



September 2, 2016

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

The Airport Authority administrative offices will be closed on Monday, September 5, 2016, in observance of Labor Day. Therefore, the regular meeting of the Operations and Development Committee scheduled for Monday, September 5, 2016, at 8:30 a.m., in the Airport Skyroom has been cancelled.

NOTICE is hereby given that a special meeting of the Operations and Development Committee will be held Tuesday, September 6, 2016, at 8:30 a.m., in the Airport Skyroom of the Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California, 91505.

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

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

SPECIAL MEETING
OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE
Special Meeting of Tuesday, September 6, 2016
8:30 A.M.

NOTE TO THE PUBLIC: Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 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.

A G E N D A

1. Approval of Agenda

2. Public Comment

3. Approval of Minutes

a. August 15, 2016

[See page 1]

4. Items for Discussion

a. Second Amendment to the Parking Management Agreement with Standard Parking Corporation

• Staff Report Attached

[See page 6]

Staff seeks a recommendation from the Committee to the Commission that it approve a month-to-month extension of the current Parking Management Agreement with Standard Parking Corporation. The Agreement is currently in a three-month extension that will expire on September 30, 2016.

5. Adjournment

Subject to Approval

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

MONDAY, AUGUST 15, 2016

A special meeting of the Operations and Development Committee was called to order on this date in the Airport Skyroom of the Burbank-Glendale-Pasadena Airport Authority, 2627 Hollywood Way, Burbank, California, at 8:00 a.m., by Chairman Brown.

ROLL CALL

Present: Commissioners Brown, Selvidge and Sinanyan.

Absent: None

Also Present: Staff: Dan Feger, Executive Director; John Hatanaka, Senior Deputy Executive Director; Karen Sepulveda, Manager, Construction Services; David Freedman, Director, Business Development and Administrative Services; Denis Carvill, Deputy Executive Director, Engineering, Maintenance, Operations and Airline Relations; Bob Anderson, Director, Engineering and Planning; Mike Duong, Senior Manager, Business and Compliance; Rachel Warecki, Public Relations and Social Media Specialist; Derrick Cheng, Administrative Assistant, Public Relations Department and Government and Environmental Affairs

Anyone Collective: Michael Fiore, Co-CEO and Chief Creative Director, and Stephen Chavez, Co-CEO and Executive Creative Director

1. **Approval of Agenda** Commissioner Selvidge moved approval of the agenda. The agenda was approved (3-0).
2. **Public Comment** There were no public speakers.
3. **Approval of Minutes**
 - a. **July 7, 2016** Commissioner Sinanyan moved approval of the minutes of the July 7 and July 11, 2016, meeting.
 - b. **July 11, 2016** There being no objection, the minutes were approved 3-0.

4. Contracts and Leases

a. **Award of Contract/Authorizations/ Approvals, Project Number E16-04, Engineering Materials Arresting System Replacement Project (Phase 2B)**

Staff presented to the Committee Phase 2B of a multi-phased runway rehabilitation and EMAS (Engineering Materials Arresting System) program. Phase 2B encompasses the design-build phase of the EMAS for Runway 8/26 in FY 2017 and will remove and replace the existing south EMAS bed, which is 150 feet in width and 170 feet in length.

Staff initiated a bid process on May 21, 2016, posting bid documents, including design-bid bridging documents, on PlanetBids and advertising in the *Dodge Construction News* and local and minority newspapers, reaching out to DBEs and local construction companies, and providing public postings on the Internet and in the Burbank, Glendale and Pasadena City halls. Bids were opened publicly on June 21, 2016, and three contractors submitted bids ranging from \$2,829,000 to \$3,622,950. Staff reported that the low bidder, PALP, Inc., dba Excel Paving Company ("Excel Paving") indicated a 10.4% DBE participation, exceeding the 10% DBE goal for this project, thus no good-faith evaluation was required.

Following its presentation, which included various questions from the Committee, Staff recommended that the Committee recommend to the Commission that it: (1) award a construction contract for \$2,829,900 to Excel Paving for the design/build construction of the removal and replacement of the south bed of the EMAS; (2) authorize the issuance of a work order to the existing professional services agreement with RS&H for a lump-sum of \$118,129 for designer of record construction administration services, onsite technical services and inspection; (3) approve deployment of TBI Force Account including in-house consultants for project/ construction management services, field observation and security for a not-to-exceed amount of \$142,880; and (4) authorize the establishment of a Project Aggregate Contingency of \$300,000 which is approximately 10% of the total project.

Motion

Commissioner Selvidge moved approval of Staff's recommendation, seconded by Commissioner Sinanyan.

Motion Approved

The motion was approved unanimously (3-0).

This item was also included in the Commission's August 15, 2016, agenda, subject to the Committee's review and recommendation.

5. Items for Discussion

a. Disadvantaged Business Enterprises (DBE) Program Update

In response to a request by the Committee for more information about the history of the Disadvantaged Business Enterprises ("DBE") Program, Staff presented an analysis of the Airport's participation in the DBE program dating back to the past ten federal fiscal years.

Staff noted that for future Airport projects it will extend outreach to local communities to introduce the Authority's race-conscious program. The four groups that will be targeted include: (1) local chambers of commerce; (2) local trade associations; (3) minority business associations; and (4) minority community groups.

Staff noted it will be coming to the Commission in September to discuss new DBE goals for airport projects for the upcoming federal fiscal year, which will begin October 1, 2016, and end September 30, 2017.

Staff reported that this DBE update will also be presented to the Commission at its meeting immediately following the Committee meeting.

Staff requested, and the Committee concurred, to take agenda item 5.c. out of order and it was the next item.

c. RITC Lighting Study

Staff reviewed the background of the issue regarding the lighting intensity at the RITC (Regional Intermodal Transportation Center) and noted that in March of 2016 interior and exterior lighting had been reduced in various areas of the RITC by approximately 50%. Staff presented slides showing the "before" and "after" status of the attempt to reduce the amount of energy consumption and lighting at the facility. Staff stated it felt this was a significant reduction in the lighting intensity; however, in discussions with the Burbank City Council regarding RITC conditions of approval, the City Council has suggested that the Authority be required to further reduce the glare at the RITC. Staff reported the City Council has agreed that the lighting issue will not be a part of the conditions of approval.

Staff reported that following the discussions with the City of Burbank ("City"), and recognizing the Authority's commitment to this issue, the Authority's Engineering Department engaged three electrical contractors to provide proposals for assessing the RITC lighting. Following receipt and review of the proposals, and providing the proposals are less than \$75,000 (the Executive Director's single expenditure limit), Staff will select one of the three contractors to work with the City and Authority staff to examine and assess the lighting. Staff will then return to the Committee with a report on the electrical contractor's findings and recommendations as well as the cost to implement them, seeking Committee direction to move forward.

In response to a question from the Commission regarding the openness of the RITC, Staff reported that there is gasoline fueling on each level of the RITC and this fueling is immediately adjacent to the facility's parking areas. The Burbank Fire Marshall requested that the building's ventilation be maximized so that, in the event of an accumulation of fuel vapors, the vapors would be immediately dissipated and lower the potential risk to the adjacent parked vehicles. Staff stated this is the principle reason for the RITC's open design.

b. Branding Presentation – Logos

Anyone Collective representatives Michael Fiore and Stephen Chavez returned to present to the Committee four final potential Airport logos for Hollywood Burbank Airport, incorporating the Committee's suggestions from its special meeting on June 13, 2016.

Staff distributed to the Committee a printout of the PowerPoint presentation, which included a total of five logos narrowed down to the following categories: a Contemporary logo (Version 1), a Traditional logo (Versions 2 and 2b); and a Retro logo (Versions 3 and 4). With the exception of the Retro Version 4 logo, all of the logos had been previously presented to the Committee.

After viewing the presentation and receiving input from the Committee and Staff, the Committee agreed to have Anyone Collective make a presentation to the Commission on three final logos: the Contemporary logo (Version 1), the Traditional logo (Version 2); and the Retro logo (Version 4).

6. Items for Information

There were no other contracts and leases to be discussed.

a. June 2016 Passenger Statistics and Parking Information

In the interest of time, Staff and the Committee concurred that this item, which was also included in the Commission's August 15, 2016, agenda, be deferred to the Commission meeting.

7. Other Contracts and Leases and Capital Projects

This item was not discussed.

8. Adjournment

There being no further business, the meeting was adjourned at 9:46 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
SEPTEMBER 6, 2016**

**SECOND AMENDMENT TO THE PARKING MANAGEMENT AGREEMENT
WITH STANDARD PARKING CORPORATION**

SUMMARY

Staff seeks a recommendation from the Operations and Development Committee to the Burbank-Glendale-Pasadena Airport Authority ("Authority") that it approve a month-to-month extension of the current Parking Management Agreement ("Agreement") with Standard Parking Corporation ("Standard Parking"). The Agreement is currently in a three-month extension that will expire on September 30, 2016.

BACKGROUND

The Agreement for parking management services was awarded to Standard Parking with an effective date of February 6, 2012, and was scheduled to expire on June 30, 2016. At the February 1, 2016, Commission meeting, the Agreement was amended by the Commission, authorizing a three-month extension through September 30, 2016. This extension was granted to allow Staff time to issue an RFP for parking management services and make a recommendation to the Commission for its approval.

At the Commission meeting held on July 6, 2016, the Commission requested that it wanted to be more involved in the selection process and wanted the new Executive Director to be in place prior to an award of contract. Because of these requests, Staff put the bid process on a temporary hold. Staff had already received seven proposals on June 17, 2016, that remain valid for 180 days and therefore are still valid for review and award. The existing Agreement expires on September 30, 2016, and Staff is requesting approval of a month-to-month extension to the Agreement to allow for the additional review time requested. The month-to-month extension will operate under the existing terms and conditions of the Agreement.

BUDGET IMPACT

The proposed amendments will have no impact on the Authority's operating budget for the current fiscal year.

STAFF RECOMMENDATION

Staff recommends that the Operations and Development Committee recommend to the Commission that it approve a month-to-month extension of the current Parking Management Agreement with Standard Parking.

**AMENDMENT NO. 2 TO
AGREEMENT FOR SELF-PARK MANAGEMENT SERVICES, VALET PARKING
SERVICES, AND PASSENGER AND EMPLOYEE BUSING SERVICES
(Burbank-Glendale-Pasadena Airport Authority/Standard Parking Corporation)**

This Amendment No. 2 ("Second Amendment") to the February 6, 2012 Agreement for Self-Park Management Services, Valet Parking Services, and Passenger and Employee Busing Services ("Agreement") executed by the Burbank-Glendale-Pasadena Airport Authority ("Authority"), a California joint powers agency, and SP Plus Corporation, a Delaware corporation f/k/a Standard Parking Corporation ("Manager"), is dated September 19, 2016 for reference purposes.

RECITALS

A. The parties executed the Agreement to provide for the Authority's engagement of Manager to manage the self-park facilities at the Bob Hope Airport ("Airport"), perform valet parking services at the Airport, and operate the passenger and employee busing services at the Airport.

B. The parties executed a February 1, 2016 Amendment No. 1 ("First Amendment") to the Agreement to: (i) eliminate the passenger and employee busing services; (ii) amend the Budget and Management Fee; (iii) reduce the performance bond amount; and (iv) extend the term by three months.

C. The parties desire to amend the Agreement to provide for a month-to-month extension of the term commencing October 1, 2016.

NOW, THEREFORE, the parties amend the Agreement as follows:

1. **Amendment of Section 1.** Subsection 1.11 ("Expiration") of Section 1 ("Definitions") of the Agreement is amended to read as follows:

"1.11 'Expiration' means the time and date for expiration of the Term specified in a termination notice issued pursuant to Section 11."

2. **Amendment of Section 11.** Paragraph 11.2.2 ("Month-to-Month") of Subsection 11.2 ("Extension") of Section 11 ("Term") of the Agreement is amended to read as follows:

"11.2.2 Month-to-Month. Commencing October 1, 2016, the Term shall automatically extend on a month-to-month basis until terminated. Either party may thereafter terminate this Agreement without cause by giving written notice to the other party at least thirty (30) days prior to the termination date."

3. **Amendment of Section 11.** Paragraph 11.3.2 ("Termination For Convenience") of Subsection 11.3 ("Early Termination by Authority") of Section 11 ("Term") of the Agreement is deleted.

4. **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.

TO EFFECTUATE THIS SECOND AMENDMENT, the parties have caused their duly authorized representatives to execute this Second Amendment by signing below.

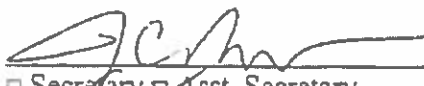
Burbank-Glendale-Pasadena
Airport Authority

SP Plus Corporation

Bill Wiggins, President



 Chairman President Vice President
Senior 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.]

Approved as to form:

Richards, Watson & Gershon
A Professional Corporation
