



January 13, 2017

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

The Airport Authority administrative offices will be closed on Monday, January 16, 2017, in observance of Martin Luther King, Jr., Day. Therefore, the regular meeting of the Operations and Development Committee scheduled for Monday, January 16, 2017, at 8:30 a.m., in the Airport Skyroom at Hollywood Burbank Airport has been cancelled.

NOTICE is hereby given that a special meeting of the Operations and Development Committee will be held at 8:30 a.m., Tuesday, January 17, 2017, in the Airport Skyroom of the Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505.

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

SPECIAL MEETING
OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE

Airport Skyroom
Tuesday, January 17, 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.

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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.

AGENDA

1. Approval of Agenda

2. Public Comment

3. Approval of Minutes

a. December 12, 2016

[See page 1]

4. Items for Discussion

a. Airport Branding Update

No staff report is attached. Staff will update the Committee on the activities related to Phase 2 of the Branding program.

5. Items for Information

a. November 2016 Passenger Statistics and Parking Information

No staff report is attached. Staff will discuss the November 2016 passenger statistics and will brief the Committee regarding parking revenue for November 2016.

6. Other Contracts and Capital Projects

7. Adjournment

Subject to Approval

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

MONDAY, DECEMBER 12, 2016

A special 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 8:30 a.m., by Chairman Brown.

ROLL CALL**Present:**

Commissioners Brown and Selvidge;
Commissioner Sinanyan (arrived at 8:38 a.m.)

Absent:

None

Also Present:

Staff: Frank Miller, Executive Director;
John Hatanaka, Senior Deputy Executive Director;
Bob Anderson, Director, Engineering and Planning;
Paul Chang, Manager, Engineering and Planning;
Mark Hardymont, Director, Government and
Environmental Affairs; Mary Tromp, Manager,
Parking Revenue; Derrick Cheng, Administrative
Assistant, Public Relations Department and
Government and Environmental Affairs

1. Approval of Agenda

Commissioner Selvidge moved approval of the agenda. It was approved 2-0 (one absent).

2. Public Comment

There were no public speakers.

3. Approval of Minutes**a. November 14, 2016**

Commissioner Brown moved approval of the minutes of the November 14, 2016, meeting, seconded by Commissioner Selvidge. The minutes were approved 2-0 (one absent).

4. Contracts and Leases

**a. Project Number E15-12
Emergency Generator
Replacement Project Phase 1
and Phase 2 Increase in
Project Contingency**

Staff seeks the Committee's recommendation to the Commission that it increase the previously approved contingency for the Emergency Generator Replacement Project ("EGP") by \$189,500, making the total project contingency \$373,436, to cover additional costs for unforeseen necessary repairs to

existing switchgear, and the resultant expenditure of force account labor relative to implementing a complete power shut down to most of the terminal complex that was required to affect these repairs.

In January 2016, The Commission awarded a construction project for Phase 2 of the EGP to Pacific Industrial Electric ("PIE") in the amount of \$1,728,569. Part of this amount included a contingency of \$172,300 to cover any unforeseen costs. This brought the total Commission authorizations to \$2,671,640 for the services and construction costs for Phase 1 (construction) and Phase 2 (installation). Phase 1 had a contingency approved of \$16,500 bringing the total contingency at that time to \$187,500. However, during Phase 2 of the new emergency back-up generator, the contractor, PIE, discovered an unforeseen safety condition in the Airport's existing transfer switch and switchgear which was outside the scope of the PIE contract making it necessary to contact a third-party certified high-voltage electrical contractor. Staff notified the Commission of the need to establish an Emergency Purchase Order in the amount of \$171,000 with Hampton Tedder Technical Services ("Hampton Tedder"), a firm the Authority has used in the past to perform preventive maintenance and make repairs to the high-voltage system.

After the completion of Hampton Tedder's work, PIE determined there was a need to redesign the programing associated with the transfer switch and the switchgear in order to make the existing and new generators function properly. PIE has submitted a Change Order Request in the amount of \$17,375 for that reprogramming, which is pending.

Therefore, Staff seeks a recommendation from the Committee to the Commission that it increase the previously approved contingency of \$189,500 to \$373,436, an increase of \$183,936, required due to the unforeseen emergency repairs and directly-related costs associated with the necessary repairs to the existing switchgear and switchboard assemblies to complete the installation of the emergency generator replacement.

Motion

Commissioner Selvidge moved approval of the staff recommendation, seconded by Commissioner Sinanyan.

Motion Approved

The motion was approved unanimously (3-0).

5. Items for Information

a. October 2016 Passenger Statistics and Parking Information

Staff presented the results of the October 2016 Passenger/Cargo Statistics and Parking Information.

6. Adjournment

There being no further business, the meeting was adjourned at 9:30 a.m.