



May 11, 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, May 15, 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, May 15, 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. May 1, 2017

[See page 1]

4. Items for Discussion

a. Operational Impacts of Proposed FY 2018 Capital Projects

No Staff report is attached. Staff will review with the Committee the operational impacts of the proposed FY 2018 Capital Program.

5. Adjournment

Subject to Approval

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

MONDAY, MAY 1, 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; Denis Carvill, Deputy Executive Director, Engineering, Maintenance, Operations and Airline Relations; Mark Hardymont, Director, Government and Environmental Affairs; Scott Kimball, Director, Operations and Maintenance; Tom Janowitz, Senior Operations Manager; 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. April 3, 2017 Commissioner Selvidge moved approval of the minutes of the April 3, 2017, meeting. There being no objection, the minutes were approved (2-0, one absent).

4. Contracts and Leases
a. Amendment No. 1 to Janitorial Service Agreement Diverse Facility Solutions, Inc. Staff requested an Operations and Development Committee recommendation to the Commission that it exercise the first of two one-year extension options contained in the Janitorial Service Agreement ("Service Agreement") between the Burbank-Glendale-Pasadena Airport Authority and Diverse Facility Solutions, Inc. ("DFS"). Concurrent with this

recommendation, Staff also recommended to the Committee that it recommend exercising the first of two one-year extensions for janitorial services needed to address the post-security pet relief station located in Terminal A.

The proposed transaction will not impact the Authority's operating budget for the remainder of the fiscal year as the fixed monthly cost for the Service Agreement and pet relief station janitorial service remains unchanged during the extension option period. These fixed monthly fees will be included in the proposed FY 2017/2018 Budget.

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

Motion

Commissioner Selvidge moved approval of Staff's recommendation.

Motion Approved

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

**b. Professional Services Agreement
Burbank-Glendale-Pasadena
Airport Authority/InterVISTAS
Consulting Inc.**

In conjunction with the Airport Layout Plan revision currently in progress, Staff requested the approval of the Commission that it authorize an award of contract to InterVISTAS Consulting Inc. ("InterVISTAS") for a lump-sum amount of \$40,000 for a Forecast of Aviation Activity required by the Federal Aviation Administration and authorize the Executive Director to execute the same. InterVISTAS is currently under contract to provide air service development support. The combined value of the air service development support agreement and the proposed Forecast of Aviation Activity agreement exceeds the maximum amount the Executive Director is authorized to execute. Accordingly, subject to the recommendation of the Operations and Development Committee at its meeting preceding the Commission meeting, this item was placed on the Commission's agenda for its consideration.

Staff presented a report to the Committee and recommended that the Committee recommend to the Commission that it authorize a contract award to InterVistas for a lump-sum amount of \$40,000 for a Forecast of Aviation Activity and authorize the Executive Director to execute the same.

Motion

Commissioner Selvidge moved approval of Staff's recommendation.

Motion Approved

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

5. Items for Discussion

a. Ground Transportation Operation Realignment

Staff reviewed options for the ground transportation operation in front of the terminal including 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 discussion with the Committee a proposed realignment of all ground transportation operations.

After responding to questions from the Committee, Staff advised that it will return with additional information to the Committee after meeting with the ground transportation providers.

6. Items for Information

a. March 2017 Parking and Passenger Statistics

Staff presented a report to the Committee on the March 2017 passenger statistics and parking information.

7. Other Contracts and Capital Projects

This item was not discussed

8. Adjournment

There being no further business, the meeting was adjourned at 8:52 a.m.