



Weekly Management Report

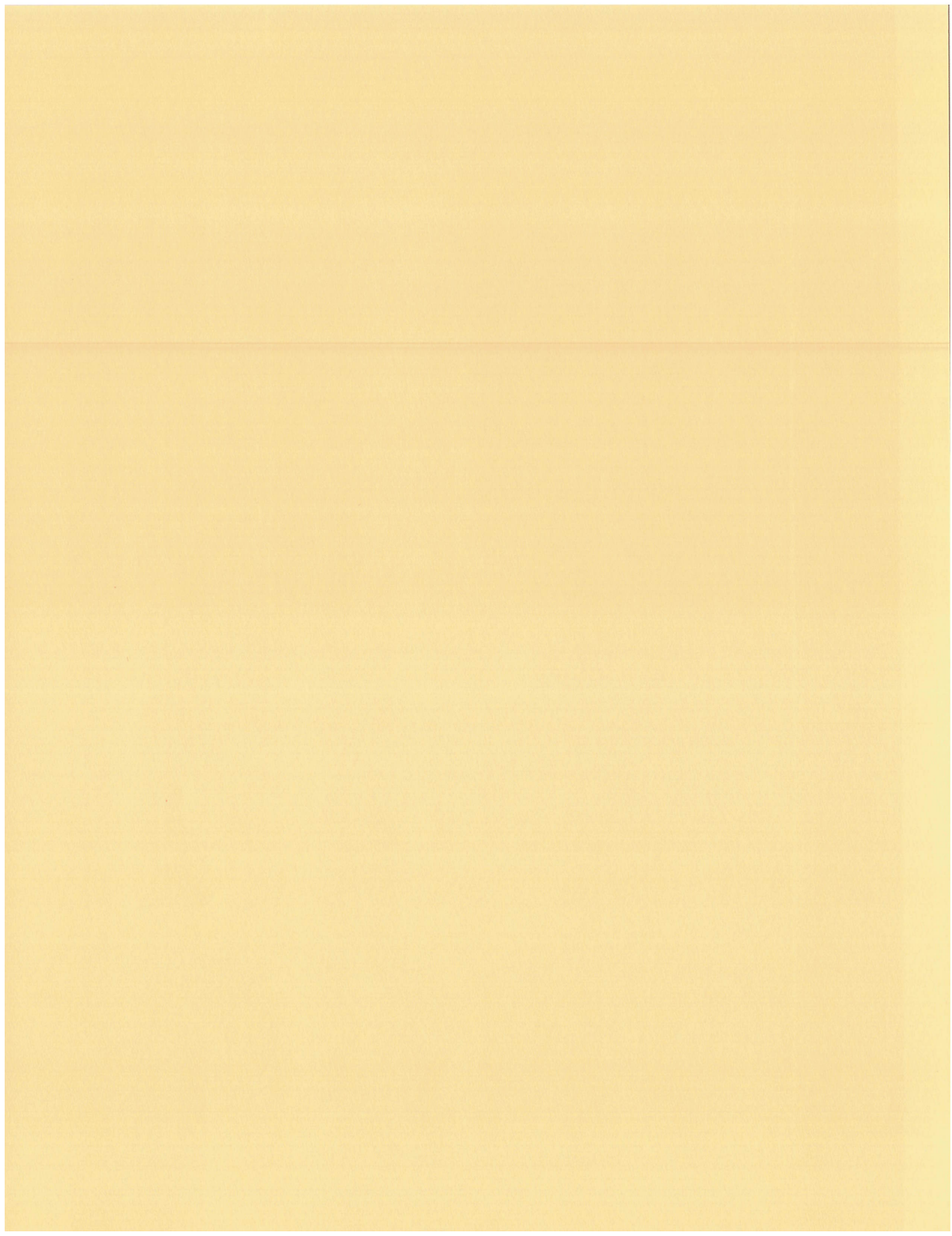
April 3, 2026

- 1. Memo** Media District, Downtown Transit Oriented Development, Golden State, and Burbank Rancho Neighborhood Specific Plans
Community Development Department

- 1. Memo** Landlord-Tenant Commission Meeting on March 2, 2026
Community Development Department

- 2. Memo** Downtown Burbank Partnership (PBID) Meeting on February 26, 2026
Community Development Department

- 3. Notice** Burbank-Glendale-Pasadena Airport Authority meeting on April 6, 2026
Burbank-Glendale-Pasadena Airport Authority




MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: April 1, 2026

TO: Justin Hess, City Manager
Patrick Prescott, Community Development Director 

FROM: Fred Ramirez, Assistant Community Development Director - Planning
VIA: Scott Plambaeck, Planning Manager
Amanda Landry, Principal Planner
Leonard Bechet, Principal Planner
Daniel Villa, Principal Planner
Greg Mirza-Avakyan, Senior Planner
BY: Alyssa Meredith, Senior Administrative Analyst

SUBJECT: Project Status: Media District, Downtown Transit Oriented Development, Golden State, and Burbank Rancho Neighborhood Specific Plans

This memorandum provides updates on the status of major milestones on the Media District, Downtown Transit Oriented Development (TOD), Golden State, and Burbank Rancho Neighborhood Specific Plans. All four plans are advancing, with the Media District furthest along in CEQA review. Planning staff is focused on completing the plans and 2026 will be a hearing-intensive year, with multiple study sessions, Environmental Impact Report (EIR) releases, public comment periods, and anticipated Planning Commission/City Council actions.

Media District Specific Plan (MDSP)

Project Planner: Amanda Landry

Most Recent Milestone: City Council participated in a Study Session about the Revised Administrative Draft of the MDSP Update in November of 2025. The Draft EIR was completed and released for a 45-day public review period on February 7, 2026, and concludes on March 23, 2026.

Next Milestone: Review Comments on Draft EIR

Status of Critical Components to Achieve Project Milestones:

Once the mandatory public review period for the Draft EIR has concluded, the Project team will review all submitted comments and, pursuant to State law, respond to each comment accordingly. Depending on the comments, responses may necessitate new technical analysis and/or development of new or alternative mitigation measures, may result in a new 45-day recirculation period if significantly new information and new feasible alternatives are considered.

Next Milestones:

1. March 9, 2026 – Study Session with Planning Commission.
2. March 23, 2026 – End of the Draft EIR 45-day review period. Project team will begin to prepare responses to comments.
3. May 2026 – If needed, potential review period for Recirculated Draft EIR.
4. July 2026 – Public Hearings before the Planning Commission and City Council.

Downtown TOD Specific Plan

Project Planner: Leonard Bechet

Next Milestone: Internal Review of Draft Specific Plan – Ongoing

Milestone Status: In Process

Status of Critical Components to Achieve Project Milestones:

1. Planning staff has continued coordinating with environmental consultant, Rincon, to complete the Draft EIR. The current focus is incorporating changes made to the Project scope resulting from reduced development potential in response to City utility constraints. This includes revising previously completed sections and working to complete sections that had not yet been completed as they awaited new technical analysis in the areas of utility capacity, transportation modelling, and air quality, greenhouse gas emissions, and cultural resources.
2. Planning staff is working with consultants to prepare data related to revised development potential numbers for three specific plans (MDSP, Downtown TOD, Golden State Specific Plan (GSSP)) in response to City utility capacity restraints. Once completed, data will be sent to Public Works and their consultant to model revised development potential numbers and revise the associated technical memorandum.
3. A similar effort is underway with Burbank Water & Power (BWP) Electrical and Water Divisions as part of work to revise the analysis used for completion of the Draft Program EIR.
4. The draft specific plan policy document is currently being reviewed internally by the Project team and peer-review by consultant (Dudek). Focus is currently on

testing the development standards proposed in the policy document. A draft of the policy document will be reviewed internally with relevant City staff and the City Attorney's Office (CAO) before its public release.

Next Milestones:

1. Ongoing – Internal Review of Draft Specific Plan Document
2. April 2026 – Internal Review of Draft EIR
3. April 2026 – Public Release & Review of Draft Specific Plan Document
4. May 2026 – Public Release & Review of Draft EIR
5. April/May 2026 – City Council/Planning Commission Study Sessions
6. June 2026 – Prepare Responses to Comments
7. July/August 2026 – Public Hearings before the Planning Commission and City Council

Golden State Specific Plan

Project Planner: Daniel Villa

Next Milestone: Internal Review of Draft Specific Plan – Ongoing

Milestone Status: In Process

Status of Critical Components to Achieve Project Milestones:

1. Planning staff have continued coordinating with environmental consultant, Rincon, to complete the Draft EIR. The current focus is to incorporate changes made to the Project scope resulting from reduced development potential in response to City utility constraints. This includes revising previously completed sections and working to complete sections that had not yet been completed as they awaited new technical analysis in the areas of utility capacity, transportation modelling, and air quality and greenhouse gas emissions.
2. Planning staff are working with consultants to prepare data related to revised development potential numbers for three specific plans (MDSP, Downtown TOD, GSSP) in response to City utility capacity restraints. Once completed, data will be sent to Public Works and their consultants to model revised development potential numbers and revise the associated technical memorandum.
3. A similar effort is underway with BWP Electrical and Water Divisions as part of work to revise the analysis used for completion of the Draft Program EIR.
4. The draft specific plan policy document is currently being reviewed internally by the Project team – it has already been peer-reviewed by the consultant (Dudek). Focus is currently on testing the development standards proposed in the policy document. A draft of the policy document will be reviewed internally with relevant City staff and CAO before its public release.

Next Milestones:

1. April/May 2026 – Internal Review of Draft EIR
2. June 2026 – Public Release & Review of Draft Specific Plan Document
3. July 2026 – Public Release & Review of Draft EIR
4. June/July 2026 – City Council/Planning Commission Study Sessions
5. August 2026 – Prepare Responses to Comments
6. September 2026 – Public Hearings before the Planning Commission and City Council

Burbank Rancho Neighborhood Specific Plan

Project Planner: Greg Mirza-Avakyan

Next Milestone: Public review of Project Alternatives

Milestone status: In Process

Status of Critical Components to Achieve Project Milestones:

1. City Council participated in a Study Session in January 2026 to review the existing conditions report and other important background information. Council also discussed the emerging themes and community priorities established through the initial vision phase with the community.

Next Milestones:

1. April 2026 – Presentation of project alternatives to the community.

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: March 26, 2026

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
VIA: Maribel Leyland, Assistant Community Development Director

SUBJECT: Landlord-Tenant Commission Meeting – March 2, 2026

- There were no virtual or in-person attendees.
- The Commission Subcommittee reported on three intake forms.
- The first form was a request to facilitate mediation for noise related concerns. The parties did not reach an agreement. The case was closed after the Committee provided the tenant with alternative options available to pursue.
- The second form was a request to facilitate mediation for a rent waiver due to noise and privacy impacts from on-site construction. The case is open as the tenant is in the process of vacating the unit.
- The third form was related to reimbursement of security deposit. The tenant has filed a small-claims court case. This case is closed.
- The meeting adjourned at 6:34 P.M.

MEMORANDUM




COMMUNITY DEVELOPMENT



DATE: March 20, 2026

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Simone McFarland, Asst. Community Development Director 
Mary Hamzoian, Economic Development Manager
BY: Aida Ofsepan, Economic Development Analyst I

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – February 26, 2026

- The Afriat Consulting Group made a presentation on the proposed Ike Smart City digital wayfinding and tourism kiosks. The program would be funded through advertising with no installation or maintenance cost to the City. The Board approved authorizing the Chair to sign a letter of support for the Ike Smart City kiosk program.
- Sat Bisla presented an overview of MUSEXPO 2026, scheduled for March 22–25, 2026, with several related activities taking place in Downtown Burbank, including the second annual Pub Crawl and an international concert at the Colony Theatre. The Board approved a \$5,000 sponsorship for the annual Pub Crawl event.
- Leonard Bechet, Principal Planner, provided an update on the Downtown Transit Oriented Development (TOD) Specific Plan Draft documents. Draft documents are expected for public review in the spring, with adoption targeted for summer.
- Staff shared an update on planning for the Los Angeles World Cup 26 Fan Zone at Downtown Burbank scheduled for July 18–19, 2026. The event is expected to attract significant attendance and will include watch parties, entertainment stages, food vendors, and international programming.
- Eric Lashley, Library Services Director, presented conceptual plans for the proposed Central Library and Public Plaza near Glenoaks Boulevard and Olive Avenue, featuring a new library building, parking structure, and flexible public plaza. Board members were invited to complete a brief survey to provide feedback.



April 2, 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, April 6, 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 April 6, 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, April 6, 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) March 4, 2026 ***[See page 1]***
 - 2) Operations and Development Committee
 - (i) February 17, 2026 ***[See page 3]***
 - (ii) January 20, 2026 ***[See page 4]***
 - 3) Finance and Administration Committee
 - (i) February 17, 2026 ***[See page 6]***
 - 4) Legal, Government and Environmental Affairs Committee
 - (i) February 17, 2026 ***[See page 9]***
 - b. Commission Minutes
 - 1) March 16, 2026 ***[See page 11]***
 - c. Annual Review and Adjustment of Noise Violation Fines ***[See page 18]***
 - d. Electrical Vertical Take-Off and Landing Integration
Pilot Program Letter of Commitment ***[See page 20]***

- e. Treasurer's Reports
 - 1) December 2025 **[See page 24]**
 - 2) November 2025 **[See page 53]**
- f. Luggage Cart Concession and Lease Agreement
Smarte Carte, Inc. **[See page 79]**
- g. Reclassification and Upgrade of Vacant Personnel Position
Air Service and Communications Department **[See page 81]**

6. ITEMS FOR COMMISSION APPROVAL

- a. Resolution and Financing Documents for 2026 Bonds **[See page 84]**
- b. Pre-Authorization of Security Checkpoint Equipment
Transportation / Installation Contract Execution **[See page 94]**

7. ITEMS FOR COMMISSION DISCUSSION

- a. Airport History Book Update **[See page 97]**

8. ITEMS FOR COMMISSION INFORMATION

- a. Airport Police Officer of the Year Award
- b. Airport Firefighter of the Year Awards
- c. Website Information Video: Safety at Hollywood Burbank Airport
- d. Replacement Passenger Terminal Project Construction Update

9. CLOSED SESSION

- a. PUBLIC EMPLOYMENT
(California Government Code Section 54957(b))
Title: Executive Director

10. ITEMS PULLED FOR DISCUSSION

11. EXECUTIVE DIRECTOR COMMENTS

12. COMMISSIONER COMMENTS

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

13. PUBLIC COMMENT

- 14. ADJOURNMENT: To April 20, 2026, for the next regularly scheduled meeting of the Burbank-Glendale-Pasadena Airport Authority, 2627 N Hollywood Way, Skyroom

COMMISSION NEWSLETTER

Monday, April 6, 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. A copy of the approved minutes of the Executive Committee meeting of March 4, 2026; copies of the approved minutes of the Operations and Development Committee meetings of February 17, 2026, and January 20, 2026; a copy of the approved minutes of the Finance and Administration Committee meeting of February 17, 2026, and an approved copy of minutes of the February 17, 2026, Legal, Government and Environmental Affairs Committee are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the March 16, 2026, meeting Commission minutes are included in the agenda packet for review and approval.
- c. ANNUAL REVIEW AND ADJUSTMENT OF NOISE VIOLATION FINES. A staff report is included in the agenda packet. In accordance with the annual adjustment of noise violation fines required by Resolution No. 382, at its meeting on March 16, 2026, the Legal, Government and Environmental Affairs Committee voted (3-0) to recommend that the Commission authorize an increase to the noise fines associated with certain restricted operations as detailed in Airport Noise Rules 8 and 9.
- d. ELECTRICAL VERTICAL TAKE-OFF AND LANDING INTEGRATION PILOT PROGRAM – LETTER OF COMMITMENT. A staff report is included in the agenda packet. At its meeting on March 16, 2026, the Legal, Government, and Environmental Affairs Committee voted unanimously (3-0) to recommend to the Commission the signing of the letter of commitment to participate in an application to be submitted by the County of Ventura Department of Airports for the Federal Aviation Administration's (FAA) Electric Vertical Take-off and Landing Integration Pilot Program.
- e. TREASURER'S REPORTS. The Treasurer's Reports for December 2025 and November 2025 are included in the agenda packet. At its meeting on March 16, 2026, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file these reports
- f. LUGGAGE CART CONCESSION AND LEASE AGREEMENT – SMARTE CARTE, INC. A staff report is included in the agenda packet. At its meeting on March 16, 2026, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission approve a proposed Luggage Cart Concession and Lease Agreement with Smarte Carte, Inc., for the installation, operation and management of a luggage cart rental operation at the Replacement Passenger Terminal.

- g. RECLASSIFICATION AND UPGRADE OF VACANT PERSONNEL POSITION – AIR SERVICE AND COMMUNICATIONS DEPARTMENT. A staff report is included in the agenda packet. At its meeting on March 16, 2026, the Finance and Administration Committee voted unanimously (3-0) to recommend to the Commission the immediate reclassification of a currently vacant position in the Air Service and Communications Department to allow for the immediate search of a Manager, Guest Experience, to support the transition to the Replacement Passenger Terminal.

6. ITEMS FOR COMMISSION APPROVAL

- a. RESOLUTION AND FINANCING DOCUMENTS FOR 2026 BONDS. A staff report is included in the agenda packet. At its meeting on March 16, 2026, the Finance and Administration Committee voted (3–0) to recommend that the Commission adopt Resolution No. 521 to (i) authorize the issuance of bonds; (ii) approve forms of certain documents relating to the issuance of the 2026 Bonds; and (iii) authorize the execution of documents for the 2026 Bonds and other related actions.
- b. PRE - AUTHORIZATION OF SECURITY CHECKPOINT EQUIPMENT TRANSPORTATION / INSTALLATION CONTRACT EXECUTION. A staff report is included in the agenda packet. At its meeting on April 1, 2026, the Executive Committee voted (2–0, 1 absent) to recommend that the Commission approve to pre-authorize execution of a contract with the Transportation Security Administration (“TSA”) authorized service provider that is the lowest bidder for the transportation and installation of security screening checkpoint equipment at the Replacement Passenger Terminal (“RPT”). Most of this equipment is located at the TSA Logistics Center in Dallas, Texas. The cost of this contract will be determined by the bid results but are not expected to exceed \$2,271,500, which includes a 10% contingency for unforeseen circumstances.

Staff seeks this authorization in advance of receiving bids in order to be able to immediately execute a contract with the lowest bidder that is able to meet the delivery and installation timetable for the opening of the RPT.

7. ITEMS FOR COMMISSION DISCUSSION

- a. AIRPORT HISTORY BOOK UPDATE. A staff report is included in the agenda packet. The Airport History Book Ad Hoc Committee, coordinating publication of the official book on the Airport’s history, has referred three items to the Commission for its consideration. The three items are: book title, publication options, and marketing. Additionally, part of this agenda item is a status report by the book’s author.

8. ITEMS FOR COMMISSION INFORMATION

- a. AIRPORT POLICE OFFICER OF THE YEAR AWARD. No staff report attached. Officer Christopher Cabral joined the Burbank-Glendale-Pasadena Airport Authority Police Department on July 13, 2023, following a distinguished 24-year career with the California Highway Patrol. Since joining our department, Officer Cabral has proven to be an exceptional addition to the team. Officer Cabral has consistently demonstrated a positive and service-oriented attitude coming to work each day with a smile and a willingness to help wherever needed and is always going above and beyond to ensure the needs of the department and the traveling public are met with professionalism and

care. His approachability and strong customer service skills truly personify the standards of the Airport Police Department.

In addition to his daily responsibilities, Officer Cabral frequently serves as an Acting Watch Commander, lending his leadership, experience, and sound judgment to support both supervisors and officers in the field. He has also taken on the role of Range Safety Officer, where he assists range staff in maintaining a safe and professional training environment for all personnel. It is with great honor that the Department recognizes Officer Cabral as it's Airport Police Officer of the Year.

- b. AIRPORT FIREFIGHTER OF THE YEAR AWARDS. No staff report attached. This year the Airport Fire Department recognizes not one but three Firefighters in recognition of their dedication and service with providing Aircraft Rescue and Firefighting ("ARFF") services to the fixed and rotary wing firefighting aircraft battling the extraordinary fire events of January 2025 in the Eaton/Altadena and Pacific Palisades fires. Firefighters Eric Wagner, Fitzgerald Pajaro and Michael Durbin provided the ARFF services at Camarillo Airport which was rapidly cycling these aircrafts to support the aggressive suppression efforts. Their knowledge, skill and professionalism enabled the firefighting aircraft to undertake fuel and hot-loading conditions, mitigating risks under high-volume aviation activity for an extended 21-day period. It is because of their dedicated service, sacrifice and leadership during those demanding conditions that it is with honor that the Department recognizes Firefighters Wagner, Pajaro, and Durbin as its Airport Firefighters of the Year.
- c. WEBSITE INFORMATION VIDEO: SAFETY AT HOLLYWOOD BURBANK AIRPORT. At the request of Commission President Talamantes, Staff will replay the video posted on the Authority's website, "Safety at Hollywood Burbank Airport." Additionally, Staff will comment on recent news reports involving matters related to aviation safety.
- d. REPLACEMENT PASSENGER TERMINAL PROJECT CONSTRUCTION UPDATE. No staff report attached. Staff and Jacobs Project Management ("Jacobs") will provide an update on the progress of the construction of the Replacement Passenger Terminal Project. Additionally, at the request of Commissioner Ovrom, Jacobs will review the Transit Mode Access as previously presented in December 2025.