



December 12, 2019

CALL AND NOTICE OF A REGULAR MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a regular meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Monday, December 16, 2019, at 9:00 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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, December 16, 2019

9:00 A.M.

The public comment period is the opportunity for members of the public to address the Commission on agenda items and on airport-related non-agenda matters that are within the Commission'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 Commission:

- *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 Commission 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 Commission'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 Commission 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, December 16, 2019

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
 - a. Committee Minutes
(For Note and File)
 - 1) Legal, Government and Environmental Affairs Committee
 - (i) October 21, 2019 **[See page 1]**
 - b. Commission Minutes
(For Approval)
 - 1) November 4, 2019 **[See page 3]**
 - c. Consideration of TBI Airport Management Contract Extension Request **[See page 15]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Award of Professional Services Agreement for Airside Pavement Rehabilitation Project Design and Construction Administration; In-House Design Management Services Budget Approval **[See page 18]**
 - b. Award of Purchase Order – Airport Police Department Portable Radio Replacement **[See page 23]**
7. ITEMS FOR COMMISSION DISCUSSION
 - a. Community Noise Concerns **[See page 26]**
8. ITEMS FOR COMMISSION INFORMATION
 - a. October 2019 Parking Revenue Statistics **[No staff report]**
 - b. October 2019 Transportation Network Companies **[No staff report]**
 - c. October 2019 Passenger/Cargo and Regional Airport Passenger Statistics **[See page 27]**

9. CLOSED SESSION

- a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant Exposure to Litigation (California Government Code Section 54956.9(d)(2)): 1 potential case. Facts and Circumstances: FAA Southern California Metroplex Project
- b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant Exposure to Litigation (California Government Code Section 54956.9(d)(2)): 1 potential case. Facts and Circumstances: United Maintenance Claim
- c. THREAT TO PUBLIC SERVICES OR FACILITIES
(California Government Code Section 54957(a))
Consultation with Director, Public Safety
- d. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(California Government Code Section 54957(b))

Title: Executive Director

10. COMMISSIONER COMMENTS
(Other updates and information items, if any)

11. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, December 16, 2019

[Regarding agenda items]

5. CONSENT CALENDAR

(Consent Calendar items may be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.)

- a. COMMITTEE MINUTES. Approved minutes of the Legal, Government and Environmental Affairs Committee meeting of October 21, 2019, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the November 4, 2019, special Commission meeting are attached for the Commission's review and approval.
- c. CONSIDERATION OF TBI AIRPORT MANAGEMENT CONTRACT EXTENSION REQUEST. A staff report is included in the agenda packet. At its December 10, 2019 special meeting, the Legal, Government and Environmental Affairs Committee ("Committee") voted unanimously (3-0) to recommend that the Commission authorize the Committee and General Counsel to negotiate a contract amendment with TBI Airport Management, Inc. ("TBI") for a 10-year extension of the airport management services agreement and clarification of the parties' financial responsibility for expenses related to TBI's union negotiations, collective bargaining agreement implementation, and special counsel legal fees.

6. ITEMS FOR COMMISSION APPROVAL

- a. AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR AIRSIDE PAVEMENT REHABILITATION PROJECT DESIGN AND CONSTRUCTION ADMINISTRATION; IN-HOUSE DESIGN MANAGEMENT SERVICES BUDGET APPROVAL. A staff report is included in the agenda packet. Subject to the recommendation of the Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval that it: (i) award of a Professional Services Agreement for design and engineering services in the amount of \$369,535 to RDM International Inc. (ii) approve of a project budget for in-house design management services not to exceed \$37,000, and (iii) approve of a project aggregate contingency of \$60,000 to address any changes in scope of the design and engineering services resulting from information developed during the initial design.
- b. AWARD OF PURCHASE ORDER – AIRPORT POLICE DEPARTMENT PORTABLE RADIO REPLACEMENT. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission that it authorize the issuance of a purchase order to Motorola Solutions for the acquisition of replacement Motorola Portable Radios for the APD in the amount of \$367,979.25.

7. ITEMS FOR COMMISSION DISCUSSION

- a. COMMUNITY NOISE CONCERNS. A staff report is included in the agenda packet. The next Task Force meeting will be held on Wednesday, January 15, 2020 at 6:30 p.m., at the Los Angeles Marriott Burbank Airport Hotel and Convention Center. Presentations by community groups are expected.

8. ITEMS FOR COMMISSION INFORMATION

- a. OCTOBER 2019 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of October 2019.
- b. OCTOBER 2019 TRANSPORTATION NETWORK COMPANIES. No staff report attached. Staff will update the Commission on TNC activity for the month of October 2019.
- c. OCTOBER 2019 PASSENGER/CARGO AND REGIONAL AIRPORT PASSENGER STATISTICS. A staff report is included in the agenda packet. The October 2019 passenger count of 551,544 was up 18.71% compared to last year's 464,607 passengers. Air carrier aircraft operations increased 21.33%, while cargo volume in October was down at 9.2 million pounds.

**MINUTES OF THE REGULAR MEETING OF THE
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

MONDAY, OCTOBER 21, 2019

A regular meeting of the Legal, Government and Environmental Affairs Committee was called to order on this date in the Burbank Room, 2627 N. Hollywood Way, Burbank, California, at 10:08 a.m., by Chairman Wiggins.

AB 23 Disclosure: The Assistant Board Secretary announced that, as a result of the convening of this meeting of the Legal, Government and Environmental Affairs Committee, each Committee member in attendance is entitled to receive and shall be provided \$200.

ROLL CALL

Present: Commissioners Wiggins, Madison and Agajanian

Absent: None

Also Present: Staff: Frank Miller, Executive Director;
Mark Hardymont, Director of Transportation and
Environmental Programs; Patrick Lammerding,
Deputy Executive Director, Planning and
Development; Sarah Paulson Sheehy, Senior
Director of Government and Public Affairs

Trifiletti Consulting, Inc.: Catherine Aguilar,
Environmental Policy and Planning Associate

Airport Authority Counsel: Terence R. Boga of
Richards, Watson and Gershon

1. Approval of Agenda The agenda was approved as presented.

2. Public Comment There were no public speakers.

3. Approval of Minutes

a. September 23, 2019 Commissioner Wiggins moved approval of the minutes of the September 23, 2019, meeting. The minutes were approved (3-0).

4. Contracts and Leases

a. South Coast Air Quality Management District Memorandum of Understanding; Hollywood Burbank Airport Air Quality Improvement Plan Staff briefed the Committee on the status of a draft Memorandum of Understanding ("MOU") in accordance with Southern California Air Quality Management District ("SCAQMD"), Air Quality Improvement Program ("AQIP") for Hollywood

Burbank Airport and coordination with the California Airports Council.

Staff, working with Trifiletti and Associates (“Trifiletti”), developed a comprehensive AQIP that represents a wholistic plan to reduce emissions from non-aircraft mobile sources related to airport operations. The AQIP demonstrates the Authority’s long commitment to air quality reduction and sustainability, which is reflected in the Airport’s operations and development plans.

Staff reported that Trifiletti also helped develop a MOU framework consistent with other Basin airports’ voluntary agreements with SCAQMD. The purpose of the MOU is to quantify the emission reduction benefits associated with the implementation of the AQIP strategies at the Airport to provide SIP credits to SCAQMD. The MOU includes a schedule for two eligible SIP creditable measures (ground support equipment policy and airport shuttle program) which specify the metrics and performance targets and timeline for implementation. Under the MOU, the Authority is committing to implement these eligible SIP creditable measures and to achieve the performance targets in these measures. The Authority is also committing to provide annual reports to SCAQMD, by June 1st of each year beginning in 2021 and through the end of MOU term in 2031, on the implementation of these measures, including the detailed equipment/vehicle data and emissions inventories with supporting methodology and calculations for emission benefits.

Staff recommended that the Committee recommend to the Commission approval of a voluntary Memorandum of Understanding with the SCAQMD and to approve an AQIP to minimize and reduce air emissions related to non-aircraft mobile source activities at the Airport.

Motion

Commissioner Madison moved the Committee recommendation, seconded by Commissioner Wiggins.

Motion Approved

The motion was approved (3-0).

5. Adjournment

There being no further business, the meeting was adjourned at 10:22 a.m.

**MINUTES OF THE SPECIAL MEETING OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

MONDAY, NOVEMBER 4, 2019

A special meeting of the Burbank-Glendale-Pasadena Airport Authority was called to order this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 9:00 a.m., by President Adams.

1. ROLL CALL

Present: Commissioners Brown, Agajanian (arr. 9:04 a.m.), Gharpetian, Tornek, Adams, Devine, Madison (arr. 9:11 a.m.), Wiggins and Selvidge

Absent: None

Also Present: Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Scott Kimball, Director, Contracts, Properties, Procurement and SMS; Anthony DeFrenza, Director, Engineering; Patrick Lammerding, Deputy Executive Director, Planning and Development; Tom Janowitz, Sr. Manager, Ground Access; Nerissa Sugars, Director, Marketing, Communications and Air Service

Lisa Trifiletti, Trifiletti Consulting, Inc.;
Kevin Ennis, Counsel, Richard Watson Gershon

2. PLEDGE OF ALLEGIANCE President Adams led the assembly in the recitation of the Pledge of Allegiance to the Flag.

3. APPROVAL OF AGENDA The agenda was approved as presented.

4. PUBLIC COMMENT At this time, the public was given the opportunity to express their concerns.

5. CONSENT CALENDAR

**a. Committee Minutes
(For Note and File)**

**1) Operations and
Development
Committee**

- (i) **October 7, 2019** Approved minutes of the Operations and Development Committee meeting for October 7, 2019, were included in the agenda packet for information purposes.
 - 2) **Finance and Administration Committee**
 - (i) **September 23, 2019** Approved minutes of the Finance and Administration Committee special meeting for September 23, 2019, were included in the agenda packet for information purposes.
 - 3) **Legal, Government and Environmental Affairs Committee**
 - (i) **September 23, 2019** Approved minutes of the Legal, Government and Environmental Affairs Committee special meeting for September 23, 2019, were included in the agenda packet for information purposes.
- b. **Commission Minutes (For Approval)**
 - 1) **October 21, 2019** Minutes of the October 21, 2019, Commission meeting were included in the agenda packet for review and approval.
- c. **Treasurer's Reports**
 - 1) **August 2019**
 - 2) **July 2019**

At the October 21, 2019, Finance and Administration Committee meeting, the Committee reviewed the July 2019 and August 2019 Treasurer's Reports and voted unanimously (3-0) to accept the Treasurer's Reports and recommend that the Commission note and file them.
- d. **Department of Homeland Security Transportation Security Administration – Other Transaction Agreement**

At the October 21, 2019, meeting of the Finance and Administration Committee, the Committee voted unanimously (3-0) to recommend the Commission approve a modified Other Transaction Agreement ("OTA") with the Department of Homeland Security Transportation Security Administration ("TSA")

for reimbursement of electrical and janitorial charges associated with areas used for baggage screening operations at Hollywood Burbank Airport.

The new OTA agreement will reimburse the Authority for janitorial and electrical charges retroactively from September 1, 2019. Until the new OTA is approved by both parties, the extension of the current OTA will provide for reimbursement rates in the amounts of \$5,736.77 monthly for janitorial services and \$5,707.98 for electricity use.

e. Consent to Assignment – Non-Exclusive On-Airport Car Lease and Concession Agreement – Fox Rent A Car, Inc.

At the October 21, 2019, meeting of the Finance and Administration Committee, the Committee voted unanimously (3–0) to recommend Commission approval of a Consent to Assignment Non-Exclusive On-Airport Car Lease and Concession Agreement with Europcar Mobility Group (“Europcar”), pursuant to a Stock Purchase Agreement in which Europcar will acquire the outstanding stock of Fox Rent A Car, Inc. (“Fox”).

In August 2019, Europcar entered into a Stock Purchase Agreement with Fox wherein Europcar acquired all outstanding stock of Fox. This caused a change in control as contemplated by the Agreement. Fox will continue to operate under the brand name Fox with no change in personnel.

f. Agreements with Paylocity Corporation for Access to the Authority’s Payroll Bank Account for Payroll Tax Processing and Setup of an Automated Data Exchange

At the October 21, 2019, meeting of the Finance and Administration Committee, the Committee voted unanimously (3–0) to recommend the Commission approve two agreements with Paylocity Corporation to transition the Authority’s Police Department (“APD”) personnel and the Authority’s Commissioners’ payroll tax processing services, which are currently administered by TBI US Operations, Inc., (“TBI”) to Paylocity Corporation (“Paylocity”) beginning January 2020.

TBI is the payroll processing administrator for the Authority. TBI is currently transitioning to a new payroll processing software provider, Paylocity, which will take effect the first pay period in January 2020, which requires access to certain Authority information.

In addition, Paylocity is requesting permission to establish an ADE/API with other systems utilized by the Authority and administered by TBI, which currently includes Transamerica.

Paylocity's subscription fees will be approximately \$16,000 per year, which is based on the agreement between TBI and Paylocity.

**g. Letter of Support –
Burbank Unified School
District – Grant Programs**

Staff presented for Commission approval two letters of support on behalf of the Burbank Unified School District in support of their grant applications for the K-12 Strong Workforce Program and Career Technical Education Incentive Program.

MOTION

Commissioner Tornek moved approval of the Consent Calendar; seconded by Commissioner Devine.

MOTION APPROVED

There being no objection, the motion was approved (8-0, 1 absent).

AYES: Commissioners Brown, Adams, Agajanian, Gharpetian, Tornek, Devine, Wiggins and Selvidge

NOES: NONE

ABSENT: Commissioner Madison

**h. Request for Support -
777 N. Front Street**

Staff requested the Commission's authorization to provide public testimony to the Burbank City Council expressing its support for the proposed 777 N. Front Street Project, a mixed-use development near the Burbank Metrolink Station.

This item was pulled from the Consent Calendar for a separate discussion.

After a brief discussion, the Commission tabled this item.

6. ITEMS FOR COMMISSION APPROVAL

a. Professional Services Agreement – Parking and Ground Transportation Consulting Services

At the October 21, 2019, meeting of the Operations and Development Committee, the Committee voted unanimously (3–0) to recommend the Commission award a Professional Services Agreement (“Agreement”) to Steer Davies & Gleave, Inc., for parking and ground transportation consulting services including parking capacity analyses, future parking activity forecasting and planning, and on-call services for parking services implementation. The proposed Agreement is through FY 2020 and can be terminated by either party with 30 days’ written notice. The cost of the proposed Agreement is a not-to-exceed amount of \$69,360.

MOTION

Commissioner Devine moved; seconded by Commissioner Wiggins.

MOTION APPROVED

There being no objection, the motion was approved (9-0).

AYES: Commissioners Brown, Adams, Agajanian, Gharpetian, Tornek, Devine, Madison, Wiggins and Selvidge

NOES: NONE

ABSENT: NONE

b. Ninth Amendment to Lease and Concession Agreement – MCS Burbank LLC

At the October 21, 2019, meeting of the Finance and Administration Committee, the Committee voted unanimously (3–0) to recommend the Commission approve a Ninth Amendment to the Lease and Concession Agreement (“Amendment”) between the Burbank-Glendale-Pasadena Airport Authority and MCS Burbank LLC. The proposed Amendment provides an additional 70 square feet of space for a Lunchbox “Grab ‘N Go” location in Terminal A, Gates A7 through A9.

The proposed Amendment is anticipated to generate an additional minimum of approximately \$6,988.26 per year.

MOTION

Commissioner Wiggins moved; seconded by Commissioner Selvidge.

MOTION APPROVED

There being no objection, the motion was approved (9-0).

AYES: Commissioners Brown, Adams, Agajanian, Gharpetian, Tornek, Devine, Madison, Wiggins and Selvidge

NOES: NONE

ABSENT: NONE

c. South Coast Air Quality Management District Memorandum of Understanding – Hollywood Burbank Airport Air Quality Improvement Plan

At the October 21, 2019, meeting of the Legal, Government and Environmental Affairs Committee, the Committee voted unanimously (3–0) to recommend the Commission approve a voluntary Memorandum of Understanding (“MOU”) with the South Coast Air Quality Management District (“SCAQMD”) and to approve an Air Quality Improvement Plan (“AQIP”) to minimize and reduce air emissions related to non-aircraft mobile source activities at the Airport.

Lisa Trifiletti of Trifiletti and Associates, the Authority’s consultant, reported that in assisting Staff, a comprehensive AQIP had been developed that represents a wholistic plan to reduce emissions from non-aircraft mobile sources related to airport operations. The AQIP demonstrates the Authority’s long commitment to air quality emission reduction and sustainability, which is reflected in the Airport’s operations and development plans.

The purpose of the proposed MOU is to quantify the emission reduction benefits associated with the implementation of the AQIP strategies at the Airport.

MOTION

Commissioner Madison moved; seconded by Commissioner Wiggins.

MOTION APPROVED

There being no objection, the motion was approved (9-0).

AYES: Commissioners Brown, Adams, Agajanian, Gharpetian, Tornek, Devine, Madison, Wiggins and Selvidge

NOES: NONE

ABSENT: NONE

d. Award of Contract – Airside Paving Rehabilitation Project Number E18-16

At the October 21, 2019, meeting of the Operations and Development Committee, the Committee voted unanimously (3–0) to recommend the Commission: (i) award a construction contract for Airside Paving Rehabilitation in the amount of \$544,854 to PALP, dba Excel Paving; (ii) approve a project budget for construction management, administration and quality assurance testing services for a not-to-exceed amount of \$30,000; and (iii) approve a project aggregate contingency of \$8,000 for unforeseen conditions that may arise during construction.

MOTION

Commissioner Selvidge moved; seconded by Commissioner Wiggins.

MOTION APPROVED

There being no objection, the motion was approved (9-0).

AYES: Commissioners Brown, Adams, Agajanian, Gharpetian, Tornek, Devine, Madison, Wiggins and Selvidge

NOES: NONE

ABSENT: NONE

e. Award of Contract – Landscape Maintenance Services

At the October 21, 2019, meeting of the Operations and Development Committee, the Committee voted unanimously (3–0) to recommend the Commission approve a proposed Landscape Maintenance Services Agreement (“Agreement”) with Parkwood Landscape Maintenance, Inc. for a three-year period, at a fixed price of \$719,712 (\$19,992 monthly). The proposed Agreement also includes two one-year extension options, at the Authority’s discretion, with a fixed annual cost of \$254,292 (\$21,191 monthly) and \$269,556

(\$22,463 monthly) for year 4 and year 5 respectively.

Under the proposed Agreement, Parkwood, the Airport's current landscape services provider, will provide additional maintenance services to maintain landscaping and plant material throughout the Airport. A minimum of four full-time landscape technicians, an increase over the two full-time technicians currently in use, will perform the landscape maintenance services.

MOTION

Commissioner Tornek moved; seconded by Commissioner Devine.

MOTION APPROVED

There being no objection, the motion was approved (9-0).

AYES: Commissioners Brown, Adams, Agajanian, Gharpetian, Tornek, Devine, Madison, Wiggins and Selvidge

NOES: NONE

ABSENT: NONE

f. Award of Professional Services Agreement for Replacement Passenger Terminal Project – Program Management Services and Authorization of Initial Task Orders

Based on the recommendation of the Replacement Passenger Terminal ("RPT") Ad Hoc Committee at its October 2, 2019 meeting, Staff presented to the Commission an award of a Professional Services Agreement ("Agreement") to AECOM Technical Services, Inc. for program management services associated with the RPT project. The proposed Agreement is Task Order-based, has a seven-year term with a \$45,000,000 contract limit. Each Task Order, including the specific services to be provided and the compensation limit for such services, will be subject to Commission approval. These services will be on a time and material basis with not-to-exceed limits for each proposed Task Order. Additionally, four initial Task Orders were presented for Commission consideration:

- Task Order 1: Project Management Office ("PMO") Staffing
 - \$2,896,618
- Task Order 2: Preparation of a Program

Definition Manual ("PDM")

➤ \$1,674,978

- Task Order 3: Preparation of a Program Charter and Program Management Manual
 - \$ 475,161
- Task Order 4: Progressive Design Builder ("PD-B") Procurement Documents Preparation and Selection Process Support
 - \$ 334,854

In the future, special meetings will be scheduled to update the Commission of items involved with each Task Order before submitting the item to the Commission for final approval.

MOTION

Commissioner Tornek moved approval; seconded by Commissioner Gharpetian.

MOTION APPROVED

There being no objection, the motion was approved (9-0).

AYES: Commissioners Brown, Adams, Agajanian, Gharpetian, Tornek, Devine, Madison, Wiggins and Selvidge

NOES: NONE

ABSENT: NONE

g. Appointment of Committees

With the resignation of Commissioner Zareh Sinanyan in June 2019, a vacancy was created on the Public Safety Labor Contract Ad Hoc Committee. Commission rules provide that each Committee, including an ad hoc committee, must have equal representation among the JP Member cities and also, that Commissioners are precluded from serving on more than one standing committee or ad hoc Committee. The Commission President appointed Commissioner Agajanian from the City of Glendale to fill the vacancy.

7. ITEMS FOR COMMISSION DISCUSSION

a. Consideration of TBI Airport Management Contract Extension Request and Ad Hoc Committee Appointment

The General Counsel's office has agendized this item to allow the Commission to: (i) provide direction on a request from TBI Airport Management, Inc. ("TBI") for a 10-year extension of the airport management services agreement ("Management Contract"); and (ii) decide whether to establish a new TBI Contract Ad Hoc Committee to work on this matter. If formed, this committee could be tasked with evaluating and making a recommendation on TBI's extension request.

The current agreement with TBI expires on June 30, 2010 with one 10-year extension option. To exercise that option, the Authority needs to do so before January 1, 2020.

Authority General Counsel is now seeking direction from the Commission regarding whether the Commission desires to extend the duration of the Management Contract by 10 years without negotiating changes to the agreement or to establish a new TBI contract Ad hoc Committee to work on this issue.

b. Community Noise Concerns

Staff updated the Commission on status of activities of the Joint Task Force established by Hollywood Burbank Airport and Los Angeles World Airport to work with the Federal Aviation Administration in addressing community noise concerns.

A third Task Force meeting was scheduled to be held on November 6, 2019, at the Los Angeles Marriott Burbank Airport Hotel and Convention Center. Presentations are anticipated to be given by community groups.

Future meetings have been scheduled for December 4, January 15, and February 19. The FAA is scheduled to present a technical presentation at the December 4th meeting and the firm of Harris Miller Miller & Hanson, Inc. has been directed by the Task Force to begin an analysis of the current and historic flight paths as well as an analysis of the Airport LA proposal that was presented at the second Task Force meeting.

At a recent Burbank City Council meeting. Mayor Gabel-Luddy requested the Airport draft a letter to be signed jointly by the Mayors of Burbank, Glendale and Pasadena expressing the desire for the FAA to be expeditious in completing the Environmental Assessment. The Commission requested Staff to draft a letter.

8. ITEMS FOR COMMISSION INFORMATION

- a. **September 2019 Parking Revenue Statistics** Staff presented an update on the September 2019 parking revenue.
- b. **September 2019 Transportation Network Companies** Staff presented an update on the September 2019 Transportation Network Companies activities.
- c. **September 2019 Passenger and Regional Airport Passenger Statistics** Staff presented an update on the September 2019 Passenger and Regional Airport Passenger Statistics.

9. CLOSED SESSION

The meeting recessed to close session at 10:30 a.m.

- a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant Exposure to Litigation (California Government Code Section 54956.9(d)(2)): 1 potential case. Facts and Circumstances: FAA Southern California Metroplex Project
- b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(California Government Code Section 54957(b))
Title: Executive Director
- c. CONFERENCE WITH LABOR NEGOTIATOR
(California Government Code Section 54957.6)
Authority Representative: Kevin Ennis, Esq.
Unrepresented Employee: Executive Director

Meeting Reconvened to Open Session

The meeting reconvened to open session at 11:19 a.m., with 7 Commissioners present.

Closed Session Report

No reportable action taken on the presented item.

10. COMMISSIONER COMMENTS

There were no comments.

11. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:19 a.m.

Ray Adams, President

Vartan Gharpetian, Secretary

Date

Date

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
DECEMBER 16, 2019**

**CONSIDERATION OF TBI AIRPORT MANAGEMENT
CONTRACT EXTENSION REQUEST**

SUMMARY

At its December 10, 2019 meeting, the Legal, Government and Environmental Affairs Committee (“Committee”) voted unanimously (3-0) to recommend that the Commission authorize the Committee and General Counsel to negotiate a contract amendment with TBI Airport Management, Inc. (“TBI”) for a 10-year extension of the airport management services agreement (“Management Contract”) and clarification of the parties’ financial responsibility for expenses related to TBI’s union negotiations, collective bargaining agreement implementation, and special counsel legal fees. Additionally, the Committee unanimously recommended that the Commission authorize the President to issue TBI a letter, attached as Exhibit A, confirming the Commission’s intent to approve a 10-year extension upon negotiation of a mutually agreeable contract amendment.

BACKGROUND

Since its acquisition of the Airport in 1978, the Authority has utilized an independent contractor for management services and personnel. Currently, this arrangement is structured through the Management Contract with TBI. That agreement has a 12-year base term expiring on June 30, 2020, and it affords the Authority one 10-year extension option. To exercise the extension option, the Authority must send a written notice to TBI on or before January 1, 2020. TBI has submitted a letter requesting that the Commission exercise the extension option.

The Authority and TBI amended the current Management Contract in 2008, 2013, 2015, 2016, and 2017. The first amendment addressed severance payments for certain TBI personnel. The second amendment established a pool for the Authority’s reimbursement of unbudgeted legal fees incurred by TBI in the operation and management of the Airport. The third amendment added aircraft rescue and firefighting (“ARFF”) services to the scope of services and made associated contract revisions. The fourth amendment provided for the transition of the former Executive Director to the position of Director, Development Services. Finally, the fifth amendment revised the minimum staffing requirement for ARFF services and updated the lists of Senior Staff, additional management, and supervisory personnel.

On November 4, 2019, the Commission discussed TBI’s extension request and the establishment of a new ad hoc committee to work on this matter. Rather than form a new ad hoc committee, the Commission’s consensus was to have the Committee consider this matter and make a recommendation.

COMMITTEE DELIBERATION

On December 10, 2019, the Committee discussed TBI’s extension request and potential improvements to the Management Contract. The Committee expressed satisfaction with TBI’s performance and supported extension of the agreement. The Committee also identified ambiguities in the contract with respect to the parties’ financial responsibility for

expenses related to union negotiations, collective bargaining agreement implementation, and special counsel legal fees. To avoid future disputes, the Committee deemed it beneficial to resolve these matters now with a contract amendment as part of an extension of the agreement. Finally, in order to assure TBI and its parent company of the Authority's interest in continuing the relationship, the Committee supported the issuance of the attached letter confirming the Commission's intent to approve a 10-year extension upon negotiation of a mutually agreeable contract amendment.

RECOMMENDATION

The Committee recommends that the Commission: (i) authorize the Committee and General Counsel to negotiate a contract amendment with TBI for a 10-year extension of the Management Contract and clarification of the parties' financial responsibility for expenses related to TBI's union negotiations, collective bargaining agreement implementation, and special counsel legal fees; and (ii) authorize the President to issue TBI the attached letter confirming the Commission's intent to approve a 10-year extension upon negotiation of a mutually agreeable contract amendment.

EXHIBIT A



December 16, 2019

John Green
Vice President and COO
TBI Airport Management, Inc.
2001 Red Cleveland Boulevard, Suite 2219
Sanford, Florida 32773

Re: Third Amended and Restated Agreement for Airport Management Services

Dear Mr. Green:

Thank you for your October 29, 2019 letter on behalf of TBI Airport Management, Inc. requesting that the Burbank-Glendale-Pasadena Airport Authority exercise its option for a 10-year extension of the above-referenced agreement. The Authority Commission believes that TBI has a great team at Hollywood Burbank Airport, and we appreciate that TBI's services have helped the Authority to achieve numerous milestones over the years including receipt of Fodor's "Best U.S. Airport" award last June.

As successful as the relationship has been, the Authority Commission is interested in improving the management contract by eliminating ambiguities related to certain operational and legal expenses. To the end, we have authorized our Legal Committee and our General Counsel to negotiate a contract amendment clarifying the parties' financial responsibility for expenses related to TBI's union negotiations, collective bargaining agreement implementation, and special counsel legal fees. Subject to the negotiation of a mutually acceptable contract amendment, the Authority Commission intends to approve a 10-year extension of the management contract.

Sincerely,

Ray Adams
President

cc: Commissioners, Burbank-Glendale-Pasadena Airport Authority
Terence Boga, Richards Watson & Gershon

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
DECEMBER 16, 2019**

**AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR
AIRSIDE PAVEMENT REHABILITATION PROJECT
DESIGN AND CONSTRUCTION ADMINISTRATION;
IN-HOUSE DESIGN MANAGEMENT SERVICES BUDGET APPROVAL**

SUMMARY

Subject to the recommendation of the Operations and Development Committee (“Committee”) at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval that it:

- Award a Professional Services Agreement for design and construction administration services in the amount of \$369,535 to RDM International, Inc. (“RDM”);
- Approve a project budget for in-house design management services for a not-to-exceed amount of \$37,000; and
- Approve a project aggregate contingency of \$60,000 to address changes in the scope of design and engineering services resulting from information obtained as part of the initial design development.

BACKGROUND

The Pavement Condition Index (“PCI”) which the Federal Aviation Administration (“FAA”) uses to rank airfield pavement conditions is calculated for all pavement sections within the air operations area limits. The PCI value is updated for each pavement section based on visual inspections conducted annually. When the PCI value indicates the condition of the pavement is “poor” and it is determined that regular maintenance and spot repairs are no longer capable of maintaining the pavement in an acceptable condition, the area is identified for rehabilitation or reconstruction. Based on this process, four areas were identified as needing rehabilitation: Delta Ramp, Taxilane A, Taxiway D7 Connector, and Taxiway G infield. The pavements in these areas have exceeded their useful life and are rated to be in poor condition. The proposed project also includes required design and engineering services to expand the size of the existing Delta Ramp to provide additional remote aircraft parking positions.

New asphalt pavement will improve safety conditions by replacing existing material that is fatigued. The design process will identify the most suitable and cost-effective rehabilitation process for each of the areas within the project scope. The final design deliverable shall be packaged by area as defined below, as the construction of each area may be bid and awarded separately.

PROJECT DESCRIPTION

The proposed project includes four distinct areas of work as described below:

- Area 1: Taxiway D7 Connector Rehabilitation – Last rehabilitated in 2007, the Taxiway D7 connector has exceeded its useful life. The average PCI is 36 indicating rehabilitation is required. The D7 connector experiences daily use by air cargo operators with Group 4 aircraft.
- Area 2: Taxiway G Infield Rehabilitation – Taxiway G Infield was last rehabilitated over 30 years ago. This area is significantly deteriorated with PCI values ranging from 44 to 76 indicating rehabilitation is required.
- Area 3: Taxilane A Rehabilitation – Last rehabilitated in 2010, Taxilane A has an average PCI of 72. Although a PCI above 70 does not typically trigger a rehabilitation, it indicates that pavement degradation will accelerate, and the pavement quality is projected to degrade to a point requiring rehabilitation before 2024. Once the development of the Replacement Passenger Terminal is completed Taxilane A will be demolished, thus the expected useful life of Taxilane A only runs through 2024. Recognizing that some rehabilitation work will be required in advance of demolishing Taxilane A, the clearly stated objective of the Taxilane A rehabilitation design services limits the scope of rehabilitation work to only that required to maintain an acceptable quality pavement and minimize the risk of Foreign Object Debris until 2025.
- Area 4: Delta Ramp Rehabilitation and Expansion– The Delta Ramp is used for Remain Over Night aircraft parking and has an average PCI of 61, indicating rehabilitation is required. Existing ramp markings accommodate up to four Group 3 aircraft. One of the four parking positions can accommodate a larger Group 4 aircraft. The design will also analyze the most efficient and safe layout for the parking and maneuvering of the aircraft as well as the required pavement needed to be constructed on the unpaved area of the Delta ramp.

PROCUREMENT

Staff publicly solicited responses to a combined Request for Qualifications on the Authority's PlanetBids e-procurement website to 399 targeted, potential firms, and publicly advertised the competitive opportunity on the ACI-NA and AAAE websites, posted an ad in the Los Angeles Times, and placed announcements in the Burbank, Glendale, and Pasadena City Halls. Staff received responses from three engineering firms. Those firms, listed alphabetically, are:

- Kimley Horn
- RDM
- T.Y. Lin International

SELECTION PROCESS

Due to the anticipated inclusion of federal funding for this project the selection process was governed by FAA Advisory Circular 150/5100-14E (“AC”) *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*, which states: “Consultants must be selected on the basis of their qualifications and experience, with fees determined through negotiations following selection.” This can be accomplished by means of Qualifications Based Selection procedures, whereby Statements of Qualifications are requested from a number of consultants. The qualifications of consultants responding are evaluated and the best-qualified consultant is selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee.

PROPOSAL EVALUATIONS

Written responses were individually evaluated by five Airport Staff and were given a score based upon three selection criteria sections with a maximum possible score of 100 points:

- SC-1 Airport Pavement Design Experience (35 points)
- SC-2 Project Team (35 points)
- SC-3 Project Understanding (30 points)

The average scores are presented in the table below:

	SC-1	SC-2	SC-3	Total
Max Points Possible	35	35	30	100
Kimley Horn	24	30	29	83
RDM International	30	33	29	92
TY LIN International	29	32	28	89

FEE NEGOTIATIONS

Staff was prohibited from any fee discussions with any of the proposers until after a determination of the most qualified firm was reached. Once RDM was identified as the highest scoring proposer and the detailed scope of services was established, Staff prepared an Independent Fee Estimate (“IFE”) to serve as a benchmark in establishing a fair and current market value for the project. Staff requested and received a price proposal from RDM which was within 6% of the IFE. AC guidelines state that engineering fees should be within 10% of the IFE at the end of the negotiation process.

In accordance with the final fee proposal, a lump sum PSA for design services with RDM in the amount of \$369,535 was finalized. The Record of Negotiations prepared by the Procurement Staff and the IFE prepared by Engineering Staff was submitted to the FAA by Staff and is currently under review.

A separate fee for construction administration services (via task order and amendment to the original PSA) will be negotiated and brought back to the Committee and Commission for approval, concurrent with the recommendation for the construction services contract(s). It is anticipated this will occur in June 2020.

DBE PROGRAM

Certain elements of the Authority's adopted "race-conscious" Disadvantaged Business Enterprise ("DBE") program and guidelines were incorporated into the procurement documents. The triennial DBE Program Goal is 13%. Based upon submittal received from RDM, Staff anticipates a DBE participation level that will exceed the goal.

DESIGN MANAGEMENT AND CONTRACT ADMINISTRATION

Project design phase management is proposed to be performed by the Engineering Staff for a not-to-exceed amount of \$37,000. This amount is approximately 10% of the engineering design costs. Engineering Staff will oversee the design process and provide constructability review to ensure the project is compatible with the Authority's requirements.

OPERATIONAL IMPACTS

The field research required to complete the design and engineering services will either be performed at night or coordinated during the day to eliminate any operational impacts.

ENVIRONMENTAL REVIEW

Staff has reviewed the California Environmental Quality Act guidelines regarding exemptions applicable to this project and determined that this project is exempt pursuant to the Class 1 categorical exemption (14 C.C.R. § 15301). Among other things, that exemption covers rehabilitation of deteriorated facilities to meet current standards of public health and safety in situations where damage is not substantial and has not resulted from an environmental hazard.

FUNDING

The adopted FY 2019-2020 Facility Development budget includes \$489,000 for planning, engineering and design services and design management associated with the following projects:

- Taxiway D7 Connector and Taxiway G Infield Rehabilitation
- Delta Ramp Rehabilitation and Extension; and
- Taxilane A Rehabilitation

Staff submitted pre-applications to the FAA for the Taxiway D7 Connector and Taxiway G Infield Rehabilitation project and the Delta Ramp Rehabilitation and Extension project and expects project costs to be funded via a combination of Airport Improvement Program ("AIP") grants and local matching funds through a PFC Application under development. Initially, the design will be funded from airport reserves and reimbursed as "project formulation costs" when the AIP grants are issued. The Taxilane A Rehabilitation project is not eligible for AIP funds and its costs will be included in the PFC Application.

PROJECTED COSTS:

RDM	\$369,535
Design Management/Administration	37,000
Project Aggregate Contingency	<u>60,000</u>
Total	<u>\$466,535</u>

SCHEDULE

The design phase of the project will commence after the award and execution of a Professional Services Agreement. Construction plans and specifications for bid are anticipated to be completed in the second quarter of 2020.

RECOMMENDATION

Subject to the recommendation of the Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval that it: (i) award of a Professional Services Agreement for design and engineering services in the amount of \$369,535 to RDM International Inc. (ii) approve of a project budget for in-house design management services not to exceed \$37,000, and (iii) approve of a project aggregate contingency of \$60,000 to address any changes in scope of the design and engineering services resulting from information developed during the initial design and authorization for the President to execute the same.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
DECEMBER 16, 2019**

**AWARD OF PURCHASE ORDER
AIRPORT POLICE DEPARTMENT PORTABLE RADIO REPLACEMENT**

SUMMARY

Subject to the recommendation of the Operations and Development Committee (“Committee”) at its meeting immediately preceding the Commission meeting, Staff seeks Commission to award a purchase order to Motorola Solutions to replace the Burbank-Glendale-Pasadena Airport Authority Police Department’s (“APD”) Motorola XTS5000 portable radios with 55 Motorola APX8000 series radios with ancillary accessories in the amount of \$367,979.25, including applicable sales tax.

In order to take advantage of a volume pricing by the Territory Los Angeles Volume Pricing Program and subject to the Committee’s recommendation, this item has also been placed on the Commission agenda for its consideration immediately following the Committee’s meeting.

DESCRIPTION

The APD officers currently share 42 Motorola XTS5000 portable radios which were originally acquired twelve years ago in 2007. These radios have outlived their useful life and will no longer be supported by Motorola for system upgrades or maintenance.

The Motorola portable radios are an integral part of the equipment APD officers carry as part of their uniform. As with the Airport Fire Department (“AFD”), these radios must be able to function within the Region 1 Area C Mutual Aid interoperable area of the Verdugo Dispatch System which includes the law enforcement agencies of Burbank, Glendale, Pasadena as well as City of Los Angeles Police and Los Angeles County Sheriff’s Departments. Last September, AFD’s portable radios were replaced with the Motorola APX8000. This same radio is the proposed replacement for the APD and is an ultra-rugged radio that meets the interoperability requirement as well as providing advanced features such as Wi-Fi integration and GPS Outdoor Personnel Tracking. The last feature is a safety enhancement that shares an officer’s location and allows for a more efficient task assignment and call response.

The proposal is to acquire 55 replacement radios, to be assigned as follows: 42 for ADP full-time and job share officers; two for the Security and Badging Department; one for the on-duty Traffic Control services supervisor; and three for the Communication Center in the event the console system failure. The balance of seven radios will be assigned to APD for use in the event of a radio breakdown.

The list price per radio is \$11,370 with \$992 in accessories. Participating in the Territory Los Angeles Volume Pricing Program reduces the unit cost to \$5,448 with accessory unit cost reduced to \$450.40 for a total cost under the volume pricing program of \$5,898.40 per radio plus miscellaneous hardware, software programming, extended service and applicable sales tax. Details on the radios and accessories are listed on the attached proposal from Motorola Solutions, the sole source authorized provider of the Motorola radios.

FUNDING

Funding for the acquisition of replacement portable radios for APD is included in the adopted FY 2020 budget which may be eligible for reimbursement through a future Passenger Facility Charge Application.

VOLUME DISCOUNT PROGRAM

In order to participate in the price discount program under the Territory Los Angeles Volume Pricing Program, a purchase order is required to be submitted to Motorola Solutions by December 20, 2019.

RECOMMENDATION

Subject to the recommendation of the Operations and Development Committee ("Committee") at its meeting immediately preceding the Commission meeting, Staff seeks Commission that it authorize the issuance of a purchase order to Motorola Solutions for the acquisition of replacement Motorola Portable Radios for the APD in the amount of \$367,979.25.

Motorola Solutions

Customer Quote

Prepared By: Michael Bravo

Phone: (951) 277-2125

Fax: (951) 277-2165

Date: Nov. 19, 2019
Quote #: APX 8000 Police
CUSTOMER #: 1036314483

PREPARED FOR : Adam Lieberman
COMPANY : Hollywood/ Burbank Airport
PHONE : 818-729-3538
FAX :

Bill To
Address:

Ship to **PLEASE PROVIDE**
Address:

Equipment Details and Pricing

Qty	Model	Description	Unit Price	Discount Price	Total Price
55	H91TGD9PW7 N	APX 8000 ALL BAND PORTABLE MODEL 3.5	\$6,292.00	\$3,146.00	\$ 173,030.00
55	Q806	ADD: ASTRO DIGITAL CAI OPERATION	\$515.00	\$257.50	\$ 14,162.50
55	H38	ADD: SMARTZONE OPERATION	\$1,500.00	\$750.00	\$ 41,250.00
55	Q361	ADD: P25 9600 BAUD TRUNKING	\$300.00	\$150.00	\$ 8,250.00
55	QA00580	ADD: TDMA OPERATION	\$450.00	\$225.00	\$ 12,375.00
55	Q498	ENH: ASTRO 25 OTAR W/ MUL TIKEY	\$740.00	\$370.00	\$ 20,350.00
55	Q15	ENH: AES/DES,DES-XL,DES-OFF	\$799.00	\$399.50	\$ 21,972.50
55	QA09001	ADD: WIFI CAPABILITY	\$300.00	\$150.00	\$ 8,250.00
55	QA09007	ADD: OUT OF THE BOX WIFI PROVISIONING	\$0.00	\$0.00	\$ -
1	Q157	ADD: APX DATA CABLE	\$75.00	\$37.50	\$ 37.50
1	RVN5224	CUSTOMER PROGRAMMING SOFTWARE	\$399.00	\$399.00	\$ 399.00

Police Accessories

55	HMN4104B	IMPRES RSM DSPLY W JACK, W CHNL	\$413.00	\$330.40	\$ 18,172.00
55	NNTN8860A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC, US/NA	\$150.00	\$120.00	\$ 6,600.00
10	NNTN7624C	CHARGER,CHR IMP VEH EXT NAV/ EU KIT	\$429.00	\$343.20	\$ 3,432.00

TLAVPP Discount promotion expires December 20, 2019

55	Q58	ADD: 3 YEAR SFS LITE - PORTABLE	\$110.00		\$ 6,050.00
		Tax 10.25%			\$ 333,648.75
					\$ 328,280.50

QUOTE PAGE TOTAL

\$367,979.25

QUOTE TERMS AND CONDITIONS:

1. Quotes are exclusive of all installation and programming charges(unless expressly stated) and all applicable taxes.
2. Purchaser will be responsible for shipping costs, which will be added to the invoice.
3. Prices quoted are valid for thirty(30) days from the date of this quote.
4. Unless otherwise stated, payment will be due within thirty days after invoice.

This quotation is provided to you for information purposes only and is not intended to be an offer or a binding proposal. If you wish to purchase the quoted products, Motorola will be pleased to provide you with our standard terms and conditions of sale, or alternatively, receive your purchase order which will be acknowledged. Thank you for your consideration of Motorola products.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
DECEMBER 16, 2019**

COMMUNITY NOISE CONCERNS

Southern San Fernando Valley Airplane Noise Task Force Meetings

The third meeting of the Task Force was held on November 6th at the Los Angeles Marriott Burbank Airport Hotel. FAA Public Affairs representative Ian Gregor spoke on behalf of the FAA and affirmed that the agency is fully committed to supporting the Task Force in its efforts to find consensus-based solutions. Four community groups presented their proposed solutions at the meeting: Studio City for Quiet Skies; Benedict Hills Estates Home Owners Association; Advocates for Viable Airport Solutions; and Sherman Oaks and Encino for Quiet Skies. Following these presentations, the FAA provided responses to some of the questions submitted by the Task Force in September. After the FAA presentation, HMMH, the facilitator for the Task Force, provided additional responses to some of the other questions submitted previously by the Task Force as well as some initial flight path analysis.

The fourth Task Force meeting was held on December 4th at the Los Angeles Burbank Marriott Hotel. This meeting included technical presentations by the FAA and Southwest Airlines. The FAA's presentation emphasized the complexity and restrictions of the Southern California airspace that traffic from both Hollywood Burbank Airport and Van Nuys Airport must safely be merged into. Additionally, the FAA described the extensive review process involved in making changes to instrument flight procedures. The FAA's presentation showed that flight paths of aircraft departing south from Runway 15 at Hollywood Burbank Airport have drifted south over a period of years by a median of less than one mile while remaining dispersed due to the way aircraft are handled by air traffic control. The FAA stated that there have been no changes to the departure procedures from the airport that would have caused the drift south. The Southwest Airlines' presentation was made by its Manager of Airspace and Navigation, who has decades of experience flying into and out of Hollywood Burbank Airport in both corporate and airline aircraft. His presentation included analysis of data generated from on-board recording systems in Southwest Airlines aircraft. He explained that the GPS-based procedures implemented as part of the FAA's Socal Metroplex project contain the same instructions that the previous ground-based navigation procedures used until approximately 10-20 miles north of the airport.

The next meeting of the Task Force is scheduled for January 15, 2020 at 6:30 pm again at the Los Angeles Burbank Marriott Hotel

Availability of Documentation and Recordings

Agendas and videos of the Task Force meetings are posted to the both LAWA and Hollywood Burbank Airport websites including the presentations made during the meetings.

Hollywood Burbank Airport

REVENUE PASSENGERS	October			January - October		
	2019	2018	% Change	2019	2018	% Change

Signatory Airlines						

Alaska Airlines	53,564	50,561	5.94%	518,929	525,715	-1.29%
American Airlines	31,121	11,507	170.45%	255,687	122,765	108.27%
Delta Airlines	29,283	18,019	62.51%	186,432	125,287	48.80%
JetBlue Airways	19,799	19,563	1.21%	201,698	101,926	97.89%
Southwest Airlines	370,238	335,682	10.29%	3,406,259	3,143,317	8.37%
Spirit Airlines	9,410	0	N/A	54,549	0	N/A
United Airlines	38,129	29,275	30.24%	280,384	300,089	-6.57%

Total Revenue Passengers	551,544	464,607	18.71%	4,903,938	4,319,099	13.54%
=====						
Inbound (deplaned)	278,244	233,855	18.98%	2,451,526	2,160,213	13.49%
Outbound (enplaned)	273,300	230,752	18.44%	2,452,412	2,158,886	13.60%
				0		

AIRCRAFT OPERATIONS *	October			January - October		
	2019	2018	% Change	2019	2018	% Change

Air Carrier	6,059	4,994	21.33%	54,322	46,979	15.63%
Air Taxi	2,145	1,682	27.53%	18,602	16,155	15.15%
General Aviation	3,016	2,790	8.10%	26,752	26,935	-0.68%
Military Itinerant	59	29	103.45%	452	634	-28.71%
Civil Local	1,980	1,948	1.64%	22,336	20,548	8.70%
Military Local	0	0	N/A	0	0	N/A
=====						
Total Aircraft Operations	13,259	11,443	15.87%	122,464	111,251	10.08%

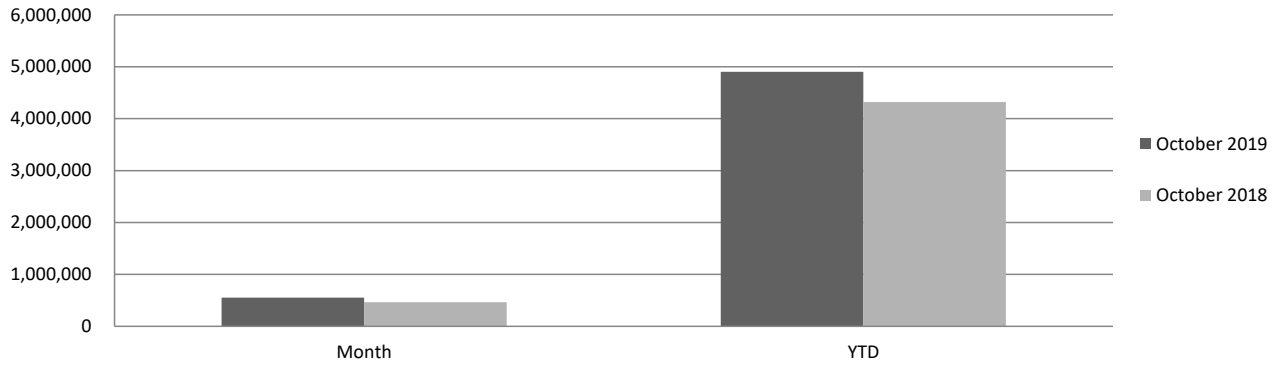
* Source: FAA Tower Daily Airport Operations Count, adjusted to show Canadair Regional Jet-200 operations as Air Carrier. Includes Hollywood Burbank Airport arrivals/departures only; excludes aircraft that enter local air space but do not land or take off at Hollywood Burbank Airport.

Hollywood Burbank Airport

AIR CARGO (lbs.)	October			January - October		
	2019	2018	% Change	2019	2018	% Change
Signatory Airlines						
Alaska Airlines	1,738	907	91.62%	7,925	10,198	-22.29%
American Airways	0	0	N/A	213	0	N/A
Delta Airlines	95	0	N/A	150	0	N/A
JetBlue Airways						
Southwest Airlines	161,853	199,634	-18.93%	1,591,373	1,730,508	-8.04%
Spirit Airlines						
United Airlines	357	51	600.00%	51,152	129,720	-60.57%
Other Scheduled Carriers						
Federal Express	3,817,093	5,178,080	-26.28%	43,221,377	47,078,586	-8.19%
United Parcel Service	4,871,545	4,152,252	17.32%	40,908,646	39,231,676	4.27%
Charter/Contract Carriers						
AirNet Express	0	3,195	-100.00%	0	31,221	-100.00%
Ameriflight	302,433	245,818	23.03%	2,416,834	2,543,744	-4.99%
Total Air Cargo	9,155,114	9,779,937	-6.39%	88,197,670	90,755,653	-2.82%
Inbound (deplaned)	4,530,055	4,652,987	-2.64%	43,158,501	43,851,089	-1.58%
Outbound (enplaned)	4,625,059	5,126,950	-9.79%	45,039,169	46,904,564	-3.98%

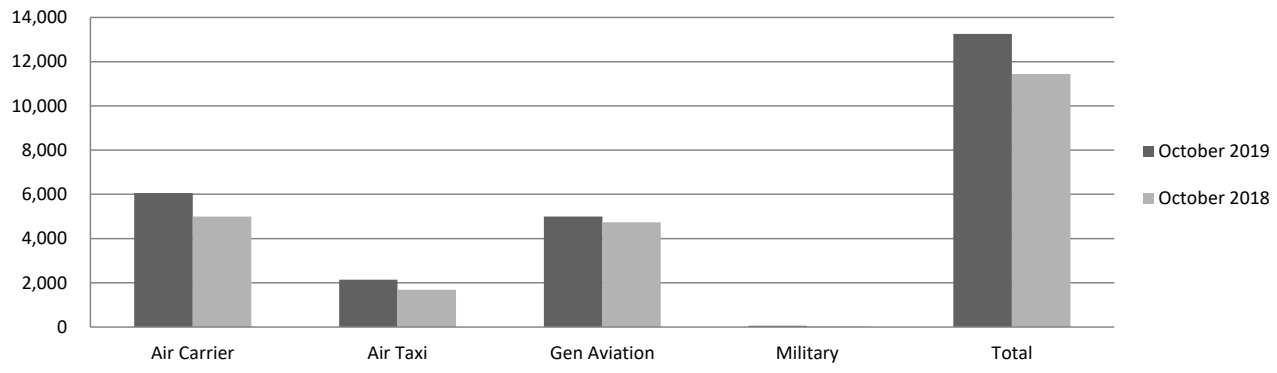
MAIL (lbs.)	October			January - October		
	2019	2018	% Change	2019	2018	% Change
United Parcel Service	0	0	N/A	0	0	N/A
Total Mail	0	0	N/A	0	0	N/A
Inbound (deplaned)	0	0	N/A	0	0	N/A
Outbound (enplaned)	0	0	N/A	0	0	N/A

Revenue Passengers



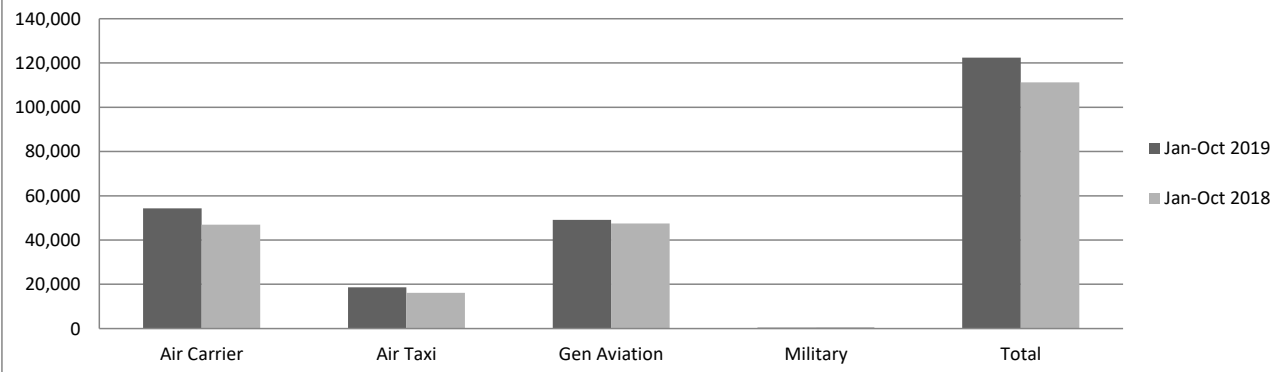
Revenue Passengers	Month	YTD
October 2019	551,544	4,903,938
October 2018	464,607	4,319,099
% Change	18.71%	13.54%

Aircraft Operations - Month



Aircraft Operations - MO	Air Carrier	Air Taxi	Gen Aviation	Military	Total
October 2019	6,059	2,145	4,996	59	13,259
October 2018	4,994	1,682	4,738	29	11,443
% Change	21.33%	27.53%	5.45%	103.45%	15.87%

Aircraft Operations - Year-to-Date



Aircraft Operations - YTD	Air Carrier	Air Taxi	Gen Aviation	Military	Total
Jan-Oct 2019	54,322	18,602	49,088	452	122,464
Jan-Oct 2018	46,979	16,155	47,483	634	111,251
% Change	15.63%	15.15%	3.38%	-28.71%	10.08%