



October 13, 2022

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

NOTICE is hereby given that a regular meeting of the Legal, Government and Environmental Affairs Committee will be held on Monday, October 17, 2022, at 9:30 a.m., or immediately following the Commission meeting, in the Burbank Room 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: (701) 802-5334*

*Access Code: 2451017#*

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

REGULAR MEETING  
OF THE  
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE  
Burbank Room  
Monday, October 17, 2022  
9:30 a.m., or Immediately Following  
the Conclusion of the  
Commission Meeting

*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.*



*The public comment period is the opportunity for members of the public to address the Committee on agenda items and on airport-related non-agenda matters that are within the Committee's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.*

*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 Committee during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Committee's subject matter jurisdiction.*
- *Limit comments to five minutes or to such other period of time as may be specified by the presiding officer.*



*The following activities are prohibited:*

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*



*Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Committee less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 N. Hollywood Way, Burbank) in the administrative office during normal business hours.*



*In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.*

## A G E N D A

Monday, October 17, 2022

1. Roll Call
2. Staff Announcement: AB 23
3. Approval of Agenda
4. Public Comment
5. Approval of Minutes
  - a. October 3, 2022 [See page 1]
6. Items for Approval
  - a. Award of Terminal Space Lease [See page 4]  
Prepango, LLC

***Normally, this item would be presented to the Finance and Administration Committee, but that Committee will not meet on October 17, 2022, due to lack of a quorum. Because of the time sensitivity of this item, Staff seeks a Legal, Government and Environmental Affairs Committee recommendation to the Commission for approval of a proposed Terminal Space Lease with Prepango, LLC ("Prepango") to provide a post-security concession kiosk in Terminal A at Hollywood Burbank Airport. Prepango proposes to install an unmanned retail store kiosk located across from Gate A3 for the purposes of selling "Kylie Cosmetics", a leading women's cosmetic brand.***

7. Items for Information
  - a. Legislative Update  
***No staff report included. Staff will provide an overview of the 2022 CA State Legislative Session which ended on September 30, 2022. Staff will also discuss bills that are of particular interest for Hollywood Burbank Airport.***
  - b. Committee Pending Items [See page 6]
8. Adjournment

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

**MONDAY, OCTOBER 3, 2022**

A regular meeting of the Legal, Government and Environmental Affairs Committee was called to order this date in the Burbank Room, 2627 N. Hollywood Way, Burbank, California, at 10:25 a.m., by Commissioner Williams.

**1. ROLL CALL**

**Present:** Commissioners Williams, Najarian (via teleconference) and Dyson (via teleconference)

**Absent:** NONE

**Also Present:** Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Kathy David, Deputy Executive Director, Finance and Administration; David Kwon, Director, Financial Services; Maggie Martinez, Director Noise and Environmental Affairs

Authority Counsel: Terence R. Boga, Esq.  
Richards Watson & Gershon

**2. Staff Announcement: AB 23**

The 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**

Agenda was approved as presented.

**4. Public Comment**

There were no public comments.

**5. Approval of Minutes**

**a. September 19, 2022**

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

**Motion**

Commissioner Najarian (via teleconference) moved approval of the minutes, seconded by Commissioner Dyson (via teleconference).

**Motion Approved**

The minutes were approved as presented (3–0).

## 6. Items for Approval

### a. **Transfer of Custody Services for the Authority's Managed Assets The Bank of New York Mellon Corporate Trust Company, N.A.**

Normally this item would have been 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. Due to the time sensitivity of this item, Staff presented to the Legal, Government and Environmental Affairs Committee to recommend to the Commission approval of a proposed transfer of the Authority's managed assets from Bank of America's (BofA) Global Custody and Agency Services to the Bank of New York Mellon Corporate Trust Company's, N.A., Global Custody Services.

In June 2022, BofA notified Staff that it would be terminating its Global Custody and Agency Services which provides custodial services for the Authority's investment portfolio accounts. These assets must be transitioned to another custodian by the end of November 2022.

#### **Motion**

Commissioner Dyson (via teleconference) moved approval; seconded by Commissioner Najarian (via teleconference).

#### **Motion Approved**

There being no objection, a voice vote was taken, and the motion was unanimously approved (3–0).

### b. **Professional Services Agreement Trifiletti Consulting, Inc.**

Due to a previous association with proposed service provider, Commissioner Williams recused herself from this item. Commissioner Najarian assumed the chair duties. Staff sought a Committee recommendation to the Commission for approval of a new Professional Services Agreement with Trifiletti Consulting, Inc., to provide for continued environmental services in support with the Authority's Memorandum of Understanding and the implementation of the voluntary Airport measures identified in the Air Quality Improvement Plan with the South Coast Air Quality Management District. The proposed PSA will cover the period from November 1, 2022, to October 31, 2023, with a not-to-exceed annual amount of \$120,000.

#### **Motion**

Commissioner Dyson (via teleconference) moved approval; seconded by Commissioner Najarian (via teleconference).

#### **Motion Approved**

There being no objection, a voice vote was taken, and the motion was unanimously approved (2–0).

Commissioner Williams returned to chair the remainder of the meeting.

**7. Items for Discussion**

**a. Hertz Corporation  
Electric Vehicle Program at  
Hollywood Burbank Airport**

Staff informed the Committee on the Hertz Corporation's investment into electric vehicles and supporting electric charging stations for their operation at the Regional Intermodal Transportation Center.

**8. Items for Information**

**a. Committee Pending Items**

Staff had no updates of future pending items to present to the Committee.

**9. Adjournment**

There being no further business to discuss, the meeting was adjourned at 10:49 a.m.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE  
OCTOBER 17, 2022**

**AWARD OF TERMINAL SPACE LEASE  
PREPANGO, LLC**

Presented by Scott Kimball, Deputy Executive Director  
Operations, Business, Procurement, SMS

**SUMMARY**

Normally, this item would be presented to the Finance and Administration Committee, but that Committee will not meet on October 17, 2022, due to lack of a quorum. Because of the time sensitivity of this item, Staff seeks a Legal, Government and Environmental Affairs Committee ("Committee") recommendation to the Commission for approval of a proposed Terminal Space Lease ("Lease") with Prepango, LLC ("Prepango") to provide a post-security concession kiosk in Terminal A at Hollywood Burbank Airport. Prepango proposes to install an unmanned retail store kiosk located across from Gate A3 for the purposes of selling "Kylie Cosmetics", a leading women's cosmetic brand.

**BACKGROUND**

Prepango, LLC founded in 2009, is a Minority Business Enterprise that operates, delivers and specializes in custom vending solutions. Prepango has extensive airport experience and has grown to become the market leader in vending machines/kiosks in the travel retail industry. Currently, Prepango operates in over 20 major airports including Los Angeles International Airport, Ontario International Airport, JFK International Airport, Harry Reid Las Vegas International Airport and Chicago-O'Hare International Airport.

Prepango's kiosk utilizes software that is cloud based which allows the company to monitor, ship and forecast its inventory in real time to ensure its kiosk is always stocked and fully operational.

Through a reference check, Prepango is in good standing and current with its obligations at the various Airports that it serves.

**DETAILS**

Key components of the proposed Lease are:

Premises: Post-security in Terminal A, across from Gate A3 Holdroom

Use: Provide Kylie branded cosmetic products

Term: Three (3) years, commencing November 1, 2022

Extension: None

Termination: 30-days prior written notice to Tenant

Rent: Monthly rent will be 11% of Prepango's monthly gross revenue derived from its kiosk sale

Other: Executive Director shall have the ability to remove, relocate or add additional kiosks on an as-needed basis

#### REVENUE IMPACT

As the installation of the proposed kiosk sells a highly popular line of branded cosmetics, it is anticipated that the proposed terminal lease will provide additional operating revenue from the 11% of gross monthly sales.

#### STAFF RECOMMENDATION

Staff seeks the Committee recommendation to the Commission that it approve the proposed Terminal Space Lease with Prepango and authorize the Authority President to execute same.



**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE  
OCTOBER 17, 2022**

**COMMITTEE PENDING ITEMS**

**Future**

1. ACI Carbon Accreditation Program
2. Report on EVTOL