Weekly Management Report
July 17, 2026

1. Minutes	Infrastructure Oversight Board Meeting on April 23, 2026 **Public Works Department**
2. Notice	Burbank-Glendale-Pasadena Airport Authority Meeting on July 20, 2026 **Burbank-Glendale-Pasadena Airport Authority Meeting**

CITY OF BURBANK
Infrastructure Oversight Board
Regular Meeting Minutes
April 23, 2026

A regular meeting of the Infrastructure Oversight Board (IOB) was held in Room 104 of the Community Services Building, 150 North Third Street, Burbank, California 91502 on the above date. Armen Avazian, Chair, called the meeting to order at 6:03 p.m.

ROLL CALL

Present:	Armen Avazian, Marcus Davis, Duanne Gilmore, Colin Hoffmeister
Absent:	Maria Coronado, Lori Stearns, Shane Weber
Also Present:	Damian Skinner, Public Works Director Lifan Xu, Chief Assistant Public Works Director – City Engineer Marisa Garcia, Parks and Recreation Director Jennifer Becker, Financial Services Director Catherine Kim, Senior Assistant City Attorney Matthew De Vera, Recording Secretary

ANNOUNCEMENTS
None.

PUBLIC COMMENT
None.

BOARD MEMBER RESPONSE TO PUBLIC COMMENTS
None.

CONSENT CALENDAR

1. **Approval of Minutes of the IOB meeting held on March 26, 2026**
   It was moved by Board Member Davis and seconded by Vice Chair Gilmore to approve the March 26, 2026, meeting minutes. The motion was approved 4-0.

REPORTS TO BOARD

1. **Fiscal Year 2026-2027 Capital Improvement Program (CIP) Projects Presentation (Continued)**
   Staff continued to present the proposed Fiscal Year 2026-2027 Capital Improvement Program Projects. It was moved by Vice Chair Gilmore and seconded by Board Member Hoffmeister to bring forward the 2026-2027 Fiscal Year Capital Improvement Plan to Council. The motion was approved 4-0.

DISCUSSION ITEMS
None.

INTRODUCTION OF ADDITIONAL AGENDA ITEMS
None.

FUTURE AGENDA ITEMS
None.

ADJOURNMENT
The meeting adjourned at 7:36 p.m.

Respectfully submitted,

Matthew De Vera
Recording Secretary

July 16, 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, July 20, 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

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of July 20, 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.

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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.*

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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 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.

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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

Monday, July 20, 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 — ***[See page 1]***

         (i) June 3, 2026

      2) Operation and Development Committee

         (i) June 1, 2026 — ***[See page 3]***

      3) Finance and Administration Committee

         (i) June 1, 2026 — ***[See page 5]***

   b. Commission Minutes

      1) June 15, 2026 — ***[See page 8]***

   c. Treasurer's Report

      1) April 2026 — ***[See page 16]***

   d. Approval No. 1 Aviation Hangar Lease
   Delux Public Charter, LLC dba JSX
   Consent to Sublease – Ameriflight, LLC — ***[See page 42]***

   e. Consent to Assignment – Development Ground Lease
   Mercury Air Center – Burbank, Inc. dba Atlantic Aviation — ***[See page 45]***

   f. Amended and Restated Office Space Sublease
   Atlantic Aviation — ***[See page 48]***

   g. Ownership Change Consent
   GAT Airline Ground Support — ***[See page 50]***

6. ITEMS FOR COMMISSION APPROVAL

   a. Election of Officers *[See page 52]*

   b. Committee Assignments

   c. Replacement Passenger Terminal Day One Parking Rates *[See page 53]*

7. ITEMS FOR INFORMATION

   a. Replacement Passenger Terminal Construction Update

   b. Advertising and Promotion Update - Anyone Collective

8. ITEMS PULLED FOR DISCUSSION

9. EXECUTIVE DIRECTOR COMMENTS

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

11. PUBLIC COMMENT

12. ADJOURNMENT: To August 17, 2026, for the next regularly scheduled meeting of the Burbank-Glendale-Pasadena Airport Authority, 2627 N Hollywood Way, Skyroom

COMMISSION NEWSLETTER

Monday, July 20, 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 special meeting of June 3, 2026, a copy of the approved minutes of the Operations and Development Committee meeting of June 1, 2026; and a copy of the approved minutes of the Finance and Administration Committee meeting of June 1, 2026, are included in the agenda packet for information purposes.

b. COMMISSION MINUTES. A draft copy of the June 15, 2026, meeting Commission minutes are included in the agenda packet for review and approval.

c. TREASURER'S REPORT. The Treasurer's Report for April 2026 is included in the agenda packet. At its meeting on June 15, 2026, the Finance and Administration Committee voted unanimously (2–0, 1 absent) to recommend that the Commission note and file this report.

d. APPROVAL NO. 1 AVIATION HANGAR LEASE – DELUX PUBLIC CHARTER, LLC dba JSX – CONSENT TO SUBLEASE - AMERIFLIGHT. A staff report is included in the agenda packet. At its meeting on June 15, 2026, the Finance and Administration Committee voted (2–0, 1 absent) to recommend that the Commission approve the following interrelated documents involving two Airport tenants, Delux Public Charter, LLC ("JSX") and Ameriflight, LLC ("Ameriflight"): Amendment No. 1 of Aviation Hangar Lease with JSX, to extend the term of the current Aviation Hangar Lease to January 26, 2028, and to update the federal requirements exhibit; and Consent to Sublease between Ameriflight and JSX for the continued use of existing ramp space, existing parking space, with new office space.

e. CONSENT TO ASSIGNMENT – DEVELOPMENT GOUND LEASE – MERCURY AIR CENTER BURBANK, INC. dba ATLANTIC AVIATION. A staff report is included in the agenda packet. At its meeting on June 15, 2026, the Finance and Administration Committee voted (2–0, 1 absent) to recommend that the Commission approve a proposed consent to assignment of Development Ground Lease ("Lease"), for Mercury Air Center - Burbank, Inc. dba Atlantic Aviation "Atlantic"). Atlantic desires to assign its Lease to Granite Aviator Intermediate, LLC, pursuant to an April 1, 2026, Agreement and Plan of Merger with Granite Aviator Intermediate, LLC, Granite Aviator Merger Sub, Inc., and other parties.

f. AMENDED AND RESTATED OFFICE SPACE SUBLEASE – ATLANTIC AVIATION. A staff report is included in the agenda packet. At its meeting on June 15, 2026, the Finance and Administration Committee voted (2–0, 1 absent) to recommend that the Commission approve a proposed Amended and Restated

Office Space Sublease with Mercury Air Center Burbank, Inc., dba Atlantic Aviation, to consolidate the 2022 and 2023 Office Space Subleases and to add additional available space in Building 3 located in the southwest quadrant of the Airport at 4351 Empire Avenue, Burbank.

g. OWNERSHIP CHANGE CONSENT – GAT AIRLINE GROUND SUPPORT. A staff report is included in the agenda packet. At its meeting on June 15, 2026, the Finance and Administration Committee voted (2–0, 1 absent) to recommend that the Commission approve a proposed Ownership Change Consent to accept a transfer of interests resulting from an acquisition of GAT Airline Ground Support ("GAT") by Prime Flight Aviation Services, Inc. The proposed Consent is applicable to a 2008 Office Space Lease, a 2012 Cargo Space Lease, and a 2021 Non-Exclusive License Agreement between the Authority and GAT.

6. ITEMS FOR COMMISSION APPROVAL

a. ELECTION OF OFFICERS. A staff report is included in the agenda packet. The joint powers agreement requires the Commission to elect or re-elect a President, a Vice President, and a Secretary at the first meeting of July every year. Although not required to do so, the Commission traditionally also has chosen an Assistant Secretary, Treasurer, and Auditor at the first July meeting. Staff recommend that the Commission elect or re-elect all of its officers, including an Assistant Secretary, Treasurer, and Auditor.

b. COMMITTEE ASSIGNMENTS - No staff report attached. This item is included in the agenda to provide the Commission President the opportunity to make any standing or ad hoc committee appointments that he or she may wish to make.

c. REPLACEMENT PASSENGER TERMINAL – DAY ONE PARKING RATES. A staff report is included in the agenda packet. At its meeting on June 15, 2026, the Finance and Administration Committee voted (2–0, 1 absent) to recommend that the Commission approve proposed parking rates applied to the Airport Day One parking configuration, which includes the Replacement Passenger Terminal ("RPT") Parking Structure that will house both close-in Self-park and Valet operations, and the Southeast Quadrant's remote Lots G and F. The proposed parking rates, if approved, would become effective as of the opening day of the RPT, currently scheduled for October 13, 2026

7. ITEMS FOR COMMISSION INFORMATION

a. REPLACEMENT PASSENGER TERMINAL CONSTRUCTION UPDATE. No staff report attached. Staff and Jacobs Project Management will provide an update on the progress of the construction of the Replacement Passenger Terminal Project.

b. ADVERTISING AND PROMOTION UPDATE; ANYONE COLLECTIVE. No staff report attached. Staff and a representative from the Authority's marketing agency, Anyone Collective, will present details on the current ad campaign promoting the opening of the RPT.