



June 22, 2023

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

NOTICE is hereby given that a special meeting of the Legal, Government and Environmental Affairs Committee will be held Monday, June 26, 2023, 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.

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

SPECIAL MEETING  
OF THE  
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE

Burbank Room  
Monday, June 26, 2023  
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.*

*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.*

## AGENDA

Monday, June 26, 2023

1. Roll Call
2. Staff Announcement: AB 23
3. Approval of Agenda
4. Public Comment
5. Approval of Minutes

- a. May 1, 2023

*[See page 1]*

- b. June 5, 2023

*[See page 3]*

6. Items for Discussion

- a. Committee Subject Matter Jurisdiction

***No staff report attached. This item has been placed on the agenda to provide the Committee members with an opportunity to discuss the Committee's subject matter jurisdiction per Resolution No. 495. A copy of the Resolution is attached.***

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, MAY 1, 2023**

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 9:52 a.m., by Commissioner Williams.

**1. ROLL CALL**

<b>Present:</b>	Commissioners Williams, Najarian and Dyson
<b>Absent:</b>	None
<b>Also Present:</b>	Staff: Frank Miller, Executive Director; Patrick Lammerding, Deputy Executive Director, Planning and Development; Maggie Martinez, Director of Noise and Environmental Affairs  Authority Counsel: Terence R. Boga of Richards, Watson & Gershon  Geoff Wheeler, Ricondo & Associates; Wes Hough, Public Resources Advisory Group  Joohi Sood, President, Account Manager, Polytechnique Environmental, Inc.

**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 Najarian moved approval of the agenda, seconded by Commissioner Dyson. The motion was approved (3-0).

**4. Public Comment**

There were no public comments.

**5. Approval of Minutes**

**a. April 17, 2023**

Commissioner Dyson moved approval of the Committee minutes of the April 17, 2023 meeting, seconded by Commissioner Najarian. There being no objection, the motion was approved (3-0).

## **6. Items for Approval**

### **a. Organizational Governance Structure Study**

Staff sought direction from the Committee regarding the undertaking of an organizational governance structure study.

#### **Motion**

Commissioner Dyson moved to defer this item until the Replacement Passenger Terminal opens. The motion was seconded by Commissioner Najarian.

#### **Motion Approved**

There being no objection, the motion was approved (3-0).

### **b. Preliminary Discussion of Request for Citizen's Advisory Committee Agenda Item**

Staff sought direction from the Committee on Commissioner Najarian's request for an agenda item to modify the Citizen's Advisory Committee parameters set by Resolution No. 488.

#### **Motion**

Commissioner Najarian moved to defer this item to which time a consultant is approved. The motion was seconded by Commissioner Dyson.

#### **Motion Approved**

There being no objection, the motion was approved (3-0).

### **c. Airport Carbon Accreditation Emissions Reduction Target for Hollywood Burbank Airport**

Staff sought the Committee's recommendation to the Commission to approve Resolution No. 501 which is the Hollywood Burbank Airport's ("Airport") Emission Reduction Target statement. This is part of the ongoing effort to achieve Level 2 Airport Carbon Accreditation certification from the Airport Council International, to support the Burbank-Glendale-Pasadena Airport Authority's sustainability efforts in reducing the carbon emissions footprint of the Airport.

#### **Motion**

Commissioner Najarian moved approval of Staff's recommendation, seconded by Commissioner Dyson.

#### **Motion Approved**

There being no objection, the motion was approved (3-0).

## **7. Items for Information**

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

Staff presented pending items to the Committee members.

## **8. Adjournment**

There being no further business, the meeting was adjourned at 10:22 a.m.

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

**MONDAY, JUNE 5, 2023**

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 11:43 a.m., by Commissioner Williams.

**1. ROLL CALL**

<b>Present:</b>	Commissioners Williams and Talamantes
<b>Absent:</b>	Commissioner Najarian
<b>Also Present:</b>	Staff: Scott Kimball, Deputy Executive Director, Business and Properties, SMS, Procurement and Operations; Patrick Lammerding, Deputy Executive Director, Planning and Development; Thomas Henderson, Director, Operations; Maggie Martinez, Director, Noise and Environmental Affairs
	Authority Counsel: Terence R. Boga of Richards, Watson & Gershon

<b>2. Staff Announcement: AB 23</b>	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.
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<b>3. Approval of Agenda</b>	The agenda was approved as presented. The motion was approved (2-0, 1 absent).
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<b>4. Public Comment</b>	There were no public comments.
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<b>5. Approval of Minutes</b>	
<b>a. May 1, 2023</b>	The approval of May 1, 2023, minutes were deferred to the Committee's next meeting.

## 6. Items for Approval

### a. Award of Professional Services Agreement for Transportation Coordinator Support Services

Staff sought a Legal, Government and Environmental Affairs Committee recommendation to the Commission for award of a Professional Services Agreement to Steer, Davies & Gleave, Inc. for employee transportation coordinator support services for a two-year period. The services and fees covered in the proposed agreement will be for the development of an existing conditions report, development of annual average vehicle ridership surveys, and development and implementation of a rideshare plan. The agreement will have a not to exceed amount of \$35,315 for the first year and \$30,815 for the second year.

#### Motion

Commissioner Talamantes moved approval; seconded by Commissioner Williams.

#### Motion Approved

There being no objection, the motion was approved (2-0, 1 absent).

### b. Airport Rules and Regulations Update

Staff sought a Legal, Government and Environmental Affairs Committee recommendation to the Commission for approval of updated Airport Rules & Regulations. The Airport Rules & Regulations are required by the Federal Aviation Administration and promote safe operations for all airside, terminal, and landside airport facilities. The Airport Rules & Regulations initially were approved in 1978 and have gone through numerous revisions, with the most recent version approved in 2020.

#### Motion

Commissioner Talamantes moved approval; seconded by Commissioner Williams.

#### Motion Approved

There being no objection, the motion was approved (2-0, 1 absent).

## 7. Items for Discussion

### a. RITC Art in Public Places Program Update

Staff updated the Committee on the status of the Art in Public Places project for the Regional Intermodal Transportation Center. Staff also advised the Committee on the process of selection that will be applied, which is the same procedure utilized for the Replacement Passenger Terminal design concept selection.

**8. Items for Information**

**a. Committee Pending Items**

Staff presented pending items to the Committee members.

**9. Adjournment**

There being no further business, the meeting was adjourned at 11:58 a.m.



**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE  
JUNE 26, 2023**

**COMMITTEE PENDING ITEMS**

**Future**

1. AQIP MOU Report
2. Award of Contract – Part 150 Consultant
3. Discussion Request for CAC Agenda Item
4. State Legislative Consulting Services