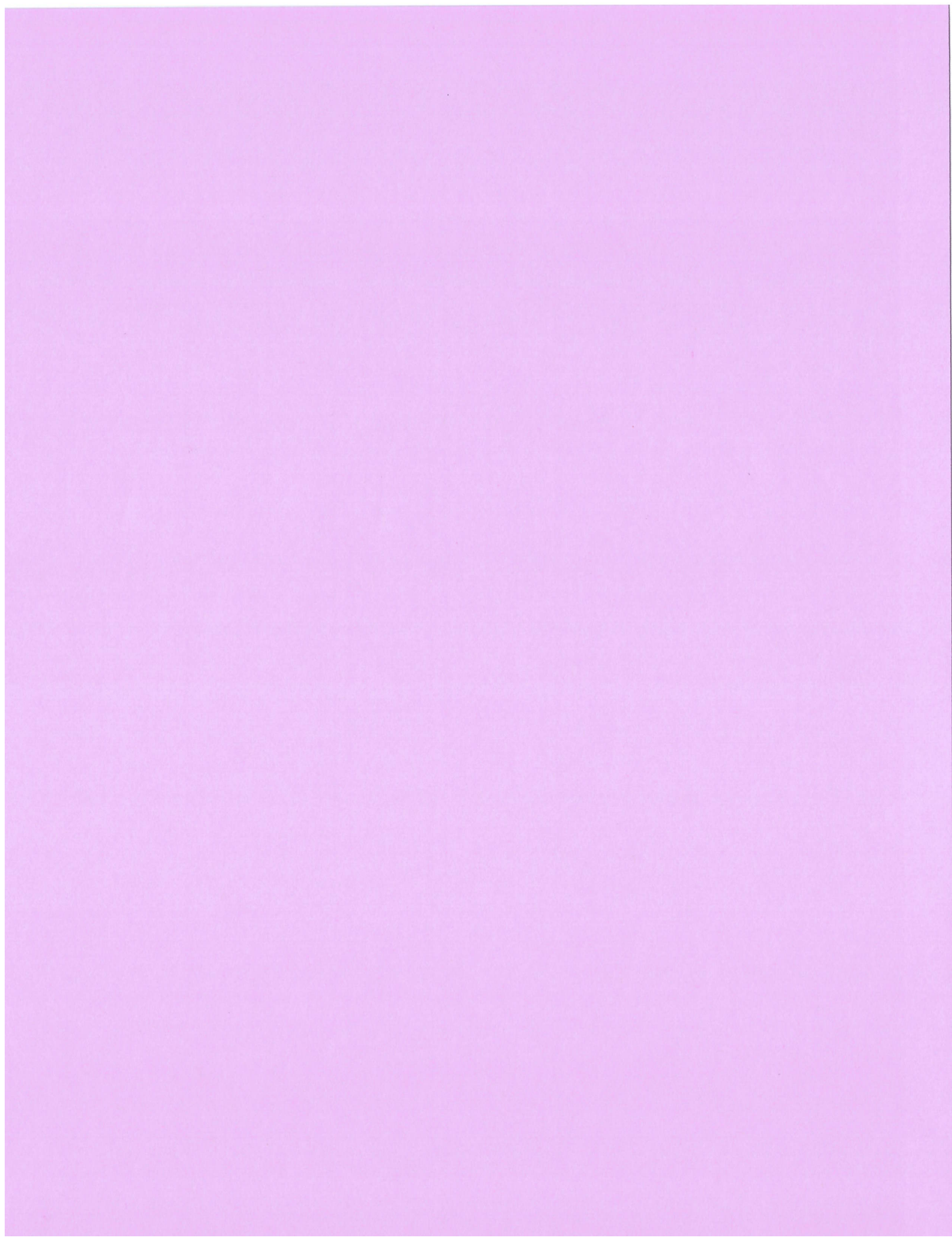




Weekly Management Report

January 16, 2026

- 1. Memo** Planning Commission Meeting on
December 08, 2025
Community Development Department
- 2. Memo** Downtown Burbank Partnership (PBID) Meeting on
December 04, 2025
Community Development Department
- 3. Notice** Cancellation of a Regular Meeting and Call and
Notice of a Special Meeting of the Burbank-Glendale-
Pasadena Airport Authority Meeting on
January 20, 2026
Burbank-Glendale-Pasadena Airport Authority



MEMORANDUM



COMMUNITY DEVELOPMENT

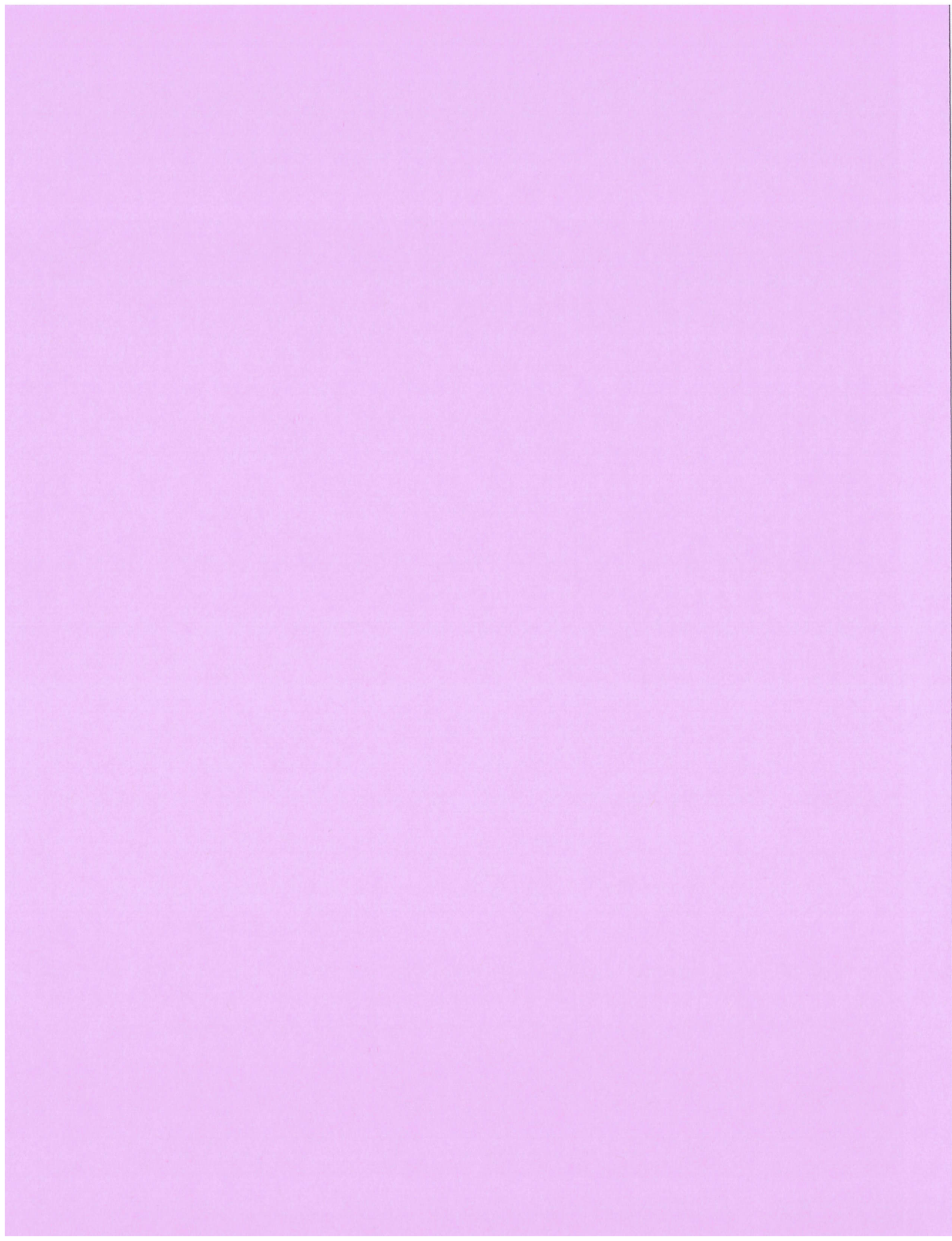
DATE: January 9, 2026

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director *PK for P. Prescott*
Via: Fred Ramirez, Assistant Community Development Director – Planning *FR*
By: Diana Arias, Intermediate Clerk

SUBJECT: Planning Commission Meeting – December 8, 2025

- This memorandum goes over the general information of the Planning Commission meeting that was held on December 8, 2025. There was one public hearing item presented to the Planning Commission.
- Project No. 25-0002550 was presented to the Commission by Principal Planner, Daniel Villa. The project included a request for an appeal of the City of Burbank Community Development Director's Decision to approve, as conditioned, a Development Review and Density Bonus Application that allows for the construction of an 11-unit residential development at 257 West Linden Avenue.
- After Public Comment Period Assistant Community Development Director Ramirez pointed out to the Commission that the applicant did provide a packet right before the meeting and proposed to Commission that they consider a continuance of the item to a date specific to give the Commission sufficient time to evaluate the packet and feedback.
- After Commission discussion Commissioner Van Gorder made a motion to continue the item to January 12, 2026, seconded by Vice Chair Safarian. Motion carried by a 5-0 vote. Motion passed.



MEMORANDUM





COMMUNITY DEVELOPMENT



DATE: January 09, 2025

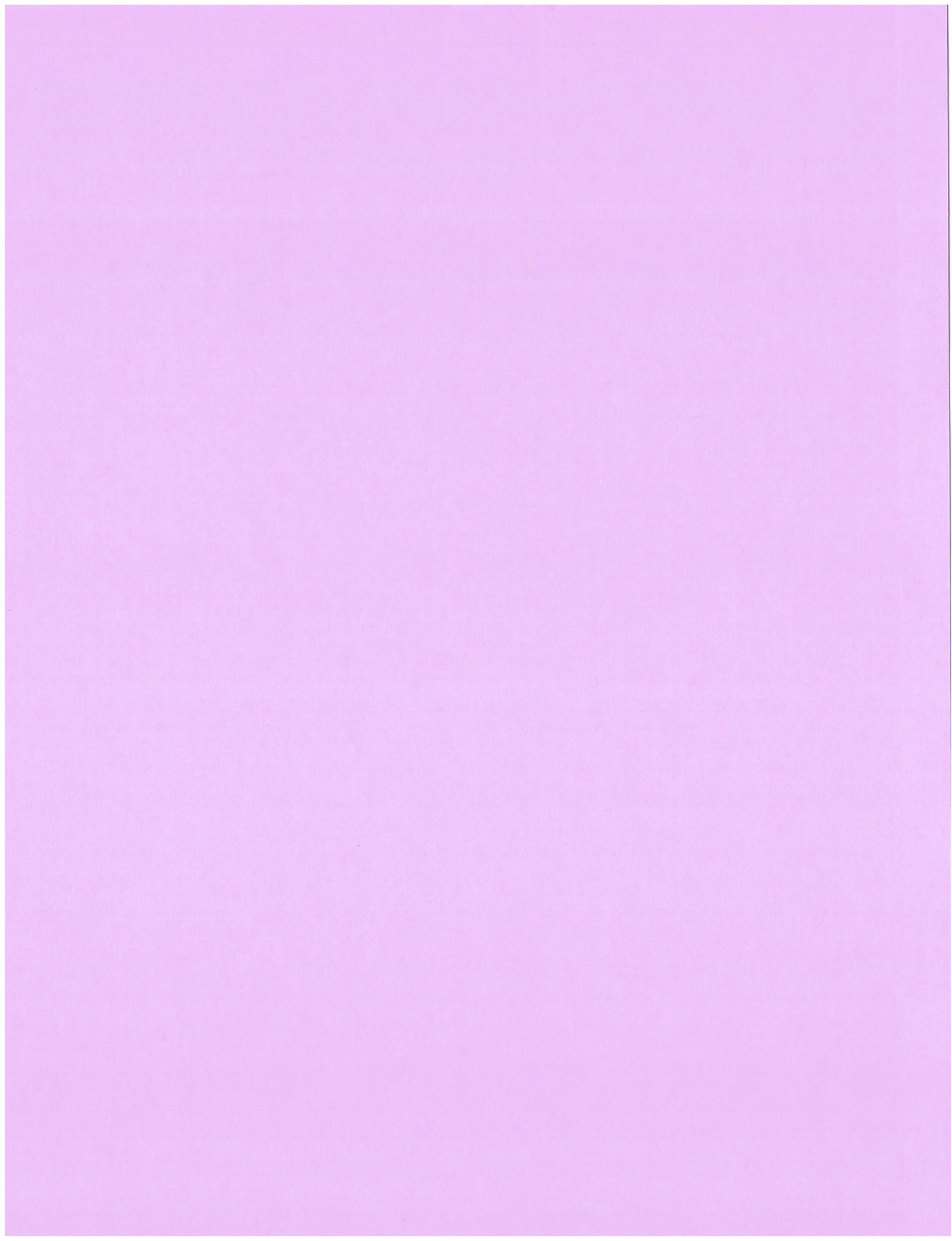
TO: Justin Hess, City Manager

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 – December 4, 2025

- Staff announced that Concord Career College will relocate from North Hollywood to 115 N. First Street in Downtown Burbank, bringing an estimated 800 students, and making this the largest new tenant lease in the past 5 years.
- The Strausberg Group, the PBID's marketing agency, presented an update on the PBID's marketing efforts in 2025 and their Marketing Strategy (Strategy) for 2026. The Board approved the Strategy as presented.
- Spaulding Thompson Public Relations agency provided an update on the firm's key accomplishments in 2025 and strategies for 2026. The Board approved a six-month contract extension from January through June 2026 with a mid-year review and the option to extend.
- David Null, Senior Civil Engineer with Public Works, provided an update on planned repairs to the Orange Grove parking structure (133 Orange Grove Avenue).
- All current Executive Committee members confirmed they will continue in their roles for 2026:

Michael Cusumano – Chair
James O'Neil – Vice Chair
Ted Slaughter – Secretary
Dominick Scarola – Treasurer





January 15, 2026

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

The Airport Authority administrative offices will recognize the observance of Martin Luther King Jr. Day on Monday, January 19, 2026, and our Administrative offices will be closed. Therefore, notice is hereby given that the regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for Monday, January 19, 2026, in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, CA 91505, has been cancelled.

Therefore, notice is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Tuesday, January 20, 2026, 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

Special Meeting of January 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.



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

Tuesday, January 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
 - (i) December 3, 2025 ***[See page 1]***
 - 2) Operations and Development Committee
 - (i) November 17, 2025 ***[See page 3]***
 - 3) Finance and Administration Committee
 - (i) November 17, 2025 ***[See page 5]***
 - 4) Legal, Government and Environmental Affairs Committee
 - (i) November 17, 2025 ***[See page 7]***
 - (ii) October 20, 2025 ***[See page 8]***
 - b. Commission Minutes
 - 1) December 15, 2025 ***[See page 10]***
 - c. Treasurer's Report
 - 1) September 2025 ***[See page 16]***
 - d. Memorandum of Understanding
Burbank Police Officers Association ***[See page 44]***

6. ITEMS FOR COMMISSION APPROVAL

- a. Award of Software License and Service Level Agreement
Enterprise Asset Management System (RFP E25-06) *[See page 45]*
- b. Equipment Maintenance and Operating Agreement
Start-Up Assistance Loan – Burbank Airline Consortium *[See page 50]*
- c. Consideration of TBI Airport Management Annual Performance
Review and Committee Task Assignment *[See page 54]*

7. ITEMS FOR COMMISSION INFORMATION

- a. Replacement Passenger Terminal Project – Construction Update

8. CLOSED SESSION

- a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(California Government Code Section 54957(b))
Title: Executive Director
- b. CONFERENCE WITH LABOR NEGOTIATOR
(California Government Code Section 54957.6)
Authority Representative: Terence Boga, General Counsel
Unrepresented Employee: Executive Director
- c. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of Litigation (California Government Code Section 54956.9(d)(4)):
1 potential case.

9. ITEMS PULLED FOR DISCUSSION

10. EXECUTIVE DIRECTOR COMMENTS

11. COMMISSIONER COMMENTS

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

12. PUBLIC COMMENT

13. ADJOURNMENT

COMMISSION NEWSLETTER

Tuesday, January 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 meeting of December 3, 2026; a copy of the approved minutes of the Operations and Development Committee meeting of November 17, 2025; a copy of the approved minutes of the Finance and Administration Committee meeting of November 17, 2025, and copies of approved minutes of the November 17, 2025, and October 20, 2025, meetings of the Legal, Government and Environmental Affairs Committee are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the December 15, 2025, Commission minutes are included in the agenda packet for review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for September 2025 is included in the agenda packet. At its meeting on December 15, 2025, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission note and file this report.
- d. MEMORANDUM OF UNDERSTANDING – BURBANK POLICE OFFICER'S ASSOCIATION. A staff report is included in the agenda packet. Staff seeks Commission approval of a replacement Memorandum of Understanding ("MOU"), with the Burbank Airport Police Officers Association. The proposed MOU is for a three-year term from July 1, 2026, through June 30, 2029, and includes negotiated changes to compensation and benefits as presented to the Commission.

6. ITEMS FOR COMMISSION APPROVAL

- a. AWARD OF SOFTWARE LICENSE AND SERVICE LEVEL AGREEMENT ENTERPRISE ASSET MANAGEMENT SYSTEM (RFP E25-06). A staff report is included in the agenda packet. At its meeting on December 17, 2025, the Operations and Development Committee voted (3–0) to recommend that the Commission: 1) Reject a bid protest filed by Electronic Data, LLC., an Arora Engineers company, with regard to RFP No. E25-06 Enterprise Asset Management System; 2) Award to NEXGEN Asset Management a Software License Agreement ("Agreement") and a Service Level Agreement for the implementation and ongoing support of an Enterprise Asset Management System, in the amount not-to-exceed \$1,403,419, to be paid on a percentage completion basis; and 3) Authorize a contingency for the implementation effort, in the amount of \$64,000.

The proposed Agreement is for a five-year performance term, with one five-year extension option available at the discretion of the Authority. This will be a phased

software implementation with the goal of having key functionality available for the Replacement Passenger Terminal beneficial occupancy in October 2026.

- b. EQUIPMENT MAINTENANCE AND OPERATING AGREEMENT START-UP ASSISTANCE LOAN – BURBANK AIRLINE CONSORTIUM. A staff report is included in the agenda packet. At its meeting on January 7, 2026, the Executive Committee (“Committee”) voted (2-0, 1 absent) to recommend that the Commission approve an Equipment Maintenance and Operating Agreement (“Agreement”) with Burbank Airline Consortium, LLC (“BAC”). The Agreement provides for BAC’s operation and maintenance of certain common use systems and ground support equipment (collectively, “Equipment”), identified in the Airport Use Agreement serving airlines operating at the Replacement Passenger Terminal. The Agreement includes a start-up assistance loan to BAC in an amount not-to-exceed \$2 million.

Pursuant to the Committee’s instruction, language has been added to the Agreement to require BAC to give vendors in the Cities of Burbank, Glendale, and Pasadena a preference when procuring equipment and supplies to the maximum extent allowed by law.

- c. CONSIDERATION OF TBI AIRPORT MANAGEMENT ANNUAL PERFORMANCE REVIEW AND COMMITTEE TASK ASSIGNMENT. A staff report is included in the agenda packet. TBI Airport Management, Inc. has sent the Authority a request for an annual performance review meeting. This item has been agendized to allow the Commission to decide whether an annual performance review will be conducted or waived, and if the review will be conducted, whether the task will be assigned to the Executive Committee or a new ad hoc committee for a recommendation.

7. ITEMS FOR COMMISSION INFORMATION

- a. REPLACEMENT PASSENGER TERMINAL PROJECT CONSTRUCTION UPDATE. No staff report attached. An updated video will be shown.