



January 16, 2025

CANCELLATION NOTICE OF A REGULAR MEETING  
AND  
CALL AND NOTICE OF A SPECIAL MEETING  
OF THE  
OPERATIONS AND DEVELOPMENT COMMITTEE  
OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that the Airport Authority administration offices will be closed on Monday, January 20, 2025, in observation of Martin Luther King, Jr., Day. Therefore, the regular meeting of the Operations and Development Committee scheduled for Monday, January 20, 2025, at 8:30 a.m., in the Airport Sky Room of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank California 91505, has been cancelled.

NOTICE is hereby given that a special meeting of the Operations and Development Committee will be held Tuesday, January 21, 2025, at 8:30 a.m., in the Airport Sky Room 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*

Terri Williams, Board Secretary  
Burbank-Glendale-Pasadena Airport Authority

SPECIAL MEETING  
OF THE  
OPERATIONS AND DEVELOPMENT COMMITTEE  
Airport Skyroom  
Tuesday, January 21, 2025  
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

Tuesday, January 21, 2025

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
  - a. November 18, 2024 **[See page 1]**
  - b. December 16, 2024 **[See page 3]**
5. Items for Approval
  - a. Award of Contract  
Landscape Maintenance Services Agreement  
Parkwood Landscape Maintenance, Inc. **[See page 4]**  
  
***Staff report attached. Staff seeks a recommendation from the Operations and Development Committee to the Commission to enter into a Landscape Maintenance Services Agreement with Parkwood Landscape Maintenance, Inc. for a 21-month base period commencing February 1, 2025, and expiring October 12, 2026, at a fixed monthly price of \$29,977.***  
  
***The proposed Agreement also includes an optional 18-month extension to address landscape services at the Replacement Passenger Terminal after opening. Pricing for that extension will be submitted for review once negotiated.***  
  
***Subject to the recommendation from the Committee, this item has been placed on the Commission agenda for consideration at its meeting immediately following the Committee's meeting.***
6. Items for Information
  - a. Runway Safety Area  
***No staff report attached. Staff will brief the Committee on public comments received regarding the Runway Safety Area for Runway 15/33.***
  - b. Committee Pending Items **[See page 9]**
7. Adjournment

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

**MONDAY, NOVEMBER 18, 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 8:35 a.m., by Commissioner Hampton.

**1. ROLL CALL**

**Present:**

Commissioners Hampton, Talamantes and Asatryan

**Absent:**

None

**Also Present:**

Staff: John Hatanaka, Senior Deputy Executive Director; Scott Kimball, Deputy Executive Director, Operations, Business and SMS

**2. Approval of Agenda**

**Motion**

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

**Motion Approved**

The agenda was approved (3-0).

**3. Public Comment**

There were no public comments.

**4. Approval of Minutes**

**a. October 21, 2024**

A draft copy of the October 21, 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 abstention).

## 5. Items for Approval

### a. Amendment No. 1 to AirProjects Professional Services Agreement Food and Retail Concession Proposal Evaluation Services

Staff requested a recommendation from the Operations and Development Committee 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.

Commissioner Hampton recommended that this item move to the Commission for review and consideration without a recommendation from the Operations and Development Committee.

Hearing no objection from the Committee, Staff moved this item to a future Commission meeting.

## 6. Items for Discussion

### a. Powered-Lift Aircraft Update

Due to time constraints, the Committee decided to move this item to a future Commission meeting.

## 7. Items for Information

### a. Committee Pending Items

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

## 8. Adjournment

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

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

**MONDAY, DECEMBER 16, 2024**

A regular meeting of the Operations and Development Committee was scheduled to commence at 8:30 a.m. in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California. At that time, due to a lack of quorum, Commissioner Talamantes cancelled the meeting.

**1. ROLL CALL**

**Present:** Commissioner Talamantes

**Absent:** Commissioners Hampton and Asatryan

**Also Present:** Staff: John Hatanaka, Senior Deputy Executive Director

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
JANUARY 21, 2025**

**AWARD OF CONTRACT  
LANDSCAPE MAINTENANCE SERVICES AGREEMENT  
PARKWOOD LANDSCAPE MAINTENANCE, INC.**

Presented by Vince Hollands  
Manager, Maintenance

**SUMMARY**

Staff seeks a recommendation from the Operations and Development Committee (“Committee”) to the Commission to enter into a Landscape Maintenance Services Agreement (“Agreement”) with Parkwood Landscape Maintenance, Inc. (“Parkwood”) for a 21-month base period commencing February 1, 2025, and expiring October 12, 2026, at a fixed monthly price of \$29,977.

The proposed Agreement also includes an optional 18-month extension to address landscape services at the Replacement Passenger Terminal (“RPT”) after opening. Pricing for that extension will be submitted for review once negotiated.

Subject to the recommendation from the Committee, this item has been placed on the Commission agenda for consideration at its meeting immediately following the Committee’s meeting.

**BACKGROUND**

The Authority contracts with a service provider to maintain the landscaped areas at the Airport. The current contract was awarded to Parkwood on November 4, 2019. That agreement has a three-year base term (January 1, 2020 to December 31, 2022) and two one-year extension options for the Authority, both of which have been exercised. The existing agreement is set to expire on December 31, 2024. This agreement will be extended on a month-to-month basis pending the award of a new contract for these services.

Parkwood currently provides four full-time landscape technicians and supplements with additional staff for tree trimming and other as needed services.

**SCOPE OF WORK**

The scope of work for the proposed Agreement includes weed and litter removal; irrigation system inspection and maintenance; lawn mowing, edging, and trimming; disease detection, herbicide, and pest control; pruning and trimming; fertilizing; and mulching. The service areas include the Airport Terminal, Regional Intermodal Transportation Center, all parking lots, maintenance yard, cargo facility, areas along and around Empire Avenue, Hollywood Way, Building 36 and various aircraft hangars on Airport property.

The proposed Agreement requires that the service provider furnish all personnel, supervision, labor, materials, tools, and equipment (including applicable electric-powered equipment), as well as maintain all applicable licenses required to perform the landscape maintenance services. The service provider must ensure that it and the Authority remain in compliance with the requirements of the California Department of Industrial Relations and applicable local requirements.

## PROCUREMENT

Staff issued a Request for Proposals (“RFP”) on September 13, 2024, through the PlanetBids e-procurement website. The RFP was also advertised through the following channels:

1. Chamber of Commerce Burbank, which reaches approximately 5,600 individuals;
2. The City of Burbank's official website;
3. Chamber of Commerce Glendale, which reaches approximately 2,100 individuals.
4. The City of Glendale Bulletin Board;
5. Chamber of Commerce Pasadena, which did not respond to inquiries regarding the posting of this advertisement;
6. LA Times, with a reach exceeding 200,000 individuals; and
7. La Opinion.

Eighty-four firms were notified of the opportunity, and the RFP was downloaded by 16 firms, including 10 downloads from a Disadvantaged Business Enterprise (“DBE”), 6 from Women-owned Business Enterprises (“WBE”), and 7 from Minority-owned Business Enterprises (“MBEs”).

Responses were due on October 15, 2024, and three proposals were received. All were initially determined to be responsive. The firms were:

- Mariposa Landscapes, Inc.
- Parkwood Landscape Maintenance, Inc.
- SGD Enterprises

To create a balanced review of the proposals, four reviewers were chosen from various departments including Maintenance, Environmental, and Operations. The proposals were evaluated according to the selection criteria specified in the RFP.

SC-1 Firm Description, Capability and Suitability (10 points)

SC-2 Experience of Firm and Qualifications (15 points)

SC-3 Workplan Approach (Service Approach, Staffing Structure, Quality of Team Leaders, Compliance with regulations) (15 points)

SC-4 Price (40 points)



The scoring of the proposals was as follows:

	SC-1	SC-2	SC-3	SC-4	RFP Total	
Maximum Points Possible	10	15	15	40	80	Monthly Fee
<b>FIRM:</b>						
Mariposa Landscapes, Inc.	10	14	14	40	78	\$23,389
Parkwood Landscape Maintenance Inc.	10	15	15	31	71	\$29,977
SGD Enterprises	9	14	11	35	69	\$26,711

Upon review of the proposals, Staff found that Mariposa Landscapes, Inc. (Mariposa) and Parkwood were the only proposers that were responsive to the RFP's specification that all equipment used in the performance of the services must be battery operated. These proposers were invited for interviews. Interviews were held on November 13, 2024. Each interview included a 45-minute presentation by the proposer followed by Q&A. The scoring of the proposals and interviews was as follows:

		RFP Total	Interview Scoring	Total
Rank	Maximum Points Possible	80	80	160
	<b>FIRM:</b>			
1	Parkwood Landscape Maintenance Inc.	71	76	147
2	Mariposa Landscapes, Inc.	78	59	137

### EVALUATION PANEL CONSIDERATIONS

Well-maintained landscaping is essential for airport operations. Proper landscape management reduces the risk of wildlife presence, a safety issue at an airport, by preventing vegetation from becoming overgrown. Improving the airport's aesthetics enhances the customer experience. Proper landscaping supports environmental sustainability through effective erosion control and eco-friendly practices.

During the interview, Staff discovered that the staffing level described within the Mariposa proposal did not meet the requirements of the RFP. Staff also learned that tree trimming services, a requirement of the RFP, would be billed as an additional cost to the Authority and was not included in Mariposa's cost proposal. Parkwood's proposal was found to be responsive and met the requirements of the RFP.

1. Parkwood's equipment list reflects compliance with RFP requirements for battery operated equipment; and
2. Parkwood's proposal includes the scope of work and level of staffing specified in the RFP.

Parkwood is the current landscape service provider and has satisfactorily met landscaping requirements during the current performance period. Over the past five years, Parkwood has demonstrated a comprehensive understanding of the needs of the Airport and each of its unique service areas.

If awarded the Agreement to continue landscape services, Parkwood will continue under the organizational structure and staffing levels currently in place.

### BEST VALUE PROPOSAL

Parkwood proposes an annual cost for the new Agreement of \$359,724, or \$29,977 per month, for the 21-month base period. The total agreement amount for the 21-month base period is \$629,517. This includes all costs for labor, equipment, and materials for the scope of work described in the RFP. This cost represents an increase of approximately 26%, or \$75,168 annually, from the current agreement (monthly: \$23,713).

1. During the three base years of the current contract, Parkwood honored the fixed monthly contract price. Despite staffing shortages and labor cost increases during and following the COVID-19 pandemic, Parkwood requested rate increases of only 6% per year in the two additional contract-extension years.
2. The compound inflation rate over the period of the current contract has totaled approximately 21%. Staff found that, during this same 5-year period, prevailing wages for landscape maintenance have increased 33%, while material and fuel costs increased by 20-30%.
3. Current RFP requirements reflect the updated labor and equipment demands associated with the maintenance of the 767 trees within the Airport property. Staff believes that Parkwood had previously underestimated those costs and has been meeting the requirements of the Airport largely at its own cost.
4. Parkwood's proposal includes the cost to operate and replace all battery-operated equipment dedicated exclusively for use at the Airport. Battery-operated power equipment and mowers are estimated at \$18,700, which is amortized over the 18-month life span of the equipment. Batteries are estimated at \$500 each and amortized over the 6-month life span of the battery.

Based on this data, Staff believes that the proposal submitted by Parkwood represents a fair and reasonable response and meets the scope of work requirements of the RFP.

### FUNDING

Appropriations for landscaping services included in the adopted FY 2025 totaled \$285,000. Staff believes the approximate \$37,140 proposed increase for the remainder of the fiscal year can be accommodated through operating revenues.

STAFF RECOMMENDATION

Staff seeks the Committee's recommendation to the Commission to approve the proposed Agreement with Parkwood for a 21-month base period with an 18-month extension option, subject to satisfactory negotiations, to address services at the RPT.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
JANUARY 21, 2025**

**COMMITTEE PENDING ITEMS**

**Future**

**Tentative Presentation**

- |  |             |
|--|-------------|
| 1. Power Lift Aircraft (Air Taxi)                | February 3  |
| 2. Award of Contract - Design Services; airside  | February 3  |
| 3. Award of Contract - Design Services; landside | February 3  |
| 4. Award of Contract - On-call CM/PM             | February 3  |
| 5. Award of Contract Extension - SITA CUPPS      | February 18 |
| 6. ARFF PFAS Remediation and 3F Foam Replacement | TBD         |