



January 11, 2018

REGULAR MEETING CANCELLATION NOTICE  
AND  
CALL AND NOTICE OF A SPECIAL MEETING OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

The Airport Authority administrative offices will be closed on Monday, January 15, 2018, in observance of Martin Luther King, Jr., Day. Therefore, the regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for Monday, January 15, 2018, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport has been cancelled.

NOTICE is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held Tuesday, January 16, 2018, at 9:00 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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Special Meeting of Tuesday, January 16, 2018

9.00 A.M.

***NOTE TO THE PUBLIC:*** *The Commission invites public comments on airport-related non-agenda matters during the Public Comment period. The Commission will receive public comments on agenda items as each item is reached. Members of the public are requested to observe the following decorum when attending or participating in meetings of the Commission:*

- *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 Commission during the Public Comment period, fill out a speaker request card and present it to the Commission's secretary.*
- *Limit public comments to five minutes, or such other period of time as may be specified by the presiding officer, and confine remarks to matters that are on the Commission's agenda for consideration or are otherwise within the subject matter jurisdiction of the Commission.*

*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.*



*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.*

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
  - a. Committee Minutes  
(For Note and File)
    - 1) Operations and Development Committee  
(i) November 13, 2017

***[See page 1]***

- 2) Finance and Administration Committee ***[See page 3]***
  - (i) November 13, 2017
- b. Commission Minutes  
(For Approval)
  - 1) December 4, 2017 ***[See page 8]***
- 6. ITEMS FOR COMMISSION APPROVAL
  - a. Award of Professional Services Agreement for Additional Design Services for Baggage Recapitalization System Modification Project ***[See page 18]***
  - b. Award of Professional Services Agreement for Concept Validation, Planning and Cost Estimate for Replacement Passenger Terminal and Support Projects ***[See page 20]***
  - c. Award of Professional Services Agreement for Safety Management System Consulting Services ***[See page 24]***
  - d. Proposed Adoption of Resolution No. 476 – Commission and Standing Advisory Committees – Regular Meeting Schedules ***[See page 34]***
- 7. ITEMS FOR COMMISSION INFORMATION
  - a. Airline Schedule Analysis ***[See page 39]***
  - b. October 2017 and November 2017 Passenger/Cargo and Regional Airport Passenger Statistics ***[See page 44]***
  - c. October 2017 and November 2017 Parking Revenue Statistics ***[No Staff Report]***
  - d. October 2017 and November 2017 Transportation Network Companies (“TNC”) Summary of Activities ***[No Staff Report]***
- 8. COMMISSIONER COMMENTS  
(Updates and information items, if any)
- 9. CLOSED SESSION
  - a. CONFERENCE WITH LABOR NEGOTIATOR  
(California Government Code Section 54957.6)  
Authority Representative: Frank Miller  
Employee Organization: IOE – Local 501
- 10. ADJOURNMENT

COMMISSION NEWSLETTER  
January 16, 2018

*[Regarding agenda items]*

5. CONSENT CALENDAR

*(Consent Calendar items may be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.)*

- a. COMMITTEE MINUTES. Approved minutes of the November 13, 2017, Operations and Development Committee and approved minutes of the November 13, 2017, Finance and Administration Committee are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the December 4, 2017, meeting are attached for the Commission's review and approval.

6. ITEMS FOR COMMISSION APPROVAL

- a. AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR ADDITIONAL DESIGN SERVICES FOR BAGGAGE RECAPITALIZATION SYSTEM MODIFICATION PROJECT. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee ("Committee"), this item has also been placed on the Commission's agenda for consideration at its meeting immediately following the Committee's meeting.

Staff seeks a Commission recommendation for the award of a Professional Services Agreement to Swanson Rink, Inc., in the amount of \$25,000 for additional design services for the Baggage Recapitalization System Modification Project.

- b. AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR CONCEPT VALIDATION, PLANNING AND COST ESTIMATE FOR REPLACEMENT PASSENGER TERMINAL AND SUPPORT PROJECTS. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee ("Committee"), this item has also been placed on the Commission's agenda for consideration at its meeting immediately following the Committee's meeting.

Staff seeks a recommendation from the Commission for award of a Professional Services Agreement to Buro Happold Consulting Engineers, Inc., in the amount of \$604,500 for concept validation, planning and cost estimating consulting services for the replacement passenger terminal and related support projects.

- c. AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR SAFETY MANAGEMENT SYSTEM CONSULTING SERVICES. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee ("Committee"), this item has been placed on the

Commission's agenda for consideration at its meeting immediately following the Committee's meeting.

Staff seeks a Commission recommendation for award of a Professional Services Agreement to Garver, LLC ("Garver") in a not-to-exceed amount of \$398,139.63 for safety management system ("SMS") consulting services for fiscal years ("FY") 2018 through FY 2020.

- d. PROPOSED ADOPTION OF RESOLUTION NO. 476 – COMMISSION AND STANDING ADVISORY COMMITTEES – REGULAR MEETING SCHEDULES. A staff report is included in the agenda packet. Staff seeks Commission adoption of Resolution No.476 to update the times, dates, and places for regular meetings of the Commission and the standing advisory committees. The proposed update will reduce the number of regular meetings to make Authority operations more efficient.

## 7. ITEMS FOR COMMISSION INFORMATION

- a. AIRLINE SCHEDULE ANALYSIS – A staff report is included in the agenda packet. Staff has received notice of changes in service, fleet mix, and scheduled operating times from three airlines serving Hollywood Burbank Airport. This report change is reflected in detail on the attached Airline Schedule Analysis.
- b. OCTOBER 2017 AND NOVEMBER 2017 PASSENGER/CARGO AND REGIONAL AIRPORT PASSENGER STATISTICS – The passenger activity for the month of October 2017 was up 15.9% at 435,283 passengers compared to 375,456 in October 2016. The calendar year-to-date total for the first ten months now stands at 3,867,167 compared to 3,402,555 through the same period in 2016, an increase of 13.65%. During the month air carrier aircraft operations increased by 13.45%, and year-to-date, are up nearly 8.6%. Cargo volume declined to 8.9 million pounds in October bringing the year-to-date total to 89.1 million pounds which is a 3.2% increase over the same period last year. A complete report is included in the agenda packet.

The passenger activity for the month of November 2017 was up nearly 18.5% at 444,800 passengers compared to 375,432 in November 2016. The calendar year-to-date total for the first eleven months now stands at 4,311,967 compared to 3,777,987 through the same period in 2016, an increase of 14.13%. During the month air carrier aircraft operations increased by 12.5%, and year-to-date, are up 8.9%. Cargo volume declined 2.7% to 9.5 million pounds in November bringing the year-to-date total to 98.6 million pounds which is a 2.6% increase over the same period last year. A complete report is included in the agenda packet.

- c. OCTOBER 2017 AND NOVEMBER 2017 PARKING REVENUE STATISTICS – No staff report attached. Staff will present parking revenue data for the months of October 2017 and November 2017.
- d. OCTOBER 2017 AND NOVEMBER 2017 TRANSPORTATION NETWORK COMPANIES ("TNC") SUMMARY OF ACTIVITIES. No staff report attached. Staff will update the Commission on TNC activity for the months of October 2017 and November 2017.

*Approved December 4, 2017*

**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**

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

**Absent:** None

**Also Present:** Staff: Frank Miller, Executive Director;  
John Hatanaka, Senior Deputy Executive Director;  
Mike Duong, Senior Manager, Business and  
Compliance; Nerissa Sugars, Air Service  
Development and Marketing; Denis Carvill, Deputy  
Executive Director, Operations and Airline Relations

- 1. Approval of Agenda** Commissioner Tornek moved approval of the agenda, seconded by Commissioner Devine. The agenda was approved (3-0).
- 2. Public Comment** There were no public speakers.
- 3. Approval of Minutes**
  - a. October 16, 2017** Commissioner Devine moved approval of the minutes of the October 16, 2017, meeting, seconded by Commissioner Tornek. The minutes were approved (3-0).
- 4. Items for Information**
  - a. September 2017 Passenger and Regional Airport Passenger Statistics** Staff presented the Airport statistics and a comparison report on the other Southern California airport passenger statistics, for the month of September 2017.
  - b. September 2017 Parking Revenue Statistics** 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.

*Approved December 4, 2017*

**MINUTES OF THE SPECIAL MEETING OF THE  
FINANCE AND ADMINISTRATION COMMITTEE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

**MONDAY, NOVEMBER 13, 2017**

A special meeting of the Finance and Administration 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 10:09 a.m., by Chairman Gharpetian.

AB 23 Disclosure: The Senior Deputy Executive Director announced that, as a result of the convening of this meeting of the Finance and Administration Committee, each Committee member is entitled to receive and shall be provided \$200.

**ROLL CALL**

**Present:** Commissioners Gharpetian, Selvidge and Adams

**Absent:** None

**Also Present:** Staff: John Hatanaka, Senior Deputy Executive Director; Kathy David, Deputy Executive Director; Michael Johnston, Business Development Specialist, Business Property and Administrative Services; Michael Duong, Senior Manager, Business and Compliance

**1. Approval of Agenda** The agenda was approved as presented.

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

**3. Approval of Minutes**

**a. October 16, 2017** Draft minutes for the October 16, 2017, Finance and Administration Committee meeting were presented for approval.

**Motion** Commissioner Selvidge moved approval of the minutes, seconded by Commissioner Adams.

**Motion Approved** There being no objection, the minutes were approved (2-0, one abstention).

**4. Treasurer's Reports**

**a. September 2017** Copies of the Treasurer's Reports for September 2017 and August 2017 were included in the agenda packet.



**Motion**

Commissioner Selvidge moved approval of Staff's recommendation for note and file of the Treasurer's Report, seconded by Commissioner Adams.

**Motion Approved**

The motion was unanimously approved (3-0).

**5. Contracts and Leases**

**a. Award of Lease – Terminal Space Lease Between Burbank-Glendale-Pasadena Airport Authority and NewZoom LLC (dba ZoomSystems)**

Staff reintroduced a proposed Terminal Space Lease Between Burbank-Glendale-Pasadena Airport Authority and NewZoom LLC (dba ZoomSystems) to provide four post-security concession kiosks. At the Committee meeting held on September 18, 2017, staff presented this Lease. At that time the Committee raised questions to staff regarding the proposed terms of the lease and it was agreed that the Lease be deferred until Staff could clarify those issues.

In January 2015, the Authority entered into a lease with a predecessor of ZoomSystems for a post-security Benefit Cosmetics ZoomShop located in Terminal A. That lease will be replaced by the proposed Lease, creating a master lease for all spaces leased at the airport by ZoomSystems. In addition to the pre-existing Benefit Cosmetics ZoomShop located in Terminal A, the proposed Lease will allow ZoomSystems to install three new ZoomShop kiosks to include a UNIQLO ZoomShop in Terminal A, and a Best Buy Express ZoomShop and an additional Benefit Cosmetics ZoomShop in Terminal B.

The Committee reviewed the Lease terms for the pre-existing kiosk and the proposed new kiosks.

**Motion**

Commissioner Adams moved approval; seconded by Commissioner Selvidge.

**Motion Approved**

There being no objection, the motion was unanimously approved (3-0).

**b. Award of Month-to Month Space Lease Between Burbank-Glendale-Pasadena Airport Authority and Universal Protection Services, L.P., dba Allied Universal Security Services**

Staff presented for Committee approval a month-to-month Office Lease ("Lease") with Universal Protection Service, L.P., dba Allied Universal Security Services ("Allied Universal"). The 290 sq. ft. office space located in Building 9 will be used as a support space for Allied Universal's airport security and traffic control services operation. HSS the

previous provider of airport security and traffic control services vacated the office space on October 13, 2017.

The terms of the proposed lease are month-to-month, retroactive to November 2017, and will provide \$555.83 monthly, or \$6,669.96 annually. Termination may be invoked by either party by delivering thirty (30) days' written notice.

**Motion**

Commissioner Adams moved approval; seconded by Commissioner Selvidge.

**Motion Approved**

There being no objection, the motion was unanimously approved (3-0).

**c. Award of Concession and Lease Agreement for Automated Teller Machine – MOBILEMONEY, INC.**

Staff presented to the Committee a proposed Award of Concession and Lease Agreement ("Agreement") for an Automated Teller Machine ("ATM") with MOBILEMONEY, INC., for an initial five-year term. The Agreement is for six (6) ATM kiosks to be located both pre and post security in Terminal A and B, the Valet Center and the Customer Service Building of the Regional Intermodal Transportation Center ("RITC") where the rental car companies are located.

With the existing ATM Concession Agreement expiring and the current provider not interested in extending their agreement, Staff issued a Request for Proposal ("RFP") for ATM Concession in August 2017. MOBILEMONEY was the only responsive proposer to RFP. Staff is recommending an award of a Concession and Lease to MOBILEMONEY for ATM services and if approved, the proposed Agreement will generate a total rent amount of \$3,800.00 per month or \$45,600.00 annually

Based out of San Clemente, California, MOBILEMONEY has 21 years of ATM experience and currently have ATMs located at Palm Springs Airport and Des Moines Airport. They operate over 5,500 ATMs in 47 states at retail, government, hospitality, gaming and special event locations. MOBILEMONEY, working with the Burbank City Federal Credit Union ("BCFCU") intends to brand the ATMs for the Hollywood Burbank Airport ("Airport") with the BCFCU signage. Staff considers the local recognizable name as a positive added feature.

Through dialogue with other airports and financial institutions, Staff has recognized that there is a downward trend in use of ATM's at airports throughout the country as the banking industry continues to evolve and embrace newer technology. Bank customers increasingly use smart phones and other mobile devices to meet their banking needs and are relying less on cash as a method of payment for transactions.

**Motion**

Commissioner Selvidge moved approval; seconded by Commissioner Adams.

**Motion Approved**

There being no objection, the motion was unanimously approved (3–0).

**d. Award of Short-Term Parking Space Reservation Agreement – Trophy Automotive Dealer Group LLC**

Staff presented to the Committee for approval an Award of Short Term Parking Space Reservation Agreement with Trophy Automotive Dealer Group LLC, dba Universal City Nissan ("Universal City Nissan") for 523 spaces in Parking Lot B ("Lot B") located on Hollywood Way. Due to operational needs, Universal City Nissan has requested to utilize the parking spaces in Lot B for the parking of motor vehicles on a daily basis. The daily parking rate is \$1.59/per stall/per day or \$24,947.10 per month. And is subject to an annual increase of 3% beginning December 4, 2018. Payment for these parking spaces will be in arrears and is subject to the City of Burbank's transient parking tax.

On October 20, 2017, Staff received a 30-day termination notice from JP Motorsports, the current tenant in Lot B requesting to terminate their Short Term Parking Space Reservation Agreement with the Burbank-Glendale-Pasadena Airport Authority effective November 20, 2017. Concurrently with the termination notice, Staff fielded interest from the new owners of Universal City Nissan for space to park motor vehicles on a daily basis.

Universal City Nissan was a previous tenant under a different ownership which terminated their lease when the dealership was sold.

**Motion**

Commissioner Adams moved approval; seconded by Commissioner Selvidge.

**Motion Approved**

There being no objection, the motion was unanimously approved (3–0).

**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. Other Contracts and Leases**

There were no additional contracts and leases.

**8. Adjournment**

There being no further business, the meeting was adjourned at 9:48 a.m.

**MINUTES OF THE REGULAR MEETING OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

**MONDAY, DECEMBER 4, 2017**

A regular meeting of the Burbank-Glendale-Pasadena Airport Authority was called to order this date in the Airport Skyroom, 2627 Hollywood Way, Burbank, California, at 9:02 a.m., by President Tornek.

**1. ROLL CALL**

**Present:** Commissioners Tornek, Brown, Adams, Gharpetian, Sinanyan (arr. 9:09), Devine, Wiggins, and Selvidge

**Absent:** Commissioner Madison

**Also Present:** Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Patrick Lammerding, Deputy Executive Director, Planning and Development; Scott Kimball, Director, Operations and Maintenance; Mike Duong, Senior Manager, Business and Compliance; Madeleine Zavala, Manager, Business and Compliance; Michael Johnston, Business Development Specialist

Samm Deboda, Student, Woodbury University

**2. PLEDGE OF ALLEGIANCE**

Commissioner Brown led the assembly in the recitation of the Pledge of Allegiance to the Flag.

**3. APPROVAL OF AGENDA**

President Tornek announced that Item 7.a would be taken out of order after Public Comments.

**4. PUBLIC COMMENT**

Mike Nolan, Burbank resident, commented on airport operations.

**7. ITEMS FOR COMMISSION DISCUSSION**

**a. Traveler's Tales**

Staff presented to the Commission a pet therapy program being unveiled at Hollywood Burbank Airport this month. Travelers' Tales will present an opportunity to provide an overall enhanced passenger experience providing stress relief and comfort for passengers through interaction with certified therapy dogs. Fifteen Volunteers and their dogs are a part of

the Alliance of Therapy Dogs (“ATD”) program. This organization partners with hospitals, senior living facilities, school and airports. ATD provides registration, support, and insurance for all of its members who are involved in volunteer animal activities. LAX and San Francisco were two of the first airports to implement pet therapy programs.

Staff reached out to Behnoush McKay, Chair of the Graphic Design Department at Woodbury University to assist in developing a logo for Travelers’ Tales. Four students from the Graphic Design Department took part in the project and the work of one student, Samm Deboda, was chosen by Staff.

Each volunteer will provide a minimum of 10 hours per quarter at Hollywood Burbank Airport. Staff hopes to eventually have 40 participants in total.

## **5. CONSENT CALENDAR**

### **a. Committee Reports (For Noting and filing)**

#### **1) Operations and Development Committee**

**(i) October 16, 2017**

Approved minutes of the Operations and Development Committee for October 16, 2017, were included in the agenda packet for information purposes.

#### **2) Finance and Administration Committee**

**(i) October 16, 2017**

Approved minutes of the Finance and Administration Committee for October 16, 2017, were included in the agenda packet for information purposes.

### **b. Commission Minutes (For Approval)**

**1) November 13, 2017**

Minutes of the November 13, 2017, Commission meeting were included in the agenda packet for review and approval.

### **c. July 2017 Treasurer's Report**

**1) September 2017**

At the November 13, 2017, meeting of the Finance and Administration Committee (“Committee”), the Committee voted unanimously (3–0) to recommend that the

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|--|--|
| <p><b>2) August 2017</b></p>   | <p>September 2017 and August 2017 Treasurer's reports be noted and filed by the Commission.</p>  |
| <p><b>d. Travel Authorization for Staff Attendance at Routes Americas 2018 Air Service Development Forum</b></p> | <p>Staff presented to the Commission for approval a travel authorization for certain Staff personnel to attend the Routes Americas 2018 Air Service Development Forum being held in Quito, Ecuador from February 13-15, 2018. Frank R. Miller, Executive Director; Denis Carvill, Deputy Executive Director, Operations and Airline Relations; and Nerissa Sugars, Manager, Air Service Development, Customer Experience &amp; Branding will be attending the forum.</p> <p>Routes Americas is an air service development forum that covers North, South and Central America. It brings airlines, airports, tourism authorities and other relevant stakeholders together to discuss future air services in the Americas.</p> <p>The estimated cost for travel including forum registration, air fare and hotel fees is approximately \$12,000.</p> <p>Staff recommended the Commission approve travel authorization for Staff to attend the Routes Americas 2018 Air Service Development Forum being held in Quito, Ecuador from February 13-15, 2018.</p> |
| <p><b>e. Award of Short Term Parking Space Reservation Agreement – Trophy Automotive Dealer Group LLC</b></p>    | <p>Staff presented for Commission approval a Short Term Parking Space Reservation Agreement ("Agreement") with Trophy Automotive Dealer Group, LLC, dba Universal City Nissan for 523 spaces in parking Lot B located on Hollywood Way. Due to operational needs, Universal City Nissan has requested to utilize the parking spaces in Lot B for the parking of motor vehicles on a daily basis. Payment for these parking spaces will be in arrears and is subject to the City of Burbank's transient parking tax.</p> <p>On October 20, 2017, Staff received a 30-day termination notice from JP Motorsports, the current tenant in Lot B requesting to terminate their Short Term Parking Space Reservation</p>   |

Agreement with the Burbank-Glendale-Pasadena Airport Authority effective November 20, 2017. At the same time, Staff fielded interest from the new owners of Universal City Nissan for space to park motor vehicles on a daily basis.

Universal City Nissan was a previous tenant under a different ownership which terminated their lease when the dealership was sold.

This Agreement will yield a daily parking rate of \$1.59/per stall/per day or \$24,947 per month and will be subject to the City of Burbank's Transient Parking Tax. The daily parking rate is also subject to an annual increase of 3% beginning December 4, 2018.

At the special meeting of the Finance and Administration Committee ("Committee") on November 13, 2017, the Committee voted unanimously (3-0) to recommend that the Commission approve this Agreement.

**f. Award of Month-to-Month  
Space Lease – Universal  
Protection Services dba  
Allied Universal**

Staff presented to the Commission for approval a Month-to-Month Office Lease ("Lease") with Universal Protection Service, L.P., DBA Allied Universal Security Services. The 290 sq. ft. office space located in Building 9 will be used as support space for Allied Universal's airport security and traffic control services operation. HSS, Inc., the previous provider of airport security and traffic control services vacated the office space on October 13, 2017. The proposed Lease replaces the lease formerly held by HSS, Inc., and will generate \$555.83 per month with a total gross revenue of \$6,669.96 annually.

At the November 13, 2017, special meeting of the Finance and Administration Committee ("Committee"), the Committee voted unanimously (3-0) to recommend that the Commission approve the Lease between the Burbank-Glendale-Pasadena Airport Authority and Universal Protection Service, L.P., dba Allied Universal Security Services.



**MOTION**

Commissioner Adams moved approval of the Consent Calendar; seconded by Commissioner Wiggins who abstained from voting on the Commission Minutes due to absence.

**MOTION APPROVED**

There being no objection, the motion was approved (8-0, one absent).

AYES: Commissioners Adams, Brown  
Gharpetian, Tornek, Sinanyan,  
Devine, Wiggins and Selvidge

NOES: None

ABSENT: Commissioner Madison

**6. ITEMS FOR COMMISSION  
APPROVAL**

**a. Approval of First Extension  
Option – Landscaping  
Service Agreement –  
Parkwood Landscape  
Maintenance, Inc.**

Staff presented to the Commission for approval an Approval of First Extension Option – Landscaping Service Agreement with Parkwood Landscape Maintenance, Inc. This is the first 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") and will extend the Service Agreement through December 31, 2018.

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.

**MOTION**

Commissioner Sinanyan moved to approve the item; Commissioner Selvidge seconded the motion.

**MOTION APPROVED**

There being no objection, the motion was approved (8-0, one absent).

AYES: Commissioners Adams, Brown  
Gharpetian, Tornek, Sinanyan,  
Devine, Wiggins and Selvidge

NOES: None

ABSENT: Commissioner Madison

**b. Award of Lease – Terminal  
Space Lease – NewZoom,  
LLC**

Staff presented for the Commission's approval a Terminal Space Lease ("Lease") with NewZoom, LLC dba ZoomSystems ("ZoomSystems"), to provide four post-security concession kiosks.

In January 2015, the Authority entered into a lease with a predecessor of ZoomSystems for a post-security Benefit Cosmetics ZoomShop located in Terminal A. That lease will be replaced by the proposed Lease, creating a master lease for all spaces leased at the airport by ZoomSystems. During the first year of the proposed Lease, monthly rent for the pre-existing Benefit Cosmetics ZoomShop will be set at the greater of: \$499.78 or 9% of gross revenue for that month. For each year thereafter, monthly rent will be set at the greatest of: one-twelfth of 85% of rent paid for the preceding annual period; \$250; or 9% of gross revenue for that month.

In addition to the pre-existing Benefit Cosmetics ZoomShop located in Terminal A, the proposed Lease will allow ZoomSystems to install three new ZoomShop kiosks to include a UNIQLO ZoomShop in Terminal A, and a Best Buy Express ZoomShop and an additional Benefit Cosmetics ZoomShop in Terminal B.

The Authority entered into a January 1, 2015, Terminal Space Lease with NewZoom, Inc., for a post-security concession kiosk adjacent to Gate A2 to dispense Benefit Cosmetics, a leading women's cosmetic brand. The Benefit Cosmetics ZoomShop has generated an average of \$7,017 of gross revenue a month and currently exceeds ZoomSystems' expectations. That lease will be replaced by the proposed Lease, which will incorporate the pre-

existing Benefit Cosmetics ZoomShop. Due to its positive revenue generation in Terminal A, ZoomSystems would like to add an additional Benefit Cosmetics ZoomShop in Terminal B. The proposed Lease is revenue positive to the Authority. The existing Benefit Cosmetics ZoomShop will generate a minimum of \$499.78/month for the first year of the Lease, and a minimum of \$250/month in each subsequent year thereafter. After the first six months, the revenue for each of the remaining three ZoomShops will be a minimum of \$250/month.

At the November 13, 2017, special meeting of the Finance and Administration Committee ("Committee"), the Committee voted unanimously (3-0) to recommend that the Commission a Terminal Space Lease with NewZoom, LLC.

**MOTION**

Commissioner Adams moved to approve the item; Commissioner Wiggins seconded the motion.

**MOTION APPROVED**

There being no objection, the motion was approved (8-0, one absent).

AYES: Commissioners Adams, Brown  
Gharpetian, Sinanyan, Tornek,  
Devine, Wiggins, and Selvidge

NOES: None

ABSENT: Commissioner Madison

**c. Award of Concession and  
Lease Agreement –  
Automated Teller Machine –  
MOBILEMONEY, INC.**

Staff presented to the Commission for approval a proposed Automated Teller Machine ("ATM") Concession Agreement ("Agreement") with MOBILEMONEY, INC. ("MOBILEMONEY") for an initial five-year term. The Agreement is for six (6) ATM kiosks to be located both pre- and post-security in Terminal A and B, the Valet Center and the Customer Service Building of the Regional Intermodal Transportation Center ("RITC") where the rental car companies are located.

The existing ATM Concession Agreement with J.P. Morgan Chase ("Chase") for four ATM kiosks expired on November 30, 2017, and Chase is not interested in extending their agreement. Therefore, Staff issued a Request for Proposal ("RFP") for ATM Concession in August 2017. MOBILEMONEY was the only responsive proposer to the RFP. The proposed Agreement will generate a total rent amount of \$3,800.00 per month or \$45,600.00 annually.

The agreement was for a 5-year term and currently yields \$15,757.13 per month. In February 2017, Chase provided staff a termination notice and staff began the process to issue an RFP to find a replacement ATM service provider.

MOBILEMONEY has 21 years of ATM experience and currently has ATMs located at Palm Springs Airport and Des Moines Airport. They operate over 5,500 ATMs in 47 states at retail, government, hospitality, gaming and special event locations. MOBILEMONEY, working with the Burbank City Federal Credit Union ("BCFCU") intends to brand the ATMs for Hollywood Burbank Airport ("Airport") with the BCFCU signage. Staff considers the local recognizable name as a positive added feature.

Through dialogue with other airports and financial institutions, Staff has recognized that there is a downward trend in use of ATMs at airports throughout the country as the banking industry continues to evolve and embrace newer technology. Bank customers increasingly use smart phones and other mobile devices to meet their banking needs and are relying less on cash as a method of payment for transactions.

The proposed Agreement with MOBILEMONEY, INC., will generate a total rent amount of \$3,800.00 per month or \$45,600.00 annually for the Authority.

At the November 13, 2017, special meeting of the Finance and Administration Committee

("Committee"), the Committee voted unanimously (3-0) to recommend that the Commission (1) award an Automated Teller Machine Concession Agreement to MOBILEMONEY, Inc., (2) authorize the President to execute the Agreement, and (3) authorize the Executive Director to consent to the exercise of the extension options if the concessionaire is in good standing.

**MOTION**

Commissioner Sinanyan moved to approve the item; Commissioner Wiggins seconded the motion.

**MOTION APPROVED**

There being no objection, the motion was approved (8-0, one absent).

AYES: Commissioners Adams, Brown  
Gharpetian, Sinanyan, Tornek,  
Devine, Wiggins, and Selvidge

NOES: None

ABSENT: Commissioner Madison

**8. ITEMS FOR COMMISSION  
INFORMATION**

**a. Airport Procedures and  
Aircraft Operations**

Staff made a presentation to the Commission on airport procedures and aircraft operations at Hollywood Burbank Airport.

**9. COMMISSIONER COMMENTS**

Commissioner Devine express her appreciation for a tour of Hollywood Burbank Airport.

**10. CLOSED SESSION**

The meeting recessed to closed session at 10:18 a.m.

- a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(California Government Code Section 54957.(b))  
Title: Executive Director

**Meeting Reconvened to  
Open Session**

The meeting reconvened to open session at 10:26 a.m. with the same Commissioners present.

**Closed Session Report**

President Tornek announced that no reportable action was taken in closed session.

## 11. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:26 a.m.

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Ray Adams, Secretary

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Date

---

Terry Tornek, President

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Date

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JANUARY 16, 2018**

**AWARD OF PROFESSIONAL SERVICES AGREEMENT  
FOR ADDITIONAL DESIGN SERVICES FOR  
BAGGAGE RECAPITALIZATION SYSTEM MODIFICATION PROJECT**

**SUMMARY**

Staff seeks a Commission recommendation for the award of a Professional Services Agreement ("PSA") to Swanson Rink, Inc., ("Swanson Rink") in the amount of \$25,000 for additional design services for the Baggage Recapitalization System Modification Project.

Subject to the recommendation of the Operations and Development Committee ("Committee"), this item has been placed on the Commission's agenda for consideration at its meeting immediately following the Committee's meeting.

**BACKGROUND**

In 2012, the Transportation Security Administration ("TSA") began to undertake efforts to prepare for the upgrade and/or replacement of checked baggage screening equipment with newer technologies at the Airport. To initiate the process, the TSA authorized an Other Transaction Agreement ("OTA") to provide pass-through reimbursement funding for the work necessary to implement the project, which is now known as the Baggage Recapitalization System Modification Project ("Project").

On June 14, 2013, based on the receipt of an OTA, the Commission awarded Swanson Rink a PSA in the amount of \$288,771 to develop the design for the Project. This work was completed and approved by TSA, and the Request for Bids for construction issued shortly thereafter in 2016.

On June 19, 2017, the Commission awarded G and S Mechanical USA, Inc., an agreement in the amount of \$998,600 to prepare areas for the installation and connection of new baggage screening equipment. Concurrently, the Commission awarded Swanson Rink a new PSA in the amount of \$78,200 to provide construction administration services for that work. These contract awards were part of the TSA's multi-year OTA financial support in the amount of \$1,870,130 to enhance the baggage inspection system at the Airport.

Subsequent to these contract awards, TSA asked staff to modify the baggage handling system further for additional upgrades to support the new CTX machines. These modifications require new permits and, consequently, require design documents that were not a part of Swanson Rink's original scope of design services.

**PROJECT DETAILS**

Due to a change in requirements, TSA requested modifications to the design of the replacement baggage system. After reviewing TSA's request, Swanson Rink determined that it is able to complete the requested changes to the design package for an additional fee of \$13,265. However, based on the history of the Project, Staff sought TSA authorization of

an additional \$25,000 for design services to address any further changes that may be required by TSA. TSA has reviewed Swanson Rink's proposal and Staff's request, and has approved the additional design fee increase.

#### FUNDING

TSA has authorized the increase in design costs funding through the current OTA of \$1,870,130, less the amounts awarded for construction (\$998,600) and construction administration (\$78,200). Further, due to the uncertainties with the federal budget, Staff reconfirmed with the TSA that funding for the Project and OTA is in place and is not affected by future federal appropriation actions.

#### RECOMMENDATION

Staff recommends that the Commission award of a PSA to Swanson Rink in the amount of \$25,000 for additional design services for the Project.

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



**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JANUARY 16, 2018**

**AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR  
CONCEPT VALIDATION, PLANNING, AND COST ESTIMATING FOR  
REPLACEMENT PASSENGER TERMINAL AND SUPPORT PROJECTS**

**SUMMARY**

Staff seeks a recommendation from the Commission for award of a Professional Services Agreement ("PSA") to Buro Happold Consulting Engineers, Inc. ("Buro Happold") in the amount of \$604,500 for concept validation, planning, and cost estimating consulting services for the replacement passenger terminal ("RPT") and related support projects (collectively, the "Project").

Subject to the recommendation of the Operations and Development Committee ("Committee"), this item has been placed on the Commission's agenda for consideration at its meeting immediately following the Committee's meeting.

**BACKGROUND**

The existing terminal building ("ETB") is an aged facility and does not meet current Federal Aviation Administration ("FAA") standards for lateral separation from the adjacent runways. Correction of this situation necessitates construction of an RPT and demolition of the ETB, which creates the opportunity to also correct the functional deficiencies and low levels of service associated with the ETB relative to more modern airport terminal facilities. Additionally, there is an opportunity to incorporate more conveniences, amenities, and diverse features into the RPT, as well as to have the RPT more fully reflect the unique character of Burbank.

Although the RPT is the centerpiece, the Project also includes other development elements needed to provide for a fully functional RPT. The components of the Project are as follows:

**RPT and Support Facilities**

- Replacement Passenger Terminal Building with associated:
  - Aircraft Airfield Access Pavement and Airline Aircraft Parking Ramp
  - Terminal Curbfront Roadways
  - Delivery Truck Staging Area and Access Roadway
- Public Auto Parking Structure
- Employee Auto Parking Structure
- Entrance, Loop and Recirculation Roadway
- Secondary Access Roadway
- Replacement Air Cargo Building and site improvements
- Ground Service Equipment/Terminal Maintenance Building and site improvements
- Aircraft Rescue and Fire Fighting/Police/Emergency Operations Center Building and site improvements

- Electric Substation and Other Utility Systems
- Ground Access Vehicle Staging Areas

#### ETB Site Redevelopment

- Realignment of Avenue A
- Demolition of the Existing Terminal Building
- Demolition of Elevated Parking Structure
- Taxiway A Extension
- Taxiway C Extension

On November 7, 2016, Burbank voters approved Measure B and ratified a Development Agreement and entitlements that allow the Authority to develop the Project. Since then, the Authority has undertaken a number of preliminary steps necessary for the Project, including processing an Airport Layout Plan revision with the FAA and completing a human health risk assessment for the Adjacent Property, the preferred location for the RPT.

#### CONCEPT VALIDATION/PLANNING/COST ESTIMATING SERVICES

The development agreement and entitlements for the Project incorporate initial development review plans. Those plans were based on an extensive analysis of individual facility physical and operational requirements, and they sought to create a balance of all project elements within the available acreage. However, some aspects of the Project are in need of additional definition prior to the commencement of any design effort, including the design charrette workshop series that will obtain public input on qualitative features, functionality, appearance and aesthetics of the RPT and parking structures. Thus, Staff has identified a need for a consultant to perform the following critical tasks that represent the next steps in the implementation of the Project:

1. Complete a concept validation and refinement of the planning work and definitions completed to date:
  - 1.1. Independently validate requirements
  - 1.2. Provide new input, refinement, and dimensional criteria
  - 1.3. Develop unit cost estimates and quantities
  - 1.4. Prepare alternative imaging
2. Review and incorporate the Development Agreement's conditions of approval, design requirements, and project design features exhibits into a refined conceptual plan.

It is important to emphasize that this work is not a design effort.

#### PROCUREMENT

Staff publicly solicited responses to a Request for Qualifications ("RFQ") for concept validation, planning, and cost estimating consulting services on the Authority's PlanetBids

e-procurement website. Additionally, Staff advertised the competitive opportunity in several local newspapers, as well as in public postings on the Internet and in the Burbank, Glendale, and Pasadena City Halls. Five engineering firms submitted a Statement of Qualifications ("SOQ"). Those five firms, listed alphabetically, are:

- Arup North America – Los Angeles, California
- Buro Happold – Los Angeles, California
- C & S Engineers – West Hollywood, California
- Leo A Daly – Los Angeles, California
- Ricondo & Associates – Carlsbad, California

### SELECTION PROCESS

Staff instituted a three-step selection process. First, an evaluation committee reviewed the SOQs to determine which three firms were most qualified based on the selection criteria specified in the RFQ. In addition to senior staff personnel, the evaluation committee included Conway Consulting (the Authority's airport and engineering planning consultant) and AirAvPros (representing the Airline Airport Affairs Committee). Based on the cumulative averaged scoring, the evaluation committee ranked Buro Happold, Leo A Daly, and Ricondo & Associates the highest.

Second, the evaluation committee interviewed the three top-ranked firms. Each was provided an opportunity to describe its approach to the services, introduce its team, and answer questions from the evaluation committee. Based on interview scoring, the evaluation committee ranked Buro Happold as the most qualified firm (see attached averaged total scores).

Finally, Staff negotiated a detailed scope of work and fee schedule with Buro Happold.

### PROJECT DETAILS

The concept validation, planning, and cost estimating deliverables will provide Staff with the necessary information to move the Project forward. The scope includes services in the areas of planning, structural design, mechanical/electrical/plumbing, architecture, civil engineering, roadway engineering, parking, baggage, façade, visual renderings, demolition, and cost estimating. The deliverables consist of narrative reports, tables, visuals, conceptual plan documents, and a terminal functional plan. Collectively, the deliverables will provide a validation that the concept for the Project is viable and will inform the design and funding strategy.

The negotiated fee is a lump sum of \$604,500. The original budget for this work was \$450,000 with a \$50,000 contingency. The higher negotiated amount is due to a refinement and clarification of what is necessary from the deliverables, as well as cost escalations in the industry since the budget item was created.

### FUNDING

The Fiscal Year 2018 budget carried a line item for this contract at \$450,000 with an

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additional \$50,000 contingency. The additional funds to reach the negotiated fee amount will come from the Facility Development Reserve Account.

### RECOMMENDATIONS

Staff recommends that the Commission award a PSA to Buro Happold in the amount of \$604,500 for concept validation, planning, and cost estimating consulting services for the Project.

Subject to the recommendation of the Operations and Development Committee ("Committee), this item has been placed on the Commission's agenda for consideration at its meeting immediately following the Committee's meeting.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JANUARY 16, 2018**

**AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR  
SAFETY MANAGEMENT SYSTEM CONSULTING SERVICES**

**SUMMARY**

Staff seeks a Commission recommendation for award of a Professional Services Agreement to Garver, LLC ("Garver") in a not-to-exceed amount of \$398,139.63 for safety management system ("SMS") consulting services for fiscal years ("FY") 2018 through FY 2020.

Subject to the recommendation of the Operations and Development Committee ("Committee"), this item has been placed on the Commission's agenda for consideration at its meeting immediately following the Committee's meeting.

**BACKGROUND**

The International Civil Aviation Organization ("ICAO") provides a global forum for 191 member states, including the United States, to adopt aviation standards. One of ICAO's aviation standards involves implementation of an SMS. The purposes of an SMS include: infusion of safety into all parts of the system; provide system insight and awareness of incident precursors; validate existing safety controls; identify gaps in safety systems; improve resource allocation toward root causes; verify effectiveness of safety culture; and provide specific methods to predict hazards from employee reports and data collection.

The Federal Aviation Administration ("FAA") has been addressing ICAO's SMS aviation standard incrementally through a process with extended public comment opportunities. First, the FAA conducted pilot studies from 2007- 2009. Next, from 2010-2011, the FAA issued internal order and SMS procedures. Between 2011 and 2016, the FAA undertook a Notice of Proposed Rulemaking and a Supplemental Notice of Proposed Rulemaking. The FAA is expected to adopt a final SMS rule in April 2018. The final SMS rule will require airports to:

- Implement an SMS for movement and non-movement areas
- Submit an implementation plan within 12 month of the final rule
- Submit and implement an SMS Manual and/or Airport Certification Manual update within 24 months of the final rule

**PROCUREMENT**

On September 13, 2017, through the PlanetBids system, Staff issued a request for proposals ("RFP") for SMS consulting services. The specific services to be performed by the consultant are: preparation of an action plan; planning and related services to develop and implement an SMS that satisfies the FAA's final SMS rule; and coordination between the Authority and the FAA to accomplish the scope of services.

The PlanetBids system provided an outreach to potential proposers and the Authority received proposals from three firms. Upon review, the three proposals were deemed to be responsive to the RFP requirements. The three firms were, in alphabetical order:

- Airport Safety Management Consultants, LLC (ASMC)
- Garver, LLC (Garver)
- RS&H

### EVALUATION PROCESS

The proposal evaluation criteria were as follows, with a potential 100 points total availability:

- Experience/Past Performance (25 pts)
- Firm Capabilities/Suitability for Project (25 pts)
- Technical approach (20 pts)
- PSA Language Acceptance (15 pts)
- Not To Exceed Full, Fixed Price (15 pts)

A four-person evaluation team reviewed the proposals based on the available points by each scoring category. The team consisted of the Director-Financial Services; the Director-Operations and Maintenance; the Deputy Executive Director, Operations and Maintenance; and the Senior Manager of Operations.

The four evaluators' scores were tallied and averaged. For the price category, the not-to-exceed, firm-fixed proposal prices were rank ordered lowest to highest, and the firm with the lowest priced proposal received 15 points in this category, the second lowest 10 points, and the third lowest 5 points. The three responding firms' proposals are ranked (and priced) as follows:

<u>Firm</u>	<u>Points</u>	<u>Price</u>
1) Garver, LLC (Garver)	86.75	\$398,139.63
2) Airport Safety Management Consultants, LLC. (ASMC)	81.25	\$285,000.00
3) RS & H	76.50	\$468,486.00

While Garver's proposed price is higher than ASMC, Garver's level of experience with implementing a successful SMS program, beginning with its participation in the FAA's SMS pilot program, significantly exceeded that of the other two proposers. This experience level placed Garver at the top of the evaluation. Based on these results, Staff is recommending that Garver be awarded the contract to assist with the soon to be mandated SMS program.

### BUDGET IMPACT

An appropriation was budgeted in the FY2018 budget of \$140,000 for the SMS. The remaining appropriation of \$258,139.63 will be budgeted in the subsequent fiscal years FY2019 and FY2020.

### RECOMMENDATION

Staff recommends that the Committee recommend to the Commission award of a Professional Services Agreement to Garver in a not-to-exceed amount of \$398,139.63 for SMS consulting services.

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**PROFESSIONAL SERVICES AGREEMENT**  
(Burbank-Glendale-Pasadena Airport Authority/Garver, LLC)

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is dated February \_\_\_\_, 2018 for reference purposes and is executed by the Burbank-Glendale-Pasadena Airport Authority ("Authority"), a California joint powers agency, and Garver, LLC, an Arkansas limited liability company ("Consultant").

**R E C I T A L S**

A. The Authority owns and operates the Bob Hope Airport (commonly known as Hollywood Burbank Airport) ("Airport") and desires to retain Consultant as an independent contractor to provide the following professional services: airport safety management system consulting services.

B. Consultant represents that it is fully qualified to perform such work by virtue of the training and experience of its personnel.

NOW, THEREFORE, the parties agree as follows:

1. **Definitions.** In addition to the terms defined above, the following definitions shall apply for purposes of this Agreement:

A. "Commencement Date": February 1, 2018.

B. "Contract Amount": \$398,139.63.

C. "Executive Director": Frank R. Miller or a duly authorized designee.

D. "Expiration Date": January 31, 2020

E. "Federal Requirements" the federal requirements set forth in the attached Exhibit E, which requirements are applicable to projects funded by an Airport Improvement Program grant from the Federal Aviation Administration.

F. "Fee Schedule": the fee schedule set forth in the attached Exhibit C.

G. "Indemnities": the Authority, TBI Airport Management, Inc., the Cities of Burbank, Glendale and Pasadena, and the respective officers, agents, employees and volunteers of each such entity.

H. "Insurance Requirements": the insurance requirements set forth in the attached Exhibit D.

I. "Project Manager": Scott Kimball or a duly authorized designee.

- J. "RFP": the request for proposals set forth in the attached Exhibit A.
- K. "Services": the tasks set forth in the attached Exhibit B.

**2. Services.**

A. Consultant shall perform the Services in a timely, regular basis in accordance with the RFP, the Authority's rules for the Airport, the Federal Requirements, and applicable laws. Time is of the essence in the performance of this Agreement.

B. Consultant shall perform all work to the highest professional standards and in a manner reasonably satisfactory to the Authority. Consultant shall consult the Project Manager for any decisions that must be made by the Authority. Consultant shall promptly notify the Project Manager of any unsafe condition that Consultant discovers at the Airport.

C. In the event any claim is brought against the Authority relating to Consultant's performance of the Services, Consultant shall provide any reasonable assistance and cooperation that the Authority might require.

**3. Term.**

A. This Agreement shall commence on the Commencement Date. Unless earlier terminated, this Agreement shall expire upon satisfactory completion of the Services or on the Expiration Date, whichever occurs first.

B. If Consultant breaches this Agreement and fails to cure such breach within seven days of written notice from the Project Manager, then the Authority may immediately terminate this Agreement for cause. Either party may terminate this Agreement for convenience upon 15 days prior written notice to the other party.

**4. Compensation.**

A. The Authority shall compensate Consultant for performance of the Services, and Consultant agrees to accept as full satisfaction for such work, payment according to the Fee Schedule. In no event shall the compensation payable to Consultant under this Agreement exceed the Contract Amount.

B. Consultant shall submit monthly invoices to the Authority for the Services. Each invoice shall itemize the work performed during the billing period and the amount due. Within 10 business days of receipt of each invoice, the Authority shall notify Consultant in writing of any disputed amounts on the invoice. Within 30 calendar days of receipt of each invoice, the Authority shall pay all undisputed amounts on the invoice. The Authority shall not withhold applicable taxes or other authorized deductions from the payments, and Consultant shall pay all required taxes on the payments.



**5. Independent Contractor Status.** Consultant is, and shall at all times remain as to the Authority, an independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of the Authority or to act otherwise on behalf of the Authority as an agent. Neither the Authority nor any of its officers, employees, agents or volunteers shall have control over the conduct of Consultant except as set forth in this Agreement.

**6. Work Product Ownership.** All reports, documents, or other written material developed by Consultant in the performance of this Agreement shall be and remain the property of the Authority without limitation upon use or dissemination by the Authority.

**7. Confidentiality.** Consultant shall preserve the confidentiality of all nonpublic data, documents, discussion or other information that is developed or received by it in connection with this Agreement. Consultant shall not disclose such information without the prior written authorization of the Executive Director. Upon request, all Authority data shall be returned to the Authority at expiration or termination of this Agreement. Consultant's obligations under this section shall survive expiration or termination of this Agreement.

**8. Conflict of Interest.** Consultant shall not maintain or acquire any financial interest that may be affected by the Services. Consultant shall avoid the appearance of having any financial interest that would conflict in any manner with the Services.

**9. Indemnification.**

A. Consultant shall defend, hold harmless, and indemnify the Indemnitees from and against any actual, alleged, or threatened causes of action, claims, costs, damages, demands, expenses (including fees of accountants, attorneys, and other professionals), judgments, liens, losses, penalties, and proceedings of any nature whatsoever (collectively, "Liabilities") that arise out of the acts or omissions of Consultant or its subcontractors in connection with this Agreement.

B. Consultant's obligations under this section shall survive expiration or termination of this Agreement, and shall apply regardless of whether or not any insurance policies are determined to be applicable to the Liabilities.

C. Consultant's obligations under this section shall apply, without limitation, to Liabilities that partially involve active or passive negligence by the Authority. However, Consultant's obligations under this section shall not apply to Liabilities that arise from the sole negligence or willful misconduct of the Authority, as determined by final arbitration or court decision or by consensus of the parties.

**10. Insurance.** Without limiting Consultant's defense, hold harmless, and indemnification obligations under this Agreement, Consultant shall maintain policies of insurance as specified in the Insurance Requirements.

**11. Suspension.** The Project Manager may suspend all or any part of the Services for the Authority's convenience or for work stoppages beyond the control of the parties. Written notice of a suspension shall be given to Consultant.

**12. Notices.** Any notices, invoices, or other documents related to this Agreement shall be deemed received on: (a) the day of delivery, if delivered by hand during the receiving party's regular business hours or by e-mail before or during the receiving party's regular business hours; (b) the business day after delivery, if delivered by e-mail after the receiving party's regular business hours; or (c) on the second business day following deposit in the United States mail, postage prepaid, to the addresses listed below, or to such other addresses as the parties may, from time to time, designate in writing.

Authority  
Burbank-Glendale-Pasadena Airport Authority  
2627 Hollywood Way  
Burbank, CA 91505  
Attn: Scott Kimball  
E-mail: SKimball@bur.org

Consultant  
Garver, LLC  
13750 San Pedro, Suite 350  
San Antonio, TX 78232  
Attn: Timothy E. O'Krongley  
E-mail: TEOkrongley@GarverUSA.com

**13. Assignability.** Consultant shall not assign, transfer or subcontract any interest in this Agreement or the performance of any of its obligations without the Executive Director's prior written consent. This prohibition is not intended to preclude, and shall not be interpreted as precluding, Consultant from utilizing subcontractors identified in Consultant's proposal for the Services. Any attempt by Consultant to assign, transfer or subcontract any rights, duties or obligations in violation of this prohibition shall be void.

**14. Litigation.** In the event that either party shall commence legal action to enforce or interpret this Agreement, the prevailing party shall be entitled to recover its costs of suit including reasonable attorneys' fees. The venue for litigation shall be Los Angeles County. The interpretation of this Agreement shall not be resolved by any rules of construction providing for interpretation against the party who causes the uncertainty to exist or against the party who drafted the disputed language.


**15. Exhibits.** Exhibits A through E are incorporated into this Agreement by reference. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of Exhibits A through D, the provisions of this Agreement shall prevail. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of Exhibit E, the provisions of Exhibit E shall prevail.

**16. Incorporation of Mandatory Language.** Each and every provision required by law to be inserted in this Agreement shall be deemed to be inserted and this Agreement shall be read and enforced as though such provision were included. If through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon request of either party this Agreement shall promptly be amended to make such insertion or correction.

17. **Entire Agreement.** This Agreement (and the attached Exhibits) represents the entire and integrated contract between the parties regarding the Services. This Agreement supersedes all prior oral or written negotiations, representations and contracts related to the Services. This Agreement may not be amended, nor any provision or breach waived, except in a writing that is signed by the parties and that expressly refers to this Agreement.

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

**Garver, LLC**

	Digitally signed by Michael J. Griffin Date: 2017.12.07 14:41:49-06'00'	2nd manager N/A
_____ Manager		_____ Manager

[Pursuant to California Corporations Code Section 17703.01(d), both signature lines must be executed unless the articles of incorporation state that the firm is managed by only one manager.]

**Burbank-Glendale-Pasadena Airport Authority**

\_\_\_\_\_  
Terry Tornek, President

Approved as to form:

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



## ATTACHMENT A

### SCOPE OF SERVICES

#### PROJECT OBJECTIVES

The Burbank-Glendale-Pasadena Airport Authority ("Authority"), owner-operator of the Bob Hope Airport (commonly known as the Hollywood Burbank Airport) ("Airport") seeks to engage a highly qualified consultant for the analysis and development of a Safety Management System ("SMS").

#### SCOPE OF SERVICES

The Scope of Services is based on Federal Aviation Administration ("FAA") Advisory Circular 150/5200-37 and the FAA's Supplemental Notice of Proposed Rulemaking ("SNPRM") published on July 14, 2016 (81 FR 45872). If the Final Rule for Docket No. FAA-2010-0997 differs from such Advisory Circular or from the SNPRM, then the Scope of Services shall be deemed to incorporate all such differences.

Based on the SNPRM it is anticipated that, within twelve (12) months of publication of the Final Rule, the Authority will have to submit to the FAA an Airport SMS Implementation Plan. Additionally, it is anticipated that, within twenty-four (24) months of publication of the Final Rule, the Authority will have to submit to the FAA an amended Airport Certification Manual and, if not incorporated as a separate section of the such Manual, a separate Airport SMS Manual. To meet these deadlines (or any revised deadlines imposed by the Final Rule), the Authority intends to retain a firm to provide the following services (which do not include engineering services) upon written request:

- A. Prepare and submit an action plan for review and approval by the Authority.
- B. Provide planning and related services to develop and implement an SMS that satisfies the requirements of 14 CFR Part 139 as revised by Final Rule for Docket No. FAA-2010-0997.

Development and implementation shall include, but is not limited to, the following for FAR Part 139 compliance at the Airport:

- a. Evaluating all existing Airport safety data.
- b. An Airport SMS Implementation Plan
- c. A Gap Analysis
- d. Manual Development acceptable to the Authority, with the following components
  - i. Safety Policy
  - ii. Safety Risk Management

- iii. Safety Assurance
    - iv. Safety Promotion
  - e. Requirements and recommendations for a safety reporting and data collection system(s) acceptable to the Authority with the following components
    - i. Safety Risk Management
    - ii. Safety Assurance
    - iii. Data Collection
    - iv. Safety Training
    - v. Safety Promotion
  - f. Conduct regular meetings with airport groups to gather input regarding progress of development of the SMS and to advise them beforehand of their responsibilities these groups would include air carriers, tenants, ARFF, ATC and others with operational safety role
  - g. Conduct regular meetings with airport management to advise of SMS program progress and obtain input from airport management
  - h. Initiate in conjunction with airport representatives the formation of the BUR Safety Action Group (SAG). Participate in the initial SAG meetings in an advisory capacity to ensure successful operation of the BUR SAG
  - i. Develop training program to ensure the successful implementation of the BUR SMS and participate in the initial training sessions
- C. Provide all coordination between the Authority, the FAA, and Consultant to accomplish the intent of this Scope of Services.
- D. Provide any related consulting services not included above on an on-call, as needed basis.



## FIXED PRICE

The proposed price shown in the table below is a not to exceed, firm, fixed price for the duration of the project, organized in accordance with RFP No. ADM17-03 – SMS, Scope of Services shown in Attachment A. It includes without limitation, all cost items such as equipment, expenses, G&A, incidentals, labor, overhead(s), profit, shipping and handling, supplies, any and all applicable taxes or fees, and travel/mileage/fuel and fuel surcharges.

### Safety Management System Consulting Services, Hollywood Burbank Airport

Task Description	Total Fee per Task
A. Prepare and Submit Action Plan	\$28,162.71
B. Planning and Related Services to Develop and Implement an SMS	\$358,271.47
C. Coordination between the Authority, the FAA and Consultant	\$11,705.44
D. Any Related Consulting Services not included above	\$0.00
Subtotal (Fee)	\$398,139.63

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JANUARY 16, 2018**

**ADOPTION OF RESOLUTION NO. 476  
COMMISSION AND STANDING ADVISORY COMMITTEES  
REGULAR MEETING SCHEDULES**

**SUMMARY**

Staff seeks Commission adoption of Resolution No. 476 to update the times, dates, and places for regular meetings of the Commission and the standing advisory committees. The proposed update will reduce the number of regular meetings to make Authority operations more efficient.

**BACKGROUND**

State law (Government Code Section 54954) requires each legislative body of a local agency to provide by ordinance, resolution, bylaws, or other rule for the time and place of holding regular meetings. Further, Section 2.3.1 of the Authority's governing Joint Exercise of Powers Agreement requires the Commission to provide by resolution for the dates on which and the time and place at which regular meetings of the Commission shall be held.

The Commission most recently established the dates, times, and places for regular meetings of the Commission on December 4, 2000, by adoption of Resolution No. 359. Pursuant to that resolution, the Commission's regular meetings occur at the Airport in the Sky Room at 9:00 a.m. on the first and third Monday of each calendar month. The resolution also states that the Commission shall hold a 6:30 p.m. meeting in the first and third quarter of each calendar year. However, due to the difficulty of obtaining a quorum, such evening meetings have not been held for many years.

The Commission most recently established the dates, times, and places for regular meetings of its three standing advisory committees on April 2, 2012, by adoption of Resolution No. 445. Pursuant to that resolution, the Operations and Development Committee's regular meetings occur at the Airport in the Sky Room at 8:30 a.m. on the first and third Monday of each calendar month. The Finance and Administration Committee's regular meetings occur at the Airport in the Sky Room at 10:30 a.m., or immediately following any regular meeting of the Commission, on the first and third Monday of each calendar month. Finally, the Legal, Government and Environmental Affairs Committee's regular meetings occur at the Airport in the Burbank Room at 10:30 a.m., or immediately following any regular meeting of the Commission, on the first and third Monday of each calendar month.

**PROPOSED MEETING SCHEDULES**

To make Authority operations more efficient, staff recommends that the number of Commission and standing advisory committee regular meetings be reduced as follows. Regular meetings would continue to be held on the first and third Monday for these five

months: February, April, May, June and October. Regular meetings would be held only on the third Monday of these seven months: January, March, July, August, September, November and December. The evening meeting requirement would be eliminated and there would be no change to the time or place for morning meetings. A proposed Resolution No. 476 to provide for these meeting schedules is attached as Exhibit A.

#### RECOMMENDATION

Staff recommends that the Commission adopt Resolution No. 476 to update the times, dates, and places for regular meetings of the Commission and the standing advisory committees as described above.

Attachments:

Exhibit A – Draft Resolution No. 476



**RESOLUTION NO. 476**

**A RESOLUTION OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY COMMISSION  
PROVIDING FOR THE DATES, TIMES, AND PLACES OF REGULAR MEETINGS  
OF THE COMMISSION AND STANDING ADVISORY COMMITTEES**

The Burbank-Glendale-Pasadena Airport Authority Commission resolves as follows:

Section 1. Findings.

A. Government Code Section 54954 requires each legislative body of a local agency to provide by ordinance, resolution, bylaws, or other rule for the time and place of holding regular meetings.

B. Section 2.3.1 of the Authority's governing Joint Exercise of Powers Agreement requires the Commission to provide by resolution for the dates on which and the time and place at which regular meetings of the Commission shall be held.

C. The Commission most recently established the dates, times, and places for regular meetings of the Commission on December 4, 2000 by adoption of Resolution No. 359. The Commission most recently established the dates, times, and places for regular meetings of its three standing advisory committees on April 2, 2012 by adoption of Resolution No. 445.

D. It is appropriate to update the established dates, times, and places for regular meetings of the Commission and the standing advisory committees to make Authority operations more efficient.

Section 2. Regular Meetings Schedules. The dates, times, and places of the regular meetings of the Commission shall be as specified in the attached Exhibit A. The dates, times, and places of the regular meetings of the Commission's standing advisory committees shall be as specified in the attached Exhibit B. Resolution Nos. 359 and 445 are repealed.

Adopted this 16<sup>th</sup> day of January, 2018.

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Terry Tornek, President  
Burbank-Glendale-Pasadena Airport Authority

Attest:

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Ray Adams, Secretary

## **EXHIBIT A**

### **Commission Regular Meetings**

Regular meetings of the Burbank-Glendale-Pasadena Airport Authority Commission shall be held in the Sky Room of the Bob Hope Airport at 9:00 a.m. on the following days:

- A. Third Monday of each January
- B. First and third Monday of each February
- C. Third Monday of each March
- D. First and third Monday of each April
- E. First and third Monday of each May
- F. First and third Monday of each June
- G. Third Monday of each July
- H. Third Monday of each August
- I. Third Monday of each September
- J. First and Third Monday of each October
- K. Third Monday of each November
- L. Third Monday of each December

## **EXHIBIT B**

### **Standing Advisory Committee Regular Meetings**

Regular meetings of Operations and Development Committee shall be held at 8:30 a.m. in the Sky Room of the Bob Hope Airport on the days specified below.

Regular meetings of Finance and Administration Committee shall be held at 10:30 a.m., or immediately following the conclusion of any regular meeting of the Burbank-Glendale-Pasadena Airport Authority Commission occurring on such day (if such conclusion occurs after 10:30 a.m.), in the Sky Room of the Bob Hope Airport on the days specified below.

Regular meetings of Legal, Government and Environmental Affairs Committee shall be held at 10:30 a.m., or immediately following the conclusion of any regular meeting of the Burbank-Glendale-Pasadena Airport Authority Commission occurring on such day (if such conclusion occurs after 10:30 a.m.), in the Burbank Room of the Bob Hope Airport on the days specified below:

- A. Third Monday of each January
- B. First and third Monday of each February
- C. Third Monday of each March
- D. First and third Monday of each April
- E. First and third Monday of each May
- F. First and third Monday of each June
- G. Third Monday of each July
- H. Third Monday of each August
- I. Third Monday of each September
- J. First and Third Monday of each October
- K. Third Monday of each November
- L. Third Monday of each December

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JANUARY 16, 2018**

**AIRLINE SCHEDULE ANALYSIS**

Staff has received notice of changes in service, fleet mix, and scheduled operating times from three airlines serving Hollywood Burbank Airport. This report change is reflected in detail below and on the attached Schedule Change Analysis.

**AMERICAN AIRLINES**

Effective January 8, 2018, American Airlines changed their scheduled push-back time for their early morning flight from 6:40 a.m. to 6:50 p.m. For the past two months American Airlines has been actively reminding flight crew to be mindful of the voluntary curfew and we have seen notable improvement; however, this schedule change will serve to improve their consistency. American local management has indicated that they will continue to remind their regional operator Mesa Airlines for a wheels-up time of 7:00 a.m.

**SOUTHWEST AIRLINES**

Effective January 7, 2018, Southwest Airlines made a seasonal adjustment to its schedule. The number of scheduled flight changes in arrivals and departures represents a net decrease of ten round-trip flights per week as detailed below. Serving to partially offset this schedule decrease, the air carrier will be adding back its larger B737-800 aircraft for 12 round-trip flights per week during this schedule period. The overall schedule change will decrease the noise impact area by 0.04 acres.

City	Monday - Friday		Saturday		Sunday	
	Arrival	Departure	Arrival	Departure	Arrival	Departure
Dallas	0	0	0	0	0	0
Denver	0	0	0	0	0	0
Las Vegas	0	0	1	1	0	0
Oakland	-1	-1	-1	-1	-2	-2
Portland	0	0	0	0	0	0
Phoenix	0	0	0	0	-1	-1
San Francisco	0	0	0	0	0	0
San Jose	0	0	-1	-1	-1	-1
Salt Lake City	0	0	0	0	0	0
Sacramento	0	0	0	0	0	0
Daily Total	-1	-1	-1	-1	-4	-4

### ALASKA AIRLINES

Effective February 4, 2018, Alaska Airlines will be making a seasonal adjustment to its schedule by adding one daily round-trip flight to Portland in the evening. The overall schedule change will increase the noise impact area by 0.38 acres.

### OVERALL IMPACT

After incorporating all schedule adjustments, this schedule results in a decrease of 1,028 weekly seats or a 0.80% decrease from the prior schedule, leaving the revised schedule with a combined total of 134,896 available weekly seats.

# BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY\*

## SCHEDULE ANALYSIS

Airline: **American Airlines**

Report Date: 01/16/18

Effective Date: 01/08/18

1) Aircraft Operations Summary (includes both arrivals and departures):

<u>Aircraft Type</u>	<u>Seats</u>	<u>Weekly Operations</u>			<u>Weekly Seats</u>		
		<u>Current Operations</u>	<u>Proposed Operations</u>	<u>Difference</u>	<u>Current Available Seats</u>	<u>Proposed Available Seats</u>	<u>Difference</u>
A319	126	0	0	0	0	0	0
A320	150	0	0	0	0	0	0
B737-300	134	0	0	0	0	0	0
CRJ-200	50	0	0	0	0	0	0
CRJ-900	76	40	40	0	3,040	3,040	0
<b>Total</b>		<b>40</b>	<b>40</b>	<b>0</b>	<b>3,040</b>	<b>3,040</b>	<b>0</b>

2) Discussion of the change in operations and voluntary curfew

Effective January 8, 2018, American Airlines changed their scheduled push-back time for their early morning flight from 6:40 a.m. to 6:50 p.m. For the past two months American Airlines has been actively reminding flight crew to be mindful of the voluntary curfew and we have seen notable improvement, however, this schedule change will serve to improve their consistency. American local management has indicated that they will continue to remind their regional operator Mesa Airlines for a wheels-up time of 7:00 a.m.

3) Change in 65 dB CNEL Impact Area - Projected to 06/30/18:

	<u>Current</u>	<u>Proposed</u>	<u>Change</u>
<b>Acres</b>	<b>8.60</b>	<b>8.60</b>	<b>0.00</b>
Is there an impact on the voluntary curfew with this schedule change?	Yes	No	<u>X</u>

\*Report change in noise impact area is based on published airline schedules. Actual noise impact area for the reported period may vary as a result of unanticipated changes in the number of aircraft operations or in the times of aircraft departures and/or arrivals.

## BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY\*

### SCHEDULE ANALYSIS

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Airline: **Southwest Airlines**

Report Date: 01/16/18

Effective Date: 01/07/18

1) Aircraft Operations Summary (includes both arrivals and departures):

<u>Aircraft Type</u>	<u>Seats</u>	<u>Weekly Operations</u>			<u>Weekly Seats</u>		
		<u>Current Operations</u>	<u>Proposed Operations</u>	<u>Difference</u>	<u>Current Available Seats</u>	<u>Proposed Available Seats</u>	<u>Difference</u>
B737-300	137	0	0	0	0	0	0
B737-500	122	0	0	0	0	0	0
B737-700	143	730	686	-44	104,390	98,098	-6,292
B737-800	175	0	24	24	0	4,200	4,200
Total		<b>730</b>	<b>710</b>	<b>-20</b>	<b>104,390</b>	<b>102,298</b>	<b>-2,092</b>

2) Discussion of the change in operations and voluntary curfew

Effective January 7, 2018, Southwest Airlines made a seasonal adjustment to its schedule. The number of scheduled flight changes in arrivals and departures represents a net decrease of ten round-trip flights per week, as detailed in the Staff Report. Serving to partially offset this schedule decrease, the air carrier will be adding back its larger B737-800 aircraft for 12 round-trip flights per week during this schedule period. The overall schedule change will decrease the noise impact area by 0.04 acres.

3) Change in 65 dB CNEL Impact Area - Projected to 6/30/18:

	<u>Current</u>	<u>Proposed</u>	<u>Change</u>
<b>Acres</b>	<b>8.26</b>	<b>8.22</b>	<b>-0.04</b>
Is there an impact on the voluntary curfew with this schedule change?	Yes	No	<u>X</u>

\*Report change in noise impact area is based on published airline schedules. Actual noise impact area for the reported period may vary as a result of unanticipated changes in the number of aircraft operations or in the times of aircraft departures and/or arrivals.

# BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY\*

## SCHEDULE ANALYSIS

Airline: **Alaska Airlines**

Report Date: 01/16/18

Effective Date: 02/04/18

1) Aircraft Operations Summary (includes both arrivals and departures):

<u>Aircraft Type</u>	<u>Seats</u>	<u>Weekly Operations</u>			<u>Weekly Seats</u>		
		<u>Current Operations</u>	<u>Proposed Operations</u>	<u>Difference</u>	<u>Current Available Seats</u>	<u>Proposed Available Seats</u>	<u>Difference</u>
B737-700	124	0	0	0	0	0	0
B737-800	159	70	70	0	11,130	11,130	0
CRJ-200	50	0	0	0	0	0	0
CRJ-700	70	0	0	0	0	0	0
EMB-175	76	38	52	14	2,888	3,952	1,064
Total		<b>108</b>	<b>122</b>	<b>14</b>	<b>14,018</b>	<b>15,082</b>	<b>1,064</b>

2) Discussion of the change in operations and voluntary curfew

Effective February 4, 2018, Alaska Airlines will be making a seasonal adjustment to its schedule by adding one daily round-trip flight to Portland in the evening. The overall schedule change will increase the noise impact area by 0.38 acres.

3) Change in 65 dB CNEL Impact Area - Projected to 06/30/18:

	<u>Current</u>	<u>Proposed</u>	<u>Change</u>
<b>Acres</b>	<b>8.22</b>	<b>8.60</b>	<b>0.38</b>

Is there an impact on the voluntary curfew  
with this schedule change?

Yes

No

X

\*Report change in noise impact area is based on published airline schedules. Actual noise impact area for the reported period may vary as a result of unanticipated changes in the number of aircraft operations or in the times of aircraft departures and/or arrivals.



## Hollywood Burbank Airport

REVENUE PASSENGERS	October			January - October		
	2017	2016	% Change	2017	2016	% Change
Signatory Airlines						
Alaska Airlines	43,509	34,418	26.41%	408,262	363,813	12.22%
American Airlines	11,764	13,727	-14.30%	122,630	126,134	-2.78%
Delta Air Lines	13,500	8,141	65.83%	108,417	75,564	43.48%
JetBlue Airways	8,271	8,072	2.47%	79,579	78,361	1.55%
Mokulele Airlines	147	0	N/A	147	0	N/A
SeaPort Airlines	0	0	N/A	0	277	-100.00%
Southwest Airlines	325,524	286,650	13.56%	2,874,407	2,535,134	13.38%
United Airlines	32,568	24,448	33.21%	273,725	223,272	22.60%
<b>Total Revenue Passengers</b>	<b>435,283</b>	<b>375,456</b>	<b>15.93%</b>	<b>3,867,167</b>	<b>3,402,555</b>	<b>13.65%</b>
Inbound (deplaned)	219,836	189,196	16.19%	1,935,626	1,701,649	13.75%
Outbound (enplaned)	215,447	186,260	15.67%	1,931,541	1,702,813	13.43%

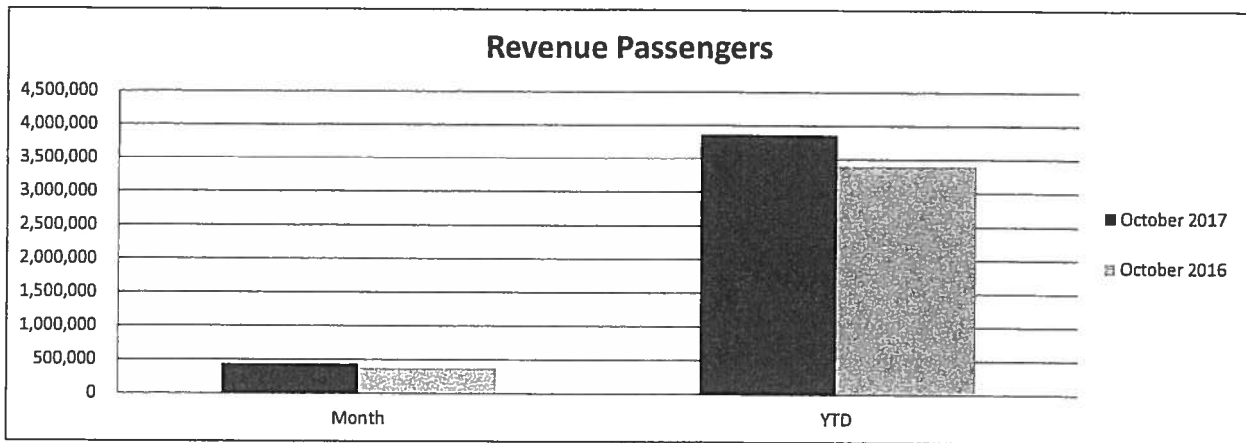
AIRCRAFT OPERATIONS *	October			January - October		
	2017	2016	% Change	2017	2016	% Change
Air Carrier	4,790	4,222	13.45%	44,636	41,111	8.57%
Air Taxi	1,736	1,366	27.09%	13,957	11,802	18.26%
General Aviation	3,375	3,312	1.90%	31,213	33,817	-7.70%
Military Itinerant	91	142	-35.92%	910	1,014	-10.26%
Civil Local	1,788	1,782	0.34%	18,525	23,623	-21.58%
Military Local	2	0	N/A	2	3	-33.33%
<b>Total Aircraft Operations</b>	<b>11,782</b>	<b>10,824</b>	<b>8.85%</b>	<b>109,243</b>	<b>111,370</b>	<b>-1.91%</b>

\* Source: FAA Tower Daily Airport Operations Count, adjusted to show Canadair Regional Jet-200 operations as Air Carrier. Includes Hollywood Burbank Airport arrivals/departures only; excludes aircraft that enter local air space but do not land or take off at Hollywood Burbank Airport.

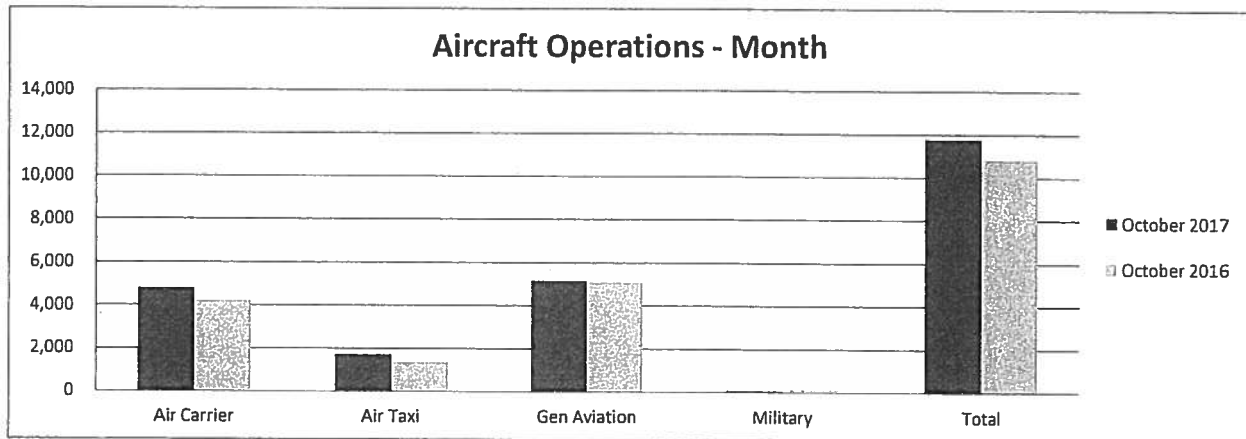
## Hollywood Burbank Airport

AIR CARGO (lbs.)	October			January - October		
	2017	2016	% Change	2017	2016	% Change
Signatory Airlines						
Alaska Airlines	1,072	1,295	-17.22%	6,914	7,095	-2.55%
American Airways						
Delta Air Lines						
JetBlue Airways						
SeaPort Airlines						
Southwest Airlines	146,405	183,690	-20.30%	1,359,078	1,621,527	-16.19%
United Airlines	1,604	0	N/A	11,508	0	N/A
Other Scheduled Carriers						
Federal Express	4,546,989	5,019,947	-9.42%	46,209,633	42,575,978	8.53%
United Parcel Service	4,002,928	3,941,920	1.55%	39,202,210	39,868,826	-1.67%
Charter/Contract Carriers						
AirNet Express	2,733	3373	-18.97%	25,219	29,850	-15.51%
Ameriflight	268,618	218,964	22.68%	2,263,077	2,193,552	3.17%
<b>Total Air Cargo</b>	<b>8,970,349</b>	<b>9,369,189</b>	<b>-4.26%</b>	<b>89,077,639</b>	<b>86,296,828</b>	<b>3.22%</b>
Inbound (deplaned)	4,434,428	4,748,859	-6.62%	44,967,841	43,118,837	4.29%
Outbound (enplaned)	4,535,921	4,620,330	-1.83%	44,109,798	42,728,031	3.23%

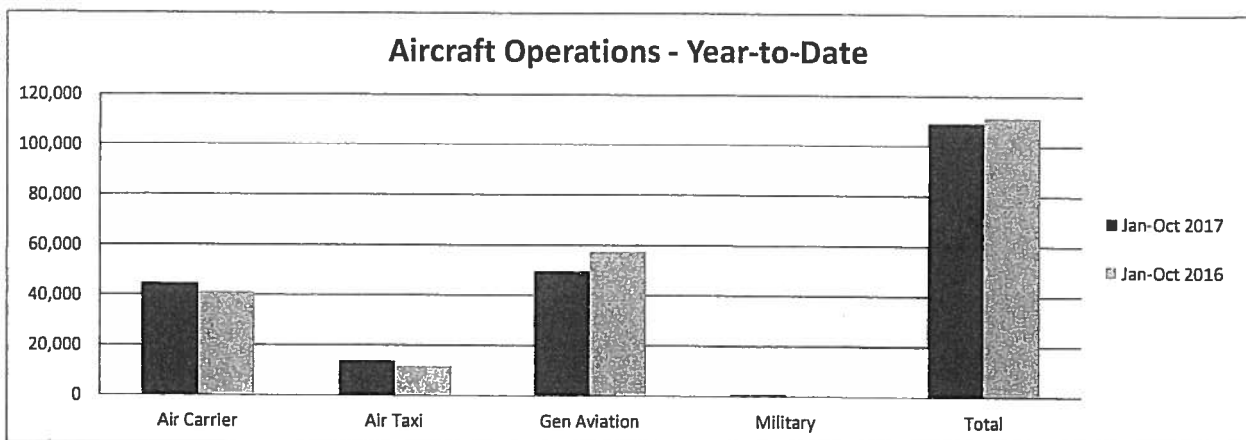
MAIL (lbs.)	October			January - October		
	2017	2016	% Change	2017	2016	% Change
United Parcel Service	0	17,890	-100.00%	81,499	161,643	-49.58%
<b>Total Mail</b>	<b>0</b>	<b>17,890</b>	<b>-100.00%</b>	<b>81,499</b>	<b>161,643</b>	<b>-49.58%</b>
Inbound (deplaned)	0	17,890	-100.00%	68,458	83,115	-17.63%
Outbound (enplaned)	0	0	N/A	13,041	78,528	-83.39%



Revenue Passengers	Month	YTD
October 2017	435,283	3,867,167
October 2016	375,456	3,402,555
% Change	15.93%	13.65%



Aircraft Operations - MO	Air Carrier	Air Taxi	Gen Aviation	Military	Total
October 2017	4,790	1,736	5,163	93	11,782
October 2016	4,222	1,366	5,094	142	10,824
% Change	13.45%	27.09%	1.35%	-34.51%	8.85%



Aircraft Operations - YTD	Air Carrier	Air Taxi	Gen Aviation	Military	Total
Jan-Oct 2017	44,636	13,957	49,738	912	109,243
Jan-Oct 2016	41,111	11,802	57,440	1,017	111,370
% Change	8.57%	18.26%	-13.41%	-10.32%	-1.91%

## Hollywood Burbank Airport

REVENUE PASSENGERS	November			January - November		
	2017	2016	% Change	2017	2016	% Change
Signatory Airlines						
Alaska Airlines	48,556	33,445	45.18%	456,818	397,258	14.99%
American Airlines	10,688	13,194	-18.99%	133,318	139,328	-4.31%
Delta Airlines	11,611	8,672	33.89%	120,028	84,236	42.49%
JetBlue Airways	7,919	7,476	5.93%	87,498	85,837	1.94%
Mokulele Airlines	186	0	N/A	333	0	N/A
SeaPort Airlines	0	0	N/A	0	277	-100.00%
Southwest Airlines	333,641	290,078	15.02%	3,208,048	2,825,212	13.55%
United Airlines	32,199	22,567	42.68%	305,924	245,839	24.44%
<b>Total Revenue Passengers</b>	<b>444,800</b>	<b>375,432</b>	<b>18.48%</b>	<b>4,311,967</b>	<b>3,777,987</b>	<b>14.13%</b>
Inbound (deplaned)	221,844	187,246	18.48%	2,157,470	1,888,895	14.22%
Outbound (enplaned)	222,956	188,186	18.48%	2,154,497	1,890,999	13.93%

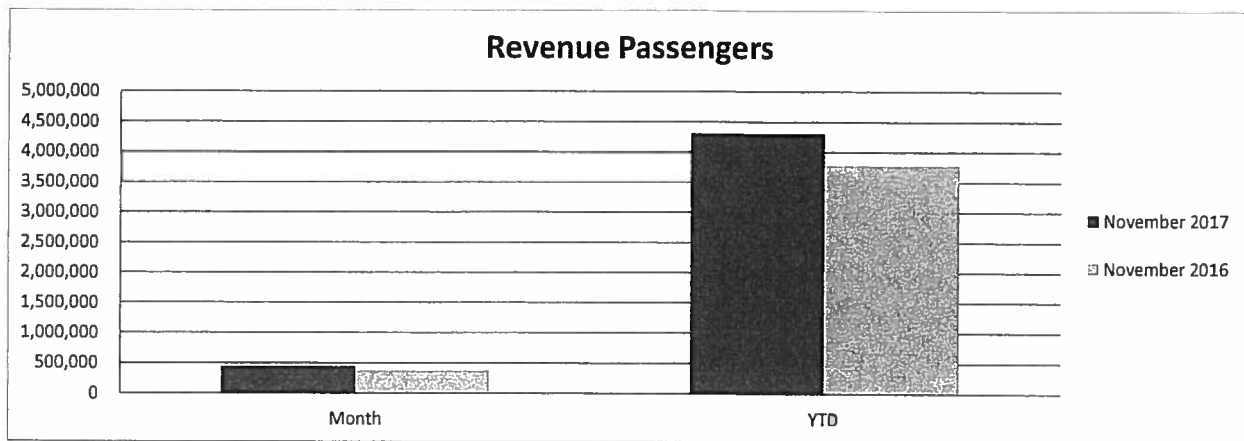
AIRCRAFT OPERATIONS *	November			January - November		
	2017	2016	% Change	2017	2016	% Change
Air Carrier	4,639	4,123	12.52%	49,275	45,234	8.93%
Air Taxi	1,617	1,397	15.75%	15,574	13,199	17.99%
General Aviation	3,365	3,294	2.16%	34,578	37,111	-6.83%
Military Itinerant	111	87	27.59%	1,021	1,101	-7.27%
Civil Local	1,588	2,224	-28.60%	20,113	25,847	-22.18%
Military Local	0	0	N/A	2	3	-33.33%
<b>Total Aircraft Operations</b>	<b>11,320</b>	<b>11,125</b>	<b>1.75%</b>	<b>120,563</b>	<b>122,495</b>	<b>-1.58%</b>

\* Source: FAA Tower Daily Airport Operations Count, adjusted to show Canadair Regional Jet-200 operations as Air Carrier. Includes Hollywood Burbank Airport arrivals/departures only; excludes aircraft that enter local air space but do not land or take off at Hollywood Burbank Airport.

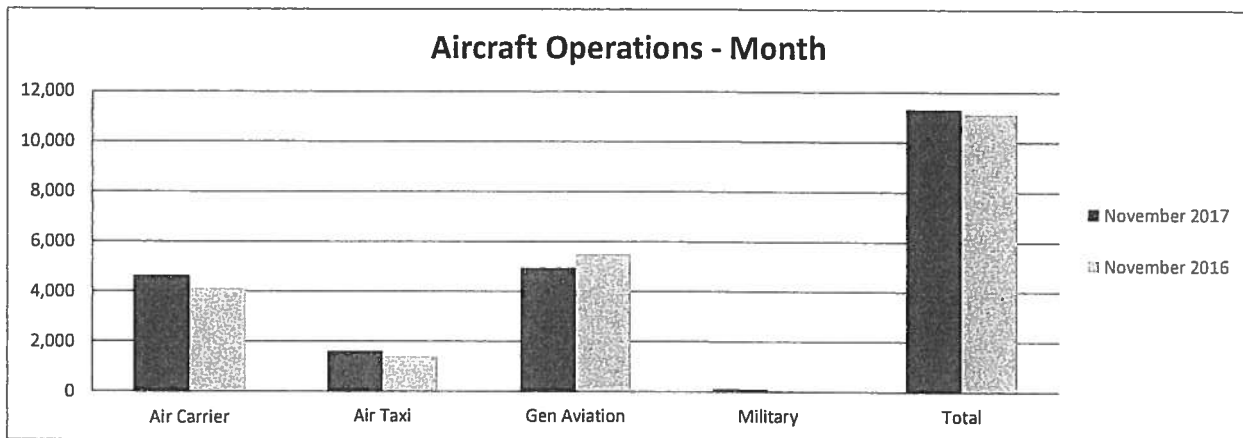
## Hollywood Burbank Airport

AIR CARGO (lbs.)	November			January - November		
	2017	2016	% Change	2017	2016	% Change
<b>Signatory Airlines</b>						
Alaska Airlines	685	704	-2.70%	7,599	7,799	-2.56%
American Airlines						
Delta Airlines						
JetBlue Airways						
SeaPort Airlines						
Southwest Airlines	138,852	146,893	-5.47%	1,497,930	1,768,420	-15.30%
United Airlines	470	0	N/A	11,978	0	N/A
<b>Other Scheduled Carriers</b>						
Federal Express	4,723,154	4,932,160	-4.24%	50,932,787	47,508,138	7.21%
United Parcel Service	4,359,846	4,454,402	-2.12%	43,562,056	44,323,228	-1.72%
<b>Charter/Contract Carriers</b>						
AirNet Express	2,378	2,930	-18.84%	27,597	32,780	-15.81%
Ameriflight	272,818	221,043	23.42%	2,535,895	2,414,595	5.02%
<b>Total Air Cargo</b>	<b>9,498,203</b>	<b>9,758,132</b>	<b>-2.66%</b>	<b>98,575,842</b>	<b>96,054,960</b>	<b>2.62%</b>
Inbound (deplaned)	4,734,612	5,065,149	-6.53%	49,702,453	48,183,986	3.15%
Outbound (enplaned)	4,763,591	4,692,983	1.50%	48,873,389	47,421,014	3.06%

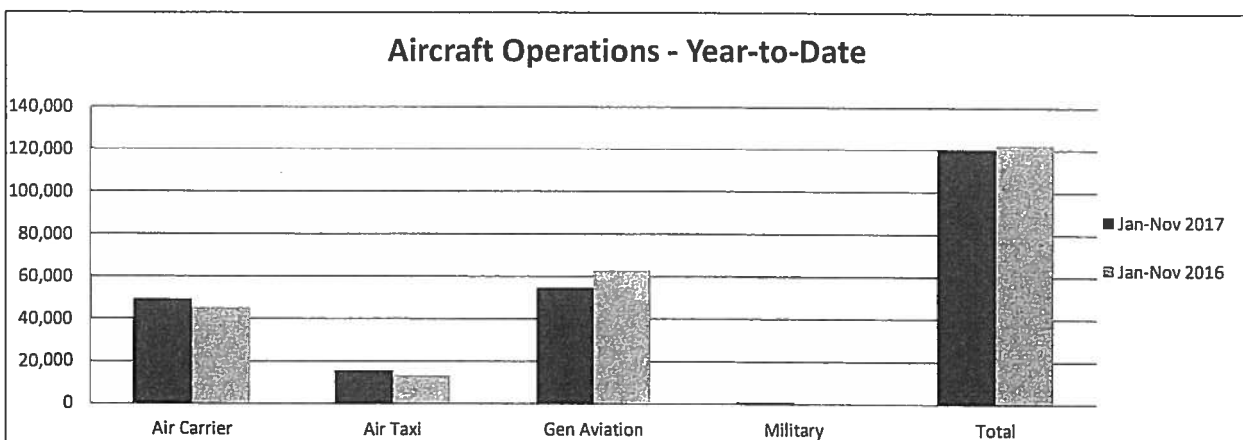
MAIL (lbs.)	November			January - November		
	2017	2016	% Change	2017	2016	% Change
United Parcel Service	14,805	3,370	339.32%	96,304	165,013	-41.64%
Alaska Airlines	0	16	-100.00%	0	16	N/A
<b>Total Mail</b>	<b>14,805</b>	<b>3,386</b>	<b>337.24%</b>	<b>96,304</b>	<b>165,029</b>	<b>-41.64%</b>
Inbound (deplaned)	14,805	3,386	337.24%	83,263	86,501	-3.74%
Outbound (enplaned)	0	0	N/A	13,041	78,528	-83.39%



Revenue Passengers	Month	YTD
November 2017	444,800	4,311,967
November 2016	375,432	3,777,987
% Change	18.48%	14.13%



Aircraft Operations - MO	Air Carrier	Air Taxi	Gen Aviation	Military	Total
November 2017	4,639	1,617	4,953	111	11,320
November 2016	4,123	1,397	5,518	87	11,125
% Change	12.52%	15.75%	-10.24%	27.59%	1.75%



Aircraft Operations - YTD	Air Carrier	Air Taxi	Gen Aviation	Military	Total
Jan-Nov 2017	49,275	15,574	54,691	1,023	120,563
Jan-Nov 2016	45,234	13,199	62,958	1,104	122,495
% Change	8.93%	17.99%	-13.13%	-7.34%	-1.58%