



April 11, 2019

CALL AND NOTICE OF A REGULAR MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a regular meeting of the Burbank-Glendale-Pasadena Airport Authority will be held Monday, April 15, 2019, at 9:00 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



COMMISSION MEETING

AGENDA

APRIL 15, 2019

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, April 15, 2019

9:00 A.M.

The public comment period is the opportunity for members of the public to address the Commission on agenda items and on airport-related non-agenda matters that are within the Commission'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 Commission:

- *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 Commission 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 Commission'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 Commission 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

Monday, April 15, 2019

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. PRESENTATION
 - a. Hollywood Burbank Airport Student Art **[No staff report]**
"Tower Banner" Contest - Presentation
of the Winning Entries
6. CONSENT CALENDAR
 - a. Committee Minutes
(For Note and File)
 - 1) Operations and Development Committee
(i) March 18, 2019 **[See page 1]**
 - 2) Finance and Administration Committee
(i) March 18, 2019 **[See page 4]**
 - b. Commission Minutes
(For Approval)
 - 1) April 1, 2019 **[See page 6]**
7. ITEM FOR COMMISSION APPROVAL
 - a. Award of Contract for Landside Paving
Rehabilitation - Project Number E18-17 **[See page 11]**
 - b. Amendment No. 1 to Professional Services Agreement
Universal Protection Service LP dba Allied Universal
for Additional Traffic Control Services **[See page 13]**

8. ITEMS FOR COMMISSION INFORMATION
 - a. February 2019 Parking Revenue Statistics ***[No staff report]***
 - b. February 2019 Transportation Network Companies ***[No staff report]***
 - c. February 2019 Passenger/Cargo and Regional Airport Statistics ***[See page 19]***
 - d. Airline Schedule Analysis ***[See page 22]***
9. COMMISSIONER COMMENTS
(Other updates and information items, if any)
10. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, April 15, 2019

[Regarding agenda items]

5. PRESENTATION

- a. HOLLYWOOD BURBANK AIRPORT STUDENT ART "TOWER BANNER" CONTEST - PRESENTATION OF THE WINNING ENTRIES – No staff report is attached. For the past 12 years, the Authority has supported the high school art programs at each school district of Burbank, Glendale and Pasadena. The 1st, 2nd and 3rd place winners from each school district will present their winning composition to the Commission based on this year's theme "Heroes of Aviation."

6. CONSENT CALENDAR

(Consent Calendar items may be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.)

- a. COMMITTEE MINUTES. Approved minutes of the Operations and Development Committee meeting of March 18, 2019, and approved minutes of the Finance and Administration Committee meeting of March 18, 2019, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the April 1, 2019, meeting are attached for the Commission's review and approval.

7. ITEM FOR COMMISSION APPROVAL

- a. AWARD OF CONTRACT FOR LANDSIDE PAVING REHABILITATION - PROJECT NUMBER E18-17. A staff report is included in the agenda packet. At the April 1, 2019, Operations and Development Committee meeting, the Committee voted unanimously (3–0) to recommend that the Commission: (i) authorize an Award of Contract for Landside Paving Rehabilitation in the amount of \$157,400 to PALP, Inc., dba Excel Paving Company; (ii) authorize a project budget for construction management, administration and quality assurance testing services for a not-to-exceed amount of \$20,000; and (iii) authorize a project aggregate contingency in the amount of \$17,000 for unforeseen circumstances that may arise during the course of construction.
- b. AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT – UNIVERSAL PROTECTION SERVICE LP DBA ALLIED UNIVERSAL FOR ADDITIONAL TRAFFIC CONTROL SERVICES. A staff report is included in the agenda packet. Subject to the recommendation from the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks approval from the Commission of proposed Amendment No. 1 ("Amendment") to the Professional Services Agreement ("Agreement"), copy attached, with Universal Protection Service LP, dba Allied Universal, to provide

additional traffic control services specifically to coordinate the Transportation Network Company activities at the Airport. The proposed Amendment is for a term of 18 months beginning May 1, 2019, to coincide with the original three-year term of the Agreement for an amount not-to-exceed \$220,500.

8. ITEMS FOR COMMISSION INFORMATION

- a. FEBRUARY 2019 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of February 2019.
- b. FEBRUARY 2019 TRANSPORTATION NETWORK COMPANIES. No staff report attached. Staff will update the Commission on TNC activity for the month of February 2019.
- c. FEBRUARY 2019 PASSENGER/CARGO AND REGIONAL AIRPORT PASSENGER STATISTICS. A staff report is included in the agenda packet. Due to severe weather conditions experienced in the Pacific Northwest and the Northern California Bay area, the month of February had multiple flight cancellations. These cancellations impacted the February 2019 passenger count of 368,039, which was a relatively flat 1.04% increase compared to the previous year's count of 364,245 passengers. Air carrier aircraft operations increased by 3.65% with cargo volume decreasing in February by 2.93% for a total volume carried of 7.87 million pounds.
- d. AIRLINE SCHEDULE ANALYSIS. A staff report is included in the agenda packet. The Airlines serving Hollywood Burbank Airport have notified Staff of changes in service, fleet mix, and scheduled operating times. This report reflects the changes in detail on the attached Schedule Change Analysis.

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

MONDAY, MARCH 18, 2019

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 8:31 a.m., by Commissioner Devine.

ROLL CALL

Present: Commissioners Devine and Brown

Absent: Commissioner Tornek

Also Present: Staff: Frank Miller, Executive Director;
John Hatanaka, Senior Deputy Executive Director;
Denis Carvill, Deputy Executive Director,
Operations and Air Service Development; Scott
Kimball, Director, Operations; Tom Janowitz, Sr.
Manager, Ground Access

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. February 19, 2019 Commissioner Brown moved approval of the minutes of the February 19, 2019, meeting, seconded by Commissioner Devine. The minutes were approved (2-0, one absent).

4. Contract and Leases

**a. Transportation Network
Company Passenger Loading
and Unloading Fee Increase**

Staff presented a report regarding the Transportation Network Companies ("TNCs") passenger loading and unloading fee increase. Staff reported that it had previously contracted with each TNC operating at the Airport to provide significant revisions to the Use Agreement, including the ability for the Airport to charge and collect on drop-off and pick-up transactions, the establishment of a Geo-fence to track TNC activity and monthly self-reporting.

The contract requires the TNC operator to pay the Authority a \$3.00 unloading fee per drop-off and a \$3.00 loading fee per pick-up. Additionally, the

contract allows the Commission to increase these fees on thirty-five days' written notice to the TNC operator. Staff recommended that the fees for loading and unloading of passengers increase from \$3.00 to \$3.50 effective May 1, 2019.

Following Staff's presentation and questions from the Committee, the Committee concurred to recommend Commission approval of a \$0.50 increase of the loading and unloading fees for TNCs serving the Airport and authorization for the Executive Director to issue a fee increase notice to the TNCs.

This item is also included on the Commission meeting agenda immediately following the Committee meeting.

Motion

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

Motion Approved

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

b. Amendment No.1 to Agreement for Self-Park Management Services and Valet Parking Services; Purchase Order for Additional Parking Equipment; Licensing and Development Fee Allowance

Staff presented a report regarding Amendment No. 1 to the Agreement for Self-Park Management Services and Valet Parking Services with SP Plus Corporation ("SP+") to which specifies implementation and management requirements for an e-commerce platform as well as to reinforce applicability of SP+'s indemnification obligations to the e-commerce platform; a Purchase Order in the amount of \$68,624 to Sentry Control Systems LLC ("Sentry") for the purchase and installation of Skidata gate entry columns and barcode scanners for the pre-booking self-park revenue control equipment at the short-term Parking Structure, Lot E and Lot C; and, to authorize a \$10,000 allowance for licensing and development fees to CVPS, SP+'s subcontractor, MAG US Parking Management ("MAG").

This item was also placed on the Commission agenda for its consideration at its meeting immediately following the Committee meeting to ensure implementation of the pre-booking system for parking by July 1, 2019.

Motion

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

Motion Approved

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

5. Adjournment

There being no further business, the meeting adjourned at 8:53 a.m.

**MINUTES OF THE REGULAR MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

MONDAY, MARCH 18, 2019

A regular meeting of the Finance and Administration Committee was called to order this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 10:21 a.m., by Chairman Gharpetian.

AB 23 Disclosure: The Senior Deputy Executive Director announced that, as a result of the convening of this meeting of the Finance and Administration Committee, each Committee member is entitled to receive and shall be provided \$200.

ROLL CALL

Present: Commissioners Gharpetian, Adams and Selvidge

Absent: None

Also Present: Staff: John Hatanaka, Senior Deputy Executive Director; Kathy David, Deputy Executive Director, Finance and Administration; David Kwon, Director of Financial Services

1. Approval of Agenda Agenda was approved as presented.

2. Public Comment There were no public comments.

3. Approval of Minutes
a. February 19, 2019
b. February 11, 2019 Draft minutes for the February 19, 2019, and the February 11, 2019, Finance and Administration Committee special meetings were presented for approval.

Motion Commissioner Adams moved approval of the minutes, seconded by Commissioner Selvidge.

Motion Approved There being no objection, the minutes were unanimously approved (3-0).

4. Treasurer's Report

a. January 2019 A copy of the January 2019 Treasurer's Report was included in the agenda packet for the Committee's review.

Motion

Commissioner Adams moved approval; seconded by Commissioner Selvidge.

Motion Approved

There being no objection, the Committee voted unanimously (3–0) to recommend that the Treasurer’s Report be forwarded to the Commission to note and file.

5. Items for Discussion

a. Fiscal Year 2019/2020 (“FY 2020”) Budget Development Proposed Staffing Program

Staff presented and discussed with the Committee the proposed FY 2020 budget focusing on the staffing program.

b. Proposed Revised FY 2020 Proposed Budget Development Calendar

Staff presented and discussed the proposed budget schedule for development of the FY 2019 budget. Due to a scheduling conflict, staff proposed cancelling the meeting scheduled for April 15th and rescheduling it to April 22nd.

6. Items for Information

a. Committee Pending Items

Staff informed the Committee of future pending items that will come to the Committee for review.

7. Other Contracts and Leases

a. Update on Cargo Lease Negotiations

Staff updated the Committee on the status of two lease negotiations with the cargo carriers (FedEx and UPS).

8. Adjournment

There being no further business, the meeting was adjourned at 10:53 a.m.

**MINUTES OF THE REGULAR MEETING OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

MONDAY, APRIL 1, 2019

A regular meeting of the Burbank-Glendale-Pasadena Airport Authority was called to order this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 9:02 a.m., by President Sinanyan.

1. ROLL CALL

Present: Commissioners Brown, Adams, Gharpetian, Tornek, Sinanyan, Devine, Madison, Wiggins and Selvidge

Absent: None

Also Present: Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Mark Hardyment, Director, Noise and Environmental Affairs; Tom Lenahan, Fire Chief; Ed Skvarna, Chief of Police, Director of Public Safety

2. PLEDGE OF ALLEGIANCE Commissioner Tornek led the assembly in the recitation of the Pledge of Allegiance to the Flag.

3. APPROVAL OF AGENDA The agenda was approved as presented.

4. PUBLIC COMMENT Sophie Slichta, Studio City; Kim Biddle, Studio City

5. PRESENTATIONS

a. Airport Authority Police Officer of the Year The Airport Authority Police Department Officer of the Year was presented by Chief Ed Skvarna to Police Officer Frank Litterini. Frank Litterini joined the Department in May 2018 and previously worked with the South Pasadena Police Department for 27 years, where he retired as a Detective. The honor of Police Department of the Year was bestowed upon Officer Litterini because he exemplifies the qualities and standards of a BGPAA Airport Police Officer; honor, courage, compassion and integrity.

b. Airport Authority Fire Department Firefighter of the Year

The Airport Authority Firefighter of the Year was presented by Chief Tom Lenahan to Captain Chad Petersen, a fifteen-year veteran of the Department who has also served as a Sergeant in the United States Marine Corps. In addition to his duties as Shift Captain, Captain Petersen oversees the department's training program where he has managed and executed a comprehensive training program resulting in an enhanced level of emergency responses. He also successfully completed the 2018 FAA Annual Part 139 inspection and developed an online training tracking system which was described as a "model for other ARFF departments" by FAA inspectors.

6. CONSENT CALENDAR

**a. Committee Reports
(For Noting and filing)**

1) Operations and Development Committee

Approved minutes of the Operations and Development Committee special meeting for February 19, 2019, were included in the agenda packet for information purposes.

(i) February 19, 2019

2) Finance and Administration Committee

Approved minutes of the Finance and Administration Committee special meeting of February 19, 2019; and minutes of the special meeting of the February 11, 2019, were included in the agenda packet for note and file.

(i) February 19, 2019

(ii) February 11, 2019

3) Legal, Government and Environmental Affairs Committee

Approved minutes of the Legal, Government and Environmental Affairs Committee meeting for February 19, 2019, were included in the agenda packet for information purposes.

(i) February 19, 2019

**b. Commission Minutes
(For Approval)**

Minutes of the March 18, 2019, Commission meeting were included in the agenda packet for review and approval.

1) March 18, 2019

c. Treasurer's Report

At the March 18, 2019, meeting of the Finance and Administration Committee ("Committee"), the Committee reviewed the January 2019

1) January 2019

Treasurer's Report and voted unanimously (3-0) to accept the Treasurer's Report and recommend the Authority note and file the report.

d. Annual Review and Adjustment of Noise Violation Fines

At the March 18, 2019, meeting of the Legal, Government and Environmental Affairs Committee ("Committee"), the Committee voted (2-0, one absent) to recommend the Commission authorize Staff to increase the noise fines associated with certain restricted operations as detailed in Rules 8 and 9, in accordance with the annual adjustment of noise violation fines required by Resolution No. 382.

The January 2019 CPI for All Urban Consumers in the Los Angeles, Long Beach and Anaheim area is 269.47 according to the U.S. Bureau of Labor Standards. This level represents an approximate increase of 3.15% when compared to the January 2018. Applying this increase to the current fines results in the following revised fines: Rule 8: \$1,555 (first violation); Rule 8: \$2,259 (subsequent violations); and Rule 9: \$4,522 (each violation).

MOTION

Commissioner Tornek moved approval of the Consent Calendar; seconded by Commissioner Madison.

MOTION APPROVED

There being no objection, the motion was approved (9-0).

AYES: Commissioners Adams, Brown, Gharpetian, Tornek (abstained on Item 6.b.1), Sinanyan (abstained on Item 6.b.1), Devine, Madison, Wiggins and Selvidge

NOES: None

ABSENT: None

7. ITEMS FOR COMMISSION APPROVAL

a. Approval of Amendment No. 2 to the Extended

With the recommendation of the Legal, Government, and Environmental Affairs

Maintenance and Service Agreement for Airport Noise and Operations Management System – Bruel & Kjaer EMS Inc.

Committee at its meeting on March 18, 2019, Staff presented to the Commission a request for approval of an Amendment No. 2 to the Extended Maintenance and Service Agreement for a five-year term extension in support of Airport Noise and Operations Management System with Bruel & Kjaer EMS Inc. (“B&K”). The cost for the proposed first year extension period is \$102,352 with a proposed annual increase of 3% per year which is the same condition as in the original agreement.

In order to be in compliance with California Noise Standards, the Airport Authority is required to perform noise monitoring in the vicinity of the Airport to establish a noise impact boundary. The Federal Aviation Administration (“FAA”) also has requirements to verify modeled projected noise impacts against forecasted future aircraft activity under the FAR Part 150 Noise Mitigation Studies.

The Commission previously authorized a purchase agreement with B&K that included a one-year service warranty and a separate five-year Service Agreement which will expire on April 14, 2019.

MOTION

Commissioner Wiggins moved approval; seconded by Commissioner Gharpetian.

MOTION APPROVED

There being no objection, the motion was approved (9-0).

AYES: Commissioners Adams, Brown Gharpetian, Tornek, Sinanyan, Devine, Madison, Wiggins and Selvidge

NOES: None

ABSENT: None

8. COMMISSIONER COMMENTS

There were no comments.

9. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:40 a.m.

Zareh Sinanyan, President

Ross Selvidge, Secretary

Date

Date

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
APRIL 15, 2019**

**AWARD OF CONTRACT
FOR
LANDSIDE PAVING REHABILITATION
PROJECT NUMBER E18-17**

SUMMARY

At the April 1, 2019, Operations and Development Committee (“Committee”) meeting, the Committee voted unanimously (3–0) to recommend that the Commission:

- Award a Contract for Landside Paving Rehabilitation in the amount of \$157,400 to PALP, Inc., dba Excel Paving Company;
- Authorize a project budget for construction management, administration and quality assurance testing services for a not-to-exceed amount of \$20,000; and
- Authorize a project aggregate contingency of \$17,000 for unforeseen circumstances that may arise during the course of construction.

BACKGROUND

The pavements within the property limits are inspected annually to determine their condition and facilitate planning for pavement rehabilitation or replacement work. In addition to the annual inspections, the condition of landside pavement is evaluated by Maintenance, Operations and Engineering staff as part of their respective daily inspection routine to determine if intermediate repair work is necessary to increase the useful life of the pavement. If the daily or annual inspections determine repairs will no longer be effective in extending the useful life, specific pavement areas are recommended for rehabilitation. The pavement in the three areas outlined below have reached a point where continued spot repairs will no longer be effective. As such, these areas were incorporated into the work programmed for the FY 2019 Landside Pavement Rehabilitation project.

PROJECT DETAILS

The scope of work includes removing and replacing the existing asphalt in three separate locations. These locations are Avenue A, Avenue B and the shuttle parking area adjacent to the Federal Aviation Administration (“FAA”) Air Traffic Control Tower. Total area of asphalt to be replaced is approximately 43,000 square feet.

PROCUREMENT

Staff publicly solicited bids on the Authority’s PlanetBids e-procurement website with four responses received. The responses were as follows:

CONTRACTOR	BID
PALP, dba Excel Paving (Long Beach)	\$157,400
Tyner Paving Company (Alhambra)	\$175,985
All American (Corona)	\$238,959
Granite Construction Company (Palmdale)	\$253,100

Staff reviewed the bids and determined that all bids were responsive with the low bidder being PALP, Inc., dba Excel Paving with a bid of \$157,400. The low bidder has performed recent work at Hollywood Burbank Airport and their work has been satisfactory.

SCHEDULE

The work will be scheduled to begin as soon as possible after the award and execution of the contract. The work is scheduled to be completed within forty-five (45) calendar days after a notice to proceed is issued to the contractor.

OPERATIONS IMPACTS

All work will be performed at night with the work phased and coordinated with Operations, Ground Access and the FAA to minimize any impacts to the Airport.

FUNDING

Funding for this project is included in the adopted FY 2019 Budget in the amount of \$250,000. A breakdown of the proposed project budget is as follows:

Planning & Design (completed in-house)	\$ 10,000
Construction	157,400
Construction Management and Testing	20,000
<u>Project Aggregate Contingency</u>	<u>17,000</u>
Total	<u>\$204,400</u>

RECOMMENDATION

At the April 1, 2019, Operations and Development Committee meeting, the Committee voted unanimously (3–0) to recommend that the Commission authorize an Award of Contract for Landside Paving Rehabilitation in the amount of \$157,400 to PALP, Inc., dba Excel Paving Company, a not-to exceed amount of \$20,000 for construction management, administration and quality assurance testing services, and a project contingency in the amount of \$17,000 for unforeseen circumstances.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
APRIL 15, 2019**

**AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT
UNIVERSAL PROTECTION SERVICE LP
dba ALLIED UNIVERSAL
FOR
ADDITIONAL TRAFFIC CONTROL SERVICES**

SUMMARY

Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval of proposed Amendment No. 1 ("Amendment") to the Professional Services Agreement ("Agreement"), copy attached, with Universal Protection Service LP, dba Allied Universal ("Allied"), to provide additional traffic control services specifically to coordinate the Transportation Network Company ("TNC") activities at the Airport. The proposed Amendment is for a term of 18 months beginning May 1, 2019 to coincide with the original three-year term of the Agreement for an amount not-to-exceed \$220,500.

TNC activities at the airport have grown steadily since their introduction and TNC activities are expected to increase based on the current summer schedule of the airlines.

BACKGROUND

Allied currently provides traffic control and security services at the Airport. In conjunction with the airlines' summer schedules, it is forecasted the activities of the TNC operators will increase at the designated curbside island. This area is a shared island with the door-to-door shuttle operators and at peak periods in the past, this area has become congested.

Staff is proposing one additional traffic officer per 8-hour shift, two shifts per day, seven days a week including all holidays (total of two positions). The proposed positions will be specifically for the supervision and control of TNC activities at the designated curbside island and facilitate the flow of traffic into and out of this area as well as the overall flow of traffic through the Airport.

BUDGET IMPACT

The proposed positions were not included in the adopted FY 2019 budget appropriations. Funding for these positions would be provided through the recently approved increase in the TNC unloading and unloading fees of \$0.50, from \$3 to \$3.50, which becomes effective on May 1, 2019.

SCHEDULE IMPACT

If approved, Allied will implement the addition of positions to supervise TNC activities at the designated curbside beginning May 1, 2019.

RECOMMENDATION

Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff recommends that the Commission approve Amendment No. 1 to the Professional Services Agreement with Universal Protection Service LP, dba Allied Universal, for an amount not-to-exceed \$220,500 for the two additional traffic control service positions to serve as TNC Coordinators and authorize the President to execute the same.

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

THIS AMENDMENT NO. 1 ("First Amendment") to the October 13, 2017 Professional Services Agreement ("Agreement") executed by the Burbank-Glendale-Pasadena Airport Authority ("Authority"), a California joint powers agency, and Universal Protection Service, LP d.b.a. Allied Universal ("Consultant"), a California Limited Partnership, is dated April __, 2019 for reference purposes.

RECITALS

A. The parties executed the Agreement to provide for Consultant's performance of airport security and traffic control services.

B. The parties desire to amend the Agreement to expand Consultant's scope of services to include traffic coordination for traffic affiliated with transportation network company (TNC) drivers who pick up and drop off passengers at the Airport, and to amend the contract price for providing such services.

NOW, THEREFORE, the parties agree as follows:

1. **Addition of Exhibit A-1.** The attached Exhibit "A-1" is hereby added to Exhibit "A" ("Authority Request for Proposals No. AP17-01") of the Agreement.

2. **Contract Limit.** The term "Contract Limit" in Section 1.F. of the Agreement is hereby amended to read: "Three Million, Seven Hundred Forty Eight Thousand, Three Hundred Forty-Nine Dollars and Zero Cents (\$3,748,349.00)."

3. **Compensation Limit.** Subsection 4.A. of the Agreement is hereby amended to read as follows:

"A. The Authority shall compensate Consultant for performance of the Services, and Consultant agrees to accept as full satisfaction for such work, payment according to the Rate Sheet. In no event shall the compensation payable to Consultant under this Agreement exceed the Contract Limit. In no event shall the compensation payable to Consultant for the Services set forth in Exhibit "A-1" exceed Two Hundred Twenty Thousand, Five Hundred Dollars and Zero Cents (\$220,500.00) between May 1, 2019 through October 31, 2020."

4. **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.

[SIGNATURES ON FOLLOWING PAGE]

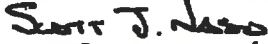
TO EFFECTUATE THIS FIRST AMENDMENT, the parties have caused their authorized representatives to sign below.

Allied Universal

Burbank-Glendale-Pasadena Airport Authority



Steve Claton, President, Southwest Region



SC Regional Vice President

Zareh Sinanyan, President

Approved as to form:

**Richards, Watson & Gershon
A Professional Corporation**

EXHIBIT A-1



**AIRPORT SECURITY AND TRAFFIC CONTROL SERVICES
HOLLYWOOD BURBANK AIRPORT
RFP No. AP17-01**

Addition to Attachment A - Statement of Work

This is an addition to Attachment A – Statement of Work. The days and times of the post identified below may vary. The same requirements of Attachment A – Statement of Work still apply to this position.

The Authority has added the position of TNC Coordinator to the Statement of Work. This position requires the coordination of the TNC pick up and drop off areas as well as providing traffic control at the ground transportation island. The position of TNC Coordinator shall be considered an “Airport Vehicle Traffic Controller” for the purposes of Consultant’s billing rates.

This post continues to operate in a highly regulated security environment, and the Consultant’s staff will be responsible for duties related to securing the Airport against threats and following procedures in order to comply with security regulations. Failure to perform the duties required could lead to noncompliance penalties from the Authority and/or the TSA.

In order to ensure that duties performed meet expectations, the Authority requires that the Consultant’s staff assigned to the Airport continue to have the skills and capabilities as listed in the Statement of Work.

The post of TNC Coordinator and hours of operations are identified below. These hours are to be used as a general guide and are subject to change, which may include additional locations and/or modified hours and/or staffing levels. Additionally, coverage and hours

may be adjusted based on anticipated needs during peak travel periods, holidays, or as needed to ensure adequate coverage of the post.

Location/Post	# of Guards	Hours of Operation	Hours/Day	Days/Week
<i>Airport TNC Coordinator</i>	1	0530 - 1400 7 Days/Week	8.0	7 days a week
	1	1400 - 2300 7 Days/Week	8.0	7 days a week

Based upon the post, hours, and bill rate, the TNC Coordinator position will be an additional \$220,500 to the not-to-exceed contract price for the remainder of the current contract period from May 1st, 2019 to October 31st, 2020.

Hollywood Burbank Airport

REVENUE PASSENGERS	February			January - February		
	2019	2018	% Change	2019	2018	% Change
Signatory Airlines						
Alaska Airlines	35,211	44,238	-20.41%	75,376	85,281	-11.61%
American Airlines	11,223	9,094	23.41%	22,165	19,304	14.82%
Delta Airlines	9,928	8,712	13.96%	21,628	18,498	16.92%
JetBlue Airways	17,949	6,923	159.27%	37,173	13,905	167.34%
Southwest Airlines	274,638	270,344	1.59%	575,908	548,950	4.91%
United Airlines	19,090	24,934	-23.44%	38,318	48,537	-21.05%
Total Revenue Passengers	368,039	364,245	1.04%	770,568	734,475	4.91%
Inbound (deplaned)	183,452	182,388	0.58%	381,799	366,062	4.30%
Outbound (enplaned)	184,587	181,857	1.50%	388,769	368,413	5.53%

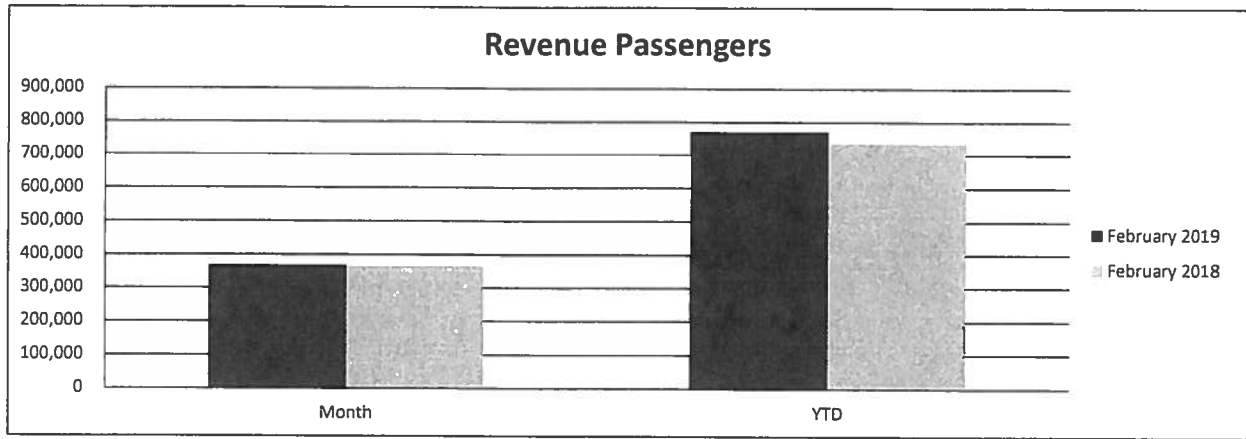
AIRCRAFT OPERATIONS *	February			January - February		
	2019	2018	% Change	2019	2018	% Change
Air Carrier	4,315	4,163	3.65%	9,311	8,809	5.70%
Air Taxi	1,693	1,601	5.75%	3,419	3,236	5.66%
General Aviation	2,182	2,629	-17.00%	4,499	5,745	-21.69%
Military Itinerant	50	44	13.64%	79	129	-38.76%
Civil Local	2,367	1,848	28.08%	5,033	4,775	5.40%
Military Local	0	0	N/A	0	0	N/A
Total Aircraft Operations	10,607	10,285	3.13%	22,341	22,694	-1.56%

* Source: FAA Tower Daily Airport Operations Count, adjusted to show Canadair Regional Jet-200 operations as Air Carrier. Includes Hollywood Burbank Airport arrivals/departures only; excludes aircraft that enter local air space but do not land or take off at Hollywood Burbank Airport.

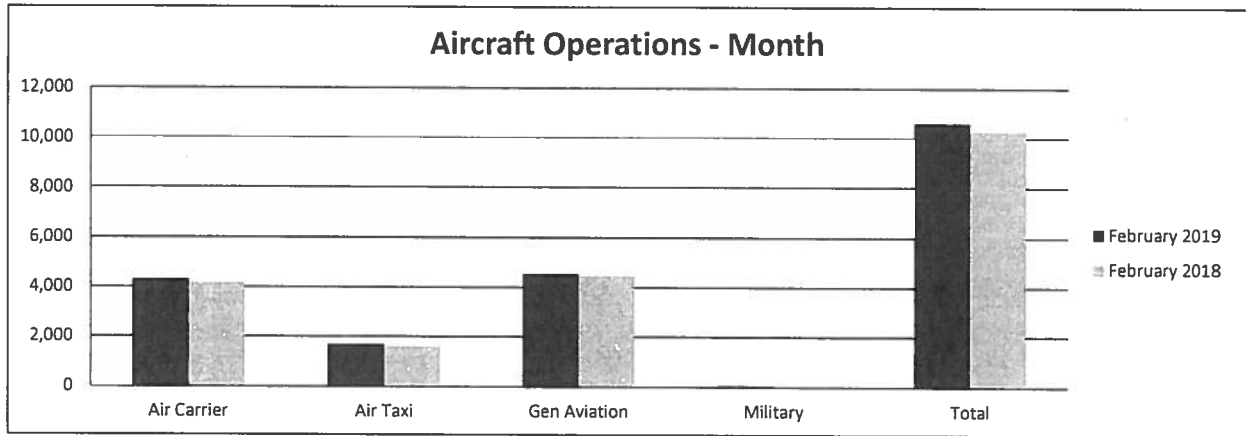
Hollywood Burbank Airport

AIR CARGO (lbs.)	February			January - February		
	2019	2018	% Change	2019	2018	% Change
Signatory Airlines						
Alaska Airlines	169	2,486	-93.20%	976	2,736	-64.33%
American Airlines						
Delta Airlines						
JetBlue Airways						
Southwest Airlines	133,823	124,517	7.47%	274,280	262,119	4.64%
United Airlines	0	36	-100.00%	0	143	-100.00%
Other Scheduled Carriers						
Federal Express	4,019,246	4,375,854	-8.15%	8,721,926	8,686,387	0.41%
United Parcel Service	3,528,045	3,383,236	4.28%	7,235,519	7,392,397	-2.12%
Charter/Contract Carriers						
AirNet Express	0	2,620	-100.00%	0	6,787	-100.00%
Ameriflight	187,799	217,702	-13.74%	391,571	493,418	-20.64%
Total Air Cargo	7,869,082	8,106,451	-2.93%	16,624,272	16,843,987	-1.30%
Inbound (deplaned)	3,857,675	3,838,317	0.50%	8,034,640	8,117,262	-1.02%
Outbound (enplaned)	4,011,407	4,268,134	-6.01%	8,589,632	8,726,725	-1.57%

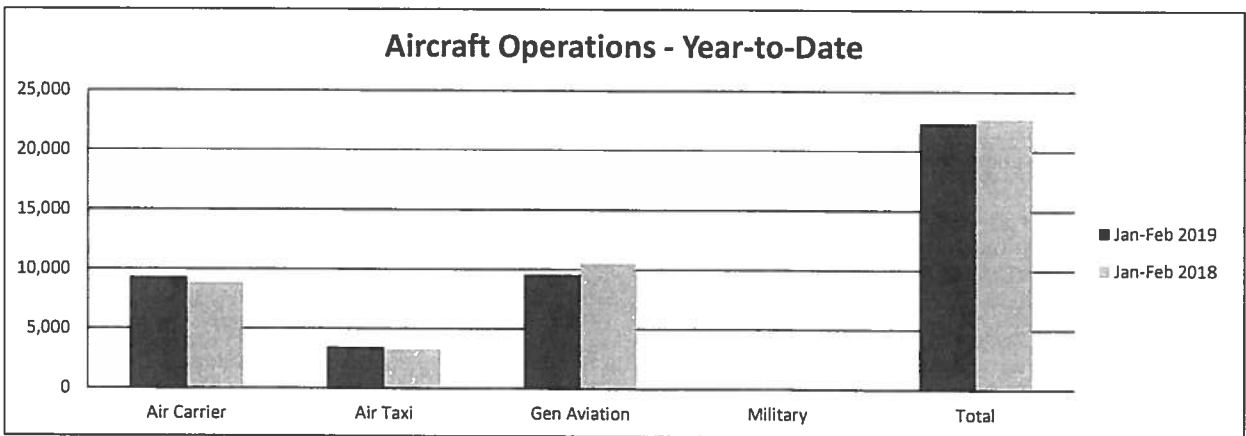
MAIL (lbs.)	February			January - February		
	2019	2018	% Change	2019	2018	% Change
United Parcel Service	0	0	N/A	0	0	N/A
Total Mail	0	0	N/A	0	0	N/A
Inbound (deplaned)	0	0	N/A	0	0	N/A
Outbound (enplaned)	0	0	N/A	0	0	N/A



Revenue Passengers	Month	YTD
February 2019	368,039	770,568
February 2018	364,245	734,475
% Change	1.04%	4.91%



Aircraft Operations - MO	Air Carrier	Air Taxi	Gen Aviation	Military	Total
February 2019	4,315	1,693	4,549	50	10,607
February 2018	4,163	1,601	4,477	44	10,285
% Change	3.65%	5.75%	1.61%	13.64%	3.13%



Aircraft Operations - YTD	Air Carrier	Air Taxi	Gen Aviation	Military	Total
Jan-Feb 2019	9,311	3,419	9,532	79	22,341
Jan-Feb 2018	8,809	3,236	10,520	129	22,694
% Change	5.70%	5.66%	-9.39%	-38.76%	-1.56%

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
APRIL 15, 2019**

AIRLINE SCHEDULE ANALYSIS

The Airlines serving Hollywood Burbank Airport have notified Staff of the following changes in service, fleet mix, and scheduled operating times. This report reflects the changes in detail below and on the attached Schedule Change Analysis.

SOUTHWEST AIRLINES

Effective April 8, 2019, Southwest Airlines made an adjustment to its schedule. The number of scheduled flight changes in arrivals and departures represents a net increase of eight weekend round-trip flights per week. In addition, Southwest Airlines will be making an equipment adjustment by replacing its B737-800 aircraft with its smaller B737-700 aircraft.

City	Monday - Friday		Saturday		Sunday	
	Arrival	Departure	Arrival	Departure	Arrival	Departure
Dallas	0	0	0	0	0	0
Denver	0	0	0	0	0	0
Houston	0	0	0	0	0	0
Las Vegas	1	1	0	0	1	1
Midway	0	0	0	0	0	0
Oakland	0	0	1	1	0	0
Portland	0	0	0	0	0	0
Phoenix	0	0	-1	-1	-1	-1
San Francisco	0	0	0	0	1	1
San Jose	0	0	0	0	1	1
Salt Lake City	0	0	0	0	0	0
Sacramento	0	0	0	0	1	1
Daily Totals	1	1	0	0	3	3

OVERALL IMPACT

After incorporating all schedule adjustments, these changes to schedule results in an increase of 16 additional weekly operations. The combined schedule changes results in a decrease of 16 weekly seats or a 0.01% decrease from the prior schedule. This revised schedule has a combined total of 154,774 available weekly seats.

