



July 2, 2024

CALL AND NOTICE OF A SPECIAL MEETING OF THE
EXECUTIVE COMMITTEE
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a special meeting of the Executive Committee will be held Wednesday, July 10, 2024, 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: (978) 990-5000
Access Code: 880737*

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

SPECIAL MEETING
OF THE
EXECUTIVE COMMITTEE
Airport Skyroom
Wednesday, July 10, 2024
9:00 a.m.

The public comment period is the opportunity for members of the public to address the Committee on agenda items and on airport-related non-agenda matters that are within the Committee'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 of the public are requested to observe the following decorum when attending or participating in meetings of the Committee:

- *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 Committee 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 Committee'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 Committee 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

Wednesday, July 10, 2024

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
 - a. May 1, 2024 [See page 1]
 - b. June 5, 2024 [See page 4]
5. Items for Approval
 - a. Approval of Change Order Request
Additional Public Artwork Opportunity
Design Modifications and Infrastructure Implementation
Replacement Passenger Terminal [See page 6]

During the selection process for the Replacement Passenger Terminal (“RPT”) Art in Public Places sculptures, the Commission directed staff and the Program Manager to determine if an additional public artwork opportunity within the RPT could be made available to local area artists that may not possess past public artwork experience.

Working with the design-build team, staff and the Program Manager identified three locations within the RPT, more specifically the connectors in the gate concourse, which can be structurally modified to provide an additional public artwork opportunity. This design modification and infrastructure implementation work will need to be added to the design-builder’s scope. A proposed Change Directive to issue a Change Order for this task is attached.

Staff therefore seeks a recommendation from the Executive Committee to the Commission to approve a Change Order to Holder, Pankow, TEC – a Joint Venture in the amount \$200,600 to perform the RPT design modification and infrastructure implementation necessary to create this additional public artwork opportunity.
6. Items for Information
 - a. Committee Pending Items [See page 13]
7. Adjournment

**MINUTES OF THE REGULAR MEETING OF THE
EXECUTIVE COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

WEDNESDAY, MAY 1, 2024

A regular meeting of the Executive Committee was called to order on this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 9:02 a.m., by Commissioner Williams.

1. ROLL CALL

Present:	Commissioners Williams, Najarian and Talamantes
Absent	None
Also Present:	Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director Patrick Lammerding, Deputy Executive Director, Planning and Development Roger Johnson, Executive Program Manager, Jacobs Project Management Co; Brent Kelley, Managing Principal, Corgan (via teleconference); Kevin Fauvell, HPTJV (via teleconference) Authority Counsel: Terence Boga, Esq., Richards, Watson & Gershon

2. Approval of Agenda

Motion	Commissioner Najarian moved approval of the agenda, seconded by Commissioner Talamantes.
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Motion Approved	The motion was approved (3–0).
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3. Public Comment

There were no public comments.

4. Approval of Minutes

a. April 3, 2024	Commissioner Najarian moved approval of the Committee minutes of the April 3, 2024 meeting, seconded by Commissioner Talamantes. There being no objection, the motion was approved (3–0).
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5. Items for Approval

a. Approval of Task Order 6 and Guaranteed Maximum Price Appropriation of Owner's Contingency Funds and Allowances Replacement Passenger Terminal Project

With the restart of the Replacement Passenger Terminal ("RPT") Project in September 2021, Staff assembled a team of project management, financial and legal professionals, as well as procured a design-builder to deliver to the Commission a Guaranteed Maximum Price ("GMP") for the project. This agenda item represents the culmination of these efforts and the achievement of this major milestone.

Staff sought a recommendation from the Executive Committee to the Commission for approval of the following:

1. Establishment of the GMP of the RPT Project at \$1,110,074,145.
2. Task Order 6, copy attached, to Holder, Pankow, TEC - a Joint Venture ("HPTJV") in the amount of \$828,508,927 to fund the remaining unauthorized scope of work for the RPT Project.
 - Combined with the \$281,565,218 of previously approved Task Orders (1-5), the total design-build cost \$1,110,074,145.
3. Appropriation and expenditure authorization of the balance of the Owner's Contingency funds in the amount of \$28,235,082.
4. Appropriation and expenditure authorization for the Owner's Allowance in the amount of \$96,625,855.
 - Within this amount, \$3,133,000 will be designated for future permit applications and \$3,292,855 will be designated for the development of terminal resiliency to ensure terminal operations in the event of a major event.

The \$1,110,074,145 GMP, along with the forecasted cost for the demolition of the existing terminal and garage (\$24,400,000) and other Owner's costs (\$164,225,855), comprise a total project cost of \$1,298,700,000. The Plan of Finance (supported by the existing signatory airlines serving the Airport) detailing sources and uses of funds was included in the staff report.

The RPT Project comfortably falls within the LEED Silver certification category but depending on scoring by the US Green Building Council (“USGBC”), may qualify for a Gold certification. A LEED certification checklist was included in the staff report

Motion

Commissioner Talamantes motioned for approval, seconded by Commissioner Najarian.

Motion Approved

The motion was approved (3–0).

6. Items for Discussion

a. Commissioner Code of Conduct

Staff sought direction from the Executive Committee on a further revised draft Code of Conduct to formally establish policies on appropriate conduct by Commissioners with the media and at Authority meetings.

7. Items for Information

a. Committee Pending Items

Staff informed the Committee of future pending items that will come to the Committee for review.

8. Adjournment

There being no further business, the meeting adjourned at 10:09 a.m.

**MINUTES OF THE REGULAR MEETING OF THE
EXECUTIVE COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

WEDNESDAY, JUNE 5, 2024

A regular meeting of the Executive Committee was called to order on this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 9:05 a.m., by Commissioner Najarian.

1. ROLL CALL

Present: Commissioners Najarian and Talamantes

Commissioner Williams

Absent

Also Present:

Staff: Frank Miller, Executive Director;
John Hatanaka, Senior Deputy Executive Director
Patrick Lammerding, Deputy Executive Director,
Planning and Development

Perry Martin, PMP, Sr. Program Manager,
Jacobs Project Management Co.

Authority Counsel: Terence Boga, Esq.,
Richards, Watson & Gershon

2. Approval of Agenda

Motion Commissioner Talamantes moved approval of the agenda, seconded by Commissioner Najarian.

Motion Approved The motion was approved (2-0, 1 absent).

3. Public Comment

There were no public comments.

4. Items for Approval

a. Replacement Passenger Terminal Program Manager - Jacobs Project Management Company Task Order Authorization Staff sought a recommendation from the Executive Committee to the Commission for authorization of Task Order #4 in the amount of \$11,726,841 with Jacobs Project Management Co. for Replacement Passenger Terminal Project program management services.

Motion Commissioner Talamantes moved approval of the agenda, seconded by Commissioner Najarian.

Motion Approved The motion was approved (2-0, 1 absent).

5. Items for Information

a. Committee Pending Items

Staff informed the Committee of future pending items that will come to the Committee for review.

6. Adjournment

There being no further business, the meeting adjourned at 9:22 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
EXECUTIVE COMMITTEE
JULY 10, 2024**

**APPROVAL OF CHANGE ORDER REQUEST
ADDITIONAL PUBLIC ARTWORK OPPORTUNITY
DESIGN MODIFICATIONS AND INFRASTRUCTURE IMPLEMENTATION
REPLACEMENT PASSENGER TERMINAL**

Presented by Patrick Lammerding,
Deputy Executive Director, Planning and Development
and
Janice Lee, Deputy Program Manager
Jacobs, Project Management Company

SUMMARY

During the selection process for the Replacement Passenger Terminal (“RPT”) Art in Public Places sculptures, the Commission directed staff and the Program Manager to determine if an additional public artwork opportunity within the RPT could be made available to local area artists that may not possess past public artwork experience.

Working with the design-build team, staff and the Program Manager identified three locations within the RPT, more specifically the connectors in the gate concourse, which can be structurally modified to provide an additional public artwork opportunity. This design modification and infrastructure implementation work will need to be added to the design-builder’s scope. A proposed Change Directive to issue a Change Order for this task is attached.

Staff therefore seeks a recommendation from the Executive Committee (“Committee”) to the Commission to approve a Change Order to Holder, Pankow, TEC – a Joint Venture (“HPTJV”) in the amount \$200,600 to perform the RPT design modification and infrastructure implementation necessary to create this additional public artwork opportunity.

BACKGROUND

At the direction of the Commission, staff, the Program Manager and the members of the design-build team worked to identify locations within the RPT which would provide an opportunity for local area artists to display their artwork. Staff and the Program Manager were further directed to develop a process for qualification, proposal and selection for this additional public artwork opportunity. This opportunity would specifically not require candidates to have past public artwork experience with selection focused primarily on artistic merit rather than on experience or education.

Based on the timeline of the RPT Project, it was determined that presenting the creation of this additional public artwork opportunity to the Committee and the Commission in two steps would be most efficient. The first step seeks approval of a Change Order to HPTJV for development of the necessary RPT infrastructure. The second step will seek approval of an artist outreach and selection program. Staff anticipates returning to the Committee in August with a proposal for such a program.

After exploration of several options of art media, and in consideration of durability, budget, and the flexibility for the Authority to potentially engage more artists in the future, the recommendation is to develop a series of five light boxes at each of the three modular connectors in the RPT. This would provide for fifteen light boxes with the option to rotate images. Light boxes are commonly used in public art and offer a high-quality opportunity yet affordable means to display 2-D artworks such as paintings, drawings, and photography, which are reproduced as illuminated transparencies. Light box dimensions will need to be coordinated for design integration with the design-build team to install the wall recesses and power at each connector location.

The estimated cost to implement the proposed infrastructure is \$200,600 which includes designing, integrating, fabricating and installing the lightboxes. Line-item details are listed below:

LINE ITEM	COST
Design Integration	\$25,000
Build Out	\$50,000
Light Box Fabrication & Installation	\$75,000
Art Consultant Coordination	\$10,000
Contingency	\$40,600
TOTAL	\$200,600.00

FUNDING

The cost for this proposed Change Order is not included in HPTJV’s Guaranteed Maximum Price and will require appropriations and approval from the Owner’s Contingency.

STAFF RECOMMENDATION

Staff recommends that the Committee recommend to the Commission approval for a Change Order in the amount of \$200,600 to HPTJV to incorporate design modifications and infrastructure in the RPT to accommodate an additional public artwork opportunity.



CHANGE DIRECTIVE

PROJECT: Progressive Design-Build Services RPT Project
Hollywood Burbank Airport

CONTRACT NO: E22-03

CONTRACTOR: Holder, Pankow, TEC – Joint Venture
(HPT JV)

ADDRESS: 3300 Riverwood Parkway, 1200
Atlanta, GA 30339

CHANGE DIRECTIVE NO: 0XX

Date: 07/15/2024

CHANGE DIRECTIVE TITLE: OWNER DIRECTIVE – BGPAA Commission Decision -
Design Modifications and Infrastructure for Additional Artwork

Author: Janice Lee

CGMP No. N/A

Reference Documents:

CPCN No. 00XX

RFI No. N/A

Correction Notice: N/A

Other Reference Docs: See Attachment 1 hereto

Doc No. N/A

Bulletin No. N/A

- Prepare CCR for the Work described herein. When authorized by BGPAA, the subject work will be compensable as Extra Work. This request shall not be construed as authorization to proceed with the changed work prior to the issuance of a formal Change Order or subsequent change directive to commence with changed work unless otherwise directed and/or instructed (by the following check boxes).
- Proceed with the changed work as directed herein. (If this box is checked, describe pricing method under "Remarks" below)
- Other instructions as follows: Proceed with the changed work while pricing as Cost Reimbursable Work (see GC-56 para. C.5.).

Authorization

By:

Contracts Manager

By:

Project/Construction Manager

By:

Deputy Executive Director

Please consider CPCN-00XX as formal notice of cost and schedule impact due to the decision of the BGPAA Commission Meeting on 7/15/2024 for design modifications to the walls of the three modular connectors to accommodate the additional artwork. This includes recessing the walls, providing power to each location, and procurement and installation of lightboxes at each location. At the direction of the Commission, the Project Management Team and the Design-Build Team has worked to identify locations within the RPT which would provide an opportunity for public procurement and local area artists.

As presented to the Commission, this is estimated to require an addition of \$160,000, with a contingency of \$40,600 for unanticipated items. The lightbox dimensions will need to be further coordinated with the Design Team. Then, HPT will be able to finalize pricing for this change effort.

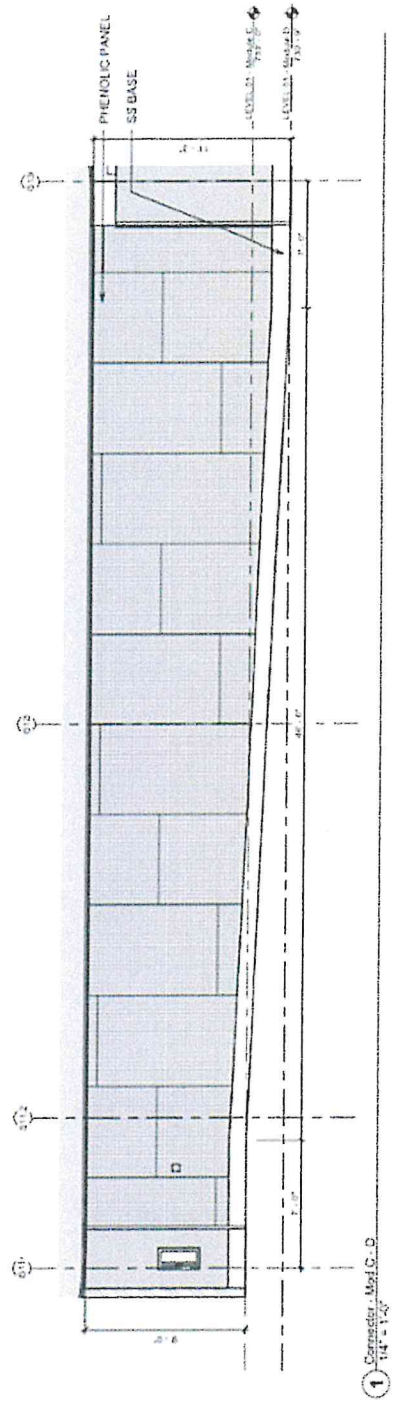
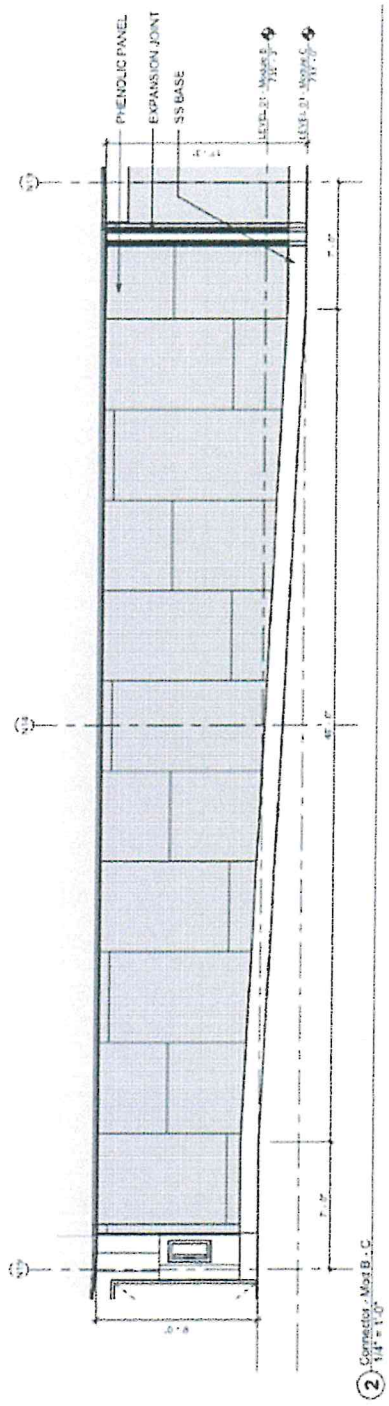
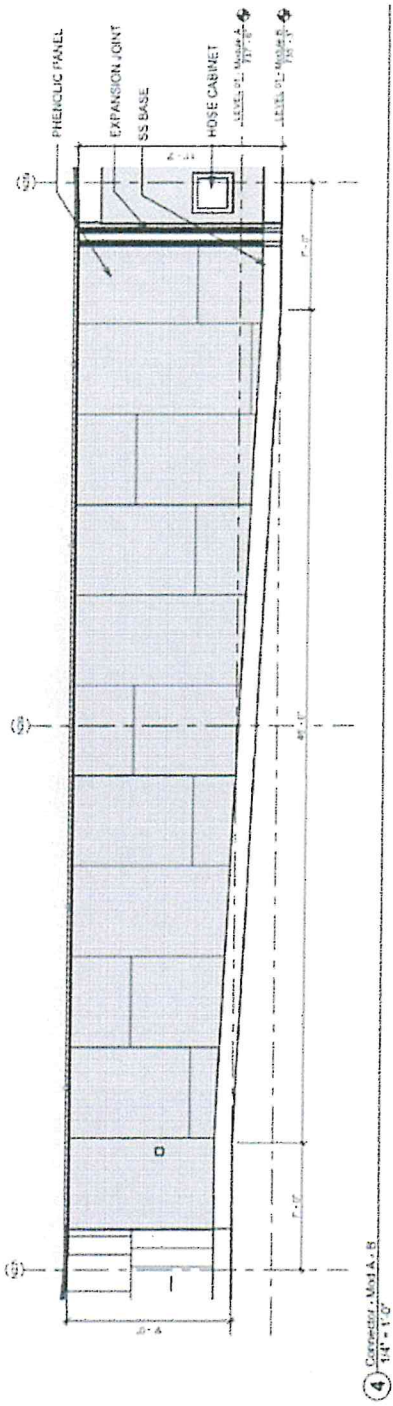
We understand this is a minimal change to design and there will be no schedule impact for re-design, procurement, and installation for such infrastructure. Design-Build Team is directed to move forward on re-design of drawings immediately.

DRAFT

BUR RPT Additional Artwork Opportunity

Infrastructure

PHASE	LINE ITEM	COST1
Design	HPT Design Integration	\$ 25,000
	Art Consultant Coordination	\$ 5,000
Integration	HPT Build Out	\$ 50,000
	Light Box Fabrication & Installation x 15	\$ 75,000
	Art Consultant Coordination	\$ 5,000
	Contingency	\$ 40,600
	TOTAL	\$200,600.00



**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
EXECUTIVE COMMITTEE
JULY 10, 2024**

COMMITTEE PENDING ITEMS

Future

1. Bas Relief Disposition – Hope Family Foundation
2. Approval A/C with BWP (#3 and 4 feeders to the RPT site)
3. Policy Discussion on Posting of Presentations with Commission Agendas