



March 12, 2026

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

NOTICE is hereby given that a regular meeting of the Operations and Development Committee will be held on Monday, March 16, 2026, at 8:30 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

REGULAR MEETING  
OF THE  
OPERATIONS AND DEVELOPMENT COMMITTEE  
Airport Skyroom  
Monday, March 16, 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

Monday, March 16, 2026

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
  - a. January 20, 2026 *[See page 1]*
  - b. February 17, 2026 *[See page 3]*
5. Items for Approval
  - a. Preliminary Budget Authorizations for ACE Parking  
Lease of Additional Buses  
Change to Employee Medical Program *[See page 4]*  
  
***Staff seeks an Operations and Development Committee recommendation to the Commission to grant preliminary budget authorizations to ACE Parking III, LLC ("ACE") for a lease of eight 40-foot CNG shuttle buses and for a change in medical benefits for ACE employees. The additional buses are needed to address the change in courtesy shuttle operations that will occur upon opening of the Replacement Passenger Terminal in October 2026. The change in medical benefits addresses ACE's updated collective bargaining agreement with Teamsters Local 986.***
6. Items for Information
  - a. Committee Pending Items *[See page 6]*
7. Adjournment

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

**TUESDAY, JANUARY 20, 2026**

A special 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 8:38 a.m., by Commissioner Hampton.

**1. ROLL CALL**

**Present:** Commissioners Hampton, Talamantes and Asatryan

**Absent:** None

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

**2. Approval of Agenda**

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

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

**3. Public Comment**

There were no public comments.

**4. Approval of Minutes**

**a. December 15, 2025** The agenda packet included a draft copy of the December 15, 2025, Committee meeting minutes for review and approval.

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

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

**5. Items for Information**

**a. Introduction: Proposed On-Call Public Works Pavement Improvement Program**

Staff provided 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**

Staff informed the Committee of future pending items that will come to the Committee for review.

**6. Adjournment**

There being no further business to discuss, the meeting was adjourned at 9:05 a.m.

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

**TUESDAY, FEBRUARY 17, 2026**

The special meeting of the Operations and Development Committee on this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 8:30 a.m., was cancelled due to a lack of quorum.

**STAFF REPORT PRESENTED  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
MARCH 16, 2026**

**PRELIMINARY BUDGET AUTHORIZATIONS FOR ACE PARKING  
LEASE OF ADDITIONAL BUSES  
CHANGE TO EMPLOYEE MEDICAL PROGRAM**

Presented by Scott Kimball  
Deputy Executive Director, Business Development

SUMMARY

Staff seeks an Operations and Development Committee (“Committee”) recommendation to the Commission to grant preliminary budget authorizations to ACE Parking III, LLC (“ACE”) for a lease of eight 40-foot CNG shuttle buses and for a change in medical benefits for ACE employees. The additional buses are needed to address the change in courtesy shuttle operations that will occur upon opening of the Replacement Passenger Terminal (“RPT”) in October 2026. The change in medical benefits addresses ACE’s updated collective bargaining agreement (“CBA”) with Teamsters Local 986.

BACKGROUND

On July 10, 2023, the Commission awarded a Parking and Shuttle Services Agreement (“Agreement”) to ACE. The Agreement provides for ACE’s performance of self-park management services, valet parking services, and shuttle services for the Airport. As compensation, ACE receives a management fee and reimbursement of operating expenses that are consistent with the approved annual budget.

With the move from the current passenger terminal to the RPT, courtesy shuttle operations will undergo a transition of service points and transiting routes. Lot B, currently an employee parking lot, will be closed as required under the Development Agreement with the City of Burbank. Lot C, currently serving as a remote parking lot located on Thornton Avenue, will become the replacement for employee parking. With the move to the RPT, the current public parking in the southeast quadrant of the Airport changes from close-in parking to the new long-term remote public parking. Rental car operations located in the Regional Intermodal Transportation Center (“RITC”) will require the larger shuttle buses to serve customers who will be traveling to and from the RPT instead of traversing the elevated walkway to the current terminal.

Competition for available 40-foot courtesy shuttle buses in the greater Los Angeles/Riverside area has significantly increased due to the LA28 Olympic Committee’s efforts to lease and store as many buses as possible in advance for the 2028 Olympic Games in Los Angeles.

### ACTION NEEDED

In order to ensure ACE can serve the Airport's needs when the RPT opens, Staff is seeking the Committee's recommendation to the Commission for a preliminary budget authorization for ACE to enter into a lease for eight buses with Complete Coach Works ("CCW") of Riverside, California. CCW requires a 6-month lead time to secure, prepare and deliver the shuttle buses to ACE. The cost of this lease becomes effective in FY 2027 starting in October for a two-year period.

The projected cost of leasing, Staffing and operating these buses for a 12-month period is estimated to be approximately \$4.1 million. Fifty percent of this cost will be the responsibility of the car rental companies located in the RITC. Once it is finalized this cost will be included into the upcoming FY 2027 budget process and a contract amendment will be presented to formally memorialize the approval.

Additionally, ACE has updated its CBA with Teamster Local 986 specifically for medical coverage under the union medical trust fund. The cost of this change is estimated to be \$142,920 for the remainder of the FY 2026 (April 1 – June 30, 2026). The upcoming contract amendment will include a formal acceptance of this change to the approved annual budget for ACE's operating expenses.

### BUDGET IMPACT

Appropriations for the Teamsters Medical Trust Fund costs were not budgeted in FY 2026. The additional \$142,920 in medical benefit costs are anticipated to be accommodated within this year's budget. Appropriations for this item will be included in the FY 2027 budget development process.

### RECOMMENDATION

Staff recommends that the Committee recommend to the Commission granting of preliminary budget authorizations for ACE to enter into a lease for eight additional shuttle buses to serve the RPT, and acceptance of the increase in cost of ACE employees' medical benefits covered under the CBA with Teamster Local 986.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
MARCH 16, 2026**

**COMMITTEE PENDING ITEMS**

**Future**

**Tentative Presentation**

- |   |           |
|---|-----------|
| 1. Award of Contract Extension - Waste Removal                            | May 2026  |
| 2. Award of Contract Extension - Landscape Services                       | June 2026 |
| 3. Award of Contract Extension - Janitorial Services                      | TBD       |
| 4. Approval of On-call Pavement Contractors                               | TBD       |
| 5. Award of Contract - Service Providers for RPT Operations               | TBD       |
| 6. Contract Extension - Azrial  | TBD       |
| 7. Contract Extension - Applied Restoration (Clybourn Complex Hgr Floors) | TBD       |