



January 15, 2026

CANCELLATION NOTICE OF A REGULAR MEETING  
AND  
CALL AND NOTICE OF A SPECIAL MEETING  
OF THE  
OPERATIONS AND DEVELOPMENT COMMITTEE  
OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that the Airport Authority administration offices will be closed on Monday, January 19, 2026, in observation of Martin Luther King, Jr., Day. Therefore, the regular meeting of the Operations and Development Committee scheduled for Monday, January 19, 2026, at 8:30 a.m., in the Airport Sky Room of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank California 91505, has been cancelled.

NOTICE is hereby given that a special meeting of the Operations and Development Committee will be held Tuesday, January 20, 2026, at 8:30 a.m., in the Airport Sky Room 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

SPECIAL MEETING  
OF THE  
OPERATIONS AND DEVELOPMENT COMMITTEE  
Airport Skyroom  
Tuesday, January 20, 2026  
8:30 a.m.

*The public comment period is the opportunity for members of the public to address the Committee on agenda items and on Airport-related non-agenda matters that are within the Committee's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached*

*Members of the public are requested to observe the following decorum when attending or participating in meetings of the Committee:*

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Committee during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to Airport-related non-agenda matters that are within the Committee's subject matter jurisdiction.*
- *Limit comments to three minutes or to such other period of time as may be specified by the presiding officer.*



*The following activities are prohibited:*

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*



*Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Committee less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 N. Hollywood Way, Burbank) in the administrative office during normal business hours.*



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

## AGENDA

Tuesday, January 20, 2026

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
  - a. December 15, 2025 **[See page 1]**
5. Items for Information
  - a. Introduction: Proposed On-Call Public Works Pavement Improvement Program  
  
***No staff report attached. Staff will provide an overview of the concept, process and benefits of awarding on-call pavement improvement contracts to multiple construction firms through a public works RFB process. This overview is being presented to familiarize the Committee with the proposed program in use at other Southern California Airports, which have experienced greater responsiveness and efficiency with addressing pavement repairs and improvements. With Committee concurrence, Staff will proceed with the RFB process and return to the Committee at a future meeting with program recommendations for consideration of award by the Commission.***
  - b. Committee Pending Items **[See page 3]**
6. Adjournment

**MINUTES OF THE REGULAR MEETING OF THE  
OPERATIONS AND DEVELOPMENT COMMITTEE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

**MONDAY, DECEMBER 15, 2025**

A regular meeting of the Operations and Development Committee was called to order on this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 8:36 a.m., by Commissioner Hampton.

**1. ROLL CALL**

**Present:** Commissioners Talamantes and Hampton

**Absent:** Commissioner Asatryan

**Also Present:** Staff: John Hatanaka, Executive Director;  
Stephanie Gunawan-Piraner,  
Deputy Executive Director, Planning and  
Development

**2. Approval of Agenda**

**Motion** Commissioner Talamantes moved approval of the agenda; seconded by Commissioner Hampton.

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

**3. Public Comment**

There were no public comments.

**4. Approval of Minutes**

**a. November 17, 2025** The agenda packet included a draft copy of the November 17, 2025, Committee meeting minutes for review and approval.

**Motion** Commissioner Talamantes moved approval of the minutes; seconded by Commissioner Hampton.

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

**5. Items for Approval**

**a. Award of Software License and Service Level Agreement Enterprise Asset Management System (RFP E25-06)**

Staff sought a recommendation from the Operations and Development Committee to the Commission to:

1. Reject a bid protest filed by Electronic Data, LLC, an Arora Engineers company, with regard to RFP No. E25-06 Enterprise Asset Management System.
2. Award to NEXGEN Asset Management a Software License Agreement and a Service Level Agreement (“Agreements”), for the implementation and ongoing support of an Enterprise Asset Management System in the amount not-to-exceed \$1,403,419, to be paid on a percentage completion basis.
3. Authorize a contingency for the implementation effort, in the amount of \$64,000.

The proposed Agreement is for a five-year performance term, with one five-year extension option available at the discretion of the Authority. This will be a phased software implementation with the goal to have key functionality available for the Replacement Passenger Terminal beneficial occupancy in October 2026.

**Motion**

Commissioner Hampton moved approval of the recommendation, seconded by Commissioner Talamantes.

**Motion Approved**

The motion was approved (2-0,1 absent).

**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 9:04 a.m.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
JANUARY 20, 2026**

**COMMITTEE PENDING ITEMS**

**Future**

**Tentative Presentation**

- |  |          |
|--|----------|
| 1. Award of Contract - RPS Elevator Rehabilitation           | Feb 2026 |
| 2. Award of Contract - SEQ Phase 1 Improvements              | TBD      |
| 3. Award of Contracts - Service Providers for RPT Operations | TBD      |
| 4. Award of Contract - On-call Pavement Contractors          | TBD      |
| 5. Award of Contract - Waste Management Program              | TBD      |

# Introduction: Proposed On-Call Public Works Pavement Improvement Program

Presented to:  
Operations and Development Committee

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

January 20, 2026

# Introduction

- Staff will provide an overview of the concept, process and benefits of awarding on-call pavement contracts to multiple construction firms through a public works Request for Bids (RFB) process resulting in defined unit costs for quantities and pavement/asphalt/other materials.
- The proposed on-call public works pavement improvement program will enable Staff to address, with greater responsiveness, certain pavement improvement projects that are beyond the routine and minor work that will continue to be handled internally by the Maintenance Department.

# Introduction

- Currently, major and more complex public works projects are performed using an individual bid process, with all contracts over \$75,000 requiring approval by the Commission. This process can take several months to complete for each project.
- The proposed on-call pavement improvement program will not be utilized for Federal Aviation Administration (FAA) grant funded projects as there is a specific FAA required procurement process that must be utilized.

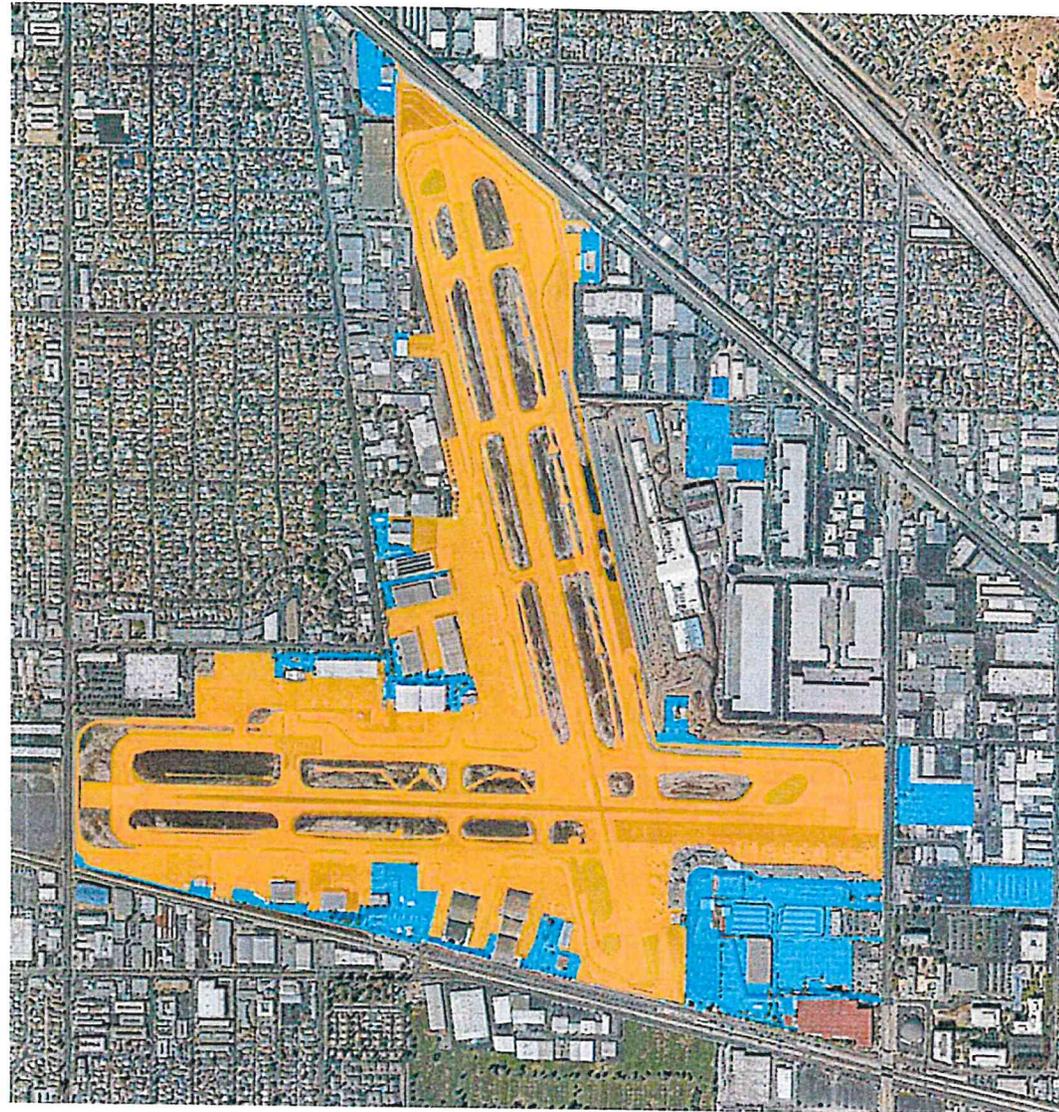
# Introduction

- The on-call pavement improvement program is proposed for a 1-year term, with 2 one-year extension options awarded at the discretion of the Commission.
- The program will meet public works bidding, prevailing wage and performance bond requirements. Also includes outreach for small business participation.
- On-call pavement contracts will be awarded through a RFB process to up to 3 of the lowest responsive and responsible bidders.
- For cost evaluation purposes, results of proposer unit price bids will be applied by Staff to two sample projects.
- The Commission will approve a not-to-exceed limit for the initial one-year program term. Contractors will not be guaranteed a minimum amount of work.
- Work will be issued as needed via Task Orders based on agreed upon scope of work and quantities utilizing the unit prices obtained through the RFB process.
- Commission approval will be required for Task Orders over \$75,000.
- Other Southern California airports utilize a version of this program.

# Summary

- With the Committee's concurrence, Staff will complete an RFB process to award up to 3 on-call pavement contracts.
- Award recommendations will be presented to the Committee and Commission.
- The Commission will approve a not-to-exceed limit for the initial one-year program term.
- This overview is being presented to familiarize the Committee with the proposed on-call pavement improvement program.
- The program will be a valuable tool to address cost control, flexibility and responsiveness for certain qualifying pavement improvement projects.

# Background



The Authority maintains an extensive network of pavement, totaling over **13 million square feet** on the airside and landside.

BUR PAVEMENT LEGEND		
	AIRSIDE	11,994,910 SQ FT
	LANDSIDE	1,320,933 SQ FT

# Highlights: Proposed RFB Process

- **RFB Issuance:** The Request for Bids will be formally issued through PlanetBids, the Authority's designated e-procurement platform.
- **Advertisement Period:** Will be publicly advertised for 30 days, providing contractors adequate time from issuance to prepare and submit competitive bids.
- **Broad Outreach:** The project will be widely advertised across multiple channels including the Tri-City Bid Boards and Chambers of Commerce (Burbank, Glendale, Pasadena), Hollywood Burbank Airport website, construction industry bid board, and through direct outreach (emails/phone calls) to contractors operating in and around the Airport region.

# Highlights: Proposed RFB Process

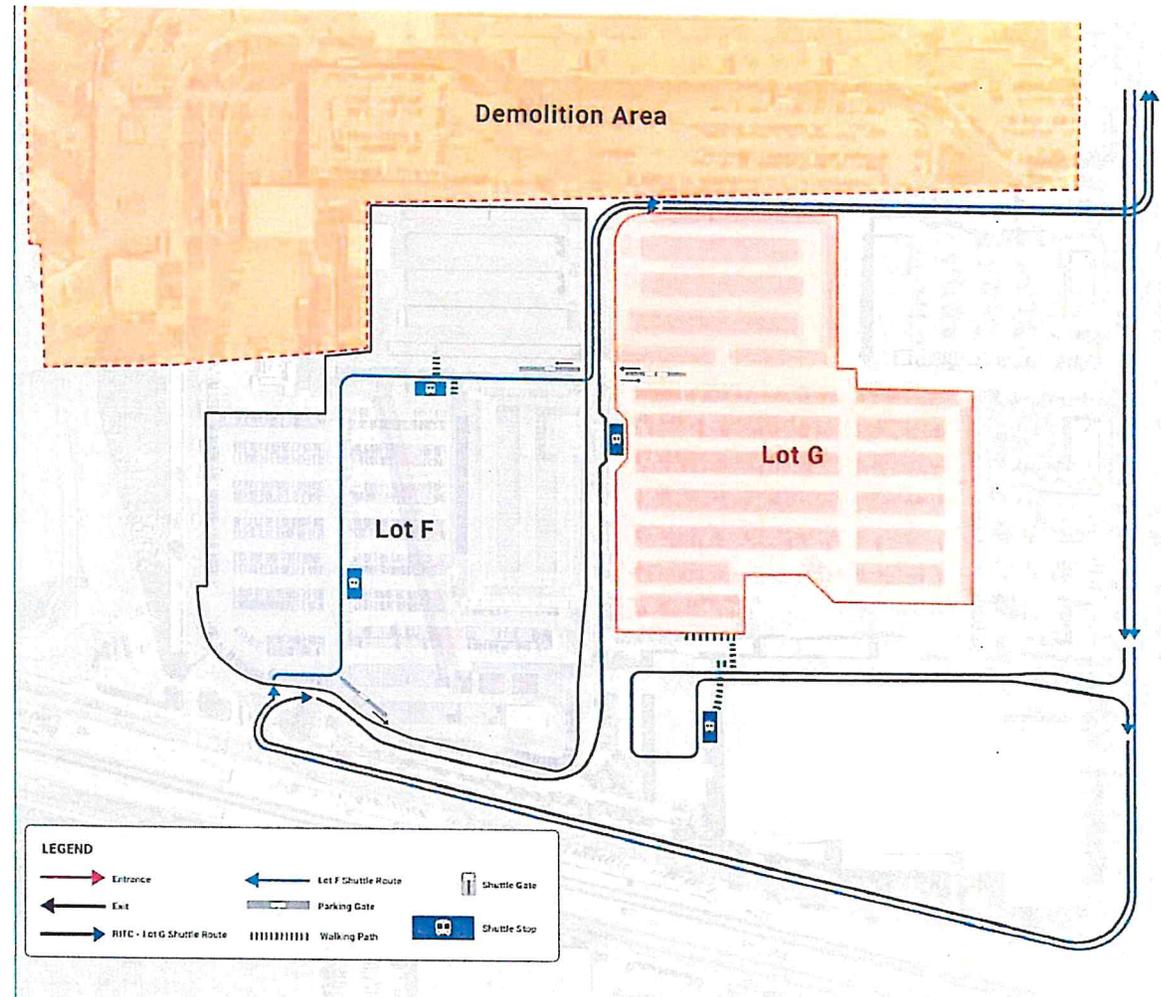
- **Outreach for Small Business Participation:**
  - Staff will reach out to local contractors via emails and phone calls.
  - To promote partnership with small businesses, Staff will conduct a networking event during the pre-bid meeting.
  - Advertise through the City Bid Boards and Chambers of Commerce for Burbank, Glendale and Pasadena.
  - Small businesses typical scope for this type of contracting:
    - Traffic control
    - Trucking and hauling
    - Landside striping and pavement marking
    - Erosion and sediment control, SWPPP support
    - Materials testing
    - Signage installation, etc.

# Highlights: Proposed RFB Process

- **Pre-Bid Meeting and Site Visit:** The Authority will host a pre-bid meet and site visit to review project scope and requirements. This will also provide subcontractors an opportunity to network with prime contractors and allow contractors to ask questions.
- **Question and Answer Period:** A structured Q&A process is included, allowing bidders sufficient time to seek clarifications and submit questions prior to bid submission.
- **Public Bid Opening:** Bids are publicly opened on PlanetBids at the close of the solicitation, ensuring full transparency, fairness and equal access to pricing information.

# Potential Near-Term Program Application RPT / Southeast Quadrant (SEQ) Cutover

Upon opening of RPT, the Southeast Quadrant (SEQ) transitions from on-site parking to off-site/remote parking.



# Potential Near-Term Program Application RPT / Southeast Quadrant Cutover

- Final design for SEQ cutover work is at 90% complete.
- Anticipated schedule:
  - Estimated construction duration: 6 months.
  - With on-call contract: design completion and construction procurement can proceed concurrently.
- Benefits of on-call contract
  - Enables streamlined Task Order issuance once design and scope is finalized.
  - Using pre-competitively bid unit rates ensures cost control and transparency.
  - Provides flexibility to address evolving design and field conditions.

# Summary: Benefits of On-Call Contract Program

- Prompt response for pavement issues
- Includes pre-competitively bid unit pricing
- Airport-badged, certified crews ready year-round
- Reduces procurement load and bid cycles
- On-call pavement contracts do not preclude the Authority from advertising a separate RFB if deemed beneficial.

## Next Steps

- With the Committee's concurrence, Staff will proceed with the RFB process.
- Recommendations for award will be presented to the Committee and Commission at a future meeting.