



January 13, 2022

CANCELLATION NOTICE OF A REGULAR MEETING
AND
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 the Airport Authority administration offices will be closed on Monday, January 17, 2022, in observance of Martin Luther King, Jr., Day. Therefore, the regular meeting of the Operations and Development Committee scheduled for Monday, January 17, 2022, at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505, has been cancelled.

NOTICE is hereby given that a special meeting of the Operations and Development Committee will be held Tuesday, January 18, 2022, at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Government Code Section 54953(e), members of the Committee may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, a physical location is not being provided for the public to attend or comment. Members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

Dial In: (978) 990-5000
Access Code: 880737#

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

SPECIAL MEETING
OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE
Airport Skyroom
Tuesday, January 18, 2022
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

When in-person attendance or participation at meetings of the Commission is allowed, members of the public are requested to observe the following rules of decorum:

- *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

Tuesday, January 18, 2022

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
 - a. December 13, 2021 **[See page 1]**
5. Items for Approval
 - a. Automated License Plate Recognition System Service Agreement **[See page 3]**

Staff seeks an Operations and Development Committee recommendation to the Commission to award Flock Group, Inc. a two-year Service Agreement for an Automated License Plate Recognition System at a cost of \$22,500 per year plus a one-time installation fee of \$2,250 to replace the current system which has reached the end of its useful life.
6. Items for Information
 - a. Committee Pending Items **[See page 5]**
7. Adjournment

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

MONDAY, DECEMBER 13, 2021

A special 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 Brown.

1. ROLL CALL

Present: Commissioners Devine (via teleconference), Brown, and Hampton (via teleconference)

Absent: None

Also Present: John Hatanaka, Senior Deputy Executive Director; Edward B. Skvarna, Chief of Police; Airport Police Department and Director, Public safety

2. Approval of Agenda

The agenda was approved as submitted.

3. Public Comment

There were no public comments.

4. Approval of Minutes

a. November 15, 2021

Commissioner Devine (via teleconference) moved approval of the minutes of the November 15, 2021, meeting seconded by Commissioner Hampton. There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (3-0).

5. Items for Approval

a. Award of Contract – Acquisition of Replacement Police Patrol Vehicles

Staff sought a Committee (“Committee”) recommendation to the Commission to authorize a purchase order to National Auto Fleet Group in the amount of \$117,192.73 for two replacement Airport Police Department (“APD”) patrol vehicles. The two new proposed vehicles will replace the APD patrol vehicles that have reached the end of their reliable service as emergency vehicles.

Staff further discussed the lack of availability for an electric or hybrid-powered patrol vehicle replacement with the Committee. However, Staff noted that although they were not able to obtain alternatively powered vehicles at this time, the APD has set a goal to move its emergency response vehicles to electric or hybrid power when such units become more readily available.

Motion

Commissioner Hampton (via teleconference) moved approval of Staff's recommendation, seconded by Commissioner Devine (via teleconference).

Motion Approved

There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (3-0).

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. Adjournment

There being no further business, the meeting adjourned at 8:42 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
JANUARY 18, 2022**

AUTOMATED LICENSE PLATE RECOGNITION SYSTEM SERVICE AGREEMENT

Presented by
Edward B. Skvarna
Chief of Police; Airport Police Department and
Director, Public safety

SUMMARY

Staff seeks the recommendation of the Operations and Development Committee (“Committee”) to the Commission to award Flock Group, Inc. (“Flock”) a two-year Service Agreement (“Agreement”), copy attached, for an Automated License Plate Recognition System (“ALPRS”) at a cost of \$22,500 per year plus a one-time installation fee of \$2,250 to replace the current system which has reached the end of its useful life.

BACKGROUND

In 2011, through a grant received from the Urban Areas Security Initiative program, the Authority acquired an ALPRS and installed cameras at strategic locations at the Airport. This system, an invaluable tool that supports the safety and security of the traveling public using the Airport, has reached the end of its useful life. After 10 years of constant service, the technology of the current system has become dated, and the hardware equipment is prone to service interruptions.

As such, Staff worked to identify a replacement ALPRS that would utilize newer, proven technology that is flexible and would reduce capital outlay and minimize maintenance cost. A replacement system would need to meet the safety and security priority of the Airport Police Department (“APD”) and augment their service efforts in the areas of deterrence, interruption, and investigation of crimes at the Airport.

The results of Staff’s research identified a strategically placed camera system network manufactured by Flock as a suitable replacement. The current ALPRS utilizes technology that is mounted and hard-wired in various locations throughout the facility which is inflexible to changes in patterns. The proposed Flock network of scalable ALPRS cameras will improve APD’s ability to identify stolen vehicles entering the Airport and vehicles associated with missing or endangered persons as well as vehicles associated with serious crimes under active investigation.

DETAILS

The difference between the current system and the Flock system is that Flock’s technology goes beyond license plates. It also captures vehicle type, make, color and identity of the state license plate, and it is able to capture temporary plates, paper plates and vehicles without licenses with a single camera that captures two lanes of traffic that may be traveling at a high rate of speed. Flock’s system is “infrastructure-free”. In other words, the cameras

are solar powered with LTE internet connectivity which allows for the system to be redeployed or added to with minimum disruption. This proposed system is proprietary and owned by Flock.

Flock, after reviewing the traffic activity and infrastructure of the Airport, proposed an ALPRS which includes nine cameras positioned throughout the Airport at key ingress, egress, and parking lot entrance locations. These locations were identified by Staff as providing the optimum effectiveness in capturing ALPRS data from a public right of way. The base price per camera, including hardware, software, solar power, LTE internet connectivity for unlimited users and data storage as well as a two-year warranty and Criminal Justice Information Services compliant cloud-based hosting is on a leased basis of \$2,500 for a two-year commitment. The total cost of the two-year proposal is \$45,000 plus a one-time implementation fee of \$250 per camera totaling \$2,250 for a total of \$47,250. The proposed Agreement has a termination for convenience provision that allows for cancellation at any time without cause. Additionally, Flock's data retention and data privacy access policies provide strict individual user access, a limited thirty (30) day data search capability and is able to provide full audit logs compliant with federal and state legislation.

Other ALPRS manufacturers would require the Authority to purchase their equipment (which again would be hardwired) and an accompanying service plan. Any physical changes or additions to those systems would require new capital and installation costs.

Flock's system is currently being utilized by more than 210 Police Departments across the United States and in California. Agencies or cities near the Airport that are utilizing Flock's system are Glendale Police Department, Azusa Police Department, City of La Canada-Flintridge, Ventura Police Department, City of Port Hueneme, City of San Marino, Monterrey Park Police Department, City of Ontario, and Ontario Airport. These jurisdictions have seen positive results utilizing Flock's system. If the proposed Agreement is approved, then at the end of the two-year lease period, Staff will reassess the Flock system and its performance and report back to the Committee and Commission.

BUDGET IMPACT

This item was not included in the adopted FY 2022 budget. However, due to the increase in service interruptions experienced with the current ALPRS, it has become necessary to consider a replacement. If the proposed Agreement with Flock is approved, Staff anticipates the FY 2022 positive operating revenue performance will cover the cost of the first year of the proposed Agreement. Staff will request appropriations for any succeeding term of the Agreement in subsequent budget requests.

STAFF RECOMMENDATION

Staff recommends that the Committee recommend to the Commission to award the proposed Agreement to Flock for a replacement ALPRS and authorize the President to execute the same.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
JANUARY 18, 2022**

COMMITTEE PENDING ITEMS

Future

1. Lot F - Parking Reconfiguration Construction
2. Award of Contract - PAPI Relocation Project
3. Award of Contract - DVSS Extension
4. Concept Presentation - Lot F Development