



January 11, 2024

CANCELLATION NOTICE OF A REGULAR MEETING  
AND  
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 the Airport Authority administration offices will be closed on Monday, January 15, 2024, in observance of Martin Luther King, Jr., Day. Therefore, the regular meeting of the Legal, Government and Environmental Affairs Committee scheduled for Monday, January 15, 2024, at 8:30 a.m., in the Burbank Room of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505, has been cancelled.

NOTICE is hereby given that a special meeting of the Legal, Government and Environmental Affairs Committee will be held Tuesday, January 16, 2024, at 8:30 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:

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  
Tuesday, January 16, 2024  
8:30 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.*

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*The following activities are prohibited:*

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*

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*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.*

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*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

Tuesday, January 16, 2024

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
  - a. December 18, 2023 *[See page 1]*
5. Items for Approval
  - a. Comment Letter on Draft Environmental Assessment for Proposed Hollywood Burbank Airport Departure Procedure Amendment *[See page 3]*  
  
***Staff seeks the Commission's authorization for President Williams to send the Federal Aviation Administration ("FAA") the attached comment letter on the Draft Environmental Assessment ("EA") for proposed Hollywood Burbank Airport departure procedure amendments. This comment letter reiterates the Commission's longstanding recommendation that, to the extent possible consistent with public safety, the FAA reinstate the historical flight procedures and flight patterns for aircraft operators at the Airport.***
6. Items for Discussion
  - a. Preliminary Discussion of Request for a Citizens Advisory Committee Agenda Item *[See page 6]*  
  
***Staff seeks direction from the Legal, Government and Environmental Affairs Committee on Commissioner Najarian's request for an agenda item to modify the Citizen's Advisory Committee parameters set by Resolution No. 488.***
7. Items for Information
  - a. Sustainable Aviation Fuel Update
  - b. Committee Pending Items *[See page 11]*
8. Adjournment

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

**DECEMBER 18, 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 8:30 a.m., by Commissioner Gabel-Luddy.

**1. ROLL CALL**

<b>Present:</b>	Commissioners Gabel-Luddy, Najarian, and Williams (Arrived at 8:45 a.m.)
<b>Absent:</b>	None
<b>Also Present:</b>	Frank Miller, Executive Director; Scott Kimball, Deputy Executive Director, Operations, Business and SMS; Aaron Galinis, Senior Airport Planner; Patrick Lammerding, Deputy Executive Director, Planning and Development  Eugene Reidel, Vice President, Harris Miller Miller and Hanson

**2. Approval of Agenda**

Commissioner Najarian moved approval of the agenda; seconded by Commissioner Gabel-Luddy. The agenda was approved (2-0, 1 absent).

**3. Public Comment**

There were no public comments.

**4. Approval of Minutes**

**a. October 16, 2023**

Commissioner Najarian moved approval of the October 16, 2023, Committee meeting minutes; seconded by Commissioner Gabel-Luddy.

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

**5. Items for Approval**

**a. Art in Public Places - Regional  
Intermodal Transportation  
Center Artwork Reproduction  
and Installation Services**

Staff sought a recommendation from the Legal, Government and Environmental Affairs Committee to the Commission approving the Regional Intermodal Transportation Center ("RITC") Artwork Reproduction and Installation Services Agreement with Advanced Sign and Banner for the reproduction and installation of approved artwork at the RITC.

**Motion**

Commissioner Najarian moved approval;  
seconded by Commissioner Gabel-Luddy.

**Motion Approved**

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

**b. Award of Contract  
Airport Noise Compatibility  
(Part 150) Study Consultant**

Staff sought a recommendation from the Legal,  
Government and Environmental Affairs Committee  
to the Commission that it award a Professional  
Services Agreement in the amount of \$1,981,871  
to Harris Miller Miller and Hanson for the preparation  
of an Airport Noise Compatibility Study pursuant  
to Code of Federal Regulations Title 14, Part 150  
("Part 150").

**Motion**

Commissioner Najarian moved approval;  
seconded by Commissioner Williams.

**Motion Approved**

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

**6. Items for Information**

**a. Committee Pending Items**

Staff presented pending items to the Committee  
members.

**7. Adjournment**

There being no further business, the meeting was  
adjourned at 8:53 a.m.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE  
JANUARY 16, 2024**

**COMMENT LETTER ON DRAFT ENVIRONMENTAL ASSESSMENT FOR  
PROPOSED HOLLYWOOD BURBANK AIRPORT  
DEPARTURE PROCEDURE AMENDMENTS**

Presented by John Hatanaka  
Senior Deputy Executive Director

**SUMMARY**

Staff will be seeking the Commission's authorization for President Williams to send the Federal Aviation Administration ("FAA") the attached comment letter on the Draft Environmental Assessment ("EA") for proposed Hollywood Burbank Airport departure procedure amendments. This comment letter reiterates the Commission's longstanding recommendation that, to the extent possible consistent with public safety, the FAA reinstate the historical flight procedures and flight patterns for aircraft operators at the Airport.

**BACKGROUND**

Over the last few years, the Commission has repeatedly encouraged the FAA to adjust flight takeoff patterns at the Airport. These efforts include the adoption of Resolution No. 483 on June 17, 2019. This resolution recommends that the FAA: (i) implement alternative dispersal headings and optimize ascent for flights departing the Airport; and (ii) implement the maximum feasible time interval between flights departing the Airport as conditions will allow. On July 19, 2019, the Authority sent a letter requesting that the FAA take action to return to historical flight procedures and flight patterns at the Airport. These materials, responses from the FAA, and other important documents on this issue are available for public inspection on the Authority's website at <https://www.hollywoodburbankairport.com/wp-content/uploads/2022/06/Authority-Correspondence-with-FAA.pdf>.

On December 11, 2023, the FAA issued a Draft EA for proposed departure procedure amendments at the Airport. The deadline for the submission of comments is January 24, 2024.

The Draft EA analyzes the environmental effects associated with the potential implementation of two proposed alternative procedures for Runway 15 departures at the Airport. The first departure alternative (Alternative A) would amend existing flight procedures to create two Open Standard Instrument Departure procedures to satisfy the FAA's 2018 settlement agreement with the Benedict Hills Homeowners Association and the Benedict Hills Estates Association. The second departure alternative (Alternative B) would modify existing departure procedures to require a higher climb gradient, which was a recommendation made in 2020 by the Southern San Fernando Valley Airplane Noise Task Force that the Authority jointly formed with Los Angeles World Airports.

Staff and legal counsel have prepared a Draft EA comment letter for the Commission's consideration. The comment letter reiterates the Commission's longstanding recommendation that, to the extent possible consistent with public safety, the FAA reinstate the historical flight procedures and flight patterns for aircraft operators at the Airport.

#### RECOMMENDATION

Staff recommends that the Committee recommend to the Commission authorization for President Williams to send the attached comment letter to the FAA.

Attachment:

Exhibit A: Proposed Comment Letter

## Exhibit A

### [AUTHORITY LETTERHEAD]

January 16, 2024

Lonnie D. Covalt  
Lead Environmental Protection Specialist  
Federal Aviation Administration  
Operations Support Group  
Western Service Center  
2200 216th Street  
Des Moines, WA 98198  
[9-AJO-BUR-Community-Involvement@faa.gov](mailto:9-AJO-BUR-Community-Involvement@faa.gov)

Re: Draft Environmental Assessment for Proposed Settlement Agreement Departure  
Procedure Amendments for Hollywood Burbank Airport (FAA 693KA9-18-D00005)

Dear Mr. Covalt:

I write on behalf of the Burbank-Glendale-Pasadena Airport Authority (“Authority”), owner/operator of the Bob Hope Airport, commonly known as the Hollywood Burbank Airport (“Airport”). This letter provides the Authority’s comments to the Federal Aviation Administration (“FAA”) on the above-referenced Draft Environmental Assessment (“EA”).

The Authority considers the Draft EA to be thorough and compelling in its analysis of environmental effects associated with the potential implementation of two proposed alternative procedures for Runway 15 departures at the Airport. My fellow Commissioners and I particularly appreciate the fact that one of those alternatives, a modification of existing departure procedures to require a higher climb gradient, was a recommendation made by the Southern San Fernando Valley Airplane Noise Task Force that the Authority jointly formed with Los Angeles World Airports.

Ultimately, as has been expressed in prior correspondence, the Authority encourages the FAA to reinstate the historical flight procedures and flight patterns for aircraft operators at the Airport to the extent possible consistent with public safety. The Authority is aware that under federal law, the United States Government has exclusive sovereignty over airspace of the United States. The Authority also understands that, under the Airport Noise and Capacity Act of 1990 (“ANCA”), it cannot restrict access to the Airport to address local noise impacts without the FAA’s approval.

Your consideration of this comment letter is greatly appreciated.

Sincerely,

Felicia Williams  
President, Burbank-Glendale-Pasadena Airport Authority

cc: Commissioners, Burbank-Glendale-Pasadena Airport Authority  
Frank Miller, Burbank-Glendale-Pasadena Airport Authority

LEGAL\STAFF REPORT\1-16-2024  
COMMENT LETTER ON DRAFT ENVIRONMENTAL ASSESSMENT  
FOR PROPOSED HOLLYWOOD BURBANK AIRPORT  
DEPARTURE PROCEDURE AMENDMENTS  
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**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE  
JANUARY 16, 2024**

**PRELIMINARY DISCUSSION OF REQUEST FOR  
CITIZEN'S ADVISORY COMMITTEE AGENDA ITEM**

Presented by Terence Boga  
General Counsel

**SUMMARY**

Staff seeks direction from the Legal, Government and Environmental Affairs Committee ("Committee") on Commissioner Najarian's request for an agenda item to modify the Citizen's Advisory Committee ("CAC") parameters set by Resolution No. 488.

**BACKGROUND**

In August 2019, the Authority and Los Angeles World Airports jointly formed the Southern San Fernando Valley Airplane Noise Task Force ("Task Force") to help address community concerns regarding noise associated with BUR and Van Nuys Airport. After conducting seven meetings over ten months, the Task Force submitted sixteen recommendations to the Federal Aviation Administration ("FAA"). One of the recommendations encouraged the Authority to create a CAC to address community concerns throughout the San Fernando Valley.

**CAC PARAMETERS**

On December 14, 2020, the Commission adopted Resolution No. 488 (copy attached as Exhibit A) to establish a CAC with certain parameters. Pursuant to Section 3 of the resolution, the function of the CAC is to be a purely advisory body that focuses exclusively on: (i) gathering public input on airplane noise issues associated with BUR; and (ii) assisting in the update of the Authority's Noise Exposure Map and Noise Compatibility Program pursuant to Title 14, Part 150 of the Code of Federal Regulations. Together, a Noise Exposure Map and a Noise Compatibility Program comprise an Airport Noise Compatibility Study, which is commonly known as a "Part 150 Study."

As to membership, Section 4(A) of Resolution No. 488 provides that the CAC will be a 12-member body comprised of three members from each of the Cities of Burbank, Glendale, Pasadena, and Los Angeles. The resolution requires that the Los Angeles members be residents of Los Angeles City Council Districts 2, 4, and 6 (one each). The resolution sets other parameters including that the CAC will become active upon the Commission's appointment of members, and that the CAC will dissolve once the Authority submits an updated Noise Exposure Map and Noise Compatibility Program to the FAA.

The CAC has no members yet and is still inactive. In Resolution No. 488, the Commission chose to defer appointment of CAC members until the Authority has made a sufficient operational and economic recovery from the COVID-19 pandemic.

### AGENDA ITEM REQUEST

At the Committee's April 3, 2023 meeting, Commissioner Najarian requested that modification of the CAC parameters be agendized for the next meeting. In accordance with the agenda item protocol established by Resolution No. 496, this request was placed on the Committee's April 17, 2023 agenda for a preliminary discussion. The item was continued to the following meeting, however, due to Commissioner Najarian's absence. On May 1, 2023, the Committee unanimously (3-0) voted to defer this request to such time as the Commission has selected a consultant for the Part 150 Study.

The Commission will consider award of a contract for the Part 150 Study at its January 16, 2024 meeting. Thus, the preliminary discussion of Commissioner Najarian's request for an agenda item to modify the CAC parameters has been agendized for consideration by the Committee on the same day. The Committee may instruct staff to agendize this item for a future Committee meeting, defer the request for a determination at a later date, or table the request.

### RECOMMENDATION

Staff recommends that the Committee provide direction on Commissioner Najarian's request for an agenda item to modify the CAC parameters set by Resolution No. 488.

Attachment:

Exhibit A: Resolution No. 488

## **Exhibit A**

### **RESOLUTION NO. 488**

#### **A RESOLUTION OF THE BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY COMMISSION ESTABLISHING A CITIZEN'S ADVISORY COMMITTEE TO PROVIDE RECOMMENDATIONS ON UPDATES TO THE NOISE EXPOSURE MAP AND NOISE COMPATIBILITY PROGRAM**

The Burbank-Glendale-Pasadena Airport Authority Commission resolves as follows:

**Section 1. Findings.**

A. Residents in the southern San Fernando Valley have expressed increased concerns about noise from airplanes that use Bob Hope Airport (commonly known as Hollywood Burbank Airport) ("BUR") and Van Nuys Airport ("VNY").

B. The Authority is committed to working with the community and other stakeholders to help identify potential actions to reduce airplane noise without shifting noise to other noise-sensitive communities.

C. In August 2019, the Authority and Los Angeles World Airports jointly formed the Southern San Fernando Valley Airplane Noise Task Force ("Task Force") to help address community concerns regarding noise associated with BUR and VNY.

D. Among other recommendations, the Task Force encouraged the Authority to create a Citizen's Advisory Committee ("CAC") to address community concerns throughout the San Fernando Valley.

E. The Commission concurs with the Task Force's recommendation and believes that a CAC will provide a significant contribution to the Authority's update of its Noise Exposure Map and Noise Compatibility Program pursuant to Title 14, Part 150 of the Code of Federal Regulations ("Part 150").

**Section 2. Establishment.** The Authority shall have a CAC to be known as the "Hollywood Burbank Airport Citizen's Advisory Committee."

**Section 3. Functions.** The CAC shall be a purely advisory body and shall focus exclusively on the following matters: (i) gathering public input on airplane noise issues associated with BUR; and (ii) assisting in the update of the Authority's Noise Exposure Map and Noise Compatibility Program pursuant to Part 150. Other matters, including airport marketing, airline retention, and the replacement terminal project, are not within the CAC's jurisdiction. The CAC shall not have access to attorney-client privilege Authority documents without prior authorization from the Commission.

**Section 4. Membership.**

A. The CAC shall be a 12-member body comprised of three members from each of the Cities of Burbank, Glendale, Pasadena, and Los Angeles. CAC members shall be residents of the city that they are representing; provided, however, that the Los Angeles representatives shall be residents of Los Angeles City Council Districts 2, 4, and 6 (one each).

B. CAC members shall be appointed by the Commission by majority vote. The Authority shall ask the Burbank City Council, the Glendale City Council, and the Pasadena City Council to each recommend three constituents who are interested in serving on the CAC; and shall ask the Los Angeles City Council Members from Districts 2, 4, and 6 to each recommend one constituent who is interested in serving on the CAC. The Commission shall reasonably defer to the recommendations received, but the Commission may reject any recommendation and appoint an alternative person at its discretion. In the event the Commission rejects one or more recommendations, the Authority shall solicit applications from residents of the area(s) to be represented. Any person who is an elected official, a staff member of an elected official, or a candidate for elective office shall not be considered for appointment to the CAC.

C. The Commission shall proceed with the appointment of CAC members upon determining that the Authority has made a sufficient operational and economic recovery from the COVID-19 pandemic.

D. CAC members shall serve without compensation at the pleasure of the Commission and may be removed by majority vote of the Commission.

Section 5. Officers. The CAC shall elect a Chairperson from its membership.

Section 6. Meetings. Regular meetings of the CAC shall be held on a quarterly basis. CAC meetings shall be held in accordance with the Brown Act (Government Code Sections 54950 et seq.).

Section 7. Duration. The CAC shall become active upon appoint of its membership by the Commission. The CAC shall dissolve upon the Authority's submission of an updated Noise Exposure Map and Noise Compatibility Program to the FAA.


Section 8. Effective Date. This Resolution shall be effective upon adoption.

Adopted this 14<sup>th</sup> day of December 2020.



Ross Selvidge, Ph.D., President  
Burbank-Glendale-Pasadena Airport Authority


Attest:

  
Frank R. Miller, Assistant Secretary

STATE OF CALIFORNIA            )  
  )ss.  
COUNTY OF LOS ANGELES    )

I, Frank R. Miller, do hereby certify that the foregoing resolution was duly and regularly adopted by the Commissioners of the Burbank-Glendale-Pasadena Airport Authority at its regular meeting held on the 14th day of December 2020 by the following vote:

AYES:	Commissioners Brown, Agajanian, Adams, Devine, Kennedy, Najarian, Selvidge, and Wiggins
NOES:	None
ABSENT:	Commissioner Madison

  
\_\_\_\_\_  
Frank R. Miller  
Assistant Secretary

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE  
JANUARY 16, 2024**

**COMMITTEE PENDING ITEMS**

**Future**

1. Award of Contract Amendment – Polytechnique
2. LEEDS to Density Presentation (tentative) (City of Burbank - Golden State Plan)