



October 27, 2022

CALL AND NOTICE OF THE REGULAR MEETING OF THE
EXECUTIVE COMMITTEE
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that the regular meeting of the Executive Committee will be held Wednesday, November 2, 2022, at 9:00 a.m., 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 Committee 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:

(701) 802-5334
Access Code: 2451017#

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

REGULAR MEETING
OF THE
EXECUTIVE COMMITTEE
Burbank Room
Wednesday, November 2, 2022
9:00 a.m.

The public comment period is the opportunity for members of the public to address the Committee on agenda items. 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

Wednesday, November 2, 2022

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
 - a. October 5, 2022 **[See page 1]**
5. Items for Approval
 - a. Agenda Item Protocol **[See page 3]**

Staff seeks an Executive Committee recommendation to the Commission that it establish an agenda item protocol for items submitted to the Commission or a Committee.
6. Items for Information
 - a. Committee Pending Items **[See page 5]**
7. 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)
8. Adjournment

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

WEDNESDAY, OCTOBER 5, 2022

A regular meeting of the Executive Committee was called to order on this date in the Burbank Room, 2627 N. Hollywood Way, Burbank, California, at 9:01 a.m., by Commissioner Gabel-Luddy.

1. ROLL CALL

Present: Commissioners Gabel-Luddy, Williams (via teleconference) and Najarian (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; Patrick Lammerding, Deputy Executive Director, Planning and Development

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

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

2. Approval of Agenda

Motion Commissioner Najarian (via teleconference) moved approval of the agenda; seconded by Commissioner Williams (via teleconference).

Motion Approved A voice vote was taken to accommodate those participating via teleconference. The motion was approved unanimously (3–0).

3. Public Comment

There were no public comments.

4. Approval of Minutes

a. September 26, 2022

A draft copy of the minutes of the September 26, 2022 special meeting, were included in the agenda packet for review and approval.

Motion Commissioner Najarian (via teleconference) moved approval of the minutes; seconded by Commissioner Williams (via teleconference).

Motion Approved

A voice vote was taken to accommodate those participating via teleconference. The motion was approved unanimously (3–0).

5. Items for Discussion

**a. Replacement Passenger Terminal
Project Decision and Risk Matrix**

Roger Johnson of Jacobs Project Management Co. made a presentation to the Committee and discussed the Committee's role in project decision making for the Replacement Passenger Terminal.

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 to discuss, the meeting was adjourned at 9:55 a.m.

**STAFF REPORT PRESENTED TO THE
EXECUTIVE COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
NOVEMBER 2, 2022**

AGENDA ITEM PROTOCOL

Presented by Terence R. Boga
Authority General Counsel

SUMMARY

Staff seeks an Executive Committee recommendation to the Commission that it establish an agenda item protocol for items submitted to the Commission or a Committee.

BACKGROUND

The Authority's longstanding practice is that the Executive Director has the primary responsibility for agendizing items for Commission and Committee meetings. Historically, the Executive Director consults with the Commission President and Committee Chairperson regarding agenda items as necessary. Additionally, in response to the Executive Committee's September 7, 2022 discussion of staff presentations, the Executive Director started placing on the consent calendar items that have a Committee recommendation. This new practice is not followed if the Committee has given a contrary direction.

PROPOSED POLICY

In response to Commissioner requests, staff has drafted a resolution to establish an agenda item protocol for the Executive Committee's consideration. The protocol seeks to memorialize the following: (i) the Executive Director's longstanding responsibility for managing meeting agendas; and (ii) the process by which Commissioners may have items placed on either a Commission or Committee meeting agenda. The latter component of the protocol is meant to ensure that Commissioners do not unilaterally ask or instruct staff to agendize an item. Instead, the resolution specifies a "one-step, two-step" process similar to the Burbank City Council's process when a Council Member proposes an agenda item. As now drafted, the resolution specifies the following process for a Commissioner to have an item agendized:

- A Commissioner makes an agenda item request at a Commission meeting during the Commissioner Comments portion of the meeting.
- If two other Commissioners concur, then the request will be agendized for a preliminary discussion at the next Commission meeting.
- At the preliminary discussion, the Commission may direct the Executive Director to agendize the item for a future Commission or Committee meeting, defer the request for consideration at a later date, or table the request.

STAFF RECOMMENDATION

Staff seeks a recommendation of the Committee to the Commission on the proposed resolution establishing an agenda item protocol.

Attachment: Proposed Resolution No. 496

RESOLUTION NO. 496

**A RESOLUTION OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY COMMISSION
ESTABLISHING AN AGENDA ITEM PROTOCOL**

The Burbank-Glendale-Pasadena Airport Authority Commission finds, resolves and determines as follows:

Section 1. Agenda Item Protocol.

A. The Executive Director shall have primary responsibility for agendizing items for Commission and Committee meetings. Items submitted to the Commission with a Committee recommendation shall be placed on the consent calendar unless contrary direction is given by the Committee or a contrary determination is made by the Executive Director. Agenda items shall be scheduled in a manner that promotes meeting efficiency and respects the time constraints of Commissioners who also serve on a City Council or otherwise have a competing demand for their engagement.

B. The Executive Director shall consult with the President regarding Commission agenda item matters as necessary. The Executive Director shall consult with the Committee chairperson regarding that Committee's agenda item matters as necessary.

C. Commissioners shall not unilaterally ask or instruct the Executive Director or other staff to agendize an item for a Commission or Committee meeting. Any Commissioner who desires to have an item agendized for Commission or Committee consideration shall make a request at a Commission meeting during the Commissioner Comments portion of the meeting. If two other Commissioners express support for the request, then the request (not the actual item) shall be agendized for the next Commission meeting for a preliminary discussion. At the preliminary discussion the Commission may take any of the following actions: direct the Executive Director to agendize the item for a future Commission or Committee meeting; defer the request for consideration at a later date; or table the request.

Section 2. Effective Date. This Resolution shall be effective upon adoption.

Adopted this ____ day of _____, 2022.

Emily Gabel-Luddy, President

Attest:

Ara Najarian, Secretary

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
EXECUTIVE COMMITTEE
NOVEMBER 2, 2022**

COMMITTEE PENDING ITEMS

Future

1. Award of Contract – Replacement Passenger Terminal (“RPT”) Progressive Design-Build (“PDB”)
2. Jacobs - Task Order No. 3
3. RPT PDB Accounting Support and Invoice Processing Services
4. Proposed Resolution - RPT Decision Authority
5. Public Comment Protocol