September 14, 2017

CALL AND NOTICE OF A REGULAR MEETING OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a regular meeting of the Operations and Development
Committee will be held at Monday, September 18, 2017, at 8:30 a.m., in the Airport
Skyroom of the Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California
91505.

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

REGULAR MEETING

OF THE

OPERATIONS AND DEVELOPMENT COMMITTEE

Regular Meeting of Monday, September 18, 2017

8:30 A.M.

AGENDA

1. Approval of Agenda

2. Public Comment

3. Approval of Minutes

   a. August 7, 2017   **[See page 1]**

4. Contracts and Leases

   a. Project Number E17-08 Design Services for Portions of Taxiways C and D, General Aviation Ramp Rehabilitation and Pavement Management System

      • Staff Report Attached   **[See page 5]**

      Staff seeks an Operations and Development Committee recommendation to the Commission that it: i) Authorize execution of a Professional Services Agreement for an engineering design contract in the amount of $920,486. to RDM International, Inc. ("RDM"); ii) Approve the deployment of TBI Force Account including the services for in-house consultants for design management services for a not-to-exceed amount of $50,000.; and iii) Establish a Project Aggregate

Contingency of approximately 3% of the estimated total project budget in the amount of $30,000.

b. Award of Purchase Order: American Association of Airport Executives for Interactive Employee Training Database System Upgrade

- Staff Report Attached *[See page 10]*

Staff seeks an Operations and Development Committee recommendation to the Commission authorizing the Executive Director to execute a sole source purchase order with the American Association of Airport Executives to revise and update the current proprietary Interactive Employee Training Database system used at Hollywood Burbank Airport for a lump-sum amount of $130,270.

5. Items for Information

a. July 2017 Parking and Passenger Statistics

No staff report is attached. Staff will discuss the July 2017 parking revenue and will brief the Committee regarding the passenger statistics for July 2017.

6. Other Contracts and Leases and Capital Projects

7. Adjournment

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

MONDAY, AUGUST 7, 2017

A regular 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 and Selvidge; Commissioner Sinanyan (arrived at 8:32 a.m.)
Absent:	None
Also Present:	Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Paul Chang, Manager, Engineering; Ed Skvarna, Director of Public Safety/Chief of Police, Airport Authority Police Department; Nerissa Sugars, Air Service Development and Marketing; Mary Tromp, Manager, Parking Revenue
1. Approval of Agenda	Commissioner Selvidge moved approval of the agenda and there being no objection, the agenda was approved (2-0, one absent). Commissioner Sinanyan arrived at 8:32 a.m.
2. Public Comment	There were no public speakers.
3. Approval of Minutes	
a. July 17, 2017	Commissioner Selvidge moved approval of the minutes of the July 17, 2017, meeting. There being no objection, the minutes were approved (2-0, one absent).
4. Contracts and Leases	
a. **Award of Contract: Project Number E16-07 Hangar 34 Roof Rehabilitation**	Staff presented a proposed contract for the Hangar 34 roof rehabilitation, Project Number E16-07, recommending that the Committee recommend to the Commission that the following actions take place:

- Award a construction contract in the amount of $329,500 to Universal Coatings to install a polyurethane foam roofing on Hangar 34;

- Authorize the issuance of a sole source Purchase Order in the lump sum amount of $11,900 to National Roofing Consultants, or NRC, the engineer of record for construction administration services;
- Approve the deployment of TBI Force Account, including in-house construction management services, field observation, and security for the not-to-exceed amount of $60,000;
- Authorize the establishment of an aggregate project contingency of $40,000.

Staff provided background repair history of the Hangar 34 roof, along with the costs associated with the project and the biding process. Staff noted, along with a breakdown of costs, the appropriations for the completion of the Hangar 34 roof are part of the Adopted 2017/2018 Fiscal Year Capital Plan with an approved budget of $485,000.

Motion

Following Staff's presentation, which included various questions from the Committee, Commissioner Sinanyan moved approval of Staff's recommendation to the Commission, seconded by Commissioner Selvidge.

Motion Approved

The motion was approved unanimously (3-0).

b. **Amendment No. 1 to Wireless Communications Use and Maintenance Agreement with the City of Burbank**

Staff submitted a redlined version of Amendment No. 1 to the Wireless Communications Use and Maintenance Agreement ("Radio Agreement") and ask that it supersede the copy of the proposed Radio Agreement in the Committee's Agenda Packet for its consideration, and further request that the Operations and Development Committee recommend it to the Commission for approval. The Amendment No. 1 extends the term of the Radio Agreement by three years so that the expiration date is October 8, 2020. Staff also noted there will be no change to the other provisions of the Radio Agreement.

Staff reported that on October 8, 2007, in order to improve the Authority's public safety communication system from an analog system to a digital system, the Commission authorized Staff to execute the Radio Agreement. The purpose of the Radio Agreement is to allow the Airport's public safety radio communications to be fully interoperable with surrounding police and fire agencies. Under the

2

Radio Agreement, the Authority became a subscriber to the Interagency Communications Interoperability System ("ICIS"), which is a joint powers agency that enables its member agencies to communicate with each other at the tactical level within a large region of Los Angeles County. Burbank is an ICIS member and, through Verdugo Dispatch, both the Burbank Police Department and the Burbank Fire Department operate on ICIS.

The Radio Agreement gives the Authority ICIS connectivity and roaming capability, under Burbank's ICIS membership, for 64 Authority-owned digital radios primarily used by the Airport public safety and operations departments. Additionally, the Authority receives from Burbank basic maintenance service of the airport radios as part of the monthly service fee paid to Burbank. The service fee initially was $25 per radio per month, and that amount has been adjusted each even-numbered year based on the local Consumer Price Index. The Radio Agreement has a 10-year term and is set to expire on October 8, 2017.

Staff is recommending that the Committee recommend to the Commission approval of Amendment No. 1 to the Radio Agreement with the City of Burbank and authorization for execution by the Authority President.

Motion

Commissioner Selvidge moved approval of Staff's recommendation to the Commission. The motion was seconded by Commissioner Sinanyan.

Motion Approved

The motion was approved unanimously (3-0).

5. Items for Information

a. June 2017 Passenger Statistics and Parking Information

Staff reported the statistics for the month of June 2017, and noted an overall increase in revenue passengers of 17½ percent and a 13 percent increase in carrier capacity compared to June 2016.

Staff reported parking statistics for June 2017, show $1,600,000 in overall parking revenue.

6. Other Contracts and Leases and Capital Projects

This item was not discussed.

7. Adjournment

There being no further business, the meeting was adjourned at 8:47 a.m.

STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
SEPTEMBER 18, 2017

PROJECT NUMBER E17-08
DESIGN SERVICES FOR
PORTIONS OF TAXIWAYS C AND D
GENERAL AVIATION RAMP REHABILITATION
AND
PAVEMENT MANAGEMENT SYSTEM

SUMMARY

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission that it:

i)   Authorize execution of a Professional Services Agreement for an engineering design contract in the amount of $920,486. to RDM International, Inc. ("RDM");

ii)   Approve the deployment of TBI Force Account including the services for in-house consultants for design management services for a not-to-exceed amount of $50,000.; and

iii) Establish a Project Aggregate Contingency of approximately 3% of the estimated total project budget in the amount of $30,000.

PROJECT DESCRIPTION AND PHASING

The Burbank-Glendale-Pasadena Airport Authority ("Authority") has identified the need to rehabilitate the asphalt pavement on the west ends of Taxiway C and Taxiway D, as well as the general aviation ramp areas that lie within the northwest quadrant of the Airport. The scope of services is one complete construction project composed of two distinct design areas along with two evaluation projects. It is anticipated that construction will be completed within one construction season. The design process will identify the most suitable and cost-effective rehabilitation of the areas within the project scope while considering any future or anticipated FAA design requirements so the Airfield can be brought into compliance before those changes are mandated.

Although the ends of the taxiways do not require extensive phasing, the portions of general aviation ramp interacting with airport tenants will require phasing which results in affecting the least disturbance to operations. Also included within the proposed scope of services are the design, development, and implementation of an Airside Pavement Management System. The implementation of this system will assist in future Airport Improvement Program ("AIP") grant requests by providing increase detailed information for planning pavement projects within the airfield area.

\STAFF REPORTS\OPERATIONS\9-18-17
PROJECT NUMBER E17-08
DESIGN SERVICES FOR
PORTIONS OF TAXIWAYS C AND D
GENERAL AVIATION RAMP REHABILITATION
AND PAVEMENT MANAGEMENT SYSTEM

5

BACKGROUND

The last rehabilitation for the end portions of Taxiways C and D were 1979 and 1990, respectively. The general aviation ramp areas were last rehabilitated in 1997 and all have served more than their useful life.

PROCUREMENT

Staff publicly solicited responses to a combined Request for Qualifications/Request for Proposals ("RFQ/RFP") on the Authority's PlanetBids e-procurement website, and advertised the competitive opportunity in the Dodge Construction News, several local newspapers, as well as public postings on the internet and in the Burbank, Glendale, and Pasadena City Halls. Staff received three responses from qualified engineering firms. Those three firms, listed alphabetically, are:

- AECOM – Orange, California
- RDM – Chantilly, Virginia
- T.Y. Lin International, Los Angeles, California

SELECTION PROCESS

With federal funding a major component for this project, the selection process is governed by FAA Advisory Circular 150/5100-14E ("AC") *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*, which states: "Consultants must be engaged on the basis of their qualifications and experience, with fees determined through negotiations following selection. This can be accomplished by means of Qualifications Based Selection procedures, whereby Statements of Qualifications are requested from a number of consultants. The qualifications of consultants responding are evaluated and the best qualified consultant is selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee."

Staff instituted a two-step analysis system with Step 1 being the review of the written proposals and determining which firms are most qualified based on the above criteria. Although all three firms were qualified, the firms of RDM and T. Y. Lin International ranked significantly higher than the third submission. Thus the firms of RDM and T.Y. Lin International were invited to participate in the oral interview portion of the procurement.

Step 1-Written Proposal Evaluations

The written responses were individually evaluated by three representatives of the Airport Engineering Department and were given a score based upon four (4) selection criteria. The maximum possible score available was 100 points as the sum of the selection criteria categories described below:

- SC-1 Airport Pavement Design Experience (25 points)
- SC-2 Recent Experience in AIP Funded Projects (25 points)
- SC-3 Project Team (40 points)
- SC-4 Airport Geographic Information System/FAA Advisory Circular 150/5300-18 (10 points)

\STAFF REPORTS\OPERATIONS\9-18-17
PROJECT NUMBER E17-08
DESIGN SERVICES FOR
PORTIONS OF TAXIWAYS C AND D
GENERAL AVIATION RAMP REHABILITATION
AND PAVEMENT MANAGEMENT SYSTEM

2

6

The scoring sheet for the proposals is attached. The close scoring between the top two firms led to the oral evaluations of those two firms only. The evaluation interviews were conducted by staff from Engineering and Procurement departments.

Step 2-Interview Evaluations

The two firms interviewed were asked to present their expertise based upon the following criterion:

IC-1   Taxiway Design Approach (25 points)
IC-2   General Aviation Design Approach (25 points)
IC-3   Pavement Management System (30 points)
IC-4   Project Team/DBE Participation Approach (20 points)

A copy of the scoring worksheet for Step 2 is attached. Based on the results of Steps 1 and 2, the evaluation team identified RDM as the most qualified, and entered into a negotiation of scope. Staff then requested RDM to prepare and submit the scope of services for the project and successfully negotiated a mutually agreeable scope of services for the project.

Fee Negotiations

At the time the FY2017/2018 Budget was prepared, the estimated construction cost of design services was $600,000. Prior to the release of the Request for Qualifications, Staff received approval from the FAA to include the Pavement Management System scope with an increase of $300,000 for a total design budget of $900,000.

Staff was prohibited from any fee discussions with any of the proposers until after a determination of the most qualified firm was reached. Once the establishment of the scope of services with RDM was determined, Staff engaged EQLaunch to provide an independent fee estimate (IFE) to serve as a benchmark in establishing of a fair and current market value for the project. After receiving the IFE, Staff requested and received a price proposal from RDM. The negotiation resulted in a final fee price that is within 3.7% that of the IFE. AC guidelines state that engineering fees should fall within a 10% range at the end of the negotiation process.

A lump sum fee proposal for Work Order #1 was negotiated with RDM in the amount of $920,486. However, this fee amount is greater than the original budget. It should also be noted that during the negotiation process, it was suggested that the actual cost of construction may be closer to $5,000,000 than the initial $4,000,000 anticipated at the time of the project planning estimate, primarily due to future forecast of market conditions and escalation of construction costs. The IFE also noted this same trend. FAA reviewed the Record of Negotiations submitted by staff, and the IFE prepared by EQLaunch, and concurred with the selection of RDM. FAA subsequently approved grant funding sufficient to cover 80.59% of the full cost of the RDM negotiated proposal, with the local match from the Authority coming from a pending PFC application.

A separate Work Order #2 (Phase 2) for Construction Administration services will be negotiated and brought back to the Committee for consideration when an award of contract for construction

\STAFF REPORTS\OPERATIONS\9-18-17
PROJECT NUMBER E17-08
DESIGN SERVICES FOR
PORTIONS OF TAXIWAYS C AND D
GENERAL AVIATION RAMP REHABILITATION
AND PAVEMENT MANAGEMENT SYSTEM

3

7

A separate Work Order #2 (Phase 2) for Construction Administration services will be negotiated and brought back to the Committee for consideration when an award of contract for construction services is presented. The reasoning for this is until the construction bids are received, Staff cannot accurately negotiate the Construction Administration portion that will be established closer to the time of construction.

DBE PROGRAM

Certain elements of the Authority's adopted "race conscious" Disadvantaged Business Enterprise ("DBE") program and guidelines were incorporated into the construction bid documents. The triennial DBE Program Goal is 13%; however, the Goal established for this specific project was set at 16% based on the scope of services and work required for the project. Based upon paperwork received by RDM, Staff expects to achieve a DBE participation level of 71% on this contract

FORCE ACCOUNT (TBI)

Project design phase management is proposed to be performed by the TBI Engineering Department with support from in-house consultants (Azrial, EQLaunch) for a not-to-exceed amount of $50,000. This amount is approximately 5% of the engineering design costs. Engineering Staff and the in-house consultants will oversee the design process and provide constructability review to ensure the project is compatible with the Authority's protocols.

OPERATIONAL IMPACTS

The field research required to complete the project will either be performed at night or during the day with little or no operational impacts.

FUNDING

The FY 2017/2018 Facility Development budget included $900,000 for the design and pavement management system portion of the project, which based on the projected costs listed below, may require a future budget amendment.

Projected Costs:

RDM	$ 920,486
Project Administration	$ 50,000
Project Aggregate Contingency	$ 30,000
Total	$1,000,486

Funding for this project will consist of a combination of an AIP grant and local matching funds. FAA requires that the design costs be negotiated before AIP grant funding is approved. The Authority has received an AIP grant of $725,310 which represents 80.59% of the previously estimated costs for the design of the project and all other associated costs. A portion of the required 19.41% local match is contained within a pending Passenger Facility Charge ("PFC") application. It is proposed that the Authority provide the full local matching fund requirement in advance with the intent to receive reimbursement subject to FAA approval of the pending PFC application and any subsequent amendments to it.

\STAFF REPORTS\OPERATIONS\9-18-17
PROJECT NUMBER E17-08
DESIGN SERVICES FOR
PORTIONS OF TAXIWAYS C AND D
GENERAL AVIATION RAMP REHABILITATION
AND PAVEMENT MANAGEMENT SYSTEM

4

8

<u>Available Funding:</u>
Grant 3-06-0031-62-2017 $ 725,310
Local Match (PFC application - pending) $ 116,540
Sub-Total $ 841,850
Airport Reserve (cash flow only) $ 158,636
Total $1,000,486 (See Note 1)

Note 1 – The amount of $158,636 will ultimately be funded via a combination of a future amendment to the AIP Grant Application and PFC Application for the revised forecasted costs of $1,000,486.

SCHEDULE

The design phase of the project will commence after the award and execution of a Professional Services Agreement with construction phase plans and specifications anticipated to be delivered to the Authority for bidding in the second quarter of 2018.

STAFF RECOMMENDATION

Staff seeks an Operations and Development Committee recommendation to the Commission that it:

   i)   Authorize execution of a Professional Services Agreement for an engineering design contract in the amount of $920,486. to RDM International, Inc. ("RDM");
   ii)   Approve the deployment of TBI Force Account including the services for in-house consultants (Azrial, EQLaunch) for design management phase services for a not-to-exceed amount of $50,000.; and
   iii)   Establish a Project Aggregate Contingency of approximately 3% of the estimated total project budget in the amount of $30,000.

\STAFF REPORTS\OPERATIONS\9-18-17
PROJECT NUMBER E17-08
DESIGN SERVICES FOR
PORTIONS OF TAXIWAYS C AND D
GENERAL AVIATION RAMP REHABILITATION
AND PAVEMENT MANAGEMENT SYSTEM

5

9

STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
SEPTEMBER 18, 2017

AWARD OF PURCHASE ORDER
AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES
FOR
INTERACTIVE EMPLOYEE TRAINING DATABASE SYSTEM UPGRADE

SUMMARY:

Staff seeks an Operations and Development Committee recommendation to the Commission authorizing the Executive Director to execute a sole source purchase order with the American Association of Airport Executives ("AAAE") to revise and update the current proprietary Interactive Employee Training Database ("IET") system used at Hollywood Burbank Airport ("Airport") for a lump-sum amount of $130,270.

This system is an integral part of the Burbank-Glendale-Pasadena Airport Authority's ("Authority") security program. It provides the Authority the ability to record and verify the training and testing of each individual that is authorized and issued an Authority security identification badge to work at specific areas of the Airport. The issuance of these security badges are governed and subject to audit by both the Transportation Security Administration ("TSA") and Federal Aviation Administration ("FAA").

DESCRIPTION:

The Authority has employed the IET system for all TSA and FAA required employee training since it was initially installed in December 2005. This system has been in active use to educate new and current employees using several different training video modules in two languages, English and Spanish. Each module has interactive questions to test employees on a variety of subjects. This system not only records the current test scores, but maintains a database on the individual's past results. These records that the system generates are subject to review and audit by the two respective federal agencies.

Using this system of training and depending on the number of modules required, an individual's testing may take an hour to two hours to complete. The IET system employed by the Authority allows for up to six persons to undergo training and testing simultaneously. On average, the Security Office processes 425 new and renewal badge applications per month. Each application requires not only that the appropriate training module be completed, but also requires the successful passing of an associated test for each module. This training and testing is required to be taken annually in order to renew one's security badge.

The current IET system is nearing end of life and will no longer be supported to receive future updates and maintenance. This IET is a proprietary system which can only be upgraded and maintained by AAAE. Additionally the current videos are dated and are in need of revisions that reflect the current state of the airport facilities.

<u>SOURCE OF FUNDING:</u>

As part of the Fiscal Year 2017-2018 budget process Staff included a potential IET Replacement to be funded through a future PFC Application. That application is currently in process for the proposed amount of $130,270.

<u>SCHEDULE:</u>

If approved, an AAAE Project Team will be assigned to meet and review development phases, scope of work and agree on a timeline for the video production of each training module. Staff would then have 30 days to review and approve each course and its material before the final delivery of the revised training system.

<u>RECOMMENDATION:</u>

As the current proprietary IET system that is essential for the Authority's security program is in need of revision and update, Staff seeks the Committee's recommendation to the Commission that it authorize the Executive Director to execute a sole source purchase order with the American Association of Airport Executives ("AAAE") to complete this task for a lump sum amount of $130,270.

August 16, 2017

Sumire Spurlock
Airport Security Manager
Hollywood Burbank Airport
2627 N Hollywood Way
Burbank, CA 91505
(818) 524-3826

Dear Ms. Spurlock,

The American Association of Airport Executives (AAAE) is pleased to provide Hollywood Burbank Airport (BUR) with our proposal for IET-LS. Founded in 1928, AAAE is the world's largest professional organization for airport executives, representing thousands of airport management personnel at public-use commercial and general aviation airports. AAAE's members represent some 850 airports and hundreds of companies and organizations that support airports. AAAE serves its membership through results-oriented representation in Washington, D.C. and delivers a wide range of industry services and professional development opportunities including training, meetings and conferences, and a highly respected accreditation program.

Training within the airport environment is highly specialized, regulated and complex. AAAE leads our industry in providing innovative products and services to meet the dynamic needs of your operation and is able to customize solutions for BUR.

Please find below additional information regarding our IET-LS training platform, our project team and our price proposal. Pricing is valid for 90 days.

AAAE is a 501 (C) (6) non-profit corporation. The association employs over 70 team members. Our Dunn and Bradstreet number is 06-869-7523, and our overall financial credit rating is ER4. AAAE's TIN is 510094939.

We look forward to supporting Hollywood Burbank Airport.

Sincerely,

Kyle Herbig
Director, Customer Solutions and Technology Services
AAAE
601 Madison Street, Suite 400
Alexandria, VA 22314
Email: kyle.herbig@aaae.org
Telephone: (703) 797.2536

Product Overview

AAAE offers a customized, web-based training solution that will update and enhance your current airport training curriculum. Our web-based system, Interactive Employee Training Learning Suite (IET-LS), is airport-specific, scalable and has cloud-based capabilities. Our product design can accommodate new features and dynamic content that can reflect your specific needs. The IET Learning Suite system can efficiently accommodate integration with other airport systems such as badging, providing a comprehensive and cost effective solution.

IET-LS is designed to be accessed over the airport's Internet connection and/or an independent Internet connection. The login process is secure and allows administrators to restrict and/or grant individual access privileges.

IET Learning Suite functions as a platform, managing various airport specific interactive training programs and testing and can also integrate with the badging office. Our training programs will reflect some specific airport requests incorporated with current e-Learning methodologies that truly enhance the learning experience. The Airport Operator is able to be notified when an individual is getting close to needing recurrent training using the Records and Reporting Database. IET-LS includes an automated service that sends emails to alert trainees and supervisors.

All training modules are highly interactive and designed with a Virtual Instructor, requiring the student to regularly evaluate and respond to scenario based challenges and questions. Customizable for your airport, our courseware includes graphics, high definition (HD) video and a comprehensive bank of randomly generated questions. Test results are automatically stored and maintained in a secure database. These records are accessible on demand to authorized personnel. The training records database provides easy searches and reports of test and participant data in pre-defined parameters (i.e., by date, employer, name, etc.). Certificates can be converted to PDF and emailed to each employee following the successful completion of the training program. Other paperless options are available for certificate delivery.

The self-paced training modules fully comply with all federal/local training requirements. The hardware is Energy Star 5.2 certified, All-in-One with rugged "touch-computer" space saving design, which provides a unique HD experience and interactivity that IET-LS can now provide.

Project Roles and Responsibilities

The AAAE Project Team will be directly involved in all aspects of the project and is responsible for planning and execution. The team consists of a Project Manager who will be your primary point of contact, and a number of Team members, who are assigned to deliver their tasks according to the project schedule or timeline. On large projects, some team members may serve as Team Leads, providing task and technical leadership. The Project Manager will be responsible for overseeing the day-to-day activity and coordinate all functions and work flows.

At initiation of the project, the Project Manager will schedule a kick off meeting to review development phases and approval cycles. The courses and their contents will be provided to the airport for review, and the airport will have time to review course material as detailed in the following page. A delay in reviewing and approving courses and content may result in significant delays in delivery of a completed training system. The Project Manager will provide the airport with a project timeline and scope of work. Once the scope of work and timeline has been approved and the work has started, any further changes will require a change order and additional costs may be applied.

AAAE Key Personnel

Cathy Haggerty – Senior Producer

Lawrence Way – VP, Training and Technology Services

Jim Martin - Staff VP – Senior Instructional Designer and Content Developer

Rajan Ramasamy, PMP - Technical Senior Project Manager

Adam Cho – Director of Technical Integration

Trina Hadden – Director Operations

Hollywood Burbank Airport Primary POC:

Name _____

Title _____

Email _____

Phone _____

Authorized Contacts

Please detail those required and/or authorized to review and approve the final script, review and approve the final video production and conduct user acceptance testing:

Name _____   Name _____

Title _____   Title _____

Email _____   Email _____

Phone _____   Phone _____

Course Script Approval – Those authorized to review and approve course scripts will have **10 business days** to make editing comments upon delivery from a producer. If no comments or edits are received after **10 business days** from delivery, AAAE will assume BUR has accepted and approved the script as delivered and proceed to the next phase of production. If BUR makes changes to the approved script after the commenting period is complete, then a change order will be initiated at a rate of $150 per hour charged to BUR.

Course Video Production Approval – Those authorized to review and approve course video production will have **7 business days** to make editing comments upon notification from a producer. If no comments or edits are received after **7 business days** from delivery, AAAE will assume BUR has accepted and approved the production as delivered and proceed to the next phase of the project. If BUR makes changes to the approved video production after the commenting period is complete, then a change order will be initiated at a rate of $150 per hour charged to BUR.

User Acceptance Testing – Those authorized to conduct user acceptance testing will have **7 business days** to make comments upon delivery. If no comments are received after **7 business days** from delivery, AAAE will assume BUR has accepted and approved the delivered courses and complete the project. If BUR makes changes to the courses after the user acceptance period is complete, then a change order will be initiated at a rate of $150 per hour charged to BUR.

Hollywood Burbank Airport IET Learning Suite

AAAE will create courses in the IET LS format. When filming new courses, IET-LS courses are filmed in HD and incorporate new learning concepts.

For employees returning for annual training, recurrent courses can reduce the training time substantially from an hour to fifteen minutes dependent on the trainees' ability to pass all of the exercises. Recurrent training (which represents a large part of trainees) results in airports delivering a substantial financial savings to its tenants while remaining compliant and reducing the load on the training room. This efficiency can increase employee productivity.

IET-LS Feature includes a Virtual Instructor with 4 personalities to select from per course.

Course Development will include the following services:

- Advance consultation on custom videotaping
- Custom content / scenario development
- Story boarding and visual development
- On-site videotaping, to include site survey
- Visualization and scene layouts
- Dramatization and scenario development
- Pre-production meetings for role playing development
- Directing and production of scenarios
- Overseeing scene treatment and continuity
- Non-linear editing and post production
- Narration and Audio mixing
- All graphics and graphic art work
- Interactive script development and branching for Upgraded IET
- Integration of custom video into interactive course for Upgraded IET
- Programming interactive assessments for Upgraded IET
- A review version of the interactive course
- Packaging of approved interactive program
- Final interactive program loaded on each unit
- Installation and On-site testing
- Quality assurance

IET-LS Platform & Courses

AAAE will create semi-custom courses for BUR on the IET-LS platform at the following rates:

COURSE	DESCRIPTION	PRICE
SIDA – Initial Training Semi-Custom	Covers requirements related to Part 1542 Airport Security, /SIDA including definitions of secured areas, badge types and access privileges, badge display, piggybacking, challenging, escorting and sensitive security information and any airport-specific information at BUR.	$18,000
Driver Training, Non-Movement Area Initial Training Semi-Custom	Covers the requirements for driving on the Non-Movement Area; maintaining vehicle safety; definitions and causes of incidents and accidents; and all Non- Movement Area signage, marking and lighting.	$18,000
Driver Training, Movement Area Initial Training Semi-Custom	Covers the requirements for driving; maintaining vehicle safety; definitions and causes of incidents, accidents and incursions; how to properly communicate with the tower; and all Movement Area signage, marking and lighting.	$18,000
Environmental Awareness Custom	Covers local, state and federal environmental requirements affecting the airport. Describes: best management practices/good housekeeping; hazardous materials and other pollutants and how to properly dispose of them, deal with spills, storm water discharge procedures, waste and garbage handling and disposal and vehicle washing methods	$18,000
Recurrent Training Courses: • SIDA • DTNON • Environmental Awareness	Recurrent courses are highly interactive, scenario based and designed to test the application of knowledge existing employees already possess. Questions missed on a specific topic require the employee to retake the initial portion of training on that topic.	$30,000 ($10,000 per course)
Spanish Versions of Course: • SIDA • DTNON • Environmental Awareness	AAAE will provide Voiceover and Open Captioning of IET-LS courses translated into Spanish.	$24,000 ($8,000 per course)
New Authorized Signatory Non-Custom	This course covers the basic requirements and responsibilities of company employees who are designated according to the SD 1542-04-08 Series as signatory authorities.	No Charge
Security Guard Course	AAAE will convert existing course to play on the IET-LS platform	No Charge
Training Records and Reporting System and Player Application Fees	Learning Suite (LMS) for Training Records and Reporting web-based application	$15,000
Multi-Course Discount (20%)		($25,200)
Total: Software / Courseware Cost	All fees are a one-time charge	$115,800.00

AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES

AAAE Delivers Service. Innovation. Results.

Hardware for Training Room

AAAE will configure, QC and ship hardware for BUR's training room at the following rates:

Hardware	Description	Price per Unit	Total Cost
Lenovo "All-in- One" touch computers	Technical Specifications: Quad-Core i5 / 3.2 GHZ; Ram 4 GB (upgrade up to 32 GB); HDD 500 GB 7200 rpm Intel HD Graphics 530; GigE Network WLAN : 802.11b/g/n; Bluetooth 4.0; Windows 7; Monitor : LED 23.8" 1920 x 1080 (Full HD) Multi-Touch	$1,995 @ 6	$11,970
Configuration of IET-LS	Configuration labor, shipping and quality control	Provided by AAAE	No Charge
On-Site Installation (Optional)	AAAE technician provides on-site installation support in coordination with local IT department	$2,500 @ 1	$2,500 (Optional)
Total: Hardware	All fees are one-time charge		$11,970.00
With Optional Go Live Support			$14,470.00

The Barclay Building | 601 Madison Street | Alexandria, VA 22314
PHONE: 703.824.0504 | FAX: 703.820.1395 | www.aaae.org

18

TOTAL Project Cost for IET-LS Platform

IET-LS Course / Software Costs	$115,800.00
IET-LS Hardware and Configuration Costs	$11,970.00
Total Project Cost	**$127,700.00**
With Optional Go Live Support	$130,270.00

Approved and accepted: BUR – Hollywood Burbank Airport

Signature   Date

Printed Name

Title

Approved and accepted: AAAE – American Association of Airport Executives

Signature   Date

Printed Name

Title

Please sign above and return executed copy to:
AAAE, Attn: Kyle Herbig, 601 Madison Street, Suite 400 Alexandria VA 22314 or email; kyle.herbig@aaae.org.

Name of Customer: August 16, 2017

Bob Hope Airport (BUR)

Name of project:

IET Legacy System Upgrade

Project scope:

This upgrade includes updating seven (7) existing IET Legacy courses including scripts, video and graphics for SIDA, SIDA Spanish, Driver Training Movement, Driver Training Non-Movement, Driver Training Non-Movement Spanish, Environmental Training and Environmental Training Spanish courses. Two (2) existing IET Legacy courses will be converted to play on the updated software including Authorized Signatory and Security Guard and three (3) new recurrent courses will be created including SIDA, Driver Training Non-Movement and Environmental Training. Hardware upgrades include six (6) Lenovo All-In-One computers and the Training Records and Reporting Database that is compatible with existing training data contained in the IET Legacy Training Records and Reporting Database.

Proposed exception to full and open competition:

BUR Airport purchased two (2) American Association of Airport Executives (AAAE) IET workstations in 2006 and since then has added 4 additional workstations that were acquired through a Sole Source, Proprietary Equipment and Software agreement. The IET is a proprietary system used to meet training requirements for application and renewal of SIDA and Airport Operations Area badges at the Pass & ID office and delivers the up-to-date training content needed to ensure safe and secure operations. This request is to upgrade the IET Legacy systems currently in use at BUR to the new version of the software, IET-LS. Being that this is a proprietary system, upgrades and course conversions can only be performed by AAAE.

In addition, BUR desires to expand the existing courses to include 3 new recurrent versions. As it is necessary for all training to be consistent, and results reported to the same central database, it is necessary to purchase additional courses through AAAE as it is the only provider of the IET and the most recent version, the IET LS system.
Video updates are not available from alternative sources as AAAE is the only manufacturer and installer of the software and videos. Maintenance and video updates of the proprietary system can only be performed by AAAE.

The IET training system is not available from a competitive source and the AAAE IET training system is patented and customized. Each IET workstation is connected to a central database maintained and managed by AAAE. The secure database stores training records for the individuals and these records are made available to authorized personnel. This allows the airport to comply with FAA mandated training and record keeping requirements found in FAR Part 139. The AAAE IET LS system is the only training system available that is fully compatible with the existing proprietary IET Legacy system, allowing the airport to continue leveraging its original investment in the training system.

Sincerely,

Patrick Raker
Senior Vice President
Training and Technology Services, AAAE