



September 13, 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, September 17, 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, September 17, 2018

8:30 A.M.

The public comment period is the opportunity for members of the public to address the Committee on agenda items and on airport-related non-agenda matters that are within the Committee's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.

Members of the public are requested to observe the following decorum when attending or participating in meetings of the Committee:

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Committee during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Committee's subject matter jurisdiction.*
- *Limit comments to five minutes or to such other period of time as may be specified by the presiding officer.*



The following activities are prohibited:

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*



Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Committee 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. August 20, 2018

[See page 1]

4. Contracts and Leases

a. Award of Purchase Orders to Motorola Solutions for Replacement Public Safety Radio Equipment

- Staff Report Attached

[See page 6]

Staff seeks the recommendation of the Operations and Development Committee to the Commission to award two separate Purchase Orders to Motorola Solutions for 1) replacement of the Airport Fire Department's 12 Motorola 5000 portable radios with 12 Motorola APX 8000 series radios in the amount of \$89,154.33 and 2) replace 8 Motorola APX Consolettes that provide radio communication for the Communication Center in the amount of \$68,911.46.

b. Approval of Services Agreement with The Regents of the University of California on Behalf of The UCLA Center for Prehospital Care for EMT Continuing Education and Quality Improvement Services

- Staff Report Attached

[See page 8]

Staff seeks the recommendation of the Operations and Development Committee to the Commission to approve a proposed three-year Services Agreement, copy attached, with The Regents of the University of California on behalf of the UCLA Center for Prehospital Care, for emergency medical technician continuing education and quality improvement at the initial annual rate of \$22,500, subject to a Consumer Price Index adjustment each year thereafter.

c. Award of Purchase Order for Replacement of Self-Parking License Plate Recognition ("LPR") Camera System Sentry Control Systems LLC

- Staff Report Attached

[See page 10]

Staff seeks an Operations and Development Committee recommendation to the Commission that it authorize the issuance of a Purchase Order in the amount of \$196,476 to Sentry Control Systems LLC for the replacement and upgrade of the self-parking License Plate Recognition (LPR) camera system that has reached the end of its useful life. The LPR camera system is an integral component of the Airport's overall self-park revenue controls.

Appropriations for this project in the amount of \$200,000 are included in the Authority's adopted FY 2019 Budget. A copy of the proposal is attached.

5. Adjournment

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

MONDAY, AUGUST 20, 2018

A special meeting of the Operations and Development Committee was called to order on this date in the Airport Skyroom, 2627 Hollywood Way, Burbank, California, at 8:02 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; Anthony Defrenza, Director of Engineering and Maintenance; Nerissa Sugars, Marketing Communications and Air Service Manager; Tom Janowitz, Senior Manager Ground Access; Ed Skavarna, Chief of Police; Director, Public safety

- 1. Approval of Agenda** There were no adjustments to the agenda.
- 2. Public Comment** There were no public speakers.
- 3. Approval of the Minutes**
 - a. July 16, 2018** Commissioner Devine moved approval of the minutes of the July 16, 2018, meeting, seconded by Commissioner Tornek. The minutes were approved (3-0).
- 4. Contract and Leases**
 - a. Award of Construction Contract, Award of Professional Services Agreement and Approval of Project Budget for Taxiway C and D West End and General Aviation Ramp Rehabilitation Project Number E17-08**

Staff presented a proposed construction contract, Professional Services Agreement and budget approval for the construction of Taxiways C and D West End and General Aviation Ramp Rehabilitation Project.

Staff reported that the Authority had engaged RDM International, Inc. ("RDM") to design the rehabilitation of taxiways, shoulders and general aviation ("GA") ramp areas included in the scope of the proposed project. The planned rehabilitation detailed in the design consists of full depth pavement removal and the placement of new hot mix asphalt pavement.

In the GA ramp area, the designer incorporated an increased pavement section from 4" thick to 5" thick to increase the structural integrity of the pavement and better accommodate loading and traffic of the tenant's aircraft. Additionally, the engineer recommended an alternative pavement material within the top 1" of the GA ramp pavement section. Large aircraft frequently park in the GA ramp area for extended duration and, due to the loading and characteristics of use, this area is especially susceptible to rutting. The alternative material provides a more durable pavement surface and is intended to extend the useful life of the GA ramp area.

Staff provided background regarding the competitive bid process for the project and stated that bidders provided pricing for both the base and alternate scenarios. Based on the pricing provided and the FAAs willingness to incorporate the higher priced alternate scenario, the values stated are inclusive of the alternate.

Staff initiated bids on March 29, 2018, with four contractors submitting bids ranging from \$4,374,000 to \$6,545,347.70, base bid and \$5,472,800 to \$7,872,947.70, for the alternate base bid. The low bidder was Sully-Miller Contracting Company with a bid of \$4,374,00 and \$5,472,800, respectively.

The Authority's DBE Liaison Officer ("DBELO") evaluated each bid as it pertained to Disadvantaged Business Enterprise ("DBE") participation and confirmed that each bidder met DBE program guidelines or evidence of "good Faith" efforts as defined by 49 CFR Part 26.53.

Separate evaluations were conducted by Staff to determine responsiveness to the bid documents and whether there were any bid deviations. Staff determined that all were "responsive" as 100% of the documentation requirements were received by each bidder. An additional evaluation was conducted to determine whether there were any bid anomalies, and none were found.

Following its presentation, which included various questions from the Committee, Staff recommended that the Committee recommend to the Commission that it: i) award a construction contract in the amount of \$5,472,800 to Sully-Miller Contracting Company for the construction of the Taxiway C and D West End and

General Aviation Ramp Rehabilitation Project; (ii) award a professional services agreement for a lump sum amount of \$418,445 with RDM International, Inc. for engineer of record construction administration services, onsite technical services, inspection and material testing; (iii) approve a project budget for construction management, contract administration field observation for a not-to-exceed amount of \$175,000; and, (iv) approve a project aggregate contingency of \$333,269.

Motion

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

Motion Approved

The motion was approved unanimously (3-0).

This item has been placed on the Authority's agenda for its August 20, 2018, meeting immediately following the Committee's meeting.

b. Award of Professional Services Agreement InterVistas Consulting, Inc. for Air Services Development Consulting Services

In FY 2018, Staff retained InterVistas for consulting services in connection with the Authority's general air service development efforts.

Staff reported that over the past two fiscal years, the Airport has experienced significant positive passenger growth and the addition of more nonstop flights starting the fall of this year. To continue this trend and the growing interest from air carriers to include the Airport in their future network planning, InterVistas will be used to provide Staff with: on-call support for air service development efforts; advice on communications with the network planning and scheduling representatives of the air carriers; information regarding potential air service development opportunities; information regarding policy and regulatory matters which may impact air service development; and marketing data support analysis.

InterVistas' expertise in these areas will support Staff's efforts to continue the momentum experienced to date. Additionally, InterVistas will continue to support the Airport's participation at airline Airport meetings and conferences such as the Allegiant Conference, Routes Americas, and Jumpstart.

Staff reported that the fees previously paid to InterVistas under its original agreement and the fee under the proposed Agreement combined exceeds the Executive Director's authorization. The cost of the

proposed Agreement is included in the Adopted FY 2019 Budget for air service development.

Staff recommended to the Committee that it recommend to the Commission the award of the proposed Agreement to InterVistas in the not-to-exceed amount \$70,000 for air service development support services and that the Authority President be authorized to execute the same.

Motion

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

Motion Approved

The motion was approved unanimously (3-0).

c. Award of Purchase Order for Shuttle Services Between Burbank Airport-North Metrolink Station and Hollywood Burbank Airport

Staff recommended to the Operations and Development Committee that it recommend to the Commission to award a Purchase Order to Arcadia Transit Inc. ("SuperShuttle") in the monthly amount of \$16,240 for shuttle services between the Airport and the Burbank Airport-North Metrolink Station on a month-to-month basis, not to exceed six months, and to authorize the Executive Director to execute the same.

Following Staff's presentation, the Committee recommended a modified version of Staff's recommendation for shuttle services between Burbank Airport-North Metrolink Station and Hollywood Burbank Airport. The Committee recommended a month-to-month purchase order with Arcadia Transit Inc., dba SuperShuttle, not-to-exceed three (3) months at the monthly rate of \$16,240.

During the three-month period, Staff is to return to the Committee with an alternative on-demand service shuttle program to serve the Burbank Airport-North Metrolink Station.

Motion

Commissioner Tornek moved approval of the revised form of the service shuttle program to serve the Burbank Airport-North Metrolink Station recommendation, seconded by Commissioner Devine.

Motion Approved

The motion was approved unanimously (3-0).

This item has been placed on the Authority's agenda for its August 20, 2018, meeting immediately following the Committee's meeting.

5. Items for Discussion

a. Baggage System, Ticket Counter and Security Checkpoint Modifications

Staff briefed the Committee on request received from the airlines after the adoption of the FY 2019 Budget for modification to the baggage make up system, common use ticket counters and security checkpoints for passenger processing in the current facility.

Following the discussion of the operational impacts of the program thereof and answering various questions from the Committee, the Committee requested further clarification regarding the logistics of the proposed modifications and requested a walkthrough of Terminal A and B to get a better grasp of the project changes discussed.

6. Adjournment

There being no further business, the meeting adjourned at 8:37 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
SEPTEMBER 17, 2018**

**AWARD OF PURCHASE ORDERS
TO
MOTOROLA SOLUTIONS
FOR
REPLACEMENT PUBLIC SAFETY RADIO EQUIPMENT**

SUMMARY

Staff seeks the recommendation of the Operations and Development Committee ("Committee") to the Commission to award two separate Purchase Orders to Motorola Solutions for 1) replacement of the Airport Fire Department's ("AFD") 12 Motorola 5000 portable radios with 12 Motorola APX 8000 series radios in the amount of \$89,154.33 and 2) replace 8 Motorola APX Consolettes that provide radio communication for the Communication Center in amount of \$68,911.46.

Verdugo Dispatch ("Verdugo"), of which the Authority is an associate member, has advised its membership that the communications equipment and ancillary components will be upgraded to the Motorola 8000 series models starting in September 2018. All member cities and associated member entities will be required to upgrade their radio equipment. The proposed purchase of these portable radios and consolettes begins the conversion process with the replacement of the AFD's portable radios and Communications Center's consolettes.

The proposed radio equipment is eligible to be acquired at a discount under the Los Angeles Territory Volume Purchase Program. The program has an order deadline of no later than October 19, 2018. As such, subject to the Committee's recommendation, this item has also been placed on the Commission agenda for its consideration immediately following the Committee meeting.

DESCRIPTION

AFD has 12 Motorola 5000 portable radios originally acquired starting in 2005. These radios, due to their age and recent advancements in technology, will no longer be supported by Motorola and will not be compatible with the Verdugo Dispatch radio system upgrade. The proposed replacement portable radio will meet the interoperability requirements, will be compatible with the newly acquired SBA equipment the Commission authorized last fiscal year and meets the Verdugo directive.

The Communication Center relies on the consolette for the interoperability radio communications capability to the operating departments throughout the Airport, including Airport Police, Airport Fire, Operations and Maintenance, as well as outside agencies.

The current consolettes were acquired beginning in 2005 and have reached the end of their useful life. Motorola has advised Staff this equipment will also no longer be supported by them shortly. In order to maintain continuity with the Verdugo radio equipment upgrade, Staff is recommending that this replacement equipment, which is also eligible for the public safety equipment discount program, be acquired.

Conversion to the compatible radio equipment for the other operating departments including replacement mobile radios for vehicles will be planned for in future fiscal years.

FUNDING

Appropriations in the amount of \$105,000 and \$75,000 are included in the adopted FY 2019 budget for the radio and consolette equipment respectively. Additional appropriations in the amount of \$245,000 are also included in the FY 2019 budget for other ancillary communication equipment, specifically the Mobile Data Terminals installed in each ARFF vehicle and a Fire Station Alert system. These components are expected to be presented to the Committee for its consideration later in the fiscal year.

RECOMMENDATION

Staff seeks the Committee recommendation to the Commission that it authorize the Executive Director to issue two Purchase Orders to Motorola Solutions in the amounts of \$89,154.33 for the acquisition of 12 Motorola APX 8000 portable radios and 8 APX Consolettes in the amount of \$68,911.46.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS & DEVELOPMENT COMMITTEE
SEPTEMBER 17, 2018**

**APPROVAL OF SERVICES AGREEMENT
WITH
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA,
ON BEHALF OF THE UCLA CENTER FOR PREHOSPITAL CARE
FOR
EMT CONTINUING EDUCATION AND QUALITY IMPROVEMENT SERVICES**

SUMMARY

Staff seeks the recommendation of the Operations and Development Committee ("Committee") to the Commission to approve a proposed three-year Services Agreement ("Agreement"), copy attached, with The Regents of the University of California on behalf of the UCLA Center for Prehospital Care ("UCLA"), for emergency medical technician ("EMT") continuing education and quality improvement at the initial annual rate of \$22,500, subject to a Consumer Price Index ("CPI") adjustment each year thereafter.

DESCRIPTION

The UCLA Center for Prehospital Care (UCLA) is the leading emergency and prehospital academic center on the West Coast. Founded in 1988, UCLA designs, develops and offers medical education and quality improvement programs to the meet needs of the prehospital community and conducts research to advance the emergency medical services industry. For over 30 years, UCLA has provided state-of-the-art education to law enforcement, firefighters, EMTs, Paramedics, Registered Nurses, Medical Students, Medical Residents and Physicians.

DETAILS

Educators work within the chain of command structure in the fire department and deliver continuing education, perform quality improvement and support the department in delivering patient care for the community the agency serves.

Training will be done through a collaborative process where the EMS Educator regularly meets with the Airport Fire Department EMS Coordinator to discuss short-term and long-term department plans, performance on quality indicators, and educational strategies to provide informal discussions, formal continuing education sessions, field ride-along observation and the track quality indicators.

These activities are summarized in quality improvement meetings for department leadership and participating department members.

This Service Agreement is for a period of three years at a rate of \$22,500 in the first year and adjusted by the applicable CPI for the greater Los Angeles area for each subsequent year thereafter for the term of the Agreement. The Agreement may be terminated by either party without cause with a 60-day written notice to the other party and/or terminated with a 30-day written notice for cause or material breach of the Agreement.

FUNDING

Funding for this training program was included in adopted FY 2019 Budget and will be requested in subsequent budget years should the program be continued.

STAFF RECOMMENDATION:

Staff seeks the Committee's recommendation to the Commission that it approve the Service Agreement with The Regents of the University of California, on behalf of the UCLA Center for Prehospital Care, for Airport Fire Department emergency medical technician continuing education and quality improvement program and authorize the President to execute the same.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
SEPTEMBER 17, 2018**

**AWARD OF PURCHASE ORDER
FOR REPLACEMENT OF
SELF-PARKING LICENSE PLATE RECOGNITION ("LPR") CAMERA SYSTEM
SENTRY CONTROL SYSTEMS LLC**

SUMMARY

Staff seeks an Operations and Development Committee recommendation to the Commission that it authorize the issuance of a Purchase Order in the amount of \$196,476 to Sentry Control Systems LLC ("Sentry") for the replacement and upgrade of the self-parking License Plate Recognition ("LPR") camera system that has reached the end of its useful life. The LPR camera system is an integral component of the Airport's overall self-park revenue controls. Appropriations for this project in the amount of \$200,000 are included in the Burbank-Glendale-Pasadena Airport Authority's ("Authority") FY 2019 adopted budget. A copy of the proposal is attached.

BACKGROUND

The self-parking operation, which accounts for approximately \$12 million of the \$20.1 million in FY2018 total gross public parking revenues, utilizes the Skidata Parking and Revenue Control System ("PARCS"). In 2008, the Authority awarded the purchase and installation of the current Skidata PARCS to Sentry. Sentry is the exclusive authorized Skidata PARCS System provider in the United States. An integral revenue control feature of this system is the LPR cameras. The LPR cameras, management server, and associated hardware and software have now reached the end of their useful life.

The LPR camera system provides real time information which the software uses to verify and match parking tickets to customer vehicle license plates. Matching license plates to tickets ensures that the correct parking fee is assessed.

PROPOSAL

The new hardware and software being proposed includes the replacement of nine LPR cameras, including LPR system network communications switches, a new LPR system server, Skidata PARCS management server and installation of updated Windows software into all Skidata workstations. This proposed replacement hardware and software will support future parking programs such as the online parking reservation system.

FUNDING

The adopted FY2019 capital budget includes appropriations in the amount of \$200,000 for an LPR Camera System Replacement. The cost of the proposed replacement equipment and installation services is \$196,476.

RECOMMENDATION

Staff seeks a recommendation from the Operations and Development Committee to the Commission that it authorize the Executive Director to issue a Purchase Order in the amount of \$196,476 to Sentry Control Systems LLC for the acquisition and installation of a replacement LPR camera system.

STAFF REPORT\OPERATIONS\09-17-18
AWARD OF PURCHASE ORDER
FOR REPLACEMENT OF
SELF-PARKING LICENSE PLATE RECOGNITION ("LPR") CAMERA SYSTEM
SENTRY CONTROL SYSTEMS LLC