



May 29, 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, June 4, 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, June 4, 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, June 4, 2025

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes

- a. May 7, 2025

[See page 1]

5. Items for Approval

- a. Approval of Aid-In-Construction Payment Deposit
Replacement Passenger Terminal Project

[See page 3]

Staff seeks a recommendation from the Executive Committee to the Commission to approve an Aid-In-Construction deposit request from the City of Burbank for continued Phase 3 engineering of a community substation permanent power solution in the amount of \$225,000.

- b. Memorandum of Agreement
Checked Baggage Inspection System Equipment
Replacement Passenger Terminal Project

[See page 7]

Staff seeks an Executive Committee recommendation to the Commission to ratify the Executive Director's execution of a Memorandum of Agreement ("Agreement"), with the Transportation Security Administration for a new in-line Checked Baggage Inspection System ("CBIS") at the Replacement Passenger Terminal. The Agreement defines each party's responsibilities to ensure the timely procurement, delivery and installation of the CBIS.

6. 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 8]

7. Adjournment

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

WEDNESDAY, MAY 7, 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 9:03 a.m., by Commissioner Najarian.

1. ROLL CALL

Present: Commissioners Talamantes and Najarian

Absent Commissioner Hampton

Also Present: Staff: John Hatanaka, Executive Director

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.

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

3. Public Comment

There were no public comments.

4. Approval of Minutes

a. April 2, 2025

A draft copy of the Committee meeting minutes of the April 2, 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.

Motion Approved There being no objections, the motion was approved (2–0, 1 absent).

5. Items for Information

**a. Replacement Passenger Terminal
Project Construction Update**

Jacobs Project Management 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.

6. Adjournment

There being no further business, the meeting was adjourned at 9:28 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
EXECUTIVE COMMITTEE
JUNE 4, 2025**

**APPROVAL OF AID-IN-CONSTRUCTION PAYMENT DEPOSIT
REPLACEMENT PASSENGER TERMINAL PROJECT**

Presented by Stephanie Gunawan-Piraner
Deputy Executive Director, Planning and Development

SUMMARY

Staff seeks a recommendation from the Executive Committee (“Committee”) to the Commission to approve an Aid-In-Construction (“AIC”) deposit request, copy attached, from the City of Burbank for continued Phase 3 engineering of a community substation permanent power solution in the amount of \$225,000.

BACKGROUND

On December 19, 2022, the Commission awarded Holder, Pankow, TEC – A Joint Venture (“HPTJV”) a design-build agreement for the Replacement Passenger Terminal (“RPT”) Project. Design and construction are progressing well with several significant milestones achieved. The project team, including Airport Staff, Jacobs Project Management staff and members of the HPTJV design-build team, continues to coordinate with Burbank Water and Power (“BWP”) representatives for the initial temporary and ultimate permanent power to the RPT and ancillary facilities.

The power implementation sequence for the RPT is as follows:

- **Phase 1:** 3.5 MVA temporary power for construction trailers and equipment, distributed through existing infrastructure built as part of the Avion development. Energization to occur in the summer of 2025.
- **Phase 2:** 17 MVA temporary power for commissioning and opening the RPT to the public. Two additional feeders from the Ontario substation are required. Energization to occur in the fall of 2025.
- **Phase 3:** Permanent power that will feed the RPT on a long-term basis. BWP will decommission the Clybourn substation and will use its existing infrastructure to transmit power to the location of the new substation. The new substation is expected to be completed and energized by 2028. Power from Phase 2 will be deenergized once the new substation is operational.

To date, the Authority has made eleven AIC payments for the RPT Project (listed from most recent to oldest):

Date	Amount	Purpose
Oct. 2024	\$ 7,110,070	17 MVA Distribution Substructure and Phase 2 Inspections
Oct. 2024	\$ 3,228,200	Temporary Terminal Power Phase 2 - 12kV
Sept. 2024	\$ 9,257,700	Phase 3 (Permanent Power) to order long-lead time items for the proposed new 12kV community substation
Sept. 2024	\$ 200,000	Phase 3 (Permanent Power) transmission and distribution engineering for the substation.
Aug. 2024	\$ 860,000	Phase 1 & 2 engineering and balance of 12kV distribution materials and labor to bring construction power.
Aug. 2024	\$ 100,000	Phase 2 engineering to bring temporary 17 MVA power.
June 2024	\$ 40,000	BWP site inspector for the electrical substructure installation, manholes, conduit placement, concrete-encasement, slurry backfill, compaction, mandrelling conduit, etc. for temporary Phase 1 power.
Sept. 2023	\$ 1,411,000	Additional material and labor cost to bring temp Phase 2 power.
June 2023	\$ 494,000	Procurement and installation of cabling and switches for the feeder lines for Phase 1, construction power.
Mar. 2023	\$ 50,000	Electrical power requirement feasibility study.
Sept. 2022	\$ 25,000	Electrical power requirement feasibility study.
Total to date	\$ 22,775,970	

An AIC deposit of \$9,257,700 remitted in September 2024 included \$75,000 for Phase 3 substation engineering. This funding has been fully utilized, and BWP requires an additional \$225,000 to complete this task. BWP will charge against the AIC deposits for the actual costs and quantities. Any remaining funds will either be refunded or credited to future work.

Based on electrical power requirement evaluations by the project management team, BWP's feasibility study, and an independent review undertaken by the retired General Manager and Chief Engineer of Los Angeles Department of Water and Power, the project team concluded a community substation is the most practical power alternative. With a community substation, power will be shared between the City of Burbank and the Authority, and significant benefits are provided to both parties. Staff has finalized a proposed Electrical Services Agreement ("ESA") with BWP. The selection of the community substation alternative and the proposed ESA have been submitted to the FAA for review and concurrence that federal compliance requirements are satisfied. If FAA concurrence is received, the ESA will be presented to the Committee for consideration of a recommendation to the Commission.

FUNDING

The adopted FY 2025 budget includes appropriations for the RPT electrical power program.

STAFF RECOMMENDATION

Staff seeks the Committee's recommendation to the Commission that it approve the proposed AIC deposit with the City of Burbank in the amount of \$225,000 and authorize Staff to remit payment.



**WATER AND
POWER**

March 12, 2025

Hollywood Burbank Airport
2627 N. Hollywood Way
Burbank, CA 91505
Attn: Stephanie Gunawan-Piraner

Re: Phase 3 (Permanent Power) Substation Engineering Deposit for Hollywood Burbank Airport Replacement Terminal

Dear Ms. Gunawan-Piraner:

Burbank Water and Power (BWP) requires the payment of an aid-in-construction deposit, in accordance with the rules and regulations, to recover costs incurred by the Department for providing electric service as part of Burbank-Glendale-Pasadena Airport Authority's ("Burbank Airport") BUR Replacement Passenger Terminal Project ("Project") at 2761 N Hollywood Way. The aid-in-construction deposit for substation engineering will allow BWP to align with the Burbank Airport's proposed construction schedule while Burbank Airport and BWP negotiate agreements for a substation agreement (together with all amendments, restatements or modifications, the "Agreement"). If the Agreement is executed, this AIC deposit will then be accounted for within the Agreement. By paying this deposit, Burbank Airport acknowledges the terms of this letter and that the Agreement must be executed before the award of the Design-Build contract for the substation. This AIC letter does not constitute the City of Burbank's approval of the Project or the Agreement. The estimated costs related to the above project are as follows: The estimated cost related to the above project is as follows:

Engineering (Substation).....	\$300,000
Credit for Engineering (Substation) paid on 10/8/2024.....	(\$75,000)
TOTAL amount to be paid by the customer	\$225,000.00

The \$225,000 is a deposit that will be credited toward the actual charges if you proceed with this project to its completion. If BWP is notified that your project is terminated during the design phase, BWP will charge time against the deposit for BWP work completed to that point and refund any remaining balance. Payment of the above amount must be received before work is started by our Department.

The check should be made payable to the City of Burbank. If mailed, please address the envelope to Burbank Water and Power, ATTN: Jessica Chen, 164 W. Magnolia Blvd., Burbank, CA 91502. Payments by check must match the customer account previously created by BWP with the bill-to information provided. BWP will not accept any payments nor refund any accounts that do not match the customer's account. Please verify that the name addressed on this letter matches the check you intend to make payment with. Please include the cashier's receipt checklist with your mailed payment to ensure proper payment processing.

Should you have any further questions or identify any discrepancies, please call Jessica Chen of our Engineering Department at 818-238-3549.

Sincerely,

Bobola Akerson
Principal Electrical Engineer

BA:JC:ms

164 WEST MAGNOLIA BOULEVARD
BURBANK, CA 91502

BURBANKWATERANDPOWER.COM
BWPCUSTOMERSERVICE@BURBANKCA.GOV

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
EXECUTIVE COMMITTEE
JUNE 4, 2025**

**MEMORANDUM OF AGREEMENT
CHECKED BAGGAGE INSPECTION SYSTEM EQUIPMENT
REPLACEMENT PASSENGER TERMINAL PROJECT**

Presented by John T. Hatanaka
Executive Director

SUMMARY

Staff seeks an Executive Committee ("Committee") recommendation to the Commission to ratify the Executive Director's execution of a Memorandum of Agreement ("Agreement"), copy attached, with the Transportation Security Administration ("TSA") for a new in-line Checked Baggage Inspection System ("CBIS") at the Replacement Passenger Terminal ("RPT"). The Agreement defines each party's responsibilities to ensure the timely procurement, delivery and installation of the CBIS.

The Agreement was executed in advance of Committee and Commission review to meet TSA's deadline for ensuring that procurement and delivery of the new equipment is completed in accordance with the schedule for the RPT Project.

BACKGROUND

In the existing passenger terminal building, Terminal A and Terminal B each have a CBIS. These will be replaced by a single new CBIS in the RPT. As part of the RPT Project, explosive detection system ("EDS") rooms and conveyor system infrastructure are being constructed to support the installation, integration, networking, testing and operation of CTX-9800 EDS units. In addition to the CTX machines, TSA will provide the equipment required for any inspections that may be required for any checked baggage that must undergo additional inspection.

The Agreement provides for TSA's furnishing, delivery, installation and testing of the security screening equipment. It also requires TSA to provide the necessary support and training of its personnel for the new system. The Authority's primary responsibility under the Agreement is to provide the infrastructure in time for the delivery and installation of the CBIS equipment.

FUNDING

Under the Agreement, each party bears the cost of its own performance. The Authority's cost to incorporate the new CBIS into the RPT are included in the Guaranteed Maximum Price for the RPT Project. TSA is responsible for the equipment, installation, and testing.

STAFF RECOMMENDATION

Staff recommends the Committee recommend to the Commission ratification of the Agreement with TSA for CBIS equipment and installation in the RPT.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
EXECUTIVE COMMITTEE
JUNE 4, 2025**

COMMITTEE PENDING ITEMS

Future

- | | |
|--|--------------|
| 1. Approval - RPT Solar Panel Installation (GMP Revision) | July 2, 2025 |
| 2. Approval of Task Order No. 5 - Jacobs Project Management | July 2, 2025 |
| 3. GSA/TSA TI Buildout - RPT | TBD |
| 4. Approval of M&O Agreement with Burbank Airline Consortium (RPT) | TBD |
| 5. Naming Rights Policy - Airport; Terminal; Conference Room | TBD |

Hollywood Burbank Airport Replacement Passenger Terminal



Safety

- Work Craft Hours to Date – 1,046,003 Hours
- Safety Orientations to Date – 2,832
- Daily Average Workers Onsite – 650
- Pre-Task-Plans to Date – 8,004
- Site Security Incidents to Date – 0

Current Construction Statistics

- Terminal Concrete Poured to Date – 16,239 cubic yards
- Garage Concrete Poured to Date – 18,000 cubic yards
- Terminal Steel Erected to Date – 4,200 tons
- Total Virtual Design and Construction Clashes Resolved to Date – 10,150

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
- Continued Column Placement
- Continued Mechanical, Electrical and Plumbing Coordination
- Ongoing Ramp Construction

Civil

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

Photos



Plaza Rebar



Terminal Area D Steel and Slab Rebar

[Photos](#)



Airside Nightwork

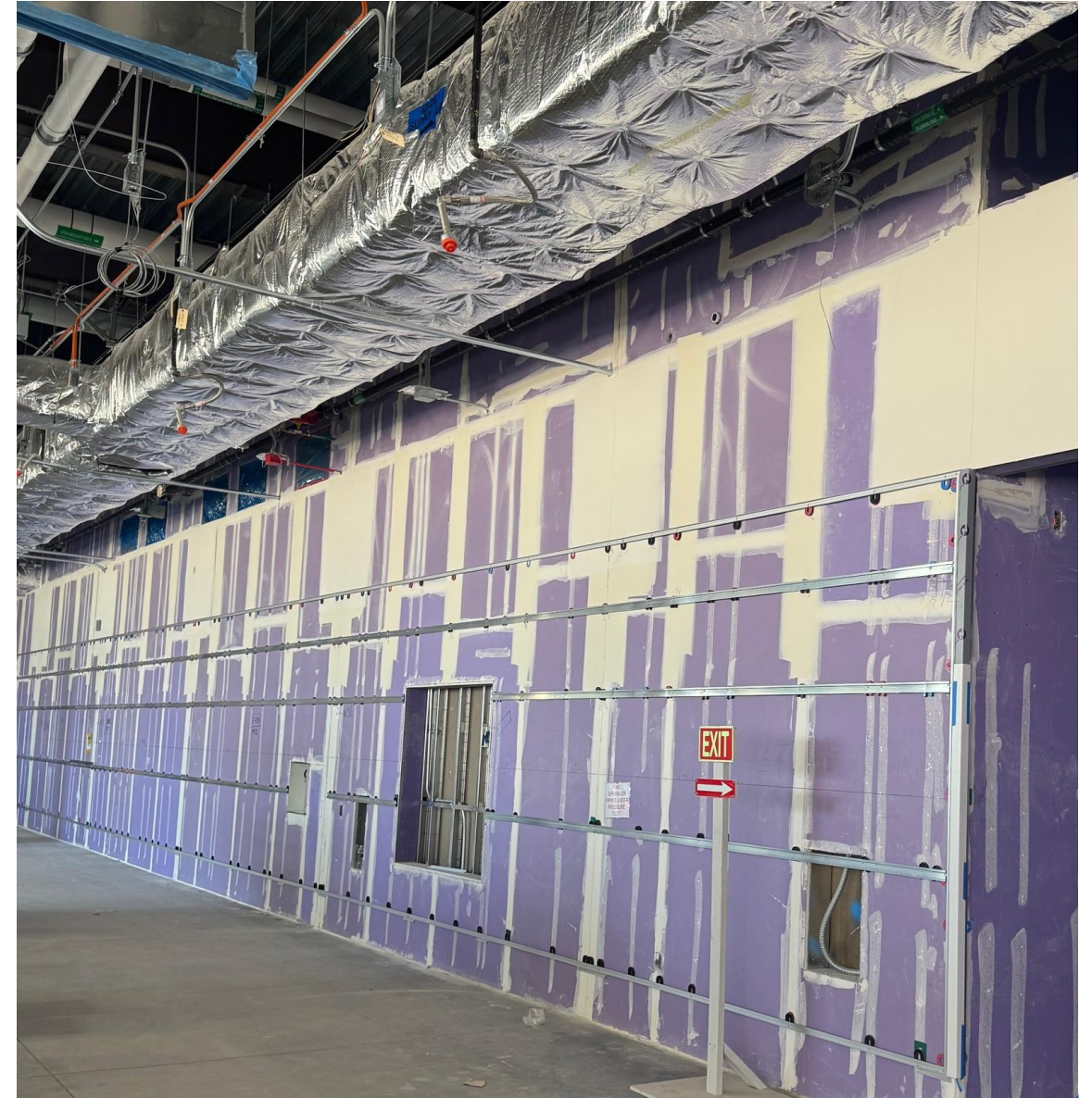


Garage Columns

Photos

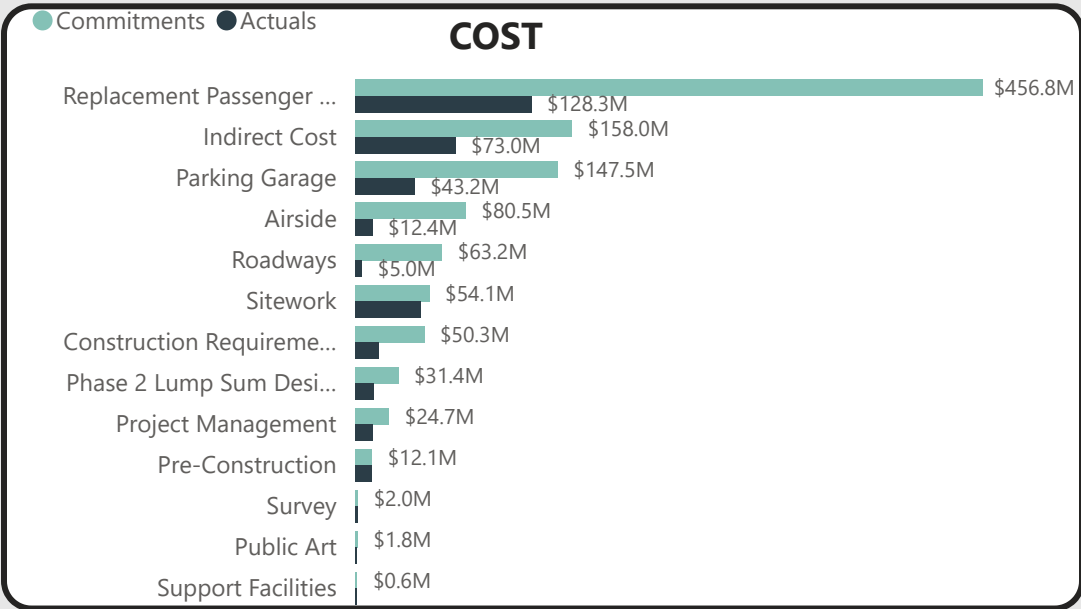
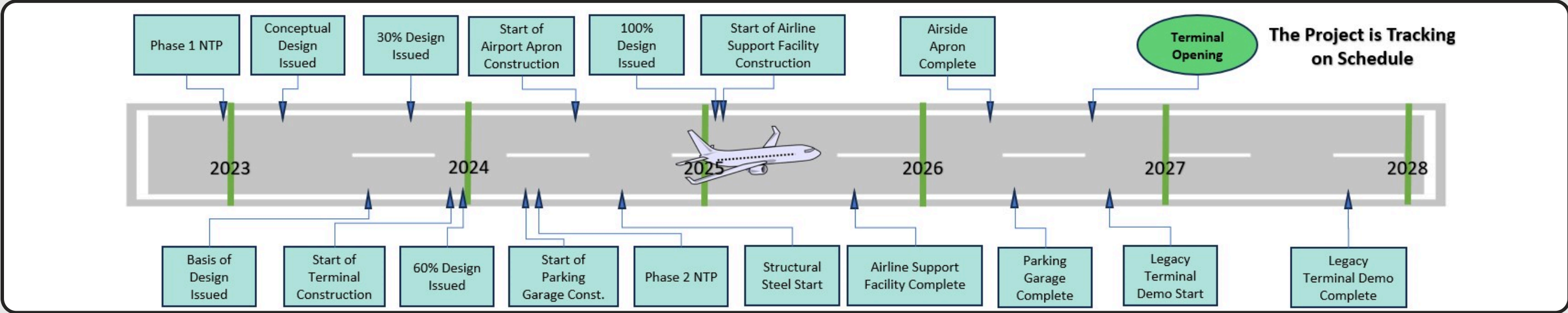


Terminal Check-In Framing



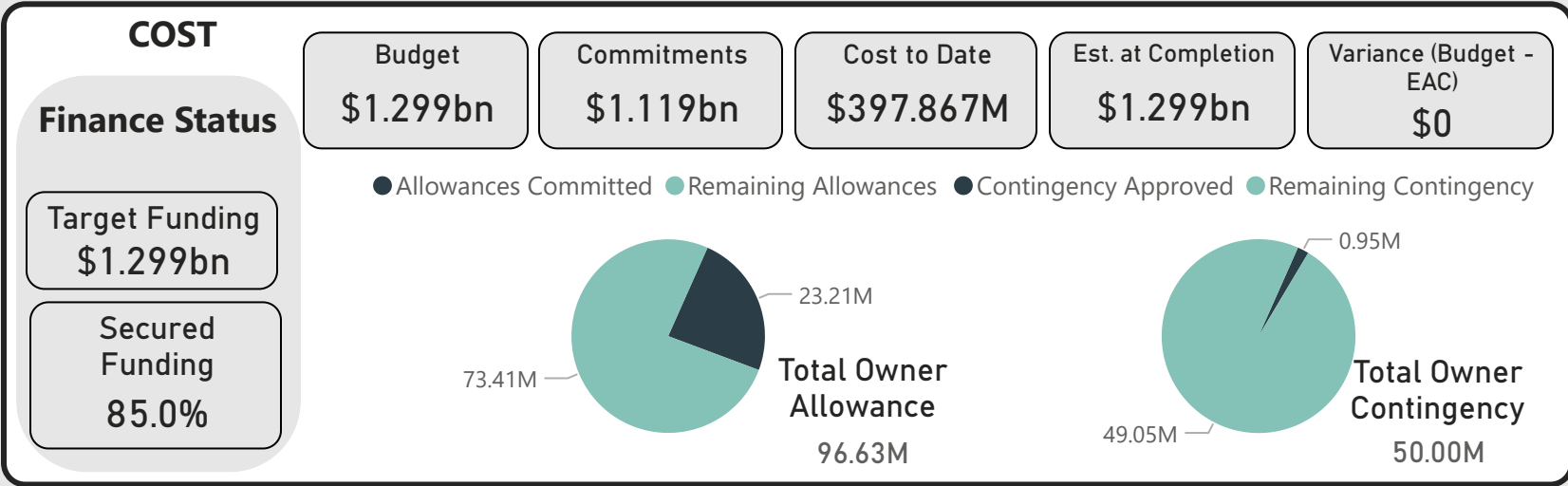
Concourse Buildout

SCHEDULE

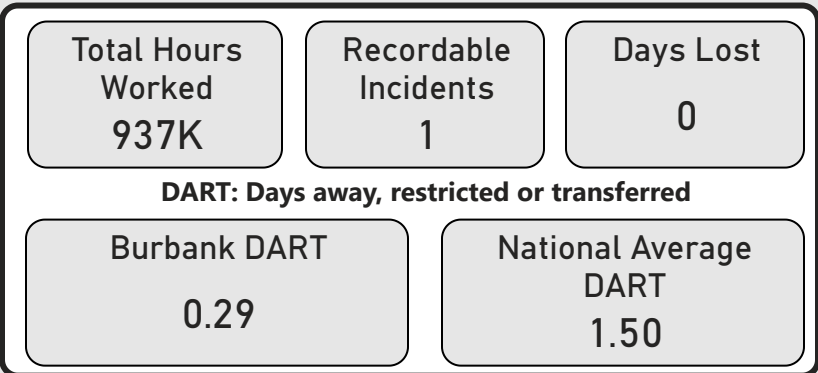


DECISION MILESTONE HORIZON

Projected Meeting Date	Item for Commission Decision
6/16/25	Approval of BWP Aid in Construction (AIC) deposits for new substation
6/16/25	Approval of FY 26 Jacobs Program Manager Task Order #05
6/16/25	Approval of Task Order for LEED Gold construction elements
7/21/25	Approval of BWP substation electrical agreement



CONSTRUCTION SAFETY



CONTRACTOR DIVERSITY ENGAGEMENT

