



February 13, 2025

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 17, 2025, in observation of President's Day. Therefore, the regular meeting of the Legal, Government and Environmental Affairs Committee scheduled for Monday, February 17, 2025, 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 18, 2025, 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 18, 2025
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 18, 2025

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
 - a. November 18, 2024 **[See page 1]**
5. Items for Discussion
 - a. Airport Communication Center Computer Aided Dispatch Upgrade Project **[See page 3]**

Staff report is attached. Staff will update the Committee on the progress of implementing a Computer Aided Dispatch (“CAD”) System to improve the functionality of the Airport Communication Center. The proposed project will enhance the safety, security and response functions of the Airport Police, Fire, Operations and Maintenance Departments utilizing the City of Burbank Police Department’s CAD backbone.
6. Items for Information
 - a. Committee Pending Items **[See page 5]**
7. Adjournment

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

MONDAY, NOVEMBER 18, 2024

A regular 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 8:30 a.m., by Commissioner Gabel-Luddy.

1. ROLL CALL

Present: Commissioners Gabel-Luddy, Najarian and Williams

Absent: None

Also Present: Staff: Scott Kimball, Deputy Executive Director, Operations, Business and SMS; Edward B. Skvarna, Chief of Police/Director of Public Safety

2. Approval of Agenda

Motion Commissioner Williams moved approval of the agenda; seconded by Commissioner Najarian.

Motion Approved The motion was unanimously approved (3–0).

3. Public Comment

There were no public comments.

4. Approval of Minutes

a. October 7, 2024 A draft copy of the meeting minutes of October 7, 2024, was included in the agenda packet for review and approval.

Motion Commissioner Williams moved approval of the minutes; seconded by Commissioner Najarian.

Motion Approved The minutes were unanimously approved (3–0).

5. Items for Approval

a. Military Equipment Use Policy Staff requested a recommendation from the Legal, Government and Environmental Affairs Committee to the Commission for adoption of the proposed Resolution No. 514 approving Burbank-Glendale-Pasadena Airport Authority Police Department Policy 705 regarding the use of military equipment as defined by Assembly Bill 481.

Motion Commissioner Williams moved the motion; seconded by Commissioner Najarian.

Motion Approved The motion was unanimously approved (3–0).

6. Items for Information

a. Committee Pending Items

This item was not discussed.

7. Adjournment

There being no further business to discuss, the meeting was adjourned at 8:35 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE
FEBRUARY 18, 2025**

**UPDATE ON
AIRPORT COMMUNICATION CENTER
COMPUTER AIDED DISPATCH UPGRADE PROJECT**

Presented by Greg Rabinovitz
Chief of Staff

SUMMARY

This update is to provide the Committee a briefing on the acquisition of a Computer Aided Dispatch System ('CAD'), which is included in the FY 2025 adopted budget. Pending completion of the project contract documents, this item will be brought back to the Committee for recommendation to the Commission for approval.

BACKGROUND

CAD is an integral part of a modern first responder Communications Center. The system integrates incoming calls of various types (telephone; radio; alarm system, etc.) and from other sources such as Public, Police, Fire, Maintenance and Operations displaying on one screen allowing dispatchers to evaluate and respond. This system also prompts the dispatcher to collect consistent focused information to be relayed to the appropriate responders.

Currently, the Airport Communication System utilizes a manual method system for the Airport Operations, Police Department and Fire Department.

A needs assessment was performed as well as market research to determine a potential CAD system that would be useable and affordable to implement at the Airport, and discovered the following:

1. CAD systems are very expensive. The cities of Burbank, Glendale and Pasadena have replaced their respective systems in recent years at a cost of between \$3 million and \$4.6 million.
2. While any modern CAD system is likely to be capable of meeting the needs of the Airport, two are commonly in use in the tri-city area, Tiburon and Versaterm. Versaterm, is in use by the Airport's primary mutual aid partner, the Burbank Police Department ("BPD"). Glendale Police Department utilizes Tiburon and the Pasadena Police Department employs Versaterm.
3. Versaterm is a modular system, allowing the Airport to create an "add-on" module within an existing system to accommodate and support the Airport CAD needs, with significant cost savings versus a standalone system. This modular system also provides significant efficiency to the operational and administrative relationship between BPD and the Airport Police Department ("APD").

4. During Staff's research, all three cities' Police Departments employed the services of a consultant to implement their respective systems. The Cities all used the same consultant company, CIT Com. The assessment of the performance of this consultant by the involved staff at the Tri-Cities was unanimously favorable.

To assist the development of this project, Staff researched the potential to utilize the consultant services of CIT and the potential to tie into the Versaterm system at BPD. CIT was contracted for an initial amount of \$10,000 through a Professional Services Agreement. Staff are currently working on a quote from Versaterm based on a standard implementation, along with a detailed Statement of Work.

Staff reviewed the 2013 Law Enforcement Cooperative Agreement, more commonly known as a Mutual Aid Agreement, between BPD and APD. This Agreement anticipated the potential sharing of BPD's CAD system (formerly "Tiburon", now Versaterm) in the body of the 2013 Agreement. Airport and Burbank City Staff are currently working to revise the language in the Mutual Aid Agreement to reflect the shared use of BPD's Versaterm system.

ESTIMATED COST

If the Committee recommends and the Commission approves, the cost to implement a Versaterm CAD system with the initial system training is anticipated to be accommodated in the FY 2025 adopted budget appropriation of \$300,000. Future costs for this system including additional training, annual subscription and operating costs are estimated to be \$155,000 per year. When costs and documentation are finalized, Staff will return to the Committee to present the proposed project for its consideration at a later date.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE
FEBRUARY 18, 2025
COMMITTEE PENDING ITEMS**

Future

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| 1. Annual Noise Fine Revision | March 17 |
| 2. Part 150 CAC Request (Additional Representation from the City of Los Angeles) | March 17 |
| 3. Power Options Study Report (M. Adams) | April 21 |
| 4. Approval of Minor Amendment to the EIR; DA Condition of Approval No. 42 | TBD |
| 5. LEEDS to Density Presentation (tentative) (City of Burbank - Golden State Plan) | TBD |