



January 27, 2023

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, February 1, 2023, 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:

(701) 802-5334

Access Code: 2451017#

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

REGULAR MEETING
OF THE
EXECUTIVE COMMITTEE
Airport Skyroom
Wednesday, February 1, 2023
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, February 1, 2023

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

a. January 25, 2023

[See page 1]

5. Items for Discussion

a. Replacement Passenger Terminal Project Decision Matrix

No staff report attached. The RPT Program Manager, Jacobs Program Management Co., will continue the presentation and discussion from the Committee's January 25, 2023 meeting regarding the decision matrix to support the implementation of the RPT project.

b. Resolution Approving a Project Charter, Designating Change Order Approval Responsibilities, and Establishing a Conceptual Design Selection Voting Procedure for the Replacement Passenger Terminal Project

[See page 3]

No staff report attached. Subject to the outcome of the RPT project decision matrix discussion, Staff seeks an Executive Committee recommendation to the Commission for the adoption of Resolution __ approving the proposed Project Charter, designating change order approval responsibilities of the Executive Director and Commission, and establishing a voting procedure for the Commission's selection of a conceptual design for the RPT campus.

c. Amendment No. 1 to Design-Build Agreement for Replacement Passenger Terminal Project

[See page 30]

No staff report attached. Subject to the outcome of the RPT project decision matrix discussion, Staff seeks an Executive Committee recommendation to the Commission for approval of Amendment No. 1 to the Design-Build Agreement with Holder, Pankow, TEC - A Joint Venture for the RPT project. The amendment (i) memorializes threshold at which change orders must be approved by the Commission; and (ii) clarifies the contract document list.

6. Items for Information

a. Replacement Passenger Terminal Project - Anticipated Funding Sources

No staff report attached. The Financial Feasibility Consultant, Ricondo & Associates will provide an overview of the anticipated Funding Sources and amounts for the RPT Project.

b. Committee Pending Items

[See page 32]

7. Closed Session

a. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
(California Government Code Section 54956.9(d)(1))

Name of Case: City of Los Angeles v. FAA et al. (Case No. 21-71170) (9th Cir. 2021)

8. Adjournment

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

WEDNESDAY, JANUARY 25, 2023

A special meeting of the Executive Committee was called to order on this date in the Burbank Room, 2627 N. Hollywood Way, Burbank, California, at 9:03 a.m., by Commissioner Gabel-Luddy.

1. ROLL CALL

Present:	Commissioners Gabel-Luddy, Williams and Najarian
Absent:	None
Also Present:	Staff: Frank Miller, Executive Director (via teleconference); John Hatanaka, Senior Deputy Executive Director; Patrick Lammerding, Deputy Executive Director, Planning and Development; Kathy David, Deputy Executive Director, Finance and Administration Roger Johnson, Senior Program Manager, Perry Martin, Deputy Project Manager, Jacobs Project Management Co.; Sue Georgino, Consultant, Georgino Development, LLC. Authority Counsel: Terence Boga, Esq., Richards, Watson & Gershon

2. Approval of Agenda

Motion	Commissioner Williams moved approval; seconded by Commissioner Najarian.
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Motion Approved	The motion was approved (3–0).
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3. Public Comment

There were no public comments.

4. Approval of Minutes

a. January 4, 2023	Commissioner Williams moved approval of the minutes of the January 4, 2023 meeting, seconded by Commissioner Najarian. There being no objection, the motion was approved (3–0).
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5. Items for Discussion

a. Replacement Passenger Terminal ("RPT") Project Decision Matrix

Continuing from the January 4, 2023 meeting discussions with the Committee, the Replacement Passenger Terminal Program Manager, Jacobs Project Management Co., provided additional information and suggestions to the Committee regarding the decision matrix to support the RPT project.

6. Items for Information

a. Committee Pending Items

This item was deferred to the Committee's next meeting.

7. Adjournment

There being no further business, the meeting was adjourned at 10:03 a.m.

RESOLUTION NO. ____

**A RESOLUTION OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY COMMISSION
APPROVING A PROJECT CHARTER, DESIGNATING CHANGE ORDER
APPROVAL RESPONSIBILITIES, AND ESTABLISHING A CONCEPTUAL DESIGN
SELECTION VOTING PROCEDURE FOR THE
REPLACEMENT PASSENGER TERMINAL PROJECT**

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

Section 1. Purpose.

A. On December 19, 2022, following a competitive procurement process, the Commission awarded Holder, Pankow, TEC - A Joint Venture (“HPTJV”) a design-build agreement for the Replacement Passenger Terminal (“RPT”) Project. The contract has been duly executed by the Authority and HPTJV, the Executive Director has issued a Notice to Proceed, and HPTJV is performing Phase 1 of the contract.

B. The Authority Commission desires to promote the successful completion of the RPT Project by approving a Project Charter, designating change order approval responsibilities, and establishing a conceptual design selection voting procedure.

Section 2. Project Charter. The Project Charter set forth in the attached Exhibit A is approved. Any revisions to the Authority Commission roles and responsibilities specified in such document shall require prior approval from the Authority Commission. The Executive Director may otherwise unilaterally revise such document from time to time as deemed necessary or appropriate to implement the RPT Project.

Section 3. Change Order Approval Responsibilities. Notwithstanding the Authority Expenditure Policy (Resolution No. 441), the Executive Director may unilaterally approve single change orders for the HPTJV contract that do not exceed \$500,000 and that collectively do not exceed 70% of the Owner’s Contingency Budget. Authority Commission approval shall be required for all other change orders to the HPTJV contract. The Executive Director shall notify the Commission in writing within 24 hours of each approval of a change order exceeding \$150,000.

Section 4. Conceptual Design Voting Procedure. The Commission shall select the conceptual design of the RPT campus (architectural form and overall layout of the terminal, parking structure, and support facilities) by majority vote using the following voting process. Commissioners shall each vote for their first choice of the three RPT conceptual designs presented by HPTJV. If no conceptual design receives a majority of votes, then there shall be a second voting round. The conceptual design that received the fewest votes in the first voting round shall not be included in the second voting round. If there is a tie vote in the first voting round, Commissioners shall continue discussing the conceptual designs until a Commissioner decides to break the tie. In the event of a second voting round, Commissioners shall each vote for their first choice of the two remaining conceptual designs.

Section 5. Effective Date. This Resolution shall be effective upon adoption.

Adopted this 6th day of February, 2023.

Emily Gabel-Luddy, President

Attest:

Ara Najarian, Secretary

EXHIBIT A
Project Charter

(attached)

ELEVATE BUR

GET READY FOR AN UPGRADE



HOLLYWOOD BURBANK AIRPORT
REPLACEMENT PASSENGER TERMINAL PROJECT

PROJECT CHARTER

Revision Log

Version	Date	Name	Description
1	TBD	Initial Issue	

1. Project Overview

1.1 Project Background

The Hollywood Burbank Airport (BUR) is a medium hub airport located approximately 12 miles north of Downtown Los Angeles, serving the greater Los Angeles metropolitan area. The Airport is the closest metro L.A. area airport to the majority of L.A.'s most popular tourist destinations, as well as attractions in Burbank and nearby Glendale and Pasadena. In 2019, the Airport served 5.26 million passengers, up from 4.7 million passengers in 2018. In 2021, the Airport served 3.7 million passengers. The Airport offers daily flights from eight commercial airlines: Southwest, United, Delta, Alaska, American, JetBlue, Spirit, and Avelo. The Airport also has two fixed-base operators, Million Air - Burbank and Atlantic Aviation.

For the communities it serves, Hollywood Burbank Airport has been and remains defined by its ease of access, freedom from congestion, and passenger convenience. The existing facility, with the central portion of the current terminal built in 1930 and still in operation, does not meet current building standards nor the design standards of a modern airport terminal.

The existing passenger terminal building consists of 14 common use aircraft gates and limited passenger amenities in a 232,000 square foot building. The terminal does not meet current FAA standards for lateral separation from the adjacent runways. Correction of this situation requires the existing passenger terminal building be replaced and demolished thereby creating the opportunity to correct the airfield safety standard noncompliance issues and the functional deficiencies associated with the terminal relative to more modern airport terminal facilities. Meeting current FAA runway safety standards is the key motivation for the Authority.

A Replacement Passenger Terminal (RPT) with 14 common use aircraft gates in a 355,000 square foot building, together with the associated support components such as roadways, parking structure, and other support facilities, has been defined programmatically and has been environmentally reviewed pursuant to the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA).

1.2 Project Scope

The Replacement Passenger Terminal (RPT) Project includes a new passenger terminal with 14 common use aircraft gates in a 355,000 square foot building, together with the associated support components such as roadways, parking structure, and other support facilities.

The RPT Project is spread across two main areas of work: the NEQ, which will be constructed and put into operation first, and the SEQ. These main areas include the following components:

Northeast Quadrant (NEQ)

- *Replacement Passenger Terminal:* Newly constructed 14-gate passenger terminal with a maximum area of 355,000 SF
- *Roadways:* Newly constructed airport public roads to include a primary Entrance Roadway, Loop Road, Recirculation Road and a secondary access roadway as well as airport service vehicle roadways, dedicated facility access roadways, and offsite street improvements
- *Parking:* New public and employee parking facilities
- *Apron:* New aircraft apron pavement with associated pushback zone meeting FAA Standards
- *Support Facilities:* Newly constructed facilities to replace existing Airline Cargo and Ground Service Equipment (GSE)/Terminal Maintenance
- *Service Facilities:* a new ARFF facility and new EOC (not in initial DB's scope)

Southeast Quadrant (SEQ)

- *Demolition of Existing Terminal and Parking Structure:* Demolition of the 232,000 SF terminal structure and the adjacent parking structure
- *Demolition of Airline Cargo Building:* Demolition of the Airline Cargo building as well as airside and landside apron areas
- *Taxiways A & C Extensions:* Construction of new aircraft taxiway pavement
- *Reconfiguration of Southeast Quadrant:* Landside elements (the balance of the SEQ's various projects)

1.3 Acronyms

AAAC - Airport and Airline Affairs Committee

ATC – Airline Technical Committee

ATR – Airline Technical Representative

ARFF – Aircraft Rescue and Fire Fighting

BUR – Hollywood Burbank Airport

CEQA – California Environmental Quality Act

COA – Conditions of Approval

DA – Development Agreement (2017)

DB – Design Builder

DEDPD – Deputy Executive Director Planning & Development

DEM – Director, Engineering and Maintenance

EIS – Environmental Impact Study

EOC – Emergency Operations Center

FAA – Federal Aviation Administration

FEIR – Final Environmental Impact Report

GMP – Guaranteed Maximum Price

NEQ – Northeast Quadrant

NEPA – National Environmental Policy Act

ORAT – Operational Readiness and Transition

PDM – Project Definition Manual

PMT – Project Management Team

RPT – Replacement Passenger Terminal

SEQ – Southeast Quadrant

TSA – Transportation Security Administration

1.4 Project Goals and Objectives

The objective for the RPT Project is to complete the projects identified in the FEIR and the DA that resolve issues impacting all stakeholders, as well as the surrounding community at large. The RPT Project goals and objectives will be met utilizing industry best practices in executing projects of this nature. The RPT Project intends to address these issues through the following specific objectives:

Safety:

- Provide facilities that meet current FAA standards.
- Provide facilities that meet or exceed applicable code requirements, including seismic resistance, public health, and accessibility.

Operations:

- Provide a terminal with an improved airside operations environment that is FAA compliant and that corrects the noncompliant existing terminal location relative to the runway.
- Develop all gates to the same safety standards for consistent aircraft accommodation and apron safety.
- Meet federal standards for security screening of passengers and bags and comply with TSA standards for both.

Customer Convenience:

- Design a terminal campus that reflects a modern airport concept of operations and enhances the customer experience through expanded concessions, hold rooms and other amenities.

Community:

- Provide modern facilities that will reduce overall emissions and that are designed to attain the highest, cost-feasible levels of sustainability (CALGreen, LEED, Envision, etc.).
- Provide a terminal aesthetic that is in keeping with the sentiments of the community as reflected in the final report from the public design charrette workshops conducted by the Authority.
- Include community workforce, disadvantaged business and other appropriate goals and requirements to ensure an inclusive project.

1.5 Critical Success Factors

The success of the project will be measured relative to the critical success factors identified below.

Critical Success Factor 1 - Regulatory Compliance:

The Authority negotiated the details of the RPT Project with the City of Burbank and documented those details in the DA. The DA enumerates the COA and the design criteria required by the City of Burbank. In addition, prior to execution of the DA, the Authority certified the FEIR for the RPT Project, and the City of Burbank considered that report. The FEIR and the City of Burbank's endorsement of the RPT Project were precursors to the community vote ratifying entitlements for the RPT Project, as well as precursors to FAA's EIS for the RPT Project. Compliance with these documents, including any amendments, is critical to the success of the RPT Project.

Critical Success Factor 2 - Affordability:

The RPT Project must be affordable and capable of being financed primarily through a combination of grants, passenger facility charges, loans, bonds, and cash on-hand. To this end, establishing an accurate total RPT Project budget consistent with the complete project scope is crucial.

Understanding the life-cycle costs of the planned facilities is likewise imperative. Finally, obtaining concurrence from the Airline community as well as an endorsement from the Authority Commission for this scope and budget are critical for success. To support this, transparency and regular financial reporting throughout the life of the RPT Project are necessary to give all relevant stakeholders the information needed to support the delivery of the RPT Project. And finally, adhering to a predefined process to address either anticipated or unexpected changes to project scope or budget will facilitate ongoing success throughout the entire life of the RPT Project.

Critical Success Factor 3 - Project Delivery:

The RPT Project must be delivered on a schedule and within a budget understood and agreed to by all of the relevant airport stakeholders. Stakeholders including the Authority, the Airlines, FAA, TSA, Airport Police, Airport Fire, and passengers will all have varied interests in the delivery of the RPT Project. The schedule must actively identify and manage impacts to airport operations for all stakeholders. It must further provide sufficient time for facility commissioning and activation to ensure a successful transition of terminal operations from the old terminal to the new RPT. Controls

must be in place to ensure that designs are within budget constraints and that risks are identified, mitigated, and accounted for during the design and construction of the RPT Project.

Critical Success Factor 4 - Airline Concurrence:

As signatories to the Airport Use Agreement the Airlines have a large share in the cost of the project. The implementation of the RPT Project will result in an increase in the costs for Airlines to operate at BUR. The Authority has a long and successful history of working with its Airline tenants in a spirit of cooperation and partnership on a business basis. The AAAC is the Airline entity formed to provide input to the Authority on the collective interests of all Airlines serving Hollywood Burbank Airport. The scope, schedule, cost, and funding of the RPT Project is of significant interest to the AAAC. The Authority is fostering continuous Airline technical and business participation in the RPT Project as it progresses.

The Airlines established the ATC with the express purpose of providing input, guidance and concurrence related to the inclusion and development of the PDM and the RPT Project design. More specific details about all project elements and those specifically related to Airline areas will ultimately be defined through the design of the project elements by the selected DB Team. The Airlines will also be a key participant in planning and executing the ORAT process that will occur prior to the project elements becoming operational. The AAAC and the Authority will negotiate the terms of an Airport Use Agreement applicable to the RPT that will be a critical element in finalizing the financial plan for the RPT Project.

Critical Success Factor 5 – Incorporate Community Engagement:

The Authority hosted a series of successful design charrette meetings culminating in a comprehensive Design Charrette Report which documents the input received from members of the community. The design of the RPT Project must consider and, to the extent feasible, incorporate the input received during the design charrettes.

Critical Success Factor 6 – Effective Project Governance:

This Project Charter defines a Governance Structure that includes the Authority Commission, Authority Executive Staff, Airlines and the RPT Project Team. The Governance Structure describes the hierarchy for decision-making during the implementation of the RPT Project. Adhering to the defined approval

processes of the Governance Structure will ensure appropriate engagement of all stakeholders, encourages solicitation and receipt of needed input at the appropriate milestones, and defines decision points for each stakeholder transparently and proactively. Adhering to the Governance Structure also allows the RPT Project to maintain consistent forward progress, supports the achievement of the critical success factors defined above and establishes an expectation that stakeholder questions, concerns, and input are considered proactively in accordance with the defined framework.

DRAFT

2. Project Authority and Milestones

2.1 Project Authority

The Authority, owner/operator of BUR, is a joint powers agency formed by the Cities of Burbank, Glendale, and Pasadena. The Authority is governed by a nine-member Commission, composed of three appointees from each of these cities. The ultimate responsibility for the RPT Project rests with the Authority Commission. The Authority Commission will decide on the encumbrance and expenditure of any funds related to the RPT Project as well as any financial obligations of the Authority required to implement the RPT Project. The Authority Commission will be advised on a regular basis of the project scope, schedule, and budget. These key items are expected to be established through an iterative process of design development and project cost estimating which will continually be compared with project funding sources. Once a contractual obligation is established and commitments for funding are in place, the Authority Commission will likewise have final discretion to approve any increases to the Total Project Budget.

2.2 Entitlement

Implementation of the RPT Project is authorized under the following entitlement documents:

- The DA dated January 10, 2017
- The FEIR dated June 2016
- The EIS Record of Decision dated May 2021
- The Conditionally Approved Airport Layout Plan dated March 20, 2020
- The Human Health Risk Assessment dated December 21, 2017

2.3 Major Project Milestones

The significant milestones for the RPT Project are presented below in Table 2-1.

Milestone	Planned Completion Date
Award DB Phase 1 Contract	Q4 - 2022
Amendment for Guaranteed Maximum Price	Q2 - 2024

Substantial Completion for RPT Project	Q3 - 2026
Commence Operations of RPT	Q4 - 2026
Existing Terminal/Parking Structure Demolished	Q4 - 2027

Table 2-1 Project Milestones

2.4 Project Budget

The estimated RPT Project budget is presented below in Table 2-2. The final budget will be developed with input from the DB Team during the budget validation process.

Description	Total
NEQ with Demolition of Terminal and Parking Garage	\$1,004,428,392
NEQ PM/CM	\$42,000,000
NEQ Owner's Allowances and Contingency	\$85,120,646
Total NEQ Budget	\$1,131,549,038
SEQ	\$105,364,455
SEQ PM/CM	\$5,483,652
SEQ Owner's Contingency	\$6,267,030
Total SEQ Budget	\$117,115,137
Deferred Projects (ARFF and EOC)	\$22,265,739
Deferred Projects PM/CM	\$1,158,812
Deferred Projects Owner's Contingency	\$1,324,356
Total Deferred Projects	\$24,748,907
Total RPT Project Budget	\$1,273,413,083

Table 2-2 Project Budget

3. Project Organization

3.1 Governance Structure

The RPT Project Governance Structure is graphically presented in figure 3-1 below.

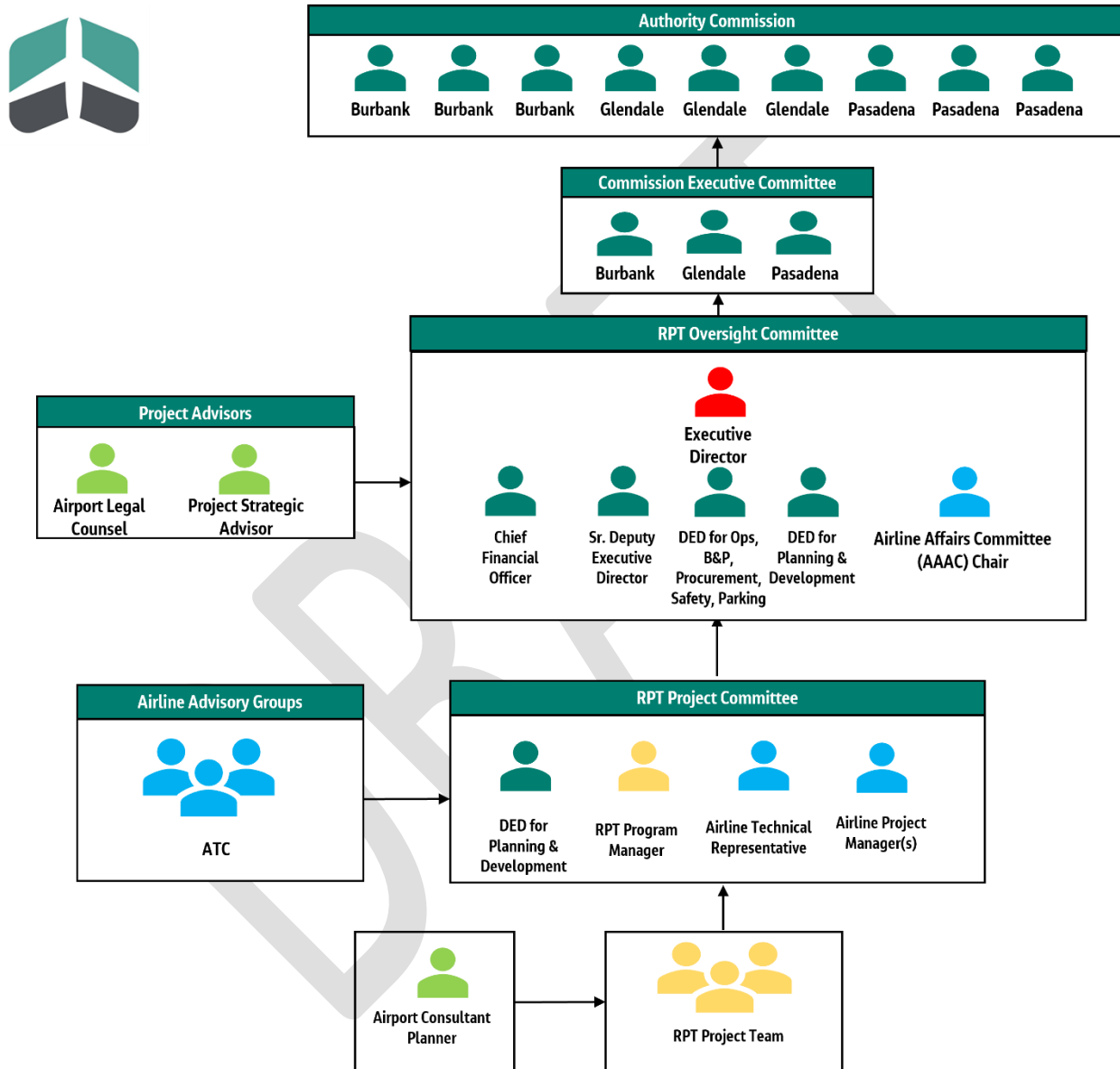


Figure 3-1 Project Governance Structure

The roles and responsibilities of each element of the Governance Structure are presented in detail in the following section.

3.2 Roles and Responsibilities

Role	Responsibility
Authority Commission	<p>Overall governing body for the RPT Project responsible for the approvals of funding and all aspects of the RPT Project, such as contract awards and task authorizations. The Authority Commission will be advised on the progress of the RPT Project implementation. Specific actions required from the Authority Commission for the RPT Project include the following actions:</p> <ol style="list-style-type: none"> 1. Approval of agreements for securing funding and encumbering debt for the RPT Project 2. Approval of RPT Project funding and encumbrance requirements 3. Approval of the overall Project Budget 4. Approval of DB contract 5. Approval of final design concept 6. Approval of final sustainability goals and certification 7. Confirmation of the negotiated GMP and approval of Phase 2 8. Change order approvals in excess of staff approval authority. <i>(Change order approval authority will be attached as an exhibit to this document when finalized.)</i> <p>Meeting Frequency – Bi-Monthly or as scheduled</p>
Commission Executive Committee	<p>Focused advisory committee of the Authority Commission assigned to review details of the RPT Project and make recommendations to the Authority Commission. Responsible to advise on issues related to RPT Project Scope and Budget and to recommend items to be considered by the Authority Commission.</p> <p>Meeting Frequency – Monthly or as needed</p>
RPT Oversight Committee	<p>This group provides Executive Leadership to the RPT Project. The RPT Oversight Committee addresses RPT Project issues (status of procurement,</p>

	<p>planning, design and construction, schedule, and budget), considers project scope/budget changes, resolves coordination issues, and resolves conflicts between project functional areas. Makes recommendations for escalation to Commission Executive Committee. The direction and decisions given by the RPT Oversight Committee related to RPT Project must be within the committee's budget and schedule authorization. <i>(Budget and schedule authorization is attached as an exhibit to this document.)</i></p> <p>Meeting Frequency – Monthly or as needed.</p>
Project Advisors	<p>Specialized group with institutional knowledge as well as legal familiarity intended to advise the RPT Oversight Committee on matters pertaining to DA, FEIR and EIS requirements. This function is intended to provide an informed level of certainty in the decision-making process for consistency with and the avoidance of conflict with the City of Burbank.</p> <p>Meeting Frequency – As needed</p>

Airline Advisory Groups	<p>Provide Airline input related to the RPT Project. Review and comment on technical documents and design deliverables. Airlines are represented on the RPT Oversight Committee through the AAAC Chair. Airlines also have two Airline representatives on the RPT Project Committee. The efforts of the Airlines will be coordinated by an Airline Technical Representative (ATR). It will be the responsibility of the ATR to coordinate Airline input and press for Airline consensus on all matters related to the RPT Project. Input generally will be provided through RPT Project Team, and AAAC maintains access to the RPT Oversight Committee and participates on the RPT Project Committee. Specific review and comment tasks for the RPT Project will include the following items:</p> <ol style="list-style-type: none"> 1. Overall Project Budget 2. Overall Schedule 3. Input on Conceptual Design 4. DB Design Reviews <p>Meeting Frequency AAAC - Quarterly or as needed ATC – Monthly or as needed In addition, AAAC and ATC will participate in other project-related meetings as needed.</p>
Subject Matter Experts	<p>Select outside consultants/vendors available to provide expert business input on matters uniquely important to the Authority in the project definitions as well as to support the Authority's pursuit of contractual relations for the RPT. Examples include Concessions, Technology, and Parking Management.</p>
RPT Project Committee	<p>Team responsible for direct guidance and direction of the RPT Project. Generates direction and options for the project, and frames decisions needed from the RPT Oversight Committee, Commission Executive Committee, and Authority Commission. Coordinates with AAAC and other project Stakeholders.</p> <p>Meeting Frequency – Monthly</p>

RPT Project Team	Team responsible for the management of the RPT Project. The RPT Project Team carries out direction and decisions from the Authority Commission, Commission Executive Committee, RPT Oversight Committee, and the RPT Project Committee. Elevates issues requiring clarification and/or higher-level decisions. Develops project reports.
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Table 3-1 Breakdown of Roles and Responsibilities

3.3 Issue Resolution

Figure 3-2 graphically presents the issue resolution process for the RPT Project. The process is structured to allow for issues to be resolved at the lowest possible level. As shown, the RPT Project Team is responsible for interfacing with the various disciplines to identify issues and/or decisions that may require escalation. Any decisions that may impact project scope, schedule or budget are elevated from the RPT Project Team to the RPT Project Committee. The RPT Project Committee will be chaired by the RPT Program Manager. Issues and/or decisions will be presented at the RPT Project Committee for resolution. The intent is to ensure there is one platform for discussion, decision-making, approving, and recording of issues and decisions. Decisions above the RPT Project Committee's decision authorization, or issues that cannot be resolved at the RPT Project Committee level will be escalated to the RPT Oversight Committee for resolution. The RPT Oversight Committee will be chaired by the Airport's Executive Director. The RPT Oversight Committee will resolve all decisions and/or issues within its authorization. Decisions above the RPT Oversight Committee's

authorization will be escalated to the Authority Commission for ultimate approval. Decisions and/or issues requiring consideration by the next level will be escalated in no more than five working days.

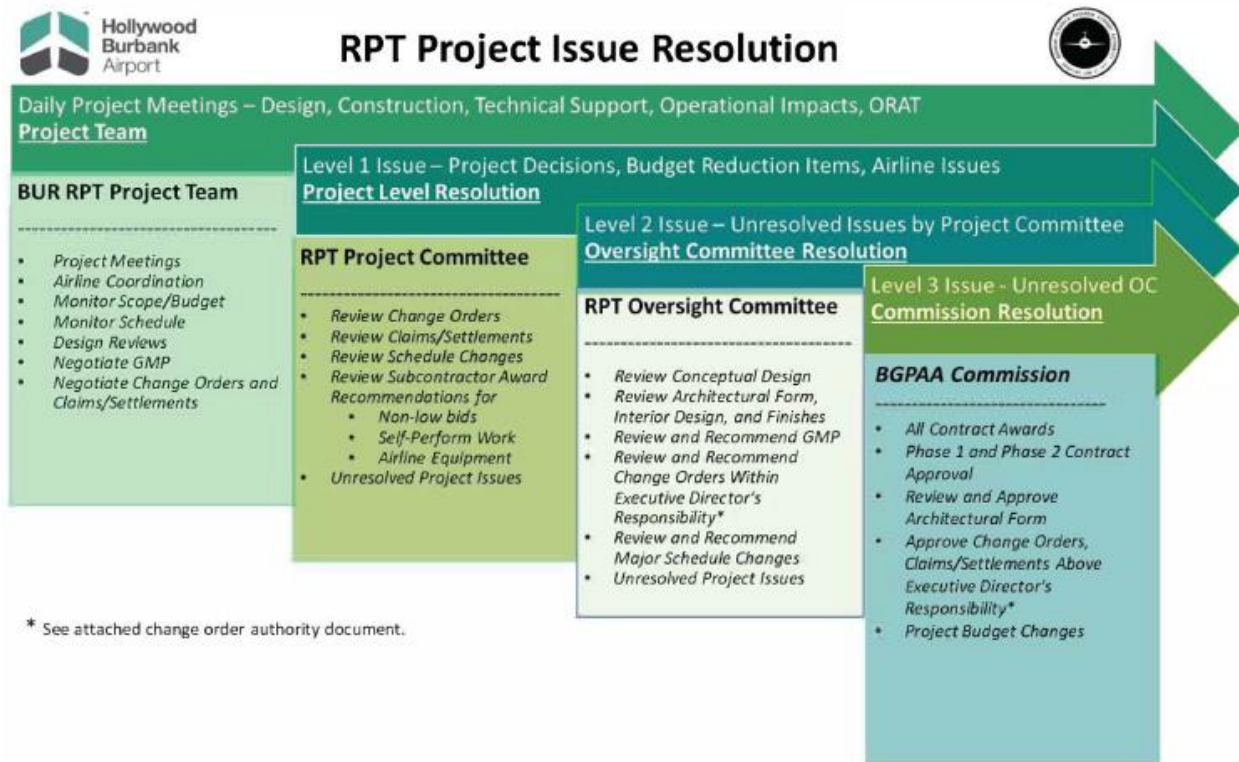


Figure 3-2 Project Issue Resolution Process

3.4 Project Management Team (PMT) Contract Manager

The Deputy Executive Director Planning & Development (DEDPD) is designated as the PMT Contract Manager. The DEDPD will be the point of contact for PMT coordination on all contractual obligations of the PM Team. PMT Task Order scope, budgets, schedule, and staffing will be submitted to the DEDPD for review and conditional approval. The DEDPD will advance appropriately prepared Task Orders to the RPT Project Committee, the RPT Executive Committee, the Commission Executive Committee, and ultimately to the Authority Commission for approval.

3.5 Community Coordination

The Authority will make presentations on the progress of the RPT Project to the community at intervals reflecting key RPT Project milestones. The Authority maintains a public information social media web site that provides current information regarding the RPT Project.

RPT Project presentations to the public will be sponsored by the Authority. Key PMT and/or DB Team representatives may be asked to make presentations to include graphics and outline narratives identifying the design elements that align with the design charrette recommendations.

4. Meetings and Reporting

4.1 Overview

This section outlines the governance for reporting and meetings for the RPT Project. Meetings are intended to facilitate the management of the project, allow the timely discussion of issues, and ensure decisions are made in line with the project's goals and critical success factors. Progress monitoring and control will be achieved through an integrated project management information system. Using the project baseline, the work breakdown structure (WBS), a standardized cost-coding system, and project control system tools, project progress will be tracked, measured, and reported on a collection of critical project metrics. Reports and updates on project progress will be available at any time on a web-based reporting portal (Dashboard) developed for the project.

In addition to monitoring and reporting on the project through the dashboard, a set of written project reports will be produced on a periodic basis. The quantity, content, and frequency of these reports will be adjusted to the Authority's reporting requirements. The reports will be inputs to the meetings and will form the basis of discussions regarding progress and performance monitoring.

4.2 Project Governance Meetings and Reporting

Table 4-1 summarizes the project governance meetings. The PMT will provide overall project-level reports and hold relevant meetings to support the delivery of the project, information flow across the delivery team, and information flow to the Authority and stakeholders to ensure appropriate governance. These meetings will run on regular scheduled timings and in doing so, support the PMT's ability to prepare adequate information across the entire program.

Meeting	Frequency	Purpose
Commission Meeting	Bi-Monthly or As Scheduled	<ul style="list-style-type: none">Update on project progress towards established goals and key performance indicatorsBring contract decisions above delegated authorization
Commission Executive Committee	Monthly or As Scheduled	<ul style="list-style-type: none">Update on project progress towards established goals and key performance indicatorsBring decisions which may require Authority Commission approval for consideration of elevation to Authority Commission

RPT Oversight Committee	Monthly or As Needed	<ul style="list-style-type: none"> Update on project progress towards established goals and key performance indicators Consider scope, schedule, budget changes, resolve project conflicts, advise escalation to Authority Commission level Review risk register Review forecast of upcoming activities
RPT Project Committee	B-Weekly or As Needed	<ul style="list-style-type: none"> Discuss current project issues, processes, and progress; review the risk register; discuss the upcoming calendar; review assigned tasks
Issue Specific Project Meetings	As Needed	<ul style="list-style-type: none"> Issue specific meetings necessary for decisions

Table 4-1 Project Meetings

Contact information for project team members is presented in Table 4-2 below.

Primary Contact	Title / Organization	Phone	Email
Airport Authority Staff			
Frank R. Miller	Executive Director	(o) 818 729 2228	fmiller@bur.org
John T. Hatanaka	Sr. Deputy Executive Director	(o) 818 729 2225 (c) 818 381 7930	jhatanaka@bur.org
Kathy David	Deputy Executive Director Finance and Administration	(o) 818 729 2227	kdavid@bur.org
Scott Kimball	Deputy Executive Director Operations, Business, SMS	(o) 818 565 1374 (c) 818 276 5965	skimball@bur.org
Patrick Lammerding	Deputy Executive Director Planning & Development	(o) 818 729 2250 (c) 818 303 4696	Plammerding@bur.org
TBA	Director Engineering & Maintenance	(o) 818 729 3501 (c) 818 512 8459	
Airport Authority General Counsel			
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Chelsea Straus	Richards Watson & Gershon	(o) 213 253 0245	cstraus@rwglaw.com
Project Strategic Advisor			
Sue Georgino	Project Strategic Advisor Georgino Development LLC	(c) 818 388 5681	sg@georginodevelopment.com

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Authority Consultant Planner			
Mark Conway	Conway Consulting	(o) 312 758-7678	mark@conwayconsulting.com

Table 4-2 Contact Information

DRAFT

Attachment A

Delegated Authorities

Will be attached when finalized.

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GET READY FOR AN UPGRADE

**AMENDMENT NO. 1 TO
DESIGN-BUILD AGREEMENT**

THIS AMENDMENT NO. 1 (“First Amendment”) to the December 19, 2022 Design-Build Agreement (“Agreement”) executed by the Burbank-Glendale-Pasadena Airport Authority (“Owner”), a California joint powers agency, and Holder, Pankow, TEC – A Joint Venture (“Design-Builder”) is dated February 21, 2023 for reference purposes. Design-Builder is a joint venture comprised of: Holder Construction Group, LLC, a Georgia limited liability company; Charles Pankow Builders, Ltd., a California limited partnership; and TEC Management Consultants, Inc., a California Corporation.

RECITALS

A. The parties executed the Agreement to provide for Owner’s retention of Design-Builder as an independent contractor for progressive design-build services for the Replacement Passenger Terminal Project (“Project”) at Bob Hope Airport

B. The parties desire to amend the Agreement to: (i) memorialize the threshold at which change orders must be approved by the Authority Commission; and (ii) clarify the contract document list.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein, the parties agree as follows:

1. Amendment of Article 2. Section 2.01 (Contents) of Article 2 (Contract Documents) of the Agreement is amended to read as follows:

“2.01 Contents. The Contract Documents are collectively identified below and in General Conditions GC -1.

Design-Build Agreement

Exhibit A: Administrative Requirements

Exhibit B-1: Cost Proposal Form; Resource Loaded Staffing Plan

Exhibit B-2: Approved CGMP and GMP Proposals (future documents)

Exhibit C: Request for Proposals E22-03

Exhibit D: Design-Builder’s Technical Proposal

Exhibit E: BGPAA Construction Safety Program

Exhibit F: Federal Contract Clauses

Exhibit G: General Conditions

Exhibit H: Project Requirements

Exhibit I: Project Definition Manual

Exhibit J: Project Labor Agreement

Exhibit K-1: Development Agreement

Exhibit K-2: Community Design Charrette Workshops: Supporting Documentation

Exhibit L-1: BGPAA Clean Construction Policy

Exhibit L-2: SCAQMD Memorandum of Understanding; Hollywood Burbank Airport Air Quality Improvement Plan”

2. Amendment of Exhibit G. Paragraph B of GC-11 (Additional Design-Builder Acknowledgements) of Exhibit G (General Conditions) of the Agreement is amended to read as follows:

“B. The Executive Director may approve single Change Orders that do not exceed \$500,000 and that collectively do not exceed 70% of the Owner’s Contingency Budget. Authority Commission approval is required for all other Change Orders.”

3. Effectiveness. This First Amendment shall be effective upon execution.

4. Counterparts. This First Amendment may be executed in any number of counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same document.

5. Preservation of Agreement. Except as expressly modified by this First Amendment, all of the provisions of the Agreement shall remain unaltered and in full force and effect. In the event of a conflict between the provisions of this First Amendment and the provisions of the Agreement, the provisions of this First Amendment shall control.

TO EXECUTE THIS FIRST AMENDMENT, the parties have caused their duly authorized representatives to sign below.

DESIGN-BUILDER

Holder, Pankow, TEC - A Joint Venture

William R. Turpin, Chief Operating Officer
Holder Construction Group, LLC

OWNER

Burbank-Glendale-Pasadena Airport Authority

Emily Gabel-Luddy, President

Approved as to form:

Terence Boga, General Counsel

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
EXECUTIVE COMMITTEE
FEBRUARY 1, 2023**

COMMITTEE PENDING ITEMS

Future

1. Replacement Passenger Terminal Coordination with the City of Burbank
2. Minimum Wage Discussion – Service Providers