



December 15, 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, December 19, 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, December 19, 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, December 19, 2022

1. Roll Call
2. Staff Announcement: AB 23
3. Approval of Agenda
4. Public Comment
5. Approval of Minutes
  - a. November 21, 2022 *[See page 1]*
6. Items for Discussion
  - a. Carbon Offset Program  
John Wayne Airport *[See page 3]*

***At the request of Commission President Gabel-Luddy, this report provides information with regard to a carbon offset program offered by Fixed Based Operator ("FBO") Clay Lacy Aviation at John Wayne Airport. Additionally, Staff has included information of the ongoing sustainability programs currently being undertaken by FBOs that operate at Hollywood Burbank Airport.***
7. Items for Information
  - a. Committee Pending Items *[See page 7]*
8. Adjournment

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

**MONDAY, NOVEMBER 21, 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 11:30 a.m., by Commissioner Williams.

**1. ROLL CALL**

<b>Present:</b>	Commissioners Williams, Dyson and Najarian (via teleconference)
<b>Absent:</b>	None
<b>Also Present:</b>	Staff: Frank Miller, Executive Director; Patrick Lammerding, Deputy Executive Director, Planning and Development; Maggie Martinez, Director, Noise and Environmental Affairs  Authority Counsel: Terence R. Boga of Richards, Watson & Gershon  Polytechnique Environmental, Inc. (via teleconference): Joohi Sood, President, Account Manager; Dennis Fee, Project Manager

**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 17, 2022**

A draft copy of the October 17, 2022, minutes was included in the agenda packet for review and approval.

#### **Motion**

Commissioner Dyson moved approval of the minutes of the October 17, 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 Professional Services Agreement for Airport Carbon Accreditation**

Staff sought a 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.

#### **Motion**

Commissioner Dyson moved approval; 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).

## **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 11:43 a.m.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE  
DECEMBER 19, 2022**

**CARBON OFFSET PROGRAM  
JOHN WAYNE AIRPORT**

Presented By Maggie Martinez  
Director, Noise & Environmental Affairs

**SUMMARY**

At the request of Commission President Gabel-Luddy, this report provides information with regard to a carbon offset program offered by Fixed Based Operator (“FBO”) Clay Lacy Aviation (“Clay Lacy”) at John Wayne Airport. Additionally, Staff has included information on the ongoing sustainability programs currently being undertaken by FBOs that operate at Hollywood Burbank Airport.

**CLAY LACY AVIATION**

At John Wayne Airport, Clay Lacy is offering its clients the ability to participate in a voluntary carbon offset program. This program is for private aircraft operators that wish to offset their carbon emissions. Carbon offsets are a way to decrease the net carbon footprint of activity by funding measurable, verifiable emission reductions from certified projects designed to remove the equivalent amount of emissions from the environment. Examples of these types of projects include solar and wind energy farms, methane gas capture, and reforestation. Project owners sell carbon offsets to earn revenue to develop, maintain, and expand their projects.

This program is offered by Clay Lacy to its customers only and is not offered or administered by John Wayne Airport and supports various projects worldwide focused on environmental sustainability including the potential for the planting of trees.

**PROGRAM COST**

Once an operator voluntarily enrolls in the program, Clay Lacy reports the total jet fuel purchased every 6 months to 4Air, a third-party business that focuses on aviation sustainability programs, to calculate the cost for carbon credits to be purchased by the customer. The customer has the option to choose what type of projects they want to invest in (solar, wind energy farms, methane gas capture, reforestation including the planting of trees, etc.) and the location (a specific state or country) for their carbon offset. The offset program cost starts at 10 cents to the gallon, increasing depending on the type and/or location of the program the customer selects to fund. For example, if a customer bought 100,000 gallons of fuel from Clay Lacy during a 6-month period and they select a project that costs 10 cents to the gallon to offset their emissions, then they would pay \$10,000 to offset 100% of their emissions once credits are purchased, the customer receives a Carbon Offset Certificate.

## OBJECTIVE

The ultimate objective of the program is to reduce emissions whenever economically feasible. Beyond carbon offsets, the program includes energy efficiency measures and improvements to operational systems as well as a conversion to Sustainable Aviation Fuel (“SAF”), renewable diesel, and solar power. Carbon offsetting appears to be the current focus as it is the most practical measure that can be immediately implemented while new technologies and sustainable fuels become more accessible to the aviation industry.

## SUSTAINABILITY PROGRAMS AT HOLLYWOOD BURBANK AIRPORT

The Hollywood Burbank Airport has two FBOs, Million Air and Atlantic Aviation. Million Air currently offers SAF, with Atlantic Aviation planning to start offering SAF in 2023.

### MILLION AIR

Million Air has been offering SAF to general aviation customers and its sublease tenants since 2021. SAF is made from renewable biomass and waste resources instead of petroleum-based sources. The use of SAF is considered a more advanced sustainability measure as it directly lowers the carbon footprint and decouples the greenhouse gas emissions from the aircraft operation. Million Air currently reports 9 customers requesting SAF regularly with more showing interest in using the product.

Additionally, Million Air as a company achieved Carbon Neutral status in 2021 through their participation in a sustainability program, which includes carbon offsets, provided by 4Air. A copy of the certification is attached.

Sustainability projects at Million Air:

- Installed 4 electric vehicle chargers in their parking lot
- Reduced the number of ground service equipment that are powered by internal combustion gasoline engines
- Purchasing a completely electric Ground Power Unit
- Updated golf carts to newer models that hold a charge for a longer period
- Reduced the use of plastic in their canteen
- Sold 205,000 gallons of SAF (Sustainable Aviation Fuel)

### ATLANTIC AVIATION

Atlantic Aviation is continuing to reduce its carbon footprint by implementing sustainability-focused projects:

Current sustainability projects at Atlantic:

- 90% of their aircraft tows are conducted with electric tow vehicles
- Incorporated a single-use plastic waste reduction program
- Reclaiming all Jet-A fuel sumps at a rate of approximately 700 gallons per month

Future programs:

- Offer SAF in 2023
- Install electric chargers (Level 2)
- Expand their carbon offset program to include BUR
- Acquire renewable diesel for their Ground Support Equipment in 2023





**132 metric tons CO<sub>2</sub>e**

**SCOPE 1**



Direct Emissions

**83**

metric tons CO<sub>2</sub>

**SCOPE 2**



Indirect Emissions  
(Electricity & Heating)

**49**

metric tons CO<sub>2</sub>e

**SCOPE 3**

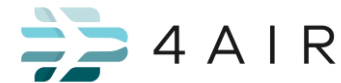


Jet A  
&  
Sustainable Aviation Fuel

**3,516,995**  
gallons of Jet A

**78,501**  
gallons of SAF

**-169.7**  
metric tons CO<sub>2</sub>e



is proud to rate

**Million Air Burbank**

Facility Neutral  
for their Greenhouse Gas Emissions  
Reductions

**2021**

\*Facility Neutral rating only requires Scopes 1 and 2 to be offset,  
Scope 3 is included for information purposes only

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE  
DECEMBER 19, 2022**

**COMMITTEE PENDING ITEMS**

**Future**

1. Landscape Contractor Equipment Update
2. Report on EVTOL