



October 31, 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, November 6, 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, November 6, 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, November 6, 2024

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
 - a. October 2, 2024 **[See page 1]**
5. Items for Approval
 - a. Amendment No. 1 to ATX Professional Services Agreement
Technical Advisory Services
Replacement Passenger Terminal Concession Programs **[See page 4]**

Staff seeks an Executive Committee recommendation to the Commission to approve a proposed Amendment No. 1 to the Professional Services Agreement with ATX, Inc. The Amendment is for a \$27,000 increase in the contract limit to allow for additional technical advisory services associated with the Replacement Passenger Terminal Concession Programs.
6. Items for Information
 - a. Replacement Passenger Terminal Project – Construction Update **[See page 8]**

Staff and Jacobs Project Management will provide an update on the progress of the construction. A video presentation will also be presented.
7. Items for Information
 - a. Committee Pending Items **[See page 13]**
8. Adjournment

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

MONDAY, OCTOBER 2, 2024

A regular meeting of the Executive Committee was called to order this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 9:06 a.m., by Commissioner Najarian.

1. ROLL CALL

Present: Commissioners Najarian and Talamantes

Absent: Commissioner Hampton

Also Present: Staff: Frank Miller, Executive Director;
John Hatanaka, Senior Deputy Executive Director

2. Approval of Agenda

The agenda was approved as presented.

Motion

Commissioner Talamantes moved approval;
seconded by Commissioner Najarian.

Motion Approved

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

3. Public Comment

There were no public comments.

4. Approval of Minutes

a. September 4, 2024

A draft copy of the minutes of the meeting on September 4, 2024, was included in the agenda packet for review and approval.

Motion

Commissioner Talamantes moved approval of the minutes; seconded by Commissioner Najarian.

Motion Approved

The minutes were approved (2–0, 1 absent).

5. Items for Approval

**a. Approval of Aid-in-Construction
Payment Deposits
Replacement Passenger
Terminal Project**

Staff presented for approval two Aid-in-Construction deposit requests from the City of Burbank: 1. \$3,228,200 for Phase 2 (17 MVA Temporary Terminal Power) sub-structure installation including labor and materials, conduits, manholes and pull boxes; and 2. \$7,110,070 for Phase 2 (Temporary Terminal Power) 12kV Distribution installation including labor, balance of material, pad mount switches and partial 12kV conversion of the Clybourn substation.

Motion Commissioner Talamantes moved approval; seconded by Commissioner Najarian.

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

The next two items were presented and voted on together.

b. Replacement Passenger Terminal Project – Avion Property Tree and Landscaping Guaranty Staff presented to the Committee for recommendation that the Commission approve a Tree Canopy and Landscaping Guaranty for the benefit of Burbank Industrial Investors II (“BII”), Owner of the development known as Avion Burbank.

Removal of a portion of the trees and landscaping along the property line of Avion Burbank and the Airport was necessary to facilitate the construction of a retaining wall on the east side of the site of the Replacement Passenger Terminal. The Avion development is covered under a Development Agreement (“DA”) between the City of Burbank and BII, and that agreement requires a minimum amount of tree canopy coverage along with certain landscaping. The purpose of the Guaranty is to assure BII and the City that those DA requirements will continue to be satisfied after the RPT construction.

c. Avion Burbank Retaining Wall Finish - Replacement Passenger Terminal Project Staff presented to the Committee for its recommendation that the Commission approve a request for the finish on the retaining wall at the Avion Burbank property line in the amount of \$2,400,000. This finish is to maintain the aesthetics of the wrought iron fence structure, trees and landscaping installed at the Avion development and removed for the construction of the retaining wall and electrical vault for the Replacement Passenger Terminal Project.

Motion Commissioner Talamantes moved approval; seconded by Commissioner Najarian.

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

6. Items for Discussion

a. Agenda Item Protocol Commissioner Najarian requested that this item be agendized on the Commission agenda to discuss the Authority’s item protocol and provide direction to Staff on how to proceed with the order of the Executive Director’s comments.

The Executive Director stated that future comments will be informational versus items for discussion.

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 future business, the meeting adjourned at 9:20 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
EXECUTIVE COMMITTEE
NOVEMBER 6, 2024**

**AMENDMENT NO. 1 TO
ATX PROFESSIONAL SERVICES AGREEMENT
TECHNICAL ADVISORY SERVICES
REPLACEMENT PASSENGER TERMINAL CONCESSION PROGRAMS**

Presented by Stephanie Gunawan-Piraner
Director, Engineering and Maintenance

SUMMARY

Staff seeks an Executive Committee (“Committee”) recommendation to the Commission to approve a proposed Amendment No. 1 (“Amendment”), copy attached, to the Professional Services Agreement (“PSA”) with ATX, Inc. (“ATX”). The Amendment is for a \$27,000 increase in the contract limit to allow for additional technical advisory services associated with the Replacement Passenger Terminal (“RPT”) Concession Programs.

BACKGROUND

The RPT includes both a Food and Beverage Concession Program and a News and Gift Concession Program. These programs require concessionaires to design, construct, operate, and manage their respective leased spaces. To support the space buildout, the Design-Builder (“HPTJV”) developed a design plan, a space utility infrastructure layout as well as technical manuals to guide the development of these types of spaces.

In April 2024, Staff engaged ATX to provide technical advisory peer review services to ensure alignment between a concessionaire’s design plans and the RPT development guidelines. These services were also utilized in discussions with the City of Burbank Building Official to establish the permitting requirements each concession operator will need to comply with.

The PSA has a not-to-exceed amount of \$72,000 and staff anticipated that the contract limit would be sufficient for ATX to perform services through the award of the concession contracts. ATX was selected based on the firm’s unique expertise and specialized experience in managing all phases of concession space development - planning, design, construction and operation cutover. This expertise is essential in facilitating clear communication among stakeholders by translating their diverse perspectives into a common understanding. ATX has experience providing similar project management and advisory services for concession development at a number of locations including recent experience at Los Angeles International Airport, San Diego International Airport, JFK International Airport and Dodger Stadium.

During the RPT design development, HPTJV and ATX identified and implemented corrections and improvements to the technical documents and standards. This resulted in an increased number of document iterations and submittals, necessitating additional reviews to ensure alignment between the utility infrastructure plans and the construction documents.

STAFF REPORT\EXECUTIVE\11-6-2024
AMENDMENT NO. 1 TO
ATX PROFESSIONAL SERVICES AGREEMENT
TECHNICAL ADVISORY SERVICES
REPLACEMENT PASSENGER TERMINAL CONCESSION PROGRAMS
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These additional reviews exceed the original cost of services that ATX estimated for the RPT Concession Programs. Based on the remaining effort to the award of the concession contracts, ATX has submitted a proposal to increase the PSA's contract limit by \$27,000 to allow for completion of the final review work. If the Amendment is approved, the PSA will have a total contract value of \$99,000.

These continued services are critical to ensure alignment between the technical design and construction documents and to ensure the RPT Concession Programs will be successfully implemented. The additional services will also be available to address any unforeseen technical issues and maintain the project delivery schedule.

FUNDING

The adopted FY 2023/2024 budget for the RPT Project includes costs for planning, design, and construction as well as sufficient project contingency to cover the requested increase in services above. No further appropriations are required for this work by ATX.

SCHEDULE

The additional services will commence after approval and execution of the Amendment for review of the RPT's 100% design plan submissions anticipated in November 2024.

STAFF RECOMMENDATION

Staff seeks the Committee's recommendation to the Commission that it approve the Amendment for a \$27,000 increase of the contract limit of the PSA with ATX for technical advisory services in support of the RPT Concession Programs and authorize staff to execute the same.

**AMENDMENT NO. 1 TO
PROFESSIONAL SERVICES AGREEMENT
(Burbank-Glendale-Pasadena Airport Authority / ATX)**

This Amendment No. 1 (“First Amendment”) to the April 15, 2024 Professional Services Agreement (“Agreement”) executed by the Burbank-Glendale-Pasadena Airport Authority (“Authority”), a California joint powers agency, and ATX, Inc. (“Consultant”), a Nevada corporation, is dated November 18, 2024 for reference purposes.

RECITALS

A. The parties executed the Agreement to provide for the Authority’s retention of Consultant as an independent contractor to perform the following professional services: Replacement Passenger Terminal concessions program advisory services.

B. The parties desire to amend the Agreement to increase the contract limit.

NOW, THEREFORE, the parties agree as follows:

1. **Amendment of Section 1.** Paragraph D of Section 1 (Definitions) of the Agreement is amended to read as follows:

“D. ‘Contract Limit’: \$99,000.”

2. **Counterparts.** This First Amendment may be executed in any number of counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same document.

3. **Preservation of Agreement.** Except as expressly modified by this First Amendment, all of the provisions of the Agreement shall remain unaltered and in full force and effect. In the event of a conflict between the provisions of this First Amendment and the provisions of the Agreement, the provisions of this First Amendment shall control.

[SIGNATURES ON FOLLOWING PAGE]

TO EXECUTE THIS FIRST AMENDMENT, the parties have caused their duly authorized representatives to sign below.

ATX, Inc.

By: 

Print Name: Robert Potoski

By: 

Print Name: ANN M POTOSKI

Chairperson President Vice President

Secretary Asst. Secretary
 Chief Finance Officer Asst. Treasurer

[Pursuant to California Corporations Code Section 313, both signature lines must be executed unless the signatory holds at least one of the offices designated on each line.]

Burbank-Glendale-Pasadena Airport Authority

Frank R. Miller, Executive Director

Approved as to form:

Richards, Watson & Gershon
A Professional Corporation

Item 6.a.



Hollywood-Burbank Airport Replacement Passenger Terminal

Safety

- Work Craft Hours to Date – 395,031 Hours
- Safety Orientations to Date – 1,126
- Daily Average Workers Onsite – 330
- Pre-Task-Plans to Date – 2,674
- Site Security Incidents to Date – 0

Current Construction Statistics

- Terminal Concrete Poured to Date – 8,000 cubic yards
- Garage Concrete Poured to Date – 6,100 cubic yards
- Terminal Steel Erected to Date – 520 tons
- Total Site Excavation Completed to Date – 245,000 cubic yards
- Underground Utilities Installed to Date – 13,100 linear feet
- Total Virtual Design and Construction Clashes Resolved to Date – 4,928

Current Construction Activities

Terminal

- Commenced Steel Rough Erection in Area C
- Continued Deep Mechanical, Electrical, and Plumbing Install
- Continued Placement of Basement Slab on Grade
- Completed Steel Rough Erection in Area A and B

Civil

- Continued Placement of East Retaining Walls
- Continued Communications Duct-Bank Install
- Continued Storm Drain Install
- Continued Sanitary Sewer Install

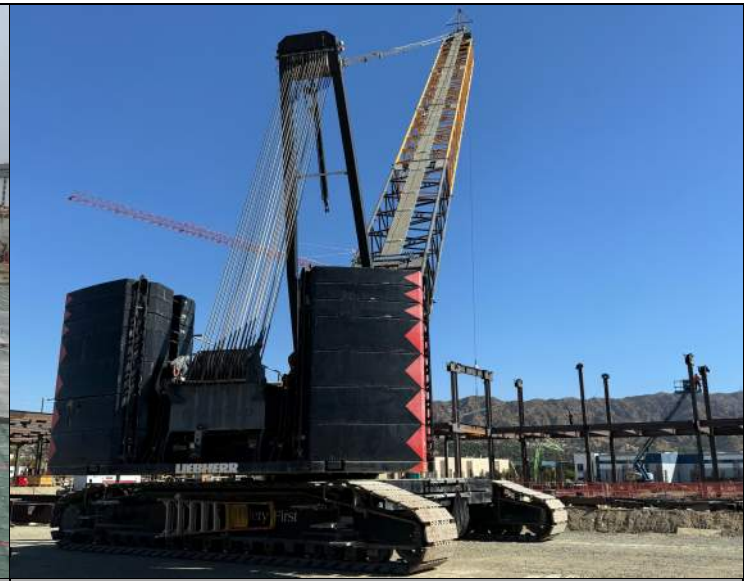
Garage

- Commenced Wall Shotcrete
- Continued Underground Mechanical, Electrical, and Plumbing Install
- Continued Foundation Placement
- Continued Column Placement

Photos



Future Terminal Baggage Handling System Space



Terminal Steel Crane



Underground Utility Install



Site Civil Work

Photos



Garage Excavation



Site Retaining Wall



Terminal Area C Steel



Garage Wall Rebar

Photos



**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
EXECUTIVE COMMITTEE
NOVEMBER 6, 2024**

COMMITTEE PENDING ITEMS

Future

1. Development Agreement Minor Amendment and EIR Addendum - Replacement Passenger Terminal Project
2. Additional Art Opportunities Program - Replacement Passenger Terminal Project
3. Bas Relief Disposition – Hope Family Foundation
4. Disposition of Artifacts, Artworks and Models in current Terminal