



February 15, 2018

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

The Airport Authority administrative offices will be closed on Monday, February 19, 2018, in observance of Presidents' Day. Therefore, the regular meeting of the Operations and Development Committee scheduled for Monday, February 19, 2018, at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport has been cancelled.

NOTICE is hereby given that a special meeting of the Operations and Development Committee will be held Tuesday, February 20, 2018 at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505.

A handwritten signature in black ink, appearing to read "Terri Williams".

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

SPECIAL MEETING  
OF THE  
OPERATIONS AND DEVELOPMENT COMMITTEE  
Airport Skyroom  
Tuesday, February 20, 2018  
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. February 1, 2018 **[See page 1]**
  - b. February 5, 2018 **[See page 3]**
4. Contracts and Leases
  - a. Exercise of Second Extension Option Janitorial Service Agreement  
Diverse Facility Solutions, Inc.
    - Staff report is attached. **[See page 5]**

***Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission that it exercise the second of two one-year options contained in the Janitorial Service Agreement ("Service Agreement") between the Burbank-Glendale-Pasadena Airport Authority ("Authority") and Diverse Facility Solutions, Inc. ("DFS").***

5. Items for Discussion

a. Continuation of Discussion – NextGen Impacts

- No Staff report attached

***This item has been placed on the agenda for Committee to continue discussion of the concerns presented by the Burbank Community residents at the Special Meeting of the Operations and Development Committee on February 1, 2018.***

6. Adjournment

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

**THURSDAY, FEBRUARY 1, 2018**

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 9:00 a.m., by Chairman Brown.

**ROLL CALL**

- Present:** Commissioners Brown and Tornek
- Absent:** Commissioner Devine
- Also Present:** Staff: Frank Miller, Executive Director;  
John Hatanaka, Senior Deputy Executive Director;  
Patrick Lammerding, Deputy Executive Director,  
Planning and Development  
  
Bob Frutos, Councilmember, City of Burbank

**1. Approval of Agenda** There were no changes to the agenda.

Commissioner Brown, the Committee Chairman, requested that Commissioner Tornek, the Authority President, lead the discussion and allow Burbank residents and other members of the public to address the Committee regarding concerns about NextGen and Airport operations.

Commissioner Tornek introduced Burbank City Councilmember, Bob Frutos, who was present for the discussion.

**3. Items for Discussion** This item was taken out of order.

- a. NextGen Impacts** Audrey Geiger-Ford, Burbank resident, addressed the Committee regarding residents' concerns about NextGen and Airport operations. Following Ms. Fords' presentation, Staff heard from other Burbank residents regarding their concerns. The Committee received their concerns and committed to follow up with them with additional information and a response to their concerns at a future date.

**2. Public Comment** Audrey Geiger-Ford, Burbank resident; Laura Ioanou, Burbank resident; Henrik Helgesen, Burbank resident; Greg Sousa, Burbank resident, non-agenda item; Mike Nolan, Burbank resident.

#### **4. Adjournment**

There being no further business, the meeting adjourned at 10:37 a.m.

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

**MONDAY, FEBRUARY 5, 2018**

A regular 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**

- |  |  |
|--|--|
| <b>Present:</b>  | Commissioners Brown, Tornek, and Devine  |
| <b>Absent:</b>   | None   |
| <b>Also Present:</b>   | Staff: Frank Miller, Executive Director;<br>John Hatanaka, Senior Deputy Executive Director;<br>Karen Sepulveda, Assistant Airport Engineer  |
| <b>1. Approval of Agenda</b>   | There were no adjustments to the agenda.   |
| <b>2. Public Comment</b>   | There were no public speakers: Commissioner Brown expressed his appreciation to Commissioner Tornek for his interest with the concerns raised by Burbank residents regarding NextGen and Airport operations.   |
| <b>3. Approval of Minutes</b>  |  |
| <b>a. January 16, 2018</b>   | Commissioner Tornek moved approval of the minutes of the January 16, 2018, meeting, seconded by Commissioner Devine. The minutes were approved (3-0).  |
| <b>4. Contracts and Leases</b>   |  |
| <b>a. Award of Contract, Project Number E17-19 Airfield Lighting Vault Area Paving Project</b> | Staff reported that approximately 18,000 square feet of airfield asphalt has been determined to have exceeded its useful life and in need of rehabilitation. The scope of work is for the removal and replacement of 4" of asphalt and also includes the removal of 30 gate posts that were previously paved over from an old fence alignment. |
|  | Staff recommended that the Committee recommend to the Commission approval of the following actions: (i) award of a construction  |

contract in the amount of \$69,872 to Excel Paving, dba PALP, Inc.; (ii) authorization of a not-to-exceed amount of \$10,000 for the in-house construction management service, field observation and security; and, (iii) establish a project contingency in the amount of \$4,000 which is approximately 5% of the project construction cost.

**Motion**

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

**Motion Approved**

The motion was approved unanimously (3-0).

**5. Adjournment**

There being no further business, the meeting was adjourned at 8:36 a.m.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
FEBRUARY 20, 2018**

**EXERCISE OF SECOND EXTENSION OPTION  
JANITORIAL SERVICE AGREEMENT  
DIVERSE FACILITY SOLUTIONS, INC.**

**SUMMARY**

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission that it exercise the second of two one-year options contained in the Janitorial Service Agreement ("Service Agreement") between the Burbank-Glendale-Pasadena Airport Authority ("Authority") and Diverse Facility Solutions, Inc. ("DFS").

**BACKGROUND**

On June 1, 2014, the Authority entered into a Service Agreement with DFS for a three-year period, with two one-year extension options for a fixed price of \$1,060,574.40 annually (\$88,381.20). The initial three-year term expired on May 31, 2017. The Commission exercised the first of two one-year options in FY17. Staff is recommending that the Commission exercise the second of two one-year options to extend the Service Agreement through May 31, 2019. The terms and conditions of the Service Agreement shall apply during the second one-year extension period. During this period, Staff will also prepare a Request for Proposal for janitorial services to be issued prior to end of the calendar year.

DFS is in good standing with the Authority and is prepared to continue to provide the services under the second one-year extension as it has in the initial three year period and first one-year extension of the Service Agreement. During the first one-year extension period, the Airport experience a significant increase in the passenger volume and DFS has met the required performance level of service for the Authority.

**IMPACT ON REVENUE**

The proposed transaction will not impact the Authority's Adopted FY2018 Budget as the fixed monthly cost of the Service Agreement remains unchanged during the extension option period.

**RECOMMENDATION**

Staff recommends that the Operations and Development Committee recommend to the Commission that it exercise the second of two one-year extension option to the Janitorial Service Agreement between the Authority and Diverse Facility Solutions, Inc.





**AMENDMENT NO. 1 TO  
JANITORIAL SERVICES AGREEMENT  
(Burbank-Glendale-Pasadena Airport Authority/Diverse Facility Solutions, Inc.)**

THIS AMENDMENT NO. 1 ("First Amendment") to the April 21, 2014 Janitorial Services Agreement ("Agreement") executed by the Burbank-Glendale-Pasadena Airport Authority, a California joint powers agency ("Authority"), and Diverse Facility Solutions, Inc. ("Contractor"), an Illinois corporation, is dated May 1, 2017 for reference purposes.

**RECITALS**

- A. The parties executed the Agreement to provide for the Authority's retention of Consultant as an independent contractor to provide janitorial maintenance services at the Bob Hope Airport.
- B. The parties desire to amend the Agreement to extend the term by one year.

NOW, THEREFORE, the parties agree as follows:

1. **Amendment of Section 3.** Section 3 ("Term") of the Agreement is amended to read as follows:

"3. **TERM.**

3.1 **Base Term.** The base term of this Agreement shall be for four (4) years, commencing on June 1, 2014 and, unless sooner terminated pursuant to Section 14, shall expire on May 31, 2018.

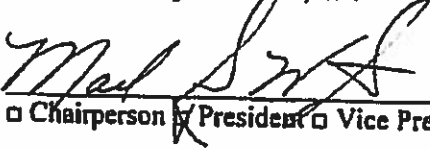
3.2 **Option to Extend.** The Authority shall have one (1) option to extend the term of this Agreement for one (1) year. The option shall be exercisable by delivering to Contractor written notice on or before April 1, 2018. The terms and provisions of this Agreement shall apply during the extension period except as otherwise provided herein."


2. **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 authorized representatives to sign below.

Diverse Facility Solutions, Inc.

  
\_\_\_\_\_  
 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

  
\_\_\_\_\_  
President

Approved as to form:

  
\_\_\_\_\_  
Richards, Watson & Gershon  
A Professional Corporation