



January 11, 2024

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 15, 2024, in observance of Martin Luther King, Jr., Day. Therefore, the regular meeting of the Operations and Development Committee scheduled for Monday, January 15, 2024, 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 16, 2024, at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505.

In addition to attending the meeting in person, members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

Dial In: (818) 862-3332

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

SPECIAL MEETING
OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE
Airport Skyroom
Tuesday, January 16, 2024
8:30 a.m.

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

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

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Committee during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Committee's subject matter jurisdiction.*
- *Limit comments to three 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 16, 2024

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes

- a. December 18, 2023

[See page 1]

5. Items for Information

- a. Transportation Network Company Holding Lot Investigation Update

No staff report attached. APD and staff will update the Committee on the on-going investigation and information available to date.

- b. Committee Pending Items

[See page 4]

6. Adjournment

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

MONDAY, DECEMBER 18, 2023

A regular meeting of the Operations and Development Committee was called to order this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 8:34 a.m., by Commissioner Devine.

1. ROLL CALL

Present: Commissioners Devine and Talamantes

Absent: Commissioner Hampton

Also Present: John Hatanaka, Senior Deputy Executive Director;
Tom Lenahan, Fire Chief, Airport Fire Department;
Stephanie Gunawan-Piraner, Director, Engineering
and Planning

2. Approval of Agenda

Motion Commissioner Talamantes moved approval of the agenda; seconded by Commissioner Devine.

Motion Approved The agenda was approved (2-0, 1 absent).

3. Public Comment

There were no public comments.

4. Approval of Minutes

a. October 16, 2023 A draft copy of the October 16, 2023, Committee meeting minutes was included in the agenda packet for review and approval.

Motion Commissioner Talamantes moved approval of the minutes; seconded by Commissioner Devine.

Motion Approved There being no objection, the motion was approved (2-0, 1 absent).

5. Items for Approval

a. Service Agreement with The Regents of the University of California, on Behalf of the UCLA Center for Prehospital Care for EMT Continuing Education and Quality Improvement Care

Staff sought a recommendation from the Operations and Development Committee to the Commission to approve a Service Agreement with The Regents of the University of California, on behalf of the UCLA Center for Prehospital Care (“UCLA”) for emergency medical technician continuing education and quality improvement care. The Agreement is for a one-year term at a cost of \$26,944.47 effective January 1, 2024.

Previously the Commission approved a contract with UCLA for these services for a three-year period from October 1, 2018 through September 30, 2021. That contract was extended to September 30, 2023, pursuant to an amendment approved by the Commission on September 20, 2021. Due to the need to continue this education program, subject to the Committee’s recommendation, this item was also placed on the Commission agenda for its consideration immediately following the Committee’s meeting.

Motion

Commissioner Talamantes moved approval; seconded by Commissioner Devine.

Motion Approved

There being no objection, the motion was approved (2-0, 1 absent).

b. Second Extension Option Airfield Lighting System Professional Services Agreement Royal Electric Company

Staff sought a recommendation from the Operations and Development Committee to the Commission to authorize the exercise of the second of two one-year extension options for the Airfield Lighting System Professional Services Agreement with Vellutini Corporation dba Royal Electric Company.

Motion

Commissioner Talamantes moved approval; seconded by Commissioner Devine.

Motion Approved

There being no objection, the motion was approved (2-0, 1 absent).

**c. Award of Contract
On-Call Architectural and
Engineering Services**

Staff sought a recommendation from the Operations and Development Committee to the Commission to award a Professional Services Agreement (“Agreement”) to HNTB Corporation for on-call architectural and engineering services for a not-to-exceed amount of \$375,000. The proposed Agreement will have a three-year term with two one-year extension options available to the Authority.

Motion

Commissioner Talamantes moved approval; seconded by Commissioner Devine.

Motion Approved

There being no objection, the motion was approved (2-0, 1 absent).

6. Items for Information

a. Committee Pending Items

Staff presented pending items to the Committee members.

7. Adjournment

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

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
January 16, 2024**

COMMITTEE PENDING ITEMS

Future

1. Award of Contract - JMA Strategies (AWSP Compliance)
2. Award of Contract - Replacement Airfield Mower
3. Award of Contract - Runway, Taxiway, Shoulder Rehabilitation
4. Award of Contract Extension - Keolis Fleet Maintenance