



June 13, 2019

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, June 17, 2019, at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. 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, June 17, 2019
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 N. 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

Monday, June 17, 2019

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes

a. May 20, 2019

[See page 1]

4. Contracts and Leases

a. Task Order Authorization for Escalator Rehabilitation Elevators Etc. LP

- Staff report attached.

[See page 4]

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission for the authorization of two task orders in the total amount of \$171,406 to Elevators Etc. LP ("Elevators Etc.") for the rehabilitation of the two escalators in the "North Tower" section of the elevated walkway to the Regional Intermodal Transportation Center ("RITC"). This will be paid through the available CFC construction fund. Therefore, there will be no impact to the FY 2019 or proposed FY 2020 budget.

b. Acquisition and Installation of Additional Common Use Kiosks

[See page 8]

- Staff report attached.

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission for the authorization to issue the following purchase orders to:

1. **SITA for the acquisition and installation of ten additional common use kiosks in the amount of \$172,299, including sales tax;**
2. **Shires Electric for the installation of the electric power for each kiosk in the amount of \$8,400; and**
3. **Future Design Communication for the installation of data lines for each kiosk in the amount of \$3,227.**

An additional \$10,000 in project contingency is also requested in the event of unforeseen circumstances. The total cost of the proposed project is \$193,926 and is subject to full reimbursement to the Authority from the airlines. Therefore, there will be no impact to the FY 2019 or proposed FY 2020 budget.

5. Adjournment

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

MONDAY, MAY 20, 2019

A regular meeting of the Operations and Development Committee was called to order on this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 8:30 a.m., by Chairman Tornek.

ROLL CALL

Present: Commissioners Tornek, Brown and Devine

Absent: None

Also Present: Staff: Frank Miller, Executive Director;
John Hatanaka, Senior Deputy Executive Director;
Anthony DeFrenza, Director of Engineering and
Maintenance; Tom Lenahan, Fire Chief, Airport
Fire Department

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. May 6, 2019 Commissioner Brown moved approval of the minutes of the May 6, 2019, meeting, seconded by Commissioner Devine. The minutes were unanimously approved (3-0).

4. Contract and Leases

a. Award of Extension to the Janitorial Services Agreement Diverse Facility Solutions, Inc. Staff presented to the Committee a request for recommendation to the Commission for approval of an Award of Extension to the Janitorial Services Agreement with Diverse Facility Solutions, Inc. ("DFS"), on a month-to-month basis for a period not to exceed three months at the current fixed monthly cost of \$93,132, excluding supplies. Supplies will continue to be billed monthly at the cost of \$16,700 per month.

Staff reviewed for the Committee the previous Request for Proposal process undertaken at the May 6th operations Committee meeting. Staff was requested to provide additional information and

clarification on the evaluation of the short-listed firms. Staff then undertook a process by which best and final offers ("BAFO") were requested from the four short-listed firms which Staff believes addresses the comments and concerns of the Committee.

The BAFO process is expected to be completed prior to the end of the fiscal year. However, as the existing contract with DFS will expire at the end of May, a short-term month-to-month extension with DFS was prepared, not to exceed three months of the existing contract at its current pricing, to allow Staff the necessary time to complete the BAFO process.

Motion

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

Motion Approved

The motion was approved unanimously (3-0).

b. Approval of Agreements for Verdugo Fire Communications System Upgrades

Staff presented to the Committee for approval the following items to complete the Airport Fire Departments communication system upgrades in conjunction with Verdugo Fire Communications equipment and systems upgrades: (1) Memorandum of Understanding ("MOU") with the City of Glendale in the amount of \$15,182 for the Authority's 16.667% share of the Phoenix G2 alerting system upgrade to the Northrup Grumman System Command Point Computer-Aided Dispatch system; (2) Contract with US Digital Designs Inc. in the amount of \$46,426 for the replacement of the station alerting system to the Phoenix G2 system with an optional annual service agreement fee of \$3,762 that becomes available to the Authority eighteen months after installation; (3) Contract with Bergelectric Corporation in the amount of \$31,054 for installation of the station alerting system; and (4) Contract with Presidio Networked Solutions Group LLC in the amount of \$58,103 for the acquisition and installation of replacement Mobile Data Terminals ("MDT") and associated data network to support MDTs to be installed in the Airport Fire Department's vehicles.

In August 2017, the Verdugo Fire Communications System made the decision, with the approval of the Glendale City Council, to upgrade their 30-year-old computer-aided dispatch system to the Northrup Grumman Command Point Computer Aided Dispatch System. As a result, all participating agencies within the Verdugo Fire Communications system, of which the Authority Fire Department is included, are required to upgrade their station alerting systems and MDTs, as well as their connectivity and data point systems.

The total cost of the upgrades for the interoperability within the Verdugo system, not including the optional annual service agreement fee for the station alerting system equipment, is \$150,765.

Appropriations in the amount of \$350,000 were included in the adopted FY 2019 budget for this project. Approximately \$158,066 has been utilized for the acquisition of the replacement Motorola 8000 handheld portable radios and replacement APX Consolettes. The total proposed award of contracts of \$150,765 is within the remaining appropriations of \$191,934.

Motion

Commissioner Brown moved approval of Staff's recommendation with Commissioner Devine requesting to abstain on the matter.

Motion Approved

The motion was approved (2-0, one abstention).

5. Adjournment

There being no further business, the meeting adjourned at 8:43 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
JUNE 17, 2019**

**TASK ORDER AUTHORIZATION
FOR
ESCALATOR REHABILITATION
ELEVATORS ETC. LP**

SUMMARY

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission for the authorization of two task orders in the total amount of \$171,406 to Elevators Etc. LP ("Elevators Etc.") for the rehabilitation of the two escalators in the "North Tower" section of the elevated walkway to the Regional Intermodal Transportation Center ("RITC") to be paid through the available CFC construction fund. Therefore, there will be no impact to the FY 2019 or proposed FY 2020 budget.

BACKGROUND

In December 2018, the Commission awarded a contract to Elevators Etc. for preventative maintenance services, on-call repair services, and emergency repair services for six elevators, two escalators, and six moving walkways located throughout the Airport. Elevators Etc. began providing these services in January 2019.

Performance by Elevators Etc. to date has been satisfactory and Staff can attribute a reduced frequency of conveyance outages and on-call repair service calls due to the firm's preventative maintenance services and quality of workmanship. In comparison with the previous service provider over a three-month comparison period between February through April 2018 versus 2019, service calls were reduced from 18 to 5. The total cost of service calls over that same period declined from \$16,356 to \$14,165.

REHABILITATION SCOPE

Based on information collected while performing preventative maintenance services, Elevators Etc. identified the need to complete a thorough rehabilitation of both escalators in the "North Tower." The escalators were originally installed and commissioned in 2014 as part of the RITC project and to date have not received a thorough cleaning by either of the two previous service providers. The proposed rehabilitation includes removing all steps, adjustment and re-alignment of the track, complete cleaning of the escalator interior throughout the entire escalator length, flushing the gearbox, replacing the oil, replacing the step chains, and installing new steps. This thorough rehabilitation is outside the scope of a regular preventative maintenance contract, but due to the condition of the "North Tower" escalators, the proposed rehabilitation is warranted. Elevators Etc. has also expressed concern that both escalators are at risk of not receiving a re-certification from the State Inspector which could result with the equipment being red-tagged and shutdown. The state-issued permits for both escalators are renewed annually with the current permits set to expire on August 22, 2019 and November 13, 2019.

If recommended by the Committee and authorized by the Commission, Staff will instruct Elevators Etc. to complete the work in advance of the permit expiration dates. To verify the proposed scope and pricing, Staff sought second opinions from four other service providers with three declining to submit a response and one response received. The second opinion price ranges from \$82,000 to \$100,000 per escalator. Elevators Etc.'s proposal of \$85,703 is within the range of the second opinion received.

FUNDING

Funding for the proposed rehabilitation will be provided through the remaining CFC construction fund for the RITC for which this proposed rehabilitation qualifies to be paid from. There will be no impact to the FY 2019 or proposed FY 2020 budget.

STAFF RECOMMENDATION

Staff recommends that the Committee recommend to the Commission authorization of two task orders in the amount of \$85,703 each (for a total of \$171,406) for the rehabilitation of the two escalators located in the "North Tower" portion of the Elevated Walkway.



Elevators Etc. LP

Estimate

ADDRESS

Hollywood Burbank Airport
7901 San Fernando Road
Sun Valley, CA 91352

ESTIMATE # **DATE**
1252 05/30/2019

JOB LOCATION

Burbank Escl #6

DATE	ACTIVITY	QTY	RATE	AMOUNT
05/30/2019	Complete Step chain replacement and full deep cleaning annual (to include sanding and adjusting of all tracks)	1	54,372.00	54,372.00
05/30/2019	Cost of all new steps (This is the price is to be replaced while doing the step chain. The cost will increase significantly if done at different time)	1	31,331.00	31,331.00

Please contact jbabcock@elevatorsetc.org **TOTAL** **\$85,703.00**
 should you have any questions.

Accepted By

Accepted Date

PROVIDING EXCEPTIONAL SERVICES WITH FIRST CLASS RESULTS

4327 E Cesar E Chavez Ave, Los Angeles, CA 90022 | License # 964490



Elevators Etc. LP

Estimate

ADDRESS

Hollywood Burbank Airport
7901 San Fernando Road
Sun Valley, CA 91352

ESTIMATE # **DATE**
1251 05/30/2019

JOB LOCATION

Burbank Escl #5

DATE	ACTIVITY	QTY	RATE	AMOUNT
05/30/2019	Complete Step chain replacement and full deep cleaning annual (to include sanding and adjusting of all tracks)	1	54,372.00	54,372.00
05/30/2019	Cost of all new steps (This is the price is to be replaced while doing the step chain. The cost will increase significantly if done at different time)	1	31,331.00	31,331.00

Please contact jbabcock@elevatorsetc.org **TOTAL** **\$85,703.00**
 should you have any questions.

Accepted By

Accepted Date

PROVIDING EXCEPTIONAL SERVICES WITH FIRST CLASS RESULTS

4327 E Cesar E Chavez Ave, Los Angeles, CA 90022 | License # 964490

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
JUNE 17, 2019**

**ACQUISITION AND INSTALLATION OF
ADDITIONAL COMMON USE KIOSKS**

SUMMARY

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission for the authorization to issue the following purchase orders to:

1. SITA for the acquisition and installation of ten additional common use kiosks in the amount of \$172,299 including sales tax;
2. Shires Electric for the installation of the electric power for each kiosk in the amount of \$8,400; and
3. Future Design Communication for the installation of data lines for each kiosk in the amount of \$3,227.

An additional \$10,000 in project contingency is also requested in the event of unforeseen circumstances. The total cost of the proposed project is \$193,926 and is subject to full reimbursement to the Authority from the airlines.

Due to the lead time required to deliver the kiosks and the airlines request to acquire and install the equipment as soon as possible, subject to the recommendation of the Committee, this item has also been placed on the Commission's agenda immediately following the Committee's meeting.

BACKGROUND

In January 2012, the Commission awarded a contract to SITA to install and maintain the Common Use Passenger Processing System ("CUPPS") along with Common Use Self-Serve kiosks ("CUSS") for the ticket counter, ticket lobbies and gate hold-rooms at the Airport. The initial SITA equipment was acquired through a Passenger Facility Charge Application and under the terms of the Airport Use Agreement, the airlines bear sole responsibility of the cost to maintain the equipment as well as any cost for additional equipment or services they desire. The Authority holds title to all the common use equipment initially installed and any additional equipment installed thereafter.

At the May 23, 2019, Airline Airport Affairs Committee meeting, the airlines were presented the estimated cost to acquire, install and maintain ten additional kiosks for the ticket lobbies with the airlines voting in favor of the proposal.

FUNDING

Under the terms of the Airport Use Agreement, the airlines are fully responsible for the cost of any additional equipment as well as the installation and maintenance cost. As the contract for the common use system is currently between the Authority and SITA, the cost of the additional equipment and installation will initially be funded utilizing Authority funds subject to immediate

reimbursement of all project related costs by each airline based on their agreed to cost-sharing formula. There will be no impact to the FY 2019 or proposed FY 2020 budget.

STAFF RECOMMENDATION

Staff recommends that the Committee recommend to the Commission that it authorize the issuance of purchase orders to SITA for the acquisition and installation of ten additional common use kiosks in the amount of \$172,299, including sales tax; Shires Electric for the installation of the electric power for each kiosk in the amount of \$8,400; and Future Design Communication for the installation of data lines for each kiosk in the amount of \$3,227.

Staff also seeks an additional \$10,000 in project contingency in the event of unforeseen circumstances for a total proposed project cost of \$193,926.



PRICING QUOTATION

Customer: **Burbank Glendale Pasadena Airport** Total One Time: **172,299 USD** Quote Number **AMER-4062a**
 Monthly Support: **2,889 USD**
 Site Code: **BUR** Term: **3 Months**
 Quotation Date: **11-Apr-19** Cutover Date: **1-Jul-19**
 Expiration Date: **11-May-19** Contract End Date: **30-Sep-19**

SITA is pleased to submit this pricing quotation to: Burbank Glendale Pasadena Airport

Price and Payment Terms:

Equipment Quoted	Total Qty	One Time Unit Price USD	One-Time Total Price USD
KIOSKS			
SITA S5 Base Kiosk: 19" LCD Monitor/Touch Screen Assembly (TPK monitor), PC with iBase M1981FI Industrial M/B, i3-4330 CPU, 250G Crucial SSD, 4G RAM, Win7, Card Reader Verifone UX300, IP Power - Aviosys, KMP180 BP Printer, Shipping Crate. OPTIONS : 110V-120V UPS Option BOM (Includes UPS, mechanical mounting, ground box, cabling and hardware), Bar Code Scanner Option (Scanner + Kiosk mods req'd), 3M Passport Reader option BOM (without RFID) (3M KR9000 no RFID with black case and black top), Single BTP non RFID Option (Custom KPM150) 1 single BTP installed in the kiosk, Top availability LED in top arch of kiosk and device LED.s for MSR/OCR/GPP/BTP	10	15,628	156280
Estimated Taxes	1	16,019	16019
One Time Total Price		USD	172,299

PLUS

Equipment Quoted	Total Qty	Monthly Unit Price USD	Monthly Total Price USD
KIOSKS			
SITA S5 Base Kiosk: 19" LCD Monitor/Touch Screen Assembly (TPK monitor), PC with iBase M1981FI Industrial M/B, i3-4330 CPU, 250G Crucial SSD, 4G RAM, Win7, Card Reader Verifone UX300, IP Power - Aviosys, KMP180 BP Printer, Shipping Crate. OPTIONS : 110V-120V UPS Option BOM (Includes UPS, mechanical mounting, ground box, cabling and hardware), Bar Code Scanner Option (Scanner + Kiosk mods req'd), 3M Passport Reader option BOM (without RFID) (3M KR9000 no RFID with black case and black top), Single BTP non RFID Option (Custom KPM150) 1 single BTP installed in the kiosk, Top availability LED in top arch of kiosk and device LED.s for MSR/OCR/GPP/BTP	10	262	2620
Estimated Taxes	1	269	269

Monthly Maintenance for 3 Months	USD	2,889
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Services Included in this Price =>

- Installation
- Provision of All Equipment
- Spares : (1) Monitor, (1) PC, (1) Card Reader Verifone UX300, (1) IP Power - Aviosys, (1) KMP180 BP Printer, (1) UPS - Cyperpower 120V, (1) Bar Code Scanner (FMS scanner), (1) 3M Passport Reader (3M KR9000 no RFID), (1) EZ Access Keypad 8-Key, (1) Custom KMP150 printer (no RFID), (1) LED Controller Board, (1) Top availability LED & (4) Device LED
- CUSS Administration
- CUSS Licences
- CUSS Maintenance
- CUSS Consumables
- "No Paper Consumables Provided"

*Taxes are only an estimate.

PLEASE NOTE THIS PRICING IS VALID FOR 30 DAYS FROM THE "QUOTATION DATE" [SHOWN ABOVE] TO THE DATE OF CUSTOMER SIGNATURE OF THE CONTRACT ORDER.

Proposal

Shires Electric

8525 Variel Ave

Canoga Park, Ca. 91304

PH # 818 700-9033 FAX # 818 700-1499

LIC # 511952

PO # 54779

Date: 05/21/19

ATTN: Hilda

To: Hollywood Burbank Airport

Job: Airline Ticket lobby Kiosk

Work Description: Install the following items listed below

Install the following items listed below to complete the project

- 1) Install 10) 10' Power poles
- 2) All circuits feed from existing panel NP2
- 3) Install 5) 15 amp single pole breakers in panel NP2
- 4) Install 5) 15 amp 120V dedicated circuits
- 5) One circuit will share power for two poles
- 6) Install 1) 1" conduit from Panel NP2 to new pull can above new kiosk
- 7) Pull 5) 15 amp circuits with # 12 wire 20 amp rated

Notes:

- 1) Time for tool check in included one hour
- 2) All work to be done after hours at night. 8 hours a night
- 3) Each Power pole has one duplex outlet at the bottom for kiosk to plug in
- 4) Extra changes will be added if not able to work 8 hours a night.

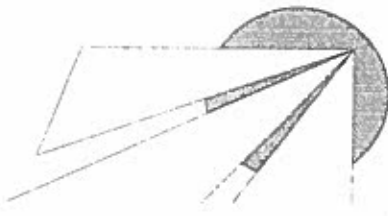
Exclusions:

- 1) Plans, permit
- 2) Low Voltage cabling
- 3) Difference between plans and what is existing or Unforeseen conditions

Labor & Material: 8,400.00

Approved By: sign _____

Approved By print _____



Quotation

**FUTURE DESIGN
Communications**

3283 Industry Drive.
Signal Hill, Ca. 90806
(562) 597-2446 Fax: (562) 597-1826

Date: 5/15/2019

Sold To:
Burbank-Glendale-Pasadena Airport Authority
2627 Hollywood Way
Burbank, CA 01505

Ship To:
Southwest Ticket Kiosks

Kimberley Parker-Polito
PH: 818.729.2210
Fax: 818.331.3223

Joseph Jones
(661) 476-2667

We are pleased to quote as follows:

Job Description	
FDC will provide the necessary labor and materials to install and test the following task: Task 1: Install (10) Cat6 data cables for Kiosks in the Southwest ticket area. The Cat6 cables will pull from the existing IDF cabinet behind the Southwest ticket area and will be terminated on an existing patch panel. Task 2: Provide (10) 4' and (10) 10' Cat6 patch cables.	
Techs. 2 x hrs. 16.0 , labor rate \$68.00 = \$2176.00 Regular Time	

Special Instructions

Price		Terms: Net 10
Materials:	\$ 952.68	
Sales Tax:	\$ 97.65	
Shipping:	\$ -	
Lift Rental:	\$ -	
Labor:	\$ 2,176.00	
Total Due:	\$ 3,226.33	

Signature below signifies acceptance of all terms, prices, and conditions of proposal. Proposal is valid for 30 days.

Rich Adams

5/15/2019

FDC Authorized Estimator

Date

Customer Acceptance

Date