



September 12, 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, September 16, 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

Leslie Whitmore, Assistant Board Secretary
Burbank-Glendale-Pasadena Airport Authority

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

Monday, September 16, 2024

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

- a. July 15, 2024

[See page 1]

5. Items for Approval

- a. Airport Solution Line Service Agreement
Amendment No. 4

[See page 3]

Staff seeks a recommendation from the Operations and Development Committee ("Committee") to the Commission to approve Amendment No. 4, to the Airport Solution Line Service Agreement ("Service Agreement") with SITA Information Network Computing USA, Inc. for the Common Use Passenger Processing System ("CUPPS") installed at the Airport. This extension is for the period from October 1, 2024, to October 31, 2026, at a monthly cost of \$75,157. If necessary, the Authority will have the option to further extend the Service Agreement in two-month increments not to exceed a total of twelve months. All costs provided under the Service Agreement are reimbursed by the airlines using the CUPPS.

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

6. Items for Information

- a. Committee Pending Items

[See page 10]

7. Adjournment

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

MONDAY, JULY 15, 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 8:38 a.m., by Commissioner Hampton.

1. ROLL CALL

Present: Commissioners Hampton and Talamantes

Absent: None

Also Present: Staff: John Hatanaka, Senior Deputy Executive Director; Patrick Lammerding, Deputy Executive Director, Planning and Development

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. June 17, 2024

A draft copy of the June 17, 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 Contract Janitorial Services

Staff sought an Operations and Development Committee recommendation to the Commission to award a Janitorial Services Agreement to C&W Facility Services, Inc. for a 23-month period, commencing on November 1, 2024, and ending on October 12, 2026

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

Staff informed the Committee of future pending items that will come to the Committee for review.

7. 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
SEPTEMBER 16, 2024**

**AIRPORT SOLUTION LINE SERVICE AGREEMENT
AMENDMENT NO. 4**

Presented by Thomas Henderson
Director, Operations

SUMMARY

Staff seeks a recommendation from the Operations and Development Committee ("Committee") to the Commission to approve Amendment No. 4, copy attached, to the Airport Solution Line Service Agreement ("Service Agreement") with SITA Information Network Computing USA, Inc. ("SITA") for the Common Use Passenger Processing System ("CUPPS") installed at the Airport. This extension is for the period from October 1, 2024, to October 31, 2026, at a monthly cost of \$75,157. If necessary, the Authority will have the option to further extend the Service Agreement in two-month increments not to exceed a total of twelve months. All costs provided under the Service Agreement are reimbursed by the airlines using the CUPPS.

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

BACKGROUND

In January 2012, the Commission selected SITA, a provider of International Air Transport Association certified common use systems at airports worldwide, through a competitive proposal process. Upon completion of installation, the system was certified for use on March 31, 2014. The CUPPS includes the following components: (i) common use passenger check-in system at all gates and ticket counter check-in positions; (ii) common use passenger self-service check-in units; (iii) flight and baggage information displays throughout the terminal and baggage claim areas; (iv) an audio and visual paging system in the terminal; (v) ticket counter common use bag scales; and (vi) a common use phone system that is restricted to airline use only. The cost of the project was \$9,000,000 which was funded through a Federal Aviation Administration approved Passenger Facility Charge Application.

In September 2015, the Commission approved a four-year Service Agreement with SITA at a monthly cost of \$54,389. In September 2019, the Commission approved Amendment No. 1, which was a three-year renewal of the Service Agreement, which included two optional one-year extensions. The Commission subsequently approved the following amendments to the Service Agreement:

- Amendment No. 2 - Approval in February 2020 to purchase SITA's Gate Management System software. This was suspended due to the impacts of the COVID-19 pandemic, and resumed in May 2021 with a completion in November 2021.
- Amendment No. 3 – Approval of the CUPPS Refresh Project to respond to the recommendation of SITA that a hardware and software refresh was necessary due to the age of the core hardware equipment and the Windows software. In coordination with the airlines, this project began in January 2022 and was completed in July 2023.

This passenger processing system will continue to be utilized until the opening of the Replacement Passenger Terminal ("RPT"). In the event the RPT opening is delayed past October 2026, Amendment No. 4 provides the Authority with an option to further extend the Service Agreement in two-month increments up to a maximum of twelve months.

FUNDING

The cost of the Service Agreement is not included in the adopted FY 2025 Budget as all costs for services provided under the Service Agreement are the joint responsibility of the airlines using the CUPPS and reimbursed on a monthly basis.

STAFF RECOMMENDATION

Staff seeks the Committee's recommendation to the Commission to approve the proposed Amendment No. 4 of the Service Agreement with SITA for the continued operations and maintenance of the CUPPS and to authorize the President to execute the same.

PARTICULARS

AMENDMENT NO.4

Parties	SITA	Name	SITA Information Networking Computing USA Inc.	
		Address	600 Galleria Parkway, SE Suite 1000 Atlanta, Georgia 30339	
		Address for notices	As above	
		Copy to	SITA 26, Chemin de Joinville 1216 Cointrin – Geneva Switzerland	
		Fax	+41 22 747 6166	
		Attention	General Counsel	
		Customer	Name	Burbank-Glendale-Pasadena Airport Authority
	Address		2627 Hollywood Way Burbank, California 91505	
	Address for notices		As above	
	Fax		818-557-0263	
	Attention		Business, Property and Administrative Services	
	Recitals	A	SITA provides airport services and solutions to customers around the world and provides certain services to Customer pursuant to the Airport Solution Line Service Agreement between SITA and Customer effective as of 01 October 2015, and as amended on 01 October 2019, 03 February 2020, and 19 October 2021. collectively the “Agreement”.	
		B	Following, the parties now wish to amend the Agreement as set out in this amendment 4 (Amendment 4).	
Service Agreement	Airport Solution Line Service Agreement between SITA and Customer effective as of 01 October 2015 as amended on 01 October 2019, 03 February 2020 and 19 October 2021.			
Amendment No	04			
Amendment Effective Date	This Amendment is effective on the date the last Party signs the Amendment (Amendment Effective Date).			
Governing Law	State of California, USA			
SITA Reference(s)	Customer ALD/NCC	-NC/000058706		
	Amendment Contract Number	2-00171424		
	Service Agreement Contract Number	1-509852833		

1. This Amendment 4 amends the below Service Schedule as contained in Agreement:

Title	Airport Solution Line Service Agreement, Service Schedules for: AirportConnect Open, AirportConnect CUSS Kiosk, AirportVision, Airport Voice, IP Telephony and Voice over IP (Solution Line Service Agreement)
Effective Date	01 October 2015
SITA Ref (C2C ID)	1-509852833, 2-00159318 (Amendment 1), 2-00160780 (Amendment 2) and 2-00171424 (Amendment 3)
Customer Ref (if any)	None

2. This Amendment 4 is effective on the date the last Party signs the Amendment (**Amendment Effective Date**). If this Amendment 4 continues after the expiry of the Agreement, the terms of the Agreement shall continue to apply to this Amendment.
3. The Service Agreement is amended by:
 - (a) Adding to Section 1.1 of the General Terms of the Service Agreement the following:

“The term of the Service Agreement is hereby extended for twenty-five (25) months from October 1, 2024, through October 31, 2026. The Airport Authority has the option to extend the Agreement in additional two (2) month increments not to exceed twelve (12) months.”
 - (b) Pricing Schedule – Section 6 shall be deleted in its entirety and replaced with the new Section 6 in Exhibit 1 of this Amendment.
4. This Amendment 4 and its attachments constitute part of the Agreement, and the definitions in the Agreement apply to this Amendment. In the event of inconsistency between the terms of the Agreement and those of this Amendment, this Amendment will prevail.
5. All terms and conditions of the Agreement not modified by this Amendment 4 remain unchanged.
6. The Agreement, as modified by this Amendment constitutes the entire agreement between the parties with respect to the matters contemplated therein and supersedes all other representations of the parties, whether written or oral, except if fraudulently made.

SIGNING PAGE

The parties may sign this Amendment by electronic signature. If a party decides to sign using an electronic signature, they agree that the electronic signature applied to this Amendment is authentic, has the same force and effect as a hand-written signature and is applied by the signatory with the intent to be bound by the terms and conditions of this Amendment.

Signed for and behalf of **SITA**
by its duly authorised representative:

Signature:



Name:

Harihar Subramanian

Title:

Regional CFO, AMER

Date:

8/21/2024

Signed for and behalf of **Customer**
by its duly authorised representative:

Signature:

Name:

Title:

Date:

Exhibit 1

Pricing Schedule

6. Monthly Service Charges

6.1 SITA shall invoice and Customer shall pay to SITA the monthly service charges shown in the following table commencing October 1, 2024 through October 31, 2026.

Description	Amount (USD)
Monthly Service Charge	\$75,157.29

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

COMMITTEE PENDING ITEMS

Future

Tentative Presentation

- | | |
|--|------------|
| 1. Award of Contract - On-Call PM/CM Services | October 7 |
| 2. Award of Contract - On-Call Design Services; landside | October 21 |
| 3. Award of Contract - On-Call Design Services; airside | October 21 |