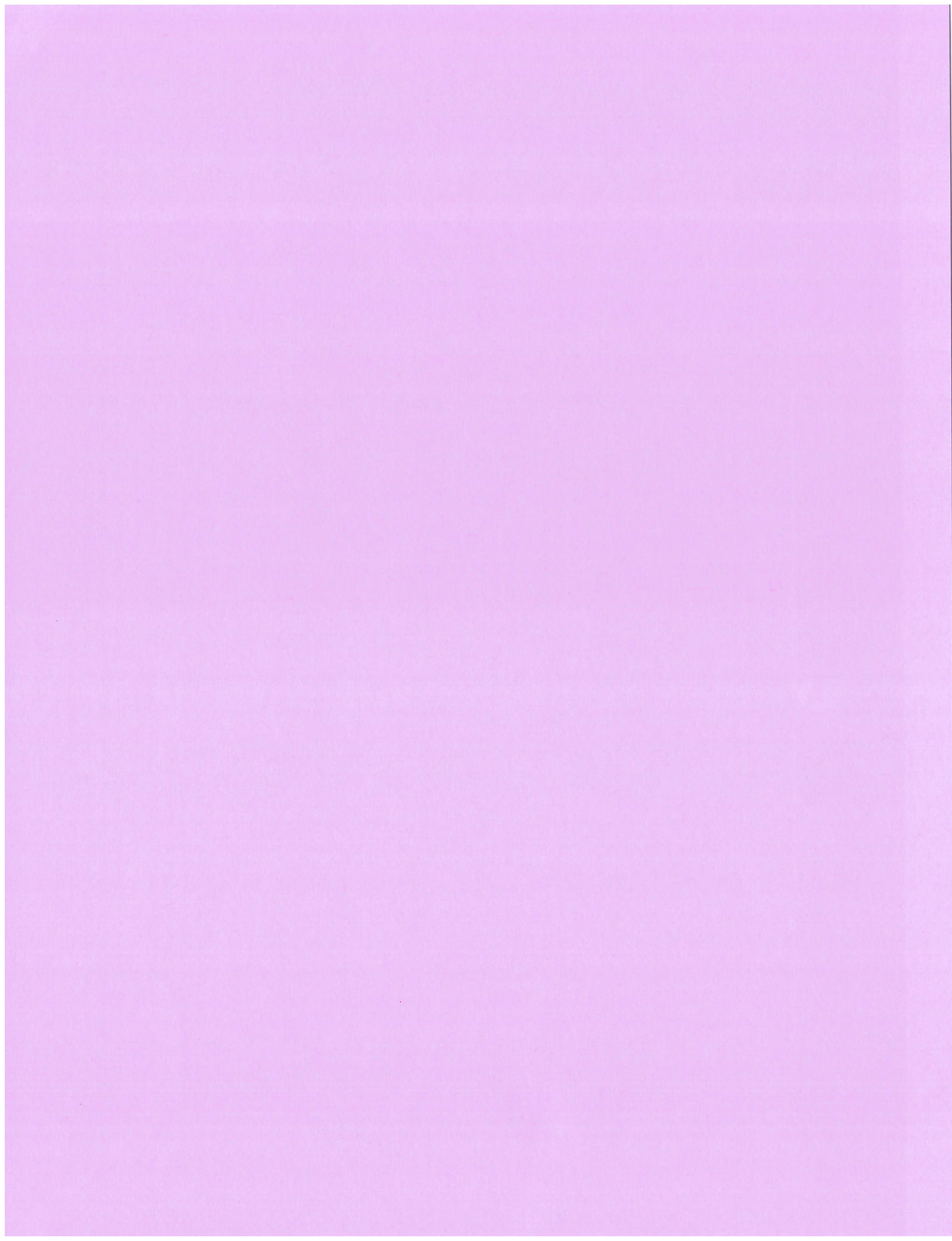


Weekly Management Report

April 17, 2026

- 1. Synopsis** Burbank Hospitality Association (BHA)
Meeting on March 18, 2026
Community Development Department
- 2. Notice** Burbank-Glendale-Pasadena Airport Authority meeting
on April 20, 2026
Burbank-Glendale-Pasadena Airport Authority



MEMORANDUM



COMMUNITY DEVELOPMENT



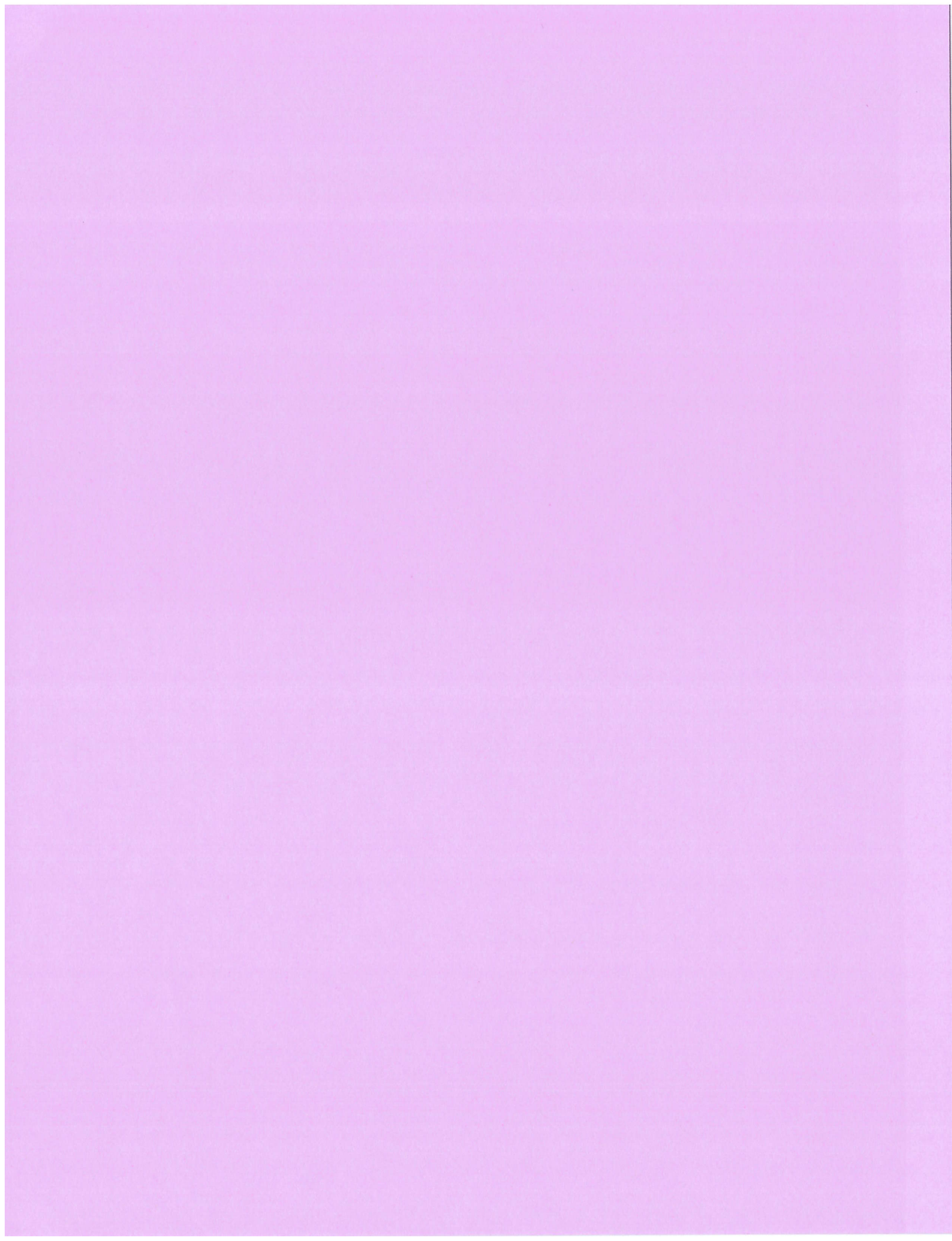
DATE: April 10, 2026

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Simone McFarland, Asst. Community Development Director
Mary Hamzoian, Economic Development Manager
BY: Odette Zakarian, Administrative Analyst II

SUBJECT: Burbank Hospitality Association (BHA) Meeting – March 18, 2026

- Visit Burbank's ad agency Verdin presented the new website and full campaign to the Board. The website and all associated creative, including social media templates, launched simultaneously on March 18th. The video shoot for the new campaign is taking place in April and will highlight popular locations and visitor experiences in Burbank.
- The Board unanimously agreed to approve a \$100,000 sponsorship to the City of Burbank for the Fan Zone, with the option to increase the award pending finalized benefits and FIFA approval. Universal Studios Hollywood is also interested in doing a Universal Preferred Hotel collaboration with Visit Burbank and is working with Staff to determine appropriate sponsorship funding.
- Legends Global, the current organization managing the Los Angeles Equestrian Center, requested a letter of support from the Board to be including in their RFP to renew their contract. The Board expressed concern about endorsing a single bidder during an active RFP without visibility into competing proposals and made a motion to oppose issuing a letter of support.





April 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, April 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

The meeting may also be viewed through the Authority's website:

<https://www.hollywoodburbankairport.com/airport-authority/commission-meeting-videos/>

Terri Williams, Board Secretary
Burbank-Glendale-Pasadena Airport Authority

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of April 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

Monday, April 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) Finance and Administration Committee
 - (i) March 23, 2026 ***[See page 1]***
 - (ii) March 16, 2026 ***[See page 2]***
 - 2) Legal, Government and Environmental Affairs Committee
 - (i) March 16, 2026 ***[See page 5]***
 - b. Commission Minutes
 - 1) April 6, 2026 ***[See page 7]***
 - c. Treasurer's Report
 - 1) January 2026 ***[See page 13]***
 - d. Month-to-Month Lease Template
Replacement Passenger Terminal ***[See page 39]***
 - e. Third Amendment to Lease Agreement
HERC Rentals, Inc. ***[See page 43]***
 - f. Access Agreement
BUR Fuel Company, LLC ***[See page 56]***
 - g. Airport Model Compensation Agreement ***[See page 59]***

6. ITEMS FOR COMMISSION APPROVAL

- a. EMT Certification / Recertification, Continuing Education, and Quality Improvement / Assurance Care Professional Services Agreement – Superior Life Support, Inc, *[See page 62]*

- b. Professional Services Agreement
Geosyntec Consultants, Inc. *[See page 65]*

- c. Replacement Passenger Terminal Program Manager
Jacobs Project Management Company
Contract Amendment and Task Order Authorization *[See page 68]*

7. CLOSED SESSION

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

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 May 4, 2026, for the next regularly scheduled meeting of the Burbank-Glendale-Pasadena Airport Authority, 2627 N Hollywood Way, Skyroom

COMMISSION NEWSLETTER

Monday, April 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 Finance and Administration Committee meetings of March 23, 2026, and March 16, 2026; and an approved copy of minutes of the March 16, 2026, Legal, Government and Environmental Affairs Committee are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the April 6, 2026, meeting Commission minutes are included in the agenda packet for review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for January 2026 is included in the agenda packet. At its meeting on April 6, 2026, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.
- d. MONTH-TO-MONTH LEASE TEMPLATE – REPLACEMENT PASSENGER TERMINAL. A staff report is included in the agenda packet. At its meeting on April 6, 2026, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission: (i) approve a Month-to-Month Office Lease ("MTM Lease") template for the Replacement Passenger Terminal; and (ii) authorize the Executive Director to execute the MTM 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 a material negative financial impact on the Authority, and with clerical revisions deemed necessary or appropriate by Authority General Counsel.
- e. THIRD AMENDMENT TO LEASE AGREEMENT – HERC RENTALS, INC. A staff report is included in the agenda packet. At its meeting on April 6, 2026, the Finance and Administration Committee voted (3-0) to recommend that the Commission approve of the Third Amendment ("Amendment") to the January 17, 2006 Lease Agreement ("Lease") between Herc Rentals, Inc. ("HERC") and the Authority to extend the Lease for a period of five years, with one option to extend for an additional five years. As part of this Amendment, HERC is required to construct and install a block wall along a portion of its leasehold perimeter. The Lease extension is contingent upon HERC receiving a building permit for the block wall no later than August 1, 2026.
- f. ACCESS AGREEMENT – BUR FUEL COMPANY, LLC. A staff report is included in the agenda packet. At its meeting on April 6, 2026, the Finance and Administration Committee voted (3-0) to recommend that the Commission approve a proposed Access Agreement ("Agreement") with BUR Fuel Company, LLC ("BUR Fuel") for

BUR Fuel's temporary access and use of the Authority's property for the purpose of performing geotechnical and surveying services in connection with the evaluation of the Fuel Farm Expansion Project.

- g. AIRPORT MODEL COMPENSATION AGREEMENT. A staff report is included in the agenda packet. Staff recommends that the Commission authorize the Executive Director to execute an Airport Model Compensation Agreement ("Agreement") with three Glendale Community College architecture students for providing the Authority with copyright and other intellectual property rights in a 3D model of the Replacement Passenger Terminal that has been donated to the Authority. The proposed Agreement is in the amount of \$4,500 and will provide for a \$1,500 payment to each of the students.

6. ITEMS FOR COMMISSION APPROVAL

- a. EMT CERTIFICATION / RECERTIFICATION, CONTINUING EDUCATION AND QUALITY IMPROVEMENT / ASSURANCE CARE PROFESSIONAL SERVICES AGREEMENT – SUPERIOR LIFE SUPPORT, INC. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks approval from the Commission to award a Professional Services Agreement ("Agreement") with Superior Life Support, Inc. for emergency medical technician certification / recertification, continuing education, and quality improvement / assurance care services. The Agreement is for an initial three-year period with two one-year extension options.

The Agreement will be for a total not-to-exceed amount of \$87,324, with yearly not-to-exceed amounts of \$28,226, \$29,099, and \$29,999, respectively, for the initial contract period, and \$30,899 and \$31,826 for each extension option, if exercised.

- b. PROFESSIONAL SERVICES AGREEMENT – GEOSYNTEC CONSULTANTS, INC. A staff report is included in the agenda packet. Subject to the recommendation of the Legal, Government and Environmental Affairs Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval to award a Professional Services Agreement to Geosyntec Consultants, Inc., in the amount of \$607,831. Additionally, Staff seeks an approximate 10% contingency of \$60,000 for unforeseen circumstances for a total of \$667,831.

These services are being requested to support the continued investigation of per- and polyfluoroalkyl substance ("PFAS") required by Order No. R4-2025-0159 ("Order") received on November 7, 2025, from the California Regional Water Quality Control Board, Los Angeles Region. The Order requires the Authority to prepare and submit additional technical reports for the presence of PFAS in shallow and deep soils, as well as to conduct stormwater sampling.

- c. REPLACEMENT PASSENGER TERMINAL PROGRAM MANAGER JACOBS PROJECT MANAGEMENT COMPANY TASK ORDER AUTHORIZATION. A staff report is included in the agenda packet. At its meeting on April 6, 2026, the Finance and Administration Committee voted (3-0) to recommended that the Commission authorize Task Order No. 6 in the amount of \$7,859,872 with Jacobs Project Management Co. ("Jacobs") for Replacement Passenger Terminal Project program management services.

In addition, Staff is requesting approval of a proposed Amendment No. 1 to Jacob's contract to change the expiration date from May 11, 2027, to May 1, 2028, and to increase the contract limit from \$42 million to \$47 million. These changes are to align with the anticipated duration of the demolition of the legacy facility, additional services, and project close out.