



Weekly Management Report

March 13, 2026

- 1. Memo** Transportation Commission Meeting on February 25, 2026
Community Development Department
- 2. Memo** Planning Commission Meeting on February 23, 2026
Community Development Department
- 3. Minutes** Burbank Police Commission Meeting on February 18, 2026
Police Department
- 4. Notice** Call and Notice of a Regular Meeting on March 16, 2026
Burbank-Glendale-Pasadena Airport Authority

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: March 3rd, 2026

TO: Justin Hess, City Manager

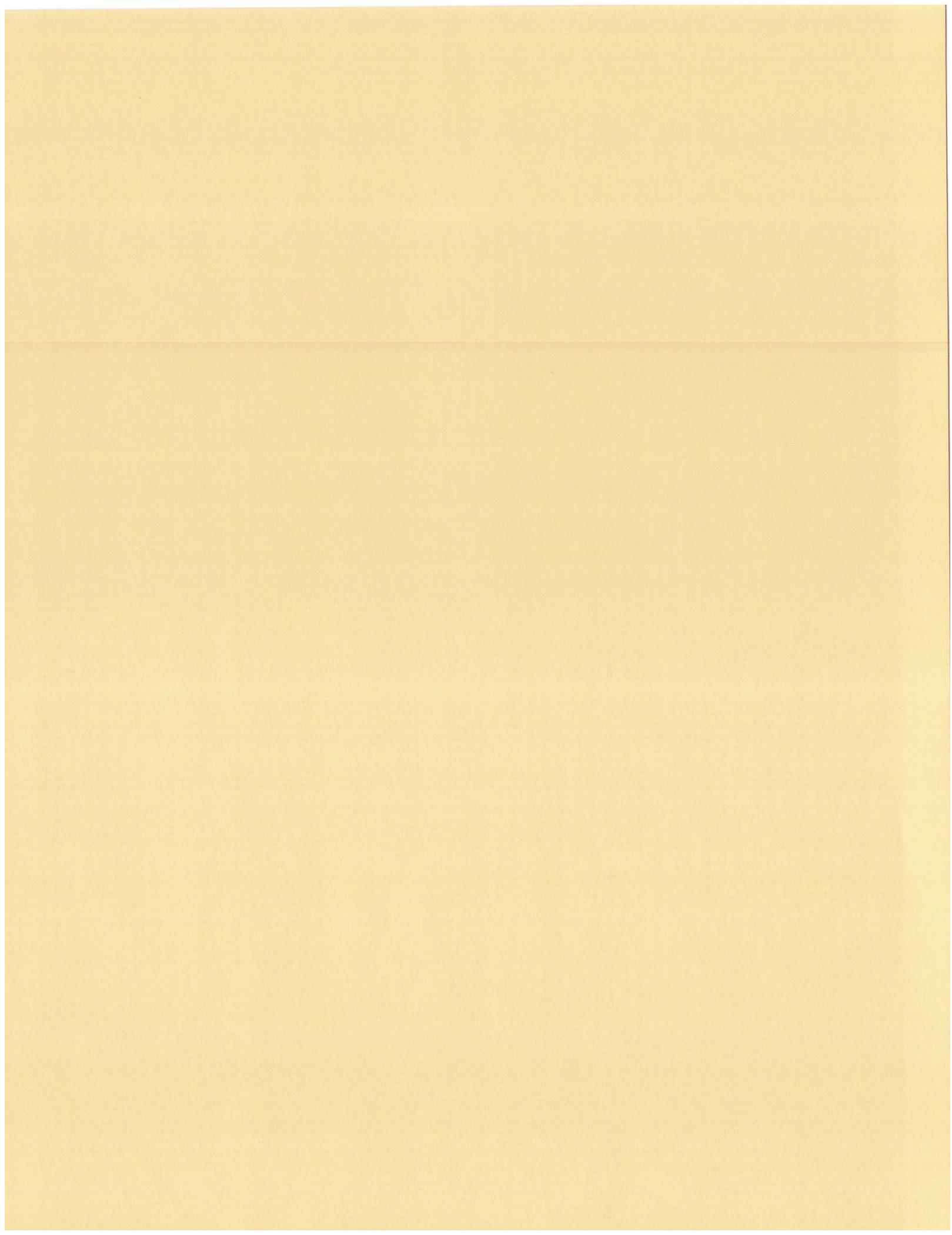
FROM: Patrick Prescott, Community Development Director 
VIA: David Kriske, Assistant Community Development Director –
Transportation
BY: Karla Aguilar, Administrative Analyst II

SUBJECT: Transportation Commission Meeting Synopsis – February 25, 2026

- The Commission reviewed the BurbankBus Comprehensive Operations Analysis (COA) and four recommendations presented by Karen Pan. The Commission passed the following motion:
 - The Commission supports recommending the City Council approve the Burbank Bus Comprehensive Operations Analysis (COA) with the following items:
 - Reaffirm the City’s BurbankBus Service Design Policies: Previously, the city adopted a service design policy to guide its planning decisions. Staff recommended that the policies remain the same with some refinements: Services should be frequent, buses on all routes should arrive at least every fifteen minutes; Services should operate all day, consistent service through the evening ensures reliability and usability; Services should be point-to-point by operating through major trip generators and should have a major transfer point at each end; Services should connect to regional transit, maintaining regional connectivity allows riders to benefit from ongoing regional transit investments.
 - Approve the four proposed bus route change recommendations: 1) Make the Orange Route more direct and more useful by extending it eastward to serve major destinations including the Empire Center, hotels, new residential areas, Downtown Burbank and Metrolink Station; 2) Create a new North-South Route to Buena Vista street and address an existing service gap by connecting two major activity centers, the Empire Corridor and the Media District extending along Alameda Avenue toward new development projects; 3) Monitor BRT and adjust Pink Route when needed based on observed changes in ridership patterns; 4) Move toward a fully realized system of all three

routes when funding allows, staff noted that full implementation would exceed the current transit budget by approximately \$2.7 million annually and would require additional funding or phased implementation.

- Implement short-term improvements to the Orange Route: Due to funding constraints, the COA identified a near-term approach to the Orange Route. Instead of extending to Downtown Burbank, the route would serve the Empire Shopping Center and return. These minor modifications will cost approximately \$150,000 annually.
 - Seek funding to implement the other route change proposals included in the COA: Although securing outside funding is challenging, one-time grant opportunities are available to cover start-up and initial operating costs. COA recommends the City to pursue these grants to pilot new service options and evaluate demand before committing to long term funding.
- The motion passed 7-0.



MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: March 6, 2026

TO: Justin Hess, City Manager

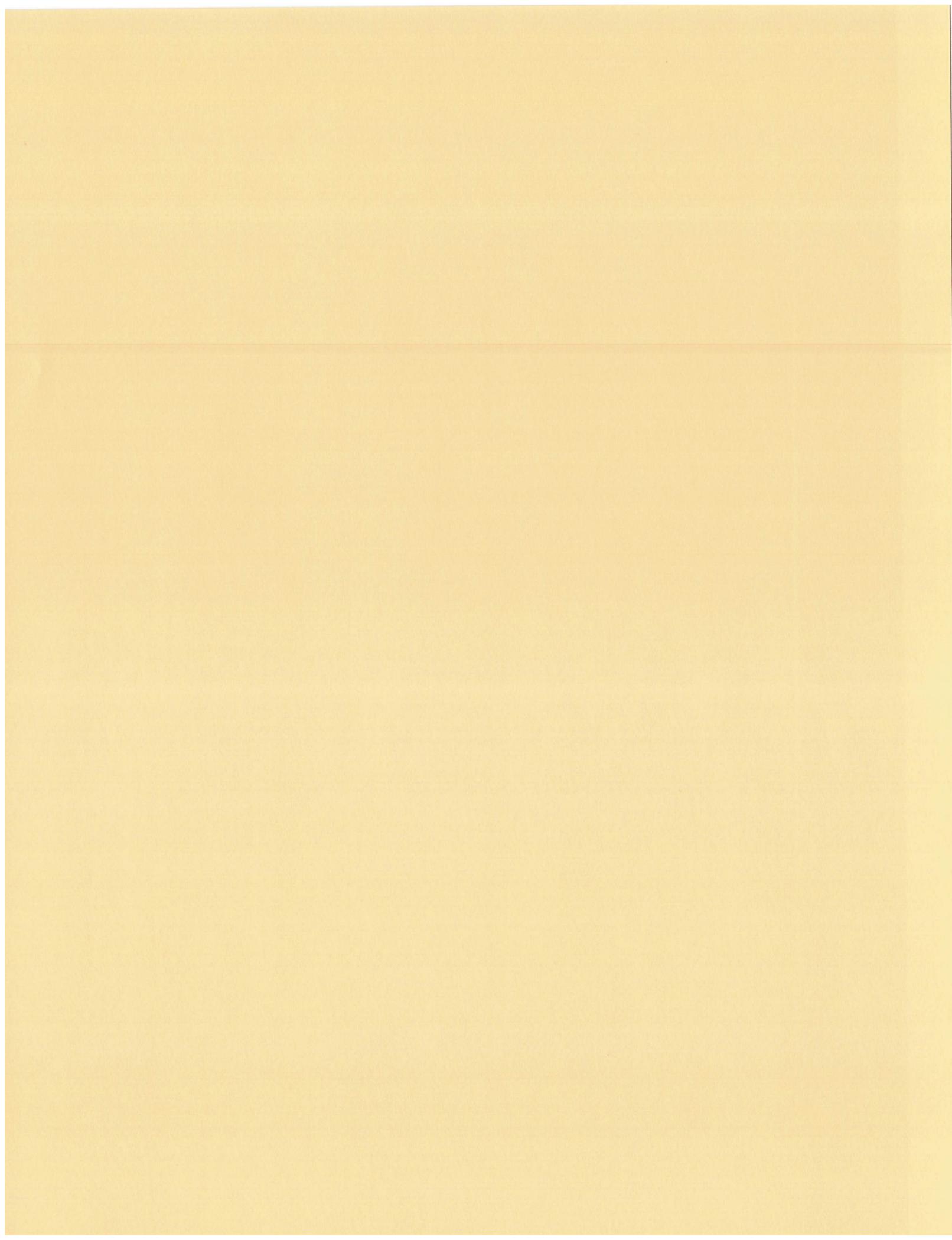
FROM: Patrick Prescott, Community Development Director *for P. Prescott*
Via: Fred Ramirez, Assistant Community Development Director – Planning
By: Diana Arias, Intermediate Clerk

3/9/2026

3/9/2026

SUBJECT: Planning Commission Meeting – February 23, 2026

- This memorandum goes over the general information of the Planning Commission meeting that was held on February 23, 2026. There was one public hearing item presented to the Planning Commission.
- Project No. 25-0004181 was presented to the Commission by Associate Planner, Karen Chavez Hernandez. The project included a General Plan Map Amendment and Zone Map Amendment to consider establishing General Plan Use Designations and Zoning Designations for portions of 17 properties located on the 600-700 block of Roselli Street that are proposed for annexation into the City of Burbank.
- After Commission discussion Commissioner Bennett made a motion to approve Project No. 25-0004181, a General Plan Map Amendment to consider establishing General Plan Land Use Designations and Zone Designations for portions of 17 properties located on the 600-700 block of Roselli Street that are proposed for annexation into the City of Burbank, seconded by Commissioner Van Gorder. Motion carried by a 4-0 vote. Motion passes.



FEBRUARY 18, 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 1805 hours by Commission Chair Hacobian.

CALL TO ORDER

Present: Commissioners Chapman, Coomes, Elman, Hacobian, Hartoonian, McKenna and Wenzel

Also Present: Chief Quintero, Lieutenant Brimway, Chief Assistant City Attorney Oh, Executive Assistant Nakamura; Council Liaison Rizzotti

FLAG SALUTE

The flag salute was led by Commissioner Chapman.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION AD HOC SUBCOMMITTEES

FIRST PERIOD OF PUBLIC COMMENTS

Appearing before the Commission was Karman K, who commented on need for signage in her neighborhood.

RESPONSE TO PUBLIC COMMENTS

Commissioners thanked the speaker - Ms. Oh will be referring the concern to the Public Works Department.

APPROVAL OF MINUTES FROM JANUARY 21, 2026, MEETING

Commissioner Coomes made a motion, seconded by Commissioner Elman, to approve the minutes of the January 21st meeting. Motion carried by consensus.

ITEMS OF BUSINESS

1. Presentation and discussion on the Department's decision to separate from the CALEA accreditation program

Lieutenant Brimway provided the impetus for participating in the CALEA program starting in 2008. He announced that the department had completed its 4th accreditation cycle and was awarded accreditation for 2021 – 2025. After 17 years of compliance, the decision to discontinue with the accreditation process was based on the Department's current transparency and accountability measures which exceed the CALEA standards.

2. Discussion and recommendations on how to structure agenda items to align with City Council goals and to clearly define purpose, outcome, and community impact

Chair Hacobian had drafted a template of recommendations for discussion. Commissioners agreed it is a good framework and should be included in a welcome packet for new Commissioners.

Recommendations:

- Ms. Oh recommended the word "oversight" be removed from the Charter Alignment Check – the body's responsibility is advisory in nature
- #10 suggestion - look back at previous recommendations and add "outside recommendations" (e.g. oversight body such as OIR, or citizen outreach)

- Look at the Burbank City Charter – “conduct hearings and investigations at the request of Council...” it is recommended that “investigation” be changed to “research.” Noted for future when the Burbank Charter Review Committee convenes to make adjustments for a public vote.
- Recruitment and Hiring – what brings folks to Burbank?

Commissioners will review the document and come back at a future meeting with recommendations to refine the template.

3. Discussion and recommendations on strengthening and refining the Commission’s community engagement

Chair Hacobian announced current activities (civic, training) the Commissioners have participated in throughout the year. Suggestions for further engagement included:

- participation in groups that are outside the law enforcement realm (e.g. Rose Parade float, Kiwanis) to gain feedback and share department information
- reaching out to BPF
- conducting another Town Hall
- more exposure to the PD – roll call, ridealongs
- participation in social media – reach out to community members who don’t attend the monthly meetings

Commissioner Coomes suggested polo shirts for Commissioners to make the members more identifiable to community members.

4. General announcements by Chief Quintero - brief announcements regarding upcoming events and/or items of note related to the police department

March 5th Academy graduation; 12 others in the Academy
Staffing: 152 out of 160 sworn

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Already agendized for March: discussion of the scope of work for an upcoming City Attorney RFP process to select an oversight monitor

Commissioner Coomes made a motion, seconded by Commissioner McKenna, for a presentation by Commissioner McKenna on the Blue Envelope/Blue Cord program for individuals with special needs. (April) Motion carried.

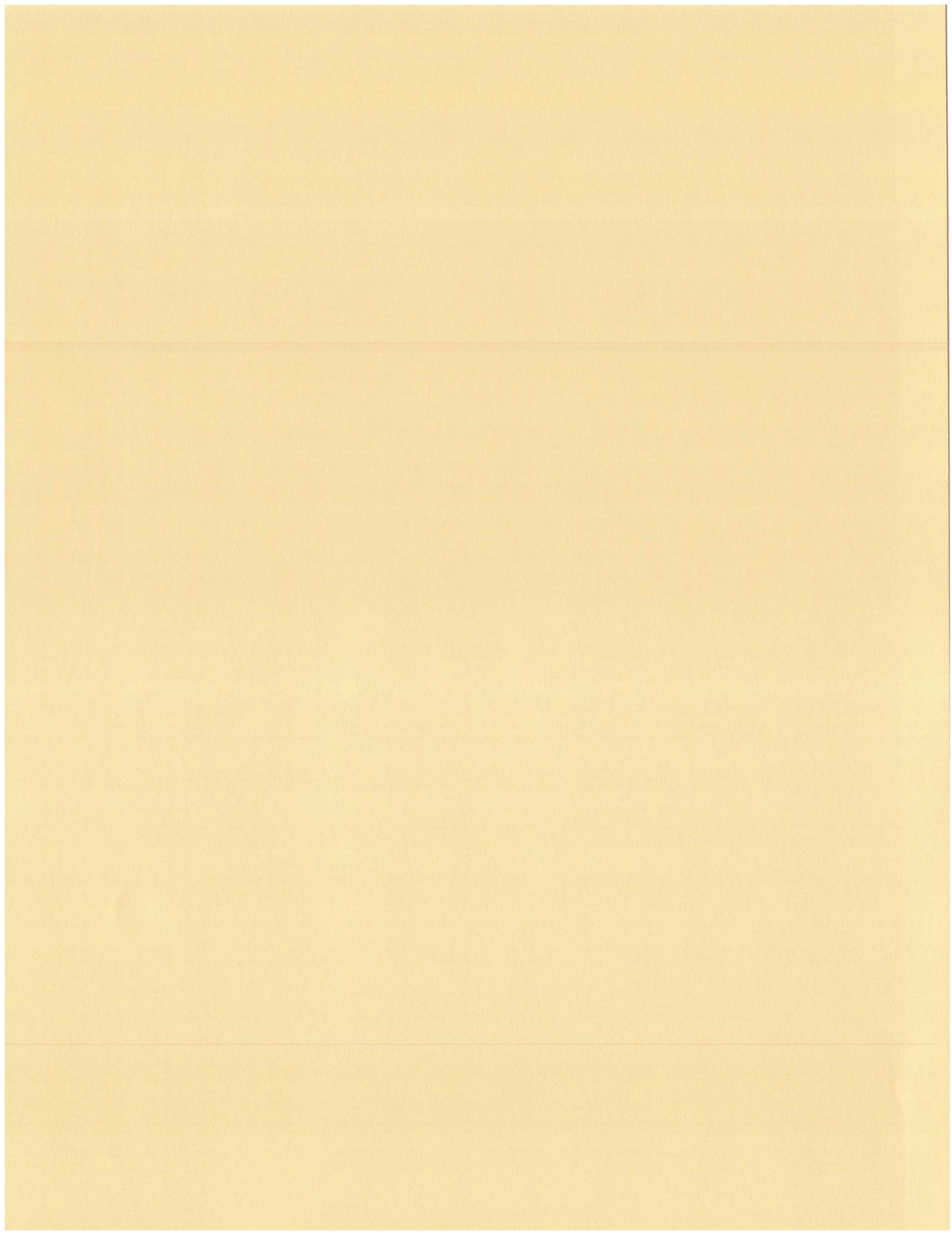
Chair Hacobian made a motion, seconded by Commissioner Hartoonian, to bring back updates for discussion on the Agenda Support Document and Community Engagement topics presented tonight. (March) Motion carried.

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

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 8:03 pm.

Anne Wenzel
Secretary, Burbank Police Commission





March 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, March 16, 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 March 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, March 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) February 4, 2026 **[See page 1]**
 - 2) Finance and Administration Committee
 - (i) February 2, 2026 **[See page 4]**
 - 3) Legal, Government and Environmental Affairs Committee
 - (i) February 2, 2026 **[See page 6]**
 - b. Commission Minutes
 - 1) February 17, 2026 **[See page 8]**
 - c. Airport Use and Facilities Operating Permit Template **[See page 15]**
 - d. Airline Support Facilities Building Lease Template **[See page 17]**
 - e. Sixth Amendment to Space Lease – County of Los Angeles **[See page 19]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. First Amendment to Professional Services Agreement
Airport Marketing Consultant Services **[See page 27]**
 - b. Preliminary Budget Authorizations for ACE Parking
Lease of Additional Buses - Change to Employee Medical Program **[See page 31]**

- c. First Amendment to Concession Agreement
MCS Burbank LLC

[See page 33]

7. ITEMS FOR COMMISSION INFORMATION

- a. Replacement Passenger Terminal Construction Update

8. CLOSED SESSION

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

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: To April 6, 2026, for the next regularly scheduled meeting of the Burbank-Glendale-Pasadena Airport Authority, 2627 N Hollywood Way, Skyroom

COMMISSION NEWSLETTER

Monday, March 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 February 4, 2026; a copy of the approved minutes of the Finance and Administration Committee meeting of February 2, 2026, and an approved copy of minutes of the February 2, 2026, Legal, Government and Environmental Affairs Committee are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the February 17, 2026, special meeting Commission minutes are included in the agenda packet for review and approval.
- c. AIRPORT USE AND FACILITIES OPERATING PERMIT TEMPLATE. A staff report is included in the agenda packet. At its special meeting on February 17, 2026, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission: (i) approve a template for the Airport Use and Facilities Operating Permit and (ii) authorize the Executive Director to execute the Operating Permit with any airline that wishes to serve the Airport as a non-signatory airline on or after the Replacement Passenger Terminal opening date, subject to clerical revisions deemed necessary or appropriate by Authority General Counsel.
- d. AIRLINE SUPPORT FACILITIES BUILDING LEASE TEMPLATE. A staff report is included in the agenda packet. At its special meeting on February 17, 2026, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission: (i) approve a template for the Airline Support Facilities Building Lease and (ii) authorize the Executive Director to execute the ASF Building Lease with each tenant, substantially in the form of this template, with such modifications that, in the Executive Director's judgment, are appropriate for the particular leased space and do not have material negative financial impact on the Authority, and with clerical revisions deemed necessary or appropriate by Authority General Counsel.
- e. SIXTH AMENDMENT TO SPACE LEASE – COUNTY OF LOS ANGELES. A staff report is included in the agenda packet. At its special meeting on February 17, 2026, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission approve a proposed Sixth Amendment to Space Lease with the County of Los Angeles, on behalf of the Los Angeles County Department of Medical Examiner to extend the term for an additional two years to March 31, 2028 with a rent increase and to include Federal Aviation Administration required language. The County currently occupies 2,100 square feet of parking and storage space located at the back of Hangar 35.

6. ITEMS FOR COMMISSION APPROVAL

- a. FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT – AIRPORT MARKETING CONSULTANT SERVICES. A staff report is included in the agenda packet. At its meeting on March 4, 2026, the Executive Committee voted (2–0, 1 absent) to recommend that the Commission approve a proposed First Amendment to the FY 2026 Professional Services Agreement with Anyone Collective, LLC for additional services specific to supporting the Authority’s promotion of the opening and operational cutover to the Replacement Passenger Terminal in October of this year and for a one-year extension of the term to ensure the proposed services can be completed without interruption.
- b. PRELIMINARY BUDGET AUTHORIZATIONS FOR ACE PARKING - LEASE OF ADDITIONAL BUSES – CHANGE TO EMPLOYEE MEDICAL PROGRAM. A staff report is included in the agenda packet. Subject to the approval of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval to grant preliminary budget authorizations to ACE Parking III, LLC (“ACE”) for a lease of eight 40-foot CNG shuttle buses and for a change in medical benefits for ACE employees. The additional buses are needed to address the change in courtesy shuttle operations that will occur upon opening of the Replacement Passenger Terminal in October 2026. The change in medical benefits addresses ACE’s updated collective bargaining agreement with Teamsters Local 986.
- c. FIRST AMENDMENT TO CONCESSION AGREEMENT – MCS BURBANK LLC. A staff report is included in the agenda packet. Staff seeks Commission approval of a proposed First Amendment (“Amendment”) of the Concession Agreement (“Agreement”) with MCS Burbank LLC (“MCS”). The proposed Amendment provides for the following food service concept modifications: (i) elimination of the Media Capital Diner food service concept; (ii) substitution of a Border Grill food service concept for the Socalo food service concept; (iii) substitution of a Diane’s Pizzeria and Marketplace / Massis Kabob food service concept for the Osteria Fiorella food service concept; (iv) substitution of a Jet Tila’s Asian Kitchen food service concept for the Slanted Door food service concept; (v) substitution of a Pete’s Pub concept for The Marquee Bar food service concept; and (vi) inclusion of a pop-up concession in the Smash Burgers location. The proposed Amendment also provides for: modification of back of house area size limits, minimum initial capital investment requirements, and midterm refurbishment requirements; an increase of construction delay damages; and updating of the federal requirements exhibit. Finally, the proposed Amendment provides for reimbursement of costs incurred by the Authority having underground utilities installed and HVAC ductwork performed in the leased premises on MCS’s behalf. The baseline amounts for the underground utilities installation and HVAC ductwork reimbursements are \$1,044,080 and \$754,143 respectively, and both amounts will be adjusted upon validation of costs.

7. ITEMS FOR COMMISSION INFORMATION

- a. REPLACEMENT PASSENGER TERMINAL PROJECT 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 and a short presentation on "Women in Construction Week."