



February 23, 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, March 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, March 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, March 1, 2023

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
  - a. February 1, 2023 **[See page 1]**
5. Items for Discussion
  - a. Presentation of Preliminary Design Concepts  
Replacement Passenger Terminal Project  
  
***No staff report attached. As discussed at the February 21, 2023 Commission meeting, representatives from Jacobs Project Management Co., and Corgan will present to the Committee the preliminary concepts for the Replacement Passenger Terminal project.***
6. Items for Information
  - a. Committee Pending Items **[See page 4]**
7. Adjournment

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

**WEDNESDAY, FEBRUARY 1, 2023**

A regular meeting of the Executive Committee was called to order on this date in the Burbank Room, 2627 N. Hollywood Way, Burbank, California, at 9:00 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  
John Hatanaka, Senior Deputy Executive Director;  
Kathy David, Deputy Executive Director, Finance and Administration

Authority Counsel: Terence Boga, Esq., Richards, Watson & Gershon

Roger Johnson, Senior Program Manager, Jacobs Project Management Co.; Geoff Wheeler, Assistant Vice-President, Ricondo & Associates, Inc. (via teleconference)

**2. Approval of Agenda**

**Motion** Commissioner Williams moved approval of the agenda; seconded by Commissioner Najarian.

**Motion Approved** The motion was approved (3–0).

**3. Public Comment**

There were no public comments.

**4. Approval of Minutes**

**a. January 25, 2023** Commissioner Williams moved approval of the Committee minutes of the January 25, 2023 special meeting, seconded by Commissioner Najarian. There being no objection, the motion was approved (3–0).

## 5. Items for Discussion

### a. Replacement Passenger Terminal Project Decision Matrix

Continuing from the January 25, 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.

### 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

Staff sought an Executive Committee recommendation to the Commission for the adoption of a 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.

#### Motion

Commissioner Williams moved approval; seconded by Commissioner Najarian.

#### Motion Approved

The motion was approved (3–0).

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

Staff sought 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 the threshold at which change orders must be approved by the Commission; and (ii) clarifies the contract document list.

#### Motion

Commissioner Najarian moved approval; seconded by Commissioner Williams

#### Motion Approved

The motion was approved (3–0).

## 6. Items for Information

### a. Replacement Passenger Terminal Project – Anticipated Funding Sources

The Financial Feasibility Consultant, Ricondo & Associates, Inc. provided an overview of the anticipated Funding Sources and amounts for the RPT project.

### b. Committee Pending Items

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

**7. Closed Session**

This item was cancelled due to a scheduling conflict.

- 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) (9<sup>th</sup>. Cir. 2021)

**8. Adjournment**

There being no further business, the meeting was adjourned at 10:17 a.m.

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

**COMMITTEE PENDING ITEMS**

**Future**

1. Final RPT Design Concept Review
2. Replacement Passenger Terminal Coordination with the City of Burbank
3. Minimum Wage Discussion – Service Providers