



March 14, 2024

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

NOTICE is hereby given that a regular meeting of the Operations and Development Committee will be held on Monday, March 18, 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

REGULAR MEETING  
OF THE  
OPERATIONS AND DEVELOPMENT COMMITTEE  
Airport Skyroom  
Monday, March 18, 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

Monday, March 18, 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.***

- b. Award of Contract  
Fleet Maintenance Services Agreement

[See page 5]

***Staff seeks a recommendation from the Operations and Development Committee to the Commission to award a Fleet Maintenance Services Agreement (“Agreement”) with Keolis Transit Services, LLC for a three-year period, with two one-year extension options. This agreement is for time and materials services, with an expected first year total cost of approximately \$400,000 based on an average***

***annual price of \$250,000 for labor and \$150,000 for parts (including a 15% markup on parts ordered through Keolis). Services received are to be billed monthly.***

***Subject to the Committee's recommendation, this item has also been placed on the Commission agenda for its consideration immediately following the Committee's meeting.***

6. Items for Information

a. Committee Pending Items

***[See page 8]***

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  
MARCH 18, 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.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
MARCH 18, 2024**

**AWARD OF CONTRACT  
FLEET MAINTENANCE SERVICES AGREEMENT**

Presented by Stephanie Gunawan-Piraner  
Director, Engineering and Maintenance

**SUMMARY**

Staff seeks a recommendation from the Operations and Development Committee (“Committee”) to the Commission to award a Fleet Maintenance Services Agreement (“Agreement”) with Keolis Transit Services, LLC (“Keolis”) for a three-year period, with two one-year extension options, copy attached. This agreement is for time and materials services, with an expected first year total cost of approximately \$400,000 based on an average annual price of \$250,000 for labor and \$150,000 for parts (including a 15% markup on parts ordered through Keolis). Services received are to be billed monthly.

Subject to the Committee’s recommendation, this item has also been placed on the Commission agenda for its consideration immediately following the Committee’s meeting.

**BACKGROUND**

The Authority owns a 120-unit fleet of vehicles and maintenance equipment, consisting of gas and hybrid vehicles and gas and diesel equipment. The Authority’s contract with the incumbent vendor expires on March 31, 2024.

On December 11, 2023, Staff issued a Request for Proposals (“RFP”) for the maintenance of these fleet vehicles and equipment, including cars, trucks, lawnmowers, forklifts, sweeper trucks and other specialized equipment. Attached as Exhibit "A" to the proposed Agreement is a listing of the equipment owned and operated by the Authority that will be maintained by the selected vendor.

**REQUEST FOR PROPOSALS**

The RFP was publicly advertised and posted online on PlanetBids, and 49 firms were notified of the RFP opportunity. The RFP was downloaded by 14 firms, including three Disadvantaged Business Enterprises (“DBEs”), one of which was also a Women-owned business enterprise (“WBE”) with one firm local to Burbank.

The RFP was also advertised through the Burbank Chamber of Commerce and Glendale Chamber of Commerce, which reached approximately 5,600 and 2,100 members, respectively. The Pasadena Chamber of Commerce did not respond to staff inquiry regarding advertisement.

On January 17, 2024, staff received proposals from three firms, with two proposals determined to be responsive. These two firms are:

- Keolis Transit Services LLC, and
- First Vehicle Service, A Transdev Company (“First Vehicle Services”)

Four reviewers were chosen from staff in various departments including Maintenance, Engineering and Environmental to create a balanced review of the proposals submitted. Procurement staff provided the scoring for the price proposal.

**EVALUATION OF PROPOSALS**

After a complete review and ranking of the two proposals, including an in-depth assessment of each proposer’s understanding of the Authority’s requirements for fleet services at the Airport, the Evaluation Team scored each of the proposals. The chart below shows the proposed fee for each proposer to perform the services required. Up to 20 points out of the possible 170 points were allocated based on the proposed fee.

<b>Proposer</b>	<b>Fixed Rate for 3 Years</b>	<b>Average Yearly Cost</b>	<b>Option Year 1</b>	<b>Option Year 2</b>	<b>Parts Markup</b>
Keolis	\$110.00/hr	\$250,000	\$116/hr	\$122/hr	15%
First Vehicle Services	\$138.39/hr	\$315,000	\$149.19/hr	\$153.37/hr	15%

The scoring of the proposals is as follows:

<b>Proposer</b>	<b>Firm’s Experience</b>	<b>Personnel’s Capabilities</b>	<b>Business Experience with Authority</b>	<b>Acceptance of Sample Agreement</b>	<b>Proposed Fee</b>	<b>Interview</b>	<b>Total Score</b>
<b>Max Points Available</b>	35	40	15	10	20	50	170
Keolis	31	36	14	10	20	35	146
First Vehicle Services	31	37	10	10	14	33	135

Each proposal is for one full-time mechanic based at the Airport. The proposers were required to have the resources to supply additional on-call mechanics if required. The Authority is currently spending approximately \$125,000 per year on parts through the service vendor.

**BEST VALUE PROPOSAL**

After a thorough review of all the information from the proposers in this RFP process, the Evaluation Team determined that Keolis provides the best value for the fleet maintenance services at the Airport. Keolis has demonstrated local availability of personnel in the Burbank area and has assigned a lead technician who will be based at the Maintenance yard to perform work and interact with the Maintenance team daily. Keolis is also committed

to providing the necessary training for the technicians to perform maintenance and repairs on electric vehicles that the Authority plans to procure. Only a minimal transition plan will be required as Keolis is the current service provider.

BUDGET

Appropriations for these services are included in the adopted FY 2024 budget.

STAFF RECOMMENDATION

Staff recommends to the Committee that it recommend to the Commission approval of a time and materials Fleet Maintenance Services Agreement with Keolis for a three-year base period commencing April 1, 2024, and ending March 31, 2027, with two one-year extension options thereafter and authorization for the President to execute same.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
MARCH 18, 2024**

**COMMITTEE PENDING ITEMS**

**Future**

1. Award of Contract - Runway, Taxiway, Shoulder Rehabilitation
2. Award of Contract Renewal - Skidata
3. Award of Contract - Replacement Airfield Mower