



February 15, 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, February 19, 2024, in observance of Presidents' Day. Therefore, the regular meeting of the Legal, Government and Environmental Affairs Committee scheduled for Monday, February 19, 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, February 20, 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, February 20, 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.*

▼ ▼ ▼

*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

Tuesday, February 20, 2024

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
  - a. January 16, 2024
5. Items for Approval

**[See page 1]**

- a. Approval of Amendment No. 1 to Professional Services Agreement  
Polytechnique Environmental, Inc.

**[See page 3]**

***Staff seeks a Legal, Government and Environmental Affairs Committee recommendation to the Commission for approval of the proposed Amendment No. 1 to the Professional Services Agreement with Polytechnique Environmental, Inc. for additional scope and cost of services for Level 2 Airport Carbon Accreditation support in the amount of \$4,930.***

6. Items for Information
  - a. Utilization of Sustainable Aviation Fuel Update
  - b. Committee Pending Items

**[See page 11]**

7. Adjournment

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

**JANUARY 16, 2024**

A special 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 8:43 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; John Hatanaka, Senior Deputy Executive Director (arrived 8:33 a.m.); Maggie Martinez, Director, Noise and Environmental Affairs  Terence R. Boga, Airport Authority Counsel; Richards, Watson, Gershon  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. December 18, 2023**

Commissioner Najarian moved approval of the December 18, 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. Comment Letter on Draft  
Environmental Assessment  
for Proposed Hollywood Burbank  
Airport Departure Procedure  
Amendment**

Staff sought a recommendation from the Legal, Government and Environmental Affairs Committee to the Commission for the authorization to send the Federal Aviation Administration ("FAA") a comment letter signed by President Williams 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.

**Motion**

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

**Motion Approved**

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

The Committee took a 5-minute recess to allow time for Commissioner Williams to arrive at the meeting. The meeting resumed at 8:45 a.m.

**6. Items for Discussion**

**a. Preliminary Discussion of Request for a Citizens 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 ("CAC") parameters set by Resolution No. 488.

The Committee voted to modify the CAC Parameters to its membership, Section 4(A) of Resolution No. 488 as follows; the CAC will be a 9-member body comprised of three members from each of the Cities of Burbank, Glendale, Pasadena. 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.

**Motion**

Commissioner Najarian moved approval; seconded by Commissioner Williams.

**Motion Approved**

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

**7. Items for Information**

**a. Sustainable Aviation Fuel Update**

This item was deferred to the next Committee meeting due to time constraints.

**b. Committee Pending Items**

This item was deferred to the next Committee meeting due to time constraints.

**8. Adjournment**

There being no further business, the meeting was adjourned at 9:01 a.m.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE  
FEBRUARY 20, 2024**

**APPROVAL OF AMENDMENT NO 1 TO  
PROFESSIONAL SERVICES AGREEMENT  
POLYTECHNIQUE ENVIRONMENTAL, INC.**

Presented by Maggie Martinez  
Director, Noise and Environmental Affairs

**SUMMARY**

Staff seeks a Legal, Government and Environmental Affairs Committee ("Committee") recommendation to the Commission for approval of the proposed Amendment No. 1 ("Amendment") to the Professional Services Agreement ("PSA") with Polytechnique Environmental, Inc. ("Polytechnique"), copy attached, for additional scope and cost of services for Level 2 Airport Carbon Accreditation support in the amount of \$4,930.

**BACKGROUND**

On December 19, 2022, the Commission awarded a PSA to Polytechnique to support the Authority's effort in obtaining an Airport Council - International ("ACI") Level 2 Airport Carbon Accreditation ("ACA") certification for reducing the carbon emissions footprint at the Airport. The PSA also provides four one-year extension options for Polytechnique to continue support service to the Authority with this program. In October 2023, the Airport received its Level 2 Reduction certification.

The ACA program was developed and launched by ACI Europe in 2009 and continues to be expanded through ACI regions worldwide. Currently, there are 420 accredited airports with 59 of them in North America. This program, developed according to International Standards, promotes efficiency, sustainability, encourages standardization and benchmarking, increases awareness, and works to reduce regulatory risk.

The proposed Amendment will authorize Polytechnique to provide payment of the annual ACA application fee via wire transfer to the ACI Accounting offices based in the United Kingdom. The London office of ACI will no longer accept overseas check remittance and only accepts wire transfers for payment of the application fee. By including this service in the PSA, Polytechnique is able to remit both the application and associated fee together.

Additionally, the proposed Amendment provides for Polytechnique to support the Authority with the annual benchmarking energy use report required by the California Energy Commission.

**BUDGET IMPACT**

Appropriations for the first option year of the PSA and the proposed Amendment are included in the FY 2024 adopted budget for a total not-to-exceed amount of \$24,740. Appropriation requests for the additional option periods of the PSA will be included in subsequent fiscal years.

#### STAFF RECOMMENDATION

Staff recommends that the Committee recommend to the Commission approval of the proposed Amendment to the PSA with Polytechnique and authorization for the President to execute the same.

**AMENDMENT NO. 1 TO  
PROFESSIONAL SERVICES AGREEMENT**  
(Burbank-Glendale-Pasadena Airport Authority / Polytechnique Environmental, Inc.)

This Amendment No. 1 (“First Amendment”) to the January 17, 2023 Professional Services Agreement (“Agreement”) executed by the Burbank-Glendale-Pasadena Airport Authority (“Authority”), a California joint powers agency, and Polytechnique Environmental, Inc. (“Consultant”), is dated March 18, 2024 for reference purposes.

**R E C I T A L S**

A. The parties executed the Agreement to provide for the Authority’s retention of Consultant as an independent contractor to perform airport carbon accreditation and application support services.

B. The Authority has exercised its first extension option and the Agreement is currently set to expire on January 16, 2025.

C. The parties desire to amend the Agreement to: (i) expand the scope of services; and (ii) increase the fee schedule.

**NOW, THEREFORE**, the parties agree as follows:

**1. Amendment of Section 1.** Paragraph E of Section 1 (Definitions) of the Agreement is amended to read as follows:

“E. ‘Fee Schedule’: for the base term, the fee schedule set forth in the attached Exhibit B. For the extension periods (if exercised), ‘Fee Schedule’ means the fee schedules set forth in the attached Exhibits B and E.”

**2. Amendment of Section 1.** Paragraph H of Section 1 (Definitions) of the Agreement is amended to read as follows:

“H. ‘Services’: for the base term, the tasks set forth in the attached Exhibit A and in the attached October 25, 2022 proposal from Consultant. For the extension periods (if exercised), ‘Services’ means the tasks set forth in the attached Exhibit A, the attached October 25, 2022 proposal from Consultant, and the attached Exhibit E.”

**3. Amendment of Section 15.** Section 15 (Exhibits) of the Agreement is amended to read as follows:

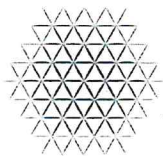
“**15. Exhibits.** Exhibits A through E are incorporated into this Agreement by reference. Consultant’s October 25, 2022 also is incorporated into this Agreement by reference. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of Exhibits A, B, C, or E, or the provisions of Consultant’s October 25, 2022 proposal, then the provisions of this Agreement shall prevail. In the event of any material discrepancy between the provisions of this Agreement and the provisions of Exhibit D, the provisions of Exhibit D shall prevail.”





**EXHIBIT E**  
**Supplemental Proposal**

(attached)



## POLYTECHNIQUE

Environmental, Inc.

Kyle Porter, Manager  
Noise & Environmental Affairs  
Burbank Glendale Pasadena Airport Authority  
2627 N. Hollywood Way  
Burbank, CA 91505

**Subject: Amendment for Additional Scope and Cost  
Level 2 Airport Carbon Accreditation Support, PO A7256**

Dear Kyle Porter:

Polytechnique Environmental, Inc. (Polytechnique) is pleased to submit this amendment to Hollywood Burbank Airport for purchase order A7256, dated January 3, 2023 (attached). This amendment covers additional scope of work and the associated cost in support of Level 2 Airport Carbon Accreditation (ACA) annual renewals and California Energy Commission (CEC) Benchmarking.

### Scope of Work

On September 27, 2023, BUR asked Polytechnique to provide the additional scope of work described below:

#### Task 1: Submit Annual Fees for Application Renewals

Polytechnique will send the annual ACA fees to Airports Council International by wire transfer. The estimated cost is based on the current ACA guidance documents. The cost for this task includes time to prepare, send, and confirm receipt of the wire transfer plus a \$50 bank fee.

#### Task 2: CEC Benchmarking

The CEC requires that BUR provide data input for benchmarking energy use by June 1 of each year. Polytechnique will update records in Energy Star Portfolio Manager (ESPM) and complete the annual reporting required by the CEC for BUR.

### Deliverables

Deliverables for this project include:

- Evidence of fee payment
- Downloaded benchmarking report from ESPM

### Assumptions

- The annual ACA renewal fee is \$2,880 per year.
- The CEC reporting will require the same number of meters that were reported in 2023.
- Monthly invoices will include costs for the main scope of work and this amendment as incurred.



If the scope of work for this project is expanded beyond the listed assumptions, Polytechnique will request additional authorization to cover the out-of-scope costs.

## Schedule

Polytechnique will commence the proposed services upon receipt of an NTP from BUR. The period of performance is four reporting/renewal years and will commence after receipt of the NTP and will continue through September 30, 2027.

## Estimated Cost and Invoicing

The estimated not-to-exceed cost for the proposed scope of work is \$19,920f for four years (annual estimate is \$4,930. Project costs were estimated using the rates in the proposal for the main contract.

Please contact me at 562.716.8346 if you have any questions or need additional information about this task proposal.

Respectfully submitted,

**Polytechnique Environmental, Inc.**

Joehi R. Sood, PE, ENV SP  
President

Attachments: BUR PO A7256  
Cost Breakdown

cc: Maggie Martinez/BUR



POLYTECHNIQUE  
Environmental, Inc.

**Cost Breakdown**  
**Airport Carbon Accreditation Support - Amendment**  
**Hollywood Burbank Airport**

Tasks	Principal		ODCs				Total
	\$205		ACA Fees		Bank Fees		
Task 1: ACA Fee Payment	2	\$410	1	\$2,880	1	\$50	\$3,340
Task 2: CEC Benchmarking	8	\$1,640	0	\$0	0	\$0	\$1,640
Annual Total							\$4,980
4-Year Total							\$19,920

Notes:

ACA = Airport Carbon Accreditation

ODC = other direct cost

CEC = California Energy

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE  
FEBRUARY 20, 2024**

**COMMITTEE PENDING ITEMS**

**Future**

1. Approval of FTA Title VI Program
2. Award of Contract - Envirosuite (Noise Monitoring System)
3. Approval of Annual Noise Fine Increase
4. Community Advisory Committee
5. LEEDS to Density Presentation (tentative) (City of Burbank - Golden State Plan)