



June 13, 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, June 17, 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, June 17, 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.*

## A G E N D A

Monday, June 17, 2024

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

- a. May 6, 2024

**[See page 1]**

5. Items for Approval

- a. Approval of Change Order Request  
Professional Services Agreement  
Runway Shoulders and Blast Pad Rehabilitation Design (E22-11)

**[See page 3]**

***In February 2023, the Commission awarded a contract to RDM International Inc. ("RDM") for design and engineering services related to the pavement rehabilitation of runway and taxiway shoulders as well as blast pad area. After the design and specifications were completed, the project was placed out to bid which resulted in responses from five firms that were significantly above the Engineer's Estimate for this project. The proposed Change Order request is for RDM's performance of value engineering and approach modifications in order for the Authority to rebid the Project, with additional funding for program management and design contingency.***

***The recommendation Staff seeks from the Operations and Development Committee to the Commission is to:***

- ***Approve a Change Order to the Professional Services Agreement with RDM for design and engineering services in the amount of \$21,678 related to value engineering and project design and approach modifications;***
- ***Approve a \$10,000 increase to project budget for project management services for a total of not-to-exceed amount of \$30,000; and***
- ***Approve a \$30,000 increase in design contingency for a total of not-to-exceed amount of \$40,000.***

- b. Professional Services Agreement  
Conway Consulting, LTD.

**[See page 5]**

***Staff seeks a recommendation from the Operations and Development Committee (“Committee”) to the Commission for approval of a Professional Services Agreement (“PSA”) with Conway Consulting, Ltd. (“Conway Consulting”) in a not-to-exceed amount of \$150,000 to provide for continued design and support services for the Replacement Passenger Terminal and related airport projects.***

***The current PSA with Conway Consulting expires on June 30, 2024. With the adoption of the FY 2025 Budget and in order to continue services without interruption, subject to the recommendation of the Committee, this item has been placed on the Commission agenda for its meeting immediately following the Committee’s meeting.***

6. Items for Information

- a. Committee Pending Items

**[See page 7]**

7. Adjournment

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

**MONDAY, MAY 6, 2024**

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 8:35 a.m., by Commissioner Hampton.

**1. ROLL CALL**

**Present:** Commissioners Hampton and Talamantes

**Absent:** None

**Also Present:** Staff: Frank Miller, Executive Director;  
John Hatanaka, Senior Deputy Executive Director;  
Scott Kimball, Deputy Executive Director,  
Operations, Business and SMS; Stephanie  
Gunawan-Piraner, Director, Engineering and  
Maintenance

**2. Approval of Agenda**

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

**Motion Approved** The agenda was approved (2-0).

**3. Public Comment**

There were no public comments.

**4. Approval of Minutes**

**a. April 15, 2024** A draft copy of the April 15, 2024, Committee  
meeting minutes was included in the agenda  
packet for review and approval.

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

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

## **5. Items for Approval**

### **a. Award of Purchase Order Procurement of Triple Flail Tractor Mower**

Staff sought an Operations and Development Committee recommendation to the Commission to award a Purchase Order in the amount of \$153,759.17 to Eberhard Equipment for the purchase of a Jacobsen HM600 Triple Flail Mower to replace the Authority's existing 1996 John Deere Tractor Mower.

#### **Motion**

Commissioner Hampton voted against and moved to refer the motion to the Commission without recommendation; Commissioner Talamantes voted to approve.

#### **Motion to Refer**

There being a split vote and no objection to refer the motion to the Commission, the motion was approved (2-0).

### **b. Adjustments to Parking Rates**

Staff sought an Operations and Development Committee recommendation to the Commission to authorize adjustments to the parking rates for Lot C, Lot E, Lot F, Lot G, Valet Lot, and the Short-Term Parking Structure, if approved, would become effective on July 1, 2024.

#### **Motion**

Commissioner Talamantes moved approval; seconded by Commissioner Hampton.

#### **Motion Approved**

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

## **6. Items for Information**

### **a. Committee Pending Items**

This item was not discussed.

## **7. Adjournment**

There being no further business to discuss, the meeting was adjourned at 9:03 a.m.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
JUNE 17, 2024**

**APPROVAL OF CHANGE ORDER REQUEST  
PROFESSIONAL SERVICES AGREEMENT  
RUNWAY SHOULDERS AND BLAST PAD REHABILITATION DESIGN (E22-11)**

Presented by Stephanie Gunawan-Piraner  
Director, Engineering and Maintenance

**SUMMARY**

In February 2023, the Commission awarded a contract to RDM International Inc. ("RDM") for design and engineering services related to the pavement rehabilitation of runway and taxiway shoulders as well as blast pad area. After the design and specifications were completed, the project was placed out to bid which resulted in responses from five firms that were significantly above the Engineer's Estimate for this project. The proposed Change Order request is for RDM's performance of value engineering and approach modifications in order for the Authority to rebid the project, with additional funding for program management and design contingency.

The recommendation Staff seeks from the Operations and Development Committee ("Committee") to the Commission is to:

- Approve a Change Order to the Professional Services Agreement ("PSA") with RDM for design and engineering services in the amount of \$21,678 related to value engineering and project design and approach modifications;
- Approve a \$10,000 increase to project budget for project management services for a total of not-to-exceed amount of \$30,000; and
- Approve a \$30,000 increase in design contingency for a total of not-to-exceed amount of \$40,000.

**BACKGROUND**

On February 6, 2023, the Commission approved the award of contract to RDM in the amount of \$263,772 for the pavement rehabilitation design of runway and taxiway shoulders and the blast pad area at the north end of Runway 15. The design plans and specifications were completed in January 2024 and the project was subsequently advertised with an Engineer's Estimate of \$3,615,596. This estimate was based on similar recent work at the airport and in the region. Additionally, this estimate incorporated a relatively conservative estimate for the asphalt unit cost to account for fluctuations in crude oil prices.

Five bids were received on February 20, 2024 with responses that ranged from the lowest at \$4.8 million to a high of over \$6.9 million, well over the Engineer's Estimate.

Staff contacted all five firms that submitted bids for this project to gain insight into the discrepancy between the Engineer's Estimate and their bid. Of the five firms, three responded and provided input for consideration. Based on Staff's discussion with the bidders, the project's complex phasing, with limited work area and work windows, creates inefficiencies that increase elements of the project materials and handling as well as labor costs.

## PROJECT DESIGN SCOPE CHANGE DESCRIPTION

The proposed Change Order will incorporate feedback from the bidders to focus on increasing available hours of work and rephrasing to optimize working shifts. It includes working with Staff for value engineering options and providing a revised set of plans, specifications, and estimates for rebidding. It also includes a rework of the FAA-required Construction Safety and Phasing Plan to be resubmitted for approval.

## DESIGN MANAGEMENT AND CONTRACT ADMINISTRATION

Project design phase management is proposed to be performed by Staff for a not-to-exceed amount of \$30,000, an increase of \$10,000 from previous estimates. This total amount is approximately 10% of the engineering design costs. Engineering Staff oversees the design process and provides constructability review to ensure the project is compatible with the Authority's requirements.

## FUNDING

The recently adopted FY 2025 Budget includes appropriations for this project including the proposed design work change order.

The project has partial funding approved under a Passenger Facility Charge ("PFC") Application 23-20-C-01-BUR. An amendment to this application will be undertaken in the future for additional FAA funding approval, if required.

## SCHEDULE

The redesign phase of the project will commence upon approval of the Change Order with subsequent construction plans and specifications anticipated to be completed in the fourth quarter of calendar year 2024.

## STAFF RECOMMENDATION

Staff seeks the Committee's recommendation to the Commission for approval of a Change Order to the RDM contract in the amount of \$21,678, an increase of \$10,000 for design management service not to exceed a total of \$30,000, an increase in the design contingency to a total not to exceed amount of \$40,000 and authorization for Staff to implement the proposed changes.



**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
JUNE 17, 2024**

**PROFESSIONAL SERVICES AGREEMENT  
CONWAY CONSULTING, LTD.**

Presented By Patrick Lammerding  
Deputy Executive Director, Planning and Development

**SUMMARY**

Staff seeks a recommendation from the Operations and Development Committee ("Committee") to the Commission for approval of a Professional Services Agreement ("PSA"), copy attached, with Conway Consulting, Ltd. ("Conway Consulting") in a not-to-exceed amount of \$150,000 to provide for continued design and support services for the Replacement Passenger Terminal ("RPT") and related airport projects.

The current PSA with Conway Consulting expires on June 30, 2024. With the adoption of the FY 2025 Budget and in order to continue services without interruption, subject to the recommendation of the Committee, this item has been placed on the Commission agenda for its meeting immediately following the Committee's meeting.

**BACKGROUND**

Since 2013, Conway Consulting has provided professional support services to support the Authority's efforts with the RPT concept development, validation, and memorialization in the Development Agreement with the City of Burbank. More recently, Conway Consulting has provided support services to the RPT Program Manager, Jacobs Project Management Company ("Jacobs"), and to the RPT design-build team of Holder, Pankow, TEC Joint Venture ("HPTJV"). The current PSA with Conway Consulting expires on June 30, 2024.

Conway Consulting's principal, Mr. Mark Conway, has over 50 years of experience with airport capital and development projects around the world and is a valuable resource for Jacobs and HPTJV as they advance the RPT Project. As the project moves to complete design and transition to construction, and with appropriations provided for continuation of Conway Consulting's services for FY 2025, Staff is proposing a one-year contract term effective July 1, 2024 to June 30, 2025 for continued RPT Project support services. The scope of services is included as Exhibit A of the PSA.

**FEES**

Conway Consulting's labor rate from July 1, 2024 to December 31, 2024 is \$220.00 per hour. Effective January 1, 2025, the hourly rate increases to \$225.00 per hour.

**FUNDING**

The recently adopted FY 2025 Budget contains appropriations for these support services in the RPT line item of the Facility Improvement Program.

### STAFF RECOMMENDATION

Staff recommends that the Committee recommend to the Commission approval of the proposed PSA with Conway Consulting in a not-to-exceed amount of \$150,000 and authorization for the President to execute the same.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
JUNE 17, 2024**

**COMMITTEE PENDING ITEMS**

**Future**

**Tentative Presentation**

- |   |         |
|---|---------|
| 1. Award of Contracts - Air Service Retention/Development | July 15 |
| 2. Award of Contract - Janitorial Services                | TBD     |
| 3. Award of Contract - Refuse Services                    | TBD     |
| 4. Replacement Fleet Vehicle Acquisition                  | TBD     |