



October 16, 2025

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

NOTICE is hereby given that a regular meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Monday, October 20, 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: (818) 862-3332

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of October 20, 2025

9.00 A.M.

The public comment period is the opportunity for members of the public to address the Commission on agenda items and on Airport-related non-agenda matters that are within the Commission'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 in-person attendance or participation at meeting of the Commission is allowed, members of the public are requested to observe the following rules of decorum:

- *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 Commission 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 Commission'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 Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 N. Hollywood Way, Burbank) in the administrative office during normal business hours.



In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.

A G E N D A

Monday, October 20, 2025

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT (Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Comments are limited to 3 minutes each, and the Authority President may limit this time if reasonable under the circumstances.)
5. CONSENT CALENDAR (Includes Minutes. Items on the Consent Calendar are generally routine in nature and may be acted upon by one motion unless removed for separate consideration.)
 - a. Committee Minutes
(For Note and File)
 - 1) Finance and Administration Committee
 - (i) September 15, 2025 **[See page 1]**
 - 2) Legal, Government and Environmental Affairs Committee
 - (i) August 18, 2025 **[See page 3]**
 - b. Commission Minutes
 - 1) October 6, 2025 **[See page 6]**
 - c. Auditor Required Communications for FY 2025 Audits **[See page 12]**
 - d. Third Amendment of Aviation Hangar Lease
Earth Star, Inc. **[See page 18]**
 - e. Professional Services Agreement
Trifiletti Consulting, Inc. **[See page 22]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Addendum to Final Environmental Impact Report
Replacement Passenger Terminal **[See page 25]**

b. Award of Contract ***[See page 28]***
Redundant Internet Service Provider
Replacement Passenger Terminal

c. Approval of Amendment No. 1 – Professional Services Agreement ***[See page 41]***
On-Call Architectural and Engineering Services

d. Amendment No. 3 to Professional Services Agreement with ***[See page 42]***
Allied Universal Security Services

7. ITEMS FOR COMMISSION INFORMATION

- a. Chief of Police Commendation Awards
- b. October 23, 2025 Replacement Passenger Terminal Media Day
- c. ACI Airport Carbon Accreditation Level 2 Award
- d. Community Design Charrette Influence on Design
- e. Presentation – Hollywood Burbank Airport Brand Refresh

8. ITEMS PULLED FOR DISCUSSION

9. EXECUTIVE DIRECTOR COMMENTS

10. COMMISSIONER COMMENTS
(Commissioners may make a brief announcement, make a brief report on their activities, and request an agenda item for a future meeting.)

11. PUBLIC COMMENT

12. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, October 20, 2025

[Regarding agenda items]

5. CONSENT CALENDAR

(Consent Calendar items may be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.)

- a. COMMITTEE MINUTES. A copy of the approved minutes of the Finance and Administration Committee meeting of September 15, 2025; and a copy of the approved minutes of the Legal, Government and Environmental Affairs Committee meeting of August 18, 2025, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the October 6, 2025, Commission minutes are included in the agenda packet for review and approval.
- c. AUDITOR REQUIRED COMMUNICATIONS FOR FY 2025 AUDITS.
In accordance with applicable professional standards, the Authority's auditor, Macias Gini & O'Connell LLP, has provided a letter to the Commission outlining its audit responsibilities, and planned scope and timing of the FY 2025 audits. At its meeting on October 6, 2025, the Finance and Administration Committee voted (3–0) to recommend that the Commission note and file this Auditor communications letter.
- d. THIRD AMENDMENT OF AVIATION HANGAR LEASE – EARTH STAR, INC. A staff report is included in the agenda packet. At its meeting on October 6, 2025, the Finance and Administration Committee voted (3–0) to recommend that the Commission approve a proposed Third Amendment of Aviation Hangar Lease with Earth Star, Inc. ("Earth Star"), to extend the term for four months to allow Earth Star to go through its internal approval process for a new long-term Aviation Hangar Lease. Earth Star currently occupies Hangars 44 and 45 located in the northwest quadrant of the Airport.
- e. PROFESSIONAL SERVICES AGREEMENT – TRIFILETTI CONSULTING, INC. A staff report is included in the agenda packet. At its meeting on October 6, 2025, the Legal, Government and Environmental Affairs Committee ("Committee") voted (2–0, 1 absent) to recommend that the Commission approve a proposed Professional Services Agreement ("Agreement") with Trifiletti Consulting Inc., for continued environmental consulting services required to maintain compliance with the Memorandum of Understanding between the Authority and the South Coast Air Quality Management District ("SCAQMD"). The Committee also requested Staff to provide additional information on the support services to meet the SCAQMD Air Quality requirements along with a breakdown of Trifiletti's billing. This also includes the implementation of the Authority's voluntary measures identified in the Air Quality Improvement Plan. The proposed Agreement is for the period from November 1, 2025, to October 31, 2026, and is in the not-to-exceed amount of \$75,000.

6. ITEMS FOR COMMISSION APPROVAL

- a. **ADDENDUM TO FINAL ENVIRONMENTAL IMPACT REPORT – REPLACEMENT PASSENGER TERMINAL.** A staff report is included in the agenda packet. At its meeting on October 1, 2025, the Executive Committee voted unanimously (3-0) to recommend that the Commission adopt an Addendum to the Final Environmental Impact Report for the Replacement Passenger Terminal program that has been prepared to demonstrate fulfillment of Condition of Approval 42 of the Development Agreement between the Authority and the City of Burbank, pertaining to roadway improvements to the southbound connector road between San Fernando Boulevard and Hollywood Way.

At the request of the Commission at its meeting on October 6, 2025, this item is being brought back for further discussion on the possible impacts of California Senate Bill 79 (Housing Development: Transit-Oriented Development), which has now been signed by Governor Newsom.

- b. **AWARD OF CONTRACT – REDUNDANT INTERNET SERVICE PROVIDER – REPLACEMENT PASSENGER TERMINAL.** Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks approval to award a proposed contract for backup Internet Service Provider services to CenturyLink Communications, LLC d.b.a. Lumen Technologies Group. The proposed contract provides redundant internet service to the Replacement Passenger Terminal.
- c. **APPROVAL OF AMENDMENT NO. 1 – PROFESSIONAL SERVICES AGREEMENT – ON-CALL ARCHITECTURAL AND ENGINEERING SERVICES.** Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff requests that the Commission approve a proposed Amendment No. 1 (“Amendment”) to the Professional Services Agreement (“PSA”) with HNTB Corporation. The Amendment proposes an increase of \$300,000 to the PSA to provide for continued on-call architectural and engineering services, resulting in a not-to-exceed amount of \$675,000.
- d. **AMENDMENT NO. 3 TO PROFESSIONAL SERVICES AGREEMENT WITH ALLIED UNIVERSAL SECURITY SERVICES.** A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff requests Commission approval of a proposed Amendment No. 3 (“Amendment”) to the Professional Services Agreement (“Agreement”) with Universal Protection Service LP, d.b.a. Allied Universal Security Services for Airport security, traffic control, and consumer item inspection services. The Amendment exercises the first of two one-year extension options of the Agreement and provides for a Consumer Price Index increase to the current labor rates. The consumer item inspection services are fully reimbursable by the in-terminal concessionaires.

7. ITEMS FOR COMMISSION INFORMATION

- a. **CHIEF OF POLICE COMMENDATION AWARDS.** BGPAA Police Officers Traci Weber and Noel Flameno are being recognized and commended for the outstanding efforts on August 10, 2025, responding to a possible trespasser at an Airport tenant’s facility initially reported to be a young lady in her twenties by the

tenant. During their investigation, the Officers formed an opinion that this person was developmentally disabled and unable to provide care for her own safety. The Officers placed her into custody for transport to Glendale Adventist Mental Hospital. During the transport, the person became agitated, and Officers moved quickly to get her into the able care of the Hospital's nurses and technicians. The care the Officers undertook with this person, their ability to successfully communicate and obtain information from her led to her identification as a 13-year-old critical missing person. Because of Officers Weber's and Flameno's diligence in identifying the developmental disability of this person, the care they provided resulted in this young girl not only receiving the treatment she needed but also resulted in her being reunited with her family. We are proud to recognize these two Officers for their service.

On September 7, 2025, Officers Keith Sobleski and Mark Hogan were contacted in the front of the main terminal regarding an elderly female sitting in a wheelchair near Building 9. After contacting this person, she explained to the Officers she had flown in from Wisconsin after an extended stay, and was attempting to arrange transportation home by contacting her neighbor through voicemail. She had not spoken to anyone directly and had been waiting for several hours outside the terminal with no assistance. This person did not have the financial means of arranging transportation to get her home. Recognizing her vulnerable situation, Officers Soboleski and Hogan took decisive action to protect this person's welfare, and personally provided her with transportation via police car to her residence in Burbank and ensured she was able to care for herself. Their actions went beyond routine duty. This demonstrated not only their compassion for those in need, but their professionalism and commitment to community service. We are proud to recognize these two Officers for their service.

- b. REPLACEMENT PASSENGER TERMINAL ("RPT") MEDIA DAY, OCTOBER 23, 2025. No staff report attached. In coordination with your design builder, HPTJV and Project Manager, Jacobs, a Media Day will be conducted at a designated location in front of the Replacement Passenger Terminal on October 23, 2025, between 2:30 PM and 4:00 PM. A copy of the advisory to the media is attached. Purpose of this event is to continue the public outreach on the progress of the RPT since the January 2024 groundbreaking ceremony.
- c. ACI AIRPORT CARBON ACCREDITATION LEVEL 2 AWARD. No staff report attached. The Burbank-Glendale-Pasadena Airport Authority will be recognized for its operations of the Hollywood Burbank Airport achieving Level 2 – Reduction, under the Airport Carbon Accreditation (ACA) program for the third consecutive year. This international certification, developed by Airports Council International, acknowledges airports that not only measure their carbon footprint but also demonstrate verified reductions in carbon emissions under their direct control.

The Authority's ongoing commitment to environmental stewardship will be celebrated at the ACA Award Ceremony during the ACI Conference in Toronto later this month.
- d. COMMUNITY DESIGN CHARRETTE INFLUENCE ON DESIGN. No staff report attached. At the request of the Commission regarding the design elements incorporated into the Replacement Passenger Terminal, Mr. Brent Kelley of Corgan will present the Community Design Charrette Influence on Design.

- e. PRESENTATION – HOLLYWOOD BURBANK AIRPORT BRAND REFRESH. No staff report attached. The Authority's marketing and branding agency will introduce a proposed brand refresh for the Replacement Passenger Terminal.

**MINUTES OF THE REGULAR MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

MONDAY, SEPTEMBER 15, 2025

A regular meeting of the Finance and Administration Committee was called to order this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 9:54 a.m., by Commissioner Wilson.

1. ROLL CALL

Present: Commissioners Wilson (remotely), Ovrom and Quintero

Absent: None

Also Present: Staff: John Hatanaka, Executive Director; Kathy David, Senior Deputy Executive Director; David Kwon, Director, Financial Services

Louis Choi, Public Resources Advisory Group
Geoff Wheeler, Ricondo & Associates

2. Staff Announcement: AB 23

The Executive Director announced that, as a result of the convening of this meeting of the Finance and Administration Committee, each Committee member in attendance is entitled to receive and shall be provided \$200.

3. Approval of Agenda

The agenda was approved as presented.

Motion

Commissioner Ovrom moved approval; seconded by Commissioner Quintero.

Motion Approved

The motion was approved (3–0).

4. Public Comment

There were no public comments.

5. Approval of Minutes

a. August 18, 2025

A draft copy of the minutes of the meeting of August 18, 2025, was included in the agenda packet for review.

Motion

Commissioner Quintero moved approval; seconded by Commissioner Ovrom.

Motion Approved

The minutes were approved (3–0).

6. Treasurer's Report

a. June 2025

A draft copy of the June 2025 Treasurer's Report was included in the agenda packet for the Committee's review.

Motion

Commissioner Ovrom moved approval to recommend that the Commission note and file the report; seconded by Commissioner Quintero.

Motion Approved

The motion was approved (3–0).

7. Items for Discussion

a. Replacement Passenger Terminal Update

Staff provided an update on the progress of the Replacement Passenger Terminal project.

8. Items for Information

a. Committee Pending Items

Staff reviewed future items to be presented to the Committee.

9. Adjournment

The meeting was adjourned at 10:47 a.m.

Approved on October 6, 2025

**MINUTES OF THE REGULAR MEETING OF THE
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

MONDAY, AUGUST 18, 2025

A regular meeting of the Legal, Government and Environmental Affairs Committee was called to order on this date in the Burbank Room, 2627 N. Hollywood Way, Burbank, California, at 8:30 a.m., by Commissioner Gabel-Luddy.

1. ROLL CALL

Present: Commissioners Gabel-Luddy, Najarian and Lyon

Absent: None

Also Present: Staff: John Hatanaka, Executive Director;
Kathy David, Senior Deputy Executive Director;
Madeleine Zavala, Senior Manager, Business and
Properties; Richard Grise, Internal Auditor; Greg
Rabinovitz, Chief of Staff

Perry Martin, Sr. Program Manager;
Roger Johnson, Executive Program Advisor,
Jacobs Project Management Co.

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

2. Approval of Agenda

Motion Commissioner Najarian moved approval of the
agenda seconded by Commissioner Lyon.

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

3. Public Comment

There were no public comments.

4. Approval of Minutes

a. July 21, 2025

A draft copy of the Committee meeting minutes
of the July 21, 2025 meeting was included in the
agenda packet for review and approval.

Motion Commissioner Najarian moved approval of the
Committee meeting minutes, seconded by
Commissioner Lyon.

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

5. Items for Approval

a. Approval of Aid-In-Construction Deposit to City of Burbank Replacement Passenger Terminal Project

Staff sought a recommendation from the Legal, Government and Environmental Affairs Committee to the Commission to approve an Aid-In-Construction deposit request from the City of Burbank on behalf of Burbank Water and Power for the Replacement Passenger Terminal electrical power infrastructure.

Motion

Commissioner Najarian moved approval of the recommendation, seconded by Commissioner Gabel-Luddy.

Motion Approved

The motion was approved (3–0).

b. Eighth Amendment to Fixed Base Operator Lease and Concession Agreement – Van Nuys Skyways, Inc.

Staff sought a recommendation from the Legal, Government and Environmental Affairs Committee (“Committee”) to the Commission to approve a proposed Eighth Amendment (“Amendment”) to the Fixed Base Operator (“FBO”) Lease and Concession Agreement with Van Nuys Skyways, Inc (“VNS”). The proposed Amendment allows VNS to operate its FBO Concession at Hollywood Burbank Airport under the trade name “Hollywood Burbank Jet Center.”

Motion

Commissioner Najarian moved approval of the recommendation, seconded by Commissioner Lyon.

Motion Approved

The motion was approved (3–0).

c. Records Retention and Destruction

Staff sought a recommendation from the Legal, Government and Environmental Affairs Committee to the Commission for approval of destruction of certain obsolete Authority records under the Authority’s Records Retention and Destruction Policy. This proposed records management effort is part of an ongoing protocol to eliminate storage of outdated records consistent with record retention requirements under Resolution No. 465.

Motion

Commissioner Lyon moved approval of the recommendation, seconded by Commissioner Najarian.

Motion Approved

The motion was approved (3–0).

6. Items for Information

a. 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 to discuss, the meeting was adjourned at 8:53 a.m.

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

MONDAY, OCTOBER 6, 2025

A regular meeting of the Burbank-Glendale-Pasadena Airport Authority was called to order this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 9:03 a.m., by President Talamantes.

1. ROLL CALL

Present: Commissioners Talamantes, Hampton, Lyon, Quintero, Ovrom, Wilson, Gabel-Luddy

Absent: Commissioner Najarian, Asatryan

Also Present: Staff: John Hatanaka, Executive Director;
David Kwon, Director, Financial Services;
Mary Lugo, Manager, Maintenance Services;
Aaron Galinas, Principal Planner

Roger Johnson, Executive Program
Manager, Jacobs Project Management Co.;
Perry Martin, Sr. Program Manager, Jacobs
Project Management Co.

2. PLEDGE OF ALLEGIANCE

Commissioner Talamantes led the Pledge of Allegiance.

3. APPROVAL OF AGENDA

The agenda was approved as presented.

Motion

Commissioner Ovrom moved approval of the agenda; seconded by Commissioner Hampton.

Motion Approved

The motion was approved (7–0, 2 absent)

AYES: Talamantes, Hampton, Lyon,
Quintero, Ovrom, Wilson,
Gabel-Luddy

NOES: None

ABSENT: Najarian, Asatryan

4. PUBLIC COMMENT

(Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary.)

Comments are limited to 3 minutes each, and the Authority President may limit this time if reasonable under the circumstances.) None

5. CONSENT CALENDAR

(Includes Minutes. Items on the Consent Calendar are generally routine in nature and may be acted upon by one motion unless removed for separate consideration.)

a. Committee Minutes (For Note and File)

1) Executive Committee

- | | |
|------------------------------|---|
| (i) September 3, 2025 | Approved minutes of the September 3, 2025, Executive Committee meeting were included in the agenda packet for information purposes. |
|------------------------------|---|

2) Operations and Development Committee

- | | |
|----------------------------|--|
| (i) August 18, 2025 | Approved minutes of the August 18, 2025, Operations and Development Committee meeting were included in the agenda packet for information purposes. |
| (ii) July 21, 2025 | Approved minutes of the July 21, 2025, Operations and Development Committee meeting were included in the agenda packet for information purposes. |

3) Finance and Administration Committee

- | | |
|----------------------------|--|
| (i) August 18, 2025 | Approved minutes of the August 18, 2025, Finance and Administration Committee meeting were included in the agenda packet for information purposes. |
|----------------------------|--|

b. Commission Minutes

- | | |
|------------------------------|---|
| 1) September 15, 2025 | A draft copy of the minutes of the Commission meeting of September 15, 2025, was included in the agenda packet for review and approval. |
|------------------------------|---|

**c. First Amendment to Janitorial Services Agreement
C&W Facility Services, Inc.**

This item was pulled for further discussion by Commissioner Wilson.

d. Addendum to Final Environmental Impact Report *This item was pulled for further discussion by Commissioner Gabel-Luddy.*

e. Approval of Water Connection License Agreement – City of Burbank At its meeting on October 1, 2025, the Executive Committee voted (3–0) to recommend that the Commission approve a License Agreement with the City of Burbank for temporary access and use of the Authority’s property to install potable and fire protection water connection to the Replacement Passenger Terminal.

Motion Commissioner Wilson moved approval of the Consent Calendar; seconded by Commissioner Quintero.

Motion Approved The motion was approved (7–0, 2 absent)

AYES: Talamantes, Hampton, Lyon,
 Quintero, Ovrom, Wilson,
 Gabel-Luddy

NOES: None

ABSENT: Najarian, Asatryan

6. ITEMS FOR COMMISSION APPROVAL

a. Approval of Task Order Amendment Replacement Passenger Terminal Project At its meeting on October 1, 2025, the Executive Committee voted (3–0) to recommend that the Commission approve a Task Order Amendment to the Guaranteed Maximum Price for Holder, Pankow, TEC – A Joint Venture for the following change: \$741,999 – Airline Ticketing and Ramp Operations Office Design Revisions.

Motion Commissioner Wilson moved approval; seconded by Commissioner Ovrom.

Motion Approved The motion was approved (7–0, 2 absent)

AYES: Talamantes, Hampton, Lyon,
 Quintero, Ovrom, Wilson,
 Gabel-Luddy

NOES: None

ABSENT: Najarian, Asatryan

b. Highlights of FY 2025 Financial Performance – June 2025 Treasurer’s Report

At the request of the Finance and Administration Committee (“Committee”), pending completion of the audited FY 2025 Financial Statements, Staff provided highlights of the FY 2025 Financial Performance in conjunction with the request to note and file the cash-based June 2025 Treasurer’s Report. Once the FY 2025 Audited Financial Statements are issued, a summary of results and accrued basis financial performance will be presented to the Commission.

At its meeting on September 15, 2025, Committee voted (3–0) to recommend that the Commission note and file the June 2025 Treasurer’s Report.

Motion

Commissioner Hampton moved approval; seconded by Commissioner Quintero.

Motion Approved

The motion was approved (7–0, 2 absent)

AYES: Talamantes, Hampton, Lyon, Quintero, Ovrom, Wilson, Gabel-Luddy

NOES: None

ABSENT: Najarian, Asatryan

7. ITEMS FOR COMMISSION INFORMATION

a. Replacement Passenger Terminal Project Construction Update

Staff presented an updated video showing the progress of the Replacement Passenger Terminal Project.

8. ITEMS PULLED FOR DISCUSSION

5.c. First Amendment to Janitorial Services Agreement C&W Facility Services, Inc.

At its meeting on September 15, 2025, the Operations and Development Committee voted (2–0, 1 absent) to recommend that the Commission approve a proposed First Amendment to the Janitorial Services Agreement (“Agreement”) with C&W Facility Services Inc. (“C&W”) for a monthly service fee increase of \$29,298.75. The increase in cost of the Agreement is the result of a replacement master collective bargaining agreement between C&W and the Service

Employees International Union, United Service Workers West, which represents C&W's employees.

Motion

Commissioner Quintero moved approval; seconded by Commissioner Hampton.

Motion Approved

The motion was approved (7–0, 2 absent)

AYES: Talamantes, Hampton, Lyon, Quintero, Ovrom, Wilson, Gabel-Luddy

NOES: None

ABSENT: Najarian, Asatryan

5.d. Addendum to Final Environmental Impact Report – Replacement Passenger Terminal

At its meeting on October 1, 2025, the Executive Committee voted (3–0) to recommend that the Commission adopt an Addendum to the Final Environmental Impact Report for the Replacement Passenger Terminal program that has been prepared to demonstrate fulfillment of Condition of Approval 42 of the Development Agreement between the Authority and the City of Burbank, pertaining to roadway improvements to the southbound connector road between San Fernando Boulevard and Hollywood Way.

Commissioner Gabel-Luddy requested this item be continued to the next regularly scheduled Commission meeting until the outcome of Senate Bill SB79.

Motion

Commissioner Gabel-Luddy moved to continue the item until the next meeting; seconded by Commissioner Hampton.

Motion Approved

The motion was approved (7–0, 2 absent)

AYES: Talamantes, Hampton, Lyon, Quintero, Ovrom, Wilson, Gabel-Luddy

NOES: None

ABSENT: Najarian, Asatryan

9. EXECUTIVE DIRECTOR COMMENTS

- The Executive Director commented on circumstances impacted by the Government shutdown;
- The TNC holding lot situation has been addressed; an item regarding the TNC's will be on a future meeting agenda;
- Anticipated grants for the Replacement Passenger Terminal have been received.

10. COMMISSIONER COMMENTS

(Commissioners may make a brief announcement, report on their activities, and request an agenda item for a future meeting.)

- Commissioner Ovrom requested an update on Passenger statistics at a future meeting;
- Commissioner Lyon inquired about any new grant agreement language;
- Commissioner Ovrom informed the Commission that he shared ideas with the Executive Director and the Executive Committee about potential opening events for the Replacement Passenger Terminal.

11. PUBLIC COMMENT

There were no public comments.

12. ADJOURNMENT

The meeting was adjourned at 9:46 a.m.

Jess Talamantes, President

Frank Quintero, Secretary

Date

Date

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OCTOBER 20, 2025**

**AUDITOR REQUIRED COMMUNICATIONS FOR
THE FY 2025 AUDITS**

Prepared by David Kwon
Director, Financial Services

SUMMARY

In accordance with applicable professional standards, the Authority's auditor, Macias Gini & O'Connell LLP ("MGO"), has provided the attached letter to the Commission outlining its audit responsibilities, and planned scope and timing of the FY 2025 audits. Staff seeks a Finance and Administration Committee ("Committee") recommendation to the Commission that it note and file this Auditor communications letter.

At its meeting on October 6, 2025, the Finance and Administration Committee ("Committee") voted (3–0) to recommend that the Commission note and file this Auditor communications letter.

BACKGROUND

In accordance with professional standards issued by the American Institute of Certified Public Accountants ("AICPA"), MGO has issued the attached letter which (1) outlines its responsibilities under U.S. Generally Accepted Auditing Standards, *Government Auditing Standards*, and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* ("Uniform Guidance") related to the Single Audit of federal grant programs; and (2) outlines its planned scope and timing of the FY 2025 audits. The Auditor's responsibilities and management's responsibilities are detailed in the accompanying letters.

As the Committee functions as the Authority's Audit Committee, this letter provides a basic outline of the auditor's responsibilities related to the audits, together with its basic audit approach in accordance with professional standards.

Staff had a conference call with the MGO audit team on August 20, 2025, for an audit planning meeting to discuss in detail any significant accounting, auditing and reporting matters that may affect the FY 2025 audits, as well as to discuss the timing of audit fieldwork and reporting. Audit fieldwork began on August 25, 2025, with the final reports expected to be issued no later than December 12, 2025.

RECOMMENDATION

At its meeting on October 6, 2025, the Committee voted (3–0) to recommend that the Commission note and file this Auditor communications letter.



Certified
Public
Accountants

September 10, 2025

To the Board of Commissioners
Burbank-Glendale-Pasadena Airport Authority
2627 N Hollywood Way
Burbank, California 91505

This letter is intended to communicate certain matters related to the planned scope and timing of our audit of the Burbank-Glendale-Pasadena Airport Authority (the Authority) financial statements and compliance as of and for the year ended June 30, 2025.

Communication

Effective two-way communication between our firm and the Board of Commissioners is important to understanding matters related to the audit and in developing a constructive working relationship.

Your insights may assist us in understanding the Authority and its respective environment, in identifying appropriate sources of audit evidence, and in providing information about specific transactions or events. We will discuss with you your oversight of the effectiveness of internal control and any areas where you request additional procedures to be undertaken. We expect that you will timely communicate with us any matters you consider relevant to the audit. Such matters might include strategic decisions that may significantly affect the nature, timing, and extent of audit procedures, your suspicion or detection of fraud or abuse, or any concerns you may have about the integrity or competence of senior management.

We will timely communicate to you any fraud involving senior management and other fraud that causes a material misstatement of the financial statements, illegal acts, instances of noncompliance, or abuse that come to our attention (unless they are clearly inconsequential), and disagreements with management and other serious difficulties encountered in performing the audit. We also will communicate to you and to management any significant deficiencies or material weaknesses in internal control that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing after the audit.

Shared Responsibilities for Independence

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and nonaudit services that may be thought to bear on independence. For example, without our permission no partner or professional employee of Macias Gini & O'Connell LLP is permitted to have any direct financial interest or a material indirect financial interest in a client or any affiliates of a client. Also, if an immediate family member or close relative of a partner or professional employee is employed by a client in a key position, the incident must be reported and resolved in accordance with Firm policy. In addition, our policies restrict certain nonaudit services that may be provided by Macias Gini & O'Connell LLP and require audit clients to accept certain responsibilities in connection with the provision of permitted non-attest services.

Independence is a joint responsibility and is managed most effectively when management, governing bodies, and audit firms work together in considering compliance with American Institute of Certified Public Accountants (AICPA) and Government Accountability Office (GAO) independence rules. For MGO to fulfill its professional responsibility to maintain and monitor independence, management, the Board of Commissioners, and MGO each play an important role.

Our responsibilities

- AICPA and GAO rules require independence both of mind and in appearance when providing audit and other attestation services. MGO is to ensure that the AICPA and GAO's General Requirements for performing non-attest services are adhered to and included in all letters of engagement.
- Maintain a system of quality management over compliance with independence rules and firm policies.

Your responsibilities

- Timely inform MGO, before the effective date of transactions or other business changes, of the following:
 - New affiliates, directors, or officers.
 - Changes in the organizational structure or the reporting entity impacting affiliates such as subsidiaries, partnerships, related entities, investments, joint ventures, component units, jointly governed organizations.
- Provide necessary affiliate information such as new or updated structure charts, as well as financial information required to perform materiality calculations needed for making affiliate determinations.
- Understand and conclude on the permissibility, prior to the Organization and its affiliates, officers, directors, or persons in a decision-making capacity, engaging in business relationships with MGO.
- Not entering into arrangements of nonaudit services resulting in MGO being involved in making management decisions on behalf of the Authority.
- Not entering into relationships resulting in close family members of MGO covered persons, temporarily or permanently acting as an officer, director, or person in an accounting, financial reporting or compliance oversight role at the Organization.

The Audit Planning Process

Our audit approach places a strong emphasis on obtaining an understanding of how the Authority functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your operations. The development of a specific audit plan will begin by meeting with you and with management to obtain an understanding of business objectives, strategies, risks, and performance.

As part of obtaining an understanding of your business and its environment, we will obtain an understanding of internal control. We will use this understanding to identify risks of material misstatement, which will provide us with a basis for designing and implementing responses to the assessed risks of material misstatement. We will also obtain an understanding of the users of the financial statements in order to establish an overall materiality level for audit purposes. We will conduct formal discussions among engagement team members to consider how and where your financial statements might be susceptible to material misstatement due to fraud or error.

We will also use our understanding of internal controls to identify risks of material noncompliance, which will provide us with a basis for designing and implementing responses to the assessed risks of material noncompliance with laws, regulations, and provisions of agreements that have a direct and material impact on major federal programs. We will also obtain an understanding of the users of compliance reporting in order to establish applicable materiality level(s) for compliance audit purposes. We will conduct formal discussions among engagement team members to consider how and where your financial statements and compliance with applicable requirements for major programs might be susceptible to material noncompliance due to fraud, error, or abuse.

The Concept of Materiality in Planning and Executing the Audit

We apply the concept of materiality both in planning and performing the audit, evaluating the effect of identified misstatements and compliance on the audit, and the effect of uncorrected misstatements, if any, on the financial statements, and in forming the opinions in our reports. Our determination of materiality is a matter of professional judgment and is affected by our perception of the financial and compliance information needs of users of the financial statements and compliance reports. We establish performance materiality at an amount less than materiality for the financial statements as a whole to allow for the risk of misstatements that may not be detected by the audit. We use performance materiality for purposes of assessing the risks of material misstatement and determining the nature, timing and extent of further financial audit procedures. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements and noncompliance as well as financial statements and noncompliance of future periods. We will accumulate misstatements identified during the audit, other than those that are clearly trivial. At the end of the audit, we will inform you of all individual unrecorded misstatements aggregated by us in connection with our evaluation of our audit test results. We will also accumulate information concerning noncompliance during the audit and communicate information concerning noncompliance in accordance with applicable provisions of *Government Auditing Standards* issued by the Comptroller General of the United States; the Single Audit Act; the U.S. Office of Management and Budget Uniform Guidance, the *Passenger Facility Charge Audit Guide for Public Agencies*, issued by the Federal Aviation Administration for the Authority's Passenger Facility Charge Program; and the *California Civil Code Section 1936*, as amended for the Authority's Customer Facility Charge Program.

Significant Risks of Material Misstatement

Our audit of the financial statements includes the performance of risk assessment procedures in order to identify risks of material misstatement, whether due to fraud or error. As part of these risk assessment procedures, we determine whether any risks identified are a significant risk. A significant risk is an identified risk of material misstatement for which the assessment of inherent risk is close to the upper end of the spectrum of inherent risk due to the degree to which inherent risk factors affect the combination of the likelihood of a misstatement occurring and the magnitude of the potential misstatement should that misstatement occur, or that is to be treated as a significant risk in accordance with auditing standards generally accepted in the United States of America. As part of our initial risk assessment procedures, we identified the following risks as significant risks. Additional significant risks may be identified as we perform additional audit procedures.

Risk Name	Risk Description	Planned Response
Management override of control	Management could manipulate, override, improperly recognize accounts, transactions, controls to commit fraudulent financial reporting, and/or misappropriate assets.	We will perform the following procedures: - Obtain an understanding of the Authority's financial reporting process. - Examine selected journal entries and other adjustments. - Conduct procedures to evaluate fraud risks.
Improper Revenue Recognition	Revenue could be misstated due to improper recording of revenues.	We will perform the following procedures: - Review the revenues recognized during the fiscal year against the Authority's revenue recognition policy. - Consider tests of controls over cash receipts process. - Examine supporting documents for material revenue transactions.

Our Approach to Internal Control and Compliance Relevant to the Audit

Our audit of the Authority's basic financial statements will include obtaining an understanding of internal control sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Our review and understanding of the Authority's internal control is not undertaken for the purpose of expressing an opinion on the effectiveness of internal control.

We will issue reports on internal control related to the financial statements and major programs. These reports describe the scope of testing of internal control and the results of our tests of internal controls. Our reports on internal control will include any significant deficiencies and material weaknesses in the system of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with the requirements of the *Government Auditing Standards* issued by the Comptroller General of the United States, the Single Audit Act, and the Uniform Guidance.

We will issue reports on compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any noncompliance which could have a material effect on the financial statements and any noncompliance which could have a direct and material effect on each major program.

Our reports on compliance will address material errors, fraud, abuse, violations of compliance requirements, and other responsibilities imposed by state and federal statutes and regulations and assumed contracts; and any state or federal grant, entitlement, or loan program questioned costs of which we become aware, consistent with the requirements of the standards and circular identified above.

Using the Work of Internal Auditors

As part of our understanding of internal control, we will obtain and document an understanding of your internal audit function. We will read relevant internal audit reports issued during the year to determine whether such reports indicate a source of potential error or fraud that would require a response when designing our audit procedures. Because internal auditors are employees, they are not independent and their work can never be substituted for the work of the external auditor. We may, however, alter the nature, timing, and extent of our audit procedures, based upon the results of the internal auditor's work or use them to provide direct assistance to us during the performance of our audit.

Timing of the Audit

We have scheduled preliminary audit field work for the week of August 25, 2025, with final field work commencing the week of September 22, 2025. Management's adherence to its closing schedule and timely completion of information used by us in performance of the audit is essential to timely completion of the audit.

Closing

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to be of service to the Burbank-Glendale-Pasadena Airport Authority.

This communication is intended solely for the information and use of the Members of the Board of Commissioners and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Macias Gini & O'Connell LLP

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OCTOBER 20, 2025**

**THIRD AMENDMENT OF AVIATION HANGAR LEASE
EARTH STAR, INC.**

Prepared by Derrick Cheng
Assistant Manager, Business & Properties

SUMMARY

At its meeting on October 6, 2025, the Finance and Administration Committee (“Committee”) voted (3–0) to recommend that the Commission approve a proposed Third Amendment of Aviation Hangar Lease (“Amendment”) with Earth Star, Inc. (“Earth Star”) to extend the term for four months to allow Earth Star to go through its internal approval process for a new long-term Aviation Hangar Lease (“Lease”). Earth Star currently occupies Hangars 44 and 45 located on the northwest quadrant of the Airport.

BACKGROUND

Earth Star is the corporate flight department for a world-renowned entertainment company. Earth Star has been a tenant at Hollywood Burbank Airport since 2003, and currently occupies Hangars 44 and 45 located in the northwest quadrant of the Airport.

On June 1, 2003, Earth Star entered into a Lease with the Authority for Hangar 44 and Hangar 45 for the purpose of storing corporate aircraft. Earth Star has exercised all three of its extension options and the Lease is set to expire on October 31, 2025.

In October 2024, Staff began working with Earth Star in preparation of a new long-term Lease for continued use and operations of Hangars 44 and 45. Like the current Lease, the new contract includes certain federally mandated provisions imposed by the FAA as part of the Airport Improvement Program (“AIP”) grant assurances. Since the administration change last January, the FAA has been revising AIP grant assurances. Those revisions impact the new long-term Lease and required changes to the draft being worked on with Earth Star.

To provide additional time for completion of the new long-term Lease and to accommodate its internal procedures for approval, Earth Star has requested that the current Lease be extended by four months. The new long-term Lease will be presented to the Committee and the Commission at a later date.

Earth Star is currently a Tenant in good standing and has met all its obligations under the current Lease with the Authority.

DETAILS

Key components of the current Lease are:

Premises:	Hangars 44 & 45 (located in the northwest quadrant of the Airport)
Use:	Storage of corporate aircraft
Term Requested:	November 1, 2025, through February 28, 2026
Rent:	\$113,461.50 per month; \$1,361,538.00 annually (Total for both Hangars)
Adjustments:	Greater of three percent (3%) or 120% of CPI per year, not to exceed 6% annually
Other:	Tenant responsible for expenses related to occupancy including maintenance, utilities, share of property insurance and applicable taxes

REVENUE IMPACT

The proposed Amendment provides for continued revenue in the amount of \$113,461.50 per month or \$453,846.00 for the duration of the four-month extension period.

RECOMMENDATION

At its meeting on October 6, 2025, the Committee voted (3–0) to recommend that the Commission approve the proposed Amendment with Earth Star and authorize the President to execute the same.

THIRD AMENDMENT OF AVIATION HANGAR LEASE

THIS THIRD AMENDMENT OF AVIATION HANGAR LEASE ("**Third Amendment**") is dated _____, 2025 for references purposes and is executed by the BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY, a California joint powers agency ("**Landlord**"), and EARTH STAR, INC., a California corporation ("**Tenant**").

RECITALS

A. Landlord and Tenant have entered into an June 1, 2003 Aviation Hangar Lease ("**Lease**") for premises at the Bob Hope Airport located in the City of Burbank, County of Los Angeles, State of California. Capitalized terms used but not defined herein shall have the meaning set forth in the Lease.

B. Landlord and Tenant have executed the following amendments to the Lease (collectively, "**Prior Amendments**"): (i) an April 21, 2008 First Amendment of Lease; and (ii) an April 15, 2013 Second Amendment of Lease.

C. Tenant has exercised its three extension options and the Lease is scheduled to expire on October 31, 2025.

D. Landlord and Tenant are negotiating a long-term contract to replace the Lease and desire to extend the term of the Lease for four months to complete such negotiations and allow for processing of such contract.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing and other good and valuable consideration, the sufficiency of which is hereby acknowledged, Landlord and Tenant agree as follows:

1. Expiration Date. The Expiration Date of the Lease shall be February 28, 2026.
2. Conflict. In the event of a conflict or inconsistency between the terms and conditions of the Lease (as amended by the Prior Amendments) and the terms and conditions of this Third Amendment, the terms and conditions of this Third Amendment shall prevail and control.
3. Continuing Effect; Base Rent Adjustment. Except as specifically modified hereby, the Lease (as amended by the Prior Amendments) shall remain unaffected and unchanged including the Annual Rent as adjusted up to the date of this Third Amendment. The Lease (as amended by the Prior Amendments) is hereby ratified and affirmed by Landlord and Tenant and remains in full force and effect as modified hereby. Commencing November 1, 2025, the Annual Base Rent shall be \$1,361,538.00 per year (i.e., \$113,461.50 per month).
4. Counterparts. This Third Amendment may be executed in any number of counterparts, each of which, when executed and delivered, shall be deemed to be an original, and all of which, taken together, shall be deemed to be one and the same instrument.

5. Time of Essence. Time is of the essence of each and every provision hereof.

6. Governing Law. This Third Amendment shall be governed by the laws of the State of California notwithstanding any applicable conflicts of laws rules or law.

IN WITNESS WHEREOF, the parties hereto have executed this Third Amendment as of the date first written above.

LANDLORD:

BURBANK-GLENDALE-PASADENA
AIRPORT AUTHORITY, a public entity

By: _____
Print Name: _____
Title: _____

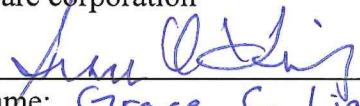
TENANT:

EARTH STAR, INC.,
a California corporation

By:  _____
Print Name: Deanna W. Detchemendy
Title: Vice President

**APPROVED BY LEASE GUARANTOR
(AND GUARANTY REAFFIRMED):**

DISNEY ENTERPRISES, INC.,
a Delaware corporation

By:  _____
Print Name: Grace C. Liang
Title: Vice President

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OCTOBER 20, 2025**

**PROFESSIONAL SERVICES AGREEMENT
TRIFILETTI CONSULTING, INC.**

Prepared By: Maggie Martinez
Director, Noise & Environmental Affairs

SUMMARY

At Its meeting on October 6, 2025, the Legal, Government and Environmental Affairs Committee ("Committee") voted (2-0, 1 absent) to recommend that the Commission approve a proposed Professional Services Agreement ("Agreement") with Trifiletti Consulting, Inc. ("Trifiletti"), copy attached, to continue providing environmental consulting services required to maintain compliance with the Memorandum of Understanding ("MOU") between the Authority and the South Coast Air Quality Management District ("SCAQMD"). This also includes the implementation of the Authority's voluntary measures identified in the Air Quality Improvement Plan ("AQIP"). The proposed Agreement is for the period from November 1, 2025, to October 31, 2026, and is in the not-to-exceed amount of \$75,000.

BACKGROUND

In 2016, SCAQMD created an Air Quality Management Plan ("AQMP"), which is intended to achieve the National Ambient Air Quality Standards for the South Coast Air Basin. The AQMP lists various measures to reduce Nitrogen Oxides ("NOx") and Volatile Organic Compounds ("VOC"), Particulate Matter ("PM") PM2.5, lead, and diesel particulate matter from non-aircraft sources. All airport operators in the basin were required by the AQMP to create an AQIP which specifically outlines actions and goals to reduce emissions in and around their facility. To memorialize the implementation terms for certain AQIP measures, each airport operator in the basin executed an MOU with SCAQMD in 2019.

In 2017, the Authority retained Trifiletti for its expertise to lead the negotiations with SCAQMD and secure the adoption of the MOU, as well as to develop the AQIP that is now approved by SCAQMD. One of the requirements with SCAQMD is submission of annual reports on progress made toward achieving the goals contained in the MOU. Trifiletti was further retained, due to the knowledge of the requirements being imposed on all the impacted South Coast Air Basin airports, to assist Staff with submitting the data in connection with the adoption of the AQIP, negotiating the final elements of the MOU with SCAQMD, and generating the required periodic reports. The MOU between the Authority and SCAQMD has been in effect since December 17, 2019.

Since the first reporting period in 2020, Trifiletti has provided support services to the Authority for the timely preparation of required annual reports. Trifiletti's services ensure the Authority is and remains in compliance with the MOU. Trifiletti is also tasked with monitoring MOU-related and airport-related regulatory actions at SCAQMD. These services include development of required emissions inventories and mandatory annual progress reports. The proposed Agreement will continue to retain Trifiletti for the necessary support needed to

meet the mandatory MOU reports for Calendar Year 2025, including related coordination meetings with SCAQMD. Services also include project support for the implementation and monitoring of the Authority's voluntary AQIP measures with SCAQMD.

Regarding the firm itself, Trifiletti is a registered Women-owned Business Enterprise ("WBE"), Latino-owned Business Enterprise ("LBE"), Minority-owned Business Enterprise ("MBE"), Disadvantaged Business Enterprise ("DBE"), and Small Business Enterprise ("SBE") with the City of Los Angeles, the County of Los Angeles, and the Los Angeles County Metropolitan Transportation Authority ("Metro"). Its principal, Lisa Trifiletti, previously served as the Deputy Executive Director for Environmental Affairs at Los Angeles World Airports.

DETAILS

The current Agreement with Trifiletti is a one-year contract, which has an expiration date of October 31, 2025. In order to maintain continuity with SCAQMD for the reporting under the MOU initiatives, Staff seeks to retain Trifiletti for the annual required calendar year-end basis qualitative reporting, the qualitative emissions report, and supporting the implementation and monitoring of the Authority's voluntary AQIP measures. Trifiletti's services under the proposed Agreement are billable on a time and materials basis with a not-to-exceed amount of \$75,000.

The following documents are included in the proposed Agreement as exhibits for reference:

- A. Scope of Services
- B. Trifiletti Consulting Fees
- C. CDM Smith, subcontractor to Trifiletti, Scope of Work

TRIFILETTI CONSULTING AND CDM SMITH ACCOMPLISHMENTS AND SUPPORT WITH SCAQMD AIR QUALITY REQUIREMENTS

- Retained by the California Airports Council for the MOU Development & Negotiation with SCAQMD for all Los Angeles Basin Airports (2019–2020).
- Development of AQIP measures.
- Regulatory Avoidance: MOU success prevented a restrictive Indirect Source Rule from SCAQMD.
- Major Emissions Reduction: Achieved 10.6-ton NO_x reduction (55%) by 2024; expected to meet 2031 target six years early (by 2025).
- Efficient Delivery: AQMP inventory completed rapidly and at no extra cost in 2025, leveraging team's operational expertise.
- 2019–2020: Represented BUR in negotiations with SCAQMD, A4A, and regional airports to shape the Commercial Airports MOU, adopted Dec 2019. Led initial operator outreach and targeted high-emission GSE for early implementation.
- 2021–2022: Submitted first MOU compliance reports on time, achieving early emission reduction goals (8.9 tons NO_x). Addressed extensive SCAQMD follow-ups while streamlining data processes and digitizing reporting via SharePoint. Resolved CARB data error and renegotiated emission factor sources without reopening the MOU.

- 2023–2025: Continued timely MOU reporting, quality assurance, and operator outreach. Successfully negotiated with SCAQMD to avoid burdensome reporting changes. Represented BUR in public Working Group meetings and upheld the MOU without reopening terms. In 2025, completed all required reporting under budget, allowing for the surplus budget to support AQMP work.
- 2021: Developed 2022 AQMP inventory in collaboration with FAA, A4A, and SCAQMD, using AEDT and federal guidance.
- 2025: Prepared 2027 AQMP inventory aligned with BUR's forecasting (Part 150), defending data integrity in absence of FAA guidance through negotiation with SCAQMD and A4A.

Billing rates and services for Trifiletti are broken down by percentage for contract expiring, October 31, 2025:

- Principal (Lisa Trifiletti) \$395.00/hour – Ms. Trifiletti's time is approximately 15% of the contract value (\$11,250) for oversight, final review and coordination with SCAQMD
- Director – (Tami McCrossen-Orr) \$290.00 per hour – Ms. McCrossen-Orr's time represents approximately 32% of the contract (\$24,000) working with the subcontractor on preparing all SCAQMD regulatory reporting requirements
- CDM Smith (subconsultant) – cost is approximately 53% of the contract (\$39,750) for all technical data collection and initial report drafts.

Trifiletti Consulting has held the hourly rates for their principal and director staff time flat since 2020 for services provided to the Authority.

FUNDING

The adopted FY 2025 budget includes appropriations for these required services.

RECOMMENDATION

At its meeting on October 6, 2025, the Committee voted (2-0, 1 absent) to recommend that the Commission approve the proposed Agreement with Trifiletti and authorize the President to execute the same.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OCTOBER 20, 2025**

**ADDENDUM TO FINAL ENVIRONMENTAL IMPACT REPORT
REPLACEMENT PASSENGER TERMINAL**

Presented by Aaron Galinis,
Principal Planner

SUMMARY

At its meeting on October 1, 2025, the Executive Committee voted unanimously (3-0) to recommend that the Commission adopt an Addendum to the Final Environmental Impact Report ("FEIR") for the Replacement Passenger Terminal ("RPT") program that has been prepared to demonstrate fulfillment of Condition of Approval 42 ("COA 42") of the Development Agreement between the Authority and the City of Burbank ("City"), pertaining to roadway improvements to the southbound connector road between San Fernando Boulevard and Hollywood Way (Exhibit A).

At the request of the Commission at its meeting on October 6, 2025, this item is being brought back for further discussion on the possible impacts of California Senate Bill 79 (Housing Development: Transit-Oriented Development), which has now been signed by Governor Newsom.

BACKGROUND

On July 11, 2016, the Commission approved the following two actions related to the RPT project:

1. Adoption of Resolution No. 469 (Exhibit B), certifying the FEIR, adopting findings pursuant to the California Environmental Quality Act ("CEQA"), adopting a Mitigation Monitoring and Reporting Program, and adopting a Statement of Overriding Considerations, and
2. Adoption of Resolution No. 470 (Exhibit C), approving a Development Agreement with the City, approving a modification to the Amended and Restated Grant of Easements, Declaration of Use Restrictions and Agreement for Adjacent Property with the City, and approving the City's proposed Conditions of Approval.

Within the Development Agreement, there are 241 Conditions of Approval that the Authority must comply with. COA 42 requires that, if the Adjacent Property Terminal Option is constructed, the Authority shall widen the southbound connector road between San Fernando Boulevard and Hollywood Way located on the southwest corner of this grade-separated intersection to provide a second signaled right turn lane from San Fernando Boulevard to Hollywood Way. Exhibit D presents the improvements required by COA 42.

Since the certification of the FEIR, a private developer has constructed a development known as Avion Burbank ("Avion") immediately adjacent to the RPT project site. As part of

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the Avion project, the developer made improvements to the intersection of San Fernando Boulevard and Hollywood Way, in fulfillment of their separate Development Agreement associated with that project. The improvements required of and implemented by Avion differed from those described in COA 42, as presented in Exhibit E.

PREPARATION OF FEIR ADDENDUM

An Addendum to the FEIR was prepared to provide a technical comparison of COA 42 and the Avion improvement, to determine whether the Avion improvement provides an equivalent or greater mitigation for the impacts at the intersection. The Addendum is attached as Exhibit E.

IMPACT SIGNIFICANCE

The findings of the Addendum to the FEIR determine that the Avion improvement provides a better operational result and the least hazardous design for the ramp from San Fernando Boulevard to southbound Hollywood Way, compared to the improvements that would be made under COA 42. In accordance with the Commission's instruction, Staff have reviewed the potential impact of SB 79 on the Addendum's findings with both the Authority's EIR Consultant, RS&H, and with the City of Burbank's Community Development Department Transportation Section. They confirm the following:

- No assumptions were made regarding SB 79 in the Addendum.
- Future hypothetical projects contemplated in SB 79 have no connected action to the RPT.
- California Environmental Quality Act Guidelines Sections 15125(a) and 15145 require that an environmental analysis rely on existing physical and regulatory conditions at the time of review; speculative or uncertain future events are not required to be addressed.

Additionally, City personnel opined that the North Metrolink station does not meet the criteria of the SB 79. Specifically, for a project to be eligible, it must be within $\frac{1}{4}$ or $\frac{1}{2}$ mile of a transit-oriented development ("TOD") stop. A TOD stop is further defined based on transit frequency depending on mode. Metrolink is a "Commuter Rail" and with two tiers:

- Tier 1: 72 Commuter Rail trains a day
- Tier 2: 48 Commuter Rail trains a day

City personnel confirmed there is not a Commuter Rail stop in Burbank that meets the Tier 1 definition and the only station that meets the Tier 2 definition is the Downtown Burbank Metrolink Station. Neither of the two Airport Stations meets this threshold.

In sum, making the COA 42 improvements to the intersection of San Fernando Boulevard and Hollywood Way is no longer required, there would not be a change in the FEIR conclusions if they are not made, and SB 79 does not impact this situation.

Staff will continue to work with the City to document the fulfillment and compliance of the 241 conditions of approval, which to date are approximately 45% complete. Satisfaction of all of the items is required for the Authority to receive a Temporary Certificate of Occupancy

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for the RPT, which is on the critical path to meet the schedule opening.

RECOMMENDATION

At its meeting on October 1, 2025, the Committee voted (3-0) to recommend that the Commission adopt the Addendum to the FEIR that has been prepared, thus documenting fulfillment of COA 42.

Attachments:

Exhibit A: FEIR Addendum
Exhibit B: Resolution No. 469
Exhibit C: Resolution No. 470
Exhibit D: COA 42 Improvement
Exhibit E: Avion Improvement

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OCTOBER 20, 2025**

**AWARD OF CONTRACT
REDUNDANT INTERNET SERVICE PROVIDER
REPLACEMENT PASSENGER TERMINAL**

Presented by Kimberely Parker-Polito
Director, Information and Communication Technologies

SUMMARY

Subject to the recommendation of the Operations and Development Committee ("Committee") at its meeting immediately preceding the Commission meeting, Staff seeks approval to award a proposed contract for backup Internet Service Provider ("ISP") services, copy attached, to CenturyLink Communications, LLC d.b.a. Lumen Technologies Group ("Lumen"). The proposed contract provides redundant internet service to the Replacement Passenger Terminal ("RPT").

BACKGROUND

An ISP provides internet access, which is required for the Authority's administration network and information technologies cloud-based applications.

In the spring of 2024, Staff, in conjunction with the RPT design-build team, began discussions with existing and potential new ISPs for construction and installation costs of internet services needed to support the operation of the RPT.

The Authority's current ISPs, AT&T and Lumen, were engaged at the onset but neither firm was able to meet the required initial service testing and turn-up timeline requirements of November 2025.

At its meeting on August 20, 2025, the Commission approved the Master Agreement for internet services with ONE Burbank through Burbank Water and Power, which already has a presence of fiber for the electrical and power requirements into the RPT. ONE Burbank is now the primary ISP for the RPT. Staff continued to work with AT&T and Lumen as potential providers for backup internet services. Each entity prepared a Scope of Work ("SOW") inclusive of construction and installation costs for redundant ISP services. Lumen's proposed SOW meets the cost and service requirements for the RPT while AT&T's proposal does not. Therefore, Staff is recommending the contract for the backup internet services to the RPT be awarded to Lumen.

Details of Lumen's Customer Information and Contract Specifications are:

- 10Gb service at two diverse entry points at the RPT
- Cost of installation: \$190,000
- Term: 5-years

- Number of lines: 2
Monthly recurring fee: \$5,000 per line
Monthly recurring services to be billed upon completion of service turn-up; testing and acceptance by the Authority, estimated to be in the first quarter of 2026.
- Total O&M costs over term of contract: \$600,000 for two lines

The need for redundant ISP is critical to support the RPT operations that rely on internet connectivity. This is not only for the Authority's network infrastructure but also for the airline and tenant services operating in the RPT.

FUNDING

The one-time installation cost of \$190,000 will be funded through the RPT Owner's Allowance. The monthly recurring services cost of \$10,000 for the two lines is estimated to commence in the first quarter of calendar year 2026. Approximately \$50,000 is estimated to be incurred in FY 2026 that is anticipated to be accommodated within the adopted budget. Future expenditures will be included in subsequent fiscal year budget requests.

RECOMMENDATION

Subject to the recommendation of the Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval to award the contract for redundant internet services to Lumen and authorize the President to execute the same.

Attachments:

Lumen Dedicated Internet Access Proposal

Lumen Customer Information and Contract Specifications

Customer Information and Contract Specifications

Customer Name: Burbank Glendale Pasadena Airport Authority
Account Number: 3-A24520

Currency: USD
Monthly Recurring Charges (MRC): \$10,000.00
Non Recurring Charges (NRC): \$190,000.00

Description	ID
Customer Reference ID	L396006

Service Order

Service Address	Description	Order Type	Term (Months)	Qty	Unit MRC	Unit NRC	Total MRC	Total NRC	Country
2837 N HOLLYWOOD WAY BURBANK CALIFORNIA 91505 UNITED STATES	Dedicated Internet Access	New	60	1					USA
	- Delivery to the MPoE - Building Extension to customer suite NOT included								
	Access - On Net	New	60	1			\$1,500.00	\$95,000.00	USA
	- Bandwidth = 10 GigE								
	- Access Sub Bandwidth=10000 Mbps								
	IP Port			1	\$0.00	\$0.00	\$0.00	\$0.00	USA
	IP Logical			1	\$3,500.00	\$0.00	\$3,500.00	\$0.00	USA
	- Billing Method=Flat Rate								
	- Peak Data Rate = 10000 Mbps								
	Subtotal						\$5,000.00	\$95,000.00	
2837 N HOLLYWOOD WAY BURBANK CALIFORNIA 91505 UNITED STATES	Dedicated Internet Access	New	60	1					USA
	- Delivery to the MPoE - Building Extension to customer suite NOT included								
	Access - On Net	New	60	1			\$1,500.00	\$95,000.00	USA

Service Address	Description	Order Type	Term (Months)	Qty	Unit MRC	Unit NRC	Total MRC	Total NRC	Country
	- Bandwidth = 10 GigE - Access Sub Bandwidth=10000 Mbps IP Port			1	\$0.00	\$0.00	\$0.00	\$0.00	USA
	IP Logical			1	\$3,500.00	\$0.00	\$3,500.00	\$0.00	USA
	- Billing Method=Flat Rate - Peak Data Rate = 10000 Mbps								
	Subtotal						\$5,000.00	\$95,000.00	
	Totals						\$10,000.00	\$190,000.00	

*If the Service Address column above is blank, no Service Address is required for the Service or the Service Address is identified as a data center in the Description column.

SLED Terms and Conditions Governing This Order

1. "Lumen" is defined for purposes of this Order as CenturyLink Communications, LLC d/b/a Lumen Technologies Group or its affiliated entities providing Services under this Order. The Lumen entity providing Services is identified on the invoice. This Order is subject to the applicable state or municipal public records laws governing Customer and is non-binding until accepted by Lumen, as set forth in section 4. Customer places this Order by signing or otherwise acknowledging (in a manner acceptable to Lumen) this document and returning it to Lumen. Pricing is valid for 90 calendar days from the date indicated unless otherwise specified.

2. Prior to installation, Lumen may notify Customer in writing (including by e-mail) of price increases due to off-net vendors or increased construction costs. Customer has 5 business days following notice to cancel this Order without liability; or otherwise, Customer is deemed to accept the increase.

3. If a generic demarcation point (such as a street address) is provided, the demarcation point for on-net services will be Lumen's Minimum Point of Entry (MPOE) at such location (as determined by Lumen). Off-net demarcation points will be the off-net vendor's MPOE. If this Order identifies aspects of services that are procured by Customer directly from third parties, Lumen is not liable for such services.

4. The service(s) identified in this Order (the "Service(s)") is/are subject to the current, unexpired services agreement between Customer and Lumen ("Existing Agreement") provided if a service attachment describing the Services is not included in the Existing Agreement, then the current standard applicable Lumen Service Attachment(s) will apply in addition to the Existing Agreement. If Customer and Lumen do not have a current Existing Agreement, Services are subject to Lumen's standard Master Service Agreement(s), State, Local and Education Government Agencies Version, Public Safety Version for public safety services, or E-Rate Version for E-Rate eligible services (each, a "Lumen MSA"), and applicable Service Attachment(s) for the Services described in this Order will govern, copies of which are available at <https://www.lumen.com/en-us/about/legal/business-customer-terms-conditions.html> or upon request, unless Customer has executed a service agreement with Lumen or one of its affiliates applicable to the Services on this Order. In that case,

the most recent service agreement will apply to the extent not inconsistent with this Order and the current Service Schedule(s) will apply and is/are specifically incorporated into the applicable agreement by this reference. Customer will accept and pay all charges indicated on invoices for the Services.

Notwithstanding anything to the contrary, Lumen will notify Customer of acceptance of requested Service in this Order by delivering (in writing or electronically) the date by which Lumen will install Service (the "Customer Commit Date"), by delivering the Service, or by the manner described in a Service Schedule. Lumen will deliver a written or electronic notice that the Service is provisioned, at which time billing will commence. At the expiration of the Service Term, Service will continue month-to-month at the existing rates, subject to change by Lumen on 30 days' written notice. If the service agreement or applicable service specific terms do not include cancellation or early termination charges and if Customer cancels or terminates Service for any reason other than Lumen's uncured default or if Lumen cancels or terminates or cause, then Customer will pay Lumen's standard cancellation or early termination liability charges in the current standard Lumen MSA.

5. Neither party will be liable for any damages for lost profits, lost revenues, loss of goodwill, loss of anticipated savings, loss of data or cost of purchasing replacement service, or any indirect, incidental, special, consequential, exemplary or punitive damages arising out of the performance or failure to perform under this Order. Customer's sole remedies for any nonperformance, outages, failures to deliver or defects in Service are contained in the service levels applicable to the affected Service.

6. Transport services ordered from Lumen will be treated as interstate for regulatory purposes except as otherwise agreed to in writing.

7. Charges for certain Services are subject to (a) a monthly property tax surcharge and (b) a monthly cost recovery fee per month to reimburse Lumen for various governmental taxes and surcharges. Such charges are subject to change by Lumen and will be applied regardless of whether Customer has delivered a valid tax exemption certificate. For additional details on taxes and surcharges that are assessed, visit <http://www.lumen.com/taxes>.

8. Unless otherwise set forth in a Service Attachment, Customer will pay Lumen's standard ancillary charges for expedites and additional activities, features, or options as set forth in the Ancillary Fee Schedule, available at <http://www.lumen.com/ancillary-fees>. If Lumen cannot complete installation due to Customer delay or inaction, Lumen may begin charging Customer and Customer will pay such charges.

9. For colocation, data center and/or hosting services, pre-arranged escorted access may be required at certain locations, and cross connect services are subject to whether facilities are available at the particular location to complete the connection.

10. Compliance with Laws. The parties comply with all laws and regulations applicable to the execution of this Order and to the provision of Services by Lumen, including, as applicable, procurement laws or regulations regarding cumulative purchases of Services by Customer.

11. E-Rate and/or RHC/HCF Funding. If Customer applies for or seeks E-Rate and/or RHC/HCF funding for the Service(s) to be provided under this Order, Customer's Service(s) will be governed by a current eligible Existing Agreement, or if Customer and Lumen do not have a current eligible Existing Agreement, the Lumen E-Rate MSA or Lumen SLED MSA with the E-Rate and/or RHC/HCF Program Addendum will apply and must be executed contemporaneously with this Order.

12. If your network service utilizes TDM technologies, then the following applies: (a) During the Service Term and on 60 days' prior written notice, Lumen may re-provision Customer's off-net TDM services ("Service Re-provision"). If Customer objects to the Service Re-provision, Customer may terminate the affected service by notifying Lumen in writing within 30 days of the date of the Service Re-provision notification; and (b) During the Service Term, Lumen may increase rates for

off-net TDM services. Lumen will provide Customer 60 days' prior written notice before implementing the increase ("Rerate Notice"). If Customer objects to the increase, Customer must notify Lumen in writing within 30 days of the date of the Rerate Notice whether Customer will (i) receive the affected service on a month-to-month basis or (ii) terminate the affected service, subject to early termination liability charges. Under subsection (ii), Customer's requested disconnect date must be within 90 days of the Rerate Notice. Unless Customer so notifies Lumen, the affected service will continue to be provided at the increased rates. If Customer does not respond to the Rerate Notice, the affected service will continue to be provided at the increased rates set forth in the Rerate Notice.

13. Infrastructure Investment and Jobs Act (IIJA) Grant Programs. If Customer participates in an IIJA program, including but not limited to, the Middle Mile Grant, Tribal Connectivity Broadband, and the Broadband Equity Access and Deployment (BEAD) Grant Programs, then Customer cannot pay for Services with funds obtained through the IIJA or other similar grants that would obligate Lumen to provide certain information or perform certain regulatory compliance functions, unless each of those functions and obligations is explicitly identified and agreed to by the parties in the Agreement or in an amendment to the Agreement.

Additional Order Terms

Invoices

Single prices shown above for bundled Services, or for Services provided at multiple locations, will be allocated among the individual services for the purpose of applying Taxes and regulatory fees and also may be divided on Customer's invoice by location served.

Activation Support

If requested by Customer, and for an additional charge, Lumen will provide assistance with activating and/or configuring equipment on Customer's side of the Demarcation Point ("Activation Support").

Signature Block

Customer: Burbank Glendale Pasadena Airport Authority
Total MRC: \$10,000.00
Total NRC: \$190,000.00
Signature:
Name:
Title:
Date:

Customer and the individual signing above represent that such individual has the authority to bind Customer to this Agreement.

Document Generation Date: 09-18-2025

Lumen DIA (Dedicated Internet Access) Diversity Network Solutions for Burbank Glendale Pasadena Airport Authority - CA

Presented by: Toni Ortiz and Anthony Sciarra 9/23/2025

Agenda:

- Lumen DIA (Dedicated Internet Access): Product information
- Diversity/Failover DIA for MPOE1 and MPOE2 via two entrance points
- Pricing Details (MRC,NRC)

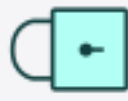


Lumen has tailored offerings that are built on our quality network

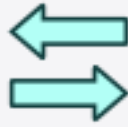
Dedicated Internet Access

Your business' own private express lane—enjoy first class speed, reliability, and security.

Best option for: Businesses with global bandwidth needs, up to 100 Gbps



Dedicated bandwidth reserved for your business



Smooth collaboration due to symmetrical upload/download speeds



Fewer “hops” due to our large network backbone and #1 peering scale

Internet On-Demand

Easily scalable, pre-packaged solution with simple IT management and low total cost.

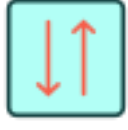
Best option for: Businesses with bandwidth needs in North America only, up to 10 Gbps



Consumption pricing—you only pay for what you use—with no contract lock-in*



Adjust and start/stop service in minutes, including automatic configuration



Multiplexed, public-private ports to simplify your network infrastructure

**Lumen Network On-Demand Service requires access to a NaaS-enabled port subject to eligibility requirements and subject to separate minimum term agreement and associated early termination charges.

Lumen Internet excellence explained

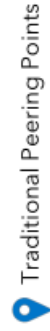
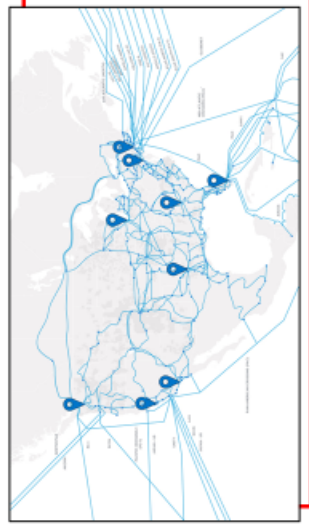
Global peering - traditional approach



Traditional peering points results in unnecessary latency.



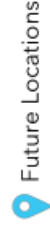
Most traditional telecom companies have a finite amount of peering in any one market.



Traditional Peering Points



Lumen Peering Points and/or Large Wholesale customers



Future Locations

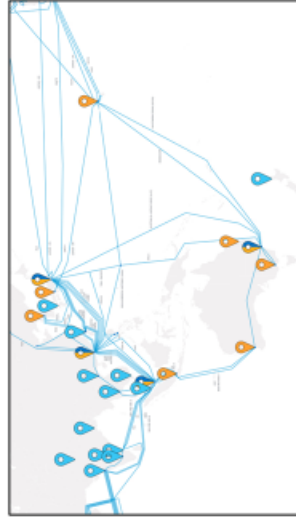
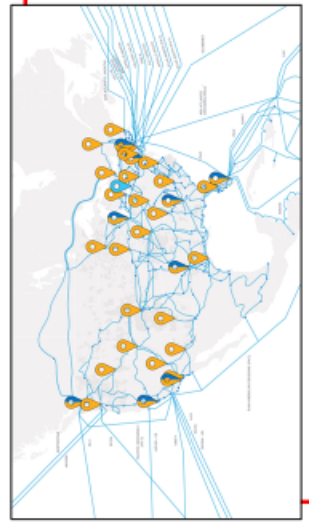
Global peering - Lumen approach



350+ Tbps of total global IP ingress/egress capacity



Localized private peering with private interconnects to maximize security and performance. Lumen exchanges IP traffic in the market where traffic originates and terminates.



Information is subject to change. Lumen's global network is made up of owned, leased access and IRU segments, which are not distinguished on this map. Lumen engages in-region carriers to provide services in some markets.

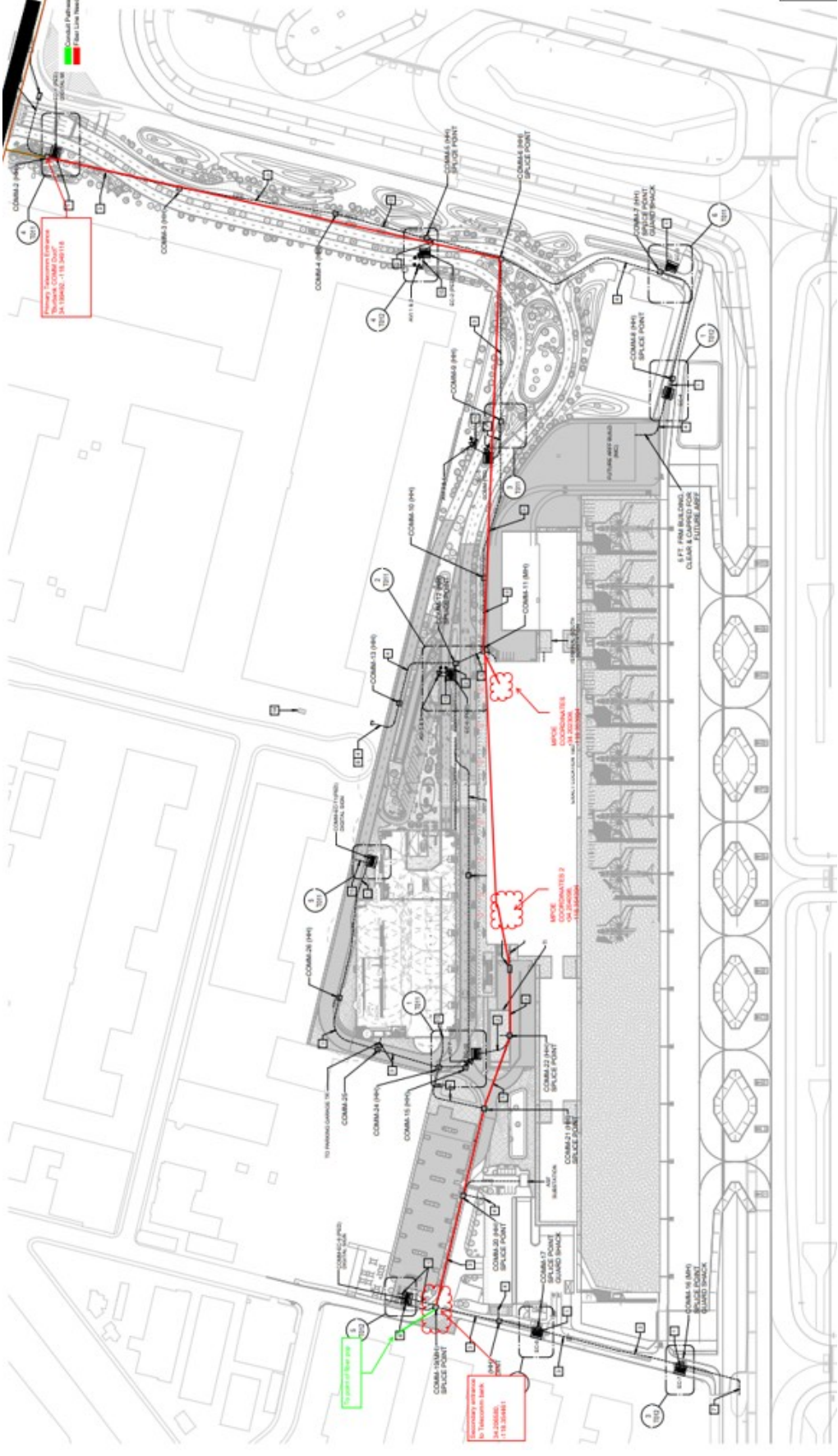
Burbank Glendale Pasadena Airport Authority

Location Address: 2837 N Hollywood Way, Burbank CA 91505

Request:

Diversity/Failover DIA for MPOE1 and MPOE2 via two entrance points

- North-end feed: 2800
N. Clybourn
- South-End feed: 3015
Wynona



Design Request

- A solution that will offer diverse entrance points—from Wynona to the east and via Clybourn to the west—into a pair of MPOE locations within the new terminal, each housing a single ME switch.
- The customer's conduit system wraps from the West to the East side of the campus and into the new "RPT" terminal building currently under construction.
- The KMZ file detailing the conduit system is attached to the ticket, and the entrance remains at "Building 36" at 2800 N Clybourn Ave, where a duct leads into the building.
- The overpull will utilize both empty conduit and conduit shared with a single pre-existing 72ct fiber strand.
- This combined solution forms a new singular ME 3.0 ring using Lumen fiber from diverse entrances on the airport campus, ensuring a highly resilient access design.
- Full availability of empty conduit is not possible because another contractor has used some sections for power cables, rendering them unusable for Lumen fiber.
- Utilize known manholes and buildings along the fiber route are marked on the KMZ.
- No boring or trenching is needed to reach the new terminal. Integration with the customer's new facility will follow the attached site plan, including manholes on the northern side of the building entrance.



Final Design and Price

Design Description	Circuit	Cost	Term	Notes
DIA for MPOE1 and MPOE2 via two entrance points	10G DIA x 2	\$10K Monthly and \$190k Non-Recurring Charge	60 Months	Diverse entrance points—from Wynona to the east and via Clyborn to the west—into a pair of MPOE locations within the new terminal, each housing a single ME switch.

This option was selected by the Burbank team as their best option that's providing a fully diverse solution.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OCTOBER 20, 2025**

**APPROVAL OF AMENDMENT NO. 1
PROFESSIONAL SERVICE AGREEMENT
ON-CALL ARCHITECTURAL AND ENGINEERING SERVICES**

Presented by Vincent Nguyen
Senior Manager, Engineering and Project Delivery

SUMMARY

Subject to the recommendation of the Operations and Development Committee (“Committee”) at its meeting immediately preceding the Commission meeting, Staff requests that the Commission approve a proposed Amendment No. 1 (“Amendment”), copy attached, to the Professional Services Agreement (“PSA”) with HNTB Corporation (“HNTB”). The Amendment proposes an increase of \$300,000 to the PSA to provide for continued on-call architectural and engineering services (“A/E Services”), resulting in a not-to-exceed amount of \$675,000.

BACKGROUND

On December 18, 2023, the Commission awarded a three-year contract to HNTB for on-call A/E Services with a not-to-exceed limit of \$375,000. The amount authorized under the PSA was initially established to allow time to assess how much staff augmentation support services would be needed to address a wide range of Airport capital and non-capital projects.

To date, ten task orders have been issued under the PSA totaling \$372,377. These tasks generally provided support for projects ranging from structural condition assessment of existing structures, electrical design for shuttle EV chargers, tenant improvement project support, pavement rehabilitation design, as well as the pavement condition rating analysis for Federal Aviation Administration compliance. The proposed Amendment will provide for continued funding authorization to undertake critical engineering reviews.

BUDGET IMPACT

Appropriations for the on-call A/E Services in the amount of \$300,000 were included in the FY 2026 adopted budget. In addition, if any task order requires funding greater than \$75,000, Staff will return to the Commission for its consideration.

STAFF RECOMMENDATION

Subject to the recommendation of the Committee at its meeting immediately preceding the Commission meeting, Staff requests that the Commission approve the proposed Amendment for continued on-call A/E Services and authorize the President to execute the same.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OCTOBER 20, 2025**

**AMENDMENT NO. 3 TO
PROFESSIONAL SERVICES AGREEMENT WITH
ALLIED UNIVERSAL SECURITY SERVICES**

SUMMARY

Subject to the recommendation of the Operations and Development Committee (“Committee”) at its meeting immediately preceding the Commission meeting, Staff requests Commission approval of a proposed Amendment No. 3 (“Amendment”), copy attached, to the Professional Services Agreement (“Agreement”) with Universal Protection Service LP d.b.a. Allied Universal Security Services (“Allied”) for Airport security, traffic control, and consumer item inspection services. The Amendment exercises the first of two one-year extension options of the Agreement and provides for a Consumer Price Index (“CPI”) increase to the current labor rates. The consumer item inspection services are fully reimbursable by the in-terminal concessionaires.

BACKGROUND

In October 2022, the Commission awarded the Agreement to Allied for a three-year base term from November 1, 2022, through October 31, 2025, with two one-year extension options. The Agreement allows Allied to annually request a fee schedule increase based on an increase in the CPI for the preceding 12 months for the Los Angeles area, all indices, as published by the U.S. Bureau of Labor Statistics or 6%, whichever is less. Based on the applicable CPI Index (June 2025), Allied is requesting an increase of 3.2% for the contract year effective from November 1, 2025 through October 31, 2026. Approval of fee schedule increases is at the Commission’s discretion.

The scope of Airport security, traffic control, and consumer item inspection services under the Agreement are:

- (i) **Perimeter Security:** Per the security directives issued by TSA, the Authority is required to provide “positive control” and identification of each person that has access to the Secured Area of the Airport. Part of this positive control requires staffing by security personnel at checkpoints on the airfield to physically verify the identity of each person and if that person is authorized to enter the Secured Area. Additional Airport security services may be authorized on an as needed basis.
- (ii) **Aviation Workers Screening:** Per the National Amendment by TSA, the Authority is required to provide random screening of employees going from the public areas of the terminal to Security Identification Display Areas or Sterile Areas. Employees are being screened for explosives, weapons, and incendiary devices.
- (iii) **Traffic Control:** To ensure vehicular flow and pedestrian safety from the congestion generated by the increasing vehicle activity on the Airport loop roadway, traffic control personnel are stationed starting from the crosswalk located next to the short-term parking structure to past Terminal B. Traffic

-1-

control personnel also manage vehicle activity along the terminal curb front and at the rideshare pick up location as needed.

- (iv) Airport Consumer Item Inspection: Inspection of commercial merchandise and consumables by screened individuals within the Sterile Area of the terminal for any prohibited item as well as allowing entry in this area by approved Security Identification Display Area badge holders. This specific service is fully reimbursable by the in-terminal concessionaires, MCS Burbank LLC (food and beverage), and HG Burbank JV (news and gifts).

BUDGET IMPACT

During the extension year, the authorized not-to-exceed amount will be limited to the appropriations included in adopted budget. Separately, the Airport consumer item inspection services are activity based and fully reimbursable by the in-terminal concessionaires throughout the fiscal year.

RECOMMENDATION

Subject to the recommendation of the Committee at its meeting immediately preceding the Commission meeting, Staff requests that the Commission approve the proposed Amendment and authorize the President to execute the same.

**AMENDMENT NO. 3 TO
PROFESSIONAL SERVICES AGREEMENT**
(Burbank-Glendale-Pasadena Airport Authority / Allied Universal Security Services)

This Amendment No. 3 ("Third Amendment") to the October 17, 2022 Professional Services Agreement ("Agreement") executed by the Burbank-Glendale-Pasadena Airport Authority ("Authority"), a California joint powers agency, and Universal Protection Service, LP, a California limited partnership d.b.a. Allied Universal Security Services ("Consultant"), is dated October 6, 2025 for reference purposes.

RECITALS

A. The parties executed the Agreement to provide for the Authority's retention of Consultant as an independent contractor to perform airport security, traffic control, and inspection services.

B. The parties have executed the following amendments to the Agreement (collectively, "Prior Amendments"):

1. A September 18, 2023 Amendment No. 1 to: (i) expand the scope to include worker screening services; and (ii) provide for a CPI adjustment of the fee schedule for the November 2023 - October 2024 contract year.

2. An October 22, 2024 Amendment No. 2 to provide for a CPI adjustment of the fee schedule for the November 2024 - October 2025 contract year.

C. The parties desire to amend the Agreement to: (i) memorialize the Authority's exercise of the first extension option; and (ii) provide for a CPI adjustment of the fee schedule for the November 2025 - October 2026 contract year.

NOW, THEREFORE, the parties agree as follows:

1. **Amendment of Section 3.** Section 3 (Term) of the Agreement is amended to read as follows:

"3. Term.

A. This Agreement is effective as of November 1, 2022 and shall remain in full force and effect until October 31, 2026 unless extended pursuant to paragraph (B) below or earlier terminated pursuant to paragraph (C) below.

B. The Authority shall have one option by which it may extend the term of this Agreement by one year. To exercise the extension option, the Authority shall give written notice to Consultant on or before September 30, 2025.

C. If Consultant breaches this Agreement and fails to cure such breach within seven days of written notice from the Contract Administrator, then the Authority may immediately terminate this Agreement for cause. Either party may terminate this Agreement for convenience upon 15 days prior written notice to the other party."

2. Amendment of Section 4. Paragraph C (CPI Adjustments) of Section 4 (Compensation) of the Agreement is amended to read as follows:

“C. CPI Adjustments. On or before July 31, 2023, and on an annual basis thereafter, Consultant may submit a request for an adjustment to all inclusive hourly rate for the next contract year (November 1 to October 31) based on the lesser of: (i) an increase in the Consumer Price Index for the preceding 12 months for the Los Angeles area (all indices) as published by the U.S. Department of Labor, Bureau of Labor Statistics; or (ii) 6%. Each such request shall be subject to approval by the Authority Commission, which approval may be granted or withheld in the Commission’s discretion. No rate adjustment shall be considered if a request is not submitted by the deadline. For the November 2023 - October 2024, November 2024 - October 2025, and November 2025 - October 2026 contract years, the respective fee schedule set forth in the attached Exhibit E shall apply.”

3. Replacement Exhibit E. The attached replacement Exhibit E is incorporated into this Agreement and shall supersede all prior versions of Exhibit E.

4. Counterparts. This Third 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 Third Amendment, all of the provisions of the Agreement (as amended by the Prior Amendments) shall remain unaltered and in full force and effect. In the event of a conflict between the provisions of this Third Amendment and the provisions of the Agreement (as amended by the Prior Amendments), the provisions of this Third Amendment shall control.

[SIGNATURES ON FOLLOWING PAGE]

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

Universal Protection Service LP

By: 

Print Name: Richard Dimandshyan

Title: General Manager

[Pursuant to Corporations Code Section 15904.02, signature line must be executed by a general partner.]

Burbank-Glendale-Pasadena Airport Authority


Jess Talamantes, President

Approved as to form:


Richards, Watson & Gershon
A Professional Corporation

EXHIBIT E
November 2023 - October 31 2024
November 2024 - October 31, 2025
November 2025 - October 31, 2026
Contract Year Fee Schedules

(attached)



**Hollywood Burbank Airport
2026 Security Fee Schedule
9/30/2025**

2025 Security Bill Rate Schedule (Effective 11/1/2024 thru 10/31/2025)		
Post Description	Regular Hourly Rate	Holiday/Overtime Bill Rate
Airport Security Supervisor(s)	\$38.12	\$57.18
Consumer Items Inspections	\$38.12	\$57.18
Employee Screening Officer	\$38.12	\$57.18
RPT	\$38.12	\$57.18
TNC Lot	\$38.12	\$57.18
SIDA Checkpoint Officer	\$32.05	\$48.08
Vehicle Traffic Control Officer	\$32.05	\$48.08
Vehicle Traffic Control Officer TN	\$32.05	\$48.08

2026 Security Bill Rate Schedule (Effective 11/1/2025 thru 10/31/2026)		
Post Description	Regular Hourly Rate	Holiday/Overtime Bill Rate
Airport Security Supervisor(s)	\$39.33	\$59.00
Consumer Items Inspections	\$39.33	\$59.00
Employee Screening Officer	\$39.33	\$59.00
RPT	\$39.33	\$59.00
TNC Lot	\$39.33	\$59.00
SIDA Checkpoint Officer	\$33.08	\$49.62
Vehicle Traffic Control Officer	\$33.08	\$49.62
Vehicle Traffic Control Officer TN	\$33.08	\$49.62

Allied Universal Security Services

Richard Dirmandzhyan
General Manager

9-30-2025

Dated

PROFESSIONAL SERVICES AGREEMENT

(Burbank-Glendale-Pasadena Airport Authority / Trifiletti Consulting, Inc.)

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is dated October 20, 2025 for reference purposes and is executed by the Burbank-Glendale-Pasadena Airport Authority ("Authority"), a California joint powers agency, and Trifiletti Consulting, Inc. ("Consultant"), a California corporation ("Consultant").

R E C I T A L S

A. The Authority owns and operates the Bob Hope Airport (commonly known as Hollywood Burbank Airport) ("Airport") and desires to retain Consultant as an independent contractor to provide the following professional services: environmental, entitlement, land use, sustainability, and governmental consulting.

B. Consultant represents that it is fully qualified to perform such work by virtue of the training and experience of its personnel.

NOW, THEREFORE, the parties agree as follows:

1. Definitions. In addition to the terms defined above, the following definitions shall apply for purposes of this Agreement:

A. "Airport Rules and Regulations": July 1, 2023 Airport Rules and Regulations or any successor adopted by the Authority Commission.

B. "Contract Administrator": Maggie Martinez or a duly authorized designee.

C. "Contract Limit": \$75,000.

D. "Executive Director": John T. Hatanaka or a duly authorized designee.

E. "Federal Requirements" the federal requirements set forth in the attached Exhibit C, which requirements are applicable to projects not funded by an Airport Improvement Program grant from the Federal Aviation Administration.

F. "Fee Schedule": the fee schedule set forth in the Proposal.

G. "Indemnitees": the Authority, TBI Airport Management, Inc., the Cities of Burbank, Glendale and Pasadena, and the respective officers, agents, employees and volunteers of each such entity.

H. "Insurance Requirements": the insurance requirements set forth in the attached Exhibit B.

I. "Proposal": Consultant's August 28, 2025 proposal set forth in the attached Exhibit A.

J. "Services": the tasks set forth in the Proposal.

2. Services.

A. Consultant shall perform the Services in a timely, regular basis in accordance with the Federal Requirements and applicable laws. Time is of the essence in the performance of this Agreement.

B. Consultant shall perform all work to professional standards and in a manner reasonably satisfactory to the Authority. Consultant shall consult the Contract Administrator for any decisions that must be made by the Authority. Consultant shall promptly notify the Contract Administrator of any unsafe condition that Consultant discovers at the Airport.

C. In the event any claim is brought against the Authority relating to Consultant's work under this Agreement, Consultant shall provide any reasonable assistance and cooperation that the Authority might require.

3. Term.

A. This Agreement shall commence on November 1, 2025 and shall expire on October 31, 2026 unless terminated by either party pursuant to paragraph (B) below.

B. If Consultant breaches this Agreement and fails to cure such breach within seven days of written notice from the Contract Administrator, then the Authority may immediately terminate this Agreement for cause. Either party may terminate this Agreement for convenience upon 15 days prior written notice to the other party.

4. Compensation.

A. The Authority shall compensate Consultant for performance of the Services, and Consultant agrees to accept as full satisfaction for such work, payment according to the Fee Schedule. In no event shall the compensation payable to Consultant under this Agreement exceed the Contract Limit.

B. Consultant shall submit monthly invoices to the Authority for the Services. Each invoice shall itemize the work performed during the billing period and the amount due. Within 10 business days of receipt of each invoice, the Authority shall notify Consultant in writing of any disputed amounts on the invoice. Within 30 calendar days of receipt of each invoice, the Authority shall pay all undisputed amounts on the invoice. The Authority shall not withhold applicable taxes or other authorized deductions from the payments, and Consultant shall pay all required taxes on the payments

5. Independent Contractor Status. Consultant is, and shall at all times remain as to the Authority, an independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of the Authority or to act otherwise on behalf of the Authority as an agent. Neither the Authority nor any of its officers, employees, agents or volunteers shall have control over the conduct of Consultant except as set forth in this Agreement.

6. Airport Rules and Regulations. Consultant shall comply with the Airport Rules and Regulations. Consultant acknowledges that the Airport Rules and Regulations are available on the Authority's webpage (hollywoodburbankairport.com), and Consultant may obtain a hard copy from the Authority upon request. Violations of the Airport Rules and Regulations by Consultant or its personnel shall be punishable as stated in the Airport Rules and Regulations including by administrative fines.

7. Work Product Ownership. All reports, documents, or other written material developed by Consultant in the performance of this Agreement shall be and remain the property of the Authority without limitation upon use or dissemination by the Authority.

8. Confidentiality. Consultant shall preserve the confidentiality of all nonpublic data, documents, discussion or other information that is developed or received by it in connection with this Agreement. Consultant shall not disclose such information without the prior written authorization of the Executive Director. Upon request, all Authority data shall be returned to the Authority at expiration or termination of this Agreement. Consultant's obligations under this section shall survive expiration or termination of this Agreement.

9. Conflict of Interest. Consultant shall not maintain or acquire any financial interest that may be affected by its work under this Agreement. Consultant shall avoid the appearance of having any financial interest that would conflict in any manner with its work under this Agreement.

10. Indemnification.

A. Consultant shall defend, hold harmless, and indemnify the Indemnitees from and against any actual, alleged, or threatened causes of action, claims, costs, damages, demands, expenses (including fees of accountants, attorneys, and other professionals), judgments, liens, losses, penalties, and proceedings of any nature whatsoever (collectively, "Liabilities") that arise out of the acts or omissions of Consultant or its subcontractors in connection with this Agreement.

B. Consultant's obligations under this section shall survive expiration or termination of this Agreement, and shall apply regardless of whether or not any insurance policies are determined to be applicable to the Liabilities.

C. Consultant's obligations under this section shall apply, without limitation, to Liabilities that partially involve active or passive negligence by the Authority. However, Consultant's obligations under this section shall not apply to Liabilities that arise from the sole

negligence or willful misconduct of the Authority, as determined by final arbitration or court decision or by consensus of the parties.

11. Insurance. Without limiting Consultant's defense, hold harmless, and indemnification obligations under this Agreement, Consultant shall maintain policies of insurance as specified in the Insurance Requirements.

12. Suspension. The Contract Administrator may suspend all or any part of Consultant's work for the Authority's convenience or for work stoppages beyond the control of the parties. Written notice of a suspension shall be given to Consultant.

13. 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.

Authority
Burbank-Glendale-Pasadena Airport Authority
2627 Hollywood Way
Burbank, CA 91505
Attn: Maggie Martinez
E-mail: MMartinez@bur.org

Consultant
Trifiletti Consulting, Inc.
1545 Wilshire Blvd., Suite 700
Los Angeles, CA 90017
Attn: Lisa Lopez Trifiletti, Principal
E-mail: lisa@trifiletticonsulting.com

14. Assignability.

A. Except as provided in paragraph (B) below, Consultant shall not assign, transfer or subcontract any interest in this Agreement or the performance of any of its obligations without the Executive Director's prior written consent. Any attempt by Consultant to assign, transfer or subcontract any rights, duties or obligations in violation of this prohibition shall be void.

B. Consultant may subcontract with CDM Smith Inc. for the subconsultant work identified in Exhibit A.

15. Litigation. In the event that either party shall commence legal action to enforce or interpret this Agreement, the prevailing party shall be entitled to recover its costs of suit including reasonable attorneys' fees. The venue for litigation shall be Los Angeles County, California. The interpretation of this Agreement shall not be resolved by any rules of construction providing for interpretation against the party who causes the uncertainty to exist or against the party who drafted the disputed language.

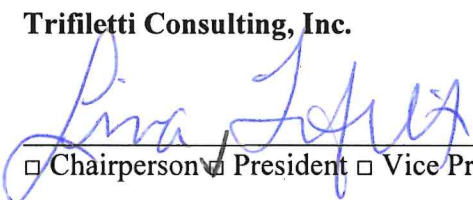
16. Exhibits. Exhibits A through C are incorporated into this Agreement by reference. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of Exhibit A or B, the provisions of this Agreement shall prevail. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of Exhibit C, the provisions of Exhibit C shall prevail.

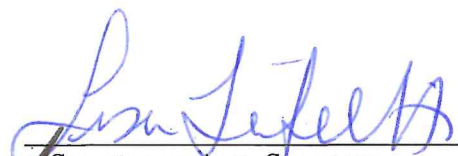
17. Incorporation of Mandatory Language. Each and every provision required by law to be inserted in this Agreement shall be deemed to be inserted and this Agreement shall be read and enforced as though such provision were included. If through mistake or otherwise any such provision is not inserted, or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

18. Entire Agreement. This Agreement (and the attached Exhibits) represents the entire and integrated contract between the parties regarding the Services. This Agreement supersedes all prior oral or written negotiations, representations and contracts related to the 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.

TO EXECUTE THIS AGREEMENT, the parties have caused their authorized representatives to sign below.

Trifiletti Consulting, Inc.


☐ Chairperson ☒ President ☐ Vice President


☒ Secretary ☐ Asst. Secretary
☐ Chief Finance Officer ☐ Asst. Treasurer

[Pursuant to California Corporations Code Section 313, both signature lines must be executed unless the signatory holds at least one of the offices designated on each line.]

Burbank-Glendale-Pasadena Airport Authority

Jess Talamantes
President

Approved as to form:

Richards, Watson & Gershon
A Professional Corporation

EXHIBIT A
Proposal

(attached)



August 28, 2025

Maggie Martinez
Director, Noise and Environmental Affairs
Hollywood Burbank Airport
2627 N. Hollywood Way
Burbank, CA 91505

Subject: Trifiletti Consulting, Inc. (Trifiletti) Professional Services Agreement

Dear Ms. Martinez,

Trifiletti Consulting is grateful for the opportunity to work with the Burbank-Glendale-Pasadena Airport Authority (Authority) to continue to provide the Authority with the required environmental consulting in connection with the South Coast Air Quality Management District (SCAQMD) Memorandum of Understanding (MOU) and related air quality and sustainability measures. Trifiletti proposes to perform the services set forth in Exhibits A and C in the amount of \$75,000 for services rendered from November 1, 2025, to October 31, 2026.

For your review and consideration, enclosed is Exhibit A, which provides a detailed description of the proposed scope of work. Exhibit B provides a breakdown of the costs and fees associated with the proposed scope of work. Exhibit C provides a detailed scope and fee proposal for Trifiletti's subconsultant, CDM Smith, to perform the annual airport emissions inventory and reporting to the SCAQMD.

We are dedicated to working with the Hollywood Burbank Airport on this important project and are available to answer questions you have regarding any aspect of the scope of work or budget described below.

Sincerely,

Lisa L. Trifiletti, Principal
Trifiletti Consulting
(310) 738-2099 cell

EXHIBIT A

Scope of Services

Trifiletti Services

Trifiletti Consulting Inc. (Trifiletti) shall assist Hollywood Burbank Airport by providing the following environmental, entitlement, land use, sustainability and governmental consulting on complex airport and transportation aviation projects and related professional services:

Environmental Consulting/Advisory Services:

- Advise on sustainability policies as necessary to support entitlement efforts at Hollywood Burbank Airport, including but not limited to coordination with the South Coast Air Quality Management District (“SCAQMD”) on updates to future Air Quality Management Plans (“AQMP”), the Southern California Association of Governments’ (“SCAG”) latest Regional Transportation Plans, and its relationship to future Memoranda of Understanding (“MOU”) with the SCAQMD.
- Advise on air quality improvement and sustainability policies as necessary to support the entitlement efforts at Hollywood Burbank Airport, including but not limited to coordination with SCAQMD on airport-related updates to the future AQMPs, SCAG’s latest Regional Transportation Plans, and its relationship to future MOUs with the SCAQMD.
- Provide strategic land use, environmental, entitlement, real estate, transportation, and governmental/public outreach consulting for airport projects, and advise, review, or prepare, as requested, environmental review documents for airport projects in compliance with the California Environmental Quality Act and the National Environmental Policy Act.
- Manage and partner with subconsultant, CDM Smith, to develop the 2023 annual emission inventories required under Burbank’s MOU with the SCAQMD. CDM Smith’s detailed scope and fee is depicted in Exhibit C.
- Lead the facilitation and coordination work with the SCAQMD, including the production of the annual status report to the SCAQMD and representation at the SCAQMD Airports Working Group, Mobile Source Committee, and SCAQMD Board Meetings, as requested by the SCAQMD.
- Provide project support on the implementation and monitoring of Air Quality Improvement Program (AQIP) measures and other sustainability initiatives as requested by the Airport.
- Prepare materials to promote sustainability achievements at the Hollywood Burbank Airport including, but not limited to, web page updates, fact sheets, press releases, as requested by Hollywood Burbank Airport.

All consulting services and related professional services shall be completed to the satisfaction of the Hollywood Burbank Airport Deputy Executive Director of Planning & Development or any other appropriate designee of the Executive Director.

All advice provided by Trifiletti shall be reviewed in a significant, substantive manner by Hollywood Burbank Airport Deputy Executive Director of Planning & Development or any other appropriate designee of the Executive Director, and Trifiletti shall not have the independent authority to enter into or approve any contracts, issue any permits, or adopt or approve any plan, report, policy, etc., on behalf of Hollywood Burbank Airport.

When interacting with Hollywood Burbank Airport personnel, other Agencies, stakeholders, the public, etc. pursuant to this Agreement, Trifiletti shall solely represent Hollywood Burbank and its interests.

EXHIBIT B

Fee Schedule

Trifiletti proposes to assist Hollywood Burbank Airport by providing expert environmental, entitlement, sustainability, land use, and governmental consulting on complex airport and transportation aviation projects and related professional consulting services, not to exceed \$75,000 for services rendered November 1, 2025, through October 31, 2026. This amendment total includes a budget of approximately \$31,000 for Trifiletti's services at the hourly rates of:

Lisa Trifiletti, Principal	\$395 per hour
Tami McCrossen-Orr Director	\$290 per hour
Environmental Specialist	\$205 per hour
Planning Associate	\$150 per hour

CDM Smith's services shall be provided for a budget of approximately \$43,402 as described in more detail in Exhibit C.

Direct expenses such as parking, copy fees, database research, authorized travel and related expenses will be billed at actual costs.

Any out-of-state or long-distance travel required to conduct the above-mentioned workplace investigations, compliance training or related services shall be approved in advance by the Executive Director or an authorized designee.



EXHIBIT B

CDM Smith Scope of Services

In 2019, the Burbank-Glendale-Pasadena Airport Authority (the Authority) entered into a Memorandum of Understanding (MOU) with the South Coast Air Quality Management District (SCAQMD) for the voluntary control of non-aircraft emissions at Hollywood Burbank Airport ("BUR"; or "the Airport"). Under the terms of the MOU, beginning in 2021 and in each year thereafter through 2032 (a total of 12 years), the Authority will provide a report detailing an inventory of equipment and emissions from ground support equipment (GSE) in operation during the previous calendar year at the Airport. The MOU also includes a requirement for the Authority to report on shuttle bus electrification progress at BUR and an inventory of equipment and emissions from airport shuttles.

This scope covers tasks that CDM Smith will perform in support of the Authority's annual MOU reporting obligations for calendar year 2025 and related air quality or sustainability measures.

Task 1: Task Management and Meetings

CDM Smith will work closely with the Airport staff throughout the development and review of inventories, emission reduction estimates, and other elements of this task order to execute agreed-upon and appropriate analytical approaches, identify applicable assumptions, facilitate the smooth transfer of information, and ensure document quality. The CDM Smith project manager or technical lead will attend meetings with Airport staff and Trifiletti Consulting and will provide periodic status reports via telephone and/or e-mail, as directed. As requested, CDM Smith will support the Authority in coordinating and negotiating with SCAQMD pertaining to the Airport's air quality needs included within this scope.

Associated with this scope, described in greater detail below, CDM Smith staff may attend up to 5 virtual meetings with Airport staff and up to 3 additional virtual meetings with SCAQMD.

Task 2: Memorandum of Understanding Inventory Development and Reporting Support

CDM Smith will support Burbank in preparing GSE and airport shuttle data requests for fleet operators. Additionally, CDM Smith will conduct quality review of collected fleet data and develop the GSE emission factors and inventories, including methodology and calculations. Further, CDM Smith will support development of slides and talking points for the SCAQMD Mobile Source Working Group Meeting and SCAQMD Mobile Source Committee Meeting for presentation of MOU report results to SCAQMD and the public. The specific Tasks include:

- 1) CDM Smith will support the collection of data from GSE and airport shuttle fleet operators by updating operator inventory reporting forms collected in the previous reporting period, and by providing template operator outreach letters to the Authority to distribute to operators. CDM Smith will coordinate with the Authority or operators for clarification, as needed.
- 2) CDM Smith will perform quality review for appropriateness of inputs and consistency relative to prior reporting years on collected GSE and airport shuttle fleet data and will use that data to calculate the emission inventories and the airport-wide GSE NOx performance factor.

- 3) CDM Smith will support the development of presentation materials on the MOU report results for the
- 4) CDM Smith will provide the Authority, as requested, with operator-reporting information for specific high-polluting GSE to facilitate targeted outreach by the Authority.

Key assumptions for this scope include:

- The GSE data obtained for the most recent previous calendar year will be incorporated by CDM Smith into the data sheets used to request the GSE fleet data.
- The GSE and airport shuttle data will be collected by the Authority from all operators at BUR and will be provided to CDM Smith.
- CDM Smith will review the collected data and inform the Authority and Trifiletti Consulting of atypical information or data deficiencies; the Authority will be responsible for verifying this data is correct or obtaining corrected data from the operators.
- Emissions and emission reduction benefits will be developed primarily from emission factor data obtained from the California Air Resources Board (CARB) OFFROAD2017 and EMFAC2017 emission models, per the MOU methodology, incorporating updated GSE emission factors provided by CARB during prior reporting periods.
- Presentation graphics and materials developed by CDM Smith for the MOU report submittal to SCAQMD will be used in the presentation of the SCAQMD Mobile Source Working Group Meeting and SCAQMD Mobile Source Committee Meeting presentation(s).

Deliverables:

- **Calendar Year 2025 Annual MOU Report (due June 1, 2026)**

Budget

To develop the GSE NOx emission inventory, prepare airport-wide NOx emission factors, analyze shuttle fleet electrification benefits, and produce reports and presentations for SCAQMD meetings, CDM Smith has estimated a budget amount of \$43,402.

Schedule

Collection and quality review of MOU data for BUR's GSE and airport shuttle fleet data, and the development of inventory calculations would begin in the 1st quarter of 2026, with the submittal of the GSE MOU documents to SCAQMD by June 1, 2026. Follow-up correspondence with SCAQMD is anticipated to continue following the initial report submittal. The dates of the SCAQMD Mobile Source Working Group and Mobile Source Committee meetings are not definitively scheduled at this time but generally are targeted for Q3 or Q4 of each year. The budget for this scope of work covers the period from October 1, 2025, through September 30, 2026.



Exhibit A CDM Smith Hourly Rates

CDM Smith Hourly Rates (2025-2026)

Title / Position / Labor Category	Hourly Rate
Officer	\$ 340
Associate	\$ 311
Principal	\$ 299
Senior Professional III (Grade 8+)	\$ 277
Senior Professional II (Grade 7)	\$ 253
Senior Professional I (Grade 6)	\$ 235
Professional III (Grade 5)	\$ 224
Professional II (Grade 3/4)	\$ 184
Professional I (Grade 1/2)	\$ 155
Senior Staff Support (Grade 5+)	\$ 189
Staff Support (Grade 1 to 4)	\$ 137
Senior Administrative Support	\$ 156
Administrative Support	\$ 142

Exhibit B Budget Sheet

Estimated Budget: Env. Consulting and MOU Support 2025-2026

CDM Smith Inc																			
Task	Title / Position / Labor Category	Officer		Principal		Senior Professional II (Grade 7)		Professional III (Grade 5)		Senior Staff Support (Grade 5+)		Professional II (Grade 3/4)		Senior Administrative Support		Staff Support (Grade 1 to 4)		Labor Subtotal	Total Fee
		Hourly Rates	Rate	Fee	Rate	Fee	Rate	Fee	Rate	Fee	Rate	Fee	Rate	Fee	Rate	Fee	Rate	Fee	Hours
1	Task Management and Meetings	8.5	\$2,890	-	\$-	24.0	\$6,072	6.0	\$1,344	24.0	\$4,536	-	\$-	24.0	\$3,744	12.0	\$1,644	98.5	\$20,230
2	MOU Inventory and Reporting	-	\$-	12.0	\$3,588	-	\$-	48.0	\$10,752	-	\$-	48.0	\$8,832	-	\$-	-	\$-	108.0	\$23,172
Total		8.5	\$2,890	12.0	\$3,588	24.0	\$6,072	54.0	\$12,096	24.0	\$4,536	48.0	\$8,832	24.0	\$3,744	12.0	\$1,644	206.5	\$43,402

Note: Cost Proposal reflects anticipated labor and subconsultant utilization. Actual labor categories, staff mix, and subconsultant participation may differ based on project requirements and staff availability.

EXHIBIT B
Insurance Requirements

1. Consultant shall obtain, provide, and maintain policies of insurance as specified below.

A. General Liability Insurance. Consultant shall maintain commercial general liability insurance in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage.

B. Automobile Liability Insurance. Consultant shall maintain automobile insurance covering bodily injury and property damage for all activities of Consultant arising out of or in connection with performance of this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

C. Professional Liability (Errors and Omissions) Insurance. Consultant shall maintain professional liability insurance that covers its work under this Agreement in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the Commencement Date and Consultant shall maintain continuous coverage through a period of no less than three years after expiration or termination of this Agreement.

D. Workers' Compensation/Employer's Liability Insurance. Consultant shall maintain workers' compensation insurance (statutory limits) and employer's liability insurance with limits of at least \$1,000,000.

2. The insurance policy or policies shall contain, or shall be endorsed to contain, the following provisions:

A. General liability policies shall provide or be endorsed to provide: (i) that the Indemnitees shall be additional insureds; and (ii) a waiver of subrogation in favor of additional insureds. This provision shall also apply to any excess/umbrella liability policies.

B. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

C. The coverage shall contain no special limitations on the scope of protection afforded to the Indemnitees.

D. For any claims related to this Agreement, Consultant's insurance coverage shall be primary insurance as respects the Indemnitees. Any insurance or self-insurance maintained by the Indemnitees shall be excess of Consultant's insurance and shall not contribute with it.

E. The limits of insurance may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of each Indemnatee before the Indemnatee's own insurance or self-insurance shall be called upon to protect it as a named insured.

F. Any failure to comply with reporting or other provisions of the policy, including breaches of warranties, shall not affect coverage provided to the Indemnitees.

G. Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

H. The policy shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, or reduced in coverage or in limits except after 30 calendar days (10 calendar days in the event of non-payment of premium) prior written notice by certified mail, return receipt requested, has been given to the Authority.

I. Insurance is to be placed with insurers authorized to conduct business in the State of California with a minimum current A.M. Best's rating of no less than A:X, unless waived by the Contract Administrator. An exception to this standard will be made for the State Compensation Insurance Fund when not specifically rated.

J. Any deductibles or self-insured retentions must be declared to and approved by the Contract Administrator. At the option of the Contract Administrator, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Indemnitees, or Consultant shall provide a financial guarantee satisfactory to the Contract Administrator guaranteeing payment of losses and related investigations, claim administration and defense expenses.

K. The workers' compensation insurer agrees to waive all rights of subrogation against the Authority for injuries to employees of Consultant resulting from work for the Authority or use of the Airport.

3. Requirements of specific coverage features or limits are not intended as a limitation on coverage, limits, or other requirements, or as a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for clarification purposes only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If Consultant maintains higher limits than the minimum specified above, the Authority requires and shall be entitled to coverage for the higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Authority.

4. Consultant shall furnish to the Authority an original certificate or certificates of insurance and amendatory endorsements showing that required policies are in effect in the required amounts and, as to the workers' compensation insurance, with the required waiver of

subrogation. The certificates and endorsements must be received and approved by the Contract Administrator prior to commencement of work. The Authority reserves the right to require complete, certified copies of all required insurance policies at any time.

5. Consultant shall ensure that its subcontractors provide the same minimum insurance coverage and endorsements required of Consultant. Consultant shall monitor and review all such coverage, and Consultant assumes all responsibility for ensuring that such coverage is provided. Upon request, Consultant shall submit all subcontractor agreements to the Authority for review.

6. In the event any policy of insurance does not comply with these requirements or is cancelled and not replaced, the Authority has the right but not the duty to obtain the insurance it deems necessary. Any premium paid by the Authority in such event shall be promptly reimbursed by Consultant or the Authority shall withhold from its payments to Consultant an amount sufficient to pay that premium.

7. The Authority reserves the right at any time to change the amounts and types of required insurance by giving Consultant 90 days notice of such change. If such change results in substantial additional cost to Consultant, then the parties shall renegotiate Consultant's compensation.

EXHIBIT C
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.

EXHIBIT A

**ADDENDUM TO FINAL ENVIRONMENTAL IMPACT REPORT
(Re: Los Angeles County Clerk Instrument No. 2016 173458 and
State Clearinghouse No. 2015121095)**

Subject: Final Environmental Impact Report (FEIR) for a replacement airline passenger terminal and ancillary improvements at Hollywood Burbank Airport.

I. Project Description

Project No. 3032957.3: Hollywood Burbank Airport Replacement Passenger Terminal
FEIR

Applicant

Burbank-Glendale-Pasadena Airport Authority

Project Location

The intersection of San Fernando Boulevard and Hollywood Way adjacent to the Hollywood Burbank Airport.

Project Description

In 2016, a FEIR for the replacement airline passenger terminal and ancillary improvements (proposed project) at Hollywood Burbank Airport (Airport) was prepared in accordance with the requirements of the California Environmental Quality Act (CEQA) on behalf of the Burbank-Glendale-Pasadena Airport Authority (Authority). The proposed project would replace the existing 14-gate, 232,000-square-foot passenger terminal with a 14-gate passenger terminal that meets current California seismic design and FAA airport design standards. The replacement passenger terminal would be developed in accordance with modern design standards to provide enhanced passenger amenities; security screening facilities that meet the latest TSA requirements; and other airport facilities (including holdrooms, baggage claim areas, and public areas) that are designed and sized for the kinds of aircraft the airlines routinely operate.

The FEIR was intended to apply to all approvals and entitlements for the proposed project including a Development Agreement between the Authority and the City of

Burbank (City), which included a list of actions the Authority would adhere to as conditions of approval (COAs) of the proposed project. The FEIR was certified, and the Development Agreement was approved by the Authority in July 2016.

COA 42 requires that, if the Adjacent Property Terminal Option is constructed, the Authority shall widen the southbound connector road between San Fernando Boulevard and Hollywood Way located on the southwest corner of this grade-separated intersection to provide a second signaled right turn lane from San Fernando Boulevard to Hollywood Way. Per Chapter 3, Section 17, Mitigation Measure ADJ PROP FULL-TRANS-2B of the FEIR¹, traffic signal control could be limited to the southbound side of Hollywood Way, as there is a raised median dividing the northbound and southbound lanes of Hollywood Way and the northbound side does not have any conflicting vehicle movements. Additionally, and as part of the intersection improvements, the Hollywood Way southbound ramp from San Fernando Boulevard would remain two lanes for its entire length rather than merging to one before reaching Hollywood Way and would be realigned within the existing right-of-way to approach Hollywood Way at a 90-degree angle. Figure 3 in Attachment A provides an illustration of the improvements associated with COA 42.

Since the certification of the FEIR, a private developer has constructed a development known as Avion Burbank immediately adjacent to the proposed project site. As part of the Avion Burbank project, the developer made improvements to the San Fernando Boulevard / Hollywood Way intersection (see details regarding these improvements, called the “Avion Improvement”, in Attachment A).

This addendum provides a technical comparison of COA 42 and the Avion Improvement to determine whether the Avion Improvement provides an equivalent or greater mitigation for the impacts at the intersection.

¹ RS&H. (2016, June). Final Environmental Impact Report for a Replacement Airline Passenger Terminal at Burbank Bob Hope Airport, page 3.17-17. Retrieved from Elevate BUR: <https://elevatebur.com/wp-content/uploads/2020/02/BUR-FEIR16-Volume1.pdf>

II. Environmental Setting

The proposed replacement airline passenger terminal is located entirely on Airport property. Surrounding land uses along San Fernando Boulevard and Hollywood Way include existing commercial and industrial developments as well as the Airport.

III. Project Background

As described in Attachment A, COA 42 for the proposed project (set forth in Exhibit G of the Development Agreement) states: *"If the Authority constructs the Adjacent Property Terminal Option, the Authority shall widen the southbound connector road between San Fernando Boulevard and Hollywood Way located on the southwest corner of this grade separated intersection to provide a second right turn lane from San Fernando Boulevard to Hollywood Way, and shall signalize the intersection. The signalized intersection shall be connected to the City's Citywide Signal Control System (CSCS) via fiber optic connection and shall be coordinated with adjacent traffic signals on Hollywood Way."*²

The FEIR analyzed the environmental impacts associated with the proposed project including the intersection improvements required by the COAs. As a result of the Avion Improvement, COA 42, which was analyzed in the FEIR, is no longer required to make improvements to the San Fernando Boulevard / Hollywood Way intersection. Therefore, it is proposed that COA 42 be deleted from Exhibit G of the Development Agreement.

IV. Environmental Determination

The FEIR, which was certified by the Authority in 2016, analyzed the environmental impacts of the proposed project. Based on the information from the FEIR and in the Addendum, the Authority has determined:

- None of the conditions identified in CEQA Guidelines Section 15162 that would require a subsequent or supplemental FEIR apply to the deletion of COA 42 from Exhibit G of the Development Agreement.
- No substantial changes have occurred with respect to the circumstances under

² City of Burbank and the Burbank-Glendale-Pasadena Airport Authority. (2016). Development Agreement. Retrieved from Elevate BUR: <https://elevatebur.com/wp-content/uploads/2020/02/DevelopmentAgreement.pdf>.

- No substantial changes have occurred with respect to the circumstances under which the proposed project is being undertaken that would involve new significant environmental impacts not discussed in the certified FEIR.
- No new information has become available since the FEIR was certified by the Authority indicating:
 - (1) that significant effects would occur that are not discussed in the FEIR;
 - (2) that significant effects discussed in the FEIR would be substantially more severe;
 - (3) that mitigation measures or alternatives previously found not to be feasible would in fact be feasible and would substantially reduce one or more significant effects of the proposed project; nor
 - (4) that mitigation measures or alternatives not previously considered in the FEIR would substantially lessen one or more of the significant environmental effects.

Per CEQA Guidelines Section 15164, an Addendum is appropriate when only minor technical changes or additions are necessary to make a FEIR adequate and the changes do not raise important new issues. As shown in Chapter 3, *Environmental Impacts*, of the FEIR³, the analyses of impacts do not identify any new significant environmental impacts that were not already discussed in the EIR.

The cumulative effects of development at the Airport are analyzed and discussed in the FEIR and no further discussion is warranted for the deletion of COA 42 from Exhibit G of the Development Agreement.

V. Impact Analysis

Impact Analysis of Project per Final Environmental Impact Report

The FEIR, certified in 2016, analyzed the environmental impacts that would occur as a result of the proposed project including the intersection improvements specified in COA 42. The Avion Improvement was completed as part of a separate development by a

³ RS&H. (2016, June). Final Environmental Impact Report for a Replacement Airline Passenger Terminal at Burbank Bob Hope Airport. Retrieved from Elevate BUR: <https://elevatebur.com/wp-content/uploads/2020/02/BUR-FEIR16-Volume1.pdf>

private developer, adjacent to the proposed project site following the certification of the FEIR. Figure 4 in Attachment A provides an illustration of the Avion Improvement. The certified FEIR analyzed the environmental impacts associated with the intersection improvements associated with COA 42; therefore, the environmental impacts were accounted for in the FEIR.

Transportation and Traffic

COA 42 requires that, if the Adjacent Property Terminal Option is constructed, the Authority shall widen the southbound connector road between San Fernando Boulevard and Hollywood Way. Per Chapter 3, Section 17, Mitigation Measure ADJ PROP FULL-TRANS-2B of the FEIR,⁴ traffic signal control could be limited to the southbound side of Hollywood Way, as there is a raised median dividing the northbound and southbound lanes of Hollywood Way and the northbound side does not have any conflicting vehicle movements. As a result of the Avion Improvement, COA 42, which was analyzed in the FEIR, is no longer required to make improvements to the San Fernando Boulevard / Hollywood Way intersection. See Attachment A for more information.

VI. Impact Significance

Although the Authority was not the entity responsible for the Avion Improvement, that work provides a better operational result and the least hazardous design for the ramp from San Fernando Boulevard to southbound Hollywood Way compared to the improvements that would be made under COA 42 (see Attachment A). Therefore, the deletion of COA 42 from Exhibit G of the Development Agreement would not result in a change in the conclusions of the FEIR.

VII. Certification

Copies of the Addendum to the FEIR and the FEIR and associated project specific documents may be reviewed in the City of Burbank Community Development Department's Planning Division located at 150 N. Third Street, 2nd Floor, Burbank, CA 91510.

⁴ RS&H. (2016, June). Final Environmental Impact Report for a Replacement Airline Passenger Terminal at Burbank Bob Hope Airport, page 3.17-17. Retrieved from Elevate BUR: <https://elevatebur.com/wp-content/uploads/2020/02/BUR-FEIR16-Volume1.pdf>

ATTACHMENT A

Assessment of Condition of Approval No. 42 and Avion Improvement



MEMORANDUM

TO: David Full, RS&H, Inc.

FROM: Jonathan Chambers, P.E.

DATE: March 28, 2025

RE: Assessment of Item 42 and the Avion Improvement for the
Burbank-Glendale-Pasadena Airport Authority
Burbank, California

Ref: J2155a

The Burbank-Glendale-Pasadena Airport Authority (Authority) is required to implement an improvement to the southbound connector road from San Fernando Boulevard where it meets Hollywood Way based on Item 42 in the Conditions of Approval¹ for the Replacement Terminal Project (RPT) at the Hollywood Burbank Airport (Airport). However, since the Conditions of Approval were developed in 2016, the adjacent Avion mixed-use development project was approved and constructed, and it implemented an alternative improvement at the intersection (Avion Improvement).

Gibson Transportation Consulting, Inc. compared the Item 42 requirement to the Avion Improvement. As detailed in this memorandum, our analysis concludes that the Avion Improvement is equal or better than that described in Item 42 and, therefore, no further improvement should be required.

BACKGROUND INFORMATION

San Fernando Boulevard crosses over Hollywood Way at a grade-separated interchange east of the Airport. Access to and from southbound Hollywood Way is provided via a pair of ramps meeting San Fernando Road at a signalized intersection west of Hollywood Way, as shown in Figure 1. In 2016, at the time of preparation of the Conditions of Approval for the RPT, the ramp from San Fernando Boulevard to southbound Hollywood Way provided two lanes that merged into one lane controlled by a stop sign to control slight right turns onto Hollywood Way. The Baseline Configuration is detailed in Figure 2.

¹ See page 9 of Conditions of Approval, attached as Exhibit G to *Development Agreement Between the City of Burbank and the Burbank-Glendale-Pasadena Airport Authority for the Replacement Terminal Project*, approved and ratified in 2016. Item #42 reads:

"If the Authority constructs the Adjacent Property Terminal Option, the Authority shall widen the southbound connector road between San Fernando Boulevard and Hollywood Way located on the southwest corner of this grade separated intersection to provide a second right turn lane from San Fernando Boulevard to Hollywood Way, and shall signalize the intersection. This signalized intersection shall be connected to the City's Citywide Signal Control System (CSCS) via fiber optic connection and shall be coordinated with adjacent traffic signals on Hollywood Way."

The traffic impact analysis² conducted under the California Environmental Quality Act (CEQA) for the RPT (RPT TIA) found that the stop-controlled turn from the ramp onto southbound Hollywood Way would exceed level of service (LOS) standards in place at the time, under the Baseline Configuration, due to vehicle delay and the addition of RPT traffic to the ramp.

Item 42 Improvement

The Item 42 Improvement was identified as a suitable mitigation measure to reduce the intersection operation from LOS F during both peak hours to LOS B during the morning peak hour and LOS D during the afternoon peak hour. It required that the Authority widen the ramp to maintain two lanes through its entire length and to provide a traffic signal to control two right-turn lanes onto southbound Hollywood Way. No changes were required for the signalized intersection on San Fernando Boulevard. The Item 42 Improvement, detailed in Figure 3, was codified in the Conditions of Approval as described above.

Avion Improvement

The Avion Improvement, implemented in 2021, redesigned the ramp to use a single lane the entire distance between San Fernando Boulevard and Hollywood Way (i.e., eliminating the mid-ramp merge from the Baseline Configuration). It also modified the end of the ramp so that the single right-turn lane turns into a dedicated southbound lane on Hollywood Way, eliminating the need to immediately merge into southbound through traffic. A new continental crosswalk and Class IV bicycle path were installed on Hollywood Way across the ramp. A “yield to pedestrians” sign and pavement markings were installed on the ramp in advance of the crosswalk and bicycle path. The Avion Improvement is detailed in Figure 4.

TECHNICAL COMPARISON OF IMPROVEMENTS

A technical analysis was conducted to compare the results of the intersection operation under the Baseline Configuration, the Item 42 Improvement, and the Avion Improvement. As noted above, the original impact identified in the RPT TIA was due to delay and the addition of RPT traffic. Under the Baseline Configuration, the stop-controlled right-turns from the ramp to southbound Hollywood Way were found to be extremely delayed³ based on the *Highway Capacity Manual 2000* (Transportation Research Board, 2000) methodology, resulting in LOS F (i.e., over capacity) conditions during both the morning and afternoon peak hour⁴. This analysis was updated using

² *Revised Traffic Impact Study for the Burbank Bob Hope Airport Terminal Replacement Project* (Gibson Transportation Consulting, Inc., June 2016).

³ The delay was reported as “overflow,” which indicates that, in the software’s estimation, the volume of uncontrolled traffic on Hollywood Way is so high that there are insufficient gaps to accommodate the right turns from the ramp, leading to indefinite and ever-increasing delays.

⁴ Based on the “Completion Year 2025 With Project Conditions – Adjacent Property Option”, which are not only the most conservative (i.e., highest-volume) conditions from the RPT TIA, but also most closely aligned with the current year and the planned buildout of the RPT (i.e., the Adjacent Property Option was ultimately chosen for construction). The updated HCM 6th Edition analyses used the same set of traffic volumes.

the *Highway Capacity Manual 6th Edition* (Transportation Research Board, 2016) (HCM 6th Edition) methodology, which confirmed LOS F conditions as shown in Table 1. LOS worksheets from the RPT TIA as well as using the HCM 6th Edition methodology are provided in the Attachment.

The Item 42 Improvement sought to address the impact by both increasing the number of right-turn lanes and by introducing traffic signal control to periodically stop the southbound traffic on Hollywood Way and allow the right turns to proceed without interference. This improvement would substantially reduce the delay and increase capacity for the ramp, but would also introduce delay for the southbound through movement, which was unimpeded under the Baseline Configuration. The RPT TIA analyzed the Item 42 Improvement using the Critical Movement Analysis (CMA) methodology required at the time for signalized intersections, which calculates volume-to-capacity ratio rather than delay. This analysis was also updated using the HCM 6th Edition methodology to calculate delay. As shown in Table 1, the intersection was found to experience LOS B conditions during the morning peak hour and LOS D conditions during the afternoon peak hour using the CMA methodology in the RPT TIA. Using the HCM 6th Edition methodology, it would operate at LOS B during both peak hours and introduce an average of approximately six seconds of delay for southbound traffic on Hollywood Way during both peak hours.

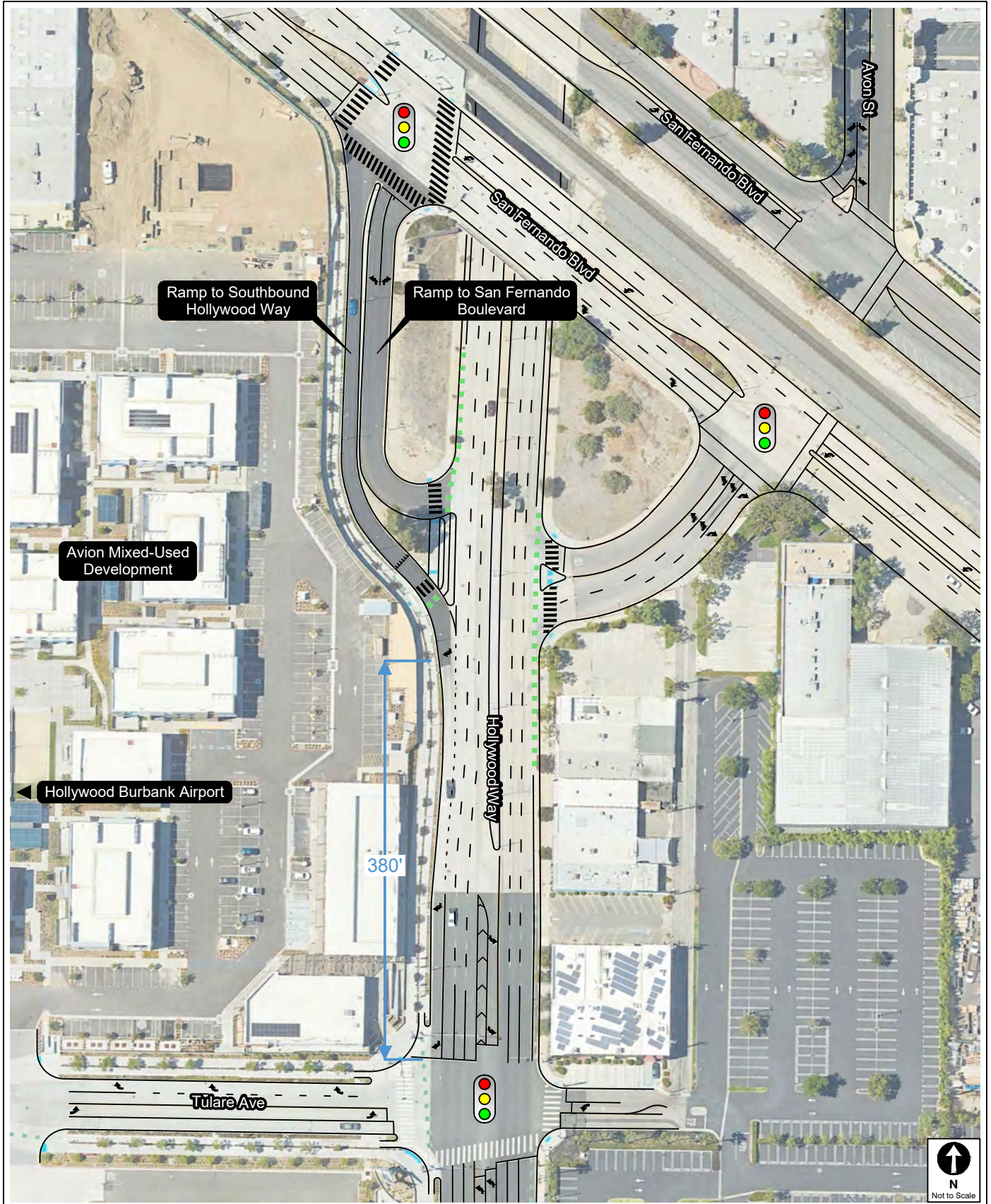
Unlike the Baseline Configuration and the Item 42 Improvement, the Avion Improvement has no conflicting vehicular movements and, thus, eliminates delay for both the right turns from the ramp and for southbound Hollywood Way traffic. It, therefore, is an improvement, from a delay-based traffic operations standpoint, over both the Baseline Configuration and the Item 42 Improvement.

Other Considerations

While the Avion Improvement clearly improves delay over the other configurations, CEQA also considers whether the geometric design of an intersection would result in a safety hazard. Safety hazards can occur due to conflicts between vehicles or with pedestrians or bicycles, from sharp turns or inadequate site distance, or from design that could lead to queues that impede safe traffic operations. Table 2 provides a summary of how each of the three possible configurations compare on these issues. As shown, while none of the configurations present substantial safety hazards, the Avion Improvement minimizes potential hazards to the greatest degree.

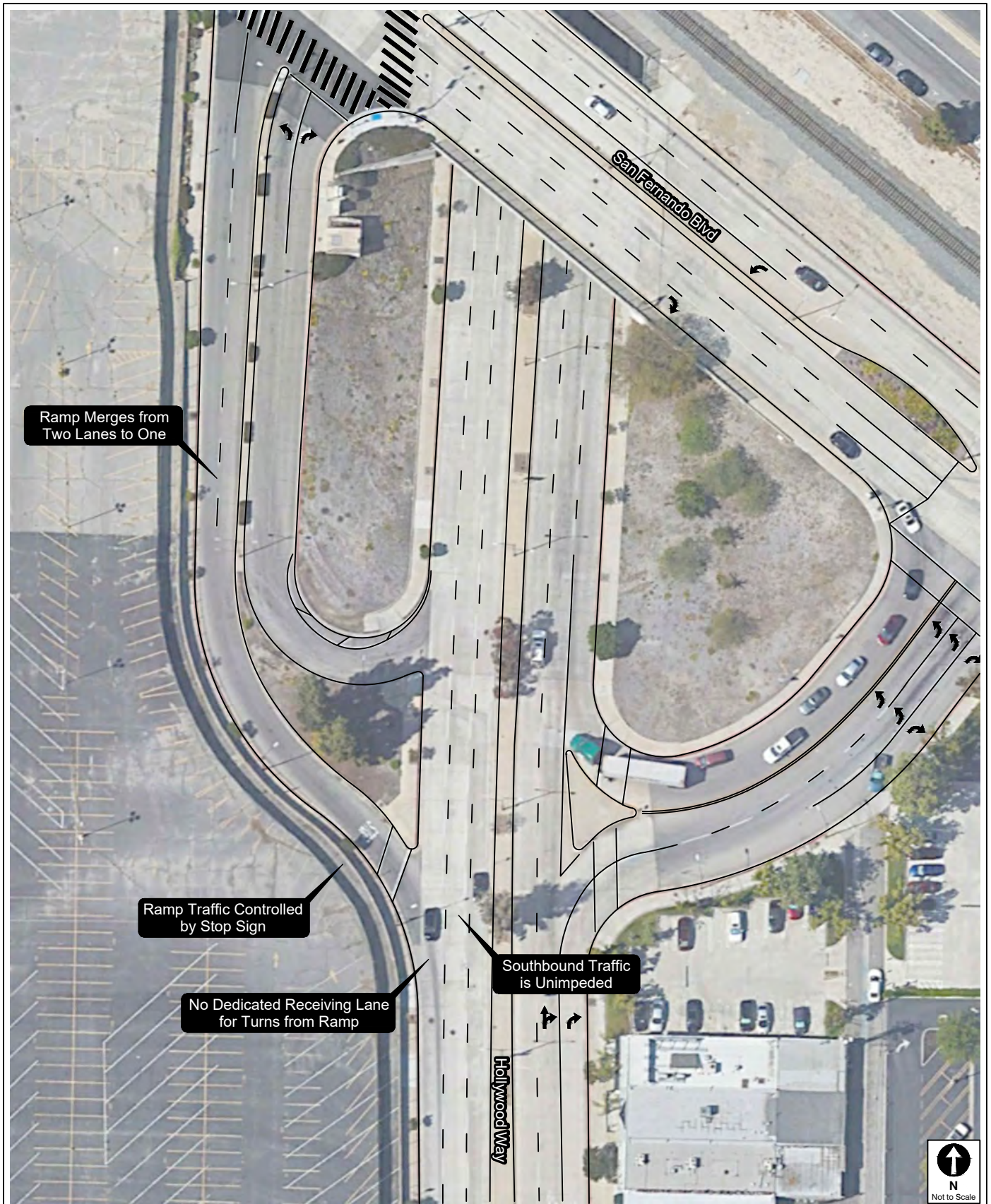
CONCLUSION

The Avion Improvement provides both the best operational result and the least hazardous design for the ramp from San Fernando Boulevard to southbound Hollywood Way when compared to the Baseline Configuration and the Item 42 Improvement. Therefore, it serves as an equivalent or greater mitigation for the CEQA impact identified in the RPT TIA, and Item 42 from the Conditions of Approval should no longer be required.



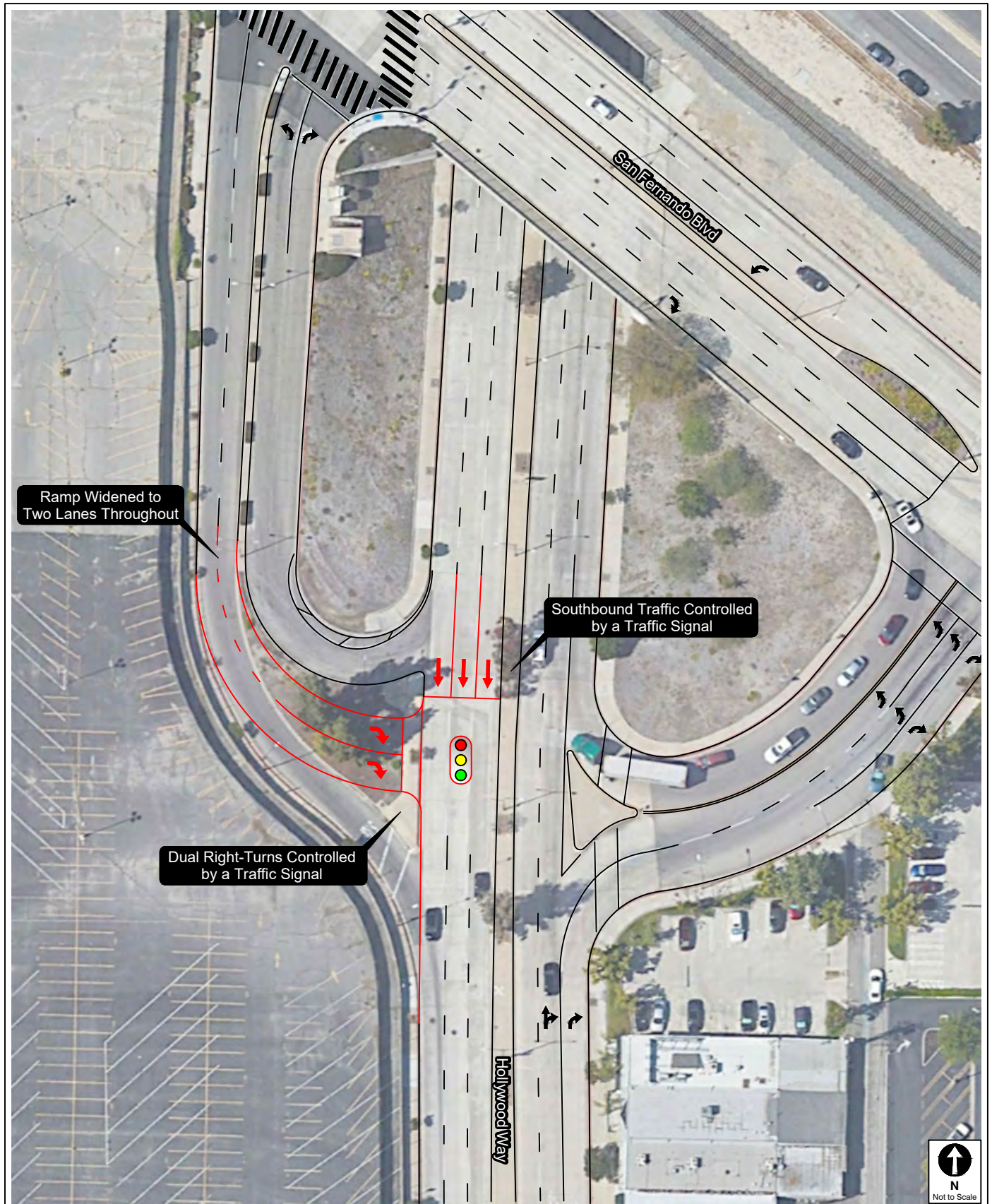
STUDY AREA

FIGURE
1



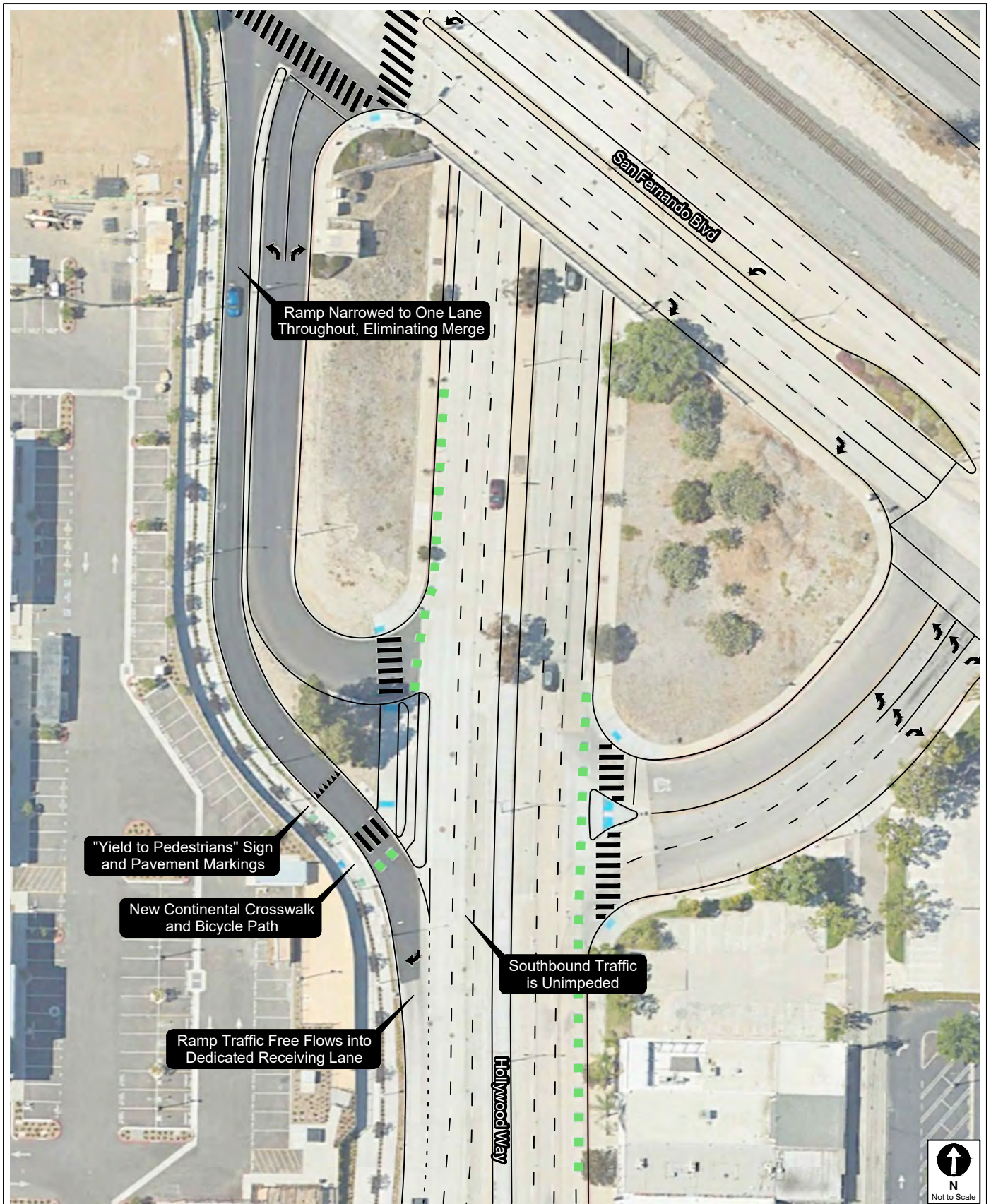
BASELINE CONFIGURATION

FIGURE
2



ITEM 42 IMPROVEMENT

FIGURE
3



AVION IMPROVEMENT

FIGURE
4

**TABLE 1
OPERATIONAL ANALYSIS COMPARISON**

Location	Baseline Configuration		Item 42 Improvement		Avion Improvement
	AM Peak Hour	PM Peak Hour	AM Peak Hour	PM Peak Hour	
Results from the RPT TIA [a]					
Analysis Methodology	Highway Capacity Manual 2000		Critical Movement Analysis		[b]
Intersection LOS	F	F	B	D	[b]
Reporting Metric [c]	Worst-case delay (seconds) [d]		Volume-to-capacity ratio		[b]
Reported Value	overflow [e]	overflow [e]	0.687	0.801	[b]
Results Using Updated Methodology [f]					
Analysis Methodology	Highway Capacity Manual, 6th Edition		Highway Capacity Manual, 6th Edition		[b]
Intersection LOS	F	F	B	B	[b]
Reporting Metric [c]	Worst-case delay (seconds) [d]		Average Delay (seconds) [g]		[b]
Reported Value	790.0 [h]	388.8 [h]	10.9	16.4	[b]
Average Southbound Delay	0.0	0.0	6.2	5.8	0.0

Notes:

LOS = level of service, ranging from A (free-flow conditions) to F (congested, over capacity).

[a] See Table 41 from *Revised Traffic Impact Study for the Burbank Bob Hope Airport Terminal Replacement Project* (Gibson Transportation Consulting, Inc., June 2016).

[b] The Avion Improvement does not have any conflicting traffic movements, and therefore does not produce any delay or capacity calculation using standard methodologies.

[c] This is the metric by which the LOS was determined.

[d] The worst-case delay is that experienced by the stop-controlled minor street approach (i.e., the ramp traffic) where the major street approach is unimpeded (i.e., Hollywood Way traffic).

[e] The delay was reported as "overflow," which indicates that, in the software's estimation, the volume of uncontrolled southbound traffic on Hollywood Way is so high that there are insufficient gaps to accommodate the right turns from the ramp, leading to indefinite and ever-increasing delays.

[f] This analysis used the same traffic volumes as that from the RPT TIA.

[g] The average delay is the average of all vehicles, as is reported for a signal-controlled intersection.

[h] These worst-case delay results are actually worse than the numeric values calculated in the RPT TIA (and provided in Appendix C to the RPT TIA), and would also have been reported as "overflow" in the RPT TIA.

TABLE 2
SAFETY HAZARDS DUE TO GEOMETRIC DESIGN FEATURES

Potential Hazard	Baseline Configuration	Item 42 Improvement	Avion Improvement
Conflicts with Other Vehicles	Conflicts can result from the merging of two lanes into one on the ramp as well as from unprotected right turns into heavy traffic on southbound Hollywood Way.	Conflicts with other vehicles are minimized. There is no merge on the ramp, and the two right-turn lanes have a traffic signal to allow protected turns onto Hollywood Way. However, the dual right-turn lanes could still make unprotected right turns onto Hollywood Way unless a "No Right Turn on Red" sign is included.	Conflicts with other vehicles are minimized. There is no merge on the ramp, and turns onto southbound Hollywood Way turn into a dedicated lane. The only potential vehicle conflict is with the weaving movement on Hollywood Way south of the ramp, as ramp traffic merges left to continue south and Hollywood Way traffic merges right to turn right onto Tulare Avenue.
Conflicts with Pedestrians or Bicycles	Conflicts with pedestrians are minimized by the stop sign located in front of the crosswalk. There are no bicycle facilities, but bicyclists on Hollywood Way would likely use the crosswalk or the curb lane and would be similarly protected.	Conflicts with pedestrians are minimized by the crosswalk and traffic signal control. There are no bicycle facilities, but bicyclists on Hollywood Way would likely use the crosswalk or the curb lane and would be similarly protected.	Conflicts with pedestrians are minimized by the continental crosswalk and green-striped bicycle path, along with the yield markings and signage in advance of the crossing.
Sharp Turns	The Baseline Configuration does not include any sharp turns.	The Item 42 Improvement does not include any sharp turns.	The Avion Improvement does not include any sharp turns.
Inadequate Sight Distance	Under the Baseline Configuration, the ramp meets Hollywood Way at an obtuse angle which requires ramp drivers to look back over their shoulder (from the stop bar) to see oncoming traffic before proceeding. Visibility is not physically obstructed, but may be challenging for older drivers or those with mobility impairments.	The Item 42 Improvement provides adequate visibility for all drivers.	The Avion Improvement provides adequate visibility for all drivers.
Design-Related Queues	The Baseline Configuration includes a stop sign at the end of the ramp where traffic could queue. However, there is unrestricted visibility along the ramp, so the risk of rear-end collisions is minimized.	The Item 42 Improvement includes a traffic signal at the end of the ramp where traffic could queue. Because the ramp meets Hollywood Way at a 90-degree angle, there is less sight distance than under the Baseline Configuration; However, there is still adequate sight distance to minimize the risk of rear-end collisions.	The Avion Improvement does not result in queues except in a situation where a driver yields to pedestrians or bicyclists. However, there is unrestricted visibility along the ramp, so the risk of rear-end collisions is minimized.

Attachment

Level of Service Worksheets

Baseline Configuration

***From Replacement Passenger Terminal
Traffic Impact Analysis***

Level Of Service Computation Report
2000 HCM Unsignalized Method (Base Volume Alternative)

Intersection #106 Hollywood & San Fernando Ramps

Average Delay (sec/veh): 16.4 Worst Case Level Of Service: F[172.6]

Street Name:	Hollywood Way						San Fernando Blvd Ramps								
Approach:	North Bound			South Bound			East Bound			West Bound					
Movement:	L	-	T	-	R	L	-	T	-	R	L	-	T	-	R
Control:	Uncontrolled			Uncontrolled			Stop Sign			Yield Sign					
Rights:	Include			Include			Include			Include					
Lanes:	0	0	1	1	1	0	0	2	1	0	0	0	0	0	1
	-----			-----			-----			-----					

Volume Module:

Base Vol:	0	912	151	0	2213	265	0	0	373	0	0	204
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	0	912	151	0	2213	265	0	0	373	0	0	204
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Volume:	0	912	151	0	2213	265	0	0	373	0	0	204
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Final Volume:	0	912	151	0	2213	265	0	0	373	0	0	204
	-----			-----			-----			-----		

Critical Gap Module:

Critical Gp:	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	6.9	xxxxx	xxxx	6.9
FollowUpTim:	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	3.3	xxxxx	xxxx	3.3
	-----			-----			-----			-----		

Capacity Module:

Cnflct Vol:	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	xxxx	870	xxxx	xxxx	456
Potent Cap.:	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	xxxx	299	xxxx	xxxx	557
Move Cap.:	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	xxxx	299	xxxx	xxxx	557
Volume/Cap:	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	1.25	xxxx	xxxx	0.37
	-----			-----			-----			-----		

Level Of Service Module:

2Way95thQ:	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	xxxx	17.4	xxxx	xxxx	1.7			
Control Del:	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	172.6	xxxxx	xxxx	15.2			
LOS by Move:	*	*	*	*	*	*	*	*	F	*	*	C			
Movement:	LT	-	LTR	-	RT	LT	-	LTR	-	RT	LT	-	LTR	-	RT
Shared Cap.:	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx			
Shared Queue:	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx			
Shrd ConDel:	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx			
Shared LOS:	*	*	*	*	*	*	*	*	*	*	*	*			
ApproachDel:	xxxxxx			xxxxxx			172.6			15.2					
ApproachLOS:	*			*			F			C					

Note: Queue reported is the number of cars per lane.

Level Of Service Computation Report
2000 HCM Unsignalized Method (Base Volume Alternative)

Intersection #106 Hollywood & San Fernando Ramps

Average Delay (sec/veh): 21.6 Worst Case Level Of Service: F[268.8]

Street Name:	Hollywood Way						San Fernando Blvd Ramps								
Approach:	North Bound			South Bound			East Bound			West Bound					
Movement:	L	-	T	-	R	L	-	T	-	R	L	-	T	-	R
Control:	Uncontrolled			Uncontrolled			Stop Sign			Yield Sign					
Rights:	Include			Include			Include			Include					
Lanes:	0	0	1	1	1	0	0	2	1	0	0	0	0	0	1
	-----			-----			-----			-----					

Volume Module:

Base Vol:	0	2167	162	0	1059	114	0	0	215	0	0	313
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	0	2167	162	0	1059	114	0	0	215	0	0	313
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Volume:	0	2167	162	0	1059	114	0	0	215	0	0	313
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Final Volume:	0	2167	162	0	1059	114	0	0	215	0	0	313
	-----			-----			-----			-----		

Critical Gap Module:

Critical Gp:	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	6.9	xxxxx	xxxx	6.9
FollowUpTim:	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	3.3	xxxxx	xxxx	3.3
	-----			-----			-----			-----		

Capacity Module:

Cnflct Vol:	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	xxxx	410	xxxx	xxxx	1084
Potent Cap.:	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	xxxx	596	xxxx	xxxx	216
Move Cap.:	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	xxxx	596	xxxx	xxxx	216
Volume/Cap:	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	0.36	xxxx	xxxx	1.45
	-----			-----			-----			-----		

Level Of Service Module:

2Way95thQ:	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	xxxx	1.6	xxxx	xxxx	18.5			
Control Del:	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	14.4	xxxxx	xxxx	268.8			
LOS by Move:	*	*	*	*	*	*	*	*	B	*	*	F			
Movement:	LT	-	LTR	-	RT	LT	-	LTR	-	RT	LT	-	LTR	-	RT
Shared Cap.:	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx			
Shared Queue:	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx			
Shrd ConDel:	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx			
Shared LOS:	*	*	*	*	*	*	*	*	*	*	*	*			
ApproachDel:	xxxxxx			xxxxxx			14.4			268.8					
ApproachLOS:	*			*			B			F					

Note: Queue reported is the number of cars per lane.

Item 42 Improvement

***From Replacement Passenger Terminal
Traffic Impact Analysis***

Level Of Service Computation Report
Circular 212 Planning Method (Base Volume Alternative)

Intersection #106 Hollywood & San Fernando Ramps

Cycle (sec): 100 Critical Vol./Cap.(X): 0.687

Loss Time (sec): 0 Average Delay (sec/veh): xxxxxx

Optimal Cycle: 46 Level Of Service: B

Street Name:	Hollywood Way						San Fernando Blvd Ramps					
Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Permitted			Permitted			Permitted			Permitted		
Rights:	Ignore			Include			Include			Ignore		
Min. Green:	0	0	0	0	0	0	0	0	0	0	0	0
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Lanes:	0	0	1	1	1	1	0	0	2	1	0	0

Volume Module:

Base Vol:	0	912	151	0	2213	265	0	0	373	0	0	204
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	0	912	151	0	2213	265	0	0	373	0	0	204
User Adj:	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
PHF Adj:	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
PHF Volume:	0	912	0	0	2213	265	0	0	373	0	0	0
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	0	912	0	0	2213	265	0	0	373	0	0	0
PCE Adj:	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
MLF Adj:	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.10	1.00	1.00	0.00
Final Volume:	0	912	0	0	2213	265	0	0	410	0	0	0

Saturation Flow Module:

Sat/Lane:	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500
Adjustment:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Lanes:	0.00	2.00	1.00	0.00	2.68	0.32	0.00	0.00	2.00	0.00	0.00	1.00
Final Sat.:	0	3000	1500	0	4019	481	0	0	3000	0	0	1500

Capacity Analysis Module:

Vol/Sat:	0.00	0.30	0.00	0.00	0.55	0.55	0.00	0.00	0.14	0.00	0.00	0.00
Crit Volume:	0			826			205			0		
Crit Moves:	****			****			****					

Level Of Service Computation Report
Circular 212 Planning Method (Base Volume Alternative)

Intersection #106 Hollywood & San Fernando Ramps

Cycle (sec): 100 Critical Vol./Cap.(X): 0.801
Loss Time (sec): 0 Average Delay (sec/veh): xxxxxx
Optimal Cycle: 72 Level Of Service: D

Street Name:	Hollywood Way						San Fernando Blvd Ramps					
Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Permitted			Permitted			Permitted			Permitted		
Rights:	Ignore			Include			Include			Ignore		
Min. Green:	0	0	0	0	0	0	0	0	0	0	0	0
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Lanes:	0	0	1	1	1	1	0	0	2	1	0	0

Volume Module:

Base Vol:	0	2167	162	0	1059	114	0	0	215	0	0	313
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	0	2167	162	0	1059	114	0	0	215	0	0	313
User Adj:	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
PHF Adj:	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
PHF Volume:	0	2167	0	0	1059	114	0	0	215	0	0	0
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	0	2167	0	0	1059	114	0	0	215	0	0	0
PCE Adj:	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
MLF Adj:	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.10	1.00	1.00	0.00
Final Volume:	0	2167	0	0	1059	114	0	0	237	0	0	0

Saturation Flow Module:

Sat/Lane:	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500
Adjustment:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Lanes:	0.00	2.00	1.00	0.00	2.71	0.29	0.00	0.00	2.00	0.00	0.00	1.00
Final Sat.:	0	3000	1500	0	4063	437	0	0	3000	0	0	1500

Capacity Analysis Module:

Vol/Sat:	0.00	0.72	0.00	0.00	0.26	0.26	0.00	0.00	0.08	0.00	0.00	0.00
Crit Volume:	1083			0			118			0		
Crit Moves:	****			****			****					

Baseline Configuration

Using Highway Capacity Manual, 6th Edition

Intersection Level Of Service Report

Intersection 1: Baseline Configuration

Control Type: Two-way stop
 Analysis Method: HCM 6th Edition
 Analysis Period: 15 minutes

Delay (sec / veh): 790.0
 Level Of Service: F
 Volume to Capacity (v/c): 2.603

Intersection Setup

Name	Hollywood Way			Hollywood Way			SB Ramps			NB Ramps		
Approach	Northbound			Southbound			Eastbound			Westbound		
Lane Configuration												
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Entry Pocket	0	0	1	0	0	0	0	0	0	0	0	0
Entry Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
No. of Lanes in Exit Pocket	0	0	0	0	0	1	0	0	0	0	0	0
Exit Pocket Length [ft]	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
Speed [mph]	30.00			30.00			30.00			30.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	No			No			Yes			Yes		

Volumes

Name	Hollywood Way			Hollywood Way			SB Ramps			NB Ramps		
Base Volume Input [veh/h]	0	912	151	0	2213	265	0	0	373	0	0	204
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	912	151	0	2213	265	0	0	373	0	0	204
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Total 15-Minute Volume [veh/h]	0	228	38	0	553	66	0	0	93	0	0	51
Total Analysis Volume [veh/h]	0	912	151	0	2213	265	0	0	373	0	0	204
Pedestrian Volume [ped/h]	0			0			0			0		

Intersection Settings

Priority Scheme	Free	Free	Stop	Stop
Flared Lane				
Storage Area [veh]	0	0	0	0
Two-Stage Gap Acceptance			No	No
Number of Storage Spaces in Median	0	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.01	0.00	0.00	0.02	0.00	0.00	0.00	2.60	0.00	0.00	0.43
d_M, Delay for Movement [s/veh]	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	789.97	0.00	0.00	18.32
Movement LOS		A	A		A	A			F			C
95th-Percentile Queue Length [veh/ln]	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.95	0.00	0.00	2.15
95th-Percentile Queue Length [ft/ln]	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	823.86	0.00	0.00	53.72
d_A, Approach Delay [s/veh]	0.00			0.00			789.97			18.32		
Approach LOS	A			A			F			C		
d_I, Intersection Delay [s/veh]	72.46											
Intersection LOS	F											

Intersection Level Of Service Report

Intersection 1: Baseline Configuration

Control Type: Two-way stop
 Analysis Method: HCM 6th Edition
 Analysis Period: 15 minutes

Delay (sec / veh): 388.8
 Level Of Service: F
 Volume to Capacity (v/c): 1.716

Intersection Setup

Name	Hollywood Way			Hollywood Way			SB Ramps			NB Ramps		
Approach	Northbound			Southbound			Eastbound			Westbound		
Lane Configuration												
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Entry Pocket	0	0	1	0	0	0	0	0	0	0	0	0
Entry Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
No. of Lanes in Exit Pocket	0	0	0	0	0	1	0	0	0	0	0	0
Exit Pocket Length [ft]	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
Speed [mph]	30.00			30.00			30.00			30.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	No			No			Yes			Yes		

Volumes

Name	Hollywood Way			Hollywood Way			SB Ramps			NB Ramps		
Base Volume Input [veh/h]	0	2167	162	0	1059	114	0	0	215	0	0	313
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	2167	162	0	1059	114	0	0	215	0	0	313
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Total 15-Minute Volume [veh/h]	0	542	41	0	265	29	0	0	54	0	0	78
Total Analysis Volume [veh/h]	0	2167	162	0	1059	114	0	0	215	0	0	313
Pedestrian Volume [ped/h]	0			0			0			0		

Intersection Settings

Priority Scheme	Free	Free	Stop	Stop
Flared Lane				
Storage Area [veh]	0	0	0	0
Two-Stage Gap Acceptance			No	No
Number of Storage Spaces in Median	0	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.02	0.00	0.00	0.01	0.00	0.00	0.00	0.55	0.00	0.00	1.72
d_M, Delay for Movement [s/veh]	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.18	0.00	0.00	388.79
Movement LOS		A	A		A	A			D			F
95th-Percentile Queue Length [veh/ln]	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.24	0.00	0.00	21.73
95th-Percentile Queue Length [ft/ln]	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.95	0.00	0.00	543.17
d_A, Approach Delay [s/veh]	0.00			0.00			25.18			388.79		
Approach LOS	A			A			D			F		
d_I, Intersection Delay [s/veh]	31.54											
Intersection LOS	F											

Item 42 Improvement

Using Highway Capacity Manual, 6th Edition

Intersection Level Of Service Report
Intersection 2: Item 42 Improvement

Control Type: Signalized
 Analysis Method: HCM 6th Edition
 Analysis Period: 15 minutes

Delay (sec / veh): 10.9
 Level Of Service: B
 Volume to Capacity (v/c): 0.599

Intersection Setup

Name	Hollywood Way			Hollywood Way			SB Ramps			NB Ramps		
Approach	Northbound			Southbound			Eastbound			Westbound		
Lane Configuration	I I I			I I I			R R R			R		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Entry Pocket	0	0	1	0	0	0	0	0	1	0	0	0
Entry Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
No. of Lanes in Exit Pocket	0	0	0	0	0	1	0	0	0	0	0	0
Exit Pocket Length [ft]	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
Speed [mph]	30.00			30.00			30.00			30.00		
Grade [%]	0.00			0.00			0.00			0.00		
Curb Present	No			No			No			No		
Crosswalk	No			No			Yes			Yes		

Volumes

Name	Hollywood Way			Hollywood Way			SB Ramps			NB Ramps		
Base Volume Input [veh/h]	0	912	151	0	2213	265	0	0	373	0	0	204
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Right Turn on Red Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	912	151	0	2213	265	0	0	373	0	0	204
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Total 15-Minute Volume [veh/h]	0	228	38	0	553	66	0	0	93	0	0	51
Total Analysis Volume [veh/h]	0	912	151	0	2213	265	0	0	373	0	0	204
Presence of On-Street Parking	No		No	No		No	No		No	No		No
On-Street Parking Maneuver Rate [/h]	0	0	0	0	0	0	0	0	0	0	0	0
Local Bus Stopping Rate [/h]	0	0	0	0	0	0	0	0	0	0	0	0
v_do, Outbound Pedestrian Volume crossing major street	0			0			0			0		
v_di, Inbound Pedestrian Volume crossing major street	0			0			0			0		
v_co, Outbound Pedestrian Volume crossing minor street	0			0			0			0		
v_ci, Inbound Pedestrian Volume crossing minor street	0			0			0			0		
v_ab, Corner Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Located in CBD	No
Signal Coordination Group	-
Cycle Length [s]	90
Coordination Type	Time of Day Pattern Coordinated
Actuation Type	Semi-actuated
Offset [s]	0.0
Offset Reference	Lead Green - Beginning of First Green
Permissive Mode	SingleBand
Lost time [s]	0.00

Phasing & Timing

Control Type	Permis	Permis	Permis	Permis	Permis	Permis	Permis	Permis	Permis	Permis	Permis	Permis
Signal Group	0	6	0	0	2	0	0	0	8	0	0	4
Auxiliary Signal Groups												
Lead / Lag	-	-	-	-	-	-	-	-	-	-	-	-
Minimum Green [s]	0	10	0	0	10	0	0	0	5	0	0	5
Maximum Green [s]	0	30	0	0	30	0	0	0	30	0	0	30
Amber [s]	0.0	3.0	0.0	0.0	3.0	0.0	0.0	0.0	3.0	0.0	0.0	3.0
All red [s]	0.0	1.0	0.0	0.0	1.0	0.0	0.0	0.0	1.0	0.0	0.0	1.0
Split [s]	0	67	0	0	67	0	0	0	23	0	0	23
Vehicle Extension [s]	0.0	3.0	0.0	0.0	3.0	0.0	0.0	0.0	3.0	0.0	0.0	3.0
Walk [s]	0	5	0	0	5	0	0	0	5	0	0	5
Pedestrian Clearance [s]	0	13	0	0	13	0	0	0	10	0	0	10
Delayed Vehicle Green [s]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Rest In Walk		No			No				No			No
I1, Start-Up Lost Time [s]	0.0	2.0	0.0	0.0	2.0	0.0	0.0	0.0	2.0	0.0	0.0	2.0
I2, Clearance Lost Time [s]	0.0	2.0	0.0	0.0	2.0	0.0	0.0	0.0	2.0	0.0	0.0	2.0
Minimum Recall		No			No				No			No
Maximum Recall		No			No				No			No
Pedestrian Recall		No			No				No			No
Detector Location [ft]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Detector Length [ft]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
I, Upstream Filtering Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00

Exclusive Pedestrian Phase

Pedestrian Signal Group	0
Pedestrian Walk [s]	0
Pedestrian Clearance [s]	0

Lane Group Calculations

Lane Group	C	C	R	C	C	R	R
C, Cycle Length [s]	90	90	90	90	90	90	90
L, Total Lost Time per Cycle [s]	4.00	4.00	4.00	4.00	4.00	4.00	4.00
l1_p, Permitted Start-Up Lost Time [s]	0.00	0.00	0.00	0.00	0.00	0.00	0.00
l2, Clearance Lost Time [s]	2.00	2.00	2.00	2.00	2.00	2.00	2.00
g_i, Effective Green Time [s]	68	68	68	68	68	14	14
g / C, Green / Cycle	0.75	0.75	0.75	0.75	0.75	0.16	0.16
(v / s)_i Volume / Saturation Flow Rate	0.24	0.26	0.09	0.46	0.47	0.13	0.13
s, saturation flow rate [veh/h]	1870	1781	1589	3560	1770	2813	1589
c, Capacity [veh/h]	1407	1340	1196	2679	1332	447	252
d1, Uniform Delay [s]	3.65	3.71	3.05	5.15	5.17	36.72	36.54
k, delay calibration	0.50	0.50	0.50	0.50	0.50	0.11	0.11
l, Upstream Filtering Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
d2, Incremental Delay [s]	0.61	0.69	0.22	1.07	2.18	4.18	6.08
d3, Initial Queue Delay [s]	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rp, platoon ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PF, progression factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00

Lane Group Results

X, volume / capacity	0.32	0.34	0.13	0.62	0.62	0.84	0.81
d, Delay for Lane Group [s/veh]	4.26	4.40	3.27	6.22	7.35	40.90	42.62
Lane Group LOS	A	A	A	A	A	D	D
Critical Lane Group	No	No	No	No	Yes	Yes	No
50th-Percentile Queue Length [veh/ln]	2.22	2.27	0.62	5.45	5.89	4.17	4.68
50th-Percentile Queue Length [ft/ln]	55.44	56.70	15.49	136.36	147.18	104.17	116.99
95th-Percentile Queue Length [veh/ln]	3.99	4.08	1.12	9.28	9.87	7.50	8.23
95th-Percentile Queue Length [ft/ln]	99.78	102.06	27.88	232.12	246.67	187.50	205.68

Movement, Approach, & Intersection Results

d_M, Delay for Movement [s/veh]	0.00	4.32	3.27	0.00	6.51	7.35	0.00	0.00	40.90	0.00	0.00	42.62
Movement LOS		A	A		A	A			D			D
d_A, Approach Delay [s/veh]	4.18			6.60			40.90			42.62		
Approach LOS	A			A			D			D		
d_I, Intersection Delay [s/veh]	10.87											
Intersection LOS	B											
Intersection V/C	0.599											

Other Modes

g_Walk,mi, Effective Walk Time [s]	0.0			0.0			9.0			9.0		
M_corner, Corner Circulation Area [ft ² /ped]	0.00			0.00			0.00			0.00		
M_CW, Crosswalk Circulation Area [ft ² /ped]	0.00			0.00			0.00			0.00		
d_p, Pedestrian Delay [s]	0.00			0.00			36.45			36.45		
I_p,int, Pedestrian LOS Score for Intersection	0.000			0.000			2.149			2.057		
Crosswalk LOS	F			F			B			B		
s_b, Saturation Flow Rate of the bicycle lane [bicycles/h]	2000			2000			2000			2000		
c_b, Capacity of the bicycle lane [bicycles/h]	1400			1400			422			422		
d_b, Bicycle Delay [s]	4.05			4.05			28.01			28.01		
I_b,int, Bicycle LOS Score for Intersection	2.437			2.923			1.560			1.560		
Bicycle LOS	B			C			A			A		

Sequence

Ring 1	-	2	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-
Ring 2	-	6	-	8	-	-	-	-	-	-	-	-	-	-	-	-	-
Ring 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ring 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-



Intersection Level Of Service Report
Intersection 2: Item 42 Improvement

Control Type: Signalized
 Analysis Method: HCM 6th Edition
 Analysis Period: 15 minutes

Delay (sec / veh): 16.4
 Level Of Service: B
 Volume to Capacity (v/c): 0.791

Intersection Setup

Name	Hollywood Way			Hollywood Way			SB Ramps			NB Ramps		
Approach	Northbound			Southbound			Eastbound			Westbound		
Lane Configuration												
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Entry Pocket	0	0	1	0	0	0	0	0	1	0	0	0
Entry Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
No. of Lanes in Exit Pocket	0	0	0	0	0	1	0	0	0	0	0	0
Exit Pocket Length [ft]	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
Speed [mph]	30.00			30.00			30.00			30.00		
Grade [%]	0.00			0.00			0.00			0.00		
Curb Present	No			No			No			No		
Crosswalk	No			No			Yes			Yes		

Volumes

Name	Hollywood Way			Hollywood Way			SB Ramps			NB Ramps		
Base Volume Input [veh/h]	0	2167	162	0	1059	114	0	0	215	0	0	313
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Right Turn on Red Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	2167	162	0	1059	114	0	0	215	0	0	313
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Total 15-Minute Volume [veh/h]	0	542	41	0	265	29	0	0	54	0	0	78
Total Analysis Volume [veh/h]	0	2167	162	0	1059	114	0	0	215	0	0	313
Presence of On-Street Parking	No		No	No		No	No		No	No		No
On-Street Parking Maneuver Rate [/h]	0	0	0	0	0	0	0	0	0	0	0	0
Local Bus Stopping Rate [/h]	0	0	0	0	0	0	0	0	0	0	0	0
v_do, Outbound Pedestrian Volume crossing major street	0			0			0			0		
v_di, Inbound Pedestrian Volume crossing major street	0			0			0			0		
v_co, Outbound Pedestrian Volume crossing minor street	0			0			0			0		
v_ci, Inbound Pedestrian Volume crossing minor street	0			0			0			0		
v_ab, Corner Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Located in CBD	No
Signal Coordination Group	-
Cycle Length [s]	90
Coordination Type	Time of Day Pattern Coordinated
Actuation Type	Semi-actuated
Offset [s]	0.0
Offset Reference	Lead Green - Beginning of First Green
Permissive Mode	SingleBand
Lost time [s]	0.00

Phasing & Timing

Control Type	Permis	Permis	Permis	Permis	Permis	Permis	Permis	Permis	Permis	Permis	Permis	Permis
Signal Group	0	6	0	0	2	0	0	0	8	0	0	4
Auxiliary Signal Groups												
Lead / Lag	-	-	-	-	-	-	-	-	-	-	-	-
Minimum Green [s]	0	10	0	0	10	0	0	0	5	0	0	5
Maximum Green [s]	0	30	0	0	30	0	0	0	30	0	0	30
Amber [s]	0.0	3.0	0.0	0.0	3.0	0.0	0.0	0.0	3.0	0.0	0.0	3.0
All red [s]	0.0	1.0	0.0	0.0	1.0	0.0	0.0	0.0	1.0	0.0	0.0	1.0
Split [s]	0	64	0	0	64	0	0	0	26	0	0	26
Vehicle Extension [s]	0.0	3.0	0.0	0.0	3.0	0.0	0.0	0.0	3.0	0.0	0.0	3.0
Walk [s]	0	5	0	0	5	0	0	0	5	0	0	5
Pedestrian Clearance [s]	0	13	0	0	13	0	0	0	10	0	0	10
Delayed Vehicle Green [s]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Rest In Walk		No			No				No			No
I1, Start-Up Lost Time [s]	0.0	2.0	0.0	0.0	2.0	0.0	0.0	0.0	2.0	0.0	0.0	2.0
I2, Clearance Lost Time [s]	0.0	2.0	0.0	0.0	2.0	0.0	0.0	0.0	2.0	0.0	0.0	2.0
Minimum Recall		No			No				No			No
Maximum Recall		No			No				No			No
Pedestrian Recall		No			No				No			No
Detector Location [ft]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Detector Length [ft]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
I, Upstream Filtering Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00

Exclusive Pedestrian Phase

Pedestrian Signal Group	0
Pedestrian Walk [s]	0
Pedestrian Clearance [s]	0

Lane Group Calculations

Lane Group	C	C	R	C	C	R	R
C, Cycle Length [s]	90	90	90	90	90	90	90
L, Total Lost Time per Cycle [s]	4.00	4.00	4.00	4.00	4.00	4.00	4.00
l1_p, Permitted Start-Up Lost Time [s]	0.00	0.00	0.00	0.00	0.00	0.00	0.00
l2, Clearance Lost Time [s]	2.00	2.00	2.00	2.00	2.00	2.00	2.00
g_i, Effective Green Time [s]	62	62	62	62	62	20	20
g / C, Green / Cycle	0.69	0.69	0.69	0.69	0.69	0.22	0.22
(v / s)_i Volume / Saturation Flow Rate	0.58	0.59	0.10	0.22	0.22	0.08	0.20
s, saturation flow rate [veh/h]	1870	1825	1589	3560	1778	2813	1589
c, Capacity [veh/h]	1295	1264	1101	2466	1232	615	347
d1, Uniform Delay [s]	10.11	10.47	4.74	5.45	5.45	29.75	34.22
k, delay calibration	0.50	0.50	0.50	0.50	0.50	0.11	0.15
I, Upstream Filtering Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
d2, Incremental Delay [s]	6.54	7.64	0.28	0.34	0.68	0.34	11.30
d3, Initial Queue Delay [s]	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rp, platoon ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PF, progression factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00

Lane Group Results

X, volume / capacity	0.84	0.86	0.15	0.32	0.32	0.35	0.90
d, Delay for Lane Group [s/veh]	16.65	18.11	5.02	5.79	6.13	30.09	45.51
Lane Group LOS	B	B	A	A	A	C	D
Critical Lane Group	No	Yes	No	No	No	No	Yes
50th-Percentile Queue Length [veh/ln]	14.66	15.42	0.95	2.51	2.63	1.97	7.59
50th-Percentile Queue Length [ft/ln]	366.52	385.56	23.70	62.75	65.67	49.25	189.74
95th-Percentile Queue Length [veh/ln]	20.94	21.86	1.71	4.52	4.73	3.55	12.11
95th-Percentile Queue Length [ft/ln]	523.51	546.57	42.66	112.95	118.20	88.65	302.69

Movement, Approach, & Intersection Results

d_M, Delay for Movement [s/veh]	0.00	17.33	5.02	0.00	5.88	6.13	0.00	0.00	30.09	0.00	0.00	45.51
Movement LOS		B	A		A	A			C			D
d_A, Approach Delay [s/veh]	16.52			5.90			30.09			45.51		
Approach LOS	B			A			C			D		
d_I, Intersection Delay [s/veh]	16.41											
Intersection LOS	B											
Intersection V/C	0.791											

Other Modes

g_Walk,mi, Effective Walk Time [s]	0.0			0.0			9.0			9.0		
M_corner, Corner Circulation Area [ft ² /ped]	0.00			0.00			0.00			0.00		
M_CW, Crosswalk Circulation Area [ft ² /ped]	0.00			0.00			0.00			0.00		
d_p, Pedestrian Delay [s]	0.00			0.00			36.45			36.45		
I_p,int, Pedestrian LOS Score for Intersection	0.000			0.000			2.049			2.096		
Crosswalk LOS	F			F			B			B		
s_b, Saturation Flow Rate of the bicycle lane [bicycles/h]	2000			2000			2000			2000		
c_b, Capacity of the bicycle lane [bicycles/h]	1333			1333			489			489		
d_b, Bicycle Delay [s]	5.00			5.00			25.69			25.69		
I_b,int, Bicycle LOS Score for Intersection	3.481			2.205			1.560			1.560		
Bicycle LOS	C			B			A			A		

Sequence

Ring 1	-	2	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-
Ring 2	-	6	-	8	-	-	-	-	-	-	-	-	-	-	-	-	-
Ring 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ring 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-





MEMORANDUM

TO: File – Scanned Airport Authority Resolutions

FROM: Sue Loyd

SUBJECT: Resolution No. 469 Adopted by the Commission on July 11, 2016

DATE: August 15, 2016

The exhibits to Resolution No. 469 are voluminous and are not included with the attached scanned copy of that resolution. The original executed Resolution No. 469, including all exhibits, is contained in an individual file folder in the original resolutions section of this file cabinet.

RESOLUTION NO. 469

A RESOLUTION OF THE BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY COMMISSION CERTIFYING THE FINAL ENVIRONMENTAL IMPACT REPORT, ADOPTING FINDINGS PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, ADOPTING A MITIGATION MONITORING AND REPORTING PROGRAM AND ADOPTING A STATEMENT OF OVERRIDING CONSIDERATIONS FOR THE CONSTRUCTION AND OPERATION OF THE REPLACEMENT TERMINAL PROJECT

The Burbank-Glendale-Pasadena Airport Authority Commission finds, resolves, and determines as follows:

Section 1. The Burbank-Glendale-Pasadena Airport Authority (“Authority”) is the owner and operator of the Bob Hope Airport (“Airport”), an approximately 555-acre public land airport serving scheduled air carriers from the existing passenger terminal, general aviation, and military air operations. The current Airport passenger terminal building is approximately 232,000 square feet, with 14 gates, and the Authority currently operates 6,637 public parking spaces associated with air carrier operations at the terminal building on airport-zoned property.

Section 2. The proposed Replacement Terminal Project would replace the existing Airport passenger terminal with a relocated 14-gate passenger terminal that meets current California seismic design and FAA airport design standards. To accomplish this, the Authority is considering three development options for the proposed Replacement Terminal Project: the Adjacent Property Full-Size Terminal Option; the Southwest Quadrant Full-Size Terminal Option, and the Southwest Quadrant Same-Size Terminal Option. The Authority also intends to develop on the Adjacent Property, the Southwest Quadrant, and the Northwest Quadrant ancillary improvements including parking facilities (public and employee), a replacement airline cargo building, a ground service equipment maintenance building, and an aircraft rescue and firefighting station, the precise locations of which are contingent upon the site chosen for the replacement passenger terminal. The Authority additionally intends to relocate some general aviation on the Airport Quadrants. Finally, the Authority intends to demolish the existing 14-gate 232,000 square foot passenger terminal located on the Southeast Quadrant, the existing four-level public parking structure located on the Southeast Quadrant, and certain other improvements located on the Southeast Quadrant or the Southwest Quadrant. The replacement passenger terminal, ancillary improvements, general aviation relocations, and demolitions are collectively referred to as the “Replacement Terminal Project,” or “Project.”

Section 3. As described in Section 2.6 of the Environmental Impact Report (“EIR”), a number of governmental approvals will be required to implement the Project. In summary, the voters of the City of Burbank (“City”) will consider approval at the City’s discretionary actions through a Measure B election. The Authority and the City also contemplate entering into a development agreement, and the Authority seeks amendment of the Joint Powers Agreement among the cities of Burbank, Glendale, and Pasadena to approve proposed governance changes. In addition, the Authority will seek modifications to various easements on the property, zoning code amendments from the City, and approvals from the

Los Angeles County Airport Land Use Commission. Finally, the Authority plans to issue debt to allow for the bond financing required to implement the Project. For each of the development options, the Federal Aviation Administration (“FAA”) will review the Project pursuant to the National Environmental Policy Act (“NEPA”) before authorizing funding. The specific approvals contemplated for each development option are noted in Section 2.6 of the EIR.

Section 4. On December 22, 2015, a Notice of Preparation (“NOP”) was distributed to the State Office of Planning and Research and responsible agencies. The NOP was circulated from December 23, 2015 through January 31, 2016 to receive input from interested public agencies and private parties on issues to be addressed in the EIR. A pre-scoping informational workshop was held on November 19, 2015 and a public scoping workshop was held on December 10, 2015. The Authority also held a government agency scoping workshop on December 10, 2015. All of these meetings allowed the Authority to provide information about the Project to the public and interested agencies, as well as to receive comments on issues to be addressed in the EIR.

Section 5. In April of 2016 a Draft Environmental Impact Report (the “DEIR”) was prepared for the Project. In accordance with the California Environmental Quality Act (“CEQA”) (Cal. Pub. Res. Code §21000 *et seq.*) and the State Guidelines (the “Guidelines”) (14 Cal. Code Regs. §15000 *et seq.*) promulgated with respect thereto, the Authority analyzed the Project’s potential impacts on the environment.

Section 6. The Authority circulated the DEIR and the Appendices for the Project to the public and other interested parties for a 45-day comment period, in accordance with Guidelines Section 15105, from April 29, 2016 through June 13, 2016.

Section 7. During the comment period, the DEIR was presented at three public meetings, on May 19, 2016, June 1, 2016, and June 6, 2016, and made available on the Authority’s website and at various city halls and libraries.

Section 8. The Authority prepared written responses to all comments received on the DEIR and those responses to comments are incorporated into the Final Environmental Impact Report (the “Final EIR”). The Responses to Comments were distributed to all public agencies that submitted comments on the DEIR at least 10 days prior to certification of the Final EIR.

Section 9. The Final EIR is comprised of the DEIR dated April 2016 and all appendices thereto; the Comments and Response to Comments on the DEIR; the clarifications, revisions, and corrections to the DEIR; the updated technical studies; and the Mitigation Monitoring and Reporting Program.

Section 10. The DEIR dated April 2016 included a preliminary traffic analysis indicating that the various Project options would result in a number of traffic impacts. In response to comments received from the City, the Authority updated the traffic analysis and technical studies pursuant to the City’s comments and the City’s preferred methodology for analyzing potential traffic impacts. Using the City’s preferred methodology, the revised technical study indicates that some of the impacts identified in the DEIR will not occur. The

Final EIR relies on the updated technical study and the City's preferred methodology. The revised technical study does not produce any new information indicating new or more significant impacts and therefore does not require additional recirculation or additional environmental review of the Project under CEQA.

Section 11. On July 11, 2016, the Commission held a public meeting to consider the Final EIR and the various approvals necessary for the Replacement Terminal Project. Evidence, both written and oral, including the staff reports and supporting documentation, was presented at that meeting.

Section 12. The findings made in this Resolution are based upon the information and evidence set forth in the Final EIR and upon other substantial evidence that has been presented at the public meetings and in the record of the proceedings. The documents, staff reports, technical studies, appendices, plans, specifications, and other materials that constitute the record of proceedings on which this Resolution is based are on file for public examination during normal business hours at the Bob Hope Airport, 2627 Hollywood Way, Burbank, CA 91505. The custodian of records is Mark Hardyment, Director of Government and Environmental Affairs, with the Burbank-Glendale-Pasadena Airport Authority. Each of those documents is incorporated herein by reference.

Section 13. The Commission finds that agencies and interested members of the public have been afforded ample notice and opportunity to comment on the EIR and the Project options.

Section 14. Section 15091 of the State CEQA Guidelines requires that the Authority, before approving the Project, make one or more of the following written finding(s) for each significant effect identified in the Final EIR accompanied by a brief explanation of the rationale for each finding:

1. Changes or alterations have been required in, or incorporated into, the project which avoid or substantially lessen the significant environmental effects as identified in the Final EIR; or,
2. Such changes or alterations are within the responsibility and jurisdiction of another public agency and not the agency making the finding. Such changes have been adopted by such other agency or can and should be adopted by such other agency; or,
3. Specific economic, legal, social, technological, or other considerations, including provision of employment opportunities for highly trained workers, make infeasible the mitigation measures or project alternatives identified in the final EIR.

The required findings with respect to the Adjacent Property Full-Size Terminal Option are set forth in the attached Exhibit A. The required findings for the Southwest Quadrant Full-Size Terminal Option are set forth in the attached Exhibit B, and the required findings for the Southwest Quadrant Same-Size Terminal Option are as set forth in the attached Exhibit C.

Section 15. Environmental impacts identified in the EIR that are found to be less than significant and do not require mitigation are described in Section IV of Exhibits A

through C for the respective Project Options, attached hereto and incorporated herein by reference.

Section 16. Environmental impacts, or certain aspects of impacts, identified in the Final EIR as potentially significant, but that can be reduced to less than significant levels with mitigation, are described in Section V of Exhibits A through C for the respective Project Options, attached hereto and incorporated herein by reference.

Section 17. Environmental impacts identified in the Final EIR as significant and unavoidable despite the imposition of all feasible mitigation measures are described in Section VI of Exhibits A through C for the respective Project Options, attached hereto and incorporated herein by reference.

Section 18. Alternatives to the Project that might eliminate or reduce significant environmental impacts are described in Exhibit D, attached hereto and incorporated herein by reference. Exhibit D also contains the requisite findings related to the project alternatives.

Section 19. Public Resources Code Section 21081.6 requires the Authority to prepare and adopt a mitigation monitoring and reporting program for any project for which mitigation measures have been imposed to assure compliance with the adopted mitigation measures. The Mitigation Monitoring and Reporting Program, describing the required mitigation measures for each of the Project options, is attached hereto as Exhibit E, and is hereby incorporated by reference. In addition, the Project includes a number of design characteristics that serve to reduce potentially significant impacts. These "Project Design Features" are described in Exhibit F, and are attached hereto and incorporated herein by reference. Only the mitigation measures and Project Design Features applied to the Project option ultimately developed by the Authority, as identified in the Exhibits E and F, shall be made applicable to the approved and implemented Project.

Section 20. Pursuant to Section 15090 to the state CEQA Guidelines, prior to taking action, the Commission was presented with the Final EIR and reviewed, considered, and exercised its independent judgment in considering the Final EIR and all of the information and data in the administrative record. The Commission has also reviewed and considered all oral and written testimony presented to it during meetings and hearings and finds that the Final EIR is adequate and was prepared and completed in full compliance with CEQA. No comments or any additional information submitted to the Authority have produced any substantial new information requiring additional recirculation or additional environmental review of the Project under CEQA.

Section 21. For all significant and unavoidable impacts, including Adjacent Property Full-Size Terminal Option impacts to Air Quality (Operational Air Quality Standards, Criteria Pollutant Emissions, and Cumulative impacts), Southwest Quadrant Full-Size Terminal Option impacts to Air Quality (Operational Air Quality Standards, Toxic Air Contaminants, Criteria Pollutant Emissions, and Cumulative impacts), and Southwest Quadrant Same-Size Terminal Option (impacts to Air Quality (Operational Air Quality Standards, Toxic Air Contaminants, Criteria Pollutant Emissions, and Cumulative impacts), identified in the Final

EIR as “significant and unavoidable,” the Commission hereby adopts the “Statement of Overriding Considerations” as set forth in Exhibit G, which is attached hereto and incorporated herein by reference. The Commission finds that each of the overriding benefits, by itself, would justify proceeding with the Replacement Terminal Project despite any significant unavoidable impacts identified in the Final EIR or alleged to be significant in the record of proceedings.

Section 22. The Commission hereby certifies the Final EIR, adopts findings pursuant to CEQA as set forth in Exhibits A through D attached hereto and incorporated herein by reference; adopts the Mitigation Monitoring and Reporting Program attached hereto as Exhibit E and incorporated herein by reference, and adopts the Statement of Overriding Considerations set forth in Exhibit G. The mitigation measures set forth in the Final EIR are hereby incorporated into the respective Project Options and will be made conditions of the Project. In addition, the “Project Design Features” described in Exhibit F will be made conditions of the Project.

Section 23. The Board Secretary shall certify to the adoption of this Resolution, and shall cause this Resolution to be entered in the official records of the Authority.

Section 24. This Resolution shall be effective upon adoption.

ADOPTED this 11th day of July, 2016.



Frank Quintero, President
Burbank-Glendale-Pasadena Airport Authority

ATTEST:


Terry Tornek
Secretary

STATE OF CALIFORNIA)
) ss.
COUNTY OF LOS ANGELES)

I, Dan Feger, do hereby certify that the foregoing resolution was duly and regularly adopted by the Commissioners of the Burbank-Glendale-Pasadena Airport Authority ("Authority") as a result of the following vote taken at the Authority's special meeting on the 11th day of July 2016:

YES: Commissioners Brown, Adams, Friedman, Sinanyan,
 Quintero, Wiggins, Tornek and Selvidge

NOES: * None

ABSENT: Commissioner Madison



Dan Feger
Assistant Secretary

RESOLUTION NO. 470

A RESOLUTION OF THE BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY COMMISSION APPROVING A DEVELOPMENT AGREEMENT WITH THE CITY OF BURBANK; APPROVING A MODIFICATION TO THE AMENDED AND RESTATED GRANT OF EASEMENTS, DECLARATION OF USE RESTRICTIONS AND AGREEMENT FOR ADJACENT PROPERTY WITH THE CITY OF BURBANK; AND APPROVING THE CITY OF BURBANK'S PROPOSED CONDITIONS OF APPROVAL FOR THE REPLACEMENT TERMINAL PROJECT

The Burbank-Glendale-Pasadena Airport Authority Commission finds, resolves, determines and orders as follows:

Section 1. General Findings and Intent.

A. The Burbank-Glendale-Pasadena Airport Authority ("Authority") is the owner and operator of the Bob Hope Airport ("Airport"), an approximately 555-acre public airport serving scheduled air carriers from the existing 14-gate passenger terminal, general aviation, and military air operations. The majority of the Airport property, approximately 455 acres, is located within the jurisdictional boundaries of the City of Burbank ("Burbank"). The remainder of the Airport lies within the City of Los Angeles.

B. For more than 20 years, the Authority has sought to find a pathway to achieve two goals: (i) enhancement of public safety and the Airport's accessibility for disabled individuals by construction of a replacement passenger terminal that complies with modern airport design, seismic safety, and accessibility standards; and (ii) implementation of operational and governance solutions that protect Burbank from the adverse impacts that the Airport has or could have on the surrounding community. During the course of this time span, the Authority has proposed to construct a new passenger terminal with significantly more aircraft gates than currently exists, Burbank has imposed a moratorium on ministerial permit approvals for development projects at the Airport, Burbank residents have enacted ballot measures seeking to regulate terminal development at the Airport, and there has been extensive and costly litigation between the Authority and Burbank in the federal and state courts.

C. In 2005, to begin a process of reaching consensus on a path forward on future planning at the Airport, the Authority and Burbank executed a Development Agreement. In the 2005 Development Agreement, among other things, the Authority agreed for a defined period of time neither to construct nor take steps needed for the construction of a new or relocated passenger terminal building and Burbank agreed for a defined period of time to not initiate a master plan, specific plan, or comprehensive plan or rezoning that would affect the location or development of a new or relocated passenger terminal building. The Authority and Burbank amended the 2005 Development Agreement three times and it expired on March 15, 2015.

D. In 2010, the Authority and Burbank restarted discussions regarding the future vision of the Airport.

E. In April 2015, in accordance with the March 15, 2005, Amended, Restated, Superseding and Combined Escrow and Trust Agreement executed by the Authority, Burbank, and the Bank of New York Trust Company N.A., the Authority placed the 59-acre B-6 Trust Property on the market. The Authority completed the sale in April 2016.

F. On July 15, 2015, the Commission and the Burbank City Council held a joint meeting to discuss the Replacement Terminal Project. At that time, the Authority issued a public paper outlining its proposal for a "deal" with Burbank. Authority and Burbank representatives then diligently worked to convert the proposal paper into an outline of conceptual term points. This effort culminated in the Bob Hope Airport Replacement Terminal Conceptual Term Sheet ("Conceptual Term Sheet"), which was endorsed by the Commission on November 2, 2015 and by the Burbank City Council on November 16, 2015. A copy of the Conceptual Term Sheet is included in the agenda packet for the July 11, 2016, Commission meeting.

G. The Conceptual Term Sheet specified the core principles that would be the foundation for: (i) negotiations between the Authority, Burbank, the City of Glendale, and the City of Pasadena for a Joint Powers Agreement ("JPA") Amendment; and (ii) negotiations between the Authority and Burbank for a new Development Agreement, entitlements, and other matters related to the entitlement for a Replacement Terminal Project. In summary, the Conceptual Term Sheet stated that the Authority would receive a vested right to build, on any Airport Zone property other than the B-6 Trust Property, a 14-gate replacement terminal between 232,000 square feet and 355,000 square feet in size. Further, the Conceptual Term Sheet stated that Burbank would receive protections through new supermajority voting (at least two of the three votes from each member city's three Commissioners) requirements for certain Commission decisions involving Airport expansion and aircraft noise. The principles memorialized in the Conceptual Term Sheet also included a commitment to jointly meet with Federal Aviation Administration ("FAA") staff in Washington D.C. to discuss a mandatory curfew for the Airport and the elements of the Conceptual Term Sheet. That meeting occurred in Representative Schiff's office on December 16, 2015.

H. The Authority and Burbank have completed negotiation of a new Development Agreement, a modification to their Amended and Restated Grant of Easements, Declaration of Use Restrictions and Agreement for Adjacent Property ("Easement Modification"), and conditions of approval, all of which are necessary to accomplish the provisions of the Conceptual Term Sheet. Additionally, the Authority, Burbank, the City of Glendale, and the City of Pasadena have completed negotiation of a JPA Amendment that also is necessary to accomplish the provisions of the Conceptual Term Sheet.

I. In order to ensure that a replacement passenger terminal is built, the City of Glendale and the City of Pasadena are willing, in exchange for Burbank approving and granting the Authority a vested right to build the Replacement Terminal Project through the new Development Agreement, to provide Burbank and its residents with certain governance protections regarding future Authority actions by requiring a supermajority vote of the Commission for certain decisions involving Airport expansion and aircraft noise.

J. The Authority and Burbank seek to bring to fruition a two decade process of reaching community consensus on a vision for the future of the Airport. Implementation of this vision involves many complicated and interrelated legal documents, some of which also are subject to approval by Burbank voters, and a different one of which also is subject to approval by the City of Glendale and the City of Pasadena.

Section 2. Passenger Terminal Findings and Intent.

A. The current passenger terminal building is approximately 232,000 square feet and has 14 aircraft gates. The Authority currently operates 6,637 public parking spaces associated with air carrier operations at the terminal building.

B. The current passenger terminal does not meet current Federal Aviation Administration (“FAA”) design standards because of the proximity of the passenger terminal and the runways. The Airport currently lacks a standard Runway Safety Area (“RSA”) in the area of the existing passenger terminal according to current FAA design standards because the current width of the RSA near the terminal measured from the center of the adjacent runway is 125 feet when it should be 250 feet. As currently defined by the FAA, an RSA is “a defined surface surrounding the runway prepared or suitable for reducing the risk of damage to aircraft in the event of an undershoot, overshoot, or excursion from the runway” (FAA Advisory Circular 150/5300-13A, Airport Design (2014)), and has dimensional requirements as well as clearing, grading, and drainage requirements. Aircraft taxi operations routinely occur simultaneously with aircraft arrivals and departures at the Airport, within the portion of RSA that is between 125 feet and 250 feet in width in the area of the existing passenger terminal facility.

C. The central portion of the existing passenger terminal was constructed over 85 years ago. Although retrofitted in 1995 to satisfy Burbank’s Unreinforced Masonry Ordinance, this portion does not meet the State of California’s seismic safety design standards for a new building.

D. Because it was constructed prior to the 1990 Americans with Disabilities Act (“ADA”), the existing passenger terminal has features that present accessibility challenges for disabled persons. These include: the lack of an elevator in Building 9, which houses airline offices on the second floor; an undersized elevator, which must be accessed through the kitchen, in the main terminal; and hallway slopes that exceed 2% and lack landings and handrails. Furthermore, ramps to aircraft doors are undersized and lack adequate turning radius for wheelchairs.

E. The Commission seeks to enhance the safety of the Airport and the passengers who use it by constructing a 14-gate replacement passenger terminal that meets modern FAA airport design standards and California seismic safety design standards. Additionally, the Commission seeks to enhance the Airport’s public accessibility by constructing a replacement passenger terminal that meets modern ADA standards.

Section 3. Development Agreement Findings and Intent.

A. The Authority and Burbank have determined that the Replacement Terminal Project is the type of development for which a Development Agreement is appropriate.

The proposed Development Agreement has as its general goals to: eliminate uncertainty in planning and provide for the orderly development of the Replacement Terminal Project; facilitate the development of a 14-gate 355,000 square foot replacement passenger terminal that satisfies modern airport design standards, seismic safety standards, and accessibility standards for disabled persons, and that offers improved amenities for the traveling public; promote jobs in construction, transportation, and services; and provide other public benefits to Burbank and its residents by otherwise achieving the goals and purposes of Government Code Section 65864 et seq.

B. The Development Agreement will promote and encourage the development of the Replacement Terminal Project by providing the Authority, its tenants, its bondholders, and the FAA with a greater degree of certainty of the Authority's ability to expeditiously and economically complete the development effort. By entering into the Development Agreement, Burbank will vest in the Authority (upon ratification by Burbank voters at a Measure B Election), to the fullest extent possible under the law, all possible development entitlements necessary for the completion of the Replacement Terminal Project.

C. The Development Agreement contains terms and provisions consistent with the Authority's obligations to the federal government set forth in grant agreements, including its obligations to operate the Airport, to maintain financial self-sufficiency, to preserve its rights and powers, and to pursue the Replacement Terminal Project in a manner that is reasonably consistent with local plans.

Section 4. Easement Modification Findings and Intent.

A. On November 23, 1999, the Authority and Burbank executed that certain Grant of Easements, Declaration of Use Restrictions and Agreement for Adjacent Property, which was recorded on December 2, 1999, in the Official Records of Los Angeles County as Document No. 99-2219083 (the "Original Easement").

B. On February 26, 2003, the Authority and Burbank executed that certain First Amendment to Grant of Easements, Declaration of Use Restrictions and Agreement for Adjacent Property (the "First Amendment"). The Original Easement, as amended by the First Amendment, is referred to herein as the "Adjacent Property Easement."

C. On March 15, 2005, the Authority and Burbank executed that certain Amended and Restated Grant of Easements, Declaration of Use Restrictions and Agreement for Adjacent Property, which was recorded on March 21, 2005, in the Official Records of Los Angeles County as Document No. 05-0643307 (the "Restated Adjacent Property Easement"). The Restated Adjacent Property Easement completely superseded and restated the Adjacent Property Easement.

D. The Easement Modification will facilitate the Authority's construction of either the Adjacent Property Full-Size Terminal development option or the Southwest Quadrant Full-Size Terminal development options studied in the Replacement Terminal Project Environmental Impact Report (State Clearinghouse No. 2015121095) ("EIR"). Specifically, the Easement Modification will modify the Adjacent Property easements and use

restrictions to accommodate either a replacement passenger terminal and ancillary improvements, or general aviation and ancillary improvements, depending on the site selected by the Authority for the replacement terminal.

Section 5. Measure B Compliance Findings and Intent.

A. Burbank Municipal Code Section 2-3-112, commonly referred to as “Measure B,” states that: “No approval by the City of Burbank of any agreement between the City and the Burbank-Glendale-Pasadena Airport Authority for a relocated or expanded airport terminal project, or any other discretionary act by the City relating to the approval of a relocated or expanded airport terminal project shall be valid and effective unless previously approved by the voters voting at a City election.”

B. Burbank will call a Measure B election for Burbank’s discretionary acts that are subject to voter approval (e.g. the Development Agreement and Planned Development amendments). Through an affirmative vote on the Measure B ballot measure, Burbank voters will also authorize Burbank to approve future amendments to the Development Agreement or to the Replacement Terminal Project approvals provided that such amendments do not allow the Authority to either: (i) construct a replacement passenger terminal that has more than 14 aircraft parking gates or that exceeds 355,000 square feet in size; or (ii) operate more than 6,637 public parking spaces associated with air carrier operations at the terminal building (such amount excludes employee parking spaces and parking spaces for aircraft hangar tenants and customers).

Section 6. CEQA Compliance.

A. The Replacement Terminal Project was analyzed and examined in the EIR, which was prepared by the Authority as lead agency.

B. At a duly noticed meeting on July 11, 2016, the Commission adopted Resolution No. 469 which certified the Final EIR, adopted findings pursuant to the California Environmental Quality Act (“CEQA”), adopted a Mitigation Monitoring and Reporting Program, and adopted a Statement of Overriding Considerations. The mitigation measures set forth in such Mitigation Monitoring and Reporting Program are incorporated herein by reference.

C. Section 15091 of the State CEQA Guidelines requires that the Authority, before approving the Project, make one or more of the following written finding(s) for each significant effect identified in the Final EIR accompanied by a brief explanation of the rationale for each finding: (1) changes or alterations have been required in, or incorporated into, the project which avoid or substantially lessen the significant environmental effects as identified in the Final EIR; or (2) such changes or alterations are within the responsibility and jurisdiction of another public agency and not the agency making the finding. Such changes have been adopted by such other agency or can and should be adopted by such other agency; or (3) specific economic, legal, social, technological, or other considerations, including provision of employment opportunities for highly trained workers, make infeasible the mitigation measures or project alternatives identified in the final EIR. The Commission hereby acknowledges, reaffirms

and incorporates herein the required findings contained in Exhibits A, B and C, respectively, of Commission Resolution No. 469: (a) with respect to the Adjacent Property Full-Size Terminal development option; (b) with respect to the Southwest Quadrant Full-Size Terminal development option; and (c) with respect to the Southwest Quadrant Same-Size Terminal development option.

D. The Commission hereby acknowledges, reaffirms and incorporates herein by this reference the finding with respect to the environmental impacts identified in the Final EIR that are found to be less than significant and do not require mitigation as described in Section IV of Exhibits A through C to Commission Resolution No. 469 for the respective Replacement Terminal Project development options.

E. The Commission hereby acknowledges, reaffirms and incorporates herein by this reference, the finding with respect to environmental impacts, or certain aspects of impacts, identified in the Final EIR as potentially significant, but that can be reduced to less than significant levels with mitigation as described in Section V of Exhibits A through C to Commission Resolution No. 469 for the respective Replacement Terminal Project development options.

F. The Commission hereby acknowledges, reaffirms and incorporates herein by this reference, the finding with respect to environmental impacts identified in the Final EIR as significant and unavoidable despite the imposition of all feasible mitigation measures as described in Section VI of Exhibits A through C to Commission Resolution No. 469 for the respective Replacement Terminal Project development options.

G. The Commission hereby acknowledges, reaffirms and incorporates herein by this reference, the findings with respect to alternatives to the Replacement Terminal Project that might eliminate or reduce significant environmental impacts that are contained in Exhibit D to Commission Resolution No. 469.

H. Public Resources Code Section 21081.6 requires the Authority to prepare and adopt a Mitigation Monitoring and Reporting Program for any project for which mitigation measures have been imposed to assure compliance with the adopted mitigation measures. The Mitigation Monitoring and Reporting Program, describing the required mitigation measures for each of the Replacement Terminal Project development options, is attached as Exhibit E to Commission Resolution No. 469, and its adoption is hereby reaffirmed and incorporated herein by this reference. In addition, the Replacement Terminal Project includes a number of design characteristics that serve to reduce potentially significant impacts. These "Project Design Features" are described in Exhibit F to Commission Resolution No. 469, and are incorporated herein by reference. Only the mitigation measures and Project Design Features relating to the Replacement Terminal Project development option ultimately constructed by the Authority, as identified in the Exhibits E and F, shall be made applicable to the approved and implemented Project.

I. Pursuant to Section 15090 to the State CEQA Guidelines, prior to taking action, the Commission was presented with the Final EIR and reviewed, considered, and exercised its independent judgment in considering the Final EIR and all of the information and data in the administrative record. The Commission has also reviewed and considered all oral and

written testimony presented to it during meetings and hearings and finds that the Final EIR is adequate and was prepared and completed in full compliance with CEQA. No comments or any additional information submitted to the Authority have produced any substantial new information requiring additional recirculation or additional environmental review of the Replacement Terminal Project under CEQA.

J. For all significant and unavoidable impacts, including Adjacent Full-Size Terminal Option impacts to Air Quality (Operational Air Quality Standards, Criteria Pollutant Emissions, and Cumulative impacts), Southwest Quadrant Full-Size Terminal Option impacts to Air Quality (Operational Air Quality Standards, Toxic Air Contaminants, Criteria Pollutant Emissions, and Cumulative impacts), and Southwest Quadrant Same-Size Terminal Option impacts to Air Quality (Operational Air Quality Standards, Toxic Air Contaminants, Criteria Pollutant Emissions, and Cumulative impacts), identified in the Final EIR as “significant and unavoidable,” the Commission hereby acknowledges and reaffirms the “Statement of Overriding Considerations” as set forth in Exhibit G to Commission Resolution No. 469, which is incorporated herein by reference. The Commission finds that each of the overriding benefits, by itself, would justify proceeding with the Replacement Terminal Project despite any significant unavoidable impacts identified in the Final EIR or alleged to be significant in the record of proceedings.

Section 7. Approval of Replacement Terminal Project and Development Agreement. Based on all the findings contained in this Resolution and all other evidence in the record, the Commission hereby approves the Replacement Terminal Project and the Development Agreement Between the City of Burbank and the Burbank-Glendale-Pasadena Airport Authority Relating to the Bob Hope Airport, in the form attached as Exhibit B to the July 11, 2016 staff report for this item, directs staff to submit the Development Agreement to Burbank, authorizes the Executive Director and Authority Counsel to make non-substantive amendments to the Development Agreement prior to final approval by the Burbank City Council, and authorizes the President to execute the Development Agreement when the Burbank City Council has approved that document in a form and with conditions acceptable to the Authority.

Section 8. Approval of Easement Modification. Based on all the findings contained in this Resolution and all other evidence in the record, the Commission hereby approves the Easement Modification, in the form attached as Exhibit C to the July 11, 2016, staff report for this item, directs staff to submit the Easement Modification to Burbank, authorizes the Executive Director and Authority Counsel to make non-substantive amendments to the Easement Modification prior to final approval by the Burbank City Council, and authorizes the President to execute the Easement Modification, when the Burbank City Council has approved that document in a form and with conditions acceptable to the Authority.

Section 9. Approval of Burbank Conditions of Approval. Based on all the findings contained in this Resolution and all other evidence in the record, the Commission hereby approves the Project Conditions for the Burbank City Council’s approval of the Replacement Terminal Project, in the form attached as Exhibit D to the July 11, 2016, staff report for this item, authorizes the Executive Director and Authority Counsel to make amendments to the Project Conditions that are consistent with the Authority’s approval of the Replacement Terminal Project, and authorizes the President to execute the Development

Agreement with the Project Conditions included as an Exhibit thereto when the Burbank City Council has approved those Project Conditions in a form acceptable to the Authority.

Section 10. Certification. The Board Secretary shall certify to the adoption of this Resolution, and shall cause this Resolution to be entered in the official records of the Authority.

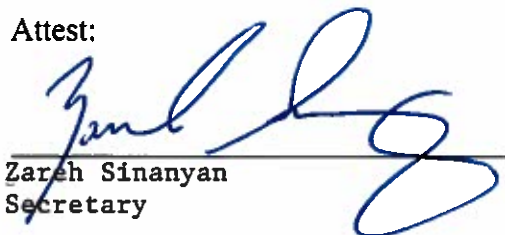
Section 11. Effective Date. This Resolution shall be effective upon adoption.

ADOPTED, this 11th day of July 2016.

A handwritten signature in blue ink, appearing to read "Bill Wiggins", written over a horizontal line.

Bill Wiggins, President
Burbank-Glendale-Pasadena Airport Authority

Attest:

A handwritten signature in blue ink, appearing to read "Zareh Sinanyan", written over a horizontal line.

Zareh Sinanyan
Secretary

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)

I, Dan Feger, do hereby certify that the foregoing resolution was duly and regularly adopted by the Commissioners of the Burbank-Glendale-Pasadena Airport Authority ("Authority") as a result of the following vote taken at the Authority's special meeting on the 11th day of July 2016:

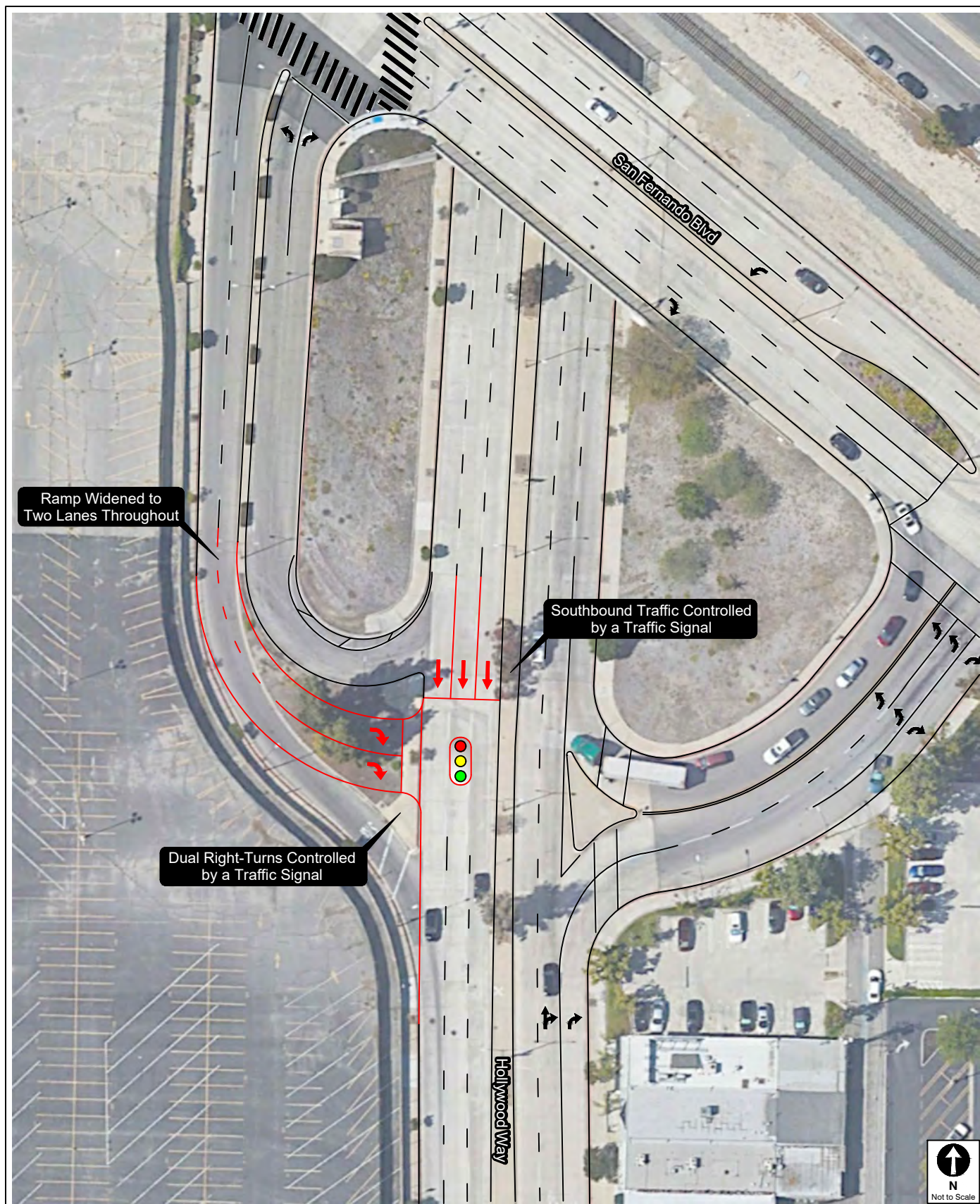
AYES: Commissioners Brown, Adams, Friedman, Sinanyan,
 Quintero, Wiggins, Tornek and Selvidge

NOES: None

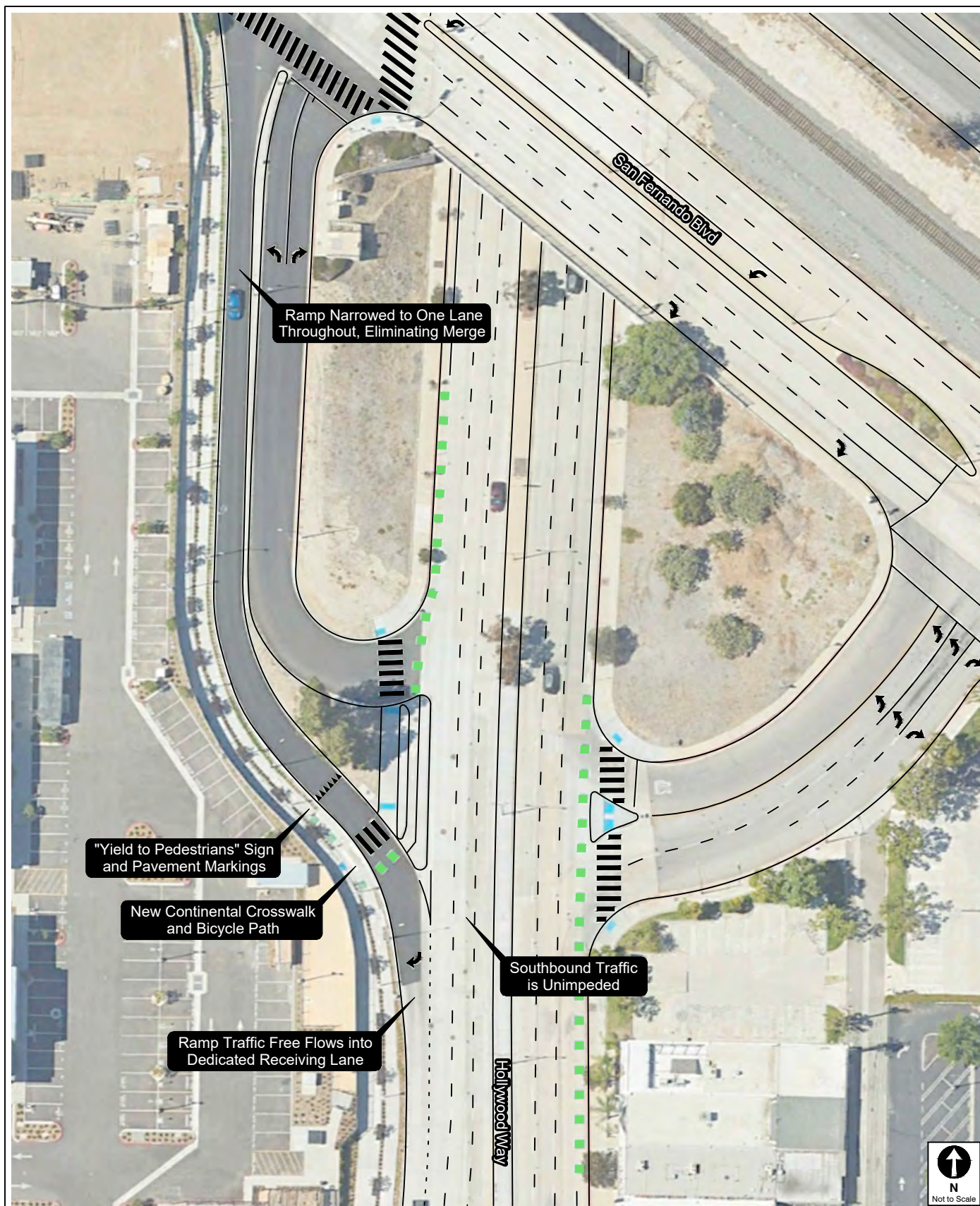
ABSENT: Commissioner Madison



Dan Feger
Assistant Secretary



ITEM 42 IMPROVEMENT



AVION IMPROVEMENT

**AMENDMENT NO. 1 TO
PROFESSIONAL SERVICES AGREEMENT**
(Burbank-Glendale-Pasadena Airport Authority / HNTB Corporation)

This Amendment No. 1 ("First Amendment") to the December 18, 2023 Professional Services Agreement ("Agreement") executed by the Burbank-Glendale-Pasadena Airport Authority ("Authority"), a California joint powers agency, and HNTB Corporation ("Consultant"), a Delaware Corporation, is dated October 20, 2025 for reference purposes.

RECITALS

- A. The parties executed the Agreement to provide for the Authority's retention of Contractor as an independent contractor to provide on-call architectural and engineering consulting services.
- B. The parties desire to amend the Agreement to: (i) increase the contract limit; and (ii) update the federal requirements exhibit.

NOW, THEREFORE, the parties agree as follows:

1. **Amendment of Section 1.** Paragraph (E) of Section 1 (Definitions) of the Agreement is amended to read as follows:

"E. "Contract Limit": 675,000.00"

2. **Substitution of Exhibit E-1.** The attached Exhibit E-1 is substituted for Exhibit E of the Agreement. All references in the Agreement to Exhibit E shall be deemed to refer to the attached Exhibit E-1.

3. **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.

4. **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.

[SIGNATURES ON FOLLOWING PAGE]

EXHIBIT E-1
AIP Project Federal Requirements

References in this Exhibit to "Contractor" shall be deemed to refer to Consultant. Consultant shall: (i) insert these provisions in each lower tier contract; (ii) incorporate the requirements of these provisions by reference for work done under any purchase orders, rental agreements, and other agreements for supplies or services; and (iii) be responsible for compliance with these provisions by any subcontractor, lower-tier subcontractor, or service provider.

1. Access to Records and Reports

Consultant must maintain an acceptable cost accounting system. Consultant agrees to provide the Authority, the Federal Aviation Administration and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers and records of Consultant which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. Consultant agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

2. Breach of Contract Terms

A. Any violation or breach of terms of this contract on the part of Consultant or its subcontractors may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement.

B. The Authority will provide Consultant written notice that describes the nature of the breach and corrective actions Consultant must undertake in order to avoid termination of the contract. The Authority reserves the right to withhold payments to Consultant until such time Consultant corrects the breach or the Authority elects to terminate the contract. The Authority's notice will identify a specific date by which Consultant must correct the breach. The Authority may proceed with termination of the contract if Consultant fails to correct the breach by the deadline indicated in the Authority's notice.

C. The duties and obligations imposed by the contract documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

3. 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.

4. 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.

5. Clean Air and Water Pollution Control

A. Consultant agrees to comply with all applicable standards, orders, and regulations issued pursuant to the Clean Air Act (42 USC §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 USC §§ 1251-1387). Consultant agrees to report any violation to the Authority immediately upon discovery. The Authority assumes responsibility for notifying the Environmental Protection Agency (EPA) and the Federal Aviation Administration.

B. Consultant must include this requirement in all subcontracts that exceed \$150,000.

6. Certification of Offeror/Bidder Regarding Debarment

A. By submitting a bid/proposal under this solicitation, the offeror certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

B. The successful offeror, by administering each lower tier subcontract that exceeds \$25,000 as a "covered transaction", must confirm each lower tier participant of a "covered transaction" under the project is not presently debarred or otherwise disqualified from participation in this federally-assisted project. The successful offeror will accomplish this by:

1. Checking the System for Award Management at website:
<http://www.sam.gov>.

2. Collecting a certification statement similar to the Certification of Offeror/Bidder Regarding Debarment, above.

3. Inserting a clause or condition in the covered transaction with the lower tier contract.

C. If the Federal Aviation Administration later determines that a lower tier participant failed to disclose to a higher tier participant that it was excluded or disqualified at the time it

entered the covered transaction, the FAA may pursue any available remedies, including suspension and debarment of the non-compliant participant.

7. Disadvantaged Business Enterprises

A. Contract Assurance (49 CFR § 26.13) – The Contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

1. Withholding monthly progress payments;
2. Assessing sanctions;
3. Liquidated damages; and/or
4. Disqualifying the Contractor from future bidding as non-responsible.

B. Prompt Payment (49 CFR § 26.29) – The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contractor receives from the Authority. The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Authority. This clause applies to both DBE and non-DBE subcontractors.

C. Termination of DBE Subcontracts (49 CFR § 26.53(f)) –

1. The prime contractor must not terminate a DBE subcontractor listed in response to the Disadvantaged Business Enterprises section of the solicitation for this Agreement (or an approved substitute DBE firm) without prior written consent of the Authority. This includes, but is not limited to, instances in which the prime contractor seeks to perform work originally designated for a DBE subcontractor with its own forces or those of an affiliate, a non-DBE firm, or with another DBE firm.

2. The prime contractor shall utilize the specific DBEs listed to perform the work and supply the materials for which each is listed unless the contractor obtains written consent the Authority. Unless the Authority's consent is provided, the prime contractor shall not be entitled to any payment for work or material unless it is performed or supplied by the listed DBE.

3. The Authority may provide such written consent only if the Authority agrees, for reasons stated in the concurrence document, that the prime contractor has good cause to terminate the DBE firm. For purposes of this paragraph, good cause includes the circumstances listed in 49 CFR §26.53.

4. Before transmitting to the Authority its request to terminate and/or substitute a DBE subcontractor, the prime contractor must give notice in writing to the DBE subcontractor, with a copy to the Authority, of its intent to request to terminate and/or substitute, and the reason for the request.

5. The prime contractor must give the DBE five days to respond to the prime contractor's notice and advise the Authority and the contractor of the reasons, if any, why it objects to the proposed termination of its subcontract and why the Authority should not approve the prime contractor's action. If required in a particular case as a matter of public necessity (e.g., safety), the Authority may provide a response period shorter than five days.

6. In addition to post-award terminations, the provisions of this section apply to preaward deletions of or substitutions for DBE firms put forward by offerors in negotiated procurements.

8. Distracted Driving

A. In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving", (10/1/2009) and DOT Order 3902.10, "Text Messaging While Driving", (12/30/2009), the Federal Aviation Administration encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or subgrant.

B. In support of this initiative, the Authority encourages Consultant to promote policies and initiatives for its employees and other work personnel that decrease crashes by distracted drivers, including policies that ban text messaging while driving motor vehicles while performing work activities associated with the project. Consultant must include the substance of this clause in all sub-tier contracts exceeding \$10,000 that involve driving a motor vehicle in performance of work activities associated with the project.

9. Domestic Preferences for Procurements

The offeror certifies by signing and submitting this proposal that, to the greatest extent practicable, the offeror has provided a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including, but not limited to, iron, aluminum, steel, cement, and other manufactured products) in compliance with 2 CFR § 200.322.

10. Federal Fair Labor Standards Act

A. All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, et seq., the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-time workers.

B. Consultant has full responsibility to monitor compliance to the referenced statute or regulation. Consultant must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

11. Certification Regarding Lobbying

A. The Bidder or Offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

12. Occupational Safety and Health Act

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. The employer must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The employer retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (29 CFR Part 1910). The employer must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

13. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment.

Consultant and subcontractor agree to comply with mandatory standards and policies relating to use and procurement of certain telecommunications and video surveillance services or equipment in compliance with the National Defense Authorization Act [Public Law 115-232 § 889(f)(1)].

14. Termination of Contract

A. Termination for Convenience.

1. The Authority may, by written notice to the Consultant, terminate this Agreement for its convenience and without cause or default on the part of Consultant. Upon receipt of the notice of termination, except as explicitly directed by the Authority, Consultant must immediately discontinue all services affected.

2. Upon termination of the Agreement, Consultant must deliver to the Authority all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

3. The Authority agrees to make just and equitable compensation to Consultant for satisfactory work completed up through the date Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

4. The Authority further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

B. Termination for Cause.

1. Either party may terminate this Agreement for cause if the other party fails to fulfill its obligations that are essential to the completion of the work per the terms and conditions of the Agreement. The party initiating the termination action must allow the breaching party an opportunity to dispute or cure the breach.

2. The terminating party must provide the breaching party seven days advance written notice of its intent to terminate the Agreement. The notice must specify the nature and extent of the breach, the conditions necessary to cure the breach, and the effective date of the termination action. The rights and remedies in this clause are in addition to any other rights and remedies provided by law or under this agreement.

a. Termination by Authority: The Authority may terminate this Agreement for cause in whole or in part, for the failure of Consultant to:

1. Perform the services within the time specified in this contract or by the Authority approved extension;

2. Make adequate progress so as to endanger satisfactory performance of the services; or

3. Fulfill the obligations of the Agreement that are essential to the completion of the services.

Upon receipt of the notice of termination, Consultant must immediately discontinue all services affected unless the notice directs otherwise. Upon termination of the Agreement, Consultant must deliver to the Authority all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

The Authority agrees to make just and equitable compensation to Consultant for satisfactory work completed up through the date Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

The Authority further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

If, after finalization of the termination action, the Authority determines Consultant was not in default of the Agreement, the rights and obligations of the parties shall be the same as if the Authority issued the termination for the convenience of the Authority.

b. Termination by Consultant: Consultant may terminate this Agreement for cause in whole or in part, if the Authority:

1. Defaults on its obligations under this Agreement;
2. Fails to make payment to Consultant in accordance with the terms of this Agreement;
3. Suspends the project for more than 180 days due to reasons beyond the control of Consultant.

Upon receipt of a notice of termination from Consultant, the Authority agrees to cooperate with Consultant for the purpose of terminating the agreement or portion thereof, by mutual consent. If the Authority and Consultant cannot reach mutual agreement on the termination settlement, Consultant may, without prejudice to any rights and remedies it may have, proceed with terminating all or parts of this Agreement based upon the Authority's breach of the contract.

In the event of termination due to Authority breach, Consultant is entitled to invoice the Authority and to receive full payment for all services performed or furnished in accordance with this Agreement and all justified reimbursable expenses incurred by Consultant

through the effective date of termination action. The Authority agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

15. Veteran's Preference

In the employment of labor (excluding executive, administrative, and supervisory positions). Consultant and all sub-tier contractors must give preference to covered veterans as defined within Title 49 United States Code Section 47112. Covered veterans include Vietnam-era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns (as defined by 15 USC § 632) owned and controlled by disabled veterans. This preference only applies when there are covered veterans readily available and qualified to perform the work to which the employment relates.



Media Advisory:
Opening Day is a Year Away!
Don't Miss Your ONLY Chance to Visit the Project Site
Before Construction is Complete



Date: September 23, 2025

Contact: Mike Christensen, Public Information Office
mchristensen@bur.org | (818) 967-7348

October 2026 marks the scheduled opening of our new passenger terminal at Hollywood Burbank Airport. We're giving media crews an exclusive opportunity to visit the project construction site.

When: Thursday, October 23rd – 2:30 p.m. to 4 p.m.

Where: Passenger Terminal Construction Site

Who: Airport, Project Construction and Design Team Representatives

What: Video and Pictures of Terminal Construction Process, Interviews

Media are asked to RSVP by Friday, October 17th at 5 p.m. After receiving RSVP, logistical information will be provided for the event. Additional videos and pictures of terminal construction will also be shared.

Personal Protective Equipment (PPE) is required at the construction site. Attending media representatives will be provided with hard hats and safety vests. Sturdy closed-toed boots, long pants and glasses – or safety glasses – are also required. Live shots at the construction site will not be permitted.

For more information about the project, go to elevatebur.com. To download the latest project design renderings, click [here](#).



Hollywood Burbank Airport (BUR) is owned and operated by the Burbank-Glendale-Pasadena Airport Authority, a joint powers agency created in 1977 between the Cities of Burbank, Glendale and Pasadena. More information can be found on the airport's website, www.HollywoodBurbankAirport.com, and on the airport's [Facebook](#) and [Instagram](#) feeds.



Replacement Passenger Terminal BGPAA Commission Meeting

Community Design Charrette Influence on Design

October 20, 202523

Jacobs





Agenda

- 1 - COMMUNITY DESIGN
CHARRETTE WORKSHOPS**
- 2 - THEMES AND INFLUENCES**
- 3 - DESIGN INTERPRETATIONS**



**Community Design
Charrette Workshops**

Community Design Charrette Workshops

- A series of community design charrette workshops were held at various locations in the Burbank, Glendale, and Pasadena region
- Workshops were conducted in 2019 to gather community and stakeholder input on the design and functionality of the proposed replacement terminal
- The purpose of the workshops was to brainstorm ideas with the goal of being visionary for the future
- Through the workshop process, a number of themes emerged along with questions that would frame the ideas and could be influential in the design of the replacement terminal





**Themes and
Influences**

Themes and Influences

Emerging Themes –

- *Simplicity, Convenience and Ease of Use*
 - Ingress/egress as easy as possible
 - Attractive/comfortable lounges
 - Accessible to all users / Family friendly
- *Openness and Transparency*
 - Maximize natural light
 - Create open air feeling
- *Human Scale*
 - Natural and native colors
 - Comfortable, inviting and homey feel
- *Green Design*
 - Achieve LEED Certification
 - Sustainable building materials
- *Aircraft Connection*
 - Embrace aviation history
- *Reflections of Classic Hollywood*
 - Celebrate entertainment history
- *Quality, Authentic, Iconic Structure*
 - Reflect Burbank and surrounding areas
 - Include public art

Themes and Influences

Question #1:

What is your vision for the Replacement Passenger Terminal Project?

Architecturally, what would you like it to look like?

- Reflect the historical architectural styles of the area including mission, art-deco, mid-century modern, and minimalism...
- Allow natural light to illuminate the terminal...
- Create an open air feeling...
- Work toward a high level of LEED (sustainability)...
- Create a comfortable, inviting, homey feel...

Themes and Influences

Question #2:

What stories do we want to tell about the airport, Burbank and the adjacent communities?

- Celebrate the entertainment industry...
- Embrace the aviation industry and its history...
- Reflect the identity of Burbank...
- Reflect the regional identity by celebrating major destinations...

Themes and Influences

Question #3:

What are your highest priority design features and amenities?

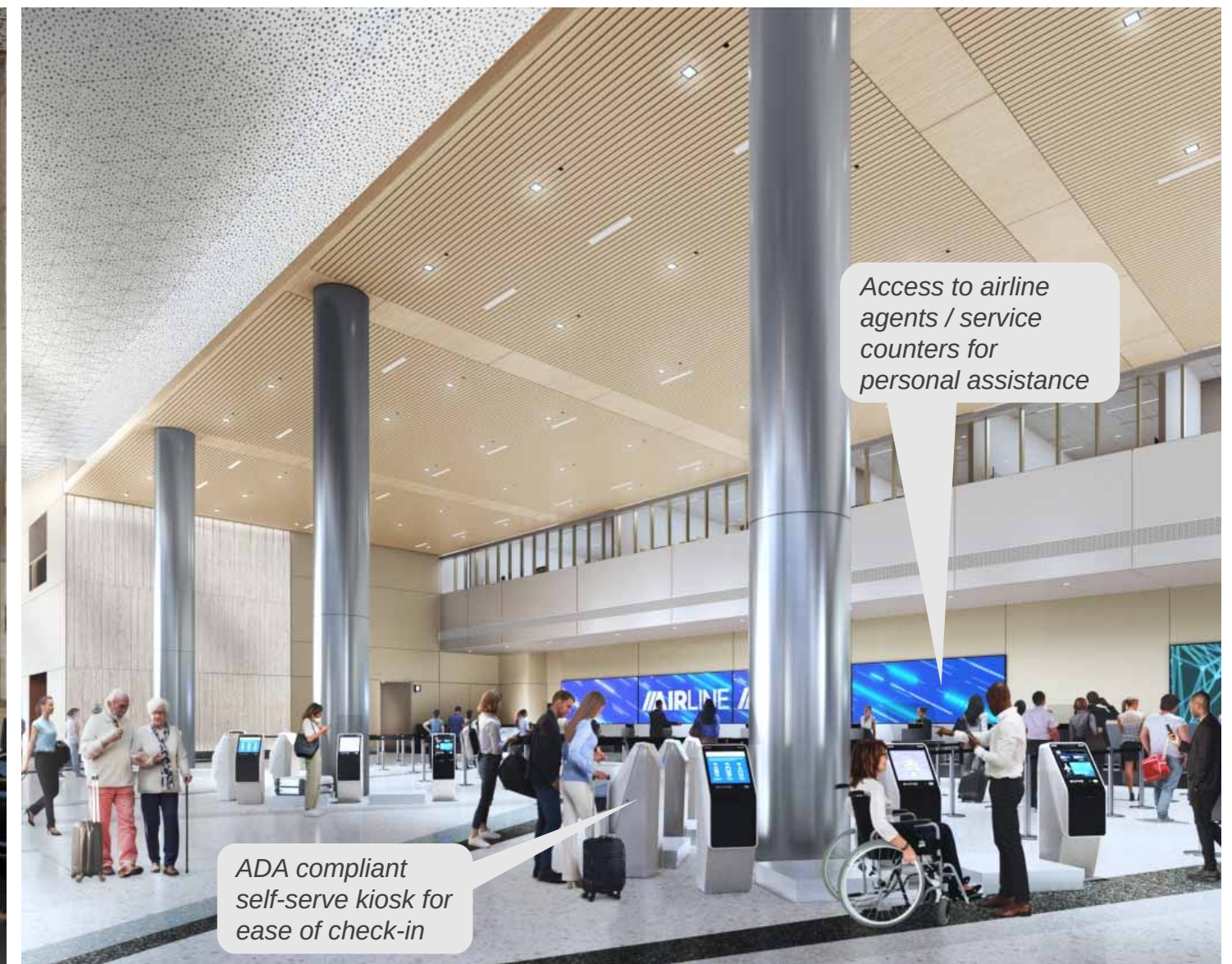
- Create attractive and comfortable lounges...
- Maximize accessibility for all users...
- Create a terminal that is family friendly, child friendly, pet friendly...
- Easy access to multi-modal transportation...
- Provide diverse and convenient food including food trucks...
- Incorporate public art...



**Design
Interpretations**

Design Interpretations

Simplicity, Convenience and Ease of Use



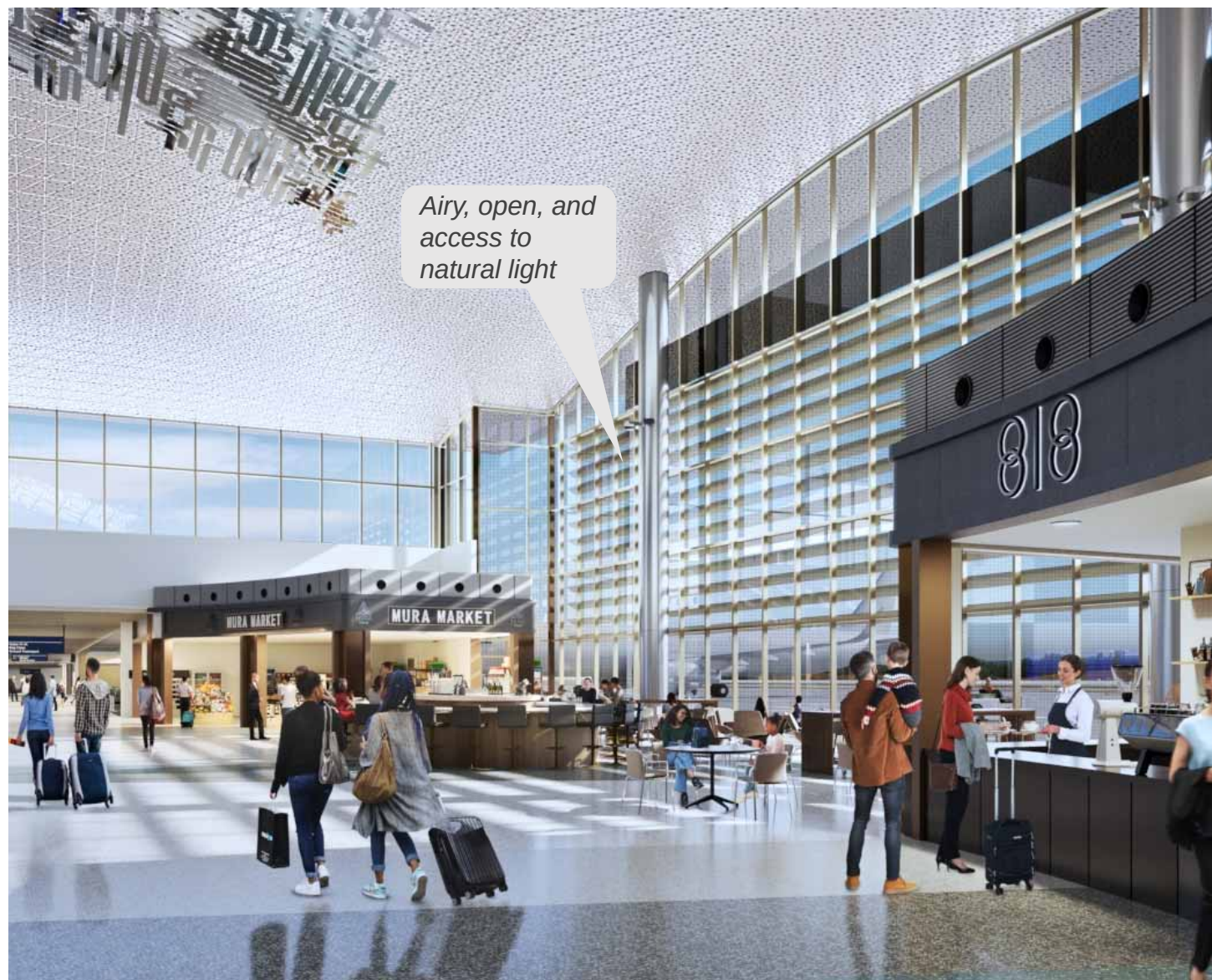
Design Interpretations

Simplicity, Convenience and Ease of Use



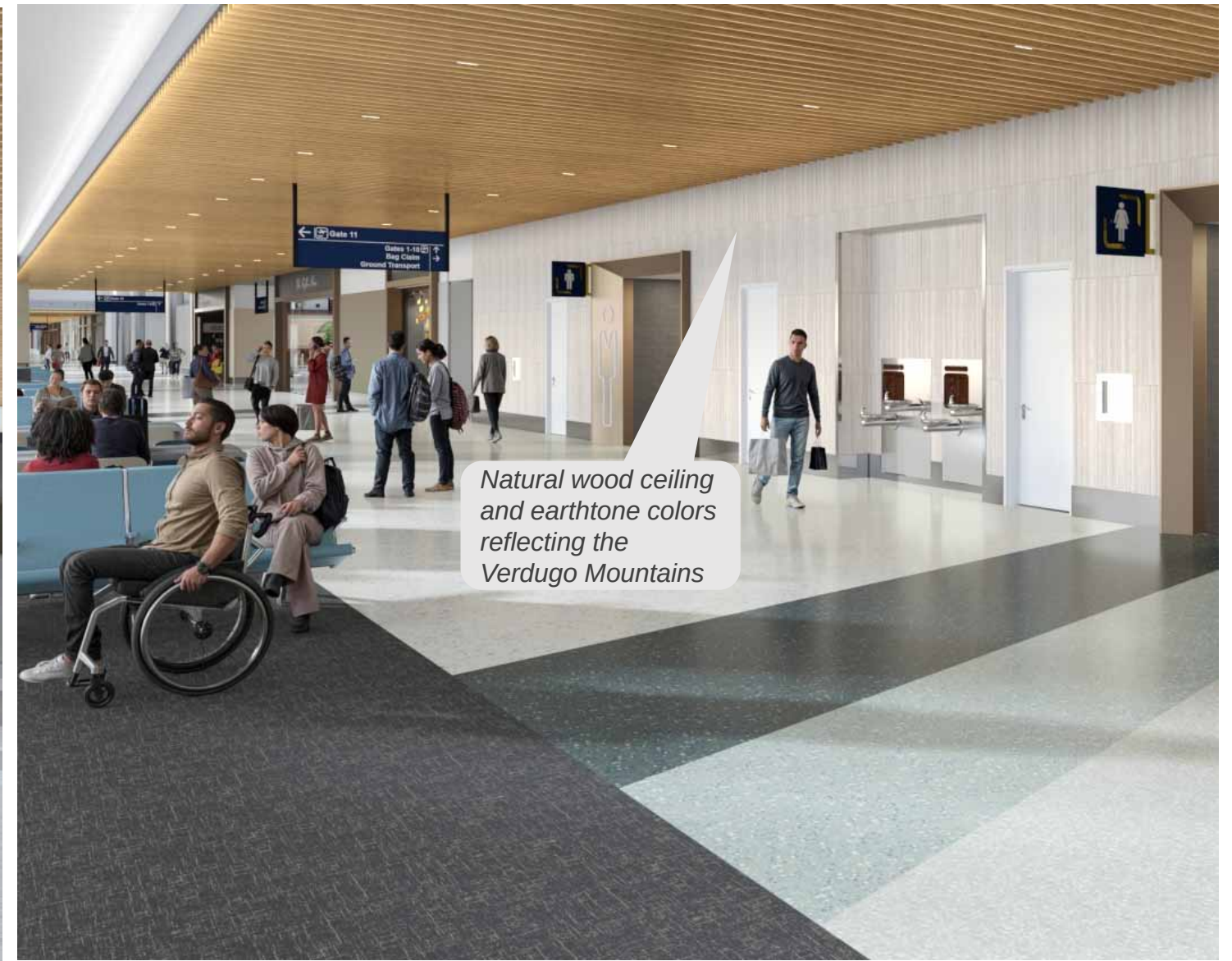
Design Interpretations

- *Openness and Transparency*



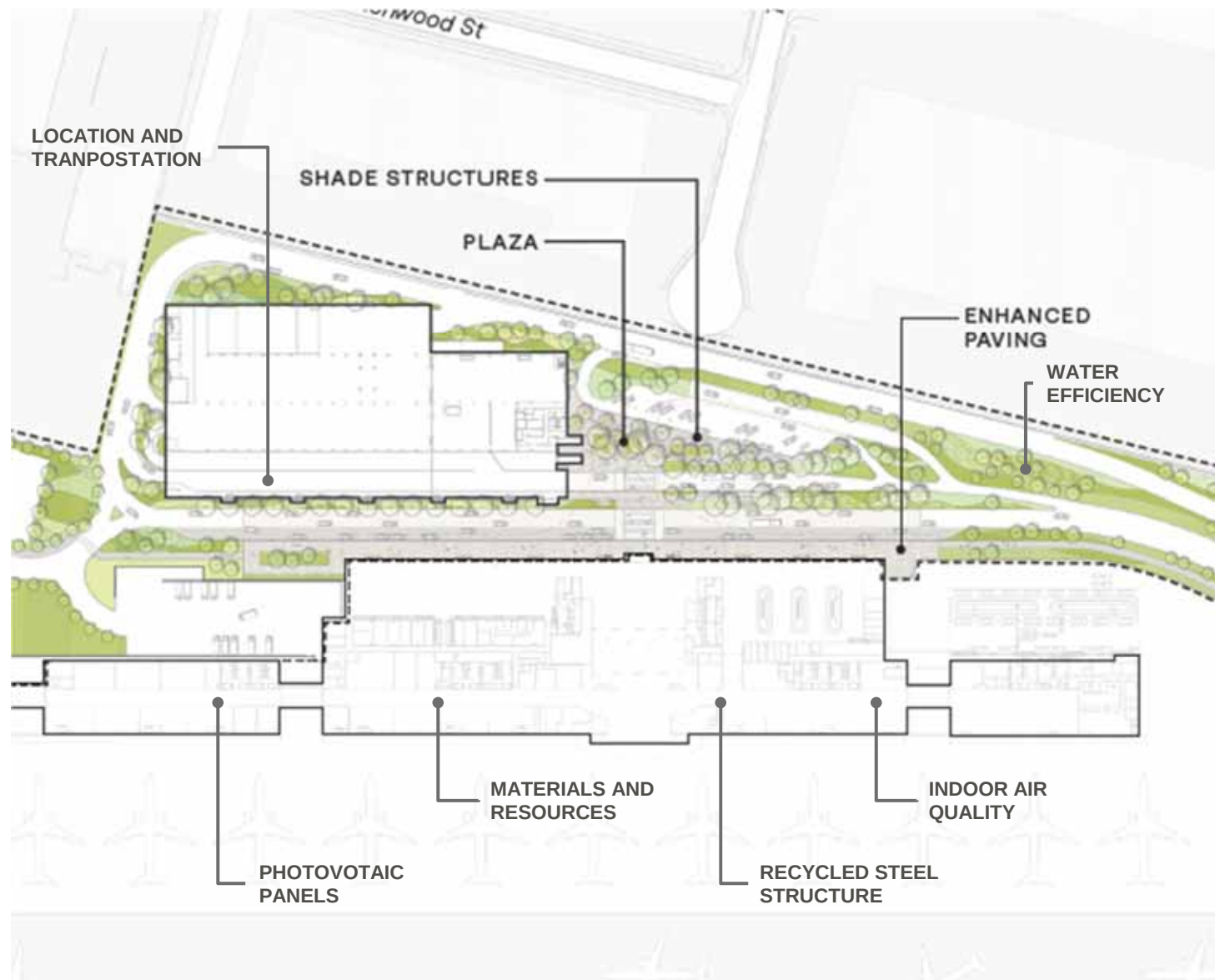
Design Interpretations

- *Human Scale*



Design Interpretations

- *Green Design*



Design Interpretations

- *Aircraft Connection*



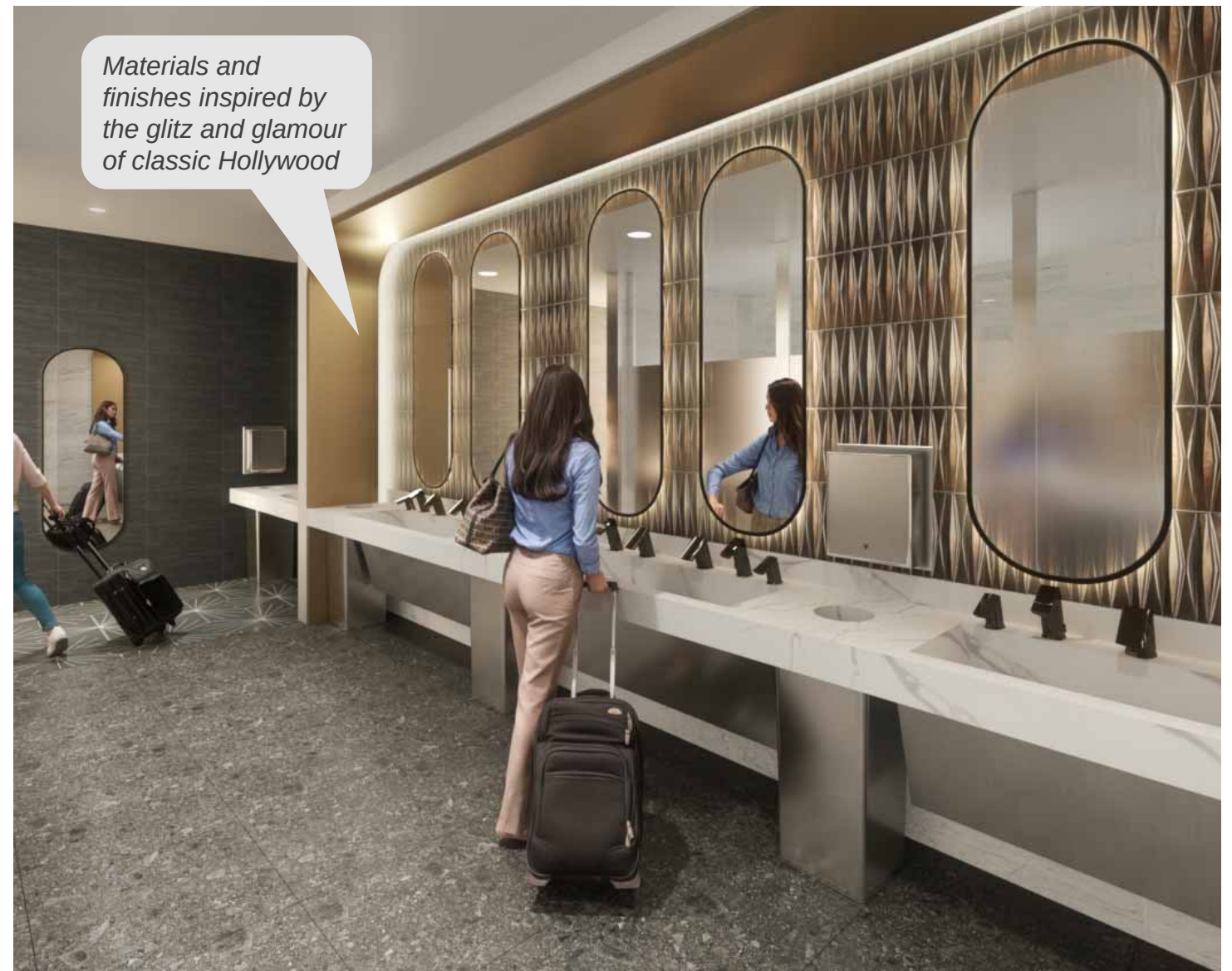
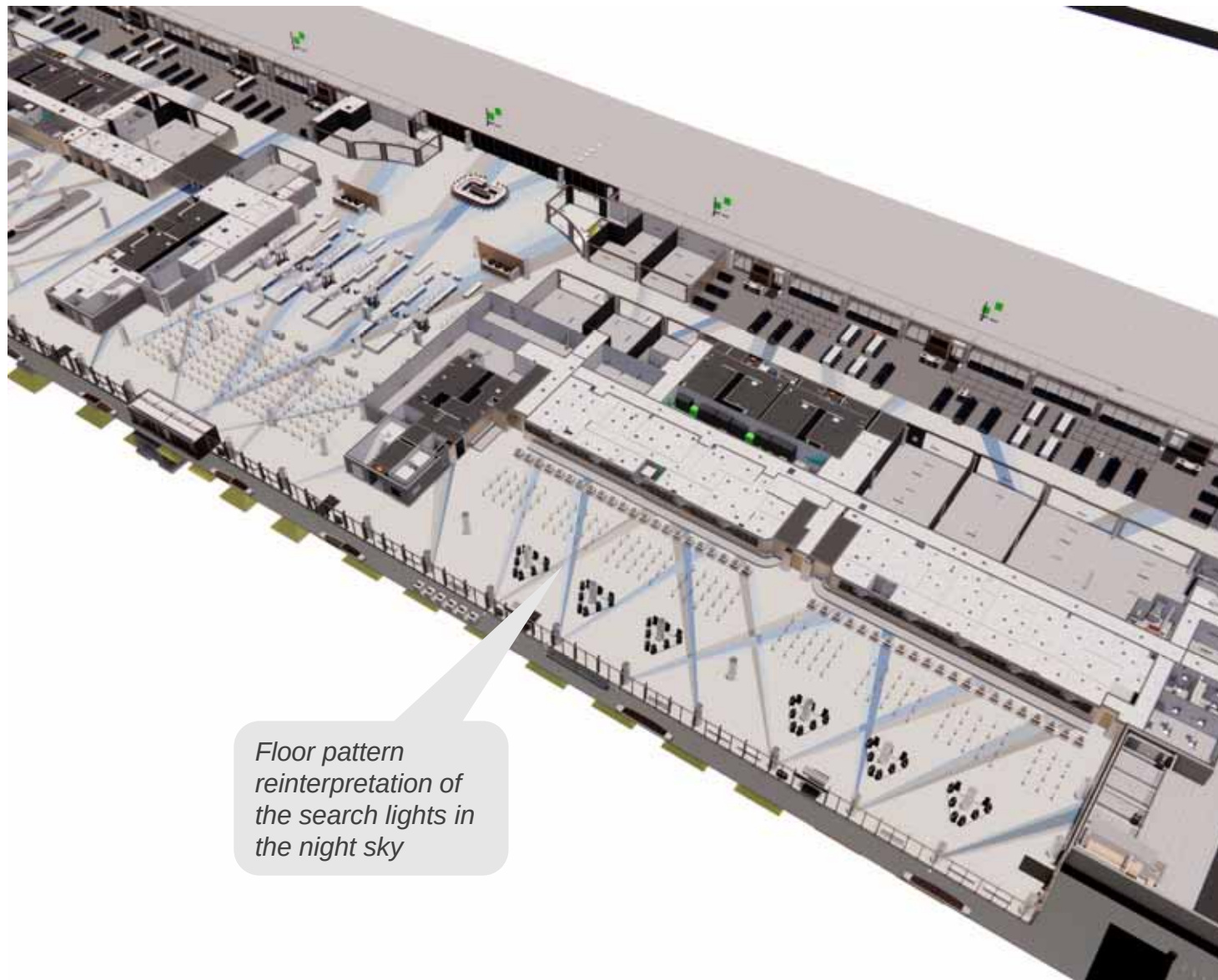
Design Interpretations

- *Reflections of Classic Hollywood*



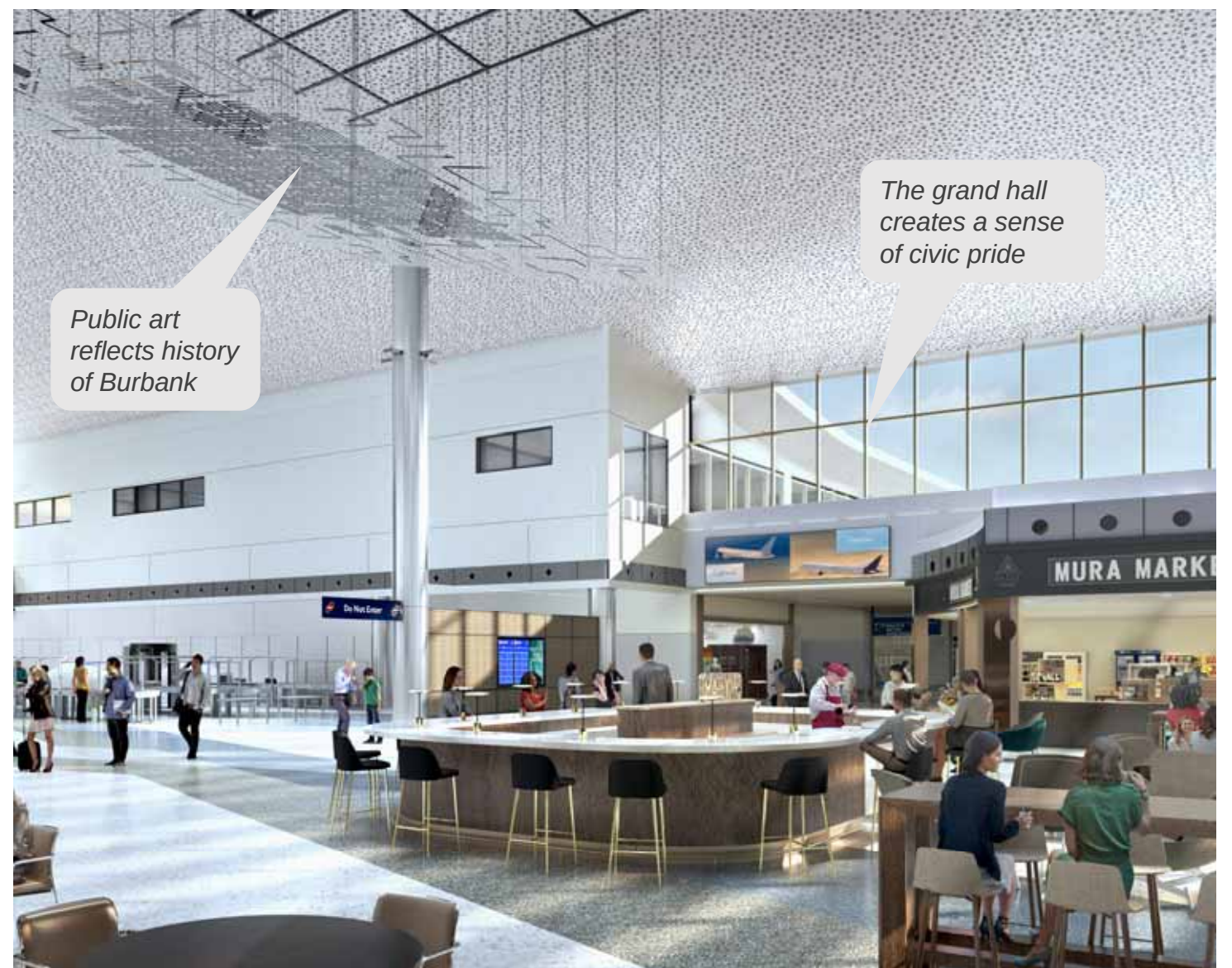
Design Interpretations

- *Reflections of Classic Hollywood*



Design Interpretations

- *Quality, Authentic, Iconic Structure*



Design Interpretations

- *Quality, Authentic, Iconic Structure*





Thank you.



Jacobs



ANYONE™

 **Hollywood Burbank** Airport

Brand Refresh

Refreshing the brand mark to reflect the new terminal and its timeless design aesthetic.

Our Objective

Refresh of a storied Brand with a new home.

Our objective is to establish a revitalized brand that captivates and uniquely positions itself as the enduring local airport of Southern California. For the first time in its history, the brand and the building can be conceived in harmony. This will result in a cohesive visual identity that is consistent throughout the entire experience. Our aspiration is to create a revitalized brand that embodies the glamour of Hollywood and the Mid-Century modern aesthetic of Burbank.

The new Terminal presents a range of materials, finishes, and colors that we can draw upon as we adapt the brand to harmonize with its new surroundings. We will draw inspiration from all aspects of the building, as well as the storied history of aviation while expanding on the incredible convenience the airport provides to create a revitalized brand that is both timeless and recognizable.

Where can we look for inspiration?

BRINGING NEW LIFE TO A STORIED BRAND













Negative space is also used on occasion



Gathering design elements

BRINGING NEW LIFE TO A STORIED BRAND

Typography Suites

Building Exterior

NEW ORDER SEMI-BOLD / MEDIUM

**HOLLYWOOD
BURBANK
AIRPORT**

Way-Finding

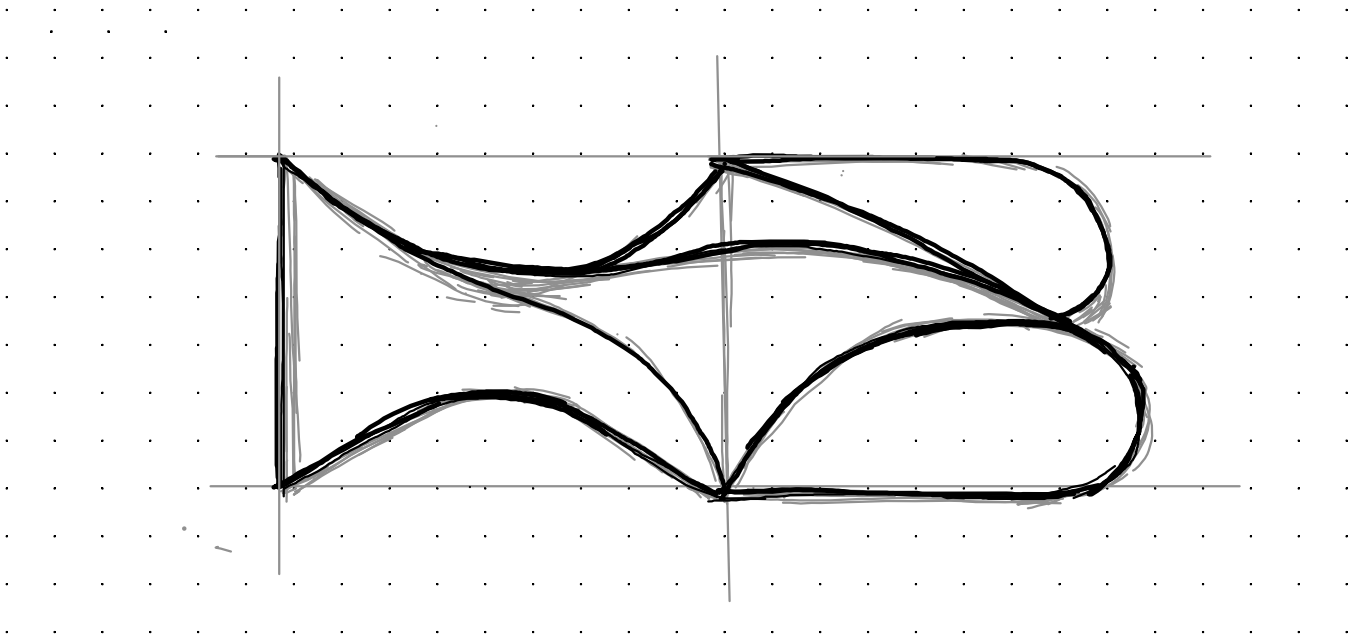
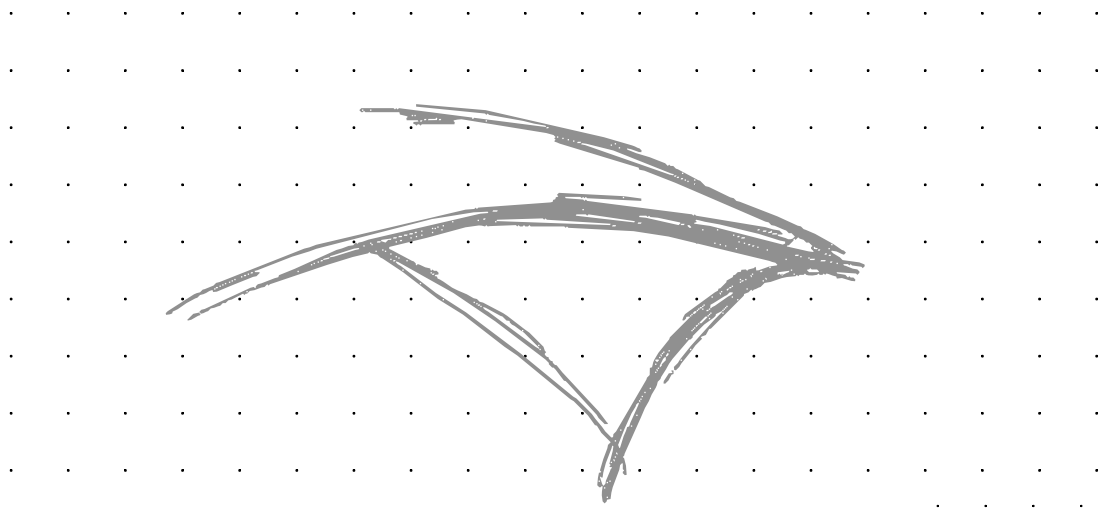
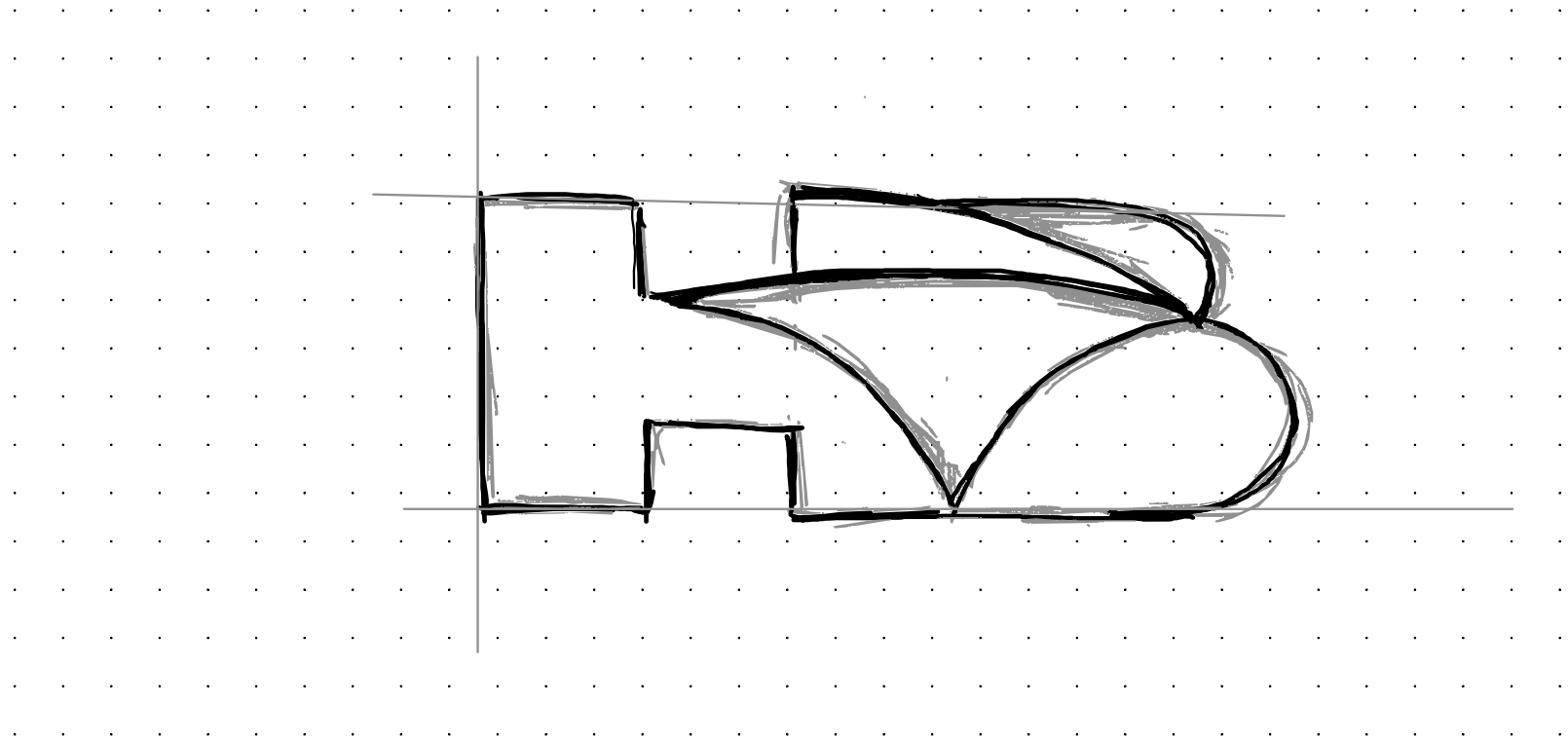
NAVIGO MEDIUM

**HOLLYWOOD
BURBANK
AIRPORT**

Diving into the refresh.

REFINING THE LOOK AND FEEL OF THE BRAND

INITIAL CONCEPT SKETCHES



INITIAL CONCEPT ROUGH IDEAS

Notes

- Using Navigo font
- Integrate building shape with various depths and widths



Notes

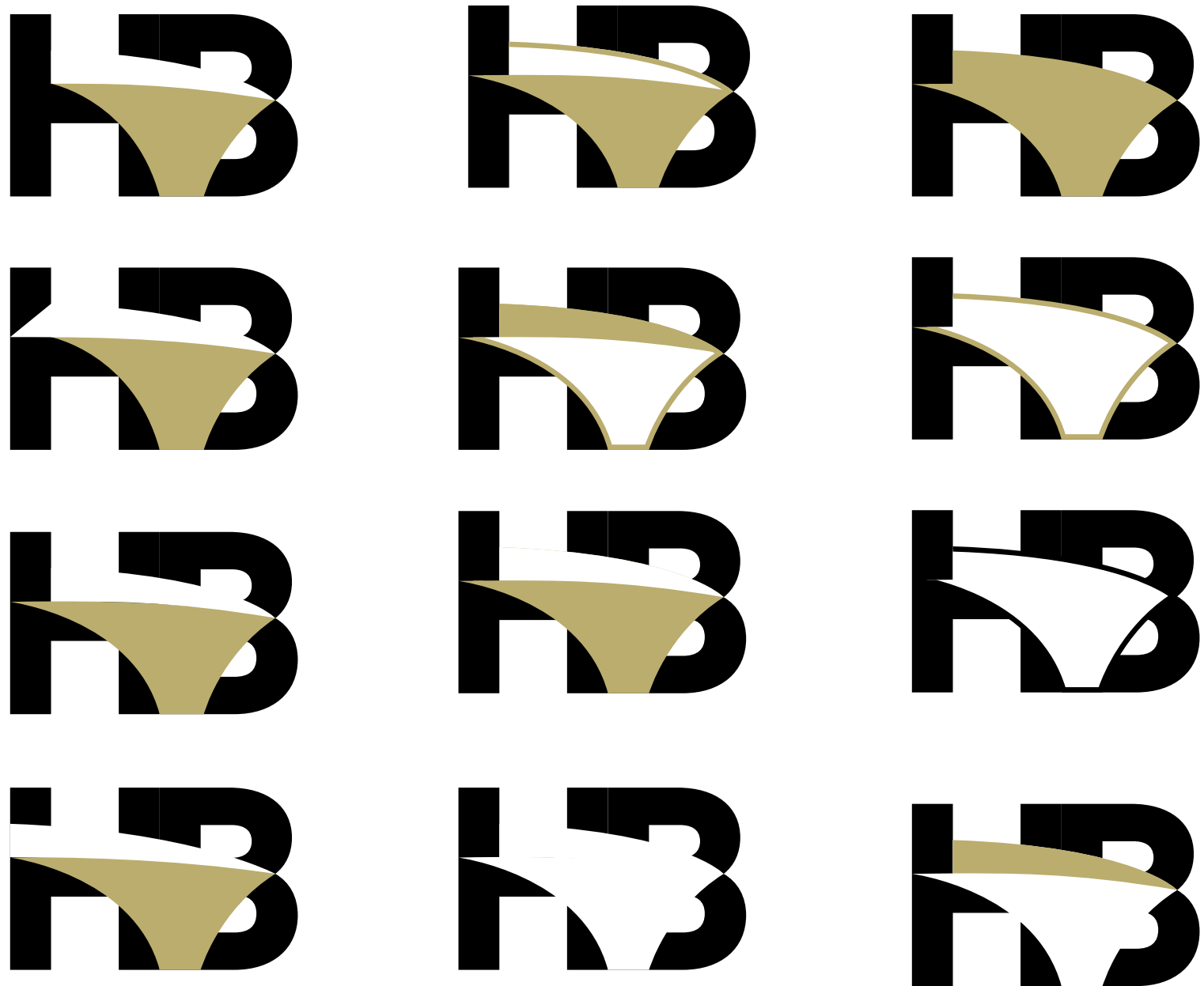
- Using New Order font
- Integrate building shape with various depths and widths
- Adjusting for width and thickness.



EXPANDED ROUGH IDEAS

Notes

- Further increased thickness and also explored options with building drawings and placement
- Adjusted separation and placement of the H & B for balance
- Explored negative space options



Notes

- Different variations on HB separation and hood positioning



Less is more.

BRINGING NEW LIFE TO A STORIED BRAND

INITIAL CONCEPT IDEAS

Notes

- Explore shapes of the hood and ways to express the building in a simplified mark.



Notes

- Explored different background shapes to find balance



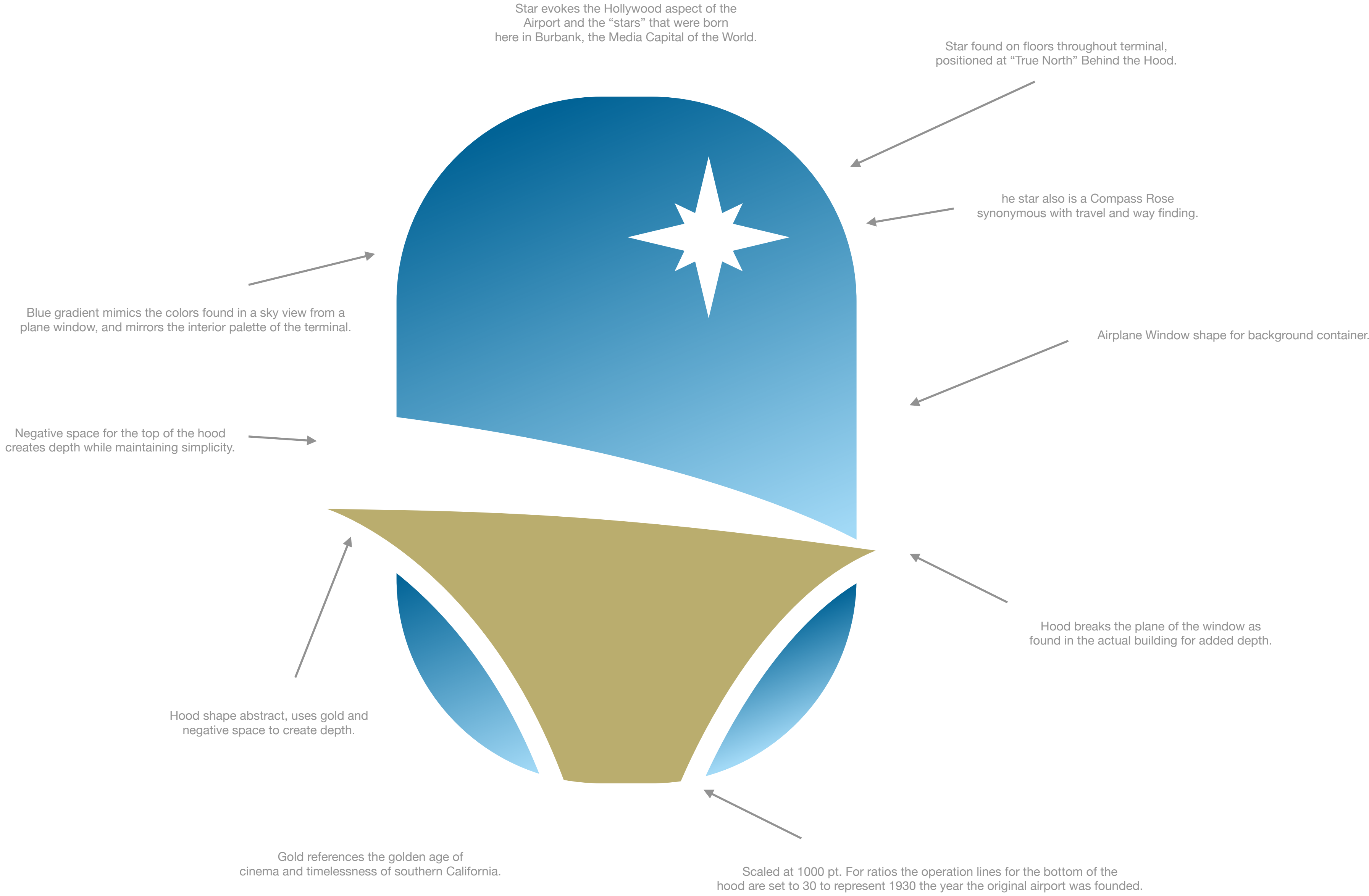
INITIAL CONCEPT IDEAS

Notes

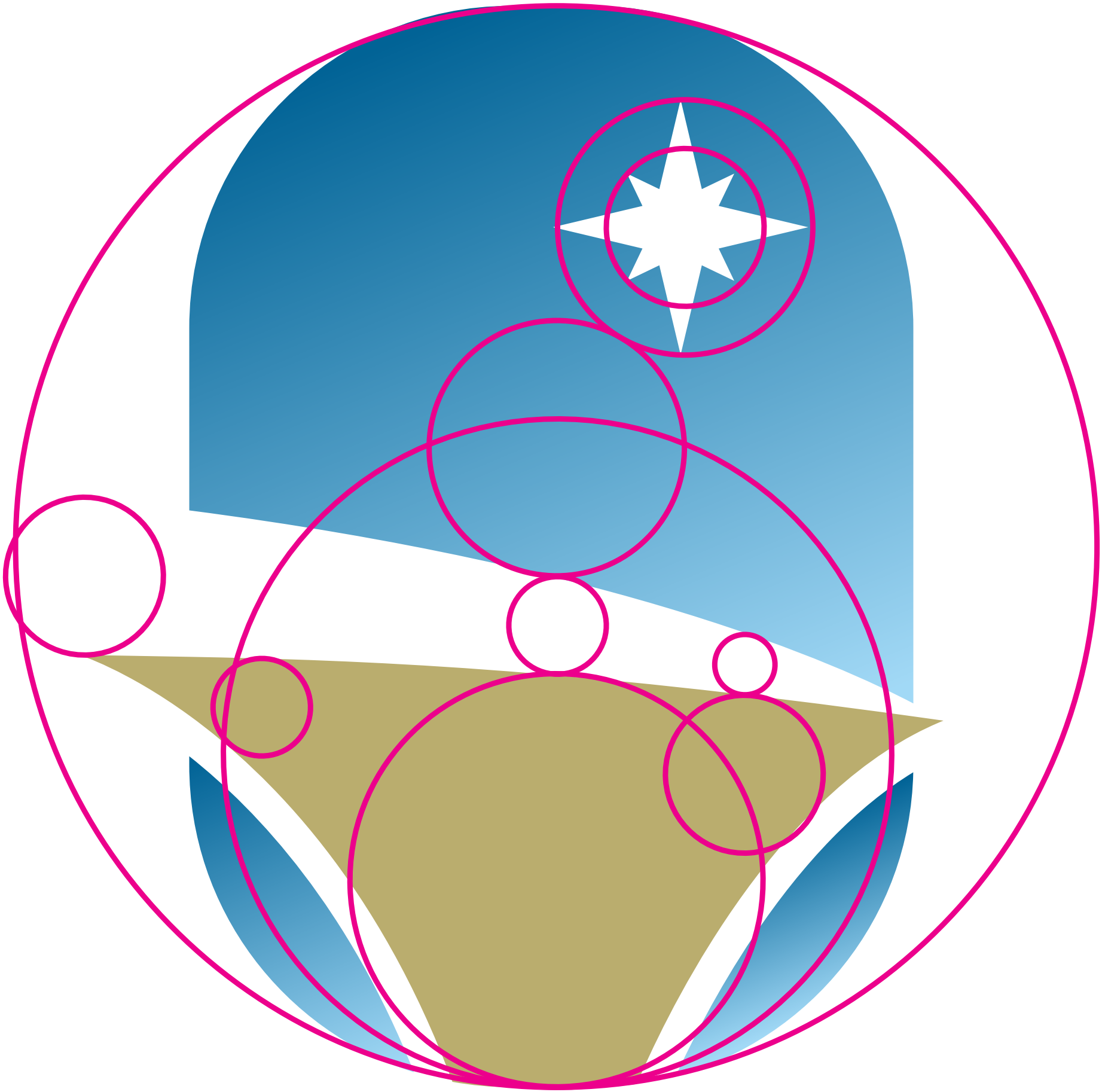
- Looked for inspiration to find shapes.



INITIAL CONCEPT IDEAS



INITIAL CONCEPT IDEAS



Notes

- Applied golden ratio scaling at 1.61.
https://en.wikipedia.org/wiki/Golden_ratio

FINAL BRAND REFRESH



HOLLYWOOD
BURBANK

AIRPORT

FINAL BRAND REFRESH ALTERNATES

MONOCHROME



2 COLOR

3 COLOR

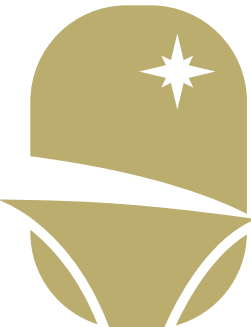


FULL COLOR

ALTERNATE LOCKUPS & EXPLORATION



**HOLLYWOOD
BURBANK**
— AIRPORT —



Let's see it in action.

BRINGING NEW LIFE TO A STORIED BRAND













PREPARED BY **ANYONE™**

Thank You!

Email
Connect@Weareanyone.Com

Phone
626.768.0803

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South Pasadena, CA 91030**