



August 1, 2024

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

NOTICE is hereby given that a regular meeting of the Executive Committee will be held Wednesday, August 7, 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

REGULAR MEETING  
OF THE  
EXECUTIVE COMMITTEE  
Airport Skyroom  
Wednesday, August 7, 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, August 7, 2024

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
  - a. July 10, 2024 **[See page 1]**
5. Items for Approval

- a. Aid-in-Construction Payment Deposits  
Replacement Passenger Terminal Project **[See page 3]**

**Staff seeks a recommendation from the Executive Committee to the Commission to approve two Aid-In-Construction deposit requests from the City of Burbank for:**

- 1. \$860,000 for Phase 1 (3.5 MVA Temporary Power) engineering and balance of 12kV distribution materials and labor to bring temporary power to the Replacement Passenger Terminal (“RPT”) Project site. This phase is expected to be complete by November 2024.**
- 2. \$100,000 for Phase 2 (17 MVA Temporary Power) engineering to bring temporary power to the RPT Project site. This phase is expected to be complete by May 2025.**

- b. Memorabilia Donation **[See page 7]**

**Staff seeks an Executive Committee recommendation to the Commission to approve the donation of certain memorabilia to the Burbank Aviation Museum.**

6. Items for Information
  - a. Replacement Passenger Terminal Project Certification **[See page 11]**

**The stated goal of the Commission is for the Replacement Passenger Terminal to achieve the highest level of Leadership in Energy and Environmental Design (“LEED”) certification possible from the United States Green Building Council. This report is to provide the Executive Committee with an update on the progress toward a LEED certification of the project.**

b. Committee Pending Items

***[See page 13]***

7. Adjournment

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

**WEDNESDAY, JULY 10, 2024**

A special meeting of the Executive Committee was called to order on this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 9:00 a.m., by Commissioner Williams.

**1. ROLL CALL**

<b>Present:</b>	Commissioners Williams, Najarian, and Talamantes
<b>Absent</b>	None
<b>Also Present:</b>	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**

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

There were no public comments.

**4. Approval of Minutes**

<b>a. May 1, 2024</b>	Commissioner Najarian moved approval of the Committee minutes for the meetings held on May 1, 2024, and June 5, 2024, with Commissioner Talamantes seconding the motion. There being no objections, the motion was approved (3–0).
<b>b. June 5, 2024</b>	

**5. Items for Approval**

**a. Approval of Change Order Request  
Additional Public Artwork  
Opportunity Design Modifications  
and Infrastructure Implementation  
Replacement Passenger Terminal**

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 who 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 was attached.

Staff, therefore, requested a recommendation from the Executive Committee to the Commission to approve a Change Order to Holder, Pankow, TEC – a Joint Venture in the amount of \$200,600 to perform the RPT design modification and infrastructure implementation necessary to create this additional public artwork opportunity and maintain the project schedule.

**Motion**

Commissioner Najarian motioned for approval, seconded by Commissioner Talamantes.

**Motion Approved**

The motion was approved (3–0).

**6. Items for Information**

**a. Committee Pending Items**

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

**7. Adjournment**

There being no further business, the meeting adjourned at 9:13 a.m.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
EXECUTIVE COMMITTEE  
AUGUST 7, 2024**

**AID-IN-CONSTRUCTION PAYMENT DEPOSITS  
REPLACEMENT PASSENGER TERMINAL PROJECT**

Presented by Patrick Lammerding  
Deputy Executive Director, Planning and Development

**SUMMARY**

Staff seeks a recommendation from the Executive Committee (“Committee”) to the Commission to approve two Aid-In-Construction (“AIC”) deposit requests, copies attached, from the City of Burbank for:

1. **\$860,000** for Phase 1 (3.5 MVA Temporary Power) engineering and balance of 12kV distribution materials and labor to bring temporary power to the Replacement Passenger Terminal (“RPT”) Project site. This phase is expected to be complete by November 2024.
2. **\$100,000** for Phase 2 (17 MVA Temporary Power) engineering to bring temporary power to the RPT Project site. This phase is expected to be complete by May 2025.

**BACKGROUND**

On December 19, 2022, the Commission awarded Holder, Pankow, TEC – A Joint Venture (“HPTJV”) a design-build agreement for the RPT Project. The design and construction efforts are well underway and have reached a few milestones. As part of the construction efforts, the project team (which includes airport staff, Jacobs Project Management staff and members of the design-build team) continues to coordinate with Burbank Water and Power (“BWP”) representatives for the initial temporary and ultimate permanent power to the RPT and ancillary facilities.

To date, the Authority has made the following AIC payments for the RPT Project:

1. June 26, 2024 - **\$40,000** AIC deposit for BWP site inspector for the electrical substructure installation, manholes, conduit placement, concrete-encasement, slurry backfill, compaction, mandrelling conduit, etc. for temporary Phase 1 power.
2. September 6, 2023 - **\$1,411,000** AIC deposit for additional material and labor costs for BWP to bring temporary Phase 2 power.
3. June 26, 2023 - **\$494,000** AIC deposit for temporary construction power equipment. This AIC deposit included the procurement and installation of cabling and switches for the feeder lines which will provide temporary Phase 1 power to the RPT Project site.
4. March 2, 2023 - **\$50,000** AIC deposit for electrical power requirement feasibility study.

5. September 27, 2022 - **\$25,000** AIC deposit for electrical power requirement feasibility study.

The two proposed AIC deposits are a requirement for BWP to perform engineering services as well as to provide the labor, material, and equipment to install cables for the Phase 1 & 2 temporary construction power. The deposits will cover the following as estimated by BWP:

- Phase 1 Engineering & cable installation (includes labor, material, and equipment): **\$860,000**;
- Phase 2 Engineering: **\$100,000**

BWP will charge against the AIC deposits for the actual costs and quantities. Any remaining funds will either be refunded or credited to future work.

### FUNDING

The approved FY 2024-2025 Replacement Passenger Terminal Project Budget includes \$37,552,000 for the substation. The cost of these proposed AIC deposits will be under this appropriation.

### STAFF RECOMMENDATION

Staff seeks the Committee's recommendation to the Commission that it approve the proposed two AIC deposits with the City of Burbank and authorize staff to remit payment.





**WATER AND POWER**

July 10, 2024

Hollywood Burbank Airport  
2627 N Hollywood Way  
Burbank, CA 91505  
Attn: Stephanie Gunawan-Piraner

**Re: Phase 1 (3.5 MVA Temporary Power) Engineering and Balance of 12kV Distribution Materials and Labor Deposit for Hollywood Burbank Airport Replacement Terminal**

Dear Ms. Gunawan-Piraner:

Burbank Water and Power (BWP) requires the payment of an aid-in-construction deposit, in accordance with the rules and regulations, to recover costs incurred by the Department for the construction of 3.5 MVA of temporary electric service. The estimated cost related to the above project is as follows:

Engineering.....	\$15,000
Cable installation (includes labor, material, and equipment).....	\$845,000

**TOTAL** amount to be paid by the customer ..... **\$860,000.00**

The \$860,000 is a deposit that will be credited toward the actual charges if you proceed with this project to its completion. If BWP is notified that your project is terminated during the design phase, BWP will charge time against the deposit for BWP work completed to that point and refund any remaining balance. Payment of the above amount must be received before inspection work is started by our Department.

The check should be made payable to the City of Burbank. If mailed, please address the envelope to Burbank Water and Power, ATTN: Jessica Chen, 164 W. Magnolia Blvd., Burbank, CA 91502. Payments by check must match the customer account previously created by BWP with the bill-to information provided. BWP will not accept any payments nor refund any accounts that do not match the customer account. Please verify that the name addressed on this letter matches the check you intend to make payment with. Please include the cashier's receipt checklist with your mailed payment to ensure proper payment processing.

Should you have any further questions, or identify any discrepancies, please call Jessica Chen of our Engineering Department at 818-238-3549.

Sincerely,

Calvin Clark  
Principal Electrical Engineer

CC:JC:ms

164 WEST MAGNOLIA BOULEVARD  
BURBANK, CA 91502

BURBANKWATERANDPOWER.COM  
BWPCUSTOMERSERVICE@BURBANKCA.GOV



**WATER AND  
POWER**

July 10, 2024

Hollywood Burbank Airport  
2627 N Hollywood Way  
Burbank, CA 91505  
Attn: Stephanie Gunawan-Piraner

**Re: Phase 2 (17 MVA Temporary Power) Engineering Deposit for Hollywood Burbank Airport Replacement Terminal**

Dear Ms. Gunawan-Piraner:

Burbank Water and Power (BWP) requires the payment of an aid-in-construction deposit, in accordance with the rules and regulations, to recover costs incurred by the Department for the construction of 17 MVA of temporary electric service to the new airport terminal. The estimated cost related to the above project is as follows:

Engineering.....\$100,000

**TOTAL amount to be paid by the customer .....\$100,000.00**

The \$100,000 is a deposit that will be credited toward the actual charges if you proceed with this project to its completion. If BWP is notified that your project is terminated during the design phase, BWP will charge time against the deposit for BWP work completed to that point and refund any remaining balance. Payment of the above amount must be received before inspection work is started by our Department.

The check should be made payable to the City of Burbank. If mailed, please address the envelope to Burbank Water and Power, ATTN: Jessica Chen, 164 W. Magnolia Blvd., Burbank, CA 91502. Payments by check must match the customer account previously created by BWP with the bill-to information provided. BWP will not accept any payments nor refund any accounts that do not match the customer account. Please verify that the name addressed on this letter matches the check you intend to make payment with. Please include the cashier's receipt checklist with your mailed payment to ensure proper payment processing.

Should you have any further questions, or identify any discrepancies, please call Jessica Chen of our Engineering Department at 818-238-3549.

Sincerely,

Calvin Clark  
Principal Electrical Engineer

CC:JC:ms

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BURBANK, CA 91502

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BWPCUSTOMERSERVICE@BURBANKCA.GOV

**STAFF REPORT PRESENTED TO  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
EXECUTIVE COMMITTEE  
AUGUST 7, 2024**

**MEMORABILIA DONATION**

Presented by John Hatanaka  
Senior Deputy Executive Director

**SUMMARY**

Staff seeks an Executive Committee (“Committee”) recommendation to the Commission to approve the donation of certain memorabilia to the Burbank Aviation Museum (“Museum”).

**BACKGROUND**

Over the past 94 years of operations, the Airport has accumulated various pieces of memorabilia from previous tenants and programs. Currently in the maintenance yard, there are four Authority-owned pieces that the Museum is interested in including in its program: models of the SR-71 and F-117 aircrafts; a cornerstone from a hangar used by Amelia Earhart; and an airport light beacon used by Lockheed. Additionally, in the terminal there is a P-38 aircraft mural that the Museum is interested in including in its program. These items have no monetary value for the Authority. Photos of these items are attached to this report.

The model aircrafts, hangar cornerstone, and airport light beacon are large objects and there is no available storage space that is covered and enclosed. As a result, these pieces have been exposed to the outdoor elements for many years and are in need of restoration. Recently, Mr. Mike McGee, President of the Museum, visited the Maintenance Department and expressed an interest in all four pieces if the Commission is willing to donate them to the Museum. Mr. McGee also expressed interest in the P-38 aircraft mural and any other memorabilia that the Commission is willing to donate to the Museum. Located in the Portal of Folded Wings in the Valhalla Memorial Park, the Museum was established to collect and preserve significant memorabilia notable to the aviation history of Burbank. Mr. McGee is working directly with the National P-38 Association to obtain a P-38 aircraft model and other artifacts that the organization displays at the Airport in the hallway between Terminals A and B.

**FISCAL VALUE**

The above-identified memorabilia have no monetary value for the Authority.

**STAFF RECOMMENDATION**

Staff recommends that the Committee recommend to the Commission that it approve the donation of the above-identified memorabilia to the Museum.

Lockheed Light Beacon:



Cornerstones from the hangar used by Amelia Earhart:



Model of the SR-71 Blackbird aircraft:



Model of the F-117 aircraft:





Mural of the P-38 aircraft:



**STAFF REPORT TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
EXECUTIVE COMMITTEE  
AUGUST 7, 2024**

**REPLACEMENT PASSENGER TERMINAL PROJECT CERTIFICATION**

Presented by Patrick Lammerding  
Deputy Executive Director, Planning and Development

**SUMMARY**

The stated goal of the Commission is for the Replacement Passenger Terminal (“RPT”) to achieve the highest level of Leadership in Energy and Environmental Design (“LEED”) certification possible from the United States Green Building Council (“USGBC”). This report is to provide the Executive Committee with an update on the progress toward a LEED certification of the project.

**BACKGROUND AND STATUS**

LEED is the world’s most widely used green building rating system. LEED certification provides a framework for healthy, highly efficient, and cost-saving green buildings, which offer environmental, social and governance benefits. To receive LEED certification, a project earns points by adhering to prerequisites and credits that address carbon, energy, water, waste, transportation, materials, health and indoor environmental quality. LEED certification applications undergo a verification and review process by Green Building Certification Inc. (“GBCI”), which provides independent oversight of professional credentialing and project certification under the LEED rating system. Once the review is completed, the project is awarded points that determine the level of LEED certification. There are four levels of LEED certification: Certified, Silver, Gold and Platinum.

There are several steps in the LEED certification process. First, once a project is at the 80% design level, a preliminary application is submitted to GBCI to serve as the baseline for the review of the final application. The preliminary application for the RPT was submitted on October 12, 2023.

Once the RPT is built, a final application will be submitted to GBCI. At that point, the steps that follow are: (1) preliminary review by GBCI for completeness; (2) the project team provides responses to GBCI questions, if any, generated during the preliminary review; (3) final review by GBCI; and (4) issuance of a certification decision.

The entire process from final application submittal to the certification decision typically takes up to six months. However, there are examples of airport projects that have waited longer to receive a certification decision.

The HPTJV Design-Build team has USGBC certified design professionals overseeing the project design. A USGBC LEED checklist outlining the availability of points based on the project design has been developed. Based on the checklist, the design-build team is confident the RPT can attain a Silver certification. With a few additional design features such as a 750kw solar panel photovoltaic system for the terminal, which the design-build team is pursuing in accordance with the Commission's authorization on May 6, the project has an opportunity to earn a level of points sufficient to reach the Gold certification.



**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
EXECUTIVE COMMITTEE  
AUGUST 7, 2024**

**COMMITTEE PENDING ITEMS**

**Future**

1. Bas Relief Disposition – Hope Family Foundation
2. Additional Public Art Opportunity - Art Program - RPT
3. Policy Discussion on Posting of Presentations with Commission Agendas