



January 31, 2019

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, February 4, 2019, at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. 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, February 4, 2019

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 five minutes or to such other period of time as may be specified by the presiding officer.*

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*The following activities are prohibited:*

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*

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*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.*

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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. January 22, 2019

**[See page 1]**

4. Contracts and Leases

a. Exercise of First Extension Option  
Fleet Maintenance Service Agreement  
Keolis Transit Services LLC

- Staff Report Attached

**[See page 6]**

***Staff seeks a recommendation from the Operations and Development Committee ("Committee") to the Commission to exercise the first of two one-year extension options for the Fleet Maintenance Service Agreement ("Service Agreement") between the Burbank-Glendale-Pasadena Airport Authority ("Authority") and Keolis Transit Services LLC ("Keolis").***

5. Adjournment

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

**TUESDAY, JANUARY 22, 2019**

A special 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 8:32 a.m., by Chairman Brown.

**ROLL CALL**

**Present:** Commissioners Brown, Devine and Tornek

**Absent:** None

**Also Present:** Staff: Frank Miller, Executive Director;  
John Hatanaka, Senior Deputy Executive Director;  
Anthony Defrenza, Director of Engineering and  
Maintenance; Tom Lenahan, Fire Chief, Airport Fire  
Department

**1. Approval of Agenda** There were no adjustments to the agenda.

**5. Items for Discussion**

**a. Appointment of Committee Chair** Staff requested that item 5.a., Items for Discussion, be taken out of order for an appointment of a new Committee Chair.

**Motion** Commissioner Devine moved the nomination of Commissioner Tornek as Operations Committee Chair, seconded by Commissioner Brown.

**Motion Approved** The motion was approved unanimously (3-0).

**2. Public Comment** There were no public speakers.

**3. Approval of the Minutes**

**a. December 10, 2018** Commissioner Devine moved approval of the minutes of December 10, 2018, meeting, seconded by Commissioner Brown. The draft minutes were approved (3-0).

#### 4. Contract and Leases

##### a. **Award of Professional Services Agreement for Terminal High Voltage Feeders Design**

Staff recommended an Operations and Development Committee recommendation to the Commission for: (i) Award of a professional services agreement in the amount of \$75,830 to DH Green Energy, Inc. ("DHGE") for electrical design and construction support services for the Terminal High Voltage Electrical Upgrade Project; (ii) Approval of a project budget for in-house design management and contract administration services not-to-exceed amount of \$11,375; and, (iii) Approval of a contingency of \$8,700.

Staff reported that most of the electrical power to the entire terminal complex comes from switchgear and distribution banks in an area just south of the valet drop-off. Due to the age and condition of one of the primary feeder-duct banks from that area to the terminal, there is a potential risk of failure which would obviously cause a significant portion of the terminal to experience an extended power outage. In order to prepare plans to address for this potential condition, Staff initiated a procurement process to select a design consultant by posting a request for proposal in October 2018.

Four firms submitted proposals and were evaluated based on five selection criteria: experience, capabilities, the described technical approach, willingness to accept the agreement as provided and price. All four of those proposals were evaluated and DHGE scored the highest overall. As a result, DH Green Energy, Inc. was recommended for award.

DHGE's proposed \$75,830 price includes services during both the design and potential future construction phase of the project. Initially, they'll conduct an engineering assessment of the existing conditions, detailed design, final plans and specifications, development of a phasing plan and coordinate plan checks with the city of Burbank. After Staff receives their final plans and decides to procure a contractor to finish the project, DHGE will then provide bidding phase assistance and construction phase services including submittal review responses to RFI's.

**Motion** Following the presentation, Commissioner Devine moved approval of Staff's recommendation.

**Motion Approved** The motion was approved unanimously (3-0).

**b. Award of Contract for Airfield Lighting Electrical Inspection, Testing, and On-Call Repair Services Project Number E18-11**

Staff reported that an operational airfield lighting system is critical to the safe daily operation of the Airport. The FAA provides very detailed guidance on best practices associated with the testing and inspection and preventative maintenance activities for typical airfield lighting components. The Authorities Maintenance Department provides preventative maintenance and certain necessary repairs; however, Staff believes that obtaining the regular services of a qualified electrical contractor with expertise in airfield lighting systems will ensure stricter adherence to the recommendations provided by the FAA and improve the reliability and longevity of the existing system. The scope of the proposed services was developed with the support of an engineering consultant with expertise in airfield lighting, Meade & Hunt, and with extensive collaboration with the Airport's Maintenance, Engineering and Operations Departments. Staff further reported that in addition to improving the implementation of the FAA guidance associated with airfield lighting, Staff believes it is prudent to have a qualified electrical contractor who is intimately familiar with the system, with pre-negotiated on call rates, if an unexpected issue or emergency arises.

Staff further reported, due to the specialized nature of airfield electrical work, there were a limited number of firms with the necessary experience and qualifications to propose on the scope. Despite that, Staff issued a public request for proposals on Planet Bids website with the intent to discover new interested contractors in the service category, thus, increasing the opportunity for a competitive selection. Despite Staff's outreach efforts, only one contractor submitted a price. The original price submitted was \$965,000 annually. Staff only received one price proposal, they met with Royal Electric to clarify the job expectations and understand why their cost was so significantly above what was expected. Staff clarified a few elements; primarily photometric testing is a recommendation of the FAA and it's recommended that it be done monthly, the photometric testing, Royal doesn't do in-house and may sub out, the monthly cost of the photometric testing is about \$20,000, but because it was a sub, they also had their staff

contingent on top of the photometric testing sub. So, by excluding the photometric testing from their scope, Staff eliminated about \$500,000 of the 800,000 and then the rest was a result of clarifying the job expectations. Through this process, Staff and Royal Electric identified the monthly service items to be covered under the contract which resulted in a significant reduction in monthly cost.

Staff recommended that the Committee recommend to the Commission, award of a contract for a two-year period in the amount of \$313,242 (\$156,621 annually) to Royal Electric Company for monthly airfield lighting testing and inspection services. Subject to the recommendation of the Committee, this item was also placed on the full Commission agenda immediately following this meeting.

**Motion**

Following the presentation, Commissioner Devine moved approval of Staff's recommendation.

**Motion Approved**

The motion was approved unanimously (3-0).

**c. Compensation Rates for Airport Fire Department Personnel Assigned to Emergency Incidents Under the California Fire Assistance Agreement (CFAA)**

Staff reported that the Airport Authority contracts with TBI Airport Management, Inc. ("TBI") for aircraft rescue and firefighting services and that the Airport Fire Department is a mutual-aid provider and a participant in the State of California Office of Emergency Services ("Cal OES") California Fire Assistance Agreement ("CFAA") for the potential deployment of Airport Fire Department personnel during emergency incidents. The CFAA requires all participating California agencies to submit documentation verifying the Department's personnel compensation rates. The current (October 11, 2017 - June 30, 2020) Collective Bargaining Agreement ("2017 CBA") between TBI and the Burbank Airport Professional Firefighters, IAFF Local I-61 contains compensation rates and methodologies for pay during periods where Airport Fire Department personnel are assigned to mutual-aid deployments; and Under the terms of the CFAA, it is appropriate for the Airport Authority to update and verify Airport Fire Department personnel compensation rates for purposes of submitting a reimbursement request for staff and equipment authorized to deploy to emergency incidents.

Staff recommended that the Committee recommend to the Commission adoption of Resolution No. 482 verifying the applicable compensation rates for Airport Fire Department personnel, including travel time, when assigned to emergency incidents under the CFAA.

**Motion**

Commissioner Tornek moved approval of Staff's recommendation, seconded by Commissioner Devine.

**Motion Approved**

The motion was approved unanimously (3-0).

**6. Adjournment**

There being no further business, the meeting adjourned at 9:55 a.m.



**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
FEBRUARY 4, 2019**

**EXERCISE OF FIRST EXTENSION OPTION  
FLEET MAINTENANCE SERVICE AGREEMENT  
KEOLIS TRANSIT SERVICES LLC**

**SUMMARY**

Staff seeks a recommendation from the Operations and Development Committee ("Committee") to the Commission to exercise the first of two one-year extension options for the Fleet Maintenance Service Agreement ("Service Agreement") between the Burbank-Glendale-Pasadena Airport Authority ("Authority") and Keolis Transit Services LLC ("Keolis").

**BACKGROUND**

As presented to the Commission on March 7, 2016, the Authority entered into a Service Agreement with Keolis for a three-year period, at predetermined rates. The current rate for labor is \$70.00 an hour for an annual expense of approximately \$145,000. The Service Agreement has two one-year option periods at the fixed hourly price of \$72.50, resulting in an annual price estimated at \$150,000 for labor. Parts and materials ordered through Keolis are charged separately and subject to a 25% markup. In 2018, parts cost approximately \$10,000 per month (including the 25% markup).

Staff is seeking the Committee's recommendation to the Commission that it exercise the first of two one-year options which extends the Service Agreement through March 31, 2020. The terms and provisions of the Service Agreement shall apply during the extension period. Keolis remains in good standing with its obligations to the Authority and has maintained a satisfactory level of service throughout the initial contract period.

Staff will continue to monitor and evaluate Keolis's performance and report back to the Committee prior to the expiration of the first extension period. Based on continued monitoring and evaluation, Staff will either, prepare a Request for Proposal for Fleet Maintenance Services, or recommend exercising the second of two extension periods prior to the expiration of the first extension period (March 31, 2020).

**BUDGET**

Appropriations for the fleet maintenance services are included in the adopted FY 2019 Budget.

**RECOMMENDATION**

Staff recommends that the Committee recommend to the Commission to exercise the first of two one-year extension options for the Fleet Maintenance Service Agreement between the Authority and Keolis.