



October 17, 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, October 21, 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, October 21, 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, October 21, 2024

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

a. October 7, 2024

*[See page 1]*

5. Items for Approval

a. Amendment No. 2 to Professional Services Agreement with Allied Universal Security Services

*[See page 3]*

***Staff seeks a recommendation from the Operations and Development Committee to the Commission for approval of a proposed Amendment No. 2 ("Amendment") to the Professional Services Agreement ("PSA") with Universal Protection Service LP dba Allied Universal Security Services for airport security and traffic control services. The Amendment provides for the implementation of an annual Consumer Price Index increase to the current labor rates, with all other terms and conditions of the PSA remaining the same.***

6. Items for Information

a. Committee Pending Items

*[See page 9]*

7. Adjournment

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

**MONDAY, SEPTEMBER 16, 2024**

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

**1. ROLL CALL**

**Present:**

Commissioners Hampton and Talamantes

**Absent:**

Commissioner Asatryan

**Also Present:**

Staff: John Hatanaka, Senior Deputy Executive Director; Thomas Henderson, Director, Operations

**2. Approval of Agenda**

**Motion**

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

**Motion Approved**

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

**3. Public Comment**

There were no public comments.

**4. Approval of Minutes**

**a. July 15, 2024**

A draft copy of the July 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, 1 absent).

## **5. Items for Approval**

### **a. Airport Solution Line Service Agreement – Amendment No. 4**

Staff sought an Operations and Development Committee (“Committee”) recommendation 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 was also placed on the agenda for the Commission meeting immediately following the Committee’s meeting.

#### **Motion**

Commissioner Talamantes moved approval; seconded by Commissioner Hampton.

#### **Motion Approved**

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

## **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 8:47 a.m.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
OCTOBER 21, 2024**

**AMENDMENT NO. 2 TO  
PROFESSIONAL SERVICES AGREEMENT WITH  
ALLIED UNIVERSAL SECURITY SERVICES**

**SUMMARY**

Staff seeks a recommendation from the Operations and Development Committee ("Committee") to the Commission for approval of a proposed Amendment No. 2 ("Amendment"), copy attached, to the Professional Services Agreement ("PSA") with Universal Protection Service LP dba Allied Universal Security Services ("Allied") for airport security and traffic control services. The Amendment provides for the implementation of an annual Consumer Price Index ("CPI") increase to the current labor rates, with all other terms and conditions of the PSA remaining the same.

**BACKGROUND**

In October 2022, the Commission approved the award of the PSA to Allied for a three-year base term from November 1, 2022 through October 31, 2025, including two one-year extension options. The PSA allows Allied to annually request an adjustment to the hourly labor rates based on an increase in the CPI for the preceding 12 months, Los Angeles area, all indices, as published by the U.S. Bureau of Labor Statistics or 6%, whichever is less. Based on the applicable CPI Index for June 2024, Allied is requesting an increase of 3.2% for the contract year effective from November 1, 2024 through October 31, 2025. Per the terms of the PSA, approval of a CPI increase is at the Commission's discretion.

The scope of airport security and traffic control services under contract are:

- (i) **Perimeter Security:** Per the security directives issued by the Transportation Security Administration ("TSA"), the Authority is required to provide "positive control" and identification of each person that has access to the Secured Area of the Airport. Part of this positive control requires staffing by security personnel at checkpoints on the airfield to physically verify the identity, and authorization of each person requesting to enter the Secured Area.
- (ii) **Traffic Control:** To ensure vehicular flow and pedestrian safety on the Airport loop roadway, traffic control personnel are positioned at strategic points starting next to the parking structure and ending past Terminal B. In addition to managing vehicle flow on the roadway, traffic control personnel manage the movement along the terminal curb front and rideshare pick-up location as needed.
- (iii) **Aviation Workers Screening:** As directed by TSA, the Authority is required to undertake random screening of employees traversing between the terminal public areas to the Security Identification Display Area or Sterile Areas.

- (iv) Consumer Item Inspection: Commercial merchandise and consumables for sale and/or use by screened individuals within the Sterile Area are required to be inspected, including the screening of authorized badge holders into this area for prohibited items. This is a specific service that is fully reimbursable by the terminal concessionaires, MCS Burbank LLC for food and beverage and HG Burbank JV for news and gifts.

#### BUDGET IMPACT

Appropriations for these services including the allowance for a potential CPI adjustment to the hourly rates are included in the adopted FY 2025 budget.

#### STAFF RECOMMENDATION

Staff seeks the recommendation of the Committee to the Commission that it approve the proposed Amendment and authorize the President to execute the same.

**AMENDMENT NO. 2 TO  
PROFESSIONAL SERVICES AGREEMENT**  
(Burbank-Glendale-Pasadena Airport Authority / Allied Universal Security Services)

This Amendment No. 2 ("Second Amendment") to the October 17, 2022 Professional Services Agreement ("Agreement") executed by the Burbank-Glendale-Pasadena Airport Authority ("Authority"), a California joint powers agency, and Universal Protection Service, LP, a California limited partnership d.b.a. Allied Universal Security Services ("Consultant"), is dated October 22, 2024 for reference purposes.

**RECITALS**

A. The parties executed the Agreement to provide for the Authority's retention of Consultant as an independent contractor to perform airport security, traffic control, and inspection services.

B. The parties have executed a September 18, 2023 Amendment No. 1 ("First Amendment") to the Agreement to: (i) expand the scope to include worker screening services; and (ii) provide for a CPI adjustment of the fee schedule for the November 2023 - October 2024 contract year.

C. The parties desire to amend the Agreement to provide for a CPI adjustment of the fee schedule for the November 2024 - October 2025 contract year.

**NOW, THEREFORE**, the parties agree as follows:

1. **Amendment of Section 4.** Paragraph C (CPI Adjustments) of Section 4 (Compensation) of the Agreement is amended to read as follows:

"C. **CPI Adjustments.** On or before July 31, 2023, and on an annual basis thereafter, Consultant may submit a request for an adjustment to all inclusive hourly rate for the next contract year (November 1 to October 31) based on the lesser of: (i) an increase in the Consumer Price Index for the preceding 12 months for the Los Angeles area (all indices) as published by the U.S. Department of Labor, Bureau of Labor Statistics; or (ii) 6%. Each such request shall be subject to approval by the Authority Commission, which approval may be granted or withheld in the Commission's discretion. No rate adjustment shall be considered if a request is not submitted by the deadline. For the November 2023 - October 2024 and November 2024-October 2025 contract years, the respective fee schedule set forth in the attached Exhibit E shall apply."

2. **Replacement Exhibit E.** The attached replacement Exhibit E is incorporated into this Agreement and shall supersede the Exhibit E attached to the First Amendment.

3. **Counterparts.** This Second Amendment may be executed in any number of counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same document.

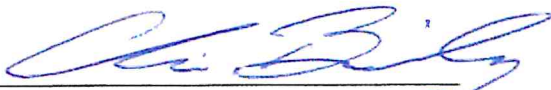
4. **Preservation of Agreement.** Except as expressly modified by this Second Amendment, all of the provisions of the Agreement (as amended by the First Amendment) shall remain unaltered and in full force and effect. In the event of a conflict between the provisions of this



Second Amendment and the provisions of the Agreement (as amended by the First Amendment), the provisions of this Second Amendment shall control.

**TO EXECUTE THIS SECOND AMENDMENT**, the parties have caused their duly authorized representatives to sign below.

**Universal Protection Service LP**

By: 

Print Name: Chris Bailey

Title: ~~General Manager~~ RVP

[Pursuant to Corporations Code Section 15904.02, signature line must be executed by a general partner.]

**Burbank-Glendale-Pasadena Airport Authority**

\_\_\_\_\_  
Ara Najarian, President

Approved as to form:

\_\_\_\_\_  
Richards, Watson & Gershon  
A Professional Corporation

**EXHIBIT E**  
**November 2023 - October 31 2024**  
**November 2024 - October 31, 2025**  
**Contract Year Fee Schedules**

(attached)

## EXHIBIT E



Hollywood Burbank Airport  
2025 Security Fee Schedule  
Dated July 24, 2024

Existing 2024 Security Bill Rate Schedule 11/1/2023 thru 10/31/2024		
Post Description	Regular Hourly Bill Rate	Holiday/Overtime Bill Rate
Airport Security Supervisor(s)	\$36.94	\$55.41
Consumer Items Inspections	\$36.94	\$55.41
Employee Screening Officer	\$36.94	\$55.41
SIDA Checkpoint Officer	\$31.06	\$46.60
Terminal Rover	\$31.06	\$46.60
Vehicle Traffic Control Officer	\$31.06	\$46.60
Vehicle Traffic Control Officer TNC	\$31.06	\$46.60

2025 Security Bill rates are based on 3.2% CPI Increase for Los Angeles County

[https://www.bls.gov/regions/west/news-release/consumerpriceindex\\_losangeles.htm](https://www.bls.gov/regions/west/news-release/consumerpriceindex_losangeles.htm)

2025 Security Bill Rate Schedule (Effective 11/1/2024 thru 10/31/2025)		
Post Description	Regular Hourly Bill Rate	Holiday/Overtime Bill Rate
Airport Security Supervisor(s)	\$38.12	\$57.18
Consumer Items Inspections	\$38.12	\$57.18
Employee Screening Officer	\$38.12	\$57.18
SIDA Checkpoint Officer	\$32.05	\$48.08
Terminal Rover	\$32.05	\$48.08
Vehicle Traffic Control Officer	\$32.05	\$48.08
Vehicle Traffic Control Officer TNC	\$32.05	\$48.08

Allied Universal Security Services

  
Richard Dirmandzhyan  
General Manager

7-25-2024  
Dated

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
OCTOBER 21, 2024**

**COMMITTEE PENDING ITEMS**

**Future**

**Tentative Presentation**

- |   |             |
|---|-------------|
| 1. Award of Contract - Landscape Maintenance Services | November 18 |
| 2. Award of Contract - Landside Design                | November 18 |
| 3. Award of Contract - Airside Design                 | November 18 |
| 4. Award of Contract - PM/CM Services                 | December 16 |