



September 18, 2015

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 Monday, September 21, 2015, at 9:00 a.m. in the Airport Skyroom of the Bob Hope Airport, 2627 Hollywood Way, Burbank, California, 91505, with teleconference locations at Westin Savannah Harbor, 1 Resort Drive, Savannah, Georgia, 31421, and 1854 Sneffels Road, Montrose, Colorado, 81401.

The items to be discussed are listed on the attached agenda.

Sue Loyd, Board Secretary
Burbank-Glendale-Pasadena Airport Authority

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
Regular Meeting of Monday, September 21, 2015
9:00 A.M.

NOTE TO THE PUBLIC: Prior to consideration of business items, the Authority invites comment on airport-related matters during the Public Comment period. 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 Commission's secretary.
- Limit public comments to five minutes, or such other period of time as may be specified by the presiding officer, and confine remarks to matters that are on the Commission's agenda for consideration or are otherwise within the subject matter jurisdiction of the Commission.

Any discloseable 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 Bob Hope Airport (2627 Hollywood Way, Burbank) in the administrative office during normal business hours.

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In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.

1. PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. APPROVAL OF AGENDA

4. PUBLIC COMMENT

5. CONSENT CALENDAR

a. Revised Airport Procedure for
Records Retention and Destruction

[See page 1]

b. Award of Contract to Gail M. Goldman, LLC, for
Airport Art Consultant Services

[See page 14]

6. ITEMS FOR COMMISSION APPROVAL

- a. Award of Contract to MV Transportation, Inc., for
Courtesy Shuttle Services *[See page 19]*
- b. Project Number E15-01
Runway and EMAS Rehabilitation *[See page 25]*
- c. SITA Airport Solution Line Service Agreement *[See page 30]*
- d. Amendment No. 1 to Professional Services Agreement
Conway Consulting, Ltd. *[See page 32]*

7. ITEMS FOR COMMISSION INFORMATION

- a. Project Number E15-02, Emergency Generator
Replacement Project Associated Costs *[See page 36]*

8. CLOSED SESSION

- a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(California Government Code Section 54956.8)

Property:	B-6 Adjacent Property (Part of the former Lockheed Plant B-6 Property located in the City of Burbank adjacent to the Bob Hope Airport and roughly bounded by Hollywood Way, parts of Cohasset Street (Los Angeles), and Winona Avenue)
Authority Negotiator:	Executive Director
Negotiating Party:	City of Burbank
Under Negotiation:	Price and Terms of Payment for the Sale, Exchange or Lease of Easements and Use Restrictions

Property:	B-6 Trust Property (Part of the former Lockheed Plant B-6 Property located in the City of Burbank and roughly bounded by B-6 Adjacent Property, San Fernando Road, Hollywood Way, and Winona Avenue)
Authority Negotiator:	Executive Director
Under Negotiation:	Price and Terms of Payment

- b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(California Government Code Section 54956.9(d)(1))

Name of Case: Burbank-Glendale-Pasadena Airport Authority v. Affordable Storage, LLC (Case No. 15P03076)

- c. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant Exposure to Litigation (California Government Code Section 54956.9(d)(2)):
One potential case. Facts and Circumstances: FAA Runway Safety Area Determinations

- d. THREAT TO PUBLIC SERVICES OR FACILITIES
(California Government Code Section 54957(a))

Consultation with Director, Public Safety

- e. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(California Government Code Section 54957(b))

- 1) Title: Executive Director

- 2) Title: Senior Deputy Executive Director

9. ADJOURNMENT

COMMISSION NEWSLETTER

September 21, 2015

[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. REVISED AIRPORT PROCEDURE FOR RECORDS RETENTION AND DESTRUCTION – A staff report is included in the agenda packet. At the September 8, 2015, meeting of the Legal, Government and Environmental Affairs Committee, the Committee voted 2–0 (one absent) to recommend that the Commission adopt the attached Authority Resolution No. 465 establishing a revised Airport Procedure No. 2150 for records retention and destruction.
- b. AWARD OF CONTRACT TO GAIL M. GOLDMAN, LLC, FOR AIRPORT ART CONSULTANT SERVICES – A staff report is included in the agenda packet. At the September 8, 2015, meeting of the Legal, Government and Environmental Affairs Committee, the Committee agreed (2–0, one absent) to recommend to the Commission that it award a lump-sum professional services agreement in the amount of \$22,500 to Gail M. Goldman, LLC, for Airport Art Consultant Services, to coordinate the art selection, the approval process between all of the municipal stakeholders, and installation to satisfy the City of Burbank Art in Public Places requirement for the Regional Intermodal Transportation Center at the Bob Hope Airport.

6. ITEMS FOR COMMISSION APPROVAL

- a. AWARD OF CONTRACT TO MV TRANSPORTATION, INC., FOR COURTESY SHUTTLE SERVICES – A staff report is included in the agenda packet. As part of the Authority's continuing effort to provide its parking customers and employees the highest level of safe and efficient parking lot transportation, Staff conducted a competitive solicitation for courtesy shuttle services at the Airport. Faced with the complications of an aging shuttle fleet, Staff pursued a turn-key solution that would seek to provide, operate and maintain a new alternative-fueled shuttle fleet dedicated to the Airport.

At the September 8, 2015, Operations and Development Committee meeting, the Committee agreed unanimously (3–0) to recommend to the Commission that it award to MV Transportation, Inc. an Agreement for Courtesy Shuttle Services with a fixed-price, five-year base term (November 1, 2015, through November 30, 2020) with two fixed-priced, one-year extension options available to the Authority.

- b. PROJECT NUMBER E15-01, RUNWAY AND EMAS REHABILITATION – A staff report is included in the agenda packet. At the September 8, 2015, Operations and Development Committee meeting, the Committee voted unanimously (3–0) to

recommend to the Commission that it authorize the Executive Director to execute a professional services agreement for an engineering design contract in the amount of \$1,085,770 to RS&H California, Inc. for the Runway and Engineered Materials Arresting System Rehabilitation Project.

- c. SITA AIRPORT SOLUTION LINE SERVICE AGREEMENT – A staff report is included in the agenda packet. At its September 8, 2015, meeting the Operations and Development Committee agreed unanimously (3–0) to recommend to the Commission approval of a proposed Airport Solution Line Service Agreement with SITA Information Networking Computing USA Inc. for the CUPPS and related common use systems. The attached proposed Service Agreement will have a four-year term and will be in the amount of \$54,387 per month, the cost of which is reimbursed by the airline users.
- d. AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT, CONWAY CONSULTING, LTD. – At the September 8, 2015, Legal, Government and Environmental Affairs Committee meeting, the Committee agreed 2–0 (one absent) to recommend to the Commission approval of the proposed amendment to the professional services agreement with Conway Consulting, Ltd., to continue to provide planning and engineering support services for the Authority in the lump-sum amount, including all expenses, of \$15,200 per month (\$182,400 annually) for a 12-month term. This amount provides the Authority with no less than 80 hours per month (\$190 per hour) of on-airport service.

7. ITEMS FOR COMMISSION INFORMATION

- a. PROJECT NUMBER E15-02, EMERGENCY GENERATOR REPLACEMENT PROJECT ASSOCIATED COSTS – As requested by the Operations and Development Committee at its August 17, 2015, meeting, this item is being brought to the Commission for its information. Staff has provided the attached staff report regarding the design costs associated with the Emergency Generator Replacement Project. This report was given to the Operations and Development Committee at its September 8, 2015, meeting, at which time the Committee recommended that it be presented to the Commission.