



September 30, 2016

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, October 3, 2016, at 10:30 a.m. (or immediately following the conclusion of the regular Airport Authority meeting), in the Burbank Room of the Hollywood Burbank Airport, 2627 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 MEETING
OF THE
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE

Burbank Room
Monday, October 3, 2016
10:30 A.M. or Immediately Following
the Conclusion of the
Airport Authority Meeting

NOTE TO THE PUBLIC: Any disclosable public records related to an open session item on a special 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.

As a result of the convening of this meeting of the Legal, Government and Environmental Affairs Committee, each Committee member is entitled to receive and shall be provided \$200.



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. August 15, 2016 **[See page 1]**
4. Grant Fund Transfer to Los Angeles County Metropolitan Transportation Authority
 - a. Staff report is attached **[See page 3]**

Staff seeks a Committee recommendation to the Commission for approval of a proposed resolution authorizing transfer of the unused STURAA grant funds to Metro.

5. Adjournment

Subject to Approval

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

MONDAY, AUGUST 15, 2016

A regular meeting of the Legal, Government and Environmental Affairs Committee was called to order this date in the Burbank Room, of the Burbank-Glendale-Pasadena Airport Authority, 2627 Hollywood Way, Burbank, California, 91505, at 11:20 a.m., by Chairman Bill Wiggins.

AB 23 Disclosure: The board secretary announced that, as a result of the convening of this meeting of the Legal, Government and Environmental Affairs Committee, each Committee member is entitled to receive and shall be provided \$200.

ROLL CALL

Present: Commissioners Wiggins, Quintero and Madison

Absent: None

Also Present: Staff: Dan Feger, Executive Director; Lucy Burghdorf, Director, Public Affairs and Communications; David Freedman, Director Business, Property and Administrative Services; and Mike Duong, Senior Manager, Business and Compliance

Airport Authority Assistant 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. **July 11, 2016** Draft minutes of the July 11, 2016, Legal, Government and Environmental Affairs Committee were presented for approval. Commissioner Madison abstained from commenting on the minutes as he did not attend the meeting. The minutes were approved 2-0 (one abstention) as submitted by Staff.
4. **Contracts and Leases**
 - a. **Airport Access and Facilities Use Agreement, Class VIII Operators (Transportation Network Companies)** Staff reported it had successfully negotiated with each TNC (transportation network company) operating at the Airport (Wingz, Uber and Lyft) to provide significant revisions to the Use Agreement, including the ability for

the Airport to charge and collect on drop-off transactions, the establishment of a geo-fence to track TNC activity and monthly self-reporting. At the request of the TNCs, the number of violations per TNC which may cause suspension of the Use Agreement has been increased from six to 15 within a 60-day period. Staff noted that the drop-off fee will be \$3, the same as the pick-up fee.

Following Staff's presentation, the Committee concurred unanimously (3-0) to recommend to the Commission that it approve the revised form of Airport Access and Facilities Use Agreement for Class VIII Operators for TNCs operating at Hollywood Burbank Airport and authorize the Executive Director to execute same with each TNC.

5. Closed Session

The meeting did not recess to closed session.

6. Adjournment

There being no further business, the meeting was adjourned at 11:28 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
LEGAL, GOVERNMENT AND
ENVIRONMENTAL AFFAIRS COMMITTEE
OCTOBER 3, 2016**

**GRANT FUND TRANSFER TO
LOS ANGELES COUNTY
METROPOLITAN TRANSPORTATION AUTHORITY**

SUMMARY

Staff seeks a Committee recommendation to the Commission for approval of a proposed resolution (copy attached) authorizing the transfer of unused Federal Highway Administration ("FHWA") Surface Transportation and Uniform Relocation Assistance Act ("STURAA") grant funds in the amount of \$110,266.75 to the Los Angeles County Metropolitan Transportation Authority ("Metro"). These funds became available as a result of the Authority's Ground Access Study coming in under budget. By authorizing this transfer to Metro, the Authority can ensure that these funds will go towards construction of a Metrolink station at Hollywood Way and San Fernando Road. Without this transfer, the funds will revert to FHWA for reallocation to other projects in the United States.

BACKGROUND

Utilizing a FHWA STURAA grant to improve ground access to the Airport, in 2010 the Authority initiated a Ground Access Study that ultimately cost \$2,084,844. Through Airport Authority Resolutions No. 448 and No. 457, the Commission previously transferred to Metro, without local matching funds, anticipated, unallocated STURAA grant funding in the amount of \$2,608,858 to support ground access improvements that benefit the tri-city region. In exchange Metro has: (i) committed to pay for and construct a Metrolink Station along the Antelope Valley Line at Hollywood Way and San Fernando Road; and (ii) provided the Authority with up to \$895,536 of Measure R funds to be used for the local match obligations on the STURAA grant used on the Ground Access Study and on the Federal Transit Administration grant used on the ground access portion of the Regional Intermodal Transportation Center.

FUND TRANSFER REQUEST

In May of this year, FHWA advised Metro that, before Metro can access the STURAA grant funds transferred by the Authority for the Metrolink station construction project, the Authority must first close out its Ground Access Study. FHWA will then close the STURAA grant and re-issue a separate grant to Metro for the remaining unallocated funds.

Accordingly, Staff took the necessary steps to close out the Ground Access Study, prepared a final report and accounting of the STURAA grant, and on May 26, 2016, sent a transmittal letter and the required documentation to Metro (copy attached). Additionally, Staff asked Metro to formally request the unused STURAA grant fund balance and identify any Authority action required to enable the transfer.

In late August, Metro personnel verbally followed up on the Authority's May 26, 2016, letter and requested that the Commission adopt a resolution memorializing that the Authority is willing to transfer to Metro the unused STURAA grant funds.

STAFF RECOMMENDATION

Staff seeks a Committee recommendation to the Commission that it adopt the proposed resolution authorizing transfer of the unused STURAA grant funds to Metro.

RESOLUTION NO. ____

**A RESOLUTION OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY COMMISSION
INCREASING A COMMITMENT OF SURFACE TRANSPORTATION AND
UNIFORM RELOCATION ASSISTANCE ACT GRANT FUNDING TO
THE DEVELOPMENT AND IMPLEMENTATION OF A
METROLINK STATION AT HOLLYWOOD WAY AND SAN FERNANDO ROAD**

WHEREAS, on April 2, 1987, Congress enacted the Surface Transportation and Uniform Relocation Assistance Act ("STURAA"), which included a \$3M appropriation for the Burbank-Glendale-Pasadena Airport "to carry out a highway project which demonstrates methods of coordinating construction and ground access to an airport and construction of terminal and parking facilities at such airport"; and

WHEREAS, on November 28, 1995, Congress amended STURAA to increase the size of the grant to \$5M, eliminate references in the grant to highway, terminal and parking facilities, and convert the intent of the earmark to preparation of a feasibility study and conducting preliminary engineering, design and construction of a link between the Airport and the Los Angeles County Metropolitan Transportation Authority ("MTA") commuter rail system; and

WHEREAS, the STURAA grant has been reduced to \$4.3M due to rescissions; and

WHEREAS, the STURAA grant is now secured and obligated for planning of intermodal access to the Airport, including a ground access study and the potential for a new Metrolink station at Hollywood Way and San Fernando Road; and

WHEREAS, MTA has committed resources to design a station on the Antelope Valley Line that would serve the Airport and is currently receiving construction proposals; and

WHEREAS, on June 18, 2012, the Commission adopted Resolution No. 448 committing up to \$1.75M of the STURAA grant to support MTA's development and implementation of a new Metrolink station at Hollywood Way and San Fernando Road; and

WHEREAS, on November 18, 2013, the Commission adopted Resolution No. 457 to provide for a \$858,858 increase of the Authority's commitment of STURAA grant funds for the new Metrolink station in exchange for the Authority's receipt of Measure R funds from MTA; and

WHEREAS, the Authority has completed its ground access study under budget and there are unused STURAA grant funds in the amount of \$110,266.75; and

WHEREAS, the Commission desires to transfer the unused STURAA grant funds to MTA for use on construction of the new Metrolink station at Hollywood Way and San Fernando Road.

NOW, THEREFORE, THE COMMISSION FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

Section 1. The Commission supports MTA's development and implementation of a new Metrolink station at Hollywood Way and San Fernando Road. The Executive Director is authorized to dedicate the Authority's unused \$110,266.75 STURAA grant funds to MTA in furtherance of such project. The Executive Director shall transmit a letter to MTA memorializing the commitment made by this Resolution.

Section 2. This Resolution shall be effective upon adoption.

ADOPTED this ____ day of _____ 2016.

Bill Wiggins, President
Burbank-Glendale-Pasadena Airport Authority

Attest:

Zareh Sinanyan, Secretary



May 26, 2016

Ms. Jeanet B. Owens
Executive Officer, Regional Rail
Los Angeles County Metropolitan
Transportation Authority
One Gateway Plaza, Mail Stop: 99-17-5
Los Angeles, CA 90012-2952

Re: Close Out of Study Portion of FHWA STURAA Grant

Dear Ms. Owens:

Attached please find all of the requested forms associated with the Burbank-Glendale-Pasadena Airport Authority's use of a Federal Highway Administration (FHWA) Surface Transportation Uniform Relocation Assistance Act (STURAA) grant in connection with the preparation of a Ground Access Study for the Hollywood Burbank Airport.

With the submittal of these forms this formally concludes the Airport Authority's Ground Access Study efforts under this grant and brings to a close our use of the funding provided under this Grant. Based upon agreement between the Airport Authority and Metro staff at a meeting yesterday, from this point forward Metro will assume responsibility for any further FHWA grant closure requirements and will provide the Airport Authority with a separate Memorandum of Understanding detailing the responsibilities of the parties.

It should be noted that the Airport Authority's Ground Access Study, which was most recently estimated to cost \$2,222,678, was completed under budget at a cost of \$2,084,844.06, resulting in a savings of \$137,833.94. In addition to the two prior resolutions which authorized the reallocation of approximately \$2.6M in STURAA grant funding to Metro for the construction of the Hollywood Way/San Fernando Metrolink platform, these additional funds can be made available to Metro for construction, however, we will need for Metro to inform the Airport Authority of what will be required to effect this additional transfer and it further underscores the Airport Authority's lack of available funding to perform any additional Study related functions, administrative or otherwise.

Jeanet Owens
LA County Metropolitan Transportation Authority
May 27, 2016
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Should you have any questions regarding this matter please call me at (818) 565-1329.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Hardyment', with a horizontal line extending to the right.

Mark Hardyment
Director, Government & Environmental Affairs
Hollywood Burbank Airport

cc: Dan Feger, Executive Director