



May 16, 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, May 20, 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

MAY 20, 2019

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, May 20, 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, May 20, 2019

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
 - a. Committee Minutes
(For Note and File)
 - 1) Operations and Development Committee
 - (i) April 15, 2019 **[See page 1]**
 - 2) Finance and Administration Committee
 - (i) April 29, 2019 **[See page 3]**
 - 3) Legal, Government and Environmental Affairs
 - (i) March 18, 2019 **[See page 5]**
 - b. Commission Minutes
(For Approval)
 - 1) May 6, 2019 **[See page 7]**
6. ITEM FOR COMMISSION APPROVAL
 - a. Award of Extension to the Janitorial Services Agreement
Diverse Facility Solutions, Inc. **[See page 11]**
 - b. Approval of Agreements for Verdugo Fire Communications
System Upgrades **[See page 15]**
7. ITEMS FOR COMMISSION DISCUSSION
 - a. Project Delivery Method – Replacement Passenger
Terminal Project **[See page 18]**

- b. Legal Expense Reimbursement Request -
TBI Airport Management, Inc.

[No staff report]

8. CLOSED SESSION

- a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant Exposure to Litigation (California Government Code /section
54956.9(d)(2)): 1 potential case. Facts and Circumstances: FAA Southern
California Metroplex Project

9. COMMISSIONER COMMENTS
(Other updates and information items, if any)

10. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, May 20, 2019

[Regarding agenda items]

5. 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 April 15, 2019; approved minutes of the special Finance and Administration Committee meeting of April 29, 2019; and approved minutes of the Legal, Government and Environmental Affairs Committee of March 18, 2019, are included in the agenda packet for information purposes.
- b. **COMMISSION MINUTES.** Draft minutes of the May 6, 2019 meeting are attached for the Commission's review and approval.

6. ITEM FOR COMMISSION APPROVAL

- a. **AWARD OF EXTENSION TO THE JANITORIAL SERVICES AGREEMENT – DIVERSE FACILITY SOLUTIONS, INC.** A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee ("Committee") at its meeting immediately preceding the Commission meeting, Staff seeks approval from the Commission for a short-term extension of the Janitorial Services Agreement with Diverse Facility Solutions, Inc., on a month-to-month basis for a period not to exceed three months at the current fixed monthly cost of \$93,132, excluding supplies. Supplies will continue to be billed monthly at an actual cost basis and are estimated to be approximately \$16,700 per month.
- b. **APPROVAL OF AGREEMENTS FOR VERDUGO FIRE COMMUNICATIONS SYSTEM UPGRADES.** A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval of the following items to complete Airport Fire Department's communication system upgrades in conjunction with Verdugo Fire Communications equipment and systems upgrades to the joint fire communication system known as "Verdugo System": (1) Memorandum of Understanding with the City of Glendale in the amount of \$15,182 for the Authority's 16.667% share of the Phoenix G2 alerting system upgrade to the Northrup Grumman System Command Point Computer-Aided Dispatch system; (2) Contract with US Digital Designs, Inc., in the amount of \$46,426 for the replacement of the station alerting system to the Phoenix G2 system with an optional annual service agreement fee of \$3,762 that becomes available to the Authority eighteen months after installation; (3) Contract with Bergelectric Corporation in the amount of \$31,054 for installation of the station alerting system; and (4) Contract with Presidio Networked Solutions Group LLC in the amount of \$58,103 for the acquisition and installation of replacement Mobile Data Terminals ("MDT") and associated data network to support MDTs to be installed in the Airport Fire Department's vehicles.

The total cost of the upgrades for the interoperability with the Verdugo System, not including the optional annual service agreement fee for the station alerting equipment, is \$150,765.

7. ITEMS FOR COMMISSION DISCUSSION

- a. **PROJECT DELIVERY METHOD – REPLACEMENT PASSENGER TERMINAL PROJECT.** A staff report is included in the agenda packet. Staff seeks the concurrence of the Commission with using a Progressive Design Build project delivery method for the Replacement Passenger Terminal Project at Hollywood Burbank Airport. Staff discussed this item with the Replacement Passenger Terminal Ad Hoc Committee on May 10, 2019, and received direction to move this item forward for Commission consideration.
- b. **LEGAL EXPENSE REIMBURSEMENT REQUEST – TBI AIRPORT MANAGEMENT, INC.** No staff report is attached. Staff will discuss with the Commission a request from TBI Airport Management, Inc., for reimbursement of legal expenses related to a pending lawsuit.

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

MONDAY, APRIL 15, 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 8:30 a.m., by Commissioner Tornek.

ROLL CALL

Present: Commissioners Tornek, Devine and Brown

Absent: None

Also Present: Staff: Frank Miller, Executive Director;
John Hatanaka, Senior Deputy Executive Director;
Sumi Spurlock, Supervisor, Airport Security

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. **April 1, 2019** Commissioner Brown moved approval of the minutes of the April 1, 2019, meeting, seconded by Commissioner Devine. The minutes were unanimously approved (3-0).

4. Contract and Leases

- a. **Amendment No. 1 to Professional Services Agreement Universal Protection Services LP dba Allied Universal for Additional Traffic Control Services** Staff presented a report seeking a recommendation to the Commission for proposed Amendment No. 1 ("Amendment") to the Professional Services Agreement ("Agreement"), 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 includes one additional traffic officer per eight-hour shift, two shifts per day, seven days a week including all holidays (total of two positions) and 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.

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 loading and unloading fees of \$0.50, from \$3 to \$3.50, which becomes effective on May 1, 2019.

Motion

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

Motion Approved

The motion was approved unanimously (3-0).

5. Adjournment

There being no further business, the meeting adjourned at 8:37 a.m.

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

MONDAY, APRIL 29, 2019

A special meeting of the Finance and Administration Committee was called to order this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 9:06 a.m., by Chairman Gharpetian.

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, Financial Services

1. Approval of Agenda

Agenda was approved as presented.

2. Public Comment

There were no public comments.

3. Approval of Minutes

a. April 22, 2019

Draft minutes for the April 22, 2019, Finance and Administration Committee special meeting and draft minutes of the April 1, 2019, meeting were presented for approval.

b. April 1, 2019

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

Motion

Commissioner Selvidge moved approval; seconded by Commissioner Adams.

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. Contracts and Leases

a. Second Amendment to Airport and Facilities Use Agreement - Uber Technologies, Inc.

Staff presented to the Committee a recommendation to the Commission that it approve the proposed Amendment No. 2 to the Airport Access and Facilities Use Agreement, to recognize the change of name of the Transportation Network Company from Raiser-CA, LLC (formerly Raiser-CA, LLC, a Delaware limited liability company), to Uber Technologies, Inc. ("Uber"), a Delaware corporation, and authorize the President to execute same.

On September 6, 2016, and Airport Access and Facilities Use Agreement ("Agreement") for Airport Transportation Network Company ("TNC") Services was awarded to Raiser-CA, LLC.

Effective February 4, 2019, the California Public Utilities Commission granted to Uber a permit to operate as a TNC in the State of California. Uber then submitted a request to reflect the name change under the Agreement.

Motion

Commissioner Selvidge moved approval; seconded by Commissioner Adams.

Motion Approved

The motion was unanimously voted for approval (3-0).

6. Item for Discussion

a. Fiscal Year 2019/2020 ("FY 2020") – Presentation of FY 2020 Projected Revenues

Staff presented and discussed with the Committee the projected revenues for development of the FY 2020 budget.

7. Other Contracts and Leases

There were no other contracts and leases to be discussed.

8. Adjournment

There being no further business, the meeting was adjourned at 9:50 a.m.

**MINUTES OF THE REGULAR MEETING OF THE
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

MONDAY, MARCH 18, 2019

A regular meeting of the Legal, Government and Environmental Affairs Committee was called to order on this date in the Burbank Room, 2627 N. Hollywood Way, Burbank, California, at 10:22 a.m., by Chairman Wiggins.

AB 23 Disclosure: The Assistant Board Secretary announced that, as a result of the convening of this meeting of the Legal, Government and Environmental Affairs Committee, each Committee member in attendance is entitled to receive and shall be provided \$200.

ROLL CALL

Present:

Commissioners Wiggins and Madison

Absent:

Commissioner Sinanyan

Also Present:

Staff: Frank Miller, Executive Director;
Mark Hardymont, Director of Transportation and
Environmental Programs; Maggie Martinez,
Manager, Noise and Environmental Compliance

Airport Authority Counsel: Terence R. Boga of
Richards, Watson and Gershon

1. Approval of Agenda

The agenda was approved as presented.

2. Public Comment

There were no public speakers.

3. Approval of Minutes

a. February 19, 2019

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

4. Contracts and Leases

**a. Approval of Amendment No. 2
to the Extended Maintenance
and Service Agreement for
Airport Noise and Operations
Management System-Bruel
& Kjaer EMS Inc.**

Staff presented a report seeking recommendation to the Commission to approve the proposed Amendment No. 2 to the Noise and Flight Track Monitoring System Extended Maintenance and Support Agreement ("Services Agreement") with Bruel & Kjaer EMS Inc. ("B&K") for continued services in support of the Airport Noise and Operations Management System ("ANOMS").

The Services Agreement provides for a five-year extension of the term and establishes a fee schedule for the extension period. The cost for the first year of the proposed extension period is \$102,352 with a proposed annual increase of 3% per year, which is the same condition contained in the original agreement.

Motion

Commissioner Madison moved the Committee recommendation, seconded by Commissioner Wiggins.

Motion Approved

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

b. Annual Review and Adjustment of Noise Violation Fines

Staff presented a report to the Committee regarding the Annual Review and Adjustment of Noise Violation Fines and recommended that the Committee recommend to the Commission authorization of an increase to 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.

This adjustment is based on year-over-year increases in the Consumer Price Index ("CPI") for the month of January. 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 index reading of 261.24. Applying this CPI value to the current fines results in the following revised fine levels for Rule 8 and Rule 9 violations:

Rule 8: \$1,555 (first violation)

Rule 8: \$2,259 (subsequent violations)

Rule 9: \$4,522 (each violation)

Motion

Commissioner Madison moved approval of Staff's recommendation.

Motion Approved

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

5. Adjournment

There being no further business, the meeting was adjourned at 10:30 a.m.

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

MONDAY, MAY 6, 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 9:06 a.m., by Vice President Adams.

1. ROLL CALL

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

Absent: Commissioner Sinanyan

Also Present: Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Denis Carvill, Deputy Executive Director, Operations; Nerissa Sugars, Manager, Air Service Development; Scott Kimball, Director Business and Properties, Safety and Procurement

2. PLEDGE OF ALLEGIANCE Vice President Adams 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 Kimberly Turner, Studio City for Quiet Skies
Suellen Wagner, Studio City for Quiet Skies

5. CONSENT CALENDAR

**a. Committee Minutes
(For Note and File)**

1) Operations and Development Committee Approved minutes of the Operations and Development Committee meeting for April 1, 2019, were included in the agenda packet for information purposes.

(i) April 1, 2019

- 2) **Finance and Administration Committee**
 - (i) **April 22, 2019**
 - (ii) **April 1, 2019**

Approved minutes of the special Finance and Administration Committee meeting of April 22, 2019, and regular meeting of April 1, 2019, were included in the agenda packet for information purposes.

- b. **Commission Minutes (For Approval)**
 - 1) **April 15, 2019**

Minutes of the April 15, 2019, Commission meeting were included in the agenda packet for review and approval.

- c. **Treasurer’s Report**
 - 1) **February 2019**

At the April 1, 2019, meeting of the Finance and Administration Committee (“Committee”), the Committee reviewed the February 2019 Treasurer’s Report and voted unanimously (3–0) to accept the Treasurer’s Report and recommend the Commission note and file the report.

MOTION

Commissioner Gharpetian moved approval of the Consent Calendar; seconded by Commissioner Selvidge.

MOTION APPROVED

There being no objection, the motion was approved (7-0,1 absent, 1 abstention). NOTE: Commissioner Wiggins abstained from voting on the minutes of April 15, 2019.

AYES: Commissioners Adams, Brown, Gharpetian, Tornek, Devine and Selvidge

NOES: None

ABSENT: Commissioner Sinanyan

ABSTAINED: Commissioner Wiggins

6. ITEMS FOR COMMISSION APPROVAL

- a. **Second Amendment to Airport Access and Facilities Use Agreement – Uber Technologies, Inc.**

With the recommendation of the Finance and Development Committee at its special meeting on April 29, 2019, Staff presented to the Commission a request for approval of a proposed Second Amendment to the Airport Access and Facilities Use Agreement to

recognize the change of name of one of the Transportation Network Companies ("TNC") serving Hollywood Burbank Airport from Raiser-CA, LLC (formerly Raiser-CA, LLC, a Delaware limited liability company) to Uber Technologies, Inc. ("Uber"), a Delaware corporation.

An Airport Access and Facilities Use Agreement ("Agreement") for Airport Transportation Network Company Services was awarded to Raiser-CA, LLC, on September 6, 2016.

Effective February 4, 2019, the California Public Utilities Commission granted Uber Technologies, Inc., a permit to operate as a TNC in the State of California. With the grant of this permit, Uber submitted a request to reflect the name change under this Agreement.

Staff has been advised by Uber that all principals, owners and key employees remain, and the Amendment request is to reflect a change in name only.

MOTION

Commissioner Madison moved approval; seconded by Commissioner Gharpetian.

MOTION APPROVED

There being no objection, the motion was approved (8-0, 1 absent).

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

NOES: None

ABSENT: Commissioner Sinanyan

7. ITEM FOR COMMISSION INFORMATION

a. March 2019 Parking Revenue Statistics

Staff presented an update on the March 2019 parking revenue.

b. March 2019 Transportation Network Companies

Staff presented an update on the March 2019 Transportation Network Companies activities.

c. Airline Schedule Analysis and March 2019 Passenger/Cargo and Regional Airport Statistics

Staff updated the Commission on the Airline Schedule Analysis and March 2019 Passenger/Cargo and Regional Airport Statistics which includes notice of changes in service, fleet mix and scheduled operating times for Alaska Airlines.

8. CLOSED SESSION

The meeting recessed to close session at 9:30 a.m.

- a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of Litigation (California Government Code Section 54956.9(d)(4));
1 potential case; Noise Variance Application to California Department of Transportation, Division of Aeronautics

Meeting Reconvened to Open Session

The meeting reconvened to open session at 9:56 a.m., with the same members present.

Closed Session Report

No reportable action taken.

9. COMMISSIONER COMMENTS

There were no comments.

10. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:56 a.m.

Zareh Sinanyan, President

Ross Selvidge, Secretary

Date

Date

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
MAY 20, 2019**

**AWARD OF EXTENSION TO THE
JANITORIAL SERVICES AGREEMENT
DIVERSE FACILITY SOLUTIONS, INC.**

SUMMARY

Subject to the recommendation of the Operations and Development Committee (“Committee”) at its meeting immediately preceding the Commission meeting, Staff seeks approval from the Commission for a short-term extension of the Janitorial Services Agreement (“Agreement”), copy attached, with Diverse Facility Solutions, Inc. (“DFS”) on a month-to-month basis for a period not to exceed three months at the current fixed monthly cost of \$93,132, excluding supplies. Supplies will continue to be billed monthly at an actual cost basis and are estimated to be approximately \$16,700 per month.

BACKGROUND

In April 2014, DFS was awarded an agreement for janitorial services at the Airport following a competitive selection process. The initial term of the agreement was for three years with two one-year options. The Commission exercised both options bringing the expiration date of the current agreement to May 31, 2019.

In February 2019, Staff publicly solicited proposals from firms interested in providing janitorial services at the Airport. The Request for Proposals (“RFP”) was posted on the Authority’s PlanetBids website and resulted in receipt of nine proposals. Two of the nine proposals were deemed non-responsive and seven remaining proposals were evaluated. Of the seven responsive proposals, four firms were short-listed and invited to participate in the interview phase of the selection process. Both proposals and interviews were evaluated in accordance with selection criteria identified in the RFP by an evaluation panel consisting of five staff members.

Following a discussion with the Committee on May 6th, Staff was asked by the Committee to provide additional information and clarification on the evaluation of the short-listed firms. To address this request, Staff has initiated a process by which best and final offers (“BAFO”) have been requested of the four short-listed firms in a format that Staff believes addresses the comments and concerns of the Committee.

It is the expectation that the BAFO process will be able to be completed prior to the end of the fiscal year. However, with the existing contract for these services scheduled to expire at the end of May, and at the request of the Committee, a short-term month-to-month extension, not to exceed three months of the existing contract at its current pricing, is presented to the Commission, subject to the recommendation of the Committee, to allow Staff the time necessary to complete the BAFO process.

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 a month-to-month extension of the existing Agreement with DFS for a period not to exceed three months for the fixed monthly price of \$93,132, excluding supplies. Supplies will continue to be billed monthly on an actual cost basis and are estimated to be approximately \$16,700 per month.

-2-

\\STAFF REPORTS\COMMISSION\5-20-19
AWARD OF EXTENSION TO THE
JANITORIAL SERVICES AGREEMENT
DIVERSE FACILITY SOLUTIONS INC.

**AMENDMENT NO. 2 TO
JANITORIAL SERVICES AGREEMENT**
(Burbank-Glendale-Pasadena Airport Authority/Diverse Facility Solutions, Inc.)

THIS AMENDMENT NO. 2 (“Second Amendment”) to the April 21, 2014 Janitorial Services Agreement (“Agreement”) executed by the Burbank-Glendale-Pasadena Airport Authority, a California joint powers agency (“Authority”), and Diverse Facility Solutions, Inc. (“Contractor”), an Illinois corporation, is dated May 20, 2019 for reference purposes.

RECITALS

- A. The parties executed the Agreement to provide for the Authority’s retention of Consultant as an independent contractor to provide janitorial maintenance services at the Bob Hope Airport.
- B. The parties executed a May 1, 2017 Amendment No. 1 (“First Amendment”) to extend the term by one year.
- C. The parties desire to amend the Agreement to extend the term on a month-to-month basis.

NOW, THEREFORE, the parties agree as follows:

1. **Amendment of Section 3.** Section 3 (“Term”) of the Agreement is amended to read as follows:

“3. TERM.

3.1 Initial Term. The initial term of this Agreement, inclusive of extension options exercised by the Authority, is five (5) years, commencing on June 1, 2014 and expiring on May 31, 2019.

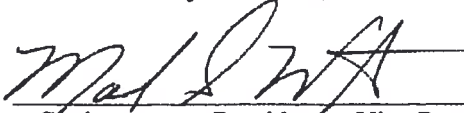
3.2 Month-to-Month Extension. Commencing June 1, 2019, the term of this Agreement shall extend on a month-to-month basis until August 31, 2019 unless earlier terminated by either party on 30 days notice.”

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


[SIGNATURES ON FOLLOWING PAGE]

TO EXECUTE THIS SECOND AMENDMENT, the parties have caused their authorized representatives to sign below.

Diverse Facility Solutions, Inc.



 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

Zareh Sinanyan, President

Approved as to form:

Richards, Watson & Gershon
A Professional Corporation

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
MAY 20, 2019**

**APPROVAL OF AGREEMENTS FOR
VERDUGO FIRE COMMUNICATIONS SYSTEM UPGRADES**

SUMMARY

Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval of the following items to complete Airport Fire Department's communication system upgrades in conjunction with Verdugo Fire Communications equipment and systems upgrades to the joint fire communication system known as "Verdugo System":

1. Memorandum of Understanding ("MOU") with the City of Glendale in the amount of \$15,182 for the Authority's 16.667% share of the Phoenix G2 alerting system upgrade to the Northrup Grumman System Command Point Computer-Aided Dispatch system;
2. Contract with US Digital Designs, Inc. ("USDD") in the amount of \$46,426 for the replacement of the station alerting system to the Phoenix G2 system with an optional annual service agreement fee of \$3,762 that becomes available to the Authority eighteen months after installation;
3. Contract with Bergelectric Corporation ("Bergelectric") in the amount of \$31,054 for installation of the station alerting system; and
4. Contract with Presidio Networked Solutions Group LLC ("Presidio") in the amount of \$58,103 for the acquisition and installation of replacement Mobile Data Terminals ("MDT") and associated data network to support MDTs to be installed in the Airport Fire Department's vehicles.

The total cost of the upgrades for the interoperability with the Verdugo System, not including the optional annual service agreement fee for the station alerting equipment, is \$150,765.

BACKGROUND

For several years now, Verdugo Fire Communications ("Verdugo Fire") has been researching several viable alternatives for the replacement of its 30-year-old Computer-Aided Dispatch ("CAD") system. The CAD and related mapping software are two of the most critical pieces of a public-safety dispatch center's hardware with related software. Both items serve as the primary method of obtaining and verifying the emergency incident location from 9-1-1 callers and subsequently processing, dispatching and managing all the Fire Department and Emergency Medical Services ("EMS") resources to emergency incidents within the Verdugo Fire System. In August 2017, the Glendale City Council approved a motion authorizing the City Manager to execute an amendment to an existing professional services agreement with Northrup Grumman Systems Corporation to upgrade to the Command Point CAD application. This upgrade requires all participating agencies within the Verdugo Communications System to upgrade their Station Alerting Systems, Mobile Data Terminals (MDT's) and connectivity of the Verdugo Data Network to ensure complete interoperability with the CAD upgrade.

DETAILS

With the decision to undertake an upgrade to the CAD application of Verdugo Fire, the adopted FY 2019 budget provided appropriations in the amount of \$350,000 for Airport Fire Department to undertake the necessary upgrades to equipment and systems to maintain the Department's interoperability with the Verdugo System. The first upgrade, the replacement of the handheld portable radios and radio consolettes, was completed last October. The remaining system upgrades are presented for the Commission's consideration.

Memorandum of Understanding with City of Glendale

Verdugo Fire does not currently use USDD's fire station alerting system and associated software in their dispatch center. For this secondary alerting system, Verdugo Fire will need to procure the hardware and software from USDD to be able to connect to the dispatch agencies using this fire station alerting system. The cost of this upgrade is \$91,091 with Verdugo Fire responsible for 50% of the cost and the balance prorated between the City of Burbank, the City of Alhambra and the Authority at a rate of 16.667% or \$15,182 each.

Station Alerting System

The current fire station alerting solution Verdugo Fire uses is provided by WestNet Inc., and it has been a goal to have a secondary alerting vendor for redundancy purposes. This would allow various solutions to dispatch agencies. As such, dispatch agencies reviewed various solutions from different fire station alerting companies and three of them (Burbank Fire, Hollywood Burbank Airport Fire, and Alhambra Fire) have elected to participate in the acquisition of the Phoenix G2 Fire Station Alerting System equipment from USDD at the cost of \$46,426 each. Eighteen months after installation, the Authority has the option to purchase a Service Agreement for the equipment at an annual cost of \$3,762. The cost to install this equipment at Hanger 35 is \$31,054. This installation is required to be completed by a USDD authorized vendor. Bergelectric Corporation is an authorized vendor and able to install the equipment at the Airport.

Mobile Data Terminal and Network

To ensure full interoperability, connectivity, high availability and consistency of the data network, it is imperative that the project management, design, provisioning and implementation services are contracted with a central vendor. A committee comprised of Verdugo Fire administrative staff, along with technical experts from the cities of Burbank, Glendale and Pasadena, attended demonstrations of the proposed solutions by several vendors. After a comprehensive review and demonstration process, Presidio was selected by the committee to provide all Verdugo Fire agencies the project management, design, provisioning, implementation and ongoing operational managed services necessary for Verdugo Fire's data network.

With selection of Presidio, the last component to complete the interoperability upgrade is the installation of the MDTs into the six Airport Fire Department vehicles (four ARFF trucks, one rescue vehicle, and one utility vehicle). The cost of the equipment is \$28,048, plus labor in the amount of \$3,600, plus sales tax of \$2,875 for a total of \$34,523.

Separate from MDT is the cost for the design, implementation and 5-year support services for the data network and its associated equipment to again be provided by Presidio. Cost breakdown for the equipment and services are \$14,698, plus labor of \$7,375 and applicable sales tax of \$1,507 for a total of \$23,580.

The total cost for equipment, service, labor and applicable sales tax for the MDT and network system upgrades is \$58,103.

FUNDING

Appropriations in the amount of \$350,000 were included in the adopted FY 2019 budget for this project. To date, approximately \$158,066 has been utilized for the acquisition of the replacement Motorola 8000 handheld portable radios and replacement APX Consolettes. The total proposed award of contracts of \$150,765 is within the remaining appropriations of \$191,934.

SCHEDULE

Subject to approval by the Commission, this project is anticipated to be completed prior to June 30, 2019, barring any unforeseen circumstances.

RECOMMENDATION

Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval of the proposed agreements with the City of Glendale, USDD, Bergelectric and Presidio, as described above for the upgrade to the communication equipment at the Airport Fire Department in conjunction with the Verdugo Fire Communications Center Computer-Aided Dispatch System upgrade and authorization for the President to execute the same.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
MAY 20, 2019**

**PROJECT DELIVERY METHOD
REPLACEMENT PASSENGER TERMINAL PROJECT**

SUMMARY

Staff seeks the concurrence of the Commission with using a Progressive Design Build project delivery method for the Replacement Passenger Terminal ("RPT") Project at Hollywood Burbank Airport. Staff discussed this item with the Replacement Passenger Terminal Ad Hoc Committee on May 10, 2019 and received direction to move this item forward for Commission consideration.

BACKGROUND

Delivery method is a term used to describe the contracting process by which design firms and construction contractors' services would be acquired to facilitate the development of the RPT as well as all the associated components of the Project. Staff and the Authority's financial feasibility consultants have reviewed the following delivery method alternatives:

- Design Bid Build
- Construction Manager at Risk ("CMAR")
- Progressive Design Build
- Lump Sum Design Build
- Public Private Partnership (P3)
- Hybrid

Each of these potential methods present variable levels of scope control, cost control, risk assumption, and completion schedule expectations. The priority considerations for recommending a preferred delivery method for the Project to the Commission are:

- Ability to maintain program cost within the established program funding parameters, and;
- Ability to define scope and manage design development and program cost with inputs from designers and the builder.

On May 10, 2019, Staff and consultants gave the Replacement Passenger Terminal Ad Hoc Committee a presentation on delivery method alternatives. Based on the priorities of the Commission, and based on the interests of Airport tenants, users, and the public, Staff and consultants recommended to the Committee that the Progressive Design Build delivery

method be selected. The Committee concurred with this recommendation and directed that the item move forward for Commission consideration.

PROGRESSIVE DESIGN BUILD HIGHLIGHTS

Under this delivery method, the Authority would issue a procurement for a Design-Builder that includes civil and architectural designers. The Design-Builder will develop the design based on the programmatic and design criteria defined in a Program Definition Document to be developed by a selected Program Manager and Staff. The Program Definition Document will incorporate inputs from the public charrette process, air carrier coordination, Authority defined priorities, Development Agreement requirements, and environmental requirements.

As the design progresses, the Design-Builder will continuously assess and review the constructability and associated construction costs and schedule impacts for each element (Airside, Terminal, and Landside) of the Project. Authority staff, airline, and Program Manager participation will be continuous throughout design development to assure appropriate considerations are included and to reconcile construction cost estimates with schedules developed independently by both Program Manager and the Design-Builder.

At a point of design reflecting about 60 percent, the Design-Builder and the Authority will negotiate a Guaranteed Maximum Price ("GMP") based on construction cost estimates maintained throughout the design development process. After the GMP is finalized, the Design-Builder is "at risk" to deliver (complete construction) the Project for the negotiated GMP, which provides the Authority with a high degree of cost certainty for the defined project scope. Any changes in material costs or other construction cost increases will be the responsibility of the Design-Builder.

RECOMMENDATION

With the recommendation of the Replacement Passenger Terminal Ad Hoc Committee, Staff seeks the concurrence of the Commission with using a Progressive Design Build project delivery method for the Project.