



February 1, 2018

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, February 5, 2018, at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 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, February 5, 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. January 16, 2018 **[See page 1]**
4. Contracts and Leases
  - a. Award of Contract, Project Number E17-19  
Airfield Lighting Vault Area Paving Project
    - Staff report is attached. **[See page 8]**

***Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission for approval of the following actions for the asphaltic concrete ("AC") rehabilitation of the area adjacent to the Airfield Lighting Vault ("ALV"): award of a construction contract in the amount of \$69,872 to Excel Paving, dba PALP, Inc.; authorize use of in-house construction management service, field observation and security, for the not-***

***to-exceed amount of \$10,000; and, establishment of a project contingency in the amount of \$4,000 which is approximately 5% of the project construction cost.***

5. Adjournment

Subject to Approval

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

**TUESDAY, JANUARY 16, 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 8:18 a.m., by Chairman Brown.

**ROLL CALL**

**Present:** Commissioners Brown, Tornek and Devine.

**Absent:** None

**Also Present:** Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Denis Carvill, Deputy Executive Director, Operations and Airline Relations; Scott Kimball, Director of Operations and Maintenance; Paul Chang, Manager, Engineering; Patrick Lammerding, Deputy Executive Director of Planning and Development

Airport Authority Counsel: Terrence R. Boga, of Richards, Watson and Gershon

**1. Approval of Agenda** Commissioner Tornek moved approval of the agenda. The agenda was approved unanimously (3-0).

**2. Public Comment** There were no public speakers.

**3. Approval of Minutes**

**December 4, 2017**

Commissioner Devine moved approval of the minutes of the December 4, 2017, meeting, seconded by Commissioner Tornek. The minutes were approved unanimously (3-0).

**4. Contracts and Leases**

**a. Award of Professional Services Agreement for Additional Design Services for Baggage Recapitalization System Modification Project**

Staff seeks the Committee's recommendation to the Commission for award of a Professional Services Agreement ("PSA") to Swanson Rink, Inc. ("Swanson Rink") in the amount of \$25,000 for

additional design services for the Baggage Recapitalization System Modification Project.

Staff reported that in the last three years they have been working with TSA to recapitalize and replace the CTX machines in Terminal A. The replacement of those machines has been an ongoing Project that's funded by the TSA through an Other Transaction Agreement ("OTA").

On June 14, 2013, the Commission awarded Swanson Rink \$288,771 to develop the design for the Project. This work was completed and approved by TSA, and the Request for Bids for construction issued shortly thereafter in 2016.

On June 19, 2017, the Commission awarded G and S Mechanical USA, Inc. an agreement in the amount of \$998,600 to prepare areas for the installation and connection of new baggage screening equipment. Concurrently, the Commission awarded Swanson Rink a new PSA in the amount of \$78,200 to provide construction administration services for that work. These contract awards were part of the TSA's multi-year OTA financial support in the amount of \$1,870,130 to enhance the baggage inspection system at the Airport.

Subsequent to these contract awards, TSA asked staff to modify the baggage handling system further for additional upgrades to support the new CTX machines. These modifications require new permits and, consequently, require design documents that were not a part of Swanson Rink's original scope of design services.

Due to a change in requirements, TSA requested modifications to the design of the replacement baggage system. After reviewing TSA's request, Swanson Rink determined that it is able to complete the requested changes. TSA has reviewed and approved the additional design fee increase.

TSA has authorized the increase in design costs funding through the current OTA of \$1,870,130, less the amounts awarded for construction (\$998,600) and construction administration (\$78,200). Further, due to the uncertainties with the federal budget, Staff reconfirmed with the TSA that funding for the Project and OTA are in place

and is not affected by future federal appropriation actions.

**Motion**

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

**Motion Approved**

The motion was approved unanimously (3-0).

**b. Award of Professional Services Agreement for Concept Validation, Planning, and Cost Estimating for Replacement Passenger Terminal and Support Projects**

Staff seeks the Committee's recommendation to the Commission for award of a PSA to Buro Happold in the amount of \$604,500 for concept validation, planning, and cost estimating consulting services for the replacement passenger terminal ("RPT") and related support Projects (collectively, the "Project").

Staff reported that the existing terminal building ("ETB") is an aged facility and does not meet current Federal Aviation Administration ("FAA") standards for lateral separation from the adjacent runways. Correction of this situation necessitates construction of a RPT and demolition of the ETB, which creates the opportunity to also correct the functional deficiencies and low levels of service associated with the ETB relative to more modern airport terminal facilities. Additionally, there is an opportunity to incorporate more conveniences, amenities, and diverse features into the RPT, as well as to have the RPT more fully reflect the unique character of Burbank. The Project also includes other development elements needed to provide for a fully functional RPT. The components of the Project were listed in detail in the Committee agenda packet for review.

Staff reported that the development agreement and entitlements for the Project incorporate initial development review plans. Those plans were based on an extensive analysis of individual facility physical and operational requirements, and they sought to create a balance of all Project elements within the available acreage. However, some aspects of the Project are in need of additional definition prior to the commencement of any design effort, including the design charrette workshop series that will obtain public input on qualitative features, functionality, appearance and aesthetics of the RPT and parking structures. Thus, Staff has identified a need for a consultant to perform the critical tasks involved in implementing the Project.

Staff publicly solicited responses to a Request for Qualifications for concept validation, planning, and cost estimating consulting services on the Authority's PlanetBids e-procurement website. Additionally, Staff advertised the competitive opportunity in several local newspapers, as well as in public postings on the Internet and in the Burbank, Glendale, and Pasadena City Halls. Five engineering firms submitted a Statement of Qualifications ("SOQ"). Staff instituted a three – step process consisting of an evaluation committee review of the SOQ's to determine which three firms were most qualified based on the selection criteria specified in the RFQ and interview. Based on interview scoring, the evaluation committee ranked Buro Happold as the most qualified firm.

Staff negotiated a detailed scope of work and fee schedule with Buro Happold and presented information on how the concept validation, planning, and cost estimating deliverables will provide Staff with the necessary information to move the Project forward. Staff noted that the deliverables will provide a validation that the concept for the Project is viable and will inform the design and funding strategy.

The negotiated fee is a lump sum of \$604,500. The original budget for this work was \$450,000 with a \$50,000 contingency. The higher negotiated amount is due to a refinement and clarification of what is necessary from the deliverables, as well as cost escalations in the industry since the budget item was created.

The Fiscal Year 2018 budget carried a line item for this contract at \$450,000 with an additional \$50,000 contingency. The additional funds to reach the negotiated fee amount will come from the Facility Development Reserve Account.

Following Staff's presentation, which included various questions from the Committee, Staff recommended that the Committee recommend to the Commission that this item be placed on the Commission's agenda for approval at its meeting immediately following the Committee's meeting

**Motion**

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

**Motion Approved**

The motion was approved unanimously (3-0).

**c. Award of Professional Services Agreement for Safety Management System Consulting Services**

Staff seeks the Committee's recommendation to the Commission for award of a Professional Services Agreement to Garver, LLC ("Garver") in a not-to-exceed amount of \$398,139.63 for safety management system ("SMS") consulting services for fiscal years ("FY") 2018 through FY 2020.

Staff reported that the International Civil Aviation Organization ("ICAO") provides a global forum for 191 member states, including the United States, to adopt aviation standards. One of ICAO's aviation standards involves implementation of an SMS. The purposes of an SMS include: infusion of safety into all parts of the system; provide system insight and awareness of incident precursors; validate existing safety controls; identify gaps in safety systems; improve resource allocation toward root causes; verify effectiveness of safety culture; and provide specific methods to predict hazards from employee reports and data collection.

The Federal Aviation Administration ("FAA") has been addressing ICAO's SMS aviation standard incrementally through a process with extended public comment opportunities. First, the FAA conducted pilot studies from 2007- 2009. Next, from 2010-2011, the FAA issued internal order and SMS procedures. From 2011-2016, the FAA undertook a Notice of Proposed Rulemaking and a Supplemental Notice of Proposed Rulemaking. The FAA is expected to adopt a final SMS rule in April 2018. The final SMS rule will require airports to:

- Implement an SMS for movement and non-movement areas
- Submit an implementation plan within 12 month of the final rule
- Submit and implement an SMS Manual and/or Airport Certification Manual update within 24 months of the final rule

On September 13, 2017, through the PlanetBids system, Staff issued a request for proposals ("RFP") for SMS consulting services. The specific



services to be performed by the consultant are: preparation of an action plan; planning and related services to develop and implement an SMS that satisfies the FAA's final SMS rule; and coordination between the Authority and the FAA to accomplish the scope of services. The PlanetBids system provided an outreach to potential proposers and the Authority received proposals from three firms. Upon review, the three proposals were deemed to be responsive to the RFP requirements. The proposal evaluation criteria were as follows, with a potential 100 points total availability:

- Experience/Past Performance (25 pts)
- Firm Capabilities/Suitability for Project (25 pts)
- Technical approach (20 pts)
- PSA Language Acceptance (15 pts)
- Not To Exceed Full, Fixed Price (15 pts)

An evaluation team reviewed the proposals based on the available points by each scoring category. The evaluators scores were tallied and averaged, and the results from the three responding firms proposals are ranked and (priced) as follows:

- 1) Garver, LLC (Garver), scored 86.75 points at a cost of \$398,139.63.
- 2) Airport Safety Management Consultants, scored 81.25 points at a cost of \$285,000.00.
- 3) RS&H, scored 76.50 points at a cost of \$468,486.00.

While Garver's proposed price is higher than ASMC, Garver's level of experience with implementing a successful SMS program, beginning with its participation in the FAA's SMS pilot program, significantly exceeded that of the other two proposers. This experience level placed Garver at the top of the evaluation. Based on these results, Staff is recommending that Garver be awarded the contract to assist with the soon to be mandated SMS program

## **Motion**

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

**Motion approved**

The motion was approved unanimously (3-0).

Staff noted that this item is included in the Commission's agenda for its January 16, 2018, meeting immediately following the Committee's meeting.

**5. Items for Discussion**

**a. October and November 2017  
Parking Revenue Statistics**

Staff presented a report to the Committee on the October and November 2017 parking revenue results.

**Staff requested that item 5.b. be differed to the full Commission meeting following the Committee meeting and item 5.c. be presented with item 5.a. The Committee concurred with Staff's request.**

**c. October and November 2017  
Hollywood Burbank Airport and  
Regional Airport Passenger  
Statistics**

Staff presented the Airport statistics and a comparison report on the other Southern California airport passenger statistics, for the month of October and November of 2017.

**6. Adjournment**

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

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
FEBRUARY 5, 2018**

**AWARD OF CONTRACT  
PROJECT NUMBER E17-19  
AIRFIELD LIGHTING VAULT AREA PAVING PROJECT**

**SUMMARY**

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission for approval of the following actions for the asphaltic concrete ("AC") rehabilitation of the area adjacent to the Airfield Lighting Vault ("ALV"):

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

**BACKGROUND**

The pavement surfaces within the Airfield Operations Area are monitored regularly to determine the condition of the pavement and whether it requires maintenance work or if it has reached a point of end of useful life. Pavement areas deemed to be impracticable to continue maintenance work on are recommended for rehabilitation. The pavement area around the ALV is over 20 years old and its condition was identified during the Fiscal Year 2018 ("FY2018") Budget process that it be rehabilitated.

**PROJECT DETAILS**

Approximately 18,000 square feet of asphalt has been determined to have exceeded its useful life. Staff pays particular attention to pavements on the airfield because of the potential to cause Foreign Object Debris ("FOD") hazards. 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.

**BID PROCESS:**

Staff solicited sealed bids by using PlanetBids, advertising in the Dodge Construction News and local and minority newspapers, reaching out to local construction companies, and providing public postings on the internet and in the Burbank, Glendale and Pasadena City Halls.

Bids received were opened via PlanetBids on December 13, 2017, with three contractors responding to the Request for Bids. The results are:

<b>CONTRACTOR</b>	<b>BID</b>
Excel Paving Company, dba PALP, Inc. (Long Beach, CA)	\$69,872
All American Asphalt (Corona, CA)	\$98,000
Dekan Construction Corp. (Valencia, CA)	\$112,650

Staff reviewed the bids and determined that all bids were deemed responsive and the low bidder was Excel Paving Company with a bid submittal of \$69,872. Excel Paving, which recently completed the rehabilitation of the Authority's runways, has performed satisfactory work for the Authority in the past.

#### ENGINEER'S ESTIMATE

An Engineer's construction estimate of \$78,000 was prepared by the Authority's Engineering Department.

#### SCHEDULE

The work will be scheduled to begin upon award and execution of the construction contract. The project is estimated to be complete within thirty (30) calendar days from the notice to proceed to the contractor.

#### OTHER COSTS

This project will be managed in-house by Staff, including all project and construction management services, testing, and other soft costs. The estimated cost for staff's time is \$10,000.

#### CONTINGENCY

In the event of unforeseen circumstances, Staff recommends a project aggregate contingency of \$4,000.

#### OPERATIONS IMPACTS

All work will be phased and coordinated with airport departments concerned to ensure minimal impacts on airport operations. Access to the ALV during the project will be continuously maintained.

#### BUDGET IMPACTS

Appropriations in the amount of \$92,000 are included in the FY2017/2018 Capital Budget as part of the Airside Paving Improvements project line item. A breakdown summary of the project budget costs is as follows:

Construction	\$78,000
In-House Design, Construction Management, Testing and Contingency	<u>14,000</u>
Total Budget Appropriation:	<u>\$92,000</u>

The construction cost of \$69,872 is within the budget appropriations and the estimated cost for in-house project and construction management, testing and construction contingency remains within the original budget forecast.

**RECOMMENDATION**

Staff recommends that the Committee recommend to the Commission approval of the following actions for the rehabilitation of airside pavement adjacent to the Airfield Lighting Vault:

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

## CONSTRUCTION AGREEMENT

(Burbank-Glendale-Pasadena Airport Authority/PALP, Inc. dba Excel Paving Company)

THIS CONSTRUCTION AGREEMENT ("Agreement") is dated February 5, 2018 for reference purposes and is executed by the Burbank-Glendale-Pasadena Airport Authority, a California joint powers agency ("Authority") and PALP, Inc., dba Excel Paving Company, a California corporation ("Contractor"). Contractor's CSLB license number is 688659. Contractor's DIR registration number is 1000003331.

In consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

1. **Contract Documents.** The Contract Documents consist of this Agreement, the Notice Inviting Bids, the Instructions to Bidders, the Bid (including documentation accompanying the Bid and any post-Bid documentation submitted before the Notice of Award), the Bonds, permits from regulatory agencies with jurisdiction, General Provisions, Special Provisions, Plans, Standard Plans, Standard Specifications, Reference Specifications, Addenda, Change Orders, and Supplemental Agreements to the extent attached to this Agreement. Such attachments are incorporated herein by reference.
2. **Scope of Services.** Contractor shall perform the Work in a good and workmanlike manner for the project identified as **E17-19 ALV Area Paving Project ("Project")**, as described in this Agreement and in the Contract Documents.
3. **Compensation.** In consideration of the services rendered hereunder, Authority shall pay Contractor a not to exceed amount of Sixty Nine Thousand, Eight Hundred Seventy Two Dollars and Zero Cents (\$69,872.00) in accordance with the prices as submitted in the Bid.
4. **Incorporation by Reference.** All of the following documents are attached hereto and incorporated herein by reference: Workers' Compensation Certificate of Insurance, Additional Insured Endorsement (Comprehensive General Liability), Additional Insured Endorsement (Automobile Liability), and Additional Insured Endorsement (Excess Liability).
5. **Antitrust Claims.** In entering into this Agreement, Contractor offers and agrees to assign to Authority all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Business and Professions Code Section 16700 et seq.) arising from purchases of goods, services, or materials pursuant to this Agreement. This assignment shall be made and become effective at the time Authority tenders final payment to Contractor without further acknowledgment by the parties.
6. **Prevailing Wages.** Authority and Contractor acknowledge that the Project is a "public works project" within the scope of the Prevailing Wage Law (Labor Code Section 1720 et seq.).
7. **Workers' Compensation.** Labor Code Sections 1860 and 3700 provide that every contractor will be required to secure the payment of compensation to its employees. In accordance with the provisions of Labor Code Section 1861, by signing this Agreement, Contractor certifies as follows:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract."

8. Execution Warranty. Any person executing this Agreement on behalf of Contractor warrants and represents that he or she has the authority to execute this Agreement on behalf of Contractor and has the authority to bind Contractor to the performance of its obligations hereunder.

9. Entire Agreement. This Agreement, including the Contract Documents and any other documents incorporated herein by specific reference, represents the entire and integrated agreement between Authority and Contractor related to the Project. This Agreement supersedes all prior oral or written negotiations, representations or agreements related to the Project. This Agreement may not be modified or amended, nor any provision or breach waived, except in a writing signed by both parties that expressly refers to this Agreement.

10. Counterparts. This Agreement may be executed in counterpart originals, duplicate originals, or both, each of which is deemed to be an original for all purposes.

TO EFFECTUATE THIS AGREEMENT, the parties have executed this Agreement by causing their duly authorized representatives to sign below.

**AUTHORITY**

Burbank-Glendale-Pasadena Airport Authority

By: \_\_\_\_\_  
Terry Tornek - President

**CONTRACTOR**

PALP, Inc. dba Excel Paving Company

By: \_\_\_\_\_  
 Chairman  President  Vice President

By: \_\_\_\_\_  
 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.]

# CALIFORNIA ALL-PURPOSE CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Los Angeles

On 1/9/18 before me, A. Henderson, Notary Public,  
(Here insert name and title of the officer)

personally appeared Curtis P. Brown III and Michele E. Drakulich

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

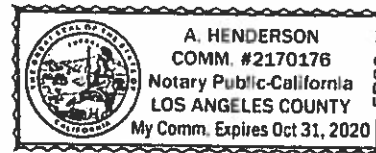
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

A. Henderson

Signature of Notary Public

(Notary Seal)



## ADDITIONAL OPTIONAL INFORMATION

### DESCRIPTION OF THE ATTACHED DOCUMENT

(Title or description of attached document)

(Title or description of attached document continued)

Number of Pages \_\_\_\_\_ Document Date \_\_\_\_\_

(Additional information)

### CAPACITY CLAIMED BY THE SIGNER

- Individual (s)  
 Corporate Officer

(Title)

- Partner(s)  
 Attorney-in-Fact  
 Trustee(s)  
 Other \_\_\_\_\_

### INSTRUCTIONS FOR COMPLETING THIS FORM

Any acknowledgment completed in California must contain verbiage exactly as appears above in the notary section or a separate acknowledgment form must be properly completed and attached to that document. The only exception is if a document is to be recorded outside of California. In such instances, any alternative acknowledgment verbiage as may be printed on such a document so long as the verbiage does not require the notary to do something that is illegal for a notary in California (i.e. certifying the authorized capacity of the signer). Please check the document carefully for proper notarial wording and attach this form if required.

- State and County information must be the State and County where the document signer(s) personally appeared before the notary public for acknowledgment.
- Date of notarization must be the date that the signer(s) personally appeared which must also be the same date the acknowledgment is completed.
- The notary public must print his or her name as it appears within his or her commission followed by a comma and then your title (notary public).
- Print the name(s) of document signer(s) who personally appear at the time of notarization.
- Indicate the correct singular or plural forms by crossing off incorrect forms (i.e. he/she/they, is /are) or circling the correct forms. Failure to correctly indicate this information may lead to rejection of document recording.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different acknowledgment form.
- Signature of the notary public must match the signature on file with the office of the county clerk.
  - ❖ Additional information is not required but could help to ensure this acknowledgment is not misused or attached to a different document.
  - ❖ Indicate title or type of attached document, number of pages and date.
  - ❖ Indicate the capacity claimed by the signer. If the claimed capacity is a corporate officer, indicate the title (i.e. CEO, CFO, Secretary).
- Securely attach this document to the signed document





Award of Contract  
Airfield Lighting Vault Area Paving Project

Presented to the  
Operations and Development Committee

February 5, 2018

# A L V Area Paving Project

