



August 17, 2017

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, August 21, 2017, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505, with a teleconference location at Boyd Memorial Park, Council Drive, Mt. Vernon, Oregon, 97865.

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



REGULAR COMMISSION MEETING

AGENDA

AUGUST 21, 2017

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, August 21, 2017

With Teleconference Location at
Boyd Memorial Park, Council Drive, Mt. Vernon, OR 97865

9.00 A.M.

NOTE TO THE PUBLIC: *The Commission invites public comments on airport-related non-agenda matters during the Public Comment period. The Commission will receive public comments on agenda items as each 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 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 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

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
 - a. Committee Minutes
(For Note and File)
 - 1) Operations and Development Committee

- (i) July 17, 2017 **[See page 1]**
 - 2) Finance and Administration Committee
 - (i) July 17, 2017 **[See page 5]**
 - b. Commission Minutes
(For Approval)
 - 1) August 7, 2017 **[See page 7]**
- 6. ITEMS FOR COMMISSION APPROVAL
 - a. Appointment of Auditor **[No Staff Report]**
 - b. Appointment to Ad Hoc Committee
for Replacement Passenger Terminal **[No Staff Report]**
 - c. Award of Contract – Project Number E16-07
Hangar 34 Roof Rehabilitation **[See page 13]**
 - d. Amendment No. 1: Wireless Communications Use
And Maintenance Agreement with City of Burbank **[See page 16]**
- 7. ITEMS FOR COMMISSION DISCUSSION
 - a. Ground Transportation Update **[No Staff Report]**
- 8. CLOSED SESSION
 - a. (California Government Code Section 54956.9(d)(1))
Name of Case: Yarbrough v. Burbank-Glendale-Pasadena
Airport Authority (WCAB Case No. ADJ9979761, ADJ10423172, ADJUnassigned)
 - b. CONFERENCE WITH LABOR NEGOTIATORS
(California Government Code Section 54957.6)
Authority Representatives: Frank R. Miller
Employee Organization: IAFF I-60
 - c. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(California Government Code Section 54957(b))

Title: Executive Director
- 9. ADJOURNMENT

COMMISSION NEWSLETTER
August 21, 2017

[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 July 17, 2017, Operations and Development Committee; and July 17, 2017, Finance and Administration Committee are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES – Draft minutes of the August 7, 2017, meeting are attached for Commission's review and approval.

6. ITEMS FOR COMMISSION APPROVAL

- a. APPOINTMENT OF AUDITOR – No staff report attached. Commissioner Brown has indicated he is unable to serve as Auditor. This item is included in the agenda to provide the Commission the opportunity to elect an Auditor.
- b. APPOINTMENT TO AD HOC COMMITTEE FOR THE REPLACEMENT PASSENGER TERMINAL - No staff report is attached. This item is included in the agenda to provide the Commission the opportunity to make appointments to the ad hoc committee for the Replacement Passenger Terminal.
- c. AWARD OF CONTRACT: PROJECT NUMBER E16-07 HANGAR 34 ROOF REHABILITATION - A staff report is included in the agenda packet. At the Operations and Development Committee ("Committee") on August 7, 2017, the Committee voted unanimously (3–0) to recommend that the Commission authorize the following actions for the installation of a polyurethane foam roofing system on Hangar 34: (i) Award a construction contract in the amount of \$329,500 to Universal Coatings, Inc. to install a polyurethane foam roof on Hangar 34; (ii) authorize the issuance of a sole source Purchase Order in the lump sum amount of \$11,900 to National Roofing Consultants, Inc., the engineer of record, for construction administration services; (iii) approve the deployment of the TBI Force Account, including in-house construction management service, field observation, and security for the not-to-exceed amount of \$60,000; and (iv) authorize the establishment of an aggregate project contingency of \$40,000 which is approximately 10% of the engineer's construction estimate for the project.
- d. AMENDMENT NO. 1 TO WIRELESS COMMUNICATIONS USE AND MAINTENANCE AGREEMENT WITH THE CITY OF BURBANK – A staff report is included in the agenda packet. At the August 7, 2017, meeting of the Operations and Development Committee ("Committee"), the Committee voted unanimously

(3-0) to recommend that the Commission approve Amendment No. 1 to the Wireless Communications Use and Maintenance Agreement ("Radio Agreement") with the City of Burbank. The proposed Amendment No. 1 will extend the term of the Radio Agreement by three years so that the expiration date is October 8, 2020.

7. ITEMS FOR COMMISSION DISCUSSION

- a. GROUND TRANSPORTATION UPDATE. No staff report is attached. Staff will update the Commission on the transition to the revised space assignments for the ground transportation operators.

Approved August 7, 2017

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

MONDAY, JULY 17, 2017

A regular meeting of the Operations and Development Committee was called to order on this date in the Airport Skyroom of the Burbank-Glendale-Pasadena Airport Authority, 2627 Hollywood Way, Burbank, California, at 8:32 a.m., by Chairman Brown.

ROLL CALL

Present: Commissioners Brown, Selvidge and Sinanyan

Also Present: Staff: Frank Miller, Executive Director;
John Hatanaka, Senior Deputy Executive Director;
Denis Carvill, Deputy Executive Director,
Engineering, Maintenance, Operations and Airline
Relations; Ed Skvarna, Director of Public Safety/
Chief, Airport Authority Police Department

1. Approval of Agenda Commissioner Selvidge moved approval of the agenda, seconded by Commissioner Sinanyan. The agenda was approved unanimously (3-0).

2. Public Comment There were no public speakers.

3. Approval of Minutes

a. June 5, 2017 Commissioner Selvidge moved approval of the minutes of the June 5, and June 19, 2017, meeting.
b. June 19, 2017 The June 5, 2017, minutes were approved unanimously (3-0).

As Commissioner Sinanyan was not present for the June 19, 2017, meeting, he abstained from commenting on the minutes from that meeting. The June 19, 2017, minutes were approved (2-0, one abstention).

4. Contracts and Leases

a. Woolpert Inc. Contract Amendment for Aeronautical Survey Phase 2 Staff seeks the Committee's recommendation to the Commission that it approve the following Woolpert, Inc., contract amendments; (i) Amendment No. 1 to

a Professional Services Agreement (“PSA”) with Woolpert Inc. (“Woolpert”) for aeronautical survey services related to the Airport Layout Plan (“ALP”) update; and (ii) a \$144,880 funding request from the Replacement Terminal Project line item of the adopted Capital Plan. The existing PSA with Woolpert is for \$67,870 and covers Phase 1 of the aeronautical survey. The proposed Amendment No. 1 is for \$130,880 and will address Phase 2 of the aeronautical survey. The funding request is to cover this amount plus a \$14,000 project contingency (approximately 10% of the contract). The maximum total cost for Woolpert’s aeronautical survey services, inclusive of both phases and the project contingency (if used), is \$212,750.

Staff reported that the Federal Aviation (“FAA”) now requires, as a condition of funding eligibility, that airport sponsors complete an Airport Geographical Information Survey (“A-GIS”). An A-GIS is a comprehensive approach for collecting data about ground features affecting navigational airspace in and around the airports, and is intended to facilitate the FAA’s transition from paper reporting to an electronic-based data system. An A-GIS supports emerging NextGen concepts, and the FAA now requires airport sponsors to transition to electronic sources as part of a Master Plan Study, the end product of which is an ALP Drawing Set.

For the past few decades, the Authority has focused on constructing facility maintenance and safety improvements at the Airport. Now, as a result of the new Development Agreement with the City of Burbank, the Authority has a vested right to develop a replacement passenger terminal (“RPT”) project. Since December 2016, Staff and the FAA have been coordinating the necessary steps to advance the project. Submission of an ALP update to the FAA, Consistent with current Advisory Circulars, is a prerequisite for the FAA’s commencement of National Environmental Policy Act review of the RPT project. An A-GIS submission is a component of the ALP update.

With the FAA’s concurrence, Staff developed a two-phase plan for A-GIS preparation. Phase 1 was defined to address the new base map, facility elevations, ground contours, and other information, graphics and data needed for the preliminary submittal. Phase 2 was defined to address the more

extensive data collection and survey information needed for the second submittal.

AGIS preparation is a highly specialized activity and only a few firms in the United States have the necessary expertise. Staff reported that it conducted research and made inquiries about firms known to have AGIS and survey experience and determined that the firm Woolpert, Inc., is highly qualified and has a track record for a successful A-GIS completion.

Following its presentation, which included various questions from the Committee, Staff recommended that the Operations and Development Committee recommend to the full Authority for approval of the following: (i) Amendment No. 1 to the Professional Services Agreement ("PSA") with Woolpert Inc. ("Woolpert") for aeronautical survey services related to the Airport Layout Plan ("ALP") update; and (ii) a \$144,880 funding request from the Replacement Terminal Project line item of the adopted Capital Plan. The existing PSA with Woolpert is for \$67,870 and covers Phase 1 of the aeronautical survey.

Motion

Commissioner Selvidge moved approval of Staff's recommendation to the Commission, seconded by Commissioner Sinanyan.

Motion Approved

The motion was approved unanimously (3-0).

**b. Airport Security and Traffic Control Services
HSS, Inc. Contract Extension; RFP Authorization**

Staff reported that in August 2013, HSS, Inc. Staffing Services ("HSS"), which provides the Airport with professional services including traffic control, guard booth staffing and inspection services, was awarded an initial three-year contract with two one-year extensions. The Professional Service Agreement ("Agreement") between the Authority and HSS gives the Authority CPI rate adjustment beginning at any time after the first year. In May 2016, the Commission exercised the first extension option and approved a CPI adjustment that increased the annual compensation by \$12,115. HSS is now seeking an additional CPI adjustment, and has indicated that it is unwilling to continue performing under the current hourly rate.

Staff advised the Committee that it does not find the increase to the minimum wage laws acceptable to them, however, Staff is willing to extend the retroactive contract six months, from July 1, 2017, to January 31, 2018. During this extension period,

Staff will issue an RFP for Airport security and traffic control services.

Staff seeks Commission approval of the following recommendation: (i) a six month extension of the contract with HSS, Inc. ("HSS") for airport security and traffic control services; and (ii) issuance of an airport security and traffic control services request for proposal ("RFP"). The proposed contract extension will run from August 1, 2017, to January 31, 2018, and will include a CPI increase retroactive to July 1.

Motion

Commissioner Sinanyan moved approval of Staff's recommendation to the Commission. The motion was seconded by Commissioner Selvidge.

Motion Approved

The motion was approved unanimously (3-0).

5. Items for Information

a. May 2017 Passenger Statistics and Parking Information

Staff reported the statistics for the month of May 2017, and noted an overall increase in revenue passengers of 15% and a 12.9% increase in carrier capacity compared to May 2016.

Staff reported parking statistics for May 2017, show \$1,700,000 in overall parking revenue.

6. Other Contracts and Leases and Capital Projects

This item was not discussed.

7. Adjournment

There being no further business, the meeting was adjourned at 8:54 a.m.

Approved August 7, 2017

**MINUTES OF THE REGULAR MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

MONDAY, JULY 17, 2017

A regular meeting of the Finance and Administration Committee was called to order on this date in the Airport Skyroom of the Burbank-Glendale-Pasadena Airport Authority, 2627 Hollywood Way, Burbank, California, at 10:19 a.m., by Chairman Tornek.

AB 23 Disclosure: The Senior Deputy Executive Director announced that, as a result of the convening of this meeting of the Finance and Administration Committee, each Committee member is entitled to receive and shall be provided \$200.

ROLL CALL

Present: Commissioners Tornek, Gharpetian, and Adams.

Absent: None

Also Present: Staff: John Hatanaka, Senior Deputy Executive Director; Kathy David, Deputy Executive Director, Finance and Administration; David Freedman, Director, Strategic Planning and Business Development

- 1. Approval of Agenda** The agenda was approved as presented.
- 2. Public Comment** There were no public speakers.
- 3. Approval of Minutes**
 - a. June 19, 2017** Draft minutes for the June 19, 2017, Finance and Administration Committee meeting were presented for approval.
Motion Commissioner Adams moved approval of the minutes, seconded by Commissioner Gharpetian.
Motion Approved There being no objection, the minutes were unanimously approved (3-0).
- 4. Treasurer's Report**
 - a. May 2017** The May 2017 Treasurer's Report was included in the agenda packet.

The Committee accepted the Treasurer's Report and recommended it be forwarded to the Commission to note and file.

5. Items for Discussion

a. Quarterly Minor Lease and Purchase Order Update

Staff presented one minor lease with Swyft, Inc., which has a 6 month lease for a kiosk in Terminal A with a rental of \$1500 per month. This service provides an unmanned Google 5 kiosk which is part of a new Google platform allowing customers to receive various cell phone services in different platforms.

Staff also presented a purchase order with LexVolo, LLC ("LexVolo") in a not-to-exceed value of \$66,000. LexVolo is a consultant to help support the airport's efforts with air service strategic planning. The professional service agreement has a term ending December 31, 2017.

6. Items for Information

a. Committee Pending Items

- 1) Award of Aviation Ramp Ground Lease; United Parcel Service Inc.**
- 2) New Branding Food & Beverage Concession**
- 3) Market Conditions Analysis - Hangar Facilities**

7. Other Contracts and Leases

There were no other contracts or leases.

8. Adjournment

There being no further business, the meeting was adjourned at 10:30 a.m.

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

MONDAY, AUGUST 7, 2017

A regular meeting of the Burbank-Glendale-Pasadena Airport Authority was called to order this date in the Airport Skyroom, 2627 Hollywood Way, Burbank, California, at 9:02 a.m., by President Tornek.

- 1. PLEDGE OF ALLEGIANCE** Frank Quintero led the assembly in the recitation of the Pledge of Allegiance to the Flag.

- 2. ROLL CALL**
 - Present:** Commissioners Tornek, Brown, Gharpetian, Sinanyan, Devine, and Selvidge

 - Absent:** Commissioners Adams, Madison and Wiggins

 - Also Present:** Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Nerissa Sugars, Manager, Air Service Development; Mary Tromp, Manager, Parking Revenue; Maggie Martinez, Manager, Noise and Environmental Compliance; Rachael Warecki, Public Relations and Social Media Specialist

 - Frank Quintero, Former Airport Authority Commissioner

 - Terence R. Boga, Counsel, Richard, Watson & Gershon

 - Timur Tecimer, CEO, Overton Moore Properties

At the request of President Tornek, Frank Miller introduced Patrick Lammerding as the new Deputy Executive Director of Engineering and Planning.

In addition, President Tornek presented former Commissioner Frank Quintero with a plaque recognizing him for his years of leadership and service to the Airport Authority.

- 3. APPROVAL OF AGENDA** There were no changes to the agenda.

- 4. PUBLIC COMMENT** There was no public comment.

5. CONSENT CALENDAR

**a. Committee Reports
(For Noting and filing)**

Approved minutes of the Operations and Development Committee for June 5, 2017, and June 19, 2017; and Finance and Administration Committee, June 19, 2017, were included in the agenda packet for information purposes.

**1) Operations and
Development
Committee**

- (i) June 5, 2017**
- (ii) June 19, 2017**

**2) Finance and
Administration
Committee**

- (i) June 19, 2017**

**b. Commission Minutes
(For Approval)**

Minutes of the July 17, 2017, Commission meeting were included in the agenda packet for review and approval.

- 1) July 17, 2017**

**c. May 2017 Treasurer's
Report**

At the July 17, 2017, meeting of the Finance and Administration Committee ("Committee"), the Committee voted unanimously (3-0) to recommend that the May 2017 Treasurer's report be noted and filed by the Commission.

- 1) May 2017**

MOTION

Commissioner Sinanyan moved approval of the Consent Calendar; seconded by Commissioner Selvidge.

MOTION APPROVED

There being no objection, the motion was approved (6-0, three absent).

AYES: Commissioners Brown, Gharpetian, Tornek, Sinanyan, Devine, and Selvidge

NOES: None

ABSENT: Commissioners Adams, Madison and Wiggins

ABSTAINED: Commissioners Brown
abstained from the vote for
Secretary

6. ITEMS FOR COMMISSION APPROVAL

a. Appointment of Standing Committees

Standing committee assignments were
appointed as follows:

Operations and Development Committee:
Commissioners Brown, Tornek and Devine

Finance and Administration Committee:
Commissioners Gharpetian, Selvidge and
Adams

Legal, Government and Environmental Affairs
Committee:
Commissioners Wiggins, Madison and
Sinanyan

b. Designation of Representative on Orangeline Development Authority Board of Directors (OLDA)

President Tornek proposed a designation of
representative for the Orangeline Development
Authority Board of Directors (OLDA).
Commissioner Gharpetian nominated
Commissioner Sinanyan. There were no other
nominations.

There were no objections and Commissioner
Sinanyan was designated as the OLDA
representative.

Commissioner Sinanyan nominated Frank
Quintero as his alternate. There were no
objections.

7. ITEMS FOR COMMISSION DISCUSSION

a. Summer Daze Camp Event at Hollywood Burbank Airport

On July 12, 2017, the Airport Authority
sponsored an Airport tour for Burbank's 10th
anniversary of its Summer Daze Camp
program. Staff reported 85 campers between
the ages of 5-12 along with their counselors
participated in the tour which was hosted by the
Airport Fire Department. The campers learned
the history of the Airport from Staff. Southwest,

Alaska Airlines, TSA and the Airport Fire Department participated had various activities planned in which the campers participated. One of the Airport vendors, Up, Pup and Away arrived with their therapy dogs. Campers had the opportunity to explore the Police and Fire Department vehicles at their leisure. Media coverage was provided in the Burbank Leader, MyBurbank.com, the ACI-NA Newsletter, and Airlines for America Newsletter and AAEE requested photo and a write-up of the event. Staff said a special thank you to all vendors, staff and agencies participating in the event.

**b. Airport Branding
Presentation -
Anyone Collective**

Michael Fiore, Co-Founder, Chief Creative Director and Visual Director of Anyone Collective returned to make a presentation updating the Commission and to answer questions regarding all activities that have transpired through June 30, 2017, during Phase 2 of the Airport Branding effort at Hollywood Burbank Airport.

Mr. Fiore informed the Commission that May and June were the active months of advertising and launching. While showing a slide presentation, Mr. Fiore described how the overall strategy focused on both the leisure and business travelers. Brand consistency was implemented showing the Hollywood Burbank Airport logo in print advertising in magazine ads, Airport personnel wearing lanyards and lapel pins.

Airport signage for the entire airport has been delivered in both print-ready files and print-ready art with staff undertaking the installation. Stationary for the Commission and staff has also been delivered which includes business cards, letterhead, fax coversheets, and envelopes.

Photography has been taken to create a library of photographs and video; digital advertising for social media and Google AdWords has been implemented; staff has been posting on the social platforms Facebook and Instagram.

A two-day photo shoot was undertaken on the ground and in the air creating a video library of high quality photographs of the Airport and other identifiable sights in the surrounding area to be used for all future marketing campaigns.

A 90-second video was shown to the Commission. This video was created as a library of video footage which can be used to create an "emotional connection" with Hollywood Burbank Airport. It can be edited as a 60-second and/or 30-second video to be shown on a website.

Phase 3 will include narrowing down the target market with more specific advertising and will be presented at a future meeting.

8. ITEMS FOR COMMISSION INFORMATION

a. Avion Burbank Development (Overton Moore Properties)

Staff introduced Timur Tecimer, CEO of Overton Moore Properties, who made a presentation on the Avion Burbank Development which will be built on the former B-6 Trust property.

Mr. Tecimer presented a slide presentation and answered questions regarding the future Avion Burbank development which will consist of six, low-density creative industrial and office buildings to be inhabited by entertainment-related, digital media and technology companies.

b. Airline Schedule Change Analysis

Staff presented the Airline Schedule Analysis and noted seasonal changes in service, fleet mix and scheduled operating times from 3 airlines serving the Airport. Effective August 27, 2017, Alaska Airlines will be adding back one Tuesday and one Saturday flight to San Jose. On August 5, 2017, Delta Airlines added one weekday and one Sunday flight to Salt Lake City; and lastly, Southwest Airlines schedule change represents a net increase of two round-trip flights per week with the addition of one flight Monday through Friday and the elimination of 3 flights Saturday and Sunday.

9. **June 2017 Passenger/Cargo Statistics and Parking Information** Staff presented the Passenger/Cargo Statistics and Passenger Information for the month of June 2017. Passenger traffic continues to increase but parking revenue has remained flat.

10. **CLOSED SESSION** The meeting recessed to closed session at 10:20 a.m.

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

Name of Case: Maricelli v. Burbank-Glendale-Pasadena Airport Authority (Case No. BC664537)

b. CONFERENCE WITH LABOR NEGOTIATORS (California Government Code Section 54957.6)

Authority Representatives: Frank R. Miller
Employee Organization: IAFF I-60

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

Title: Executive Director

Meeting Reconvened to Open Session

The meeting reconvened to open session at 10:45 a.m. with the same Commissioners present: Brown, Gharpetian, Sinanyan, Devine, Tornek and Selvidge.

Closed Session Report

President Tornek announced that no reportable action was taken in closed session.

11. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:45 a.m.

Ray Adams, Secretary

Date

Terry Tornek, President

Date

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
AUGUST 21, 2017**

**AWARD OF CONTRACT
PROJECT NUMBER E16-07
HANGAR 34 ROOF REHABILITATION**

SUMMARY

At the Operations and Development Committee (“Committee”) on August 7, 2017, the Committee voted unanimously (3–0) to recommend that the Commission authorize the following actions for the installation of a polyurethane foam roofing system on Hangar 34:

- Award a construction contract in the amount of \$329,500 to Universal Coatings, Inc. to install a polyurethane foam roof on Hangar 34;
- Authorize the issuance of a sole source Purchase Order in the lump sum amount of \$11,900 to National Roofing Consultants, Inc. (NRC), the engineer of record, for construction administration services;
- Approve the deployment of the TBI Force Account, including in-house construction management service, field observation, and security for the not-to-exceed amount of \$60,000; and,
- Authorize the establishment of an aggregate project contingency of \$40,000 which is approximately 10% of the engineer’s construction estimate for the project.

BACKGROUND

This location is leased by the Federal Government under a ten-year lease agreement between the Authority and the General Services Administration. The current sixty-five-year-old corrugated metal hangar roof has been repaired several times, still has multiple leaks, and is in need of replacement. The base bid scope of work is to remove existing skylights and install a polyurethane foam roofing system on the hangar on 58,000 square feet of roofing area.

PROJECT DETAILS

Staff solicited design from several local roofing consultants and only NRC submitted a proposal. A purchase order was issued for the design work. NRC has completed several roofing design projects at the Airport in the past, all having satisfactory results.

Bid Process

Staff solicited sealed bids by using PlanetBids and advertised in the Dodge Construction News and local and minority newspapers, reaching out to local construction companies, and

providing public postings on the Internet and in the Burbank, Glendale and Pasadena city halls.

Bids were opened publicly on June 28, 2017, and four (4) contractors submitted bids with the following results:

CONTRACTOR	BID
Universal Coatings, Inc. (Fresno)	\$329,500
Absolute Urethane, Inc. (Fresno)	\$375,000
Brazos Urethane, Inc. (Fresno)	\$408,777
Best Contracting Services (Gardena)	\$409,360

Staff reviewed the bids and determined that all bidders were deemed responsive and the low bidder was Universal Coatings, Inc. with a bid of \$329,500. References were verified on the low bidder and found to be satisfactory.

ENGINEER'S ESTIMATE

An Engineer's construction estimate of \$400,000 was prepared by the Airport's design consultant, National Roofing Consultants, Inc.

SCHEDULE

The work will begin as soon as possible after the award of contract and full execution of the contract agreement. The work is scheduled to be complete within forty-five (45) calendar days after notice to proceed is issued to the contractor.

FORCE ACCOUNT AND OTHER SOFT COSTS

The project will be managed by Staff, inclusive of project and construction management services, and other soft costs, for a total estimated cost of \$60,000. Construction administration will be performed by the engineer of record, NRC, for the lump sum amount of \$11,900.

CONTINGENCY

Staff recommends a project aggregate contingency of \$40,000 to cover unforeseen expenditures.

OPERATIONS IMPACTS

All work will be phased and coordinated with Airport Operations and Maintenance personnel so as to have minimal impacts on Airport operations.

BUDGET IMPACTS

Appropriations for the completion of the Hangar 34 roof are part of the Adopted 2017/2018 (FY2018) Capital Plan (Category – Building Improvements) with an approved budget of \$485,000. A breakdown summary of the anticipated costs is as follows:

Construction	(Universal Coatings)	\$ 329,500
Design	(NRC)	\$ 0
Construction Management	(TBI)	\$ 60,000
Construction Administration	(NRC)	\$ 11,900
Contingency		<u>\$ 40,000</u>
Total FY 2018 Costs		\$ 441,400
Plus Prior Year Design Costs		<u>\$ 9,550</u>
Total Project Costs		<u>\$ 450,950</u>

RECOMMENDATIONS

On August 7, 2017, the Operations and Development Committee (“Committee”) voted unanimously (3–0) to recommend that the Commission authorize the following actions for the Hangar 34 roof:

- Award a construction contract in the amount of \$329,500 to Universal Coatings, Inc. to install a polyurethane roofing system on Hangar 34;
- Authorize the issuance of a Purchase Order in the lump sum amount of \$11,900 to NRC, Inc. for construction administration service;
- Approve the deployment of the TBI Force Account, including in-house construction management service, field observation and security for the not-to-exceed amount of \$60,000; and,
- Authorize the establishment of an aggregate project contingency of \$40,000 which is approximately 10% of the project total less contingency.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
AUGUST 21, 2017**

**AMENDMENT NO. 1 TO
WIRELESS COMMUNICATIONS USE AND MAINTENANCE AGREEMENT
WITH THE CITY OF BURBANK**

SUMMARY

At the August 7, 2017, meeting of the Operations and Development Committee ("Committee"), the Committee voted unanimously (3–0) to recommend that the Commission approve Amendment No. 1 to the Wireless Communications Use and Maintenance Agreement ("Radio Agreement") with the City of Burbank ("Burbank"). The proposed Amendment No. 1 will extend the term of the Radio Agreement by three years so that the expiration date is October 8, 2020.

BACKGROUND

On October 8, 2007, in order to improve the Authority's public safety communication system from an analog system to a digital system, the Commission authorized Staff to execute the Radio Agreement. The purpose of the Radio Agreement is to allow the Airport's public safety radio communications to be fully interoperable with surrounding police and fire agencies. Under the Radio Agreement, the Authority became a subscriber to the Interagency Communications Interoperability System ("ICIS"), which is a joint powers agency that enables its member agencies to communicate with each other at the tactical level within a large region of Los Angeles County. Burbank is an ICIS member and, through Verdugo Dispatch, both the Burbank Police Department and the Burbank Fire Department operate on ICIS.

The Radio Agreement gives the Authority ICIS connectivity and roaming capability, under Burbank's ICIS membership, for 64 Authority-owned digital radios primarily used by the Airport public safety and operations departments. Additionally, the Authority receives from Burbank basic maintenance service of the airport radios as part of the monthly service fee paid to Burbank. The service fee initially was \$25 per radio per month, and that amount has been adjusted each even-numbered year based on the local Consumer Price Index. The Radio Agreement has a 10-year term and is set to expire on October 8, 2017.

PROPOSED AMENDMENT

A copy of the proposed Amendment No. 1 is attached as Exhibit A. This amendment will change the contract's expiration date to October 8, 2020. There will be no change to the other provisions of the Radio Agreement.

BUDGET EFFECT

The fees payable to Burbank under the Radio Agreement, based on the current number of radios in use and the current monthly service fee is \$20,100 on an annual basis, or \$1,675

per month. The recently approved FY 2017–2018 Budget contains an appropriation for the services provided under the Radio Agreement.

IMPACT ON OPERATIONS

If the proposed Amendment No. 1 is approved, the Authority will be able to maintain the ICIS-capable interoperable radios which support a level of efficiency and safety of Airport public safety and operations departments and personnel. In the event of an emergency, this system, equipment and access to the ICIS system will continue to provide the ability for tactical communication with Burbank Police, Burbank Fire and other surrounding jurisdictions.

RECOMMENDATION

At the August 7, 2017, meeting of the Operations and Development Committee (“Committee”), the Committee voted unanimously (3–0) to recommend that the Commission approve Amendment No. 1 to the Wireless Communications Use and Maintenance Agreement with the City of Burbank and authorize execution by the President.

Amendment No. 1
to
the Wireless Communications Use and Maintenance Agreement

This Amendment No. 1 to the Wireless Communications Use and Maintenance Agreement, dated as of [_____], 2017 (this “Amendment”) is entered into by and between the City of Burbank, a municipal corporation (“Member”) and the Burbank-Glendale-Pasadena Airport Authority, a joint powers agency formed under California law (“Subscriber”, and together with Burbank, each, a “Party”, and collectively, the “Parties”).

RECITALS

- A. The Parties have entered into that certain Wireless Communications Use and Maintenance Agreement, dated as of October 8, 2007 (the “Original Agreement”, as amended by this Amendment, the “Agreement”) for Member to make certain wireless communications services to Subscriber as set forth in more detail in the Original Agreement.
- B. As defined therein, the Effective Date of the Original Agreement is October 8, 2007, and the term of the Original Agreement is to expire on the tenth year after the Effective Date.
- C. The Parties desire to extend the term for an additional three (3) years.

AGREEMENT

In consideration of the mutual agreements contained herein, and intending to be legally bound, the Parties hereto agree as follows:

- 1. **DEFINITIONS.** Capitalized terms not otherwise defined herein shall have the meaning assigned to such term in the Original Agreement.
- 2. **AMENDMENT.** The first sentence of Section 2.0 of the Original Agreement is hereby amended and restated in its entirety as follows:

The term of this Agreement shall begin on the Effective Date and shall expire on October 8, 2020 (“Expiration Date”) unless earlier terminated, in whole or in part, by mutual agreement of the Parties.

- 3. **CONFIRMATION AND RATIFICATION.** Except as otherwise modified by this Amendment, all terms, conditions and covenants contained in the Original Agreement shall be and remain in effect. On and after the full execution and delivery of this Amendment, the Agreement shall hereby include and incorporate this Amendment and any reference in the Agreement to “Agreement” shall include the Original Agreement as modified by this Amendment.

4. COUNTERPARTS. This Amendment may be executed in, and is effective in, multiple counterparts with each Party executing a separate copy of this Amendment. Further, facsimile or .pdf copies of signatures shall be as effective as original signatures for evidencing the execution of this Amendment.
5. GOVERNING LAW. This Amendment and the Agreement, and the rights and obligations of the Parties shall be governed and interpreted in accordance with the laws of the State of California. Should litigation occur, venue shall be in the Superior Court of the Los Angeles County.

[SIGNATURE PAGE ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF each of the undersigned has caused this Amendment No. 1 to the Wireless Communications Use and Maintenance Agreement to be duly executed on its behalf as of the date set forth below.

CITY OF BURBANK

**BURBANK-GLENDALE-PASADENA
AIRPORT AUTHORITY**

BY: _____

BY: _____

PRINT NAME: Jorge Somoano

PRINT NAME:

TITLE: General Manager of Burbank Water and Power

TITLE:

DATE: _____

DATE: _____

Approved as to Form
Office of the City Attorney
By: _____
Title: SECRETARY
Date: 7/19/17