



December 9, 2016

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

NOTICE is hereby given that a special meeting of the Operations and Development Committee will be held Monday, December 12, 2016, at 8:30 a.m., in the Airport Skyroom of the Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505.

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

SPECIAL MEETING
OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE
Special Meeting of Monday, December 12, 2016
8:30 A.M.

NOTE TO THE PUBLIC: Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 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

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes
 - a. November 14, 2016 **[See page 1]**
4. Contracts and Leases
 - a. Project Number E15-12 Emergency Generator Replacement Project Phase 1 and Phase 2 Increase in Project Contingency **[See page 4]**
 - Staff Report Attached

Staff seeks a recommendation from the Operations and Development Committee ("Committee") to the Commission that it increase the previously approved contingency for the Emergency Generator Replacement Project by \$183,936.80, making the total project contingency \$373,436.80 to cover additional costs for unforeseen necessary repairs to existing switchgear and the resultant expenditure of force account labor relative to implementing a complete power shut down to most of the terminal complex that was required to affect these repairs.

5. Items for Information

a. October 2016 Passenger Statistics and Parking Information

No staff report is attached. Staff will discuss the October 2016 passenger statistics and will brief the Committee regarding parking revenue for October 2016.

6. Other Contracts and Capital Projects

7. Adjournment

Subject to Approval

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

MONDAY, NOVEMBER 14, 2016

A special meeting of the Operations and Development Committee was called to order on this date in the Airport Skyroom of the Burbank-Glendale-Pasadena Airport Authority, 2627 Hollywood Way, Burbank, California, at 8:30 a.m., by Chairman Brown.

ROLL CALL

Present: Commissioners Brown and Selvidge;
Commissioner Sinanyan (arrived at 8:32 a.m.)

Absent: None

Also Present: Staff: Frank Miller, Executive Director;
John Hatanaka, Senior Deputy Executive Director;
Bob Anderson, Director, Engineering and Planning;
David Freedman, Director, Business Development
and Administrative Services

Stephen Chavez, Co-CEO and Executive Creative
Director, Anyone Creative; Michael Fiore, Co-CEO
and Chief Creative Director, Anyone Creative

1. **Approval of Agenda** Commissioner Selvidge moved approval of the agenda. It was approved (2-0; one absent.)
Commissioner Sinanyan arrived at 8:32 a.m.
2. **Public Comment** There were no public speakers.
3. **Approval of Minutes**
 - a. **October 17, 2016** Commissioner Brown moved approval of the minutes of the October 17, 2016, meeting, seconded by Commissioner Selvidge. The minutes were approved 2-0 (one absent).
4. **Contracts and Leases**
 - a. **Swanson Rink Professional Services Agreement, Recapitalization in Node 1 and Node 2 Baggage Screening Equipment** Staff seeks the Committee's recommendation to the Commission to authorize the Executive Director to execute a time and materials Professional Services Agreement ("PSA") with Swanson Rink, Inc. ("Swanson Rink"), in an amount not to exceed \$10,000 to provide the bidding support services for

this project.

This is a cumulative project which began in 2012 when the US Department of Homeland Security Transportation Security Administration ("TSA") approached the Commission to replace four (4) CTX in-line machines for baggage inspection. This project consists of two (2) phases: Phase 1 – design and Phase 2 – bidding and construction. Phase 2 has subsequently been split into two (2) sub-phases: bidding and construction. In May 2013, the Commission approved a PSA with Swanson Rink for the design service which has been completed. In August 2016, the TSA provided a new Other Transaction Agreement for the bidding phase in the amount of \$12,100, which was executed by staff.

Motion

Commissioner Selvidge moved approval of the staff recommendation, seconded by Commissioner Sinanyan.

Motion Approved

The motion was approved unanimously (3-0).

5. Items for Discussion

a. Memorial Brick Relocation

Staff presented information regarding the commemorative bricks relocation project underway to relocate the bricks from their present location along the walkway toward the North Tower of the Elevated Walkway to a location between Terminal A and B. Staff believes relocating the commemorative bricks will prevent wear and tear and the new location will provide a more visible and attractive display.

b. Branding Update/Trademark Status

Staff updated the Committee on several branding activities related to the logo chosen to represent Hollywood Burbank Airport. (1) The law firm Gordon Reese was engaged and conducted a trademark search for the selected logo. The search came back clean and both the logo and the brand name was submitted to the U.S. Patent and Trademark Office in late October 2016; (2) Staff is working with Caltrans to change the freeway signs to the 'Hollywood Burbank Airport' name; and (3) Terminal announcements will change to reflect the new name 'Hollywood Burbank Airport,' in time for the Thanksgiving holiday.

Stephen Chavez and Michael Fiore of Anyone

Collective made a presentation and answered questions from the Committee regarding the final Brand Style Guide which will be used to illustrate the rules of how to use the final Hollywood Burbank Airport brand logo. The guide will be a printed book and will be available for distribution or viewing at any time. The presentation covered eight key points: (1) the mission, (2) identity system, (3) usage and guidelines, (4) color pallet, (5) font and type styles, (6) imagery, (7) suggested imagery and (8) brand examples.

6. Adjournment

There being no further business, the meeting was adjourned at 9:04 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
DECEMBER 12, 2016**

**PROJECT NUMBER E15-12
EMERGENCY GENERATOR REPLACEMENT PROJECT
PHASE 1 AND PHASE 2
INCREASE IN PROJECT CONTINGENCY**

DESCRIPTION:

Staff seeks a recommendation from the Operations and Development Committee ("Committee") to the Commission that it increase the previously approved contingency for the Emergency Generator Replacement Project by \$183,936.80 making the total project contingency \$373,436.80 to cover additional costs for unforeseen necessary repairs to existing switchgear, and the resultant expenditure of force account labor relative to implementing a complete power shut down to most of the terminal complex that was required to affect these repairs.

BACKGROUND:

In January 2016 the Commission awarded a construction contract for Phase 2 of the Emergency Generator Replacement Project ("Phase 2") to Pacific Industrial Electric ("PIE") in the amount of \$1,728,569. As part of that authorization, the Commission authorized a contingency for Phase 2 in the amount of \$173,000 to cover any unforeseen costs and/or schedule delays, and costs that might materialize during the construction phase. This brought the total Commission authorizations to \$2,671,640 for all services and construction costs associated with Phases 1 and 2 (including project design) with a combined contingency of \$189,500.

During the installation phase of the new emergency back-up generator, the contractor discovered an unforeseen safety condition in the Airport's existing transfer switch and switchgear which was outside the scope of the PIE contract. Correction of this safety condition required a third party certified high-voltage electrical contractor to address functionality of the transfer switch and switchgear, which is integral to operating the two emergency backup generators. Left unresolved the high-voltage system feeding the terminal could have experienced a catastrophic failure.

Staff notified the Commission via e-mail of the need to establish an Emergency Purchase Order in the amount of \$171,000 with Hampton Tedder Technical Services ("Hampton Tedder"), a high-voltage specialty contractor, to evaluate, further diagnose and address the condition of the existing switchgear, switchboard assemblies, and other components. The functionality of these components is critical to the operation of the stand-by generator system and, ultimately, to providing uninterrupted power to the terminal in the event of an emergency. Hampton Tedder is the firm that the Authority has used in the past to perform preventive maintenance and make repairs to the high-voltage system, hence, it was the logical source to provide the most expedient remedy.

To accomplish this scope of work, the power feed from the City of Burbank needed to be disconnected until such time as one of the 2-megawatt stand-by generators could be activated to supply power to the terminal building. A design feature of the original transfer switch did not permit work to be performed on the transfer switch while City power was energized to the terminal. Thus, to repair the transfer switch and associated switchgear, Airport staff, in conjunction with Hampton Tedder, was tasked with providing staffing and stand-by generators to power key locations in the Terminal building. To accomplish this task, Airport Maintenance, Parking Operations, Engineering, Operations, Airport Fire and Airport Police also provided staff. Hampton Tedder performed extensive cleaning and replacement of several worn out components. After the completion of Hampton Tedder's work, it was determined by PIE that there was a need to redesign the programming associated with the transfer switch and the switchgear in order to make the existing and new generators function properly and optimally. PIE has submitted a Change Order Request in the amount of \$17,375 for that reprogramming effort.

FUNDING

This project was included in the FY 2015-2016 Facility Development budget under the \$2,100,000 line item for Emergency Back-up Generator Replacement. An update of the project was brought to the Commission in January 2016 that indicated the estimated project cost increased by \$571,640 for a total of \$2,671,640. The FY 2016-2017 Facilities Development budget allocated \$400,000 to complete the original project in the current fiscal year. Current actual and projected costs/estimates based on the force account increase and the emergency work required on the transfer switch and switchgear is as follows:

PHASE 1			
DESCRIPTION	"A" COMMISSION AUTHORIZED	"B" PROJECTED TOTAL COSTS	"C" = "B" - "A" USE OF CONTINGENCY
Design Phase 1 (AECOM)	\$ 73,239.00	\$ 91,058.65	\$17,819.65
Airport Staff – Design Support (TBI & In-House Consultants)	4,622.00	5,051.03	429.03
Construction Administration (AECOM)	93,511.00	94,006.42	495.42
Construction Costs (Pacific Industrial Electric-site preparation)	265,000.00	265,000.00	—
Construction Management (In-House)	15,000.00	32,644.44	17,644.44
Contingency	16,500.00	1,118.20	(15,381.80)
TOTAL PHASE 1:	\$467,872.00	\$488,878.74	\$21,006.74

PHASE 2

DESCRIPTION	"A" COMMISSION AUTHORIZED	"B" PROJECTED TOTAL COSTS	"C" = "B" - "A" USE OF CONTINGENCY
Design Phase 2 (AECOM)	\$ 139,699.00	\$ 130,993.58	\$ (8,705.42)
Airport Staff – Design Support (TBI & In-House Consultants)	7,500.00	7,328.89	(171.11)
Construction Administration (AECOM)	130,000.00	130,000.00	—
Construction Costs (Pacific Industrial Electric-generator installation)	1,728,569.00	1,752,334.96	23,765.96
Construction Management (In-House)	25,000.00	165,923.12	140,923.12
Contingency	173,000.00	180,117.51	7,117.51
TOTAL PHASE 2:	\$2,203,768.00	\$2,366,698.06	\$162,930.06
TOTAL – PHASES 1 AND 2	\$2,671,640.00	\$2,855,576.80	\$183,936.80

	AUTHORIZED CONTINGENCY	PROJECTED CONTINGENCY	INCREASE IN CONTINGENCY
PHASE 1	\$ 16,500.00	\$ 37,506.74	\$ 21,006.74
PHASE 2	173,000.00	335,930.06	162,930.06
TOTAL PHASES 1 AND 2	\$189,500.00	\$373,436.80	\$183,936.80

A breakdown of the use of the combined Project Contingency (both phases) is as follows:

DESCRIPTION	USE OF CONTINGENCY
Design and CA services (AECOM – both phases)	\$ 9,609.65
Airport in-house design support	257.92
Construction costs (PIE – both phases)	23,765.96
Construction management (in-house; in scope – to date)	46,164.51
Construction management (in-house; in scope – future)	30,000.00
Subtotal	<u>109,798.04</u>
Other contingency uses:	
• Staff support	82,403.05
• Ahern Rentals (temporary generator)	3,139.67
• Fuel expenses (temporary generator)	4,120.19
• All Phase (electrical supplies – generator testing)	3,548.65
• BWP – connect/disconnect and fees	5,002.62
• Carter Fence (fencing around temporary generator)	514.47
• Excel paving (pot holing)	1,594.09

• Hampton Tedder (emergency diagnostics/repairs) (see Note 1)	158,316.72
• Advertising, FedEx, supplies	3,662.52
• Grainger (lighting, night shift emergency work)	1,336.78
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Subtotal	263,638.76
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Total	\$ 373,436.80
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	(15% of Project Costs)

Note 1: Hampton Tedder's final costs are \$158,316, which is below the emergency P.O. authorized amount of \$171,000.

The projected costs for all phases to complete the project is \$2,855,576. This amount exceeds the Commission authorized amount of \$2,671,640 by \$183,936.

SCHEDULE

The emergency repair work and associated force account work has already been completed, however, the final remaining PIE in-scope work associated with the Phase 2 stand-by generator installation is now scheduled to be complete by March 2017.

STAFF RECOMMENDATION

Staff seeks a recommendation from the Committee to the Commission that it increase the previously approved contingency of \$189,500 to \$373,436, an increase of \$183,936, required due to the unforeseen emergency repairs and directly-related costs associated with the necessary repairs to the existing switchgear and switchboard assemblies to complete the installation of the Emergency Generator replacement and ensure its functionality.