federal CDC and other public health authorities. Should local COVID-19 conditions warrant, the Health Officer may, after consultation with the Board of Supervisors, issue orders that are more restrictive than the guidance and orders issued by the State Public Health Officer.
- 15) This Order is issued pursuant to Health and Safety Code sections 101040, 101085, and 120175.
- 16) This Order shall become effective at 12:01am Friday, September 23, 2022 and will continue to be until it is revised, rescinded, superseded, or amended in writing by the Health Officer.

IT IS SO ORDERED:

A handwritten signature in blue ink, appearing to read 'Muntu Davis, M.D., M.P.H.', is written over a horizontal line.

9/22/2022

Muntu Davis, M.D., M.P.H.

Health Officer,
County of Los Angeles

Issue Date

Appendices At-A-Glance

Businesses and customers should continue reviewing best practice documents and sector-specific protocol for designated areas on a regular basis to ensure they are complying with the latest health protection and prevention measures.

All DPH protocol and best practice documents are available at:

<http://publichealth.lacounty.gov/media/Coronavirus/index.htm>

- [Appendix K:](#) Reopening Protocol for Day Camps
- [Appendix K-1:](#) Reopening Protocol for Overnight Organized/ Children's Camps
- [Appendix S:](#) Protocol for Organized Youth Sports
- [Appendix T1:](#) Reopening Protocols for K-12 Schools
- [Appendix T2:](#) Protocol for COVID-19 Exposure Management Plan in K-12 Schools

Hollywood Burbank Airport

REVENUE PASSENGERS

	August			January - August		
Signatory Airlines	2022	2021	% Change	2022	2021	% Change
Alaska Airlines	45,169	42,828	5.47%	303,257	202,962	49.42%
American Airlines	30,061	33,723	-10.86%	224,428	182,742	22.81%
Avelo Airlines	31,083	33,978	-8.52%	243,630	155,980	56.19%
Delta Airlines	15,742	18,134	-13.19%	119,988	94,348	27.18%
Flair Airlines	2,908	0	N/A	14,090	0	N/A
JetBlue Airways	8,282	10,197	-18.78%	90,822	28,992	213.27%
Southwest Airlines	358,584	253,564	41.42%	2,592,603	1,173,707	120.89%
Spirit Airlines	17,149	3,493	390.95%	80,927	21,134	282.92%
United Airlines	20,534	4,032	409.28%	108,085	25,246	328.13%
Non-Signatory Airlines						
Frontier Airlines	3,881	15,355	-74.72%	60,250	25,139	139.67%
Total Revenue Passengers	533,393	415,304	28.43%	3,838,080	1,910,250	100.92%
Inbound (deplaned)	268,411	208,414	28.79%	1,921,680	956,867	100.83%
Outbound (enplaned)	264,982	206,890	28.08%	1,916,400	953,383	101.01%

AIRCRAFT OPERATIONS

	August			January - August		
	2022	2021	% Change	2022	2021	% Change
Landings & Takeoffs						
Air Carrier	5,921	4,297	37.79%	43,976	22,500	95.45%
Air Taxi	2,487	1,895	31.24%	15,396	12,173	26.48%
General Aviation	2,745	2,586	6.15%	18,620	18,700	-0.43%
Military Itinerant	26	35	-25.71%	278	279	-0.36%
Subtotal	11,179	8,813	26.85%	78,270	53,652	45.88%
Pass Through BUR Airspace						
Civil Local	1,978	3,146	-37.13%	17,663	24,845	-28.91%
Military Local	0	0	N/A	0	0	N/A
Subtotal	1,978	3,146	-37.13%	17,663	24,845	-28.91%
Total Aircraft Operations	13,157	11,959	10.02%	95,933	78,497	22.21%

Air Carrier: Scheduled commercial air carrier operations; including cargo operators

Air Taxi: Smaller aviation operators such as charters, commuter carriers or on-demand operators

General Aviation: Civil aviation operations for personal use

Military Itinerant: Military aviation activities

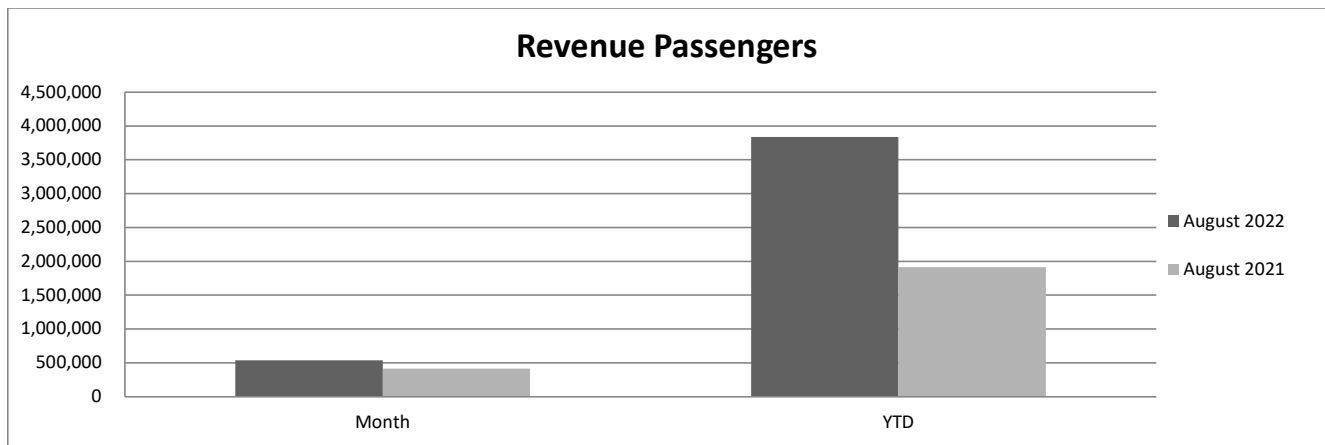
Civil Local: Civil aviation operations that pass through BUR airspace monitored by FAA ATCT at BUR

Military Local: Military aviation operations that pass through BUR airspace monitored by FAA ATCT at BUR

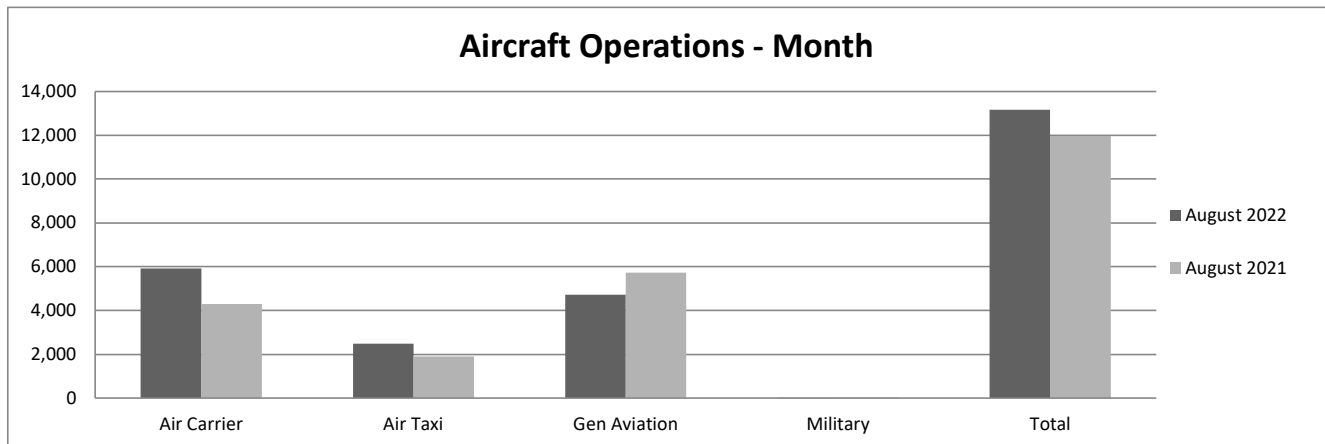
Hollywood Burbank Airport

AIR CARGO (lbs.)	August			January - August		
Signatory Airlines	2022	2021	% Change	2022	2021	% Change
Alaska Airlines	3,416	296	1054.05%	11,323	3,775	199.95%
American Airlines	0	112	-100.00%	621	1,584	-60.80%
Avelo Airlines						
Delta Airlines						
Flair Airlines						
JetBlue Airways						
Southwest Airlines	153,776	243,817	-36.93%	1,632,336	1,353,323	20.62%
Spirit Airlines						
United Airlines						
Non-Signatory Airlines						
Frontier Airlines						
Other Scheduled Carriers						
Federal Express	2,707,066	4,454,544	-39.23%	27,279,477	35,595,202	-23.36%
United Parcel Service	3,948,713	4,152,195	-4.90%	30,538,866	32,916,351	-7.22%
Charter/Contract Carriers						
Ameriflight	172,536	190,748	-9.55%	1,381,983	1,606,496	-13.98%
Total Air Cargo	6,985,507	9,041,712	-22.74%	60,844,606	71,476,731	-14.87%
Inbound (deplaned)	3,570,575	4,531,520	-21.21%	30,662,849	35,411,571	-13.41%
Outbound (enplaned)	3,414,932	4,510,192	-24.28%	30,181,757	36,065,160	-16.31%

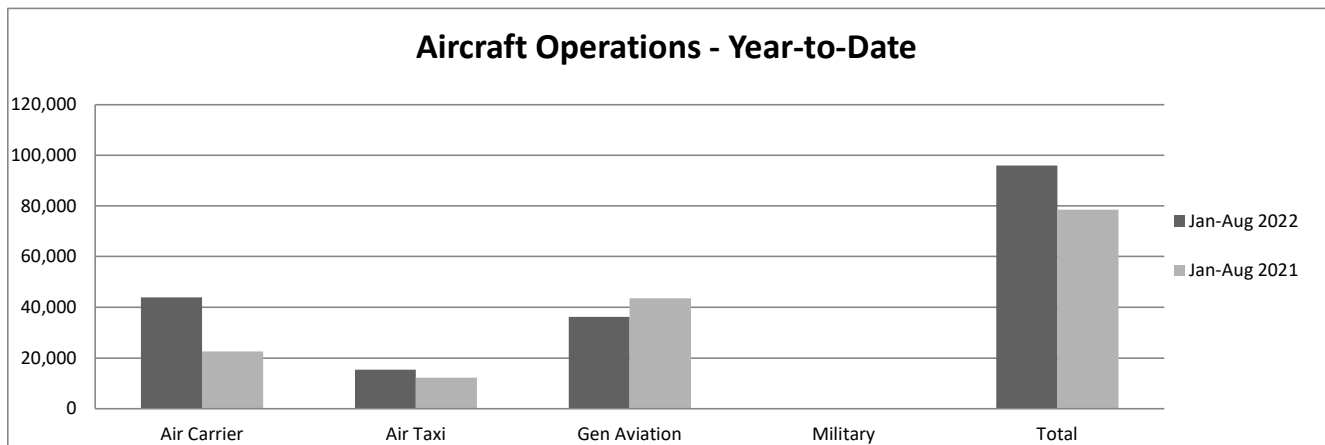
MAIL (lbs.)	August			January - August		
	2022	2021	% Change	2022	2021	% Change
	0	0	N/A	0	0	N/A
Total Mail	0	0	N/A	0	0	N/A
Inbound (deplaned)	0	0	N/A	0	0	N/A
Outbound (enplaned)	0	0	N/A	0	0	N/A



Revenue Passengers	Month	YTD
August 2022	533,393	3,838,080
August 2021	415,304	1,910,250
% Change	28.43%	100.92%



Aircraft Operations - MO	Air Carrier	Air Taxi	Gen Aviation	Military	Total
August 2022	5,921	2,487	4,723	26	13,157
August 2021	4,297	1,895	5,732	35	11,959
% Change	37.79%	31.24%	-17.60%	-25.71%	10.02%



Aircraft Operations - YTD	Air Carrier	Air Taxi	Gen Aviation	Military	Total
Jan-Aug 2022	43,976	15,396	36,283	278	95,933
Jan-Aug 2021	22,500	12,173	43,545	279	78,497
% Change	95.45%	26.48%	-16.68%	-0.36%	22.21%

Hollywood Burbank Airport

REVENUE PASSENGERS

	August			January - August		
Signatory Airlines	2022	2019	% Change	2022	2019	% Change
Alaska Airlines	45,169	66,494	-32.07%	303,257	415,370	-26.99%
American Airlines	30,061	28,797	4.39%	224,428	239,266	-6.20%
Avelo Airlines	31,083	0	N/A	243,630	0	N/A
Delta Airlines	15,742	29,216	-46.12%	119,988	150,542	-20.30%
Flair Airlines	2,908	0	N/A	14,090	0	N/A
JetBlue Airways	8,282	19,386	-57.28%	90,822	164,841	-44.90%
Southwest Airlines	358,584	361,512	-0.81%	2,592,603	2,752,755	-5.82%
Spirit Airlines	17,149	14,008	22.42%	80,927	52,187	55.07%
United Airlines	20,534	37,078	-44.62%	108,085	226,253	-52.23%
Non-Signatory Airlines						
Frontier Airlines	3,881	0	N/A	60,250	0	N/A
Total Revenue Passengers	533,393	556,491	-4.15%	3,838,080	4,001,214	-4.08%
Inbound (deplaned)	268,411	277,778	-3.37%	1,921,680	1,998,471	-3.84%
Outbound (enplaned)	264,982	278,713	-4.93%	1,916,400	2,002,743	-4.31%

AIRCRAFT OPERATIONS

	August			January - August		
	2022	2019	% Change	2022	2019	% Change
Landings & Takeoffs						
Air Carrier	5,921	6,026	-1.74%	43,976	43,801	0.40%
Air Taxi	2,487	1,860	33.71%	15,396	15,104	1.93%
General Aviation	2,745	2,971	-7.61%	18,620	21,523	-13.49%
Military Itinerant	26	34	-23.53%	278	339	-17.99%
Subtotal	11,179	10,891	2.64%	78,270	80,767	-3.09%
Pass Through BUR Airspace						
Civil Local	1,978	2,182	-9.35%	17,663	17,847	-1.03%
Military Local	0	0	N/A	0	0	N/A
Subtotal	1,978	2,182	-9.35%	17,663	17,847	-1.03%
Total Aircraft Operations	13,157	13,073	0.64%	95,933	98,614	-2.72%

Air Carrier: Scheduled commercial air carrier operations; including cargo operators

Air Taxi: Smaller aviation operators such as charters, commuter carriers or on-demand operators

General Aviation: Civil aviation operations for personal use

Military Itinerant: Military aviation activities

Civil Local: Civil aviation operations that pass through BUR airspace monitored by FAA ATCT at BUR.

Military Local: Military aviation operations that pass through BUR airspace monitored by FAA ATCT at BUR

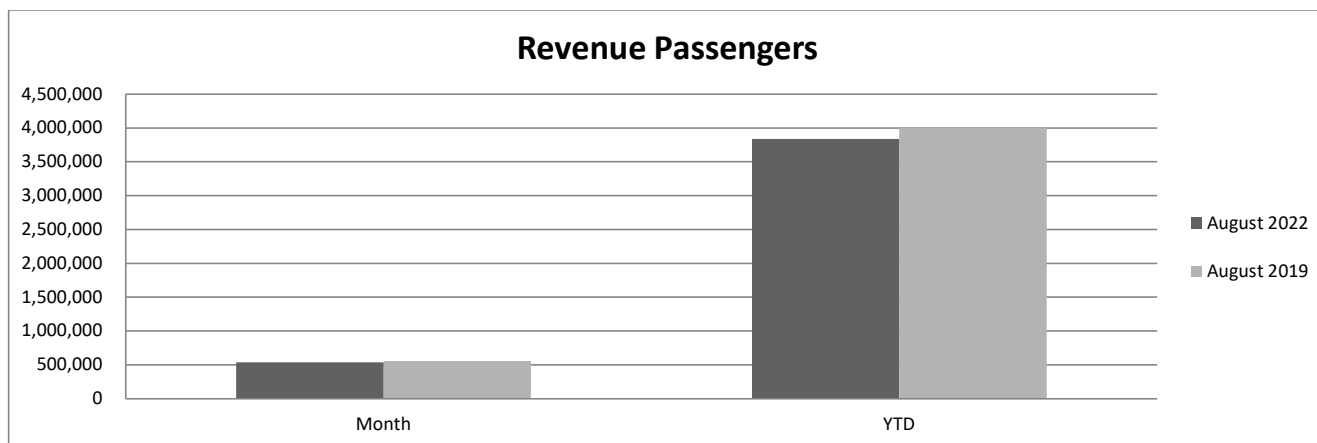
* 2019 Year-to-Date numbers include January - February 2020, and March - August 2019 totals.

Hollywood Burbank Airport

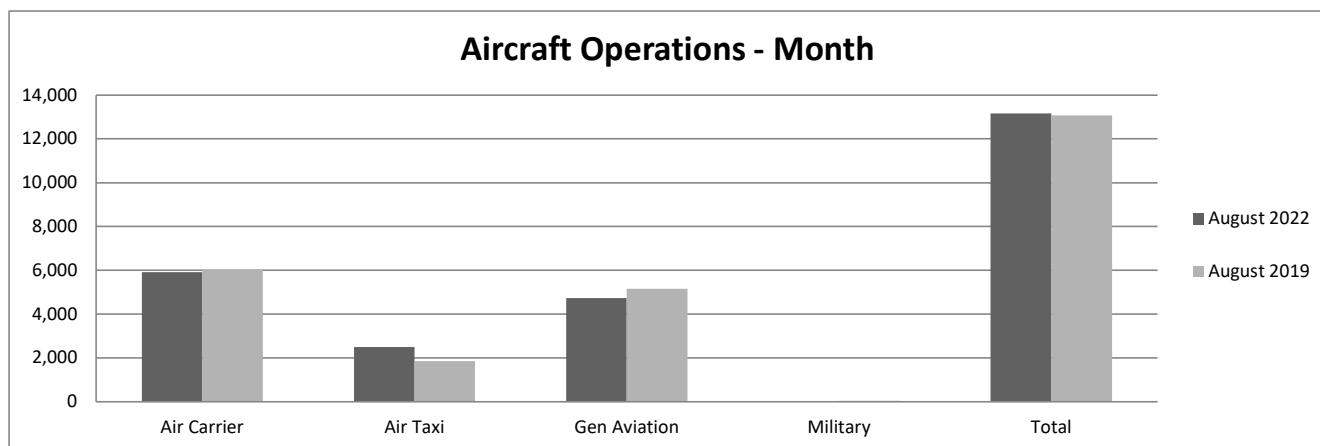
AIR CARGO (lbs.)		August			January - August		
Signatory Airlines	2022	2019	% Change	2022	2019	% Change	
Alaska Airlines	3,416	718	-100.00%	11,323	4,977	127.51%	
American Airlines	0	202	-100.00%	621	231	168.83%	
Avelo Airlines							
Delta Airlines	0	55	-100.00%	0	55	-100.00%	
Flair Airlines							
JetBlue Airways							
Southwest Airlines	153,776	163,568	-100.00%	1,632,336	1,348,600	21.04%	
Spirit Airlines							
United Airlines	0	999	-100.00%	0	46,533	-100.00%	
Non-Signatory Airlines							
Frontier Airlines							
Other Scheduled Carriers							
Federal Express	2,707,066	4,381,876	-38.22%	27,279,477	34,541,941	-21.03%	
United Parcel Service	3,948,713	4,619,324	-14.52%	30,538,866	33,331,896	-8.38%	
Charter/Contract Carriers							
Ameriflight	172,536	287,703	-40.03%	1,381,983	1,939,394	-28.74%	
Total Air Cargo	6,985,507	9,454,445	-26.11%	60,844,606	71,213,627	-14.56%	
Inbound (deplaned)	3,570,575	4,625,392	-22.80%	30,662,849	35,441,503	-13.48%	
Outbound (enplaned)	3,414,932	4,829,053	-29.28%	30,181,757	35,772,124	-15.63%	

MAIL (lbs.)		August			January - August		
	2022	2019	% Change	2022	2019	% Change	
American Airlines	0	0	N/A	0	6,032	-100.00%	
Total Mail	0	0	N/A	0	6,032	-100.00%	
Inbound (deplaned)	0	0	N/A	0	3,016	-100.00%	
Outbound (enplaned)	0	0	N/A	0	3,016	-100.00%	

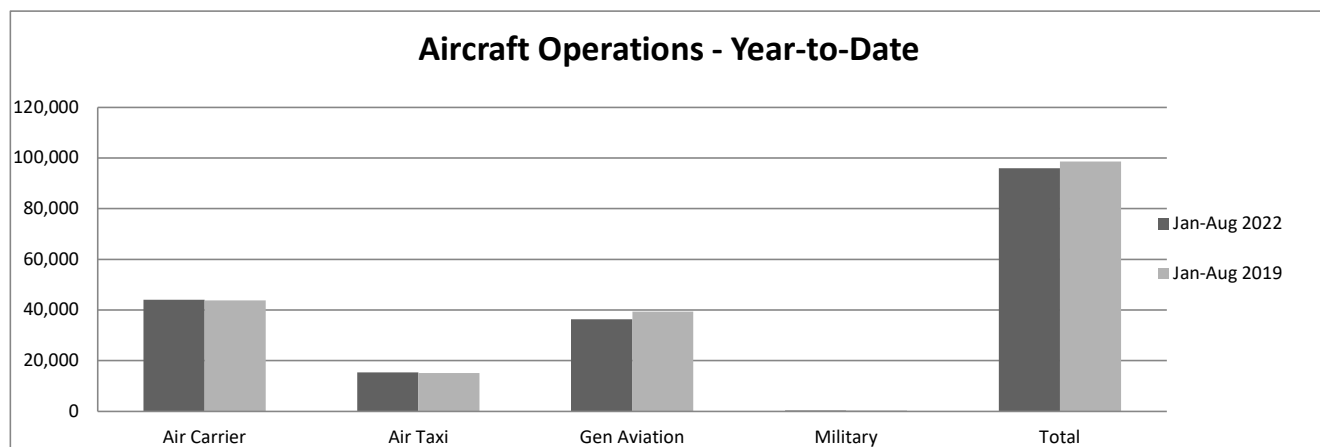
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Revenue Passengers	Month	YTD
August 2022	533,393	3,838,080
August 2019	556,491	4,001,214
% Change	-4.15%	-4.08%



Aircraft Operations - MO	Air Carrier	Air Taxi	Gen Aviation	Military	Total
August 2022	5,921	2,487	4,723	26	13,157
August 2019	6,026	1,860	5,153	34	13,073
% Change	-1.74%	33.71%	-8.34%	-23.53%	0.64%



Aircraft Operations - YTD	Air Carrier	Air Taxi	Gen Aviation	Military	Total
Jan-Aug 2022	43,976	15,396	36,283	278	95,933
Jan-Aug 2019	43,801	15,104	39,370	339	98,614
% Change	1.93%	-13.49%	-7.84%	-17.99%	-2.72%