



February 1, 2024

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, February 5, 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

REGULAR MEETING  
OF THE  
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE  
Burbank Room  
Monday, February 5, 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.*

## A G E N D A

Monday, February 5, 2024

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

***[See page 1]***

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

***[See page 3]***

6. 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 Committees next meeting due to time constraints.

**b. Committee Pending Items**

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

**8. Adjournment**

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

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE  
FEBRUARY 5, 2024**

**COMMITTEE PENDING ITEMS**

**Future**

1. Award of Contract Amendment - Polytechnique Environmental Inc.
2. Approval of FTA Title VI Program
3. Community Advisory Committee
4. LEEDS to Density Presentation (tentative) (City of Burbank - Golden State Plan)