



November 30, 2017

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 Monday, December 4, 2017, at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505.

Terri Williams, Board Secretary  
Burbank-Glendale-Pasadena Airport Authority

REGULAR MEETING  
OF THE  
OPERATIONS AND DEVELOPMENT COMMITTEE

Airport Skyroom  
Monday, December 4, 2017  
8:30 A.M.

***NOTE TO THE PUBLIC: Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 Hollywood Way, Burbank) in the administrative office during normal business hours.***

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***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

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes

a. November 13, 2017

***[See page 1]***

4. Contracts and Leases

a. Award of First Extension Option Landscaping Service Agreement  
Parkwood Landscape Maintenance, Inc.

- Staff report is attached.

***[See page 3]***

***Staff seeks an Operations and Development Committee recommendation to the Commission that it approve exercise of the first of two one-year extension options to the Landscaping Service Agreement between the Burbank-Glendale-Pasadena Airport Authority and Parkwood Landscape Maintenance, Inc.***

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

5. Adjournment

Subject to Approval

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

**MONDAY, NOVEMBER 13, 2017**

A special meeting of the Operations and Development Committee was called to order on this date in the Airport Skyroom of the Burbank-Glendale-Pasadena Airport Authority, 2627 Hollywood Way, Burbank, California, at 8:30 a.m., by Chairman Brown.

**ROLL CALL**

- |  |   |
|--|---|
| <b>Present:</b>  | Commissioners Brown, Tornek, and Devine   |
| <b>Absent:</b>   | None  |
| <b>Also Present:</b>   | Staff: Frank Miller, Executive Director;<br>John Hatanaka, Senior Deputy Executive Director;<br>Mike Duong, Senior Manager, Business and<br>Compliance; Nerissa Sugars, Air Service<br>Development and Marketing; Denis Carvill, Deputy<br>Executive Director, Operations and Airline Relations |
| <b>1. Approval of Agenda</b>   | Commissioner Tornek moved approval of the agenda, seconded by Commissioner Devine. The agenda was approved (3-0).   |
| <b>2. Public Comment</b>   | There were no public speakers.  |
| <b>3. Approval of Minutes</b>  |   |
| <b>a. October 16, 2017</b>   | Commissioner Devine moved approval of the minutes of the October 16, 2017, meeting, seconded by Commissioner Tornek. The agenda was approved (3-0).   |
| <b>4. Items for Information</b>  |   |
| <b>a. September 2017 Passenger and Regional Airport Passenger Statistics</b> | Staff presented the Airport statistics and a comparison report on the other Southern California airport passenger statistics, for the month of September 2017.  |
| <b>b. September 2017 Parking Revenue Statistics</b>                          | Staff presented a report to the Committee on the September 2017 parking revenue results.  |

**c. Transportation Network Companies ("TNC") Results**

Staff presented a report on the Transportation Network Companies ("TNCs") activities at Hollywood Burbank Airport.

**5. Other Contracts and Leases and Capital Projects**

This item was not discussed.

**6. Adjournment**

There being no further business, the meeting was adjourned at 8:45 a.m.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
DECEMBER 4, 2017**

**AWARD OF FIRST EXTENSION OPTION  
LANDSCAPING SERVICE AGREEMENT  
PARKWOOD LANDSCAPE MAINTENANCE, INC.**

**SUMMARY**

Staff seeks an Operations and Development Committee recommendation to the Commission that it approve exercise of the first year of two one-year extension options to the Landscaping Service Agreement ("Service Agreement") between the Burbank-Glendale-Pasadena Airport Authority ("Authority") and Parkwood Landscape Maintenance, Inc. ("Parkwood").

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

**BACKGROUND**

On December 15, 2014, the Authority entered into a Service Agreement with Conejo Crest Landscaping Inc., for a three-year period, at a predetermined price beginning at \$137,820 escalating to \$145,920 for the second and third year of the Service Agreement. The two one-year options periods are fixed at \$149,940 per year. In May 2017, Conejo Crest Landscaping Inc. merged with Parkwood, with Parkwood assuming all obligations and commitments of Conejo Crest. The initial three-year term expires on December 31, 2017, and Staff is recommending that the Commission exercise the first of two one-year options to extend the Service Agreement through December 31, 2018. The terms and provisions of the Service Agreement shall apply during the extension period.

Parkwood is in good standing with its obligations to the Authority and has maintained a satisfactory level of service without any issues since the merger nor did its predecessor, Conejo Crest, during the previous two and half years of the Service Agreement.

**BUDGET**

Appropriations for the landscaping services in the amount of \$149,940 are included in the \$205,500 line item for landscaping and other related services in the Adopted FY 2018 Budget.

**RECOMMENDATION**

Staff recommends that the Operations and Development Committee recommend to the Commission that it exercise the first of two one-year extension options to the Landscaping Service Agreement between the Authority and Parkwood Landscape Maintenance, Inc. and authorize the Executive Director to issue a notice to Parkwood exercising the first option.