



November 14, 2024

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 on Monday, November 18, 2024, at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

In addition to attending the meeting in person, members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

*Dial In: (818) 862-3332*

Leslie Whitmore, Assistant Board Secretary  
Burbank-Glendale-Pasadena Airport Authority

REGULAR MEETING  
OF THE  
OPERATIONS AND DEVELOPMENT COMMITTEE  
Airport Skyroom  
Monday, November 18, 2024  
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 three 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, November 18, 2024

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
  - a. October 21, 2024 *[See page 1]*
5. Items for Approval
  - a. Amendment No. 1 to AirProjects Professional Services Agreement  
Food and Retail Concession Proposal Evaluation Services *[See page 3]*  
  
***Staff seeks an Operations and Development Committee recommendation to the Commission to approve a proposed Amendment No. 1 to the Professional Services Agreement with AirProjects, Inc. for support services related to the food and retail concessions at the Replacement Passenger Terminal. The proposed Amendment is for proposal evaluation support services and provides a \$18,850 increase from the initial contract amount of \$69,315 for a revised contract amount of \$88,165.***
6. Items for Discussion
  - a. Powered-Lift Aircraft Update  
  
***No staff report attached. On October 22, 2024, the Federal Aviation Administration announced the release of regulations that create the operating and pilot training basis for a new category of powered-lift aircraft. Staff will update the Committee regarding this aircraft development, the forecasted timelines for certification and potential operators of this aircraft at Hollywood Burbank Airport.***
7. Items for Information
  - a. Committee Pending Items *[See page 5]*
8. Adjournment

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

**MONDAY, OCTOBER 21, 2024**

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 8:44 a.m., by Commissioner Hampton.

**1. ROLL CALL**

**Present:**

Commissioners Hampton and Talamantes

**Absent:**

Commissioner Asatryan

**Also Present:**

Staff: John Hatanaka, Senior Deputy Executive Director; Ray Hunting, Manager, Airport Security

**2. Approval of Agenda**

**Motion**

Commissioner Talamantes moved approval of the agenda; seconded by Commissioner Hampton.

**Motion Approved**

The agenda was approved (2-0, 1 absent).

**3. Public Comment**

There were no public comments.

**4. Approval of Minutes**

**a. September 16, 2024**

A draft copy of the September 16, 2024, Committee meeting minutes was included in the agenda packet for review and approval.

**Motion**

Commissioner Talamantes moved approval of the minutes; seconded by Commissioner Hampton.

**Motion Approved**

There being no objection, the motion was approved (2-0, 1 absent).

**5. Items for Approval**

**a. Amendment No. 2 to the Professional Services Agreement Allied Universal Security Services**

Staff sought an Operations and Development Committee recommendation to the Commission for approval of a proposed Amendment No. 2 (“Amendment”) to the Professional Services Agreement (“PSA”) with Universal Protection Service LP dba Allied Universal Security Services for airport security and traffic control services. The Amendment provides for the implementation of an annual Consumer Price Index increase to the current labor rates, with all other terms and conditions of the PSA remaining the same.

**Motion**

Commissioner Talamantes moved approval; seconded by Commissioner Hampton.

**Motion Approved**

There being no objection, the motion was approved (2-0, 1 absent).

**6. Items for Information**

**a. Committee Pending Items**

Staff informed the Committee of future pending items that will come to the Committee for review.

**7. Adjournment**

There being no further business to discuss, the meeting was adjourned at 8:53 a.m.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
NOVEMBER 18, 2024**

**AMENDMENT NO. 1 TO AIRPROJECTS PROFESSIONAL SERVICES AGREEMENT  
FOOD AND RETAIL CONCESSION PROPOSAL EVALUATION SERVICES**

Presented by Scott Kimball  
Deputy Executive Director  
Operations, Business and SMS

SUMMARY

Staff seeks an Operations and Development Committee (“Committee”) recommendation to the Commission to approve a proposed Amendment No. 1 (“Amendment”), copy attached, to the Professional Services Agreement (“PSA”) with AirProjects, Inc. (“AirProjects”) for support services related to the food and retail concessions at the Replacement Passenger Terminal (“RPT”). The proposed Amendment is for proposal evaluation support services and provides an \$18,850 increase from the initial contract amount of \$69,315 for a revised contract amount of \$88,165.

Due to the critical timeline for selection of these RPT concessionaires, this item, subject to the recommendation of the Committee, has also been placed on the Commission agenda for its meeting immediately following the Committee’s meeting.

BACKGROUND

The RPT Concession Program includes a Food and Beverage Concession and a Retail Concession. In May 2024, Staff engaged AirProjects to provide consulting services for the development of a Request for Proposals (“RFP”) for these concessions and the drafting of a concession agreement template. To provide ample time for amortization of capital investments and make this opportunity more attractive to potential proposers, Staff obtained Federal Aviation Administration approval for the concession agreement to have a term longer than 10 years.

AirProjects’ initial scope of services covered the drafting of the RFP, concession agreement, and addenda and concluded with participation in the pre-proposal conference with potential proposers. The RFP was released on August 12, 2024. Proposers were required to submit 1) a financial offer, 2) amount of capital investments, 3) their Airport Concession Disadvantage Business Enterprise commitment as well as several other supporting documents for consideration.

While AirProjects completed its tasks, upon receipt of the proposals Staff determined that additional expertise in reviewing the submissions would be beneficial for the Authority. At the request of Staff, AirProjects has submitted a supplemental scope of services to cover proposal evaluation assistance in the amount of \$18,850. AirProjects is a certified Disadvantage Business Enterprise based in Virginia and has experience providing similar consulting services at several airports across the country including John F. Kennedy International Airport, San Diego International Airport, Charleston International Airport, Raleigh-Durham International Airport and Orlando International Airport.

The cost of additional support services together with the cost of the initial services exceeds the Executive Director's limit of \$75,000 and so the proposed Amendment is being brought to the Committee for its recommendation to the Commission. The review of the proposals is time sensitive as the schedule to recommend the concessionaires is January 2025. This date is on the critical path for the RPT to ensure the selected concessionaires will meet the time schedule to undertake their architectural, engineering, construction and coordination with the RPT design builder for the RPT opening of October 2026.

### FUNDING

The adopted FY 2024/2025 budget for the concession proposal evaluation services associated with the RPT Concession Program includes costs for concession consulting services.

### STAFF RECOMMENDATION

Staff seeks the Committee's recommendation to the Commission that it approve the proposed Amendment for additional RPT food and retail concession support services with AirProjects and authorize the Executive Director to execute the same.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
NOVEMBER 18, 2024**

**COMMITTEE PENDING ITEMS**

**Future**

**Tentative Presentation**

- |   |             |
|---|-------------|
| 1. Award of Contract - On-Call PM/CM Services         | December 16 |
| 2. Award of Contract - Landscape Maintenance Services | December 16 |
| 3. Award of Contract - Airside Design                 | TBD         |
| 4. Award of Contract - Landside Design                | TBD         |
| 5. ARFF PFAS Remediation and 3F Foam Replacement      | TBD         |



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

This Amendment No. 1 (“First Amendment”) to the May 3, 2024 Professional Services Agreement (“Agreement”) executed by the Burbank-Glendale-Pasadena Airport Authority (“Authority”), a California joint powers agency, and AirProjects, Inc. (“Consultant”), a Virginia corporation, is dated November 18, 2024 for reference purposes.

**RECITALS**

- A. The parties executed the Agreement to provide for the Authority’s retention of Consultant as an independent contractor to perform the following professional services: food and retail concession solicitation consulting services.
  
- B. The parties desire to amend the Agreement to expand the scope of services and increase the contract limit.

**NOW, THEREFORE**, the parties agree as follows:

**1. Amendment of Section 1.** Paragraphs D and K of Section 1 (Definitions) of the Agreement is amended to read as follows:

- “D. ‘Contract Limit’: \$88,165.
  
- K ‘Services’: the tasks set forth in the attached Exhibits A and A1.”

- 2. Addition of Exhibit A1.** The attached Exhibit A1 is incorporated into this Agreement.
  
- 3. Counterparts.** This First Amendment may be executed in any number of counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same document.
  
- 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 EXECUTE THIS FIRST AMENDMENT**, the parties have caused their duly authorized representatives to sign below.

**AirProjects, Inc.**

By: 

By: \_\_\_\_\_

Print Name: Ann F. Ferraguto

Print Name: \_\_\_\_\_

Chairperson  President  Vice President

Secretary  Asst. Secretary  
 Chief Finance Officer  Asst. Treasurer

[Pursuant to California Corporations Code Section 313, both signature lines must be executed unless the signatory holds at least one of the offices designated on each line.]

**Burbank-Glendale-Pasadena Airport Authority**

\_\_\_\_\_  
Frank R. Miller, Executive Director

Approved as to form:

\_\_\_\_\_  
Richards, Watson & Gershon  
A Professional Corporation

**EXHIBIT A1**  
**Supplemental Scope of Services**

(attached)

# HOLLYWOOD BURBANK AIRPORT CONCESSION PROPOSAL EVALUATION CONSULTING SCOPE OF SERVICES



## SCOPE OF SERVICES

### Task 1. Solicitation Assistance

AirProjects would draft two additional addenda for the Food Service and Retail Concession RFP (including drafting responses to additional questions received from proposers) and provide an additional review and mark-up of the concession agreement after input/edits are received from legal counsel. AirProjects would review agreement edits with Airport management.

### Task 2. Proposal Evaluation Assistance

AirProjects would assist the Authority in the assessment and evaluation of proposals received in response to the Food Service and Retail Concession RFP ADM25-01. AirProjects' evaluation would include the following:

- Concept evaluation based on the concept descriptions included in the RFP
- Plan evaluation to determine reasonableness of proposed concepts, brands, and layouts
- Financial analysis of the pro formas submitted by the Proposers, including calculation of scores for the financial offer and proposed capital investment for each proposal
- Draft questions on the concepts, floorplans, and pro formas based on AirProjects' review
- Virtual attendance at one evaluation panel meeting to provide comments on concepts and floorplans and review the pro forma financial analysis

**Deliverable:** AirProjects would provide a table summarizing the results of the financial analyses to Airport management.

## BUDGET

AirProjects estimates the cost of labor to perform Task 1 to be \$3,800 and the cost of labor to perform Task 2 to be \$15,050, for a total cost of \$18,850. No travel is currently budgeted for this work. The budget estimate would be refined to reflect any changes made to the scope of services as mutually determined by AirProjects and the Authority. The Authority would be invoiced monthly based on the hours worked at the time of the invoice. In addition to labor costs, the Authority would be invoiced for all reimbursable expenses, which would include, but not be limited to, the following:

- Actual amount expended on inter-city transportation, including non-reimbursable expenses for trips cancelled or rescheduled by the client
- Actual amount of local transportation, board, and lodging away from corporate offices as may be required in the performance of services
- Charges for photocopying, and color and bulk printing
- Charges for access to, and data extracted from, market databases
- Actual and necessary expenses incurred to which the firm would not be put except for the performance of services, including, but not limited to, printing, binding, reproduction, exhibits, or other items or outside services specifically required or authorized, overnight mail and other non-routine postage, and reasonable out-of-pocket expenses