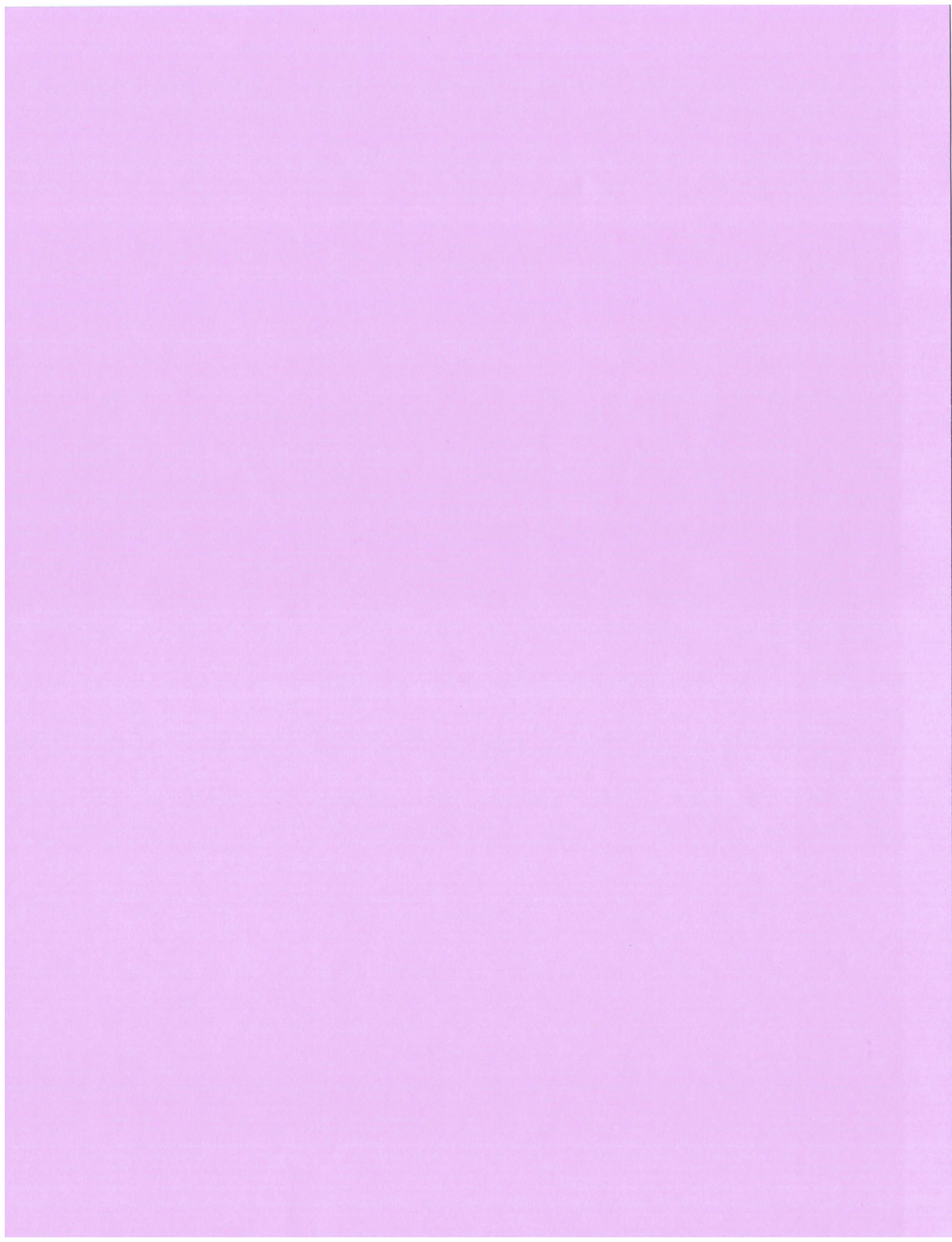




Weekly Management Report

September 12, 2025

- 1. Summary** Parks and Recreation Board
Meeting on August 14, 2025
Parks and Recs Department
- 2. Synopsis** Landlord Tenant Commission Meeting
Meeting on August 4, 2025
Community Development Department
- 3. Notice** Regular Meeting on August 18, 2025
Burbank-Glendale-Pasadena Airport Authority
- 4. Notice** Regular Meeting on September 15, 2025
Burbank-Glendale-Pasadena Airport Authority
- 5. Minutes** Burbank Police Commission
Meeting on August 20, 2025
Police Department



CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Parks and Recreation Board (Board)

Date: Thursday, August 14, 2025

Staff Present: Marisa Garcia, Parks and Recreation Director; Kristen Smith, Assistant Parks and Recreation Director; Grace Coronado, Assistant Parks and Recreation Director; Erin Barrows, Recreation Services Manager; Megan Wilke, Administrative Analyst II; Dena Moon, Senior Administrative Analyst; Chad Thompson, Executive Assistant; Noah Altman, Recreation Services Manager; Ricky Corado, Senior Recreation Leader.

Board Members Present: Mr. Messerlian, Ms. Assadi, Mr. DePalo, Mr. Brody, and Ms. Gamiño

Board Members Absent: None.

Council Liaison Present: None.

Council Liaison Absent: Konstantine Anthony and Christopher Rizzotti (Alternate).

Item Discussed		Summary	Direction or Action, if any
1	Announcements	Ms. Coronado provided announcements for the P&R programs and facilities.	
2	Presentations	Mr. Corado introduced the Summer 2025 Counselors in Training and shared details of the program.	
3	Department Director Report	None.	
4	Oral Communications	Mr. Hawk shared updates on the Burbank Community Band. Mr. Stanley advocated for the Burbank Community Band and the Burbank Phil Harmonic.	
5	Response to Oral Communications	Mr. Messerlian and Mr. DePalo expressed appreciation to the public commenters.	
6	Written Communications	None.	
7	Park Board Comments	Mr. DePalo shared his thoughts on the value and importance of the Counselor in Training program. Mr. Brody commended staff on all their hard work with community events. Mr. Messerlian commended staff on the Centennial Bash at McCambridge Park.	
8	Election of Officers and Liaison Listing	Ms. Wilke introduced the discussion on the election of officers for the positions of Chair, Vice Chair, and Secretary, as well as the liaison appointments to the various boards and advisory committees within the Parks and Recreation Department.	It was motioned by Mr. Brody, seconded by Ms. Gamiño and carried 5-0 to elect Mr. DePalo as Chair. It was motioned by Mr. Messerlian, seconded by Ms.

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

			<p>Assadi to elect Mr. Brody as Vice Chair.</p> <p>It was motioned by Mr. Brody, seconded by Mr. DePalo to elect Ms. Assadi as Secretary.</p> <p>Art in Public Places- Mr. Brody</p> <p>Burbank Athletic Federation- Primary: Mr. DePalo Alternate: Mr. Messerlian</p> <p>Burbank Cultural Arts- Primary: Ms. Gamiño Alternate: Mr. Brody</p> <p>Burbank Sustainable Commission – Primary: Mr. Brody Alternate: Ms. Gamiño</p> <p>DeBell Golf Course Advisory- Primary: Mr. Messerlian Alternate: Mr. DePalo</p> <p>Senior Board- Mr. DePalo</p> <p>Youth Board- Primary: Ms. Assadi Alternate: Mr. Messerlian</p>
9	Update on the Proposed and Recommended Programming Approach, Operating, Model, and Operating Forecast for the Starlight Bowl Amphitheater	Ms. Smith introduced Lehrer Architects to the Board to provide an update on the proposed programming and operating model for the Starlight Bowl Amphitheater Transformation Project. Board members discussed capacity, operations, box seating, staff impacts, parking, and rideshare options.	The Board discussed and provided feedback on the proposed programming and operating model.

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

	Transformation Project		
10	Transparency Law Basics	Ms. Kim provided a Brown Act Training presentation to the Board.	Noted and filed.
11	Facility Tour Proposed Meeting Date and Locations	Ms. Wilke proposed meeting dates and locations for the annual Park Facility Tour. The Board selected September 18 th .	The Board unanimously agreed to select September 18 as the Annual Park Facility Tour date.
12	Provide Election of a New Site-Specific Selection Committee Member for the Johnny Carson Park Shade Structure Public Art Project	Ms. Wilke updated the Board on the vacancy on the Site-Specific Selection Committee for the Johnny Carson Park Shade Structure Project, noting that a Park Board member was unavailable to serve.	Motioned by Mr. Messerlian Seconded by Mr. Brody to appoint Ms. Gamiño as the new member to the Site-Specific Selection Committee.
13	Update on City Council Action Regarding Boards, Commissions and Committees	Ms. Garcia provided an overview on the proposed changes that would affect Boards, Commissions, and Committees.	Received and filed an update on recent City Council actions regarding changes to Boards, Commissions, and Committees that impact the Parks and Recreation Department's advisory bodies.
14	City Council Expectations of Boards, Commissions and Committees	Ms. Garcia shared City Council expectations of Boards, Commissions, and Committees with the Board.	Noted and filed.
15	Consideration of Board Member Attendance	Ms. Wilke updated the Board on the City's, Board, Committee, Commission attendance policy and reviewed the attendance record of Board Member Ms. Gamiño.	Unanimously vote to excuse Ms. Gamiño's absence.
16	Consent Calendar	<u>Approval of Minutes</u> Minutes of the June 12, 2025 meetings were approved. <u>City Council Agenda Items Update</u> Noted and Filed. <u>Contract Compliance</u> Noted and Filed.	It was motioned by Mr. Messerlian, seconded by, Ms. Gamino and carried 5-0 to approve the Consent Calendar.

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

		<u>Police Park Patrol Reports</u> The Police Park Patrol Report for May and June noted and filed. <u>Dick Clark Dog Park Progress Report</u> Noted and Filed <u>Update on Fiscal Year 2025/2026 Budget and Fiscal Year 2024/2025 Completed Capital Improvement Projects</u> Noted and Filed. <u>Departmental Operations Update</u> Noted and Filed.	
17	Tabled Items	None.	
18	Additional Comments from the Board and staff	Ms. Gamiño thanked Mr. Messerlian for all his hard work and dedication to the Board as Chair over the last year.	
19	Introduction of New Agenda Items	Mr. Messerlian asked for an update on pickleball. Mr. Brody would like to see a process for artist recognition.	
20	Adjournment	The meeting adjourned at 8:51 pm.	

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: September 3, 2025

TO: Justin Hess, City Manager

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

SUBJECT: Landlord-Tenant Commission Meeting – August 4, 2025

- Three members of the public attended the in-person meeting. One person joined over Zoom.
- One member of the public felt that the existing local Tenant Protection Ordinance (TPO) adopted by the city does not provide adequate protective measures for tenants. Another member of the public expressed interest in seeking mediation to resolve ongoing issues with her landlord via the Landlord-Tenant Commission. The last speaker inquired about the new rent cap effective August 1, 2025, for properties subject to the Tenant Protection Act of 2019 (AB 1482).
- In response to oral communications, Commission chair Ingalsbee and Housing staff informed that effective August 1, 2025, the new rent cap for residential properties that are subject to AB 1482 is 8% (5% plus the local Consumer Price Index (CPI) for the Los Angeles area, which is currently at 3%).
- Housing staff guided the Commission through the voting process for a new Chair and Vice Chair. Chair Ingalsbee was re-elected Chair of the LTC, and Anne Nahabedian was elected Vice Chair.
- Housing Staff gave an overview of the attendance policy, City Council goals, and expectations of board members, and requested the Commission members to sign the acknowledgement. Additionally, the commission was informed of a potential amendment to Burbank Municipal Code (BMC) to update the attendance policy for Commissions. Housing staff will provide an update to the Commission once the proposed amendment is approved by the Council.
- Housing Development Manager, Shipra Rajesh, and Housing Service Assistant, Nikki Lofabadi, presented an overview of the Housing Enforcement Unit process and a summary of cases.
- Housing Staff provided an update that possible mediation training options for the Commission are still under review. Staff will provide an update to the Commission once a training option that is tailored to the services provided by LTC is finalized.

- Housing staff announced two upcoming agenda items: the review of a Commissioner's attendance in September and Brown Act Training in October.
- The meeting adjourned at 7:04 P.M.



August 14, 2025

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, August 18, 2025, 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 August 18, 2025

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.

A G E N D A

Monday, August 18, 2025

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 *[See page 1]*
 - (i) June 16, 2025
 - 2) Finance and Administration Committee *[See page 3]*
 - (i) June 16, 2025
 - 3) Legal, Government and Environmental Affairs Committee *[See page 5]*
 - (i) June 16, 2025
 - b. Commission Minutes
 - 1) July 21, 2025 *[See page 7]*
 - c. Award of Lease Extension
Vehicle Effects, Inc. *[See page 14]*
 - d. Award of Professional Services Agreement
Replacement Passenger Terminal – Phase 2 Support *[See page 23]*
6. ITEMS FOR COMMISSION APPROVAL
 - a. Eighth Amendment to Fixed Base Operator Lease
and Concession Agreement – Van Nuys Skyways, Inc. *[See page 25]*
 - b. Award of Professional Services Agreement
Transportation Coordinator Support Services *[See page 28]*

- c. Master Services Agreement
City of Burbank for Internet Service *[See page 30]*
 - d. Award of Contract - Virtual Ramp Control Room - Operator *[See page 32]*
 - e. Approval of Task Order Amendments
Replacement Passenger Terminal Project *[See page 36]*
 - f. Approval of Aid-in-Construction Deposits to City of Burbank
Replacement Passenger Terminal Project *[See page 42]*
 - g. Approval of Electrical Services Agreement
City of Burbank *[See page 47]*
 - h. Approval of Aid-in-Construction Deposit to City of Burbank
Replacement Passenger Terminal Project *[See page 69]*
 - i. Approval of Airport History Book Commission Agreement
Establishment of Airport History Book Ad Hoc Committee *[See page 75]*
7. ITEMS FOR COMMISSION INFORMATION
- a. Q2 2025 Passenger Activity Report
 - b. Replacement Passenger Terminal Project – Construction Update
8. CLOSED SESSION
- a. THREAT TO PUBLIC SERVICES OR FACILITIES
(California Government Code Section 54957(a))
Consultation with Director of Public Safety
 - b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(California Government Code Section 54956.9(d)(1))
Name of Case: SSP America, Inc., SSP America BUR, LLC v. Burbank-Glendale-Pasadena Airport Authority (FAA Docket No. 16-25-04)
 - c. CONFERENCE WITH LABOR NEGOTIATOR
California Government Code Section 54957.6)
Authority Representative: Terence Boga, General Counsel
Unrepresented Employee: 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

COMMISSION NEWSLETTER

Monday, August 18, 2025

[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 Operations and Development Committee meeting of June 16, 2025; a copy of the approved minutes of the Finance and Administration Committee meeting of June 16, 2025, and a copy of approved minutes of the June 16, 2025 meeting 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 July 21, 2025, Commission minutes are included in the agenda packet for review and approval.
- c. AWARD OF LEASE EXTENSION – VEHICLE EFFECTS, INC. A copy of the staff report is included in the agenda packet. At its meeting on July 21, 2025, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission approve a Second Amendment to Ground Lease with Vehicle Effects, Inc. (“Vehicle Effects”), to extend the term of the Lease for an additional three years to September 30, 2028. Vehicle Effects currently occupies a 5,000 square-foot lot located on the northwest quadrant of the Airport at 7604 Wheatland Avenue in Sun Valley.
- d. AWARD OF PROFESSIONAL SERVICES AGREEMENT – REPLACEMENT PASSENGER TERMINAL – PHASE 2 SUPPORT. A copy of the staff report is included in the agenda packet. At its meeting on July 21, 2025, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission approve a Professional Services Agreement to Macias Gini & O’Connell LLP for Phase 2 of the Replacement Passenger Terminal project support work to assist the Authority in monitoring federal compliance of eligible project expenditures. The contract will have a not-to-exceed amount of \$175,000 beginning August 1, 2025, through June 30, 2026.

6. ITEMS FOR COMMISSION APPROVAL

- a. EIGHTH AMENDMENT TO FIXED BASE OPERATOR LEASE AND CONCESSION AGREEMENT – VAN NUYS SKYWAYS, INC. Subject to the recommendation of the Legal, Government and Environmental Affairs Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval of a proposed Eighth Amendment (“Amendment”) to the Fixed Base Operator (“FBO”) Lease and Concession Agreement with Van Nuys Skyways, Inc (“VNS”). The proposed Amendment allows VNS to operate its FBO Concession at Hollywood Burbank Airport under the trade name “Hollywood Burbank Jet Center.”

- b. AWARD OF PROFESSIONAL SERVICES AGREEMENT – TRANSPORTATION COORDINATOR SUPPORT SERVICES. A staff report is included in the agenda packet. At its meeting on July 21, 2025, the Legal, Government and Environmental Affairs Committee voted (2–0, 1 absent) to recommend that the Commission award a Professional Services Agreement (“PSA”) to Steer, Davies & Gleave, Inc., for employee transportation coordinator support services for a two-year period. The services and fees under the proposed PSA will be for implementation and support for the Airport’s Employee Trip Reduction Program for the Replacement Passenger Terminal, which is a requirement of the Development Agreement with the City of Burbank. The PSA will have a not-to-exceed amount of \$33,760, for the first year and \$35,449 for the second year.
- c. MASTER SERVICES AGREEMENT, CITY OF BURBANK FOR INTERNET SERVICE. A staff report is included in the agenda packet. At its meeting on August 6, 2025, the Executive Committee voted (2–0, 1 absent) to recommend that the Commission enter into a proposed Master Services Agreement (“Agreement”) with the City of Burbank for internet service using the ONE Burbank fiber optic core network.

This Agreement will make Burbank Water and Power the primary internet service provider (“ISP”) supporting the operations of the Replacement Passenger Terminal and the Airport. Similar contracts with other ISPs for redundant backup internet services will be brought to the Committee and the Commission for consideration at a later date.

- d. AWARD OF CONTRACT - VIRTUAL RAMP CONTROL ROOM – OPERATOR. A staff report is included in the agenda packet. At its meeting on August 6, 2025, the Executive Committee voted (2–0, 1 absent) to recommend that the Commission award a contract to Dynamic Science, Inc. (“DSI”) in the amount of \$5,623,899.77 for a five-year term to serve as the operator of a Virtual Ramp Control Room that will commence operations with the opening of the Replacement Passenger Terminal. Under the proposed contract, DSI will provide the qualified personnel to conduct ramp control operations for all air carrier operations at Hollywood Burbank Airport. The proposed contract includes two 1-year extension options at the Authority’s discretion.
- e. APPROVAL OF TASK ORDER AMENDMENTS – REPLACEMENT PASSENGER TERMINAL PROJECT. A staff report is included in the agenda packet. At its meeting on August 6, 2025, the Executive Committee (“Committee”) voted (2–0, 1 absent) to recommend that the Commission approve two Task Order Amendments to Holder, Pankow, TEC – a Joint Venture (“HPTJV”) for the Replacement Passenger Terminal (“RPT”) Project: 1) \$727,605 - Terminal Automated Exit Lane System and 2) \$994,278 - Food Service Concessions HVAC ductwork installation.
- f. APPROVAL OF AID-IN-CONSTRUCTION DEPOSITS TO CITY OF BURBANK – REPLACEMENT PASSENGER TERMINAL PROJECT. A staff report is included in the agenda packet. At its August 6, 2025, meeting, the Executive Committee voted (2–0, 1 absent) to recommend that the Commission approve two Aid-In-Construction (“AIC”) deposit requests from the City of Burbank on behalf of Burbank Water and Power for the Replacement Passenger Terminal electrical power infrastructure:

1. \$712,570 for Phase 1 & 2 – represents the final funding requirement for these two phases of the program. Specifically, this AIC will fund the 17 MVA temporary power, engineering, substructure inspection and Clybourn substation 12kV conversion cost for engineering, labor, material and equipment; and

2. \$2,050,000 for Phase 3 – is the initial funding for the development of the permanent power community substation costs for engineering, procurement of equipment, and construction contract award deposits.

- g. APPROVAL OF ELECTRICAL SERVICES AGREEMENT – CITY OF BURBANK.
A staff report is included in the agenda packet. At its meeting on August 6, 2025, the Executive Committee voted (2-0, 1 absent) to recommend that the Commission approve an Electrical Services Agreement (“Agreement”) with the City of Burbank for the development of a community substation to provide the permanent electrical power to the Replacement Passenger Terminal. The Federal Aviation Administration Los Angeles Airports District Office (“FAA”) recommended one clarification to the Agreement, which has been incorporated, but there were no concerns regarding compliance with FAA grant assurances and revenue use policy. Upon execution of the Agreement, Burbank Water and Power will issue Aid-In-Construction deposit requests for the final design and construction of the substation.
- h. APPROVAL OF AID IN CONSTRUCTION DEPOSIT REQUEST TO CITY OF BURBANK – REPLACEMENT PASSENGER TERMINAL PROJECT. 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 of an Aid-In-Construction deposit request (copy attached) from the City of Burbank on behalf of Burbank Water and Power (“BWP”) for the Replacement Passenger Terminal electrical power infrastructure in the amount of \$6,000,000 to support the development of a community substation permanent power solution. As part of BWP’s development of a community substation with redundant power feeds to provide permanent long-term electrical power to the airport, it is necessary to upgrade the line voltage capacity of sub transmission electrical lines on Clybourn Ave and Sherman Way, from 4kV to 12kV.
- i. APPROVAL OF AIRPORT HISTORY BOOK COMMISSION AGREEMENT - ESTABLISHMENT OF AIRPORT HISTORY BOOK AD HOC COMMITTEE. A staff report is included in the agenda packet. Staff seeks Commission approval of an Airport History Book Commission Agreement with Martin M. Cooper of Cooper Communications, Inc., to research, write, and supervise production of a book on the history of Hollywood Burbank Airport to coincide with the opening of the Replacement Passenger Terminal in October 2026. Additionally, Staff seeks Commission establishment of an Airport History Book Ad Hoc Committee to review Cooper’s submittals and provide feedback and direction on behalf of the Authority.

7. ITEMS FOR COMMISSION INFORMATION

- a. Q2 2025 PASSENGER ACTIVITY REPORT. No staff report attached. Staff will review revenue passenger numbers for April - June (Q2) of 2025.
- b. REPLACEMENT PASSENGER TERMINAL PROJECT CONSTRUCTION UPDATE. No staff report attached. An updated video will be shown.



September 11, 2025

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, September 15, 2025, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

The meeting may also be accessed at the following location:

912 Stagecoach Road
Santa Fe, NM 87501

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 September 15, 2025

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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- *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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- *Video presentations requiring use of Authority equipment.*



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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, September 15, 2025

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) August 6, 2025 [See page 1]
 - (ii) July 2, 2025 [See page 5]
 - 2) Finance and Administration Committee
 - (i) July 21, 2025 [See page 7]
 - 3) Legal, Government and Environmental Affairs Committee
 - (i) July 21, 2025 [See page 9]
 - b. Commission Minutes
 - 1) August 18, 2025 [See page 12]
 - c. Records Retention and Destruction [See page 22]
 - d. Treasurer's Report
 - 1) May 2025 [See page 23]
6. ITEMS FOR COMMISSION APPROVAL
 - a. Replacement Vehicle Acquisition [See page 52]
 - b. Award of Professional Services Agreement
Air Service Consulting Services [See page 54]

- c. Approval of Task Order for Solar Photovoltaic Array System Replacement Passenger Terminal Project

[See page 56]

7. ITEMS FOR COMMISSION INFORMATION

- a. Replacement Passenger Terminal Project – Construction Update

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

COMMISSION NEWSLETTER

Monday, September 15, 2025

[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 August 6, 2025, a copy of the approved minutes of the July 2, 2025 Executive Committee meeting; a copy of the approved minutes of the Finance and Administration Committee meeting of July 21, 2025, and a copy of approved minutes of the the Legal, Government and Environmental Affairs Committee meeting of July 21, 2025 are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the August 18, 2025, Commission minutes are included in the agenda packet for review and approval.
- c. RECORDS RETENTION AND DESTRUCTION. A staff report is included in the agenda packet. At its meeting on August 18, 2025, the Legal, Government and Environmental Affairs Committee voted unanimously (3–0) to recommend that the Commission approve the destruction of certain obsolete Authority records under the Authority's Records Retention and Destruction Policy. This proposed records management effort is part of an ongoing protocol to eliminate storage of outdated records consistent with record retention requirements under Resolution No. 465.
- d. TREASURER'S REPORT. The Treasurer's Report for May 2025 is included in the agenda packet. At its meeting on August 18, 2025, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission note and file these reports.

6. ITEMS FOR COMMISSION APPROVAL

- a. REPLACEMENT VEHICLE ACQUISITION. 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, and due to time sensitivity, Staff seek Commission authorization to issue future Purchase Orders, up to the \$375,000 limit, for the two hybrid engine SUVs and two other department vehicles programmed in the FY 2026 budget.
- b. AWARD OF PROFESSIONAL SERVICES AGREEMENT – AIR SERVICE CONSULTING SERVICES. A staff report is included in the agenda packet. At its meeting on August 18, 2025, the Operations and Development Committee voted (2–0, 1 absent) to move to the Commission without recommendation. Staff recommends the Commission award a Professional Services Agreement ("PSA") to Arthur D. Little, LLC ("ADL") for continued air service consulting services. The

services to be provided by ADL are complementary to the airport marketing consulting services obtained through the contract recently awarded to Anyone Collective. The proposed PSA is for an amount not-to-exceed \$70,000.

- c. APPROVAL OF TASK ORDER FOR SOLAR PHOTOVOLTAIC ARRAY SYSTEM REPLACEMENT PASSENGER TERMINAL. A staff report is included in the agenda packet. At its meeting on September 3, 2025, the Executive Committee voted unanimously (3–0) to recommend that the Commission approve a \$1,762,485 Task Order Amendment to Holder, Pankow, TEC – A Joint Venture for the installation of a solar photovoltaic array system on the Replacement Passenger Terminal. This installation will enhance the project's ability to achieve the Commission's aspirational goal of a Leadership in Energy and Environmental Design Gold Certification from the U.S. Green Building Council.

7. ITEMS FOR COMMISSION INFORMATION

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

AUGUST 20, 2025

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 Coomes.

CALL TO ORDER

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

Also Present: Chief Quintero, Deputy Chief Cornils, Lieutenant Jeff Barcus, Sergeants Turner and Mirakyan, Senior Assistant City Attorney Johal, Executive Assistant Nakamura; Liaison Rizzotti

FLAG SALUTE

The flag salute was led by Commissioner Hartoonian.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION AD HOC SUBCOMMITTEES

Commissioners reported out on events/meetings attended.

FIRST PERIOD OF ORAL COMMUNICATIONS

Savina Roman phoned in and commented on parking issues near Miller Elementary School.

RESPONSE TO ORAL COMMUNICATIONS

Commissioners responded and thanked the community member for her comments and PowerPoint presentation.

APPROVAL OF MINUTES FROM JULY 16, 2025, MEETING

Commissioner Chapman made a motion, seconded by Commissioner Elman, to approve the minutes from the July 16th meeting. Motion carried, with one abstention by Commissioner Hartoonian.

ITEMS OF BUSINESS

1. Election of Officers

Commissioner Hacobian nominated himself for Chair. Commissioner Elman made a motion, seconded by Commissioner Wenzel, to elect Commissioner Hacobian as Chair. Motion carried by consensus.

Commissioner Wenzel nominated Chair Coomes for the position of Vice Chair; (2 votes)
Commissioner Hartoonian nominated Commissioner Elman for Vice Chair; (3 votes)
Commissioner Elman was elected as Vice Chair (one abstention by Chair Coomes).

Commissioner Hacobian nominated Commissioner Wenzel for the position of Secretary. She was elected with 5 votes, with an abstention by Commissioner Wenzel.

2. Presentation, discussion, and recommendations (if applicable) on the BPD's role and interactions at public protests

Sergeant Mirakyan described the role of law enforcement during protests; BPD's participation in Mutual Aid in Area C; types of requests for mutual aid and recent activations; protests since 2020 in Burbank; booking of arrests applicable to Burbank; BMC 5-3-301 that designates prohibited items at protests; and rules of AB48 regarding use of chemical agents,

3. Annual Review and discussion of the City Council Goals and Expectations of Board Members

Commissioners had a robust discussion regarding the Council's expectations and aligning their efforts with Council goals and priorities.

4. Discussion and recommendations (if applicable) on preparation for the Joint Meeting with the City Council and review of the OIR Annual Report

Commissioners agreed to come back in September to discuss the topics that will be presented to the Council at the joint meeting.

5. Discussion to select Commissioners to attend the annual NACOLE Conference, October 26-30, 2025 in Minneapolis

Commissioner Elman made a motion, seconded by Commissioner Hacobian, for Commissioners Hartoonian and Coomes to represent the Commission at the annual NACOLE conference.

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

Chief Quintero acknowledged the COPS Bureau personnel for their efforts to stage the NNO event.

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Commissioner Hacobian made a motion, seconded by Commissioner Elman, to have a presentation and discussion on Chief Quintero's vision and priorities for the Department at the November meeting. Motion carried by consensus.

Commissioner Hartoonian made a motion, seconded by Commissioner Wenzel, for an update and discussion on parking enforcement efforts since hiring parking enforcement contractor LAZ Parking at the November meeting. Motion carried by consensus.

Commissioner Hacobian made a motion, seconded by Commissioner Elman, to discuss recommendation items regarding the Commission's activities for the last year at the joint Council meeting.

Commissioner Wenzel suggested making a video regarding pedestrian safety for Halloween...she will make contact with Commission Liaison Nakamura.

NEXT MEETING DATE – Wednesday, September 17, 2025
6:00 p.m., City Council Chamber

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 7:40 pm.