



March 28, 2019

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

NOTICE is hereby given that a regular meeting of the Operations and Development Committee will be held Monday, April 1, 2019, at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

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

REGULAR MEETING
OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE

Airport Skyroom

Monday, April 1, 2019

8:30 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 five 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

Monday, April 1, 2019

1. Approval of Agenda

2. Public Comment

3. Approval of Minutes

a. March 18, 2019

[See page 1]

4. Contracts and Leases

a. Award of Contract for Laneside Paving Rehabilitation
Project Number E18-17

- Staff Report Attached

[See page 4]

Staff recommends that the Committee recommend to the Commission that it authorize an Award of Contract for Laneside Paving Rehabilitation in the amount of \$157,400 to PALP, Inc., dba Excel Paving Company, a not-to-exceed amount of \$20,000 for construction management, administration and quality assurance testing services, and a project contingency in the amount of \$17,000 for unforeseen circumstances. Appropriations in the amount of \$250,000 are included in the adopted FY 2019 budget (Laneside Paving Replacement).

5. Adjournment

**MINUTES OF THE REGULAR MEETING OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

MONDAY, MARCH 18, 2019

A regular meeting of the Operations and Development Committee was called to order on this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 8:31 a.m., by Commissioner Devine.

ROLL CALL

Present: Commissioners Devine and Brown

Absent: Commissioner Tornek

Also Present: Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Denis Carvill, Deputy Executive Director, Operations and Air Service Development; Scott Kimball, Director, Operations; Tom Janowitz, Sr. Manager, Ground Access

1. Approval of Agenda There were no adjustments to the agenda.

2. Public Comment There were no public speakers.

3. Approval of the Minutes

a. February 19, 2019 Commissioner Brown moved approval of the minutes of the February 19, 2019, meeting, seconded by Commissioner Devine. The minutes were approved (2-0, one absent).

4. Contract and Leases

**a. Transportation Network
Company Passenger Loading
and Unloading Fee Increase**

Staff presented a report regarding the Transportation Network Companies ("TNCs") passenger loading and unloading fee increase. Staff reported that it had previously contracted with each TNC operating at the Airport to provide significant revisions to the Use Agreement, including the ability for the Airport to charge and collect on drop-off and pick-up transactions, the establishment of a Geo-fence to track TNC activity and monthly self-reporting.

The contract requires the TNC operator to pay the Authority a \$3.00 unloading fee per drop-off and a \$3.00 loading fee per pick-up. Additionally, the

contract allows the Commission to increase these fees on thirty-five days' written notice to the TNC operator. Staff recommended that the fees for loading and unloading of passengers increase from \$3.00 to \$3.50 effective May 1, 2019.

Following Staff's presentation and questions from the Committee, the Committee concurred to recommend Commission approval of a \$0.50 increase of the loading and unloading fees for TNCs serving the Airport and authorization for the Executive Director to issue a fee increase notice to the TNCs.

This item is also included on the Commission meeting agenda immediately following the Committee meeting.

Motion

Commissioner Brown moved approval of Staff's recommendation, seconded by Commissioner Devine.

Motion Approved

The motion was approved (2-0, one absent).

b. Amendment No.1 to Agreement for Self-Park Management Services and Valet Parking Services; Purchase Order for Additional Parking Equipment; Licensing and Development Fee Allowance

Staff presented a report regarding Amendment No. 1 to the Agreement for Self-Park Management Services and Valet Parking Services with SP Plus Corporation ("SP+") to which specifies implementation and management requirements for an e-commerce platform as well as to reinforce applicability of SP+'s indemnification obligations to the e-commerce platform; a Purchase Order in the amount of \$68,624 to Sentry Control Systems LLC ("Sentry") for the purchase and installation of Skidata gate entry columns and barcode scanners for the pre-booking self-park revenue control equipment at the short-term Parking Structure, Lot E and Lot C; And, to authorize a \$10,000 allowance for licensing and development fees to CVPS, SP+'s subcontractor, MAG US Parking Management ("MAG").

This item was also placed on the Commission agenda for its consideration at its meeting immediately following the Committee meeting to ensure implementation of the pre-booking system for parking by July 1, 2019.

Motion

Commissioner Brown moved approval of Staff's recommendation, seconded by Commissioner Devine.

Motion Approved

The motion was approved (2-0, one absent).

5. Adjournment

There being no further business, the meeting adjourned at 8:53 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
APRIL 1, 2019**

**AWARD OF CONTRACT
FOR
LANDSIDE PAVING REHABILITATION
PROJECT NUMBER E18-17**

SUMMARY

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission that it:

- Award a Contract for Landside Paving Rehabilitation in the amount of \$157,400 to PALP, Inc., dba Excel Paving Company;
- Authorize a project budget for construction management, administration and quality assurance testing services for a not-to-exceed amount of \$20,000; and
- Authorize a project aggregate contingency of \$17,000 for unforeseen circumstances that may arise during the course of construction.

BACKGROUND

The pavements within the property limits are inspected annually to determine their condition and facilitate planning for pavement rehabilitation or replacement work. In addition to the annual inspections, the condition of landside pavement is evaluated by Maintenance, Operations and Engineering staff as part of their respective daily inspection routine to determine if intermediate repair work is necessary to increase the useful life of the pavement. If the daily or annual inspections determine repairs will no longer be effective in extending the useful life, specific pavement areas are recommended for rehabilitation. The pavement in the three areas outlined below has reached a point where continued spot repairs will no longer be effective. As such these areas were incorporated into the work programmed for the FY 2019 Landside Pavement Rehabilitation project.

PROJECT DETAILS

The scope of work includes removing and replacing the existing asphalt in three separate locations. These locations are Avenue A, Avenue B and the shuttle parking area adjacent to the Federal Aviation Administration ("FAA") Air Traffic Control Tower. The total area of asphalt to be replaced is approximately 43,000 square feet.

PROCUREMENT

Staff publicly solicited bids on the Authority's PlanetBids e-procurement website with four responses received. The responses were as follows:

CONTRACTOR	BID
PALP, Inc., dba Excel Paving (Long Beach)	\$157,400
Tyner Paving Company (Alhambra)	\$175,985
All American (Corona)	\$238,959
Granite Construction Company (Palmdale)	\$253,100

Staff reviewed the bids and determined that all bids were responsive with the low bidder being PALP, Inc., dba Excel Paving with a bid of \$157,400. The low bidder has performed recent work at Hollywood Burbank Airport and their work has been satisfactory.

SCHEDULE

The work will be scheduled to begin as soon as possible after the award and execution of the contract. The work is scheduled to be completed within forty-five (45) calendar days after a notice to proceed is issued to the contractor.

OPERATIONS IMPACTS

All work will be performed at night with the work phased and coordinated with Operations, Ground Access and the FAA to minimize any impacts to the Airport.

FUNDING

Funding for this project is included in the adopted FY 2019 Budget in the amount of \$250,000. A breakdown of the proposed project budget is as follows:

Planning & Design (completed in-house)	\$ 10,000
Construction	157,400
Construction Management and Testing	20,000
<u>Project Aggregate Contingency</u>	<u>17,000</u>
Total	<u>\$204,400</u>

STAFF RECOMMENDATION

Staff recommends that the Committee recommend to the Commission that it authorize an Award of Contract for Landside Paving Rehabilitation in the amount of \$157,400 to PALP, Inc., dba Excel Paving Company, a not-to-exceed amount of \$20,000 for construction management, administration and quality assurance testing services, and a project contingency in the amount of \$17,000 for unforeseen circumstances.