



July 29, 2016

CALL AND NOTICE OF A REGULAR MEETING  
OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a regular meeting of the Burbank-Glendale-Pasadena Airport Authority will be held Monday, August 1, 2016, at 8:30 a.m., in Vine Room A & B at the Los Angeles Marriott Burbank Airport Hotel, 2500 North Hollywood Way, Burbank, California, 91505.

The items to be discussed are listed on the attached agenda.

Terri Williams, Assistant Board Secretary  
Burbank-Glendale-Pasadena Airport Authority



# **REGULAR COMMISSION MEETING**

## **AGENDA**

**AUGUST 1, 2016**

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, August 1, 2016

8:30 A.M.

***NOTE TO THE PUBLIC:*** Prior to consideration of business items, the Authority invites comment on airport-related matters during the Public Comment period. Members of the public are requested to observe the following decorum when attending or participating in meetings of the Commission:

- 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 Commission during the Public Comment period, fill out a speaker request card and present it to the Commission's secretary.
- Limit public comments to five minutes, or such other period of time as may be specified by the presiding officer, and confine remarks to matters that are on the Commission's agenda for consideration or are otherwise within the subject matter jurisdiction of the Commission.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 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.*

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. ITEMS FOR COMMISSION APPROVAL
  - a. Measure B Election Cost Reimbursement

**[See page 1]**

6. CLOSED SESSION

a. PUBLIC EMPLOYEE APPOINTMENT

(California Government Code Section 54957(b))

Title: Executive Director

b. CONFERENCE WITH LABOR NEGOTIATOR  
(California Government Code Section 54957.6)

Authority Representative: John Green

Unrepresented Employee: Executive Director

7. ADJOURNMENT

## COMMISSION NEWSLETTER

August 1, 2016

*[Regarding agenda items]*

### 5. ITEMS FOR COMMISSION APPROVAL

- a. **MEASURE B ELECTION COST REIMBURSEMENT:** A staff report is attached. Staff seeks Commission approval for the Authority to fully reimburse the City of Burbank ("Burbank") for the following: (i) costs charged by the County of Los Angeles ("County") for conducting a Measure B election this November; and (ii) costs charged by Martin and Chapman Co. ("Martin and Chapman") for preparation, with Authority input, and mailing to voters of a supplemental informational booklet on the ballot measure. Burbank currently estimates that these costs collectively amount to \$193,200. By approving the staff recommendation, the Commission is authorizing the Executive Director to fully reimburse Burbank for its actual costs charged by the County and by Martin and Chapman, even if the total amount exceeds this estimate.



**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
AUGUST 1, 2016**

**MEASURE B ELECTION COST REIMBURSEMENT**

SUMMARY

Staff seeks Commission approval for the Authority to fully reimburse the City of Burbank ("Burbank") for the following: (i) costs charged by the County of Los Angeles ("County") for conducting a Measure B election this November; and (ii) costs charged by Martin and Chapman Co. ("Martin and Chapman") for preparation, with Authority input, and mailing to voters of a supplemental informational booklet on the ballot measure. Burbank currently estimates that these costs collectively amount to \$193,200. By approving the staff recommendation, the Commission is authorizing the Executive Director to fully reimburse Burbank for its actual costs charged by the County and by Martin and Chapman, even if the total amount exceeds this estimate.

BACKGROUND

On July 11, 2016, the Commission adopted Resolution No. 469 certifying the Final Environmental Impact Report for the Replacement Terminal Project, adopting findings pursuant to the California Environmental Quality Act ("CEQA"), adopting a Mitigation Monitoring and Reporting Program, and adopting a Statement of Overriding Considerations. Additionally, the Commission adopted Resolution No. 470 approving a Development Agreement with Burbank, a modification to the Amended and Restated Grant of Easements, Declaration of Use Restrictions and Agreement for Adjacent Property ("Easement Modification") with Burbank, and approving Burbank's proposed conditions of approval.

On July 25, 2016, the Burbank City Council held a public hearing on the Authority's applications for Replacement Terminal Project entitlements and took preliminary steps to grant approval. Specifically, the Burbank City Council: (i) adopted a resolution making CEQA findings as a responsible agency and approving a Mitigation Monitoring and Reporting Program; (ii) introduced an "entitlements" ordinance approving a Development Agreement, Planned Development amendments, and the Easement Modification; (iii) adopted a resolution approving Public Utilities Code Section 21661.6(e) land use plan amendments; and (iv) approved an amendment to the Joint Powers Agreement that governs the Authority.

On July 26, 2016, the Burbank City Council directed city staff to prepare an election ordinance requesting the County to consolidate the Measure B election with the November 8, 2016, statewide general election. The Burbank City Council also approved the preparation and mailing to voters of a supplemental informational booklet. This booklet will provide information about the election, the ballot measure, and where it may be found on the ballot. The booklet also will provide voters with the entitlements ordinance that they are being asked to ratify, the City Attorney's impartial analysis of that ordinance, arguments for and against the measure, a link to all supporting documents, locations where the documents may be reviewed (such as libraries), and directions on requesting a free copy of the documents from the city clerk's office.

On August 1, 2016, the Burbank City Council will consider taking final action on the Authority's applications for Replacement Terminal Project entitlements, specifically adoption of the entitlements ordinance. The Burbank City Council also will consider adoption of the election ordinance.

### COST ESTIMATES

The Commission and staff have long advocated that a Measure B election on the Replacement Terminal Project be consolidated with the November 8, 2016, statewide general election. With the presidential election occurring on that date, it is believed that there will be a large voter turnout and that having the Measure B election coincide with the presidential election will ensure the highest possible participation of Burbank voters.

Burbank is seeking reimbursement from the Authority for the costs charged by the County for conducting a Measure B election this November. The County has given Burbank a \$119,000 estimate for the cost of including eight pages of materials regarding Measure B in the consolidated county sample ballot pamphlet. This amount is based on the following estimated statistics: 63,556 registered voters; 21,121 permanent vote-by-mail voters; 54 precincts; and three other jurisdictions sharing the pro-rated costs. The final cost will depend on whether any of these factors change, and whether there are unanticipated increases in labor rates and materials costs.

Burbank also is seeking reimbursement from the Authority for the cost charged by Martin and Chapman, the city's election vendor, for preparation and mailing to voters of a supplemental informational booklet containing ten pages of materials related to the ballot measure. Martin and Chapman has given Burbank a \$74,200 cost estimate, which is based on \$57,000 for the booklet and \$17,200 for postage. Staff believes that it is important for Burbank and the Authority to work together on the preparation of this informational booklet.

Collectively, the Measure B election cost reimbursement for Burbank currently is estimated to be \$193,200. Staff believes that providing this cost reimbursement is in the Authority's interest because it fulfills the commitments that have been made to the public that Burbank will not bear any of the cost of the Replacement Terminal Project.

### RECOMMENDATION

Staff recommends that the Commission grant approval for the Authority to fully reimburse Burbank for the following: (i) costs charged by the County for conducting a Measure B election this November; and (ii) costs incurred by Martin and Chapman for preparation, with Authority input, and mailing to voters of a supplemental informational booklet on the ballot measure. Additionally, staff recommends that the Commission authorize the Executive Director to execute a counsel-approved cost reimbursement agreement, if such an agreement is deemed necessary or appropriate by Burbank. By approving the staff recommendation, the Commission is authorizing the Executive Director to fully reimburse Burbank for its actual costs charged by the County and by Martin and Chapman, even if the total amount exceeds this estimate.