



August 16, 2018

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 the regular meeting of the Legal, Government, and Environmental Affairs Committee will be held Monday, August 20, 2018, at 10:30 a.m. (or immediately following the Commission meeting), in the Burbank Room of the Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505.

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

REGULAR MEETING
OF THE
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE

Burbank Room
Monday, August 20, 2018
10:30 A.M., or Immediately Following
the Conclusion of the
Airport Authority 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 five 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 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

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes
 - a. July 16, 2018 **[See page 1]**
4. Contracts and Leases
 - a. Resolution No. 479 – Authorizing Acceptance of Transportation Security Administration Grant Funding **[See page 3]**
 - Staff Report Attached

Staff seeks a Legal, Government and Environmental Affairs Committee (“Committee”) recommendation to the Commission for adoption of the attached Resolution No. 479 authorizing designated senior personnel to execute documents for acceptance of Transportation Security Administration (“TSA”) grant funding.
5. Items for Discussion
 - a. State Legislative Update

No staff report is attached. Included in the agenda package is a State Legislative Status Report prepared by Arnold & Associates. Kristi Foy from Arnold & Associates and Staff will provide a state legislative update.
6. Public Art at the Regional Intermodal Transportation Center

No staff report attached. Staff will update the Committee regarding the status of public art panels for the Regional Intermodal Transportation Center.
7. Closed Session
 - a. Threat to Public Services or Facilities
(California Government Code Section 549579(a))

Consultation with Director, Public Safety
8. Adjournment

Subject to Approval

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

MONDAY, JULY 16, 2018

A regular meeting of the Legal, Government and Environmental Affairs Committee was called to order on this date in the Burbank Room, 2627 Hollywood Way, Burbank, California, at 10:07 a.m., by Chairman Wiggins.

AB 23 Disclosure: 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.

ROLL CALL

Present: Commissioners Wiggins, Madison and Sinanyan

Absent: None

Also Present: Staff: Frank Miller, Executive Director; John Hatanaka (joined the meeting 10:14 a.m.), Senior Deputy Executive Director; Ed Skvarna, Director of Public Safety/Chief, Airport Authority Police; Rachael Warecki, Communications and Marketing Coordinator

Airport Authority Counsel: Terence R. Boga of Richards, Watson & Gershon

- 1. Approval of Agenda** The agenda was approved as presented.
- 2. Public Comment** There were no public speakers.
- 3. Approval of Minutes**
 - a. June 4, 2018** Commissioner Wiggins moved approval of the minutes of the June 4, 2018, meeting. The minutes were approved unanimously (3-0).
- 4. Closed Session** The meeting recessed to closed session at 10:10 a.m. to discuss items listed on the closed session agenda.
- Meeting Reconvened** The meeting reconvened to open session at 11:07 a.m. with the same Commissioners present.
- Closed Session Report** Chairman Wiggins announced that no reportable action was taken in closed session.

5. Adjournment

There being no further business, the meeting was adjourned at 11:07 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE
AUGUST 20, 2018**

**RESOLUTION NO. 479 – AUTHORIZING ACCEPTANCE
OF
TRANSPORTATION SECURITY ADMINISTRATION GRANT FUNDING**

SUMMARY

Staff seeks a Legal, Government and Environmental Affairs Committee ("Committee") recommendation to the Commission for adoption of the attached Resolution No. 479 authorizing designated senior personnel to execute documents for acceptance of Transportation Security Administration ("TSA") grant funding.

BACKGROUND

Since 1999, the Commission has authorized a small number of senior personnel to execute documents accepting Federal Aviation Administration ("FAA") grant funding on the Authority's behalf. Initially, pursuant to Resolution No. 353, this authorization was given to the Executive Director and the Director of Engineering. In 2004, by Resolution No. 394, this authorization was extended to the Deputy Executive Director and the Controller. In 2013, Resolution No. 456 updated the list to add the Senior Deputy Executive Director and to reflect changes in certain personnel titles.

The Authority has now received several TSA grant awards for security-related airport improvement projects. These projects include installation of new digital video surveillance system workstations in TSA's on-site offices, as well as the ongoing baggage recapitalization system modification to accommodate new CTX machines. In anticipation of future TSA grant awards, the attached Resolution No. 479 will establish, for TSA grant funding, document execution authorization that is equivalent to the document execution authorization for FAA grant funding. In particular, this resolution will authorize the following senior personnel to execute documents for acceptance of TSA grant awards: the Executive Director; the Senior Deputy Executive Director; the Deputy Executive Director – Finance and Administration; and the Director of Financial Services. These are the same positions that the Commission has given document execution authorization for FAA grant funding, and has given expenditure authorization under the Authority Expenditure Policy.

IMPACT ON OPERATIONS

Adoption of the attached resolution will enable staff to process more efficiently documents associated with TSA grant funding, including documents associated with extensions of such funding.

RECOMMENDATION

Staff recommends that the Committee recommend to the Commission adoption of Resolution No. 479 authorizing designated senior personnel to execute documents for acceptance of TSA grant funding.

Exhibit A: Draft Resolution No. 479

STAFF REPORT\LEGAL\08-20-18
RESOLUTION NO. 479 – AUTHORIZING ACCEPTANCE
OF TRANSPORTATION SECURITY ADMINISTRATION GRANT FUNDING

RESOLUTION NO. 479

A RESOLUTION OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY COMMISSION
AUTHORIZING ACCEPTANCE OF
TRANSPORTATION SECURITY ADMINISTRATION GRANT FUNDING

The Burbank-Glendale-Pasadena Airport Authority Commission finds, resolves, and determines as follows:

Section 1. Recitals.

A. The Authority is engaged in ongoing programs intended to improve airports facilities at the Bob Hope Airport.

B. Authority staff routinely seek financial grants in aid from the Transportation Security Administration (“TSA”) to fund security-related airport improvement projects.

C. It is in the best interests of the Authority to accept all offers of TSA grant funding for security-related airport improvement projects.

Section 2. Authorization. Without further authorization of the Commission and by signing his or her signature alone, the Executive Director, the Senior Deputy Executive Director, the Deputy Executive Director – Finance and Administration, and the Director of Financial Services are individually authorized and directed: (i) to execute and deliver to the TSA acceptances of all offers of financial grants in aid from the TSA for security-related airport improvement projects that have been approved by the Commission; (ii) to execute and deliver to the TSA acceptances of extensions of such offers; and (iii) to report the receipt and acceptance of each such grant in aid offer at the Commission meeting next following the date of acceptance of the grant in aid offer.

Section 3. Effective Date. This Resolution shall be effective upon adoption.

Adopted this ____ day of _____, 2018.

Zareh Sinanyan, President

Attest:

Ross Selvidge, Ph.D., Secretary