Weekly Management Report
November 13, 2026

1. Summary	Parks and Recreation Board Meeting on November 4, 2026 **Parks and Recreation Department**
2. Minutes	Burbank Police Commission Meeting on October 21, 2026 **Police Department**
3. Notice	Burbank-Glendale-Pasadena Airport Authority Meeting on November 16, 2026 **Burbank-Glendale-Pasadena Airport Authority**

CITY OF BURBANK

PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Youth Board

Date: Wednesday, November 4, 2026

Staff Present: Jenny Griffin, Recreation Supervisor; Buster Roebuck, Senior Recreation Leader; Christina Romero, Senior Clerk; Emily Aghajanian, Recording Secretary

Board Members Present: Olivia Chen, Sreya Deepak, Tejas Deepak, Ghazal Eichoue, Kamo Gomtsyan, Kristina Kalustova, Megan Ly, Michael Millunzi, Lana Mnatsakanyan, Charlotte Pangman, Marianna Sergoyan (arrived at 6:09 p.m.), Krista Sims, Luke Smith, Nikolas Taylor, Aiden Yoon

Board Members Absent: None

Parks and Recreation Board Liaison Present: Farrah Assadi

Parks and Recreation Board Liaison Absent: None

Item Discussed		Summary	Direction or Action, if any
1	Swearing in of Members	Assistant City Clerk, Linda Thai, administrated the oath for Board members	Noted and filed.
2	Call to Order	The meeting was called to order at 6:08 p.m.	Noted and filed.
3	Oral Communications	Paul McKenna, representing the Veterans Committee, invited Board members to participate in the Veterans Day Service on November 11, 2026, at 11:00 a.m. He encouraged youth participation and requested assistance with distributing programs and flags for the community event.	None.
4	Response to Oral Communications	None.	None.
5	Introductions	Ms. Griffin provided a brief overview of the Youth Board and invited Board Members to introduce themselves.	Discussed, noted, and filed.
6	Brown Act Presentation	Chief Assistant City Attorney, Jill Vander Borght provided an overview of the Brown Act Policies.	Noted and filed.
7	Elections	Board Members nominated Mr. Yoon as Chair, Ms. Sergoyan as Vice Chair, and Mr. Deepak as Secretary.	It was motioned by Ms. Sergoyan, seconded by Mr. Millunzi, and carried 15-0 to approve Mr. Yoon as Chair. It was then motioned by Ms. Eichou, seconded by Mr. Yoon, and carried 15-0 to approve Ms. Sergoyan as Vice Chair. It was motioned by Mr. Yoon,

			seconded by Mr. Smith, and carried 15-0 to approve Mr. Deepak as Secretary.
8	Park, Recreation and Community Service Board Liaison	Mr. Taylor and Mr. Deepak volunteered to be the liaisons for the Park, Recreation and Community service board.	It was motioned by Mr. Yoon, seconded by Ms. Eichoue and carried 15-0 to approve Mr. Taylor and Mr. Deepak as liaisons for the Park, Recreation and Community Service Board.
9	Sustainable Burbank Commission Liaison	Ms. Sims volunteered to be the liaison for the Sustainable Burbank Commission.	It was motioned by Mr. Yoon, seconded by Ms. Pangman and carried 15-0 to approve Ms. Sims as the Liaison for the Sustainable Burbank Commission.
10	Goals & Objectives	Ms. Griffin discussed the Youth Board's goals and accomplishments from last year, including the Burbank Buzz social media campaign and the Animal Shelter donation. Board members shared ideas and discussed potential goals and objectives they would be interested in pursuing for the year. The board approved to table the discussion of goals and objectives for next month's meeting.	It was motioned by Mr. Yoon, seconded by Ms. Eichoue and carried 15-0 to approve tabling the discussion of goals and objectives to the December meeting.
11	Teen Programming & Youth Leadership Program Update	Mr. Roebuck provided updates on the youth programs. The Youth Leadership Program's first session will take place on Saturday, November 7, 2026, at the Community Services Building, Room 104. Students will have the opportunity to get to know one another, learn about personality types, and participate in an art project. The Counselor in Training (CIT) Program works with the After-school Daze program and Summer Daze program. The winter session applications will be available soon.	Noted and filed.
12	School Reports	School representatives gave brief reports regarding respective school activities.	None.
13	Personal Achievement/ Recognitions	Board members volunteered to share any personal achievements and/or accomplishments with the group	None.
14	Adjournment	The meeting was adjourned at 7:54 p.m.	None.

BURBANK POLICE COMMISSION
MINUTES

OCTOBER 21, 2026

A regular meeting of the Burbank Police Commission was held in the Council Chamber of City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 1800 hours by Commission Chair Elman.

CALL TO ORDER

Present: Chair Elman, Vice Chair McKenna, Commissioners Chapman, Coomes, Hacobian, Wenzel
Absent: Commissioner Hartoonian
Also Present: Captain Lasacco (representing Chief Quintero), Captain Derek Green, Lieutenant Brent Fekety, Chief Assistant City Attorney Oh, and Executive Assistant Dizon

FLAG SALUTE

The flag salute was led by Commissioner Wenzel.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION AD HOC SUBCOMMITTEES

- **Commissioner Hacobian:** Reported attending the Boards and Commissions Recognition Dinner October 20 (congratulating Commissioner Coomes on five years of service), the State of the City address on October 15, the Burbank Police Department Promotional Ceremony on October 8, National Coffee with a Cop at Chick-fil-A on October 7, and meeting with Assemblymember Nick Schultz on September 29 regarding public safety legislation.

- **Commissioner Coomes:** Reported attending National Coffee with a Cop at Chick-fil-A on October 7 and the Boards and Commissions Recognition Dinner on October 20.

- **Commissioner Chapman:** Reported attending the Boards and Commissions Recognition Dinner on October 20, expressing congratulations to Commissioners Coomes and Hacobian for their five years of dedicated service to the City of Burbank.

- **Vice Chair McKenna:** Reported having no updates at this time.

- **Commissioner Wenzel:** Reported attending the Boards and Commissions Recognition Dinner on October 20, expressing sincere appreciation to the City for hosting the recognition event.

- **Chair Elman:** Reported attending the Boards and Commissions Recognition Dinner on October 20 and National Coffee with a Cop at Chick-fil-A on October 7.

FIRST PERIOD OF PUBLIC COMMENTS

Appearing before the Commission were:
None. No in-person speaker cards were submitted.

Phoning in was:
None. No callers were queued on the line.

RESPONSE TO PUBLIC COMMENTS

No public comment was received. No callers joined the meeting.

APPROVAL OF MINUTES FROM THE SEPTEMBER 16, 2026, MEETING

During the review of the September 16, 2026 meeting minutes, Commissioner Chapman requested an amendment under Items of Business (Item 1, Annual RIPA Report) to insert a record of his motion requesting that a letter be sent regarding Armenian representation on the RIPA report, which had failed for lack of a second. The Commission then voted to approve the September 16, 2026 meeting minutes as amended. The motion passed 5-0-1-1, with Commissioners Chapman, Coomes, Chair Elman, Hacobian, and Vice Chair McKenna voting Yes, Commissioner Wenzel abstaining, and Commissioner Hartoonian absent.

ITEMS OF BUSINESS

1. Presentation Regarding Federal Immigration and Customs Enforcement (ICE) Activity Outside the Burbank Police Department Jail

Captain Derek Green (Field Investigations Division) presented a comprehensive report detailing federal ICE enforcement activity outside the Burbank Police Department Jail on Third Street, addressing legal boundaries, departmental policies, and facility operational safety.

- **Policy & Legal Framework:** Captain Green emphasized that BPD operates under the California Values Act (Senate Bill 54) and BPD Policy 428. The department enforces state and local laws, does not participate in or assist federal civil immigration enforcement, and does not conduct joint operations with ICE.

- **Public Record Mandates:** Under California Government Code § 7923.610, arrest log details (including full name, physical description, arrest time/date, booking time/date, bail amount, release details, and charges) are public records accessible online and automatically transmitted to state (CA DOJ) and federal (FBI) databases independently accessed by ICE.

- **Jail Operations & Release Procedures:** Captain Green clarified that there is no standard inmate release time and that individuals are released throughout the day once booking and processing are complete. Releases from the Third Street public entrance generally occur once processing is complete, while releases between midnight and 6:00 a.m. are typically avoided for inmate safety. Captain Green and Chief Assistant City Attorney Oh further explained that alternative exits through secure portions of the police facility, including locker room and parking garage access points, are not viable options because of facility security concerns and because assisting inmates in avoiding federal

authorities could constitute unlawful obstruction. The Department cannot legally obstruct federal agents operating in public spaces under federal law.

- **9/11 Remembrance Ceremony Incident:** Captain Green addressed an ICE arrest that occurred outside the jail during the city's 9/11 Remembrance Ceremony, noting that Chief Quintero expressed his displeasure regarding the timing of the incident directly to federal agency personnel.

- **Commission Discussion:** Vice Chair McKenna inquired about inmate release timing and the circumstances surrounding the timing of releases. Commissioner Coomes discussed public record requirements, the illegality of utilizing secure exits, and employee speech guidelines. Commissioner Hacobian addressed community misinformation and committed to sharing BPD transparency resources with the public. Commissioner Chapman raised questions regarding camera recording and retention practices, inmate release procedures, and RIPA demographic trends. Captain Green confirmed that jail camera footage is recorded and archived. Chair Elman and Chief Assistant City Attorney Oh noted that RIPA-related matters were outside the scope of the agendized item.

GENERAL ANNOUNCEMENTS BY CHIEF QUINTERO

Captain Losacco presented departmental updates on behalf of Chief Quintero:

- **Recruit Graduations & Staffing:** One recruit will graduate from the Orange County Sheriff's Academy on October 22, 2026, and another is expected to graduate from the LA County Sheriff's Academy in November. Current sworn headcount stands at 157 against a budgeted maximum of 160 officers.
- **Shop with a Cop Event:** The annual Shop with a Cop event is scheduled for Wednesday, December 9, 2026, at 5:00 p.m. at Walmart, benefiting approximately 30 children with $75 gift cards through generous contributions from Walmart, the Burbank Police Foundation, Kiwanis, and Handy Market.

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Status of Previously Requested Items

- **Cadet and Explorer Programs Report:** Confirmed for presentation at the November 18, 2026 meeting.
- **Police Reserve Program Audit:** Separated from the Cadet/Explorer report to be heard as a standalone item at a future meeting.
- **December 2026 Meeting Status:** Confirmed that the Police Commission will be dark in December 2026.
- **School Safety / SRO Overview:** Pending ongoing coordination with BUSD leadership (targeted for Spring 2027).
- **E-Bike Regulations Update:** Targeted for early 2027 following state law updates and City Council review.

- **Annual Military Equipment Report:** Lieutenant Fekety clarified this report will be presented in March/April 2027 prior to City Council submission; a motion introduced by Commissioner Chapman was subsequently withdrawn.

Future Agenda Items

- **Community Service Officers (CSO) Program Update**: Moved by Commissioner Hacobian, seconded by Commissioner Chapman, to request a presentation for the January 2027 meeting on the Community Service Officer program, including operational status, expansion opportunities, and an introduction to the CSOs. Motion carried.

- **City Parking Enforcement Program Overview**: Moved by Chair Elman, seconded by Vice Chair McKenna, to request a high-level presentation regarding City parking enforcement procedures, contractor operations, and CSO involvement near schools. Motion carried.

NEXT MEETING DATE - Wednesday, November 18, 2026
6:00 p.m., City Council Chamber

ADJOURNMENT

There being no further business to come before the Commission, Chair Elman adjourned the meeting at 1935 hours.

Narbeh Hartoonian
Secretary, Burbank Police Commission

November 12, 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, November 16, 2026, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2827 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 November 16, 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, November 16, 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) September 2, 2026 ***[See page 1]***

      2) Legal, Government and Environmental Affairs Committee

         (i) September 21, 2026 ***[See page 5]***

   b. Commission Minutes

      1) October 19, 2026 ***[See page 7]***

   c. Miscellaneous Task Order Amendments ***[See page 11]***
      Replacement Passenger Terminal

6. ITEMS FOR COMMISSION APPROVAL

   a. Award of Purchase Order ***[See page 16]***
      Vehicle Movement Area Transponder Equipment

7. ITEMS FOR COMMISSION DISCUSSION

   a. MCS Burbank LLC ("MCS") Notice of Non-Compliance ***[See page 17]***

   b. Airport History Book Pricing and Distribution ***[See page 19]***

   c. Staff Participation – AAAE Aviation Issues Conference ***[See page 22]***
      Kauai, Hawaii

8. ITEMS FOR COMMISSION INFORMATION

   a. Airport Fire Department ("AFD") EV Fire Response Readiness

   b. Carbon Sustainability Update

   c. Replacement Passenger Terminal Design Build Agreement Close Out *[See page 23]*

   d. Announcement of Marketing Awards

9. CLOSED SESSION

   a. PUBLIC EMPLOYEE APPOINTMENT
   (California Government Code Section 54957(b))
   Title: Executive Director

   b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
   (California Government Code Section 54957(b))
   Title: Executive Director

   c. CONFERENCE WITH LABOR NEGOTIATOR
   (California Government Code Section 54957.6)
   Authority Representatives: Maximilian Kalis
   Unrepresented Employee: 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 December 21, 2026, for the next regularly scheduled meeting of the Burbank-Glendale-Pasadena Airport Authority, 2827 N Hollywood Way, Airport Skyroom

COMMISSION NEWSLETTER

Monday, November 16, 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 September 2, 2026, and a copy of the Legal, Government and Environmental Affairs Committee meeting of September 21, 2026, are included in the agenda packet for information purposes.

b. COMMISSION MINUTES. A draft copy of the Commission regular Commission meeting of October 19, 2026, is included in the agenda packet for review and approval.

c. MISCELLANEOUS TASK ORDER AMENDMENTS – REPLACEMENT PASSENGER TERMINAL. A staff report is included in the agenda packet. At its meeting on November 4, 2026, the Executive Committee voted (3–0) to recommend that the Commission approve Task Order Amendments for the Design Build Agreement with Holder, Pankow, TEC – A Joint Venture for the Replacement Passenger Terminal Project.

6. ITEMS FOR COMMISSION APPROVAL

a. AWARD OF PURCHASE ORDER – VEHICLE MOVEMENT AREA TRANSPONDER EQUIPMENT. A staff report is included in the agenda packet. Subject to the recommendation from the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks approval from the Commission to award a Purchase Agreement to PASSUR Aerospace, Inc. for $229,508, for the acquisition and installation of 53 Vehicle Movement Area Transponders for use in airport vehicles that are authorized to access the Aircraft Movement Area of the airfield.

7. ITEMS FOR COMMISSION DISCUSSION

a. MCS BURBANK LLC (“MCS”) NOTICE OF NON-COMPLIANCE. A copy of the notice issued to MCS on Friday, October 23, 2026, regarding its non-compliance with the Food Service Concession Agreement ("Agreement") pricing policy and build out requirements is in the agenda packet. Since the start of operations in the Replacement Passenger Terminal, Staff has received numerous comments and complaints regarding the food service concession. Staff has been working with MCS and monitoring its activities in accordance with the Agreement. Staff will update the Commission on the latest achievements by MCS to comply with terms of the Agreement.

b. AIRPORT HISTORY BOOK UPDATE AND PRICING. The Airport History Book, "The Airport Everyone Loves……", has been submitted to the printer for publication with a scheduled delivery during the week of December 1, 2026. At the recommendation of the Executive Committee ("Committee"), Staff seeks the Commission's direction on the following items: 1) Retail price and 2) Complimentary copy distribution.

c. STAFF PARTICIPATION – AAAE AVIATION ISSUES CONFERENCE KAUAI, HAWAII. A staff report is included in the agenda packet. At the request of President Hampton, this item is included for Commission discussion. Staff seeks direction from the Commission.

8. ITEMS FOR COMMISSION INFORMATION

a. AIRPORT FIRE DEPARTMENT ("AFD") EV FIRE RESPONSE READINESS. No staff report is attached. With the number of electric charging stations located in the Replacement Passenger Terminal Parking Garage, at the request of Commissioner Gabel-Luddy, AFD will review with the Commission its electrical vehicle fire response readiness program.

b. CARBON SUSTAINABILITY UPDATE. No staff report attached. At the request of Commissioner Brotman, Staff will update the Commission on the Airport's Carbon Sustainability Program. Staff will also update the Commission on the Replacement Passenger Terminal Waste Management Program and the Air Quality Improvement Program governed by a Memorandum of Understanding with the South Coast Air Quality Management District.

c. REPLACEMENT PASSENGER TERMINAL DESIGN BUILD AGREEMENT CLOSE OUT. A staff report is included in the agenda packet. With the completion of the operational transfer from the Legacy Terminal to the Replacement Passenger Terminal, the project is at the next stage of discussions with Holder, Pankow, TEC - A Joint Venture ("HPTJV") to resolve final costs and close out the design build agreement. Attached is a memorandum from Jacobs Project Management Inc. regarding the status of the close out discussions with HPTJV. This was an informational item for the Executive Committee at its meeting on November 4, 2026.

d. ANNOUNCEMENT OF MARKETING AWARDS. No staff report attached. Staff will brief the Commission on recent nominations and awards earned in conjunction with the Replacement Passenger Terminal.

9. CLOSED SESSION

a. PUBLIC EMPLOYEE APPOINTMENT
(California Government Code Section 54957(b))
Title: Executive Director

b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(California Government Code Section 54957(b))
Title: Executive Director

c. CONFERENCE WITH LABOR NEGOTIATOR
(California Government Code Section 54957.6)
Authority Representatives: Maximilian Kalis
Unrepresented Employee: Executive Director

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

WEDNESDAY, SEPTEMBER 2, 2026

A regular meeting of the Executive Committee was called to order on this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 9:00 a.m., by Commissioner Hampton.

1. **ROLL CALL**

Present:	Commissioners Hampton, Ovrom, and Quintero
Absent:	None
Also Present:	Staff: John Hatanaka, Executive Director; Scott Kimball, Deputy Executive Director, Business Development; Patrick Lammerding, Deputy Executive Director, Operations, Security, and SMS; Vincent Nguyen, Director of Engineering; Stephanie Gunawan-Piraner, Deputy Executive Director, Planning and Development; Derrick Cheng, Manager, Business and Properties Perry Martin, Sr. Program Manager, Jacobs Project Management Co.

2. **Approval of Agenda**

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

3. **Public Comment** — Ms. Strawn Martin, Alaska Airlines, commented on a non-agenda Airport-related matter.

4. **Approval of Minutes**

a. **August 5, 2026** — The agenda packet included a draft copy of the August 5, 2026 Committee meeting minutes for review and approval.

Motion	Commissioner Quintero moved approval of the minutes; seconded by Commissioner Ovrom.
Motion Approved	The motion was approved (3-0).

on the existing terminal's closing date scheduled to be October 12, 2026. The proposed New Agreement would provide for Certified Travel Media's continued placement of brochure display racks in the Customer Service Building of the Regional Intermodal Transportation Center once the Replacement Passenger Terminal has opened.

Motion

Commissioner Quintero moved approval of the recommendation, seconded by Commissioner Ovrom.

Motion Approved

The motion was approved (3-0).

d. Amendment No. 1 to Professional Services Agreement for Traffic Management Support

Staff requested that the Executive Committee recommend Commission approval of the following:

1.) Approve a proposed Amendment No. 1 to the Professional Services Agreement with LAZ Parking California, LLC. The proposed Amendment would 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 $20,000 contingency, approximately 15% of the revised contract value to cover any other unforeseen changes.

Motion

Commissioner Quintero moved approval of the recommendation, seconded by Commissioner Ovrom.

Motion Approved

The motion was approved (3-0).

6. Items for Information

a. Implementation of Common Use Facility Policy

The Authority has in place at the current terminal a "Joint and Common Use Facility Policy" which is included in the Airport Rules and Regulations Manual. The purpose of this policy is to allocate assets of the terminal fairly among the airlines based on the type of agreement each has with the Authority, i.e., an Airport Use Agreement ("AUA") or a 30-day Operating Permit ("Permit"). Under the Replacement AUA, the Replacement Passenger Terminal will operate as a fully Common-Use Facility. Accordingly, ticketing counters, check-in kiosks, gates, and associated hold rooms, baggage makeup positions, baggage claim carousels, as well as flight information and baggage information displays are Common-Use Facilities that will be allocated to the airlines based on flight schedules and the type of agreement with the

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

MONDAY, SEPTEMBER 21, 2026

A regular meeting of the Legal, Government and Environmental Affairs Committee was called to order on this date in the Burbank Room, 2627 N. Hollywood Way, Burbank, California, at 8:30 a.m., by Commissioner Gabel-Luddy.

1. **ROLL CALL**

Present:	Commissioners Gabel-Luddy, Brotman, and Lyon (arrived at 8:37 a.m.)
Absent:	None
Also Present:	Greg Rabinovitz, Chief of Staff; Maggie Martinez, Director, Noise and Environmental Affairs; Aaron Galinis, Principal Airport Planner Authority Counsel: Terence Boga, Esq., Richards, Watson & Gershon

2. **Approval of Agenda**

Motion	Commissioner Brotman moved to approve the agenda, seconded by Commissioner Gabel-Luddy.
Motion Approved	The motion was approved (2–0, 1 absent).

3. **Public Comment** — There were no public comments.

4. **Approval of Minutes**

a. August 17, 2026	The Committee reviewed the draft minutes of its August 17, 2026, meeting.
Motion	Commissioner Brotman moved to approve the minutes, seconded by Commissioner Gabel-Luddy.
Motion Approved	The motion was approved (2–0, 1 absent).

5. **Items for Approval**

a. Selection of a Committee Chair	Commissioner Gabel-Luddy, Chair of the Committee, appointed Commissioner Lyon as the new Committee Chair. Hearing no objection, Commissioner Lyon was appointed Chair.

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

MONDAY, OCTOBER 19, 2026

A regular meeting of the Burbank-Glendale-Pasadena Airport Authority was called to order on this date in the Airport Skyroom, 2827 N. Hollywood Way, Burbank, California, at 9:06 a.m., by President Hampton.

1. **ROLL CALL**

Present:	Commissioners Hampton, Quintero (arrived 9:10 a.m.), Ovrom, Asatryan, Brotman, Lyon, Talamantes, Gabel-Luddy, Wilson
Absent:	None
Also Present:	Staff: John Hatanaka, Executive Director; Stephanie Gunawan-Piraner, Deputy Executive Director, Planning and Development Terence Boga, Esq., Counsel, Richards, Watson & Gershon

2. **PLEDGE OF ALLEGIANCE** — Commissioner Ovrom led the Pledge of Allegiance.

3. **APPROVAL OF AGENDA** — The agenda was approved as presented.

Motion	Commissioner Lyon moved approval of the agenda; seconded by Commissioner Asatryan.
Motion Approved	The motion was approved (9–0). AYES: Hampton, Quintero, Brotman, Talamantes, Asatryan, Ovrom, Lyon, Wilson, Gabel-Luddy NOES: None ABSENT: None

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.) John Echeto, Strawn Martin, Jennifer Skurnik, Victoria Kirschenbaum, Jessica Hollander, Corey Mansing, Charlie Carnow, Tess Williams, Malik Marshall

d. Auditor Required Communications for the FY 2026 Audits	At its meeting on September 21, 2026, the Finance and Administration Committee voted (3–0) to recommend that the Commission note and file this Auditor required communications letter. The Authority's auditor, Macias Gini & O'Connell LLP provided a letter to the Commission outlining its audit responsibilities and planned scope and timing of the FY 2026 audits.
Motion	Commissioner Quintero; seconded by Commissioner Wilson.
Motion Approved	The motion was approved (9–0). AYES: Hampton, Quintero, Ovrom, Asatryan, Lyon, Brotman Talamantes, Wilson, Gabel-Luddy NOES: None ABSENT: None

6. ITEMS FOR COMMISSION DISCUSSION

b. Retail Concession Worker Retention	Staff updated the Commission on Worker Retention for the Replacement Passenger Terminal retail concession program. The Commission commented on correspondence from the Marshall Retail Group and also responded to comments made during Public Comment.

7. ITEMS FOR COMMISSION INFORMATION

a. Commemorating 54 Years of Service to the Burbank-Glendale-Pasadena Airport Authority Dan Dittman	Dan Dittman, who has served the Airport for 54 years, was honored for his dedication and service to the Airport.

8. CLOSED SESSION	The meeting convened to Closed Session at 10:16 a.m.

a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of Litigation (California Government Code Section 54956.9(d)(4)):
1 potential case

STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
NOVEMBER 16, 2026

MISCELLANEOUS TASK ORDER AMENDMENTS
REPLACEMENT PASSENGER TERMINAL

Prepared by Perry Martin
Jacobs Project Management Co.

SUMMARY

At its meeting on November 4, 2026, the Executive Committee ("Committee") voted (3–0) to recommend that the Commission approve the Task Order Amendments ("TOA") listed below for the Design Build Agreement with Holder, Pankow, TEC - A Joint Venture ("HPTJV") for the Replacement Passenger Terminal ("RPT") Project:

TOA-81	$347,310.00	MCS Burbank ("MCS") request for concession underground Mechanical, Electrical, and Plumbing ("MEP") changes to the base building
TOA-82	$61,343.00	Burbank Water and Power ("BWP") request for additional steel bollards to protect sub-station switch yard equipment
TOA-83	$333,116.00	Concession underground MEP final construction cost reconciliation
TOA-84	$219,088.00	Ground service equipment charging cable swap out
TOA-85	$414,020.00	Applicable sales tax for the purchase of the KCI Boarding Ramp
TOA-86	$20,455.00	Saab antenna installation at the RPT south Airfield Operations Area ("AOA") guard booth
TOA-87	$154,133.00	Transportation Security Administration ("TSA") information technology ("IT") design and construction costs for requested changes
Total	$1,549,465.00	

BACKGROUND

During ongoing coordination of the RPT construction, commissioning, and IT systems integration, the following change orders were necessary to support the timely completion, operational readiness, and opening of the RPT facility. In accordance with Commission Resolution No. 499, once the cumulative value of RPT change orders exceed 70% of the authorized contingency budget, all subsequent change orders to the HPTJV contract must be presented to and approved by the Commission.

recognition of the NTE time-and-materials nature of TOA-44. Accordingly, $333,116 of the final reconciled cost will be funded from the owner contingency, with the remaining $333,116 being funded by contractor contingency.

This CCR represents the agreed-upon final reconciliation amount necessary to compensate for the completed underground MEP work.

Staff will seek reimbursement from MCS for the costs ($331,116) associated with this scope of work funded by owner contingency.

TOA-84

During the aircraft gate fit process in August 2026, a compatibility issue was discovered with respect to the ground service equipment charging cables installed at all 14 aircraft gates. The installed charging cables were equipped with the industry-standard Euro connectors, but Southwest Airlines' ground support equipment requires the use of 9-Pin connectors. This incompatibility needed to be resolved prior to the commencement of operations.

To accommodate Southwest Airlines' operational requirements, HPTJV installed four 9-Pin charging cables at each of Gates 9-14 and two 9-Pin charging cables at each of Gates 1-8, for a total of 40 new 9-Pin charging cables. The work was completed prior to October 13, 2026, to support operational readiness and airline move-in activities.

This modification provides a combination of Euro and 9-Pin GSE charging cables at all 14 gates, ensuring compatibility with a variety of airline ground support equipment and maintaining the common use operational flexibility for all gates.

TOA-85

KCI's original proposal for the boarding ramps specifically excluded applicable sales taxes. During execution of the procurement contract, HPTJV inadvertently did not identify and account for this exclusion, resulting in the sales tax costs not being included in the contracted amount.

Following discussions between HPTJV and Staff regarding the circumstances and sequence of events that led to the omission of the taxes, it was determined that the additional applicable sales tax costs were a legitimate project expense associated with the boarding ramp procurement.

As a result, the applicable sales taxes are to be funded from the owner contingency budget. This change request provides for reimbursement of the sales tax costs necessary to complete the procurement of the boarding ramps and fulfill the contractual obligations associated with the purchase.

TOA-86

During construction, Staff identified an operational requirement to install a Saab antenna at the south AOA guard booth that was not included in the original project scope. The Saab

Original Budget	Authorized to Date	Current Balance	Projected Draw Downs	Estimate at Completion	Remaining Balance
$56,000,000	$43,257,825	$12,742,175	$10,744,939	$54,002,764	$1,997,236

RECOMMENDATION

At its meeting on November 4, 2026, the Committee voted (3–0) to recommend that the Commission approve the proposed TOAs as described above and authorize Staff to execute and deliver the TOAs to HPTJV.

STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
NOVEMBER 16, 2026

AWARD OF PURCHASE ORDER
VEHICLE MOVEMENT AREA TRANSPONDER EQUIPMENT

Presented by
Aaron Galinis
Principal Planner

SUMMARY

Subject to the recommendation from the Operations and Development Committee ("Committee") at its meeting immediately preceding the Commission meeting, Staff seeks approval from the Commission to award a Purchase Agreement to PASSUR Aerospace, Inc. ("PASSUR") for $229,508, for the acquisition and installation of 53 Vehicle Movement Area Transponders ("VMATs") for use in airport vehicles that access the Aircraft Movement Area ("AMA") of the airfield.

BACKGROUND

The FAA and the aviation community are pursuing a goal of zero serious close calls as identified in the February 2023 Safety Call to Action Initiative, which includes mitigating incursions of both aircraft and ground vehicles. To help eliminate these accidents, airport operators can install VMATs on vehicles that traverse the AMA.

VMAT equipment integrates with advanced airport surface surveillance infrastructure to provide ground vehicles' positions and call sign to air traffic controllers in the airport's control tower. This capability enhances controllers' situational awareness of vehicle movements on the airport surface, reducing the risk of runway incidents between vehicles and aircraft. The FAA recently accelerated the rollout of grant funding for airport sponsors to acquire VMAT equipment for airport vehicles. All VMAT equipment eligible for federal funding must be purchased from the qualified list in FAA Advisory Circular AC150/5220-26. PASSUR is currently the sole implementer of VMAT equipment.

FUNDING

This equipment is eligible for reimbursement by federal funding. The Authority recently received an FAA grant containing a $162,308 federal share for VMAT implementation. The remaining $67,200 will be reimbursed through Passenger Facility Charge ("PFC") funding and will be incorporated into a future PFC application.

RECOMMENDATION

Subject to the recommendation from the Committee at its meeting immediately preceding the Commission meeting, Staff recommends approval from the Commission to award a Purchase Agreement to PASSUR for $229,508, for the acquisition and installation of 53 VMATs for use in airport vehicles that access the AMA of the airfield.

HOLLYWOOD BURBANK
AIRPORT

Via Email

October 23rd, 2026

MCS Burbank LLC
2827 N Hollywood Way
Burbank, CA 91505
Attention: Tamara Mora,
Chief Executive Officer

Re: Concession Agreement - Noncompliance with Pricing Policy and Build-Out Deadline

Ms. Mora,

This letter is regarding noncompliance with the Pricing Policy and the Build-Out Deadline set by the Concession Agreement (Agreement) between MCS Burbank LLC (MCS) and the Burbank-Glendale-Pasadena Airport Authority (Authority). As you are aware, Section 10.8(a) of the Agreement states that "prices of all food and beverage and retail products sold at the Airport may not exceed the prices charged in Street Price Benchmark restaurants and stores by more than 15%." Street Price Benchmark restaurants are required to be proposed by MCS at least 45 days prior to Unit Location opening, and then approved by the Authority, in accordance with Section 10.8(b)(1)-(2) of the Agreement. If MCS cannot determine a Street Price Benchmark through the specified process, then Section 10.8(b)(3) allows the Authority to summarily determine local area businesses to be deemed Street Price Benchmarks.

Based on the scheduled October 13, 2026 opening for the Replacement Passenger Terminal, the contractual deadline for submission of the proposed Street Price Benchmark restaurants was August 29, 2026. Authority staff initially requested MCS' opening day pricing and Street Price Benchmark restaurants on August 6th. This request was sent again on August 24th, September 14th, October 14th, and October 21st. MCS commenced with the sale of beverages and grab and go items on October 13th from Pete's Pub, West Coast Smash Burgers, Poquito Mas, and Starbucks (temporary kiosk). As of today, staff have observed MCS operating full menus at the Spring Chicken, Pete's Pub, West Coast Smash Burgers, Poquito Mas, and Starbucks (temporary kiosk) locations. However, MCS still has not submitted opening day pricing or its proposed Street Price Benchmark restaurants.

Our preliminary analysis of the posted pricing in your operating units indicates that MCS is not in compliance with the Pricing Policy set by the Concession Agreement. For example, the following table displays a sampling of Poquito Mas pricing at the Airport as compared with three street locations:

STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
NOVEMBER 16, 2026

AIRPORT HISTORY BOOK PRICING AND DISTRIBUTION

Presented by John T. Hatanaka
Executive Director

SUMMARY

The Airport History Book, "The Airport Everyone Loves……", has been submitted to the printer for publication with a scheduled delivery during the week of December 1, 2026. At the recommendation of the Executive Committee ("Committee"), Staff seeks the Commission's direction on the following items:

1. Retail price.
2. Complimentary copy distribution.

BACKGROUND

At the October 19, 2026, Commission meeting, the author, Martin M. Cooper, provided the prepublication manuscript for Commission review. Commission comments received by the October 28, 2026, deadline were provided to Mr. Cooper for incorporation into the manuscript. Staff advised the Committee at its November 4, 2026 meeting that a purchase order to the printing company would be issued by November 6th for 3,000 copies at a cost of $58,802.17. Upon issuance of the purchase order, Mr. Cooper would then deliver then the final manuscript. Once Mr. Cooper gives proof approval to the printing company, the estimated manufacturing time is 11 working days. The books will then ship from New Jersey and be delivered to the airport the first week of December. Staff will securely the books and maintain inventory control within Hangar 5.

RETAIL PRICE

The Committee requested that Staff identify the total costs for the book publication. The breakdown of costs is as follows:

Suggested Complimentary
Book Distribution

Cooper Communication (per Professional Services Agreement)	30
Commissioners	45
Ad Hoc Airport History Book Committee	12
Airport Staff (TBI, APD, AFD)	204
Design Build Team (HPTJV)	5
Jacobs Project Management	3
TBI Airport Management Inc. (Atlanta)	1
RPT Finance Consultants	16
Richards Watson Gershon	10
United States Senators	2
Members of the US House for the District	3
State Senator for the District	1
State Assembly Member for the District	1
Los Angeles County Supervisor for the District	1
Secretary - CA Department of Transportation	1
FAA - Western Pacific Region, Los Angeles Airports District Office	2
TSA - Federal Security Director	1
Burbank City Council Members	5
Glendale City Council Members	3
Pasadena Mayor and City Council Members	6
Tri-Cities City Managers Office	3
City of Burbank Executive Staff involved with RPT	7
Burbank Libraries	6
Glendale Central Library	4
Pasadena Central Library	4
Burbank Historical Society	2
Total Suggested Complimentary Book Distribution	378

RECOMMENDATION

Staff seeks direction from the Commission on the retail price for the airport history book and on distribution of complimentary copies for the holiday season.

STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
NOVEMBER 16, 2026

STAFF PARTICIPATION AT AAAE AVIATION ISSUES CONFERENCE KAUAI, HAWAII JANUARY 10 – 14, 2027

Presented by John T. Hatanaka
Executive Director

SUMMARY

At the request of President Hampton, this item is included for Commission discussion. Staff seeks Commission direction.

BACKGROUND

Each January, the American Association of Airport Executives ("AAAE") hosts an Aviation Issues Conference in Hawaii. The conference provides aviation leaders, government officials, and industry executives the opportunity to learn about and discuss policies that may shape the upcoming agenda at the federal level.

The next AAAE Aviation Issues conference will be held in Lihue, Kauai from January 10th through the 14th. Currently six Commissioners have been registered to attend the conference. President Hampton asks that a member of the Airport senior staff, subject to Staff availability, attend the conference with the Commissioners.

Estimated cost for staff participation includes conference registration of $1,350, hotel expense estimated at $2,000 for four nights, airfare at approximately $500 plus meals and ground transportation for a total of $4,500.

Cost for Staff participation in the AAAE Aviation Issues Conference is not included in the adopted FY 2027 budget.

RECOMMENDATION

Staff seeks direction from the Commission.

STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
NOVEMBER 16, 2026

REPLACEMENT PASSENGER TERMINAL DESIGN BUILD AGREEMENT CLOSEOUT

Presented by
John T. Hatanaka
Executive Director

Roger Johnson
Executive Project Manager
Jacobs Project Management Inc.

SUMMARY

With the completion of the operational transfer from the Legacy Terminal to the Replacement Passenger Terminal ("RPT"), the project is at the next stage of discussions with Holder, Pankow, TEC - A Joint Venture ("HPTJV") to resolve final costs and close out the design build agreement. Attached is a memorandum from Jacobs Project Management Inc. ("Jacobs") regarding the status of the close out discussions with HPTJV. This agenda item is informational for the Commission). Staff and Jacobs are not seeking any recommendation from the Commission at this time.

BACKGROUND

On October 13, 2026, airport operations from the Legacy Terminal successfully transferred to the RPT. With that step in the process of the project completed, the terminal activities are now focused on day-to-day operations, punch list, outstanding work and contractual close out.

RECOMMENDATION

This attached memorandum is for informational purposes. Staff and Jacobs will return to the Commission at a future meeting with an update on discussions with HPTJV and recommendations for close out of the design build agreement.

November 4, 2026

Attn: John T. Hatanaka, Executive Director
Burbank-Glendale-Pasadena Airport Authority Executive Committee
2827 N. Hollywood Way
Burbank, CA 91505

Subject: Replacement Passenger Terminal Design-Build Agreement Closeout

1. Executive Summary

Holder, Pankow, TEG A Joint Venture (HPTJV), the Design-Builder for the Replacement Passenger Terminal (RPT) Project, has indicated that it may seek upwards of $22 million in additional compensation from the Burbank-Glendale-Pasadena Airport Authority (BGPAA) for costs it characterizes as Owner-related. HPTJV's cost summary is set forth at Attachment A to this memorandum. The amount represents a collection of outstanding commercial matters that HPTJV may seek to resolve as part of the closeout of the Design-Build Agreement.

While the potential magnitude of these costs warrants the Authority's attention, the amount identified by HPTJV should not be interpreted as an established contractual obligation or as a forecast of additional payments by BGPAA. The individual cost items vary substantially in their nature, contractual merit, and current status. A number involve recognized changes that Jacobs Project Management (Jacobs), the program manager for the RPT Project, has already been processing through the contract's change management procedures. Others remain subject to additional documentation, evaluation of contractual entitlement, or resolution of disagreements between the parties.

Jacobs is processing recognized changes, evaluating disputed matters, and requesting supporting information from HPTJV. Jacobs is also working closely with BGPAA management and counsel on significant contractual entitlement and commercial issues. Jacobs' current evaluation, set forth at Attachment B to this memorandum, indicates that the total identified by HPTJV is not representative of established Owner responsibility.

2. Background and Scope of HPTJV's Potential Additional Cost Requests

Overview

HPTJV's September 24, 2026 summary identified approximately $19.8 million in potential Owner-related costs, plus a separately carried amount for a Pankow concrete matter, producing a reported aggregate of approximately $22.8 million. The following table shows the classifications and estimated amounts that make up the asserted costs.

Classification	Estimated Amount
Submitted change items	$694,451
Submitted items identified as potentially disputed	$1,013,542
Pending change items	$2,858,494
Disputed items	$1,178,352
Building plenum insulation	$12,000,000
Owner Change calculators	$2,066,988
Subtotal of identified Owner-related costs	$19,811,827
Pankow concrete matter— amount carried in summary	$3,000,000
Total identified potential costs	$22,811,827

4. Jacobs' Management and Resolution Approach

Jacobs is continuing to process changes with sufficiently developed contractual basis and documentation without holding them pending resolution of broader disputes.

For other matters, Jacobs has requested HPTJV's anticipated dates for formal CCRs, technical records, cost backup, and other information. This will permit advance allocation of technical, estimating, commercial, and project management resources to begin reviews promptly when submissions arrive.

For disputed items, Jacobs will evaluate the facts and contract provisions to determine entitlement, then separately evaluate the reasonableness, accuracy, and contractual consistency of any proposed adjustment. Jacobs is working closely with BGPAA management and counsel on significant entitlement and commercial matters, including previously denied items, substantial disputed costs, and proposed adjustments requiring interpretation of the Design-Build Agreement. This coordination supports timely, well-documented decisions consistent with the Authority's contractual rights.

5. Contractual Dispute Resolution Process

The Design-Build Agreement establishes a structured process for disagreements regarding entitlement, compensation, and other contract matters. Under General Conditions GC-59, BGPAA and HPTJV are required to negotiate in good faith and use a dispute resolution ladder to elevate unresolved matters.

The contract also establishes a three-member DRP. BGPAA and HPTJV each appoint one member; those two select the third. The DRP issues written nonbinding recommendations.

General Conditions GC-60 separately establishes the administrative process for formal claims. Following a BGPAA decision, HPTJV may submit a documented dispute under the contractual requirements and deadlines. If unresolved after the applicable administrative procedures, HPTJV may pursue a claim under California Government Code Section 900 et seq., subject to applicable requirements and time limits.

The DRP process and formal claims process are distinct; the report does not assume that a DRP recommendation is a mandatory prerequisite in every dispute. Jacobs' objective, working with BGPAA management and counsel, is to resolve matters through contract administration wherever practicable while preserving BGPAA's rights.

6. Conclusion and Next Steps

HPTJV's identified potential additional costs reflects a collection of commercial matters, not a single established $22 million BGPAA obligation. Several are already being processed by Jacobs; others require documentation, evaluation, or resolution of entitlement disagreements.

The asserted total could rise as TBD items are quantified or further costs advanced, including the Pankow matter on which Jacobs has previously denied entitlement. Jacobs will continue to obtain supporting information, promptly review complete submissions, coordinate material issues with BGPAA management and counsel, and provide updates as financial exposure becomes clearer.

Where normal administration does not resolve a matter, the Design-Build Agreement provides dispute resolution and claims procedures. Jacobs remains focused on timely closeout and ensuring that any additional compensation is contractually justified and supported.