



April 11, 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, April 15, 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, April 15, 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.*

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The following activities are prohibited:

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

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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.

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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

Monday, April 15, 2019

1. Approval of Agenda

2. Public Comment

3. Approval of Minutes

a. April 1, 2019

[See page 1]

4. Contracts and Leases

a. Amendment No. 1 to Professional Services Agreement
Universal Protection Services LP dba Allied Universal
for Additional Traffic Control Services

- Staff report attached.

[See page 3]

Staff seeks a Committee recommendation to the Commission for approval of proposed Amendment No. 1 ("Amendment") to the Professional Services Agreement ("Agreement"), with Universal Protection Service LP dba Allied Universal ("Allied") to provide additional traffic control services specifically to coordinate the Transportation Network Company ("TNC") activities at the Airport. The proposed Amendment is for a term of 18 months beginning May 1, 2019, to coincide with the original three-year term of the Agreement for an amount not-to-exceed \$220,500.

5. Adjournment

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

MONDAY, APRIL 1, 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 Commissioner Tornek.

ROLL CALL

Present: Commissioners Tornek, Devine and Brown

Absent: None

Also Present: Staff: Frank Miller, Executive Director;
John Hatanaka, Senior Deputy Executive Director;
Anthony DeFrenza, Director of Engineering and
Maintenance

1. **Approval of Agenda** There were no adjustments to the agenda.
2. **Public Comment** Erick Reese, West Covina, CA
3. **Approval of the Minutes**
 - a. **March 18, 2019** Commissioner Brown moved approval of the minutes of the March 18, 2019, meeting, seconded by Commissioner Devine. The minutes were approved (2-0, one abstention).

4. **Contract and Leases**
 - a. **Award of Contract for Landside Paving Rehabilitation Project Number E18-17** Staff presented a report seeking recommendation to the Commission that it authorize an Award of Contract for Landside Paving Rehabilitation in the amount of \$157,400 to PALP, Inc., dba Excel Paving Company, a not-to-exceed amount of \$20,000 for construction management, administration and quality assurance testing services, and a project contingency in the amount of \$17,000 for unforeseen circumstances. Appropriations in the amount of \$250,000 are included in the adopted FY 2019 budget (Landside Paving Replacement).

The scope of work includes removing and replacing the existing asphalt in three separate locations where spot repairs are no longer effective. These locations are Avenue A, Avenue B and the shuttle parking area adjacent to the Federal Aviation Administration ("FAA") Air Traffic Control Tower. The total area of asphalt to be replaced is approximately 43,000 square feet.

The work will begin after the award and execution of the contract and is scheduled to be completed within forty-five (45) calendar days after a notice to proceed is issued to the contractor.

Motion

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

Motion Approved

The motion was approved unanimously (3-0).

5. 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
APRIL 15, 2019**

**AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT
UNIVERSAL PROTECTION SERVICE LP
dba ALLIED UNIVERSAL
FOR
ADDITIONAL TRAFFIC CONTROL SERVICES**

SUMMARY

Staff seeks a Committee recommendation to the Commission for approval of proposed Amendment No. 1 ("Amendment") to the Professional Services Agreement ("Agreement"), copy attached, with Universal Protection Service LP dba Allied Universal ("Allied") to provide additional traffic control services specifically to coordinate the Transportation Network Company ("TNC") activities at the Airport. The proposed Amendment is for a term of 18 months beginning May 1, 2019, to coincide with the original three-year term of the Agreement for an amount not-to-exceed \$220,500.

TNC activities at the airport have grown steadily since their introduction. TNC activities are expected to increase based on the current summer schedule of the airlines. To prepare for the anticipated increase and subject to the recommendation of the Committee, this item has also been placed on the Commission's agenda for its consideration immediately following the Committee's meeting.

BACKGROUND

Allied currently provides traffic control and security services at the Airport. In conjunction with the airlines' summer schedules, it is forecasted the activities of the TNC operators will increase at the designated curbside island. This area is a shared island with the door-to-door shuttle operators and at peak periods in the past, this area has become congested.

Staff is proposing one additional traffic officer per 8-hour shift, two shifts per day, seven days a week including all holidays (total of two positions). The proposed positions will be specifically for the supervision and control of TNC activities at the designated curbside island and facilitate the flow of traffic into and out of this area as well as the overall flow of traffic through the Airport.

BUDGET IMPACT

The proposed positions were not included in the adopted FY 2019 budget appropriations. Funding for these positions would be provided through the recently approved increase in the TNC unloading and unloading fees of \$0.50, from \$3 to \$3.50, which becomes effective on May 1, 2019.

SCHEDULE IMPACT

If approved, Allied will implement the addition of positions to supervise TNC activities at the designated curbside beginning May 1, 2019.

STAFF RECOMMENDATION

Staff recommends that the Committee recommend to the Commission that it approve Amendment No. 1 to the Professional Services Agreement with Universal Protection Service LP dba Allied Universal for an amount not-to-exceed \$220,500 for the two additional traffic control service positions to serve as TNC Coordinators and authorize the President to execute the same.

**AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT
(Burbank-Glendale-Pasadena Airport Authority/Allied Universal)**

THIS AMENDMENT NO. 1 ("First Amendment") to the October 13, 2017 Professional Services Agreement ("Agreement") executed by the Burbank-Glendale-Pasadena Airport Authority ("Authority"), a California joint powers agency, and Universal Protection Service, LP d.b.a. Allied Universal ("Consultant"), a California Limited Partnership, is dated April __, 2019 for reference purposes.

RECITALS

- A. The parties executed the Agreement to provide for Consultant's performance of airport security and traffic control services.
- B. The parties desire to amend the Agreement to expand Consultant's scope of services to include traffic coordination for traffic affiliated with transportation network company (TNC) drivers who pick up and drop off passengers at the Airport, and to amend the contract price for providing such services.

NOW, THEREFORE, the parties agree as follows:

1. **Addition of Exhibit A-1.** The attached Exhibit "A-1" is hereby added to Exhibit "A" ("Authority Request for Proposals No. AP17-01") of the Agreement.
2. **Contract Limit.** The term "Contract Limit" in Section 1.F. of the Agreement is hereby amended to read: "Three Million, Seven Hundred Forty Eight Thousand, Three Hundred Forty-Nine Dollars and Zero Cents (\$3,748,349.00)."
3. **Compensation Limit.** Subsection 4.A. of the Agreement is hereby amended to read as follows:


"A. The Authority shall compensate Consultant for performance of the Services, and Consultant agrees to accept as full satisfaction for such work, payment according to the Rate Sheet. In no event shall the compensation payable to Consultant under this Agreement exceed the Contract Limit. In no event shall the compensation payable to Consultant for the Services set forth in Exhibit "A-1" exceed Two Hundred Twenty Thousand, Five Hundred Dollars and Zero Cents (\$220,500.00) between May 1, 2019 through October 31, 2020."
4. **Preservation of Agreement.** Except as expressly modified by this First Amendment, all of the provisions of the Agreement shall remain unaltered and in full force and effect. In the event of a conflict between the provisions of this First Amendment and the provisions of the Agreement, the provisions of this First Amendment shall control.

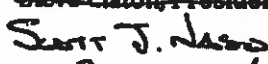
[SIGNATURES ON FOLLOWING PAGE]

TO EFFECTUATE THIS FIRST AMENDMENT, the parties have caused their authorized representatives to sign below.

Allied Universal

Burbank-Glendale-Pasadena Airport Authority



Steve Claton, President, Southwest Region

Scott J. Nass
Sr. Regional Vice President

Zareh Sinanyan, President

Approved as to form:

Richards, Watson & Gershon
A Professional Corporation

EXHIBIT A-1



**AIRPORT SECURITY AND TRAFFIC CONTROL SERVICES
HOLLYWOOD BURBANK AIRPORT
RFP No. AP17-01**

Addition to Attachment A - Statement of Work

This is an addition to Attachment A – Statement of Work. The days and times of the post identified below may vary. The same requirements of Attachment A – Statement of Work still apply to this position.

The Authority has added the position of TNC Coordinator to the Statement of Work. This position requires the coordination of the TNC pick up and drop off areas as well as providing traffic control at the ground transportation island. The position of TNC Coordinator shall be considered an "Airport Vehicle Traffic Controller" for the purposes of Consultant's billing rates.

This post continues to operate in a highly regulated security environment, and the Consultant's staff will be responsible for duties related to securing the Airport against threats and following procedures in order to comply with security regulations. Failure to perform the duties required could lead to noncompliance penalties from the Authority and/or the TSA.

In order to ensure that duties performed meet expectations, the Authority requires that the Consultant's staff assigned to the Airport continue to have the skills and capabilities as listed in the Statement of Work.

The post of TNC Coordinator and hours of operations are identified below. These hours are to be used as a general guide and are subject to change, which may include additional locations and/or modified hours and/or staffing levels. Additionally, coverage and hours

may be adjusted based on anticipated needs during peak travel periods, holidays, or as needed to ensure adequate coverage of the post.

Location/Post	# of Guards	Hours of Operation	Hours/Day	Days/Week
<i>Airport TNC Coordinator</i>	1	0530 – 1400 7 Days/Week	8.0	7 days a week
	1	1400 – 2300 7 Days/Week	8.0	7 days a week

Based upon the post, hours, and bill rate, the TNC Coordinator position will be an additional \$220,500 to the not-to-exceed contract price for the remainder of the current contract period from May 1st, 2019 to October 31st, 2020.