



July 13, 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, July 17, 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, July 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.***



***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. June 5, 2017 **[See page 1]**
  - b. June 19, 2017 **[See page 4]**
4. Contracts and Leases
  - a. Woolpert Inc. Contract Amendment for Aeronautical Survey Phase 2
    - Staff Report Attached **[See page 8]**

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

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

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

- Staff Report Attached

**[See page 13]**

**Subject to the recommendation of the Operations and Development Committee ("Committee"), this item has also been placed on the Commission's agenda for consideration at its meeting immediately following the Committee's meeting.**

**Staff seeks Commission approval of the following: (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.**

5. Items for Information

- a. May 2017 Passenger/Cargo Statistics and  
Parking Information

**No staff report attached. Staff will brief the Committee on the results of the May 2017 passenger/cargo statistics and parking information.**

6. Other Contracts and Leases and Capital Projects

7. Adjournment

**Subject to Approval**

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

**MONDAY, JUNE 5, 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 8:33 a.m., by Chairman Brown.

**ROLL CALL**

**Present:** Commissioners Brown and Selvidge

**Absent:** Commissioner Sinanyan

**Also Present:** Frank Miller, Exexecutive Director;  
John Hatanaka, Senior Deputy Executive Director;  
Mark Hardyment, Director, Transportation and  
Environmental Programs; Mary Tromp, Manager,  
Parking Revenue

- 1. Approval of Agenda** Commissioner Selvidge moved approval of the agenda. The agenda was approved (2–0, one absent).
- 2. Public Comment** There were no public speakers.
- 3. Approval of Minutes**
  - a. May 15, 2017** Commissioner Selvidge moved approval of the minutes of the May 15, 2017, meeting. The minutes were approved (2–0, one absent).
- 4. Contracts and Leases**
  - a. Transportation Security Administration Recapitalization Project Baggage Screening Equipment Project Number E16-17** Staff reported that the U.S. Department of Homeland Security Transportation Security Administration (“TSA”) supplies baggage screening machines at the Airport, and in 2012, TSA approached Staff with a project that it wanted to implement and fund at the Airport. The project will replace four CTX 9000 inline inspection devices with newer technology. TSA split the project into two phases. The initial phase project design included the preparation of construction documents for bidding and a detailed estimate of the construction costs. The second phase will be solicitation of

construction bids and physical implementation of the construction effort.

At the October 1, 2012, Authority meeting, the Commission approved an "Other Transaction Agreement" ("OTA") with TSA for the costs of the design and construction document preparation for the upgrade/replacement of the computerized tomographic x-ray ("CTX") equipment at the Airport that is used to inspect all checked baggage.

The OTA was executed by Staff and the first sub-phase in the amount of \$12,100 was completed and the bid accepted by the TSA. TSA has now provided Amendment #3 to the OTA seeking Authority execution for the construction phase of the project in the amount of \$1,870,130.

Staff recommended that the Committee recommend to the Commission that it authorize the following actions:

- 1) Authorize the Executive Director to execute Amendment #3 to the existing Other Transaction Agreement ("OTA") between the Department of Homeland Security Transportation Security Administration ("TSA") and the Burbank-Glendale-Pasadena Airport Authority in the amount of \$1,870,130;
- 2) Authorize the Executive Director to execute a lump sum Professional Services Agreement ("Agreement") with Swanson Rink, Inc. in the amount of \$78,200 to provide construction administration services;
- 3) Authorize the award of contract for construction to G & S Mechanical USA, Inc. in the amount of \$998,600 to prepare the area for the installation and connection of new baggage screening equipment;
- 4) Approve the deployment of TBI staff for project/construction management services in an amount not-to-exceed \$163,000;
- 5) Authorize the establishment of a Project Aggregate Contingency of \$123,980 which is approximately 10% of the estimated total project budget.

#### **Motion**

Following the presentation Commissioner Selvidge moved approval of Staff's recommendation.

**Motion Approved**

The Motion was approved (2-0, one absent).

**5. Items for Information**

**a. April 2017 Passenger/Cargo  
Statistics and Parking  
Information**

Staff presented the results of the April 2017 Passenger/Cargo Statistics and Parking Information.

**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 8:47 a.m.

Subject to Approval

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

**MONDAY, JUNE 19, 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 8:30 a.m., by Chairman Brown.

**ROLL CALL**

**Present:** Commissioners Brown and Selvidge

**Absent:** Commissioner Sinanyan

**Also Present:** Staff: Frank Miller, Executive Director;  
John Hatanaka, Senior Deputy Executive Director;  
David Freedman, Director, Strategic planning and  
Business; Tom Janowitz, Senior Operations  
Manager

1. **Approval of Agenda** Commissioner Selvidge moved approval of the agenda. The agenda was approved (2-0, one absent).
2. **Public Comment** The Staff requested that the Public Comments regarding this item be held in abeyance until the item had been presented. Staff requested Public Comments to be heard after item 5, so that the Committee would have the information regarding the ground transportation first. The Committee concurred with Staff's request.
3. **Approval of Minutes**
  - a. **June 5, 2017** Draft minutes for the June 5, 2017, meeting were included in the agenda packet for review and approval but this item was not heard.

Staff requested that item 5.a. be taken out of order in lieu of time constraints. The Committee concurred with Staff's request.

## 5. Items for Discussion

### a. Ground Transportation Operation Realignment

Staff advised and updated the Committee on the Ground Transportation Operation Realignment plan affecting the TNC passenger pick-up operation currently located in the short-term parking structure. After reviewing the ground transportation activities and available curb front, Staff presented for information to the Committee, the proposed realignment of all ground transportation operations.

After responding to questions from the Committee, Staff advised of a final plan to implement a realignment of the ground transportation operations to the ground transportation islands in front of the Airport terminal.

The Committee next received public Comments regarding agenda item 4.a., First Amendment to the Airport Access and Facilities agreement Class VIII Operators.

## 2. Public Comment

Jano Baghdanian, a professional Traffic Engineer with JB & Associates; Ara Ghanbarian, Director of Marketing and Business Development for City Cab, Checkered Cab, Yellow Cab, Peoples Taxi, Bell Cab, Super Shuttle and Black Car LA; and Vic Kakosian, with United Taxi, commented on the proposed changes to the pick-up location of the Transportation Network Companies ("TNCs") from the first floor of the short-term parking structure to a designated island curb of the redesigned ground transportation layout in front of the Hollywood Burbank Airport terminal.

Following public comments regarding agenda item 4.a., the Committee turned its attention back to that item.

## 4. Contracts and Leases

### a. First Amendment to the Airport Access and Facilities Agreement Class VIII Operators

Staff requested an Operations and Development Committee recommendation to the Commission that it approve the First Amendment to the Airport Access and Facilities Use Agreement, that relocates the pick-up location of the Transportation Network Companies from the first floor of the short-term parking structure to a designated island curb of the redesigned ground transportation layout in front of the Hollywood Burbank Airport terminal.



Staff reported on the directions received from the Authority in March of 2017, to relocate the TNC's out of the short-term parking structure and return those parking spaces back to revenue generating self-parking spaces. Staff discussed and reviewed available alternatives outside of the parking structure. After considering the factors and refining the overall plan, Staff derived a conceptual plan for the realignment and presented that plan to the Operations and Development Committee on May 19. Upon confirming the conceptual realignment plan with the Operations Committee, the plan was then presented at the ground transportation operators meeting on June 1, 2017, where members from the Authorities parking and shuttle bus operators, ground transportation operators, class 1, 2, and 3 hotels and motels Door-to-Door shuttles, taxi cabs and ride-share operators were all in attendance. The goals of the realignment plan were shared with all in attendance.

Staff answered questions from the Committee, including questions raised by the public speakers regarding the use of Lot E as a possible alternative to the Staff's recommendation. Staff advised that Lot E was not a viable alternative because the use of that location would dilute parking revenue from an area that already lacks capacity.

Staff advised on the importance of educating its customers and operators on public safety and on the implementation of the realignment plan, which includes the operating rules at the island; no staging, no waiting, and no blocking lanes of traffic. Staff noted that Instructions will be distributed via physical maps, flyers, posting on shuttle shelters at the ground transportation islands, postings inside the Airports busses and throughout social media and the Airports website.

Staff advised the Committee that it will monitor the customers and operators activity as well as the traffic services, get their input and review the operation on a weekly basis and reassess if needed. The realignment plan of the ground transportation operations is scheduled to go into effect July 18, 2017.

**Motion**

Following the presentation Commissioner Selvidge moved approval of Staff's recommendation.

**Motion Approved**

The motion was approved (2-0, one absent).

**b. Award of Contract – Urgentlink (Emergency communications Services)**

Staff presented a report regarding a proposed Urgentlink Service Agreement with ARNIC Incorporated, a Rockwell Collins company, for access to a national emergency backup public safety communications network. The program agreement will have a three-year initial period and will cost \$8,000 per year during such period.

**Motion**

Commissioner Selvidge moved approval of Staff's recommendation.

**Motion Approved**

There being no objections the motion was approved (2-0, one absent).

**6. Other Contracts and Capital Projects**

This item was not discussed

**7. Adjournment**

There being no further business, the meeting was adjourned at 9:04 a.m.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
JULY 17, 2017**

**WOOLPERT INC. CONTRACT AMENDMENT  
FOR AERONAUTICAL SURVEY PHASE 2**

SUMMARY

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

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

BACKGROUND

The Federal Aviation Administration ("FAA") now requires, as a condition of funding eligibility, that airport sponsors complete an Airport Geographic Information Survey ("A-GIS"). An A-GIS is a comprehensive approach for collecting data about ground features affecting navigational airspace in and around 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 a 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.

## PROCUREMENT AND CONTRACT DETAILS

AGIS preparation is a highly specialized activity and only a few firms in the United States have the necessary expertise. Firms are required to coordinate with the FAA and to meet exacting standards for FAA acceptance. Staff conducted research and made inquiries about firms known to have AGIS and survey experience in general. The following firms were identified and contacted:

- Atkins – Staff contacted this firm but was unable to obtain a response.
- Wagner Engineering and Surveying – Staff conducted an interview and determined that this firm did not feel capable completing an FAA-compliant A-GIS.
- Hennon Surveying and Mapping – Staff conducted an interview and determined that this firm felt confident it could perform the work. However, Hennon has no prior experience completing an FAA-compliant A-GIS.
- Woolpert, Inc. – Staff conducted an interview and determined that this firm is highly qualified and has a track record of successful A-GIS completion.

Based on these results, in accordance with the Authority Expenditure Policy, in April 2017 the Executive Director executed a PSA with Woolpert for a lump sum fee of \$67,870. The PSA's scope of work was approved by the FAA (both the Western Pacific Region and the Office of Airports Safety and Standards in Washington D.C.) and lists aeronautical survey tasks for both phases of A-GIS preparation. However, the contract only requires performance of the Phase 1 tasks.

Woolpert completed the Phase 1 aeronautical survey work on May 26, 2017. Staff incorporated that work product into an ALP Drawing and Narrative Report package that was submitted to the FAA on June 30, 2017, which was the Authority's target date.

The proposed Amendment No. 1 to Woolpert's PSA is attached as Exhibit A. This amendment will require performance of the Phase 2 aeronautical survey tasks, and will increase the contract amount by \$130,880. The fee for the Phase 2 work will be paid in two installments, the first at the halfway point and the balance upon satisfactory completion.

Staff is seeking Commission approval of the proposed Amendment No. 1 because the contract amount exceeds the Executive Director's signature authority under the Authority Expenditure Policy. If approved, the amendment will allow the A-GIS to be completed in conformance with FAA mandates. The FAA requires that Phase 2 of an A-GIS be completed within 12 months after the Phase 1 work. Additionally, to ensure data consistency, the FAA requires that Phase 2 work be completed by the same firm that performed the Phase 1 work.

## SCHEDULE

The work will begin as soon as possible with completion of the work product by Woolpert targeted to be completed by November 30, 2017. Supervision of the project will be managed by Staff and Conway Consulting, Ltd.

## CONTINGENCY

Staff recommends an approximate 10% project contingency of \$14,000 to cover unforeseen conditions that may arise during the course of completing the A-GIS.

## BUDGET IMPACTS

This project is included as part of the Adopted 2017/2018 (FY2018) Capital Plan (Category – Replacement Terminal Project) which has an appropriation of \$3,100,000. Assuming that the proposed project contingency is not required, the total cost to complete the full AGIS project, comprised of Phase 1 for \$67,870 and Phase 2 for \$130,880, is \$198,750.

## RECOMMENDATIONS

Staff recommends that the Committee recommend to the Commission approval of the following: (i) Amendment No. 1 to the Woolpert PSA to provide for performance of the Phase 2 aeronautical survey tasks; and (ii) a \$144,880 funding request from the Replacement Terminal Project line item of the adopted Capital Plan to cover the Phase 2 work and the project contingency specified in this report.

**AMENDMENT NO. 1 TO  
PROFESSIONAL SERVICES AGREEMENT  
(Burbank-Glendale-Pasadena Airport Authority/Woolpert Inc.)**

This Amendment No. 1 ("First Amendment") to the April 6, 2017 Professional Services Agreement ("Agreement") executed by the Burbank-Glendale-Pasadena Airport Authority ("Authority"), a California joint powers agency, and Woolpert Inc. ("Consultant"), an Ohio C corporation, is dated July 17, 2017 for reference purposes.

**RECITALS**

- A. The parties executed the Agreement to provide for the Authority's engagement of Consultant as an independent contractor to perform phase 1 of aeronautical survey.
- B. The parties desire to amend the Agreement to provide for Consultant's performance of phase 2 of aeronautical survey.

NOW, THEREFORE, the parties agree as follows:

- 1. **Amendment of Section 1.** Paragraph (C) of Section 1 ("Definitions") of the Agreement is amended to read as follows:

"C. 'Contract Amount': One hundred ninety-eight thousand seven hundred fifty dollars (\$198,750)."

- 2. **Amendment of Section 1.** Paragraph (I) of Section 1 ("Definitions") of the Agreement is amended to read as follows:

"I. 'Services': the tasks set forth in the attached Exhibit A."

- 3. **Amendment of Section 4.** Section 4 ("Compensation") of the Agreement is amended to read as follows:

"4. **Compensation.** The Authority shall compensate Consultant for performance of the Services, and Consultant agrees to accept as full satisfaction for such work, payment in three installments as follows: (i) \$67,870 – upon completion of Phase 1; (ii) \$65,440 – upon halfway point of Phase 2; and (iii) \$65,440 – upon completion of Phase 2. Such payments shall be tendered upon satisfactory completion of the Services."

- 4. **Effective Date.** This First Amendment shall be effective upon execution.

- 5. **Preservation of Agreement.** Except as expressly modified by this First Amendment, all of the provisions of the Agreement shall remain unaltered and in full force and effect. In the event of a conflict between the provisions of this First Amendment and the provisions of the Agreement, the provisions of this First Amendment shall control.

**TO EFFECTUATE THIS FIRST AMENDMENT**, the parties have caused their duly authorized representatives to execute this First Amendment by signing below.

**Woolpert Inc.**



Thomas E. Mackie

Chairperson  President  Vice President

Secretary  Asst. Secretary

Chief Finance Officer  Asst. Treasurer

[Pursuant to California Corporations Code Section 313, both signature lines must be executed unless the signatory holds at least one of the offices designated on each line.]

**Burbank-Glendale-Pasadena Airport Authority**

\_\_\_\_\_  
Terry Tornek, President

Approved as to form:

\_\_\_\_\_  
Richards, Watson & Gershon  
A Professional Corporation

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
JULY 17, 2017**

**AIRPORT SECURITY AND TRAFFIC CONTROL SERVICES  
HSS, INC. CONTRACT EXTENSION;  
RFP AUTHORIZATION**

**SUMMARY**

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

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

**BACKGROUND**

The Commission awarded HSS a three-year professional services agreement for airport security and traffic control services with two one-year extension options available to the Authority. The agreement provides that HSS will be compensated based on an all-inclusive hourly rate. Additionally, the agreement gives the Authority the discretion to approve a CPI adjustment of the hourly rate at any time after the first year. The base period of the agreement ran from August 1, 2013, to July 31, 2016. Over the course of that period, Staff denied several requests from HSS for a CPI adjustment of the hourly rate.

On May 16, 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. In order to avoid disruption Staff negotiated a six month contract extension that will run from July 1, 2017, to January 31, 2018, and that will provide a CPI adjustment retroactive to July 1, 2017. During this extension period, Staff will issue an RFP for airport security and traffic control services. HSS has assured Staff that under no circumstances will HSS vacate the airport security and traffic control posts during this extension period.

**BUDGET IMPACTS**

This project is included as part of the Adopted O&M portion of the 2017/2018 (FY2018) Budget.



## RECOMMENDATIONS

Staff recommends that the Committee recommend to the Commission approval of the following: (i) a six month extension, from August 1, 2017, to January 31, 2018, of the airport security and traffic control services contract with HSS with a CPI adjustment retroactive to July 1; and (ii) issuance of an airport security and traffic control services RFP.