



November 17, 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, November 21, 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, November 21, 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.

AGENDA

Monday, November 21, 2022

1. Roll Call
2. Staff Announcement: AB 23
3. Approval of Agenda
4. Public Comment
5. Approval of Minutes
 - a. October 17, 2022 [See page 1]
6. Items for Approval
 - a. Award of Professional Services Agreement for Airport Carbon Accreditation [See page 3]

Staff seeks a Legal, Government and Environmental Affairs Committee recommendation to the Commission for award of a Professional Services Agreement ("Agreement") to Polytechnique Environmental, Inc., for a Level 2 Airport Carbon Accreditation certification from Airports Council International, to support the Authority with its sustainability efforts in reducing the carbon emissions footprint of Hollywood Burbank Airport through a Carbon Management Plan. The proposed Agreement has a not-to-exceed amount of \$34,720 for a one year-base period, with four one-year options capped in the amounts of \$19,810, \$23,310, \$19,810 and \$23,310 respectively for each option year, if exercised.
7. Items for Information
 - a. 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 17, 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 10:24 a.m., by Commissioner Williams.

1. ROLL CALL

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

Absent: None

Also Present: Staff: Frank Miller, Executive Director;
John Hatanaka, Senior Deputy Executive Director;
Scott Kimball, Deputy Executive Director Business and Properties, Safety, Procurement, and Operations; Pamela Marcello, Senior Director, Government and Public Affairs

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 moved approval of the agenda, seconded by Commissioner Najarian (via teleconference). There being no objection, a voice vote was taken to accommodate the Commissioner participating via teleconference. The motion was approved (3-0).

4. Public Comment

There were no public comments.

5. Approval of Minutes

a. October 3, 2022

A draft copy of the October 3, 2022, minutes was included in the agenda packet for review and approval.

Motion

Commissioner Dyson moved approval of the minutes of the October 3, 2022 meeting, seconded by Commissioner Najarian (via teleconference).

Motion Approved

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

6. Items for Approval

a. Award of Terminal Space Lease Prepango, LLC

Normally, this item would be presented to the Finance and Administration Committee, but that Committee did not meet on October 17, 2022, due to lack of a quorum. Because of 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 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.

Motion

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

Motion Approved

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

7. Items for Information

a. Legislative Update

Staff provided an overview of the 2022 CA State Legislative Session which ended on September 30, 2022. Staff also discussed bills that are of particular interest for Hollywood Burbank Airport.

b. 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 10:44 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE
NOVEMBER 21, 2022**

**AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR
AIRPORT CARBON ACCREDITATION**

Presented By Maggie Martinez
Director, Noise & Environmental Affairs

SUMMARY

Staff seeks a Legal, Government and Environmental Affairs Committee ("Committee") recommendation to the Commission for award of a Professional Services Agreement ("Agreement") to Polytechnique Environmental, Inc. ("Polytechnique"), copy attached, for a Level 2 Airport Carbon Accreditation ("ACA") certification from Airports Council International ("ACI"), to support the Authority with its sustainability efforts in reducing the carbon emissions footprint of Hollywood Burbank Airport ("Airport") through a Carbon Management Plan ("CMP"). The proposed Agreement has a not-to-exceed amount of \$34,720 for a one year-base period, with four one-year options capped in the amounts of \$19,810, \$23,310, \$19,810 and \$23,310 respectively for each option year, if exercised.

BACKGROUND

The ACA program was developed and launched by ACI Europe in 2009 and by 2014, the program had expanded worldwide to all ACI regions, including North America. Currently there are 420 accredited airports worldwide that are certified with 59 airports in North America. In the Southern California region the following airports have achieved certification: Los Angeles International Airport ("LAX"); Van Nuys Airport ("VNY"); San Diego International Airport ("SAN"); and, most recently, Long Beach Airport ("LGB") was certified at Level 2.

The aim of the ACA program is to encourage and enable airports to implement best practices in carbon management and achieve emissions reductions. It focuses on carbon emissions, as these make up the majority of an airport's emissions profile. The ACA will be independently verified by an approved third-party "verifier" which is an essential element of the program. The purpose of an independent third-party verification is to provide confidence that the reported information, statements, and plans represent a faithful, true, and fair account of an airport's efforts. The verification fee is not included in the contract price because it needs to be independent from the ACA application. At the appropriate time after completion of the ACA application, Staff will identify an approved verifier for the Commission's consideration.

The ACA program is the only Global Standard for Carbon Management in the airport industry and was developed according to the International Standards. The Authority will benefit from this accreditation by gaining public recognition, promoting efficiency and sustainability, raising the Airport's profile and credibility, encouraging standardization and benchmarking, increasing awareness, and reducing regulatory risk.

ACA has six accreditation levels, from Level 1 to Level 4+ with each level of accreditation having its own suite of requirements for various program elements. It is proposed that for this effort, the Authority pursue a Level 2 accreditation which will focus on reducing emissions by developing a CMP. The CMP will contain defined responsibility, resource allocation, organizational structure, carbon management initiatives, an implementation plan, communication plan, awareness and training, and a self-assessment audit.

The levels of accreditation are more specifically defined below:

- Level 1: Mapping: Carbon footprint measurement
- Level 2: Optimization: Carbon management towards a reduced carbon footprint
- Level 3: Optimization: Third party engagement in carbon footprint reduction
- Level 3+: Neutrality: Carbon neutrality for direct emissions by offsetting
- Level 4: Transformation: Transforming airport operations and those of its business partners to achieve absolute emissions reductions
- Level 4+: Transition: Compensation for residual emissions with reliable offsets

EVALUATION PROCESS

A Request for Proposals (“RFP”) was issued on September 30, 2022, through the PlanetBids, ACI, and American Association of Airport Executives websites. From this outreach, the Authority received proposals from five firms whose responses were reviewed with all five proposals deemed responsive to the RFP requirements. The five firms responding in alphabetical order are:

- Arup US, Inc.
- CDM Smith Inc.
- Harris Miller Miller & Hanson, Inc.
- Polytechnique Environmental, Inc.
- Ramboll US Consulting, Inc.

The evaluation of each proposal consisted of the following criteria:

SC-1: Firm Experience, Background and Past Performance

SC-2: Qualifications of Proposed Project Team

SC-3: Technical Approach and Appropriate Credentials

SC-4: Proposed Compensation

SC-5: Professional Service Agreement Acceptance

An evaluation team comprised of Staff from various departments reviewed the proposals based on the criteria defined above. The respondents represent a cross-section of sizes of environmental firms ranging from small to large size firms.

Using an equally weighted average point-allocation process for each of the criteria above, out of 100 total available points, the results are as follows:

Selection Criteria	SC-1	SC-2	SC-3	SC-4	SC-5	TOTAL
	Firm's Exp., Background, Past Performance	Qualifications of Proposed Project Team	Technical Approach	Attachment B - Fee Schedule	Acceptance of sample Services Agreement	
Weighting Factor:	1	1	1	1	1	
Maximum Points Possible	25	25	25	20	5	100
FIRM:						
Polytechnique Environmental, Inc.	23	24	24	20	5	96
Ramboll US Consulting, Inc.	22	24	24	14	5	89
CDM Smith Inc.	23	23	25	5	5	81
Harris Miller Miller & Hanson, Inc.	23	22	22	7	4	78
Arup US, Inc.	19	23	23	7	4	76

After a thorough review of all the information received from the highest ranked and lowest cost proposer, Polytechnique ranked the highest of all five respondents. Polytechnique is a well-qualified professional firm that offered a comprehensive proposal supporting the Authority's ACA application with an emphasis on carbon management and carbon footprint reduction. Polytechnique has over 8 years of experience in engineering, sustainability, compliance, grants, and hazardous materials services and has supported clients that are working towards carbon neutrality including LAX, LGB, Dallas Love Field Airport, Portland International Airport, and SAN. Polytechnique successfully assisted LGB in being awarded Level 2 as its entry point into the ACA program in 2021 and has supported the Norman Y. Mineta San Jose International Airport with its ACA application. Polytechnique has also served as a third-party verifier for Indianapolis International Airport, LAX and VNY.

During the first year of the Agreement, Polytechnique's services will focus on supporting the Authority's development and maintenance of a practical, workable carbon management plan to help the Airport establish carbon emission reduction targets for its ACA Level 2 application. During the second, third, fourth and fifth year of the Agreement, if exercised, Polytechnique will support the Authority with the third-party verification process and ACA renewal process for the purposes of maintaining an ACA Level 2 certification.

BUDGET IMPACT

Appropriations for the first year of this program were included in FY 2023 adopted budget. Appropriation requests for the four option periods of the Agreement will be included in subsequent fiscal years.

STAFF RECOMMENDATION

Staff seeks a Committee recommendation to the Commission for approval of the Agreement with Polytechnique for a not-to-exceed amount of \$34,720 for the first year of the Agreement with not-to-exceed amounts of \$19,810, \$23,310, \$19,810 and \$23,310 for each option year respectively and authorization for the President to execute the same.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE
NOVEMBER 21, 2022**

COMMITTEE PENDING ITEMS

Future

1. Landscape Contractor Equipment Update
2. Report on EVTOL