



February 19, 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, February 22, 2016, at 8:30 a.m. in the Airport Skyroom of the Bob Hope Airport, 2627 Hollywood Way, Burbank, California, 91505.

The items to be discussed are listed on the attached agenda.

Sue Loyd, Board Secretary
Burbank-Glendale-Pasadena Airport Authority

SPECIAL MEETING
OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE

Airport Skyroom
Monday, February 22, 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 Bob Hope Airport (2627 Hollywood Way, Burbank) in the administrative office during normal business hours.

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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. January 19, 2016 **[See page 1]**
4. Contracts and Leases
 - a. Award of Contract
Fleet Maintenance Services Agreement
 - Staff Report Attached **[See page 5]**

Following completion of a comprehensive competitive selection process, Staff seeks a Committee recommendation to the Commission that it enter into a Fleet Maintenance Services Agreement with Keolis Transit Services LLC for a three-year period, with two one-year extension options, and authorize the Authority President to execute the Agreement. This agreement is for time and materials services, with an expected first year total cost of approximately \$265,000, based on an average annual price of \$140,000 for labor and \$125,000 for parts (including a 25% markup on parts ordered through Keolis.) Services will be billed monthly.

5. Items for Discussion

- a. Parking, Passenger and Operational Trends for BUR and Other Regional Airports

No staff report is attached. Staff will update the Committee on the parking, passenger and operational trends at Burbank Bob Hope Airport and other airports in the Southern California region.

6. Items for Information

- a. Emergency Tabletop Exercise

No staff report is attached. Every three years, under FAA guidelines, the Authority conducts a full-scale Emergency Exercise. In the years between the full-scale exercise, an Emergency Tabletop Exercise is held with representatives from the area mutual aid agencies. Staff will brief the Committee on this year's tabletop exercise to be conducted at the Airport on Tuesday, March 29.

7. Other Contracts and Leases and Capital Projects

8. Adjournment