



June 11, 2026

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, June 15, 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 June 15, 2026

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.*

# AGENDA

Monday, June 15, 2026

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) Executive Committee
      - (i) May 21, 2026 **[See page 1]**
      - (ii) May 6, 2026 **[See page 2]**
    - 2) Operation and Development Committee
      - (i) May 18, 2026 **[See page 5]**
    - 3) Finance and Administration Committee
      - (i) May 18, 2026 **[See page 7]**
    - 4) Legal, Government and Environmental Affairs Committee
      - (i) May 18, 2026 **[See page 10]**
  - b. Commission Minutes
    - 1) June 1, 2026 **[See page 12]**
  - c. Exercise of Extension Option Year No. 2  
External Auditing Services Agreement  
Macias Gini & O'Connell LLP **[See page 18]**
  - d. Extension of Professional Services Agreement  
Replacement Passenger Terminal Phase 2 and  
Award of Professional Services Agreement  
Replacement Passenger Terminal Phase 3 Support **[See page 21]**

- e. Amendment No. 1 Equipment Training Services Agreement Meridan Rapid Defense Group Rentals LLC **[See page 23]**
- f. Amendment No. 2 – Employment Agreement Deputy Police Chief **[See page 30]**
- g. Invitation to Federal Officials – RPT Opening Ceremony **[See page 33]**
- 6. ITEMS FOR COMMISSION APPROVAL
  - a. Passenger Loading and Unloading Fee Increase Transportation Network Companies **[See page 37]**
  - b. Award of Contract Designated Aviation Channeling Services **[See page 39]**
  - c. Contract Amendment – Waste Hauling and Recycling Services **[See page 41]**
  - d. Approval of 5-Year Extended OEM Hardware Warranty and Contract for Support and Maintenance Services Searidge Technologies, Inc. **[See page 43]**
  - e. Establishment of Executive Director Search Ad Hoc Committee **[See page 45]**
- 7. ITEMS FOR INFORMATION
  - a. Public Parking Lot Transition for Day One Operation
  - b. Replacement Passenger Terminal Construction Update
  - c. Replacement Passenger Terminal Concession Construction Update
  - d. Replacement Passenger Terminal Accessibility Update
- 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: To July 20, 2026, for the next regularly scheduled meeting of the Burbank-Glendale-Pasadena Airport Authority, 2627 N Hollywood Way, Skyroom

## COMMISSION NEWSLETTER

Monday, June 15, 2026

*[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. Copies of the approved minutes of the Executive Committee special meeting of May 21, 2026, and the regular meeting of May 6, 2026; a copy of the approved minutes of the Operations and Development Committee meeting of May 18, 2026, a copy of the approved minutes of the Finance and Administration Committee meeting of May 18, 2026, and a copy of the approved minutes of the Legal, Government and Environmental Affairs Committee meeting of May 18, 2026, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the June 1, 2026, meeting Commission minutes are included in the agenda packet for review and approval.
- c. EXERCISE OF EXTENSION OPTION YEAR NO. 2 – EXTERNAL AUDITING SERVICES AGREEMENT – MACIAS GINI & O’CONNELL LLP. A staff report is included in the agenda packet. The purchase order and Professional Services Agreement (“Agreement”) for External Auditing Services between the Authority and Macias Gini & O’Connell LLP (“MGO”) (“Agreement”) reached the end of the base term and Option Year No. 1 extension term covering Fiscal Years (“FY”) 2022 through 2024 and FY 2025, respectively. The Agreement, which was awarded on a competitive basis on April 4, 2022, provides for audits of the Authority’s financial statements for fiscal years ended June 30, 2022, 2023 and 2024, with two one-year options to extend the Agreement, at the Authority’s option with 30 days prior written notice, for audits of the Authority’s financial statements for fiscal years ending June 30, 2025 and 2026. The Commission approved, and Staff subsequently provided written notice to MGO of the Authority’s intention to exercise, Option Year No. 1 on April 21, 2025.

At its meeting on June 1, 2026, the Finance and Administration Committee voted (2–0, 1 absent) to recommend that the Commission authorize Staff to provide written notice to MGO of the Authority’s intention to exercise Option Year No. 2 to extend the term of the Agreement with MGO for the audits of the Authority’s financial statements for the fiscal year ending June 30, 2026.

- d. EXTENSION OF PROFESSIONAL SERVICES AGREEMENT – REPLACEMENT PASSENGER TERMINAL PHASE 2 AND AWARD OF PROFESSIONAL SERVICES AGREEMENT – REPLACEMENT PASSENGER TERMINAL PHASE 3 SUPPORT. A staff report is included in the agenda packet. At its meeting on June 1, 2026, the Finance and Administration Committee voted (2–0, 1 absent) to recommend that the Commission approve the extension of the Professional Services Agreement (“PSA”) with Macias, Gini & O’Connell LLP (“MGO”) for Phase 2 of the Replacement Passenger Terminal project support work to June 30,

2027, and award of a new PSA to MGO for Phase 3 of the RPT project support work, to provide federal compliance monitoring for the legacy terminal demolition that will be utilizing federal funds along with additional support in reconciling all approved owner's contingency and allowance uses and assisting in other project closeout procedures. The Phase 3 PSA will have a not-to-exceed amount of \$210,000 beginning July 1, 2026, through June 30, 2029.

- e. AMENDMENT NO. 1 – EQUIPMENT AND TRAINING SERVICES AGREEMENT MERIDIAN RAPID DEFENSE GROUP RENTALS LLC. A staff report is included in the agenda packet. At its meeting on June 1, 2026, the Legal, Government and Environmental Affairs Committee voted (3–0) to recommend that the Commission approve a proposed Amendment No. 1 (“Amendment”) to the Equipment and Training Services Agreement with Meridian Rapid Defense Group Rentals LLC for equipment and training services related to emergency response conditions and vehicle barricade deployment. The proposed Amendment exercises the first of two one-year extension options, covering the period from July 1, 2026, through June 30, 2027, in the amount of \$66,000, including all applicable taxes.
  - f. AMENDMENT NO. 2 TO EMPLOYMENT AGREEMENT – DEPUTY CHIEF OF POLICE. A staff report is included in the agenda packet. This item seeks Commission authorization to execute Amendment No. 2 to the Authority’s Employment Agreement with the Deputy Chief of Police. Effective July 1, 2026, the proposed Amendment will increase the annual base salary to \$259,350, reflecting a 5% increase. All other benefits remain the same.
  - g. INVITATION TO FEDERAL OFFICIALS – REPLACEMENT PASSENGER TERMINAL OPENING CEREMONY. A staff report is included in the agenda packet. Staff have been working with the offices of federal and state officials regarding possible attendance at the opening ceremony for the Replacement Passenger Terminal on October 5, 2026.
6. ITEMS FOR COMMISSION APPROVAL
- a. PASSENGER LOADING AND UNLOADING FEE INCREASE – TRANSPORTATION NETWORK COMPANIES. A staff report is included in the agenda packet. At its meeting on June 1, 2026, the Finance and Administration Committee voted (2-0, 1 absent) to recommend that the Commission approve a two-step fee increase from \$4.00 to \$4.50 effective July 1, 2026, and from \$4.50 to \$5.00 effective January 1, 2027, for the loading (“pick-up”) and unloading (“drop-off”) of passengers by authorized Transportation Network Companies serving the Airport.
  - b. AWARD OF CONTRACT – DESIGNATED AVIATION CHANNELING 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 seeks approval from the Commission to award a Designated Aviation Channeling Services Agreement to the Airport Research and Development Foundation dba the Transportation Security Clearinghouse to provide Designated Aviation Channeling services for a three-year term.
  - c. AWARD OF CONTRACT – WASTE HAULING AND RECYCLING 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 Commendation meeting, Staff seeks the Commission to: 1) Approve a proposed Amendment No. 1 (“Amendment”) to the Waste Hauling and Recycling

Services Agreement with American Reclamation, Inc. for an 18-month extension commencing October 13, 2026, through April 30, 2028, for a fixed monthly fee of \$30,535.40, including the lease of certain equipment and excluding on-call, as-needed services; and 2) Authorize a contingency of \$55,000, which will be allocated to address as-needed adjustments for pick-up frequency at the Replacement Passenger Terminal based on operational needs. The total value of the Amendment will be \$549,637.20.

- d. APPROVAL OF 5-YEAR EXTENDED OEM HARDWARE WARRANTY AND CONTRACT FOR SUPPORT AND MAINTENANCE SERVICES – SEARIDGE TECHNOLOGIES, INC. A staff report is included in the agenda packet. Staff seeks a recommendation from the Operations and Development Committee to the Commission for approval of a five-year original equipment manufacturer extended warranty with Searidge Technologies, Inc. (“Searidge”) in the amount of \$151,491. Staff also seeks approval of a five-year contract with Searidge for support and maintenance of the Virtual Ramp Control Room equipment in the amount of \$817,557.
- e. ESTABLISHMENT OF EXECUTIVE DIRECTOR SEARCH AD HOC COMMITTEE. A staff report is included in the agenda packet. This item seeks Commission establishment of an Executive Director Search Ad Hoc Committee to take the lead for the Commission in working with TBI Airport Management, Inc., and ADK Consulting, Inc., on the search to fill the upcoming vacancy in the Executive Director position. It is recommended that the Commission waive the Authority’s committee operation guidelines to allow the Commissioners currently serving on the Executive Committee to be appointed to the Executive Director Search Ad Hoc Committee.

7. ITEMS FOR COMMISSION INFORMATION

- a. PUBLIC PARKING LOT TRANSITION FOR DAY ONE OPERATION. No staff report attached. Staff will outline the parking lot transitions for the Airport employee lot and public parking lots toward the commencement of operations at the Replacement Passenger Terminal and Garage the “Day One” operations in the Southeast Quadrant.
- b. REPLACEMENT PASSENGER TERMINAL CONSTRUCTION UPDATE. No staff report attached. Staff and Jacobs Project Management will provide an update on the progress of the construction of the Replacement Passenger Terminal Project.
- c. REPLACEMENT PASSENGER TERMINAL CONCESSION CONSTRUCTION UPDATE. No staff report attached. Staff and Jacobs Project Management will provide an update on the progress of the concession construction of the Replacement Passenger Terminal Project.
- d. REPLACEMENT PASSENGER TERMINAL ACCESSIBILITY UPDATE. No staff report attached. At the request of the Commission, Mr. Brent Kelley of Corgan will present an update on the Replacement Passenger Terminal Accessibility program.

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

**THURSDAY, MAY 21, 2026**

A special meeting of the Executive Committee was called to order on this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 10:03 a.m., by Commissioner Talamantes.

**1. ROLL CALL**

- Present:** Commissioners Talamantes, Hampton and Quintero
- Absent:** None
- Also Present:** Staff: John Hatanaka, Executive Director (left the meeting at 10:04 a.m. and returning at 11:11 a.m.)  
  
Max Kalis, CEO, TBI Airport Management; Theresa Schatz, A.A.E. and Rod Dinger, A.A.E., ADK Consulting & Executive Search  
  
Authority Counsel: Chelsea Straus, Esq., Richards, Watson & Gershon

**2. Approval of Agenda**

- Motion:** Commissioner Quintero moved approval of the agenda; seconded by Commissioner Hampton.
- Motion Approved:** The motion was approved (3-0).

**3. Public Comment**

There were no public comments.

**4. Closed Session**

- a. PUBLIC EMPLOYMENT (California Government Code Section 54957(b))**  
**Title: Executive Director**
- The Committee recessed to closed session at 10:04 a.m., returning to open session at 11:11 a.m. with no reportable action.

**5. Adjournment**

The meeting was adjourned at 11:12 a.m.  
  
Adjournment: To Wednesday, June 3, 2026, for the next regularly scheduled meeting of the Executive Committee, 2627 Hollywood Way, Airport Skyroom.

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

**WEDNESDAY, MAY 6, 2026**

A regular meeting of the Executive Committee was called to order on this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 9:06 a.m., by Commissioner Talamantes.

**1. ROLL CALL**

**Present:** Commissioners Talamantes, Hampton and Quintero (via teleconference)

**Absent** None

**Also Present:** Staff: John Hatanaka, Executive Director; Kimberley Parker-Polito, Director, Information & Communication Technologies; Aaron Galinis, Principal Airport Planner

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

Perry Martin, Sr. Program Manager, Jacobs Project Management Co.  
Darryl Phillips, HDR

**2. Approval of Agenda**

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

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

**3. Public Comment**

There were no public comments.

**4. Approval of Minutes**

**a. April 1, 2026**

The agenda packet included a draft copy of the April 1, 2026, Committee meeting minutes for review and approval.

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

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

**5. Items for Approval**

**a. Approval of Task Order Amendment for Information Technology Service Hosting Environment for the Replacement Passenger Terminal**

Staff sought a recommendation from the Executive Committee to the Commission for approval of a Task Order Amendment to Holder, Pankow, TEC - A Joint Venture for the Information Technology (“IT”) Service Hosting Environment at the Replacement Passenger Terminal. The IT Service Hosting Environment includes virtual compute hosts, servers, and tiered storage solutions necessary for the Authority’s “back-of-house” systems.

Staff previously notified the Commission of a Change Directive approved pursuant to Resolution No. 499 for the cost of Cisco servers due to unforeseen supply chain issues and escalating costs. The notification to the Commission was issued on March 13, 2026, for the amount of \$416,562 to acquire the Cisco Information Technology hardware servers.

The proposed Task Order Amendment is for a total cost of \$673,728 inclusive of the cost for the Cisco servers.

**Motion**

Commissioner Quintero moved approval; seconded by Commissioner Hampton.

**Motion Approved**

The motion was approved (3-0).

**7. Items for Information**

Due to time constraints, this item was presented out of order.

**a. Southeast Quadrant Day One Improvement Program**

Staff and HDR consultant, Darryl Phillips briefed the Committee on the improvements to the Southeast Quadrant as it begins service from the close-in terminal parking to the Airport’s remote parking lot.

**b. Replacement Passenger Terminal Project Construction Update**

Jacobs Project Management provided a construction update and the latest progress video.

**6. Items for Discussion**

**a. Executive Director Search**

At the direction of the Commission, Authority General Counsel discussed with the Committee options for undertaking the Executive Director search.

**7.c Committee Pending Items**

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

## **8. Adjournment**

The meeting was adjourned at 10:03 a.m.

Adjournment: To Wednesday, June 3, 2026, for the next regularly scheduled meeting of the Executive Committee, 2627 Hollywood Way, Skyroom.

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

**MONDAY, MAY 18, 2026**

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 8:31 a.m., by Commissioner Hampton.

**1. ROLL CALL**

- Present:** Commissioners Talamantes and Hampton
- Absent:** Commissioner Asatryan
- Also Present:** Staff: John Hatanaka, Executive Director;  
Cmdr. Allen Schmitt, Airport Police Department

**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. April 20, 2026** The agenda packet included a draft copy of the April 20 and May 4, 2026, Committee meeting minutes for review and approval.
- b. May 4, 2026**

Commissioner Talamantes moved approval of the Minutes; seconded by Commissioner Hampton.

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

**5. Items for Approval**

- a. Award of Contract  
Axon Enterprise, Inc.  
Body Worn Camera System  
for Law Enforcement Personnel**

Staff sought a recommendation from the Operations and Development Committee ("Committee") to the Commission for approval of a five-year agreement with Axon Enterprise, Inc. for an upgrade of the Body Worn Camera system used by the Airport Police Department.

This item, subject to the Committee's recommendation, was also included in the Commission meeting agenda immediately following the Committee's meeting.

**Motion**

Commissioner Talamantes moved approval; seconded by Commissioner Hampton.

**Motion Approved**

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

**6. Items for Information**

**a. Committee Pending Items**

Staff reviewed future items to be presented to the Committee.

**7. Adjournment**

The meeting was adjourned at 8:52 a.m.

Adjournment: To June 1, 2026, for the next regularly scheduled meeting of the Operations and Development Committee, 2627 Hollywood Way, Skyroom.

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

**MONDAY, MAY 18, 2026**

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 11:01 a.m., by Commissioner Wilson.

**1. ROLL CALL**

**Present:** Commissioners Wilson, Ovrom and Quintero

**Absent:** None

**Also Present:** Staff: John Hatanaka, Executive Director; Kathy David, Senior Deputy Executive Director; David Kwon, Deputy Executive Director, Financial and Administration; Derrick Cheng, Manager, Business and Properties

Ron Stahl, CFA, Sr. Portfolio Manager, Columbia Threadneedle Investments; John Dempsey, CFA, Sr. Portfolio Manager, Columbia Threadneedle Investments

Louis Choi, Public Resource Advisory Group; Robert DiMichiel, Bank of America Securities

**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 Quintero moved approval; seconded by Commissioner Ovrom.

**Motion Approved**

The motion was approved (3–0).

**4. Public Comment**

There were no public comments.

**5. Approval of Minutes**

**a. May 11, 2026**

**b. May 4, 2026**

A draft copy of the minutes of the special meeting of May 11, 2026, and a draft copy of the minutes of the regular meeting of May 4, 2026, were included in the agenda packet for review.

**Motion** Commissioner Quintero moved approval of the minutes; seconded by Commissioner Ovrom.

**Motion Approved** The minutes were approved (3–0).

Staff requested that Item 8.a. be taken out of order. The Committee approved this request.

## 8. Items for Discussion

**a. CMIA Quarterly Report (January 1, 2026 – March 31, 2026)** Staff introduced Ron Stahl of Columbia Threadneedle Investments and his colleague John Dempsey, the Authority’s investment advisors, who participated via teleconference.

Mr. Stahl and Mr. Dempsey presented a quarterly update on the status of the Authority’s Operating and Passenger Facility Charge Investment Portfolios from January 1, 2026 – March 31, 2026.

## 6. Treasurer’s Report

**a. March 2026** A draft copy of the March 2026 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 unanimously approved (3–0).

## 7. Items for Approval

**a. Lease Amendment No. 2 to Hangar Lease – General Services Administration** Staff presented to the Committee for recommendation for approval by the Commission Amendment No. 2 to the Hangar Lease (“Lease”) with the United States of America, acting through the General Services Administration (“GSA”) to extend the term for twelve months to provide additional time for Staff and GSA to negotiate a replacement Lease.

**Motion** Commissioner Ovrom moved approval; seconded by Commissioner Quintero.

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

## 8. Items for Discussion – Continued

**b. Purchase of Bond Insurance and Reserve Policies for the 2026 Bonds** At its meeting on April 6, 2026, the Commission approved Resolution No. 521 authorizing issuance of the 2026 Bonds. The resolution included draft

financing documents with only not-to-exceed limits; it empowered Staff to (A) negotiate final bond amounts, interest rates, and terms; and (B) decide whether to obtain (i) municipal bond insurance and (ii) a debt service reserve insurance policy or surety bond. With assistance from Public Resource Advisory Group, the Authority's municipal advisor and BofA Securities, Inc. (senior manager), Staff chose to buy an Insurance Policy from Assured Guaranty for selected maturities and a Reserve Policy from Assured Guaranty for all maturities.

The decision aimed to minimize total debt service costs based on market conditions at pricing; the accompanying report detailed the cost-benefit evaluation.

**c. Proposed FY 2027 Budget Development – Continued**

Staff presented a draft of the proposed FY 2027 Budget.

**9. Items for Information**

**a. Committee Pending Items**

Staff reviewed future items to be presented to the Committee.

**10. Adjournment**

The meeting was adjourned at 11:50 a.m.

Adjournment: To May 26, 2026, special Finance and Administration Committee meeting; and to June 1, 2026, for the next scheduled meeting of the Burbank-Glendale-Pasadena Airport Authority Finance and Administration Committee – 2627 Hollywood Way, SkyRoom.

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

**MONDAY, MAY 18, 2026**

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 8:38 a.m., by Commissioner Gabel-Luddy.

**1. ROLL CALL**

**Present:** Commissioners Gabel-Luddy, Najarian and Lyon

**Absent:** None

**Also Present:** Aaron Galinis, Principal Airport Planner

**2. Approval of Agenda**

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

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

**3. Public Comment**

There were no public comments.

**4. Approval of Minutes**

**a. April 6, 2026**

The agenda packet included a draft copy of the April 6, 2026, Committee meeting minutes for review and approval.

**Motion** Commissioner Najarian moved approval of the minutes; seconded by Commissioner Lyon.

**Motion Approved** The motion was approved (2–0, 1 abstained).

**5. Items for Approval**

**a. Amendment No. 1 to Professional Services Agreement – Harris Miller Miller Hanson Inc.**

Staff sought a Legal, Government and Environmental Affairs Committee recommendation to the Commission to approve Amendment No. 1 (“Amendment”), for the Professional Services Agreement with Harris Miller Miller & Hanson Inc. The Amendment includes \$30,000 for additional outreach services related to the preparation of an Airport Noise Compatibility Study pursuant to

Code of Federal Regulations Title 14, Part 150, a contingency of \$20,000 for any extra outreach that becomes necessary, and a contract extension to July 16, 2027.

**Motion**

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

**Motion Approved**

The motion was approved (3–0).

**6. Items for Information**

**a. Committee Pending Items**

The Committee briefly discussed the future pending items.

**7. Adjournment**

The meeting was adjourned at 8:46 a.m.

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

**MONDAY, JUNE 1, 2026**

A regular meeting of the Burbank-Glendale-Pasadena Airport Authority was called to order on 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, Quintero, Najarian, Lyon, Ovrom, Gabel-Luddy

**Absent:** Asatryan, Wilson

**Also Present:** Staff: John Hatanaka, Executive Director; Kathy David, Sr. Deputy Executive Director; Aaron Galinis, Principal Airport Planner; Armen Avoyan, Manager, Ground Transportation and Parking

**2. PLEDGE OF ALLEGIANCE**

Commissioner Talamantes led the Pledge of Allegiance.

**3. APPROVAL OF AGENDA**

The agenda was approved as presented.

**Motion**

Commissioner Quintero moved approval of the agenda; seconded by Commissioner Gabel-Luddy.

**Motion Approved**

The motion was approved (7-0, 2 absent).

**AYES:** Talamantes, Hampton, Quintero, Lyon, Najarian, Ovrom, Gabel-Luddy

**NOES:** None

**ABSENT:** Asatryan, Wilson

**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.)** Gloria Salas, Burbank

NOTE: Commissioner Hampton requested that Staff reach out to Ms. Salas regarding her comments about the Airport's procedures in handling the issue of human trafficking in light of the upcoming sporting events in the city of Los Angeles.

**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) Operating and Development Committee**

- (i) May 4, 2026**                      Approved minutes of the May 4, 2026, and April 20, 2026, Operations and Development
- (ii) April 20, 2026**                  Committee meetings were included in the agenda packet for information purposes.

**2) Finance and Administration Committee**

- (i) May 11 2026**                      Approved minutes of the special meeting of May 11, 2026, and the regular meeting of May 4, 2026, Finance and Administration
- (ii) May 4, 2026**                      Committee meetings were included in the agenda packet for information purposes.

**3) Legal, Government and Environmental Affairs Committee**

- (i) April 6, 2026**                      Approved minutes of the April 6, 2026, Legal, Government and Environmental Affairs Committee meeting were included in the agenda packet for information purposes.

**b. Commission Minutes**

- 1) May 18, 2026**                      A draft copy of the minutes of the Commission meeting of May 18, 2026, were included in the agenda packet for review and approval.

**c. Treasurer's Report**

- 1) March 2026**                      At its meeting on May 18, 2026, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file the March 2026 Treasurer's Report.

**d. Lease Amendment No. 2 to Hangar Lease – General Services Administration**

At its meeting on May 18, 2026, the Finance and Administration Committee voted (3–0) to recommend that the Commission approve Amendment No. 2 to the Hangar Lease with the United States of America, acting through the General Services Administration to extend the term for twelve months to provide additional time for Staff and GSA to negotiate a replacement Lease.

**e. Approval of License Agreement Amendment – Temporary Water Connection – City of Burbank**

At its meeting immediately preceding the Commission meeting, the Legal, Government and Environmental Affairs Committee voted (3–0) to recommend that the Commission approve proposed Amendment No. 1 to the License Agreement with the City of Burbank for temporary access and use of the Authority’s property to install potable and fire protection water connections to the Replacement Passenger Terminal at the entrance to the new terminal located at Hollywood Way and Winona Ave intersection.

At its meeting on May 19, 2026, the Burbank City Council, as part of its Consent Calendar, approved the proposed Amendment.

**f. Invitation to State of California Officials Replacement Passenger Terminal Opening Ceremony**

Staff have been working with the offices of federal and state officials regarding possible attendance to the opening ceremony for the Replacement Passenger Terminal on October 5, 2026. At this time, Staff has been able to confirm with the offices of Governor Newsom and California State Secretary of Transportation Omishakin of their availability to attend the ceremony.

Draft letters to each official were included in the agenda packet for approval by the Commission.

**Motion**

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

**Motion Approved**

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

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

NOES: None

ABSENT: Asatryan, Wilson

## 6. ITEMS FOR COMMISSION APPROVAL

**a. Amendment No. 1 to  
Professional Services Agreement  
Harris Miller Miller & Hanson, Inc.**

At its meeting on May 18, 2026, the Legal, Government and Environmental Affairs Committee voted (3–0) to recommend that the Commission approve Amendment No. 1 (“Amendment”) for the Professional Services Agreement with Harris Miller Miller & Hanson, Inc. The Amendment includes \$30,000 for additional outreach services related to the preparation of an Airport Noise Compatibility Study pursuant to Code of Federal Regulations Title 14, Part 150 (“Part 150”), a contingency of \$20,000 for any extra outreach that becomes necessary, and a contract extension to July 16, 2027.

**Motion**

Commissioner Gabel-Luddy moved approval; seconded by Commissioner Hampton.

**Motion Approved**

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

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

NOES: None

ABSENT: Asatryan, Wilson

**b. Award of Purchase Order  
Parking Access and Revenue  
Control System Equipment**

At its meeting on June 1, 2026 immediately preceding the Commission meeting, the Operations and Development Committee voted (2–0, 1 absent) to recommend that the Commission approve the request by Staff to authorize the issuance of a Purchase Order to Flash Parking (“Flash”) in the amount of \$237,606 for the installation of replacement Parking Access and Revenue Control System (“PARCS”) equipment located in Parking Lot F and Parking Lot G of the Airport’s Southeast Quadrant. Flash was selected to provide the PARCS equipment for the Replacement Passenger Terminal garage. Using the same PARCS equipment from Flash in Parking Lot F and Parking Lot G will ensure uniformity

amongst all the public parking facilities at the Airport.

**Motion**

Commissioner Najarian moved approval, seconded by Commissioner Hampton.

**Motion Approved**

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

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

NOES: None

ABSENT: Asatryan, Wilson

**c. Proposed Fiscal Year 2026/2027 (“FY 2027”) Annual Budget and Resolution No. 522 of the Burbank-Glendale-Pasadena Airport Authority Adopting the FY 2027 Annual Budget**

At its special meeting on May 26, 2026, the Finance and Administration Committee (“Committee”) voted unanimously (3–0) to recommend that the Commission approve Resolution No. 522, and accompanying documents which adopts the proposed Fiscal Year 2026/2027 (“FY 2027”) budget. This budget provides a comprehensive balanced financial program which identifies all anticipated expenditures for the next year including the estimated Operations and Maintenance expenditures, and the proposed Facility Improvement (Capital) Program. The budget identifies all proposed funding sources as detailed in the Sources of Funds Summary section of the attached documents.

**Motion**

Commissioner Ovrom moved approval of the FY 2027 Annual Budget; seconded by Commissioner Hampton.

**Motion Approved**

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

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

NOES: None

ABSENT: Asatryan, Wilson

**7. ITEMS PULLED FOR DISCUSSION - None.**

**8. EXECUTIVE DIRECTOR COMMENTS**

- Commented on the Department of Homeland Security announcement regarding potential closure of CPB facilities at Airports in sanctuary cities;
- Informed the Commission on the Federal Aviation Administration’s possible funding of the Vehicle Movement Area Transponder Program which would fund up to \$500,000 to place transponders on airport vehicles, i.e., firetrucks, police cars, etc. The deadline to apply is June 12, 2026.

**9. COMMISSIONER COMMENTS**

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

Commissioner Gabel-Luddy commented on the Airport website and commented on the issue of accessibility for the disabled in the Replacement Passenger Terminal.

**10. PUBLIC COMMENT - None**

**11. ADJOURNMENT**

The meeting was adjourned at 10:39 a.m.

Adjournment: To June 15, 2026, for the next scheduled meeting of the Burbank-Glendale-Pasadena Airport Authority – 2627 Hollywood Way, SkyRoom.

Jess A. Talamantes, President	Frank Quintero, Secretary
Date	Date

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JUNE 15, 2026**

**EXERCISE OF EXTENSION OPTION YEAR NO. 2  
EXTERNAL AUDITING SERVICES AGREEMENT  
MACIAS GINI & O'CONNELL LLP**

Prepared by Grigor Gevorgyan  
Director, Financial Services

**SUMMARY**

The purchase order and Professional Services Agreement (“Agreement”) for External Auditing Services between the Authority and Macias Gini & O’Connell LLP (“MGO”) (“Agreement”) reached the end of the base term and Option Year No. 1 extension term covering Fiscal Years (“FY”) 2022 through 2024 and FY 2025, respectively. The Agreement, which was awarded on a competitive basis on April 4, 2022, provides for audits of the Authority’s financial statements for fiscal years ended June 30, 2022, 2023 and 2024, with two one-year options to extend the Agreement, at the Authority’s option with 30 days’ prior written notice, for audits of the Authority’s financial statements for fiscal years ending June 30, 2025 and 2026. The Commission approved, and Staff subsequently provided written notice to MGO of the Authority’s intention to exercise, Option Year No. 1 on April 21, 2025.

At its meeting on June 1, 2026, the Finance and Administration Committee (“Committee”) voted (2–0, 1 absent) to recommend that the Commission authorize Staff to provide written notice to MGO of the Authority’s intention to exercise Option Year No. 2 to extend the term of the Agreement with MGO for the audits of the Authority’s financial statements for the fiscal year ending June 30, 2026.

**BACKGROUND**

As part of its required statutory fiduciary obligations, and as part of its grant obligations for receiving federal grants, the Authority routinely contracts with external financial auditors to audit and report on the Authority’s financial transactions.

**Required Financial Statements:** the Authority financial statements which are audited by MGO in accordance with the Agreement, include the following:

- Basic Financial Statements (“BFS”)
- Single Audit Reports (audit of federal grant programs)
- Passenger Facility Charge program (“PFC”)
- Customer Facility Charge program (“CFC”), and
- Report on Compliance with Section 6.05 of the Bond Indenture

**Basis for Required Audits:** The BFS are audited annually based on requirements of Authority policy, state law, Federal Aviation Administration (“FAA”) continuing grant obligations, requirements of U.S. Office of Management and Budget (“OMB”) Title 2 U.S. Code of Federal Regulations Part 200 (“Uniform Guidance”), and requirements in the Authority’s Master Indenture of Trust (“Indenture”). The scope of the Single Audit Reports is based on

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requirements in OMB's Uniform Guidance. The scopes of the PFC and CFC audits are based on enabling federal and state legislation for these programs. Section 6.05 of the Indenture describes the specific bond compliance requirements. The Agreement with MGO is designed to meet these audit requirements.

Each of these audits is conducted in accordance with auditing standards generally accepted in the United States of America ("GAAS") and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States ("GAGAS"). Those standards require that the auditor plan and perform the audit to obtain reasonable assurance about whether the BFS are free of material misstatement. In addition to GAAS and GAGAS, the Single Audit Report audits are conducted in accordance with requirements of OMB's Uniform Guidance; the PFC audits are conducted in accordance with requirements of *Passenger Facility Charge Audit Guide for Public Agencies*, issued by the FAA; and the CFC audits are conducted in accordance with requirements of the California Government Code Section 50474.1 through 50474.3, as amended and supplemented.

Selection Process for External Auditing Services: Following a competitive procurement process for external auditing services, the Authority and MGO entered into an Agreement for such services effective April 4, 2022, with Option Year No. 1 extension approved and exercised April 21, 2025. During the base and extension terms of this Agreement, MGO has satisfactorily completed its audits of the Authority financial statements in a timely manner, provided feedback to Staff, the Committee and the Commission on the audit results, and provided other important information to the Authority related to the impacts of new accounting pronouncements and auditing requirements.

## PROPOSAL

The Agreement with MGO permits the Authority to extend the initial three-year term with two one-year extension options. These extensions are at the discretion of the Authority. As MGO has performed satisfactorily during its base and year one extension period terms, and to maintain continuity during the Replacement Passenger Terminal project, Staff believe it is in the best interest of the Authority to exercise the second of these one-year options.

## FUNDING

The Agreement sets a not-to-exceed annual fee for the audits of the Authority's financial statements with average annual increases of 5%. The not-to-exceed fee for the audits of the fiscal year 2026 financial statements were defined within the original proposal and is \$130,934. Appropriations for the continued services are included in the proposed FY 2027 budget.

## RECOMMENDATION

At its meeting on June 1, 2026, the Committee voted (2-0, 1 absent) to recommend that the Commission authorize Staff to provide written notice to MGO of the Authority's intention to exercise Option Year No. 2 to extend the term of the Agreement with MGO for the audits of the Authority's financial statements for the fiscal year ending June 30, 2026.



June 15, 2026

Via e-mail

Mr. David Bullock  
**Macias, Gini & O'Connell LLP**  
700 Flower Street, Suite 800  
Los Angeles, CA 90017  
dbullock@mgocpa.com

Re: **External Auditing Services Agreement dated  
April 4, 2022 - Exercise Extension Option Year No. 2**

Dear Mr. Bullock:

I write on behalf of the Burbank-Glendale-Pasadena Airport Authority ("Authority") with reference to the April 4, 2022 External Auditing Services Agreement ("Agreement") executed by the Authority and Macias, Gini & O'Connell LLP ("MGO"). Pursuant to Section 3.B. of the Agreement, the Authority has the option to exercise two contract extensions which would extend the term for one year at a time. At its April 21, 2025 meeting, the Authority Commission approved exercising Extension Option Year No. 1, extending the Agreement for the audit of the Authority's financial statements for the fiscal year ended June 30, 2025.

This letter serves as notice that, at its June 15, 2026 meeting, the Authority Commission approved exercising Extension Option Year No. 2, extending the Agreement for the audit of the Authority's financial statements for the fiscal year ended June 30, 2026.

Pursuant to Exhibit B of the Agreement, the fee schedule defined for the services provided during the second extension term shall be a not-to-exceed amount of \$130,934. The second extension will become effective July 1, 2026.

If you have any questions, please contact us at your convenience.

Sincerely,

Grigor Gevorgyan  
Director, Financial Services

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JUNE 15, 2026**

**EXTENSION OF PROFESSIONAL SERVICES AGREEMENT  
REPLACEMENT PASSENGER TERMINAL  
PHASE 2 SUPPORT  
AND  
AWARD OF PROFESSIONAL SERVICES AGREEMENT  
REPLACEMENT PASSENGER TERMINAL  
PHASE 3 SUPPORT**

Prepared by David Kwon  
Deputy Executive Director, Finance and Administration

**SUMMARY**

At its meeting on June 1, 2026, the Finance and Administration Committee (“Committee”) voted (2–0, 1 absent) to recommend that the Commission approve the extension of the Professional Services Agreement (“PSA”) with Macias, Gini & O’Connell LLP (“MGO”) for Phase 2 of the Replacement Passenger Terminal (“RPT”) project support work to June 30, 2027 and award of a new PSA, copy attached, to MGO for Phase 3 of the RPT project support work, to provide federal compliance monitoring for the legacy terminal demolition that will be utilizing federal funds along with additional support in reconciling all approved owner’s contingency and allowance uses and assisting in other project closeout procedures. The Phase 3 PSA will have a not-to-exceed amount of \$210,000 beginning July 1, 2026, through June 30, 2029.

**BACKGROUND**

On August 14, 2025, the Commission awarded MGO a PSA to perform Phase 2 RPT support work that included ongoing monitoring of federal compliance of RPT eligible expenditures. These procedures included the verification of supporting documentation for compliance with the Build America, Buy America Act (“BABA”) along with Davis-Bacon prevailing wage requirements. To date, MGO has not identified any noncompliance with these federal compliance requirements. Initially, the PSA established an expiration date of June 30, 2026. The current construction schedule is on time and budget, is expected to be completed in first quarter of fiscal year 2027 (“FY 2027”), which will require ongoing federal compliance monitoring through the end of construction and punch lists of the RPT. MGO expects to complete the majority of its Phase 2 support work in FY 2026 and have \$30,000 of the originally not-to-exceed amount of \$175,000 that would be carried over into FY 2027.

Additionally, as the RPT reaches completion and with approximately \$158.3 million in federal funding received for the project, Staff has identified the need for a Phase 3 of the RPT support work that will include, but is not limited to:

- 1) Reconciliation of approved owner’s contingency and allowance amounts to supporting documentation;

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- 2) Reconciliation of the City of Burbank Aid-in-Construction payments to the actual expenses incurred by the City of Burbank's Water and Power Department ("BWP") and recalculation of any proration performed by the City for the Authority's portion of the Community Substation;
- 3) Federal grant close-out documentation support;
- 4) Inventorying of all equipment purchases made by Holder, Pankow, TEC - A Joint Venture ("HPTJV") and Jacobs Project Management ("Jacobs") that will be transferred to the Authority at the end of the project; and
- 5) Continued monitoring of federal compliance requirements related to the demolition of the legacy terminal building.

Additional details of the specific agreed-upon procedures to be performed in Phase 3 are listed in Exhibit A of the PSA, copy attached. MGO and Staff will continue to schedule bi-weekly status calls to ensure that any issues identified are addressed timely. In addition, MGO will provide quarterly status updates detailing the results of the procedures performed. While the majority of the Phase 3 work will be performed in FY 2027, the BWP Community Substation is expected to be completed in 2029. As a result, the PSA for Phase 3 RPT support work has an expiration date of June 30, 2029.

#### BUDGET IMPACT

Appropriations of \$30,000 for the carryover of MGO's RPT Phase 2 support work and \$150,000 for the Phase 3 work have been included in the proposed FY 2027 budget. The remaining \$60,000 for Phase 3 work will be included in future fiscal year budgets.

#### RECOMMENDATION

At its meeting on June 1, 2026, the Committee voted (2-0, 1 absent) to recommend that the Commission: 1) approve a change order to extend the current PSA with MGO for Phase 2 RPT support work to June 30, 2027, and 2) award a new PSA to MGO in a not-to-exceed amount of \$210,000 for Phase 3 of the RPT support work to support the Authority's completion of all components of the RPT project.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JUNE 15, 2026**

**AMENDMENT NO.1  
EQUIPMENT AND TRAINING SERVICES AGREEMENT  
MERIDIAN RAPID DEFENSE GROUP RENTALS LLC**

Prepared by Ray Hunting  
Manager, Security and Badging

**SUMMARY**

At its meeting on June 1, 2026, the Operations and Development Committee (“Committee”) voted (2–0, 1 absent) to recommend that the Commission approve a proposed Amendment No. 1 (“Amendment”), copy attached, to the Equipment and Training Services Agreement (“Agreement”) with Meridian Rapid Defense Group Rentals LLC (“Meridian”) for equipment and training services related to emergency response conditions and vehicle barricade deployment. The proposed Amendment exercises the first of two one-year extension options, covering the period from July 1, 2026, through June 30, 2027, in the amount of \$66,000 including all applicable taxes.

**BACKGROUND**

In June 2023, the Commission awarded the Agreement in the amount of \$180,000 to Meridian for a three-year base term from July 1, 2023, through June 30, 2026, with two one-year extension options. The proposed Amendment exercises the first extension option for the Authority.

Per TSA regulations, airport operators are required to have a response plan in the event the threat level is raised to “Severe Condition” or “Red.” During the development of a revised response plan, Airport Security Department Staff in conjunction with the Airport Police Department, undertook research for a company that could provide rental, setup, and removal of vehicle barricades, as well as training and drills. Staff also researched other potential barricades that could be acquired rather than renting barricade equipment. It was determined that the capital acquisition, annual maintenance, and storage costs off-site (there is no available storage space onsite at the Airport) would be cost prohibitive and the deployment of the barricades would potentially be delayed.

Effective vehicle barricade deployment in response to a heightened threat level requires a vendor with both the equipment and the expertise to deploy and provide ongoing training to Airport Police and other Airport personnel. Under the Agreement, the Authority can conduct four drills annually to test and practice deployment of the vehicle barricades. In addition to being able to be deployed quickly and being proven to stop high-speed vehicles, Meridian’s system was determined to provide the best cost and training option for the Authority. Meridian’s barricade equipment has been used at many national and local area events, including during the Rose Bowl Game in Pasadena.

## FUNDING

The proposed Amendment is for the FY 2027 period, and an appropriation for this service is included in the proposed FY 2027 budget request.

## RECOMMENDATION

At its meeting on June 1, 2026, the Committee voted (2–0, 1 absent) to recommend that the Commission approve a proposed Amendment to exercise the first one-year extension option for the Agreement with Meridian and authorize the President to execute the same.



AMENDMENT NO. 1 TO
Equipment and Training Services Agreement

This Amendment #1("First Amendment") to the May 15, 2023 Agreement relates to the following understandings and agreements by and between MERIDIAN Rapid Defense Group Rentals LLC ("MERIDIAN") on the one hand, and the Burbank-Glendale- Pasadena Airport Authority, the recipient of the services ("RECIPIENT") with respect to the access to certain equipment and training owned by MERIDIAN and being provided to RECIPIENT.

IT IS UNDERSTOOD that:

- 1. Amendment of Section 3. Agreement is amended to add the follows:
a. RECIPIENT has opted for a 1-year extension, per clause #3 above. The second one-year option remains in place at the RECIPIENT's choice. The first extension has been extended for one year from July 1st, 2026, to June 30th, 2027.

STATED, AGREED AND CONFIRMED:
Meridian Rapid Defense Group Rentals LLC

BY [Signature]
Raymond Carbone
Title: CFO - Rentals

Dated: 5/20/2026

Acknowledged by RECIPIENT

BY \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_



## Equipment and Training Services Agreement

This Agreement relates to the following understandings and agreements by and between MERIDIAN Rapid Defense Group Rentals LLC ("MERIDIAN") on the one hand, and the Burbank-Glendale- Pasadena Airport Authority, the recipient of the services ("RECIPIENT") with respect to the access to certain equipment and training owned by MERIDIAN and being provided to RECIPIENT.

IT IS UNDERSTOOD that:

1. To meet the needs of an emergency shut down of the Hollywood Burbank Airport ("LOCATION"), RECIPIENT requests the SERVICES of MERIDIAN.
2. SERVICES is defined as availability and access to 24 - Archer 1200 Anti Vehicle Barriers and 2 -Archer Beam Gates at all times during the duration of Agreement. SERVICES also includes up to 4 live deployment trainings annually on mutually agreed upon times.
3. MERIDIAN and RECIPIENT agree to enter into a 3-year agreement for SERVICES, with an option of a 2-year extension. Either party may terminate this Agreement for convenience upon 90-day notice.
4. RECIPIENT agrees to pay \$5,000 a month plus applicable taxes for SERVICES, invoiced at the beginning of each month, to be paid no later than the tenth (10<sup>th</sup>) of each month of the agreement. Invoices for all actual deployments will be sent to RECIPIENT within five (5)

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Pasadena, California 91105  
[www.meridian-barrier.com](http://www.meridian-barrier.com)



days after the deployment and to be paid within ten (10) days after receipt of each invoice.

5. In addition, the RECIPIENT agrees that, in the event a deployment is necessary, MERIDIAN will deploy barriers based on the following rates. This rate includes loading in and out and labor costs
  - a. 1- 24 hour notice = \$5,000 per deployment
  - b. 24 – 48 hour notice = \$4,000 per deployment
  - c. 48 hours + notice = \$3,000 per deployment
  
6. Indemnification - Each party shall indemnify, defend, protect, hold harmless, and release the other, its officers, agents, and employees, from and against any and all claims, loss, proceedings, damages, causes of action, liability, costs, or expense (including attorneys' fees and witness costs) arising from or in connection with, or caused by any act, omission, or negligence of such indemnifying party or its agents, employees, contractors, subcontractors, or invitees. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages or compensation payable to or for the indemnifying party under workers' compensation acts, disability benefit acts, or other employee benefit acts. This indemnity provision survives the Agreement.
  
7. Governing Law - This Agreement and all disputes arising out of or in connection with this Agreement shall be governed by, interpreted under, and construed and enforceable in accordance with, the laws of the State of California, without giving effect to conflict of law principles.

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NOW THEREFORE, MERIDIAN confirms the following:

- a. MERIDIAN is the exclusive provider of certain patented equipment and technology including the Archer 1200 Mobile Vehicle Barriers and the Archer Beam Gate which provide protection from unwarranted and unauthorized vehicle intrusions;
- b. MERIDIAN is authorized by RECIPIENT to move, place and deploy the equipment and technology to the LOCATION for the deployment event at times as agreed sufficiently before the commencement of the event and shall thereafter at a time as agreed following the event pick up and take away the equipment and technology and thereby conclude the live action demonstration.
- c. MERIDIAN shall deliver the equipment and technology and provide for the use thereof and pick up and retrieve the equipment and technology without need for any other permits or authorizations from RECIPIENT and any other entities including the relevant city or other jurisdiction in which the LOCATION is located.
- d. MERIDIAN at all times retains all title and ownership of the MERIDIAN equipment and technology and releases RECIPIENT and any and all representatives and related parties from any and all liabilities or claims of any kind arising out of the deployment of the equipment and technology and/or any damages that might arise to the equipment

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STATED, AGREED AND CONFIRMED:

MERIDIAN Rapid Defense Group Rentals LLC

BY: [Signature]

TITLE: President

DATED: May 15<sup>th</sup> 2023

ACKNOWLEDGED by RECIPIENT

BY: [Signature]

TITLE: \_\_\_\_\_

RECIPIENT: \_\_\_\_\_

DATED: \_\_\_\_\_ 2023

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**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JUNE 15, 2026**

**AMENDMENT NO. 2  
TO EMPLOYMENT AGREEMENT  
DEPUTY CHIEF OF POLICE**

Prepared by John T. Hatanaka  
Executive Director

**SUMMARY**

This item seeks Commission authorization to execute Amendment No. 2 to the Authority's Employment Agreement, copy attached, with the Deputy Chief of Police. Effective July 1, 2026, the proposed amendment will increase the annual base salary to \$259,350, reflecting a 5% increase. All other benefits remain the same.

**BACKGROUND**

In June 2024, the Commission offered an Employment Agreement to Aniello Gallucci as Deputy Chief of Police for the Authority. Deputy Chief Gallucci began his service effective June 17, 2024, with a base salary of \$235,125 which was increased on July 1, 2025 to \$247,000. Director of Public Safety/Chief of Police Skvarna has submitted an evaluation of Deputy Chief Gallucci's performance for the past year. Based on this performance evaluation, the proposed amendment amends the Employment Agreement to increase the annual base salary by 5%.

**RECOMMENDATION**

It is recommended that the Commission approve the attached Amendment No. 2 to provide the Deputy Chief of Police with an increase in salary as described above.

**AMENDMENT NO. 2 TO  
EMPLOYMENT AGREEMENT  
BETWEEN BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
AND ANIELLO GALLUCCI**

THIS AMENDMENT NO. 2 (“Second Amendment”) to the June 17, 2024 Employment Agreement (“Agreement”) executed by the Burbank-Glendale-Pasadena Airport Authority, a California joint powers agency (“Employer”), and Aniello Gallucci, an individual (“Employee”), is dated June 15, 2026 for reference purposes.

**RECITALS**

- A. The parties executed the Agreement to provide for Employer’s employment of Employee in the role of Deputy Chief of Police.
- B. The parties executed a February 17, 2025 Amendment No. 1 (“First Amendment”) (approved by the Authority Commission on June 16, 2025) to: (i) increase Employee’s annual base salary; and (ii) increase Employee’s annual POST certification benefit.
- C. The parties desire to amend the Agreement to increase Employee’s annual base salary.

**NOW, THEREFORE**, the parties agree as follows:

1. Amendment of Section 4. Subparagraph 1 (“Base Salary”) of Paragraph A (“Salary and Other Payment”) of Section 4 (“Salary and Benefits”) of the Agreement is amended to read as follows:

“(1) Base Salary. Through June 30, 2025, Employee’s annual base salary is \$235,125. Effective July 1, 2025, Employee’s annual base salary is \$247,000. Effective July 1, 2026 Employee’s annual base salary is \$259,350. Employee’s annual base salary is subject to legally permissible, voluntary, or required withholding, and shall be paid on Employer’s normal paydays. Further adjustments to the base salary, if any, will require amendment of this Agreement. Employee’s salary is compensation for all hours worked. The position of Deputy Chief of Police is an exempt position under the Fair Labor Standards Act and any applicable State law, and Employee shall not be eligible for any overtime pay.”

2. Effective Date. This Second Amendment shall be effective upon execution.

3. Preservation of the Agreement. Except as expressly modified or supplemented by this Second Amendment, all of the provisions of the Agreement (as amended by the First Amendment) shall remain unaltered and in full force and effect. In the event of a conflict between the provisions of this Second Amendment and the provisions of the Agreement (as amended by the First Amendment), the provisions of this Second Amendment shall control.

4. Counterparts. This Second 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.

**[SIGNATURES ON FOLLOWING PAGE]**

**TO EFFECTUATE THIS SECOND AMENDMENT**, each party has personally executed, or has caused its duly authorized representatives to execute, this Second Amendment by signing below.

**EMPLOYEE**



\_\_\_\_\_  
Aniello Gallucci

**EMPLOYER**

Burbank-Glendale-Pasadena Airport Authority

\_\_\_\_\_  
Jess A. Talamantes, President

ATTEST:

\_\_\_\_\_  
Frank Quintero, Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Richards, Watson & Gershon  
A Professional Corporation

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JUNE 15, 2026**

**INVITATION TO FEDERAL OFFICIALS  
REPLACEMENT PASSENGER TERMINAL OPENING CEREMONY**

Presented by John Hatanaka  
Executive Director

**SUMMARY**

Staff have been working with the offices of federal and state officials regarding possible attendance to the opening ceremony for the Replacement Passenger Terminal on October 5, 2026. At this time, staff has been able to confirm with the offices of U.S. Senator Padilla, U.S. Senator Schiff and U.S. Representative Friedman of their availability to attend the ceremony.

Attached are the draft formal invitations to the respective federal officials for Commission consideration.

**RECOMMEDATION**

Staff seeks Commission approval to issue the formal invitations and authorization for the President to execute the same.



June 15, 2026

The Honorable Alex Padilla  
United States Senate  
331 Hart Senate Office Building  
Washington D.C. 20510

Re: Invitation to Replacement Passenger Terminal Opening Ceremony  
Hollywood Burbank Airport

Dear Senator Padilla:

On Monday, October 5, 2026, the Burbank-Glendale-Pasadena Airport Authority is planning to celebrate the completion of its new Replacement Passenger Terminal at Hollywood Burbank Airport with an opening ceremony for invited guests.

The Authority kindly requests your attendance at the ceremony and asks if you would consider providing a few remarks. The program is currently scheduled to begin at 09:00 A.M. Pacific Time and we are asking invited speakers to speak for 3-5 minutes. If your schedule permits, we would be honored by your attendance.

Your consideration is greatly appreciated.

Sincerely,

Jess A. Talamantes  
President

cc: Commission Members, Burbank-Glendale-Pasadena Airport Authority



June 15, 2026

The Honorable Adam Schiff  
United States Senate  
331 Hart Senate Office Building  
Washington D.C. 20510

Re: Invitation to Replacement Passenger Terminal Opening Ceremony  
Hollywood Burbank Airport

Dear Senator Schiff:

On Monday, October 5, 2026, the Burbank-Glendale-Pasadena Airport Authority is planning to celebrate the completion of its new Replacement Passenger Terminal at Hollywood Burbank Airport with an opening ceremony for invited guests.

The Authority kindly requests your attendance at the ceremony and asks if you would consider providing a few remarks. The program is currently scheduled to begin at 09:00 A.M. Pacific Time and we are asking invited speakers to speak for 3-5 minutes. If your schedule permits, we would be honored by your attendance.

Your consideration is greatly appreciated.

Sincerely,

Jess A. Talamantes  
President

cc: Commission Members, Burbank-Glendale-Pasadena Airport Authority



June 15, 2026

The Honorable Laura Friedman  
United States House of Representatives  
1417 Longworth House Office Building  
Washington D.C. 20515

Re: Invitation to Replacement Passenger Terminal Opening Ceremony  
Hollywood Burbank Airport

Dear Representative Friedman:

On Monday, October 5, 2026, the Burbank-Glendale-Pasadena Airport Authority is planning to celebrate the completion of its new Replacement Passenger Terminal at Hollywood Burbank Airport with an opening ceremony for invited guests.

The Authority kindly requests your attendance at the ceremony and asks if you would consider providing a few remarks. The program is currently scheduled to begin at 09:00 A.M. Pacific Time and we are asking invited speakers to speak for 3-5 minutes. If your schedule permits, we would be honored by your attendance.

Your consideration is greatly appreciated.

Sincerely,

Jess A. Talamantes  
President

cc: Commission Members, Burbank-Glendale-Pasadena Airport Authority

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JUNE 15, 2026**

**PASSENGER LOADING AND UNLOADING FEE INCREASE  
TRANSPORTATION NETWORK COMPANIES**

Presented by  
Scott Kimball, Deputy Executive Director  
Business Development

**SUMMARY**

At its meeting on June 1, 2026, the Finance and Administration Committee (“Committee”) voted (2-0, 1 absent) to recommend that the Commission approve a two-step fee increase from \$4.00 to \$4.50 effective July 1, 2026, and from \$4.50 to \$5.00 effective January 1, 2027, for the loading (“pick-up”) and unloading (“drop-off”) of passengers by authorized Transportation Network Companies (“TNCs”) serving the Airport.

**BACKGROUND**

On September 6, 2016, the Commission approved an Airport Access and Facilities Use Agreement Class VIII Operators (“Access Agreement”) to provide authorization for TNC Drivers to access the Airport for commercial purposes, including the right to use the Airport roads and facilities for the transportation of passengers and their luggage and the right to use designated areas of the Airport for the loading and unloading of passengers and their luggage. The original fee, for the current terminal and roadways, was established at \$3.50 for each TNC pick-up or drop-off at the Airport. Fees collected are remitted by TNCs monthly based on self-reporting activity captured by the geo-fence parameters that are defined by the Access Agreement.

As TNC service grew at the Airport, a geo-fenced TNC Staging Lot was developed in the northeast quadrant of the Airport on Cohasset Street and on February 6, 2023, the Commission approved a Transportation Network Company Staging Lot Agreement (“Staging Lot Agreement”). TNC operators were given the opportunity to execute the Staging Lot Agreement to utilize the TNC Staging Lot.

During the time that the TNC Staging Lot was in use, there was an excessive amount of loitering and other misconduct by TNC drivers. As a result, the hours of operation for the TNC Staging Lot were reduced, closing from 11:00 p.m. to 5:00 a.m. Additional improvements were made to the lot, including the installation of portable bathrooms with sinks, pavement and fencing repairs, and the staffing of a security guard. After the reduction of operating hours and completion of the improvements to the TNC Staging Lot, misconduct and abuse of the lot by TNC drivers persisted. At the discretion of the Executive Director, the TNC Staging Lot was closed on October 24, 2025, due to public safety concerns.

On November 17, 2025, the Commission approved a TNC rate increase from \$3.50 to \$4.00. The purpose of that increase was to offset the increased operating costs and recoup capital that been expended for the TNC Staging Lot before its closure. Additionally, that increase was

to offset costs related to a reassessment to ensure the safe and secure operation of TNC service at the Airport.

In May 2026, Staff conducted a survey of TNC rates at airports in the region to determine current market rates at peer airports. The results of this survey are displayed below:

Airport	Pick-Up	Drop-Off	Notes
John Wayne Airport (SNA)	\$3.00	\$3.00	
Fresno Airport (FAT)	\$3.00	\$3.00	
Ontario Airport (ONT)	\$5.00	\$5.00	
Long Beach Airport (LGB)	\$4.00	\$4.00	Fee is anticipated to be raised in October. An increase to \$4.50, \$4.75 or \$5.00 is under consideration.
Los Angeles Int Airport (LAX)	\$4.00	\$4.00	Approved for a base fee of \$6 and a Central Terminal Area Fee of \$12 when the Sky Link opens sometime this year
San Francisco Int Airport (SFO)	\$6.00	\$6.00	
San Diego (SAN)*	\$4.50	\$4.50	<a href="https://www.san.org/wp-content/uploads/2025/12/Commercial_Mode_Fee_Schedule_FY26-2.pdf">https://www.san.org/wp-content/uploads/2025/12/Commercial_Mode_Fee_Schedule_FY26-2.pdf</a>
Santa Barbara (SBA)	\$3.50	\$3.50	
Sacramento Airport (SMF)	\$2.50 or \$3.00	\$2.50 or \$3.00	\$2.50 for 4 seaters; \$3.00 for 6 seaters

\* Based on Schedule of Fees – San Deigo Airport website

**DETAILS**

The proposed two step rate increase is as follows:

- \$4.00 to \$4.50 per drop off and pick up, effective July 1, 2026
- \$4.50 to \$5.00 per drop off and pick up, effective January 1, 2027

**IMPACT ON REVENUE**

The proposed rate is expected to increase collection of TNC fees by approximately \$1 million.

**RECOMMENDATION**

At its meeting on June 1, 2026, the Committee voted (2-0, 1 absent) to recommend that the Commission approve a two-step fee increase from \$4.00 to \$4.50 effective July 1, 2026, and from \$4.50 to \$5.00 effective January 1, 2027, for the loading and unloading of passengers by authorized TNCs serving the Airport.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JUNE 15, 2026**

**AWARD OF CONTRACT  
DESIGNATED AVIATION CHANNELING SERVICES**

Presented by Ray Hunting  
Manager, Security

**SUMMARY**

Subject to the recommendation of the Operations and Development Committee (“Committee”) at its meeting immediately preceding the Commission meeting, Staff seeks approval from the Commission to award a Designated Aviation Channeling Services Agreement (“Agreement”), copy attached, to the Airport Research and Development Foundation dba the Transportation Security Clearinghouse (“TSC”) to provide Designated Aviation Channeling (“DAC”) services for a three-year term.

**BACKGROUND**

The Authority is required to have DAC services to comply with the airport security regulations of the Transportation Security Administration (“TSA”), which are codified in Title 49, Part 1542 of the Code of Federal Regulations. The DAC services include performing a Security Threat Assessment (“STA”) and Criminal History Records Check (“CHRC”) vetting of all Airport Security ID badge applicants and badge holders. The DAC services provider is responsible for sending biographical and biometric data electronically from the Authority to the TSA via secure/encrypted means, without manual intervention by the Authority’s Badging Office. The DAC service provider also is required to automatically enroll badge holders into the Rap Back Program, which is the continuous criminal history monitoring of badge holders.

To date, for privacy and security measures, TSA has certified only two DAC service providers in the country. The two firms are Telos Identity Management Solutions LLC (“Telos”) and TSC. The Authority’s expiring DAC services contract is with Telos.

**REQUEST FOR PROPOSALS**

A Request for Proposals (“RFP”) for DAC services was issued on April 9, 2026. The deadline for written questions or requests for clarification was April 22, 2026, and the deadline for proposal submissions was May 1, 2026. Proposals were received from both TSA-certified firms, TSC and Telos.

**PROPOSAL EVALUATIONS**

A four-person in-house evaluation team independently reviewed and scored the proposals based on the criteria defined below, with the sum of reviewer totals being averaged for each category, for a total of 100 possible points:

SC-1: Firm’s Experience, Background, and Past Performance over the past five years

-1-

SC-2: Qualifications of Proposed Project Team

SC-3: Technical Approach and Appropriate Credentials per TSA requirements:

SC-4: Fee Schedule and Pricing (Scored by Procurement)

The results are as follows:

Selection Criteria	SC-1	SC-2	SC-3	SC-4	TOTAL
	Firm's Exp., Background & Past Performance	Qualifications of Proposed Project Team	Technical Approach and Appropriate Credentials per TSA Req.	Fee Schedule and Pricing	
<b>Weighting Factor:</b>	1	1	1	1	
<b>Maximum Points Possible</b>	<b>30</b>	<b>25</b>	<b>30</b>	<b>15</b>	<b>100</b>
<b>FIRM:</b>					
<b>(AAAE) dba Transportation Security Clearinghouse</b>	<b>29</b>	<b>25</b>	<b>29</b>	<b>15</b>	<b>98</b>
<b>Telos Identity Management Solutions, LLC</b>	<b>27</b>	<b>23</b>	<b>27</b>	<b>14</b>	<b>91</b>

At the conclusion of the evaluation process, TSC received the highest score.

TSC has 24 years of continuous, uninterrupted DAC service to airports of every size and category, with zero terminated contracts in its history. The firm has continually maintained its "Authority to Operate" since 2002 and was the first DAC provider to receive certification for the newly branded Aviation Channeling and Data Management System program.

### FUNDING

Based upon past years' utilization, appropriations of \$24,500 for the annual cost were included in the adopted FY2027 budget based on the fee schedule contained in Exhibit B of the Agreement. Costs for these services in subsequent years will be included in future budget appropriation requests.

### RECOMMENDATION

Subject to the approval of the Committee at its meeting immediately preceding the Commission meeting, Staff seeks approval from the Commission to award an Agreement to TSC for DAC services and authorization for the President to execute the same.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JUNE 15, 2026**

**CONTRACT AMENDMENT  
WASTE HAULING AND RECYCLING SERVICES**

Presented by  
Maggie Martinez  
Director, Noise & Environmental Affairs

**SUMMARY**

Subject to the recommendation of the Operations and Development Committee (“Committee”) at its meeting immediately preceding the Commission meeting, Staff seeks approval from the Commission to:

- 1) Approve a proposed Amendment No. 1 (“Amendment”) to the Waste Hauling and Recycling Services Agreement (“Agreement”), copy attached, with American Reclamation, Inc. (“American Reclamation”) for an 18-month extension commencing October 13, 2026, through April 30, 2028, for a fixed monthly fee of \$30,535.40, including the lease of certain equipment and excluding on-call, as-needed services.
- 2) Authorize a contingency of \$55,000, which will be allocated to address as-needed adjustments for pick-up frequency at the Replacement Passenger Terminal (“RPT”), based on operational needs. The total value of the Amendment will be \$549,637.20.

**BACKGROUND**

Based on a competitive procurement process, the Commission awarded the Agreement to American Reclamation on August 19, 2024, for waste hauling services covering the current Terminal, Maintenance yard, Cargo facility, and various hangar locations at the Airport. The current services began on October 1, 2024, and are scheduled to expire on October 12, 2026. The Agreement establishes a fixed monthly service fee of \$15,104, plus an allowance of \$1,500 for on-call pickup services per month. The Agreement also includes established rates for additional on-call pickup services requested on an as-needed basis.

Services provided under the Agreement include routine collection of waste and recyclable materials at 15 locations throughout the Airport, with service frequencies ranging from daily to weekly. The scope of work satisfies the applicable State of California waste diversion and recycling regulations required under AB 341, AB 1826, and SB 1383. American Reclamation has satisfactorily performed its contractual obligations and has consistently provided reliable waste hauling and recycling services throughout the term of the contract.

In anticipation of the cutover to the RPT, the Agreement includes a provision allowing for potential 18-month extension. Staff asked American Reclamation to provide a proposal for waste hauling services with the additional services covering RPT, for the extension period.

-1-

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JUNE 15, 2026**

**APPROVAL OF 5-YEAR EXTENDED OEM HARDWARE WARRANTY AND  
CONTRACT FOR SUPPORT AND MAINTENANCE SERVICES  
SEARIDGE TECHNOLOGIES, INC.**

Presented by Patrick Lammerding  
Deputy Executive Director, Operations, Security, and SMS

**SUMMARY**

Subject to the recommendation of the Operations and Development Committee (“Committee”) at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval of a five-year original equipment manufacturer (“OEM”) extended warranty with Searidge Technologies, Inc. (“Searidge”) in the amount of \$151,491. Staff also seeks approval of a five-year contract with Searidge for support and maintenance of the Virtual Ramp Control Room (“VRCR”) equipment in the amount of \$817,557.

**BACKGROUND**

Due to the proximity of the existing passenger terminal to the runways, the Federal Aviation Administration’s Air Traffic Control Tower (“ATCT”) has historically handled aircraft movement to and from the passenger gates. With the opening of the Replacement Passenger Terminal (“RPT”), the aircraft will be operating in areas not controlled by the ATCT but still requiring careful coordination of aircraft movements. As is standard industry practice, a VRCR is being constructed to manage the safe and efficient movement of aircraft between the passenger gates and the airfield.

Through an HPTJV-led procurement process, Searidge was selected as the provider of the technology platform for the VRCR. The VRCR equipment and installation are included in the scope of the RPT project and are being coordinated by the design-build team.

The VRCR equipment includes a one-year warranty but offers a 5-year extended warranty for an additional cost. The purchase of the extended warranty was initially undertaken by Searidge as part of the purchase of the equipment. The extended warranty provides the added protection for the equipment and, by making a direct reimbursement to Searidge for the extended warranty service, its cost is not subject to HPTJV’s markup.

In addition to having an extended warranty, the VRCR equipment requires ongoing support and preventive maintenance service in order to ensure operational reliability and address any unanticipated issues. Searidge, in conjunction with a local subcontractor, has offered a support and maintenance plan for the equipment.

DETAILS

The scope of the extended warranty includes:

- Repair or replacement of covered hardware components that fail under normal use.
- Standard Return Material Authorization processing and logistics coordination.
- Remote support related to hardware failure diagnosis and warranty validation.
- Replacement hardware of equal or improved specification when original models are unavailable.

Additional information on the warranty is listed in the attached letter from Searidge.

The support and maintenance contract includes services for the following items on an annual basis:

- All software updates, fixes and releases necessary to support the continued operation of the installed system (excludes any new features, or functional enhancements).
- 2nd level technical support help desk provided by Searidge, by email, with 24-hour response time during regular business hours.
- 3rd and 4th level technical support for system and software provided by Searidge.
- 3rd and 4th level technical support for hardware and maintenance provided by the local contractor, SAS, with a 24-hour repair, and less mobilization time.
- Updated documentation (Software Design, User Manual, Maintenance Manual) as required.

The pricing for the support and maintenance contract is structured as follows:

3.1 Annual Support and Maintenance Fees Year	Annual Fee
Year 1	\$154,040
Year 2	\$159,961
Year 3	\$163,690
Year 4	\$167,840
<u>Year 5</u>	<u>\$172,026</u>
Total Contract Value (Initial Term)	\$817,557

The attached proposal and agreement from Searidge provide details of the maintenance and support plan for the VRCCR equipment.

BUDGET IMPACT

The payment for the 5-year extended warranty is a one-time fee of \$151,491. Funding for the maintenance and support plan has been included in the adopted FY27 budget and will be included in future budget year’s request.

RECOMMENDATION

Subject to the recommendation of the Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval of a five-year OEM extended warranty with Searidge for the VRCCR equipment, approval of a five-year support and maintenance agreement with Searidge for such equipment, and authorization for the President to execute the same.

## SCOPE OF WORK

The proposed Amendment supports the Authority's goal of reducing landfill waste through recycling, composting, and other waste management practices by providing different stream collection units at the RPT.

Under the Amendment, American Reclamation will provide routine collection services for trash, recycling, and organic waste, as well as on-call haul-off services as needed, in accordance with the proposed Scope of Work and applicable regulatory requirements. American Reclamation will provide additional dumpsters for recycling and composting, with this waste hauled separately from landfill waste.

The Amendment further includes the lease and maintenance of two trash compactors for waste and one baler for cardboard collection. In addition to meeting state law, trash compactors and balers allow for more efficient space utilization and lower pickup frequency by compressing the volume of trash into these compaction units. As a comparison, trash compactors provide up to 4:1 space savings benefit. Cardboard balers can compress waste by up to 90% by turning bulky loose boxes into compact bales. Cardboard bales generated at the Airport may also be purchased by American Reclamation at a rate of \$36 per bale, which may provide a modest offset to the operational waste management cost.

Based on the additional equipment scope above, the proposed Amendment will increase the monthly hauling service fee by \$5,578.40, from the current monthly contract fee of \$15,104.00 to a revised monthly hauling fee of \$20,682.40. Separately, the Amendment includes a cost for the leasing and preventive maintenance of two trash compactors (20-cubic-yard and 30-cubic-yard capacities) and one cardboard baler in the amount of \$9,853 per month.

If approved, the total monthly contract fee will increase to \$30,535.40 commencing October 13, 2026, through April 30, 2028. The total cost of the proposed Amendment is \$549,637.20, excluding on-call services and pick-up frequency adjustments. The proposed Amendment is based on a more streamlined service frequency for the RPT and Staff will monitor the actual operational needs and may seek service level adjustments as actual demand becomes better understood.

During this 18-month extension period, staff will issue a Request for Proposals for a longer-term waste hauling service.

## FUNDING

Funding appropriations from October 13, 2026, to June 30, 2027, is included in the adopted FY 2027 budget. Funding appropriations from July 1, 2027, to April 30, 2028, will be included in the FY 2028 budget request.

## RECOMMENDATION

Subject to the recommendation of the Committee at its meeting immediately preceding the Commendation meeting, Staff seeks the Commission to approve the proposed Amendment for continuation of American Reclamation's waste hauling services and authorization for the President to execute the same.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JUNE 15, 2026**

**ESTABLISHMENT OF EXECUTIVE DIRECTOR SEARCH AD HOC COMMITTEE**

Presented by  
Terence Boga, General Counsel

**SUMMARY**

This item seeks Commission establishment of an Executive Director Search Ad Hoc Committee to take the lead for the Commission in working with TBI Airport Management, Inc. ("TBI") and ADK Consulting, Inc. ("ADK") on the search to fill the upcoming vacancy in the Executive Director position. It is recommended that the Commission waive the Authority's committee operation guidelines to allow the Commissioners currently serving on the Executive Committee to be appointed to the Executive Director Search Ad Hoc Committee.

**BACKGROUND**

On May 4, 2026, the Commission approved a professional services agreement with ADK for executive search and consulting services to fill the Executive Director vacancy that will occur when the incumbent retires in the first quarter of 2027. The new Executive Director, like the incumbent, will be a TBI employee.

To date, the Executive Committee has taken the lead for the Commission in working with TBI and ADK on the Executive Director search. Pursuant to Resolution No. 495, the Executive Committee is comprised of the Commission's President, Vice President, and Secretary. The composition of the Executive Committee will automatically change when the Commission reorganizes in July.

To ensure continuity in the work with TBI and ADK, it is proposed that the Commission establish an Executive Director Search Ad Hoc Committee and that the current Executive Committee members (President Talamantes, Vice President Hampton, and Commissioner Quintero) be appointed to this committee. The Commission presently has two ad hoc committees. The Airport History Book Ad Hoc Committee is comprised of Vice President Hampton, Commissioner Quintero, and Commissioner Ovrom with President Talamantes serving as an ex officio member. The TBI Performance Review Ad Hoc Committee is comprised of Commissioner Gabel-Luddy, Commissioner Najarian, and Commissioner Wilson. In order for the current Executive Committee members to serve on the Executive Director Search Ad Hoc Committee, the Commission will need to waive the committee operation guideline in Resolution 495 that prohibits Commissioners from serving on more than one ad hoc committee unless the number of ad hoc committees exceeds three.

## RECOMMENDATION

It is recommended that the Commission approve the establishment of an Executive Director Search Ad Hoc Committee and waive the Authority's committee operation guidelines to allow President Talamantes, Vice President Hampton, and Commissioner Quintero to be appointed to this committee.

## PROFESSIONAL SERVICES AGREEMENT

(Burbank-Glendale-Pasadena Airport Authority / Macias Gini & O'Connell LLP)

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is dated \_\_\_\_\_ for reference purposes and is executed by the Burbank-Glendale-Pasadena Airport Authority ("Authority"), a California joint powers agency, and Macias Gini & O'Connell LLP ("Consultant"), a California Limited Liability Partnership.

### RECITALS

A. The Authority owns and operates Hollywood Burbank Airport ("Airport") and desires to retain Consultant as an independent contractor to provide the following professional services: Replacement Passenger Terminal project Phase 3 support work in accordance with AICPA attestation standards.

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. "Commencement Date": July 1, 2026.

C. "Contract Administrator": David Kwon or a duly authorized designee.

D. "Contract Limit": \$210,000.

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

F. "Expiration Date": June 30, 2029.

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

H. "Fee Schedule": the fee schedule set forth in the attached Exhibit B.

I. "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.

J. “Insurance Requirements”: the insurance requirements set forth in the attached Exhibit C.

K. “Liabilities”: 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.

L. “Services”: the tasks set forth in the attached Exhibit A.

## **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. Consultant’s duties and services under this Agreement shall not include preparing or assisting the Authority with any portion of the Authority’s preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with the Authority. The Authority shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of this project. Consultant’s participation in the planning, discussions, or drawing of project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. Consultant shall cooperate with the Authority to ensure that all competitors for a subsequent contract on any subsequent phase of this project have access to the same information, including all conceptual, preliminary, or initial plans or specifications prepared by Consultant pursuant to this Agreement.

D. In the event any claim is brought against the Authority relating to Consultant’s performance of the Services, Consultant shall provide any reasonable assistance and cooperation that the Authority might require.

## **3. Term.**

A. This Agreement shall commence on the Commencement Date and shall expire on the Expiration Date unless earlier terminated.

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](http://hollywoodburbankairport.com)). 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 the Services. Consultant shall avoid the appearance of having any financial interest that would conflict in any manner with the Services.

**10. Indemnification.**

A. Consultant shall defend, hold harmless, and indemnify the Indemnitees from and against any 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 the Services 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 regular business hours or by e-mail before or during regular business hours; (b) the business day after delivery, if delivered by e-mail after 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: David Kwon, Deputy Executive Director,  
Finance & Administration  
E-mail: dkwon@bur.org

Consultant  
Macias Gini & O'Connell LLP  
12264 El Camino Real, Suite 402  
San Diego, CA 92130  
Attn: Christina Guan, Partner  
E-mail: CGuan@mgocpa.com

**14. Assignability.** 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. This prohibition is not intended to preclude, and shall not be interpreted as precluding, Consultant from utilizing subcontractors identified in Consultant's proposal for the

Services. Any attempt by Consultant to assign, transfer or subcontract any rights, duties or obligations in violation of this prohibition shall be void.

**15. Rules of Construction.** Unless otherwise indicated or apparent from the context, the following rules of construction shall apply. The singular includes the plural and vice versa; the term “shall” is mandatory and the term “may” is permissive; the term “business day” means a non-holiday weekday; the term “regular business hours” means the period from 8:00 a.m. PST to 5:00 p.m. PST on a business day; and the terms “include,” “includes,” and “including” are illustrative and nonexhaustive.

**16. Litigation.** In the event that either party shall commence legal action to enforce or interpret this Agreement, 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.

**17. Exhibits.** Exhibits A through D 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 Exhibits A through C, 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 D, the provisions of Exhibit D shall prevail.

**18. 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 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.

**19. 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.

[SIGNATURES ON FOLLOWING PAGE]

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

**Macias Gini & O'Connell LLP**

By:  \_\_\_\_\_

Print Name: Christina Guan  
Title: Partner

[Pursuant to Corporations Code Section 17703.01(d), both signature lines must be executed unless the articles of incorporation state that the firm is managed by only one manager.]

**Burbank-Glendale-Pasadena Airport Authority**

\_\_\_\_\_  
President

Approved as to form:

\_\_\_\_\_  
Richards, Watson & Gershon  
A Professional Corporation

**EXHIBIT A**  
**Scope of Services**

Consultant shall perform specific agreed-upon procedures listed below in accordance with attestation standards established by the AICPA:

1. Grant Close-out Procedures: Perform agreed-upon procedures for nine specified grants related to the Replacement Passenger Terminal (RPT) construction.
2. Contingency and Owner Allowance: Review the final reconciliation and perform agreed-upon procedures of the contingency funds and owner allowances related to the RPT construction.
3. Aid-in-Construction (AIC) Fund Usage Verification: Perform agreed-upon procedures to verify the appropriate usage of AIC funds paid to the City of Burbank, Burbank Water and Power.
4. Jacobs / HPT JV Inventory Record Inspection: Perform agreed-upon procedures related to equipment purchased by Jacobs Project Management Co. and Holder, Pankow, TEC - A Joint Venture and subsequently reimbursed by Authority.
5. Old Terminal Demolition Grant Compliance: Perform agreed-upon procedures regarding the grants funding the demolition of the old terminal.

The tasks outlined above are intended to provide a framework for the Phase 3 engagement. These detailed procedures will be discussed and refined in collaboration with the Authority's Accounting and Finance team. The final procedures will be formally documented in the Final Engagement Letter, ensuring the scope aligns with the Authority's objectives.

**EXHIBIT B  
Fee Schedule**

**Total Not-to-Exceed Fee of \$210,000 for services detailed in Exhibit A commencing July 1, 2026 through June 30, 2029.**

**The services for Phase 3 will be billed on a Time and Materials (T&M) basis. Below is a breakdown of the estimated hours and fees by task:**

**Estimated Hours and Cost by Task**

<b>Tasks</b>	<b>Estimated Hours</b>	<b>Total Cost</b>
Grant Close-out Procedures	100	\$ 20,000
Contingency and Owners Allowance	175	\$ 35,000
AIC Fund Usage Verification	350	\$ 70,000
Inventory Record Inspection	175	\$ 35,000
Old Terminal Demolition Grant Compliance	250	\$ 50,000
<b>Totals</b>	<b>1050</b>	<b>\$ 210,000</b>

**Bill Rates by Role**

<b>Role</b>	<b>Hourly Rate</b>
Partner	\$ 400
Director	\$ 330
Senior Manager	\$ 290
Manager	\$ 260
Supervisor	\$ 210
Senior Associate	\$ 190
Experienced Associate	\$ 170
Associate	\$ 140
Clerical Support Staff	\$ 90

**EXHIBIT C**  
**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 the Services, 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 the Services 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 Indemnitee before the Indemnitee'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 D**  
**Non-AIP Project Federal Requirements**

References in this Exhibit to “Contractor” shall be deemed to refer to Consultant. References in this Exhibit to “Sponsor” shall be deemed to refer to the Authority. 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. 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, 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 U.S.C. § 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) including amendments thereto;

3. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 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 U.S.C. § 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 U.S.C. § 6101 et seq.) (prohibits discrimination on the basis of age);

6. Airport and Airway Improvement Act of 1982 (49 U.S.C. § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);

7. The Civil Rights Restoration Act of 1987 (P.L. 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 U.S.C. § 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. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 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, 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 including amendments thereto.

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.

**DESIGNATED AVIATION CHANNELING SERVICES AGREEMENT**

(Burbank-Glendale-Pasadena Airport Authority / Airport Research and Development Foundation dba The Transportation Security Clearinghouse)

THIS DESIGNATED AVIATION CHANNELING SERVICES AGREEMENT (“Agreement”) is dated June 15, 2026 for reference purposes and is executed by the Burbank-Glendale-Pasadena Airport Authority (“Authority”), a California joint powers agency, and Airport Research and Development Foundation dba The Transportation Security Clearinghouse (“Contractor”), a Virginia Corporation.

**RECITALS**

A. The Authority owns and operates Hollywood Burbank Airport (“Airport”) and desires to retain Contractor as an independent contractor to provide the following professional services: Transportation Security Administration (“TSA”) - approved Designated Aviation Channeling services for airport workers’ Criminal History Records Check, Security Threat Assessments, and TSA-Federal Bureau of Investigation Rap Back program.

B. Contractor 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”: Ray Hunting or a duly authorized designee.

C. “Executive Director”: John T. Hatanaka or a duly authorized designee.

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

E. “Fee Schedule”: the fee schedule set forth in the attached Exhibit B.

F. “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.

G. “Insurance Requirements”: the insurance requirements set forth in the attached Exhibit D.

H. “Proposal”: Contractor’s May 1, 2026 proposal set forth in the attached Exhibit C.

I. “Services”: the tasks set forth in the attached Exhibit A.

**2. Services.**

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

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

C. In the event any claim is brought against the Authority relating to Contractor's performance of the Services, Contractor shall provide any reasonable assistance and cooperation that the Authority might require.

### **3. Term.**

A. Base Term. The term of this Agreement shall be for three years, commencing on July 1, 2026, and expiring on June 30, 2029, unless extended or earlier terminated as provided herein.

B. One-Year Extension Options. The Authority shall have two options by which it may extend the term of this Agreement by one year at a time in its sole discretion. The one-year extension options may be exercised sequentially or concurrently. To exercise an extension option, the Authority shall give written notice to Contractor at least 30 days prior to the then-scheduled expiration date.

C. If Contractor 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 60 days prior written notice to the other party.

D. At no additional cost to the Authority, upon termination or expiration of this Agreement, Contractor shall provide reasonable transition assistance to a successor DAC provider including coordination of TSA-managed data hand-off, applicant record export in standard format, and operational coordination during the 30 days following termination or expiration.

### **4. Compensation.**

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

B. Contractor 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 Contractor 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 Contractor shall pay all required taxes on the payments.

C. Contractor's firm fixed prices set forth in the Fee Schedule are inclusive of all costs within Contractor's control. Changes to the FBI CHRC fee, the TSA STA fee, Rap Back fees, or other federally mandated pass-through fees that are imposed by federal agencies after the effective date of this

Agreement, and that are outside Contractor's reasonable control, shall be passed through to the Authority at the actual federally invoiced rate, with documented notice and supporting federal agency notice provided to the Authority. Contractor shall not mark up or apply any margin to such pass-through changes.

**5. Independent Contractor Status.** Contractor is, and shall at all times remain as to the Authority, an independent contractor. Contractor 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 Contractor except as set forth in this Agreement.

**6. Airport Rules and Regulations.** Contractor shall comply with the Airport Rules and Regulations. Contractor acknowledges that the Airport Rules and Regulations are available on the Authority's webpage ([hollywoodburbankairport.com](http://hollywoodburbankairport.com)). Violations of the Airport Rules and Regulations by Contractor 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 Contractor 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.** Contractor 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. Contractor 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. Contractor's obligations under this section shall survive expiration or termination of this Agreement.

**9. Conflict of Interest.** Contractor shall not maintain or acquire any financial interest that may be affected by the Services. Contractor shall avoid the appearance of having any financial interest that would conflict in any manner with the Services.

**10. Indemnification.**

A. Contractor shall defend, hold harmless, and indemnify the Indemnitees from and against any actual, alleged, or threatened claims, losses, damages, and expenses (including reasonable attorneys' fees) arising out of or resulting from (a) the negligent acts or omissions or willful misconduct of Contractor, its officers, employees, or agents; (b) Contractor's breach of the Agreement; or (c) Contractor's breach of its data security or confidentiality obligations under the Agreement (collectively, "Liabilities").

B. Contractor'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. Contractor's obligations under this section shall apply, without limitation, to Liabilities that partially involve active or passive negligence by the Authority. However, Contractor'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 Contractor's defense, hold harmless, and indemnification obligations under this Agreement, Contractor shall maintain policies of insurance as specified in the Insurance Requirements.

**12. Liability Cap.** Neither party's aggregate liability for direct damages under this Agreement shall exceed the greater of: (i) the total fees paid by the Authority to Contractor under this Agreement during the 12 months preceding the event giving rise to the claim; or (ii) \$1,000,000. Each party waives consequential, indirect, special, incidental, exemplary, and punitive damages (including loss of revenue, profits, business, or data), except that this waiver shall not apply to: (i) damages arising from a party's indemnification obligations; (ii) damages arising from a party's breach of confidentiality or data security obligations; or (iii) damages arising from a party's gross negligence or willful misconduct.

**13. Force Majeure.** Neither party shall be considered in default of this Agreement for delays in performance caused by a force majeure event. As used in this Agreement, the term "force majeure event" means circumstances beyond the reasonable control of the non-performing party and includes the following: abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; or judicial restraint. As to Contractor, a "force majeure event" also includes outages or service interruptions of TSA's Federal Personnel Records Database (FPRD), TSA's Consolidated Screening Gateway, FBI Criminal Justice Information Services systems, USCIS systems, the Authority's IDMS, or any other federal or third-party system on which the DAC services rely; provided, however, Contractor shall continue to provide all support, communications, and reporting capability that does not depend on the unavailable third-party system.

**14. Public Records Requests.** In the event of a Public Records Act request directed to either party seeking applicant biographic, biometric, I-9, vetting, Rap Back, or other personally identifiable information that is also Sensitive Security Information (SSI) under 49 C.F.R. Part 1520 or that is subject to the Privacy Act, the recipient party shall: (i) promptly notify the other party; (ii) coordinate any required disclosure with TSA, FBI, and USCIS as appropriate; and (iii) take all reasonable steps to protect the data from public disclosure consistent with applicable federal law.

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

**16. 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 regular business hours or by e-mail before or during regular business hours; (b) the business day after delivery, if delivered by e-mail after 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: Ray Hunting  
E-mail: [RHunting@bur.org](mailto:RHunting@bur.org)

Contractor  
Airport Research and Development Foundation  
dba The Transportation Security Clearinghouse  
601 Madison Street, Suite 400  
Alexandria, VA 22314  
Attn: Carter Morris  
E-mail: [Carter.Morris@aaae.org](mailto:Carter.Morris@aaae.org)

**17. Assignability.** Contractor 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. This prohibition is not intended to preclude, and shall not be interpreted as precluding, Contractor from utilizing subcontractors identified in Contractor's proposal for the Services. Any attempt by Contractor to assign, transfer or subcontract any rights, duties or obligations in violation of this prohibition shall be void.

**18. Rules of Construction.** Unless otherwise indicated or apparent from the context, the following rules of construction shall apply. The singular includes the plural and vice versa; the term "shall" is mandatory and the term "may" is permissive; the term "business day" means a non-holiday weekday; the term "regular business hours" means the period from 8:00 a.m. PST to 5:00 p.m. PST on a business day; and the terms "include," "includes," and "including" are illustrative and nonexhaustive.

**19. 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.

**20. Exhibits.** Exhibits A through E 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 Exhibits A through D, 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 E, the provisions of Exhibit E shall prevail.

**21. 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.

**22. 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.

**Airport Research and Development Foundation dba,  
The Transportation Security Clearinghouse**

  
 Chairperson  President  Vice President

  
 Secretary  Asst. Secretary  
 Chief Finance Officer  Asst. Treasurer

[Pursuant to 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 A. Talamantes, President

Approved as to form:

\_\_\_\_\_  
Richards, Watson & Gershon  
A Professional Corporation

**EXHIBIT A**  
**Scope of Services**

(attached)



**Hollywood Burbank  
Airport**

**DESIGNATED AVIATION CHANNELING (“DAC”) SERVICES  
HOLLYWOOD BURBANK AIRPORT  
PROJECT NUMBER AP26-01**

**EXHIBIT A  
SCOPE OF SERVICES AND PROGRAM DESCRIPTION**

The selected Respondent (“Contractor”) shall provide the Burbank-Glendale-Pasadena Airport Authority (“Authority”) with Transportation Security Administration (“TSA”) authorized and assessed (“A&A”) Designated Aviation Channeling (“DAC”) services for processing airport worker background checks. The Contractor will collect data regarding individuals seeking to work in Secure and Sterile areas of the Bob Hope Airport (“Airport”), commonly referred to as the Hollywood-Burbank Airport (“BUR”) and submit the data to the TSA in the manner described below

MINIMUM (BASE) SERVICE REQUIREMENTS:

- A. Provide bi-directional, real-time automated electronic data exchange capability to send Criminal History Records Check (“CHRC”), Rap Back subscription and maintenance transactions, Security Threat Assessment (“STA”), and Identity (I-9) documents biographical and biometric data for Airport workers electronically from the Authority to the TSA via secure/encrypted means, without manual intervention by the Airport Security Badge Office.
  - 1. Biographical and biometric data shall be collected by the Contractor, who shall validate and implement quality control for all data received from the Authority.
  - 2. The data shall be combined and sent to the TSA as one submittal: no holding or batching of data.
- B. Provide end-to-end automation, data validation/accuracy (no manual matching), and data synchronization.
  - 1. Continuous personally identifiable information (PII)/data protection, and compliance with U.S. Department of Homeland Security (“DHS”), TSA DAC IT, cyber, security and associated technical requirements.
- C. Provide the capability to capture, upload, and submit Identity - I-9 United States Citizenship and Immigration Services (“USCIS”) Employment Eligibility Verification -

documents with combined biographic (STA) and biometric (CHRC and Rap Back) submittal to the TSA. Contractor will collect and/or receive biographic and biometric data, validate, and implement quality control for all data received from the Authority. Such data shall be combined and sent to the TSA as one submittal.

- D. Validate the Airport's existing database against TSA records to ensure that only active airport workers' records are maintained.
- E. Pay the CHRC fee, in real time, to the FBI on behalf of the Authority.
- F. Provide the real-time automated ability - with no manual intervention by the Airport Security Badge Office - to enroll in the TSA-FBI Rap Back subscription service, conduct maintenance transactions, and cancel subscription service when needed.
- G. Maintain compliance with DHS/TSA DAC Program requirements, TSA Security Directive ("SD") 1542-04-08 Series, TSA NA 21-03, Rap Back, and the Rap Back User Guide ("RBUG").
- H. Provide initial and recurrent DAC and Rap Back training via webinar.
- I. Produce auto-generated monthly spreadsheet in accordance with data specified in TSA SD 1542-04-08 Series.
- J. Provide real-time billing reconciliation and monthly invoices; day-to-day, month-to-date, and review of prior month's charges; no auditing or data reconciliation to reconcile invoice to actual charges; pre-payment or pre-funded account(s) accounts are prohibited.
- K. Via the DAC online portal (web-based interface), provide real time automated compliance, operations, and billing reports.
- L. On demand, provide specialized reports.
- M. Provide access to test environment to support DAC training for Airport Security Badging Staff and to support testing activities, i.e., integration with IDMS.
- N. Provide the ability for the Authority to utilize a web-based interface for manual printing and sorting of airport worker background and vetting information 365 days per year, 24 hours per day, seven (7) days per week.
- O. Provide for the ability of the Authority to track and view the status of each submittal.
- P. Provide online detailed operations and billing reporting capability, including the ability to search for applicant details, credit/debit memos, invoices, and transaction types.
- Q. Provide service that includes live/live agent – answering customer calls - real-time Customer Service, 24/7/365 help desk, dedicated account management, TSA Part 1542 regulatory compliance support, troubleshooting, technical, and operational support during the Authority's normal business hours, Monday through Friday, 8:00 a.m. until 4:00 p.m. PST. Provide expected response times, for phone call and email inquiries, for the Authority's inquiries and requests for assistance. Provide customer service phone number and email address. Provide average times to respond to customer calls and customer emails. Provide average times to close out customer

trouble tickets.

- R. Provide email notifications when any interruption in the bi-directional automated communication is detected.
- S. Provide email notifications and postings within the online portal of scheduled DAC and TSA maintenance activities.
- T. Provide timely email notifications of DAC and TSA DAC operational changes, new features, new TSA requirements, and/or other pertinent DAC and TSA information.
- U. Provide the ability to assist the Authority in resolving unclassifiable fingerprints.
- V. Demonstrate the capability to successfully support and maintain integration with Authority-selected identity management system (IDMS).
- W. Demonstrate the capability to successfully support and maintain integration with Authority live scan devices – Thales Green Bit DactyScan 84C.
- X. Automated fingerprint web capture via flat/slap capture only – no rolling of prints.
- Y. Provide the capability to manually update records if necessary.
- Z. To the extent there is hardware and/or software deployed at the Airport, the Contractor will be responsible for hardware and software maintenance, including applying security patches, cybersecurity remediation, DHS/TSA requirements, etc., to ensure a secure environment.

**EXHIBIT B**  
**Fee Schedule**

(attached)



**Hollywood Burbank  
Airport**

**DESIGNATED AVIATION CHANNELING (“DAC”) SERVICES  
HOLLYWOOD BURBANK AIRPORT  
PROJECT NUMBER AP26-01**

**EXHIBIT B  
FEE SCHEDULE**

The Fee Schedule prices shall include, without limitation, all costs and fees for providing services as described in Exhibit A (Scope of Services and Program Description). Fee Schedule prices shall be indicated below for the first 3-year period. For Extension Option Years 1 and 2 (Performance Years 4 and 5), the Fee Schedule shall be increased from the Year 3 Fee Schedule prices based on the most recent previous 12-month period published by the Consumer Price Index (CPI) rate for all indices (Los Angeles County) or by 5%, whichever is less.

**YEAR 1**

**(ALL START-UP COSTS\*\* MUST BE INCLUDED)**

Description	Unit	Unit Price
Criminal History Records Check (CHRC) (Fingerprint) *	EA	\$13.50
CHRC (Fingerprint) Re-Submission **	EA	\$13.50
Manual Name Check	EA	\$0.00
Rap Back Subscription	EA	\$0.75
Rap Back Maintenance Transaction	EA	\$0.00
Initial STA	EA	\$0.75
Recurrent STA ***	EA	\$3.00
Identity (I-9) Document Submission	EA	\$0.00
Initial DAC Training	LS	\$0.00
Recurrent DAC Training	LS	\$0.00
Thales Green Bit DactyScan 84C Live Scan Device ****	EA	See Notes
Integration with Thales Green Bit DactyScan 84C Live Scan Device(s)	LS	\$0.00
Thales Green Bit DactyScan 84 C Annual Hardware Maintenance Fee ****	EA	See Notes
Thales Green Bit DactyScan 84C Software Maintenance Fee	EA	\$0.00
Additional Maintenance Fees (If Any)	LS	\$0.00
**Other (List):	LS	\$0.00
Integration with Genetec IDMS	LS	\$0.00

**YEAR 2**

Description	Unit	Unit Price
Criminal History Records Check (CHRC) (Fingerprint) *	EA	\$13.50
CHRC (Fingerprint) Re-Submission **	EA	\$13.50
Manual Name Check	EA	\$0.00
Rap Back Subscription	EA	\$0.75
Rap Back Maintenance Transaction	EA	\$0.00
Initial STA	EA	\$0.75
Recurrent STA ***	EA	\$3.00
Identity (I-9) Document Submission	EA	\$0.00
Initial DAC Training	LS	\$0.00
Recurrent DAC Training	LS	\$0.00
Thales Green Bit DactyScan 84C Live Scan Device ****	EA	See Notes
Integration with Thales Green Bit DactyScan 84C Live Scan Device(s)	LS	\$0.00
Thales Green Bit DactyScan 84 C Annual Hardware Maintenance Fee ****	EA	See Notes
Thales Green Bit DactyScan 84C Software Maintenance Fee	EA	\$0.00
Additional Maintenance Fees (if any)	LS	\$0.00
**Other (List):	LS	\$0.00

**YEAR 3**

Description	Unit	Unit Price
Criminal History Records Check (CHRC) (Fingerprint) *	EA	\$13.50
CHRC (Fingerprint) Re-Submission **	EA	\$13.50
Manual Name Check	EA	\$0.00
Rap Back Subscription	EA	\$0.75
Rap Back Maintenance Transaction	EA	\$0.00
Initial STA	EA	\$0.75
Recurrent STA ***	EA	\$3.00
Identity (I-9) Document Submission	EA	\$0.00
Initial DAC Training	LS	\$0.00
Recurrent DAC Training	LS	\$0.00
Thales Green Bit DactyScan 84C Live Scan Device ****	EA	See Notes
Integration with Thales Green Bit DactyScan 84C Live Scan Device(s)	LS	\$0.00
Thales Green Bit DactyScan 84 C Annual Hardware Maintenance Fee ****	EA	See Notes
Thales Green Bit DactyScan 84C Software Maintenance Fee	EA	\$0.00
Additional Maintenance Fees (if any)	LS	\$0.00
**Other (list):	LS	\$0.00

**Pricing Notes:**

\*Fee is inclusive of FBI fee which is currently \$10.00. If the FBI increases their fee in the future, the fee increase would be passed through to the airport without added markup.

\*\* Resubmissions are generally infrequent as all CHRC submissions are enrolled in Rap Back for ongoing vetting.

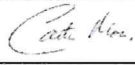
\*\*\*Billed at \$0.25 per month as a Monthly Data Retention fee for all active STAs. Once an individual no longer has any active, pending or suspended badges, the fee is no longer incurred.

\*\*\*\*Per Q&A, the Authority is not currently looking to purchase new livescan hardware. Due to fluctuations in tariffs and manufacturer pricing, a quote can be provided at desired time of purchase. We can also assist the authority in determining if it is more cost effective to procure the hardware directly, or via our contract.

The undersigned Company hereby submits its Fee Schedule Offer to the Authority. This Offer is firm, and valid for acceptance via award by the Authority for a period of 120 days from the proposal closing date. This Offer accepts and incorporates by reference all the solicitation documents.

This Fee Schedule Offer has been executed by a duly authorized representative of the Company as indicated below:

Contractor Name: AAAE Transportation Security Clearinghouse

Authorized Signature: 

Name: Carter Morris

Title: Mr. Carter Morris, Executive Vice President - AAAE Services

Date: Apr 30, 2026

**EXHIBIT C**  
**Proposal**

(attached)

Proposal for:  
**Designated Aviation Channeling (DAC) Services  
Hollywood Burbank Airport  
RFP No. AP26-01**

**Proposal Due: May 1, 2026 at 4:00 P.M. PST**

**Submitted to:**

**Burbank-Glendale-Pasadena Airport Authority  
ATTN: Francisco Flores, Senior Procurement Specialist  
2627 N. Hollywood Way, Burbank, CA 91505  
Submitted via PlanetBids Portal**

**Submitted by:**



**American Association of Airport Executives'  
Airport Research and Development Foundation  
doing business as: The Transportation Security Clearinghouse  
601 Madison Street  
Suite 400  
Alexandria, VA 22314**

**Authorized Offeror's Negotiator:**

**Carter Morris**

**[Carter.Morris@aaae.org](mailto:Carter.Morris@aaae.org)**

**(703) 587-8800**

**<https://www.aaae.org/tsc>**

*This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of - or in connection with - the submission of this data, the Government shall have the right to duplicate, use or disclose the data to the extent provided in the resulting contract. This restriction does not limit the government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are identified on every sheet of this proposal.*



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Cover Page

AMERICAN ASSOCIATION  OF AIRPORT EXECUTIVES

AAAЕ DELIVERS SERVICE. INNOVATION. RESULTS.

DELEGATION OF AUTHORITY LETTER

To Whom It May Concern:


By means of this letter, I, Todd Hauptli, President & CEO of the American Association of Airport Executives (AAAE) and Officer/Board Member of Airport Research & Development Foundation (ARDF), delegate the authority herein described to the Executive Vice President, AAAE Services, on the following terms and conditions:

1. The Executive Vice President, AAAE Services, may review and execute, on my behalf, contracts in an amount and duration not to exceed \$2,500,000 and five years.
2. The contracts subject to this delegation are those relating to ARDF and AAAE services such as proposals, vendor agreements, and services contracts.
3. The effective date of this delegation is January 1, 2018 and shall run until revoked by me or my successor.
4. The authority delegated is not subject to sub-delegation without my prior and express written consent.
5. This delegation is made pursuant to AAAE's Contract Review Policy and Procedure and is subject thereto.

  
Todd Hauptli  
President & CEO, AAAE  
Officer & Board Member, ARDF

Date: 4/9/26

Acknowledged and agreed by:

  
Carter Morris  
Executive Vice President, AAAE Services

Date: 4/9/26


cc: Senior Vice President, Human Resources, Compliance, & EEO



**REQUEST FOR PROPOSALS ("RFP")**

**DESIGNATED AVIATION CHANNELING ("DAC") SERVICES  
HOLLYWOOD BURBANK AIRPORT  
RFP NO. AP26-01**

By submitting a proposal, Respondent acknowledges receipt of all content of the RFP package as delivered electronically and hereby attests to non-collusion regarding the competitive opportunity and any price submitted. Respondent acknowledges and accepts the terms of this solicitation, including any addenda, which will become part of any resultant agreement, and agrees that the terms as listed will supersede any conflicting contractual terms and/or conditions specified elsewhere. Respondent certifies that the information provided in its submission is complete, including the full disclosure of all subcontractors, suppliers, joint ventures, teaming agreements, and the like, and that the information submitted is true and accurate to the best of its knowledge. Respondent confirms that the signing party is an authorized representative of the entity submitting the proposal and has the individual authority to submit this proposal electronically on behalf of the entity and to bind the entity to all information set forth herein.

Date: <u>4 / 2 8 / 2 0 2 6</u>	Company Name: Airport Research & Development Foundation dba Transportation Security Clearinghouse
	Carter Morris Executive VP – AAAE Services
*Authorized Signature	Name Title
*Authorized Signature	Name Title

\*If the contracting party is a corporation, two (2) signatures are required: one (1) signature by either the Chairperson of the Board, the President, or any Vice President; and one (1) signature by either the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer. The signature of one person alone is sufficient to bind a corporation, as long as he or she holds corporate offices in each of the two categories described above. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signatory to bind the corporation.

**RETURN THIS COVER PAGE WITH YOUR PROPOSAL – LATE, EMAILED, MAILED, HAND DELIVERED, OR FAXED SUBMISSIONS WILL NOT BE ACCEPTED.**

---

## Acknowledgement of Addendum 1



**Burbank-Glendale-Pasadena Airport Authority**

**Addendum No. 1**

**RFP NO. AP26-01**  
**DESIGNATED AVIATION CHANNELING ("DAC") SERVICES**

**DATE: APRIL 23, 2026**

### NOTICE TO ALL POTENTIAL RESPONDENTS

Included below are addendum items, which shall be incorporated into the plans, specifications, and requirements of the above-referenced Request for Proposals ("RFP"). The information and changes reflected in this addendum shall be considered as part of the original documents, as if originally provided therein; and as such shall be used as a part of the contract documents. Respondents must acknowledge receipt of this addendum with their proposal. Omission of that acknowledgement may be used as grounds to find the proposal unresponsive.

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#### Responses to Written Questions

**Q1. Q1: Exhibit B — Fee Schedule Please confirm whether the Authority currently owns Thales Green Bit DactyScan 84C devices, or whether the Contractor is expected to supply these devices under the Fee Schedule.**

*A1. The Authority currently owns Thales Green Bit DactyScan 84C devices. Upon request from the Authority, the Contractor is responsible for making additional devices, as needed, available to purchase.*

**Q2. Exhibit A, Item Q - Does the Authority have minimum required response and resolution times for help desk support, or should Respondents propose their own SLA standards?**

*A2. Please review MINIMUM (BASE) SERVICE REQUIREMENTS Q, provided in Exhibit A – Scope of Services and Program Requirements.*

**Q3. Exhibit B — Fee Schedule Please (provide) 2025 annual total volumes for CHRCs, STAs, Rap Back subscriptions, Rap Back maintenance transactions, and I 9 submissions to support accurate pricing.**

*A3. The Authority, per month, averages 66 submissions for fingerprinting/STA/CHRC/ Rap Back subscriptions and 2,800 in Rap Back maintenance transactions.*

**Q4. Exhibit B - Fee Schedule Please provide 2025 annual total volumes for CHRCs, STAs, Rap Back subscriptions, Rap Back maintenance transactions, and 9 submissions to support accurate pricing.**

*A4. The Authority, per month, averages 66 submissions for fingerprinting/STA/CHRC/Rap Back subscriptions and 2,800 in Rap Back maintenance transactions.*

**Q5. Exhibit B — Fee Schedule Please provide current fees being charged by the incumbent service provider for CHRCs, STAs, Rap Back subscriptions, Rap Back maintenance transactions, and 19 submissions.**

*A5. The Authority's current fees are as follows: Fingerprint fee: \$14.00/ Rap Back submission: \$1.00 / Rap Back Maintenance: \$0.25*

**Q6. Was the RFP and/or Scope of Work reviewed, edited or authored by any former employees of a Designated Aviation Channeler?**


*A6. The Authority is responsible for the content of the RFP.*

**Q7. What is the airport's current active badge holder population?**

*A7. The airport's current active badge holder population is 2,700.*

**END OF ADDENDUM NO. 1**

Acknowledgment is hereby made of receipt and incorporation of Addendum 1 into the referenced RFP and related proposal submission.

Signature:  Date: May 1, 2026

Authorized Representative

Name/Title: Carter Morris Executive Vice President - AAEE Services

Firm Name: American Association of Airport Executives'  
Airport Research and Development Foundation  
d/b/a The Transportation Security Clearinghouse



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## Section 1: Cover Letter and Executive Summary

May 1, 2026

Mr. Francisco Flores  
Senior Procurement Specialist  
Burbank-Glendale-Pasadena Airport Authority  
2627 N. Hollywood Way  
Burbank, CA 91505

**RE: RFP No. AP26-01 — Designated Aviation Channeling (DAC) Services, Hollywood Burbank Airport**

Dear Mr. Flores and Members of the Evaluation Committee:

On behalf of the American Association of Airport Executives' (AAAE) Airport Research and Development Foundation, and our Transportation Security Clearinghouse (TSC), we are honored to submit this proposal to provide Designated Aviation Channeling (DAC) services to the Burbank-Glendale-Pasadena Airport Authority (the "Authority") for Hollywood Burbank Airport (BUR). With more than 24 years of continuous DAC operations — longer than any other provider — and a non-profit, airport-first mission, TSC is uniquely positioned to support BUR's vetting, badging, and Rap Back operations during this critical period of growth as the airport prepares to open its new Replacement Passenger Terminal.

### **a. Respondent Contact Information**

#### **Authorized Negotiator:**

Mr. Carter Morris, Executive Vice President - AAAE Services  
American Association of Airport Executives  
601 Madison Street, Suite 400, Alexandria, VA 22314  
Telephone: (703) 797-2515 | Email: [carter.morris@aaae.org](mailto:carter.morris@aaae.org)

#### **Account Manager/DAC Program Manager**

Ms. Sarah Pilli, Vice President – AAAE Services  
Telephone: (703) 797-2542 | Email: [sarah.pilli@aaae.org](mailto:sarah.pilli@aaae.org)

### **b. Rationale for Selection**

**AAAE's Transportation Security Clearinghouse (TSC) is the right partner for the Authority because we offer an unmatched combination of experience, regulatory authority, and airport mission alignment that no other DAC provider can match.**

Established in 1928, AAAE is the world's largest professional organization for airport executives, representing nearly 875 airports and authorities nationwide. Through TSC, AAAE has delivered DAC services continuously since 2002 — making us the first, longest-serving, and most experienced TSA-approved Designated Aviation Channeler in the industry. We currently support more than 300 aviation partners, including the nation's largest commercial air carriers (Southwest, American Airlines, Alaska, United and Delta) and Category X airports such as ATL, LAX, JFK, LAS, MCO, BOS, IAD and MIA. We process hundreds of thousands of aviation worker background checks annually for the most complex aviation environments in the United States.

**The TSC is the right partner to deliver DAC services for Hollywood Burbank Airport for the following reasons:**

---

**Unmatched DAC Experience and Continuous Operational Stability** — 24 years of continuous, uninterrupted DAC service to airports of every size and category, with zero terminated contracts in our history. We have continually maintained our Authority to Operate since 2002 and were the first DAC to receive an Authority to Operate for the newly branded Aviation Channeling and Data Management System (ACDMS) program.

**The Only Airports-First, Non-Profit DAC Provider** — AAAE/TSC is the only DAC services provider purpose-built to serve airports rather than commercial shareholders. Our mission, investments, and pricing are aligned with the long-term operational and financial interests of the Authority.

**Proven Integration with Genetec IDMS and Live Scan Hardware** — TSC brings the most knowledge of Genetec’s identity management platform and the Thales Green Bit DactyScan 84C live scan device specified in Exhibit A. Our Background Check Web Services (BCWS) interface is the industry standard for IDMS integrations. Genetec is currently integrated with our BCWS platform at ABQ, TVC, DSM, OMA, GRR, GPI, SDF, LBB, BLV and RNO with multiple other Genetec airport integrations slated to take place throughout 2026.

**Recognized Federal Policy Voice for Airports** — AAAE is the only DAC provider with a full-time, in-house aviation security policy team that holds appointed seats on the Aviation Security Advisory Committee (ASAC) and co-chairs the Quarterly Airport Security Review (QASR) with TSA. We authored the ASAC recommendation that produced the FBI Rap Back program for aviation — and then built the operational interface that makes Rap Back compliant and efficient for airports today.

**Mature, Proven Compliance Posture and Zero LOI Record** — Across our 24 years and hundreds of airport customers, TSC has never had a Letter of Investigation (LOI) issued to a customer airport as a result of a TSC data transmission error. Our quality controls, automated validation, and data reconciliation processes are the most mature in the industry and ensure full compliance with TSA SD 1542-04-08 Series, NA 21-03, and the TSA Rap Back User Guide (RBUG). Furthermore, we work on a weekly basis with the TSA vetting program office to discuss and collaboratively work through airport-specific issues to help facilitate compliance and auditability.

**Demonstrated Understanding of the Authority’s Specific Operating Environment.** We understand that the Authority is preparing to open its 355,000 square-foot Replacement Passenger Terminal (RPT) in late 2026 and decommission the existing terminal in 2027 — the same period in which DAC services must commence on July 1, 2026. We have planned for this exceptional operating environment, including the badging volume surge associated with new tenant move-ins, contractor turnover during construction close-out, and the dual-terminal operating period. Our 30-day or less transition plan is designed to deliver a seamless cut-over by July 1, 2026, with zero disruption to the approximately 2,700 airport workers requiring CHRC, STA, Rap Back, and I-9 processing. We have extensive experience transitioning airports back to our services from BUR’s current provider and have proven processes in place to ensure a smooth and timely transition.

### **c. Authorized Signatory**

By signing the cover page included with this proposal, the undersigned certifies that he is the authorized officer of AAAE/TSC with full authority to bind the entity to all terms and information set forth herein. AAAE is a corporation duly organized under the laws of the Commonwealth of Virginia.

#### **Authorized Signatory:**

Mr. Carter Morris, Executive Vice President - AAAE Services

Original signed signatures appear on the cover page of this proposal as required by the RFP.

Authorized Signatures



---

**d. No Conflicts of Interest**

AAAE/TSC has no actual or potential conflicts of interest in the performance of the services requested in RFP AP26-01. As a non-profit professional association whose sole mission is to serve the airport community, AAAE has no commercial relationships with any entity that would create a conflict in providing DAC services to the Authority. TSC operates as a separately managed, dedicated business unit within AAAE for the purpose of providing aviation channeling services. We do not receive commission or referral fees from any entity doing business with the Authority past or present, and have no financial relationship with the Authority's tenants, concessionaires, contractors, or any other party that could create a conflict of interest in the performance of this contract.

Should any actual or potential conflict arise during the performance of the contract, TSC will immediately disclose it in writing to the Authority.

We thank the Authority for the opportunity to submit this proposal and welcome the opportunity to meet with the evaluation committee to answer any questions and provide a live demonstration of our DAC platform, integration capabilities, as well as our best-in-class customer service approach. We look forward to the opportunity to support Hollywood Burbank Airport and its airport workers throughout the Replacement Passenger Terminal era and beyond.

Respectfully submitted,

**Carter Morris**

Executive Vice President - AAAE Services  
American Association of Airport Executives'  
Airport Research and Development Foundation  
d/b/a The Transportation Security Clearinghouse

---

## Section 2: Firm Background

### a. Legal Name and Business Addresses

**Legal Name:** American Association of Airport Executives' Airport Research and Development Foundation, doing business as The Transportation Security Clearinghouse ("TSC")

**Form of Organization:** Non-profit corporation duly organized under the laws of the Commonwealth of Virginia

#### Headquarters Office Address (also Servicing Office):

601 Madison Street, Suite 400

Alexandria, VA 22314

Phone: (703) 824-0500 | Web: <https://www.aaae.org/tsc>

All TSC technical assets as well as service personnel are physically located exclusively within the United States.

### b. Years in Business and Workforce

**Years in Business under Current Name:** AAAE was established in 1928 (97 years). The Transportation Security Clearinghouse has operated as the dedicated DAC services line of business under AAAE since 2002 (24 years).

**Current Number of Employees:** Approximately 70 full-time AAAE employees support the association's mission, with a dedicated group of vetted full-time staff supporting TSC operations, customer service, IT, security, and policy functions on a full-time basis.

### c. Organization History, Capabilities, Resources, Structure, Ownership, Size and Services

#### *History and Mission*

AAAE was founded in 1928 and is the world's largest and longest-standing professional organization representing airport management. For 97 years, AAAE has advanced airport operations, safety, and security through industry leadership, federal advocacy, and the development of innovative operational services in direct response to airport needs. AAAE's members represent nearly 875 airports and authorities nationwide, in addition to hundreds of companies and organizations that support airports.

In 2002, in response to the September 11<sup>th</sup> terrorist attacks, AAAE launched the Transportation Security Clearinghouse (TSC) at the request of the airport community to serve as the first fingerprint and biographic processing intermediary between airports and the FBI. TSC was the first organization approved by TSA to provide these critical, federally mandated services and has continuously operated in that capacity ever since. For nearly a quarter century, TSC has processed tens of millions of aviation worker background checks on behalf of airports of every size and category, as well as the nation's largest commercial airlines.

#### *Capabilities and Services*

Through its dedicated TSC platform and operations, AAAE provides a comprehensive set of DAC services that fully satisfy all minimum requirements set forth in Exhibit A of this RFP, including:

- Bi-directional, real-time, fully automated transmission of biographic and biometric data (CHRC, STA, Rap Back subscription and maintenance, and I-9 documents) to TSA in a single combined submittal with no manual matching.
- Real-time payment of CHRC fees to the FBI on behalf of airport customers.
- Automated FBI Rap Back subscription, maintenance, and cancellation transactions, supported by TSC's pioneering work on the original Rap Back pilot program.

- A 24/7/365 secure, web-based portal with role-based access, online printing and sorting of vetting information, applicant search, transaction history, and detailed compliance, operations, and billing reports.
- Full integration with airport-selected identity management systems (IDMS), including production-grade integration experience with Genetec and other leading IDMS platforms.
- Production-grade integration with the Thales Green Bit DactyScan 84C live scan device specified in Exhibit A, with automated flat/slap fingerprint capture (no rolled prints).  
Live customer service with full coverage of the Authority's 8:00 a.m. - 4:00 p.m. PST badging office hours and dedicated after-hours escalation points of contact for critical issues. Our customer services representatives have deep aviation security subject matter expertise including our senior team possessing Airport Security Coordinator and Airport Certified Employee Trusted Agent training.
- Automated email notifications for service interruptions, maintenance windows, TSA operational changes, new TSA requirements, and pertinent regulatory developments.
- Initial and recurrent DAC and Rap Back training delivered via live webinar. Training webinars are 1:1 with a lead CSR providing live demonstration and training in the airport's portal. These webinars can be recorded for later reference by the airport team, and additional live webinar training is provided on-demand at no cost to the airport.
- Real-time billing reconciliation, and monthly invoicing in arrears without pre-payment or pre-funded account requirements.

### ***Resources***

TSC operates on a mature, scalable, and redundant TSA approved infrastructure managed by a dedicated in-house IT and security team led by a Vice President of Technology, an Information Systems Security Officer (ISSO), and full-time development and operations engineers. The system is operated in full compliance with NIST SP 800-53, NIST SP 800-00, DHS 4300A, DHS 11042.1, DHS MD 0470.2 (Privacy Act), TSA MD 1300.3, and TSA MD 1100.73-5. TSC was the first entity to receive an Authority to Operate (ATO) from TSA for the newly branded Aviation Channeling and Data Management System (ACDMS) program in parallel with our current operational DAC ATO.

### ***Structure and Ownership***

AAAE is a non-profit corporation organized under the laws of the Commonwealth of Virginia. AAAE has no shareholders, no parent company, and no commercial owners. AAAE is governed by an elected Board of Directors composed of senior airport management professionals from member airports across the United States and Canada. TSC operates as a dedicated business unit within AAAE's Services Division, reporting through the Executive Vice President - AAAE Services to the President and CEO of AAAE.

This non-profit, member-driven structure is unique among DAC providers and is one of the primary reasons the most airports across the country trust TSC with their most sensitive aviation worker vetting operations. Our incentives are aligned solely with the long-term success and operational stability of our airport customers — not with shareholder returns or commercial revenue targets.

### ***Size and Customer Base***

TSC currently serves more than 300 aviation partners, including:

- All of the nation's largest passenger airlines, including Southwest, United, Alaska, American Airlines and Delta Airlines.



- Category X airports including Hartsfield-Jackson Atlanta International (ATL), Los Angeles International (LAX), John F. Kennedy International (JFK), Harry Reid International (LAS), Orlando International (MCO), and Miami International (MIA).
- Category I airports across all FAA regions, including major California-region operations.
- Category II, III, and IV airports of all sizes and operational complexity.
- Cargo carriers such as FedEx.

### Section 3: Experience and Firm Qualifications

AAAE/TSC has more than 24 years of continuous, in-depth experience providing TSA-certified Designated Aviation Channeling services to airports of every size and category. We are the original DAC and have served Category X and Category I airports without interruption since the program’s inception. The five Category X and I airport references provided in this section all represent customers for whom TSC has been the DAC services provider for ten or more years.

**a. How TSC Has Met the Scope of Services Set Forth in Exhibit A on Past Projects**

TSC currently delivers every minimum service requirement listed in Exhibit A — items A through Z — in production at hundreds of airports today.

The Exhibit A scope describes the standard, mature TSC service model that we have refined and operated continuously since 2002. The table below summarizes how TSC has demonstrably met each of the major Exhibit A requirements at the reference airports listed in subsection b.

Exhibit A	Requirement	TSC Compliance / Past Performance
A, B, C	Bi-directional, real-time automated CHRC, STA, Rap Back, and I-9 transmission as a single combined submittal with no manual matching	Provided these exact services in production at all 300+ TSC customer airports including ATL, LAX, SAN, JFK, LAS, MCO, BOS, MIA
D	Validate airport database against TSA records to maintain only active workers	Provided as a standard reconciliation service. TSC offers downloadable TSA-confirmed active STA lists on demand to all reference airports. We have transitioned several airports that were using BUR’s current DAC provider back onto our platform. As a result, we have well-tested and proven processes in place to validate and reconcile records as a part of the onboarding process. We also provide robust reporting and reconciliation tools on a 24/7 basis for the airport to use on-demand.
E	Pay CHRC fee in real time to FBI on behalf of Authority	Standard service since 2002. Real-time FBI payment is fully automated.
F, G	Automated Rap Back enrollment, maintenance, cancellation; full SD 1542-04-08 / NA 21-03 / RBUG compliance	TSC pioneered Rap Back. We launched the original FBI/TSA Rap Back pilot, automated the interface, and currently process all

Exhibit A	Requirement	TSC Compliance / Past Performance
		Rap Back transactions for our 300+ airport partners.
H	Initial and recurrent DAC and Rap Back training via webinar	We provide live 1:1 webinar training with a senior customer service representative. This webinar training can be recorded to future reference, and additional live, 1:1 webinars are available at anytime at the request of the airport at no cost.
I, K, L, P	Auto-generated monthly compliance spreadsheet (SD 1542-04-08 format), real-time compliance/operations/billing reporting, on-demand specialized reports	The federal government no longer accepts any data submission via spreadsheet. A multitude of applicant, status, transaction and accounting reports are available for download via our website 24x7.
J	Real-time billing reconciliation, monthly invoices, no pre-payment	TSC offers monthly invoicing in arrears. No pre-payment is required.
M	Test environment for training and IDMS integration testing	We provide access to our test environment for airport end-user training/testing as well as to any IDMS vendor working with any of our airport customers. We further automate and expedite the IDMS integration process for our airport partners by offering vendors such as Genetec automated conformance testing through our staging environment.
N, O	24/7/365 web-based portal for manual printing/sorting and submittal status tracking	TSC fully complies with this requirement. Our web portal is available to customers 24/7/365
Q	Live customer service, 24/7/365 help desk, dedicated account management, TSA Part 1542 compliance support	Live customer support agents available by phone and email during BUR's badging office operating hours 8 a.m. - 4 p.m. PST), email support directly integrated with our FreshDesk

Exhibit A	Requirement	TSC Compliance / Past Performance
		ticketing system 24/7/365 as well as 24/7/365 after-hours escalation with senior staff for any critical issues.
R, S, T	Email notifications for outages, scheduled maintenance, and TSA changes	Enterprise email bulletin distribution system fully compliant with this requirement.
U	Assist Authority in resolving unclassifiable fingerprints	This is included as a standard customer service practice; TSC opens TSA/FBI tickets as needed and supports re-prints with the airport at no cost for retransmission.
V	Support and maintain integration with Authority-selected IDMS	TSC possesses the most production IDMS integration experience with Genetec and other major IDMS platforms via our proven and preferred Background Check Web Services (BCWS) platform.
W, X	Integration with Thales Green Bit DactyScan 84C live scan; flat/slap fingerprint capture only	Production support for the Thales Green Bit DactyScan 84C; flat/slap capture is the TSC standard — we do not accept rolled prints.
Y	Manual record update capability when necessary	Standard feature available 24/7 in the TSC customer portal.
Z	Maintain hardware/software deployed at airport with security patches and DHS/TSA cybersecurity requirements	TSC's software is certified to securely integrate with the Thales DactyScan 84c livescan device. TSC maintains all security updates and patching on all technical assets in accordance with all applicable federal guidelines and requirements.

**b. Five Category X and I Airport References (Within Last Five Years)**

All five references below are Category X airports for which TSC has provided continuous DAC services for ten or more years and continues to provide all DAC services described in Exhibit A.

The point of contact provided for each reference is a representative who has provided direct oversight or

supervision of TSC’s DAC services. Contact information was confirmed prior to proposal submission. Contact details are provided to the Authority for evaluation purposes only and are not for public distribution.

***Reference 1 — Hartsfield-Jackson Atlanta International Airport (ATL) — Category X***

<b>Airport / Agency:</b>	Hartsfield-Jackson Atlanta International Airport (City of Atlanta, Department of Aviation)
<b>TSA/FAA Category:</b>	Category X (largest hub in the U.S.)
<b>Address:</b>	6000 N. Terminal Pkwy, Atlanta, GA 30320
<b>Performance Period:</b>	TSC has continuously served ATL as DAC since 2002 to present (24 years).
<b>Services Provided:</b>	All Exhibit A DAC services, including: bi-directional automated CHRC, STA, Rap Back subscription/maintenance, and I-9 document processing; FBI fee payment; database reconciliation; web portal; reporting; live customer service; IDMS integration support.
<b>Contact Name / Title:</b>	Keith Jackson, Sr. Director of Public Safety & Security
<b>Email / Phone:</b>	keith.jackson@atl.com / (404) 382-2170

***Reference 2 — San Diego International Airport (SAN) — Category X***

<b>Airport / Agency:</b>	San Diego International Airport (SAN)
<b>TSA/FAA Category:</b>	Category X/Large Hub
<b>Address:</b>	3225 North Harbor Dr. San Diego, CA 92101
<b>Performance Period:</b>	TSC has continuously served SAN as its DAC since 2002 to present (24 years).
<b>Services Provided:</b>	Full Exhibit A DAC services scope, including high-volume STA/CHRC/Rap Back/I-9 processing, IDMS integration, and on-demand reporting. Integration with AirBadge identity management system.
<b>Contact Name / Title:</b>	Vince Dassow, Sr. Security Specialist and Access Control Supervisor
<b>Email / Phone:</b>	<a href="mailto:vdassow@san.org">vdassow@san.org</a> (619) 400-2768

***Reference 3 — John Wayne Airport (SNA) — Category I***

<b>Airport / Agency:</b>	John Wayne Airport (SNA)
<b>FAA Category:</b>	Category I/Medium Hub
<b>Address:</b>	18601 Airport Way Santa Ana, CA 92707



<b>Performance Period:</b>	TSC has continuously served SNA as its DAC since 2002 to present (24 years).
<b>Services Provided:</b>	Full Exhibit A DAC services scope, including high-volume STA/CHRC/Rap Back, I-9 document processing, eBadge program participation, IDMS integration (AirBadge), and reporting.
<b>Contact Name / Title:</b>	Richard Givens, Security Manager
<b>Email / Phone:</b>	<a href="mailto:rgivens@ocair.com">rgivens@ocair.com</a> (949) 252-5151

*Reference 4 — Harry Reid International Airport (LAS) — Category X*

<b>Airport / Agency:</b>	Harry Reid International Airport (Clark County Department of Aviation)
<b>TSA/FAA Category:</b>	Category X/Large Hub
<b>Address:</b>	5757 Wayne Newton Blvd, Las Vegas, NV 89119
<b>Performance Period:</b>	TSC has continuously served LAS as its DAC since 2002 to present (24 years).
<b>Services Provided:</b>	Full Exhibit A DAC services scope, including high-volume CHRC/STA/Rap Back processing for one of the largest concessionaire and ground services workforces in the country, plus web services integration and ad hoc reporting.
<b>Contact Name / Title:</b>	Glenn Glover, Manager of Security Investigations
<b>Email / Phone:</b>	<a href="mailto:glenngl@lasairport.com">glenngl@lasairport.com</a> (702) 261-3280

*Reference 5 — Cincinnati/N. Kentucky International Airport (CVG) — Category X*

<b>Airport / Agency:</b>	Cincinnati/Northern Kentucky International Airport (CVG)
<b>TSA/FAA Category:</b>	Category X/Large Hub
<b>Address:</b>	3087 Terminal Drive Hebron, KY 41048
<b>Performance Period:</b>	TSC has continuously served CVG as its DAC since 2002 to present (24 years).
<b>Services Provided:</b>	Full Exhibit A DAC services scope including high-volume STA/CHRC/Rap Back/I-9 processing, IDMS integration, eBadge participation, and customized compliance reporting.
<b>Contact Name / Title:</b>	Willie Carter, Jr. Sr. Manager of Airport Security
<b>Email / Phone:</b>	<a href="mailto:wcarter@cvgairport.com">wcarter@cvgairport.com</a> (859) 380-8774



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**c. TSA Accreditation / Certification**

AAAE/TSC currently holds a current Other Transaction Agreement (OTA) and Authority to Operate (ATO) from TSA. Our OTA is attached at **Appendix 1** of this proposal.

**d. Subcontracting**

**AAAE/TSC will not subcontract any of the DAC scope of services described in Exhibit A to a third party.**

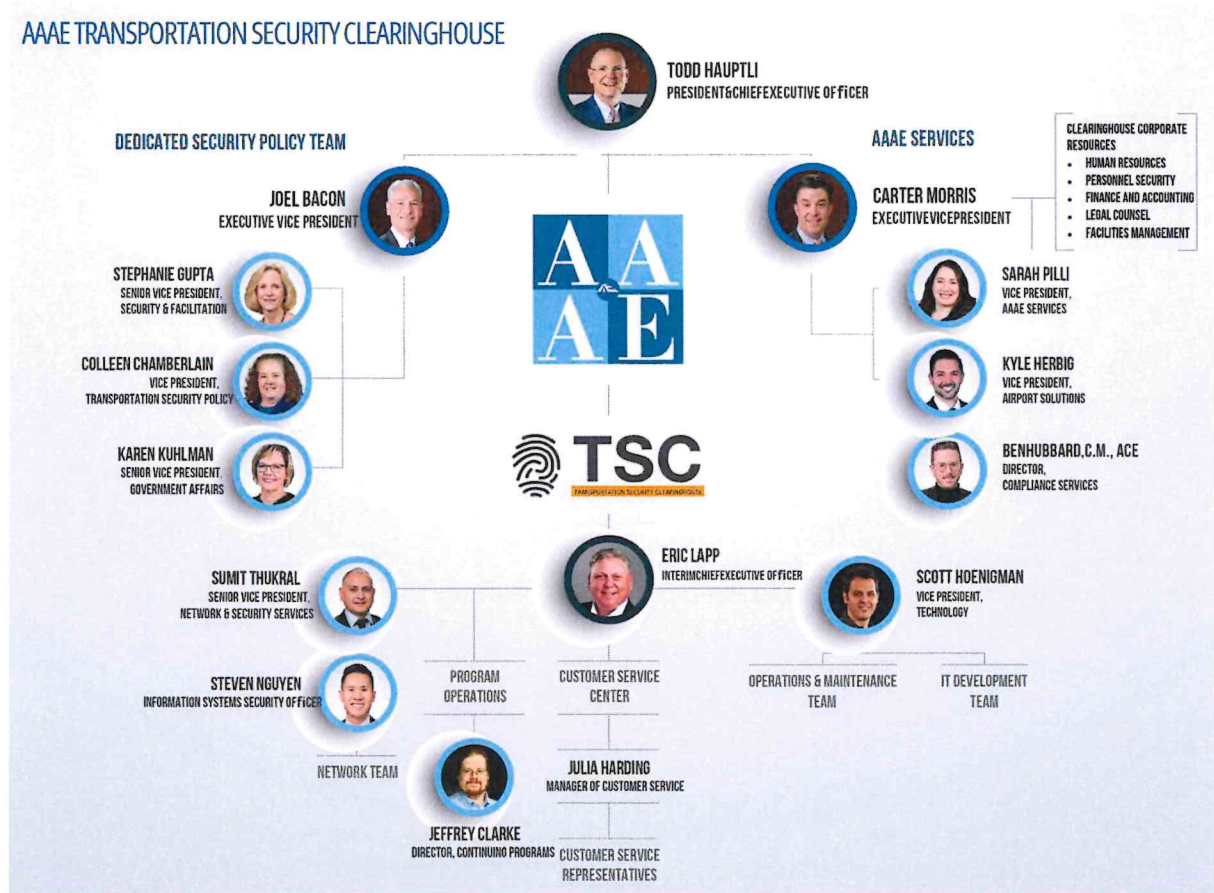
All Exhibit A services — AAAE maintains a TSA approved operating partner and does not subcontract out the Scope of Services. Should TSC ever propose to subcontract any service in the future, TSC will provide prior written disclosure of the third party's identity and obtain the Authority's prior written approval, consistent with the RFP requirement.

## Section 4: Project Organization and Key Personnel

### (i) Organization Chart and Project Roles

AAAE/TSC has assembled a senior, experienced project team for the Authority. All key personnel are full-time AAAE employees physically located within the United States, primarily at the Alexandria, Virginia headquarters. The organization chart and time-commitment table below identify each individual assigned to the BUR account, their role, their physical location, and their committed percentage of time on the BUR account.

*Project Organization Chart — Key Personnel for the BUR Account*





*Time Commitment and Location*

Role on BUR Account	Assigned Personnel	% Time on BUR	Location	Years DAC Exp.
Executive Sponsor	Carter Morris, EVP	5%	Alexandria, VA	30+ years
DAC Services Program Manager	Sarah Pilli, VP	15%	Alexandria, VA	14.5 years
Corporate DAC Account Manager / BUR Project Manager (Key Personnel)	Jeffrey Clarke, Sr. Customer Service Manager	30%	Alexandria, VA	15 years
Senior Customer Service Manager (Key Personnel)	Katie McFarland Senior Customer Service Manager (CSR)	20%	Alexandria, VA	15 years
Information Systems Security Officer (Key Personnel)	Steven Nguyen, ISSO	10%	Alexandria, VA	12 years
TSA Part 1542 Regulatory SME (Key Personnel)	Colleen Chamberlain, VP - Transportation Security Policy	10%	Alexandria, VA	20 years
VP, Technology (Engineering Lead)	Scott Hoenigman, VP	10%	Alexandria, VA	18 years
Network & Security Services Lead	Sumit Thukral, SVP	5%	Alexandria, VA	7 years
Training Delivery	Kyle Herbig, VP - Airport Solutions	5%	Alexandria, VA	10 years

**(ii) Identification of Key Personnel**

*a. Corporate DAC Account Manager — Jeffrey Clarke*

Mr. Jeffrey Clarke, Senior Customer Service Manager, serves as the Corporate DAC Account Manager and BUR Project Manager. Jeffrey has 15 years of directly relevant DAC services management and account leadership experience for airport clients. He has served as the sole point of contact for several large airports (including Category X and Category I airports) and works directly with the DAC Services Program Manager on all major DAC projects, data reconciliation efforts, and customer-facing initiatives.

As the RFP requires the Corporate DAC Account Manager to have a minimum of ten years' experience managing or leading DAC services for airport clients (with non-DAC services not considered for evaluation), TSC affirms that all 15 years of Jeffrey's relevant experience listed in his resume have been DAC services experience for airport customers.

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***b. Senior Customer Service Representative/DAC Training Lead — Katie McFarland***

**Ms. Katie McFarland, Senior Customer Service Representative/DAC Training Lead**, serves as the Help Desk Supervisor for the BUR account. Katie is our most senior CSR and provides in depth subject matter expertise of our customer facing system and all relevant TSA policies and requirements. Katie is our DAC services training lead and thoroughly enjoys providing 1:1 live training webinars with our customers and discussing all things DAC and TSA related. She trains and oversees a team of fully vetted, full-time customer support agents who provide live support throughout the Authority's 8:00 a.m. - 4:00 p.m. PST badging office hours. Katie is responsible for service-level adherence, agent training, escalation management, and quality assurance.

***c. Information Systems Security Officer (ISSO) — Steven Nguyen***

**Mr. Steven Nguyen, Information Systems Security Officer**, serves as the ISSO for all TSC systems supporting the BUR account. Steven has 12 years of IT security, information assurance, and information technology experience, including direct ownership of the TSC System Security Plan in accordance with TSA and NIST guidelines. He maintains weekly compliance reporting in the TSA Information Security Vulnerability Management System, performs vulnerability scans using Nessus, manages Plan of Actions and Milestones (POA&M) tracking, and ensures continuous monitoring in accordance with federal security policies, directives, mandates, and laws applicable to the DAC program. Steven holds CISSP, CompTIA Security+, CompTIA Advanced Security Practitioner, CompTIA Network+, CompTIA A+, and ITIL Foundation certifications.

***d. TSA Part 1542 Regulatory Subject Matter Expert (SME) — Colleen Chamberlain***

**Ms. Colleen Chamberlain, Vice President - Transportation Security Policy**, serves as the TSA Part 1542 Regulatory SME for the BUR account. Colleen brings nearly 21 years of directly relevant aviation security policy and 49 C.F.R. Part 1542 regulatory experience, with a deep understanding of the airport badging, identity management, and vetting environment. She formulates and implements strategic security policy initiatives on behalf of AAAE's airport members through consistent direct interaction with DHS, TSA, FBI, and CBP and serves as the staff lead for AAAE's participation in the Quarterly Airport Security Review working group. Colleen previously held senior aviation policy roles at the Illinois Department of Transportation and United Airlines and supports the Authority on all matters of TSA Part 1542 regulatory compliance, policy interpretation, and operational implementation specific to badging, identity management, and vetting.

**(iii) Roles of Other Personnel**

**Carter Morris, Executive Vice President - AAAE Services** — Executive Sponsor for the BUR account, providing executive-level oversight, escalation authority, and accountability for TSC service delivery. Carter has 30 years of directly relevant aviation security and airport services experience, including service on the DHS Aviation Security Advisory Committee (ASAC), where he was elected the first industry Chairman in 2012.

**Sarah Pilli, Vice President - AAAE Services** — DAC Services Program Manager. Sarah is the contractual point of authority for the BUR engagement and provides day-to-day program leadership, federal agency coordination (TSA, FBI, CBP), and management oversight of the BUR project team.

**Scott Hoenigman, Vice President - Technology** — Lead system architect for the TSC DAC platform, responsible for the modernized TSC architecture, system stability, IDMS integration, and live scan device interfaces, including the Thales Green Bit DactyScan 84C. Scott brings 18 years of directly relevant technical



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experience and holds Certified Secure Software Lifecycle Professional (CSSLP) and Scrum Master certifications.

**Sumit Thukral, Senior Vice President - Network & Security Services** — Oversees TSC information services infrastructure, ensuring continuous DAC system availability and full compliance with NIST SP 800-53, NIST SP 800-00, DHS 4300A, DHS 11042.1, DHS MD 0470.2 (Privacy Act), TSA MD 1300.3, and TSA MD 1100.73-5. Brings 30 years of directly relevant information systems and security experience.

**Kyle Herbig, Vice President - Airport Solutions** — Leads delivery of training programs to airport partners, including the initial and recurrent DAC and Rap Back training required by Exhibit A. Kyle brings 20 years of directly relevant aviation industry training experience.

**(iv) Personnel Location**

All TSC service personnel assigned to the BUR account are physically located within the United States. Primary work location for all key personnel is the AAAE headquarters at 601 Madison Street, Suite 400, Alexandria, VA 22314. After-hours escalation support is also provided by U.S.-based on-call personnel. TSC does not maintain any technical or human capital assets outside of the US.

**(v) Key Personnel Resumes**

One-page resumes for each key personnel resource and other relevant project team members are provided on the following pages. Per the RFP, resumes are excluded from the 45-page proposal limit.



## CARTER MORRIS

**30 Years of Directly Relevant Experience**  
**Executive Vice President - AAE Services (Key Personnel)**

### QUALIFICATIONS AND EXPERIENCE SUMMARY

Carter leads AAE's business units and has led security initiatives, which focus exclusively on the security challenges facing the aviation system. He currently serves as Executive Vice President at the American Association of Airport Executives, after former service as Vice President of Regulatory Affairs, concentrating on all aspects of federal regulatory, economic, security and environmental issues facing airports. Additional experience includes service in the White House Executive Office of the President, where he coordinated the successful transition of the White House Travel Office to a contracted operation.

### EDUCATION AND PROFESSIONAL AFFILIATIONS

**University of Maryland College Park, MBA**  
Smith School of Business

**Syracuse University, BA,**  
Political Science and Public Affairs

**Aviation Security Advisory Committee (ASAC)**  
**October 1996 to 2014**

Appointed to the Department of Homeland Security's Aviation Security Advisory Committee (ASAC) and elected the first industry Chairman of the committee in 2012.

### CURRENT AND PRIOR WORK EXPERIENCE

**Executive Vice President, Services**

**2013 – present**

**Senior Vice President at the American Association of Airport Executives**  
**1995 – 2013**

Leads the association's operations, services and solutions including, finance, information services, the Transportation Security Clearinghouse and Training and Technology Services. Previously led transportation security initiatives, focused exclusively on the important security challenges facing airports. Concentrates on providing dedicated interaction with Congress, the Department of Transportation, the Transportation Security Administration, the Department of Homeland Security and other federal agencies responsible for homeland security issues. Created AAE's Transportation Security Clearinghouse, which since being established in 2002 has processed tens of millions of checks on aviation workers nationwide.

**Office of Administration at The White House, Executive Office of the President**  
**1994 - 1995**

Coordinated transition of the White House Travel Office to a contracted operation.

**Public Affairs Specialist at U.S. General Services Administration**  
**1991 - 1994**

Completed contract officer management training program; supported public affairs and special projects for the Federal Supply Service.



## JOEL BACON

**24 Years of Directly Relevant Experience**  
**Executive Vice President, Government and Public Affairs**

### QUALIFICATIONS AND EXPERIENCE SUMMARY

Joel leads the association's advocacy and public affairs operations with oversight of legislative and regulatory affairs, transportation security policy, communications, press, public relations, and Airport Magazine. Joel joined AAAE in 2000 and has played a key role since then in the development and implementation of the association's legislative program, focusing on security, budget and appropriations issues. Prior to joining AAAE, he served as senior manager of legislative affairs with the National Business Aviation Association.

### EDUCATION AND PROFESSIONAL AFFILIATIONS

University of Kansas, BS Journalism

### CURRENT AND PRIOR WORK EXPERIENCE

**Executive Vice President, Government and Public Affairs, American Association of Airport Executives** 2013 – present

**Vice President, Legislative Affairs, American Association of Airport Executives** 2000 -2013

Serves as Executive Vice President of Government and Public Affairs for AAAE. In his current role, Joel leads the association's advocacy and public affairs operations with oversight of legislative and regulatory affairs, transportation security policy, communications, press, public relations, and Airport Magazine.

He also served in the office of Kansas Senator Nancy Landon Kassebaum where he held positions as legislative assistant and press secretary. He worked for the Senate Labor and Human Resources Committee during Senator Kassebaum's term as Chairman. Joel also served as the first district director for then-Representative Jerry Moran, who now serves in the United States Senate.



## SARAH PILLI

**13 Years of Directly Relevant Experience**  
**Vice President - AAAE Services (Key Personnel)**

### QUALIFICATIONS AND EXPERIENCE SUMMARY

Sarah leverages her aviation security policy expertise to help ensure that AAAE's products and services respond to the specific needs of the airport industry. She actively works on behalf of airport operators on aviation security matters at the federal level, specifically with DHS, TSA and CBP. She actively engages with multiple program offices within TSA on behalf of airports, including the Offices of Security Policy and Industry Engagement, Security Operations and Intelligence and Analysis.

### EDUCATION AND PROFESSIONAL AFFILIATIONS

**Saint Joseph's University**, BA, Political Science 2009  
**St. Louis University** Study Abroad Program, Spring 2008, Madrid, Spain  
**Airport Security Coordinator School**, 2012  
**Airport Certified Employee – Trusted Agent**, 2015

### CURRENT AND PRIOR WORK EXPERIENCE

**American Association of Airport Executives, Transportation Security Policy 2011-present**

Advocates for airport operators on aviation security matters at the federal level, specifically with DHS, TSA), and CBP. Actively engages with multiple program offices within TSA, including the Offices of Security Policy and Industry Engagement, Security Operations and Intelligence and Analysis. Works to ensure that TSA takes the unique needs and local business processes of airport stakeholders into account with any future policy decisions and implementations. Works with Customs and Border Protection's Office of Field Operations to facilitate the implementation of CBP's eBadge initiative for AAAE.

**Poliselli, Legislative Assistant, Public Policy Group Aug. 2009-Aug. 2011**

Assisted with managing two national coalitions – communicated with coalition members, provided Congressional contact lists, scheduled meetings with Congressional offices, federal agencies, and the administration, attended and took notes during coalition conference calls and meetings. Edited letters, proposals and memorandums for the Public Policy Group. Prepared, organized, and distributed briefing materials for clients for a variety of settings and issues. Responded to client requests and inquiries on behalf of Public Policy Group Chairman.

**Chwat and Company, Inc. Research Assistant Feb 2009-May 2009**

Conducted targeted research for client-specific projects. Attended and reported on congressional committee hearings for informational and research related purposes. Contacted relevant congressional offices and networked with Congressional staffers on legislative agendas. Assisted firm in state and federal legislative tracking for client.

**The Office of Congressman John Sarbanes, (Maryland-03) Congressional Intern May 2008 – July 2008**

Assisted with policy analysis, provided research support and communicated with constituents on relevant issues.



## COLLEEN CHAMBERLAIN

**17 Years of Directly Relevant Experience**  
**Vice President, Transportation Security Policy (Key Personnel)**

### QUALIFICATIONS AND EXPERIENCE SUMMARY

Colleen brings a thorough understanding of the airport security environment and tirelessly works to serve the security needs of airport members through consistent interaction with the Department of Homeland Security and TSA. She formulates and implements strategic security policy initiatives on behalf of airport members' interests and priorities. She has served as the staff contact for AAAE's Biometric Airport Security Identification Consortium –an airport-centric effort that focused on voluntary efforts to introduce biometrics into airports' badging and access control.

### EDUCATION AND PROFESSIONAL AFFILIATIONS

**Marquette University**, Milwaukee, WI, BA, Political Science and History (cum laude)  
1994

### CURRENT AND PRIOR WORK EXPERIENCE

#### **American Association of Airport Executives, Transportation Security Policy**

**Staff Vice President, July 2007 to Dec. 2013; Director, Aug. 2005 to July 2007**

Analyzes, communicates and reports federal security policy initiatives and regulatory actions to airport members. Creates and participates in innovative member communication, including videos and web casts. Represents AAAE and its airport members on government and industry advisory councils and working groups, including the U.S. Commercial Aviation Partnership, the Aviation Sector Coordinating Council and the Next Generation Air Transportation System Security Working Group.

#### **Illinois Department of Transportation, Office of Planning and Programming, Bureau of Policy and Federal Affairs, Washington, D.C. Assistant to the Director 2003 – 2005**

Developed and implemented federal legislative strategies for the state of Illinois and the department, with a focus on the long-term reauthorization of federal surface transportation programs, which resulted in a \$300 million increase in annual federal transportation funding for Illinois; provided analysis and review of federal transportation policy across all modes.

#### **United Airlines, Government Affairs Office, Washington, D.C. Director of Federal Affairs 2001- 2003**

Advocated and communicated United Airline's priorities on public policy and legislative issues to the U.S. Congress, the U.S. Department of Transportation and the Federal Aviation Administration. Established a comprehensive strategy to build public and political support for federal legislation regarding modernization of Chicago's O'Hare International Airport, a key capital improvement project for the airline.

#### **Office of Congressman William O. Lipinski (D-IL), Washington, DC 1994 – 2001**

Served as primary policy advisor to then-Congressman Lipinski during his tenure as Ranking Member of the Aviation Subcommittee of the House Committee on Transportation and Infrastructure.



## SCOTT HOENIGMAN

18 Years of Directly Relevant Experience  
Vice President- Technology

### QUALIFICATIONS AND EXPERIENCE SUMMARY

Scott leads the Information Technology modernization of AAAE's DAC service offerings. He designs and delivers robust and scalable technical solutions through experience gained over the last 18+ years of working in high-visibility technical projects. He possesses the ability to craft practical, thoughtful solutions to even the most abstract of technical problems. He is known as a dedicated, hard-working and detail-oriented professional who is skilled at building high-performing teams and delivering results.

### EDUCATION AND PROFESSIONAL AFFILIATIONS

Central Michigan University, MS, Administration

University of Maryland University College, BS Business Management/Law and Public Policy

Scrum Master Certification (SCM)

Certified Secure Software Lifecycle Professional (CSSLP)

### CURRENT AND PRIOR WORK EXPERIENCE

**Vice President, Engineering at AAAE Feb. 2013 - Present**

Lead system architect responsible for the development and delivery of AAAE's DAC technical platform. Leads a high-functioning team of developers to streamline system architecture, increase system stability and replace legacy technologies with more robust and scalable components. He analyzed the existing architecture and the updated system specifications to create a high-level design document for the modernized system. He performed a gap analysis by completely mapping existing functionality to the updated system specification to identify missing functionality. In addition to coding a major part of the modernized system, he analyzes and defines requirements, conducts Sprint Planning and Review sessions, and manages the daily Scrum process.

**Senior Technical Consultant at Daon May 2009 – Feb. 2013**

Served as the primary technical point of contact to Professional Services' most important customer, Lockheed Martin. During this time, he provided daily technical support to include researching and resolving high-priority customer concerns and designing new system functionality. He was responsible for the technical design and development of a thick client application that allows users to review, approve and persist Proofing Affidavits for a population of 80,000 Lockheed Martin employees. He also was responsible for the technical design and development of a custom Java Web service, a Java Swing-based test tools utilizing a Model/View/Controller architecture and a Microsoft Silverlight application utilizing Active Directory and Windows Integrated Authentication technologies for the purpose of role-based credentialing tasks.

**Senior Java/Web Developer Aug. 2008 – May 2009**

Technical lead on the Joint Forces Protection (JFP) project, which was an initiative that empathizes with the warfighter's need to develop a single integrated force projection picture from end-to-end. This Web application was built with an Oracle backend in an Agile programming environment.



## SUMIT THUKRAL

**30 Years of Directly Relevant Experience**  
**Executive Vice President - AAAE Services (Key Personnel)**

### QUALIFICATIONS AND EXPERIENCE SUMMARY

Sumit is an information security professional who brings three decades of experience and manages the Information Services and Systems team that is responsible for all AAAE information systems, infrastructure and data processing efforts. He ensures that the Clearinghouse meets all federal requirements and guidelines for the protection of sensitive, personally identifiable information (PII) and other data.

### EDUCATION AND PROFESSIONAL AFFILIATIONS

**BS Information Systems**; Bowie State University, MD  
**ITIL® Foundation Certificate**; IT Service Management  
**Certified SAFe 4 Government Practitioner**

### CURRENT AND PRIOR WORK EXPERIENCE

**Vice President, Information Services** **Oct 2019 to present**

#### AAAE Services

IT manager who ensures that the Clearinghouse's BCWS DAC Services solution is optimized, secure and continuously available. Ensures that the Clearinghouse meets all federal requirements and guidelines for the protection of sensitive, personally identifiable information (PII) and other data. He is thoroughly familiar with the requirements of NIST SP 800-53; NIST SP 800-00; DHS 4300A; DHS 11042.1; DHS MD 0470.2 Privacy Act Compliance; TSA MD 1300.3; and TSA MD 1100.73-5.

**TSA Flight Security Program Project Manager** **Sep 2014 to Oct 2019**

#### ManTech

Served as a Project Manager for a team of 23 professionals on a large system implementation for the TSA Secure Flight Program. Provide Sound recommendation in implementation approaches, drafting business project plans, identifying resource requirements, and reporting on project progress. Serve as a Business Requirements Lead, Risk Manager, and QA Process Engineer on a large system implementation for the TSA Secure Flight Program. Develop and implement the System Development and Test processes consistently; analyze software (product) quality management through existing project metrics as well as development of new measures.

**TSA National Security Program Project Manager** **Oct 2007 to Aug 2014**

#### Daon

Responsible for project management, technical architecture and security on Daon's TWIC project; oversee requirements analysis, business process and policy management. Provided analysis and resolution of physical and virtual credential standards and solutions (e.g., capturing, storing, and processing biographic, fingerprint, facial recognition, and other biometric data). Served as project lead for a team of 5 professionals and as technical point person for Daon at the TWIC site.



## STEVEN NGUYEN

**11 Years of Directly Relevant Experience**  
**Information Systems Security Officer**

### QUALIFICATIONS AND EXPERIENCE SUMMARY

Steven brings over 11 years of IT security, information assurance and information technology experience. He maintains the Clearinghouse's System Security Plan in accordance with TSA and NIST guidelines. He maintains awareness of IT security trends, threats and best practices and is meticulous about ensuring that all Clearinghouse personnel adhere to ironclad IT security controls and best practices.

### EDUCATION AND PROFESSIONAL AFFILIATIONS

**BS in Information Technology w/concentration in Information Security**, May 2013 -  
George Mason University | Fairfax, VA

**Certified in CompTIA A+, CompTIA Network+, CompTIA Security+, ITIL Foundation,  
CompTIA Advanced Security Practitioner**

**Certified Information Systems Security Professional**

### CURRENT AND PRIOR WORK EXPERIENCE

**American Association of Airport Executives, Alexandria VA March 2017 – Present**  
**Information System Security Officer**

Provide evidence and information for compliance audits performed by TSA. Provide weekly compliance reports in TSA Information Security Vulnerability Management System. Utilize Nessus to scan system vulnerabilities and take action to remediate the vulnerability. Enforce security procedures and best practices according to TSA policies. Use Group Policy management to apply system security policies. Perform internal assessments and review of security controls. Plan of Actions & Milestones (POA&M) management. Provide security training for system users. Ensure continuous monitoring in accordance with Federal security policies, directives, mandates, and laws

**American Association of Airport Executives, Alexandria VA July 2015 - March 2017**

**Network Administrator**

Managed users in Microsoft Exchange and Active Directory. Provided general user support for software and hardware. Manage network infrastructure configuration

**Reinforced Earth Company, Reston VA August 2012 – July 2015**

**Information Technology Specialist**

Provided support for over 300 customers to offices located in the US and Canada. Resolved networking and hardware issues. Managed Oracle E-Business which include working with Java. Resolved issues with Citrix Program Neighborhood console using Citrix Management Console. Utilized Windows Remote desktop, LabVNC, and Teamviewer to connect to users' workstations, and servers for support and maintenance

### (vi) Written Assurance — Continuity of Key Personnel

AAAE/TSC hereby provides its written assurance to the Authority that the key personnel identified above — Jeffrey Clarke (Corporate DAC Account Manager / BUR Project Manager), Julia Harding (Help Desk Supervisor), Steven Nguyen (ISSO), and Colleen Chamberlain (TSA Part 1542 Regulatory SME) — will perform the responsibilities assigned to them on the BUR account and will not be substituted with other personnel or reassigned to another service contract without the Authority's prior written approval.

#### **TSA Part 1542 Subject Matter Expertise**

**AAAE/TSC has demonstrated TSA Part 1542 subject matter expertise for regulatory compliance, policy, and operations specific to badging, identity management, and vetting that is unmatched in the DAC industry.**

AAAE was appointed by the Department of Homeland Security to serve on the Aviation Security Advisory Committee (ASAC), the federal advisory committee sanctioned by Congress to provide advice to the TSA Administrator on aviation security matters — including policy, programs, rulemaking, and security directives pertaining to aviation security. Carter Morris, our Executive Sponsor, was elected the first industry Chairman of ASAC in 2012. As part of ASAC, AAAE played a critical role in the formation of 28 recommendations related to employee screening and airport access control aimed at mitigating insider threat. AAAE specifically authored the section related to vetting of employees and security threat assessments, which included the recommendation that produced the FBI's Rap Back program in aviation. AAAE then worked directly with TSA and the FBI to launch the original Rap Back pilot program with both an airport operator and an air carrier and continues to advise on Rap Back refinements today.

AAAE is also a founding association and key participant in the Quarterly Airport Security Review (QASR), a working group comprising AAAE, airport representatives, airport associations, and TSA that meets quarterly to discuss critical aviation security issues and review existing and pending regulatory requirements. AAAE staff have also participated in numerous Airport Cooperative Research Program (ACRP) projects and Safe Skies Program for Applied Research in Airport Security (PARAS) projects.

#### **Background Employment Verification Requirements**

All AAAE/TSC employees and any subcontractors supporting the TSA DAC program are subject to TSC's background employment verification program, which includes:

- Verified U.S. work authorization through E-Verify (AAAE is an active E-Verify participant: <https://www.e-verify.gov/e-verify-employer-search>).
- Pre-employment criminal background check covering the seven-year disqualifying offense period required by 49 C.F.R. § 1542.209.
- Identity verification consistent with USCIS Form I-9 requirements.
- Employment history verification for the prior ten years.
- Reference checks with prior supervisors.
- Annual security awareness training and re-attestation of TSA Sensitive Security Information (SSI) handling requirements.
- Position-specific TSA security clearance and "Trusted Agent" status as required by role.

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## Section 5: Proposed Technical Approach

### Understanding of the Authority's Needs

AAAE/TSC has a thorough understanding of the Burbank-Glendale-Pasadena Airport Authority's DAC services needs and the operating environment in which those services must be delivered. The Authority operates Hollywood Burbank Airport (BUR), a medium hub airport that served 6.2 million passengers in 2025 and supports approximately 2,700 airport workers requiring CHRC, STA, Rap Back, and I-9 processing under 49 C.F.R. Part 1542. BUR is in the final phase of construction of a 355,000 square-foot Replacement Passenger Terminal (RPT) scheduled to open in Q3 2026, with demolition of the existing terminal anticipated by Q3 2027 — the same period in which DAC services must commence on July 1, 2026.

This operating environment will produce three distinct DAC volume drivers that TSC has experienced and successfully managed at multiple comparable airport openings:

- New tenant move-in and onboarding waves driving CHRC and STA volume.
- Construction-related contractor turnover during terminal commissioning and existing-terminal demolition.
- Increased dual-terminal access permission management during transition.

TSC's technical approach is designed to deliver a stable, fully compliant, fully automated DAC environment for the Authority on July 1, 2026, with the elasticity and customer service depth to absorb the RPT-related volume surges without service degradation.

### Methodology and Approach

#### *Software, Online Portal, Data Storage, and Services*

**Background Check Web Services (BCWS) Integration.** TSC will provide a secure web service interface to BUR's identity management system for fully automated submission of CHRC, STA, Rap Back subscription/maintenance, and I-9 transactions to TSC — combined and submitted to TSA in a single submittal with no manual matching by the Airport Security Badge Office. The BCWS interface returns immediate quality-check responses to the IDMS for any data element errors, including form/format checks against the FBI EBTS 10.0 biometric specification, allowing the Authority to correct issues before TSA submission.

**Web-Based Portal.** In parallel with the IDMS integration, TSC provides the Authority with 24/7/365 access to the TSC web-based portal for manual printing and sorting of background and vetting information, applicant search, transaction history review, status tracking, online compliance and billing reporting, employer management, and direct submission of enrollments in the event of an IDMS outage. The portal supports role-based access control with airport-administrated System Administrator capability to add, edit, and delete users and assign user privileges. All search results, reports, and applicant detail pages are downloadable to Excel and printable via a dedicated "Print Friendly" format.

**Data Storage and Acknowledgment of Authority Data Ownership.** All applicant biographic, biometric, and I-9 data submitted to TSC is encrypted at rest using FIPS 140-3 validated encryption and stored in TSC's secure, redundant infrastructure managed under DHS 4300A and TSA security requirements.

**AAAE/TSC expressly acknowledges that all data created by, stored, downloaded, or uploaded as part of or in connection with the System (i) is the property of and is solely owned by the Authority; and (ii) is confidential and may not be accessed, disseminated, or sold by TSC for any purpose other than performance of the DAC services contract.**

**Comprehensive Service Set.** TSC will deliver every minimum service requirement listed in Exhibit A items A

through Z, as detailed in the compliance matrix in Section 3.

***Transition Plan — 30 Days or Less to July 1, 2026 Service Commencement***

AAAE/TSC commits to completing the transition from the incumbent DAC provider in 30 calendar days or less from contract award notice, fully meeting the Service Commencement date of July 1, 2026.

As a non-incumbent at BUR, TSC understands the importance of a smooth and uninterrupted transition. Our transition plan is grounded in 24 years of experience onboarding airports of all sizes — including non-incumbent transitions at Category X and Category I airports.

**Transition Objectives:**

- Configure BUR’s DAC environment accurately and securely.
- Coordinate with TSA for data transfer of BUR’s badge holder data (TSA will continue to remain the system of record, regardless of DAC services provider)
- Coordinate with the Authority and the Authority’s IDMS vendor (Genetec) to ensure complete integration.
- Coordinate with the Authority’s for web-based fingerprint capture software installation for Thales DactyScan 84C.
- Train airport personnel prior to go-live.
- Validate system readiness through end-to-end testing in TSC’s staging environment.
- Complete data migration of historical applicant records from the incumbent DAC provider through the standard TSA-coordinated data transfer process.
- Provide direct support during early operational use.
- Ensure an orderly and smooth transition in full coordination with BUR and TSA

***Transition Timeline and Milestones***

Phase	Timing	Activities
Phase 1: Kickoff	Week 1 (post-award)	Kickoff meeting with Authority stakeholders; confirm points of contact, communication protocols, project schedule; coordinate with TSA on data hand-off; review Authority operational needs, users, and workflow preferences; initiate security and access provisioning; deliver latest BCWS Interface Control Document (ICD) to Genetec (If Genetec integration is desired at go-live).
Phase 2: System Configuration	Weeks 1–2	Set up BUR DAC agency profile in TSC; validate Genetec credentials and connectivity to TSC staging/test environment; configure user accounts and permissions by role; apply BUR-specific preferences for reporting, notifications, and workflows; validate secure connectivity and access controls; perform initial data validation with Genetec.
Phase 3: Live Scan Integration	Weeks 1–3	Validate integration with the Thales Green Bit DactyScan 84C device(s) at BUR; confirm flat/slap capture configuration; test end-to-end fingerprint capture, transmission, and FBI submission via TSC.

Phase	Timing	Activities
Phase 4: Training and Documentation	Weeks 2–3	Conduct live virtual training for all designated Authority badge office users; provide written training materials, step-by-step guides, and reference documentation; offer optional one-on-one sessions for supervisors and high-volume users; record training for on-demand use.
Phase 5: Testing and Verification	Week 3	Perform end-to-end test submissions to validate successful transmission to TSA; confirm result delivery pathways and reporting availability; resolve any identified issues; obtain Authority’s sign-off on go-live readiness.
Phase 6: Go-Live	Week 4 / July 1, 2026	TSA provides TSC a copy of BUR’s incumbent data for import; TSC officially becomes BUR’s DAC provider for all new submissions; customer support and DAC operations teams monitor BUR submissions in real time; provide immediate assistance during early transactions; on-site go-live support available if requested.
Phase 7: Stabilization	Weeks 4–6 (post-go-live)	Maintain elevated support coverage to ensure operational confidence; review system performance, user feedback, and early metrics; make any minor workflow adjustments based on Authority’s needs.

***Data Formatting Needs for Successful Migration***

Historical applicant data is migrated from the incumbent DAC provider to TSC through a TSA-coordinated process in which TSA provides TSC a copy of BUR’s active applicant records on the agreed cut-over date. Required data elements include: applicant biographic data (name, date of birth, place of birth, citizenship, address); STA case number and adjudication status; CHRC case number, transmission date, and result; Rap Back subscription ID and expiration date; airport-assigned applicant/badge identifier; access level and badge type; and current employer/sponsor association. TSC will work with the Authority and Genetec in the System Configuration phase to ensure that field mappings between Genetec, TSC, and TSA records are validated before go-live to prevent any duplicate records or orphaned data.

**Past Inaccurate Transactions, LOIs, and Quality Controls**

**AAAE/TSC has not been the source of any incorrect or inaccurate DAC transaction during the past five years that resulted in an incorrectly authorized approval for badge issuance or led to a TSA Letter of Investigation (LOI) issued to an airport customer.**

This record is the direct result of TSC’s mature, multi-layered quality assurance program, which includes:

- **Real-time, automated input validation.** Every transaction submitted via the BCWS interface is checked for required data elements at the point of submission. Missing or malformed data triggers an immediate error response to the IDMS before any submission to TSA, preventing bad data from entering the federal system.
- **FBI EBTS 10.0 biometric format validation.** All fingerprint files received from the live scan device are validated against the FBI EBTS 10.0 specification for form, format, and image quality before submission to FBI. Failed CHRCs trigger an immediate error notification to the airport for re-print before any FBI fee is incurred.

- **Combined STA + CHRC + Rap Back submittal.** TSC submits all required vetting transactions for an applicant in one combined submittal, eliminating the manual matching errors that have historically been a source of LOIs at other DAC providers.
- **Continuous data reconciliation.** TSC offers a downloadable list of TSA-confirmed active STA applicants on demand, enabling the Authority to compare TSA records against TSC records and the IDMS at any time. This three-way reconciliation prevents drift and identifies any discrepancies before they become compliance issues.
- **Immediate error notification.** All errors — from data validation, biometric quality, TSA processing, or Rap Back — are surfaced immediately to the Authority via the portal Work Queue, email notification, and the IDMS error response.
- **Standard operating procedures and audit logging.** All TSC system actions are logged to an immutable audit trail. Customer service representatives follow documented procedures for ticket handling, escalation, and TSA coordination.

**Measures to Synchronize Badge Data.** TSC maintains data synchronization across the Airport (Genetec IDMS), TSC, and TSA through automatic update propagation — any change made to applicant data via the IDMS or the TSC portal automatically generates an update to TSA, ensuring all three systems remain in sync. Where any system reports a discrepancy, TSC’s reconciliation tools enable the Authority to identify and correct it promptly.

#### **IDMS Integration Capabilities — Genetec**

AAAE/TSC has demonstrated capability to support integration with and implementation of the Authority’s identity management system (Genetec).

TSC’s Background Check Web Services (BCWS) interface is the industry-standard secure web service that has been used by every major IDMS platform to integrate with TSC, including Genetec, Honeywell ProWatch, and other leading platforms used at U.S. airports. The BCWS Interface Control Document (ICD) is provided to the IDMS vendor at the start of the implementation phase and follows a stable, mature API that has been refined over more than a decade of production deployments.

#### **Genetec-specific integration capability:**

- TSC has the most experience with Genetec at U.S. airports and is prepared to deliver a turnkey Genetec-to-TSC integration for BUR.
- Per the Authority’s Fee Schedule (Exhibit B), TSC does not assess a fee to BUR for “Integration with Genetec IDMS”, ensuring that all integration costs are transparently bid as part of this proposal.
- TSC will coordinate directly with the Authority and Genetec to validate field mappings, certificate exchange, secure connectivity, error handling, and end-to-end test transactions in the staging environment prior to go-live.
- TSC will provide ongoing maintenance of the BCWS interface, including any updates required by future Genetec or TSA changes.

#### **DAC Technical Architecture**

The TSC DAC technical architecture is a mature, production-tested platform built on a modernized, scalable, and redundant infrastructure managed in the United States in compliance with DHS 4300A, NIST SP 800-53,

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and TSA security directives. Key architectural elements include:

- **Presentation tier.** Secure HTTPS (TLS 1.3) web portal accessible via standard browsers; role-based access control; multi-factor authentication; audit logging of all user actions.
- **Integration tier.** BCWS REST/SOAP web services for IDMS integration (Genetec, ProWatch, etc.); TSA-approved secure transmission interface; FBI Criminal Justice Information Services (CJIS)-compliant biometric submission.
- **Application tier.** Combined STA/CHRC/Rap Back/I-9 transaction processing engine; quality-check and validation layer; Rap Back subscription/maintenance handler; reporting engine; notification engine.
- **Data tier.** FIPS 140-3 validated encryption at rest; segregated airport-customer data partitioning; immutable audit log; redundant primary and disaster recovery storage in geographically separate U.S. data centers.
- **Operations tier.** 24/7/365 monitoring; automated alerting; vulnerability scanning (Nessus); patch management; backup and restore procedures; regularly tested business continuity and disaster recovery plan.
- **Continuous Monitoring.** All traffic is monitored 24/7/365 by TSA's Security Operations Center (SOC)

#### **DAC System Security, Access Control, and Data Encryption**

**Security Posture.** TSC operates in full compliance with NIST SP 800-53, NIST SP 800-00, DHS 4300A, DHS 11042.1, DHS MD 0470.2 (Privacy Act), TSA MD 1300.3, and TSA MD 1100.73-5. The TSC System Security Plan is maintained and continuously updated by the ISSO (Steven Nguyen) and is provided to TSA for the ATO process.

**Access Control.** Role-based access control with separation of duties; multi-factor authentication for all user accounts; least-privilege provisioning; airport-administrated System Administrator role for managing user accounts at the BUR account; automatic session timeout; account lockout on failed authentication; periodic re-attestation of access rights; immediate revocation on personnel separation.

**Data Encryption.** All data in transit is encrypted using TLS 1.3 or higher with FIPS 140-3 validated cryptographic modules. All data at rest is encrypted using FIPS 140-2 validated encryption. Biometric data and PII receive additional layered protection consistent with TSA and FBI CJIS requirements.

**Vulnerability Management and Continuous Monitoring.** Weekly vulnerability scanning using Nessus; remediation tracked through Plan of Action and Milestones (POA&M) reporting in the TSA Information Security Vulnerability Management System; continuous monitoring per TSA continuous monitoring requirements; annual third-party security assessment.

#### **Acknowledgment of Authority Data Ownership and Confidentiality**

AAAE/TSC expressly acknowledges that all data created by, stored, downloaded, or uploaded as part of or in connection with the System (including all biographic, biometric, I-9, badge, and applicant data) (i) is the property of and is solely owned by the Burbank-Glendale-Pasadena Airport Authority; and (ii) is confidential and may not be accessed, disseminated, or sold by TSC for any purpose other than the performance of the DAC services contract.

#### **Managing Large Data Volumes While Maintaining Identity Uniqueness**

The TSC platform is engineered to scale to the largest airport workforces in the United States. Identity uniqueness is enforced through a combination of:

- A TSC-assigned unique applicant identifier that persists across the lifecycle of the applicant's vetting record, even across employer or badge changes.
- Cross-validation against TSA-issued case numbers and FBI-assigned CHRC identifiers.
- Duplicate-detection logic at the point of enrollment that flags potential duplicates for the Authority's review before any transaction is submitted to TSA.
- Periodic data reconciliation tooling that allows the Authority to compare its IDMS records against TSA-confirmed active records to identify and resolve any drift.

### **DAC User Account Management**

User accounts on the TSC portal are managed by an airport-administrated System Administrator role. The System Administrator can add, edit, deactivate, and delete users; assign role-based permissions (Read-Only, Submitter, Approver, System Administrator); reset passwords; and review the audit log of user actions. Account provisioning follows a documented standard operating procedure including verification of the user's authority and Trusted Agent status. Account deactivation is required upon personnel separation and is enforced through periodic access reviews.

### **DAC Continuance of Business and Recovery Plan**

TSC maintains a documented Business Continuity Plan (BCP) and Disaster Recovery Plan (DRP) that are reviewed and tested annually. Key elements include:

- **Geographically Redundant Infrastructure.** Primary and disaster-recovery environments operated in geographically separate U.S. data centers with continuous data replication.
- **Recovery Time Objective (RTO).** Less than four hours for restoration of full DAC service in the event of a primary site failure.
- **Recovery Point Objective (RPO).** Less than 15 minutes of transaction data, with continuous replication of all submissions.
- **Failover and Service Notification.** In the event of any service interruption, TSC sends immediate email notifications to all affected airport customers describing the issue, expected duration, and remediation steps. Web portal also displays real-time service status.
- **Annual BCP/DRP Test.** Full failover test executed annually with documented results provided to TSA as part of the ATO process.
- **Customer Communication.** During any incident, TSC follows a documented communication plan to keep airport stakeholders informed throughout the incident lifecycle.

### **Migration from DAC (On-Premises) to ACDMS (Cloud-Based) Service**

TSA is in the process of transitioning the legacy on-premises Designated Aviation Channeler (DAC) program to the cloud-based Aviation Channeling and Data Management System (ACDMS) program. AAAE/TSC is fully prepared for this transition and is currently undergoing TSA Authority to Operate (ATO) for ACDMS in parallel with its operational DAC ATO.

#### **TSC's ACDMS Migration Approach for the Authority:**

- **Customer-transparent migration.** Migration from DAC to ACDMS will be performed by TSC with no required action by the Authority other than minimal coordination on test windows. The IDMS integration, web portal user experience, and customer service interface remain consistent before and after the cloud migration.
- **Data continuity.** All BUR customer data — including historical applicant records, vetting status, Rap Back subscriptions, badge associations, billing history, and audit log — will be migrated from the



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DAC environment to the ACDMS environment with full integrity validation. No re-enrollment, re-printing, or re-submission of any applicant will be required.

- **Coordinated TSA migration timing.** TSC will coordinate with TSA on the official transition window once TSA finalizes the ACDMS migration schedule and will provide the Authority a minimum of 90 days' advance written notice of the planned migration date, including a detailed migration plan, contingency plan, and validation steps.
- **No additional cost.** Migration to TSC's ACDMS service is included at no additional cost to the Authority during the term of the contract.
- **Reference.** AAAE's TSC was the first DAC to receive an ACDMS ATO. The ACDMS program will function the same way as the existing DAC program with the largest transition for airport end-users being the future utilization of Login.gov to access the ACDMS portal. Airport badging business processes will be unaffected by the rebrand of the federal program.

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## Section 6: Sample Agreement Acknowledgment Statement

### Designated Aviation Channeling Services Agreement Acknowledgment

AAAE/TSC has carefully reviewed Exhibit C — Sample Designated Aviation Channeling Services Agreement included with RFP AP26-01.

Subject to the limited proposed alternative language identified below, AAAE/TSC will execute the Sample Agreement substantially in the form presented in Exhibit C. The proposed alternative language is offered in the spirit of clarification and risk allocation appropriate to a non-profit DAC services provider operating under federal regulatory authority and is fully open to discussion and negotiation with the Authority during contract finalization.

### Proposed Alternative Contract Language for Authority's Consideration

#### *Item 1 — Indemnification*

**Subject Matter:** Indemnification obligations of Contractor in favor of the Authority.

**Proposed Alternative:** AAAE/TSC requests that the indemnification provision be limited to claims, losses, damages, and expenses (including reasonable attorneys' fees) arising out of or resulting from (a) the negligent acts or omissions or willful misconduct of Contractor, its officers, employees, or agents; (b) Contractor's breach of the Agreement; or (c) Contractor's breach of its data security or confidentiality obligations under the Agreement. Indemnification should not extend to claims, losses, damages, or expenses caused by the negligence or willful misconduct of the Authority, its officers, employees, agents, or third parties beyond Contractor's reasonable control (including TSA, FBI, USCIS, the IDMS vendor, or live scan vendor). Each party should retain its own statutory and common-law defenses.

#### *Item 2 — Limitation of Liability*

**Subject Matter:** Aggregate cap on Contractor liability under the Agreement.

**Proposed Alternative:** AAAE/TSC requests inclusion of a mutual limitation of liability provision capping each party's aggregate liability for direct damages under the Agreement at the greater of (i) the total fees paid by the Authority to Contractor under the Agreement during the twelve (12) months preceding the event giving rise to the claim, or (ii) \$1,000,000. The parties should mutually waive consequential, indirect, special, incidental, exemplary, and punitive damages (including loss of revenue, profits, business, or data), except that this waiver should not apply to (a) damages arising from a party's indemnification obligations, (b) damages arising from a party's breach of confidentiality or data security obligations, or (c) damages arising from a party's gross negligence or willful misconduct. This is a customary risk allocation for DAC services contracts and is necessary to allow AAAE/TSC, as a non-profit organization with limited reserves, to continue providing competitive pricing to the Authority.

#### *Item 3 — TSA-Driven Pricing or Fee Changes*

**Subject Matter:** Federal pass-through fees (FBI CHRC fee, TSA STA fee, Rap Back fees) and material TSA-mandated changes to the DAC program.

**Proposed Alternative:** AAAE/TSC requests language clarifying that the Contractor's firm fixed prices set forth in Exhibit B are inclusive of all costs within Contractor's control, but that any changes to (a) the FBI CHRC fee, (b) the TSA STA fee, (c) Rap Back fees, or (d) other federally mandated pass-through fees that are imposed by federal agencies after the effective date of the Agreement and that are outside Contractor's reasonable control, will be passed through to the Authority at the actual federally invoiced rate, with documented notice and supporting federal agency notice provided to the Authority. Contractor will not mark up or apply any margin to such pass-through changes.

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***Item 4 — Force Majeure***

**Subject Matter:** Excused performance during events outside the parties' control.

**Proposed Alternative:** AAAE/TSC requests that the Force Majeure clause expressly include outages or service interruptions of TSA's Federal Personnel Records Database (FPRD), TSA's Consolidated Screening Gateway, FBI Criminal Justice Information Services systems, USCIS systems, the Authority's IDMS, or any other federal or third-party system on which the DAC services rely, in addition to the customary force majeure events. TSC will, in any event, continue to provide all support, communications, and reporting capability that does not depend on the unavailable third-party system.

***Item 5 — Public Records and Data Protection***

**Subject Matter:** California Public Records Act handling of confidential vetting data.

**Proposed Alternative:** AAAE/TSC requests inclusion of a mutual obligation that, in the event of a Public Records Act request directed to either party seeking applicant biographic, biometric, I-9, vetting, Rap Back, or other personally identifiable information that is also Sensitive Security Information (SSI) under 49 C.F.R. Part 1520 or that is subject to the Privacy Act, the recipient party will (a) promptly notify the other party, (b) coordinate any required disclosure with TSA, FBI, and USCIS as appropriate, and (c) take all reasonable steps to protect the data from public disclosure consistent with applicable federal law. This protects both the Authority and TSC from inadvertent disclosure of regulated data.

***Item 6 — Insurance***

**Subject Matter:** Insurance coverage requirements as described in Exhibit D.

**Proposed Alternative:** AAAE/TSC will meet the insurance requirements set forth in Exhibit D and has provided a sample certificate of insurance in Section 7 of this proposal. TSC respectfully requests confirmation that AAAE's status as a non-profit corporation does not preclude the Authority from accepting alternative coverage formats (e.g., trust-funded retentions or qualified self-insurance) where AAAE's coverage program provides equal or greater financial protection to the Authority. Where any required coverage cannot be commercially obtained on reasonable terms (for example, certain cyber-liability sublimits), TSC requests the right to discuss alternative coverage structures with the Authority.

***Item 7 — Termination Transition Assistance***

**Subject Matter:** Cooperation upon termination or expiration of the Agreement.

**Proposed Alternative:** AAAE/TSC affirmatively offers to add language committing TSC, upon termination or expiration of the Agreement for any reason, to provide reasonable transition assistance to a successor DAC provider, including coordination of TSA-managed data hand-off, applicant record export in standard format, and operational coordination during the transition window, at no additional cost to the Authority for assistance provided during the 30 calendar days following the effective termination or expiration date. This commitment exceeds standard market practice and reflects TSC's mission-driven commitment to airport customer continuity.

**Acknowledgment Statement**

AAAE/TSC will execute the Sample Designated Aviation Channeling Services Agreement (Exhibit C) as presented, subject only to the seven (7) limited alternative language items identified above. TSC is fully prepared to negotiate these items in good faith with the Authority during contract finalization and is open to alternative drafting that addresses the Authority's underlying concerns. AAAE/TSC further acknowledges that the Authority reserves the right to alter the Sample Agreement after selection of the Contractor with notice to the proposed awardee.

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## Section 7: Insurance

### Statement of Insurance Compliance

AAAE/TSC will meet or exceed all insurance coverage requirements set forth in Exhibit D of the Sample Designated Aviation Channeling Services Agreement (Exhibit C of the RFP).

AAAE maintains an active commercial insurance program through nationally recognized carriers rated A- (Excellent) or better by A.M. Best. TSC has reviewed the insurance requirements in Exhibit D and confirms that AAAE's current insurance program meets or exceeds the required coverages, including but not limited to:

- **Commercial General Liability (CGL):** Per occurrence and aggregate limits meeting Exhibit D requirements; coverage for bodily injury, property damage, personal and advertising injury, and products/completed operations.
- **Automobile Liability:** Coverage for any auto used in the performance of the Agreement.
- **Workers' Compensation and Employer's Liability:** Statutory coverage in all states where TSC employees perform services, including Virginia and any state where personnel may travel for project support.
- **Professional Liability / Errors and Omissions (E&O):** Coverage for errors, omissions, and negligent acts in the performance of professional DAC services, with limits meeting Exhibit D requirements.
- **Cyber Liability / Data Breach:** Coverage for first-party and third-party cyber and privacy incidents, including breach response, notification, credit monitoring, regulatory defense, and liability arising from unauthorized disclosure of personally identifiable information, biometric data, and Sensitive Security Information, with limits meeting Exhibit D requirements.
- **Crime / Fidelity / Employee Dishonesty:** Coverage for losses arising from employee dishonesty, theft, or fraud, with limits meeting Exhibit D requirements.

### Additional Insured, Waiver of Subrogation, and Primary/Non-Contributory

Where required by Exhibit D, AAAE/TSC will name the Burbank-Glendale-Pasadena Airport Authority and its members, officers, employees, and agents as additional insureds on the Commercial General Liability and Automobile Liability policies, will provide a waiver of subrogation in favor of the Authority on the applicable policies, and will confirm that coverage is primary and non-contributory with any insurance carried by the Authority.

### Sample Certificate of Insurance

A sample Certificate of Insurance (Acord 25 form) accurately representing and verifying that the required insurance coverage will be met is attached on the following page. The sample Certificate of Insurance reflects AAAE's current insurance program and demonstrates the carrier ratings, coverage limits, additional insured endorsements, waivers of subrogation, and primary/non-contributory provisions required by Exhibit D. Per the RFP, the sample certificate of insurance is excluded from the 45-page proposal limit. Upon contract award and prior to the commencement of services on July 1, 2026, TSC will provide a final Certificate of Insurance reflecting the actual policies, effective dates, and limits in force, naming the Authority as additional insured and including all required endorsements. TSC will provide updated certificates upon any policy renewal, change, or cancellation, and will provide at least thirty (30) days' advance written notice of cancellation, non-renewal, or material reduction in coverage as required by Exhibit D.



AMERASS-13

MSTABLER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/2/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: Hub International Mid Atlantic, 1445 Research Blvd, Suite 210, Rockville, MD 20850
CONTACT: Mary Stabler, mary.stabler@hubinternational.com
INSURER(S) AFFORDING COVERAGE: Chubb Indemnity Insurance Company, Federal Insurance Company, Chubb National Insurance Company, ACE American Insurance Company

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSD, WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liab, Workers Compensation, and Prof./Cyber Liab.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
When required by written contract, Certificate Holder is listed as Additional Insured as respects General Liability policy, per the policy terms and conditions.

CERTIFICATE HOLDER: Burbank-Glendale Pasadena Airport Authority, 2627 Hollywood Way, North Hollywood, CA 91606
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: [Signature]

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## Section 8: Proposed Fees

### Firm, Fixed-Price Fee Schedule — Exhibit B

AAAE/TSC has uploaded our completed our Firm, Fixed-Price Fee Schedule into the PlanetBids portal to accompany this proposal (file name: **TSC Exhibit B - Fee Schedule\_RFP AP26-01 DAC Services.pdf**).

All proposed prices are firm, fixed prices for the three-year base term and include all costs associated with the performance of the services specified in Exhibit A, including all materials, equipment, software license fees, start-up fees, data storage and access fees, training and travel expenses, G&A, incidentals, labor, overhead, profit, shipping and handling, supplies, all applicable taxes or fees, and mileage/fuel and fuel surcharges, with no exceptions and no hidden fees.

**Pricing Transparency.** AAAE/TSC takes pride in our pricing transparency. As a non-profit organization, we do not mark up federal pass-through fees and do not assess hidden, ancillary, or undisclosed charges. The unit prices below cover Year 1 of the three-year term. The same Year 1 unit prices apply to Year 2 and Year 3 (firm-fixed for all three base years). For the two Extension Option Years (Years 4 and 5), per Exhibit B, fees will be increased from Year 3 prices based on the lesser of the most recent prior 12-month CPI rate (Los Angeles County, all indices) or 5%.

#### Federal Pass-Through Fees

In accordance with industry standard practice for DAC services contracts, the FBI CHRC fee, TSA STA fee, and any other fees collected by federal agencies (including any future federally mandated fees imposed by FBI, TSA, USCIS, or other agencies) are billed to the Authority as a pass through coupled with the DAC's service fees. The unit prices in Exhibit B are fully inclusive of all applicable federal fees at time of proposal submission.

#### Invoicing

Per Exhibit A, item J, AAAE/TSC will provide monthly invoices in arrears for each calendar month, including full documentation of all transactions processed, per applicant, in a given calendar month with associated fees and totals. In addition to the monthly invoice and reporting, accounting details are also available in real-time 24/7/365 via the TSC portal. Pre-payment and pre-funded accounts are not required.




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## Appendix 1 – Other Transaction Agreement (TSA certification)

We provide evidence of our current OTA on the following pages which authorizes the TSC to operate as a DAC services provider.



<b><u>OTHER TRANSACTION AGREEMENT</u></b>	
<b>OTA NUMBER</b>	<b>REQUISITION NUMBER</b>
70T02022T7503N001	PR227503A025
<b>ISSUED TO</b>	<b>ISSUED BY</b>
<b>Name &amp; Address:</b> AIRPORT RESEARCH AND DEVELOPMENT FOUNDATION 601 MADISON ST., SUITE 400, ALEXANDRIA, VA 22314, US  EIN: 521594261 UEI: YFNAFAPX6ZE7 LOCATION ENTITY CODE:	<b>Name &amp; Address:</b> CREDENTIALING, SCREENING & INTELLIGENCE ANALYSIS 6595 Springfield Center Drive Springfield, VA, 20598, US  Email:
<b>PROGRAM TITLE</b>	
<b>Program</b> ESVP <b>Overall Period of Performance</b> 05/19/2022 - 05/18/2032 <b>NAICS</b> <b>PSC</b>	
<b>FISCAL DATA</b>	
See Continuation Page	
<b>Total Obligated Amount:</b> \$0.00	<b>Total Agreement Value:</b> \$0.00
<b>PURPOSE</b>	
The purpose of this document is to establish a Zero Dollar Other Transaction Agreement (OTA) with AAEE for Aviation Channeling and Data Management System (ACDMS).	
<b>AUTHORIZED SIGNATURES</b>	
<b>IN WITNESS WHEREOF</b> , the Parties have entered into this Agreement by their duly authorized officers.	
 _____ <b>Participant's Signature</b>	Digitally signed by SAMANTHA M GRAY Date: 2022.05.24 15:53:41 -0400 SAMANTHA M GRAY _____ <b>Contracting Officer's Signature</b>
_____ <b>TYPED NAME AND TITLE</b>	GRAY, Ms. SAMANTHA M MS. _____ <b>TYPED NAME AND TITLE</b>

70T02022T7503N001

**OTHER TRANSACTION AGREEMENT**

0001	<p>Requisition Number(s):</p> <p>PR227503A025 provides \$0 in funding to establish new Other Transaction Agreements (OTAs) for the Aviation Channeling Data Management System (ACDMS) Re compete.</p> <p>COR: Tina Jackson CO: Steve Santos CS: Carrisa Hobbs</p> <p>Period of Performance</p>	
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**EXHIBIT D**  
**Insurance Requirements**

1. Contractor shall obtain, provide, and maintain policies of insurance as specified below unless otherwise approved by the Contract Administrator.

A. General Liability Insurance. Contractor 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. Contractor shall maintain automobile insurance covering bodily injury and property damage for all activities of Contractor arising out of or in connection with the Services, 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. Contractor shall maintain professional liability insurance that covers the Services 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 Contractor 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. Contractor 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 unless otherwise approved by the Contractor Administrator:

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 Contractor'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, Contractor's insurance coverage shall be primary insurance as respects the Indemnitees. Any insurance or self-insurance maintained by the Indemnitees shall be excess of Contractor'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 Indemnitee before the Indemnitee'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. Contractor'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 Contractor 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 Contractor 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 Contractor maintains higher limits than the minimum specified above, the Authority requires and shall be entitled to coverage for the higher limits maintained by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Authority.

4. Contractor 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. Contractor shall ensure that its subcontractors provide the same minimum insurance coverage and endorsements required of Contractor. Contractor shall monitor and review all such coverage, and Contractor assumes all responsibility for ensuring that such coverage is provided. Upon request, Contractor 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 Contractor or the Authority shall withhold from its payments to Contractor 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 Contractor 90 days notice of such change. If such change results in substantial additional cost to Contractor, then the parties shall renegotiate Contractor's compensation.

**EXHIBIT E**  
**Non-AIP Project Federal Requirements**

References in this Exhibit to “Sponsor” shall be deemed to refer to the Authority. Contractor 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. 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, 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 U.S.C. § 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) including amendments thereto;

3. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 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 U.S.C. § 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 U.S.C. § 6101 et seq.) (prohibits discrimination on the basis of age);

6. Airport and Airway Improvement Act of 1982 (49 U.S.C. § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);

7. The Civil Rights Restoration Act of 1987 (P.L. 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 U.S.C. § 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. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 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, 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 including amendments thereto.

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.

**AMENDMENT NO. 1 TO  
WASTE HAULING AND RECYCLING SERVICES AGREEMENT**  
(Burbank-Glendale-Pasadena Airport Authority / American Reclamation, Inc.)

This Amendment No. 1 (“First Amendment”) to the August 19, 2024 Waste Hauling and Recycling Services Agreement (“Agreement”) executed by the Burbank-Glendale-Pasadena Airport Authority (“Authority”), a California joint powers agency, and American Reclamation, Inc. (“Contractor”), a California corporation, is dated June 15, 2026 for reference purposes. Capitalized terms not otherwise defined in this First Amendment shall have the meaning given to such terms in the Agreement.

**RECITALS**

A. The parties executed the Agreement to provide for Contractor’s performance of waste hauling and recycling services.

B. The parties desire to amend the Agreement to: (i) extend the term; (ii) revise the scope of services; (iii) revise the fee schedule; and (iv) update the federal requirements exhibit.

**NOW, THEREFORE**, the parties agree as follows:

**1. Amendment of Section 1.** Section 1 (Definitions) of the Agreement is amended by revising paragraph (C) to read as follows:

“(C) ‘Executive Director’: John T. Hatanaka or a duly authorized designee or successor.”

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

“**3. Term.** This Agreement shall commence on October 1, 2024 and expire on April 30, 2028 unless earlier terminated as provided herein. If Contractor 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. The Authority may terminate this Agreement for convenience upon 30 days prior written notice to Contractor.”

**3. Substitution of Exhibit A-1.** Effective October 13, 2026, the attached Exhibit A-1 is substituted for Exhibit A of the Agreement. As of such date, all references in the Agreement to Exhibit A shall be deemed to refer to the attached Exhibit A-1.

**4. Substitution of Exhibit B-1.** Effective October 13, 2026, the attached Exhibit B-1 is substituted for Exhibit B of the Agreement. As of such date, all references in the Agreement to Exhibit B shall be deemed to refer to the attached Exhibit B-1.

**5. 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.

6. **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.

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

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

**American Reclamation, Inc.**

By: 

By: 

Print Name: JOHN R. GASPARIAN JR.

Print Name: JOHN R. GASPARIAN JR.

Chairperson  President  Vice President

Secretary  Asst. Secretary  
 Chief Finance Officer  Asst. Treasurer

[Pursuant to 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 A. Talamantes, President

Approved as to form:

\_\_\_\_\_  
Richards, Watson & Gershon  
A Professional Corporation

**EXHIBIT A-1**  
**Revised Scope of Services**

1. PROJECT DESCRIPTION

The Contractor shall provide waste pick-up, hauling, sorting, recycling, and disposal services (collectively, "Waste Hauling and Recycling Services") for all types of bins at the Airport. As discussed in greater detail below, it is the Authority's goal to minimize the amount of refuse sent to landfills through recycling, composting or other waste management method(s). This agreement includes routine service of the bins described below, with quantity and type subject to change at the Authority's discretion.

The Contractor will be required to establish and follow a routine pick up schedule for all bins within the parameters outlined below, with the exception of "as-needed" pick-ups. The Contractor will be expected to fulfill the requirements, standards and conditions as outlined in its proposal.

2. SCOPE OF SERVICES

The Contractor shall furnish all labor, materials, tools, equipment, supervision and maintain applicable licenses and permits necessary to perform Waste Hauling and Recycling Services at the Airport in a manner that will maintain a neat, orderly and professional appearance of the Airport facilities at all times. The Contractor's service must ensure that the Authority is at all times in compliance with all applicable laws including Assembly Bills 341 (2011) and 1826 (2014) and Senate Bill 1383 (2016), regarding waste diversion requirements.

The Authority currently has a variety of bin types and sizes located in various locations. The Contractor shall provide Waste Hauling and Recycling Services for a mixed waste stream deposited into bins, including providing collection vehicles, personnel, bins and all miscellaneous equipment/supplies necessary to collect, sort, transport, dispose and/or recycle to an off-site facility.

3. CONTRACTOR RESPONSIBILITIES

The Contractor shall be responsible for the following:

- The Contractor must immediately report any accidents, property damage, environmental hazards, safety issues, and security issues (such as the AOA gate not operating or securing correctly) to the Airport's 24 hour Communications Center at 818-840-9536.
- The Contractor's operators shall be fully trained on proper procedures and safety precautions to be followed in handling, loading, and transportation, in accordance with all applicable laws, so as to prevent accidents or injuries.
- The Contractor shall provide organics containers and bins that are designed to prevent leachate leaks or spills.

- The Contractor shall use appropriate methods, equipment and practices to ensure that collected materials will not blow, fall, or leak out the vehicle during provided services and shall immediately clean up any spillage of any kind. The Contractor shall change out with a clean container or bin each time it is serviced.
- The Contractor's drivers must wear uniforms and display their Airport Security badge at all times while on Authority property; drivers shall also possess and maintain a valid California driver's license at all times while on Airport property.
- The Contractor shall be responsible for all disposal fees, hauling permits, taxes, licenses and regulatory fees necessary or applicable to the performance of these services.
- The Contractor must warrant that it has obtained and shall keep in effect, all appropriate regulatory licenses and/or permits required for the duration of the contract and shall furnish copies without charge to the Authority upon request. Any changes to the status of the Contractor's licenses and permits, including revocation, suspension, failure to renew or expiration of any licenses or permits, which would affect Contractor's ability to perform these services, shall be immediately conveyed by telephone and email to the Authority.
- The Contractor shall assign an Account Manager to act as the single point of contact for performance issues. The Contractor's Account Manager or designee shall be available daily between 5:00 a.m. and 5:00 p.m., shall furnish the Authority with dispatch phone numbers for service calls, and shall respond to urgent service calls in four hours or less.
- From time to time the services outlined might need to be performed in or near Authority airfield operations or active construction areas. All reasonable precautions shall be taken to minimize interference within the work areas. In the event interference may or does occur, the Contractor shall seek direction from the Authority.

4. REPLACEMENT PASSENGER TERMINAL

The contractor shall commence full services in the Replacement Passenger Terminal (RPT) on opening day October 13, 2026, see service frequency and dumpster quantity below.

5. LEGACY FACILITY

Services in the legacy terminal will be reduced by the frequency scheduled below, starting October 13, 2026, with an undetermined end date.

**REDUCED SCHEDULE – LEGACY TERMINAL**

#	Bin Contents	Location	Address	Qty.	Container Type	Container Size (cubic yard)	Pick-up/wk
1	Trash	CARGO	4209 Empire Ave	3	Bin	4	As-needed basis
2	Trash	CARGO	4209 Empire Ave	1	Bin	6	As-needed basis
3	Trash	Avenue A	2627 Hollywood Way	4	Bin	4	As-needed basis
4	Cardboard	Terminal B	2627 Hollywood Way	2	Bin	4	As-needed basis

**6. CONTAINERS**

The Contractor shall provide lined containers or bins with lids as detailed below and the routine refuse collection service of the containers as described below. The Contractor shall provide containers and bins that are color-coded and labeled for the different waste streams (blue for recycling, green for organics, and black for trash). The Contractor shall provide signage with words and symbols/photos for each container and bin that receives collected waste bags showing the acceptable waste for the designated waste stream. The Contractor shall keep organics, trash, and recycling segregated by using designated trucks for each waste stream. The Authority reserves the right to modify the quantity, size, pickup frequency, service time and location of the containers.

**LOCATIONS/QUANTITY/SIZE/FREQUENCY OF PICK UP – AMENDED SCHEDULE**

Item #	Bin Contents	Location	Address	Qty	Container Type	Container Size (CY)	Pick-ups per Week
1a	Trash	Maintenance	7901 San Fernando Rd.	2	Bin	3	1
1b	Recycling	Maintenance	7901 San Fernando Rd.	1	Bin	4	1
2	Trash	Hangar 4	4511 W. Empire Ave.	1	Bin	4	2
3	Trash	Hangar 5	4511 W. Empire Ave.	1	Bin	4	2
4	Trash	Hangar 37	2800 N. Clybourn St.	1	Bin	4	2
5	Trash	Gate 435	2800 N. Clybourn St.	2	Bin	4	2
6	Trash	Hangar 35	2800 N. Clybourn St.	1	Bin	3	2
7	Trash	Hangar 45	2800 N. Clybourn St.	1	Bin	4	2
8	Trash	Hangar 43	2800 N. Clybourn St.	1	Bin	4	2
9a	Trash	ASF	4001 Cohasset St.	1	Compactor	20	1
9b	Recycling	ASF	4001 Cohasset St.	2	Bin	4	1
10a	Trash	RPT	2827 Hollywood Way	1	Compactor	30	1
10b	Recycling	RPT	2827 Hollywood Way	4	Bin	4	2
10c	Organics	RPT	2827 Hollywood Way	1	Bin	3	4
11	Cardboard	RPT	2827 Hollywood Way	1	Vertical Baler	60 inch	1
12	Trash	Hangar 80	2800 N. Clybourn St.	1	Bin	2	2

All containers shall be labeled, furnished with lids (including either a device, mechanism or rod to prop lid open), freshly painted, free from graffiti, sealed to prevent leaks and in otherwise excellent condition. The Contractor shall replace or repair any damaged bins within 24 hours at no cost to

the Authority, should the Authority determine that a bin requires replacement. If the Contractor damages Authority-owned equipment or compactors, the Contractor shall be responsible for repair or replacing those equipment and compactors at no cost to the Authority.

#### 7. COMPACTORS & BALER

The contractor shall provide two compactors and one baler for lease with a purchase option for \$1 at the end of the contract period. The contractor will be responsible for providing a comprehensive service agreement for the compactor and baler including identification of all equipment (type, model, serial number), and a clearly defined scope of services covering preventive maintenance, inspections, repairs, and emergency response with specified service intervals and response times. Response time shall be within two hours of the initial service request. The contractor shall clearly define all costs, specifying what is included (e.g., labor, travel, and parts, warranty period) and any exclusions. The contractor shall assume full responsibility for maintaining the equipment in proper working conditions, providing qualified personnel, and ensuring compliance with all applicable safety and environmental regulations. The contractor shall also be responsible for all repairs, parts, and performance standards, including minimizing downtime, and shall outline liability and insurance coverage.

Additionally, the contractor shall ensure proper use requirements, identify any restrictions on prohibited materials or contamination, and include all standard contractual provisions such as dispute resolution and governing law. The contractor will provide training for equipment operation.

#### 8. PICK-UP TIMES AND RESTRICTIONS

The Contractor will be required to provide routine pick up for all containers, with the exception of “as-needed” pick-ups. Due to passenger and operational activity, many of the containers listed above have pre-determined windows during which pickups must occur, these are as follows:

7901 San Fernando Rd.	Between 7:00 a.m. – 3:00 p.m.
4511 W. Empire Ave	Between 7:00 a.m. – 2:00 p.m.
4209 Empire Ave	Between 7:00 a.m. – 2:00 p.m.
2800 N. Clybourn St.	Between 7:00 a.m. – 12:00 p.m.
2827 Hollywood Way (RPT Address)	Between 12:00 a.m. - 5:00 a.m. *
4001 Cohasset St. (ASF)	Between 12:00 a.m. – 5:00 a.m.*

\*\*With respect to the compactor/baler and containers/bins located at this location, due to the influx of passenger activity that begins shortly after 5:00 a.m. it is **mandatory** that service is completed prior to 5:00 a.m. The Authority reserves the right to deny access to the storage area should the

Contractor be late; however, the Authority has the right to impose a \$200 liquidated damages assessment for each such incident and the Contractor will be required to re-schedule a same day pickup in coordination with Airport Operations.

Following each pick-up, the Contractor shall identify and remove any spilled refuse from the immediate bin (or roadway areas) and broom clean at no cost to the Authority. Should the Authority incur costs associated with the cleanup of overflow refuse in a bin area, the Authority reserves the right to recover those costs from the waste hauler.

The Authority's Airport operations are ongoing on a 24/7 basis and the services detailed herein are required per this schedule, regardless of whether a scheduled day is an otherwise observed holiday. The Authority may, at its sole discretion, elect to omit and/or modify scheduled pick-ups in the non-terminal areas when such pickups would occur on an observed holidays. The Authority Representative shall provide seven days advance written notice to the Contractor of any such schedule modifications.

In such instances that pick-ups were omitted, the Contractor shall identify the number of pick-ups that were omitted or reduced in each designated area for the respective billing period. The quantity shall be extended by the quoted rates herein and shall be reflected on the Contractor's invoice for the same period.

#### 9. RECYCLING SERVICE

The Contractor shall not knowingly transport or sell any Authority waste products to a recycling partner who, in turn, transports the waste out of the continental United States. The Contractor shall provide the recycling facility locations upon Authority's request(s).

#### 10. MANDATORY RECYCLING & DIVERSION REQUIREMENTS

The Contractor shall comply with current and updated Airport Rules & Regulations and Federal, State, and local environmental laws and regulations and the associated amendments. This shall include meeting AB 341 (2011), AB 1826 (2014), and SB 1383 (2016) requirements at no additional charge, including education, outreach, monitoring and reporting as required, and any other information and programs that will assist Authority in meeting local and state requirements for mandatory commercial recycling and diversion compliance.

#### 11. REFUSE SORTING & LANDFILL SERVICE

The Contractor is required to process and sort through ALL contents from bins to an off-site facility. The Authority's refuse shall be sorted by the Contractor for recyclable material prior to it being sent to the landfill. All salvageable recyclable material shall be removed from the landfill waste stream. The diversion rate (weight content) shall be tracked and transmitted to the Authority with the Waste Diversion Report.

The Contractor shall provide, on a monthly and annual basis, a Waste Diversion Report including landfill locations being used, MRF locations, recycling facilities used, include addresses and contact information. Contractor shall be responsible for maintaining and updating this information for the Authority. The Contractor shall include estimated weights according to the waste categories used for the 2026 waste sort (shown below) in the monthly Waste Diversion Report. The Contractor shall provide monthly reports of waste contamination estimates for organics and recycling to the Authority. The contractor shall provide documentation identifying the final destination of recycled waste and describing the recycling processes implemented, including, where applicable, cradle-to-cradle practices. Information shall be sent to the Noise & Environmental Department, Attn: Kyle Porter ([kporter@bur.org](mailto:kporter@bur.org)) on a monthly and yearly basis.

Material Category	Subcategories
Paper	Recyclable Paper
	Compostable Paper
	Non-Recyclable Paper
Cardboard/Old Corrugated Containers (OCC)	
Plastic	Bottles/Containers
	Plastic Film/Wrap
	Other Plastic Products
Metal	Tin/Aluminum Cans
	Other Metal Materials
Glass	Glass Bottles/Containers
	Other Glass
Organics	Food Scraps
	Green Waste
	Other Organics
Liquids	
Other Waste	Hazardous Waste
	Universal Waste
	Mixed Residue/Special Waste

## 12. SECURITY REQUIREMENTS

The Contractor must have staff that have the ability to obtain an Airport Security badge through the Airport Badging office per the following requirements:

- Maintain and pass a Criminal History Records Check
  - o 10 years with no disqualifying convictions
  - o The Contractor shall bear all expense associated with processing employees through the Criminal History Records Check and Badging (currently \$60/Applicant, fingerprinting \$30/Applicant). Contact the Administrative Specialist at (818) 840-8833 for more information.

- Pass a Security Threat Assessment.
- The ability to annually renew Airport Security badges.
- Pass all required training, both initial and recurrent, for Airport Security badges.
- Pay all associated fees and fines of the Airport Badging office.
- Remain in good standing with all rules and regulations.

### 13. VEHICLE AND ACCESS ROAD REQUIREMENTS

The Contractor must provide and operate vehicles that meet required airport safety and security standards as follows:

- Contractor shall provide and maintain insurance coverage meeting the required minimums.
- Vehicles shall be marked with appropriate company decals that are visible from a distance of 20 feet.
- Vehicles shall be enclosed or adequate provisions made for suitable cover to ensure no spillage during transit. In the event of a release or spill, the Contractor shall take appropriate and immediate action to remediate and clean-up any such release or spill.
- Drivers maintain safe driving procedures; vehicles must be operated in a manner that does not compromise the safety of either landside or airside airport operations.
- Service vehicles shall use only Authority-designated AOA access gates and must use city streets to travel between airfield container locations. The use of the airfield service road and aircraft parking ramps is strictly prohibited for travel between container locations, unless approved by the Authority.
- All contractor vehicles and equipment used in the performance of this contract shall be maintained in a safe, clean and fully operational condition at all times. All trucks must be free from hydraulic leaks, fluid drips, and any condition that could result in an environmental issue. Equipment shall be regularly inspected to ensure it is in good working order and compliant with all environmental regulations

### 14. ADDITIONAL SERVICES

The Contractor shall provide additional bins and/or services when requested by the Authority (e.g., On-Call, etc.). Additional bins and/or services shall be provided at the rates quoted in Attachment B – Fee Schedule. Delivery shall be within 24 hours of notification at the specified location(s).

**EXHIBIT B-1**  
**Revised Fee Schedule**

(attached)

**Exhibit B-1- Revised Fee Schedule  
Waste Hauling and Recycling Services**

The fee schedule shall be firm, fixed price, all-inclusive, and shall include all costs for furnishing and transporting the containers for each designated, requested location, waste pick-up waste disposal fees, including any third party fees, labor, equipment, PPEs, uniforms, regulatory fees and permits, insurance and equipment maintenance, fuel, fuel surcharges, trip charges except where indicated as an "additional pick-up" within the Fee Schedule, general and administrative support costs, materials, mileage, overhead(s), profit, supplies, sale and use taxes, shipping and handling, etc. Labor pricing shall contemplate all planned and unplanned wage changes and shall be firm for an 18-month period. Any increases in minimum wage rates shall have been contemplated in the Fee Schedule.

**RPT Services Commencing October 13, 2026**

Item #	Bin Contents	Location	Address	Qty	Container Type	Container Size (CY)	Pick-ups per Week	Monthly Fee	Add'l Pick-up Fee
1a	Trash	Maintenance	7901 San Fernando Rd.	2	Bin	3	1	268.92	85.00
1b	Recycling	Maintenance	7901 San Fernando Rd.	1	Bin	4	1	145.25	90.00
2	Trash	Hangar 4	4511 W. Empire Ave.	1	Bin	4	2	298.80	95.00
3	Trash	Hangar 5	4511 W. Empire Ave.	1	Bin	4	2	298.80	95.00
4	Trash	Hangar 37	2800 N. Clybourn St.	1	Bin	4	2	298.80	95.00
5	Trash	Gate 435	2800 N. Clybourn St.	2	Bin	4	2	597.60	95.00
6	Trash	Hangar 35	2800 N. Clybourn St.	1	Bin	3	2	268.92	85.00
7	Trash	Hangar 45	2800 N. Clybourn St.	1	Bin	4	2	298.80	95.00
8	Trash	Hangar 43	2800 N. Clybourn St.	1	Bin	4	2	298.80	95.00
9a	Trash	ASF	4001 Cohasset St.	1	Compactor	20	1	6,395.00	1,475.00
9b	Recycling	ASF	4001 Cohasset St.	2	Bin	4	1	290.49	90.00
10a	Trash	RPT	2827 Hollywood Way	1	Compactor	30	1	7,260.00	1,675.00
10b	Recycling	RPT	2827 Hollywood Way	4	Bin	4	2	1,170.00	90.00
10c	Organics	RPT	2827 Hollywood Way	1	Bin	3	4	1,950.22	225.00
11	Cardboard	RPT	2827 Hollywood Way	1	Vertical Baler	60 inch	1	584.96	225.00 haul + 45.00 per ton rebate
12	Trash	Hangar 80	2800 N. Clybourn St.	1	Bin	2	2	257.04	80.00

\* Pick-up times per week may be adjusted to accommodate waste generated at the RPT

**EQUIPMENT LEASE / MAINTENANCE**

Equipment/Maintenance	Monthly Fee
Compactor - 20cy Capacity	3,875.95
Compactor - 30cy Capacity	3,925.32
Baler - 60" (includes cardboard netting)	2,051.73

\*Locations 9b & 10b require device to prop dumpster lid open while trash is being deposited into the container without the use of hands

**TOTAL PRICE PER MONTH FOR ALL LOCATIONS PLUS EQUIPMENT LEASE:** \$20,682.40 + \$9,853.00 (equipment lease) = \$30,535.40

**18 MONTHS NOT-TO-EXCEED TOTAL FOR ALL LOCATIONS PLUS EQUIPMENT LEASE:**  
\$372,283.20 + \$177,354.00 (equipment lease) = \$549,637.20

**Limited Duration / Reduced Frequency Schedule - Starting October 13, 2026**

Item #	Bin Contents	Location	Address	Qty	Container Type	Container Size (CY)	Each Pick-up Fee (AS-NEEDED)
1	Trash	Cargo	4209 Empire Ave	3	Bin	4	285.00
2	Trash	Cargo	4209 Empire Ave	1	Bin	6	155.00
3	Trash	Avenue A	2627 Hollywood Way	4	Bin	4	380.00
4	Cardboard	Terminal B	2627 Hollywood Way	2	Bin	4	190.00

**ADDITIONAL EQUIPMENT AS NEEDED**

(fees include delivery and removal of container)

Waste Type	Container Size	Rate per Pull
Trash	2 yard	350
Trash	3 yard	395
Trash	4 yard	425
Trash	6 yard	625
Trash	10 yard	1,195.00
Trash	40 yard	1,215.00
Recycle	2 yard	295
Recycle	3 yard	405
Recycle	4 yard	450
Recycle	6 yard	650
Organics	2 yard	325
Organics	3 yard	495

Bale Collection 1 bale 45.00 rebate per ton, \$225.00 per haul charge

Authorized Signature : 

Name and Title: John R. Gasparian Jr. / Vice President

Date: 5/18/26

**EXHIBIT E-1**  
**Revised Non-AIP Project Federal Requirements**

References in this Exhibit to “Contractor” shall be deemed to refer to Consultant. References in this Exhibit to “Sponsor” shall be deemed to refer to the Authority. 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. 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, 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 U.S.C. § 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) including amendments thereto;

3. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 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 U.S.C. § 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 U.S.C. § 6101 et seq.) (prohibits discrimination on the basis of age);

6. Airport and Airway Improvement Act of 1982 (49 U.S.C. § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);

7. The Civil Rights Restoration Act of 1987 (P.L. 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 U.S.C. § 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. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 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, 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 including amendments thereto.

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.

**WASTE HAULING AND RECYCLING SERVICES AGREEMENT**  
(Burbank-Glendale-Pasadena Airport Authority / American Reclamation, Inc.)

THIS WASTE HAULING AND RECYCLING SERVICES AGREEMENT (“Agreement”) is dated August 19, 2024 for reference purposes and is executed by the Burbank-Glendale-Pasadena Airport Authority (“Authority”), a California joint powers agency, and American Reclamation, Inc. (“Contractor”), a California corporation.

**RECITALS**

A. The Authority owns and operates the Bob Hope Airport (commonly known as Hollywood Burbank Airport) (“Airport”) and desires to retain Contractor as an independent contractor to provide waste hauling and recycling services.

B. Contractor is engaged in the solid waste handling business and represents that it is fully qualified to perform waste hauling and recycling services 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 and in the California Integrated Waste Management Act (Public Resources Code Section 40000 et seq.), 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”: Stephanie Gunawan-Piraner or a duly authorized designee.

C. “Executive Director”: Frank R. Miller or a duly authorized designee.

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

E. “Fee Schedule”: the fee schedule set forth in the attached Exhibit B.

F. “Indemnites”: 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.

G. “Insurance Requirements”: the insurance requirements set forth in the attached Exhibit C.

H. “Security Badge Requirements”: the security badge requirements set forth in the attached Exhibit D.

I. “Services”: the waste pick-up, hauling, sorting, recycling, and disposal services set forth in the attached Exhibit A.

**2. Services.**

A. Contractor shall perform the Services in accordance with applicable laws, the terms of this Agreement, and the best practices and highest standards of the solid waste handling industry.

B. Contractor shall furnish all containers, vehicles, machines, and equipment required for performance of the Services.

C. Contractor shall immediately report to the Authority any damage to Airport facilities arising out of any act or omission of Contractor or any of its employees, agents, representatives, or independent contractors in connection with the performance of the Services.

**3. Term.**

A. Base Term. The base term of this Agreement shall commence on October 1, 2024 and expire on October 12, 2026, unless extended or earlier terminated as provided herein.

B. Extension. The Authority may request that Contractor submit a proposal for performance of the Services in the Replacement Passenger Terminal for the period commencing October 13, 2026 and expiring on April 30, 2028. In the event of such a request, the parties shall negotiate in good faith the change in Contractor’s scope of work and compensation for this extension period. If the parties reach a consensus, then this Agreement shall be amended to memorialize the extension and new compensation rate.

C. Termination. If Contractor 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. The Authority may terminate this Agreement for convenience upon 30 days prior written notice to Contractor.

**4. Compensation.**

A. The Authority shall compensate Contractor for performance of the Services, and Contractor agrees to accept as full satisfaction for such work, payment according to the Fee Schedule.

B. Contractor 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 Contractor 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 Contractor shall pay all required taxes on the payments.

**5. Liquidated Damages.** The parties acknowledge that as of the time of the execution of this Agreement it is impractical, if not impossible, to reasonably ascertain the extent of damages that will be incurred by the Authority as a result of a failure by Contractor to perform routine pick-ups for 2627 Hollywood Way during the 12:00 a.m. - 5:00 a.m. period. Accordingly, in addition to any other available remedy, the Authority may assess liquidated damages in the amount of \$200 for each such failure by Contractor. The Authority may deduct a liquidated damages assessment from compensation owed to Contractor, or may require Contractor to remit payment for a liquidated damages assessment within 10 days after notice of such assessment.

**6. Facility Requirements.**

A. Contractor has designated Universal Resource Recovery as the Designated Disposal Site. Contractor shall deliver all solid waste collected at the Airport to the Designated Disposal Site.

B. Contractor has designated American Reclamation Processing Facility as the Designated Recycling Facility. Contractor shall deliver all recyclable materials collected at the Airport to the Designated Recycling Facility. Contractor shall use commercially reasonable efforts to ensure that recyclable materials are used in a manner that is classified as diversion.

C. Contractor has designated Universal Resource Recovery as the Designated Organic Waste Facility. Contractor shall deliver all organic waste collected at the Airport to the Designated Organic Waste Facility. Contractor shall use commercially reasonable efforts to ensure that organic waste is processed and used in a manner that is classified as diversion.

D. Contractor shall ensure that the Designated Disposal Site, Designated Recycling Facility, and Designated Organic Waste Facility are properly permitted and in substantial compliance with applicable law at all times. Contractor shall immediately inform the Executive Director in writing in the event of any non-compliance and the Authority, in its sole discretion, shall have the right to require the use of a different facility selected by Contractor. Under no circumstances, shall a change in one or more of the Designated Disposal Site, Designated Recycling Facility, or Designated Organic Waste Facility constitute a basis for a Fee Schedule amendment.

**7. Airport Rules and Regulations.** Contractor shall comply with the Airport Rules and Regulations. Contractor acknowledges that the Airport Rules and Regulations are available on the Authority's webpage ([hollywood Burbank Airport.com](http://hollywood Burbank Airport.com)), and Contractor may obtain a hard copy from the Authority upon request. Violations of the Airport Rules and Regulations by Contractor or its personnel shall be punishable as stated in the Airport Rules and Regulations including by administrative fines.

**8. Restricted Area Access.** Contractor shall not access restricted Airport sites unless in possession of an Authority-issued security badge. Contractor shall be responsible for obtaining security badges for its personnel. Security badges shall only be issued for Contractor personnel who comply with the Security Badge Requirements.

**9. Independent Contractor.** Contractor is, and shall at all times remain as to the Authority, an independent contractor. Contractor 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 Contractor except as set forth in this Agreement.

**10. Indemnification.**

A. Contractor shall indemnify and hold harmless the Indemnitees from and against any and all loss, liability, penalty, forfeiture, claim, demand, action, proceeding or suit in law or in equity of every kind and description (including injury to and death of any person and damage to property, or for contribution or indemnity claimed by third parties) arising or resulting from and in any way connected with: (1) the negligence or willful misconduct of Contractor, its officers, employees, agents, subsidiaries, or subcontractors in performing the Services; (2) the failure of Contractor, its officers, employees, agents, subsidiaries, or subcontractors to comply with this Agreement or applicable laws, permits, or licenses; or (3) the performance by Contractor, its officers, employees, agents, subsidiaries, or subcontractors of acts for which strict liability is imposed by law.

B. The foregoing indemnity applies regardless of whether such loss, liability, penalty, forfeiture, claim, demand, action, proceeding, suit, injury, death, or damage is also caused in part by any of the Indemnitees' negligence, but does not extend to matters resulting from the Indemnitees' sole or active negligence, willful misconduct, breach of this Agreement, or violation of law. Contractor shall at its sole cost and expense, upon demand of the Authority, defend (with attorneys acceptable to the Authority) the Indemnitees against any claims, actions, suits in law or in equity or other proceedings, whether judicial, quasi-judicial or administrative in nature, arising or resulting from any of the events referenced above.

C. Contractor'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.

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

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

**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: Stephanie Gunawan-Piraner  
E-mail: [sgunawan-piraner@bur.org](mailto:sgunawan-piraner@bur.org)

Contractor  
American Reclamation, Inc.  
4560 Doran Street  
Los Angeles, CA 90039  
Attn: John R. Gasparian, Jr.  
E-mail: [JohnG@americanreclamation.com](mailto:JohnG@americanreclamation.com)

**14. Assignability.** Contractor 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. This prohibition is not intended to preclude, and shall not be interpreted as precluding, Contractor from utilizing subcontractors identified in Contractor's proposal for the Services. Any attempt by Contractor to assign, transfer or subcontract any rights, duties or obligations in violation of this prohibition shall be void.

**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. Examination and Audit.** Pursuant to Government Code Section 8546.7, the parties are subject to the examination and audit of the California State Auditor, at the Authority's request or as part of any audit of the Authority, for a period of three years after final payment under this Agreement.

**17. Exhibits.** Exhibits A through E 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 Exhibits A through D, 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 E, the provisions of Exhibit E shall prevail.

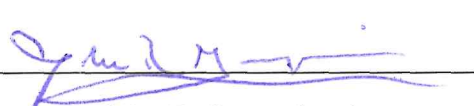
**18. Incorporation of Mandatory Language.** Each and every provision required by law to be inserted in this Agreement shall be deemed to be inserted and this Agreement shall be read and enforced as though such provision were included. If through mistake or otherwise any such provision is not inserted,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

**19. 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.

**American Reclamation, Inc.**

By:   
Print Name: John R. Gasparian Jr.

By:   
Print Name: John R. Gasparian

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**

  
President

Approved as to form:

  
Richards, Watson & Gershon  
A Professional Corporation

**EXHIBIT A**  
**Scope of Services**

**EXHIBIT A**  
**SCOPE OF SERVICES**  
**WASTE HAULING AND RECYCLING SERVICES**

1. PROJECT DESCRIPTION

The Contractor shall provide waste pick-up, hauling, sorting, recycling, and disposal services (collectively, “Waste Hauling and Recycling Services”) for all types of bins at the Airport. As discussed in greater detail below, it is the Authority’s goal to minimize the amount of refuse sent to landfills through recycling, composting or other waste management method(s). This agreement includes routine service of the bins described below, with quantity and type subject to change at the Authority’s discretion.

The Contractor will be required to establish and follow a routine pick up schedule for all bins within the parameters outlined below, with the exception of “as-needed” pick-ups. The Contractor will be expected to fulfill the requirements, standards and conditions as outlined in its proposal.

2. SCOPE OF SERVICES

The Contractor shall furnish all labor, materials, tools, equipment, supervision and maintain applicable licenses and permits necessary to perform Waste Hauling and Recycling Services at the Airport in a manner that will maintain a neat, orderly and professional appearance of the Airport facilities at all times. The Contractor’s service must ensure that the Authority is at all times in compliance with all applicable laws including Assembly Bills 341 (2011) and 1826 (2014) and Senate Bill 1383 (2016), regarding waste diversion requirements.

The Authority currently has a variety of bin types and sizes located in various locations. The Contractor shall provide Waste Hauling and Recycling Services for a mixed waste stream deposited into bins, including providing collection vehicles, personnel, bins and all miscellaneous equipment/supplies necessary to collect, sort, transport, dispose and/or recycle to an off-site facility.

3. CONTRACTOR RESPONSIBILITIES

The Contractor shall be responsible for the following:

- The Contractor must immediately report any accidents, property damage, environmental hazards, safety issues, and security issues (such as the AOA gate not operating or securing correctly) to the Airport’s 24 hour Communications Center at 818-840-9536.
- The Contractor’s operators shall be fully trained on proper procedures and safety precautions to be followed in handling, loading, and transportation, in accordance with all applicable laws, so as to prevent accidents or injuries.

- The Contractor shall use appropriate methods, equipment and practices to ensure that collected materials will not blow, fall, or leak out the vehicle during provided services and shall immediately clean up any spillage of any kind.
- The Contractor's drivers must wear uniforms and display their Airport Security badge at all times while on Authority property; drivers shall also possess and maintain a valid California driver's license at all times while on Airport property.
- The Contractor shall be responsible for all disposal fees, hauling permits, taxes, licenses and regulatory fees necessary or applicable to the performance of these services.
- The Contractor must warrant that it has obtained and shall keep in effect, all appropriate regulatory licenses and/or permits required for the duration of the contract, and shall furnish copies without charge to the Authority upon request. Any changes to the status of the Contractor's licenses and permits, including revocation, suspension, failure to renew or expiration of any licenses or permits, which would affect Contractor's ability to perform these services, shall be immediately conveyed by telephone and email to the Authority.
- The Contractor shall assign an Account Manager to act as the single point of contact for performance issues. The Contractor's Account Manager or designee shall be available daily between 5:00 a.m. and 5:00 p.m., shall furnish the Authority with dispatch phone numbers for service calls, and shall respond to urgent service calls in four hours or less.
- From time to time the services outlined might need to be performed in or near Authority airfield operations or active construction areas. All reasonable precautions shall be taken to minimize interference within the work areas. In the event interference may or does occur, the Contractor shall seek direction from the Authority.

4. CONTAINERS

The Contractor shall provide lined containers or bins with lids as detailed below and the routine refuse collection service of the containers as described below. The Authority reserves the right to modify the quantity, size, pickup frequency, service time and location of the containers.

**LOCATIONS/QUANTITY/SIZE/FREQUENCY OF PICK UP**

#	Bin Contents	Location	Address	Qty.	Container	Container w/ Wheels	Pick-up/wk	Pickup Days
1	Mixed, minimal food waste	Maintenance Yard	7901 San Fernando Rd.	2	3 yard	Y	1	
2	Mixed, minimal food waste	Hangar 4	4511 W. Empire Ave.	1	4 yard	N	2	3 day intervals
3	Mixed, minimal food waste	Hangar 5	4511 W. Empire Ave.	1	4 yard	N	2	3 day intervals
4	Mixed, minimal food waste	Hangar 37	2800 N. Clybourn St.	1	4 yard	Y	2	3 day intervals

5	Mixed, minimal food waste	Gate 435	2800 N. Clybourn St.	2	4 yard	Y	2	3 day intervals
6	Mixed, minimal food waste	Hangar 35	2800 N. Clybourn St.	1	3 yard	N	2	3 day intervals
7	Mixed, minimal food waste	Hangar 45	2800 N. Clybourn St.	1	4 yard	Y	2	3 day intervals
8	Mixed, minimal food waste	Hangar 43	2800 N. Clybourn St.	1	4 yard	Y	2	3 day intervals
9	Mixed, includes food waste	Air Cargo	4209 Empire Ave	4	4 yard	N	6	M-Sa
10	Mixed, includes food waste	Air Cargo	4209 Empire Ave	1	6 yard	N	6	M-Sa
11	Mixed, includes food waste	Avenue A, Terminal A	2627 Hollywood Way	8	4 yard	Y	7	M-Su
12	Mixed, minimal food waste (Overflow bin)	Maintenance Yard	7901 San Fernando Rd.	1	40 yard	Y	As-needed basis	N/A
13	Mixed, minimal food waste (Overflow bin)	Maintenance Yard	7901 San Fernando Rd.	1	10 yard	Y	As-needed basis	N/A
14	Mixed, minimal food waste (Overflow bin)	Hangar 88	2800 N. Clybourn St.	1	4 yard	Y	2	3 day intervals
15	Cardboard	Avenue A, Terminal B	2627 Hollywood Way	3	4 yard	Y	7	N/A

All containers shall be labeled, furnished with lids (including either a device, mechanism or rod to prop lid open), freshly painted, free from graffiti, sealed to prevent leaks and in otherwise excellent condition. The Contractor shall replace or repair any damaged bins within 24 hours at no cost to the Authority, should the Authority determine that a bin requires replacement. If the Contractor damages Authority-owned equipment or compactors, the Contractor shall be responsible for repair or replacing those equipment and compactors at no cost to the Authority.

#### PICK-UP TIMES AND RESTRICTIONS

The Contractor will be required to provide routine pick up for all containers, with the exception of “as-needed” pick-ups. Due to passenger and operational activity, many of the containers listed above have pre-determined windows during which pickups must occur, these are as follows:

7901 San Fernando Rd.	Between 7:00 a.m. – 3:00 p.m.
4511 W. Empire Ave	Between 7:00 a.m. – 2:00 p.m.
4209 Empire Ave	Between 7:00 a.m. – 2:00 p.m.
2800 N. Clybourn St.	Between 7:00 a.m. – 12:00 p.m.
2627 Hollywood Way	Between 12:00 a.m. – 5:00 a.m.*

\*With respect to the containers/bins located at this location, due to the influx of passenger activity that begins shortly after 5:00 a.m. it is **mandatory** that daily service is completed prior to 5:00 a.m.. The Authority reserves the right to deny access to the storage area should the Contractor be late; however, the Authority has the right to impose a \$200 liquidated damages assessment for each such incident and the Contractor will be required to re-schedule a same day pickup in coordination with Airport Operations.

Following each pick-up, the Contractor shall identify and remove any spilled refuse from the immediate bin (or roadway areas) and broom clean at no cost to the Authority. Should the Authority incur costs associated with the cleanup of overflow refuse in a bin area, the Authority reserves the right to recover those costs from the waste hauler.

The Authority's Airport operations are ongoing on a 24/7 basis and the services detailed herein are required per this schedule, regardless of whether a scheduled day is an otherwise observed holiday. The Authority may, at its sole discretion, elect to omit and/or modify scheduled pick-ups in the non-terminal areas when such pickups would occur on an observed holidays. The Authority Representative shall provide seven day advance written notice to the Contractor of any such schedule modifications.

In such instances that pick-ups were omitted, the Contractor shall identify the number of pick-ups that were omitted or reduced in each designated area for the respective billing period. The quantity shall be extended by the quoted rates herein and shall be reflected on the Contractor's invoice for the same period.

#### 5. RECYCLING SERVICE

The Contractor shall not knowingly transport or sell any Authority waste products to a recycling partner who, in turn, transports the waste out of the continental United States. The Contractor shall provide the recycling facility locations upon Authority's request(s).

#### 6. MANDATORY RECYCLING & DIVERSION REQUIREMENTS

The Contractor shall comply with current and updated Airport Rules & Regulations and Federal, State, and local environmental laws and regulations and the associated amendments. This shall include meeting AB 341 (2011), AB 1826 (2014), and SB 1383 (2016) requirements at no additional charge, including education, outreach, monitoring and reporting as required, and any other information and programs that will assist Authority in meeting local and state requirements for mandatory commercial recycling and diversion compliance.

#### 7. REFUSE SORTING & LANDFILL SERVICE

The Contractor is required to process and sort through ALL contents from bins to an off-site facility. The Authority's refuse shall be sorted by the Contractor for recyclable material prior to it being sent to the landfill. All salvageable recyclable material shall be removed from the landfill

waste stream. The diversion rate (weight content) shall be tracked and transmitted to the Authority with the Waste Diversion Report.

The Contractor shall provide, on a monthly and annual basis, a Waste Diversion Report including landfill locations being used, including addresses and contact information, and shall be responsible for maintaining and updating this information for the Authority. Information shall be sent to the Noise & Environmental Department, Attn: Kyle Porter ([kporter@bur.org](mailto:kporter@bur.org)) on a monthly and yearly basis.

#### 8. SECURITY REQUIREMENTS

The Contractor must have staff that have the ability to obtain an Airport Security badge through the Airport Badging office per the following requirements:

- Maintain and pass a Criminal History Records Check
  - o 10 years with no disqualifying convictions
  - o The Contractor shall bear all expense associated with processing employees through the Criminal History Records Check and Badging (currently \$60/Applicant, fingerprinting \$30/Applicant). Contact the Administrative Specialist at (818) 840-8833 for more information.
- Pass a Security Threat Assessment.
- The ability to annually renew Airport Security badges.
- Pass all required training, both initial and recurrent, for Airport Security badges.
- Pay all associated fees and fines of the Airport Badging office.
- Remain in good standing with all rules and regulations.

#### 9. VEHICLE AND ACCESS ROAD REQUIREMENTS

The Contractor must provide and operate vehicles that meet required airport safety and security standards as follows:

- Contractor shall provide and maintain insurance coverage meeting the required minimums.
- Vehicles shall be marked with appropriate company decals that are visible from a distance of 20 feet.
- Vehicles shall be enclosed or adequate provisions made for suitable cover to ensure no spillage during transit. In the event of a release or spill, the Contractor shall take appropriate and immediate action to remediate and clean-up any such release or spill.
- Drivers maintain safe driving procedures; vehicles must be operated in a manner that does not compromise the safety of either landside or airside airport operation.
- Service vehicle shall use only Authority-designated AOA access gates and must use city streets to travel between airfield container locations. The use of the airfield service road and aircraft parking ramps is strictly prohibited for travel between container locations, unless approved by the Authority.

## 10. ADDITIONAL SERVICES

The Contractor shall provide additional bins and/or services when requested by the Authority (e.g., Special Events, etc.). Additional bins and/or services shall be provided at the rates quoted in Attachment D – Fee Schedule. Delivery shall be within 24 hours of notification at the specified location(s).

**EXHIBIT B**  
**Fee Schedule**



**EXHIBIT B**  
**RFP No. NE19-01: WASTE HAULING AND RECYCLING SERVICES**  
**FEE SCHEDULE**

\*The Fee Schedule Offer pricing shall be firm, fixed price, all-inclusive, and shall include, without limitation, all costs for furnishing and transporting the containers for each designated, requested location, waste pick-up, waste disposal fees, including any 3<sup>rd</sup> party fees, labor, equipment, PPEs, uniforms, regulatory fees and permits, insurance and equipment maintenance, fuel, fuel surcharges, trip charges except where indicated as an “additional pick-up” within the Fee Schedule, general and administrative support costs, materials, mileage, overhead(s), profit, supplies, sale and use taxes, shipping and handling, etc. Labor pricing shall contemplate all planned and unplanned wage changes and shall be firm for a 3 year period. Any increases in minimum wage rates shall have been contemplated in the Fee Schedule Offer.

#	Bin Contents	Location	Address	Qty.	Container	Pick-up/wk	Monthly Fee (hold firm for 3 years)	Each Add'l Pick-up per Container
1	Mixed, minimal food waste	Maintenance Yard	7901 San Fernando Rd.*	2	3 yard	1	\$ 175.63	\$35.00
2	Mixed, minimal food waste	Hangar 4	4511 W. Empire Ave.	1	4 yard	2	\$ 234.17	\$ 45.00
3	Mixed, minimal food waste	Hangar 5	4511 W. Empire Ave.	1	4 yard	2	\$ 234.17	\$45.00
4	Mixed, minimal food waste	Hangar 37	2800 N. Clybourn St.	1	4 yard	2	\$ 234.17	\$45.00
5	Mixed, minimal food waste	Gate 435	2800 N. Clybourn St.	2	4 yard	2	\$ 468.34	\$ 45.00
6	Mixed, minimal food waste	Hangar 35	2800 N. Clybourn St.	1	3 yard	2	\$ 175.63	\$35.00
7	Mixed, minimal food waste	Hangar 45	2800 N. Clybourn St.	1	4 yard	2	\$ 234.17	\$ 45.00
8	Mixed, minimal food waste	Hangar 43	2800 N. Clybourn St.	1	4 yard	2	\$ 234.17	\$45.00
9	Mixed, includes food waste	Air Cargo	4209 Empire Ave	4	4 yard**	6	\$2,810.08	\$ 45.00
10	Mixed, includes food waste	Air Cargo	4209 Empire Ave	1	6 yard**	6	\$1,053.78	\$60.00
11	Mixed, includes food waste	Ave. A	2627 Hollywood Way	8	4 yard**	7	\$6,556.85	\$45.00
12	Cardboard	Avenue A, Terminal B	2627 Hollywood Way	3	4 yard	7	\$2,458.82	\$25.00

13	Mixed, minimal food waste	Hangar 88	2800 N. Clybourn St.	1	4 yard	2	\$ 234.17	\$45.00
<b>TOTAL PRICE PER MONTH ALL LOCATIONS:</b>							<b>\$ 15,104.15</b>	
YEAR ONE NOT-TO-EXCEED TOTAL ALL LOCATIONS:				\$ 181,249.80				
YEAR TWO NOT-TO-EXCEED TOTAL ALL LOCATIONS:				\$ 181,249.80				
YEAR THREE NOT-TO-EXCEED TOTAL ALL LOCATIONS:				\$ 181,249.80				
<b>THREE YEARS NOT-TO-EXCEED TOTAL ALL LOCATIONS:</b>				<b>\$ 543,749.40</b>				
<b>PRICE IN WORDS:</b>				Five Hundred Forty Three Thousand Seven Hundred Forty Nine Dollars and Forty Cents				

**OVERFLOW BINS – WASTE HAULING ON AN AS-NEEDED BASIS**

#	Bin Contents	Location	Address	Qty.	Container	Collection Schedule	Rate per Pull
14	Mixed, minimal food waste	Maintenance Yard	7901 San Fernando Rd. *	1	40 yard	Services by Phone/Email request-12 hour response	\$1,175.00
15	Mixed, minimal food waste	Maintenance Yard	7901 San Fernando Rd. *	1	10 yard	Services by Phone/Email request-12 hour response	\$1,175.00

\*7901 San Fernando Rd. – Waiver to Recycle exclusive franchise system for the City of Los Angeles address is pending.

\*\*Locations 9, 10 & 11 require device to prop dumpster lid open while trash is being deposited into the container without the use of hands.

**ADDITIONAL EQUIPMENT AS NEEDED**  
(fees include delivery and removal of container)

Container	Rate per Pull
2 yard	\$ 250.00
3 yard	\$ 350.00
4 yard	\$ 450.00
6 yard	\$ 550.00
10 yard	\$1,175.00
40 yard	\$1,175.00

\*For Options Years 4 & 5 automatic labor rate adjustments shall be made each year by the Consumer Price Index (CPI) for All Urban Consumers for the Los Angeles-Riverside-Orange County statistical area (CPI-U) published by the United States Department of Labor, Bureau of Labor Statistics. In the event the CPI-U

is discontinued or revised during the term of this Agreement, such other governmental index or computation with which it is replaced shall be used.

The undersigned Company hereby submits its Fee Schedule Offer Form to the Authority. This offer is firm, and valid for acceptance via award by the Authority for a period of one hundred and twenty days (120) from the bid closing date. This offer accepts and incorporates by reference all of the solicitation documents.

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This Schedule of Fees has been executed by a duly authorized representative of the Company as indicated below:

Contractor Name: American Reclamation, Inc.

Authorized Signature:  \_\_\_\_\_

Name: John R. Gasparian, Jr.

Title: Vice President and General Manager

Date: 5/28/2024

**EXHIBIT C**  
**Insurance Requirements**

1. Contractor shall obtain, provide, and maintain policies of insurance as specified below.
  - A. **General Liability Insurance.** Contractor shall maintain commercial general liability insurance in an amount not less than \$5,000,000.00 per occurrence, \$5,000,000.00 general aggregate, for bodily injury, personal injury, and property damage.
  - B. **Automobile Liability Insurance.** Contractor shall maintain automobile insurance covering bodily injury and property damage for all activities of Contractor arising out of or in connection with the Services, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$5,000,000.00 combined single limit for each accident.
  - C. **Workers' Compensation/Employer's Liability Insurance.** Contractor shall maintain workers' compensation insurance (statutory limits) and employer's liability insurance with limits of at least \$1,000,000.00.
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 Contractor'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, Contractor's insurance coverage shall be primary insurance as respects the Indemnitees. Any insurance or self-insurance maintained by the Indemnitees shall be excess of Contractor'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 Indemnitee before the Indemnitee'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. Contractor'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 Contractor 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 Contractor 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 Contractor maintains higher limits than the minimum specified above, the Authority requires and shall be entitled to coverage for the higher limits maintained by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Authority.

4. Contractor 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. Contractor shall ensure that its subcontractors provide the same minimum insurance coverage and endorsements required of Contractor. Contractor shall monitor and review all such coverage, and Contractor assumes all responsibility for ensuring that such coverage is provided. Upon request, Contractor 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 Contractor or the Authority shall withhold from its payments to Contractor 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 Contractor 90 days notice of such change. If such change results in substantial additional cost to Contractor, then the parties shall renegotiate Contractor's compensation.

**EXHIBIT D**  
**Security Badge Requirements**

## BADGING/SECURITY REQUIREMENTS

### AIRPORT BADGING PROGRAM

The following information must be provided to the Airport Badging Office before any type of Airport badge and access may be issued:

1. An Airport Badging Request Form must be completed with information regarding Authorized Signers for the company.
2. Authorized Signers may be designated to sign for all badging applications with samples of their signatures provided to the Airport Badging Office. An Authorized Signer is responsible for authorizing and maintaining all Airport badge holders within the company. Each Authorized Signer must successfully complete a Criminal History Records Check ("CHRC"), Security Threat Assessment ("STA") and appropriate training before they are allowed to sign employees' Airport badge applications.
3. Company phone numbers for verification purposes.
4. A brief description of the area where access is required.
5. All employees requiring unescorted access and vehicle driving privileges to the worksite must submit to a CHRC and STA a minimum of two weeks prior to project start date. The badging process requires two separate appointments with the Airport Badging Office.
  - a. The first appointment consists of the fingerprinting process for the Criminal History Records Check ("CHRC") and Security Threat Assessment ("STA").
    - i. Employees must bring in two forms of I.D., one of which must be a current government issued photo I.D. and another which shows eligibility to work in the United States. Names must be the same on both I.D.'s and original copies. A current driver's license is required for any applicant to obtain driving privileges.
    - ii. Employees must have a signed Badging Application with the Authorized Signer's signature in blue or black ink only (wet signatures, no copies or scanned signatures).
  - b. If applicants successfully complete these requirements, they will need to schedule a second appointment for the two hour airport security and

driver's training videos with the Airport Badging Office. Applicants will be badged upon successful completion of the training videos and may be eligible to escort other employees on the work site.

6. The Security/Badging Office is open from Monday through Friday 8:00 a.m. to 4:00 p.m. Last appointment time is 3:30 p.m.
7. The Contractor shall bear all expenses associated with badge processing of each employee (currently \$30 fingerprinting fee and a \$60 new applicant fee), due and payable to the Airport Badging Office at the first appointment. The Authorized Signer will schedule appointments with the Airport Badging Office. The Airport Badging Office can also be contacted at (818) 729-2233 for more information.
8. The Contractor and employees shall bear all expenses, fees or fines associated with violations of Airport Rules and Regulations.

Employees that are approved to have an airport badge with driving privileges must show a valid DRIVERS LICENSE before processing can begin.

At the completion of the project ALL badges issued to the contractor or subcontractor shall be returned to the Airport Badging Office. Failure to return the airport badges will result in forfeiture of retention payment, up to the amount of \$150.00 per badge not returned.

Gate access and driving privileges on the AOA must be approved by the Airport Engineer or his/her designated representative. Upon approval, all vehicles must bear company logos on both sides.

The field driving privilege is contingent upon compliance with all rules and regulations as stipulated by the Airport Authority. Infractions of the Motor Vehicle Rules and Regulations of the Authority will result in an immediate escort off airport property and may result in the assessment of runway/taxiway incursion liquidated damages, as identified above.

#### REQUIRED SECURITY TRAINING

Any project involving access to the Security Identification Display Area (SIDA) requires the following:

Security training pursuant to 49 Code of Federal Regulation Part 1542 must be received by sufficient personnel to ensure that at least one individual who has received the training is present at the job site at all times.

Security training is offered through the Airport Badging Office and can be scheduled with the appropriate Authorized Signer.

## SECURITY AGREEMENT

Contractor will be required to execute an agreement outlining Contractor responsibilities in relation to airport security. As part of said agreement, Contractor is required to develop a "Contractor Security Program" denoting specific steps to be taken to insure compliance with the Airport Security Program. Assistance in developing the "Contractor Security Program" is available from the Airport Security Program Administrator. Approval of the "Contractor Security Program" must be obtained from the Airport Security Program Administrator prior to the start date of the project.

## SIDA AND STERILE AREA MAPS

After the execution of an Agreement, copies of maps will be made available identifying these areas.

## SIDA ACCESS

Access on or near runways or taxiways or the Security Identification Display Area ("SIDA") and Sterile Areas of the passenger terminals is **absolutely prohibited**, except with continuous escort by an authorized agent of the Authority. The SIDA is a restricted area of the airfield in the vicinity of the terminal and cargo buildings. The Sterile Areas of the terminals are the passenger holding areas past TSA security checkpoint.

THE PARTIES AGREE THAT UNAPPROVED VEHICULAR INCURSIONS OR PEDESTRIAN ACCESS TO A RUNWAY OR TAXIWAY OR SIDA OR STERILE TERMINAL AREAS WILL RESULT IN SUBSTANTIAL DAMAGES TO THE AUTHORITY, BUT THAT IT WOULD BE IMPRACTICABLE OR EXTREMELY DIFFICULT TO FIX THE ACTUAL DAMAGES. THEREFORE, THE PARTIES AGREE THAT A REASONABLE APPROXIMATION OF THE ACTUAL DAMAGES TO BE SUFFERED BY THE AUTHORITY IS FIVE THOUSAND DOLLARS (\$5,000) PER INCURSION. THE LIQUIDATED DAMAGES PROVISION IS LIMITED TO DAMAGES FOR DISRUPTION IN AIRPORT OPERATIONS AND/OR SECURITY AND SHALL NOT APPLY TO ANY DAMAGES TO PROPERTY OR PERSONAL INJURY ARISING OUT OF ANY INCURSION, AND THE CONTRACTOR SHALL BE FULLY LIABLE FOR THE FULL AMOUNT OF ALL OF SAID DAMAGES.

Failure to abide by Airport Rules and Regulations, safety and security programs may result in temporary suspension of the work at the Contractor's expense, a notice of Violation followed by formal investigation by the Airport, and/or monetary fines, badge suspensions or revocations. In addition to the above liquidated damages, any fines assessed to the Authority by the FAA or TSA if the Contractor is caught in violation shall be reimbursed to the Authority by the Contractor.

**EXHIBIT E**  
**Non-AIP Project Federal Requirements**

**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 (including sexual orientation and gender identity), 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 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);

11. 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)];

12. 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 (including sexual orientation and gender identity), 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.

**WASTE MANAGEMENT CONSULTING SERVICES AGREEMENT**  
(Burbank-Glendale-Pasadena Airport Authority / Polytechnique Environmental, Inc.)

THIS WASTE MANAGEMENT CONSULTING SERVICES AGREEMENT (“Agreement”) is dated February 17, 2026 for reference purposes and is executed by the Burbank-Glendale-Pasadena Airport Authority (“Authority”), a California joint powers agency, and Polytechnique Environmental, Inc. (“Consultant”), a California corporation.

**RECITALS**

A. The Authority owns and operates Hollywood Burbank Airport (“Airport”) and desires to retain Consultant as an independent contractor to provide the following professional services: waste management planning, development, and implementation services.

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. “Commencement Date”: February 17, 2026.

C. “Contract Administrator”: Maggie Martinez or a duly authorized designee.

D. “Contract Limit”: \$530,000.

E. “Executive Director”: John T. Hatanaka or a duly authorized designee.

F. “Expiration Date”: October 12, 2030.

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

H. “Fee Schedule”: the fee schedule set forth in the attached Exhibit B.

I. “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.

J. “Insurance Requirements”: the insurance requirements set forth in the attached Exhibit D.

K. “Liabilities”: 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.

L. “Proposal”: Consultant’s December 19, 2025 proposal set forth in the attached Exhibit C.

M. “Services”: the tasks set forth in the attached Exhibit A.

## **2. Services.**

A. Consultant shall perform the Services in a timely, regular basis in accordance with the Proposal, 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. Consultant’s duties and services under this Agreement shall not include preparing or assisting the Authority with any portion of the Authority’s preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with the Authority. The Authority shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of this project. Consultant’s participation in the planning, discussions, or drawing of project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. Consultant shall cooperate with the Authority to ensure that all competitors for a subsequent contract on any subsequent phase of this project have access to the same information, including all conceptual, preliminary, or initial plans or specifications prepared by Consultant pursuant to this Agreement.

D. In the event any claim is brought against the Authority relating to Consultant’s performance of the Services, Consultant shall provide any reasonable assistance and cooperation that the Authority might require.

## **3. Term.**

A. This Agreement shall commence on the Commencement Date and shall expire on the Expiration Date unless earlier terminated.

B. The Authority shall have two options by which it may extend the term of this Agreement by one year at a time in its sole discretion. The extension options may be exercised

sequentially or concurrently. To exercise an extension option, the Authority shall give written notice to Consultant at least 30 days prior to the then-scheduled expiration date.

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.

#### **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](http://hollywoodburbankairport.com)). 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 the Services. Consultant shall avoid the appearance of having any financial interest that would conflict in any manner with the Services.

**10. Indemnification.**

A. Consultant shall defend, hold harmless, and indemnify the Indemnitees from and against any 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 the Services 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 regular business hours or by e-mail before or during regular business hours; (b) the business day after delivery, if delivered by e-mail after 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](mailto:MMartinez@bur.org)

Consultant  
Polytechnique Environmental, Inc.  
9837 Belmont Street  
Bellflower, CA 90706  
Attn: Joohee Sood  
E-mail: [joohee@polytechenv.com](mailto:joohee@polytechenv.com)

**14. Assignability.** 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. This prohibition is not intended to preclude, and shall not be interpreted as precluding, Consultant from utilizing subcontractors identified in the Proposal. Any attempt by Consultant to assign, transfer or subcontract any rights, duties or obligations in violation of this prohibition shall be void.

**15. Rules of Construction.** Unless otherwise indicated or apparent from the context, the following rules of construction shall apply. The singular includes the plural and vice versa; the term "shall" is mandatory and the term "may" is permissive; the term "business day" means a non-holiday weekday; the term "regular business hours" means the period from 8:00 a.m. PST to 5:00 p.m. PST on a business day; and the terms "include," "includes," and "including" are illustrative and nonexhaustive.

**16. Litigation.** In the event that either party shall commence legal action to enforce or interpret this Agreement, 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.

**17. Exhibits.** Exhibits A through E 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 Exhibits A through D, 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 E, the provisions of Exhibit E shall prevail. In the event of any material discrepancy between the express provisions of Exhibit A or Exhibit B and the provisions of Exhibit C, the provisions of Exhibit A or Exhibit B shall prevail.

**18. 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 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.

**19. 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.

**[SIGNATURES ON FOLLOWING PAGE]**



**EXHIBIT A**  
**Scope of Services**

(attached)



**Hollywood Burbank**  
Airport

**Waste Management Planning, Development, and Implementation Services**  
**Hollywood Burbank Airport**  
**RFP NO. NE26-01**

**ATTACHMENT A**  
**SCOPE OF WORK**

**1. Overview**

The Burbank-Glendale-Pasadena Airport Authority (Authority) is requesting proposals from qualified firms to provide comprehensive waste management consulting services for Hollywood Burbank Airport (BUR). The selected Consultant will support the Authority in assessing, planning, and implementing waste and recycling strategies across Airport facilities, including support for regulatory compliance, tenant engagement, and waste infrastructure for the Replacement Passenger Terminal (RPT).

The objective of this engagement is to advance the Authority's environmental goals, increase waste diversion, and ensure compliance with applicable state and local regulations, including Senate Bill 1383 (2016).

---

**2. Scope of Work**

The Consultant shall provide professional services to perform the following tasks:

**Task 1 – Waste Characterization Study (current hauler, American Reclamation)**

- 1.1 Conduct a waste characterization study to identify waste composition and quantify volumes by type.
- 1.2 Estimate the share of municipal solid waste, recyclables, organics, and other relevant streams.
- 1.3 Establish a baseline for waste generation and diversion performance.
- 1.4 Analyze waste generated from the existing terminal, including materials from the cardboard collection area and the cargo dumpster area. For the new terminal, the study will include waste from the RPT, where cargo operations and waste will be relocated.

**Task 2 – Waste Management Plan (WMP) Development**

2.1 Develop a comprehensive Waste Management Plan (WMP) that addresses:

- Solid waste
- Organic waste
- Recycling

- Liquids collection

2.2 Identify opportunities to avoid, reduce, reuse, and recycle waste.

2.3 Establish measurable waste diversion and reduction goals.

2.4 Develop Airport-wide policies and procedures to promote proper sorting and recycling practices.

### **Task 3 – Regulatory Compliance Support**

3.1 Review Airport operations for compliance with current California waste regulations, including:

- SB 1383 – Organic Waste Diversion and Food Recovery
- AB 2440 (2022) – Battery Stewardship (terminal)
- SB 1215 (2022) – Electronic Waste (terminal)
- AB 2902 (2024) – Solid Waste Procurement Requirements
- Others if applicable, Federal, State & Local

3.2 Support development and maintenance of documentation, training records, and reports required for compliance.

3.3 Monitor and advise on upcoming changes to waste management laws.

### **Task 4 – Implementation of the WMP and Waste Reduction Programs**

4.1 Support implementation of the WMP through program design, operational planning, and staff coordination.

4.2 Develop procedures for waste minimization, storage, separation, and sorting.

4.3 Coordinate with Airport custodial staff, tenants, and contractors to deploy waste sorting systems and separation infrastructure.

4.4 Collaborate with the City of Burbank's Recycling & Waste Management Program

4.5 Ensure compliance with CalRecycle.

### **Task 5 – Food Donation Program Support (SB 1383)**

5.1 Assist Airport restaurants and food service tenants in establishing surplus food donation programs.

5.2 Develop recordkeeping procedures and donation tracking tools.

5.3 Assist restaurants with local food recovery organizations as applicable.

### **Task 6 – Tenant Waste Reduction Policies and Procedures**

6.1 Develop policies and guidance for Airport tenants to:

- Recycle properly
- Use compostable packaging
- Eliminate non-compliant single-use plastics
- Cooking grease
- Universal Waste
- Hazardous Waste

6.2 Provide onboarding materials and compliance support.

### **Task 7 – Replacement Passenger Terminal (RPT) Receptacle Strategy**

- 7.1 Assist with receptacle location gaps throughout the RPT (terminal, offices, airside, landside, and public areas).
- 7.2 Provide guidance on the design and procurement of bins for multi-stream sorting (landfill, recycling, organics, liquids).
- 7.3 Support development of bin signage, labeling, and color coding for user-friendly waste separation.

## **Task 8 – Waste Audit and Monitoring**

### 8.1 Conduct Operational Audits

- The Consultant shall perform comprehensive audits of **existing waste collection** and handling practices within the **current terminal**. Following the opening of the **new terminal**, the Consultant shall conduct a **subsequent audit** to evaluate the performance of updated procedures and ensure alignment with the Airport's waste management objectives.

8.2 Evaluate compliance and contamination issues.

8.3 Recommend operational improvements and diversion strategies.

## **Task 9 – Training and Outreach**

9.1 Prepare training materials and signage for Airport staff, custodians, tenants, and contractors.

9.2 Deliver in-person or virtual training on waste sorting, food recovery, and regulatory compliance.

9.3 Provide ongoing support for new tenants and operational changes.

## **Task 10 – Stakeholder Engagement and Communication**

10.1 Develop and distribute communication toolkits for tenant and vendor engagement.

10.2 Conduct meetings, surveys, and informational sessions to encourage participation and compliance.

10.3 Support public outreach and awareness for travelers and the Airport community.

## **Task 11 – Data Collection, Analysis, and Reporting**

11.1 Collect and compile quantitative and qualitative waste data (total generation, diversion rates, food donations, etc.).

11.2 Develop dashboards or tracking systems for internal use.

11.3 Prepare monthly, quarterly or annual reports to the Authority, or other relevant agencies.

---

## **3. Deliverables**

The Consultant shall be responsible for delivering the following (including but not limited to):

- Waste Characterization Study Report
- Final Airport Waste Management Plan (WMP)
- Regulatory Compliance Summary and Recommendations
- Receptacle Location and Design Plan (for RPT)
- Tenant Toolkits and Training Materials
- Signage and Sorting Guidelines
- Food Donation Tracking Tools

- Data Dashboards and Summary Reports
- Quarterly/Annual Reports for Regulatory Agencies
- Final Program Evaluation Report

**EXHIBIT B**  
**Fee Schedule**

(attached)



**Attachment D – Fee Schedule**

RFP Title: Waste Management Planning, Development, and Implementation Services

Proposer Name: Polytechnique Environmental, Inc.

Date: 12/18/25

**Instructions to Proposers:**

1. Provide all-inclusive costs for each year and task as indicated below.
2. Year 1 shall include all implementation costs and Tasks 1–11.
3. Years 2 and 3 shall include costs for Tasks 1, 3–11 only.
4. Years 4 and 5 shall include costs for Tasks 3-11 only.
5. All costs shall be inclusive of labor, materials, travel, equipment, overhead, and profit.
6. Do not include sales tax.

**FEE SCHEDULE TABLE**

Year	Contract Period	Applicable Tasks	Description	Total Cost (\$)
Year 1	Contract Execution – Oct 12, 2026	Tasks 1 – 11	Implementation, startup, and full task scope	<b>\$100,000</b>
Year 2	Oct 13, 2026 – Oct 12, 2027	Tasks 1, 3 – 11	Ongoing waste management services	<b>\$150,000</b>
Year 3	Oct 13, 2027 – Oct 12, 2028	Tasks 1, 3 – 11	Ongoing waste management services	<b>\$130,000</b>
Year 4 (Option Year 1)	Oct 13, 2028 – Oct 12, 2029	Tasks 3 – 11	Optional renewal period	<b>\$75,000</b>
Year 5 (Option Year 2)	Oct 13, 2029 – Oct 12, 2030	Tasks 3 – 11	Optional renewal period	<b>\$75,000</b>
<b>TOTAL (Years 1–5)</b>				<b>\$530,000</b>

Authorized Signature: 

Name and Title: Joochi R. Sood, President

Date: 12/18/2025

**EXHIBIT C**  
**Proposal**

(attached)

# Response to Request for Proposals Waste Management Planning, Development, and Implementation Services (RFP NE26-01)

Prepared for: Burbank-Glendale-Pasadena Airport Authority



**POLYTECHNIQUE**  
Environmental, Inc.



**Hollywood  
Burbank  
Airport**

9837 Belmont Street  
Bellflower, CA 90706  
[www.polytechenv.com](http://www.polytechenv.com)  
(562) 263-6140



## 1.0 Firm Description and Capability

December 19, 2025

Burbank-Glendale-Pasadena Airport Authority  
Attention: Brett Jorgenson, Procurement Specialist  
2627 North Hollywood Way  
Burbank, CA 91505  
Phone: 818-239-0125  
E-mail: [bjorgenson@bur.org](mailto:bjorgenson@bur.org)

**Subject: Response to Request for Proposals (RFP NE26-01)  
Waste Management Planning, Development, and Implementation Services  
Hollywood Burbank Airport**

Dear Brett Jorgenson:

Polytechnique Environmental, Inc. (Polytechnique) is pleased to submit this proposal to the Burbank-Glendale-Pasadena Airport Authority (Authority) in response to Request for Proposals (RFP) No. NE26-01 for Waste Management Planning, Development, and Implementation Services for Hollywood Burbank Airport (BUR). This proposal is based on Polytechnique's review of the RFP dated November 17, 2025; information provided during the pre-proposal conference on December 1, 2025; and addenda and responses to questions dated December 3, 2025 and December 15, 2025.

Polytechnique has assembled a team of environmental professionals to support BUR's transformation as the replacement passenger terminal (RPT) is constructed and the existing terminal is phased out and demolished. Our team recognizes that this moment presents many challenges but also opportunities for the Authority and BUR staff. We bring qualifications and experience that can shape a robust waste management program for BUR and are eager to expand our services for the Authority. Our team has the resources to perform the entire scope of work in the Attachment A of the RFP.

Polytechnique is passionate about airports, and our team has the credentials and experience to skillfully deliver the proposed scope of work on schedule and within budget. We pride ourselves on our ability to understand BUR's needs and produce high-quality deliverables. Over the last 11 years, Polytechnique has successfully developed waste management programs for Southern California airports including Long Beach Airport (LGB), Los Angeles International Airport (LAX), Van Nuys Airport (VNY), and John Wayne Airport (SNA).



Polytechnique is an S Corporation in good standing with the California's Secretary of State and active business licenses where we work. We comply with applicable labor, tax, and insurance regulations and are registered with the California Department of Industrial Relations. Polytechnique is not debarred or suspended from contracting with federal, state, or local agencies.

Our full legal name and physical office location for this contract are as follows:

Polytechnique Environmental, Inc.  
9837 Belmont Street  
Bellflower, CA 90706

The primary point of contact for this contract is:

Joohi R. Sood, PE, Leadership in Energy and Environmental Design® (LEED®) Green Associate™, ENV SP  
Polytechnique Environmental, Inc.  
[joohi@polytechenv.com](mailto:joohi@polytechenv.com)  
(562) 716-8346

Joohi is the owner of Polytechnique and founded the company in 2014 to provide environmental engineering services to public and private clients with a focus on transportation and infrastructure in Southern California. We currently have 13 employees who provide environmental engineering, compliance, sustainability, and grants services. We are based in Los Angeles County and will provide in-person support to BUR as needed.

Polytechnique is strong financially, does not have any debt, and is growing steadily. We have a strong backlog of project work and several multi-year contracts with local transportation agencies. Polytechnique has reviewed the insurance requirements in the sample agreement, and our certificates of insurance for our contract with BUR are included in Appendix A. We meet the requested insurance lines and limits except the employee hired auto and hired auto physical damage. We have received a quote from our commercial auto broker and will bind the additional coverage before the contract is executed.

As a certified small business enterprise, disadvantaged business enterprise, and woman-owned business enterprise, selecting Polytechnique will support the Authority's compliance with Title VI of the Civil Rights Act of 1964. Polytechnique is nimble and flexible because we do not have the layers of bureaucracy that encumber large companies. We deliver exceptional value by providing high-quality services at a lower cost.

What sets Polytechnique apart from our competitors is our carefully selected and comprehensive team of subject matter experts who are qualified, experienced, and ready to deliver consistent, responsive services to BUR. Polytechnique selected the following four subconsultants to support the proposed scope of work:

- ➔ Airport Zero Waste Consulting, LLC (Airport Zero Waste): specialty environmental consulting firm focused on advancing sustainable waste management and diversion at airports
- ➔ Linx Strategies LLC (Linx Strategies): established to advance sustainability in the aviation sector and helps airports navigate important conversations, confront barriers, and develop effective strategies that benefit everyone



- Connect the Dots: outreach and engagement firm focused on connecting diverse voices to decision-making
- Action Research: behavior change marketing firm that has participated in projects to develop, implement, and evaluate behavior change strategies to implement a zero-waste campus

Polytechnique currently works with BUR to provide Airport Carbon Accreditation (ACA) support and is familiar with BUR's facilities, leadership priorities, and the environmental team. Our understanding of BUR will reduce the administrative effort for the Authority while meeting BUR's needs and exceeding expectations.

Polytechnique is the best choice for this project because:

- **Right the First Time:** Our team of experts understands waste management at airports and has successfully delivered all elements of the scope of work at other local commercial and general aviation airports.
- **No Ramp Up:** Polytechnique's local, responsive team understands BUR's unique history, ongoing development, and leadership priorities, so we will hit the ground running.
- **Expedited Approach:** We are currently providing environmental services at BUR including data collection and collaboration with managers from several BUR divisions, and this experience will help us meet BUR's accelerated schedule to complete the initial steps of the proposed scope of work.
- **Grant Funding:** Polytechnique has identified, applied for, and won grants funding for environmental programs at other local airports and can support BUR's efforts to acquire alternative funding to launch and maintain waste program initiatives.
- **Quality Work Products:** Our team is committed to meeting the budget and schedule demands while producing high-quality deliverables at a lower cost to the Authority.

As the president and secretary of Polytechnique, Joohi Sood is an authorized representative and can bind the company in contractual matters. This proposal is valid until April 21, 2026 (120 days after the due date of December 22, 2025). Polytechnique appreciates the Authority's consideration of the enclosed proposal. Our team is ready to provide a high level of quality, commitment, and value to the Authority. Appendix B contains Polytechnique's signed acknowledgements of the RFP and Addenda 1 and 2. The signature below verifies that the information submitted within this proposal is true and correct.

Respectfully submitted,  
**Polytechnique Environmental, Inc.**

Joohi R. Sood, PE, LEED® Green Associate™, ENV SP  
President



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- Appendix A Certificates of Insurance
- Appendix B Signed Acknowledgement of RFP and Addenda
- Appendix C Resumes
- Appendix D Fee Schedule
- Appendix E Master Project Schedule



## 2.0 Statement of Experience and Qualifications of Project-Assigned Personnel

Polytechnique’s team is qualified and has the expertise and experience to deliver all the tasks described in the scope of work that was included as Attachment A to the RFP. ***Over the last 11 years, our team has successfully completed waste characterization studies (WCSs) and waste management plans (WMPs); conducted stakeholder engagement, public outreach, and training; tracked waste data; and supported local commercial and general aviation airports in implementing ambitious waste initiatives.*** If Polytechnique is selected for this project, BUR and the Authority will benefit from the lessons our team has learned over the years.

The project descriptions below describe our team's experience, capabilities, and success delivering similar services to LGB, LAWA, BUR, and SNA. Please contact any of the following references to confirm our team's performance.

### 2.1 Relevant Project Experience

#### Project 1: Waste Management Planning, Initiatives, and Implementation

**Agency Name:** LGB

**Address:** 4100 East Donald Douglas Drive, Long Beach, California 90808

**Project Dates:** 2019–present

**Client Name:** Gilberto Contreras, Administrative Analyst

**Contact:** [gilberto.contreras@longbeach.gov](mailto:gilberto.contreras@longbeach.gov), (562) 570-2707

**Polytechnique Project-Assigned Personnel:** Joohi Sood, Sapna Abrol, Thulashi Raveendran, Birgit Haissig

In 2018, the City of Long Beach Mayor’s Office issued Executive Order B-55-18 requiring that LGB develop and implement a sustainability program. Working alongside LGB staff, our team has developed a sustainability program that aligns with the objectives of the Long Beach Office of Climate Action and Sustainability and the City Mayor’s Office. The program incorporates measurable steps to mitigate the environmental impacts from LGB operations and facilities.

Polytechnique developed a sustainability action plan (SAP) for LGB. The SAP is based on a prioritization of initiatives and opportunities that are grouped into six focus areas including air quality, energy conservation, water conservation, water quality, waste management, and community engagement.

As part of LGB’s sustainability program, Polytechnique gathered information about LGB’s solid waste management and recycling efforts to provide recommended initiatives. Polytechnique outlined the strengths, goals and impacts, challenges, relative cost, mandates, and coordination efforts of each initiative. Our team then worked with LGB to implement the initiatives such as organics diversion for the concessions area as well as providing training to tenants and staff.

One of the challenges at LGB was compiling the waste data in one location to conduct trend analyses and provide reports to senior personnel. Polytechnique identified the different waste streams at the airport and their corresponding data sources such as tenants, waste haulers, and recycling facilities. Our team created a master tracker to compile the airport’s waste data in one location. Each sheet in the master tracker represents a different waste stream such as California redemption value (CRV) recycling, glove recycling, organics diversion,





landscaping waste, and cardboard recycling. The data compilation for each waste stream includes details such as the waste hauler, tonnages, personnel who received the tonnage data, and notes on contamination or corrective actions required. The tracker is updated regularly, and a quality check is performed to confirm that the compiled data matches the raw data. Using the tracker, LGB staff can report waste numbers to City commissioners during commission meetings that occur every 2 months. At the end of the year, Polytechnique also provides an updated trend analysis demonstrating how the airport has performed in terms of waste management. Using the trend analysis, Polytechnique and LGB discuss if corrective actions are required or if new actions can be implemented.

Polytechnique helped LGB roll out the food scrap collection program in 2021. Our team coordinated with the City of Long Beach Environmental Services Bureau that provided food scrap containers, signage, and in-person quarterly training sessions at no cost to the airport.

*The success of LGB's waste management programs shows in the metrics. In 2024, the airport diverted 61.9 tons of glass and cardboard, 21.1 tons of food scraps, and 5.7 tons of CRV recyclables containers.*

## **Project 2: WCS, WMP, and Auditing**

**Agency Name:** SNA

**Address:** 3160 Airway Avenue, Costa Mesa, CA 92626

**Project Dates:** 2008–2023

**Client Name:** Robert Romansik

**Contact:** [romansik@ocair.com](mailto:romansik@ocair.com), (949) 413-3640

**Polytechnique Project-Assigned Personnel:** Joohee Sood, Sapna Abrol

Polytechnique conducted a comprehensive WCS for SNA to collect data on SNA's solid waste management program and identify opportunities for improvement. The WCS was focused on understanding the composition and quantity of SNA's solid waste,

identifying opportunities to increase waste diversion, minimizing waste streams, and confirming SNA's compliance with applicable local, state, and federal regulations. Elements of the WCS included:

- ➔ Regulatory review
- ➔ Waste records and data review
- ➔ A 24-hour waste sort
- ➔ Meetings with waste haulers
- ➔ Field reconnaissance
- ➔ Tours of waste processing facilities
- ➔ Interviews with food concessions and airline lounges
- ➔ Storage evaluation

Based on the information and data obtained during this study, Polytechnique recommended improvements to SNA's existing waste collection program. Initiatives included liquids collection, cardboard separation, and a food waste collection program (FWCP).

Liquids Collection: Polytechnique developed an approach for liquids collection at SNA. We started by studying the flow of guests in three Transportation Security Administration (TSA) screening areas. Next, our specialists worked with TSA and SNA Operations to conduct a 6-month pilot study that included supporting procurement, developing signs and unit wraps, deploying three units, coordinating with SNA Maintenance and the janitorial contractor, and conducting monitoring and reporting. The pilot study was successful and SNA decided to deploy liquid collection units at each TSA screening area.

Cardboard Separation: Polytechnique recommended separating and baling cardboard to lower the hauling costs and qualify SNA for rebates. We prepared a cost evaluation of various options including renting or purchasing cardboard balers. The results of the evaluation changed when the price per ton of cardboard dropped because of the China Sword Policy. Although SNA decided not to install balers, our team continued to work with the contracted hauler to optimize SNA's cardboard recycling.



FWCP: Polytechnique implemented an FWCP for terminal concessions and SNA offices. This task required proactive communication with SNA stakeholders. Our team procured and distributed containers and color-coded bags, prepared training materials, delivered training sessions in English and Spanish, created signage, and revised amendments to the janitorial contract. Polytechnique monitored the FWCP and implemented recommendations for refinement.

Food Donation Program: Polytechnique applied for a grant from CalRecycle for SNA's food donation program. The airport was awarded funds to purchase two commercial freezers and one commercial refrigerator. Consequently, SNA was able to increase food donations from the concessions because they could donate hot foods.

Polytechnique's biggest challenge during the WCS was conducting the 24-hour waste sort for all the waste generated by the terminal. Polytechnique developed a system to intercept waste, sort the waste, and collect accurate data. ***Polytechnique made successful recommendations for SNA that resulted in minimizing cost, maximizing diversion, and complying with organics regulations. In 2018, the Orange County Business Council recognized SNA for the food waste diversion program after 31,000 meals were donated to local food pantries.***

### **Project 3: LAX and VNY SAP Update, Zero Waste Focus Area**

**Agency Name:** LAWA

**Address:** 7301 World Way West, Los Angeles, CA 90045

**Project Date:** 2025

**Client Name:** Mahsa Ostowari, Environmental Supervisor

**Contact:** [mostowari@lawa.org](mailto:mostowari@lawa.org), (818) 577-3049

**Polytechnique Project-Assigned Personnel:** Joohi Sood, Sapna Abrol, Thulashi Raveendran, Jordan Blair, Birgit Haissig

Polytechnique is currently updating LAWA's 2019 SAP. The SAP focuses on five focus areas including zero carbon built environment, zero carbon ground transportation, zero carbon aviation, zero wasted water, and zero waste. Polytechnique is leading the zero waste effort.

Polytechnique reviewed LAWA's 2024 tonnage report and sustainability reports from 2011 to 2024, and established a baseline for waste generation and diversion. Our team provided recommended goals and actions and conducted a forecasting analysis to create a roadmap for LAWA that graphically depicts the increased waste diversion from the recommended actions to achieve the goals that align with LAWA's objectives. Polytechnique conducted a comprehensive review of waste management regulations ( AB 341, AB 939, AB 1826, and SB 1383) and made comparisons with peer airports. Polytechnique staff also conducted stakeholder engagement activities.

The project team faced the challenge of a lack of available data to generate a baseline and a tight project schedule. LAX construction and demolition waste data and VNY CRV recycling waste data were not available; therefore, Polytechnique conducted research and made realistic assumptions based on our experience working for other airports to generate an estimated baseline.

For construction and demolition waste, our team sorted the 2024 LAX projects into the following categories: tenant improvements, mechanical/electrical/plumbing, civil and runway, and whole building/major renovations. Polytechnique considered square footage and project valuation combined with peer airport data to estimate the amount of waste generated for each project. For the CRV recycling data, we used LAX's CRV recycling data and scaled it for VNY.

***LAWA approved both methodologies and baselines. Polytechnique is on track to successfully complete the remaining work within budget and to meet a February 2026 due date despite the data availability challenges.***



### Project 4: ACA

**Agency Name:** BUR

**Address:** 2627 North Hollywood Way, Burbank, CA 91505

**Project Dates:** 2023–present

**Client Name:** Maggie Martinez, Director of Noise & Environmental Affairs

**Contact:** [mmartinez@bur.org](mailto:mmartinez@bur.org), (818) 729-2226

**Polytechnique Project-Assigned Personnel:** Joohi Sood, Sapna Abrol, Thulashi Raveendran, Jordan Blair

Polytechnique provides BUR with ongoing application preparation and renewal support services for the ACA Level 2 Certification. Services include data compilation, GHG inventory preparation, sustainability planning, and environmental resource conservation training for airport staff. BUR achieved ACA Level 2 in 2023 and continues to renew its Level 2 status with Polytechnique's support.

Airports Council International (ACI) appointed Environmental Minds as its ACA administrator in 2025. Close to the end of the renewal period, Environmental Minds requested that BUR revise its emissions reduction target to include a specific reduction percentage and target year. Polytechnique quickly assessed BUR's historical emissions reductions and created a conservative forecast based on the estimated increase in passengers. **Using the forecast, Polytechnique and BUR amended the emissions reduction target to satisfy Environmental Minds' request, and the application was approved in**

**September 2025.** Authority commissioners attended the ACI conference in Toronto and were recognized for their continued commitment to the ACA program.



## 2.2 Statement of Experience and Qualifications

The account manager and project manager for this contract is Joohi Sood. Joohi has worked as an environmental consultant for over 30 years and has extensive project management and program development experience. She has a reputation for delivering projects on schedule and within budget, and she brings a unique ability to quickly understand client objectives, prioritize needs, and respond with the right resources. Joohi has provided effective senior technical services on environmental projects at commercial airports and has over 25 years of experience in providing waste management planning, development, and implementation services to airports in Southern California.

Other project supervisory personnel will be Sapna Abrol (Polytechnique) and Morgan Turner (Airport Zero Waste). Sapna Abrol has over 20 years of experience providing on-call environmental sustainability support to clients through regulatory compliance review, waste management, and community engagement. Sapna will serve as an associate environmental scientist on this project and is committed to helping clients develop and achieve their sustainability goals. Sapna develops and leads trainings and workshops for internal staff and clients on various sustainability topics.

Morgan Turner is a recognized airport waste expert and has assisted over 40 airports in evaluating and improving their waste programs. She authored industry research papers and leads an airport waste working group for sharing best practices.

## 2.3 Emergency Contact

For special circumstances or performance-related issues, please contact the proposed project manager:

Joohi R. Sood, PE, LEED® Green Associate™, ENV SP



Polytechnique Environmental, Inc.  
[joohi@polytechenv.com](mailto:joohi@polytechenv.com)  
(562) 716-8346

Joohi will serve as BUR's primary point of contact for this project.

### 3.0 Technical Approach

Polytechnique's team delivers high-quality projects within budget and on schedule by communicating early and often, setting realistic budget and schedule goals, and using experienced staff to perform the work.

#### 3.1 Planning and Execution

***Polytechnique invests in the planning stages of every project we deliver. Our experience shows that this investment leads to successful outcomes.*** Polytechnique's planning process will include the following steps in the early stages of the project:

- ➔ Scheduling a kick-off meeting
- ➔ Updating the milestone-based schedule
- ➔ Establishing client objectives
- ➔ Reviewing available waste data
- ➔ Revisiting the work plan in Section 4.0
- ➔ Scheduling periodic status meetings

At the start of the project, Polytechnique will schedule a kick-off meeting with BUR to detail the scope of work, schedule, budget, deliverables, and resources for successful project execution. Our team uses Microsoft Project to create and update Gantt schedules, track progress, manage resources, and establish milestones. We train staff in the project delivery system methods for project management, which place an emphasis on investing in the planning stages of a project, listening to and understanding the client's objectives, and sharing lessons learned to support the process of continual

improvement. Using this methodology, Polytechnique has consistently delivered projects on time and within budget for the last 11 years.

The project manager will hold status meetings with BUR and provide clear communication throughout the execution of the scope of work. Polytechnique will maintain a rolling list of action items throughout the project duration. Action items have a discrete start and end date and are assigned to team members with established due dates. Action items will be reviewed, updated, and discussed before and during status meetings with BUR. Deliverables will undergo a senior quality review and will be reviewed by Polytechnique's technical editor before submittal to BUR.

Polytechnique will use the following performance metrics to monitor project and task progress and success:

- ➔ Completing tasks within budget and on schedule
- ➔ Responding to client communications on the same day
- ➔ Receiving feedback and confirming client satisfaction
- ➔ Delivering value based on cost, objectives, and creative solutions

Polytechnique will attend meetings in person or virtually depending on BUR's preference. We will create an online Microsoft SharePoint site accessible to BUR staff where the project team can collaborate on deliverables, save meeting records, and archive project records.

In addition, Polytechnique has a designated quality officer to administer our rigorous quality control/quality assurance (QA/QC) program. All staff are required to attend an initial training session about the company style guide and QA/QC process before working on deliverables. Polytechnique implements the following technologies and processes:

- ➔ Microsoft Office 365, Adobe, and Bluebeam software to prepare project deliverables



- ➔ Templates to prepare deliverables according to Polytechnique and BUR style standards
- ➔ Document quality review checklists for text documents, figures, and tables

The QA/QC program has an established process to peer review data compiled from source documents (electronic or hard copy) and perform technical editing of deliverables. Document quality review checklists are used to confirm that the process is followed and require sign-off from the author, peer reviewer, and technical editor.

When an error is discovered, our team will immediately take corrective action so it will not negatively impact the Authority. In 2024, while Polytechnique was working on the BUR ACA application, an error was discovered where the annual usage consumption of one electricity meter was counted twice in the previous year's application. Polytechnique immediately reviewed the raw data files for other similar errors (none were found) and corrected the annual usage consumption totals and compilation spreadsheets. Our team also contacted the application administrators to inform them of the error and discuss how to correct the previous year's application. The numbers were corrected in the 2024 application and BUR has successfully received its ACA certification each year between 2023 to 2025.

### 3.2 Transition Plan

To facilitate a smooth transition from the current terminal to the RPT, Polytechnique will first assess the current terminal's waste streams and measure the effectiveness of the current infrastructure for waste management. We will analyze the proposed placement of waste stations and define requirements that are needed to provide continuity throughout the transition period. ***We will confirm that the RPT is in compliance with local, state, and federal regulations.***

Our team will provide training to staff, tenants, and contractors on the airport's waste management practices before the opening of the RPT to minimize confusion while transitioning to the new terminal. We will also prepare communication materials for tenants, vendors, and passengers about the new waste practices for the RPT. After opening day, we will monitor the waste volumes and diversion rates in the RPT to determine if irregularities need to be addressed. If so, corrective actions will be taken such as improving signage and reducing waste infrastructure gaps.

### 3.3 Schedule for RPT Opening

Polytechnique's team is prepared to start work on the proposed project in February 2026. We will complete work on the WMP and deliver training sessions before the scheduled RPT opening on October 13, 2026. Polytechnique will implement the schedule shown on the next page for the development of the WMP, deliverables, stakeholder engagement, and training. ***We have a head start because we are familiar with BUR's environmental program: we reviewed the 2023 and 2024 data, implemented green initiatives, and developed environmental resource conservation training materials.*** For California airports, we have prepared signage, developed and delivered training, and created data forms for the WCS and WMPs. Our team is ready and capable of meeting BUR's expedited delivery schedules.

### 3.4 Staffing Plan

Polytechnique's approach to staffing and resource management is to engage staff and subconsultants with the qualifications and experience to deliver the best service and deliverables to our clients. We provide training and tools to our team so that they can be responsive, decisive, and collaborative. Polytechnique has assembled an appropriately sized team for the scope of work with qualified personnel who meet the requirements to get badged at BUR.

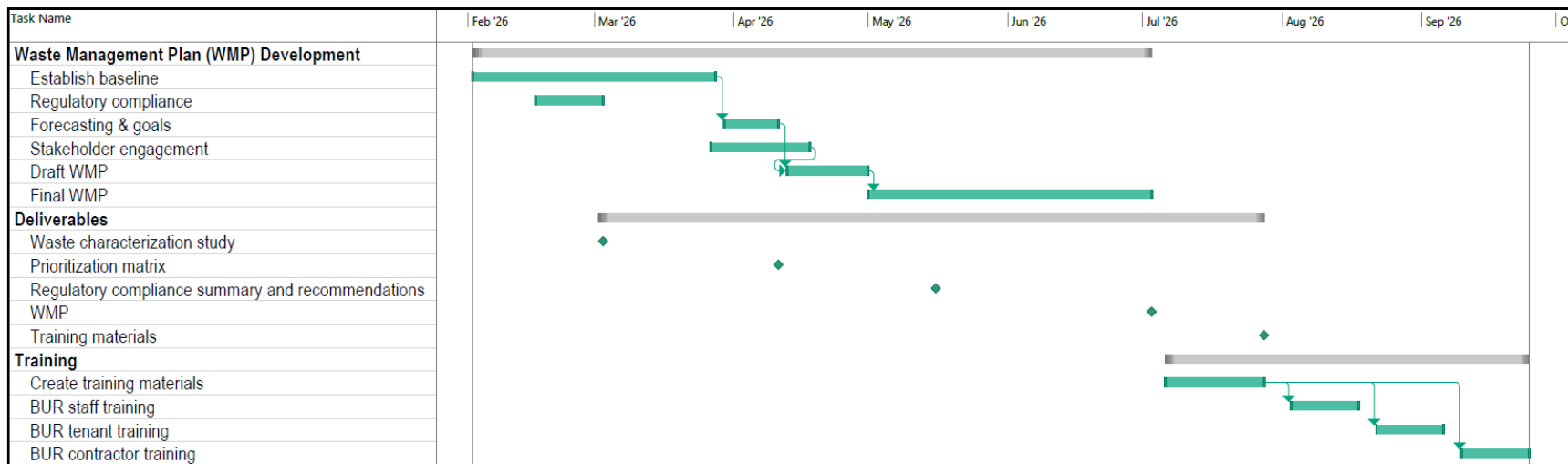


The project manager will hold weekly internal meetings with Polytechnique team members to answer questions and provide guidance. Polytechnique staff members have access to the rolling action items lists and project schedules to promote accountability. We use Microsoft OneNote and SharePoint to efficiently communicate, collaborate, and document project status, decisions, and next steps. Polytechnique already has an active SharePoint site set up with BUR staff for the ACA contract. If acceptable to BUR, we will create an additional SharePoint site for this project or create subfolders for the ACA and waste management projects. We will use Teams and Outlook for easy communication. The project manager can view project team members' Outlook calendars, streamlining the process of setting up meetings.

Before the start of any task supported by a subconsultant, Polytechnique will hold a kick-off meeting to discuss roles and schedule. Polytechnique will then hold weekly check-in meetings with our subcontractors when they are actively working on tasks. Deliverables by subconsultants will follow Polytechnique's templates and go through our QA/QC process.

The number of Polytechnique staff working on the project will vary depending on the workload demand for each task. At least three staff members will be assigned to the project throughout its duration, but their hours will vary from week to week based on the project demands. During the waste sort, five people will be present to cover three 8-hour shifts over three days. During deliverable preparation, the core team will be supported by our technical editor who will work on each deliverable for 4 to 24 hours over one to five days depending on the length of the document. Project management, meetings, and accounting will require 2 hours each week for two staff members. Subcontractors will be engaged for specific tasks and will work up to 24 hours per task.

The organizational chart on the next page lists the names, titles, and credentials of Polytechnique's proposed team. The additional resources listed are already on contract with BUR, and Polytechnique will consult with them for waste data and waste equipment inputs (e.g., compactors and receptacles). Resumes of key personnel are included in Appendix C, and outline qualifications as well as applicable environmental and safety training.





**PROJECT SUPERVISORY PERSONNEL**  
Associate Environmental Scientist  
Sapna Abrol, ENV SP, GRI  
**Airport Zero Waste**  
Morgan Turner, TRUE Advisor

**ACCOUNT/PROJECT MANAGER**  
Joohee Sood, PE, LEED® Green Associate™, ENV SP

**PROJECT SUPPORT PERSONNEL**  
Technical Editor  
Birgit Haissig, ENV SP  
**Administrative Support**  
Vanessa Pantoja

**SUPPORT STAFF AND SUBCONTRACTORS**

<b>Polytechnique</b>		
Bryant Wong, PE, ENV SP ( <i>Quality Officer</i> )	Jack Galeotti ( <i>Environmental Scientist</i> )	<b>Linx Strategies</b>
Thulashi Raveendran, LEED® Green Associate™, ENV SP ( <i>Environmental Scientist</i> )	Casey Kinaan ( <i>Data Analyst</i> )	Carly Shannon, TRUE Advisor, ENV SP
Jordan Blair, ENV SP ( <i>Environmental Scientist</i> )	Rafael Guerrero ( <i>Field Technician</i> )	<b>Connect the Dots</b>
	Tania Garcia ( <i>Field Technician</i> )	Marisa Denker
	Fredy Cruz ( <i>Field Technician</i> )	<b>Action Research</b>
		Jennifer Tabanico
		Joey Schmitt

**ADDITIONAL RESOURCES**

Epax Systems, Inc.	American Reclamation, Inc.
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### 3.4.1 Team Qualifications

#### 3.4.1.1 Polytechnique

Polytechnique's team has an outstanding track record in supporting airports with a similar scope of work. We have qualified, in-house staff to support this project. Our team has proven, recent, direct experience covering all the tasks associated with the scope of work in the RFP. We can also provide additional support such as identifying grant funding for waste initiatives and preparing a SAP for BUR.

Our team members are badged at other local airports. Project team members who need access will apply for badges, take driving tests, and get airfield permits for our vehicles. We will attend BUR-specific training as needed. Our team is trained in CPR and first aid, HAZWOPER, and DOT shipping. BUR personnel will not require any environmental or safety training to oversee and support the implementation of the project. Our team is familiar with BUR's airside and landside facilities, environmental compliance and sustainability program, and the training materials that are currently in use and were prepared by Polytechnique.

***Our responsive local team is eager to provide streamlined services to the Authority. The key project personnel and supporting staff listed in this proposal are immediately available to deliver the tasks described in the RFP.*** Resumes of key personnel are included in Appendix C, and outline qualifications as well as applicable environmental and safety training.



**Joohi Sood, PE, LEED® Green Associate™, ENV SP (Account Manager/Project Manager)**

Joohi is the president of Polytechnique and has extensive project management and program development experience. As an account manager,

Joohi excels at balancing client, regulatory, and community demands while maintaining a focus on challenging technical requirements. As a project manager, she has a reputation for delivering high-quality projects on schedule and within budget. She created the waste management programs for SNA and LGB and serves a senior technical reviewer for the LAWA SAP update Zero Waste focus area.



**Bryant Wong, PE, ENV SP, F. ASCE, QSD (Quality Officer)**

Bryant Wong has over 40 years of environmental engineering experience and will serve as the quality officer for this contract. He has served in technical lead, project manager, program manager, operations manager, and senior QA/QC roles on multiple environmental services contracts including on-call contracts with SNA and LAWA.



**Sapna Abrol, ENV SP, GRI (Associate Environmental Scientist)**

Sapna Abrol has over 20 years of experience providing sustainability support to clients. She offers support through active involvement, partnership, awareness, training, and education. Sapna is an advocate of a zero-waste lifestyle and reducing plastic pollution. She led the development of the SAP for LGB through planning, prioritization, stakeholder engagement, and preparation. She facilitated workshops for each focus area including waste management. Sapna has developed training materials and delivered sessions for LA Metro's Growing a Greener Workforce Program over the last 2 years.



**Thulashi Raveendran, LEED® Green Associate™, ENV SP (Staff Environmental Scientist)**

Thulashi supports grant application, environmental data analysis, environmental economics, and sustainability projects. She is the task lead for an

on-call environmental contract with LGB and supports the waste management program. She is the task lead for the zero-waste section for the LAWA SAP Update. She also currently is the project manager for the ACA contract with BUR and monitors the project schedule and budget, oversees project team members' progress, coordinates and leads status meetings, and prepares meeting materials. She brings a clear understanding of BUR and waste management at local commercial and general aviation airports.



**Jordan Blair, ENV SP (Staff Environmental Scientist)**

Jordan supports sustainability projects as well as stakeholder engagement. She has supported sustainability planning and compliance efforts for

large-scale infrastructure and transportation projects. Jordan is currently supporting the data analysis and action identification for the zero-waste section of the LAWA SAP. She is the task lead for the development of a green tenant program at VNY and coordinates the project, which includes a significant element of stakeholder engagement.

**3.4.1.2 Subcontractors**

***Our team also consists of subject matter experts who have assisted in waste management services, stakeholder engagement, and public outreach for airports throughout the country.*** Our subcontractors include Airport Zero Waste, Linx Strategies, Connect the Dots, and

Action Research. Our team members have professional certifications such as TRUE Advisor and LEED® Accredited Professional.



**Morgan Turner, TRUE Advisor (Principal)**

Morgan Turner is a former airport engineer and planner with extensive technical expertise in airport waste management strategies. Morgan is uniquely qualified to support facilities' waste goals and provide direction to measurably improve waste programs. She has led strategic waste planning, technical and feasibility analyses, waste auditing, reporting and data dashboard application, policy development, project implementation, research into innovative technologies, compliance with waste regulations, and waste behavior change education at more than 45 airports across the country in support of ambitious diversion and zero waste goals. Morgan will support the WCS, WMP development and implementation, food donation program, tenant waste reduction policies and procedures, RPT receptacle strategy, waste audit and monitoring, and data collection, analysis, and reporting tasks.



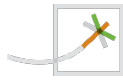
**Carly Shannon, TRUE Advisor, ENV SP (Principal)**

Carly Shannon has worked in the aviation area for over a decade. She has overseen the development of sustainability management and sustainable master plans, emissions inventories, carbon management and reduction strategies, waste reduction and diversion plans, and Environmental, Social, and Governance strategies and reporting for airports. She also facilitated frequent and robust stakeholder engagement events, administered a range of sustainability rating systems, and helped clients secure millions of dollars of federal funding. Carly will support the WMP development and regulatory compliance support tasks.



**Marisa Denker (Principal)**

As founder and director of Connect the Dots, Marisa is an expert in stakeholder and community engagement with 9 years of experience. She established Connect the Dots as a woman-owned business enterprise (WBE)/disadvantaged business enterprise (DBE) firm specializing in the strategic design and delivery of stakeholder/community engagement, management, and facilitation with notable clients that include City of Philadelphia, Center City District, and Comcast NBC Universal, among many others. She currently leads a versatile team with diverse expertise in Urban Planning, Community Organizing, Graphic Design, Communications, and Mediation. Connect the Dots will support the WMP development and the stakeholder engagement and communication tasks.



**Jennifer Tabanico (Principal)**

Jennifer is recognized internationally as an expert in applying behavioral science and community-based social marketing to foster a wide range of environmental behavior changes, including those impacting waste, water, air quality, biodiversity, and energy. For over 20 years, she has worked with federal, state, and local government agencies; private companies; and community organizations across the globe. As co-author of the 4th edition of *Fostering Sustainable Behavior: An Introduction to Community-Based Social Marketing*, Jennifer is skilled at translating insights from the behavioral sciences so that they are accessible to practitioners who are working to create effective behavior change initiatives. Action Research will support the WMP development, WMP implementation, and training and outreach tasks.

**3.4.1.3 Additional Resources**

Additional resources identified for this project include Epax Systems, Inc. (Epax) and American Reclamation, Inc. (American Reclamation).

Epax is an environmental technology business based in Los Angeles that specializes in waste and recycling containers and equipment. The company was founded in 2000 and is employee-owned. Epax will support the WMP development and implementation, and RPT receptacle strategy tasks.

American Reclamation is a full-service solid waste collection and recycling company based in Los Angeles and has been in business for 50 years. American Reclamation is the municipal solid waste hauler for BUR and will support the WCS, WMP development and implementation, waste audit and monitoring, and data collection, analysis, and reporting tasks.

**4.0 Work Plan and Schedule**

Polytechnique’s team is excited to support BUR’s development of a robust waste management program for the RPT. We will study the waste profile of the current facilities and make informed recommendations. Our project schedule was developed based on BUR’s current RPT opening date of October 13, 2026. This section also provides a list of assumptions and deliverables that our team will prepare for this project.

**4.1 Work Plan**

Polytechnique reviewed the scope of work in Attachment A of the RFP and prepared the following work plan in response. It is based on our understanding of BUR’s facilities and environmental program.

This work plan is based on the lessons our team brings from developing waste management programs at other local airports. ***At SNA we worked closely with the TSA to design, deploy, and monitor the use of liquids collection stations (LCS). We learned that by placing LCS units strategically relative to the flow of traffic, we could improve the rate at which guests moved through security lines. At LGB, Polytechnique was tasked with launching the food scrap collection***



*program, we learned that simple approaches like hanging a pair of tongs on kitchen waste bins to easily separate food waste from other waste streams increased the amount of food waste diversion in the back-of-house areas.*

The table to the right shows how our team will cover the tasks and which team members will lead (L) and support (S) each task. Polytechnique will lead all of the scope of work tasks, and our subconsultants will lend support as needed. Polytechnique and our subconsultants have collaborated on airport projects and are committed to sustainability and the transportation industry.

The following subsections follow the order of the RFP’s scope of work.

**4.1.1 Waste Characterization Study**

Polytechnique, Airport Zero Waste, and American Reclamation will design and conduct a WCS for BUR to collect data on the current municipal solid waste management program in the first contract year. In the second and third contract years, our team will conduct waste sorts for the RPT, and issue revisions 1 and 2 to the WCS. During each step of the WCS, the project team will prioritize the airport’s mission to serve the traveling public by working safely and without interruption to operations.

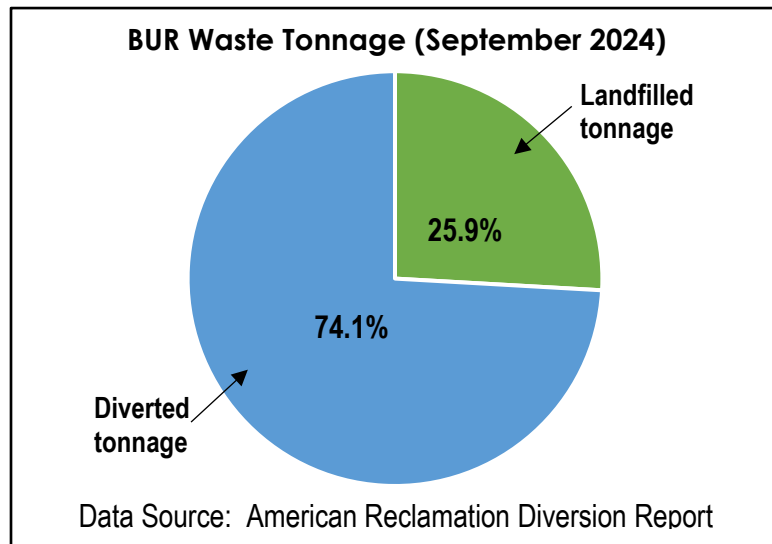
The purpose of the WCS is to understand the waste streams and define the composition of municipal solid waste. The objectives include identifying opportunities to reduce waste generated and increase waste diversion. The primary goal of the WCS is to define initiatives that can be implemented while maintaining compliance with applicable federal, state, and local waste regulations.

Scope of Work Coverage	Polytechnique	Airport Zero Waste Consulting, LLC	Linx Strategies LLC	Connect the Dots	Action Research	Epax Systems, Inc.	American Reclamation, Inc.
	Prime	Subconsultants				Additional Resources	
WCS	L	S					S
WMP Development	L	S	S	S	S	S	S
Regulatory Compliance Support	L		S				
Implementation of the WMP and Waste Reduction Programs	L	S			S	S	S
Food Donation Program Support (SB 1383)	L	S					
Tenant Waste Reduction Policies and Procedures	L	S					
RPT Receptacle Strategy	L	S				S	
Waste Audit and Monitoring	L	S					S
Training and Outreach	L				S		
Stakeholder Engagement and Communication	L			S			
Data Collection, Analysis, and Reporting	L	S					S



Under our current BUR contract, Polytechnique reviewed BUR’s annual waste diversion reports prepared by American Reclamation for 2023 and 2024. These reports include the total waste generated and diverted from BUR each month. Polytechnique already understands the existing waste streams and waste generation trends, eliminating time and budget spent on this initial data review. Our team will work with American Reclamation to further understand collection points and hauling practices for the current terminal. Polytechnique will conduct inspections and interviews to gather information about receiving facilities, contamination tolerances, janitorial practices, tenant information, and hauling agreements.

Then, our team will conduct a 24-hour waste sort to determine the



current composition of municipal solid waste including recyclables, organics, and liquids. Although the waste sort will not include hazardous waste, TSA-confiscated waste, deplaned, or bulky waste, the WCS will include observations and recommendations for these waste streams.

The pre-waste sort activities will include a site visit to plan out the sorting process. Polytechnique will inspect waste collection areas; count receptacles in airside and landside areas; conduct interviews with concessionaires; airline lounge personnel, and janitorial staff; and prepare forms, signs, and labels. Polytechnique will also provide BUR staff with draft emails that can be distributed to impacted parties in advance of the waste sort.

The waste sort will include sampling, sorting, and weighing waste to estimate proportions and contamination levels. Polytechnique’s waste sorting team members will intercept waste from terminal janitorial staff before it is deposited into collection and compaction units. ***One lesson Polytechnique learned from our waste sort at SNA is that it is more efficient to deploy team members in front-of-house dining areas to separate organics, recyclables, and landfill waste into portable containers. These separated waste streams will be moved to the main sorting area to be weighed at the end of the 8-hour shift.***

The waste sort team will use a portable, calibrated scale during the waste sort. Larger containers will be the same ones used by BUR’s janitorial team, and Polytechnique will provide smaller containers and hand tools. Polytechnique will record the tare weight of empty containers prior to the waste sort so the net waste amount can be calculated from the gross weight.

In the first contract year, Polytechnique will compile the waste sort data and develop a baseline that includes waste generation, diversion performance, and waste stream distribution in the terminal. The baseline will guide goals, diversion strategies, and measures for future initiatives in the WMP, compliance, and training. The results will be shared with BUR in a draft WCS report.

After the RPT opens, Polytechnique will conduct another waste sort using the same methodology, or improved methodology if applicable based on findings of the first one.



We will compare the results to the baseline, and identify opportunities for improvement to BUR's waste strategies as well as gaps that need to be addressed. After a full year of operating the RPT, a third waste sort will be conducted to observe the progress in achieving BUR's waste goals and to provide additional recommendations.

#### 4.1.2 WMP Development

Polytechnique, in collaboration with all four subconsultants, Epax, and American Reclamation, will develop a comprehensive WMP that is based on the WCS baseline and recommended actions.

Polytechnique and Connect the Dots will work with BUR to determine the key stakeholders. Based on that determination, we will build a coalition of stakeholders that is involved in the implementation of the plan.



Connect the Dots will advise BUR on the best method to interact with stakeholders (e.g., surveys, meetings, focus groups).

The WMP will address municipal solid waste, organics, recyclables, and liquids. Polytechnique, Airport Zero Waste, and Linx Strategies will focus on opportunities to reduce, reuse, and recycle materials, and compost organic waste.

Our team will also identify measures in the WMP to minimize waste from tenants, housekeeping, and employees. We will consider the RPT's infrastructure such as the size of the corridors and waste collection/storage areas while developing and refining initiatives.

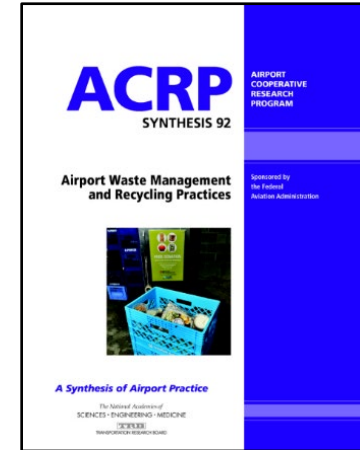
The WMP will include the following sections:

- ➔ Baseline of Solid Waste
- ➔ Key Performance Metrics
- ➔ Program Recommendations

#### ➔ Implementation Plan

Polytechnique will help BUR establish measurable waste diversion and reduction goals while incorporating best practices, and considering facility constraints and available funding including grants/incentives.

*Polytechnique's team is engaged with ACI and the California Airport Council and stays up to date with Airport Cooperative Research Program (ACRP) waste management publications and tools. For example, Morgan Turner of Airport Zero Waste is the current waste management working group co-chair for ACI-North America and is the principal investigator for ACRP Synthesis 92: Airport Waste Management and Recycling Practices.*



In collaboration with airport staff, our team will develop policies, procedures, and training protocols that are aligned with the Authority's priorities. We will create tables, charts, and graphs to provide a visual representation of the forecasted diversion that will result from the recommended actions. The forecasting analysis will include the consideration of passenger behavior. Our team will detail the steps that will be needed to complete the recommended actions and create a prioritization matrix for the initiatives. Polytechnique anticipates that several BUR divisions (e.g., maintenance, operations, engineering) will consult with the project team and review the draft WMP to support alignment with operational needs and expectations before the final version is published.



### 4.1.3 Regulatory Compliance Support

Polytechnique and Linx Strategies will review airport operations for compliance and applicable federal, state, and local waste regulations.

This includes but is not limited to:

- ➔ SB 1383 – Organic Waste Diversion and Food Recovery
- ➔ AB 2440 (2022) – Battery Stewardship (terminal)
- ➔ SB 1215 (2022) – Electronic Waste (terminal)
- ➔ AB 2902 (2024) – Solid Waste Procurement Requirements
- ➔ CalRecycle requirements
- ➔ Los Angeles City and County requirements
- ➔ City of Burbank requirements

The team will create a spreadsheet listing the applicable regulations and a summary of the requirements. In 2025, Polytechnique created

the following tracker for applicable waste regulations for commercial airports in Southern California.

***For the LAWA SAP, Polytechnique tied some of the waste goals to California regulations including the California Green Building Standards Code (CALGreen) and SB 1383. Therefore, LAWA’s stakeholders were more open to accepting the proposed actions, resulting in a smoother process.***

Using this review, the team will identify any regulatory compliance gaps and develop a tracking log (including reporting and training requirements) to check compliance. The team will also regularly monitor upcoming changes in waste-related legislation and advise the Authority on impacts, timelines, and required next steps. For example, we will use Google Alerts to search for news announcements regarding federal, state, and local waste management regulations.

Regulation (Link)	Impact to Zero Waste Focus Area
<a href="#">California Integrated Waste Management Act (AB 939)</a>	CA cities, counties, and approved regional solid waste management agencies are to enact plans and implement programs to divert 25% of their solid waste by 1995 and 50% by 2000; 50% diversion requirement must be achieved every year; baseline year was 1990; diversion should be done through source reduction, recycling and composting activities
<a href="#">Mandatory Commercial Recycling (AB 341)</a>	Increased commercial waste diversion to reduce GHG emissions; requires businesses (include public entities) that generate 4 cubic yards or more of commercial solid waste per week to arrange for recycling services Local government requirements: each jurisdiction shall implement a commercial solid waste recycling program that consists of education, outreach and monitoring of businesses. Report progress achieved in implementing commercial recycling program. CalRecycle will review each jurisdiction’s commercial recycling program. Formal review will be conducted every two or four years, which includes annual jurisdiction site visit, review of the Electronic Annual Report, and other relevant information
<a href="#">Mandatory Commercial Organics Recycling (AB 1826)</a>	Requires businesses to recycle their organic waste and local jurisdictions across the state to have organic waste recycling programs for businesses; Businesses that meet the 2 cubic yard waste generation (recycling + organics recycling + disposal) threshold shall engage in one of the following organic recycling activities: source separate organic waste from other waste & participate in a waste recycling service that includes collection and recycling of organic waste, recycle its organic waste on-site or self-haul its organic waste off-site for recycling, subscribe to an organic waste recycling service that may include mixed waste processing that specifically recycles organic waste
<a href="#">California’s Short-Lived Climate Pollutant Reduction Strategy (SB 1383)</a>	SB 1383 Summarized checklist for airports Organic Waste Collection: Provide 3-bin system, ensure tenant participation Edible Food Recovery: Identify Tier 1 & Tier 2 tenants, ensure contracts, recordkeeping Food Recovery Contracts: Ensure tenants contract with food banks/pantries Recovered Organics Procurement: Purchase compost, RNG, mulch, etc. Education & Outreach: Train staff and tenants annually Recordkeeping & Reporting: Maintain records on collection, donation, and procurement
<a href="#">EPA Sustainable Materials Management</a>	Systematic approach to using and reusing materials more productively over their entire life cycle; seeks to use materials in the most productive way with an emphasis on using less, reduce toxic chemicals and environmental impacts throughout the material life cycle, assure there are sufficient resources for today and future needs; categories include electronics, food, plastics, packaging, recycled-content products, etc.
<a href="#">City of LA EPP</a>	Policy to promote City purchase of recycled and other environmentally preferable products; environmental factors to be considered include pollutant releases, waste generation, recyclability, recycled content, energy consumption, depletion of natural resources, potential impact on human health and the environment City will specify and purchase environmentally preferable products and services where criteria have been established by governmental or other widely recognized and respected third-party authorities, incorporate environmental factors into City’s product specs, provide staff education and outreach, encourage suppliers/contracts to provide environmentally preferable products
<a href="#">Global Reporting Initiative G4 Sector Disclosures</a>	G4-DMA is sector specific guidance for effluents and waste, while G4-EN23 is for total weight of waste by type and disposal method. AO6 includes de-icing fluids and anti-icing fluids used in aviation, and how to reduce them; while these chemicals provide a role in necessary infrastructure, they need to be documented in order to prevent off airport contamination



By proactively managing compliance for BUR, we will reduce potential regulatory risk.

#### 4.1.4 Implementation of the WMP and Waste Reduction Programs

Polytechnique, Airport Zero Waste, Action Research, Epax, and American Reclamation will implement the WMP by developing operational procedures for waste minimization, storage, separation, and sorting. We will use the prioritization matrix for initiatives to determine the order in which to deploy waste reduction program initiatives. Polytechnique and Epax will collaborate with janitorial staff, airport tenants, contractors, American Reclamation, and Parkwood Landscape Maintenance, Inc. to coordinate the rollout of waste separation infrastructure and sorting systems.

*At SNA, we learned the importance of including a company that can fabricate custom storage and processing equipment. Polytechnique worked with a local fabricator to design and install a double-wide bin with sliding doors on top and a catwalk so concessionaires could dispose of food scraps without having to push bags of wet, heavy food waste around to fill the bin.*

Implementation activities will include the creation of standardized procedures, communication materials, public signage, and operational guidance. We will coordinate with the City of Burbank’s Recycling & Waste Management Program so that the airport will align with local standards, priorities, and resources. The team will also confirm that the airport remains in compliance with CalRecycle requirements throughout the implementation process.

#### 4.1.5 Food Donation Program Support (SB 1383)

Polytechnique and Airport Zero Waste will review food donation options and share them with BUR. One potential food donation option

is to partner with Food Donation Connection (FDC). FDC assists airports with developing and implementing food donation programs by teaming with food banks and food donation recovery services. Participation in this process will give donors economic benefit through tax savings. Polytechnique will also evaluate tools to help concessionaires estimate the amount of food required per day based on the estimated passenger count, reducing the amount of food waste generated.

*At SNA, Polytechnique engaged with SNA Facilities and Maintenance, FDC, Orange County Waste and Recycling, and CalRecycle to identify the best location to place commercial freezers and refrigerators. SNA selected a central location that was easy to access for concessionaires from the airside and for the yellow cab drivers from the landside. Donated food increased as a result because concessionaires could donate hot foods (e.g., pizza, soups, and sauces). By engaging with various parties, Polytechnique was able to support SNA’s selection of a location that brought the greatest benefit to people struggling with food insecurity.*

The project team will review the locations of and collect contact information for the concessions in the RPT. We will meet with food and dining concessionaires to discuss options for establishing and maintaining food donation programs in compliance with SB 1383 Tier 2 requirements. This step includes assessing current food handling, identifying donation opportunities and possible partnerships, creating a surplus food management plan, and developing tenant-specific procedures.

Polytechnique will provide recommendations to the applicable entities on best practices for the food donation program. To assist BUR in tracking the status of the program, Polytechnique will create recordkeeping procedures, donation logs, and tracking tools that align with state reporting requirements. Working with local food recovery organizations, the team will assist tenants with establishing partnerships, training, and documentation support.



#### 4.1.6 Tenant Waste Reduction Policies and Procedures

Polytechnique and Airport Zero Waste will develop waste reduction policies for airport tenants focusing on recycling, compostable packaging, eliminating non-compliant single-use plastics, proper disposal of cooking grease, and management of universal and hazardous wastes. These policies will be designed to integrate easily into tenant leases, airport standards, and existing requirements. Polytechnique will also prepare onboarding materials, compliance checklists, and reference guides to support consistent implementation. These materials will be reviewed with airport staff to ensure that they are accessible, enforceable, and aligned with the airport's sustainability goals. We will check in with tenants on a quarterly basis to determine if they need additional support to comply with the policies or have any questions.

*Polytechnique is supporting with VNY developing a green tenant guidebook that includes best practices, quick reference guides, and a green tenant checklist. Our team has met with VNY tenants and departments to review their needs. The next step is to create the program documents and improve awareness of green measures, including waste management. Airport Zero Waste has also developed a green tenant program for Austin-Bergstrom International Airport. These projects have given our team a better understanding of airport tenant needs to elevate green programs.*

#### 4.1.7 RPT Receptacle Strategy

Polytechnique, Airport Zero Waste, and Epax will support the airport in identifying RPT receptacle location gaps in public spaces, offices, airside and landside areas, and back-of-house locations. Currently, BUR estimates a total of 37 receptacle locations in the terminal hold rooms. The team will evaluate this number as well as the effectiveness of planned signage. We will develop guidance for multi-stream bin design, including landfill, recycling, organics, and liquid

collection. Recommendations will include bin quantity, placement, and aesthetics. The team will support user-friendly signage, labeling, and color coding to promote proper waste sorting and reduce contamination. If needed, Action Research can support the design of public signage for waste to improve diversion through behavior change strategies.

*At LGB, airlines complained about the excess bulky waste passengers carry onto flights because no receptacles were available for waste or recycling in boarding areas. Polytechnique worked with housekeeping to place bins near boarding lines at the gates so that less waste is carried onto aircraft.*

#### 4.1.8 Waste Audit and Monitoring

Polytechnique, Airport Zero Waste, and American Reclamation will evaluate current airline and concessions waste practices in the first contract year. In the second year, after the RPT is operational, the project team will evaluate waste collection and handling practices throughout the RPT. This includes evaluating sorting accuracy, collection practices, storage area conditions (e.g., housekeeping and ventilation), pick-up schedules, and performance of waste systems. Throughout the duration of the project, the team will conduct quarterly scheduled waste audits of the RPT. Polytechnique will confirm alignment with the broader airport's waste management and diversion goals.



In addition to operational assessments, the team will evaluate compliance with established waste policies, tenant requirements, and regulatory standards. This includes identifying waste contamination issues across all waste streams as well as reviewing adherence to sorting principles.



Based on audit findings, the team will recommend targeted operational improvements, infrastructure adjustments, and diversion strategies to enhance the performance of waste systems.

Recommendations may include:

- ➔ Procedural refinements
- ➔ Staff training needs
- ➔ Equipment modifications
- ➔ Adjustments to janitorial/tenant practices

***Polytechnique has direct experience with reviewing various inputs from waste haulers (e.g., invoices and weight tickets) and have extracted data from airport accounting systems (e.g., EnergyCAP). We have learned that waste data can be inaccurate. To get good information, airports must audit periodically to confirm that the proportions of waste types are accurate. Our team members have provided waste audits at SNA and LGB over the last 17 years.***

### **4.1.9 Training and Outreach**

Polytechnique and Action Research will prepare training materials and signage tailored for airport staff, janitors, tenants, and contractors. Training will be offered in-person and virtually, depending on stakeholder needs, and will be completed before the RPT’s opening. The team will also provide ongoing support for new tenants or respond to operational changes that require updated training or supplemental guidance. Potential training topics will include:

- ➔ Proper waste sorting
- ➔ Food recovery procedures
- ➔ Hazardous waste and materials
- ➔ Regulatory compliance
- ➔ Airport waste policies

***At LGB, Polytechnique supported quarterly food scrap collection training for concessionaires for 2 years. With the help of the City of Long Beach, Polytechnique trained LGB staff to deliver the training on***

***an ongoing basis. Polytechnique continues to facilitate the training and collects sign-in sheets for each session. When we started to offer the training in the back-of-house areas, participation increased and attendees got a more “hands on” experience. Also, our team could inspect containers, signs, and storage areas. Overall, this has resulted in improved diversion practices.***

### **4.1.10 Stakeholder Engagement and Communication**

To support successful program adoption, Polytechnique and Connect the Dots will develop communication toolkits for tenants, vendors, and janitorial teams to inform, educate, and encourage participation and compliance with the airport waste programs. These materials may include fact sheets, posters, presentations, and step-by-step guides. The project team will conduct meetings, surveys, and informational sessions with stakeholders to gather input, identify challenges, and gain support for waste reduction efforts throughout the duration of the project. Stakeholder engagement can also be used to assess the feasibility of a SAP for BUR. If requested, Polytechnique will provide BUR with a SAP outline at no additional cost. Our team will develop public-facing outreach materials to increase awareness among travelers and the community surrounding the airport.

***While working on the LAWA SAP update, Polytechnique staff used the original list of stakeholders that were identified in the 2019 SAP. Our team organized the stakeholders into eight groups to streamline meetings. The stakeholder groups were then assigned responsibilities into one or more of the five focus areas based on their roles and anticipated concerns. A contact list was also developed and provided to LAWA to schedule the meetings. Polytechnique also recommended a format (e.g., in person, virtual, survey, email) for each meeting making the stakeholder engagement more efficient.***



### 4.1.11 Data Collection, Analysis, and Reporting

Polytechnique, Airport Zero Waste, and American Reclamation will work together to collect and compile qualitative and quantitative data on waste generation, diversion, contamination, and food donation activities. Polytechnique and Airport Zero Waste will present options for systems that can be used to compile waste data with BUR. The data will then be stored in a centralized tracking system or dashboard developed for internal Authority use. The team will prepare quarterly waste audit reports and annual data analysis reports for the airport and any relevant agencies depending on the Authority's preference. Reports will summarize performance and trends, and will be used to determine recommendations for continuous improvement. Data will also be used to support compliance documentation for CalRecycle and other agencies.

*Joohi prepared a tracking sheet for LAWA in 2012 that was used to collect sustainability data and still is in use today. Receiving all the data from the various divisions was a challenge initially. After several attempts, the project team regrouped and developed a simple strategy to get the data. We enlisted the airport director at LAX to send out requests for information. As a result, we received the inputs we needed to wrap up 5 years of data in time to conduct a trend analysis and complete the first sustainability report.*

### 4.2 Assumptions

The proposed scope of work is based on the following assumptions:

- ➔ Check-in meetings will be held once a week and attended by two Polytechnique project team members with BUR staff throughout the contract period
- ➔ The Authority will provide raw data and/or compiled data (e.g., waste logs, waste hauler bills, pickup schedule, necessary contacts) in native file format (e.g., Adobe PDF, Microsoft Office).

- ➔ The Authority will provide digital terminal maps and general facility information for current terminal and RPT (e.g., building management system, map of waste bin locations).
- ➔ Access will be provided for site visits, waste audits, and tenant coordination activities. The Authority will provide an introductions and encourage cooperation by key stakeholders including BUR departments, concessionaires, and tenants.
- ➔ Minimal hazardous waste is stored in the current terminal, will be stored in the RPT, and will not be included in the WCS.
- ➔ BUR staff will conduct one round of deliverable reviews, and the comments from various reviewers will be consolidated into one set of comments.
- ➔ The WMP will be developed as a digital document. Basic graphics will be included in the proposed deliverables. More elaborate graphics can be developed if additional budget is authorized.

### 4.3 Deliverables

Deliverables will be submitted in draft format and revised into final versions after addressing BUR staff comments. Proposed deliverables include:

- ➔ WCS Report, 1<sup>st</sup> Update (Rev 1), 2nd Update (Rev 2)
- ➔ WMP
- ➔ Prioritization Matrix for Waste Recommendations
- ➔ Regulatory Compliance Summary and Recommendations
- ➔ RPT Receptacle Location and Design Plan
- ➔ Tenant Toolkits and Training Materials
- ➔ Signage and Sorting Guidelines
- ➔ Food Donation and LCS Tracking Tools
- ➔ Database, Dashboards, and Reports
- ➔ Quarterly and Annual Audit Summaries
- ➔ Annual Summary Reports for Regulatory Agencies



- Final Program Evaluation Report
- SAP Outline (at no additional cost)
- Meeting Agendas and Summaries
- Monthly Invoices and Status Reports

#### **4.4 Milestones and Schedule**

Polytechnique master project schedule is included in Appendix E and aligns with the Authority's schedule that was provided in Attachment B of the RFP. The WMP and training sessions will be delivered before the opening of the RPT.

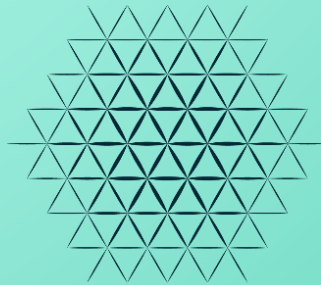
#### **5.0 Agreement**

Polytechnique reviewed the sample agreement provided in Appendix C of the RFP. Polytechnique does not take any exceptions to the terms and conditions and will execute the sample agreement as presented.

#### **6.0 Price**

Polytechnique's proposed fee schedule is attached in Appendix D of this proposal. Our proposed price is firm, fixed, and inclusive of the services described in this proposal, which is based on the scope of work provided in Attachment A of the RFP.

Appendix A:  
Certificates of Insurance



**POLYTECHNIQUE**  
Environmental, Inc.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/30/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b> AssuredPartners Design Professionals Insurance Services, LLC 3697 Mt. Diablo Blvd, Suite 230 Lafayette CA 94549  License#: 6003745	<b>CONTACT NAME:</b> Chris Romano <b>PHONE (A/C No. Ext):</b> 714-427-3489 <b>E-MAIL ADDRESS:</b> CertsDesignPro@AssuredPartners.com	<b>FAX (A/C, No):</b>													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Underwriters at Lloyd's, London</td> <td></td> </tr> <tr> <td>INSURER B : Hartford Casualty Insurance Company</td> <td>29424</td> </tr> <tr> <td>INSURER C : Beazley Excess and Surplus Insurance, Inc.</td> <td>17520</td> </tr> <tr> <td>INSURER D : Hartford Underwriters Insurance Company</td> <td>30104</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Underwriters at Lloyd's, London		INSURER B : Hartford Casualty Insurance Company	29424	INSURER C : Beazley Excess and Surplus Insurance, Inc.	17520	INSURER D : Hartford Underwriters Insurance Company	30104	INSURER E :		INSURER F :
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INSURER D : Hartford Underwriters Insurance Company	30104														
INSURER E :															
INSURER F :															

**COVERAGES** **CERTIFICATE NUMBER:** 1279366226 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
D	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab <input type="checkbox"/> Included GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	57SBWBM5VWM	7/1/2025	7/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y	Y	57SBWBM5VWM	7/1/2025	7/1/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	57WEGAA8E4L	7/1/2025	7/1/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C A	Professional Liability and Contractor's Pollution Liability Cyber Liability			D39EF5250101 ESO0340404450	7/1/2025 7/1/2025	7/1/2026 7/1/2026	Per Claim \$ 1,000,000 Aggregate Limit \$ 2,000,000 Limit: \$ 2,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 The following policies are included in the underlying schedule of insurance for umbrella/excess liability: General Liability, Employers Liability, and to the Commercial Auto Liability (Commercial Auto Liability is written through California Auto Insurance Co. with another agent - Policy #: BA040000027944 - Policy Term: 7/01/2025 to 7/01/2026).  
 RE: All Operations of the Named Insured.  
 Burbank-Glendale-Pasadena Airport Authority, TBA Airport Management, Inc., the Cities of Burbank, Glendale and Pasadena, and the respective officers, agents, employees and volunteers of each such entity are included as Additional Insureds as respects general liability as required per written contract. General Liability is Primary/Non-Contributory per policy form wording. Insurance coverage includes waiver of subrogation per the attached endorsement(s).

<b>CERTIFICATE HOLDER</b>  Burbank-Glendale-Pasadena Airport Authority 2627 N Hollywood Way Burbank CA 91505	<b>CANCELLATION 30 Day Notice of Cancellation</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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\*We currently meet the requested insurance lines and limits except the employee hired auto and hired auto physical damage. We have received a quote from our commercial auto broker and will bind the additional coverage before the contract is executed.\*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/08/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Ken Donaldson Insurance Agency, Inc. 10801 National Blvd, Suite 550 Los Angeles, CA 90064 License #: 0E05617	<b>CONTACT NAME:</b> Marco Ollvas <b>PHONE (A/C, No, Ext):</b> (310)451-4943 <b>FAX (A/C, No):</b> (310)451-4768 <b>E-MAIL ADDRESS:</b> Marco@Autoagency.com <b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b> INSURER A: <b>California Automobile Insurance Company</b> <b>38342</b> INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____
<b>INSURED</b> Polytechnique Environmental, Inc Joohi R Sood 13337 South St # 144 Cerritos, CA 90703-7308	

**COVERAGES**      **CERTIFICATE NUMBER:** 00004588-806380      **REVISION NUMBER:** 6

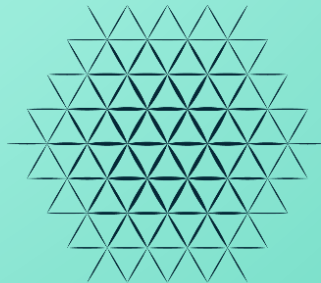
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPROP AGG \$ \$
<b>A</b>	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY	<b>Y</b>	<b>Y</b>	<b>BA040000027944</b>	<b>07/01/2025</b>	<b>07/01/2026</b>	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		<b>N/A</b>				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 Burbank-Glendale-Pasadena Airport Authority, TBA Airport Management, Inc., the Cities of Burbank, Glendale, and Pasadena, and the respective officers, agents, employees and volunteers of each such entity are named as additional insureds

<b>CERTIFICATE HOLDER</b>  Burbank-Glendale-Pasadena Airport Authority 2627 N Hollywood Way Burbank, CA 91505	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  <div style="text-align: right;">(MAR)</div>
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Appendix B:  
Signed Acknowledgement of RFP and Addenda



**POLYTECHNIQUE**  
Environmental, Inc.



By submitting a proposal, Respondent acknowledges receipt of all content of the RFP package as delivered electronically and hereby attests to non-collusion regarding this competitive opportunity. Respondent acknowledges and accepts the terms of this solicitation, including any addenda, which may become part of any resultant agreement, and agrees that the terms as listed will supersede any conflicting contractual terms and/or conditions specified elsewhere. Respondent certifies that the information provided in its submission is complete, including the full disclosure of all subcontractors, suppliers, joint-ventures, teaming agreements and the like, and that the information submitted is true and accurate to the best of its personal knowledge. Respondent confirms that the signing party is an authorized representative of the entity submitting the proposal, and has the individual authority to submit this proposal electronically on behalf of the entity and to bind the entity to all information set forth herein.

Date : <u>12/18/2025</u>	Company Name: <u>Polytechnique Environmental, Inc.</u>
 *Authorized Signature	Joochi R. Sood Name
	President Title
 *Authorized Signature	Joochi R. Sood Name
	Secretary Title

\*If the contracting party is a corporation, two (2) signatures are required: one (1) signature by either the Chairman of the Board, the President or any Vice President; and one (1) signature by either the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer. The signature of one person alone is sufficient to bind a corporation, as long as he or she holds corporate offices in each of the two categories described above. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signatory to bind the corporation.

**RETURN THIS COVER PAGE WITH YOUR PROPOSAL – LATE, EMAILED, MAILED, HAND DELIVERED, OR FAXED SUBMISSIONS WILL NOT BE ACCEPTED.**

**END OF ADDENDUM NO. 1**

Acknowledgment is hereby made of receipt and incorporation of Addendum 1 into the referenced RFP and related proposal submission.

Signature:  Date: 12/18/2025  
Authorized Representative

Name/Title: Joohi R. Sood/President

Firm Name: Polytechnique Environmental, Inc.

**END OF ADDENDUM NO. 2**

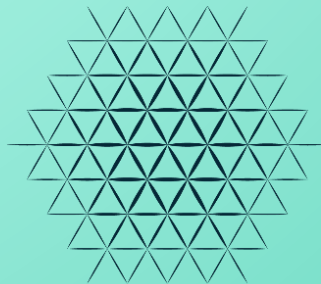
Acknowledgment is hereby made of receipt and incorporation of Addendum 2 into the referenced RFP and related proposal submission.

Signature:  \_\_\_\_\_ Date: 12/18/2025  
Authorized Representative

Name/Title: Joohi R. Sood/President

Firm Name: Polytechnique Environmental, Inc.

Appendix C:  
Resumes



**POLYTECHNIQUE**  
Environmental, Inc.





### Education

MS, Civil Engineering, Loyola Marymount University

BS, Civil Engineering, California State Polytechnic University

### Registrations,

### Certifications, Licenses

Professional Engineer, No. C54918 (California)

Envision Sustainability Professional (ENV SP)

Leadership in Energy and Environmental Design® (LEED®) Green Associate™

Lead Auditor, International Organization for Standardization (ISO) 14001

OSHA 40-Hour HAZWOPER with Annual 8-Hour Refresher

OSHA 8-Hour HAZWOPER Supervisor Training

First Aid, Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED)

### Professional Affiliations

Women's Transportation Seminar (WTS) International – Transportation YOU Committee Member

Airport Council International – North America

American Society of Civil Engineers

Society of American Military Engineers – Orange County Post Board Member

Institute for Sustainable Infrastructure

Joohi Sood has worked as an environmental consultant for over 30 years and has extensive project management and program development experience. She has a reputation for delivering projects on schedule and within budget, and she brings a distinctive ability to quickly understand client objectives, prioritize needs, and respond with the right resources. Joohi has provided effective senior technical services on environmental projects at airports, seaports, power generating facilities, industrial sites, and government sites. She excels at balancing client, regulatory, and community demands while maintaining a focus on challenging technical requirements.

Joohi has managed several on-call environmental contracts, provided technical support, and developed programs to support client- and site-specific needs. She has an intimate knowledge of environmental issues and brings value through her sound decision-making abilities.

Joohi has a clear understanding of applicable local, state, and federal regulatory requirements and stays up-to-date with revisions. She has managed projects that comply with local, state, and federal agency requirements. Joohi is committed to environmental engineering, compliance, and sustainability, and is a respected environmental consultant and technical expert.

### Representative Project Experience

#### **Burbank-Glendale-Pasadena Airport Authority, Hollywood Burbank Airport (BUR) Airport Carbon Accreditation (ACA) Level 2 Certification and Renewal, Burbank, CA (2024–present):**

Joohi supports BUR with its annual Airport Carbon Accreditation renewals and California Energy Commission Benchmarking report in Energy Start Portfolio Manager (ESPM). Her team compiles and analyzes the data and prepares applications and reports.

The data includes annual waste data from American Reclamation, Inc. and Parkwood Landscape Maintenance, Inc.; propane, diesel, and gasoline fuel purchases for vehicles and other mobile sources; emergency generator run times and fire training supply purchases for stationary source fuel usage; compressed natural gas purchases; monthly electricity usage for each meter in the airport; and refrigerant use and recycling data.

Joohi and her team have prepared presentations for senior leadership with key findings from the ACA applications, and have led the quarterly Carbon Management Committee meetings.

#### **Long Beach Airport (LGB), On-Call Environmental and Sustainability Program Support, Long Beach, CA (2019–present):**

Joohi is the program manager for an on-call environmental and sustainability services contract for LGB. The contract scope of work covers environmental compliance, sustainability, grants, and planning. One of the projects Joohi and her team have worked on is the waste management program development and initiative implementation program.



Waste program elements include:

- Launching a food scrap collection program
- Tracking green waste, food scraps, food donation, municipal solid waste, cardboard and glass, California redemption value (CRV) recycling, and oil and grease for annual waste summaries
- Preparing materials/delivering training for concessionaires and facilitating food donation
- Designing, procuring, and deploying liquids collection units in security screening areas
- Evaluating the number and placement of airside and landside receptacles and updating signage
- Gathering ideas from airlines and concessionaires on how to improve waste collection and diversion

**Los Angeles World Airports (LAWA), Sustainability Action Plan (SAP) Update, Los Angeles, CA**

**(2025–present):** Joohi is a senior technical reviewer for the LAWA SAP update. The SAP update will encompass the sustainability data and efforts for Los Angeles International Airport (LAX) and Van Nuys Airport (VNY). LAWA has identified five focus areas: zero carbon built environment, zero carbon aviation, zero carbon ground transportation, zero wasted water, and zero waste. Joohi is part of the team for the zero waste focus area. The team is analyzing data to create a baseline and provide recommended goals and actions in accordance with LAWA's objectives. Joohi's team conducted a forecasting analysis to determine the amount of diversion the airport could achieve with the recommended actions and to provide a roadmap for each of LAWA's airports, including a breakdown for each department.

**John Wayne Airport (SNA), On-Call Environmental Program Support, Orange County, CA (2008–**

**2023):** Joohi served as the program manager for an on-call environmental services contract for SNA for 15 years. She delivered a wide range of projects that covered planning, design, and implementation of initiatives. One of her responsibilities was to develop and maintain the hazardous and non-hazardous waste management programs. Highlights of her accomplishments include:

- Launching an award-winning food waste collection program
- Procuring, deploying, and monitoring liquids collection stations in security screening areas
- Conducting a terminal waste characterization study that included a 24-hour waste sort
- Increasing waste diversion (10-fold for food waste)
- Preparing signage and training materials
- Conducting an evaluation of receptacles in terminal hold rooms
- Winning a CalRecycle grant for commercial refrigeration equipment, allowing hot food to be donated
- Developing a fats, oils, and grease program that reduced the number of sanitary sewer overflows
- Developing tracking tools and large venue report templates
- Authoring waste management plans for municipal waste and hazardous waste (two separate plans)

**LAWA, Environmental Technical and Expert Consulting Services, Los Angeles, CA (2000–present):**

Joohi manages all aspects of an on-call environmental services contract for LAWA at LAX, VNY, and Palmdale Site 9 (PMD). Joohi led the development of the 2011–2016 sustainability plans, which included the data collection effort, compilation of appendices, and launch of the sustainability website for LAWA. She also managed the hazardous waste and materials compliance, training, and reporting for LAX, VNY, and PMD, which include compliance with SB-14. Joohi is currently managing the development of green tenant guidance for VNY.

**Los Angeles Metropolitan Transportation Authority (LACMTA), Environmental Engineering and Consulting Services, Los Angeles, CA (2021–present):**

Joohi is a task lead for several LACMTA projects working as a subcontractor to Kleinfelder. She is currently a senior technical reviewer for LACMTA's Construction Waste Management team. Her responsibilities included reviewing regulations; developing tracking tools; looking for opportunities to improve waste management practices; developing a standard operating procedure (SOP) for construction waste management; developing SOP and designee training modules; and working with her team to set up, maintain, and retire EPA IDs.



### Education

BA, Environmental Studies,  
Loyola Marymount University,  
Los Angeles

### Registrations, Certifications, Licenses

Envision Sustainability  
Professional (ENV SP)

**Jordan Blair** is a staff consultant at Polytechnique Environmental, Inc. (Polytechnique). She supports sustainability planning and compliance efforts for large-scale infrastructure and transportation projects. Jordan has experience with developing sustainability action plans, maintaining industry certifications such as Envision, and conducting environmental data analysis. She has a strong background in stakeholder engagement, research, and program development. Jordan is passionate about advancing sustainable practices that strengthen communities.

### Representative Project Experience

#### **Burbank-Glendale-Pasadena Airport Authority, Hollywood Burbank Airport (BUR) Airport Carbon Accreditation (ACA)**

##### **Level 2 Certification and Renewal, Burbank, CA (2025–present):**

Jordan supports BUR with its ACA certification and annual California Energy Commission Benchmarking report in Energy Start Portfolio Manager (ESPM). Jordan helps with preparing presentations for senior leadership with key findings from the ACA applications and attends quarterly Carbon Management Committee meetings. The committee consists of members from various BUR airport divisions who discuss the strategic direction of the airport's greenhouse gas emissions reduction.

#### **Los Angeles World Airports (LAWA), Van Nuys Airport (VNY) Green Tenant Program, Los Angeles, CA (2025–present):**

Jordan currently supports LAWA with the development, refinement, and implementation of a VNY green tenant program that will encompass the sustainability data and efforts for VNY. She is on the team that reviews community engagement services, program evaluation, document and tool development, program refinement, and implementation support. She supports decarbonization efforts, compliance with Federal Aviation Administration Section 512, and the reduction of VNY's energy use, air emissions, and noise footprint.

#### **LAWA, Sustainability Action Plan (SAP) Update, Los Angeles, CA (2025–present):**

Jordan currently supports LAWA with developing a SAP update that will encompass the sustainability data and efforts for Los Angeles International Airport and VNY. She is on the team that reviews, compiles, and analyzes the data across five different focus areas: zero carbon built environment, zero carbon aviation, zero carbon ground transportation, zero wasted water, and zero waste. As a member of the zero waste focus area team, Jordan analyzed the airport's data to create a baseline and provided recommended goals and actions in accordance with LAWA's objectives. Jordan conducted a forecasting analysis to determine the amount of diversion the airport could achieve with the recommended actions and to provide a roadmap for each of LAWA's airports, including a breakdown for each department. Jordan also supports stakeholder engagement by creating and organizing stakeholder groups and conducting research to inform decision-making. Her work directly supports the creation of actionable goals and roadmaps that align with LAWA's long-term sustainability objectives.



**California High-Speed Rail (CHSR) Authority (Authority), Envision Platinum Certification Maintenance, Sacramento, CA (2025–present):** Jordan supports the CHSR project by aiding with the development of draft and final submittals related to the maintenance and completion of the Authority’s Envision Platinum award. She conducts detailed reviews of previously submitted Envision credits and coversheets to identify misalignments with updated design directives and revised environmental commitments. Jordan performs gap analysis to quantify potential point losses, flag credits at risk, and support the development of revised sustainability narratives and documentation strategies to preserve Platinum-level achievement.

**Cumming Management Group, Los Angeles County Metropolitan Transportation Authority (Metro), Sustainability Assessment (2025):** Jordan worked on the cost-benefit analysis for an assessment of Metro's sustainability programs. She evaluated and compiled the costs and benefits for each sustainability project that Metro has completed for the last 7 years. Jordan helped calculate a benefit-cost ratio to demonstrate the effectiveness of the sustainability program.



### **Education**

BA, Political Science, Minor in Management, University of California, Irvine

BA, Spanish Literature, University of California, Irvine

### **Registrations, Certifications, Licenses**

Envision Sustainability Professional (ENV SP)

**Birgit Haissig** is Polytechnique Environmental, Inc.'s (Polytechnique's) technical editor and proposal manager with over 25 years of experience in editing and writing clear, concise text. Birgit is fluent in verbal and written German and has working knowledge of verbal and written Spanish. She also has exceptional communication, leadership, and management skills. Birgit has a demonstrated ability to manage workload across several departments to ensure that deliverables consistently meet client deadlines. Her technical editing and organizational skills focus on efficiency and accuracy. As a senior member of Polytechnique, Birgit has direct experience with editing and polishing written deliverables and understands clients' expectations. Internal projects she has worked on include:

- Company style guide – Birgit developed a comprehensive style guide for Polytechnique to ensure consistency in formats and style. She is responsible for updating the style guide as changes and additions become necessary.
- Company templates – Birgit has created various document templates to streamline the document creation and writing process. Templates include text documents, tables, and figures. She continues to develop new templates as different types of documents are written.
- Document scheduling tool – Birgit assisted in the creation of a document scheduling tool to ensure that deliverables are edited before the client deadline. She coordinates with other Polytechnique staff on the deliverable process.
- Deliverable quality review (DQR) checklists – As the proposal manager, Birgit assisted in the development of DQR checklists for text, figures, and tables. These checklists assure that documents reflect client requirements; show an effective approach to the client's request; and present the information concisely, accurately, and with consistency.
- Marketing materials and proposals – Birgit is involved in proposal oversight, the proposal writing process, and the creation of marketing materials. She also performs a final edit of materials and proposals to ensure that prospective clients receive a polished, professional written product.
- Employee training – Birgit is responsible for training new employees on the use of the company style guide and related documents to maintain consistency within the company.

### **Representative Project Experience**

**Various Environmental Services Contracts:** Birgit has been responsible for the technical editing of Polytechnique deliverables for various environmental services contracts. She has reviewed documents for grammatical and technical errors, content flow, argument strengths, client standards, and general formatting. These contracts include:



- Los Angeles County Metropolitan Transportation Authority (LACMTA), Environmental Services and Construction Support, Capital Projects, Los Angeles, CA (2023–present)
- Long Beach Airport, On-Call Environmental Services, Long Beach, CA (2019–present)
- Los Angeles World Airports Airport, Environmental Technical and Expert Consulting, Los Angeles, CA (2018–present)
- John Wayne Airport, On-Call Environmental Program Support, Santa Ana, CA (2018–2023)

**Caltrans District 7 North, Emma Woods Beach Bridge Asbestos and Lead Survey, Ventura County (2023):** Birgit supported this project consisting of an asbestos and lead survey in preparation of the demolition of the Emma Woods Beach Bridge on State Route 1 in Ventura County, and completion of the survey report. The survey was performed in two phases: the first phase was completed and included the upper deck of the bridge, and the second phase was pending access and included the underside of the bridge. Birgit provided technical editing support for the survey reports being generated for this project.

**Orange County Transportation Authority (OCTA), Grant Writing and Application Services, Orange, CA (2022–2024):** Birgit completed quality control of OCTA grant applications for various state and federal grant programs. She ensured that the application text met the grant requirements, and edited the applications for clarity, strength of argument, and correct grammar before submission to OCTA for review. She also reviewed and compiled data, supported application production, prepared tables and charts, and created templates. Birgit supported OCTA applications for the following programs:

- Transit and Intercity Rail Capital Program (two projects)
- Solutions for Congested Corridors Program (two projects)
- Trade Corridor Enhancement Program (one project)
- Local Partnership Program (two projects)
- Active Transportation Program (one project)
- Sustainable Communities Program (one project)
- Surface Transportation Block Grant/Congestion Mitigation and Air Quality Improvement Programs (14 projects)
- Low and No Emissions and Bus and Bus Facilities Grant (one project)
- Strengthening Mobility and Revolutionizing Transportation (one project)
- Multimodal Project Discretionary Grant (one project)
- Transit Security Grant Program (two projects)
- Caltrans Planning Grant (one project)



### Education

BS, Finance, Point Loma  
Nazarene University, San Diego

BS, Civil Engineering  
(anticipated May 2026),  
Sacramento State University,  
Sacramento

### Registrations, Certifications, Licenses

QuickBooks ProAdvisor

Microsoft Office

**Casey Kinaan** is a project administrator and bookkeeper with experience in supporting project managers with project schedule and budget tracking, subcontractor management, and accounting. Casey is serving in this role for all Polytechnique projects and has successfully supported the administration of invoice packages and subcontractor utilization reports for over 30 projects. She understands the unique administrative requirements of various municipal contracts.

Casey has the following certifications that are relevant to her role:

- QuickBooks ProAdvisor
- B2GNow trained
- Microsoft Office certified

Casey has a strong academic background and has demonstrated confidence, leadership, and teamwork skills in her role. As a project administrator, Casey has successfully provided the following support for Polytechnique projects:

- Developing tracking spreadsheets to monitor project status
- Creating forms, templates, and spreadsheets for project management
- Developing tracking tools for contract compliance, including insurance, rates, and agreements
- Issuing weekly and monthly status updates for ongoing projects
- Coordinating project activities provided by contractors and vendors
- Preparing financial projections for year-end summaries
- Participating in project meetings and conference calls

### Representative Project Experience

**Los Angeles County Metropolitan Transportation Authority, Link US AUR Waste Handling Support, Tracking of Sampling Activity, Los Angeles, CA (2023–present):** Casey works with the Polytechnique project team weekly to track sampling activity. Casey prepares a weekly timesheet indicating if there was sampling or not on the LCPtracker™ platform, exports the timesheet from LCPtracker™, and uploads it to the State of California Department of Industrial Relations website. This procedure ensures that Polytechnique stays in compliance with state labor regulations.

**Long Beach Airport (LGB), Sustainability Action Plan (SAP) Data Compilation and Presentation, Long Beach, CA (2024–present):** Casey worked with the Polytechnique project team to collect, compile, and analyze LGB's air quality, energy, water, and waste data for the 2023 SAP. She then created a presentation, noted all the trends, and presented it to the client and the Greenhouse Gas Committee. Casey also continually records LGB's waste data in Energy Star Portfolio Manager.



**Hollywood Burbank Airport, Data Analysis/Review, Burbank, CA (2024–present):** Casey worked with the Polytechnique project team to collect, compile, and analyze BUR’s energy and water data for the Airport Carbon Accreditation project. She provided quality checks for data that was compiled for the application. Casey also continually records BUR’s waste data in Energy Star Portfolio Manager.

**Los Angeles World Airports Airport (LAWA), Environmental Technical and Expert Consulting Services, Invoice Tracker Development, Los Angeles, CA (2022):** Casey developed a comprehensive project tracking spreadsheet for invoices and subcontractor payments. This spreadsheet is needed to log payments, tabulate outstanding receipts, and pay subcontractors on time. This tool is used for monthly diversity reporting in B2GNow.

**Polytechnique Environmental, Inc., Profitability Analysis, Bellflower, CA (2023):** Casey developed a business analytics tool for Polytechnique that is used to calculate profitability for staff, projects, and contracts. This tool supports decision-making for current workload and new opportunities.



### Education

BA, English, California State University of Fullerton

Minors in Business

Administration and Public Administration, California State University of Fullerton

### Registrations,

### Certifications, Licenses

First Aid, Cardiopulmonary Resuscitation/Automated External Defibrillator

**Vanessa Pantoja** is an executive assistant at Polytechnique Environmental, Inc. She supports human resources, payroll, and other administrative tasks where she applies her active listening, critical thinking, and teamwork skills. Vanessa also supports office management including ordering supplies for projects and coordinating the rental of equipment for field projects.

### Representative Project Experience

**Los Angeles County Metropolitan Transportation Authority, Project Assistance, Los Angeles, CA (2025–present):** Vanessa schedules meetings and facilitates project reviews for the Los Angeles County Metropolitan Transportation Authority. She supports the invoicing process, sets up project numbers, and reviews time sheets. She helps project teams prepare for fieldwork by conducting inventories for sample bottles and coordinating field equipment.

**Los Angeles County Metropolitan Transportation Authority, Construction Waste Tracking, Los Angeles County, CA (2025):** Vanessa supported the Los Angeles County Metropolitan Transportation Authority's construction waste tracking. She maintained the virtual filing and physical mailing of manifests to be sent to the Department of Toxic Substances Control. Vanessa also maintained physical records by organizing and filing final manifest copies for storage.

**Los Angeles County Metropolitan Transportation Authority, Labor Compliance for Bench Contract, Los Angeles County, CA (2025–present):** Vanessa assists in tracking sampling and prevailing wage information for Los Angeles County Metropolitan Transportation Authority projects and implements the required categorizations to the payroll every 2 weeks.

**General Proposal Support and Subcontractor Management, (2025–present):** Vanessa supports proposals for various clients. She assists in the preparation and review of required forms, compilation and verification of labor rates, and coordination with subcontractors to ensure accurate and complete submissions.

**Long Beach Airport, Project Assistance, Long Beach, CA (2025–present):** Vanessa schedules client and subcontractor meetings and facilitates project reviews for Long Beach Airport. She sets up project numbers and reviews time sheets.

**Los Angeles World Airports, Los Angeles International Airport, Project Assistance, Los Angeles, California (2022):** As an intern, Vanessa performed daily filing and organizing of historical personnel documents including sorting, labeling, and archiving, which eliminated a multi-year backlog. She ensured safe handling of confidential and sensitive employee files and records, prepared confidential correspondence to employees for secure distribution, reconciled COVID-19/Family and Medical Leave Act paperwork with active personnel files and compiled lists of discrepancies for review, and participated in team meetings.



### Education

MS, Environmental Data Science, University of Southern California

BS, Environmental Science and Management, University of California, Davis

Minor in Economics, University of California, Davis

### Registrations, Certifications, Licenses

Envision Sustainability Professional (ENV SP)

Leadership in Energy and Environmental Design® (LEED®) Green Associate™

**Thulashi Raveendran** is a staff consultant at Polytechnique Environmental, Inc. (Polytechnique). She supports grant applications and environmental data analysis for sustainability projects. Thulashi has a clear understanding of state, federal, and local transportation grant programs and stays up-to-date with funding program availabilities. She excels in data analysis and research. Thulashi is passionate about improving environmental conditions for future generations.

### Representative Project Experience

#### **Burbank-Glendale-Pasadena Airport Authority, Hollywood Burbank Airport (BUR) Airport Carbon Accreditation (ACA)**

##### **Level 2 Certification and Renewal, Burbank, CA (2024–present):**

Thulashi currently supports BUR with its ACA certification and annual California Energy Commission Benchmarking report in Energy Start Portfolio Manager (ESPM). She compiles and analyzes the energy data required and prepares the report for submittal. Thulashi also performs quality review of manual data collection for the following data:

- Propane, diesel, and gasoline fuel purchases for vehicles and other mobile sources
- Emergency generator run times and fire training supply purchases for stationary source fuel usage
- Compressed natural gas purchases
- Annual waste data from American Reclamation, Inc. and Parkwood Landscape Maintenance, Inc.
- Monthly electricity usage for each meter at the airport
- Refrigerant use and recycling data

Thulashi prepares presentations for senior leadership with key findings from the ACA applications and leads the quarterly Carbon Management Committee meetings. The committee consists of members from various BUR airport divisions who discuss the strategic direction of the airport's greenhouse gas emissions reduction.

#### **Long Beach Airport (LGB), On-Call Environmental Services,**

##### **Long Beach, CA (2024–present):**

Thulashi is the lead environmental scientist for an on-call environmental services contract that covers compliance, engineering, sustainability, and site management tasks. Thulashi supports various environmental and sustainability initiatives. She has worked on the following waste management projects at LGB:

- Preparing and delivering quarterly waste diversion training for LGB concessions and employees
- Collecting and compiling waste data for organics (green waste and food scraps), municipal solid waste, and recyclables
- Conducting trend analysis for data covering 2016 to 2024
- Preparing a sustainability action plan (SAP) that covers waste management as a key focus area

#### **Los Angeles World Airports (LAWA), SAP Update, Los Angeles, CA (2025–present):**

Thulashi currently supports LAWA with



developing an updated SAP that will encompass the sustainability data and efforts for Los Angeles International Airport (LAX) and Van Nuys Airport (VNY). She is on the team that reviews, compiles, and analyzes the data across five different focus areas: zero carbon built environment, zero carbon aviation, zero carbon ground transportation, zero wasted water, and zero waste. As the lead of the zero waste focus area team, Thulashi analyzed the airport's data to create a baseline and provide recommended goals and actions in accordance with LAWA's objectives. She also conducted a forecasting analysis to determine the amount of diversion the airport could achieve with the recommended actions and to provide a roadmap for each of LAWA's airports. Thulashi researched sustainability initiatives at peer airports for comparison and California regulations to confirm airport compliance, as well as created a tracking spreadsheet for LAWA's use. The research and analysis will be incorporated into the overall SAP.

**Los Angeles World Airports (LAWA), Spill Prevention, Control, and Countermeasure (SPCC) Plans, Los Angeles, CA (2025):** Thulashi supported LAWA in updating its SPCC plans for LAX, VNY, and Palmdale Airport. She conducted a site visit of LAX and inspected the aboveground storage tanks, worked on figures and tables for the plan, and revised portions of the plan with the most up-to-date information.

**LAWA, LAX, Water Safety Plan (WSP) Update, Los Angeles, California (2024–2025):** Thulashi supported LAWA's 2017 LAX WSP update. She managed the project schedule, created meeting materials, assisted with overall project management, and conducted a site visit of LAX's facilities to confirm accuracy of information in the WSP. Thulashi also revised portions of the WSP with the most up-to-date information and reviewed the figures and tables such as the potential water safety incidents risk table.

**Department of State Hospitals (DSH), Compliance Support, Norwalk, CA (2023–2024):** Thulashi provided waste management and compliance services to DSH including reviewing hazardous waste manifests, preparing tracking spreadsheets, reviewing records in the Department of Toxic Substances Control Hazardous Waste Tracking System, and supporting electronic verification questionnaire (eVQ) submittals.

**Cumming Management Group, Los Angeles County Metropolitan Transportation Authority (Metro), Sustainability Assessment (2025):** Thulashi worked on the benefit-cost analysis (BCA) for an assessment of Metro's sustainability programs. She evaluated and compiled the costs and benefits for each sustainability project that Metro has completed for the last 7 years. She calculated a benefit-cost ratio to demonstrate the effectiveness of the sustainability program and authored the cost-benefit section of the sustainability assessment report.

**Orange County Transportation Authority (OCTA), Grant Writing and Application Services, Orange County, CA (2024):** Thulashi supported grant applications for various OCTA transportation infrastructure projects. Tasks included monitoring grant release dates, summarizing grants for review and decision making, writing/revising application narratives, and providing grant administration summary sheets for awarded projects. Thulashi worked on over 30 grant applications for OCTA. She also created BCA templates using Cal-B/C and the United States Department of Transportation tool. She prepared a BCA for a coastal railroad resiliency project to support federal and state grant applications.

Thulashi is part of the project team that worked on the following grant applications for OCTA: Transit and Intercity Rail Capital Program (two projects), Solutions for Congested Corridors Program (two projects); Trade Corridor Enhancement Program (one project), Local Partnership Program (two projects), Active Transportation Program (one project), Sustainable Communities Program (one project), Surface Transportation Block Grant/Congestion Mitigation and Air Quality Improvement Programs (14 projects), Low and No Emissions and Bus and Bus Facilities Grant (one project), Strengthening Mobility and Revolutionizing Transportation (one project), Multimodal Project Discretionary Grant (one project), Transit Security Grant Program (two projects), and Caltrans Planning Grant (one project).



**MORGAN TURNER, TRUE ADVISOR**  
PRINCIPAL  
SUBJECT MATTER EXPERT – AIRPORT WASTE

Ms. Turner is a recognized airport waste expert and a proven leader in airport waste planning. She is the owner and principal of a consultancy dedicated to providing actionable solutions to tackle airports' unique waste challenges. She has leveraged her technical expertise in waste management strategies, and past experience as an airport engineer and planner, to assist over 40 US airports in evaluating and improving their waste programs. Morgan is committed to identifying strategies to move materials up the waste management hierarchy and is passionate about creating a legacy of sustainable waste management within the airport industry. She has authored industry research and leads an airport waste working group for sharing best practices.

**INDUSTRY LEADERSHIP + RESEARCH**

- Waste Management Working Group Co-Chair, Airport Council International – North America
- TRUE (Total Resource Use and Efficiency) Zero Waste Advisor
- Principal Investigator, Airports Cooperative Research Program (ACRP) *Synthesis 92: Airport Waste Management and Recycling Practices*
- Moderator/Presenter, American Association of Airport Executives/ Chicago Department of Aviation Airports Going Green Conference (2022, 2023, 2025)

**EDUCATION**

- MS Environmental Science and Policy, University of Wisconsin – Green Bay
- BS Civil Engineering, Michigan Technological University

**PROJECT EXPERIENCE**

***Oakland International Airport  
Waste Management Plan (2025)  
Waste Diversion Plan (in-progress)***  
**Oakland, CA**

Morgan is documented and assessed OAK's existing waste program and is developing a roadmap of recommended strategies to ensure regulatory compliance, increase diversion, and reduce generation at OAK. She is incorporating stakeholder perspectives, generation data, and industry best practices into each plan.

***Los Angeles International Airport (LAX)  
Waste Consulting Services (2023)***  
**Los Angeles, CA**

Morgan reviewed LAX's Zero Waste Plan and developed a waste management plan that describes how the organization and its partners manage materials sustainably to achieve zero waste goals, documents existing waste management procedures, and identifies improvements to current practices. The plan is a resource and reference for future education, training, pilot programs, and practices.

***Austin-Bergstrom International Airport (AUS)  
Concessionaire Waste Policy and Requirements (2019)  
Waste Management Plan (in-progress)***  
**Austin, TX**

Morgan supported AUS' efforts to align concessionaire practices with the City of Austin's Universal Recycling Ordinance and its own sustainability efforts. Morgan led the development of a concessionaire waste policy, including visual tools and resources for tenant training and communication.

Morgan is evaluating the waste program at AUS, analyzing waste stream composition data, and documenting current practices and performance for use in designing future program improvements. She is developing a plan to increase diversion and reduce generation at AUS to meet the City of Austin Department of Aviation's goals and targets.

**MORGAN TURNER, TRUE ADVISOR - continued****PRINCIPAL****SUBJECT MATTER EXPERT – AIRPORT WASTE*****San Francisco International Airport (SFO)******Zero Waste Planning (in-progress)*****San Francisco, CA**

Morgan is providing subject matter expert guidance to waste planning tasks at SFO, including conducting a peer review of international and domestic airports' waste diversion programs and performance; supporting analysis of opportunities for standardized airport-procured single-use, fiber-based disposable food ware; developing a strategy for deplaned waste; and developing a strategy to operationalize reusable food ware.

***Hartsfield-Jackson Atlanta International Airport (ATL)******Waste Diversion Program Review (2025)*****Atlanta, GA**

Morgan provided subject matter expertise and technical leadership on a review of ATL's waste diversion program within the Central Passenger Terminal Complex and outlying support facilities, including leading a site visit and stakeholder interviews and inventory of existing practices and infrastructure. This project will inform future waste diversion planning at ATL.

***Pittsburgh International Airport (PIT)******Waste Management Consulting Services (2024)******Waste Management Plan and Waste Minimization and Waste Diversion Plan (2024)******Waste Collection Request for Bids (2025)******Waste Stream Composition Study (2025)*****Pittsburgh, PA**

Morgan evaluated PIT's waste program to identify opportunities for improvement, assessed the new terminal design to provide feedback on elements that will influence waste management once the facility opens, and recommended concession practices to support increasing participation and conversion to compostable service ware. She evaluated PIT's waste program and documented current practices for use in designing future program improvements. She identified strategies and developed a plan to increase diversion and reduce generation at PIT to meet the Allegheny County Airport Authority's goals and targets. She also reviewed and revised an RFB for the airport's waste collection services to ensure it includes provisions that will support waste diversion and reduction. She also led a waste stream composition study (waste sort) to identify opportunities for improvement and expansion of the Waste Diversion Plan.

***Denver International Airport (DEN)******Solid Waste Action Plan (2024)*****Denver, CO**

Morgan evaluated DEN's waste program and recent waste stream composition study to identify opportunities for increased diversion, and developed a Waste Diversion Roadmap to guide near-term actions to achieve 40% diversion by 2026.

*Jennifer Tabanico, President*



**Role:** Behavioral Scientist, Environmental Behavior Change Expertise

**Years of Experience:** 25

**Qualifications**

Jennifer is recognized internationally as an expert in applying behavioral science and community-based social marketing to foster a wide range of environmental behavior changes, including those impacting waste, water, air quality, biodiversity, and energy. For over twenty years, she has worked with federal, state, and local government agencies, private companies, and community organizations across the globe. Jennifer is skilled at translating insights from the behavioral sciences so that they are accessible to practitioners who are working to create effective behavior change initiatives. Her work has been published in peer-reviewed journals, including the *Journal of Environmental Psychology*, *Social Influence*, *Criminology*, and *Social Marketing Quarterly*. She has also contributed chapters to books on producer responsibility, hazardous waste management, and social marketing. She is co-author of the 4th edition of *Fostering Sustainable Behavior: An Introduction to Community-Based Social Marketing* (published in December 2024). Since 2016, Jennifer has served as an instructor for the Behavior Change and Sustainability and the Sustainable Business Practices Certificate Programs at the University of California San Diego (UCSD) Extended Studies.

**Education**

- M.A. in Experimental Psychology, California State University San Marcos
- B.A. in Psychology, Minor in Criminology, California State University San Marcos

**Selected Relevant Experience (last 5 years)**

- **Denver Department of Public Health & Environment, Food Waste Recovery Program (2022 – Present):** Consulting on audience research, creative materials, and evaluation of community-based efforts to reduce food waste generation in residential and commercial sectors.
- **Swarthmore College, Campuswide Recycling Initiatives (2023 - Present):** Developed outreach to increase recycling and reduce contamination of waste bins in campus residence halls. Advising on the development of new campuswide signage to improve sorting accuracy and reduce waste.
- **Stanford University, Zero Waste Building System Transition (2022 – 2023):** Integrated audience and behavioral science insights into messaging and creative materials related to the campuswide Zero Waste Building Transition.
- **CalRecycle, Statewide Recycling Research (2020 – 2021):** Oversaw statewide research to increase the quality of materials recycled by residents throughout California, including a statewide mail survey of a random sample of 1,558 residents. Provided 9 hours of web-based training sessions and follow-up consultation calls for CalRecycle staff. The training covered the basic concepts of community-based social marketing, behavioral science, and practical application.
- **City of Palmdale, CA (2021 – 2022):** Developed a behavior change program to encourage mattress recycling and decrease illegal dumping. Work included identifying behaviors, barriers, and benefits through developing a multi-mode survey using household canvassing and online methods.

- **Whatcom County, WA (2022 - 2024):** Oversaw the development of a behavior change campaign to address the improper disposal of household hazardous waste (HHW). The work has included developing and administering an online survey to assess current behaviors, barriers, and benefits concerning the storage, use, and disposal of HHW.
- **Salinas Valley Solid Waste Authority, CA: (2021 – 2022):** Oversaw the development of a behavior change campaign to address residential food scrap collection. The work included a residential mail survey to assess knowledge, behavior, values, and motivation concerning participation in the region’s new curbside food scraps collection program.
- **City of Nanaimo, British Columbia, Curbside Recycling Program: (2021):** Reviewed existing outreach and developed written recommendations to address curbside recycling behavior, particularly contamination.
- **City of Palmdale, Mattress Recycling and Illegal Dumping Reduction Campaign (2021 – 2022):** Developed a behavior change program to encourage mattress recycling and decrease illegal dumping by residents living in multifamily communities.

### *Selected Relevant Publications*

#### **Books**

- McKenzie-Mohr, D. & **Tabanico, J.** (2025). *Fostering Sustainable Behavior: An Introduction to Community-Based Social Marketing* (4<sup>th</sup> ed).

#### **Book Chapters**

- **Tabanico, J.** (2025). Designing behavior change programs to reduce waste. In A. Cabaniss (Ed.), *Producer Responsibility in Practice A Guide for Decision Makers*. Lanham, MD: Bloomsbury
- **Tabanico, J.** & Schultz, P.W. (2018). Designing outreach programs that change behavior. In A. Cabaniss (Ed.), *Handbook on Household Hazardous Waste, 2<sup>nd</sup>*. Lanham, MD: Rowan & Littlefield.
- **Tabanico, J.**, Schmitt, J., & Schultz, P.W. (2015). Driving Change: The Role of Theory in Social Marketing. In D. Stewart (Ed.) *Handbook of Persuasion and Social Marketing*.

#### **Peer-Reviewed Journals**

- Bator, R.J., Phelps, K., **Tabanico, J.**, Schultz, P.W., & Walton, M.L. (2019). When it is not about the money: Social comparison and energy conservation among residents who do not pay for electricity. *Energy Research & Social Science*, <https://doi.org/10.1016/j.erss.2019.05.008>
- Schultz, P.W., Bator, R., **Tabanico, J.**, Bruni, C., & Large, L.B. (2013). **Littering** in context: Personal and environmental predictors of littering behavior. *Environment and Behavior*, 45, 35 – 59.
- Bator, R., Tabanico, J., Walton, M., & Schultz, P.W. (2013). Promoting energy conservation with implied norms and explicit messages. *Social Influence*, 9, 69-82.
- Schultz, P. W., **Tabanico, J.**, & Rendón, T. (2008). Normative beliefs as agents of influence: Basic processes and real-world applications. In R. Prislin & W. Crano (Eds.), *Attitudes and attitude change* (pp. 385-409). New York: Psychology Press
- **Tabanico, J.**, & Schultz, P.W. (2007). Community-based social marketing: A toolkit for environmental professionals. *Biocycle*, August 2007, 41 – 44.
- Schultz, P. W., & **Tabanico, J.** (2007). Self, identity, and the natural environment: Exploring implicit connections with nature. *Journal of Applied Social Psychology*, 37, 1219 - 1247.
- Schultz, P. W., Shriver, C., **Tabanico, J.**, & Khazian, A. (2004). Implicit connections with nature. *Journal of Environmental Psychology*, 24, 31 – 42.

Joey Schmitt, Director



**Role:** Project direction, staff oversight, deliverable review

**Years of Experience:** 15

### **Qualifications**

Joey has extensive experience managing and directing projects for multi-jurisdictional public agencies, non-profits, and private businesses. He has directed CBSM projects on stormwater, recycling, composting, energy conservation, water conservation, and transportation. His background is in applied social psychology and he has expertise in designing field experiments in a research environment. He has worked in both professional and academic positions where he has conducted field research in the areas of environmental attitudes, community outreach, and behavior change. His most recent publications appear in the Journal *Energy* and *the Handbook of Persuasion and Social Marketing*.

### **Education**

- M.A. in Experimental Psychology, California State University, San Marcos
- B.A. in Psychology, Illinois Wesleyan University

### **Selected Relevant Experience**

- **County of San Diego, Watershed Protection (2013 – Present):** Project lead for design, development, implementation, evaluation, and oversight of residential, commercial, and school programs aimed at stormwater pollution prevention.
- **County of Orange, H<sub>2</sub>O<sub>C</sub> Program (2017 – Present):** Project lead, key project phases include researching barriers and benefits, developing behavior change strategies, a social media strategy to increase public awareness of stormwater issues, and refreshing brand identity.
- **Various Engineering Firms, Think Blue San Diego (2018 – Present):** Led efforts to update programmatic materials to reflect new brand identity. Developed outreach and training materials for various audiences.
- **City of Sunnyvale – Reusable food ware adoption; sub to SCS Engineers (2025).** Provided behavioral insights and research direction for focus groups and intercept surveys. Gave advice on survey questionnaires and focus group guide documents.
- **Greystar – Multifamily smart thermostat usage (2025).** Provided coaching to Greystar staff on CBSM process. Initial steps involved review of behavior selection and barrier/benefit focus group and survey instruments.
- **PepsiCo – Expansion of Keep America Beautiful’s Recycling @ Work Program (2015 – 2016):** Developed an experiment to test the efficacy of a previously successful workplace recycling program at a new location; Conducted waste audits and analyzed data.
- **Zero Waste Palo Alto – Residential Curbside Organics Collection (2015):** Developed and conducted a mail survey of residents on barriers and benefits to food waste collection and food waste reduction; achieved a 50% positive response rate; analyzed data; reported results.
- **Keep America Beautiful – Recycling @Work (2013 – 2015):** Developed a program to increase recycling rates in workplace settings; Conducted an employee survey and waste audits in 34 office building suites across 4 major cities. Analyzed data and assisted with the final report.

## *Publications*

### *Book Chapters*

- Tabanico, J. J., **Schmitt, J.**, & Schultz, P. W. (2015). Driving change: The role of theory in social marketing. In D. W. Stewart (Ed.), *The Handbook of Persuasion and Social Marketing, Volume 2* (pp. 119–154). Santa Barbara: Praeger.

### *Peer-Reviewed Journals*

- Schultz, P. W., Estrada, M., **Schmitt, J.**, Sokoloski, R., & Silva-Send, N. (2015). Using in-home displays to provide smart meter feedback about household electricity consumption: A randomized control trial comparing kilowatts, cost, and social norms. *Energy*, 90,351-358.<http://dx.doi.org/10.1016/j.energy.2015.06.130>.
- **Schmitt, J.** (2014). Normative social influence and the moderating role of group identification: A field experiment on household electricity consumption. Master's thesis, California State University San Marcos.



# Carly Shannon

LEED AP BD+C, ENV SP, TRUE ADVISOR



In 2021, Carly launched Linx Strategies, a strategic advising firm focused on advancing sustainability and climate resilience in the aviation sector. Prior to this, Carly spent over a decade at an AEC firm during which she grew their sustainability and resilience services into a national, industry-leading practice. Carly has led the development of sustainability management and master plans, helping to secure funding and financing for these and related projects; prepared emissions inventories and carbon reduction strategies, working with airports to enter and advance within the Airport Carbon Accreditation (ACA) program; and conducted resource-specific assessments and plans including those focused on renewable energy and materials management. She is a skilled facilitator and leads frequent and tailored engagement events, which support her work with a range of sustainability rating systems including LEED and Envision. Carly was the Envision Administrator for the first five Envision-verified airfield projects and has since supported a range of airports seeking Envision.

## Total Experience

15 years

## Education

Master's, Urban and Regional Planning, Sustainability Concentration

B.S., Environmental Geoscience

## Certifications

LEED AP BD+C

Envision Sustainability Professional

TRUE Advisor

Tailored GRI G4 Certified Sustainability Reporting Course, 2015

GRI G4 Exam, 2016

## Organizations

ACI-NA Environmental Affairs Committee  
Steering Group Member

ACI-NA ESG Task Group Member

AAAE Environmental Services & Sustainability Committee Member

Airport Fleet Decarbonization Transnational Working Group Member

Past Co-Chair of TRB's Aviation Climate Change & Sustainability Sub-Committee

## Experience Overview

- ◆ 15 years in aviation sustainability and resilience program development and implementation at large-hub to GA airports
- ◆ Experience leading diverse teams on on-call environmental, sustainability, and planning contracts
- ◆ Deep understanding of airport regulations, funding programs, planning and design standards, and governance structures
- ◆ Expertise in energy tax credits, providing advisory services to airports leveraging the direct pay opportunity available to tax-exempt entities
- ◆ National leader in sustainable airport development, strategy formulation, and reporting, serving as one of three consultants on ACI-NA's Environmental, Social, and Governance (ESG) Task Group that established recommended and optional disclosures for North American airports
- ◆ Extensive experience with relevant reporting and rating systems including the Global Reporting Initiative (GRI), ACA, Envision, LEED, and TRUE
- ◆ Uniquely skilled at airport risk and vulnerability assessments, resilience planning, and implementation of associated strategies

## Example Projects

- ◆ Project Manager (PM) for Hartsfield-Jackson Atlanta International Airport's inaugural Environmental, Social, Governance, + Prosperity (ESG+P) Report and entrance into the ACA Program. Carly has continued to support ATL with its ACA renewal, subsequent ESG+P Reports, and grant applications.
- ◆ PM for Salt Lake City International Airport's inaugural ESG Report and Carbon Reduction/ Stakeholder Engagement Plan for the Airport's advancement to Level 3 of the ACA Program. Carly also supported SLC's Sustainability Management Plan preparation and subsequent ESG reports.
- ◆ Envision Administrator/Sustainability Coordinator for the first five Envision-awarded airfield projects at various airports including the Detroit Metropolitan Wayne County Airport Envision Gold Runway 3L/21R and Associated Taxiways Reconstruction. Carly has supported a number of other Envision pursuits and co-led an aviation initiative with ISI to better facilitate airport use of the framework's sustainability criteria.

*Carly Shannon, LEED AP BD+C, ENV SP, TRUE Advisor  
Linx Strategies LLC, LinxStrat.com*

## Specific Project Details & References

<p><b>Salt Lake City International Airport Sustainability, ESG, &amp; Carbon Reduction Services (2013 – )</b> Reference: Kevin Staples, kevin.staples@slcgov.com</p>	<p>Years after working on the Airport’s Sustainability Management Plan, Carly was engaged by SLC to prepare a Carbon Management &amp; Stakeholder Engagement Plan. Following this task, Carly and her team were engaged to evaluate key performance indicators based on industry standards and emerging topics. Carly subsequently led the development of the Airport’s first-ever ESG Report. In 2022, Carly was part of a team selected for the Airport’s on-call sustainability contract, under which she has supported multiple tasks.</p>
<p><b>City of Philadelphia Department of Aviation On-Call Sustainability &amp; Various Other Contracts (2015 – )</b> Reference: Api Appulingam, api.appulingam@phl.org</p>	<p>Carly has worked continuously for the DOA on sustainability tasks since 2015, leading sustainability reporting and strategy development, funding pursuits, stakeholder engagement and outreach, waste management planning, and other efforts. She has also advised on project and technology alternatives, provided ACA and emissions inventory support, and was contracted to help manage the DOA’s sustainability program following a staff departure. Carly continues to support the DOA since launching Linx Strategies, providing advisory services related to funding and financing, renewables, ACA, sustainable design and construction, rating system administration, and low-carbon technology reviews/implementation.</p>
<p><b>Hartsfield-Jackson Atlanta International Airport ESG Reporting, ACA, Funding, &amp; Other Support (2021 – )</b> Reference: Quinta Warren, Quinta.Warren@atl.com</p>	<p>Carly PM’ed the Airport’s inaugural ESG Report, for which she facilitated significant stakeholder engagement including 20 individual interviews. In order to recognize and monitor the Airport’s significant impact on the regional economy, the Report was expanded to include a fourth pillar of Prosperity. Carly also led the Airport in entering the ACA Program at Level 1, guiding the emissions inventory and developing their carbon footprint report. Carly subsequently assisted the Airport in renewing its ACA accreditation; releasing its second and third ESG+P Reports (and is now working on the fourth); pursuing grant funding through the Airports Climate Challenge, FAST-SAF Program, and FY23 Supplemental; and more.</p>
<p><b>Indianapolis Airport Authority (IAA) On-Call Sustainability (2017 – )</b> Reference: Todd Cavender, TCavender@ind.com</p>	<p>Carly has worked with the IAA since 2017 via on-call sustainability and project-specific contracts. During this time, she has developed an award-winning sustainability toolkit for use across their airport system; advised staff on relevant and appropriate rating/reporting systems; supported certifications under Envision, LEED, and Parksmart; supported policy development; and led grant applications including those for the Zero Emissions Vehicle and Infrastructure (ZEV) and Voluntary Airport Low Emissions (VALE) programs as well as the DOT’s INFRA opportunity, the FAA’s Airport Climate Challenge (for which IND received the largest grant at \$22.5 million), the FAA’s FY23 Supplemental Program, and the Bipartisan Infrastructure Law’s Airports Terminal Program (ATP). She has also advised the IAA on innovative financing routes (such as the Inflation Reduction Act’s direct pay option) and emerging technologies and energy procurement methods like Energy as a Service.</p>
<p><b>San Diego International Airport On-call Environmental Services &amp; ESG Support (2011 – )</b> Reference: Paula Morreale, PMorreale@san.org</p>	<p>While at her prior company, Carly was selected as the on-call environmental consultant for the Airport Authority following years of working with SAN. As program manager, Carly led her team in over a dozen tasks, including environmental-related data collection and analysis, feasibility analyses, emerging issues research, industry best practices review, programmatic design, and policy recommendations. She has since supported other tasks while at Linx Strategies.</p>

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME Marisa Denker	13. ROLE IN THIS CONTRACT Engagement Design & Delivery	14. YEARS EXPERIENCE	
		a. TOTAL 9	b. WITH CURRENT FIRM 8

15. FIRM NAME AND LOCATION *(City and State)*

Connect the Dots, Philadelphia PA

16. EDUCATION *(Degree and Specialization)*

MA / 2015 / Design Practice (via Fulbright scholarship) – Technological University Dublin, Dublin, Ireland

BA / 2014 / Urban Studies & English – University of Pennsylvania, Philadelphia, PA

17. CURRENT PROFESSIONAL REGISTRATION *(State and Discipline)*

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

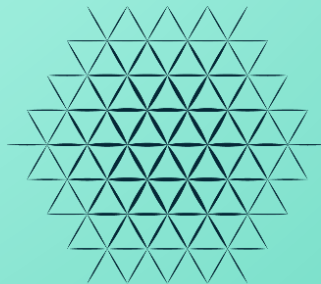
As Founder and Director of Connect the Dots, Marisa is an expert in stakeholder and community engagement with 9 years of experience, having established Connect the Dots as a WBE/DBE firm specializing in the strategic design and delivery of stakeholder/community engagement, management and facilitation with notable clients that include SEPTA, Center City District, City of Philadelphia, Comcast NBC Universal, among many others. She currently leads a versatile team with diverse expertise in Urban Planning, Community Organizing, Graphic Design, Communications, and Mediation. Marisa is also a Fulbright scholar, and was recently published on Meeting of the Minds for their approach to insight-gathering and insight-driven decision making for cities. She was selected for an award from the Knight Foundation for her civic engagement work and currently teaches a course on Participatory Cities at University of Pennsylvania. Her wide experience working on public, private, and community sector projects in Ireland adds a global perspective to Connect the Dots' local knowledge and impact.

**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
a.	Trolley Modernization Southeastern Pennsylvania Transit Authority (SEPTA) - Philadelphia, PA	2024-2025	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	<ul style="list-style-type: none"> <li>CtD's and AECOM are supporting SEPTA in the development of a comprehensive Public Engagement Framework for the Trolley Modernization Program. The Framework will guide public engagement for the entire program including all trolley routes, the Heavy Maintenance Facility, and other projects. The Framework will include the overall strategy for public engagement, details on priority audiences, recommended tactics per phase and audience, and tactic best practices among other details. The Framework is intended as a practical guiding document to support effective implementation within SEPTA's capacity.</li> </ul>		
b.	Vision Zero Roundtables City of Philadelphia, Office of Transportation and Infrastructure Systems - Philadelphia, PA	2024	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	<ul style="list-style-type: none"> <li>Marisa led CtD's development and execution of a Roundtable discussion series on traffic safety, fostering community engagement to shape the Vision Zero Action Plan 2030. She drove a co-creation approach to collect insights on behavior change, personal values, public awareness, communication strategies, and road user experiences, refining messaging and advancing strategic traffic safety initiatives.</li> </ul>		
c.	Waste Management and Diversion Planning - part of Sustainability On-Call Philadelphia Airport - City Dept of Aviation - Philadelphia, PA	2023 - ongoing	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	<ul style="list-style-type: none"> <li>Connect the Dots - led by Marisa - is supporting the Philadelphia Airport in partnership with VHB and Airport Zero Waste. The project's purpose is to develop a Waste Management Plan and a Waste Diversion Plan for the Airport. Our primary role is leading the engagement strategy to involve key airport stakeholders including major airlines in the process. The work includes developing the strategy and plan for a key stakeholder working group, designing interviews and surveys, facilitating interviews, reviewing</li> </ul>		

	reports, advising on feedback processes for plans, and planning and facilitation of the stakeholder working group.		
	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	A New Vision for the Roundhouse City of Philadelphia, Department of Planning and Development - Philadelphia, PA	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
		2021-2022	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
d.	<ul style="list-style-type: none"> <li>Marisa led CtD in supporting the City of Philadelphia in the development and implementation of an inclusive community engagement strategy for the Roundhouse Redevelopment Project. The strategy guided public engagement for the redevelopment of the former Philadelphia Police Headquarters, prioritizing language access, trauma-informed practices, and community inclusivity. The engagement framework included outreach strategies, multilingual engagement materials, and innovative tactics designed to gather meaningful community input. The insights collected through this process informed the future Request for Proposal and ensured that community needs and values were reflected in the redevelopment process.</li> </ul>		
	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	Comprehensive Bus Network Redesign (Bus Revolution) Southeastern Pennsylvania Transportation Authority (SEPTA) - Philadelphia, PA	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
		2020-2023	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
e.	<ul style="list-style-type: none"> <li>CtD spearheaded SEPTA's transformative Bus Revolution project, engaging over 70,000 participants through a comprehensive and innovative approach including pop-ups, public meetings, surveys, and outreach, ensuring that the needs and priorities of the public, particularly historically underrepresented groups, are incorporated into the redesign of the bus network serving a region of 6 million people.</li> <li>Marisa led the design and implementation of stakeholder and public engagement strategies, driving a comprehensive approach to meet evolving rider needs. Through diverse tactics and collaboration, the project successfully gathered valuable input from the public, shaping the future of the bus network.</li> </ul>		

Appendix D:  
Fee Schedule



**POLYTECHNIQUE**  
Environmental, Inc.





**Attachment D – Fee Schedule**

RFP Title: Waste Management Planning, Development, and Implementation Services

Proposer Name: Polytechnique Environmental, Inc.

Date: 12/18/25

**Instructions to Proposers:**

1. Provide all-inclusive costs for each year and task as indicated below.
2. Year 1 shall include all implementation costs and Tasks 1–11.
3. Years 2 and 3 shall include costs for Tasks 1, 3–11 only.
4. Years 4 and 5 shall include costs for Tasks 3-11 only.
5. All costs shall be inclusive of labor, materials, travel, equipment, overhead, and profit.
6. Do not include sales tax.

**FEE SCHEDULE TABLE**

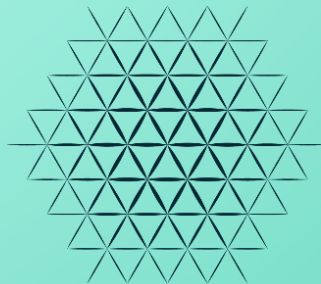
Year	Contract Period	Applicable Tasks	Description	Total Cost (\$)
Year 1	Contract Execution – Oct 12, 2026	Tasks 1 – 11	Implementation, startup, and full task scope	<b>\$100,000</b>
Year 2	Oct 13, 2026 – Oct 12, 2027	Tasks 1, 3 – 11	Ongoing waste management services	<b>\$150,000</b>
Year 3	Oct 13, 2027 – Oct 12, 2028	Tasks 1, 3 – 11	Ongoing waste management services	<b>\$130,000</b>
Year 4 (Option Year 1)	Oct 13, 2028 – Oct 12, 2029	Tasks 3 – 11	Optional renewal period	<b>\$75,000</b>
Year 5 (Option Year 2)	Oct 13, 2029 – Oct 12, 2030	Tasks 3 – 11	Optional renewal period	<b>\$75,000</b>
<b>TOTAL (Years 1–5)</b>				<b>\$530,000</b>

Authorized Signature: 

Name and Title: Joochi R. Sood, President

Date: 12/18/2025

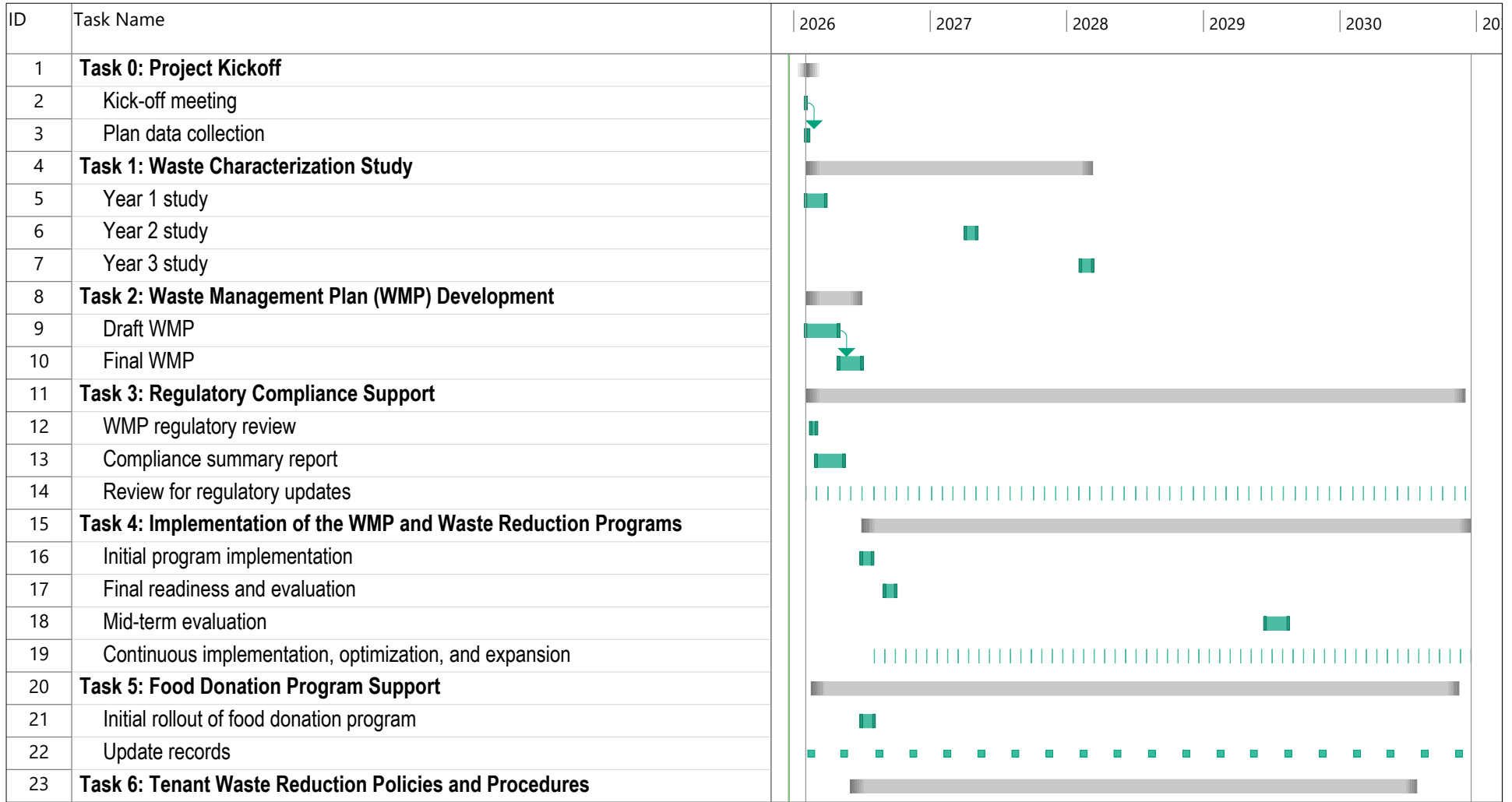
Appendix E:  
Master Project Schedule



**POLYTECHNIQUE**  
Environmental, Inc.



# BUR Waste Management Planning, Development, and Implementation Services Master Project Schedule



Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			

# BUR Waste Management Planning, Development, and Implementation Services Master Project Schedule



Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			



**POLYTECHNIQUE**  
Environmental, Inc.



9837 Belmont Street  
Bellflower, CA 90706  
[www.polytechenv.com](http://www.polytechenv.com)  
(562) 263-6140

**EXHIBIT D**  
**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. Professional Liability (Errors and Omissions) Insurance. Consultant shall maintain professional liability insurance that covers the Services 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.

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 Indemnitee before the Indemnitee'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. 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.

6. 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 E**  
**Non-AIP Project Federal Requirements**

References in this Exhibit to “Contractor” shall be deemed to refer to Consultant. References in this Exhibit to “Sponsor” shall be deemed to refer to the Authority. 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. 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, 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 U.S.C. § 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) including amendments thereto;

3. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 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 U.S.C. § 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 U.S.C. § 6101 et seq.) (prohibits discrimination on the basis of age);

6. Airport and Airway Improvement Act of 1982 (49 U.S.C. § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);

7. The Civil Rights Restoration Act of 1987 (P.L. 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 U.S.C. § 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. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 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, 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 including amendments thereto.

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.



Date	Invoice #
09-Jun-26	7857-BURB

**O** 1 613 686 3988  
**TF** 202 350 9175  
**E** info@searidgetech.com

60-300 Camelot Drive  
 Ottawa, Ontario K2G 5X8

**SEARIDGETECH.COM**

Invoice To
Burbank-Glendale-Pasadena Airport Authority 2627 N Hollywood Way Burbank, CA 91505

Purchase Order Numbers	Vendor Number	Terms
		Net 30 days

Item	Description	Scheduled Value	Quantity	Amount
Intellidar	Hollywood Burbank Airport 5 Year Extended Hardware Warranty	\$ 151,491.00	1	\$ 151,491.00
		<b>Total</b>	USD	151,491.01
		<b>Payments/Credits</b>	USD	-
		<b>Total Amount</b>	USD	151,491.01

Swift Code: ROYCCAT2  
 Account Number: 00006-405998



# Extended Maintenance and Support Plan for BURBANK

Version: 5.0  
Apr 28, 2026

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## 1. PURPOSE

The present cost estimation for the Maintenance and Support of the operational system deployed at BURBANK Airport. This offer consists of the following:

- Enhanced Maintenance & Support for 5 years.
- Optional Services/Add-ons

## 2. SUPPORT SERVICES

Support services include the following items on a yearly basis (where applicable):

- a. All software updates, bug fixes and releases necessary to support the continued operation of the installed system (excludes any new features, or functional enhancements)
- b. 2<sup>nd</sup> level technical support help desk provided by SEARIDGE, by Email and Phone, with 2-hour response time during regular business hours, 4-hour response time outside of regular business hours
- c. 3<sup>rd</sup> and 4<sup>th</sup> level technical support for system and software provided by SEARIDGE
- d. 3<sup>rd</sup> and 4<sup>th</sup> level technical support for hardware and maintenance provided by SAS Electrical with 24 hour fix (minus time to rent a lift, unless on-site option selected - section 3)
- e. Updated documentation (Software Design, User Manual, Maintenance Manual) as required

Note that the Network, including hardware fixes, replacement, configuration or maintenance, is not the responsibility of SEARIDGE or SAS Electrical for maintenance or support. BURBANK is responsible for maintaining and supporting the Network including fixes, replacements and configuration.

## 3. OPTIONAL ADD-ONS

A full-time, on-site lift may be provided upon request, subject to a Change Order and associated commercial terms.

## SYSTEM WARRANTY & SUPPORT

SEARIDGE Technologies warrants that the System (SEARIDGE Software) is guaranteed to be free from manufacturing defects for the duration of this agreement.

### A. SUPPORT CONTACTS

SEARIDGE Support will be initiated through the following which will create a support ticket for traceability:

Email: [nasupport@searidgetech.atlassian.net](mailto:nasupport@searidgetech.atlassian.net)

The following phone number is available for escalation purposes:

Phone: 1 613 686 3988 x 500

### B. TECHNICAL SUPPORT

SEARIDGE Email support is available during regular business hours, 9am to 5pm EST, excluding weekends and holidays, with a 2 hour response time during business hours and 4 hour response time outside of business hours.

If escalation is needed for SAS Electrical to provide a hardware fix, they have 24 hours to provide the fix starting after SEARIDGE has opened a ticket with them. This means that including the SEARIDGE 2-4 hour response time + the SAS Electrical 24 hour fix time that a hardware issue will be fixed within 28 hours.

If a SEARIDGE software bug fix is required, refer to section 1.1 N for software fix times based on the severity of the issue.

SAS Electrical engineers are also responsible for implementing software and configuration updates with guidance and instructions from SEARIDGE including EAVD video restitching.

All communication with SEARIDGE Support must be initiated through Authorized Customer Contacts who have successfully completed SEARIDGE Technical training and certified to work on the system. Two or more contacts are recommended.

### C. SUPPORT ESCALATION LEVELS

**BURBANK Support Level 1 (L1)** – BURBANK Airport is to provide level 1 support which includes basic diagnostics, replacing workstation peripherals such as desktop monitor, and report any advanced issues to Level 2 and provide a description of the issue.

BURBANK Level 1 is also responsible for all Network maintenance and support.

**SEARIDGE Help Desk Support Level 2 (L2)** – SEARIDGE Help Desk will provide level 2 support. They shall determine if a) The issue is system or software related, that is not part of standard corrective maintenance, then it is escalated to SEARIDGE Support Level 3, or b) If the issue is related to standard corrective maintenance, or hardware, then the issue is escalated to SAS Electrical Technical Support Level 3. If the issue is related to Network is it escalated to BURBANK Level 1.

**SEARIDGE Support Level 3 (L3)** – The support engineers at this level are the Dedicated Support Contacts who are experienced support technicians and have prior knowledge of the Customer’s environment and configuration of the System. If they cannot resolve the issue it is escalated to SEARIDGE L4.

**SEARIDGE Support Level 4 (L4)** – The engineer at this level is part of SEARIDGE’s development team. This group performs product fixes but does not have direct contact with the Customer.

**SAS Electrical Technical Support Level 3 (SAS Electrical L3)** – SAS Electrical engineer responsible for standard corrective maintenance and hardware issues. If they cannot resolve the issue it is escalated to SAS Electrical L4.

SAS Electrical engineer also responsible for implementing software and configuration updates with guidance and instructions from SEARIDGE including EAVD video restitching.

**SAS Electrical Technical Support Level 4 (SAS Electrical L4)** – SAS Electrical engineer responsible for advanced corrective maintenance or hardware and issues and works with OEM to resolve issues. Note that SAS Electrical is not responsible for Network issues. Network issues and maintenance is the responsibility of BURBANK.

**D. OUT OF SCOPE SUPPORT**

For any services or materials which are not in scope of the fixed price, SEARIDGE shall provide a proposal which details a summary of the technical solution, pricing information, and an implementation plan. BURBANK will have an opportunity review and approve prior to any work commencement.

**E. REQUIRED MAINTENANCE EQUIPMENT**

The Required Maintenance Equipment Table below defines the required maintenance equipment for all system components at a high level.

Tools	Notes
Spare Components	Level 1 maintenance support involves quickly replacing failed components with spares (where available). Spare components are to be kept on-site.
Compressed Air	A can of compressed air should be kept on-site and is used for general cleaning
Lens Cleaning Agent	A plastic-safe lens-cleaning agent is required to clean the camera enclosures
Network Diagnostics Tools	Network diagnostic tools (e.g., cable tester, network traffic analyzer) can be used to aid in diagnosing network issues.
Power Diagnostics Tools	Power diagnostic tools (e.g., voltmeter) can be used to aid in diagnosing power related issues.

This table is not a comprehensive list. Tool specifics are dependent on requirements.

## F. CORRECTIVE MAINTENANCE

In the event a fault is discovered in the System which results in a system failure or degradation of services provided to the users, SAS Electrical TechOps L3 shall carry out the necessary corrective maintenance and rectify the fault within 24 hours of being notified. SEARIDGE to assist and support SAS Electrical TechOps L3 once the support incident is escalated to SEARIDGE Level 3 for System & Software issues which are not related to standard corrective maintenance. SAS Electrical 4th level engineers will assist and support SAS Electrical TechOps L3 for advanced corrective maintenance and system hardware issues and communicating with OEM for support.

## G. PREVENTATIVE MAINTENANCE

The scheduled performance checks outlined in the table below for SAS Electrical TechOps Level 3 maintenance provide an example of the typical tasks that aim to keep the System at its optimal performance level. SAS Electrical TechOps, who have successfully passed SEARIDGE technical training, will be providing the relevant scheduled maintenance/services activities.

Upon contract award, this table will be updated to reflect the scheduled routine maintenance activities and duration.

As part of the Site Acceptance Testing packages, a System Maintenance Manual will be included which includes a detailed schedule for maintenance activities, instructions as to how the maintenance tasks should be performed and a complete list of spares.

Activity	Schedule				
	Daily	Weekly	Mthly	Qtly	Annual
<b>Cleaning of camera enclosure (outside)</b> DO NOT open camera enclosures for cleaning or checks, only for rectification. Clean the outside of the camera with a soft and warm cloth. Clean the glass of the enclosure with a glass cleaner. *Note that the 192 hours provided by SAS Electrical for break-fix may be used towards extra cleaning if required.				X	
<b>Enclosure check</b> Check all NEMA enclosures, power supplies (FPCs and PTZs), and patch boxes for any issues: Termination, leakage (leakage stains), dust, and grease. DO NOT open camera enclosures for cleaning or checks, only for rectification.				X	

<b>Operational Checks</b> Check if the workstations and servers are running without interruptions and outputting correct data (EAVD, CVPS, CAT11, CAT21, ADEXP, ARP, Platform).				<b>X</b>	
<b>Report</b> Every single task needs to be documented in the report, including date, time, duration, performed task, used tools, used materials, and engineer. A time sheet shall be included in the report				<b>X</b>	
<b>UPS Test</b> UPS test: Check if all UPS systems are working (Ops room and camera sites)				<b>X</b>	
<b>Close Inspection</b> Check if camera cables are loose, camera mount got loose, or any other visible damage.				<b>X</b>	
<b>Spare Check</b> Count all spares and test all operational spares. Add the total count and operational test to the monthly report (Every third report shall include the spare count).				<b>X</b>	

### 1.1 MONTHLY, QUARTERLY, ANNUAL REPORTS

Additionally, SEARIDGE will work with SAS Electrical and Employer to develop and maintain a set of work instructions for all preventive maintenance activities above and beyond what has been identified in the table above. Furthermore, a copy of all generated maintenance records throughout the RTM(s) support program, including the maintenance logbook, shall be submitted.

The SAS Electrical maintenance team shall adhere to the planned scheduled maintenance and inform in advance if there are any deviations from the agreed upon schedule. Any deferred tasks shall be completed within 14 days from the original schedule.

SAS Electrical will submit a Quarterly report to Employer covering the services performed and shall contain the following details at a minimum (more information may be requested by Employer):

- System performance

- Reported problems and defects and their corresponding recovery.
- Repairs performed.
- RMAs
- Parts replaced.
- Time and date of all reported problems together with the details of the Response Times and Restore Times in accordance with the Service Levels.
- Modifications, upgrades, and enhancements made to the System/Equipment.
- Status of the warranty and whether repairs were covered by the warranty or not.


SAS Electrical is responsible for producing the reports on a quarterly basis.




#### H. SYSTEM SUPPORT OVERVIEW


SEARIDGE is proposing this System Support Plan to ensure that the BURBANK system remains optimally functional by providing timely service and technical support.

As part of the system commissioning and transitioning over to operations, SEARIDGE has provided training to the BURBANK TechOps team to maintain and respond to any technical support query based on the escalation level.

The following table includes but is not limited to features of the proposed services.

<p><b>System Users</b></p> 	<ul style="list-style-type: none"> <li>- Contacts Level 1 technical support to report issue.</li> <li>- Provides detail of the issue</li> <li>- Is contacted if more information is required.</li> <li>- Is provided with feedback during lifecycle of issue.</li> <li>- Is informed when issue is resolved</li> </ul>
<p><b>Level 1 technical support - provided by Burbank</b></p>	<ul style="list-style-type: none"> <li>- Log Incident</li> <li>- Provide basic and advanced maintenance and support for the Network.</li> <li>- Provide basic diagnostics such as restarting workstation, replacing desktop peripherals such as monitors, keyboard, mouse</li> <li>- Escalate incident to Level 2</li> </ul>

<p>Level 2 Help Desk – Provided by SEARIDGE</p> 	<ul style="list-style-type: none"> <li>- Log Incident</li> <li>- Categorise Incident</li> <li>- Triage and manage Incident.</li> <li>- Perform first line fixes.</li> <li>- Resolve Incident</li> <li>- Assign to SAS Electrical or SEARIDGE 3rd line Engineers.</li> </ul>
<p>3<sup>rd</sup> Line Service Desk – Provided by SAS Electrical Engineers and with backup support from SEARIDGE Help Desk</p> 	<p>SEARIDGE 3rd level is responsible for System/Software issues and SAS Electrical 3rd level responsible for Hardware issues</p> <ul style="list-style-type: none"> <li>- Receive Incidents from Level 2 related to standard corrective maintenance and system hardware issues.</li> <li>- Triage and manage Incident.</li> <li>- Provide a desk side (site) visit to impacted user.</li> <li>- Search Work Instructions for fix information</li> <li>- Resolve Incident</li> <li>- Re-assign to 2nd line</li> <li>- Ensure spare parts restocked, configured and ready to use</li> <li>- Assign to SAS Electrical 4th line for advanced issues or communication with OEM</li> <li>- Assign to SEARIDGE 4th line if bug fix required with SEARIDGE software.</li> </ul>
<p>4th Line Support – SAS Electrical OEM hardware Support / SEARIDGE Developers</p> <p><b>Location:</b> Local Support BURBANK/ Remote support/Ottawa</p> 	<p>SEARIDGE 4th level is responsible for System/Software issues and SAS Electrical 4th level responsible for System Hardware issues</p> <ul style="list-style-type: none"> <li>- 3rd Line continues to own incident but may contact 4th Line SEARIDGE' developer for assistance.</li> <li>- Review Incident</li> <li>- Investigate Incident and advise 3rd level.</li> <li>- Resolve Incident</li> </ul>

<p>Service Management – SEARIDGE</p> <p>Location: SEARIDGE Head Office</p> 	<ul style="list-style-type: none"> <li>- Act as point of escalation for high priority Tickets</li> <li>- Ensure resource and Incident flows are operating.</li> <li>- Provide guidance and support to each function</li> </ul>
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I. TOOLS – SUPPORT INCIDENT, JIRA SERVICE DESK

Jira Service Desk (JSD) is used as an external service management operations tool geared toward client technical support. JSD integrates with JIRA Software (which is another tool that SEARIDGE uses) to provide continuity of processes on support ticketing, tracking clients’ issues, and resolution management.

J. SAS ELECTRICAL LEVEL 3 & 4 SUPPORT INCIDENT SEVERITY LEVELS CLASSIFICATION AND SLAs FOR HARDWARE FIXES AND MAINTENANCE

SAS Electrical agrees to respond to a call and replace failed system Hardware or provide Maintenance (not including Network which is the responsibility of BURBANK) with a spare and bring hardware back into operational status within 24 hours. Note that this time does not include the time required to obtain a lift.

K. SEARIDGE LEVEL 3 & 4 SUPPORT INCIDENT SEVERITY LEVELS CLASSIFICATION AND SLAs FOR SYSTEM AND SOFTWARE FIXES

**Severity Level 1 (S1)** – Critical Priority Technical Issues consist of a total loss of core functionality in the licensed software or inoperability of the system (i.e. a down system) that severely affects the Customer’s business operations. SEARIDGE shall use its best commercial efforts to provide a work-around that shall be completed as soon as possible, and the Software Update that shall be complete within thirty (30) days. SEARIDGE will provide daily updates to keep the Customer informed of the progress of the correction work. The Customer may contact SEARIDGE at any time for an update.

**Severity Level 2 (S2)** – High Priority Technical Issues include severe performance problems in the licensed software or a failed component unit that has a significant impact on Customer business operations. SEARIDGE shall use its best commercial efforts to provide a work-around which will be completed within ten (10) days, and a Software Update which shall be completed within sixty (60) days. SEARIDGE shall, until completion of the work-around, at least once a day inform the Customer of the progress of the correction work.

**Severity Level 3 (S3)** - Medium Priority Issues include basic performance problems in the licensed software and degradation in the transfer of data and does not have a significant impact on Customer business operations. SEARIDGE shall provide a work-around which shall be completed within thirty (30) days, and a fix which shall be incorporated into the next Software Update. SEARIDGE shall, until completion of the work-around, at least once a week inform the Customer of the progress of the correction work.

**Severity Level 4 (S4)** - Low Priority Issues consist of technical queries that do not impact business operations or questions about features that are described in the documentation.

#### L. INCIDENTS TO SEVERITY LEVELS CLASSIFICATION TABLE

The table below shows examples of various types of incidents that could affect the System and their associated severity level. Note: This table does not include all incidents and is for illustration purposes only.

Nº	Incident Description	Severity Level
1	Loss of 1 camera	S2
2	Loss of 2 or more cameras	S1
3	Camera Data Acquisition (CDA) not responding	S2
4	Controller Working Position component(s) (workstation, LCD, Keyboard, Mouse) failure	S2
5	Failure to connect to Remote Maintenance	S4
6	Archiver not archiving data	S3
7	Video Archive is full	S3
8	Network Switch failure (note this is BURBANK responsibility)	S1
9	Image quality degradation due to dirty camera housing/lens	S2
10	Camera is extremely misaligned	S2
11	Camera Sensor(s) are obstructed.	S2
12	Camera frame rate is too low.	S3
13	Camera latency is too high.	S2
14	Back-Up UPS Power Failure	S3
15	Single Database Failure	S2

Nº	Incident Description	Severity Level
16	Multiple Database Failure	S1
17	Single Workstation Failure	S2
18	Multiple Workstation Failure	S1
18	Maintenance Application Failure	S4

Table 2: Incident to Severity Levels Classification Table

#### M. ROLES AND RESPONSIBILITIES FROM EACH SUPPORT LEVEL

In the event a system fault is discovered in SEARIDGE's system which results in a system failure or degradation of services provided to the users, the SAS Electrical TechOps previously trained by SEARIDGE shall carry out the necessary corrective maintenance and rectify the fault within 24 hours of being contacted by SEARIDGE.

In the event of failure, the SAS Electrical TechOps will immediately replace the faulty hardware using the spares.

The RACI table below outlines the general roles and responsibilities included, but not limited to, for each support level. This definition may change and evolve from time to time as per agreed between SEARIDGE, SAS Electrical TechOps, and the Employer.

#### Role distinction

There is a distinction between a role and individually identified people: a role is a descriptor of an associated set of tasks; may be performed by many people; and one person can perform many roles.

R = Responsible (also recommender)

Those who do the work to complete the task. There is at least one role with a participation type of Responsible, although others can be delegated to assist in the work required (see also RACI below for separately identifying those who participate in a supporting role).

A = Accountable (also approver or final approving authority)

The one ultimately answerable for the correct and thorough completion of the deliverable or task, the one who ensures the prerequisites of the task are met and who delegates the work to those responsible. In other words, an accountable person must sign off (approve) work that Responsible provides. There must be only one accountable specified for each task or deliverable.

C = Consulted (sometimes consultant or counsel)

Those whose opinions are sought, typically subject-matter experts; and with whom there is two-way communication.

I = Informed

Those who are kept up to date on progress, often only on completion of the task or deliverable; and with whom there is just one-way communication.

R = Responsible, A = Accountable, C = Consulted, I = Informed

#	Task	End user / supervisor	Level 1 BURBANK	Level 2 SRT Help Desk	Level 3 SRT System/ Software	Level 4 SRT System/ Software	Level 3 SAS Electrical Hardware	Level 4 SAS Electrical Hardware
1	Report to Level 1 support some system degraded mode / error based on system alerts	A	R					
2	Escalate incident if not resolved on Level 1 to Level 2 after troubleshooting (and with required evidence)		A	R				
3	Support in incidents investigation escalated by Level 1 and 2 to Level 3 and evaluate if the issue is related to Software or System (and back to BURBANK level 1 for Network)		R	A	R			
4	Support in incidents investigation escalated by Level 1 and 2 to Level 3 and evaluate if the issue is related to Hardware (and back to BURBANK level 1 for Network)		R	A			R	

5	Escalate ticket to level 4 in case the bug is related to code fixes.				A	R		
6	Escalate ticket to level 4 in case the issue is related to working with 3rd party hardware providers. (and back to BURBANK level 1 for Network)						R	A
7	HARDWARE MAINTENANCE ACTIVITIES							
7.1	Perform Scheduled Performance Checks/Inspection in System components						A/R	
7.2	Preventive maintenance according to the manuals and project documentations						A/R	
7.3	Functional and technical monitoring with scheduled measurements						A/R	
7.4	Fault location down to changeable units and change of such units						A/R	

7.5	Corrective maintenance as needed						A/R	
7.6	Rebooting System Components						A/R	
7.7	Repair/Replace of equipment that is not changeable						A/R	
7.8	Ship faulty equipment to manufacturer customer request						A/R	
7.9	RMA of equipment under Maintenance						A/R	
7.10	Functional verification testing after repair or replacement of units						A/R	
7.11	Camera cleaning						A/R	
7.12	Camera realignment						A/R	
7.13	Triggering the procurement department to order new spare parts when they are being used to replace defective equipment						A/R	

7.14	Perform system hardware component verification using PRTG						A/R	
7.15	Checking network connectivity and performance		A/R					
7.16	Checking non-Network hardware performance						A/R	
7.17	Diagnostics to determine location of Network connection issues.		A/R					
8	SOFTWARE MAINTENANCE AND SUPPORT ACTIVITIES							
8.1	Perform regular technical health checks of the workstation performance.							
		A/R						
8.2	Back-up activities			R	A		R	

8.3	Perform system reconfiguration when requested by Level 3 and Level 4 Support (SEARIDGE Technologies)			R	A		R	
8.4	Deploying an on-line software diagnostic tool to check the health of the system components.			R	A		R	
8.5	Carry out temporary problem resolution to ensure continuous system operation until a full-fix solution is provided			R	A		R	
8.6	To coordinate with SEARIDGE software engineers for bug fixing				A	R		
8.7	Perform bug fixes corrections (if within previous project scope)					A/R		
8.8	Reinstall new version of Software provided by SEARIDGE				A		R	
8.9	EAVD restitching				C		A/R	

8.10	CyberSec software updates		A/R		C			
8.11	Analysing event logs to complete necessary repair					-	A/R	
8.12	Troubleshooting that to be done on site and that would not require modifications on configuration files				C	-	A/R	

#### N. PROBLEM ANALYSIS FOR SYSTEM AND SOFTWARE ISSUES

For System and Software issues, at the request of BURBANK, SEARIDGE will work with SAS Electrical to provide a root cause analysis to diagnose the underlying cause of the reported software problem so that corrective action can be taken to possibly eliminate repeat incidents. SEARIDGE will undertake to demonstrate to BURBANK reasonable satisfaction that the cause of the problem has been corrected and take necessary steps to prevent any recurrence of such problem.

SEARIDGE will provide an estimate on when the root cause analysis can be completed and will continue to provide BURBANK with updates throughout.

#### O. HARDWARE REPAIR PROCESS

Should any of the component units fail during the Service period, BURBANK will, at its option, repair or replace the failed units.

SEARIDGE Technologies recommends that BURBANK procures the appropriate warranty level in order to provide continuous hardware support throughout the lifecycle of the system.

To facilitate a rapid repair, SEARIDGE Technologies recommends BURBANK maintains spare parts on all system components for immediate replacement.

#### P. HARDWARE REPAIR AND REPLACE

All L1 support requests should be directed to L2 SRT Help Desk First. If the Authorised Customer Contact at L1 & L2 cannot solve the issue, then it is escalated to SAS Electrical L3 if it is a Hardware issue, or escalating to BURBANK L1 if it is a Network issue. If it is a System or Software issue it is escalated to SEARIDGE L3 and entered into SEARIDGE's support system.

SAS Electrical TechOps team to perform diagnostics on-site with our SEARIDGE Dedicated Support contact to further understand the isolate the issue. If deemed a hardware failure (i.e. a camera malfunction), the defective hardware is replaced using the available spare parts by SAS Electrical TechOps team. They will then initiate a service request to coordinate the return process with the appropriate supplier.

The defective hardware will first be bench tested for further diagnostic and troubleshooting with the manufacturer technical support alongside a SEARIDGE engineering remotely if deemed to impact software interoperability. SAS Electrical will also work with its manufacturer to report the cause of the hardware failure.

From there, SAS Electrical will determine whether to send the defective hardware back to the manufacturer for repair or wait to receive the replaceable parts.

### Q. 3<sup>RD</sup> PARTY SOFTWARE LICENSES

This support plan does not include software license renewals for 3<sup>rd</sup> Party Software such as Windows, PRTG, Red Hat or any other software license. If any software licenses need to be renewed then BURBANK shall, at its option, pay to renew any software licenses required for the system to function. An additional line item has been included with the annual software license costs.

### R. SUPPORTABLE ASSET & RESPONSIBILITY MATRIX

The table below outlines the specific hardware systems eligible for technical services under the Burbank Support Plan. The entries herein categorize the hardware we are authorized to troubleshoot, and manage. Furthermore, the "Responsibility" column specifies whether a task—such as initial diagnostics, the physical labor of a "break-fix" swap —falls under our support remit or remains the client's internal responsibility. Model numbers are subject to change.

Description	Model	Responsible (SRT, BGPAA, SAS)
<b>Cameras and related:</b>		
Avigilon HD Fixed Camera	4.0C-H6X-B	SAS
Tamron - CS, 3.8-17mm Camera Lens	M117VG3817IR-MSI	SAS
Pelco Enclosure with Wiper & Heater	HOV32K2A200	SAS
Wiper Solid State Relay	G3NA-205B-UTU DC5-24	SAS
Altronix Power Supply	WAYPOINT 30A8U	SAS
Bosch MIC IP Starlight 7100i HD PTZ	MIC-7522-Z30WR	SAS
Bosch PTZ 120VAC Power Supply	NDA-U-PSU1H	SAS
Bosch PTZ Mounting Bracket	MIC-DCA-HWA	SAS
Microphone - Louroe ELE LE-075 Outdoor (and associated accessories)	LE-075 LE-328	SAS
Bird-X Aviary spike	H-10167	SAS
IP-66 NEMA enclosure (Fiberglass) 36" x 30"	A36H3012GQRLP3P T	SAS

NEMA Box pole mount kit	CPMK30	SAS
<b>Workstations and Displays:</b>		
HP Z4 Rack G5 Workstation	D42JJUP#ABA	SAS
HP Z4 G5 Workstation	B3FA6UP#ABA	SAS
55in LG 1080p Monitor	55VSH7J	SAS
HP 738pu - Series 7 Pro - LED monitor - (3840 x 1600)	8K167AA#ABA	BGPAA
24in Dell touch Screen	P2424HT	BGPAA
Rack Mounted KVM (8 port) - ATEN	CL5708MUKIT	SAS
Jotron At-the-Glass recording		SAS
Jotron Audio recording		SAS
Jotron - Cable Data Display Port, Big Interface 2m / 20pin Active.		SAS
<b>Maintenance:</b>		
Laptop (HP ProBook 4 G1i 16" Notebook)	BB3R2UT#ABA	SAS
<b>VRC Room Fittings</b>		
Logitech Z207 Bluetooth Computer Speakers	980-001294	SAS
<b>Servers:</b>		
HPE ProLiant Compute DL320 Gen12	DL320 Gen12	SAS
HPE Mixed Use Value - SSD - 1.92 TB - SAS 12Gb/s	P40511-B21	SAS
<b>G&amp;D KVM</b>		
VisionXS-CPU-C-DP-UHR-DT	A1110310	SAS
VisionXS-CPU-C-DP-HR-AR-U-DT	A1110277	SAS
VisionXS-CON-C-DP-UHR-DT	A1120428	SAS
VisionXS-CON-C-DP-HR-AR-U-DT	A1120402	SAS
AK-100-UW-B24 Programmable Keypad (24) USB	A3200051	SAS
19" DeviceCarrier 1RU 2x170mm for VisionXS DT variants	A7000057	SAS

<b>VRC Room Fittings</b>		
Assured Signage - Curved Video Wall Mount Stand	N/A	SAS
AdaptaSpace - Console Desk (CWP)	N/A	SAS
<b>Radio-Voice Comms</b>		
Poly EncorePro HW710 - headset	805H7AA#ABA	BGPAA
Poly CA22CD-SC - cordless PTT (push-to-talk) headset adapter - DECT 6.0, 1920-1930 MHz, PJ-7	7E2L5AA#ABA	BGPAA
HP Z2 Mini G1i Workstation	D33SMAT#ABA + 141J6AA	SAS

## SUPPORT AND MAINTENANCE AGREEMENT

This Support and Maintenance Agreement (the "Agreement") is entered into as of October 13, 2026 (the "Effective Date").

Customer contract number or project reference (if applicable): [●]

### 1. PARTIES

This Agreement is made between:

Searidge Technologies Inc.  
60 Camelot Drive, Suite 300  
Ottawa, Ontario K2G 5X8, Canada  
("Searidge" or the "Contractor")

AND

Burbank-Glendale-Pasadena Airport Authority  
2627 N Hollywood Way  
Burbank, CA 91505

("Customer" or the "Client")

Searidge and Customer may each be referred to as a "Party", and together as the "Parties".

### 2. BACKGROUND AND PURPOSE

**2.1 Systems.** Customer operates systems supplied by Searidge that are critical to Customer's operations.

**2.2 Purpose.** Customer wishes to obtain ongoing support and maintenance services for such systems and Searidge has the expertise and capability to provide such services.

**2.3 Structure.** This Agreement sets out the legal framework governing the provision of support and maintenance services, with the detailed technical and operational requirements defined in Schedule A - Extended Maintenance and Support Plan.

NOW, THEREFORE, the Parties agree as follows:

### 3. DEFINITIONS AND INTERPRETATION

**3.1 Defined Terms.** Capitalized terms not otherwise defined in this Agreement have the meanings set out in Schedule A – Extended Maintenance and Support Plan, or elsewhere in this Agreement.

**3.2 Interpretation.** Headings are for convenience only and do not affect interpretation. References to the singular include the plural and vice versa.

#### 4. TERM

**4.1 Initial Term.** This Agreement commences on the Effective Date and continues for a fixed term of 5 Years, unless earlier terminated in accordance with this Agreement.

**4.2 Renewal.** This Agreement may be renewed or extended by mutual written agreement of the Parties.

#### 5. SCOPE OF SERVICES

**5.1 Services.** Searidge shall provide the support and maintenance services described in Schedule A (the "Services").

**5.2 Exclusions.** Services not expressly included in Schedule A are excluded and require a change by mutual written agreement of the Parties.

**5.3 Third-Party Products and Services.** The Services may depend on or interoperate with third-party software, hardware, networks, systems or services that are not owned or controlled by Searidge ("Third-Party Services"). Searidge does not warrant and shall not be responsible for the availability, performance, security, or reliability of any Third-Party Services, except to the extent expressly stated in this Agreement or Schedule A.

**5.4 Subcontracting.** Searidge may subcontract the performance of any portion of the Services to third parties, subject to Customer's prior written approval (not to be unreasonably withheld, conditioned or delayed) provided that Searidge shall remain fully responsible for the performance of the Services in accordance with this Agreement. Searidge shall ensure that any subcontractors engaged are bound by confidentiality and data protection obligations no less protective than those set out in this Agreement.

#### 6. SERVICE LEVELS

**6.1 Service Levels.** Service levels, response times, availability targets, and escalation procedures applicable to the Services are defined in Schedule A (the "Service Levels").

**6.2 Performance Objectives.** The Service Levels represent performance objectives and are not guarantees, commitments or warranties, except to the extent expressly stated otherwise in Schedule A.

**6.3 No Service Credits or Penalties.** Searidge does not provide service credits, penalties, or liquidated damages in connection with any failure to meet the Service Levels, except as expressly set out in Section 6.6. Customer acknowledges and agrees that no financial credits, refunds, fee reductions, or other monetary remedies shall apply as a result of any failure to achieve the Service Levels, other than as expressly provided in Section 6.6.

**6.4 Remedies.** Failure to meet the Service Levels shall not, by itself, constitute a breach of this Agreement unless expressly stated otherwise in Schedule A. Customer's remedies, if any, for the persistent or material failure to perform the Services shall be limited to those expressly set out in this Agreement, including the right to terminate for material breach in accordance with Section 17, subject to any applicable cure periods.

**6.5 Exclusions.** Any failure to meet the Service Levels to the extent caused by:

- (a) Customer systems, infrastructure, or software;
- (b) Customer actions or omissions;

- (c) force majeure events; or
- (d) third-party systems, networks, services, or dependencies outside of Searidge's reasonable control, shall be excluded from consideration when assessing performance against the Service Levels.

**6.6 Hardware Service Restoration Levels and Service Credits.** Notwithstanding Sections 6.2 and 6.3, the Parties agree that the following limited service levels and associated service credit regime shall apply solely to specified hardware services, as further described in Schedule A.

(a) **Service Restoration.** Notwithstanding Section 6.2, Searidge shall use commercially reasonable efforts to achieve Service Restoration - defined as returning the hardware to full operational status through the installation, replacement or deployment of spare parts - within twenty-four (24) hours from the time a service ticket is logged in Searidge's support system, as further described in Schedule A.

(b) **Service Credits.** If Searidge fails to achieve Service Restoration within the timeframe set out above, Customer shall be entitled, as its sole and exclusive financial remedy for such failure, to a service credit equal to two percent (2%) of the applicable Annual Service Fee for each such delayed repair. Service credits shall be applied quarterly based on past quarters events.

(c) **Cap.** The total aggregate service credits issued under this Section 6.6 in any contract year shall not exceed twenty percent (20%) of the Annual Service Fee for that year.

(d) **Exclusions / Tolling.** The 24-hour Service Restoration period shall be tolled (paused) for delays caused by:

- (i) procurement or availability of specialized lifting equipment;
- (ii) delays in obtaining required government or municipal permits; and
- (iii) delays in issuance of airport security passes or restricted access credentials.

(e) **Process.** Service credits must be requested by Customer within [30] days of the relevant incident and, if validated, shall be applied against future invoices.

(f) **No Additional Remedies.** The service credits set out in this Section constitute the sole and exclusive financial remedy for failure to meet the Service Restoration levels described herein. For greater certainty, such service credits are subject to the limitations set out in Section 14 (Limitation of Liability).

## 7. CUSTOMER OBLIGATIONS

**7.1 Customer Responsibilities.** Customer shall:

- (a) appoint authorized contacts for support requests;
- (b) provide reasonable access to systems, facilities, and information;
- (c) maintain third-party infrastructure outside Searidge's scope;
- (d) comply with operational, security, and usage requirements defined in Schedule A.

## 8. CHANGE MANAGEMENT

**8.1 Change Requests.** Any modification to the Services or service levels must be agreed in writing by both Parties.

**8.2 Change Process.** Change requests shall follow the process set out in Schedule A.

**8.3 Preservation of Rights.** Failure or delay by either Party to exercise any right or remedy under this Agreement shall not constitute a waiver of that right or remedy.

**8.4 Post-Delivery Update of Plan.** The Parties acknowledge that the Extended Maintenance and Support Plan attached to Schedule A reflects the anticipated support scope based on the project proposal and expected system configuration as of the Effective Date.

Following completion of the project delivery phase and prior to the system go-live, the Parties may review and update Schedule A to reflect the final delivered system configuration, architecture, integrations, service levels, assumptions, and support requirements.

Any such updates shall be documented in a written change order or amendment signed by authorized representatives of both Parties and, once executed, shall replace and supersede the prior version of Schedule A.

## 9. ASSIGNMENT AND SUBCONTRACTING

**9.1 Assignment.** Neither Party may assign this Agreement without the prior written consent of the other Party, such consent shall not be unreasonably withheld.

**9.2 Subcontracting.** Searidge may subcontract portions of the Services, provided it remains fully responsible for performance.

## 10. CONFIDENTIALITY

**10.1 Confidential Information.** Each Party shall protect the other Party's Confidential Information using reasonable care and shall use such information solely for the purposes of performing this Agreement.

**10.2. Permitted Disclosures.** Confidential Information may be disclosed where required by law, subject to reasonable notice where legally permitted.

**10.3 Equitable Relief.** Unauthorized disclosure of Confidential Information may cause irreparable harm for which monetary damages may be inadequate, and the non-breaching Party may seek injunctive or equitable relief.

**10.4 Confidentiality Survival.** Confidentiality obligations survive termination for five (5) years, except for obligations relating to trade secrets and proprietary software, which survive for so long as they remain protected by law.

## 11. INTELLECTUAL PROPERTY

**11.1 Background IP.** Each Party retains all right, title, and interest in and to its pre-existing intellectual property, including any modifications, enhancements, or derivatives thereof.

**11.2 No Transfer of Intellectual Property.** No intellectual property rights are transferred, assigned, or conveyed under this Agreement except as expressly stated herein.

**11.3 License.** Subject to Customer's compliance with this Agreement, to the extent that the Customer does not already have a valid and existing license agreement governing its use of the Software, Searidge grants Customer a

non-exclusive, non-transferable, non-sublicensable license to use Searidge software and related documentation solely for the operation and maintenance of the supported systems during the term of this Agreement.

Where a separate license agreement is already in place, such agreement shall continue to govern the Customer's rights to use the Software, and this Agreement shall not be deemed to expand, limit, or otherwise modify such license rights except as expressly stated herein.

**11.4 Intellectual Property Infringement Liability Cap.** Notwithstanding Section 14 (Limitation of Liability) or any other provision of this Agreement, Searidge's total aggregate liability arising out of or relating to any claim that the Software infringes or misappropriates a third party's intellectual property rights shall be limited to an amount equal to the fees paid or payable by Customer under this Agreement in the twelve (12) months preceding the event giving rise to the claim

## 12. WARRANTIES

**12.1 Performance Warranty.** Searidge warrants that the Services will be performed with reasonable skill and care.

**12.2 Disclaimer.** Except as expressly stated in this Agreement, and to the maximum extent permitted by applicable law, Searidge disclaims all other warranties, whether express, implied, statutory, or otherwise, including any implied warranties of merchantability, fitness for a particular purpose, and non-infringement.

## 13. INDEMNIFICATION

**13.1 By Searidge.** Searidge shall indemnify, defend, and hold harmless the Customer from and against any third-party claims, damages, or liabilities arising from:

- (a) bodily injury or death of any person; or
- (b) damage to tangible property,

in each case to the extent caused by Searidge's negligence or willful misconduct in the performance of the Services.

**13.2 By Customer.** Customer shall indemnify, defend, and hold harmless Searidge from and against any third-party claims arising from:

- (a) Customer's misuse of the systems or Services;
- (b) Customer-provided data, configurations, or instructions; or
- (c) Customer's breach of this Agreement.

**13.3 Process.** The indemnified Party shall promptly notify the indemnifying Party of any claim and provide reasonable cooperation. The indemnifying Party shall control the defense and settlement, provided no settlement imposes obligations on the indemnified Party without its prior written consent.

## 14. LIMITATION OF LIABILITY

**14.1 Exclusion of Indirect Damages.** Neither Party shall be liable for any indirect, incidental, consequential, special, or punitive damages, including loss of profits, loss of revenue, or loss of business.

**14.2 Liability Cap.** Each Party's total aggregate liability arising out of or in connection with this Agreement shall not exceed the total fees paid or payable to Searidge under this Agreement in the twelve (12) months immediately preceding the event giving rise to the claim.

**14.3 Excluded Claims.** The limitations in this Article do not apply to:

- (a) fraud or willful misconduct;
- (b) bodily injury or death; or
- (c) liability that cannot be limited under applicable law.

## 15. FEES AND PAYMENT

**15.1 Fees.** Fees are set out in Schedule B – Commercial Terms.

**15.2 Payment Terms.** Invoices are payable within thirty (30) days of the date of invoice and shall be paid by electronic funds transfer to the account designated by Searidge.

**15.3 No Set-Off.** Customer shall not withhold or set off payments except as finally agreed or determined by a court of competent jurisdiction.

**15.4 Taxes, Duties, and Levies.** Unless otherwise expressly stated in this Agreement, all fees and charges payable under this Agreement are net, exclusive of, and without deduction for any present or future taxes, duties, levies, tariffs, fees, or charges imposed by any governmental, regulatory, or taxing authority in connection with the Services, including any sales, use, value-added, goods and services, withholding, or similar indirect taxes.

Customer shall be responsible for the payment of all such taxes, duties, levies, and charges, excluding taxes based on Searidge's net income. If Customer is required by law to withhold or deduct any amount from payments to Searidge, Customer shall gross up such payments so that Searidge receives the full amount it would have received absent such withholding or deduction. For the avoidance of doubt, fees are exclusive of Canadian goods and services tax, harmonized sales tax, value-added tax, or similar sales taxes, which shall be applied in accordance with applicable law.

**15.5 Currency and Exchange Rate Adjustment.** Fees shall be payable in the currency specified in Schedule B – Commercial Terms.

Searidge reserves the right to adjust pricing in the event of a material currency fluctuation affecting the cost of providing the Services, including in connection with any renewal or extension of the Term, subject to mutual agreement between the Parties.

## 16. SUSPENSION

**16.1 Suspension for Security, Safety, or Legal Compliance.** Either Party may suspend performance of the Services, in whole or in part, where required to address security risks, safety concerns, or compliance with applicable law or regulatory requirements, upon reasonable written notice to the other Party. The affected Party shall use commercially reasonable efforts to resume performance as soon as the underlying reason for suspension has been resolved.

**16.2 Suspension for Non-Payment.** Searidge may suspend performance of the Services upon written notice if any undisputed amount remains unpaid for more than thirty (30) days after its due date. Searidge shall resume performance promptly upon receipt of payment of all outstanding amounts.

**16.3 Effect of Suspension.** Any suspension of the Services under this Agreement shall be without prejudice to any other rights or remedies available to the suspending Party under this Agreement or at law, including the right to terminate this Agreement in accordance with its terms. Suspension shall not relieve Customer of its obligation to pay any undisputed fees due and payable during the period of suspension.

## **17. TERMINATION**

**17.1 Termination for Non-Payment.** Without prejudice to any other rights or remedies, and following any suspension of Services under Section 16.2, Searidge may terminate this Agreement upon written notice if any undisputed amount remains unpaid for more than sixty (60) days after its due date, provided that Searidge has given Customer at least ten (10) days' prior written notice of its intention to terminate for non-payment.

**17.2 Termination for Breach.** Either Party may terminate this Agreement upon written notice to the other Party in the event of a material breach of this Agreement, provided that such breach is not cured within thirty (30) days of written notice specifying the breach in reasonable detail.

**17.3 Minimum Term and Termination for Convenience.** Notwithstanding Section 4, neither Party may terminate this Agreement for convenience during the first twelve (12) months following the Effective Date (the "Minimum Term").

Following the expiry of the Minimum Term, either Party may terminate this Agreement for convenience upon nine (9) months' prior written notice to the other Party. For clarity, the Minimum Term is a restriction on termination for convenience only and does not limit termination rights for breach, non-payment, or force majeure.

**17.4 Payments Upon Termination for Convenience.** In the event of termination for convenience:

- (a) Customer shall pay Searidge for all Services properly performed up to the effective date of termination;
- (b) Customer shall pay any undisputed fees invoiced prior to the effective date of termination;
- (c) Customer shall reimburse Searidge for any committed, unavoidable, and reasonable costs incurred prior to receipt of the termination notice, or that cannot reasonably be avoided despite Searidge's commercially reasonable efforts during the applicable notice period, including costs arising from third-party commitments that cannot be cancelled without penalty, to the extent such costs are not already included in the fees paid under this Agreement; and
- (d) Any prepaid fees covering periods after the effective date of termination shall be credited or refunded on a pro-rata basis.

Termination for convenience shall be without prejudice to any rights or remedies accrued prior to the effective date of termination.

## **18. FORCE MAJEURE**

**18.1 Force Majeure Events.** Neither Party shall be liable for any failure or delay in the performance of its obligations under this Agreement (other than payment obligations) to the extent caused by events beyond its reasonable

control, including acts of God, natural disasters, war, terrorism, civil unrest, labor disputes, epidemics or pandemics, government actions, or failures of utilities or telecommunications networks, provided that the affected Party:

- (a) promptly notifies the other Party of the force majeure event;
- (b) uses commercially reasonable efforts to mitigate the effects of the force majeure event; and
- (c) resumes performance as soon as reasonably practicable following the cessation of the force majeure event.

**18.2 Prolonged Force Majeure.** If a force majeure event continues for more than ninety (90) days, either Party may terminate this Agreement upon written notice to the other Party, without liability, except for payment of Services properly performed prior to the effective date of termination.

## 19. GOVERNING LAW AND DISPUTE RESOLUTION

**19.1 Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of Los Angeles, California and the federal laws of the United States of America applicable therein, without regard to its conflict of laws principles.

**19.2 Governing Language.** This Agreement is executed in the English language. In the event of any inconsistency between the English version and any translation, the English version shall prevail.

**19.3 Notice of Dispute.** Any dispute, controversy, or claim arising out of or relating to this Agreement (a "Dispute") shall be initiated by one Party providing written notice to the other Party describing the nature of the Dispute in reasonable detail.

**19.4 Good-Faith Resolution.** Following the delivery of a notice of Dispute, the Parties shall first attempt to resolve the Dispute through good-faith negotiations between their respective operational representatives.

**19.5 Escalation.** If the Dispute is not resolved within thirty (30) days after delivery of the notice of the Dispute, either Party may escalate the Dispute to a senior executive of each Party, who shall use commercially reasonable efforts to resolve the Dispute.

**19.6 Litigation.** If the Dispute cannot be resolved through the escalation procedures described above, either Party may pursue its available legal remedies. The Parties irrevocably submit to the exclusive jurisdiction of the courts of the State of California and waive any objection to venue or forum.

**19.7 Continued Performance.** Unless this Agreement has been terminated in accordance with its terms, each Party shall continue to perform its obligations under this Agreement during the pendency of any Dispute, provided that payment obligations shall not be suspended.

## 20. MISCELLANEOUS

**20.1 Order of Precedence.** In the event of any conflict, this Agreement shall prevail over any Schedule unless expressly stated otherwise.

**20.2 Insurance.** During the Term, Searidge shall maintain commercially reasonable insurance coverage appropriate to the Services, including, as applicable, commercial general liability, professional liability (errors and omissions),

and cyber or data security insurance, in accordance with industry standards for similar services. Upon reasonable request, Searidge shall provide Customer with evidence of such coverage.

**20.3 No Financial Security.** Notwithstanding any other provision of this Agreement, Searidge shall not be required to provide any performance bond, payment bond, letter of credit, parent company guarantee, or any other form of financial security in connection with this Agreement, unless expressly agreed in writing by Searidge.

**20.4 Data Protection and Security.** Each Party shall comply with applicable data protection and privacy laws. Searidge shall implement reasonable technical and organizational measures designed to protect Customer data processed in connection with the Services against unauthorized access, loss, or disclosure.

Notwithstanding the foregoing, Customer retains ownership of Customer data processed in connection with the Services. Customer grants Searidge a non-exclusive, worldwide, royalty-free license during the Term to access, use, process, reproduce, modify, and create derivative works from such data:

- (a) to perform the Services;
- (b) to monitor, secure, maintain, and improve the supported systems;
- (c) to develop and enhance Searidge's products and services, including analytics, algorithms, artificial intelligence and machine learning models; and
- (d) for internal research, testing, benchmarking, and business purposes.

Searidge shall not disclose Customer data to third parties in identifiable form except to subcontractors bound by confidentiality obligations or as required by law.

Searidge shall own all derivatives, analytics, models, insights, improvements, and other data generated from such data ("Derived Data"), provided that Derived Data does not permit reconstruction of Customer data in identifiable form.

The uses described in this Section constitute permitted uses under Section 10 (Confidentiality).

**20.5 Export Control and Sanctions.** Each Party represents that it will comply with all applicable export control, sanctions, and trade compliance laws and regulations in connection with this Agreement and shall not knowingly permit re-export or use of the Services in violation of such laws.

**20.6 Independent Contractors.** The Parties are independent contractors. Nothing in this Agreement creates a partnership, joint venture, agency, or employment relationship between the Parties.

**20.7 Notices.** Any notice or other communication under this Agreement shall be in writing and shall be deemed duly given when delivered by hand, sent by a recognized international courier service, or transmitted by email, in each case to the addresses set out below (or to such other address as a Party may designate by written notice).

Notices delivered by hand or courier shall be deemed received upon delivery. Notices sent by email shall be deemed received on the next Business Day following transmission, provided that no automated delivery failure or bounce-back notice is received.

If to the Customer:

Searidge Commercial in Confidence

Burbank-Glendale-Pasadena Airport Authority  
2627 N Hollywood Way  
Burbank, CA 91505

After October 13, 2026 Send Notices To:  
2827 N Hollywood Way  
Burbank, CA 91505

Attention: Patrick Lammerding  
Email: Plammerding@bur.org

If to the Searidge:

Searidge Technologies Inc.  
60 Camelot Drive, Suite 300  
Ottawa, Ontario K2G 5X8, Canada

Attention: Ron Chisholm  
Email: ronc@searidgetech.com

**20.8 Publicity.** Neither Party shall issue press releases or make public announcements relating to this Agreement without the prior written consent of the other Party, such consent not to be unreasonably withheld or delayed.

**20.9 Non-Solicitation.** During the term of this Agreement and for a period of twelve (12) months thereafter, neither Party shall, without the prior written consent of the other Party, directly solicit for employment or engagement any employee or independent contractor of the other Party who was materially involved in the performance of the Services under this Agreement.

This restriction shall not apply to:

- (a) general solicitations not specifically targeted at such personnel (including advertisements or postings of general circulation); or
- (b) individuals who respond to such general solicitations without prior direct solicitation.

**20.10 Survival.** Sections relating to confidentiality, intellectual property, indemnification, limitation of liability, governing law, dispute resolution, and any provisions which by their nature should survive, shall survive termination or expiry of this Agreement, as set out in Section 10.4.

**20.11 Waiver.** Failure by either Party to enforce any provision of this Agreement shall not constitute a waiver of future enforcement of that or any other provision.

**20.12 Severability.** If any provision of this Agreement is held unenforceable, the remaining provisions shall remain in full force and effect.

**20.13 Counterparts and Electronic Signatures.** This Agreement may be executed in counterparts and by electronic signature, each of which shall be deemed an original.

**20.14 Entire Agreement.** This Agreement, including its Schedules, constitutes the entire agreement between the Parties with respect to its subject matter and supersedes all prior or contemporaneous agreements, negotiations, representations, and understandings, whether written or oral.

**20.15 Amendments.** This Agreement may be amended, modified, or supplemented only by a written agreement signed by authorized representatives of both Parties.

**20.16 Further Assurances.** Each Party shall, at the reasonable request of the other Party, execute and deliver such further documents and take such further actions as may be reasonably necessary to give effect to this Agreement.

**21. SIGNATURES**

**IN WITNESS WHEREOF,** the Parties have executed this Agreement by their authorized representatives.

**For Searidge Technologies Inc**

**Burbank-Glendale-Pasadena Airport Authority**

**By:** \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**By:** \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## SCHEDULE A – EXTENDED MAINTENANCE AND SUPPORT PLAN

### 1. Incorporation by Reference

**1.1 Incorporation.** The document titled “**Extended Maintenance and Support Plan**”, **Version 5.0**, dated **April 28, 2026**, as provided by Searidge to the Customer and attached to this Agreement as Schedule A (the “Plan”), is hereby incorporated into and forms an integral part of this Agreement.

The Plan reflects the anticipated support requirements based on the system configuration as of the Effective Date and may be updated in accordance with Section 8 (Change Management) of the Agreement.

**1.2 Binding Effect.** The Plan is contractually binding on the Parties and governs the technical and operational aspects of the Services, subject to the terms and conditions of the Agreement.

### 2. Relationship to the Agreement

**2.1 Precedence.** In the event of any conflict or inconsistency between the Agreement and the Plan, the terms of the Agreement shall prevail.

**2.2 Defined Terms.** Capitalized terms used but not defined in the Plan have the meanings given to them in the Agreement.



# Extended Maintenance and Support Plan for BURBANK

Version: 5.0  
Apr 28, 2026

THIS DOCUMENT IS THE PROPERTY OF SEARIDGE TECHNOLOGIES INC.  
This document and the ideas, concepts, approaches, and technical descriptions contained herein are the property of SEARIDGE Technologies Inc. Unauthorized reproduction or use is strictly prohibited. The contents are not to be published or disclosed to any third party without prior written consent of SEARIDGE Technologies Inc. Any published reproduction, in whole or in part, must include this legend.

## 1. PURPOSE

The present cost estimation for the Maintenance and Support of the operational system deployed at BURBANK Airport. This offer consists of the following:

- Enhanced Maintenance & Support for 5 years.
- Optional Services/Add-ons

## 2. SUPPORT SERVICES

Support services include the following items on a yearly basis (where applicable):

- a. All software updates, bug fixes and releases necessary to support the continued operation of the installed system (excludes any new features, or functional enhancements)
- b. 2<sup>nd</sup> level technical support help desk provided by SEARIDGE, by Email and Phone, with 2-hour response time during regular business hours, 4-hour response time outside of regular business hours
- c. 3<sup>rd</sup> and 4<sup>th</sup> level technical support for system and software provided by SEARIDGE
- d. 3<sup>rd</sup> and 4<sup>th</sup> level technical support for hardware and maintenance provided by SAS Electrical with 24 hour fix (minus time to rent a lift, unless on-site option selected - section 3)
- e. Updated documentation (Software Design, User Manual, Maintenance Manual) as required

Note that the Network, including hardware fixes, replacement, configuration or maintenance, is not the responsibility of SEARIDGE or SAS Electrical for maintenance or support. BURBANK is responsible for maintaining and supporting the Network including fixes, replacements and configuration.

## 3. OPTIONAL ADD-ONS

A full-time, on-site lift may be provided upon request, subject to a Change Order and associated commercial terms.

## SYSTEM WARRANTY & SUPPORT

SEARIDGE Technologies warrants that the System (SEARIDGE Software) is guaranteed to be free from manufacturing defects for the duration of this agreement.

### A. SUPPORT CONTACTS

SEARIDGE Support will be initiated through the following which will create a support ticket for traceability:

Email: [nasupport@searidgetech.atlassian.net](mailto:nasupport@searidgetech.atlassian.net)

The following phone number is available for escalation purposes:

Phone: 1 613 686 3988 x 500

### B. TECHNICAL SUPPORT

SEARIDGE Email support is available during regular business hours, 9am to 5pm EST, excluding weekends and holidays, with a 2 hour response time during business hours and 4 hour response time outside of business hours.

If escalation is needed for SAS Electrical to provide a hardware fix, they have 24 hours to provide the fix starting after SEARIDGE has opened a ticket with them. This means that including the SEARIDGE 2-4 hour response time + the SAS Electrical 24 hour fix time that a hardware issue will be fixed within 28 hours.

If a SEARIDGE software bug fix is required, refer to section 1.1 N for software fix times based on the severity of the issue.

SAS Electrical engineers are also responsible for implementing software and configuration updates with guidance and instructions from SEARIDGE including EAVD video restitching.

All communication with SEARIDGE Support must be initiated through Authorized Customer Contacts who have successfully completed SEARIDGE Technical training and certified to work on the system. Two or more contacts are recommended.

### C. SUPPORT ESCALATION LEVELS

**BURBANK Support Level 1 (L1)** – BURBANK Airport is to provide level 1 support which includes basic diagnostics, replacing workstation peripherals such as desktop monitor, and report any advanced issues to Level 2 and provide a description of the issue.

BURBANK Level 1 is also responsible for all Network maintenance and support.

**SEARIDGE Help Desk Support Level 2 (L2)** – SEARIDGE Help Desk will provide level 2 support. They shall determine if a) The issue is system or software related, that is not part of standard corrective maintenance, then it is escalated to SEARIDGE Support Level 3, or b) If the issue is related to standard corrective maintenance, or hardware, then the issue is escalated to SAS Electrical Technical Support Level 3. If the issue is related to Network is it escalated to BURBANK Level 1.

**SEARIDGE Support Level 3 (L3)** – The support engineers at this level are the Dedicated Support Contacts who are experienced support technicians and have prior knowledge of the Customer’s environment and configuration of the System. If they cannot resolve the issue it is escalated to SEARIDGE L4.

**SEARIDGE Support Level 4 (L4)** – The engineer at this level is part of SEARIDGE’s development team. This group performs product fixes but does not have direct contact with the Customer.

**SAS Electrical Technical Support Level 3 (SAS Electrical L3)** – SAS Electrical engineer responsible for standard corrective maintenance and hardware issues. If they cannot resolve the issue it is escalated to SAS Electrical L4.

SAS Electrical engineer also responsible for implementing software and configuration updates with guidance and instructions from SEARIDGE including EAVD video restitching.

**SAS Electrical Technical Support Level 4 (SAS Electrical L4)** – SAS Electrical engineer responsible for advanced corrective maintenance or hardware and issues and works with OEM to resolve issues. Note that SAS Electrical is not responsible for Network issues. Network issues and maintenance is the responsibility of BURBANK.

**D. OUT OF SCOPE SUPPORT**

For any services or materials which are not in scope of the fixed price, SEARIDGE shall provide a proposal which details a summary of the technical solution, pricing information, and an implementation plan. BURBANK will have an opportunity review and approve prior to any work commencement.

**E. REQUIRED MAINTENANCE EQUIPMENT**

The Required Maintenance Equipment Table below defines the required maintenance equipment for all system components at a high level.

Tools	Notes
Spare Components	Level 1 maintenance support involves quickly replacing failed components with spares (where available). Spare components are to be kept on-site.
Compressed Air	A can of compressed air should be kept on-site and is used for general cleaning
Lens Cleaning Agent	A plastic-safe lens-cleaning agent is required to clean the camera enclosures
Network Diagnostics Tools	Network diagnostic tools (e.g., cable tester, network traffic analyzer) can be used to aid in diagnosing network issues.
Power Diagnostics Tools	Power diagnostic tools (e.g., voltmeter) can be used to aid in diagnosing power related issues.

This table is not a comprehensive list. Tool specifics are dependent on requirements.

## F. CORRECTIVE MAINTENANCE

In the event a fault is discovered in the System which results in a system failure or degradation of services provided to the users, SAS Electrical TechOps L3 shall carry out the necessary corrective maintenance and rectify the fault within 24 hours of being notified. SEARIDGE to assist and support SAS Electrical TechOps L3 once the support incident is escalated to SEARIDGE Level 3 for System & Software issues which are not related to standard corrective maintenance. SAS Electrical 4th level engineers will assist and support SAS Electrical TechOps L3 for advanced corrective maintenance and system hardware issues and communicating with OEM for support.

## G. PREVENTATIVE MAINTENANCE

The scheduled performance checks outlined in the table below for SAS Electrical TechOps Level 3 maintenance provide an example of the typical tasks that aim to keep the System at its optimal performance level. SAS Electrical TechOps, who have successfully passed SEARIDGE technical training, will be providing the relevant scheduled maintenance/services activities.

Upon contract award, this table will be updated to reflect the scheduled routine maintenance activities and duration.

As part of the Site Acceptance Testing packages, a System Maintenance Manual will be included which includes a detailed schedule for maintenance activities, instructions as to how the maintenance tasks should be performed and a complete list of spares.

Activity	Schedule				
	Daily	Weekly	Mthly	Qtly	Annual
<b>Cleaning of camera enclosure (outside)</b> DO NOT open camera enclosures for cleaning or checks, only for rectification. Clean the outside of the camera with a soft and warm cloth. Clean the glass of the enclosure with a glass cleaner. *Note that the 192 hours provided by SAS Electrical for break-fix may be used towards extra cleaning if required.				X	
<b>Enclosure check</b> Check all NEMA enclosures, power supplies (FPCs and PTZs), and patch boxes for any issues: Termination, leakage (leakage stains), dust, and grease. DO NOT open camera enclosures for cleaning or checks, only for rectification.				X	

<b>Operational Checks</b> Check if the workstations and servers are running without interruptions and outputting correct data (EAVD, CVPS, CAT11, CAT21, ADEXP, ARP, Platform).				X	
<b>Report</b> Every single task needs to be documented in the report, including date, time, duration, performed task, used tools, used materials, and engineer. A time sheet shall be included in the report				X	
<b>UPS Test</b> UPS test: Check if all UPS systems are working (Ops room and camera sites)				X	
<b>Close Inspection</b> Check if camera cables are loose, camera mount got loose, or any other visible damage.				X	
<b>Spare Check</b> Count all spares and test all operational spares. Add the total count and operational test to the monthly report (Every third report shall include the spare count).				X	

### 1.1 MONTHLY, QUARTERLY, ANNUAL REPORTS

Additionally, SEARIDGE will work with SAS Electrical and Employer to develop and maintain a set of work instructions for all preventive maintenance activities above and beyond what has been identified in the table above. Furthermore, a copy of all generated maintenance records throughout the RTM(s) support program, including the maintenance logbook, shall be submitted.

The SAS Electrical maintenance team shall adhere to the planned scheduled maintenance and inform in advance if there are any deviations from the agreed upon schedule. Any deferred tasks shall be completed within 14 days from the original schedule.

SAS Electrical will submit a Quarterly report to Employer covering the services performed and shall contain the following details at a minimum (more information may be requested by Employer):

- System performance

- Reported problems and defects and their corresponding recovery.
- Repairs performed.
- RMAs
- Parts replaced.
- Time and date of all reported problems together with the details of the Response Times and Restore Times in accordance with the Service Levels.
- Modifications, upgrades, and enhancements made to the System/Equipment.
- Status of the warranty and whether repairs were covered by the warranty or not.


SAS Electrical is responsible for producing the reports on a quarterly basis.




#### H. SYSTEM SUPPORT OVERVIEW


SEARIDGE is proposing this System Support Plan to ensure that the BURBANK system remains optimally functional by providing timely service and technical support.

As part of the system commissioning and transitioning over to operations, SEARIDGE has provided training to the BURBANK TechOps team to maintain and respond to any technical support query based on the escalation level.

The following table includes but is not limited to features of the proposed services.

<p>System Users</p> 	<ul style="list-style-type: none"> <li>- Contacts Level 1 technical support to report issue.</li> <li>- Provides detail of the issue</li> <li>- Is contacted if more information is required.</li> <li>- Is provided with feedback during lifecycle of issue.</li> <li>- Is informed when issue is resolved</li> </ul>
<p>Level 1 technical support - provided by Burbank</p>	<ul style="list-style-type: none"> <li>- Log Incident</li> <li>- Provide basic and advanced maintenance and support for the Network.</li> <li>- Provide basic diagnostics such as restarting workstation, replacing desktop peripherals such as monitors, keyboard, mouse</li> <li>- Escalate incident to Level 2</li> </ul>

<p>Level 2 Help Desk – Provided by SEARIDGE</p> 	<ul style="list-style-type: none"> <li>- Log Incident</li> <li>- Categorise Incident</li> <li>- Triage and manage Incident.</li> <li>- Perform first line fixes.</li> <li>- Resolve Incident</li> <li>- Assign to SAS Electrical or SEARIDGE 3rd line Engineers.</li> </ul>
<p>3<sup>rd</sup> Line Service Desk – Provided by SAS Electrical Engineers and with backup support from SEARIDGE Help Desk</p> 	<p>SEARIDGE 3rd level is responsible for System/Software issues and SAS Electrical 3rd level responsible for Hardware issues</p> <ul style="list-style-type: none"> <li>- Receive Incidents from Level 2 related to standard corrective maintenance and system hardware issues.</li> <li>- Triage and manage Incident.</li> <li>- Provide a desk side (site) visit to impacted user.</li> <li>- Search Work Instructions for fix information</li> <li>- Resolve Incident</li> <li>- Re-assign to 2nd line</li> <li>- Ensure spare parts restocked, configured and ready to use</li> <li>- Assign to SAS Electrical 4th line for advanced issues or communication with OEM</li> <li>- Assign to SEARIDGE 4th line if bug fix required with SEARIDGE software.</li> </ul>
<p>4th Line Support – SAS Electrical OEM hardware Support / SEARIDGE Developers</p> <p><b>Location:</b> Local Support BURBANK/ Remote support/Ottawa</p> 	<p>SEARIDGE 4th level is responsible for System/Software issues and SAS Electrical 4th level responsible for System Hardware issues</p> <ul style="list-style-type: none"> <li>- 3rd Line continues to own incident but may contact 4th Line SEARIDGE' developer for assistance.</li> <li>- Review Incident</li> <li>- Investigate Incident and advise 3rd level.</li> <li>- Resolve Incident</li> </ul>

<p>Service Management – SEARIDGE</p> <p>Location: SEARIDGE Head Office</p> 	<ul style="list-style-type: none"> <li>- Act as point of escalation for high priority Tickets</li> <li>- Ensure resource and Incident flows are operating.</li> <li>- Provide guidance and support to each function</li> </ul>
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I. TOOLS – SUPPORT INCIDENT, JIRA SERVICE DESK

Jira Service Desk (JSD) is used as an external service management operations tool geared toward client technical support. JSD integrates with JIRA Software (which is another tool that SEARIDGE uses) to provide continuity of processes on support ticketing, tracking clients’ issues, and resolution management.

J. SAS ELECTRICAL LEVEL 3 & 4 SUPPORT INCIDENT SEVERITY LEVELS CLASSIFICATION AND SLAs FOR HARDWARE FIXES AND MAINTENANCE

SAS Electrical agrees to respond to a call and replace failed system Hardware or provide Maintenance (not including Network which is the responsibility of BURBANK) with a spare and bring hardware back into operational status within 24 hours. Note that this time does not include the time required to obtain a lift.

K. SEARIDGE LEVEL 3 & 4 SUPPORT INCIDENT SEVERITY LEVELS CLASSIFICATION AND SLAs FOR SYSTEM AND SOFTWARE FIXES

**Severity Level 1 (S1)** – Critical Priority Technical Issues consist of a total loss of core functionality in the licensed software or inoperability of the system (i.e. a down system) that severely affects the Customer’s business operations. SEARIDGE shall use its best commercial efforts to provide a work-around that shall be completed as soon as possible, and the Software Update that shall be complete within thirty (30) days. SEARIDGE will provide daily updates to keep the Customer informed of the progress of the correction work. The Customer may contact SEARIDGE at any time for an update.

**Severity Level 2 (S2)** – High Priority Technical Issues include severe performance problems in the licensed software or a failed component unit that has a significant impact on Customer business operations. SEARIDGE shall use its best commercial efforts to provide a work-around which will be completed within ten (10) days, and a Software Update which shall be completed within sixty (60) days. SEARIDGE shall, until completion of the work-around, at least once a day inform the Customer of the progress of the correction work.

**Severity Level 3 (S3)** - Medium Priority Issues include basic performance problems in the licensed software and degradation in the transfer of data and does not have a significant impact on Customer business operations. SEARIDGE shall provide a work-around which shall be completed within thirty (30) days, and a fix which shall be incorporated into the next Software Update. SEARIDGE shall, until completion of the work-around, at least once a week inform the Customer of the progress of the correction work.

**Severity Level 4 (S4)** - Low Priority Issues consist of technical queries that do not impact business operations or questions about features that are described in the documentation.

#### L. INCIDENTS TO SEVERITY LEVELS CLASSIFICATION TABLE

The table below shows examples of various types of incidents that could affect the System and their associated severity level. Note: This table does not include all incidents and is for illustration purposes only.

Nº	Incident Description	Severity Level
1	Loss of 1 camera	S2
2	Loss of 2 or more cameras	S1
3	Camera Data Acquisition (CDA) not responding	S2
4	Controller Working Position component(s) (workstation, LCD, Keyboard, Mouse) failure	S2
5	Failure to connect to Remote Maintenance	S4
6	Archiver not archiving data	S3
7	Video Archive is full	S3
8	Network Switch failure (note this is BURBANK responsibility)	S1
9	Image quality degradation due to dirty camera housing/lens	S2
10	Camera is extremely misaligned	S2
11	Camera Sensor(s) are obstructed.	S2
12	Camera frame rate is too low.	S3
13	Camera latency is too high.	S2
14	Back-Up UPS Power Failure	S3
15	Single Database Failure	S2

Nº	Incident Description	Severity Level
16	Multiple Database Failure	S1
17	Single Workstation Failure	S2
18	Multiple Workstation Failure	S1
18	Maintenance Application Failure	S4

Table 2: Incident to Severity Levels Classification Table

#### M. ROLES AND RESPONSIBILITIES FROM EACH SUPPORT LEVEL

In the event a system fault is discovered in SEARIDGE's system which results in a system failure or degradation of services provided to the users, the SAS Electrical TechOps previously trained by SEARIDGE shall carry out the necessary corrective maintenance and rectify the fault within 24 hours of being contacted by SEARIDGE.

In the event of failure, the SAS Electrical TechOps will immediately replace the faulty hardware using the spares.

The RACI table below outlines the general roles and responsibilities included, but not limited to, for each support level. This definition may change and evolve from time to time as per agreed between SEARIDGE, SAS Electrical TechOps, and the Employer.

#### Role distinction

There is a distinction between a role and individually identified people: a role is a descriptor of an associated set of tasks; may be performed by many people; and one person can perform many roles.

R = Responsible (also recommender)

Those who do the work to complete the task. There is at least one role with a participation type of Responsible, although others can be delegated to assist in the work required (see also RACI below for separately identifying those who participate in a supporting role).

A = Accountable (also approver or final approving authority)

The one ultimately answerable for the correct and thorough completion of the deliverable or task, the one who ensures the prerequisites of the task are met and who delegates the work to those responsible. In other words, an accountable person must sign off (approve) work that Responsible provides. There must be only one accountable specified for each task or deliverable.

C = Consulted (sometimes consultant or counsel)

Those whose opinions are sought, typically subject-matter experts; and with whom there is two-way communication.

I = Informed

Those who are kept up to date on progress, often only on completion of the task or deliverable; and with whom there is just one-way communication.

R = Responsible, A = Accountable, C = Consulted, I = Informed

#	Task	End user / supervisor	Level 1 BURBANK	Level 2 SRT Help Desk	Level 3 SRT System/ Software	Level 4 SRT System/ Software	Level 3 SAS Electrical Hardware	Level 4 SAS Electrical Hardware
1	Report to Level 1 support some system degraded mode / error based on system alerts	A	R					
2	Escalate incident if not resolved on Level 1 to Level 2 after troubleshooting (and with required evidence)		A	R				
3	Support in incidents investigation escalated by Level 1 and 2 to Level 3 and evaluate if the issue is related to Software or System (and back to BURBANK level 1 for Network)		R	A	R			
4	Support in incidents investigation escalated by Level 1 and 2 to Level 3 and evaluate if the issue is related to Hardware (and back to BURBANK level 1 for Network)		R	A			R	

5	Escalate ticket to level 4 in case the bug is related to code fixes.				A	R		
6	Escalate ticket to level 4 in case the issue is related to working with 3rd party hardware providers. (and back to BURBANK level 1 for Network)						R	A
7	HARDWARE MAINTENANCE ACTIVITIES							
7.1	Perform Scheduled Performance Checks/Inspection in System components						A/R	
7.2	Preventive maintenance according to the manuals and project documentations						A/R	
7.3	Functional and technical monitoring with scheduled measurements						A/R	
7.4	Fault location down to changeable units and change of such units						A/R	

7.5	Corrective maintenance as needed						A/R	
7.6	Rebooting System Components						A/R	
7.7	Repair/Replace of equipment that is not changeable						A/R	
7.8	Ship faulty equipment to manufacturer customer request						A/R	
7.9	RMA of equipment under Maintenance						A/R	
7.10	Functional verification testing after repair or replacement of units						A/R	
7.11	Camera cleaning						A/R	
7.12	Camera realignment						A/R	
7.13	Triggering the procurement department to order new spare parts when they are being used to replace defective equipment						A/R	

7.14	Perform system hardware component verification using PRTG						A/R	
7.15	Checking network connectivity and performance		A/R					
7.16	Checking non-Network hardware performance						A/R	
7.17	Diagnostics to determine location of Network connection issues.		A/R					
8	SOFTWARE MAINTENANCE AND SUPPORT ACTIVITIES							
8.1	Perform regular technical health checks of the workstation performance.							
		A/R						
8.2	Back-up activities			R	A		R	

8.3	Perform system reconfiguration when requested by Level 3 and Level 4 Support (SEARIDGE Technologies)			R	A		R	
8.4	Deploying an on-line software diagnostic tool to check the health of the system components.			R	A		R	
8.5	Carry out temporary problem resolution to ensure continuous system operation until a full-fix solution is provided			R	A		R	
8.6	To coordinate with SEARIDGE software engineers for bug fixing				A	R		
8.7	Perform bug fixes corrections (if within previous project scope)					A/R		
8.8	Reinstall new version of Software provided by SEARIDGE				A		R	
8.9	EAVD restitching				C		A/R	

8.10	CyberSec software updates		A/R		C			
8.11	Analysing event logs to complete necessary repair					-	A/R	
8.12	Troubleshooting that to be done on site and that would not require modifications on configuration files				C	-	A/R	

#### N. PROBLEM ANALYSIS FOR SYSTEM AND SOFTWARE ISSUES

For System and Software issues, at the request of BURBANK, SEARIDGE will work with SAS Electrical to provide a root cause analysis to diagnose the underlying cause of the reported software problem so that corrective action can be taken to possibly eliminate repeat incidents. SEARIDGE will undertake to demonstrate to BURBANK reasonable satisfaction that the cause of the problem has been corrected and take necessary steps to prevent any recurrence of such problem.

SEARIDGE will provide an estimate on when the root cause analysis can be completed and will continue to provide BURBANK with updates throughout.

#### O. HARDWARE REPAIR PROCESS

Should any of the component units fail during the Service period, BURBANK will, at its option, repair or replace the failed units.

SEARIDGE Technologies recommends that BURBANK procures the appropriate warranty level in order to provide continuous hardware support throughout the lifecycle of the system.

To facilitate a rapid repair, SEARIDGE Technologies recommends BURBANK maintains spare parts on all system components for immediate replacement.

#### P. HARDWARE REPAIR AND REPLACE

All L1 support requests should be directed to L2 SRT Help Desk First. If the Authorised Customer Contact at L1 & L2 cannot solve the issue, then it is escalated to SAS Electrical L3 if it is a Hardware issue, or escalating to BURBANK L1 if it is a Network issue. If it is a System or Software issue it is escalated to SEARIDGE L3 and entered into SEARIDGE's support system.

SAS Electrical TechOps team to perform diagnostics on-site with our SEARIDGE Dedicated Support contact to further understand the isolate the issue. If deemed a hardware failure (i.e. a camera malfunction), the defective hardware is replaced using the available spare parts by SAS Electrical TechOps team. They will then initiate a service request to coordinate the return process with the appropriate supplier.

The defective hardware will first be bench tested for further diagnostic and troubleshooting with the manufacturer technical support alongside a SEARIDGE engineering remotely if deemed to impact software interoperability. SAS Electrical will also work with its manufacturer to report the cause of the hardware failure.

From there, SAS Electrical will determine whether to send the defective hardware back to the manufacturer for repair or wait to receive the replaceable parts.

### Q. 3<sup>RD</sup> PARTY SOFTWARE LICENSES

This support plan does not include software license renewals for 3<sup>rd</sup> Party Software such as Windows, PRTG, Red Hat or any other software license. If any software licenses need to be renewed then BURBANK shall, at its option, pay to renew any software licenses required for the system to function. An additional line item has been included with the annual software license costs.

### R. SUPPORTABLE ASSET & RESPONSIBILITY MATRIX

The table below outlines the specific hardware systems eligible for technical services under the Burbank Support Plan. The entries herein categorize the hardware we are authorized to troubleshoot, and manage. Furthermore, the "Responsibility" column specifies whether a task—such as initial diagnostics, the physical labor of a "break-fix" swap —falls under our support remit or remains the client's internal responsibility. Model numbers are subject to change.

Description	Model	Responsible (SRT, BGPAA, SAS)
<b>Cameras and related:</b>		
Avigilon HD Fixed Camera	4.0C-H6X-B	SAS
Tamron - CS, 3.8-17mm Camera Lens	M117VG3817IR-MSI	SAS
Pelco Enclosure with Wiper & Heater	HOV32K2A200	SAS
Wiper Solid State Relay	G3NA-205B-UTU DC5-24	SAS
Altronix Power Supply	WAYPOINT 30A8U	SAS
Bosch MIC IP Starlight 7100i HD PTZ	MIC-7522-Z30WR	SAS
Bosch PTZ 120VAC Power Supply	NDA-U-PSU1H	SAS
Bosch PTZ Mounting Bracket	MIC-DCA-HWA	SAS
Microphone - Louroe ELE LE-075 Outdoor (and associated accessories)	LE-075 LE-328	SAS
Bird-X Aviary spike	H-10167	SAS
IP-66 NEMA enclosure (Fiberglass) 36" x 30"	A36H3012GQRLP3P T	SAS

NEMA Box pole mount kit	CPMK30	SAS
<b>Workstations and Displays:</b>		
HP Z4 Rack G5 Workstation	D42JJUP#ABA	SAS
HP Z4 G5 Workstation	B3FA6UP#ABA	SAS
55in LG 1080p Monitor	55VSH7J	SAS
HP 738pu - Series 7 Pro - LED monitor - (3840 x 1600)	8K167AA#ABA	BGPAA
24in Dell touch Screen	P2424HT	BGPAA
Rack Mounted KVM (8 port) - ATEN	CL5708MUKIT	SAS
Jotron At-the-Glass recording		SAS
Jotron Audio recording		SAS
Jotron - Cable Data Display Port, Big Interface 2m / 20pin Active.		SAS
<b>Maintenance:</b>		
Laptop (HP ProBook 4 G1i 16" Notebook)	BB3R2UT#ABA	SAS
<b>VRC Room Fittings</b>		
Logitech Z207 Bluetooth Computer Speakers	980-001294	SAS
<b>Servers:</b>		
HPE ProLiant Compute DL320 Gen12	DL320 Gen12	SAS
HPE Mixed Use Value - SSD - 1.92 TB - SAS 12Gb/s	P40511-B21	SAS
<b>G&amp;D KVM</b>		
VisionXS-CPU-C-DP-UHR-DT	A1110310	SAS
VisionXS-CPU-C-DP-HR-AR-U-DT	A1110277	SAS
VisionXS-CON-C-DP-UHR-DT	A1120428	SAS
VisionXS-CON-C-DP-HR-AR-U-DT	A1120402	SAS
AK-100-UW-B24 Programmable Keypad (24) USB	A3200051	SAS
19" DeviceCarrier 1RU 2x170mm for VisionXS DT variants	A7000057	SAS

<b>VRC Room Fittings</b>		
Assured Signage - Curved Video Wall Mount Stand	N/A	SAS
AdaptaSpace - Console Desk (CWP)	N/A	SAS
<b>Radio-Voice Comms</b>		
Poly EncorePro HW710 - headset	805H7AA#ABA	BGPAA
Poly CA22CD-SC - cordless PTT (push-to-talk) headset adapter - DECT 6.0, 1920-1930 MHz, PJ-7	7E2L5AA#ABA	BGPAA
HP Z2 Mini G1i Workstation	D33SMAT#ABA + 141J6AA	SAS

**SCHEDULE B – COMMERCIAL TERMS**

Annual Support and Maintenance Fees

<b>Year</b>	<b>Annual Fee</b>
<b>Year 1</b>	\$154,040
<b>Year 2</b>	\$159,961
<b>Year 3</b>	\$163,690
<b>Year 4</b>	\$167,840
<b>Year 5</b>	\$172,026
<b>Total Contract Value (Initial Term)</b>	\$817,557



February 12, 2026

**Re: 5-Year Extended OEM Hardware Warranty Offer – Hollywood Burbank Airport**

Dear BGPAA,

Searidge Technologies Inc. (“Searidge”) is pleased to present this commercial offer for a five-year extended hardware warranty for the hardware to be supplied as part of the Virtual Ramp Control Room for Hollywood Burbank Airport (the “Customer”).

This warranty is intended to ensure long-term reliability and protection beginning on the date of beneficial occupancy.

**1. Warranty Scope**

This extended warranty is provided solely by the Original Equipment Manufacturer (OEM) and is subject at all times to the OEM’s applicable warranty terms, conditions, and exclusions. The warranty period is five (5) years, commencing on the date of beneficial occupancy.

Under this extended OEM warranty, the hardware Original Equipment Manufacturer (OEM) provides:

- Repair or replacement of covered hardware components that fail under normal use
- Standard RMA processing and logistics coordination
- Remote support related to hardware failure diagnosis and warranty validation
- Replacement hardware of equal or improved specification when original models are unavailable

This warranty does not include:

- Hardware upgrades, expansions, enhancements, or redesign
- Software updates, licensing, or feature additions
- On-site labor for installation, replacement, or commissioning
- Failures caused by site conditions, environmental factors, or improper handling
- Hardware procured from third parties or outside the Searidge-provided Bill of Materials
- Any items not explicitly listed as in-scope (Section 4)

## 2. Pricing

Item	Price (USD)
<b>5- Year Extended Hardware Warranty</b>	<b>\$151,491</b>

Pricing excludes taxes, duties, and import-related fees.

Prices are quoted in USD and this offer is valid for 60 days from the date of this letter.

## 3. Assumptions and Exclusions

This offer is based on the hardware quantities and specifications defined in the approved Bill of Materials.

The following assumptions apply:

- Warranty applies only to hardware supplied by Searidge and listed in section 4.
- Any changes to hardware models, quantities, or specifications prior to procurement may require re-pricing.
- Should the Customer request additional or replacement hardware beyond the Bill of Materials, these items will be priced separately.

The following warranty-specific exclusions apply:

- Import duties, levies, tariffs, and customs fees associated with replacement hardware shipments
- Hardware failures caused by environmental conditions, improper installation, or infrastructure issues
- Any support services beyond those expressly included in this offer
- Any item not expressly included in this offer

## 4. List of Covered Hardware

Item Description	Quantity	Spare Quantity	Total Quantity
Pelco HOV (PELCO EXTWAR-2)	12	2	14
BOSCH MIC 7X00I SERIES (EWE-MIC7IF-IWMP 12 MONTHS WARRANTY EXTENSION MIC 7X00I SERIES)	10		10
Cisco Catalyst IE-3300 series (CON-SNT-IE3008AT Cisco Smart Net Total Care - extended service agreement)	4	1	5
Z4 Gen5 Rack Workstation (1U) - 1 x RTX 4000 ADA (U61E2E Electronic HP Care Pack Next Business Day 9x5 Hardware Support - extended service agreement - 5 years - on-site)	4	1	5
Z4 Gen5 with x2 RTX 4000 ADA (U61E2E Electronic HP Care Pack Next Business Day 9x5 Hardware Support - extended service agreement - 5 years - on-site)	2	1	3

Jotron recording	1	1	2
Laptop (HP ProBook) (U86DXE Electronic HP Care Pack Premium Onsite Support - extended service agreement - 5 years - on-site)	1	1	2
HP DL380 Gen11 LFF (Archiving/Recall Server) (HPE-D1-CONTRACT)	2	1	3
HP DL320 Gen11 (Custom Processing Server: 3 or 5 server design) (HPE-D1-CONTRACT)	3	1	4
G&D KVM Various	1		1

**5. Liability and Indemnity**

Searidge will be liable only for direct damages arising from fraud, personal injury or death caused by its negligence, or any other liability that cannot legally be limited. For all other claims related to this warranty, Searidge’s total aggregate liability shall be limited to the total value of this warranty agreement. Searidge shall not be liable for any indirect, incidental, special, or consequential losses, nor for any loss of revenue, profit, or data, or for damages resulting from improper installation, misuse, environmental conditions, unauthorized modifications, or failures caused by site infrastructure issues, power irregularities, environmental factors, or improper handling. This warranty does not cover unauthorized repairs or third-party servicing, replacement of consumables (if applicable), or hardware not supplied by Searidge.

**6. Intellectual Property**

This warranty does not transfer any intellectual property rights. All background and proprietary intellectual property of Searidge remains exclusively owned by Searidge. No license is granted other than what is necessary to operate the provided hardware.

**7. Payment Terms**

Searidge will invoice the Customer upon acceptance of this warranty offer. Payment terms are Net 30 days from invoice date. Warranty services may be suspended for overdue accounts.

**8. General Terms and Conditions**

This offer is subject to Searidge’s internal approval. The warranty will commence on the date of beneficial occupancy. Any import duties, levies, tariffs, or customs fees associated with warranty replacement hardware shall be the responsibility of the Customer. This offer remains valid for 60 days from the date shown on the cover page.

**9. Acceptance**

This offer is non-binding until accepted by the Customer. The Customer may accept this offer by issuing a Purchase Order referencing this offer letter. Upon issuance of such a Purchase Order, this offer letter and the Purchase Order shall together form the complete and binding agreement between the parties for the five-year extended hardware warranty described herein. No additional signatures or confirmations are required.

Searidge Commercial in Confidence

We appreciate the opportunity to support Hollywood Burbank Airport and look forward to ensuring long-term reliability and protection of your system

Best regards,  
Ron Reddick  
VP, Global Sales  
Searidge Technologies Inc.



April 28, 2026

**Re: Commercial Offer - 5-Year Support and Maintenance Services for Hollywood Burbank Airport**

Dear BGPAA

Searidge Technologies Inc. ("Searidge") is pleased to submit this revised commercial offer to Burbank-Glendale Pasadena Airport Authority (the "Customer") for the provision of Support and Maintenance Services for the Virtual Ramp Control Room at Hollywood Burbank Airport (the "Services").

This Offer Letter is non-binding and is provided for commercial discussion purposes only and is subject to the negotiation and execution of a mutually agreed Support and Maintenance Agreement between the parties (the "Agreement"), which shall exclusively govern the provision of the Services.

**1. Proposal and Draft Agreement Reference**

This Offer Letter is submitted together with:

- Searidge's Support and Maintenance Proposal titled "Extended Maintenance and Support Plan for Burbank", Version 5.0, dated April 28, 2026 (the "Proposal"); and
- A draft of Searidge's standard Support and Maintenance Agreement (the "Draft Agreement").

The Proposal sets out the technical scope of services, service levels, assumptions, dependencies, and exclusions which form the basis of the pricing set out in this Offer Letter.

Upon execution of the Agreement, the mutually agreed version of the Proposal (as may be amended during negotiations) shall form the basis of, or be incorporated into, Schedule A – Warranty and Support Plan of the Agreement. The Parties acknowledge that the Warranty and Support Plan may be updated prior to system go-live to reflect the final delivered configuration and support requirements, in accordance with the change management provisions of the Agreement.

In the event of any inconsistency between this Offer Letter, the Proposal, and the Agreement, the Agreement shall prevail.

**2. Proposed Term**

The proposed term of the Agreement shall be:

- **Initial Term:** Five (5) years
- **Commencement Date:** The Services shall commence upon System Handover / Beneficial Occupancy, currently anticipated to occur on or about 13 October 2026.
- **Expiry Date:** 5-years from Commencement Date, unless earlier terminated in accordance with the Agreement.

**2.1 Renewal Option**

Upon expiry of the Initial Term, the Agreement may be renewed for additional one (1)-year renewal terms by mutual written agreement of the parties.

### 3. Commercial Pricing

All pricing is in USD and exclusive of applicable taxes, duties, and governmental charges, which shall be payable by the Customer in addition to the fees below.

#### 3.1 Annual Support and Maintenance Fees

Year	Annual Fee
Year 1	\$154,040
Year 2	\$159,961
Year 3	\$163,690
Year 4	\$167,840
Year 5	\$172,026
<b>Total Contract Value (Initial Term)</b>	<b>\$817,557</b>

Annual Support and Maintenance fees shall be invoiced quarterly in advance.

#### 3.2 Invoicing and Payment Terms

Invoicing and payment terms shall be as set out in the Agreement. Unless otherwise agreed in writing, payment terms shall be Net 30 days from the date of invoice and paid by electronic funds transfer to the account designated by Searidge.

### 4. Scope of Services (Summary)

Searidge will provide the Support and Maintenance Services described in the Proposal, which are intended to be incorporated, in mutually agreed form, into Schedule A – Warranty and Support Plan of the Agreement, subject to any updates agreed in accordance with the Agreement prior to go-live.

### 5. Basis of Pricing

This commercial offer is based strictly on the scope of services, service levels, assumptions, dependencies, and exclusions set out in the Proposal. Any modification to such scope or assumptions may require commercial adjustment.

For clarity, and notwithstanding anything to the contrary in the Proposal, Draft Agreement, or any future Agreement, the pricing set out herein does not include and shall not be subject to any liquidated damages, delay damages, or other penalty-based regime.

Notwithstanding the foregoing, the Parties acknowledge that the Draft Agreement includes a limited, specifically defined service credit mechanism applicable solely to certain hardware repair service levels. Any expansion of such service credit regime beyond what is expressly set out in the Draft Agreement may require a corresponding commercial adjustment.

## Searidge Commercial in Confidence

In addition, Searidge shall not be required to provide any performance bond, payment bond, letter of credit, or other form of financial security.

### **6. Taxes, Duties, and Currency**

Pricing is exclusive of all applicable taxes, duties, levies, or tariffs, which shall be governed by the tax provisions set out in the Agreement. Any newly introduced governmental charges applicable to the Services or hardware may be passed through to Customer.

Pricing is quoted in United States Dollars (USD). Searidge reserves the right to adjust pricing in the event of a material currency fluctuation, including as part of any renewal discussions, subject to mutual agreement between the Parties.

### **7. Validity and Conditions**

This offer is valid for 60 days from the date of this offer letter and is subject to any required internal approvals and to negotiation and execution of the Agreement. The pricing set out herein assumes contract execution of the Agreement within the stated validity period, and any delay beyond such period may require commercial reassessment.

### **8. Non-Binding Nature of this Offer**

This Offer Letter is provided for discussion and commercial reference purposes only and does not create any binding obligation on either party. No binding agreement relating to the Services shall exist unless and until the parties execute the Agreement.

### **9. Next Steps**

If the above commercial terms are acceptable, the parties may proceed to negotiate and execute the Agreement incorporating the agreed Warranty and Support Plan and Commercial Terms.

We look forward to working with you to finalize a successful Support and Maintenance arrangement.

Sincerely,

Ron Reddick  
VP, Global Sales  
Searidge Technologies Inc.

**AMENDED AND RESTATED  
OFFICE SPACE SUBLEASE**

THIS AMENDED AND RESTATED OFFICE SPACE SUBLEASE (“Sublease”) is dated \_\_\_\_\_, 2026 for reference purposes and is executed by the Burbank-Glendale-Pasadena Airport Authority (“Authority”), a California joint powers agency, and Mercury Air Center-Burbank, Inc. (“Atlantic”), a California corporation doing business as Atlantic Aviation.

**RECITALS**

- A. The Authority, as landlord, leases to Atlantic, as tenant, certain land and improvements (collectively, the “Leased Premises”) at Hollywood Burbank Airport pursuant to a May 1, 1997 Development Ground Lease (as amended, the “Ground Lease”).
- B. The parties have executed a June 10, 2022 Office Space Sublease (“2022 Sublease”) pursuant to which Atlantic as sublessor, subleases to the Authority, as sublessee, certain office space in the Leased Premises.
- C. The parties have executed a July 10, 2023 Office Space Sublease (“2023 Sublease”) pursuant to which Atlantic as sublessor, subleases to the Authority, as sublessee, certain other office space in the Leased Premises.
- D. The parties are executing this Amended and Restated Office Space Sublease to amend, restate, and consolidate the 2022 Sublease and the 2023 Sublease in a single instrument that covers the office space and the improvements comprised as part of the Leased Premises that is described on the attached Exhibit A (“Subleased Premises”).
- E. The Subleased Premises is comprised of the office space covered by the 2022 Sublease, the office space covered by the 2023 Sublease, and certain additional office space.

**NOW, THEREFORE**, the parties agree as follows:

**1. Prior Subleases.** This Sublease supersedes the 2022 Sublease and the 2023 Sublease, both of which shall be of no further force or effect. This Section does not excuse any prior breach of, or liability arising under, the 2022 Sublease or the 2023 Sublease; provided, however, that this Section does not allow either party to pursue a breach or liability claim that is barred by the statute of limitations.

**2. Term; Keys/Access.**

A. Atlantic subleases the Subleased Premises to the Authority pursuant to this Sublease. The term of this Sublease shall commence on \_\_\_\_\_, 2026 and shall expire on \_\_\_\_\_, 2031 unless earlier terminated or extended as provided herein (the “Initial Term”).

B. Commencing \_\_\_\_\_, 2031, and on an annual basis thereafter, the term of this Sublease shall automatically renew for one-year periods unless earlier terminated as provided herein (the “Renewal Term”, together with the Initial Term, the “Term”).

C. Either party may terminate this Sublease at any time without cause on six months written notice to the other party.

D. The parties acknowledge that Atlantic has delivered to the Authority \_\_\_ electronic access cards for the Leased Premises prior to execution of this Sublease. The Authority shall return the electronic access cards to Atlantic immediately upon expiration or earlier termination of this Sublease. With advance notice to Atlantic, the Authority may install and change locks for the Subleased Premises. After any such installation or change, the Authority shall promptly provide Atlantic a set of new keys.

E. The Authority shall at all times have access through the Leased Premises to the Subleased Premises (including access through the parking lot of the Leased Premises to the Subleased Premises).

F. Atlantic reserves the right to enter the Subleased Premises at all reasonable times, with advance notice to the Authority, for the purpose of making any inspection Atlantic may deem appropriate to the proper enforcement of this Sublease or the Ground Lease or to undertake repairs to the Subleased Premises.

G. Within fourteen business days of expiration or termination of this Sublease, the Authority shall remove all of its property from the Subleased Premises and shall pay to Atlantic any outstanding fees and charges owing under this Sublease.

3. **Use.** The Authority may use the Subleased Premises for Authority-related office uses and ancillary uses.

4. **Assignment/Sub-Subletting.** With advance written consent by Atlantic, which consent shall not be unreasonably withheld, the Authority may assign this Sublease and sub-sublet the Subleased Premises to a contractor working on behalf of the Authority.

5. **Sublease Rent.**

A. Commencing on \_\_\_\_\_, 2026 Authority shall pay to Atlantic monthly rent in the amount of \$1,265.04. Commencing on \_\_\_\_\_, 2027, and on an annual basis thereafter, the amount of monthly rent shall increase by 3%, provided, however, that if at any time during the Term the rent or other charges payable by Atlantic under Ground Lease with the Authority applicable to or allocable to the Subleased Premises are increased by more than three percent (3%) in the aggregate for any given year, then, upon written notice to Authority, Atlantic shall have the right to increase the monthly rent payable hereunder by an amount sufficient to pass through to Authority such excess increase (on a proportionate, square-footage or other commercially reasonable allocation basis), effective as of the date such increase becomes effective under the Ground Lease; provided further that in no event shall the annual increase be less than three percent (3%).

B. The Authority shall be liable for all taxes, fees and assessments owed on or by the Authority's use. Under no circumstances shall Atlantic be liable for or required to pay any tax, fee, assessment, or other charge owed by the Authority or assessed against the Subleased Premises

due to this Sublease, including any taxes, fees, or charges applicable to the Authority or any of the Authority's businesses.

**6. Utilities.** The Authority shall pay to Atlantic from time to time, within 30 days after written demand (with copies of utility bills and a reasonable description of how charges to the Authority were determined), as additional rent, a portion of the electricity, water, gas and if applicable, internet charges for the building in which the Subleased Premises are located based on the ratio of the area of the Subleased Premises to the area of the building in which the Subleased Premises are located, as determined in good faith by Atlantic.

**7. Janitorial Services.** The Authority shall be responsible for providing and paying for janitorial services to the Subleased Premises.

**8. Reasonable Rules and Regulations.** The Authority shall comply with Atlantic rules and regulations for the Subleased Premises. The Authority shall comply with and shall ensure that all persons (including contractors) with access to the Subleased Premises are in compliance with the security provisions governing airside access including SIDA badging.

**9. Repairs and Maintenance.** The Authority shall keep and maintain the Subleased Premises in good and clean condition and in accordance with the reasonable rules and regulations established by Atlantic from time to time. This provision is not intended to impose an obligation on the Authority to repair the Subleased Premises unless such repair is necessary by the fault or neglect of the Authority. Atlantic, at its sole expense, shall maintain and repair the Subleased Premises and the building in which they are located.

**10. Bathrooms.** The Authority shall have the right to use the bathroom facilities in the Leased Premises in common with Atlantic and other users of the facility. Atlantic shall be responsible for maintaining, cleaning, and stocking the bathroom facilities.

**11. Improvements.** The Authority may make improvements to the Subleased Premises with the advance written consent of Atlantic, which consent shall not be unreasonably withheld. Upon expiration or termination of this Sublease, Atlantic may require the Authority to return the Subleased Premises in the condition when this Sublease commenced, reasonable wear and tear excepted, or may retain the improvements without any reimbursement to the Authority.

**12. Insurance.** The Authority agrees that it will maintain at its expense at all times during the term of this Sublease, with insurers of recognized responsibility, minimum insurance coverages as set forth in the attached Exhibit B. All such insurance, except worker's compensation, shall name Atlantic, Atlantic Aviation FBO Inc., their respective direct and indirect subsidiaries and affiliated companies under common control with Atlantic Aviation FBO Inc., the Authority, and each of their respective officers, directors, agents, servants, contractors and employees as additional insureds (the "Additional Insureds") and respond on a primary basis. The Authority and its insurance carrier(s) agree to waive all rights of subrogation in favor of the Additional Insureds. Atlantic acknowledges that the Authority previously has delivered a certificate evidencing the minimum insurance coverage required hereunder. The Authority shall provide Atlantic with an updated certificate promptly upon the renewal of any insurance policy described in the certificate. If the Authority fails to perform any of its obligations regarding the acquisition and maintenance

of insurance, Atlantic may perform the same and the cost of same shall be payable by the Authority upon Atlantic's demand. The Authority acknowledges that its potential liability under this Sublease is not limited to the amount of insurance coverage it maintains or the limits required herein.

**13. General Indemnity.** Any and all injury, breakage, or damage to the Subleased Premises or the real property of which the Subleased Premises is a part, arising from any act or omission of the Authority or its agents, contractors, servants, invitees, or employees (collectively, the "Authority Parties") may be repaired by Atlantic at the sole expense of the Authority. The Authority shall indemnify, save, and hold harmless the Additional Insureds from any and all liabilities, expenses, causes of action, damages, and/or reasonable attorneys' fees resulting from or arising out of any of the Authority's businesses, operations, occupancy, or use of the Subleased Premises, or from any act or omission of the Authority Parties, except to the extent caused solely by the gross negligence or willful misconduct of Atlantic.

**14. Disclaimers of Liability.**

A. All personal property of the Authority Parties in and on the Subleased Premises, or on any part of the real property on which the Subleased Premises is located, shall be and remain therein under any and all circumstances at the sole risk of such parties and Atlantic shall in no event be liable to any such person or party for any damage to or loss thereof. Atlantic shall not be liable for any personal injury to the Authority Parties arising from the use and condition of the Subleased Premises or any part of the real property on which the Subleased Premises is located.

B. THE PARTIES AGREE THAT UNDER NO CIRCUMSTANCES SHALL ATLANTIC, ATLANTIC AVIATION FBO INC., THEIR RESPECTIVE DIRECT AND INDIRECT SUBSIDIARIES AND AFFILIATED COMPANIES UNDER COMMON CONTROL WITH ATLANTIC AVIATION FBO INC. BE LIABLE TO THE AUTHORITY PARTIES FOR INDIRECT, CONSEQUENTIAL, SPECIAL, PUNITIVE OR EXEMPLARY DAMAGES (INCLUDING DAMAGES FOR LOSS OF USE, LOST PROFITS OR LOST OPPORTUNITY), WHETHER IN CONTRACT OR TORT (INCLUDING STRICT LIABILITY AND NEGLIGENCE). ATLANTIC SHALL HAVE NO OBLIGATION TO KEEP, MAINTAIN OR SECURE THE AUTHORITY'S PROPERTY, AND THE AUTHORITY ASSUMES ALL RISK OF LOSS OR DAMAGE TO ITS PROPERTY LOCATED IN THE SUBLEASED PREMISES.

**15. Default; Remedies.**

A. An "Event of Default" by the Authority shall be deemed to have occurred in the event (i) the Authority fails to pay any sum when due hereunder and does not cure such failure within 10 business days after written notice from Atlantic which references the cure period; or (ii) the Authority otherwise defaults under this Sublease and fails to commence to cure the default within 30 days after written notice of the default from Atlantic, or having commenced a cure, thereafter fails to diligently prosecute the cure to completion.

B. Upon an Event of Default by the Authority, Atlantic may terminate this Sublease upon 60 days' prior written notice to the Authority, and Atlantic shall be entitled to the remedies

under Civil Code Section 1951.2 and any and all other remedies (including injunctive relief) under applicable law.

**16. Recording.** In no event shall this Sublease or any memorandum hereof be recorded.

**17. Notices.** Any notices, invoices, or other documents related to this Sublease shall be deemed received on: (a) the day of delivery, if delivered by hand during regular business hours or by e-mail before or during regular business hours; (b) the business day after delivery, if delivered by e-mail after 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 Sublease 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.

If to Atlantic, to:

Mercury Air Center-Burbank, Inc. dba Atlantic Aviation  
10750 Sherman Way  
Burbank, CA 91505  
Attn: General Manager  
Email address: [Julie.Broderick@atlanticaviation.com](mailto:Julie.Broderick@atlanticaviation.com)

With a copy to:

Mercury Air Center-Burbank, Inc. dba Atlantic Aviation  
5525 Granite Parkway, Suite 1700  
Plano, TX 75024  
Attn: General Counsel  
Email address: [Dawud.Crooms@atlanticaviation.com](mailto:Dawud.Crooms@atlanticaviation.com)

If to Authority, to:

Burbank-Glendale-Pasadena Airport Authority

Before RPT Opening Date (10/13/26):

2627 N. Hollywood Way  
Burbank, CA 91505  
Attn: Business & Properties

On or after RPT Opening Date (10/13/26):

2827 N. Hollywood Way  
Burbank, CA 91505  
Attention: Business & Properties

**18. Time.** Time is of the essence of this Sublease and each and all of its provisions in which performance is a factor.

**19. Rules of Construction.** Unless otherwise indicated or apparent from the context, the following rules of construction shall apply. The singular includes the plural and vice versa; the term “shall” is mandatory and the term “may” is permissive; the term “business day” means a non-holiday weekday; the term “regular business hours” means the period from 8:00 a.m. PST to 5:00 p.m. PST on a business day; and the terms “include,” “includes,” and “including” are illustrative and nonexhaustive.

**20. Litigation.** In the event that either party shall commence legal action to enforce or interpret this Sublease, the venue for litigation shall be Los Angeles County, California. The interpretation of this Sublease 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.

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

**22. Entire Agreement.** The attached Exhibits A and B are incorporated into this Sublease by reference. This Sublease (including the attached Exhibits) represents the entire and integrated contract between the parties regarding the Subleased Premises. This Sublease supersedes all prior oral or written negotiations, representations and contracts related to the Subleased Premises. This Sublease 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 Sublease.

[SIGNATURES ON FOLLOWING PAGE]

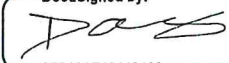
TO EXECUTE THIS SUBLEASE, the parties have caused their authorized representatives to sign below.

**MercuryAir Center - Burbank, Inc.**

By: Timothy Bannon  
Timothy Bannon (May 21, 2020 13:53:54 CDT)

Print Name: Timothy Bannon

Chairperson  President  Vice President

DocuSigned by:  
  
2FB60A743448408...

Print Name: Dawud Crooms

Secretary  Asst. Secretary  
 Chief Finance Officer  Asst. Treasurer

[Pursuant to 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 A. Talamantes, President

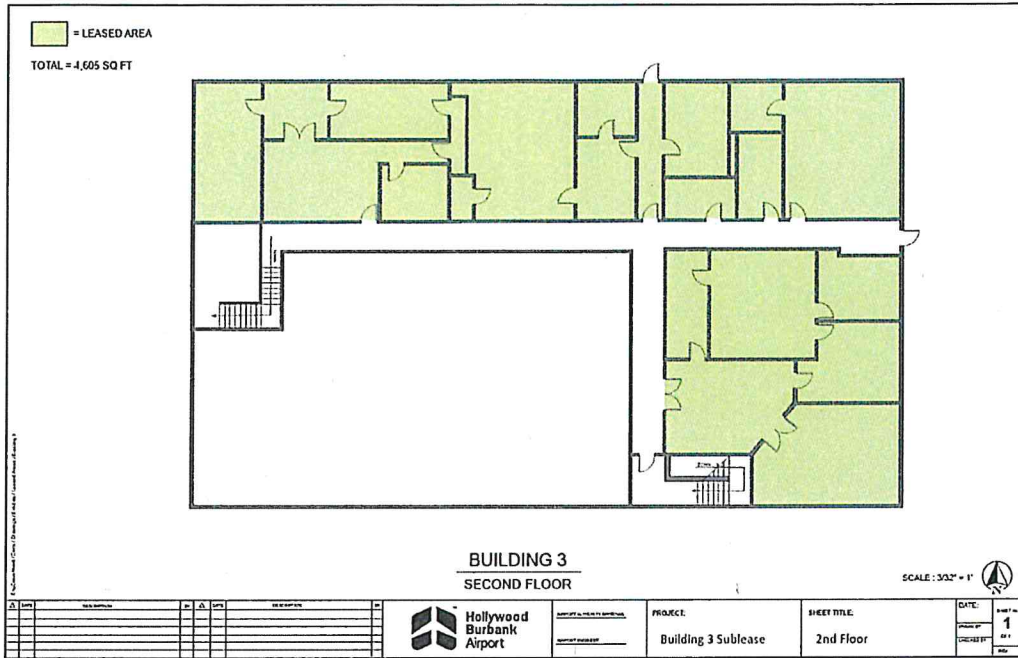
Approved as to form:

Richards, Watson & Gershon  
A Professional Corporation



# EXHIBIT A Subleased Premises

## Second Floor Subleased Premises



**EXHIBIT B**  
**Insurance Requirements**

(Attached)

# Amended Restated Office Space Sublease (003)

Final Audit Report

2026-05-21

Created:	2026-05-21
By:	Nancy Lopez (nancy.lopez@atlanticaviation.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAoqKvQABhspBbr8yvo2rMRKJruEMXtNUB

## "Amended Restated Office Space Sublease (003)" History



Document created by Nancy Lopez (nancy.lopez@atlanticaviation.com)

2026-05-21 - 6:30:25 PM GMT



Document emailed to Tim Bannon (tim.bannon@atlanticaviation.com) for signature

2026-05-21 - 6:30:30 PM GMT



Email viewed by Tim Bannon (tim.bannon@atlanticaviation.com)

2026-05-21 - 6:36:26 PM GMT



Signer Tim Bannon (tim.bannon@atlanticaviation.com) entered name at signing as Timothy Bannon

2026-05-21 - 6:53:52 PM GMT



Document e-signed by Timothy Bannon (tim.bannon@atlanticaviation.com)

Signature Date: 2026-05-21 - 6:53:54 PM GMT - Time Source: server - Signature Appearance Selected: TYPE



Agreement completed.

2026-05-21 - 6:53:54 PM GMT

