



January 19, 2023

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

NOTICE is hereby given that a special meeting of the Executive Committee will be held Wednesday, January 25, 2023, at 9:00 a.m., in the Burbank Room of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

In addition to attending the meeting in person, 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

SPECIAL MEETING  
OF THE  
EXECUTIVE COMMITTEE  
Burbank Room  
Wednesday, January 25, 2023  
9:00 a.m.

*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.*

*Members of the public are requested to observe the following decorum when attending or participating in meetings of the Committee:*

- *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 three 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, January 25, 2023

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
  - a. January 4, 2023 *[See page 1]*
5. Items for Discussion
  - a. Replacement Passenger Terminal (“RPT”) Project Decision Matrix  
  
***No staff report attached. The RPT Program Manager, Jacobs Project Management Inc. will continue the presentation and discussion from the Committee’s January 4, 2023 meeting regarding the decision matrix to support the implementation of the RPT project.***
6. Items for Information
  - a. Committee Pending Items *[See page 4]*
7. Adjournment

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

**WEDNESDAY, JANUARY 4, 2023**

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 9:00 a.m., by Commissioner Gabel-Luddy.

**1. ROLL CALL**

**Present:** Commissioners Gabel-Luddy (via teleconference)  
Williams (via teleconference) and Najarian (arrived  
at 9:10 a.m., via teleconference)

**Absent:** None

**Also Present:** Staff: Frank Miller, Executive Director;  
John Hatanaka, Senior Deputy Executive Director;  
Patrick Lammerding, Deputy Executive Director,  
Planning and Development

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

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

**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).

**3. Public Comment**

There were no public comments.

**4. Approval of Minutes**

**a. December 7, 2022** Commissioner Williams (via teleconference) moved  
approval of the minutes of the December 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).

## **5. Items for Approval**

### **a. Agenda Items Protocol**

Staff sought an Executive Committee recommendation to the Commission for adoption of the proposed Resolution No. 496 to establish an agenda item protocol for items submitted to the Commission or a Committee.

#### **Motion**

Commissioner Williams (via teleconference) moved approval of the proposed recommendation to Resolution No. 496; seconded by Commissioner Najarian (via teleconference).

#### **Motion Approved**

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

## **6. Discussion**

### **a. Options for Public Comment Participation**

Staff advised the Committee of options for public comment participation in Commission and Committee meetings going forward.

#### **Motion**

The committee voted to recommend that, with the return to in-person meetings, the Commission continue to allow telephonic public comment participation. The Executive Committee also recommended that Commission meeting agendas be revised to include: (i) a 20-minute public comment period at the beginning of each meeting that prioritizes speakers attending in-person; and (ii) a second public comment period at the end of every meeting.

#### **Motion Approved**

Commissioner Williams (via teleconference) moved approval; seconded by Commissioner Najarian (via teleconference). A voice vote was taken to accommodate those participating via teleconference. The motion was approved (3–0).

### **b. Replacement Passenger Terminal ("RPT") Project Decision Matrix**

Continuing from previous discussions with the Committee, the Replacement Passenger Terminal Program Manager, Jacobs Project Management Co., provided additional information and suggestions to the Committee regarding the decision matrix to support the RPT project.

## **7. Items for Information**

### **a. Committee Pending Items**

This item was deferred to the Committee's next meeting.

## **8. Closed Session**

The meeting convened to Closed Session at 10:12 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)

The meeting reconvened to open session at 10:24 a.m. with Commissioners Gabel-Luddy, Williams, and Najarian all present (via teleconference). No reportable action was taken.

## **9. Adjournment**

There being no further business, the meeting was adjourned at 10:24 a.m.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
EXECUTIVE COMMITTEE  
JANUARY 25, 2023**

**COMMITTEE PENDING ITEMS**

**Future**

1. Replacement Passenger Terminal Coordination with the City of Burbank
2. Minimum Wage Discussion – Service Providers