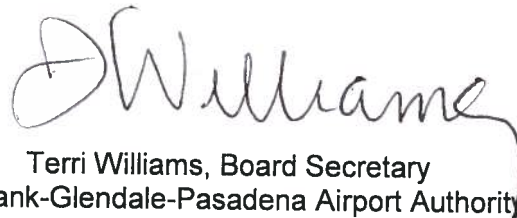




November 1, 2018

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

NOTICE is hereby given that a special meeting of the Operations and Development Committee will be held Monday, November 5, 2018, at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.



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

SPECIAL MEETING  
OF THE  
OPERATIONS AND DEVELOPMENT COMMITTEE

Airport Skyroom

Monday, November 5, 2018

8:30 A.M.

*The public comment period is the opportunity for members of the public to address the Committee on agenda items and on airport-related non-agenda matters that are within the Committee's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.*

*Members of the public are requested to observe the following decorum when attending or participating in meetings of the Committee:*

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Committee during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Committee's subject matter jurisdiction.*
- *Limit comments to five minutes or to such other period of time as may be specified by the presiding officer.*



*The following activities are prohibited:*

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*



*Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Committee less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 N. 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. October 15, 2018

**[See page 1]**

b. October 18, 2018

**[See page 3]**

4. Contracts and Leases

- a. Exercise of Second Extension Option Landscaping Service Agreement Parkwood Landscape Maintenance, Inc.

- Staff Report Attached

**[See page 6]**

***Staff seeks a recommendation from the Operations and Development Committee ("Committee") to the Commission to exercise the second of two one-year extension options for the Landscaping Service Agreement between the Burbank-Glendale-Pasadena Airport Authority and Parkwood Landscape Maintenance, Inc., and to authorize the Executive Director to issue the required extension notice.***

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

- b. Issuance of Purchase Order for On-Demand Shuttle Services  
Burbank Airport – North Metrolink Station and Hollywood Burbank Airport

- Staff Report Attached

**[See page 7]**

***Staff seeks a recommendation from the Operations and Development Committee ("Committee") to the Commission to award a Purchase Order to SP Plus Corporation in the amount of \$3,340 on a month-to-month basis for on-demand shuttle services between the Hollywood Burbank Airport and the Burbank Airport – North Metrolink Station and to authorize the Executive Director to issue the same.***

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

5. Adjournment

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

**MONDAY, OCTOBER 15, 2018**

A regular meeting of the Operations and Development Committee was called to order on this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 8:38 a.m., by Chairman Brown.

**ROLL CALL**

**Present:** Commissioners Brown and Tornek

**Absent:** Commissioner Devine

**Also Present:** Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Sumi Spurlock, Supervisor, Airport Security; Denis Carvill, Deputy Executive Director, Operations and Airline Relations

**1. Approval of Agenda** There were no adjustments to the agenda.

**2. Public Comment** There were no public speakers.

**3. Approval of the Minutes**

**a. September 17, 2018** Commissioner Tornek moved approval of the minutes of the September 17, 2018, meeting, seconded by Commissioner Brown. The minutes were approved (2-0, one absent).

**4. Contract and Leases**

**a. Award of Professional Services Agreement for Airport Consumer Item Inspection Services to Universal Protection Service, LP dba Allied Universal and Approval of Inspection Services Reimbursement Agreement with MCS Burbank LLC and HG Burbank JV** Staff presented to the Committee for approval an Award of Professional Services Agreement ("Agreement") Airport Consumer Item Inspection Services Universal Protection Service LP dba Allied Universal ("Allied") and Approval of Approval of Inspection Services Reimbursement Agreement with MCS Burbank LLC ("MCS") and HG Burbank JV ("Hudson").

All items and/or equipment of the respective vendors and concessionaires that are sold, consumed or used beyond the terminal security checkpoint are subject to inspection for any prohibited items.

The proposed Agreement is for a two-year term with two one-year extension options available to the Commission at its discretion at a not-to-exceed contract price of \$321,485 for the initial two years. The cost of these services under the proposed Reimbursement Agreement will be fully reimbursed by MCS and Hudson, with MCS responsible for 69% of the cost and Hudson 31%.

Staff recommended that the Committee recommend to the Commission that it approve a Professional Services Agreement with Allied Universal and the Inspection Services Reimbursement Agreement with MCS and Hudson for the Airport Consumer Item Inspection Services and authorize the President to execute the same.

**Motion**

Commissioner Tornek moved approval of Staff's recommendation, seconded by Commissioner Brown.

**Motion Approved**

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

This item has been placed on the Authority's agenda for its October 15, 2018, meeting immediately following the Committee's meeting.

**5. Items for Information**

**a. Metrolink Transportation Shuttle Services Update**

Staff provided an update to the Committee regarding the status of the shuttle service from the Burbank Airport-North Metrolink Station at the Airport. At the Committee meeting held August 20, 2018, the Committee expressed its concerns on the cost of busing people to and from the Metrolink Station and the Airport terminal. At that meeting, the Committee suggested a three-month deal with SuperShuttle to operate that service, with that contract ending November 21. During this time, Staff put out a bid for on-demand service between the Metrolink Station and The Airport and received no bids on that request.

Staff further reported, that they are currently working with some of the Authorities existing vendors to come up with a workable solution and they will report back at the Committees next meeting scheduled for November 5.

**6. Adjournment**

There being no further business, the meeting adjourned at 8:45 a.m.

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

**THURSDAY, OCTOBER 18, 2018**

A special meeting of the Operations and Development Committee was called to order on this date in the Buena Vista Room of the Burbank Public Library, 300 N. Buena Vista Street, Burbank, California 91505, at 6:00 p.m., by Chairman Brown.

**ROLL CALL**

**Present:** Commissioners Brown and Tornek

**Absent:** Commissioner Divine

**Also Present:** Staff: Frank Miller, Executive Director;  
John Hatanaka, Senior Deputy Executive Director;  
Patrick Lammerding, Deputy Executive Director,  
Planning and Development; Mark Hardymont,  
Director, Government and Environmental Affairs

Landrum & Brown Inc., Aviation Consultants:  
Rob Adams, Executive V.P. and Christian Valdes,  
Managing Consultant

Commissioner Tornek, the Presiding Officer, addressed members of the public in response to concerns raised by Burbank citizens and residents of surrounding communities at the Committee's special meeting held, March 29, 2018. The Authority retained aviation consulting firm Landrum & Brown Inc. ("Aviation Consultant"), to prepare an independent study to respond to community concerns about the recent increase in overflights as a result of the SoCal Metroplex project implementation. Aviation Consultants; Rob Adams, Executive V.P. and Christian Valdes, Managing Consultant, presented the findings of that study.

The Presiding officer introduced Member of Congress, Brad Sherman, who addressed the community residents and the Committee before item 1.a., Landrum & Brown, Aviation Consultants final report.

**1. Items for Discussion**

**a. Landrum & Brown "Flight Path Analysis, Final Report" Regarding NextGen Impact**

Following the Committee's opening remarks and a brief introduction of the Staff present, the platform recused to Aviation Consultants, Rob Adams and Christian Valdes, of Landrum & Brown Inc.

The Aviation Consultants highlighted the purpose of the analysis and responded to community concerns about the recent increase

in overflights as a result of the SoCal Metroplex project implementation. The presentation covered the following topics: Roles and Responsibilities, Community Input, Number of Operations over Time, Flight Corridor and Concentration, Frequency of Flights, Noise Monitor Levels, Altitude Analysis, FAA Comments and Conclusion, and background information on the various components of the study. Following the presentation, the consultants answered various questions posed to the Committee by members of the public and heard public comments from the Burbank residents and other members of the surrounding communities.

**2. Remarks by the Honorable Brad Sherman, Member of Congress, United States Congress**

This item was taken out of order.

Remarks by the Honorable Brad Sherman, Member of the United States Congress, were heard after opening remarks by Commissioner Tornek.

Congressman Sherman thanked the Airport Authority for holding the meeting and addressed his constituents regarding his efforts in dealing with the Federal Aviation Administration ("FAA") on the topic of aviation noise. Congressman Sherman announced that the FAA has scheduled public workshops on November 7<sup>th</sup> and 8<sup>th</sup>, from 5 p.m. to 8 p.m., at the Pickwick Garden Conference Center, to hear from the community residents and learn about proposed amendments affecting Hollywood Burbank Airport.

**3. Public Comment**

Staff heard comments from the following Community residents and members of the public, regarding their concerns about Nextgen and Airport operations: Councilmember Paul Krekorian, LA City Council Member; Rick Trent, Benedict Canyon; Lucie Ayres, Studio City; Suellen Wagner, Studio City; Craig Radow, Studio City; Paul Hatfield, North Hollywood; Roslyn Dahl, Sherman Oaks; Ratziel Bander, Sherman Oaks; Heidi Mackay, Studio City; Barry Johnson, Studio City; Christine Wasserman, Burbank; Kim Biddle, Studio City; Christine Kim, Sherman Oaks; Drue Roberts, Sherman Oaks; Linda Maher, Studio City; John Walker, Studio City; Federico Figus, Toluca

Lake; Carol Elkind, Studio City; Brad Schreiber, Studio City; Mark Indik, North Hollywood; Jeanne Higman, Studio City; Eric McLeod, Studio City; Elizabeth Gindroz, Studio City; Sherri Elkaim, Studio City; Zen Annino, Studio City; Wendy Morris, Los Angeles; Jeanie Love, Studio City; Alan Dymound, Studio City; Beth Dymound, Studio City; Elaine Newman, Encino; Ed Burnham, Encino; Geraldine Syman, Studio City; Joan Bender, Sherman Oaks; Audrey Geiger-Ford, Burbank; Petel Brandt, Sherman Oaks; Francine Brandt, Sherman Oaks; Eva O, Studio City; Janis, Doug Warner, Encino; Susan Ashley, Sherman Oaks; Peter Basinnski, Sherman Oaks; Mike Moynahan, Burbank; Magpa Lane, Studio City; Mike Nolan, Burbank; Debbie Dyner Harris, representing Councilmember Paul Koretz, Los Angeles; Paige Smmons, Valley Village; John Nagle, Burbank; Stephanie Wescott, Burbank; Luiza Negret, Studio City.

#### **4. Adjournment**

There being no further business, the meeting adjourned at 8:30 p.m.



**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
NOVEMBER 5, 2018**

**EXERCISE OF SECOND EXTENSION OPTION  
LANDSCAPING SERVICE AGREEMENT  
PARKWOOD LANDSCAPE MAINTENANCE, INC.**

SUMMARY

Staff seeks a recommendation from the Operations and Development Committee ("Committee") to the Commission to exercise the second of two one-year extension options for the Landscaping Service Agreement ("Service Agreement") between the Burbank-Glendale-Pasadena Airport Authority ("Authority") and Parkwood Landscape Maintenance, Inc. ("Parkwood"), and to authorize the Executive Director to issue the required extension notice.

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

BACKGROUND

As presented to the Committee on December 4, 2017, the Authority entered into a Service Agreement with Conejo Crest Landscaping Inc. ("Conejo") in December 2014 for a three-year period, at a predetermined price. The Service Agreement has two one-year options periods at a fixed price of \$149,940 per year. Parkwood merged in May 2017 with Conejo assuming all obligations and commitments of Conejo.

The approval to exercise the first one-year extension was approved by the Commission on December 4, 2017, and Staff is seeking the Committee's recommendation to the Commission that it exercise the second of the one-year options which extend the Service Agreement through December 31, 2019. The terms and provisions of the Service Agreement shall apply during the extension period. Parkwood remains in good standing with its obligations to the Authority and has maintained a satisfactory level of service throughout the first extension period.

Staff will prepare a Request for Proposal for Landscape Maintenance Services during the second extension period and report back to the Committee.

BUDGET

Appropriations for the landscaping services in the amount of \$149,940 are included for landscaping and other related services in the adopted FY 2019 Budget.

RECOMMENDATION

Staff recommends that the Committee recommend to the Commission exercise of the second of the one-year extension options to the Landscaping Service Agreement between the Authority and Parkwood, and authorization for the Executive Director to issue the required extension notice.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
NOVEMBER 5, 2018**

**ISSUANCE OF PURCHASE ORDER  
FOR  
ON-DEMAND SHUTTLE SERVICES**

**BURBANK AIRPORT - NORTH METROLINK STATION  
AND HOLLYWOOD BURBANK AIRPORT**

SUMMARY

Staff seeks a recommendation from the Operations and Development Committee ("Committee") to the Commission to issue a Purchase Order to SP Plus Corporation (SP+) in the amount of \$3,340 on a month-to-month basis for on-demand shuttle services between the Hollywood Burbank Airport ("Airport") and the Burbank Airport – North Metrolink Station ("Station") and to authorize the Executive Director to issue the same.

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

BACKGROUND

On May 7, 2018, Staff advised the Commission of a three-month trial shuttle service between the Airport and the Station, effective with the opening of the Station on May 14, 2018. The initial shuttle service consisted of a dedicated shuttle scheduled to meet each north and southbound Metrolink train arrival. The current rail service to the Station consists of fourteen scheduled trains in each direction Monday through Friday and six scheduled trains in each direction on Saturdays and on Sundays.

SuperShuttle was initially contracted to provide three months of shuttle service on a month-to-month basis. During this initial period, Staff analyzed ridership figures with the goal of identifying an appropriate level of shuttle service.

On August 20, 2018, after analysis of the data gathered on ridership utilization patterns, Staff recommended that the Committee recommend to the Commission that shuttle service to the Station be modified to twice per hour Monday through Friday rather than meeting every scheduled train arrival. This service adjustment equates to the reduction of 24 daily weekday trips. Staff also recommended that this service would run for six months. Ultimately, at the recommendation of the Committee, the Commission directed Staff to limit the term of the proposed service for three months and to rebid the service program to an on-demand basis.

A Request for Quotes for on-demand shuttle service with a scope of service reflecting the level of service needs for shuttle transport between the Station was issued and no responses were received. Staff contacted potential service providers to discuss their lack of interest in proposing for the shuttle service, Staff then approached the Authority's existing vendors for parking and busing, SP+ and MV Transportation respectively, and requested a proposal for the shuttle service. Both vendors responded with SP+ providing the best proposal at \$3,340 per month.

The Right of Entry Agreement with Metro provides the Authority with the discretion to determine the frequency of its shuttles. If the Authority should ever desire to cease providing the shuttle service, the Authority would need to submit a request to cease the service to Metro with at least 60 days' notice and Metro would not be able to unreasonably withhold approval of such a request.

#### BUDGET IMPACT

As service levels and cost for the service was not fully defined during the budget process, the cost for the shuttle service was not included in the adopted FY 2019 budget. Staff is currently seeking alternate funding sources to support the shuttle service; however, if other funding sources are not obtained, a budget amendment may be required in the future.

#### RECOMMENDATION

Staff recommends that the Committee recommend to the Commission issuance of a Purchase Order to SP+ in the amount of \$3,340 per month for on-demand shuttle services between the Airport and the Burbank Airport - North Metrolink Station and authorization for the Executive Director to issue the same.