



May 3, 2018

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

NOTICE is hereby given that a regular meeting of the Operations and Development Committee will be held Monday, May 7, 2018, at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505.

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

REGULAR MEETING
OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE
Airport Skyroom
Monday, May 7, 2018
8:30 A.M.

NOTE TO THE PUBLIC: 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 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

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

a. April 16, 2018

[See page 1]

4. Contracts and Leases

a. Award of Contract for Design-Build Services Terminal Ramp Rehabilitation Project Number E17-18

- Staff Report Attached

[See page 4]

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission for: (i) award of a Design-Build Agreement in the amount of \$3,147,872 to PALP, Inc., dba Excel Paving Company for the Terminal Ramp Rehabilitation Project;

(ii) approve a project budget for construction management, administration and quality assurance testing services for a not-to-exceed amount of \$300,000; and (iii) approve a project aggregate contingency of \$300,000.

It is the intent of Staff to complete this project as quickly as possible to accommodate the forecasted airline fleet mix in the next fiscal year including utilization of newer and quieter generation aircraft.

Accordingly, subject to the recommendation of the Committee, this item has been placed on the Commission's agenda for consideration at its meeting immediately following the Committee's meeting.

- b. Award of Purchase Order to Diamondback Rescue & Fire Inc.
for Replacement Self-Contained Breathing Apparatus

- Staff Report Attached

[See page 8]

Staff seeks the recommendation of the Operations and Development Committee ("Committee") to the Commission to award a Purchase Order in the amount of \$116,306.41 to Diamondback Fire & Rescue, Inc., for replacement of Self-Contained Breathing Apparatus units and associated air cylinders for Airport Fire Department personnel.

This item, due to lead time for delivery prior to the end of the fiscal year and subject to the Committee's recommendation, has also been placed on the Commission agenda for its consideration immediately following the Committee's meeting.

5. Items for Discussion

- a. Operational Impacts of Proposed FY 2019 Capital Projects

No Staff report is attached. Staff will review with the Committee the proposed FY 2019 Budget capital program.

6. Items for Information

- a. Hangar 2 Wind Damage and Roof Repair (incident and repair status)

No staff report is attached. Staff will update the Committee on the wind damage which occurred on Thursday, April 12 and give the status of the roof repair and insurance claim.

7. Adjournment

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

MONDAY, APRIL 16, 2018

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

ROLL CALL

Present: Commissioners Brown, Tornek and Devine

Absent: None

Also Present: Staff: Frank Miller, Executive Director;
John Hatanaka, Senior Deputy Executive Director;
Denis Carvill, Deputy Executive Director,
Operations and Airline Relations

SP Plus Corporation:
Jason Finch, Sr. Vice President-West Airports

1. Approval of Agenda Commissioner Devine moved approval of the agenda.

3. Approval of the Minutes

- a. **March 29, 2018** Commissioner Tornek moved approval of the minutes of the March 19, and April 2, 2018,
- b. **April 2, 2018** meetings. The minutes were approved (3-0).

4. Contract and Leases

- a. **Award of Contract, for Self-Park Management Services and Valet Parking Services** Staff reported that SP Plus Corporation ("SP Plus"), formerly Standard parking, Inc., has been the Authority's self-park management and valet parking services provider since 2012. The Authority issued a Request for Proposals ("RFP") for these services in 2015. However, the Commission canceled that procurement process to allow for further research into the rapidly changing marketplace, i.e. the introduction of Transportation Network Companies ("TNCs") and their impact on Airport parking revenue, ever-changing new technology, changing demographics, etc. At that time, Staff contracted

with Steer Davies Gleave, a recognized leader in parking services and technologies, in order to incorporate that consultant's expertise and insight for a new procurement process.

The current parking services agreement with SP Plus (formerly Standard Parking, Inc.) was executed on February 6, 2012. The contract had a 28-month base term and afforded the Authority two one-year extension options, both of which have been exercised. The Commission approved a contract amendment in September 2016, to extend the term on a month-to-month basis, pending the new procurement process for this service category and the Authority's award of a resultant new parking services Agreement.

In October 2017, Staff issued and advertised a Request for Qualifications ("RFQ") for self-park management and valet parking services to solicit Statements of Qualifications ("SOQs") from parking operators. This RFQ stated that the selected firm will be responsible for all of the major areas of parking operation: self-parking, valet parking and the implementation of an online reservations system with variable (transaction-based) pricing ability for all the Authority's parking products. SOQs were received from the following nine parking operators (listed alphabetically): ABM Aviation, Ace Parking, Imperial Parking, L&R Auto dba Joe's Auto Parking, Lanier Parking, LAZ Parking, Modern Parking, PCAM dba Parking Co. of America (PCA) and SP Plus.

Staff reported that a five-person evaluation team was formed to perform a qualifications-based analysis based on specific criteria which resulted in the selection of SP Plus Corporation. The proposed Agreement has a three-year base term and two one-year extension options available to the Authority. For FY 2018-19, the proposed annual budget is \$4,907,211 and the proposed potential performance bonus is \$15,215. Subject to change based on revised operating parameters (such as Authority-directed increases or decreases of personnel levels), the proposed total cost of the Agreement for the three-year base term is \$15,907,484 inclusive of potential performance bonuses.

Staff recommended that the Committee recommend to the Commission award of an Agreement to SP Plus Corporation.

Motion

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

Motion Approved

The motion was approved unanimously (3-0).

5. Adjournment

There being no further business, the meeting adjourned at 8:40 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
MAY 7, 2018**

**AWARD OF CONTRACT
FOR DESIGN-BUILD SERVICES
TERMINAL RAMP REHABILITATION
PROJECT NUMBER E17-18**

SUMMARY

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission for:

- i) Award of a Design-Build Agreement ("DBA") in the amount of \$3,147,872 to PALP, Inc., dba Excel Paving Company for the Terminal Ramp Rehabilitation Project;
- ii) Approve a project budget for construction management, administration and quality assurance testing services for a not-to-exceed amount of \$300,000; and
- iii) Approve a project aggregate contingency of \$300,000.

It is the intent of Staff to complete this project as quickly as possible to accommodate the forecasted airline fleet mix in the next fiscal year including utilization of newer and quieter generation aircraft.

Accordingly, subject to the recommendation of the Committee, this item has been placed on the Commission's agenda for consideration at its meeting immediately following the Committee's meeting.

BACKGROUND

The airlines serving the Airport are undergoing fleet changes involving newer and quieter generation aircraft which are longer than some aircraft in the current fleet mix. The proposed gate rehabilitation and revised aircraft parking configuration will accommodate this fleet change, and will allow the Airport additional flexibility with its joint and common-use facilities policy by making the capability of the gates more uniform, with the same 14 gates that now exist at the terminal building.

Currently there are six gates which are able to accommodate B737-800 aircraft and three gates capable of accommodating the longer B737-900 aircraft. Upon completion of the proposed design-build gate rehabilitation project, eleven gates will be able to accommodate B737-800 or MAX8 aircraft, four gates available to accommodate the B737-900 aircraft, and three gates capable of accommodating the B737-MAX10 aircraft. These gates will also better accommodate the Airbus aircraft, which already are in use at the Airport. These improvements will provide the maximum flexibility to accommodate newer and quieter aircraft within the 14

gates of the existing terminal building. These improvements are expected to meet the airlines' aircraft parking needs until the Replacement Passenger Terminal Building becomes operational.

PROJECT DESCRIPTION AND PHASING

Based upon the forecasted fleet mix of the airlines serving the Airport, Staff has refined a terminal rehabilitation and aircraft parking gate layout plan for Terminals A and B. The proposed rehabilitation will better accommodate aircraft fleet by expanding concrete hardstands, repainting apron markings in accordance with a revised paint plan and completing joint repairs and other rehabilitation work in the ramp areas of both terminals. The design-build project scope includes development of 100% construction ready design drawings, construction services, and quality control services associated with completing the following tasks:

- Validate proposed aircraft parking configuration at each gate and provide recommended revision for review. Final design shall maximize the use of each gate in a "common use" operating environment.
- Final design shall accommodate all existing aircraft currently in service at the Airport, as well as aircraft reasonably expected to be used at the Airport within the next five to seven years.
- Develop a paint plan which corresponds to the final aircraft parking configuration at each gate and provide recommendations for ramp boarding equipment locations. The paint plan shall include centerlines, safety zones, passenger walkways, and other ramp safety related items.
- Define the locations of pavements needed to support aircraft, aircraft ground service equipment, and boarding ramps to include expanded concrete pad pavement areas.
- Design the new pavement areas to meet thickness requirements of a minimum 15" for PCC hardstand extensions.
- Define areas requiring joint repair or pavement rehabilitation and develop construction documents for the repair/rehabilitation.
- Complete construction activities in accordance with the approved Design Drawings, Specifications, Phasing and contract requirements.
- Conduct quality control services in accordance with the contract requirements.

PROCUREMENT

Staff publicly solicited responses to a Request for Proposals ("RFP") on the Authority's PlanetBids e-procurement website. Staff received two proposals from qualified design-builders. Those two firms, listed alphabetically, are:

- Myers-Banicki – Los Angeles, California
- PALP dba Excel Paving Company – Long Beach, California

SELECTION PROCESS

The proposals were evaluated by a panel consisting of four Airport staff members, including two members of the Engineering Department, one from Administration, and one from Operations. The firms were scored based upon the five (5) selection criteria for a total of 100 maximum points possible as described below:

- SC-1 Experience and Past Performance (30 points)
- SC-2 Firm Capabilities (20 points)
- SC-3 Technical Approach (20 points)
- SC-4 DBA Acceptance (10 points)
- SC-5 Lump Sum Full-Fixed Price (20 points)

Excel Paving Company submitted the lower Lump Sum Full-Fixed Price and received the higher total average score. The total average scores for both proposers are listed below:

- Myers-Banicki: 80.5
- Excel Paving Company: 93.75

OPERATIONAL IMPACTS

The DBA will require that work at Terminal A be completed prior to work at Terminal B. The phasing requirements defined in the contract limit the design-builder to the closure of two gates, which must be adjacent, at one time during Terminal A work, followed by single gate closures during Terminal B work. The design-builder may perform work within the closed gate areas with no restrictions on days or time, but work that requires hauling of materials in and around active gate areas will be restricted to nighttime hours.

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 minor alteration of existing public facilities involving negligible or no expansion of use. As discussed above, this project will allow the Airport to better accommodate the existing and anticipated airline fleet mix within the 14 gates of the existing terminal building.

FUNDING

Funding for this project through an already approved PFC Application is included in the Adopted FY2018 Capital Budget in the amount of \$700,000 of which \$200,000 is now expected to be expended. The proposed FY2019 Capital Budget will include a request for additional appropriations of approximately \$3,600,000 to complete the project funded through the same approved PFC application.

SCHEDULE

The proposed design phase of the project will commence after the award and execution of the DBA. If the Committee recommends and the Commission approves the proposed project, then a Notice to Proceed to Excel Paving Company will be issued on May 8, 2018, with an anticipated mobilization to be on site by June 7, 2018. It is Staff's expectation that four gates will be completed by June 30, 2018, with all work under this contract completed by the fall of 2018.

STAFF RECOMMENDATION

Staff seeks the recommendation of the Committee to the Commission to:

- i) Award a DBA in the amount of \$3,147,872 to Excel Paving Company for the Terminal Ramp Rehabilitation Project and authorize the President to execute the same;
- ii) Approve a project budget for construction management, administration and quality assurance testing services for a not-to-exceed amount of \$300,000; and
- iii) Approve a project aggregate contingency of approximately 10% of the estimated total project budget in the amount of \$300,000.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS & DEVELOPMENT COMMITTEE
MAY 7, 2018**

**AWARD OF PURCHASE ORDER
TO
DIAMONDBACK RESCUE & FIRE INC.
FOR
REPLACEMENT SELF-CONTAINED BREATHING APPARATUS**

SUMMARY

Staff seeks the recommendation of the Operations and Development Committee ("Committee") to the Commission to award a Purchase Order in the amount of \$116,306.41 to Diamondback Fire & Rescue, Inc. ("Diamondback") for replacement Self-Contained Breathing Apparatus ("SCBA") units and associated air cylinders for Airport Fire Department ("AFD") personnel.

This item, due to lead time for delivery prior to the end of the fiscal year and subject to the Committee's recommendation, has also been placed on the Commission agenda for its consideration immediately following the Committee's meeting.

DESCRIPTION

The AFD currently utilizes and maintains 12 SCBA units and 24 compressed air cylinders as part of the department's personnel protective equipment. This equipment is required to be worn and used during emergency situations to protect personnel from immediate dangers to life and health atmospheres.

DETAILS

The National Fire Protection Association ("NFPA"), California Code of Regulations ("CFR"), and National Institute for Occupational Safety and Health ("NIOSH") establish minimum standards of design, performance, testing, and certification of SCBAs for fire and emergency service personnel.

The current SCBAs, purchased in September 2006, are about to exceed their useful service life and will no longer meet the standards set forth by the NFPA, CFR and NIOSH. Additionally, the manufacturer of the current model no longer provides product support including parts, supplies and/or technical bulletins.

The proposed replacement SCBA units and associated air cylinders will meet and/or exceed the minimum requirements and will include updated safety features such as: universal buddy breather; heads up display system; communication system; automatic activation personal alarm device and accountability; rapid intervention connection; and chemical, biological, radiation, and nuclear protection. The new ergonomic design of the back pack frame, in conjunction with light weight composite air cylinders, will also allow firefighters to function for longer periods while wearing an SCBA and will minimize the potential for injury.

Additionally, the proposed SCBA will accommodate the rollout of the programmed radio communication equipment upgrade by Verdugo Dispatch ("Verdugo"). All member cities and associate member entities, which the Authority is, will be required to upgrade their radio equipment to maintain their Verdugo membership.

FUNDING

At the time the FY2017/2018 budget was prepared, Verdugo had not yet made a decision regarding an upgrade standard for the radio communication equipment supporting Region 1, Area C Mutual Aid Group interoperability. The FY2018 Adopted Budget included an \$88,000 appropriation for replacement of the current SCBAs with a model that could accommodate the current Motorola 5000 radio equipment.

During the fiscal year, Verdugo finalized its analysis and advised its membership that the interoperable radio system will be upgraded to the Motorola 8000 series starting in September 2018. The cost to replace the existing SCBAs with a model that will meet and/or exceed the minimum requirements set forth by the NFPA, CFR and NIOSH, and that will accommodate the Motorola 8000 radio equipment, is \$116,306.41. Although this is an increase of \$28,306.41 over the approved appropriation, it is anticipated that this additional expense in FY2018 can be accommodated within the adopted O&M budget expense appropriations.

SCHEDULE

If the Commission approves the proposed Purchase Order award, the acquisition of the replacement SBCAs will commence immediately and will be completed within 60 days.

STAFF RECOMMENDATION:

Staff seeks the Committee's recommendation to the Commission that it authorize the Executive Director to issue a Purchase Order to Diamondback in the amount of \$116,306.41 for replacement SCBA units and associated air cylinders for AFD personnel.