



August 3, 2017

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, August 7, 2017, 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
Regular Meeting of Monday, August 7, 2017
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. July 17, 2017

[See page 1]

4. Contracts and Leases

a. Award of Contract: Project Number E16-07 Hangar 34 Roof Rehabilitation

- Staff Report Attached

[See page 5]

Staff seeks an Operations and Development Committee recommendation to the Commission that it 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 \$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.

b. Amendment No. 1 to Wireless Communications Use and Maintenance Agreement with City of Burbank

- Staff Report Attached

[See page 8]

Staff seeks an Operations and Development Committee recommendation to the Commission for approval of 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.

5. Items for Information

a. June 2017 Parking and Passenger Statistics

No staff report attached. Staff will discuss the June 2017 passenger/cargo statistics and will brief the Committee regarding parking revenue in June 2017.

6. Other Contracts and Leases and Capital Projects

7. Adjournment

3.a.

Subject to Approval

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. The June 5, 2017, minutes were approved unanimously (3-0).
 - b. **June 19, 2017** 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.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
AUGUST 7, 2017**

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

SUMMARY

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission that it 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.

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 2017 Costs		\$ 441,400
Plus Prior Year Design Costs		<u>\$ 9,550</u>
Total Project Costs		\$ 450,950

RECOMMENDATIONS

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission that it 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% the project total less contingency.

**STAFF REPORT PRESENTED TO
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
AUGUST 7, 2017**

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

SUMMARY

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission for approval of 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.

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

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

Staff recommends that the Committee recommend to the Commission approval of Amendment No. 1 to the Radio Agreement with Burbank and authorization for 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. The term of the Original Agreement was to expire on the tenth year after the Effective Date (as such term is defined therein).
- 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 three (3) years after such date ("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: _____