



May 13, 2016

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 16, 2016, at 8:30 a.m., in the Airport Skyroom of the Bob Hope Airport, 2627 Hollywood Way, Burbank, California 91505.

The items to be discussed are listed on the attached agenda.

Sue Loyd, Board Secretary  
Burbank-Glendale-Pasadena Airport Authority

REGULAR MEETING  
OF THE  
OPERATIONS AND DEVELOPMENT COMMITTEE

Airport Skyroom  
Monday, May 16, 2016  
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 Bob Hope 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. May 2, 2016

**[See page 1]**

4. Items for Discussion

a. Operational Impacts of Proposed FY 2017 Capital Projects

***No staff report is attached. Staff will review with the Committee the operational impacts of the proposed FY 2017 Capital Program.***

b. Phase 2 Branding Overview

***No staff report is attached. Staff and representatives from Anyone Collective will present an outline of activities and projects associated with implementing the new brand name of the Airport. Some of the activities are intended to be completed for the Committee's review prior to the end of the fiscal year.***

5. Items for Information

a. March 2016 Passenger Statistics and Parking Information

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

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, MAY 2, 2016**

A regular meeting of the Operations and Development Committee was called to order 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, Sinanyan and Selvidge
- Absent:** None
- Also Present:** Staff: Dan Feger, Executive Director; John Hatanaka, Senior Deputy Executive Director; Denis Carvill, Deputy Executive Director, Engineering, Maintenance, Operations and Airline Relations; Commander Allen Schmitt of the Airport Police Department; and Alexander Jackson, Manager, Airport Security
1. **Approval of Agenda** Commissioner Selvidge moved approval of the agenda; there being no objection, the agenda was approved 3–0 as presented.
  2. **Public Comment** There were no public speakers.
  3. **Approval of Minutes**
    - a. **April 18, 2016** Commissioner Brown moved approval of the minutes of the April 18, 2016, meeting, seconded by Commissioner Selvidge. There being no objection, the minutes were approved unanimously (3–0) as submitted by Staff.
  4. **Contracts and Leases**
    - a. **Rate Adjustment and Agreement Extension for HSS, Inc. Staffing Services** Staff reported that in July 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 Services Agreement (“Agreement”) between the Authority and HSS provides for a CPI rate adjustment beginning in year two of the Agreement.

Regarding the CPI adjustment, Staff recommended that a CPI annual adjustment in the amount of \$12,115 be retroactively

applied effective July 31, 2015. Staff noted that the reason for the retroactive CPI adjustment is that Authority staff and HSS were negotiating HSS' request for a separate wage adjustment amounting to approximately \$56,626 per year. Staff does not recommend the additional wage increase and HSS has agreed to comply with the terms of the original Agreement, which provide for the CPI adjustment in year two of the Agreement.

Staff advised the Committee that it does not believe the security marketplace has changed substantially since the Agreement was awarded; therefore, Staff recommended that the first of two one-year extension options be exercised, extending the Agreement to July 31, 2016.

**Motion**

Commissioner Sinanyan moved approval of Staff's recommendation to (1) approve a CPI rate adjustment to the Agreement with HSS in the annual amount of \$12,115, retroactively effective July 31, 2015; (2) approve a one-year extension of the Agreement for a one-year period through July 31, 2017; and (3) not approve the additional wage increase proposed by HSS. The motion was seconded by Commissioner Selvidge.

**Motion Approved**

The motion was approved unanimously (3-0).

**5. Items for Discussion**

**a. Update: Transportation Network Company ("TNC") Operation**

Commander Schmitt of the Airport Police Department ("Department") updated the Committee on the enforcement of the Authority's Interim Use and Facility Access Agreement for the TNC operation at the Airport and answered various questions from the Committee.

Commander Schmitt advised that when the agreements were initially executed with Uber, Lyft and Wingz, there was a period of approximately two months during which the Department continued to notify TNC drivers of violations without actually issuing citations. Commander Schmitt reported that on approximately April 21, 2016, the Department began citing TNC drivers for violations of the contract and, to date, approximately 14 passenger loading citations have been issued for picking up passengers in the wrong location and 19 citations have been issued to TNC drivers for not displaying trade dress, the small TNC emblem displayed on the passenger side of the windshield.

Commander Schmitt noted that since the initiation of issuing citations for violations, the TNC drivers' behavior has improved and he believes there will be less citations issued in the future.

Staff advised the Committee that a permanent Use and Facility Agreement for execution by TNC operators will be completed soon which Staff will begin discussing with the TNC operators serving the Airport. This agreement will take four additional steps: (1) establishment of a geofence; (2) institution of self-reporting by the TNCs; (3) institution of drop-off charges at the Airport; and (4) no advance staging is to be permitted and the TNC driver must remain in the vehicle when picking up riders.

**b. Update: Parking Rate Adjustments**

Staff reported that pursuant to the Commission's approval of the variable pricing strategy implementation regarding the Airport's public parking lots in April 2016, there will be daily rate adjustments as of 12:01 a.m. on May 16 in three of the Airport's public parking lots and for the short-term parking structure to determine which rates best benefit the Airport financially while still attracting passengers to the lots.

Staff reported that Lot E and the short-term parking structure are full on Tuesdays, Wednesdays and Thursdays; Staff therefore decided to increase the daily rates for these two parking products by \$1, from \$23 to \$24 and from \$31 to \$32, respectively. Staff also decided to increase the daily rate for Valet parking by \$1, from \$23 to \$24. Regarding Lot C, which Staff noted has not been performing as well as some of the other lots, it was decided to try to encourage competition on the off-airport lots by decreasing the daily rate for Lot C by \$1, from \$13 to \$12.

Staff advised the Committee it will carefully monitor activity in these parking lots to determine whether the adjusted rates are effective.

**6. Other Contracts and Capital Projects**

This item was not discussed.

**7. Adjournment**

There being no further business, the meeting adjourned at 8:56 a.m.