Weekly Management Report
May1, 2026

1. Notice	Burbank-Glendale-Pasadena Airport Authority meeting on May 4, 2026 **Burbank-Glendale-Pasadena Airport Authority**
2. Minutes	Civil Service Board Meeting on April 1, 2026 **Management Services Department**
3. Memo	Landlord-Tenant Commission Meeting on April 6, 2026 **Community Development Department**

April 30, 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, May 4, 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

Regular Meeting of May 4, 2026

9.00 A.M.

The public comment period is the opportunity for members of the public to address the Commission on agenda items and on Airport-related non-agenda matters that are within the Commission's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.

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Members in-person attendance or participation at meeting of the Commission is allowed, members of the public are requested to observe the following rules of decorum:

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Commission during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to Airport-related non-agenda matters that are within the Commission's subject matter jurisdiction.*
- *Limit comments to three minutes or to such other period of time as may be specified by the presiding officer.*

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The following activities are prohibited:

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*

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Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 N. Hollywood Way, Burbank) in the administrative office during normal business hours.

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In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.

AGENDA

Monday, May 4, 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) Operations and Development Committee

         (i) April 6, 2026 ***[See page 1]***

         (ii) March 16, 2026 ***[See page 2]***

      2) Finance and Administration Committee

         (i) April 6, 2026 ***[See page 4]***

      3) Legal, Government and Environmental Affairs Committee

         (i) March 16, 2026 ***[See page 7]***

   b. Commission Minutes

      1) April 20, 2026 ***[See page 9]***

   c. Award of Concession Agreement ***[See page 15]***
      Automated Teller Machine – BaumTech LLC

   d. Award of Contract ***[See page 18]***
      ADK Consulting, Inc.

6. ITEMS FOR COMMISSION APPROVAL

   a. On-Call Pavement Improvement Contract Award and ***[See page 19]***
      Task Order Approval – On-Call Architectural and Engineering
      Contract Task Order Approval
      Southeast Quadrant Reconfiguration Project

b. Perimeter Intrusion Detection System Equipment Replacements ***[See page 23]***

7. ITEMS PULLED FOR DISCUSSION

8. EXECUTIVE DIRECTOR COMMENTS

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

10. PUBLIC COMMENT

11. ADJOURNMENT: To May 18, 2026, for the next regularly scheduled meeting of the Burbank-Glendale-Pasadena Airport Authority, 2627 N Hollywood Way, Skyroom

COMMISSION NEWSLETTER

Monday, May 4, 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. Copies of the approved minutes of the Operations and Development Committee meetings of April 6, 2026, and March 16, 2026; a copy of the approved minutes Finance and Administration Committee meeting of April 6, 2026; and a copy of the approved minutes of the Legal, Government and Environmental Affairs Committee meeting of March 16, 2026, are included in the agenda packet for information purposes.

b. COMMISSION MINUTES. A draft copy of the April 20, 2026, meeting Commission minutes are included in the agenda packet for review and approval.

c. AWARD OF CONCESSION AGREEMENT – AUTOMATED TELLER MACHINE BAUMTECH, LLC. A staff report is included in the agenda packet. At its meeting on April 20, 2026, the Finance and Administration Committee voted (3-0) to recommend that the Commission approve a proposed Automated Teller Machine Concession Agreement with BaumTech, LLC, for the installation, operation and management of two Automated Teller Machines at the Replacement Passenger Terminal.

d. AWARD OF CONTRACT – ADK CONSULTING, INC. A staff report is included in the agenda packet. This item seeks Commission approval of a professional services agreement with ADK Consulting, Inc., for executive search and consulting services for the Executive Director position when the incumbent leaves office in the first quarter of 2027.

6. ITEMS FOR COMMISSION APPROVAL

a. ON-CALL PAVEMENT IMPROVEMENT CONTRACT AWARD AND TASK ORDER APPROVAL – ON-CALL ARCHITECTURAL AND ENGINEERING CONTRACT TASK ORDER APPROVAL SOUTHEAST QUADRANT RECONFIGURATION PROJECT ("SEQ"). A staff report is included in the agenda packet. At its meeting on April 20, 2026, the Operations and Development Committee voted (2–0, 1 absent) to: (i) award an On-Call Pavement Improvement Agreement to Griffith Company in a not-to-exceed amount of $2,500,000 for a one-year term with two one-year extension options at the discretion of the Authority; (ii) pre-authorize the Executive Director to issue Griffith a task order in a not-to-exceed amount of $1,000,000 for time sensitive pavement work for the Southeast Quadrant Reconfiguration Project upon receipt of the accepted final scope and quantities; (iii) authorize the Executive Director to issue HNTB Corporation, the Authority's existing on-call architectural and engineering services consultant, a task order in a not-to-exceed amount of $125,000 for project management and construction management support for the

SEQ Reconfiguration Project; and (iv) authorize Staff to file a CEQA Notice of Exemption for the SEQ Reconfiguration Project.

b. PERIMETER INTRUSION DETECTION SYSTEM EQUIPMENT REPLACEMENTS. 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 the Commission to approve the purchase and installation of replacement equipment for the Airport Perimeter Intrusion Detection System and its associated thermal cameras. The current equipment, originally installed in 2009, is no longer supported by the manufacturer and an upgrade is necessary to ensure compati-bility and connectivity with the Replacement Passenger Terminal system.

   The proposed cost for the acquisition and installation of the equipment is $125,637.99. Staff seeks an additional 10% project contingency in the amount of $18,500 for unforeseen circumstances during installation for a total project cost of $144,137.99.

April 1, 2026
4:30 p.m.

The regular meeting of the Civil Service Board was held in the Council Chambers of City Hall.

Roll Call

Members present:
Linda Barnes, Chairperson
Jacqueline Waltman, Vice-Chairperson
Iveta Ovsepyan, Secretary
Matthew Doyle
Brady Griffin

Also present:
Daniel Amaya, Administrative Analyst II
Sean Aquino, Ast General Manager – Cust Serv & Mrktg
Jacqui Batayneh, Administrative Officer
Armand Canyon, Marketing Manager
Amy Castro, Administrative Analyst II
Brooke Oldaker, Administrative Analyst II
Katie Picha, Administrative Officer
Alex Prestia, Ast Gen Mgr-Utility Administrative Services
Rene Sanchez, Acting Human Resources Manager
Jessica Sandoval, Executive Assistant
Fabio Serafini, Manager Customer Service Operations
Kane Thuyen, Senior Assistant City Attorney
Julianne Venturo, Ast Management Services Director
Kyle Wilson, Manager Security Systems

Open Public Comment Period of Oral Communications

None

Future Agenda Items

Board Member Brady Griffin requested to agendize a discussion and possible direction regarding the current quarterly and annual reports provided by staff to the Civil Service Board.

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Ms. Ovsepyan and carried 5-0 to approve the minutes of the regular meeting of March 4, 2026, with the following roll call vote: Ayes: Matthew Doyle, Brady Griffin, Iveta Ovsepyan, Jacqueline Waltman, and Linda Barnes. NOES: None.

Proposed Amendments to Classification Plan

None

Recruitment and Selection Report – March 2026

Noted and filed

Expedited Recruitment Quarterly Report

Noted and filed

Annual Examination Appeals Report

Noted and filed

Annual Review of Recruitment Processes

Noted and filed.

Appointments and Assignments

For the month of April 2026, there were seven temporary appointment extensions and two temporary assignment extensions needed. The extensions were being sought on behalf of the Burbank Water and Power Department, Public Works Department, and the Community Development Department.

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Mr. Griffin and carried 5-0 to approve the Appointments and Assignments for the month of April 2026 with the following roll call vote: AYES: Matthew Doyle, Brady Griffin, Iveta Ovsepyan, Jacqueline Waltman, and Linda Barnes. NOES: None.

Additional Leave Quarterly Report

Noted and filed.

Cancelation of the July 1, 2026, Civil Service Board Meeting

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Ms. Ovsepyan and carried 5-0 to approve the cancelation of the July 1, 2026, Civil Service Board Meeting. with the following roll call vote: AYES: Matthew Doyle, Brady Griffin, Iveta Ovsepyan, Jacqueline Waltman, and Linda Barnes. NOES: None.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 4:58 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

_____DATE_____
Linda Barnes, Chairperson

_____DATE_____
Iveta Ovsepyan, Secretary

MEMORANDUM

COMMUNITY DEVELOPMENT

DATE: April 24, 2026

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
VIA: Maribel Leyland, Assistant Community Development Director

SUBJECT: **Landlord-Tenant Commission Meeting – April 6, 2026**

- Five members of the public attended the in-person meeting, with no Zoom attendees. One person participated during oral communications, expressing concerns with their unit's habitability.
- Staff explained that habitability concerns can be addressed by the Code Enforcement Division and that the tenant may also complete a tenant complaint form with Housing Enforcement Unit for referral to appropriate services.
- The Commission reported on two new intake forms and one from the prior month.
- The first form was a request for pool attire policy mediation. After mediation, the Committee confirmed that property management responds to all compliants. Further, notices of violation when issued, would not impact a tenant's permanent record with the management. The case is closed.
- The second intake form was for security deposit mediation. The case remains open pending additional follow-up with the landlord.
- The last intake form was a request to facilitate mediation for noise related concerns. The parties did not reach an agreement. The subcommittee reported that the tenant moved out the case was closed.
- The meeting adjourned at 6:42 P.M.