



January 16, 2015

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, January 19, 2015, in observance of Martin Luther King, Jr., Day. Therefore, the regular meeting of the Operations and Development Committee scheduled for Monday, January 19, 2015, at 8:30 a.m. in the Airport Skyroom at Bob Hope Airport has been cancelled.

NOTICE is hereby given that a special meeting of the Operations and Development Committee will be held Tuesday, January 20, 2015, 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  
Tuesday, January 20, 2015  
8:30 A.M.

*NOTE TO THE PUBLIC: Any discloseable 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. December 15, 2014 **[See page 1]**
4. Contracts and Leases
  - a. First Amendment to Rewards Program Administration Agreement Thanks Again Customer Loyalty Program
    - Staff Report Attached **[See page 8]**

***Staff seeks an Operations and Development Committee recommendation to the Commission for approval of a first amendment to the Rewards Program Administration Agreement between Thanks Again, LLC and the Airport Authority. In an effort to provide an enhanced level of customer service and generate additional concession and parking revenue, Staff will coordinate with Thanks Again and Comarch Inc., its beacon technology partner, to install up to 50 beacons in the terminals. Beacons are small sensors that transmit low-energy radio signals which can be detected by Bluetooth-enabled mobile devices. These signals, or messages, will allow the Authority to have***

**personalized real-time communication with Thanks Again members while they are in the Terminal complex. These messages may provide varying information (e.g., TSA checkpoint line wait times) and/or provide retail offers which trigger a customer-based action. Beacons will provide Staff with further insight into customer behavior patterns as well as provide opportunity to stimulate additional customer spending at the Airport.**

**Thanks Again/Comarch will pay for the installation and maintenance of the beacons for a three-year period. The Authority will have no beacon-technology related costs during this period. If the Authority decides to continue to use beacon technology after the initial three-year period, the technology-based costs to the Authority are expected to be minimal.**

**Subject to the Committee's recommendation, this item has been placed on the Commission's agenda for consideration at its meeting immediately following the Committee's meeting.**

- b. Award of Contract, Project Number E14-19  
Terminal A Carpet Replacement

- Staff Report Attached

[See page 13]

**Staff seeks a Committee recommendation to the Commission that it award a construction contract in the amount of \$217,000 to Reliable Floor Covering, Inc., for the first phase of a two-phase project to replace the carpet in Terminal A. The first phase of this project includes the Terminal A ticket lobby and hallway leading to the Terminal A screening area. Staff also seeks approval of an approximate 5% aggregate contingency in the amount of \$10,850 to permit Staff to authorize any necessary changes in the scope of the project.**

**Subject to the recommendation of the Committee, this item has been placed on the Commission's agenda for consideration at its meeting immediately following the Committee's meeting.**

- c. Award of Contract, Project Number E14-21  
Flighteast Ramp Paving

- Staff Report Attached

[See page 16]

**Staff seeks a Committee recommendation to the Commission that it award a construction contract in the amount of \$118,888.88 to All American Asphalt for rehabilitation of approximately 82,830 square feet of asphalt pavement at the Flighteast aircraft parking ramp, Hangar 1A. Staff also seeks approval of an approximate 10% aggregate contingency in the amount of \$12,000 to permit Staff to authorize any necessary changes in the scope of the project.**

5. Items for Information

- a. November 2014 Passenger Statistics and  
December 2014 Parking Information

***No staff report is attached. Staff will discuss the November 2014 passenger statistics and will brief the Committee regarding parking revenue for December 2014.***

6. Other Contracts and Leases and Capital Projects

7. Adjournment