September 3, 2026

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

NOTICE is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Tuesday, September 8, 2026, at 9:00 a.m., in the Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, CA 91505.

You may also participate at the following address:

13 Sarmen Street
Yerevan, 0009
Armenia

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

T Williams

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

SPECIAL MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Tuesday, September 8, 2026
9:00 a.m.

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

When in-person attendance or participation at meetings of the Committee 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 Committee during the public comment period, fill out a speaker request card and present it to the Board Secretary.***
- ***Confine remarks to agenda items or to airport-related non-agenda matters that are within the Committee's subject matter jurisdiction.***
- ***Limit comments to three minutes or to such other period of time as may be specified by the presiding officer.***

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The following activities are prohibited:

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

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

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

A G E N D A

Tuesday, September 8, 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. Consent to Assignment of Advertising Program and Internet Protocol Television Concession Agreement for Hollywood Burbank Airport - Clear Channel Outdoor, Airports Division ***[See page 1]***

   b. Approval of Amendment No. 2 Professional Services Agreement On-Call Architectural and Engineering Services ***[See page 5]***

   c. Brochure Rack Concession Agreement and Second Agreement to Concession and Lease Agreement – Certified Travel Media, LLC ***[See page 7]***

   d. Amendment No. 1 to Professional Services Agreement for Traffic Management Support ***[See page 9]***

6. ITEMS FOR COMMISSION APPROVAL

   a. Approval of Aid-in-Construction Deposit to City of Burbank Replacement Passenger Terminal Project ***[See page 11]***

   b. Approval of Amendment No. 4 to Professional Services Agreement with Allied Universal Security Services and Additional Approval of Mutual Termination of Inspection Services Reimbursement Agreement with MCS Burbank and HG Burbank; Approval of Inspection Services Reimbursement Agreement with MCS Burbank and MRG Burbank ***[See page 16]***

   c. Amendment to Lease Nos. LCA01775 & LCA02701 General Services Administration ***[See page 21]***

   d. Terminal Space Lease – General Services Administration ***[See page 22]***

   e. Replacement Passenger Terminal Day One Parking Program Step-Up Daily Rates, Employee Parking Rate, and Electric Vehicle Charging Rate ***[See page 24]***

7. ITEMS FOR COMMISSION DISCUSSION

   a. Airport History Book

8. ITEMS FOR COMMISSION INFORMATION

   a. Replacement Passenger Terminal Concessions Update

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 September 21, 2026, for the next regularly scheduled meeting of the Burbank-Glendale-Pasadena Airport Authority, 2627 N Hollywood Way, Skyroom

[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. CONSENT TO ASSIGNMENT OF ADVERTISING PROGRAM AND INTERNET PROTOCOL TELEVISION CONCESSION AGREEMENT FOR HOLLYWOOD BURBANK AIRPORT – CLEAR CHANNEL OUTDOOR, AIRPORTS DIVISION. A staff report is included in the agenda packet. At its meeting on July 20, 2026, the Finance and Administration Committee voted (2–0, 1 absent) to recommend that the Commission approve a Protocol Television Concession Agreement with Clear Channel Airports, Inc. dba Clear Channel Outdoor, Airports Division ("Clear Channel"). The Consent is necessary because of a change in ownership of Clear Channel's parent company.

b. APPROVAL OF AMENDMENT NO. 2 PROFESSIONAL SERVICES AGREEMENT – ON-CALL ARCHITECTURAL AND ENGINEERING SERVICES. A staff report is included in the agenda packet. At its meeting on September 2, 2026, the Executive Committee voted unanimously (3–0) to recommend that the Commission approve Amendment No. 2 to the Professional Services Agreement with HNTB Corporation. The Amendment proposes to: 1) Exercise the first of the two available one-year extension options and extend the contract to December 17, 2027; and 2) Increase the amount of the PSA by $500,000 to provide for continued on-call architectural and engineering services resulting in a revised not-to-exceed amount of $1,175,000.

c. BROCHURE RACK CONCESSION AGREEMENT AND SECOND AGREEMENT TO CONCESSION AND LEASE AGREEMENT – CERTIFIED TRAVEL MEDIA, LLC. A staff report is included in the agenda packet. At its meeting on September 2, 2026, the Executive Committee voted unanimously (3–0) to recommend that the Commission approve a Second Amendment to the Concession and Lease Agreement and a new Brochure Rack Concession Agreement with Certified Travel Media, LLC. Certified Travel Media formerly was known as Certified Folder Display, Inc.

d. AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT FOR TRAFFIC MANAGEMENT SUPPORT. A staff report is included in the agenda packet. At its meeting on September 2, 2026, the Executive Committee voted unanimously (3–0) to recommend that the Commission approve: 1) Amendment No. 1 to the Professional Services Agreement with LAZ Parking California, LLC. The Amendment will increase the original contract value of $74,368.29 by $55,341, resulting in a not-to-exceed amount of $129,709.29.; and 2) approve a contingency of $20,000, approximately 15% , of the total contract value to cover any other unforeseen changes.

6. ITEMS FOR COMMISSION APPROVAL

a. APPROVAL OF AID-IN-CONSTRUCTION DEPOSIT TO CITY OF BURBANK – REPLACEMENT PASSENGER TERMINAL PROJECT. A staff report is included in the agenda packet. At its meeting on September 2, 2026, the Executive Committee voted unanimously (3–0) to recommend that the Commission approve an Aid-in-Construction deposit request from the City of Burbank on behalf of Burbank Water and Power for the Replacement Passenger Terminal electrical power infrastructure.

b. APPROVAL OF AMENDMENT NO. 4 TO PROFESSIONAL SERVICES AGREEMENT WITH ALLIED UNIVERSAL SECURITY SERVICES AND ADDITIONAL APPROVAL OF MUTUAL TERMINATION OF INSPECTION SERVICES REIMBURSEMENT AGREEMENT WITH MCS BURBANK AND HG BURBANK; APPROVAL OF INSPECTION SERVICES REIMBURSEMENT AGREEMENT WITH MCS BURBANK AND MRG BURBANK. A staff report is included in the agenda packet. At its meeting on August 17, 2026, the Operations and Development Committee voted (2–0, 1 absent) to recommend that the Commission approve Amendment No. 4 ("Amendment") to the Professional Services Agreement ("Agreement") with Universal Protection Service LP dba Allied Universal Security Services. The Agreement is for airport security and traffic control services, as well as for consumer item inspection services that are reimbursed by food service and retail concessionaires. The Amendment exercises the second of two one-year extension options of the Agreement, adjusts the fee schedule for the November 2026 - October 2027 contract year, updates the federal requirements exhibit, and provides an opportunity for Allied to receive a revocable, no-fee license to use Replacement Passenger Terminal office space at the sole discretion of the Authority. Staff further seeks Commission approval of three items to facilitate the transition of consumer item inspection services from the existing terminal to the Replacement Passenger Terminal ("RPT"): 1) a proposed Mutual Termination of Inspection Services Reimbursement Agreement ("Mutual Termination") with MCS Burbank LLC ("MCS") and HG Burbank JV. The Mutual Termination will end a 2018 Inspection Reimbursement Services Agreement between the Authority, MCS, and Hudson that addresses payment for consumer item inspection services in the existing passenger terminal; 2) a proposed Inspection Services Reimbursement Agreement ("2026 Reimbursement Agreement") with MCS and MRG Burbank LLC. The 2026 Reimbursement Agreement addresses payment for consumer item inspection services in the RPT.

c. AMENDMENT TO LEASE NOS. LCA01775 & LCA02701 – GENERAL SERVICES ADMINISTRATION. A staff report is included in the agenda packet. At its meeting on July 20, 2026, the Finance and Administration Committee voted (2–0, 1 absent) to recommend that the Commission approve Lease Amendments with the General Services Administration ("GSA") to comply with the language modification mandated under Executive Order No. 14398. The Lease Amend-ments are for the 2011 Hangar Lease and the 2023 Terminal Space Lease executed by the Authority and GSA.

d. TERMINAL SPACE LEASE – GENERAL SERVICES ADMINISTRATION. A staff report is included in the agenda packet. At its meeting on August 17, 2026, the Finance and Administration Committee voted (2–0, 1 absent) to recommend that the Commission approve a new Terminal Space Lease with the United States of America, acting through the General Services Administration on behalf of the

Transportation Security Administration for 4,379 square feet of exclusive office space at the Replacement Passenger Terminal.

e. REPLACEMENT PASSENGER TERMINAL DAY ONE PARKING PROGRAM. A staff report is included in the agenda packet. At its meeting on July 20, 2026, the Commission considered parking rates for the Replacement Passenger Terminal (“RPT”) Day One parking configuration and directed Staff to return with an analysis of a “step-up” rate structure for the RPT Parking Structure’s Self-Park and Valet operations. As directed, Staff has evaluated opening the RPT Parking Structure at daily rates of $49 for Self-Park and $59 for Valet, which would be effective from October 13, 2026, through June 30, 2027, with rates stepping up to the originally recommended $54 for Self-Park and $68 for Valet effective July 1, 2027. The remote Lots F and G would remain at $28 and $24 per day, respectively, as originally presented. Staff recommends that the Commission approve this step-up rate structure along with the originally presented rates for remote Lots F and G.

7. ITEMS FOR COMMISSION DISCUSSION

a. AIRPORT HISTORY BOOK

8. ITEMS FOR COMMISSION INFORMATION

a. REPLACEMENT PASSENGER TERMINAL CONCESSIONS UPDATE. No staff report attached. Staff will provide an update on the progress of the concession programs in the Replacement Passenger Terminal Project.

STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
SEPTEMBER 8, 2026

CONSENT TO ASSIGNMENT OF ADVERTISING PROGRAM AND INTERNET PROTOCOL TELEVISION CONCESSION AGREEMENT FOR HOLLYWOOD BURBANK AIRPORT

CLEAR CHANNEL OUTDOOR, AIRPORTS DIVISION

Prepared by Derrick Cheng
Manager, Business & Properties

SUMMARY

At its meeting on August 17, 2026, the Finance and Administration Committee ("Committee") voted (2–0, 1 absent) to recommend that the Commission approve a proposed Consent to Assignment, copy attached, of the Advertising Program and Internet Protocol Television Concession Agreement ("Concession Agreement") with Clear Channel Airports, Inc. dba Clear Channel Outdoor, Airports Division ("Clear Channel"). The Consent is necessary because of a change in ownership of Clear Channel's parent company.

BACKGROUND

On November 17, 2025, the Commission awarded the Concession Agreement to Clear Channel for the development, management, and operation of an advertising program and internet protocol television system in the Replacement Passenger Terminal to provide curated content that includes live television and digital advertising.

The Concession Agreement prohibits Clear Channel from assigning or transferring this Agreement without the consent of the Authority.

On June 8, 2026, staff was informed that Clear Channel's parent company, Clear Channel Outdoor Holdings, Inc. entered into an Agreement and Plan of Merger ("Merger Agreement") with Madison Parent Inc. The proposed Merger Agreement will result in Clear Channel being a wholly owned subsidiary of Madison Parent Inc.

Consenting to the assignment of the Concession Agreement that will result from the completion of the merger does not amend the Concession Agreement which will continue in full force and effect in accordance with its terms.

IMPACT ON REVENUE

The proposed Consent to Assignment is revenue neutral to the Authority.

RECOMMENDATION

At its meeting on August 17, 2026, the Committee voted (2–0, 1 absent) to recommend that the Commission approve the proposed Consent to Assignment for the Concession Agreement with Clear Channel and authorize the President to execute the same.

CONSENT TO ASSIGNMENT OF
ADVERTISING PROGRAM AND INTERNET PROTOCOL TELEVISION
CONCESSION AGREEMENT

This Consent to Assignment of Advertising Program and Internet Protocol Television Concession Agreement ("Consent") is dated __________, 2026 and is executed by the Burbank-Glendale-Pasadena Airport Authority ("Authority"), a California joint powers agency, in favor of Clear Channel Airports, Inc. ("Concessionaire"), a Pennsylvania corporation doing business as Clear Channel Outdoor, Airports Division.

R E C I T A L S

A. The Authority and Concessionaire are parties to a November 17, 2025 Advertising Program and Internet Protocol Television Concession Agreement ("Concession Agreement").

B. The Concession Agreement prohibits Concessionaire from assigning, hypothecating, encumbering, or transferring the contract or any Concessionaire's rights, duties, or obligations under the contract without the Authority's prior written consent.

C. On June 8, 2026, the Authority received a letter from Concessionaire giving notice that Concessionaire's parent company, Clear Channel Outdoor Holdings, Inc., entered into an Agreement and Plan of Merger ("Merger Agreement") with Madison Parent Inc. and Madison Merger Sub Inc. on February 9, 2026. The proposed merger will result in Clear Channel Outdoor Holdings, Inc. being a wholly-owned subsidiary of Madison Parent Inc. and Concessionaire has requested the Authority's consent to the associated assignment of the Concession Agreement.

NOW, THEREFORE, the Authority declares as follows:

1. Consent. The Authority consents to the assignment of the Concession Agreement that will result from the completion of the merger provided for in the Merger Agreement. This Consent does not amend the Concession Agreement, which shall remain in full force and effect without any modification following the completion of the merger provided for in the Merger Agreement.

2. Reservation of Rights. Neither the assignment provided for in the Merger Agreement nor the Authority's consent thereto shall release Concessionaire from any liabilities or obligations arising under the Concession Agreement. Nothing in this Consent waives any defaults by the Concessionaire that may exist under the Concession Agreement, and the Authority reserves all of its rights and remedies with respect to any such defaults.

EXECUTED:

Burbank-Glendale-Pasadena Airport Authority

____

Tyron Hampton, President

STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
SEPTEMBER 8, 2026

APPROVAL OF AMENDMENT NO. 2
PROFESSIONAL SERVICES AGREEMENT
ON-CALL ARCHITECTURAL AND ENGINEERING SERVICES

Prepared by Vincent Nguyen
Director of Engineering

SUMMARY

At its meeting on September 2, 2026, the Executive Committee (“Committee”) voted unanimously (3–0) to recommend that the Commission approve a proposed Amendment No. 2 (“Amendment”), copy attached, to the Professional Services Agreement (“PSA”) with HNTB Corporation (“HNTB”). The Amendment proposes to:

1. Exercise the first of the two available one-year extension options and extend the contract to December 17, 2027.
2. Increase the amount of the PSA by $500,000 to provide for continued on-call architectural and engineering services (“A/E Services”), resulting in a revised not-to-exceed amount of $1,175,000.

BACKGROUND

On December 18, 2023, the Commission awarded a three-year contract with two one-year extension options to HNTB for on-call A/E Services with a not-to-exceed contract limit of $375,000. On October 20, 2025, the Commission approved Amendment No.1 which increased the contract value by $300,000. The original contract amount authorized under the PSA was intentionally established at a modest level to allow for time to assess the level of on-call A/E Services that would be needed to supplement staff in addressing a wide range of airport projects and operational needs.

To date, fourteen task orders have been issued under the PSA totaling $672,288.25. These tasks generally provided support for projects ranging from structural condition assessment of existing structures, electrical design for shuttle EV chargers, tenant improvement project, pavement rehabilitation design, construction management for the Replacement Parking Structure elevator and the Southeast Quadrant Reconfiguration, as well as the pavement condition rating analysis for Federal Aviation Administration compliance.

For the past two years, HNTB has provided responsive, high-quality services and has remained in good standing with the Authority. HNTB has the technical breadth, understanding of aviation, and specialized expertise needed to efficiently support the Authority’s ongoing engineering needs.

The proposed Amendment will provide the flexibility for the Authority to continue addressing time-sensitive and critical engineering tasks, including limited design on electrical infrastructure upgrades, Regional Intermodal Transportation Center detention basin improvements, project support for minor pavement improvements, quality assurance testing, and other unforeseen needs. While staff continues to provide project leadership and oversight, the current overall workload exceeds available internal resources. Design services also require specialized technical expertise that must be maintained through dedicated practice areas. Utilizing on-call services allows the Authority to efficiently supplement staff capacity and access specialized expertise when needed.

BUDGET IMPACT

Appropriations for the on-call A/E Services in the amount of $250,000 were included in the FY 2027 adopted budget. Funding appropriations from July 2027 to December 2027 will be included in the FY 2028 budget request. Unless otherwise authorized, task orders requiring funding greater than $75,000 will be presented to the Commission for its consideration and approval.

RECOMMENDATION

At its meeting on September 2, 2026, the Committee voted unanimously (3–0) to recommend that the Commission approve the proposed Amendment for continued on-call A/E Services and authorize the President to execute the same.

STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
SEPTEMBER 8, 2026

BROCHURE RACK CONCESSION AGREEMENT AND SECOND AMENDMENT TO CONCESSION AND LEASE AGREEMENT CERTIFIED TRAVEL MEDIA, LLC

Prepared by Derrick Cheng
Manager, Business & Properties

SUMMARY

At its meeting on September 2, 2026, the Executive Committee (“Committee”) voted unanimously (3–0) to recommend that the Commission approve a proposed Second Amendment to Concession and Lease Agreement (“Second Amendment”) and a new Brochure Rack Concession Agreement (“New Agreement”) with Certified Travel Media, LLC (“Certified Travel Media”), copies attached. Certified Travel Media formerly was known as Certified Folder Display, Inc. (“Certified Folder”).

The proposed Second Amendment will: (1) consent to Certified Folder’s transfer of interest to Certified Travel Media resulting from Certified Travel Media’s parent company, CTM Media Group, Inc. (“CTM”) acquiring Certified Folder; and (2) terminate the current contract on the existing terminal’s closing date scheduled to be October 12, 2026. The proposed new Agreement will provide for Certified Travel Media’s continued placement of brochure display racks in the Customer Service Building of the Regional Intermodal Transportation Center (“RITC”) once the Replacement Passenger Terminal (“RPT”) has opened.

BACKGROUND

On November 12, 2015, the Commission awarded a Concession and Lease Agreement (“Original Agreement”) to Certified Folder for the installation, maintenance and operation of five brochure display racks providing information on activities and attractions in the Burbank/Los Angeles local area and the Southern California region.

The brochure display racks are located in Terminal A and B Baggage Claim, Terminal A main entrance and in the Customer Service Building on the second floor of the RITC.

The First Amendment to the Original Agreement extended the term of the contract through December 31, 2026.

In July 2026, Staff was informed that Certified Folder was acquired by CTM on January 5, 2026. CTM desires to continue its operations under the Original Agreement as Certified Travel Media.

The proposed Second Amendment will: (1) consent to Certified Folder’s transfer of interest resulting from the change in ownership; and (2) terminate the Original Agreement as of

October 12, 2026. Upon termination, Certified Travel Media will be required to remove its brochure display racks from the existing terminal.

Neither the change in ownership nor the Authority's consent releases Certified Folder, CTM or Certified Travel Media from any of the liabilities and obligations arising under the Original Agreement.

Concurrently, Certified Travel Media desires to enter into the proposed New Agreement to continue its operation in the Customer Service Building located on the second floor of the RITC. Certified Travel Media will remove and replace the two existing brochure display racks with two upgraded brochure display racks as well as add two additional brochure display racks.

The proposed New Agreement is for an initial term of three years and allows the Executive Director to approve two additional one-year extension options.
Monthly rent will be 25% of the monthly gross revenue which is the current rent under the Original Agreement.

<u>DETAILS</u>

Key components of the proposed New Agreement are:

<u>Premises</u>:	4 brochure display racks in the Customer Service Building located on the second floor of the RITC
<u>Term</u>:	Three years (October 13, 2026, through October 12, 2029)
<u>Extension Options</u>:	Two, one-year extension options
<u>Termination</u>:	Sixty days' prior written notice by either party
<u>Rent</u>:	25% Gross Revenue
<u>Other</u>:	Executive Director authorized to approve the one-year extension requests

<u>REVENUE IMPACT</u>

The proposed New Agreement will generate revenue for the Authority in the amount of 25% of Certified Travel Media's gross revenue. Staff estimates this to be approximately $1,316.73 per month or $15,800.76 per year, based on Certified Travel Media's gross revenue from Fiscal Year 2025-2026.

<u>RECOMMENDATION</u>

At its meeting on September 2, 2026, the Committee voted (3–0) to recommend that the Commission approve the proposed Second Amendment and the proposed New Agreement, and to authorize the President to execute the same.

STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
SEPTEMBER 8, 2026

AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT
FOR TRAFFIC MANAGEMENT SUPPORT

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

SUMMARY

At its meeting on September 2, 2026, the Executive Committee ("Committee") voted unanimously (3–0) to recommend that the Commission:

1.) Approve a proposed Amendment No. 1 ("Amendment"), copy attached, to the Professional Services Agreement ("PSA") with LAZ Parking California, LLC ("LAZ"). The proposed Amendment will increase the original contract value of $74,368.29 by $55,341, resulting in a not-to-exceed amount of $129,709.29.
2.) Approve a contingency of $20,000, or approximately 15%, of the total contract value to cover any other unforeseen changes.

BACKGROUND

On July 7, 2026, pursuant to the Authority Expenditure Policy, the Executive Director executed a PSA with LAZ to support the traffic management activities in relation to the Replacement Passenger Terminal ("RPT") project construction along Hollywood Way, from Winona Avenue to Thornton Avenue. This off-site RPT work is required as part of the Authority's Development Agreement with the City of Burbank ("City"). The construction work reconfigures Hollywood Way to modify turn lanes and to include bikeways and bioswales.

Due to the nature of the work, traffic closure implementations along Hollywood Way and adjacent streets are required. In discussion with the City of Burbank Traffic division, deploying traffic officers/directors was highly recommended to ensure impacts to the public's access to the terminal could be addressed and mitigated. Outside of the City Police Department and the Airport Police Department, LAZ is the only entity that the City allows to direct traffic on public streets.

Currently, the PSA with LAZ has a not-to-exceed amount of $74,368.29 providing approximately 900 hours of as-needed service. It was difficult to anticipate the level of effort and the hours that would be required due to the absence of information on the severity of anticipated traffic impacts. In addition, the contractor has revised the construction schedule to accelerate work and meet schedule. To date, approximately 800 hours of available time have been utilized. While there has been no significant impact on the passengers due to construction, Staff believes it is necessary to amend the PSA to increase the contract limit to provide 700 additional hours to ensure impacts remain minimal.

FUNDING

The adopted FY 2027 budget includes appropriations for the RPT Project which will accommodate these traffic management support expenditures.

RECOMMENDATION

At its meeting on September 2, 2026, the Committee voted unanimously (3–0) to recommend that the Commission approve the Amendment with LAZ for additional traffic management support services and a contingency to address any unforeseen requirements.

STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
SEPTEMBER 8, 2026

APPROVAL OF AID-IN-CONSTRUCTION DEPOSIT
TO CITY OF BURBANK
REPLACEMENT PASSENGER TERMINAL PROJECT

Presented by Perry Martin
Jacobs - Sr. Program Manager

SUMMARY

At its meeting on September 2, 2026, the Executive Committee ("Committee") voted unanimously (3–0) to recommend that the Commission approve an Aid-In-Construction ("AIC") deposit request, copy attached, from the City of Burbank ("City") on behalf of Burbank Water and Power ("BWP") for the Replacement Passenger Terminal ("RPT") electrical power infrastructure.

1. **$19,670,093** – Design Builder Contract

BACKGROUND

On December 19, 2022, the Commission awarded Holder, Pankow, TEC – A Joint Venture ("HPTJV") a design-build agreement for the RPT Project. Construction is progressing well with the October 13, 2026, opening in sight. The project team, including airport staff, Jacobs Project Management staff and members of the HPTJV design-build team, continues to coordinate with BWP representatives to implement permanent power to the RPT and ancillary facilities.

The power implementation sequence for the RPT is as follows:

- **Phase 1:** 3.5 MVA temporary power for construction trailers and equipment, distributed through existing infrastructure built as part of the Avion development. Energization was completed in July 2025.

- **Phase 2:** 17 MVA temporary power for commissioning and opening the RPT to the public. Two additional feeders from the Ontario substation are required. Energization was completed in December 2025.

- **Phase 3:** Permanent power that will feed the RPT on a long-term basis. BWP will decommission **the** Clybourn substation and will use its existing infrastructure to transmit power to the location of the new substation. The substation is expected to be completed and energized by 2028/2029. Power from Phase 2 will be deenergized once the substation is operational.

The City expects to execute a contract with a design-builder by the end of the year for construction of the community substation that will provide permanent power to the RPT.

The estimated cost for the design-builder scope of work is estimated at $19,670,093, bringing the total projected cost to date for both the temporary power and the new community substation to $70,253,937.

Date	Amount	Purpose
Sep-26	$19,670,093	**AIC -** Design-Builder Contract
Nov-25	$17,689,970	**AIC -** 69kV Sub-transmission lines (substructure & cable install, inspections, Clybourn conversion)
Oct-25	$1,130,334	**Task Order Amendment -** Additional scope for BWP switch yard that will serve the new community substation
Aug. 2025	$6,000,000	**AIC -** Phase 3 – Convert sub transmission electrical lines only from overhead to underground, on Clybourn Ave and Sherman Way to replace 4kV distribution overhead lines with 12kV distribution lines. (Taken from Owner Contingency)
Aug-25	$712,570	**AIC** - Phase 1 & 2 - 17 MVA temporary power, engineering, substructure inspection and Clybourn substation 12kV conversion (engineering, labor, material and equipment).
Aug-25	$2,050,000	**AIC** - Phase 3 (permanent power) substation engineering, procurement, construction (EPC) contract award deposit.
Jun-25	$225,000	**AIC** - Phase 3 engineering of community substation
Oct-24	$3,228,200	**AIC -** Temporary Terminal Power Phase 2 - 12kV
Oct-24	$7,110,070	**AIC -** 17 MVA Distribution Substructure and Phase 2 Inspections
Sept-24	$9,257,700	**AIC -** Phase 3 (Permanent Power) to order long-lead time items for the proposed new 12kV community substation
Sept-24	$200,000	**AIC -** Phase 3 (Permanent Power) transmission and distribution engineering for the substation.
Aug-24	$860,000	**AIC -** Phase 1 & 2 engineering and balance of 12kV distribution materials and labor to bring construction power.
Aug-24	$100,000	**AIC -** Phase 2 engineering to bring temporary 17MVA power.
Jun-24	$40,000	**AIC -** BWP site inspector for the electrical substructure installation, manholes, conduit placement, concrete encasement, slurry backfill, compaction, mandrelling conduit, etc. for temporary Phase 1 power.
Sept-23	$1,411,000	**AIC** - Additional material and labor cost to bring temp Phase 2 power.
Jun-23	$494,000	**AIC** - Procurement and installation of cabling and switches for the feeder lines for Phase 1, construction power.
Mar-23	$50,000	**AIC** - Electrical power requirement feasibility study.
Sep-22	$25,000	**AIC** - Electrical power requirement feasibility study.
Total to date	$70,253,937	

BWP will charge against the AIC deposits for the actual costs and quantities. Any remaining funds will either be refunded or credited to future work.

Based on evaluations conducted by the project management team, BWP's feasibility study, and an independent review by the retired General Manager and Chief Engineer of the Los Angeles Department of Water and Power, the project team concluded that a community substation is the most practical and beneficial power solution for the RPT Project.

This approach allows power to be shared between the City and the Authority, offering significant operational and infrastructure benefits to both parties. The Electrical Service Agreement ("ESA") between the City and the Authority has been fully executed, formalizing the arrangement and enabling implementation of the new community substation.

BWP intends to commence procurement of a design-builder in Q4 2026 to design and construct the new community substation, which is expected to be completed in 2028/2029.
This request is based on the previous BWP procurements of substations of similar size in Burbank. The finalized scope with the selected design-builder will be coordinated with the Authority to ensure alignment with the ESA and overall project funding strategy.

FUNDING

The proposed AIC deposit will be funded by the Owner's Contingency budget.
To date, $30,544,793 has been executed through Task Order Amendments, leaving a current balance of $25,455,207. However, after accounting for this AIC deposit, projected future drawdowns and credits, the remaining contingency balance is estimated at $1,859,051.

Original Budget	Authorized to Date	Current Balance	Projected Draw Downs	Estimate at Completion	Remaining Balance
$56,000,000	$30,544,793	$25,455,207	$23,596,156	$54,140,949	$1,859,051

RECOMMENDATION

At its meeting on September 2, 2026, the Committee voted unanimously (3–0) to recommend that the Commission approve the proposed AIC deposit to the City in the amount of $19,670,093 and authorize staff to remit payment.

CITY OF BURBANK
WATER AND POWER

September 16, 2025

Hollywood Burbank Airport
2627 N Hollywood Way
Burbank, CA 91505
Attn: Stephanie Gunawan-Piraner

Re: Phase 3 (Permanent Power) Substation Design-Build for Hollywood Burbank Airport Replacement Terminal

Dear Ms. Gunawan-Piraner:

Burbank Water and Power (BWP) requires the payment of an aid-in-construction deposit, in accordance with the rules and regulations, to recover costs incurred by the Department for providing electric service as part of Burbank-Glendale-Pasadena Airport Authority's ("Burbank Airport") BUR Replacement Passenger Terminal Project ("Project") at 2761 N. Hollywood Way. The aid-in-construction deposit for substation build will allow BWP to align with the Burbank Airport's proposed construction schedule while Burbank Airport and BWP negotiate agreements for a substation agreement (together with all amendments, restatements or modifications, the "Agreement"). If the Agreement is executed, this AIC deposit will then be accounted for within the Agreement. This AIC payment due date shall be in accordance with the payment milestones in the Agreement. By paying this deposit, Burbank Airport acknowledges the terms of this letter and that the Agreement must be executed before the award of the Design-Build contract for the substation. This AIC letter does not constitute the City of Burbank's approval of the Project or the Agreement. The estimated cost related to the above project is as follows:

Substation Design-Build $19,670,093

TOTAL amount to be paid by the customer **$19,670,093**

The $19,670,093 is a deposit that will be credited toward the actual charges for this project. Payment of the above amount must be received before work is started by our Department.

The check should be made payable to the City of Burbank. If mailed, please address the envelope to Burbank Water and Power, ATTN: Jessica Chen, 164 W. Magnolia Blvd., Burbank, CA 91502. Payments by check must match the customer account previously created by BWP with the bill-to information provided. BWP will not accept any payments nor refund any accounts that do not match the customer account. Please verify that the name addressed on this letter matches the check you intend to make payment with. Please include the cashier's receipt checklist with your mailed payment to ensure proper payment processing.

Should you have any further questions, or identify any discrepancies, please call Jessica Chen of our Engineering Department at 818-238-3549.

Sincerely,

Bobola Akerson
Principal Electrical Engineer

October 17, 2025

Ms. Mandip Kaur Samra
General Manager
Burbank Water And Power
164 West Magnolia Boulevard
Burbank, CA 91502

Via Email; Original via U.S. Mail

Subject: Electric Service Agreement

Dear Ms. Samra:

I write on behalf of the Burbank-Glendale-Pasadena Airport Authority ("Authority") with reference to its August 15, 2025 Electrical Services Agreement with the City of Burbank ("City"). Specifically, I am writing in connection with Section 5(a), which sets estimated due dates for the Authority's payments subject to the City's good faith diligent efforts to complete the community substation work under the contract. As currently listed, the estimated due date for AIC Payment #6 ($19,670,093) is shown as November 2025.

Per discussions with your staff and Jacobs Project Management, it is my understating that AIC Payment #6 is for the contract between the City and the community substation design-builder expected to be awarded between Quarter 2 and 3 of Calendar Year 2027. Based on these discussions, and timing of anticipated award of contract, the Authority respectfully requests the City defer issuance of an invoice for AIC Payment #6 until September 2026. Such a deferral will allow the Authority to remit this payment in October 2026 and better manage its cash flow for the Replacement Passenger Terminal Project.

Please advise if this proposed revised submittal date for AIC Payment #6 is acceptable at your earliest convenience. Your consideration is appreciated.

Sincerely,

John T. Hatanaka
Executive Director

cc: V. Akerson, BWP
K. David, BGPAA
D. Kwon, BGPAA
R. Johnson, Jacobs Project Management Co.
P. Martin, Jacobs Project Management Co.

3175469.3

2627 N. Hollywood Way • Burbank, California 91505 • (818) 840-8840 • Fax: (818) 848-1173

STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
SEPTEMBER 8, 2026

APPROVAL OF AMENDMENT NO. 4 TO PROFESSIONAL SERVICES AGREEMENT WITH ALLIED UNIVERSAL SECURITY SERVICES AND ADDITIONAL APPROVAL OF MUTUAL TERMINATION OF INSPECTION SERVICES REIMBURSEMENT AGREEMENT WITH MCS BURBANK AND HG BURBANK; APPROVAL OF INSPECTION SERVICES REIMBURSEMENT AGREEMENT WITH MCS BURBANK AND MRG BURBANK

Presented by Ray Hunting
Manager, Security and Badging

<u>SUMMARY</u>

Staff seeks Commission approval of three items to facilitate the transition of consumer item inspection services from the existing terminal to the Replacement Passenger Terminal ("RPT"):

i) a proposed Amendment No. 4 ("Amendment") to the Professional Services Agreement ("PSA") with Universal Protection Service LP dba Allied Universal Security Services ("Allied") for airport security, traffic control and consumer item inspection services. The Amendment exercises the second of two one-year extension options, adjusts the fee schedule for the November 2026 - October 2027 contract year, updates the federal requirements exhibit, and provides an opportunity for Allied to receive a revocable, no-fee license to use RPT office space at the sole discretion of the Authority.

ii) a proposed Mutual Termination of Inspection Services Reimbursement Agreement ("Mutual Termination") with MCS Burbank LLC ("MCS") and HG Burbank JV ("Hudson"). The Mutual Termination will end a 2018 Inspection Reimbursement Services Agreement ("2018 Reimbursement Agreement") between the Authority, MCS, and Hudson that addresses payment for consumer item inspection services in the existing passenger terminal.

iii) a proposed Inspection Services Reimbursement Agreement ("2026 Reimbursement Agreement") with MCS and MRG Burbank LLC ("MRG"). The 2026 Reimbursement Agreement addresses payment for consumer item inspection services in the RPT.

At its meeting on August 17, 2026, the Operations and Development Committee ("Committee") voted unanimously (2-0) to recommend that the Commission approve the proposed Amendment. However, due to the change in retail concessionaire, the scheduled relocation of goods and materials into the RPT by both food service and retail concessionaires, security inspections requirement of such items into the RPT, the proposed Mutual Termination and the proposed 2026 Reimbursement Agreement were prepared after that meeting and were not presented to the Committee. As the Amendment with Allied covers concessionaire inspection services and reimbursements, these two agreements are being presented directly to the Commission for its consideration.

BACKGROUND

MCS and Hudson respectively are the food service concessionaire and the retail concessionaire in the existing passenger terminal. Historically, the Transportation Security Administration ("TSA") provided the inspection screening of consumer item authorized employees at the terminal's security checkpoints. As passenger traffic increased, TSA had less time available to screen the concessionaires' goods and the result was detrimental to the concessionaires' operations. There were shortages of merchandise and consumables, as well as delays in passengers obtaining merchandise and services from MCS and Hudson.

The Commission addressed this matter in October 2018 by approving a contract with Allied for consumer item inspection services. Concurrently, the Commission approved the 2018 Reimbursement Agreement to ensure that MCS and Hudson fully reimbursed the Authority for the cost of Allied's consumer item inspection services. The concessionaires are separately invoiced on a monthly basis for 50% of shared services and for any additional services that they have requested be performed for their particular concession.

Currently, in addition to consumer item inspections, Allied performs airport security and traffic control services. These services are provided under the PSA, which was approved by the Commission in October 2022. The PSA has a three-year base term from November 1, 2022, through October 31, 2025, with two one-year extension options. The Commission exercised the first extension option and the PSA is set to expire on October 31, 2026. The scope of airport security, traffic control, and consumer item inspection services under the PSA are:

(i) Perimeter Security: Per the security directives issued by TSA, the Authority is required to provide "positive control" and identification of each person that has access to the Secured Area of the Airport. Part of this positive control requires staffing by security personnel at checkpoints on the airfield to verify the identity of each person physically and if that person is authorized to enter the Secured Area. Additional airport security services may be authorized on an as-needed basis.

(ii) Aviation Workers Screening: Per the National Amendment by TSA, the Authority is required to provide random screening of employees going from the public areas of the terminal to Security Identification Display Areas or Sterile Areas. Employees are being screened for explosives, weapons, and incendiary devices

(iii) Traffic Control: To ensure vehicular flow and pedestrian safety from the congestion generated by the increasing vehicle activity on the airport loop roadway, traffic control personnel are stationed starting from the crosswalk located next to the short-term parking structure to past Terminal B. Traffic control personnel also manage vehicle activity along the terminal curb front and at the rideshare pickup location as needed.

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

PROPOSED MUTUAL TERMINATION

The proposed Mutual Termination will be executed by the Authority, MCS, and Hudson. This document will end the 2018 Reimbursement Agreement as of October 13, 2026. However, MCS and Hudson will be invoiced for reimbursement of the Authority's final payment to Allied for airport consumer item inspection services performed in the existing passenger terminal. The concessionaires will have 30 days to remit the payment.

PROPOSED 2026 REIMBURSEMENT AGREEMENT

The proposed 2026 Reimbursement Agreement will be executed by the Authority, MCS, and MRG. This contract essentially is the same as the 2018 Reimbursement Agreement. MCS and MRG will be separately invoiced on a monthly basis for 50% of shared consumer item inspection services in the RPT and for any additional services that they have requested be performed for their particular concession.

PROPOSED AMENDMENT

The proposed Amendment will be executed by the Authority and Allied. This document exercises the second extension option so that the PSA will expire on October 31, 2027. The proposed Amendment also will approve a 2027 fee schedule in which the hourly rates for Airport Security Supervisors, Consumer Item Inspection Officers, Employee Screening Officers, RPT Officers, and TNC Lot Officers would increase from $39.33 to $40.96 (4.14%). The hourly rates for SIDA Checkpoint Officers and Vehicle Traffic Control Officers would increase from $33.08 to $34.70 (4.90%). The associated holiday/overtime bill rates would increase by the same percentages.

Although the proposed fee increases exceed the Consumer Price Index (CPI) by 0.84% or 1.6% based on the type of position, staff believes approval is in the Authority's best interest. Allied has consistently met the Authority's operational requirements, and maintaining the current contractor will provide continuity of operations during the Authority's transition to the RPT. The extension also will provide Staff the time to (i) evaluate a potential revision to the scope of services necessary to support the operation of the RPT and (ii) issue a Request for Proposals for these services.

The proposed revisions are listed below.

Position	**2026 Rate**	**2027 Rate**	**% Increase**
Airport Security Supervisor, Consumer Item Inspection, Employee Screening Officer, RPT, TNC Lot	**$39.33**	**$40.96**	**4.14%**
SIDA Checkpoint Officer, Vehicle Traffic Control Officer, Vehicle Traffic Control Officer (TNC)	**$33.08**	**$34.70**	**4.90%**

The proposed Amendment includes the addition of a new provision to the Agreement to allow Allied to obtain office space in the RPT to support the security, traffic control, and consumer item inspection services at the Airport. The new provision allows such space to be granted on a revocable, no fee license basis at the sole discretion of the Authority pursuant to operating memoranda executed by the Executive Director. Under the new provision, the Executive Director will be authorized to execute, modify, or cancel such operating memoranda without additional Commission action.

<u>BUDGET IMPACT</u>

During the extension term, the Agreement's authorized not-to-exceed amount for Allied will remain limited to the appropriations included in the Authority's adopted budget. The appropriations in the adopted FY27 budget includes the request for an above-CPI rate increase. Airport consumer item inspection services are activity-based and fully reimbursable by the in-terminal concessionaires throughout the fiscal year.

<u>RECOMMENDATION</u>

Staff seeks Commission approval of the proposed Mutual Termination with MCS and Hudson, the proposed 2026 Reimbursement Agreement with MCS and MRG, and the proposed Amendment with Allied, and authorization for the President to execute the same.

ALLIED UNIVERSAL
There for you.

Hollywood Burbank Airport
2027 Security Fee Schedule
7/13/2026

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

2027 Security Bill Rate Schedule (Effective 11/1/2026 thru 10/31/2027		
Post Description	**Regular Hourly Rate**	**Holiday/Overtime Bill Rate**
Airport Security Supervisor(s)	**$40.96**	**$61.44**
Consumer Items Inspections	**$40.96**	**$61.44**
Employee Screening Officer	**$40.96**	**$61.44**
RPT	**$40.96**	**$61.44**
TNC Lot	**$40.96**	**$61.44**
SIDA Checkpoint Officer	**$34.70**	**$52.05**
Vehicle Traffic Control Officer	**$34.70**	**$52.05**
Vehicle Traffic Control Officer TNC	**$34.70**	**$52.05**

Allied Universal Security Services

Richard Dirmandzhyan
General Manager

8-11-2026
Dated

STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
SEPTEMBER 8, 2026

AMENDMENT TO LEASE NOS. LCA01775 & LCA02701
GENERAL SERVICES ADMINISTRATION

Presented by Thomas J. Henderson
Director, Business & Properties

SUMMARY

At its meeting on July 20, 2026, the Finance and Administration Committee ("Committee") voted (3–0) to recommend that the Commission approve proposed Lease Amendments ("Amendments") with the General Services Administration ("GSA") to comply with the language modification mandated under Executive Order No. 14398. The Lease Amendments are for the 2011 Hangar Lease and the 2023 Terminal Space Lease executed by the Authority and GSA.

BACKGROUND

On May 16, 2011, GSA was awarded a fifteen-year Hangar Lease for Hangar 34 for the purpose of housing a modular office unit. Hangar 34 is located in the northwest quadrant of the Airport and is comprised of 40,344 square feet of hangar space. The Hangar Lease has been amended to extend the term through May 25, 2027, to allow staff additional time for the completion of the new long-term contract and to accommodate GSA's internal procedures for approval.

On May 15, 2023, the Commission approved a Terminal Space Lease with GSA on behalf of the Transportation Security Administration ("TSA") for 3,500 square feet of exclusive use office space in the east concourse of the Airport. This contract will expire upon the opening of the Replacement Passenger Terminal and closure of the existing Terminal.

On June 12, 2026, Staff received Lease Amendments from GSA which incorporate language required under Executive Order 14398 regarding contractual requirements involving Diversity, Equity and Inclusion practices by federal contractors.

REVENUE IMPACT

The proposed Lease Amendments do not have an impact on the terms of the contracts or the rental revenue derived from them which is currently $930,955 per year for the Hangar Lease and $147,770 per year for the Terminal Space Lease.

RECOMMENDATION

At its meeting on July 20, 2026, the Committee voted (3–0) to recommend that the Commission approve the proposed Lease Amendments with GSA and authorize the President to execute the same.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
SEPTEMBER 8, 2026**

**TERMINAL SPACE LEASE
GENERAL SERVICES ADMINISTRATION**

Presented by
Thomas J. Henderson
Director, Business & Properties

SUMMARY

At its meeting on August 17, 2026, the Finance and Administration Committee ("Committee") voted (2–0, 1 absent) to recommend that the Commission approve a new Terminal Space Lease ("Lease") with the United States of America ("USA"), acting through the General Services Administration ("GSA") on behalf of the Transportation Security Administration ("TSA") for 4,379 square feet of exclusive office space at the Replacement Passenger Terminal ("RPT").

BACKGROUND

On May 15, 2023, the Authority awarded a Lease to the GSA on behalf of the TSA for 3,500 square feet of exclusive office space located in the East Concourse of the existing terminal.

On June 23, 2025, the Lease was amended so that the expiration date would be the opening of the RPT.

TSA reached out to Staff requesting a Lease for 4,379 square feet of exclusive office space at the RPT.

The proposed new Lease is for a term of ten years. Under the terms of the proposed Lease, the first five years of the Lease are a firm commitment. During the second five-year period, the GSA reserves the right to terminate the agreement upon 30 days' prior written notice should the TSA no longer oversee security measures at the Airport.

The rental rate for the proposed Lease is $916,130.59 per year for years 1 through 5 and $1,207,771.99 per year for years 6 through 10. The rental rate was developed by the Authority's Airport Consultant, Ricondo & Associates, and is based on a weighted average of the Authority's projected rate increase at the RPT over a 10-year period.

The GSA is currently a tenant in good standing and has met all its obligations under its current Lease.

DETAILS

Key components of the proposed Lease are:

Premises:	4,379 square feet of exclusive office space within the RPT
Term:	10 years commencing on October 13, 2026
Year 1-5 Rent:	$916,130.59 per year or $76,344.22 per month
Year 5-10 Rent:	$1,207,771.99 per year or $100,647.67 per month
Termination:	GSA reserves the right to terminate the lease with 30 days' prior written notice if (i) regularly scheduled commercial air services cease, (ii) the Authority opts to replace TSA screeners with private contractors, (iii) the checkpoint supported by the leased space is closed, or (iv) TSA reduces its presence at the airport due to a reduction in enplanements
Other:	Lessor is responsible for utilities and maintenance of the leased spaces

REVENUE IMPACT

The proposed Lease will address the TSA's space requirement in the RPT.

RECOMMENDATION

At its meeting on August 17, 2026, the Committee voted (2–0, 1 absent) to recommend that the Commission approve the proposed new Lease with the GSA and authorize the President to execute the same.

STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
SEPTEMBER 8, 2026

REPLACEMENT PASSENGER TERMINAL DAY ONE PARKING PROGRAM – STEP-UP DAILY RATES, EMPLOYEE PARKING RATE, AND ELECTRIC VEHICLE CHARGING RATE

Presented by Scott Kimball
Deputy Executive Director, Business Development

SUMMARY

At its meeting on July 20, 2026, the Commission considered parking rates for the Replacement Passenger Terminal ("RPT") Day One parking configuration and directed Staff to return with an analysis of a "step-up" rate structure for the RPT Parking Structure's Self-Park and Valet operations. As directed, Staff has evaluated opening the RPT Parking Structure at daily rates of $49 for Self-Park and $59 for Valet, which would be effective from October 13, 2026, through June 30, 2027, with rates stepping up to the originally recommended $54 for Self-Park and $68 for Valet effective July 1, 2027. The remote Lots F and G would remain at $28 and $24 per day, respectively, as originally presented. Staff recommends that the Commission approve this step-up rate structure along with the originally presented rates for remote Lots F and G.

Additionally, Staff evaluated the current monthly employee parking rate of $17 per month for tenant employees at the Airport, which has not changed since the early 1990s. In consideration of additional costs incurred to convert Lot C into the new Employee Lot, and increases in operations and maintenance costs ("O&M") for the Employee Lot over the past three decades, Staff recommends that the Commission approve an Employee Lot monthly rate increase to $30 per month.

Lastly, after the Commission's approval of the Blink Network, LLC ("Blink") agreement and discussions provided at its August 17, 2026 meeting, Staff performed additional analysis on the market rates of commercial electric vehicle ("EV") charging stations throughout the Cities of Burbank, Glendale, and Pasadena and projected operating costs for the Authority's EV chargers. Based on this analysis Staff recommends the Commission approve an initial EV charging rate of $0.50 per kilowatt-hour ("kWh"), with no session or occupancy fees, for the Self-Park EV charging stalls and a flat $20.00 handling fee for Valet EV charging.

RPT DAY ONE PARKING RATES: STEP-UP RATE ANALYSIS

At the Commission's meeting on July 20, 2026, Staff presented the results of the parking rate analysis prepared by the Airport Consultant, Ricondo & Associates, Inc. ("Ricondo"), in support of the RPT Day One parking configuration. Ricondo's recommended daily rates were $68 for the RPT Structure Valet operation, $54 for the RPT Structure Self-Park operation, $28 for remote Lot F, and $24 for remote Lot G. These rates were developed to allow the Authority to support the debt service associated with the RPT Parking Structure — approximately $5.4 million in Fiscal Year ("FY") 2027 and $16.8 million annually thereafter — along with the increased shuttle O&M costs to serve to Southeast Quadrant remote lots.

The initially proposed RPT Day One parking rates were established to be competitive with other Southern California airports and approximately 10% to 31% below Los Angeles International Airport (“LAX”) parking rates for equivalent parking products.

Following discussion, the Commission directed Staff to explore a step-up approach that would open the RPT Parking Structure at reduced Self-Park and Valet rates through the remainder of FY 2027 and transition to the originally recommended rates at the start of FY 2028. The proposed daily rate structure is presented below:

	October 13, 2026 – June 30, 2027	**Effective July 1, 2027**
RPT Structure – Valet	$59	$68
RPT Structure - Self-Park	$49	$54
Remote Lot F	$28	$28
Remote Lot G	$24	$24

The step-up rate structure would moderate the increase experienced by customers relative to existing parking rates, which are currently $42 for the Short Term Parking Structure and $40 per day for Valet, and would support a smoother transition during the RPT opening period when the new parking products are unfamiliar to the traveling public. It would also allow Staff to collect actual parking demand and utilization data before the full rates take effect. The trade-offs are the reduction in FY 2027 parking revenue described below and the need to administer a second rate change on July 1, 2027, which will require advance public notice, updated signage, and reprogramming of the parking access and revenue control system (“PARCS”) by the RPT PARCS vendor, Flash Parking.

As the reduced rates would be in effect during the first eight-and-a-half months of RPT operation, a period falling entirely within FY 2027, Staff requested that Jacobs Project Management (“Jacobs”) perform a supplemental analysis to determine whether the step-up rate structure would still allow the Authority to meet FY 2027 budgeted parking revenues. This analysis is in addition to Ricondo’s original rate analysis, which remains the basis for the recommended rates in this report.

Jacobs modeled the step-up rate structure using actual Airport parking transaction and revenue data through June 2026, together with benchmarked price elasticity assumptions drawn from comparable airport parking markets. The model held the remote Lot F and Lot G rates constant and evaluated the effect of the reduced RPT Structure rates on both revenue per transaction and the distribution of demand across the Day One parking products.

Jacobs’ analysis indicates that the step-up rate structure would generate approximately $1.0 million less in FY 2027 parking revenue than implementation of the originally recommended rates on the opening day of the RPT. The gross rate reduction is partially, but not fully, offset by higher projected retention of demand within the RPT Parking Structure at the lower price points. Notwithstanding this variance, the projections indicate a high likelihood that the adopted FY

2027 budgeted parking revenues of $35,504,000 would still be met under the step-up rate structure.

This conclusion carries an important caveat: it assumes that passenger activity performs in line with the assumptions underlying the FY 2027 adopted budget, which is premised on 6,375,000 total passengers. A material shortfall in passenger activity, or slower-than-projected utilization of the RPT Parking Structure during the opening ramp-up period, could reduce the likelihood of meeting budgeted parking revenues.

Staff will continually monitor actual parking activity and may update how the ramp up to the maximum daily rate will be implemented to help address supply and demand. Staff plans to implement the following ramp up on Day One, which may be updated based on operational needs or to help stimulate demand if the Authority sees decreased parking activity that may reduce the likelihood of meeting budgeted parking revenues:

	First 1 hour	**Each Additional 30 minutes**	**Maximum Daily Rate Reached**	**Proposed Daily Rate - Day One**
RPT Structure - Valet	$59	N/A	Immediately	$59
RPT Structure - Self-Park	$9	$5	5 Hours	$49
Remote Lot F	$5	$3	4.5 Hours	$28
Remote Lot G	$5	$3	4 Hours	$24

This ramp up to the maximum daily rate for all Self-Park options is comparable to other Southern California airports such as LAX, ONT, and LGB. These airports ramp up to their maximum daily rates anywhere between 2 to 7 hours. Additionally, this allows for short-term parkers of the RPT Structure to have a more affordable pricing option.

For Valet operations, there are 400 available spaces out of 2,000 in the RPT Structure. This parking product is considered the most premium at BUR from a convenience and walkability standpoint. However, the Authority also incurs the highest labor costs for Valet compared to Self-Park options, and much of the Valet handling costs are incurred regardless of whether a customer parks short-term or long-term.

EMPLOYEE PARKING MONTHLY RATE

In addition to the public parking pricing, Staff also evaluated the current tenant employee parking rate charged by the Authority. As part of the RPT parking reconfiguration, the Authority is converting its remote Lot C into the new Employee Lot and the current Employee Lot (Lot B) will be closed as required under the Development Agreement with the City of Burbank. There are approximately 1,200 active tenant parkers who utilize the Employee Lot, which is priced at $17 per month. The current tenant employee parking rate of $17 per month has remained unchanged since the 1990s. Over that period, the costs associated with operating and maintaining employee parking facilities—including security, lighting, pavement maintenance, access control, administration, shuttle services, and capital improvements—have increased substantially. As a result, the existing rate no longer represents a reasonable contribution toward the cost of providing this service.

Staff evaluated the monthly employee parking rates that are publicly published at other Southern California airports, and determined an increase to a $30 per month rate would be appropriate as the Authority transitions to the RPT and moves employee parking:

	Monthly Employee Parking Rates
BUR – Proposed	**$30**
ONT	$50
LGB	$20/50*
LAX	$60

*LGB has 2 employee lot options (remote & structure)

Increasing the monthly tenant employee parking rate to $30 would establish a more appropriate level of cost recovery while continuing to provide tenant employees with parking at a substantially discounted rate. At $30 per month, the cost remains less than approximately $1 per day for the employee. The proposed adjustment therefore represents a measured modernization of a rate that has remained unchanged for over three decades, while maintaining affordability for tenant employees and providing additional revenue to support the ongoing operation, maintenance, and improvement of the Authority's employee parking program.

ELECTRIC VEHICLE CHARGING RATE

At its meeting on August 17, 2026, the Commission approved an agreement with Blink for access to Blink's EV charging platform for its 299 charging ports in the RPT Parking Structure. Staff has since determined a recommended initial rate of $0.50 per kWh for Self-Park EV charging, with no session fee and no occupancy fee, as an appropriate initial rate to cover Burbank Water and Power electricity costs of approximately $0.30 per kWh and other ongoing O&M costs. Staff also benchmarked this rate against a sample of public chargers (includes Blink, ChargePoint, Electrify America, Tesla, EVgo) not owned and subsidized by the Cities of Burbank, Glendale, and Pasadena, as summarized below:

	Proposed RPT Rate	**Sampled Commercial Chargers - Burbank, Glendale, Pasadena**
Energy Rate	$0.50 per kWh	$0.48 - $0.72 per kWh
Session Fee	None	Up to $0.49 per session
Occupancy Fee	None	Up to $5.00 per hour

The proposed rate places the Authority at the low end of the surveyed range on energy price and below the surveyed operators on ancillary fees, consistent with the approach of remaining competitive within the regional market.

For Valet parkers requesting EV charging services, Staff recommends a flat handling fee of $20 instead of a per kWh rate. While Self-park customers would charge their vehicle through the use of the Blink app on their mobile devices, a Valet customer would not have this option as one of the Valet runners would have to utilize a RFID keycard to provide EV charging to the vehicles. Additionally, a flat $20 fee would cover the majority of the electricity cost of charging a typical EV battery (approximately 75 kWh) from 10% to 100% and should offset some of the labor costs of the valet runner's additional time needed to charge these vehicles. Also, because the Valet EV chargers will not have a programmed kWh rate, the Authority will receive 100% of the $20 fee that will be charged through the new PARCS instead of through the Blink platform. All Self-Park EV charging sessions are processed through the Blink platform where 10% of the revenues are shared with Blink pursuant to the Blink agreement.

As all the EV chargers will be under warranty with first year software subscription fees being covered by the Design-Builder, Staff recommends implementing this competitive EV charger pricing structure for RPT Day One operations while Staff monitors charger utilization, dwell times, and cost recovery following the RPT opening. Staff will return to the Commission if adjustments are warranted once enough EV charging activity data has been obtained.

FISCAL IMPACT

Adoption of the step-up rate structure is projected to reduce FY 2027 parking revenue by approximately $1.0 million relative to implementation of the originally recommended rates on the opening day of the RPT. Based on the Jacobs analysis, FY 2027 budgeted parking revenues are still projected to be met, provided that passenger activity performs in line with budgeted assumptions. Parking revenue is subject to the City of Burbank's 12% parking tax, and the reduction in gross parking revenue would produce a corresponding reduction in the associated tax remittance. The step-up to the full recommended rates effective July 1, 2027, aligns those rate levels with the FY 2028 budget cycle and with the increase in annual RPT Parking Structure debt service to approximately $16.8 million beginning in FY 2028.

Tenant employee parking currently generates approximately $20,000 per month or $240,000 per year and, assuming the same number of active tenant parkers, would increase to $36,000 per month or $432,000 per year if the Commission approves the recommended rate increase. This additional increase in revenues would also help offset the projected $1.0 million decrease in Self-Park and Valet revenues from the step-up rate structure for the RPT Parking Structure in FY 2027.

EV charging is a new service the Authority is required to provide under the Burbank ordinance, so no data is available to project the fiscal impact during FY 2027. However, Staff does not expect EV charging revenue to be materially significant in FY 2027.

RECOMMENDATION

Staff recommends that the Commission approve the following, effective October 13, 2026:

1. Day One parking rates for the RPT Parking Structure of $59 per day for Valet and $49 per day for Self-Park, effective October 13, 2026 through June 30, 2027;

2. A step-up to $68 per day for Valet and $54 per day for Self-Park, effective July 1, 2027;

3. Daily parking rates of $28 for remote Lot F and $24 for remote Lot G;

4. Monthly employee parking rate of $30 effective November 1, 2026; and

5. An initial Self-Park EV charging rate of $0.50 per kWh, with no session fee and no occupancy fee, and a flat $20 handling fee for Valet EV charging sessions.