



November 1, 2018

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 a special meeting of the Legal, Government and Environmental Affairs Committee will be held Monday, November 5, 2018, at 9:30 a.m., (or immediately following the special Commission meeting), in the Burbank Room of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

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

SPECIAL MEETING
OF THE
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE

Burbank Room
Monday, November 5, 2018
9:30 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 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

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes

a. August 20, 2018

[See page 1]

4. Items for Information

- a. Memorandum of Understanding ("MOU") with the South Coast Air Quality Management District ("SCAQMD") regarding the Air Quality Improvement Plan ("AQIP")

Trifiletti Consulting, Inc. has been contracted to assist staff with drafting a Memorandum of Understanding ("MOU") in accordance with the Southern California Air Quality Management District ("SCAQMD") Air Quality Improvement Program. Each airport in the SCAQMD is required to enter into an MOU with the District. The California Airports Council ("CAC") has been coordinating efforts between the affected airports. Lisa Trifiletti will brief the Committee on the status of a draft MOU for Hollywood Burbank Airport and coordination with the CAC.

5. Adjournment

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

MONDAY, AUGUST 20, 2018

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 10:15 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 Senior Deputy Executive Director;
Ed Skvarna, Director of Public Safety/Chief, Airport Authority Police; Commander Jorge Martinez, Airport Authority Police; Sarah Sheehy, Senior Director, Government and Public Affairs; Lucy Burghdorf, Director of Public Affairs and Communications; Scott Kimball, Director, Operations and Maintenance; Michael Johnston, Business Development Specialist

Airport Authority Legislative Consultant
(via teleconference): Kristian Foy, Michael J. Arnold & Associates

1. **Approval of Agenda** The agenda was approved as presented.
2. **Public Comment** There were no public speakers.
3. **Approval of Minutes**
 - a. **July 16, 2018** Commissioner Wiggins moved approval of the minutes of the June 4, 2018, meeting. The minutes were approved unanimously (3-0).
5. **Items for Discussion** Staff requested that agenda item 5.a., be taken out of order. There being no objection from the Committee, the next agenda item was 5.a., State Legislative Update, followed by agenda item 5.b.

a. State Legislative Update

Via teleconference Kristian Foy of Michael J. Arnold & Associates, the Authority's Sacramento legislative consultant updated the Committee and answered various questions on current airport-related legislative issues which they have been monitoring.

b. Public Art at the Regional Intermodal Transportation Center

Staff updated the Committee regarding the status of the public art panels for the Regional Intermodal Transportation Center ("RITC") and recommended that this item required further deliberation in selecting the artwork and artist for the RITC panel display. Staff further recommended that the artist is paid per the Authority's contractual obligation.

Commissioners Sinanyan, Madison and Wiggins all concurred with Staff's recommendation.

4. Contracts and Leases

**a. Resolution No. 479 –
Authorizing Acceptance of
Transportation Security
Administration Grant Funding**

Staff reported that 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. 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.

Adoption of Resolution No. 479 will enable Staff to process more efficiently documents associated with TSA grant funding, including documents associated with extensions of such funding.

Therefore, Staff recommended 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.

Motion

Commissioner Sinanyan moved approval of Staff's recommendation to move this item to the Commissions Consent Calendar, seconded by Commissioner Madison.

Motion Approved

The motion was approved unanimously (3-0).

Mr. Hatanaka left the meeting at 10:47 a.m. to return to the Finance and Administration Committee meeting after briefing the Legal, Government and Environmental Affairs Committee on Resolution No.479.

6. Closed Session

The meeting recessed to closed session at 10:47 a.m. to discuss items listed on the closed session agenda.

Meeting Reconvened

Commissioner Wiggins reconvened the meeting to open session at 11:02 a.m. with the same Commissioners present.

Closed Session Report

Commissioner Wiggins announced that no reportable action was taken in closed session.

7. Adjournment

There being no further business, the meeting adjourned at 11:02 a.m.