



May 1, 2025

CALL AND NOTICE OF A REGULAR MEETING OF THE
EXECUTIVE COMMITTEE
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a regular meeting of the Executive Committee will be held Wednesday, May 7, 2025, at 9:00 a.m., in the Airport Skyroom 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: (978) 990-5000
Access Code: 880737*

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

REGULAR MEETING
OF THE
EXECUTIVE COMMITTEE
Airport Skyroom
Wednesday, May 7, 2025
9:00 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.

A G E N D A

Wednesday, May 7, 2025

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
 - a. April 2, 2025 *[See page 1]*
5. Items for Information
 - a. Replacement Passenger Terminal Project Construction Update
No staff report attached. An updated video will be presented.
 - b. Committee Pending Items *[See page 3]*
6. Adjournment

**MINUTES OF THE REGULAR MEETING OF THE
EXECUTIVE COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

WEDNESDAY, APRIL 2, 2025

A regular meeting of the Executive Committee was called to order on this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 9:11 a.m., by Commissioner Najarian.

1. ROLL CALL

Present:	Commissioners Talamantes and Najarian
Absent	Commissioner Hampton
Also Present:	Staff: John Hatanaka, Executive Director; Scott Kimball, Deputy Executive Director, Business and Development Roger Johnson, Executive Program Manager and Perry Martin, Sr. Program Manager, Jacobs Project Management Co.

2. Approval of Agenda

Motion	Commissioner Talamantes moved approval of the agenda, seconded by Commissioner Najarian.
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Motion Approved	The motion was approved (2–0, 1 absent).
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3. Public Comment

There were no public comments.

4. Approval of Minutes

a. March 5, 2025

A draft copy of the Committee meeting minutes of the March 5, 2025, meeting was included in the agenda packet for review and approval.

Motion	Commissioner Talamantes moved approval of the Committee minutes; seconded by Commissioner Najarian.
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Motion Approved	There being no objections, the motion was approved (2–0, 1 absent).
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5. Items for Approval

a. Non-Signatory Air Carrier Operating Permit Template

In conjunction with the Commission's March 4, 2024 approval of templates for the Amendment to Airport Use Agreement and the replacement Airport Use Agreement, Staff requested a

recommendation from the Executive Committee to the Commission for approval: (i) of a template for the Non-Signatory Air Carrier Operating Permit (“Operating Permit”) (Exhibit A) and (ii) to authorize the Executive Director to execute the Operating Permit with any airline that wishes to serve the Airport as a non-signatory airline between July 1, 2025, and the closing of the current terminal, subject to clerical revisions deemed necessary or appropriate by Authority General Counsel.

Motion

Commissioner Talamantes motioned for approval, seconded by Commissioner Najarian.

Motion Approved

The motion was approved (2–0, 1 absent).

6. Items for Discussion

a. Electrical Service Agreement with Burbank Water and Power (“BWP”)

Staff and Jacobs Project Management updated the Committee on the progress of discussions with BWP on the Agreement

7. Items for Discussion

a. Replacement Passenger Terminal Project Construction Update

Jacobs provided a construction update and the latest progress video.

b. Committee Pending Items

Staff informed the Committee of future pending items that will come to the Committee for review.

8. Adjournment

There being no further business, the meeting was adjourned at 9:50 a.m.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
EXECUTIVE COMMITTEE
MAY 7, 2025**

COMMITTEE PENDING ITEMS

Future

- | | |
|---|-----|
| 1. Amendment to Fourth Amended and Restated Agreement for Airport Management Services | TBA |
| 2. Approval of M&O Agreement with Burbank Airline Consortium (RPT) | TBA |
| 3. Naming Rights Policy - (RPT) Conference Rooms | TBA |

Hollywood Burbank Airport Replacement Passenger Terminal

5-7-2025 Executive Committee Mtg., Item No. 5.a.
Replacement Passenger Terminal Construction Update



Safety

- Work Craft Hours to Date – 937,346 Hours
- Safety Orientations to Date – 2,632
- Daily Average Workers Onsite – 520
- Pre-Task-Plans to Date – 7,151
- Site Security Incidents to Date – 0

Current Construction Statistics

- Terminal Concrete Poured to Date – 14,050 cubic yards
- Garage Concrete Poured to Date – 17,679 cubic yards
- Terminal Steel Erected to Date – 4,200 tons
- Total Virtual Design and Construction Clashes Resolved to Date – 9,992

Current Construction Activities

Terminal

- Ongoing Roofing Install
- Ongoing Overhead Mechanical, Electrical and Plumbing Install
- Ongoing Interior Framing
- Ongoing Exterior Skin Install

Garage

- Ongoing Vertical Construction
- Completed Slab on Grade Placement
- Continued Column Placement
- Continued Mechanical, Electrical and Plumbing Coordination

Civil

- Continued Panhandle Grading
- Continued Storm Drain Install
- Continued Electrical Ductbank Install
- Continued Retaining Wall Install

Photos



Terminal Electrical Overhead



Terminal to Garage Tunnel

Photos



Garage Backfill



Terminal Slab on Grade

Photos



Terminal Underground



Garage Level 2 Decking