

**HOLLYWOOD BURBANK AIRPORT
MOU MID-YEAR PROGRESS REPORT**

JUNE 2020



OVERVIEW ON MOU IMPLEMENTATION PROGRESS

Over the past six months, Hollywood Burbank Airport (BUR) has worked to diligently implement the BUR Air Quality Improvement Plan (AQIP) and is steadfast in its commitment to its obligations in the Memorandum of Understanding (MOU) with the South Coast Air Quality Management District (SCAQMD), executed in December 2019. Unfortunately, due to the Corona Virus pandemic, BUR passenger activity has dramatically dropped by 90% from last year's activity. BUR has consolidated operations to a single terminal, moving all departure and arrivals, ticket counter and baggage, security services to Terminal A and closing two parking lots and its valet service. All seven airlines that fly out of BUR have either seen a decline in the number of reservations since the beginning of March or have plans to cut back on the number of flights being offered until the crisis is over. During these unprecedented times, while BUR passenger activity and revenue has drastically declined and BUR has stepped up its hygiene efforts in increased safety protocols, BUR has continued to move forward with implementing key air quality improvement policies and practices.

This mid-year report is designed present a progress report on BUR's work to implement the AQIP and to achieve the SIP creditable emissions reduction targets as described in the MOU.

GROUND SUPPORT EMISSIONS REDUCTION POLICY

As a key measure identified in the MOU with the South Coast Air Quality Management District, BUR's Ground Support Emissions (GSE) Policy requires all GSE operators operating at BUR to reduce NOx emissions to achieve a GSE fleet average composite emissions factor which is equal to or less than 1.66 horsepower-hour of nitrogen oxides (g/hp-h of NOx) by January 1, 2023, and 0.74 g/hp-h of NOx by January 1, 2031. Emissions performance of GSE operating at BUR cannot be averaged with emissions performance of GSE operating at other airports to demonstrate compliance with the BUR GSE Emissions Targets. Pursuant to the MOU Section C beginning in 2021 to 2032, BUR will work with airport tenants to provide an emissions inventory for all GSE operating at BUR, including methodology and calculations, to SCAQMD on a annual basis by June 1 for each proceeding calendar year.

Since January 2020, BUR staff has worked to develop and implement the process for collecting annual data, reporting procedures, monitoring compliance, and establishing tools to ensure enforceability. BUR Staff has now updated the BUR rules and regulations to include the GSE Policy and is updating its leases with GSE Operators to require compliance with the GSE Emissions Reductions Policy. BUR also updated its Non-Exclusive Licensing Agreements to require compliance with the BUR GSE Policy. Accordingly, through the lease and license requirements and rules and regulations, BUR will require each operator to provide annual data to BUR through an established portal website and ensure that their individual operating fleets meet the BUR GSE Targets, recognizing that the MOU established airport-wide targets. Additionally, the lease and license requirements and rules and regulations establish the following:

- **Consequences for Non-Compliance.** The following circumstances shall constitute non-compliance:
 - Failure to submit an annual report,
 - Failure to meet the GSE Targets as identified above,
 - Failure to submit a Compliance Plan as defined below within 30 days of notice of non-compliance from BUR,
 - Failure to adhere to an approved Compliance Plan as defined below.

- **Notice of Non-Compliance.** GSE Operators found not to be in compliance with the GSE Policy will be given notice of non-compliance. GSE Operators will have 30 days to correct deficiencies documented in the notice of non-compliance.
- **Requirements for Compliance Plan.** Operators shall transition to compliant GSE fleet aggregates to meet targets as soon as practicable. Non-compliant GSE Operators will be required to submit a Compliance Plan within 30 days of receiving a notice of non-compliance for GSE fleet. The Compliance Plan shall provide dates by which the Operator's fleet will meet the requirements and a justification for the new date. The Compliance Plan shall be signed under attestation. BUR's Chief Executive Officer or his/her designee shall review the Operator's Compliance Plan and justification to determine its acceptability and authorize approval or disapproval. GSE Operators shall have 30 days to seek review of BUR's rejection of a compliance plan or any parts therefore by the BUR CEO or his/her designee.
- **Remedies for Default.** Three or more instances of non-compliance with the GSE Policy Requirements as defined above within two years shall be considered a default of the applicable BUR permit, license, contract, lease, Non-Exclusive License Agreement (NELA), concessionaire agreement, and/or Certified Service Provider (CSP) Program. BUR Chief Executive Officer or his/her designee may, pursuant to the applicable terms provided therein, suspend or cancel a permit, license, contract, lease, NELA, concessionaire agreement or certified provider certification of non-compliant GSE Operators who are not in compliance with GSE Policy. In addition, BUR's Chief Executive Officer or his/her designee may seek to recoup BUR's administrative costs from non-compliant operators.

To date, BUR has included compliance with the GSE Emissions Reduction Policy in its master airline lease renewals, but also in its lease renewals with FedEx airlines and Atlantic Aviation, a Fixed Based Operator. BUR has ongoing communications with its airlines and GSE Operators regarding their obligations to submit an annual inventory of their GSE equipment and provided the BUR GSE Data Request Forms. All GSE Operators are on notice that requested data must be submitted no later than November 15, 2020. The GSE Data Request form requires airlines to provide a list of ground support equipment operating at BUR with the following information:

- Equipment ID
- Equipment type
- Fuel type
- Engine model year
- Power rating (hp or kW)
- Engine tier level (for diesel engines)
- Annual activity data for non-zero emission equipment that is sufficient to determine emission reductions at a reasonable level of accuracy
- For non-zero emission ground support equipment subject to this GSE measure, information regarding the sale or retirement of equipment available through CARB's DOORS system and, for pre-Tier 4 diesel, pre2010 gasoline, or pre-2010 LPG ground support equipment relocated from BUR to another airport within the South Coast Air Basin, identify: a) the airport to which equipment is relocated, b) date of relocation, and c) estimated projected usage hours.

BUR will continue to evaluate infrastructure needs throughout the campus as GSE Operators make great efforts to convert its fleet to the cleanest equipment.

BURBANK AIRPORT SHUTTLE FLEET CONVERSION

BUR is committed to operate a clean vehicle fleet, and to secure emission reductions. The Clean Fleet Program Policy covers BUR-owned vehicles, except those used for safety purposes, such as police and fire vehicles. BUR pledged its commitment to convert all airport-owned medium or heavy-fleet to vehicles to be certified at SULEV or cleaner standards by December 2023. Beginning in Fall 2019, the Airport pledged its commitment to purchase commercially available passenger car, light-duty truck, or medium-duty vehicles that are certified at ultra-low-emission standards (SULEV) or cleaner when adding or replacing a vehicle in its fleet.

Given the recent Coronavirus pandemic, BUR's unexpected loss of passenger activities and anticipated revenues have caused BUR to reassess and drastically shrink its operating budgets and capital investments. Accordingly, since 2020, BUR has not purchased new electric sedans. Nevertheless, BUR has updated its purchasing policies to require that as vehicles are replaced with the new electric sedans, the percent of electric vehicles in BUR's light-duty vehicle fleet will increase with the objective being a 100% conversion by 2031. BUR purchasing unit will also explore zero – emission options for light duty trucks or mini-vans as they become available.

The Clean Fleet Program Policy will also require that BUR, when purchasing new buses providing transportation for guests traveling off airport and between airport parking and the passenger terminal, only purchases buses powered by electricity. As the existing buses are replaced with the new electric buses, the percent of electric vehicles in BUR's bus fleet will increase with the objective of 50% electric fleet by 2023, and 100% conversion by 2031.

Unfortunately, at this time to respond to the unprecedented COVID-19 pandemic and drop in passenger activity, shuttle services to all parking lots and staff parking lots has been reduced as of March 30, 2020 and was fully suspended on April 5, 2020, and Parking Lots A, C, and Valet are closed to passenger vehicles. It is unclear when passenger activity will increase to resume shuttle operations. Nevertheless, when the BUR Shuttle Fleet Bid is renewed prior to 2023, it will be renewed with MOU requirements for electric bus fleet, which will be done in time to meet the 50% zero emission obligation.

CLEAN CONSTRUCTION POLICY

As part of BUR AQIP, BUR will ensure all construction contractors of all Capital Improvement Project (CIP) follow clean construction policies to reduce emissions of NOx such as using low-emission vehicles and equipment, recycling construction and demolition debris, and minimizing non-essential trips through better schedule coordination. Consistent with the MOU, BUR will require all CIP contractors starting in 2020 to submit clean construction plans and comply with the following requirements:

- On-road medium-duty and larger diesel-powered trucks with a gross vehicle weight rating of at least 14,001 pounds shall comply with USEPA 2010 on-road emissions standards for PM10 and NOx. Contractors shall be required to utilize such on-road haul trucks or the next cleanest vehicle.
- All off-road diesel-powered construction equipment greater than 50 horsepower shall meet, at a minimum, USEPA Tier 4 (final) off-road emissions standards. Contractors shall be required to utilize Tier 4 (final) equipment or next cleanest equipment available.
- The on-road haul truck and off-road construction equipment requirements shall apply unless certain deemed infeasible by BUR.
- All diesel-fueled equipment will be outfitted with best available emissions control devices where technologically feasible; applies to off-road equipment (such as construction machinery), diesel-

fueled on-road vehicles (such as trucks), and stationary diesel-fueled engines (such as electric generators).

- Contractors must utilize grid-based electric power at the construction site where feasible. If diesel- or gasoline-fueled generators are necessary, generators using “clean burning diesel” fuel and exhaust emission controls shall be utilized.
- Rock-crushing operations and construction material stockpiles shall be located away from airport adjacent residents.

Compliance Monitoring and Reporting Obligations

- Contractors or equipment owners (in cases where construction equipment is leased) are responsible for all costs of purchase, installation, and maintenance of retrofit device or any new construction equipment required by the policy.
- Contractors are required to submit a compliance plan for clean construction policy, must monitor compliance and submit a compliance report post construction.
- Contractors must demonstrate compliance with on-road haul truck and off-road construction equipment requirements unless the following circumstances exist:
 - The Contractor does not have the required types of construction equipment within its current available inventory and intends to meet the requirements as to a particular vehicle or piece of equipment by leasing or short-term rental,
 - The Contractor has been awarded funding by SCAQMD or another agency that would provide some or all of the cost to retrofit, repower, or purchase a piece of equipment or vehicle, but the funding has not yet been provided due to circumstances beyond the Contractor's control,
 - Contractor has ordered a piece of equipment or vehicle to be used on the construction project in compliance with Policy at least 60 days before that equipment or vehicle is needed at the project site, but that equipment or vehicle has not yet arrived due to circumstances beyond the Contractor's control
 - Construction-related diesel equipment or vehicle will be used on the project site for fewer than 20 calendar days per calendar year.
 - In any of the situations described above, the Contractor/ Subcontractor shall provide the next cleanest piece of equipment or vehicle as provided by step down schedules for Off-Road Equipment and for On-Road Equipment.

Since the adoption of the MOU, BUR has released 2 construction contracts for airfield pavement management. For the first time ever in BUR’s history, BUR included Bid specifications for its Airfield Pavement Management Construction Contracts that require compliance with the airport Clean Construction Policy.

BURBANK TRANSPORTATION MANAGEMENT ORGANIZATION

As part of the BUR Air Quality Improvement Plan, BUR pledged to join and participate in the Burbank Transportation Management Organization (TMO) to work to reduce employee trips through increased employee rideshare, transit use and alternative mode share, with the goal of increasing employee rideshare 0.82 g/hp-h of HC plus NOx by December 31, 2031. On February 2020, BUR joined the BTMO, which will serve all Airport employees and all Airport tenant employers, including employers with less than 250 employees. BUR also approved a new professional services agreement (PSA) with Steer Davies & Gleave, Inc (Steer). Steer is the contract management service provider for the BTMO. Both the BTMO membership agreement and the Steer PSA will have a 28-month term (March 1, 2020 to June 30, 2022).

As a BTMO member, the BUR will have access to the following BTMO general services:

- Program Assistance and Events:
 - Coordination with Metro’s Guaranteed Ride Home, Employee Transit Pass, Vanpool, and Online Ride-matching programs
 - An additional start-up subsidy for vanpools and vanpool riders
 - Participation in regional events such as Bike& Walk to Workday and Rideshare Week
 - Assistance with League of American Bicyclists Bicycle Friendly Business Application

- Commuter Information and Customer Service:
 - Fully stocked display of transit, bike, vanpool and carpool resources for worksite.
 - Bi-weekly electronic updates on relevant construction, transit route and fare changes, and local news for their employees; and
 - Personal commute planning assistance to employees.

- Regulatory Assistance:
 - Fulfilling the “BTMO Membership” requirement as per the Development Agreement
 - with the City for the Replacement Passenger Terminal;
 - Assisting with the annual survey as required by the City and SCAQMD;
 - Reviewing the annual Employee Commute Reduction Program and
 - Training and ongoing support to assigned Employee Transportation Coordinator (ETC) and acting as a liaison with SCAQMD.

In addition to the basic BTMO membership, Steer will provide services that promote sustainable commuting and reduce drive-alone commute trips to and from the Airport. By Summer 2020, Steer will produce an existing conditions/baseline report that summarizes employee mode splits, points of origins/destination, the challenges faced by employees commuting to the Airport, current mobility options and Transportation Demand Management programs and any gaps in service. BUR will use this report to establish a baseline of current travel behavior and identify key areas of improvement to meet trip reduction goals identified in the AQIP. Over the next 6 months, Steer will support the administration of the annual average vehicle ridership (AVR) survey to fulfill City and SCAQMD air quality requirements. Steer will also develop a detailed Ridership Plan to provide options and flexibility to employees on their commutes to work. The final plan will include recommended TDM strategies; proposed partnerships with local and regional organizations; Implementation plan and timeline; and a proposed three-year budget.