



June 1, 2023

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 Monday, June 5, 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.

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

REGULAR MEETING
OF THE
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE

Burbank Room
Monday, June 5, 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 5, 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]

6. Items for Approval

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

[See page 3]

Staff seeks 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.

- b. Airport Rules and Regulations Update

[See page 7]

Staff seeks 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.

7. Items for Discussion

- a. RITC Art in Public Places Program Update

No staff report attached. Staff will update the Committee on the status of the Art in Public Places project for the Regional Intermodal Transportation Center.

Staff will also advise 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

[See page 9]

9. 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

Present:	Commissioners Williams, Najarian and Dyson
Absent:	None
Also Present:	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 to the full Commission when the replacement passenger terminal reopens. 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.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE
JUNE 5, 2023**

**AWARD OF A PROFESSIONAL SERVICES AGREEMENT FOR
TRANSPORTATION COORDINATOR SUPPORT SERVICES**

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 (“PSA”) to Steer, Davies & Gleave, Inc. (“Steer”), copy attached, for employee transportation coordinator (“ETC”) 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 (“AVR”) 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.

BACKGROUND

In December 2019, the Commission approved a voluntary Memorandum of Understanding with the South Coast Air Quality Management District (“SCAQMD”) and an Air Quality Improvement Plan (“AQIP”) to minimize air emissions related to non-aircraft mobile source activities at the Airport. The AQIP includes a number of measures aimed at reducing harmful greenhouse gas emissions including an employee trip reduction measure.

On February 18, 2020, the Commission approved a PSA with Steer to participate in the Burbank Transportation Management Organization (“BTMO”) program and implement a trip reduction program. Due to the Covid-19 pandemic that began in early 2020, the Commission decided to limit Steer’s work under that agreement. The Authority became a member of the BTMO program but, on April 22, 2020, the Commission suspended the implementation of the employee trip reduction program due to the uncertainty of the pandemic. With passenger traffic returning to pre-Covid levels, and with more employees transitioning back to the office, Staff seeks to reengage Steer to assist with the employee trip reduction program.

Participation in the BTMO program and trip reduction program are a condition of approval specified in the 2017 Development Agreement with the City of Burbank.

STEER SUPPORT SERVICES

The Authority will obtain the following ETC support services to promote sustainable commuting and reduce drive-alone commute trips to and from the Airport.

First Year

Existing Conditions Report

To form a baseline of current travel behavior and identify key areas of improvement, Steer will undertake an existing conditions exercise, including:

- One meeting with select Airport staff and tenants to understand barriers and challenges to commuting to work via alternative modes.
- Examination of current and future projects planned at or near the Airport which will affect on-site congestion or parking.
- Research current mobility options available to employees commuting to the Airport.
- Taking inventory of any existing rideshare and Transportation Demand Management ("TDM") programs at the Airport.

Deliverable:

- An existing conditions report which summarizes the challenges faced by employees commuting to the Airport, current mobility options and TDM programs, and any gaps in service.

AVR Survey (annual recurring)

To fulfill City and SCAQMD air quality requirements and to understand current employee travel behavior, Steer will lead the administration of the annual AVR survey for the Airport, including:

- Administering and monitoring the survey to ensure a high response rate.
- Completing the compliance forms for submittal to the City of Burbank and SCAQMD.
- Recommending attitudinal behavior questions to be added to the survey.
- Analyzing the data to inform TDM programming.

Deliverables:

- Completed AVR compliance forms for City of Burbank and SCAQMD approval.
- Report summarizing employee travel behavior based on survey results.

Development of Rideshare Plan (one-time)

Steer will develop a detailed rideshare plan to provide options and flexibility to employees on their commutes to work. The final plan will include:

- Recommended TDM Strategies.
- Proposed partnerships with local and regional organizations.
- Implementation plan and timeline.
- A proposed two-year budget.

Deliverables:

- Draft rideshare plan with one revision by the Authority.
- Final rideshare plan with comments incorporated.

Implementation of Rideshare Plan

It is anticipated that implementation of the Rideshare Plan will begin in October 2024. Steer will then operate as the Airport's ETC and implement the rideshare plan as outlined above, including:

- TDM strategy design and implementation.
- Additional events.
- Commuter challenges, etc.

Deliverables:

- Monthly progress reports on past accomplishments and upcoming goals related to TDM programs, events, and commuter challenges.

Second Year

Implementation of Rideshare Plan

Steer will continue to operate as the Airport's ETC and implement the rideshare plan as outlined above, including:

- TDM strategy design and implementation.
- Additional events.
- Commuter challenges, etc.

Deliverables:

- Monthly progress reports on past accomplishments and upcoming goals related to TDM programs, events, and commuter challenges.

AVR Survey

To fulfill City and SCAQMD air quality requirements and to understand current employee travel behavior, Steer will lead the administration of the annual AVR survey for the Airport, including:

- Administering and monitoring the survey to ensure a high response rate.
- Completing the compliance forms for submittal to the City of Burbank and SCAQMD.
- Recommending attitudinal behavior questions to be added to the survey.
- Analyzing the data to inform TDM programming.

Deliverables:

- Completed AVR compliance forms for the City and SCAQMD approval.
- Report summarizing employee travel behavior based on survey results.

CONTRACT DETAILS

The proposed PSA with Steer will have a two-year term. Steer will be compensated on a time and materials basis, and the contract will have a not to exceed amount of \$66,130. If approved, the proposed agreement will commence July 1, 2023, subject to the approval of

the proposed FY 2024 budget. Funding appropriations for the second year of the PSA will be included in the subsequent fiscal year budget request.

STAFF RECOMMENDATION

Staff recommends that the Committee recommend to the Commission approval of proposed PSA with Steer for employee transportation coordinator support services for a not-to-exceed amount of \$35,315, for the first year, a not-to exceed amount of \$30,815, in the second year, and authorization for the President to execute the same.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE
JUNE 5, 2023**

AIRPORT RULES AND REGULATIONS UPDATE

Presented by Thomas Henderson
Director, Operations

SUMMARY

Staff seeks a Legal, Government and Environmental Affairs Committee (“Committee”) recommendation to the Commission for approval of updated Airport Rules & Regulations, copy attached. The Airport Rules & Regulations are required by the Federal Aviation Administration (“FAA”) 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.

BACKGROUND

All commercial airports receiving federal funding are required to meet standards to maintain a safe and functional facility. These requirements are published in the Federal Aviation Regulations, FAA Grant Assurances, and within the FAA Airport Compliance Manual. With reference to Grant Assurance 19, *Operations and Maintenance*, this grant assurance requires the Airport Sponsor to protect the public using the airport by adopting and enforcing rules, regulations, and ordinances as necessary to ensure safe and efficient flight operations. This requirement is also stated in Chapter 7 of the FAA Airport Compliance Manual, which emphasizes that the Airport Sponsor should implement and enforce adequate rules covering at a minimum vehicular traffic, sanitation, security, crowd control, access to certain areas, and fire protection. Additionally, the Airport Sponsor is expected to implement rules pertaining to the fueling of aircraft, proper storage of hazardous materials, and the maintenance of aircraft and related equipment.

Since its inception, the Authority has continuously met the FAA’s requirement to adopt and enforce rules and regulations. This was originally approved through Resolution No. 23 in 1978 to establish rules and regulations governing conduct on, operations at, and use of facilities at the Airport. Since then, the Commission has amended the Airport Rules & Regulations through resolutions in 1982, 1988, 2002, 2009, and 2010. A comprehensive restated version of the Airport Rules & Regulations was developed by Staff with the assistance of Garver LLC and was approved by the Commission in May 2020.

The Airport Rules & Regulations is a living document that is reviewed on an annual basis. After three years since approval of the restated document, Staff has conducted a comprehensive review of the Airport Rules & Regulations and has determined that revisions are warranted. Although this update includes numerous edits and additions, some noteworthy examples include:

- Chapter 1 – General:
 - Numerous definitions have been added to reflect amendments throughout the document.
- Chapter 3 – Aircraft Operations:
 - Additional content for taxiing, towing, and repositioning of aircraft
 - New section that specifically addresses terminal towing operations
- Chapter 6 – AOA Vehicle Operations:
 - Several additions include procedures for safe vehicle and GSE operations at multiple locations and within the vicinity of aircraft.
- Chapter 8 – Noise & Environmental:
 - A reference to the Airport's Clean Construction Policy has been added.
- Chapter 9 – Fire Safety & HAZMAT
 - The list of Airport Fire Codes Adopted by Reference has been revised.
 - Additional sections referring to Self-Fueling, Right of Inspection, Re-Inspection, and Equipment Requirements have been added.
- Chapter 10 – Additional content has been added referring to the recently established Moratorium for Restrictions on Construction or Maintenance.

The proposed update ensures that the Airport Rules & Regulations meet FAA requirements, are current, and provide Staff the ability to maintain a safe and functional airport facility.

STAFF RECOMMENDATION

Staff seeks the Committee's recommendation to the Commission to approve the proposed update of the Airport Rules & Regulations.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE
JUNE 5, 2023**

COMMITTEE PENDING ITEMS

Future

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