



April 27, 2017

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, May 1, 2017, 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

Regular Meeting of Monday, May 1, 2017

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. April 3, 2017 **[See page 1]**
4. Contracts and Leases
  - a. Amendment No. 1 to Janitorial Service Agreement  
Diverse Facility Solutions, Inc.
    - Staff Report Attached **[See page 3]**

***Staff seeks an Operations and Development Committee recommendation to the Commission that it exercise the first of two one-year extension options contained in the Janitorial Service Agreement between the Burbank-Glendale-Pasadena Airport Authority and Diverse Facility Solutions, Inc. Concurrent with this recommendation, Staff is also recommending to the Committee that it recommend exercising the first of two one-year extensions for janitorial services needed to address the post-security pet relief station located in Terminal A.***

***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.***

b. Professional Services Agreement  
Burbank-Glendale-Pasadena Airport Authority/InterVISTAS Consulting Inc.

- Staff Report Attached

***[See page 7]***

***Staff seeks an Operations and Development Committee recommendation to the Commission that it authorize an award of contract to InterVISTAS Consulting Inc. for a lump-sum amount of \$40,000 for a Forecast of Aviation Activity required by the Federal Aviation Administration and authorize the Executive Director to execute the same.***

5. Items for Discussion

a. Ground Transportation Operation Realignment

***No Staff Report Attached. As requested by the Commission, Staff has reviewed options for the ground transportation operation in front of the terminal including the TNC passenger pick-up operation currently located in the short-term parking structure. After a review of the ground transportation activities and available curb front, Staff will present for discussion with the Committee a proposed realignment of all ground transportation operations.***

6. Items for Information

a. March 2017 Parking and Passenger Statistics

***No staff report attached. Staff will brief the Committee on the results of the March 2017 passenger/cargo statistics and parking revenue.***

7. Other Contracts and Leases and Capital Projects

8. Adjournment