



November 12, 2020

CALL AND NOTICE OF THE 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, November 16, 2020, at 9:30 a.m., or immediately following the Commission meeting, in the Burbank Room of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Commission or staff may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, members of the public may observe and participate in the meeting telephonically through the following number:

Dial In: (701) 802-5334

Access Code 2451017

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

REGULAR MEETING  
OF THE  
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE

Burbank Room  
Monday, November 16, 2020  
9:30 a.m., or Immediately Following  
the Conclusion of the  
Commission 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

Monday, November 16, 2020

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes
  - a. October 19, 2020 **[See page 1]**
4. Items for Discussion
  - a. Citizen's Advisory Committee
    - Staff report attached **[See page 3]**

***Staff seeks a Legal, Government and Environmental Affairs Committee recommendation to the Commission for establishment of a 12-member Citizen's Advisory Committee ("CAC") comprised of representatives from Burbank, Glendale, Pasadena, and Los Angeles. The proposed CAC would be tasked with gathering public input on airplane noise issues associated with the Bob Hope Airport and with assisting in the update of the Authority's Noise Exposure Map and Noise Compatibility Program.***
5. Items for Information
  - a. Committee Pending Items **[See page 8]**
6. Adjournment

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

**MONDAY, OCTOBER 19, 2020**

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 10:00 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, Agajanian  
(via teleconference) and Madison (via  
teleconference)

**Absent:**

None

**Also Present:**

Staff: John Hatanaka, Senior Deputy Executive  
Director; Pamela Marcello, Senior Director,  
Government and Public Affairs

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

Airport Authority Legislative Consultant:  
Kristian Foy and Mike Arnold of Arnold and  
Associates (via teleconference)

**1. Approval of Agenda**

The agenda was approved as presented.

**2. Public Comment**

There were no public speakers.

Staff introduced Pamela Marcello, the new Senior  
Director of Government and Public Affairs

**3. Approval of Minutes**

**a. September 21, 2020**

Commissioner Agajanian (via teleconference)  
moved approval of the minutes of the September  
21, 2020 meeting, seconded by Commissioner  
Wiggins. There being no objection, a voice vote  
was taken to accommodate those participating via  
teleconference. The motion was approved (2-0, 1  
absent). Commissioner Madison was present  
during the meeting, but he did not participate in  
the voice vote.

**4. Items for Information**

- a. 2020 State of California Legislative Status Update (Arnold & Associates)** Kristian Foy and Michael J. Arnold of Arnold & Associates reviewed with the Committee the final 2020 State Legislative Status Report.

**5. Items for Information**

- a. Committee Pending Items** Staff informed the Committee of future pending items that will come to the Committee for review.

**6. Adjournment**

There being no further business, the meeting adjourned at 10:19 a.m.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE  
NOVEMBER 16, 2020**

**CITIZEN'S ADVISORY COMMITTEE**

**SUMMARY**

Staff seeks a Legal, Government and Environmental Affairs Committee ("Committee") recommendation to the Commission for establishment of a 12-member Citizen's Advisory Committee ("CAC") comprised of representatives from Burbank, Glendale, Pasadena, and Los Angeles. The proposed CAC would be tasked with gathering public input on airplane noise issues associated with the Bob Hope Airport ("BUR") and with assisting in the update of the Authority's Noise Exposure Map and Noise Compatibility Program.

**BACKGROUND**

In August 2019, the Authority and Los Angeles World Airports jointly formed the Southern San Fernando Valley Airplane Noise Task Force ("Task Force") to help address community concerns regarding noise associated with BUR and Van Nuys Airport. The Task Force's objective was to develop a set of recommendations to address community noise concerns.

On May 7, 2020, the Task Force voted to submit 16 recommendations to the Federal Aviation Administration ("FAA"). Five of those recommendations are specific to the Authority, and one of them encouraged the Authority to create a CAC to address community concerns throughout the San Fernando Valley. On August 17, 2020, the Commission authorized the Executive Director to send a letter responding to the Task Force's recommendations. As to the CAC

recommendation, the response indicated that the Authority was still evaluating issues associated with a CAC including size, membership selection, function, and duration. The FAA issued a response to the Task Force's recommendations on September 1, 2020. The FAA's response did not comment on the CAC recommendation.

On September 21, 2020, the Committee considered parameters proposed by Staff and legal counsel for establishment of a CAC. The Committee generally supported the proposed parameters but did suggest some clarifications. The Committee also directed Staff and legal counsel to submit a draft CAC resolution for the Committee's consideration before presentation to the Commission.

**UPDATED PROPOSAL**

Based on the input received from the Committee at the September 21<sup>st</sup> meeting, Staff and legal counsel propose that the Committee consider recommending to the Commission adoption of the attached resolution to establish a CAC. The proposed resolution will set the following parameters for a CAC:

- The CAC will consist of 12 members from Burbank, Glendale, Pasadena and Los Angeles.
- Nine CAC members will be residents of Burbank, Glendale and Pasadena with each city having three representatives.
- Three CAC members will be residents of Los Angeles and will come from Los Angeles City Council Districts 2, 4, and 6 (which generally are located north, west or south of BUR) with each district having one representative.
- The Authority will ask the Burbank City Council, the Glendale City Council, and the Pasadena City Council to each recommend three constituents who are interested in serving on the CAC.
- The Authority will ask the Los Angeles City Council Members from Districts 2, 4, and 6 to each recommend one constituent who is interested in serving on the CAC.
- Appointments to the CAC will be made by the Commission by majority vote. The Commission will reasonably defer to the recommendations received, but the Commission may reject any recommendation and appoint an alternative person at its discretion.

The CAC would provide input on an update of the Authority's Noise Exposure Map and Noise Compatibility Program pursuant to Title 14, Part 150 of the Code of Federal Regulations ("Part 150"). Part 150 provides a structured approach for noise mitigation and consists of two stages:

1. An airport operator produces a Noise Exposure Map that identifies the compatible and non-compatible land uses around the airport to understand how areas are impacted by different levels of noise. The FAA, not the airport operator, makes the final decision on a Noise Exposure Map.
2. The airport operator then develops a Noise Compatibility Program with specific measures to reduce noise, such as re-routing flights over less-populated areas and providing sound insulation for buildings. The FAA, not the airport operator, makes the final decision on a Noise Compatibility Program. Airport operators that complete the Part 150 process are eligible to receive Airport Improvement Program funds to help with noise mitigation efforts.

The Authority's Noise Exposure Map and Noise Compatibility Program are the fundamental components of any new or expanded noise mitigation measures. By creating and empowering a CAC to provide input on the update of these items, the Commission would allow area residents to play an integral role in addressing community noise concerns. The CAC would be an advisory, not a decision-making, body that makes recommendations for the Commission's consideration in the same manner as the Commission's standing committees. In particular, CAC meetings would be held in accordance with the Brown Act, and any recommendations that it makes would be by majority vote.

Finally, as to timing, it is proposed that CAC members be appointed, and that the CAC become active when the Authority has made a sufficient operational and economic recovery from the COVID-19 pandemic. Once active, the CAC would meet at least quarterly and would exist until the Authority submits an updated Noise Exposure Map and Noise Compatibility Program to the FAA.

#### FUNDING

This item was not anticipated during the development of the FY 2021 budget. As of this writing, cost to facilitate the CAC have not been determined. Subject to the requirements for the proposed CAC, a future budget amendment may be required.

#### STAFF RECOMMENDATION

Staff recommends that the Committee recommend to the Commission adoption of the attached resolution to establish a CAC as described in this report.

Attachment: Draft Resolution

(Attachment)

RESOLUTION NO. \_\_\_\_

**A RESOLUTION OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY COMMISSION  
ESTABLISHING A CITIZEN’S ADVISORY COMMITTEE  
TO PROVIDE RECOMMENDATIONS ON UPDATES TO  
THE NOISE EXPOSURE MAP AND NOISE COMPATIBILITY PROGRAM**

The Burbank-Glendale-Pasadena Airport Authority Commission resolves as follows:

Section 1. Findings.

A. Residents in the southern San Fernando Valley have expressed increased concerns about noise from airplanes that use Bob Hope Airport (“BUR”) and Van Nuys Airport (“VNY”).

B. The Authority is committed to working with the community and other stakeholders to help identify potential actions to reduce airplane noise without shifting noise to other noise-sensitive communities.

C. In August 2019, the Authority and Los Angeles World Airports jointly formed the Southern San Fernando Valley Airplane Noise Task Force (“Task Force”) to help address community concerns regarding noise associated with BUR and VNY.

D. Among other recommendations, the Task Force encouraged the Authority to create a Citizen’s Advisory Committee (“CAC”) to address community concerns throughout the San Fernando Valley.

E. The Authority Commission concurs with the Task Force’s recommendation and believes that a CAC will provide a significant contribution to the Authority’s update of its Noise Exposure Map and Noise Compatibility Program pursuant to Title 14, Part 150 of the Code of Federal Regulations (“Part 150”).

Section 2. Establishment. The Authority shall have a CAC to be known as the “Bob Hope Airport Citizen’s Advisory Committee.”

Section 3. Functions. The CAC shall be a purely advisory body and shall focus exclusively on the following matters: (i) gathering public input on airplane noise issues associated with BUR; and (ii) assisting in the update of the Authority’s Noise Exposure Map and Noise Compatibility Program pursuant to Part 150. Other matters, including airport marketing, airline retention, and the replacement terminal project, are not within the CAC’s jurisdiction. The CAC shall not have access to attorney-client privilege Authority documents without prior authorization from the Commission.

Section 4. Membership.

A. The CAC shall consist of 12 members who are residents of the Cities of Burbank, Glendale, Pasadena, or Los Angeles. Each city shall have three representatives on the CAC; provided, however, that the Los Angeles representatives shall be residents of Los Angeles City Council Districts 2, 4, and 6 (one each).

B. CAC members shall be appointed by the Commission by majority vote. The Authority shall ask the Burbank City Council, the Glendale City Council, and the Pasadena City Council to each recommend three constituents who are interested in serving on the CAC; and shall ask the Los Angeles City Council Members from Districts 2, 4, and 6 to each recommend one constituent who is interested in serving on the CAC. The Commission shall reasonably defer to the recommendations received, but the Commission may reject any recommendation and appoint an alternative person at its discretion. In the event the Commission rejects one or more recommendations, the Authority shall solicit applications from residents of the area(s) to be represented.

C. The Commission shall proceed with the appointment of CAC members upon determining that the Authority has made a sufficient operational and economic recovery from the COVID-19 pandemic.

D. CAC members shall serve without compensation at the pleasure of the Commission and may be removed by majority vote of the Commission.

Section 5. Officers. The CAC shall elect a Chairperson from its membership.

Section 6. Meetings. Regular meetings of the CAC shall be held on a quarterly basis. CAC meetings shall be held in accordance with the Brown Act (Government Code Sections 54950 et seq.).

Section 7. Duration. The CAC shall become active upon appoint of its membership by the Commission. The CAC shall dissolve upon the Authority's submission of an updated Noise Exposure Map and Noise Compatibility Program to the FAA.

Section 8. Effective Date. This Resolution shall be effective upon adoption.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2020.

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Ross Selvidge, Ph.D., President  
Burbank-Glendale-Pasadena Airport Authority

Attest:

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Frank R. Miller, Assistant Secretary

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE  
NOVEMBER 16, 2020**

**COMMITTEE PENDING ITEMS**

**Future**

1. Award of Contract – Task Force Public Outreach Support