



August 29, 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, September 4, 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, September 4, 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, September 4, 2024

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
 - a. August 7, 2024 **[See page 1]**
5. Items for Approval
 - a. Approval of 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 Aid-In-Construction deposit request Numbers 8 and 9, from the City of Burbank for:

 - 1. \$9,257,700 for Phase 3 (Permanent Power) to order long-lead time items for the proposed new 12 kV community substation as part of the Replacement Passenger Terminal Project site. This phase is expected to be complete by 2029.***
 - 2. \$200,000 for Phase 3 (Permanent Power) transmission and distribution engineering for the substation.***
6. Items for Information
 - a. Committee Pending Items **[See page 8]**
7. Adjournment

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

WEDNESDAY, AUGUST 7, 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 9:08 a.m., by Commissioner Talamantes.

1. ROLL CALL

Present:	Commissioners Talamantes and Hampton
Absent	Commissioner Najarian
Also Present:	Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Patrick Lammerding, Deputy Executive Director, Planning and Development; Gregory Rabinovitz, Chief of Staff Perry Martin, PMP, Sr. Program Manager, Jacobs Project Management Co. Authority Counsel: Terence Boga, Esq., Richards, Watson & Gershon

2. Approval of Agenda

Motion	Commissioner Hampton moved approval of the agenda, seconded by Commissioner Talamantes.
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Motion Approved	The motion was approved (2–0, 1 absent).
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Staff introduced Gregory Rabinovitz as the new Chief of Staff. Mr. Rabinovitz gave a brief introduction on his professional background experience.

3. Public Comment

There were no public comments.

4. Approval of Minutes

a. July 10, 2024

Commissioner Hampton moved approval of the Committee minutes for the special meeting held on July 10, 2024. Commissioner Talamantes seconded the motion. There being no objections, the motion was approved (2–0, 1 absent).

5. Items for Approval

a. Aid-in-Construction Payment Deposits – Replacement Passenger Terminal Project

Staff requested 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.

Motion

Commissioner Hampton motioned for approval, seconded by Commissioner Talamantes.

Motion Approved

The motion was approved (2–0, 1 absent).

b. Memorabilia Donation

Staff pulled this item from the agenda and will return to the Commission after further research on potential curators for the Airport memorabilia.

6. Items for Information

a. Replacement Passenger Terminal Project Certification

Staff provided an update on the progress toward a LEED certification for the Replacement Passenger Terminal Project.

b. 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 9:35 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
EXECUTIVE COMMITTEE
SEPTEMBER 4, 2024**

**APPROVAL OF 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 Aid-In-Construction (“AIC”) deposit request Numbers 8 and 9, copies attached, from the City of Burbank for:

1. **\$9,257,700** for Phase 3 (Permanent Power) to order long-lead time items for the proposed new 12 kV community substation as part of the Replacement Passenger Terminal (“RPT”) Project site. This phase is expected to be complete by 2029.
2. **\$200,000** for Phase 3 (Permanent Power) transmission and distribution engineering for the substation.

BACKGROUND

On December 19, 2022, the Commission awarded Holder, Pankow, TEC – A Joint Venture (“HPTJV”) a design-build agreement for the RPT Project. Design and construction are progressing well with several significant milestones achieved. The project team, including airport staff, Jacobs Project Management staff and members of the HPTJV 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.

The power implementation sequence for the RPT is as follows:

- Phase 1: 3.5 MVA temporary power for construction trailers and equipment, distributed through existing infrastructure built as part of the Avion development. Energization is expected by November 2024.
- Phase 2: 17 MVA temporary power for commissioning and opening the RPT to the public. Two additional feeders from BWP’s Ontario Substation are required. Energization is expected by May 2025.
- Phase 3: Permanent power that will feed the RPT on a long-term basis. BWP will decommission its Clybourn Substation and use its existing infrastructure to transmit power to the location of the new community substation. This substation is expected to be completed and energized by 2029. Power from Phase 2 will be deenergized once the new substation is operational.

To date, the Authority has made the following AIC payment deposits for the RPT Project (listed from most recent to oldest):

Date	Amount	Purpose
Aug 19, 2024	\$ 860,000	Phase 1 engineering and balance of 12 kV distribution materials and labor to bring construction power.
Aug 19, 2024	\$ 100,000	Phase 2 engineering to bring temporary 17 MVA power.
Jun 26, 2024	\$ 40,000	BWP site inspector for the electrical substructure installation, manholes, conduit placement, concrete-encasement, slurry backfill, compaction, mandrelling conduit, etc. for temporary Phase 1 power.
Sep 06, 2023	\$ 1,411,000	Additional material and labor cost to bring temp Phase 2 power.
Jun 26, 2023	\$ 494,000	Procurement and installation of cabling and switches for the feeder lines for Phase 1, construction power.
Mar 02, 2023	\$ 50,000	Electrical power requirement feasibility study.
Sep 27, 2022	\$ 25,000	Electrical power requirement feasibility study.
Total to date	\$ 2,980,000	

Based on electrical power requirement evaluations and BWP’s feasibility study, the project team concluded that a new community substation where power is shared between the City of Burbank (through BWP) and the Authority provides significant benefits to both parties. Airport staff have reviewed the proposed agreement with BWP and continue to negotiate the division of responsibilities related to the development, funding, operations, and maintenance of the new substation.

The AIC payment deposits requested herein will be used primarily for the below purchases and services:

- Three-Phase UG Subtransmission cable (17,050 ft) (material only): **\$4,501,200**
- Two (2) units of Substation Power transformers (material only): **\$4,681,500**
- Substation Engineering **\$75,000**
- Transmission and Distribution Engineering **\$200,000**

Recent meetings with BWP highlighted ongoing supply chain issues that have extended lead time for substation equipment to 4-5 years, up from the previously estimated 3 years. Although the total cost and the Authority's share of the substation are still being negotiated, both airport staff and BWP agreed on the necessity of early equipment ordering to prevent further delay of the substation completion. This proactive step will ensure the equipment is delivered on time for the substation's anticipated completion in 2029.

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 totaling **\$9,457,700** and authorize staff to remit payment.



WATER AND POWER

April 10, 2024

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

Re: High-voltage Power Material Deposit for BUR Replacement Passenger Terminal

Dear Ms. Gunawan-Piraner:

Burbank Water and Power (BWP) is extending this opportunity of an early aid-in-construction (AIC) deposit to order long lead time items for the proposed new 12kV community substation as part of Burbank-Glendale-Pasadena Airport Authority's ("Burbank Airport") BUR Replacement Passenger Terminal Project ("Project") at 2761 N Hollywood Way. The early order of long lead time items will allow BWP to better align its substation energization with the Burbank Airport's proposed construction schedule, while Burbank Airport and BWP negotiate agreements for a substation agreement (together with all amendments, restatements or modifications, the "Agreement"). If the Agreement is executed, this AIC deposit will then be accounted for within the Agreement. By paying this deposit Burbank Airport acknowledges the terms of this letter and that the Agreement must be executed before the award of the Design-Build contract for the substation. This AIC letter does not constitute City of Burbank approval of the Project or the Agreement. The estimated costs related to the above project are as follows:

3 Phase UG Subtransmission cable (17,050 feet) material only	\$4,501,200
(2) 33MVA Substation power transformers material only (deposit).....	\$4,681,500
Substation engineering.....	\$75,000
TOTAL amount to be paid by the customer	\$9,257,700

If the Agreement is executed, the \$9,257,700 is a deposit that will be credited toward the actual charges if you proceed with this Project to its completion. Burbank Airport will be charged for both actual costs incurred and actual quantities installed. Both the quoted material price and lead time are subject to change by the manufacturer and any difference will be passed on to Burbank Airport via an invoice or as part of the Agreement. An additional deposit will be required for the balance of the final estimate once the design is complete and before work is started by our department. If BWP is notified that the Project is terminated or modified, BWP will deduct from the deposit all existing charges and all committed down-payments, and refund any remaining balance. To the extent that there are any outstanding costs incurred above the deposit, Burbank Airport agrees to pay the difference upon receipt of an invoice. Payment of the AIC deposit constitutes the Burbank Airport's consent to pre-order equipment for a 69kV-12kV substation with two 33.6 MVA transformers and to pay all associated costs. Payment of the above amount must be received before material pre-orders are finalized 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, please call Jessica Chen of our Engineering Department at 818-238-3549.

Sincerely,
Bobola Akerson

Bobola Akerson
Senior Electrical Engineer

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 3 (Permanent Power) Transmission & Distribution 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 providing electric service to the new airport terminal. The estimated cost related to the above project is as follows:

Engineering.....	\$200,000
TOTAL amount to be paid by the customer	\$200,000.00

The \$200,000 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

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
EXECUTIVE COMMITTEE
SEPTEMBER 4, 2024**

COMMITTEE PENDING ITEMS

Future

1. Bas Relief Disposition – Hope Family Foundation
2. Approval AIC with BWP (#3 and 4 feeders to the RPT site)
3. Disposition of Artifacts, Artworks and Models in Current Terminal
4. Additional Art Opportunities Program - Replacement Passenger Terminal