



June 26, 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, July 2, 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, July 2, 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.*

## AGENDA

Wednesday, July 2, 2025

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

- a. June 9, 2025

**[See page 1]**

5. Items for Approval

- a. Replacement Passenger Terminal Program Manager  
Jacobs Project Management Company  
Task Order Authorization

**[See page 3]**

***Staff seeks an Executive Committee recommendation to the Commission to authorize Task Order #5 in the amount of \$13,765,895 with Jacobs Project Management Co. for Replacement Passenger Terminal Project program management services.***

- b. Woodward & Associates Professional Services Agreement  
Replacement Passenger Terminal Project

**[See page 18]**

***Staff seeks the recommendation of the Executive Committee to the Commission to approve the proposed Professional Services Agreement with Woodward & Associates for continued outreach and support services working with the Federal Aviation Administration for financial assistance towards completion of the Replacement Passenger Terminal Project.***

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 25]**

7. Adjournment

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

**MONDAY, JUNE 9, 2025**

A special meeting of the Executive Committee was called to order on this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 9:05 a.m., by Commissioner Najarian.

**1. ROLL CALL**

|                      |  |
|----------------------|--|
| <b>Present:</b>      | Commissioners Talamantes, Najarian and Hampton (via teleconference)  |
| <b>Absent</b>        |  |
| <b>Also Present:</b> | Staff: John Hatanaka, Executive Director<br>Stephanie Gunawan-Piraner, Deputy Executive Director, Planning and Development<br><br>Perry Martin, Sr. Program Manager, Jacobs Project Management Co. |

**2. Approval of Agenda**

|               |  |
|---------------|--|
| <b>Motion</b> | Commissioner Talamantes moved approval of the agenda, seconded by Commissioner Talamantes. |
|---------------|--|

|                        |                                |
|------------------------|--------------------------------|
| <b>Motion Approved</b> | The motion was approved (3–0). |
|------------------------|--------------------------------|

**3. Public Comment**

There were no public comments.

**4. Approval of Minutes**

|                       |  |
|-----------------------|--|
| <b>a. May 7, 2025</b> | A draft copy of the Committee meeting minutes of the May 7, 2025, meeting was included in the agenda packet for review and approval. |
|-----------------------|--|

|               |  |
|---------------|--|
| <b>Motion</b> | Commissioner Hampton moved approval of the Committee minutes; seconded by Commissioner Talamantes. |
|---------------|--|

|                        |   |
|------------------------|---|
| <b>Motion Approved</b> | There being no objections, the motion was approved (3–0). |
|------------------------|---|

**5. Items for Information**

|  |  |
|--|--|
| <b>a. Approval of Aid-In-Construction Payment Deposit - Replacement Passenger Terminal Project</b> | Staff sought 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. |
|--|--|

**Motion**

Commissioner Hampton moved approval;  
seconded by Commissioner Talamantes.

**Motion Approved**

There being no objections, the motion was  
approved (3–0).

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

Staff sought 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.

**Motion**

Commissioner Talamantes moved approval;  
seconded by Commissioner Hampton.

**Motion Approved**

There being no objections, the motion was  
approved (3–0).

**6. 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.

**7. Adjournment**

There being no further business, the meeting was  
adjourned at 9:30 a.m.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
EXECUTIVE COMMITTEE  
JULY 2, 2025**

**REPLACEMENT PASSENGER TERMINAL PROGRAM MANAGER  
JACOBS PROJECT MANAGEMENT COMPANY  
TASK ORDER AUTHORIZATION**

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

**SUMMARY**

Staff seeks an Executive Committee ("Committee") recommendation to the Commission to authorize Task Order #5 in the amount of \$13,765,895 with Jacobs Project Management Co. ("Jacobs") for Replacement Passenger Terminal ("RPT") Project program management services.

**BACKGROUND**

The RPT Project continues to be on schedule and budget with the target opening of October 2026. Since the groundbreaking on January 25, 2024, the project has made significant progress with the structural steel in place, curtain wall and glass installation underway and the start of terrazzo flooring.

On April 27, 2022, Jacobs was awarded a five-year Task Order-based Professional Services Agreement with a contract limit of \$42 million, and Task Order #1 in the amount of \$1,419,896 was authorized for the first ninety days of the engagement. On September 19, 2022, Task Order #2 was authorized in the amount of \$1,463,249.51 for support services, project administration and continued program management implementation. On December 19, 2022, Task Order #3 was authorized in the amount of \$10,438,765 for: design oversight; cost management; construction scheduling, phasing, sequencing, and packaging; project management; and safety management and Construction Phase support for early construction work packages. On June 5, 2024, Task Order #4 was authorized in the amount of \$11,726,841 for: design oversight; cost management; construction scheduling, phasing, sequencing, and packaging; project management; and safety management and Construction Phase support.

Continued services from Jacobs under the proposed Task Order #5 include the following:

1. Design Oversight
2. Plan of Financing Support
3. Cost and Schedule Management
4. Quality Assurance Activities
5. Contract Administration Support Services
6. Tracking and Reporting Functions
7. Constructability Review
8. Interface Management
9. Construction Phasing and Safety Reviews
10. Stakeholder Coordination

## 11. As needed support to the Authority

For the proposed Task Order #5, Jacobs will supplement Authority staff by providing management and oversight of the Design-Builder (“DB”). The following presents a summary of the specific activities Jacobs will be performing under this Task Order.

### **Design/Construction Phase Support Services**

Jacobs will continue to function as an extension of Authority staff providing management and oversight of the DB during the remainder of design and construction activities on the project. The following presents a list of the major deliverables anticipated during this next phase of the project.

#### 1. Design

The DB will provide the following major deliverables during this phase:

- a. Completion of Site 5 design package for off airport intersection roadway work as required by the Development Agreement at the following intersections:
  - San Fernando Boulevard and Hollywood Way
  - Hollywood Way and Winona
  - Hollywood Way and Thorton
  - Cohasset Street
  - Hollywood Way between Thorton and Burton
- b. Scope development for the demolition of the existing terminal and Parking Structure A.

#### 2. Construction

- a. As construction continues, the focus will remain on quality, schedule, budget, commissioning and Operational Readiness Activation and Transition (“ORAT”) activities for the RPT. By the end of fiscal year 2026 major construction is scheduled to be complete.

The following presents a summary of the specific services Jacobs will be providing under Task Order #5.

#### 1. Design Oversight

While design is complete for the terminal, garage, airline support facility and site civil, Jacobs will continue to provide design oversight services for the Site 5 package as well as the demolition of the legacy facilities. Under these services, Jacobs will continue to provide a design manager for the balance of design and construction administration. In addition, Jacobs will provide experienced technical professionals in various disciplines as needed to conduct design and shop drawing reviews. Jacobs will continue to provide Subject Matter Experts (“SMEs”) as required for these reviews.

These SMEs include:

- a. Mechanical/Electrical/Plumbing (MEP)
- b. Baggage handling
- c. Structural Engineering
- d. Environmental/Sustainability
- e. IT/Special systems

- f. Landside
- g. Airside
- h. Concessions

Jacobs will continue monitoring the remaining design for compliance with the contract documents related to the development of the Computer-Aided Design and Drafting (CADD) drawings and Building Information Modeling (BIM) requirements. Remaining design scope includes:

- a. Plans and specifications for SITE 5 – Off airport roadway scope of work.
- b. Plans and specifications for the demolition of the existing terminal and parking structure A.
- c. Owner requested design changes if any.

During the remaining Design/Construction Phase, Jacobs will provide coordination of external and internal stakeholder input as required. Jacobs will facilitate stakeholder design reviews as required.

## **2. Construction Management**

Jacobs will continue monitoring construction activities on site during the Construction Phase as well as performing the following:

- a. Quality Assurance: Jacobs will continue to monitor construction quality and coordinate the required special inspections with the DB and Burbank Building and Safety.
- b. Cost & Change Management: Jacobs will continue to oversee and manage the change order process working closely with the DB and Authority staff to validate the merit and pricing of DB change orders.
- c. Construction Scheduling: Jacobs will continue to provide schedule management support during the Construction Phase of the project. Jacobs will review the baseline project schedule for compliance along with analyzing all monthly schedule updates from the DB to monitor construction progress. The schedule analysis will focus on overall logic, activity relationships, critical path activities to the overall project completion and progress assessment. Jacobs' construction manager and construction logistics coordinator will work closely with the DB to monitor rephasing and resequencing of the work as required to maintain the overall project schedule.
- d. Project Controls Management: Jacobs will manage the Project Management Information System to coordinate and process requests for information, change orders, and construction directives along with all other project related correspondence.
- e. Management of the Project Labor Agreement and monitoring of DB compliance.
- f. Authorities Having Jurisdiction: Jacobs will continue coordination with the City of Burbank Building and Safety Department, and Burbank Water and Power.
- g. Environmental: Jacobs will conduct routine inspections to monitor compliance with environmental regulations and storm water pollution prevention.
- h. Safety Management: Monitor the DB's compliance with the project site safety plan, construction safety observations and reporting, conduct daily construction site safety walks, review and monitor safety metrics.



### 3. Project Management

In addition to the services related to the DB deliverables listed above, Jacobs will continue to provide ongoing project management support. These activities will include:

- a. Invoice Management: Jacobs will assist Authority staff with invoice processing. All DB invoices will be reviewed for accuracy, contract compliance, and validation that the costs being invoiced are only for work that has been properly completed. Jacobs will submit compliant invoices to the Authority for payment.
- b. Cost Tracking: Jacobs will work closely with the DB and Authority staff to track the cost of the construction elements to support federal funding requirements.
- c. Monthly Status Updates: Jacobs will provide monthly project status updates to the Authority. Updates will be provided to the Commission, its standing committees, and others as requested.
- d. Jacobs will continue to provide support and coordination with the regulatory agencies during the performance of work.
- e. Continued maintenance and updating of the Project Risk Register.
- f. In addition to design oversight, Jacobs will continue to lead the Art in Public Places activities. Jacobs continues to have an art consultant on retainer who will continue to assist in the coordination of the public art program with the City of Burbank. Authority staff and Jacobs will continue to work closely with the DB to ensure the art program is integrated into the final design and construction.
- g. ORAT: Jacobs will continue all ORAT activities with a focus on Day One readiness.
- h. Jacobs will continue to assist Authority staff with the enterprise asset management system scope development and procurement of the system.

### **Cost Estimate**

Jacobs' estimated costs for Task Order #5 are **\$13,765,895**. This is inclusive of Jacobs' labor, subcontractor labor, and other direct costs. A breakdown of these costs is presented on the attached spreadsheet.

### **Task Order 5 Estimate Summary**

|                                     |                        |
|-------------------------------------|------------------------|
| Jacobs & Sub-Consultant Labor       | \$ 13,122,440.00       |
| 3% Markup of Sub-Consultant's Labor | \$ 171,055.00          |
| Other Direct Cost (ODC) Expenses    | <u>\$ 472,400.00</u>   |
| <b>TOTAL for TO-5</b>               | <b>\$13,765,895.00</b> |

### **Committed to Date**

|                   |                        |
|-------------------|------------------------|
| TO-1 (Actual)     | \$ 1,419,796.00        |
| TO-2 (Actual)     | \$ 1,125,722.00        |
| TO-3 (Actual)     | <u>\$ 8,857,765.00</u> |
| TO-4 (Authorized) | <u>\$11,726,841.00</u> |
| <b>TOTAL</b>      | <b>\$23,130,124.00</b> |

|  |                        |
|--|------------------------|
| <b>Total Commitment for Task Orders<br/>#1 through #4 plus proposed #5</b> | <b>\$36,896,019.00</b> |
|--|------------------------|

### **FUNDING**

Appropriations have been included in the recently adopted budget for FY 2026 forecasted RPT Project Program Management Services.

### **RECOMMENDATIONS**

Staff recommends that the Committee recommend to the Commission authorization of Task Order #5 with Jacobs in the amount of \$13,765,895.



Procurement Department  
2627 N. Hollywood Way  
Burbank, CA 91505  
P: 818-840-8840 E: [purchasing@bur.org](mailto:purchasing@bur.org)  
Burbank-Glendale-Pasadena Airport Authority

### TASK ORDER (TO)

|                          |                        |
|--------------------------|------------------------|
| <b>To Firm:</b>          |                        |
| <b>SA/P.O. No:</b>       | <b>Account No.:</b>    |
| <b>T.O. Order No:</b>    | <b>Effective Date:</b> |
| <b>T.O. Revision No:</b> | <b>Revision Date:</b>  |
| <b>Originator:</b>       | <b>Phone No:</b>       |

This Task Order (TO) is issued pursuant to the applicable Services Agreement (SA) between the Burbank-Glendale-Pasadena Airport Authority (Authority), owner/operator of Hollywood Burbank Airport and your Firm, pursuant to terms and conditions of the SA indicated, for the services described below.

Additional sheet(s) attached? ☐ Yes ☐ No

Please check if applicable: ☐ Statement of Work attached ☐ Specification attached ☐ Other attachment

|  |
|--|
| <b>DESCRIPTION / SERVICE CATEGORY:</b> |
|  |
|  |
|  |

#### Task Order Pricing Basis

|  |                          |
|--|--------------------------|
| <b>Time &amp; Materials, Fee Schedule/Rates:</b> | <input type="checkbox"/> |
| Estimated not-to-exceed amount:                  | \$ _____                 |
| Estimated revision amount:                       | \$ _____                 |
| Total of previous revisions:                     | \$ _____                 |
| Current estimated not-to-exceed amount:          | \$ _____                 |

This Task Order is also a Notice to Proceed immediately with the services described, with final completion on \_\_\_\_\_. **Time shall be of the essence in the performance of this Task Order.**

All services are subject to acceptance by the Authority. All required supporting documentation to be included with Invoice Applications for Payment including a copy of the fully executed Task Order.

Except as may be modified herein, all other contract terms and conditions are unchanged.

This Task Order is accepted and agreed by authorized representatives of the parties as indicated below:

\_\_\_\_\_  
Company Name

Burbank-Glendale-Pasadena Airport Authority  
\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**Challenging today.  
Reinventing tomorrow.**

3061 North Hollywood Way  
Burbank, CA 91505  
United States  
T -754-215-1770  
www.jacobs.com

June 23, 2025

Attn: John Hatanaka  
Executive Director  
Burbank-Glendale-Pasadena Airport Authority  
2627 N. Hollywood Way  
Burbank, CA 91505

Project name: Replacement Passenger Terminal (RPT)  
Project no: PO #A7110

**Subject: Task Order 5 – Phase 3 – Construction Phase Support Services (LTR017)**

Dear Mr. Hatanaka,

Jacobs has appreciated the opportunity to team with the Burbank-Glendale-Pasadena Airport Authority (BGPAA) in the delivery of the Replacement Passenger Terminal (RPT) Project. The RPT has made tremendous progress in the last 12 months. While construction continues at a rapid pace, the RPT is now resembling the the "Iconic" Terminal envisioned for Burbank-Glendale-Pasadena Airport Authority (BGPAA). Jacobs remains very appreciative of the opportunity to support the BGPAA for the past 4 years with the implementation of the Hollywood Burbank Airport Replacement Passenger Terminal (RPT) Project.

The project has achieved numerous important milestones in the past year. A few of the major milestones are presented below.

- a. *Completed 100% design for the Terminal, Garage, Airline Support Facility and Site Civil*
- b. *Received all major permits for the terminal components*
- c. *Dried in Modules A & B of the Terminal*
- d. *Commenced with elevated deck pours for the parking garage*
- e. *Completed Terminal structural steel*
- f. *Commenced with glass curtain wall installation*
- g. *Commenced with aircraft apron and taxiway A tie-in*
- h. *Commenced with HVAC along with roof top unit installations*
- i. *Commenced with terminal finishes including terrazzo flooring*

As of the writing of this letter, the RPT continues to trend both on schedule and within the budget.

With this letter we are transmitting the scope and budget for Jacobs services to be provided in FY 2026 from July 1, 2025, through June of 2026 under Task Order 5, Phase 3 – Construction Phase Support Services as outlined in the Professional Services Agreement between Jacobs Project Management Company (Jacobs) and BGPAA.

Jacobs will concurrently provide Phase 2 – Design Phase Support Services for the remaining Site 5 and legacy facility demolition design scope while continuing with Phase 3 – Construction Support Services

### **Task Order 5 Scope of Services**

- a. Design Oversight
- b. Plan of Financing Support
- c. Cost and Schedule Management
- d. Quality Assurance Activities
- e. Contract Administration Support Services
- f. Tracking and Reporting Functions
- g. Constructability Review
- h. Interface Management
- i. Construction Phasing and Safety Reviews
- j. Stakeholder Coordination
- k. Commissioning oversight
- l. Operational Readiness and Transition (ORAT)
- m. As Needed Support to BGPAA

### **Design/Construction Phase Support Services**

Jacobs will continue to function as an extension of Authority staff providing management and oversight of the Design Builder (DB) during the remainder of Design and Construction activities on the project. The following presents a list of the major deliverables anticipated during this next phase of the project.

#### **1. Design**

The DB will provide the following major deliverables during this phase:

- a. Completion of Site 5 design package for off airport intersection roadway work as required by the Development Agreement at the following intersections:
  - San Fernando Boulevard and Hollywood Way
  - Hollywood Way and Winona
  - Hollywood Way and Thorton
  - Cohasset Street
  - Hollywood Way between Thorton and Burton
- b. Scope development for the demolition of the existing terminal and Parking Structure A.

#### **2. Construction**

- a. As construction continues, the focus will remain on quality, schedule, budget, commissioning and Operational Readiness Activation and Transition (ORAT) activities for the RPT. By the end of fiscal year 2026 major construction is scheduled to be complete.

The following presents a summary of the specific services Jacobs will be providing under Task Order 5.

#### **1. Design Oversight**

While design is complete for the terminal, garage, airline support facility and site civil, Jacobs will continue to provide design oversight services for the Site 5 package as well as the demolition of the legacy facilities. Under these services Jacobs will continue to provide a design manager for the balance of design and construction administration. In addition, Jacobs will provide experienced

technical professionals in various disciplines as needed to conduct design and shop drawing reviews. Jacobs will continue to provide Subject Matter Experts (“SMEs”) as required for these reviews.

These SMEs include:

- a. Mechanical/Electrical/Plumbing (MEP)
- b. Baggage handling
- c. Structural Engineering
- d. Environmental/Sustainability
- e. IT/Special systems
- f. Landside
- g. Airside
- h. Concessions

Jacobs will continue monitoring the remaining design for compliance with the contract documents related to the development of the Computer-Aided Design and Drafting (CADD) drawings and Building Information Modeling (BIM) requirements.

Remaining design scope includes:

- a. Plans and specifications for SITE 5 – Off airport roadway scope of work
- b. Plans and specifications for the demolition of the existing terminal and parking structure A.
- c. Owner requested design changes if any.

During the remaining Design/Construction Phase, Jacobs will provide coordination of external and internal stakeholder input as required. Jacobs will facilitate any internal and/or external stakeholder design reviews as required.

## **2. Construction Management**

Jacobs will continue monitoring construction activities on site during the Construction Phase as well as performing the following:

- a. Quality Assurance: Jacobs will continue to monitor construction quality and coordinate the required special inspections with the contractor and Burbank Building and Safety.
- b. Cost & Change Management: Jacobs will continue to oversee and manage the change order process working closely with the DB and Authority staff to validate the merit and pricing of DB change orders.
- c. Construction Scheduling: Jacobs will continue to provide schedule management support during the Construction Phase of the project. Jacobs will review the baseline project schedule for compliance along with analyzing all monthly schedule updates from the DB to monitor construction progress. The schedule analysis will focus on overall logic, activity relationships, critical path activities to the overall project completion and progress assessment. Jacobs’ construction manager and construction logistics coordinator will work closely with the DB to monitor rephasing and resequencing of the work as required to maintain the overall project schedule.
- d. Project Controls Management: Jacobs will manage the Project Management Information System to coordinate and process RFIs, change orders, construction directives along with all other project related correspondence.

- e. Management of the Project Labor Agreement and monitoring of DB compliance.
- f. Authorities Having Jurisdiction: Jacobs will continue coordination with the City of Burbank Building and Safety Department, and Burbank Water and Power.
- g. Environmental: Conduct routine inspections to monitor compliance with environmental regulations and storm water pollution prevention.
- h. Safety Management: Monitor the DB's compliance with the project site safety plan, construction safety observations and reporting, conduct daily construction site safety walks, review and monitor safety metrics.

### **3. Project Management**

In addition to the services related to the DB deliverables listed above, Jacobs will continue to provide ongoing project management support. These activities will include:

- a. Invoice Management: Jacobs will assist Authority staff with invoice processing. All DB invoices will be reviewed for accuracy, contract compliance, and validation that the costs being invoiced are only for work that has been properly completed. Jacobs will submit compliant invoices to the Authority for payment.
- b. Cost Tracking: Jacobs will work closely with the DB and Authority staff to track the cost of the construction elements to support federal funding requirements.
- c. Monthly Status Updates: Jacobs will provide monthly project status updates to the Authority. Updates will be provided to the Commission, its standing committees, and others as requested.
- d. Jacobs will continue to provide support and coordination with the regulatory agencies during the performance of work.
- e. Continued maintenance and updating of the Project Risk Register.
- f. In addition to design oversight, Jacobs will continue to lead the Art in Public Places activities. Jacobs continues to have an art consultant on retainer who will continue to assist in the coordination of the public art program with the City of Burbank. Authority staff and Jacobs will continue to work closely with the DB to ensure the art program is integrated into final design and construction.
- g. Operational readiness and transition (ORAT): Jacobs will continue all ORAT activities with a focus on Day One readiness.
- h. Jacobs will continue to assist BGPAA with the enterprise asset management system scope development and procurement of the system.

Date: 23 June 2025

**Subject:** Task Order 5 – Phase 3 – Construction Phase Support Services (LTR017)



**Cost Estimate**

Jacobs' estimated costs for Task Order 5 are **\$13,765,895**. This is inclusive of Jacobs' labor, subcontractor labor, and other direct costs. A breakdown of these costs is presented on the attached spreadsheet.

Jacobs appreciates the continued opportunity to support BGPAA in this exciting project. Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in black ink, reading "Perry L. Martin".

Perry L. Martin, PMP  
Sr. Program Manager

754-215-1770

A handwritten signature in black ink, reading "Ronald C. Siecke".

Ronald C. Siecke, P.E.  
V.P. Principal-In-Charge

310-488-1466



Date: 23 June 2025

**Subject:** Task Order 5 – Phase 3 – Construction Phase Support Services (LTR017)



**Task Order 5 Estimate Summary**

|                                    |                        |
|------------------------------------|------------------------|
| Jacobs & Sub-Consultant Labor      | \$13,122,440.00        |
| 3% Markup of Subconsultant's Labor | \$ 171,055.00          |
| Other Direct Cost (ODC) Expenses   | <u>\$ 472,400.00</u>   |
| <b>TOTAL for TO-5</b>              | <b>\$13,765,895.00</b> |

**Committed to Date**

|                   |                        |
|-------------------|------------------------|
| TO-1 (Actual)     | \$ 1,419,796.00        |
| TO-2 (Actual)     | \$ 1,125,722.00        |
| TO-3 (Actual)     | <u>\$ 8,857,765.00</u> |
| TO-4 (Authorized) | <u>\$11,726,841.00</u> |
| <b>TOTAL</b>      | <b>\$23,130,124.00</b> |

|   |                        |
|---|------------------------|
| <b>Total Commitment for TO 1, 2, 3, 4 &amp; 5</b> | <b>\$36,896,019.00</b> |
|---|------------------------|

Date: 23 June 2025

Subject: Task Order 5 – Phase 3 – Construction Phase Support Services (LTR017)



**Other Direct Costs Summary**

| Category                          |  | Monthly Estimate |  | No. of Months |  | Totals           |
|-----------------------------------|--|------------------|--|---------------|--|------------------|
| Office Supplies                   |  | \$500.00         |  | 12            |  | \$6,000          |
| Meals for lunch workshops         |  | \$700.00         |  | 12            |  | \$8,400          |
| Unifier document control software |  |                  |  |               |  | \$96,000         |
| Site Vehicles (4)                 |  | \$3,000.00       |  | 12            |  | \$36,000         |
| Site Vehicle fuel                 |  | \$800.00         |  | 12            |  | \$9,600          |
| Air Fare                          |  | \$10,000.00      |  | 12            |  | \$120,000        |
| Lodging and Meals                 |  | \$9,000.00       |  | 12            |  | \$108,000        |
| Rental Vehicles                   |  | \$800.00         |  | 12            |  | \$9,600          |
| Rental Vehicle Fuel               |  | \$400.00         |  | 12            |  | \$4,800          |
| Internet/WiFi                     |  | \$400.00         |  | 12            |  | \$4,800          |
| Travel Mileage                    |  | \$700.00         |  | 12            |  | \$8,400          |
| Travel-Taxi/Tolls/Parking         |  | \$600.00         |  | 12            |  | \$7,200          |
| Project Safety Expenses           |  | \$300.00         |  | 12            |  | \$3,600          |
| Contingency/Misc.                 |  |                  |  |               |  | \$50,000         |
|                                   |  |                  |  |               |  |                  |
| <b>Total</b>                      |  |                  |  |               |  | <b>\$472,400</b> |



T -754-215-1770  
www.jacobs.com

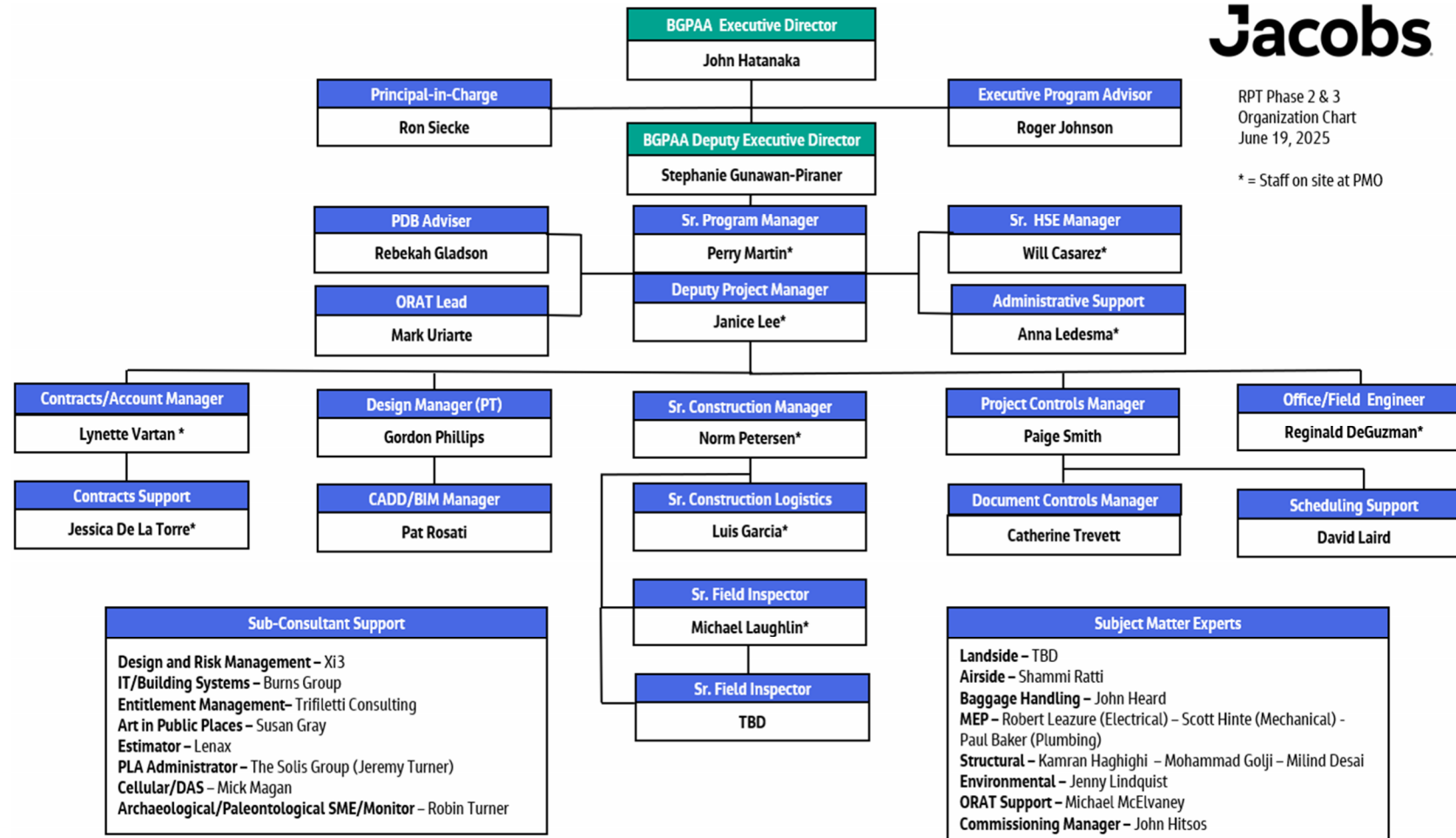
Jacobs Project Management Co.

Date: 23 June 2025

Subject: Task Order 5 – Phase 3 – Construction Phase Support Services (LTR017)

Jacobs

## Organization Chart



NOTE: Jacobs does not anticipate any changes with the core staff currently managing the RPT Project.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
EXECUTIVE COMMITTEE  
JULY 2, 2025**

**WOODWARD & ASSOCIATES PROFESSIONAL SERVICES AGREEMENT  
REPLACEMENT PASSENGER TERMINAL PROJECT**

Presented by John T. Hatanaka  
Executive Director

**SUMMARY**

Staff seeks the recommendation of the Executive Committee ("Committee") to the Commission to approve the proposed Professional Services Agreement ("Agreement"), copy attached, with Woodward & Associates ("Woodward") for continued outreach and support services working with the Federal Aviation Administration ("FAA") for financial assistance towards completion of the Replacement Passenger Terminal ("RPT") Project.

**BACKGROUND**

From the start of the RPT Project, one of the components to the Plan of Finance was maximizing the federal assistance through the Airport Improvement Program ("AIP") and subsequent Bipartisan Infrastructure Law ("BIL") grants. Starting in July 2022 and continuing annually through June of 2025, Woodward has been retained to support staff with outreach and support services at both the headquarters, regional and local levels of the FAA. Woodie Woodward, the principal of the firm, is a retired FAA Associate Administrator of Airports. Her background, experience and relationships within the agency is unique and has assisted Staff with the Authority's relationships at these various levels within the FAA ensuring the Authority's submittals for financial assistance receive due consideration.

As the RPT Project continues toward an October 2026 completion, Ms. Woodward was intending to step back at the end of FY 2025. However recent changes in directives from the U.S. Department of Transportation and the FAA regarding grant eligibility and compliance requirements have added an additional level of complexity. In addition to changes in policy and grant assurance requirements, recent departure of FAA staff has added to the challenge of maintaining relationships and advocacy for federal funding in support of the RPT Project. With these recent changes, and with potential for AIP and BIL grants during federal fiscal year 2025 and 2026 remaining, Staff asked Ms. Woodward for her continued support for an additional year.

Services requested are listed in the attached Agreement for a term of one year from July 1, 2025 to June 30, 2026. Compensation for services remains the same as it has for the past three years at a monthly retainer of \$3,000 with either party able to terminate the Agreement on seven days' notice. Funding for these services is included in the recently adopted FY 2026 budget.

**STAFF RECOMMENDATION**

Staff seeks the Committee's recommendation to the Commission to approve the proposed Agreement with Woodward and authorize the President to execute the same.

## PROFESSIONAL SERVICES AGREEMENT

(Burbank-Glendale-Pasadena Airport Authority / Woodward and Associates)

THIS PROFESSIONAL SERVICES AGREEMENT is dated July 21, 2025 for reference purposes and is executed by the Burbank-Glendale-Pasadena Airport Authority ("Authority") and Woodward and Associates ("Consultant").

### RECITALS

A. The Authority seeks to retain Consultant as an independent contractor to provide the following professional services: replacement passenger terminal program funding consulting and federal liaison services.

B. Consultant represents that it is fully qualified to perform such services by virtue of the experience and training of its principal, Woodie Woodward.

NOW, THEREFORE, the parties agree as follows:

#### 1. Consultant's Services.

A. On request, Consultant shall provide support to the Authority in its goal to complete a replacement passenger terminal project. The services will include: (i) work with the Federal Aviation Administration ("FAA") as such agency reviews plans and proposals associated with the construction of the replacement terminal project; (ii) interface with the Build America Bureau regarding Transportation Infrastructure Finance and Innovation Act eligibility; and (iii) work with federal agencies regarding funding eligibility under federal infrastructure legislation for new terminal development. Assistance will be provided to the Authority as it formulates its plans for the terminal including but not limited to development of a comprehensive funding strategy incorporating federal and other funds, delineation of a detailed timetable for completion, review and advise on meeting FAA regulatory and policy requirements, and any other associated requirements. Liaison with the FAA at the Airport District Office, Regional Office and Headquarters levels will be an integral part of this work.

B. Consultant shall perform the services in accordance with the federal requirements set forth in the attached Exhibit A.

2. **Term.** This Agreement shall be retroactive to August 1, 2025 and shall expire on June 30, 2026 unless earlier terminated pursuant to this Section. Either party may terminate this Agreement without cause upon seven calendar days notice.

#### 3. Compensation.

A. The Authority agrees to compensate Consultant, and Consultant agrees to accept as full satisfaction for its services, a monthly retainer fee in the amount of three thousand dollars (\$3,000). In addition, upon receipt of satisfactory documentation, the Authority will reimburse Consultant for reasonable expenses (such as out of town travel, overnight travel) that are incurred in connection with the services..



#### **4. Independent Contractor Status.**

A. Consultant is, and shall at all times be, an independent contractor of the Authority. Neither the Authority nor any of its officers, employees, agents or volunteers shall have control over Consultant's conduct except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it is in any manner an officer, employee or agent of the Authority. Consultant shall not incur or have the power to incur any debt, obligation or liability on the Authority's behalf.

B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in this Agreement, the Authority shall not pay salaries, wages, or other compensation to Consultant for performing the services. The Authority shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performance of the services.

**5. Indemnification.** Consultant shall indemnify, hold harmless and defend the Authority and its officers, employees, and agents from any claim, demand, damage, liability, loss, cost or expense for any damage whatsoever (including death or injury to any person and injury to any property) resulting from willful misconduct, negligent acts, errors or omissions of Consultant.

**6. Confidentiality.** Consultant shall preserve the confidentiality of all data, documents, discussion or other information that is developed or received by it or that is provided for performance of this Agreement. Consultant shall not disclose such information without the prior written authorization of the Authority's Executive Director. Upon request, all Authority data shall be returned to Authority at the termination of this Agreement. Consultant's covenant under this section shall survive the expiration or termination of this Agreement.

**7. Conflict of Interest.** Consultant shall not engage in any business or transaction or have a financial or other personal interest or association, direct or indirect, that is in conflict with the proper discharge of providing services to the Authority under this Agreement or that tend to impair independence of judgment or action in the providing of services under this Agreement. This provision shall not serve to prohibit independent acts or other forms of enterprise during those hours not covered by Consultant's active engagement for the Authority, providing such acts do not constitute a conflict of interest as defined herein.

**8. Notices.** Any notices, invoices, or other documents related to this Agreement shall be deemed received on: (a) the day of delivery, if delivered by hand during the receiving party's regular business hours or by e-mail before or during the receiving party's regular business hours; (b) the business day after delivery, if delivered by e-mail after the receiving party's regular business hours; or (c) on the second business day following deposit in the United States mail, postage prepaid, to the addresses listed below, or to such other addresses as the parties may, from time to time, designate in writing. Any notice delivered by e-mail that concerns breach or termination of this Agreement shall concurrently be sent by deposit in the United States mail, postage prepaid but such notice shall be deemed received on the day of e-mail delivery.

Burbank-Glendale-Pasadena Airport Authority

Woodward & Associates

2627 Hollywood Way  
Burbank, CA 91505  
Attn: John T. Hatanaka  
Email: jhatanaka@bur.org

3608 Casey Key Road  
Nokomis, FL 34275  
Attn: Woodie Woodward  
Email: woodwardwsh@aol.com

9. **Assignability.** Consultant shall not assign, transfer or subcontract any interest in this Agreement or the performance of any of its obligations.

10. **Exhibits.** The attached Exhibit A is incorporated into this Agreement by reference. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of Exhibit A, the provisions of Exhibit A shall prevail.

11. **Incorporation of Mandatory Language.** Every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted and this Agreement shall be read and enforced as though such provision were included. If through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon application of either party this Agreement shall promptly be amended to make such insertion or correction.

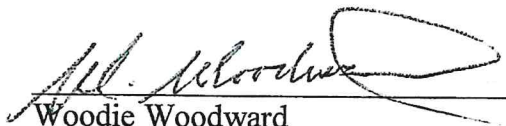
12. **Entire Agreement.** This Agreement (including the attached Exhibits) represents the entire and integrated contract between the parties regarding the replacement terminal project advisory services. This Agreement supersedes all prior oral or written negotiations, representations and contracts related to such services. This Agreement may not be amended, nor any provision or breach waived, except in a writing that is signed by the parties and that expressly refers to this Agreement.

**EXECUTED:**

**Burbank-Glendale-Pasadena  
Airport Authority**

**Woodward and Associates**

\_\_\_\_\_  
President

  
\_\_\_\_\_  
Woodie Woodward

Approved as to form:

\_\_\_\_\_  
Richards, Watson & Gershon  
A Professional Corporation



**EXHIBIT A**  
**Non-AIP Project Federal Requirements**

References to “Contractor” in this Exhibit shall be deemed to refer to Consultant.

**1. General Civil Rights Provisions**

A. In all its activities within the scope of its airport program, the Contractor agrees to comply with pertinent statutes, Executive Orders, and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin (including limited English proficiency), creed, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

B. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

C. The above provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract.

**2. Civil Rights – Title VI Assurance**

A. During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

1. Title VI of the Civil Rights Act of 1964 (42 USC § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);

2. 49 CFR part 21 (Non-discrimination in Federally-Assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);

3. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

4. Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 et seq.), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);

5. The Age Discrimination Act of 1975, as amended (42 USC § 6101 et seq.) (prohibits discrimination on the basis of age);

6. Airport and Airway Improvement Act of 1982 (49 USC § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);

7. The Civil Rights Restoration Act of 1987 (PL 100-259) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

8. Titles II and III of the Americans with Disabilities Act of 1990 (42 USC § 12101, et seq) (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;

9. The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);

10. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [70 Fed. Reg. 74087 (2005)];

11. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC § 1681, et seq).

B. During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”), agrees as follows:

1. Compliance with Regulations: The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination: The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin (including limited English proficiency), creed, sex, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

3. Solicitations for Subcontracts, including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor

of the contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.

4. Information and Reports: The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance: In the event of a Contractor's noncompliance with the non-discrimination provisions of this contract, the Sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:

a. Withholding payments to the Contractor under the contract until the Contractor complies; and/or

b. Cancelling, terminating, or suspending a contract, in whole or in part.

6. Incorporation of Provisions: The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Sponsor to enter into any litigation to protect the interests of the Sponsor. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.



**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
EXECUTIVE COMMITTEE  
JULY 2, 2025**

**COMMITTEE PENDING ITEMS**

**Future**

- |  |     |
|--|-----|
| 1. Approval of Electrical Service Agreement with BWP               | TBD |
| 2. Approval - RPT Solar Panel Installation (GMP Revision)          | TBD |
| 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 – 1,184,340 Hours
- Safety Orientations to Date – 2,357
- Daily Average Workers Onsite – 760
- Pre-Task-Plans to Date – 8,970
- Site Security Incidents to Date – 0

### Current Construction Statistics

- Terminal Concrete Poured to Date – 16,500 cubic yards
- Garage Concrete Poured to Date – 19,100 cubic yards
- Terminal Steel Erected to Date – 4,200 tons
- Total Virtual Design and Construction Clashes Resolved to Date – 10,871

### 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
- Ongoing Ramp Construction
- Started Overhead Mechanical, Electrical and Plumbing Install

#### Civil

- Ongoing Perimeter Moment Slab Install
- Continued Airside Gate Utility Install
- Continued Electrical Ductbank Install
- Started Future Airside Production Paving



Photos



Plaza Rebar



Terminal Concourse Terrazzo



Photos



Terminal Overhead MEP



Civil Paving



Photos



In-Wall MEP Installation



Concourse Glass Installation