



February 15, 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, February 19, 2024, in observance of Presidents' Day. Therefore, the regular meeting of the Operations and Development Committee scheduled for Monday, February 19, 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, February 20, 2024, at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. 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, February 20, 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, February 20, 2024

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
 - a. January 16, 2024

[See page 1]

5. Items for Approval

- a. Award of Professional Services Agreement - Data Reporting System
Airport Workers Screening Program

[See page 3]

Staff seeks an Operations and Development Committee (“Committee”) recommendation to the Commission for award of a Professional Services Agreement (“Agreement”) to JMA Strategy Group for development of a data reporting system to comply with Airport Workers Screening Program requirements imposed by the Transportation Security Administration, which initiated random checks effective September 2023. The proposed Agreement is for a three-year base term with two one-year extension options available to the Commission at its discretion. The Agreement has a not-to-exceed contract price of \$256,317.36 during the base term, with a first-year annual cost of \$105,510 and an annual cost of \$75,403.68 for the next two years.

This system will be incorporated into the Authority’s Airport Security Plan and will support the production of the required documentation that is governed by and subject to a TSA annual audit. Due to the need to begin implementation of these services as quickly as possible, subject to the recommendation of the Committee, this item has also been placed on the Commission agenda for consideration at its meeting immediately following the Committee’s meeting.

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**

TUESDAY, JANUARY 16, 2024

A special meeting of the Operations and Development Committee was called to order this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 8:31 a.m., by Commissioner Hampton.

1. ROLL CALL

Present:

Commissioners Hampton, Devine and Talamantes

Absent:

None

Also Present:

John Hatanaka, Senior Deputy Executive Director; Edward B. Skvarna, Chief of Police, Director of Public Safety; Scott Kimball, Deputy Executive Director, Operations, Business and SMS

2. Approval of Agenda

Motion

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

Motion Approved

The agenda was approved (3-0).

3. Public Comment

There were no public comments.

4. Approval of Minutes

a. December 18, 2023

A draft copy of the December 18, 2023 Committee meeting minutes was included in the agenda packet for review and approval.

Motion

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

Motion Approved

There being no objection, the motion was approved (3-0).

John Hatanaka, Senior Deputy Executive Director, left the meeting at 8:33 a.m. and returned at 8:45 a.m., to participate in the Legal Committee meeting.

5. Items for Information

a. Transportation Network Company Holding Lot Investigation Update

APD and staff updated the Committee on the on-going investigation and information available to date.

b. Committee Pending Items

Staff presented pending items to the Committee members.

6. Adjournment

There being no further business to discuss, the meeting was adjourned at 8:56 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
FEBRUARY 20, 2024**

**AWARD OF PROFESSIONAL SERVICES AGREEMENT
DATA REPORTING SYSTEM
AIRPORT WORKERS SCREENING PROGRAM**

Presented by Ray Hunting
Airport Security Manager

SUMMARY

Staff seeks an Operations and Development Committee (“Committee”) recommendation to the Commission for award of a Professional Services Agreement (“Agreement”) to JMA Strategy Group (“JMA”) for development of a data reporting system to comply with Airport Workers Screening Program (“AWSP”) requirements imposed by the Transportation Security Administration (“TSA”), which initiated random checks effective September 2023. The proposed Agreement is for a three-year base term with two one-year extension options available to the Commission at its discretion. The Agreement has a not-to-exceed contract price of \$256,317.36 during the base term, with a first-year annual cost of \$105,510 and an annual cost of \$75,403.68 for the next two years.

This system will be incorporated into the Authority’s Airport Security Plan (“ASP”) and will support the production of the required documentation that is governed by and subject to a TSA annual audit. Due to the need to begin implementation of these services as quickly as possible, subject to the recommendation of the Committee, this item has also been placed on the Commission agenda for consideration at its meeting immediately following the Committee’s meeting.

DESCRIPTION

TSA recently issued a security directive mandating that Airport Sponsors implement an AWSP. One of the issues raised with TSA is the compiling of the audit screening documents. Staff researched products that would help manage security staffing deployment, as well as provide the required recordkeeping of the badged airport workers undergoing the screening process.

JMA has deployed its proprietary system at Los Angeles International Airport (“LAX”) to positive reviews. Subsequently, Staff met with JMA to review the product to determine its capability of improving security personnel deployment, management, and documentation recording. One of the benefits of JMA’s system is that it provides access via a website that will allow Staff and the Authority’s contracted security personnel to actively monitor the AWSP. TSA-required information will be recorded on a portable device and then transmitted to the website where it can be reviewed by Staff in real time. The system will provide TSA direct access to the information and eliminate the need for double handling (i.e. collection, collation, and reinput of data) by Staff. An additional benefit of the JMA product is its flexibility to incorporate future security functions into the program.

The Authority engages Allied Universal to provide security personnel to assist with different duties under the ASP, many of which require documentation to be maintained. Currently, all documentation is in the form of paper logs and requires double handling prior to being delivered to TSA. The JMA program will not only improve the efficiency and productivity of the Airport Security Department but significantly reduce potential data transfer errors in the reports required by TSA.

BUDGET IMPACT

The estimated FY 2024 expenditures for this project amount to \$56,635 and will be accommodated under the \$205,000 in appropriations that were included in the adopted FY 2024 budget dedicated to address upgrades to security technology. Appropriations for the remainder of the base and future year terms will be requested in subsequent fiscal year budgets.

SCHEDULE

From receipt of a Notice to Proceed, it is anticipated that the system will be deployed in nine weeks for testing and acceptance.

STAFF RECOMMENDATION

Staff seeks the recommendation of the Committee to the Commission to approve the proposed three-year Agreement with JMA for a not-to-exceed cost of \$256,317.36 and to authorize the President to execute the same.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
FEBRUARY 20, 2024**

COMMITTEE PENDING ITEMS

Future

1. Award of Contract - Replacement Airfield Mower
2. Award of Contract Renewal - Skidata
3. Award of Contract - Runway, Taxiway, Shoulder Rehabilitation
4. Award of Contract Extension - Keolis Fleet Maintenance